

Regular Meeting of The Board of Education Independent School District Number  
33, Creek County  
Monday, July 10, 2023 12:00 PM  
Washington Administration Center Board Room, 511 E Lee, Sapulpa, OK 74066

I. Call the Meeting to Order and Pledge of Allegiance to the American Flag. President Wayne Richards called the meeting to order at 12pm. Asst Superintendent Johnny Bilby led the Pledge of Allegiance.

II. Reorganization of the Board of Education.

II.A. Discussion, motion, and vote on a motion to approve or disapprove the reorganization of the Board of Education with the election of the Board President.

To approve the reorganization of the Board of Education with the election of Larry Hoover as Board President passed with a motion by Melinda Ryan and a second by Wayne Richards.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

II.B. Discussion, motion, and vote on a motion to approve or disapprove the reorganization of the Board of Education with the election of the First Vice President.

To approve the reorganization of the Board of Education with the election of Melinda Ryan as First Vice President passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

II.C. Discussion, motion, and vote on a motion to approve or disapprove the reorganization of the Board of Education with the election of the Second Vice President.

To approve the reorganization of the Board of Education with the election of Wayne Richards as Second Vice President passed with a motion by Steve McCormick and a second by Melinda Ryan.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

III. Formal Adoption of the Agenda

III.A. Motion, discussion, and vote on motion to formally adopt the Agenda.

To formally adopt the Agenda passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

IV. Consent Agenda

IV.A. Approval of the 6.12.2023 Board Meeting Minutes.

IV.B. Approval of the 2022-23 General Fund Purchase Order Encumbrance numbers 1067 through 1079.

IV.C. Approval of the 2022-23 Building Fund Purchase Order Encumbrance numbers 270 through 273.

IV.D. Approval of the 2022-23 Child Nutrition Purchase Order Encumbrance numbers 89 through 91.

IV.E. Approval of the 2023-24 General Fund Purchase Order Encumbrance numbers 1 through 122.

IV.F. Approval of 2023-24 Building Fund Purchase Order Encumbrance numbers 1 through 10.

- IV.G. Approval of 2023-24 Child Nutrition Fund Purchase Order Encumbrance number 1.
- IV.H. Approval of 2023-24 Bond Fund 34 Purchase Order Encumbrance number 1.
- IV.I. Approval of the monthly financial reports of the School Activity Funds account.
- IV.J. Approval of the monthly financial report for the SPS Endowed Scholarship Accounts, Fund 81.
- IV.K. Approval of the Treasurer's Report on the status of Funds and Investments.
- IV.L. Approval of the 2023-24 renewal of the CCOSA District Level Services Program.
- IV.M. Approval of 2023-24 Oklahoma State University MOU for Field Clinical Experiences.
- IV.N. Approval of the 2023-24 University of Oklahoma Anne & Henry Zarrow School of Social Work Practicum Facility Affiliation Agreement.
- IV.O. Approval of the 2023-24 renewal of the Tulsa Community College (TCC) MOU for Dual Credit Programs.
- IV.P. Approval of the 2023-24 renewal of the MOA with the Native American Coalition of Tulsa Head Start (NACT).
- IV.Q. Approval of the 2023-24 renewal of the Special Services Cooperative Agreement with the Native American Coalition of Tulsa Head Start Program (NACT).
- IV.R. Approval of 2023-24 renewal of the Daybreak Family Services Letter of Agreement with Sapulpa Public Schools.
- IV.S. Approval of 2023-24 renewal of Youth Services of Creek County MOA with Sapulpa Public Schools.
- IV.T. Approval of 2023-24 renewal of CREOKS MOU with Sapulpa Public Schools.
- IV.U. Approval of 2023-24 Imagine Language & Literacy Reusable License Contract.
- IV.V. Approval of the 2023-24 PowerSchool Quote for Schoology LMS Subscription.
- IV.W. Approval of 2023-24 Oklahoma Department of Career and Technology Education Contract for Secondary Career and Technology Education Program(s) with Sapulpa Public Schools.
- IV.X. Approval of Digital Teaching and Learning professional development for certified teachers every year.

- IV.Y. Approval of Workplace Safety Training in Schools professional development for 7th-12th Grade Teachers for year 1, then every 3rd year.
- IV.Z. Approval of Family and Community Engagement professional development for year 1, then every 3rd year.
- IV.AA. Approval of designating American Heritage Bank as the depository bank for Sapulpa Public Schools appropriated funds and Activity Accounts with First United Bank.
- IV.BB. Approval for the renewal of the lease-purchase for Collins Stadium Video Board is \$225,287.59 by American Heritage Bank for the fiscal year ending on June 30, 2024.
- IV.CC. Approval for the renewal of the lease-purchase for Soccer Field Turf is \$431,249.04 by American Heritage Bank for the fiscal year ending on June 30, 2024.
- IV.DD. Approval for the renewal of the lease-purchase for Chieftain Center Video Board is \$190,929.88 by American Heritage Bank, for the fiscal year ending on June 30, 2024.
- IV.EE. Approval of the 2023-24 Child Nutrition Milk and Juice Bid.
- IV.FF. Approval of the 2023-24 Child Nutrition Produce Bid.
- IV.GG. Approval of the 2023-24 Child Nutrition Prime Vendor Recommendation.
- IV.HH. Approval of the 2023-24 Cummins Sales and Service Planned Maintenance Proposal for Holmes Park.
- IV.II. Approval of 2023-24 Tiger Inc. Natural Gas Purchase Agreement with Sapulpa Public Schools.
- IV.JJ. Approval of the following as Sanctioned Clubs of Sapulpa Public Schools:
- IV.JJ.1. FFA
- IV.JJ.2. HPE TAPS
- IV.KK. Approval of Fundraisers as per attachment.

To approve Consent Agenda items A-AK passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite:	Absent
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Yea

Yea: 4, Nay: 0, Absent: 1

V. Hearing from the Public None

VI. Information & Discussion Items

VI.A. Superintendent Comments Superintendent Armstrong opened comments by reviewing end-of-year financials from the consent agenda attachments and reporting a 10.3% carryover for the next school year. Initial allocation from the State should be available in the following weeks. He also shared a little about the Resolution and Bond Date to vote on under action items. He ended his comments by thanking all those involved for the many hours of hard work to get to this point.

VII. Action Items

VII.A. New Business - items not known or foreseen when agenda was posted None

VII.B. Discussion, motion, and vote on a motion to approve/disapprove a resolution authorizing the calling and holding of a special election to be held in the Sapulpa School District to authorize the issuance of General Obligation bonds and setting forth the following items:

I make a motion to approve a Resolution authorizing the calling and holding of an election in Independent School District Number 33 of Creek County, Oklahoma, on September 12, 2023, for the purpose of submitting to the registered qualified electors thereof the question of the issuance of the bonds of said school district in the sum of \$276,750,000 to provide funds for the purpose of improving and acquiring school sites, constructing, repairing, remodeling and equipping school buildings, and acquiring school furniture, fixtures, and equipment; or in the alternative to acquire all or a distinct portion of such property pursuant to a lease purchase arrangement; and \$2,500,000 to provide funds for the purpose of purchasing transportation equipment and auxiliary transportation equipment; or in the alternative to acquire all or a distinct portion of such property pursuant to a lease purchase arrangement; and levying and collecting an annual tax in such district for the payment of the interest and principal of said bonds; and containing other provisions related thereto and as shown in the Resolution to be filed with the County Election Board pursuant to State law, updated resolution, and with the vote of the reorganized officers

passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VII.B.1. Setting a date for the bond election(September 12, 2023)

VII.B.2. Setting the amount and purpose of the bond election

VII.B.3. Setting maturity limitation

VII.B.4. Setting interest rate limitation

VII.B.5. Setting polling places

VII.C. Discussion, motion, and vote on a motion to approve/disapprove modifications to the 540.2 Attendance Policy, second read.

To approve modifications to the 540.2 Attendance Policy, second read passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VII.D. Vote to approve/disapprove Superintendent Rob Armstrong and his designee as Purchasing Agent for Sapulpa Independent School District, Authorized Representative for all Federal programs including E-Rate and Child Nutrition, and Designated Custodian for the general fund, building fund, child nutrition fund, bond fund, activity fund, all federal programs including E-Rate, all state programs, and all other school programs and activities not listed for the 2023-24 school year.

To approve Superintendent Rob Armstrong and his designee as Purchasing Agent for Sapulpa Independent School District,

Authorized Representative for all Federal programs including E-Rate and Child Nutrition, and Designated Custodian for the general fund, building fund, child nutrition fund, bond fund, activity fund, all federal programs including E-Rate, all state programs, and all other school programs and activities not listed for the 2023-24 school year passed with a motion by Wayne Richards and a second by Steve McCormick.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VII.E. Discussion of Student Handbooks as a first read. Student Handbooks were presented for a first read. With the passing of the modifications to the attendance policy, it will be added to the Student Handbooks and submitted for approval at the August BOE Meeting.

VII.E.1. Sapulpa High School

VII.E.2. Bartlett Academy

VII.E.3. Sapulpa Jr. High School

VII.E.4. Sapulpa Middle School

VII.E.5. Sapulpa Elementary Schools

VII.E.6. Virtual--Elementary

VII.E.7. Virtual--Secondary

VII.F. Proposed Executive Session to discuss Personnel listed and to conduct ongoing evaluation of the Superintendent, as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act.

VII.F.1. Vote to convene in Executive Session.

To convene into Executive Session at 12:24 pm passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VII.F.2. To acknowledge the Board has returned to Open Session. President Larry Hoover acknowledged the Boards return to Open Session at 12:45 pm.

VII.F.3. Statement of Executive Session Minutes.

The Board of Education went into Executive Session at 12:24 pm to discuss Personnel as listed and to conduct an ongoing evaluation of the Superintendent, as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act. During the Executive Session, the Board discussed these items and no other items. The Board returned to Open Session at 12:45 pm. Present in Executive Session were Sarah Havenstrite, Steve McCormick, Wayne Richards, Melinda Ryan, Larry Hoover, and Rob Armstrong. No action was taken. This constitutes the minutes of the Executive Session.

#### VIII. Personnel

VIII.A. Vote to approve/disapprove employing Personnel as per attachment.

To approve employing Personnel as per attachment passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VIII.B. Vote to approve/disapprove the 2023 Summer Program Employees as per the attachment.

To approve the 2023 Summer Program Employees as per the attachment passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VIII.C. Vote to accept Resignations received since the last board meeting.

To accept Resignations received since the last board meeting passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

IX. Adjournment

To adjourn at 12:48 pm passed with a motion by Wayne Richards and a second by Steve McCormick.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

Regular Meeting of The Board of Education Independent School District Number  
33, Creek County  
Monday, June 12, 2023 12:00 PM  
Washington Administration Center Board Room, 511 E Lee, Sapulpa, OK 74066

I. Call the meeting to order and Pledge Allegiance to the Flag.  
President Wayne Richards called the meeting to order at 12pm. Asst  
Superintendent Johnny Bilby lead the Pledge of Allegiance.

II. Formal Adoption of the Agenda.

II.A. Motion, discussion, and vote on Motion to formally adopt Agenda.  
To formally adopt the Agenda passed with a motion by Melinda Ryan and a  
second by Steve McCormick.

Sarah Havenstrite:	Absent
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Yea

Yea: 4, Nay: 0, Absent: 1

III. Consent Agenda

III.A. Approval of Board Meeting Minutes.

III.A.1. 5.08.2023-Regular Meeting Minutes

III.A.2. 5.09.2023-Special Meeting Minutes-2014 Bond

III.B. Approval of the 2022-23 General Fund Purchase Order Encumbrance  
numbers 1026 through 1066.

III.C. Re-approval of the 2022-23 General Fund Purchase Order Encumbrance  
number 11-1005 for an increase.

III.D. Approval of the 2022-23 Building Fund Purchase Order Encumbrance  
numbers 260 through 269.

III.E. Re-approval of 2022-23 Building Fund Purchase Order number 21-216 for  
an increase.

III.F. Approval of the 2022-23 Child Nutrition Fund Purchase Order  
Encumbrance numbers 85 through 88.

III.G. Approval of the 2022-23 Bond Fund 32 Purchase Order Encumbrance number 26.

III.H. Approval of the 2022-23 Bond Fund 34 Purchase Order Encumbrance number 1.

III.I. Approval of the monthly financial reports of the School Activity Funds account.

III.J. Approval of monthly financial reports of the SPS Endowed Scholarship Accounts, Fund 81.

III.K. Approval of the Treasurer's Report on the status of Funds and Investments.

III.L. Approval of a School Membership with Oklahoma State School Boards Association (OSSBA) for the 2022-23 school year.

III.M. Approval of Assemble Paperless Meeting Subscription with Oklahoma State School Boards Association (OSSBA) for the 2022-23 school year.

III.N. Approval of the 2023-24 OSSBA Policy Services.

III.O. Approval of the 2023-24 OSSBA Superintendent Evaluation tool.

III.P. Approval of renewing the 2023-24 Workers Compensation Insurance with the Oklahoma School Assurance Group (OSAG).

III.Q. Approval of renewing the 2023-24 School District Comprehensive Insurance Policy with Oklahoma Schools Insurance Group (OSIG).

III.R. Approval of a 2023-24 Legal Contract with Christina Evans, Orientation and Mobility Specialist.

III.S. Approval of a 2023-24 Legal Contract with Cindy Lumpkin, Consultant, to serve district children with visual disabilities.

III.T. Approval of a 2023-24 Legal Contract with Jeanne Pease to provide consultant services for our hearing-impaired students.

III.U. Approval of 2023-24 Legal Contract with Casey Newman to provide educational audiology consultant services.

III.V. Approval of 2023-24 Legal Contract with Leah Gruns to conduct speech and/or language therapy and related activities for Sapulpa Public Schools.

III.W. Approval of the 2023-24 Legal Contract with Emily Campbell, a School Psychologist, certified to conduct comprehensive evaluations and related activities for Sapulpa Public Schools.

III.X. Approval of the 2023 renewed Contract Agreement for Tiffany Neill, consulting services, and technical assistance through the design of Career Academies with intentional educational pathways.

III.Y. Approval of the 2023-24 BorderLAN Security Agreement for internet filtering service and classroom management system.

III.Z. Approval of Microsoft Licensing renewal for the 2023-24 school year.

III.AA. Approval of the 2023-24 Student Teaching Affiliation Agreement between Grand Canyon University and Sapulpa Public Schools.

III.AB. Approval of the 2023-24 renewal of the Ellevation Subscription Agreement with Sapulpa Public Schools.

III.AC. Approval for renewal of the 2023-24 GCN Training Quote.

III.AD. Approval of the renewal of the 2023-24 Istation Quote.

III.AE. Approval of the 2023-24 Buy Board National Purchasing Cooperative Interlocal Participation Agreement.

III.AF. Approval of the 2023-24 renewal of Identogo Fingerprint Coupon Codes.

III.AG. Approval of the 2023-24 Action Fire Protection proposal for annual inspections and service work.

III.AH. Approval of the 2023-24 Lone Star Co-Op Application for Softball, Volleyball, Football, Wrestling, Baseball, Boys and Girls Golf, Soccer, and Tennis.

III.AI. Approval of 2023 Perry Weather Subscription.

III.AJ. Approval to accept payment from Sapulpa Baseball Booster for Steve Irvine, Riley Tincher, JT Rains, and John McPherson 2023-24 Summer Program payments.

III.AK. Approval of the following as Sanctioned Clubs of Sapulpa Public Schools:

III.AK.1. Liberty TAPS

III.AK.2. Jefferson Heights TAPS

III.AK.3. Sapulpa Ping Pings Booster Club

III.AK.4. Sapulpa HS Band Booster Club

III.AK.5. Sapulpa HS Baseball Booster Club

III.AK.6. Sapulpa HS Softball Booster Club

III.AL. Approval of 2023-24 Believe Fundraiser Agreement, Read-A-Thon for Holmes Park Elementary.

III.AM. Approval of a generous donation of \$150,000 and Donation Agreement with Jonie Rogers Kante, Ben Kante, and the MakeSense Foundation.

III.AN. Approval of a generous donation of \$4,000 from Caring Community Friends to be deposited into the General Fund to pay for Summer work on the Book Bus.

III.AO. Approval of a generous donation of \$1,500 for the FFA Activity Account which was recommended by Greg and Becky Pugmire from the Tim and Phyllis Hershberger Philanthropic Fund, a donor-advised fund at the Oklahoma Methodist Foundation.

III.AP. Declaration of Surplus

III.AP.1. Freedom-Old Textbooks/Curriculum Notebooks

III.AP.2. Jefferson Heights

III.AP.2.a. Old Cafeteria Tables

III.AP.2.b. Inventory List-Old Textbooks/Curriculum Notebooks

III.AP.3. Liberty -Old Textbooks/Curriculum Notebooks

III.AP.4. Middle School-Old Library Books

III.AQ. Out of State Activity Trips

III.AQ.1. Cross Country-TBD, AR and University of Arkansas

III.AQ.2. Cross Country-Joplin, MO

III.AQ.3. Liberty Stem Club-Houston/Galveston TX

III.AQ.4. Band-Denton, TX

III.AR. Approval of Fundraisers as per attachment.

To approve Consent Agenda items A-AR passed with a motion by Steve McCormick and a second by Larry Hoover.

Sarah Havenstrite: Absent  
Larry Hoover: Yea  
Steve McCormick: Yea  
Wayne Richards: Yea  
Melinda Ryan: Yea  
Yea: 4, Nay: 0, Absent: 1

#### IV. Hearing from the Public None

#### V. Information & Discussion Items

##### V.A. 2021-22 School Report Card Results

##### V.B. Chronic Absenteeism

Area of improvement for all sites. Principals are working with Admin to get a plan together to help parents get their kids to school.

##### V.C. Attendance Policy Review first read.

##### V.D. 2023 School Bond Update

Our Community. Our Future. Teams are moving quickly to get messaging and information out to the community in the hopes of a bond resolution being drafted for July BOE and a vote in late August or early September.

##### V.E. Superintendent Comments

Mr. Armstrong touched on the generous \$150,000 donation made by Jonie Rogers Kante, Ben Kante, and The MakeSense Foundation. This is the first installment of the \$250,000 commitment made to the Educational Pathways Project.

#### VI. Action Items

##### VI.A. New Business - items not known or foreseen when agenda was posted. None

##### VI.B. Discussion, motion, and vote on a motion to approve/disapprove modifications to the District's Student Transfer Capacity Numbers.

To approve modifications to the District's Student Transfer Capacity Numbers passed with a motion by Melinda Ryan and a second by Steve McCormick.

Sarah Havenstrite: Yea  
Larry Hoover: Yea  
Steve McCormick: Yea  
Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VI.C. Discussion, motion, and vote on a motion to approve/disapprove modifications to the District's 2023-24 Return to Learn Plan.

To approve modifications to the District's 2023-24 Return to Learn Plan passed with a motion by Steve McCormick and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VI.D. Proposed executive session to discuss Personnel listed and to conduct ongoing evaluation of the Superintendent, as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act.

VI.D.1. Vote to convene in Executive Session.

To convene into Executive Session at 12:57 pm passed with a motion by Melinda Ryan and a second by Larry Hoover.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VI.D.2. To acknowledge the Board has returned to Open Session.

President Wayne Richards acknowledged the Board's return to Open Session at 1:08 pm.

VI.D.3. Statement of Executive Session Minutes.

The Board of Education went into Executive Session at 12:57 pm to discuss Personnel as listed and to conduct an ongoing evaluation of the Superintendent, as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act. During the Executive Session, the Board discussed these items and no other items. The Board returned to Open Session at 1:08 pm. Present in the Executive Session were Sarah Havenstrite, Steve McCormick, Melinda Ryan (left at 12:59 pm), Larry Hoover, Wayne

Richards, and Rob Armstong. No action was taken. This constitutes the minutes of the Executive Session.

## VII. Personnel

VII.A. Vote to approve/disapprove employing Personnel as per attachment.

To approve employing Personnel as per the attachment passed with a motion by Steve McCormick and a second by Larry Hoover.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Absent

Yea: 4, Nay: 0, Absent: 1

VII.B. Vote to approve/disapprove the 2023 Summer Program employees as per the attachment.

To approve the 2023 Summer Program employees as per the attachment passed with a motion by Steve McCormick and a second by Larry Hoover.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Absent

Yea: 4, Nay: 0, Absent: 1

VII.C. Vote to approve/disapprove authorizing Ashli Garland to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation.

To approve authorizing Ashli Garland to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation passed with a motion by Steve McCormick and a second by Sarah Havenstrite.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Absent

Yea: 4, Nay: 0, Absent: 1

VII.D. Vote to approve/disapprove authorizing Denise Hewitt to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation.

To approve authorizing Denise Hewitt to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation passed with a motion by Steve McCormick and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea  
Larry Hoover: Yea  
Steve McCormick: Yea  
Wayne Richards: Yea  
Melinda Ryan: Absent  
Yea: 4, Nay: 0, Absent: 1

VII.E. Vote to approve/disapprove FMLA request for Ashli Garland, effective May 31, 2023, through August 23, 2023.

To approve FMLA request for Ashli Garland, effective May 31, 2023, through August 23, 2023 passed with a motion by Steve McCormick and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea  
Larry Hoover: Yea  
Steve McCormick: Yea  
Wayne Richards: Yea  
Melinda Ryan: Absent  
Yea: 4, Nay: 0, Absent: 1

VII.F. Vote to approve/disapprove FMLA request for Bethany Davis, effective August 17, 2023, through September 28, 2023.

To approve FMLA request for Bethany Davis, effective August 17, 2023, through September 28, 2023 passed with a motion by Steve McCormick and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea  
Larry Hoover: Yea  
Steve McCormick: Yea  
Wayne Richards: Yea  
Melinda Ryan: Absent  
Yea: 4, Nay: 0, Absent: 1

VII.G. Vote to accept Resignations received since the last board meeting.

To accept Resignations received since the last board meeting passed with a motion by Steve McCormick and a second by Sarah Havenstrite.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Absent

Yea: 4, Nay: 0, Absent: 1

#### VIII. Adjournment.

To adjourn at 1:12 pm passed with a motion by Larry Hoover and a second by Sarah Havenstrite.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Yea
Wayne Richards:	Yea
Melinda Ryan:	Absent

Yea: 4, Nay: 0, Absent: 1

## Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 1067 - 9999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1067	06/09/2023	3826	SECURITY BANK CARD CENTER INC	GASOLINE-DISTRICT VEHICLES/JUNE	4,000.00
11	1068	06/14/2023	3826	SECURITY BANK CARD CENTER INC	STAMP FULFILLMENT-STAMPED, WINDOW ENVELOPES	1,132.65
11	1069	06/14/2023	80967	TRACI LYN BAUER	613-Sped-MTSS Conf. Mileage	167.16
11	1070	06/22/2023	3826	SECURITY BANK CARD CENTER INC	DIESEL FOR DISTRICT VEHICLES-JUNE	10,000.00
11	1071	06/23/2023	477	SHAWNA M CASPER	REIMB COST OF IDENTOGO-BACKGROUND CK	58.25
11	1072	06/26/2023	272	A & W TOWING INC	Towing for Bus 28	400.00
11	1073	06/26/2023	1818	MERRIFIELD OFFICE SUPPLY	Office Supplies	500.00
11	1074	06/27/2023	8468	DELL MARKETING L.P.	Replacement Laptops	3,876.32
11	1075	06/28/2023	1269	SOFTWARE HOUSE INTERNATIONAL	Check Printer and Tablet	2,075.26
11	1076	06/28/2023	1269	SOFTWARE HOUSE INTERNATIONAL	Server Backup Workstation and Drives	2,306.82
11	1077	06/28/2023	3826	SECURITY BANK CARD CENTER INC	Replacement Telephones and Storage - Amazon	1,533.95
11	1078	06/28/2023	8422	P & K EQUIPMENT, INC.	Parts for John Deere Gator	160.00
11	1079	06/28/2023	30637	HOLT TRUCK CENTERS	Hub Assembly	375.00
<b>Non-Payroll Total:</b>						<b>\$26,585.41</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$26,585.41</b>

## Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 270 - 9999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	270	06/13/2023	436	TODD ROBERTS	PUMP SEPTIC AT BASEBALL	1,000.00
21	271	06/15/2023	3665	SCHINDLER ELEVATOR CORPORATION	Emergency elevator repair/Collins Stadium	1,399.00
21	272	06/21/2023	89	DOUGLAS PRODUCTS LLC	Chemicals for Middle School Boiler	1,212.00
21	273	06/28/2023	3826	SECURITY BANK CARD CENTER INC	Service Center Projects:Amazon, HD, ACE, Locke, WM	2,500.00
<b>Non-Payroll Total:</b>						<b>\$6,111.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$6,111.00</b>

**Sapulpa Public Schools**  
**Encumbrance Register**

**Options:** Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 89 - 9999, Fund Codes: 22

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
22	89	06/13/2023	31061	SNA OF OKLAHOMA	SNA-OK annual conference registration	2,068.00
22	90	06/13/2023	7039	WES HEFLEY	Repair Warehouse freezer heater coil	2,000.00
22	91	06/13/2023	3826	SECURITY BANK CARD CENTER INC	SNA-OK conference hotel	2,000.00
<b>Non-Payroll Total:</b>						<b>\$6,068.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$6,068.00</b>

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2023	60139	OSSBA	POLICY SERVICES SUBSCRIPTION THRU JUN 30, 2024	1,000.00
11	2	07/01/2023	60139	OSSBA	SCHOOL MEMBERSHIP DUES 2023-24	3,800.00
11	3	07/01/2023	60139	OSSBA	ASSEMBLE ANNUAL SUBSCRIPTION THRU JUN 30, 2024	1,500.00
11	4	07/01/2023	60139	OSSBA	SUPERINTENDENT EVALUATION TOOL THRU JUN 30, 2024	200.00
11	5	07/01/2023	700	INSURICA	BOND COVERAGES-ADMIN	3,100.00
11	6	07/01/2023	206	CITY OF SAPULPA	WATER/SEWER SVC-DISTRICT	38,000.00
11	7	07/01/2023	206	CITY OF SAPULPA	LEASE AGREEMENT FOR BASEBALL FIELD	1.00
11	8	07/01/2023	206	CITY OF SAPULPA	LEASE AGREEMENT-BASEBALL INFIELD PRACTICE AREA	1.00
11	9	07/01/2023	30413	COX BUSINESS SERVICES	ADMIN BLDG TV/FAX SVC	200.00
11	10	07/01/2023	30413	COX BUSINESS SERVICES	DISTRICT PHONE SERVICE 1ST SEMESTER	36,000.00
11	11	07/01/2023	8811	OSAG	WC INSURANCE FOR DISTRICT	129,794.00
11	12	07/01/2023	5015	CREEK COUNTY RWD #2	WATER SERVICE-AG FACILITY	800.00
11	13	07/01/2023	30378	CONSOLIDATED RURAL WATER DIST. #3	WATER-JEFF HTS/SOCCER COMPLEX	7,500.00
11	14	07/01/2023	797	OKLAHOMA NATURAL GAS CO.	DISTRICT GAS SERVICE - 1ST SEM	10,000.00
11	15	07/01/2023	153	ESS SOUTH CENTRAL, LLC	CONTRACTED SUB SERVICES	60,000.00
11	16	07/01/2023	797	OKLAHOMA NATURAL GAS CO.	GAS TRANSPORT - 6 SITES	6,500.00
11	17	07/01/2023	1842	PREFERRED BUSINESS SYSTEMS, LLC	DISTRICT COPIER FEES AND SUPPLIES	10,000.00
11	18	07/01/2023	874	QUILL CORPORATION	ADMIN OFFICE SUPPLIES	1,000.00
11	19	07/01/2023	9098	SAPULPA RURAL WATER CO.	WATER SERVICE-FREEDOM ACCT 44297	2,200.00
11	20	07/01/2023	3826	SECURITY BANK CARD CENTER INC	STAMP FULFILLMENT-STAMPED ENVELOPES	1,500.00
11	21	07/01/2023	2269	SUPERIOR LINEN SERVICE	LINEN SERVICE-SPEC NEEDS CLASSROOMS	2,000.00
11	22	07/01/2023	39350	TIGER INC	NATURAL GAS TRANSPORT	40,000.00
11	23	07/01/2023	3328	WASTE MANAGEMENT OF OKLAHOMA, INC.	TRASH SERVICE-DISTRICT 1ST SEMESTER	39,000.00
11	24	07/01/2023	700	INSURICA	AG ED ACCIDENT COVERAGE	400.00
11	25	07/01/2023	2539	BLUE RIBBON FORMS	LASER CHECK STOCK-FINANCE	400.00
11	26	07/01/2023	235	CCOSA-COOP COUNCIL OK SCH	ADMINISTRATOR TRAINING	500.00
11	27	07/01/2023	2529	CREEK CO TREASURER	VISUAL INSPECTION PROGRAM- AD VALOREM TAX	80,000.00
11	28	07/01/2023	9836	MUNICIPAL ACCOUNTING SYSTEMS, INC	DISTRICT FINANCIAL SOFTWARE	22,911.75
11	29	07/01/2023	235	CCOSA-COOP COUNCIL OK SCH	TLE and McRel Training for Administrators	2,000.00
11	30	07/01/2023	9836	MUNICIPAL ACCOUNTING SYSTEMS, INC	PAYROLL FORMS	500.00

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	31	07/01/2023	9836	MUNICIPAL ACCOUNTING SYSTEMS, INC	CONTRACTED SERVICES WITH MAS	21,000.00
11	32	07/01/2023	793	OK EMP SECURITY COMM	BENEFITS PAID TO PERSONNEL	6,000.00
11	33	07/01/2023	3826	SECURITY BANK CARD CENTER INC	ADMIN OFFICE SUPPLIES, QUILL WALMART MERRIFIELD	500.00
11	34	07/01/2023	2524	ROSENSTEIN FIST & RINGOLD	PROFESSIONAL LEGAL SERVICES-DISTRICT	5,000.00
11	35	07/01/2023	940	LAWRENCE COUNTY NEWSPAPERS, INC.	DISTRICT ADS	600.00
11	36	07/01/2023	32003	ST. JOHN URGENT CARE CLINICS	PERSONNEL DRUG SCREENING	2,500.00
11	37	07/01/2023	4816	BLEDSOE, HEWETT & GULLEKSON	DISTRICT AUDITING SERVICES	12,000.00
11	38	07/01/2023	60139	OSSBA	ADMIN STAFF TRAINING	750.00
11	39	07/01/2023	2571	SAPULPA CHAMBER OF COMMER	DISTRICT MEMBERSHIP FEE	410.00
11	40	07/01/2023	2111	LANGUAGE LINE SERVICES	TRANSLATION SERVICES	250.00
11	41	07/01/2023	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	Renewal of PowerSchool SIS	37,936.76
11	42	07/01/2023	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	Renewal Mizuni Integration Suite	9,234.29
11	43	07/01/2023	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	Renewal PowerSchool Enrollment Registration	12,521.74
11	44	07/01/2023	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	Renewal of TalentEd Perform, Talent, & Records	31,020.96
11	45	07/01/2023	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	Renewal of McRel	4,983.97
11	46	07/01/2023	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	Performance Matters & Implementation	46,698.40
11	47	07/01/2023	327	TIMECLOCK PLUS, LLC	HARDWARE SUPPORT/MAINTENANCE	10,104.91
11	48	07/01/2023	3101	SEVERIN INTERMEDIATE HOLDINGS, LLC	Renewal of Schoology LMS	21,000.01
11	49	07/01/2023	691	GLOBAL COMPLIANCE NETWORK	Renewal of GCN Training	1,200.00
11	50	07/01/2023	3150	IMAGINATION STATION, INC.	Renewal Istation Reading and Math	62,982.00
11	51	07/01/2023	3826	SECURITY BANK CARD CENTER INC	IDENTOGO-EMPLOYEE BACKGROUND CHECKS	2,000.00
11	52	07/01/2023	4016	COMMITTEE FOR CHILDREN	Renewal of Second Step for middle school	2,719.00
11	53	07/01/2023	471	WAYSIDE PUBLISHING	Spanish Curriculum - Jr/Sr High for 6 years	22,376.13
11	54	07/01/2023	60155	THOMPSON BOOK DEPOSITORY	ELA Curriculum - grades 8-12 for 6 years (SAVVAS)	237,116.47
11	55	07/01/2023	60155	THOMPSON BOOK DEPOSITORY	ELA Curriculum - grades 6-7 for 6 years (Amplify)	54,882.00
11	56	07/01/2023	193	ARCHWAY MARKETING SERVICES, INC.	Social Studies Curriculum HMH gr. 6-12 for 2 yrs.	34,122.85
11	57	07/01/2023	193	ARCHWAY MARKETING SERVICES, INC.	Math Curriculum - HMH grs 3-12 for 1 year	48,013.68
11	58	07/01/2023	1999	GORDON STOWE	621-Sped-Annual Audiometer Maintenance and Repairs	800.00
11	59	07/01/2023	80839	MICHAEL ROSE	CDL Renewal	56.50

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	60	07/01/2023	31273	JAMES MILLS	CDL Renewal	56.50
11	61	07/01/2023	80428	SCOTT A ROSSMAN	CDL Renewal	56.50
11	62	07/01/2023	80696	MICHAEL A PACHECO	CDL Renewal	56.50
11	63	07/01/2023	82145	MICHAEL W WEBB	CDL Renewal	56.50
11	64	07/01/2023	3199	JAMES DEARMAN	CDL Renewal	56.50
11	65	07/01/2023	82087	POCAHANTAS M MEYER	CDL Renewal	56.50
11	66	07/01/2023	80585	RYAN S WRIGHT	CDL Renewal	56.50
11	67	07/01/2023	80933	PATRICK MELFORD MCGREW	CDL Renewal	56.50
11	68	07/01/2023	3826	SECURITY BANK CARD CENTER INC	Mechanic Purchases Parts and Supplies	5,000.00
11	69	07/01/2023	2129	CECIL COX ENTERPRISES	Tires, Flat Repairs	3,000.00
11	70	07/01/2023	272	A & W TOWING INC	Towing services	3,000.00
11	71	07/01/2023	1818	MERRIFIELD OFFICE SUPPLY	Office Supplies	2,000.00
11	72	07/01/2023	3023	WILLIAMS MED GROUP PRACTICE, LLC	Driver Physicals	3,000.00
11	73	07/01/2023	3336	WEAVER DRUG TESTING LAB	Drug Testing for Drivers	3,000.00
11	74	07/01/2023	840	OKLA ASSOC FOR PUPIL TRANSP. INC.	Driver Testing	500.00
11	75	07/01/2023	31743	UPWARD TECHNOLOGY	Activity Tracker Programming	1,000.00
11	76	07/01/2023	476	RAMBIN PETROLEUM, INC	Oil	3,600.00
11	77	07/01/2023	943	VERIZON WIRELESS	621-Sped-Verizon MiFi Service	1,000.00
11	78	07/01/2023	31629	NCS PEARSON, INC.	628-Sped-Q-Interactive Licenses	800.00
11	79	07/01/2023	31629	NCS PEARSON, INC.	621-Sped-Q-Interactive Subtests	4,000.00
11	80	07/01/2023	3826	SECURITY BANK CARD CENTER INC	621-Sped-PCard-Supplies and Materials	500.00
11	81	07/01/2023	104	SUPERIOR VISION CONSULTING LLC	011-Sped-Vision Impairment Contract Services	10,000.00
11	82	07/01/2023	3153	MOBILIZED VISION, LLC	011-Sped-Orientation & Mobility Contract Services	4,000.00
11	83	07/01/2023	3100	CASEY NEWMAN	011-Sped-Educational Audiology Contract Services	500.00
11	84	07/01/2023	3078	JEANNE M. PEASE	011-Sped-Hearing Impairment Contract Services	1,000.00
11	85	07/01/2023	3505	SOUTHERN TIRE MART, LLC	Bus 306 Tires	1,562.00
11	86	07/01/2023	3505	SOUTHERN TIRE MART, LLC	Bus 2 Tires	1,562.00
11	87	07/01/2023	3505	SOUTHERN TIRE MART, LLC	Bus 3 Tires	2,395.50
11	88	07/01/2023	3505	SOUTHERN TIRE MART, LLC	Bus 12 Tires	1,562.00
11	89	07/01/2023	3505	SOUTHERN TIRE MART, LLC	Bus 4 Tires	777.00
11	90	07/01/2023	3505	SOUTHERN TIRE MART, LLC	Bus 36 Tires	1,562.00
11	91	07/01/2023	3505	SOUTHERN TIRE MART, LLC	Bus L05 Tires	1,562.00
11	92	07/01/2023	3505	SOUTHERN TIRE MART, LLC	Bus 941 Tires	1,180.00
11	93	07/01/2023	3505	SOUTHERN TIRE MART, LLC	Bus 26 Tires	2,158.00
11	94	07/01/2023	3505	SOUTHERN TIRE MART, LLC	Bus 39 Tires	1,172.00
11	95	07/01/2023	3505	SOUTHERN TIRE MART, LLC	Book Bus Tires	415.50
11	96	07/01/2023	30840	OSIG	PROPERTY INSURANCE PREMIUM	581,986.00
11	97	07/01/2023	4	IMAGINE LEARNING, INC.	Literacy program for EL	10,500.00

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	98	07/01/2023	3113	ELLEVATION INC.	Ell Data Program	6,500.00
11	99	07/01/2023	362	SECURITY FINANCE OF OKLAHOMA LLC	PHOTO FRAMES-DISTRICT GALLERY	317.64
11	100	07/01/2023	3826	SECURITY BANK CARD CENTER INC	596-Storage Racks for MV office	800.00
11	101	07/01/2023	80464	LEAH K GRUNS	011-Sped-SLP Contract Services	48,000.00
11	102	07/01/2023	342	EMILY CAMPBELL	011-Sped-School Psych-Contract Services	18,000.00
11	103	07/01/2023	3826	SECURITY BANK CARD CENTER INC	011-Pcard-District CPR Card Fees	225.00
11	104	07/01/2023	274	OK ASSISTIVE TECH & EDUC ASSOC, INC	618-Sped-OATECA Transition Program Kit	4,100.00
11	105	07/01/2023	943	VERIZON WIRELESS	518-Verizon MiFi Service for Tutoring (YSCC)	500.00
11	106	07/01/2023	3256	AMY POWERS	615-Sped-Travel Reimbursement-Powers	800.00
11	107	07/01/2023	80267	KATHERINE A STUFFLEBEAM	615-Sped-Travel Reimbursement-Stufflebeam	800.00
11	108	07/01/2023	235	CCOSA-COOP COUNCIL OK SCH	CCOSA District Level Services Program 23-24	2,000.00
11	109	07/01/2023	285	SARAH ELIZABETH PETER	621-Sped-Parent Transportation Reimbursement-Peter	5,000.00
11	110	07/01/2023	82231	KALEY B CLAYTON	011-Sped-Certification Fees-Clayton	118.00
11	111	07/01/2023	1659	MOBYMAX	621-Sped-MobyMax License Renewal	3,795.00
11	112	07/01/2023	3042	HOUGHTON MIFFLIN HARCOURT PUB	621-Sped-Math 180 Licenses/Materials	14,000.00
11	113	07/01/2023	3826	SECURITY BANK CARD CENTER INC	011-Sped-CPI Training/Materials	1,500.00
11	114	07/01/2023	80967	TRACI LYN BAUER	615-Sped-MTSS Conference Mileage	167.16
11	115	07/01/2023	50001	SAPULPA PUBLIC SCHOOLS	596-Chromebook Fees MV	500.00
11	116	07/01/2023	50001	SAPULPA PUBLIC SCHOOLS	596-Chromebook Fees MV	500.00
11	117	07/01/2023	50001	SAPULPA PUBLIC SCHOOLS	596-Hot Spot Fees for MV students	200.00
11	118	07/01/2023	50001	SAPULPA PUBLIC SCHOOLS	596-Transportation for MV Students	400.00
11	119	07/01/2023	3826	SECURITY BANK CARD CENTER INC	596-Supplies/Materials-MV Students and Programs	500.00
11	120	07/01/2023	3826	SECURITY BANK CARD CENTER INC	596-Annual NAEHCY Conf. Registration Fee	1,200.00
11	121	07/01/2023	3826	SECURITY BANK CARD CENTER INC	596-FLight and Hotel for NAEHCY Conference	1,600.00
11	122	07/01/2023	82343	KRISTIN R WHITE	596-Travel-Mileage/PerDiem for Kristin White	600.00

<b>Non-Payroll Total:</b>	<b>\$1,956,456.22</b>
---------------------------	-----------------------

<b>Payroll Total:</b>	<b>\$0.00</b>
-----------------------	---------------

<b>Balance Forward:</b>	<b>\$0.00</b>
-------------------------	---------------

<b>Report Total:</b>	<b>\$1,956,456.22</b>
----------------------	-----------------------

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2023	206	CITY OF SAPULPA	WATER SERVICE-RENTAL PROP	1,500.00
21	2	07/01/2023	5917	OKLA. NATURAL GAS CO.	GAS SERVICE-RENTAL PROP	1,000.00
21	3	07/01/2023	796	OKLAHOMA GAS & ELECTRIC CO	ELECTRICAL SERVICE-1116. E HOBSON	5,000.00
21	4	07/01/2023	629	LOCKE SUPPLY	District Supplies for Building Maintenance	5,000.00
21	5	07/01/2023	9622	WESTLAKE HARDWARE INC	Supplies for Maintenance	5,000.00
21	6	07/01/2023	32	CINTAS CORPORATION	District Buildings Cleaning Supplies	5,000.00
21	7	07/01/2023	8510	HD SUPPLY FACILITIES MAINTENANCE	District Custodial Supplies	10,000.00
21	8	07/01/2023	9622	WESTLAKE HARDWARE INC	Custodial Supplies	300.00
21	9	07/01/2023	357	FARMER'S FEED STORE	Supplies for Grounds	1,000.00
21	10	07/01/2023	2129	CECIL COX ENTERPRISES	Repair and Service-Grounds Equipment	300.00
<b>Non-Payroll Total:</b>						<b>\$34,100.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$34,100.00</b>

# Sapulpa Public Schools

## Encumbrance Register

**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 999, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	1	07/01/2023	30840	OSIG	CN PROPERTY INSURANCE PREMIUM	35,000.00
<b>Non-Payroll Total:</b>						<b>\$35,000.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$35,000.00</b>

**Sapulpa Public Schools**  
**Encumbrance Register****Options:** Year: 2023-2024, Date Range: 7/1/2023 - 7/3/2023, PO Range: 1 - 2, Fund Codes: 34

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
34	1	07/01/2023	39349	OKLAHOMA ATTORNEY GENERAL	BOND TRANSCRIPT REVIEW	3,700.00
34	2	07/03/2023	479	BOK FINANCIAL SECURITIES, INC	FINANCIAL CONSULTANT BOND 5/2023	30,404.61
<b>Non-Payroll Total:</b>						<b>\$34,104.61</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$34,104.61</b>

# Sapulpa Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2023 - 6/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000 NON CATEGORICAL FUND	\$105.00	\$0.00	\$0.00	\$0.00	\$105.00	\$0.00	\$105.00
801 HS GRANTS	\$2,704.48	\$0.00	\$0.00	\$1,137.00	\$1,567.48	\$15.24	\$1,552.24
802 HS OFFICE	\$11,622.60	\$890.74	\$0.00	\$2,316.91	\$10,196.43	\$1,640.85	\$8,555.58
803 CREDIT RECOVERY	\$8,389.51	\$97.76	\$0.00	\$0.00	\$8,487.27	\$0.00	\$8,487.27
804 ID BADGE	\$2,789.78	\$0.00	\$0.00	\$0.00	\$2,789.78	\$0.00	\$2,789.78
805 HS ART	\$6,751.82	\$0.00	\$0.00	\$0.00	\$6,751.82	\$5,948.77	\$803.05
806 HS BAND	\$5,341.52	\$804.44	\$0.00	\$640.00	\$5,505.96	\$1,601.36	\$3,904.60
807 HS BAND BOOSTER CONCESSION	\$50,665.84	\$283.11	\$0.00	\$961.02	\$49,987.93	\$34,726.48	\$15,261.45
808 HS OKLAHOMA CLOSE UP	\$473.50	\$0.00	\$0.00	\$0.00	\$473.50	\$0.00	\$473.50
809 HS HOSPITALITY COMMITTEE	\$866.24	\$0.00	\$0.00	\$0.00	\$866.24	\$0.00	\$866.24
810 HS STAY(STUD TCH AIDS YOUTH)	\$445.06	\$0.00	\$0.00	\$0.00	\$445.06	\$0.00	\$445.06
811 HS COUNSELING OFFICE	\$5,261.81	\$0.00	\$0.00	\$0.00	\$5,261.81	\$3.91	\$5,257.90
812 HS BUSINESS PROF ASSOC (BPA)	\$444.91	\$0.00	\$0.00	\$0.00	\$444.91	\$0.00	\$444.91
814 HS AP EXAMS	\$3,981.28	\$0.00	\$0.00	\$1,192.72	\$2,788.56	\$196.48	\$2,592.08
815 HS FCCLA	\$981.23	\$0.00	\$0.00	\$36.48	\$944.75	\$20.00	\$924.75
817 HS LIBRARY	\$1,044.37	\$0.00	\$0.00	\$0.00	\$1,044.37	\$185.25	\$859.12
818 HS NATIONAL HONOR SOCIETY	\$6,103.12	\$0.00	\$0.00	\$101.63	\$6,001.49	\$0.00	\$6,001.49
819 GREEN-THUMB CHIEFTAINS	\$4,519.41	\$0.00	\$0.00	\$28.00	\$4,491.41	\$692.49	\$3,798.92
820 HS NAACP	\$392.60	\$0.00	\$0.00	\$0.00	\$392.60	\$0.00	\$392.60
821 HS SENIORS 2024	\$6,203.95	\$0.00	\$0.00	\$0.00	\$6,203.95	\$74.96	\$6,128.99
822 HS SENIORS 2025	\$4,969.06	\$0.00	\$0.00	\$0.00	\$4,969.06	\$0.00	\$4,969.06
823 HS SENIORS 2023	\$8,276.49	\$0.00	\$0.00	\$0.00	\$8,276.49	\$0.00	\$8,276.49
824 HS SCIENCE & ENGINEERING	\$33,786.66	\$0.00	\$0.00	\$0.00	\$33,786.66	\$0.00	\$33,786.66
825 HS SPANISH HONOR SOCIETY	\$653.58	\$0.00	\$0.00	\$52.50	\$601.08	\$0.00	\$601.08
826 HS SPECIAL ED/OLYMPICS	\$6,517.64	\$0.00	\$0.00	\$590.75	\$5,926.89	\$350.00	\$5,576.89
827 HS STUDENT COUNCIL	\$2,582.89	\$0.00	\$0.00	\$0.00	\$2,582.89	\$0.00	\$2,582.89
828 HS VOCAL MUSIC	\$10,948.93	\$0.00	\$0.00	\$734.00	\$10,214.93	\$1.00	\$10,213.93
829 HS AG ED & FFA	\$30,893.39	\$1,518.20	\$0.00	\$10,579.13	\$21,832.46	\$4,057.15	\$17,775.31
830 HS LYONS SPED	\$1,639.86	\$0.00	\$0.00	\$0.00	\$1,639.86	\$0.00	\$1,639.86
831 HS YEARBOOK	\$7,390.59	\$300.00	\$0.00	\$3,806.82	\$3,883.77	\$0.00	\$3,883.77
832 HS GILLIS SPED	\$789.33	\$0.00	\$0.00	\$0.00	\$789.33	\$0.00	\$789.33
833 HS FISHING TEAM/CLUB	\$584.85	\$0.00	\$0.00	\$0.00	\$584.85	\$0.00	\$584.85
835 HS BAND AUXILIARIES	\$8,432.03	\$0.00	\$0.00	\$0.00	\$8,432.03	\$320.05	\$8,111.98
836 HS BAND TRIPS	\$37,981.91	\$3,592.77	\$0.00	\$480.00	\$41,094.68	\$13,241.76	\$27,852.92
837 HS BAND GRANTS	\$57,685.26	\$0.00	\$0.00	\$737.50	\$56,947.76	\$23,501.06	\$33,446.70
838 HS PING PINGS	\$2,217.09	\$0.00	\$0.00	\$0.00	\$2,217.09	\$191.08	\$2,026.01
839 HS FCA	\$1,950.00	\$0.00	\$0.00	\$0.00	\$1,950.00	\$0.00	\$1,950.00
840 HS INDIAN PARENT COMMITTEE	\$1,526.93	\$0.00	\$0.00	\$500.00	\$1,026.93	\$0.00	\$1,026.93
841 HS SAPULPA INDIAN CLUB	\$5,674.96	\$160.00	\$0.00	\$0.00	\$5,834.96	\$1,241.87	\$4,593.09
842 HS KEY CLUB	\$183.83	\$0.00	\$0.00	\$0.00	\$183.83	\$31.00	\$152.83
843 HS GSA, GAY STRAIGHT ALLIANCE	\$68.71	\$0.00	\$0.00	\$0.00	\$68.71	\$0.00	\$68.71
844 HS PRODUCTIONS	\$8,421.35	\$310.00	\$0.00	\$222.85	\$8,508.50	\$0.00	\$8,508.50
845 HS CULINARY ARTS	\$7,043.78	\$0.00	\$0.00	\$2,663.85	\$4,379.93	\$0.00	\$4,379.93
846 HS JROTC	\$48,929.55	\$20.00	\$0.00	\$3,494.15	\$45,455.40	\$10,013.71	\$35,441.69
848 HS SCHOOL NURSE	\$1,813.34	\$0.00	\$0.00	\$0.00	\$1,813.34	\$1,000.00	\$813.34
849 BACKPACK FOOD PANTRY	\$1,988.63	\$0.00	\$0.00	\$702.27	\$1,286.36	\$226.24	\$1,060.12
850 LOCAL SCHOLARSHIPS	\$38,206.42	\$0.00	\$0.00	\$1,200.00	\$37,006.42	\$0.00	\$37,006.42
851 HS SENIOR GIRL EVENTS	\$5,409.75	\$250.00	\$0.00	\$838.44	\$4,821.31	\$0.00	\$4,821.31
852 HS FIRST ROBOTICS	\$18,902.18	\$0.00	\$0.00	\$133.69	\$18,768.49	\$0.00	\$18,768.49
854 HS INDIAN ED STAFF DEV	\$2,892.22	\$0.00	\$0.00	\$192.77	\$2,699.45	\$452.96	\$2,246.49
855 HS PHYSICS	\$1,684.22	\$0.00	\$0.00	\$0.00	\$1,684.22	\$0.00	\$1,684.22
856 E-SPORTS	\$2,579.42	\$0.00	\$0.00	\$129.47	\$2,449.95	\$120.00	\$2,329.95
857 JH OFFICE	\$1,912.18	\$0.00	\$0.00	\$1,206.70	\$705.48	\$286.01	\$419.47
860 JH LIBRARY	\$1,132.53	\$19.00	\$0.00	\$0.00	\$1,151.53	\$0.00	\$1,151.53
863 JH STUDENT COUNCIL	\$2,052.20	\$0.00	\$0.00	\$1,258.90	\$793.30	\$0.00	\$793.30
864 JH VOCAL MUSIC	\$710.66	\$0.00	\$0.00	\$0.00	\$710.66	\$0.00	\$710.66
866 JH YEARBOOK	\$6,534.95	\$0.00	\$0.00	\$0.00	\$6,534.95	\$0.00	\$6,534.95

## Sapulpa Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2023 - 6/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
870 JH ART	\$3,813.50	\$0.00	\$0.00	\$542.02	\$3,271.48	\$200.00	\$3,071.48
871 JH TAPS	\$315.81	\$0.00	\$0.00	\$0.00	\$315.81	\$0.00	\$315.81
872 STEM JH MATH & SCIENCE	\$4,239.76	\$0.00	\$0.00	\$0.00	\$4,239.76	\$0.00	\$4,239.76
874 JR HIGH GRANTS	\$3,685.32	\$0.00	\$0.00	\$0.00	\$3,685.32	\$0.00	\$3,685.32
877 MS OFFICE	\$14,164.67	\$0.00	\$0.00	\$1,498.15	\$12,666.52	\$4,809.73	\$7,856.79
878 MS LIBRARY	\$330.39	\$0.00	\$0.00	\$0.00	\$330.39	\$200.00	\$130.39
879 MS STUDENT OF THE MONTH	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
880 MS STUDENT COUNCIL	\$1,657.89	\$0.00	\$0.00	\$0.00	\$1,657.89	\$0.00	\$1,657.89
881 MS YEARBOOK	\$3,209.15	\$0.00	\$35.00	\$2,730.93	\$513.22	\$0.00	\$513.22
882 MS ART	\$522.58	\$0.00	\$0.00	\$0.00	\$522.58	\$0.00	\$522.58
883 MS CHOIR	\$8,819.47	\$0.00	\$0.00	\$0.00	\$8,819.47	\$0.00	\$8,819.47
886 MS NJHS	\$1,564.82	\$0.00	\$0.00	\$0.00	\$1,564.82	\$0.00	\$1,564.82
887 7TH/8TH GR VOLLEYBALL	\$636.33	\$0.00	\$0.00	\$0.00	\$636.33	\$0.00	\$636.33
888 MS GRANTS	\$29,850.50	\$0.00	\$0.00	\$14,993.22	\$14,857.28	\$750.00	\$14,107.28
892 SPED DIRECTOR	\$7.27	\$0.00	\$0.00	\$0.00	\$7.27	\$0.00	\$7.27
893 LIBERTY LIBRARY	\$1,336.52	\$0.00	\$0.00	\$0.00	\$1,336.52	\$0.00	\$1,336.52
894 LIBERTY MISC	\$4,122.94	\$0.00	\$0.00	\$290.83	\$3,832.11	\$154.34	\$3,677.77
895 LIBERTY FUNDRAISING	\$4,302.49	\$0.00	\$0.00	\$1,306.06	\$2,996.43	\$131.14	\$2,865.29
896 LIBERTY STEM CLUB	\$11,869.54	\$0.00	\$0.00	\$2,025.84	\$9,843.70	\$662.83	\$9,180.87
897 LIBERTY GRANTS	\$2,124.44	\$0.00	\$0.00	\$0.00	\$2,124.44	\$0.00	\$2,124.44
900 FREEDOM MISC	\$4,000.95	\$67.00	\$0.00	\$986.25	\$3,081.70	\$0.00	\$3,081.70
901 FREEDOM FUNDRAISING	\$19,534.15	\$15,305.69	\$0.00	\$8,141.95	\$26,697.89	\$401.09	\$26,296.80
902 FREEDOM LIBRARY	\$738.76	\$0.00	\$0.00	\$228.98	\$509.78	\$0.00	\$509.78
903 FREEDOM GRANTS	\$784.83	\$0.00	\$0.00	\$547.62	\$237.21	\$0.00	\$237.21
904 FREEDOM TAPS	\$24,232.11	\$11.70	\$0.00	\$3,747.60	\$20,496.21	\$1,033.61	\$19,462.60
907 JEFFERSON HTS MISC	\$6,874.00	\$0.00	\$0.00	\$1,259.81	\$5,614.19	\$44.71	\$5,569.48
908 JEFFERSON HTS FUNDRAISING	\$12,980.15	\$0.00	\$0.00	\$2,130.78	\$10,849.37	\$0.00	\$10,849.37
910 JEFFERSON HTS GRANTS	\$8,976.73	\$0.00	\$0.00	\$0.00	\$8,976.73	\$0.00	\$8,976.73
911 JEFFERSON HTS LIBRARY	\$790.47	\$2,216.65	\$0.00	\$0.00	\$3,007.12	\$0.00	\$3,007.12
919 HOLMES PARK MISC	\$5,029.04	\$0.00	\$0.00	\$1,186.16	\$3,842.88	\$608.12	\$3,234.76
920 HOLMES PARK FUNDRAISING	\$26,752.52	\$7.80	\$0.00	\$5,080.76	\$21,679.56	\$2,944.15	\$18,735.41
921 HOLMES PARK LIBRARY	\$5,687.04	\$0.00	\$0.00	\$141.49	\$5,545.55	\$0.00	\$5,545.55
922 HOLMES PARK GRANTS	\$842.19	\$0.00	\$0.00	\$0.00	\$842.19	\$50.29	\$791.90
928 REVOLUTIONARY DAYS	\$142.83	\$0.00	\$0.00	\$0.00	\$142.83	\$0.00	\$142.83
929 DISTRICT STEM	\$31,089.43	\$0.00	\$0.00	\$577.49	\$30,511.94	\$1,345.36	\$29,166.58
930 SAPULPA ACADEMIC CONF	\$267.36	\$0.00	\$0.00	\$0.00	\$267.36	\$0.00	\$267.36
931 BENEVOLENCE FUND	\$9,273.63	\$0.00	\$0.00	\$0.00	\$9,273.63	\$5,000.00	\$4,273.63
932 GT GRANTS	\$13,550.00	\$0.00	\$0.00	\$0.00	\$13,550.00	\$0.00	\$13,550.00
933 NOW (INTEREST INCOME)	\$36,672.88	\$5,789.05	\$0.00	\$3,713.75	\$38,748.18	\$1,000.00	\$37,748.18
934 DRIVERS EDUCATION	\$5,175.00	\$0.00	\$0.00	\$0.00	\$5,175.00	\$0.00	\$5,175.00
936 STEM-CAMP INVENTION	\$40,776.22	\$110.00	\$0.00	\$2,915.00	\$37,971.22	\$1,100.00	\$36,871.22
937 LATCHKEY	\$82,148.79	\$1,704.29	\$0.00	\$268.15	\$83,584.93	\$538.96	\$83,045.97
938 COLLINS FOUNDATION	\$27,119.25	\$0.00	\$0.00	\$0.00	\$27,119.25	\$0.00	\$27,119.25
939 EDUCATION FOUNDATION	\$134.90	\$0.00	\$0.00	\$0.00	\$134.90	\$0.00	\$134.90
940 SPARK	\$42,582.89	\$18,980.63	\$0.00	\$405.21	\$61,158.31	\$0.00	\$61,158.31
941 LOCAL SCH CHILD WELFARE	\$37,575.28	\$0.00	\$0.00	\$2,630.56	\$34,944.72	\$2,000.00	\$32,944.72
942 HOT SPOT INSURANCE	\$705.00	\$0.00	\$0.00	\$0.00	\$705.00	\$0.00	\$705.00
943 ALTERNATIVE SCHOOL GRANTS	\$311.25	\$0.00	\$0.00	\$198.21	\$113.04	\$0.00	\$113.04
944 CHILD NUTRITION BANQUETS	\$236.50	\$0.00	\$0.00	\$0.00	\$236.50	\$0.00	\$236.50
945 SPS FOOD SERV ASSOC	\$2,905.41	\$0.00	\$0.00	\$382.01	\$2,523.40	\$0.00	\$2,523.40
946 SOFT DRINK MONEY	\$11,764.59	\$567.28	\$0.00	\$2,937.53	\$9,394.34	\$5,184.20	\$4,210.14
947 ALTERNATIVE SCHOOL	\$4,472.10	\$0.00	\$0.00	\$848.55	\$3,623.55	\$0.00	\$3,623.55
949 CLEARING ACCOUNT	\$1,524.81	\$0.00	\$0.00	\$0.00	\$1,524.81	\$0.00	\$1,524.81
950 SERVICE CENTER	\$704.93	\$0.00	\$0.00	\$67.96	\$636.97	\$0.00	\$636.97
952 CHROMEBOOK INS/REPAIR	\$59,523.88	\$0.00	\$0.00	\$498.85	\$59,025.03	\$0.00	\$59,025.03
954 5TH GRADE ELEM BASKETBALL	\$3,731.60	\$0.00	\$0.00	\$0.00	\$3,731.60	\$0.00	\$3,731.60
956 CENTENNIAL PLAZA PROJECT	\$1,973.34	\$0.00	\$0.00	\$0.00	\$1,973.34	\$0.00	\$1,973.34

## Sapulpa Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2023 - 6/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
957 HOMELESS	\$1,014.00	\$40.00	(\$35.00)	\$514.14	\$504.86	\$0.00	\$504.86
960 ATHLETIC SPORTS OVERALL	\$3,878.25	\$4,625.00	\$0.00	\$1,792.63	\$6,710.62	\$1,746.48	\$4,964.14
961 FOOTBALL BUDGET	\$17,188.40	\$8,050.00	\$0.00	\$5,945.45	\$19,292.95	\$5,604.18	\$13,688.77
962 BOYS BASKETBALL BUDGET	\$1,507.87	\$1,500.00	\$0.00	\$344.38	\$2,663.49	\$0.00	\$2,663.49
963 GIRLS BASKETBALL BUDGET	\$1,606.20	\$400.00	\$0.00	\$0.00	\$2,006.20	\$989.71	\$1,016.49
964 BASEBALL BUDGET	\$5,252.28	\$5,850.00	\$0.00	\$93.81	\$11,008.47	\$0.00	\$11,008.47
965 SOFTBALL BUDGET	\$1,867.50	\$0.00	\$0.00	\$809.28	\$1,058.22	\$61.00	\$997.22
966 WRESTLING BUDGET	\$2,701.42	\$0.00	\$0.00	\$156.69	\$2,544.73	\$449.58	\$2,095.15
967 TENNIS BUDGET	\$120.48	\$0.00	\$0.00	\$105.00	\$15.48	\$0.00	\$15.48
968 TRACK BUDGET	\$2,484.97	\$0.00	\$0.00	\$1,551.64	\$933.33	\$165.87	\$767.46
969 GOLF BUDGET	\$7,128.67	\$0.00	\$0.00	\$1,376.49	\$5,752.18	\$186.93	\$5,565.25
971 ATHLETIC - BOOSTER CLUB	\$70,052.19	\$34,435.33	\$0.00	\$11,820.14	\$92,667.38	\$16,246.19	\$76,421.19
972 CROSS COUNTRY BUDGET	\$6,250.71	\$60.00	\$0.00	\$0.00	\$6,310.71	\$2,015.95	\$4,294.76
973 BOYS SOCCER BUDGET	\$771.01	\$38.00	\$0.00	\$0.00	\$809.01	\$403.54	\$405.47
974 ATHLETICS - TRAINER	\$6,000.00	\$0.00	\$0.00	\$679.32	\$5,320.68	\$0.00	\$5,320.68
975 GIRLS SOCCER BUDGET	\$9,766.20	\$2,640.00	\$0.00	\$2,539.58	\$9,866.62	\$359.04	\$9,507.58
976 GIRLS VOLLEYBALL BUDGET	\$6,928.03	\$0.00	\$0.00	\$1,635.19	\$5,292.84	\$53.54	\$5,239.30
977 CHEER BUDGET	\$2,612.57	\$650.00	\$0.00	\$50.00	\$3,212.57	\$179.64	\$3,032.93
978 ALL EVENTS GATE	\$20,694.38	\$0.00	\$0.00	\$7,431.07	\$13,263.31	\$11,020.32	\$2,242.99
979 JR HIGH CHEER	\$1,167.15	\$0.00	\$0.00	\$39.95	\$1,127.20	\$0.00	\$1,127.20
983 DRUG TEST-PHYSICALS	\$5,863.36	\$7,857.58	\$0.00	\$1,720.57	\$12,000.37	\$0.00	\$12,000.37
985 SPONSORS 2022-2023	\$23,134.00	\$5,000.00	\$0.00	\$0.00	\$28,134.00	\$7,012.97	\$21,121.03
986 CHIEFTAIN CENTER CONCESSION	\$24,621.82	\$0.00	\$0.00	\$7,674.51	\$16,947.31	\$9,319.12	\$7,628.19
<b>Total</b>	<b>\$1,345,025.06</b>	<b>\$124,152.02</b>	<b>\$0.00</b>	<b>\$144,499.11</b>	<b>\$1,324,677.97</b>	<b>\$184,112.27</b>	<b>\$1,140,565.70</b>

# Sapulpa Public Schools

## Cash Balances

**Options:** Fiscal Years: 2023, Funds: 81, As Of Date: 6/30/2023, Account Types: All

<b>Cash By Account and Fund</b>			
AC 0101	AMERICAN HERITAGE 1825474		
2023	81	GIFT FUND	\$0.00
			<hr/>
		Total AC 0101	\$0.00
AC 8101	ALLEN SCHOLARSHIP ENDOWMENT		
2023	81	GIFT FUND	\$4,465.38
			<hr/>
		Total AC 8101	\$4,465.38
AC 8103	NAIFEH SCHOLARSHIP ENDOWMENT		
2023	81	GIFT FUND	\$73.19
			<hr/>
		Total AC 8103	\$73.19
AC 8104	DONNA HOLBROOK SCHOLARSHIP		
2023	81	GIFT FUND	\$1,321.60
			<hr/>
		Total AC 8104	\$1,321.60
AC 8111	ALLEN SCHOLARSHIP CD 4401		
2023	81	GIFT FUND	\$50,000.00
			<hr/>
		Total AC 8111	\$50,000.00
AC 8114	HOLBROOK SCHOLARSHIP CD		
2023	81	GIFT FUND	\$10,000.00
			<hr/>
		Total AC 8114	\$10,000.00
			<hr/>
			\$65,860.17
			<hr/> <hr/>
<b>Cash By Fund</b>			
2023	81	GIFT FUND	\$65,860.17
			<hr/>
			\$65,860.17
			<hr/> <hr/>

**General Fund  
WORKING BUDGET**

**WADM**

	<b>Budgeted 2022-23</b>	<b>Encumbered As of 6/30/2023</b>	<b>Variance</b>
State Allocation (Initial)	12,510,409.44		
*Original Estimated Mid-Term Adj	(558,940.60)		
*12/31/2022 Budget Revision based on Actual Mid-Term Adj	491,812.17		
Other State Revenue	5,310,970.29		
Local and County Revenue	8,093,676.72		
Federal Grant Revenue	4,980,812.12		
<b>CURRENT YEAR REVENUE</b>	<b>30,828,740.14</b>	<b>31,419,019.51</b>	
Prior Year Carryover	<u>3,438,667.40</u>	3,438,667.40	
<b>Total Revenue</b>	<b>34,267,407.54</b>	<b>34,857,686.91</b>	
<b>Projected Expenses</b>			
Certified Salaries	15,684,733.00	15,930,723.11	(245,990.11)
Support Salaries	5,389,792.00	5,380,574.85	9,217.15
Certified Benefits	4,626,996.00	4,621,087.85	5,908.15
Support Benefits	1,575,183.00	1,574,644.08	538.92
Purchased Professional & Technical Services	600,000.00	427,326.56	172,673.44
Contracted Property Services	400,000.00	272,001.14	127,998.86
Other Contracted Services	600,000.00	640,670.46	(40,670.46)
Supplies & Materials	1,700,000.00	2,034,988.49	(334,988.49)
Property Expenses	50,000.00	57,057.90	(7,057.90)
Other Objects	400,000.00	520,035.94	(120,035.94)
	-	-	-
<b>Total Expenses</b>	<b>31,026,704.00</b>	<b>31,459,110.38</b>	<b>(432,406.38)</b>
Prior year payment			
Reimbursed Expenses			
<b>Projected Carryover</b>	<b>3,240,703.54 10.51%</b>	<b>3,398,576.53</b>	

10.82% \*\*

\*The state department added funds to the State Aid Formula. This information was not known while preparing the original budget.

\*\*This carryover includes \$150,000 of dedicated revenue for the Pathways Program. Actual available carryover = 10.3%

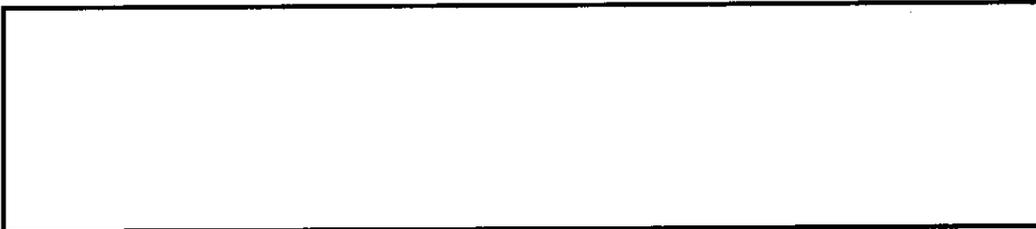


**UTILITIES COMPARISON 2020-21 TO 2022-23**

	410	623	624	625	627	MO	YTD			
	Water	Diesel	Electricity	Gasoline	Nat'l Gas	TOTAL	TOTAL	MONTHLY	YEAR	
								INCR/DECR	INCR/DECR	%
Jul 20	7,504		0		2,429	9,933	9,933	-44,789	-44,789	-450.92%
Aug 20	12,954	1,762	45,182	746	2,225	62,870	72,802	-4,351	-49,141	-67.50%
Sep 20	13,694	3,558	58,396	1,142	2,769	79,559	152,361	-8,071	-57,212	-37.55%
Oct 20	16,814	7,674	57,472	2,760	3,155	87,875	240,236	-18,306	-75,518	-31.43%
Nov 20	18,346	7,728	50,184	1,452	4,687	82,397	322,633	-17,913	-93,431	-28.96%
Dec 20	17,205	5,926	34,191	1,271	7,136	65,729	388,363	-10,131	-103,562	-26.67%
Jan 21	14,490	3,226	29,178	892	12,302	60,088	448,450	-4,996	-108,558	-24.21%
Feb 21	16,374	8,994	29,777	1,937	15,536	72,617	521,068	1,018	-107,539	-20.64%
Mar 21	15,956	6,443	29,168	1,247	33,530	86,345	607,413	14,960	-92,579	-15.24%
Apr 21	13,183	12,146	29,306	2,385	10,674	67,694	675,107	7,502	-85,078	-12.60%
May 21	13,819	15,220	27,752	4,436	8,679	69,906	745,013	26,346	-58,731	-7.88%
Jun 21	19,708	12,494	30,586	2,609	3,519	68,916	813,929	28,125	-30,606	-3.76%
Jul 21	6,122		31,962	0	1,042	39,126	39,126	29,193	29,193	74.61%
Aug 21	13,241	634	52,342	3,172	2,223	71,612	110,738	8,743	37,936	34.26%
Sep 21	17,934	5,877	59,873	2,931	3,471	90,085	200,823	10,526	48,462	24.13%
Oct 21	17,120	14,216	70,644	3,824	3,934	109,738	310,561	21,863	70,325	22.64%
Nov 21	18,411	14,199	66,410	4,413	4,958	108,392	418,953	25,995	96,320	22.99%
Dec 21	7,965	11,911	40,804	3,383	2,056	66,119	485,072	389	96,709	19.94%
Jan 22	25,545	10,401	33,918	2,202	17,473	89,539	574,611	29,451	126,161	21.96%
Feb 22	13,927	11,397	33,576	2,798	27,764	89,462	664,073	16,845	143,005	21.53%
Mar 22	16,023	9,123	35,250	3,656	14,870	78,922	742,994	-7,424	135,581	18.25%
Apr 22	16,418	14,597	33,771	9,593	27,204	101,582	844,577	33,888	169,470	20.07%
May 22	17,513	21,702	37,776	8,541	10,822	96,355	940,931	26,448	195,918	20.82%
Jun 22	22,543	16,329	40,916	5,941	4,027	89,756	1,030,687	20,840	216,758	26.63%
July 22	9,184	5,611	50,686	5,534	95	71,110	71,110	31,984	31,984	81.75%
Aug 22	23,101	0	70,521	0	2,708	96,330	167,440	24,718	56,702	51.20%
Sep 22	16,071	10,170	86,958	5,048	2,891	121,138	288,579	31,053	87,756	43.70%
Oct 22	20,265	23,758	89,601	4,500	3,864	141,988	430,566	32,250	120,005	38.64%
Nov 22	16,960	20,012	83,509	6,191	7,809	134,481	565,047	26,089	146,094	34.87%
Dec 22	9,014	20,570	49,948	3,929	3,585	87,045	652,092	20,926	167,020	34.43%
Jan 23	30,375	13,946	51,219	2,827	42,875	141,242	793,335	51,703	218,724	38.06%
Feb 23	7,489	13,862	47,435	2,872	35,553	107,211	900,546	17,749	236,473	35.61%
Mar 23	14,512	14,203	49,340	3,749	31,279	113,082	1,013,628	34,160	270,634	36.42%
Apr 23	13,471	20,402	47,912	3,271	25,044	110,101	1,123,729	8,519	279,152	33.05%
May 23	15,673	18,697	47,452	5,981	11,253	99,056	1,222,785	2,701	281,854	29.95%
Jun 23	13,656	11,861	53,149	4,297	6,415	89,378	1,312,162	-378	281,475	27.31%

**SAPULPA PUBLIC SCHOOLS  
TREASURER'S SUMMARY  
JUNE 2023**

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND	
BEG BALANCE	<b>6,926,845.85</b>	<b>486,183.40</b>	<b>1,195,515.69</b>	<b>1,376,674.09</b>	-	9,985,219.03
DEPOSITS	2,187,630.89	195,317.05	112,302.86	16,056,960.00	33,196.09	18,585,406.89
CHECKS ISSUED						
Current Year	5,316,688.19	74,547.57	211,131.29	49,485.90	5,075.64	5,656,928.59
Prior Year	22,162.77	-	-	-	-	22,162.77
Fund Transfers						
END BALANCE	<b>3,775,625.78</b>	<b>606,952.88</b>	<b>1,096,687.26</b>	<b>17,384,148.19</b>	<b>28,120.45</b>	22,891,534.56
Last Yr Same Month	3,894,683.20	575,741.59	883,324.10	1,521,731.33	1,233,121.95	8,108,602.17
Gain or (Loss)	<b>(119,057.42)</b>	<b>31,211.29</b>	<b>213,363.16</b>	<b>15,862,416.86</b>	<b>(1,205,001.50)</b>	



I CERTIFY THAT THIS REPORT, SUMMARIZED ON PAGES 1, 2, AND 3  
IS CORRECT AND IN ACCORDANCE WITH THE RECORDS.

  
Kenda Terrones, Treasurer

<b><u>GENERAL FUND</u></b>	<b>PREVIOUS <u>TOTAL</u></b>	<b>CURRENT <u>MONTH</u></b>	<b>NEW <u>YR-TO-DATE</u></b>
<b><u>Local Revenue</u></b>			
Current Ad Valorem	7,198,535.45	30,687.99	7,229,223.44
Prior Ad Valorem	252,150.51	13,864.75	266,015.26
Homestead & In Lieu Tax	68,681.82	73.22	68,755.04
Interest Earned	172,338.45	40,033.17	212,371.62
Rental of Facilities	1,865.00	0.00	1,865.00
Sale of Surplus Equipment	0.00	0.00	0.00
Insurance Recovery	0.00	0.00	0.00
Workers' Compensation	0.00	0.00	0.00
Misc Reimbursements	120,599.56	4,765.22	125,364.78
Donations and Contributions	49,399.12	150,000.00	199,399.12
Repayment from CNF	0.00	0.00	0.00
Repayment from Activity Fd	<u>201,442.25</u>	<u>9,748.64</u>	<u>211,190.89</u>
Local TOTALS	<b>8,071,597.17</b>	<b>249,172.99</b>	<b>8,314,185.15</b>
<b><u>County Revenue</u></b>			
Mill Levy	742,184.63	6,675.69	748,860.32
Mortgage Tax	<u>110,796.40</u>	<u>12,758.95</u>	<u>123,555.35</u>
County TOTALS	<b>852,981.03</b>	<b>19,434.64</b>	<b>872,415.67</b>
<b><u>State Revenue</u></b>			
Gross Production	280,208.75	11,327.47	291,536.22
Auto Tags	1,396,419.34	163,600.14	1,560,019.48
School Land	496,897.66	56,125.83	553,023.49
Tax Stamps & Other Misc	5,026.41	240.01	5,266.42
Farm Implement Tax Stamp	0.00	0.00	0.00
State Aid (Fdn. & Incentive)	11,328,645.20	1,120,429.79	12,449,074.99
Flexible Benefit	2,461,120.20	256,052.50	2,717,172.70
Alternative Ed/High Challenge	125,827.02	0.00	125,827.02
Staff Development	0.00	0.00	0.00
National Board Cert Stipends	39,050.00	0.00	39,050.00
Reading Sufficiency	57,568.40	0.00	57,568.40
State Textbook Allocation	214,733.02	21,237.33	235,970.35
Redbud	0.00	0.00	0.00
Driver's Education	0.00	0.00	0.00
Okla Parents as Teachers	0.00	0.00	0.00
State Land Reimbursement	0.84	0.00	0.84
State Misc/ACE Technology	27,752.09	0.00	27,902.09
State Misc/ACE Remediation	0.00	0.00	0.00
State Misc/Gear Up (022)	0.00	0.00	0.00
Robotics Grant (3690)	0.00	0.00	0.00
Vocational Salaries	30,840.00	0.00	30,840.00
Voc. Incentive Assistance	72,905.00	0.00	72,905.00

Okla Education Lottery Fund		<u>15,000.00</u>	<u>0.00</u>	<u>15,000.00</u>
	State TOTALS	<b>16,563,147.14</b>	<b>1,629,013.07</b>	<b>18,181,157.00</b>
	<u>Federal Revenue</u>	<u>Y-T-D</u>	<u>CUR</u>	<u>Y-T-D</u>
FEMA		0.00	0.00	0.00
Title VII - Indian Ed (561)		179,934.35	14,975.68	194,910.03
JROTC		62,726.18	5,967.76	68,693.94
Title I (511)		640,911.90	61,966.45	702,878.35
Title II Part A (541)		112,601.01	8,533.53	121,134.54
IDEA-B Flow Thru (621)		778,786.44	60,196.37	838,982.81
IDEA-B Preschool 3-5 (641)		33,121.41	10,300.44	43,421.85
Title 10 (596)		23,115.06	1,783.49	24,898.55
JOM (563)		44,557.35	0.00	44,557.35
ARP Funds		1,847,301.86	126,286.47	1,973,588.33
Carl Perkins (421)		<u>38,195.94</u>	<u>0.00</u>	<u>38,195.94</u>
	Federal TOTALS	<b>3,754,816.49</b>	<b>290,010.19</b>	<b>4,051,261.69</b>
<b>TOTAL GEN FUND</b>		<b>29,242,541.83</b>	<b>2,187,630.89</b>	<b>31,419,019.51</b>
<u>BUILDING FUND</u>				
Current Taxes		1,028,074.79	4,382.77	1,032,457.56
Prior Taxes		35,857.60	1,980.12	37,837.72
In Lieu of Taxes		9,387.69	0.00	9,387.69
Facility Rental		12,500.00	1,100.00	13,600.00
Insurance Recovery		968.15	0.00	968.15
Farm Implement Tax Stamp		0.00	0.00	0.00
Redbud Grant		11,153.21	187,854.16	199,007.37
FEMA		0.12	0.00	0.12
Donations and Contributions		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Building Fund TOTALS	<b>1,097,941.56</b>	<b>195,317.05</b>	<b>1,293,258.61</b>
<u>CHILD NUTR FUND</u>				
Local (Meals, Interest, etc)		473,927.38	2,859.01	476,786.39
State Reimbursement		144,604.79	0.00	144,604.79
Federal Reimbursement		<u>1,336,250.81</u>	<u>109,443.85</u>	<u>1,445,694.66</u>
	Child Nutrition Fund TOTALS	<b>1,954,782.98</b>	<b>112,302.86</b>	<b>2,067,085.84</b>
<b>TOTAL GF/BF/CNF</b>		<b>32,284,113.16</b>	<b>2,495,250.80</b>	<b>34,779,363.96</b>
<u>BOND FUND</u>				
Interest		0.00	0.00	0.00
Sale of New Bonds		<u>320,000.00</u>	<u>16,056,960.00</u>	<u>16,376,960.00</u>
	Bond Fund TOTALS	<b>320,000.00</b>	<b>16,056,960.00</b>	<b>16,376,960.00</b>
<u>SINKING FUND</u>				
Current Taxes		5,095,285.85	21,776.64	5,117,062.49
Prior Taxes		202,968.15	11,419.45	214,387.60
In Lieu of Taxes		87,373.91	0.00	87,373.91

Interest/In Lieu Reimb	0.00	0.00	0.00
State Land Reimbursement	0.00	0.00	0.00
Farm Implement Tax Stamp	0.00	0.00	0.00
Premium on Bonds Sold	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Sinking Fund TOTALS	<b>5,372,164.72</b>	<b>33,196.09</b>	<b>5,405,360.81</b>
<u>INSURANCE REIMBURSEMENT FUND</u>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
GRAND TOTAL	<b>37,976,277.88</b>	<b>18,585,406.89</b>	<b>56,558,186.77</b>



**CCOSA**

The Cooperative Council for  
Oklahoma School Administration

2901 North Lincoln Boulevard  
Oklahoma City, OK 73105  
405-524-1191 office  
405-524-1196 fax  
[www.ccosa.org](http://www.ccosa.org)

---

**[RENEWAL]**

Dear Superintendent:

Thank you so much for being a part of CCOSA District Level Services (DLS) last year! Your support allows us to continue to provide quality services and support to our members and your districts. Please find attached your renewal contract for 2023-2024. We appreciate you!

CCOSA offered more professional learning (PL) support last year, as was requested, and had tremendous response from districts. Again this year, the CCOSA DLS Program continues to include Free Online Professional Learning (PL) for the beginning-of-the-year PL that fulfills state and national requirements and is available for ALL staff members to access and use. You can review descriptions of additional PL opportunities on the attached flyer.

Federal funds, including the Elementary and Secondary School Emergency Relief funds (ESSER I-III), can be used to support CCOSA's District Level Services Program. This quality program will empower leaders with budgetary acumen to plan for and implement innovative programs and evidence-based interventions that not only serve to mitigate learning and opportunity gaps, but also create future-focused strategies within our schools to move students toward their ultimate goals. As Oklahoma's preeminent school leadership organization, we have identified practical resources that school districts can immediately apply to support effective leadership, teacher support, and student learning.

Sherry Durkee, Sand Springs Public School Superintendent, attested that "CCOSA's District Level Services Program is more valuable now than ever." In its eighth year, this program continues to advance with member school districts taking advantage of numerous opportunities to save money and to learn professionally. Membership costs depend upon size of district (see enclosed calculation grid).

Districts that formerly participated in CCOSA's Legal and/or Financial Assistance Program(s) will have the option to continue membership in those programs. However, to retain your current benefits and access these additional benefits, districts must join the District Level Services Program.

For CCOSA DLS renewal, please place the following item on an **upcoming Board agenda**:

**Discussion, motion and possible action to approve or not to approve entry into an agreement with the Cooperative Council for Oklahoma School Administration (CCOSA) to participate in the CCOSA District Level Services Program for the 2023-24 fiscal year.**

When the Board approves the agreement, please return a completed copy of the enclosed contract and forms (3 pages) to **Laura Crabtree** ([laura@ccosa.org](mailto:laura@ccosa.org)) or fax to **405.524.1196 (ATTN: Laura Crabtree)**, and keep a copy for your District files.

We look forward to working with you. Please contact me, Pam Deering ([deering@ccosa.org](mailto:deering@ccosa.org)), General Counsel Andrea Kunkel ([kunkel@ccosa.org](mailto:kunkel@ccosa.org)), Dr. Jeanene Barnett ([barnett@ccosa.org](mailto:barnett@ccosa.org)) or Laura Crabtree ([laura@ccosa.org](mailto:laura@ccosa.org)) if you have questions about this Agreement or the Program.

Sincerely,

Dr. Pam Deering  
CCOSA/OASA Executive Director



**CCOSA**

The Cooperative Council for  
Oklahoma School Administration

2901 North Lincoln Boulevard  
Oklahoma City, OK 73105  
405-524-1191 office  
405-524-1196 fax  
www.ccosa.org

**CCOSA’s District Level Services (DLS) Program**  
**(Agreement 2023-2024)**

This letter sets out the Agreement between the Cooperative Council for Oklahoma School Administration (CCOSA) and Sapulpa School District No. **33** of Creek County, Oklahoma (District) concerning the District’s participation in **CCOSA’s District Level Services Program** (Program) for the fiscal year ending June 30, 2024.

For participating Oklahoma cooperatives, interlocals, and technology centers, the cost of participation will be determined based upon the total 2021-22 ADM for your district.

**P.O. CALCULATION GRID**

County Name: Creek County Number: 19

District Name: Sapulpa Public Schools District Number: 33

**P.O. CALCULATION GRID**

<u>ADM</u>	<u>COST</u>
25,000 plus	\$ 4,000
10,000 to 24,999	\$ 3,000
5,000 to 9,999	\$ 2,500
1,500 to 4,999	\$ 2,000
500 to 1,499	\$ 1,800
499 or less	\$ 1,500

<b>ADM (2021-22)</b>	<b>TOTAL COST</b>
3705	\$2,000

Purchase Order Number: \_\_\_\_\_

Purchase Order Amount: \$2,000

\*\*Please attach a copy of the purchase order when submitting completed forms\*\*



**Superintendent Certification of Participation**

I certify that on the 10th day of July 2023, the Board of Education of Sapulpa Public Schools voted to allow our school district to participate in the CCOSA District Level Services Program. The Sapulpa Board of Education has encumbered \$ \$2,000 for the purpose of participating in the CCOSA District Level Services Program. The Board of Education acknowledges that participation in the Program will result in the provision of **advisory services** to designated administrators with Sapulpa Public Schools.

\_\_\_\_\_  
~~Signature of Superintendent~~

**Board President**

7/10/2023

\_\_\_\_\_  
Date

The District understands that CCOSA’s District Level Services Program emphasizes assistance in areas that help to create high-quality schools based on the research in *For the People* and seven areas that create a quality system: Culture and Climate; Learning; Teaching, and Assessment; Expanded Learning Opportunities; Governance, Leadership, and Accountability; Human Capital Development; Physical Resources; and Financial Resources.

If consultation and/or professional learning is in the school district, the school district would agree to pay travel expenses that would not be a part of this agreement.

The District understands that CCOSA and/or its partners will be unable to provide assistance in some areas and with some issues. The District understands that, in those situations, CCOSA and/or its partners may recommend that the District seek advice, assistance, and services beyond those offered by this Program, which may cause the District to incur expenses that are not covered by this Program. **This Program is ADVISORY ONLY and CCOSA and/or its partners do not warrant or guarantee any specific outcome related to the advisory services provided. CCOSA reserves the right to refuse participation to school districts and to remove school districts from participation in the Program.**

The term of this Agreement begins on the date it is approved by the District’s Board of Education and ends on June 30, 2024. Either the District or CCOSA may terminate this Agreement upon notice in writing to the other party. However, a delay in contract approval could result in your district missing valued services and workshops!



## CCOSA’s District Level Services (DLS) Program

### Designated Administrator Contact Form 2023-2024

While all of your district leaders have full access by phone, email, or in person, we need you to designate district administrators who serve as your main contacts to share information from CCOSA and its partners. **These designated administrators will need to commit to forwarding Professional Learning opportunities to your other district and/or school team members to ensure that all of your leaders get maximum benefit from the program.** Districts with an ADM of 10,000 and above may designate three district administrators. The District may include additional school personnel at no additional cost in conference calls, on-site visits, and training sessions.

#### **Designated Administrators**

(based upon each district’s size in ADM for the 2021-22 school year)

<u>ADM</u>	<u># of eligible administrators</u>
10,000 +	3
1 to 9,999	2

<u>ADMINISTRATOR</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>
Donia Doudican	918-224-3400	ddoudican@sapulpaps.org
Katherine Stufflebeam	918-224-3400	kstufflebeam@sapulpaps.org
*		

\*only if ADM exceeds 10,000

Please send a copy of the completed forms to Laura Crabtree ([laura@ccosa.org](mailto:laura@ccosa.org)) or fax to 405.524.1196 (ATTN: Laura Crabtree). Keep one copy for your records.

Memorandum of Understanding  
between  
OKLAHOMA STATE UNIVERSITY  
OFFICE OF EDUCATOR SUPPORT  
and  
Sapulpa Public Schools  
for  
FIELD CLINICAL EXPERIENCES

This UNDERSTANDING made and entered into this day of August 1, 2023, by and between the Oklahoma State University Office of Educator Support, party of the first part, hereinafter referred to as “OSU OES,” and Sapulpa Public Schools, party of the second part, hereinafter referred to as “SAPULPA PUBLIC SCHOOLS.” Oklahoma State University students participating in an approved OSU OES field or clinical experience course will be referred to as OSU OES candidates.

SECTION 1 SAPULPA PUBLIC SCHOOLS agrees to provide the authorization, supervision, and instruction of OSU OES candidates completing the field and clinical experiences component of the teacher preparation program. This would include activities such as a) observation, b) teacher job-shadowing, c) student teaching, d) advanced certification internships/practicum, and e) other activities as approved by both the OSU OES and SAPULPA PUBLIC SCHOOLS. OSU OES requires all candidates to have a cleared Oklahoma State Bureau of Investigation (OSBI) name check prior to being placed in any field experience or clinical practice. OSU OES will not place a candidate without a clear OSBI check, but the completion of a cleared OSBI name check will not necessarily require SAPULPA PUBLIC SCHOOLS to accept that OSU OES candidate in a field or clinical experience. All placements should be mutually acceptable to both parties and either party may withdraw a candidate from the program if they believe it is not in the best interest of the candidate, faculty member, or the program to continue. Procedures for problem solving are detailed in the Handbook for Cooperating Teachers, Supervisors, and Principals. The OSU OES will provide the appropriate forms, collect the fees, and provide the information to SAPULPA PUBLIC SCHOOLS. The completed OSBI report will be valid for up to four (4) years while the candidate is enrolled at OSU.

SECTION 2 SAPULPA PUBLIC SCHOOLS agrees to accept OSU OES candidates for assignment in the public schools with cooperating teachers, administrators, and other related teaching personnel. SAPULPA PUBLIC SCHOOLS further agrees the cooperating certified staff will give direct supervision to the OSU OES candidates assigned and will work with a faculty member assigned by the OSU OES in directing and evaluating the field or clinical experience.

SECTION 3 The OSU OES agrees to award *Certificates of Professional Development* (CPD) for SAPULPA PUBLIC SCHOOLS certified staff who supervise OSU OES candidates. Each cooperating certified staff member who singly supervises a student teacher for 12 weeks will receive a three hour CPD. For each 360 hours of clinical observations, a one hour CPD will be awarded to SAPULPA PUBLIC SCHOOLS. This certificate provides a tuition waiver for the continuing professional development of certified staff member. Cooperating teachers must complete an online evaluation of candidate performance prior to the last day of the semester serving as a cooperating teacher; failure to do so will result in no CPD being issued for that cooperating teacher. The cooperating certified staff member of record can transfer the

certificate to another SAPULPA PUBLIC SCHOOLS certified, contracted staff member with the approval of the superintendent. Certificates cannot be sold. If a certified staff member chooses not to redeem the certificate, it must be redeemed by another member of the SAPULPA PUBLIC SCHOOLS certified staff following all OSU OES and district procedures. The donating certified staff member (or superintendent approved district administrator with documentation of donation), the certificate recipient and the superintendent must sign the certificate in order to complete the transfer. Certificates must be used during the semester in which course work is completed and will expire after 18 months. Lost CPDs cannot be replaced. No more than 6 hours of certificates may be redeemed by any one person during a semester or summer session. Certificates can only be used to pay for resident, correspondence or extension courses.

**SECTION 4** The OSU OES agrees to provide or arrange for non-credit staff development training related to supervision for those teachers desiring to serve as supervisors of teacher candidates and other clinical experiences. All instructors (tenure-track faculty, adjunct faculty, visiting faculty, and graduate teaching assistants or associates) are required to complete FERPA training. As part of our national accreditation, we are required to teach and assess the professional dispositions of our candidates throughout their coursework. Remediation is provided for any candidate receiving a low score on any element in each course. The elements in this assessment include ethics, professionalism, commitment to education, respect for diversity, work ethic, communication, learner attributes, cooperative/collaborative nature, and flexibility.

All OSU candidates are protected under FERPA. Mentor teachers with concerns about a candidate should communicate with their own administrator/principal and/or Dr. Kathy Thomas in the OSU OES for elementary candidates or Mr. Rodney Nichols for secondary candidates.

**SECTION 5** All field experience forms will be initially processed for each course and each semester through the OSU OES Field and Clinical Experiences office. Forms processed by the OSU OES will be given to the designated SAPULPA PUBLIC SCHOOLS district personnel for further processing and site placement.

**SECTION 6** The OSU OES agrees to provide SAPULPA PUBLIC SCHOOLS a report of the year's activities with field and clinical experiences including the schools involved, the various experiences and activities that occurred and the number of CPDs and hours awarded to SAPULPA PUBLIC SCHOOLS teachers and the district.

**SECTION 7** All OSU employees are covered by professional insurance for their actions performed within the scope of their employment but the university is prohibited from indemnifying a third party (candidates). Therefore, OSU advises all candidates to purchase professional liability insurance through a professional organization. Candidates placed in SAPULPA PUBLIC SCHOOLS for clinical practice will be advised that they must show proof of liability insurance when requested. OSU will not be responsible for maintaining coverage for any liability arising from the acts and/or omissions of the employees, representatives or agents of Sapulpa Public Schools.

SAPULPA PUBLIC SCHOOLS will maintain adequate insurance to provide coverage for the liabilities arising from the acts and/or omissions of employees, representatives or agents of SAPULPA PUBLIC SCHOOLS who are participating in the internship program with OSU. SAPULPA PUBLIC SCHOOLS will not be responsible for maintaining coverage for any liability arising from the acts and/or omissions of the candidates, employees, representatives or agents of Oklahoma State University. Worker's compensation coverage is not provided to the OSU candidate by Sapulpa Public Schools.

SECTION 8 UNDERSTANDING begins August 1, 2023, and may be renewed by memorandum of understanding between the two parties.

By: 

Dr. Shelby Witte  
Senior Director, Office of Educator Support  
College of Education and Human Sciences, OSU  
Date: 06-13-2023

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

Sapulpa Public Schools  
Date: \_\_\_\_\_



**UNIVERSITY OF OKLAHOMA  
ANNE & HENRY ZARROW SCHOOL OF SOCIAL WORK  
PRACTICUM FACILITY AFFILIATION AGREEMENT**

– COVER PAGE –

IDENTIFICATION OF PARTIES											
University	Facility										
The Board of Regents of the University of Oklahoma on behalf of its Anne & Henry Zarrow School of Social Work 700 Elm Ave, Norman, OK 73019  Department Notice Email:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Facility Name</b></td> <td>Sapulpa Public Schools</td> </tr> <tr> <td><b>Facility Address</b></td> <td>511 East Lee Avenue</td> </tr> <tr> <td><b>Facility City, State Zip</b></td> <td>Sapulpa, OK 74066</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td><b>Facility Notice Email:</b></td> <td>kstufflebeam@sapulpaps.org</td> </tr> </table>	<b>Facility Name</b>	Sapulpa Public Schools	<b>Facility Address</b>	511 East Lee Avenue	<b>Facility City, State Zip</b>	Sapulpa, OK 74066	 		<b>Facility Notice Email:</b>	kstufflebeam@sapulpaps.org
<b>Facility Name</b>	Sapulpa Public Schools										
<b>Facility Address</b>	511 East Lee Avenue										
<b>Facility City, State Zip</b>	Sapulpa, OK 74066										
<b>Facility Notice Email:</b>	kstufflebeam@sapulpaps.org										
Effective Date:                      July 10, 2023	End Date:                                      July 10, 2026										
Only above identified University and Facility are each a "Party" and are collectively referred to as "Parties" to this Agreement.											

This cover page, the herein described Agreement, and the following Exhibits indicated as attached below together comprise the entire Agreement of the Parties:

- Exhibit A** – Scope and General Parameters (For all agreements.)
- Exhibit B** – Protection of Confidential Data (For all agreements.)
- Exhibit C** – Practicum-Specific Parameters (For medical/nonstandard agreements.)

**UNIVERSITY OF OKLAHOMA**  
**ANNE & HENRY ZARROW SCHOOL OF SOCIAL WORK**  
**PRACTICUM FACILITY AFFILIATION AGREEMENT**

This is an Agreement between the Board of Regents of the University of Oklahoma (“University”) and the Facility (“Facility”) identified on the cover page of this Agreement for the purpose of conducting an internship, practicum, rotation, or similar arrangement for educational activities (“Practicum”) at the Facility’s location for the University’s participating students (“Student(s)”) in accordance with mutually agreed upon terms and conditions herein described.

**I. Practicum Setup**

- A. **Consideration.** The University desires to provide Practicum experiences for its Students, and the Facility desires to provide such educational experience to Students. Therefore, the University shall arrange Practicum experiences for its participating Students at the Facility. This Agreement includes no exchange of monetary consideration between the Parties, and the Parties expressly acknowledge and agree the receipt and sufficiency of other good and valuable consideration.
- B. **Term.** This Agreement has an effective Primary Term (“Primary Term”) from the above described Effective Date (“Effective Date”) and shall continue until the above described End Date (“End Date”). This Agreement shall automatically renew for up to two additional terms of equal duration under the same terms and conditions (each a “Renewal Term”) upon expiration of the Primary Term or as the Parties may otherwise mutually agree in writing.
- C. **Termination.** Unless otherwise specified in this Agreement, either Party may terminate this Agreement at any time, with or without cause, upon advance written notice to the non-terminating Party at least thirty (30) days prior to the desired date of termination. This Agreement may also be terminated at any time by written mutual consent of the Parties.
- D. **Scope and Parameters.** In addition to the terms and conditions of this Agreement, the University and the Facility shall mutually determine the scope, operational and management responsibilities, and all other necessary parameters of the Practicum in “Exhibit A – Scope and General Parameters”, attached to and made a part of this Agreement.

**II. General Terms and Conditions**

- A. **Confidentiality.** All information exchanged between the Parties pursuant to this Agreement shall be considered confidential. The Parties shall not use such information except as required to provide client or patient care services or as necessary for the achievement of Practicum objectives. The University shall instruct all Students and individuals in its Practicum roles to keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including client or patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the University or any of the Students; (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority; or (c) is disclosed pursuant to requirements the National Association of Social Workers Code of Ethics (“NASW Code of Ethics”), available at: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English.aspx>.

- B. **Responsibility for Actions.** Each Party shall be responsible for its own negligent acts and omissions and the acts and omissions of its employees, officers, directors, and affiliates as applicable. The University's liability shall be governed by the Oklahoma Governmental Tort Claims Act. The University further retains and reserves to itself, without limitation, all the powers, rights, authority, duties, and responsibilities conferred upon it and vested in it by the Constitution of the United States of America and the Constitution and Statutes of the State of Oklahoma. These rights shall include, but not limited to the University's right to sovereign immunity and rights under the OGTC.
- C. **Representation of Eligibility.** The Parties represent to the best of their knowledge that each party, nor any of its employees, agents, or representatives participating under the terms of this Agreement, are not: (i) currently excluded, debarred, or otherwise ineligible to participate in the Federal health care programs as defined in 42 USC § 1320a-7b (f) (the "Federal healthcare programs"); (ii) convicted of a criminal offense related to the provision of healthcare items or services, but has not yet been excluded, debarred, or otherwise declared ineligible to participate in the Federal healthcare programs; and (iii) under investigation or otherwise aware of any circumstances which may result in being excluded from participation in the Federal healthcare programs. This shall be an ongoing representation during the terms of this Agreement a Party shall immediately notify the other of any change in the status of the representation set for the in this section. If a Party becomes excluded from federal program participation, this Agreement may be terminated immediately, for cause, by the other Party. If an employee, agent, or representative becomes excluded from federal program participation, such individual shall be removed from participation under the Agreement immediately. Failure by a Party to remove such excluded individual immediately shall provide the other Party the right to terminate this Agreement immediately for cause.
- D. **Insurance Requirements.** The Parties shall each be responsible for its own insurance coverage at all times during the term of this Agreement as follows:
- i. The University represents that it and its employees are self-insured with its liability governed by the Oklahoma Governmental Tort Claims Act. A copy of the University's certificate of self-insurance is available upon request.
  - ii. The Facility shall maintain insurance coverage in amounts sufficient to cover its responsibilities under this Agreement.
- E. **FERPA.** Access to education records shall be governed by the Family Educational Rights and Privacy Act, 20 U.S.C § 1232g ("FERPA") and all other applicable laws. A critical component of the Agreement between the University and the Facility is the open exchange of relevant educational information. The student's progress will be evaluated through close interaction between the University and the Facility. The University shall require each participating student to execute a release allowing the University and the Facility to share information necessary for the achievement of Practicum objectives. In accordance with this section, the Parties further agree to the terms of "Exhibit B – Protection of Confidential Information", attached to and made a part of this Agreement.
- F. **Equal Opportunity.** Except to the extent permitted by law, the Facility, the University, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status in the performance of this Agreement. As applicable to the University, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor Regulations (41 CFR Part 60 et. Seq.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The University

represents that, except as permitted by law, all services are provided without discrimination on the basis of, race, color, creed, sex, age, religion, national origin, disability or veteran's status; that it does not maintain nor provide for its employees any segregated facilities, nor will the University permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the University agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C. Section §4212.

- G. **Use of Protected Marks**. The parties agree not to use each other's names or logos in any publications or advertising without prior written approval from the other party. The Facility agrees to submit for approval a logo application to the University's Trademark Office which reviews the use of University Marks prior to use.
- H. **Consent for Publication**. Neither party nor any of its participants shall publish any materials as a direct result of the Practicum, without giving the non-publishing party an opportunity to review and object to the publication in advance. No confidential information of a Party, its staff or clients may be included in any publication without prior written notice and consent to the Facility.
- I. **Rights in Facility Property**. Unless otherwise agreed upon by the Parties, all materials, supplies, records, or any resource belonging to the Facility and used or created during the term of this Agreement or any Practicum pursuant to this Agreement shall remain the property of the Facility.
- J. **Relationship of the Parties**. Neither Party shall have the authority to take any action or make any statements, representations, or commitments of any kind that would bind the other Party without its prior written consent.
- K. **Severability**. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.
- L. **No Assignment**. Neither Party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other party.
- M. **Binding Effect**. This Agreement shall be binding upon, and shall inure to the benefit of, the Parties and their respective legal representatives, successors and permitted assigns.
- N. **Rights Cumulative**. No right or remedy conferred in this Agreement upon or reserved to a Party is intended to be exclusive of any other right or remedy. Rights and remedies shall be cumulative and in addition to any other right or remedy provided in this Agreement or under applicable law.
- O. **No Waiver**. The failure by either Party to insist upon the strict observance or performance of any provision of this Agreement or to exercise any right or remedy shall not impair any such right or remedy to be construed as a waiver or relinquishment with respect to subsequent defaults.
- P. **No Third-party Beneficiaries**. This Agreement is not intended to confer any right or benefit upon or permit the enforcement of any provision by anyone other than the Parties to this Agreement.
- Q. **English Language Controls**. This Agreement is written in the English language. In the event this Agreement is translated to another language, the English language version shall control.
- R. **Entire Agreement**. This Agreement constitutes the entire understanding and agreement of the Parties with respect to its subject matter and cannot be changed or modified except by mutual written consent of the Parties.
- S. **Notices**. Unless otherwise provided within this section, any and all notices, consents, or other communications by one party intended for the other shall be deemed to have been

properly given if transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth in the Identification of Parties.

- i. All legal notices to the University, including notice of service of process, must be sent to: The Executive Secretary of the Board of Regents of the University of Oklahoma, 660 Parrington Oval, Rm 119, Norman, OK 73019.

T. **True and Correct Representations.** All information that has been furnished to the Facility concerning the University, Students, and individuals serving in Practicum roles is true and correct in all respects, to the best of University's knowledge. The Parties further agree that all representations in this Agreement shall remain true and correct during the term of this Agreement, and the Parties shall inform each other if any of the representations become inaccurate or are anticipated to change.

Agreed and Acknowledged:

Field Education Coordinator, University of Oklahoma Anne & Henry Zarrow School of Social Work	Date

David Wrobel as Dean, University of Oklahoma - Norman Dodge Family College of Arts & Sciences	Date

Name Title Facility Sapulpa Public Schools	Date

## EXHIBIT A – SCOPE AND GENERAL PARAMETERS

This Exhibit A – Scope and Parameters is attached to and made a part of the Facility Affiliation Agreement (Agreement) between the Board of Regents of the University of Oklahoma on behalf of its Anne & Henry Zarrow School of Social Work (University) and Sapulpa Public Schools (Facility). The Parties hereby agree to the following:

1. **Scope of Practicum.** The Parties agree to cooperate, collaborate, and conduct activities in support of providing a Practicum experience applicable to the academic program of qualified participating Students pursuant to the terms of the Agreement and in compliance with the National Association of Social Workers Code of Ethics (“NASW Code of Ethics”, available at: <https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English.aspx>) and the accreditation standards of the Council on Social Work Education (<https://www.cswe.org/>).
2. **Practicum Roles**
  - A. **University Roles.** The University shall designate one or more qualified individuals to serve in the following roles during the Practicum as necessary:
    - i. **Field Education Coordinator.** Field Education Coordinator will work directly with Facility personnel to approve all activities for Students. The Field Education Coordinator shall be an employee of the University.
    - ii. **Faculty Liaison(s).** The Faculty Liaison will be responsible for supervising Students and their Practicum activities. Each Faculty Liaison shall be an instructor, faculty member, or other qualified employee of the University.
  - B. **Facility Roles.** The Facility shall designate one or more qualified individuals to serve in the following roles during the Practicum as necessary:
    - i. **Field Instructor(s).** The Field Instructor(s) shall supervise and develop assignments, training activities, and Student evaluations for participating Students at the Facility. Each Field Instructor is required to have earned a degree in social work prior to serving in this role. During the Practicum, each Field Instructor shall always comply with (a) the University’s field education programs and policies as outlined in the Field Education Manual and (b) the NASW Code of Ethics. The Facility acknowledges and agrees that the University may the approve or deny any proposed Field Instructor. If the Facility does not have a Field Instructor, the University can help identify a social work professional to fulfill this role at the Facility’s expense.
    - ii. **Preceptor(s).** Facility employees may serve as Preceptor(s) to assist and collaborate with Field Instructor(s) to provide education oversight and day-to-day supervision of participating Students.
    - iii. **Point of Contact.** The Facility Point of Contact will serve as the Facility’s primary contact employee and work directly with the University’s Faculty Liaison to plan and coordinate Practicum activities. This role is optional for the Facility and may be fulfilled by persons serving in other Facility Roles.
3. **Responsibilities of the Parties**
  - A. **University Responsibilities**
    - i. **University Requirements for Participating Students.** The University requests that all Students and individuals serving in Practicum roles comply with the policies, rules, and regulations of the Facility as provided to the University by the Facility. The University shall also require:
      1. **Participating Student Insurance.** The University shall require each participating Student to acquire and maintain sufficient professional

liability insurance coverage for the purposes of the Practicum, and to submit verification of such insurance coverage to the University and/or Facility when requested.

2. **Student Acknowledgment and Release.** The University shall require each participating Student to complete, sign, and return a “Student Acknowledgment and Release” to the University prior to the beginning of the Practicum. A copy of completed releases may be provided to the Facility upon request.
  3. **Documentation and Time of Requirements.** The University shall remind each participating Student to complete all Facility requirements prior to the beginning of the Practicum, and to provide documentation of fulfilled requirements to the Parties as necessary.
- ii. **Practicum Calendar.** The University shall maintain a practicum calendar to be available online at: <http://www.ou.edu/cas/socialwork>.
  - iii. **Enrollment Confirmation.** The University will validate that each Student is currently enrolled at the University. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Practicum; if the Student is an emancipated minor, then the Student must furnish written authorization to participate in the Practicum.
  - iv. **Compliance with Facility Dress Code.** The University will support the Facility’s requirement that Students are required to wear appropriate attire consistent with the Facility dress code and policies, including but not limited to badge or other identification as may be issued and required by the Facility.

**B. Facility Responsibilities**

- i. **Facility Policies.** Upon request of the University, Facility shall provide the Faculty Liaison with copies of the Facility’s policies, rules, regulations and procedures that are applicable to Students’ and Faculty Liaisons’ participation in the Practicum. The Facility shall provide each participating Student with the relevant policies, rules, regulations and expectations with which the Student is required to comply.
- ii. **Training.** The Facility will provide the Student with appropriate training and resources to foster and augment the Student’s learning experience, and to allow the Student to meet the competency requirements set forth by the University.
- iii. **Student Objection.** The Facility agrees that in the event a participating Student is asked to perform an action or participate in a Practicum activity for which they are not trained (or for which they reasonably believe they have received no training or insufficient training), the Student may object to such action or activity by reporting it to a Faculty Liaison or Field Instructor. The Parties agree to acknowledge and communicate such objections to each other and mutually cooperate to ensure compliance with the terms of this Agreement.
- iv. **Use of Designated Communication Platform.** The Facility agrees to utilize the software or communication platform designated by the University for the purposes of facilitating and documenting necessary for the achievement of Practicum objectives except for communications subject to HIPAA regulations.
- v. **Facility Parking.** The Facility shall provide parking in designated areas for Students and Faculty Liaisons pursuant to the Facility’s rules and policies.
- vi. **Emergency Medical Care.** As necessary, the Facility shall make emergency medical care available to Students and Instructors at its usual cost and expense. All costs and expenses

associated with such emergency medical care shall be the responsibility of the individual receiving care.

- vii. **Reporting of Student Progress.** Facility will communicate immediately with the Faculty Liaison any concern regarding the Student’s performance or progress.
- 4. **Practicum Completion Upon Termination or Force Majeure.** In the event of earlier termination pursuant to the terms of this Agreement or an act of nature (i.e., a force majeure event), the Parties agree to make reasonable efforts to allow and facilitate the Student’s completion of a Practicum term already in progress.
- 5. **Practicum-Specific Parameters.** As it may be mutually determined to be necessary by the Parties, additional Practicum-specific parameters, including but not limited to provisions applicable to Practicum experiences in medical settings, are attached to and made a part of this Agreement in “Exhibit C – Practicum-Specific Parameters”.
- 6. **Site Visit** – Upon request by the University, the Facility shall provide the Faculty Liaison a site visit and tour of the Facility to address any procedure or facilities of a Facility department pertinent to the Practicum.

Agreed and Acknowledged:

---

Field Education Coordinator, University of Oklahoma Anne & Henry Zarrow School of Social Work	Date
---	------

---

David Wrobel as Dean, University of Oklahoma - Norman Dodge Family College of Arts & Sciences	Date
---	------

---

Name Title Facility Sapulpa Public Schools	Date
--	------

## **EXHIBIT B – PROTECTION OF CONFIDENTIAL DATA**

To the extent applicable to this Agreement, Facility agrees to abide by the limitations on re-disclosure of personally identifiable information from the University's education records as set forth in The Family Educational Rights and Privacy Act (FERPA) (34 CFR § 99.33(a)(2)) and with the terms set forth below. 34 CFR § 99.33 (a)(2) states that the officers, employees and agents of a party that receives education record information from the University, the educational institution, may use the information, but only for the purposes for which the disclosure was made.

1. **Definition:** Covered data and information (CDI): includes paper and electronic student education record information supplied by University, as well as any data provided by University's students to the Facility.
2. **Acknowledgment of Access to CDI:** Facility acknowledges that the Agreement allows the Facility access to CDI.
3. **Prohibition on Unauthorized Use or Disclosure of CDI:** Facility agrees to hold CDI in strict confidence. Facility shall not use or disclose CDI received from or on behalf of University (or its students) except as permitted or required by the Agreement, as required by law, or as otherwise authorized in writing by University. Facility agrees not to use CDI for any purpose other than the purpose for which the disclosure was made.
4. **Return or Destruction of CDI:** Upon termination, cancellation, expiration or other conclusion of the Agreement, Facility shall return all CDI to University or, if return is not feasible, destroy any and all CDI. If the Contractor destroys the information, the Contractor shall provide University with a certificate confirming the date of destruction of the data upon request.
5. **Remedies:** If University reasonably determines in good faith that Facility has materially breached any of its obligations under this contract, University, in its sole discretion, shall have the right to require Facility to submit to a plan of monitoring and reporting; provide Facility with a fifteen (15) day period to cure the breach; or terminate the Agreement immediately if cure is not possible. Before exercising any of these options, University shall provide written notice to Facility describing the violation and the action it intends to take. If the Family Policy Compliance Office of the U.S. Department of Education determines that the Facility improperly disclosed personally identifiable information obtained from University's education records, University may not allow the Facility access to its education records for at least five years.
6. **Maintenance of the Security of Electronic Information:** Facility shall develop, implement, maintain and use appropriate administrative, technical, and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted CDI received from, or on behalf of University or its students. These measures will be extended by contract to all subcontractors used by Facility.
7. **Reporting of Unauthorized Disclosures or Misuse of Covered Data and Information:** Facility shall promptly, but in no case later than five (5) days from discovery, report to University any use or disclosure of CDI not authorized by this agreement or in writing by University. Facility 's report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the CDI used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what Facility has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action Facility has taken or shall take to prevent future similar unauthorized use or disclosure. Facility shall provide such other information, including a written report, as reasonably requested by University.

[Signatures appear on the following page.]

Agreed and Acknowledged:

---

Field Education Coordinator,  
University of Oklahoma  
Anne & Henry Zarrow School of Social Work

---

Date

---

David Wrobel as Dean,  
University of Oklahoma - Norman  
Dodge Family College of Arts & Sciences

---

Date

---

Name  
Title  
Facility Sapulpa Public Schools

---

Date

**Exhibit C – Practicum-Specific Parameters**

The University and Facility acknowledge and agree to the following Practicum-specific terms for Practicum experiences in **medical** settings:

1. The Parties shall permit Students to assist in the provision of ancillary health care services to Facility patients, but only as such care is appropriate to the Students’ training and Practicum objectives. The Facility may otherwise restrict or prohibit the Student from any activities at the Facility, including any patient care activities.
2. The Facility will provide Students with training and period updates on the Facility’s policies and procedures with respect to Protected Health Information (PHI) that is necessary and appropriate for them to carry out the activities contemplated by this Agreement as required by applicable provisions of the Health Information Portability and Accountability Act of 1996 (HIPAA) and applicable state mental health information confidentiality laws.
3. Only the facility can disclose HIPAA protected information. If Faculty or Intern believe such a need exists for disclosure then they will consult with the facility who will disclose the information, including approving responses to subpoenas and court orders and notification to public health. In the event that PHI is required to be disclosed pursuant to a court order or a subpoena, University shall notify Facility to allow Facility to assert whatever protection may be available and to comply with the notification requirement.
4. The Parties agree to promptly report to one another (but in no case later than three (3) days from discovery) any breach or unauthorized disclosure of PHI occurring during any Practicum activity.
5. Facility affirms that it has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 24 USC 1320a-7b(f).
6. Any ambiguity in this Agreement regarding PHI shall be resolved in a manner that causes this Agreement to comply with HIPAA.

Agreed and Acknowledged:

Field Education Coordinator, University of Oklahoma Anne & Henry Zarrow School of Social Work	Date
David Wrobel as Dean, University of Oklahoma - Norman Dodge Family College of Arts & Sciences	Date
<b>Name</b> <b>Title</b> <b>Facility</b> Sapulpa Public Schools	<b>Date</b>

AY 2023-2024

Memorandum of Understanding  
Tulsa Community College  
And  
Sapulpa Public Schools

This Memorandum of Understanding (“MOU”) between Sapulpa Public Schools, Sapulpa, Oklahoma, (“partner”), and Tulsa Community College (“TCC”), an agency of the State of Oklahoma. Its purpose is to set forth the responsibilities and obligations of the parties with regard to dual credit programs. Tulsa Community College is dedicated to serving high school students while helping to develop a seamless and accessible transition to higher education. Tulsa Community College is a member of the National Alliance of Concurrent Enrollment Partnerships (NACEP). Established in 1999, NACEP provides standards of academic excellence, research, and advocacy. TCC has developed partnership guidelines based on NACEP standards in order to provide a valuable and credible academic experience. The TCC guidelines are available on request from the TCC Office of Dual Credit Programs. NACEP standards can be viewed at [www.nacep.org](http://www.nacep.org).

TCC enrollment provides high school students an opportunity to earn transferable college credits while also satisfying high school course requirements through dual credit as well as an introduction to college academics and rigor. Additionally, this program provides an economical head-start through the tuition waiver program and reduced fee schedules for courses taught at community campuses, approved off-campus sites, or high school campuses during the regular school day. Through the program, students gain access to TCC writing labs, math labs, academic advisement, career advisement, libraries, clubs, organizations, and fitness centers.

**1. Purpose**

The purpose of this agreement is to foster increased access to college courses for high school students who have demonstrated the academic ability to complete a rigorous course of study. By using partner facilities to offer TCC courses, eligible students have an opportunity to participate in college courses during regular high school hours in a familiar environment. Students will earn high school academic credit and college credit, referred to as dual credit, as established by the Oklahoma Legislature in 70 O.S. §628.13. Any addendum shall be governed by the terms, provisions, and conditions set forth in this agreement.

**2. Term**

The agreement will be in continuous effect beginning in the semester in which the memorandum of understanding is signed unless terminated in writing by either institution. Either party shall have the right to terminate this MOU with or without cause by giving ninety (90) days prior written notice of intention to terminate at the end of the college semester during which the notice was provided. If the notice to terminate is received less than 90 days from the end of the college semester, then the agreement will conclude at the end of the following college semester. The parties agree to work in good faith to avoid any such termination. The rationale for the requested termination should be stated with the request, and the parties will attempt to resolve

AY 2023-2024

any disputes in a mutually satisfactory way. Any future agreements will be subject to their own terms for termination, which may differ from this memorandum of understanding.

### 3. Operations

#### A. TCC will ensure the following conditions:

- Admit high school students to the college according to the Oklahoma State Regents for Higher Education requirements.
- Offer 1000 level and 2000 level courses to a minimum of fourteen (14) pre-enrolled students.
- Hold courses open and accept enrollments to meet required minimum fourteen enrollments: minimums must be met by December 15 for spring courses and May 15 for fall courses.
- Accept course enrollments in addition to the minimum fourteen (14) students until the section fills or until the first class meeting.
- Post the Dual Credit Student Enrollment Portal and instructional video on the TCC Dual Credit Programs' web pages for participating high school districts.
- Counsel students on issues concerning academic success and higher education goals including course transferability, college majors, and pathways to Associates Degrees, or workforce certifications.
- Conduct annual training for high school counselors.
- Provide online, online live, blended, and classroom delivered instruction for courses as agreed upon by TCC, the partner, attending districts, and appropriate external authorities.
- Endeavor to provide instructors and courses; however, TCC cannot guarantee course availability at the site.
- Provide curriculum and instructors for all TCC courses.
- Comply with the policies, practices, and procedures as outlined in the TCC faculty handbook at all times.
- Administer courses to follow a sixteen (16) week format and students will follow the established TCC calendar as it relates to add/drop dates, withdrawal dates, holidays, and unscheduled closings.
- Provide high schools with due dates for the course scheduling process. See addendums for specific program timelines.
- Provide TCC student ID cards to each concurrently enrolled student who presents a TCC ID number and photo identification at TCC Student Activities Centers. The ID card will provide students with access to all four (4) TCC libraries and online library access. Students are billed \$5.00 per semester.
- Allow students to enroll in additional courses on TCC campuses as well as in the courses taught at the off-campus sites.
- All enrollments beyond the tuition waiver will be charged full TCC tuition.
- Send a password encrypted, electronic end of term grade spreadsheet to the district registrar or staff authorized to receive FERPA information.

AY 2023-2024

- Provide dual credit student orientations. Partners may attend scheduled orientations on TCC campuses, online, or students may view the dual credit orientation electronically from [www.tulsacc.edu/dualcredit](http://www.tulsacc.edu/dualcredit) in the high school counselor's office.
  - Provide an early alert system via email to the district's high school counselor and/or administrator authorized to receive student information.
  - Provide ADA accommodations: TCC requires students to self-identify and submit appropriate professional documentation in accordance with the guidelines established by the Accessibility Resources Center located at 909 S. Boston Ave Room MC 331B.
  - The Director of Dual Credit Programs, TCC faculty department chairs, TCC Deans and Associate Deans, and the Associate Vice-President of Academic Affairs will review all course requests from participating high schools. Courses will be approved based on the program scope, collective resources, and available support for each course.
- B. The partner high school will ensure the following conditions:
- Ensure that each student has textbooks and instructional materials as required for each course and that no student is denied an opportunity to participate due to the inability to purchase textbooks and instructional materials.
  - Comply with the one hour and fifty minute TCC semester finals schedule.
  - Designate a representative as the liaison between the partner and TCC. The partner liaison provides program information and guidance to students, parents, and high school faculty.
  - Establish a process to confirm eligibility.
  - Support and help guide the development and integrity of the program through the partner high school principal and counselor(s).
  - Advise concurrently enrolling students on all issues concerning high school education, graduation, and college application requirements.
  - Distribute for signatures and retain the signed district's student/parent MOU (if used).
  - Communicate clearly to the parent and student regarding financial responsibilities and the college environment.
  - Ensure that students have an opportunity to enroll in courses necessary for high school graduation. TCC courses may not be available or convenient for some students so should not be depended on as the sole source for completing high school graduation requirements.
  - Include TCC courses in the high school course catalog.
  - Display TCC brochures, guides, posters, and other promotional materials that TCC provides in a designated area such as the high school guidance office.
  - Allow compliance with the TCC student policies and resources handbook during TCC class time. Note: Any student suspended or expelled from the high school will be expected to continue participating in his or her TCC class(es).
  - Provide program information and enrollment due dates to parents and students prior to registration periods.
  - Support the instructor and the student through standards set by TCC.

AY 2023-2024

- TCC campuses, including community campuses, do not close as frequently as high schools. If the high school closes and TCC does not, students will be expected to complete any homework or assigned readings and may be required to complete an online assignment, using Blackboard. Even when TCC is closed, students should keep up with the course agenda and check Blackboard for updated assignment schedules.
- Provide an orientation for TCC faculty prior to the start of the semester if the district or partner campus is hosting TCC faculty. The orientation should include a tour of the campus, information about parking, keys to rooms, introductions to appropriate personnel, computer network passwords, IDs, and other information that may be unique to the site that faculty will need to teach their classes.
- Provide students with adequate time to travel to and participate fully in courses and time to return to their home high school if applicable.
- Provide, when course delivery model requires, qualified (per TCC standards) facilitators in classrooms, access to computer labs, and access to tutoring services. See addenda for specific program requirements.
- Request all course additions or program changes in writing to the TCC Dual Credit Programs office.
  - Fall semester requests should be submitted by January 15th. Spring semester requests should be submitted by August 15th.
  - English courses require a minimum of 14 enrollments and a maximum of 20 enrollments per section. All other courses require a minimum of 14 and a maximum set by the discipline and faculty. All enrollment maximums are additionally based on the ability to provide a collegiate environment.
  - Course change requests and program requests should include the rationale for the additional course, any extenuating circumstances surrounding the request; the number of students qualified and expected to enroll in the course, and the availability of specialized equipment/labs if appropriate. The requests will be reviewed and newly approved courses may be offered in the following semester.

C. Obligations of both TCC and Partner:

- Attend an annual senior leadership meeting.
- Collaborate to provide program information, communication, promotional materials, and activities.
- Collaborate to articulate curricula between the high school and the college.
- Collaborate to develop a two-year pathway of academic course offerings. The course schedule will be reviewed annually.
- Collaborate when advising a concurrently enrolled student to ensure that the student is apprised of all education options.
- Attend operations meetings as required.

D. High School Concurrently Enrolled Students Will:

AY 2023-2024

- Meet the minimum requirements as set forth by the Oklahoma State Regents for Higher Education. Admission and enrollment requirements are posted at [www.tulsacc.edu](http://www.tulsacc.edu) and accompany the enrollment form.
- Complete the online TCC college admission application one week prior to enrollment.
- Enroll using the Dual Credit Student Enrollment Portal [www.tulsacc.edu/dualcredit](http://www.tulsacc.edu/dualcredit).
- Pay course fees and materials used via Bb for all courses at any TCC Bursar office or online via MYTCC.
- Pay full tuition incurred beyond the maximum tuition waiver amount.
- Assume responsibility for course materials.
- Complete a student orientation in person, online, or with a high school counselor via TCC's orientation presentations and materials.
- Assume all responsibility for personal actions during transportation to the course delivery sites and during the return to the home high school including driving or riding in personal vehicles and district transportation on roads or in parking lots.
- Comply with the TCC student policies and resources as outlined in the TCC Student Code of Conduct (<http://www.tulsacc.edu/student-resources/student-handbook>) during TCC class time.
- Behave in the same manner as any student enrolled and participating in a college course as written in the TCC Student Code of Conduct available on the TCC website.
- Assume responsibility for any malicious destruction of property, equipment and materials belonging to the host concurrent delivery site and/or TCC.
- Read the district's student/parent MOU if required by the district (to be retained at the high school counselor's office).
- Participate as required and outlined in the course syllabus.
- Check the television, radio, and TCC Alerts for class cancellations due to unforeseen situations (weather), and log onto TCC Blackboard to complete any assignments.
- Assume responsibility for reporting grades to appropriate high school staff.

#### 4. Financial Arrangements

- Students will pay the one-time admission fee of \$20.00 with the first semester enrollment.
- TCC will waive tuition via the state of Oklahoma and TCC's tuition waiver programs.
- TCC Financial Aid will apply the juniors' tuition waiver for a maximum of twelve (12) credit hours per semester beginning the summer after the 10<sup>th</sup> grade. The student must meet all OSRHE policy regulations for high school student early enrollment including being on track for graduation from high school in the spring of their senior year.
- TCC Financial Aid will apply the seniors' tuition waiver for a maximum of eighteen (18) credit hours during the three senior semesters of concurrent eligibility beginning the summer after 11<sup>th</sup> grade. The student must meet all OSRHE policy regulations for high school student early enrollment including being on track for graduation from high school in the spring of their senior year.

AY 2023-2024

- All courses are charged Oklahoma State Regents for Higher Education mandatory course fees regardless of delivery mode or location. Other courses' fees vary.
- Partners may set up third-party billing with the TCC bursar to eliminate student barriers.
  - Participating third-party billing high schools will be billed for all students on the TCC rosters after the semester drop date. Consult the TCC academic calendar for semester dates.
  - Students are not eligible to receive a federal T-1098 tuition statement for education credit for any amounts remitted by the district via 3<sup>rd</sup> party billing

**5. Liability**

Each party to this Agreement will be responsible for its own negligent acts or omissions and those of its employees, officers, volunteers or agents in the performance of this Agreement. Neither party will be considered the agent of the other nor does either party assume any responsibility to the other party for the consequences of any act or omission of any person or entity not a party to this Agreement. The terms of this provision shall survive the termination of the Agreement.

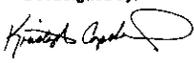
Both parties recognize that this is a programmatic agreement and does not afford TCC control of over any District property, therefore the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act does not apply to District property utilized under this agreement.

**6. Independent Capacity**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

**Official Signatures**

We agree to the conditions and responsibilities and indicate by our signatures our commitment to provide quality dual credit enrollment courses for our students.

DocuSigned by:  
  
 D69EBC39220A495...

Dr. Kristopher Copeland, Assoc. Vice-  
 President Academic Affairs  
 Tulsa Community College  
 6/14/2023 | 3:25 PM CDT  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 School Board President or Superintendent  
 Participating school or district  
 Date: \_\_\_\_\_

1

## MOU Addendum:

## Precalculus Learning Community (PCLC)

In cooperation with the high school mathematics department, Tulsa Community College is offering eligible high school juniors and seniors the opportunity to earn three hours of college Mathematics (transferable to state universities) while at the same time satisfying their high school Mathematics requirement. The goal is for all students who take the College Preparatory Math (PCLC) class to successfully complete a TCC Pre-Calculus I Math 1513 course the following semester.

Tulsa Community College Responsibilities

- Meet with the district and high school administrations to review the MOU and addendums.
- Provide the high school with PCLC curriculum and objectives, which will be used during the fall semester to prepare students for the pre-calculus I course.
- Provide a TCC Dual Credit Coordinator to administrate and liaison with the student, teacher, and counselor (See DC procedural timeline).
- Conduct an on-site or virtual information session during the first week(s) of the PCLC class.
- Provide a TCC Math faculty liaison to review the PCLC course materials with the high school math teacher and to provide support throughout the semester.
- Provide a 16-week online section of Pre-Calculus I Math 1513, taught by a TCC faculty who will communicate with the high school support instructor throughout the semester.
- Reserve seats for the PCLC students who meet (1) admissions and (2) enrollment criteria, who earn a C or better in PCLC, and who enroll by January 3 for spring semester.
- Process the high school junior or senior tuition waiver for all eligible high school students as applicable.

High School District Responsibilities

- Follow the PCLC procedural timeline.
- Meet with the TCC dual credit director and high school administrations to review the MOU and addendum before offering the class for the first time.
- Work with high school English faculty to identify students who can meet the admission requirements (see below), who want to go to college, and who have a strong work ethic but who don't yet have the academic and/or study skills needed succeed in a college-level Math class.
- Send the parent letter to students interested in the PCLC program
- Communicate student deadlines for admission, enrollment, and payment to students.
- Provide a qualified math teacher to deliver the preparatory curriculum *and* to provide support for the online MATH 1513 class the following semester.
- Provide a dedicated class period and space for both PCLC and online MATH 1513.
- Send the math teacher's name and contact information to the Director of Dual Credit Programs by June 1.
- Immediately notify the Director of Dual Credit Programs of any personnel changes during the semester and arrange for the new teacher to meet with the TCC faculty liaison.
- Provide a high school counselor to complete the college prep enrollment forms with the TCC Dual Credit Coordinator. (October)
- Only enroll PCLC students in designated sections until the deadline has passed. On January 3<sup>rd</sup>, other Math 1513 students may be added to PCLC sections if room is available in the online section.
- Make sure students participate in/watch the video of the dual credit student orientation.

- Provide students with computers and Internet access during the dedicated class period. Note: IT departments will need to assist students with technology issues when they take MATH 1513.
- Ensure that qualified students have access to course material, software, and textbooks.
- Encourage students to stay in the course (C or Better); assist with students who need to withdraw in week 12.
- The high school is responsible for monitoring the progress of and providing academic support for any student who temporarily pivots to virtual attendance, either fall or spring semester.

### High School Teacher responsibilities

- Write a letter of intent to the Director of Dual Credit Programs, explaining his/her commitment to supporting the TCC instructor and plans for providing support.
- Teach the PCLC math class.
  - Meet with the TCC faculty liaison before the semester to review course curriculum, materials, and updates.
  - Attend TCC math faculty meeting/professional development activity, when offered.
  - Communicate regularly with the TCC faculty liaison throughout the semester
  - ADMISSION: Provide the TCC Dual Credit Coordinator 20 minutes to conduct College admission workshop (week 7- late September) NOTE: Admission does not guarantee enrollment.
  - ENROLLMENT: Collect the College Prep Math Enrollment Forms from students and sign the teacher recommendation if the student is/will complete the course with a C or better and is recommended by the teacher for college enrollment. Any student who is recommended, but fails to earn a C by January cannot be enrolled on this criteria. (Other scores for enrollment listed below.)
- Become familiar with Blackboard and other TCC technology.
- View the TCC orientation video links (emailed to the teacher) with the class and send any questions to the TCC Dual Credit Coordinator.
- Provide supplemental instruction and or individual tutoring to reinforce the course's learning outcomes.
- Monitor student progress by taking attendance during both semesters' dedicated class periods.
- Check Bb grades throughout the semester.
- Alert the student and the high school counselor if the students' grade drops below 70%.
- Encourage students to stay in the course (C or Better); assist with students who need to withdraw in week 12.
- Counsel failing students into an on-level high school class.
- Support the TCC Student handbook, the TCC professor's syllabus, and the grading standards.
- Enforce the course etiquette policy and ensure that the classroom environment is conducive to studying. If necessary, the high school teacher will work with the TCC professor to dismiss students who consistently disrupt the designated study time.
- Avoid intervening in the student's day-to-day assignments. Although the course is taking place at a high school, students are expected to work independently during the dedicated class period and to behave as responsible college students.
- Assist with time management, study skills, and technology issues.
- Communicate regularly with the MATH 1513 professor
- Follow best practices for tutoring.

### Student Responsibilities

- By week 6 (Mid-September) of the preparatory semester, students will apply for TCC admission within the class period with the TCC Coordinator. Eligibility for admission may be demonstrated in *one* of the following ways:
- ADMISSION to the college:
  - ACT, Pre-ACT composite of 19 or above [ACT college code #3441]
  - **OR** SAT, PSAT10, PSAT -NMSQ composite of at least 990 [SAT college code # 6839]
  - **OR** H.S. GPA of 3.0 or above for an Oklahoma accredited high school.
  - **OR** take the on-campus/residual ACT at TCC's Northeast Campus testing center. Call 918-595-7594 for information and guidelines.
- By week 10 (Mid-October) of the preparatory semester, students will return completed enrollments via the College Prep Math Enrollment form. Forms will be handed out at the admission date (week 7). Students will return the form to the high school math PCLC teacher. Forms will be picked up from the high school teacher by the TCC Coordinator who will complete the form with the high school counselor(s).
- ENROLLMENT in the course:

**Acceptance into the college credit program requires:**

1. Completed Admission (see above)
  2. Junior or Senior status in high school
  3. On-track for high school graduation with peer group
  4. Enrolled in no more than 19 credit hours combined high school and college classes per semester
- AND Demonstrate enrollment eligibility one of the following ways:
    - C or better in the PCLC and recommendation of instructor
    - **OR** ACT Math score of 19 or above
    - **OR** SAT Math score of 510 or above
    - **OR** Accuplacer range (see testing center)
    - **OR** unweighted High School GPA 3.4 (Jrs. 4 sem. transcript; Srs. 5 sem. transcript)
    - Successfully complete PCLC math course. Students earning a C or better in PCLC meet the placement criteria to enroll in the instructor designated section of online MATH 1513 only; the grade does not work for placement in any other section of MATH 1513. MUST have PCLC teacher signature on the College Prep enrollment form to us this placement method.
  - Enroll in the designated section by January 3<sup>rd</sup> for spring semester. ***After this deadline, the MATH 1513 will be open to other high school students.***
  - Sign the FERPA release provided on the enrollment form to allow communication between TCC and the high school instructor.
  - Complete course syllabus including mid-term and final (locations vary: TCC campus, remote, high school campus as determined).
  - Attend the TCC dual credit student orientation
  - Attend the high school class regularly while taking the TCC online course.
    - Students who need to temporarily pivot to virtual attendance must meet virtually with the high school teacher a minimum of three times a week.

Precalculus Learning Community

Example: Parent / guardian letter

Your student has been identified as a candidate for the Precalculus Learning Community course, a high school class that prepares students to succeed in a Tulsa Community College MATH 1513 course. This letter is to inform you about this opportunity.

Precalculus Learning Community is a class developed by college and high school math faculty with the goal of ensuring high school students are prepared for college-level mathematics. Many high school graduates do not meet the criteria to take a college-level math class and therefore have to take developmental studies or remedial classes during their first year at college. While taking Precalculus Learning Community does not guarantee that a student will be able to take MATH 1513 the following semester, students who take the class will be challenged to improve their math skills so they can avoid costly developmental studies courses.

The Precalculus Learning Community class helps prepare students for MATH 1513 by asking students to practice some of the same math concepts they will be asked to complete in MATH 1513. High school teachers will also

- Enforce strict deadlines for late work
- Require students spend time studying outside of class
- Review challenging learning outcomes from the precalculus curriculum
- Focus on time management skills
- Consult with a TCC math professor about learning outcomes and student progress

The high school instructor will continue to help students succeed in an online MATH 1513 class the following semester by providing tutoring, technology support, and encouragement. Although students will have a dedicated class period to work on MATH 1513, they are expected to work independently and to behave as responsible college students. The professor will follow college policies regarding attendance, academic freedom, and grades, and the high school teacher will reinforce college policies (including the professor's syllabus policies), take daily attendance, and ensure that the classroom environment is conducive to studying. Students will be required to take the mid-term and final exam (locations vary: college campus, remote, or high school campus as determined). Students who complete MATH 1513 successfully will have three hours of college credit, transferable to most colleges and universities and required of almost all degree programs.

If you would like your student to participate in this opportunity, please discuss the overview of student responsibilities and the project timeline with him or her. If he or she is interested, please sign and return this letter to your high school counselor.

\_\_\_\_\_ Parent \_\_\_\_\_ Date

\_\_\_\_\_ Student \_\_\_\_\_ Date

## The Precalculus Learning Community Timeline

### February-April

- High schools indicate interest in offering/continuing to offer PCLC fall semester the following academic year
  - Schools offering the course for the first time will meet with the Dual Credit faculty chair and/or the Dual Credit Program director
  - High schools who have offered the course for at least one semester may discuss curriculum changes with the PCLC Math lead Professor.
- High schools identify students
  - High school math faculty should recruit current sophomores and juniors during the high school scheduling period.
  - High school sends letters to parents about the PCLC class
- High schools offering a spring semester PCLC class provide number of students earning a C or better in March. (For scheduling purposes, Dual Credit needs to know approximately how many students will be enrolling in Math 1513 fall sections).

### May-August:

- High school sends the math teacher's name(s), contact information, and letter(s) of intent to the Director of Dual Credit Programs **no later than June 1**.
- HS math teacher meets with TCC faculty liaison and Dual Credit Coordinator to review curriculum and college process.

### August-October:

- HS teacher sends Dual Credit office a roster and headcount—names and number of students enrolled in PCLC when high school starts
- TCC faculty liaison or Dual Credit Coordinator meets with PCLC students, virtually or in person.
- HS math teacher communicates regularly with TCC faculty liaison.

### September:

- Mid-month: Dual Credit Coordinator meets with class for college admission workshop and explains College Prep enrollment process
  - Bring College Prep enrollment forms for students.
  - Guide admission process with high school counselors and students.
- Students complete additional testing, if necessary.
- HS math teacher signs enrollment forms for students using the "C or better and teacher recommendation" enrollment eligibility option.
- HS math teacher communicates regularly with TCC faculty liaison.

### October:

- Week 2: Dual Credit Coordinator meets with high school teacher and class. Picks up signed forms.
- Dual Credit Coordinator meets with high school counselor(s) to complete student enrollment forms.

### November:

- Week 2: HS teacher contacts Dual Credit Coordinator for pick-up of any additional eligible students, any change in headcount of students eligible, no later than **December 1**.
- Week 2: Dual Credit Coordinator meets with high school teacher and class. Picks up signed forms
- Dual Credit Coordinator meets with high school counselor(s) to complete student enrollment forms

#### January-February

- HS sends fall semester transcript by January 10<sup>th</sup> for each Math 1513 student to demonstrate all students meet placement criteria for Math 1513; TCC will de-enroll students who were projected to earn a C but did not.
- HS teacher will view the Dual Credit student orientation and PCLC orientation with the class when HS reconvenes in January (this is prior to TCC spring semester) and send any student questions to the DC Coordinator.
  - Professors may also meet virtually or in person with students.
- PCLC faculty provide DC Coordinator a list of students not logged into college math weeks 1 and 2, prior to WN date.
  - DC Coordinator contacts HS teacher and counselor. Troubleshoot technology issues.
- HS math teacher helps students adjust to the professor's expectations.
- DC Programs send early alerts to HS counselors who contact student and HS teacher

#### March - May

- DC Programs send early alerts to HS counselors who contact student and HS teacher
- Students pay Bursar.
- Students will complete mid-terms and finals (location varies: TCC campus, remote, High School campus)
- Professors communicate with HS teacher on student success or challenges.
- DC Programs sends End-of-Term grades to District Registrar.

AY 2023-2024

## MOU Addenda

TCC Online Courses Embedded into the high school schedule and supported by a high school staff as coach.

In cooperation with the high school, Tulsa Community College (TCC) is offering eligible high school juniors and seniors the opportunity to earn college credit while at the same time satisfying their high school graduation requirements. The goal of this collaboration is for all students involved to successfully complete (grade of C or above) a TCC online general education course(s).

### TCC Responsibilities

- Meet with the district and high school administrations to review the MOU and addenda.
- Provide the high school with TCC admissions qualifications for concurrent students.
- Provide the high school with TCC qualifications for course enrollment.
- Provide an annual dual credit student orientation at a TCC campus.
- Conduct an on-site student information session, at the beginning of the semester.
- Provide 16-week online sections of general education college courses provided minimum enrollment requirements are met.
- Provide a TCC professor to deliver the online course(s).
- Provide early alerts to high school counselors authorized to receive FERPA information (early alerts sent when faculty reply to bi-weekly early alert requests).
- Provide semester grades to the district staff authorized to accept electronic FERPA reports.
- Meet with potential students and parents at Dual Credit to College Degree information meetings organized by the high school.

### TCC Professor Responsibilities:

- Meet with high school instructor and/or faculty liaison prior to the beginning of the semester to review the course curriculum and materials.
- Communicate with the high school instructor frequently throughout the semester—once a week the first four weeks of the semester, less frequently after.
- Follow college syllabus template and departmental standards.
- Provide grade updates after every major graded assignment.
- Grade and return work in a reasonable amount of time (no more than two weeks for essays, less for other assignments).
- Incorporate best practices for engaging students in online classes.
- Create a column in Blackboard called “Grade to Date” or “Eligibility.” This column will help students demonstrate eligibility for extracurricular activities. (Note: this saves faculty time, is not a violation of FERPA, and ensures the high school has accurate information about grades).
- Update the grade book either by indicating each student’s letter grade (A, B, C, D, F) or by indicating the student is passing (P) or in danger of failing (F). High school students taking college classes must maintain a C average to continue taking college classes, so high school students earning below a C may be in danger of failing.
- Report students who are in danger of failing (i.e. whose grade drops below a 70%) either by responding to the Early Alert email from the CE office and/or by following college protocol.

AY 2023-2024

High School District Responsibilities

- Meet with the TCC concurrent enrollment director and high school administrations to review the MOU and addenda.
- Identify students who express a desire to go to college, who have sufficient time to complete assignments outside of class time (minimum 9 hours a week per 3 credit hour online course) and who meet admission and enrollment qualifications for concurrent students.
- Communicate student deadlines for admission, enrollment, and payment to students.
- Commit by June 1 to a support instructor for the full year.
- Provide a qualified high school teacher or support staff to work with students during scheduled class meeting times.
  - English courses require support instructors with strong writing skills.
  - Math courses require a certified high school math teacher (B.S. in Mathematics).
- Notify the director of concurrent enrollment of any personnel changes and arrange for the new instructor to come to TCC for orientation and training.
- Provide the support instructor with the required textbooks and/or ancillary materials (e.g., MyMathLab or Lumen)
- Ensure high school support instructor communicates regularly with TCC faculty and follows the requirements for effective student support.
- Provide adequate safety and security while faculty and students are at the site. This includes posting and practicing emergency evacuation as well as collaboration with TCC police.
- Provide a dedicated space for 20 to 30 students to support students in the online class during the TCC academic semester.
- Provide a dedicated class period within the regular school day and ensure that students attend the scheduled class time.
- Display physical evidence in a designated area such as outside the door to the TCC classroom that identify the site as a TCC course site. TCC provides brochures, guides, posters, and promotional materials.
- Provide students with computers and Internet access during the dedicated class period.
- Provide internet access, including website access, TCC library and database access, computer hardware, and software at the site as is required for the college courses' delivery and instruction.
- Provide a collegiate environment free from classroom interruptions. This includes announcements, staff entering the classroom, classroom orderliness, and room changes, and faculty access to the facility at least 20 minutes prior to class start times.
- Comply with the one hour and fifty-minute TCC semester finals schedule.
- Designate a representative as the liaison between the partner and TCC. The partner liaison provides marketing, program information, and notification to potential students in all area districts.
- Support and help guide the development and integrity of the program.
- Support the instructor and the student through standards set by TCC.
- Allow the concurrently enrolled students to comply with the TCC student policies and resources handbook during TCC class time. Note: Any student suspended or expelled from the high school will be expected to continue participating in his or her TCC class(es).

## AY 2023-2024

- Ensure that qualified students have access to course materials. Note: Photocopying portions of a textbook is a copyright violation. Students should be responsible for purchasing, printing, and/or borrowing assigned texts.
- Grant dual credit for all college courses per OK SB290.
- Optional: Set up third party billing with the TCC Bursar.

### High School Support Instructor Responsibilities All Courses

- Attend TCC faculty's meeting/professional development activity.
- Become familiar with Blackboard and other TCC technology.
- Meet with TCC professor and/or full-time faculty liaison prior to the beginning of the semester to review the course curriculum and materials.
- Take attendance each class period and let the course instructor know if students miss more than three hours of class.
- Provide supplemental instruction and/or individual tutoring to reinforce the course's learning outcomes.
- Assist with time management, study skills, and technology issues
- Read the texts students are required to read and study the professor's handouts and assignment sheets.
- Avoid intervening in the student's day-to-day work. Although the course is taking place at a high school, students are expected to work independently and to behave as responsible college students.
- Monitor student progress by checking Bb grades throughout the semester.
- Provide impromptu tutoring and instruction on an as-needed basis.
- Alert the student and the high school counselor if the student's grade drops below 70%.
- Counsel failing students into an on-level high school class.
- Support the TCC professor's syllabus and TCC student Handbook.
- Communicate regularly with course instructor.
- Enforce the course etiquette policy and ensure that the classroom environment is conducive to studying. If necessary, work with the course instructor to dismiss students who consistently disrupt the designated study time.
- When appropriate, facilitate group discussions, study sessions, or workshops.

### Additional English teacher responsibilities

- During the first three weeks of the semester, spend several class periods re-enforcing the online instruction, reviewing grammar and mechanics, assisting students with time management and study skills, and helping with any technology issues. After the first few weeks of the semester, the instructor can intervene less in the students' day-to-day progress in the class.
- Monitor student progress by collecting copies of students' graded essays and summaries. *Students who earn less than a C on an assignment should be required to meet with the support instructor for additional tutoring.*
- Follow the TCC tutorial best practices guidelines and provide individual tutoring to each student at least twice semester.
- Provide tutoring in thirty-minute sessions (to prevent some students from monopolizing tutoring time).
- Provide Blackboard access to the high school instructor.

### Additional Math teacher responsibilities

AY 2023-2024

- Assist with time management and course pace to ensure all assignments are completed in time for the scheduled exams.
- Assist with Lumen technology.

Student Responsibilities All courses:

- Apply for admissions into the Tulsa Community concurrent enrollment program. For admission requirements and to apply for admission see <https://www.tulsacc.edu/admissions-aid/admissions/college-courses-high-school-students>
- Acceptance into the dual credit enrollment program requires:
  - Junior or Senior status in high school
  - On-track for high school graduation with peer group
  - Enrolled in no more than 19 credit hours combined high school and college classes per semester
  - Admission score or GPA
    - ACT, Pre-ACT composite of 19 or above [ACT college code #3441]
    - OR SAT, PSAT10, PSAT -NMSQ composite of at least 990 [SAT college code # 6839]
    - OR H.S. GPA of 3.0 or above.
  - If the student's national ACT exam score does not meet the acceptance or enrollment criteria, the student may take the Residual ACT at TCC's Northeast Campus testing center. Dual Credit students may take the residual ACT one time between November 1 and October 31. 918-595-7594 for information and guidelines.
- Qualify for course enrollment in TCC's off-campus dual credit enrollment program in the spring semester (for fall enrollment). See <https://www.tulsacc.edu/dualcredit> for the dual credit programs' college enrollment policy. Multiple placement options are available for students including ACT, Pre-ACT, SAT, PSAT10, PSAT-NMSQ, unweighted High School GPA (accredited schools).
- Read and sign the faculty association welcome letter within the enrollment portal (students and their parents), indicating that they understand the requirements of Dual Credit Programs.
- Enrollment is filled on a first-come, first-served basis and is not guaranteed. After the first day of the semester, students will not be allowed to enroll in a class, even if the class is not at capacity.
- Attend a Dual Credit Programs' student orientation in person, zoom, or access the recorded orientation via the website.
- Purchase required course materials (students or high schools); students (not the support instructor) are responsible for obtaining the required materials. Check with your high school counselor.
- Complete a FERPA Student Records Release Form to allow communication between TCC and the high school instructor (See below).
- Students should be prepared to complete required assignments on the first day of the TCC semester.
- Note assignment deadlines, follow course policies as outlined in the syllabus, and seek additional help from the high school support instructor, as needed.
- Devote a minimum of 6 hours a week per course to studying, completing assignments, and revising and editing written work.
- Provide Blackboard grade report to the high school support instructor every 2-3 weeks and to your high school counselor weekly.
- Pay the appropriate TCC course fees and any tuition if applicable.
- Attend the high school's dedicated class period throughout the entire semester.

AY 2023-2024

- Communicate any concerns or issues (e.g., questions about grades) with the TCC professor.

Additional responsibilities for English courses:

- Print graded essays and summaries to give to the high school support instructor for review.
- Participate in at least two tutoring sessions with the high school support instructor OR meet with a TCC writing consultant at one of the TCC writing centers.
- Students (not the support instructor) will be expected to find articles from the TCC library databases.
- Complete all English departmental requirements for Composition I and II (see TCC Composition I and II Guidebook).

Additional responsibilities for Math courses:

- Purchase required textbooks/ Lumen or MyMATHLab Student Access Kit (students or high schools)
- Take a proctored midterm and final exam (These exams may be scheduled at the high school, a TCC campus, or online depending on the student's distance).

TCC student FERPA waiver

The link below may be executed online or printed and completed. **Please release academic records only to the high school support teacher.** You may return printed forms via your student TCC email account, fax w/ photo ID, or in person to the TCC West Campus enrollment services office. West Campus Enrollment Services, 7505 W. 41st Street, Tulsa, OK, FAX 918-595-8130.

<http://www.tulsacc.edu/sites/default/files/FERPA%20revised%2010-23-14.pdf>



Tulsa Community College  
Dual Credit Programs  
MOU AY 2023-2024  
June 1, 2023

Dear partner,

Thank you for your collaboration with Tulsa Community College's Dual Credit Programs this year. We value your partnership and dedication to students. Your students benefit from your passion for education and partnership with Tulsa Community College.

Your AY 2023-2024 primary MOU agreement and supplemental addenda for the TCC transition Math, transition English, or online embedded programs that you may participate in have not had substantive additions or changes this year, minor clarifications are not listed. Your dual credit MOU agreement will be in continuous effect beginning in the semester in which the memorandum of understanding is signed unless terminated in writing by either institution (see Term).

Dual Credit Programs Update

1. We expanded our High School Plus One program. In addition to the 30/31 credit hour *General Education pathway for all majors*, we are launching High School Plus One Concentrated pathways in *American Sign Language, Spanish, and Psychology*. <https://www.tulsacc.edu/programs-courses/dual-credit-programs/high-school-plus-one>
2. We provided access for any Oklahoma high school student to our degree program, Dual Credit to College Degree. This program provides a path to complete an Associate Degree during the last six semesters of high school -- fully online.
3. In conjunction with the Oklahoma State Regents for Higher Education, Melissa Steadley, Dual Credit Programs Director, and Professor Mary Cantrell, GKFF Dual Credit Faculty Chair, led an effort to establish an Oklahoma affiliated chapter of National Alliance of Concurrent Enrollment Partnerships (NACEP), and on May 16, those efforts paid off: NACEP voted to approve the Oklahoma Alliance of Dual Credit Partnerships (OADCP) as an official NACEP-affiliated state chapter. With support from NACEP, state chapters work with colleges, universities, high school districts, and state agencies to advance quality dual enrollment for high school students. While NACEP will provide OADCP's chapter websites, listserv, and event publicity via its website, OADCP will provide opportunities to network, develop leadership, advocate for dual credit, and provide professional development around common topics of interest. OADCP will invite all districts to participate in the coming months.

Here to serve,

Melissa Steadley  
Director, Dual Credit Programs  
[dualcredit@tulsacc.edu](mailto:dualcredit@tulsacc.edu)

**A Memorandum of Agreement Between**  
**Sapulpa Public Schools and**  
**Native American Coalition of Tulsa Head Start**

**I. Parties to the Agreement**

- A. *Sapulpa Public Schools* and
- B. *NACT Head Start*

**II. Purpose of Agreement**

- A. To improve availability and the quality of services for *the geographic service area of the Head Start agency's* children, age three through age five, and their families
- B. To support children's optimal development and readiness for school entry and success
- C. To address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families
- D. To promote collaboration regarding shared use of transportation, facilities, and other resources, as appropriate
- E. To promote further collaboration to reduce duplication and enhance efficiency of services
- F. To define the roles and responsibilities of the named parties toward coordination and greater collaboration; enhance linkages and relationships; and exchange information on the provision of educational and noneducational services
- G. Coordinate a comprehensive system of activities, policies, and procedures among the named parties which guide and support their delivery of services to children and their families

**III. Program Descriptions**

- A. **NACT Head Start** provides services to children and families who reside in or near to that portion of Tulsa County that is bounded on the North by Osage County, on the west by Creek County, and on the south by Creek County and Okmulgee County and on the east by a line extending south from the southeast corner of Osage County to the Arkansas River, and by the river thereafter.
- B. Head Start is a nation-wide Federal grant program funded by the U.S. Department of Health and Human Services. It is a comprehensive child development program for families with young children in the areas of education, social services, health, and family involvement. Head Start preschool programs are for children from 3 to 5 years of age and their families.

Head Start is mandated to assume a leadership role in the development of partnerships with community agencies and service providers. Each Head Start, Migrant and Seasonal, and American Indian/Alaska Native Head Start program must have a written agreement with the local school systems (LSS) or local education agency (LEA) to coordinate and collaborate to best meet the needs of children and their families.

*C. Sapulpa Public School District is located in Creek County.*

#### **IV. Authority**

- A. Head Start's responsibility for coordination and collaboration with the appropriate local entity responsible for managing publicly funded preschool programs in the service area of the Head Start agency is mandated in the Head Start Act: Public Law 110-134 "Improving Head Start for School Readiness Act of 2007."

#### **V. Guiding Principles**

- Create and maintain a meaningful partnership to promote school readiness so that children from low-income families in Head Start programs, or who are preschool age, may receive comprehensive services to prepare them for elementary school and to address any potential "achievement gap"
- Develop successful linkages within the context of No Child Left Behind Act of 2001, the Head Start Act (2007), and Oklahoma legislation, policies, and procedures

- Plan and implement strategies based on practice and research that have proven to support children’s school success
- Respect the uniqueness of each locality’s needs and resources
- Promote the involvement of members of the early care and education communities
- Share commitment, cooperation, and collaboration for a coordinated service delivery system

**VI. Joint Roles in System Review, Coordination, Collaboration, Alignment, and Implementation**

The *Sapulpa Public School District* and the *NACT* Head Start Agency will work together for the review, coordination, collaboration, alignment, and implementation of each of the following 10 activities, as mandated by the Act.

- A. Educational activities, curricular objectives, and instruction
  - 1. 642(f) Implement a research-based early childhood curriculum that – (E) is aligned with the Head Start Child Outcomes Framework developed by the Secretary and, as appropriate, State early learning standards
  - 2. 642A(3) Establish ongoing communications between the Head Start agency and local educational agency for developing continuity of developmentally appropriate curricular objectives (which for the purpose of the Head Start program shall be aligned with the Head Start Child Outcomes Framework and, as appropriate, State early learning standards) and for shared expectations for children's learning and development as the children transition to school
- B. Public information dissemination and access to programs for families contacting the Head Start program or any of the preschool programs
  - 1. 642(e)(1) Generate support and leverage the resources of the entire local community in order to improve school readiness
  - 2. 642A(2) Establish ongoing channels of communication between Head Start staff and their counterparts in the schools (including teachers, social workers, local educational agency liaisons designated under section 722(g)(1)(J)(ii) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11432(g)(1)(J)(ii)), and health staff) to facilitate coordination of programs
- C. Selection priorities for eligible children to be served by programs

1. 642A (13) Develop and implement a system to increase program participation of underserved populations of eligible children
2. 642(f)(10) Develop procedures for identifying children who are limited English proficient, and informing the parents of such children about the instructional services used to help children make progress towards acquiring the knowledge and skills described in section 641A(a)(1)(B) and acquisition of the English language
3. 641A(E) Include information on the innovative and effective efforts of the Head Start agencies to collaborate with the entities providing early childhood and development services or programs in the community and any barriers to such collaboration that the agencies encounter
4. 641(H) the plan of such applicant to coordinate and collaborate with other public or private entities providing early childhood education and development programs and services for young children in the community involved, including—
  - (i) Programs implementing grant agreements under the Early Reading First and Even Start programs under subparts 2 and 3 of part B of title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6371 et seq., 6381 et seq.)
  - (ii) Other preschool programs under title I of that Act (20 U.S.C. 6301 et seq.)
  - (iii) Programs under section 619 and part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.)
  - (iv) State pre-kindergarten programs
  - (v) Child care programs
  - (vi) The educational programs that the children in the Head Start program involved will enter at the age of compulsory school attendance
  - (vii) Local entities, such as a public or school library for—
    - (I) Conducting reading readiness programs
    - (II) Developing innovative programs to excite children about the world of books, including providing fresh books in the Head Start classroom
    - (III) Assisting in literacy training for Head Start teachers

(IV) Supporting parents and other caregivers in literacy efforts

D. Definition of service areas

1. The services will be provided for children in Tulsa County at 4935 South Union Tulsa, Oklahoma.

E. Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development

1. 642A (4) Organize and participate in joint training, including transition-related training for school staff and Head Start staff

F. Program technical assistance

1. 642 (10) Link the services provided in such Head Start program with educational services, including services relating to language, literacy, and numeracy, provided by such local educational agency
2. 648(i) (e)(3) Encourage States to supplement the T/TA funds with Federal, State, or local funds other than funds made available, to expand training and technical assistance activities beyond Head Start agencies to include other providers of other early childhood education and development programs within a State

G. Provision of services to meet the needs of working parents, as applicable

1. 642(e) Coordinate activities to make resources available for full working-day and full calendar year available to children
2. 642(e)(3) Coordinate activities and collaborate with programs under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858 et seq.)

H. Communication and parent outreach for smooth transitions to kindergarten

1. 642A (1) Develop and implement a systematic procedure for transferring, with parental consent, Head Start program records for each participating child to the school in which such child will enroll
2. 642 (5) Establish comprehensive transition policies and procedures that support children transitioning to school, including by engaging the local educational agency in the establishment of such policies

3. 642 (6) Conduct outreach to parents and elementary school (such as kindergarten) teachers to discuss the educational, developmental, and other needs of individual children

4. 642 (7) Help parents of limited English proficient children understand—

(A) The instructional and other services provided by the school in which such child will enroll after participation in Head Start; and

(B) As appropriate, the information provided to parents of limited English proficient children under section 3302 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7012)

5. 642 (8) Develop and implement a family outreach and support program, in cooperation with entities carrying out parental involvement efforts under title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6301 et seq.), and family outreach and support efforts under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), taking into consideration the language needs of parents of limited English proficient children

6. 642 (9) Assist families, administrators, and teachers in enhancing educational and developmental continuity and continuity of parental involvement in activities between Head Start services and elementary school classes

7. 642 (11) Help parents (including grandparents and kinship caregivers, as appropriate) to understand the importance of parental involvement in a child's academic success while teaching them strategies for maintaining parental involvement as their child moves from Head Start to elementary school

8. 642 (12) Help parents understand the instructional and other services provided by the school in which their child will enroll after participation in the Head Start program

I. Provision and use of facilities, transportation, and other program elements

1. 642(e)(4) (A) Collaborate on the shared use of transportation and facilities, in appropriate cases

(B) Collaborate to reduce the duplication and enhance the efficiency of services while increasing the program

participation of underserved populations of eligible children

(C) Exchange information on the provision of non-educational services to such children

J. Other elements mutually agreed to by the parties

## **VII. Confidentiality**

All acknowledge confidentiality requirements that each agency must follow regarding the sharing and release, with the consent of families, of personally identifiable information regarding children and families. Each agency will protect the rights of young children with respect to records and reports created, maintained, and used by the public agencies. It is the intent of this agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records, and that applicable State and Federal laws for exercise of these rights be strictly followed. Family Educational Rights and Privacy Act (FERPA) will be followed. (See 34CFR 303.460.)

## **VIII. Dispute Resolution**

Parties will first attempt to resolve the dispute between or among themselves. All local agencies will ensure that a system is in place to resolve disputes and solve problems. The system should include:

- a. Timelines for regular meetings to review local agreements, plan collaborative activities, and resolve issues; and
- b. The identification of a liaison from each agency.

## **IX. Review of Agreement**

The agreement will be jointly reviewed by all parties annually and more frequently if laws and regulations are amended that will significantly impact this agreement, or when a party requests a formal change.

## **X. Term of Agreement**

The agreement will become effective immediately after being signed and dated by all parties.

By signing the agreement each agency agrees to the terms.

The signed agreement will be binding on all successors of parties to the agreement.

XII. SIGNATURES

For the Sapulpa Public School District

\_\_\_\_\_  
Local Entity Representative

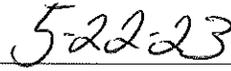
\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools (if applicable)

\_\_\_\_\_  
Date

For NACT Head Start Agency

  
\_\_\_\_\_  
Head Start Grantee Director

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Grantee Authorized Representative

\_\_\_\_\_  
Date

**SPECIAL SERVICES COOPERATIVE AGREEMENT BETWEEN  
HEAD START AND THE LOCAL EDUCATION AGENCY  
2023-2024**

This is a local agreement covering the period August 1, 2023 to May 31, 2024, between, Sapulpa Public Schools 511 East Lee Avenue Sapulpa, Oklahoma 74066, here in after referred to as the local education agency (LEA), and Native American Coalition of Tulsa Head Start Program, 1740 West 41st Street, Tulsa, Oklahoma, 74017, hereinafter referred to as NACT. The following information states the roles and responsibilities of parties regarding Head Start Program eligible children residing in the Sapulpa Public School District ages three through five identified as having disabilities in accordance with procedures established by the Oklahoma State Department of Education, Special Education Services (OSDE/SES) and by the Head Start Program Performance Standards (45 CFR 1304 and 1308). These regulations are promulgated under federal and state laws governing the education of children with disabilities.

This agreement is to describe the responsibilities of each entity, outline areas of cooperation, and provide guidance for local cooperation and coordination between and among all aforementioned parties in the implementation of the Individuals with Disabilities Education Act (IDEA) Amendments (34 CFR 300), Head Start Program Performance Standards and the Head Start Re-Authorization Act. .

**I. LEA RESPONSIBILITIES:**

- A. The LEA ensures that IDEA Part B, Section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in the Head Start Program and reside in the Sapulpa Public School District are expended in accordance with the requirements of the IDEA. Funds may be used for, but are not limited to, cost of evaluation; materials, supplies, and/or contractual arrangements for services.
- B. Upon referral from the Head Start Disabilities Services Manager or designee, the LEA shall provide an evaluation, followed by a MEEGS and multidisciplinary group meeting to establish whether or not a child is eligible for special education and related services under IDEA.
- C. The LEA shall be responsible for the provision of procedural safeguards including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program who resides in the Sapulpa Public School District.
- D. The LEA shall provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program who resides in the Sapulpa Public School District.

- E. The LEA shall ensure the provision of appropriate special education and related services to those eligible children with disabilities under IDEA enrolled in the Head Start Program in the Sapulpa Public School District. All IDEA services for which the child is eligible will be documented on the IEP with the responsible person(s)/agency specified for the provision of each service.
- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible preschool children with disabilities served in the LEA and by the Head Start Program who resides in the Sapulpa Public School District.

II. **NACT HEAD START RESPONSIBILITIES:**

- A. NACT Head Start shall arrange for screening and assessment for all children enrolled in Head Start as required by Head Start Program Performance Standards 45 CFR 1304 and 1308, participate in Child Find activities under the IDEA with the LEA, and in coordination with the LEA shall assure parents are provided in writing their rights under these programs.
- B. NACT Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards, unless his or her IEP specifies otherwise.
- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary team, IEP development, and implementation of the portions of the IEP's identified for support by the Head Start Program, and the IEP review as appropriate.
- D. If a child does not meet the eligibility criteria established by OSDE/SES under the IDEA, but meets one or more of the eligibility criteria in the Head Start Performance Standards 45 CFR 1308, then a Head Start managed IEP shall be developed for the child, with guidance and assistance from LEA Special Education personnel.
- E. When Head Start initiates and develops a Head Start managed IEP, Head Start must invite in writing the participation of a representative of the LEA. Head Start Program Performance Standards (45 CFR 1308) requirements for parent involvement and notification must also be followed for IEP meetings initiated by the Head Start Program. When the Head Start develops Head Start managed IEP's, family goals and objectives for the child must be addressed.
- F. NACT Head Start will provide a support system for families and children with disabilities through training, information dissemination and involvement in the program as well as collaboration with the LEA and other community services/ resources.
- G. The NACT Head Start Disabilities Services Manager or designee shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.

- E. The LEA special education program, with parental consent, will release copies of IDEA IEP's, evaluations, the multidisciplinary evaluation and eligibility group summary, and necessary special education records and documentation of services to the NACT Head Start Disabilities Manager or designee, in accordance with Head Start Performance Standards.
  - F. All personally identifiable information collected, used, or maintained by NACT Head Start will be kept in a secure manner, which prevents unauthorized access, in a central location adhering to confidentiality requirements under the Family Educational Rights and Privacy Act (FERPA) and state laws.
- v. **COORDINATION OF SCREENING:**

In the coordination of screening between NACT Head Start and the LEA Special Education Program, the following process is agreed upon:

- A. The LEA special education program and NACT Head Start will determine designated program personnel to be responsible for conducting screenings within each program to collaboratively implement requirements of the IDEA and Head Start Performance Standards (45 CFR 1308).
- B. This agreement will include the following time frame for completion of screening or transfer of information. The time frame includes the 45 calendar-day timeline for screening of all children enrolled in Head Start as mandated in the Head Start Performance Standards (45 CFR 1308).

One or more of the following methods has been considered and agreed upon: (Check one or more as appropriate)

- 1. Joint screening:- Screening will be conducted simultaneously by Head Start staff and LEA special education staff within the same location.
- 2. Shared staff: - Local implementation may incorporate coordination of shared staff (e.g., vision, health issues, developmental, etc. may be conducted by NACT Head Start under Head Start Program Performance Standards), and hearing, speech/language, etc. under the LEA Special Education program and IDEA.
- 3. Shared Information- Screening will be provided for referrals as determined by both entities. Consent for release of information will be obtained at the time of screening.

vi. **COORDINATION OF IEP REVIEW:**

NACT Head Start and the LEA will conduct an IEP review at least annually or when a change of program or placement of a child is being considered. The parent, the Head Start

staff or the LEA special education program staff may request a review meeting at any time. Procedural safeguards for notification will be followed.

Each party will be invited to participate in all Transition Meetings and help develop a plan for the upcoming school year.

**VII. COORDINATION OF INSERVICE TRAINING:**

The LEA and NACT Head Start program agree to coordinate in-service training when feasible. Considerations for top priority training include:

1. IDEA procedural safeguards training for both entities
2. Overview of Head Start program requirements
3. Overview of LEA Special Education Program and requirements
4. Identified local training needs for Parents, Head Start and/or LEA Staff.
5. Individual child needs and related parent or staff training.

**VIII. RESOLUTION OF DISPUTE**

In the event of disputes between NACT Head Start and the LEA Special Education Program, the following process will be followed for resolution:

- A. The dispute will first be brought to the attention of the LEA Special Education Director and the NACT Head Start Director and/or the Head Start Disabilities Services Manager to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the NACT Head Start Director and the LEA Special Education Director or the LEA Superintendent of Schools to facilitate resolution.
- C. If the issue is not resolved, as described in section VIII.B, then the matter will be submitted in writing to OSDE/SES, for assistance in the resolution of any IDEA dispute between NACT Head Start and the LEA.
- D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards 45 CFR 1308 the matter will be submitted in writing to the Administration on Children Families Region VI Office, Dallas, Texas, or the American Indian/Alaska Native Programs Branch, Washington D.C. (if applicable).

Signatures:



\_\_\_\_\_  
NACT HEAD START DIRECTOR

5-22-23

\_\_\_\_\_  
Date

\_\_\_\_\_  
LEA AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
Date

**ATTACHMENT A:**  
**EXAMPLES OF AREAS OF COST-SHARING**

- Classroom assistants
- Transportation
- Adaptive equipment
- Assistive technology

# **Daybreak Family Services**

## **LETTER OF AGREEMENT**

This agreement, dated July 10, 2023, is entered into between Daybreak Family Services and Sapulpa Public Schools. This letter of agreement is for the period of July 1, 2023 through June 30, 2024 and may be renewable annually with consent of both parties. It is agreed by both parties that Daybreak Family Services will provide School Based Counseling and Mental Health Services as listed in this agreement.

The purpose of this agreement is to provide for greater parent/student/teacher access to quality counseling, therapy, and mental health services in the Sapulpa Public School Community. Daybreak Family Services will be serving the following schools:

Holmes Park Elementary School

### **SERVICES PROVIDED BY DAYBREAK FAMILY SERVICES**

Daybreak Family Services will provide the following services and resources to students at the above listed Schools:

- A minimum of one full-time licensed or license eligible therapist to provide individual and group therapy. Daybreak Family Services may start a new school with a therapist three days a week until referrals increase enough to justify full time hours at the school.
- Daybreak Family Services staff will be available during each school day to assist teachers with any crises or stressful events that need intervention (as approved by the site administrator/counselor).
- Daybreak Family Services will bill eligible Medicaid students for all services provided.
- Daybreak Family Services will provide a parenting class once a month when requested.
- Daybreak Family Services will provide pro bono services to students who do not have Medicaid or a financial resource to pay for services. Students who are in this situation will be allowed to participate in groups and each therapist, or therapist intern, will be able to see 2 students per week in individual sessions on a pro bono basis.
- Daybreak Family Services has extensive support staff who will assist the therapist on site providing services. Daybreak Family Services has an Electronic Medical Records system (ThinkHealth) and all staff have access to supervision through direct access to our Senior Director and Executive Director.
- Daybreak Family Services encourages family involvement in the therapy process and will make every effort to include families in counseling.

- Daybreak Family Services staff will go to students' homes in the evening to meet with family members when necessary.

**Sapulpa School District agrees to provide the following:**

- Referral of students needing school-based services to Daybreak Family Services staff.
- Access to a space to provide individual therapy, family therapy and group services in the school.
- Internet access for staff to connect to Daybreak Family Services' remote desktop electronic records.
- Access to on site computers

**Service Fees for Program Services**

- The primary payor source for services provided by Daybreak Family Services will be Medicaid and will not be any cost to the parents of students-
- In the event that any student requires a level of care beyond the services available in the above identified program, and provided, with the consent and approval of the student's parent/guardian, outside of the above identified program, including but not limited to, inpatient, residential, or other outpatient care, Daybreak Family Services may bill the student's parents/guardians or relevant third party payer. Furthermore, Daybreak Family Services shall advise the parent/guardians in advance that any care agreed to by them outside of the program identified above shall be at their own expense and/or billed to their insurance carrier and/or Medicaid, if applicable.-
- Daybreak Family Services will not advise parents/guardians to seek reimbursement from Sapulpa Public Schools for services authorized by the parent and provided by Daybreak Family Services.

**Representation for all Services**

- Sapulpa Public Schools and Daybreak Family Services agree to assign specific staff members the primary responsibility for administrative activities related to this agreement, identified herein as:
  - Donia Doudican            Sapulpa Public Schools
  - David Peters,              Daybreak Family Services

**Insurance**

- Prior to the commencement of services under this agreement, Daybreak Family Services agrees to maintain general liability insurance coverage in minimum amounts of Twenty-Five Thousand Dollars (\$25,000.00) for property damage, and Four Million Dollars (\$4,000,000.00) for bodily

injury arising out of any single occurrence. Daybreak Family Services also agrees to carry Professional Liability insurance in the amount of \$4,000,000. Daybreak Family Services shall give at least ten (10) days notice to Sapulpa Public Schools before cancellation of any coverage for any reason. Daybreak Family Services agrees to maintain liability coverage in force during the entire term of this agreement.

**Hold Harmless**

- Daybreak Family Services will not hold Sapulpa Public Schools responsible for actions of Daybreak Family Services employees or clients, which result in loss or damages whether action is unintended, negligent or intended. Similarly, Sapulpa Public Schools will not hold Daybreak Family Services responsible for actions of Sapulpa Public Schools staff or any student, whether or not approved for Daybreak Family Services program or parents of any student or any other person over which Daybreak Family Services has no supervision or control which results in loss or damages whether such action resulting in loss or damages, is unintended, negligent or intended.

In the event of any disagreement as to the administration of the project, the matter will be resolved by the designated Administrators as referenced in this document.

**SAPULPA PUBLIC SCHOOLS:**

**BOARD OF EDUCATION**

**BY:** \_\_\_\_\_  
**President**

**Subscribed and sworn before me this the \_\_\_\_\_ day of \_\_\_\_\_, 2023.**

**My Commission expires:** \_\_\_\_\_

---

**Notary Public**

**DAYBREAK FAMILY SERVICES**

By: \_\_\_\_\_  
**Daybreak Family Services**

Subscribed and sworn before me this the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
**Notary Public**



## Memorandum of Agreement

Youth Services of Creek County (YSCC) is entering into an agreement with Sapulpa Public Schools to provide individual and group counseling and education on-site to Creek County students. This agreement allows for YSCC's Youth and Family Counselors to enter into designated schools with proper identification and consent forms and/or opt out forms to meet with referred clients. This agreement can be terminated at any time by either party involved. YSCC enters into this agreement at no cost to designated school or client. Should YSCC ever have to charge the designated school for mileage the designated school would receive a thirty (30) day written notification and the agreement would be amended. This agreement commences on the date signed and shall remain in force until terminated by one or both parties.

\_\_\_\_\_  
Executive Director                      Date

\_\_\_\_\_  
Sapulpa Public Schools Representative Date

# **MEMORANDUM OF UNDERSTANDING**

*between*

**Sapulpa Public School District of Creek County, Oklahoma  
and CREOKS Behavioral Health Services, Inc.**

This **MEMORANDUM OF UNDERSTANDING** (“**MOU**”) is hereby made and entered into by and between **Sapulpa Public School of Creek County, Oklahoma**, hereinafter referred to as “the District”, and **CREOKS Behavioral Health Services, Inc.**, hereinafter referred to as “**CREOKS**.”

## **I. Purpose**

- a. The purpose of this MOU is to obtain Behavioral Health Services from CREOKS for students who are eligible, and their families, in all schools of the District as mutually agreed upon by the District and CREOKS (“the Program”).
- b. CREOKS offers to provide behavioral health services under the terms and conditions of this MOU.

## **II. Working Agreement**

- a. The parties agree as follows:
  1. CREOKS shall provide a minimum of one (“Provider or Providers”) to deliver behavioral health support services to students participating in the Program. Each provider will possess licensure as a Licensed Professional Counselor (LPC) or be a Licensed Clinical Social Worker or be under supervision for licensure in the State of Oklahoma. Behavioral Health Rehabilitation Specialist may also be utilized to provide coping skills and training.
  2. CREOKS will also possess all other qualifications necessary under state of federal law and regulations to support successful Medicaid billing by CREOKS for the services the Providers provide in the Program.
  3. CREOKS will implement behavioral health services consistent with the expectations of the District’s Special Services Director or designee. CREOKS will perform the following duties in accordance with the following mutually agreed design:
    - a. Determine specific therapeutic needs, plan and provide appropriate therapies and activities, and assess, modify and improve the services provided to each student involved in the Program as dictated by the student’s individual needs and consistent with this MOU.
    - b. At the request of the District’s Special Services Director or designee, the Provider shall participate in District meetings, such as pre-referral meetings, team building staffing meetings, IEP meetings, parent conferences or other meetings as mutually agreed upon by both parties to the MOU;
    - c. Orient, train and consult with professional and nonprofessional staff in treatment techniques that can be used in the classroom;
    - d. Provide monthly tracking reports and other reports to the District on a mutually agreed upon schedule.
    - e. Provide in-service training for District staff as mutually agreed upon by both parties to the MOU; and
    - f. Perform other services as may be mutually agreed upon by both parties to the MOU.

4. The participating school's designated faculty will make referrals into the Program and work with on-site CREOKS staff to help optimize Program attendance.
  - a. In the event that a Provider or other CREOKS employee providing services under this MOU is not providing services in accordance with the stated direction provided by the District's Director of Special Services or designee, the designated CREOKS administrative representative will be contacted by the Director of Special Services or designee. In the event that said issues are not resolved, CREOKS will, upon written request by the District, remove said personnel immediately from the Program.
  - b. Full and proper staffing by CREOKS to fulfill its obligations under this MOU is required and paramount to the District's interests. CREOKS is required to fill all vacant positions or otherwise provide a substitute Provider for all vacant positions within thirty (30) days. The District may choose to terminate this MOU as provided herein and contract with another provider for the provisions of these services if at any time CREOKS fails to provide the requisite number and classification of Providers for the full performance of this MOU.
  - c. All wages, taxes, benefits and other employment-related expenses and duties associated with the Providers or other CREOKS personnel are the sole responsibility of CREOKS.
  - d. Services under this MOU will extend from August 1, 2023 to July 31, 2024. The Providers will provide services at the assigned school sites on the same schedule as the teachers at the assigned schools on each regular school day according to the District's 2023-2024 school calendar. Services provided during the summer months which are billable under this MOU will be mutually agreed upon by both parties.
  - e. The District agrees to provide adequate space, furniture, computers, telephones, and other furnishings as mutually agreed upon by both parties to the MOU for the implementation of the Program.
  - f. CREOKS will maintain all records, logs and documentation, including progress notes prepared by the Providers concerning students in the Program in compliance with the Family Educational Rights and Privacy Act and Oklahoma law.
  - g. CREOKS shall act as the Medicaid Provider for all services provided under this MOU and will promptly bill Medicaid for all services provided to District students who are Medicaid eligible pursuant to the current Medicaid fee schedule for the services to be provided. CREOKS will comply with the requirements of state and federal law and regulations in seeking Medicaid reimbursement for these services. CREOKS is solely responsible for the proper billing of Medicaid-covered services under this Memorandum.

### **III. Liability and Indemnification**

- a. CREOKS agrees to and shall defend, indemnify and hold the District, its officers, administrators, board members, employees, agents, assigns and attorneys from and against any and all liability, loss, or expense, including reasonable attorneys' fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of CREOKS, its officers, agents, employees, or contractors. Also, as the Medicaid Provider under this Agreement, CREOKS shall specifically indemnify and hold harmless the District, its officers, administrators, board members, employees, agents, assigns and attorneys from and against any and all liability, loss or expense, including reasonable attorneys' fees, relating to any legal proceedings (including, but not limited to, administrative proceedings), penalties, claims, or Medicaid disallowances arising out of any omission, fault or negligence by CREOKS, its agents, employees or anyone under its direction or control, or on its behalf, in connection with the billing of and reimbursement from Medicaid as required in this MOU.

1. CREOKS agrees that prior to entering this MOU, CREOKS has obtained a Commercial General Liability (CGL) insurance policy, Professional Liability insurance policy (PL) and School Leaders Legal Liability insurance policy (SLL) (otherwise known as Directors and Officers Liability Insurance), each insuring CREOKS in an amount not less than \$125,000.00 for personal injury to or death of any individual, and \$2,000,000.00 in the aggregate for person injury or death. CREOKS must add the District as an additional insured party on each policy for purposes of CREOKS's performance of this MOU and maintain the required insurance policies at all times while this MOU is in effect. CREOKS agrees that it will furnish the District with verification of the insurance policies required by this MOU. If any of the required insurance policies is cancelled during the school year, CREOKS must immediately notify the District.
2. Further, CREOKS affirms that its employees and any subcontractor who will be on District property and acting on behalf of CREOKS in performance of this MOU are covered by Workers Compensation Insurance and shall in no event be entitled to any such coverage from the District.
3. All educational materials and supplies will be provided to the Providers but remain the property of the District and shall be annually inventoried by the District.
4. CREOKS will operate in accordance with applicable federal and state laws and regulations and District policies, rules, regulations and guidance applicable to the Program. District personnel will directly supervise the day-to-day operation of the Program.

#### **IV. Privacy and Security**

- a. Recognizing the District's interest in providing the most secure environment possible for its students, CREOKS agrees it will act under this MOU in compliance with 70 O.S. §6-101.48. Specifically:
  1. CREOKS will not permit the Providers or any other person under its authority, whether employee or volunteer, to come on to school premises for any activity covered by this MOU if that person is currently registered or required to register under the Oklahoma Sex Offenders Registration Act, or the Mary Rippy Violent Crime Offenders Registration Act; and
  2. CREOKS agrees that where work is to be performed by a CREOKS employee which would otherwise be performed by a District employee on a full-time or part-time basis, CREOKS shall not permit any person(s) from performing work on District premises if said person(s) has been convicted in this state, the United States, or another state of a felony offense unless ten (10) years has elapsed since the date of the criminal conviction or the employee has received a presidential or gubernatorial pardon for the offense.
- b. CREOKS's agreement to and acceptance of this MOU as evidenced by the signature(s) below serves as CREOKS's statement of compliance with the requirements of paragraphs a. of this section, as required by 70 O.S. §6-101.48(B).
- c. CREOKS agrees to require all persons under its authority to register through the District's visitor tracking system and clearly display the printed visitor badge while performing activities described in this MOU on school premises.
- d. CREOKS agrees to protect the privacy of student information and educational records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA) and Oklahoma law.

1. A student's social security number or student identification number, race/ethnicity, citizenship, nationality, gender, grades, or class schedule is always protected information which should solely be used internally and even then only when essential and among authorized individuals, and which should never be shared with any third party.
  2. Other records that are directly related to a student or students are also considered educational records that are protected under FERPA. They can be items that contain a student's name, or several students' names, or information from which an individual student or students can be personally (individually) identified. Educational records include files, documents and materials in whatever medium (handwriting, print, monitor screen, tapes, disks, film, microfilm, microfiche or notes) that contain information directly related to students and from which students can be personally identified. No educational record should ever be shared with a third party without express written permission from the parent or guardian (if the student is under the age of 18), or the student (if the student is age 18 or older).
  3. CREOKS agrees that no one under its authority shall gather, release, or make public in any way any information related to or that could lead to identification of a student. This includes taking photographs, making recordings (video and/or sound), collecting student's written or oral statements, or using records made in connection with the activities that are the subject of this MOU. The only exception is where written permission for gathering, releasing, or otherwise using the types of information described in this paragraph is obtained from the parent (if the student is under the age of 18), or the student (if the student is age 18 or older).
- e. CREOKS and the District agree that their employees and volunteers under their authority will conduct themselves in a professional and ethical manner and in accordance with District policies and procedures.

## **V. Liability and Indemnification**

CREOKS agrees to defend, save, indemnify, and hold the District harmless from any alleged claims, claims, demands, causes of action, liability, loss, damages, and/or injury arising out of or incident to any acts, omissions, negligence, or willful misconduct of CREOKS personnel, employees, agents, contractors, or volunteers in connection with the performance of the activities described in this MOU.

## **VI. POINTS OF CONTACT**

Primary Contacts:

**Sapulpa Public Schools**  
**Robert Armstrong**  
Superintendent  
rarmstrong@sapulpaps.org

**CREOKS Behavioral Health Services, Inc.**  
**Brandi Smith**  
Chief Clinical Officer/Clinical Director  
4103 S Yale Ave, Suite B  
Tulsa, OK, 74135  
918-382-7300  
Brandi.smith@creoks.org

## **VII. GENERAL**

- a. CREOKS agrees that the activities it undertakes under this MOU are not intended to provide services to the District and that it will not seek compensation from the District in connection with its participation in these activities.

- b. CREOKS agrees that it will not claim or imply that the District endorses the sale or purchase of its services.
- c. This MOU in no way restricts either party from participating in any activity with other public or private agencies, organizations, or individuals.
- d. Nothing in this MOU authorizes or is intended to obligate the District to expend, exchange, or reimburse funds, services, or supplies, or transfer anything else of value.
- e. All agreements within this MOU are subject to, and will be carried out in compliance with, all applicable laws, regulations, and other legal requirements of the State of Oklahoma and Tulsa County.
- f. This MOU takes effect on August 1<sup>st</sup>, 2023 or on execution and approval by the Board of Education of the District, whichever occurs last, and ends on July 31<sup>st</sup>, 2024. Either party may cancel this agreement on thirty (30) days' notice to the other party, in writing, by certified mail or personal delivery.

Both the District and CREOKS agree to the terms of the above MOU.

Witnessed:

**Sapulpa Public Schools**

**CREOKS Behavioral Health Services, Inc.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Prepared By: Mithu Singh  
 Customer Name: Sapulpa Indep School District 33  
 Contract Term: 12 Months  
 Start Date: 1-JUL-2023  
 End Date: 30-JUN-2024  
 Billing Frequency: Annually

Customer Contact: Amy Riff  
 Title: Curriculum Coordinator  
 Address: 511 E. Lee  
 City: Sapulpa  
 State/Province: Oklahoma  
 Zip Code: 74066  
 Phone #: (918) 224-3400

Product Description	Quantity	Unit	Unit Price	Extended Price
Initial Term 1-JUL-2023 - 30-JUN-2024				
License and Subscription Fees				
Schoology LMS Subscription		3,679.00	Students	USD 19,314.75
PD+ for Schoology Learning		1.00	Per Person	USD 1,685.26

License and Subscription Totals: **USD 21,000.01**

#### Quote Total

<b>Initial Term</b>	<b>1-JUL-2023 - 30-JUN-2024</b>
<b>Amount To Be Invoiced</b>	<b>USD 21,000.01</b>

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All invoices shall be paid before or on the due date set forth on invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months.

This renewal quote will continue to be subject to and incorporate the terms and conditions of the main services agreement executed between PowerSchool and Customer that is in effect at the time of this quote, or if no such agreement is in effect, then the terms and conditions found at [https://www.powerschool.com/MSA\\_Feb2022/](https://www.powerschool.com/MSA_Feb2022/), as may be amended.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Sapulpa Indep School District 33

Signature:

Signature:

A handwritten signature in black ink that reads "Eric Shander". The signature is written in a cursive style with a large initial "E".

Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 18-MAY-2023

Date:

PO Number: \_\_\_\_\_

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION  
 NOTICE OF ALLOCATION  
 OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 24

SUPERINTENDENT  
 SAPULPA SCHOOL SYSTEM  
 1 S MISSION ST  
 SAPULPA, OK, 74066

TYPE OF AID	Project Code	Revenue Code	Amount
Program Assistance	412	3812	
3.00 AG EDUCATION			\$39,000.00
2.00 BUS & INFO TECH ED			\$26,000.00
2.00 FAM AND CONSUMER SCIENCES			\$16,000.00
2.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$19,000.00
Summer Salary	411	3811	
3.00 AG EDUCATION			\$23,760.00
State Teacher Supplement	411	3811	
3.00 AG EDUCATION			\$7,800.00
2.00 BUS & INFO TECH ED			\$4,400.00
2.00 FAM AND CONSUMER SCIENCES			\$4,400.00
2.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$4,400.00
Total:			\$144,760.00

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

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

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

Lisa Batchelder

7/18/2023 10:54 AM

Chief Financial Officer

Date

Oklahoma Department of Career and Technology Education





**AMERICAN HERITAGE BANK**

Member FDIC

American Heritage Bank  
P O Box 1408  
Sapulpa OK 74067-1408

May 16, 2023

SAPULPA PUBLIC SCHOOLS  
ATTN: SUPERINTENDENT OF SCHOOLS  
511 E LEE AVE  
SAPULPA OK 74066-4308

Subject: Agenda item for renewal of lease-purchase

Oklahoma law now requires that a school district take affirmative action each year for a lease purchase to be renewed.

At the first meeting in July, the Board should consider and take action on a motion approving the renewal of the following lease purchase(s) with American Heritage Bank, or assigned to American Heritage Bank, for the fiscal year ending in June 30, 2024.

RE: #2021055957

~~206,496.43~~ 225,787.59

Sincerely,

Nancy Blevins  
AVP Loan Operations & Servicing

Collins Stadium  
Video Board

918.224.3210

P.O. Box 1408  
Sapulpa, OK 74067

ahb.bank



**AMERICAN HERITAGE BANK**  
Member FDIC

American Heritage Bank  
P O Box 1408  
Sapulpa OK 74067-1408

May 16, 2023

SAPULPA PUBLIC SCHOOLS  
ATTN: SUPERINTENDENT OF SCHOOLS  
511 E LEE AVE  
SAPULPA OK 74066-4308

Subject: Agenda item for renewal of lease-purchase

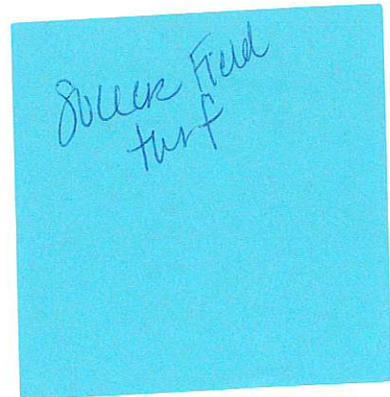
Oklahoma law now requires that a school district take affirmative action each year for a lease purchase to be renewed.

At the first meeting in July, the Board should consider and take action on a motion approving the renewal of the following lease purchase(s) with American Heritage Bank, or assigned to American Heritage Bank, for the fiscal year ending in June 30, 2024.

RE: #2022023110                      431,249.04

Sincerely,

Nancy Blevins  
AVP Loan Operations & Servicing



918.224.3210

P.O. Box 1408  
Sapulpa, OK 74067

ahb.bank



American Heritage Bank  
P O Box 1408  
Sapulpa OK 74067-1408

May 16, 2023

SAPULPA PUBLIC SCHOOLS  
ATTN: SUPERINTENDENT OF SCHOOLS  
511 E LEE AVE  
SAPULPA OK 74066-4308

Subject: Agenda item for renewal of lease-purchase

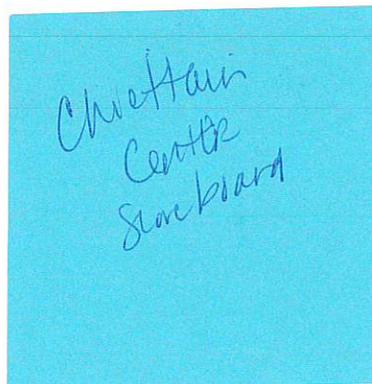
Oklahoma law now requires that a school district take affirmative action each year for a lease purchase to be renewed.

At the first meeting in July, the Board should consider and take action on a motion approving the renewal of the following lease purchase(s) with American Heritage Bank, or assigned to American Heritage Bank, for the fiscal year ending in June 30, 2024.

RE: #2021055965                      190,929.88

Sincerely,

Nancy Blevins  
AVP Loan Operations & Servicing



918.224.3210

P.O. Box 1408  
Sapulpa, OK 74067

ahb.bank



# SAPULPA PUBLIC SCHOOLS

## CHILD NUTRITION

Hayley Holmes, Director • hholmes@sapulpaps.org

**To:** Sapulpa Board of Education  
**Date:** June 7, 2023  
**Re:** Milk Products and Juice Bid Renewal, Year 1 of 2

Description	Purchase Unit	Escalating/de-escalating Unit Price
Milk White - 1% - 8oz	Case 50/8oz	.3650
Milk White - FF - 8oz	Case 50/8oz	.3650
Milk Chocolate - 1% - 8oz	Case 50/8oz	.3750
Milk Chocolate - FF - 8oz	Case 50/8oz	N/A
Milk Strawberry - 1% - 8oz	Case 50/8oz	.3750
Milk Strawberry - FF - 8oz	Case 50/8oz	N/A
Milk White - 1% - 1 Gallon	Case 4/ 1 gal	5.15
Juice, Apple, full strength, unsweetened, pasteurized, grade A, 4 oz container	Case 75/4oz	.26
Juice, Orange, full strength, unsweetened, grade A, 4 oz container	Case 75/4oz	.27

Hiland Dairy is still currently the only milk company providing delivery to schools in the State of Oklahoma. The above figures were submitted for SY23-24 as a continuation of our bid agreement from SY22-23. Hiland Dairy has been our vendor for milk products and juice for the past four years and has provided excellent service. Invoices are correct and any issues are handled promptly.

I recommend accepting the proposed milk and juice prices and renewing the Hiland Dairy contract for School Year 2023-24.



# SAPULPA PUBLIC SCHOOLS

## CHILD NUTRITION

Hayley Holmes, Director • [hholmes@sapulpaps.org](mailto:hholmes@sapulpaps.org)

---

To: Sapulpa Board of Education  
From: Hayley Holmes  
Date: June 7, 2023  
Re: Produce Bid Renewal SY 2023-24

Go Fresh Produce has agreed to a continuation of our bid agreement for the period of July 1, 2023 to June 30, 2023. The fixed fee per case mark-up will remain at \$1.95 per case. Go Fresh has been our fresh produce vendor for a number of years and provides excellent customer service and quality products.

I recommend the bid renewal for Fresh Produce be awarded to Go Fresh for school year 2023-24.



# SAPULPA PUBLIC SCHOOLS

## CHILD NUTRITION

Hayley Holmes, Director • [hholmes@sapulpaps.org](mailto:hholmes@sapulpaps.org)

---

To: Sapulpa Schools Board of Education  
From: Hayley Holmes  
Date: June 7, 2023  
Re: Recommendation to Renew CN Prime Vendor for SY2023-24

As our prime vendor for this past school year, US Foods has reduced the number of product outages and increased the availability of K12 products, allowing us to better serve our students.

I recommend continuing to piggyback on the Edmond Public Schools Prime Vendor agreement with US Foods, Campus Smart program. The term of this agreement will be from July 1, 2023 through June 30, 2024 with the option to renew yearly. This agreement was approved by the Edmond BOE on June 5, 2023 and a copy is attached for your review.



# EDMOND PUBLIC SCHOOLS

*Empowering all students to succeed in a changing society*

*Dan Lindsey  
Director  
Child Nutrition*

May 25, 2023

TO: Dr. Angela Grunewald  
FROM: Dan Lindsey  
RE: Recommendation to Renew CN Prime Vendor SY2023-24

Because USDA does not permit percentage-based fee structures, the vendor must make annual inflation-related adjustments. With annual adjustments, the vendor does not have to "overcharge" fees early in the contract to hedge against inflation.

US Foods has proposed a fee increase of \$.89/case for SY2023-24. The proposed increase would raise the estimated average case cost by 3%.

I recommend accepting the proposed fee increase and renewing the CN Prime Vendor contract (RFP# 21-30) with US Foods for the 2023-24 school year.

Please contact me if you have any questions.

Dan Lindsey

US FOODS, Inc.  
10211 N. 1-35 SERVICE RD.  
OKLAHOMA CITY, OK 73131  
(405) 475-4660

## **EXTENSION AGREEMENT**

**THIS EXTENSION AGREEMENT** is made and entered into by and between the Edmond Public School District, party of the first part, hereinafter termed "EPS", and US FOODS, Inc., party of the second part, hereinafter termed "Vendor."

### **WITNESSETH:**

WHEREAS, the above named parties have previously executed and entered into a Contract for (RFP# 21-30) CN Prime Vendor with Piggyback Provision, dated: March 23, 2021, with an original term of July 1, 2021 through June 30, 2022; and

WHEREAS, said Contract for CN Prime Vendor with Piggyback Provision provides for annual extensions, and both parties have agreed to an extension; and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, the parties to this Contract have agreed, and hereby agree, as follows:

1. The term of this extension agreement shall be for the period July 1, 2023, through June 30, 2024.
2. In consideration for goods and services performed under this Contract for CN Prime Vendor with Piggyback Provision, EPS agrees to pay Vendor the following amount:

Actual cost (actual cost to the Vendor) of product plus a fixed fee for service per each case as per approved Fixed Fee per Case Schedule as stated in the contract and as amended from time to time.

3. Any new school districts or schools joining Campus Smart must be on boarded and approved by US Foods and Campus Smart by May 31st every school year. US Foods reserves the right to either onboard or refuse service to new school districts or schools after May 31, each year.
4. US Foods may only give consideration to stocking new items if no comparable like item is available in inventory, and the product meets the program usage requirements.
5. The terms of the Contract for CN Prime Vendor with Piggyback Provision will remain in full force and effect except as modified above.

**SECOND AMENDMENT TO PRIME VENDOR AGREEMENT**

The Second Amendment to Prime Vendor Agreement ("the Second Amendment") is made and entered into as of July 01, 2023, between Edmond Public Schools (EPS) and US Foods, Inc. (US Foods) with reference to the following:

**RECITALS**

- A. EPS and US Foods entered into a Prime Vendor Agreement (RFP# 21-30) dated July 01, 2021 (the "Agreement").
- B. By means of this instrument, EPS and US Foods desire to amend the Agreement.

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, EPS and US Foods have agreed, and hereby agree, as follows:

- 1. Revised Fixed Fee per Case Schedule: See attached Fixed Fee per Case Schedule for SY2023-24, effective July 1, 2023.
- 2. Adoption of Agreement: The terms and conditions of the Agreement shall remain unchanged, and the Agreement shall remain in full force and effect, except as modified above.

IN WITNESS WHEREOF, Customer and US Foods have executed the Second Amendment as of the date set forth above.

CUSTOMER: Edmond Public Schools

By: Angela Grunewald Date: 06/06/2023  
Name: Angela Grunewald,  
Title: Supt

US FOODS: US Foods, Inc.

DocuSigned by:  
By: Mike Walls Date: 6/12/2023  
Name: Mike Walls  
Title: Vice President National Sales

IN WITNESS WHEREOF, the parties hereto have caused this Instrument to be executed, in duplicate originals, the day and year first above written.

Party of the First Part

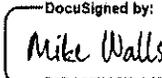
Edmond Public School District  
1001 W. Danforth  
Edmond, OK 73003

By:   
Angela Grunewald, Supt

Date: 06/06/2023

Party of the Second Part

US Foods, Inc.  
10211 N. 1-35 Service Rd.  
Oklahoma City, OK 73131

By:   
Mike Walls, President National Sales

Date: 6/12/2023

**Premier's K-12 Food Product & Distribution Program:**

<b>Fee-Per-Case</b>	<b>2023-2024</b>
<b>Average Order Size</b>	<b>Fee Per Case</b>
Less Than \$2,499	\$2.98
2,500 - 2,999	\$2.80
3,000 - 3,999	\$2.72
4,000 - 5,499	\$2.65
5,500 - 6,999	\$2.61
7,000 - 10,999	\$2.48
11,000 - 15,999	\$2.44
16,000+	\$2.34

*The Fixed Fee-Per-Case schedule will be reviewed annually and adjusted for key inflationary factors that affect the Average Case Cost for K-12 Participating Members.*



# Sales and Service

June 15, 2023

Sapulpa Public Schools  
511 E Lee Ave  
Sapulpa, OK 74066

Re: Planned Maintenance Quote

Attention : Cheryl Moore

Cummins Sales and Service is a premier engine and power generation systems provider committed to delivering fast and proven solutions to our customers. We are pleased to offer you a Planned Maintenance Proposal for your review and approval. Due to the critical nature of your standby power system, this Agreement was developed based on your specific needs and equipment to ensure maximum performance and reliability.

Benefits of Planned Maintenance:

- Improves system reliability.
  - Maintenance performed by certified technicians specifically trained in power generation.
  - PM customers receive preferred service for unscheduled emergency repairs.
  - Creation of a service record for customer equipment.
  - Additional maintenance recommendations documented at that time.
- Scheduling managed by Cummins Sales and Service to ensure timely maintenance intervals.
- Eliminates administrative burden, covers equipment from multiple vendors.

Please sign, date and return the enclosed Agreement to our office along with any purchase documentation necessary so we can tend to your servicing needs. Planned Maintenance Agreements are "auto-renewed" annually prior to the end of your agreement. Should you have any questions or require additional information on this or any other subject relating to your equipment, please feel free to contact me. We look forward to the opportunity to earn your trust and business.

Sincerely,

Scott E Baker



# Sales and Service

TULSA OK BRANCH  
16525 EAST SKELLY DRIVE  
TULSA, OK 74116  
Phone: 918-234-3240

## PLANNED MAINTENANCE AGREEMENT

<u>Customer Address</u>	<u>Customer Contact</u>	<u>Quote Information</u>
SAPULPA PUBLIC SCHOOLS 511 E LEE AVE Sapulpa, OK 74066	Contact: Cheryl Moore Phone: 918 224-7089 Fax: 918 227-3287 Cust Id: 23290	Quote Date: 15-JUN-23 Quote Expires: 15-JUN-24 Quote Num: 24790 Quoted By: Scott E Baker Quote Term: 1 Year(s)

### Site Information

1	PMA-101 NORTH ADAMS	1231 E DEWEY AVE	SAPULPA	OK	74066
---	---------------------	------------------	---------	----	-------

<u>Site</u>	<u>Unit Number</u>	<u>Manufacturer</u>	<u>Model</u>	<u>Prod Model</u>	<u>Serial Number</u>	<u>Type</u>
-------------	--------------------	---------------------	--------------	-------------------	----------------------	-------------

1	HOLMES PARK C ONAN	GEN SET	150.0GGLB	A110181792	150 KW
---	--------------------	---------	-----------	------------	--------

<u>Site</u>	<u>Unit Number</u>	<u>Service Event</u>	<u>Qty</u>	<u>Sell Price</u>	<u>Extended Price</u>
1	HOLMES PARK	FULL SERVICE	1	799.71	799.71
	GEN	INSPECTION	3	347.50	1,042.50

### JULY FULL SERVICE WITH (3) INSPECTIONS

This renewal proposal covers four (4) service visits annually: one (1) Full Maintenance Service, and three (3) Maintenance Inspection. This proposal does not include replacement of batteries, air filters or coolant over two gallons. All services are to be performed during normal business hours, unless otherwise specified.

Services to be scheduled as follows:

Full Service July 2023

Inspections October 2023 January 2024 April 2024

This is a one (1) year proposal, running from 01 July 2023 through 30 June 2024, which will be automatically renewed unless cancelled by either party.

<b>Standard Agreement Amount</b>	<b>\$1,842.21</b>
<b>Proposal Total</b>	<b>\$1,842.21</b>

THERE ARE ADDITIONAL CONTRACT TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATIONS OF WARRANTIES AND LIABILITY, WHICH ARE EXPRESSLY INCORPORATED HEREIN. CUSTOMER ACKNOWLEDGES THAT THE CONTRACT TERMS AND CONDITIONS HAVE BEEN READ, FULLY UNDERSTOOD, AND ACCEPTED.



# Sales and Service

## PLANNED MAINTENANCE AGREEMENT

<u>Customer Address</u>	<u>Customer Contact</u>	<u>Quote Information</u>
SAPULPA PUBLIC SCHOOLS 511 E LEE AVE Sapulpa, OK 74066	Contact: Cheryl Moore Phone: 918 224-7089 Fax: 918 227-3287 Cust Id: 23290	Quote Date: 15-JUN-23 Quote Expires: 15-JUN-24 Quote Num: 24790 Quoted By: Scott E Baker Quote Term: 1 Year(s)

### Customer Approval

Signature: \_\_\_\_\_

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

### CUMMINS SOUTHERN PLAINS LLC

Signature: \_\_\_\_\_

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

## PLANNED MAINTENANCE AGREEMENT TERMS AND CONDITIONS

These Planned Maintenance Agreement Terms and Conditions, together with the Quote on the front side and the Scope of Services, are hereinafter referred to as this 'Agreement' and shall constitute the entire agreement between the customer identified in the Quote ('Customer') and Cummins Southern Plains LLC ('Cummins') and supersede any previous agreement or understanding (oral or written) between the parties with respect to the subject matter of this Agreement. In the event of any inconsistency between this Agreement and any purchase order, terms and conditions or other document produced or delivered by Customer, the terms and conditions of this Agreement shall take precedence.

1. **SCOPE OF SERVICES; PERFORMANCE OF SERVICES.** Cummins shall perform the maintenance ('Services') on the equipment identified in the Quote ('Equipment') in accordance with the schedule specified in the Quote. The Services include those services defined in the 'Service Event' section of the Quote. No additional services or materials are included in this Agreement unless agreed upon by the parties in writing. Unless otherwise indicated in the Quote, Cummins will provide the labor and tools necessary to perform the Services and shall keep Customer's property free from accumulation of waste materials caused by Cummins' operations. Either party may terminate this Agreement with or without cause by providing thirty (30) days written notice to the other.

2. **CUSTOMER OBLIGATIONS.** Customer shall provide Cummins safe access to Customer's site and arrange for all related services and utilities necessary for Cummins to perform the Services. During the performance of the Services, Customer shall fully and completely secure all or any part of any facility where the Equipment is located to remove and mitigate any and all safety issues and risks, including but not limited to facility occupants, customers, invitees, or any third party and or property damage or work interruption arising out of the Services. Customer shall make all necessary arrangement to address and mitigate the consequences of any electrical service interruption which might occur during the Services. **CUSTOMER IS RESPONSIBLE FOR OPERATING AND MAINTAINING THE EQUIPMENT IN ACCORDANCE WITH THE OWNER'S MANUAL FOR THE EQUIPMENT.**

3. **PAYMENT TERMS.** Unless otherwise agreed to by the parties in writing and subject to credit approval by Cummins, payments are due thirty (30) days from the date of the invoice. If Customer does not have approved credit with Cummins, as solely determined by Cummins, payments are due in advance or at the time of supply of the Services. If payment is not received when due, in addition to any rights Cummins may have at law, Cummins may charge Customer eighteen percent (18%) interest annually on late payments, or the maximum amount allowed by law. Customer agrees to pay all Cummins' costs and expenses (including all reasonable attorneys' fees) related to Cummins' enforcement and collection of unpaid invoices, or any other enforcement of this Agreement by Cummins. Unless otherwise stated, the Quote excludes all applicable local, state, or federal sales and/or use or similar taxes which Cummins is required by applicable laws to collect from Customer and shall be stated on the invoice.

4. **DELAYS.** Any performance dates indicated in this Agreement are estimated and not guaranteed. Cummins shall not be liable for any delays in performance however occasioned, including any that result directly or indirectly from acts of Customer or causes beyond Cummins' control, including but not limited to acts of God, accidents, fire, explosions, flood, unusual weather conditions, acts of government authority, or labor disputes.

5. **WARRANTY.** Cummins shall perform the Services in a reasonable and workmanlike manner. Parts and components supplied under this Agreement are governed by the express written manufacturer's limited warranty. No other warranty for parts or components is provided under this Agreement. All Services shall be free from defects in workmanship for a period of ninety (90) days after completion of Services. In the event of a warrantable defect in workmanship of Services supplied under this Agreement ('Warrantable Defect'), Cummins' obligation shall be solely limited to correcting the Warrantable Defect. Cummins shall correct the Warrantable Defect where (i) such Warrantable Defect becomes apparent to Customer during the warranty period; (ii) Cummins receives written notice of any Warrantable Defect within thirty (30) days following discovery by Customer; and (iii) Cummins has determined that there is a Warrantable Defect. Warrantable Defects remedied under this provision shall be subject to the remaining warranty period of the original warranty of the Services. New parts supplied during the remedy of Warrantable Defects are warranted for the balance of the warranty period still available from the original warranty of such parts. The remedies set forth in this Section 5 shall not be deemed to have failed of their essential purpose so long as Cummins is willing to correct defective Services or refund the purchase price therefor.

6. **LIMITATIONS OF WARRANTIES AND LIABILITY.** THE REMEDIES PROVIDED IN THE LIMITED WARRANTY AND THIS AGREEMENT ARE THE SOLE AND EXCLUSIVE WARRANTIES AND REMEDIES PROVIDED BY CUMMINS TO THE CUSTOMER UNDER THIS AGREEMENT. EXCEPT AS SET OUT IN THE WARRANTY AND THIS AGREEMENT, AND TO THE EXTENT PERMITTED BY LAW, CUMMINS EXPRESSLY DISCLAIMS ALL OTHER REPRESENTATIONS, WARRANTIES, ENDORSEMENTS, AND CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY STATUTORY OR COMMON LAW IMPLIED REPRESENTATIONS, WARRANTIES AND CONDITIONS OF FITNESS FOR A PURPOSE OR MERCHANTABILITY. NOTWITHSTANDING ANY OTHER TERM OF THIS AGREEMENT, IN NO EVENT SHALL CUMMINS, ITS OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION DOWNTIME, LOSS OF PROFIT OR REVENUE, LOSS OF DATA, LOSS OF OPPORTUNITY, DAMAGE TO GOODWILL, AND DAMAGES CAUSED BY DELAYS) IN ANY WAY RELATED TO OR ARISING FROM CUMMINS' SUPPLY OF PARTS OR SERVICES UNDER THIS AGREEMENT. IN NO EVENT SHALL CUMMINS' LIABILITY TO CUSTOMER OR ANY THIRD PARTY CLAIMING DIRECTLY THROUGH CUSTOMER OR ON CUSTOMER'S BEHALF UNDER THIS AGREEMENT EXCEED THE TOTAL COST OF PARTS AND SERVICES SUPPLIED BY CUMMINS UNDER THIS AGREEMENT. BY ACCEPTANCE OF THIS AGREEMENT, CUSTOMER ACKNOWLEDGES CUSTOMER'S SOLE REMEDY AGAINST CUMMINS FOR ANY LOSS SHALL BE THE REMEDY PROVIDED HEREIN.

7. **INDEMNITY.** Customer shall indemnify, defend and hold harmless Cummins from and against any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, brought against or incurred by Cummins related to or arising out of this Agreement or the Services supplied under this Agreement (collectively, the ('Claims')), where such Claims were caused or contributed to by, in whole or in part, the acts, omissions, fault or negligence of the Customer. Customer shall present any Claims covered by this indemnity to its insurance carrier unless Cummins directs that the defense will be handled by Cummins' legal counsel at Customer's expense.

8. **CONFIDENTIALITY.** Each party shall keep confidential any information received from the other that is not generally known to the public and at the time of disclosure, would reasonably be understood by the receiving party to be proprietary or confidential, whether disclosed in oral, written, visual, electronic or other form, and which the receiving party (or agents) learns in connection with this Agreement including, but not limited to: (a) business plans, strategies, sales, projects and analyses; (b) financial information, pricing, and fee structures; (c) business processes, methods and models; (d) employee and supplier information; (e) specifications; and (f) the terms and conditions of this Agreement. Each party shall take necessary steps to ensure compliance with this provision by its employees and agents.

9. **GOVERNING LAW.** This Agreement and all matters arising hereunder shall be governed by and construed in accordance with the laws of the State of Indiana without giving effect to any choice or conflict of law provision. The parties agree that the courts of the State of Indiana shall have exclusive jurisdiction to settle any dispute or claim arising in connection with this Agreement.

10. **INSURANCE.** Upon Customer's request, Cummins will provide to Customer a Certificate of Insurance evidencing Cummins' relevant insurance coverage.

11. **ASSIGNMENT.** This Agreement shall be binding on the parties and their successors and assigns. Customer shall not assign this Agreement without the prior written consent of Cummins.

12. **INTELLECTUAL PROPERTY.** Any intellectual property rights created by either party, whether independently or jointly, in the course of the performance of this Agreement or otherwise related to Cummins pre-existing intellectual property or subject matter related thereto, shall be Cummins' property. Customer agrees to assign, and does hereby assign, all right, title, and interest to such intellectual property to Cummins. Any Cummins pre-existing intellectual property shall remain Cummins' property. Nothing in this Agreement shall be deemed to have given Customer a licence or any other rights to use any of the intellectual property rights of Cummins.

13. **MISCELLANEOUS.** Cummins shall be an independent contractor with respect to the Services performed under this Agreement. All notices under this Agreement shall be in writing and be delivered personally, mailed via first class certified or registered mail, or sent by a nationally recognized express courier service to the addresses set forth in the Quote. No amendment of this Agreement shall be valid unless it is writing and signed by the parties hereto. Failure of either party to require performance by the other party of any provision hereof shall in no way affect the right to require such performance at any time thereafter, nor shall the waiver by a party of a breach of any of the provisions hereof constitute a waiver of any succeeding breach. Any provision of this Agreement that is invalid or unenforceable shall not affect the validity or enforceability of the remaining terms hereof.

14. **ON-CALL SERVICES.** Upon Customer's request, Cummins shall provide on-call services (repair, emergency work or other) on the Equipment ('On-call Services'). Any On-call Services shall be invoiced to the Customer at the Cummins current hour rate (including traveling) and shall be governed by the terms and conditions of this Agreement.

TRANSACTION CONFIRMATION  
FOR IMMEDIATE DELIVERY

EXHIBIT A



Date: July 10, 2023  
Transaction Confirmation # 8

This Transaction Confirmation is subject to the Natural Gas Purchase Agreement between Seller and Buyer dated \_06/28/17\_\_\_\_. The terms of this Transaction Confirmation are binding unless disputed in writing within 2 Business Days of Receipt.

**SELLER:**  
**Tiger, Inc.**  
P.O. BOX 702437  
Tulsa, OK 74170  
Transporter: ONG  
Attn: Kellie Wendland  
e-mail: kwendland@tigernaturalgas.com  
Phone: (918) 491-6998, x224 Fax: (918) 491-6659

**BUYER:**  
**Sapulpa Public Schools**  
110 S. Burnett  
Sapulpa, OK 74066  
Attn: Kenda Terrones  
Phone: 918-224-3400 X1123  
Email: ktterrones@sapulpaps.org  
Transporter: ONG

**Contract Price:** FIXED AT \$4.56 PER MMBTU. (see "special conditions" for details, price is subject to refresh)

**Delivery Period:** Begin: August 1, 2023 End: July 31, 2024

**Performance Obligation and Contract Quantity:** (Select One) FIRM

**Delivery Point(s):** ONG Citygate

**Special Conditions:** This transaction confirmation #8 covers the facilities shown on Exhibit B.

Volumes are based on historical usage and are listed in MMBtu's. The usage will be allocated to each of the accounts on Exhibit B based on the actual usage of the account.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2671	2302	1761	701	517	91	72	68	97	379	1717	2655

Excess Surplus Volumes will be priced at GD Midpoint Average +/- \$0.60. Sellbacks cannot exceed the weighted average contract price charged in a delivery period.

During periods of OFO's, buyer may be required to limit usage to the average daily base load volume, additional gas may be bought/sold at market price.

At the expiration of the "Delivery Period" above, the agreement contained in this Transaction Confirmation will continue in full force and effect with renewals every month thereafter unless canceled by either party upon 30 days written notice prior to the renewal date. The default rate will be IF Gas Market Report FOM Index for ONE-OK plus \$0.75 per MMBtu.

**Seller:** TIGER, INC.

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

Title: Executive Vice President

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

**Buyer:** Sapulpa Public Schools

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

Title:

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

Exhibit B			
<b>Sapulpa Public Schools</b>			
<b>AccountName</b>	<b>LDC</b>	<b>UtilityAccount</b>	<b>CustomerNumber</b>
Sapulpa Public Schools - Sapulpa Middle School	ONG	210141666 1133757 021	OK-02-06-0584
Sapulpa Public Schools - Washington Elementary	ONG	210147211 1138946 021	OK-02-06-0585
Sapulpa Public Schools - High School	ONG	210150681 1142204 021	OK-02-06-0582
Sapulpa Public Schools - Liberty Elementary	ONG	211138583 1822083 021	OK-02-06-0583
Sapulpa Public Schools - Woodlawn Elementary	ONG	211139996 1823309 021	OK-02-06-0586
Sapulpa Public Schools - Service Center	ONG	212910866 2527193 021	OK-02-06-0597



2023-24

FUNDRAISERS School Year				
SITE	CLUB	DATE OF EVENT	FUNDRAISER	HOW FUNDS WILL BE USED
SHS	SHS PING PINGS	11/12/2023	NOTHING BUNDT CAKE	FUNDS WILL GO TO GENERAL EXPENSES SUCH AS COSTUMES, ENTRY FEES AND TRAVEL EXPENSES
SHS	SHS PING PINGS	1/1/2024	BASKETBALL RAFFLE BASKET JAN-MARCH	FUNDS WILL GO TO GENERAL EXPENSES SUCH AS COSTUMES, ENTRY FEES AND TRAVEL EXPENSES
SHS	SHS PING PINGS	3/1/2024	SPRING MINI CLINIC 03/01-05/01/2024	FUNDS WILL GO TO GENERAL EXPENSES SUCH AS COSTUMES, ENTRY FEES AND TRAVEL EXPENSES
SHS	SHS PING PINGS	5/1/2024	POWDER PUFF SNOW CONES	FUNDS WILL GO TO GENERAL EXPENSES SUCH AS COSTUMES, ENTRY FEES AND TRAVEL EXPENSES
SHS	SHS PING PING	3/1/2024	EGG MY YARD 03/01-04/01	FUNDS WILL GO TO GENERAL EXPENSES SUCH AS COSTUMES, ENTRY FEES AND TRAVEL EXPENSES
SHS	SHS PING PINGS	10/1/2023	FROZEN CROCKPOT MEAL SALES	FUNDS WILL GO TO GENERAL EXPENSES SUCH AS COSTUMES, ENTRY FEES AND TRAVEL EXPENSES
SHS	SHS PING PINGS	11/1/2023	CUSTOM TUMBLER SALES NOV-DEC 2023	FUNDS WILL GO TO GENERAL EXPENSES SUCH AS COSTUMES, ENTRY FEES AND TRAVEL EXPENSES
SJH	softball	10/20/2023	Pink Out Shirts	Softball general funds
Junior High	FCCLA	10/23/2023	Ozark Lollipop's	Raise money for Christmas Party
Junior High	FCCLA	12/4/2023	Christmas Grams	Pay for expenses for state convention
Junior High	FCCLA	2/5/2024	Valentine Grams	raise funds for end of year trip
Junior High	FCCLA	3/4/2024	Candybars	Raise money for state convention
SHS	Girls Basketball	10/2/2023	Sponsorship Signage	Program Needs/Teen Needs
SHS	Girls Basketball	11/20/2023	Shoot-a-thon	Program Needs
SHS and SJHS	FFA	1/8/2024	SPRING Meat Sale	Activities, supplies, travel etc
Holmes Park	Holmes Park	10/1/2023	World's Finest	Classroom supplies/ Awards/Field Trips/Etc.
Holmes Park	Holmes Park	10/1/2023	Candy grams for various holidays	Class field trips/class parties
Holmes Park	Holmes Park	10/17/2023	Josten's group pics and retakes	Class supplies/awards/field trips/etc.
Holmes Park	Holmes Park	2/21/2023	Spring - World's Finest Chocolate	supplies/teacher meetings/parent meetings/etc
Holmes Park	Holmes Park	10/27/2023	Scholastic Book Fair	Books, Library Supplies
Holmes Park	Holmes Park	3/18/2024	Spring Book Fair	Books/make a space/supplies
Holmes Park	Holmes Park	2/1/2024	Jump for Heart	PE Equipment
Holmes Park	Holmes Park	1/5/2024	Limeades for Learning	Classroom supplies and materials
Holmes Park	Holmes Park	1/8/2023	Pencil and/or sucker sales	Office supplies/teacher meetings/parent meetings

**RESOLUTION AUTHORIZING ELECTION**

Pursuant to notice given under the Open Meeting Act, the Board of Education of Independent School District Number 33 of Creek County, State of Oklahoma, met in regular session in the Washington Administrative Center, Board Room, 511 E. Lee Avenue, Sapulpa, Oklahoma, in said school district on the 10th day of July, 2023, at 12:00 o'clock p.m.

PRESENT: Wayne Richards President & Member  
Larry Hoover First Vice President & Member  
Melinda Ryan Second Vice President & Member  
Steve McCormick Member  
Sarah Havenstrite Member  
Misty Jones Clerk & Non-Member

ABSENT: None

Notice of the schedule of regular meetings of the School District for the calendar year 2023 was given in writing to the County Clerk of Creek County, Oklahoma, at 10:40 a.m. on the 24th day of October, 2022, and public notice of this meeting was posted in the lobby of the Administrative Center in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at 11:29 a.m. on the 7th day of July, 2023, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays and legal holidays, all in compliance with the Oklahoma Open Meeting Act (as attached hereto).

Notice of said meeting and agenda have also been posted on the School District’s website in accordance with Title 74, Oklahoma Statutes, Section 3106.2.

**(OTHER PROCEEDINGS)**

\_\_\_\_\_ introduced a Resolution by reading the Title, and upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, was adopted by the following vote:

AYE:

NAY:

and said Resolution was thereupon signed by the President, attested by the Clerk, sealed with the seal of said School District and is as follows:

**RESOLUTION**

A RESOLUTION AUTHORIZING THE CALLING AND HOLDING OF AN ELECTION IN INDEPENDENT SCHOOL DISTRICT NUMBER 33 OF CREEK COUNTY, OKLAHOMA, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS THEREOF THE QUESTION OF THE ISSUANCE OF THE BONDS OF SAID SCHOOL DISTRICT IN THE SUM OF TWO HUNDRED SEVENTY-SIX MILLION SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$276,750,000) TO PROVIDE FUNDS FOR THE PURPOSE OF IMPROVING AND ACQUIRING SCHOOL SITES, CONSTRUCTING, REPAIRING, REMODELING AND EQUIPPING SCHOOL BUILDINGS, AND ACQUIRING SCHOOL FURNITURE, FIXTURES AND EQUIPMENT; OR IN THE ALTERNATIVE TO ACQUIRE ALL OR A DISTINCT PORTION OF SUCH PROPERTY PURSUANT TO A

LEASE PURCHASE ARRANGEMENT; AND TWO MILLION FIVE HUNDRED THOUSAND DOLLARS (\$2,500,000) TO PROVIDE FUNDS FOR THE PURPOSE OF PURCHASING TRANSPORTATION EQUIPMENT AND AUXILIARY TRANSPORTATION EQUIPMENT; OR IN THE ALTERNATIVE TO ACQUIRE ALL OR A DISTINCT PORTION OF SUCH PROPERTY PURSUANT TO A LEASE PURCHASE ARRANGEMENT; AND LEVYING AND COLLECTING AN ANNUAL TAX IN SUCH DISTRICT FOR THE PAYMENT OF THE INTEREST AND PRINCIPAL OF SAID BONDS; AND CONTAINING OTHER PROVISIONS RELATED THERETO.

WHEREAS, it is deemed advisable by the Board of Education of Independent School District Number 33 of Creek County, Oklahoma, to improve or acquire school sites, construct, repair, remodel and equip school buildings, and acquire school furniture, fixtures and equipment, or in the alternative to acquire all or a distinct portion of any of such property pursuant to a lease purchase arrangement; and

WHEREAS, it is deemed advisable by the Board of Education of Independent School District Number 33 of Creek County, Oklahoma, to purchase transportation equipment and auxiliary transportation equipment, or in the alternative to acquire all or a distinct portion of any of such property pursuant to a lease purchase arrangement; and

WHEREAS, there are no funds in the treasury for such purposes, and power is granted said Board by Section 26, Article 10 of the Constitution and Title 70, Article XV of the Oklahoma Statutes, 2011 and laws supplementary and amendatory thereto, to issue bonds to provide funds for such purpose provided the same be authorized by the registered qualified electors thereof, voting at an election held for that purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 33 OF CREEK COUNTY, OKLAHOMA:

SECTION 1.

That a special election is hereby called in said School District to be held on the 12th day of September, 2023, for the purpose of submitting to the registered qualified electors of such School District the following propositions:

PROPOSITION NO. 1

"Shall Independent School District Number 33 of Creek County, Oklahoma, incur an indebtedness by issuing its bonds in the sum of Two Hundred Seventy-Six Million Seven Hundred Fifty Thousand Dollars (\$276,750,000) to be issued in series with or without other funds to provide funds for the purpose of improving or acquiring school sites, constructing, repairing, remodeling and equipping school buildings, and acquiring school furniture, fixtures and equipment; or in the alternative to acquire all or a distinct portion of such property pursuant to a lease purchase arrangement; and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in such District sufficient to pay the interest on such bonds as it falls due and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to bear interest at not to exceed the rate of ten percentum (10%) per annum, payable semi-annually and to become due serially within five (5) years from their date?"

PROPOSITION NO. 2

"Shall Independent School District Number 33 of Creek County, Oklahoma, incur an indebtedness by issuing its bonds in the sum of Two Million Five Hundred Thousand Dollars (\$2,500,000) to be issued in series with or without other funds to provide funds for the purpose of acquiring transportation equipment and auxiliary transportation equipment; or in the alternative to acquire all or a distinct portion of such property pursuant to a lease purchase arrangement; and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in such District sufficient to pay the interest on such bonds as it falls due and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to bear interest at not to exceed the rate of ten percentum (10%) per annum, payable semi-annually and to become due serially within five (5) years from their date?"

SECTION 2.

That such call for said election shall be by proclamation and notice signed by the President and attested by the Clerk setting forth the propositions to be voted upon, the number and location of the polling places, the hours of opening and closing of the polls, the names of the officers who shall conduct said election, and the substance of Section 4 hereof; that the ballots shall set forth the propositions to be voted upon substantially as set out in Section 1 hereof and that the returns of said election shall be canvassed and certified by the County Election Board.

SECTION 3.

That the number and location of the polling places for said election shall be the same as the regular precinct polling places designated for statewide and local elections by the County Election Board; or combined as authorized by statute Title 26 O.S., Section 13A-101. The persons who shall conduct said election shall be those precinct officers designated by the County Election Board, which officers shall also act as counters and certify the election results as required by law.

SECTION 4.

That the specific projects for which at least seventy (70%) percent of the proceeds of the aforesaid Bonds shall be expended and the dollar amounts for each project shall be as follows:

**PROPOSITION #1**

Construct, furnish, equip, and/or acquire improvements at the existing Sapulpa Junior High-Senior High complex to include but not be limited to: a new High School building on the existing site to be utilized for 9th-12th Grade instruction to include classrooms, restrooms, storm shelter, secure/safety entry, administrative space, kitchen, and a Performing Arts Center; and facility improvements for 8th Grade instruction as funds allow; or in the alternative to acquire all or a distinct portion thereof by lease purchase arrangement

\$218,210,000

Construct, furnish, equip, and/or acquire improvements at District athletic facilities to include but not be limited to: a new indoor practice facility, new baseball field to include artificial turf, new softball field to include artificial turf, locker rooms, office space, bleachers, concession area, and restrooms at the Westside Athletic Complex; and new football locker rooms and office space at the existing Collins Stadium; or in the alternative to acquire all or a distinct portion thereof by lease purchase arrangement

\$23,255,000

Construct, furnish, equip, and/or acquire improvements at the Sapulpa Public Schools Chieftain Center to include but not be limited to: additional gym space and locker room space for District athletic and student activities; or in the alternative to acquire all or a distinct portion thereof by lease purchase arrangement

\$27,130,000

Construct, furnish, equip, and/or acquire improvements at the Agriculture Education Farm Facility to include but not be limited to: new barn doors, drainage improvements, security upgrades, and parking improvements; or in the alternative to acquire all or a distinct portion thereof by lease purchase arrangement

\$1,940,000

Acquire HVAC equipment and controls, roofing improvements, and building furniture, fixtures, and equipment district-wide as needed and as funds allow; or in the alternative to acquire all or a distinct portion thereof by lease purchase arrangement

\$1,670,000

Acquire technology equipment and instructional materials and equipment district-wide as needed and as funds allow; or in the alternative to acquire all or a distinct portion thereof by lease purchase arrangement

\$3,335,000

Acquire athletic and band equipment and uniforms district-wide as needed and as funds allow; or in the alternative to acquire all or a distinct portion thereof by lease purchase arrangement

\$820,000

Acquire playground equipment and playground improvements for certain school sites as needed and as funds allow; or in the alternative to acquire all or a distinct portion thereof by lease purchase arrangement

\$390,000

**Total Proposition #1** **\$276,750,000**

**Proposition #2**

Acquire transportation equipment and auxiliary transportation equipment; or in the alternative acquire all or a distinct portion thereof by lease purchase arrangement

\$2,500,000

**Total Proposition #2** **\$2,500,000**

SECTION 5.

That a copy of this Resolution shall be personally delivered to the office of the County Election Board of Creek County, State of Oklahoma, at least sixty days prior to the date of said election.

ADOPTED AND APPROVED THIS 10TH DAY OF JULY, 2023.

\_\_\_\_\_  
President, Board of Education

(SEAL)

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education

State of Oklahoma            )  
  ) SS.  
County of Creek                )

I, the undersigned, the duly qualified and acting Clerk of the Board of Education of Independent School District Number 33 of Creek County, Oklahoma, hereby certify that the foregoing is a true and complete copy of a Resolution authorizing the calling and holding of an election for the purpose therein set out adopted by said Board and transcript of proceedings of said Board had at a regular meeting thereof duly held on the date therein set out, insofar as the same relates to the introduction, reading and adoption thereof as the same appears of record in my office.

WITNESS my hand and official seal this 10th day of July, 2023.

\_\_\_\_\_  
Clerk, Board of Education

(SEAL)

540.2\* **STUDENT ATTENDANCE** (Revised 4-12-2010)(Negotiated 8-19-13, 8-24-17, 7/15/2020, 7/12/2023)(see procedure page)

Accomplishing our goal of providing the best, most appropriate education to every one of our students requires that we all work together to achieve that end. One of the things that we need from our students is regular attendance. In other words, we need students in school every day so that we can provide the instruction they need to be successful. To help you with your attendance, the district has approved the following incentives and guidelines:

A. INCENTIVES

1. Certificates of perfect attendance will be awarded to students who have maintained perfect attendance during the school year. (Missing more than one period during either the morning or afternoon session will be recorded as a one-half day absence.)
2. Site based incentives

B. ATTENDANCE REQUIREMENT

We understand that sickness or family obligation occasionally necessitates an absence from school. When this occurs, we request that your parent/guardian call the attendance office each day of your child's absence. **NOTES FROM HOME WILL NOT BE ACCEPTED.** Parents are encouraged to request homework from the appropriate counselor if the child's absence exceeds two days. Students will be provided make-up work within 24 hours of request.

We also understand that extenuating circumstances may result in the student missing more than 7 days per semester. As a result, an appeals process has been established so that the minimum attendance policy can be waived on an individual basis. The appeals process consists of the following steps:

The student and parent should request a hearing with the school administrator in charge of attendance.

1. A committee will be formed to determine if an exception to the minimum attendance requirement should be made.
2. Documentation may be required for the hearing.

## C. ABSENCE CATEGORIES

Activity Absences: Absences for school sponsored activities will not be counted against the minimum attendance requirement. To qualify as a school sponsored activity, the activity must be under the direct supervision of a teacher or coach. According to OSSAA rule 2, "a student who has not attended classes ninety percent of the time for the semester in a member school becomes ineligible." The State Board of Education Rules state "the maximum number of absences for activities whether sponsored by the school or outside agency/organization which removes a student from the classroom shall be ten for any one class period of each school year. Excluded from the number are state and national levels of school-sponsored contest. State and national contest are those for which a student must earn the right to compete." (If a student is participating in a progressive tournament and misses more than one day of school during that tournament, only one day's absence will be counted against the ten.) **STUDENTS WILL BE RESPONSIBLE FOR OBTAINING AND COMPLETING ALL ASSIGNMENTS PRIOR TO THE ACTIVITY OR MAKE PRIOR ARRANGEMENTS WITH THEIR TEACHERS TO COMPLETE ASSIGNMENTS AT THE TEACHERS' DISCRETION.**

1. Verified Absences: These are absences in which a parent has called the attendance office verifying that their child will be absent. They could be for the following reasons:

- Personal or family illnesses
- Medical appointments
- Legal matters, including service on a grand, multicounty grand, or petit jury \*
- Extenuating circumstances deemed necessary by the principal
- Observance of holidays required by a student's religious affiliation.

Documentation will be required for these absences. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period (a designated time period is defined as one day to make up work for each day missed). An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests. No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

2. Truancy: A student is truant when he is absent without prior permission from the school and the parents or if the parent does not compel the student to attend school. Examples of truancy include: simply missing school without permission, obtaining a pass to go to a certain place and not reporting there, becoming ill and staying in the restroom instead of reporting to the nurse's office, leaving class without permission, leaving school without permission, etc. Individual teachers will have the discretion to accept or refuse makeup work from a truant student. The teacher's policy must be stated in his/her classroom syllabus. IF A STUDENT IS TRUANT HE/SHE WILL BE INELIGIBLE TO PARTICIPATE IN ANY SCHOOL ACTIVITY THAT DAY OR NIGHT.

3. Unverified Absences: This is any absence that does not fall within one of the above categories and when the attendance office has not been notified. If grades are taken during the absence, the student must make arrangements with the teacher to complete the missed assignments within the designated time period. (A designated time period is defined as one day to make up work for each day missed. An example is if a student missed Monday and Tuesday and is back in school on Wednesday, he/she would have until Friday afternoon to complete all assignments and tests.) No penalty will be assessed to work made up on time. Zero's will be recorded permanently for any work not made up on time.

D. TARDIES -

A student not in the classroom when the tardy bell rings is considered tardy. If a student is detained by a teacher, administrator, or counselor, the student must have a note from that faculty member to be considered excused (not tardy). Any student who has excessive tardies (5 or more) will be referred to the assistant principal for discipline. Students tardy to class will be assigned Detention. Parents must call by the start time of the school day for a tardy to be excused. No tardies will be excused if the call is made after school starts. A student who is 15 minutes or more late to class will be classified as being absent.

E. HALL PASSES -

Students must have permission to be in the halls during class time. Students will be given a hall pass as evidence of permission. The hall pass must be visible or disciplinary action will be taken.

E. PARENTAL NOTIFICATION-

Since the purpose of this attendance policy is to encourage good attendance, the school will strive to help prevent any student from losing

his/her grade(s) solely on the basis of absenteeism. The attendance office will inform the parents/guardians of any student whose attendance is becoming a problem.

The following steps will be utilized:

1. Notification will be made periodically for students with attendance issues. The parent/guardian will be informed at the third absence by phone.
2. The parent/guardian will be informed at the fifth absence regardless of when it occurs during the semester by phone and letter.
3. Any elementary student who has four or more absences at the end of the first or third nine weeks may receive an NG (No Grade) instead of a letter grade on his/her report card. This marking will simply indicate that the student's attendance is unsatisfactory and that improvement is needed. If, at the end of the semester, the student has been in attendance at least 90% of the time, the student's semester grade will reflect all points earned throughout the semester and there will be no penalty reflected for attendance.

#### G. CHRONIC ABSENTEEISM-

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma.



# SAPULPA PUBLIC SCHOOLS

Office of the Superintendent  
511 E Lee  
Sapulpa, OK 74066-4633  
918-224-3400 Ext. 1101  
rarmstrong@sapulpaps.org

## Superintendent Designee Letter

During the July 10, 2023 Sapulpa School Board Meeting, the board voted to approve the Superintendent, Rob Armstrong, to appoint designees as Purchasing Agent for Sapulpa Independent School District. Below are all authorized representatives for all Federal programs including E-Rate and Child Nutrition, and Designated Custodian for the general fund, building fund, child nutrition fund, bond fund, activity fund, all federal programs including E-Rate, all state programs, and all other school programs and activities not listed for the 2023-24 school year.

Program	Designee
IDEA 613, 615, 616, 617, 618, 621, 628, 641, 643	Katherine Stufflebeam, Amy Powers, Carol Matthews
Federal Programs 511, 518, 541, 552, 596, 571, 572, 722, 788, 789, 793, 795, 797	Donia Doudican, Amy Riff, Stephanie Kiesau, Kristin White, Carol Matthews
Child Nutrition	Hayley Holmes, Ashli Garland
E-Rate	James Lawrence
All Programs	Kenda Terrones

\_\_\_\_\_  
Rob Armstrong, Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

SAPULPA VIRTUAL ACADEMY

**ELEMENTARY STUDENT  
HANDBOOK**

**2023-24** ~~2022-23~~



### **Student Population That May Be Served by Sapulpa Virtual Academy (SVA):**

- Students, grades (K-12), who are enrolled in the Sapulpa School District.

### **Eligibility Requirements:**

- Students must be enrolled in the Sapulpa School System.
- Students must be approved by the SVA Coordinator and/or a site/district administrator.

### **Technology Requirements:**

- A Chromebook will be provided for use for all students.
- Students may use any device of their choice when working away from the SPS campus.
- Students must use the provided Chromebook if/when working on-site.
- Total Virtual students are expected to have convenient access to the internet away from the school. If internet access is not available, families may apply to receive a MiFi from the district.
- SVA parents/guardians and students must sign the Technology Acceptable Use Code of Conduct included in the application [Elementary Chromebook Agreement](#)

### **Enrollment Process:**

- Parents/guardians must contact the virtual coordinator to begin the enrollment process.
- Students must be enrolled in Sapulpa Public Schools before entering the SVA.
- After enrollment is verified, the student will be placed in a class and the teacher will make contact with the family.

### **Academic Year**

- SVA will follow the Sapulpa Public School Calendar.
- Elementary students have fifteen (15) calendar days at the beginning of each semester to exit the SVA to return to traditional classes.
- Students will remain enrolled in SVA for no less than a semester.
  - 1st Semester: ~~August 18, 2022 – December 20, 2022~~ **August 17, 2023 - December 15, 2023**
  - 2nd Semester: ~~January 5, 2023 – May 22, 2023~~ **January 4, 2024 - May 22, 2024**

### **Dismissal from the Program**

- The Virtual Coordinator may dismiss a student at any time from the SVA if the student has violated their contractual agreement and/or has been found out of compliance with any other Sapulpa School District rules and policies and or the following:

## **Academic Policies**

- Online Attendance/Adequate Academic Progress
  - Students enrolled in online courses must meet all state-mandated compulsory attendance requirements and are not exempt from state truancy laws.
  - Students will maintain a regular schedule of logging on and accessing courses.
  - If the virtual learning platform is not accessed for 10 consecutive days and/or the student falls behind, the student's course may be disabled and the student may be dismissed from the SVA and dropped from the district rolls for "Non-Attendance".
  - Students will keep up with readings, course assignments, homework, quizzes, and tests.
  - Students will submit assignments, quizzes, and tests in a timely manner.
  - Students will work independently and understand that permanent dismissal from the SVA may take place for violations of plagiarism, cheating, and fraud.
  - Students will communicate with teachers and other students in a professional manner in accordance with the "Internet Acceptable Use" policy.
  - Students will respect the rights and privacy of others.
  - Students will only use their assigned password/ID and will not trespass into the files, folders, or work of other users.
  - Students will follow all Sapulpa School District Rules and Policies while logged on and participating in an online course.
  - Sapulpa Virtual Academy reserves the right to proctor any tests/cumulative exams.

## **Academic Progress Report**

- All students enrolled in the SVA will have access to their academic progress.
- Parents may access the academic progress of their students.

## **Grading**

- Pre-K - 2nd grade
  - S+ (90 -100)
  - S (80 - 89)
  - S- (70 - 79)
  - I (60 - 69)
  - U (0 - 59)
- 3rd - 5th grade
  - A (90 - 100)
  - B (80 - 89)
  - C (70 - 79)
  - D (60 - 69)
  - F (0 - 59)

**Academic Integrity**

- Rules and policies regarding cheating and fraud are the same as set forth in the Sapulpa School District policy.
- Disciplinary action will be handled by the Virtual Coordinator and/or the site principal.

**Special Education**

- When making an application, the selection committee (Virtual Coordinator, Director of Special Services, and/or IEP team) will meet to determine eligibility based on the educational appropriateness of online learning for each student on a case-by-case basis.
- Support for personnel and accommodations set forth in a student's IEP or Section 504 Plan will determine whether or not the SVA is educationally appropriate.

**End of Instruction Exams**

- Students enrolled in online courses must participate in required state-level academic assessments in the same manner as other regularly enrolled students within the state.

*SAPULPA VIRTUAL ACADEMY*

**SECONDARY STUDENT POLICY  
HANDBOOK  
~~2022-23-2023-24~~**



**Kim Leonard**

Secondary Virtual Coordinator  
virtual@sapulpaps.org

## **Admissions Policies**

- 1. Student Populations That May Be Served by Sapulpa Virtual Academy (SVA):**
  - a. Any students, grades (K-12), who are enrolled in the Sapulpa School District.
- 2. Basic Requirements:**
  - a. Students must be enrolled in the Sapulpa School System.
  - b. Students have fifteen (15) calendar days at the beginning of each semester to exit the SVA.
  - c. Students must be enrolled "Full-Time" at Sapulpa Public School
    - i. Total Virtual: 7 Online courses throughout the semester for grades 8 - 12 and 6 online courses throughout the semester for grades 6 - 7.  
OR
    - ii. Hybrid: Any combination of traditional, online, tech, or TCC classes that are equal to on-campus class requirements.
- 3. Technology Requirements:**
  - a. A chromebook will be provided for use for all students.
  - b. Students must use the provided chromebook when using the onsite virtual lab.
  - c. Students may use any device of their choice when working away from the virtual lab. **Students must use a school issued chromebook to take unit tests and exams.**
  - d. Total Virtual Students are expected to have convenient access to the internet away from the school. If internet access is not available, families may apply to receive a MiFi from the district.
- 4. Enrollment Process for Students:**
  - a. Students or parents must contact the virtual coordinator to notify him/her of interest. Contact may be made through online "application", ~~hard-copy application~~, email, phone call, or visit at school. After fifteen (15) ~~school~~ days, students must get permission from their ~~site~~ principal.
  - b. ~~When a New~~ new student is then enrolled into the program, **their counselor will determine the courses needed.**
  - c. ~~Counselors determine courses needed.~~
- 5. Academic Year**
  - a. SVA will follow the Sapulpa Public School Calendar
  - b. Semester courses must be completed by the end of each term.
- 6. Add/Drop**
  - a. When a student is added to the SVA, grades will be handled like any other "transfer" grade according to the Sapulpa Public School Policy. There may be an option to take a proctored prescriptive test for more accurate placement.
  - b. Students have fifteen (15) calendar days at the beginning of each semester to exit the SVA.
- 7. Appropriate Behavior and Use of Technology**

- a. SVA students must sign the Technology Acceptable Use Code of Conduct included in the ~~application~~ [SPS Chromebook Responsible Use Agreement](#).

## **8. Dismissal from the Program**

- a. The Virtual Coordinator may dismiss a student at any time from the SVA if the student has violated the contractual agreement and/or has been found to be out of compliance with any other Sapulpa School District rules, policies, and/or the following:
  - i. Violation of Virtual Academic Agreement Form
  - ii. Violation of Appropriate Behavior and Use of Technology Contract
  - iii. Violation of Technology Hardware Contract

## **9. Hybrid students:**

- a. Will be able to work from the Virtual Lab ~~or the Commons~~.
- b. Will be able to leave campus with a signed permission slip from guardians.
- c. Will not be under direct supervision of a teacher during hybrid hours.
- d. If students fall behind and/or are not passing coursework, they will be required to work from the Virtual Lab until assignments are on track and/or grades are passing.

## **Academic Policies**

### **1. Online Attendance/Adequate Academic Progress**

- a. Students enrolled in online courses must meet all state mandated compulsory attendance requirements and are not exempt from state truancy laws.
- b. Students will maintain a regular schedule of logging on and accessing courses.
- c. If the virtual learning platform is not accessed for 10 consecutive days or the student falls behind 20% or more, the student's course may be disabled and the student may be dismissed from the SVA and dropped from the district rolls for "Non-Attendance".

### **2. Students will keep up with readings, course assignments, homework, quizzes, and tests.**

### **3. Students will submit assignments, quizzes and tests in a timely manner according to the course calendar.**

### **4. Students will work independently and understand that permanent dismissal from the SVA may take place for violations of plagiarism, cheating and fraud.**

### **5. Students will communicate with teachers and other students in a professional manner in accordance with the "Internet Acceptable Use" policy. The sending of offensive messages or pictures will not be sent, displayed, or downloaded. District harassment policies apply.**

### **6. Students will respect the rights and privacy of others.**

7. **Students will only use their assigned password/ID and will not trespass into the files, folders, or work of other users.**
8. **Students will follow all Sapulpa School District Rules and Policies while logged on and participating in an online course.**
9. **Sapulpa Virtual Academy reserves the right to proctor any Tests/Cumulative Exams.**

**10. Progress Reports**

- a. All students enrolled in the SVA will have access to their Progress Report, via the online learning platform.
- b. Parents may access the Progress Report of their student by providing an email address to the virtual coordinator.

**11. All courses will have a mastery level of 60%**

**12. Grading**

- a. A letter grade will be posted on the transcript when course work is complete.
  - A (90-100)
  - B (80-89)
  - C (70-79)
  - D (60-69)
  - F (0-59)
  - NC (No Credit)

**13. Recognition of Credit**

- a. Congruent with the Sapulpa School District's policy on credit, each semester course is worth (.5) credit.
- b. Appropriate high school credit will be granted for completion of the course.
- c. This credit will count toward high school graduation requirements.

**14. Transfer Credit**

- a. Congruent with the Sapulpa School District policy with transferring credits and grades.

**15. Academic Integrity**

- a. Rules and policies regarding cheating and fraud are the same as set forth in the Sapulpa School District policy.
- b. Disciplinary action will be handled by the Virtual Coordinator and/or the site principal.

**16. Technology Access**

- a. Students may use their own computer or the chromebook provided.

**17. Special Education**

- a. When making an application, a committee (virtual coordinator, Director of Special Services and/or IEP team) will meet to determine eligibility on a case-by-case basis based on the educational appropriateness of online learning for each student.
- b. Support for personnel and accommodations set forth in a student's IEP or Section 504 Plan will determine whether or not the SVA is educationally appropriate.

**18. School Sponsored Extra-Curricular and Co-Curricular Activities**

- a. Students enrolled in the SVA may participate in extracurricular activities sponsored by the district in which they are enrolled in accordance with the state law regulations governing as set forth in 70.O.S. § 1-1( C )(8).

**19. End of Instruction Exams**

- a. Students enrolled in online courses must participate in required state-level academic assessments in the same manner as other regularly enrolled students within the state.

# PERSONNEL REPORT

July 10, 2023

## CERTIFIED PERSONNEL REPORT

### EMPLOYMENT

#### FIRST-YEAR TEMPORARY CONTRACTS

(Positions/duties subject to assignment by the Superintendent.)

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Landon Stewart	Teacher/TBD	August 07, 2023
Dawn Donnell	Teacher/\$50,783	August 07, 2023
Angela Goodwin	Teacher/\$45,587	August 07, 2023
Autumn Collins	Teacher/\$45,775	August 07, 2023
Troy Witzansky	Director of Support Services/\$86,000	July 01, 2023
Mindy Englett	Director of Educational Pathways/\$91,000	June 22, 2023

#### **(Pending Approval of Emergency Certification)**

Victoria Molencupp	Teacher	August 07, 2023
Garcia Hector	Teacher	August 07, 2023
Amber Lewis Sobowale	Teacher	August 07, 2023
Janene Hazelrigg	Teacher	August 07, 2023
Bianca Blevins	Teacher	August 07, 2023
Diana Garr	Teacher	August 07, 2023

### EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra-duty Assignment/Stipend</u>
Landon Stewart	Varsity Boys BB Asst/\$3,600
Brooke Rhodes	HS Yearbook Sponsor/\$2,000
Lindsay Hurst	JH Cheer/\$3,350
John Rains	9th Grade FB Asst Coach/\$2,400
Vanessa Zimmerman	Senior Class Sponsor/\$1,000
Dina Verel	Open SciEd Curriculum Training/\$500
Diana Garr	Open SciEd Curriculum Training/\$500
Donna Shaban	Open SciEd Curriculum Training/\$500
Brandy Lusk	Open SciEd Curriculum Training/\$500
	LMS Trainer/\$1,500
Jennifer Wiebe	LMS Trainer/\$1,500
Stephanie Kiesau	LMS Trainer/\$1,500
Amy Riff	LMS Trainer/\$1,500

Erin Niccum	LMS Trainer/\$1,500
Rebekah Decker	LMS Trainer/\$1,500
Lesli Whillock	LMS Trainer/\$1,500
Margaret Surber	LMS Trainer/\$1,500
Alexandria West	LMS Trainer/\$1,500
Elena Gonzalez Urbina	LMS Trainer/\$1,500
James Bloomer	LMS Trainer/\$1,500
Jessica Nicholson	LMS Trainer/\$1,500
Kim Castaldi	LMS Trainer/\$1,500
Shannon Lloyd	LMS Trainer/\$1,500
Suemaya Taha	LMS Trainer/\$1,500
Amber Robertson	LMS Trainer/\$1,500

**REMOVAL OF EXTRA DUTY ASSIGNMENTS/STIPENDS**

<b><u>Name</u></b>	<b><u>Extra-duty Assignment/Stipend</u></b>
John Rains	8th Grade Football Asst Coach/\$2,400
Scott Rossman	9th Grade Football Asst Coach/\$2,400

**CHANGE OF STATUS**

<b><u>Name</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Effective Date</u></b>
Adedolapo Sobowale	Bachelors/\$40,022	Masters/\$41,880	July 01, 2023
Zachary Little	Bachelors/\$40,022	Bachelors+15/\$40,771	July 01, 2023
John Rains	Bachelors/\$40,022	Masters \$41,422	July 01, 2023
Amy Salazar	Title I Teacher	English Teacher	July 01, 2023
Denzil Stamper	Asst HS Principal	JH "Interim" Principal	July 03, 2023

**TRANSFER**

<b><u>Name</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Effective Date</u></b>
None			

**FMLA REQUEST**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Reason</u></b>	<b><u>Effective Date</u></b>
None			

**RESIGNATIONS**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Michale Stanley	Mental Health Coord	June 30, 2023
Cami Nicholson	Teacher	June 30, 2023
Rhonda Dami	Teacher	June 30, 2023
Coresa Miller	Teacher	June 30, 2023

# PERSONNEL REPORT

July 10, 2023

## SUPPORT PERSONNEL REPORT

### EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Elizabeth Watson	Receptionist/\$13.08 hr	June 26, 2023
Donna Wells	CN Cook II/\$15.00 hr	August 18, 2023
Josh Hicks	ADC Supervisor/\$17.63 hr	August 17, 2023
Jaylan Gibson	JH Softball Asst. Coach	June 30, 2023
Lisa Gourley	JH Volleyball Coach/\$2,000	June 30, 2023

### STIPENDS

<u>Name</u>	<u>Extra-Duty/Stipend</u>
Joshua Stephens	9th Grade Boys BB Coach/\$3,200
Josh Hicks	8th Grade Football Asst/\$2,400
Vanessa Zimmerman	HS STUCO Sponsor/\$1,000

### REMOVAL OF STIPENDS

<u>Name</u>	<u>Stipend</u>
None	

**CHANGE OF STATUS**

<b><u>Name</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Effective Date</u></b>
None			

**TRANSFERS**

<b><u>Name</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Effective Date</u></b>
Mendi Estes	Jr. High Registrar	Human Capital Specialist	July 01, 2023

**FMLA LEAVE REQUEST**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Reason</u></b>	<b><u>Effective Date</u></b>
None			

**LEAVE OF ABSENCE**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
None		

**RESIGNATIONS/RETIREMENTS**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Lacy Carroll	Cultural Liaison	June 30, 2023
Linda Oates	Teacher Asst	June 30, 2023
Monica Brown	Custodian	June 15, 2023

## **2023 Summer Program Employees**

### **NAME**

Lindsay Hurst  
Amy Sanders  
Tamara Andrews  
Vanessa Zimmerman  
Tiffany Hamilton  
Kayla Deerinwater

### **POSITION/PROGRAM**

Summer School Teacher SMS  
Summer School Teacher SMS  
Summer School Teacher SMS  
Indian Education Camp  
Indian Education Camp  
Indian Education Camp