

AGENDA FOR BOARD OF EDUCATION SPECIAL MEETING

Bartlesville Public Schools

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

Monday, August 19, 2024 at 5:30 PM

- I. Call Meeting to Order
- II. Flag Salute
- III. Spotlight
 - III.A. Technology Student Association National Conference Awards
- 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
- 2024 08 19 Teaching & Learning Update
 - V.B. Construction Update
 - V.C. Financial Update
 - V.D. Upcoming Board of Education Meetings
- Regular Meeting - Monday, September 16, 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"

- July 15, 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 July 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. Approval of the Negotiated Agreement for 2024-25 as set out on Attachment "J"

VI.K. Approval of the Oklahoma Department of Career and Technology Education Contract for Secondary Career and Technology Education Programs (AG, BITE, STEM) for SY2024-25 as set out on Attachment "K"

VI.L. Approval of the St. John's Co-op agreements as set out on Attachment "L"

VI.M. Approval of K-9 Narcotics Detection Renewal Agreement for 2024-25 as set out on Attachment "M"

VI.N. Approval of Policy FDC: Transfers for Special Education Students as set out on Attachment "N"

VI.O. Approval of Activity Fund Transfers as listed on Attachment "O"

VI.P. Approval of Activity Fund Fundraising Expenditures as set out on Attachment "P"

VII. Discussion Topics

VII.A. The Anxious Generation by Jonathon Haidt

VIII. 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).

IX. 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.

X. Adjournment

Posted at the front door of the Education Service Center, 1100 South Jennings Avenue, Bartlesville, Oklahoma, at 5:30 p.m., August 16, 2024, by Laci Harris, Minutes Clerk of the Board.



Drone shots courtesy of Cliff Riner

WAYSIDE



WAYSIDE MARQUEE



WAYSIDE GYM PANELS & SECURE ENTRY



WAYSIDE LIBRARY



WAYSIDE LIBRARY CONFERENCE ROOMS & OFFICE AREAS



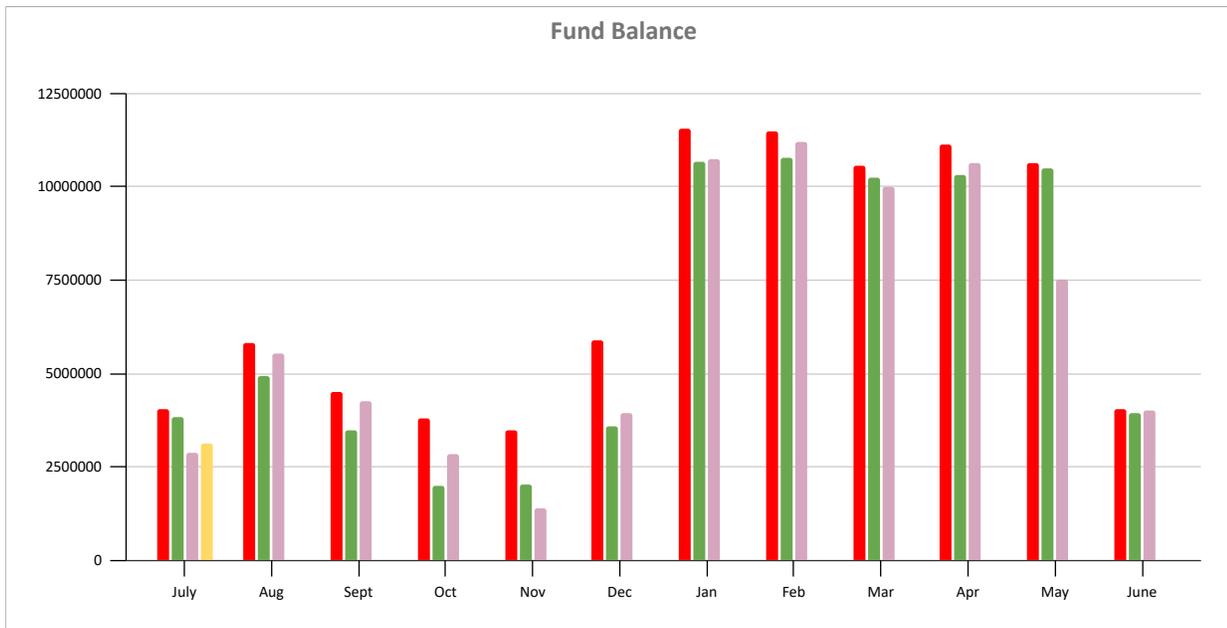
RANCH HEIGHTS ADDITION PREPARATIONS





Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2022-2025

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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
FY 25	3,114,772											
FY25-FY24	244,768	(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)

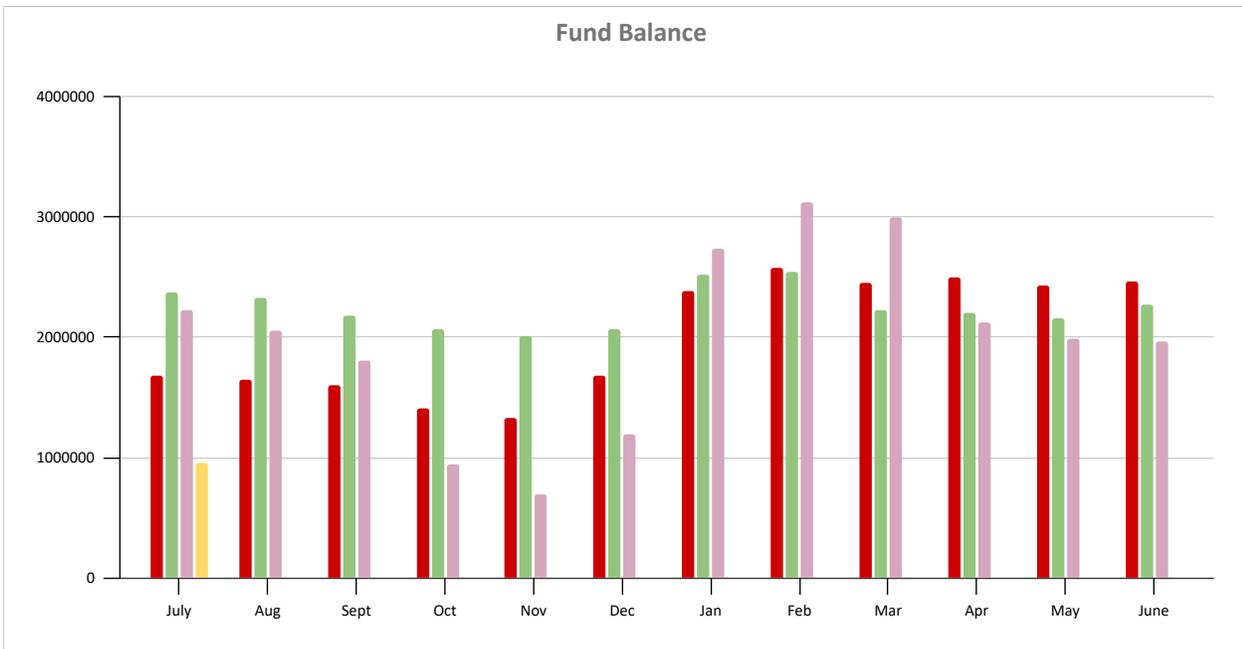


Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis

	<u>July</u>	<u>2024-25 Year to Date Total</u>	<u>2023-24 Year to Date Total</u>	<u>2022-23 Year to Date Total</u>
Beginning balance	\$ 4,012,343	\$ 4,012,343	\$ 3,931,988	\$4,065,794
Local	65,896	65,896	122,118	45,940
County	15,866	15,866	27,749	25,871
State	108,413	108,413	144,941	141,088
Federal	280,928	280,928	844,204	1,431,725
Other sources	1,004	1,004	518	30
	<u>472,107</u>	<u>472,107</u>	<u>1,139,530</u>	<u>1,644,654</u>
Total cash available	4,484,450	4,484,450	5,071,518	5,710,448
<u>Requirements:</u>				
Salaries	438,862	438,862	478,964	430,485
Benefits	255,441	255,441	229,927	210,576
Professional services	34,744	34,744	17,358	32,341
Property services	282,052	282,052	310,933	220,086
Other purchased services	41,231	41,231	825,187	676,908
Supplies & materials	268,836	268,836	294,794	171,730
Property	31,435	31,435	30,676	106,614
Other uses	17,077	17,077	13,675	12,247
	<u>1,369,678</u>	<u>1,369,678</u>	<u>2,201,514</u>	<u>1,860,987</u>
Ending balance	<u><u>3,114,772</u></u>	<u><u>3,114,772</u></u>	<u><u>2,870,004</u></u>	<u><u>3,849,461</u></u>

Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2022-2025

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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
FY 25	953,273											
FY25-FY24	(1,270,910)	(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)



Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis

	<u>July</u>	<u>2024-25 Year to Date Total</u>	<u>Prior Year Year to Date Total</u>
Beginning balance	\$ 1,960,216	\$ 1,960,216	\$ 2,265,535
 <u>Revenue:</u>			
Local	10,208	10,208	13,640
State	61	61	52
Other sources	-	-	-
	<u>10,269</u>	<u>10,269</u>	<u>13,692</u>
 Total cash available	 1,970,485	 1,970,485	 2,279,227
 <u>Requirements:</u>			
Professional services	11,800	11,800	19,878
Property services	76,808	76,808	24,887
Other purchased services	880,307	880,307	-
Supplies & materials	5,118	5,118	10,279
Property	43,179	43,179	-
Other uses	-	-	-
	<u>1,017,212</u>	<u>1,017,212</u>	<u>55,044</u>
 Ending balance	 <u>953,273</u>	 <u>953,273</u>	 <u>2,224,183</u>

MINUTES OF THE BOARD OF EDUCATION SPECIAL MEETING - July 15, 2024

The Board of Education of Independent School District No. 30 of Washington County, Bartlesville, Oklahoma met at the Bartlesville High School - Freshman Academy Conference Room, 1700 Hillcrest Drive, Bartlesville, Oklahoma 74003 on Monday, July 15, 2024 at 5:30 PM.

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

I. Call Meeting to Order

II. Flag Salute

III. Spotlight

III.A. Bartlesville Public Schools Foundation

Executive Director Blair Ellis highlighted the BPSF events, funded programs, the upcoming State of the Schools Luncheon, and a new Bruin 8K this fall.

III.B. Unified Champion Schools Banner

Brandy Avery explained the Unified Schools program.

IV. Public Comment

BEA co-pres Anna Thom thanked the board and BPS leadership for supporting teachers.

V. Superintendent's Report

V.A. Teaching & Learning Update

LaDonna Chancellor gave an update regarding enrollment, professional development, artificial intelligence in the classroom, and back-to-school events.

V.B. Construction Update

Caleb Rovenstine updated the board on the new construction at Ranch Heights Elementary, the status of the interior construction at Wayside Elementary, and changes for the aviation class and the new construction class set up at Bartlesville High School.

V.C. Financial Update

V.D. Upcoming Board of Education Meetings

- Regular Meeting - Monday, August 19, 2024; 5:30 p.m.

VI. Consent Agenda

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"

Order #1 – Motion: to approve items A through T. This motion, made by Randy Herren and seconded by Suzy Keirse, Passed. Kinder Shamhart: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Andrea Nightingale: Yea. Yea: 4, Nay: 0

VII. Public Comment

There were no public comments.

VIII. New Business

There was no new business.

IX. Adjournment

There being no further business, the meeting adjourned at 6:07 p.m.

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

I, the undersigned Minutes Clerk of the Board of Education of Independent School District No. 30 of Washington County, Oklahoma, certify that notice of the time, date, and place of this regular meeting was given to the County Clerk of Washington prior to December 15, 2023, and was mailed or delivered to all of those who have made written requests and paid the request fee for notice of regular meetings.

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

location of this meeting.

2024-2025 Fiscal Year
Encumbrance Orders for Approval
August 19, 2024

The following list of Encumbrance Orders (Purchase Orders), totaling \$1,388,746.63 is submitted for consideration by the Bartlesville Board of Education for the dates of July 12, 2024 to August 15, 2024 for Funds 11-81 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 \$1,388,746.63.

Submitted to the Board of Education
August 19, 2024

2024-2025 Fiscal Year

	FUND	P.O. #'s	AMOUNT
11	General	424 - 572	\$ 884,422.54
12	Coop		
21	Building	20	\$ 20,464.00
22	Child Nutrition Fund	36 - 44	\$ 34,314.58
31	2019 Bond - Projects	5 - 6	\$ 945.00
32	2021 Bond - 2023 Projects	4 - 7	\$ 69,459.21
33	2021 bond - 2024 Projects	88 - 110	\$ 301,391.30
37	Combined Purpose Series 2013A		
39	Bond Interest	2 - 3	\$ 77,750.00
81	Gifts Fund		
	TOTAL		\$ 1,388,746.63

GRAND TOTAL: \$ 1,388,746.63

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
424	07/15/2024	ISD#30/TRANSPORTATION	TRAVEL - 412/CENTRAL BLANKET PO FOR TRANSPORTATION USED FOR TSA/ROBOTICS EVENTS DURING 24-25 SY	1,000.00
425	07/15/2024	LAURA L WILLIAMS	TRAVEL REIMBURSEMENT - 412/CENTRAL MILEAGE REIMBURSEMENT FOR LAURA WILLIAMS ATTENDING OKACTE SUMMIT 8/1/24-8/2/24	19.83
426	07/15/2024	SCOTT R KOHNLE	TRAVEL REIMBURSEMENT - 412/CENTRAL MILEAGE REIMBURSEMENT FOR SCOTT KOHNLE FOR ATTENDING OKACTE SUMMIT ON AUG 1 - AUG 2, 2024 DAY 1 @ TULSA, DAY 2 @ BROKEN ARROW	140.70
427	07/15/2024	LOWE'S COMPANIES, INC.	COCURRICULAR SUPPLIES - 412/CENTRAL BLANKET PO FOR MISC. COCURRICULAR CLASSROOM SUPPLIES TO BE PURCHASED DURING 24-25 SY	500.00
428	07/15/2024	WAL-MART COMMUNITY	COCURRICULAR SUPPLIES - 412/CENTRAL BLANKET PO FOR COCURRICULAR CLASSROOM SUPPLIES TO BE PURCHASED IN 24-25 SY	1,000.00
429	07/15/2024	POSITIVE PROMOTIONS	COCURR-SPLYS-015/RANCH HEIGHTS SHIPPING COST	26.95
430	07/15/2024	SCHOOL SPECIALTY, LLC	GENL-COPY-SPLYS-015/WAYSIDE CLASSROOM SUPPLIES AND PAPER FOR MS. JENNINGS, CART #1036084507	130.05
431	07/15/2024	SCHOOL SPECIALTY, LLC	GENL-COPY-SPLYS-015/WAYSIDE PAPER & SUPPLIES FOR MS. MOWLAVI'S CLASSROOM CART # 1033538150	112.15
432	07/15/2024	AMAZON CAPTIAL SERVICES INC	books-795/Fed Prog/ESC Books - Behavior Academies: Targeted Interventions That Work	3,310.00
433	07/15/2024	AMERICAN PLANT PRODUCTS	plant supplies-412/Fed Prog/HS Plant supplies to include pots, soil, trays, chemicals, fertilizer, tags, etc. for AG program	500.00
434	07/15/2024	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/CENTRAL MISC. SUPPLIES PER ATTACHED AMAZON CARTS (2)	166.54
435	07/16/2024	STAPLES CONTRACT & COMMERCIAL INC	FURN/FIX/APPL-015/BHS TO PURCHASE A DESK, LATERAL FILE CABINET, AND BOOKCASE FOR HARRY WRIGHT PER STAPLES QUOTE	1,580.93
436	07/16/2024	AMAZON CAPTIAL SERVICES INC	AF/TREASURER/000/ESC Blanket po for desk, file cabinet, and monitor holder per quote dated 7/16/24	1,202.56
437	07/16/2024	FIRST THOUGHT, INC.	BAG FOR SCHOOL SUPPLIES-561/OEJOM DRAWSTRING BAGS FOR JOM SCHOOL SUPPLIES	747.50
438	07/16/2024	AMAZON CAPTIAL SERVICES INC	FURN-015/MADISON Shelves for classroom Shelves for classroom	420.41
439	07/16/2024	WAL-MART COMMUNITY	BLDG/CLSSRM SPLYS-015/MADISON Blanket PO for misc. Office, general & cleaning supplies, etc.	200.00
440	07/17/2024	ESS SOUTH CENTRAL	SUB MANAGEMENT SERVICE BLANKET PO FOR ESS SUBSTITUTE COSTS	450,000.00
441	07/17/2024	VEX ROBOTICS, INC	COCURRICULAR SUPPLIES - 412/CENTRAL 48T HIGH STRENGTH GEAR V2 (8PK) SEE ATTACHED QUOTE #111096330	570.77
442	07/17/2024	REALITY WORKS, INC.	AG supplies-469/Fed Prog/HS	15,000.00

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			See attached quote, 160012, for AG supplies to include plant materials, soil kit, vet science pathway package, etc.	
443	07/17/2024	CENTRAL OKLAHOMA WORKFORCE	fee-731/ABE/ESC One stop fee for Adult Education SY 24-25 shared space cost with Green Country Workforce Development Board (GCWDB).	100.00
444	07/17/2024	OK EMPLOYMENT SECURITY COMM	ABE Fee-731/ABE/ESC One Stop Fee for Adult Education SY 24-25. Shared space cost with NE Workforce Center.	2,018.73
445	07/17/2024	WESTERN PSYCHOLOGICAL SERVICES	testing materials-054/SS/ESC See attached list for psychological services testing materials.	1,170.60
446	07/17/2024	MHS	testing materials-054/SS/ESC See attached for psychological services testing materials for SY 24/25.	1,475.00
447	07/17/2024	RIVERSIDE ASSESSMENTS, LLC	testing materials-054/SS/ESC See attached for psychological services testing material for SY 24/25.	1,683.99
448	07/17/2024	WORTHINGTON DIRECT, INC.	aviation supplies-421/Fed Prog/HS see attached quote for maker table for aviation classroom use. Quote #QTE086093	7,735.00
449	07/17/2024	DIGITAL EDGE INC.	flight simulator-421/Fed Prog/HS See attached quote for The Basics for Flight Simulation	11,892.60
450	07/22/2024	ROBOTICS EDUCATION AND	DUES & FEES - 412/CENTRAL TEAM REGISTRATION FOR 24-25 SY TEAMS 65292A, B, D, E, F	1,000.00
451	07/22/2024	STAPLES CONTRACT & COMMERCIAL INC	GENERAL SUPPLIES - 015/CENTRAL PRIVACY SCREEN FILTER FOR 24" MONITORS FOR LISA DODSON AND KENDRA BARTEL SEE ATTACHED QUOTE DATED 7/22/24	160.40
452	07/22/2024	AMAZON CAPTIAL SERVICES INC	tech supplies-421/Fed Prog/HS See attached list for supplies for BMITE career tech program at BHS to include tripod, Soft LED light, and wireless Video Transmission System, etc.	10,430.98
453	07/22/2024	B & H PHOTO VIDEO PRO-AUDIO	tech items-421/Fed Prog/HS See attached list for BMITE Career Tech program at BHS to include monitor, microphone, stream deck, webcams, tripods, etc.	30,864.88
454	07/22/2024	SITLER'S SUPPLIES INC	GENERAL SUPPLIES-015/BHS TO PURCHASE MISC FAC SUPPLIES TO INCLUDE BATTERIES, ETC PER QUOTE#08206	287.50
455	07/22/2024	AMAZON CAPTIAL SERVICES INC	EQUIPMENT/000/SPED PO for changing table for Special Education Classroom at Wayside	863.99
456	07/22/2024	COLLEGE BOARD	registration - 541/Fed Prog/ESC Registration for the following to attend College Board Conference in Austin, TX, Oct. 21-23, 2024. Marci Beckley, Gretchen Watson, Tonya Knollmeyer, and Eric Harp.	1,800.00
457	07/22/2024	PERMA-BOUND BOOKS	GENL Books 015/JANE PHILLIPS /Poston 1109060 2025 Redbud read aloud reward book set	368.44
458	07/22/2024	PERMA-BOUND BOOKS	GENL Books/015/JANE PHILLIPS/130/Poston Quote Number Q-17747808 2025 Sequoyah book set	629.70
459	07/22/2024	GRIZZLY INDUSTRIAL, INC.	classroom supplies-552/Fed Prog/ESC See attached quote for High School Construction classroom supplies.	13,178.85

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
460	07/23/2024	COLLEGE BOARD	AP testing-552/Fed Prog/ESC AP college exams for SY 24/25 for high school students.	25,000.00
461	07/23/2024	REALLY GREAT READING COMPANY, LLC	online subscption-795/Fed Prog/ESC See attached for Blast online and HD Word online subscription for SY 24/25.	1,702.00
462	07/24/2024	ARVEST BANK CORPORATE VISA	hotel-reg-541/000 - Fed Prog/ESC Blanket PO for Hotel and registration fees for Chuck McCauley and LaDonna Chancellor to attend AASA National Conference in New Orleans, LA March 5-8, 2025.	3,590.00
463	07/24/2024	ARVEST BANK CORPORATE VISA	hotel-541/Fed Prog/ESC Blanket PO for Hotel expenses for staff while attending College Board conference in Austin, TX Oct. 20-23, 2024. Marci Beckley, Eric Harp, Tonya Knollmeyer, and Gretchen Watson.	5,500.00
464	07/24/2024	DELL MARKETING LP	TECH-RLDT-SPLYS-795/Technology/ESC Blanket po for desktop computer refresh across district	150,000.00
465	07/24/2024	CDW LLC	TECH-SPLYS-015/KANE COLOR PRINTER FOR OFFICE/COUNSELOR USE -HP LASERJET PRO 3201DW SEE QUOTE#NZSD460	231.23
466	07/24/2024	R. K. BLACK	GENL-SPLYS-015/HOOVER Blanket for Canon Roll paper heavyweight coated 145 GSM paper 36 x 100 no shipping	500.00
467	07/24/2024	SPEARS WORLD TRAVEL SERVICE, INC	airline tickets-541/Fed Prog/ESC Airline tickets for staff to attend College board conference in Austin, TX, Oct. 20-23, 2024.	1,300.00
468	07/24/2024	SPEARS WORLD TRAVEL SERVICE, INC	airline tickets-541/000/ Fed Prog/ESC Airline tickets for Chuck McCauley and LaDonna Chancellor to New Orleans, LA, March 5-8, 2025 to attend AASA Conference.	1,151.92
469	07/25/2024	FSS SOFTWARE TOPCO LP	LIBRARY BOOKS - 015/CENTRAL LIBRARY BOOKS AND PROCESSING FEE PER ATTACHED QUOTE# 11578213	452.06
470	07/25/2024	P&T ENTERPRISES, LLC	Blanket PO for Diagnostic Kit for Bus & Parts Blanket PO for Cojali Diagnostic Kit for Bus, White Fleet & Parts	5,000.00
471	07/25/2024	CHARLES R MCCAULEY	travel-000/Fed Prog/ESC Reimbursement for travel expenses to New Orleans, LA to attend AASA Conference, March 5-8, 2025.	600.00
472	07/25/2024	LADONNA M CHANCELLOR	travel-541/Fed Prog/ESC Reimbursement for travel expenses to New Orleans, LA to attend AASA Conference, March 5-8, 2025.	600.00
473	07/25/2024	PROJECT LEAD THE WAY, INC.	registration-541/Fed Prog/ESC Registration for Lane Ullrich to attend PLTW Summit, Oct. 2-5, 2024 in San Diego, CA.	745.00
474	07/25/2024	MARCI LOUAVA BECKLEY	travel - 541/Fed Prog/ESC Reimbursement for travel expenses to Austin, TX to attend AP National Conference, Oct. 20-23, 2024.	600.00
475	07/25/2024	ERIC L HARP	travel-541/Fed Prog/ESC Reimbursement for travel expenses to Austin, TX to attend AP National Conference, Oct. 20-23, 2024.	600.00
476	07/25/2024	GRETCHEN N WATSON	travel-541/Fed Prog/ESC	600.00

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			Reimbursement for travel expenses to Austin, TX to attend AP National Conference, Oct. 20-23, 2024.	
477	07/25/2024	TONYA R KNOLLMAYER	travel-541/Fed Prog/ESC	600.00
			Reimbursement for travel expenses to Austin, TX to attend AP National Conference, Oct. 20-23, 2024.	
478	07/29/2024	AMAZON CAPTIAL SERVICES INC	FURNITURE - 015/CENTRAL VIZ-PRO DRY ERASE BOARD/WHITEBOARD 96X48 FOR JASON WELCHEL'S CLASSROOM	289.90
479	07/29/2024	J.W. PEPPER & SONS, INC.	COCURR-SPLYS-027/VM/CENTRAL BLANKET PO FOR SHEET MUSIC FOR FALL SEMESTER AND CIRCLE THE STATE WITH SONG	1,500.00
480	07/29/2024	INDIANA FINANCE AUTHORITY	Out of District Travel Blanket PO for RIVERLINK PASS for Out of District Travel	20.00
481	07/29/2024	JON A GRAY	Travel-054/SS/ESC Blanket - mileage reimbursement for SY 24/25. (school psychologist)	700.00
482	07/29/2024	ATHEA HARRIS	Travel-054/SS/ESC Blanket - mileage reimbursement for SY 24/25 (district school nurse)	800.00
483	07/29/2024	FIRST THOUGHT, INC.	GENL/FURNITURE/015/Jane Phillips 2 Bruin signs for the office 30x36	598.00
484	07/29/2024	AMAZON CAPTIAL SERVICES INC	GENL-SPLYS-015/JANE PHILLIPS Clipboards Bulk, EZZGOL 36 and Dry Erase Lapboards Pandri 26 pack double sided see cart	65.98
485	07/30/2024	US FEDERATION FOR SPORT CHEERING	001/ATHLETICS/DUES & FEES/BHS MEMBERSHIP FOR USA CLUB STUNT PROGRAM FOR CHEER	149.00
486	07/30/2024	ETTINGERS OFFICE SUPPLY	SCHOOL SUPPLIES FOR JOHNSON O'MALLEY SCHOOL SUPPLIES FOR JOHNSON O'MALLEY	1,000.00
487	07/31/2024	AMAZON CAPTIAL SERVICES INC	AUDIO/VISUAL SUPPLIES TO PURCHASE MISC AUDIO/VISUAL TECH-RELATED ITEMS INCLUDING CABLES, INDUSTRIAL POWER STRIPS, ADAPTERS, POWER SUPPLIES, ETC PER AMAZON LIST	1,600.00
488	07/31/2024	ARVEST BANK CORPORATE VISA	registration-054/SS/ESC Registration for Athea Harris CPR/First Aid/AED Instructor Training in Tulsa, OK, Aug. 3, 2024.	350.00
489	07/31/2024	GRAPHIC SOLUTIONS GROUP, INC.	maintenance-412/Fed Prog/AG Extended warranty for one year for Roland vinyl printer.	1,499.00
490	07/31/2024	AMERICAN CHORAL DIRECTORS ASSOC	DUES & FEES-027/VM/BHS BLANKET PO FOR ACDA MEMBERSHIPS SARAH LONG MARISSA SHAW JULIE PATTISON CHELSEA ARNOLD TAMARA WALKER	625.00
491	07/31/2024	BOYD PIANO COMPANY	NON-TECH-SRVCS-027/VM/BHS BLANKET PO FOR TUNING AND REPAIRS	1,500.00
492	07/31/2024	OK CHORAL DIRECTORS ASSOC	COCURR-SPLYS-027/VM/BHS ALLSTATE ACCOMPANIMENT TRACK SOP,, ALTO, TENOR, BASS ALLSTATE PART REHEARSAL TRACKS SOP,, ALTO, TENOR, BASS	105.00

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
493	07/31/2024	PALEN MUSIC CENTER INC	COCURR-SPLYS-026/IM/BHS BLANKET PO FOR FALL 2024 SUPPLIES/REPAIRS, ETC	4,000.00
494	07/31/2024	SPEARS WORLD TRAVEL SERVICE, INC	airline tickets-541/Fed Prog/ESC Airline tickets to San Diego, CA to attend PLTW Summit Oct. 2-5, 2024. Stephanie Curtis, LaDonna Chancellor, Michael Harp, Joey Eidson, Matt Hancock, Jeremy Hanks, Renate Salerno, Laura Williams, and Lane Ullrich.	4,000.00
495	08/01/2024	CDW LLC	PRINTERS-412/CENTRAL PRINTERS AND SERVICE WARRANTIES FOR SCOTT KOHNLE USING BMITE 412 FUNDS PER QUOTE N2XL003	1,350.37
496	08/01/2024	NATIONAL ASSOC FOR MUSIC EDUCATION	DUES & FEES-027/VM/BHS BLANKET PO FOR NAFME MEMBERSHIP RENEWAL FOR: TAMARA WALKER, CHELSEA ARNOLD, MARISSA SHAW, SARAH LONG & JULIE PATTISON	700.00
497	08/01/2024	AMAZON CAPTIAL SERVICES INC	supplies-421/Fed Prog/HS-AG 2- Dog Grooming tables - see attached.	1,198.00
498	08/01/2024	R. K. BLACK	COPIERS/012/DIST Blanket PO for copier usage, parts, supplies & services across district	1,500.00
499	08/01/2024	STEPHANIE A CURTIS	prof dev-541/Fed Prog/ESC Reimbursement for travel expenses while attending PLTW Summit, Oct. 2-5, 2024 in San Diego, CA.	800.00
500	08/01/2024	LADONNA M CHANCELLOR	prof dev-541/Fed Prog/ESC Reimbursement for travel expenses while attending PLTW Summit, Oct. 2-5, 2024 in San Diego, CA.	800.00
501	08/01/2024	MICHAEL D HARP	prof dev-541/Fed Prog/ESC Reimbursement for travel expenses while attending PLTW Summit, Oct. 2-5, 2024 in San Diego, CA.	800.00
502	08/01/2024	JOSEPH E EIDSON	prof dev-541/Fed Prog/ESC Reimbursement for travel expenses while attending PLTW Summit, Oct. 2-5, 2024 in San Diego, CA.	800.00
503	08/01/2024	MATTHEW J HANCOCK	prof dev-541/Fed Prog/ESC Reimbursement for travel expenses while attending PLTW Summit, Oct. 2-5, 2024 in San Diego, CA.	800.00
504	08/01/2024	JEREMY J HANKS	prof dev-541/Fed Prog/ESC Reimbursement for travel expenses while attending PLTW Summit, Oct. 2-5, 2024 in San Diego, CA.	800.00
505	08/01/2024	RENATE MARIE SALERNO	prof dev-541/Fed Prog/ESC Reimbursement for travel expenses while attending PLTW Summit, Oct. 2-5, 2024 in San Diego, CA.	800.00
506	08/01/2024	LAURA L WILLIAMS	prof dev-541/Fed Prog/ESC Reimbursement for travel expenses while attending PLTW Summit, Oct. 2-5, 2024 in San Diego, CA.	800.00
507	08/01/2024	LANE F ULLRICH	prof dev-541/Fed Prog/ESC Reimbursement for travel expenses while attending PLTW Summit, Oct. 2-5, 2024 in San Diego, CA.	800.00
508	08/01/2024	CLUBHOUSE TRAILER CO., LLC	Semi Trailer Parts Blanket PO for Semi Trailer Parts	2,500.00
509	08/01/2024	NASCO	supplies-421/Fed Prog/HS-AG See attached for AcuRite Atlas 7 in 1 Weather Station #NE30444	359.99
510	08/01/2024	INT'L GREENHOUSE CONTRACTORS LLC	supplies-421/Fed Prog/HS-AG	8,577.00

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
511	08/01/2024	KEVIN DILL	CropKing Aquaponic System for HS AG program prof. Dev-541/Fed Prog/ESC Blanket - 6 days of onsite behavior coaching for elementary schools Sept. 25, 26, 27, Oct. 2, 3, and 4, 2024.	24,000.00
512	08/01/2024	PROJECT LEAD THE WAY, INC.	DUES & FEES/412/MADISON Participation Fee Bethany Shaw & Lane Ullrich	950.00
513	08/05/2024	RAPTOR TECHNOLOGIES LLC	visitor labels-275/SS/ESC See attached for Raptor visitor labels for school sites.	485.00
514	08/05/2024	FIRST THOUGHT, INC.	OFF FIXURE-STUDENT/STAFF RECOG-296/KANE BLANKET PO FOR MISC ITEMS - INCLUDING BRUIN BACKDROP, STUDENT AND STAFF RECOGNITION ITEMS, PLAQUES, NAME PLATES, STUDENT AWARDS, ETC.	800.00
515	08/05/2024	ROBERTS DOCUMENT SOLUTIONS	GENEAL PRINTING - 296/KANE BLANKET PO FOR MISC PRINTING, INCLUDING POSTERS, FLYERS, PAMPLETS, ETC.	500.00
516	08/05/2024	PS SAFETY CONNECTION LLC	GENL-SPYLS-015/RANCH HEIGHTS CUSTOM NAME TAGS FOR BACK PACKS, BUS RIDERS AND AFTER SCHOOL CARE TO HELP WITH IDENTIFICATION OF STUDENTS TO EASE THE PROCESS OF IDENTIFYING BUS RIDERS AND THE BUS THEY ARE RIDING	1,375.00
517	08/05/2024	PROJECT LEAD THE WAY, INC.	DUES & FEES/412/MADISON Mystery Toxin Kits	202.00
518	08/05/2024	ISD#30/TRANSPORTATION	TRAVEL-412/MADISON Blanket for 2024-2025 SY Transportation	1,000.00
519	08/05/2024	CAROLINA BIOLOGICAL SUPPLY	GENL-SPLY-412/Madison Misc supplies inc sheep brains, blood testing kits, etc.	1,482.45
520	08/05/2024	WAL-MART COMMUNITY	GENL-SPLYS-412/MADISON Blanket for classroom supplies	400.00
521	08/05/2024	STAPLES CONTRACT & COMMERCIAL INC	GENL-SPLYS-412/MADISON Classroom Supplies, pencils, paper, staples, toners Quote attached	754.38
522	08/05/2024	TECHNOLOGY STUDENT ASSOCIATION	DUES & FEES/412/MADISON TSA Blue Cap Membership TSA State Dues TSA Advisor Dues Bethany Shaw & Lane Ullrich	510.00
523	08/05/2024	AMAZON CAPTIAL SERVICES INC	GENL-SPLYS-412/MADISON Storage containers and Tablet Case	763.12
524	08/05/2024	RSR ELECTRONICS, INC DBA	GENL-SPLYS-412/MADISON Microbit Club Kit Shipping \$14	196.95
525	08/06/2024	VEX ROBOTICS, INC	GENL-SPLYS-412/MADISON Quote 11109837 Shipping 116.48	2,731.17
526	08/06/2024	AMAZON CAPTIAL SERVICES INC	PRINTING SUPPLIES - 015/CENTRAL HP 936 INK CARTRIDGES (4 PK) FOR J. COBDEN'S PRINTER	122.89
527	08/06/2024	ROBOTICS EDUCATION AND	dues & fees-552/Fed Prog/Madison Blanket - Registrations for Madison STEM students to attend Robotics competitions for SY 24/25.	1,000.00
528	08/06/2024	MHS	testing-054/SS/ESC	1,237.50

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
			225 - C4USE Conners 4 online uses	
529	08/06/2024	THOMPSON BROS	MISC Auto & Bus Supplies-011/Transportation Blanket PO for MISC Auto/Bus Repairs & Supplies, ETC.	250.00
530	08/06/2024	J.W. PEPPER & SONS, INC.	Cocurr-Splys-027/VM/BHS BLANKET PO FOR CIRCLE THE STATE AND FALL CONCERT MUSIC	1,500.00
531	08/06/2024	OK CHORAL DIRECTORS ASSOC	Cocurr-Splys-027/BHS ALLSTATE ACCOMPANIMENT TRACK ALLSTATE TRACKS SOPRANO ALTO TENROR BASS	105.00
532	08/07/2024	ASSOC OF CHRISTIAN SCHOOLS INT'L	prof dev-541/Fed Prog/ESC ACSI Online Course Subscription for SY 24/25 for Wesleyan Christian School professional development.	4,165.00
533	08/07/2024	ROBERTS DOCUMENT SOLUTIONS	PRINTING & BINDING SERVICES-015/BHS PO FOR MISC PRINTING INCLUDING BUSINESS CARDS FOR ALL 7 COUNSELORS	245.00
534	08/07/2024	PITSCO/SYNERGISTIC SYSTEMS	GENL-SPLYS-412/Madison Blanket for classroom/lab supplies	1,500.00
535	08/07/2024	LOWE'S COMPANIES, INC.	GENL-SPLYS-412/MADISON Blanket for classroom/lab supplies	500.00
536	08/07/2024	STAPLES CONTRACT & COMMERCIAL INC	GENL/SYPLS-412/MADISON Classroom Supplies Blanket. Toner, paper, class supplies, computer supplies	500.00
537	08/07/2024	WAL-MART COMMUNITY	GENL-SPLYS-412/Madison Blanket for classroom/lab supplies	500.00
538	08/07/2024	AMAZON CAPTIAL SERVICES INC	GENL-SPLYS-412/Madison Blanket for classroom/lab supplies	500.00
539	08/07/2024	ISD#30/TRANSPORTATION	TRAVEL-412/Madison Blanket Transportation for Professional Development	1,000.00
540	08/07/2024	FLINN SCIENTIFIC INC	GENL-SPLYS-412/Madison Whitebox Program for designing gliders. Quote 305449	975.00
541	08/07/2024	AMAZON CAPTIAL SERVICES INC	GENL-SPLYS-015/Jane Phillips Misc supplies such as paper double sided tape, glue gun, sticky notes, bulletin board border, highlighters, shower curtain ,science posters see scanned cart	154.18
542	08/07/2024	AMAZON CAPTIAL SERVICES INC	GENL /Sypls/Furn-015/Jane Phillips Metal garage storage cabinet see Cart	139.99
543	08/07/2024	AMAZON CAPTIAL SERVICES INC	AUDIO/VISUAL 412/BHS TO PURCHASE MISC AUDIO/VISUAL TECH-RELATED ITEMS INCLUDING CABLES, WALL MOUNTS, SD CARDS, ETC PER AMAZON LIST	329.10
544	08/07/2024	ASB CLASSROOM LLC	TECH RELTD SPLYS - 412/BHS FOR ASB CLASSROOM ANNUAL CURRICULUM SUBSCRIPTION FEE	199.00
545	08/07/2024	AMAZON CAPTIAL SERVICES INC	OFFICE SUPPLIES - 015/CENTRAL OFFICE/CLASSROOM SUPPLIES PER AMAZON CART DATED 8/7/24	25.52
546	08/08/2024	WAL-MART COMMUNITY	FURNITURE/SpEd-015/Madison Shelves for the Severe and Profound Room	148.00
547	08/08/2024	AMAZON CAPTIAL SERVICES INC	GENL-COPY-SPLYS-015/WAYSIDE Blanket PO for classroom supplies & paper	2,400.00

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
548	08/08/2024	MINDWORKS INNOVATIONS, INC	prof dev books-795/Fed Prog/ESC 36 - Teaching with Love and Logic, Taking Control of the Classroom	808.38
549	08/08/2024	AMAZON CAPTIAL SERVICES INC	COPY SPLYS & AUDIO/VISUAL 412 BHS TO PURCHASE MISC AUDIO/VISUAL AND COPY SUPPLIES INCLUDING WHITEBOARDS AND TONER PER AMAZON LIST	1,250.00
550	08/12/2024	REALLY GOOD STUFF LLC	GENL-SPLYS-015/HOOVER Durable book and binder holder - white \$5 shipping	52.92
551	08/12/2024	CDW LLC	TECH RLTD SPLYS 412 BHS TO PURCHASE A HP LASERJET PRO 3301 fdw WIRELESS LASER MULTIFUNCTION COLOR PRINTER PER CDW QUOTE #PBF049	540.83
552	08/12/2024	AMAZON CAPTIAL SERVICES INC	CLASSROOM SUPPLIES - 412/CENTRAL YACKER TRACKER NOISE DETECTOR FOR LOLLY WILLIAMS' STEM CLASSROOM	139.99
553	08/12/2024	DEMCO, INC.	CLASSROOM SUPPLIES - 412/CENTRAL PERSONAL STEREO LAB PACK 24 HEADPHONES W/ CARRYING CASE SEE ATTACHED CART DATED 8/12/24 PLUS SHIPPING	254.19
554	08/12/2024	ROBOTICS EDUCATION AND	registration fees-552/Fed Prog/High School Blanket - Registrations for High School STEM students to attend Robotics Competitions for SY 24/25.	1,000.00
555	08/13/2024	J. CHAD PROFESSIONAL TRAINING, LLC	Prof Dev-016/Fed Funds/ESC Blanket - J. Chad Professional Training to provide substance abuse training for Bartlesville Public Schools SY 24/25. Presentation March 12, 2025 with \$930 deposit due in 4 weeks.	9,300.00
556	08/13/2024	VEX ROBOTICS, INC	COCURR SPLYS-412/STEM/BHS TO PURCHASE MISC COCURRICULAR SUPPLIES INCLUDING HIGH STAKES FULL GAME & FIELD ELEMENT KIT, AI VISION SENSORS, ETC INCLUDING SHIPPING PER QUOTE #111100947	871.43
557	08/13/2024	ROBOSOURCE LLC	FURN/FIX - 412/STEM/HS TO PURCHASE A PORTABLE RISER ETC INCLUDING SHIPPING PER ROBOSOURCE CART	3,091.00
558	08/13/2024	ARVEST BANK CORPORATE VISA	TECH RELTD SPLYS - 412/BMITE/BHS TO PURCHASE A ONE-YEAR LICENSE TO THE MOTIONARRAY.COM WEBSITE.	239.88
559	08/13/2024	AMAZON CAPTIAL SERVICES INC	CLASSROOM SUPPLIES - 015/CENTRAL CALCULATORS TO BE USED IN JENNIFER McCAULEY'S CLASSROOM	37.92
560	08/14/2024	RECOGNITION PRODUCTS, INC	AWARDS, GIFTS, REGALIA-015/BHS BLANKET PO FOR GRADUATION SUPPLIES INCLUDING DIPLOMAS, DIPLOMA COVERS, ETC	50.00
561	08/14/2024	COLLEGE BOARD	Registration/010/HS PO for registration to attend AP zoom training Attendee: Sarah Bockisch	150.00
562	08/14/2024	PROJECT LEAD THE WAY, INC.	registration-541/Fed Prog/ESC Registration for Jeremy Williams to attend PLTW Summit in San Diego, CA, Oct. 2-5, 2024.	745.00
563	08/14/2024	ARVEST BANK CORPORATE VISA	hotel-541/Fed Prog/ESC Hotel reservations for Lane Ullrich and Jeremy Williams while attending PLTW Summit in San Diego, Ca, Oct 2-5, 2024.	1,800.00

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 11

11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
564	08/14/2024	JEREMY A WILLIAMS	prof dev-541/Fed Prog/ESC Reimbursement for travel expenses to San Diego, CA to attend PLTW Summit 2024, Oct. 2-5, 2024.	800.00
565	08/14/2024	SPEARS WORLD TRAVEL SERVICE, INC	airline tickets-541/Fed Prog/ESC Airline tickets for Jeremy Williams to San Diego, CA to attend PLTW Summit, Oct. 2-5, 2024.	500.00
566	08/14/2024	AMAZON CAPTIAL SERVICES INC	COCURR & GENERAL SPLYS - 412/BHS TO PURCHASE MISC COCURRICULAR AND GENERAL SUPPLIES INCLUDING Balsa GLIDERS, LAB THERMOMETERS, TUBING, SCALE, TAPE, GLUE STICKS, SCISSORS, ETC. PER AMAZON CART	525.02
567	08/14/2024	A&G SAFETY SOLUTIONS LLC DBA	subscription-412/AG/High School Subscription for 2024/25 School Year for 1 shop class (Safety First Curriculum)	275.00
568	08/14/2024	ARVEST BANK CORPORATE VISA	REGISTRATION-561/OEJOM/MMS REGISTRATION FOR LILLY TYNER, LESLIE DONNELL, DENESSA LITTLEAXE AND STEVA HOUSE TO ATTEND TRAINING	2,000.00
569	08/14/2024	OPERATION EAGLE INDIAN	TRAVEL-561/OEJOM/MMS REIMBURSEMENTS FOR MEALS, LODGING, TICKET FEES FOR OPERATION EAGLE EVENTS AND FIELD TRIPS	2,200.00
570	08/14/2024	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/CENTRAL GENERAL SUPPLIES FOR SITE NURSE SEE ATTACHED CART DATED 8/14/24	24.57
571	08/14/2024	PERMA-BOUND BOOKS	BOOKS/LIBRARY-015/WILSON MISC. BOOKS FOR LIBRARY SEE QUOTE Q-17752422	371.66
572	08/15/2024	WAL-MART COMMUNITY	CLASSROOM SUPPLIES - 015/CENTRAL BLANKET PO FOR MISC. CLASSROOM ART SUPPLIES	500.00

Report Total: \$884,422.54

Bartlesville Public Schools Encumbrance Register

Year 2024-2025 Fund 21

21-Building Fund

PO No	Date	Vendor	Description	Amount
20	08/07/2024	OKLAHOMA SCHOOLS INSURANCE GROUP	INS/000/DIST Blanket po for premium increase for added value of new Vo-Ag building	20,464.00

Report Total: \$20,464.00

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 22

22-Child Nutrition Programs Fund

PO No	Date	Vendor	Description	Amount
36	07/17/2024	CURTIS RESTAURANT SUPPLY	APPLIANCES/FURNITURE/FIXTURES BLANKET PO FOR REPLACEMENT OF STEAMER AT MADISON INCLUDING COST OF EQUIPMENT, INSTALLATION LABOR, PARTS AND SUPPLIES ETC	32,950.40
37	07/24/2024	TAYLOR K WILSON	OUT-OF-DISTRICT TRAVEL-385/CND SINGLE USE PO FOR OUT-OF-DISTRICT TRAVEL TO ATTEND IN-PERSON CAFETERIA STAFF TRAINING LOCATED AT OSU TULSA 700 N GREENWOOD AVE, TULSA, OK 74106 AND RETURN TO THE CHILD NUTRITION OFFICE IN BARTLESVILLE	58.83
38	07/29/2024	SAMANTHA HUNT	REIMBURSEMENT -385/CND SCHOOL MEAL ACCOUNT REFUND ACCOUNT # 24241 KYLEE HUNT \$50.35 ACCOUNT # 27288 AVERY HUNT \$21.20	71.55
39	08/05/2024	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES BLANKET PO FOR STUDENT MEAL ID CARD SUPPLIES, OFFICE SUPPLIES AND REPAIR PARTS ETC	600.00
40	08/06/2024	HOSTEEN WALSH	REIMBURSEMENT-385/CND SCHOOL MEAL ACCOUNT REFUND ACCOUNT # 17002 MARISSA WALSH \$34.90 ACCOUNT # 18991 TANNER WALSH \$ 22.40	57.30
41	08/06/2024	EXAMINER ENTERPRISE/OK HOLDINGS	ADVERTISING BLANKET PO FOR PUBLIC RELEASE OF SUMMER FEEDING PROGRAM NOTIFICATION	200.00
42	08/06/2024	EXAMINER ENTERPRISE/OK HOLDINGS	ADVERTISING BLANKET PO FOR PUBLIC RELEASE OF NON-PRICING/CEP REGULAR SCHOOL YEAR FEEDING PROGRAM NOTIFICATION	200.00
43	08/14/2024	CAMILLIA LISH	REIMBURSEMENT-385/CND SCHOOL MEAL ACCOUNT REFUND ACCOUNT # 27313 WYATT LISH	67.90
44	08/14/2024	BRIAN MOSER	REIMBURSEMENT-385/CND SCHOOL MEAL ACCOUNT REFUND ACCOUNT # 29038 EMERY MOSER	108.60

Report Total: \$34,314.58

Bartlesville Public Schools Encumbrance Register

Year 2024-2025 Fund 31

31-2019 BOND - 2022 PROJECTS

PO No	Date	Vendor	Description	Amount
5	07/24/2024	J.D. YOUNG COMPANY, INC.	VOID WILL NOT BE USING	0.00
6	07/30/2024	REDBUD COMMERCIAL FLOORING	MAINT/018/HS PO for new nosings - Roppe #17 Undercut Carpet Nosing - SQ Black	945.00

Report Total: \$945.00

**Bartlesville Public Schools
Encumbrance Register**

Year 2024-2025 Fund 32

32-2021 BOND - 2023 PROJECTS

PO No	Date	Vendor	Description	Amount
4	07/24/2024	SLIGAR MECHANICAL	MAINT/018/HS Blanket po for service work and materials on HVAC system at HS	10,000.00
5	07/30/2024	SHANNON G. SHEPHERD	CONST/262/RH Blanket po for playground equipment, materials and installation per quote 24612-8	47,179.21
6	08/01/2024	SLIGAR MECHANICAL	MAINT/018/HS Blanket po for compressor replacement and various repairs to the POM gym package unit	9,700.00
7	08/13/2024	CONTRACT DRAPERY AND BLIND, INC	GATE/246/JP Blanket po for contract 1" Classic Blinds for GATE classroom at JP	2,580.00

Report Total: \$69,459.21

Bartlesville Public Schools

Encumbrance Register

Year 2024-2025 Fund 33

33-2021 BOND - 2024 PROJECTS

PO No	Date	Vendor	Description	Amount
88	07/15/2024	CARASOFT TECHNOLOGY CORP	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
89	07/16/2024	JOHN E THOMPSON	MAINT/018/HS Blanket po for painting parking outside of HS Greenhouse	2,020.00
90	07/17/2024	SCHOOL SPECIALTY, LLC	TECH-RLTD-SPLYS-019/TECH/ESC 13" BATTERY WALL CLOCK	653.28
91	07/20/2024	DSK INVESTMENTS, LLC	MAINT/018/MADISON Blanket po for repairs and replacements for fencing around softball field/facility	11,600.00
92	07/22/2024	CDW LLC	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR 12 PROMETHEAN BOARDS	39,600.00
93	07/23/2024	HOUGHTON MIFFLIN HARCOURT PUB CO	TEXTBOOKS-028/CURR/ESC ELEMENTARY OKLAHOMA INTO READING 2021 ADOPTON TEXTBOOKS AND TEACHER RESOURCE PACKAGES SEE ATTACHED QUOTES: QUOTE #009087443 HOOVER ELEMENTARY QUOTE #009087479 JANE PHILLIPS ELEMENTARY QUOTE #009087402 WAYSIDE ELEMENTARY	11,216.81
94	07/29/2024	CDW LLC	TECH-RLDT-SPLYS-056/BHS 7039652 HP LASERJET PRO 4001DN BLACK & WHITE PRINTER SEE ATTACHED QUOTE #NZMG039	218.46
95	07/31/2024	GLENN SECURITY SYSTEMS, INC.	SECURITY/013/WAYSIDE Blanket po for Wayside elementary office remodel security, access control and intercom	8,825.00
96	08/01/2024	ULTIMATE DRILL BOOK INC.	COCURR-SPLYS-026/IM/BHS Premier Bundle - Ultimate Drill Book / Beam System web based system for aiding in learning competitive marching band show	3,000.00
97	08/01/2024	MERRITT SEALING COMPANY, INC DBA	001/ATHLETICS/BUILDING/BHS SOFTBALL FENCE SLATS	5,507.00
98	08/05/2024	ACURA NEON INC	SIGNAGE/263/DIST Blanket po to replace 212025-16 for the second half of the digital marquee project for district	134,784.00
99	08/12/2024	CHARLES DANE WARNER	TECH-RLTD-SPLYS-019/TECH/ESC BLANKET PO FOR AUDIO VISUAL COMPONENTS & LABOR	2,499.00
100	08/12/2024	COLLEGE BOARD	TEXTBOOKS-028/CURR/ESC 160082082 PRE-AP ENGLISH 1 TEACHER RESOURCES 190079203 PRE-AP ENGLISH 2 TEACHER RESOURCES 160082078 PRE-AP ENGLISH 1 STUDENT RESOURCES 190079202 PRE-AP ENGLISH 2 STUDENT RESOURCES	105.60
101	08/13/2024	GARY S BELL	732-Audiovisual-026/BHS Blanket for Sound Design, Testing and Consultation for Bruin Brigade	5,780.00
102	08/14/2024	HOUGHTON MIFFLIN HARCOURT PUB CO	TEXTBOOKS-028/CURR/ESC	8,429.67

Bartlesville Public Schools Encumbrance Register

Year 2024-2025 Fund 33

33-2021 BOND - 2024 PROJECTS

PO No	Date	Vendor	Description	Amount
			ELEMENTARY OKLAHOMA INTO READING 2021 ADOPTION TEXTBOOKS AND TEACHER RESOURCE PACKAGES SEE ATTACHED QUOTES: QUOTE #009119780 QUOTE #009119729	
103	08/14/2024	CURB APPEAL LAWN CARE	MAINT/018/DOENGES Blanket po for commercial irrigation system repair/install	4,835.00
104	08/14/2024	WEATHERPROOFING TECHNOLOGIES, INC	MAINT/018/HS Blanket po for roof repairs at HS per quote	3,878.54
105	08/14/2024	SLIGAR MECHANICAL	MAINT/018/DIST Blanket po for maintenance on district hvac machinery	10,000.00
106	08/14/2024	LOWE'S COMPANIES, INC.	GATE/246/JP PO for 2 Seville Classics Steel Heavy Duty 5-Tier Utility Shelving	421.98
107	08/14/2024	VARSITY BRANDS HOLDING CO., INC.	UNIFORMS-001/ATHLETICS/BHS WRESTLING UNIFORMS (SEE QUOTE) + SHIPPING	8,414.31
108	08/14/2024	FRINGESPORT INC	001-ATHLETICS/BHS/EQUIPMENT WOMENS BARBELL (SEE QUOTE)	1,660.05
109	08/14/2024	SFP HOLDING INC	MAINT/018/DIST Blanket po for fire suppression repairs, maintenance and extinguisher replacements across district	11,000.00
110	08/14/2024	BLX GROUP LLC	PROF FEES/000/AP Blanket po for arbitrage rebate compliance service fees	2,250.00

Report Total: \$301,391.30

Bartlesville Public Schools Encumbrance Register

Year 2024-2025 Fund 39

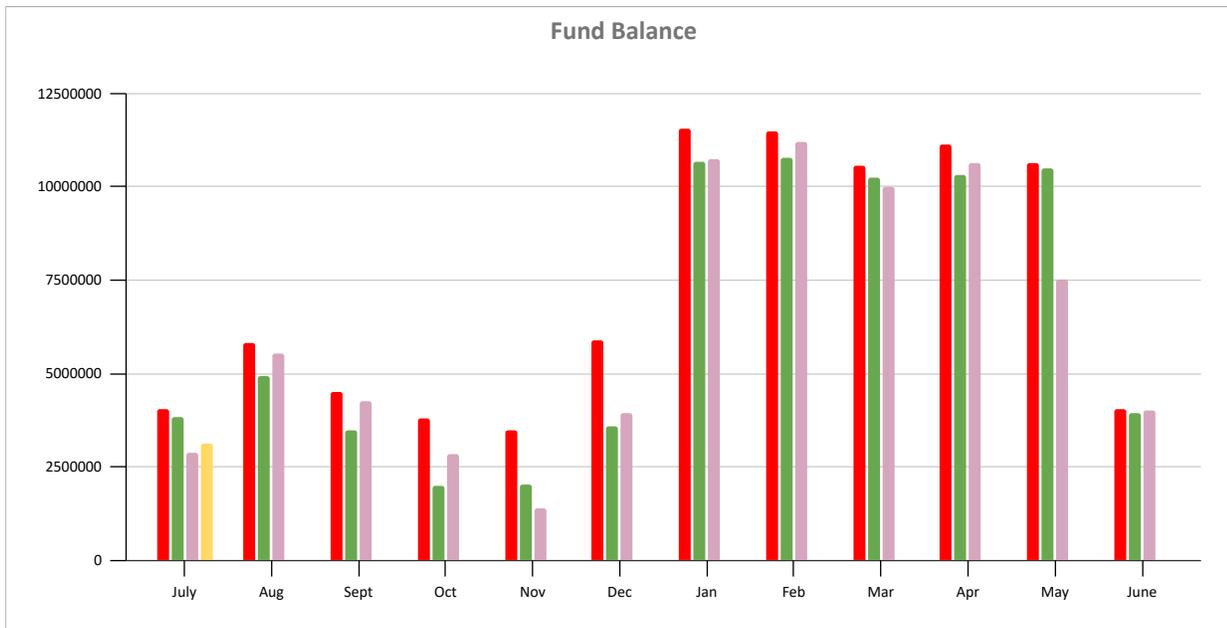
39-Bond Interest

PO No	Date	Vendor	Description	Amount
2	08/05/2024	EARNEST HEAT & AIR INC	MAINT/018/RH Blanket po for equipment, materials, parts and labor to replace/repair Room 103/108 HVAC	18,593.00
3	08/08/2024	EARNEST HEAT & AIR INC	MAINT/018/CENTRAL Blanket po for replacement of 4 RTU's with manual O/A dampers for Central Middle School	59,157.00

Report Total: \$77,750.00

Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2022-2025

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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
FY 25	3,114,772											
FY25-FY24	244,768	(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)

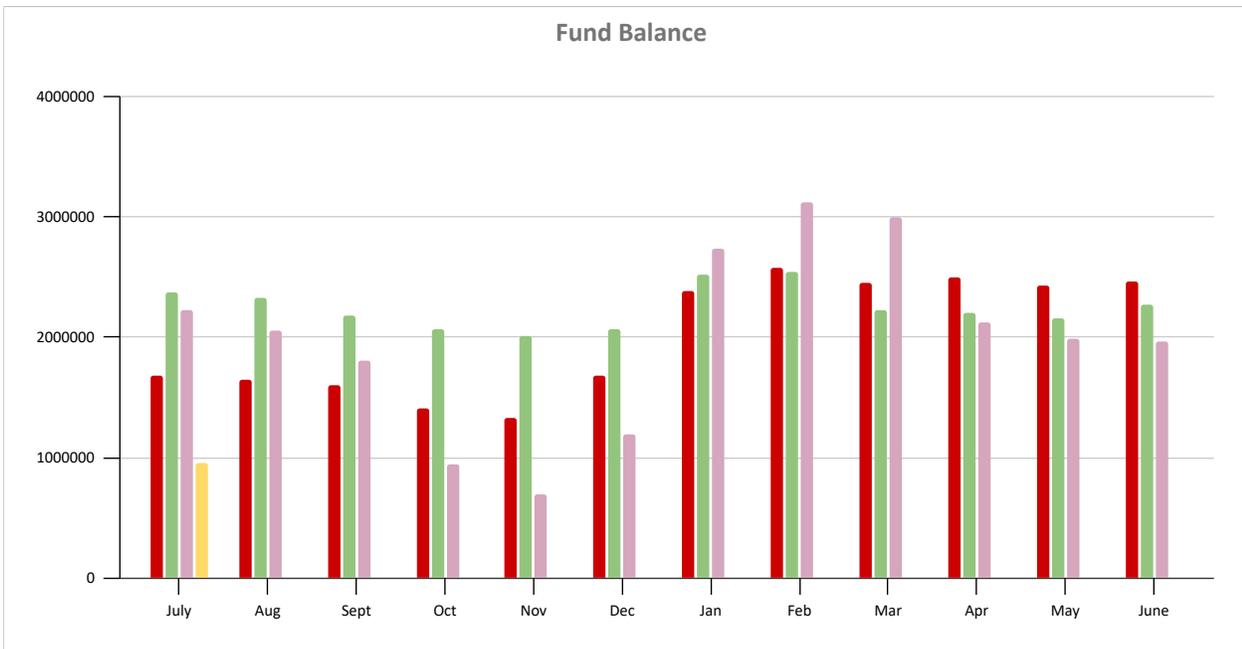


Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis

	<u>July</u>	<u>2024-25 Year to Date Total</u>	<u>2023-24 Year to Date Total</u>	<u>2022-23 Year to Date Total</u>
Beginning balance	\$ 4,012,343	\$ 4,012,343	\$ 3,931,988	\$4,065,794
Local	65,896	65,896	122,118	45,940
County	15,866	15,866	27,749	25,871
State	108,413	108,413	144,941	141,088
Federal	280,928	280,928	844,204	1,431,725
Other sources	1,004	1,004	518	30
	<u>472,107</u>	<u>472,107</u>	<u>1,139,530</u>	<u>1,644,654</u>
Total cash available	4,484,450	4,484,450	5,071,518	5,710,448
<u>Requirements:</u>				
Salaries	438,862	438,862	478,964	430,485
Benefits	255,441	255,441	229,927	210,576
Professional services	34,744	34,744	17,358	32,341
Property services	282,052	282,052	310,933	220,086
Other purchased services	41,231	41,231	825,187	676,908
Supplies & materials	268,836	268,836	294,794	171,730
Property	31,435	31,435	30,676	106,614
Other uses	17,077	17,077	13,675	12,247
	<u>1,369,678</u>	<u>1,369,678</u>	<u>2,201,514</u>	<u>1,860,987</u>
Ending balance	<u><u>3,114,772</u></u>	<u><u>3,114,772</u></u>	<u><u>2,870,004</u></u>	<u><u>3,849,461</u></u>

Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2022-2025

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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
FY 25	953,273											
FY25-FY24	(1,270,910)	(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)



Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis

	<u>July</u>	<u>2024-25 Year to Date Total</u>	<u>Prior Year Year to Date Total</u>
Beginning balance	\$ 1,960,216	\$ 1,960,216	\$ 2,265,535
 <u>Revenue:</u>			
Local	10,208	10,208	13,640
State	61	61	52
Other sources	-	-	-
	<u>10,269</u>	<u>10,269</u>	<u>13,692</u>
 Total cash available	 1,970,485	 1,970,485	 2,279,227
 <u>Requirements:</u>			
Professional services	11,800	11,800	19,878
Property services	76,808	76,808	24,887
Other purchased services	880,307	880,307	-
Supplies & materials	5,118	5,118	10,279
Property	43,179	43,179	-
Other uses	-	-	-
	<u>1,017,212</u>	<u>1,017,212</u>	<u>55,044</u>
 Ending balance	 <u>953,273</u>	 <u>953,273</u>	 <u>2,224,183</u>

August 19, 2024 Personnel Report

APPOINTMENTS:						
Name	Site	Position	FTE	Hire Date	Temporary Contract	
Adair, Jennifer	Ranch Heights	Special Education Teacher Assistant Level 3	0.875	08/14/2024	Yes	
Addengast, Carrie	High School	Special Education Teacher	1.000	08/12/2024	Yes	
Ballard, Megan	Ranch Heights	ATLAS Teacher Assistant	0.875	08/14/2024	Yes	
Bartley, Jane	Wayside	Teacher Assistant	0.875	08/14/2024	Yes	
Blake, Stacey	High School	Special Education Teacher	1.000	08/12/2024	Yes	
Bockisch, Sarah	High School	Science Teacher	1.000	08/12/2024	Yes	
Boswell, Amanda	Kane	Special Education Teacher Assistant Level 1	0.875	08/14/2024	Yes	
Bush, Trinnie	Kane	First Grade Teacher	1.000	08/12/2024	Yes	
Daniel, Nesha	Ranch Heights	Teacher Assistant	0.875	08/14/2024	Yes	
Davis, Jessica	Wilson	Special Education Teacher Assistant Level 2	0.875	08/14/2024	Yes	
Diveley, Sara	High School	Secondary Counselor	1.000	08/12/2024	Yes	
Durant, Mariah	Central	PASS/Back on Track	0.875	08/14/2024	Yes	
Elmore, Jaye	Central	Computer Education Teacher	1.000	08/12/2024	Yes	
Estes, Sara	Kane	Teacher Assistant	0.875	08/14/2024	Yes	
Ethison, Nicole	High School	Attendance Secretary - Secondary	1.000	07/22/2024	Yes	
Gailey, Brandie	Ranch Heights	Prekindergarten Teacher	1.000	08/12/2024	Yes	
Giles, Katy	Wayside	Special Education Teacher Assistant Level 2	0.875	08/14/2024	Yes	
Graham, Kenneth	Transportation	Bus Driver	0.750	08/12/2024	Yes	
Grover, Lori	Central	Virtual Math and Science Teacher	1.000	08/12/2024	Yes	
Hagar, Kaylee	Hoover	Teacher Assistant	0.875	08/14/2024	Yes	
Harris-Waltz, Athea	High School	Certified Registered Nurse	1.000	08/12/2024	Yes	
Klaessy, Angela	Kane	Special Education Teacher Assistant Level 1	0.875	08/14/2024	Yes	
Klaessy, Jeffrey	Jane Phillips	Music Teacher	1.000	08/12/2024	Yes	
Labanieh, Elizabeth	Kane	Special Education Teacher Assistant Level 3	0.875	08/14/2024	Yes	
Lomgoria, Stephanie	Kane	Music Teacher	1.000	08/12/2024	Yes	
Masters, Natasha	Transportation	Bus Monitor	1.000	08/14/2024	Yes	
McAfee, Emily	Hoover	Special Education Teacher Assistant Level 3	0.875	08/14/2024	Yes	
McCammon, Casey	Madison	Alternative Education Teacher	1.000	08/12/2024	Yes	
McClintock, Rebecca	Kane	Third Grade Teacher	1.000	08/12/2024	Yes	
Minton, James	Transportation	Bus Driver	0.750	08/12/2024	Yes	
Nienhuser, Kylee	Wilson	Special Education Teacher Assistant Level 3	0.875	08/14/2024	Yes	
Nye, Ashley	Central	Special Education Teacher Assistant Level 1	0.875	08/14/2024	Yes	
O'Rourke, Lisa	Ranch Heights	Special Education Teacher Assistant Level 3	0.875	08/14/2024	Yes	
Putney, Cassidy	Hoover	Teacher Assistant	0.875	08/14/2024	Yes	
Rector, Melody	Wilson	AIMS Teacher Assistant	0.875	08/14/2024	Yes	
Reese, Jamie	Kane	Teacher Assistant	0.875	08/14/2024	Yes	
Richardson, Emily	Jane Phillips	Kindergarten Teacher	1.000	08/12/2024	Yes	
Romans, Hannah	High School	Color & Winter Guard Coach	N/A	08/12/2024	Yes	
Sally, Stacy	Hoover	Special Education Teacher Assistant Level 3	0.875	08/14/2024	Yes	
Shorrock, Colleen	Ranch Heights	Interpreter for the Deaf Level 3	0.875	08/14/2024	Yes	
Slaughter, Christina	High School	Head JV Cheer Coach	N/A	08/12/2024	Yes	
Smith, Dafah	Madison	Mathematics Teacher	1.000	08/12/2024	Yes	
Stout, Georgina	Ranch Heights	Teacher Assistant	0.875	08/14/2024	Yes	
Stratten, Destani	Hoover	Special Education Teacher Assistant Level 3	0.875	08/14/2024	Yes	
Taylor, Brittany	High School	Special Education Teacher Assistant Level 3	0.875	08/14/2024	Yes	
Washum, Kimberlie	Kane	LPN	0.875	08/14/2024	Yes	
Young, Jasper	Kane	Kindergarten Teacher	1.000	08/12/2024	Yes	
Zimmerman, Hannah	Hoover	Special Education Teacher Assistant Level 3	0.875	08/14/2024	Yes	
ADDITIONAL COMPENSATION:						
Name	Site	Position	Amount	Date		
Avery, Brandi	High School	Traffic Duty	\$1,000.00	8/12/2024		
Blum, Brenda	Richard Kane	Virtual Classroom Monitoring	\$50/day	8/12/2024		
Erwin, Sara	High School	Traffic Duty	\$1,000.00	8/12/2024		
CHANGE OF STATUS:						
Name	CHANGE FROM Site	Position	FTE	CHANGE TO Site	Position	FTE Date
Abbe, Jesseca	Wayside	Prekindergarten Teacher	1.000	Wayside	First Grade Teacher	1.000 8/12/2024
Boyle, Emma	Ranch Heights	Special Education Teacher Assistant Level 1	0.875	Ranch Heights	Special Education Teacher Assistant Level 2	0.875 8/14/2024
Brown, Shelley	High School	Science Teacher	1.000	High School	FMLA	1.000 8/12/2024
Burke, Lea	High School	Art Teacher	0.414	High School	Art Teacher	0.566 8/12/2024

August 19, 2024 Personnel Report

Darsow, Ashley	High School	Agriculture Education Teacher	1.000	Central	Agriculture Education Teacher	1.000	7/1/2024
Dodson, Kaleigh	Wayside	Nurse Assistant	0.875	Wayside	LPN	1.000	8/14/2024
Freeman, Megan	Richard Kane	Third - Fifth Grade Virtual Teacher	1.000	Richard Kane	FMLA	1.000	8/12/2024
Hale, Larissa	Wilson	Fifth Grade Teacher	1.000	Wilson	FMLA	1.000	8/12/2024
Hammack, Heide	Ranch Heights	Teacher Assistant	0.875	Ranch Heights	Teacher Assistant	0.750	8/13/2024
Johnson, Joshua	Madison	Teacher Assistant	0.875	Madison	Special Education Teacher Assistant Level 1	0.875	8/14/2024
Meyer, Kameron	Wayside	Special Education Teacher	1.000	Hoover	Special Education Teacher	1.000	8/12/2024
Munoz, Jason	High School	Business Education Teacher	1.000	High School	Classroom Monitor	0.875	8/12/2024
Perry, Erin	Richard Kane	First Grade Teacher	1.000	Madison	Science Teacher	1.000	8/12/2024
Putney, Cassidy	Hoover	Special Education Teacher Assistant Level 3	0.875	Hoover	Teacher Assistant	0.875	8/14/2024
Schmidlein, Tracy	High School	Attendance Secretary - Secondary	1.000	High School	FMLA	1.000	8/5/2024
Stivers, Penni	Ranch Heights	Teacher Assistant	0.875	Ranch Heights	Teacher Assistant	0.438	8/13/2024
Xu, Amanda	Ranch Heights	AIMS Teacher Assistant	0.875	Ranch Heights	Second Grade Teacher	1.000	8/12/2024
RESIGNATION:							
Name	Site	Position	FTE	Date			
Flowers, Lauren	Wayside	AIMS Teacher Assistant	0.875	5/17/2024			
Glover, Debra	Hoover	Teacher Assistant	0.875	5/17/2024			
Green, Jalynn	Ranch Heights	ATLAS Teacher Assistant	0.875	5/17/2024			
Hammer, Frankee	Richard Kane	Kindergarten Teacher	1.000	5/17/2024			
Lightfoot, Marissa	Hoover	Special Education Teacher Assistant Level 3	0.875	5/17/2024			
Luston, Jessica	Wayside	Special Education Teacher Assistant Level 3	0.875	5/17/2024			
Magette, Brenna	High School	Graduation Coach	1.000	5/17/2024			
Rojas Lugo, Jesus	High School	Baseball Coach	N/A	5/17/2024			
Roseborough, Jennifer	Ranch Heights	Second Grade Teacher	1.000	5/17/2024			
Symes, Olivia	High School	Varsity Cheer Coach	1.000	5/17/2024			
RETIREMENT:							
Name	Site	Position	FTE	Date			
Howell, Vicki	Education Service Center	Special Services and Federal Programs Assistant	1.000	9/30/2025			
Messner, Janice	Wilson	Special Education Teacher Assistant Level 3	0.875	5/17/2024			
NEW PAYROLL ITEMS:							
Name	Amount						
Classroom Monitor	Teacher Salary Table						
POSITION CHANGE:							
CHANGE FROM	CHANGE TO						
Interpreter Level III - \$25.00/hr	Interpreter Level III - \$30.00/hr						
SPECIAL SALARY PROVISIONS:							
Name	Site	Position	Amount	Date			
Felker, Krista	Central	Special Education Teacher Assistant Level 1	\$10/hr	7/1/2024			
Gardner, Keri	District-Wide	Secondary Instructional Coach	\$22,320.00	7/1/2024			
Harris-Walz, Athea	District-Wide	Registered Nurse	\$70,000.00	7/1/2024			
Authorize teaching certificate applicants to be paid as if they have a current, valid certificate due to the backlog at the Oklahoma State Department of Education	District-Wide	Positions requiring a teaching certificate	Certified Salary Table	7/1/2024			

MEMORANDUM

TO: BOARD OF EDUCATION
FROM: PRESTON BIRK
SUBJECT: DONATIONS & INTEREST EARNED
DATE: 8/1/2024

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

1. Conoco Phillips – Volunteer Grant		
Wayside Elementary	\$	500.00
2. Bartlesville Public Schools Foundation – Aviation Classroom		
Bartlesville High School	\$	<u>7,700.00</u>
	Receipt Total	\$ 8,200.00

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

1. BOK – Fund 3		
July	\$	<u>591.84</u>
	Fund 1 Total	\$ 591.84
2. BOK – Fund 5		
July	\$	<u>4,172.65</u>
	Fund 3 Total	\$ 4,172.65
3. BOK – Fund 6		
July	\$	<u>37,560.71</u>
	Fund 5 Total	\$ 37,560.71

Bartlesville Public Schools

Investment Ledger

Options: Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 7/1/2024 - 7/31/2024, 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	7/31/2024	8/30/2024		\$1,185,234.47	5.130	\$1,185,234.47
Total ICS ACCOUNT							\$1,185,234.47
Total AI 0112 GATEWAY BANK - ICS							\$1,185,234.47
Total Fund 11							\$1,185,234.47

Fund: 21

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	7/31/2024	8/30/2024		\$700,000.00	5.130	\$700,000.00
Total ICS ACCOUNT							\$700,000.00
Total AI 0112 GATEWAY BANK - ICS							\$700,000.00
Total Fund 21							\$700,000.00

Fund: 22

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	7/31/2024	8/30/2024		\$1,004,920.67	5.130	\$1,004,920.67
Total ICS ACCOUNT							\$1,004,920.67
Total AI 0112 GATEWAY BANK - ICS							\$1,004,920.67
Total Fund 22							\$1,004,920.67

Fund: 31

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	7/31/2024	8/30/2024		\$100,000.00	5.130	\$100,000.00
Total ICS ACCOUNT							\$100,000.00
Total AI 0112 GATEWAY BANK - ICS							\$100,000.00
Total Fund 31							\$100,000.00

Fund: 32

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	7/31/2024	8/30/2024		\$3,250,000.00	5.130	\$3,250,000.00
Total ICS ACCOUNT							\$3,250,000.00
Total AI 0112 GATEWAY BANK - ICS							\$3,250,000.00
Total Fund 32							\$3,250,000.00

Fund: 33

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	7/31/2024	8/30/2024		\$3,400,000.00	5.130	\$3,400,000.00
Total ICS ACCOUNT							\$3,400,000.00
Total AI 0112 GATEWAY BANK - ICS							\$3,400,000.00
Total Fund 33							\$3,400,000.00

Fund: 39

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	7/31/2024	8/30/2024		\$3,400,000.00	5.130	\$3,400,000.00

Bartlesville Public Schools

Investment Ledger

Options: Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 7/1/2024 - 7/31/2024, Exclude Investments Matured in Date Range: True, Exclude Investments Liquidated in Date Range: True

ICS ACCOUNTGATEWAY BANK - ICS TRANSACTION	7/31/2024	8/30/2024	\$427,947.39	5.130	\$427,947.39
Total ICS ACCOUNT					\$427,947.39
Total AI 0112 GATEWAY BANK - ICS					\$427,947.39
Total Fund 39					\$427,947.39

Fund: 41

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNTGATEWAY BANK - ICS TRANSACTION		7/31/2024	8/30/2024		\$1,143,200.00	5.130	\$1,143,200.00
Total ICS ACCOUNT							\$1,143,200.00
Total AI 0112 GATEWAY BANK - ICS							\$1,143,200.00

Account: AI 0113 COMMERCE BANK

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
369017128	COMMERCE BANK - TREASURY BILL	7/25/2024	9/17/2024		\$1,999,636.63	5.193	\$1,999,636.63
Total 369017128							\$1,999,636.63
Total AI 0113 COMMERCE BANK							\$1,999,636.63
Total Fund 41							\$3,142,836.63

Fund: 81

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNTGATEWAY BANK - ICS TRANSACTION		7/31/2024	8/30/2024		\$275,348.26	5.130	\$275,348.26
Total ICS ACCOUNT							\$275,348.26
Total AI 0112 GATEWAY BANK - ICS							\$275,348.26
Total Fund 81							\$275,348.26
Total All Funds							\$13,486,287.42

JULY 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	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
LOCAL SOURCES OF REVENUE	65,896.19	-	10,207.58	6,647.41	-	-	-	-	56,693.78	23,178.24	1,359.34	163,982.54
INTERMEDIATE SOURCES OF REVENUE	15,865.94	-	-	-	-	-	-	-	-	-	-	15,865.94
STATE SOURCES OF REVENUE	108,413.21	-	61.49	-	-	-	-	-	-	353.01	-	108,827.71
FEDERAL SOURCES OF REVENUE	280,927.54	12,992.44	-	50,808.39	-	-	-	-	-	-	-	344,728.37
TOTAL NEW RECEIPTS	471,102.88	12,992.44	10,269.07	57,455.80	-	-	-	-	56,693.78	23,531.25	1,359.34	633,404.56
INTER-FUND TRANSFERS	-	-	-	-	-	-	-	-	-	-	-	-
NON-REVENUE RECEIPTS	1,003.92	-	-	-	-	-	-	-	-	-	-	1,003.92
AR-6140	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL COMBINED RECEIPTS	472,106.80	12,992.44	10,269.07	57,455.80	-	-	-	-	56,693.78	23,531.25	1,359.34	634,408.48
WARRANT PURCHASES (-)	(2,398,150.98)	(1,092.52)	(1,014,622.60)	(61,502.73)	(6,990.00)	(609,345.34)	(652,641.18)	-	-	-	(3,589.19)	(4,747,934.54)
INVESTMENTS MATURED (+)	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
C.D./AGENCY INVESTMENTS (-)	(1,185,234.47)	-	(700,000.00)	(1,004,920.67)	(100,000.00)	(3,250,000.00)	(3,400,000.00)	-	(427,947.39)	(3,142,836.63)	(275,348.26)	(13,486,287.42)
INTEREST INVESTMENTS (-)	-	-	-	-	-	-	-	-	-	-	-	-
MONEY MARKET INVESTMENT (-)	-	-	-	-	-	-	-	-	-	-	-	-
CORRECTIONS	-	-	-	-	-	-	-	-	-	-	-	-
ENDING BANK BALANCE	2,373,920.56	581.32	296,451.65	357,340.75	292,405.95	669,498.82	583,203.76	(0.00)	2,329.49	2.55	7,559.72	4,583,294.57
OUTSTANDING WARRANTS (-)	(444,382.71)	(581.32)	(43,179.00)	(7,788.79)	-	(112,323.81)	-	-	-	-	(600.00)	(608,855.63)
FUND EQUITY	1,929,537.85	0.00	253,272.65	349,551.96	292,405.95	557,175.01	583,203.76	(0.00)	2,329.49	2.55	6,959.72	3,974,438.94

Total collateral pledged 25,639,530.93

	BPS LEASE PURCHASE FUND 1	BPS LEASE PURCH/TRANS FUND 2	BEA LEASE PURCHASE FUND 3	BEA LEASE PURCHASE FUND 5	BEA LEASE PURCHASE FUND 6
BEGINNING BALANCE	-	-	149,710.33	577,189.83	9,805,388.97
REBATES/CONTRIBUTIONS	-	-	-	-	-
DIVIDENDS/INTEREST	-	-	591.84	4,172.65	37,560.71
TOTAL NEW RECEIPTS	-	-	591.84	4,172.65	37,560.71
WARRANT PURCHASES (-)	-	-	(132,123.27)	(18,428.00)	(214,196.97)
ENDING BANK BALANCE	-	-	18,178.90	562,934.48	9,628,752.71
Credit in Transit/PD to 2022A GO Bond	-	-	-	-	-
FUND EQUITY	-	-	18,178.90	562,934.48	9,628,752.71

Sara Vermeire 8/2/2024

Bartlesville Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 General Administrative	\$0.00	\$5,392.96	\$234,259.41	\$12,751.74	\$226,900.63	\$37,145.45	\$189,755.18
802 General Administrative Athletics	\$0.00	\$3,397.10	\$244,102.82	\$19,762.16	\$227,737.76	\$64,395.31	\$163,342.45
803 General Refund Account	\$0.00	\$246.94	\$0.00	\$0.00	\$246.94	\$0.00	\$246.94
804 AP Exams	\$0.00	\$0.00	\$18,640.04	\$0.00	\$18,640.04	\$1,800.00	\$16,840.04
805 Alternative High School	\$0.00	\$0.00	\$1,972.79	\$0.00	\$1,972.79	\$1,000.00	\$972.79
806 Tuition Clearing Acct	\$0.00	\$1,610.00	\$0.00	\$0.00	\$1,610.00	\$0.00	\$1,610.00
807 Art Club	\$0.00	\$0.00	\$422.08	\$0.00	\$422.08	\$0.00	\$422.08
809 Broadcasting	\$0.00	\$0.00	\$2,905.63	\$0.00	\$2,905.63	\$199.00	\$2,706.63
810 AVIATION	\$0.00	\$0.00	\$400.09	\$0.00	\$400.09	\$0.00	\$400.09
811 Baseball Fund	\$0.00	\$0.00	\$1,200.01	\$0.00	\$1,200.01	\$0.00	\$1,200.01
813 Basketball Fund	\$0.00	\$0.00	\$1,750.23	\$0.00	\$1,750.23	\$0.00	\$1,750.23
821 Choral Club	\$0.00	\$0.00	\$2,095.18	\$0.00	\$2,095.18	\$0.00	\$2,095.18
824 Concessions	\$0.00	\$0.00	\$5,810.17	\$0.00	\$5,810.17	\$0.00	\$5,810.17
830 BVILLE WOMEN'S NETWORK LIBRARY DONATIONS	\$0.00	\$0.00	\$545.68	\$0.00	\$545.68	\$0.00	\$545.68
831 S.A.D.F.	\$0.00	\$0.00	\$1,045.60	\$0.00	\$1,045.60	\$0.00	\$1,045.60
832 Community of Caring	\$0.00	\$0.00	\$1,167.21	\$0.00	\$1,167.21	\$100.00	\$1,067.21
833 Drama	\$0.00	\$0.00	\$18,276.92	\$1,924.00	\$16,352.92	\$1,524.00	\$14,828.92
834 VisionQuest	\$0.00	\$0.00	\$82.00	\$0.00	\$82.00	\$0.00	\$82.00
835 BPS-FOUNDATION GRANTS	\$0.00	\$4,500.00	\$1,694.04	\$0.00	\$6,194.04	\$0.00	\$6,194.04
836 AGRICULTURAL EDUCATION	\$0.00	\$0.00	\$3,272.87	\$0.00	\$3,272.87	\$3,193.75	\$79.12
837 ENVIRONMENTAL CLUB	\$0.00	\$0.00	\$282.43	\$0.00	\$282.43	\$0.00	\$282.43
839 BHS SPED	\$0.00	\$0.00	\$2,131.56	\$0.00	\$2,131.56	\$0.00	\$2,131.56
840 Exceptional Education Services	\$0.00	\$0.00	\$13,758.22	\$0.00	\$13,758.22	\$0.00	\$13,758.22
841 Business Prof of America	\$0.00	\$0.00	\$447.58	\$0.00	\$447.58	\$0.00	\$447.58
843 ATLAS	\$0.00	\$0.00	\$98.26	\$0.00	\$98.26	\$0.00	\$98.26
844 STEAM PROGRAM	\$0.00	\$0.00	\$6,653.34	\$5,545.85	\$1,107.49	\$0.00	\$1,107.49
867 Lady Bruins	\$0.00	\$0.00	\$333.75	\$0.00	\$333.75	\$0.00	\$333.75
868 Football	\$0.00	\$0.00	\$67.03	\$0.00	\$67.03	\$0.00	\$67.03
878 Music	\$0.00	\$0.00	\$2,931.64	\$0.00	\$2,931.64	\$0.00	\$2,931.64
880 Musical Production	\$0.00	\$0.00	\$4,027.21	\$0.00	\$4,027.21	\$0.00	\$4,027.21
881 National Honor Society	\$0.00	\$0.00	\$6,960.61	\$385.00	\$6,575.61	\$349.00	\$6,226.61
882 Newspaper	\$0.00	\$0.00	\$223.98	\$0.00	\$223.98	\$0.00	\$223.98
885 National Junior Honor Society	\$0.00	\$0.00	\$1,119.24	\$0.00	\$1,119.24	\$0.00	\$1,119.24
887 Orchestra	\$0.00	\$0.00	\$9,798.80	\$0.00	\$9,798.80	\$0.00	\$9,798.80
889 BHS BAND	\$0.00	\$0.00	\$30,563.97	\$0.00	\$30,563.97	\$2,585.00	\$27,978.97
895 Pictures	\$0.00	\$0.00	\$2,174.53	\$0.00	\$2,174.53	\$0.00	\$2,174.53
915 Service Club	\$0.00	\$0.00	\$429.77	\$0.00	\$429.77	\$0.00	\$429.77
917 World Language Club	\$0.00	\$0.00	\$465.16	\$0.00	\$465.16	\$0.00	\$465.16
922 Staff Development-In-Service	\$0.00	\$0.00	\$1,491.94	\$0.00	\$1,491.94	\$0.00	\$1,491.94
923 BVILLE EDUCATION PROMISE	\$0.00	\$0.00	\$23,955.81	\$7,808.18	\$16,147.63	\$7,076.00	\$9,071.63
926 Student Council	\$0.00	\$0.00	\$30,047.91	\$74.21	\$29,973.70	\$11,457.22	\$18,516.48
939 Science Olympiad	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00
960 Technology Student Assoc (TSA)	\$0.00	\$0.00	\$2,267.32	\$0.00	\$2,267.32	\$0.00	\$2,267.32
962 Science Trek Club	\$0.00	\$0.00	\$2,354.93	\$0.00	\$2,354.93	\$0.00	\$2,354.93
966 Wrestling	\$0.00	\$0.00	\$385.48	\$0.00	\$385.48	\$0.00	\$385.48
970 TECHNOLOGY SUPPORT TEAM	\$0.00	\$10,180.88	\$146,471.35	\$49,800.00	\$106,852.23	\$5,000.00	\$101,852.23
971 Golf	\$0.00	\$0.00	\$0.54	\$0.00	\$0.54	\$0.00	\$0.54
973 Cross Country	\$0.00	\$0.00	\$123.13	\$0.00	\$123.13	\$0.00	\$123.13
977 Soccer	\$0.00	\$0.00	\$50.66	\$0.00	\$50.66	\$0.00	\$50.66
986 Counselors' Special Fund	\$0.00	\$0.00	\$139.88	\$0.00	\$139.88	\$0.00	\$139.88
990 Yearbook	\$0.00	\$317.50	\$20,132.23	\$0.00	\$20,449.73	\$3,000.00	\$17,449.73
993 Academic Team	\$0.00	\$0.00	\$140.00	\$0.00	\$140.00	\$0.00	\$140.00
994 Archery Club	\$0.00	\$0.00	\$349.32	\$0.00	\$349.32	\$0.00	\$349.32
995 Homeless Student Assistance	\$0.00	\$0.00	\$1,074.58	\$0.00	\$1,074.58	\$0.00	\$1,074.58
996 Bruin Logo	\$0.00	\$0.00	\$23,986.98	\$694.88	\$23,292.10	\$3,600.00	\$19,692.10
997 Back To School Rally	\$0.00	\$0.00	\$600.87	\$0.00	\$600.87	\$0.00	\$600.87

Bartlesville Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Total	\$0.00	\$25,645.38	\$876,182.78	\$98,746.02	\$803,082.14	\$142,424.73	\$660,657.41

Surplus List

Pre-K Curriculum

10 units consisting of the following:
each unit has 3 poem posters
3 big books
3 story books for read alouds
3 social emotional lap books
3 alphabet (letter) lap books
1 sight word lap book
1 cd of sight word book
6 sight word small group books
3 small nursery rhyme books
3 nursery rhyme cd's for the interactive whiteboards
10 teacher guides
a welcome book and an assessment book.

Surplus List

Old Lockers at Madison



Surplus List

Central old marquee signage
Madison old marquee signage
Wayside old marquee signage
Hoover old marquee signage
Jane Phillips old marquee signage
Ranch Heights old marquee signage

Surplus List

Old overhead projector



Old Document Cameras (3)



Surplus List

Outdated Math document scanners/image capturers



Bartlesville Public Schools Encumbrance Register

Year 2024-2025 Fund 05

05-2023 BOND - BEA LEASE PURCHASE

PO No	Date	Vendor	Description	Amount
2	07/24/2024	HOLTZ ELECTRIC, INC.	SIGNS/263/DIST Blanket po for power line improvements to accommodate digital signs at Madison and Hoover	17,698.00

Report Total: \$17,698.00

Bartlesville Public Schools Encumbrance Register

Year 2024-2025 Fund 06

06-2024 BEA L/P RANCH HEIGHTS

PO No	Date	Vendor	Description	Amount
3	07/30/2024	SHANNON G. SHEPHERD	CONST/262/RH Blanket po for playground equipment, materials and installation per quote 24612-8	40,057.79

Report Total: \$40,057.79

Bartlesville Public Schools Encumbrance Register

Year 2024-2025 Fund 03

03-2021 BOND - PROJECTS - BEA LEASE PURCHASE

PO No	Date	Vendor	Description	Amount
2	08/12/2024	JOHN E THOMPSON	PAINT/018/WAYSIDE Blanket po for painting bollards and canopy at Wayside to match building exterior	3,220.00

Report Total: \$3,220.00

Bartlesville Public Schools
(Oklahoma Independent School District Number 30)
2024-2025 Procedural and Negotiated Agreements

CONTENTS

PROCEDURAL AGREEMENT

[I. Purpose](#)

[II. Recognition](#)

[III. Scope of Bargaining](#)

[IV. Negotiations Procedures](#)

[V. Impasse](#)

[VI. Savings Clause](#)

[VII. Duration of Agreement](#)

NEGOTIATED AGREEMENT

[I. Conditions of the Workplace](#)

1.1 Work Time Schedule

1.2 Planning Time

1.3 Duty Free Lunch

1.4 Assignments

1.5 Vacancies and Transfers

1.6 Reduction in Force

1.7 Teacher Appraisal

1.8 Personnel Files

1.9 Teaching Facilities

1.10 Teaching Materials

1.11 Teacher Contracts

1.12 Right to Representation at Disciplinary Meeting

[II. Salary and Fringe Benefits](#)

2.1 2024-2025 Compensation Schedule

2.2 Calculations for Salary of Less-Than-Full Time Teachers

2.3 Salary Schedule Documentation

2.4 Payroll Deductions

2.5 Warrants

2.6 Insurance Fringe Benefits

2.7 Flexible Benefits Plan

2.8 Retirement Benefit

2.9 Athletic Passes

2.10 Special Increments for Additional Duties & Responsibilities

2.11 Extra Duty Increment Committee

2.12 Job Related Certification Testing

[III. Leave Provisions](#)

- 3.1 Sick Leave
- 3.2 Sick Leave Sharing Policy
- 3.3 Sick Leave Accumulation Reimbursement
- 3.4 Leave of Absence
- 3.5 Emergency Leave
- 3.6 Legal Process Leave
- 3.7 Personal Business Leave
- 3.8 Professional Leave
- 3.9 Leave Without Pay and Unauthorized Absences
- 3.10 Family and Medical Leave

[IV. Association Rights](#)

[V. Grievance Procedure](#)

[VI. Duration](#)

APPENDICES

[A. Definitions](#)

[B1. Memorandum of Understanding: Leave Usage Tracking](#)

[B2. Memorandum of Understanding: Incentive Grants to Teachers](#)

[B3. Memorandum of Understanding: Teacher Appraisal Committee](#)

[C. Grievance Form](#)

[D. September Conference for First Year Teacher](#)

[E. Personal Development Plan \(Sample Forms\)](#)

[F. Minimum Criteria for Effective Teaching Performance](#)

[G. Standards of Performance and Conduct for Teachers](#)

[H. TLE Appraisal Forms & Methods](#)

PROCEDURAL AGREEMENT

I. PURPOSE

- 1.1. The Board of Education of the Bartlesville Public Schools and the Bartlesville Education Association recognize the need for a positive, orderly process of communication for administering employer/employee relations which conform with Oklahoma Statutes 05-70-509.1 through 05-70-509.10.

II. RECOGNITION

- 2.1 This Agreement is made and entered into by and between the Bartlesville Education Association, hereinafter termed the "Association" and the Board of Education of the Bartlesville Public Schools, hereinafter termed the "Board".
- 2.2 The Board hereby recognizes the Association as the exclusive representative for the bargaining unit consisting of all certificated and licensed employees, excluding administrators, of the Bartlesville Public Schools. The Board agrees not to recognize any other employee organization as the representative of the members of the bargaining unit for the duration of this Agreement. Further, no individual member of the bargaining unit shall negotiate with the Board except through their duly recognized bargaining representative.
- 2.3 The Board and Association agree not to retaliate against any member of the bargaining unit because of his/her exercise or non-exercise of rights under Oklahoma Statute, 70-509.

III. SCOPE OF BARGAINING

- 3.1 The Board and Association agree to negotiate in good faith on wages, hours, fringe benefits and other terms and conditions of employment.
- 3.2 The Board retains and reserves unto itself, without limitations, all powers, rights and authority conferred upon and vested in it by State and Federal law, including the right to make policy, rules and regulations which are not inconsistent with the Negotiated Agreement.
- 3.3 There shall be no negotiations on inherent managerial policy.

IV. NEGOTIATIONS PROCEDURES

4.1 Negotiation Teams

4.1.1 The Board and the Association shall each designate in writing, at the first negotiation session, the names of not more than six (6) persons who shall serve as their respective representatives for negotiations pursuant to the provisions of this Agreement. Each team may also designate up to three (3) alternates who may attend meetings in the place of regular team members. Each party shall also designate the person on its team who will serve as spokesperson.

4.2 Opening Negotiations

4.2.1 Between April 1 and April 30 of each ensuing year, either the Association or the Board shall submit a written request for negotiations to commence to the other party, if it desires there to be negotiations for that year. If no such request is made during the time period above, negotiations will not take place for the ensuing year.

4.2.2 The first negotiations session shall occur on a mutually agreeable date not more than forty-five (45) days from the date of the written request to open negotiations.

4.2.3 The Association and the Board shall submit all negotiation proposals at the first session. Subsequent proposals may only be submitted upon mutual agreement of the parties.

4.3 Negotiations Sessions

4.3.1 Only members of the respective negotiation teams may be present during negotiation sessions. Other parties may be permitted to be present only by mutual agreement of the parties. The spokesperson may designate any other person to speak.

4.3.2 No official recordings or official transcripts shall be made. An unofficial recording may be made by either party for informational purposes only. These recordings may only be listened to by the Association Executive Committee, Negotiation Team and alternates, and the Board, its Negotiation Team and alternates, and the Superintendent's Executive Staff.

4.3.3 Negotiations will be conducted at the times, dates, and places mutually agreed upon by the parties. The time, date, place and agenda of subsequent sessions will be set by mutual agreement of the parties prior to the close of each negotiation session.

4.3.4 Negotiations meetings shall be scheduled at times which will not interfere with the teacher work day and the educational programs of the district.

4.3.5 News releases shall be mutually agreed upon by the Board and the Association.

4.3.6 Each party is free to caucus at any time.

4.3.7 All items under negotiations shall be disposed of in one of the following manners:

- (1) tentative agreement;
- (2) withdrawal of items;
- (3) submission to impasse.

4.4 Tentative Agreement

4.4.1 Both parties agree that it is their mutual responsibility to empower their respective representatives with the necessary authority to make proposals, to consider proposals and counter proposals in the course of negotiations, and to reach tentative agreements subject to ratification by the Board and the Association.

4.4.2 When tentative agreement is reached on any item, it shall be reduced to writing, and signed and dated by the spokesperson of each team. When tentative agreement is reached on all items, they shall be submitted first to the membership of the Association for ratification and then to the Board for ratification.

V. IMPASSE

5.1 If negotiations are not successfully concluded by the first day of school an impasse shall exist. At any earlier time following the initial negotiation session, either party may declare an impasse, or, by mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school.

5.2 Within two (2) days of such declaration, the parties may, by mutual agreement, request the services of the Federal Mediation and Conciliation Service.

5.3 If the mediation process has been utilized and has failed to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items shall be submitted to fact finding as follows:

5.3.1 A fact finding committee consisting of three (3) members shall be formed. One (1) member shall be selected by the Association, and one (1) member shall be selected by the Board, within five (5) days. The third member shall be selected by the first two (2) members as follows: The parties shall notify the State Superintendent of Public Instruction that a fact finder is needed and request a list of potential fact finders from the State Superintendent. If no name on the list is agreeable to both parties, a coin toss shall occur with the party winning the toss having the right to strike a name from the list. The parties will then continue alternately striking names from the list until only one name remains. The person whose name remains on the list will serve as the chairperson of the

fact finding committee.

- 5.3.2 The committee shall meet with the Board's duly designated representatives and with the Association's representatives for the purpose of fact finding.
- 5.3.3 Within five (5) days after the selection of a chairperson, the representatives of the parties shall meet to exchange written language on each item at impasse. The exchanged documents shall be furnished to the chairperson and other members of the committee. Each item being submitted to fact finding shall show the last position taken by each negotiating team.
- 5.3.4 The cost for the services of the fact finding committee, including per diem expenses, if any, and actual necessary travel expenses shall be shared in the following manner: the Board shall assume the expenses of the representative selected by the Board, the Association shall assume the expenses of the representative selected by the Association, and the expenses of the third member shall be shared equally by the Board and the Association.
- 5.3.5 The fact finding committee shall have authority to establish procedural rules, conduct investigations, and hold hearings during which each party shall be given an opportunity to present its case with supporting evidence.
- 5.3.6 All hearings by the fact finding committee shall be conducted in closed session.
- 5.3.7 The chairperson shall convene the committee for fact finding. The committee shall meet with the representative of both parties and, within twenty (20) days after the fact finding hearing, shall present its written recommendation to the Board and the Association. The report shall set forth findings of fact and recommendations on the issues submitted.
- 5.3.8 If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the Board and the Association. The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the parties shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume a good faith effort to resolve differences; provided, after fourteen (14) days after the exchange of written statements, as provided for by this section either party may discontinue such effort.
- 5.3.9 The Board shall file a copy of the fact finding report with the office of the State Superintendent of Public Instruction. If the effort to resolve differences is successful, the parties shall draft a written agreement and present the agreement to both parties for ratification, and upon ratification such agreement shall also be forwarded to the State Superintendent. If the effort to resolve differences is unsuccessful, the Board shall forward to the State Superintendent in writing its final disposition of the negotiations impasse

process within thirty (30) days of the effective date of implementation.

VI. SAVINGS CLAUSE

- 6.1 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.

VII. DURATION OF AGREEMENT

- 7.1 This agreement shall continue in effect for successive fiscal year periods unless notice is given, in writing, between January 1 and January 31 of any year, by either party, that the party desires to modify, amend or terminate this Agreement. Once such notice is given, negotiations related to changes in this Agreement shall commence on a mutually agreeable date within thirty (30) days of such notice. Negotiations shall be disposed of within thirty (30) days in one of the following manners:
- (1) tentative agreement;
 - (2) withdrawal of items;
 - (3) submission to impasse.
- 7.2 In the event that the Association disbands or otherwise ceases to be the recognized bargaining agent, this Agreement shall be null and void on that date of such disbanding or cessation of representation.

Adopted:

President of the Board / Date

President of the Association / Date

NEGOTIATED AGREEMENT

I. CONDITIONS OF THE WORKPLACE

1.1 Work Time Schedule

- A. All Teachers shall follow the Board adopted School Calendar.
- B. Teacher Work Year
 1. The current *teacher work* year shall consist of one hundred and eighty-one (181) days. At least two (2) professional days shall be non-student, preschool days scheduled immediately prior to the first day of instruction. The remaining professional days will be used for site and/or district professional development and departmental meetings. One (1) non-student workday will be scheduled on the last day of the contract year.
 2. Teachers required by the District to work days beyond their normal contract year shall be compensated at their daily rate of pay for each additional day worked (this provision shall be effective upon ratification of the negotiated agreement by the Association and the Board of Education, and shall not be retroactive).
 3. Upon the approval of the superintendent, or designee, when teachers are required to make up contract days, approved professional development hours may be used. Professional Development hours can be earned from June 1st to the end of the current contract year. Professional Development hours cannot be carried over to subsequent years nor used to replace mandatory district/site professional development.
- C. Unless professional responsibilities or assigned duties require otherwise, the current standard teacher work day shall be a contiguous 7 hours and 25 minutes. Flexibility of scheduling may be done within the 7 hours and 25 minute work day. Teachers may be required to stay beyond the work day for faculty meetings, parent/teacher conferences, open house, departmental meetings, grade level meetings, professional growth, collaborative planning, and/or other uses as determined by the principal or requested by the Site Improvement Committee or teachers.

1.2 Planning Time

- A. Full-time classroom teachers in grades six (6) through twelve (12) shall be scheduled for preparation time of one (1) class period each day.
- B. Full-time classroom teachers in grade pre-kindergarten (Pre-K) through eight (8) shall be scheduled for a minimum of two hundred (200) minutes, or two hundred twenty-five (225) minutes for grades nine (9) through twelve (12) of preparation time each week during the student day. Preparation time shall be scheduled in thirty (30) consecutive minute segments whenever possible. This time shall be provided so long as the district is able to employ sufficient numbers of specialized

teachers, including but not limited to music, media specialists, art, physical education, and foreign language, to provide such preparation time to classroom teachers.

- C. When necessary, teachers may be required to forego scheduled planning time to accept responsibilities related to the proper functioning of the school.
- D. Teachers accepting an assignment which requires that they forego scheduled planning time for a semester or more shall be compensated at the rate of the 18% of their "Total Salary" as shown on the compensation schedule.

1.3 Duty Free Lunch

- A. Teachers shall be scheduled for a minimum of thirty (30) minutes of duty free lunch each day.
- B. When necessary, teachers may be required to forego duty free lunch time to accept responsibilities related to the proper functioning of the school.

1.4 Assignments

A. General Principle

When assigning teachers, the primary responsibility will be to best meet the needs of the students and the overall responsibilities of the district. All procedures that follow will be guided by the above principle. In addition, individual teacher preferences will also be considered.

- B. Teachers shall be assigned within the scope of their certification as prescribed or authorized by the State Department of Education.
- C. When assigning teachers to extra duties not covered by their teaching or supplemental contracts, the administration shall first attempt to secure volunteers. If a sufficient number of volunteers are not secured, the administration shall assign teachers on an equitable basis.

1.5 Vacancies and Transfers

A. Voluntary Transfer

1. Teachers currently employed in the district who request a transfer to a vacant position shall have their requests reviewed before teachers from outside of the district are hired.
2. Vacancies shall be posted as they occur during the school year. Vacancy announcements shall include certification requirements, subject area and anticipated grade levels. Vacancies shall be posted on the district website. Vacancies arising during the school year will normally be filled by temporary hires for the balance of the school year, and then posted for the ensuing school year if the position continues.

3. Teacher transfer request forms shall be submitted, in writing, to the site principal, who will forward the request to the Executive Director of Human Resources, who will send a copy of the request to each immediate supervisor who may be affected by the transfer.
4. To be considered for transfer during the summer, teachers shall notify the personnel office in writing and include their summer addresses, telephone numbers and areas of interest. The personnel office will attempt to notify teachers of vacancies that occur in the stated areas of interest as they arise between the close of the school year and August 13.
5. When a teacher applies for a transfer, the request shall be considered on the basis of the following criteria:
 - a. Contribution which the teacher could make in the new position.
 - b. Opportunity for professional growth.
 - c. Preference of the teacher and of the immediate supervisors.
 - d. Seniority.
6. Qualified teachers who request a transfer to a vacant position:
 - a. May be interviewed by the immediate supervisor and/or other appropriate personnel.
 - b. Shall be notified, in writing, within two (2) weeks after the final decision has been made.

B. Involuntary Transfer

1. Teachers who must be transferred to another school or to another position within the same school, as a result of curriculum reorganization, enrollment decline, closing schools and/or other district reorganization, shall be provided with written notification within ten (10) days of the decision which includes reasons for the transfer and shall be placed in position before new applicants are hired to fill vacancies for the ensuing school year.
2. The selection of teachers to be transferred shall be made by the immediate supervisor in conjunction with the Superintendent or his/her designee. When practicable the principal will discuss with the teacher before the final decision is made. If in the judgment of the administration, the qualifications of the teachers being considered for transfer are equal, the teacher with the least seniority shall be transferred.
3. Teachers who are being transferred for reasons other than stated in B.1. above shall be provided with written notification which includes reasons for the transfer by June 30, if possible.
4. Once a teacher has been notified of an involuntary transfer, the teacher shall have the options to request an interview with appropriate administrative personnel and/or provide a written

response to the notice of involuntary transfer.

5. Teachers who are being involuntarily transferred shall be provided with notice of all vacancies for which they are qualified as those vacancies occur.
6. When teachers are transferred the school district will assist the teachers with the moving of materials.

1.6 Reduction In Force

A. Needs of the School District and Students

1. When it becomes necessary for the Board to reduce the total number of certificated and/or licensed employees in the bargaining unit, the student and program needs of the district will be the primary priorities. Refer to section B.1 below for the criteria used for a reduction in force.
2. When the Board of Education determines reduction in force is possible, it will notify the Association president in writing that reduction in force is being considered.
3. In implementing a reduction in force, the Board will attempt first to reduce staff by attrition. Thereafter, the position or positions to be eliminated will be determined by the Board first and, thereafter, the following procedures will be used to determine the teacher or teachers to be non-renewed as a result thereof.

B. Displacement and Reassignment and Non-Renewal Sequences

1. The following criteria, in priority order, will be used to determine which teacher or teachers will be displaced and reassigned or non-renewed.
 - a. Average ratings on the TLE over the past three years of available TLE data calculated to the nearest one hundredth (1/100) of a percent.
 - b. Seniority: defined as continuous service under a teaching contract with the district beginning with the earliest official date of hire of this continuous service.
 - c. Total district teaching experience.
 - d. Total teaching experience.
 - e. Superintendent's recommendation.
2. Teachers must have on file in the Personnel Office, at the time of the presentation of the recommendation to reduce force, either the proper certification or evidence of eligibility for such certification, in order for displacement to occur.

C. Recall

1. Teachers who have been released because of a reduction in force, who have at least an average effective rating (2.8+), will be

- offered positions, for which they are certified and qualified, during the school year following the date of release. Such teachers will be offered reemployment in reverse order of non-renewal in accordance with the provisions of this policy.
2. Throughout the school year following the date of release, teachers who have been released because of a reduction in force will be placed on a recall list. Teachers on this recall list will be notified by certified mail of position vacancies for which they are certified and qualified and for which they have priority in accordance with the provisions of this policy. A teacher shall remain on the recall list unless the teacher:
 - a. does not accept a position within ten (10) days from the mailing of notice of vacancy as provided above; or
 - b. waives recall in writing; or
 - c. resigns
 3. It shall be the teacher's responsibility to see that the district has the teacher's current address on file, and that address will be used for recall purposes.
 4. A teacher who has been recalled shall have restored all benefits which had accrued to the date of release.

1.7 Teacher Appraisal

- A. Appraisals of teachers shall be based upon the criteria of the Tulsa Model of the Teacher and Leader Effectiveness (TLE) system attached to this Agreement.

- B. Career Teachers

All career teachers will receive an Evaluation at least once, by the end of the second semester each school year, except as noted below. It will be based on at least two observations, one conducted in the first semester and another in the second semester. Each of those observations must be followed by an observation conference with the teacher within five (5) work days of the observation.

An appraiser must conduct a third observation as part of any evaluation cycle if the teacher requests it promptly after the second such observation. As with other observations, the appraiser must conference with the teacher within five (5) work days of the observation.

If a teacher is put on a Personal Development Plan, an additional observation, in addition to the two standard ones, will be required to assess progress on the targeted indicator(s).

For the current school year, the annual Evaluation is NOT required for a career teacher who received a "Superior" or "Highly Effective" rating on the TLE through an Evaluation which was conducted in the prior school year. However, the annual Evaluation will be conducted if either the

teacher or his/her evaluator opts to begin the Evaluation process before the end of the first quarter of the school year.

C. Probationary Teachers

All probationary teachers will receive one Evaluation each year. The evaluation will be based on three (3) observations. Each observation must be followed by an observation conference with the teacher within five (5) work days of the observation. Because the evaluation is intended to be a growth model, the evaluation timeline will span the full year beginning with an observation the first nine weeks, second nine weeks and third nine weeks, concluding with a comprehensive evaluation during the fourth nine weeks.

- D. All teachers will be appraised by administrative personnel who have participated in the required training of the State Department of Education. Each teacher will be notified at the beginning of each school year which administrator(s) has been designated as his/her appraiser, will be provided with a copy of the detailed appraisal criteria, and will participate in a meeting with his/her appraiser for the purpose of reviewing the district's appraisal process and appraisal criteria.
- E. All teachers, in their first year of employment in the district, shall participate in a September conference with their appraiser for the purpose of orientation and review of the district's appraisal process and appraisal criteria.
- F. The annual appraisal of a teacher's performance shall include at least two (2) observations. An appraiser must conduct a third observation if the teacher requests it within three (3) work days after the second conference.
- G. Observations for the purpose of appraisal shall be conducted openly with the full knowledge of the teacher.

Principals may issue a Personal Development Plan (PDP) to a teacher as a stand-alone plan in response to a work-related incident or problem occurring outside the context of an observation or evaluation. In such cases, the principal's PDP will still follow the SMART Goals framework and the timeframes of the PDP described in the Tulsa Model of TLE.

- H. All appraisals shall be using the state-approved rubrics and forms of the Tulsa Model of the Teacher and Leader Effectiveness system.
- I. A teacher has the option to have another Bartlesville Public Schools teacher present as an observer at an Evaluation conference or Personal Development Plan conference with at least twenty-four (24) hours advance notice to the evaluator. Occasionally, the teacher may caucus briefly with the observer. The observer may participate in the conference with the approval of both the teacher being evaluated and the evaluator.

Observers, in the same capacity as above, may be present at observation conferences with the approval of the evaluator.

- J. On an observation form, any indicator marked Ineffective or Needs Improvement will include comments and suggestions for improvement. However, a Personal Development Plan with admonishment is allowed for indicators marked Ineffective or Needs Improvement.

On an Evaluation form, Ineffective or Needs Improvement shall not be marked without having been marked on one or more observation form(s) and the concern was not satisfied. Any indicator marked Ineffective or Needs Improvement on an Evaluation form will require a Personal Development Plan with admonishment.

- K. A copy of the Evaluation shall be given to the teacher at a conference held between the teacher and the appraiser. The teacher shall acknowledge receipt of the Evaluation by placing his/her signature thereon.
- L. The teacher may, within 10 working days of the Evaluation conference, respond to the Evaluation in writing, and said response will be attached to the Evaluation.

1.8 Personnel Files

- A. An official personnel file and an official evaluation file shall be maintained in the Personnel office. Unofficial working files may be maintained in the office of each principal.
- B. Material that may adversely affect a teacher's employment status may not be placed in the teacher's official files until the teacher has had the opportunity to read the material and to sign and date the actual copy to be filed. The teacher shall receive a copy of said material, at no cost to the teacher, at the time of filing. The teacher shall have the right, within ten (10) working days, to affix a written response to said material.
- C. A teacher, or upon written authorization, the teacher's designee, may review the contents of the teacher's official file during normal business hours, but not during the duty time of the teacher or designee. The teacher is entitled to receive a copy of any documents contained therein with the teacher paying the cost of reproduction.
- D. Access to a teacher's files will be limited to: the teacher or the teacher's designee, district employees who have a need to review the file in order to complete a job responsibility, members of the Board of Education, public agencies upon official request only as allowed by law.
- E. Any allegation or anonymous charge which is unproven through a thorough documented investigation shall not be placed in a teacher's official file.

1.9 Teaching Facilities

- A. Teachers shall have access to a workroom/lounge and dining area at each school provided that space is available that does not conflict with the needs of the students.
- B. Teachers shall be provided with access to a private telephone at each school.
- C. The District will strive to provide and maintain a clean, safe, healthy work environment, and will notify staff of any known hazards.

1.10 Teaching Materials

Teachers may request necessary teaching materials from the principal. The Board will provide materials as soon as it is practicable within budgetary and distribution guidelines and restraints.

1.11 Teacher Contracts

Individual teacher contracts shall be prepared by the Board. Teachers shall be provided with their individual contracts within sixty (60) days of the completion of the negotiation process. Teachers employed after the sixty (60) day period above will receive their contracts within thirty (30) days of employment.

1.12 Right to Representation at Disciplinary Meeting

At a meeting where a teacher will be presented with a written, formal admonishment, the teacher shall be permitted to be represented by a BEA or OEA representative of their choosing.

II. SALARY AND FRINGE BENEFITS

2.1 2024-2025 Compensation Schedule

Teachers who qualify by experience shall advance one (1) step on the 2024-2025 schedule.

Bartlesville Public Schools 2024-2025 Salary Compensation Schedule

Bachelors			
Year	Salary	District Paid Retirement	TOTAL SALARY
0	43,000.00	3,236.56	46,236.56
1	43,407.75	3,267.25	46,675.00
2	43,815.50	3,297.94	47,113.44
3	44,224.25	3,328.71	47,552.96
4	44,632.00	3,359.40	47,991.40
5	46,076.00	3,468.09	49,544.09
6	46,511.00	3,500.83	50,011.83
7	46,947.00	3,533.65	50,480.65
8	47,382.00	3,566.39	50,948.39
9	47,817.00	3,599.13	51,416.13
10	49,778.50	3,746.77	53,525.27
11	50,241.75	3,781.64	54,023.39
12	50,705.00	3,816.51	54,521.51
13	51,167.25	3,851.30	55,018.55
14	51,630.50	3,886.17	55,516.67
15	53,112.75	3,997.73	57,110.48
16	53,576.00	4,032.60	57,608.60
17	54,225.25	4,081.47	58,306.72
18	54,874.50	4,130.34	59,004.84
19	55,523.75	4,179.21	59,702.96
20	56,193.00	4,229.58	60,422.58
21	56,842.25	4,278.45	61,120.70
22	57,492.50	4,327.39	61,819.89
23	58,141.75	4,376.26	62,518.01
24	58,791.00	4,425.13	63,216.13
25	60,371.25	4,544.07	64,915.32
26	60,952.50	4,587.82	65,540.32
27	61,533.75	4,631.57	66,165.32
28	62,115.00	4,675.32	66,790.32
29	62,696.25	4,719.07	67,415.32
30	63,277.50	4,762.82	68,040.32
31	63,858.75	4,806.57	68,665.32
32	64,440.00	4,850.32	69,290.32
33	65,021.25	4,894.07	69,915.32
34	65,602.50	4,937.82	70,540.32
35	66,183.75	4,981.57	71,165.32
36+	66,765.00	5,025.32	71,790.32

State Flexible Benefit FOR THOSE ON OUR INSURANCE is 100% of Member HealthChoice High Option Premium; (as of June 2024 it is \$679.62 per month; \$8,155.44 per year).

State Flexible Benefit FOR THOSE NOT ON OUR INSURANCE is \$69.71 a month; \$836.52 a year. District Paid Long Term Disability is up to \$1,000 per month with a 90 day waiting period

District Paid Group Term Life Insurance is \$10,000 per employee up to age 69, \$5,000 per employee 70 and above (Note that Special Ed teachers receive an additional 10% and Alternative Ed teachers receive an additional 5% of Total Salary based on their placement in the salary schedule. Teachers receive credit up to the limits of the schedule for all accredited out-of-state teaching experience.)

*Note that new NBCT's will also receive an additional \$1,000.

**Bartlesville Public Schools
2024-2025 Salary Compensation Schedule**

Bachelors + 15			
Year	Salary	District Paid Retirement	TOTAL SALARY
0	43,501.27	3,274.29	46,775.56
1	43,909.02	3,304.98	47,214.00
2	44,316.77	3,335.67	47,652.44
3	44,725.52	3,366.44	48,091.96
4	45,133.27	3,397.13	48,530.40
5	46,577.27	3,505.82	50,083.09
6	47,012.27	3,538.56	50,550.83
7	47,448.27	3,571.38	51,019.65
8	47,883.27	3,604.12	51,487.39
9	48,318.27	3,636.86	51,955.13
10	50,279.77	3,784.50	54,064.27
11	50,743.02	3,819.37	54,562.39
12	51,206.27	3,854.24	55,060.51
13	51,668.52	3,889.03	55,557.55
14	52,131.77	3,923.90	56,055.67
15	53,614.02	4,035.46	57,649.48
16	54,077.27	4,070.33	58,147.60
17	54,726.52	4,119.20	58,845.72
18	55,375.77	4,168.07	59,543.84
19	56,025.02	4,216.94	60,241.96
20	56,694.27	4,267.31	60,961.58
21	57,343.52	4,316.18	61,659.70
22	57,993.77	4,365.12	62,358.89
23	58,643.02	4,413.99	63,057.01
24	59,292.27	4,462.86	63,755.13
25	60,872.52	4,581.80	65,454.32
26	61,453.77	4,625.55	66,079.32
27	62,035.02	4,669.30	66,704.32
28	62,616.27	4,713.05	67,329.32
29	63,197.52	4,756.80	67,954.32
30	63,778.77	4,800.55	68,579.32
31	64,360.02	4,844.30	69,204.32
32	64,941.27	4,888.05	69,829.32
33	65,522.52	4,931.80	70,454.32
34	66,103.77	4,975.55	71,079.32
35	66,685.02	5,019.30	71,704.32
36+	67,266.27	5,063.05	72,329.32

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 *Note that new NBCT's will also receive an additional \$1,000.

**Bartlesville Public Schools
2024-2025 Salary Compensation Schedule**

Masters			
Year	Salary	District Paid Retirement	TOTAL SALARY
0	45,097.43	3,394.43	48,491.86
1	45,505.18	3,425.12	48,930.30
2	45,912.93	3,455.81	49,368.74
3	46,321.68	3,486.58	49,808.26
4	46,729.43	3,517.27	50,246.70
5	48,173.43	3,625.96	51,799.39
6	48,608.43	3,658.70	52,267.13
7	49,044.43	3,691.52	52,735.95
8	49,479.43	3,724.26	53,203.69
9	49,915.43	3,757.08	53,672.51
10	52,340.18	3,939.58	56,279.76
11	52,803.43	3,974.45	56,777.88
12	53,266.68	4,009.32	57,276.00
13	53,729.93	4,044.19	57,774.12
14	54,192.18	4,078.98	58,271.16
15	55,675.43	4,190.62	59,866.05
16	56,138.68	4,225.49	60,364.17
17	56,787.93	4,274.36	61,062.29
18	57,437.18	4,323.23	61,760.41
19	58,086.43	4,372.10	62,458.53
20	58,756.68	4,422.55	63,179.23
21	59,405.93	4,471.41	63,877.34
22	60,055.18	4,520.28	64,575.46
23	60,705.43	4,569.23	65,274.66
24	61,354.68	4,618.09	65,972.77
25	62,970.93	4,739.75	67,710.68
26	63,552.18	4,783.50	68,335.68
27	64,133.43	4,827.25	68,960.68
28	64,714.68	4,871.00	69,585.68
29	65,295.93	4,914.75	70,210.68
30	65,877.18	4,958.50	70,835.68
31	66,458.43	5,002.25	71,460.68
32	67,039.68	5,046.00	72,085.68
33	67,620.93	5,089.75	72,710.68
34	68,202.18	5,133.50	73,335.68
35	68,783.43	5,177.25	73,960.68
36+	69,364.68	5,221.00	74,585.68

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 *Note that new NBCT's will also receive an additional \$1,000.

**Bartlesville Public Schools
2024-2025 Salary Compensation Schedule**

Masters + 15			
Year	Salary	District Paid Retirement	TOTAL SALARY
0	45,562.43	3,429.43	48,991.86
1	45,970.18	3,460.12	49,430.30
2	46,377.93	3,490.81	49,868.74
3	46,786.68	3,521.58	50,308.26
4	47,194.43	3,552.27	50,746.70
5	48,638.43	3,660.96	52,299.39
6	49,073.43	3,693.70	52,767.13
7	49,509.43	3,726.52	53,235.95
8	49,944.43	3,759.26	53,703.69
9	50,380.43	3,792.08	54,172.51
10	52,805.18	3,974.58	56,779.76
11	53,268.43	4,009.45	57,277.88
12	53,731.68	4,044.32	57,776.00
13	54,194.93	4,079.19	58,274.12
14	54,657.18	4,113.98	58,771.16
15	56,140.43	4,225.62	60,366.05
16	56,603.68	4,260.49	60,864.17
17	57,252.93	4,309.36	61,562.29
18	57,902.18	4,358.23	62,260.41
19	58,551.43	4,407.10	62,958.53
20	59,221.68	4,457.55	63,679.23
21	59,870.93	4,506.41	64,377.34
22	60,520.18	4,555.28	65,075.46
23	61,170.43	4,604.23	65,774.66
24	61,819.68	4,653.09	66,472.77
25	63,435.93	4,774.75	68,210.68
26	64,017.18	4,818.50	68,835.68
27	64,598.43	4,862.25	69,460.68
28	65,179.68	4,906.00	70,085.68
29	65,760.93	4,949.75	70,710.68
30	66,342.18	4,993.50	71,335.68
31	66,923.43	5,037.25	71,960.68
32	67,504.68	5,081.00	72,585.68
33	68,085.93	5,124.75	73,210.68
34	68,667.18	5,168.50	73,835.68
35	69,248.43	5,212.25	74,460.68
36	69,829.68	5,256.00	75,085.68

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 *Note that new NBCT's will also receive an additional \$1,000.

**Bartlesville Public Schools
2024-2025 Salary Compensation Schedule**

Masters + 30			
Year	Salary	District Paid Retirement	TOTAL SALARY
0	46,027.43	3,464.43	49,491.86
1	46,435.18	3,495.12	49,930.30
2	46,842.93	3,525.81	50,368.74
3	47,251.68	3,556.58	50,808.26
4	47,659.43	3,587.27	51,246.70
5	49,103.43	3,695.96	52,799.39
6	49,538.43	3,728.70	53,267.13
7	49,974.43	3,761.52	53,735.95
8	50,409.43	3,794.26	54,203.69
9	50,845.43	3,827.08	54,672.51
10	53,270.18	4,009.58	57,279.76
11	53,733.43	4,044.45	57,777.88
12	54,196.68	4,079.32	58,276.00
13	54,659.93	4,114.19	58,774.12
14	55,122.18	4,148.98	59,271.16
15	56,605.43	4,260.62	60,866.05
16	57,068.68	4,295.49	61,364.17
17	57,717.93	4,344.36	62,062.29
18	58,367.18	4,393.23	62,760.41
19	59,016.43	4,442.10	63,458.53
20	59,686.68	4,492.55	64,179.23
21	60,335.93	4,541.41	64,877.34
22	60,985.18	4,590.28	65,575.46
23	61,635.43	4,639.23	66,274.66
24	62,284.68	4,688.09	66,972.77
25	63,900.93	4,809.75	68,710.68
26	64,482.18	4,853.50	69,335.68
27	65,063.43	4,897.25	69,960.68
28	65,644.68	4,941.00	70,585.68
29	66,225.93	4,984.75	71,210.68
30	66,807.18	5,028.50	71,835.68
31	67,388.43	5,072.25	72,460.68
32	67,969.68	5,116.00	73,085.68
33	68,550.93	5,159.75	73,710.68
34	69,132.18	5,203.50	74,335.68
35	69,713.43	5,247.25	74,960.68
36+	70,294.68	5,291.00	75,585.68

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 *Note that new NBCT's will also receive an additional \$1,000.

**Bartlesville Public Schools
2024-2025 Salary Compensation Schedule**

Masters + 45			
Year	Salary	District Paid Retirement	TOTAL SALARY
0	46,505.45	3,500.41	50,005.86
1	46,913.20	3,531.10	50,444.30
2	47,320.95	3,561.79	50,882.74
3	47,729.70	3,592.56	51,322.26
4	48,137.45	3,623.25	51,760.70
5	49,581.45	3,731.94	53,313.39
6	50,016.45	3,764.68	53,781.13
7	50,452.45	3,797.50	54,249.95
8	50,887.45	3,830.24	54,717.69
9	51,323.45	3,863.06	55,186.51
10	53,748.20	4,045.56	57,793.76
11	54,211.45	4,080.43	58,291.88
12	54,674.70	4,115.30	58,790.00
13	55,137.95	4,150.17	59,288.12
14	55,600.20	4,184.96	59,785.16
15	57,083.45	4,296.60	61,380.05
16	57,546.70	4,331.47	61,878.17
17	58,195.95	4,380.34	62,576.29
18	58,845.20	4,429.21	63,274.41
19	59,494.45	4,478.08	63,972.53
20	60,164.70	4,528.53	64,693.23
21	60,813.95	4,577.39	65,391.34
22	61,463.20	4,626.26	66,089.46
23	62,113.45	4,675.21	66,788.66
24	62,762.70	4,724.07	67,486.77
25	64,378.95	4,845.73	69,224.68
26	64,960.20	4,889.48	69,849.68
27	65,541.45	4,933.23	70,474.68
28	66,122.70	4,976.98	71,099.68
29	66,703.95	5,020.73	71,724.68
30	67,285.20	5,064.48	72,349.68
31	67,866.45	5,108.23	72,974.68
32	68,447.70	5,151.98	73,599.68
33	69,028.95	5,195.73	74,224.68
34	69,610.20	5,239.48	74,849.68
35	70,191.45	5,283.23	75,474.68
36+	70,772.70	5,326.98	76,099.68

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 (Note that Special Ed teachers receive an additional 10% and Alternative Ed teachers receive an additional 5% of Total Salary based on their placement in the salary schedule. Teachers receive credit up to the limits of the schedule for all accredited out-of-state teaching experience.)
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**Bartlesville Public Schools
2024-2025 Salary Compensation Schedule**

Doctorate			
Year	Salary	District Paid Retirement	TOTAL SALARY
0	47,914.68	3,606.48	51,521.16
1	48,322.43	3,637.17	51,959.60
2	48,730.18	3,667.86	52,398.04
3	49,138.93	3,698.63	52,837.56
4	49,546.68	3,729.32	53,276.00
5	50,990.68	3,838.01	54,828.69
6	51,426.68	3,870.83	55,297.51
7	51,861.68	3,903.57	55,765.25
8	52,296.68	3,936.31	56,232.99
9	52,732.68	3,969.13	56,701.81
10	56,084.93	4,221.45	60,306.38
11	56,548.18	4,256.31	60,804.49
12	57,011.43	4,291.18	61,302.61
13	57,474.68	4,326.05	61,800.73
14	57,936.93	4,360.84	62,297.77
15	59,421.18	4,472.56	63,893.74
16	59,884.43	4,507.43	64,391.86
17	60,533.68	4,556.30	65,089.98
18	61,182.93	4,605.17	65,788.10
19	61,832.18	4,654.04	66,486.22
20	62,503.43	4,704.56	67,207.99
21	63,152.68	4,753.43	67,906.11
22	63,801.93	4,802.30	68,604.23
23	64,452.18	4,851.24	69,303.42
24	65,101.43	4,900.11	70,001.54
25	66,762.68	5,025.15	71,787.83
26	67,343.93	5,068.90	72,412.83
27	67,925.18	5,112.65	73,037.83
28	68,506.43	5,156.40	73,662.83
29	69,087.68	5,200.15	74,287.83
30	69,668.93	5,243.90	74,912.83
31	70,250.18	5,287.65	75,537.83
32	70,831.43	5,331.40	76,162.83
33	71,412.68	5,375.15	76,787.83
34	71,993.93	5,418.90	77,412.83
35	72,575.18	5,462.65	78,037.83
36+	73,156.43	5,506.40	78,662.83

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 *Note that new NBCT's will also receive an additional \$1,000.

2.2 Calculations for Salary of Less-Than-Full Time Teachers

A. Half-time Teachers

A ½ time teacher is by definition .60 FTE which includes pay for a planning period

A ½ time teacher works 4.45 hours per day

B. Less than full-time teachers

FORMULA:

Annual Salary/181 days = Daily Rate

Daily Rate/7.4166667 (7 hours and 25 minutes) = Hourly Rate

Hourly Rate X # of hours worked = New Daily Rate

New Daily Rate X # of days worked = Annual Salary/Year

e.g.

\$36000/181 days = \$198.89503 Daily Rate

\$198.89503/7.4166667 hrs = \$26.817295 Hourly Rate

\$26.817295 X 1 Hour per day = \$26.817295 New Daily Rate

\$26.817295 X 181 Days Worked per Year = Annual Salary/Year

2.3 Salary Schedule Documentation

Horizontal movement on the salary schedule shall be in accordance with the following procedures:

- A. A teacher who has earned additional hours or an advanced degree must file a request along with appropriate documentation by September 1 in order to receive movement on the salary schedule for the current school year. Once coursework hours have been earned and granted for the purpose of movement between degree lanes, the teacher shall be moved to the appropriate interim salary lane on the Compensation Schedule. Once an advanced degree has been completed, the teacher shall be moved to the appropriate salary lane on the Compensation Schedule. Additional movement to another interim salary lane will occur when a teacher has earned additional hours after the last degree held and credited on the Compensation Schedule.
- B. Course work for which a teacher plans to request movement on the salary schedule must be approved in advance by the Executive Director of Personnel and School Support unless such course work is part of an advanced degree program from an accredited college or university. Upon application for movement on the salary schedule, the Executive Director of Personnel and School Support will evaluate the course work submitted and approve it, if it meets the following criteria: courses within the teacher's content area, courses related to educational methods, or other courses which are deemed to be of benefit to the teacher's job performance.
- C. To meet the fifteen (15) credit hour requirement for movement between degree lanes, a teacher may substitute approved in-service training credits earned at the rate of fifteen (15) points per credit hour for up to

five (5) of the fifteen (15) credit hours required.

2.4 Payroll Deductions

- A. Upon written authorization, teachers shall be provided with payroll deductions for the following purposes:
 - 1. Credit Union
 - 2. District approved insurance programs
 - 3. Annuities
 - 4. Professional Organization dues
 - 5. OEA-PAC/NEA-PAC contributions
 - 6. Other items as approved by the Board
- B. Guidelines for the use of payroll deductions shall be determined by the Executive Director of Personnel and School Support and made available to all teachers.

2.5 Warrants/Checks

Teachers shall be paid monthly, on or before the fifteenth (15th) day of each month. All compensation shall be paid before the end of the fiscal year in which it is earned.

2.6 Insurance Fringe Benefits

A. Health Insurance

1. State Payment

Teachers who choose to participate in Major Medical Coverage purchased through the district-sponsored Cafeteria Plan.

For the current school year, each teacher who purchases major medical health coverage through the District's Health Insurance plan 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 teacher may be used to purchase additional benefits through the District's Section 125 Cafeteria Plan or may be taken as taxable compensation as provided by law. Part-time teachers shall receive benefits as provided for by state law. If the State mandates FBA changes during the current school year, teachers will receive the appropriate payment as required by law.

2. **Teachers who choose not to participate in Major Medical Coverage offered through the district-sponsored Cafeteria Plan.**

For the current school year, teachers who choose not to participate in the District Health Insurance Plan shall receive, as part of Total Compensation, sixty-nine dollars and seventy-one cents (\$69.71) per month which may be applied to options in the District's Section 125 Cafeteria Plan or may be taken as taxable compensation, in lieu of the flexible benefit allowance provide for in part 1 above.

B. Group Life Insurance

The Board shall provide all full-time teachers who are under contract to work twenty (20) or more hours per week with the following insurance coverage as part of total compensation on behalf of the teacher.

1. Group Term Life and Accidental Death Insurance of \$10,000 for the teacher.
 - a. The plan will also allow the teacher the option to purchase additional coverage at the teacher's expense.
2. Dependent Group Term Life insurance of \$2,000 for the teacher's spouse and \$1,000 for each dependent child.

C. Long Term Disability

The Board shall provide all full-time teachers who are under contract to work twenty (20) or more hours per week with coverage under the district's group plan.

2.7 Flexible Benefits Plan

The Board shall provide teachers 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.

2.8 Retirement Benefit

For the current school year, the Board shall pay, as part of Total District Compensation, on the Teacher Compensation Schedule, the required teacher's contribution to the Oklahoma Teachers' Retirement System.

2.9 Athletic Passes

Teachers shall utilize their school identification badge as the official pass that will admit only the teacher to all Bartlesville athletic events within the district at no charge. Teachers will be able to purchase advance tickets at a discount for their spouse and/or dependent school age children.

2.10 Special Increments for Additional Duties and Responsibilities

The following amounts are the total amount which will be allotted for each position. The positions in category I below may be divided or shared with the amount of money assigned proportionally to the amount of responsibility performed. All teachers assigned to a position included on the Extra Duty Increment Schedule shall receive a separate additional compensation contract.

Job descriptions shall be created by the administration for each position.

I. Academic Special Increments

DESCRIPTION	2024-2025 Increment
Secondary Department Chairpersons (6-12; 13 positions, 1 per department in district: Language Arts, Mathematics, Science, Social Studies, Foreign Language, Business, Physical Education, STEM, Guidance, Library, Visual Art, Fine Arts [vocal music/instrumental music/drama], Agriculture Education, BMITE.	
3-8 dept. members	2,200.00
9-14 dept. members	2,550.00
15-20 dept. members	2,850.00
21 dept. members	3,150.00
26-30 dept. members	3,450.00
31 or more dept. members	3,750.00
Building Coordinators (6-12; at buildings with 3 or more members in the following departments but no on-site department chair: Foreign Language, Business, Special Education; also at buildings with 3 or more members in the following departments in addition to any on-site department chair: Language Arts, Mathematics, Science, Social Studies, STEM)	
3-8 building dept. members	1,020.00
9 or more building dept. members	1,270.00
Elementary Grade Level Coordinators (7 PreK-5 positions in the district, 1 per grade level; 2 Instructional Coaching positions in the district)	1,600.00
Elementary Virtual Grade Level Coordinators	1,600.00
Elementary Coordinators (PreK-5; 9 positions, 1 per area in district: Art, Music, Physical Education, Librarians, Counselors, Gifted/Talented, Special Education, Reading Remediation, Speech Pathologists)	1,150.00
Vocal Music Supervisor	1,700.00
Music Supervisor (6-12)	2,670.00
Newspaper (Sr. High)	1,460.00
Yearbook (Sr. High)	2,530.00
Yearbook (Middle School)	970.00
Competitive Speech (9-12)	3,460.00
Drama (9-12)	4,710.00
Drama (6-8)	1,000.00
Student Council (Sr. High)	2,500.00
Student Council (Middle School)	970.00
Varsity Academic Bowl	1,940.00
MathCounts (Middle Schools)	1,020.00
Site Technology Assistant	1,200.00
National Honor Society (Sr. High)	1,110.00
Future Business Leaders of America/Junior Achievement (Sr. High)	970.00
National Junior Honor Society (Middle Schools)	800.00
Counselors	1,760.00
School Psychologists	10,000.00
Speech Language Pathologists	10,000.00
FFA	7,000.00
Secondary Science Fair Competition Sponsor	2,500.00
Secondary VEX Robotics Competition Sponsor	2,000.00
Technology Student Association District Coordinator	2,000.00

II. Vocal and Instrumental Music Salary Schedules

DESCRIPTION	2024-2025 Increment
Senior High Band Director (includes Middle School and/or Elementary assignments)	11,500.00
Associate Senior High Band Director (includes Middle School and/or Elementary assignments)	8,000.00
Assistant Senior High Band Director (includes Middle School and/or Elementary assignments)	6,500.00
Orchestra Director (6-12)	8,000.00
Assistant Orchestra Director (6-12)	4,300.00
Orchestra Assistant (6-12)	3,000.00
Vocal Music Director (Senior High)	7,630.00
Vocal Music Director (Middle School)	2,900.00
Assistant Vocal Music Director	3,900.00
Assistant Vocal Music Director (Middle School)	2,500.00
Winter Guard	5,500.00
Color Guard	5,500.00

III. Athletic Salary Schedule

Sport	DESCRIPTION	2024-2025 Increment
Baseball	Head Varsity	7,760.00
	Assistant Varsity	3,300.00
	Head 9th Grade	2,610.00
	Assistant 9th Grade	1,700.00
	Head 8th Grade	1,700.00
	Assistant 8th Grade	1,500.00
	Head 7th Grade	1,700.00
	Assistant 7th Grade	1,500.00
Basketball (Boys & Girls)	Head Varsity	10,650.00
	Assistant Varsity	4,100.00
	Head 9th Grade	3,300.00
	Assistant 9th Grade	1,800.00
	Head 8th Grade	2,350.00
	Assistant 8th Grade	1,800.00
	Head 7th Grade	2,350.00
	Assistant 7th Grade	1,800.00
	Mentor Coach Girls Basketball	2,000.00
	Mentor Coach Boys Basketball	2,000.00
Cross Country (Boys & Girls)	Head Varsity	5,500.00
	Assistant Varsity	2,500.00
	Head 8th Grade	2,000.00
	Assistant 8th Grade	1,200.00
	Head 7th Grade	2,000.00
	Assistant 7th Grade	1,200.00
Football	Defensive Coordinator	8,000.00
	Offensive Coordinator	8,000.00
	Special Teams Coordinator	7,000.00
	Assistant Varsity	6,400.00

Athletic Salary Schedule (continued)		
Sport	DESCRIPTION	2024-2025 Increment
Football (continued)	Head 9th Grade	5,000.00
	Assistant 9th Grade	4,000.00
	Head 8th Grade	4,500.00
	Assistant 8th Grade	3,500.00
	Head 7th Grade	4,500.00
	Assistant 7th Grade	3,500.00
Golf (Boys & Girls)	Head Varsity	4,200.00
	Assistant Varsity	2,000.00
	Head 8th Grade	1,400.00
	Assistant 8th Grade	1,200.00
	Head 7th Grade	1,400.00
	Assistant 7th Grade	1,200.00
Soccer (Boys & Girls)	Head Varsity	5,880.00
	Assistant Varsity	2,220.00
	Head 8th Grade	1,700.00
	Assistant 8th Grade	1,500.00
	Head 7th Grade	1,700.00
	Assistant 7th Grade	1,500.00
Softball	Head Varsity	7,760.00
	Assistant Varsity	3,300.00
	Head 8th Grade	2,610.00
	Assistant 8th Grade	1,700.00
	Head 7th Grade	2,610.00
	Assistant 7th Grade	1,700.00
Softball (Slow Pitch)	Head Varsity	5,000.00
	Assistant Varsity	2,500.00
	Head 8th Grade	1,670.00
	Assistant 8th Grade	1,100.00
	Head 7th Grade	1,670.00
	Assistant 7th Grade	1,100.00
Swimming (Boys & Girls)	Head Varsity	7,000.00
	Assistant Varsity	2,500.00
	Head 8th Grade	2,350.00
	Assistant 8th Grade	1,800.00
	Head 7th Grade	2,350.00
	Assistant 7th Grade	1,800.00
Tennis (Boys & Girls)	Head Varsity	7,000.00
	Assistant Varsity	2,100.00
	Head 8th Grade	2,000.00
	Assistant 8th Grade	1,500.00
	Head 7th Grade	2,000.00
	Assistant 7th Grade	1,500.00
	Junior Varsity Coach	1,500.00

Athletic Salary Schedule (continued)		
Sport	DESCRIPTION	2024-2025 Increment
Track (Boys & Girls)	Head Varsity	5,700.00
	Assistant Varsity	2,500.00
	Head 8th Grade	2,230.00
	Assistant 8th Grade	1,690.00
	Head 8th Grade	2,230.00
	Assistant 8th Grade	1,690.00
Volleyball	Head Varsity	5,750.00
	Assistant Varsity	2,670.00
	Head 9th Grade	2,200.00
	Assistant 9th Grade	1,700.00
	Head 8th Grade	2,000.00
	Assistant 8th Grade	1,500.00
	Head 7th Grade	2,000.00
	Assistant 7th Grade	1,500.00
Wrestling (Boys & Girls)	Head Varsity	9,000.00
	Assistant Varsity	3,500.00
	Head 8th Grade	3,000.00
	Assistant 8th Grade	2,400.00
	Head 7th Grade	3,000.00
	Assistant 7th Grade	2,400.00
Spirit Squad (Cheer)	Head High School	6,280.00
	Head 9th Grade	3,000.00
	Head 8th Grade	2,500.00
	Assistant 8th Grade	2,000.00
	Head 7th Grade	2,500.00
	Assistant 7th Grade	2,000.00
Spirit Squad (Pom)	Head High School	6,280.00
	Head 9th Grade	3,000.00
	Assistant 9th Grade	2,500.00
Special Olympics	Coach Elementary	2,000.00
	Coach Secondary	2,000.00
E-Sports	E-Sports Sponsor	3,500.00
Sports Media/Bruin TV & Scoreboard	Sponsor	4,000.00

Each area has the flexibility to pool their funding and make stipend adjustments as long as the total stipend amount allocated for that area is not exceeded for budgetary purposes.

2.11 Extra Duty Increment Review

Annually the Association and the District will each review extra duty increments for adequacy and equity. The parties will share the results of their reviews with each other by the end of the first semester. At the time the parties exchange bargaining issues, as provided in the Procedural Agreement, the parties will present specific increments to be adjusted, added, or deleted, with specific dollar amounts to be determined through negotiations.

2.12 Job Related Certification Testing

If directed by the Executive Director of Human Resources to obtain additional certification, the district will reimburse the cost of the certification exam upon proof of successful completion and assignment to the new certification area.

Grievance Procedure

The BEA may act as the “grievant” to alleged violations of the extra-duty process.

III. LEAVE PROVISIONS

3.1 Sick Leave

- A. Regular full-time teachers who are under contract to work twenty (20) hours or more per week are eligible for sick leave with pay.
- B. Teachers on ten (10) month contracts shall receive ten (10) days of sick leave. Teachers on eleven (11) month contracts shall receive eleven (11) days of sick leave. Teachers on twelve (12) month contracts shall receive twelve (12) days of sick leave. Such leave shall be granted at the beginning of each school year.
- C. Unused sick leave shall accumulate up to a maximum of one hundred twenty (120) days for use purposes should a teacher qualify for sick leave as provided for in D below. The district will also keep records of the days above the maximum accumulation, for the sole purpose of reporting those days to the Oklahoma Teachers' Retirement System.
- D. A teacher shall be eligible for sick leave with pay for personal illness, pregnancy, or accidental injury, or illness or accidental injury in the immediate family.
- E. 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 (spouse, child, parent, sibling, and corresponding relationships as established by marriage). Up to five (5) days of additional leave for bereavement purposes shall be provided to a teacher who has fewer than five (5) days of sick leave remaining when there is a death in the teacher'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.
 - 1. A teacher, as an expectant parent, spouse, and/or domestic partner who suffers a pregnancy loss (including, but not limited to, chemical pregnancy, ectopic pregnancy, molar pregnancy, miscarriage (12 weeks or later), Terminated for Medical Reasons (TFMR), stillbirth, neonatal loss) shall be eligible for bereavement leave.
- F. Full-time employees who have been employed by the school district

for at least one year and have worked at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of paid maternity leave shall be used immediately following the birth of the school district employee's child.

This paid maternity leave provided shall be in addition to and not in place of sick leave due to pregnancy, and the employee shall not be deprived of any compensation or other benefits to which the employee is otherwise entitled (in accordance with ASPIRE Oklahoma Plan; 2023).

- G. Up to five (5) days of sick leave with pay may be used for the adoption of a child who is over six (6) weeks of age.
- H. A teacher desiring to use sick leave shall report his/her anticipated absence to his/her immediate supervisor at the earliest possible time.
- I. Upon request of the immediate supervisor, teachers shall be required to provide appropriate evidence that their absence was necessitated by reasons allowable under the sick leave policy.
- J. After exhausting all accumulated and any shared sick leave, teachers shall be granted twenty (20) additional sick leave days for personal illness or accidental injury with the cost actually or normally paid to a certified substitute teacher deducted from their salary.
- K. Sick leave may be granted in full or half day increments.

3.2 Sick Leave Sharing Policy

- A. If a teacher has exhausted or will likely exhaust only sick leave earned pursuant to 70 O.S. §6-104 of Oklahoma statutes (annual allocation and accumulated sick leave balance) 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 teacher'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 teacher may request the use of sick leave days to be donated by other teachers. Each year teachers may donate up to one (1) day each, per requesting teacher, from their accumulated sick leave for use by the requesting teacher in accordance with the following procedures:
 - 1. Teachers desiring to donate days shall complete a written authorization transferring days to the ill or injured teacher.
 - 2. Teachers must have a balance of 50 unused sick leave days before they may donate a day.
 - 3. A teacher may initially request up to twenty (20) days from donating teachers. If needed, the teacher may reapply for one additional twenty (20) day period. After that the district personnel office must meet with the teacher to review the long-term disability options available to the teacher.

4. Teachers may only request access to sick leave sharing for no more than two different documented qualifying conditions during any fiscal year.
5. Consecutive year access shall be limited to no more than two consecutive years for the same documented qualifying condition.
6. Solicitations for donated leave shall only be made through designated administrative channels.

3.3 Sick Leave Accumulation Reimbursement

- A. Upon retirement, reduction in force, or death, teachers with at least five (5) years of continuous service in the district shall be compensated for thirty (30) days accumulated sick leave. In the instance of death, said compensation shall be paid to the teacher's estate.
- B. The rate of compensation shall be computed at 0.2% of the base salary at the bachelors step zero (0) for each day of accumulated sick leave, provided that:
 1. No teacher shall be compensated for more days of accumulated sick leave than twice the number of total years of service the teacher has in the district.
 2. No teacher who willfully abrogates a valid contract of employment with the district shall receive any such compensation.
 3. No qualified teacher shall receive compensation for fewer than four (4) days of accumulated sick leave.

3.4 Leave of Absence

- A. Teachers may, upon application to and approval of the superintendent or his/her designee, be granted an unpaid leave of absence of up to one (1) year for personal illness, illness in the immediate family, rearing a child, 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. Extensions of leave beyond one (1) year may be granted in exceptional cases.
 1. 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. A teacher on an approved Leave of Absence is permitted to participate in district-sponsored fringe benefit insurance programs, with the teacher paying the full cost of the premiums.
 2. During the period of a Leave of Absence a teacher 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 teacher upon return from the Leave of Absence. During the Leave of Absence seniority status and compensation schedule placement will neither accrue nor be lost. A teacher returning from a Leave of Absence will be placed on the same step of the compensation schedule as the teacher was on at the time the Leave of Absence was granted.
- B. Requests for reinstatement following a one year leave of absence shall be filed with the superintendent or his/her designee by March 1 during the

year of the leave of absence. Requests for reinstatement following a leave of absence for less than a one year period shall be filed with the superintendent or his/her designee no later than thirty (30) days prior to the expiration of the leave of absence. A teacher who fails to submit a request for reinstatement within the timelines above, or who declines an offered position for which the teacher is qualified, shall be deemed to have resigned his/her position with the district effective on the last day of the leave of absence.

- C. A teacher will be granted the right to return from a leave of absence and shall be reinstated without loss of professional or financial status if there is a vacancy for which the teacher is qualified. Sick leave shall not accrue, nor shall accumulated sick leave be lost during the time of the leave.

3.5 Emergency Leave

Upon approval of the immediate supervisor and the superintendent, or his/her designee, teachers may be granted up to five (5) days of paid leave each year for situations or occurrences of a serious nature that develop suddenly and unexpectedly and demand immediate attention. This leave is non-accumulative and may not be used for any reason allowable under another leave category.

3.6 Legal Process Leave

A. Teachers shall be granted leave to serve on a jury or as a witness subpoenaed in a criminal, civil, or juvenile proceeding.

B. The teacher serving as a juror or subpoenaed witness shall be paid his/her full, current contract salary.

3.7 Personal Business Leave

Teachers shall be granted four (4) days each year to conduct personal business that demands the teacher's presence at times that school is in session. This leave is noncumulative.

Personal business leave may be used for family obligations but may not be utilized for entertainment, recreation, seeking or participating in other employment, or providing a service for compensation. When directed by administration to attend an activity of the teacher's own special needs child, personal business leave will not be charged.

One (1) day may be taken at full pay. Three (3) days may be taken with sixty dollars (\$60) deducted if a non-certified substitute teacher is hired or if no substitute teacher is hired, or eighty dollars (\$80) deducted if a certified substitute teacher is hired. If unused, up to three (3) of these days shall be added to the teacher's accumulated sick leave balance.

Requests for personal business leave must be made to the immediate supervisor at least twenty-four (24) hours in advance, if possible. If an advanced request was not possible, the request must be completed within twenty-four (24) hours after the teacher has returned to work. The request will be approved for a date that is the least disruptive of the efficient operation of the district.

Except upon approval of the immediate supervisor and the superintendent, or his/her designee personal business leave will not be granted on days immediately before or after holidays or vacation periods, or during the last two (2) weeks of school.

3.8 Professional Leave

Upon approval of the teacher's immediate supervisor and the Superintendent or his/her designee, a teacher shall be granted professional leave with pay to attend local, state, or national meetings of organizations that represent his/her specific assignment in the Bartlesville Schools, or for legislative advocacy.

Days absent for the attendance at professional meetings shall be reported as "School Business."

3.9 Leave Without Pay and Unauthorized Absences

A. If a teacher finds it necessary to be absent for any reason not allowable under any leave policy, or if a teacher has exhausted all days in an allowable leave category, the teacher may request unpaid leave from his/her immediate supervisor and the superintendent or his/her designee. If such leave is granted, the teacher shall have an amount equal to 1/181st of his/her annual salary deducted for each day of absence.

B. A teacher who is absent as described in A. above, but without the approval of the immediate supervisor and the superintendent or his/her designee, or abuses the leave policies of the district in any other manner, shall be subject to disciplinary action up to and including dismissal.

3.10 Family and Medical Leave

A. Reasons for Leave

Eligible teachers may apply for this leave for the following reasons:

1. In the event of a birth of a child of the teacher, to take care of that child;
2. In the event of placement of a child with the teacher for adoption or foster care;
3. In order to care for the spouse, a child, or parent of the teacher, due to a serious health condition (see A.4. below for a definition of "serious health condition");
4. In the event of a serious health condition of the teacher that makes the teacher unable to perform the functions of the teacher's job. 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 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 District's sick leave policies. (A more detailed definition can be found in the full text of the Family and Medical Leave Act.)

5. 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. Qualifying exigencies for this leave include short-notice deployment (leave limited to seven calendar days or less prior to the date of deployment), military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation (leave limited to 5 or fewer days per exigency), post-deployment activities, and additional activities agreed to by the District and employee. Employees should refer to the U.S. Department of Labor's Final Rule on Family and Medical Leave for details on these exigencies.
6. 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. "Seriously ill or injured" refers to an injury or illness incurred by the member in the line of duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

B. Eligible Teachers

An eligible teacher is one who has (1) been employed by the District for at least one year; (2) is eligible for District benefits; and (3) has worked at least 1,250 hours during the previous twelve-month period. Leave requested under A.1. or A.2. must begin and end within twelve months of the birth or placement.

C. Nature of Leave

If a teacher qualifies for Family and Medical Leave, concurrent use of that leave and the teacher's sick leave would begin on the first day of the Family and Medical Leave. All teachers who meet the Act's requirements may be granted no more than a total of 12 work weeks (60 work days) of unpaid family leave and paid sick leave combined and used concurrently during any twelve month period. Additional accrued sick leave may be used after FMLA leave has been exhausted. In the case of military caregiver leave, these same rules apply except that the limitation is changed to no more than a total of 26 work weeks in any twelve month period.

D. Procedures

1. A teacher shall apply for Family/Medical Leave by requesting it from his/her supervisor. Upon verification by the District, the leave requested shall be granted. Provided,

- a. A teacher may not take more than twelve weeks of Family and Medical Leave in any twelve month period; provided, spouses both employed by the District will be limited to a combined total of 15 work weeks of Family and Medical Leave if requested for the following purposes: 1) for the birth and care of a child; 2) for the placement of a child for adoption or foster care, and to care for the newly placed child; or 3) to care for an employee's parent who has a serious health condition. In the case of military caregiver leave, these same rules apply except that the limitation is changed to no more than a total of 26 work weeks in any twelve month period.
 - b. While on leave, the teacher shall suffer no loss in benefits, but neither shall benefits accrue during the period the teacher is on leave, except for coverage the District offers under a group health plan.
2. Leave may be taken intermittently throughout the year. Provided,
 - a. For leave requested under A.1. or A.2., leave may be taken intermittently only with the agreement of the District;
 - b. For leave requested under A.3., A.4., or A.6., leave may be taken intermittently only when medically necessary;
 - c. If planned medical treatment is the basis for the leave, then the District may require the teacher to transfer temporarily to an available alternative position offered by the District for which the teacher is qualified.
3. For leave requested under A.3., A.4., or A.6. that is based upon planned medical treatment, if the teacher would be on leave intermittently more than twenty percent of the semester, the District reserves the right to require the teacher either
 - a. to take leave for periods of a particular duration not to exceed the duration of the treatment, or
 - b. to transfer temporarily to an available alternative position offered by the District for which the teacher is qualified.
4. If a leave of at least three weeks duration begins more than five weeks prior to the end of the semester and the return to employment would occur during the three week period before the end of the semester, the District may require the teacher to continue taking the leave through the end of the semester. If the District requires the teacher to continue taking leave and the teacher disagrees with that decision, the teacher may appeal that decision to the Superintendent. The decision of the Superintendent shall be final. Upon return, the teacher will be reinstated at full salary in a position designated by the administration;
5. If a leave of more than two weeks duration begins five weeks or less prior to the end of the semester and the return to employment would occur during the two week period before the end of the

semester, the District may require the teacher to continue taking the leave through the end of the semester. If the District requires the teacher to continue taking leave and the teacher disagrees with that decision, the teacher may appeal that decision to the Superintendent. The decision of the Superintendent shall be final. Upon return, the teacher will be reinstated at full salary in a position designated by the administration;

6. If a leave of more than five working days begins three weeks or less prior to the end of the semester, the District may require the teacher to continue taking the leave through the end of the semester. If the District requires the teacher to continue taking leave and the teacher disagrees with that decision, the teacher may appeal that decision to the Superintendent. The decision of the Superintendent shall be final. Upon return, the teacher will be reinstated at full salary in a position designated by the administration.

E. Verification

In the case of leave requested under A.3., A.4., and A.6., the District retains the right to require verification by the appropriate health care provider. It is the responsibility of the teacher to provide a copy of such verification to the District when requested.

Proper verification shall state:

1. date on which the condition began;
2. the probable duration of the condition;
3. the medical opinion of the health care provider;
4. for leave requested under A.3. or A.6., a statement that the teacher is needed to care for the appropriate individual;
5. for leave requested under A.4., a statement that the teacher is unable to perform the functions of the position.

At District expense, the District may require the teacher to obtain a second opinion of a healthcare provider designated or approved by the District.

If the two opinions differ, the District may require at District expense that the teacher obtain a third opinion of a health care provider designated or approved jointly by the District and the teacher. The opinion of the third health care provider shall be final and binding.

The District may require subsequent certifications to support FMLA leave but not more often than every 30 days unless 1) the employee requests an extension of leave, 2) changed circumstances occur regarding the illness or injury, or 3) the District receives information that casts doubt on

the validity of an existing certification. Certification periods for conditions that are certified as long term and involve no material change in the condition are different than stated in this paragraph – employees should refer to the United States Department of Labor’s Final Rule on Family and Medical Leave in such cases.

In the case of leave requested under A.5. or A.6., the District may require certification as designated in the U.S. Department of Labor’s Final Rule on Family and Medical Leave.

F. Notice

Teachers should apply for leave as soon as the teacher is aware of the need for the leave.

In the case of the birth or placement of a child, application should be made at least thirty days in advance of the day the leave is requested to begin.

In the case of a serious health condition as defined in A.3., A.4., or the case of military caregiver leave in A.6., if planned medical treatment is the basis for the leave the teacher should schedule the treatment in a manner that will not be disruptive to the efficient operation of the District. Application should be made at least thirty days before the date the leave is to begin or as soon as practicable.

G. Return to Work

Upon returning to work from the leave, the teacher shall be guaranteed either the same position previously held by the teacher or an equivalent position.

For leave requested under A.4., the District requires appropriate certification that the teacher is able to resume work.

If the teacher fails to return to work, and the reason is not a serious health condition or other circumstance beyond the teacher's control, then the District may recover from the teacher the premium paid for maintaining the teacher's group health coverage during the leave.

The District may require certification that the teacher is unable to return to work, either that the teacher is unable to perform the functions of the position or that the teacher is needed to care for a spouse, child or parent.

IV. ASSOCIATION RIGHTS

- 4.1. Upon written request by the Association, the Board shall provide any compiled public information requested.
- 4.2. The Association may distribute information related to the official business of the Association by placing such information in the individual physical or electronic mail boxes of teachers and/or posting it on a designated bulletin

board at each school.

- A. Such material shall not suggest, urge, or propose any action by a teacher to violate, ignore, or resist any terms of this Agreement, Board policy or administrative regulation.
- B. Political campaign or election material distributed by the Association may only be related to the official internal business of the Association.

4.3 After scheduling with the building principal, the Association may use school facilities for meetings of the Association. The Association shall reimburse the district for any additional expenses incurred by the district as a result of the usage of such facilities.

4.4 Association representatives may visit teachers for the purpose of transacting official business of the Association before and after the student day, provided that teachers are not interrupted or hindered in the performance of their assigned duties and/or professional responsibilities.

4.5 The Association shall receive a copy of the School Board Agenda at the same time as it is posted.

4.6 Whenever district-wide committees are formed that require teacher participation, the Association will be asked to provide a list of teachers eligible to serve on such committees, except for the district Professional Improvement/Development Committee which will be selected in accordance with state statutes. Teachers serving on such committees during the school day shall not lose any pay as a result of such service.

4.7 The Association shall be provided leave to attend Association related activities. For each day of leave utilized, the Association shall reimburse the District for the actual cost of a substitute teacher if one is hired, or fifty dollars (\$50.00) if one is not hired.

V. GRIEVANCE PROCEDURE

5.1 Purpose

The purpose of this procedure is to secure at the lowest possible level equitable solutions to a claim of contract violation by the grievant.

5.2 Definitions

A. A "grievance" is a claim by a teacher or teachers that there has been a violation, misinterpretation, or misapplication of the terms of this Negotiated Agreement that has affected that teacher or teachers.

B. The "grievant" is the teacher or teachers making the claim.

C. The "party in interest" is the teacher or teachers making the claim, or any person who might be required to take action, or against whom action might be taken in order to resolve the claim.

D. "Days" except when otherwise indicated shall mean working days.

5.3 Procedure

A. Level I - A teacher with a grievance shall first discuss the grievance individually with the immediate supervisor within ten (10) days of the alleged violation, citing the article and section alleged to have been violated with the objective of resolving the grievance informally. No written record will be made.

B. Level II

1. If the grievant is not satisfied with the disposition of his/her grievance at level one, he/she may file the grievance within five (5) days of the level one response with the immediate supervisor citing the article and section alleged to have been violated and the specific remedy sought.
2. The immediate supervisor shall schedule and hold a formal meeting with the grievant within five (5) days after receipt of the written grievance and shall transmit a written decision to the grievant within five (5) days of the meeting.

C. Level III

1. If the grievant is not satisfied with the disposition of his/her grievance at level two, he/she may file the grievance within five (5) days of the level two response with the superintendent.
2. The Superintendent shall schedule and hold a meeting with the grievant within ten (10) days after receipt of the appeal and shall transmit a written decision to the grievant within five (5) days of the meeting.

D. Level IV

1. If the grievant is not satisfied with the disposition of his/her grievance at level three, he/she may file the grievance within five (5) days of the level three response for transmittal to the Board.
2. The Board will hear the grievance at its next regularly scheduled meeting or a special meeting which has been called for that purpose. The Board shall transmit its written decision to the grievant within five (5) days of the meeting. The decision of the Board shall be final.

E. Right to Representation

The grievant and the administration may each be represented by a person of their own choosing at levels II, III, and IV of this procedure.

F. General Provisions

1. The grievant and the administration may include, at levels II, III, and IV of this procedure, such witnesses and evidence as each deems necessary to develop facts pertinent to the grievance. No witnesses or evidence may be

presented at any level by the grievant unless such was presented at all previous levels. No witnesses or evidence may be presented at level IV by the administration unless such was presented at level III.

2. Decisions rendered at levels II, III and IV of the grievance procedure will be in writing, setting forth the decisions and the reasons therefore and will be transmitted promptly to all parties in interest and to the Association.
3. The grievant shall have sole responsibility for pursuing the grievance through all levels and within the time limits specified in these procedures.
4. Necessary forms for the filing of grievances shall be mutually agreed upon by the Association and the Board and be made a part of this Agreement.
5. Copies of official grievances, all documents, communications, and records dealing with the processing of a grievance will be filed in a separate chronological grievance file and will not be kept in the personnel files of any of the participants.
6. No reprisals shall be taken against the grievant, any witness, or other participant in the grievance procedures by any reason of such participation.
7. Failure in any step of this procedure to appeal to the next level within the specified time limits shall be deemed to be acceptance of the decision at that level.
8. Failure by the administration to respond within the required time limits to any level shall permit the grievant to immediately advance his/her appeal to the next level.
9. All meetings and hearings, with the exception of those at level IV, under this procedure shall not be conducted in public and shall include only parties in interest and their selected representatives.
10. Time limits at any level may be extended by mutual agreement, and such agreements shall be reduced to writing and placed in the record for that grievance.
11. The Association may file a grievance as the "grievant" for alleged violations of Article IV, Association Rights, of this Agreement. If the action causing the grievance arose from a decision of an authority higher than the immediate supervisor, the grievance shall be filed at Level III, provided that informal resolution shall be attempted before the grievance is filed.
12. If a grievance arises from an action of an authority other than the immediate supervisor, the grievance may be initiated at Level III of this procedure.

VI. DURATION

- 6.1 This Agreement represents the full and complete agreements of the parties.
- 6.2 This Agreement shall remain in full force and effect and bind the parties during the current school year and shall remain in effect until replaced by a subsequent Agreement negotiated in accordance with the provisions of the Procedural Agreement.

Adopted:

President of the Board / Date

President of the Association / Date

APPENDIX A

Definitions

Immediate Family - spouse, child, parent, sibling, and corresponding relationships as established by marriage.

Non-Student Operational Work Day - A day designated for teachers to address instructional responsibilities. On such days, it is intended that required meetings would be kept to a minimum.

Site Professional Day - A day designated for staff development activities planned and developed through the collaboration of the principal, site improvement committee and the site staff development committee to support District goals.

District Professional Day - A day designated for staff development activities planned and developed by the District Professional Improvement Committee to support District goals.

Retirement – Satisfying the age and service requirements for retirement under Title 70 O.S. Section 17-105 as defined in OAC 715:10-15-2 (rules and regulations of the Oklahoma Teacher Retirement System).

Career Teacher –

- o Beginning in 2017-2018, a teacher will no longer be automatically granted career teacher status after three consecutive years.
- A teacher who has completed three consecutive, complete school years in one district with a rating of “Superior” for a least two of the three year with no rating below “Effective”, **OR**
- A teacher has completed four consecutive years complete school years in one district and averaged a rating of at least “Effective” over the four years and received ratings of at least “Effective” for the last two years of the four-year period, **OR**
- A teacher has completed four or more consecutive complete school years in one district and the principal submits a petition, specifying underlying facts for granting career status to the superintendent, the superintendent agrees, and the district board of education approves.
- Beginning in 2017-2018, the law also says that teachers who do not receive career teacher status in four years MAY be dismissed, subject to due process.

Probationary Teacher – Beginning in 2017-2018, any teacher who has not met the requirements for Career Teacher Status will be considered a Probationary Teacher regardless of the length of their employment with the District.

Continuing Teacher Contract – After the second complete school year of consecutive employment with the district, a teacher is placed on a continuing contract. The type of contract has no bearing on whether the teacher has obtained career teacher status.

Temporary Teacher Contract – During the first two complete school years of employment with the district, a teacher is placed on a temporary contract. The district is under no obligation to have the teacher return after the first or second complete school year of employment.

Appendix B1: Memorandum of Understanding

The Board and Association representatives decided that the District Personnel and Business Finance departments will categorize and track leave usage during the current school year for the purpose of providing data for consideration during the bargaining for the following school year. The categories to be tracked include:

1. Sick Leave
2. School Business
3. 1st day paid personal business
4. Personal business at sub deduct
5. Non-use of both sick leave and personal business leave each semester
6. Other categories

The District Personnel and Business and Finance departments will report the tracking results to the Board and Association negotiation representatives prior to bargaining and updated if needed by June 30 of the current bargaining year.

Adopted:

President of the Board Date

President of the Association Date

Appendix B2: Memorandum of Understanding

Incentive Grants to Teachers

An Incentive Grant Committee comprised of BEA, Board, and Administration members will convene if private, state, or federal funding becomes available for incentive grants or similar opportunities, provided (in accordance with HB 1521; 2015) that one-time incentive pay and one-time retention incentive pay for returning a second year shall not be subject to a negotiated agreement, and thus shall not be subject to the committee process.

Adopted:

President of the Board Date

President of the Association Date

Appendix B3: Memorandum of Understanding

Teacher Appraisal Committee

A Teacher Appraisal Committee (e.g. teachers, counselors, librarians, psychologists, nurses) comprised of BEA, Board, and Administration members will convene annually during the school year for the purpose of studying and recommending implementation of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE). The committee membership shall include five teachers designated by the BEA and five members, including Board of Education Members, designated by the Superintendent. The committee may recommend a course of action to the bargaining teams for the following school year's negotiations.

Adopted:

President of the Board Date

President of the Association Date

APPENDIX C

INDEPENDENT SCHOOL DISTRICT NO. 30
Bartlesville, Oklahoma

GRIEVANCE FORM

Level (check one): Two , Three , Four

Name of Grievant Assignment

Date of Occurrence giving rise to the Grievance

Citation of Negotiated Agreement Article(s) and/or Section(s) alleged to have been violated:

Statement of Grievance

Relief Sought

Signature of Grievant Date

Decision and Supporting Reason(s)

Signature and Title Date

(If additional space is needed to complete any segment(s) of this form, attach and properly identify additional pages.)

All parties involved should refer to the Grievance Procedure Article in the current Negotiated Agreement for timelines and procedures in executing this form.

11/93

APPENDIX D

INDEPENDENT SCHOOL DISTRICT NO. 30
Bartlesville, Oklahoma 74003

SEPTEMBER CONFERENCE FOR FIRST YEAR TEACHER

Teacher's Name _____ Date _____

Teacher Comments Concerning Needs (materials, curriculum guides, classroom management, etc.):

Administrator Comments and Suggestions:

Action To Be Taken:

By Teacher:

By Administrator:

Signature of Administrator

Signature of Teacher
(Signifying receipt of copy.)

TO THE TEACHER: Your signature indicates you have read and received a copy of this conference report. You may, if you desire, submit a statement of your own. ■■

APPENDIX E: Personal Development Plan (Sample Forms)



TLE System's Personal Development Plan and Follow-Up Report

Personal Development Plan (PDP)

Name <Click here and insert name of educator.>
Building Name OT
Date of PDP <Click here and select date from drop-down menu.>
Type of PDP <Required for all PDPs: click and choose the type of PDP from the drop-down menu>
Stand-Alone PDP Detail Expectations and Action Plans OT

The evaluator and the educator will review this PDP on the following date and time:

OT at _____ [time] at _____ [location].

If additional reviews are necessary, insert the date(s), time(s) and location of those meetings: _____

Educator's Signature* _____ Date _____

Evaluator's Signature _____ Date _____

* The educator's signature is an acknowledgement that he or she received the PDP on the date indicated.

Important Notes for Evaluator:

- When creating a PDP and Follow-Up Report, the evaluator must rename the PDP template file via the "Save As" function within Word using the following format:
Site Code.Lastname.Firstname.Employee ID#.PDP.Date of Original PDP
 When this document is accessed to add notes within the follow-up section, save the entire document without renaming the file.
- If more than one page is needed to complete the PDP, continue the document onto one or more additional pages. However, ensure that the educator's name, the building name and the date of the PDP are on each additional page.
- Evaluators are responsible for writing the PDP. If appropriate, an evaluator may write the PDP in collaboration with the educator receiving the PDP. The evaluator may seek assistance from outside sources when necessary—human capital partners, curriculum and instruction staff, legal counsel, etc. A PDP should support and assist the educator so that he or she becomes an effective educator. A PDP is typically issued when failure to comply with the directive(s) in the PDP may affect the educator's continued employment with the District. It may be issued in conjunction with an observation, an evaluation or as a stand-alone document.

Personal Development Plan Follow-Up Report

Name <Click here and insert name of educator.>
Building Name OT
Date of Follow-Up <Click here and select date from drop-down menu.>

Select one or more of the following descriptors, as appropriate, to organize the progress notes regarding the issues identified in the educator's PDP:

1. Issues that have been addressed to an "effectiveness" level (if any) OT
2. Issues that have been addressed, but not to the level of "effectiveness" (if any)** <Click here and describe any issues making progress but not yet to the level of "effectiveness.">
3. Issues that have not experienced any level of progress (if any)** <Click here and describe any issues not exhibiting any progress.>
- Follow-Up Steps (if any) <If there are follow-up steps, click here and enter the required actions.>

Educator's Signature* _____ Date _____

Evaluator's Signature _____ Date _____

*The educator's signature is an acknowledgement that he or she received the PDP Follow-Up Report on the date indicated.

- Important Notes for Evaluator:**
- If additional follow-up meetings are necessary, the evaluator shall attach one or more additional pages to this file. Such pages shall (1) be dated, with the names of the educator and building site identified; (2) include all of the information requested on this page, including the signature information.
 - If the educator has any issues identified within category 2 or 3 as described below, the PDP can be continued with a statement of continuation and the identification of a new time line for growth and subsequent review. This information should be included within the "follow-up steps"

APPENDIX F

MINIMUM CRITERIA FOR EFFECTIVE TEACHING PERFORMANCE

I. Practice

A. Teacher Management Indicators

1. Preparation
The teacher plans for delivery of the lesson relative to short-term and long-term objectives.
2. Routine
The teacher uses minimum class time for non-instructional routines, thus maximizing time on task.
3. Discipline
The teacher clearly defines expected behavior (encourages positive behavior and controls negative behavior).
4. Learning Environment
The teacher establishes rapport with students and provides a pleasant, safe and orderly climate conducive to learning.

B. Teacher Instructional Indicators

1. Establishes Objectives
The teacher communicates the instructional objectives to students.
2. Stresses Sequence
The teacher shows how the present topic is related to those topics that have been taught or that will be taught.
3. Relates Objectives
The teacher relates subject topics to existing student experiences.
4. Involves All Learners
The teacher uses signaled responses, questioning techniques and/or guided practices to involve all students.
5. Explains Content
The teacher teaches the objectives through a variety of methods.
6. Explains Directions
The teacher gives directions that are clearly stated and related to the learning objectives.
7. Models
The teacher demonstrates the desired skills.
8. Monitors the teacher checks to determine if students are progressing toward stated objectives.
9. Adjusts Based on Monitoring
The teacher changes instruction based on the results of monitoring.
10. Guides Practice
The teacher requires all students to practice newly learned skills while under the direct supervision of the teacher.
11. Provides for Independent Practice
The teacher requires students to practice newly learned skills without the direct supervision of the teacher.
12. Establishes Closure

The teacher summarizes and fits into context what has been taught.

II. Products

A. Teacher Product Indicators

1. Lesson Plans

The teacher writes daily lesson plans designed to achieve the identified objectives.

2. Student Files

The teacher maintains a written record of student progress.

3. Grading Patterns

The teacher utilizes grading patterns that are fairly administered.

B. Student Achievement Indicators

Students demonstrate mastery of the stated objectives through projects, daily assignments, performance, and test scores.

APPENDIX G

Standards of Performance and Conduct for Teachers

The following standards of conduct for teachers are adopted pursuant to HB 1017, 70 O.S. Supp. 1990 - 6-101, 21 & 22.

Teachers are charged with the education of the youth of this State. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community, teachers are to be guided in their conduct by their commitment to their profession.

PRINCIPLE I: COMMITMENT TO THE STUDENTS

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning,
2. Shall not unreasonably deny the student access to varying points of view,
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress,
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety,
5. Shall not intentionally expose the student to embarrassment or disparagement,
6. Shall treat all students fairly and shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly
 - a. Exclude any student from participation in any program
 - b. Deny benefits to any student
 - c. Grant any advantage to any student,
7. Shall not use professional relationships with students for private advantage,
8. Shall not disclose information about students obtained in the course of

professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.

PRINCIPLE II: COMMITMENT TO THE PROFESSION

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to assure that the quality of the services of the teaching profession meets the expectations of the State and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the teacher:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications,
2. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute, 3. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position,
4. Shall not assist an unqualified person in the unauthorized practice of the profession,
5. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose and is permitted by law or is required by law.
6. Shall not knowingly make false or malicious statements about a colleague,
7. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

APPENDIX H

TLE Appraisal Forms & Methods

Composite Weighted Averages for Annual Evaluations

The 2014-2015 versions of these TLE rubrics remain in effect and are posted as attachments on the district website under [Staff Links > TLE Appraisals](#)

[Teachers Observation and Evaluation Rubric](#)

[Counselors Observation and Evaluation Rubric](#)

[Librarians Observation and Evaluation Rubric](#)

[Speech/Language Pathologists & School Psychologists Observation and Evaluation Rubric](#)

[Nurses Observation and Evaluation Rubric](#)

[TLE Observation and Evaluation Rubric Instructional Coaches/Instructional Technology Coaches/New Teacher Mentors](#)

[TLE Observation and Evaluation Rubric Staff Development Teachers](#)

Composite Weighted Averages for Annual Evaluations

The appropriate rubric is used to rate an employee's effectiveness in the TLE system dimensions on a 1-to-5 scale on the two or more **Observations** made during the school year, with 1 = Ineffective, 2 = Needs Improvement, 3 = Effective, 4 = Highly Effective, and 5 = Superior.

The **Observation** ratings are averaged into domains, weighted as follows:

Teacher	Counselor	Librarian	Nurse	Speech-Lang Path / School Psychologist
Classroom Management 6 / 30%	Counselor Center Management 3 / 20%	Library Management 8 / 35%	Program Management 4 / 35%	Organization and Management 4 / 30%
Instructional Effectiveness 10 / 50%	School Counseling Effectiveness 5 / 30%	Instructional Effectiveness 7 / 40%	Instructional Skills 1 / 10%	Instructional Support 5 / 45%
-	-	-	Prof. Services 3 / 35%	-
Professional Growth / Continuous Improvement 2 / 10%				
Interpersonal Skills 1 / 5%	Interpersonal Skills 2 / 10%	Interpersonal Skills 2 / 10%	Interpersonal Skills 1 / 5%	Interpersonal Skills 1 / 10%
Leadership 1 / 5%	Leadership 2 / 20%	Leadership 2 / 5%	Leadership 1 / 5%	Leadership 1 / 5%
20 Dimensions	14 Dimensions	21 Dimensions	12 Dimensions	13 Dimensions

A **Composite Weighted Average** is calculated from the above dimension/domain ratings for the annual **Evaluation** to assign an overall rating as follows:

- average < 1.8 Ineffective
- 1.8 ≤ average < 2.8 Needs Improvement
- 2.8 ≤ average < 3.8 Effective
- 3.8 ≤ average < 4.8 Highly Effective
- 4.8 ≤ average Superior

- Any rating of 1 or 2 in the annual Evaluation, on any of the dimensions, requires a Personal Development Plan.
- Any rating of 4 or 5 in the annual Evaluation, on any of the dimensions, requires a supporting narrative comment in the Evaluation.

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
 NOTICE OF ALLOCATION
 OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 25

SUPERINTENDENT
 BARTLESVILLE SCHOOL SYSTEM
 P O BOX 1357
 BARTLESVILLE, OK, 740051357

TYPE OF AID	Project Code	Revenue Code	Amount
Program Assistance	412	3812	
3.00 AG EDUCATION			\$39,000.00
4.00 BUS & INFO TECH ED			\$52,000.00
8.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$76,000.00
Summer Salary	411	3811	
3.00 AG EDUCATION			\$23,760.00
State Teacher Supplement	411	3811	
3.00 AG EDUCATION			\$7,800.00
4.00 BUS & INFO TECH ED			\$8,800.00
8.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$17,600.00
		Total:	\$224,960.00

NOTE: Please provide a copy of this report to your business manager, local director, person responsible for OCAS coding and school principal where these programs are located

Questions regarding this Notice of Allocation should be directed to Valerie McBane at 405-743-5458

I hereby certify that the above allocations are made in accordance with the Oklahoma School Code.

Danielle Kipp,
 Finance Manager
 Oklahoma Department of Career and Technology Education

7/18/2024 2:38 PM
 Date

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

APPLICATION FOR CONDUCTING PILOT COOPERATIVE ACTIVITIES PROGRAM
(To Be Jointly Completed By Participating Schools)

1. ACTIVITY Baseball For School Year(s) 2024-25
(One Activity Per Application Form)

Check one: High School Junior High

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

A. <u>Bartlesville PS</u>	B. <u>St. John Catholic School</u>
Address <u>1700 Hillcrest</u>	Address <u>816 S. Keeler</u>
City <u>Bartlesville</u> ZIP <u>74003</u>	City <u>Bartlesville</u> ZIP <u>74003</u>
Supt. <u>Chuck McCauley</u>	Supt. <u>David Deam</u>
Prin. _____	Prin. <u>Cristel Miller</u>
A.D. <u>Thad Dilbeck</u>	A.D. _____

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

Name Thad Dilbeck Work Phone _____

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

5. NAME OF COOPERATIVE TEAM or GROUP St. John School(s) _____ Mascot, if applicable Eagles

6. DISTANCE BETWEEN SCHOOLS 0-5 miles

7. COACHING STAFF OR SPONSOR

Head Coach-Sponsor Cody Price School _____
Assistant _____ School _____

8. SITE OF CONTEST _____

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

School A ADM (9-12) _____

School B ADM (9-12) _____

10. ADDITIONAL AGREEMENTS BETWEEN SCHOOLS

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

- Conditions Prompting Application for Cooperative Agreement and Goal of Coop
- Administrative Responsibility
- Liability and Insurance
- Uniforms (colors, cost, identifying names, etc.)
- Financial Arrangements
- Operating Procedures
- Facilities
- Practice Sites and Schedules
- Staffing
- Evaluation of Staff
- Supervision at Contests, home and away
- Transportation
- Contracting Game Officials
- Cheerleaders/Pep Squads
- OSSAA Eligibility Reports
- Periodic In-School Eligibility Checks
- Procedures for Awarding Athletic Letters

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

School A Bartlesville PS
(Host)

Date _____

Location Bartlesville

School B St John Catholic School

Date 7-16-24

Location Bartlesville

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

12. AUTHORIZATION FOR THE FILING OF THIS APPLICATION

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

Date of Application: July 16, 2024

SCHOOL A. Bartlesville PS
(Host)

SCHOOL B. St. John Catholic School

Bd. Pres. _____

Bd. Pres. _____

Supt. _____

Supt. _____

Prin. _____

Prin. *[Signature]*

X

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

APPLICATION FOR CONDUCTING PILOT COOPERATIVE ACTIVITIES PROGRAM
(To Be Jointly Completed By Participating Schools)

1. ACTIVITY Tennis For School Year(s) 2024-25
(One Activity Per Application Form)

Check one: High School Junior High

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

A. Bartlesville PS

Address 1700 Hillcrest

City Bartlesville ZIP 74003

Supt. Chuck McCauley

Prin. _____

A.D. Thad Dilbeck

B. St. John Catholic School

Address 816 S. Keeler

City Bartlesville ZIP 74003

Supt. David Dean

Prin. Cristel Miller

A.D. _____

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

Name Thad Dilbeck Work Phone _____

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

5. NAME OF COOPERATIVE TEAM or GROUP St. John Eagles
School(s) Mascot, if applicable

6. DISTANCE BETWEEN SCHOOLS 0-5 miles.

7. COACHING STAFF OR SPONSOR

Head Coach/Sponsor Bryan Reese School _____

Assistant _____ School _____

8. SITE OF CONTEST _____

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

School A ADM (9-12) _____

School B ADM (9-12) _____

10. ADDITIONAL AGREEMENTS BETWEEN SCHOOLS

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

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

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

School A Bartlesville PS
(Host)

Date _____

Location Bartlesville

School B St. John Catholic School

Date 7-16-24

Location Bartlesville

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

12. AUTHORIZATION FOR THE FILING OF THIS APPLICATION

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

Date of Application: July 16, 2024

SCHOOL A. Bartlesville PS
(Host)

SCHOOL B. St. John Catholic School

Bd. Pres. _____

Bd. Pres. _____

Supt. _____

Supt. _____

Prin. _____

Prin. *Cristal Miller*

X

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

APPLICATION FOR CONDUCTING PILOT COOPERATIVE ACTIVITIES PROGRAM
(To Be Jointly Completed By Participating Schools)

1 ACTIVITY Wrestling For School Year(s) 2024-25
(One Activity Per Application Form)

Check one: High School Junior High

2 SCHOOLS MAKING APPLICATION (List host school under A)

A <u>Bartlesville PS</u>	B <u>St. John Catholic School</u>
Address <u>1700 Hillcrest</u>	Address <u>816 S. Keeler</u>
City <u>Bartlesville</u> ZIP <u>74003</u>	City <u>Bartlesville</u> ZIP <u>74003</u>
Supt. <u>Chuck McCauley</u>	Supt. <u>David Dean</u>
Prin. _____	Prin. <u>Cristel Miller</u>
A.D. <u>Thad Dilbeck</u>	A.D. _____

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

Name Thad Dilbeck Work Phone _____

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

5 NAME OF COOPERATIVE TEAM or GROUP St. John School(s) _____ Mascot, if applicable Eagles

6 DISTANCE BETWEEN SCHOOLS 0-5 miles.

7 COACHING STAFF OR SPONSOR

Head Coach-Sponsor Bryan Vashus School _____
Assistant _____ School _____

8 SITE OF CONTEST _____

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

School A ADM (9-12) _____

School B ADM (9-12) _____

10. ADDITIONAL AGREEMENTS BETWEEN SCHOOLS

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

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

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

School A Bartlesville PS
(Host)

Date _____

Location Bartlesville

School B St. John Catholic School

Date 7-16-24

Location Bartlesville

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

12. AUTHORIZATION FOR THE FILING OF THIS APPLICATION

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

Date of Application: July 16, 2024

SCHOOL A. Bartlesville PS
(Host)

SCHOOL B. St. John Catholic School

Bd. Pres. _____

Bd. Pres. _____

Supt. _____

Supt. _____

Prin. _____

Prin. Cristal hule

X

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

APPLICATION FOR CONDUCTING PILOT COOPERATIVE ACTIVITIES PROGRAM
(To Be Jointly Completed By Participating Schools)

1. ACTIVITY Volleyball For School Year(s) 2024-25
(One Activity Per Application Form)
Check one: High School Junior High

2. SCHOOLS MAKING APPLICATION (List host school under A)
A. Bartlesville PS B. St. John Catholic School
Address 1700 Hillcrest Address 816 S. Keeler
City Bartlesville ZIP 74003 City Bartlesville ZIP 74003
Supt. Chuck McCauley Supt. David Dean
Prin. _____ Prin. Cristel Miller
A.D. Thad Dilbeck A.D. _____

3. ADMINISTRATOR OF RECORD (The OSSAA will contact one person, listed below, when seeking information about the program):
Name Thad Dilbeck Work Phone _____

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

5. NAME OF COOPERATIVE TEAM or GROUP St. John School(s) _____ Mascot, if applicable Eagles

6. DISTANCE BETWEEN SCHOOLS 0-5 miles.

7. COACHING STAFF OR SPONSOR
Head Coach/Sponsor Andrew Blain School _____
Assistant _____ School _____

8. SITE OF CONTEST _____

9. SCHOOL ENROLLMENTS (if co-op application is for JH, no ADM numbers are necessary)
School A ADM (9-12) _____
School B ADM (9-12) _____

10. ADDITIONAL AGREEMENTS BETWEEN SCHOOLS
Written agreement between the two participating schools shall include the following (does not need to be submitted to the OSSAA):
- a. Conditions Prompting Application for Cooperative Agreement and Goal of Coop
 - b. Administrative Responsibility
 - c. Liability and Insurance
 - d. Uniforms (colors, cost, identifying names, etc.)
 - e. Financial Arrangements
 - f. Operating Procedures
 - g. Facilities
 - h. Practice Sites and Schedules
 - i. Staffing
 - j. Evaluation of Staff
 - k. Supervision at Contests, home and away
 - l. Transportation
 - m. Contracting Game Officials
 - n. Cheerleaders/Pep Squads
 - o. OSSAA Eligibility Reports
 - p. Periodic In-School Eligibility Checks
 - q. Procedures for Awarding Athletic Letters

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

School A Bartlesville PS
(Host)

Date _____

Location Bartlesville

School B St. John Catholic School

Date 7-16-24

Location Bartlesville

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

12. AUTHORIZATION FOR THE FILING OF THIS APPLICATION

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

Date of Application: July 16, 2024

SCHOOL A Bartlesville PS
(Host)

SCHOOL B St. John Catholic School

Bd. Pres. _____

Bd. Pres. _____

Supt. _____

Supt. _____

Prin. _____

Prin. Christ Miller

A

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

APPLICATION FOR CONDUCTING PILOT COOPERATIVE ACTIVITIES PROGRAM
(To Be Jointly Completed By Participating Schools)

1. ACTIVITY Track For School Year(s) 2024-25
(One Activity Per Application Form)

Check one: High School Junior High

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

A. Bartlesville PS
Address 1700 Hillcrest
City Bartlesville ZIP 74003
Supt. Chuck McCauley
Prin. _____
A.D. Thad Dilbeck

B. St. John Catholic School
Address 816 S. Keeler
City Bartlesville ZIP 74003
Supt. David Dean
Prin. Cristel Miller
A.D. _____

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

Name Thad Dilbeck Work Phone _____

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

5. NAME OF COOPERATIVE TEAM or GROUP St. John School(s) _____ Mascot, if applicable Eagles

6. DISTANCE BETWEEN SCHOOLS 0-5 miles

7. COACHING STAFF OR SPONSOR

Head Coach-Sponsor David Ayres School _____
Assistant _____ School _____

8. SITE OF CONTEST _____

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

School A ADM (9-12) _____

School B ADM (9-12) _____

10. ADDITIONAL AGREEMENTS BETWEEN SCHOOLS

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

- Conditions Prompting Application for Cooperative Agreement and Goal of Coop
- Administrative Responsibility
- Liability and Insurance
- Uniforms (colors, cost, identifying names, etc.)
- Financial Arrangements
- Operating Procedures
- Facilities
- Practice Sites and Schedules
- Staffing
- Evaluation of Staff
- Supervision at Contests, home and away
- Transportation
- Contracting Game Officials
- Cheerleaders/Pep Squads
- OSSAA Eligibility Reports
- Periodic In-School Eligibility Checks
- Procedures for Awarding Athletic Letters

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

School A Bartlesville PS
(Host)

Date _____

Location Bartlesville

School B St. John Catholic School

Date 7-16-24

Location Bartlesville

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

12. AUTHORIZATION FOR THE FILING OF THIS APPLICATION

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

Date of Application: July 16, 2024

SCHOOL A Bartlesville PS
(Host)

SCHOOL B. St. John Catholic School

Bd. Pres. _____

Bd. Pres. _____

Supt. _____

Supt. _____

Prin. _____

Prin. Christ Miller

X

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

APPLICATION FOR CONDUCTING PILOT COOPERATIVE ACTIVITIES PROGRAM

(To Be Jointly Completed By Participating Schools)

1. ACTIVITY Softball For School Year(s) 2024-25
(One Activity Per Application Form)

Check one: High School Junior High

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

A. <u>Bartlesville PS</u>	B. <u>St. John Catholic School</u>
Address <u>1700 Hillcrest</u>	Address <u>816 S. Keeler</u>
City <u>Bartlesville</u> ZIP <u>74003</u>	City <u>Bartlesville</u> ZIP <u>74003</u>
Supt. <u>Chuck McCauley</u>	Supr. <u>David Dean</u>
Prin. _____	Prin. <u>Cristel Miller</u>
A.D. <u>Thad Dilbeck</u>	A.D. _____

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

Name Thad Dilbeck Work Phone _____

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

5. NAME OF COOPERATIVE TEAM or GROUP St. John School(s) _____ Mascot, if applicable Eagles

6. DISTANCE BETWEEN SCHOOLS 0-5 miles.

7. COACHING STAFF OR SPONSOR
Head Coach/Sponsor Kyle Minton School _____
Assistant _____ School _____

8. SITE OF CONTEST _____

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

School A ADM (9-12) _____
School B ADM (9-12) _____

10. ADDITIONAL AGREEMENTS BETWEEN SCHOOLS

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

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

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

School A Bartlesville PS
(Host)

Date _____

Location Bartlesville

School B St. John Catholic School

Date 7-16-24

Location Bartlesville

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

12. AUTHORIZATION FOR THE FILING OF THIS APPLICATION

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

Date of Application: July 16, 2024

SCHOOL A. Bartlesville PS
(Host)

SCHOOL B. St. John Catholic School

Bd. Pres. _____

Bd. Pres. _____

Supt. _____

Supt. _____

Prin. _____

Prin. Crisd Miller

A

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

APPLICATION FOR CONDUCTING PILOT COOPERATIVE ACTIVITIES PROGRAM
(To Be Jointly Completed By Participating Schools)

1. ACTIVITY Girls Golf For School Year(s) 2024-25
(One Activity Per Application Form)

Check one: High School Junior High

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

A. <u>Bartlesville PS</u>	B. <u>St. John Catholic School</u>
Address <u>1700 Hillcrest</u>	Address <u>816 S. Keeler</u>
City <u>Bartlesville</u> ZIP <u>74003</u>	City <u>Bartlesville</u> ZIP <u>74003</u>
Supt. <u>Chuck McCauley</u>	Supt. <u>David Dean</u>
Prin. _____	Prin. <u>Cristel Miller</u>
A.D. <u>Thad Dilbeck</u>	A.D. _____

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

Name Thad Dilbeck Work Phone _____

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

5. NAME OF COOPERATIVE TEAM or GROUP St. John School(s) _____ Mascot, if applicable Eagles

6. DISTANCE BETWEEN SCHOOLS 0-5 miles.

7. COACHING STAFF OR SPONSOR

Head Coach-Sponsor Andy Thurman School _____
Assistant _____ School _____

8. SITE OF CONTEST _____

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

School A ADM (9-12) _____

School B ADM (9-12) _____

10. ADDITIONAL AGREEMENTS BETWEEN SCHOOLS

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

- Conditions Prompting Application for Cooperative Agreement and Goal of Coop
- Administrative Responsibility
- Liability and Insurance
- Uniforms (colors, cost, identifying names, etc.)
- Financial Arrangements
- Operating Procedures
- Facilities
- Practice Sites and Schedules
- Staffing
- Evaluation of Staff
- Supervision at Contests, home and away
- Transportation
- Contracting Game Officials
- Cheerleaders/Pep Squads
- OSSAA Eligibility Reports
- Periodic In-School Eligibility Checks
- Procedures for Awarding Athletic Letters

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

School A Bartlesville PS
(Host)

Date _____

Location Bartlesville

School B St. John Catholic School

Date 7-16-24

Location Bartlesville

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

12. AUTHORIZATION FOR THE FILING OF THIS APPLICATION

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

Date of Application: July 16, 2024

SCHOOL A. Bartlesville PS
(Host)

SCHOOL B. St. John Catholic School

Bd. Pres. _____

Bd. Pres. _____

Supt. _____

Supt. _____

Prin. _____

Prin. Cristhule

X

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

APPLICATION FOR CONDUCTING PILOT COOPERATIVE ACTIVITIES PROGRAM
(To Be Jointly Completed By Participating Schools)

1. ACTIVITY Girls Basketball For School Year(s) 2024-25
(One Activity Per Application Form)

Check one: High School Junior High

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

A <u>Bartlesville PS</u>	B <u>St. John Catholic School</u>
Address <u>1700 Hillcrest</u>	Address <u>816 S. Keeler</u>
City <u>Bartlesville</u> ZIP <u>74003</u>	City <u>Bartlesville</u> ZIP <u>74003</u>
Supt. <u>Chuck McCauley</u>	Supt. <u>David Dean</u>
Prin. _____	Prin. <u>Cristel Miller</u>
A.D. <u>Thad Dilbeck</u>	A.D. _____

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

Name Thad Dilbeck Work Phone _____

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

5. NAME OF COOPERATIVE TEAM or GROUP St. John School(s) _____ Mascot, if applicable Eagles

6. DISTANCE BETWEEN SCHOOLS 0-5 miles

7. COACHING STAFF OR SPONSOR

Head Coach-Sponsor Justin Shaw School _____
Assistant _____ School _____

8. SITE OF CONTEST _____

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

School A ADM (9-12) _____

School B ADM (9-12) _____

10. ADDITIONAL AGREEMENTS BETWEEN SCHOOLS

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

- Conditions Prompting Application for Cooperative Agreement and Goal of Coop
- Administrative Responsibility
- Liability and Insurance
- Uniforms (colors, cost, identifying names, etc.)
- Financial Arrangements
- Operating Procedures
- Facilities
- Practice Sites and Schedules
- Staffing
- Evaluation of Staff
- Supervision at Contests, home and away
- Transportation
- Contracting Game Officials
- Cheerleaders/Pep Squads
- OSSAA Eligibility Reports
- Periodic In-School Eligibility Checks
- Procedures for Awarding Athletic Letters

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

School A Bartlesville PS
(Host)

Date _____

Location Bartlesville

School B St. John Catholic School

Date 7-16-24

Location Bartlesville

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

12. AUTHORIZATION FOR THE FILING OF THIS APPLICATION

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

Date of Application: July 16, 2024

SCHOOL A Bartlesville PS
(Host)

SCHOOL B. St. John Catholic School

Bd. Pres. _____

Bd. Pres. _____

Supt. _____

Supt. _____

Prin. _____

Prin. Christa Miller

17

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

APPLICATION FOR CONDUCTING PILOT COOPERATIVE ACTIVITIES PROGRAM
(To Be Jointly Completed By Participating Schools)

1. ACTIVITY Football For School Year(s) 2024-25
(One Activity Per Application Form)

Check one: High School Junior High

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

A. <u>Bartlesville PS</u>	B. <u>St. John Catholic School</u>
Address <u>1700 Hillcrest</u>	Address <u>816 S. Keeler</u>
City <u>Bartlesville</u> ZIP <u>74003</u>	City <u>Bartlesville</u> ZIP <u>74003</u>
Supt. <u>Chuck McCauley</u>	Supt. <u>David Dean</u>
Prin. _____	Prin. <u>Cristel Miller</u>
A.D. <u>Thad Dilbeck</u>	A.D. _____

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

Name Thad Dilbeck Work Phone _____

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

5. NAME OF COOPERATIVE TEAM or GROUP St. John School(s) _____ Mascot, if applicable Eagles

6. DISTANCE BETWEEN SCHOOLS 0-5 miles

7. COACHING STAFF OR SPONSOR

Head Coach/Sponsor Harry Wright School _____
Assistant _____ School _____

8. SITE OF CONTEST _____

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

School A ADM (9-12) _____

School B ADM (9-12) _____

10. ADDITIONAL AGREEMENTS BETWEEN SCHOOLS

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

- Conditions Prompting Application for Cooperative Agreement and Goal of Coop
- Administrative Responsibility
- Liability and Insurance
- Uniforms (colors, cost, identifying names, etc.)
- Financial Arrangements
- Operating Procedures
- Facilities
- Practice Sites and Schedules
- Staffing
- Evaluation of Staff
- Supervision at Contests, home and away
- Transportation
- Contracting Game Officials
- Cheerleaders/Pep Squads
- OSSAA Eligibility Reports
- Periodic In-School Eligibility Checks
- Procedures for Awarding Athletic Letters

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

School A Bartlesville PS
(Host)

Date _____

Location Bartlesville

School B St John Catholic School

Date 7-16-24

Location Bartlesville

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

12. AUTHORIZATION FOR THE FILING OF THIS APPLICATION

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

Date of Application: July 16, 2024

SCHOOL A. Bartlesville PS
(Host)

SCHOOL B. St. John Catholic School

Bd. Pres. _____

Bd. Pres. _____

X

Supt. _____

Supt. _____

Prin. _____

Prin. Cristal Miller

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

APPLICATION FOR CONDUCTING PILOT COOPERATIVE ACTIVITIES PROGRAM
(To Be Jointly Completed By Participating Schools)

1. ACTIVITY Cross Country For School Year(s) 2024-25
(One Activity Per Application Form)

Check one: High School Junior High

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

A. <u>Bartlesville PS</u>	B. <u>St. John Catholic School</u>
Address <u>1700 Hillcrest</u>	Address <u>816 S. Keeler</u>
City <u>Bartlesville</u> ZIP <u>74003</u>	City <u>Bartlesville</u> ZIP <u>74003</u>
Supt. <u>Chuck McCauley</u>	Supt. <u>David Dean</u>
Prin. _____	Prin. <u>Cristel Miller</u>
A.D. <u>Thad Dilbeck</u>	A.D. _____

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

Name Thad Dilbeck Work Phone _____

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

5. NAME OF COOPERATIVE TEAM or GROUP St. John School(s) _____ Mascot, if applicable Eagles

6. DISTANCE BETWEEN SCHOOLS 0-5 miles

7. COACHING STAFF OR SPONSOR

Head Coach-Sponsor David Ayres School _____
Assistant _____ School _____

8. SITE OF CONTEST _____

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

School A ADM (9-12) _____

School B ADM (9-12) _____

10. ADDITIONAL AGREEMENTS BETWEEN SCHOOLS

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

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

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

School A Bartlesville PS
(Host)

Date _____

Location Bartlesville

School B St. John Catholic School

Date 7/16/24

Location Bartlesville

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

12. AUTHORIZATION FOR THE FILING OF THIS APPLICATION

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

Date of Application: July 16, 2024

SCHOOL A Bartlesville PS
(Host)

SCHOOL B. St. John Catholic School

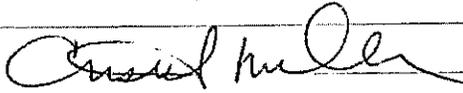
Bd. Pres. _____

Bd. Pres. _____

Supt. _____

Supt. _____

Prin. _____

Prin. 

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

APPLICATION FOR CONDUCTING PILOT COOPERATIVE ACTIVITIES PROGRAM
(To Be Jointly Completed By Participating Schools)

1. ACTIVITY Cheerleading For School Year(s) 2024-25
(One Activity Per Application Form)

Check one: High School Junior High

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

A. Bartlesville PS
Address 1700 Hillcrest
City Bartlesville ZIP 74003
Supt. Chuck McCauley
Prin. _____
A.D. Thad Dilbeck

B. St. John Catholic School
Address 816 S. Keeler
City Bartlesville ZIP 74003
Supt. David Dean
Prin. Cristel Miller
A.D. _____

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

Name Thad Dilbeck Work Phone _____

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

5. NAME OF COOPERATIVE TEAM or GROUP St. John School(s) Eagles
Mascot, if applicable

6. DISTANCE BETWEEN SCHOOLS 0-5 miles

7. COACHING STAFF OR SPONSOR

Head Coach Sponsor Kristin McGill School _____
Assistant _____ School _____

8. SITE OF CONTEST _____

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

School A ADM (9-12) _____

School B ADM (9-12) _____

10. ADDITIONAL AGREEMENTS BETWEEN SCHOOLS

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

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

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

School A Bartlesville PS
(Host)

Date _____

Location Bartlesville

School B St. John Catholic School

Date _____

Location Bartlesville

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

12. AUTHORIZATION FOR THE FILING OF THIS APPLICATION

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

Date of Application: July 16, 2024

SCHOOL A. Bartlesville PS
(Host)

SCHOOL B. St. John Catholic School

Bd. Pres. _____

Bd. Pres. _____

Supt. _____

Supt. _____

Prin. _____

Prin. [Signature]

X

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

APPLICATION FOR CONDUCTING PILOT COOPERATIVE ACTIVITIES PROGRAM
(To Be Jointly Completed By Participating Schools)

1. ACTIVITY Boys basketball (For School Year(s) 2024-25)
(One Activity Per Application Form)

Check one: High School Junior High

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

A. <u>Bartlesville PS</u>	B. <u>St. John Catholic School</u>
Address <u>1700 Hillcrest</u>	Address <u>816 S. Keeler</u>
City <u>Bartlesville</u> ZIP <u>74003</u>	City <u>Bartlesville</u> ZIP <u>74003</u>
Supt. <u>Chuck McCauley</u>	Supt. <u>David Dean</u>
Prin. _____	Prin. <u>Cristel Miller</u>
A D. <u>Thad Dilbeck</u>	A D. _____

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

Name Thad Dilbeck Work Phone _____

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

5. NAME OF COOPERATIVE TEAM or GROUP St. John School(s) _____ Mascot, if applicable Eagles

6. DISTANCE BETWEEN SCHOOLS 0-5 miles.

7. COACHING STAFF OR SPONSOR

Head Coach Sponsor Tommy DeSalme School _____
Assistant _____ School _____

8. SITE OF CONTEST _____

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

School A ADM (9-12) _____
School B ADM (9-12) _____

10. ADDITIONAL AGREEMENTS BETWEEN SCHOOLS

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

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

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

School A Bartlesville PS
(Host)

Date _____

Location Bartlesville

School B St John Catholic School

Date _____

Location Bartlesville

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

12. AUTHORIZATION FOR THE FILING OF THIS APPLICATION

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

Date of Application: July 16, 2024

SCHOOL A. Bartlesville PS
(Host)

SCHOOL B. St. John Catholic School

Bd. Pres. _____

Bd. Pres. _____

Supt. _____

Supt. _____

Prin. _____

Prin. Cristal Miller

X

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

APPLICATION FOR CONDUCTING PILOT COOPERATIVE ACTIVITIES PROGRAM

(To Be Jointly Completed By Participating Schools)

1. ACTIVITY Boys Golf For School Year(s) 2024-25
(One Activity Per Application Form)

Check one: High School Junior High

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

A. <u>Bartlesville PS</u>	B. <u>St. John Catholic School</u>
Address <u>1700 Hillcrest</u>	Address <u>816 S. Keeler</u>
City <u>Bartlesville</u> ZIP <u>74003</u>	City <u>Bartlesville</u> ZIP <u>74003</u>
Supt. <u>Chuck McCauley</u>	Supt. <u>David Dean</u>
Prin. _____	Prin. <u>Cristel Miller</u>
A.D. <u>Thad Dilbeck</u>	A.D. _____

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

Name Thad Dilbeck Work Phone _____

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

5. NAME OF COOPERATIVE TEAM or GROUP St. John School(s) _____ Mascot, if applicable Eagles

6. DISTANCE BETWEEN SCHOOLS 0-5 miles.

7. COACHING STAFF OR SPONSOR

Head Coach-Sponsor Carl Holmes School _____
Assistant _____ School _____

8. SITE OF CONTEST _____

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

School A ADM (9-12) _____

School B ADM (9-12) _____

10. ADDITIONAL AGREEMENTS BETWEEN SCHOOLS

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

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

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

School A Bartlesville PS
(Host)

Date _____

Location Bartlesville

School B St John Catholic School

Date _____

Location Bartlesville

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

12. AUTHORIZATION FOR THE FILING OF THIS APPLICATION

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

Date of Application July 16, 2024

SCHOOL A Bartlesville PS
(Host)

SCHOOL B St. John Catholic School

Bd. Pres. _____

Bd. Pres. _____

X

Supt. _____

Supt. _____

Prin. _____

Prin. *Orsuel hule*

AGREEMENT

THIS AGREEMENT is made this __1st__ day of July, 2024 by and between **INDEPENDENT SCHOOL DISTRICT NO. 30 OF WASHINGTON COUNTY, OKLAHOMA a/k/a Bartlesville Public Schools** (School District) and **K-9 NARCOTICS DETECTION, LLC (K9ND)**, an Oklahoma Corporation (Provider).

RECITALS:

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

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

1. Services: Provider agrees to provide an average of eight (8) hours of services per week for a total of 288 hours during the term of this Agreement. Regular search services will be provided at the locations and on dates to be set by the Superintendent or designee. In addition to regularly scheduled searches, the Provider agrees to respond, in emergencies or under special circumstances, within four (4) hours of receipt of a request for services from the Superintendent or the Superintendent's designee.
2. Compensation: The School District agrees to pay an annual fee of \$17,500 for Provider's services during the term of this Agreement. This fee shall be payable in ten (10) monthly installment payments of \$1,750 per month beginning on September 15, 2024. Services requested by the Superintendent in excess of 288 hours will be billed and paid at the rate of \$60 per hour per dog.
3. Areas and Duration of Searches: Each drug sniffing dog search shall last no longer than four (4) hours. The areas of School District property to be searched will be identified by the Superintendent or the Superintendent's designee. These areas may include, but are not limited to, student lockers, locker rooms, restrooms, parking areas, school yards and any other areas where prohibited substances could be stored, hidden, placed or be found.
4. Drug Dog: Any drug sniffing dog that is used to provide services under this Agreement must conform to the following requirements:
 - a. The drug dog and the handler of the dog used must be properly certified under Oklahoma law;

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

Kerry Ickleberry, Jason Langham, Tammie Krause, Kevin Brown, Tiffany Holmes, Chanda Myers, Shawn Imhoff, Eliot Smith, Jessica Birk, Staci Bankston, Matt Hancock, Aaron Kestner, Joseph Eidson, Brent Massey, Michael Harp, Marci Beckley, Mandy Lumbley, Aaron Kuntz, Nate Casteel, Morgan Axsom, Stephanie Curtis, LaDonna Chancellor, and Chuck McCauley.

- 5. Reports: The provider shall submit a written report to the School District after each search when contraband is found. In addition, if the School District is involved in any type of a legal, administrative or other proceeding, included but not limited to, administrative hearings, due process hearing, mediation, arbitration or litigation, involving a search performed pursuant to this Agreement, the Provider agrees to voluntarily cooperate with School District free of charge, including but not limited to, providing documents, testimony or affidavits from Provider or any employees of Provider.
- 6. Terms: This contract is for the 2024 - 2025 school year only and will expire by its terms on June 30, 2025 unless either party gives 30-day notice of intent to discontinue. Failure to follow terms of this contract will be cause for immediate termination.

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

Executed this 19th day of August, 2024.

ATTEST:

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

Clerk of the Board of Education

President of the Board of Education

“School District”

K-9 Narcotics Detection LLC (K9ND)

By:

“Provider”

ATTACHMENT A

Prohibited Substances

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

	BARTLESVILLE BOARD OF EDUCATION	Transfers for Special Education Students	FDC
	Adopted: August 19, 2024 Revision Date(s):		Page 1 of 2

Transfers for Special Education Students

If a transfer application is received for a child with disabilities to a school district other than the district of residence of the child pursuant to the Education Open Transfer Act, the following provisions shall apply:

1. The school district shall establish availability of the appropriate program, staff, and services prior to approval of the transfer;
2. Prior to the approval of the transfer of a student on an Individualized Education Program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district; and
3. Upon approval of the transfer, the receiving district shall claim the student in the average daily membership for state and for federal funding purposes and shall assume all responsibility for education of the student. For state funding purposes, the State Department of Education shall include the appropriate grade level weight and all category weights to which the pupil is assigned pursuant to the provisions of Section 18-201.1 of this title when calculating State Aid pursuant to the provisions of Section 18-200.1 of this title, regardless of whether the receiving district provides education to the student using traditional in-class means or via online instruction. When applicable, the receiving district may apply to the Oklahoma Special Education Assistance Fund for assistance in meeting any extraordinary costs incurred.

Once a student transfer application is received, the superintendent or their designee shall review the application. The review process shall include:

1. A joint IEP conference between the previous district and the receiving district to review the services the student has received at their previous district;
2. A determination as to whether the district has the availability of the appropriate program, staff and services to provide appropriate services to the student who has applied for a transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation of the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for transfers of students with disabilities;
3. A copy of the State Board of Education rule governing appeals (after adoption); and
4. The date upon which the appeal will be due.

The parent or legal guardian of a student with disabilities or an adult student with disabilities who is age 18 or older but under the age of 22 may appeal the denial within 10 days of notification of the denial to the board of education. The board shall consider the appeal at its next regularly scheduled board meeting. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive

	BARTLESVILLE BOARD OF EDUCATION	Transfers for Special Education Students	FDC
	Adopted: August 19, 2024 Revision Date(s):		Page 2 of 2

actual notice of the notification denying the transfer request, and the appeal was submitted within 10 days after the parent of the student received notice.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of the rule adopted by the State Board of Education which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education denies the appeal, the parent or legal guardian of the student with disabilities or the adult student with disabilities who is age eighteen (18) or older but under the age of twenty-two (22) may appeal the denial within ten (10) days of notification of the appeal denial to the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting.

The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

REFERENCE: 70 O.S. §13-103

**BARTLESVILLE PUBLIC SCHOOLS
ACTIVITY FUND TRANSFER**

Site Name Bartlesville High School Site # 705 Date 08-09-24

Explanation for Transfer:

To purchase 12 banners for Science from FFA per attached quote.

Transfer Coding Information:

PRJ	FUNCT	OBJ	PRG	SUBJ	JOB	SITE	INCREASE \$ +	DECREASE \$ -
962			900			705		\$120.00
836			900			705	\$120.00	

Transfer Requested By Tonya Knollmeyer/Carol Stephens

Date Approved by Board of Education _____

Date Transfer Entered _____

Quote

Date: 8/5/2024

Customer: BHS Science Department



Item	Total Price	Notes
6 - 3'x4' Posters	\$60.00	Return customer discount
6 - 4'x5' Posters	\$60.00	Back to School special

Total **\$120.00**

Please remit payment to Bartlesville FFA

ACTIVITY ACCOUNT
REQUEST FOR FUNDRAISING AND/OR EXPENDITURES

Site Name: Madison School Year: 2024-2025
Account Name/Number Madison BPA Sponsor(s): Tawnya Henigan

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.	Receive Donations/ Grants			\$ 3000.00
2.	Sale Apparel			\$ 3000.00
3.	Sale Candy			\$ -3000.00
4.	Restaurant Fundraisers			\$ 3000.00
5.				\$
6.				\$
7.				\$
8.				\$
9.				\$
10.				\$

EXPENDITURES to be Approved:

1. Dues + Fees
2. Award + Incentive Activities
3. Rizes
4. Fundraiser Expenses
5. Competition Fees + Expenses
6. Travel Fees + Expenses
7. Classroom Supplies
- 8.
- 9.
- 10.

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

[Signature]
Activity Fund Custodian's Signature
8/12/24
Date of Request

Board Approval Date

ACTIVITY ACCOUNT REQUEST FOR FUNDRAISING AND/OR EXPENDITURES

Site Name: Central Middle School Year: 2024-2025

Account Name/Number Central BPA Sponsor(s): Scott Kohnle

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

<u>Fundraiser</u>	<u>Start/End Date</u>	<u>On/Off Campus</u>	<u>Est. Income</u>
1. <u>Recieve Donations / Grants</u>			\$ 5000.00
2. <u>Sale Apparel</u>			\$ 3000.00
3. <u>Sale Candy</u>			\$ 3000.00
4. <u>Restaurant Fundraisers</u>			\$ 3000.00
5. <u>Sale of Foods</u>			\$ 2000.00
6. _____			\$
7. _____			\$
8. _____			\$
9. _____			\$
10. _____			\$

EXPENDITURES to be Approved:

1. Dues and Fees
2. Reward and Incentive Activities
3. Prizes
4. Fundraiser Expenses
5. Competition Fees and Expences
6. Travel Fees and Expenses
7. Classroom Supplies
8. _____
9. _____
10. _____

[Signature]
Principal's Signature

[Signature]
Activity Fund Custodian's Signature

[Signature] Scott Kohnle
Sponsor's Signature (if applicable)

Date of Request

Board Approval Date