

AGENDA FOR BOARD OF EDUCATION SPECIAL MEETING

Bartlesville Public Schools

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

Monday, March 10, 2025 at 5:30 PM

I. Call Meeting to Order

II. Flag Salute

III. Spotlight

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

III.B. Recognize Luke Huck for being named Academic All-Stater

- <https://www.bps-ok.org/article/2052013>

III.C. 6A State Runner-Up Swim Teams

III.D. Cenergistic Update

IV. Public Comment

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

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

V. Superintendent's Report

V.A. Teaching & Learning Update

V.B. Construction Update

V.C. The Anxious Generation

V.D. Financial Update

V.E. Upcoming Board of Education Meetings

- Regular Meeting - Monday, April 21, 2025 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"

- February 17, 2025 (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 February 2025 as set out on Attachment "C"

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

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

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

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

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

VI.I. Approval of the contract for Jenkins & Kemper CPAs to perform the district's annual audit for the year ending June 30, 2025 and prepare the Estimate of Needs for 2025-2026 as set out on Attachment "I"

VI.J. Approval of the Cardiac Arrest Plans for Elementary schools as set out on Attachments "J"

VII. Public Comment

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

VIII. New Business

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

IX. Adjournment

Posted at the front door of the Education Service Center, 1100 South Jennings Avenue, Bartlesville, Oklahoma, at 5:30 p.m., March 7, 2025, by Laci Harris, Minutes Clerk of the Board.

Cenergistic®



ENERGY STAR Certification
Bartlesville Public Schools

2024 US EPA Awards



ENERGY STAR Recognition

- On average, ENERGY STAR certified buildings use 35 percent less energy, cause 35 percent fewer greenhouse gas emissions, and are less expensive to operate than their peers—all without sacrifices in performance or comfort.
- To earn ENERGY STAR Certification, buildings are verified to perform in the top 25 percent nationwide for energy efficiency and meet strict ventilation standards.
- ENERGY STAR is the only energy efficiency certification in the United States that is based on actual, verified energy performance.

ENERGY STAR

2 Buildings Awarded 2024 ENERGY STAR Certification!



Bartlesville High School & Freshman Academy
Wilson Elementary School





BHS Future Educators Academy

- Partner with OKWU
- Students participate in teacher internship in a BPS classroom
- Students complete two OKWU elective introductory education courses
- Successful completion
 - Students earn 5 elective college credits
 - Eligible for \$25,000 (\$5,000 per year) scholarship when admitted into OKWU's College of Education.

Elementary Parent/Teacher Conferences

- Tue, March 11 & Th, March 13 4:00 - 7:00
 - No school for elementary students Friday, March 14

Ranch Heights Elementary

CONSTRUCTION ADVISORY – 3/7/2025

Project Team:
 Adam Stogner – Project Director
 Tatiana Humel – Project Manager
 Mike (Pork Barrel) Ford - Superintendent
 Ben Cain - Project Engineer
 Julio Morales - Foreman

Current Work Activities:

- Ceiling Grid
- Painting
- Millwork
- Epoxy
- North Connector Steel
- Elevator Foundations

Upcoming Activities:

- CMU at Elevator
- Ceiling Tile
- Carpet & Rubber Tile
- Plumbing Fixtures



Millwork in Classroom



Paint at South Connector



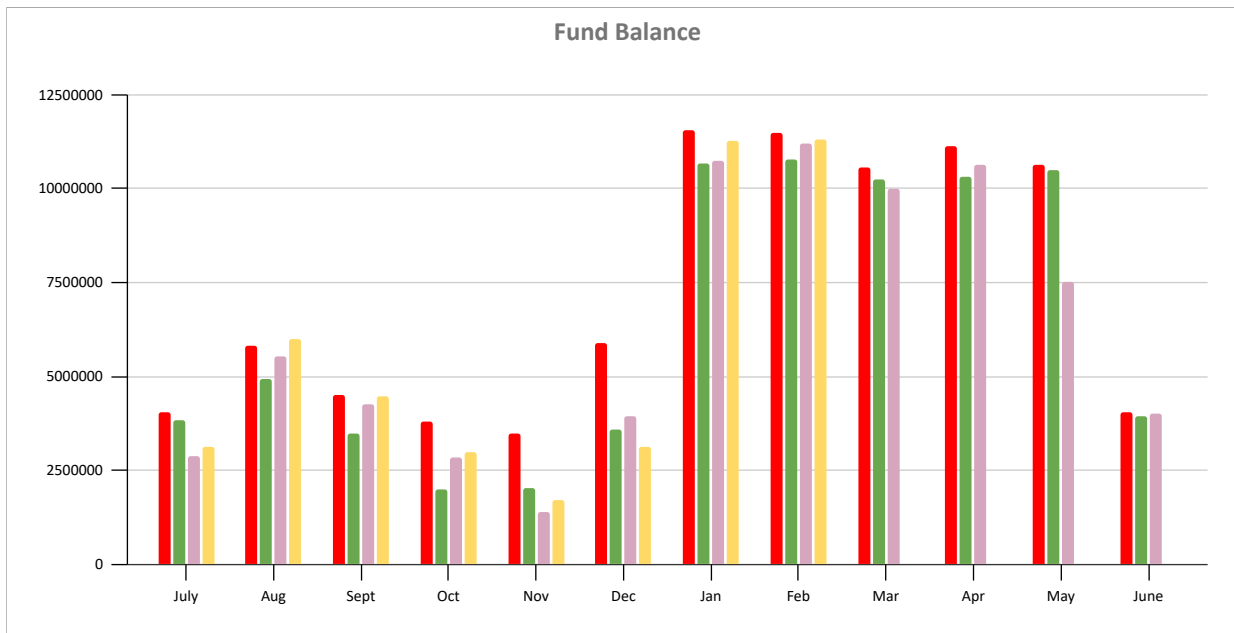
Steel at North Connector



Epoxy at Restroom

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	5,993,256	4,486,033	2,993,607	1,728,160	3,137,351	11,284,980	11,297,975				
FY25-FY24	244,768	452,064	209,424	155,580	350,908	(823,976)	532,168	100,948				



Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis

	February	2024-25 Year to Date Total	2023-24 Year to Date Total	2022-23 Year to Date Total
Beginning balance	\$ 11,284,980	\$ 4,012,343	\$ 3,931,988	\$4,065,794
Local	760,354	11,491,592	11,320,414	10,329,034
County	118,913	1,377,402	1,333,028	1,273,364
State	3,388,681	23,781,688	22,757,116	19,647,952
Federal	534,480	3,455,144	3,922,279	4,089,860
Other sources	785	8,788	93,521	8,498
	<u>4,803,213</u>	<u>40,114,614</u>	<u>39,426,358</u>	<u>35,348,708</u>
Total cash available	16,088,193	44,126,957	43,358,346	39,414,502
<u>Requirements:</u>				
Salaries	3,192,053	20,056,172	19,273,364	16,900,161
Benefits	1,073,441	6,822,600	6,506,965	5,823,206
Professional services	101,411	903,624	728,561	319,739
Property services	307,241	2,486,898	2,081,164	2,244,480
Other purchased services	20,156	266,716	1,083,778	886,377
Supplies & materials	73,931	1,798,255	2,035,306	1,703,137
Property	4,510	65,148	36,922	365,783
Other uses	17,475	429,569	415,259	392,136
	<u>4,790,218</u>	<u>32,828,982</u>	<u>32,161,319</u>	<u>28,635,019</u>
Ending balance	<u><u>11,297,975</u></u>	<u><u>11,297,975</u></u>	<u><u>11,197,027</u></u>	<u><u>10,779,483</u></u>

**Bartlesville Public Schools
General Fund Revenue Detail**

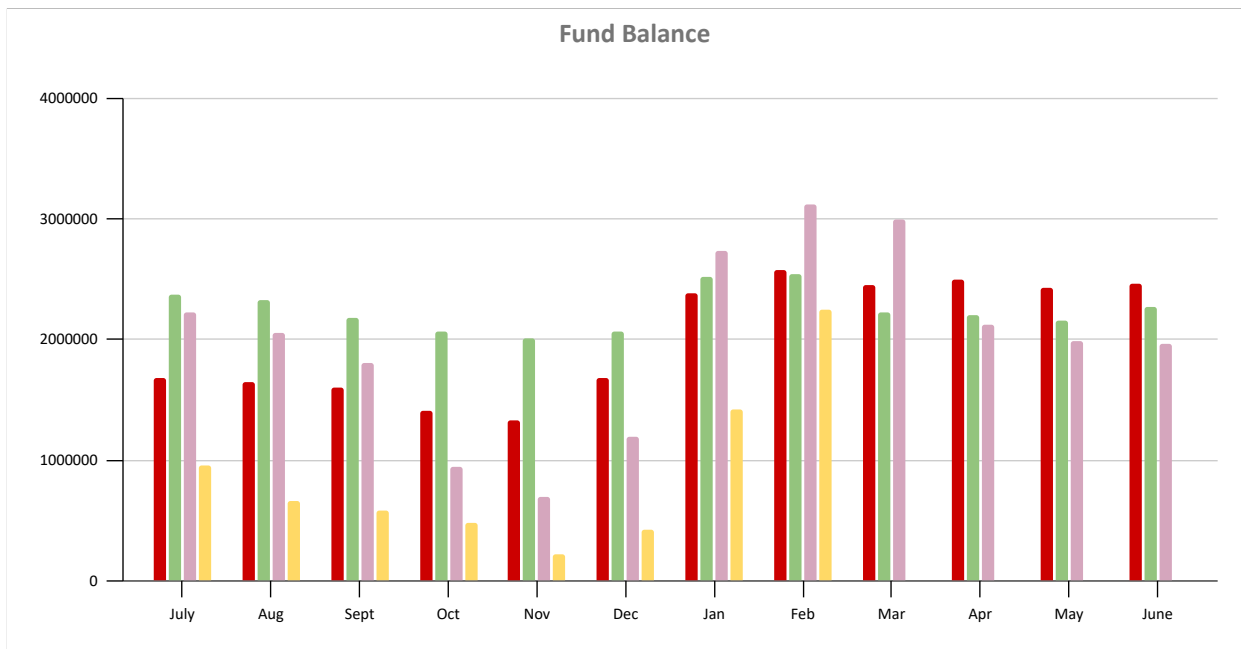
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	2024-25 Total
1110 Ad valorem tax - current						2,139,000.32	7,796,215.79	684,175.90					10,619,392.01
1121-1122 Ad valorem tax - prior	28,301.66	23,583.40	121,885.46	18,842.98	42,232.29	14,299.92	7,980.42	14,441.48					271,567.61
1130 In lieu of tax	0.07												0.07
1190 Other taxes													-
1213-1214 Testing fees	1,044.38	608.75	277.50	75.00	337.50	395.00	342.25	180.00					3,260.38
1230-1290 Tuition							17,075.50						17,075.50
1310 Interest on investments	18,742.22	21,414.73	33,875.09	15,025.12	24,323.75	11,115.10	43,782.64	52,721.53					221,000.18
1351													-
1352 Interest on unapport. Tax	139.44	81.05	39.51	32.39	65.78	130.95		2,368.85					2,857.97
1353													-
1410 Rent													-
1440 Sale of equipment	113.00			239.00		135.00	140.00						627.00
1510 Insurance loss recoveries			2,192.09		5,400.52								7,592.61
1530 Damage recovery		882.00				1,000.00							1,882.00
1580 Activity trip reimb	8,262.42	4,269.95	400.00	1,256.40	2,714.61	6,922.75	1,805.87	956.63					26,588.63
1590 Miscellaneous reimb	1,093.00	8,835.00	17,032.05	57,392.34	9,227.54	37,716.80	4,331.11	4,498.00					140,125.84
1610 Donations	8,200.00	75,250.00	8,928.75				84,250.00	1,000.00					177,628.75
1680 Refunds			263.59										263.59
1690 Miscellaneous			1,034.25	96.00	288.00	228.00	72.00	12.00					1,730.25
2100 County-wide 4-mill	5,486.53	3,585.67	12,809.74	2,676.83	4,112.56	235,450.85	840,051.69	103,740.23					1,207,914.10
2200 Mortgage tax	10,379.41	9,794.42	10,722.04	11,516.87	10,128.57	20,389.11	4,587.74	15,173.24					92,691.40
2300 Resale Property		76,796.95											76,796.95
3110 Gross production tax	3,350.72	3,325.85	3,446.92	3,000.68	3,019.95	2,729.26	3,782.68	2,590.37					25,246.43
3120 Motor vehicle tax	8,859.31	248,719.49	256,547.80	243,450.34	247,107.06	188,886.82	230,538.21	235,708.42					1,659,817.45
3130 Rural electric tax	4,760.01	5,594.23	6,169.28	5,659.98	4,666.06	4,161.43	3,728.11	5,537.33					40,276.43
3140 State school land earnings	87,471.66	71,516.42	88,297.29	83,409.66	66,863.65	83,203.76	143,729.69	103,153.86					727,645.99
3150 Vehicle tax stamps	616.25	1,169.62	75.99	2,268.28	75.99	2,603.91		1,811.08					8,621.12
3160 Farm implement tax stamps	430.67		140.55		126.13			546.86					1,244.21
3210 Foundation aid		2,373,395.74	2,373,395.75	2,373,395.74	2,373,395.75	2,373,395.74	2,939,175.66	2,467,692.40					17,273,846.78
3250 FBA		419,744.12	430,189.63	424,966.88	424,966.87	461,567.87	432,287.08	445,453.18					3,039,175.63
3310 Alternative education						56,300.73		28,150.36					84,451.09
3412 NBCT Stipend								45,000.00					45,000.00
3415 Reading Sufficiency							116,130.28						116,130.28
3420 State textbooks		402,520.87					2,672.18						405,193.05
3430 Education matching	2,924.59	356.96			1,849.86	3,698.26		1,849.86					10,679.53
3436		91,829.62											91,829.62
3437				69,255.46				51,177.43					120,432.89
3440 Drivers education			4,607.50										4,607.50
3470													-
3620								9.45					9.45
3690 Other state													-
3811 Vocational programs			5,940.00			23,040.00							28,980.00
3812 Vocational programs			41,750.00			41,750.00							83,500.00
3892 Lottery Fund					15,000.00								15,000.00
4140 Title VII		85,473.95					110,124.50						195,598.45
4162 Flood Control			232.09										232.09
4210 Title I - Part A		242,014.97				293,766.19		293,355.08					829,136.24
4271 Title II		13,897.96					107,614.02	50,318.78					171,830.76
4281 Title III						11,717.95	723.42	921.20					13,362.57
4310 IDEA B - Special Education	5,299.26			107,159.71	123,178.68	110,147.81	106,945.84	115,878.48					568,609.78
4340 Preschool				6,100.78	6,100.47	6,100.77	6,100.77	2,974.88					27,377.67
4442 Title IV reimb		24,498.51				22,227.81		4,126.30					50,852.62
4470 Title VI		9,430.45				43,105.45		58,670.36					111,206.26
4550 Johnson-O'Malley	40,436.50												40,436.50
4611 Title II - Adult Education	14,953.82	18,082.51			2,174.17	4,962.22	7,736.30	6,749.12					54,658.14
4689 Other federal	220,237.96	342,672.62		16,035.69	472,110.93	271,369.87							1,322,427.07
4740													-
4821 Carl Perkins				66,690.94		1,239.00		1,486.00					69,415.94
5150-5160 Activity trip reimb	1,003.92	2,225.85	86.46	657.66	2,737.47	1,133.62	159.13	784.29					8,788.40
6140 Estopped Warrants													-
	472,106.80	4,581,571.66	3,420,339.33	3,509,204.73	3,842,204.16	6,473,892.27	13,012,082.88	4,803,212.95	-	-	-	-	40,114,614.78

3,978,983.35 PY FB

44,093,598.13

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	661,858	581,905	484,299	223,041	421,413	1,426,056	2,252,268				
FY25-FY24	(1,270,910)	(1,390,978)	(1,226,050)	(463,233)	(469,218)	(771,190)	(1,311,113)	(866,457)				



Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis

	<u>February</u>	<u>2024-25 Year to Date Total</u>	<u>Prior Year Year to Date Total</u>
Beginning balance	\$ 1,426,056	\$ 1,960,216	\$ 2,265,535
 <u>Revenue:</u>			
Local	103,914	1,647,787	2,041,247
State	864,919	865,018	715,509
Other sources	-	-	3,103
	<u>968,833</u>	<u>2,512,805</u>	<u>2,759,859</u>
 Total cash available	 2,394,889	 4,473,021	 5,025,394
 <u>Requirements:</u>			
Professional services	10,000	92,350	102,478
Property services	74,368	640,702	588,051
Other purchased services		900,771	
Supplies & materials	49,283	112,652	88,095
Property	8,970	473,272	1,128,045
Other uses	-	1,006	-
	<u>142,621</u>	<u>2,220,753</u>	<u>1,906,669</u>
 Ending balance	 <u>2,252,268</u>	 <u>2,252,268</u>	 <u>3,118,725</u>

MINUTES OF THE BOARD OF EDUCATION REGULAR MEETING -

The Board of Education of Independent School District No. 30 of Washington County, Bartlesville, Oklahoma met at the Education Service Center - Board of Education Meeting Room 1100 South Jennings Ave
Bartlesville, OK 74003 on Monday, February 17, 2025 at 5:33 PM.

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

I. Call Meeting to Order

II. Flag Salute

III. Spotlight

III.A. Recognition of National FFA Week

III.B. Recognition of All State Music

Central Middle School Choir

Grayson Ward, OCDA Jr. High All-State Choir
Crew Wells, OCDA Jr. High All-State Choir

Madison Middle School Choir

Miranda Moyer, OCDA Jr. High All-State Choir

Bartlesville High School Choir

Carter Wells, OCDA Jazz All-State Choir
Eli Swanson, OCDA Jazz All-State Choir

Logan Miller, OCDA Jr High All-State Choir
Hudson Tesavis, OCDA Jr High All-State Choir
Megan Breen, OCDA Jr High All-State Choir
Gabiella Easley, OCDA Jr High All-State Choir

Carter Wells, OKMEA All-State Choir
Jackson Miller, OKMEA All-State Choir
Keegan Coatney, OKMEA All-State Choir
Ryker Burch, OKMEA All-State Choir
Eli Swanson, OKMEA All-State Choir
Evan Ortiz, OKMEA All-State Choir
Presley Osborn, OKMEA All-State Choir
Emma Lehman, OKMEA All-State Choir

Bartlesville High School Band

Eisley Sewell, OKMEA All-State - Wind Symphony Flute
Keira Betenson, OKMEA All-State - Wind Symphony Bassoon
David Cooper, OKMEA All-State - Wind Symphony Alto Saxophone

Logan Young, OKMEA All-State - Wind Symphony Percussion
Emily Dickey, OKMEA All-State - Symphonic Band Trumpet
Addison Duhon, OKMEA All-State - Symphonic Band Horn
Ryan Waddell, OKMEA All-State - Euphonium Alternate
Noah Frye, OKMEA All-State - Tuba Alternate

Bartlesville High School Orchestra

Luke Olsen, OKMEA All-State - Orchestra Bass

Choir Director Tamara Walker and Band Director Chris Koehn introduced the students and outlined their accomplishments.

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

There were no public comments.

V. Superintendent's Report

V.A. Teaching & Learning Update LaDonna Chancellor

- [2025 2 17 Teaching & Learning Update](#)

Executive Director of Teaching and Learning LaDonna Chancellor discussed professional development, Hands on Minds On on February 24, and the PreK Round-up on February 25.

V.B. Construction Update Caleb Rovenstine

Director of Facilities Caleb Rovenstine reported on the progress of the Ranch Heights project.

V.C. The Anxious Generation

Superintendent McCauley discussed current legislation being discussed regarding cell phone ban in schools.

V.D. Financial Update Mr. Preston Birk

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

- Regular Meeting - Monday, March 10, 2025; 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"

- January 20, 2025 (Regular Meeting)

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

VI.C. Acceptance of Financial Reports for January 2025 as set out on Attachment "C" Mr. Preston Birk

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

VI.E. Acceptance of Donations/Interest Earnings as set out on Attachment "E" Mr. Preston Birk

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

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

VI.H. Approval of Activity Fund Transfers as set out on Attachment "H"

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

VI.J. Approval of Form 307 Supplemental Appropriations for the General Fund as set out on Attachment "J"

VI.K. Approval of an Agreement with the City of Bartlesville to remove the structure located at 703 S. Delaware Avenue

VI.L. Approval of Revised Board Policy ECA: Internet and Other Computer Networks as set out on Attachment "L"

VI.M. Renewal Agreement with Employee Evaluation Systems OKTEL for 2025-26 as set out on Attachment "M"

VI.N. Approval of Sanctioning Applications as set out on Attachment "N"

to approve Consent Agenda items A through M. This motion, made by Randy Herren and seconded by Andrea Nightingale, Passed.

Kinder Shamhart: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Scott Bilger: Yea

Yea: 4, Nay: 0

VII. Action Topics

VII.A. RECOMMENDATION, CONSIDERATION AND VOTE TO APPROVE A RESOLUTION FIXING THE AMOUNT OF COMBINED PURPOSE GENERAL OBLIGATION BONDS, SERIES 2025A TO MATURE EACH YEAR; FIXING THE TIME AND PLACE THE BONDS ARE TO BE SOLD; DESIGNATING A REGISTRAR/PAYING

AGENT AND DISCLOSURE COUNSEL; APPROVING THE PRELIMINARY OFFICIAL STATEMENT AND DISTRIBUTION THEREOF; AUTHORIZING THE CLERK TO GIVE NOTICE OF SAID SALE AS REQUIRED BY LAW AND APPROVING OTHER MATTERS RELATED TO THE ISSUANCE OF SAID BONDS.

to approve the resolution. This motion, made by Andrea Nightingale and seconded by Randy Herren, Passed.

Kinder Shamhart: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Scott Bilger: Yea
Yea: 4, Nay: 0

VII.B. RECOMMENDATION, CONSIDERATION AND VOTE TO APPROVE A RESOLUTION FIXING THE AMOUNT OF COMBINED PURPOSE GENERAL OBLIGATION BONDS, TAXABLE SERIES 2025B TO MATURE EACH YEAR; FIXING THE TIME AND PLACE THE BONDS ARE TO BE SOLD; DESIGNATING A REGISTRAR/PAYING AGENT AND DISCLOSURE COUNSEL; APPROVING THE PRELIMINARY OFFICIAL STATEMENT AND DISTRIBUTION THEREOF; AUTHORIZING THE CLERK TO GIVE NOTICE OF SAID SALE AS REQUIRED BY LAW AND APPROVING OTHER MATTERS RELATED TO THE ISSUANCE OF SAID BONDS.

to approve the resolution. This motion, made by Randy Herren and seconded by Andrea Nightingale, Passed.

Kinder Shamhart: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Scott Bilger: Yea
Yea: 4, Nay: 0

VII.C. RECOMMENDATION, CONSIDERATION AND VOTE TO APPROVE A RESOLUTION AUTHORIZING THE SCHOOL DISTRICT'S FINANCIAL ADVISOR TO SOLICIT FINANCING PROPOSALS; APPROVING A LEASE PURCHASE AGREEMENT PERTAINING TO THE ACQUISITION AND FINANCING OF CERTAIN IMPROVEMENTS TO AND EQUIPMENT AND CURRICULUM MATERIALS AT VARIOUS FACILITIES WITHIN THE SCHOOL DISTRICT; APPROVING AN ESCROW AND PAYING AGENT AGREEMENT; APPROVING A TAX REGULATORY AGREEMENT; ESTABLISHING THE SCHOOL DISTRICT'S REASONABLE EXPECTATION WITH RESPECT TO ISSUANCE OF TAX- EXEMPT OBLIGATIONS FOR CALENDAR YEAR 2025 AND DESIGNATING THE LEASE PURCHASE AGREEMENT AS A QUALIFIED TAX-EXEMPT OBLIGATION; APPROVING OTHER DOCUMENTS AND CERTIFICATES RELATED THERETO; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

to approve the resolution. This motion, made by Randy Herren and seconded by Kinder Shamhart, Passed.

Kinder Shamhart: Yea, Randy Herren: Yea, Andrea Nightingale: Yea, Scott Bilger: Yea
Yea: 4, Nay: 0

VIII. Discussion Topics

There was no discussion topic.

IX. 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).

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X. 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.

There was no new business.

XI. Adjournment

Posted at the front door of the Education Service Center, 1100 South Jennings Avenue, Bartlesville, Oklahoma, at 5:30 p.m., February 13, 2025 by Laci Harris, Minutes Clerk of the Board.

There being no further business, the meeting adjourned at 6:08 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.

Witness my hand this ___th day of _____ 20____.

2024-2025 Fiscal Year
Encumbrance Orders for Approval
March 10, 2025

The following list of Encumbrance Orders (Purchase Orders), totaling \$385,413.99 is submitted for consideration by the Bartlesville Board of Education for the dates of February 14, 2025 to March 05, 2025 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 \$385,413.99.

Submitted to the Board of Education
March 10, 2025

2024-2025 Fiscal Year

	FUND	P.O. #'s	AMOUNT
11	General	1335 - 1374	\$ 60,560.86
12	Coop		
21	Building	26	\$ 300,000.00
22	Child Nutrition Fund	60	\$ 68.18
31	2019 Bond - Projects		
32	2021 Bond - 2023 Projects		
33	2021 bond - 2024 Projects	184 - 187	\$ 22,284.95
37	Combined Purpose Series 2013A		
39	Bond Interest		
81	Gifts Fund	1 -2	\$ 2,500.00
	TOTAL		\$ 385,413.99

GRAND TOTAL: \$ 385,413.99

Bartlesville Public Schools
Encumbrance Register
11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
1335	02/17/2025	AMAZON CAPTIAL SERVICES INC	supplies-552/Fed Prog/PTI	834.25
1336	02/17/2025	AMAZON CAPTIAL SERVICES INC	BOOKS - 511/CENTRAL	87.60
1337	02/17/2025	DELL MARKETING LP	GEN SPLYS/MADISON/412 BMITÉ	1,617.69
1338	02/17/2025	AMERICAN HEART ASSOCIATION, INC.	supplies-000/SS/ESC	2,500.00
1339	02/17/2025	JON PERRAULT	CLOTHING/UNIFORMS - 412/CENTRAL	357.96
1340	02/17/2025	COLLEGE BOARD	registration-541/Fed Prog/ESC	2,150.00
1341	02/18/2025	ARVEST BANK CORPORATE VISA	travel-541/Fed Prog/ESC	2,400.00
1342	02/18/2025	SPEARS WORLD TRAVEL SERVICE, INC	travel-541/Fed Prog/ESC	800.00
1343	02/24/2025	AMAZON CAPTIAL SERVICES INC	GENL/SPLYS-015/Jane Phillips	119.99
1344	02/24/2025	AMAZON CAPTIAL SERVICES INC	TECH/INK SPLYS-015/ WILSON	240.98
1345	02/24/2025	POWER SCHOOL HOLDING LLC	REGISTRATION-010/CURR/ESC	300.00
1346	02/24/2025	LADONNA M CHANCELLOR	TRAVEL-010/CURRICULUM/ESC	400.00
1347	02/24/2025	PATHS TO INDEPENDENCE INC	tuition-041/SS/ESC	10,000.00
1348	02/25/2025	ISD#30/TRANSPORTATION	TRAVEL-412/AVIATION/BHS	128.38
1349	02/26/2025	WAL-MART COMMUNITY	GENERAL CLASSROOM SUPPLIES - 412/CENTRAL	500.00
1350	02/26/2025	ARVEST BANK CORPORATE VISA	TRAVEL/LODGING - 412/CENTRAL	716.00
1351	02/26/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/BHS	15.00
1352	02/26/2025	SCHOOL SPECIALTY, LLC	GENL/SPLYS-015/Jane Phillips	305.48
1353	02/27/2025	AMAZON CAPTIAL SERVICES INC	GENL SPLYS FOR TITLE - 511/HOOVER	791.00
1354	02/27/2025	CRISIS PREVENTION INSTITUTE INC	workbooks-541/Fed Prog/PTI	2,225.30
1355	02/28/2025	ARVEST BANK CORPORATE VISA	TRAVEL/LODGING - 412/CENTRAL	214.20
1356	02/28/2025	ESSENTIAL EDUCATION	test-731/Fed Prog/High School	475.00
1357	02/28/2025	THERAPEUTIC PROFESSIONALS, LLC	CPR Cards-000/SS/ESC	1,200.00
1358	02/28/2025	CHARLES DANE WARNER	OTHER RENTAL/LEASE SERVICES-015/BHS	2,900.00
1359	03/04/2025	AMAZON CAPTIAL SERVICES INC	BOOKS/GENLSPYS-511/FED PROG/WILSON	4,057.81
1360	03/04/2025	FRANKLIN COVEY CLIENT SALES, INC	BOOKS-511/FED PROG/WILSON	1,889.65
1361	03/04/2025	LAKESHORE EQUIPMENT COMPANY DBA	GENL-SUPLYS-511/FED PROG/WILSON	1,039.74
1362	03/04/2025	UNITED SUBURBAN SCHOOLS ASSOCIATION	REGISTRATION-006/CURR/ESC	250.00
1363	03/04/2025	LAURA L WILLIAMS	TRAVEL REIMBURSEMENT - 412/CENTRAL	147.50
1364	03/04/2025	LAURA L WILLIAMS	TRAVEL REIMBURSEMENT - 412/CENTRAL	216.10
1365	03/04/2025	2024 OKLAHOMA JOM CONFERENCE	REGISTRATION FOR LILLY TYNER AND LESLIE DONNELL	1,300.00
1366	03/04/2025	ARVEST BANK CORPORATE VISA	LODGING FOR LILLY TYNER AND LESLIE DONNELL	400.00
1367	03/04/2025	MARY JO SIMPSON	student services-621/SS/ESC	15,000.00
1368	03/04/2025	TULSA EMERGENCY MEDICAL CENTER INC	One Time PO for Driver Physical	65.00
1369	03/05/2025	RICHARD J LANGHAM	TRAVEL-010/CURR/ESC	200.00
1370	03/05/2025	NATHAN SCOTT CASTEEL	TRAVEL-029/CURR/ESC	300.00
1371	03/05/2025	ANGELINA J NIKO	TRAVEL-010/CURR/ESC	400.00

Bartlesville Public Schools
Encumbrance Register
11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
1372	03/05/2025	AMAZON CAPTIAL SERVICES INC	GENL SPLY/015/WILSON	570.53
1373	03/05/2025	CROSSROADS CHIROPRACTIC, LLC	Blanket PO for Drivers & Coaches Physicals	2,500.00
1374	03/05/2025	AMAZON CAPTIAL SERVICES INC	CO-CURRICULAR SUPPLIES 412/BHS/STEM	195.81
			Report Total:	<u><u>\$60,560.86</u></u>

Bartlesville Public Schools
Encumbrance Register
21-Building Fund

PO No	Date	Vendor	Description	Amount
26	02/28/2025	SODEXO OPERATIONS, LLC	OTHER-BLDG-SVCS/000/AP/ESC	300,000.00
Report Total:				\$300,000.00

Bartlesville Public Schools
Encumbrance Register
22-Child Nutrition Programs Fund

PO No	Date	Vendor	Description	Amount
60	03/04/2025	SHELBA L AGGAS	OUT-OF-DISTRICT TRAVEL-385/CND	68.18
Report Total:				\$68.18

Bartlesville Public Schools
Encumbrance Register
33-2021 BOND - 2024 PROJECTS

PO No	Date	Vendor	Description	Amount
184	02/25/2025	AMAZON CAPTIAL SERVICES INC	supplies-013/SS/ESC	1,585.59
185	03/04/2025	HEATWAVE SUPPLY COMPANY	MAINT/018/HS	6,365.50
186	03/05/2025	JOHN E THOMPSON	MAINT/018/ESC	5,824.00
187	03/05/2025	ADVANCE BOILER REPAIR & SERVICE INC	MAINT/018/WILSON/HS	8,509.86
			Report Total:	<u><u>\$22,284.95</u></u>

Bartlesville Public Schools
Encumbrance Register
81-GIFTS FUND

PO No	Date	Vendor	Description	Amount
1	02/27/2025	BHS AFTER PROM COMMITTEE	DONATIONS-297/CURR/ESC	1,250.00
2	02/27/2025	BHS PROJECT GRADUATION	DONATIONS-297/CURR/ESC	1,250.00
			Report Total:	<u><u>\$2,500.00</u></u>

Change Order Listing

Options: Fund(s): 11-General Fund (For Operation), Year: 2024-2025, ReferenceDate: Prior To Begin Date, Date Range: 2/14/2025 - 3/5/2025, PO Range: 1 - 1334, Minimum Percentage Change: 25.01%, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
1278	02/08/2025	50041	WAL-MART COMMUNITY	Tires, Parts & Supplies-011/TRANSPORTATION	3,000.00
1279	02/08/2025	4393	MIDWEST BUS SALES, INC.	Bus Supplies, Parts, Services-011/TRANSPORTATION	20,000.00
Non-Payroll Total:					\$23,000.00
Payroll Total:					\$0.00
Report Total:					\$23,000.00

Budget Analysis

Options: Year: 2024-2025, Date Range: 7/1/2024 - 2/28/2025, Classification Bolding: FUNCTION-RS, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
0000 **Appropriated Only	18,379.52	0.00	0.00	0.00	18,379.52	0.00%
1000 INSTRUCTION	54,862,266.15	36,824,623.80	19,099,238.40	17,725,385.40	18,037,642.35	67.12%
2100 SUPPORT SERVICES - STUDENTS	2,339,669.78	5,061,040.61	2,748,823.31	2,312,217.30	-2,721,370.83	216.31%
2200 SUPPORT SERVICES-INSTRT STAFF	948,679.13	2,781,626.38	1,692,214.94	1,089,411.44	-1,832,947.25	293.21%
2300 SUPPORT SERVICES-GENERAL ADMN	87,298.06	909,251.36	556,277.61	352,973.75	-821,953.30	1,041.55%
2400 SUPPORT SERVICES-SCHOOL ADMN	84,027.72	3,137,048.32	2,046,616.75	1,090,431.57	-3,053,020.60	3,733.35%
2500 CENTRAL SERVICES	195,225.12	2,203,377.27	1,494,481.09	708,896.18	-2,008,152.15	1,128.63%
2600 OPERATION & MAINT OF PLANT SVC	737,029.43	5,230,730.69	3,704,165.75	1,526,564.94	-4,493,701.26	709.70%
2700 STUDENT TRANSPORTATION SERVICE	577,785.50	2,395,203.00	1,302,567.70	1,092,635.30	-1,817,417.50	414.55%
3300 COMMUNITY SERVICES OPERATIONS	0.00	2,696.09	1,724.69	971.40	-2,696.09	100.00%
5200 FUND TRANSFER/REIMBURSEMENT	0.00	500.00	0.00	500.00	-500.00	100.00%
5300 CLEARING ACCOUNT	0.00	129,890.00	129,890.00	0.00	-129,890.00	100.00%
5500 PRIVATE NONPROFIT SCHOOLS	50,180.84	36,752.66	25,953.71	10,798.95	13,428.18	73.24%
Report Total	\$59,900,541.25	\$58,712,740.18	\$32,801,953.95	\$25,910,786.23	\$1,187,801.07	98.02 %

Date Range: 7/1/2024 - 2/28/2025

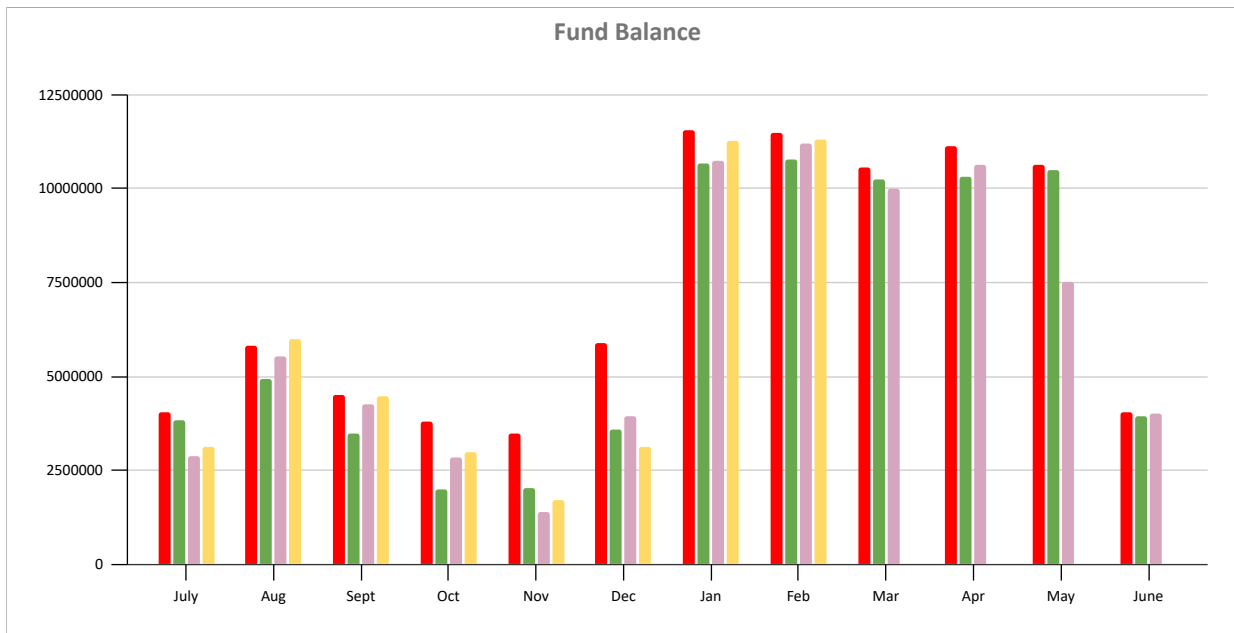
Classification Bolding: FUNCTION-RS

Print Detail: No

Dimension	Group Order	Total	Bold	Filter
Fiscal Year	N/A	N/A	N/A	2025
Fund	N/A	N/A	N/A	11
Project	N/A	N/A	N/A	
Function	1	No	Yes	
Object	N/A	N/A	N/A	
Program	N/A	N/A	N/A	
Subject	N/A	N/A	N/A	
JobClass	N/A	N/A	N/A	
Unit	N/A	N/A	N/A	

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	5,993,256	4,486,033	2,993,607	1,728,160	3,137,351	11,284,980	11,297,975				
FY25-FY24	244,768	452,064	209,424	155,580	350,908	(823,976)	532,168	100,948				



Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis

	February	2024-25 Year to Date Total	2023-24 Year to Date Total	2022-23 Year to Date Total
Beginning balance	\$ 11,284,980	\$ 4,012,343	\$ 3,931,988	\$4,065,794
Local	760,354	11,491,592	11,320,414	10,329,034
County	118,913	1,377,402	1,333,028	1,273,364
State	3,388,681	23,781,688	22,757,116	19,647,952
Federal	534,480	3,455,144	3,922,279	4,089,860
Other sources	785	8,788	93,521	8,498
	<u>4,803,213</u>	<u>40,114,614</u>	<u>39,426,358</u>	<u>35,348,708</u>
Total cash available	16,088,193	44,126,957	43,358,346	39,414,502
<u>Requirements:</u>				
Salaries	3,192,053	20,056,172	19,273,364	16,900,161
Benefits	1,073,441	6,822,600	6,506,965	5,823,206
Professional services	101,411	903,624	728,561	319,739
Property services	307,241	2,486,898	2,081,164	2,244,480
Other purchased services	20,156	266,716	1,083,778	886,377
Supplies & materials	73,931	1,798,255	2,035,306	1,703,137
Property	4,510	65,148	36,922	365,783
Other uses	17,475	429,569	415,259	392,136
	<u>4,790,218</u>	<u>32,828,982</u>	<u>32,161,319</u>	<u>28,635,019</u>
Ending balance	<u><u>11,297,975</u></u>	<u><u>11,297,975</u></u>	<u><u>11,197,027</u></u>	<u><u>10,779,483</u></u>

**Bartlesville Public Schools
General Fund Revenue Detail**

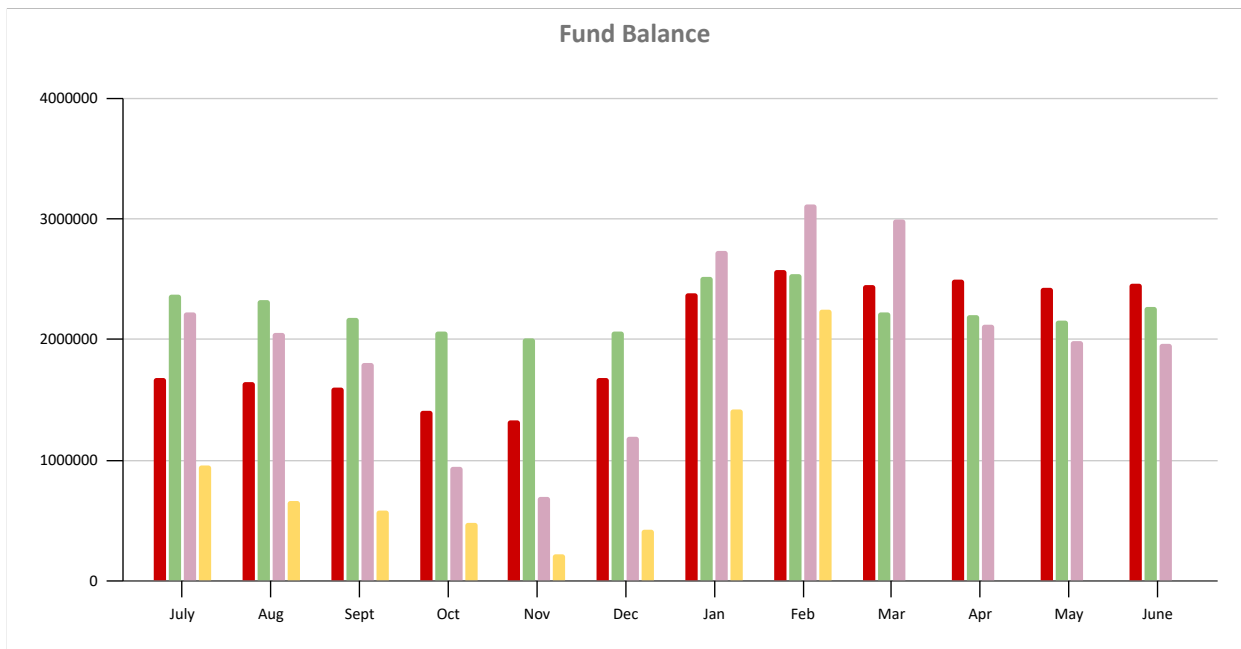
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	2024-25 Total
1110 Ad valorem tax - current						2,139,000.32	7,796,215.79	684,175.90					10,619,392.01
1121-1122 Ad valorem tax - prior	28,301.66	23,583.40	121,885.46	18,842.98	42,232.29	14,299.92	7,980.42	14,441.48					271,567.61
1130 In lieu of tax	0.07												0.07
1190 Other taxes													-
1213-1214 Testing fees	1,044.38	608.75	277.50	75.00	337.50	395.00	342.25	180.00					3,260.38
1230-1290 Tuition							17,075.50						17,075.50
1310 Interest on investments	18,742.22	21,414.73	33,875.09	15,025.12	24,323.75	11,115.10	43,782.64	52,721.53					221,000.18
1351													-
1352 Interest on unapport. Tax	139.44	81.05	39.51	32.39	65.78	130.95		2,368.85					2,857.97
1353													-
1410 Rent													-
1440 Sale of equipment	113.00			239.00		135.00	140.00						627.00
1510 Insurance loss recoveries			2,192.09		5,400.52								7,592.61
1530 Damage recovery		882.00				1,000.00							1,882.00
1580 Activity trip reimb	8,262.42	4,269.95	400.00	1,256.40	2,714.61	6,922.75	1,805.87	956.63					26,588.63
1590 Miscellaneous reimb	1,093.00	8,835.00	17,032.05	57,392.34	9,227.54	37,716.80	4,331.11	4,498.00					140,125.84
1610 Donations	8,200.00	75,250.00	8,928.75				84,250.00	1,000.00					177,628.75
1680 Refunds			263.59										263.59
1690 Miscellaneous			1,034.25	96.00	288.00	228.00	72.00	12.00					1,730.25
2100 County-wide 4-mill	5,486.53	3,585.67	12,809.74	2,676.83	4,112.56	235,450.85	840,051.69	103,740.23					1,207,914.10
2200 Mortgage tax	10,379.41	9,794.42	10,722.04	11,516.87	10,128.57	20,389.11	4,587.74	15,173.24					92,691.40
2300 Resale Property		76,796.95											76,796.95
3110 Gross production tax	3,350.72	3,325.85	3,446.92	3,000.68	3,019.95	2,729.26	3,782.68	2,590.37					25,246.43
3120 Motor vehicle tax	8,859.31	248,719.49	256,547.80	243,450.34	247,107.06	188,886.82	230,538.21	235,708.42					1,659,817.45
3130 Rural electric tax	4,760.01	5,594.23	6,169.28	5,659.98	4,666.06	4,161.43	3,728.11	5,537.33					40,276.43
3140 State school land earnings	87,471.66	71,516.42	88,297.29	83,409.66	66,863.65	83,203.76	143,729.69	103,153.86					727,645.99
3150 Vehicle tax stamps	616.25	1,169.62	75.99	2,268.28	75.99	2,603.91		1,811.08					8,621.12
3160 Farm implement tax stamps	430.67		140.55		126.13			546.86					1,244.21
3210 Foundation aid		2,373,395.74	2,373,395.75	2,373,395.74	2,373,395.75	2,373,395.74	2,939,175.66	2,467,692.40					17,273,846.78
3250 FBA		419,744.12	430,189.63	424,966.88	424,966.87	461,567.87	432,287.08	445,453.18					3,039,175.63
3310 Alternative education						56,300.73		28,150.36					84,451.09
3412 NBCT Stipend								45,000.00					45,000.00
3415 Reading Sufficiency							116,130.28						116,130.28
3420 State textbooks		402,520.87					2,672.18						405,193.05
3430 Education matching	2,924.59	356.96			1,849.86	3,698.26		1,849.86					10,679.53
3436		91,829.62											91,829.62
3437				69,255.46				51,177.43					120,432.89
3440 Drivers education			4,607.50										4,607.50
3470													-
3620								9.45					9.45
3690 Other state													-
3811 Vocational programs			5,940.00			23,040.00							28,980.00
3812 Vocational programs			41,750.00			41,750.00							83,500.00
3892 Lottery Fund					15,000.00								15,000.00
4140 Title VII		85,473.95					110,124.50						195,598.45
4162 Flood Control			232.09										232.09
4210 Title I - Part A		242,014.97				293,766.19		293,355.08					829,136.24
4271 Title II		13,897.96					107,614.02	50,318.78					171,830.76
4281 Title III						11,717.95	723.42	921.20					13,362.57
4310 IDEA B - Special Education	5,299.26			107,159.71	123,178.68	110,147.81	106,945.84	115,878.48					568,609.78
4340 Preschool				6,100.78	6,100.47	6,100.77	6,100.77	2,974.88					27,377.67
4442 Title IV reimb		24,498.51				22,227.81		4,126.30					50,852.62
4470 Title VI		9,430.45				43,105.45		58,670.36					111,206.26
4550 Johnson-O'Malley	40,436.50												40,436.50
4611 Title II - Adult Education	14,953.82	18,082.51			2,174.17	4,962.22	7,736.30	6,749.12					54,658.14
4689 Other federal	220,237.96	342,672.62		16,035.69	472,110.93	271,369.87							1,322,427.07
4740													-
4821 Carl Perkins				66,690.94		1,239.00		1,486.00					69,415.94
5150-5160 Activity trip reimb	1,003.92	2,225.85	86.46	657.66	2,737.47	1,133.62	159.13	784.29					8,788.40
6140 Estopped Warrants													-
	472,106.80	4,581,571.66	3,420,339.33	3,509,204.73	3,842,204.16	6,473,892.27	13,012,082.88	4,803,212.95	-	-	-	-	40,114,614.78

3,978,983.35 PY FB

44,093,598.13

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	661,858	581,905	484,299	223,041	421,413	1,426,056	2,252,268				
FY25-FY24	(1,270,910)	(1,390,978)	(1,226,050)	(463,233)	(469,218)	(771,190)	(1,311,113)	(866,457)				



Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis

	February	2024-25 Year to Date Total	Prior Year Year to Date Total
	<u> </u>	<u> </u>	<u> </u>
Beginning balance	\$ 1,426,056	\$ 1,960,216	\$ 2,265,535
<u>Revenue:</u>			
Local	103,914	1,647,787	2,041,247
State	864,919	865,018	715,509
Other sources	-	-	3,103
	<u>968,833</u>	<u>2,512,805</u>	<u>2,759,859</u>
 Total cash available	 2,394,889	 4,473,021	 5,025,394
<u>Requirements:</u>			
Professional services	10,000	92,350	102,478
Property services	74,368	640,702	588,051
Other purchased services		900,771	
Supplies & materials	49,283	112,652	88,095
Property	8,970	473,272	1,128,045
Other uses	-	1,006	-
	<u>142,621</u>	<u>2,220,753</u>	<u>1,906,669</u>
 Ending balance	 <u>2,252,268</u>	 <u>2,252,268</u>	 <u>3,118,725</u>

March 10, 2025 Personnel Report

APPOINTMENTS:						
Name	Site	Position	FTE	Hire Date	Temporary Contract	
Burk, Noah	Richard Kane	Special Education Teacher Assistant Level 2	0.875	04/07/2025	Yes	
Daniels, Robert	High School	Football Coach	1.000	08/11/2025	Yes	
Davis, Briley	Ranch Heights	Special Education Teacher	1.000	08/11/2025	Yes	
Fielding, Caitlyn	Wilson	Fifth Grade Teacher	1.000	08/11/2025	Yes	
King, Brittany	Wayside	Special Education Teacher Assistant Level 2	0.875	04/07/2025	Yes	
Summers, Kayla	Wayside	Special Education Teacher Assistant Level 2	0.875	03/05/2025	Yes	
CHANGE OF STATUS:						
Name	CHANGE FROM Site	Position	FTE	CHANGE TO Site	Position	FTE Date
Boyce, Jessica	Wilson	Special Education Teacher	1.000	Wilson	Intermittent FMLA	1.000 2/4/2025
Flaherty, Pamela	Wayside	Kindergarten Teacher	1.000	Wayside	Special Education Teacher	1.000 8/11/2025
Gailey, Tarah	Wilson	FMLA	1.000	Wilson	Prekindergarten Teacher	1.000 3/3/2025
Hahn, Carolyn	Transportation	FMLA	0.750	Transportation	Bus Driver	1.000 2/24/2025
Hastreiter, Marissa	Hoover	FMLA	1.000	Hoover	Fourth Grade Teacher	1.000 3/4/2025
Jewett, Sarah	Wayside	FMLA	1.000	Wayside	Health/PE Teacher	1.000 2/17/2025
Kachelmeyer, Mandi	Hoover	Prekindergarten Teacher	1.000	Hoover	Kindergarten Teacher	1.000 8/11/2025
Reynolds, Macy	Hoover	Second Grade Teacher	1.000	Hoover	First Grade Teacher	1.000 8/11/2025
Salerno, Renate	Central	FMLA	1.000	Central	STEM Teacher	1.000 3/3/2025
Sears, Meghan	Jane Phillips	Remediation Specialist	1.000	Jane Phillips	FMLA	1.000 2/11/2025
Sedersten, Lindsay	Wayside	Fifth Grade Teacher	1.000	Wayside	FMLA	1.000 2/24/2025
Vysotsky, Erin	Hoover	Kindergarten Teacher	1.000	Hoover	FMLA	1.000 3/4/2025
RESIGNATION:						
Name	Site	Position	FTE	Date		
Bush, Trinnie	Richard Kane	First Grade Teacher	1.000	5/23/2025		
Cramer, Maria	Hoover	Leave of Absence	1.000	3/4/2025		
Hudson, Mary	Richard Kane	Teacher Assistant	0.875	5/22/2025		
Kertson, Morgan	Wayside	Library Media Specialist	1.000	5/23/2025		
Munoz, Jason	High School	Business Education Teacher	1.000	5/23/2025		
Starkey, Kellie	Ranch Heights	First Grade Teacher	1.000	5/23/2025		
Worsham, Chad	Central	Language Arts Teacher	1.000	5/23/2025		

MEMORANDUM

TO: BOARD OF EDUCATION
FROM: PRESTON BIRK
SUBJECT: DONATIONS & INTEREST EARNED
DATE: 3/3/25

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

1. Conoco Phillips – Matching Gift

Education Service Center	\$ <u>1,000.00</u>
Receipt Total	\$ 1,000.00

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

1. BOK – Fund 3

February	\$ <u>1.30</u>
Fund 3 Total	\$ 1.30

2. BOK – Fund 5

February	\$ <u>5.87</u>
Fund 5 Total	\$ 5.87

3. BOK – Fund 6

February	\$ <u>18,343.63</u>
Fund 6 Total	\$ 18,343.63

Bartlesville Public Schools

Investment Ledger

Options: Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 2/1/2025 - 2/28/2025, 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	2/28/2025	3/31/2025		\$6,227,521.33	4.160	\$6,227,521.33
Total ICS ACCOUNT							\$6,227,521.33
Total AI 0112 GATEWAY BANK - ICS							\$6,227,521.33
Total Fund 11							\$6,227,521.33

Fund: 21

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	2/28/2025	3/31/2025		\$1,725,000.00	4.160	\$1,725,000.00
Total ICS ACCOUNT							\$1,725,000.00
Total AI 0112 GATEWAY BANK - ICS							\$1,725,000.00
Total Fund 21							\$1,725,000.00

Fund: 22

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	2/28/2025	3/31/2025		\$650,292.54	4.160	\$650,292.54
Total ICS ACCOUNT							\$650,292.54
Total AI 0112 GATEWAY BANK - ICS							\$650,292.54
Total Fund 22							\$650,292.54

Fund: 33

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	2/28/2025	3/31/2025		\$925,000.00	4.160	\$925,000.00
Total ICS ACCOUNT							\$925,000.00
Total AI 0112 GATEWAY BANK - ICS							\$925,000.00
Total Fund 33							\$925,000.00

Fund: 39

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	2/28/2025	3/31/2025		\$458,459.96	4.160	\$458,459.96
Total ICS ACCOUNT							\$458,459.96
Total AI 0112 GATEWAY BANK - ICS							\$458,459.96
Total Fund 39							\$458,459.96

Fund: 41

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	2/28/2025	3/31/2025		\$5,169,700.00	4.160	\$5,169,700.00
Total ICS ACCOUNT							\$5,169,700.00
Total AI 0112 GATEWAY BANK - ICS							\$5,169,700.00

Account: AI 0113 COMMERCE BANK

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
369017380	COMMERCE BANK - TREASURY BILL	11/12/2024	3/27/2025		\$1,737,299.87	4.311	\$1,737,299.87

Bartlesville Public Schools

Investment Ledger

Options: Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 2/1/2025 - 2/28/2025, Exclude Investments Matured in Date Range: True, Exclude Investments Liquidated in Date Range: True

						Total 369017380	\$1,737,299.87	
369017558	COMMERCE BANK - TREASURY	1/9/2025	5/6/2025			\$4,999,646.90	4.203	\$4,999,646.90
	BILL							
						Total 369017558	\$4,999,646.90	
						Total AI 0113 COMMERCE BANK	\$6,736,946.77	
						Total Fund 41	\$11,906,646.77	

Fund: 81

Account: AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS	2/28/2025	3/31/2025		\$283,002.57	4.160	\$283,002.57
	TRANSACTION						
						Total ICS ACCOUNT	\$283,002.57
						Total AI 0112 GATEWAY BANK - ICS	\$283,002.57
						Total Fund 81	\$283,002.57
						Total All Funds	\$22,175,923.17

FEB 2025

	GENERAL FUND	COOPERATIVE FUND	BUILDING FUND	CHILD NUTRITION	BOND FUND 31	BOND FUND 32	BOND FUND 33	BOND INT FUND 39	SINKING FUND	GIFTS & ENDOW.	TOTALS
BEGINNING BALANCE	3,489,566.59	0.00	473,562.28	483,933.96	177,004.35	159,229.15	786,565.38	3,885.54	5.30	13,906.83	5,587,659.38
LOCAL SOURCES OF REVENUE	760,354.39	-	103,913.77	14,680.40	-	-	-	6,921.33	584,905.72	945.50	1,471,721.11
INTERMEDIATE SOURCES OF REVENUE	118,913.47	-	-	-	-	-	-	-	-	-	118,913.47
STATE SOURCES OF REVENUE	3,388,680.60	-	864,918.57	63.89	-	-	-	-	465.98	-	4,254,129.04
FEDERAL SOURCES OF REVENUE	534,480.20	-	-	897,115.22	-	-	-	-	-	-	1,431,595.42
TOTAL NEW RECEIPTS	4,802,428.66	-	968,832.34	911,859.51	-	-	-	6,921.33	585,371.70	945.50	7,276,359.04
INTER-FUND TRANSFERS	-	-	-	-	-	-	-	-	-	-	-
NON-REVENUE RECEIPTS	784.29	-	-	-	-	-	-	-	-	-	784.29
AR-6140	-	-	-	-	-	-	-	-	-	-	-
TOTAL COMBINED RECEIPTS	4,803,212.95	-	968,832.34	911,859.51	-	-	-	6,921.33	585,371.70	945.50	7,277,143.33
WARRANT PURCHASES (-)	(4,743,389.24)	-	(95,666.46)	(387,614.53)	(262.50)	(553.88)	(309,854.65)	-	-	-	(5,537,341.26)
INVESTMENTS MATURED (+)	7,867,294.64	-	975,000.00	50,128.23	-	-	1,175,000.00	449,335.80	11,326,646.77	282,077.99	22,125,483.43
C.D./AGENCY INVESTMENTS (-)	(6,227,521.33)	-	(1,725,000.00)	(650,292.54)	-	-	(925,000.00)	(458,459.96)	(11,906,646.77)	(283,002.57)	(22,175,923.17)
INTEREST INVESTMENTS (-)	-	-	-	-	-	-	-	-	-	-	-
MONEY MARKET INVESTMENT (-)	-	-	-	-	-	-	-	-	-	-	-
CORRECTIONS	-	-	-	-	-	-	-	-	-	-	-
ENDING BANK BALANCE	5,189,163.61	0.00	596,728.16	408,014.63	176,741.85	158,675.27	726,710.73	1,682.71	5,377.00	13,927.75	7,277,021.71
OUTSTANDING WARRANTS (-)	(118,710.11)	-	(69,459.72)	(1,115.70)	-	-	(190,035.02)	-	-	-	(379,320.55)
FUND EQUITY	5,070,453.50	0.00	527,268.44	406,898.93	176,741.85	158,675.27	536,675.71	1,682.71	5,377.00	13,927.75	6,897,701.16

Total collateral pledged

19,003,866.24

	BEA LEASE PURCHASE FUND 3	BEA LEASE PURCHASE FUND 5	BEA LEASE PURCHASE FUND 6
BEGINNING BALANCE	3.16	43.57	5,683,737.01
REBATES/CONTRIBUTIONS	-	-	-
DIVIDENDS/INTEREST	1.30	5.87	18,343.63
TOTAL NEW RECEIPTS	1.30	5.87	18,343.63
WARRANT PURCHASES (-)	-	-	(894,264.49)
ENDING BANK BALANCE	4.46	49.44	4,807,816.15
Credit in Transit/PD to 2022A GO Bond	-	-	-
FUND EQUITY	4.46	49.44	4,807,816.15

Sara Vermeire 3/3/2025

Bartlesville Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2025 - 2/28/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 General Administrative	\$251,375.66	\$3,942.01	\$0.00	\$19,994.80	\$235,322.87	\$30,040.12	\$205,282.75
802 General Administrative Athletics	\$254,676.01	\$11,614.00	(\$1,350.00)	\$13,626.66	\$251,313.35	\$26,546.06	\$224,767.29
803 General Refund Account	\$1,444.93	\$22.86	\$0.00	\$0.00	\$1,467.79	\$0.00	\$1,467.79
804 AP Exams	\$20,904.04	\$0.00	\$0.00	\$0.00	\$20,904.04	\$3,361.00	\$17,543.04
805 Alternative High School	\$1,922.79	\$80.00	\$0.00	\$123.87	\$1,878.92	\$1,588.55	\$290.37
806 Tuition Clearing Acct	\$10,810.00	\$690.00	\$0.00	\$0.00	\$11,500.00	\$0.00	\$11,500.00
807 Art Club	\$422.08	\$0.00	\$0.00	\$0.00	\$422.08	\$0.00	\$422.08
808 Adult Fees Clearing Acct	\$75.00	\$25.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
809 Broadcasting	\$3,319.64	\$270.00	\$0.00	\$510.93	\$3,078.71	\$0.00	\$3,078.71
810 AVIATION	\$295.09	\$0.00	\$0.00	\$0.00	\$295.09	\$0.00	\$295.09
811 Baseball Fund	\$1,651.01	\$0.00	\$0.00	\$0.00	\$1,651.01	\$0.00	\$1,651.01
813 Basketball Fund	\$10,648.65	\$1,622.00	\$0.00	\$340.00	\$11,930.65	\$0.00	\$11,930.65
821 Choral Club	\$4,570.50	\$110.00	\$0.00	\$0.00	\$4,680.50	\$370.00	\$4,310.50
830 BVILLE WOMEN'S NETWORK LIBRARY DONATIONS	\$544.81	\$0.00	\$0.00	\$0.00	\$544.81	\$444.78	\$100.03
831 S.A.D.F.	\$1,045.60	\$0.00	\$0.00	\$0.00	\$1,045.60	\$0.00	\$1,045.60
832 Community of Caring	\$1,130.25	\$0.00	\$0.00	\$24.98	\$1,105.27	\$38.06	\$1,067.21
833 Drama	\$21,584.10	\$1,110.00	\$0.00	\$2,992.88	\$19,701.22	\$4,615.28	\$15,085.94
834 VisionQuest	\$82.00	\$0.00	\$0.00	\$0.00	\$82.00	\$0.00	\$82.00
835 BPS-FOUNDATION GRANTS	\$14,618.14	\$3,006.85	\$0.00	\$8,178.60	\$9,446.39	\$4,002.00	\$5,444.39
836 AGRICULTURAL EDUCATION	\$22,155.20	\$965.00	\$0.00	\$20,920.80	\$2,199.40	\$1,470.62	\$728.78
837 ENVIRONMENTAL CLUB	\$282.43	\$0.00	\$0.00	\$0.00	\$282.43	\$0.00	\$282.43
839 BHS SPED	\$1,835.97	\$0.00	\$0.00	\$0.00	\$1,835.97	\$0.00	\$1,835.97
840 Exceptional Education Services	\$11,297.40	\$0.00	\$0.00	\$454.20	\$10,843.20	\$1,411.37	\$9,431.83
841 Business Prof of America	\$447.58	\$0.00	\$0.00	\$0.00	\$447.58	\$0.00	\$447.58
843 ATLAS	\$98.26	\$0.00	\$0.00	\$0.00	\$98.26	\$0.00	\$98.26
844 STEAM PROGRAM	\$4,910.67	\$0.00	\$0.00	\$0.00	\$4,910.67	\$303.18	\$4,607.49
860 BPA	\$665.00	\$0.00	\$0.00	\$220.00	\$445.00	\$150.00	\$295.00
865 BHS CONSTRUCTION	\$370.00	\$0.00	\$0.00	\$0.00	\$370.00	\$0.00	\$370.00
867 Lady Bruins	\$333.75	\$0.00	\$0.00	\$0.00	\$333.75	\$0.00	\$333.75
868 Football	\$67.03	\$0.00	\$0.00	\$0.00	\$67.03	\$0.00	\$67.03
878 Music	\$2,506.64	\$0.00	\$0.00	\$365.00	\$2,141.64	\$0.00	\$2,141.64
880 Musical Production	\$1,876.76	\$0.00	\$0.00	\$0.00	\$1,876.76	\$1,560.48	\$316.28
881 National Honor Society	\$12,445.12	\$20.00	\$0.00	\$0.00	\$12,465.12	\$0.00	\$12,465.12
882 Newspaper	\$223.98	\$0.00	\$0.00	\$0.00	\$223.98	\$0.00	\$223.98
885 National Junior Honor Society	\$1,827.94	\$320.00	\$0.00	\$0.00	\$2,147.94	\$0.00	\$2,147.94
887 Orchestra	\$8,542.19	\$0.00	\$0.00	\$0.00	\$8,542.19	\$1,172.00	\$7,370.19
889 BHS BAND	\$59,298.08	\$4,021.00	\$0.00	\$19,838.03	\$43,481.05	\$7,706.22	\$35,774.83
895 Pictures	\$2,585.33	\$0.00	\$0.00	\$0.00	\$2,585.33	\$0.00	\$2,585.33
915 Service Club	\$429.77	\$0.00	\$0.00	\$0.00	\$429.77	\$0.00	\$429.77
917 World Language Club	\$465.16	\$0.00	\$0.00	\$0.00	\$465.16	\$0.00	\$465.16
919 Speech Program	\$2,674.35	\$1,221.00	\$0.00	\$2,204.95	\$1,690.40	\$543.00	\$1,147.40
922 Staff Development-In-Service	\$1,491.94	\$0.00	\$0.00	\$0.00	\$1,491.94	\$0.00	\$1,491.94
923 BVILLE EDUCATION PROMISE	\$23,691.94	\$0.00	\$0.00	\$108.63	\$23,583.31	\$4,562.12	\$19,021.19
926 Student Council	\$123,661.65	\$5,706.00	\$1,350.00	\$1,099.18	\$129,618.47	\$8,649.91	\$120,968.56
939 Science Olympiad	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
960 Technology Student Assoc (TSA)	\$4,544.64	\$1,101.00	\$0.00	\$1,190.00	\$4,455.64	\$1,575.00	\$2,880.64
962 Science Trek Club	\$816.10	\$0.00	\$0.00	\$0.00	\$816.10	\$0.00	\$816.10
966 Wrestling	\$385.48	\$0.00	\$0.00	\$0.00	\$385.48	\$0.00	\$385.48
970 TECHNOLOGY SUPPORT TEAM	\$140,777.09	\$465.00	\$0.00	\$42,271.05	\$98,971.04	\$13,250.00	\$85,721.04
971 Golf	\$0.54	\$0.00	\$0.00	\$0.00	\$0.54	\$0.00	\$0.54
973 Cross Country	\$123.13	\$0.00	\$0.00	\$0.00	\$123.13	\$0.00	\$123.13
977 Soccer	\$50.66	\$0.00	\$0.00	\$0.00	\$50.66	\$0.00	\$50.66
986 Counselors' Special Fund	\$139.88	\$0.00	\$0.00	\$0.00	\$139.88	\$0.00	\$139.88
990 Yearbook	\$25,665.18	\$140.00	\$0.00	\$0.00	\$25,805.18	\$3,000.00	\$22,805.18
993 Academic Team	\$140.00	\$0.00	\$0.00	\$0.00	\$140.00	\$0.00	\$140.00
994 Archery Club	\$349.32	\$0.00	\$0.00	\$0.00	\$349.32	\$0.00	\$349.32
995 Homeless Student Assistance	\$1,074.58	\$0.00	\$0.00	\$0.00	\$1,074.58	\$0.00	\$1,074.58

Bartlesville Public Schools
Revenue/Expenditure Summary**Options:** Fund: 60, Date Range: 2/1/2025 - 2/28/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
996 Bruin Logo	\$22,365.92	\$108.40	\$0.00	\$0.00	\$22,474.32	\$1,738.98	\$20,735.34
Total	\$1,082,236.96	\$36,560.12	\$0.00	\$134,464.56	\$984,332.52	\$118,098.73	\$866,233.79

Surplus List

Old desks from Wilson Elementary (90 count)

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

CONTRACT FOR AUDIT OF PUBLIC SCHOOLS
2024-2025 SCHOOL YEAR

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

We, the undersigned, do hereby further stipulate that we have entered into an agreement to provide an annual audit of the financial affairs and transactions of all funds and activities of the school district specified below. The audit period shall cover the 2024-2025 fiscal year beginning July 1, 2024 and ending June 30, 2025.

This audit contract was approved by the Board of Education and entered in the minutes of its meeting on the _____ day of _____, 2025.

ATTEST:

CLERK

PRESIDENT

Bartlesville
DISTRICT

Washington
COUNTY

74/I-030
COUNTY/DISTRICT NO.

APPROVED THIS _____ DAY OF _____, 2025.

JENKINS & KEMPER, CPAs, P.C
AUDITING FIRM



SIGNATURE OF AUTHORIZED REPRESENTATIVE OF AUDITING FIRM

PLEASE EXECUTE THIS FORM IN TRIPLICATE:

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

EMAIL A SIGNED CONTRACT TO KATHERINE.BLACK@SDE.OK.GOV OR MAIL A

COPY TO: Katherine Black, Executive Director, Financial Accounting
Oklahoma State Department of Education
2500 North Lincoln Boulevard, Suite 420
Oklahoma City, Oklahoma 73105-4599

MUST BE FILED NO LATER THAN JUNE 30, 2025
Contracts dated prior to January 20, 2025, **will not** be accepted.
Contracts which do not contain **all** of the above provisions **will not** be accepted.



JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

February 21, 2025

Bartlesville School District
Attn: Mr. Preston Birk
PO Box 1357
Bartlesville, OK 74005

Dear Mr. Birk:

We are pleased to confirm our understanding of the services we are to provide Bartlesville School District (the School District) for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the School District as of and for the year ended June 30, 2025. We understand the financial statements will be presented in accordance with the financial reporting model as prescribed by the Oklahoma State Department of Education (the Regulatory Basis).

We have also been engaged to report on supplementary information other than RSI that accompanies the School District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards
- 2) Combining statements

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with accounting and financial reporting regulations prescribed by the Oklahoma State Department of Education, which differs from GAAP, and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996, and the provisions of the Uniform Guidance, and will include tests of the accounting records, a determination of major programs in accordance with the Uniform Guidance and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement.

Audit Procedures—Internal Controls

We will obtain an understanding of the entity and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion

on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the School District's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee had complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the School District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, annual estimate of needs, schedule of expenditures of federal awards, and related notes of the School District in conformity with the Regulatory Basis and the Uniform Guidance based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and

objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the Regulatory Basis; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review by the date of final audit work.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with the Regulatory Basis. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the Regulatory Basis; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the Regulatory Basis; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the federal clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collections Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Jenkins & Kemper, Certified Public Accountants, P.C., and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Oklahoma State Department of Education, the Oklahoma Department of Career Tech, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Jenkins & Kemper, Certified Public Accountants, P.C.'s personnel. Furthermore, upon request, we may provide photocopies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the Oklahoma State Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs such as report reproduction, typing, postage, travel, copies, etc., except that we agree that our gross fee, including expenses, will not exceed \$13,700.00. However, the filing fee to the State Auditors and Inspectors Office will be an additional \$100. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will keep you informed of any problems we encounter, and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Education of the School District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to Bartlesville School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let me know. If you agree with the terms of our engagement as described herein, please sign the enclosed copy and return it to us.

Very truly yours,

Jenkins & Kemper, CPAs P.C.

Jenkins & Kemper
Certified Public Accountants, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Bartlesville School District, I-030, Washington County.

By: _____

Title: _____

Date: _____

Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

BARTLESVILLE PUBLIC SCHOOLS INDEPENDENT SCHOOL DISTRICT #30

P.O. Box 1357 | 1100 S Jennings | Bartlesville, Oklahoma 74005-1357
Telephone: 918-336-8600 | Fax: 918-337-6200 | www.bps-ok.org





CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.

B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.

C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section [3090.2 of Title 63](#) of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete: 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and

2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:

1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;

2. Activate the team in response to a sudden cardiac arrest;

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus;

5. Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).



CHASE MORRIS ACT COMPLIANCE SITE PLAN

Ranch Heights Elementary has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding Bartlesville Ambulance Service and the Bartlesville Fire Department.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
<i>Chanda Myers</i>	<i>Principal</i>
<i>Shawn Imhoff</i>	<i>Assistant Principal</i>
<i>Destiny Reeve</i>	<i>School Nurse</i>
<i>Alana Murphy</i>	<i>Coach</i>
<i>Britainni Nix</i>	<i>Paraprofessional</i>
<i>Ben Showler</i>	<i>PE Teacher/Coach</i>

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

All athletic coaches All school nurses
All athletic trainers Your team members for response plan at all sites

HOW TO ACTIVATE THE TEAM:

****Explain how the team will be activated for fastest response time:**

We will use site radios to activate the team for the fastest response time.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

We reviewed the plan through a meeting and email on 2/26/2025.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

****These drills are NOT required to be entered on the School Security Website**

<i>Date of Drill</i>	<i>Notes</i>
<i>2/26/25</i>	<i>Used radios; practiced procedures; reviewed actions</i>

Emergency Operations Site Plan
Richard Kane Elementary
Chase Morris Sudden Cardiac Arrest Response Plan

BARTLESVILLE PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #30

P.O. Box 1357 | 1100 S Jennings | Bartlesville, Oklahoma 74005-1357
Telephone: 918-336-8600 | Fax: 918-337-6200 | www.bps-ok.org





CHASE MORRIS ACT

Oklahoma Statutes Citationized

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Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

- A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.
- B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.
- C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.
- D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.
- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.
- F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section [3090.2 of Title 63](#) of the Oklahoma Statutes.
- H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete: 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:

1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;

2. Activate the team in response to a sudden cardiac arrest;

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus;

5. Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).



CHASE MORRIS ACT COMPLIANCE SITE PLAN

Bartlesville Richard Kane Elementary has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding Bartlesville Ambulance Service and the Bartlesville Fire Department.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
<i>Tammie Krause</i>	<i>Principal</i>
<i>Christine Goscha</i>	<i>Student & Parent Support Coordinator</i>
<i>Kimmy Washum, LPN</i>	<i>School Nurse</i>
<i>Matt Dyer</i>	<i>PE Teacher</i>
<i>Zac Duncan</i>	<i>SRO</i>
<i>Sam Starr</i>	<i>School Secretary</i>
<i>Carrie Fodor</i>	<i>School Secretary</i>

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

- All athletic coaches All school nurses
- All athletic trainers Your team members for response plan at all sites

HOW TO ACTIVATE THE TEAM:

**Explain how the team will be activated for fastest response time:

We will use our site radios on the BPS repeater and use the overhead call system to call 911 and a “Shelter in Place” We will call for team members to respond to where they are needed.

We will also utilize the RAVE app for staff communication.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

We will send email to all staff with procedures with a reminder of the AED location. We will also include the drill notes to the procedures and directions to the AED.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

**These drills are NOT required to be entered on the School Security Website

<i>Date of Drill</i>	<i>Notes</i>
<i>2/28/25</i>	<i>Important points about the AED were discussed. Call for help, Start CPR. Have someone Call 911, have someone go get the AED. Call a shelter in place.</i>

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

**Example: Local Ambulance, Fire Department, Police Department, Sheriff Department

***Identify who on your team will contact these providers

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Bartlesville Ambulance Services</i>	<i>918-336-1111</i>
<i>Bartlesville Fire Department</i>	<i>918-338-4091</i>
<i>Emergency Police & First Responders</i>	<i>911</i>
<i>Bartlesville Police Department</i>	<i>918-338-4001</i>

LOCATION OF AED IN SCHOOL SITE AND MAINTENANCE DATE:

**Check with your manufacturer for the recommended maintenance of your AED.

<i>AED Location</i>	<i>Maintenance Date</i>
<i>Room 101 / Teacher's Lounge</i>	<i>8/2024</i>
<i>Room 101 / Teacher's Lounge</i>	<i>2/26/25</i>

LOCATION OF AED' AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE **AED
 must be accessible within one to three minutes. Identify who is responsible to get the AED Could
 insert you EAP (Emergency Action Plan for athletics here also)

***Check with your manufacturer for the recommended maintenance of your AED.

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>
<i>Richard Kane Elementary</i>	<i>Room 101/ Teacher's Lounge</i>	<i>2/26/25</i>

DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

**Must be updated and reviewed by the school board annually

Date of update and school board review: 3/10/2025

Emergency Operations Site Plan
Wayside Elementary School
Chase Morris Sudden Cardiac Arrest Response Plan

BARTLESVILLE PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #30

P.O. Box 1357 | 1100 S Jennings | Bartlesville, Oklahoma 74005-1357
Telephone: 918-336-8600 | Fax: 918-337-6200 | www.bps-ok.org





CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

- A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.
- B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.
- C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.
- D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.
- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.
- F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section [3090.2 of Title 63](#) of the Oklahoma Statutes.
- H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete: 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:

1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;

2. Activate the team in response to a sudden cardiac arrest;

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus;

5. Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).



CHASE MORRIS ACT COMPLIANCE SITE PLAN

Wayside Elementary School has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding Bartlesville Ambulance Service and the Bartlesville Fire Department.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
<i>Eliot Smith</i>	<i>Principal</i>
<i>Jessica Birk</i>	<i>Assistant Principal</i>
<i>Bethany Majors</i>	<i>School Nurse</i>
<i>Lori Newton</i>	<i>Registrar</i>
<i>Laura Kent</i>	<i>Attendance Secretary</i>
<i>Cheron Southwick</i>	<i>Counselor</i>
<i>Ron Schooley</i>	<i>Lead Custodian</i>
<i>Allen Godwin</i>	<i>PE Teacher</i>
<i>Sarah Jewett</i>	<i>PE Teacher</i>

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

All Administrators, School Nurse, PE Teachers, one teacher from each grade level, the Severe/Profound special education teacher and their paraprofessionals.

HOW TO ACTIVATE THE TEAM:

****Explain how the team will be activated for fastest response time:**

We will use our site radios (on the WSE repeater), cell phones (text messages) and the GroupME app.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

We had a meeting on Wednesday, March 5th at 7:45 AM and reviewed this Emergency Cardiac Arrest Plan and procedures.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

****These drills are NOT required to be entered on the School Security Website**

<i>Date of Drill</i>	<i>Notes</i>
<i>3/6/2025</i>	<i>Used radios and emergency protocol GroupMe</i>

Wilson Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

BARTLESVILLE PUBLIC SCHOOLS INDEPENDENT SCHOOL DISTRICT #30

P.O. Box 1357 | 1100 S Jennings | Bartlesville, Oklahoma 74005-1357
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CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

- A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.
- B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.
- C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.
- D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.
- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.
- F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section [3090.2 of Title 63](#) of the Oklahoma Statutes.
- H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete: 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:

1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;

2. Activate the team in response to a sudden cardiac arrest;

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus;

5. Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).



CHASE MORRIS ACT COMPLIANCE SITE PLAN

Bartlesville (school/site name) has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding Bartlesville Ambulance Service and the Bartlesville Fire Department.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

Team Member	Role
Staci Bankston	Principal
Candace Biggerstaff	Site Safety Director
Felicia Perigo	School Nurse
Beth Farmer	Counselor
Darcy Barnes	Family Support Coordinator
Amanda Powell	SpEd Teacher and CPR Certified
Ben Hollander	School SRO

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

- All athletic coaches
- All school nurses
- All athletic trainers
- Your team members for response plan at all sites

HOW TO ACTIVATE THE TEAM:

**Explain how the team will be activated for fastest response time:

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

We will use our site radios and we will also use the RAVE app, and Staff Remind as needed.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

**These drills are NOT required to be entered on the School Security Website

<i>Date of Drill</i>	<i>Notes</i>
2/10/25	Used Radios and communicated through text messaging. All communication was clear.

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

**Example: Local Ambulance, Fire Department, Police Department, Sheriff Department

***Identify who on your team will contact these providers

<i>Name of Provider</i>	<i>Contact Information</i>
Bartlesville Ambulance Service - SRO/Biggerstaff	918-336-1111

Bartlesville Fire Department-SRO/Biggerstaff	918-338-4091
Bartlesville Police and First Responders-SRO/Biggerstaff	911
Bartlesville Police Department-SRO/Biggerstaff	918-338-4001

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

**Check with your manufacturer for the recommended maintenance of your AED.

AED Location	Maintenance Date
North Wall in area outside of cafeteria (by the double doors)	05/08/2025

LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE **AED must be accessible within one to three minutes. Identify who is responsible to get the AED Could insert you EAP (Emergency Action Plan for athletics here also)

***Check with your manufacturer for the recommended maintenance of your AED.

Site	Location	Last Maintenance Date

Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

Hoover Elementary

BARTLESVILLE PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT #30

P.O. Box 1357 | 1100 S Jennings | Bartlesville, Oklahoma 74005-1357

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CHASE MORRIS ACT

Oklahoma Statutes Citationized

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Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

- A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.
- B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.
- C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.
- D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.
- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.
- F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section [3090.2 of Title 63](#) of the Oklahoma Statutes.
- H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete: 1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:

1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;

2. Activate the team in response to a sudden cardiac arrest;

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus;

5. Require the response team to practice the plan by conducting periodic drills;

6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

7. Address athletic events and athletic facilities at each middle school and high school site provided:

a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).



CHASE MORRIS ACT COMPLIANCE SITE PLAN

Bartlesville (Hoover Elementary) has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding Bartlesville Ambulance Service and the Bartlesville Fire Department.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

Team Member	Role
Tiffany Holmes	Principal
Shelly White	Instructional Coach
Ali Veach	Nurse
Amy Hoelscher	Secretary
LaTori Carter	Counselor
K.C. Jackson	SRO
Trish Packard	Secretary

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

- All athletic coaches
- All school nurses
- All athletic trainers
- Your team members for response plan at all sites

HOW TO ACTIVATE THE TEAM:

**Explain how the team will be activated for fastest response time: The team has a radio or Mrs. Holmes will communicate with a text.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

Mrs. Holmes will send an email, text or remind message to teachers.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

**These drills are NOT required to be entered on the School Security Website

<i>Date of Drill</i>	<i>Notes</i>
<i>1/27/25</i>	<i>Communication drill for Emergency</i>

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

**Example: Local Ambulance, Fire Department, Police Department, Sheriff Department

***Identify who on your team will contact these providers - **Amy Hoelscher, main secretary**

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Bartlesville Ambulance</i>	<i>918-336-1111</i>
<i>Bartlesville Fire Department -Station 3</i>	<i>918-338-4086</i>
<i>Bartlesville Police Department</i>	<i>911</i>

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

**Check with your manufacturer for the recommended maintenance of your AED.

<i>AED Location</i>	<i>Maintenance Date</i>
<i>Workroom - Room # 112</i>	<i>SRO Jackson - checked January 2025</i>

LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE **AED must be accessible within one to three minutes. Identify who is responsible to get the AED Could insert you EAP (Emergency Action Plan for athletics here also)

*****Check with your manufacturer for the recommended maintenance of your AED.**

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>
<i>N/a</i>		

DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

****Must be updated and reviewed by the school board annually**

Date of update and school board review: 3/10/25

Emergency Operations Site Plan
Jane Phillips Elementary
Chase Morris Sudden Cardiac Arrest Response Plan

BARTLESVILLE PUBLIC SCHOOLS
INDEPENDENT SCHOOL DISTRICT #30

P.O. Box 1357 | 1100 S Jennings | Bartlesville, Oklahoma 74005-1357
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CHASE MORRIS ACT

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- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.
- F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
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1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;

2. Activate the team in response to a sudden cardiac arrest;

3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;

4. Provide for communication and dissemination of the plan throughout the school campus;

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6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;

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a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or

b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;

8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and

9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.

J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.

K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.

L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).



CHASE MORRIS ACT COMPLIANCE SITE PLAN

Jane Phillips Elementary School has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding Bartlesville Ambulance Service and the Bartlesville Fire Department.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
<i>Kevin Brown</i>	<i>Principal</i>
<i>Kaleigh Dodson</i>	<i>School Nurse</i>
<i>Melissa Beyen</i>	<i>Attendance Secretary</i>
<i>Karla Cunningham</i>	<i>Family Support Coordinator</i>
<i>Stacey Goodwin</i>	<i>Intervention Specialist</i>
<i>Sherry Langham</i>	<i>Special Education Teacher</i>

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

School Nurse, Attendance Secretary, Special Education Teacher

HOW TO ACTIVATE THE TEAM:

**Explain how the team will be activated for fastest response time:

We will use our site radios and/or the school intercom system to notify the Response Team members.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

Our Emergency Management Plan is shared/disseminated with staff during the Back to School Faculty Meeting at the start of each year. This year, that meeting was on August 12th, 2024.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

**These drills are NOT required to be entered on the School Security Website

<i>Date of Drill</i>	<i>Notes</i>
<i>3/6/25</i>	<i>Communication drill to test that all Response Team members receive/respond to the alert.</i>

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

**Example: Local Ambulance, Fire Department, Police Department, Sheriff Department

***Identify who on your team will contact these providers

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Bartlesville Ambulance Service</i>	<i>918-336-1111</i>
<i>Bartlesville Fire Department</i>	<i>918-338-4091</i>
<i>Emergency Police and First Responders</i>	<i>911</i>
<i>Bartlesville Police Department</i>	<i>918-338-4001</i>

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

**Check with your manufacturer for the recommended maintenance of your AED.

<i>AED Location</i>	<i>Maintenance Date</i>
<i>Beside the stairwell outside the main office</i>	<i>8/11/24</i>

LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE **AED
must be accessible within one to three minutes. Identify who is responsible to get the AED Could
insert you EAP (Emergency Action Plan for athletics here also)

***Check with your manufacturer for the recommended maintenance of your AED.

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>

DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

**Must be updated and reviewed by the school board annually

Date of update and school board review: 3/10/2025