

AGENDA FOR BOARD OF EDUCATION SPECIAL MEETING

Bartlesville Public Schools

Bartlesville High School - Freshman Academy Conference Room , 1700 Hillcrest Drive,
Bartlesville, Oklahoma 74003

Monday, July 15, 2024 at 5:30 PM

- I. Call Meeting to Order
- II. Flag Salute
- III. Spotlight
 - III.A. Bartlesville Public Schools Foundation
 - III.B. Unified Champion Schools Banner
- 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. Teaching & Learning Update
 - V.B. Construction Update
 - V.C. Financial Update
 - V.D. Upcoming Board of Education Meetings

- Regular Meeting - Monday, August 19, 2024; 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"

- June 17, 2024 (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 June 2024 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. Ratify, approve, and confirm for the fiscal year ending June 30, 2025, that certain Lease Purchase Agreement dated as of March 28, 2024, by and between the Bartlesville Education Authority, as Lessor, and Independent School District No. 30 of Washington County, State of Oklahoma, as Lessee.

VI.K. Ratify, approve, and confirm for the fiscal year ending June 30, 2025, that 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.

VI.L. Ratify, approve, and confirm for the fiscal year ending June 30, 2025, that 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.M. Approval of revised Policy CCA: Sanctioning of Parent Organizations and Booster Clubs as set out on Attachment "M"

VI.N. Approval of revised policy ECC: Use of Internet and Social Networks and Other Forms of Communication as set out on Attachment "N"

VI.O. Approval of the Activity Fund Manual (and Sanctioning Application) for 2024-25 as set out on Attachment "O"

VI.P. Approval of revised policy FIHH: Wireless Telecommunication Devices — Employees as set out on Attachment "P"

VI.Q. Approval of new regulation ECC-R: Use of Internet and Social Networks and Other Forms of Communication: School-Approved Messaging Platforms as set out on Attachment "Q"

VI.R. Resolution to set 1080 hours of instruction for the 2024-25 school year as set out on Attachment "R"

VI.S. Approval of Memorandum of Understanding with Grand Mental Health as set out on Attachment "S"

VI.T. Approval of the Classified Manual for 2024-2025 as set out on Attachment "T"

VII. Public Comment

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

VIII. New Business

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

IX. Adjournment

Posted at the front door of the Education Service Center, 1100 South Jennings Avenue, Bartlesville, Oklahoma, at 5:30 p.m., July 12, 2024, by Laci Harris, Minutes Clerk of the Board.

BPS Foundation Summer Update

Financial Highlights

- Over **\$600,000** in revenue
- Over **\$300,000** in program support
- We impact **100%** of teachers, students and staff
- **\$4 million** in total program support since 1985
- **\$50,000** in tax credit eligible donations
- **19 external grants** - accounting for over \$200,000 in program funding
- Two verbal **planned giving commitments**



BPS Foundation Summer Update

Program Highlights - Founders' Dinner



BPS Foundation Summer Update

Program Highlights - Grants to Teachers



- 5 categories of grants
- \$55,000 in funding
- Impacted all levels of instruction

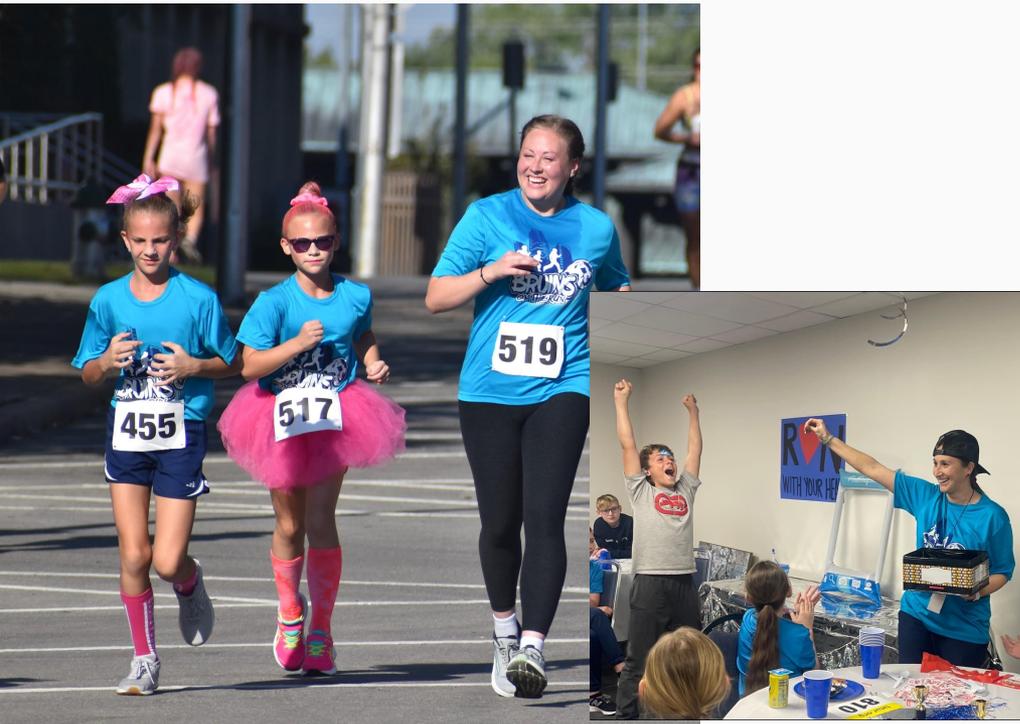


BPS Foundation Summer Update

Program Highlights

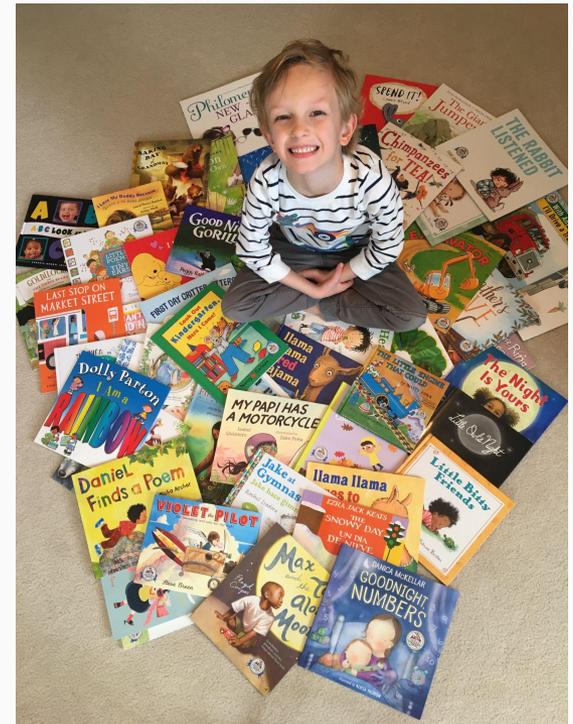
Bruins on the Run

- 118 students
- 59 teacher mentors
- Tasha Posch - program coordinator



Imagination Library

- **25,000** books delivered to date
- Serving **45%** of our eligible children served



BPS Foundation Summer Update

Program Highlights - Events



BPS Foundation Summer Update

*Kickoff the School Year
as a **Community!***



State of the
Schools
Luncheon

**TICKETS AND
SPONSORSHIPS ON
SALE NOW**

**Wednesday,
August 7, 2024
11:30am-1pm
BHS Commons**



BPS Foundation Summer Update

Leadership for 2024-2025

Board of Directors

- Chris Batchelder, Chairman
- Donna Keffer, Vice Chairman
- Cindy Wray, Treasurer
- Nicole McKinney, Secretary
- Nikki Benson
- Keri Bostwick
- **Brian Coordsen**
- Kourtney Craig
- Michael Dennis
- Bob Fraser
- **Tracy Hammon**
- Taylor Potter
- **Tawny Saddoris**
- Lori Silver
- Aaron Tesavis

Non-Voting Members

- Chuck McCauley, Superintendent
- Kinder Shamhart, School Board
- **Kelsey Carmichael**, Teacher of the Year
- **Earl Sears**, Emeritus Board Member



BPS Foundation Summer Update

Planning for the Year Ahead

Improve and sustain
existing programs:

- Teacher Grants
- Bruins on the Run
- Imagination Library
- District Initiatives



SAVE THE DATE
October 12, 2024
Bruin 8K and Fun Run





Enrollment SY 2024/2025

- 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 8:00 - 4:00, Education Service Center
- Returning Student Enrollment
 - PowerSchool Parent Portal
 - District website - link on homepage for detailed information.



Professional Development

- Artificial Intelligence in our schools
 - Task force to develop recommended classroom & district policies and rollout of Google Gemini to older students
- New Teacher Training
 - Aug 5 - 6 - prepare for start of school.
- New Teacher Academy Cohort 3
 - Aug 7, Sept. 18, Nov. 7 & 7, Jan. 16, Feb. 26
- New Teacher Academy Cohort 2
 - 88% retention rate for teachers who participated.



Back to School Events

- Aug 12 - Back to School Rally @ 10:00 ESC Auditorium
- Aug 13 - Elementary Meet the Teacher 4:00 - 6:00 pm
- Aug 15 - First day of school
- Back to School/Open House Nights 5:30
 - Aug 22 - BHS
 - Aug 27 - Central Middle School & Madison Middle School
 - Sept 5 - All Elementary Schools
- Fall Parent Teacher Conferences for PreK - 12th grade
 - Oct. 17 & Oct. 19 4:00 - 7:00

Bartlesville Wayside Elementary

CONSTRUCTION ADVISORY – 7/12/2024

Project Team:

Adam Stogner – Project Director
Tatiana Humel – Project Manager
Mike “Pork Barrel” Ford - Superintendent
Austin Bingham – Project Engineer
John-Martin Willmann – Intern

Current Work Activities:

- MEP Rough-In
- Site Pavement
- Install Plumbing Fixtures
- Install Ceiling Grid
- Install Windows & Storefront
- Overhead Rough-In

Upcoming Activities:

- Install Metal Panels at Gym
- Frame Wall in Cafeteria
- Install Flooring
- Set & Connect FCUs
- Install Millwork
- Prime Paint
- Install Plumbing Fixtures

Site Pavement



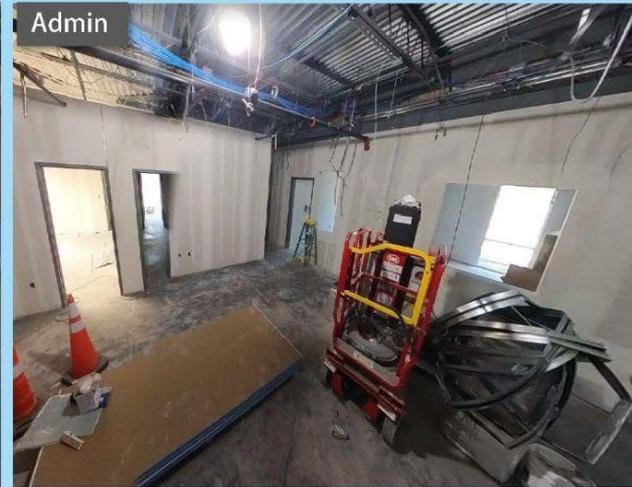
Ramp Wall Demo



Library



Admin



Bartlesville Ranch Heights Elementary

CONSTRUCTION ADVISORY – 7/12/2024

Project Team:

Adam Stogner – Project Director
Tatiana Humel – Project Manager
Mike “Pork Barrel” Ford - Superintendent
Ben Cain – Senior Project Engineer
John-Martin Willmann – Intern

Current Work Activities:

- Storm Line
- Soil Testing
- Earthwork for Building Pad
- Site Utilities

Upcoming Activities:

- NE Parking Lot – Curb & Gutter
- Drill Piers

Building Pad



Storm Line



Sanitary Line



Density Test



STEM & CONSTRUCTION
FACILITY UPDATES AT BHS
SUMMER 2024



CONSTRUCTION CLASS AREA



CONSTRUCTION CLASS AREA



ADJACENT VEX ROBOTICS AREA



ADJACENT VEX ROBOTICS AREA



AVIATION RISER CHANGES



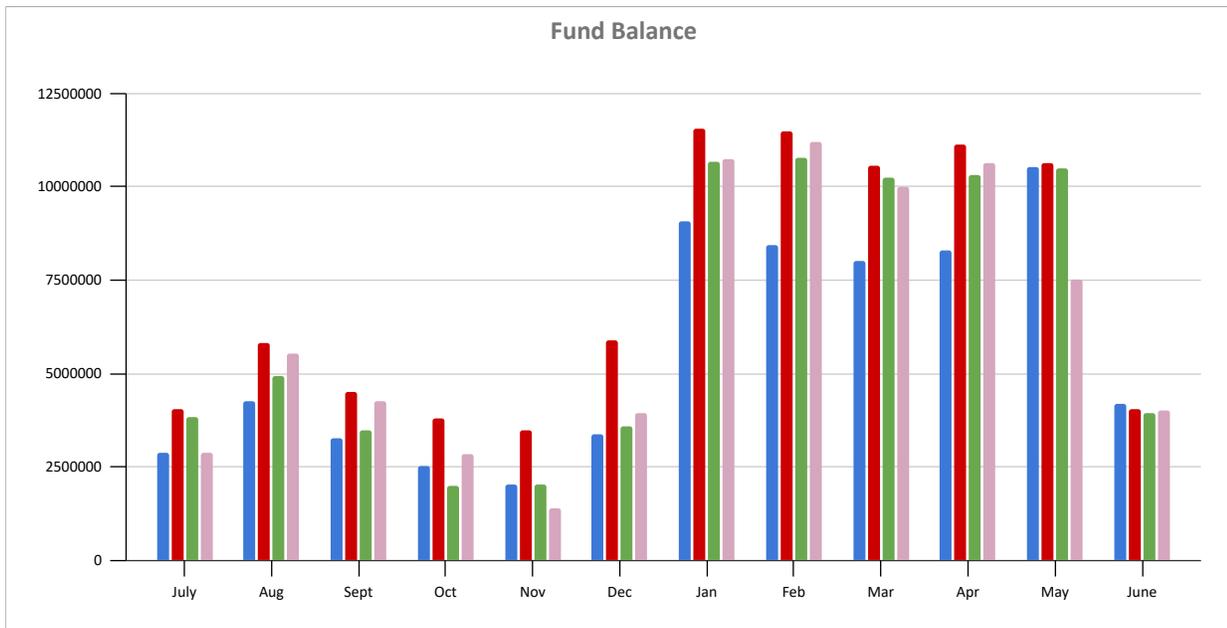
AVIATION DRONE AREA





Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2021-2024

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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	3,931,988
FY 24	2,870,004	5,541,192	4,276,609	2,838,027	1,377,252	3,961,327	10,752,812	11,197,027	9,987,169	10,624,299	7,524,869	4,012,343
FY24-FY23	(979,457)	603,449	780,869	828,485	(657,601)	380,048	72,122	417,544	(274,963)	322,276	(2,986,164)	80,355



Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis

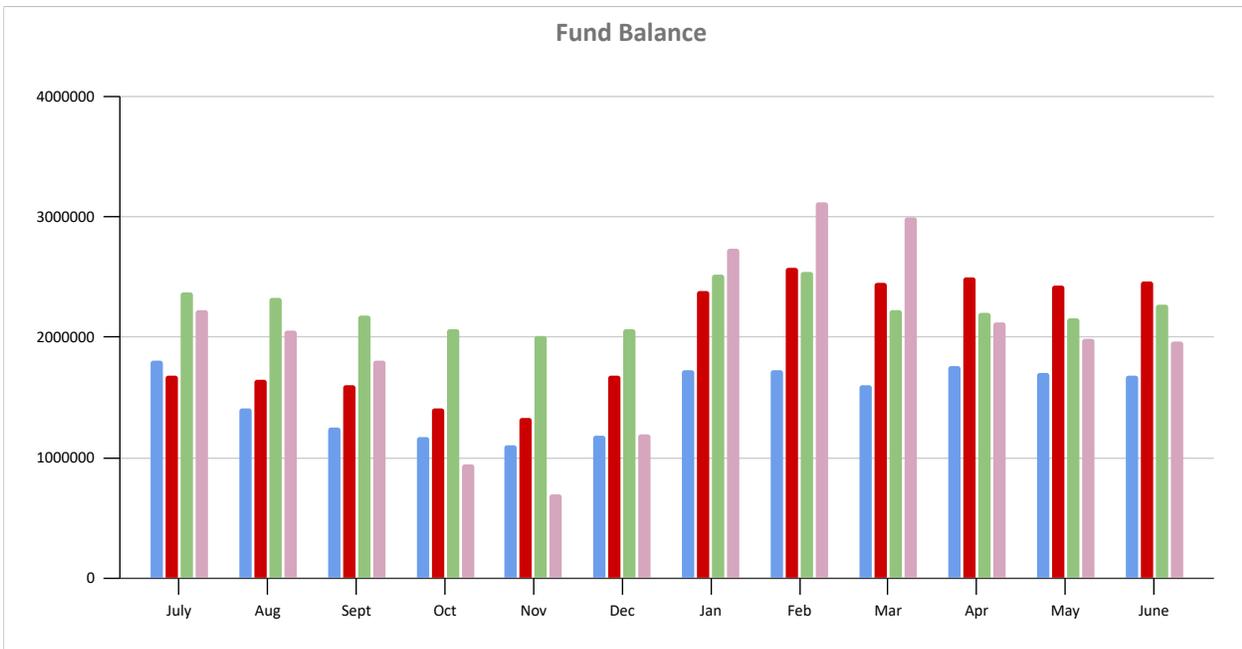
	June	2023-24 Year to Date Total	2022-23 Year to Date Total	2021-22 Year to Date Total
Beginning balance	\$ 7,524,869	\$ 3,931,988	\$ 4,065,794	\$4,200,803
Local	113,286	13,716,519	12,740,620	11,566,465
County	20,201	1,590,242	1,497,495	1,544,274
State	3,360,234	36,086,498	31,021,835	27,644,509
Federal	1,017,082	6,965,364	6,080,368	8,218,734
Other sources	29,139	134,570	111,427	107,378
	<u>4,539,942</u>	<u>58,493,193</u>	<u>51,451,745</u>	<u>49,081,360</u>
Total cash available	12,064,811	62,425,181	55,517,539	53,282,163
<u>Requirements:</u>				
Salaries	5,564,365	36,456,024	31,956,309	29,506,342
Benefits	1,930,921	12,465,100	11,085,484	10,180,281
Professional services	8,311	1,075,899	704,848	620,299
Property services	308,621	3,580,144	3,370,381	3,369,377
Other purchased services	52,096	1,252,773	1,041,544	909,662
Supplies & materials	168,622	3,051,930	2,484,444	2,979,690
Property	1,176	70,147	487,735	1,214,897
Other uses	18,356	460,821	454,806	435,821
	<u>8,052,468</u>	<u>58,412,838</u>	<u>51,585,551</u>	<u>49,216,369</u>
Ending balance	<u><u>4,012,343</u></u>	<u><u>4,012,343</u></u>	<u><u>3,931,988</u></u>	<u><u>4,065,794</u></u>

**Bartlesville Public Schools
General Fund Revenue Detail**

		July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	2023-24 Total
1110	Ad valorem tax - current						2,403,295.05	6,557,026.50	1,169,211.88	187,975.20	1,013,645.58	412,865.03	34,033.42	11,778,052.66
1121-1122	Ad valorem tax - prior	95,532.69	19,903.88	82,205.01	20,671.95	12,348.55	14,117.00	9,447.99	60,733.18	8,230.72	8,275.82	10,798.71	12,920.34	355,185.84
1130	In lieu of tax	0.07									536.30	214.52		750.89
1190	Other taxes				222.00			150.00			258.00		100.00	730.00
1213-1214	Testing fees	493.13	431.25	196.25	128.75	275.00	332.50	355.00	173.75		707.50	628.13		3,721.26
1230-1290	Tuition							17,242.50				17,242.50	12,660.00	47,145.00
1310	Interest on investments	19,986.87	19,257.24	21,713.45	86,782.91	21,821.17	28,615.43	92,354.00	99,211.39	109,779.76	109,072.60	60,590.64	31,886.90	701,072.36
1351														-
1352	Interest on unapport. Tax	157.09	263.00	41.15	217.69	41.96	545.50		13,927.80	5,010.51	367.77	1,809.11	1,678.89	24,060.47
1353														-
1410	Rent		4,942.00					1,892.62			5,500.00			12,334.62
1440	Sale of equipment		4,500.00						147.00		266.00	51.00		4,964.00
1510	Insurance loss recoveries							7,700.81		11,828.10		1,000.00		20,528.91
1530	Damage recovery				320.00									320.00
1580	Activity trip reimb	2,340.29	1,411.15	4,863.79	5,132.97	3,338.83	17,841.10	1,462.27	1,667.84	6,002.96	3,585.23	21,777.70	8,306.22	77,730.35
1590	Miscellaneous reimb	1,359.00	18,573.67	40,000.00	875.00	21,598.49	2,100.00	3,902.50	5,225.94	1,368.71	1,584.22	997.25		97,584.78
1610	Donations		213,228.75	4,000.00	500.00		2,500.00	70,000.00	1,000.00	274,253.60	7,908.78	722.81	11,700.00	585,813.94
1680	Refunds	2,249.00	97.99		1,874.96									4,221.95
1690	Miscellaneous		25.00	691.00	323.00	325.00	205.00	158.00	110.00	229.00	139.00	96.00		2,301.00
2100	County-wide 4-mill	11,521.78	3,517.47	9,767.07	2,415.76	1,487.94	260,846.88	696,722.32	157,290.90	27,274.20	126,809.22	51,956.23	6,591.49	1,356,201.26
2200	Mortgage tax	16,227.08	9,912.73	13,294.27	12,649.05	13,908.23	10,743.86	20,952.59	7,149.21	8,843.91	10,072.74	12,056.51	13,609.17	149,419.35
2300	Resale Property			84,621.00										84,621.00
3110	Gross production tax	2,804.04	3,394.17	2,119.11	2,901.25	3,499.36	3,366.34	5,427.62	3,405.49	3,096.29	2,584.52	3,060.57	4,139.31	39,798.07
3120	Motor vehicle tax	40,923.02	227,201.49	237,810.51	227,012.98	221,861.55	198,215.42	196,071.39	203,819.32	234,614.57	264,580.66	290,044.39	251,744.43	2,593,899.73
3130	Rural electric tax	4,588.38	5,337.68	5,733.15	5,720.65	4,378.39	3,999.48	4,312.11	4,676.39	6,264.41	4,143.22	3,631.59	4,139.31	56,924.76
3140	State school land earnings	93,412.60	57,862.82	52,676.69	87,838.62	69,657.14	73,174.90	122,505.84	107,495.18	72,684.69	79,093.69	59,972.09	151,046.78	1,027,421.04
3150	Vehicle tax stamps	1,024.57	2,100.29	779.75	1,521.77	449.16	3,514.98		75.46	1,358.27	309.38	2,043.70	1,379.65	14,556.98
3160	Farm implement tax stamps	365.39		521.22	426.29	112.84	116.42		25.23	569.42	3.60		129.74	2,270.15
3210	Foundation aid		2,340,979.22	2,340,979.21	2,340,979.22	2,340,979.21	2,340,979.22	2,670,899.87	2,394,508.88	2,396,626.62	2,395,622.09	2,664,514.37	2,528,915.25	26,755,983.16
3250	FBA		382,113.47	410,466.58	396,290.03	396,290.02	396,290.03	487,410.34	433,049.22	414,362.11	414,362.14	460,594.75	414,340.58	4,605,569.27
3310	Alternative education						59,403.02		29,701.50			29,701.51		118,806.03
3412	NBCT Stipend							45,000.00						45,000.00
3415	Reading Sufficiency						92,364.80							92,364.80
3420	State textbooks		393,839.52					8,906.00						402,745.52
3430	Education matching	1,823.13	3,622.48				3,722.36		3,696.26	3,699.48		1,849.74	1,849.74	20,263.19
3436							41,155.83			27,437.22	20,832.50		2,574.45	92,000.00
3440	Drivers education			3,600.00										3,600.00
3470							6,537.02	5,204.00						11,741.02
3620												9.48		9.48
3690	Other state											29,410.03		29,410.03
3811	Vocational programs			5,940.00			18,640.00			5,940.00		18,640.00		49,160.00
3812	Vocational programs			38,750.00			28,750.00			28,750.00		28,750.00		125,000.00
3892	Lottery Fund													-
4140	Title VII		75,665.09									199,969.05		275,634.14
4162	Flood Control				128.15									128.15
4210	Title I - Part A	366,247.22				150,627.96	268,931.95	142,012.24	133,783.46		282,229.33	131,401.80	254,608.93	1,729,842.89
4271	Title II	38,987.61					127,460.72	31,276.16	1,617.55	36,712.75	10,030.66	1,694.48	12,721.44	260,501.37
4281	Title III						15,929.87	53.58		3,319.46		536.56		19,839.47
4310	IDEA B - Special Education	373,821.55			117,725.70	184,844.41	121,267.61	295.94	117,447.69	113,165.49	242,241.26		547,912.04	1,818,721.69
4340	Preschool				6,048.56	11,548.70	6,048.86		6,048.86	1,436.63				31,131.61
4442	Title IV reimb	7,387.48				12,139.85	17,237.18	1,431.46	1,301.95	7,021.19	1,301.95	4,787.10	38,963.49	91,571.65
4470	Title VI	4,496.95				9,767.13	30,964.84	4,711.17	27,858.64	4,136.45	13,753.93	4,295.71	8,772.75	108,757.57
4550	Johnson-O'Malley	34,715.38												34,715.38
4611	Title II - Adult Education	9,010.66	20,040.09				12,048.96		16,651.85	14,044.65		7,812.05	8,013.01	87,621.27
4689	Other federal	9,537.08	396,986.01	1,749.00	10,756.01	10,756.87	730,376.01	247,337.43	7,197.92	145,966.47	268,892.87	531,253.62	146,089.84	2,506,899.13
4740														-
4821	Carl Perkins													-
5150-5160	Activity trip reimb	517.61	2,997.92	1,447.43	993.26	1,347.39	1,438.38	9,263.55	75,514.63	1,319.37	7,963.17	2,628.16	22,195.78	127,626.65
6140	Estopped Warrants												6,944.25	6,944.25
		1,139,529.67	4,208,204.38	3,363,965.64	3,330,456.53	3,493,405.15	7,343,076.52	11,461,485.80	5,083,724.37	4,163,322.21	5,296,673.73	5,069,406.89	4,539,967.20	58,493,218.09

Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2021-2024

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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	2,265,535
FY 24	2,224,183	2,052,836	1,807,955	947,532	692,259	1,192,603	2,737,169	3,118,725	2,998,442	2,125,142	1,991,800	1,960,216
FY24-FY23	(149,124)	(272,816)	(371,184)	(1,120,267)	(1,320,812)	(868,743)	221,711	579,175	773,855	(80,278)	(162,104)	(305,319)



Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis

	<u>June</u>	<u>2023-24 Year to Date Total</u>	<u>Prior Year Year to Date Total</u>
Beginning balance	\$ 1,991,800	\$ 2,265,535	\$ 2,457,578
 <u>Revenue:</u>			
Local	113,245	2,431,043	1,642,590
State	711,362	1,426,953	378,942
Other sources	702	3,805	3,728
	<u>825,309</u>	<u>3,861,801</u>	<u>2,025,260</u>
 Total cash available	 2,817,109	 6,127,336	 4,482,838
 <u>Requirements:</u>			
Professional services		159,178	161,750
Property services	82,021	962,789	916,598
Other purchased services		-	
Supplies & materials	7,510	183,773	242,752
Property	767,362	2,861,380	896,203
Other uses		-	
	<u>856,893</u>	<u>4,167,120</u>	<u>2,217,303</u>
 Ending balance	 <u>1,960,216</u>	 <u>1,960,216</u>	 <u>2,265,535</u>

MINUTES OF THE BOARD OF EDUCATION REGULAR MEETING - June 17, 2024

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, June 17, 2024 at 5:30 PM.

Absent: Suzy Keirse, Kinder Shamhart, **Present:** Scott Bilger, Rick Boswell, Randy Herren, Andrea Nightingale, Jason Sauer. Present: 5, Absent: 2.

I. Call Meeting to Order

II. Flag Salute

III. Spotlight

There were no spotlights.

IV. Public Comment

There were no public comments.

V. Superintendent's Report

V.A. Teaching & Learning Update

- [2024 06 17 Teaching & Learning Update](#)

LaDonna Chancellor reviewed summer camps and summer professional development.

V.B. Construction Update

Caleb Rovenstine gave updates for Wayside Elementary interior remodel, the beginning of the Ranch Heights Elementary renovation, Gifted and Talented room at Jane Phillips Elementary, and electronic marquees for various campuses.

V.C. Financial Update

V.D. Upcoming Board of Education Meetings

- Regular Meeting - Monday, July 15, 2024; 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 10, 2024 (Special Meeting)
- May 20, 2024 (Regular Meeting)

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

VI.C. Acceptance of Financial Reports for May 2024 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/Interest Earnings 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. Approved of revised Policy AA-E District Boundary Map effective August, 2025 as set out on Attachment "J"

VI.K. Approval of the Public Finance Law Group Agreement for legal services regarding bond issues for the 2024-2025 school year as set out on Attachment "K"

VI.L. Approval of Municipal Finance Services agreement for bond issue advisor services for the 2024-2025 school year as set out on Attachment "L"

VI.M. Approval of Purchasing Agents for the 2024-2025 school year as set out on Attachment "M"

VI.N. Approval of the BancFirst property insurance/worker's compensation quote as set out on Attachment "N"

VI.O. Approval of the Activity Fund Manual for 2024-25 as set out on Attachment "O"

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

VI.Q. Approval of Sodexo Food Service Management Company Contract Renewal for 2024-2025 as set out on Attachment "Q"

VI.R. Approval of revised Policy CCA: Sanctioning of Parent Organizations and Booster Clubs as set out on Attachment "R"

VI.S. Approval of Dr. Stephanie Curtis and Jason Langham as the authorized representatives for Federal Programs and Special Education applications and claims for reimbursement for 2024-2025

VI.T. Approval of Dr. Stephanie Curtis and Taylor Wilson as Authorized Representatives for Child Nutrition Programs for 2024-2025

Discussions about items O and R revealed more questions about procedure, so items were tabled until July's meeting.

Order #1 – Motion: to approve Consent Agenda items A through T, except for items O and R. This motion, made by Andrea Nightingale and seconded by Rick Boswell, Passed. Jason Sauer: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 5, Nay: 0

VII. Action Topics

VII.A. Discussion and possible action to approve Ideal Impact Services Agreement

Representatives from Ideal Impact Services presented their energy savings program.

Order #2 – Motion: to approve the agreement, subject to the school district's attorney, John Moyer, reviewing the documents. This motion, made by Scott Bilger and seconded by Rick Boswell, Passed. Jason Sauer: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 5, Nay: 0.

VII.B. Discussion and possible action to approve Ideal Impact Lease Purchase Agreement

Order #3 – Motion: to approve the agreement, subject to the school district's attorney, John Moyer, reviewing the documents. This motion, made by Scott Bilger and seconded by Rick Boswell, Passed. Jason Sauer: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 5, Nay: 0

VIII. New Business

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

XI.A. Consideration and vote to approve revised policy FDA Intra-District Transfers

Moved before executive session

Order #7 – Motion: to approve revised policy FDA Intra-District Transfers. This motion, made by Rick Boswell and seconded by Jason Sauer, Passed. Jason Sauer: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 5, Nay: 0

IX. 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

Order #4 – Motion: to move into executive session. This motion, made by Rick Boswell and seconded by Andrea Nightingale, Passed. Jason Sauer: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 5, Nay: 0

VIII.B. Vote to return to open session

Order #5 – Motion: to return to open session. This motion, made by Rick Boswell and seconded by Andrea Nightingale, Passed. Jason Sauer: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 5, Nay: 0

VIII.C. Statement of executive session minutes

Mr. Bilger read the statement of executive session minutes.

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

Order #6 – Motion: to extend Charles R. McCauley’s contract through June 30, 2027, add a retention incentive of 10% of base salary to be paid in June 2027, and a salary increase the same percentage rate as other administrators. This motion, made by Scott Bilger and seconded by Rick Boswell, Passed. Jason Sauer: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Rick Boswell: Yea, Scott Bilger: Yea. Yea: 5, Nay: 0

XI. Public Comment

There were no public comments.

XII. Adjournment

There being no further business, the meeting adjourned at 7:43 p.m.

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

DRAFT

2024-2025 Fiscal Year
Encumbrance Orders for Approval
July 15, 2024

The following list of Encumbrance Orders (Purchase Orders), totaling \$2,422,892.97 is submitted for consideration by the Bartlesville Board of Education for the dates of July 01, 2024 to July 11, 2024 for Fund 33 & July 02, 2024 to July 11, 2024 for Funds 11-8 from the 2024-2025 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 2024-2025 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 \$2,422,892.97.

Submitted to the Board of Education
July 15, 2024

2024-2025 Fiscal Year

	FUND	P.O. #'s	AMOUNT
11	General	332 - 423	\$ 127,918.53
12	Coop		
21	Building		
22	Child Nutrition Fund	31 - 35	\$ 14,987.32
31	2019 Bond - Projects		
32	2021 Bond - 2023 Projects		
33	2021 bond - 2024 Projects	1 - 85	\$ 2,279,987.12
37	Combined Purpose Series 2013A		
39	Bond Interest		
81	Gifts Fund		
	TOTAL		\$ 2,422,892.97

GRAND TOTAL: \$ 2,422,892.97

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 33

33-2021 BOND - 2024 PROJECTS

PO No	Date	Vendor	Description	Amount
1	07/01/2024	REALLY GREAT READING COMPANY, LLC	TEXTBOOKS-028/CURR/ESC BLANKET PO FOR LAUNCHPAD FOR PRE-K VIRTUAL IMPLEMENTATION TRAINING AND LAUNCHPAD ONLINE TEACHER SUBSCRIPTION. SEE ATTACHED QUOTE #22334_ADD ON	411.00
2	07/01/2024	CENGAGE LEARNING	STATE-ADOPTED-TEXTBOOKS-028/CURR/ESC	0.00
3	07/01/2024	DIDAX	STATE-ADOPTED-TEXTBOOKS-028/CURR/ESC ELEMENTARY ADOPTION MATH TEXTBOOK MANIPULATIVE KITS AND SUPPLIES FOR SY 24-25 SEE ATTACHED QUOTE #SQ-017732	99,624.08
4	07/01/2024	MPS	STATE-ADOPTED-TEXTBOOKS-028/CURR/ESC SECONDARY STATISTICS TEXTBOOKS SEE ATTACHED QUOTE #00106723	6,089.27
5	07/01/2024	MPS	STATE-ADOPTED-TEXTBOOKS-028/CURR/ESC SECONDARY MATH ADOPTION AP STATISTICS TEXTBOOKS SEE ATTACHED QUOTE #00106719	10,914.02
6	07/01/2024	GATEWAY EDUCATION LEARNING LLC	STATE-ADOPTED-TEXTBOOKS-028/CURR/ESC SECONDARY ADOPTED MATHEMATICS TEXTBOOKS SEE ATTACHED QUOTE #267127-2	144,435.60
7	07/01/2024	GATEWAY EDUCATION LEARNING LLC	STATE-ADOPTED-TEXTBOOKS-028/CURR/ESC SECONDARY ADOPTED MATHEMATICS TEXTBOOKS SEE ATTACHED QUOTE #265682-3	167,452.52
8	07/01/2024	GATEWAY EDUCATION LEARNING LLC	STATE-ADOPTED-TEXTBOOKS-028/CURR/ESC SECONDARY ADOPTION MATH TEXTBOOKS FOR SY 24-25 SEE ATTACHED QUOTE #267275-2	71,262.17
9	07/01/2024	SCHOOL SAVERS CORPORATION	CLASSROOM-SUPPLIES-028/CURR/ESC 21879 TI-84+CE-PY RLP EZ-SPOT (10) REMOTE LEARNING SEE ATTACHED QUOTE #140354	11,099.10
10	07/01/2024	FROG STREET PRESS	STATE-ADOPTED-TEXTBOOKS-028/CURR/ESC FS24400 PRE-K PATTERNS ENGLISH FS31001-6OK OKLAHOMA PRE -K ENGLISH 6 YEAR DIGITAL BUNDLE TRF1 FULL DAY F2F TRAINING-1 CONTENT SEE ATTACHED QUOTE #00031979	90,831.26
11	07/01/2024	PROJECT LEAD THE WAY, INC.	COCURR-SPLYS-057/CURR/ESC PLTW LAUNCH KITS FOR ELEMENTARY SITES FOR SY 2024-2025 PER CART FOR EACH SITE AS FOLLOWS: CART #1715696362247 RICHARD KANE CART #1715696228433 JANE PHILLIPS CART #1715695943083 HOOVER CART #1715696683795 WAYSIDE (NEW SECTION) CART #1716320486529 WAYSIDE	22,819.50
12	07/01/2024	PALEN MUSIC CENTER INC	INSTRUMENT-026/IM/BHS Baritone w/silver finish	26,856.00
13	07/01/2024	TYLER TECHNOLOGIES	Single PO for Student Monitoring Software Student Monitoring Software	10,000.00
14	07/01/2024	FIRST THOUGHT, INC.	Gate/246/JP Blanket PO for plaque and acrylic signs per quote	1,057.06
15	07/01/2024	SLIGAR MECHANICAL	Other Building Services/High School Relocation of existing VFD per quote dated 01/05/2024 # 240501	8,200.00
16	07/01/2024	TRI-COUNTY TECHNOLOGY CENTER	TECH-RLDT-SPLYS-019/CURR/ESC	43,500.00

Bartlesville Public Schools Encumbrance Register

Year 2024-2025 Fund 33

33-2021 BOND - 2024 PROJECTS

PO No	Date	Vendor	Description	Amount
			(1) EDGENUITY ACADEMIC INTEGRITY (70) EDGENUITY 6-12 COMPREHENSIVE CONCURRENT USER STUDENT LICENSES FOR SY 2024-2025	
17	07/01/2024	3P LEARNING INC	TECH-RLDT-SPLYS-019/TECH/ESC LICENSES FOR MATHSEEDS, 12 MONTH SUBSCRIPTION SEE ATTACHED QUOTE # Q-881649	13,152.00
18	07/01/2024	3P LEARNING INC	TECH-RLDT-SPLYS-019/TECH/ESC LICENSES FOR READING EGGS, 12 MONTH SUBSCRIPTION SEE ATTACHED QUOTE #Q-888939	17,400.00
19	07/01/2024	APPTEGY, INC.	TECH-RLDT-SPLYS-019/TECH/ESC THRILLSHARE MEDIA SUBSCRIPTION SEE ATTACHED ESTIMATE #172	23,000.00
20	07/01/2024	CAMBIUM LEARNING INC - LEARNING A-Z	TECH-RLDT-SPLYS-019/TECH/ESC CLASSROOM LICENSE READING A-Z (17) LICENSES 1 YEAR RENEWAL SEE ATTACHED QUOTE	2,244.00
21	07/01/2024	DOCUSIGN, INC	TECH-RLDT-SPLYS-019/TECH/ESC DOCUSIGN INC. APT-0463 (3000) DOCUSIGN ENTERPRISE PRO EDITION- ENTERPRISE SUBS. APT-0148 (1) ENTERPRISE PREMIER SUPPORT 22% OF RECURRING FEES APT-0656 (100) SMS DELIVERY - US/CAN SEE ATTACHED QUOTE #43927612	24,692.60
22	07/01/2024	EDCLUB, INC	TECH-RLDT-SPLYS-019/TECH/ESC TYPING CLUB STUDENT LICENSE 1 YEAR SEE ATTACHED QUOTE #535328	6,768.00
23	07/01/2024	EDPUZZLE, INC.	TECH-RLDT-SPLYS-019/TECH/ESC (3) PRO SCHOOL 1 YEAR UNLIMITED ACCESS TO EDPUZZLE, SCHOOL-WIDE (1) PRO SCHOOL 1 YEAR UNLIMITED ACCESS TO EDPUZZLE, SCHOOL-WIDE SEE ATTACHED QUOTE #00070328	10,500.00
24	07/01/2024	GENESIS TECHNOLOGIES INC	TECH-RLDT-SPYLS-019/TECH/ESC 340137 ADOBE CREATIVE CLOUD ALL-APPS NAMES USER K-12 SCHOOL SITE LICENSE RENEWAL SEE ATTACHED QUOTE #45357 601	7,500.00
25	07/01/2024	INSTRUCTURE, INC	TECH-RLDT-SPLYS-019/TECH/ESC (3500) CANVAS LMS CLOUD SUBSCRIPTION (1) 24X7 TIER 1 SUPPORT (FACULTY ONLY) (2800) MASTERY CONNECT BUNDLED SUBSCRIPTION SEE ATTACHED ORDER #Q-323149-2	63,154.00
26	07/01/2024	IXL LEARNING	TECH-RLDT-SPLYS-019/TECH/ESC IXL SITE LICENSE (GRADES 6-8: 1,500 STUDENTS @ MADISON MIDDLE SCHOOL AND CENTRAL MIDDLE SCHOOL) SUBJECTS: MATH, ELA, SCIENCE, AND SOCIAL STUDIES K-8 MATH LICENSE INCLUDE COMPLIMENTARY ACCESS TO IXL'S UNIVERSAL SCREENER VOLUME DISCOUNT UNLIMITED INSTRUCTURE ACCOUNTS INCLUDED SEE ATTACHED QUOTE #4786042-2024-001	34,500.00
27	07/01/2024	REMIND101, INC.	TECH-RLDT-SPLYS-019/TECH/ESC REMIND BASE PLAN (6400) INCLUDES: VOICE CALLS, LMS INTEGRATIONS SEE ATTACHED QUOTE #Q-75644	25,280.00
28	07/01/2024	RENAISSANCE LEARNING, INC	TECH-RLDT-SPLYS-019/TECH/ESC	119,693.00

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 33

33-2021 BOND - 2024 PROJECTS

PO No	Date	Vendor	Description	Amount
			FRECKLE ELA ADD-ON SUBJECT STUDENT SUBSCRIPTION, FRECKLE MATH STUDENT SUBSCRIPTION, STAR ESSENTIAL SUITE SUBSCRIPTION, ANNUAL ALL PRODUCT RENAISSANCE PLATFORM, FOUNDATIONS PROFESSIONAL LEARNING PACKAGE (INCLUDED WITH PURCHASE) ACCELERATED READER SUBSCRIPTION SEE ATTACHED QUOTE #3132812	
29	07/01/2024	RESPONDUS INC	TECH-RLDT-SPLYS-019/TECH/ESC LOCKDOWN BROWSER SITE LICENSE RENEWAL SEE ATTACHED QUOTE RENEWAL	4,045.00
30	07/01/2024	SCHOLASTIC EDUCATION	TECH-RLDT-SPLYS-019/TECH/ESC 858572 SCHOLASTIC BOOKFLIX RENEWAL, SUBSCRIPTION FOR (6) ELEMENTARY SITES 7/1/2024-6/30/2025	7,626.00
31	07/01/2024	TURNITIN, LLC	TECH-RLDT-SPLYS-019/TECH/ESC TURNITIN FEEDBACK STUDIO SEE ATTACHED ORDER FORM #Q-762096-1	16,585.00
32	07/01/2024	WEVIDEO INC	TECH-RLDT-SPLYS-019/TECH/ESC WEVIDEO FOR SCHOOLS ANNUAL SUBSCRIPTION SEE ATTACHED QUOTE #WVS1984664	9,840.10
33	07/01/2024	GLENN SECURITY SYSTEMS, INC.	SECURITY-EQUIP-SPLYS-019/TECH/ESC BLANKET PO FOR SECURITY SYSTEM SUPPLIES, ETC.	5,000.00
34	07/01/2024	KANSAS CITY AUDIO - VISUAL INC.	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR AUDIO VISUAL SUPPLIES, LABOR, MISC.	500.00
35	07/01/2024	CHARLES DEAN MILLER	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR MISC. TECHNOLOGY SUPPLIES & EQUIPMENT	500.00
36	07/01/2024	STEPHEN W CARLETON	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR MISC. EQUIPMENT ETC.	6,500.00
37	07/01/2024	TEL-STAR TECHNOLOGIES, INC	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR TECHNOLOGY SUPPLIES AND LABOR	30,000.00
38	07/01/2024	UPS STORE, THE	COMMUNICATION-SRVCS-019/TECH/ESC BLANKET PO FOR SHIPPING/POSTAGE CHARGES	200.00
39	07/01/2024	ULINE	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR MISC. TECH RELATED SUPPLIES, ETC.	1,000.00
40	07/01/2024	REFURBUPS.COM, INC.	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR MISC. TECHNOLOGY EQUIPMENT ETC	7,000.00
41	07/01/2024	LOWE'S COMPANIES, INC.	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR MISC. EQUIPMENT ETC.	1,500.00
42	07/01/2024	IMPACT COMPUTERS & ELECTRONICS	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR MISC. EQUIPMENT ETC.	1,000.00
43	07/01/2024	SIGMA TECHNOLOGY FUND LLC DBA	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET FOR CATEGORY 1 & 2 BASE FILING FEE PLUS OUSF	7,500.00
44	07/01/2024	MONOPRICE.COM	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR MISC. EQUIPMENT ETC	1,500.00
45	07/01/2024	OKLAHOMA SOCIETY FOR TECHNOLOGY EDU	REGISTRATION-019/TECHNOLOGY RENEWAL FOR OSTE 24-25	750.00
46	07/01/2024	AT&T	COMMUNICATION-SERVICES-019/TECH/ESC BLANKET PO FOR (500) MOXIE HOTSPOTS	145,440.00
47	07/01/2024	RAPTOR TECHNOLOGIES LLC	TECH-RLTD-SPLYS-019/TECH/ESC RAPTOR VISITOR MANAGEMENT ANNUAL ACCESS FEE	7,260.00
48	07/01/2024	POWER SCHOOL HOLDING LLC	TECH-RLTD-SPLYS-019/TECH/ESC	83,704.67

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 33

33-2021 BOND - 2024 PROJECTS

PO No	Date	Vendor	Description	Amount
49	07/01/2024	BADGEPASS, INC	BLANKET FOR ENTERPRISE MANAGEMENT SERVICES FOR POWERSCHOOL SERVER SUPPORT AND OFF SITE BACKUP TECH-RLTD-SPLYS-019/TECH/ESC BadgePass Software Support Agreement C16354-03 BadgePass Server SN: 82132186766 7/1/24 - 6/30/25	627.00
50	07/01/2024	TUBBESING SOLUTIONS LLC	BLANKET PO FOR TECHNOLOGY SUPPLIES AND LABOR	0.00
51	07/01/2024	FOLLETT CONTENT SOLUTIONS, LLC	TECH-RLTD-SPLYS-019/TECH/ESC FOLLETT HOSTED LIBRARY SERVICES LIBRARY MANAGER & RESOURCE MANAGER	23,613.46
52	07/01/2024	CDW LLC	TECH-RLTD-SPLYS-019/TECH/ESC LIGHTSPEED FILTER, ALERT, MDM AND CLASSROOM MANAGEMENT	74,479.50
53	07/01/2024	NETSUPPORT INC	TECH-RLTD-SPLYS-019/TECH/ESC NETSUPPORT ANNUAL MAINTENANCE PLAN LESS DISCOUNT APPLIED -738.00	4,182.00
54	07/01/2024	SOLARWINDS INC	TECH-RLTD-SPLYS-019/TECH/ESC WEB HELP DESK, NETFLOW TRAFFIC ANALYZER, SERVER APPLICATION MONITOR, NETWORK PERFORMANCE MONITOR, NETWORK CONFIGURATOR	9,816.00
55	07/01/2024	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
56	07/01/2024	CHICKASAW TELECOM, INC.	TECH-SRVCS-019/TECH/ESC BLANKET PO FOR ENGINEERING SERVICE	2,400.00
57	07/01/2024	PAUL W DEATON	TECH-SVRCE-019/TECH/ESC BLANKET PO FOR GENERAC SERVICE	1,000.00
58	07/01/2024	CDW LLC	TECH-RLTD-SPLYS-019 BLANKET PO FOR MISC. EQUIPMENT ETC.	20,000.00
59	07/01/2024	DELL MARKETING LP	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR MISC. EQUIPMENT ETC.	2,400.00
60	07/01/2024	EMPLOYEE EVALUATION SYSTEMS, INC	Tech Related Supplies-019/Fed Prog/ESC OKTLE system for SY 24/25 - MCREL Principal Evaluation System for SY 24/25.	14,820.00
61	07/01/2024	FRONTLINE TECHNOLOGIES GROUP LLC	Tech Related Supplies/Fed Prog/ESC Frontline Central Solution - \$15,996.06 and Applicant Tracking for unlimited usage for internal employees - \$12,231.17 Absence & Time Solution for FY 24/25 - \$34,289.05	62,516.27
62	07/01/2024	NEWS-2-YOU	Tech Related Supplies-019/SS/ESC Unique Learning System and News 2 You for SY 24/25 (10 license) online account 13389. Quote - Q-148965	19,034.52
63	07/01/2024	FRONTLINE TECHNOLOGIES GROUP LLC	Tech Related Services-019/Fed Prog/ESC Comparative Analytics subscription - powered by Forecast 5, usage for up to 5 employees for SY 24/25.	8,068.04
64	07/01/2024	HIGHWAY MAN SIGNS LLC	246/GATE Classroom wraps for GATE per estimate 12844	8,558.01
65	07/01/2024	SYLOGISTED, INC	TECHNOLOGY SOFTWARE-019/AP/ESC WENGAGE I-ACCOUNTING SOFTWARE & MISC. FEES PER SOFTWARE SERVICE ORDER AGREEMENT YR 24-25	22,956.34

Bartlesville Public Schools Encumbrance Register

Year 2024-2025 Fund 33

33-2021 BOND - 2024 PROJECTS

PO No	Date	Vendor	Description	Amount
66	07/01/2024	FIRM APP, LLC	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR FIRM APP	13,980.00
67	07/08/2024	ARCHWAY SCM	STATE-ADOPTED-TEXTBOOKS-028/CURR/ESC ELEMENTARY ADOPTION MATH TEXTBOOKS STUDENT AND TEACHER EDITIONS FOR SY 24-25 SEE ATTACHED QUOTE AND TEXTBOOK ORDER FORM	411,692.40
68	07/08/2024	TUBBESING SOLUTIONS LLC	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET FOR ANNUAL ULTRA SERVICE PLAN FOR APC UPS EQUIPMENT	12,419.85
69	07/08/2024	VARSITY BRANDS HOLDING CO., INC.	001/ATHLETICS/EQUIPMENT CLASSIC WRESTLING MAT (SEE QUOTE)	14,182.00
70	07/09/2024	BENNETT/CAHILL CONTRACTORS, LLC	MAINT/018/ESC Blanket po for Drywall patching at esc	1,033.00
71	07/09/2024	REDBUD COMMERCIAL FLOORING	VOID WILL NOT BE USING repl by PO 11-422	0.00
72	07/09/2024	EARNEST HEAT & AIR INC	MAINT/018/DIST Blanket po for HVAC services at Central/Hoover/Wilson	42,827.00
73	07/09/2024	WEATHERPROOFING TECHNOLOGIES, INC	ROOFING/018/MADISON Blanket po for roofing repairs at Madison	2,594.00
74	07/09/2024	SLIGAR MECHANICAL	MAINT/018/HS Blanket po to diagnose and repair HS chiller	11,051.00
75	07/09/2024	HEATWAVE SUPPLY COMPANY	PLUMBING/018/DIST Blanket po for 4 new water fountain/bottle fillers	4,403.52
76	07/09/2024	GLENN SECURITY SYSTEMS, INC.	SECURITY/013/DIST Blanket po for new access controls at JP/Kane/Wilson	10,350.00
77	07/09/2024	THOMAS J. HAYES	MAINT/018/CENTRAL Blanket po for canopy system at Central	6,389.26
78	07/09/2024	ALRED GLASS CO, LLC	SECURITY/013/JP	0.00
79	07/09/2024	HOLTZ ELECTRIC, INC.	SIGNAGE/263/DIST Blanket po for power needs for digital signs across district	9,600.00
80	07/09/2024	SFP HOLDING INC	MAINT/018/DIST Blanket po for sprinkler & fire alarm inspections	24,050.00
81	07/09/2024	RANDY WREN	SAFETY/013/DIST Blanket po for painting at HS/Kane/Madison's parking lots	5,850.00
82	07/09/2024	STEVE W BURNETT	MAINT/018/HS Blanket po for Hatch access at new Ag facility and gate repairs	3,125.00
83	07/09/2024	UNITED TECHNOLOGIES CORPORATION	MAINT/018/DIST Blanket po for elevator inspections/repairs	2,675.00
84	07/09/2024	CONSOLIDATED ELECTRICAL	MAINT/018/DIST Blanket po for Doenges emergency light replacement	2,970.00
85	07/09/2024	KRIS BOYNE	MAINT/018/MADISON Blanket po for mulch and other playground equipment materials and labor	25,718.00

Report Total: \$2,279,987.12

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 22

22-Child Nutrition Programs Fund

PO No	Date	Vendor	Description	Amount
31	07/02/2024	GLOBAL PAYMENTS, INC	TECHNOLOGY SERVICES-385/CND SINGLE USE PO FOR MOSAIC CLOUD FRONT OF THE HOUSE RENEWAL	9,225.00
32	07/02/2024	LADONNA MCCALL	REIMBURSEMENT-385/CND SCHOOL MEAL ACCOUNT REFUND ACCOUNT # 21318 TYMBER MCCALL	61.90
33	07/02/2024	WILLIAM HOLLANDER	REIMBURSEMENT-385/CND SCHOOL MEAL ACCOUNT REFUND ACCOUNT # 15472 ALAYNA ROE	119.95
34	07/11/2024	HOLTZ ELECTRIC, INC.	ELECTRICAL SERVICES-385/CND SINGLE USE PO FOR INSTALLATION OF ELECTRICAL DROPS AT CENTRAL, MADISON AND HIGH SCHOOL KITCHENS FOR FROZEN YOGURT MACHINES INCLUDING LABOR, PARTS AND SUPPLIES ETC	5,550.00
35	07/11/2024	BRANDY MORGAN	REIMBURSEMENT-385/CND SCHOOL MEAL ACCOUNT REFUND ACCOUNT # 16813 MADISON BALLARD \$13.50 ACCOUNT # 22117 ISABELLE BALLARD \$8.82 ACCOUNT # 28489 CHLOE MORGAN \$8.15	30.47

Report Total: \$14,987.32

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
332	07/02/2024	OKLAHOMA ASSISITIVE TECHNOLOGY	tech related license-795/Fed Prog/ESC OATECA license renewal - see attached estimate - for special education teachers and students.	4,859.60
333	07/02/2024	AGS AUTO GLASS INC.	Glass Replacement & Repair, ETC. Blanket PO for Glass Replacement & Repairs, ETC.	1,000.00
334	07/02/2024	CCOSA, INC	REGISTRATION-006/CURR/ESC BLANKET PO FOR REGISTRATION FOR ADMINISTRATORS TO ATTEND THE TULSA MODEL RE-CERTIFICATION OR VIRTUAL TRAINING, DATES TBD	900.00
335	07/02/2024	JULIE L ANDERSON	REGISTRATION-006/CURR/ESC REIMBURSEMENT FOR REGISTRATION TO ATTEND THE PRE-AP ALGEBRA 2 VIRTUAL SUMMER INSTITUTE 2 ON JULY 8-18, 2024	175.00
336	07/02/2024	SYDNEY PERRY	REGISTRATION-006/CURR/ESC REIMBURSEMENT FOR REGISTRATION TO ATTEND THE AP PSYCHOLOGY SUMMER VIRTUAL SUMMER INSTITUTE ON JULY 15 -18, 2024	50.00
337	07/02/2024	RICHARD J LANGHAM	TRAVEL-010/CURR/ESC BLANKET PO FOR MILEAGE REIMBURSEMENT FOR OUT OF DISTRICT TRAVEL	188.94
338	07/02/2024	EDMENTUM INC	TECH-RLDT-SPLYS-361/TECH/ESC SOFTWARE RENEWAL FOR STUDY ISLAND, ETC. SEE ATTACHED QUOTE# Q-591009	24,561.00
339	07/02/2024	HOUGHTON MIFFLIN HARCOURT PUB CO	TECH-RLDT-SPLYS-361/TECH/ESC (9780358581369) 2021 WRITABLE FOR INTO READING STUDENT LICENSE DIGITAL, 1 YEAR GRADES 3-6 (9780358581444) 2021 WRITABLE FOR INTO READING TEACHER LICENSE DIGITAL, 1 YEAR GRADES 3-6 (FREE W/ORDER)	4,000.00
340	07/02/2024	OKLAHOMA CONSULTING & ACCOUNTING	TRAINING/000/FIN Blanket po for a financial workshop	50.00
341	07/02/2024	TIFFANY D HOLMES	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT	500.00
342	07/02/2024	KEVIN D BROWN	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT	500.00
343	07/02/2024	TAMMIE J KRAUSE	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT	500.00
344	07/02/2024	LOLA S IMHOFF	TRAVEL-006/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT	500.00
345	07/02/2024	CHANDA M MYERS	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT	500.00
346	07/02/2024	JESSICA L BIRK	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT	500.00
347	07/02/2024	ELIOT DANIEL SMITH	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT	500.00
348	07/02/2024	STACI BANKSTON	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT	500.00

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
349	07/02/2024	MATT HANCOCK	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	970.00
350	07/02/2024	AARON KYLEE KESTNER	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	970.00
351	07/02/2024	JOSEPH E EIDSON	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	970.00
352	07/02/2024	BRENT M MASSEY	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	970.00
353	07/02/2024	MARCI LOUAVA BECKLEY	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	970.00
354	07/02/2024	MICHAEL D HARP	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	970.00
355	07/02/2024	AARON M KUNTZ	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	970.00
356	07/02/2024	MANDY L LUMBLEY	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT-OF-DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	970.00
357	07/02/2024	TERRY M VILLINES	TRAVEL-030/CURR/ESC BLANKET PO FOR IN-DISTRICT TRAVEL EXPENSES TO THE SITES	1,500.00
358	07/02/2024	REMINGTON H THORNTON	TRAVEL-030/CURR/ESC BLANKET PO FOR IN-DISTRICT TRAVEL EXPENSES TO THE SITES	1,000.00
359	07/02/2024	JULIE N PATTISON	TRAVEL-030/CURR/ESC BLANKET PO FOR IN-DISTRICT TRAVEL EXPENSES TO THE SITES	500.00
360	07/02/2024	JANNA MATHESON	TRAVEL-030/CURR/ESC BLANKET PO FOR IN-DISTRICT TRAVEL EXPENSES TO THE SITES	500.00
361	07/02/2024	SARAH DAWN LONG	TRAVEL-030/CURR/ESC BLANKET PO FOR IN-DISTRICT TRAVEL EXPENSES TO THE SITES	500.00
362	07/02/2024	MATTHEW TAYLOR HILDEBRAND	TRAVEL-030/CURR/ESC BLANKET PO FOR IN-DISTRICT TRAVEL EXPENSES TO THE SITES	1,000.00
363	07/02/2024	GREGORY A CARR	TRAVEL-030/CURR/ESC BLANKET PO FOR IN-DISTRICT TRAVEL EXPENSES TO THE SITES	1,000.00
364	07/02/2024	STEPHEN M CRAFT	TRAVEL-030/CURR/ESC BLANKET PO FOR IN-DISTRICT TRAVEL EXPENSES TO THE SITES	1,000.00
365	07/02/2024	LESLIE J DONNELL	REIMBURSEMENT FOR IN-DISTRICT MILEAGE REIMBURSEMENT FOR IN-DISTRICT MILEAGE	900.00
366	07/02/2024	LESLIE J DONNELL	REIMBURSEMENT FOR OUT-OF-DISTRICT TRAVEL REIMBURSEMENT FOR OUT-OF-DISTRICT TRAVEL	1,200.00
367	07/02/2024	LILLY C TYNER	REIMBURSEMENT FOR IN DISTRICT TRAVEL REIMBURSEMENT FOR IN-DISTRICT TRAVEL	800.00
368	07/02/2024	LILLY C TYNER	REIMBURSEMENT FOR OUT-OF-DISTRICT TRAVEL REIMBURSEMENT FOR OUT-OF-DISTRICT TRAVEL	1,200.00
369	07/02/2024	DENESSA R LITTLEAXE	REIMBURSEMENT FOR IN-DISTRICT TRAVEL REIMBURSEMENT FOR IN-DISTRICT TRAVEL	900.00

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
370	07/02/2024	DENESSA R LITTLEAXE	REIMBURSEMENT FOR OUT-IN-DISTRCT TRAVEL REIMBURSEMENT FOR OUT-OF-DISTRICT TRAVEL	1,200.00
371	07/02/2024	WAL-MART COMMUNITY	SUPPLIES FOR OPERATION EAGLE SUPPLIES FOR OPERATION EAGLE EVENTS AND CLASSES	2,000.00
372	07/02/2024	WATTS DISTRIBUTING	SUPPLIES FOR OPERATION EAGLE SUPPLIES FOR OPERATION EAGLE EVENTS AND CLASSES	1,200.00
373	07/02/2024	ETTINGERS OFFICE SUPPLY	SUPPLIES FOR OPERATION EAGLE SUPPLIES FOR OPERATION EAGLE	1,500.00
374	07/02/2024	J.D. YOUNG COMPANY, INC.	MAINTENANCE, COPIES AND TONER MAINTENANCE, TONER, COPIES AND SUPPLIES FOR COPY MACHINE	200.00
375	07/02/2024	STAPLES CONTRACT & COMMERCIAL INC	SUPPLIES FOR OPERATION EAGLE SUPPLIES FOR OPERATION EAGLE	600.00
376	07/02/2024	WASHINGTON CO FAIR BUILDING	RENTAL OF BUILDING RENTAL OF BUILDING FOR OPERATION EAGLE EVENTS AND CLASSES	1,800.00
377	07/02/2024	MARY LORRAINE ROBINSON	SUPPLIES FOR OPERATION EAGLE SUPPLIES FOR OPERATION EAGLE EVENTS AND CLASSES	2,000.00
378	07/02/2024	JARED LISTON	PRESENTER FOR OPERATION EAGLE PRESENTER FOR OPERATION EAGLE-SINGING	1,600.00
379	07/02/2024	GERAMEY K CABLE	PRESENTER FOR OPERATION EAGLE PRESENTER FOR OPERATION EAGLE-SINGING/SET UP FOR EVENTS	1,600.00
380	07/02/2024	SPENCER DONNELL	PRESENTER FOR OPERATION EAGLE PRESENTER FOR OPERATION EAGLE-SINGING/SET UP OF EVENTS	1,600.00
381	07/02/2024	QUANNAH LITTLEAXE	PRESENTER FOR OPERATION EAGLE PRESENTER FOR OPERATION EAGLE-DANCE INSTRUCTION	1,600.00
382	07/02/2024	LEVON KILAN JUDE JACOBS	PRESENTER FOR OPERATION EAGLE PRESENTER FOR OPERATION EAGLE-DANCE INSTRUCTION/SINGING	1,600.00
383	07/02/2024	STEVA HOUSE	PRESENTER FOR OPERATION EAGLE PRESENTER FOR OPERATION EAGLE-CLASSES & EVENTS-CULTURAL FOODS	1,600.00
384	07/02/2024	OPERATION EAGLE INDIAN	REIMBURSEMENT FOR SUPPLIES & FOOD REIMBURSEMENT FOR SUPPLIES & FOOD FOR OPERATION EAGLE CLASSES AND EVENTS	2,000.00
385	07/02/2024	DANA C SMITH	PRESENTER FOR OPERATION EAGLE PRESENTER FOR OPERATION EAGLE CLASSES AND EVENTS-CULTURAL FOODS/SET UP OF EVENTS	1,200.00
386	07/02/2024	MARGARET HICKS	PRESENTER FOR OPERATION EAGLE PRESENTER FOR OPERATION EAGLE EVENTS & CLASSES-SPEAKING/DANCING	1,600.00
387	07/02/2024	ISD#30/TRANSPORTATION	TRANSPORTATION FOR EVENTS TRANSPORTATION FOR OPERATION EAGLE EVENTS/FIELD TRIPS	900.00
388	07/09/2024	AMAZON CAPTIAL SERVICES INC	CLASSROOM SUPPLIES-412/CENTRAL MISC. CLASSROOM SUPPLIES FOR SCOTT KOHNLE	1,488.97
389	07/09/2024	STAPLES CONTRACT & COMMERCIAL INC	FURNITURE-015/MADISON Office Chair for Massey	149.99
390	07/09/2024	AMAZON CAPTIAL SERVICES INC	FURN/FIX-GENL-SPLYS-015/HOOVER	450.00

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			Blanket PO for: office chairs/651 pocket folders, foam dice, dry erase boards, lanyards, paint, stapler, crayons/619 construction paper/611 books/641	
391	07/09/2024	DICK BLICK	GENL-COPY-SPLYS-015/HOOVER	875.00
			Blanket PO for: Misc. paint, glue sticks, clay, sidewalk chalk/619 drawing paper, construction paper, watercolor paper, papier mache /611, etc.	
392	07/09/2024	AMAZON CAPTIAL SERVICES INC	FURN/FIX-GENL-SPLYS-015/HOOVER	2,300.00
			BLANKET for Misc. general Supplies, etc.	
393	07/09/2024	WAL-MART COMMUNITY	FURN/FIX-GENL-SPLYS-015/HOOVER	2,300.00
			Blanket for Misc. general supplies	
394	07/09/2024	LOWE'S COMPANIES, INC.	VO AG/032/HS	3,500.00
			Blanket po for misc. supplies for Bartlesville High School AG/FFA program	
395	07/09/2024	PERMA-BOUND BOOKS	Books-015/Hoover	634.50
			2025 Oklahoma Sequoyah Children's Books Masterlist no shipping	
396	07/09/2024	FIRST THOUGHT, INC.	GENERAL SUPPLIES-015/CENTRAL	72.90
			NAME PLATES FOR NEW TEACHERS SEE ATTACHED QUOTE	
397	07/09/2024	ROBERTS DOCUMENT SOLUTIONS	CLASSROOM SUPPLIES-015/CENTRAL	495.00
			CHAMPS POSTERS FOR CLASSROOM USE SEE ATTACHED QUOTE	
398	07/10/2024	SCHOOL SPECIALTY, LLC	GENL-COPY-SPLYS-015/WAYSIDE	93.45
			Paper and Supplies for Ms. Reddout and Ms. Batdorf	
399	07/10/2024	SEON DESIGN (USA) CORP.	TECH-RLDT-SPLYS-011/TRANSPORTATION	1,521.00
			Blanket PO for Yearly Software Service/Support	
400	07/10/2024	VEX ROBOTICS, INC	COCURRICULAR SUPPLIES - 412/CENTRAL	713.24
			MISC. STEM SUPPLIES FOR CLASSROOM SEE ATTACHED QUOTE #111095357	
401	07/10/2024	WAL-MART COMMUNITY	COCURRICULAR SUPPLIES - 412/CENTRAL	500.00
			BLANKET PO FOR MISC. COCURRICULAR STEM SUPPLIES	
402	07/10/2024	LOWE'S COMPANIES, INC.	COCURRICULAR SUPPLIES - 412/CENTRAL	500.00
			BLANKET PO FOR MISC. COCURRICULAR STEM SUPPLIES	
403	07/10/2024	OSSBA, INC.	DUES & FEES-000/SUPT/ESC	1,200.00
			OSSBA POLICY SERVICES	
404	07/10/2024	ETTINGERS OFFICE SUPPLY	GENERAL SUPPLIES-015/BHS	29.99
			TO PURCHASE ONE SIGNATURE STAMP FOR NATE CASTEEL PER QUOTE	
405	07/10/2024	ROBERTS DOCUMENT SOLUTIONS	PRINTING-BINDING SERVICES-015/BHS	35.00
			PO FOR MISC PRINTING INCLUDING BUSINESS CARDS FOR NEW BHS ASSISTANT PRINCIPAL, NATE CASTEEL, TO BE PRINTED PER QUOTE	
406	07/11/2024	SUPREME SCHOOL SUPPLY	GENL-SPLYS-015/HOOVER	27.80
			Lesson Plan Books/619 Shipping is extra	
407	07/11/2024	ETTINGERS OFFICE SUPPLY	FURN/FIX-GENL-SPLYS-015/HOOVER	2,300.00
			BLANKET for Misc. General Supplies	

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 11

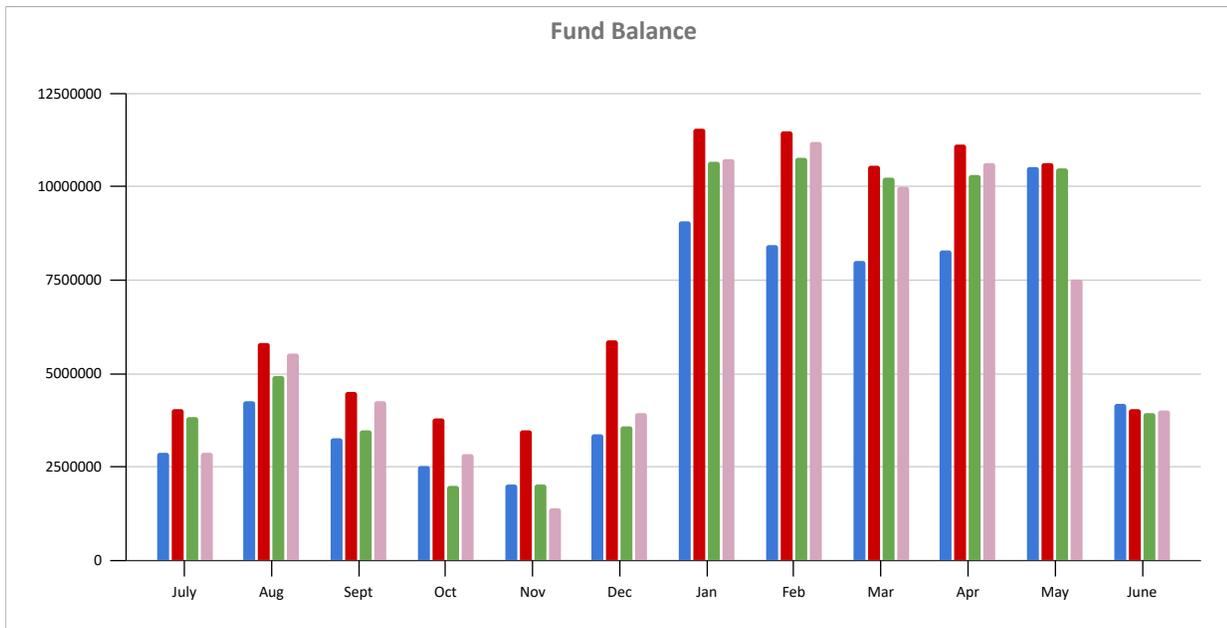
11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
408	07/11/2024	NATHAN SCOTT CASTEEL	TRAVEL-029/CURR/ESC BLANKET PO FOR OUT OF DISTRICT TRAVEL FOR PROFESSIONAL DEVELOPMENT AND SUPERVISION	970.00
409	07/11/2024	ANGELA JOY NELSON	REGISTRATION-006/CURR/ESC REIMBURSEMENT FOR REGISTRATION TO ATTEND THE VIRTUAL ADVANCEMENT PLACEMENT SUMMER INSTITUTE ON JULY 22-25, 2024.	50.00
410	07/11/2024	POSITIVE PROMOTIONS	COCURR-SPLYS-015/RANCH HEIGHTS 55 2024-2025 Academic Monthly Desk Planner for Teachers	151.25
411	07/11/2024	SCHOOL DATEBOOKS, INC.	COCURR-SPLYS-015/RANCH HEIGHTS 100: 2024-2025 Student Academic Planners	424.35
412	07/11/2024	SCHOOL MATE	COCURR-SPLYS-015/RANCH HEIGHTS 99: 2024-2025 STUDENT ACEDOMIC PLANNERS	430.65
413	07/11/2024	SCHOOL MATE	COCURR-SPLYS-015/RANCH HEIGHTS 208: 2024-2025 STUDENT ACADEMIC PLANNERS	852.80
414	07/11/2024	OK CHORAL DIRECTORS ASSOC	DUES & FEES-027/VM/BHS REGISTRATION FEE FOR OKCDA SUMMER CONFRENCE JULY 14-16 2024 FOR CHELSEA ARNOLD & TAMARA WALKER	180.00
415	07/11/2024	TAMARA L WALKER	OUT OF DISTRICT TRAVEL - 027/VM/BHS TRAVEL/MEAL REIMBURSEMENT FOR OKCDA CONFRENCE EDMOND OK JULY 14-16 TWO TRAVEL DAYS 1 NON TRAVEL	337.78
416	07/11/2024	CHELSEA P ARNOLD	OUT OF DISTRICT TRAVEL - 027/VM/BHS TRAVEL/MEAL REIMBURSEMENT FOR OKCDA SUMMER CONFRENCE EDMOND, OK JULY 14-16	278.78
417	07/11/2024	WAL-MART COMMUNITY	food/instruction-054/SS/ESC Blanket - See attached cooking lesson and list for food to be purchased for special education program and SY 24/25 for cooking lessons, hygiene products, etc.	500.00
418	07/11/2024	BRADLEY GILLILAND	Bus & Auto Transmission work-011/Transportation Blanket PO for Bus & Auto Transmission work, Parts, Service, ETC.	4,000.00
419	07/11/2024	ACTION COMMUNICATIONS LLC	HandheldRadio's/Parts/Batteries-011/Transportation Blanket PO for Handheld Radio's, Parts, Batteries, ETC.	4,600.00
420	07/11/2024	PATRIOT AUTO GROUP 4, LLC	Bus/Auto Diagnostic Program-011/Transportation Blanket PO for Bus & Auto Diagnostic Programming, Services, ETC.	2,000.00
421	07/11/2024	AMAZON CAPTIAL SERVICES INC	supplies-080/Fed Prog/ESC Fine Tip Dry Erase Markers for Pearson Vue Testing Center	25.00
422	07/11/2024	REDBUD COMMERCIAL FLOORING	carpet-071/Fed Prog/HS Installation of carpeting in Aviation classroom at Bartlesville High School - see attached quote.	2,370.00
423	07/11/2024	PEARSON	testing-054/SS/ESC See attached for psychological testing materials for SY 24/25.	6,216.54

Report Total: \$127,918.53

Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2021-2024

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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	3,931,988
FY 24	2,870,004	5,541,192	4,276,609	2,838,027	1,377,252	3,961,327	10,752,812	11,197,027	9,987,169	10,624,299	7,524,869	4,012,343
FY24-FY23	(979,457)	603,449	780,869	828,485	(657,601)	380,048	72,122	417,544	(274,963)	322,276	(2,986,164)	80,355



Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis

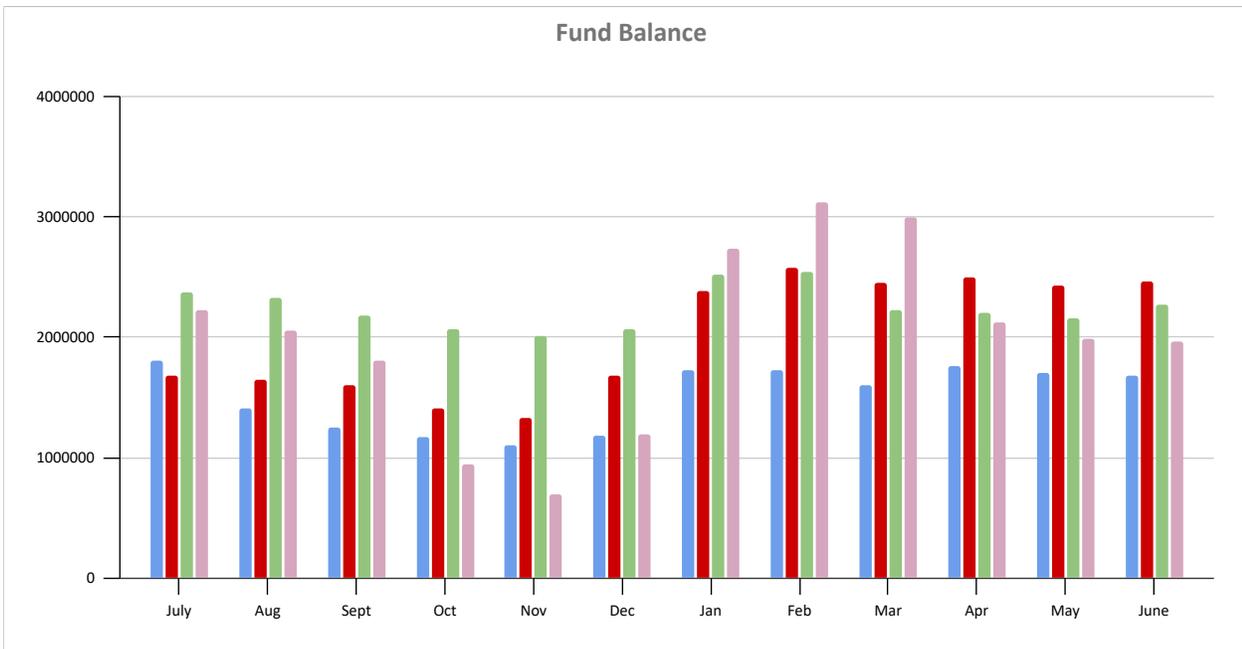
	June	2023-24 Year to Date Total	2022-23 Year to Date Total	2021-22 Year to Date Total
Beginning balance	\$ 7,524,869	\$ 3,931,988	\$ 4,065,794	\$4,200,803
Local	113,286	13,716,519	12,740,620	11,566,465
County	20,201	1,590,242	1,497,495	1,544,274
State	3,360,234	36,086,498	31,021,835	27,644,509
Federal	1,017,082	6,965,364	6,080,368	8,218,734
Other sources	29,139	134,570	111,427	107,378
	<u>4,539,942</u>	<u>58,493,193</u>	<u>51,451,745</u>	<u>49,081,360</u>
Total cash available	12,064,811	62,425,181	55,517,539	53,282,163
<u>Requirements:</u>				
Salaries	5,564,365	36,456,024	31,956,309	29,506,342
Benefits	1,930,921	12,465,100	11,085,484	10,180,281
Professional services	8,311	1,075,899	704,848	620,299
Property services	308,621	3,580,144	3,370,381	3,369,377
Other purchased services	52,096	1,252,773	1,041,544	909,662
Supplies & materials	168,622	3,051,930	2,484,444	2,979,690
Property	1,176	70,147	487,735	1,214,897
Other uses	18,356	460,821	454,806	435,821
	<u>8,052,468</u>	<u>58,412,838</u>	<u>51,585,551</u>	<u>49,216,369</u>
Ending balance	<u><u>4,012,343</u></u>	<u><u>4,012,343</u></u>	<u><u>3,931,988</u></u>	<u><u>4,065,794</u></u>

**Bartlesville Public Schools
General Fund Revenue Detail**

		July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	2023-24 Total
1110	Ad valorem tax - current						2,403,295.05	6,557,026.50	1,169,211.88	187,975.20	1,013,645.58	412,865.03	34,033.42	11,778,052.66
1121-1122	Ad valorem tax - prior	95,532.69	19,903.88	82,205.01	20,671.95	12,348.55	14,117.00	9,447.99	60,733.18	8,230.72	8,275.82	10,798.71	12,920.34	355,185.84
1130	In lieu of tax	0.07									536.30	214.52		750.89
1190	Other taxes				222.00			150.00			258.00		100.00	730.00
1213-1214	Testing fees	493.13	431.25	196.25	128.75	275.00	332.50	355.00	173.75		707.50	628.13		3,721.26
1230-1290	Tuition							17,242.50				17,242.50	12,660.00	47,145.00
1310	Interest on investments	19,986.87	19,257.24	21,713.45	86,782.91	21,821.17	28,615.43	92,354.00	99,211.39	109,779.76	109,072.60	60,590.64	31,886.90	701,072.36
1351														-
1352	Interest on unapport. Tax	157.09	263.00	41.15	217.69	41.96	545.50		13,927.80	5,010.51	367.77	1,809.11	1,678.89	24,060.47
1353														-
1410	Rent		4,942.00					1,892.62			5,500.00			12,334.62
1440	Sale of equipment		4,500.00						147.00		266.00	51.00		4,964.00
1510	Insurance loss recoveries							7,700.81		11,828.10		1,000.00		20,528.91
1530	Damage recovery				320.00									320.00
1580	Activity trip reimb	2,340.29	1,411.15	4,863.79	5,132.97	3,338.83	17,841.10	1,462.27	1,667.84	6,002.96	3,585.23	21,777.70	8,306.22	77,730.35
1590	Miscellaneous reimb	1,359.00	18,573.67	40,000.00	875.00	21,598.49	2,100.00	3,902.50	5,225.94	1,368.71	1,584.22	997.25		97,584.78
1610	Donations		213,228.75	4,000.00	500.00		2,500.00	70,000.00	1,000.00	274,253.60	7,908.78	722.81	11,700.00	585,813.94
1680	Refunds	2,249.00	97.99		1,874.96									4,221.95
1690	Miscellaneous		25.00	691.00	323.00	325.00	205.00	158.00	110.00	229.00	139.00	96.00		2,301.00
2100	County-wide 4-mill	11,521.78	3,517.47	9,767.07	2,415.76	1,487.94	260,846.88	696,722.32	157,290.90	27,274.20	126,809.22	51,956.23	6,591.49	1,356,201.26
2200	Mortgage tax	16,227.08	9,912.73	13,294.27	12,649.05	13,908.23	10,743.86	20,952.59	7,149.21	8,843.91	10,072.74	12,056.51	13,609.17	149,419.35
2300	Resale Property			84,621.00										84,621.00
3110	Gross production tax	2,804.04	3,394.17	2,119.11	2,901.25	3,499.36	3,366.34	5,427.62	3,405.49	3,096.29	2,584.52	3,060.57	4,139.31	39,798.07
3120	Motor vehicle tax	40,923.02	227,201.49	237,810.51	227,012.98	221,861.55	198,215.42	196,071.39	203,819.32	234,614.57	264,580.66	290,044.39	251,744.43	2,593,899.73
3130	Rural electric tax	4,588.38	5,337.68	5,733.15	5,720.65	4,378.39	3,999.48	4,312.11	4,676.39	6,264.41	4,143.22	3,631.59	4,139.31	56,924.76
3140	State school land earnings	93,412.60	57,862.82	52,676.69	87,838.62	69,657.14	73,174.90	122,505.84	107,495.18	72,684.69	79,093.69	59,972.09	151,046.78	1,027,421.04
3150	Vehicle tax stamps	1,024.57	2,100.29	779.75	1,521.77	449.16	3,514.98		75.46	1,358.27	309.38	2,043.70	1,379.65	14,556.98
3160	Farm implement tax stamps	365.39		521.22	426.29	112.84	116.42		25.23	569.42	3.60		129.74	2,270.15
3210	Foundation aid		2,340,979.22	2,340,979.21	2,340,979.22	2,340,979.21	2,340,979.22	2,670,899.87	2,394,508.88	2,396,626.62	2,395,622.09	2,664,514.37	2,528,915.25	26,755,983.16
3250	FBA		382,113.47	410,466.58	396,290.03	396,290.02	396,290.03	487,410.34	433,049.22	414,362.11	414,362.14	460,594.75	414,340.58	4,605,569.27
3310	Alternative education						59,403.02		29,701.50			29,701.51		118,806.03
3412	NBCT Stipend							45,000.00						45,000.00
3415	Reading Sufficiency						92,364.80							92,364.80
3420	State textbooks		393,839.52					8,906.00						402,745.52
3430	Education matching	1,823.13	3,622.48				3,722.36		3,696.26	3,699.48		1,849.74	1,849.74	20,263.19
3436							41,155.83			27,437.22	20,832.50		2,574.45	92,000.00
3440	Drivers education			3,600.00										3,600.00
3470							6,537.02	5,204.00						11,741.02
3620												9.48		9.48
3690	Other state											29,410.03		29,410.03
3811	Vocational programs			5,940.00			18,640.00			5,940.00		18,640.00		49,160.00
3812	Vocational programs			38,750.00			28,750.00			28,750.00		28,750.00		125,000.00
3892	Lottery Fund													-
4140	Title VII		75,665.09									199,969.05		275,634.14
4162	Flood Control				128.15									128.15
4210	Title I - Part A	366,247.22				150,627.96	268,931.95	142,012.24	133,783.46		282,229.33	131,401.80	254,608.93	1,729,842.89
4271	Title II	38,987.61					127,460.72	31,276.16	1,617.55	36,712.75	10,030.66	1,694.48	12,721.44	260,501.37
4281	Title III						15,929.87	53.58		3,319.46		536.56		19,839.47
4310	IDEA B - Special Education	373,821.55			117,725.70	184,844.41	121,267.61	295.94	117,447.69	113,165.49	242,241.26		547,912.04	1,818,721.69
4340	Preschool				6,048.56	11,548.70	6,048.86		6,048.86	1,436.63				31,131.61
4442	Title IV reimb	7,387.48				12,139.85	17,237.18	1,431.46	1,301.95	7,021.19	1,301.95	4,787.10	38,963.49	91,571.65
4470	Title VI	4,496.95				9,767.13	30,964.84	4,711.17	27,858.64	4,136.45	13,753.93	4,295.71	8,772.75	108,757.57
4550	Johnson-O'Malley	34,715.38												34,715.38
4611	Title II - Adult Education	9,010.66	20,040.09				12,048.96		16,651.85	14,044.65		7,812.05	8,013.01	87,621.27
4689	Other federal	9,537.08	396,986.01	1,749.00	10,756.01	10,756.87	730,376.01	247,337.43	7,197.92	145,966.47	268,892.87	531,253.62	146,089.84	2,506,899.13
4740														-
4821	Carl Perkins													-
5150-5160	Activity trip reimb	517.61	2,997.92	1,447.43	993.26	1,347.39	1,438.38	9,263.55	75,514.63	1,319.37	7,963.17	2,628.16	22,195.78	127,626.65
6140	Estopped Warrants												6,944.25	6,944.25
		1,139,529.67	4,208,204.38	3,363,965.64	3,330,456.53	3,493,405.15	7,343,076.52	11,461,485.80	5,083,724.37	4,163,322.21	5,296,673.73	5,069,406.89	4,539,967.20	58,493,218.09

Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2021-2024

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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	2,265,535
FY 24	2,224,183	2,052,836	1,807,955	947,532	692,259	1,192,603	2,737,169	3,118,725	2,998,442	2,125,142	1,991,800	1,960,216
FY24-FY23	(149,124)	(272,816)	(371,184)	(1,120,267)	(1,320,812)	(868,743)	221,711	579,175	773,855	(80,278)	(162,104)	(305,319)



Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis

	<u>June</u>	<u>2023-24 Year to Date Total</u>	<u>Prior Year Year to Date Total</u>
Beginning balance	\$ 1,991,800	\$ 2,265,535	\$ 2,457,578
 <u>Revenue:</u>			
Local	113,245	2,431,043	1,642,590
State	711,362	1,426,953	378,942
Other sources	702	3,805	3,728
	<u>825,309</u>	<u>3,861,801</u>	<u>2,025,260</u>
 Total cash available	 2,817,109	 6,127,336	 4,482,838
 <u>Requirements:</u>			
Professional services		159,178	161,750
Property services	82,021	962,789	916,598
Other purchased services		-	
Supplies & materials	7,510	183,773	242,752
Property	767,362	2,861,380	896,203
Other uses		-	
	<u>856,893</u>	<u>4,167,120</u>	<u>2,217,303</u>
 Ending balance	 <u>1,960,216</u>	 <u>1,960,216</u>	 <u>2,265,535</u>

July 15, 2024 Personnel Report

APPOINTMENTS:						
Name	Site	Position	FTE	Hire Date	Temporary Contract	
Dyer, Matthew	Kane	Health/PE Teacher	1.000	08/12/2024	Yes	
Griffith, Blake	Central	Science Teacher	1.000	08/12/2024	Yes	
Kelley, Kourtney	Wilson	Fifth Grade Teacher	1.000	08/12/2024	Yes	
Pierce, Stacy	High School	Math Teacher	1.000	08/12/2024	Yes	
Renfrow, Kandy	Ranch Heights	Second Grade Teacher	1.000	08/12/2024	Yes	
Reynolds, Macy	Hoover	Kindergarten Teacher	1.000	08/12/2024	Yes	
Ward, Courtney	Central	Social Studies Teacher	1.000	08/12/2024	Yes	
Willis, Thomas	Wayside	Fifth Grade Teacher	1.000	08/12/2024	Yes	
CHANGE OF STATUS:						
Name	CHANGE FROM Site	Position	FTE	CHANGE TO Site	Position	FTE Date
Aggas, Shelba	Child Nutrition	CN Inventory & Compliance Coordinator	1.000	Child Nutrition	CN Food Procurement & Inventory Coordinator	1.000 7/1/2024
Coburn, Austin	High School	Special Education Teacher Assistant Level 3	0.875	Wilson	Special Education Teacher Assistant Level 3	0.875 8/14/2024
Conway-Champon, Deborah	ESC	Intermittent FMLA	1.000	ESC	Encumbrance Clerk	1.000 5/6/2024
Deaton, Heath	Madison	Science Teacher	1.000	High School	Social Studies Teacher	1.000 8/12/2024
Harmon, Molly	Transportation	FMLA	1.000	Transportation	Bus Monitor	1.000 8/12/2024
Hightower, Ashlee	High School	Virtual Social Studies and STEM Teacher	1.000	High School	STEM Teacher	1.000 8/12/2024
Holmes, Bobby	Madison	Alternative Education Teacher	1.000	Madison	Social Studies Teacher	1.000 8/12/2024
Liddell, Jamie	Hoover	Special Education Teacher Assistant Level 3	0.875	Hoover	First Grade Teacher	1.000 8/12/2024
Liesman, Shannon	Central	PASS/Back on Track	1.000	Central	Special Education Teacher Assistant Level 3	0.875 8/14/2024
McNeill, Kayla	Ranch Heights	Special Education Teacher Assistant Level 3	0.875	Ranch Heights	AIMS Teacher Assistant	0.875 8/14/2024
Wilson, Taylor	Child Nutrition	CN Food Service & Office Manager	1.000	Child Nutrition	CN Compliance & Financial Manager	1.000 7/1/2024
Wyers, Gerald	Wilson	AIMS Teacher Assistant	0.875	Wilson	Special Education Teacher Assistant Level 3	0.875 8/13/2024
NON-RENEWAL OF TEMPORARY CONTRACT:						
Name	Site	Position	FTE	Date		
Wyers, Gerald	Wayside	AIMS Teacher Assistant	0.875	5/17/2024		
RESIGNATION:						
Name	Site	Position	FTE	Date		
Alexander, Crystal	High School	Special Education Teacher Assistant Level 3	0.875	5/17/2024		
Griffin, Tara	Ranch Heights	Teacher Assistant	0.875	5/17/2024		
Logan, Hope	Hoover	First Grade Teacher	1.000	5/17/2024		
Modisette, Martha	High School	Special Education Teacher	1.000	5/17/2024		
Mohler, Ann	Transportation	Bus Driver	0.750	5/17/2024		
Pratt, Tamara	Madison/Central	Head Junior High Track Coach	N/A	6/7/2024		
Pratt, Tamara	Madison/Central	Head Junior High Cross Country Coach	N/A	6/7/2024		
Randolph, Loren	Madison	Mathematics Teacher	1.000	5/17/2024		
Stewart, Stephanie	High School	Head POM Coach	N/A	6/12/2024		
RETIREMENT:						
Name	Site	Position	FTE	Date		
Ivey, Ronald	Transportation	Bus Driver	0.750	5/17/2024		
SUMMER SCHOOL:						
Name	Site	Position	FTE	Date		
Amundson, Karka	High School	ESY Teacher Assistant	N/A	7/8/2024		
Avery, Brandi	Jane Phillips	ESY Coordinator/Teacher	N/A	7/8/2024		
Banales, Terry	Jane Phillips	ESY Teacher Assistant	N/A	7/8/2024		
Burroughs, Jessica	High School	Summer School Teacher	N/A	7/8/2024		
Davis, Briley	Jane Phillips	ESY Teacher Assistant	N/A	7/8/2024		
Divers, Leslie	Jane Phillips	ESY Teacher Assistant	N/A	7/8/2024		
Erwin, Sara	High School	ESY Teacher	N/A	7/8/2024		
Galanis, George	High School	ESY Teacher Assistant	N/A	7/8/2024		
Gullane, Binnie	Jane Phillips	ESY Teacher Assistant	N/A	7/8/2024		
Harp, Eric	High School	Summer School Teacher	N/A	7/8/2024		
Hollenbeck, Cathy	High School	Summer School Teacher	N/A	7/8/2024		
Jackson, Naudia	Jane Phillips	ESY Teacher	N/A	7/8/2024		

July 15, 2024 Personnel Report

Lein, Angela	Jane Phillips	ESY Teacher Assistant	N/A	7/8/2024		
McClintock, Sandra	Jane Phillips	ESY Teacher Assistant	N/A	7/8/2024		
Meyer, Kameron	Jane Phillips	ESY Teacher Assistant	N/A	7/8/2024		
Mooney, Elexis	Jane Phillips	ESY Teacher Assistant	N/A	7/8/2024		
Peters, Makayla	Jane Phillips	ESY Teacher	N/A	7/8/2024		
Roberts, Katlyn	High School	Summer School Teacher	N/A	7/8/2024		
Rushing, Mark	Jane Phillips	ESY Teacher Assistant	N/A	7/8/2024		
Shea, Shawn	High School	ESY Interpreter for the Deaf	N/A	7/8/2024		
Smith, Deborah	Jane Phillips	ESY Teacher Assistant	N/A	7/8/2024		
Smith, Sarah	High School	ESY Teacher Assistant	N/A	7/8/2024		
Strain, Jessica	High School	Summer School Teacher	N/A	7/8/2024		
Swanson, Elaine	High School	ESY Teacher Assistant	N/A	7/8/2024		
Toulouse, Barbara	Jane Phillips	ESY Teacher Assistant	N/A	7/8/2024		
Tresner, Darla	High School	Summer School Teacher	N/A	7/8/2024		
Turowski, Brett	High School	Summer School Teacher	N/A	7/8/2024		
Walls, Wayne	Jane Phillips	ESY Teacher Assistant	N/A	7/8/2024		
Wood, Michael	High School	Summer School Teacher	N/A	7/8/2024		
SPECIAL SALARY PROVISIONS:						
Name	Site	Position	Amount	Date		
Blum, Brenda	Richard Kane	Virtual Classroom Monitoring	\$50/day	8/12/2024		
Romans, Hannah	High School	Color and Winter Guard	\$19,000.00	7/1/2024		

MEMORANDUM

TO: BOARD OF EDUCATION
FROM: PRESTON BIRK
SUBJECT: DONATIONS & INTEREST EARNED
DATE: 7/1/2024

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

1. Bartlesville Public Schools Foundation – Wayside Playground	
Wayside Elementary	\$ 40,000.00
2. Wayside PSA – Wayside Playground	
Wayside Elementary	\$ 48,207.34
3. Phillips 66 – Matching Gift	
Education Service Center	\$ 1,000.00
Richard Kane Elementary	\$ 500.00
Central Middle School	\$ 500.00
Bartlesville High School	\$ 500.00
4. Bartlesville Education Promise – Summer Programs	
Education Service Center	\$ 9,200.00
5. Wayside PSA – Wayside Playground	
Wayside Elementary	<u>\$ 10,000.00</u>
Receipt Total	\$ 109,907.34

Please accept the following Interest earned on Lease Purchase received during June.

1. BOK – Fund 3	
June	<u>\$ 704.91</u>
Fund 1 Total	\$ 704.91
2. BOK – Fund 5	
June	<u>\$ 5,856.31</u>
Fund 3 Total	\$ 5,856.31
3. BOK – Fund 6	
June	<u>\$ 38,726.67</u>
Fund 5 Total	\$ 38,726.67

Bartlesville Public Schools

Investment Ledger

Options: Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 6/1/2024 - 6/30/2024, Exclude Investments Matured in Date Range: True, Exclude Investments Liquidated in Date Range: True

Fund: 11

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	6/28/2024	7/31/2024		\$1,767,468.44	5.130	\$1,767,468.44
Total ICS ACCOUNT							\$1,767,468.44
Total AI 0112 GATEWAY BANK - ICS							\$1,767,468.44
Total Fund 11							\$1,767,468.44

Fund: 21

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	6/28/2024	7/31/2024		\$850,000.00	5.130	\$850,000.00
Total ICS ACCOUNT							\$850,000.00
Total AI 0112 GATEWAY BANK - ICS							\$850,000.00
Total Fund 21							\$850,000.00

Fund: 22

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	6/28/2024	7/31/2024		\$1,006,327.04	5.130	\$1,006,327.04
Total ICS ACCOUNT							\$1,006,327.04
Total AI 0112 GATEWAY BANK - ICS							\$1,006,327.04
Total Fund 22							\$1,006,327.04

Fund: 32

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	6/28/2024	7/31/2024		\$1,144,500.00	5.130	\$1,144,500.00
Total ICS ACCOUNT							\$1,144,500.00
Total AI 0112 GATEWAY BANK - ICS							\$1,144,500.00

Account: AI 0113 COMMERCE BANK

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
369017033	COMMERCE BANK - TREASURY BILL	6/11/2024	7/25/2024		\$3,079,720.78	5.207	\$3,079,720.78
Total 369017033							\$3,079,720.78
Total AI 0113 COMMERCE BANK							\$3,079,720.78
Total Fund 32							\$4,224,220.78

Fund: 33

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	6/28/2024	7/31/2024		\$4,400,000.00	5.130	\$4,400,000.00
Total ICS ACCOUNT							\$4,400,000.00
Total AI 0112 GATEWAY BANK - ICS							\$4,400,000.00
Total Fund 33							\$4,400,000.00

Fund: 39

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	6/28/2024	7/31/2024		\$371,740.75	5.130	\$371,740.75

Bartlesville Public Schools

Investment Ledger

Options: Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 6/1/2024 - 6/30/2024, Exclude Investments Matured in Date Range: True, Exclude Investments Liquidated in Date Range: True

Total ICS ACCOUNT	\$371,740.75
Total AI 0112 GATEWAY BANK - ICS	\$371,740.75
Total Fund 39	\$371,740.75

Fund: 41

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	6/28/2024	7/31/2024		\$3,118,925.42	5.130	\$3,118,925.42

Total ICS ACCOUNT	\$3,118,925.42
Total AI 0112 GATEWAY BANK - ICS	\$3,118,925.42
Total Fund 41	\$3,118,925.42

Fund: 81

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	6/28/2024	7/31/2024		\$271,443.84	5.130	\$271,443.84

Total ICS ACCOUNT	\$271,443.84
Total AI 0112 GATEWAY BANK - ICS	\$271,443.84
Total Fund 81	\$271,443.84

Total All Funds	\$16,010,126.27
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JUNE 2024

	GENERAL FUND	COOPERATIVE FUND	BUILDING FUND	CHILD NUTRITION	BOND FUND 31	BOND FUND 32	BOND FUND 33	BOND FUND 37	BOND INT FUND 39	SINKING FUND	GIFTS & ENDOW.	TOTALS
BEGINNING BALANCE	7,314,390.25	(9,231.28)	1,158,554.61	412,692.76	493,188.89	479,504.74	235,844.94	(0.00)	1,973.98	925.07	18,697.37	10,106,541.33
LOCAL SOURCES OF REVENUE	113,285.77	-	113,244.65	6,490.62	-	-	-	-	44,674.94	38,351.09	1,163.63	317,210.70
INTERMEDIATE SOURCES OF REVENUE	20,200.66	-	-	-	-	-	-	-	-	-	-	20,200.66
STATE SOURCES OF REVENUE	3,360,234.38	746.39	711,361.62	1,006.62	-	-	-	-	-	106.35	-	4,073,455.36
FEDERAL SOURCES OF REVENUE	1,017,081.50	12,938.76	-	157,178.17	-	-	-	-	-	-	-	1,187,198.43
TOTAL NEW RECEIPTS	4,510,802.31	13,685.15	824,606.27	164,675.41	-	-	-	-	44,674.94	38,457.44	1,163.63	5,598,065.15
INTER-FUND TRANSFERS	-	-	-	-	-	-	-	-	-	-	-	-
NON-REVENUE RECEIPTS	22,195.78	-	701.87	-	-	-	-	-	-	-	-	22,897.65
AR-6140	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL COMBINED RECEIPTS	4,532,998.09	13,685.15	825,308.14	164,675.41	-	-	-	-	44,674.94	38,457.44	1,163.63	5,620,962.80
WARRANT PURCHASES (-)	(8,164,439.36)	(15,772.47)	(833,057.57)	(213,153.06)	(93,792.94)	(156,778.88)	-	-	-	-	(5,025.00)	(9,482,019.28)
INVESTMENTS MATURED (+)	1,802,250.23	-	850,000.00	1,002,093.24	-	4,206,118.30	4,400,000.00	-	326,934.18	3,079,925.42	270,301.83	15,937,623.20
C.D./AGENCY INVESTMENTS (-)	(1,767,468.44)	-	(850,000.00)	(1,006,327.04)	-	(4,224,220.78)	(4,400,000.00)	-	(371,740.75)	(3,118,925.42)	(271,443.84)	(16,010,126.27)
INTEREST INVESTMENTS (-)	-	-	-	-	-	-	-	-	-	-	-	-
MONEY MARKET INVESTMENT (-)	-	-	-	-	-	-	-	-	-	-	-	-
CORRECTIONS	-	-	-	-	-	-	-	-	-	-	-	-
ENDING BANK BALANCE	3,717,730.77	(11,318.60)	1,150,805.18	359,981.31	399,395.95	304,623.38	235,844.94	(0.00)	1,842.35	382.51	13,693.99	6,172,981.78
OUTSTANDING WARRANTS (-)	(1,472,855.81)	(1,673.84)	(40,589.51)	(2,847.15)	(6,990.00)	(5,397.82)	-	-	-	-	(4,189.19)	(1,534,543.32)
FUND EQUITY	2,244,874.96	(12,992.44)	1,110,215.67	357,134.16	392,405.95	299,225.56	235,844.94	(0.00)	1,842.35	382.51	9,504.80	4,638,438.46

Total collateral pledged

25,655,307.47

	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	BEA LEASE PURCHASE FUND 6
BEGINNING BALANCE	-	-	177,647.15	128.24	1,400,572.17	9,766,662.30
REBATES/CONTRIBUTIONS	-	-	-	-	-	-
DIVIDENDS/INTEREST	-	-	704.91	-	5,856.31	38,726.67
TOTAL NEW RECEIPTS	-	-	704.91	-	5,856.31	38,726.67
WARRANT PURCHASES (-)	-	-	(28,769.97)	-	(829,238.65)	-
ENDING BANK BALANCE	-	-	149,582.09	128.24	577,189.83	9,805,388.97
Credit in Transit/PD to 2022A GO Bond	-	-	-	-	-	-
FUND EQUITY	-	-	149,582.09	128.24	577,189.83	9,805,388.97

Sara Vermeire 7/8/2024

Bartlesville Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2024 - 6/30/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 General Administrative	\$230,590.56	\$8,356.19	\$0.00	\$4,694.24	\$234,252.51	\$0.00	\$234,252.51
802 General Administrative Athletics	\$242,768.24	\$8,015.00	\$0.00	\$6,680.42	\$244,102.82	\$0.00	\$244,102.82
803 General Refund Account	\$3,845.33	\$0.00	\$0.00	\$3,845.33	\$0.00	\$0.00	\$0.00
804 AP Exams	\$18,550.04	\$90.00	\$0.00	\$0.00	\$18,640.04	\$0.00	\$18,640.04
805 Alternative High School	\$2,370.83	\$0.00	\$0.00	\$398.04	\$1,972.79	\$0.00	\$1,972.79
806 Tuition Clearing Acct	\$9,880.00	\$2,780.00	\$0.00	\$12,660.00	\$0.00	\$0.00	\$0.00
807 Art Club	\$422.08	\$0.00	\$0.00	\$0.00	\$422.08	\$0.00	\$422.08
808 Adult Fees Clearing Acct	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00
809 Broadcasting	\$2,905.63	\$0.00	\$0.00	\$0.00	\$2,905.63	\$0.00	\$2,905.63
810 AVIATION	\$400.09	\$0.00	\$0.00	\$0.00	\$400.09	\$0.00	\$400.09
811 Baseball Fund	\$1,200.01	\$0.00	\$0.00	\$0.00	\$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	\$2,095.18	\$0.00	\$0.00	\$0.00	\$2,095.18	\$0.00	\$2,095.18
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	\$545.68	\$0.00	\$0.00	\$0.00	\$545.68	\$0.00	\$545.68
831 S.A.D.F.	\$1,045.60	\$0.00	\$0.00	\$0.00	\$1,045.60	\$0.00	\$1,045.60
832 Community of Caring	\$1,167.21	\$0.00	\$0.00	\$0.00	\$1,167.21	\$0.00	\$1,167.21
833 Drama	\$18,276.92	\$0.00	\$0.00	\$0.00	\$18,276.92	\$0.00	\$18,276.92
834 VisionQuest	\$82.00	\$0.00	\$0.00	\$0.00	\$82.00	\$0.00	\$82.00
835 BPS-FOUNDATION GRANTS	\$1,694.04	\$0.00	\$0.00	\$0.00	\$1,694.04	\$0.00	\$1,694.04
836 AGRICULTURAL EDUCATION	\$3,272.87	\$0.00	\$0.00	\$0.00	\$3,272.87	\$0.00	\$3,272.87
837 ENVIRONMENTAL CLUB	\$282.43	\$0.00	\$0.00	\$0.00	\$282.43	\$0.00	\$282.43
839 BHS SPED	\$2,131.56	\$0.00	\$0.00	\$0.00	\$2,131.56	\$0.00	\$2,131.56
840 Exceptional Education Services	\$20,589.03	\$0.00	\$0.00	\$6,830.81	\$13,758.22	\$0.00	\$13,758.22
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	\$1,653.34	\$5,000.00	\$0.00	\$0.00	\$6,653.34	\$0.00	\$6,653.34
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	\$2,938.54	\$0.00	\$0.00	\$0.00	\$2,938.54	\$0.00	\$2,938.54
880 Musical Production	\$4,256.96	\$0.00	\$0.00	\$229.75	\$4,027.21	\$0.00	\$4,027.21
881 National Honor Society	\$6,410.61	\$550.00	\$0.00	\$0.00	\$6,960.61	\$0.00	\$6,960.61
882 Newspaper	\$223.98	\$0.00	\$0.00	\$0.00	\$223.98	\$0.00	\$223.98
885 National Junior Honor Society	\$1,119.24	\$0.00	\$0.00	\$0.00	\$1,119.24	\$0.00	\$1,119.24
887 Orchestra	\$9,798.80	\$0.00	\$0.00	\$0.00	\$9,798.80	\$0.00	\$9,798.80
889 BHS BAND	\$30,563.97	\$0.00	\$0.00	\$0.00	\$30,563.97	\$0.00	\$30,563.97
895 Pictures	\$2,174.53	\$0.00	\$0.00	\$0.00	\$2,174.53	\$0.00	\$2,174.53
915 Service Club	\$429.77	\$0.00	\$0.00	\$0.00	\$429.77	\$0.00	\$429.77
917 World Language Club	\$465.16	\$0.00	\$0.00	\$0.00	\$465.16	\$0.00	\$465.16
919 Speech Program	\$2,062.02	\$450.00	\$0.00	\$2,512.02	\$0.00	\$0.00	\$0.00
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	\$11,405.81	\$12,550.00	\$0.00	\$0.00	\$23,955.81	\$0.00	\$23,955.81
926 Student Council	\$30,347.91	\$0.00	\$0.00	\$300.00	\$30,047.91	\$0.00	\$30,047.91
939 Science Olympiad	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
960 Technology Student Assoc (TSA)	\$3,388.81	\$0.00	\$0.00	\$1,121.49	\$2,267.32	\$0.00	\$2,267.32
962 Science Trek Club	\$2,354.93	\$0.00	\$0.00	\$0.00	\$2,354.93	\$0.00	\$2,354.93
966 Wrestling	\$385.48	\$0.00	\$0.00	\$0.00	\$385.48	\$0.00	\$385.48
970 TECHNOLOGY SUPPORT TEAM	\$146,711.35	\$40.00	\$0.00	\$280.00	\$146,471.35	\$0.00	\$146,471.35
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	\$139.88	\$0.00	\$0.00	\$0.00	\$139.88	\$0.00	\$139.88
990 Yearbook	\$25,922.99	\$0.00	\$0.00	\$5,790.76	\$20,132.23	\$0.00	\$20,132.23
993 Academic Team	\$140.00	\$0.00	\$0.00	\$0.00	\$140.00	\$0.00	\$140.00
994 Archery Club	\$349.32	\$0.00	\$0.00	\$0.00	\$349.32	\$0.00	\$349.32
995 Homeless Student Assistance	\$1,074.58	\$0.00	\$0.00	\$0.00	\$1,074.58	\$0.00	\$1,074.58
996 Bruin Logo	\$23,986.98	\$0.00	\$0.00	\$0.00	\$23,986.98	\$0.00	\$23,986.98

Bartlesville Public Schools
Revenue/Expenditure Summary**Options:** Fund: 60, Date Range: 6/1/2024 - 6/30/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
997 Back To School Rally	\$600.87	\$0.00	\$0.00	\$0.00	\$600.87	\$0.00	\$600.87
Total	\$883,794.45	\$37,831.19	\$0.00	\$45,442.86	\$876,182.78	\$0.00	\$876,182.78

Surplus List

Cafeteria Tables

19 rectangular fold down tables w/ 12 blue seats each and gray tabletop
6 rectangular fold down tables w/ 16 red seats each and gray tabletop
2 rectangular fold down tables w/ 16 blue seats each and gray tabletop
8 rectangular fold down tables w/ 16 red seats each and brown tabletop
4 rectangular non-folding tables w/ 4 blue seats each and gray tabletop
4 rectangular non-folding tables w/ 4 red seats each and gray tabletop
4 round fold down tables w/ 8 blue seats each and gray tabletop
6 round fold down tables w/ 8 red seats each and gray tabletop

Bartlesville Public Schools Encumbrance Register

Year 2024-2025 Fund 03

03-2021 BOND - PROJECTS - BEA LEASE PURCHASE

PO No	Date	Vendor	Description	Amount
1	07/02/2024	MICHAEL E COLE	MAINT/018/MADISON Blanket po for Trimming, dead tree removal, debris removal, and power washing sidewalks	4,800.00

Report Total: \$4,800.00

LEASE PURCHASE AGREEMENT

THIS LEASE PURCHASE AGREEMENT (the “Agreement”), is dated as of March 28, 2024, by and between the **Bartlesville Education Authority**, as Lessor (the “Lessor”), and **Independent School District No. 30 of Washington County, State of Oklahoma**, as Lessee (the “Lessee”), wherein the parties hereby agree as follows:

Section 1. Definitions. The following terms will have the meanings indicated below unless the context clearly requires otherwise:

“**Agreement**” means this Lease Purchase Agreement dated as of March 28, 2024, and any other schedule, exhibit or escrow agreement made a part hereof by the parties hereto, together with any amendments to this Agreement.

“**Assignment**” means the Assignment of Rents and Leases dated as of March 28, 2024, executed by the Lessor in favor of the Trustee Bank, as regards the Lessor’s interest in the Ground Lease and this Agreement, as the same may be amended and/or supplemented from time to time as permitted by the Indenture and any other encumbrance of the Lessor’s interests in the Agreement or the Ground Lease in favor of the Trustee Bank.

“**Note**” shall mean that certain issue of Lease Revenue Note, Series 2024 (Bartlesville Public Schools Project) dated March 28, 2024, and issued in the original principal amount of \$10,500,000.00 by the Lessor for the purpose of acquiring this Agreement.

“**Cancellation Event**” means “Cancellation Event” as defined in Section 8 hereto.

“**Casualty Loss**” means “Casualty Loss” as defined in Section 26 of this Agreement.

“**Code**” means the Internal Revenue Code of 1986, as amended.

“**Commencement Date**” is the date when the term of this Agreement and Lessee’s obligation to pay rent commences, which date will be the earlier of (i) the date on which the Property is accepted by Lessee in the manner described in Section 12, or (ii) the date on which sufficient moneys to purchase the Property are deposited for that purpose with an escrow agent.

“**Contract**” means any contract or contracts for the acquisition and/or installation of the Property.

“**Development Agreement**” means collectively that certain Development Agreement dated as of March 28, 2024, by and between the Lessor and the Lessee, as the same may be amended from time to time, which sets forth the duties, obligations, and responsibilities of each party in regard to the construction of the Project, and which Development Agreement is herein incorporated by reference.

“**Escrow Agent**” means BOKF, NA, Tulsa, Oklahoma.

“**Escrow Agreement**” means that certain Escrow and Paying Agent Agreement dated as of March 28, 2024, by and among the Lessee, the Lessor, and the Escrow Agent.

“Equipment” means the property designated as Equipment and described on the Property Schedule attached hereto as Exhibit A, as supplemented from time to time, and all replacements, substitutions, repairs, restorations, modifications, attachments, accessions, additions and improvements thereof or thereto.

“Event of Default” means an Event of Default described in Section 35.

“Ground Lease” shall mean that certain Ground Lease Agreement dated as of March 28, 2024, by and between Independent School District No. 30 of Washington County, State of Oklahoma, as lessor, and the Bartlesville Education Authority, as lessee, pertaining to the Real Property upon which the Project components will be constructed and leased pursuant to this Agreement.

“Indenture” shall mean that certain Note Indenture dated as of March 1, 2024, by and between the Lessor and BOKF, NA, as Trustee Bank, authorizing the issuance of and securing the Note.

“Lease Term” means the Original Term and any Renewal Terms, but ending on the occurrence of the earliest event specified in Section 6.

“Lessee” means the entity described as such in the first paragraph of this Agreement, its successors and its assigns.

“Lessor” means the entity described as such in the first paragraph of this Agreement, its successors and its assigns.

“Maximum Term” means the Original Term and any Renewal Term ending on the last Payment Date set forth on the Payment Schedule.

“Net Proceeds” mean the amount remaining from the gross proceeds of any insurance claim or condemnation award after deducting all expenses (including attorneys’ fees) incurred in the collection of such claim or award.

“Nonrenewal Event” means “Nonrenewal Event” as defined in Section 8 hereto.

“Original Term” means the period from the Commencement Date until the end of the fiscal year of Lessee in effect at the Commencement Date.

“Payment” or “Payments” means the payment (individually) or payments (collectively) of “Acquisition Payments” or “Rental Payments” payable by Lessee pursuant to Section 9 and as reflected on Exhibit B.

“Payment Dates” means the dates set forth on the Payment Schedule on which Payments of acquisition payments or rental payments are due.

“Payment Schedule” means the schedule of Payments and Purchase Price set forth on Exhibit B.

“Project” means the costs of construction of and improvements to facilities of the Lessee along with acquisition and installation of equipment at various Lessee facilities.

“**Property**” means collectively the Real Property and the Equipment as set forth in Exhibit A attached hereto.

“**Purchase Price**” means the amount set forth on the Payment Schedule that Lessee may, at its option, pay to Lessor to purchase the Property. If there is no “Purchase Price” column set forth on the Payment Schedule, then the Purchase Price shall mean 100% of the outstanding acquisition payments amount of the collective remaining Payments. With respect an incremental purchase of the Property (as contemplated by Section 31 herein), the applicable portion of the Purchase Price shall reflect the value of the portion of the Property to be purchased as set forth in the applicable Property Schedule attached hereto as Exhibit A.

“**Real Property**” means the property designated as Real Property and described as Tract I on the Property Schedule attached hereto as Exhibit A, as supplemented from time to time, and all replacements, substitutions, repairs, restorations, modifications, attachments, accessions, additions and improvements thereof or thereto.

“**Renewal Term**” means “Renewal Term” as defined in Section 8 hereto.

“**Return Date**” means the last day of the fiscal year for which appropriations were made for the Payments due under this Agreement if a Nonrenewal Event occurs or the effective date of the cancellation of this Agreement if a Cancellation Event occurs.

“**State**” means the State of Oklahoma.

“**Tax Regulatory Agreement**” means that certain Tax Regulatory Agreement of even date herewith as described in Section 3 herein.

“**Trustee Bank**” means BOKF, NA, Tulsa, Oklahoma.

“**Vendor**” means in the case of Equipment, any manufacturer(s) of the Equipment as well as the agents or dealers of the manufacturer(s) from whom Lessor purchased or is purchasing the Equipment listed on Exhibit A. In the case of improvements to the Real Property, the term “Vendor” shall mean the Contractors or Sub-Contractors providing labor and materials for the construction of the improvement.

Section 2. Representations and Covenants of Lessee. Lessee represents, warrants and covenants for the benefit of Lessor as follows:

(a) Lessee is a political subdivision of the State and has a substantial amount of one or more of the following sovereign powers: (i) the power to tax, (ii) the power of eminent domain, and (iii) police power.

(b) Lessee is authorized under the constitution and laws of the State to enter into this Agreement and the transaction contemplated hereby and to perform all of its obligations hereunder. Lessee has duly authorized the execution and delivery of this Agreement under the terms and provisions of the resolution of its Board of Education or by other appropriate official approval, and further represents, covenants and warrants that all requirements have been met and procedures have occurred in order to ensure the enforceability of this Agreement against Lessee, and that this

Agreement is a legal, valid and binding obligation of Lessee, enforceable in accordance with its terms, except to the extent limited by bankruptcy, reorganization or other laws of general application relating to effecting the enforcement of creditors' rights in general.

(c) This Agreement constitutes the legal, valid and binding obligation of Lessee enforceable in accordance with its terms, except to the extent limited by applicable bankruptcy, insolvency, reorganization or other laws affecting creditors' rights generally.

(d) No event or condition that constitutes, or with the giving of notice or the lapse of time or both would constitute, an Event of Default exists at the Commencement Date.

(e) Lessee has, in accordance with the requirements of law, fully budgeted and appropriated sufficient funds for the current fiscal year to meet its financial obligations for the Original Term.

(f) Lessee has complied with such public bidding requirements as may be applicable to this Agreement and the acquisition by Lessee of the Property, including, without limitation the Public Competitive Bidding Act of 1974, Oklahoma Statute Title 61 Section 101, *et seq.*, as amended (the "Competitive Bidding Act").

(g) There is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, public board or body, pending or threatened against or affecting Lessee, nor to the best knowledge of Lessee is there any basis therefor, wherein an unfavorable decision, ruling or finding would materially adversely affect the transactions contemplated by this Agreement or any other document, agreement or certificate which is used or contemplated for use in the consummation of the transactions contemplated by this Agreement or materially adversely affect the financial condition or properties of Lessee.

(h) All authorizations, consents and approvals of governmental bodies or agencies required in connection with the execution and delivery by Lessee of this Agreement or in connection with the carrying out by Lessee of its obligations hereunder have been obtained.

(i) The entering into and performance of this Agreement or any other document or agreement contemplated hereby to which Lessee is or is to be a party will not violate any judgment, order, law or regulation applicable to Lessee or result in any breach of, or constitute a default under, or result in the creation of any lien, charge, security interest or other encumbrance on any assets of Lessee or the Property pursuant to any indenture, mortgage, deed of trust, bank loan or credit agreement or other instrument to which Lessee is a party or by which it or its assets may be bound, except as herein provided.

(j) The Property described in this Agreement is essential to the function of Lessee or to the service Lessee provides to its citizens. Lessee has an immediate need for, and expects to make immediate use of, substantially all the Property, which need is not temporary or expected to diminish until the expiration of the Maximum Term of this Agreement.

(k) Lessee reasonably expects that it will use the proceeds of this Agreement as soon as practicable and with all reasonable dispatch for the purpose for which this Agreement has been entered into and in any event within three (3) years following the Commencement Date.

(l) Lessee has never failed to ratify or otherwise renew the initial term or any renewal term of any lease purchase, installment sale or other similar agreement through the maximum term of the agreement.

(m) The useful life of the Property will not be less than the Maximum Term.

(n) The application, statements and credit or financial information submitted by Lessee to Lessor are true and correct and made to induce Lessor to enter into this Agreement and the Escrow Agreement, and Lessee has experienced no material change in its financial condition since the date(s) of such information.

(o) Lessee has provided Lessor with audited financial statements through June 30, 2023. Lessee has experienced no material change in its financial condition since June 30, 2023.

(p) Lessee shall pay the excess (if any) of the actual costs of acquiring the Property under the Agreement over the amount deposited by Lessor in the escrow fund established under the Escrow Agreement and interest earnings thereon.

(q) Lessee represents that the estimated total costs of the Property will not be less than the total acquisition payments portion of the Payments.

(r) No part of the Property is located in a 100 year Flood Plain or in an identified "flood prone area," as defined pursuant to the Flood Disaster Protection Act of 1973, as amended, and in the event of such occurrence, Lessee shall provide Lessor a flood insurance policy in an amount equal to the lesser of the Purchase Price amount or the maximum amount of flood insurance available under the Flood Disaster Protection Act of 1973, as amended.

(s) (i) All construction contracts with Vendors with respect to the Project are, or shall be, awarded in accordance with the provisions of the Competitive Bidding Act, (ii) the general contractor for the Project is properly licensed and experienced in comparable projects, (iii) all construction contracts with Vendors exceeding \$50,000.00 in amount awarded in connection with the Project are guaranteed fixed price contracts which meet the requirements contained in the Competitive Bidding Act, (iv) all Vendors in connection with the Project will provide bonds and/or irrevocable letters of credit in connection with its contract as required by the Competitive Bidding Act.

(t) Lessee, as an independent school district, is a state or a duly organized and validly existing body corporate and politic and a political subdivision or agency thereof within the meaning of Section 103 of Code.

(u) Lessee is not in breach of or in default under any constitutional provision, applicable law or administrative rule or regulation of the State, the United States, or of any department, division, agency or instrumentality of either thereof or any applicable court or administrative decree or order, or any loan agreement, note, ordinance, resolution, indenture, contract, agreement or other instrument

to which the Lessee is a party or to which the Lessee or any property or assets of the Lessee is otherwise subject or bound which in any material way, directly or indirectly, affects the Lessee's entering into this Agreement, or the validity thereof, the validity or adoption of the resolution authorizing Lessee to enter into this Agreement, the execution and delivery of this Agreement or other instruments contemplated thereby to which the Lessee is a party, and compliance with the provisions of each thereof will not conflict with or constitute a breach of or default under any constitutional provision, applicable law or administrative rule or regulation of the State, the United States, or of any department, division, agency or instrumentality of either thereof, or any applicable court or administrative decree or order, or any loan agreement, note, ordinance, resolution, indenture, contract, agreement or other instrument to which the Lessee is a party or to which the Lessee or any of the property or assets of the Lessee is otherwise subject or bound.

(v) Lessee shall cause said books of record and account to be audited annually as of the close of each fiscal year by a firm of independent certified public accountants that holds a valid permit to practice as determined by the Oklahoma Accountancy Board and in accordance with Title 74, Oklahoma Statutes, Section 212A (B) selected by the Lessee. Not more than 270 days after the close of each fiscal year of the Lessee, the Lessee shall furnish to the Trustee Bank and any requesting holder(s) of the Note a report which includes financial statements prepared by the Lessee and audited by the firm of independent certified public accountants that holds a valid permit to practice as determined by the Oklahoma Accountancy Board and in accordance with Title 74 Oklahoma Statutes, as amended, Section 212A (B).

Section 3. Tax Regulatory Agreement. Lessee will enter into the Tax Regulatory Agreement on the Commencement Date, which will set forth the representations and covenants applicable to the Federal tax treatment of this Agreement and the Note, including the Lessee's covenant to comply with Sections 103 and 141 to 150 of the Code and the applicable Regulations to ensure that interest on the Note is excluded from the gross income of the holder(s) of the Note for federal income tax purposes, and will not take or omit to take or permit any person or entity to take or omit to take any action which would cause interest on the Note to be included in the gross income of the holder(s) of the Note for federal income tax purposes by reason of Section 103(b) of the Code and the applicable Regulations.

Section 4. Lease of Property. Lessor hereby demises, leases and lets the Property to Lessee, and Lessee rents, leases and hires the Property from Lessor, in accordance with the provisions of this Agreement, for the Lease Term.

Section 5. Lease Term. The Lease Term of this Agreement will consist of the Original Term and all Renewal Terms ending with the expiration of the Maximum Term as set forth on Exhibit B. The Lessee has the option to renew the Lease Term of this Agreement and each Renewal Term shall be twelve months, shall correspond to the Lessee's fiscal year and shall commence on the first day following the last day of the Original Term or the preceding Renewal Term, as the case may be; provided that the last scheduled Renewal Term shall be the lesser number of months as may be necessary to extend the Lease Term to the date that the last Payment in the Payment Schedule is due and payable. The terms and conditions during any Renewal Term shall be the same as the terms and conditions during the Original Term.

Section 6. Termination of Lease Term. The Lease Term will terminate upon the earliest of any of the following events:

- (a) the expiration of the Original Term of this Agreement unless extended by mutual ratification pursuant to the provisions of Section 8;
- (b) the exercise by Lessee of the option to purchase all of the Property and payment of the Purchase Price and all amounts payable in connection therewith;
- (c) a default by Lessee and Lessor's election to terminate this Agreement under Section 36; or
- (d) the payment by Lessee of all Payments authorized or required to be paid by Lessee hereunder during the Maximum Term.

Section 7. Continuation of Lease Term. Lessee currently intends to continue the Lease Term through the Original Term for the Maximum Term and to pay the Payments due or becoming due hereunder from legally available funds. Lessee reasonably believes that it can obtain legally available funds in an amount sufficient to make all Payments during the Maximum Term. Lessor acknowledges that this Agreement is not a general obligation of the Lessee and that there will be no pledge of the full faith and credit of the Lessee or the taxing power of the Lessee as a source of security for the Payments hereunder.

Section 8. Non-Ratification and Right of Termination; Nonrenewal Event; Cancellation Event. Upon expiration of the Original Term, the Agreement may be renewed by ratification for successive fiscal years each beginning on July 1st and ending on June 30th (each a "Renewal Term"). Pursuant to Title 62, Oklahoma Statutes Section 430.1 and Title 70, Oklahoma Statutes Section 5-117, continuation of this Agreement past the Original Term (representing the remaining portion of the fiscal year ending June 30, 2024) or any subsequent Renewal Term is dependent upon mutual ratification by Lessee and Lessor. Lessor hereby ratifies all Renewal Terms approved by the Lessee through the end of the Maximum Term. As part of Lessee's ratification, Lessee agrees to affirmatively act by providing Lessor with notice of its intent to renew this Agreement for the applicable Renewal Term, provided that the act of the governing body of the Lessee whereby it appropriates funds to make the requisite Payments hereunder that are due and payable in a succeeding Renewal Term shall be deemed such an affirmative act of the Lessee. Lessee is obligated only to pay such Payments under this Agreement as may be lawfully made from funds budgeted and appropriated for that purpose during Lessee's then current fiscal year. Should Lessee fail to ratify the Agreement, the Agreement shall be deemed terminated at the end of the then current Original Term or Renewal Term. Lessee agrees to deliver notice to Lessor of such termination as soon as reasonably practical but in any event within thirty (30) days following the end of the then current Original Term or Renewal Term, but failure to give such notice shall not act to extend the term beyond the last day of the fiscal year for which such ratification was made.

If Lessee fails to renew a Lease Term as provided in Section 5 above, then a "Nonrenewal Event" shall be deemed to have occurred. If under Title 62, Oklahoma Statutes Section 430.1 (or any successor provision of Oklahoma law) Lessee's governing body by a proper resolution adopted by the governing body and entered into the official records or minutes of the governing body certifies that the continuation of the Lease Term of this Agreement is unnecessary or contrary to the public interest, then a "Cancellation Event" shall be deemed to have occurred. If a Nonrenewal Event or a Cancellation Event occurs, then: (a) Lessee shall give Lessor immediate notice of such Nonrenewal

Event or Cancellation Event; (b) on the Return Date, Lessee shall return to Lessor all, but not less than all, of the Property covered by this Agreement, at Lessee's sole expense, in a manner that is consistent with Section 36(b) hereto; (c) if a Nonrenewal Event is the reason for the return of the Property, then Lessee shall pay all Payments and other amounts payable hereunder for which funds shall have been appropriated and this Agreement shall terminate on the Return Date without penalty to Lessee; (d) if a Cancellation Event is the reason for the return of the Property, then Lessee shall pay all Payments and other amounts payable hereunder through the Return Date and this Agreement shall terminate on the Return Date without penalty to Lessee; and (e) Lessor shall refund to Lessee the rental payments portion of any Payment previously paid hereunder which has not been earned by Lessor as of the Return Date.

Section 9. Payments. The Lessee will pay Payments, from legally available funds, in the amounts and on the dates set forth on the Payment Schedule. Payments will be in consideration for Lessee's use of the Property during the fiscal year in which such payments are due. Any Payment not received on or before its scheduled Payment Date will bear interest at the rate of 10% per annum or the maximum amount permitted by law, whichever is less, from its Payment Date. All Payments shall be made by the Lessee to the Escrow Agent at least three (3) business days prior to the Payment Date for deposit to the Payment Sub-account established under the Escrow Agreement, and the Escrow Agent shall then remit the Payment to the Trustee Bank on behalf of the Lessor pursuant to the Escrow Agreement. In any case where any Payment Date shall fall due on a Saturday, a Sunday, a legal holiday, or a day upon which banking institutions in the City of Tulsa, Oklahoma, or in such other locality as the Escrow Agent may maintain its principal offices, are authorized by law to close for business, then the corresponding Payment need not be made on such date, but shall be made on the next succeeding banking day with the same force and effect as if made on the day upon which said Payment falls due; provided however, in order to facilitate the timely payment of debt service on the Note, Lessee agrees that it shall transfer or cause to be transferred such Payments to the Trustee Bank on behalf of the Lessor not later than the business day immediately preceding the scheduled Payment Date.

In addition to the Payments, Lessee shall reimburse Lessor (or to the Trustee Bank at the written direction of the Lessor or the Trustee Bank), the following (the "Additional Payments") within thirty (30) days of receipt of written itemized invoices for the same from Lessor or Trustee Bank on behalf of Lessor:

(a) Any sums in excess of the Rental Payments specified in the Payment Schedule for the use of the Project necessary for the Lessor to punctually pay all its obligations in accordance with the terms of the Indenture;

(b) Any sums which the Lessor shall be obligated to pay pursuant to the terms of this Agreement, by reason of any default or delay in payment of sums due hereunder, but only if such delay or default results from the default or breach by Lessee of the terms, conditions and covenants of this Agreement;

(c) Any sums expended by the Lessor or Trustee Bank to insure the Property on Lessee's failure to maintain insurance in accordance with this Agreement or to otherwise cure any defaults by Lessee under this Agreement;

- (d) [Reserved]; and
- (e) All fees and expenses of the Trustee Bank payable by the Lessor under the Indenture.

Section 10. Principal and Interest Components. As set forth on the Payment Schedule, a portion of each Payment is paid as, and represents payment of, rental costs of the Property (*i.e.*, the “Rental Payments”), and a portion of each Payment reflects the acquisition cost of the Property (or portion thereof) (*i.e.*, the “Acquisition Payments”). For purposes of the Federal tax treatment of this Agreement, certain portions of the Payments shall be treated as interest and shall be referred to in the Tax Regulatory Agreement as the “Interest Component”, and certain portions of the Payments shall be referred to in the Tax Regulatory Agreement as the “Principal Component”, all as more fully set forth in the Tax Regulatory Agreement.

Section 11. Payments To Be Unconditional. The obligations of Lessee to make Payments and to perform and observe the other covenants and agreements contained herein shall be absolute and unconditional in all events without abatement, diminution, deduction, set-off or defense, for any reason, including without limitation any failure of the Property to be delivered or installed, any defects, malfunctions, breakdowns or infirmities in the Property or any accident, condemnation or unforeseen circumstances.

Section 12. Acquisition, Delivery, Construction, Installation and Acceptance of the Property. Lessor shall cause to be acquired and/or constructed the Project, which consists of the Real Property specified on Exhibit A, together with any buildings and other improvements thereon, and any and all Equipment, all in accordance with the plans and specifications approved by the Lessor and the Lessee with respect to the Project, which plans and specifications are hereby incorporated by reference. Any and all acquisition, delivery, construction, and installation costs in connection therewith shall be paid from the funds deposited in the escrow fund established under the Escrow Agreement, together with interest earnings thereon, or from other available funds of the Lessee; provided however, Lessor shall not be obligated to expend any funds in furtherance of the Project other than those funds deposited in said escrow fund established under the Escrow Agreement. When the Property has been acquired, delivered, constructed, and/or installed, Lessee will immediately accept the Property and evidence said acceptance by executing and delivering to Lessor an acceptance certificate (substantially in the form of Schedule A-2 of the Escrow Agreement), the form and substance of which acceptance certificate shall also be acceptable to Lessor. After it has been installed, the Property will not be moved from the location specified on Exhibit A without Lessor’s consent, which consent will not be unreasonably withheld. Upon purchase and/or installation of any Equipment, the parties hereto shall execute supplemental schedule(s) to Exhibit A attached hereto for the purpose of detailing the Equipment purchased with proceeds of this Agreement, and said supplemental schedule(s) shall be incorporated herein and made a part of this Agreement.

Section 13. Enjoyment of Property. Lessor hereby covenants to provide Lessee with quiet use and enjoyment of the Property during the Lease Term, and Lessee will peaceably and quietly have and hold and enjoy the Property during the Lease Term, without suit, trouble or hindrance from Lessor, except as otherwise expressly set forth in this Agreement.

Section 14. Right of Inspection. Lessor will have the right at all reasonable times during regular business hours to enter into and upon the property of Lessee for the purpose of inspecting the Property.

Section 15. Use of the Property. Lessee will not install, use, operate or maintain the Property improperly, carelessly, in violation of any applicable law or in a manner contrary to that contemplated by this Agreement. Lessee will obtain all permits and licenses, if any, necessary for the installation and operation of the Property. In addition, Lessee agrees to comply in all respects (including, without limitation, with respect to the use, maintenance and operation of each item of the Property) with all applicable laws, regulations and rulings of any legislative, executive, administrative or judicial body; provided, however, that Lessee may contest in good faith the validity or application of any such law, regulation or ruling in any reasonable manner that does not, in the opinion of Lessor, adversely affect the interest of Lessor in and to the Property or its interest or rights under this Agreement.

Section 16. Maintenance of Property. Lessee agrees that it will, at Lessee's own cost and expense, maintain, preserve and keep the Property in good repair, working order and condition. Lessor will have no responsibility to maintain, or repair or to make improvements or additions to the Property. If requested to do so by Lessor, Lessee will enter into a maintenance contract for the Property with each Vendor and furnish evidence thereof to Lessor.

Section 17. Ground Lease Agreement. At, or prior to the execution hereof, Lessee shall lease to Lessor, pursuant to that certain Ground Lease Agreement dated as of March 28, 2024, covering certain real property as described therein located in Washington County, Oklahoma (the "Ground Lease Agreement"). The Lessor shall be responsible for the costs and expenses of the Ground Lease Agreement, but only to the extent funds are available for such purpose in the Escrow Fund held under the Escrow Agreement.

Section 18. Title to the Property. The right of possession of the Real Property shall vest in the Lessor pursuant to the Ground Lease Agreement, subject to the rights of Lessee under this Agreement. Upon satisfaction of the incremental purchase provisions of Section 31 hereto, or if Lessee exercises its option to purchase under the prepayment provisions of Section 31 hereto, title to the Equipment shall transfer to the Lessee and the Lessor shall release from the Ground Lease the Real Property described therein. Upon the occurrence of an Event of Default, or upon occurrence of non-ratification (including a Nonrenewal Event or a Cancellation Event) as set forth in Section 8, the Lessee will surrender possession of the Property to the Lessor. When the Lessee, by prepayment (as set forth in Section 31 hereto) or by payment as scheduled under Exhibit B, shall have paid a sum equal to the Purchase Price (or the applicable portion thereof in case of an incremental purchase) plus all respective Rental Payments, the Property (or the applicable portion thereof) shall become the property of the Lessee and Lessor agrees to execute and deliver to Lessee one or more Release of Ground Lease Agreement conveying to the Lessee all of Lessor's right, title and interest in and to the tract or tracts of Real Property, free and clear of all liens and interest of third parties created by, through or under Lessor. Upon receipt of such payments, Lessor shall also deliver to Lessee one or more bills of sale in substantially the form set forth in Exhibit H attached hereto, conveying to the Lessee all of Lessor's right, title and interest in and to the Equipment, free and clear of all liens and interest of third parties created by, through or under Lessor. The Property shall be transferred on an "AS-IS, WHERE-IS" basis with all faults, without recourse and without representation or warranty of any kind, express or implied, except for a representation that the Equipment is free and clear of any liens created by the Lessor. Lessor acknowledges and agrees that, notwithstanding the foregoing, Lessor will not be treated for Federal income tax purposes as the tax owner of the Property and, accordingly, Lessor will not take any Federal income tax benefits such as depreciation in respect of the Property during the Lease Term.

Section 19. Security Interest. To the extent permitted by law, Lessee hereby grants to Lessor a first priority security interest in Lessee's rights and interests in any and all of the Property designated as Equipment, all funds held by the Escrow Agent under the terms of the Escrow Agreement, and in any and all proceeds thereof (including, without limitation, any insurance proceeds therefrom). Lessee agrees to execute and deliver to Lessor all necessary documents to evidence and perfect such security interest, including, without limitation, uniform commercial code (UCC) financing statements and any amendments thereto.

Section 20. Certain Property to be Personal Property; Certain Property to be Real Property.

Lessor and Lessee agree that the Property designated as Equipment is and will remain personal property. The Equipment will not be deemed to be affixed to or a part of the real estate on which it may be situated, including the Real Property, notwithstanding that the Equipment or any part thereof may be or hereafter become in any manner physically affixed or attached to such real estate or any building thereon. Upon the request of Lessor, Lessee will, at Lessee's expense, furnish a waiver of any interest in the Equipment from any party having an interest in any such real estate or building, if other than the Lessor. Lessor and Lessee further agree that any Property not specifically designated as Equipment shall be deemed to be Real Property, and any improvements thereon shall be deemed to be attached to the real estate or any building thereon.

Section 21. Liens, Taxes, Other Governmental Charges and Utility Charges.

Lessee will keep the Property free and clear of all liens, charges and encumbrances, except those created under this Agreement. The parties to this Agreement contemplate that the Property will be used for a governmental or proprietary purpose of Lessee and, therefore, that the Property will be exempt from all property taxes and other similar charges. If the use, possession or acquisition of the Property is found to be subject to taxation in any form, Lessee will pay all taxes and governmental charges lawfully assessed or levied against or with respect to the Property. Lessee will pay all gas, water, steam, electricity, light, heat or power, telephone or other utility services and other charges incurred in the use and maintenance of the Property. There shall be no abatement of Payments on account of interruption of any such services. Lessee will pay such taxes and charges as the same become due; provided that, with respect to any such taxes and charges that may lawfully be paid in installments over a period of years, Lessee will be obligated to pay only such installments that accrue during the Lease Term.

Section 22. Insurance.

At its own expense, Lessee will maintain (a) casualty insurance insuring the Property against loss or damage by fire and all other risks covered by the standard extended coverage endorsement then in use in the State and any other risks reasonably required by Lessor in an amount at least equal to the then applicable Purchase Price of the Property, (b) liability insurance that protects Lessor from liability in all events in form and amount satisfactory to Lessor, and (c) workers' compensation coverage as required by the laws of the State. All insurance proceeds from casualty losses will be payable as hereinafter provided. Lessee will furnish to Lessor certificates evidencing such coverage throughout the Lease Term. All such casualty and liability insurance will be with insurers that are acceptable to Lessor, will name Lessor and Trustee Bank as a loss payee and additional insured, and may not be cancelled without thirty (30) days prior written notice to Lessor, and such casualty insurance will contain a provision making any losses payable to Lessee, Trustee Bank, and Lessor, as their respective interests may appear.

Section 23. Advances. In the event Lessee fails to maintain either the insurance required by this Agreement, pay taxes or charges required to be paid by it under this Agreement or fails to keep the Property in good repair and operating condition, Lessor may (but will be under no obligation to) purchase the required policies of insurance and pay the cost of the premiums thereof, pay such taxes and charges and make such Property repairs or replacements as are necessary and pay the cost thereof. All amounts so advanced by Lessor will become additional rent for the Maximum Term. Lessee agrees to pay such amounts with interest thereon from the date paid at the rate of 10% per annum or the maximum permitted by law, whichever is less.

Section 24. Financial Information. Lessee will provide Lessor with current financial statements, budgets, proofs of appropriation for the ensuing fiscal year and such other financial information relating to the ability of Lessee to continue this Agreement as may be reasonably requested by Lessor. Furthermore, Lessee shall deliver (i) audited annual financial statements to the Lessor within 270 days of the end of each fiscal year, including, a balance sheet, statement of revenues, expenses and changes in fund balances for budget and actual, statement of cash flow, rates, schedules and attachments to such financial statements, which audit shall be performed by a firm of independent certified public accountants holding a valid permit to practice as determined by the Oklahoma Accountancy Board and in accordance with Title 74, Oklahoma Statutes, Section 212A (B), (ii) an annual estimate of needs not later than thirty (30) days following commencement of each fiscal year, and (iii) other reports and information which the Lessor may reasonably request from time to time.

Section 25. Release and Indemnification. To the extent permitted by law, Lessee will indemnify, defend and hold harmless Lessor and Trustee Bank from and against any and all liability, obligations, losses, claims and damages whatsoever, regardless of cause thereof, and expenses in connection therewith arising out of or as the result of (a) the ownership of any item of the Property, (b) the manufacturing, ordering, acquisition, possession, use, operation, condition, purchase, delivery, rejection, storage or return of any item of the Property, (c) any accident in connection with the operation, use, condition, possession, storage or return of any item of the Property resulting in damage to property or injury or death to any person or (d) the breach by Lessee of any covenant herein or any material misrepresentation by Lessee of any representation contained herein. The indemnification arising under this paragraph will continue in full force and effect notwithstanding the full payment of all obligations under this Agreement or the termination of the Lease Term for any reason.

Section 26. Risk of Loss. Lessee assumes, from and including the Commencement Date, all risk of loss, theft, damage or destruction of or damage to the Property, in whole or in part, from any cause whatsoever (a "Casualty Loss"). No such loss of or damage to the Property nor defect therein nor unfitness or obsolescence thereof will relieve Lessee of the obligation to make Payments or to perform any other obligation under this Agreement. If a Casualty Loss occurs to any Property, Lessee shall immediately notify Lessor of the same and Lessee shall, unless otherwise directed by Lessor, immediately repair the same.

Section 27. Damage, Destruction, Condemnation; Use of Proceeds. If (a) the Property or any portion thereof is destroyed, in whole or in part, or is damaged by fire or other casualty, or (b) title to, or the temporary use of, the Property or any part thereof or the interest of Lessee or Lessor in the Property or any part thereof will be taken under the exercise of the power of eminent domain by any governmental body or by any person, firm or corporation acting under governmental authority, Lessee and Lessor will cause the Net Proceeds of any insurance claim or condemnation award to be applied

to the prompt replacement, repair, restoration, modification or improvement of the Property, unless Lessee has purchased the Lessor's interest in the Property. Any balance of the Net Proceeds remaining after such work has been completed will be paid to Lessee.

Section 28. Insufficiency of Net Proceeds. If the Net Proceeds are insufficient to pay in full the cost of any repair, restoration, modification or improvement referred to in Section 27, Lessee will either (a) complete such replacement, repair, restoration, modification or improvement and pay any costs thereof in excess of the amount of the Net Proceeds, or (b) purchase Lessor's interest in the Property. The amount of the Net Proceeds, if any, remaining after completing such repair, restoration, modification or improvement or after purchasing the Property will be retained by Lessee. If Lessee will make any payments pursuant to this Section, Lessee will not be entitled to any reimbursement therefor from Lessor nor will Lessee be entitled to any diminution of the amounts payable under Section 9 hereto.

Section 29. Disclaimer of Warranties. LESSOR HAS MADE AND MAKES NO REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, AND ASSUMES NO OBLIGATION WITH RESPECT TO THE TITLE, MERCHANTABILITY, CONDITION, QUALITY OR FITNESS OF THE PROPERTY DESCRIBED IN EXHIBIT A FOR ANY PARTICULAR PURPOSE OR THE CONFORMITY OF THE PROPERTY TO SPECIFICATION OR PURCHASE ORDER, ITS DESIGN, DELIVERY, INSTALLATION OR OPERATION.

All such risks shall be borne by Lessee without in any way excusing Lessee from its obligations under this Agreement, and Lessor shall not be liable to Lessee for any damages on account of such risks. All claims or actions on any warranty so assigned shall be made or prosecuted by Lessee, at its sole expense, upon prior written notice to Lessor. Lessor may, but shall have no obligation whatsoever to participate in such claim or action on such warranty, at Lessor's expense. Any recovery under such a warranty shall be made payable jointly to Lessee and Lessor.

Section 30. Vendor's Warranties. ALL WARRANTIES, PROMISES AND SERVICE AGREEMENTS, IF ANY, RELATING TO THE PROPERTY THAT EACH VENDOR HAS MADE TO LESSOR IN CONNECTION WITH OR AS PART OF THE CONTRACT BY WHICH LESSOR ACQUIRED THE PROPERTY ARE HEREBY ASSIGNED TO LESSEE.

Lessee may communicate with each Vendor and receive an accurate and complete statement of all such warranties, promises and service agreements, if any. Lessee acknowledges that Lessee has selected each Vendor, who has sold and assigned the Property to Lessor, and that Lessee has directed Lessor to acquire the Property from each Vendor in connection with this Agreement. Lessee further acknowledges that this Agreement is a Finance Lease within the meaning of the Uniform Commercial Code and that Lessee is entitled to each of the Vendors' warranties and promises described above, if any.

Section 31. Incremental Purchase and Prepayment.

(a) *Incremental Purchase.* Lessee may, by paying the installments of principal at the time and in the amounts set forth on Exhibit B, elect to acquire Lessor's right, title and interest in and to the Equipment and/or the Real Property; provided however, such acquisition shall only

occur upon Lessee making all of the required Payments and/or payment of the then-applicable Purchase Price. Exhibit G attached hereto provides additional detail with respect to the Real Property and/or Equipment scheduled for acquisition as set forth in Exhibit B.

(b) *Optional Prepayment.* So long as there is no Event of Default then existing, Lessee will have the option to effect the incremental purchase described above, in whole or in part, on any date, upon giving written notice to Lessor at least thirty (30) days before the date of such payment, and upon payment in full of the Payment then due hereunder plus all other amounts due hereunder plus the then-applicable Purchase Price (or portion thereof) to Lessor due on the Note; provided, the Lessee's ability to prepay this Agreement shall be expressly limited by the Terms of Redemption applicable to the Note as set forth in Section 3.02 of the Indenture.

Section 32. Further Assurances. The parties hereto further covenant and agree to do, execute and deliver, or cause to be done, executed and delivered, and covenant and agree to use their best efforts to cause their successors and assigns to do, execute and deliver, or cause to be done, executed and delivered, all such further acts, transfers and assurances, for the better assuring, conveying and confirming unto Lessor and its successors and assigns, all and singular, the interests in the Property hereby assigned, and otherwise implementing the intention of the parties under this Agreement, as the parties and their successors and assigns reasonably shall request. Any performance required of Lessee or any payments required to be made by Lessee may, if not timely performed or paid, be performed or paid by Lessor, and in that event, Lessor shall be immediately reimbursed by Lessee for such payments and for any costs and expense, legal or otherwise associated with the payments or other performance by Lessor, with interest per annum thereon at 10% per annum or the maximum rate permitted by State law.

Section 33. Assignment by Lessor. Lessor's interest in, to and under this Agreement and the Property may be assigned and reassigned in whole or in part to one or more assignees by Lessor without the necessity of obtaining the consent of Lessee; provided that any assignment will not be effective until Lessee has received written notice of the name and address of the assignee. It is contemplated hereunder that Lessor will assign all right, title, and interest in and to this Agreement and any and all Payments or other amounts derived thereunder to the Indenture as security for the repayment of the Note. Lessor and Lessee hereby acknowledge and agree that anything in this Agreement to the contrary notwithstanding, as long as the Indenture or similar security instruments in favor of the Trustee Bank are in force and effect, the following provisions shall apply:

(a) *Consent to Amendment.* There shall be no modification of this Agreement by Lessor or Lessee without the prior written consent of the Trustee Bank.

(b) *Notices to Trustee Bank.* Lessor, upon serving Lessee with any notice of an Event of Default, failure to comply, or termination, shall simultaneously serve a copy of such notice on the Trustee Bank. If Lessor shall serve Lessee with a notice of a failure to comply with any term, covenant, condition, or provision hereof, the Trustee Bank shall then have the same period after service of the notice on it as is given to Lessee hereunder to remedy or cause to be remedied such failure, and Lessor shall accept performances by or at the instigation of any Trustee Bank as if it had been done by Lessee. Any notice required to be given to any Trustee Bank shall be in accordance with Section 38 hereof.

(c) *Curative Rights of Trustee Bank.* In addition to the rights granted to the Trustee Bank under subsection (b) of this Section, the Trustee shall have an additional period of ninety (90) days to remedy or cause to be remedied any Event of Default of which it shall receive notice.

(d) *Assignment.* Lessor agrees that, in the event of any enforcement of remedies under the Indenture by the Trustee Bank, either by judicial proceedings, under power of sale or otherwise, all right, title and interest encumbered by the Indenture may, without the consent of Lessor, be assigned to and vested in the Trustee Bank or to such other party as Trustee Bank is entitled to convey such rights and interests.

(e) *Limitation on Liability of Trustee Bank.* Notwithstanding any other provision of this Agreement, Lessor and Lessee agree that the Trustee Bank shall in no manner or respect whatsoever be (i) liable or responsible for any of Lessee's obligations or covenants under this Agreement (nor shall any rights of such Trustee Bank be contingent on the satisfaction of such obligations or covenants), or (ii) required to cure any Event of Default; provided, however, that if such Trustee Bank elects to become becomes the successor to Lessor's interests in this Agreement after the occurrence of an Event of Default under the Indenture, then such Trustee Bank shall be responsible and liable for all obligations and covenants accruing during such Trustee Bank's tenure as Lessor's successor. Notwithstanding the foregoing, the liability of a Trustee Bank with respect to its obligations under this Agreement shall be non-recourse as to such Trustee Bank and limited to its interest in the Agreement.

Lessee will direct the Escrow Agent to retain all such notices as a register of all assignees and will direct the Escrow Agent to make all payments to the assignee or assignees designated in such register. Lessee agrees to execute all documents, including notices of assignment and chattel mortgages or financing statements that may be reasonably requested by Lessor or any assignee, including the Trustee Bank, to protect its interest in the Property and in this Agreement and agrees to file or cause to be filed all financing statements with respect to the Property and this Agreement. The Trustee Bank shall file continuation statements with respect to each initial financing statement filed by the Lessee provided a copy of the initial financings statement is timely delivered to the Trustee Bank, and the Trustee Bank shall be fully protected in relying on such initial filing and description in filing any continuation statements pursuant to this Section. Lessee will not have the right to and will not assert against any assignee any claim, counterclaim, defense, set-off or other right Lessee may have against Lessor.

Section 34. Assignment and Subleasing by Lessee. None of Lessee's right, title and interest in, to and under this Agreement and the Property may be assigned, subleased or encumbered by Lessee for any reason.

Section 35. Events of Default Defined. Any of the following will be "Events of Default" under this Agreement:

(a) Failure by Lessee to pay any Payment required to be paid hereunder at the time specified herein;

(b) Failure by Lessee to observe and perform any covenant, condition or agreement on its part to be observed or performed, for a period of 30 days after written notice specifying such failure

and requesting that it be remedied is given to Lessee by Lessor, unless Lessor will agree in writing to an extension of such time prior to its expiration; provided, however, if the failure stated in the notice cannot be corrected within the applicable period, Lessor will not unreasonably withhold its consent to an extension of such time if corrective action is instituted by Lessee within the applicable period and diligently pursued until the default is corrected;

(c) Any statement, representation or warranty made by Lessee in or pursuant to this Agreement or its execution, delivery or performance will prove to have been false, incorrect, misleading or breached in any material respect on the date when made;

(d) Any provision of this Agreement will at any time for any reason cease to be valid and binding on Lessee, or will be declared to be null and void, or the validity or enforceability thereof will be contested by Lessee or any governmental agency or authority if the loss of such provision would materially adversely affect the rights or security of Lessor, or Lessee will deny that it has any further liability or obligation under this Agreement;

(e) Lessee (i) applies for or consents to the appointment of a receiver, trustee, custodian or liquidator of Lessee, or of all or a substantial part of the assets of Lessee, (ii) is unable, fail or admit in writing its inability generally to pay its debts as they become due, (iii) makes a general assignment for the benefit of creditors, (iv) has an order for relief entered against it under applicable federal bankruptcy law, or (v) files a voluntary petition in bankruptcy or a petition or an answer seeking reorganization or an arrangement with creditors or taking advantage of any insolvency law or any answer admitting the material allegations of a petition filed against Lessee in any bankruptcy, reorganization or insolvency proceeding; or

(f) An order, judgment or decree will be entered by any court of competent jurisdiction, approving a petition or appointing a receiver, trustee, custodian or liquidator of Lessee or of all or a substantial part of the assets of Lessee, in each case without its application, approval or consent, and such order, judgment or decree will continue unstayed and in effect for any period of 30 consecutive days.

Section 36. Remedies on Default. Whenever any Event of Default exists, Lessor will have the right, at its sole option without any further demand or notice, to take one or any combination of the following remedial steps:

(a) By written notice to Lessee, Lessor may declare all Payments and other amounts payable by Lessee hereunder to the end of the then current Original or Renewal Term to be due;

(b) With or without terminating this Agreement, Lessor may enter the premises where the Property is located and retake possession of the Property or require Lessee at Lessee's expense to promptly return any or all of the Property to the possession of Lessor at a place specified by Lessor, and sell or lease the Property or, for the account of Lessee, sublease the Property, holding Lessee liable for the difference between (i) the Payments and other amounts payable by Lessee hereunder to the end of the Lease Term, and (ii) the net proceeds of any such sale, lease or sublease (after deducting all expenses of Lessor in exercising its remedies under this Agreement, including without limitation, all expenses of taking possession, storing, reconditioning and selling or leasing the Property and all brokerage, auctioneers' and attorneys' fees);

(c) Lessor may take whatever other action at law or in equity may appear necessary or desirable to enforce its rights as the owner of the Property; and

(d) Under no circumstances shall Lessee be liable under this Section 36 for any amount in excess of the sum appropriated for the previous and current fiscal years, less all amounts previously due and paid during such previous and current fiscal years from amounts so appropriated.

Section 37. No Remedy Exclusive. No remedy herein conferred upon or reserved to Lessor is intended to be exclusive and every such remedy will be cumulative and will be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default will impair any such right or power or will be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle Lessor to exercise any remedy reserved to it in this Agreement it will not be necessary to give any notice, other than such notice as may be required in this Agreement.

Section 38. Notices. All notices, certificates or other communications hereunder will be sufficiently given and will be deemed given when delivered or mailed by registered mail, postage prepaid, to the parties at the addresses immediately after the signatures to this Agreement (or at such other address as either party hereto will designate in writing to the other for notices to such party), to any assignee at its address as it appears on the register maintained by Escrow Agent. As required herein, notices shall also be given when required to the Escrow Agent and/or the Trustee Bank at the following address:

If to Trustee: BOKF, NA
 One Williams Center, 10th Floor
 Tulsa, Oklahoma 74172
 Attention: Corporate Trust Department
 Tele. No. (918) 588-6451
 Fax No. (918) 588-6083

Section 39. Binding Effect. This Agreement will inure to the benefit of and will be binding upon Lessor and Lessee and their respective successors and assigns.

Section 40. Severability. In the event any provision of this Agreement will be held invalid or unenforceable by any court of competent jurisdiction, such holding will not invalidate or render unenforceable any other provision hereof.

Section 41. Entire Agreement. This Agreement constitutes the entire agreement between Lessor and Lessee.

Section 42. Amendments. This Agreement may be amended, changed or modified in any manner by written agreement of Lessor and Lessee. Any waiver of any provision of this Agreement or any right or remedy hereunder must be affirmatively and expressly made in writing and will not be implied from inaction, course of dealing or otherwise.

Section 43. Execution in Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which will be an original and all of which will constitute but one and the same instrument.

Section 44. Captions. The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections of this Agreement.

Section 45. Applicable Law. This Agreement will be governed by and construed in accordance with the laws of the State.

Section 46. Arbitration. At the request of either party, and to the extent permitted by applicable law, any claims under this Agreement shall be resolved by binding arbitration in accordance with the Federal Arbitration Act (Title 9, U.S. Code), notwithstanding that the Agreement, or documents executed in connection therewith, may provide that it is governed by the laws of the State of Oklahoma.

Section 47. Electronic Transactions. The parties agree that the transaction described herein may be conducted and related documents may be stored by electronic means. Copies, telecopies, facsimiles, electronic files and other reproductions of original executed documents shall be deemed to be authentic and valid counterparts of such original documents for all purposes, including the filing of any claim, action or suit in the appropriate court of law.

[Remainder of Page Left Blank Intentionally]

IN WITNESS WHEREOF, Lessor and Lessee have caused this Agreement to be executed in their corporate names by their duly authorized officers as of the date first above written.

INDEPENDENT SCHOOL DISTRICT NO. 30 OF
WASHINGTON COUNTY, STATE OF
OKLAHOMA ("LESSEE")

By: 

Name: Rick Boswell

Title: Vice President

Address for notices:

1100 South Jennings
Bartlesville, Oklahoma 74003



BARTLESVILLE EDUCATION AUTHORITY
("LESSOR")

By: 

(SEAL)

Name: Dale Copeland

Title: Chairman

Address for notices:

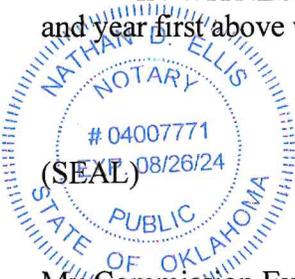
401 Johnstone Ave.
Bartlesville, OK 74003-6619



STATE OF OKLAHOMA)
) SS:
COUNTY OF WASHINGTON)

This instrument was acknowledged before me on the 27th day of March, 2024, by Rick Boswell, Vice President of the Board of Education of Independent School District No. 30 of Washington County, Oklahoma (Bartlesville Public Schools), an independent school district organized and existing under the laws of the State of Oklahoma, on behalf of said School District.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year first above written.





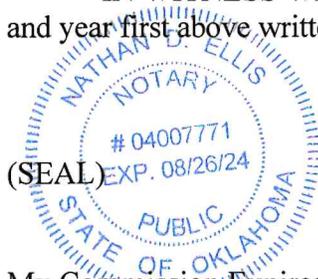
Notary Public

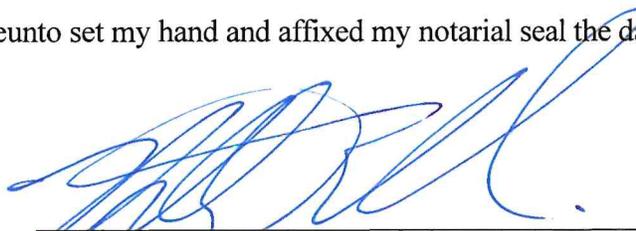
My Commission Expires 08/26/2024.
Commission No. 04007771.

STATE OF OKLAHOMA)
) SS:
COUNTY OF WASHINGTON)

This instrument was acknowledged before me on the 27th day of March, 2024, by Dale Copeland, Chairman of Trustees of the Bartlesville Education Authority, a public trust organized and existing under the laws of the State of Oklahoma, on behalf of the trust.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year first above written.





Notary Public

My Commission Expires 08/26/2024.
Commission No. 04007771.

EXHIBIT A TO LEASE PURCHASE AGREEMENT
FORM OF PROPERTY SCHEDULE

See Property items described on the attached schedules.

[Form of Property Schedule]

Check here if Property is designated as Real Property

Check here if Property is designated as Equipment

Description of Property:

The Property described above is located at the following address:

State of Oklahoma

[LESSEE ADDRESS 1]

[LESSEE ADDRESS 2]

PROPERTY SCHEDULE #1

See Property items described on the attached schedules.

[Form of Property Schedule]

Check here if Property is designated as Real Property

Check here if Property is designated as Equipment

Description of Property:

All right, title, and interest of the Lessor in the following described real property situated in Washington County, Oklahoma, to wit:

Tract I: (Ranch Heights Elementary– Parcel ID 010999-162613-005000-12)

The NW¹/₄ of the NE¹/₄ of the SE¹/₄ and a Part of the S¹/₂ NE¹/₄ SE¹/₄ of Section 16, in Township 26 North, of Range 13 East of the Indian Meridian, more particularly described as follows:

Beginning at the NW Corner of said S¹/₂ NE¹/₄ SE¹/₄; thence South along the West line of said S¹/₂ NE¹/₄ SE¹/₄ a distance of 93 feet; thence East a distance of 700 feet; thence South a distance of 39 feet; thence East a distance of 620 feet to the East line of said S¹/₂ NE¹/₄ SE¹/₄; thence North along the said East line a distance of 132 feet to the NE corner of said S¹/₂ NE¹/₄ SE¹/₄; thence West along the North line of said S¹/₂ NE¹/₄ SE¹/₄ a distance of 1329 feet to the point of beginning.

EXHIBIT C TO LEASE PURCHASE AGREEMENT

[RESERVED]

EXHIBIT D TO LEASE PURCHASE AGREEMENT

CLOSING CERTIFICATE OF THE LESSEE

[See Tab 17 of the Transcript of Proceedings]

EXHIBIT E TO LEASE PURCHASE AGREEMENT

OPINION OF COUNSEL

[See Tab 11 of the Transcript of Proceedings]

**EXHIBIT F TO LEASE PURCHASE AGREEMENT
ESCROW AND PAYING AGENT AGREEMENT**

[See Tab 3 of the Transcript of Proceedings]

EXHIBIT G TO LEASE PURCHASE AGREEMENT

Property Component Descriptions

The following groups reflect the Real Property and/or Equipment that will be acquired on each Payment Date upon payment of the respective Acquisition Payment. All cost amounts represent an approximate allocable cost based on preliminary construction estimates, and may vary depending on final project component costs. Certain estimated construction cost amounts may be supplemented from other sources of funding available to the Lessee.

COMPONENT A July 1, 2026 \$30,000.00

- Equipment acquired and placed in service at Ranch Heights Elementary, including kitchen equipment (estimated construction costs of \$27,787.82), and all as more particularly identified in Exhibit A to the Lease Purchase Agreement.

COMPONENT B July 1, 2027 \$800,000.00

- Equipment acquired and placed in service at Ranch Heights Elementary, including early childhood play area equipment (estimated construction costs of \$27,787.82), and all as more particularly identified in Exhibit A to the Lease Purchase Agreement.
- Improvements upon Real Property at Ranch Heights Elementary comprising construction of an elevator to upper floor classrooms, and classroom renovations in main building, along with all related furniture, fixtures, equipment, and other appurtenances (estimated construction costs of \$713,220.51), as more particularly described in Exhibit A to the Lease Purchase Agreement, and relating to Tract I described therein.

COMPONENT C July 1, 2028 \$1,000,000.00

- Improvements upon Real Property at Ranch Heights Elementary comprising renovation and expansion of cafeteria facilities, along with all related furniture, fixtures, equipment, and other appurtenances (estimated construction costs of \$926,260.40), as more particularly described in Exhibit A to the Lease Purchase Agreement, and relating to Tract I described therein.

COMPONENT D July 1, 2029 \$7,300,000.00

- Improvements upon Real Property at Ranch Heights Elementary comprising a multi-room classroom addition built to storm standards with storm windows, and new music and fine arts classrooms, along with all related furniture, fixtures, equipment, and other appurtenances (estimated construction costs of \$6,761,700.89), as more particularly described in Exhibit A to the Lease Purchase Agreement, and relating to Tract I described therein.

COMPONENT E**July 1, 2030****\$1,370,000.00**

- Improvements upon Real Property at Ranch Heights Elementary comprising new library facilities, and improvement of office and support rooms, along with all related furniture, fixtures, equipment, and other appurtenances (estimated construction costs of \$1,268,976.72), as more particularly described in Exhibit A to the Lease Purchase Agreement, and relating to Tract I described therein.

EXHIBIT H TO LEASE PURCHASE AGREEMENT

FORM OF BILL OF SALE

KNOW ALL PERSONS BY THESE PRESENTS:

THAT the Bartlesville Education Authority, party of the first part, for and in consideration of the sum of \$ _____ in hand paid by Independent School District No. 30 of Washington County, Oklahoma, party of the second part, the receipt whereof is hereby acknowledged, have bargained and sold, and by these presents to grant, bargain, sell, transfer, and deliver unto the said party of the second part the following described property, to wit:

[Insert corresponding Property Component information, including applicable information contained in Exhibit A to the Lease Purchase Agreement]

TO HAVE AND TO HOLD THE SAME unto the party of the second part, its heirs, executors, administrators and assigns forever. And said party of the first part does for its heirs, executors, administrators, covenant with said party of the second part, its executors, administrators and assigns that the Bartlesville Education Authority, the lawful owner of the said personal property hereby sold; that it is free from all encumbrances; that it has good right to sell the same as aforesaid; and that it warrants and will defend the same against the lawful claims and demands of every and all persons whomsoever.

IN WITNESS WHEREOF, the Bartlesville Education Authority, the party of the first part, does hereunto set its hand this _____ day of _____, 20__.

**BARTLESVILLE EDUCATION
AUTHORITY**

By: Chairman

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
) SS:
COUNTY OF WASHINGTON)

This instrument was acknowledged before me on the ___ day of _____, 20__, by _____, Chairman of the Bartlesville Education Authority, as Lessor pursuant to that certain Lease Purchase Agreement dated as of March 28, 2024, on behalf of said Lessor.

(SEAL)

Notary Public

My commission expires: _____
My commission number: _____

LEASE PURCHASE AGREEMENT

THIS LEASE PURCHASE AGREEMENT (the “Agreement”), is dated as of March 28, 2023, by and between the **Bartlesville Education Authority**, as Lessor (the “Lessor”), and **Independent School District No. 30 of Washington County, State of Oklahoma**, as Lessee (the “Lessee”), wherein the parties hereby agree as follows:

Section 1. Definitions. The following terms will have the meanings indicated below unless the context clearly requires otherwise:

“**Agreement**” means this Lease Purchase Agreement dated as of March 28, 2023, and any other schedule, exhibit or escrow agreement made a part hereof by the parties hereto, together with any amendments to this Agreement.

“**Note**” shall mean that certain issue of Lease Revenue Note, Series 2023 (Bartlesville Public Schools Project) dated March 28, 2023, and issued in the original principal amount of \$9,600,000.00 by the Lessor for the purpose of acquiring this Agreement.

“**Cancellation Event**” means “Cancellation Event” as defined in Section 8 hereto.

“**Casualty Loss**” means “Casualty Loss” as defined in Section 26 of this Agreement.

“**Code**” means the Internal Revenue Code of 1986, as amended.

“**Commencement Date**” is the date when the term of this Agreement and Lessee’s obligation to pay rent commences, which date will be the earlier of (i) the date on which the Property is accepted by Lessee in the manner described in Section 12, or (ii) the date on which sufficient moneys to purchase the Property are deposited for that purpose with an escrow agent.

“**Contract**” means any contract or contracts for the acquisition and/or installation of the Property.

“**Development Agreement**” means collectively that certain Development Agreement dated as of March __, 2023, by and between the Lessor and the Lessee, as the same may be amended from time to time, which sets forth the duties, obligations, and responsibilities of each party in regard to the construction of the Project, and which Development Agreement is herein incorporated by reference.

“**Escrow Agent**” means BOKF, NA, Tulsa, Oklahoma.

“**Escrow Agreement**” means that certain Escrow and Paying Agent Agreement dated as of March 28, 2023, by and among the Lessee, the Lessor, and the Escrow Agent.

“**Equipment**” means the property designated as Equipment and described on the Property Schedule attached hereto as Exhibit A, as supplemented from time to time, and all replacements, substitutions, repairs, restorations, modifications, attachments, accessions, additions and improvements thereof or thereto.

“**Event of Default**” means an Event of Default described in Section 35.

“Ground Lease” shall mean that certain Ground Lease Agreement dated as of March 28, 2023, by and between Independent School District No. 30 of Washington County, State of Oklahoma, as lessor, and the Bartlesville Education Authority, as lessee, pertaining to the Real Property upon which the Project components will be constructed and leased pursuant to this Agreement.

“Indenture” shall mean that certain Note Indenture dated as of March 1, 2023, by and between the Lessor and BOKF, NA, as Trustee Bank, authorizing the issuance of and securing the Note.

“Lease Term” means the Original Term and any Renewal Terms, but ending on the occurrence of the earliest event specified in Section 6.

“Lessee” means the entity described as such in the first paragraph of this Agreement, its successors and its assigns.

“Lessor” means the entity described as such in the first paragraph of this Agreement, its successors and its assigns.

“Maximum Term” means the Original Term and any Renewal Term ending on the last Payment Date set forth on the Payment Schedule.

“Net Proceeds” mean the amount remaining from the gross proceeds of any insurance claim or condemnation award after deducting all expenses (including attorneys’ fees) incurred in the collection of such claim or award.

“Nonrenewal Event” means “Nonrenewal Event” as defined in Section 8 hereto.

“Original Term” means the period from the Commencement Date until the end of the fiscal year of Lessee in effect at the Commencement Date.

“Payment” or “Payments” means the payment (individually) or payments (collectively) of “Acquisition Payments” or “Rental Payments” payable by Lessee pursuant to Section 9 and as reflected on Exhibit B.

“Payment Dates” means the dates set forth on the Payment Schedule on which Payments of acquisition payments or rental payments are due.

“Payment Schedule” means the schedule of Payments and Purchase Price set forth on Exhibit B.

“Project” means the costs of construction of and improvements to facilities of the Lessee along with acquisition and installation of equipment at various Lessee facilities.

“Property” means collectively the Real Property and the Equipment as set forth in Exhibit A attached hereto.

“Purchase Price” means the amount set forth on the Payment Schedule that Lessee may, at its option, pay to Lessor to purchase the Property. If there is no “Purchase Price” column set forth on the Payment Schedule, then the Purchase Price shall mean 100% of the outstanding acquisition payments amount of the collective remaining Payments. With respect an incremental purchase of the Property

(as contemplated by Section 31 herein), the applicable portion of the Purchase Price shall reflect the value of the portion of the Property to be purchased as set forth in the applicable Property Schedule attached hereto as Exhibit A.

“**Real Property**” means the property designated as Real Property and described as **Tracts** on the Property Schedule attached hereto as Exhibit A, as supplemented from time to time, and all replacements, substitutions, repairs, restorations, modifications, attachments, accessions, additions and improvements thereof or thereto.

“**Renewal Term**” means “Renewal Term” as defined in Section 8 hereto.

“**Return Date**” means the last day of the fiscal year for which appropriations were made for the Payments due under this Agreement if a Nonrenewal Event occurs or the effective date of the cancellation of this Agreement if a Cancellation Event occurs.

“**State**” means the State of Oklahoma.

“**Tax Regulatory Agreement**” means that certain Tax Regulatory Agreement of even date herewith as described in Section 3 herein.

“**Trustee Bank**” means BOKF, NA, Tulsa, Oklahoma.

“**Vendor**” means in the case of Equipment, any manufacturer(s) of the Equipment as well as the agents or dealers of the manufacturer(s) from whom Lessor purchased or is purchasing the Equipment listed on Exhibit A. In the case of improvements to the Real Property, the term “Vendor” shall mean the Contractors or Sub-Contractors providing labor and materials for the construction of the improvement.

Section 2. Representations and Covenants of Lessee. Lessee represents, warrants and covenants for the benefit of Lessor as follows:

(a) Lessee is a political subdivision of the State and has a substantial amount of one or more of the following sovereign powers: (i) the power to tax, (ii) the power of eminent domain, and (iii) police power.

(b) Lessee is authorized under the constitution and laws of the State to enter into this Agreement and the transaction contemplated hereby and to perform all of its obligations hereunder. Lessee has duly authorized the execution and delivery of this Agreement under the terms and provisions of the resolution of its Board of Education or by other appropriate official approval, and further represents, covenants and warrants that all requirements have been met and procedures have occurred in order to ensure the enforceability of this Agreement against Lessee, and that this Agreement is a legal, valid and binding obligation of Lessee, enforceable in accordance with its terms, except to the extent limited by bankruptcy, reorganization or other laws of general application relating to effecting the enforcement of creditors' rights in general.

(c) This Agreement constitutes the legal, valid and binding obligation of Lessee enforceable in accordance with its terms, except to the extent limited by applicable bankruptcy, insolvency, reorganization or other laws affecting creditors' rights generally.

(d) No event or condition that constitutes, or with the giving of notice or the lapse of time or both would constitute, an Event of Default exists at the Commencement Date.

(e) Lessee has, in accordance with the requirements of law, fully budgeted and appropriated sufficient funds for the current fiscal year to meet its financial obligations for the Original Term.

(f) Lessee has complied with such public bidding requirements as may be applicable to this Agreement and the acquisition by Lessee of the Property, including, without limitation the Public Competitive Bidding Act of 1974, Oklahoma Statute Title 61 Section 101, *et seq.*, as amended (the "Competitive Bidding Act").

(g) There is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, public board or body, pending or threatened against or affecting Lessee, nor to the best knowledge of Lessee is there any basis therefor, wherein an unfavorable decision, ruling or finding would materially adversely affect the transactions contemplated by this Agreement or any other document, agreement or certificate which is used or contemplated for use in the consummation of the transactions contemplated by this Agreement or materially adversely affect the financial condition or properties of Lessee.

(h) All authorizations, consents and approvals of governmental bodies or agencies required in connection with the execution and delivery by Lessee of this Agreement or in connection with the carrying out by Lessee of its obligations hereunder have been obtained.

(i) The entering into and performance of this Agreement or any other document or agreement contemplated hereby to which Lessee is or is to be a party will not violate any judgment, order, law or regulation applicable to Lessee or result in any breach of, or constitute a default under, or result in the creation of any lien, charge, security interest or other encumbrance on any assets of Lessee or the Property pursuant to any indenture, mortgage, deed of trust, bank loan or credit agreement or other instrument to which Lessee is a party or by which it or its assets may be bound, except as herein provided.

(j) The Property described in this Agreement is essential to the function of Lessee or to the service Lessee provides to its citizens. Lessee has an immediate need for, and expects to make immediate use of, substantially all the Property, which need is not temporary or expected to diminish until the expiration of the Maximum Term of this Agreement.

(k) Lessee reasonably expects that it will use the proceeds of this Agreement as soon as practicable and with all reasonable dispatch for the purpose for which this Agreement has been entered into and in any event within three (3) years following the Commencement Date.

(l) Lessee has never failed to ratify or otherwise renew the initial term or any renewal term of any lease purchase, installment sale or other similar agreement through the maximum term of the agreement.

(m) The useful life of the Property will not be less than the Maximum Term.

(n) The application, statements and credit or financial information submitted by Lessee to Lessor are true and correct and made to induce Lessor to enter into this Agreement and the Escrow Agreement, and Lessee has experienced no material change in its financial condition since the date(s) of such information.

(o) Lessee has provided Lessor with audited financial statements through June 30, 2022. Lessee has experienced no material change in its financial condition since June 30, 2022.

(p) Lessee shall pay the excess (if any) of the actual costs of acquiring the Property under the Agreement over the amount deposited by Lessor in the escrow fund established under the Escrow Agreement and interest earnings thereon.

(q) Lessee represents that the estimated total costs of the Property will not be less than the total acquisition payments portion of the Payments.

(r) No part of the Property is located in a 100 year Flood Plain or in an identified “flood prone area,” as defined pursuant to the Flood Disaster Protection Act of 1973, as amended, and in the event of such occurrence, Lessee shall provide Lessor a flood insurance policy in an amount equal to the lesser of the Purchase Price amount or the maximum amount of flood insurance available under the Flood Disaster Protection Act of 1973, as amended.

(s) (i) All construction contracts with Vendors with respect to the Project are, or shall be, awarded in accordance with the provisions of the Competitive Bidding Act, (ii) the general contractor for the Project is properly licensed and experienced in comparable projects, (iii) all construction contracts with Vendors exceeding \$50,000.00 in amount awarded in connection with the Project are guaranteed fixed price contracts which meet the requirements contained in the Competitive Bidding Act, (iv) all Vendors in connection with the Project will provide bonds and/or irrevocable letters of credit in connection with its contract as required by the Competitive Bidding Act.

(t) Lessee, as an independent school district, is a state or a duly organized and validly existing body corporate and politic and a political subdivision or agency thereof within the meaning of Section 103 of Code.

(u) Lessee is not in breach of or in default under any constitutional provision, applicable law or administrative rule or regulation of the State, the United States, or of any department, division, agency or instrumentality of either thereof or any applicable court or administrative decree or order, or any loan agreement, note, ordinance, resolution, indenture, contract, agreement or other instrument to which the Lessee is a party or to which the Lessee or any property or assets of the Lessee is otherwise subject or bound which in any material way, directly or indirectly, affects the Lessee’s entering into this Agreement, or the validity thereof, the validity or adoption of the resolution authorizing Lessee to enter into this Agreement, the execution and delivery of this Agreement or other instruments contemplated thereby to which the Lessee is a party, and compliance with the provisions of each thereof will not conflict with or constitute a breach of or default under any constitutional provision, applicable law or administrative rule or regulation of the State, the United States, or of any department, division, agency or instrumentality of either thereof, or any applicable court or administrative decree or order, or any loan agreement, note, ordinance, resolution, indenture, contract,

agreement or other instrument to which the Lessee is a party or to which the Lessee or any of the property or assets of the Lessee is otherwise subject or bound.

(v) Lessee shall cause said books of record and account to be audited annually as of the close of each fiscal year by a firm of independent certified public accountants that holds a valid permit to practice as determined by the Oklahoma Accountancy Board and in accordance with Title 74, Oklahoma Statutes, Section 212A (B) selected by the Lessee. Not more than 270 days after the close of each fiscal year of the Lessee, the Lessee shall furnish to the Trustee Bank and any requesting holder(s) of the Note a report which includes financial statements prepared by the Lessee and audited by the firm of independent certified public accountants that holds a valid permit to practice as determined by the Oklahoma Accountancy Board and in accordance with Title 74 Oklahoma Statutes, as amended, Section 212A (B).

Section 3. Tax Regulatory Agreement. Lessee will enter into the Tax Regulatory Agreement on the Commencement Date, which will set forth the representations and covenants applicable to the Federal tax treatment of this Agreement and the Note, including the Lessee's covenant to comply with Sections 103 and 141 to 150 of the Code and the applicable Regulations to ensure that interest on the Note is excluded from the gross income of the holder(s) of the Note for federal income tax purposes, and will not take or omit to take or permit any person or entity to take or omit to take any action which would cause interest on the Note to be included in the gross income of the holder(s) of the Note for federal income tax purposes by reason of Section 103(b) of the Code and the applicable Regulations.

Section 4. Lease of Property. Lessor hereby demises, leases and lets the Property to Lessee, and Lessee rents, leases and hires the Property from Lessor, in accordance with the provisions of this Agreement, for the Lease Term.

Section 5. Lease Term. The Lease Term of this Agreement will consist of the Original Term and all Renewal Terms ending with the expiration of the Maximum Term as set forth on Exhibit B. The Lessee has the option to renew the Lease Term of this Agreement and each Renewal Term shall be twelve months, shall correspond to the Lessee's fiscal year and shall commence on the first day following the last day of the Original Term or the preceding Renewal Term, as the case may be; provided that the last scheduled Renewal Term shall be the lesser number of months as may be necessary to extend the Lease Term to the date that the last Payment in the Payment Schedule is due and payable. The terms and conditions during any Renewal Term shall be the same as the terms and conditions during the Original Term.

Section 6. Termination of Lease Term. The Lease Term will terminate upon the earliest of any of the following events:

(a) the expiration of the Original Term of this Agreement unless extended by mutual ratification pursuant to the provisions of Section 8;

(b) the exercise by Lessee of the option to purchase the Property and payment of the Purchase Price and all amounts payable in connection therewith;

(c) a default by Lessee and Lessor's election to terminate this Agreement under Section 36; or

(d) the payment by Lessee of all Payments authorized or required to be paid by Lessee hereunder during the Maximum Term.

Section 7. Continuation of Lease Term. Lessee currently intends to continue the Lease Term through the Original Term for the Maximum Term and to pay the Payments due or becoming due hereunder from legally available funds. Lessee reasonably believes that it can obtain legally available funds in an amount sufficient to make all Payments during the Maximum Term. Lessor acknowledges that this Agreement is not a general obligation of the Lessee and that there will be no pledge of the full faith and credit of the Lessee or the taxing power of the Lessee as a source of security for the Payments hereunder.

Section 8. Non-Ratification and Right of Termination; Nonrenewal Event; Cancellation Event. Upon expiration of the Original Term, the Agreement may be renewed by ratification for successive fiscal years each beginning on July 1st and ending on June 30th (each a “Renewal Term”). Pursuant to Title 62, Oklahoma Statutes Section 430.1 and Title 70, Oklahoma Statutes Section 5-117, continuation of this Agreement past the Original Term (representing the remaining portion of the fiscal year ending June 30, 2023) or any subsequent Renewal Term is dependent upon mutual ratification by Lessee and Lessor. Lessor hereby ratifies all Renewal Terms approved by the Lessee through the end of the Maximum Term. As part of Lessee’s ratification, Lessee agrees to affirmatively act by providing Lessor with notice of its intent to renew this Agreement for the applicable Renewal Term, provided that the act of the governing body of the Lessee whereby it appropriates funds to make the requisite Payments hereunder that are due and payable in a succeeding Renewal Term shall be deemed such an affirmative act of the Lessee. Lessee is obligated only to pay such Payments under this Agreement as may be lawfully made from funds budgeted and appropriated for that purpose during Lessee’s then current fiscal year. Should Lessee fail to ratify the Agreement, the Agreement shall be deemed terminated at the end of the then current Original Term or Renewal Term. Lessee agrees to deliver notice to Lessor of such termination as soon as reasonably practical but in any event within thirty (30) days following the end of the then current Original Term or Renewal Term, but failure to give such notice shall not act to extend the term beyond the last day of the fiscal year for which such ratification was made.

If Lessee fails to renew a Lease Term as provided in Section 5 above, then a “Nonrenewal Event” shall be deemed to have occurred. If under Title 62, Oklahoma Statutes Section 430.1 (or any successor provision of Oklahoma law) Lessee’s governing body by a proper resolution adopted by the governing body and entered into the official records or minutes of the governing body certifies that the continuation of the Lease Term of this Agreement is unnecessary or contrary to the public interest, then a “Cancellation Event” shall be deemed to have occurred. If a Nonrenewal Event or a Cancellation Event occurs, then: (a) Lessee shall give Lessor immediate notice of such Nonrenewal Event or Cancellation Event; (b) on the Return Date, Lessee shall return to Lessor all, but not less than all, of the Property covered by this Agreement, at Lessee’s sole expense, in a manner that is consistent with Section 36(b) hereto; (c) if a Nonrenewal Event is the reason for the return of the Property, then Lessee shall pay all Payments and other amounts payable hereunder for which funds shall have been appropriated and this Agreement shall terminate on the Return Date without penalty to Lessee; (d) if a Cancellation Event is the reason for the return of the Property, then Lessee shall pay all Payments and other amounts payable hereunder through the Return Date and this Agreement shall terminate on the Return Date without penalty to Lessee; and (e) Lessor shall refund to Lessee

the rental payments portion of any Payment previously paid hereunder which has not been earned by Lessor as of the Return Date.

Section 9. Payments. The Lessee will pay Payments, from legally available funds, in the amounts and on the dates set forth on the Payment Schedule. Payments will be in consideration for Lessee's use of the Property during the fiscal year in which such payments are due. Any Payment not received on or before its scheduled Payment Date will bear interest at the rate of 10% per annum or the maximum amount permitted by law, whichever is less, from its Payment Date. All Payments shall be made by the Lessee to the Escrow Agent at least three (3) business days prior to the Payment Date for deposit to the Payment Sub-account established under the Escrow Agreement, and the Escrow Agent shall then remit the Payment to the Trustee Bank on behalf of the Lessor pursuant to the Escrow Agreement. In any case where any Payment Date shall fall due on a Saturday, a Sunday, a legal holiday, or a day upon which banking institutions in the City of Oklahoma City, Oklahoma, or in such other locality as the Escrow Agent may maintain its principal offices, are authorized by law to close for business, then the corresponding Payment need not be made on such date, but shall be made on the next succeeding banking day with the same force and effect as if made on the day upon which said Payment falls due; provided however, in order to facilitate the timely payment of debt service on the Note, Lessee agrees that it shall transfer or cause to be transferred such Payments to the Trustee Bank on behalf of the Lessor not later than the business day immediately preceding the scheduled Payment Date.

In addition to the Payments, Lessee shall reimburse Lessor (or to the Trustee Bank at the written direction of the Lessor or the Trustee Bank), the following (the "Additional Payments") within thirty (30) days of receipt of written itemized invoices for the same from Lessor or Trustee Bank on behalf of Lessor:

(a) Any sums in excess of the Rental Payments specified in the Payment Schedule for the use of the Project necessary for the Lessor to punctually pay all its obligations in accordance with the terms of the Indenture;

(b) Any sums which the Lessor shall be obligated to pay pursuant to the terms of this Agreement, by reason of any default or delay in payment of sums due hereunder, but only if such delay or default results from the default or breach by Lessee of the terms, conditions and covenants of this Agreement;

(c) Any sums expended by the Lessor or Trustee Bank to insure the Property on Lessee's failure to maintain insurance in accordance with this Agreement or to otherwise cure any defaults by Lessee under this Agreement;

(d) [Reserved]; and

(e) All fees and expenses of the Trustee Bank payable by the Lessor under the Indenture.

Section 10. Principal and Interest Components. As set forth on the Payment Schedule, a portion of each Payment is paid as, and represents payment of, rental costs of the Property (*i.e.*, the "Rental Payments"), and a portion of each Payment reflects the acquisition cost of the Property (or portion thereof) (*i.e.*, the "Acquisition Payments"). For purposes of the Federal tax treatment of this

Agreement, certain portions of the Payments shall be treated as interest and shall be referred to in the Tax Regulatory Agreement as the “Interest Component”, and certain portions of the Payments shall be referred to in the Tax Regulatory Agreement as the “Principal Component”, all as more fully set forth in the Tax Regulatory Agreement.

Section 11. Payments To Be Unconditional. The obligations of Lessee to make Payments and to perform and observe the other covenants and agreements contained herein shall be absolute and unconditional in all events without abatement, diminution, deduction, set-off or defense, for any reason, including without limitation any failure of the Property to be delivered or installed, any defects, malfunctions, breakdowns or infirmities in the Property or any accident, condemnation or unforeseen circumstances.

Section 12. Acquisition, Delivery, Construction, Installation and Acceptance of the Property. Lessor shall cause to be acquired and/or constructed the Project, which consists of the Real Property specified on Exhibit A, together with any buildings and other improvements thereon, and any and all Equipment, all in accordance with the plans and specifications approved by the Lessor and the Lessee with respect to the Project, which plans and specifications are hereby incorporated by reference. Any and all acquisition, delivery, construction, and installation costs in connection therewith shall be paid from the funds deposited in the escrow fund established under the Escrow Agreement, together with interest earnings thereon, or from other available funds of the Lessee; provided however, Lessor shall not be obligated to expend any funds in furtherance of the Project other than those funds deposited in said escrow fund established under the Escrow Agreement. When the Property has been acquired, delivered, constructed, and/or installed, Lessee will immediately accept the Property and evidence said acceptance by executing and delivering to Lessor an acceptance certificate (substantially in the form of Schedule A-2 of the Escrow Agreement), the form and substance of which acceptance certificate shall also be acceptable to Lessor. After it has been installed, the Property will not be moved from the location specified on Exhibit A without Lessor’s consent, which consent will not be unreasonably withheld. Upon purchase and/or installation of any Equipment, the parties hereto shall execute supplemental schedule(s) to Exhibit A attached hereto for the purpose of detailing the Equipment purchased with proceeds of this Agreement, and said supplemental schedule(s) shall be incorporated herein and made a part of this Agreement.

Section 13. Enjoyment of Property. Lessor hereby covenants to provide Lessee with quiet use and enjoyment of the Property during the Lease Term, and Lessee will peaceably and quietly have and hold and enjoy the Property during the Lease Term, without suit, trouble or hindrance from Lessor, except as otherwise expressly set forth in this Agreement.

Section 14. Right of Inspection. Lessor will have the right at all reasonable times during regular business hours to enter into and upon the property of Lessee for the purpose of inspecting the Property.

Section 15. Use of the Property. Lessee will not install, use, operate or maintain the Property improperly, carelessly, in violation of any applicable law or in a manner contrary to that contemplated by this Agreement. Lessee will obtain all permits and licenses, if any, necessary for the installation and operation of the Property. In addition, Lessee agrees to comply in all respects (including, without limitation, with respect to the use, maintenance and operation of each item of the Property) with all applicable laws, regulations and rulings of any legislative, executive, administrative or judicial body; provided, however, that Lessee may contest in good faith the validity or application of any such law,

regulation or ruling in any reasonable manner that does not, in the opinion of Lessor, adversely affect the interest of Lessor in and to the Property or its interest or rights under this Agreement.

Section 16. Maintenance of Property. Lessee agrees that it will, at Lessee's own cost and expense, maintain, preserve and keep the Property in good repair, working order and condition. Lessor will have no responsibility to maintain, or repair or to make improvements or additions to the Property. If requested to do so by Lessor, Lessee will enter into a maintenance contract for the Property with each Vendor and furnish evidence thereof to Lessor.

Section 17. Ground Lease Agreement. At, or prior to the execution hereof, Lessee shall lease to Lessor, pursuant to that certain Ground Lease Agreement dated as of March 28, 2023, covering certain real property as described therein located in Washington County, Oklahoma (the "Ground Lease Agreement"). The Lessor shall be responsible for the costs and expenses of the Ground Lease Agreement, but only to the extent funds are available for such purpose in the Escrow Fund held under the Escrow Agreement.

Section 18. Title to the Property. The right of possession of the Real Property shall vest in the Lessor pursuant to the Ground Lease Agreement, subject to the rights of Lessee under this Agreement. Upon satisfaction of the incremental purchase provisions of Section 31 hereto, or if Lessee exercises its option to purchase under the prepayment provisions of Section 31 hereto, title to the Equipment shall transfer to the Lessee and the Lessor shall release from the Ground Lease the Real Property described therein. Upon the occurrence of an Event of Default, or upon occurrence of non-ratification (including a Nonrenewal Event or a Cancellation Event) as set forth in Section 8, the Lessee will surrender possession of the Property to the Lessor. When the Lessee, by prepayment (as set forth in Section 31 hereto) or by payment as scheduled under Exhibit B, shall have paid a sum equal to the Purchase Price (or the applicable portion thereof in case of an incremental purchase) plus all respective Rental Payments, the Property (or the applicable portion thereof) shall become the property of the Lessee and Lessor agrees to execute and deliver to Lessee one or more Release of Ground Lease Agreement conveying to the Lessee all of Lessor's right, title and interest in and to the tract or tracts of Real Property, free and clear of all liens and interest of third parties created by, through or under Lessor. Upon receipt of such payments, Lessor shall also deliver to Lessee one or more bills of sale in substantially the form set forth an Exhibit H attached hereto, conveying to the Lessee all of Lessor's right, title and interest in and to the Equipment, free and clear of all liens and interest of third parties created by, through or under Lessor. The Property shall be transferred on an "AS-IS, WHERE-IS" basis with all faults, without recourse and without representation or warranty of any kind, express or implied, except for a representation that the Equipment is free and clear of any liens created by the Lessor. Lessor acknowledges and agrees that, notwithstanding the foregoing, Lessor will not be treated for Federal income tax purposes as the tax owner of the Property and, accordingly, Lessor will not take any Federal income tax benefits such as depreciation in respect of the Property during the Lease Term.

Section 19. Security Interest. To the extent permitted by law, Lessee hereby grants to Lessor a first priority security interest in Lessee's rights and interests in any and all of the Property designated as Equipment, all funds held by the Escrow Agent under the terms of the Escrow Agreement, and in any and all proceeds thereof (including, without limitation, any insurance proceeds therefrom). Lessee agrees to execute and deliver to Lessor all necessary documents to evidence and perfect such security

interest, including, without limitation, uniform commercial code (UCC) financing statements and any amendments thereto.

Section 20. Certain Property to be Personal Property; Certain Property to be Real Property.

Lessor and Lessee agree that the Property designated as Equipment is and will remain personal property. The Equipment will not be deemed to be affixed to or a part of the real estate on which it may be situated, including the Real Property, notwithstanding that the Equipment or any part thereof may be or hereafter become in any manner physically affixed or attached to such real estate or any building thereon. Upon the request of Lessor, Lessee will, at Lessee's expense, furnish a waiver of any interest in the Equipment from any party having an interest in any such real estate or building, if other than the Lessor. Lessor and Lessee further agree that any Property not specifically designated as Equipment shall be deemed to be Real Property, and any improvements thereon shall be deemed to be attached to the real estate or any building thereon.

Section 21. Liens, Taxes, Other Governmental Charges and Utility Charges.

Lessee will keep the Property free and clear of all liens, charges and encumbrances, except those created under this Agreement. The parties to this Agreement contemplate that the Property will be used for a governmental or proprietary purpose of Lessee and, therefore, that the Property will be exempt from all property taxes and other similar charges. If the use, possession or acquisition of the Property is found to be subject to taxation in any form, Lessee will pay all taxes and governmental charges lawfully assessed or levied against or with respect to the Property. Lessee will pay all gas, water, steam, electricity, light, heat or power, telephone or other utility services and other charges incurred in the use and maintenance of the Property. There shall be no abatement of Payments on account of interruption of any such services. Lessee will pay such taxes and charges as the same become due; provided that, with respect to any such taxes and charges that may lawfully be paid in installments over a period of years, Lessee will be obligated to pay only such installments that accrue during the Lease Term.

Section 22. Insurance.

At its own expense, Lessee will maintain (a) casualty insurance insuring the Property against loss or damage by fire and all other risks covered by the standard extended coverage endorsement then in use in the State and any other risks reasonably required by Lessor in an amount at least equal to the then applicable Purchase Price of the Property, (b) liability insurance that protects Lessor from liability in all events in form and amount satisfactory to Lessor, and (c) workers' compensation coverage as required by the laws of the State. All insurance proceeds from casualty losses will be payable as hereinafter provided. Lessee will furnish to Lessor certificates evidencing such coverage throughout the Lease Term. All such casualty and liability insurance will be with insurers that are acceptable to Lessor, will name Lessor and Trustee Bank as a loss payee and additional insured, and may not be cancelled without thirty (30) days prior written notice to Lessor, and such casualty insurance will contain a provision making any losses payable to Lessee, Trustee Bank, and Lessor, as their respective interests may appear.

Section 23. Advances.

In the event Lessee fails to maintain either the insurance required by this Agreement, pay taxes or charges required to be paid by it under this Agreement or fails to keep the Property in good repair and operating condition, Lessor may (but will be under no obligation to) purchase the required policies of insurance and pay the cost of the premiums thereof, pay such taxes and charges and make such Property repairs or replacements as are necessary and pay the cost thereof. All amounts so advanced by Lessor will become additional rent for the Maximum Term. Lessee

agrees to pay such amounts with interest thereon from the date paid at the rate of 10% per annum or the maximum permitted by law, whichever is less.

Section 24. Financial Information. Lessee will provide Lessor with current financial statements, budgets, proofs of appropriation for the ensuing fiscal year and such other financial information relating to the ability of Lessee to continue this Agreement as may be reasonably requested by Lessor. Furthermore, Lessee shall deliver (i) audited annual financial statements to the Lessor within 270 days of the end of each fiscal year, including, a balance sheet, statement of revenues, expenses and changes in fund balances for budget and actual, statement of cash flow, rates, schedules and attachments to such financial statements, which audit shall be performed by a firm of independent certified public accountants holding a valid permit to practice as determined by the Oklahoma Accountancy Board and in accordance with Title 74, Oklahoma Statutes, Section 212A (B), (ii) an annual estimate of needs not later than thirty (30) days following commencement of each fiscal year, and (iii) other reports and information which the Lessor may reasonably request from time to time.

Section 25. Release and Indemnification. To the extent permitted by law, Lessee will indemnify, defend and hold harmless Lessor and Trustee Bank from and against any and all liability, obligations, losses, claims and damages whatsoever, regardless of cause thereof, and expenses in connection therewith arising out of or as the result of (a) the ownership of any item of the Property, (b) the manufacturing, ordering, acquisition, possession, use, operation, condition, purchase, delivery, rejection, storage or return of any item of the Property, (c) any accident in connection with the operation, use, condition, possession, storage or return of any item of the Property resulting in damage to property or injury or death to any person or (d) the breach by Lessee of any covenant herein or any material misrepresentation by Lessee of any representation contained herein. The indemnification arising under this paragraph will continue in full force and effect notwithstanding the full payment of all obligations under this Agreement or the termination of the Lease Term for any reason.

Section 26. Risk of Loss. Lessee assumes, from and including the Commencement Date, all risk of loss, theft, damage or destruction of or damage to the Property, in whole or in part, from any cause whatsoever (a "Casualty Loss"). No such loss of or damage to the Property nor defect therein nor unfitness or obsolescence thereof will relieve Lessee of the obligation to make Payments or to perform any other obligation under this Agreement. If a Casualty Loss occurs to any Property, Lessee shall immediately notify Lessor of the same and Lessee shall, unless otherwise directed by Lessor, immediately repair the same.

Section 27. Damage, Destruction, Condemnation; Use of Proceeds. If (a) the Property or any portion thereof is destroyed, in whole or in part, or is damaged by fire or other casualty, or (b) title to, or the temporary use of, the Property or any part thereof or the interest of Lessee or Lessor in the Property or any part thereof will be taken under the exercise of the power of eminent domain by any governmental body or by any person, firm or corporation acting under governmental authority, Lessee and Lessor will cause the Net Proceeds of any insurance claim or condemnation award to be applied to the prompt replacement, repair, restoration, modification or improvement of the Property, unless Lessee has purchased the Lessor's interest in the Property. Any balance of the Net Proceeds remaining after such work has been completed will be paid to Lessee.

Section 28. Insufficiency of Net Proceeds. If the Net Proceeds are insufficient to pay in full the cost of any repair, restoration, modification or improvement referred to in Section 27, Lessee will

either (a) complete such replacement, repair, restoration, modification or improvement and pay any costs thereof in excess of the amount of the Net Proceeds, or (b) purchase Lessor's interest in the Property. The amount of the Net Proceeds, if any, remaining after completing such repair, restoration, modification or improvement or after purchasing the Property will be retained by Lessee. If Lessee will make any payments pursuant to this Section, Lessee will not be entitled to any reimbursement therefor from Lessor nor will Lessee be entitled to any diminution of the amounts payable under Section 9 hereto.

Section 29. Disclaimer of Warranties. LESSOR HAS MADE AND MAKES NO REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, AND ASSUMES NO OBLIGATION WITH RESPECT TO THE TITLE, MERCHANTABILITY, CONDITION, QUALITY OR FITNESS OF THE PROPERTY DESCRIBED IN EXHIBIT A FOR ANY PARTICULAR PURPOSE OR THE CONFORMITY OF THE PROPERTY TO SPECIFICATION OR PURCHASE ORDER, ITS DESIGN, DELIVERY, INSTALLATION OR OPERATION.

All such risks shall be borne by Lessee without in any way excusing Lessee from its obligations under this Agreement, and Lessor shall not be liable to Lessee for any damages on account of such risks. All claims or actions on any warranty so assigned shall be made or prosecuted by Lessee, at its sole expense, upon prior written notice to Lessor. Lessor may, but shall have no obligation whatsoever to participate in such claim or action on such warranty, at Lessor's expense. Any recovery under such a warranty shall be made payable jointly to Lessee and Lessor.

Section 30. Vendor's Warranties. ALL WARRANTIES, PROMISES AND SERVICE AGREEMENTS, IF ANY, RELATING TO THE PROPERTY THAT EACH VENDOR HAS MADE TO LESSOR IN CONNECTION WITH OR AS PART OF THE CONTRACT BY WHICH LESSOR ACQUIRED THE PROPERTY ARE HEREBY ASSIGNED TO LESSEE.

Lessee may communicate with each Vendor and receive an accurate and complete statement of all such warranties, promises and service agreements, if any. Lessee acknowledges that Lessee has selected each Vendor, who has sold and assigned the Property to Lessor, and that Lessee has directed Lessor to acquire the Property from each Vendor in connection with this Agreement. Lessee further acknowledges that this Agreement is a Finance Lease within the meaning of the Uniform Commercial Code and that Lessee is entitled to each of the Vendors' warranties and promises described above, if any.

Section 31. Incremental Purchase and Prepayment.

(a) *Incremental Purchase.* Lessee may, by paying the installments of principal at the time and in the amounts set forth on Exhibit B, elect to acquire Lessor's right, title and interest in and to the Equipment and/or the Real Property; provided however, such acquisition shall only occur upon Lessee making all of the required Payments and/or payment of the then-applicable Purchase Price. Exhibit G attached hereto provides additional detail with respect to the Real Property and/or Equipment scheduled for acquisition as set forth in Exhibit B.

(b) *Optional Prepayment.* So long as there is no Event of Default then existing, Lessee will have the option to effect the incremental purchase described above, in whole or in part, on any

date, upon giving written notice to Lessor at least thirty (30) days before the date of such payment, and upon payment in full of the Payment then due hereunder plus all other amounts due hereunder plus the then-applicable Purchase Price (or portion thereof) to Lessor due on the Note; provided, the Lessee's ability to prepay this Agreement shall be expressly limited by the Terms of Redemption applicable to the Note as set forth in Section 3.02 of the Indenture. The Note is not subject to optional prepayment prior to its maturity.

Section 32. Further Assurances. The parties hereto further covenant and agree to do, execute and deliver, or cause to be done, executed and delivered, and covenant and agree to use their best efforts to cause their successors and assigns to do, execute and deliver, or cause to be done, executed and delivered, all such further acts, transfers and assurances, for the better assuring, conveying and confirming unto Lessor and its successors and assigns, all and singular, the interests in the Property hereby assigned, and otherwise implementing the intention of the parties under this Agreement, as the parties and their successors and assigns reasonably shall request. Any performance required of Lessee or any payments required to be made by Lessee may, if not timely performed or paid, be performed or paid by Lessor, and in that event, Lessor shall be immediately reimbursed by Lessee for such payments and for any costs and expense, legal or otherwise associated with the payments or other performance by Lessor, with interest per annum thereon at 10% per annum or the maximum rate permitted by State law.

Section 33. Assignment by Lessor. Lessor's interest in, to and under this Agreement and the Property may be assigned and reassigned in whole or in part to one or more assignees by Lessor without the necessity of obtaining the consent of Lessee; provided that any assignment will not be effective until Lessee has received written notice of the name and address of the assignee. It is contemplated hereunder that Lessor will assign all right, title, and interest in and to this Agreement and any and all Payments or other amounts derived thereunder to the Indenture as security for the repayment of the Note. Lessor and Lessee hereby acknowledge and agree that anything in this Agreement to the contrary notwithstanding, as long as the Indenture or similar security instruments in favor of the Trustee Bank are in force and effect, the following provisions shall apply:

(a) *Consent to Amendment.* There shall be no modification of this Agreement by Lessor or Lessee without the prior written consent of the Trustee Bank.

(b) *Notices to Trustee Bank.* Lessor, upon serving Lessee with any notice of an Event of Default, failure to comply, or termination, shall simultaneously serve a copy of such notice on the Trustee Bank. If Lessor shall serve Lessee with a notice of a failure to comply with any term, covenant, condition, or provision hereof, the Trustee Bank shall then have the same period after service of the notice on it as is given to Lessee hereunder to remedy or cause to be remedied such failure, and Lessor shall accept performances by or at the instigation of any Trustee Bank as if it had been done by Lessee. Any notice required to be given to any Trustee Bank shall be in accordance with Section 38 hereof.

(c) *Curative Rights of Trustee Bank.* In addition to the rights granted to the Trustee Bank under subsection (b) of this Section, the Trustee shall have an additional period of ninety (90) days to remedy or cause to be remedied any Event of Default of which it shall receive notice.

(d) *Assignment.* Lessor agrees that, in the event of any enforcement of remedies under the Indenture by the Trustee Bank, either by judicial proceedings, under power of sale or otherwise, all right, title and interest encumbered by the Indenture may, without the consent of Lessor, be assigned to and vested in the Trustee Bank or to such other party as Trustee Bank is entitled to convey such rights and interests.

(e) *Limitation on Liability of Trustee Bank.* Notwithstanding any other provision of this Agreement, Lessor and Lessee agree that the Trustee Bank shall in no manner or respect whatsoever be (i) liable or responsible for any of Lessee's obligations or covenants under this Agreement (nor shall any rights of such Trustee Bank be contingent on the satisfaction of such obligations or covenants), or (ii) required to cure any Event of Default; provided, however, that if such Trustee Bank elects to become becomes the successor to Lessor's interests in this Agreement after the occurrence of an Event of Default under the Indenture, then such Trustee Bank shall be responsible and liable for all obligations and covenants accruing during such Trustee Bank's tenure as Lessor's successor. Notwithstanding the foregoing, the liability of a Trustee Bank with respect to its obligations under this Agreement shall be non-recourse as to such Trustee Bank and limited to its interest in the Agreement.

Lessee will direct the Escrow Agent to retain all such notices as a register of all assignees and will direct the Escrow Agent to make all payments to the assignee or assignees designated in such register. Lessee agrees to execute all documents, including notices of assignment and chattel mortgages or financing statements that may be reasonably requested by Lessor or any assignee, including the Trustee Bank, to protect its interest in the Property and in this Agreement and agrees to file or cause to be filed all financing statements with respect to the Property and this Agreement. The Trustee Bank shall file continuation statements with respect to each initial financing statement filed by the Lessee provided a copy of the initial financings statement is timely delivered to the Trustee Bank, and the Trustee Bank shall be fully protected in relying on such initial filing and description in filing any continuation statements pursuant to this Section. Lessee will not have the right to and will not assert against any assignee any claim, counterclaim, defense, set-off or other right Lessee may have against Lessor.

Section 34. Assignment and Subleasing by Lessee. None of Lessee's right, title and interest in, to and under this Agreement and the Property may be assigned, subleased or encumbered by Lessee for any reason.

Section 35. Events of Default Defined. Any of the following will be "Events of Default" under this Agreement:

(a) Failure by Lessee to pay any Payment required to be paid hereunder at the time specified herein;

(b) Failure by Lessee to observe and perform any covenant, condition or agreement on its part to be observed or performed, for a period of 30 days after written notice specifying such failure and requesting that it be remedied is given to Lessee by Lessor, unless Lessor will agree in writing to an extension of such time prior to its expiration; provided, however, if the failure stated in the notice cannot be corrected within the applicable period, Lessor will not unreasonably withhold its consent

to an extension of such time if corrective action is instituted by Lessee within the applicable period and diligently pursued until the default is corrected;

(c) Any statement, representation or warranty made by Lessee in or pursuant to this Agreement or its execution, delivery or performance will prove to have been false, incorrect, misleading or breached in any material respect on the date when made;

(d) Any provision of this Agreement will at any time for any reason cease to be valid and binding on Lessee, or will be declared to be null and void, or the validity or enforceability thereof will be contested by Lessee or any governmental agency or authority if the loss of such provision would materially adversely affect the rights or security of Lessor, or Lessee will deny that it has any further liability or obligation under this Agreement;

(e) Lessee (i) applies for or consents to the appointment of a receiver, trustee, custodian or liquidator of Lessee, or of all or a substantial part of the assets of Lessee, (ii) is unable, fail or admit in writing its inability generally to pay its debts as they become due, (iii) makes a general assignment for the benefit of creditors, (iv) has an order for relief entered against it under applicable federal bankruptcy law, or (v) files a voluntary petition in bankruptcy or a petition or an answer seeking reorganization or an arrangement with creditors or taking advantage of any insolvency law or any answer admitting the material allegations of a petition filed against Lessee in any bankruptcy, reorganization or insolvency proceeding; or

(f) An order, judgment or decree will be entered by any court of competent jurisdiction, approving a petition or appointing a receiver, trustee, custodian or liquidator of Lessee or of all or a substantial part of the assets of Lessee, in each case without its application, approval or consent, and such order, judgment or decree will continue unstayed and in effect for any period of 30 consecutive days.

Section 36. Remedies on Default. Whenever any Event of Default exists, Lessor will have the right, at its sole option without any further demand or notice, to take one or any combination of the following remedial steps:

(a) By written notice to Lessee, Lessor may declare all Payments and other amounts payable by Lessee hereunder to the end of the then current Original or Renewal Term to be due;

(b) With or without terminating this Agreement, Lessor may enter the premises where the Property is located and retake possession of the Property or require Lessee at Lessee's expense to promptly return any or all of the Property to the possession of Lessor at a place specified by Lessor, and sell or lease the Property or, for the account of Lessee, sublease the Property, holding Lessee liable for the difference between (i) the Payments and other amounts payable by Lessee hereunder to the end of the Lease Term, and (ii) the net proceeds of any such sale, lease or sublease (after deducting all expenses of Lessor in exercising its remedies under this Agreement, including without limitation, all expenses of taking possession, storing, reconditioning and selling or leasing the Property and all brokerage, auctioneers' and attorneys' fees);

(c) Lessor may take whatever other action at law or in equity may appear necessary or desirable to enforce its rights as the owner of the Property; and

(d) Under no circumstances shall Lessee be liable under this Section 36 for any amount in excess of the sum appropriated for the previous and current fiscal years, less all amounts previously due and paid during such previous and current fiscal years from amounts so appropriated.

Section 37. No Remedy Exclusive. No remedy herein conferred upon or reserved to Lessor is intended to be exclusive and every such remedy will be cumulative and will be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default will impair any such right or power or will be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle Lessor to exercise any remedy reserved to it in this Agreement it will not be necessary to give any notice, other than such notice as may be required in this Agreement.

Section 38. Notices. All notices, certificates or other communications hereunder will be sufficiently given and will be deemed given when delivered or mailed by registered mail, postage prepaid, to the parties at the addresses immediately after the signatures to this Agreement (or at such other address as either party hereto will designate in writing to the other for notices to such party), to any assignee at its address as it appears on the register maintained by Escrow Agent. As required herein, notices shall also be given when required to the Escrow Agent and/or the Trustee Bank at the following address:

If to Trustee: BOKF, NA
 One Williams Center, 10th Floor
 Tulsa, Oklahoma 74172
 Attention: Corporate Trust Department
 Tele. No. (918) 588-6451
 Fax No. (918) 588-6083

Section 39. Binding Effect. This Agreement will inure to the benefit of and will be binding upon Lessor and Lessee and their respective successors and assigns.

Section 40. Severability. In the event any provision of this Agreement will be held invalid or unenforceable by any court of competent jurisdiction, such holding will not invalidate or render unenforceable any other provision hereof.

Section 41. Entire Agreement. This Agreement constitutes the entire agreement between Lessor and Lessee.

Section 42. Amendments. This Agreement may be amended, changed or modified in any manner by written agreement of Lessor and Lessee. Any waiver of any provision of this Agreement or any right or remedy hereunder must be affirmatively and expressly made in writing and will not be implied from inaction, course of dealing or otherwise.

Section 43. Execution in Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which will be an original and all of which will constitute but one and the same instrument.

Section 44. Captions. The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections of this Agreement.

Section 45. Applicable Law. This Agreement will be governed by and construed in accordance with the laws of the State.

Section 46. Arbitration. At the request of either party, and to the extent permitted by applicable law, any claims under this Agreement shall be resolved by binding arbitration in accordance with the Federal Arbitration Act (Title 9, U.S. Code), notwithstanding that the Agreement, or documents executed in connection therewith, may provide that it is governed by the laws of the State of Oklahoma.

Section 47. Electronic Transactions. The parties agree that the transaction described herein may be conducted and related documents may be stored by electronic means. Copies, telecopies, facsimiles, electronic files and other reproductions of original executed documents shall be deemed to be authentic and valid counterparts of such original documents for all purposes, including the filing of any claim, action or suit in the appropriate court of law.

[Remainder of Page Left Blank Intentionally]

IN WITNESS WHEREOF, Lessor and Lessee have caused this Agreement to be executed in their corporate names by their duly authorized officers as of the date first above written.

INDEPENDENT SCHOOL DISTRICT NO. 30 OF
WASHINGTON COUNTY, STATE OF
OKLAHOMA ("LESSEE")

By: 

Name: Scott Bilger

Title: President

Address for notices:

1100 South Jennings
Bartlesville, Oklahoma 74003



BARTLESVILLE EDUCATION AUTHORITY
("LESSOR")

By: 

Name: Jim Curd, Jr.

Title: Vice-Chairman

Address for notices:

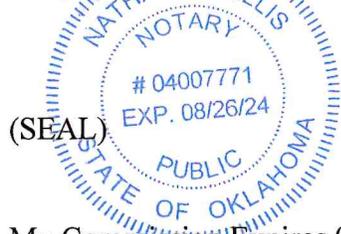
401 Johnstone Ave.
Bartlesville, OK 74003-6619



STATE OF OKLAHOMA)
) SS:
COUNTY OF WASHINGTON)

This instrument was acknowledged before me on the 23rd day of March, 2023, by Scott Bilger, President of the Board of Education of Independent School District No. 30 of Washington County, Oklahoma (Bartlesville Public Schools), an independent school district organized and existing under the laws of the State of Oklahoma, on behalf of said School District.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year first above written.





Notary Public

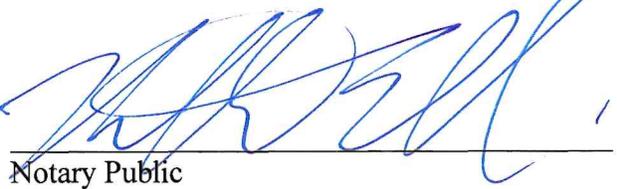
My Commission Expires 08/26/2024.
Commission No. 04007771.

STATE OF OKLAHOMA)
) SS:
COUNTY OF WASHINGTON)

This instrument was acknowledged before me on the 23rd day of March, 2023, by Jim Curd, Jr., Vice-Chairman of Trustees of the Bartlesville Education Authority, a public trust organized and existing under the laws of the State of Oklahoma, on behalf of the trust.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year first above written.





Notary Public

My Commission Expires 08/26/2024.
Commission No. 04007771.

EXHIBIT A TO LEASE PURCHASE AGREEMENT
FORM OF PROPERTY SCHEDULE

See Property items described on the attached schedules.

[Form of Property Schedule]

Check here if Property is designated as Real Property

Check here if Property is designated as Equipment

Description of Property:

The Property described above is located at the following address:

State of Oklahoma

[LESSEE ADDRESS 1]

[LESSEE ADDRESS 2]

PROPERTY SCHEDULE #1

See Property items described on the attached schedules.

[Form of Property Schedule]

Check here if Property is designated as Real Property

Check here if Property is designated as Equipment

Description of Property:

All right, title, and interest of the Lessor in the following described real property situated in Washington County, Oklahoma, to wit:

Tract I: (Wayside Elementary – Parcel ID 010999-202613-002000-35)

Part of the Northeast Quarter of the Southwest Quarter of Section 20, in Township 26 North, of Range 13 East of the Indian Meridian, more particularly described as follows:

Beginning at a point on the East line of said 40 acres that is 150 feet North of the Southeast corner of the NE1/4 NE1/4 SW1/4 of said section; thence West parallel with the North line of said 40 acres, 425 feet; thence South parallel with the East line of said 40 acres, 480 feet; thence East a distance of 425 feet to the East line of said 40 acres; thence North along said East line a distance of 480 feet to the point of beginning, containing 4.7 acres, more or less.

Tract II: (Wayside Elementary – Parcel ID 010999-202613-003000-09)

That part of the Southwest Quarter of the Northwest Quarter of the Southeast Quarter (SW1/4 NW1/4 SE1/4) of Section 20, Township 26 North, Range 13 East, described as follows:

Beginning at the Northwest corner of said SW1/4 NW1/4 SE1/4 of Section 20, Township 26 North, Range 13 East as a place of beginning; thence south along the west line of said 10 acres 330 feet; thence east parallel to the North line of said 10 acres 250 feet; thence North parallel to the west line of said 10 acres 330 feet to the North line of said 10 acres; thence west along the north line of said 10 acres 250 feet to the point of beginning.

Tract III: (Wayside Elementary – Parcel ID 010507-000062-000000-01)

Lot Sixty-Two (62), Wayside Heights Third Addition, Bartlesville, Washington County, Oklahoma.

Tract IV: (Wayside Elementary – Parcel ID 010507-000063-000000-01)

Lot Sixty-Three (63), Wayside Heights Third Addition, Bartlesville, Washington County, Oklahoma.

TRACT V: (Jane Phillips Elementary School – Parcel ID 010479-005001-000000-01)

All of Block Five (5) in West Sunset Addition to the City of Bartlesville, Okla.

EXHIBIT C TO LEASE PURCHASE AGREEMENT

[RESERVED]

EXHIBIT D TO LEASE PURCHASE AGREEMENT

CLOSING CERTIFICATE OF THE LESSEE

[See Tab 17 of the Transcript of Proceedings]

EXHIBIT E TO LEASE PURCHASE AGREEMENT

OPINION OF COUNSEL

[See Tab 11 of the Transcript of Proceedings]

**EXHIBIT F TO LEASE PURCHASE AGREEMENT
ESCROW AND PAYING AGENT AGREEMENT**

[See Tab 3 of the Transcript of Proceedings]

EXHIBIT G TO LEASE PURCHASE AGREEMENT

Property Component Descriptions

The following groups reflect the Real Property and/or Equipment that will be acquired on each Payment Date upon payment of the respective Acquisition Payment. All cost amounts represent an approximate allocable cost based on preliminary construction estimates, and may vary depending on final project component costs. Certain estimated construction cost amounts may be supplemented from other sources of funding available to the Lessee.

COMPONENT A July 1, 2025 \$30,000.00

- Equipment acquired and placed in service at Wayside Elementary, including kitchen equipment (estimated construction costs of \$28,068.56), and all as more particularly identified in Exhibit A to the Lease Purchase Agreement.

COMPONENT B July 1, 2026 \$30,000.00

- Equipment acquired and placed in service at Wayside Elementary, including early childhood play area equipment (estimated construction costs of \$28,068.57), and all as more particularly identified in Exhibit A to the Lease Purchase Agreement.

COMPONENT C July 1, 2027 \$4,000,000.00

- Improvements upon Real Property at Wayside Elementary comprising renovation and expansion of cafeteria facilities, new library facilities, and improvement of office and support rooms, along with all related furniture, fixtures, equipment, and other appurtenances (estimated construction costs of \$3,742,475.41), as more particularly described in Exhibit A to the Lease Purchase Agreement, and relating to Tracts I and II described therein.

COMPONENT D July 1, 2028 \$5,540,000.00

- Improvements upon Real Property at Wayside Elementary comprising a multi-room classroom addition built to storm standards with storm windows, along with all related furniture, fixtures, equipment, and other appurtenances (estimated construction costs of \$4,996,204.69), as more particularly described in Exhibit A to the Lease Purchase Agreement, and relating to Tracts I, III, and IV described therein.
- Improvements upon Real Property at Jane Phillips Elementary comprising improvements to the existing GATE/STEM Room, along with all related furniture, fixtures, equipment, and other appurtenances (estimated construction costs of \$187,123.77), as more particularly described in Exhibit A to the Lease Purchase Agreement, and relating to Tract V described therein.

EXHIBIT H TO LEASE PURCHASE AGREEMENT

FORM OF BILL OF SALE

KNOW ALL PERSONS BY THESE PRESENTS:

THAT the Bartlesville Education Authority, party of the first part, for and in consideration of the sum of \$ _____ in hand paid by Independent School District No. 30 of Washington County, Oklahoma, party of the second part, the receipt whereof is hereby acknowledged, have bargained and sold, and by these presents to grant, bargain, sell, transfer, and deliver unto the said party of the second part the following described property, to wit:

[Insert corresponding Property Component information, including applicable information contained in Exhibit A to the Lease Purchase Agreement]

TO HAVE AND TO HOLD THE SAME unto the party of the second part, its heirs, executors, administrators and assigns forever. And said party of the first part does for its heirs, executors, administrators, covenant with said party of the second part, its executors, administrators and assigns that the Bartlesville Education Authority, the lawful owner of the said personal property hereby sold; that it is free from all encumbrances; that it has good right to sell the same as aforesaid; and that it warrants and will defend the same against the lawful claims and demands of every and all persons whomsoever.

IN WITNESS WHEREOF, the Bartlesville Education Authority, the party of the first part, does hereunto set its hand this _____ day of _____, 20__.

**BARTLESVILLE EDUCATION
AUTHORITY**

By: Chairman

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
) SS:
COUNTY OF WASHINGTON)

This instrument was acknowledged before me on the ___ day of _____, 20__, by _____, Chairman of the Bartlesville Education Authority, as Lessor pursuant to that certain Lease Purchase Agreement dated as of March ___, 2023, on behalf of said Lessor.

(SEAL)

Notary Public

My commission expires: _____
My commission number: _____

LEASE PURCHASE AGREEMENT

THIS LEASE PURCHASE AGREEMENT (the “Agreement”), is dated as of September 15, 2021, by and between **Bartlesville Education Authority**, as Lessor (the “Lessor”), and **Independent School District No. 30 of Washington County, State of Oklahoma**, as Lessee (the “Lessee”), wherein the parties hereby agree as follows:

Section 1. Definitions. The following terms will have the meanings indicated below unless the context clearly requires otherwise:

“**Agreement**” means this Lease Purchase Agreement dated as of September 15, 2021, and any other schedule, exhibit or escrow agreement made a part hereof by the parties hereto, together with any amendments to this Agreement.

“**Cancellation Event**” means “Cancellation Event” as defined in Section 8 hereto.

“**Casualty Loss**” means “Casualty Loss” as defined in Section 26 of this Agreement.

“**Code**” means the Internal Revenue Code of 1986, as amended.

“**Commencement Date**” is the date when the term of this Agreement and Lessee’s obligation to pay rent commences, which date will be the earlier of (i) the date on which the Property is accepted by Lessee in the manner described in Section 12, or (ii) the date on which sufficient moneys to purchase the Property are deposited for that purpose with an escrow agent.

“**Contract**” means any contract or contracts for the acquisition and/or installation of the Property.

“**Development Agreement**” means collectively that certain Development Agreement dated as of September 15, 2021, by and between the Lessor and the Lessee, as the same may be amended from time to time, which sets forth the duties, obligations, and responsibilities of each party in regard to the construction of the Project, and which Development Agreement is herein incorporated by reference.

“**Escrow Agent**” means BOKF, NA, Tulsa, Oklahoma.

“**Escrow Agreement**” means that certain Escrow and Paying Agent Agreement dated as of September 15, 2021, by and among the Lessee, the Lessor, and the Escrow Agent.

“**Equipment**” means the property designated as Equipment and described on the Property Schedule attached hereto as Exhibit A, as supplemented from time to time, and all replacements, substitutions, repairs, restorations, modifications, attachments, accessions, additions and improvements thereof or thereto.

“**Event of Default**” means an Event of Default described in Section 35.

“**Ground Lease**” shall mean that certain Ground Lease Agreement dated as of September 15, 2021, by and between Independent School District No. 30 of Washington County, State of Oklahoma, as lessor, and the Bartlesville Education Authority, as lessee, pertaining to the Real Property upon which the Project components will be constructed and leased pursuant to this Agreement.

“Indenture” shall mean that certain Note Indenture dated as of September 1, 2021, by and between the Lessor and BOKF, NA, as Trustee Bank, authorizing the issuance of and securing the Note.

“Lease Term” means the Original Term and any Renewal Terms, but ending on the occurrence of the earliest event specified in Section 6.

“Lessee” means the entity described as such in the first paragraph of this Agreement, its successors and its assigns.

“Lessor” means the entity described as such in the first paragraph of this Agreement, its successors and its assigns.

“Maximum Term” means the Original Term and any Renewal Term ending on the last Payment Date set forth on the Payment Schedule.

“Net Proceeds” mean the amount remaining from the gross proceeds of any insurance claim or condemnation award after deducting all expenses (including attorneys’ fees) incurred in the collection of such claim or award.

“Nonrenewal Event” means “Nonrenewal Event” as defined in Section 8 hereto.

“Note” shall mean that certain Lease Revenue Note, Series 2021A (Bartlesville Public Schools) dated September 15, 2021, and issued in the original principal amount of \$13,970,000 by the Lessor for the purpose of acquiring this Agreement.

“Original Term” means the period from the Commencement Date until the end of the fiscal year of Lessee in effect at the Commencement Date.

“Payment” or “Payments” means the payment (individually) or payments (collectively) of “Acquisition Payments” or “Rental Payments” payable by Lessee pursuant to Section 9 and as reflected on Exhibit B.

“Payment Dates” means the dates set forth on the Payment Schedule on which Payments of acquisition payments or rental payments are due.

“Payment Schedule” means the schedule of Payments and Purchase Price set forth on Exhibit B.

“Project” means the costs of construction of and improvements to facilities of the Lessee along with acquisition and installation of equipment at various Lessee facilities.

“Property” means collectively the Real Property and the Equipment as set forth in Exhibit A attached hereto.

“Purchase Price” means the amount set forth on the Payment Schedule that Lessee may, at its option, pay to Lessor to purchase the Property. If there is no “Purchase Price” column set forth on the Payment Schedule, then the Purchase Price shall mean 100% of the outstanding acquisition payments amount of the collective remaining Payments. With respect an incremental purchase of the Property (as contemplated by Section 31 herein), the applicable portion of the Purchase Price shall reflect the

value of the portion of the Property to be purchased as set forth in the applicable Property Schedule attached hereto as Exhibit A.

“Real Property” means the property designated as Real Property and described as Tracts I-VIII on the Property Schedule attached hereto as Exhibit A, as supplemented from time to time, and all replacements, substitutions, repairs, restorations, modifications, attachments, accessions, additions and improvements thereof or thereto.

“Renewal Term” means “Renewal Term” as defined in Section 8 hereto.

“Return Date” means the last day of the fiscal year for which appropriations were made for the Payments due under this Agreement if a Nonrenewal Event occurs or the effective date of the cancellation of this Agreement if a Cancellation Event occurs.

“State” means the State of Oklahoma.

“Tax Regulatory Agreement” means that certain Tax Regulatory Agreement of even date herewith as described in Section 3 herein.

“Trustee Bank” means BOKF, NA, Tulsa, Oklahoma.

“Vendor” means in the case of Equipment, any manufacturer(s) of the Equipment as well as the agents or dealers of the manufacturer(s) from whom Lessor purchased or is purchasing the Equipment listed on Exhibit A. In the case of improvements to the Real Property, the term “Vendor” shall mean the Contractors or Sub-Contractors providing labor and materials for the construction of the improvement.

Section 2. Representations and Covenants of Lessee. Lessee represents, warrants and covenants for the benefit of Lessor as follows:

(a) Lessee is a political subdivision of the State and has a substantial amount of one or more of the following sovereign powers: (i) the power to tax, (ii) the power of eminent domain, and (iii) police power.

(b) Lessee is authorized under the constitution and laws of the State to enter into this Agreement and the transaction contemplated hereby and to perform all of its obligations hereunder. Lessee has duly authorized the execution and delivery of this Agreement under the terms and provisions of the resolution of its Board of Education or by other appropriate official approval, and further represents, covenants and warrants that all requirements have been met and procedures have occurred in order to ensure the enforceability of this Agreement against Lessee, and that this Agreement is a legal, valid and binding obligation of Lessee, enforceable in accordance with its terms, except to the extent limited by bankruptcy, reorganization or other laws of general application relating to effecting the enforcement of creditors' rights in general.

(c) This Agreement constitutes the legal, valid and binding obligation of Lessee enforceable in accordance with its terms, except to the extent limited by applicable bankruptcy, insolvency, reorganization or other laws affecting creditors' rights generally.

(d) No event or condition that constitutes, or with the giving of notice or the lapse of time or both would constitute, an Event of Default exists at the Commencement Date.

(e) Lessee has, in accordance with the requirements of law, fully budgeted and appropriated sufficient funds for the current fiscal year to meet its financial obligations for the Original Term.

(f) Lessee has complied with such public bidding requirements as may be applicable to this Agreement and the acquisition by Lessee of the Property, including, without limitation the Public Competitive Bidding Act of 1974, Oklahoma Statute Title 61 Section 101, *et seq.*, as amended (the "Competitive Bidding Act").

(g) There is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, public board or body, pending or threatened against or affecting Lessee, nor to the best knowledge of Lessee is there any basis therefor, wherein an unfavorable decision, ruling or finding would materially adversely affect the transactions contemplated by this Agreement or any other document, agreement or certificate which is used or contemplated for use in the consummation of the transactions contemplated by this Agreement or materially adversely affect the financial condition or properties of Lessee.

(h) All authorizations, consents and approvals of governmental bodies or agencies required in connection with the execution and delivery by Lessee of this Agreement or in connection with the carrying out by Lessee of its obligations hereunder have been obtained.

(i) The entering into and performance of this Agreement or any other document or agreement contemplated hereby to which Lessee is or is to be a party will not violate any judgment, order, law or regulation applicable to Lessee or result in any breach of, or constitute a default under, or result in the creation of any lien, charge, security interest or other encumbrance on any assets of Lessee or the Property pursuant to any indenture, mortgage, deed of trust, bank loan or credit agreement or other instrument to which Lessee is a party or by which it or its assets may be bound, except as herein provided.

(j) The Property described in this Agreement is essential to the function of Lessee or to the service Lessee provides to its citizens. Lessee has an immediate need for, and expects to make immediate use of, substantially all the Property, which need is not temporary or expected to diminish until the expiration of the Maximum Term of this Agreement.

(k) Lessee reasonably expects that it will use the proceeds of this Agreement as soon as practicable and with all reasonable dispatch for the purpose for which this Agreement has been entered into and in any event within three (3) years following the Commencement Date.

(l) Lessee has never failed to ratify or otherwise renew the initial term or any renewal term of any lease purchase, installment sale or other similar agreement through the maximum term of the agreement.

(m) The useful life of the Property will not be less than the Maximum Term.

(n) The application, statements and credit or financial information submitted by Lessee to Lessor are true and correct and made to induce Lessor to enter into this Agreement and the Escrow Agreement, and Lessee has experienced no material change in its financial condition since the date(s) of such information.

(o) Lessee has provided Lessor with audited financial statements through June 30, 2018. Lessee has experienced no material change in its financial condition since June 30, 2018.

(p) Lessee shall pay the excess (if any) of the actual costs of acquiring the Property under the Agreement over the amount deposited by Lessor in the escrow fund established under the Escrow Agreement and interest earnings thereon.

(q) Lessee represents that the estimated total costs of the Property will not be less than the total acquisition payments portion of the Payments.

(r) No part of the Property is located in a 100 year Flood Plain or in an identified "flood prone area," as defined pursuant to the Flood Disaster Protection Act of 1973, as amended, and in the event of such occurrence, Lessee shall provide Lessor a flood insurance policy in an amount equal to the lesser of the Purchase Price amount or the maximum amount of flood insurance available under the Flood Disaster Protection Act of 1973, as amended.

(s) (i) All construction contracts with Vendors with respect to the Project are, or shall be, awarded in accordance with the provisions of the Competitive Bidding Act, (ii) the general contractor for the Project is properly licensed and experienced in comparable projects, (iii) all construction contracts with Vendors exceeding \$50,000.00 in amount awarded in connection with the Project are guaranteed fixed price contracts which meet the requirements contained in the Competitive Bidding Act, (iv) all Vendors in connection with the Project will provide bonds and/or irrevocable letters of credit in connection with its contract as required by the Competitive Bidding Act.

(t) Lessee, as an independent school district, is a state or a duly organized and validly existing body corporate and politic and a political subdivision or agency thereof within the meaning of Section 103 of Code.

(u) Lessee is not in breach of or in default under any constitutional provision, applicable law or administrative rule or regulation of the State, the United States, or of any department, division, agency or instrumentality of either thereof or any applicable court or administrative decree or order, or any loan agreement, note, ordinance, resolution, indenture, contract, agreement or other instrument to which the Lessee is a party or to which the Lessee or any property or assets of the Lessee is otherwise subject or bound which in any material way, directly or indirectly, affects the Lessee's entering into this Agreement, or the validity thereof, the validity or adoption of the resolution authorizing Lessee to enter into this Agreement, the execution and delivery of this Agreement or other instruments contemplated thereby to which the Lessee is a party, and compliance with the provisions of each thereof will not conflict with or constitute a breach of or default under any constitutional provision, applicable law or administrative rule or regulation of the State, the United States, or of any department, division, agency or instrumentality of either thereof, or any applicable court or administrative decree or order, or any loan agreement, note, ordinance, resolution, indenture, contract,

agreement or other instrument to which the Lessee is a party or to which the Lessee or any of the property or assets of the Lessee is otherwise subject or bound.

(v) Lessee shall cause said books of record and account to be audited annually as of the close of each fiscal year by a firm of independent certified public accountants that holds a valid permit to practice as determined by the Oklahoma Accountancy Board and in accordance with Title 74, Oklahoma Statutes, Section 212A (B) selected by the Lessee. Not more than 270 days after the close of each fiscal year of the Lessee, the Lessee shall furnish to the Trustee Bank and any requesting holder(s) of the Note a report which includes financial statements prepared by the Lessee and audited by the firm of independent certified public accountants that holds a valid permit to practice as determined by the Oklahoma Accountancy Board and in accordance with Title 74 Oklahoma Statutes, as amended, Section 212A (B).

Section 3. Tax Regulatory Agreement. Lessee will enter into the Tax Regulatory Agreement on the Commencement Date, which will set forth the representations and covenants applicable to the Federal tax treatment of this Agreement and the Note, including the Lessee's covenant to comply with Sections 103 and 141 to 150 of the Code and the applicable Regulations to ensure that interest on the Note is excluded from the gross income of the holder(s) of the Note for federal income tax purposes, and will not take or omit to take or permit any person or entity to take or omit to take any action which would cause interest on the Note to be included in the gross income of the holder(s) of the Note for federal income tax purposes by reason of Section 103(b) of the Code and the applicable Regulations.

Section 4. Lease of Property. Lessor hereby demises, leases and lets the Property to Lessee, and Lessee rents, leases and hires the Property from Lessor, in accordance with the provisions of this Agreement, for the Lease Term.

Section 5. Lease Term. The Lease Term of this Agreement will consist of the Original Term and all Renewal Terms ending with the expiration of the Maximum Term as set forth on Exhibit B. The Lessee has the option to renew the Lease Term of this Agreement and each Renewal Term shall be twelve months, shall correspond to the Lessee's fiscal year and shall commence on the first day following the last day of the Original Term or the preceding Renewal Term, as the case may be; provided that the last scheduled Renewal Term shall be the lesser number of months as may be necessary to extend the Lease Term to the date that the last Payment in the Payment Schedule is due and payable. The terms and conditions during any Renewal Term shall be the same as the terms and conditions during the Original Term.

Section 6. Termination of Lease Term. The Lease Term will terminate upon the earliest of any of the following events:

(a) the expiration of the Original Term of this Agreement unless extended by mutual ratification pursuant to the provisions of Section 8;

(b) the exercise by Lessee of the option to purchase the Property and payment of the Purchase Price and all amounts payable in connection therewith;

(c) a default by Lessee and Lessor's election to terminate this Agreement under Section 36; or

(d) the payment by Lessee of all Payments authorized or required to be paid by Lessee hereunder during the Maximum Term.

Section 7. Continuation of Lease Term. Lessee currently intends to continue the Lease Term through the Original Term for the Maximum Term and to pay the Payments due or becoming due hereunder from legally available funds. Lessee reasonably believes that it can obtain legally available funds in an amount sufficient to make all Payments during the Maximum Term. Lessor acknowledges that this Agreement is not a general obligation of the Lessee and that there will be no pledge of the full faith and credit of the Lessee or the taxing power of the Lessee as a source of security for the Payments hereunder.

Section 8. Non-Ratification and Right of Termination; Nonrenewal Event; Cancellation Event. Upon expiration of the Original Term, the Agreement may be renewed by ratification for successive fiscal years each beginning on July 1st and ending on June 30th (each a “Renewal Term”). Pursuant to Title 62, Oklahoma Statutes Section 430.1 and Title 70, Oklahoma Statutes Section 5-117, continuation of this Agreement past the Original Term (representing the remaining portion of the fiscal year ending June 30, 2022) or any subsequent Renewal Term is dependent upon mutual ratification by Lessee and Lessor. Lessor hereby ratifies all Renewal Terms approved by the Lessee through the end of the Maximum Term. As part of Lessee’s ratification, Lessee agrees to affirmatively act by providing Lessor with notice of its intent to renew this Agreement for the applicable Renewal Term, provided that the act of the governing body of the Lessee whereby it appropriates funds to make the requisite Payments hereunder that are due and payable in a succeeding Renewal Term shall be deemed such an affirmative act of the Lessee. Lessee is obligated only to pay such Payments under this Agreement as may be lawfully made from funds budgeted and appropriated for that purpose during Lessee’s then current fiscal year. Should Lessee fail to ratify the Agreement, the Agreement shall be deemed terminated at the end of the then current Original Term or Renewal Term. Lessee agrees to deliver notice to Lessor of such termination as soon as reasonably practical but in any event within thirty (30) days following the end of the then current Original Term or Renewal Term, but failure to give such notice shall not act to extend the term beyond the last day of the fiscal year for which such ratification was made.

If Lessee fails to renew a Lease Term as provided in Section 5 above, then a “Nonrenewal Event” shall be deemed to have occurred. If under Title 62, Oklahoma Statutes Section 430.1 (or any successor provision of Oklahoma law) Lessee’s governing body by a proper resolution adopted by the governing body and entered into the official records or minutes of the governing body certifies that the continuation of the Lease Term of this Agreement is unnecessary or contrary to the public interest, then a “Cancellation Event” shall be deemed to have occurred. If a Nonrenewal Event or a Cancellation Event occurs, then: (a) Lessee shall give Lessor immediate notice of such Nonrenewal Event or Cancellation Event; (b) on the Return Date, Lessee shall return to Lessor all, but not less than all, of the Property covered by this Agreement, at Lessee’s sole expense, in a manner that is consistent with Section 36(b) hereto; (c) if a Nonrenewal Event is the reason for the return of the Property, then Lessee shall pay all Payments and other amounts payable hereunder for which funds shall have been appropriated and this Agreement shall terminate on the Return Date without penalty to Lessee; (d) if a Cancellation Event is the reason for the return of the Property, then Lessee shall pay all Payments and other amounts payable hereunder through the Return Date and this Agreement shall terminate on the Return Date without penalty to Lessee; and (e) Lessor shall refund to Lessee

the rental payments portion of any Payment previously paid hereunder which has not been earned by Lessor as of the Return Date.

Section 9. Payments. The Lessee will pay Payments, from legally available funds, in the amounts and on the dates set forth on the Payment Schedule. Payments will be in consideration for Lessee's use of the Property during the fiscal year in which such payments are due. Any Payment not received on or before its scheduled Payment Date will bear interest at the rate of 10% per annum or the maximum amount permitted by law, whichever is less, from its Payment Date. All Payments shall be made by the Lessee to the Escrow Agent at least three (3) business days prior to the Payment Date for deposit to the Payment Sub-account established under the Escrow Agreement, and the Escrow Agent shall then remit the Payment to the Trustee Bank on behalf of the Lessor pursuant to the Escrow Agreement. In any case where any Payment Date shall fall due on a Saturday, a Sunday, a legal holiday, or a day upon which banking institutions in the City of Tulsa, Oklahoma, or in such other locality as the Escrow Agent may maintain its principal offices, are authorized by law to close for business, then the corresponding Payment need not be made on such date, but shall be made on the next succeeding banking day with the same force and effect as if made on the day upon which said Payment falls due; provided however, in order to facilitate the timely payment of debt service on the Note, Lessee agrees that it shall transfer or cause to be transferred such Payments to the Trustee Bank on behalf of the Lessor not later than the business day immediately preceding the scheduled Payment Date.

In addition to the Payments, Lessee shall reimburse Lessor (or to the Trustee Bank at the written direction of the Lessor or the Trustee Bank), the following (the "Additional Payments") within thirty (30) days of receipt of written itemized invoices for the same from Lessor or Trustee Bank on behalf of Lessor:

(a) Any sums in excess of the Rental Payments specified in the Payment Schedule for the use of the Project necessary for the Lessor to punctually pay all its obligations in accordance with the terms of the Indenture;

(b) Any sums which the Lessor shall be obligated to pay pursuant to the terms of this Agreement, by reason of any default or delay in payment of sums due hereunder, but only if such delay or default results from the default or breach by Lessee of the terms, conditions and covenants of this Agreement;

(c) Any sums expended by the Lessor or Trustee Bank to insure the Property on Lessee's failure to maintain insurance in accordance with this Agreement or to otherwise cure any defaults by Lessee under this Agreement;

(d) [Reserved]; and

(e) All fees and expenses of the Trustee Bank payable by the Lessor under the Indenture.

Section 10. Principal and Interest Components. As set forth on the Payment Schedule, a portion of each Payment is paid as, and represents payment of, rental costs of the Property (*i.e.*, the "Rental Payments"), and a portion of each Payment reflects the acquisition cost of the Property (or portion thereof) (*i.e.*, the "Acquisition Payments"). For purposes of the Federal tax treatment of this

Agreement, certain portions of the Payments shall be treated as interest and shall be referred to in the Tax Regulatory Agreement as the “Interest Component”, and certain portions of the Payments shall be referred to in the Tax Regulatory Agreement as the “Principal Component”, all as more fully set forth in the Tax Regulatory Agreement.

Section 11. Payments To Be Unconditional. The obligations of Lessee to make Payments and to perform and observe the other covenants and agreements contained herein shall be absolute and unconditional in all events without abatement, diminution, deduction, set-off or defense, for any reason, including without limitation any failure of the Property to be delivered or installed, any defects, malfunctions, breakdowns or infirmities in the Property or any accident, condemnation or unforeseen circumstances.

Section 12. Acquisition, Delivery, Construction, Installation and Acceptance of the Property.

Lessor shall cause to be acquired and/or constructed the Project, which consists of the Real Property specified on Exhibit A, together with any buildings and other improvements thereon, and any and all Equipment, all in accordance with the plans and specifications approved by the Lessor and the Lessee with respect to the Project, which plans and specifications are hereby incorporated by reference. Any and all acquisition, delivery, construction, and installation costs in connection therewith shall be paid from the funds deposited in the escrow fund established under the Escrow Agreement, together with interest earnings thereon, or from other available funds of the Lessee; provided however, Lessor shall not be obligated to expend any funds in furtherance of the Project other than those funds deposited in said escrow fund established under the Escrow Agreement. When the Property has been acquired, delivered, constructed, and/or installed, Lessee will immediately accept the Property and evidence said acceptance by executing and delivering to Lessor an acceptance certificate (substantially in the form of Schedule A-2 of the Escrow Agreement), the form and substance of which acceptance certificate shall also be acceptable to Lessor. After it has been installed, the Property will not be moved from the location specified on Exhibit A without Lessor’s consent, which consent will not be unreasonably withheld. Upon purchase and/or installation of any Equipment, the parties hereto shall execute supplemental schedule(s) to Exhibit A attached hereto for the purpose of detailing the Equipment purchased with proceeds of this Agreement, and said supplemental schedule(s) shall be incorporated herein and made a part of this Agreement.

Section 13. Enjoyment of Property. Lessor hereby covenants to provide Lessee with quiet use and enjoyment of the Property during the Lease Term, and Lessee will peaceably and quietly have and hold and enjoy the Property during the Lease Term, without suit, trouble or hindrance from Lessor, except as otherwise expressly set forth in this Agreement.

Section 14. Right of Inspection. Lessor will have the right at all reasonable times during regular business hours to enter into and upon the property of Lessee for the purpose of inspecting the Property.

Section 15. Use of the Property. Lessee will not install, use, operate or maintain the Property improperly, carelessly, in violation of any applicable law or in a manner contrary to that contemplated by this Agreement. Lessee will obtain all permits and licenses, if any, necessary for the installation and operation of the Property. In addition, Lessee agrees to comply in all respects (including, without limitation, with respect to the use, maintenance and operation of each item of the Property) with all applicable laws, regulations and rulings of any legislative, executive, administrative or judicial body; provided, however, that Lessee may contest in good faith the validity or application of any such law,

regulation or ruling in any reasonable manner that does not, in the opinion of Lessor, adversely affect the interest of Lessor in and to the Property or its interest or rights under this Agreement.

Section 16. Maintenance of Property. Lessee agrees that it will, at Lessee's own cost and expense, maintain, preserve and keep the Property in good repair, working order and condition. Lessor will have no responsibility to maintain, or repair or to make improvements or additions to the Property. If requested to do so by Lessor, Lessee will enter into a maintenance contract for the Property with each Vendor and furnish evidence thereof to Lessor.

Section 17. Ground Lease Agreement. At, or prior to the execution hereof, Lessee shall lease to Lessor, pursuant to that certain Ground Lease Agreement dated as of September 15, 2021, covering certain real property as described therein located in Washington County, Oklahoma (the "Ground Lease Agreement"). The Lessor shall be responsible for the costs and expenses of the Ground Lease Agreement, but only to the extent funds are available for such purpose in the Escrow Fund held under the Escrow Agreement.

Section 18. Title to the Property. The right of possession of the Real Property shall vest in the Lessor pursuant to the Ground Lease Agreement, subject to the rights of Lessee under this Agreement. Upon satisfaction of the incremental purchase provisions of Section 31 hereto, or if Lessee exercises its option to purchase under the prepayment provisions of Section 31 hereto, title to the Equipment shall transfer to the Lessee and the Lessor shall release from the Ground Lease the Real Property described therein. Upon the occurrence of an Event of Default, or upon occurrence of non-ratification (including a Nonrenewal Event or a Cancellation Event) as set forth in Section 8, the Lessee will surrender possession of the Property to the Lessor. When the Lessee, by prepayment (as set forth in Section 31 hereto) or by payment as scheduled under Exhibit B, shall have paid a sum equal to the Purchase Price (or the applicable portion thereof in case of an incremental purchase) plus all respective Rental Payments, the Property (or the applicable portion thereof) shall become the property of the Lessee and Lessor agrees to execute and deliver to Lessee one or more Release of Ground Lease Agreement conveying to the Lessee all of Lessor's right, title and interest in and to the tract or tracts of Real Property, free and clear of all liens and interest of third parties created by, through or under Lessor. Upon receipt of such payments, Lessor shall also deliver to Lessee one or more bills of sale in substantially the form set forth an Exhibit H attached hereto, conveying to the Lessee all of Lessor's right, title and interest in and to the Equipment, free and clear of all liens and interest of third parties created by, through or under Lessor. The Property shall be transferred on an "AS-IS, WHERE-IS" basis with all faults, without recourse and without representation or warranty of any kind, express or implied, except for a representation that the Equipment is free and clear of any liens created by the Lessor. Lessor acknowledges and agrees that, notwithstanding the foregoing, Lessor will not be treated for Federal income tax purposes as the tax owner of the Property and, accordingly, Lessor will not take any Federal income tax benefits such as depreciation in respect of the Property during the Lease Term.

Section 19. Security Interest. To the extent permitted by law, Lessee hereby grants to Lessor a first priority security interest in Lessee's rights and interests in any and all of the Property designated as Equipment, all funds held by the Escrow Agent under the terms of the Escrow Agreement, and in any and all proceeds thereof (including, without limitation, any insurance proceeds therefrom). Lessee agrees to execute and deliver to Lessor all necessary documents to evidence and perfect such security

interest, including, without limitation, uniform commercial code (UCC) financing statements and any amendments thereto.

Section 20. Certain Property to be Personal Property; Certain Property to be Real Property.

Lessor and Lessee agree that the Property designated as Equipment is and will remain personal property. The Equipment will not be deemed to be affixed to or a part of the real estate on which it may be situated, including the Real Property, notwithstanding that the Equipment or any part thereof may be or hereafter become in any manner physically affixed or attached to such real estate or any building thereon. Upon the request of Lessor, Lessee will, at Lessee's expense, furnish a waiver of any interest in the Equipment from any party having an interest in any such real estate or building, if other than the Lessor. Lessor and Lessee further agree that any Property not specifically designated as Equipment shall be deemed to be Real Property, and any improvements thereon shall be deemed to be attached to the real estate or any building thereon.

Section 21. Liens, Taxes, Other Governmental Charges and Utility Charges.

Lessee will keep the Property free and clear of all liens, charges and encumbrances, except those created under this Agreement. The parties to this Agreement contemplate that the Property will be used for a governmental or proprietary purpose of Lessee and, therefore, that the Property will be exempt from all property taxes and other similar charges. If the use, possession or acquisition of the Property is found to be subject to taxation in any form, Lessee will pay all taxes and governmental charges lawfully assessed or levied against or with respect to the Property. Lessee will pay all gas, water, steam, electricity, light, heat or power, telephone or other utility services and other charges incurred in the use and maintenance of the Property. There shall be no abatement of Payments on account of interruption of any such services. Lessee will pay such taxes and charges as the same become due; provided that, with respect to any such taxes and charges that may lawfully be paid in installments over a period of years, Lessee will be obligated to pay only such installments that accrue during the Lease Term.

Section 22. Insurance.

At its own expense, Lessee will maintain (a) casualty insurance insuring the Property against loss or damage by fire and all other risks covered by the standard extended coverage endorsement then in use in the State and any other risks reasonably required by Lessor in an amount at least equal to the then applicable Purchase Price of the Property, (b) liability insurance that protects Lessor from liability in all events in form and amount satisfactory to Lessor, and (c) workers' compensation coverage as required by the laws of the State. All insurance proceeds from casualty losses will be payable as hereinafter provided. Lessee will furnish to Lessor certificates evidencing such coverage throughout the Lease Term. All such casualty and liability insurance will be with insurers that are acceptable to Lessor, will name Lessor and Trustee Bank as a loss payee and additional insured, and may not be cancelled without thirty (30) days prior written notice to Lessor, and such casualty insurance will contain a provision making any losses payable to Lessee, Trustee Bank, and Lessor, as their respective interests may appear.

Section 23. Advances.

In the event Lessee fails to maintain either the insurance required by this Agreement, pay taxes or charges required to be paid by it under this Agreement or fails to keep the Property in good repair and operating condition, Lessor may (but will be under no obligation to) purchase the required policies of insurance and pay the cost of the premiums thereof, pay such taxes and charges and make such Property repairs or replacements as are necessary and pay the cost thereof. All amounts so advanced by Lessor will become additional rent for the Maximum Term. Lessee

agrees to pay such amounts with interest thereon from the date paid at the rate of 10% per annum or the maximum permitted by law, whichever is less.

Section 24. Financial Information. Lessee will provide Lessor with current financial statements, budgets, proofs of appropriation for the ensuing fiscal year and such other financial information relating to the ability of Lessee to continue this Agreement as may be reasonably requested by Lessor. Furthermore, Lessee shall deliver (i) audited annual financial statements to the Lessor within 180 days of the end of each fiscal year, including, a balance sheet, statement of revenues, expenses and changes in fund balances for budget and actual, statement of cash flow, rates, schedules and attachments to such financial statements, which audit shall be performed by a firm of independent certified public accountants holding a valid permit to practice as determined by the Oklahoma Accountancy Board and in accordance with Title 74, Oklahoma Statutes, Section 212A (B), (ii) an annual estimate of needs not later than thirty (30) days following commencement of each fiscal year, and (iii) other reports and information which the Lessor may reasonably request from time to time.

Section 25. Release and Indemnification. To the extent permitted by law, Lessee will indemnify, defend and hold harmless Lessor and Trustee Bank from and against any and all liability, obligations, losses, claims and damages whatsoever, regardless of cause thereof, and expenses in connection therewith arising out of or as the result of (a) the ownership of any item of the Property, (b) the manufacturing, ordering, acquisition, possession, use, operation, condition, purchase, delivery, rejection, storage or return of any item of the Property, (c) any accident in connection with the operation, use, condition, possession, storage or return of any item of the Property resulting in damage to property or injury or death to any person or (d) the breach by Lessee of any covenant herein or any material misrepresentation by Lessee of any representation contained herein. The indemnification arising under this paragraph will continue in full force and effect notwithstanding the full payment of all obligations under this Agreement or the termination of the Lease Term for any reason.

Section 26. Risk of Loss. Lessee assumes, from and including the Commencement Date, all risk of loss, theft, damage or destruction of or damage to the Property, in whole or in part, from any cause whatsoever (a "Casualty Loss"). No such loss of or damage to the Property nor defect therein nor unfitness or obsolescence thereof will relieve Lessee of the obligation to make Payments or to perform any other obligation under this Agreement. If a Casualty Loss occurs to any Property, Lessee shall immediately notify Lessor of the same and Lessee shall, unless otherwise directed by Lessor, immediately repair the same.

Section 27. Damage, Destruction, Condemnation; Use of Proceeds. If (a) the Property or any portion thereof is destroyed, in whole or in part, or is damaged by fire or other casualty, or (b) title to, or the temporary use of, the Property or any part thereof or the interest of Lessee or Lessor in the Property or any part thereof will be taken under the exercise of the power of eminent domain by any governmental body or by any person, firm or corporation acting under governmental authority, Lessee and Lessor will cause the Net Proceeds of any insurance claim or condemnation award to be applied to the prompt replacement, repair, restoration, modification or improvement of the Property, unless Lessee has purchased the Lessor's interest in the Property. Any balance of the Net Proceeds remaining after such work has been completed will be paid to Lessee.

Section 28. Insufficiency of Net Proceeds. If the Net Proceeds are insufficient to pay in full the cost of any repair, restoration, modification or improvement referred to in Section 27, Lessee will

either (a) complete such replacement, repair, restoration, modification or improvement and pay any costs thereof in excess of the amount of the Net Proceeds, or (b) purchase Lessor's interest in the Property. The amount of the Net Proceeds, if any, remaining after completing such repair, restoration, modification or improvement or after purchasing the Property will be retained by Lessee. If Lessee will make any payments pursuant to this Section, Lessee will not be entitled to any reimbursement therefor from Lessor nor will Lessee be entitled to any diminution of the amounts payable under Section 9 hereto.

Section 29. Disclaimer of Warranties. LESSOR HAS MADE AND MAKES NO REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, AND ASSUMES NO OBLIGATION WITH RESPECT TO THE TITLE, MERCHANTABILITY, CONDITION, QUALITY OR FITNESS OF THE PROPERTY DESCRIBED IN EXHIBIT A FOR ANY PARTICULAR PURPOSE OR THE CONFORMITY OF THE PROPERTY TO SPECIFICATION OR PURCHASE ORDER, ITS DESIGN, DELIVERY, INSTALLATION OR OPERATION.

All such risks shall be borne by Lessee without in any way excusing Lessee from its obligations under this Agreement, and Lessor shall not be liable to Lessee for any damages on account of such risks. All claims or actions on any warranty so assigned shall be made or prosecuted by Lessee, at its sole expense, upon prior written notice to Lessor. Lessor may, but shall have no obligation whatsoever to participate in such claim or action on such warranty, at Lessor's expense. Any recovery under such a warranty shall be made payable jointly to Lessee and Lessor.

Section 30. Vendor's Warranties. ALL WARRANTIES, PROMISES AND SERVICE AGREEMENTS, IF ANY, RELATING TO THE PROPERTY THAT EACH VENDOR HAS MADE TO LESSOR IN CONNECTION WITH OR AS PART OF THE CONTRACT BY WHICH LESSOR ACQUIRED THE PROPERTY ARE HEREBY ASSIGNED TO LESSEE.

Lessee may communicate with each Vendor and receive an accurate and complete statement of all such warranties, promises and service agreements, if any. Lessee acknowledges that Lessee has selected each Vendor, who has sold and assigned the Property to Lessor, and that Lessee has directed Lessor to acquire the Property from each Vendor in connection with this Agreement. Lessee further acknowledges that this Agreement is a Finance Lease within the meaning of the Uniform Commercial Code and that Lessee is entitled to each of the Vendors' warranties and promises described above, if any.

Section 31. Incremental Purchase and Prepayment.

(a) *Incremental Purchase.* Lessee may, by paying the installments of principal at the time and in the amounts set forth on Exhibit B, elect to acquire Lessor's right, title and interest in and to the Equipment and/or the Real Property; provided however, such acquisition shall only occur upon Lessee making all of the required Payments and/or payment of the then-applicable Purchase Price. Exhibit G attached hereto provides additional detail with respect to the Real Property and/or Equipment scheduled for acquisition as set forth in Exhibit B.

(b) *Optional Prepayment.* So long as there is no Event of Default then existing, Lessee will have the option to effect the incremental purchase described above, in whole or in part, on any

date, upon giving written notice to Lessor at least thirty (30) days before the date of such payment, and upon payment in full of the Payment then due hereunder plus all other amounts due hereunder plus the then-applicable Purchase Price (or portion thereof) to Lessor.

Section 32. Further Assurances. The parties hereto further covenant and agree to do, execute and deliver, or cause to be done, executed and delivered, and covenant and agree to use their best efforts to cause their successors and assigns to do, execute and deliver, or cause to be done, executed and delivered, all such further acts, transfers and assurances, for the better assuring, conveying and confirming unto Lessor and its successors and assigns, all and singular, the interests in the Property hereby assigned, and otherwise implementing the intention of the parties under this Agreement, as the parties and their successors and assigns reasonably shall request. Any performance required of Lessee or any payments required to be made by Lessee may, if not timely performed or paid, be performed or paid by Lessor, and in that event, Lessor shall be immediately reimbursed by Lessee for such payments and for any costs and expense, legal or otherwise associated with the payments or other performance by Lessor, with interest per annum thereon at 10% per annum or the maximum rate permitted by State law.

Section 33. Assignment by Lessor. Lessor's interest in, to and under this Agreement and the Property may be assigned and reassigned in whole or in part to one or more assignees by Lessor without the necessity of obtaining the consent of Lessee; provided that any assignment will not be effective until Lessee has received written notice of the name and address of the assignee. It is contemplated hereunder that Lessor will assign all right, title, and interest in and to this Agreement and any and all Payments or other amounts derived thereunder to the Indenture as security for the repayment of the Note. Lessor and Lessee hereby acknowledge and agree that anything in this Agreement to the contrary notwithstanding, as long as the Indenture or similar security instruments in favor of the Trustee Bank are in force and effect, the following provisions shall apply:

(a) *Consent to Amendment.* There shall be no modification of this Agreement by Lessor or Lessee without the prior written consent of the Trustee Bank.

(b) *Notices to Trustee Bank.* Lessor, upon serving Lessee with any notice of an Event of Default, failure to comply, or termination, shall simultaneously serve a copy of such notice on the Trustee Bank. If Lessor shall serve Lessee with a notice of a failure to comply with any term, covenant, condition, or provision hereof, the Trustee Bank shall then have the same period after service of the notice on it as is given to Lessee hereunder to remedy or cause to be remedied such failure, and Lessor shall accept performances by or at the instigation of any Trustee Bank as if it had been done by Lessee. Any notice required to be given to any Trustee Bank shall be in accordance with Section 38 hereof.

(c) *Curative Rights of Trustee Bank.* In addition to the rights granted to the Trustee Bank under subsection (b) of this Section, the Trustee shall have an additional period of ninety (90) days to remedy or cause to be remedied any Event of Default of which it shall receive notice.

(d) *Assignment.* Lessor agrees that, in the event of any enforcement of remedies under the Indenture by the Trustee Bank, either by judicial proceedings, under power of sale or otherwise, all right, title and interest encumbered by the Indenture may, without the consent of Lessor, be

assigned to and vested in the Trustee Bank or to such other party as Trustee Bank is entitled to convey such rights and interests.

(e) *Limitation on Liability of Trustee Bank.* Notwithstanding any other provision of this Agreement, Lessor and Lessee agree that the Trustee Bank shall in no manner or respect whatsoever be (i) liable or responsible for any of Lessee's obligations or covenants under this Agreement (nor shall any rights of such Trustee Bank be contingent on the satisfaction of such obligations or covenants), or (ii) required to cure any Event of Default; provided, however, that if such Trustee Bank elects to become becomes the successor to Lessor's interests in this Agreement after the occurrence of an Event of Default under the Indenture, then such Trustee Bank shall be responsible and liable for all obligations and covenants accruing during such Trustee Bank's tenure as Lessor's successor. Notwithstanding the foregoing, the liability of a Trustee Bank with respect to its obligations under this Agreement shall be non-recourse as to such Trustee Bank and limited to its interest in the Agreement.

Lessee will direct the Escrow Agent to retain all such notices as a register of all assignees and will direct the Escrow Agent to make all payments to the assignee or assignees designated in such register. Lessee agrees to execute all documents, including notices of assignment and chattel mortgages or financing statements that may be reasonably requested by Lessor or any assignee, including the Trustee Bank, to protect its interest in the Property and in this Agreement and agrees to file or cause to be filed all financing statements with respect to the Property and this Agreement. The Trustee Bank shall file continuation statements with respect to each initial financing statement filed by the Lessee provided a copy of the initial financings statement is timely delivered to the Trustee Bank, and the Trustee Bank shall be fully protected in relying on such initial filing and description in filing any continuation statements pursuant to this Section. Lessee will not have the right to and will not assert against any assignee any claim, counterclaim, defense, set-off or other right Lessee may have against Lessor.

Section 34. Assignment and Subleasing by Lessee. None of Lessee's right, title and interest in, to and under this Agreement and the Property may be assigned, subleased or encumbered by Lessee for any reason.

Section 35. Events of Default Defined. Any of the following will be "Events of Default" under this Agreement:

(a) Failure by Lessee to pay any Payment required to be paid hereunder at the time specified herein;

(b) Failure by Lessee to observe and perform any covenant, condition or agreement on its part to be observed or performed, for a period of 30 days after written notice specifying such failure and requesting that it be remedied is given to Lessee by Lessor, unless Lessor will agree in writing to an extension of such time prior to its expiration; provided, however, if the failure stated in the notice cannot be corrected within the applicable period, Lessor will not unreasonably withhold its consent to an extension of such time if corrective action is instituted by Lessee within the applicable period and diligently pursued until the default is corrected;

(c) Any statement, representation or warranty made by Lessee in or pursuant to this Agreement or its execution, delivery or performance will prove to have been false, incorrect, misleading or breached in any material respect on the date when made;

(d) Any provision of this Agreement will at any time for any reason cease to be valid and binding on Lessee, or will be declared to be null and void, or the validity or enforceability thereof will be contested by Lessee or any governmental agency or authority if the loss of such provision would materially adversely affect the rights or security of Lessor, or Lessee will deny that it has any further liability or obligation under this Agreement;

(e) Lessee (i) applies for or consents to the appointment of a receiver, trustee, custodian or liquidator of Lessee, or of all or a substantial part of the assets of Lessee, (ii) is unable, fail or admit in writing its inability generally to pay its debts as they become due, (iii) makes a general assignment for the benefit of creditors, (iv) has an order for relief entered against it under applicable federal bankruptcy law, or (v) files a voluntary petition in bankruptcy or a petition or an answer seeking reorganization or an arrangement with creditors or taking advantage of any insolvency law or any answer admitting the material allegations of a petition filed against Lessee in any bankruptcy, reorganization or insolvency proceeding; or

(f) An order, judgment or decree will be entered by any court of competent jurisdiction, approving a petition or appointing a receiver, trustee, custodian or liquidator of Lessee or of all or a substantial part of the assets of Lessee, in each case without its application, approval or consent, and such order, judgment or decree will continue unstayed and in effect for any period of 30 consecutive days.

Section 36. Remedies on Default. Whenever any Event of Default exists, Lessor will have the right, at its sole option without any further demand or notice, to take one or any combination of the following remedial steps:

(a) By written notice to Lessee, Lessor may declare all Payments and other amounts payable by Lessee hereunder to the end of the then current Original or Renewal Term to be due;

(b) With or without terminating this Agreement, Lessor may enter the premises where the Property is located and retake possession of the Property or require Lessee at Lessee's expense to promptly return any or all of the Property to the possession of Lessor at a place specified by Lessor, and sell or lease the Property or, for the account of Lessee, sublease the Property, holding Lessee liable for the difference between (i) the Payments and other amounts payable by Lessee hereunder to the end of the Lease Term, and (ii) the net proceeds of any such sale, lease or sublease (after deducting all expenses of Lessor in exercising its remedies under this Agreement, including without limitation, all expenses of taking possession, storing, reconditioning and selling or leasing the Property and all brokerage, auctioneers' and attorneys' fees);

(c) Lessor may take whatever other action at law or in equity may appear necessary or desirable to enforce its rights as the owner of the Property; and

(d) Under no circumstances shall Lessee be liable under this Section 36 for any amount in excess of the sum appropriated for the previous and current fiscal years, less all amounts previously due and paid during such previous and current fiscal years from amounts so appropriated.

Section 37. No Remedy Exclusive. No remedy herein conferred upon or reserved to Lessor is intended to be exclusive and every such remedy will be cumulative and will be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default will impair any such right or power or will be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle Lessor to exercise any remedy reserved to it in this Agreement it will not be necessary to give any notice, other than such notice as may be required in this Agreement.

Section 38. Notices. All notices, certificates or other communications hereunder will be sufficiently given and will be deemed given when delivered or mailed by registered mail, postage prepaid, to the parties at the addresses immediately after the signatures to this Agreement (or at such other address as either party hereto will designate in writing to the other for notices to such party), to any assignee at its address as it appears on the register maintained by Escrow Agent. As required herein, notices shall also be given when required to the Escrow Agent and/or the Trustee Bank at the following address:

If to Trustee: BOKF, NA
 One Williams Center, 10th Floor
 Tulsa, Oklahoma 74172
 Attention: Corporate Trust Department
 Tele. No. (918) 588-6451
 Fax No. (918) 588-6083

Section 39. Binding Effect. This Agreement will inure to the benefit of and will be binding upon Lessor and Lessee and their respective successors and assigns.

Section 40. Severability. In the event any provision of this Agreement will be held invalid or unenforceable by any court of competent jurisdiction, such holding will not invalidate or render unenforceable any other provision hereof.

Section 41. Entire Agreement. This Agreement constitutes the entire agreement between Lessor and Lessee.

Section 42. Amendments. This Agreement may be amended, changed or modified in any manner by written agreement of Lessor and Lessee. Any waiver of any provision of this Agreement or any right or remedy hereunder must be affirmatively and expressly made in writing and will not be implied from inaction, course of dealing or otherwise.

Section 43. Execution in Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which will be an original and all of which will constitute but one and the same instrument.

Section 44. Captions. The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope or intent of any provisions or sections of this Agreement.

Section 45. Applicable Law. This Agreement will be governed by and construed in accordance with the laws of the State.

Section 46. Arbitration. At the request of either party, and to the extent permitted by applicable law, any claims under this Agreement shall be resolved by binding arbitration in accordance with the Federal Arbitration Act (Title 9, U.S. Code), notwithstanding that the Agreement, or documents executed in connection therewith, may provide that it is governed by the laws of the State of Oklahoma.

Section 47. Electronic Transactions. The parties agree that the transaction described herein may be conducted and related documents may be stored by electronic means. Copies, telecopies, facsimiles, electronic files and other reproductions of original executed documents shall be deemed to be authentic and valid counterparts of such original documents for all purposes, including the filing of any claim, action or suit in the appropriate court of law.

[Remainder of Page Left Blank Intentionally]

IN WITNESS WHEREOF, Lessor and Lessee have caused this Agreement to be executed in their corporate names by their duly authorized officers as of the date first above written.

INDEPENDENT SCHOOL DISTRICT NO. 30 OF
WASHINGTON COUNTY, STATE OF
OKLAHOMA ("LESSEE")

By: 

Name: Scott Bilger

Title: President

Address for notices:

1100 South Jennings
Bartlesville, Oklahoma 74003



BARTLESVILLE EDUCATION AUTHORITY
("LESSOR")

By: 

Name: Dale Copeland

Title: Chairman

Address for notices:

401 Johnstone Ave.
Bartlesville, OK 74003-6619



STATE OF OKLAHOMA)
) SS:
COUNTY OF WASHINGTON)

This instrument was acknowledged before me on the 13th day of September, 2021, by Scott Bilger, President of the Board of Education of Independent School District No. 30 of Washington County, Oklahoma (Bartlesville Public Schools), an Independent school district organized and existing under the laws of the State of Oklahoma, on behalf of said School District.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year first above written.



My Commission Expires 08/26/2024.
Commission No. 04007771.

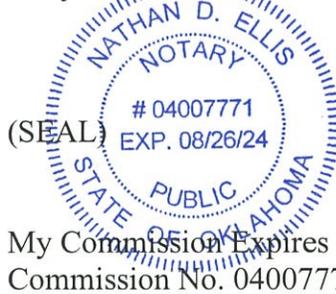


Notary Public

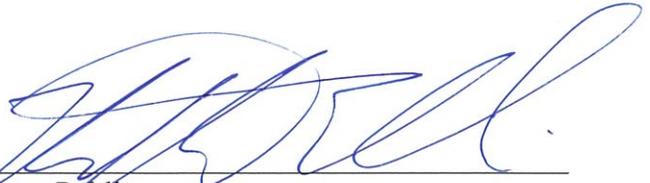
STATE OF OKLAHOMA)
) SS:
COUNTY OF WASHINGTON)

This instrument was acknowledged before me on the 13th day of September, 2021, by Dale Copeland, Chairman of Trustees of the Bartlesville Education Authority, a public trust organized and existing under the laws of the State of Oklahoma, on behalf of the trust.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year first above written.



My Commission Expires 08/26/2024.
Commission No. 04007771.



Notary Public

EXHIBIT A TO LEASE PURCHASE AGREEMENT
FORM OF PROPERTY SCHEDULE

See Property items described on the attached schedules.

[Form of Property Schedule]

Check here if Property is designated as Real Property

Check here if Property is designated as Equipment

Description of Property:

The Property described above is located at the following address:

State of Oklahoma

[LESSEE ADDRESS 1]

[LESSEE ADDRESS 2]

PROPERTY SCHEDULE #1

See Property items described on the attached schedules.

[Form of Property Schedule]

Check here if Property is designated as Real Property

Check here if Property is designated as Equipment

Description of Property:

All right, title, and interest of the Lessor in the following described real property situated in Washington County, Oklahoma, to wit:

Tract I: (High School – Parcel ID 010999-132612-002000-56)

PART SECT 13-26-12 THAT PART OF THE SE/4 DES AS: BEG 150' S OF NE COR SE GO W 790' TO E LINE OF PUBLIC RD KNOWN AS HILLCREST DR; S ALONG E LINE OF RD TO A PT 30' S OF S LINE OF NE SE; GO E TO THE E LINE OF SEC; N 1200' TO P.O.B. LESS .026 AC TO CITY OF BARTLESVILLE: 21.76 AC BVILLE PART SECT

Tract II: (Vo-Ag Building – Parcel ID 010090-002001-000000-01)

LOT 1 BLK 2 CRESTVIEW

Tract III: (Ranch Heights Elementary – Parcel ID 010999-162613-005000-12)

PART SECT 16-26-13 NW NE SE LESS N 40' OF E 190' & LESS N 40' OF W 190': N 68' OF SW NE SE: 10.68 AC BARTLESVILLE PART SECTION

Tract IV: (Wilson Elementary – Parcel ID 010182-004001-000000-01)

LOTS 1 TO 7 & 15 BLK 4 HUGHES FISHER 2ND

Tract V: (Hoover Elementary/Madison Middle School – Parcel ID 010999-102613-005000-03)

PART S¼ 10-26-13 BE' SW COR NW ¼ GO N 470.2' S 70'DEG 24 MI' E 1401.2' N 660' E 707.21' S 63'DEG 57 'IN 45 S'C E 682'52' S 1'20' W 132''; N 130' W 1320' N 629.73' TO THE BEG: BVILLE PART SECT

Tract VI: (Wayside Elementary – Parcel ID 010999-202613-002000-35)

PART SECT 20-26-13 BEG 51" S OF CENTER SEC GO'W 285'S 480' E 535' N 4'0' W 250' TO
BEG LESS E 50' FOR STREET: 5.34 AC BVILLE PART SECT

Tract VII: (Kane Elementary – Parcel ID 010999-182613-005000-07)

PART SECT 18-26-13 BEG 418' E'OF SW CO' LOT 1'GO N 750'2' E 570.4' N 209' E 400½ S TO
PT ON S LINE O' S 1/2 NW WHICH IS 13'9.36' E OF SW COR W 971.36' TO BEG: 18.68 AC
BVILLE PART SECT

Tract VIII: (Doenges Stadium – Parcel ID 010999-122612-001000-01)

PART½CT 12-26-12 THAT PART N 1/2 NE LYING E OF RR LESS FLAT IRON ADDN & LESS
.11 AC TO YMCA: 33.58 AC BVILLE PART SECT

EXHIBIT B TO LEASE PURCHASE AGREEMENT
PAYMENT SCHEDULE

Commencement Date:	9/15/2021				
Principal Amount:	\$13,970,000.00				
Imputed Interest Rate:	1.13%				
Maximum Term:	7/1/2026				
Payment Date	Total Payment	Rental Payment	Acquisition Payment	Property Component Acquired ⁽¹⁾	Balance
9/15/2021					13,970,000.00
7/1/2022	125,300.81	125,300.81	0.00		13,970,000.00
7/1/2023	157,721.30	157,721.30	0.00		13,970,000.00
7/1/2024	157,721.30	157,721.30	0.00		13,970,000.00
7/1/2025	682,721.30	157,721.30	525,000.00	A	13,445,000.00
7/1/2026	13,596,794.05	151,794.05	13,445,000.00	B	0.00

- (1) Please see Exhibit G for a description of the Property to be acquired pursuant to each Acquisition Payment.

EXHIBIT C TO LEASE PURCHASE AGREEMENT

FORM OF INVESTMENT LETTER

[See Tab 15 of the Transcript of Proceedings]

EXHIBIT D TO LEASE PURCHASE AGREEMENT

CLOSING CERTIFICATE OF THE LESSEE

[See Tab 19 of the Transcript of Proceedings]

EXHIBIT E TO LEASE PURCHASE AGREEMENT

OPINION OF COUNSEL

[See Tab 13 of the Transcript of Proceedings]

**EXHIBIT F TO LEASE PURCHASE AGREEMENT
ESCROW AND PAYING AGENT AGREEMENT**

[See Tab 5 of the Transcript of Proceedings]

EXHIBIT G TO LEASE PURCHASE AGREEMENT

PROPERTY COMPONENT DESCRIPTIONS

The following groups reflect the Real Property and/or Equipment that will be acquired on each Payment Date upon payment of the respective Acquisition Payment. All cost amounts represent an approximate allocable cost based on preliminary construction estimates, and may vary depending on final project component costs.

COMPONENT A July 1, 2025 \$525,000.00

- Equipment acquired and placed in service at Bartlesville High School, including two box trucks (estimated project cost of \$315,628.68), a semi-tractor (estimated project cost of \$157,814.34), and a trailer for band (estimated project cost of \$78,907.18), and all as more particularly identified in Exhibit A to the Lease Purchase Agreement.

COMPONENT B July 1, 2026 \$13,445,000.00

- Improvements upon Real Property comprising high school track replacement (estimated project cost of \$255,817.05) and visitor seating at the high school stadium (estimated project cost of \$263,023.91), as more particularly described in Exhibit A to the Lease Purchase Agreement, and relating to Tract I described therein.
- Improvements upon Real Property comprising construction of the Vo-Ag Center (estimated project cost of \$7,098,557.54), as more particularly described in Exhibit A to the Lease Purchase Agreement, and relating to Tract II described therein.
- Improvements upon Real Property comprising improvements to the Ranch Heights Elementary gym floor (estimated project cost of \$76,802.98), as more particularly described in Exhibit A to the Lease Purchase Agreement, and relating to Tract III described therein.
- Improvements upon Real Property comprising improvements to the Wilson Elementary gym floor (estimated project cost of \$54,708.97) and remodel of the Wilson Elementary front entrance (estimated project cost of \$1,893,772.12), as more particularly described in Exhibit A to the Lease Purchase Agreement, and relating to Tract IV described therein.
- Improvements upon Real Property comprising improvements to the Hoover Elementary gym floor (estimated project cost of \$89,428.13) and construction of a softball/golf facility at Madison Middle School (estimated project cost of \$604,954.99), as more particularly described in Exhibit A to the Lease Purchase Agreement, and relating to Tract V described therein.
- Improvements upon Real Property comprising improvements to the Wayside Elementary gym floor (estimated project cost of \$79,959.27), as more particularly described in Exhibit A to the Lease Purchase Agreement, and relating to Tract VI described therein.

- Improvements upon Real Property comprising remodel of the Kane Elementary front entrance (estimated project cost of \$1,893,772.12), as more particularly described in Exhibit A to the Lease Purchase Agreement, and relating to Tract VII described therein.
- Improvements upon Real Property comprising construction of an indoor baseball practice facility at Doenges Memorial Stadium (estimated project cost of \$604,954.99), as more particularly described in Exhibit A to the Lease Purchase Agreement, and relating to Tract VIII described therein.
- Contingency funds relating to Improvements upon Real Property and/or Equipment acquired and placed in service (estimated project cost of \$477,045.76), and all as more particularly identified in Exhibit A to the Lease Purchase Agreement.

EXHIBIT H TO LEASE PURCHASE AGREEMENT

FORM OF BILL OF SALE

KNOW ALL PERSONS BY THESE PRESENTS:

THAT the Bartlesville Education Authority, party of the first part, for and in consideration of the sum of \$ _____ in hand paid by Independent School District No. 30 of Washington County, Oklahoma, party of the second part, the receipt whereof is hereby acknowledged, have bargained and sold, and by these presents to grant, bargain, sell, transfer, and deliver unto the said party of the second part the following described property, to wit:

[Insert corresponding Property Component information, including applicable information contained in Exhibit A to the Lease Purchase Agreement]

TO HAVE AND TO HOLD THE SAME unto the party of the second part, its heirs, executors, administrators and assigns forever. And said party of the first part does for its heirs, executors, administrators, covenant with said party of the second part, its executors, administrators and assigns that the Bartlesville Education Authority, the lawful owner of the said personal property hereby sold; that it is free from all encumbrances; that it has good right to sell the same as aforesaid; and that it warrants and will defend the same against the lawful claims and demands of every and all persons whomsoever.

IN WITNESS WHEREOF, the Bartlesville Education Authority, the party of the first part, does hereunto set its hand this _____ day of _____, 20__.

**BARTLESVILLE EDUCATION
AUTHORITY**

By: Chairman

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
) SS:
COUNTY OF WASHINGTON)

This instrument was acknowledged before me on the ___ day of _____, 20__, by _____, Chairman of the Bartlesville Education Authority, as Lessor pursuant to that certain Lease Purchase Agreement dated as of September ___, 2021, on behalf of said Lessor.

(SEAL)

Notary Public

My commission expires: _____
My commission number: _____

	BARTLESVILLE BOARD OF EDUCATION	Sanctioning of Parent Organizations and Booster Clubs	CCA
	Adopted: October 21, 1996 Revision Date(s): 3/11/02, 8/19/02, 2/20/12, <u>07/15/2024</u>		Page 1 of 2

SANCTIONING OF PARENT ORGANIZATIONS AND BOOSTER CLUBS

Booster clubs and parent organizations are encouraged to promote a positive relationship between the school and the community. The primary purpose of these organizations is to assist and support the school in recognizing and promoting students' activities. The principal is responsible for maintaining close communication with such organizations to ensure the organizations' goals are in compliance with district policies. After receiving the superintendent's recommendation, the following criteria will be used in determining if an organization will be recognized (sanctioned) by the board of education as a viable booster club or parent organization.

1. The organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution to the board of education. These will clearly identify the organization as a parent organization or booster club separate from school district student organizations and will provide details of the structure of the organization including:
 - A. Officers and their duties;
 - B. ~~Election of officers and term limits~~ Meetings open to the public, recommended to have meeting minutes publicly available;
 - C. Purpose and goals;
 - D. Dues structure, if any;
 - E. Intended use of funds, generated by the organization.
2. The organization must include one representative from the school faculty as a sponsor.
3. Students will not participate in fundraising activities during regular class periods.
4. The organization may not use school materials in advertising its activities. Use of school property by the organization for its activities will meet all regulations established by the board. (See policy CAB)
5. All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted.
6. The organization must maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of financial records or detailed treasurer's report.
7. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards, and other educational recognition to students or student bodies will be presented to the site administrator working with the organization for its consideration, comment, and evaluation. Approval by the superintendent must be obtained before any public announcement is made.

	BARTLESVILLE BOARD OF EDUCATION	Sanctioning of Parent Organizations and Booster Clubs	CCA
Adopted: October 21, 1996 Revision Date(s): 3/11/02, 8/19/02, 2/20/12, <u>07/15/2024</u>			Page 2 of 2

8. In no manner will board sanctioning of an organization preclude the organization from compliance with state and federal laws as they pertain to equal opportunity and treatment of all students.

9. The board of education reserves the right to revoke the sanctioning of any organization if it is found that the organization's operations and purpose are not consistent with the policies and procedures adopted by the board of education.

REFERENCE: 70 O.S. §5-129.1

Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et. seq.

CROSS-REFERENCE: Policy FF, Fundraising by In-school Organizations

	BARTLESVILLE BOARD OF EDUCATION	Sanctioning of Parent Organizations and Booster Clubs	CCA
	Adopted: October 21, 1996 Revision Date(s): 3/11/02, 8/19/02, 2/20/12, <u>07/15/2024</u>		Page 1 of 2

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CROSS-REFERENCE: Policy FF, Fundraising by In-school Organizations

	BARTLESVILLE BOARD OF EDUCATION	Use of Internet and Social Networks Adopted: July 16, 2012	ECC
	Revision Date(s): 8/19/2019, 7/15/2024		

Use of Internet and Social Networks and Other Forms of Communication

[General Guidelines](#)

[Definitions](#)

[Social Networking Services](#)

[Copyright and Fair Use Guidelines](#)

[Text and Instant Messaging](#)

[Use of Social Media](#)

[Penalties](#)

[References](#)

General Guidelines

Consult Bartlesville School District’s policy [ECA on internet safety and appropriate use](#), as well as the employee manual and/or parent and student handbook. Be aware that all existing policies and behavior guidelines extend to school-related activities in the online environment as well as on school premises.

Use good judgment. Think about the type of image you want to convey on behalf of the district when you are posting to social networks and social media sites. Remember that what you post will be viewed and permanently archived. Social media websites and blogs are not private. Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied, and archival systems save information even if a post is deleted.

Remember professional communications are available to school administrators. The district considers an employee’s use of any electronic media for the purpose of communicating with a student or a parent to be an extension of the employee’s workplace responsibilities. Accordingly, the board expects school personnel to use professional judgment and appropriate decorum when using any social media in this fashion. School district administrators may require an employee to provide access to any websites used by him or her for communication with students or parents and to produce copies of any electronic communication with students or parents, including text messages, web page posts, etc. This policy does not authorize an administrator to inspect an employee’s personal equipment without the employee’s express consent.

For the protection of both students and staff, whenever feasible student contacts should be made with school-sponsored systems which provide both administrators and parents/guardians with access to the messages.

	BARTLESVILLE BOARD OF EDUCATION	Use of Internet and Social Networks Adopted: July 16, 2012	ECC
	Revision Date(s): 8/19/2019, 7/15/2024		

Definitions

- **“Social networking” or “social media”** refers to interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or photo sharing and social bookmarking, and examples include Facebook, Twitter/X, Instagram, Snapchat, Flickr, etc.
- **“Comment”** means a response to an article or social media content submitted by a commenter.
- **“Electronic or digital communication”** includes, but is not limited to, e-mails, text messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication.

School personnel engaging in electronic or digital communication with an individual student shall include the student’s parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform, as delineated in regulation ECC-R, and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

Social Networking Services

Many social networking services are not accessible on the district’s network because they have been blocked. If school personnel, including teachers, would like to request that a service be made accessible to use for teaching and learning, that person shall submit a written request to a designated central office administrator for review, identifying the online tools to be used and the instructional purpose in using them.

While on school property, neither school personnel nor students may use an outside, proprietary network to access services on a district computer that are blocked on the district’s network.

Personnel shall abide by the following requirements regarding use of social networking services, even when done in their personal time, using personal property. These provisions do NOT apply to former students who have graduated from high school NOR to students who are also the teacher’s relative in the first or second degree (e.g. son, daughter, niece, nephew).

1. Fraternalization with students using social networking websites on the internet:
 - a. Inappropriate contact with students or parents via e-mail, phone, or other devices is prohibited;
 - b. School personnel must exercise caution regarding social media contacts with students. A staff member who is “friends” with a student in such contexts is responsible for all of

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the information accessible to the student via the social media service. If a staff member allows any current students in the district to be their “friend” or form a similar connection, the staff members may not post items or send messages with sexual content, nor may they post items or send messages exhibiting or advocating the use of drugs or alcohol. ~~This restriction is not intended to interfere with appropriate professional contacts or counseling, such as professional contacts and counseling between a student and a staff member who is also a youth minister, scout leader, appropriate commercial transactions, etc.~~

- c. Teachers and sponsors should use, and direct students to use, the school e-mail system or other school-sponsored system **as delineated in regulation ECC-R** for contacts ~~whenever feasible~~, rather than personal emails or messaging services on a social networking site; voice telephone contacts should use the school’s telephone system whenever feasible;
 - d. Student/teacher contacts via e-mail, phone, or other devices should be limited to school-related or other professional business (e.g. assistance with homework, logistics of school-sponsored extracurricular events, appropriate contacts between a youth minister and a student, appropriate contacts with a student who is a babysitter or lawncare worker); staff shall not send messages that are personal in nature and not related to the business of the school or other community organization or that contain confidential information to persons not authorized to receive that information.
2. Employees may not post items or comments on social networking websites with sexual content if they are identifying themselves as an employee of the district and are discouraged from creating such posts or comments in general;
 3. Employees may not post items or comments exhibiting or advocating illegal activity or the use of drugs or alcohol if they are identifying themselves as an employee of the district and are discouraged from creating such posts or comments in general;
 4. Employees may not post pictures, video, or audio of students unless the student’s parent (if the student is under 18) or the student (if the student is 18 or over) has provided the student’s building administrator with written permission to do so. Employees are discouraged from using personal accounts for school-related posts involving students, being instead encouraged to have such items posted on official district/site accounts. Note that when using a school district e-mail address and/or equipment to participate in any social media or professional social networking activity, the communications are public, and employees are responsible for the content in the communication;
 5. Employees may not create posts nor comments that are abusive or have a bullying language or tone if they are identifying themselves as an employee of the district and are discouraged from creating such posts or comments in general.

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Hyperlinking to outside sources is recommended. Do not plagiarize. Give credit, where credit is due, to the sources of material. When hyperlinking to other sites and media, be sure that the hyperlinked content is appropriate and consistent with these guidelines. Be aware that photographs taken by professional photographers cannot be scanned and used on the internet without the photographer's permission, even if they are photos purchased from the photographer.

Text and Instant Messaging

District personnel shall not text or instant message any student individually unless the staff member is using a school-sponsored networking system **(as delineated in regulation ECC-R)** for instructional purposes which provides both administrators and parents/guardians with full access to the messages, or the staff member is an activity sponsor contacting students about the logistics of the activity. Staff shall not send messages that are personal in nature and not related to the business of the school or that contain confidential information to persons not authorized to receive that information. ~~These restrictions do not apply to students who are the staff member's relative in the first or second degree and are not meant to restrict appropriate and professional contacts made in the context of community organizations such as youth ministries, scout troops, community outreach groups, etc., and are not meant to restrict appropriate contacts with a student who is a babysitter or lawncare worker, etc.~~

Use of Social Media

The Superintendent shall designate those staff persons who have management or administrator access to the district's social media, including, but not limited to the ability to remove content from the school's social media if determined to be inappropriate. Only content that is allowable on the school's website is allowable on the school's social media pages unless otherwise authorized by the Superintendent.

Penalties

Both district personnel and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using social media.

School employees reported to have engaged in electronic or digital communications that would violate this policy and state law (e.g. HB 3958 of the 2024 Legislature) shall be placed on administrative leave

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while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

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- c. Teachers and sponsors should use, and direct students to use, the school e-mail system or other school-sponsored system as delineated in regulation ECC-R for contacts, rather than personal emails or messaging services on a social networking site; voice telephone contacts should use the school’s telephone system whenever feasible;
 - d. Student/teacher contacts via e-mail, phone, or other devices should be limited to school-related or other professional business (e.g. assistance with homework, logistics of school-sponsored extracurricular events, appropriate contacts between a youth minister and a student, appropriate contacts with a student who is a babysitter or lawncare worker); staff shall not send messages that are personal in nature and not related to the business of the school or other community organization or that contain confidential information to persons not authorized to receive that information.
2. Employees may not post items or comments on social networking websites with sexual content if they are identifying themselves as an employee of the district and are discouraged from creating such posts or comments in general;
 3. Employees may not post items or comments exhibiting or advocating illegal activity or the use of drugs or alcohol if they are identifying themselves as an employee of the district and are discouraged from creating such posts or comments in general;
 4. Employees may not post pictures, video, or audio of students unless the student’s parent (if the student is under 18) or the student (if the student is 18 or over) has provided the student’s building administrator with written permission to do so. Employees are discouraged from using personal accounts for school-related posts involving students, being instead encouraged to have such items posted on official district/site accounts. Note that when using a school district e-mail address and/or equipment to participate in any social media or professional social networking activity, the communications are public, and employees are responsible for the content in the communication;
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The Superintendent shall designate those staff persons who have management or administrator access to the district's social media, including, but not limited to the ability to remove content from the school's social media if determined to be inappropriate. Only content that is allowable on the school's website is allowable on the school's social media pages unless otherwise authorized by the Superintendent.

Penalties

Both district personnel and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using social media.

School employees reported to have engaged in electronic or digital communications that would violate this policy **and** state law (e.g. HB 3958 of the 2024 Legislature) shall be placed on administrative leave while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident noted in the personnel file.

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BARTLESVILLE PUBLIC
SCHOOLS



2024 - 2025

School Activity Funds
Regulations Manual

BARTLESVILLE BOARD
OF
EDUCATION

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

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Bartlesville Independent School District #30

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

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

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

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

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

Preston Birk,
Executive Director,
Financial Services

INTRODUCTION
DESCRIPTION AND LIMITATIONS OF THE
SCHOOL ACTIVITY FUNDS

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

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

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

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

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

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

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

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

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

ACTIVITIES REQUIRING A CHARGE FOR ADMISSION

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

PURPOSE:

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

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

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

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

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

AUTHORITY:

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

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

RESPONSIBILITIES OF THE PRINCIPAL:

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

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

RESPONSIBILITIES OF SPONSORS:

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

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

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

REPORT OF FUNDS:

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

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

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

AUDIT:

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

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

DISPOSITION OF SPECIAL AUDIT REPORTS

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

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

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

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

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

ACCOUNTING SYSTEMS:

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

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

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

INVESTMENT INCOME:

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

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

RECEIPTS:

Sponsors are required to issue receipts through the InTouch Receipting 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 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**SITE: 040**

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
General Administrative Account (801)	<ol style="list-style-type: none"> 1. Bake/Craft Sale 2. Cornhole Tourn. 3. Donations/Grants 4. Food/Snack Bar Sales 5. Fundraisers 6. Little Caesar's Pizza 7. Refreshment Sales 8. Silent Auction 	<ol style="list-style-type: none"> 1. Awards/Staff Recognition 2. Bus Safety Educational Material/Promotional Items 3. Catering Service 4. Cups/Mugs/Tumblers 5. Dish Soap, Scrubbing Pads, etc. 6. Medical Supplies 7. Office Supplies 8. Paper Goods 9. Refreshments for Meetings 10. Registrations 11. Small Office Equipment, Supplies, Etc 12. Snack Bar Items 13. Student Gift/Rewards (Swag Bag) 14. TShirts/Polos/Sweatshirts/Jackets 	<ol style="list-style-type: none"> 1. Ongoing

EDUCATION SERVICE CENTER**SITE: 050**

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
General Administrative Account (801)	<ol style="list-style-type: none"> 1. Donations/Grants 2. Interest Earnings 3. Recycling 4. Vending Machines 	<ol style="list-style-type: none"> 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 	<ol style="list-style-type: none"> 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****SITE: 050****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

BPS Foundation Grants (835)

1. Donations from BPS Foundation

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

1. Ongoing

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

Homeless Student Assistance (995)

1. Donations/Grants
2. Solicitation of
Community Funds

1. Birth Certificate Fees
2. Clothing, Shoes
3. Concurrent Class - Books & Fees
4. Driver's Education Fees
5. Driver's License/Permit Fees
6. Dues/Fees
7. FFA Jackets
8. Graduation & Senior Class Related Expenses
9. Holiday Gifts for Student not eligible for
Angel Trees due to age limitations
10. Identification Cards
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
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PROFESSIONAL DEVELOPMENT CENTER**SITE: 057/059****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**General Administrative Account (801)
Site: 059

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

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

1. Ongoing

General Refund Account (803)

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

1. Refunds
2. Transfer to General Fund

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

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

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

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

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

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

General Administrative Account (801)

SOURCE OF REVENUE

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

APPROVED EXPENDITURES

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

DATES OF FUNDRAISERS

1. Ongoing

cont'd

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

SITES: 056/110-185/505-510/705

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
Bartlesville Education Promise - All Sites	1. Donations	1. Books 2. Classroom Supplies 3. Dues/Fees/Subscriptions 4. Equipment 5. Field Trips 6. Furniture 7. Payroll Reimbursements 8. Presenter Fees 9. Professional Development 10. Refreshments/Kitchen Supplies 11. Registrations 12. Supplies 13. Travel Expenses 14. TShirts/Uniforms 15. Tutoring/Camp Supplies 16. Videos	1. Ongoing

cont'd

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 Women's Network - Elem. Libraries	1. Donations	1. Books 2. Dues/Fees/Subscriptions 3. Supplies 4. Videos	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing

HOOVER**SITE: 120**

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

RANCH HEIGHTS**SITE: 160**

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

MIDDLE SCHOOL ACCOUNT

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

General Administrative Account (801)

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

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

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

General Refund Account (803)

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

1. Refunds
2. Transfer to General Fund

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

CENTRAL
ACCOUNT NAME

SITE: 505

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

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

**CENTRAL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 505

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Music (878)

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

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

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

National JHS (885)

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

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

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

Orchestra (887)

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

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

1. As Needed
-

**CENTRAL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 505

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Pep Club (894)

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

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

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

Pictures (895)

1. Picture Sales

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

1. Aug. & Feb.

Service Club (915)

1. Donations/Grants
2. Student Store Sales

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

1. Ongoing
 2. As Needed
-

**CENTRAL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 505

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Student Council (926)

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

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

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

Dance Club
(950)

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

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

1. Ongoing
-

CENTRAL
ACCOUNT NAME

SOURCE OF REVENUE

SITE: 505

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Technology Student Association
(960)

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

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

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

Yearbook (990)

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

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

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

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

General Administrative Account (801)

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

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

General Refund Account (803)

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

1. Refunds
2. Transfer to General Fund

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

Broadcasting (809)

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

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

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

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Cheerleaders (820)

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

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

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

Choral Club (821)

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

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

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

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Vision Quest (834)

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

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

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

Music (878)

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

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

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

National Jr. Honor Society (885)

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

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

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

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Student Council (926)

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

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

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

Dane Club (950)

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

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

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

Technology Student Association
(960)

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

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

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

MADISON
ACCOUNT NAME

SOURCE OF REVENUE

SITE: 510

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Yearbook (990)

1. Ad Sales
2. Brochure Sales
3. Candy Sales
4. Car Washes
5. Discount Card Sales
6. Donations/Grants
7. Holiday Sales
8. Movie Night
9. Pen/Button Sales
10. Recycle Printer Cartridges
11. Recycle Various Items
12. Sweatshirt Sales
13. Silent Auction
14. 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. Pens/Button Materials
10. Printing
11. Refreshments
12. Refunds
13. Reimbursements
14. Student Activities
15. Student/Staff Travel
16. T-Shirts
17. Workshops
- 17 Yearbook Costs/Supplies

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

Archery Club (994)

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

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

HIGH SCHOOL ACCOUNTS

SITE: 705

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

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
37. Staff Travel Reimbursement
38. Stamps/Postage Charges
39. Student Gifts
40. Subscriptions
41. Student Gifts
42. Student Recognition
43. Student Travel
44. Substitute Teacher Recognition
45. Supplies/MaterialSupport Staff Supplies/Equipment/Recognition/Awards
46. Teacher Recognition
47. Teacher Recognition
48. Teacher Supplies
49. Testing Fees
50. Travel
51. T-Shirts
52. Volunteer/Guest Recognition
53. Wholesale Membership Cards

DATES OF FUNDRAISERS

1. Ongoing

HIGH SCHOOL

SITE: 705

ACCOUNT NAME**SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

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

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

**HIGH SCHOOL
ACCOUNT NAME**

SITE: 705

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Broadcasting (809)

1. Advertisements	1. Apparel, Uniforms, Shirts	1. Ongoing
2. Business Sponsorships	2. Broadcasting Equipment, Furniture & Supplies	2. Ongoing
3. Camps	3. Hardware, Supplies, Tools & Equipment	3. Ongoing
4. Donations/Grants	4. Lodging/Travel - Staff & Students	4. Ongoing
5. Event Sponsorships	5. Office/Classroom Supplies	5. Ongoing
6. Recycling	6. Refreshments/Meals	6. Ongoing
7. Shirt Sals	7. Reward Parties, etc	7. Ongoing
8. Spirit Sales	8. Team Camps/Workshops	8. Ongoing
9. Snack Sales	9. Technology Equipment (Laptop & Programs)	9. Ongoing
10. Student Activities (Self Promo)	10. Transportation	10. Ongoing

Avation (810)

1. Concession Sales	1. Classroom Equipment	1. Ongoing
2. Dinners	2. College Visits	2. Ongoing
3. Donations/Grants	3. Fees	3. Ongoing
4. Dues/Fees	4. Field Trips	4. Ongoing
5. Fundraisers	5. Lodging	5. Ongoing
6. Merchandise Sales	6. Meals	6. Ongoing
	7. Student Gifts	
	8. Supplies	
	9. Sub Reimbursements	
	10. Transportation	
	11. TShirts	

**HIGH SCHOOL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 705

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Choral Club (821)

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

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

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

Drama (833)

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

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

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

BPA (836)
Agricultural Education

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

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

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

**HIGH SCHOOL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 705

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

BPA (837)
Environmental Club

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

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

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

Bruin Bundles (838)

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

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

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

BHS SpEd (839)

1. Grants/Donations

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

1. Ongoing

BPA (841)
Business Professionals
of America

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

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

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

**HIGH SCHOOL
ACCOUNT NAME**

SITE: 705

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

French Club (845)

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

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

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

Musical Production (880)

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

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

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

National Honor Society (881)

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

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

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

**HIGH SCHOOL
ACCOUNT NAME**

SITE: 705

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Newspaper (882)

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

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

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

Orchestra (887)

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

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

1. Ongoing
2. Ongoing

BHS Band (889)

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

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

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

**HIGH SCHOOL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 705

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

World Language Club (917)

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

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

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

Spanish Honor Society (918)

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

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

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

Speech Program (919)

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

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

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

Shogi Club (920)

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

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

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

**HIGH SCHOOL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 705

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Student Council (926)

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

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

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. Reward/Incentive Activities
9. Scholarships
10. Shirts/Clothing
11. State/Regional/National Competitions

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

**HIGH SCHOOL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 705

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Science Trek Club (962)

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

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

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

Technology Support Team (970)

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

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

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

Counselors' Special Fund (986)

1. Donations/Grants

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

1. Ongoing

Yearbook (990)

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

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

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

**HIGH SCHOOL
ACCOUNT NAME**

SOURCE OF REVENUE

SITE: 705

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Leadership (992)

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

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

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

Math Club (993)

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

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

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

ALTERNATIVE HIGH SCHOOL
ACCOUNT NAME

SITE: 715

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

General Refund Account (803)

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

1. Refunds
2. Transfer to General Fund

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

Alternative High School (805)

1. Ad Sales
2. Candy Sales
3. Donations/Grants
4. Fees
5. Field Trip Charges
6. Krispy Kreme Donut Sales
7. Recycled Materials
8. Restaurant Fundraisers
9. Snack Sales
10. 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 SCHOOLS
ACTIVITY FUND
 PURCHASE REQUEST SY 2024/2025

V
e _____
n _____
d _____
o _____
r _____
VENDOR #

S
h _____
i _____
p _____
t _____
o Attention: _____



Yr-Fund-Prj-Funct-Obj-Prg-Subj-Job-Site	Quan.	Description	Unit Cost	Total Cost
				0.00
1.				0.00
2.				0.00
3.				0.00
4.				0.00
5.				0.00
6.				0.00
7.				0.00
8.				0.00
9.				0.00
		SHIPPING		0.00
		TOTAL COST		\$0.00

Requested By: _____

Date: _____

Authorized By: _____
 Site Administrator

Date: _____

 Executive Director, Financial Services
 (\$500.00 or More)

Date: _____

P.O. # Assigned: _____

Please scan RQ to Sara Vermeire - keep original copy at site.

Assigned By: _____

**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

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

July 15, 2024

To Bartlesville Public Schools Parent Organizations:

The Board of Education shall annually sanction parent organizations and booster clubs, which exist to promote a positive relationship between the district and the community by assisting and supporting the schools in recognizing and promoting student activities. The district shall incur no liability for the acts, errors or omissions of any sanctioned organization.

Organizations desiring to be sanctioned must comply with the attached guidelines and complete the attached forms. Any organization that is not sanctioned will be treated as a student activity account and must comply with all district regulations concerning approval of fundraisers and the collection, depositing, and the auditing of activity funds.

Please complete the enclosed Application for Sanctioning and mail or email to **Sara Vermeire** (vermeiresm@bps-ok.org) at the Education Service Center, PO Box 1357, Bartlesville, OK 74005 prior to **September 15th**.

If you have any questions, please contact Sara Vermeire or me at 336-8600 Ext 3508.

Thank you for all you do to support our children.

Sincerely,

Preston Birk,
Chief Financial Officer,

July 15, 2024

All Parent/Student Organizations and Booster Clubs

We wanted to take this opportunity to remind you of some key issues as you apply for sanctioning for the 2024-25 school year. The parentbooster.org website is a use tool to help with all of the following:

- All sanctioned organizations and booster clubs must obtain their own federal tax ID number prior to applying for sanctioning. It is important to note that simply having a federal tax ID number does not mean that your organization is recognized by the Internal Revenue Service as "tax-exempt". There is a separate application process you must go through to receive that status. If you have not received an IRS Determination Letter signifying your tax-exempt status, donations received by your organization cannot be deducted by the donors for income tax purposes.
- All sanctioned organizations and booster clubs must use their own names and federal ID numbers in all their transactions and correspondences. Sanctioned organizations cannot use the federal ID number assigned to Independent School District No. 30 (Bartlesville Public Schools) or represent themselves as "Bartlesville Public Schools". Sanctioned organizations are considered "related entities" to the district, not actually part of the district. Non-sanctioned organizations and booster clubs who maintain their financial accounts within the district's Activity Fund may use Bartlesville Public Schools' federal ID number.
- Sanctioned organizations and booster clubs may apply for an exemption from Oklahoma sales tax under Title 68 of the Oklahoma Statutes. Organizations should contact the Oklahoma Tax Commission to determine if they qualify and request instructions on how to apply.
- Sanctioned organizations/booster clubs are responsible for filing 1099's with the IRS for any payments made to an individual totaling more than \$600.00 annually.

**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 **September 15th** each year. All organizations/associations must apply annually to maintain sanctioned status.
- B. The completed application form must be submitted to the Chief Financial Officer for review.
- C. The Superintendent and the Chief Financial Officer 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. The Board of Education's decision is final and cannot be appealed.
- E. All organizations/associations should hold regular meetings (ex. monthly, quarterly) that are open to the public. Date, time and location of meetings should be posted ahead of time and meeting minutes posted publicly after meetings (on social media or newsletters, etc).
- F. Organizations should follow proper bookkeeping practices. Each and every expense or debit to the account of the organization/association shall be approved by two (2) officers/staff members not residing in the same household. Approval of any expense by check shall include the signatures of such officers/staff members and the specific purpose of the expense in the memo line and corresponding invoices, receipts, or other documentation for the amount spent and what items or services were purchased. Approval of any expense by cash, credit/debit, electronic payment, or other means shall include the signatures of such officers/staff members on an

itemized receipt, invoice, bill of sale, order confirmation, or other documentation indicating the amount spent and what items or services were purchased. Reimbursements without supporting documentation are grounds for declining to sanction the organization/association. Following the first year of sanctioning, each organization or association shall provide, with its applications for sanctioning, a set of its unaudited financial statements.

G. Following the first year of sanctioning, each organization/association shall provide the following with its application for sanctioning, a set of its unaudited financial statements.

- Financial Statement covering July 1 – June 30.
- Bank Statements covering beginning and ending balance (July & June)
- Proof of 1099's filed for most recent tax year for payments of \$600 or more.

H. 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.

Date Submitted: _____ Select One: Initial Application _____ Renewal _____

Name of Sanctioned Organization _____

Organization's Official Email _____

Organization's Taxpayer ID # _____

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

Describe Organization's Purpose, Goals and Benefits to District Students:

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

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 September 15 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, the Insurance Coverage Form, and the attached financial statement.
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. 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 2023-2024

Beginning Cash Balance, July 1, 2023 \$ _____

Collections:

Merchandise Sales, Etc.	\$ _____
Donations	\$ _____
Dues/Fees	\$ _____
Fundraisers (list all – use add'l pgs if needed)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \$ _____

Expenditures:

Reimbursements	\$ _____
Supplies/Materials	\$ _____
Advertising	\$ _____
Equipment	\$ _____
Donations/Contributions	\$ _____
Fundraisers (list all – use add'l pgs if needed)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$ _____

Ending Cash Balance, _____, 2024 \$ _____

*****Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.**

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 2023-2024 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:

 David Boggs, Date
 Chief Financial Officer

 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: _____

	BARTLESVILLE BOARD OF EDUCATION	Wireless Telecommunication Devices – Employees Adopted: July 12, 2014	FIHH
Revision Date(s): 7/15/2024			

Wireless Telecommunication Devices – Employees

It is Bartlesville Public Schools’ policy that employees shall limit their use of personal wireless telecommunication devices when employees are performing work-related functions in school or at school-related activities. Wireless telecommunication devices include, but are not limited to, cellular telephones, pagers, personal digital assistants, camera technology, phones with audio and/or video recording capabilities, tablet and laptop computers, or similar devices. The term “cell phone” includes but is not limited to cellular phones, mobile phones, VoIP, iPhones, smart phones, internet phones or similar devices.

The district’s wireless network may be used with personally owned devices, subject to the following guidelines:

- The district’s network provides filtered Internet access. The Children’s Internet Protection Act (CIPA) requires all network access to be filtered regardless of the device used to access it while in a public school. Instructional use of personally owned devices should be via the district’s “Bring Your Own Device” wireless network; personal data plan connections are not CIPA compliant and should not be used for classroom network/Internet activities. The district will not be responsible for any usage charges incurred by the use of personal data plan connections.
- The district is not liable for any physical damage, loss, theft, or damage that may occur as a result of connecting to its wireless network or any electrical power source. Employees bringing a personally owned device to work agree to be responsible for and to reimburse the district for any damage arising out of and relating to the use of the district wireless network with the personally owned device.
- The district is not obligated to supply electrical power access; personally owned devices should be brought to school in a fully charged condition.
- Employees are encouraged to take their personally owned devices home every day after work and to record serial numbers of personally owned devices brought to work. It is the employee’s responsibility to ensure that work on a personally owned device is not lost due to mechanical failure or accidental deletion.

Any use of telecommunication devices during work hours should not interfere with assigned duties and related professional responsibilities. Calling, electronic mailing, instant or text messaging, picture messaging, accessing unauthorized sites, uploading or downloading, gaming, web-surfing, or the use of any feature or application during class time, outside the context of a lesson being conducted with students or an activity sponsor contacting students about the logistics of the activity, and when employees are responsible for students is strictly prohibited because it diverts attention from instructional and supervisory responsibilities and detracts from the learning environment. Likewise, these activities are not permitted when employees (engaged in primarily non-instructional activities) are on work time, as distinguished from lunch or break periods. No individual shall use any wireless

	BARTLESVILLE BOARD OF EDUCATION	Wireless Telecommunication Devices – Employees Adopted: July 12, 2014	FIHH
Revision Date(s): 7/15/2024			

telecommunication device for electronic messages or texts, or other distracting communications, while operating a district vehicle or when conducting school business while operating a personal vehicle.

Personal telecommunication devices shall be turned off and out-of-sight in locations deemed “private areas.” “Private areas” include but are not limited to restrooms, locker rooms, and changing rooms. The use of audio/visual recording and camera features are strictly prohibited in these areas.

Many existing devices have the capability for photographs, video, or audio recording. Staff members must not record conversations or events via audio or video without first advising all affected individuals of the intent to make a recording. Employees are prohibited from using cell phones and other telecommunication devices while in areas such as restrooms, locker rooms, and changing rooms.

Per Board Policy ECC and HB 3958 of the 2024 Legislature, school personnel engaging in electronic or digital communication with an individual student shall include the student’s parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform as delineated in district regulation ECC-R and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

The following provisions do NOT apply to a student who is also the employee’s relative in the first or second degree (e.g. son, daughter, niece, nephew):

Employees should only share their personal telecommunication devices with students for educational or academic purposes or in an emergency situation. In instances involving students, no audio or video recording may be made without the written authorization of the site principal or superintendent. Administrative approval of recordings of students will take into consideration whether prior approval for recording has been obtained from parents or guardians of students and whether the recording would identify a specific category of students such as special education students.

Staff members are required to limit communication with ANY students via computers or wireless telecommunication devices to matters concerning the student’s education or extra-curricular activities or community organizations for which the staff member has assigned responsibility. This is not meant to restrict appropriate contacts with a student who is a babysitter or lawncare worker, etc. Even when communication involves education or district related matters, employees should avoid frequent electronic mailing - particularly when messaging is to a single student. Communications to students must, at all times, be professional in words and tone, related to school matters, and limited to essential communications.

	BARTLESVILLE BOARD OF EDUCATION	Wireless Telecommunication Devices – Employees Adopted: July 12, 2014	FIHH
Revision Date(s): 7/15/2024			

No staff member may establish an internet site for the purpose of communicating with students regarding school matters without the express permission of his or her supervisor, having shared with the supervisor the purpose of the site, the name of the internet site’s administrator, the anticipated content of the site, and instructions for site access.

In instances where a student’s communications, with the instructor, sponsor or those in similar relationship to the student, are inappropriate or personal and outside permissible school boundaries the employee has the responsibility to stop the inappropriate communication, report the communication to his or her supervisor and take prompt action to re-direct the student’s communication.

Warning: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

CROSS-REFERENCE:

- **Policy ECC: Use of Internet and Social Networks and Other Forms of Communication**
- **Regulation ECC-R: Approved Staff Messaging Platforms**
- Policy ECB, Using Copyrighted Materials
- Regulation ECA-R, Internet Access and Acceptable Use Agreement
- Policy FIH, Wireless Telecommunication Devices – Students

	BARTLESVILLE BOARD OF EDUCATION	Wireless Telecommunication Devices – Employees Adopted: July 12, 2014	FIHH
	Revision Date(s): 7/15/2024		

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Revision Date(s): 7/15/2024			

No staff member may establish an internet site for the purpose of communicating with students regarding school matters without the express permission of his or her supervisor, having shared with the supervisor the purpose of the site, the name of the internet site’s administrator, the anticipated content of the site, and instructions for site access.

In instances where a student’s communications, with the instructor, sponsor or those in similar relationship to the student, are inappropriate or personal and outside permissible school boundaries the employee has the responsibility to stop the inappropriate communication, report the communication to his or her supervisor and take prompt action to re-direct the student’s communication.

Warning: The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a CRIME under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

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- Regulation ECC-R: Approved Staff Messaging Platforms
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- Regulation ECA-R, Internet Access and Acceptable Use Agreement
- Policy FIH, Wireless Telecommunication Devices – Students

	BARTLESVILLE BOARD OF EDUCATION	Use of Internet and Social Networks and Other Forms of Communication: School-Approved Messaging Platforms Adopted: July 15, 2024	ECC-R
Revision Date(s):			

**Use of Internet and Social Networks and Other Forms of Communication:
School-Approved Messaging Platforms**

HB 3958 of the 2024 Legislature required that school personnel engaging in electronic or digital communication with an individual student include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications.

For the purposes of HB 3958 and Board Policy ECC, the following are school-approved messaging platforms if a district-provided staff account is utilized:

- Canvas
- District e-mail (Gmail)
- Remind
- Thrillshare

References

- [Board Policy ECC: Internet and Other Computer Networks Access and Acceptable Use Policy;](#)
- [Cyber Bullying and Internet Safety](#)
- [Board Policy FIHH: Wireless Telecommunication Devices – Employees](#)
- [HB 3958 of the 2024 Legislature](#)

	BARTLESVILLE BOARD OF EDUCATION	Use of Internet and Social Networks and Other Forms of Communication: School-Approved Messaging Platforms Adopted: July 15, 2024	ECC-R
Revision Date(s):			

Use of Internet and Social Networks and Other Forms of Communication: School-Approved Messaging Platforms

HB 3958 of the 2024 Legislature required that school personnel engaging in electronic or digital communication with an individual student include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school-approved platform and related to school and academic communications.

For the purposes of HB 3958 and Board Policy ECC, the following are school-approved messaging platforms if a district-provided staff account is utilized:

- Canvas
- District e-mail (Gmail)
- Remind
- Thrillshare

References

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- [Cyber Bullying and Internet Safety](#)
- [Board Policy FIHH: Wireless Telecommunication Devices – Employees](#)
- [HB 3958 of the 2024 Legislature](#)

COUNTY
Washington

DISTRICT
1030 Bartlesville

SITE
All Elementary Sites

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:50 AM	3:40 PM	410	30	380	173	1095.67

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
						0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES	0	TOTAL HOURS	0.00

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1137.67
-------------------	---------

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

COUNTY
Washington

DISTRICT
1030 Bartlesville

SITE
All Middle School Sites

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
1	6	6

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:00 AM	2:50 PM	410	30	380	174	1102.00

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
						0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES	0	TOTAL HOURS	0.00

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1138.00
--------------------------	---------

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

COUNTY
Washington

DISTRICT
1030 Bartlesville

SITE
High School

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
1	6	6

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:10 AM	3:09 PM	419	30	389	174	1128.10

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
						0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES		TOTAL HOURS	0.00

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1164.10
--------------------------	---------

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

Memorandum of Understanding (MOU)
Between
GRAND Mental Health (GRAND) and
Bartlesville Public School (School)

THIS MEMORANDUM OF UNDERSTANDING (Agreement) is entered into on this 1st day of September 2024 (Effective Date), by and between GRAND Mental Health (GRAND) and Bartlesville Public School (School).

NOW, THEREFORE, in consideration of the mutual and respective terms, stated obligations and agreements contained herein, GRAND and Bartlesville Public School agree as follows:

Relation of the Parties

In performance of their respective duties and obligations hereunder, and their respective employees and agents, are at all times acting and performing as independent contractors and neither party, nor their respective employees and agents, shall be considered the partner, agent, servant, employee of, or joint venture with the other party. Unless otherwise agreed to herein, the parties acknowledge and agree that neither will be liable for the activities of the other nor the agents and employees of the other, including but not limited to, any liabilities, losses, damages, suits, actions, fines, penalties, claims or demands of any kind or nature by or on behalf of any person. This provision shall survive termination or expiration of this agreement.

PURPOSE

The purpose of this MOU is to establish a working relationship, outlining a plan for GRAND to provide mental health and/or substance use services at Bartlesville Public School for students needing these services. The goals with this MOU include, but are not limited to, providing early intervention for students in need of mental health and/or substance use services to: (1) Prevent and/or decrease the number of students with suicidal behaviors / attempts; (2) Assist school personnel with being able to identify students at risk for emotional or behavioral challenges; (3) Provide targeted interventions with students and their families to provide positive outcomes; (4) Promote a positive school environment; and (5) Decrease student drop outs and increase graduation rates.

Outpatient Services

Obligations of GRAND:

1. If a School official or a GRAND team member believes a student is in need of a referral for GRAND services, the individuals from both parties will meet together (either during a Multidisciplinary Team Meeting (MDT) or at a separate meeting) and shall staff the case.
2. If it is decided that a referral is needed, School officials shall discuss the referral with the student's guardian.

3. If a student's guardian agrees with a referral to GRAND Mental Health for services, either School official or a GRAND team member will make the referral to GRAND Mental Health using the online referral system through the GRAND website.
4. Once a referral for outpatient mental health or substance use services is made to GRAND Mental Health, an attempt will be made to contact the legal guardian within 24 hours to schedule an outpatient screening appointment within 48 hours.
 - a. NOTE: The family will always be told they can walk into any GRAND office Monday – Friday 8:00 a.m. – 5:00 p.m. and receive a screening if they choose, rather than scheduling a screening.
5. After the screening is scheduled, the referral source will be notified that the screening has been scheduled.
 - a. If the screening is not able to be scheduled within 10 business days, the referral source will be notified.
6. Once the screening is completed, the student / family will be assigned to a GRAND Clinical team that will begin working with the student / family, and they will receive the full array of Certified Community Behavioral Health Center (CCBHC) services provided by GRAND.
7. Individuals on the GRAND team may include an Integrated Team Manager (a Licensed or Under Supervision for Licensure Mental Health Professional), a Care Coordinator (Bachelor's Level Clinician), a Behavioral Health Coach (Individual with minimum of 60 college credit hours), and/or a Family Support Provider (a paraprofessional with training and lived experience raising a child that experienced emotional difficulties).
8. Individuals from the GRAND team will provide services for students within the school (only those students that are clients of GRAND). NOTE: GRAND team members will attempt to provide services for students during non-core, elective classes.
9. At the request of School personnel, GRAND team members may participate in parent conferences or other meetings as mutually agreed upon by both parties.
10. GRAND team members shall participate in Multidisciplinary Team Meetings (MDT) with school personnel.
11. At the request of School officials, GRAND team members shall provide trainings and consultations as agreed upon by GRAND administration.
12. GRAND team members will provide support for district wide crisis situations.
13. GRAND shall provide in-service training for District staff as mutually agreed upon by both parties.
14. GRAND will ensure insurance coverage of \$1,000,000.00 per occurrence and \$3,000,000.00 aggregate for abuse / molestation; \$1,000,000.00 per occurrence and

\$3,000,000.00 aggregate for professional liability; and an umbrella over professional liability of \$10,000,000.00.

15. GRAND agrees to protect the privacy of student information and educational records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA) and Oklahoma Law.

Obligations of School:

1. Provide referrals to GRAND Mental Health for students needing mental health and/or substance use counseling services.
2. Allow school personnel to attend Multidisciplinary Team Meetings (MDT).
3. Provide confidential locations for GRAND team members to meet with students to provide services.
4. Allow GRAND team members access to the school internet only for the purposes of doing collaborative documentation.
5. Provide GRAND team members working in each school with necessary safety drill information and expectations regarding their role in each of these drills.

Crisis Services

Any student experiencing crisis behaviors while at school will have access to crisis screening and assessment services provided by GRAND Mental Health.

Obligations of GRAND:

1. GRAND shall provide crisis screening through in-person assessment or via medical device (*aka iPad*) provided by GRAND, utilizing HIPPA compliant software known as Mycare.
2. Crisis screenings shall be provided by a Licensed or Under Supervision for Licensure Mental Health Professional.
3. The goal of the crisis screening shall be to de-escalate the crisis situation to prevent the student from entering a higher level of care or from being removed from the school and/or home environment.
4. If the student does require a higher level of care, the clinician will work with school administration and the student's legal guardian to coordinate this higher level of care.
5. If the student is able to de-escalate and does not require a higher level of care, the GRAND clinician will develop a thorough, 24-hour safety plan, with action steps for school personnel, legal guardians, student, and any other supports involved in student's life and ensure this plan is fully communicated with all parties involved to ensure safety of student and all individuals involved.

6. If the GRAND team member or school personnel believe the student may benefit from additional outpatient mental health or substance use services, a referral for outpatient services will be made after consent is obtained from the student's legal guardian.

Obligations of School:

1. School personnel shall contact GRAND Mental Health any time a student is experiencing a mental health or substance related crisis.
2. School personnel shall ensure a confidential location where student can receive crisis screening either via face-to-face with a GRAND clinician or via medical device (*aka iPad*).
3. If crisis screening is to be provided via medical device (*that has been previously provided by GRAND and a GRAND staff member is not on-site to assist with setting up the medical device*), School personnel will assist with setting up the medical device and assisting student with connecting to GRAND clinician for crisis screening assessment.
4. When a student does receive a crisis screening service provided by GRAND, School personnel will be responsible for notifying student's legal guardian that the crisis screening was provided and the rationale for why the screening was necessary.
 - a. If the GRAND clinician determines that a student does need a higher level of care due to being a danger to self or others, School personnel will be responsible for contacting the student's legal guardian and informing the legal guardian of this information and requesting their presence at the school.
 - i. The GRAND clinician, school personnel, and legal guardian will all work together to find an appropriate higher level treatment provider.
 - b. If the GRAND clinician determines that a higher level of care is not needed and the student is able to remain safely at school and at home, the GRAND clinician will develop a thorough, 24-hour safety plan, with action steps for school personnel, legal guardians, student, and any other supports involved in students life and ensure this plan is fully communicated with all parties involved to ensure safety of student and all individuals involved.
5. If it is determined that a referral for outpatient services is appropriate, the GRAND clinician will discuss with school personnel and legal guardian (as well as student), and if legal guardian is in agreement, a referral for outpatient services will be made (NOTE: See above related to "Outpatient Services").

Additional and On-Going Obligations of Parties:

1. GRAND will provide de-identified student information from the University of Oklahoma's Evaluation Team - Youth Information System (YIS) to School Administration annually related to crisis services provided for students at the school for the previous year.
 - a. This information will be evaluated to determine the effectiveness of services provided and for continuous quality improvement.
2. Every two years, GRAND and School Administration will review this MOU and the school crisis protocol to consider any updates necessary to better meet the needs of the students. In addition, the Oklahoma Prevention Needs Assessment will be included in the bi-annual meeting review to assist in determining if any additional changes are needed.
3. School Administration shall submit the latest protocol and MOU to the Oklahoma Department of Education.

Term and Termination:

The initial term of this Agreement shall commence on the Effective Date and shall continue through 1 September 2025. Thereafter, all changes to the protocol and MOU will need to be signed by the School Board and GRAND officials and submitted to the Oklahoma Department of Education by School Administration.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of first set forth above. Each individual signing below represents and warrants that she/he is a duly authorized individual with authority to bind her/his respective party.

School Administration

GRAND Mental Health

Signature

Signature

Name Printed

Name Printed

Title

Title

Date

Date

2024-2025

Classified Employee
Agreement Manual



Educating and Enriching Lives

Bartlesville Public School
District

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BARTLESVILLE PUBLIC SCHOOLS
Meet and Confer

Procedural Agreement

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

ARTICLE I – RECOGNITION

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

ARTICLE II – INDIVIDUAL RIGHTS

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

Article III – SCOPE AND PURPOSE

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

Article IV – PROCEDURE

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

ARTICLE V – SAVINGS CLAUSE

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

ARTICLE VI – PROCEDURAL AGREEMENT STATUS

- 6.1 This Agreement, when adopted and signed by all parties, shall remain in effect for successive fiscal year periods. Either party desiring changes in this Agreement shall notify the other party in writing between January 1 and January 31 of that year. Once such notice is given, the parties shall meet on a mutually agreeable date, within thirty (30) days to begin good faith efforts on a new Procedural Agreement.

- 6.2 In the event that the “Organization” disbands or otherwise ceases to be the recognized bargaining agent, this Agreement shall be null and void on the date of such disbanding or cessation of representation.

- 6.3 This Agreement becomes effective on the date it has been ratified by both parties.

WITNESS OUR HANDS this _____ day of _____, 2004

Superintendent

BECPO President

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

ATTEST:

President, Board of Education

Clerk of the Board

EMPLOYMENT PROVISIONS

EMPLOYMENT PRACTICES

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

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

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

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

The following guidelines shall govern employment practices within this District.

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

NON-DISCRIMINATION

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

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

Individuals with Disabilities Employment Practices (Policy DAC)

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

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

Notice of Policies

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

Post-offer Medical Examinations

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

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

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

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

Employment Criteria

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

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

General Provisions

The following procedures will be followed:

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

Grievance Procedures

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

SEXUAL HARASSMENT (Policy DA)

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

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

B. Sexual Harassment

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

- 1) Submission to the conduct is made either an explicit or implicit condition of employment.
- 2) Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
- 3) The conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

2. Specific Prohibitions

A. Administrators and Supervisors

- 1) It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
- 2) Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

B. Non-Administrative and Non-Supervisory Employees

It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

3. Report, Investigation, And Sanctions

A. It is the express policy of the Board of Education to encourage victims of sexual harassment to come forward with such claims. This may be done through the Employee Grievance policy.

- 1) Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report will be made to the next higher level of administration or supervision.
- 2) Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile, offensive working environment.
- 3) Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or his Designee has the responsibility of investigating and resolving complaints of sexual harassment.

C. Any employee found to have engaged in sexual harassment shall be subject to sanctions including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

FAIR LABOR STANDARDS ACT (Policy CKA)

The Bartlesville Board of Education will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This District will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The District will cooperate with all state agencies and maintain compliance.

In accordance with the policy of the board of education, the following regulation shall insure compliance with the Fair Labor Standards Act within this school district.

1. Time sheets shall be kept for all nonexempt employees at each work site and maintained and supervised by each employee's immediate supervisor. Employees are directed to clock

in each day at the beginning of the work shift, clock out for lunch time, clock in upon return to work after lunch, and clock out when they quit working that day. Employees are not to work outside of that scheduled work time without prior approval of their supervisor.

2. All time outside of the employee's contract must be approved by the employee's immediate supervisor prior to performing the work. All requests for overtime or comp time must be in writing. All extra work must be reported in writing. An employee who works extra time without prior approval from their immediate supervisor and/or fails to report overtime worked may be subject to disciplinary action which may include termination.
3. The district establishes the following class guide for job classification of exempt and nonexempt employees as defined in the Act:

EXEMPT PERSONNEL

Executive Assistant to the Superintendent
Physical Therapist

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?	_____ Yes	_____ 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?	_____ Yes	_____ No
3.	If you answered "Yes" to Question 1 or 2, have you successfully completed the return-to-duty process?	_____ Yes	_____ No
4.	If you answered "Yes" to Question 3, can you provide documentation of your successful completion of the return-to-duty process?	_____ Yes	_____ 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 2024 – 2025 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 2024 - 2025 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 2024-2025 School Year are as follows:

Independence Day	July 4
Labor Day	September 2
Thanksgiving	November 27, 28, and 29
Christmas	December 24 and 25
New Year's Day	January 1
*Good Friday	April 18
Memorial Day	May 26
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. Business Manager - \$2/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
2024-25**

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	W
0	12.15	12.45	12.77	13.10	13.45	14.42	15.98	17.00	18.09	20.42	23.42
1	12.33	12.63	12.95	13.28	13.63	14.60	16.16	17.18	18.27	20.60	23.60
2	12.51	12.81	13.13	13.46	13.81	14.78	16.34	17.36	18.45	20.78	23.78
3	12.69	12.99	13.31	13.64	13.99	14.96	16.52	17.54	18.63	20.96	23.96
4	12.87	13.17	13.49	13.82	14.17	15.14	16.70	17.72	18.81	21.14	24.14
5	13.05	13.35	13.67	14.00	14.35	15.32	16.88	17.90	18.99	21.32	24.32
6	13.23	13.53	13.85	14.18	14.53	15.50	17.06	18.08	19.17	21.50	24.50
7	13.41	13.71	14.03	14.36	14.71	15.68	17.24	18.26	19.35	21.68	24.68
8	13.59	13.89	14.21	14.54	14.89	15.86	17.42	18.44	19.53	21.86	24.86
9	13.77	14.07	14.39	14.72	15.07	16.04	17.60	18.62	19.71	22.04	25.04
10	13.95	14.25	14.57	14.90	15.25	16.22	17.78	18.80	19.89	22.22	25.22
11	14.13	14.43	14.75	15.08	15.43	16.40	17.96	18.98	20.07	22.40	25.40
12	14.31	14.61	14.93	15.26	15.61	16.58	18.14	19.16	20.25	22.58	25.58
13	14.49	14.79	15.11	15.44	15.79	16.76	18.32	19.34	20.43	22.76	25.76
14	14.67	14.97	15.29	15.62	15.97	16.94	18.50	19.52	20.61	22.94	25.94
15	14.85	15.15	15.47	15.80	16.15	17.12	18.68	19.70	20.79	23.12	26.12
16	15.03	15.33	15.65	15.98	16.33	17.30	18.86	19.88	20.97	23.30	26.30
17	15.21	15.51	15.83	16.16	16.51	17.48	19.04	20.06	21.15	23.48	26.48
18	15.39	15.69	16.01	16.34	16.69	17.66	19.22	20.24	21.33	23.66	26.66
19	15.57	15.87	16.19	16.52	16.87	17.84	19.40	20.42	21.51	23.84	26.84
20	15.75	16.05	16.37	16.70	17.05	18.02	19.58	20.60	21.69	24.02	27.02
21	15.93	16.23	16.55	16.88	17.23	18.20	19.76	20.78	21.87	24.20	27.20
22	16.11	16.41	16.73	17.06	17.41	18.38	19.94	20.96	22.05	24.38	27.38
23	16.29	16.59	16.91	17.24	17.59	18.56	20.12	21.14	22.23	24.56	27.56
24	16.47	16.77	17.09	17.42	17.77	18.74	20.30	21.32	22.41	24.74	27.74
25	16.65	16.95	17.27	17.60	17.95	18.92	20.48	21.50	22.59	24.92	27.92
26	16.83	17.13	17.45	17.78	18.13	19.10	20.66	21.68	22.77	25.10	28.10
27	17.01	17.31	17.63	17.96	18.31	19.28	20.84	21.86	22.95	25.28	28.28

Career Increments:

- 5 to 9 years \$0.25
- 10 to 14 years \$0.50
- 15 to 19 years \$0.75
- 20 to 24 years \$1.00
- 25 or more \$1.25

Step	COTA	Interpreter - Non Certified	Interpreter Level I	Interpreter Level II	Interpreter Level III	Interpreter Level IV	Interpreter Level V	Physical Therapy Assistant	Physical Therapist
0	\$52.00	\$14.00	\$20.00	\$22.00	\$25.00	\$32.00	\$35.00	\$35.00	\$75.00
1	\$52.28	\$14.18	\$20.18	\$22.18	\$25.18	\$32.28	\$35.18	\$35.18	\$75.31
2	\$52.46	\$14.36	\$20.36	\$22.36	\$25.36	\$32.46	\$35.36	\$35.36	\$75.62
3	\$52.64	\$14.54	\$20.54	\$22.54	\$25.54	\$32.64	\$35.54	\$35.54	\$75.93
4	\$52.82	\$14.72	\$20.72	\$22.72	\$25.72	\$32.82	\$35.72	\$35.72	\$76.24
5	\$53.00	\$14.90	\$20.90	\$22.90	\$25.90	\$33.00	\$35.90	\$35.90	\$76.58
6	\$53.18	\$15.08	\$21.08	\$23.08	\$26.08	\$33.18	\$36.08	\$36.08	\$76.91
7	\$53.36	\$15.26	\$21.26	\$23.26	\$26.26	\$33.36	\$36.26	\$36.26	\$77.24
8	\$53.54	\$15.44	\$21.44	\$23.44	\$26.44	\$33.54	\$36.44	\$36.44	\$77.57
9	\$53.72	\$15.62	\$21.62	\$23.62	\$26.62	\$33.72	\$36.62	\$36.62	\$77.90
10	\$53.90	\$15.80	\$21.80	\$23.80	\$26.80	\$33.90	\$36.80	\$36.80	\$79.69
11	\$54.08	\$15.98	\$21.98	\$23.98	\$26.98	\$34.08	\$36.98	\$36.98	\$80.04
12	\$54.26	\$16.16	\$22.16	\$24.16	\$27.16	\$34.26	\$37.16	\$37.16	\$80.39
13	\$54.44	\$16.34	\$22.34	\$24.34	\$27.34	\$34.44	\$37.34	\$37.34	\$80.74
14	\$54.62	\$16.52	\$22.52	\$24.52	\$27.52	\$34.62	\$37.52	\$37.52	\$81.09
15	\$54.80	\$16.70	\$22.70	\$24.70	\$27.70	\$34.80	\$37.70	\$37.70	\$81.46
16	\$54.98	\$16.88	\$22.88	\$24.88	\$27.88	\$34.98	\$37.88	\$37.88	\$81.81
17	\$55.16	\$17.06	\$23.06	\$25.06	\$28.06	\$35.16	\$38.06	\$38.06	\$82.30
18	\$55.34	\$17.24	\$23.24	\$25.24	\$28.24	\$35.34	\$38.24	\$38.24	\$82.79
19	\$55.52	\$17.42	\$23.42	\$25.42	\$28.42	\$35.52	\$38.42	\$38.42	\$83.28
20	\$55.70	\$17.60	\$23.60	\$25.60	\$28.60	\$35.70	\$38.60	\$38.60	\$83.79
21	\$55.88	\$17.78	\$23.78	\$25.78	\$28.78	\$35.88	\$38.78	\$38.78	\$84.28
22	\$56.06	\$17.96	\$23.96	\$25.96	\$28.96	\$36.06	\$38.96	\$38.96	\$84.77
23	\$56.24	\$18.14	\$24.14	\$26.14	\$29.14	\$36.24	\$39.14	\$39.14	\$85.27
24	\$56.42	\$18.32	\$24.32	\$26.32	\$29.32	\$36.42	\$39.32	\$39.32	\$85.76
25	\$56.60	\$18.50	\$24.50	\$26.50	\$29.50	\$36.60	\$39.50	\$39.50	\$87.03
26	\$56.78	\$18.68	\$24.68	\$26.68	\$29.68	\$36.78	\$39.68	\$39.68	\$87.47
27	\$56.96	\$18.86	\$24.86	\$26.86	\$29.86	\$36.96	\$39.86	\$39.86	\$87.91
28									\$88.35
29									\$88.79
30									\$89.23
31									\$89.67
32									\$90.11
33									\$90.55
34+									\$90.99

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	8/14/24	5/22/25	9 ½	5 - 7	180
Accounts Payable Clerk	12 Mos.	V	7/1/24	6/30/25	12	8	260
AIMS Teacher Assistant	Elem. T.A.	P	8/14/24	5/22/25	9 ½	7	179
Athletics & Activities Secretary	12 Mos.	S	7/1/24	6/30/25	12	8	260
ATLAS Teacher Assistant	Elem. T.A. + 5 Days	P	8/14/24	5/22/25	9 ½	7.5	184
Attendance Secretary/Registrar - Elementary	10 Mos. No Vac.	R	7/22/24	6/12/25	10	8	218
	11 Mos. W/ Vac.	R	7/8/24	6/6/25	11	8	240
Attendance Secretary - Secondary	10 Mos. No Vac.	R	7/22/24	6/12/25	10	8	218
Behavior Specialist	Teacher	Cert Sal Table	8/12/24	5/23/25	10	7.25	181
Bus Dispatcher	Bus Driver	P	8/12/24	5/22/25	9 ½	8	181
Bus Driver	Bus Driver	U	8/12/24	5/22/25	9 ½	3 - 8	181
Bus Driver/Trainer	Bus Driver	U	8/12/24	5/22/25	9 ½	8	181
Bus Monitor	Bus Driver	M	8/12/24	5/22/25	9 ½	6-7-8	181
Certified Occupational Therapy Assistant (+ step for returning employees)	4+ Hrs.	\$52/hr.	8/14/24	5/22/25	9 ½	8	180
Certified Payroll Coordinator	12 Mos.	W	7/1/24	6/30/25	12	8	260
Classified Payroll Coordinator	12 Mos.	W	7/1/24	6/30/25	12	8	260
CN Compliance & Financial Manager	12 Mos.	U	7/1/24	6/30/25	12	8	260
CN Procurement & Inventory Coordinator	12 Mos.	T	7/1/24	6/30/25	12	8	260
Counselor Secretary – High School	10 Mos. No Vac.	R	7/22/24	6/12/25	10	8	218
Curriculum Assistant/Textbook Coordinator	12 Mos.	T	7/1/24	6/30/25	12	8	260
ELL Translator	Elem./Second. T.A.	R	8/14/24	5/22/25	9 ½	7-7.5	179 or 180
Encumbrance Clerk	12 Mos.	V	7/1/24	6/30/25	12	8	260
ESC Receptionist/Substitute Coordinator	12 Mos.	T	7/1/24	6/30/25	12	8	260
Executive Assistant to Superintendent/Board Minutes	12 Mos.	V	7/1/24	6/30/25	12	8	260
Family Support Assistant	Secondary T.A.	R	8/14/24	5/22/25	9 ½	4-8	180
Family Support Coordinator	12 Mos.	V	7/1/24	6/30/25	12	8	260
	10 Mos. No Vac.	V	7/22/24	6/12/25	10	8	218
	10 Mos. W/ Vac.	V	7/24/24	5/23/25	10	8	218
	Secondary T.A.	V					
Financial Secretary - Elementary	10 Mos. No Vac.	R	7/22/24	6/12/25	10	8	218
	11 Mos. W/ Vac.	R	7/8/24	6/6/25	11	8	240
Financial Secretary – High School	12 Mos.	R	7/1/24	6/30/25	12	8	260
Financial Secretary – Middle School	11 Mos. No Vac.	R	7/8/24	6/30/25	11	8	240
Fine Arts Facility Manager	12 Mos.	V	7/1/24	6/30/25	12	8	260
Graduation Coach	Teacher	Cert Sal Table	8/12/24	5/23/25	10	7.25	181
Indian Education Secretary (grant)	4+ Hours	R	8/14/24	5/22/25	9 ½	8	180
Information Technology	12 Mos.	V	7/1/24	6/30/25	12	8	260
Interpreter - Non Certified	4+ Hours	\$14/hr	8/14/24	5/22/25	9 ½	7	180

Interpreter Level I (+ step for returning employees)	4+ Hours	\$18/hr	8/14/24	5/22/25	9 ½	7	180
Interpreter Level II (+ step for returning employees)	4+ Hours	\$22/hr	8/14/24	5/22/25	9 ½	7	180
Interpreter Level III (+ step for returning employees)	4+ Hours	\$25/hr	8/14/24	5/22/25	9 ½	7	180
Interpreter Level IV (+ step for returning employees)	4+ Hours	\$32/hr	8/14/24	5/22/25	9 ½	7	180
Interpreter Level V (+ step for returning employees)	4+ Hours	\$35/hr	8/14/24	5/22/25	9 ½	7	180
Library Assistant – Elementary	Elem. Lib. Asst.	M	8/13/24	5/22/25	9 ½	4 - 7	180
Library Assistant – Secondary	Second. Lib. Asst.	M	8/13/24	5/22/25	9 ½	8	181
LPN	4+ Hours	V	8/14/24	5/22/25	9 ½	6 - 7	180
Mechanic	12 Mos.	V	7/1/24	6/30/25	12	8	260
Nurse Assistant	4+ Hours	R	8/14/24	5/22/25	9 ½	7	180
Operation Eagle Tutor	4+ Hours	M	8/14/24	5/22/25	9 ½	4	180
PASS/Back on Track Director	4+ Hours	P	8/14/24	5/22/25	9 ½	7 - 8	180
Percussion Instructor	4+ Hours	V	8/14/24	5/22/25	9 ½	5	180
Performing Fine Arts Secretary	10 Mos. No Vac.	R	7/22/24	6/12/25	10	8	218
Physical Therapist	Teacher	\$75/hr	8/12/24	5/23/25	9 ½	6-8	181
Physical Therapy Assistant	Teacher	\$35/hr	8/12/24	5/23/25	9 ½	6-8	181
Playground Assistant	Less than 4 Hours	M	8/14/24	5/22/25	9 ½	2 – 2.5	173
Principal Secretary - Secondary	12 Mos.	S	7/1/24	6/30/25	12	8	260
Printer/Building Manager – ESC	12 Mos.	R	7/1/24	6/30/25	12	8	260
Psychological Services Secretary	4+ Hours + 5 Days	N	8/14/24	5/22/25	9 ½	6	185
Registrar – High School	12 Mos.	R	7/1/24	6/30/25	12	8	260
Registrar – Middle School	11 Mos. No Vac.	R	7/8/24	6/30/25	11	8	240
Safety Assistant	4+ Hours	R	8/14/24	5/22/25	9 ½	4-8	180
Special Ed. Assistant Level 1	Elem./Second. T.A.	M	8/14/24	5/22/25	9 ½	7	179 or 180
Special Ed. Assistant Level 2	Elem./Second. T.A.	N	8/14/24	5/22/25	9 ½	7	179 or 180
Special Ed. Assistant Level 3	Elem./Second. T.A.	P	8/14/24	5/22/25	9 ½	7	179 or 180
Special Services/Federal Programs Assistant	12 Mos.	W	7/1/24	6/30/25	12	8	260
Strength and Conditioning Coordinator	12 Mos.	V	7/1/24	6/30/25	12	8	260
Student Systems Coordinator	12 Mos.	V	7/1/24	6/30/25	12	8	260
Teacher Assistant	Elem./Second. T.A.	M	8/14/24	5/22/25	9 ½	7	179 or 180
Transportation Secretary	12 Mos.	R	7/1/24	6/30/25	12	8	260
Treasurer/Activity Fund Custodian	12 Mos.	W	7/1/24	6/30/25	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
2024-2025 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 14, 2024	May 22, 2025
1101	Elementary Teacher Asst**	August 14, 2024	May 22, 2025
1105	Secondary Teacher Asst*	August 14, 2024	May 22, 2025
1108	Elementary Library Asst**	August 13, 2024	May 22, 2025
600	Secondary Library Asst*	August 13, 2024	May 22, 2025
2000	Less Than 4 Hours*	August 14, 2024	May 22, 2025
2100/2200	Bus Drivers*	August 12, 2024	May 22, 2025

* 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, elementary teacher assistants, secondary teacher assistants, and less than 4 hour employees will work ONE additional day prior to the start of school.
- Elementary library assistants and secondary library assistants will work TWO additional days prior to the start of school.
- Bus drivers will work THREE additional days prior to the start of school.
- Last day of work may be adjusted due to inclement weather days

9 ½ month employees (Days School is in Session)

Will not report to work on the following dates:

August 30	District Collaboration/Virtual Learning
September 2	Labor Day Holiday
October 16	District Collaboration/Virtual Learning
October 17 – 18	Fall Break
November 25 - 29	Thanksgiving Break (3 Holidays)
December 23 – January 3	Winter Break (3 Holidays)
January 6	District Collaboration/Virtual Learning
February 17	President's Day
March 17 – 21	Spring Break
April 18	Non-School Day

Bus Drivers, Bus Monitors, and the Bus Dispatcher will not report on:

January 20	Martin Luther King Day
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10 Month Employees (218 days with vacation started before 7-1-08)

July 24, 2024	Report to work
May 23, 2025	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 2	Labor Day Holiday
November 27 - 29	Thanksgiving Holiday
December 24 - 25	Christmas Holiday

January 1
***April 18

New Year's Day Holiday
Good Friday Holiday

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

July 22, 2024
June 12, 2025

Report to work
Last day to Work

10 month employees (218 days with no vacation started after (7-1-08) will not report to work on the following dates:

September 2	Labor Day Holiday
October 17 – 18	Fall Break
November 23 - 29	Thanksgiving Break (3 Holidays)
December 23 – January 3	Winter Break (3 Holidays)
March 17 – 21	Spring Break
***April 18	Good Friday Holiday
May 26	Memorial Day Holiday

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

July 8, 2024
June 6, 2025

Report to work
Last day to work

11 Month Employees (240 days with vacation started before 7-1-08) will not report to work on the following dates:

September 2	Labor Day Holiday
November 27 - 29	Thanksgiving Holiday
December 24 - 25	Christmas Holiday
January 1	New Year's Day Holiday
***April 18	Good Friday Holiday
May 26	Memorial Day Holiday

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

July 8, 2024
June 30, 2025

Report to work
Last day to work

11 Month Employees (240 days no vacation started after 7-1-08) will not report to work on the following dates:

September 2	Labor Day Holiday
October 17 – 18	Fall Break
November 23 - 29	Thanksgiving Break (3 Holidays)
December 23 – January 3	Winter Break (3 Holidays)
March 17 – 21	Spring Break
***April 18	Good Friday Holiday
May 26	Memorial Day Holiday

12 Month Employees (260 days)

July 1, 2024
June 30, 2025

Report to Work
Last Day to Work

12 Month employees will not report to work on the following dates:

July 4	Independence Day Holiday
July 5	Non-Working Day
September 2	Labor Day Holiday
November 27 - 29	Thanksgiving Holiday
December 24 - 25	Christmas Holiday
January 1	New Year's Day Holiday
***April 18	Good Friday Holiday
May 26	Memorial Day Holiday

Leap Year Holiday – On Leap Year, 12-month employees will be entitled to one (1) floating additional day off from work to be taken when a substitute will not be required. Must be used between February 29th and June 30th of the leap year.

Holidays are paid days.

***If Good Friday is used as a school day, 10 & 11 month support employees will have their work calendar shortened by one day and all 12 month employees may take 1 paid day between Good Friday and June 30th.