



## **AGENDA FOR BOARD OF EDUCATION REGULAR MEETING**

Bartlesville Public Schools

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

Monday, October 20, 2025 at 5:30 PM

- I. Call Meeting to Order
- II. Flag Salute
- III. 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

### IV. Superintendent's Report

#### IV.A. Teaching & Learning Update

- 2025 10 20 Teaching & Learning Update

#### IV.B. Financial Update

#### IV.C. Upcoming Board of Education Meetings

- Special Meeting - Wednesday, October 22, 2025; 12:00 p.m.
- Special Meeting - Wednesday, October 29, 2025; 12:00 p.m.
- Special Meeting - Wednesday, November 5, 2025; 12:00 p.m.

- Regular Meeting - Monday, November 17, 2025; 5:30 p.m.

V. 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.

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

- September 15, 2025 (Regular Meeting)

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

V.C. Acceptance of Financial Reports for September 2025 as set out on Attachment "C"

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

V.E. Acceptance of Interest Earnings and Donations as set out on Attachment "E"

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

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

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

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

V.J. Approval of Sanctioning Applications as set out on Attachment "J"

V.K. Approval of Activity Fund Transfers, Expenditures and Fundraisers as listed on Attachments "K"

V.L. Revised Policy FEG: Reporting Suspected Child Abuse and/ Neglect as set out on Attachment "L"

V.M. Revised Policy DH: Suspension, Dismissal and Nonreemployment of Teachers as set out on Attachment "M"

V.N. Revised Regulation DH-R: Teacher Termination Procedures as set out on Attachment "N"

V.O. Revised Policy DAB: Employment Records Investigation as set out on Attachment "O"

V.P. Revised Policy DB: Standards of Performance and Conduct for Teachers as set out on Attachment "P"

V.Q. Revised Policy DHA: Classified Personnel Suspension, Demotions, Termination or Nonreemployment as set out on Attachment "Q"

V.R. Revised Policy FAA - Harassment and Discrimination as set out on Attachment "R"

V.S. Revised Policy FEC: Medication: Administering to Students as set out on Attachment "S"

V.T. Revised Policy FDA: Intra-District Transfers as set out on Attachment "T"

V.U. New Policy FDAA: Student Transfers for Children of Active-Duty Military Members as set out on Attachment "U"

VI. Action Topics

VI.A. Discussion and possible action on the 2024-2025 District Audit Report as presented by Jeff Jenkins, as set out on Attachment "A"

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., October 17, 2025, by Laci Harris, Minutes Clerk of the Board.

*Laci Harris*

Minutes Clerk of the Board

**Bartlesville Public Schools**  
**General Fund Cash Flow/Fund Balance Analysis**  
**Fiscal Years 2023-2026**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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	11,049,841	11,326,872	7,252,189	3,608,806
FY 26	3,108,625	5,203,689	3,988,446									
FY26-FY25	(6,147)	(789,567)	(497,587)									



**Bartlesville Public Schools**  
**General Fund Cash Flow/Fund Balance Analysis**

	September	2025-26 Year to Date Total	2024-25 Year to Date Total	2023-24 Year to Date Total
Beginning balance	\$ 5,203,689	\$ 3,608,806	\$ 4,012,343	\$3,931,988
Local	375,304	669,233	386,749	558,463
County	51,982	93,484	129,575	148,861
State	3,334,725	6,859,693	6,937,147	6,660,768
Federal	2,240	732,444	1,017,231	1,338,644
Other sources	1,912	5,718	3,316	4,964
	<u>3,766,163</u>	<u>8,360,572</u>	<u>8,474,018</u>	<u>8,711,700</u>
Total cash available	8,969,852	11,969,378	12,486,361	12,643,688
<u>Requirements:</u>				
Salaries	3,199,818	4,362,880	4,315,734	4,185,683
Benefits	1,092,714	1,631,546	1,511,926	1,425,800
Professional services	119,074	167,595	304,247	74,542
Property services	322,880	956,114	914,900	856,084
Other purchased services	15,649	94,157	89,148	869,381
Supplies & materials	212,981	676,351	773,322	839,749
Property	139	32,988	40,580	52,903
Other uses	18,151	59,301	50,471	62,937
	<u>4,981,406</u>	<u>7,980,932</u>	<u>8,000,328</u>	<u>8,367,079</u>
Ending balance	<u>3,988,446</u>	<u>3,988,446</u>	<u>4,486,033</u>	<u>4,276,609</u>

**Bartlesville Public Schools  
General Fund Revenue Detail**

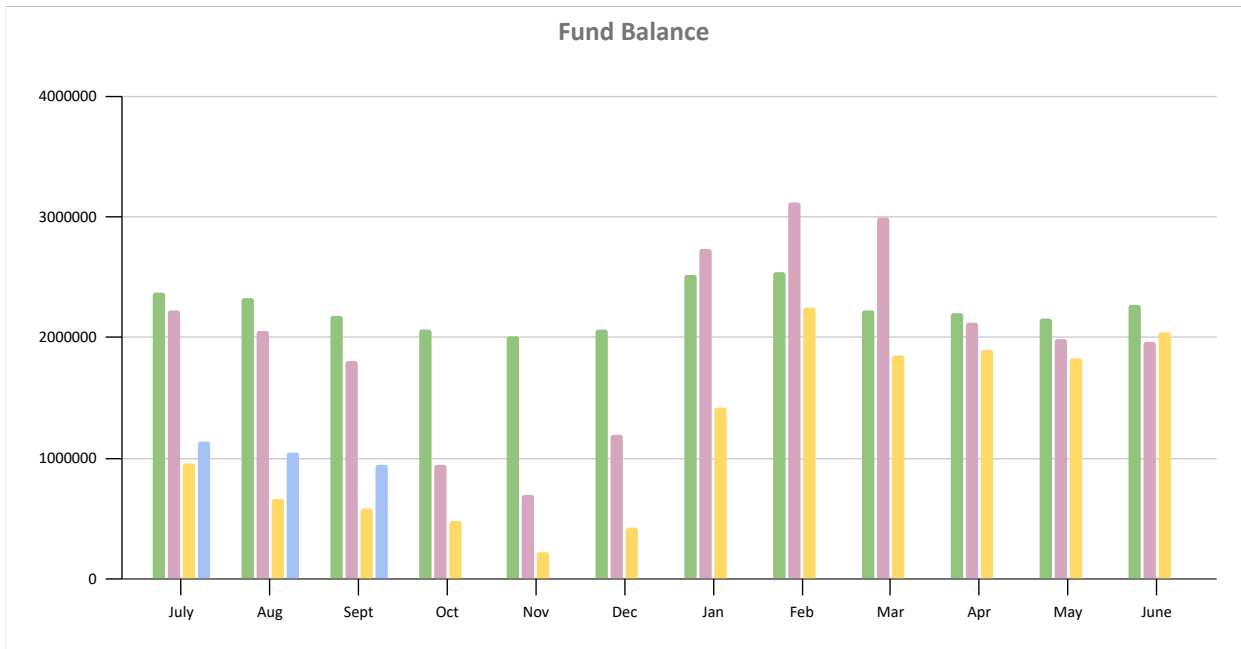
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	2025-26 Total
1110	Ad valorem tax - current												-
1121-1122	Ad valorem tax - prior	73,921.84	50,534.24	89,943.86									214,399.94
1130	In lieu of tax	0.08											0.08
1140	TIF closeout			228,176.52									228,176.52
1190	Other taxes												-
1213-1214	Testing fees	666.25		701.25									1,367.50
1230-1290	Tuition												-
1310	Interest on investments	52,920.40	31,413.29	33,545.48									117,879.17
1351													-
1352	Interest on unapport. Tax	122.64	47.17	85.93									255.74
1353													-
1410	Rent												-
1440	Sale of equipment												-
1510	Insurance loss recoveries			16,779.57									16,779.57
1530	Damage recovery			75.00									75.00
1580	Activity trip reimb	9,466.32	7,391.25	611.24									17,468.81
1590	Miscellaneous reimb	976.00	5,648.90										6,624.90
1610	Donations	1,000.00	59,750.00	4,370.00									65,120.00
1680	Refunds		71.00										71.00
1690	Miscellaneous			1,014.78									1,014.78
2100	County-wide 4-mill	9,380.65	6,207.03	29,573.29									45,160.97
2200	Mortgage tax	11,399.68	14,514.63	22,408.76									48,323.07
2300	Resale Property												-
3110	Gross producton tax	3,184.08	2,196.23	2,577.77									7,958.08
3120	Motor vehicle tax	59,992.81	246,432.22	231,118.54									537,543.57
3130	Rural electric tax	4,413.73	5,876.53	6,546.81									16,837.07
3140	State school land earnings	93,133.81	65,952.92	77,440.06									236,526.79
3150	Vehicle tax stamps	797.89	436.94	1,230.18									2,465.01
3160	Farm implement tax stamps			94.70									94.70
3210	Foundation aid		2,451,057.99	2,451,754.97									4,902,812.96
3250	FBA		459,231.25	459,231.24									918,462.49
3310	Alternative education												-
3412	NBCT Stipend												-
3414													-
3415	Reading Sufficiency												-
3420	State textbooks		35,908.72	35,908.72									71,817.44
3430	Education matching	3,311.38											3,311.38
3436			93,041.47										93,041.47
3437													-
3440	Drivers education			4,757.50									4,757.50
3470													-
3610				1,082.43									1,082.43
3620													-
3690	Other state												-
3811	Vocational programs			7,920.00									7,920.00
3812	Vocational programs			55,062.00									55,062.00
3892	Lottery Fund												-
4140	Title VII	125,903.90											125,903.90
4162	Flood Control												-
4210	Title I - Part A	240,195.39											240,195.39
4271	Title II	20,495.34											20,495.34
4281	Title III	290.10											290.10
4310	IDEA B - Special Education	196,695.03		2,239.80									198,934.83
4340	Preschool												-
4442	Title IV reimb		32,528.85										32,528.85
4470	Title VI	6,773.70											6,773.70
4550	Johnson-O'Malley		72,071.90										72,071.90
4611	Title II - Adult Education	35,249.42											35,249.42
4617	Rehab services												-
4689	Other federal												-
4740													-
4821	Carl Perkins												-
5150-5160	Activity trip reimb	876.43	2,929.03	1,912.34									5,717.80
6140	Estopped Warrants												-
		951,166.87	3,643,241.56	3,766,162.74	-	-	-	-	-	-	-	-	8,360,571.17

3,582,106.16 PY FB

11,942,677.33

**Bartlesville Public Schools**  
**Building Fund Cash Flow/Fund Balance Analysis**  
**Fiscal Years 2023-2026**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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	1,846,065	1,895,367	1,830,499	2,042,084
FY 26	1,133,076	1,046,523	940,322									
FY26-FY25	179,803	384,665	358,417									



**Bartlesville Public Schools**  
**Building Fund Cash Flow/Fund Balance Analysis**

	<u>September</u>	<u>2025-26 Year to Date Total</u>	<u>Prior Year Year to Date Total</u>
Beginning balance	\$ 1,046,523	\$ 2,042,084	\$ 1,960,216
 <u>Revenue:</u>			
Local	48,010	79,113	39,311
State	168	168	81
Other sources	-	-	-
	<u>48,178</u>	<u>79,281</u>	<u>39,392</u>
 Total cash available	 1,094,701	 2,121,365	 1,999,608
 <u>Requirements:</u>			
Professional services		30,000	41,800
Property services	89,185	237,688	244,021
Other purchased services		819,391	900,771
Supplies & materials	5,465	15,055	15,135
Property	59,729	78,909	215,976
Other uses	-	-	-
	<u>154,379</u>	<u>1,181,043</u>	<u>1,417,703</u>
 Ending balance	 <u>940,322</u>	 <u>940,322</u>	 <u>581,905</u>

**Change Order Listing**

**Options:** Fund(s): 34-2023 BOND - 2025 PROJECTS, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 9/11/2025 - 10/15/2025, PO Range: 1 - 94, Minimum Percentage Change: 25.01%, Include Negative Changes: False

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
84	09/08/2025	6617	SLIGAR MECHANICAL	MAINT/018/HS	2,275.00
<b>Non-Payroll Total:</b>					<b>\$2,275.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$2,275.00</b>

**2025-2026 Fiscal Year**  
**Encumbrance Orders for Approval**  
**October 20, 2025**

The following list of Encumbrance Orders (Purchase Orders), totaling \$2,609,430.33 is submitted for consideration by the Bartlesville Board of Education for the dates of September 11, 2025 through October 15, 2025 from 2025-2026 Fiscal Year funds for 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 2025-2026 Fiscal Year.



\_\_\_\_\_  
Preston Birk

RECOMMENDATION: That the Board of Education adopts a motion to approve Purchase Orders (as listed in the attached reports) in the amount of \$2,609,430.33.

Submitted to the Board of Education

**2025-2026 Fiscal Year**

	FUND	P.O. #'s	AMOUNT
11	General	768 - 887	\$ 1,685,278.67
21	Building	12	\$ 860,000.00
22	Child Nutrition Fund	34 - 37	\$ 3,862.87
31	2019 Bond - Projects		
32	2021 Bond - 2023 Projects		
33	2021 Bond - 2024 Projects		
34	2023 Bond - 2025 Projects	95 - 105	\$ 60,288.79
39	Bond Interest		
81	Gifts Fund		
	<b>TOTAL</b>		<b>\$ 2,609,430.33</b>

**GRAND TOTAL:** **\$ 2,609,430.33**

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

PO No	Date	Vendor	Description	Amount
768	09/12/2025	PERMA-BOUND BOOKS	BOOKS/015/RANCH HEIGHTS	3,867.85
769	09/15/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/CENTRAL	32.29
770	09/16/2025	ISD#30/ACTIVITY	GENERAL SUPPLIES-016/FEDPROG/ESC	250.00
771	09/16/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 412/CENTRAL	580.41
772	09/16/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/CENTRAL	42.99
773	09/16/2025	GRANGER B MEADOR	TRAVEL-019/TECH/ESC	125.96
774	09/16/2025	GINA WILSON	TECH RLDT SPLYs - 015 BHS	432.00
775	09/16/2025	ROBOSOURCE LLC	CO-CURRICULAR SUPPLIES 412/BHS/STEM	181.30
776	09/16/2025	VEX ROBOTICS, INC	CO-CURRICULAR SUPPLIES 412/BHS/STEM	1,579.35
777	09/16/2025	OKLAHOMA SOCIETY FOR TECHNOLOGY EDU	TECH-RLTD-SRVCS-019/TECH/ESC	875.00
778	09/17/2025	OSSBA, INC.	REGISTRATION 000/FED PROG/ESC	150.00
779	09/17/2025	CHANGING PERSPECTIVES INC	CURRICULUM SUBSCRIPTION - 015/CENTRAL	140.00
780	09/17/2025	ROBOTICS EDUCATION AND	REGISTRATION-552/FRD PROG/ESC	3,000.00
781	09/17/2025	OLSEN SAFETY EQUIPMENT CORPORATION	GENERAL SUPPLIES - 015/BHS	89.40
782	09/17/2025	FOLLETT CONTENT SOLUTIONS, LLC	BOOKS/LIBRARY/510-MADSON	2,400.00
783	09/17/2025	AMAZON CAPTIAL SERVICES INC	AUDIO/VISUAL 412/BMITE BHS	4,145.00
784	09/18/2025	LAKESHORE EQUIPMENT COMPANY DBA	GENL-Books-015 Jane Phillips/130	108.98
785	09/18/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/CENTRAL	34.98
786	09/18/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/CENTRAL	65.34
787	09/18/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 051/CENTRAL	195.90
788	09/18/2025	CATHERINE LOIS HINE PAULS	travel-613/SS/ESC	88.50
789	09/18/2025	COURTNEY R TOWNSEND	travel-613/SS/ESC	88.50
790	09/18/2025	DAWN L SCHAPER	travel-613/SS/ESC	88.50
791	09/18/2025	ISD#30/TRANSPORTATION	travel-613/SS/ESC	200.00
792	09/18/2025	WAL-MART COMMUNITY	GENL-SUPLYs-COPY-FURN-015/WAYSIDE	300.00
793	09/18/2025	J. CHAD PROFESSIONAL TRAINING, LLC	prof dev-016/Fed Prog/ESC	7,300.00
794	09/18/2025	SCHOOL SPECIALTY, LLC	GENL/ART SPLYs-015/KANE	250.50
795	09/19/2025	SCHOOL SPECIALTY, LLC	GENERAL SUPPLIES - 015/CENTRAL	83.25
796	09/19/2025	CAROLINA BIOLOGICAL SUPPLY	CLASSROOM SUPPLIES - 015/CENTRAL	91.88
797	09/22/2025	SCHOOL SPECIALTY, LLC	GENERAL SUPPLIES - 015/CENTRAL	71.88
798	09/22/2025	AMAZON CAPTIAL SERVICES INC	GENL/SPLYs-015/Jane Phillips	83.31
799	09/22/2025	KIMBERLY H LASHBROOK	travel-541/Fed Prog/ESC	40.00
800	09/22/2025	OKLAHOMA SOCIETY FOR TECHNOLOGY EDU	registration-541/Fed Prog/ESC	1,800.00
801	09/22/2025	POSTMASTER	stamps-080/ABE/Federal Programs	78.00
802	09/22/2025	RAS TECHNOLOGY CONSULTANTS, INC.	TECH-RLDT-SPLYs-010/CURR/ESC	790.00
803	09/23/2025	OK BUSINESS PROF OF AMERICA	MEMBERSHIP 412/BHS/BMITE	120.00
804	09/23/2025	AMAZON CAPTIAL SERVICES INC	AUDIO/VISUAL 412/BMITE BHS	670.00
805	09/23/2025	AMAZON CAPTIAL SERVICES INC	GENL-TECH-RLDT-SPLYs-FURN-FIX/010/CURR/ESC	5,000.00
806	09/23/2025	ARVEST BANK CORPORATE VISA	travel-613/SS/ESC	500.00

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

PO No	Date	Vendor	Description	Amount
807	09/24/2025	PERMA-BOUND BOOKS	LIBRARY BOOKS-015/RANCH HEIGHTS	1,201.31
808	09/25/2025	JJB TRANSPORTATION, LLC	Glass Replacement/Repair-011/TRANSPORTATION	1,500.00
809	09/25/2025	HOOTEN OIL, LLC	Auto & Bus Oil/Antifreeze-011/TRANSPORTATION	5,000.00
810	09/25/2025	BAND SHOPPE	COCURR-SPLYS-026/IM/BHS	534.95
811	09/25/2025	ISD#30/TRANSPORTATION	STUDENT TRAVEL-412/AG/FEDERAL PROG/ESC	600.00
812	09/25/2025	NAT'L ASSOC. OF SCHOOL RESOURCE	REGISTRATION-552/FED PROG/ESC	550.00
813	09/25/2025	ANNA GENE WOLFE	TRAVEL 541/FED PROG/ESC	175.00
814	09/25/2025	STAPLES CONTRACT & COMMERCIAL INC	GEN SPLYS/MADISON/412	1,500.00
815	09/25/2025	ASPEN PUBLISHERS, INC	SUBSCRIPTION-000/HR/ESC	1,327.00
816	09/26/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/BHS	50.00
817	09/26/2025	STAPLES CONTRACT & COMMERCIAL INC	GENL, COPY, TECH & CO-CURR SPLYS 015/BHS	200.00
818	09/26/2025	SOLUTION TREE, LLC	BOOKS-541/FEDE PROG/ESC	1,859.90
819	09/26/2025	AMAZON CAPTIAL SERVICES INC	GENL/SPLYS-015/Jane Phillips	164.89
820	09/30/2025	JAMES A RUGGLES	322 INSTRUCT-SRVCS-026/IM/BHS	200.00
821	09/30/2025	AMAZON CAPTIAL SERVICES INC	GENL/SPLYS-015/Jane Phillips	74.09
822	09/30/2025	JARRETT LANE BASTOW	INSTRUCT-SRVCS-026/IM/BHS	200.00
823	09/30/2025	SODEXO OPERATIONS, LLC	OTHER-BLDG-SVCS/000/AP/ESC	1,550,000.00
824	09/30/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/BHS	30.79
825	10/01/2025	OK BUSINESS PROF OF AMERICA	REGISTRATION - 412/CENTRAL	40.00
826	10/01/2025	SCHOLASTIC EDUCATION	GENL-SPLYS-BOOKS-511/RANCH HEIGHTS	218.44
827	10/01/2025	AMAZON CAPTIAL SERVICES INC	GENERAL & COCURR SUPPLIES - 015/BHS/STEM 412	337.68
828	10/01/2025	SCHOLASTIC EDUCATION	VENDING MACHINE BOOKS-511/RANCH HEIGHTS	1,103.08
829	10/01/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/CENTRAL	25.77
830	10/02/2025	AMAZON CAPTIAL SERVICES INC	GENL-SPLYS-BOOKS-511/RANCH HEIGHTS	300.00
831	10/03/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/CENTRAL	23.99
832	10/03/2025	AMAZON CAPTIAL SERVICES INC	WOOD/412-BMITE/MADISON	239.96
833	10/06/2025	AMAZON CAPTIAL SERVICES INC	FURN/FIXTURES/APPLIANCES 412/BHS-CONSTRUCTION	49.98
834	10/06/2025	JOSEPH G DOBRON	TRAVEL-011/TRANSPORTION	147.50
835	10/06/2025	NICHOLAS Z WILSON	TRAVEL-011/TRANSPORTION	147.50
836	10/06/2025	RUBY CLAY COMPANY LLC	CLASSROOM MATERIALS/510-MADISON	620.00
837	10/06/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/BHS	17.98
838	10/06/2025	LOWE'S COMPANIES, INC.	GENERAL SUPPLIES-412/AG/FED PROG	1,000.00
839	10/06/2025	OKLAHOMA SOCIETY FOR TECHNOLOGY EDU	REGISTRATION-541/FED PROG/WESLEYAN	2,000.00
840	10/06/2025	STAPLES CONTRACT & COMMERCIAL INC	GENERAL SUPPLIES 000/FED PROG/ESC	97.50
841	10/06/2025	READ TO THEM INC	BOOKS-511/SS/ESC	4,582.50
842	10/06/2025	J.W. PEPPER & SONS, INC.	COCURR-SPLYS-026/IM/BHS	459.99

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

PO No	Date	Vendor	Description	Amount
843	10/07/2025	FUTURE FARMERS OF AMERICA	REGISTRATION-552/FED PROG/AG	540.00
844	10/07/2025	OPERATION EAGLE INDIAN	REIMBURSEMENT FOR LUGGAGE	1,500.00
845	10/07/2025	ARVEST BANK CORPORATE VISA	LODGING FOR OUT-OF DISTRICT TRAVEL	1,900.00
846	10/07/2025	ARVEST BANK CORPORATE VISA	REGISTRATION FOR CONFERENCES	2,450.00
847	10/07/2025	SPEARS WORLD TRAVEL SERVICE, INC	AIRLINE TICKETS FOR CONFERENCE	2,450.00
848	10/07/2025	ARVEST BANK CORPORATE VISA	TRAVEL 552/FED PROG/ESC	3,730.00
849	10/07/2025	UNITED STATES TREASURY	FEDERAL TAX LATE FEES/000/ESC	2,499.99
850	10/07/2025	AMAZON CAPTIAL SERVICES INC	3D PRINTER/412-BMITE/MADISON	758.00
851	10/07/2025	J.W. PEPPER & SONS, INC.	COCURR-SPLYS-026/IM/BHS	177.99
852	10/08/2025	GRIZZLY INDUSTRIAL, INC.	GENERAL SUPPLIES 412/CONSTRUCTION/BHS	331.77
853	10/08/2025	AMAZON CAPTIAL SERVICES INC	COCURRICULAR SUPPLIES - 015/CENTRAL	130.41
854	10/08/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 015/CENTRAL	7.19
855	10/08/2025	STATE OF OKLAHOMA	Tags for District-011/TRANSPORTATION	200.00
856	10/09/2025	LAURA RIX-ROBERTSON	Professional Dev/541/FED PROG/PTI	700.00
857	10/09/2025	FRANKLIN COVEY CLIENT SALES, INC	SUPPLIES/587/FED PROG/120	1,390.08
858	10/09/2025	JUNIOR LIBRARY GUILD	BOOKS FOR LIBRARY-015/HOOVER	1,503.96
859	10/09/2025	MULTISERVICE TECH SOLUTIONS, INC	COCURRICULAR SUPPLIES - 015/CENTRAL	153.84
860	10/10/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 412/CENTRAL	39.96
861	10/10/2025	GRIZZLY INDUSTRIAL, INC.	GENERAL & DURABLE SUPPLIES 412/CONSTRUCTION/BHS	783.50
862	10/10/2025	AMAZON CAPTIAL SERVICES INC	GENERAL SUPPLIES - 051/CENTRAL	33.86
863	10/10/2025	TEACHER SYNERGY LLC	TECH RLDT SPLYS - 015 BHS	339.99
864	10/13/2025	OK TECHNOLOGY STUDENTS ASSOCIATION	REGISTRATION - 412/CENTRAL	25.00
865	10/13/2025	SAIED MUSIC CO	COCURR-SPLYS-026/IM/BHS	800.00
866	10/13/2025	J.W. PEPPER & SONS, INC.	COCURR-SPLYS-027/VM/MMS	900.00
867	10/13/2025	ARVEST BANK CORPORATE VISA	REGISTRATION/541/FED PROG/ESC	1,587.00
868	10/13/2025	OK TECHNOLOGY STUDENTS ASSOCIATION	REGISTRATION - 412/CENTRAL	25.00
869	10/13/2025	SPEARS WORLD TRAVEL SERVICE, INC	TRAVEL AIRFARE/541/FED PROG/ESC	1,286.91
870	10/13/2025	AMAZON CAPTIAL SERVICES INC	GENL/SPLYS-015/Jane Phillips	122.35
871	10/13/2025	TIFFANY R FITZSIMMONS	TRAVEL/541/FED PROG/ESC	800.00
872	10/13/2025	AMANDA R WASHINGTON	TRAVEL/541/FED PROG/ESC	800.00
873	10/13/2025	JON A GRAY	TRAVEL/541/FED PROG/ESC	800.00
874	10/13/2025	ARVEST BANK CORPORATE VISA	TRAVEL/541/FED PROG/ESC	3,500.00
875	10/14/2025	SHELBY SNOOK	TRAVEL-541/FED PROG/WESLEYAN	250.00
876	10/14/2025	FABIAN QUIROZ	TRAVEL-541/FED PROG/WESLEYAN	250.00
877	10/14/2025	MICHAEL S. JARVIS	TRAVEL 541/FED PROG/WESLEYAN	250.00
878	10/14/2025	ROBERT JOHN TOTINO JR	TRAVEL 541/FED PROG/WESLEYAN	250.00
879	10/14/2025	MEREDITH WAREHIME	TRAVEL 541/FED PROG/WESLEYAN	250.00
880	10/14/2025	MULTISERVICE TECH SOLUTIONS, INC	SUPPLIES FOR JOM-563/OEJOM	1,800.00
881	10/14/2025	MULTISERVICE TECH SOLUTIONS, INC	GENERAL SUPPLIES - 015/CENTRAL	1,000.00

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

<b>PO No</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
882	10/14/2025	EMBASSY SUITES NORMAN	TSA Hotel Registration for Advisors- 412/MADISON	342.00
883	10/15/2025	BREAKOUT, INC	LICENSE-035/GATE/ESC	99.00
884	10/15/2025	LOWE'S COMPANIES, INC.	CLASSROOM SUPPLIES - 412/CENTRAL	600.00
885	10/15/2025	INSTITUTE FR MULTI SENSORY EDUC LLC	REGISTRATION-367/010/ESC/CURRICULUM	8,350.00
886	10/15/2025	PATHS TO INDEPENDENCE INC	TUITION-041/SS/ESC	27,000.00
887	10/15/2025	OK TECHNOLOGY STUDENTS ASSOCIATION	DUES & FEES/412 MADISON	50.00
<b>Report Total:</b>				<b><u><u>\$1,685,278.67</u></u></b>

**Bartlesville Public Schools**  
Encumbrance Register  
21-Building Fund

<b>PO No</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
12	09/30/2025	SODEXO OPERATIONS, LLC	OTHER-BLDG-SVCS/000/AP/ESC	860,000.00
<b>Report Total:</b>				<b>\$860,000.00</b>

**Bartlesville Public Schools**  
**Encumbrance Register**  
**22-Child Nutrition Programs Fund**

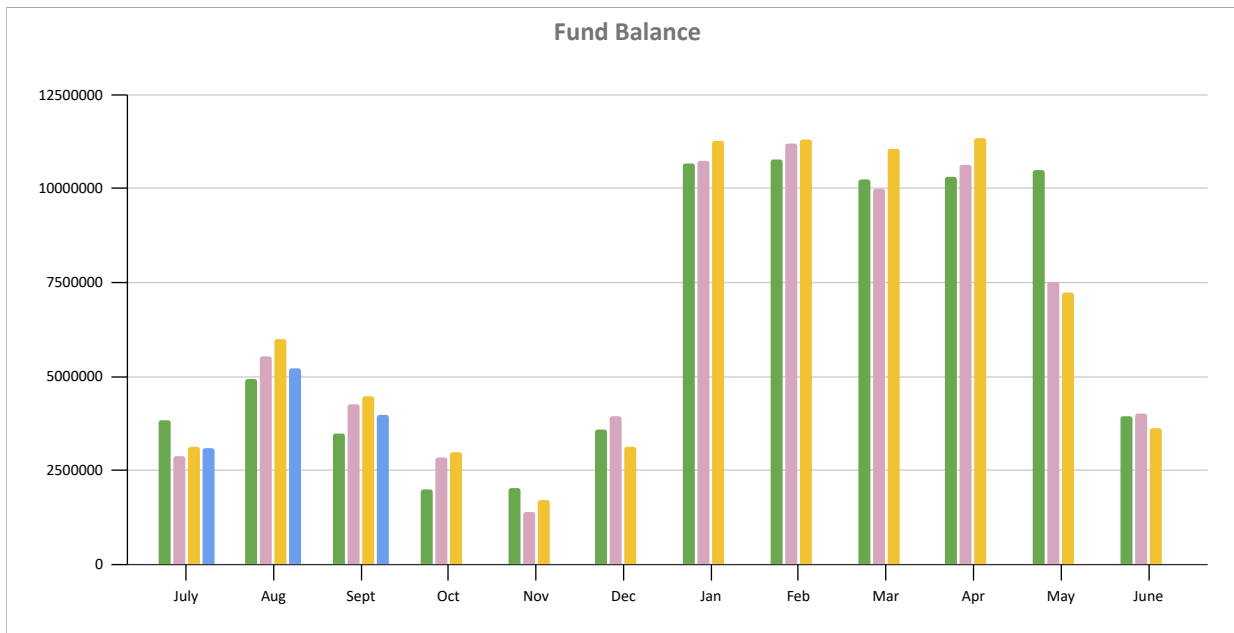
<b>PO No</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
34	09/16/2025	DANIEL WHITE	REIMBURSEMENT-385/CND	310.91
35	09/23/2025	CDW LLC	TECHNOLOGY RELATED HARDWARE-000/CND	1,987.96
36	09/25/2025	AMAZON CAPTIAL SERVICES INC	TECH RELATED SUPPLIES-000/CND	250.00
37	10/07/2025	GLOBAL PAYMENTS, INC	TECHNOLOGY RELATED HARDWARE	1,314.00
			<b>Report Total:</b>	<b><u><u>\$3,862.87</u></u></b>

**Bartlesville Public Schools**  
**Encumbrance Register**  
**34-2023 BOND - 2025 PROJECTS**

<b>PO No</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
95	09/16/2025	FLINN SCIENTIFIC INC	CO-CURR-SPLYS-056/SCIENCE/BHS	41.25
96	09/17/2025	BRUCKNER TRUCK SALES, INC.	A/C Recovery Machine- 011/TRANSPORTATION	8,333.33
97	09/18/2025	SFP HOLDING INC	MAINT/018/HS	1,982.00
98	09/18/2025	SFP HOLDING INC	MAINT/018/TRANSPORTATION	2,395.00
99	09/18/2025	JOSEPH ESTES	MAINT/018/CENTRAL/HS	4,500.00
100	09/26/2025	VARSITY BRANDS HOLDING CO., INC.	ATHLETICS/001/BHS/UNIFORMS	1,861.02
101	09/30/2025	STAPLES CONTRACT & COMMERCIAL INC	FURN/000/FED PROGAM	2,000.00
102	09/30/2025	UNITED TECHNOLOGIES CORPORATION	ELEVATOR/018/HS	17,860.61
103	10/06/2025	WESTERN WATERPROOFING COMPANY INC.	MAINT/018/HS	11,492.00
104	10/14/2025	MICHAEL E COLE	REPAIRS/018/HOOVER	9,750.00
105	10/14/2025	FLINN SCIENTIFIC INC	COCURR-SPLYS-056/SCIENCE/BHS	73.58
<b>Report Total:</b>				<b><u><u>\$60,288.79</u></u></b>

**Bartlesville Public Schools**  
**General Fund Cash Flow/Fund Balance Analysis**  
**Fiscal Years 2023-2026**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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	11,049,841	11,326,872	7,252,189	3,608,806
FY 26	3,108,625	5,203,689	3,988,446									
FY26-FY25	(6,147)	(789,567)	(497,587)									



**Bartlesville Public Schools**  
**General Fund Cash Flow/Fund Balance Analysis**

	September	2025-26 Year to Date Total	2024-25 Year to Date Total	2023-24 Year to Date Total
Beginning balance	\$ 5,203,689	\$ 3,608,806	\$ 4,012,343	\$3,931,988
Local	375,304	669,233	386,749	558,463
County	51,982	93,484	129,575	148,861
State	3,334,725	6,859,693	6,937,147	6,660,768
Federal	2,240	732,444	1,017,231	1,338,644
Other sources	1,912	5,718	3,316	4,964
	<u>3,766,163</u>	<u>8,360,572</u>	<u>8,474,018</u>	<u>8,711,700</u>
Total cash available	8,969,852	11,969,378	12,486,361	12,643,688
<u>Requirements:</u>				
Salaries	3,199,818	4,362,880	4,315,734	4,185,683
Benefits	1,092,714	1,631,546	1,511,926	1,425,800
Professional services	119,074	167,595	304,247	74,542
Property services	322,880	956,114	914,900	856,084
Other purchased services	15,649	94,157	89,148	869,381
Supplies & materials	212,981	676,351	773,322	839,749
Property	139	32,988	40,580	52,903
Other uses	18,151	59,301	50,471	62,937
	<u>4,981,406</u>	<u>7,980,932</u>	<u>8,000,328</u>	<u>8,367,079</u>
Ending balance	<u><u>3,988,446</u></u>	<u><u>3,988,446</u></u>	<u><u>4,486,033</u></u>	<u><u>4,276,609</u></u>

**Bartlesville Public Schools  
General Fund Revenue Detail**

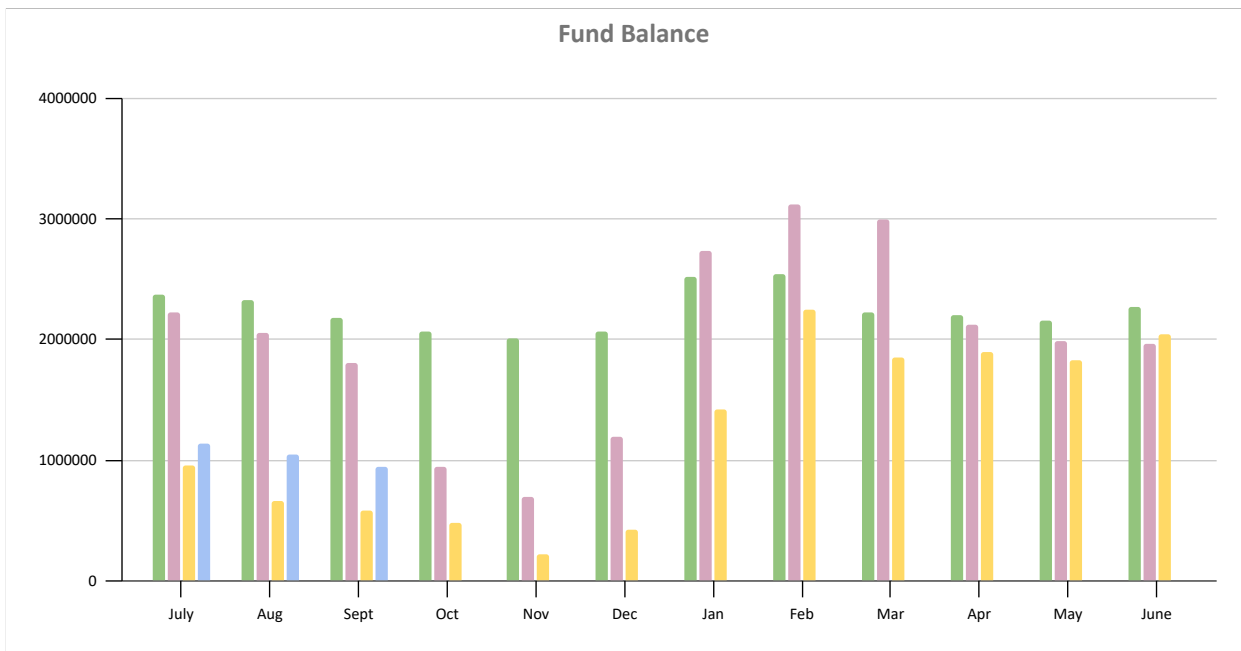
	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	2025-26 Total
1110 Ad valorem tax - current													-
1121-1122 Ad valorem tax - prior	73,921.84	50,534.24	89,943.86										214,399.94
1130 In lieu of tax	0.08												0.08
1140 TIF closeout			228,176.52										228,176.52
1190 Other taxes													-
1213-1214 Testing fees	666.25		701.25										1,367.50
1230-1290 Tuition													-
1310 Interest on investments	52,920.40	31,413.29	33,545.48										117,879.17
1351													-
1352 Interest on unapport. Tax	122.64	47.17	85.93										255.74
1353													-
1410 Rent													-
1440 Sale of equipment													-
1510 Insurance loss recoveries			16,779.57										16,779.57
1530 Damage recovery			75.00										75.00
1580 Activity trip reimb	9,466.32	7,391.25	611.24										17,468.81
1590 Miscellaneous reimb	976.00	5,648.90											6,624.90
1610 Donations	1,000.00	59,750.00	4,370.00										65,120.00
1680 Refunds		71.00											71.00
1690 Miscellaneous			1,014.78										1,014.78
2100 County-wide 4-mill	9,380.65	6,207.03	29,573.29										45,160.97
2200 Mortgage tax	11,399.68	14,514.63	22,408.76										48,323.07
2300 Resale Property													-
3110 Gross producton tax	3,184.08	2,196.23	2,577.77										7,958.08
3120 Motor vehicle tax	59,992.81	246,432.22	231,118.54										537,543.57
3130 Rural electric tax	4,413.73	5,876.53	6,546.81										16,837.07
3140 State school land earnings	93,133.81	65,952.92	77,440.06										236,526.79
3150 Vehicle tax stamps	797.89	436.94	1,230.18										2,465.01
3160 Farm implement tax stamps			94.70										94.70
3210 Foundation aid		2,451,057.99	2,451,754.97										4,902,812.96
3250 FBA		459,231.25	459,231.24										918,462.49
3310 Alternative education													-
3412 NBCT Stipend													-
3414													-
3415 Reading Sufficiency													-
3420 State textbooks		35,908.72	35,908.72										71,817.44
3430 Education matching	3,311.38												3,311.38
3436		93,041.47											93,041.47
3437													-
3440 Drivers education			4,757.50										4,757.50
3470													-
3610			1,082.43										1,082.43
3620													-
3690 Other state													-
3811 Vocational programs			7,920.00										7,920.00
3812 Vocational programs			55,062.00										55,062.00
3892 Lottery Fund													-
4140 Title VII	125,903.90												125,903.90
4162 Flood Control													-
4210 Title I - Part A	240,195.39												240,195.39
4271 Title II	20,495.34												20,495.34
4281 Title III	290.10												290.10
4310 IDEA B - Special Education	196,695.03		2,239.80										198,934.83
4340 Preschool													-
4442 Title IV reimb		32,528.85											32,528.85
4470 Title VI	6,773.70												6,773.70
4550 Johnson-O'Malley		72,071.90											72,071.90
4611 Title II - Adult Education	35,249.42												35,249.42
4617 Rehab services													-
4689 Other federal													-
4740													-
4821 Carl Perkins													-
5150-5160 Activity trip reimb	876.43	2,929.03	1,912.34										5,717.80
6140 Estopped Warrants													-
	951,166.87	3,643,241.56	3,766,162.74	-	-	-	-	-	-	-	-	-	8,360,571.17

3,582,106.16 PY FB

11,942,677.33

**Bartlesville Public Schools**  
**Building Fund Cash Flow/Fund Balance Analysis**  
**Fiscal Years 2023-2026**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
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	1,846,065	1,895,367	1,830,499	2,042,084
FY 26	1,133,076	1,046,523	940,322									
FY26-FY25	179,803	384,665	358,417									



**Bartlesville Public Schools**  
**Building Fund Cash Flow/Fund Balance Analysis**

	<u>September</u>	<u>2025-26 Year to Date Total</u>	<u>Prior Year Year to Date Total</u>
Beginning balance	\$ 1,046,523	\$ 2,042,084	\$ 1,960,216
 <u>Revenue:</u>			
Local	48,010	79,113	39,311
State	168	168	81
Other sources	-	-	-
	<u>48,178</u>	<u>79,281</u>	<u>39,392</u>
 Total cash available	 1,094,701	 2,121,365	 1,999,608
 <u>Requirements:</u>			
Professional services		30,000	41,800
Property services	89,185	237,688	244,021
Other purchased services		819,391	900,771
Supplies & materials	5,465	15,055	15,135
Property	59,729	78,909	215,976
Other uses	-	-	-
	<u>154,379</u>	<u>1,181,043</u>	<u>1,417,703</u>
 Ending balance	 <u>940,322</u>	 <u>940,322</u>	 <u>581,905</u>

**Budget Analysis**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 9/30/2025, Classification Bolding: FUNCTION-RS, Print Detail: False

<b>Classification</b>	<b>Appropriation</b>	<b>Encumbered</b>	<b>Paid</b>	<b>Encumbered Balance</b>	<b>Unencumbered Balance</b>	<b>% Enc Budget</b>
Fund - 11 11-General Fund (For Operation)						
0000 **Appropriated Only	1,289,777.74	111.47	111.47	0.00	1,289,666.27	0.01%
1000 INSTRUCTION	52,976,716.80	36,919,838.40	3,591,603.48	33,328,234.92	16,056,878.40	69.69%
2100 SUPPORT SERVICES - STUDENTS	2,566,374.23	4,890,200.63	546,297.16	4,343,903.47	-2,323,826.40	190.55%
2200 SUPPORT SERVICES-INSTRT STAFF	769,420.76	2,479,767.49	455,924.08	2,023,843.41	-1,710,346.73	322.29%
2300 SUPPORT SERVICES-GENERAL ADMN	147,997.12	973,948.62	223,713.45	750,235.17	-825,951.50	658.09%
2400 SUPPORT SERVICES-SCHOOL ADMN	91,852.45	3,121,474.89	756,630.10	2,364,844.79	-3,029,622.44	3,398.36%
2500 CENTRAL SERVICES	247,730.06	2,221,240.66	506,827.54	1,714,413.12	-1,973,510.60	896.64%
2600 OPERATION & MAINT OF PLANT SVC	718,878.76	4,530,212.58	1,354,838.95	3,175,373.63	-3,811,333.82	630.18%
2700 STUDENT TRANSPORTATION SERVICE	730,760.94	2,277,105.18	310,872.79	1,966,232.39	-1,546,344.24	311.61%
3300 COMMUNITY SERVICES OPERATIONS	0.00	2,613.40	2,613.40	0.00	-2,613.40	100.00%
5300 CLEARING ACCOUNT	0.00	207,943.00	207,943.00	0.00	-207,943.00	100.00%
5500 PRIVATE NONPROFIT SCHOOLS	68,254.65	12,006.35	6,506.35	5,500.00	56,248.30	17.59%
<b>Total Fund - 11 11-General Fund (For Operation)</b>	<b>\$59,607,763.51</b>	<b>\$57,636,462.67</b>	<b>\$7,963,881.77</b>	<b>\$49,672,580.90</b>	<b>\$1,971,300.84</b>	<b>96.69 %</b>
<b>Report Total</b>	<b>\$59,607,763.51</b>	<b>\$57,636,462.67</b>	<b>\$7,963,881.77</b>	<b>\$49,672,580.90</b>	<b>\$1,971,300.84</b>	<b>96.69 %</b>

**Date Range:** 7/1/2025 - 9/30/2025

**Classification Bolding:** FUNCTION-RS

**Print Detail:** No

<b>Dimension</b>	<b>Group Order</b>	<b>Total</b>	<b>Bold</b>	<b>Filter</b>
Fiscal Year	N/A	N/A	N/A	2026
Fund	1	Yes	No	11
Project	N/A	N/A	N/A	
Function	2	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	

October 20, 2025 Personnel Report

<b>APPOINTMENTS:</b>							
<b>Name</b>	<b>Site</b>	<b>Position</b>	<b>FTE</b>	<b>Hire Date</b>	<b>Temporary Contract</b>		
Bickford, Heidi	Wayside	Special Education Teacher Assistant Level 2	0.875	10/06/2025	Yes		
Gordineer, Savannah	Wilson	Teacher Assistant	0.875	10/06/2025	Yes		
Houston, Victor	High School	Assistant Varsity Wrestling Coach	NA	10/08/2025	Yes		
Hubler, Daniel	Madison	Assistant Junior High Tennis Coach	NA	09/23/2025	Yes		
McHugh, Michael	Central	Assistant JH Girls Basketball Coach	NA	09/30/2025	Yes		
Parks, Katie	High School	Special Education Teacher Assistant Level 2	0.875	10/06/2025	Yes		
Royal, Dahquan	High School	Assistant Varsity/JV Girls Basketball Coach	NA	09/10/2025	Yes		
Tayrien, Beth	Hoover	Special Education Teacher Assistant Level 1	0.875	10/06/2025	Yes		
Young, Michelle	Hoover	AIMS Assistant	0.875	10/06/2025	Yes		
<b>CHANGE OF STATUS:</b>							
<b>Name</b>	<b>Site</b>	<b>Position</b>	<b>FTE</b>	<b>Site</b>	<b>Position</b>	<b>FTE</b>	<b>Date</b>
Larkin, Barbara	Richard Kane	Fifth Grade Teacher	1.000	Richard Kane	FMLA	1.000	9/26/2025
Lyons Livingston, Marissa	Ranch Heights	Special Education Teacher	1.000	Ranch Heights	FMLA	1.000	10/7/2025
Reavis, Michael	Transportation	Bus Monitor	1.000	Transportation	Bus Driver	0.750	9/15/2025
Reese, Casey	Central	Mathematics Teacher	1.000	Central	FMLA	1.000	9/8/2025
Snow, Jennefer	Wilson	Special Education Teacher	1.000	Wilson	FMLA	1.000	10/14/2025
Stone, Gail	Wayside	Second Grade Teacher	1.000	Wayside	FMLA	1.000	11/10/2025
Thomas, Bailey	High School	Counselor's Secretary	1.000	High School	FMLA	1.000	9/30/2025
White, Clayton	Leave of Absence	Leave of Absence	1.000	Transportation	Bus Driver	0.750	9/15/2025
Williams, Laura	Central	STEM Teacher	1.000	Central	FMLA	1.000	9/24/2025
<b>RESIGNATION:</b>							
<b>Name</b>	<b>Site</b>	<b>Position</b>	<b>FTE</b>	<b>Date</b>			
Bowles, George	Transportation	Bus Driver	0.750	9/12/2025			
Granger, Brandi	Central	Special Education Teacher Assistant Level 3	0.875	10/9/2025			
Lewis, Rosie	Wayside	Special Education Teacher Assistant Level 2	0.875	9/16/2025			
Reinsager, James	Transportation	Bus Driver	1.000	10/17/2025			
Simmons, Landry	High School	Assistant Baseball Coach	N/A	9/26/2025			
Wyers, Gerald	Wilson	Special Education Teacher Assistant Level 3	0.875	10/9/2025			
<b>SPECIAL SALARY PROVISIONS:</b>							
<b>Name</b>	<b>Site</b>	<b>Position</b>	<b>Amount</b>	<b>Date</b>			
Howell, Vicki	ESC	Non-contracted Federal Programs Assistant	\$30.79/hr	10/1/2025			

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**MEMORANDUM**

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**TO:** BOARD OF EDUCATION  
**FROM:** PRESTON BIRK  
**SUBJECT:** DONATIONS & INTEREST EARNED  
**DATE:** 10/1/2025

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

**1. BDA – Walmart Distribution Center Donation**

Education Service Center \$ 4,000.00

**2. ConocoPhillips – Matching Grant**

Wayside Elementary School \$ 370.00

**Receipt Total \$ 4,370.00**

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

**1. BOK – Fund 6**

September \$ 1,915.88

**Fund 6 Total \$ 1,915.88**

**2. BOK – Fund 8**

September \$ 10,989.34

**Fund 8 Total \$ 10,989.34**

# Bartlesville Public Schools

## Investment Ledger

**Options:** Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 9/1/2025 - 9/30/2025, 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	9/30/2025	10/31/2025		\$1,334,464.96	4.200	\$1,334,464.96
<b>Total ICS ACCOUNT</b>							<b>\$1,334,464.96</b>
<b>Total AI 0112 GATEWAY BANK - ICS</b>							<b>\$1,334,464.96</b>
<b>Total Fund 11</b>							<b>\$1,334,464.96</b>

**Fund: 21**

**Account:** AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	9/30/2025	10/31/2025		\$545,000.00	4.200	\$545,000.00
<b>Total ICS ACCOUNT</b>							<b>\$545,000.00</b>
<b>Total AI 0112 GATEWAY BANK - ICS</b>							<b>\$545,000.00</b>
<b>Total Fund 21</b>							<b>\$545,000.00</b>

**Fund: 22**

**Account:** AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	9/30/2025	10/31/2025		\$336,010.22	4.200	\$336,010.22
<b>Total ICS ACCOUNT</b>							<b>\$336,010.22</b>
<b>Total AI 0112 GATEWAY BANK - ICS</b>							<b>\$336,010.22</b>
<b>Total Fund 22</b>							<b>\$336,010.22</b>

**Fund: 34**

**Account:** AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	9/30/2025	10/31/2025		\$2,830,500.00	4.200	\$2,830,500.00
<b>Total ICS ACCOUNT</b>							<b>\$2,830,500.00</b>
<b>Total AI 0112 GATEWAY BANK - ICS</b>							<b>\$2,830,500.00</b>
<b>Total Fund 34</b>							<b>\$2,830,500.00</b>

**Fund: 39**

**Account:** AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	9/30/2025	10/31/2025		\$250,791.87	4.200	\$250,791.87
<b>Total ICS ACCOUNT</b>							<b>\$250,791.87</b>
<b>Total AI 0112 GATEWAY BANK - ICS</b>							<b>\$250,791.87</b>
<b>Total Fund 39</b>							<b>\$250,791.87</b>

**Fund: 41**

**Account:** AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	9/30/2025	10/31/2025		\$5,665,700.00	4.200	\$5,665,700.00
<b>Total ICS ACCOUNT</b>							<b>\$5,665,700.00</b>
<b>Total AI 0112 GATEWAY BANK - ICS</b>							<b>\$5,665,700.00</b>

**Account:** AI 0113 COMMERCE BANK

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
369018176	COMMERCE BANK - TREASURY BILL	7/22/2025	11/12/2025		\$1,764,905.25	4.227	\$1,764,905.25

# Bartlesville Public Schools

## Investment Ledger

**Options:** Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 9/1/2025 - 9/30/2025, Exclude Investments Matured in Date Range: True, Exclude Investments Liquidated in Date Range: True

<b>Total 369018176</b>	<b>\$1,764,905.25</b>
<b>Total AI 0113 COMMERCE BANK</b>	<b>\$1,764,905.25</b>
<b>Total Fund 41</b>	<b>\$7,430,605.25</b>

**Fund:** 81

**Account:** AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
ICS ACCOUNT	GATEWAY BANK - ICS TRANSACTION	9/30/2025	10/31/2025		\$290,293.17	4.200	\$290,293.17
<b>Total ICS ACCOUNT</b>							<b>\$290,293.17</b>
<b>Total AI 0112 GATEWAY BANK - ICS</b>							<b>\$290,293.17</b>
<b>Total Fund 81</b>							<b>\$290,293.17</b>
<b>Total All Funds</b>							<b>\$13,017,665.47</b>

**SEPTEMBER 2025**

	<b>GENERAL FUND</b>	<b>BUILDING FUND</b>	<b>CHILD NUTRITION</b>	<b>BOND FUND 31</b>	<b>BOND FUND 32</b>	<b>BOND FUND 33</b>	<b>BOND FUND 34</b>	<b>BOND INT FUND 39</b>	<b>SINKING FUND</b>	<b>GIFTS &amp; ENDOW.</b>	<b>TOTALS</b>
<b>BEGINNING BALANCE</b>	4,720,230.05	516,162.90	510,467.59	140,014.19	20,826.20	306,892.93	499,031.37	334,103.82	560.71	12,103.73	7,060,393.49
LOCAL SOURCES OF REVENUE	375,303.63	48,009.75	27,508.92		-	-	-	12,475.04	256,996.82	1,023.41	721,317.57
INTERMEDIATE SOURCES OF REVENUE	51,982.05		-	-	-	-	-	-	-	-	51,982.05
STATE SOURCES OF REVENUE	3,334,724.92	168.03	413.87	-	-	-	-	-	964.63	-	3,336,271.45
FEDERAL SOURCES OF REVENUE	2,239.80		225,960.59	-	-	-	-	-	-	-	228,200.39
<b>TOTAL NEW RECEIPTS</b>	<b>3,764,250.40</b>	<b>48,177.78</b>	<b>253,883.38</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,475.04</b>	<b>257,961.45</b>	<b>1,023.41</b>	<b>4,337,771.46</b>
INTER-FUND TRANSFERS	1,912.34	-	-	-	-	-	-	-	-	-	1,912.34
NON-REVENUE RECEIPTS	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL COMBINED RECEIPTS</b>	<b>3,766,162.74</b>	<b>48,177.78</b>	<b>253,883.38</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,475.04</b>	<b>257,961.45</b>	<b>1,023.41</b>	<b>4,339,683.80</b>
WARRANT PURCHASES (-)	(4,667,793.80)	(169,019.19)	(275,020.22)	(140,014.19)	(16,976.47)	(156,796.43)	(558,934.38)	(143,215.50)	-	-	(6,127,770.18)
INVESTMENTS MATURED (+)	658,494.19	545,000.00	334,853.66	-	-	-	3,480,500.00	240,185.93	7,430,605.25	289,293.97	12,978,933.00
C.D./AGENCY INVESTMENTS (-)	(1,334,464.96)	(545,000.00)	(336,010.22)	-	-	-	(2,830,500.00)	(250,791.87)	(7,430,605.25)	(290,293.17)	(13,017,665.47)
INTEREST INVESTMENTS (-)	-	-	-	-	-	-	-	-	-	-	-
MONEY MARKET INVESTMENT (-)	-	-	-	-	-	-	-	-	-	-	-
CORRECTIONS											
<b>ENDING BANK BALANCE</b>	<b>3,142,628.22</b>	<b>395,321.49</b>	<b>488,174.19</b>	<b>-</b>	<b>3,849.73</b>	<b>150,096.50</b>	<b>590,096.99</b>	<b>192,757.42</b>	<b>258,522.16</b>	<b>12,127.94</b>	<b>5,233,574.64</b>
OUTSTANDING WARRANTS (-)	(488,647.15)	-	(128.03)	-	-	-	(99,406.80)	-	-	(25.00)	(588,206.98)
<b>FUND EQUITY</b>	<b>2,653,981.07</b>	<b>395,321.49</b>	<b>488,046.16</b>	<b>-</b>	<b>3,849.73</b>	<b>150,096.50</b>	<b>490,690.19</b>	<b>192,757.42</b>	<b>258,522.16</b>	<b>12,102.94</b>	<b>4,645,367.66</b>

Total collateral pledged

**18,047,413.77**

	<b>BEA LEASE PURCHASE FUND 6</b>	<b>BEA LEASE PURCHASE FUND 8</b>
<b>BEGINNING BALANCE</b>	<b>281,592.38</b>	<b>3,559,295.79</b>
REBATES/CONTRIBUTIONS	-	
DIVIDENDS/INTEREST	1,915.88	10,989.34
<b>TOTAL NEW RECEIPTS</b>	<b>1,915.88</b>	<b>10,989.34</b>
WARRANT PURCHASES (-)	(150,664.34)	(44,628.22)
<b>ENDING BANK BALANCE</b>	<b>132,843.92</b>	<b>3,525,656.91</b>
OUTSTANDING WARRANTS (-)	-	-
<b>FUND EQUITY</b>	<b>132,843.92</b>	<b>3,525,656.91</b>

*Sara Vermeire* 10/1/2025

## Bartlesville Public Schools Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 9/1/2025 - 9/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 General Administrative	\$231,335.47	\$16,103.10	\$0.00	\$7,328.50	\$240,110.07	\$30,506.81	\$209,603.26
802 General Administrative Athletics	\$214,139.24	\$58,072.26	\$0.00	\$13,761.97	\$258,449.53	\$81,221.63	\$177,227.90
803 General Refund Account	\$250.46	\$269.57	\$0.00	\$0.00	\$520.03	\$36.33	\$483.70
804 AP Exams	\$19,040.00	\$1,242.00	\$0.00	\$18.00	\$20,264.00	\$5,300.00	\$14,964.00
805 Alternative High School	\$2,373.81	\$388.00	\$0.00	\$156.85	\$2,604.96	\$2,200.00	\$404.96
806 Tuition Clearing Acct	\$4,600.00	\$0.00	\$0.00	\$0.00	\$4,600.00	\$0.00	\$4,600.00
807 Art Club	\$422.08	\$0.00	\$0.00	\$0.00	\$422.08	\$0.00	\$422.08
808 Adult Fees Clearing Acct	\$25.00	\$25.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
809 Broadcasting	\$6,306.11	\$360.00	\$0.00	\$302.00	\$6,364.11	\$0.00	\$6,364.11
810 AVIATION	\$495.09	\$0.00	\$0.00	\$495.09	\$0.00	\$0.00	\$0.00
811 Baseball Fund	\$1,651.01	\$0.00	\$0.00	\$0.00	\$1,651.01	\$0.00	\$1,651.01
813 Basketball Fund	\$11,930.65	\$0.00	\$0.00	\$0.00	\$11,930.65	\$672.00	\$11,258.65
821 Choral Club	\$5,015.30	\$0.00	\$0.00	\$600.00	\$4,415.30	\$570.00	\$3,845.30
830 BVILLE WOMEN'S NETWORK LIBRARY	\$99.84	\$0.00	\$0.00	\$0.00	\$99.84	\$0.00	\$99.84
831 S.A.D.F.	\$1,045.60	\$0.00	\$0.00	\$160.00	\$885.60	\$0.00	\$885.60
832 Community of Caring	\$1,105.27	\$0.00	\$0.00	\$0.00	\$1,105.27	\$200.00	\$905.27
833 Drama	\$12,929.78	\$0.00	\$0.00	\$2,363.90	\$10,565.88	\$3,728.68	\$6,837.20
834 VisionQuest	\$931.32	\$0.00	\$0.00	\$0.00	\$931.32	\$89.90	\$841.42
835 BPS-FOUNDATION GRANTS	\$49,534.75	\$7,981.49	\$0.00	\$54,655.10	\$2,861.14	\$0.00	\$2,861.14
836 AGRICULTURAL EDUCATION	\$4,426.23	\$6,337.00	\$0.00	\$584.00	\$10,179.23	\$6,075.18	\$4,104.05
837 ENVIRONMENTAL CLUB	\$282.43	\$0.00	\$0.00	\$0.00	\$282.43	\$0.00	\$282.43
839 BHS SPED	\$1,683.26	\$202.50	\$0.00	\$98.85	\$1,786.91	\$68.90	\$1,718.01
840 Exceptional Education Services	\$8,455.17	\$2,187.00	\$0.00	\$0.00	\$10,642.17	\$3,307.32	\$7,334.85
841 Business Prof of America	\$603.18	\$575.00	\$0.00	\$225.00	\$953.18	\$400.00	\$553.18
843 ATLAS	\$98.26	\$0.00	\$0.00	\$0.00	\$98.26	\$0.00	\$98.26
844 STEAM PROGRAM	\$5,008.57	\$0.00	\$0.00	\$0.00	\$5,008.57	\$0.00	\$5,008.57
860 BPA	\$378.13	\$555.85	\$0.00	\$135.00	\$798.98	\$240.00	\$558.98
865 BHS CONSTRUCTION	\$884.68	\$0.00	\$0.00	\$0.00	\$884.68	\$350.00	\$534.68
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	\$1,941.64	\$0.00	\$0.00	\$0.00	\$1,941.64	\$619.50	\$1,322.14
880 Musical Production	\$1,814.58	\$0.00	\$0.00	\$0.00	\$1,814.58	\$0.00	\$1,814.58
881 National Honor Society	\$9,955.13	\$0.00	\$0.00	\$60.00	\$9,895.13	\$385.00	\$9,510.13
882 Newspaper	\$223.98	\$0.00	\$0.00	\$0.00	\$223.98	\$0.00	\$223.98
885 National Junior Honor Society	\$1,872.14	\$20.00	\$0.00	\$0.00	\$1,892.14	\$0.00	\$1,892.14
887 Orchestra	\$3,434.74	\$0.00	\$0.00	\$0.00	\$3,434.74	\$0.00	\$3,434.74
889 BHS BAND	\$45,592.80	\$107,076.42	\$0.00	\$125,609.14	\$27,060.08	\$9,443.00	\$17,617.08
895 Pictures	\$2,114.10	\$0.00	\$0.00	\$0.00	\$2,114.10	\$0.00	\$2,114.10
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	\$0.00	\$4,478.00	\$0.00	\$0.00	\$4,478.00	\$4,129.00	\$349.00
922 Staff Development-In-Service	\$1,491.94	\$0.00	\$0.00	\$0.00	\$1,491.94	\$0.00	\$1,491.94
923 BVILLE EDUCATION PROMISE	\$22,223.43	\$250.00	\$0.00	\$350.99	\$22,122.44	\$949.89	\$21,172.55
926 Student Council	\$110,225.03	\$60.00	\$0.00	\$799.56	\$109,485.47	\$15,103.17	\$94,382.30
955 ROBOTICS	\$1,517.15	\$1,440.00	\$0.00	\$200.00	\$2,757.15	\$350.00	\$2,407.15
960 Technology Student Assoc (TSA)	\$3,096.08	\$1,475.00	\$0.00	\$1,005.00	\$3,566.08	\$597.84	\$2,968.24
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	\$116,955.51	\$2,103.00	\$0.00	\$4,997.28	\$114,061.23	\$5,000.00	\$109,061.23
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	\$639.88	\$0.00	\$0.00	\$0.00	\$639.88	\$0.00	\$639.88
990 Yearbook	\$16,599.41	\$308.00	\$0.00	\$0.00	\$16,907.41	\$450.00	\$16,457.41
993 Academic Team	\$140.00	\$0.00	\$0.00	\$0.00	\$140.00	\$0.00	\$140.00
995 Homeless Student Assistance	\$1,049.58	\$0.00	\$0.00	\$431.04	\$618.54	\$0.00	\$618.54
996 Bruin Logo	\$20,249.37	\$0.00	\$0.00	\$0.00	\$20,249.37	\$0.00	\$20,249.37
<b>Total</b>	<b>\$948,858.26</b>	<b>\$211,509.19</b>	<b>\$0.00</b>	<b>\$214,337.27</b>	<b>\$946,030.18</b>	<b>\$171,994.15</b>	<b>\$774,036.03</b>

## **Surplus List**

2010 Ford Expedition VIN #1FMJU1F57AEB07743

## Surplus List



Chair lift at Ranch Heights (replaced by elevator)

## Surplus List

Three piece desk from Wilson



Printers		Projectors		Chromebooks (various models)			Dell Desktops			Laptops	
							780	5040	5050		
1078935520017	HP Pro 200	WUST-P151608	romethean shrt thr	h7ch8l2	23ch8l2	P201HRK9				g83wq32	Precision M2800
USBB088048	4050			9wgh8l2	cm82mw2	P201F4PL	C87D3M1	9CKYCH2	J5KGD2	fnfjil1	Lat M5500
CNRXS36177	4240			9pgh8l2	29kv0p2	P201F4KN		9D41DH2	J5B31M2	dw99n32	Lat E5540
VND3H02582	m203			cklx8l2	9d4m0p2	P201F4NH		D53GGB2	J5BPWK2	bt8jm12	Lat E5540
U62269A0J2995	brotheb8080			bjbh8l2	4bkh8l2	P201J6A6		9D43DH2	J5HHZC2	80b5s72	Lat E5550
USBB345790	4050			63mx8l2	155m0p2	P201H1RR		5YBHJB2	J5J8ZG2	g1b5s72	Lat E5550
				6gbh8l2	g2ch8l2	P201CL3D		9D1DDH2	J5L16K2	8855s72	Lat E5550
				96mx8l2	h55m0p2	46QGLD2		8YFFKB2	J4Y0C62	4m3kjc2	Lat E5470
				1jgh8l2	9lgh8l2	9kkywf2		5YQJJB2	J4YQGL2	8k8kjc2	Lat E5470
				9pkh8l2	8cgh8l2	jc92mw2		3WFJG2	J5BFZC2	hghkjc2	Lat E5470
				d9gh8l2	385m0p2	fv82mw2		FGXGB2	J5HKJK2	1vf0q72	Lat E5470
				fcgh8l2	594m0p2	1ggh8l2		D56HGB2	J581Q52	dk3kjc2	Lat E5470
				dph8l2	b54m0p2	GCBJ2D2		9D1ZCH2	J4Z5Z72	dq3kjc2	Lat E5470
				h8lh8l2	dsgh8l2			8XQHKB2	J5KCMF2	5ydtw1	Lat E5430
				65ch8l2	32ch8l2			9CRYCH2	J5DBXH2	jlbkjc2	Lat E5470
				jnbh8l2	b25m0p2			9CG1DH2	J5J8M82	fpqj3q1	Lat E6410
				19bh8l2	9892mw2			9CTZCH2	J4Y0Q52	hpb4q1	Lat E6410
				b9mx8l2	jdmv0p2			9D3ZCH2	J5B1M82		
				49bh8l2	f5mx8l2			9VZ2DH2	J599D92		
				47ch8l2	fczj2p2			9D20DH2	J578ZG2		
				2ykh8l2	c40k2p2			GY0WP52	J5J67J2		
				fnlx8l2	6gzj2p2			9VX0DH2	J57MGL2		
				22ch8l2	g2mx8l2			9VVDDH2	J59PWK2		
				82lh8l2	5hgh8l2			9CLZCH2	J50GYJ2		
				2zkh8l2	fbbh8l2			9CGXCH2	J504C62		
				5ggh8l2	c3lh8l2			9CYCDH2	9L8GXM2		
				hqlx8l2	7vgh8l2			9CG3DH2	J595XH2		
				9jbh8l2	jsgh8l2			9D5XCH2	9JGFXM2		
				94mx8l2	3gzj2p2			9CP2DH2	J5KLG2		
				fykh8l2	dikh8l2			7WDCKB2	J4VKMF2		
				67ch8l2	9tgh8l2			9VVBH2	B401TM2		
				f0mx8l2	j40k2p2			9D32DH2			
								GXM2V62			
								9D8CDH2			
								GXLDC2			
								D4VHGB2			
								8YZDKB2			
								9CVC2H2			

**Bartlesville Public Schools**  
**Encumbrance Register**  
**08-2025 BPS LEASE PURCHASE TECHNOLOGY**

<b>PO No</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
17	09/19/2025	TEL-STAR TECHNOLOGIES, INC	TECH-RLTD-SPLYS-019/TECH/ESC	122,522.00
18	10/01/2025	TEL-STAR TECHNOLOGIES, INC	TECH-RLTD-SPLYS-019/TECH/ESC	27,400.00
19	10/08/2025	AT&T	COMMUNICATION-SERVICES-019/TECH/ESC	13,113.22
20	10/14/2025	TEL-STAR TECHNOLOGIES, INC	TECH-RLTD-SPLYS-019/TECH/ESC	5,583.89
<b>Report Total:</b>				<b>\$168,619.11</b>

**Bartlesville Public Schools**  
Encumbrance Register  
06-2024 BEA L/P RANCH HEIGHTS

<b>PO No</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
6	09/30/2025	MUNICIPAL FINANCE SERVICES INC	DUES&FEES/000/ESC	3,500.00
<b>Report Total:</b>				<b>\$3,500.00</b>

Bartlesville Public Schools 2025-2026  
APPLICATIONS FOR SANCTIONING  
School Board Meeting October 20, 2025

1. Richard Kane Elementary PTO	Page 2
2. Hoover Elementary PTO	Page 11
3. Jane Phillips PTO	Page 17
4. Ranch Heights PTO	Page 24
5. Wayside Parent Support Association	Page 28
6. Central Parent Support Group	Page 33
7. Madison Middle School PSA	Page 39
8. Bartlesville High School PSG	Page 44
9. All Sports Booster Club	Page 51
10. Bartlesville Quarterback Club	Page 55
11. Bartlesville HS Choir Boosters	Page 59
12. Bartlesville Orchestra Booster Club	Page 66
13. Bartlesville Cheer Booster Club	Page 70
14. Bartlesville Bruins Special Athletic Assoc.	Page 74
15. Bartlesville HS Wrestling Booster	Page 78
16. Operation Eagle Indian Education Assoc.	Page 87
17. Bartlesville FFA Alumni & Supporters, Inc	Page 91
18. Bartlesville FFA Booster Club, Inc	Page 95
19. Bartlesville Speech & Debate Booster	Page 99

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

Name of Organization/Association: Richard Kane Elementary PTO

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025**

Beginning Cash Balance, July 1, 2024 \$ 12,895.51

Collections:

Merchandise Sales, Etc.	\$	
Donations	\$	
Dues/Fees	\$	
Fundraisers (list all – use add'l pgs if needed)	\$	
	\$	see attached
	\$	
	\$	

Total Collections \$ 33,893.69

Expenditures:

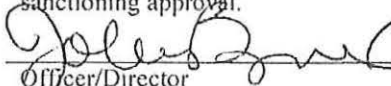
Reimbursements	\$	
Supplies/Materials	\$	
Advertising	\$	
Equipment	\$	
Donations/Contributions	\$	see attached
Fundraisers (list all – use add'l pgs if needed)	\$	
	\$	
	\$	
	\$	

Total Expenditures \$ 25,801.75

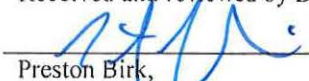
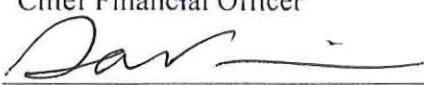
Ending Cash Balance, June 30, 2025 \$ 20,987.45

\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

 Jolene Bryant Officer/Director Co-Treasurer Title	<u>8/25/2025</u> Date
---	--------------------------

Received and reviewed by Bartlesville Public Schools:

 Preston Birk, Chief Financial Officer	<u>10-15-25</u> Date
 Sara Vermeire, Business Manager	<u>10/15/25</u> Date

BARTLESVILLE PUBLIC SCHOOLS

APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 8/25/2025

Select One: Initial Application \_\_\_\_\_ Renewal

Name of Sanctioned Organization

Richard Kane Elementary PTO

Organization's Official Email

richardkanepo@gmail.com

Organization's Taxpayer ID #

45-4196100

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

Rachel Swindell - President

Jolene Bryant-Co-Treasurer

Brandon Lee- Co-Treasurer

Shauna Lee-VP/Secretary

Describe Organization's Purpose, Goals and Benefits to District Students:

Our parents and teachers collaborate to enrich the education of Richard Kane students.

Our goal is to provide a positive learning environment where students can thrive and teachers have the resoures to do their best work.

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

Richard Kane PTO provides meeting and other information on their Facebook page, the Kane monthly calendar sent in Remind and through the official PTO email.

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

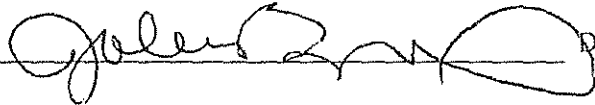
1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:

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

Richard Kane Elementary PTO

Applicant (Organization Name)

By:



Date:

8/25/2025

**BARTLESVILLE PUBLIC SCHOOLS**  
Organization/Association Insurance Coverage Information



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

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

Organization/Association Name: \_\_\_\_\_

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

Completed by: John Boyd Date: 8/25/2025

# Richard Kane Elementary Parent Teacher Association

## Budget vs. Actuals: FY 2025 Kane PTO Budget - FY25 P&L

July 2024 - June 2025

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
<b>Income</b>			
100 Fundraising Income		17,500.00	
103 Restuarant Nights	740.29		
104 BoxTops/Coke Rewards	56.40		
107 Walk-a-Thon	11,559.74		
109 Skate Night	1,151.00		
110 Other/Hat Day	5,726.60		
<b>Total 100 Fundraising Income</b>	<b>19,234.03</b>	<b>17,500.00</b>	<b>109.91 %</b>
150 Donations	5,446.06		
160 Interest Income	432.92		
<b>Total Income</b>	<b>\$25,113.01</b>	<b>\$17,500.00</b>	<b>143.50 %</b>
<b>GROSS PROFIT</b>	<b>\$25,113.01</b>	<b>\$17,500.00</b>	<b>143.50 %</b>
<b>Expenses</b>			
200 Principal's Discretionary Fund	1,978.38	1,500.00	131.89 %
400 Supplies & Materials		4,000.00	
402 Teacher Requests	2,374.38		
403 PTO Supplies	484.74		
404 Yearbook	-240.00		
405 Hospitality	1,742.30	3,000.00	58.08 %
<b>Total 400 Supplies &amp; Materials</b>	<b>4,361.42</b>	<b>7,000.00</b>	<b>62.31 %</b>
500 Student Activities		5,000.00	
501 Bus Transportation	2,108.77		
502 End of Year/Super Fun Kids Day	3,475.05		
503 Field Trips	3,669.64		
<b>Total 500 Student Activities</b>	<b>9,253.46</b>	<b>5,000.00</b>	<b>185.07 %</b>
700 Equipment (Building)		3,200.00	
800 Walk-a-thon Expenses		800.00	
<b>Total Expenses</b>	<b>\$15,593.26</b>	<b>\$17,500.00</b>	<b>89.10 %</b>
<b>NET OPERATING INCOME</b>	<b>\$9,519.75</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$9,519.75</b>	<b>\$0.00</b>	<b>0.00%</b>

# Profit and Loss

## Richard Kane Elementary Parent Teacher Association

July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
<b>Income</b>	
100 Fundraising Income	0
103 Restuarant Nights	740.29
104 BoxTops/Coke Rewards	56.40
107 Walk-a-Thon	11,559.74
109 Skate Night	1,151.00
110 Other/Hat Day	5,726.60
<b>Total for 100 Fundraising Income</b>	<b>\$19,234.03</b>
150 Donations	5,446.06
160 Interest Income	432.92
<b>Total for Income</b>	<b>\$25,113.01</b>
<b>Cost of Goods Sold</b>	
<b>Gross Profit</b>	<b>\$25,113.01</b>
<b>Expenses</b>	
200 Principal's Discretionary Fund	1,978.38
400 Supplies & Materials	0
402 Teacher Requests	2,374.38
403 PTO Supplies	484.74
404 Yearbook	-240.00
405 Hospitality	1,742.30
<b>Total for 400 Supplies &amp; Materials</b>	<b>\$4,361.42</b>
500 Student Activities	0
501 Bus Transportation	2,108.77
502 End of Year/Super Fun Kids Day	3,475.05
503 Field Trips	3,669.64
<b>Total for 500 Student Activities</b>	<b>\$9,253.46</b>
<b>Total for Expenses</b>	<b>\$15,593.26</b>
<b>Net Operating Income</b>	<b>\$9,519.75</b>
<b>Other Income</b>	
Other Expenses	0
<b>Net Other Income</b>	<b>0</b>
<b>Net Income</b>	<b>\$9,519.75</b>

# Balance Sheet

Richard Kane Elementary Parent Teacher Association

As of July 1, 2024

DISTRIBUTION ACCOUNT	TOTAL
<b>Assets</b>	
Current Assets	
Bank Accounts	
0001 SAVINGS (INGS)	10,219.80
0040 CHECKING (KING)	2,675.71
<b>Total for Bank Accounts</b>	<b>\$12,895.51</b>
Accounts Receivable	
Other Current Assets	
Uncategorized Asset	
<b>Total for Other Current Assets</b>	<b>0</b>
<b>Total for Current Assets</b>	<b>\$12,895.51</b>
Fixed Assets	
Other Assets	
<b>Total for Assets</b>	<b>\$12,895.51</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Credit Cards	
Other Current Liabilities	
300 Designated Funds	0
301 Thomas Fund	3,793.49
302 Library Fund	11,312.04
<b>Total for 300 Designated Funds</b>	<b>\$15,105.53</b>
<b>Total for Other Current Liabilities</b>	<b>\$15,105.53</b>
<b>Total for Current Liabilities</b>	<b>\$15,105.53</b>
Long-term Liabilities	
<b>Total for Liabilities</b>	<b>\$15,105.53</b>
Equity	
Opening Balance Equity	
Retained Earnings	-2,210.02
Net Income	
<b>Total for Equity</b>	<b>-\$2,210.02</b>
<b>Total for Liabilities and Equity</b>	<b>\$12,895.51</b>

# Balance Sheet

Richard Kane Elementary Parent Teacher Association

As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
<b>Assets</b>	
Current Assets	
Bank Accounts	
0001 SAVINGS (INGS)	10,652.72
0040 CHECKING (KING)	10,334.73
<b>Total for Bank Accounts</b>	<b>\$20,987.45</b>
Accounts Receivable	
Other Current Assets	
Uncategorized Asset	
<b>Total for Other Current Assets</b>	<b>0</b>
<b>Total for Current Assets</b>	<b>\$20,987.45</b>
Fixed Assets	
Other Assets	
<b>Total for Assets</b>	<b>\$20,987.45</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Credit Cards	
Other Current Liabilities	
300 Designated Funds	0
301 Thomas Fund	5,699.32
302 Library Fund	7,978.40
<b>Total for 300 Designated Funds</b>	<b>\$13,677.72</b>
<b>Total for Other Current Liabilities</b>	<b>\$13,677.72</b>
<b>Total for Current Liabilities</b>	<b>\$13,677.72</b>
Long-term Liabilities	
<b>Total for Liabilities</b>	<b>\$13,677.72</b>
Equity	
Opening Balance Equity	
Retained Earnings	-2,210.02
Net Income	9,519.75
<b>Total for Equity</b>	<b>\$7,309.73</b>
<b>Total for Liabilities and Equity</b>	<b>\$20,987.45</b>

**Balance Sheet Detail**  
**Richard Kane Elementary Parent Teacher Association**  
 July 1, 2024-June 30, 2025

Distribution account	Transaction date	Transaction type	Memo/Description	Debit	Credit	Amount	Balance
<b>Assets</b>							
300 Designated Funds						0.00	
301 Thomas Fund						1,905.83	
Other Current Liabilities							3,793.49
301 Thomas Fund	09/06/2024	Deposit	2024-2025 School Year Donation		2,500.00	2,500.00	6,293.49
301 Thomas Fund	10/07/2024	Check	301 Thomas Fund classroom items	102.44		-102.44	6,191.05
301 Thomas Fund	10/12/2024	Expense	Second Grade Secret Stories Resource	491.73		-491.73	5,699.32
<b>Total for 301 Thomas Fund</b>				<b>\$594.17</b>	<b>\$2,500.00</b>	<b>\$1,905.83</b>	
302 Library Fund						-3,333.64	
Other Current Liabilities							11,312.04
302 Library Fund	08/28/2024	Expense	Library Amazon items	400.15		-400.15	10,911.89
302 Library Fund	09/11/2024	Expense	library supplies	103.71		-103.71	10,808.18
302 Library Fund	10/22/2024	Expense	library supplies	174.64		-174.64	10,633.54
302 Library Fund	10/23/2024	Expense	library items	143.94		-143.94	10,489.60
302 Library Fund	11/19/2024	Expense	SQ LITERATI BOOKFAIR RIC BARTLESVILLE OK WITHDRAWAL DEBIT CARD SQ *LITERATI BOOKFAIR RIC BARTLESVILLE OK	10.88		-10.88	10,478.72
302 Library Fund	11/20/2024	Expense	SQ LITERATI BOOKFAIR RIC BARTLESVILLE OK WITHDRAWAL DEBIT CARD SQ *LITERATI BOOKFAIR RIC BARTLESVILLE OK	17.41		-17.41	10,461.31
302 Library Fund	11/20/2024	Expense	SQ LITERATI BOOKFAIR RIC BARTLESVILLE OK WITHDRAWAL DEBIT CARD SQ *LITERATI BOOKFAIR RIC BARTLESVILLE OK	17.41		-17.41	10,443.90
302 Library Fund	12/27/2024	Expense	Literati Book Fair invoice	2,906.24		-2,906.24	7,537.66
302 Library Fund	11/22/2024	Deposit	book fair		45.24	45.24	7,582.90
302 Library Fund	11/22/2024	Deposit	DEPOSIT TRANSACTOR: NOT SPECIFIED DEPOSIT TRANSACTOR: NOT SPECIFIED		438.09	438.09	8,020.99
302 Library Fund	11/22/2024	Deposit	DEPOSIT TRANSACTOR: NOT SPECIFIED DEPOSIT TRANSACTOR: NOT SPECIFIED		735.42	735.42	8,756.41
302 Library Fund	11/22/2024	Deposit	DEPOSIT TRANSACTOR: NOT SPECIFIED DEPOSIT TRANSACTOR: NOT SPECIFIED		538.39	538.39	9,294.80
302 Library Fund	11/22/2024	Deposit	DEPOSIT TRANSACTOR: NOT SPECIFIED DEPOSIT TRANSACTOR: NOT SPECIFIED		233.06	233.06	9,527.86
302 Library Fund	11/22/2024	Deposit	DEPOSIT TRANSACTOR: NOT SPECIFIED DEPOSIT TRANSACTOR: NOT SPECIFIED		57.00	57.00	9,584.86
302 Library Fund	11/22/2024	Deposit	DEPOSIT TRANSACTOR: NOT SPECIFIED DEPOSIT TRANSACTOR: NOT SPECIFIED		961.52	961.52	10,546.38
302 Library Fund	11/14/2024	Expense	change for library book fair	100.00		-100.00	10,446.38
302 Library Fund	11/22/2024	Deposit	DEPOSIT BY CHECK CHECK RECEIVED DEPOSIT BY CHECK CHECK RECEIVED *5 00		77.00	77.00	10,523.38
302 Library Fund	01/16/2025	Expense	AMAZON MKTPLZ60Y0572 AMZN COMBILL WA WITHDRAWAL DEBIT CARD AMAZON MKTPLZ60Y0572 AMZN COMBILL WA	120.09		-120.09	10,403.29
302 Library Fund	01/14/2025	Expense	subscription for library	125.00		-125.00	10,278.29
302 Library Fund	02/27/2025	Deposit	spring book fair		979.00	979.00	11,257.29
302 Library Fund	02/28/2025	Deposit	spring book fair		2,215.96	2,215.96	13,473.25
302 Library Fund	03/01/2025	Expense	spring book fair	213.19		-213.19	13,260.06
302 Library Fund	03/01/2025	Expense	SQ LITERATI BOOKFAIR RIC BARTLESVILLE OK WITHDRAWAL DEBIT CARD SQ *LITERATI BOOKFAIR RIC BARTLESVILLE OK	203.40		-203.40	13,056.66
302 Library Fund	03/01/2025	Expense	SQ LITERATI BOOKFAIR RIC BARTLESVILLE OK WITHDRAWAL DEBIT CARD SQ *LITERATI BOOKFAIR RIC BARTLESVILLE OK	254.54		-254.54	12,802.12
302 Library Fund	03/01/2025	Expense	SQ LITERATI BOOKFAIR RIC BARTLESVILLE OK WITHDRAWAL DEBIT CARD SQ *LITERATI BOOKFAIR RIC BARTLESVILLE OK	97.89		-97.89	12,704.23
302 Library Fund	03/01/2025	Expense	SQ LITERATI BOOKFAIR RIC BARTLESVILLE OK WITHDRAWAL DEBIT CARD SQ *LITERATI BOOKFAIR RIC BARTLESVILLE OK	47.85		-47.85	12,656.38
302 Library Fund	03/01/2025	Expense	SQ LITERATI BOOKFAIR RIC BARTLESVILLE OK WITHDRAWAL DEBIT CARD SQ *LITERATI BOOKFAIR RIC BARTLESVILLE OK	204.68		-204.68	12,451.70
302 Library Fund	03/01/2025	Expense	SQ LITERATI BOOKFAIR RIC BARTLESVILLE OK WITHDRAWAL DEBIT CARD SQ *LITERATI BOOKFAIR RIC BARTLESVILLE OK	28.27		-28.27	12,423.43
302 Library Fund	03/01/2025	Expense	SQ LITERATI BOOKFAIR RIC BARTLESVILLE OK WITHDRAWAL DEBIT CARD SQ *LITERATI BOOKFAIR RIC BARTLESVILLE OK	146.81		-146.81	12,276.62
302 Library Fund	03/00/2025	Check	302 Library DF - book fair payment	3,129.56		-3,129.56	9,147.06
302 Library Fund	02/24/2025	Expense	book fair change	180.00		-180.00	8,967.06
302 Library Fund	02/24/2025	Expense	book fair change	20.00		-20.00	8,947.06
302 Library Fund	04/28/2025	Expense	AR field trip	770.49		-770.49	8,176.57
302 Library Fund	05/14/2025	Expense	reading rewards party	6.25		-6.25	8,170.32
302 Library Fund	05/18/2025	Check	302 library - trip to Axtapa	191.92		-191.92	7,978.40
<b>Total for 302 Library Fund</b>				<b>\$9,614.32</b>	<b>\$6,280.68</b>	<b>-\$3,333.64</b>	
<b>Total for 300 Designated Funds with sub-accounts</b>				<b>\$10,208.49</b>	<b>\$8,780.68</b>	<b>-\$1,427.81</b>	
<b>Total for Liabilities with sub-accounts</b>						<b>-\$1,427.81</b>	

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

Name of Organization/Association: Hoover Elementary PTO

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023-2024** <sup>2024-2025</sup>

Beginning Cash Balance, July 1, 2023 \$ 19,747.84 +

Collections:

Merchandise Sales, Etc.	\$ _____
Donations	\$ _____
Dues/Fees	\$ _____
Fundraisers (list all - use add'l pgs if needed)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

See Attached

Total Collections \$ 32,471.75 0

Expenditures:

Reimbursements	\$ _____
Supplies/Materials	\$ _____
Advertising	\$ _____
Equipment	\$ _____
Donations/Contributions	\$ _____
Fundraisers (list all - use add'l pgs if needed)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

See Attached

Total Expenditures \$ 32,526.55 X

Ending Cash Balance, June 30, 2024 \$ 19,693.04 Δ

\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2023-2024 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

Shauna Parham 7/7/25  
 Officer/Director Date  
Treasurer 24-25  
 Title

Received and reviewed by Bartlesville Public Schools:

[Signature] 7-8-25  
 Preston Birk Date  
 Chief Financial Officer

[Signature] 7/8/25  
 Sara Vermeire, Date  
 Business Manager

24-25

# BARTLESVILLE PUBLIC SCHOOLS

## APPLICATION FOR SANCTIONING

### UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 7/7/2025 Select One: Initial Application \_\_\_\_\_ Renewal

Name of Sanctioned Organization Hoover PTO

Organization's Official Email hooverbruinspto@gmail.com

Organization's Taxpayer ID # 73-1307215

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum). 2024-2025 Members were:

- |                     |                              |                                     |
|---------------------|------------------------------|-------------------------------------|
| <u>718-914-9114</u> | <u>Ashley Welchel (Pres)</u> | <u>Brecca Croskey-Nwaukwa (Sec)</u> |
| <u>179-586-3448</u> | <u>Christina Carter (VP)</u> | <u>Shelby Thompson (Parli)</u>      |
| <u>918-914-3918</u> | <u>Shauna Parham (Treas)</u> | <u>Casey Martinez</u>               |

Describe Organization's Purpose, Goals and Benefits to District Students:

- a. To develop between educators and the general public such united efforts so as to secure for every child the highest advantages in education. \_\_\_\_\_
- b. To bring into closer relation the home and the school, that parents and teachers may cooperate with intelligence in the training of children. \_\_\_\_\_
- c. To promote the welfare of children by promoting adequate laws for care and protection of children. \_\_\_\_\_

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

- Hoover Elementary Parent Teacher Organization - Facebook
- Google Drive: Hoover PTO
- Various handouts throughout the school year
- Principal's newsletters and other places the principal chooses to share

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

- ✓1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
- ✓2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
- ✓3. Sign and date this application.
4. Deliver this application to:  
**Sara Vermeire  
Bartlesville Public Schools  
1100 S. Jennings  
P.O. Box 1357  
Bartlesville, OK 74005-1357**

Hoover PTO  
Applicant (Organization Name)

By: Shauna Parham Date: 7/7/25

Treasurer 24-25

Christina Carter  
Treasurer 25-26

2025-2026 Board Members:

Casey Martinez (Pres)  
Katelyn Abrams (Pres)  
Marissa Hastreiter (VP)  
Ashley Welchel (Parlim)

Breccá Croskey-Nwaukwa (Sec)  
Christina Carter (Treas)  
Lisa Martinez

**BARTLESVILLE PUBLIC SCHOOLS**  
Organization/Association Insurance Coverage Information

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

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

Organization/Association Name: Hoover PTO

*See Attached*

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

Completed by: Shauna Parham Date: 7-7-25  
Shauna Parham  
24-25

Summary Hoover PTO Budget versus Actuals as of  
June 30, 2025

2024-2025 School Year

	Budget	YTD Actuals	Variance to Budget
<b>Income:</b>			
Fundraising Income other than Bingo	\$ 7,700.00	\$ 10,555.67	\$ (2,855.67)
Popcorn	\$ 3,600.00	\$ 2,758.00	\$ (842.00)
Reading for Education	\$ 200.00	\$ -	\$ (200.00)
T Shirt Sales	\$ 2,400.00	\$ 3,060.00	\$ 660.00
Parking Spot Auction - Teachers (3)	\$ 600.00	\$ 820.00	\$ 220.00
Drop Off/Pick Up Pass Auction (3)	\$ 900.00	\$ 1,460.00	\$ 560.00
EPI School Supplies	\$ -	\$ 52.67	\$ 52.67
Scentsy	\$ -	\$ 2,125.00	\$ 2,125.00
Birthday Shot Outs	\$ -	\$ 280.00	\$ 280.00
<b>Bingo Income</b>	<b>\$ 12,000.00</b>	<b>\$ 13,007.05</b>	<b>\$ (1,007.05)</b>
Bingo Sponsorships	\$ 5,000.00	\$ 4,500.00	\$ (500.00)
Bingo Night Income	\$ 5,000.00	\$ 8,465.05	\$ 3,465.05
Silent Auction	\$ 1,000.00	\$ -	\$ (1,000.00)
Teacher Dates	\$ 1,000.00	\$ 42.00	\$ (958.00)
Field Trips	\$ 3,400.00	\$ 2,935.00	\$ 465.00
Fields Trips	\$ 3,400.00	\$ 2,935.00	\$ (465.00)
<b>Other Income</b>	<b>\$ 4,633.00</b>	<b>\$ 5,974.03</b>	<b>\$ (1,341.03)</b>
Misc: Casey's, Hat Day, BoxTops, etc.	\$ 100.00	\$ 500.36	\$ 400.36
Mr. Rick Thomas Grant - carry over \$75 to 25-26 yr	\$ 2,595.00	\$ 2,500.00	\$ (95.00)
Matching Gift & Volunteer Grants	\$ 1,938.00	\$ 2,973.67	\$ 1,035.67
Yo-Yo's - For LATORI CARTER ONLY			
Play for Burke Foundation - For TIFFANY ONLY			
<b>Total Income</b>	<b>\$ 27,733.00</b>	<b>\$ 32,471.75</b>	<b>\$ (4,738.75)</b>

<b>Expenses:</b>			
<b>Fixed Expenses</b>	<b>\$ 3,910.00</b>	<b>\$ 3,334.30</b>	<b>\$ 575.70</b>
Teacher Grants (\$50 each at the beginning of year)	\$ 2,000.00	\$ 1,800.00	\$ (200.00)
State of the Schools Luncheon	\$ 245.00	\$ 140.00	\$ (105.00)
Bank Expenses	\$ 40.00	\$ 33.00	\$ (7.00)
Teacher of the Year Grant	\$ 500.00	\$ 500.00	\$ -
Rising Star Grant	\$ 250.00	\$ 250.00	\$ -
Classified Teacher Grant	\$ 100.00	\$ 100.00	\$ -
Color Ink	\$ 600.00	\$ 356.30	\$ (243.70)
Form 990-N (Due in January)	\$ 20.00	\$ -	\$ (20.00)
Insurance (Due in June)	\$ 155.00	\$ 155.00	\$ -
<b>Teacher &amp; People Expenses</b>	<b>\$ 8,908.00</b>	<b>\$ 10,629.63</b>	<b>\$ (1,721.63)</b>
Teacher Requests	\$ 2,000.00	\$ 3,992.59	\$ 1,992.59
Class Creator - annual expense	\$ 720.00	\$ 720.00	\$ -
Subscription - a-z.com subscription	\$ 500.00	\$ 363.00	\$ (137.00)
Subscription - Flocabulary - 4th grade	\$ 138.00	\$ 138.00	\$ -
Subscription - Scholastic - 2nd Grade	\$ 550.00	\$ 561.92	\$ 11.92
Annually - Mighty Minds t-shirts - 3rd Grade	\$ -	\$ 498.16	\$ 498.16
Teacher Back to School Breakfast	\$ 500.00	\$ 320.25	\$ (179.75)
Teacher back to school shirts	\$ 600.00	\$ -	\$ (600.00)
Teacher Appreciation Luncheons (2)	\$ 1,600.00	\$ 2,257.37	\$ 657.37
Parent/Teacher Conf - Snacks for Teachers (2)	\$ 700.00	\$ 749.69	\$ 49.69
Teacher Pick Me Ups (2) Including other activities	\$ 700.00	\$ 733.35	\$ 33.35
Principal's Day	\$ 100.00	\$ -	\$ (100.00)
Secretaries Day (2)	\$ 150.00	\$ 150.00	\$ -
Nurse's Day	\$ 50.00	\$ -	\$ (50.00)
Counselors/Behavior Specialist Day	\$ 50.00	\$ -	\$ (50.00)
Custodian Day (5)	\$ 100.00	\$ 70.30	\$ (29.70)

Summary Hoover PTO Budget versus Actuals as of  
June 30, 2025

2024-2025 School Year

	Budget	YTD Actuals	Variance to Budget
TOY Breakfast	\$ 100.00	\$ -	\$ (100.00)
Teacher of the Year Gift	\$ 50.00	\$ -	\$ (50.00)
Rising Star Gift	\$ 50.00	\$ -	\$ (50.00)
Classified Teacher Gift	\$ 50.00	\$ -	\$ (50.00)
Misc People Expenses-"Flower Fund"	\$ 200.00	\$ 75.00	\$ (125.00)
Fundraising Expenses	\$ 6,650.00	\$ 9,888.26	\$ (3,238.26)
Super Kids Day	\$ 2,000.00	\$ 1,826.25	\$ (173.75)
Popcorn Supplies	\$ 600.00	\$ 640.47	\$ 40.47
Bingo (including snack shack)	\$ 1,500.00	\$ 3,209.06	\$ 1,709.06
T Shirt Sales	\$ 1,750.00	\$ 2,682.48	\$ 932.48
Scentsy	\$ -	\$ 1,530.00	\$ 1,530.00
Sooner Jr Night including Snack Shack	\$ 300.00	\$ -	\$ (300.00)
Skate / Glow Night & Snack Shack	\$ 500.00	\$ -	\$ (500.00)
Flamingo Flocking	\$ -	\$ -	\$ -
Monster Mash / Fall Festival	\$ -	\$ -	\$ -
Field Trips	\$ 4,475.00	\$ 5,886.45	\$ 1,411.45
PreK - Steven Fite Tickets	\$ 500.00	\$ 413.00	\$ (87.00)
PreK - TRANSPORTATION	\$ -	\$ 48.08	\$ 48.08
Kinder - Gathering Place	\$ 300.00	\$ -	\$ (300.00)
Kinder - TRANSPORTATION	\$ -	\$ 227.36	\$ 227.36
1st Grade - Zoo (canceled) / Park & Pizza	\$ 900.00	\$ 338.81	\$ (561.19)
1st Grade - TRANSPORTATION	\$ -	\$ -	\$ -
2nd Grade - Swim / Aquarium	\$ 400.00	\$ 488.00	\$ 88.00
2nd Grade - TRANSPORTATION	\$ -	\$ 521.16	\$ 521.16
3rd Grade - Will Rogers Museum / Zoo	\$ 500.00	\$ 585.00	\$ 85.00
3rd Grade - TRANSPORTATION	\$ -	\$ 695.21	\$ 695.21
4th Grade - Zoo/Community Center	\$ 900.00	\$ 711.00	\$ (189.00)
4th Grade - TRANSPORTATION	\$ -	\$ 671.46	\$ 671.46
5th Grade - Biztown	\$ -	\$ -	\$ -
5th Grade - TRANSPORTATION	\$ -	\$ 320.11	\$ 320.11
5th Grade Promotion, includes The Rock, pizza	\$ 650.00	\$ 540.32	\$ (109.68)
Track Meet - Transportation & Water	\$ 325.00	\$ 326.94	\$ 1.94
Miscellaneous Expenses	\$ 3,790.00	\$ 2,787.91	\$ 1,002.09
Bruin Mile Water	\$ 25.00	\$ 50.00	\$ 25.00
Bruins on the Run	\$ 50.00	\$ -	\$ (50.00)
Senior Visit	\$ 100.00	\$ -	\$ (100.00)
BYG Signs (5)	\$ 370.00	\$ -	\$ (370.00)
Christmas Families	\$ 300.00	\$ -	\$ (300.00)
Mr. Rick Thomas Grant (\$2500)	\$ 2,595.00	\$ 2,520.00	\$ (75.00)
Misc	\$ 850.00	\$ 217.91	\$ (632.09)
Yo-Yo's - For LATORI CARTER ONLY			
Play for Burke Foundation - For TIFFANY ONLY			
<b>Total Expenses</b>	<b>\$ 27,733.00</b>	<b>\$ 32,526.55</b>	<b>\$ (4,793.55)</b>
		\$ (54.80)	\$ (2,768.10)
<b>Income Less Expenses</b>	<b>\$ -</b>	<b>\$ (54.80)</b>	<b>\$ (2,768.10)</b>

BOK Bank Balance from Prior Year (2023-2024)	\$ 19,747.84	+
2024-2025 Net Income / (Loss) PTO	\$ (54.80)	
<b>Current BOK Bank Balance</b>	<b>\$ 19,693.04</b>	△

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

Name of Organization/Association: Jane Phillips PTO

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025**

Beginning Cash Balance, July 1, 2024 \$ 61,675.27

Collections:

Merchandise Sales, Etc.	\$ _____
Donations	\$ _____
Dues/Fees	\$ _____
Fundraisers (list all – use add'l pgs if needed)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections SEE ATTACHED \$ 51,791.23

Expenditures:

Reimbursements	\$ _____
Supplies/Materials	\$ _____
Advertising	\$ _____
Equipment	\$ _____
Donations/Contributions	\$ _____
Fundraisers (list all – use add'l pgs if needed)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 56,330.55

Ending Cash Balance, June 30, 2025 \$ 57,135.99

**\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.**

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

7/21/25  
Officer/Director Date

\_\_\_\_\_  
Title

Received and reviewed by Bartlesville Public Schools:

10-15-25  
Preston Birk, Date  
Chief Financial Officer

10/15/25  
Sara Vermeire, Date  
Business Manager

BARTLESVILLE PUBLIC SCHOOLS

APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 7/21/25      Select One: Initial Application \_\_\_\_\_ Renewal

Name of Sanctioned Organization Jane Phillips PTO

Organization's Official Email jptotreas@gmail.com

Organization's Taxpayer ID # 46-3437100

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

(see attached) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Organization's Purpose, Goals and Benefits to District Students:

To foster an environment where children grow, learn + flourish in a fun, positive environment where parents, teachers + the community are active partners.

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

Jane Phillips Elementary School PTO - Facebook  
Hardcopies of Financials @ the School

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:

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

Jane Phillips PTO  
Applicant (Organization Name)

By: Cindy Wray Date: 7/21/25  
Cindy Wray Treasurer

**Jane Phillips PTO**  
**Board Members 2024/2025**

Position	Name	Contact Info
President	Jessica Solis	918-914-0566
Vice President	Loretta Switzer	lorettaswitzer1976@yahoo.com
VP/Santa Shop	Karla Cunningham	918-519-0223
Secretary	Anna Thom	918-313-5510
Treasurer	Cindy Wray	918-332-6085

**BARTLESVILLE PUBLIC SCHOOLS**  
**Organization/Association Insurance Coverage Information**

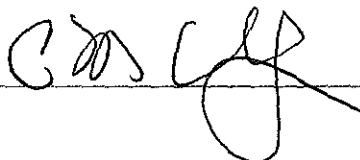
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Check here if your Organization/Association currently **doesn't** hold any insurance policies

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

Organization/Association Name: Jane Phillips PTO

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

Completed by:  Date: 7/21/25

**JANE PHILLIPS PTO**  
**BUDGET VS ACTUAL**  
**AS OF 6/30/2025**

06/30/2024 BANK BALANCES	
GENERAL ACCOUNT	33,348.32
SANTA SHOP ACCOUNT	28,326.95
<b>TOTAL</b>	<b>61,675.27</b>

INCOME	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD ACTUALS	BUDGET	VARIANCE
UNRESTRICTED DONATIONS				779.77	158.18		5,000.00		2,969.79	33.00	513.30	50.00	9,504.04	1,000.00	✓ 8,504.04
RESTRICTED DONATIONS	3,850.00	4,475.00	2,750.00	2,850.00	8,041.07	4,788.00	4,088.00	515.00	2,193.41		5,214.00		38,764.48	32,000.00	✓ 6,764.48
BINGO NIGHT SALES										3,522.71			3,522.71	2,500.00	✓ 1,022.71
<b>TOTAL INCOME</b>	<b>3,850.00</b>	<b>4,475.00</b>	<b>2,750.00</b>	<b>3,629.77</b>	<b>8,199.25</b>	<b>4,788.00</b>	<b>9,088.00</b>	<b>515.00</b>	<b>5,163.20</b>	<b>3,555.71</b>	<b>5,727.30</b>	<b>50.00</b>	<b>51,791.23</b>	<b>35,500.00</b>	<b>16,291.23</b>

EXPENSES	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD ACTUALS	BUDGET	VARIANCE
PROGRAM EXPENSES		8,000.00	840.71	4,121.85	10,750.32	11,499.24	575.22	100.00	8,480.00	2,117.36	313.99		46,798.69	40,600.00	✗ (6,198.69)
PRINCIPAL'S DISCRETION	70.80					286.47	449.17						806.44	1,000.00	✓ 193.56
STUDENT INCENTIVES				93.41	51.26			57.06	168.26	199.47	(57.58)		511.88	2,000.00	✓ 1,488.12
4TH GRADE CRUSH FUNDRAISER								290.00					290.00	-	✗ (290.00)
CIRICULUM NIGHT													-	100.00	✓ 100.00
READING REWARDS					296.97								296.97	300.00	✓ 3.03
SUPPLIES FOR OFFICE/NURSE													-	250.00	✓ 250.00
COURTYARD REFRESH													-	150.00	✓ 150.00
TAX PREP FEE		675.00											675.00	650.00	✗ (25.00)
BINGO NIGHT EXPENSES									44.87	460.63			505.50	1,000.00	✓ 494.50
PTO BOOKFAIR									3,742.62				3,742.62	-	✗ (3,742.62)
SUPER KIDS DAY											526.11		526.11	500.00	✗ (26.11)
JP STAFF APPRECIATION									1,616.42		43.55		1,659.97	2,000.00	✓ 340.03
TEACHER DINNER CONFERENCES				101.26					175.59				276.85	300.00	✓ 23.15
BHS SENIORS FROM JPE			(26.12)										(26.12)	100.00	✓ 126.12
5TH GRADE GRADUATION											84.45		84.45	100.00	✓ 15.55
BRUIN 8K				91.82									91.82	250.00	✓ 158.18
MISC EXPENSSE				56.34									56.34	-	✗ (56.34)
CREDIT CARD/BANK FEES		26.84						7.19					34.03	-	✗ (34.03)
<b>TOTAL EXPENSES</b>	<b>70.80</b>	<b>8,701.84</b>	<b>814.59</b>	<b>4,464.68</b>	<b>11,098.55</b>	<b>11,785.71</b>	<b>1,024.39</b>	<b>454.25</b>	<b>14,227.76</b>	<b>2,777.46</b>	<b>910.52</b>	<b>-</b>	<b>56,330.55</b>	<b>49,300.00</b>	<b>- 7,030.55</b>

<b>NET INCOME/LOSS</b>	<b>3,779.20</b>	<b>- 4,226.84</b>	<b>1,935.41</b>	<b>- 834.91</b>	<b>- 2,899.30</b>	<b>- 6,997.71</b>	<b>8,063.61</b>	<b>60.75</b>	<b>- 9,064.56</b>	<b>778.25</b>	<b>4,816.78</b>	<b>50.00</b>	<b>- 4,539.32</b>	<b>- 13,800.00</b>	<b>23,321.78</b>
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6/30/2025 BANK BALANCES	
GENERAL ACCOUNT	31,163.40
SANTA SHOP ACCOUNT	25,972.55
<b>TOTAL</b>	<b>57,135.95</b>

**JP PTO  
FUND BALANCES  
AS OF 6/30/2025**

<b>Bank Balances</b>	
General Account	31,163.40
Santa Shop Account	25,972.55
<b>Total</b>	<b>57,135.95</b>

<b>Restricted Funds</b>	<b>Beg Balance</b>	<b>Income</b>	<b>Expenses</b>	<b>End Balance</b>	<b>Notes</b>
Family Care	1,092.46	-	37.97	1,054.49	Karla Cunningham
Wright/Shelly	10.07	-	-	10.07	Shelly McSparin
JP Houses	517.20	-	422.42	94.78	Anna Thom
JP Classroom Partners	8,917.76	8,451.44	17,369.20	-	Wrays
Playground	3,604.57	-	-	3,604.57	Kevin Brown
Music	1,316.67	-	19.95	1,296.72	Jeffrey Klaessy
Santa Shop	28,326.95	25,039.25	27,393.65	25,972.55	Karla Cunningham
Library	5,589.59	-	955.23	4,634.36	Kevin Brown
Aldersgate SSC Reading	300.00	-	300.00	-	JP PTO Board
Thomas Family	-	2,500.00	600.27	1,899.73	JP PTO Board
Bruin 8K	-	91.82	91.82	-	Water Station/then Release
Patriot Chevy Fund	-	-	-	-	Kevin Brown
Crush Fundraiser	-	290.00	290.00	-	Anna Thom
Bookfair Spring 2025	-	2,495.00	2,495.00	-	Karla Cunningham
<i>New Fund</i>	-	-	-	-	
<b>Total</b>	<b>49,675.27</b>	<b>38,867.51</b>	<b>49,975.51</b>	<b>38,567.27</b>	
<b>Unrestricted Funds</b>				<b>18,568.68</b>	

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

Name of Organization/Association: Ranch Heights PTO

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025**

Beginning Cash Balance, July 1, 2024 \$ 24,089

Collections:

Merchandise Sales, Etc.	\$ 4,324	
Donations	\$ 9,697	
Dues/Fees /Other	\$ 676	
Fundraisers (list all – use add'l pgs if needed)	\$ 29,942 (total)	
Jog-a-thon \$13,718	\$	
Popcorn Pop-up \$4,720	\$	
Skate Night \$4,436	\$	
Others Combined - \$3,828	\$	
Mr. & Little Miss Dance \$3,239	\$	
Library/Book Fair Rev	\$ 9,782	
<b>Total Collections</b>		<u>\$ 54,421</u>

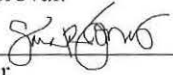
Expenditures:

Reimbursements	\$ 10,824	
Supplies/Materials/Curriculum	\$ 355	
Advertising	\$ 0	
Equipment/Meeting Approved Expenses	\$ 1,177	
Donations/Contributions	\$	
Fundraisers (list all – use add'l pgs if needed)	\$ 5,695 (total)	
Jog-a-thon \$1,557	\$	
Skate Night \$1,413	\$	
Popcorn Pop-up \$1,313	\$	
Others Combined \$1,412	\$	
Library/Book Fair Expenses	\$ 8,290	
Field Trips	\$ 1,734	
School Events/Staff Hospitality	\$ 3,943	
<b>Total Expenditures</b>		<u>\$ 32,018</u>

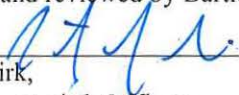
Ending Cash Balance, June 30, 2025 \$ 46,492


**\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.**

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

Sara Jones  9/14/2025  
 Officer/Director Date  
 Vice President (Outgoing)  
 Title

Received and reviewed by Bartlesville Public Schools:

 10-15-25  
 Preston Birk, Date  
 Chief Financial Officer

 10/15/25  
 Sara Vermeire, Date  
 Business Manager

# BARTLESVILLE PUBLIC SCHOOLS

## APPLICATION FOR SANCTIONING

### UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 9/14/2025

Select One: Initial Application \_\_\_\_\_ Renewal

Name of Sanctioned Organization

Ranch Heights Parent Teacher Organization (PTO)

Organization's Official Email

ranchheightspto@gmail.com

Organization's Taxpayer ID #

73-1327882

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

Danielle Macy (President) 620-205-7087

Emily Gibson (Treasurer) 918-533-3236

Cori Long (Co-President) 417-464-5678

Kristen Durant (Secretary) 405-414-3752

Sara Jones (Vice President) 918-841-6600

Describe Organization's Purpose, Goals and Benefits to District Students:

To promote the welfare of children in the school, home, and community.

To promote close communication, understanding, and cooperation among the students, faculty, and parents.

To support and improve the school environment.

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

Information including dates, times, and places for meetings can be found on the Ranch Heights PTO Facebook page and is also shared via both the PTO remind group and the overall school remind group. Meeting agendas and minutes are saved in the PTO google drive and available to view on on the Ranch Heights PTO Facebook page.

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

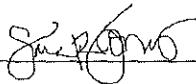
1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:

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

Ranch Heights PTO

\_\_\_\_\_  
Applicant (Organization Name)

By: \_\_\_\_\_



Date: 9/14/2025

**BARTLESVILLE PUBLIC SCHOOLS**  
**Organization/Association Insurance Coverage Information**

---



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

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

Organization/Association Name: \_\_\_\_\_

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

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

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

Name of Organization/Association: Wayside Parent Support Association

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025**

Beginning Cash Balance, July 1, 2024 \$ 82,519.90

Collections:

Merchandise Sales, Etc.	\$ _____	
Donations	\$ _____	
Dues/Fees	\$ _____	
Fundraisers (list all – use add'l pgs if needed)	\$ _____	See Attached
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	

Total Collections \$ 97,586.14

Expenditures:

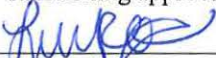
Reimbursements	\$ _____	
Supplies/Materials	\$ _____	
Advertising	\$ _____	
Equipment	\$ _____	See Attached
Donations/Contributions	\$ _____	
Fundraisers (list all – use add'l pgs if needed)	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	

Total Expenditures \$ 74,413.34

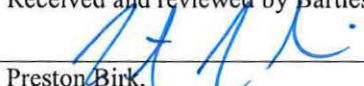
Ending Cash Balance, June 30th, 2025 \$ 105,606.61 (\$86.09 from 23-24)

**\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.**

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

	Lauren Rodgers	9/9/2025
Officer/Director		Date
WPSA Treasurer		
Title		

Received and reviewed by Bartlesville Public Schools:

		10-15-25
Preston Birk,		Date
Chief Financial Officer		

		10/15/25
Sara Vermeire,		Date
Business Manager		

BARTLESVILLE PUBLIC SCHOOLS

APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 9/9/2025

Select One: Initial Application \_\_\_\_\_ Renewal X

Name of Sanctioned Organization

Wayside Parent Support Association

Organization's Official Email

myWPSA@gmail.com

Organization's Taxpayer ID #

31-1728971

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

Cathy Riner - Co President (816) 806-5037

Lauren Rodgers - Treasurer (720) 284-9507

Amanda Bowman - Co President (918) 440-3077

Meridith Nelson - VP (405) 249-6410

Nicole Whisman - Secretary (918) 207-6884

Brittany Gull - Communication (918) 378-9095

Describe Organization's Purpose, Goals and Benefits to District Students:

WPSA supports teachers and students by providing funds for class room needs, paying for field trips, and hosting fundraisers and free events through the school year.

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

Facebook: Bartlesville Wayside Parent Support Association

Website: wpsa.weebly.com

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.


INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:

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

Wayside Parent Support Association

Applicant (Organization Name)

By:   
Lauren Rodgers, WPSA Treasurer

Date: 9/9/2025

**BARTLESVILLE PUBLIC SCHOOLS**  
**Organization/Association Insurance Coverage Information**

---

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

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

Organization/Association Name: Wayside Parent Support Association

Type of Insurance	Insurer	Broker/ Agent	Coverage Limits	Deductibles/ Coinsurance
Dishonesty Bond	CNA/ Western Surety		\$5,000	

Completed by:  Date: 9/9/2025  
 Lauren Rodgers, WPSA Treasurer

**Wayside Parent Support Association Yearly Spending Report 7/1/24-6/30/25**

Category	7/1/2024- 7/31/2024	8/1/2024- 8/31/2024	9/1/2024- 9/30/2024	10/1/2024- 10/31/2024	11/1/2024- 11/30/2024	12/1/2024- 12/31/2024	1/1/2025- 1/31/2025	2/1/2025- 2/28/2025	3/1/2025- 3/31/2025	4/1/2025- 4/30/2025	5/1/2025- 5/31/2025	6/1/2025- 6/30/2025	OVERALL TOTAL
<b>INCOME</b>													
Bingo Night - Concession Sales	0.00	0.00	1,302.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,302.50
Bingo Night - Income	0.00	0.00	8,437.70	480.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,917.70
BotM - Income	0.00	840.00	420.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,260.00
Box Tops - Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	179.10	0.00	0.00	55.40	0.00	234.50
Corporate Contributions	53.40	0.00	1,000.00	0.00	0.00	0.00	4,491.87	0.00	0.00	0.00	3,728.68	775.00	10,048.95
Daddy Daughter Dance - Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	283.90	0.00	0.00	0.00	0.00	283.90
Dining Income	0.00	100.00	217.00	0.00	0.00	184.08	0.00	0.00	0.00	260.95	65.80	0.00	827.83
Donations - Income	0.00	0.00	0.00	0.00	0.00	3,722.88	0.00	0.00	0.00	0.00	0.00	0.00	3,722.88
Fundraiser - Income	0.00	0.00	0.00	0.00	0.00	60.00	0.00	40.00	20.00	40.00	20.00	0.00	180.00
Library - Income	0.00	0.00	0.00	-220.00	3,181.73	0.00	0.00	0.00	-220.00	5,235.89	274.62	0.00	8,252.24
School Supplies - Income	0.00	0.00	716.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	716.70
Spirit Store - Income	0.00	1,701.58	2,662.48	0.00	0.00	0.00	0.00	0.00	1,591.76	2,100.92	0.00	0.00	8,056.74
Spring Fundraiser - Income	0.00	0.00	0.00	0.00	0.00	0.00	3,685.46	0.00	0.00	0.00	0.00	0.00	3,685.46
Teacher Appreciation Week - Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	244.95	0.00	0.00	0.00	0.00	244.95
Thomas Charitable Fund - Income	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
Walk-a-Thon - Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,235.25	0.00	0.00	46,235.25
Yearbook - Income	0.00	0.00	575.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	625.00
<b>TOTAL INCOME</b>	<b>53.40</b>	<b>2,641.58</b>	<b>17,831.38</b>	<b>310.00</b>	<b>3,181.73</b>	<b>3,966.96</b>	<b>8,177.33</b>	<b>747.95</b>	<b>1,391.76</b>	<b>53,873.01</b>	<b>4,144.50</b>	<b>775.00</b>	<b>97,094.60</b>
<b>EXPENSES</b>													
5th Grade Promotion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	475.00	1,490.56	0.00	1,965.56
Bingo Night - Expense	0.00	199.00	1,155.91	1,581.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,935.99
BotM - Expense	0.00	4.31	420.00	0.00	347.50	215.00	42.00	0.00	315.00	0.00	182.97	0.00	1,526.78
Class Rewards	0.00	0.00	0.00	217.90	0.00	0.00	0.00	0.00	0.00	978.00	0.00	0.00	1,195.90
Daddy Daughter Dance - Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	977.00	306.90	0.00	0.00	0.00	1,283.90
Donations - Expense	0.00	0.00	0.00	0.00	0.00	520.07	134.50	0.00	38.00	0.00	0.00	1,962.00	2,654.57
Field Day - Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,346.76	0.00	2,346.76
Field Trip - Expense	0.00	0.00	0.00	0.00	2,088.56	1,728.00	2,799.38	0.00	655.18	811.22	4,941.62	41.12	13,065.08
Hospitality - Expense	0.00	734.43	-18.50	126.95	0.00	35.78	0.00	0.00	179.91	53.06	903.38	0.00	2,015.01
Library - Expense	0.00	0.00	0.00	0.00	0.00	881.18	0.00	945.94	103.86	2,027.46	1,442.02	499.18	5,899.64
Mother Son Night - Expense	0.00	0.00	0.00	0.00	846.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	846.63
Operations - Expense	0.00	101.00	29.00	29.00	629.00	157.00	29.00	29.00	32.04	29.00	29.00	29.00	1,122.04
Principal Requests	0.00	0.00	0.00	529.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	529.25
School Improvements	0.00	0.00	0.00	2,248.95	0.00	0.00	0.00	0.00	1,312.00	0.00	0.00	0.00	3,560.95
School Supplies - Expense	0.00	0.00	0.00	0.00	0.00	16.34	0.00	0.00	0.00	0.00	0.00	0.00	16.34
Spirit Store - Expense	0.00	0.00	0.00	2,544.75	0.00	0.00	0.00	0.00	0.00	1,557.00	0.00	0.00	4,101.75
Spring Fundraiser - Expense	0.00	0.00	0.00	0.00	0.00	0.00	16.71	2,560.00	0.00	0.00	0.00	0.00	2,576.71
Teacher & Principal Recurring - Expense	0.00	0.00	0.00	0.00	2,435.08	0.00	0.00	355.00	50.00	0.00	0.00	0.00	2,840.08
Teacher Appreciation Week	0.00	0.00	0.00	0.00	0.00	0.00	1,935.51	603.47	0.00	0.00	0.00	0.00	2,538.98
Teacher Requests	0.00	0.00	0.00	1,356.37	118.70	0.00	0.00	0.00	1,776.09	318.44	0.00	0.00	3,569.60
Teacher Stipends - Expense	0.00	11,600.00	0.00	0.00	0.00	0.00	0.00	0.00	-81.52	0.00	0.00	0.00	11,518.48
Thomas Charitable Fund - Expense	0.00	0.00	1,542.80	691.60	106.40	53.20	0.00	0.00	53.20	53.20	0.00	0.00	2,500.40
Walk-a-Thon - Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	348.91	1,344.36	1,846.67	0.00	3,539.94
Workroom	0.00	205.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	205.52
Yearbook - Expense	0.00	16.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.76	0.00	0.00	57.48
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>12,860.98</b>	<b>3,129.21</b>	<b>9,325.85</b>	<b>6,571.87</b>	<b>3,606.57</b>	<b>4,957.10</b>	<b>5,470.41</b>	<b>5,089.57</b>	<b>7,687.50</b>	<b>13,182.98</b>	<b>2,531.30</b>	<b>74,413.34</b>

-3,215.95    -3,390.14    360.39    3,220.23    -4,722.46    -3,697.81    46,185.51    -9,038.48    -1,756.30    22,681.26

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

Name of Organization/Association: Central Parent Support Group

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025**

Beginning Cash Balance, July 1, 2024 \$ 44,396.52

Collections:

Merchandise Sales, Etc.	\$ _____	
Donations	\$ _____	
Dues/Fees	\$ _____	
Fundraisers (list all – use add'l pgs if needed)	\$ _____	See Attached
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	

Total Collections \$ 29,148.21

Expenditures:


Reimbursements	\$ _____	
Supplies/Materials	\$ _____	
Advertising	\$ _____	
Equipment	\$ _____	
Donations/Contributions	\$ _____	See Attached
Fundraisers (list all – use add'l pgs if needed)	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	

Total Expenditures \$ 23,249.73

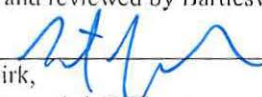
Ending Cash Balance, June 30, 2025 \$ 50,295.00

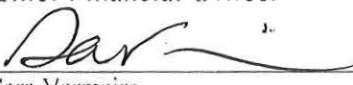
\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I've may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

John Saltsman  9/26/2025  
 Officer/Director Date  
Treasurer  
 Title

Received and reviewed by Bartlesville Public Schools:

Preston Birk  10-15-25  
 Chief Financial Officer Date

Sara Vermeire  10/15/25  
 Business Manager Date

# BARTLESVILLE PUBLIC SCHOOLS

## APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 9/26/2025

Select One: Initial Application \_\_\_\_\_ Renewal X

Name of Sanctioned Organization

Central Parent Support Group (CPSG)

Organization's Official Email

centralCPSG@gmail.com

Organization's Taxpayer ID #

73-1334467

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

President - Michal Lindblom - 918-766-5091

Secretary - Alicia Kane - 918-331-6848

Vice President - Kayleigh Varner - 972-757-7973

Treasurer - John Saltstean - 918-979-8015

Describe Organization's Purpose, Goals and Benefits to District Students:

Our mission is to build strong relationships among parents, teachers, and schools to support all students.

We strive to enhance student learning and enrich the lives of students within the school. We do this by raising funds for teachers and students to support educational needs and high quality events not covered by school funds, and providing a common agenda between the parent body and the school.

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

Information about CPSG, including meeting dates and times, can be found on the Central Parent Support Group Facebook page.

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:

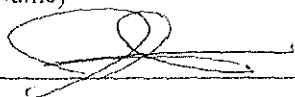
**Sara Vermeire  
Bartlesville Public Schools  
1100 S. Jennings  
P.O. Box 1357  
Bartlesville, OK 74005-1357**

Central Parent Support Group

Applicant (Organization Name)

By: \_\_\_\_\_

John Salzman



Date: \_\_\_\_\_

9/26/2025

**BARTLESVILLE PUBLIC SCHOOLS**  
**Organization/Association Insurance Coverage Information**

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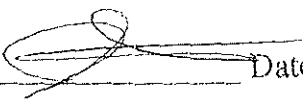


Check here if your Organization/Association currently doesn't hold any insurance policies

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

Organization/Association Name: Central Parent Support Group

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

Completed by: John Salzman  Date: 9/26/2025

Central Parent Support Group Financials - July 1, 2024 - June 30, 2025

Income	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Sales Income</b>													
Cub Café	\$ -	\$ -	\$ -	\$ 327.75	\$ 696.35	\$ 1,271.10	\$ 706.65	\$ 344.00	\$ 978.25	\$ -	\$ 1,525.50	\$ 841.50	\$ 6,591.10
Cub Café at Parties	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 329.50	\$ -	\$ -	\$ -	\$ -	\$ 666.90	\$ -	\$ 996.40
Bruins Unite Coffee Cart	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 171.30	\$ -	\$ 301.88	\$ 100.45	\$ 573.43
Candy Grams	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 443.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 443.50
5k T-Shirts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155.00	\$ 15.00	\$ 30.00	\$ -	\$ -	\$ -	\$ 200.00
Central T-Shirts	\$ -	\$ -	\$ -	\$ 546.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 546.91
<b>Total Sales Income</b>	\$ -	\$ -	\$ -	\$ 874.66	\$ 696.35	\$ 1,600.60	\$ 1,305.15	\$ 359.00	\$ 1,079.55	\$ -	\$ 2,494.08	\$ 941.95	\$ 9,351.34
<b>Other income</b>													
Library	\$ -	\$ -	\$ -	\$ -	\$ 1,835.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,326.25	\$ -	\$ 3,161.58
5K Run Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850.00	\$ 2,400.00	\$ 2,240.00	\$ -	\$ 2,843.20	\$ -	\$ 8,333.20
Christmas Bags Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,750.00	\$ 1,960.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,710.08
ConocoPhillips/P66 Matching Funds	\$ 97.10	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 2,400.01	\$ -	\$ -	\$ 1,650.70	\$ 194.20	\$ -	\$ 4,592.01
<b>Total Other Income</b>	\$ 97.10	\$ -	\$ 250.00	\$ -	\$ 1,835.33	\$ 1,750.00	\$ 5,210.09	\$ 2,400.00	\$ 2,240.00	\$ 1,650.70	\$ 4,363.65	\$ -	\$ 19,796.87
<b>Total Income</b>	\$ 97.10	\$ -	\$ 250.00	\$ 874.66	\$ 2,531.68	\$ 3,350.60	\$ 6,515.24	\$ 2,759.00	\$ 3,319.55	\$ 1,650.70	\$ 6,857.73	\$ 941.95	\$ 29,148.21

Expenses	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Library	\$ -	\$ -	\$ -	\$ -	\$ 1,835.33	\$ -	\$ -	\$ -	\$ -	\$ 1,326.25	\$ -	\$ -	\$ 3,161.58
5K Run	\$ 460.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ 281.80	\$ 3,616.80	\$ -	\$ -	\$ -	\$ 4,558.60
Academic Awards Lunch/Reception	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bank Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32.25	\$ -	\$ 32.25
Battle of the Books (Sequoyah books)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 145.16	\$ -	\$ -	\$ -	\$ 145.16
Bruin Bash Expenses (8th Grade)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,267.77	\$ -	\$ 2,267.77
Candygrams	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205.19
Central Madness Event	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Central T-Shirts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Christmas Bags	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,764.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,764.53
Classified Personnel Door Prizes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clothes Closet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cub Café	\$ -	\$ -	\$ -	\$ 1,738.88	\$ 715.03	\$ -	\$ 382.08	\$ 195.41	\$ 339.34	\$ 483.77	\$ 413.02	\$ -	\$ 4,267.53
Math Counts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180.00
Park Day - last day of school party	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Principal's Discretionary Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188.05	\$ -	\$ -	\$ -	\$ 226.24	\$ -	\$ 414.29
Sam's Membership/Misc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 167.91	\$ (167.91)	\$ -	\$ -	\$ -	\$ -	\$ -
Spelling Bee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tax Preparation Fee	\$ -	\$ -	\$ -	\$ -	\$ 257.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 257.50
Teacher Appreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 809.73	\$ 998.75	\$ -	\$ -	\$ -	\$ -	\$ 1,808.48
Teacher Luncheons/Hospitality	\$ -	\$ -	\$ -	\$ -	\$ 293.50	\$ 114.27	\$ -	\$ -	\$ -	\$ 90.56	\$ -	\$ 289.53	\$ 787.86
Teacher Requests/Teaching Supplements	\$ -	\$ -	\$ -	\$ 209.50	\$ -	\$ 107.88	\$ 143.99	\$ 75.00	\$ 87.12	\$ 359.76	\$ 295.62	\$ 120.12	\$ 1,398.99
Testing Snacks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Writing Contest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Teacher's 5k Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses</b>	\$ 460.00	\$ -	\$ -	\$ 1,948.38	\$ 3,101.36	\$ 4,191.87	\$ 2,071.76	\$ 1,383.05	\$ 4,188.42	\$ 2,260.34	\$ 3,234.90	\$ 409.65	\$ 23,249.73

<b>Net Income</b>	\$ (362.90)	\$ -	\$ 250.00	\$ (1,073.72)	\$ (569.68)	\$ (841.27)	\$ 4,443.48	\$ 1,375.95	\$ (668.87)	\$ (609.64)	\$ 3,622.83	\$ 532.30	\$ 5,898.48
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Bank Reconciliation  
 CPSG 2024-2025 School Year

	Books	Bank	Difference	Open Items	Difference After Open Items
Beginning Balance 7/1/2024	\$ 44,396.52	\$ 45,012.18	\$ (615.66)	\$ 615.66	\$ (0.00)
CPSG Income	\$ 29,148.21				
CPSG Expense	\$ (23,249.73)				
Ending Balance 6/30/2025	\$ 50,295.00	\$ 50,704.65	\$ (409.65)	\$ 409.65	\$ (0.00)

Outstanding Checks on 7/1/2024

Check #2105     \$     615.66

Outstanding Checks on 6/30/2025

Check #2138     \$     289.53

Check #2139     \$     120.12

                      
 \$     409.65

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

Name of Organization/Association: Madison Middle School PSA

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025**

Beginning Cash Balance, July 1, 2024 \$21,149.55

Collections:

Merchandise Sales, Etc.	\$ _____
Donations	\$ _____
Dues/Fees	\$ _____
Fundraisers (list all – use add'l pgs if needed)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \$64,996.32

Expenditures: Financial Activity Categories attached on seperate page.

Reimbursements	\$ _____
Supplies/Materials	\$ _____
Advertising	\$ _____
Equipment	\$ _____
Donations/Contributions	\$ _____
Fundraisers (list all – use add'l pgs if needed)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$58,144.02

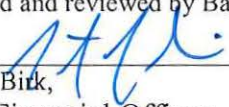
Ending Cash Balance, June 30, 2025 \$28,001.85

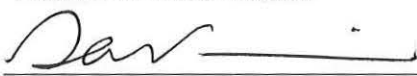
**\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.**

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

<u>Casey Tate</u>	<u>09/17/2025</u>
Officer/Director	Date
Treasurer	
Title	

Received and reviewed by Bartlesville Public Schools:

<u></u>	<u>10-15-25</u>
Preston Birk,	Date
Chief Financial Officer	

<u></u>	<u>10/15/25</u>
Sara Vermeire,	Date
Business Manager	

BARTLESVILLE PUBLIC SCHOOLS

APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 09/17/2025

Select One: Initial Application \_\_\_\_\_ Renewal X

Name of Sanctioned Organization

Madison Middle School PSA

Organization's Official Email

Madisonmspsa@gmail.com

Organization's Taxpayer ID #

82-2468315

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

Rebecca Wright - President - 405-612-9423

Emily Towers - Secretary - 918-440-6661

Casey Tate - Treasurer - 918-972-9131

Alana Murphy - Communications - 620-755-4565

Leah Dennis- Staff Liaison - 918-397-3203

Amy Soto - Vice President - 918-440-4420

Describe Organization's Purpose, Goals and Benefits to District Students:

To sponsor, organize, and /or support school events, fundraising efforts, and school  
and school activities that enhance and enrich our students educational, social, and  
developmental experiences at Madison Middle School.

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

http://www.facebook.com/madison.psa

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:

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

Madison Middle School PSA  
Applicant (Organization Name)

By: Casey Tate

Date: 09/17/2025

## BARTLESVILLE PUBLIC SCHOOLS

### Organization/Association Insurance Coverage Information

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

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

Organization/Association Name: Madison Middle School PSA

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

Completed by: Casey Tate Date: 09/17/2025

Madison Middle School PSA Financial Activity  
School Year 2024-2025

Row Labels	Sum of Credit	Sum of Debit
<b>Expense</b>		<b>-58144.02</b>
Expense : 8th Grade Farewell		-869.85
Expense : Art kits		-1312.7
Expense : Change for concessions or event		-4545
Expense : Concessions		-3114.43
Expense : Fall Fest		-3094.45
Expense : Field Trip Cost		-4170
Expense : Field Trip Transportation		-3088.64
Expense : Food for Staff		-858.88
Expense : I heart Madison		-2609.84
Expense : Lisa Johnson Award		-900
Expense : Other		-622.41
Expense : Painted Mustang Run		-10728.1
Expense : Painted Mustang Run - Concessions		-1672.69
Expense : Returned Check Fee		-48
Expense : Scholastic Book Fair		-3382.16
Expense : Senior Walk Breakfast		-456.53
Expense : Student of the Month		-642
Expense : Teacher Appreciation Gift		-7599.3
Expense : Teacher Reimbursement		-361.7
Expense : Teacher Supply Request		-7651.81
Expense : Valentines grams		-296
Expense : Housing : Supplies		-119.53
<b>Income</b>	<b>64996.32</b>	
Income : Art kit	1036	
Income : Change for concessions or event repay	7251.01	
Income : Fall Fest	3717	
Income : Field Trip	5216.8	
Income : Grant or Donation	752.4	
Income : I heart Madison	4445.49	
Income : Matching Grant	910.31	
Income : Other	844.62	
Income : Painted Mustang Run - Concessions	3394	
Income : Painted Mustang Run - Donation	8050	
Income : Painted Mustang Run - Registration	22536	
Income : Refund or Return	507.93	
Income : Scholastic book fair	3382.27	
Income : Shirt shop sales	1464.76	
Income : Student Teacher Event	1487.73	
<b>Grand Total</b>	<b>64996.32</b>	<b>-58144.02</b>

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

Name of Organization/Association: BUS PEG

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025**

Beginning Cash Balance, <sup>AUG</sup> July 1, 2024 \$ 23,345.81

Collections:

Merchandise Sales, Etc.	\$ _____
Donations	\$ _____
Dues/Fees	\$ _____
Fundraisers (list all – use add'l pgs if needed)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections SEE Attached \$ 26,890.28

Expenditures:

Reimbursements	\$ _____
Supplies/Materials	\$ _____
Advertising	\$ _____
Equipment	\$ _____
Donations/Contributions	\$ _____
Fundraisers (list all – use add'l pgs if needed)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 35,695.24

Ending Cash Balance, by 31, 2025 \$ 14,540.89

**\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.**

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

Cym Wraff 8/4/25  
Officer/Director Date  
Treasurer

Received and reviewed by Bartlesville Public Schools:

APB 10-15-25  
Preston Birk, Date  
Chief Financial Officer

Sara Vermeire 10/15/25  
Sara Vermeire, Date  
Business Manager

BARTLESVILLE PUBLIC SCHOOLS

APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 8/4/25      Select One: Initial Application \_\_\_\_\_ Renewal

Name of Sanctioned Organization BHS PSG

Organization's Official Email bhspsgtreasurer@gmail.com

Organization's Taxpayer ID # 73-1333467

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

(see attached) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Organization's Purpose, Goals and Benefits to District Students:

To support BHS in the development of foundational skills that enable students to become life-long learners & seekers of excellence.

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

BHS Parent Support Group- Facebook  
Hardcopies of Financial documents are kept at the school

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:

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

BHS PEG

Applicant (Organization Name)

By:

Cindy Kelly

Date:

8/4/25

Cindy Kelly, Treasurer

**BARTLESVILLE PUBLIC SCHOOLS**  
Organization/Association Insurance Coverage Information

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

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

Organization/Association Name: \_\_\_\_\_

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

Completed by: Conley Date: 8/1/25

Bartlesville High School PSG

Board Members for 2024/2025

Position	Name	Contact Info
Co-President	Lori Eads	918-815-3005
Co-President	Donna Keffer	918-409-7006
Vice President	Carey Auschwitz	918-397-3779
Secretary	Stacey Parsley	832-216-2597
Treasurer	Cindy Wray	918-332-6085

BHS PSG  
 Budget vs Actuals  
 as of July 31, 2025

Arvest Bank Balance as of 7/31/2024 23,345.81

	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	YTD	BUDGET	VARIANCE	NOTES
<b>Income</b>																
PawMart Sales	3.50	291.50	525.00	1,175.50	356.80	662.50	385.25	68.00	735.10	235.25			4,438.40	3,000.00	1,438.40	1 General Fund
Other Fundraisers									300.00				300.00	3,000.00	(2,700.00)	1 General Fund
Senior Parking Lot Painting Fees	200.00											3,800.00	4,000.00	3,400.00	600.00	11,13 General Fund
Senior T-Shirt Sales						600.00							600.00	1,250.00	(650.00)	11 General Fund
Matching Funds and Grants													-	500.00	(500.00)	1 General Fund
Unrestricted Donations	25.00	125.00	50.00	100.00	25.00	43.35			(1,400.00)	0.01	100.00		(931.64)	-	(931.64)	2 General Fund
Restricted Donations													-	-	-	2 Various
Art Fund Donations/Income								3,425.02	872.50				4,297.52	1,000.00	3,297.52	1 Art Kits
Senior Breakfast Donations													-	500.00	(500.00)	1 Senior Bkfst
Project Grad Donations								3,575.00	(17.50)	1,571.00			5,128.50	9,700.00	(4,571.50)	1 Proj Grad
After Prom Donations								3,675.00	5,382.50				9,057.50	8,700.00	357.50	1 After Prom
<b>Total Income</b>	<b>228.50</b>	<b>416.50</b>	<b>575.00</b>	<b>1,275.50</b>	<b>381.80</b>	<b>1,305.85</b>	<b>385.25</b>	<b>10,743.02</b>	<b>5,872.60</b>	<b>1,806.26</b>	<b>100.00</b>	<b>3,800.00</b>	<b>26,890.28</b>	<b>31,050.00</b>	<b>(4,159.72)</b>	
<b>Expenses</b>																
PawMart COGS		472.34	743.94	553.94	492.14				188.10				2,450.46	1,500.00	(950.46)	4 General Fund
Change		520.00								(520.00)			-	-	-	5 General Fund
Other Fundraisers													-	1,000.00	1,000.00	2 General Fund
Senior Parking Lot Painting Costs											1,012.00		1,012.00	1,025.00	13.00	11,13 Proj Grad
Senior T-shirts COGS						216.50							216.50	750.00	533.50	11 Proj Grad
Student Fun Days						665.00							665.00	2,250.00	1,585.00	6 General Fund
Student Council Convention		500.00											500.00	500.00	-	15 General Fund
Speech and Debate Tourney					500.00								500.00	500.00	-	16 General Fund
Teacher Requests/Lounge/Workroom			229.14						230.07	1,500.00			1,959.21	2,000.00	40.79	7,14 General Fund
Teacher Lunches										330.00			330.00	500.00	170.00	1 General Fund
Teacher Treats					68.86								68.86	250.00	181.14	1 General Fund
ACT Snacks													-	150.00	150.00	1 General Fund
Office Expenses		20.00		182.00									202.00	200.00	(2.00)	3 General Fund
Credit Card/Bank Fees	6.39	9.97	15.32	35.83	10.64	38.50	7.25	10.40	18.63	8.59		112.76	274.28	200.00	(74.28)	1 General Fund
Tax Prep Fees				257.50									257.50	250.00	(7.50)	8 General Fund
Art Fund Expenses		217.79						3,411.52	691.49				4,320.80	1,000.00	(3,320.80)	1 Art Kits
Senior Breakfast Costs													-	1,000.00	1,000.00	1 Senior Bkfst
Project Graduation Costs		100.00								11,079.58			11,179.58	11,200.00	20.42	1 Proj Grad
After Prom Costs						250.00			11,509.05				11,759.05	9,000.00	(2,759.05)	1 After Prom
<b>Total Expenses</b>	<b>6.39</b>	<b>1,840.10</b>	<b>988.40</b>	<b>1,029.27</b>	<b>1,071.64</b>	<b>1,170.00</b>	<b>7.25</b>	<b>3,421.92</b>	<b>12,637.34</b>	<b>12,398.17</b>	<b>-</b>	<b>1,124.76</b>	<b>35,695.24</b>	<b>33,275.00</b>	<b>2,420.24</b>	
<b>Net Income/(Loss)</b>	<b>222.11</b>	<b>(1,423.60)</b>	<b>(413.40)</b>	<b>246.23</b>	<b>(689.84)</b>	<b>135.85</b>	<b>378.00</b>	<b>7,321.10</b>	<b>(6,764.74)</b>	<b>(10,591.91)</b>	<b>100.00</b>	<b>2,675.24</b>	<b>(8,804.96)</b>	<b>(2,225.00)</b>		

Arvest Bank Balance as of 7/31/2025 14,540.85

Input Reconciled Bank Bal 14,540.85  
 Variance - <- s/b Zero

**BHS PSG  
FUND BALANCES  
as of July 31, 2025**

<b>Bank Balance</b>	
General Account	14,540.85
<b>Total</b>	<b>14,540.85</b>

<b>Restricted Funds</b>	<b>Beg Balance</b>	<b>Income</b>	<b>Expenses</b>	<b>End Balance</b>
Art Fund	1,297.45	4,297.52	4,320.80	1,274.17
Project Graduation	7,991.70	5,128.50	11,179.58	1,940.62
After Prom	4,721.64	9,057.50	11,759.05	2,020.09
<i>New Fund?</i>	-	-	-	-
<i>New Fund?</i>	-	-	-	-
<i>New Fund?</i>	-	-	-	-
<i>New Fund?</i>	-	-	-	-
<i>New Fund?</i>	-	-	-	-
<b>Total</b>	<b>14,010.79</b>	<b>18,483.52</b>	<b>27,259.43</b>	<b>5,234.88</b>
<b>Unrestricted Funds</b>				<b>9,305.97</b>

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

Name of Organization/Association: All Sports Booster Club

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025**

Beginning Cash Balance, July 1, 2024 \$ 173,185.06

Collections:

Merchandise Sales, Etc.	\$ <u>          </u>
Donations	\$ <u>71,021.45</u>
Dues/Fees	\$ <u>          </u>
Fundraisers (list all – use add'l pgs if needed)	\$ <u>277,718.4</u>
<u>Interest</u>	\$ <u>1,441.97</u>
_____	\$ _____
_____	\$ _____

Total Collections \$ 350,181.82

Expenditures:

Reimbursements	\$ _____
Supplies/Materials	\$ _____
Advertising	\$ _____
Equipment	\$ _____
Donations/Contributions	\$ _____
Fundraisers (list all – use add'l pgs if needed)	\$ _____
<u>Invalid Expense</u>	\$ <u>214.87</u>
<u>Office Expense</u>	\$ <u>4,359.64</u>
<u>Team Expense</u>	\$ <u>335,565.54</u>
<u>Expense Type TBD</u>	\$ <u>11,631.6</u>

Total Expenditures \$ 351,771.65

Ending Cash Balance, July, 2025 \$ 171,595.23

\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

*TJ Thomas*

10/15/25

\_\_\_\_\_  
Officer/Director Date

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Title

Received and reviewed by Bartlesville Public Schools:

*[Signature]* 10-15-25  
Preston Birk, Date  
Chief Financial Officer

*[Signature]* 10/15/25  
Sara Vermeire, Date  
Business Manager

BARTLESVILLE PUBLIC SCHOOLS

APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 10/13/25

Select One: Initial Application \_\_\_\_\_ Renewal

Name of Sanctioned Organization All Sports Booster Club

Organization's Official Email Bartlesville-ASBC@gmail.com

Organization's Taxpayer ID # 73-1198617

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

President: Chris Jones 918-397-7193      Treasurer: T Thomas 918-914-9446  
Secretary: Sheryl Decker 918-728-1834

Describe Organization's Purpose, Goals and Benefits to District Students:

To provide financial function to sports within BPS

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

Email distribution

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:  
**Sara Vermeire  
Bartlesville Public Schools  
1100 S. Jennings  
P.O. Box 1357  
Bartlesville, OK 74005-1357**

All Sports Booster Club  
Applicant (Organization Name)

By: TJ Thomas Date: 10/13/25

**BARTLESVILLE PUBLIC SCHOOLS**  
**Organization/Association Insurance Coverage Information**

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

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

Organization/Association Name: All Sports Booster Club

Type of Insurance	Insurer	Broker/ Agent	Coverage Limits	Deductibles/ Coinsurance
D+O	Philadelphia	Wasemiller		
Dishonesty Bond	Overman	Wasemiller		

Completed by: TJ Thomas Date: 10/13/25

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

Name of Organization/Association: BAAA - Bruin Quarterback Club

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025**

Beginning Cash Balance, July 1, 2024 \$ 46,151.91

Collections:

Merchandise Sales, Etc.	\$ _____
Donations	\$ _____
Dues/Fees	\$ _____
Fundraisers (list all – use add'l pgs if needed)	\$ <u>138,716.49</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \$ 138,716.49

Expenditures:

Reimbursements	\$ _____
Supplies/Materials	\$ _____
Advertising	\$ _____
Equipment	\$ _____
Donations/Contributions	\$ _____
Fundraisers (list all – use add'l pgs if needed)	\$ _____
_____	\$ _____
<u>Equip, meals, camps, team</u>	\$ <u>160,400.17</u>
<u>support.</u>	\$ _____
_____	\$ _____

Total Expenditures \$ \_\_\_\_\_

Ending Cash Balance, 6-30, 2025 \$ 24,468.23

\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

Chad Cox 10-8-25  
 Officer/Director Date  
President  
 Title

Received and reviewed by Bartlesville Public Schools:

At J. 10-15-25  
 Preston Birk Date  
 Chief Financial Officer

Sara Vermeire 10/15/25  
 Sara Vermeire, Date  
 Business Manager

BARTLESVILLE PUBLIC SCHOOLS

APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 10-8-25

Select One: Initial Application \_\_\_\_\_ Renewal

Name of Sanctioned Organization

Bartlesville Athletic Alumni Association  
dba Bartlesville Quarterback Club

Organization's Official Email

BraunQBCL@gmail.com

Organization's Taxpayer ID #

20-3808730

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

Chad Cox - President 918-327-3277

Marcy Frank - Secretary 405-202-5375

Chris Jones - Vice President 918-397-7193

Ty Kent - Parliamentarian 918-519-5727

Travis Stone - Treasurer 918-850-0013

Describe Organization's Purpose, Goals and Benefits to District Students:

Provide support for the Bartlesville High School Football program  
with meals, equipment and volunteers

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

braunFootball.com, Facebook - Bartlesville Braun Football

Facebook - Bartlesville Braun Football - Quarterback Club

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:

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

Bartlesville Athletic Alumni Association  
Applicant (Organization Name) *dba Bartlesville Bruin Quarterback Club*

By: Chad Cox Date: 10-8-25

**BARTLESVILLE PUBLIC SCHOOLS**  
Organization/Association Insurance Coverage Information



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

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

Organization/Association Name: Bartlesville Athletic Alumni Association

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

Completed by: Chad Cox Date: 10-8-25

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

Name of Organization/Association: Bartlesville HS Choir Boosters

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025**

Beginning Cash Balance, July 1, 2024 \$ 51,029.87

Collections: See attached

Merchandise Sales, Etc.	\$	_____
Donations	\$	_____
Dues/Fees	\$	_____
Fundraisers (list all – use add'l pgs if needed)	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

Total Collections \$ 95,092.68

Expenditures:

Reimbursements	\$	_____
Supplies/Materials	\$	_____
Advertising	\$	_____
Equipment	\$	_____
Donations/Contributions	\$	_____
Fundraisers (list all – use add'l pgs if needed)	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

Total Expenditures \$ 88,131.02

Ending Cash Balance, June 30, 2025 \$ 57,991.53

\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

Suzanne Ortiz, LDO 8/21/25  
 Officer/Director Date  
Treasurer  
 Title

Received and reviewed by Bartlesville Public Schools:  
Attk 10-15-25  
 Preston Birk, Date  
 Chief Financial Officer

Sara Vermeire 10/15/25  
 Sara Vermeire, Date  
 Business Manager

BARTLESVILLE PUBLIC SCHOOLS

APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 8/21/25

Select One: Initial Application \_\_\_\_\_ Renewal

Name of Sanctioned Organization

Bartlesville High School Choir Boosters, Inc  
(w/ Madison MS Choir Boosters + Central MS Choir Boosters)

Organization's Official Email

bhs.treasurer19@gmail.com

Organization's Taxpayer ID #

73-7228149

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

President: Chelsea Pendergraft, (918) 397-3012    Staff: Tamara Walker, (918) 917-1310  
VP: Suzanne Prevost, (918) 327-2437    Secretary: Rachel Miller, (620) 515-3939  
Treas: Suzanne Ortiz, (918) 607-9949

Describe Organization's Purpose, Goals and Benefits to District Students:

We provide organizational, financial & volunteer support for the  
recital music program of BPS. The choir boosters handle such tasks  
as uniform distribution, fundraisers, escrow accounts, trip  
planning, special programs, & we provide general support to recital  
music staff.

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

Dates, times & places are on district calendar as well as  
our facebook page. Newly acquired website bartlesvillechoir.com  
also lists the information. Secretary keeps official copies of  
minutes, & they are also available on our website.

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:

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

Bartlesville High School Choir Boosters, Inc.  
Applicant (Organization Name)

By: [Signature], Treas. Date: 8/21/25

**BARTLESVILLE PUBLIC SCHOOLS**  
Organization/Association Insurance Coverage Information



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

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

Organization/Association Name: Bartlesville High School Choir Boosters, Inc.  
(with Central Middle School Choir Boosters  
& Madison Middle School (Choir Boosters))

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

Completed by: Suzanne Ortiz, Treas. Date: 8/21/25

Profit and Loss - Fiscal 2024-2025  
 Bartlesville High School Choir Boosters, Inc.  
 July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
<b>Income</b>	
Audition Fee Income	1,650.00
Banquet Income	2,030.00
Bingo Fundraiser	8,077.00
Country Meats Fundraiser income	4,299.20
Donations	15,189.18
FanPledge Income	2,528.75
Fundraiser	11,458.00
Interest Income	494.16
Musical Income	30,456.38
Sheets4Kids Fundraiser	1,190.00
Student/Audition Fees	17,720.01
<b>Total for Income</b>	<b>\$95,092.68</b>
<b>Cost of Goods Sold</b>	
Fundraising expenses	\$9,199.48
Country Meats Fundraiser Expense	944.00
Sheets4Kids Fundraiser expense	780.00
<b>Total for Fundraising expenses</b>	<b>\$10,923.48</b>
<b>Total for Cost of Goods Sold</b>	<b>\$10,923.48</b>
<b>Gross Profit</b>	<b>\$84,169.20</b>
<b>Expenses</b>	
Advertising & Marketing	54.45
All-State/DHC Expense	10.00
Audition Expense	3,704.00
Bank Charges & Fees	\$8.00
Square fees	6.82
<b>Total for Bank Charges &amp; Fees</b>	<b>\$14.82</b>
Banquet/Awards	2,714.26
Contest Expense	3,851.61
Director/Clinician Expense	466.71
Honor Choir Expense	3,601.94
Legal & Professional Services	595.00
Meals & Entertainment	184.47
Miscellaneous Supplies	1,204.37
Music	1,223.73
Musical Expense	26,324.93
Musician Expense	228.44
Office Supplies & Software	912.91
Other Business Expenses	192.00
Postage	43.31

Profit and Loss - Fiscal 2024-2025  
 Bartlesville High School Choir Boosters, Inc.  
 July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Reimbursable Expenses	150.00
Scholarship	2,000.00
Taxes & Licenses	65.00
Uniforms/Shirts	11,139.83
<b>Total for Expenses</b>	<b>\$58,681.78</b>
<b>Net Operating Income</b>	<b>\$25,487.42</b>
Other Income	
Other Expenses	
Trip expense	18,525.76
<b>Total for Other Expenses</b>	<b>\$18,525.76</b>
<b>Net Other Income</b>	<b>-\$18,525.76</b>
<b>Net Income</b>	<b>\$6,961.66</b>

*Includes \$3,375 -  
 in outstanding checks  
 Report attached*

# Check Detail Report

Bartlesville High School Choir Boosters, Inc.

June 1, 2024-August 28, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
NON-PROFIT NON-INT CHECKING (9241) - 1						
235 06/30/2024	Check	2546	Missouri State University		Uncleared	-500.00
108 04/27/2025	Expense	2471	Ben Pauls		Uncleared	-500.00
234 06/02/2025	Check	2553	SNU		Uncleared	-375.00
236 06/30/2025	Check	2555	Oklahoma State University		Uncleared	-1,000.00
237 06/30/2025	Check	2556	Oklahoma State University		Uncleared	-500.00
238 06/30/2025	Check	2557	University of Oklahoma		Uncleared	-500.00
242 08/28/2025	Check	2558	Brigham Young University		Uncleared	-500.00

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

Name of Organization/Association: Bartlesville Orchestra Booster Club

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025**

Beginning Cash Balance, July 1, 2024 \$ 9352.95

Collections:

Merchandise Sales, Etc.	\$	
Donations	\$	<u>1250.00</u>
Dues/Fees	\$	<u>9643.95</u>
Fundraisers (list all – use add'l pgs if needed)	\$	<u>6266.05</u> cheesecake
Blue and Gold	\$	<u>8145.71</u>
Butter Braids	\$	<u>\$16725.68</u>
Fan Pledge	\$	<u>3770</u>

Total Collections \$ 45801.39

Expenditures:

Reimbursements	\$	
Supplies/Materials	\$	<u>\$1408.45</u>
Advertising	\$	<u>\$50.00</u> (group Photo)
Equipment	\$	
Donations/Contributions	\$	<u>\$431.00</u>
Fundraisers (list all – use add'l pgs if needed)	\$	<u>\$20304.87</u>
Trip Company/Europe	\$	<u>\$15362.88</u>
	\$	
	\$	

Total Expenditures \$ 37557.20

Ending Cash Balance, \$17597.14, 2025 \$ \$17597.14

**\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.**

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

Kim Cauthen/Rhonda Carr

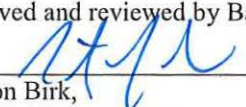
9/09/2025

Officer/Director  
 Booster Club President

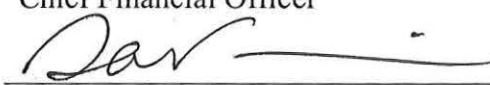
Date

Title

Received and reviewed by Bartlesville Public Schools:

  
 Preston Birk,  
 Chief Financial Officer

10-15-25  
 Date

  
 Sara Vermeire,  
 Business Manager

10/15/25  
 Date

# BARTLESVILLE PUBLIC SCHOOLS

## APPLICATION FOR SANCTIONING

### UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 09/09/2025 Select One: Initial Application  Renewal

Name of Sanctioned Organization Bartlesville Orchestra Booster Club

Organization's Official Email Carri@bps-ok.org

Organization's Taxpayer ID # 93-4901064

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

<u>Kim Cauthen</u>	<u>918 8410268</u>	<u>Ashton Barnes - staff</u>
<u>Keeli Droege</u>	<u>918 694-8509</u>	<u>Rhonda Carr - staff</u>
<u>Cara Vivian</u>	<u>502-290-8849</u>	

Describe Organization's Purpose, Goals and Benefits to District Students:

Bartlesville Orchestra Booster Club is a club organized to aid string students in their efforts to raise funds for field trips, contest fees, all state registration and housing, accompanists for district and state contests and the overall program with needed support.

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

Meetings are held quarterly in the orchestra room A-011, BHS.

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:

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

Bartlesville Orchestra Booster Club

\_\_\_\_\_  
Applicant (Organization Name)

By: Rhonda Carr/Kim Cauthen

Date: 9/9/2025

**BARTLESVILLE PUBLIC SCHOOLS**  
**Organization/Association Insurance Coverage Information**

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

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

Organization/Association Name: Bartlesville Orchestra Booster Club

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

Completed by: Rhonda Carr Date: 9/9/2025

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

Name of Organization/Association: Bartlesville Cheer Booster Club

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025**

Beginning Cash Balance, July 1, 2024 \$ 20,741.10

Collections:	
Merchandise Sales, Etc.	\$ <u>145.00</u>
Donations	\$ <u>2,427.35</u>
Dues/Fees	\$ <u>32,030.36</u>
Fundraisers (list all – use add'l pgs if needed)	\$ <u>38,692.33</u>
<u>see attached</u>	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \$ 73,295.04

Expenditures:	
Reimbursements	\$ <u>110.78</u>
Supplies/Materials	\$ <u>64,630.73</u>
Advertising	\$ _____
Equipment	\$ <u>3,373.77</u>
Donations/Contributions	\$ _____
Fundraisers (list all – use add'l pgs if needed)	\$ <u>1,930.11</u>
<u>see attached</u>	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 81,495.39

Ending Cash Balance, June 30, 2025 \$ 6,540.75

\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

Morgan Frank 9/5/25  
 Officer/Director Date  
Treasurer  
 Title

Received and reviewed by Bartlesville Public Schools:

APB 10-15-25  
 Preston Birk Date  
 Chief Financial Officer

Sara Vermeire 10/15/25  
 Sara Vermeire, Date  
 Business Manager

# BARTLESVILLE PUBLIC SCHOOLS

## APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: \_\_\_\_\_

Select One: Initial Application \_\_\_\_\_ Renewal

Name of Sanctioned Organization

Bartlesville Cheer Booster Club

Organization's Official Email

brcincheerleader@gmail.com

Organization's Taxpayer ID #

20-1761789

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

Donica Johnson - Pres - 918-914-0201 Kealy Chapman - Secretary - 918-214-0

Dani Hagerl - VP - 918-766-2992 \_\_\_\_\_

Meghan Franks - Treas. - 918-331-8953 \_\_\_\_\_

Justine Dyer - Treas. 918-886-1419 \_\_\_\_\_

Describe Organization's Purpose, Goals and Benefits to District Students: .

we will develop, encourage and maintain an enthusiastic interest and cooperation among, parents, cheerleaders, BHS students and members of the community

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

Tuesday or Wednesdays (first week of month) at 5:30pm  
depending on availability of board members and  
fine arts center Hospitality room. minutes can be  
found on Board or located with any member of  
the board and can be emailed immediately.

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:

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

Bartlesville Cheer Booster Club  
Applicant (Organization Name)

By:

Megan Branes

Date:

9/5/25

**BARTLESVILLE PUBLIC SCHOOLS**  
**Organization/Association Insurance Coverage Information**

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

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

Organization/Association Name: Bartlesville Cheer Booster Club

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

Completed by: Megan Tracy Date: 9/5/25

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

Name of Organization/Association: Bartlesville Bruins Special Athletic Assoc.

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025**

Beginning Cash Balance, July 1, 2024 \$ 8,065.00

Collections:

Merchandise Sales, Etc.	\$
Donations	<u>\$ 291.30</u>
Dues/Fees	\$
Fundraisers (list all – use add'l pgs if needed)	\$
Poker Run	<u>\$ 886.59</u>
	\$
	\$

Total Collections \$ 1,177.89

Expenditures:

Reimbursements	\$
Supplies/Materials	<u>\$ 105.14</u>
Advertising	\$
Equipment	<u>\$ 207.66</u>
Donations/Contributions	\$
Fundraisers (list all – use add'l pgs if needed)	\$
	\$
meals for athletes, mentors/coaches	<u>\$ 2,843.66</u>
uniforms	<u>\$ 656.78</u>
event registration	<u>\$ 133.81</u>

Total Expenditures \$ 3,947.05

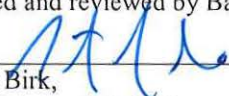
Ending Cash Balance, 6.30.25, 2025 \$ 5,295.85

**\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.**

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

<u>Susan Droz</u>	<u>9.2.25</u>
Officer/Director	Date
President	
Title	

Received and reviewed by Bartlesville Public Schools:

<u></u>	<u>10-15-25</u>
Preston Birk,	Date
Chief Financial Officer	

<u></u>	<u>10/15/25</u>
Sara Vermeire,	Date
Business Manager	

BARTLESVILLE PUBLIC SCHOOLS

APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 9.2.25

Select One: Initial Application \_\_\_\_\_ Renewal xx

Name of Sanctioned Organization

Bartlesville Bruins Special Athletics Assoc

Organization's Official Email

susan.droz@att.net

Organization's Taxpayer ID #

81-4360624

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

Susan Droz, President

Susan Droz, Treasurer

Nadia Jackson, Head Coach

Describe Organization's Purpose, Goals and Benefits to District Students:

Our purpose is to be the support arm for the BPS Special Olympics team, by providing fundraising efforts

or the team to travel to and compete at events. These events are local and out of town, so funding is critical to the success of the program. Unfortunately, there is minimal parent involvement/support

financially or otherwise.

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

on the BPS Special Olympics site

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:

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

Bartlesville Bruind Special Athletics ASsoc.

Applicant (Organization)

Name) By: Susan Droz

Date: 9.2.25

**BARTLESVILLE PUBLIC SCHOOLS**  
**Organization/Association Insurance Coverage Information**

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

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

Organization/Association Name: \_\_\_\_\_

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

Completed by: Susan Droz Date: 9.2.25



BARTLESVILLE PUBLIC SCHOOLS

APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 8/26/25

Select One: Initial Application  Renewal

Name of Sanctioned Organization

Bartlesville High School Wrestling Booster Club, Inc.

Organization's Official Email

\_\_\_\_\_

Organization's Taxpayer ID #

33-3710977

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

Kari McCloud, President 316-650-2015

Kimmy Hough, Secretary 918-332-0874

Cory Snelson, Vice-President 918-740-6620

Morgan Remus, Boys Coordinator 918-977-0238

Stephanie Richardson, Treasurer 405-612-6477

Describe Organization's Purpose, Goals and Benefits to District Students:

The purpose of the club is to lend support to the high school and junior high wrestling program both financially and non-financially through organizing fundraisers, sharing team news such as camps and activities, and assisting the coaches with planning and execution of long-term goals such as equipment purchases and other ways to grow the program.

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

Facebook: Bartlesville Wrestling - Bruins Take Down Club

also links to Bartlesville High School Wrestling facebook and reminds from coaches

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:

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

Bartlesville High School Wrestling Booster Club, Inc.

Applicant (Organization Name)

By: Kay McCloud, President Date: 8/25/2025

**BARTLESVILLE PUBLIC SCHOOLS**  
**Organization/Association Insurance Coverage Information**

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

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

Organization/Association Name: Bartlesville High School Wrestling Booster Club, Inc.

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

Completed by: Kari McClain Date: 8/25/2025



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

BARTLESVILLE HIGH SCHOOL WRESTLING  
BOOSTER CLUB INC  
C/O KARI MCCLOUD  
24100 N 3965 RD  
BARTLESVILLE, OK 74006

Date:  
04/24/2025  
Employer ID number:  
33-3710977  
Person to contact:  
Name: Ms. Green  
ID number: 0195987  
Telephone: (877) 829-5500  
Accounting period ending:  
June 30  
Public charity status:  
509(a)(2)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
February 28, 2025  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053476007885

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

OFFICE OF THE SECRETARY OF STATE



**NOT FOR PROFIT  
CERTIFICATE OF INCORPORATION**

*WHEREAS, the Not For Profit Certificate of Incorporation of*

**BARTLESVILLE HIGH SCHOOL WRESTLING BOOSTER CLUB,  
INC.**

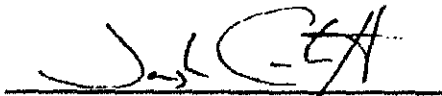
*has been filed in the office of the Secretary of State as provided by the laws of the State of Oklahoma.*

*NOW THEREFORE, I, the undersigned, Secretary of State of the State of Oklahoma, by virtue of the powers vested in me by law, do hereby issue this certificate evidencing such filing.*

*IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the Great Seal of the State of Oklahoma.*



*Filed in the city of Oklahoma City this  
28th day of February, 2025.*

  
Secretary of State

## Bartlesville High School Wrestling Booster Club By-Laws updated 8/25/25

Keep complete and accurate books and records; including bank statements, receipts budgets, invoices, and purchase orders, inventory records, paid receipts and canceled checks; showing each activity separately

Keep a current backup copy of all electronic financial records

Issue a receipt of all cash monies received and deposited on a weekly basis

Maintain signatory authority on the bank account

Reconcile all bank statements and resolve discrepancies with the bank immediately

Present a financial report at each Club Board meeting and each General Membership meeting

Maintain records pertaining to the tax-exempt status of the organization

Submit Bartlesville Public Schools Sanctioning paperwork for Booster Clubs by the date due.

File IRS form 990-N (e-postcard) by the 15th day of the 5th month following the end of the organization's fiscal year

Provide other reports to school administrators and district personnel as requested.

### **Fundraising Chair:**

Act as the coordinator for all fundraising events

Handle volunteer sign-ups for events

Communicate to Head Coach, student athletes and others for marketing through Facebook pages and other social media outlets

### **Girls Program Coordinator:**

Act as liaison between Club Board and Girls program coaches, parents and participants

Must be a parent/guardian of a participant in the girls' program

Head of the Girls Program Committee

### **Boys Program Coordinator:**

## Bartlesville High School Wrestling Booster Club By-Laws updated 8/25/25

Act as liaison between Club Board Boys program coaches, parents and participants

Must be a parent/guardian of a participant in the boys' program

Head of the Boys Program Committee

### Section 3: Committees

The following committees will exist to assist the Club Board and the coaching staff in support of the wrestling program. They may include but are not limited to:

- Fundraising (Board position)
- Camps
- State/Junior High State
- Tournament
- Membership
- Girls Program (Board position)
- Boys Program (Board position)

The Club Board Officers with advice of the Head Wrestling Coach shall create committees as is deemed necessary to carry out the work of the Club. The president shall appoint chairpersons of committees with the advice of the Head Wrestling Coach and majority concurrence of the other board members.

### Section 4: Records Retention Policy

Records will be kept for a period of 10 years for audit purposes. Records will be turned over to the new Secretary and Treasurer within 30 days of the date of the election.

## Article VI: Meetings

### Section 1:

Meetings of the Club Board and Club General Membership will be held at least every other month during the school year. Meetings will only be held during the summer months as deemed necessary by the President and/or Head Wrestling Coach. The Bartlesville High School Wrestling Facebook page will maintain the official meeting schedule. Items to be

Individual expenditures in the approved budget shall be authorized in the budget meetings of the Club Board.

### **Unbudgeted Items**

Any expenditure not addressed in the budget or any purchase that exceeds a budgeted item by the dollar amount listed shall be authorized as follows:

Under \$500 - Agreement of any two Club Board Members

Over \$500 - Simply majority vote of the Club Board

All approvals that require more than one Board Member may be made verbally or via email to facilitate expediency of business and shall be followed up in writing via email to the Treasurer, preferably within 5 business days but no later than the next Club Board meeting.

To be considered for reimbursement, all purchases require presentation of a receipt in the amount of the expenditure showing detail for the item(s) purchased and approval of Head Coach.

### **Section 3: Handling of Monies**

The rules for handling money are listed below. These rules apply to all forms of money including parent payments, individual donations, sponsorships, and/or fundraiser profits.

Checks for the Club bank account(s) require 2 signatures, one of which should be the Club Treasurer. The two signatures cannot be spouses or close family members.

Preferred method of payment for all Club expenditures is direct payment from Club accounts (check or debit card).

All use of Club funds shall be substantiated with a receipt turned in to the Treasurer within 10 days of purchase.

Authorized users lists for any Club Debit card(s) shall be maintained in writing with the Club Treasurer and approved by the Club Board.

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

Name of Organization/Association: Operation Eagle Indian Education Association

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025**

Beginning Cash Balance, July 1, 2024 \$ 9,522.37

Collections:

Merchandise Sales, Etc.	<u>\$ 11,442.08</u>
Donations	<u>\$ 3,000.00</u>
Dues/Fees	<u>\$</u>
Fundraisers (list all – use add'l pgs if needed)	<u>\$</u>
_____	<u>\$</u>
_____	<u>\$</u>
_____	<u>\$</u>

Total Collections \$ 14,442.09

Expenditures:

Reimbursements	<u>\$ 6,084.00</u>
Supplies/Materials	<u>\$ 4,177.00</u>
Advertising	<u>\$</u>
Equipment	<u>\$</u>
Donations/Contributions	<u>\$</u>
Fundraisers (list all – use add'l pgs if needed)	<u>\$</u>
_____	<u>\$</u>
Sunfest-Tacos	<u>\$ 4,680.00</u>
_____	<u>\$</u>
_____	<u>\$</u>

Total Expenditures \$ 14,941.30

Ending Cash Balance, June 30, 2025 \$ 9,023.08

**\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.**

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

*Stevan Hovse* 9/2/25  
 Officer/Director Date  
President  
 Title

Received and reviewed by Bartlesville Public Schools:

*St. Birk* 10-15-25  
 Preston Birk, Date  
 Chief Financial Officer

*Sara Vermeire* 10/15/25  
 Sara Vermeire, Date  
 Business Manager

# BARTLESVILLE PUBLIC SCHOOLS

## APPLICATION FOR SANCTIONING

### UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 9/2/25 Select One: Initial Application \_\_\_\_\_ Renewal X

Name of Sanctioned Organization Operation Eagle Indian Education Association

Organization's Official Email donnellj@bps-ok.org

Organization's Taxpayer ID # 20-1449072

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

Steva House, 918-534-6152, President Sarah Daniels, Secretary, 918-931-0306

Geramey Cable, 918-886-2477, Vice-President Brandon Daniels, member, 918-530-2875

Sarah Winlock, 918-914-0727, Treasurer Tasha Posch, member, 918-914-0088

Describe Organization's Purpose, Goals and Benefits to District Students:

The Indian Education Association is a component of the Title VI Indian Education grant. The association aids in the development of the grant by seeing that the cultural and academic needs are met. The association keeps a bank account for money that can be used for specific cultural events not involved with the school program.

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

Monthly newsletters are sent to parents of Native American students enrolled at Bartlesville

Public School. Operation Eagle also has a facebook page.

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:

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

Operation Eagle Indian Education Association

Applicant (Organization Name)

By: Sara House

Date: 9/2/25

**BARTLESVILLE PUBLIC SCHOOLS**  
**Organization/Association Insurance Coverage Information**

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

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

Organization/Association Name: Operation Eagle Indian Education Association

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

Completed by: Steve Hovze Date: 9/2/25

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

Name of Organization/Association: Bartlesville FFA Alumni & Supporters, Inc.

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025**

Beginning Cash Balance, July 1, 2024 \$ 1,225.76

Collections:

Merchandise Sales, Etc.	<u>\$ 2,073.35</u>
Donations	<u>\$ 305.00</u>
Dues/Fees	<u>\$ 0</u>
Fundraisers (list all – use add'l pgs if needed)	<u>\$ 0</u>
_____	<u>\$</u>
_____	<u>\$</u>
_____	<u>\$</u>

Total Collections \$ 2,378.35

Expenditures:

Reimbursements	<u>\$ 0</u>
Supplies/Materials	<u>\$ 28.00</u>
Advertising	<u>\$ 0</u>
Equipment	<u>\$ 0</u>
Donations/Contributions	<u>\$ 0</u>
Fundraisers (list all – use add'l pgs if needed)	<u>\$ 0</u>
_____	<u>\$</u>
_____	<u>\$</u>
_____	<u>\$</u>

Total Expenditures \$ 28.00

Ending Cash Balance, June 30, 2025 \$ 3,576.11

**\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.**

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

*Marty Jones* 08/01/25

Officer/Director Date

\_\_\_\_\_  
Title

Received and reviewed by Bartlesville Public Schools:

*AtW* 10-15-25

Preston Birk, Date  
Chief Financial Officer

*Sara* 10/15/25

Sara Vermeire, Date  
Business Manager

BARTLESVILLE PUBLIC SCHOOLS

APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 08/01/25 Select One: Initial Application \_\_\_\_\_ Renewal X

Name of Sanctioned Organization Bartlesville FFA Alumni & Supporters, Inc.

Organization's Official Email bartlesvilleffaalumni@gmail.com

Organization's Taxpayer ID # 86-1354118

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

Adysen Flood - President - 918-214-7151

Marty Jones - Advisor - 918-798-7752

Sara Erwin - VP -918-440-1874

Cameron Dale - Adv. - 405-919-7842

Kimmy Hough Secretary/Treas. - 918-332-0874

Describe Organization's Purpose, Goals and Benefits to District Students:

The purpose of this society shall be to support and promote the FFA, FFA activities, and agricultural education on local, state and national levels;

to provide engagement opportunities to former FFA members and supporters of FFA and agricultural education; to promote greater knowledge

of the agricultural industry and support education in agriculture; to cooperate with the local FFA chapter, and FFA at the state and national level;

to promote and maintain an appreciation of the American free enterprise system; and to promote the personal development aspect of FFA.

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

Facebook and Bartlesville Agricultural Center

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:

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

Bartlesville FFA Alumni & Supporters, Inc.

Applicant (Organization Name)

By: Marty Jones Date: 08/01/25

**BARTLESVILLE PUBLIC SCHOOLS**  
Organization/Association Insurance Coverage Information



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

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

Organization/Association Name: \_\_\_\_\_

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

Completed by:     Marty Jones     Date:     08/01/25

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

Name of Organization/Association: Bartlesville FFA Booster Club, Inc.

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025**

Beginning Cash Balance, July 1, 2024 \$ 31,259.36

Collections:

Merchandise Sales, Etc.		\$ 46,155.43
Donations		\$ 5,058.68
Dues/Fees		\$ 0
Fundraisers (list all – use add'l pgs if needed)		\$ 0
FFA Jackets		\$ 26.00
Leadership Conferences		\$ 5,075.00
		\$ 0

Total Collections \$ 56,315.11

Expenditures:

Reimbursements		\$ 10,899.09
Supplies/Materials		\$ 1,063.14
Advertising		\$ 0
Equipment		\$ 0
Donations/Contributions		\$ 38,400.00
Fundraisers (list all – use add'l pgs if needed)		\$ 0
		\$ 0
Student Contests/Meals/Conf.		\$ 5,910.99
Business Expenses		\$ 345.00
Professional Development		\$ 1,545.87

Total Expenditures \$ 58,164.09

Ending Cash Balance, June 30, 2025 \$ 29,410.38

**\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.**

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

*Marty Jones*

Officer/Director 08/01/25  
Date

Title

Received and reviewed by Bartlesville Public Schools:

*Atti*

Preston Birk, 10-15-25  
 Chief Financial Officer Date

*Sara Vermeire*

Sara Vermeire, 10/15/25  
 Business Manager Date

# BARTLESVILLE PUBLIC SCHOOLS

## APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 08/01/25

Select One: Initial Application \_\_\_\_\_ Renewal X

Name of Sanctioned Organization

Bartlesville FFA Booster Club, Inc.

Organization's Official Email

bartlesvilleffaclub@gmail.com

Organization's Taxpayer ID #

87-2580751

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

Marty Jones - President - 918-798-7752

Cameron Dale - Sec./Treas. - 405-919-7842

Adysen Grindle - VP - 918-214-7151

Describe Organization's Purpose, Goals and Benefits to District Students:

The purpose of this society shall be to support and promote the FFA, FFA activities, and agricultural education on local, state and national levels;

to provide engagement opportunities to former FFA members and supporters of FFA and agricultural education; to promote greater knowledge

of the agricultural industry and support education in agriculture; to cooperate with the local FFA chapter, and FFA at the state and national level;

to promote and maintain an appreciation of the American free enterprise system; and to promote the personal development aspect of FFA.

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

Facebook and Bartlesville Agricultural Center

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline the applicant, and the decision of Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.  
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:  
**Sara Vermeire**  
**Bartlesville Public Schools**  
**1100 S. Jennings**  
**P.O. Box 1357**  
**Bartlesville, OK 74005-1357**

**Bartlesville FFA Booster Club, Inc.**

Applicant (Organization Name)

By: Marty Jones Date: 08/01/25

**BARTLESVILLE PUBLIC SCHOOLS**  
Organization/Association Insurance Coverage Information



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

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

Organization/Association Name: \_\_\_\_\_

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

Completed by: Marty Jones Date: 08/01/25

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

Name of Organization/Association: Bartlesville Speech and Debate Booster Club

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025**

Beginning Cash Balance, July 1, 2024 \$ 0

Collections:

Merchandise Sales, Etc.	\$	<u>                    </u>
Donations	\$	<u>236.00</u>
Dues/Fees	\$	<u>                    </u>
Fundraisers (list all - use add'l pgs if needed)	\$	<u>                    </u>
<u>Dividend</u>	\$	<u>.01</u>
<u>                    </u>	\$	<u>                    </u>
<u>                    </u>	\$	<u>                    </u>

Total Collections \$ 236.01

Expenditures:

Reimbursements	\$	<u>205.00</u>
Supplies/Materials	\$	<u>                    </u>
Advertising	\$	<u>                    </u>
Equipment	\$	<u>                    </u>
Donations/Contributions	\$	<u>                    </u>
Fundraisers (list all - use add'l pgs if needed)	\$	<u>                    </u>
<u>                    </u>	\$	<u>                    </u>
<u>                    </u>	\$	<u>                    </u>
<u>Statement Fees</u>	\$	<u>12.00</u>

Total Expenditures \$ 217.00

Ending Cash Balance, 8/31, 2025 \$ 19.01

**\*\*\*Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.**

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

*Stephanie E. Havins* 9/14/25  
 Officer/Director Date  
President  
 Title

Received and reviewed by Bartlesville Public Schools:

*Stacy Birk* 10-15-25  
 Preston Birk, Date  
 Chief Financial Officer  
*Sara Vermeire* 10/15/25  
 Sara Vermeire, Date  
 Business Manager

BARTLESVILLE PUBLIC SCHOOLS

APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: 9-15-25 ~~9-10-25~~ Select One: Initial Application   Renewal

Name of Sanctioned Organization Bartlesville Speech & Debate Booster Club

Organization's Official Email tslauritsen@gmail.com

Organization's Taxpayer ID # 33-3025173

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

President	<u>Suzanne Lauritsen</u>	<u>918-760-5983</u>
Treasurer	<u>Brandy Ryal</u>	<u>918-808-0939</u>
Secretary	<u>Tina Parker</u>	<u>918-620-313-0441</u>
Staff	<u>Michelle Johnson</u>	<u>918-407-0089</u>

Describe Organization's Purpose, Goals and Benefits to District Students:

To provide support for Bartlesville Speech and Debate team. Our goals are to fundraise to support the financial cost of travel to and hosting tournaments, and coordinate volunteers for events such as tournaments and banquets. We strive to work with the coach to support the team for any additional needs.

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

Instagram bhs.speech.and.debate

Facebook Bruin Speech and Debate

Remind through teacher's class codes

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation, or organization on the basis of race, gender, age, religion, national origin or disability.

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Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year.
3. Sign and date this application.
4. Deliver this application to:

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

Bartlesville Speech & Debate Booster Club  
Applicant (Organization Name)

By: Suzanne E. Lawitz Date: 9/12/25

**BARTLESVILLE PUBLIC SCHOOLS**  
Organization/Association Insurance Coverage Information



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

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

Organization/Association Name: Bartlesville Speech & Debate Booster Club

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

Completed by: Suzanne E. Lavitsen Date: 9/12/25

## **Bylaws of Bartlesville Speech and Debate Booster Club**

### **Article I – Name and Purpose**

#### ***Name***

The name of the organization shall be Bartlesville Speech and Debate Booster Club.

#### ***Purpose***

The organization is a nonprofit, charitable organization under section 501(c)(3) of the Internal Revenue Code. Its purpose is to support students by providing financial assistance for tournament fees, travel expenses, educational materials, and coaching resources. Through these efforts, we aim to ensure that all students have access to a high-quality competitive speech and debate experience, regardless of financial background, while fostering public speaking, critical thinking, and leadership skills.

### **Article II – Offices**

#### ***Principal Office***

The principal office of the Organization shall be located at 1700 Hillcrest Drive, Bartlesville, Oklahoma 74003.

#### ***Other Offices***

The organization may establish additional offices as determined by the Board of Directors.

### **Article III – Membership**

#### ***Section 1. Eligibility for Membership***

Membership shall be open to any individual or entity that supports the mission and complies with the requirements established by the Board of Directors.

#### ***Section 2. Admission to Membership***

Membership is granted upon submission of a completed application and payment of any applicable dues, as determined by the Board.

#### ***Section 3. Rights and Privileges of Members***

Members in good standing shall have voting rights (if applicable), eligibility to serve on the Board, and the ability to participate in organizational activities.

#### ***Section 4. Dues and Fees***

Membership dues, if required, shall be determined by the Board annually. Nonpayment may result in suspension of membership privileges.

#### ***Section 5. Meetings of Members***

The membership shall meet annually, with special meetings convened as needed by the Board. Notice of meetings shall be provided at least 30 days in advance.

### *Section 6. Voting*

Each Regular Member in good standing shall have one vote on matters presented for a vote.

## **Article IV – Board of Directors**

### ***General Powers***

The Board of Directors shall manage the affairs of the organization, including budget approval, policy decisions, and staff oversight.

### ***Number and Qualification***

The Board shall consist of no fewer than 3 and no more than 15 members, all of whom must be committed to the mission.

### ***Election and Terms***

Directors shall serve terms of one year and may serve up to four consecutive terms. Elections shall occur at the annual meeting.

### ***Meetings***

The Board shall meet at least quarterly. Notice of meetings must be given 14 days in advance.

### ***Quorum and Voting***

A quorum shall consist of a majority of Board members. Decisions require a majority vote unless otherwise specified.

### ***Compensation***

Directors shall serve without compensation but may be reimbursed for reasonable expenses.

### ***Removal***

Directors may be removed for cause by a two-thirds vote of the Board.

## **Article V – Officers**

### ***Officers***

The organization shall have a President, Vice President, Secretary, and Treasurer. Officers are elected by the Board and serve two-year terms.

### ***President***

The President presides over meetings and oversees organizational operations.

### ***Vice President***

The Vice President assists the President and acts in their absence.

### ***Secretary***

The Secretary keeps meeting minutes, maintains records, and ensures proper notifications.

### ***Treasurer***

The Treasurer oversees financial records and prepares reports for the Board.

## **Article VI – Committees**

### ***Standing Committees***

Standing committees, such as Finance or Fundraising, may be established by the Board.

### ***Ad Hoc Committees***

Temporary committees may be created for specific tasks.

### ***Committee Powers***

Committees shall not amend Bylaws or approve major actions without Board approval.

## **Article VII – Fiscal Policies**

### ***Fiscal Year***

The fiscal year of the Bartlesville Speech and Debate Booster Club shall begin on January 1 and end on December 31.

### ***Books and Records***

The organization shall maintain accurate and complete financial records and minutes of meetings. The Treasurer shall oversee the financial records, and the Secretary shall ensure proper maintenance of meeting minutes. These records shall be made available for review by the Board of Directors upon request.

### ***Audits and Reviews***

The organization shall conduct an annual financial review. If required by law or by decision of the Board, a formal audit by a certified public accountant (CPA) may be conducted. The results of the financial review or audit shall be presented to the Board of Directors and summarized for the membership during the annual meeting.

### ***Adherence to Fiscal Procedures***

The organization shall maintain a written Fiscal Procedures Document, approved by the Board of Directors, which provides detailed operational guidelines for financial management. This document shall be reviewed and updated as needed by the Board.

## **Article VIII – Indemnification**

To the fullest extent permitted by law, the organization shall indemnify Directors, officers, and agents against claims, provided they acted in good faith and within the scope of their duties.

## **Article IX – Conflict of Interest**

The organization shall adopt a written conflict of interest policy, reviewed annually by the Board.

## **Article X – Amendments**

Bylaws may be amended by a majority vote of the Board, provided notice of the proposed amendment is given 30 days in advance.

**Article XI – Dissolution**

Upon dissolution, all assets shall be distributed to a 501(c)(3) organization or government entity as determined by the Board.

## BARTLESVILLE PUBLIC SCHOOLS ACTIVITY FUND TRANSFER

Site Name BHS Site # 705 Date 10-09/25

Explanation for Transfer:

To purchase 1 - 6'X2' matte banner taped w 4 grommets from FFA for

Administration per attached quote.

Transfer Coding Information:

PRJ	FUNCT	OBJ	PRG	SUBJ	JOB	SITE	INCREASE \$ +	DECREASE \$ -
801			900			705		\$20.00
836			900			705	\$20.00	

Transfer Requested By Michael Harp/Carol Stephens

Date Approved by Board of Education \_\_\_\_\_

Date Transfer Entered \_\_\_\_\_

# Invoice

Date: 10/6/2025

Customer: Bartlesville High School




CONTACT US: AGCOMPRINTSHOP@BPS-OK.ORG

Item	Total Price	Notes
1 - 6'x2' Matte Banner taped w/ 4 grommets	\$20.00	

Total \$20.00

Please remit payment to Bartlesville FFA

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Reporting Suspected Child Abuse</b>	<b>FEG</b>
	Adopted: July 24, 1989 Revision Date(s): 8/9/02, 10/20/2025		Page 1 of 3


## Reporting Suspected Child Abuse and/or Neglect

In accordance with Oklahoma law, any person is required ~~teachers are required~~ to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline ~~county office~~ of the Department of Human Services and local law enforcement. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. The Bartlesville Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall immediately report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone in the county in which such suspected abuse occurred by telephone or in person followed by a written report. ~~Any school employee making such a report is strongly encouraged to seek the counsel of the building principal prior to contacting authorities.~~ The employee shall also inform the building principal who will advise the superintendent that the report was made.

"Child Abuse and Neglect" shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of Oklahoma Statutes;
7. Maliciously, forcibly, or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning, or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring, or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering, or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Reporting Suspected Child Abuse</b>	<b>FEG</b>
	Adopted: July 24, 1989 Revision Date(s): 8/9/02, 10/20/2025		Page 2 of 3

12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;
13. Causing, inducing, persuading, or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;
14. Rape or rape by instrumentation, as described in Sections 111.1 and 1114 of Title 21 of Oklahoma Statutes;
15. Making any oral, written, or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of Oklahoma Statutes; and
16. Sexual battery, when committed upon a person who is a least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or in the legal custody or supervision of any public or private elementary or secondary school, or technology center, by a person who is (18) years of age or older and is an employee of a private or public school system.


The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs, and attorney fees.

Any person, other than a superintendent or school administrator, who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any superintendent or school administrator who knowingly and willfully fails to promptly report or interferes with the prompt reporting of abuse or neglect shall, upon conviction be guilty of a felony in accordance with 21 O.S. §593.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such a report.

A school employee with knowledge that a report has been made shall not disclose information identifying the reporting employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or the Department.


The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Reporting Suspected Child Abuse</b>	<b>FEF</b>
	Adopted: July 24, 1989 Revision Date(s): 8/9/02, 10/20/2025		Page 3 of 3

**Every school employee shall annually sign an attestation acknowledging his or her responsibility to report suspected child abuse or neglect pursuant to state law.**

REFERENCE: 10 O.S. §7101, et seq.  
10A O.S. § 1-2-101  
10A O.S. § 1-2-104  
 21 O.S. 1981, §846, 847  
 63 O.S. §1-120 (G)  
 Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)  
70 O.S. §1210.162 and 1210.163

CROSS-REFERENCE: Policy FEF, Guidelines for Outside Agency Representatives Interviewing Children at School (Child Abuse Investigations)

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Reporting Suspected Child Abuse</b>	<b>FEG</b>
	Adopted: July 24, 1989 Revision Date(s): 8/9/02, 10/20/2025		Page 1 of 3


## **Reporting Suspected Child Abuse and/or Neglect**

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services and local law enforcement. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. The Bartlesville Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall immediately report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made.

“Child Abuse and Neglect” shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of Oklahoma Statutes;
7. Maliciously, forcibly, or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning, or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring, or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering, or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;
12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Reporting Suspected Child Abuse</b>	<b>FEG</b>
	Adopted: July 24, 1989 Revision Date(s): 8/9/02, 10/20/2025		Page 2 of 3

13. Causing, inducing, persuading, or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;
14. Rape or rape by instrumentation, as described in Sections 111.1 and 1114 of Title 21 of Oklahoma Statutes;
15. Making any oral, written, or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of Oklahoma Statutes; and
16. Sexual battery, when committed upon a person who is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or in the legal custody or supervision of any public or private elementary or secondary school, or technology center, by a person who is (18) years of age or older and is an employee of a private or public school system.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs, and attorney fees.


Any person, other than a superintendent or school administrator, who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any superintendent or school administrator who knowingly and willfully fails to promptly report or interferes with the prompt reporting of abuse or neglect shall, upon conviction be guilty of a felony in accordance with 21 O.S. §593.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such a report.

A school employee with knowledge that a report has been made shall not disclose information identifying the reporting employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or the Department.


The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

Every school employee shall annually sign an attestation acknowledging his or her responsibility to report suspected child abuse or neglect pursuant to state law.

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Reporting Suspected Child Abuse</b>	<b>FEF</b>
	Adopted: July 24, 1989 Revision Date(s): 8/9/02, 10/20/2025		Page 3 of 3

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CROSS-REFERENCE: Policy FEF, Guidelines for Outside Agency Representatives Interviewing Children at School (Child Abuse Investigations)

	Bartlesville Board of Education	<b>Suspension, Dismissal and Nonreemployment of Teachers</b>	<b>DH</b>
	Adopted: August 21, 1989 Revision Date(s): 3/5/1992, 8/19/2002, 2/20/2012, 10/21/2024, <u>10/20/25</u>		Page 1 of 5


## Suspension, Dismissal and Nonreemployment of Teachers

### Definitions and Scope

- A. "Teacher" means a duly certified or licensed person who is employed to serve as a counselor, librarian, school nurse, or any instructional capacity. An administrator shall be considered a "teacher" only with regard to service in an instructional, nonadministrative capacity.
- B. "Dismissal" means the discontinuance of the teaching service of a teacher during the term of a written contract.
- C. "Nonreemployment" means the nonrenewal of a teacher's contract upon expiration of the contract.
- D. "Suspension" means the temporary discontinuance of a teacher's services during the term of a contract pending dismissal or nonreemployment.
- E. "Career teacher" means a teacher who has completed three (3) or more consecutive complete school years in such capacity in the School District under a written teaching contract.
- F. "Probationary teacher" means a teacher who has completed fewer than three (3) consecutive complete school years in such capacity in the School District under a written teaching contract.
- G. This policy does not apply to:
  - a. substitute teachers,
  - b. adult education teachers or instructors,
  - c. teachers employed on temporary contracts, and
  - d. administrators, except with regard to service in an instructional, non-administrative position.
- H. This policy does apply to teachers employed in positions *fully funded* by federal or private categorical grants in regard to dismissals or suspensions during the term of employment under the grant, but not in regard to "nonreemployment" at the expiration of the grant.

### Grounds for Dismissal or Nonreemployment


- A. A career teacher may be dismissed or not be eligible for reemployment ~~reemployed~~ for:
  1. Willful neglect of duty,
  2. Repeated negligence in the performance of duty,
  3. Mental or physical abuse to a child,
  4. **Knowing and willful failure to report suspected child abuse or neglect,**
  5. Incompetency,
  6. Instructional ineffectiveness,
  7. Unsatisfactory teaching performance,
  8. Commission of an act of moral turpitude,

	Bartlesville Board of Education	<b>Suspension, Dismissal and Nonreemployment of Teachers</b>	<b>DH</b>
	Adopted: August 21, 1989 Revision Date(s): 3/5/1992, 8/19/2002, 2/20/2012, 10/21/2024, 10/20/25		Page 2 of 5

9. Abandonment of contract,
10. Conviction of a felony
11. Criminal sexual activity or sexual misconduct (as those terms are defined by law) which has impeded the effectiveness of the teacher's performance of school duties,
12. Conviction of any sex offense subject to Oklahoma's Sex Offenders Registration Act or another state's or the Federal Sex Offender Registration Provisions,
13. Failure to meet local school board staff development requirements (non-reemployment only), and
14. Any other grounds hereafter allowed by law.

Mental or physical abuse to a child would also include, but is not limited to a finding that a teacher has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

- B. *Abandonment of contract* means the failure of a teacher to report at the beginning of the contract term or otherwise perform the duties of a contract of employment when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the contract of employment.
- C. A career or probationary teacher shall be dismissed or not reemployed for conviction of a felony.
- D. A probationary teacher may be dismissed or not reemployed for cause.
- E. A cause listed in 2A(i) - (v) for a career teacher, or any cause related to inadequate teaching performance for a probationary teacher, shall not be a basis for a recommendation to dismiss or not reemploy a teacher unless corrective action procedures involving admonishment / plan for improvement have been followed.  
Dismissal or nonreemployment for any cause not listed in 2A(i) - (v) for a career teacher, Or not related to inadequate teaching performance for a probationary teacher, shall not require corrective action procedures (i.e. admonishment) to be followed.
- F. Corrective Action – Admonishment / Plan for Improvement
  - a. When the administrator who has evaluated a teacher pursuant to School District policy identifies poor performance or conduct that the administrator believes may lead to a recommendation for the teacher's dismissal or nonreemployment, the administrator shall:
    - i. admonish the teacher, in writing, and make a reasonable effort to assist the teacher in correcting the poor performance or conduct; and
    - ii. establish a reasonable time for improvement, not to exceed two (2) months, taking into consideration the nature and gravity of the teacher's performance or conduct.

	Bartlesville Board of Education	<b>Suspension, Dismissal and Nonreemployment of Teachers</b>	<b>DH</b>
	Adopted: August 21, 1989 Revision Date(s): 3/5/1992, 8/19/2002, 2/20/2012, 10/21/2024, 10/20/25		Page 3 of 5

- b. If the teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator (or other admonishing official) shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher. The superintendent shall furnish a copy of the recommendation to the board of education.

## Procedures for Dismissal or Nonreemployment


### A. Commencement of Action

- a. Whenever the superintendent determines that cause exists for the dismissal or nonreemployment of a teacher employed within the School District, the superintendent shall submit a recommendation in writing to the board of education. The recommendation shall state the one or more specific grounds (statutory grounds, in the case of a career teacher) and specify the underlying facts on which the recommended dismissal or nonreemployment is based.
- b. In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation as to reemployment of a teacher, the board may initiate dismissal or nonreemployment action without a recommendation provided that it adheres to the other provisions of this policy and that the corrective action procedures, if applicable, have been followed.

## Suspension


If a district has received notice under Oklahoma Accreditation Standard 210:35-3-86, section (g) that an investigation or certification review of a certified employee has been commenced by the State Department of Education, the employee may be placed on administrative leave. The determination as to whether the employee will be placed on leave is a decision of local control. If the district does not place such certified employee on administrative leave during the time that such employee is under investigation for certificate revocation, and that employee's certificate is revoked at the conclusion of that investigation, the district shall be given a health and safety deficiency

Whenever the superintendent has reason to believe that cause exists for the dismissal of a teacher and is of the opinion that the immediate suspension of the teacher would be in the best interests of the children in the district, the superintendent, or the board of education on the recommendation of the superintendent, may suspend the teacher without notice or hearing. The suspension shall not deprive the teacher of any teaching compensation or other benefits to which he/she would otherwise be entitled under the teaching contract or pursuant to law. Within ten (10) days after the suspension becomes effective, the board of education shall initiate a hearing for dismissal pursuant to this policy. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the teacher's case is finally adjudicated, except such extension shall not include any appeal process.

	Bartlesville Board of Education	<b>Suspension, Dismissal and Nonreemployment of Teachers</b>	<b>DH</b>
	Adopted: August 21, 1989 Revision Date(s): 3/5/1992, 8/19/2002, 2/20/2012, 10/21/2024, 10/20/25		Page 4 of 5

## Notice and Hearing

- A. Prior to the time that the board of education takes any action to dismiss or nonreemploy a teacher, whether the board is acting on its own volition or on a recommendation of the superintendent, the clerk of the board or other individual designated by the board shall deliver to the teacher a copy of the recommendation (or a comparable statement of grounds and underlying facts, if the board is acting on its own volition), and a notice that the teacher has a right to a hearing before the board stating the date, time and place set by the board for the teacher hearing. Delivery of the recommendation shall be by any of the following: (1) certified mail, restricted delivery, return receipt requested; (2) personal delivery to the teacher with a signed acknowledgment of receipt; or (3) process server. In the same manner the board or individual designated by the board shall notify the teacher of the right to a hearing before the board and the date, time and place for the hearing. The hearing shall be held no fewer than 20 days and no more than 60 days after the receipt of the notice by the teacher, or after the date on the personal receipt by hand-delivery to the teacher, or after the date of delivery by process server. Notice of a recommendation of nonreemployment or possible nonreemployment action by the board acting on its own volition shall be given to the teacher prior to the first Monday in June.
- B. The teacher hearing before the board of education shall be conducted pursuant to procedures established by the State Department of Education. In the absence of or to the extent not inconsistent with those procedures, the hearing shall be conducted as prescribed in the paragraphs below.
- C. The hearing shall commence with a statement to the teacher of the teacher's rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the teacher's dismissal or nonreemployment. The teacher shall then have the right to present the teacher's side of the matter. After both the school administration and the teacher have fully presented their respective positions, the board of education shall deliberate on the evidence regarding the teacher's dismissal or nonreemployment in executive session.
- D. At the hearing, the teacher shall be entitled to be represented by counsel, to cross-examine witnesses presented by the school administration, to present witnesses on the teacher's behalf and to present any relevant evidence or statement which the teacher desires to offer. The burden of proof for any dismissal or nonreemployment shall be on the superintendent (or designee), and the standard of proof shall be a preponderance of the evidence.
- E. After due and impartial consideration of the evidence and testimony presented at the teacher's hearing, the board shall vote, in open session, on the following: (1) findings of fact based on the evidence submitted and (2) whether to dismiss or nonreemploy the teacher. The decision shall be made by a majority of the board of education members present at the meeting and shall be final and nonappealable. The motion to dismiss or nonreemploy the teacher should state the specific cause for dismissal or nonreemployment, although such cause need not be a statutory cause for a probationary teacher.
- F. The teacher shall be sent notice of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process. The notice shall state the basis for the board's decision.
- G. The teacher shall receive any compensation or benefits to which the teacher is entitled until such time as the board's decision is final. If the teacher's hearing is for nonreemployment, and not for dismissal, the teacher's compensation and benefits may continue only until the end of the teacher's current contract.

	Bartlesville Board of Education	<b>Suspension, Dismissal and Nonreemployment of Teachers</b>	<b>DH</b>
	Adopted: August 21, 1989 Revision Date(s): 3/5/1992, 8/19/2002, 2/20/2012, 10/21/2024, 10/20/25		Page 5 of 5

## Termination Based on Reduction in Force

Career teachers and probationary teachers nonreemployed due to a reduction in force shall not be entitled to any other post-decision review or appeal. The decision of the board of education in terminations based on reduction in force is final and nonappealable. Terminations resulting from a reduction in force are not included within the procedures provided by this policy and are not within the Teacher Due Process Act of 1990.

Reference: 70 O.S. Section 6-101.14


70 O.S. Section 6-101.29

70 O.S. §6-101, §6-101.20, et seq.

70 O.S. §18-123

Accreditation Standard 210:20-29-5

Accreditation Standard 210:35-3-86

	Bartlesville Board of Education	<b>Suspension, Dismissal and Nonreemployment of Teachers</b>	<b>DH</b>
	Adopted: August 21, 1989 Revision Date(s): 3/5/1992, 8/19/2002, 2/20/2012, 10/21/2024, 10/20/25		Page 1 of 5


## Suspension, Dismissal and Nonreemployment of Teachers

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- B. "Dismissal" means the discontinuance of the teaching service of a teacher during the term of a written contract.
- C. "Nonreemployment" means the nonrenewal of a teacher's contract upon expiration of the contract.
- D. "Suspension" means the temporary discontinuance of a teacher's services during the term of a contract pending dismissal or nonreemployment.
- E. "Career teacher" means a teacher who has completed three (3) or more consecutive complete school years in such capacity in the School District under a written teaching contract.
- F. "Probationary teacher" means a teacher who has completed fewer than three (3) consecutive complete school years in such capacity in the School District under a written teaching contract.
- G. This policy does not apply to:
  - a. substitute teachers,
  - b. adult education teachers or instructors,
  - c. teachers employed on temporary contracts, and
  - d. administrators, except with regard to service in an instructional, non-administrative position.
- H. This policy does apply to teachers employed in positions *fully funded* by federal or private categorical grants in regard to dismissals or suspensions during the term of employment under the grant, but not in regard to "nonreemployment" at the expiration of the grant.

### Grounds for Dismissal or Nonreemployment


- A. A career teacher may be dismissed or not be eligible for reemployment for:
  1. Willful neglect of duty,
  2. Repeated negligence in the performance of duty,
  3. Mental or physical abuse to a child,
  4. Knowing and willful failure to report suspected child abuse or neglect,
  5. Incompetency,
  6. Instructional ineffectiveness,
  7. Unsatisfactory teaching performance,
  8. Commission of an act of moral turpitude,

	Bartlesville Board of Education	<b>Suspension, Dismissal and Nonreemployment of Teachers</b>	<b>DH</b>
	Adopted: August 21, 1989 Revision Date(s): 3/5/1992, 8/19/2002, 2/20/2012, 10/21/2024, 10/20/25		Page 2 of 5

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10. Conviction of a felony,
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12. Conviction of any sex offense subject to Oklahoma's Sex Offenders Registration Act or another state's or the Federal Sex Offender Registration Provisions,
13. Failure to meet local school board staff development requirements (non-reemployment only), and
14. Any other grounds hereafter allowed by law.

Mental or physical abuse to a child would also include, but is not limited to a finding that a teacher has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

- B. *Abandonment of contract* means the failure of a teacher to report at the beginning of the contract term or otherwise perform the duties of a contract of employment when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the contract of employment.
- C. A career or probationary teacher shall be dismissed or not reemployed for conviction of a felony.
- D. A probationary teacher may be dismissed or not reemployed for cause.
- E. A cause listed in 2A(i) - (v) for a career teacher, or any cause related to inadequate teaching performance for a probationary teacher, shall not be a basis for a recommendation to dismiss or not reemploy a teacher unless corrective action procedures involving admonishment / plan for improvement have been followed.  
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  - a. When the administrator who has evaluated a teacher pursuant to School District policy identifies poor performance or conduct that the administrator believes may lead to a recommendation for the teacher's dismissal or nonreemployment, the administrator shall:
    - i. admonish the teacher, in writing, and make a reasonable effort to assist the teacher in correcting the poor performance or conduct; and
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	Bartlesville Board of Education	<b>Suspension, Dismissal and Nonreemployment of Teachers</b>	<b>DH</b>
	Adopted: August 21, 1989 Revision Date(s): 3/5/1992, 8/19/2002, 2/20/2012, 10/21/2024, 10/20/25		Page 3 of 5

- b. If the teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator (or other admonishing official) shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher. The superintendent shall furnish a copy of the recommendation to the board of education.

## Procedures for Dismissal or Nonreemployment


### A. Commencement of Action

- a. Whenever the superintendent determines that cause exists for the dismissal or nonreemployment of a teacher employed within the School District, the superintendent shall submit a recommendation in writing to the board of education. The recommendation shall state the one or more specific grounds (statutory grounds, in the case of a career teacher) and specify the underlying facts on which the recommended dismissal or nonreemployment is based.
- b. In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation as to reemployment of a teacher, the board may initiate dismissal or nonreemployment action without a recommendation provided that it adheres to the other provisions of this policy and that the corrective action procedures, if applicable, have been followed.

## Suspension


If a district has received notice under Oklahoma Accreditation Standard 210:35-3-86, section (g) that an investigation or certification review of a certified employee has been commenced by the State Department of Education, the employee may be placed on administrative leave. The determination as to whether the employee will be placed on leave is a decision of local control. If the district does not place such certified employee on administrative leave during the time that such employee is under investigation for certificate revocation, and that employee's certificate is revoked at the conclusion of that investigation, the district shall be given a health and safety deficiency

Whenever the superintendent has reason to believe that cause exists for the dismissal of a teacher and is of the opinion that the immediate suspension of the teacher would be in the best interests of the children in the district, the superintendent, or the board of education on the recommendation of the superintendent, may suspend the teacher without notice or hearing. The suspension shall not deprive the teacher of any teaching compensation or other benefits to which he/she would otherwise be entitled under the teaching contract or pursuant to law. Within ten (10) days after the suspension becomes effective, the board of education shall initiate a hearing for dismissal pursuant to this policy. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the teacher's case is finally adjudicated, except such extension shall not include any appeal process.

	Bartlesville Board of Education	<b>Suspension, Dismissal and Nonreemployment of Teachers</b>	<b>DH</b>
	Adopted: August 21, 1989 Revision Date(s): 3/5/1992, 8/19/2002, 2/20/2012, 10/21/2024, 10/20/25		Page 4 of 5

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- B. The teacher hearing before the board of education shall be conducted pursuant to procedures established by the State Department of Education. In the absence of or to the extent not inconsistent with those procedures, the hearing shall be conducted as prescribed in the paragraphs below.
- C. The hearing shall commence with a statement to the teacher of the teacher's rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the teacher's dismissal or nonreemployment. The teacher shall then have the right to present the teacher's side of the matter. After both the school administration and the teacher have fully presented their respective positions, the board of education shall deliberate on the evidence regarding the teacher's dismissal or nonreemployment in executive session.
- D. At the hearing, the teacher shall be entitled to be represented by counsel, to cross-examine witnesses presented by the school administration, to present witnesses on the teacher's behalf and to present any relevant evidence or statement which the teacher desires to offer. The burden of proof for any dismissal or nonreemployment shall be on the superintendent (or designee), and the standard of proof shall be a preponderance of the evidence.
- E. After due and impartial consideration of the evidence and testimony presented at the teacher's hearing, the board shall vote, in open session, on the following: (1) findings of fact based on the evidence submitted and (2) whether to dismiss or nonreemploy the teacher. The decision shall be made by a majority of the board of education members present at the meeting and shall be final and nonappealable. The motion to dismiss or nonreemploy the teacher should state the specific cause for dismissal or nonreemployment, although such cause need not be a statutory cause for a probationary teacher.
- F. The teacher shall be sent notice of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process. The notice shall state the basis for the board's decision.
- G. The teacher shall receive any compensation or benefits to which the teacher is entitled until such time as the board's decision is final. If the teacher's hearing is for nonreemployment, and not for dismissal, the teacher's compensation and benefits may continue only until the end of the teacher's current contract.

	Bartlesville Board of Education	<b>Suspension, Dismissal and Nonreemployment of Teachers</b>	<b>DH</b>
	Adopted: August 21, 1989 Revision Date(s): 3/5/1992, 8/19/2002, 2/20/2012, 10/21/2024, 10/20/25		Page 5 of 5

## Termination Based on Reduction in Force

Career teachers and probationary teachers nonreemployed due to a reduction in force shall not be entitled to any other post-decision review or appeal. The decision of the board of education in terminations based on reduction in force is final and nonappealable. Terminations resulting from a reduction in force are not included within the procedures provided by this policy and are not within the Teacher Due Process Act of 1990.

Reference: 70 O.S. Section 6-101.14


70 O.S. Section 6-101.29

70 O.S. §6-101, §6-101.20, et seq.

70 O.S. §18-123

Accreditation Standard 210:20-29-5

Accreditation Standard 210:35-3-86

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Teacher Termination Procedures</b>	<b>DH-R</b>
	Adopted: August 1990 Revision Date(s): 8/19/02, <u>10/20/25</u>		Page 1 of 3

## Teacher Termination Procedures

In accordance with the policy of the board of education, the following procedures shall be followed in terminating the employment of career and probationary teachers.

Whenever the superintendent recommends to the board of education that a teacher employed within this school district be dismissed or not reemployed, the superintendent's written recommendation shall set forth the basis for the recommendation. The recommendation shall include the specific statutory grounds on which a career teacher should be dismissed or not reemployed, or the cause for which a probationary teacher should be dismissed or not reemployed, and shall include the underlying facts supporting the recommendation.


**The school district shall provide a copy of the recommendation letter to the State Board of Education if the recommendation includes grounds that could form the basis of criminal charges sufficient to result in the denial or revocation of certification for the following reasons:**

- 1. Abuse, neglect, exploitation, or sexual abuse of a child as defined by 21 O.S. Section 843.5;**
- 2. Knowingly and willfully failing to report suspected child abuse or neglect of a child in violation of 10A O.S. Section 1-2-101.**


Whenever the board of education receives a recommendation for the dismissal or nonreemployment of a teacher, the board shall mail, or cause to be mailed, a copy of the recommendation to the teacher, or serve the recommendation and notice of hearing by process server. If mailed, such mailing will be by certified mail, restricted delivery, return receipt requested. The notice must specify the statutory grounds - for career teachers - or the cause - for probationary teachers - upon which the recommendation is based and the underlying facts supporting the recommendation. The notice shall also include the teacher's right to a hearing before the board and the date, time, and place set by the board for hearing. Such hearing shall be held within the school district no sooner than twenty days nor later than sixty days following the teacher's receipt of notice unless the teacher advises that no hearing is desired. The board delegates the superintendent, as its agent, to set a time, date, and place for the hearing after consultation with the board president.

Procedures for conducting hearings shall apply for career and probationary teachers. Hearing procedures shall be as follows:

1. The parties to the hearing are the career or probationary teacher and the superintendent or designee, and they shall be afforded the following rights at any hearing held pursuant to these regulations:

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Teacher Termination Procedures</b>	<b>DH-R</b>
	Adopted: August 1990 Revision Date(s): 8/19/02, <u>10/20/25</u>		Page 2 of 3

- A. The right to be represented.
  - B. The right to present witnesses in person or to present their testimony by interrogatories or depositions. A list of all witnesses shall be furnished to the other party at least five (5) days before the hearing.
  - C. The right to cross-examine witnesses.
  - D. The right to testify in his/her own behalf and present evidence and argument on all issues involved.
  - E. The right to have an orderly hearing.
  - F. The right to have an impartial decision based upon the evidence presented.
2. The board president or, in case of absence, a designee, shall be the presiding officer at the hearing.
  3. The hearing shall be convened by the board president who shall state the purpose of the hearing, introduce the parties, and administer the oath to all persons who will testify.
  4. Upon the request of either party, the presiding officer may exclude from the hearing room the witnesses not at the time under examination, except that a party to the proceeding and his/her representative shall not be excluded.
  5. At the hearing, the burden of proof shall be on the superintendent and the standard of proof shall be by a preponderance of the evidence.
  6. While a record of the hearing is not required by law, the State Board of Education strongly suggests that the local board of education maintain such a record (including a tape recording of the hearing and any documents or evidence presented to the board) for two (2) years from the date of the hearing.
  7. Informal disposition of any recommendation for dismissal or nonrenewal may be made by written stipulation, agreed settlement, consent order, or default.
  8. The order of the procedures shall be:
    - A. Opening statement by the superintendent.
    - B. Opening statement by the teacher.
    - C. Presentation of the superintendent's evidence, followed by cross-examination of witnesses by the teacher.
    - D. Questions by the board members.
    - E. Presentation of the teacher's evidence, followed by cross-examination of witnesses by the superintendent.
    - F. Questions by the board members.
    - G. Presentation of rebuttal and surrebuttal evidence as necessary.
    - H. Closing argument by the superintendent.
    - I. Closing argument by the teacher.
    - J. Deliberation by the board members.

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Teacher Termination Procedures</b>	<b>DH-R</b>
	Adopted: August 1990 Revision Date(s): 8/19/02, <u>10/20/25</u>		Page 3 of 3


- K. Vote by the board to accept or reject the superintendent's recommendation and recitation of findings of fact upon which the decision is based.

9. Presentation and consideration of evidence shall abide by the following:

- A. Only evidence which reasonably relates to the issues before the board, as reflected in the notice to the teacher, should be deemed relevant.
- B. Strict rules of evidence as required by a court of law shall not apply in these hearings.
- C. Rulings on admissibility of evidence will be made by the presiding officer.
- D. Documentary evidence may be received in the form of copies or excerpts.
- E. Documentary evidence presented to the board shall be marked with a distinguishing number or letter such as Teacher's Exhibit #1 or Superintendent's Exhibit #1.
- F. While hearings are open to the public, no questions or statements will be allowed by members of the public attending the hearing except through the parties or their council.

After due consideration of the evidence and testimony presented at the hearing, the board of education shall vote in open meeting whether or not to dismiss or nonreemploy the teacher. The board's decision shall include a recitation of the basic or underlying facts relied upon by the board in reaching its decision. The teacher shall be notified in writing of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process as authorized by law. If the teacher is a career teacher, the notification shall include the teacher's right to petition for a trial de novo in the district court within ten (10) days of receipt of such notice. If the teacher is a probationary teacher, the board's decision is final, unless the teacher advises the district in writing that no hearing is desired.

The board of education must forward hearing information concerning career and probationary teachers to the State Board of Education on a prescribed form available from the administrative office.

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Teacher Termination Procedures</b>	<b>DH-R</b>
	Adopted: August 1990 Revision Date(s): 8/19/02, 10/20/25		Page 1 of 3

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1. Abuse, neglect, exploitation, or sexual abuse of a child as defined by 21 O.S. Section 843.5;
2. Knowingly and willfully failing to report suspected child abuse or neglect of a child in violation of 10A O.S. Section 1-2-101.


Whenever the board of education receives a recommendation for the dismissal or nonreemployment of a teacher, the board shall mail, or cause to be mailed, a copy of the recommendation to the teacher, or serve the recommendation and notice of hearing by process server. If mailed, such mailing will be by certified mail, restricted delivery, return receipt requested. The notice must specify the statutory grounds - for career teachers - or the cause - for probationary teachers - upon which the recommendation is based and the underlying facts supporting the recommendation. The notice shall also include the teacher's right to a hearing before the board and the date, time, and place set by the board for hearing. Such hearing shall be held within the school district no sooner than twenty days nor later than sixty days following the teacher's receipt of notice unless the teacher advises that no hearing is desired. The board delegates the superintendent, as its agent, to set a time, date, and place for the hearing after consultation with the board president.

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1. The parties to the hearing are the career or probationary teacher and the superintendent or designee, and they shall be afforded the following rights at any hearing held pursuant to these regulations:

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Teacher Termination Procedures</b>	<b>DH-R</b>
	Adopted: August 1990 Revision Date(s): 8/19/02, 10/20/25		Page 2 of 3

- A. The right to be represented.
  - B. The right to present witnesses in person or to present their testimony by interrogatories or depositions. A list of all witnesses shall be furnished to the other party at least five (5) days before the hearing.
  - C. The right to cross-examine witnesses.
  - D. The right to testify in his/her own behalf and present evidence and argument on all issues involved.
  - E. The right to have an orderly hearing.
  - F. The right to have an impartial decision based upon the evidence presented.
2. The board president or, in case of absence, a designee, shall be the presiding officer at the hearing.
  3. The hearing shall be convened by the board president who shall state the purpose of the hearing, introduce the parties, and administer the oath to all persons who will testify.
  4. Upon the request of either party, the presiding officer may exclude from the hearing room the witnesses not at the time under examination, except that a party to the proceeding and his/her representative shall not be excluded.
  5. At the hearing, the burden of proof shall be on the superintendent and the standard of proof shall be by a preponderance of the evidence.
  6. While a record of the hearing is not required by law, the State Board of Education strongly suggests that the local board of education maintain such a record (including a tape recording of the hearing and any documents or evidence presented to the board) for two (2) years from the date of the hearing.
  7. Informal disposition of any recommendation for dismissal or nonrenewal may be made by written stipulation, agreed settlement, consent order, or default.
  8. The order of the procedures shall be:
    - A. Opening statement by the superintendent.
    - B. Opening statement by the teacher.
    - C. Presentation of the superintendent's evidence, followed by cross-examination of witnesses by the teacher.
    - D. Questions by the board members.
    - E. Presentation of the teacher's evidence, followed by cross-examination of witnesses by the superintendent.
    - F. Questions by the board members.
    - G. Presentation of rebuttal and surrebuttal evidence as necessary.
    - H. Closing argument by the superintendent.
    - I. Closing argument by the teacher.
    - J. Deliberation by the board members.

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Teacher Termination Procedures</b>	<b>DH-R</b>
	Adopted: August 1990 Revision Date(s): 8/19/02, 10/20/25		Page 3 of 3


- K. Vote by the board to accept or reject the superintendent's recommendation and recitation of findings of fact upon which the decision is based.

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- A. Only evidence which reasonably relates to the issues before the board, as reflected in the notice to the teacher, should be deemed relevant.
- B. Strict rules of evidence as required by a court of law shall not apply in these hearings.
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- D. Documentary evidence may be received in the form of copies or excerpts.
- E. Documentary evidence presented to the board shall be marked with a distinguishing number or letter such as Teacher's Exhibit #1 or Superintendent's Exhibit #1.
- F. While hearings are open to the public, no questions or statements will be allowed by members of the public attending the hearing except through the parties or their council.

After due consideration of the evidence and testimony presented at the hearing, the board of education shall vote in open meeting whether or not to dismiss or nonreemploy the teacher. The board's decision shall include a recitation of the basic or underlying facts relied upon by the board in reaching its decision. The teacher shall be notified in writing of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process as authorized by law. If the teacher is a career teacher, the notification shall include the teacher's right to petition for a trial de novo in the district court within ten (10) days of receipt of such notice. If the teacher is a probationary teacher, the board's decision is final, unless the teacher advises the district in writing that no hearing is desired.

The board of education must forward hearing information concerning career and probationary teachers to the State Board of Education on a prescribed form available from the administrative office.

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b><u>Employment Felony Records Investigation Search</u></b>	<b>DAB</b>
	Adopted: August 19, 2022 Revision Date(s): 10/18/2010, 10/17/2011, 9/17/ 2012, <u>10/20/2025</u>		Page 1 of 4

## **Employment Records Investigation**

It is the policy of this board of education that a national criminal history record check shall be conducted of all prospective employees. The board of education is not required to obtain a new criminal history record check for an individual who has obtained certification from the Oklahoma State Department of Education within the previous twelve (12) months. A national criminal history record check is defined at 74 O.S. § 150.9 and requires a check of criminal history records entailing the fingerprinting of the individual and submission of the fingerprints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person from the FBI.

A written consent will be required from the prospective employee consenting to a felony records check to be conducted as authorized by Oklahoma law. The records check shall be initiated by the school district's written request, through the superintendent, to the State Department of Education. Effective November 1, 2012, the school district may contract with a third-party vendor which is a member in good standing with the National Association of Professional Background Screeners to perform any and all employment screenings, background checks, and credit checks.

Any person applying for employment as a substitute teacher shall only be required to have one such national criminal history records check for the school year. Upon request of the substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach. The board of education may choose whether to require a national criminal history record check from a prospective substitute teacher who has been employed by the school district in the last year.

Any person employed as a full-time teacher by a school district in Oklahoma in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record check, if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person who has been employed as a full-time teacher by a school district who applies for employment as a full-time teacher in another school district may not be required to have a national criminal history background check completed if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed stating the teacher left in good standing **and whether the teacher was the subject of any allegation of inappropriate behavior with a student.**

Any person who has been employed as a substitute teacher by a school for a minimum of five (5) years preceding an application to be employed as a full-time teacher may not be required to have a

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b><u>Employment Felony Records Investigation Search</u></b>	<b>DAB</b>
	Adopted: August 19, 2022 Revision Date(s): 10/18/2010, 10/17/2011, 9/17/ 2012, <u>10/20/2025</u>		Page 2 of 4

national criminal history record check completed if the teacher can produce a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed as a substitute teacher stating that the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as a substitute teacher in the same school district is not required to have a national criminal history record check for as long as that person remains employed for consecutive years by that school. If the substitute teacher wishes to work in another Oklahoma school district, a national criminal history background check will be required.


If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for a maximum of sixty (60) days pending receipt of the national criminal history record check results. If the results of the record check are not received by the School District within sixty (60) days or if the record check reveals a prior felony offense conviction, or if the record check reveals a false response to one or more of the questions on the Authorization and Release, the applicant shall be deemed to have resigned his or her employment. Such resignation may be accepted by the Board of Education at any time. Under these circumstances, the applicant waives any due process procedures which might be available under federal and state law and School District policies and procedures. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the School District.

REFERENCE: 70 O.S. §5-142

### **Felony Records Search**

~~It shall be the policy of Bartlesville School District (" School District" ) that it will obtain the results of a national criminal history record check (" record check" ), as defined by OKLA. STAT. tit. 74, §150.9, of every prospective School District employee and conduct an annual search of the Oklahoma Sex Offender and Mary Rippy Violent Crime Offender Registries with respect to all employees who offer or provide services to children, including but not limited to secondary students.~~

~~The provisions of this policy shall not apply to School District employees hired on a part time or temporary basis for the instruction of adult students only.~~

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b><u>Employment Felony Records</u></b> <b><u>Investigation Search</u></b>	<b>DAB</b>
	Adopted: August 19, 2022 Revision Date(s): 10/18/2010, 10/17/2011, 9/17/ 2012, <u>10/20/2025</u>		Page 3 of 4

## **Felony Record Search of Prospective Employees**


During the first interview with each employment applicant, School District will advise the applicant that:

1. ~~School District requires a record check of every prospective employee as a condition of employment;~~
2. ~~To enable School District to request the search and obtain the results, the applicant must complete and sign an Authorization and Release form provided by School District;~~
3. ~~School District will only request a felony record search if the Superintendent recommends employment of the applicant;~~
4. ~~The School District will pay for the cost of the background check for employees with the exception of substitute teachers;~~
5. ~~If the Superintendent recommends employment of the applicant, the applicant must permit himself/herself to be fingerprinted, if applicable, provide a social security number and provide any other information necessary to facilitate the felony record search; and~~
6. ~~The applicant, if placed on duty prior to receipt of the felony search results, will be classified as a temporary employee until the School District is notified that the search is clear of any felony record. All felony record searches will be made in compliance with the Federal Fair Credit Reporting Act.~~

~~If the results of the record check are not received by School District within sixty (60) days, or if the Record Check reveals a prior felony offense conviction, or if the Record Check reveals a false response to one or more of the questions on the Authorization and Release, the applicant shall be deemed to have resigned his or her employment. Such resignation may be accepted by the Board of Education at any time. Under these circumstances, the applicant waives any due process procedures which might be available under federal and state law and School District policies and procedures. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the School District.~~

## **Felony Record Searches of Employees**

~~The School District will also request a record check of the name, fingerprints, social security number or other relevant information of any current School District employee if the Board of Education or Superintendent requests a search of that employee's felony record.~~

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b><u>Employment Felony Records Investigation Search</u></b>	<b>DAB</b>
	Adopted: August 19, 2022 Revision Date(s): 10/18/2010, 10/17/2011, 9/17/ 2012, <u>10/20/2025</u>		Page 4 of 4

## **Felony Record Searches of Substitutes**

School District may, in its discretion, require a national criminal history record search for substitutes of the same type and using the same standards applicable to prospective employees, or it may obtain a current records search, if available, from a school district that employed the substitute in the year preceding prospective employment by School District. Likewise, any person seeking employment as a substitute who has been employed as a full-time teacher by a school district in the State of Oklahoma in the five(5) years preceding application for employment as a substitute, is not required to obtain a national criminal history record check if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing. Similarly, any person seeking employment as a substitute who has been employed as a full-time teacher by school district for ten (10) or more consecutive years immediately preceding application for employment as a substitute and who left full-time employment with school district in good standing is not be required to have a national criminal history record check for as long as the person remains employed as a substitute for consecutive years by school district.

## **Annual Search of Sex Offender and Violent Crime Offender Registries**

Pursuant to OKLA. STAT. tit. 57, § 589, the District shall conduct an annual name search against the Oklahoma Sex Offenders Registry and the Mary Rippy Violent Crime Offenders Registry of all District employees who provide or offer services to children, including but not limited to secondary students.

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Employment Records Investigation</b>	<b>DAB</b>
	Adopted: August 19, 2022 Revision Date(s): 10/18/2010, 10/17/2011, 9/17/2012, 10/20/2025		Page 1 of 2

## **Employment Records Investigation**

It is the policy of this board of education that a national criminal history record check shall be conducted of all prospective employees. The board of education is not required to obtain a new criminal history record check for an individual who has obtained certification from the Oklahoma State Department of Education within the previous twelve (12) months. A national criminal history record check is defined at 74 O.S. § 150.9 and requires a check of criminal history records entailing the fingerprinting of the individual and submission of the fingerprints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person from the FBI.


A written consent will be required from the prospective employee consenting to a felony records check to be conducted as authorized by Oklahoma law. The records check shall be initiated by the school district's written request, through the superintendent, to the State Department of Education. Effective November 1, 2012, the school district may contract with a third-party vendor which is a member in good standing with the National Association of Professional Background Screeners to perform any and all employment screenings, background checks, and credit checks.

Any person applying for employment as a substitute teacher shall only be required to have one such national criminal history records check for the school year. Upon request of the substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach. The board of education may choose whether to require a national criminal history record check from a prospective substitute teacher who has been employed by the school district in the last year.

Any person employed as a full-time teacher by a school district in Oklahoma in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record check, if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person who has been employed as a full-time teacher by a school district who applies for employment as a full-time teacher in another school district may not be required to have a national criminal history background check completed if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed stating the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person who has been employed as a substitute teacher by a school for a minimum of five (5) years preceding an application to be employed as a full-time teacher may not be required to have a national criminal history record check completed if the teacher can produce a copy of a national


	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Employment Records Investigation</b>	<b>DAB</b>
	Adopted: August 19, 2022 Revision Date(s): 10/18/2010, 10/17/2011, 9/17/2012, 10/20/2025		Page 2 of 2

criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed as a substitute teacher stating that the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as a substitute teacher in the same school district is not required to have a national criminal history record check for as long as that person remains employed for consecutive years by that school. If the substitute teacher wishes to work in another Oklahoma school district, a national criminal history background check will be required.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for a maximum of sixty (60) days pending receipt of the national criminal history record check results. If the results of the record check are not received by the School District within sixty (60) days or if the record check reveals a prior felony offense conviction, or if the record check reveals a false response to one or more of the questions on the Authorization and Release, the applicant shall be deemed to have resigned his or her employment. Such resignation may be accepted by the Board of Education at any time. Under these circumstances, the applicant waives any due process procedures which might be available under federal and state law and School District policies and procedures. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the School District.

REFERENCE: 70 O.S. §5-142

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Standards of Performance and Conduct for Teachers</b>	<b>DB</b>
	Adopted: April 4, 1991 Revision Date(s): 3/5/92, 8/19/02, 10/21/24, <u>10/20/25</u>		Page 1 of 4

## **STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS**

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

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


The standards of performance and conduct for teachers in this district have been prepared in cooperation with the Bartlesville Education Association and will be a part of the negotiated agreement.

### **PRINCIPLE I COMMITMENT TO THE STUDENTS**

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

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

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly. **This includes antisemitism, which is a certain perception of Jews which may be expressed as hatred toward Jews.**
  - a. Exclude any student from participation in any program,
  - b. Deny benefits to any student,
  - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted or required by law.

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Standards of Performance and Conduct for Teachers</b>	<b>DB</b>
	Adopted: April 4, 1991 Revision Date(s): 3/5/92, 8/19/02, 10/21/24, <u>10/20/25</u>		Page 2 of 4

## PRINCIPLE II COMMITMENT TO THE PROFESSION

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


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

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

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

## PRINCIPLE III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:
  - A. Willful neglect of duty.
  - B. Repeated negligence in performance of duty.

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Standards of Performance and Conduct for Teachers</b>	<b>DB</b>
	Adopted: April 4, 1991 Revision Date(s): 3/5/92, 8/19/02, 10/21/24, <u>10/20/25</u>		Page 3 of 4

- C. Mental or physical abuse to a child.
- D. Knowing and willful failure to report suspected child abuse or neglect.**
- E. Incompetency.
- F. Instructional ineffectiveness.
- G. Unsatisfactory teaching performance.
- H. Commission of an act of moral turpitude.
- I. Abandonment of contract,
- J. Conviction of a felony,
- K. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
- L. Failure to earn required staff development points.

2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.

3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.


3. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.

4. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.

6. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:

- A. "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
- B. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. §6-101.22).

7. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average


	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Standards of Performance and Conduct for Teachers</b>	<b>DB</b>
Adopted: April 4, 1991 Revision Date(s): 3/5/92, 8/19/02, 10/21/24, <u>10/20/25</u>			Page 4 of 4

person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

REFERENCE: 70 O.S. §6-101.21, et seq. Board Minutes dated March 5, 1992 (replaced former policy DGB) Negotiated Agreement

NOTE: In accordance with the referenced statutes, a copy of the standards of performance and conduct will be provided to each teacher

This policy is required by Law.

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Standards of Performance and Conduct for Teachers</b>	<b>DB</b>
	Adopted: April 4, 1991 Revision Date(s): 3/5/92, 8/19/02, 10/21/24, 10/20/25		Page 1 of 4

## **STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS**

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

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


The standards of performance and conduct for teachers in this district have been prepared in cooperation with the Bartlesville Education Association and will be a part of the negotiated agreement.

### **PRINCIPLE I COMMITMENT TO THE STUDENTS**

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

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

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly. This includes antisemitism, which is a certain perception of Jews which may be expressed as hatred toward Jews.
  - a. Exclude any student from participation in any program,
  - b. Deny benefits to any student,
  - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted or required by law.

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Standards of Performance and Conduct for Teachers</b>	<b>DB</b>
	Adopted: April 4, 1991 Revision Date(s): 3/5/92, 8/19/02, 10/21/24, 10/20/25		Page 2 of 4

## PRINCIPLE II COMMITMENT TO THE PROFESSION

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

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

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

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	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Standards of Performance and Conduct for Teachers</b>	<b>DB</b>
	Adopted: April 4, 1991 Revision Date(s): 3/5/92, 8/19/02, 10/21/24, 10/20/25		Page 3 of 4

- C. Mental or physical abuse to a child.
- D. Knowing and willful failure to report suspected child abuse or neglect.
- E. Incompetency.
- F. Instructional ineffectiveness.
- G. Unsatisfactory teaching performance.
- H. Commission of an act of moral turpitude.
- I. Abandonment of contract,
- J. Conviction of a felony,
- K. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
- L. Failure to earn required staff development points.

2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.

3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.


3. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.

4. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.

6. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:

- A. "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
- B. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. §6-101.22).

7. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average


	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Standards of Performance and Conduct for Teachers</b>	<b>DB</b>
Adopted: April 4, 1991 Revision Date(s): 3/5/92, 8/19/02, 10/21/24, 10/20/25			Page 4 of 4

person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

REFERENCE: 70 O.S. §6-101.21, et seq. Board Minutes dated March 5, 1992 (replaced former policy DGB) Negotiated Agreement

NOTE: In accordance with the referenced statutes, a copy of the standards of performance and conduct will be provided to each teacher

This policy is required by Law.

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Classified Personnel Suspension, Demotion, Termination or Nonreemployment</b>	<b>DHA</b>
	Adopted: August 21, 1989 Revision Date(s): 4/16/90, 8/19/02, 11/17/03, 5/17/04, 12/19/2011, 10/21/24, <u>10/20/25</u>		Page 1 of 6


## CLASSIFIED PERSONNEL SUSPENSION, DEMOTION, TERMINATION OR NONREEMPLOYMENT

### Definitions

- "Classified Employee" shall mean an employee of the district who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the district.
- "Full-time Classified Employee" shall mean a classified employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the district for a minimum of 172 days per year.
- "Suspension without pay" shall mean the temporary denial of a classified employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.B(1), below or as a suspension pending investigation as provided in paragraph 4.B(2), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the classified employee shall receive full pay and other benefits for the period of suspension.
- "Suspension with pay" may occur in those situations in which the superintendent or his or her designee, or a supervisor of the classified employee perceives a significant hazard in keeping the classified employee on the job, in which event the classified employee may be asked to immediately leave the district's premises and the classified employee is temporarily relieved of his or her duties pending a hearing under paragraph 4, below.
- "Demotion" shall mean a reduction in pay during the term of the classified employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.
- "Termination" shall mean the discharge of the classified employee from his/her employment with the district during the term of his/her contract and does not include the cessation of employment upon expiration of the classified employee's contract.
- "Non-reemployment" shall mean the failure to offer a classified employee a new contract for the next successive school year after the contract under which the classified employee is presently employed has expired.

### Suspension, Demotion, Termination Or Non-Reemployment Of Full-Time Classified Employees

A full time classified employee who has been employed by the district for more than one year shall be suspended, demoted, terminated or non-reemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this policy, "cause" shall also specifically include lack of funds or lack of work. Any classified employee who has been employed by the district for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Classified Personnel Suspension, Demotion, Termination or Nonreemployment</b>	<b>DHA</b>
	Adopted: August 21, 1989 Revision Date(s): 4/16/90, 8/19/02, 11/17/03, 5/17/04, 12/19/2011, 10/21/24, <u>10/20/25</u>		Page 2 of 6

If the district has received notice of felony investigation into a support employee by a law enforcement agency, the employee shall be placed on administrative leave. If the district does not place a non-certified employee on administrative leave during the time such employee is under investigation by law enforcement for a felony; and that employee is convicted of a felony, pleads guilty to a felony, or pleads nolo contendere to a felony at the conclusion of that investigation; the district shall be given a health and safety deficiency by the State Department of Education.


## Cause For Suspension, Demotion, Termination Or Nonreemployment

A classified employee may be suspended, demoted, terminated or non-reemployed during the term of his/her contract for any of the following:

- A. Violation of any rule, regulation or requirement issued by the office of the superintendent or board of education of the district; or
- B. Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.
- C. The rules, regulations and requirements referred to above and the Rules for Conduct shall be furnished to each classified employee at the time of his/her initial employment. In the event these rules are updated, a copy shall be timely distributed to classified employees.

## Procedures For Suspensions Without Pay, Terminations And Demotions

- A. Any full-time classified employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action the full-time classified employee shall receive the following hearing rights:
  - a. The superintendent of schools or his or her designee shall orally advise the classified employee of the cause or basis for the proposed disciplinary action;
  - b. The superintendent of the district or his or her designee shall explain to the classified employee the evidence against the classified employee;
  - c. The superintendent of the district or his or her designee shall allow the classified employee an opportunity to present his or her side of the matter.
- B. After the classified employee is afforded the above hearing rights the superintendent of the district or his or her designee may take any of the following actions:
  - a. Suspension without pay for ten (10) working days or less as a disciplinary measure;
  - b. Suspension without pay pending investigation as to whether cause exists for the termination of the classified employee;
  - c. Demotion of the classified employee;

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Classified Personnel Suspension, Demotion, Termination or Nonreemployment</b>	<b>DHA</b>
	Adopted: August 21, 1989 Revision Date(s): 4/16/90, 8/19/02, 11/17/03, 5/17/04, 12/19/2011, 10/21/24, <u>10/20/25</u>		Page 3 of 6

- d. Termination of the classified employee;
  - e. Conclude that no disciplinary action is appropriate.
- C. The classified employee shall have the right to appeal to the board of education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the board of education in section 6 below.


## Procedures For Non-Reemployment

Prior to being non-reemployed, a full-time classified employee who has been employed by the district for more than one (1) year shall be entitled to the following hearing rights:

- A. The board of education or the superintendent of the district or his or her designee shall advise the classified employee, in writing, of the board's intention to consider and act on the non-reemployment of the classified employee for the subsequent fiscal year;
- B. The written notification shall set out the cause(s) for such action;
- C. The classified employee shall have the right to contest his or her non-reemployment before the board of education as set forth in the Procedures for Appeal to the board of education in section 6 below.

## Procedures For Appeal To The Board Of Education

- A. After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or non-reemployment, the classified employee shall receive notice of his/her right to a hearing before the board of education as herein provided.
- B. All notices shall be sent to the classified employee by certified mail at the address of the classified employee shown on the school records. If the classified employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the classified employee shall be deemed to have received the notice on the date that the notice was postmarked. The postmark shall be used to determine the timeliness of the notice.
- C. A classified employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or non-reemployment may notify the clerk of the board of education of the district within ten (10) working days of the postmark on the notice if the classified employee desires a hearing before the board of education. If the classified employee fails to notify the clerk of the board of education of the district in writing within ten (10) working days of the postmark on the notice that the classified employee requests a hearing, the classified employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a non-reemployment, the board may take final action to non-reemploy the employee without further notice or hearing rights.
- D. Hearing before board of education:

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Classified Personnel Suspension, Demotion, Termination or Nonreemployment</b>	<b>DHA</b>
Adopted: August 21, 1989 Revision Date(s): 4/16/90, 8/19/02, 11/17/03, 5/17/04, 12/19/2011, 10/21/24, <u>10/20/25</u>			Page 4 of 6

- a. Upon timely notice as set forth above, the classified employee shall be entitled to a hearing before the board of education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the board of education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled board of education meeting. At the request of the classified employee or at the discretion of the board of education, the board of education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the classified employee's request.
- b. At the hearing before the board of education, the classified employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the district, to present witnesses on his/her behalf and to present any relevant evidence or statement which the classified employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the classified employee of his or her rights at the hearing. Following this statement, the district administration shall present facts showing the cause for the classified employee's suspension without pay as a disciplinary measure, demotion, termination or non-reemployment. The burden of proof shall be upon the district administration. The classified employee shall then have the right to present his/her side of the matter. After both the district administration and the classified employee have fully presented their respective positions, the board of education shall deliberate on the evidence in executive session. The board of education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the board of education members present at the meeting.
- c. As to suspension as a disciplinary measure, demotion or termination, the board of education may affirm, modify or reverse the action taken against the classified employee, including increasing or decreasing the severity of the original action. As to non-reemployment, the board may reemploy or non-reemploy the employee for the subsequent fiscal year.
- d. The decision of the board of education at the hearing shall be final and non-appealable.


## Miscellaneous

This policy shall be effective immediately upon adoption by the board of education and shall supersede all previous policies regarding the subject matter contained herein. The board of education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.


Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or non-renewal of classified employees.

A classified employee may be suspended, demoted, terminated or nonreemployed for violation of any of the following Rules for Conduct, as well as other standards of conduct included in school district policies:

1. Falsification of personnel or other records.
2. Unexcused failure to be at work station at starting time.
3. Leaving work station without authorization prior to lunch periods, or end of work day.
4. Abandonment of job (3 or more consecutive or non-consecutive absences in a rolling 6 month period without following the proper reporting procedures).

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Classified Personnel Suspension, Demotion, Termination or Nonreemployment</b>	<b>DHA</b>
Adopted: August 21, 1989 Revision Date(s): 4/16/90, 8/19/02, 11/17/03, 5/17/04, 12/19/2011, 10/21/24, <u>10/20/25</u>			Page 5 of 6

5. Excessive unexcused absenteeism.
6. Chronic absenteeism for any reason.
7. Chronic tardiness.
8. Wasting time or loitering during working hours.
9. Leaving the work area during work hours, without permission, for any reason.
10. Possession of weapons on school premises or in school district vehicles or while on duty.
11. Removing school district property or records from school district premises without proper authority.
12. Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
13. Theft or misappropriation of property of employees, students or of the school district.
14. Sabotage.
15. Distracting the attention of others.
16. Refusal to follow instructions of supervisor.
17. Refusal or failure to do work assignment.
18. Unauthorized operation of machines, tools, or equipment.
19. Threatening, intimidating, coercing or interfering with employees or supervisors.
20. Threatening, intimidating, coercing or exploiting students.
21. The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
22. Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
23. Creating or contributing to unsanitary conditions.
24. Practical jokes injurious to other employees, students or school district property.
25. Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
26. Disregard of known safety rules or common safety practices.
27. Unsafe operation of motor driven vehicles or equipment.
28. Operating machines or equipment without using the safety devices provided.
29. Gambling, lottery, or any other game of chance on school district property.
30. Unauthorized distribution of literature, written or printed matter of any description on school district property.
31. Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
32. Poor workmanship.
33. Immoral conduct or indecency including abusive and/or foul language.
34. Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
35. Walking off the job.
36. Clocking in or out on another employee's time card or time sheet.
37. Smoking in an unauthorized area.
38. Refusal of job transfer, if the transfer does not result in a demotion.
39. Abuse of "breaks" (rest periods) or meal period policies.
40. Insubordination of any kind.
41. Dishonesty of any kind, including withholding pertinent information from a supervisor.
42. Sexual harassment of an employee, a student or a third party such as a patron or vendor.
43. Misuse or abuse of any school district leave policy or guidelines.

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Classified Personnel Suspension, Demotion, Termination or Nonreemployment</b>	<b>DHA</b>
	Adopted: August 21, 1989 Revision Date(s): 4/16/90, 8/19/02, 11/17/03, 5/17/04, 12/19/2011, 10/21/24, <u>10/20/25</u>		Page 6 of 6

44. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country or origin and directed toward another employee, a student, or a visitor. This includes antisemitism, which is a certain perception of Jews which may be expressed as hatred toward Jews.

45. When it is in the best interest of the school district, any classified personnel may be suspended, demoted, terminated or nonreemployed.

46. Because of the difficulty of retaining competent classified employees on a temporary basis over an extended period of time, a classified employee shall be subject to termination or nonreemployment for inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position (with or without reasonable accommodation) within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the condition resulting in the extended absence.

## **Whistleblower Protection**


The district shall not take disciplinary action against support employees for:

1. Disclosing public information to correct what the support employee reasonably believes evidences a violation of the Oklahoma Constitution or law or a rule promulgated pursuant to law;
2. Reporting a violation of the Oklahoma Constitution or state or federal law; or
3. Taking any of the above action without giving prior notice to the support employee's supervisor or anyone else in the relevant chain of command.

REFERENCE: 70 O.S. §6-101.40, et seq.

Accreditation Standard 210:35-3-86

***THIS POLICY REQUIRED BY LAW.***

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Classified Personnel Suspension, Demotion, Termination or Nonreemployment</b>	<b>DHA</b>
	Adopted: August 21, 1989 Revision Date(s): 4/16/90, 8/19/02, 11/17/03, 5/17/04, 12/19/2011, 10/21/24, 10/20/25		Page 1 of 6


## CLASSIFIED PERSONNEL SUSPENSION, DEMOTION, TERMINATION OR NONREEMPLOYMENT

### Definitions

- "Classified Employee" shall mean an employee of the district who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the district.
- "Full-time Classified Employee" shall mean a classified employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the district for a minimum of 172 days per year.
- "Suspension without pay" shall mean the temporary denial of a classified employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.B(1), below or as a suspension pending investigation as provided in paragraph 4.B(2), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the classified employee shall receive full pay and other benefits for the period of suspension.
- "Suspension with pay" may occur in those situations in which the superintendent or his or her designee, or a supervisor of the classified employee perceives a significant hazard in keeping the classified employee on the job, in which event the classified employee may be asked to immediately leave the district's premises and the classified employee is temporarily relieved of his or her duties pending a hearing under paragraph 4, below.
- "Demotion" shall mean a reduction in pay during the term of the classified employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.
- "Termination" shall mean the discharge of the classified employee from his/her employment with the district during the term of his/her contract and does not include the cessation of employment upon expiration of the classified employee's contract.
- "Non-reemployment" shall mean the failure to offer a classified employee a new contract for the next successive school year after the contract under which the classified employee is presently employed has expired.

### Suspension, Demotion, Termination Or Non-Reemployment Of Full-Time Classified Employees

A full time classified employee who has been employed by the district for more than one year shall be suspended, demoted, terminated or non-reemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this policy, "cause" shall also specifically include lack of funds or lack of work. Any classified employee who has been employed by the district for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Classified Personnel Suspension, Demotion, Termination or Nonreemployment</b>	<b>DHA</b>
	Adopted: August 21, 1989 Revision Date(s): 4/16/90, 8/19/02, 11/17/03, 5/17/04, 12/19/2011, 10/21/24, 10/20/25		Page 2 of 6

If the district has received notice of felony investigation into a support employee by a law enforcement agency, the employee shall be placed on administrative leave. If the district does not place a non-certified employee on administrative leave during the time such employee is under investigation by law enforcement for a felony; and that employee is convicted of a felony, pleads guilty to a felony, or pleads nolo contendere to a felony at the conclusion of that investigation; the district shall be given a health and safety deficiency by the State Department of Education.


## Cause For Suspension, Demotion, Termination Or Nonreemployment

A classified employee may be suspended, demoted, terminated or non-reemployed during the term of his/her contract for any of the following:

- A. Violation of any rule, regulation or requirement issued by the office of the superintendent or board of education of the district; or
- B. Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.
- C. The rules, regulations and requirements referred to above and the Rules for Conduct shall be furnished to each classified employee at the time of his/her initial employment. In the event these rules are updated, a copy shall be timely distributed to classified employees.

## Procedures For Suspensions Without Pay, Terminations And Demotions

- A. Any full-time classified employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action the full-time classified employee shall receive the following hearing rights:
  - a. The superintendent of schools or his or her designee shall orally advise the classified employee of the cause or basis for the proposed disciplinary action;
  - b. The superintendent of the district or his or her designee shall explain to the classified employee the evidence against the classified employee;
  - c. The superintendent of the district or his or her designee shall allow the classified employee an opportunity to present his or her side of the matter.
- B. After the classified employee is afforded the above hearing rights the superintendent of the district or his or her designee may take any of the following actions:
  - a. Suspension without pay for ten (10) working days or less as a disciplinary measure;
  - b. Suspension without pay pending investigation as to whether cause exists for the termination of the classified employee;
  - c. Demotion of the classified employee;

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Classified Personnel Suspension, Demotion, Termination or Nonreemployment</b>	<b>DHA</b>
	Adopted: August 21, 1989 Revision Date(s): 4/16/90, 8/19/02, 11/17/03, 5/17/04, 12/19/2011, 10/21/24, 10/20/25		Page 3 of 6

- d. Termination of the classified employee;
  - e. Conclude that no disciplinary action is appropriate.
- C. The classified employee shall have the right to appeal to the board of education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the board of education in section 6 below.


## Procedures For Non-Reemployment

Prior to being non-reemployed, a full-time classified employee who has been employed by the district for more than one (1) year shall be entitled to the following hearing rights:

- A. The board of education or the superintendent of the district or his or her designee shall advise the classified employee, in writing, of the board's intention to consider and act on the non-reemployment of the classified employee for the subsequent fiscal year;
- B. The written notification shall set out the cause(s) for such action;
- C. The classified employee shall have the right to contest his or her non-reemployment before the board of education as set forth in the Procedures for Appeal to the board of education in section 6 below.

## Procedures For Appeal To The Board Of Education

- A. After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or non-reemployment, the classified employee shall receive notice of his/her right to a hearing before the board of education as herein provided.
- B. All notices shall be sent to the classified employee by certified mail at the address of the classified employee shown on the school records. If the classified employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the classified employee shall be deemed to have received the notice on the date that the notice was postmarked. The postmark shall be used to determine the timeliness of the notice.
- C. A classified employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or non-reemployment may notify the clerk of the board of education of the district within ten (10) working days of the postmark on the notice if the classified employee desires a hearing before the board of education. If the classified employee fails to notify the clerk of the board of education of the district in writing within ten (10) working days of the postmark on the notice that the classified employee requests a hearing, the classified employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a non-reemployment, the board may take final action to non-reemploy the employee without further notice or hearing rights.
- D. Hearing before board of education:

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Classified Personnel Suspension, Demotion, Termination or Nonreemployment</b>	<b>DHA</b>
Adopted: August 21, 1989 Revision Date(s): 4/16/90, 8/19/02, 11/17/03, 5/17/04, 12/19/2011, 10/21/24, 10/20/25			Page 4 of 6

- a. Upon timely notice as set forth above, the classified employee shall be entitled to a hearing before the board of education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the board of education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled board of education meeting. At the request of the classified employee or at the discretion of the board of education, the board of education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the classified employee's request.
- b. At the hearing before the board of education, the classified employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the district, to present witnesses on his/her behalf and to present any relevant evidence or statement which the classified employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the classified employee of his or her rights at the hearing. Following this statement, the district administration shall present facts showing the cause for the classified employee's suspension without pay as a disciplinary measure, demotion, termination or non-reemployment. The burden of proof shall be upon the district administration. The classified employee shall then have the right to present his/her side of the matter. After both the district administration and the classified employee have fully presented their respective positions, the board of education shall deliberate on the evidence in executive session. The board of education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the board of education members present at the meeting.
- c. As to suspension as a disciplinary measure, demotion or termination, the board of education may affirm, modify or reverse the action taken against the classified employee, including increasing or decreasing the severity of the original action. As to non-reemployment, the board may reemploy or non-reemploy the employee for the subsequent fiscal year.
- d. The decision of the board of education at the hearing shall be final and non-appealable.


## Miscellaneous

This policy shall be effective immediately upon adoption by the board of education and shall supersede all previous policies regarding the subject matter contained herein. The board of education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.


Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or non-renewal of classified employees.

A classified employee may be suspended, demoted, terminated or nonreemployed for violation of any of the following Rules for Conduct, as well as other standards of conduct included in school district policies:

1. Falsification of personnel or other records.
2. Unexcused failure to be at work station at starting time.
3. Leaving work station without authorization prior to lunch periods, or end of work day.
4. Abandonment of job (3 or more consecutive or non-consecutive absences in a rolling 6 month period without following the proper reporting procedures).

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Classified Personnel Suspension, Demotion, Termination or Nonreemployment</b>	<b>DHA</b>
Adopted: August 21, 1989 Revision Date(s): 4/16/90, 8/19/02, 11/17/03, 5/17/04, 12/19/2011, 10/21/24, 10/20/25			Page 5 of 6

5. Excessive unexcused absenteeism.
6. Chronic absenteeism for any reason.
7. Chronic tardiness.
8. Wasting time or loitering during working hours.
9. Leaving the work area during work hours, without permission, for any reason.
10. Possession of weapons on school premises or in school district vehicles or while on duty.
11. Removing school district property or records from school district premises without proper authority.
12. Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
13. Theft or misappropriation of property of employees, students or of the school district.
14. Sabotage.
15. Distracting the attention of others.
16. Refusal to follow instructions of supervisor.
17. Refusal or failure to do work assignment.
18. Unauthorized operation of machines, tools, or equipment.
19. Threatening, intimidating, coercing or interfering with employees or supervisors.
20. Threatening, intimidating, coercing or exploiting students.
21. The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
22. Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
23. Creating or contributing to unsanitary conditions.
24. Practical jokes injurious to other employees, students or school district property.
25. Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
26. Disregard of known safety rules or common safety practices.
27. Unsafe operation of motor driven vehicles or equipment.
28. Operating machines or equipment without using the safety devices provided.
29. Gambling, lottery, or any other game of chance on school district property.
30. Unauthorized distribution of literature, written or printed matter of any description on school district property.
31. Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
32. Poor workmanship.
33. Immoral conduct or indecency including abusive and/or foul language.
34. Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
35. Walking off the job.
36. Clocking in or out on another employee's time card or time sheet.
37. Smoking in an unauthorized area.
38. Refusal of job transfer, if the transfer does not result in a demotion.
39. Abuse of "breaks" (rest periods) or meal period policies.
40. Insubordination of any kind.
41. Dishonesty of any kind, including withholding pertinent information from a supervisor.
42. Sexual harassment of an employee, a student or a third party such as a patron or vendor.
43. Misuse or abuse of any school district leave policy or guidelines.

	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Classified Personnel Suspension, Demotion, Termination or Nonreemployment</b>	<b>DHA</b>
Adopted: August 21, 1989 Revision Date(s): 4/16/90, 8/19/02, 11/17/03, 5/17/04, 12/19/2011, 10/21/24, 10/20/25			Page 6 of 6

44. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country or origin and directed toward another employee, a student, or a visitor. This includes antisemitism, which is a certain perception of Jews which may be expressed as hatred toward Jews.
45. When it is in the best interest of the school district, any classified personnel may be suspended, demoted, terminated or nonreemployed.
46. Because of the difficulty of retaining competent classified employees on a temporary basis over an extended period of time, a classified employee shall be subject to termination or nonreemployment for inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position (with or without reasonable accommodation) within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the condition resulting in the extended absence.

## Whistleblower Protection


The district shall not take disciplinary action against support employees for:

1. Disclosing public information to correct what the support employee reasonably believes evidences a violation of the Oklahoma Constitution or law or a rule promulgated pursuant to law;
2. Reporting a violation of the Oklahoma Constitution or state or federal law; or
3. Taking any of the above action without giving prior notice to the support employee's supervisor or anyone else in the relevant chain of command.

REFERENCE: 70 O.S. §6-101.40, et seq.

Accreditation Standard 210:35-3-86

***THIS POLICY REQUIRED BY LAW.***


	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Harassment and Discrimination</b>	<b>FAA</b>
	Adopted: August 19, 2002 Revision Date(s): 01/16/06, <u>10/20/25</u>		Page 1 of 1

## Harassment and Discrimination

Employees, students and other individuals are to conduct themselves so that students may attend school in an educational environment free from discrimination or harassment on the basis of race, color, national origin, sex, religion, age or disability.

1. The district strictly prohibits all forms of discrimination or harassment on school grounds, in school vehicles, and at all school-sponsored activities, programs and events, including school events that take place at locations outside the district. The district also strictly prohibits all forms of discrimination or harassment against individuals associated with the district. This includes antisemitism, which is a certain perception of Jews which may be expressed as hatred toward Jews.
2. It is a violation of this policy for any student, employee or third-party, such as school visitors and vendors, etc., to subject any student, employee, or any other individual to discrimination or harassment.
3. The Superintendent shall appoint Coordinators to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
4. Coordinator contact information shall be published annually.
5. The district encourages students and employees who feel they have been subjected to discrimination or harassment, and persons with knowledge of discrimination or harassment, to report such immediately. All complainants have the right to be free from retaliation for filing a complaint.
6. The Coordinator will promptly investigate complaints of discrimination or harassment and take appropriate corrective action, if warranted.

REFERENCE: BOE Regulation FAA-R


	<b>BARTLESVILLE BOARD OF EDUCATION</b>	<b>Harassment and Discrimination</b>	<b>FAA</b>
	Adopted: August 19, 2002 Revision Date(s): 01/16/06, 10/20/25		Page 1 of 1

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	BARTLESVILLE BOARD OF EDUCATION	<b>Medication: Administering to Students</b>	<b>FEC</b>
	Adopted: Month July 24, 1989 Revision Date(s): 2/15/93, 8/19/02, 8/18/03, 8/18/08, 6/19/23, <u>10/20/25</u>		Page 1 of 4

## **MEDICATION: ADMINISTERING TO STUDENTS**

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

### **Definitions**

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

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

### **Personnel Authorized to Administer Medications**


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

### **Medication Authorization Form**

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

### **Record of Medications Administered to Students**

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

	BARTLESVILLE BOARD OF EDUCATION	<b>Medication: Administering to Students</b>	<b>FEC</b>
	Adopted: Month July 24, 1989 Revision Date(s): 2/15/93, 8/19/02, 8/18/03, 8/18/08, 6/19/23, <u>10/20/25</u>		Page 2 of 4

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

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

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

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

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

### **Self-Administered, Student-Carried**


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

#### **Definitions**

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

#### **Guidelines**

1. The parent/guardian will be required to sign the parent/guardian section of the Medication Authorization form.
2. The student's physician will be required to sign the physician section of the Medication Authorization form.

	BARTLESVILLE BOARD OF EDUCATION	<b>Medication: Administering to Students</b>	<b>FEC</b>
	Adopted: Month July 24, 1989 Revision Date(s): 2/15/93, 8/19/02, 8/18/03, 8/18/08, 6/19/23, <u>10/20/25</u>		Page 3 of 4

3. The parent/guardian will be required to provide an emergency supply of the student's authorized medication.

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

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

### **Procedures for Self-Administration of Emergency Medication**

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


- A. The parent or guardian of the student is required to provide to the school an emergency supply of the student's medication to be administered pursuant to the provisions as authorized by State Law.
- B. The school district is required to inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma, anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, ~~or~~ anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

E. Definitions:

1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine ~~injectors~~, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

### **Sunscreen**

Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying

	BARTLESVILLE BOARD OF EDUCATION	<b>Medication: Administering to Students</b>	<b>FEC</b>
	Adopted: Month July 24, 1989 Revision Date(s): 2/15/93, 8/19/02, 8/18/03, 8/18/08, 6/19/23, <u>10/20/25</u>		Page 4 of 4

sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

## School District Prescribed Epinephrine Injectors and Inhalers

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

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

The district will require annual training for teachers and school employees who are directly responsible for students on the topics of food allergies, recognizing anaphylaxis, and instruction on how to administer epinephrine. The training shall be completed before the school year begins or upon hiring the teacher or school employee. Documentation certifying completion of the required training shall be retained in the personnel file of the teacher or school employee. The training may be provided online or in person by the school nurse or a recognized food allergy and anaphylaxis training program.


The administrator, or administrator's designee, will:

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

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

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

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

	BARTLESVILLE BOARD OF EDUCATION	<b>Medication: Administering to Students</b>	<b>FEC</b>
	Adopted: Month July 24, 1989 Revision Date(s): 2/15/93, 8/19/02, 8/18/03, 8/18/08, 6/19/23, 10/20/25		Page 1 of 4

## **MEDICATION: ADMINISTERING TO STUDENTS**

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

### **Definitions**

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

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

### **Personnel Authorized to Administer Medications**


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

### **Medication Authorization Form**

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

### **Record of Medications Administered to Students**

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

	BARTLESVILLE BOARD OF EDUCATION	<b>Medication: Administering to Students</b>	<b>FEC</b>
	Adopted: Month July 24, 1989 Revision Date(s): 2/15/93, 8/19/02, 8/18/03, 8/18/08, 6/19/23, 10/20/25		Page 2 of 4

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

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

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

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

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

### **Self-Administered, Student-Carried**


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

#### **Definitions**

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

#### **Guidelines**

1. The parent/guardian will be required to sign the parent/guardian section of the Medication Authorization form.
2. The student's physician will be required to sign the physician section of the Medication Authorization form.

	BARTLESVILLE BOARD OF EDUCATION	<b>Medication: Administering to Students</b>	<b>FEC</b>
	Adopted: Month July 24, 1989 Revision Date(s): 2/15/93, 8/19/02, 8/18/03, 8/18/08, 6/19/23, 10/20/25		Page 3 of 4

3. The parent/guardian will be required to provide an emergency supply of the student's authorized medication.

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

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

### **Procedures for Self-Administration of Emergency Medication**

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


- A. The parent or guardian of the student is required to provide to the school an emergency supply of the student's medication to be administered pursuant to the provisions as authorized by State Law.
- B. The school district is required to inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma, anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, ~~or~~ anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

E. Definitions:

1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine ~~injectors~~, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

### **Sunscreen**

Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying

	BARTLESVILLE BOARD OF EDUCATION	<b>Medication: Administering to Students</b>	<b>FEC</b>
	Adopted: Month July 24, 1989 Revision Date(s): 2/15/93, 8/19/02, 8/18/03, 8/18/08, 6/19/23, 10/20/25		Page 4 of 4

sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

## School District Prescribed Epinephrine and Inhalers

**School District Prescribed Epinephrine.** The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a healthcare professional or trained online or in person by the school nurse or a recognized food allergy and anaphylaxis training program may administer epinephrine to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. Only those students who have a waiver of liability executed by a parent or guardian on file with the school district may be administered an epinephrine. A school employee will contact 911 as soon as possible if it is believed that a student is having an anaphylactic reaction. If epinephrine is administered to a student, a school employee shall contact 911 as soon as possible. The school district shall notify the parent or guardian of any student who experiences a possible allergic reaction as soon as possible.

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

The district will require annual training for teachers and school employees who are directly responsible for students on the topics of food allergies, recognizing anaphylaxis, and instruction on how to administer epinephrine. The training shall be completed before the school year begins or upon hiring the teacher or school employee. Documentation certifying completion of the required training shall be retained in the personnel file of the teacher or school employee. The training may be provided online or in person by the school nurse or a recognized food allergy and anaphylaxis training program.


The administrator, or administrator's designee, will:

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

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

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

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

	Bartlesville Board of Education	<b>Intra-District Transfers</b>	<b>FDA</b>
	Adopted: July 24, 1989 Revision Date(s): 8/19/02, 6/17/24, <u>10/20/25</u>		Page 1 of 2

## INTRA-DISTRICT TRANSFERS

Under certain circumstances, Oklahoma law allows students that reside in a school district to transfer from their assigned site to any site within the district, also known as an intra-district transfer. By the first day of January, April, July and October of each year, the board of education shall establish the number of intra-district transfer students the district has the capacity to accept in each grade level for each school site within the district. Once established, the intra-district capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education.


An intra-district transfer may be requested at any time in the school year, unless the grade level of the receiving school site has reached capacity. If the capacity at a grade level is insufficient to enroll all eligible students, the school district shall select intra-district transfer students based on the following preferences and then in the order in which the intra-district applications were received:

This policy applies to students who reside within the school district and creates an enrollment preference and reserve capacity for:

1. Students who reside in the school site boundary;
2. Students who attended the school site the prior school year;
3. Siblings of students who are already enrolled at the school site;
4. Children of school district employees who wish to attend a different school site within the school district; and
5. Students who change residence within a school district and who wish to attend the same school site.

An intra-district transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to other school sites within the school district where the student resides to no more than two (2) times per school year. Exceptions to this limit will exist for students in foster care. A student is legally entitled to re-enroll at any time in their school district's site of residence.

Any sibling of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for

	Bartlesville Board of Education	<b>Intra-District Transfers</b>	<b>FDA</b>
	Adopted: July 24, 1989 Revision Date(s): 8/19/02, 6/17/24, <u>10/20/25</u>		Page 2 of 2

denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

The child of a school district employee who resides in the school district but wishes to attend a different school site within the school district where the student resides may be granted an intra-district transfer if the student does not meet a basis for denial as listed below.


It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
  - a. violation of a school regulation,
  - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
  - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means 10 or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students based on the preferences outlined above and then in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students based on the preferences outlined above and then in the order in which the district received the application.


Once granted, an intra-district transfer shall automatically continue unless the school district denies the continued transfer for the reasons set forth in items 2 or 3 above.

The school district shall allow students who are the dependent children of a member of the active

	<u>Bartlesville Board of Education</u>	<u>Intra-District Transfers</u>	<b><u>FDA</u></b>
	Adopted: July 24, 1989 Revision Date(s): 8/19/02, 6/17/24, <u>10/20/25</u>		<u>Page</u> <u>1 of 2</u>

uniformed military service of the United States on full-time active-duty status and students who are the dependent children of a member of the military reserve on active duty order provisional eligibility for intra-district transfer regardless of capacity. This provision eligibility will be limited to two (2) military dependents per one hundred (100) enrolled students at the elementary level, four (4) military dependents per one hundred (100) students at the middle school level, and six (6) military dependents per one hundred (100) students at the high school level.

LEGAL REFERENCE: 70 O.S. Section 8-114.

	Bartlesville Board of Education	<b>Intra-District Transfers</b>	<b>FDA</b>
	Adopted: July 24, 1989 Revision Date(s): 8/19/02, 6/17/24, 10/20/25		Page 1 of 2

## INTRA-DISTRICT TRANSFERS

Under certain circumstances, Oklahoma law allows students that reside in a school district to transfer from their assigned site to any site within the district, also known as an intra-district transfer. By the first day of January, April, July and October of each year, the board of education shall establish the number of intra-district transfer students the district has the capacity to accept in each grade level for each school site within the district. Once established, the intra-district capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education.


An intra-district transfer may be requested at any time in the school year, unless the grade level of the receiving school site has reached capacity. If the capacity at a grade level is insufficient to enroll all eligible students, the school district shall select intra-district transfer students based on the following preferences and then in the order in which the intra-district applications were received:

This policy applies to students who reside within the school district and creates an enrollment preference and reserve capacity for:

1. Students who reside in the school site boundary;
2. Students who attended the school site the prior school year;
3. Siblings of students who are already enrolled at the school site;
4. Children of school district employees who wish to attend a different school site within the school district; and
5. Students who change residence within a school district and who wish to attend the same school site.

An intra-district transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to other school sites within the school district where the student resides to no more than two (2) times per school year. Exceptions to this limit will exist for students in foster care. A student is legally entitled to re-enroll at any time in their school district's site of residence.

Any sibling of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for

	Bartlesville Board of Education	<b>Intra-District Transfers</b>	<b>FDA</b>
	Adopted: July 24, 1989 Revision Date(s): 8/19/02, 6/17/24, 10/20/25		Page 2 of 2

denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

The child of a school district employee who resides in the school district but wishes to attend a different school site within the school district where the student resides may be granted an intra-district transfer if the student does not meet a basis for denial as listed below.


It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
  - a. violation of a school regulation,
  - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
  - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means 10 or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students based on the preferences outlined above and then in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students based on the preferences outlined above and then in the order in which the district received the application.


Once granted, an intra-district transfer shall automatically continue unless the school district denies the continued transfer for the reasons set forth in items 2 or 3 above.

The school district shall allow students who are the dependent children of a member of the active

	<u>Bartlesville Board of Education</u>	<u>Intra-District Transfers</u>	<b><u>FDA</u></b>
	Adopted: July 24, 1989 Revision Date(s): 8/19/02, 6/17/24, 10/20/25		<u>Page</u> <u>1 of 2</u>

uniformed military service of the United States on full-time active-duty status and students who are the dependent children of a member of the military reserve on active duty order provisional eligibility for intra-district transfer regardless of capacity. This provision eligibility will be limited to two (2) military dependents per one hundred (100) enrolled students at the elementary level, four (4) military dependents per one hundred (100) students at the middle school level, and six (6) military dependents per one hundred (100) students at the high school level.

LEGAL REFERENCE: 70 O.S. Section 8-114.

	BARTLESVILLE BOARD OF EDUCATION	Student Transfers: Children of Active-Duty Military Members	<b>FDAA</b>
	Adopted: October 20, 2025 Revision Date(s):		Page 1 of 1

## Student Transfers for Children of Active-Duty Military Members

The school district shall allow the transfer of students who are dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and for whom Oklahoma is the home of record and students who are the dependent children of a member of the military server on active-duty orders and for whom Oklahoma is the home of record. Transfers will be approved if:

- a. At least one parent of the student has a Department of Defense-issued identification card; and
- b. The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six (6) months of the filing of the application for transfer.

A student shall not be precluded from enrollment prior to residency for any of the following:

- a. Having an individualized education program (IEP) or an individualized family service plan under the Individuals with Disabilities Education Act;
- b. Receiving or qualifying for special education courses or services; or
- c. Receiving or qualifying for accommodations or services under the Rehabilitation Act of 1973 (Section 504).

If the enrolling student is transferring with an IEP, an individualized family service plan, or a Section 504 plan, the district shall take the necessary steps including, but not limited to, the transfer of records and any prior evaluations, the performance of reevaluations, if necessary, and meetings to ensure that comparable services are in placed prior to the student's first day of school in the state.

REFERENCE: 70 O.S. §8-103.1



# OKLAHOMA Education

**Audit**

**Acknowledgement**

**Audit Year: 2024-2025**

District Name Bartlesville Public Schools

District Number I-30

County Name Washington

County Code 74

The annual independent audit was presented to the Board of Education in a meeting conducted in accordance with the Open Meeting Act 25 O.S. Section 301-314 on \_\_\_\_\_ .  
Date of Meeting

The audit was presented by Jenkins & Kemper, CPAs, P.C. \_\_\_\_\_  
(Independent Auditor) (Independent Auditor's Signature)

The School Board acknowledges that as the governing body of the district, responsible for the district's financial and compliance operations, the audit findings and exceptions have been presented to them.

A copy of the audit, including this acknowledgement form, will be sent to the State Board of Education and the State Auditor and Inspector within 30 days from its presentation, as stated in 70 O.S. § 22-108:

"The district board of education shall forward a copy of the auditor's opinions and related financial statements to the State Board of Education and the State Auditor and Inspector within thirty (30) days after receipt of the audit."

Signature of the Board of Education:

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Board of Education Vice President

\_\_\_\_\_  
Board of Education President

\_\_\_\_\_  
Board of Education Member

\_\_\_\_\_  
Board of Education Member

\_\_\_\_\_  
Board of Education Member

\_\_\_\_\_  
Board of Education Member

Subscribed and sworn before me on \_\_\_\_\_

My Commission expires \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

**AUDITED FINANCIAL STATEMENTS - REGULATORY BASIS  
AND REPORTS OF INDEPENDENT AUDITOR**

**BARTLESVILLE SCHOOL DISTRICT NO. I-30,  
WASHINGTON COUNTY, OKLAHOMA**

**JUNE 30, 2025**



**JENKINS & KEMPER**  
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

**INDEPENDENT SCHOOL DISTRICT NO. I-30  
WASHINGTON COUNTY, OKLAHOMA  
JUNE 30, 2025**

TABLE OF CONTENTS

	<u>Page No.</u>
<b>Table of Contents</b>	1-2
<b>School District Officials</b>	3
<b>Independent Auditor’s Report</b>	4-6
<b><u>COMBINED FINANCIAL STATEMENTS:</u></b>	
Combined Statement of Assets, Liabilities and Fund Balances – Regulatory Basis - All Fund Types and Account Groups	7
Combined Statement of Revenues, Expenditures, and Changes in Cash Fund Balances – Regulatory Basis - All Governmental Fund Types	8
Combined Statement of Revenues, Expenditures and Changes in Cash Fund Balance - Budget and Actual – Regulatory Basis - Budgeted Governmental Fund Types	9-11
Notes to Combined Financial Statements	12-29
<b><u>OTHER SUPPLEMENTARY INFORMATION:</u></b>	
<b><u>COMBINING FINANCIAL STATEMENTS:</u></b>	
Combining Statement of Assets, Liabilities and Fund Balances – - Regulatory Basis - All Special Revenue Funds	30
Combining Statement of Revenues, Expenditures, and Changes in Cash Fund Balances – Regulatory Basis - All Special Revenue Funds	31
Combining Statement of Revenues, Expenditures and Changes in Cash Fund Balance - Budget and Actual – Regulatory Basis - Budgeted Special Revenue Fund Types	32

**INDEPENDENT SCHOOL DISTRICT NO. I-30  
WASHINGTON COUNTY, OKLAHOMA  
JUNE 30, 2025**

TABLE OF CONTENTS

	<u>Page No.</u>
<b><u>OTHER SUPPLEMENTARY INFORMATION:</u></b> – contd.	
Combining Statement of Assets, Liabilities and Fund Balances – - Regulatory Basis - All Capital Projects Funds	33
Combining Statement of Revenues, Expenditures, and Changes in Cash Fund Balances – Regulatory Basis - All Capital Projects Funds	34
Combining Statement of Assets and Liabilities – Regulatory Basis - All Fiduciary Fund Types	35
Combining Statement of Changes in Assets and Liabilities - Regulatory Basis - All Agency Funds	36-37
Schedule of Expenditures of Federal Awards	38-39
Schedule of Surety Bonds	40
<b>Internal Control and Compliance Reports</b>	
Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	41-42
Independent Auditor’s Report on Compliance with Requirements Applicable to Each Major Program and Internal Control over Compliance in Accordance with the Uniform Guidance	43-44
Schedule of Findings and Questioned Costs	45
Disposition of Prior Year’s Schedule of Findings	46
Schedule of Accountant’s Professional Liability Insurance Affidavit	47

**INDEPENDENT SCHOOL DISTRICT NO. I-30  
WASHINGTON COUNTY, OKLAHOMA  
SCHOOL DISTRICT OFFICIALS  
JUNE 30, 2025**

BOARD OF EDUCATION

President	Scott Bilger
Vice-President	Andrea Nightingale
Clerk	Kinder Shamhart
Member	Suzy Keirse
Member	Randy Herren
Member	Rick Boswell
Member	Jason Sauer

SUPERINTENDENT OF SCHOOLS

Chuck McCauley

DIRECTOR OF FINANCIAL SERVICES

Preston Birk

SCHOOL DISTRICT TREASURER

Sara Vermeire



**JENKINS & KEMPER**  
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA  
MICHAEL KEMPER, CPA

**INDEPENDENT AUDITOR'S REPORT**

The Honorable Board of Education  
Bartlesville School District No. I-030  
Bartlesville, Oklahoma 74005

**Report on the Audit of the Financial Statements**

**Opinions**

We have audited the accompanying combined fund type and account group financial statements-regulatory basis of Bartlesville School District No. I-030, Bartlesville, Oklahoma (the "School District") as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

**Qualified Opinion on Regulatory Basis of Accounting**

In our opinion, except for the effects of the matter described in the following paragraph, the financial statements referred to in the first paragraph present fairly, in all material respects, the assets, liabilities and fund balances arising from regulatory basis transactions of each fund type and account group of the District as of June 30, 2025, and the revenues collected and expenditures paid and encumbered, of each fund type, for the year then ended, on the regulatory basis of accounting described in Note 1.

**Adverse Opinion on U.S. Generally Accepted Accounting Principles**

In our opinion, because the significance of the matter discussed in the previous paragraph, the basic financial statements referred to in the first paragraph do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Bartlesville School District No. I-030, Washington County, Oklahoma as of June 30, 2025, or the revenues, expenses, and changes in net position and, where applicable, its cash flows for the year then ended.

**Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Bartlesville School District No. I-030, Bartlesville, Oklahoma and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

**Basis for Qualified Opinion on Regulatory Basis of Accounting**

The financial statements referred to above do not include the general fixed assets account group, which is a departure from the regulatory basis of accounting prescribed by the Oklahoma State Department of Education. The amount that should be recorded in the general fixed asset account group is not known.

**Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles**

As discussed in Note 1, the financial statements are prepared by the Bartlesville School District No. I-030, on the basis of the financial reporting provisions of the Oklahoma State Department of Education, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to comply with the requirements of the Oklahoma State Department of Education. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material and pervasive.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with financial reporting provisions of the Oklahoma State Department of Education as described in Note 1, to meet the financial reporting requirements of the State of Oklahoma. This includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives 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 to issue an auditor's report that includes our opinions. 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 generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. 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, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Other Matters**

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District's basic financial statements. The combining fund statements, regulatory basis, listed in the accompanying table of contents are presented for purpose of additional analysis, and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The combining statements-regulatory basis and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the 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 auditing standards generally accepted in the United States of America. In our opinion, the combining statements-regulatory basis and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole on the regulatory basis of accounting described in Note 1.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued a report dated October 17, 2025, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

*Jenkins & Kemper, CPAs P.C.*

Jenkins & Kemper  
Certified Public Accountants, P.C.

October 17, 2025

**COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS**

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
 COMBINED STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCES -  
 REGULATORY BASIS - ALL FUND TYPES AND ACCOUNT GROUPS  
 JUNE 30, 2025**

<u>ASSETS</u>	<u>GOVERNMENTAL FUND TYPES</u>				<u>FIDUCIARY FUND TYPES</u>	<u>ACCOUNT GROUP</u>	<u>TOTALS (MEMO ONLY)</u>
	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>DEBT SERVICE</u>	<u>CAPITAL PROJECTS</u>	<u>EXPENDABLE TRUST AND AGENCY FUND</u>	<u>GENERAL LONG-TERM DEBT</u>	
Cash	\$ 5,134,541	1,831,422	7,327,324	2,084,171	969,880		17,347,338
Investments	38,439	1,057,488		4,166,910	287,250		5,550,087
Amounts available in debt service						447,336	447,336
Amounts to be provided for retirement of general long-term debt						63,648,228	63,648,228
Total Assets	<u>5,172,980</u>	<u>2,888,910</u>	<u>7,327,324</u>	<u>6,251,081</u>	<u>1,257,130</u>	<u>64,095,564</u>	<u>86,992,989</u>
 <u>LIABILITIES AND FUND BALANCES</u> 							
Liabilities							
Warrants payable	1,564,174	3,830		35,057	2,625		1,605,686
Encumbrances	26,700			13,459			40,159
Funds held for school organizations					955,217		955,217
Unmatured obligations			6,879,988				6,879,988
Long-term debt:							
Bonds payable						37,510,000	37,510,000
Capital leases						26,585,564	26,585,564
Total liabilities	<u>1,590,874</u>	<u>3,830</u>	<u>6,879,988</u>	<u>48,516</u>	<u>957,842</u>	<u>64,095,564</u>	<u>73,576,614</u>
Fund balances							
Restricted for:							
Expendable trust					299,288		299,288
Capital projects				6,202,565			6,202,565
Debt service			447,336				447,336
Child nutrition		842,995					842,995
Building		2,042,085					2,042,085
Unassigned	3,582,106						3,582,106
Total fund balances	<u>3,582,106</u>	<u>2,885,080</u>	<u>447,336</u>	<u>6,202,565</u>	<u>299,288</u>		<u>13,416,375</u>
Total liabilities and fund balances	<u>\$ 5,172,980</u>	<u>2,888,910</u>	<u>7,327,324</u>	<u>6,251,081</u>	<u>1,257,130</u>	<u>64,095,564</u>	<u>86,992,989</u>

The notes to the combined financial statements are an integral part of this statement

**INDEPENDENT SCHOOL DISTRICT NO. 1-30, WASHINGTON COUNTY  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH  
 FUND BALANCES REGULATORY BASIS - ALL GOVERNMENTAL FUND TYPES  
 JUNE 30, 2025**

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPES	TOTALS (MEMO ONLY)
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	
Revenues						
Local sources	\$ 14,025,416	2,170,699	10,557,338	244,910	28,489	27,026,852
Intermediate sources	1,642,394					1,642,394
State sources	37,454,680	1,525,738	1,228			38,981,646
Federal sources	5,021,674	3,128,628				8,150,302
Non-revenue receipts	128,365	4,966	6,245			139,576
Total revenues	<u>58,272,529</u>	<u>6,830,031</u>	<u>10,564,811</u>	<u>244,910</u>	<u>28,489</u>	<u>75,940,770</u>
Expenditures						
Instruction	37,245,928			1,794,251		39,040,179
Support services	21,376,847	3,321,830		2,180,390	10,150	26,889,217
Operation of non-instructional services	2,745	3,712,716				3,715,461
Facilities, acquisition and const. services		2,292		4,345,024		4,347,316
Other outlays	50,555	95,343				145,898
Debt service			10,776,572			10,776,572
Total expenditures	<u>58,676,075</u>	<u>7,132,181</u>	<u>10,776,572</u>	<u>8,319,665</u>	<u>10,150</u>	<u>84,914,643</u>
Revenues over (under) expenditures	(403,546)	(302,150)	(211,761)	(8,074,755)	18,339	(8,973,873)
Other financing sources (uses)						
Lapsed appropriations	6,331	868				7,199
Estopped warrants	338	150				488
Bond proceeds				4,411,446		4,411,446
Total other financing sources (uses)	<u>6,669</u>	<u>1,018</u>		<u>4,411,446</u>		<u>4,419,133</u>
Revenue and other sources over (under) expenditures and other uses	(396,877)	(301,132)	(211,761)	(3,663,309)	18,339	(4,554,740)
Cash fund balance, beginning of year	<u>3,978,983</u>	<u>3,186,212</u>	<u>659,097</u>	<u>9,865,874</u>	<u>280,949</u>	<u>17,971,115</u>
Cash fund balance, end of year	<u>\$ 3,582,106</u>	<u>2,885,080</u>	<u>447,336</u>	<u>6,202,565</u>	<u>299,288</u>	<u>13,416,375</u>

The notes to the combined financial statements are an integral part of this statement

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL -  
 REGULATORY BASIS - BUDGETED GENERAL FUND  
 JUNE 30, 2025**

	GENERAL FUND		
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL
Revenues			
Local sources	\$ 12,578,179	12,578,179	14,025,416
Intermediate sources	1,505,621	1,505,621	1,642,394
State sources	35,617,228	36,664,969	37,454,680
Federal sources	5,172,789	5,172,789	5,021,674
Non-revenue receipts			128,365
Total revenues	<u>54,873,817</u>	<u>55,921,558</u>	<u>58,272,529</u>
Expenditures			
Instruction	37,245,928	38,293,669	37,245,928
Support services	21,357,846	21,357,846	21,376,847
Operation of non-instructional services			2,745
Other outlays	50,181	50,181	50,555
Non-categorical	198,845	198,845	
Total expenditures	<u>58,852,800</u>	<u>59,900,541</u>	<u>58,676,075</u>
Revenues over (under) expenditures	(3,978,983)	(3,978,983)	(403,546)
Other financing sources (uses)			
Lapsed appropriations			6,331
Estopped warrants			338
Total other financing sources (uses)			<u>6,669</u>
Revenue and other sources over (under) expenditures and other uses	(3,978,983)	(3,978,983)	(396,877)
Cash fund balance, beginning of year	<u>3,978,983</u>	<u>3,978,983</u>	<u>3,978,983</u>
Cash fund balance, end of year	<u>\$ -</u>	<u>-</u>	<u>3,582,106</u>

The notes to the combined financial statements are an integral part of this statement

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL -  
 REGULATORY BASIS - ALL BUDGETED SPECIAL REVENUE FUNDS  
 JUNE 30, 2025**

	SPECIAL REVENUE FUNDS		
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL
Revenues			
Local sources	\$ 2,237,568	2,237,568	2,170,699
State sources	786,889	786,889	1,525,738
Federal sources	2,396,617	2,396,617	3,128,628
Non-revenue receipts			4,966
Total revenues	5,421,074	5,421,074	6,830,031
Expenditures			
Support services	1,491,102	1,491,102	3,321,830
Operation of non-instructional services	4,208,718	4,208,718	3,712,716
Facilities, acquisition and const. services	147,935	147,935	2,292
Other outlays			95,343
Non-categorical	2,759,531	2,759,531	
Total expenditures	8,607,286	8,607,286	7,132,181
Revenues over (under) expenditures	(3,186,212)	(3,186,212)	(302,150)
Other financing sources (uses)			
Lapsed appropriations			868
Estopped warrants			150
Total other financing sources (uses)			1,018
Revenue and other sources over (under) expenditures and other uses	(3,186,212)	(3,186,212)	(301,132)
Cash fund balance, beginning of year	3,186,212	3,186,212	3,186,212
Cash fund balance, end of year	\$ -	-	2,885,080

The notes to the combined financial statements are an integral part of this statement

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL -  
 REGULATORY BASIS - DEBT SERVICE FUNDS  
 JUNE 30, 2025**

	DEBT SERVICE FUND		
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL
Revenues			
Local sources	\$ 10,117,475	10,117,475	10,557,338
State sources			1,228
Non-revenue receipts			6,245
Total revenues	10,117,475	10,117,475	10,564,811
Expenditures			
Other outlays			
Debt service	10,776,572	10,776,572	10,776,572
Revenues over (under) expenditures	(659,097)	(659,097)	(211,761)
Cash fund balance, beginning of year	659,097	659,097	659,097
Cash fund balance, end of year	\$ -	-	447,336

The notes to the combined financial statements are an integral part of this statement

**NOTES TO COMBINED FINANCIAL STATEMENTS -  
REGULATORY BASIS**

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

**1. Summary of Significant Accounting Policies**

The basic financial statements of the Bartlesville Public Schools Independent District No. I-30 (the "District") have been prepared in conformity with another comprehensive basis of accounting as prescribed by the Oklahoma State Department of Education. The more significant of the District's accounting policies are described below.

*A. Reporting Entity*

The District is a corporate body for public purposes created under Title 70 of the Oklahoma Statutes and accordingly is a separate entity for operating and financial reporting purposes.

The District is part of the public-school system of Oklahoma under the general direction and control of the State Board of Education and is financially dependent on state of Oklahoma support. The general operating authority for the public-school system is the Oklahoma School Code contained in Title 70, Oklahoma Statutes.

The governing body of the District is the Board of Education composed of elected members. The appointed superintendent is the executive officer of the District.

In evaluating how to define the District, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria established by the Governmental Accounting Standards Board (GASB). The basic, but not the only, criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the District and/or its citizens, or whether the activity is conducted within the geographic boundaries of the District and is generally available to its patrons. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the District is able to exercise oversight responsibilities. Based upon the application of these criteria, there are no potential component units included in the District's reporting entity. The Parent Teacher Association (PTA) is not included in the reporting entity. The District does not appoint any of the board members or exercise any oversight authority over the PTA.

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

1. **Summary of Significant Accounting Policies-** contd.

*B. Fund Accounting*

The District uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain district functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources. Funds are classified into three categories: governmental, proprietary and fiduciary. Each category, in turn, is divided into separate "fund types."

**Governmental Fund Types**

Governmental funds are used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general fixed assets (capital projects funds), and the servicing of general long-term debt (debt service funds).

General Fund - The general fund is used to account for all financial transactions except those required to be accounted for in another fund. Major revenue sources include state and local property taxes and state funding under the Foundation and Incentive Aid Program. Expenditures include all costs associated with the daily operations of the schools except for programs funded for building repairs and maintenance, school construction and debt service on bonds and other long-term debt. The general fund includes federal and state restricted monies that must be expended for specific programs.

Special Revenue Fund - The special revenue funds are the District's building, co-op and child nutrition funds.

Building Fund - The building fund consists of monies derived property taxes levied for the purpose of erecting, remodeling, repairing, or maintaining school buildings and for purchasing furniture, equipment and computer software to be used on or for the school district property, for paying energy and utility costs, for purchasing telecommunications services, for paying fire and casualty insurance premiums for school facilities, for purchasing security systems, and for paying salaries of security personnel.

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

1. **Summary of Significant Accounting Policies-** contd.

*B. Fund Accounting - contd.*

Co-op Fund - The co-op fund is established when the boards of education of two or more school districts enter into cooperative agreements and maintain joint programs. The revenues necessary to operate a cooperative program can come from federal, state, or local sources, including the individual contributions of participating school districts. The expenditures for this fund would consist of those necessary to operate and maintain the joint programs.

Child Nutrition Fund - The child nutrition fund consists of monies derived from federal and state financial assistance and food sales. This fund is used to account for the various nutrition programs provided to students.

Debt Service Fund - The debt service fund is the District's sinking fund and is used to account for the accumulation of financial resources for the payment of general long-term (including judgments) debt principal, interest and related costs. The primary revenue sources are local property taxes levied specifically for debt service and interest earnings from temporary investments.

Capital Projects Funds - The capital projects fund is the District's bond fund and is used to account for the proceeds of bond sales to be used exclusively for acquiring school sites, constructing and equipping new school facilities, renovating existing facilities, and acquiring transportation equipment.

**Proprietary Fund Types**

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities can be provided either to outside parties (enterprise funds) or to other departments or agencies primarily within the District (internal service funds). The District has no proprietary fund types.

**Fiduciary Fund Types**

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the District. When these assets are held under a trust agreement, either a nonexpendable trust fund or an expendable trust fund is used depending on whether there is an obligation to maintain trust principal. Agency

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

1. **Summary of Significant Accounting Policies-** contd.

*B. Fund Accounting - contd.*

funds are used to account for assets that the District holds on behalf of others as their agent and do not involve measurement of results of operations.

Expendable Trust Funds - Expendable trust funds include the gifts fund, medical insurance fund, workers compensation fund and the insurance recovery fund.

Gifts Fund - The gifts fund receives its assets by way of philanthropic foundations, individuals, or private organizations for which no repayment or special service to the contributor is expected. This fund is used to promote the general welfare of the District.

Medical Insurance Fund - The medical insurance fund accounts for revenues and expenditures for all types of self-funded medical insurance coverage.

Workers Compensation Fund - The workers compensation fund accounts for revenues and expenditures for workers compensation claims.

Insurance Recovery Fund - The insurance recovery fund accounts for all types of insurance recoveries, major reimbursements and reserves for property repairs and replacements.

Agency Fund - The agency fund is the school activities fund which is used to account for monies collected principally through fundraising efforts of the student and District-sponsored groups. The administration is responsible, under the authority of the Board, in collecting, disbursing and accounting for these activity funds.

**Account Group**

Account groups are not funds and consist of a self-balancing set of accounts used only to establish accounting control over long-term debt and fixed assets.

General Long-Term Debt Account Group - This account group was established to account for all long-term debt of the District, which is offset by the amount available in the debt service fund and the amount to be provided in future years to complete retirement of the debt principal. It is also used to account for other liabilities (judgments and lease purchases), which are to be paid from funds provided in future years.

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

1. **Summary of Significant Accounting Policies-** contd.

B. *Fund Accounting* - contd.

General Fixed Assets Account Group - This account group is used by governments to account for the property, plant and equipment of the school district. The District does not have the information necessary to include this group in its financial statements.

**Memorandum Only - Total Column**

The total column on the combined financial statements - regulatory basis is captioned "memorandum only" to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position, results of operations or cash flows in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Inter-fund eliminations have not been made in the aggregation of this data.

C. *Basis of Accounting and Presentation*

The District prepares its financial statements in a presentation format that is prescribed by the Oklahoma State Department of Education. This format is essentially the generally accepted form of presentation used by state and local governments prior to the effective date of GASB Statement No. 34, *Basic Financial Statements-Management's Discussion and Analysis-for State and Local Governments*. This format significantly differs from that required by GASB 34.

The basic financial statements are essentially prepared on a basis of cash receipts and disbursements modified as required by the regulations of the Oklahoma State Department of Education (OSDE) as follows:

- Encumbrances represented by purchase orders, contracts, and other commitments for the expenditure of monies and are recorded as expenditures when approved.
- Investments and inventories are recorded as assets when purchased.
- Warrants payable are recorded as liabilities when issued.
- Long-term debt is recorded when incurred.
- Accrued compensated absences are recorded as an expenditure and liability when the obligation is incurred.

This regulatory basis of accounting differs from accounting principles generally accepted in the United States of America, which requires revenues to be recognized when they become

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

1. **Summary of Significant Accounting Policies-** contd.

*C. Basis of Accounting and Presentation – contd.*

available and measurable, or when they are earned, and expenditures or expenses to be recognized when the related liabilities are incurred for governmental fund types; and, when revenues are earned and liabilities are incurred for proprietary fund types and trust funds.

*D. Budgets and Budgetary Accounting*

The District is required by state law to prepare an annual budget. A preliminary budget must be submitted to the Board of Education by December 31 for the fiscal year beginning the following July 1. If the preliminary budget requires an additional levy, the District must hold an election on the first Tuesday in February to approve the levy. If the preliminary budget does not require an additional levy, it becomes the legal budget. If an election is held and the taxes are approved, then the preliminary budget becomes the legal budget. If voters reject the additional taxes, the District must adopt a budget within the approved tax rate.

The District may upon approval by a majority of the electors of the District voting on the question make the ad valorem levy for emergency levy and local support levy permanent.

Under current Oklahoma Statutes, a formal budget is required for all funds except for trust and agency funds. Budgets are presented for all funds that include the originally approved budgeted appropriations for expenditures and final budgeted appropriations as adjusted for supplemental appropriations and approved transfers between budget categories.

*E. Assets, Liabilities and Fund Balances*

Cash - Cash consists of cash on hand, demand deposit accounts, and interest-bearing checking accounts.

Investments - Investments consist of direct obligations of the United States Government and agencies; certificates of deposit of savings and loan associations, bank and trust companies; savings accounts or savings certificates of savings and loan associations, and trust companies; and warrants, bonds or judgments of the district. All investments are recorded at cost, which approximates market value.

Inventories - The value of consumable inventories at June 30, 2025 is not material to the combined financial statements-regulatory basis.

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

1. **Summary of Significant Accounting Policies-** contd.

*E. Assets, Liabilities and Fund Balances – contd.*

Fixed Assets and Property, Plant and Equipment - The General Fixed Asset Account Group is not presented.

Warrants Payable - Warrants are issued to meet the obligations for goods and services provided to the District. The District recognizes a liability for the amount of outstanding warrants that have yet to be redeemed by the District's treasurer.

Encumbrances - Encumbrances represent commitments related to purchase orders, contracts, other commitments for expenditures or resources, and goods or services received by the District for which a warrant has not been issued. An expenditure is recorded and a liability is recognized for outstanding encumbrances at year end in accordance with the regulatory basis of accounting.

Unmatured Obligations - The unmatured obligations represent the total of all annual accruals for both principal and interest, based on the lengths of the bonds and/or judgments, less all principal and interest payments through the balance sheet date in accordance with the regulatory basis of accounting.

Funds Held for School Organizations - Funds held for school organizations represent the funds received or collected from students or other co-curricular and extracurricular activities conducted in the district, control over which is exercised by the board of education. These funds are credited to the account maintained for the benefit of each particular activity within the school activity fund.

Long-Term Debt - Long-term debt is recognized as a liability of a governmental fund when due, or when resources have been accumulated in the debt service fund for payment early in the following year. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund. The remaining portion of such obligations is reported in the general long-term debt account group. Long-term liabilities expected to be financed from proprietary fund operations are accounted for in those funds.

Fund Balance – Cash fund balance represents the funds not encumbered by purchase order, legal contracts, outstanding warrants and unmatured obligations.

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

**1. Summary of Significant Accounting Policies-** contd.

In the fund financial statements, governmental funds report the hierarchy of fund balances. The hierarchy is based primarily on the degree of spending constraints placed upon use of resources for special purposes versus availability of appropriations. An important distinction that is made in reporting fund balance is between amounts that are considered *nonspendable* (i.e., fund balance associated with assets that are not in *spendable form*, such as inventories or prepaid items, long-term portions of loans and notes receivable, or items that are legally required to be maintained intact) and those that are *spendable* (such as fund balance associated with cash, investments or receivables).

Amounts in the spendable fund balance category are further classified as *restricted*, *committed*, *assigned* or *unassigned*, as appropriate.

- **Restricted** fund balance represents amounts that are constrained either externally by creditors, grantors, contributors or laws or regulations of other governments; or by law, through constitutional provisions or enabling legislation.
- **Committed** fund balance represents amounts that are useable only for specific purposes by formal action of the government's highest level of decision-making authority. Such amounts are not subject to legal enforceability but cannot be used for any other purpose unless the government removes or changes the limitation by taking action similar to that which imposed the commitment. The School Board is the highest level of decision-making authority of the School District.
- **Assigned** fund balance represents amounts that are *intended* to be used for specific purposes but are neither restricted nor committed. Intent is expressed by the governing body itself, or a subordinated high-level body or official who the governing body has delegated the authority to assign amounts to be used for specific purposes. Assigned fund balances includes all remaining spendable amounts (except negative balances) that are reported in governmental funds *other than the general fund* that are neither restricted nor committed, and amounts in the general fund that are intended to be used for specific purpose in accordance with the provisions of the standard.
- **Unassigned** fund balance is the residual classification for the general fund. It represents the amounts that have not been assigned to other funds, and that have not been restricted, committed, or assigned to specific purposes within the general fund.

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

**1. Summary of Significant Accounting Policies- contd.**

*F. Revenue and Expenditures*

Local Revenues - Revenue from local sources is the money generated from within the boundaries of the District and available to the District for its use. The District is authorized by state law to levy property taxes, which consist of ad valorem taxes on real and personal property within the District. These property taxes are distributed to the District's general, building and sinking funds based on the levies approved for each fund. The County Assessor, upon receipt of the certification of tax levies from the county excise board, extends the tax levies on the tax roll for submission to the county treasurer prior to October 1. The county treasurer must commence tax collection within fifteen days of receipt of the tax rolls. The first half of taxes are due prior to January 1. The second half is due prior to April 1.

If the first payment is not made timely, the entire tax becomes due and payable on January 2. Second half taxes become delinquent on April 1 of the year following the year of assessment. If not paid by the following October 1, the property is offered for sale for the amount of taxes due. The owner has two years to redeem the property by paying the taxes and penalty owned. If at the end of two years the owner has not done so, the purchaser is issued a deed to the property.

Other local sources of revenues include interest earnings, tuition, fees, rentals, disposals, commissions and reimbursements.

Intermediate Revenues - Revenue from intermediate sources is the amount of money from funds collected by an intermediate administrative unit, or a political subdivision between the district and the state and distributed to districts in amounts that differ in proportion to those which were collected within such systems.

State Revenues - Revenues from state sources for current operations are primarily governed by the state aid formula under the provisions of Article XVIII, Title 70, Oklahoma Statutes. The State Board of Education administers the allocation of state aid funds to school districts based on information accumulated from the Districts.

After review and verification of reports and supporting documentation, the State Department of Education may adjust subsequent fiscal period allocations of money for prior year errors disclosed by review. Normally such adjustments are treated as reductions or additions of revenue of the year when the adjustment is made.

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

1. **Summary of Significant Accounting Policies-** contd.

*F. Revenue and Expenditures-* contd.

The District receives revenue from the state to administer certain categorical educational programs. State Board of Education rules require that revenue earmarked for these programs be expended only for the program for which the money is provided and require that the money not expended as of the close of the fiscal year be carried forward into the following year to be expended for the same categorical programs. The State Department of Education requires categorical educational program revenues be accounted for in the general fund.

The aforementioned state revenues are apportioned to the District's general fund.

Federal Revenues - Federal revenues consist of revenues from the federal government in the form of operating grants or entitlements. An operating grant is a contribution to be used for a specific purpose, activity or facility. A grant may be received either directly from the federal government or indirectly as a pass-through from another government, such as the state.

An entitlement is the amount of payment to which the District is entitled pursuant to an allocation formula contained in applicable statutes.

The majority of the federal revenues received by the District are apportioned to the general fund. The District maintains a separate child nutrition fund and the federal revenues received for the child nutrition programs are apportioned there.

Non-Revenue Receipts - Non-revenue receipts represent receipts deposited into a fund that are not new revenues to the District, but the return of assets.

Instruction Expenditures - Instruction expenditures include the activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location, such as a home or hospital, and in other learning situations, such as those involving co-curricular activities. It may also be provided through some other approved medium, such as television, radio, telephone and correspondence.

Included here are the activities of teacher assistants of any type (clerks, graders, teaching machines, etc.), which assist in the instructional process. The activities of tutors, translators and interpreters would be recorded here. Department chairpersons who teach for any portion of time are included here. Tuition/transfer fees paid to other LEAs would be included here.

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

**1. Summary of Significant Accounting Policies- contd.**

*F. Revenue and Expenditures - contd.*

Support Services Expenditures - Support services expenditures provide administrative, technical (such as guidance and health) and logistical support to facilitate and enhance instruction. These services exist as adjuncts for fulfilling the objectives of instruction, community services and enterprise programs, rather than as entities within themselves.

Operation of Non-Instructional Services Expenditures - Activities concerned with providing non-instructional services to students, staff or the community.

Facilities Acquisition and Construction Services Expenditures - Consists of activities involved with the acquisition of land and buildings; remodeling buildings; the construction of buildings and additions to buildings; initial installation or extension of service systems and other built-in equipment; and improvement to sites.

Other Outlays/Uses Expenditures - A number of outlays of governmental funds are not properly classified as expenditures, but still require budgetary or accounting control. These are classified as Other Outlays. These include debt service payments (principal and interest) when applicable. Other uses include scholarships provided by private gifts and endowments; student aid and staff awards supported by outside revenue sources (i.e., foundations). Also, expenditure for self-funded employee benefit programs administered either by the District or a third-party administrator.

Repayment Expenditures - Repayment expenditures represent checks/warrants issued to outside agencies for refund or restricted revenue previously received for overpayment, non-qualified expenditures and other refunds to be repaid from District funds.

Inter-fund Transactions - Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund or expenditure/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the fund that is reimbursed.

All other inter-fund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other inter-fund transfers are reported as operating transfers. There were no operating transfers between funds during the 2024-25 fiscal year.

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

**2. Deposits and Investments**

Custodial Credit Risk

At June 30, 2025, the District held deposits of approximately \$22,897,425 at financial institutions. The District's cash deposits, including interest-bearing certificates of deposit, are entirely covered by Federal Depository Insurance (FDIC) or direct obligation of the U.S. government insured or collateralized with securities held by the District or by its agent in the District's name.

*Investment Interest Rate Risk*

The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

*Investment Credit Risk*

The District has no policy that limits its investment choices other than the limitation of state law as follows:

- a. Direct obligations of the U.S. Government, its agencies and instrumentalities to which the full faith and credit of the U.S. Government is pledged, or obligations to the payment of which the full faith and credit of the State is pledged.
- b. Certificates of deposit or savings accounts that are either insured or secured with acceptable collateral with in-state financial institutions, and fully insured certificates of deposits or savings accounts in out-of-state financial institutions.
- c. With certain limitation, negotiable certificates of deposit, prime bankers' acceptances, prime commercial paper and repurchase agreements with certain limitations.
- d. County, municipal or school district tax supported debt obligations, bond or revenue anticipation notes, money judgments, or bond or revenue anticipations notes of public trusts whose beneficiary is a county, municipality or school district.
- e. Notes or bonds secured by mortgage or trust deed insured by the Federal Housing Administrator and debentures issued by the Federal Housing Administrator, and in obligations of the National Mortgage Association.
- f. Money market funds regulated by the SEC and in which investments consist of the investments mentioned in the previous paragraphs (a.-d.).

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

**2. Deposits and Investments – contd.**

The investments held at June 30, 2025 are as follows:

Type	Weighted Average Maturity (Months)	Market Value	Cost
<b>Investments</b>			
Money Market		\$ 0	\$ 0
Municipal tax-supported money judgments		0	0
Certificate of Deposit	6	<u>5,550,087</u>	<u>5,550,087</u>
<b>Total investments</b>		<u>\$ 5,550,087</u>	<u>\$ 5,550,087</u>

*Concentration of Investment Credit Risk*

The District places no limit on the amount it may invest in any one issuer. The District has the following of credit risk: 0% in Money Market funds, 0% in Municipal tax-supported money judgments and 100% in CDs (\$5,550,087).

**3. General Long-term Debt**

State statutes prohibit the District from becoming indebted in an amount exceeding the revenue to be received for any fiscal year without approval by the District’s voters. Bond issues can be approved by the voters and issued by the District for various capital improvements. These bonds are required to be fully paid serially within 25 years of the date of issue.

General long-term debt of the District consists of bonds payable and five (5) capital leases. Debt service requirements for bonds are payable solely from the fund balance and the future revenues of the debt service fund.

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

**3. General Long-term Debt – contd.**

The following is a summary of the long-term debt transactions of the District for the year ended June 30, 2025:

	Bonds <u>Payable</u>	Capital <u>Leases</u>	<u>Totals</u>
Balance, July 1, 2024	\$ 37,125,000	33,061,632	70,186,632
Additions	5,495,000	3,600,000	9,095,000
Retirements	<u>5,110,000</u>	<u>10,076,068</u>	<u>15,186,068</u>
Balance, June 30, 2025	<u>\$ 37,510,000</u>	<u>26,585,564</u>	<u>64,095,564</u>

A brief description of the outstanding long-term debt at June 30, 2025 is set forth below:

	<u>Amount outstanding</u>
<u>General Obligation Bonds</u>	
Building Bonds, Series 2015, original issue \$6,525,000, average interest rate of 2.00-3.00%, due in annual installments of \$465,000 beginning 6-1-17, final payment of \$480,000 due 6-1-30	\$ 2,340,000
Building Bonds, Series 2018, original issue \$15,500,000, interest rate of 2.25-3.00%, due in annual installments of \$2,210,000 beginning 6-1-20, final payment due 6-1-26;	2,240,000
Building Bonds, Series 2022A, original issue \$6,470,000, interest rate of 3.00-3.20%, due in annual installments of \$805,000 beginning 6-1-24, final payment of \$835,000 due 6-1-31	4,860,000
Building Bonds, Series 2023, original issue \$8,700,000, interest rate of 0.50-4.0%, due in annual installments of \$965,000 beginning 6-1-25, final payment of \$980,000 due 6-1-33	7,735,000
Comb. Purpose Bonds, Series 2024A, original issue \$10,140,000, interest rate of 4.00%, due in annual installments of \$5,070,000 beginning 5-1-26, final payment of \$5,070,000 due 5-1-27	10,140,000
Building Bonds, Series 2024B, original issue \$4,700,000, interest rate of 4.00%, due in annual installments of \$2,350,000 beginning 5-1-26, final payment of \$2,350,000 due 5-1-27	\$ 4,700,000

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

**3. General Long-term Debt – contd.**

	<u>Amount outstanding</u>
Comb. Purpose Bonds, Series 2025A, original issue \$4,460,000, interest rate of 3.85-4.00%, due in annual installments of \$635,000 beginning 5-1-27, final payment of \$650,000 due 5-1-33	\$ 4,460,000
Comb. Purpose Bonds, Series 2025B, original issue \$1,035,000, interest rate of 4.25%, due in one installments of \$1,035,000 payment of \$1,035,000 due 5-1-33	1,035,000
<u>Capital Leases</u>	
Lease agreement for equipment and buildings, dated 3-23-23 totaling \$9,600,000, interest rate of 3.43%, due in various acquisition payments beginning 7-1-25 final payment on 7-1-28;	9,600,000
Lease agreement for energy savings performance, dated 5-22-23 totaling \$1,325,260, interest rate of 4.75%, due in various acquisition payments beginning 12-1-23 final payment on 12-1-30;	1,093,699
Lease agreement for energy efficiency project, dated 6-17-24 totaling \$1,911,323, due in various acquisitions payments beginning 1-6-25 final payment on 10-6-32;	1,791,865
Lease agreement for equipment and buildings, dated 3-28-24 totaling \$10,500,000, interest rate of 4.445% due in various acquisition payments beginning 7-1-26 final payment on 7-1-30;	10,500,000
Lease revenue note series 2025, dated 3-27-25 totaling \$3,600,000, interest rate of 4.037% due in initial installments of \$25,000 payments beginning 7-1-26 final payment of 3,500,000 due on 7-1-30	<u>3,600,000</u>
Totals	<u>\$ 64,095,564</u>

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

**3. General Long-term Debt – contd.**

The annual debt service requirements for the retirement of bond principal, and payment of interest are as follows:

Year ending June 30	Principal	Interest	Total
2026	\$ 11,895,000	1,351,003	13,246,003
2027	11,325,000	950,745	12,275,745
2028	2,870,000	519,833	3,389,833
2029	2,870,000	417,733	3,287,733
2030	2,885,000	315,632	3,200,632
2031-2035	5,665,000	405,997	6,070,997
Totals	<u>\$ 37,510,000</u>	<u>3,960,943</u>	<u>41,470,943</u>

There was \$1,246,795 in interest paid on long-term debt incurred during the current year.

The annual debt service requirements for capital lease principal, and interest are as follows:

Year ending June 30	Principal	Interest	Total
2026	\$ 432,964	514,780	947,744
2027	495,757	690,082	1,185,839
2028	5,243,920	641,435	5,885,355
2029	6,992,470	596,112	7,588,582
2030	7,761,426	541,484	8,302,910
2031-2035	5,659,027	206,745	5,865,772
Totals	<u>\$ 26,585,564</u>	<u>3,190,638</u>	<u>29,776,202</u>

**4. Employee Retirement System**

Plan Description

The District participates in the state-administered Oklahoma Teachers' Retirement Plan, a cost-sharing, multiple-employer defined benefit public employee retirement system (PERS), which is administered by the board of trustees of the Oklahoma Teachers' Retirement System (the "System"). The System provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Title 70 Section 17 of the Oklahoma Statutes establishes benefit provisions and may be amended only through legislative action. The Oklahoma Teachers' Retirement System issues a publicly available

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

**4. Employee Retirement System – contd.**

financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to Teachers' Retirement System of Oklahoma, P.O. Box 53524, Oklahoma City, OK 73152 or by calling (405) 521-2387.

Basis of Accounting

The System's financial statements are prepared using the cash basis of accounting, except for accruals of interest income. Plan member contributions are recognized in the period in which the contributions are made. Benefits and refunds are recognized when paid. The pension benefit obligation is a standardized disclosure measure of the present value of pension benefits. This pension valuation method reflects the present value of estimated pension benefits that will be paid in future years as a result of employee services performed to date and is adjusted for the effect of projected salary increases. There are no actuarial valuations performed on individual school districts. The System has an under-funded pension benefit obligation as determined as part of the latest actuarial valuation.

GASB Statement 68 became effective for fiscal years beginning after June 15, 2014, and significantly changes pension accounting and financial reporting for governmental employees who participate in a pension plan, such as the System, and who prepare published financial statements on an accrual basis using Generally Accepted Accounting Principles. Since the District does not prepare and present their financial statements on an accrual basis, the net pension liability amount is not required to be presented on the financial statements.

Funding Policy

The District, the State of Oklahoma, and the participating employee make contributions. The contribution rates for the District and its employees are established by and may be amended by Oklahoma Statutes. The rates are not actuarially determined. The rates are applied to the employee's earnings plus employer-paid fringe benefits. The required contribution for the participating members is 7.0% of compensation. Beginning, July 1, 2010, the District and State were required to contribute 14.5% of applicable compensation. Contributions received by the System are from a percentage of its revenues from sales taxes, use taxes, corporate income taxes and individual income taxes. The District contributed 9.5% beginning January 1, 2010 and the State of Oklahoma contributed the remaining 5.0% during the year. The District is allowed by the Oklahoma Teacher's Retirement System to make the required contributions on behalf of the participating members. In addition, the District is required to match the retirement paid on salaries that are funded with federal funds.

Annual Pension Cost

The District's portion of the total contributions for 2025, 2024 and 2023 were \$3,501,510, \$3,236,852, and \$3,118,661 respectively.

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2025**

**5. Contingencies**

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the District expects such amounts, if any, to be immaterial.

**6. Risk Management**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District continues to carry commercial insurance for these risks, including general and auto liability, property damage, and public officials' liability. Settled claims resulting from these risks have not exceeded the commercial insurance coverage in any of the past three fiscal years.

**7. Subsequent Events**

Management has evaluated subsequent events through the date of the audit report, which is the date the financial statements were available to be issued and have determined that no additional information needs to be added to the financial statements.

**OTHER SUPPLEMENTARY INFORMATION – REGULATORY  
BASIS - COMBINING FINANCIAL STATEMENTS**

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
 COMBINING STATEMENT OF ASSETS, LIABILITIES AND FUND  
 BALANCES - REGULATORY BASIS - ALL SPECIAL REVENUE FUNDS  
 JUNE 30, 2025**

<u>ASSETS</u>	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>TOTALS (MEMO ONLY)</u>
Cash	1,320,885	510,537	1,831,422
Investments	725,000	332,488	1,057,488
Total assets	2,045,885	843,025	2,888,910
<u>LIABILITIES AND FUND BALANCES</u>			
Liabilities			
Warrants payable	3,800	30	3,830
Total liabilities	3,800	30	3,830
Fund balances			
Restricted	2,042,085	842,995	2,885,080
Total liabilities and fund balances	2,045,885	843,025	2,888,910

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
 CASH FUND BALANCES - REGULATORY BASIS - ALL SPECIAL REVENUE FUNDS  
 JUNE 30, 2025**

	CO-OP FUND	BUILDING FUND	CHILD NUTRITION FUND	TOTALS (MEMO ONLY)
Revenues				
Local sources	\$ -	1,947,060	223,639	2,170,699
State sources		1,491,314	34,424	1,525,738
Federal sources	12,992		3,115,636	3,128,628
Non-revenue receipts		3,766	1,200	4,966
Total revenues	<u>12,992</u>	<u>3,442,140</u>	<u>3,374,899</u>	<u>6,830,031</u>
Expenditures				
Support services		3,321,830		3,321,830
Operation of non-instructional services			3,712,716	3,712,716
Facilities, acquisition and const. services		2,292		2,292
Other outlays			95,343	95,343
Total expenditures	<u>-</u>	<u>3,324,122</u>	<u>3,808,059</u>	<u>7,132,181</u>
Revenues over (under) expenditures	12,992	118,018	(433,160)	(302,150)
Other financing sources (uses)				
Lapsed appropriations			868	868
Estopped warrants			150	150
Total other financing sources (uses)			<u>1,018</u>	<u>1,018</u>
Revenue and other sources over (under) expenditures and other uses	12,992	118,018	(432,142)	(301,132)
Cash fund balance, beginning of year	<u>(12,992)</u>	<u>1,924,067</u>	<u>1,275,137</u>	<u>3,186,212</u>
Cash fund balance, end of year	<u>\$ -</u>	<u>2,042,085</u>	<u>842,995</u>	<u>2,885,080</u>

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
 COMBINING STATEMENT OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL -  
 - REGULATORY BASIS - ALL BUDGETED SPECIAL REVENUE FUNDS  
 JUNE 30, 2025**

	CO-OP FUND			BUILDING FUND			CHILD NUTRITION FUND		
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL
<b>Revenues</b>									
Local sources	\$ -			1,724,501	1,724,501	1,947,060	513,067	513,067	223,639
State sources				750,000	750,000	1,491,314	36,889	36,889	34,424
Federal sources	12,992	12,992	12,992				2,383,625	2,383,625	3,115,636
Non-revenue receipts						3,766			1,200
<b>Total revenues</b>	<u>12,992</u>	<u>12,992</u>	<u>12,992</u>	<u>2,474,501</u>	<u>2,474,501</u>	<u>3,442,140</u>	<u>2,933,581</u>	<u>2,933,581</u>	<u>3,374,899</u>
<b>Expenditures</b>									
Support services				1,491,102	1,491,102	3,321,830			
Operation of non-instructional services							4,208,718	4,208,718	3,712,716
Facilities, acquisition and const. services				147,935	147,935	2,292			
Other outlays									95,343
Non-categorical				2,759,531	2,759,531				
<b>Total expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,398,568</u>	<u>4,398,568</u>	<u>3,324,122</u>	<u>4,208,718</u>	<u>4,208,718</u>	<u>3,808,059</u>
Revenues over (under) expenditures	12,992	12,992	12,992	(1,924,067)	(1,924,067)	118,018	(1,275,137)	(1,275,137)	(433,160)
<b>Other financing sources (uses)</b>									
Lapsed appropriations									868
Estopped warrants									150
<b>Total other financing sources (uses)</b>									<u>1,018</u>
Revenue and other sources over (under) expenditures and other uses	12,992	12,992	12,992	(1,924,067)	(1,924,067)	118,018	(1,275,137)	(1,275,137)	(432,142)
Cash fund balance, beginning of year	<u>(12,992)</u>	<u>(12,992)</u>	<u>(12,992)</u>	<u>1,924,067</u>	<u>1,924,067</u>	<u>1,924,067</u>	<u>1,275,137</u>	<u>1,275,137</u>	<u>1,275,137</u>
Cash fund balance, end of year	<u>\$ -</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,042,085</u>	<u>-</u>	<u>-</u>	<u>842,995</u>

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
 COMBINING STATEMENT OF ASSETS, LIABILITIES AND FUND  
 BALANCES - REGULATORY BASIS - ALL CAPITAL PROJECTS FUNDS  
 JUNE 30, 2025**

	<u>31</u> BUILDING BOND FUND	<u>32</u> BUILDING BOND FUND	<u>33</u> BUILDING BOND FUND	<u>34</u> BUILDING BOND FUND	<u>39</u> BUILDING BOND FUND	<u>TOTALS</u> (MEMO ONLY)
<u>ASSETS</u>						
Cash	\$ 140,014	100,330	529,548	1,310,746	3,533	2,084,171
Investment			550,000	3,080,000	536,910	4,166,910
Total assets	<u>140,014</u>	<u>100,330</u>	<u>1,079,548</u>	<u>4,390,746</u>	<u>540,443</u>	<u>6,251,081</u>
 <u>LIABILITIES AND FUND BALANCES</u>						
Liabilities						
Warrants payable		2,580	32,477			35,057
Encumbrances			13,459			13,459
Total liabilities		<u>2,580</u>	<u>45,936</u>			<u>48,516</u>
Fund balances						
Restricted	<u>140,014</u>	<u>97,750</u>	<u>1,033,612</u>	<u>4,390,746</u>	<u>540,443</u>	<u>6,202,565</u>
Total liabilities and fund balances	<u>\$ 140,014</u>	<u>100,330</u>	<u>1,079,548</u>	<u>4,390,746</u>	<u>540,443</u>	<u>6,251,081</u>

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY**  
**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN CASH FUND BALANCES - REGULATORY BASIS - ALL CAPITAL PROJECTS FUNDS**  
**JUNE 30, 2025**

	31 BUILDING BOND FUND	32 BUILDING BOND FUND	33 BUILDING BOND FUND	34 BUILDING BOND FUND	39 BUILDING BOND FUND	TOTALS (MEMO ONLY)
Revenues						
Local sources	\$ -				244,910	244,910
Total revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>244,910</u>	<u>244,910</u>
Expenditures						
Instruction			1,794,251			1,794,251
Support services	158,064	115,594	1,807,982	20,700	78,050	2,180,390
Facilities, acquisition and const. services	94,328	4,250,696				4,345,024
Total expenditures	<u>252,392</u>	<u>4,366,290</u>	<u>3,602,233</u>	<u>20,700</u>	<u>78,050</u>	<u>8,319,665</u>
Revenues over (under) expenditures	(252,392)	(4,366,290)	(3,602,233)	(20,700)	166,860	(8,074,755)
Other financing sources (uses)						
Bond sales proceeds				4,411,446		4,411,446
Revenue and other sources over (under) expenditures and other uses	(252,392)	(4,366,290)	(3,602,233)	4,390,746	166,860	(3,663,309)
Cash fund balance, beginning of year	<u>392,406</u>	<u>4,464,040</u>	<u>4,635,845</u>	<u>-</u>	<u>373,583</u>	<u>9,865,874</u>
Cash fund balance, end of year	<u>\$ 140,014</u>	<u>97,750</u>	<u>1,033,612</u>	<u>4,390,746</u>	<u>540,443</u>	<u>6,202,565</u>

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
 COMBINING STATEMENT OF ASSETS, LIABILITIES AND FUND  
 EQUITY - REGULATORY BASIS - ALL FIDUCIARY FUND TYPES  
 JUNE 30, 2025**

	EXPENDABLE TRUST FUND	AGENCY FUNDS	TOTAL
	GIFTS FUND	ACTIVITY FUNDS	(MEMO ONLY)
<u>ASSETS</u>			
Cash	\$ 14,663	955,217	969,880
Investments	287,250		287,250
Total assets	301,913	955,217	1,257,130
<u>LIABILITIES AND FUND BALANCES</u>			
Liabilities			
Warrants payable	2,625		2,625
Funds held for school organizations		955,217	955,217
Total liabilities	2,625	955,217	957,842
Fund Balances			
Cash fund balances	299,288	-	299,288
Total Liabilities and Fund Balances	\$ 301,913	955,217	1,257,130

**INDEPENDENT SCHOOL DISTRICT NO. 1-30, WASHINGTON COUNTY  
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
REGULATORY BASIS - ALL AGENCY FUNDS  
FOR THE YEAR ENDED JUNE 30, 2025**

	<u>Balance</u> <u>July 1, 2024</u>	<u>Additions</u>	<u>Net</u> <u>Transfers</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2025</u>
<b>Assets</b>					
Cash	\$ 876,578	1,261,339	-	1,182,700	955,217
<b>Liabilities</b>					
Funds held for student organizations					
General Administrative	234,274	127,917	521	128,438	234,274
General Administrative Athletics	244,103	263,863	1,460	258,834	250,592
General Refund Account	-	2,805	-	2,805	-
AP Exams	18,640	2,379	-	2,573	18,446
Alternative High School	1,973	2,741	-	2,669	2,045
Tuition Clearing Acct	-	11,960	-	11,960	-
Art Club	422	-	-	-	422
Adult Fees Clearing Acct	-	361	-	361	-
Sports Broadcasting	2,906	5,095	-	2,352	5,649
Aviation	400	650	(25)	530	495
Baseball Fund	1,200	451	-	-	1,651
Basketball Fund	1,750	14,388	5,000	9,207	11,931
Choral Club	2,095	5,467	-	4,147	3,415
Concessions	5,810	-	(5,810)	-	-
Bville Women's Network Library Dor	546	-	-	446	100
S.A.D.F.	1,045	-	-	-	1,045
Community of Caring	1,167	-	-	62	1,105
Drama	18,277	12,241	(80)	17,379	13,059
VisionQuest	82	-	849	-	931
BPS-Foundation Grants	1,694	82,541	-	34,700	49,535
Agricultural Education	3,273	84,833	395	84,925	3,576
Environmental Club	282	-	-	-	282
BHS SPED	2,132	-	-	449	1,683
Exceptional Education Service	13,758	6,494	-	15,047	5,205
Business Prof of America	448	-	-	-	448
ATLAS	98	-	-	-	98
STEAM Program	6,653	9,000	-	6,045	9,608
BPA	-	1,721	-	1,511	210
BHS Construction	-	1,385	-	500	885
Lady Bruins	334	-	-	-	334
Football	67	-	-	-	67
Music	2,932	100	-	1,090	1,942
Musical Production	4,027	3,777	-	6,269	1,535
National Honor Society	6,961	7,750	(2,000)	2,756	9,955
Newspaper	224	-	-	-	224
National Junior Honor Society	1,119	1,099	-	346	1,872
Orchestra	9,799	6,352	-	12,716	3,435
BHS Band	30,564	206,004	-	208,469	28,099
Pictures	2,174	411	-	-	2,585
Service Club	430	-	-	-	430
World Language Club	465	-	-	-	465
Speech Program	-	11,416	-	11,416	-
Staff Development-In-Service	\$ 1,492	-	-	-	1,492

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
 COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
 REGULATORY BASIS - ALL AGENCY FUNDS  
 FOR THE YEAR ENDED JUNE 30, 2025**

	Balance <u>July 1, 2024</u>	<u>Additions</u>	Net <u>Transfers</u>	<u>Deletions</u>	Balance <u>June 30, 2025</u>
Bville Education Promise	\$ 23,956	31,100	-	27,938	27,118
Student Council	30,048	259,689	1,260	180,622	110,375
Science Olympiad	500	-	(500)	-	-
Technology Student Assoc (TSA)	2,267	15,961	-	13,065	5,163
Science Trek Club	2,355	100	(120)	1,519	816
Wrestling	385	-	-	-	385
Technology Support Team	146,852	64,981	-	109,787	102,046
Golf	1	-	-	-	1
Cross Country	123	-	-	-	123
Soccer	51	-	-	-	51
Counselors' Special Fund	140	500	-	-	640
Yearbook	20,132	14,493	-	19,211	15,414
Leadership	-	-	-	-	-
Academic Team	140	-	-	-	140
Archery Club	349	-	(349)	-	-
Homeless Student Assistance	1,075	-	-	-	1,075
Bruin Logo	23,987	1,314	-	2,556	22,745
Back to School Rally	601	-	(601)	-	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Total Liabilities	<u>\$ 876,578</u>	<u>1,261,339</u>	<u>-</u>	<u>1,182,700</u>	<u>955,217</u>

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2025**

<u>Federal Grantor/Pass Through Grantor/Program Title</u>	<u>Federal Award Listing Number</u>	<u>Pass-through Grantor's Project Number</u>	<u>Program or Award Amount</u>	<u>Beginning Balance 7/1/2024</u>	<u>Revenue Collected</u>	<u>Total Expenditures</u>	<u>Ending Balance 6/30/2025</u>
<u>U.S. Department of Education</u>							
<u>Direct Programs:</u>							
Title VI-Part A, Indian Education	84.060	561	\$ 293,371		167,467	293,371	(125,904)
Title VI-Part A, Indian Education 2023-24	84.060	799		(85,474)	85,474		
<b>Subtotal - Direct Programs</b>			<u>293,371</u>	<u>(85,474)</u>	<u>252,941</u>	<u>293,371</u>	<u>(125,904)</u>
<u>Passed Through State Department of Education:</u>							
* <u>Title I Cluster:</u>							
Title I-Part A, Improving Basic Programs	84.010	511	1,833,199		1,413,318	1,653,514	(240,196)
Title I-Part A, Improving Basic Programs 2023-24	84.010	799		(242,015)	242,015		
Subtotal - Title I Cluster			<u>1,833,199</u>	<u>(242,015)</u>	<u>1,655,333</u>	<u>1,653,514</u>	<u>(240,196)</u>
Title II-Part A, Teacher & Principal Training	84.367	541	469,046		199,537	220,032	(20,495)
Title II-Part A 2023-24	84.367	799		(13,898)	13,898		
Title III-Part A English Lang. Acq. Adult Education and Literacy	84.365	572	45,737		26,363	26,653	(290)
Adult Education and Literacy 2023-24	84.002	731	143,904		51,871	87,120	(35,249)
Title IV-SSAE Grant	84.424A	552	189,989		53,299	85,827	(32,528)
Title IV-SSAE Grant 2023-24	84.424A	799		(24,499)	24,499		
Title V-Part B, Subpart 2 RLIS	84.358B	587	156,569		118,361	125,135	(6,774)
Title V-Part B, Subpart 2 RLIS 2023-24	84.358B	799		(9,430)	9,430		
* <u>Education Stabilization Funds (Covid19)</u>							
ARP/ESSER III Student Teacher Stipends (Covid19)	84.425U	725			5,247	5,247	
ARP/ESSER Science of Reading (Covid19)	84.425U	726		1,292	2,584	2,575	1,301
ARP/ESSER III (Covid19)	84.425U	795	735,385		735,385	735,385	
ARP/ESSER III (Covid19) 2023-24	84.425U	799		(558,132)	558,132		
ARP/ESSER III Homeless II (Covid19)	84.425U	797	18,196		18,049	18,049	
ARP/ESSER III Homeless II (Covid19) 2023-24	84.425U	799		(3,030)	3,030		
Subtotal - Education Stabilization Funds (Covid19)			<u>753,581</u>	<u>(559,870)</u>	<u>1,322,427</u>	<u>761,256</u>	<u>1,301</u>
* <u>Special Education Cluster:</u>							
IDEA-B Professional Development	84.027	613	3,526		924	2,747	(1,823)
IDEA-B Professional Development 2023-24	84.027	799		(1,125)	1,125		
IDEA-B Certification Reimbursements	84.027	616	400		296	296	
IDEA-B Transition Development 2023-24	84.027	799		(4,174)	4,174		
IDEA-B Flowthrough	84.027	621	1,392,336		1,099,408	1,294,280	(194,872)
IDEA-B Preschool	84.173	641	29,971		27,378	27,378	
Subtotal - Special Education Program (Cluster)			<u>1,426,233</u>	<u>(5,299)</u>	<u>1,133,305</u>	<u>1,324,701</u>	<u>(196,695)</u>
<b>Subtotal - Passed Through State Dept of Education</b>			<u>\$ 5,018,258</u>	<u>(888,047)</u>	<u>4,641,359</u>	<u>4,284,238</u>	<u>(530,926)</u>

**INDEPENDENT SCHOOL DISTRICT NO. 1-30, WASHINGTON COUNTY  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2025**

Federal Grantor/Pass Through Grantor/Program Title	Federal Award Listing Number	Pass-through Grantor's Project Number	Program or Award Amount	Beginning Balance 7/1/2024	Revenue Collected	Total Expenditures	Ending Balance 6/30/2025
<u>Passed Through State Department of Career and Technology Education:</u>							
Carl Perkins Grant	84.048	421	\$ 90,307		86,223	86,223	
Carl Perkins Grant 2023-24	84.048	799		(12,992)	12,992		
<b>Subtotal - Passed Through State Dept of Career Tech Ed</b>			<u>90,307</u>	<u>(12,992)</u>	<u>99,215</u>	<u>86,223</u>	<u>-</u>
<u>U.S. Department of Agriculture:</u>							
<u>Passed Through State Department of Education:</u>							
<u>Child Nutrition Cluster:</u>							
<u>Cash Assistance:</u>							
Supply Chain Assistance	10.555	759		33,566		33,566	
National School Lunch Program	10.555	763		66,982	2,238,978	2,305,960	
School Breakfast Program	10.553	764			793,480	793,480	
Summer Food Program	10.559	766		487,406	83,178	527,467	43,117
<u>Cash Assistance Subtotal</u>				<u>587,954</u>	<u>3,115,636</u>	<u>3,660,473</u>	<u>43,117</u>
<u>Passed Through State Department of Human Services:</u>							
Non-cash Assistance (Commodities)	10.555	N/A			230,233	230,233	
<b>Subtotal - Child Nutrition Program (Cluster)</b>				<u>587,954</u>	<u>3,345,869</u>	<u>3,890,706</u>	<u>43,117</u>
<u>Other Federal Assistance:</u>							
OJT Rehabilitation Services	84.126	456	482		482	482	
Johnson O'Malley	15.130	563	73,710			72,072	(72,072)
Johnson O'Malley 2023-24	15.130	799		(40,437)	40,437		
Flood Control	12.112	771	232	736	232		968
<b>Subtotal - Other Federal Assistance</b>			<u>74,424</u>	<u>(39,701)</u>	<u>41,151</u>	<u>72,554</u>	<u>(71,104)</u>
<b>Total Federal Assistance</b>			<u>\$ 5,476,360</u>	<u>(438,260)</u>	<u>8,380,535</u>	<u>8,627,092</u>	<u>(684,817)</u>

\* Major federal programs

Note 1 - Commodities received by the District in the amount of \$ were of a non-monetary nature and therefore the total revenue does not agree with the financial statements by this amount. These commodities are reported at fair market value.

Note 2 - There were no amounts passed to subrecipients.

Note 3 - Grantor provides adequate insurance coverage against loss on assets purchased with Federal Awards.

Note 4 - The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Expenditures are reported on the regulatory basis of accounting consistent with the preparation of the combined financial statements. These expenditures are recognized following the cost principles contained in the Uniform Guidance. The District has also elected to not use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
 SCHEDULE OF SURETY BONDS  
 FOR THE YEAR ENDED JUNE 30, 2025**

<u>BONDING COMPANY</u>	<u>POSITION COVERED</u>	<u>BOND NUMBER</u>	<u>COVERAGE AMOUNT</u>	<u>EFFECTIVE DATES</u>
Old Republic Surety	Superintendent	LPO2114248	\$100,000	8/1/24-8/1/25
	Treasurer	LPO2114248	\$100,000	8/1/24-8/1/25
	Encumbrance Clerk	LPO2114248	\$10,000	8/1/24-8/1/25
	Activity Fund Custodian	LPO2114248	\$100,000	8/1/24-8/1/25
	Minutes Clerk	LPO2114248	\$1,000	8/1/24-8/1/25
	Payroll Clerk	LPO2114248	\$100,000	8/1/24-8/1/25
	Director of Finance Services	LPO2114248	\$100,000	8/1/24-8/1/25



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

The Honorable Board of Education  
Bartlesville School District No. I-030  
Bartlesville, Oklahoma 74005

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the accompanying fund type and account group financial statements-regulatory basis as listed in the Table of Contents, of Bartlesville, School District No. I-030, Bartlesville, Oklahoma, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the School District's basic financial statements, and have issued our report thereon dated October 17, 2025. This report was adverse with respect to the presentation of the financial statements in conformity with accounting principles generally accepted in the United States because the presentation followed the regulatory basis of accounting for Oklahoma school districts and did not conform to the presentation requirements of the Governmental Accounting Standards Board. However, our report was qualified for the omission of the general fixed asset account group with respect to the presentation of financial statements on the regulatory basis of accounting authorized by the Oklahoma State Board of Education.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School District's internal control. Accordingly, we do not express an opinion on the effectiveness of the School District's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of This Report**

The purpose of this report is solely to describe the scope of our 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. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Jenkins & Kemper, CPAs P.C.*

Jenkins & Kemper  
Certified Public Accountants, P.C.

October 17, 2025



**JENKINS & KEMPER**  
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA  
MICHAEL KEMPER, CPA

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH  
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

The Honorable Board of Education  
Bartlesville School District No. I-030  
Bartlesville, Oklahoma 74005

**Report on Compliance for Each Major Federal Program**

**Opinion on Each Major Federal Program**

We have audited the Bartlesville School District No. I-030, Bartlesville, Oklahoma's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2025. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Bartlesville School District No. I-030, Bartlesville, Oklahoma complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2025.

**Basis for Opinion on Each Major Federal Program**

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (The Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Bartlesville School District No. I-030, Bartlesville, Oklahoma and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

**Responsibilities of Management for Compliance**

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's federal programs.

**Auditor's Responsibilities for the Audit of Compliance**

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. 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 generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment

made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

#### **Report on Internal Control over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Jenkins & Kemper, CPAs P.C.*

Jenkins & Kemper  
Certified Public Accountants, P.C.

October 17, 2025

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JULY 1, 2024 TO JUNE 30, 2025**

**Summary of Auditor's Results**

1. The auditor's report expresses an adverse opinion on the combined financial statements in conformity with generally accepted accounting principles and a qualified opinion for the omission of the general fixed asset account group on the combined financial statements in conformity with a regulatory basis of accounting prescribed by the Oklahoma State Department of Education.
2. No significant deficiencies relating to the audit of the financial statements are reported in the Schedule of Findings and Questioned Costs.
3. No instances of noncompliance material to the financial statements of the District were reported during the audit.
4. No significant deficiencies relating to the audit of the major federal award programs are reported in the "Report on Compliance with Requirements Applicable to Each Major Program and Internal Control over Compliance in Accordance with OMB Uniform Guidance"
5. An unqualified opinion report was issued on the compliance of major federal award programs.
6. The audit disclosed no audit findings and questioned costs, which are required to be reported under OMB Uniform Guidance.
7. Identification of Major Programs: Education Stabilization Fund (84.425U), Title I (84.010), and Special Education (84.027,84.173) programs, which were each clustered in the determination.
8. The dollar threshold used to determine between Type A and Type B programs was \$750,000.
9. The District did not qualify to be a low-risk auditee.

**Findings – Financial Statement Audit**

None

**Findings and Questioned Costs – Major Federal Award Programs Audit**

None

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
DISPOSITION OF PRIOR YEAR'S SCHEDULE OF FINDINGS  
JULY 1, 2024 TO JUNE 30, 2025**

There were no prior year findings.

**INDEPENDENT SCHOOL DISTRICT NO. I-30, WASHINGTON COUNTY  
SCHEDULE OF ACCOUNTANT'S PROFESSIONAL  
LIABILITY INSURANCE AFFIDAVIT  
JULY 1, 2024 TO JUNE 30, 2025**

State of Oklahoma    )  
County of Tulsa       )

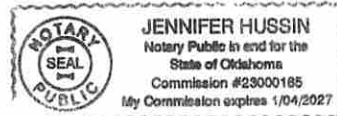
The undersigned auditing firm representative of lawful age, being first duly sworn on oath, says that said firm had in full force and effect Accountant's Professional Liability Insurance in accordance with the "Oklahoma Public School Audit Law" at the time of audit contract and during the entire audit engagement with Bartlesville School District for the audit year 2024-25.

Jenkins & Kemper, CPAs, P.C.  
AUDITING FIRM

BY   
AUTHORIZED AGENT

Subscribed and sworn to before me on this  
17<sup>th</sup> day of October, 2025

  
NOTARY PUBLIC





**JENKINS & KEMPER**  
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA  
MICHAEL KEMPER, CPA

October 17, 2025

To the Board of Education  
Bartlesville School District

We have audited the combined financial statements of Bartlesville School District for the year ended June 30, 2025 and have issued our report thereon dated October 17, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and *OMB's Uniform Guidance (2 CFR part 200, subpart E)*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated February 24, 2025. Professional standards also require that we communicate to you the following information related to our audit.

**Significant Audit Findings**

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the School District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2025. We noted no transactions entered into by the School District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There are no significant estimates affecting the financial statements. The financial statement disclosures are neutral, consistent, and clear.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements of the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 17, 2025.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the School District’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the School District’s auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

**Other Matters**

We were engaged to report on supplementary information, including combining statements and the schedule of expenditures of federal awards, which accompanies the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the accounting and financial reporting regulations prescribed or permitted by the Oklahoma State Department of Education, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

*Additional Services Provided*

During the 2024-25 fiscal year, the only additional services that we provided were assisting in the preparation of the financial statements, the notes to the financial statements, and the schedule of expenditures of federal awards.

**Restriction on Use**

This information is intended solely for the use of the board of education and administrative employees of the School District and is not intended to be and should not be used by anyone other than these specific parties.

Sincerely,

*Jenkins & Kemper, CPAs P.C.*

Jenkins & Kemper  
Certified Public Accountants, P.C.