

Regular Meeting of The Board of Education Independent School District Number  
33, Creek County  
Monday, October 13, 2025 6:00 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 Vice President Larry Hoover called the meeting to order at 6 pm. Jefferson Heights Principal Gina Ritchie introduced 5th Grade Student Stella Havenstrite to lead the Pledge of Allegiance.

II. Formal Adoption of the Agenda

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

To formally adopt the Agenda passed with a motion by Melinda Ryan and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Absent

Johnny Merrell: Absent

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

III. Consent Agenda

III.A. Approval of Meeting Minutes.

III.A.1. 9.04.2025 Regular BOE Meeting Minutes

III.B. Approval of the 2025-26 General Fund Purchase Order Encumbrance Numbers 333 through 495.

III.C. Approval of the 2025-26 Building Fund Purchase Order Encumbrance Numbers 99 through 132.

III.D. Approval of the 2025-26 Child Nutrition Fund Purchase Order Encumbrance Numbers 45 through 49.

III.E. Approval of the 2025-26 Fund 04 Lease Revenue Purchase Order Encumbrance Number 12.

III.F. Approval of the 2025-26 Bond Fund 36 Purchase Order Encumbrance Number 1.

III.G. Approval of the 2025-26 Bond Fund 37 Purchase Order Encumbrance Number 6.

- III.H. Approval of the monthly financial reports of the School Activity Funds account.
- III.I. Approval of the monthly financial report for the SPS Endowed Scholarship Accounts, Fund 81.
- III.J. Approval of the Treasurer's Report on the status of Funds and Investments.
- III.K. Approval of the 2026 BOE Calendar Schedule
- III.L. Approval of 2025-26 Residency Committee.
- III.M. Approval of the 2025 October Capacity Numbers.
- III.N. Approval of the 2023-24 Dropout Report.
- III.O. Approval of the 2025-26 Muscogee (Creek) Nation MOU for the provision of coordinated Mvskoke Language Services.
- III.P. Approval of the 2025-26 LAB AIDS Digital Content Agreement.
- III.Q. Approval of the 2025-26 SPS District Chase Morris Cardiac Emergency Response Plans.
- III.R. Approval of the 2025-26 edmentum Exact Path Services for Sapulpa Middle School.
- III.S. Approval of Off-Season payment to Sarah Veach for the 2021-22 and 2022-23 school years.
- III.T. Approval of the 2025-26 Junior Achievement JA BizTown Contract with Jefferson Heights Elementary.
- III.U. Approval of the 2025-26 Voluntary Student Accident Insurance Program.
- III.V. Approval of the 2025-26 Prom Venue contract with Camp Loughridge.
- III.W. Approval of a generous anonymous donation of \$1,575 to sponsor three band students for the BOA marching band trip in October 2025.
- III.X. Approval of a generous donation of \$300 from Bison Electric to the NASA club.
- III.Y. Approval of a generous donation of \$100 from Midwest Printing to JHE Teacher Tiffany Walker for classroom needs.
- III.Z. Approval of a generous anonymous donation of \$1,000 to Athletics.
- III.AA. Approval of a generous donation from Muscogee Creek Nation in the amount of \$4,560 to send Michelle Benning and Keyla Chapman to the NJOMA Conference in Denver, they have been awarded Runner-up National JOM Educator of the year.
- III.BB. Approval of Out of State Activity Trips

III.BB.1. Liberty Stem Club-Saco, Maine

III.BB.2. SHS Choir-St.Louis, MO

III.BB.3. JROTCx4-Mountain Home, AR-Colorado Springs,  
CO-Webb City, MO-Ozark, MO

III.CC. Approval of Fundraisers as per attachment.

To approve Consent Agenda Items III.A. and III.AC. passed with a motion by Sarah Havenstrite and a second by Melinda Ryan.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Absent

Johnny Merrell: Absent

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

IV. Hearing from the Public None

V. Information and Discussion Items

V.A. Superintendent Comments Superintendent Rob Armstrong recognized some items approved from the Consent Agenda: the BOE Calendar Dates for 2026, the generous donations, and Camp Loughridge for the 2026 Prom Venue. He then introduced Kim Frie, the Fine Arts Director, and Kiley Barnett, the Routes to Success Director. Upcoming events, Parent Teacher Conferences and Fall Break.

V.B. Routes to Success Update Director Kiley Barnett shared the success of the program's first guest speaker, Lael Alexander. It was held at the Way Point Lounge with about 83 in attendance. There will be four more guest speakers for the Fall Session. The program is continuing the search for community internships.

V.C. Bond Update Superintendent Rob Armstrong reported that the block wall radius for Area A is complete. Block Box block wall to start next. Panels will begin to show up next week, a total of 110 to be delivered from Kansas City. Area C slab work will begin to pour on Friday, 48 trucks worth of concrete. Retaining walls continue to be built down Mission Street. Projects to start next are the Chieftain Center and the End Zone building.

VI. Action Items

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

VI.B. Discussion, motion, and vote on a motion to approve/disapprove of GMP Amendment #4 for a total of \$22,194,498.00, which includes Base plus Alternate #1 as well as recommended work covered in the bidding documents, project requirements, allowances, insurance, and fees for SHS Chieftain Center and End Zone Building (Bond 2023).

To disapprove of GMP Amendment #4 for a total of \$22,194,498.00, which includes Base plus Alternate #1 as well as recommended work covered in the bidding documents, project requirements, allowances, insurance, and fees for SHS Chieftain Center and End Zone Building (Bond 2023) passed with a motion by Melinda Ryan and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea  
Larry Hoover: Yea  
Steve McCormick: Absent  
Johnny Merrell: Absent  
Melinda Ryan: Yea  
Yea: 3, Nay: 0, Absent: 2

VI.C. Discussion, motion, and vote on a motion to approve/disapprove of GMP Amendment #4 for SPS Capital Improvements a total of \$23,332,989.00, which includes Base plus Alternate #1 and #2 as well as recommended work covered in the bidding documents, project requirements, allowances, insurance, and fees for SHS Chieftain Center and End Zone Building (Bond 2023).

To approve of GMP Amendment #4 for SPS Capital Improvements, a total of \$23,332,989.00, which includes Base plus Alternate #1 and #2, as well as recommended work covered in the bidding documents, project requirements, allowances, insurance, and fees for SHS Chieftain Center and End Zone Building (Bond 2023) passed with a motion by Melinda Ryan and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea  
Larry Hoover: Yea  
Steve McCormick: Absent  
Johnny Merrell: Absent

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

VI.D. Discussion, motion, and vote on a motion to approve/disapprove the 2025-26 Operating Budget as presented.

To approve the 2025-26 Operating Budget as presented passed with a motion by Sarah Havenstrite and a second by Larry Hoover.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Absent

Johnny Merrell: Absent

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

VI.E. Discussion, motion, and vote on a motion to approve/disapprove the signed Creek County Clerk copy of the 2025-26 EON as presented.

To approve the signed Creek County Clerk copy of the 2025-26 EON as presented passed with a motion by Melinda Ryan and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Absent

Johnny Merrell: Absent

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

VI.F. Discussion, motion, vote on a motion to approve/disapprove the modification of Policy 492 Standards of Performance and Conduct for Teachers.

To approve the modification of Policy 492 Standards of Performance and Conduct for Teachers passed with a motion by Melinda Ryan and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Absent

Johnny Merrell: Absent

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

VI.G. Discussion, motion, vote on a motion to approve/disapprove the modification of Policy 544.2 Administration of Medicine to Students.

To approve the modification of Policy 544.2 Administration of Medicine to Students passed with a motion by Melinda Ryan and a second by Larry Hoover.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Absent

Johnny Merrell: Absent

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

VI.H. Discussion, motion, and vote on a motion to approve/disapprove the modification of Policy 561 Child Abuse Reporting and Investigation.

To approve the modification of Policy 561 and policy name change to Abuse, Neglect, Exploitation, and Trafficking passed with a motion by Larry Hoover and a second by Melinda Ryan.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Absent

Johnny Merrell: Absent

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

VI.I. Discussion, motion, and vote on a motion to approve/disapprove the modification of Policy 723.1\* Rules and Regulations.

To approve the modification of Policy 723.1\* Rules and Regulations passed with a motion by Melinda Ryan and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Absent

Johnny Merrell: Absent

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

VI.J. Discussion, motion, and vote on a motion to approve/disapprove the modification of Policy 939 Notice of Non-Discrimination.

To approve the modification of Policy 939 Notice of Non-Discrimination passed with a motion by Melinda Ryan and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Absent

Johnny Merrell: Absent

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

VI.K. Discussion, motion, and vote on a motion to approve/disapprove MOU between Sapulpa Public Schools and United Sapulpa Educators (USE).

To approve the MOU between Sapulpa Public Schools and United Sapulpa Educators (USE) passed with a motion by Sarah Havenstrite and a second by Melinda Ryan.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Absent

Johnny Merrell: Absent

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

VI.L. Proposed Executive Session to discuss the Personnel listed, to conduct the ongoing evaluation of the Superintendent, and to discuss confidential communications with John Priddy, legal counsel for the school district, concerning a pending investigation when advised by Mr. Priddy that disclosure of any additional information could seriously impair the ability of the school district to process the claim or conduct a pending investigation regarding a financial matter in the public interest, as

authorized by 25 O.S. Section 307 (B) (1),(4) of the Oklahoma Open Meeting Act.

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

To convene in Executive Session at 6:58 pm passed with a motion by Sarah Havenstrite and a second by Melinda Ryan.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Absent

Johnny Merrell: Absent

Melinda Ryan: Yea

Yea: 3, Nay: 0, Absent: 2

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

Vice President Larry Hoover acknowledged the board's return to Open Session at 7:40 pm.

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

The Board of Education went into Executive Session at 6:58 pm to discuss Personnel as listed, to conduct an ongoing evaluation of the Superintendent, and to discuss confidential communications with John Priddy, legal counsel for the school district, concerning a pending investigation, when advised by Mr. Priddy that disclosure of any additional information could seriously impair the ability of the school district to process the claim or conduct a pending investigation regarding a financial matter in the public interest, as authorized by 25 O.S. Section 307(B)(1) and (B)(4) 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 7:40 pm. Present in Executive Session were Sarah Havenstrite, Melinda Ryan, Larry Hoover, Rob Armstrong, and John Priddy (via phone call). No action was taken. This constitutes the minutes of the Executive Session.

VI.M. Personnel

VI.M.1. Vote to approve/disapprove Employing Personnel as per Attachment.

To approve Employing Personnel as per the attachment passed with a motion by Melinda Ryan and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea  
Larry Hoover: Yea  
Steve McCormick: Absent  
Johnny Merrell: Absent  
Melinda Ryan: Yea  
Yea: 3, Nay: 0, Absent: 2

VI.M.2. Vote to approve/disapprove FMLA for Kayla Legrand, effective September 02, 2025, through January 19, 2026.

To approve FMLA for Kayla Legrand, effective September 02, 2025, through January 19, 2026 passed with a motion by Melinda Ryan and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea  
Larry Hoover: Yea  
Steve McCormick: Absent  
Johnny Merrell: Absent  
Melinda Ryan: Yea  
Yea: 3, Nay: 0, Absent: 2

VI.M.3. Vote to approve/disapprove FMLA request for Elizabeth Watson, effective September 05, 2025, through October 17, 2025.

To approve FMLA request for Elizabeth Watson, effective September 05, 2025, through October 17, 2025 passed with a motion by Melinda Ryan and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea  
Larry Hoover: Yea  
Steve McCormick: Absent  
Johnny Merrell: Absent  
Melinda Ryan: Yea  
Yea: 3, Nay: 0, Absent: 2

VI.M.4. Vote to approve/disapprove FMLA for Xander Heavener, effective August 07, 2025, through January 06, 2026.

To approve FMLA for Xander Heavener, effective August 07, 2025, through January 06, 2026 passed with a motion by Melinda Ryan and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea  
Larry Hoover: Yea  
Steve McCormick: Absent  
Johnny Merrell: Absent  
Melinda Ryan: Yea  
Yea: 3, Nay: 0, Absent: 2

VI.M.5. Vote to accept Resignations received since the last board meeting.

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

Sarah Havenstrite: Yea  
Larry Hoover: Yea  
Steve McCormick: Absent  
Johnny Merrell: Absent  
Melinda Ryan: Yea  
Yea: 3, Nay: 0, Absent: 2

## VII. Adjournment

To adjourn at 7:44 pm passed with a motion by Larry Hoover and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea  
Larry Hoover: Yea  
Steve McCormick: Absent  
Johnny Merrell: Absent  
Melinda Ryan: Yea  
Yea: 3, Nay: 0, Absent: 2

Regular Meeting of The Board of Education Independent School District Number  
33, Creek County  
Thursday, September 4, 2025 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.  
Vice President Larry Hoover called the meeting to order at 12 pm and asked Andy Tuttle, Operations Manager, to lead the Pledge of Allegiance.

II. Formal Adoption of the Agenda

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

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Absent
Johnny Merrell:	Yea
Melinda Ryan:	Yea

Yea: 4, Nay: 0, Absent: 1

III. Consent Agenda

III.A. Approval of Board Minutes.

III.A.1. 8.05.2025-Regular BOE Meeting

III.B. Approval of the 2025-26 General Fund Purchase Order encumbrance numbers 180 through 332.

III.C. Approval of the 2025-26 Building Fund Purchase Order encumbrance numbers 65 through 98.

III.D. Approval of the 2025-26 Child Nutrition Fund Purchase Order encumbrance numbers 26 and 44.

III.E. Approval of the 2025-26 Lease Revenue Fund 4 Purchase Order Encumbrance numbers 8 through 11.

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

III.G. Approval of the monthly financial report for the SPS Endowed Scholarship Accounts, Fund 81.

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

III.I. Approval of 2025-26 Estimate of Needs.

III.J. Approval of the 2025-26 Gifted and Talented Local Advisory Committee recommended by the Superintendent as per attachment.

III.K. Approval of College Remediation Rates for 2023.

III.L. Approval of the 2025-26 Participation Agreement between Oklahoma State Dept of Education, Public Consulting Group LLC, and SPS for School-Based Health Services Program.

III.M. Approval of the 2025-26 Legal Contract between Sapulpa Public Schools and Kylee Armstrong, Speech-Language Pathologist.

III.N. Approval of the 2025-26 Spring Creek Educational Agreement.

III.O. Approval of the 2025-26 NSU MOU for Teacher Internship.

III.P. Approval of the 2025-26 Student Data Permission Agreement between ACT Education Corp. and Sapulpa Public Schools.

III.Q. Approval of the 2025-26 PowerSchool SchoolMessenger Communicate Quote.

III.R. Approval of the 2025-26 renewal of the PowerSchool PM Assessment and Advanced Reporting Core+ Quote.

III.S. Approval of the 2025-26 INSTRUCTURE Order Form for Transcript Services for the High School.

III.T. Approval to add the Rotary Interact Club as a new Activity Account for the High School.

III.U. Approval of the 2025-26 GoFan Digital Tickets Sales Agreement between Huddle Tickets, LLC and Sapulpa Public Schools.

III.V. Approval of the 2025-26 Sponsorship Agreement between Sapulpa Athletics and Chick-fil-A Glenpool.

III.W. Approval of the 2026 Rogers Invitational Tournament Contract for the Varsity Boys Basketball team.

III.X. Approval of a generous donation of \$250 to the Volleyball Booster from Ace Hardware.

III.Y. Declaration of Surplus

III.Y.1. District-ELA Curriculum and Instructional Supplies

III.Y.2. Jefferson Heights-Curriculum and Instructional Supplies

III.Z. Approval of Out of State Activity Trips

III.Z.1. SHS-US History-Washington D.C.

III.AA. Approval of Fundraisers as per the attachment.

To approve Consent Agenda Items A-AA, with the specification of the AVL design cost going toward the project cost passed with a motion by Melinda Ryan and a second by Sarah Havenstrite.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Absent
Johnny Merrell:	Yea
Melinda Ryan:	Yea

Yea: 4, Nay: 0, Absent: 1

IV. Hearing from the Public

None

V. Information & Discussion Items

V.A. Enrollment Report

Asst Superintendent Johnny Bilby gave the Enrollment Report. The 2025-26 school year is down by 169 students in comparison to the last school year. There is a noticeable decrease in Pre-K numbers and incoming Freshman numbers from Allen Bowden, Lone Star, and Pretty Water. Enrollment numbers are down across the state of Oklahoma, as reported by other Districts/Superintendents.

V.B. Superintendent Comments

Superintendent Rob Armstrong reported that on the 10th Day of school, students and staff are getting into routines for the school year. There are 298 Certified and 252 Support staff members. First week enrollment numbers are 3,600 Pre-K through 12th Grade students. We are Class 6A-2, 32nd Largest 9th-12th ADM. The Foundation Golf tournament is on Monday, and EON (GF Budget \$40,996,119.58) will be approved on 9.09.2025.

V.C. Bond Projects Update

Superintendent Armstrong continued with the Bond Update. The current mill rate is 30.37. The District value grew from \$253 million to \$271 million (7%) for 2025-26, which is trending in a great direction. The weather continues to impact the HS Project and is three to three and a half months behind. Progress to

start looking for block walls to start appearing in Area A, and steel work to begin in Area C. The Chieftain Center/End Zone Building packages are out for bid, should return in the next ten days, and will be presented at the October BOE meeting.

## VI. Action Items

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

VI.B. Discussion, motion, vote on a motion to approve/disapprove HVAC repair/install services in the 700 Hall due to equipment failure, and to authorize the Superintendent and/or designee to make the necessary decisions to complete repairs as soon as possible, per Policy 311.

To approve replacing the HVAC unit in the 700/800 Hall due to equipment failure, and to authorize the Superintendent and/or designee to make the necessary decisions to complete repairs as soon as possible, per Policy 311. passed with a motion by Melinda Ryan and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea  
Larry Hoover: Yea  
Steve McCormick: Absent  
Johnny Merrell: Yea  
Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

VI.C. Proposed Executive Session to discuss Personnel as listed, negotiations with United Sapulpa Educators and United Sapulpa Educators/Educational Support Personnel, and to conduct ongoing evaluation of the Superintendent, as authorized by 25 O.S. Section 307 (B)(1) and (B)(2) of the Oklahoma Open Meeting Act.

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

To convene in Executive Session at 12:37 pm passed with a motion by Melinda Ryan and a second by Johnny Merrell.

Sarah Havenstrite: Yea  
Larry Hoover: Yea  
Steve McCormick: Absent  
Johnny Merrell: Yea  
Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

VI.C.2. To acknowledge the Board has returned to Open Session.  
Vice President Larry Hoover acknowledged the Board's return to Open Session at 1:18 pm.

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

The Board of Education went into Executive Session at 12:37 pm to discuss Personnel as listed, negotiations with United Sapulpa Educators and United Sapulpa Educators/Educational Support Personnel, and to conduct an ongoing evaluation of the Superintendent, as authorized by 25 O.S. Section 307(B)(1) and (B)(2) 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 1:18 pm. Present in Executive Session were Johnny Merrell, Sarah Havenstrite, Melinda Ryan, Larry Hoover, and Rob Armstrong. 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 Sarah Havenstrite and a second by Melinda Ryan.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Absent
Johnny Merrell:	Yea
Melinda Ryan:	Yea

Yea: 4, Nay: 0, Absent: 1

VII.B. Vote to approve/disapprove FMLA request for Kiley Barnett effective September 04, 2025, through November 06, 2025.

To approve FMLA request for Kiley Barnett, effective September 04, 2025, through November 06, 2025 passed with a motion by Sarah Havenstrite and a second by Melinda Ryan.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Absent
Johnny Merrell:	Yea
Melinda Ryan:	Yea

Yea: 4, Nay: 0, Absent: 1

VII.C. Vote to approve/disapprove FMLA request for Michelle Dixon effective August 21, 2025, through September 02, 2025.

To approve FMLA request for Michelle Dixon, effective August 21, 2025, through September 02, 2025 passed with a motion by Sarah Havenstrite and a second by Melinda Ryan.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Absent
Johnny Merrell:	Yea
Melinda Ryan:	Yea

Yea: 4, Nay: 0, Absent: 1

VII.D. Vote to approve/disapprove FMLA request for Alex Ruby, effective August 22, 2025, through November 17, 2025.

To approve FMLA request for Alex Ruby, effective August 22, 2025, through November 17, 2025 passed with a motion by Sarah Havenstrite and a second by Melinda Ryan.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Absent
Johnny Merrell:	Yea
Melinda Ryan:	Yea

Yea: 4, Nay: 0, Absent: 1

VII.E. Vote to approve/disapprove Athletic Department Coaches for the 2025-26 school year as per the attachment.

To approve Athletic Department Coaches for the 2025-26 school year as per the attachment passed with a motion by Sarah Havenstrite and a second by Melinda Ryan.

Sarah Havenstrite:	Yea
Larry Hoover:	Yea
Steve McCormick:	Absent
Johnny Merrell:	Yea
Melinda Ryan:	Yea

Yea: 4, Nay: 0, Absent: 1

VII.F. Vote to approve/disapprove of hiring Adjunct Coaches for the 2025-26 school year as per the attachment.

To approve hiring Adjunct Coaches for the 2025-26 school year as per the attachment passed with a motion by Sarah Havenstrite and a second by Melinda Ryan.

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

VII.G. Vote to approve/disapprove a negotiated agreement with United Sapulpa Educators for the 2025-26 school year.

To approve a negotiated agreement with United Sapulpa Educators for the 2025-26 school year passed with a motion by Sarah Havenstrite and a second by Melinda Ryan.

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

VII.H. Vote to approve/disapprove a negotiated agreement with United Sapulpa Educators/Educational Support Personnel for the 2025-26 school year.

To approve a negotiated agreement with United Sapulpa Educators/Educational Support Personnel for the 2025-26 school year passed with a motion by Sarah Havenstrite and a second by Melinda Ryan.

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

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

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

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

#### VIII. Adjournment

To adjourn at 1:22 pm passed with a motion by Sarah Havenstrite and a second by Melinda Ryan.

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

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 332 - 9999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	332	09/03/2025	796	OKLAHOMA GAS & ELECTRIC CO	DISTRICT ELECTRICAL SERVICES	200,000.00
11	333	09/03/2025	3042	HOUGHTON MIFFLIN HARCOURT PUB	011/511-Read 180 Materials- HMH FY26	519.75
11	334	09/03/2025	3826	SECURITY BANK CARD CENTER INC	Title One Reading Student Enrichment	2,200.00
11	335	09/03/2025	3826	SECURITY BANK CARD CENTER INC	Counselor Student Enrichment	700.00
11	336	09/03/2025	3826	SECURITY BANK CARD CENTER INC	GT Student Enrichment	1,310.00
11	337	09/03/2025	3826	SECURITY BANK CARD CENTER INC	PE Student Enrichment	300.00
11	338	09/03/2025	3826	SECURITY BANK CARD CENTER INC	613-Sped OTI Reg. Fees Nov. 12- 13, 2025 Owasso	1,500.00
11	339	09/03/2025	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Bus 28 Labor to repair fuel leak	360.00
11	340	09/03/2025	310	INSTRUCTURE, INC.	Annual Renewal - SIF Agent for Destiny	1,400.00
11	341	09/04/2025	3826	SECURITY BANK CARD CENTER INC	Renewal of Park Bench Software	425.00
11	342	09/05/2025	718	AUBREY WILLIAMS	621-Sped-Parent Mileage OSD- Williams	3,000.00
11	343	09/05/2025	2212	POWERSCHOOL GROUP LLC	PowerSchool annual School Messenger Communicate	7,427.91
11	344	09/05/2025	1818	MERRIFIELD OFFICE SUPPLY	011-Sped-Supplies & Materials	500.00
11	345	09/05/2025	3826	SECURITY BANK CARD CENTER INC	Speech Classroom Supplies	100.00
11	346	09/05/2025	3826	SECURITY BANK CARD CENTER INC	Projector Lamp Bulbs	467.88
11	347	09/05/2025	3826	SECURITY BANK CARD CENTER INC	Mussler Classroom Supplies	250.00
11	348	09/05/2025	3826	SECURITY BANK CARD CENTER INC	Ruth Classroom Supplies	1,000.00
11	349	09/08/2025	1269	SOFTWARE HOUSE INTERNATIONAL	Annual Renewal- Adobe Creative Cloud	2,460.00
11	350	09/08/2025	8731	SAPULPA POLICE DEPARTMENT	2 FULL TIME SRO'S	69,479.07
11	351	09/08/2025	3826	SECURITY BANK CARD CENTER INC	Smith - Library Supplies	239.99
11	352	09/08/2025	3826	SECURITY BANK CARD CENTER INC	TSA Affiliation fees	500.00
11	353	09/10/2025	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 37 NOX Sensor	820.00
11	354	09/10/2025	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 37 Steering Shaft	550.00
11	355	09/10/2025	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 14 Stop Arm Assembly	550.00
11	356	09/10/2025	3171	TURNITIN, LLC	075/TURNITIN/S.SHIBLEY	4,830.00
11	357	09/10/2025	3826	SECURITY BANK CARD CENTER INC	022/GEARUP/A.WARNER/SUPPLI ES/SENIOR SEMINAR	500.00
11	358	09/10/2025	3826	SECURITY BANK CARD CENTER INC	022/GEARUP/A.WARNER/SUPPLI ES/COLLEGE APP WK.	500.00
11	359	09/10/2025	3826	SECURITY BANK CARD CENTER INC	022/GEARUP/D.KEIL/VILLAGE TOURS	7,500.00
11	360	09/10/2025	3826	SECURITY BANK CARD CENTER INC	022/GEARUP/D.KEIL/SUPPLIES/F ASFA	500.00
11	361	09/10/2025	3826	SECURITY BANK CARD CENTER INC	instructional classroom supplies Social Studies	100.00
11	362	09/10/2025	3826	SECURITY BANK CARD CENTER INC	instructional classroom supplies for Science	200.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 332 - 9999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	363	09/10/2025	3826	SECURITY BANK CARD CENTER INC	instructional classroom supplies for Math	100.00
11	364	09/10/2025	3826	SECURITY BANK CARD CENTER INC	Amazon: for instructional classroom supplies	200.00
11	365	09/10/2025	3826	SECURITY BANK CARD CENTER INC	Amazon: instructional classroom supplies for Art	200.00
11	366	09/10/2025	3826	SECURITY BANK CARD CENTER INC	Amazon: instructional supplies for classroom	200.00
11	367	09/10/2025	624	GREAT EXPECTATIONS	11-165 2 sessions of GE Training	1,500.00
11	368	09/10/2025	1400	GBC - NORTH AMERICAN DIRECT	Maintenance Agreement on Laminator	583.00
11	369	09/10/2025	39594	IXL LEARNING, INC.	11-165 Math & Reading	5,625.00
11	370	09/10/2025	3826	SECURITY BANK CARD CENTER INC	621-Sped N2Y License Renewal FY26	1,819.93
11	371	09/10/2025	82	STEPHEN ROBERT SMITH	552- Ben Franklin Program for Revolutionary Day	800.00
11	372	09/10/2025	84	STATE OF OKLAHOMA	552- Speaker fees for Revolutionary Day	200.00
11	373	09/10/2025	1990	COLONIAL WILLIAMSBURG FOUNDATION	552- Speaker fees for Revolutionary Day	2,500.00
11	374	09/10/2025	3826	SECURITY BANK CARD CENTER INC	552- Supplies for Revolutionary Day	500.00
11	375	09/10/2025	3826	SECURITY BANK CARD CENTER INC	INSTRUCTIONAL MATERIALS	3,000.00
11	376	09/10/2025	3826	SECURITY BANK CARD CENTER INC	Noble Classroom Supplies	448.50
11	377	09/10/2025	3826	SECURITY BANK CARD CENTER INC	Health/PE activities for advisory classes	500.00
11	378	09/10/2025	3826	SECURITY BANK CARD CENTER INC	SUPPLIES NEEDED FOR CLASSROOMS	2,066.00
11	379	09/10/2025	3826	SECURITY BANK CARD CENTER INC	Tucker Classroom Supplies	250.00
11	380	09/10/2025	3826	SECURITY BANK CARD CENTER INC	Shaban Classroom Supplies	250.00
11	381	09/10/2025	3826	SECURITY BANK CARD CENTER INC	Counselor Supplies	130.00
11	382	09/11/2025	640	COCHLEAR AMERICAS	621 Sped-Cochlear Mini Mic+ HI Equipment	315.00
11	383	09/11/2025	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Bus 27 Upstream NOX sensor	675.00
11	384	09/15/2025	677	CODEHS, INC.	CODE HS Tech Curriculum for SMS and SJH	23,070.00
11	385	09/15/2025	3826	SECURITY BANK CARD CENTER INC	541- Flights to Salt Lake City for TESOL Conf.	2,340.00
11	386	09/15/2025	3826	SECURITY BANK CARD CENTER INC	541- Hotel in Salt Lake City for TESOL conference	2,400.00
11	387	09/15/2025	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Bus 37 Labor to replace nox sensor	1,095.95
11	388	09/15/2025	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Bus 27 Labor to Replace Nox Sensor	1,095.95
11	389	09/15/2025	3826	SECURITY BANK CARD CENTER INC	purchase of Polo's	200.00
11	390	09/16/2025	3505	SOUTHERN TIRE MART, LLC	Band Box Truck Tires	2,313.50
11	391	09/16/2025	526	STUDENT PROVISIONING SERVICES LLC	Annual Renewal- Student Account Creation Service	5,155.51

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 332 - 9999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	392	09/16/2025	3826	SECURITY BANK CARD CENTER INC	Amazon-instructional supplies for classroom	175.00
11	393	09/16/2025	2015	CONVERGINT TECHNOLOGIES LLC	GENETEC STREAMVAULT SERVER/SOFTWARE/LICENSES	45,884.53
11	394	09/18/2025	3826	SECURITY BANK CARD CENTER INC	11 - Storjahann PreK - Instruction/ Class	350.00
11	395	09/18/2025	3826	SECURITY BANK CARD CENTER INC	11 - Mercer Prek - Instructional/Class	350.00
11	396	09/18/2025	3826	SECURITY BANK CARD CENTER INC	11 - Gonzalez Kg. - Instruction/ Class	250.00
11	397	09/18/2025	3826	SECURITY BANK CARD CENTER INC	11 -Harris Kg. - Instruction/Classroom	350.00
11	398	09/18/2025	3826	SECURITY BANK CARD CENTER INC	11 - Peterson 1st - Instructional/Classrom	350.00
11	399	09/18/2025	3826	SECURITY BANK CARD CENTER INC	11 - Walker 1st - Instructional/Class	300.00
11	400	09/18/2025	3826	SECURITY BANK CARD CENTER INC	11 - Donnell 2nd - Instructional/Classroom	250.00
11	401	09/18/2025	3826	SECURITY BANK CARD CENTER INC	11 - McElyea 2nd - Instructional/Classroom	250.00
11	402	09/18/2025	3826	SECURITY BANK CARD CENTER INC	11 - Loghry 3rd - Instruction/Classroom	250.00
11	403	09/18/2025	3826	SECURITY BANK CARD CENTER INC	11 - Arundell 4th - Instructional / Classroom	350.00
11	404	09/18/2025	3826	SECURITY BANK CARD CENTER INC	11 - Delozier 4th - Instructional/Classroom	250.00
11	405	09/18/2025	3826	SECURITY BANK CARD CENTER INC	11 - Baccus - 5th - Instruction/Classroom	350.00
11	406	09/18/2025	3826	SECURITY BANK CARD CENTER INC	11 - Newport 5th - Instructional/ Classroom	350.00
11	407	09/18/2025	3826	SECURITY BANK CARD CENTER INC	11 - Clostio 3rd - Instructional/ Classroom	250.00
11	408	09/18/2025	3826	SECURITY BANK CARD CENTER INC	075/ADAMS/NICCUM/SpEd CLASSROOM SUPPLIES	202.24
11	409	09/18/2025	3826	SECURITY BANK CARD CENTER INC	075/S.ADAMS/BARKER/SpEd/CL ASSROOM SUPPLIES	165.36
11	410	09/18/2025	3826	SECURITY BANK CARD CENTER INC	AOPA STEM Symposium- Indianapolis, IN	550.00
11	411	09/18/2025	3826	SECURITY BANK CARD CENTER INC	INDENTOGO - EMPLOYEE BACKGROUND CHECKS	2,000.00
11	412	09/18/2025	3826	SECURITY BANK CARD CENTER INC	BPA Dues (Advisors & Students)	460.00
11	413	09/18/2025	3826	SECURITY BANK CARD CENTER INC	Hotel Charges for AOPA STEM Symposium	510.00
11	414	09/19/2025	9247	WHEELER METALS	Metal for ag mechanics shop	1,313.34
11	415	09/19/2025	3826	SECURITY BANK CARD CENTER INC	Rhoads Classroom Supplies	250.00
11	416	09/19/2025	3826	SECURITY BANK CARD CENTER INC	Art Budget	3,500.00
11	417	09/19/2025	2878	RIVERSIDE ASSESSMENTS, LLC	Testing Materials for GT Testing	11,000.00
11	418	09/22/2025	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Bus 27 Front Brakes	500.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 332 - 9999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	419	09/22/2025	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 37 Front Brakes	537.00
11	420	09/22/2025	54139	VARSITY BRANDS HOLDING CO INC.	AED FOR ATHLETICS	1,706.63
11	421	09/22/2025	31353	OKLAHOMA BPA	Fall Leadership, Norman, 20 Oct, Wiebe & Greer	80.00
11	422	09/22/2025	3826	SECURITY BANK CARD CENTER INC	Chapman Classroom Supplies	250.00
11	423	09/23/2025	4055	O T A PIKEPASS	PIKEPASS TOLLS FOR DISTRICT VEHICLES	500.00
11	424	09/24/2025	3826	SECURITY BANK CARD CENTER INC	Livestock Judging . com Subscription	300.00
11	425	09/24/2025	3826	SECURITY BANK CARD CENTER INC	Gear-Up Travel Reim.	1,050.00
11	426	09/24/2025	31134	CRAZY CROW TRADING POST LLC	Native American Supplies	3,000.00
11	427	09/24/2025	3826	SECURITY BANK CARD CENTER INC	supplies business cards folders	3,070.94
11	428	09/24/2025	3826	SECURITY BANK CARD CENTER INC	011-District CPR Card Fees-ARC/LifePro	301.00
11	429	09/24/2025	3826	SECURITY BANK CARD CENTER INC	SPED Funds - Supplies/Curriculum Needs	600.00
11	430	09/24/2025	99998	SAPULPA PUBLIC SCHOOLS	Chromebook insurance	22,450.00
11	431	09/24/2025	584	SUN AUTO TIRE & SERVICE, INC.	Tires for maintenance truck	866.02
11	432	09/24/2025	584	SUN AUTO TIRE & SERVICE, INC.	Tires for Grounds Truck 253	1,640.00
11	433	09/24/2025	3826	SECURITY BANK CARD CENTER INC	Purchases for Bus Supplies	1,000.00
11	434	09/24/2025	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Bus 25 Repair After Treatment System	412.00
11	435	09/25/2025	3826	SECURITY BANK CARD CENTER INC	Replacement Lights for HS Auditorium- Amazon	1,500.00
11	436	09/25/2025	2560	HOUGHTON MIFFLIN HARCOURT	621-SPED-Read 180 Materials-HMH	262.50
11	437	09/26/2025	60139	OSSBA	WEBINAR CONTINUING ED - K. TERRONES	500.00
11	438	09/26/2025	278	DEMCO, INC	Using Pcard Book Processing Supplies	285.70
11	439	09/26/2025	3826	SECURITY BANK CARD CENTER INC	Open po for classroom supplies	2,500.00
11	440	09/26/2025	9247	WHEELER METALS	Metal for Shop Projects	600.00
11	441	09/29/2025	3826	SECURITY BANK CARD CENTER INC	698-Sped-DASEL Assessment Kit-Speech	149.00
11	442	09/29/2025	3826	SECURITY BANK CARD CENTER INC	698-Sped-Kaufman Kit-Speech	412.96
11	443	09/29/2025	3826	SECURITY BANK CARD CENTER INC	698-Sped-Neuro Affirm Therapy-Speech	97.00
11	444	09/29/2025	3826	SECURITY BANK CARD CENTER INC	Parts to Upgrade Computers - Amazon	2,000.00
11	445	09/29/2025	3826	SECURITY BANK CARD CENTER INC	Woodwinds from Amazon	71.97
11	446	09/29/2025	3826	SECURITY BANK CARD CENTER INC	552- Earphones for elementary students	2,500.00
11	447	09/29/2025	4016	COMMITTEE FOR CHILDREN	552-Secondary Second Steps Curriculum	4,167.00
11	448	09/29/2025	498	VENTRIS LEARNING LLC	552- UFLI Teachers Manuals	1,128.75
11	449	09/29/2025	3826	SECURITY BANK CARD CENTER INC	552- ELA Elementary Classroom Manipulatives	10,000.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 332 - 9999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	450	09/29/2025	3826	SECURITY BANK CARD CENTER INC	552- Open SciEd Materials and Supplies	2,000.00
11	451	09/29/2025	7596	OVERLAND CHARTERS INC	Travel for BOA Contest in Tenn.	10,000.00
11	452	09/30/2025	3826	SECURITY BANK CARD CENTER INC	Library Order	38.58
11	453	09/30/2025	3826	SECURITY BANK CARD CENTER INC	Amazon-student needs	50.00
11	454	09/30/2025	54121	EAI EDUCATION	552- Calculators for AP Math at the HS	16,189.56
11	455	10/01/2025	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Mechanic Purchases at Premier Truck Group	2,000.00
11	456	10/01/2025	3826	SECURITY BANK CARD CENTER INC	Mechanic purchases	3,000.00
11	457	10/01/2025	3826	SECURITY BANK CARD CENTER INC	Bus 14 Batteries from O'Reilly	450.00
11	458	10/01/2025	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Bus 14 Turbo Acuator	1,856.00
11	459	10/01/2025	31427	OKLAHOMA FCCLA	Take AIM 10/7/25-GUtherie	25.00
11	460	10/01/2025	3826	SECURITY BANK CARD CENTER INC	022/K.GREER/MEALS/OU TRIP/10/14	396.00
11	461	10/01/2025	3826	SECURITY BANK CARD CENTER INC	075/REPLACEMENT PROJECTOR BULBS/JOEY D., IT DEPT.	400.00
11	462	10/01/2025	3826	SECURITY BANK CARD CENTER INC	075/DUGAN/SOCIAL STUDIES/CLASSROOM SUPPLIES	483.85
11	463	10/01/2025	3826	SECURITY BANK CARD CENTER INC	075/BRASWELL/SPEECH/REF. PO #974	90.00
11	464	10/01/2025	3826	SECURITY BANK CARD CENTER INC	022/GEAR UP/D.KEIL/OU TRIP 11/7/25	120.00
11	465	10/01/2025	3826	SECURITY BANK CARD CENTER INC	075/NURSE/H.LAKEY/SUPPLIES	228.03
11	466	10/02/2025	3826	SECURITY BANK CARD CENTER INC	FCCLA State & National Dues	900.00
11	467	10/02/2025	70053	BIANCA SHAE BLEVINS	Pay for driving mini bus for softball	120.00
11	468	10/02/2025	3826	SECURITY BANK CARD CENTER INC	11-165 Art supplies - Amazon	350.00
11	469	10/03/2025	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Bus 14 Diagnose Turbo Issue	656.00
11	470	10/03/2025	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Bus 307 Diagnose Starting Issue	455.00
11	471	10/03/2025	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Bus 27 Diagnose After Treatment Issue	360.00
11	472	10/03/2025	80137	KAY LYNN HONEYWELL	615-Sped Travel Reimbursement (Honeywell)	176.56
11	473	10/03/2025	3826	SECURITY BANK CARD CENTER INC	gen fund merrifields, quill, amazon	300.00
11	474	10/03/2025	3826	SECURITY BANK CARD CENTER INC	parts for kiln relays and student supplies	150.00
11	475	10/03/2025	3826	SECURITY BANK CARD CENTER INC	572-Registration for TESOL Conference	575.00
11	476	10/03/2025	3826	SECURITY BANK CARD CENTER INC	541- Registration for TESOL Conference	1,150.00
11	477	10/03/2025	3826	SECURITY BANK CARD CENTER INC	552- Hotel for SchoolSafe Conference Nov. 2-6	7,000.00
11	478	10/03/2025	3826	SECURITY BANK CARD CENTER INC	552- Registration for SchoolSafe Conference	4,125.00

**Sapulpa Public Schools**

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 332 - 9999, Fund(s): GENERAL FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	479	10/03/2025	3826	SECURITY BANK CARD CENTER INC	King - Classroom Supplies	348.50
11	480	10/03/2025	3826	SECURITY BANK CARD CENTER INC	Nurse Supplies	75.26
11	481	10/03/2025	3826	SECURITY BANK CARD CENTER INC	NJOMA Conference	4,560.00
11	482	10/03/2025	3826	SECURITY BANK CARD CENTER INC	West Classroom Supplies	250.00
11	483	10/06/2025	4055	O T A PIKEPASS	PIKEPASS TOLLS FOR DISTRICT VEHICLES	10,000.00
11	484	10/06/2025	3826	SECURITY BANK CARD CENTER INC	000-Registration for SchoolSafe Conference	450.00
11	485	10/06/2025	3826	SECURITY BANK CARD CENTER INC	000-Hotel for SchoolSafe Conference	1,500.00
11	486	10/06/2025	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 310 Windshield Replacement and Installation	924.00
11	487	10/08/2025	3826	SECURITY BANK CARD CENTER INC	Art Student Enrichment	300.00
11	488	10/08/2025	3826	SECURITY BANK CARD CENTER INC	REGISTRATION -OKASBO SCHOOL BUSINESS ACADEMY	250.00
11	489	10/08/2025	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 39 Rear Suspension Air Bag	300.00
11	490	10/08/2025	3826	SECURITY BANK CARD CENTER INC	Smith - Library Books from Amazon	700.00
11	491	10/08/2025	1535	FOLLETT SCHOOL SOLUTIONS, LLC	Smith - Library Books	348.33
11	492	10/08/2025	3826	SECURITY BANK CARD CENTER INC	SPED Budget - supplies and needs	2,016.00
11	493	10/08/2025	7089	HOLT TRUCK CENTERS OF OKLAHOMA,LLC	Bus 37 Replace Air Bags	600.00
11	494	10/09/2025	3826	SECURITY BANK CARD CENTER INC	ADMINISTRATION - OFFICE/BUILDING SUPPLIES	3,000.00
11	495	10/09/2025	689	EMILY ROBERTS	TRAVEL REIMBURS - OKASBO - OCT 25 AND FEB 26	500.00
<b>Non-Payroll Total:</b>						<b>\$584,188.55</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$584,188.55</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 99 - 132, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	99	09/03/2025	796	OKLAHOMA GAS & ELECTRIC CO	DISTRICT ELECTRICAL SERVICES	68,153.89
21	100	09/03/2025	306	BRADY INDUSTRIES OF KANSAS, LLC	District Custodial Supplies	25,000.00
21	101	09/04/2025	7633	918 PRESSURE PROS LLC	District Wide Power Washing	1,500.00
21	102	09/04/2025	1744	OKLAHOMA CHILLER CORP	Emergency Rental of a temp HVAC Chiller/New Wing	9,800.00
21	103	09/04/2025	3672	UNITED RENTALS (NORTH AMERICA) INC	Rental Temp Lighting for HS Parking Lots	2,100.00
21	104	09/05/2025	3505	SOUTHERN TIRE MART, LLC	Tires for the District Sky Trak	2,000.00
21	105	09/05/2025	279	HARNESS ROOFING INC	District Roofing Services	4,000.00
21	106	09/05/2025	2069	LED USA.COM	District Lighting Supplies	1,500.00
21	107	09/08/2025	1056	ASSURANCE RESTORATION	Repair Jr. High Gym Floor	2,100.00
21	108	09/10/2025	3158	WILLIAM A. HARRISON, INC.	District HVAC Repair and Service	5,590.25
21	109	09/12/2025	355	VICTOR CERVANTES	District Concrete Work/Service	4,850.00
21	110	09/15/2025	1744	OKLAHOMA CHILLER CORP	Emergency set up/Maintenance of rental chiller	3,000.00
21	111	09/16/2025	3158	WILLIAM A. HARRISON, INC.	Emergency District HVAC Repair and Service	5,000.00
21	112	09/16/2025	629	LOCKE SUPPLY	District Maintenance Supplies	7,000.00
21	113	09/18/2025	2183	RIVERSIDE HEAT & AIR	District HVAC Repair and Service	3,600.00
21	114	09/19/2025	15	METALS BETTER ROOFING & SHEET METAL	District Roofing Service/High School	4,750.00
21	115	09/22/2025	3672	UNITED RENTALS (NORTH AMERICA) INC	Rental of Temp Lighting for HS Parking Lot	2,100.00
21	116	09/24/2025	2891	LIGHTHOUSE ELECTRIC, INC	Jr High Building Bells Rerouting Service	1,400.00
21	117	09/29/2025	8280	SHERWIN WILLIAMS CO.	District Paint and Supplies	200.00
21	118	09/29/2025	345	OK FILTER CO.	District HVAC Filters	4,000.00
21	119	09/29/2025	9622	WESTLAKE HARDWARE INC	District Supplies/Maintenance	5,000.00
21	120	09/29/2025	1024	SOUTHSIDE MOWERS	District Grounds equipment and supplies	1,000.00
21	121	10/02/2025	39553	D.C. BASS & SONS CONSTRUCTION	Install pressure reducing valve: BB/SB facility	2,653.00
21	122	10/02/2025	675	HAPPY TRAILERS	Grounds equipment repair	1,000.00
21	123	10/03/2025	1744	OKLAHOMA CHILLER CORP	Emergency Rental HVAC Chiller/HS New Wing	22,500.00
21	124	10/03/2025	878	STEVEN ENTERPRISES, INC.	Emergency Plumbing Services/Liberty	7,000.00
21	125	10/06/2025	80288	JOSEPH TUTTLE	Travel Reimbursement/Personal vehicle/in district	3,500.00
21	126	10/06/2025	2965	BOYLE SERVICE INC	District HVAC & Plumbing Supplies	2,000.00
21	127	10/08/2025	32191	TULSA STRIPERS	Asphalt E Entry of Gravel Prking/Watchorn	3,500.00
21	128	10/08/2025	1056	ASSURANCE RESTORATION	HS Snack Bar/Dry wall replace and painting	3,500.00
21	129	10/08/2025	3826	SECURITY BANK CARD CENTER INC	Grounds: Atwoods, ACE, Amazon, Tractor Supply, HD	1,500.00
21	130	10/08/2025	2818	Kryptonite Kustomz, LLC	WRAP ACTIVITY BUSES	28,500.00

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

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 99 - 132, Fund(s): BUILDING FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
21	131	10/09/2025	30378	CONSOLIDATED RURAL WATER DIST. #3	WATER -JH, SOCCER - DISTRICT RURAL	5,000.00
21	132	10/09/2025	796	OKLAHOMA GAS & ELECTRIC CO	DISTRICT ELECTRICAL SERVICES	100,000.00
<b>Non-Payroll Total:</b>						<b>\$344,297.14</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$344,297.14</b>

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 45 - 49, Fund(s): CHILD NUTRITION FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
22	45	09/08/2025	7532	AARON NEVEU	Ala Carte Beverages HS coffee bar, rest of 1st sem	10,000.00
22	46	09/10/2025	726	CHAD GOODMAN	Add dedicated 20amp 240V receptacle HS burger line	740.00
22	47	09/11/2025	651	SPICEOLOGY, INC.	Bulk Taco Seasoning for all sites	504.50
22	48	09/30/2025	632	BOZONE AIR CONDITIONING TECH, LLC	Kitchen equipment repair and maintenance	5,000.00
22	49	10/06/2025	695	OCEAN SPRAY CRANBERRIES, INC.	Fruit Juice for all sites, Direct Shipment	21,694.00
<b>Non-Payroll Total:</b>						<b>\$37,938.50</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$37,938.50</b>

# Sapulpa Public Schools

## Encumbrance Register

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 12 - 9999, Fund(s): LEASE REV - MAR 2024

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
04	12	09/04/2025	3158	WILLIAM A. HARRISON, INC.	REPLACE SHS CHILLER (HVAC)	158,994.00
<b>Non-Payroll Total:</b>						<b>\$158,994.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$158,994.00</b>

# Sapulpa Public Schools

## Purchase Order Register

**Options:** Year: 2025-2026, Fund(s): BOND FUND - 36 TRANSPORTATION 7/2024, Date Range: 7/1/2025 - 6/30/2026

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
1	10/09/2025	3074	COUNTRY FORD-MERCURY, INC.	2025 Ford F150 Maintenance Truck	23,572.25
<b>Non-Payroll Total:</b>					<b>\$23,572.25</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$23,572.25</b>

**Purchase Order Register**

**Options:** Year: 2025-2026, Fund(s): BOND FUND - 37 TRANSPORTATION 6/2025, Date Range: 7/1/2025 - 6/30/2026, PO Range: 6 - 9999

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
6	10/09/2025	3074	COUNTRY FORD-MERCURY, INC.	Split PO 36/37 Ford F150	13,886.75
<b>Non-Payroll Total:</b>					<b>\$13,886.75</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$13,886.75</b>

# Sapulpa Public Schools

## Revenue/Expenditure Summary

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

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 HS GRANTS	\$2,819.89	\$0.00	\$0.00	\$1,310.55	\$1,509.34	\$0.00	\$1,509.34
802 HS OFFICE	\$16,564.00	\$2,534.27	\$0.00	\$837.82	\$18,260.45	\$560.44	\$17,700.01
803 CREDIT RECOVERY	\$13,459.78	\$0.00	\$0.00	\$0.00	\$13,459.78	\$0.00	\$13,459.78
804 ID BADGE	\$2,980.94	\$440.00	\$0.00	\$0.00	\$3,420.94	\$2,867.56	\$553.38
805 HS ART	\$5,478.60	\$0.00	\$0.00	\$59.32	\$5,419.28	\$570.68	\$4,848.60
806 HS BAND	\$32,572.70	\$12,284.72	\$0.00	\$7,074.91	\$37,782.51	\$32,802.00	\$4,980.51
807 HS BAND BOOSTER CONCESSION	\$29,039.84	\$2,030.00	\$0.00	\$7,823.56	\$23,246.28	\$5,779.35	\$17,466.93
808 HS OKLAHOMA CLOSE UP	\$473.50	\$0.00	\$0.00	\$0.00	\$473.50	\$0.00	\$473.50
809 HS HOSPITALITY COMMITTEE	\$388.53	\$849.27	\$0.00	\$0.00	\$1,237.80	\$300.00	\$937.80
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	\$5,598.92	\$260.00	\$0.00	\$0.00	\$5,858.92	\$0.00	\$5,858.92
812 HS BUSINESS PROF ASSOC (BPA)	\$331.37	\$0.00	\$0.00	\$0.00	\$331.37	\$330.00	\$1.37
814 HS AP EXAMS	\$5,890.85	\$0.00	\$0.00	\$0.00	\$5,890.85	\$0.00	\$5,890.85
815 HS FCCLA	\$1,222.46	\$2,548.53	\$0.00	\$241.81	\$3,529.18	\$1,354.54	\$2,174.64
817 HS LIBRARY	\$751.12	\$0.00	\$0.00	\$0.00	\$751.12	\$0.00	\$751.12
818 HS NATIONAL HONOR SOCIETY	\$7,080.88	\$0.00	\$0.00	\$385.00	\$6,695.88	\$0.00	\$6,695.88
819 GREEN-THUMB CHIEFTAINS	\$3,800.51	\$0.00	\$0.00	\$83.40	\$3,717.11	\$2,016.60	\$1,700.51
820 HS NAACP	\$312.60	\$0.00	\$0.00	\$0.00	\$312.60	\$0.00	\$312.60
821 HS SENIORS 2027	\$5,198.21	\$0.00	\$0.00	\$0.00	\$5,198.21	\$0.00	\$5,198.21
822 HS SENIORS 2025	\$4,301.96	\$0.00	\$0.00	\$0.00	\$4,301.96	\$0.00	\$4,301.96
823 HS SENIORS 2026	\$7,230.41	\$0.00	\$0.00	\$1,072.45	\$6,157.96	\$1,273.73	\$4,884.23
824 HS SCIENCE & ENGINEERING	\$74,114.21	\$0.00	\$0.00	\$0.00	\$74,114.21	\$29,000.00	\$45,114.21
825 HS SPANISH HONOR SOCIETY	\$286.87	\$0.00	\$0.00	\$0.00	\$286.87	\$0.00	\$286.87
826 HS SPECIAL ED/OLYMPICS	\$3,728.47	\$0.00	\$0.00	\$0.00	\$3,728.47	\$0.00	\$3,728.47
827 HS STUDENT COUNCIL	\$4,479.08	\$0.00	\$0.00	\$1,258.90	\$3,220.18	\$791.10	\$2,429.08
828 HS VOCAL MUSIC	\$5,722.37	\$385.00	\$0.00	\$410.00	\$5,697.37	\$1,975.00	\$3,722.37
829 HS AG ED & FFA	\$15,787.41	\$46,710.00	\$0.00	\$4,037.35	\$58,460.06	\$14,064.96	\$44,395.10
830 HS LYONS SPED	\$1,423.30	\$0.00	\$0.00	\$0.00	\$1,423.30	\$0.00	\$1,423.30
831 HS YEARBOOK	\$10,611.54	\$1,060.00	\$0.00	\$0.00	\$11,671.54	\$10,500.00	\$1,171.54
832 HS GILLIS SPED	\$1,047.33	\$0.00	\$0.00	\$0.00	\$1,047.33	\$0.00	\$1,047.33
833 HS FISHING TEAM/CLUB	\$834.45	\$0.00	\$0.00	\$0.00	\$834.45	\$0.00	\$834.45
835 HS BAND AUXILIARIES	\$5,916.08	\$1,168.93	\$0.00	\$0.00	\$7,085.01	\$5,057.00	\$2,028.01
836 HS BAND TRIPS	\$48,646.72	\$33,900.62	\$0.00	\$6,959.00	\$75,588.34	\$32,106.57	\$43,481.77
837 HS BAND GRANTS	\$39,173.84	\$0.00	\$0.00	\$630.00	\$38,543.84	\$13,519.00	\$25,024.84
838 HS PING PINGS	\$1,514.24	\$0.00	\$0.00	\$0.00	\$1,514.24	\$560.00	\$954.24
840 HS INDIAN PARENT COMMITTEE	\$680.17	\$0.00	\$0.00	\$0.00	\$680.17	\$0.00	\$680.17
841 HS SAPULPA INDIAN CLUB	\$9,689.82	\$300.00	\$0.00	\$0.00	\$9,989.82	\$300.00	\$9,689.82
842 HS KEY CLUB	\$137.84	\$0.00	\$0.00	\$0.00	\$137.84	\$0.00	\$137.84
843 HS GSA, GAY STRAIGHT ALLIANCE	\$68.71	\$0.00	\$0.00	\$0.00	\$68.71	\$0.00	\$68.71
844 HS PRODUCTIONS	\$8,127.40	\$437.38	\$0.00	\$494.72	\$8,070.06	\$2,776.83	\$5,293.23
845 HS CULINARY ARTS	\$5,998.44	\$0.00	\$0.00	\$1,309.98	\$4,688.46	\$790.02	\$3,898.44
846 HS JROTC	\$61,394.19	\$371.70	\$0.00	\$2,682.25	\$59,083.64	\$10,072.75	\$49,010.89
848 HS SCHOOL NURSE	\$1,813.34	\$0.00	\$0.00	\$0.00	\$1,813.34	\$0.00	\$1,813.34
849 BACK-PACK FOOD PANTRY	\$7,324.95	\$0.00	\$0.00	\$998.00	\$6,326.95	\$1,002.00	\$5,324.95
850 LOCAL SCHOLARSHIPS	\$37,756.42	\$0.00	\$0.00	\$500.00	\$37,256.42	\$0.00	\$37,256.42
851 HS SENIOR GIRL EVENTS	\$3,613.32	\$0.00	\$0.00	\$0.00	\$3,613.32	\$0.00	\$3,613.32
852 HS FIRST ROBOTICS	\$48,122.81	\$0.00	\$0.00	\$0.00	\$48,122.81	\$27,000.00	\$21,122.81
854 HS INDIAN ED STAFF DEV	\$2,971.01	\$0.00	\$0.00	\$0.00	\$2,971.01	\$0.00	\$2,971.01
855 HS PHYSICS	\$1,584.42	\$0.00	\$0.00	\$0.00	\$1,584.42	\$0.00	\$1,584.42
856 E-SPORTS	\$1,370.46	\$0.00	\$0.00	\$0.00	\$1,370.46	\$150.00	\$1,220.46
857 JH OFFICE	\$7,144.06	\$796.99	\$0.00	\$1,492.25	\$6,448.80	\$898.80	\$5,550.00
860 JH LIBRARY	\$370.07	\$18.00	\$0.00	\$0.00	\$388.07	\$0.00	\$388.07
863 JH STUDENT COUNCIL	\$1,120.29	\$0.00	\$0.00	\$0.00	\$1,120.29	\$0.00	\$1,120.29
864 JH VOCAL MUSIC	\$2,503.67	\$171.00	\$0.00	\$205.00	\$2,469.67	\$100.00	\$2,369.67
866 JH YEARBOOK	\$8,278.11	\$0.00	\$0.00	\$0.00	\$8,278.11	\$0.00	\$8,278.11
867 JH ROBOTICS	\$17,253.18	\$0.00	\$0.00	\$2,230.70	\$15,022.48	\$6,769.30	\$8,253.18
870 JH ART	\$8,891.01	\$0.00	\$0.00	\$205.99	\$8,685.02	\$4,494.01	\$4,191.01

## Sapulpa Public Schools

### Revenue/Expenditure Summary

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

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
871 JH TAPS	\$315.81	\$0.00	\$0.00	\$0.00	\$315.81	\$0.00	\$315.81
874 JR HIGH GRANTS	\$34,733.23	\$0.00	\$0.00	\$19,360.82	\$15,372.41	\$903.43	\$14,468.98
877 MS OFFICE	\$7,681.43	\$180.19	\$0.00	\$122.73	\$7,738.89	\$100.00	\$7,638.89
878 MS LIBRARY	\$372.42	\$0.00	\$0.00	\$0.00	\$372.42	\$0.00	\$372.42
879 MS STUDENT OF THE MONTH	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
880 MS STUDENT COUNCIL	\$2,471.37	\$0.00	\$0.00	\$0.00	\$2,471.37	\$0.00	\$2,471.37
881 MS YEARBOOK	\$656.09	\$0.00	\$0.00	\$0.00	\$656.09	\$0.00	\$656.09
882 MS ART	\$522.58	\$0.00	\$0.00	\$0.00	\$522.58	\$0.00	\$522.58
883 MS CHOIR	\$7,327.74	\$2,228.75	\$0.00	\$0.00	\$9,556.49	\$7,000.00	\$2,556.49
884 MS TECHNOLOGY STUDENT ASSOC.	\$386.15	\$0.00	\$0.00	\$0.00	\$386.15	\$0.00	\$386.15
886 MS NJHS	\$789.85	\$0.00	\$0.00	\$0.00	\$789.85	\$385.00	\$404.85
887 7TH/8TH GR VOLLEYBALL	\$636.33	\$0.00	\$0.00	\$0.00	\$636.33	\$0.00	\$636.33
888 MS GRANTS	\$24,669.11	\$0.00	\$0.00	\$0.00	\$24,669.11	\$0.00	\$24,669.11
889 MS PLTW	\$2,616.50	\$0.00	\$0.00	\$0.00	\$2,616.50	\$0.00	\$2,616.50
892 SPED DIRECTOR	\$2,202.74	\$0.00	\$0.00	\$52.94	\$2,149.80	\$747.06	\$1,402.74
893 LIBERTY LIBRARY	\$1,884.56	\$0.00	\$0.00	\$0.00	\$1,884.56	\$1.00	\$1,883.56
894 LIBERTY MISC	\$1,391.51	\$170.60	\$0.00	\$137.20	\$1,424.91	\$1,236.80	\$188.11
895 LIBERTY FUNDRAISING	\$11,322.91	\$2,554.15	\$0.00	\$188.70	\$13,688.36	\$3,762.30	\$9,926.06
896 LIBERTY STEM CLUB	\$31,919.16	\$6,284.10	\$3,468.06	\$5,685.00	\$35,986.32	\$17,359.00	\$18,627.32
897 LIBERTY GRANTS	\$1,350.54	\$0.00	\$0.00	\$0.00	\$1,350.54	\$0.00	\$1,350.54
900 FREEDOM MISC	\$4,429.07	\$14.98	\$0.00	\$338.35	\$4,105.70	\$800.00	\$3,305.70
901 FREEDOM FUNDRAISING	\$28,862.89	\$120.00	\$0.00	\$2,649.19	\$26,333.70	\$2,291.73	\$24,041.97
902 FREEDOM LIBRARY	\$233.89	\$70.00	\$0.00	\$0.00	\$303.89	\$0.00	\$303.89
903 FREEDOM GRANTS	\$792.52	\$0.00	\$0.00	\$0.00	\$792.52	\$0.00	\$792.52
904 FREEDOM TAPS	\$20,269.86	\$0.00	\$0.00	\$627.93	\$19,641.93	\$4,902.07	\$14,739.86
907 JEFFERSON HTS MISC	\$10,305.19	\$1,277.50	\$0.00	\$800.99	\$10,781.70	\$2,118.32	\$8,663.38
908 JEFFERSON HTS FUNDRAISING	\$20,069.83	\$0.00	\$0.00	\$2,038.50	\$18,031.33	\$3,806.50	\$14,224.83
910 JEFFERSON HTS GRANTS	\$8,223.54	\$100.00	\$0.00	\$263.47	\$8,060.07	\$4,229.51	\$3,830.56
911 JEFFERSON HTS LIBRARY	\$4,757.59	\$0.00	\$0.00	\$0.00	\$4,757.59	\$620.00	\$4,137.59
919 HOLMES PARK MISC	\$4,426.09	\$101.21	\$0.00	\$218.85	\$4,308.45	\$3,781.15	\$527.30
920 HOLMES PARK FUNDRAISING	\$21,117.01	\$360.00	\$0.00	\$288.55	\$21,188.46	\$6,381.39	\$14,807.07
921 HOLMES PARK LIBRARY	\$4,080.73	\$0.00	\$0.00	\$0.00	\$4,080.73	\$0.00	\$4,080.73
922 HOLMES PARK GRANTS	\$4,256.21	\$0.00	\$0.00	\$0.00	\$4,256.21	\$0.00	\$4,256.21
928 REVOLUTIONARY DAYS	\$1,790.66	\$0.00	\$0.00	\$0.00	\$1,790.66	\$0.00	\$1,790.66
929 DISTRICT STEM	\$19,361.26	\$0.00	\$0.00	\$0.00	\$19,361.26	\$0.00	\$19,361.26
931 BENEVOLENCE FUND	\$9,071.80	\$0.00	\$0.00	\$0.00	\$9,071.80	\$0.00	\$9,071.80
932 GT GRANTS	\$13,550.00	\$0.00	\$0.00	\$0.00	\$13,550.00	\$0.00	\$13,550.00
933 NOW (INTEREST INCOME)	\$106,723.07	\$13,911.33	\$0.00	\$3,352.50	\$117,281.90	\$639.67	\$116,642.23
934 DRIVERS EDUCATION	\$16,020.00	\$0.00	\$0.00	\$0.00	\$16,020.00	\$0.00	\$16,020.00
935 CREEK NATION LATCHKEY	\$41,130.66	\$0.00	\$0.00	\$3,674.99	\$37,455.67	\$22,325.01	\$15,130.66
936 STEM-CAMP INVENTION	\$8,388.95	\$0.00	\$0.00	\$0.00	\$8,388.95	\$0.00	\$8,388.95
937 LATCHKEY	\$67,244.31	\$18,246.11	\$0.00	\$351.60	\$85,138.82	\$2,122.45	\$83,016.37
938 COLLINS FOUNDATION	\$27,166.55	\$0.00	\$0.00	\$0.00	\$27,166.55	\$0.00	\$27,166.55
940 SPARK	\$36,532.96	\$0.00	\$0.00	\$0.00	\$36,532.96	\$1,271.02	\$35,261.94
941 LOCAL SCH CHILD WELFARE	\$11,313.68	\$0.00	(\$3,468.06)	\$1,180.16	\$6,665.46	\$4,032.74	\$2,632.72
942 ALTERNATIVE STUDENT INCENTIVES	\$1,115.21	\$0.00	\$0.00	\$0.00	\$1,115.21	\$0.00	\$1,115.21
943 ALTERNATIVE SCHOOL GRANTS	\$1,437.00	\$0.00	\$0.00	\$0.00	\$1,437.00	\$0.00	\$1,437.00
944 CHILD NUTRITION BANQUETS	\$406.50	\$0.00	\$0.00	\$0.00	\$406.50	\$0.00	\$406.50
945 SPS FOOD SERV ASSOC	\$8,780.15	\$0.00	\$0.00	\$272.70	\$8,507.45	\$0.00	\$8,507.45
946 SOFT DRINK MONEY	\$2,238.62	\$0.00	\$0.00	\$401.21	\$1,837.41	\$1,102.93	\$734.48
947 ALTERNATIVE SCHOOL	\$932.32	\$183.64	\$0.00	\$3.15	\$1,112.81	\$37.40	\$1,075.41
949 CLEARING ACCOUNT	\$5,447.60	\$0.00	\$0.00	\$0.00	\$5,447.60	\$0.00	\$5,447.60
950 SERVICE CENTER	\$438.19	\$0.00	\$0.00	\$250.12	\$188.07	\$0.00	\$188.07
951 CREEK NATION SUMMER	\$57,112.00	\$0.00	\$0.00	\$2,064.17	\$55,047.83	\$0.00	\$55,047.83
952 CHROMEBOOK INS/REPAIR	\$52,275.34	\$14,867.25	\$0.00	\$9,871.10	\$57,271.49	\$10,128.90	\$47,142.59
954 5TH GRADE ELEM BASKETBALL	\$1,923.67	\$0.00	\$0.00	\$0.00	\$1,923.67	\$0.00	\$1,923.67
955 CHIEFTAIN CARE	\$11,953.99	\$0.00	\$0.00	\$139.06	\$11,814.93	\$1,060.94	\$10,753.99

## Sapulpa Public Schools

### Revenue/Expenditure Summary

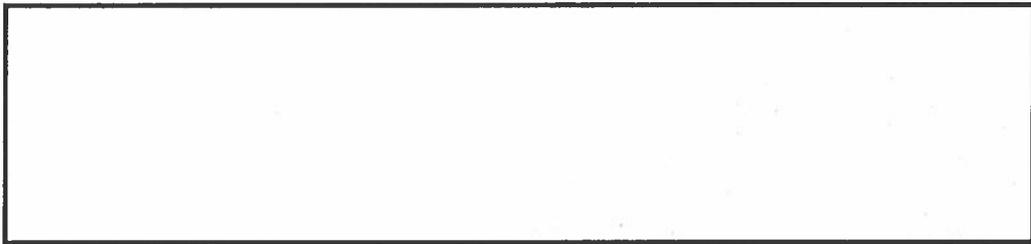
**Options:** Fund: 60, Date Range: 9/1/2025 - 9/30/2025

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
957 HOMELESS	\$5,008.30	\$0.00	\$0.00	\$0.00	\$5,008.30	\$1,000.00	\$4,008.30
960 ATHLETIC SPORTS OVERALL	\$6,834.78	\$5,436.64	\$0.00	\$3,218.54	\$9,052.88	\$4,224.24	\$4,828.64
961 FOOTBALL BUDGET	\$26,356.38	\$0.00	\$4,125.00	\$9,724.83	\$20,756.55	\$15,978.79	\$4,777.76
962 BOYS BASKETBALL BUDGET	\$3,525.54	\$0.00	\$6,060.00	\$0.00	\$9,585.54	\$3,069.24	\$6,516.30
963 GIRLS BASKETBALL BUDGET	\$4,758.20	\$0.00	\$3,500.00	\$0.00	\$8,258.20	\$2,608.85	\$5,649.35
964 BASEBALL BUDGET	\$7,355.52	\$0.00	\$0.00	\$0.00	\$7,355.52	\$7,200.00	\$155.52
965 SOFTBALL BUDGET	\$10,066.24	\$870.59	\$0.00	\$179.85	\$10,756.98	\$499.99	\$10,256.99
966 WRESTLING BUDGET	\$2,028.10	\$3,870.00	\$4,000.00	\$0.00	\$9,898.10	\$0.00	\$9,898.10
967 TENNIS BUDGET	\$2,004.72	\$0.00	\$0.00	\$150.00	\$1,854.72	\$0.00	\$1,854.72
968 TRACK BUDGET	\$8,428.95	\$0.00	\$0.00	\$0.00	\$8,428.95	\$0.00	\$8,428.95
969 GOLF BUDGET	\$9,106.41	\$0.00	\$0.00	\$0.00	\$9,106.41	\$1,000.00	\$8,106.41
971 ATHLETIC - BOOSTER CLUB	\$151,621.20	\$25,235.73	(\$2,240.00)	\$11,346.85	\$163,270.08	\$43,130.99	\$120,139.09
972 CROSS COUNTRY BUDGET	\$11,690.63	\$2,740.00	\$0.00	\$1,473.88	\$12,956.75	\$3,305.00	\$9,651.75
973 BOYS SOCCER BUDGET	\$2,435.47	\$0.00	\$0.00	\$153.75	\$2,281.72	\$0.00	\$2,281.72
974 ATHLETICS - TRAINER	\$3,964.52	\$0.00	\$0.00	\$0.00	\$3,964.52	\$2,560.14	\$1,404.38
975 GIRLS SOCCER BUDGET	\$6,837.92	\$0.00	\$0.00	\$828.20	\$6,009.72	\$325.00	\$5,684.72
976 GIRLS VOLLEYBALL BUDGET	\$1,077.10	\$0.00	\$3,000.00	\$1,450.00	\$2,627.10	\$500.00	\$2,127.10
977 CHEER BUDGET	\$4,970.16	\$7,357.19	\$0.00	\$681.45	\$11,645.90	\$7,861.68	\$3,784.22
978 ALL EVENTS GATE	\$14,185.53	\$44,140.57	(\$8,760.00)	\$25,303.64	\$24,262.46	\$13,357.84	\$10,904.62
979 JR HIGH CHEER	\$6,698.66	\$1,534.18	\$0.00	\$0.00	\$8,232.84	\$1,346.82	\$6,886.02
983 DRUG TEST-PHYSICALS	\$12,300.73	\$4,455.32	\$0.00	\$470.00	\$16,286.05	\$5,550.00	\$10,736.05
985 SPONSORS 2022-2023	\$21,848.62	\$4,000.00	(\$7,125.00)	\$11,642.63	\$7,080.99	\$2,264.55	\$4,816.44
986 CHIEFTAIN CENTER CONCESSION	\$6,906.05	\$20,810.73	\$0.00	\$7,401.11	\$20,315.67	\$11,689.40	\$8,626.27
988 INBC - BASKETBALL FUNDRAISER	\$4,875.00	\$0.00	(\$2,560.00)	\$0.00	\$2,315.00	\$300.00	\$2,015.00
<b>Total</b>	<b>\$1,697,955.40</b>	<b>\$287,387.17</b>	<b>\$0.00</b>	<b>\$170,661.67</b>	<b>\$1,814,680.90</b>	<b>\$440,701.09</b>	<b>\$1,373,979.81</b>



**SAPULPA PUBLIC SCHOOLS  
TREASURER'S SUMMARY  
SEPTEMBER 2025**

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND	
BEG BALANCE	<b>7,101,452.26</b>	<b>339,399.58</b>	<b>43,024.75</b>	<b>51,501.33</b>	<b>5,188,726.15</b>	12,724,104.07
DEPOSITS	1,957,264.61	4,428.84	99,744.16	0.00	25,718.92	2,087,156.53
CHECKS ISSUED						
Current Year	3,203,574.69	158,718.80	204,225.84	0.00	0.00	3,566,519.33
Prior Year	152,944.81	7,523.81	23,330.00	0.00	0.00	183,798.62
Interfund Loan	-90,000.00		90,000.00			
END BALANCE	<b>5,612,197.37</b>	<b>177,585.81</b>	<b>5,213.07</b>	<b>51,501.33</b>	<b>5,214,445.07</b>	11,060,942.65
Last Yr Same Month	6,081,105.39	2,725.22	199,273.43	823,369.51	6,457,887.95	13,564,361.50
Gain or (Loss)	<b>-468,908.02</b>	<b>174,860.59</b>	<b>-194,060.36</b>	<b>-771,868.18</b>	<b>-1,243,442.88</b>	



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

  
 \_\_\_\_\_  
 Kenda Terrones, Treasurer

**GENERAL FUND**

	<u>PREVIOUS</u> <u>TOTAL</u>	<u>CURRENT</u> <u>MONTH</u>	<u>NEW</u> <u>YR-TO-DATE</u>
<u>Local Revenue</u>			
Current Ad Valorem	38,600.73	0.00	38,600.73
Prior Ad Valorem	65,168.17	31,010.50	96,178.67
Homestead & In Lieu Tax	397,037.73	73.16	397,110.89
Interest Earned	120,906.97	39,587.26	160,494.23
5-Year Manufacturing Exemp	0.00	0.00	0.00
Rental of Facilities	3,800.25	0.00	3,800.25
Sale of Surplus Equipment	0.00	0.00	0.00
Insurance Recovery	25,137.12	0.00	25,137.12
Workers' Compensation	0.00	0.00	0.00
Misc Reimbursements	8,263.60	9,293.32	17,556.92
Donations and Contributions	12,000.00	0.00	12,000.00
Repayment from CNF	0.00	0.00	0.00
Repayment from Activity Fd	<u>33,867.10</u>	<u>82.70</u>	<u>33,949.80</u>
Local TOTALS	<b>704,781.67</b>	<b>80,046.94</b>	<b>784,828.61</b>
<u>County Revenue</u>			
Mill Levy	27,824.82	5,522.68	33,347.50
Mortgage Tax	<u>21,206.37</u>	<u>14,761.45</u>	<u>35,967.82</u>
County TOTALS	<b>49,031.19</b>	<b>20,284.13</b>	<b>69,315.32</b>
<u>State Revenue</u>			
Gross Production	29,881.32	14,081.85	43,963.17
Auto Tags	179,857.21	135,538.36	315,395.57
School Land	93,537.40	45,414.35	138,951.75
Tax Stamps & Other Misc	1,422.69	213.45	1,636.14
Farm Implement Tax Stamp	0.00	0.00	0.00
State Aid (Fdn. & Incentive)	1,319,944.89	1,320,359.73	2,640,304.62
Flexible Benefit	291,259.07	279,412.40	570,671.47
Alternative Ed/High Challenge	0.00	0.00	0.00
Staff Development	0.00	0.00	0.00
National Board Cert Stipends	0.00	0.00	0.00
Reading Sufficiency	0.00	0.00	0.00
State Textbook Allocation	21,058.50	21,058.49	42,116.99
Driver's Education	0.00	1,155.00	1,155.00
Okla Parents as Teachers	0.00	0.00	0.00
State Land Reimbursement	0.00	0.00	0.00
State Misc/ACE Technology	93,041.47	0.00	93,041.47
State Misc/ACE Remediation	0.00	0.00	0.00
State Misc/Gear Up (022)	81,839.38	0.00	81,839.38
Robotics Grant (3690)	0.00	0.00	0.00
Vocational Salaries	0.00	5,940.00	5,940.00
Voc. Incentive Assistance	0.00	25,000.00	25,000.00

		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Okla Education Lottery Fund	State TOTALS	<b>2,111,841.93</b>	<b>1,848,173.63</b>	<b>3,960,015.56</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)		58,086.62	0.00	58,086.62
JROTC		13,988.85	7,280.96	21,269.81
SIG Grants -Liberty		0.00	0.00	0.00
Title I (511)		191,260.03	0.00	191,260.03
Title II Part A (541)		37,278.61	0.00	37,278.61
IDEA-B Flow Thru (621)		214,295.33	0.00	214,295.33
IDEA-B Preschool 3-5 (641)		6,941.29	0.00	6,941.29
Other Federal		8,409.60	1,478.95	9,888.55
Title 9 (596)		13,789.68	0.00	13,789.68
Rehabilitation Salaries		0.00	0.00	0.00
CARES Act		0.00	0.00	0.00
Carl Perkins (421)		<u>5,736.06</u>	<u>0.00</u>	<u>5,736.06</u>
	Federal TOTALS	<b>549,786.07</b>	<b>8,759.91</b>	<b>558,545.98</b>
<b>TOTAL GEN FUND</b>		<b>3,415,440.86</b>	<b>1,957,264.61</b>	<b>5,372,705.47</b>
<b><u>BUILDING FUND</u></b>				
Current Taxes		5,512.85	0.00	5,512.85
Prior Taxes		9,307.14	4,428.84	13,735.98
In Lieu of Taxes		0.00	0.00	0.00
5-Year Manufacturing Exemp		56,681.01	0.00	56,681.01
Facility Rental		0.00	0.00	0.00
Insurance Recovery		0.00	0.00	0.00
Farm Implement Tax Stamp		0.00	0.00	0.00
State Land Reimbursement		0.00	0.00	0.00
FEMA		0.00	0.00	0.00
Donations and Contributions		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Building Fund TOTALS	<b>71,501.00</b>	<b>4,428.84</b>	<b>75,929.84</b>
<b><u>CHILD NUTR FUND</u></b>				
Local (Meals, Interest, etc)		145.84	26,561.60	26,707.44
State Reimbursement		2,121.00	13,967.66	16,088.66
Federal Reimbursement		<u>12,066.43</u>	<u>59,214.90</u>	<u>71,281.33</u>
	Child Nutrition Fund TOTALS	<b>14,333.27</b>	<b>99,744.16</b>	<b>114,077.43</b>
<b><u>TOTAL GF/BF/CNF</u></b>		<b>3,501,275.13</b>	<b>2,061,437.61</b>	<b>5,562,712.74</b>
<b><u>BOND FUND</u></b>				
Interest		0.00	0.00	0.00
Sale of New Bonds		<u>7,575,400.00</u>	<u>0.00</u>	<u>7,575,400.00</u>
	Bond Fund TOTALS	<b>7,575,400.00</b>	<b>0.00</b>	<b>7,575,400.00</b>
<b><u>SINKING FUND</u></b>				

Current Taxes	32,699.49	0.00	32,699.49
Prior Taxes	52,951.23	25,718.92	78,670.15
In Lieu of Taxes	336,203.81	0.00	336,203.81
5-Year Manufacturing Exempt	0.00	0.00	0.00
Interest/In Lieu Reimb	16,007.54	0.00	16,007.54
State Land Reimbursement	0.00	0.00	0.00
Farm Implement Tax Stamp	0.00	0.00	0.00
Premium on Bonds Sold	<u>1,784.08</u>	<u>0.00</u>	<u>1,784.08</u>
Sinking Fund TOTALS	<b>439,646.15</b>	<b>25,718.92</b>	<b>465,365.07</b>
<u>INSURANCE REIMBURSEMENT FUND</u>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>11,516,321.28</b>	<b>2,087,156.53</b>	<b>13,603,477.81</b>

## 2026 BOE Regular Calendar Dates

<b>DATE</b>	<b>TIME</b>
January 12, 2026	6:00 p.m.
February 10, 2026	6:00 p.m.
March 09, 2026	6:00 p.m.
April 13, 2026	6:00 p.m.
May 11, 2026	6:00 p.m.
June 09, 2026	12:00 p.m.
July 14, 2026	12:00 p.m.
August 04, 2026	12:00 p.m.
September 03, 2026	12:00 p.m.
October 12, 2026	6:00 p.m.
November 09, 2026	6:00 p.m.
December 07, 2026	6:00 p.m.

## **Sapulpa Public Schools Residency Committee**

### **2024-25**

#### Recommendations for the committee:

- Donia Doudican, Executive Director of Teaching and Learning
- Julie Enlow, ELA Instructional Coach and Title I Coordinator
- Amy Riff, Director of Accreditation and Accountability
- Bridget Shibley, District Mental Health Coordinator
- Katherine Stufflebeam, Director of Special Services
- Stephanie Kiesau, Programs Coordinator
- Gina Ritchie, Principal
- Marika Haefner, Mentor Teacher
- Nicky Cooper, Mentor Teacher
- Kelsey Girty, Mentor Counselor
- Elena Gonzalez, Mentor Teacher
- Alex DeLozier, Mentor Teacher
- Kim Castaldi, Mentor Teacher
- Heather Surber, Mentor Teacher

#### Guidelines for Appointment and Function of a Residency Committee:

- The district school board appoints the committee, which may include one or more mentor teachers, a principal or assistant principal, an administrator designated by the board, or a teacher education representative from higher education.
- At least one member of the committee shall have experience in the teaching field of resident teachers.
- Guidance in district/school orientation, curriculum planning, classroom management, technology use, data-informed impact, and diversity training. Observation with pre- and post-conferencing, and access for the resident teacher to observe colleagues
- The State Department of Education's interpretation of HB 2885 is that a new teacher must have at least one mentor. As long as new teachers have been assigned to work collaboratively with a mentor, a school complies with the statute.
- The decision to establish a Teacher Residency Committee, following the guidelines noted above, is a matter for the district to determine.

**Sapulpa Public Schools  
Capacity Levels & Availability**

School Site	Grade Level	Capacity	Intra Transfer Capacity	Enrollment	Available Intra Transfer Capacity Available	Available Transfers
Freedom Elementary	PreK	60	3	42	3	15
Freedom Elementary	Kindergarten	60	0	66	0	0
Freedom Elementary	1st	60	0	64	0	0
Freedom Elementary	2nd	60	0	54	0	6
Freedom Elementary	3rd	72	3	64	3	5
Freedom Elementary	4th	72	3	64	3	5
Freedom Elementary	5th	72	3	63	3	6
Holmes Park Elementary	PreK	60	0	61	0	0
Holmes Park Elementary	Kindergarten	80	0	90	0	0
Holmes Park Elementary	1st	100	0	111	0	0
Holmes Park Elementary	2nd	80	0	89	0	0
Holmes Park Elementary	3rd	96	0	92	0	0
Holmes Park Elementary	4th	96	3	89	3	4
Holmes Park Elementary	5th	96	3	87	3	6
Liberty Elementary STEM Aca	PreK	20	0	20	0	0
Liberty Elementary STEM Aca	Kindergarten	20	0	23	0	0
Liberty Elementary STEM Aca	1st	40	2	30	2	8
Liberty Elementary STEM Aca	2nd	40	3	31	3	6
Liberty Elementary STEM Aca	3rd	48	3	41	3	4
Liberty Elementary STEM Aca	4th	36	1	31	1	4
Liberty Elementary STEM Aca	5th	36	0	35	0	1
Jefferson Heights Elementary	PreK	40	0	39	0	1
Jefferson Heights Elementary	Kindergarten	40	0	40	0	0
Jefferson Heights Elementary	1st	40	0	44	0	0
Jefferson Heights Elementary	2nd	40	3	32	3	5
Jefferson Heights Elementary	3rd	48	0	46	0	2
Jefferson Heights Elementary	4th	48	3	43	3	2
Jefferson Heights Elementary	5th	48	0	50	0	0
Sapulpa Middle School	6th	319	NA	232	NA	87
Sapulpa Middle School	7th	290	NA	250	NA	40
Sapulpa Junior High	8th	290	NA	248	NA	42
Sapulpa Junior High	9th	406	NA	297	NA	109
Sapulpa High School	10th	406	NA	344	NA	62
Sapulpa High School	11th	377	NA	362	NA	15
Sapulpa High School	12th	319	NA	304	NA	15

## Sapulpa Public School 2023-2024 Dropout Report

Site	Drop Out Rate	Dropouts (Grade 7-12)			Dropouts by Age (Grade 7-12)								Dropout by Race (Grade 7-12)					
		Male	Female	Total	<13	13	14	15	16	17	18	19-22	Hispanic	African American	American Indian	Pacific Is.	White	Two or More
MS	3.52%	3	5	8	6	2	0	0	0	0	0	0	2	0	1	0	4	1
JHS	1.94%	5	7	12	0	1	4	5	0	0	0	0	1	0	1	1	5	4
HS	5.24%	30	22	52	0	0	1	11	8	15	13	4	3	1	9	0	28	11

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
MUSCOGEE (CREEK) NATION  
AND  
SAPULPA PUBLIC SCHOOLS**

**THIS MEMORANDUM OF AGREEMENT** (hereinafter "MOU") is made on this 16<sup>th</sup> of July, by and between the Muscogee (Creek) Nation Language Program, P.O. Box 580, Okmulgee, Oklahoma 74447 (hereinafter "NATION") and Sapulpa Public Schools, 511 East Leaa, Sapulpa, OK 74066 (hereinafter "SCHOOL"), to coordinate their resources, skills, and employees in order to provide high-quality collaborative opportunities in school support and language.

**WITNESSETH:**

**WHEREAS**, through this collaboration, the intent is to be a leading force in language acquisition to enhance the lives of students, specifically American Indian/Alaskan Native (AI/AN) students, by providing quality language revitalization services, and

**WHEREAS**, the purpose of this MOU is to establish working procedures between the SCHOOL and the NATION for the provision of coordinated Mvskoke Language educational opportunities, and

**WHEREAS**, the NATION wishes to enter into an agreement with the SCHOOL in order to provide services to AI/AN students, teachers, school staff, and administrators, and

**WHEREAS**, the NATION agrees to provide qualified personnel who are willing and able to perform the services described herein, and

**WHEREAS**, nothing in this MOU waives the sovereign immunity of the Nation, and

**NOW THEREFORE**, and in consideration of the mutual covenants, promises, agreements, understandings, and conditions herein contained, the parties hereto promise to the other, agree and understand as follows:

**1. PURPOSE OF MOU.**

- A. The purpose of this MOU is for the NATION and the SCHOOL to clarify roles and responsibilities in providing Mvskoke Language services to eligible AI/AN students. This MOU also seeks to reduce duplicative efforts to provide services, training, or other support that can be provided more cost-effectively through combined efforts.
- B. The provisions of this MOU are not intended to alter, amend, or invalidate any existing policies or procedures of the NATION or the SCHOOL unless expressly otherwise stated herein. The signatory parties intend that the responsibilities and understandings set forth therein are to be

followed in all relations and communications between the NATION and the SCHOOL with respect to the Muscogee Department of Education and Training.

**TERM OF MOU.** This MOU shall begin on August 11<sup>th</sup> 2025, and end on May 22<sup>nd</sup>, 2026

Thereafter, the parties may renew this MOU, provided that said renewal shall be in writing and signed by the Muscogee (Creek) Nation Principal Chief, and the school Superintendent.

**2. TERMINATION AND AMENDMENT.** This MOU may be terminated by the NATION or the SCHOOL at any time during the term of the MOU. Termination shall be effective thirty (30) days after receipt of written notice sent by United States Registered mail to the other party at the above address. This MOU may be amended by the parties, provided that no amendment to any provision of the MOU shall be binding upon the parties unless in writing and signed by the Principal Chief, the Secretary of Culture and Humanities, and the school Superintendent.

### **3. RESPONSIBILITIES OF SIGNATORIES.**

A. The SCHOOL Responsibilities. The SCHOOL agrees to the following provisions:

1. The SCHOOL shall commit to one year of Mvskoke language instruction as agreed upon in prior meetings for students within selected grade levels and classes, during the upcoming 2024-2025 school year.
2. The SCHOOL shall provide a classroom for Mvskoke language instruction to occur, as needed and during all instructional hours.
3. The SCHOOL shall provide a certified teacher within each classroom who will be the responsible party for students and will support the Mvskoke Language teacher, as needed, in the case the Mvskoke Language teacher is non-certified.
4. The SCHOOL shall provide a licensed teacher as a "teacher of record" to input the grades into the school's grading system and to be the "mentor teacher" for the Mvskoke language instructor as a liaison between both the Mvskoke Language Program and the SCHOOL
5. The SCHOOL shall not require any Mvskoke Language staff to perform any extra duties outside of prior negotiated responsibilities.

B. The NATION Responsibilities. The NATION agrees to the following provisions:

1. The nation shall provide one (1) Mvskoke Language Instructor to teach Mvskoke Language to students within the SCHOOL as previously agreed upon in prior meetings for the upcoming 2025-2026 school year.
2. The NATION shall provide one (1) alternate Mvskoke Language Instructor to substitute for language instructors that may be absent. This instructor will do their best to cover classes throughout the year if and when the primary instructor(s) are not able to attend class.
3. The NATION shall provide curriculum, materials, assessments, and other educational resources pertaining to Mvskoke Language class for all students participating in Mvskoke Language class within the SCHOOL.

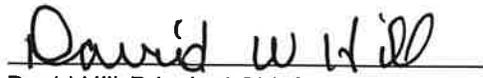


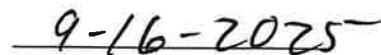
4. **PRIOR AGREEMENTS**. This MOU constitutes the entire and exclusive agreement concerning program services between the parties signing below. Execution of the MOU supersedes and nullifies all prior agreements, contracts, negotiations, and promises or representations concerning that subject matter.

**IN WITNESS WHEREOF**, the parties have executed and entered into this MOU.

**APPROVED:**

**MUSCOGEE (CREEK) NATION**

  
\_\_\_\_\_  
David Hill, Principal Chief

  
\_\_\_\_\_  
Date

**SAPULPA PUBLIC SCHOOLS**

\_\_\_\_\_  
Superintendent/Principal

\_\_\_\_\_  
Date

## Digital Content Agreement

This Digital Content Agreement (“Agreement”) is entered into on the date of full execution (the “Effective Date”) and is entered into by and between:

School District (“LEA”): *Sapulpa Public Schools*

located at: *511 East Lee Sapulpa, OK 74066*

Provider (the “Provider”): *Lab-Aids, Inc.*

located at: *17 Colt Ct. Ronkonkoma, NY 11779*

WHEREAS, the Provider is providing educational and digital services, including downloadable digital curriculum content (“digital content”), to LEA.

WHEREAS, the Provider and LEA desire to enter into this Agreement for the purpose of establishing their respective obligations and duties in order to comply with applicable laws and regulations.

NOW THEREFORE, for good and valuable consideration, LEA and Provider agree as follows:

1. The Provider agrees to deliver the following products in PDF file format to the LEA via the Lab-Aids Portal:
  1. *A Natural Approach to Chemistry, Second Edition – Teacher Edition*
  2. *A Natural Approach to Chemistry, Second Edition – Student Book*
  3. *A Natural Approach to Chemistry, Second Edition – Laboratory Investigation Manual*
2. LEA agrees that all digital content received by the Provider can only be distributed to students registered at LEA via the Lab-Aids Portal or a password-protected server (or the like) in order to ensure the digital content is only accessible to students registered in LEA. The method LEA chooses to distribute digital content shall be described in *Exhibit A, Description of Digital Content Distribution*.

3. Derivative works (of digital content provided to LEA) shall only be distributed to students via the method described in Exhibit A. LEA acknowledges that it does not hold any copyright nor retain any rights to derivative works of digital content.
4. At the end of all agreements entered into by the Provider to distribute licensed digital content, LEA agrees to destroy all derivative works of digital content and delete any digital content provided to LEA by the Provider stored on district managed servers (as described in Exhibit A).
5. This agreement will end on: July 01, 2027

The designated representative for the Provider for this Digital Content Agreement is:

Name: Chris Keller  
Title: Director of Digital Platforms & Technology  
Address: 17 Colt Ct. Ronkonkoma, NY 11779  
Phone: 970-236-1150  
Email: ckeller@lab-aids.com

The designated representative for the LEA for this Digital Content Agreement is:

Name:  
Title:  
Address:  
Phone:  
Email:

IN WITNESS WHEREOF, LEA and Provider execute this agreement as of the Effective Date.

LEA: **Sapulpa Public Schools**

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

PrintedName: \_\_\_\_\_

Title/Position: \_\_\_\_\_

PROVIDER: **Lab-Aids, Inc.**

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

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

Title/Position: \_\_\_\_\_

## Exhibit A

### Description of Digital Content Distribution

Please describe below how digital content provided to LEA by the Provider (and any derivative works created by LEA) will be distributed to students registered in LEA, in order to ensure members of the public cannot access such digital content and any derivative works.

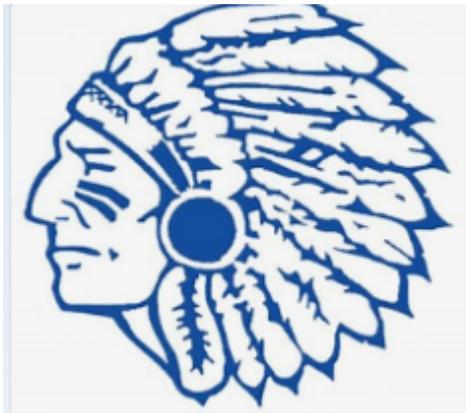
The digital and print materials contained in the PDFs will be utilized exclusively for educational purposes with students enrolled in the school district. Distribution will be via printed copies or via secure access to the district's Learning Management System.



# Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

## Home Of The Chieftains!



**CHASE MORRIS ACT**

# Oklahoma Statutes Citationized

## Title 70. Schools

### Chapter 1 - School Code of 1971

#### Article Article XXIV - Miscellaneous Provisions

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

Cite as: 70 O.S. § 24-156 (OSCN 2024)

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

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

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

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

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

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

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

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

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

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

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

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

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

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

### ***Historical Data***

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

# CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Sapulpa High School** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **Creek County EMS** on **08/09/2025**.

## SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

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

<i>Team Member</i>	<i>Role</i>
<i>Seth Shibley</i>	<i>Administrator</i>
<i>Shad Miller</i>	<i>Administrator</i>
<i>Heather Lakey</i>	<i>Nurse</i>
<i>Glenn Coffey</i>	<i>Safety &amp; Security</i>
<i>Kayla Clements</i>	<i>SRO</i>
<i>Jonathan Brese</i>	<i>SRO</i>
<i>Vanessa Stice</i>	<i>Asst. Principal</i>
<i>Jeremy Lusk</i>	<i>Asst. Principal</i>
<i>Toni Slagle</i>	<i>Asst. Principal</i>
<i>Danny Wood</i>	<i>Asst. Principal</i>

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

All athletic coaches, All school nurses, All athletic trainers, Site Administration, SRO/Safety and Security Officers, Appointed Team members at all sites

## HOW TO ACTIVATE THE TEAM:

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

Person identifying the need for a response will call 911, and direct another person to notify administrative personnel.

Use of the RAVE app, medical emergency button, is preferred as it will notify all team members and call 911 simultaneously.

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

Each team member will be given a copy of the plan. The plan will be presented to all employees and hung so all employees can see it routinely. All parents/athletic team members will be given a copy of the plan to review. Drills will be done at each site a minimum of twice a year.

**DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:**

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

<i>Date of Drill</i>	<i>Notes</i>

**IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA**

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

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

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Sapulpa Fire Department</i>	<i>918-224-3359</i>
<i>Sapulpa Police Department</i>	<i>918-224-3862</i>
<i>Creek County EMS</i>	<i>918-227-4111</i>
<i>Creek County Sheriff's Department</i>	<i>918-224-4964</i>

**LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE: (see attached list)**

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

<i>AED Location</i>	<i>Maintenance Date</i>
<i>High School Attendance Office</i>	<i>11/26/2024</i>
<i>Junior High Main Office</i>	<i>11/26/2024</i>


**LOCATION OF AED’S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE: (see attached sheet)**

\*\*AED must be accessible within one to three minutes. Identify who is responsible to get the AED

Could insert your EAP (Emergency Action Plan for athletics here also)

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

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>
<i>Chieftain Center</i>	<i>Messa</i>	<i>11/26/2024</i>
<i>Chieftain Center</i>	<i>Trainers’ Room</i>	<i>11/26/2024</i>
<i>Bailey</i>	<i>Trainers’ Room</i>	<i>11/26/2024</i>
<i>XC, Track, Soccer Complex</i>	<i>Concession Stand</i>	<i>11/26/2024</i>
<i>Baseball Field</i>	<i>Concession Stand</i>	<i>11/26/2024</i>
<i>Softball Field</i>	<i>Concession Stand</i>	<i>11/26/2024</i>

**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

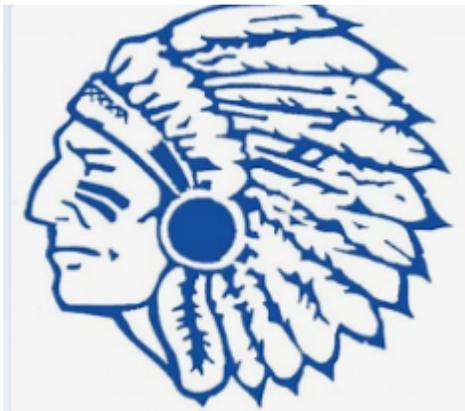
\*\*Must be updated and reviewed by the school board annually

Date of update and school board review: \_\_\_\_\_

# Emergency Operations Site Plan Bartlett Alternative School

Chase Morris Sudden Cardiac Arrest Response Plan

## Home Of The Chieftains!



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

### Chapter 1 - School Code of 1971

### Article Article XXIV - Miscellaneous Provisions

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

Cite as: 70 O.S. § 24-156 (OSCN 2024)

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

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

### ***Historical Data***

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

# CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Bartlett Alternative School** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **Creek County EMS** on **08/09/2025**.

## SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

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

<i>Team Member</i>	<i>Role</i>
<i>Jennifer Hudgins</i>	<i>Administrator</i>
<i>Glenn Coffey</i>	<i>Safety &amp; Security</i>
<i>Heather Lakey</i>	<i>Nurse</i>
<i>Jonathan Brese</i>	<i>SRO</i>
<i>Kayla Clements</i>	<i>SRO</i>
<i>Carey Chapman</i>	<i>Secretary</i>

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

All athletic coaches, All school nurses, All athletic trainers, Site Administration, SRO/Safety and Security Officers, Appointed Team members at all sites

## HOW TO ACTIVATE THE TEAM:

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

Person identifying the need for a response will call 911, and direct another person to notify administrative personnel.

Use of the RAVE app, medical emergency button, is preferred as it will notify all team members and call 911 simultaneously.

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

Each team member will be given a copy of the plan. The plan will be presented to all employees and hung so all employees can see it routinely. All parents/athletic team members will be given a copy of the plan to review. Drills will be done at each site a minimum of twice a year.

## DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

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

<i>Date of Drill</i>	<i>Notes</i>

## IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

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

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

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Sapulpa Fire Department</i>	<i>918-224-3359</i>
<i>Sapulpa Police Department</i>	<i>918-224-3862</i>
<i>Creek County EMS</i>	<i>918-227-4111</i>
<i>Creek County Sheriff's Department</i>	<i>918-224-4964</i>

## LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE: (see attached list)

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

<i>AED Location</i>	<i>Maintenance Date</i>
<i>Main Door Lobby</i>	<i>11/26/2024</i>


**LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE: (see attached sheet)**

\*\*AED must be accessible within one to three minutes. Identify who is responsible to get the AED  
 Could insert your EAP (Emergency Action Plan for athletics here also)

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

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>
<i>Chieftain Center</i>	<i>Messa</i>	<i>11/26/2024</i>
<i>Chieftain Center</i>	<i>Trainers' Room</i>	<i>11/26/2024</i>
<i>Bailey</i>	<i>Trainers' Room</i>	<i>11/26/2024</i>
<i>XC, Track, Soccer Complex</i>	<i>Concession Stand</i>	<i>11/26/2024</i>
<i>Baseball Field</i>	<i>Concession Stand</i>	<i>11/26/2024</i>
<i>Softball Field</i>	<i>Concession Stand</i>	<i>11/26/2024</i>

**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

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

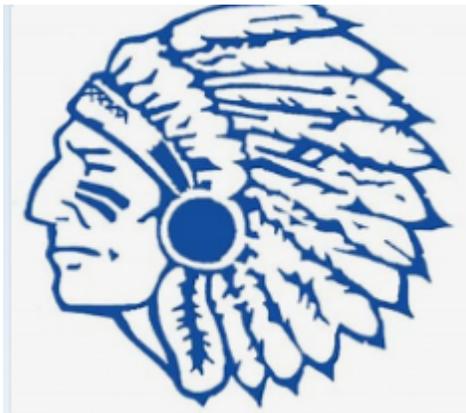
Date of update and school board review: \_\_\_\_\_

# Emergency Operations Site Plan

## Sapulpa Junior High

Chase Morris Sudden Cardiac Arrest Response Plan

# Home Of The Chieftains!



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

### Chapter 1 - School Code of 1971

### Article Article XXIV - Miscellaneous Provisions

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

Cite as: 70 O.S. § 24-156 (OSCN 2024)

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

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

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

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

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

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

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

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

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

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

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

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

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

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

### ***Historical Data***

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

# CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Sapulpa Junior High School** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **Creek County EMS** on **08/09/2025**.

## SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

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

<i>Team Member</i>	<i>Role</i>
<i>Shad Miller</i>	<i>Administrator</i>
<i>Seth Shibley</i>	<i>Administrator</i>
<i>Heather Lakey</i>	<i>Nurse</i>
<i>Glenn Coffey</i>	<i>Safety &amp; Security</i>
<i>Kayla Clements</i>	<i>SRO</i>
<i>Jonathan Brese</i>	<i>SRO</i>
<i>Vanessa Stice</i>	<i>Asst. Principal</i>
<i>Jeremy Lusk</i>	<i>Asst. Principal</i>
<i>Toni Slagle</i>	<i>Asst. Principal</i>
<i>Danny Wood</i>	<i>Asst. Principal</i>

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

All athletic coaches, All school nurses, All athletic trainers, Site Administration, SRO/Safety and Security Officers, Appointed Team members at all sites

## HOW TO ACTIVATE THE TEAM:

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

Person identifying the need for a response will call 911, and direct another person to notify administrative personnel.

Use of the RAVE app, medical emergency button, is preferred as it will notify all team members and call 911 simultaneously.

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

Each team member will be given a copy of the plan. The plan will be presented to all employees and hung so all employees can see it routinely. All parents/athletic team members will be given a copy of the plan to review. Drills will be done at each site a minimum of twice a year.

## DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

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

<i>Date of Drill</i>	<i>Notes</i>

## IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

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

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

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Sapulpa Fire Department</i>	<i>918-224-3359</i>
<i>Sapulpa Police Department</i>	<i>918-224-3862</i>
<i>Creek County EMS</i>	<i>918-227-4111</i>
<i>Creek County Sheriff's Department</i>	<i>918-224-4964</i>

## LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE: (see attached list)

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

<i>AED Location</i>	<i>Maintenance Date</i>
<i>Junior High Main Office</i>	<i>11/26/2024</i>
<i>High School Attendance Office</i>	<i>11/26/2024</i>


**LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE: (see attached sheet)**

\*\*AED must be accessible within one to three minutes. Identify who is responsible to get the AED

Could insert your EAP (Emergency Action Plan for athletics here also)

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

<b>Site</b>	<b>Location</b>	<b>Last Maintenance Date</b>
<b>Chieftain Center</b>	<b>Messa</b>	<b>11/26/2024</b>
<b>Chieftain Center</b>	<b>Trainers' Room</b>	<b>11/26/2024</b>
<b>Bailey</b>	<b>Trainers' Room</b>	<b>11/26/2024</b>
<b>XC, Track, Soccer Complex</b>	<b>Concession Stand</b>	<b>11/26/2024</b>
<b>Baseball Field</b>	<b>Concession Stand</b>	<b>11/26/2024</b>
<b>Softball Field</b>	<b>Concession Stand</b>	<b>11/26/2024</b>

**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

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

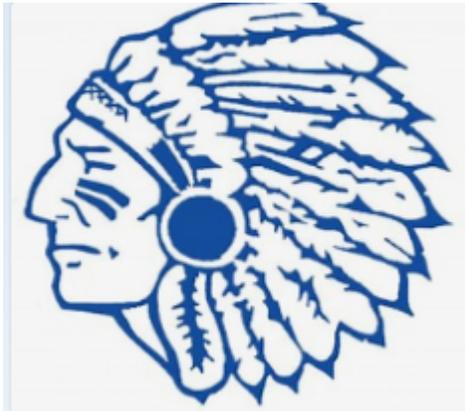
Date of update and school board review: \_\_\_\_\_

# Emergency Operations Site Plan

## Sapulpa Middle School

Chase Morris Sudden Cardiac Arrest Response Plan

# Home Of The Chieftains!



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

### Chapter 1 - School Code of 1971

### Article Article XXIV - Miscellaneous Provisions

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

Cite as: 70 O.S. § 24-156 (OSCN 2024)

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

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

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

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

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

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

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

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

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

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

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

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

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

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

### ***Historical Data***

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

# CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Sapulpa Middle School** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **Creek County EMS** on **08/09/2025**.

## SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

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

<i>Team Member</i>	<i>Role</i>
<i>Peter Carter</i>	<i>Administrator</i>
<i>Glenn Coffey</i>	<i>Safety &amp; Security</i>
<i>Heather Lakey</i>	<i>Nurse</i>
<i>Jonathan Brese</i>	<i>SRO</i>
<i>Kayla Clements</i>	<i>SRO</i>
<i>Amy Sanders</i>	<i>Asst. Principal</i>
<i>Coy Caviness</i>	<i>Asst. Principal</i>

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

All athletic coaches, All school nurses, All athletic trainers, Site Administration, SRO/Safety and Security Officers, Appointed Team members at all sites

## HOW TO ACTIVATE THE TEAM:

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

Person identifying the need for a response will call 911, and direct another person to notify administrative personnel.

Use of the RAVE app, medical emergency button, is preferred as it will notify all team members and call 911 simultaneously.

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

Each team member will be given a copy of the plan. The plan will be presented to all employees and hung so all employees can see it routinely. All parents/athletic team members will be given a copy of the plan to review. Drills will be done at each site a minimum of twice a year.

## DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

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

<i>Date of Drill</i>	<i>Notes</i>

## IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

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

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

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Sapulpa Fire Department</i>	<i>918-224-3359</i>
<i>Sapulpa Police Department</i>	<i>918-224-3862</i>
<i>Creek County EMS</i>	<i>918-227-4111</i>
<i>Creek County Sheriff's Department</i>	<i>918-224-4964</i>

## LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE: (see attached list)

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

<i>AED Location</i>	<i>Maintenance Date</i>
<i>Nurse's Office</i>	<i>11/26/2024</i>


**LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE: (see attached sheet)**

\*\*AED must be accessible within one to three minutes. Identify who is responsible to get the AED

Could insert your EAP (Emergency Action Plan for athletics here also)

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

<b>Site</b>	<b>Location</b>	<b>Last Maintenance Date</b>
<b>Chieftain Center</b>	<b>Messa</b>	<b>11/26/2024</b>
<b>Chieftain Center</b>	<b>Trainers' Room</b>	<b>11/26/2024</b>
<b>Bailey</b>	<b>Trainers' Room</b>	<b>11/26/2024</b>
<b>XC, Track, Soccer Complex</b>	<b>Concession Stand</b>	<b>11/26/2024</b>
<b>Baseball Field</b>	<b>Concession Stand</b>	<b>11/26/2024</b>
<b>Softball Field</b>	<b>Concession Stand</b>	<b>11/26/2024</b>

**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

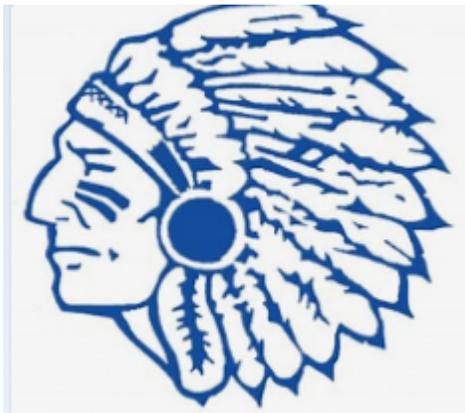
\*\*Must be updated and reviewed by the school board annually

Date of update and school board review: \_\_\_\_\_

# Emergency Operations Site Plan Freedom Elementary School

Chase Morris Sudden Cardiac Arrest Response Plan

## Home Of The Chieftains!



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

### Chapter 1 - School Code of 1971

### Article Article XXIV - Miscellaneous Provisions

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

Cite as: 70 O.S. § 24-156 (OSCN 2024)

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

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

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

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

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

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

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

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

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

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

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

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

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

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

### ***Historical Data***

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

# CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Freedom Elementary School** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **Creek County EMS** on **08/09/2025**.

## SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

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

<i>Team Member</i>	<i>Role</i>
<i>Alison Owens</i>	<i>Administrator</i>
<i>Glenn Coffey</i>	<i>Safety &amp; Security Director</i>
<i>Vangie Roberts</i>	<i>Nurse</i>
<i>Jonathan Brese</i>	<i>SRO</i>
<i>Kayla Clements</i>	<i>SRO</i>
<i>Megan Hurt</i>	<i>Asst. Principal</i>
<i>Matt Stewart</i>	<i>Security</i>

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

All athletic coaches, All school nurses, All athletic trainers, Site Administration, SRO/Safety and Security Officers, Appointed Team members at all sites

## HOW TO ACTIVATE THE TEAM:

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

Person identifying the need for a response will call 911, and direct another person to notify administrative personnel.

Use of the RAVE app, medical emergency button, is preferred as it will notify all team members and call 911 simultaneously.

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

Each team member will be given a copy of the plan. The plan will be presented to all employees and hung so all employees can see it routinely. All parents/athletic team members will be given a copy of the plan to review. Drills will be done at each site a minimum of twice a year.

## DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

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

<i>Date of Drill</i>	<i>Notes</i>

## IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

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

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

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Sapulpa Fire Department</i>	<i>918-224-3359</i>
<i>Sapulpa Police Department</i>	<i>918-224-3862</i>
<i>Creek County EMS</i>	<i>918-227-4111</i>
<i>Creek County Sheriff's Department</i>	<i>918-224-4964</i>

## LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE: (see attached list)

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

<i>AED Location</i>	<i>Maintenance Date</i>
<i>Nurse's Office</i>	<i>11/26/2024</i>


**LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE: (see attached sheet)**

\*\*AED must be accessible within one to three minutes. Identify who is responsible to get the AED  
 Could insert your EAP (Emergency Action Plan for athletics here also)  
 \*\*\*Check with your manufacturer for the recommended maintenance of your AED.

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>
<i>Chieftain Center</i>	<i>Messa</i>	<i>11/26/2024</i>
<i>Chieftain Center</i>	<i>Trainers' Room</i>	<i>11/26/2024</i>
<i>Bailey</i>	<i>Trainers' Room</i>	<i>11/26/2024</i>
<i>XC, Track, Soccer Complex</i>	<i>Concession Stand</i>	<i>11/26/2024</i>
<i>Baseball Field</i>	<i>Concession Stand</i>	<i>11/26/2024</i>
<i>Softball Field</i>	<i>Concession Stand</i>	<i>11/26/2024</i>

**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

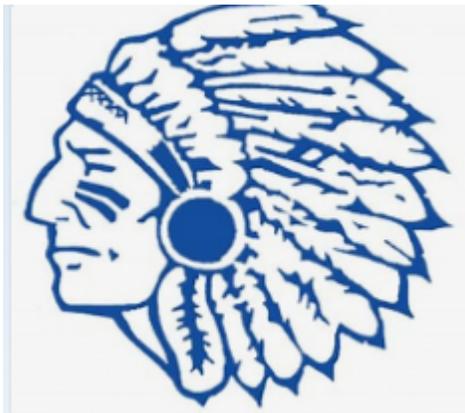
\*\*Must be updated and reviewed by the school board annually

Date of update and school board review: \_\_\_\_\_

# Emergency Operations Site Plan Holmes Park Elementary School

Chase Morris Sudden Cardiac Arrest Response Plan

## Home Of The Chieftains!



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

### Chapter 1 - School Code of 1971

### Article Article XXIV - Miscellaneous Provisions

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

Cite as: 70 O.S. § 24-156 (OSCN 2024)

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

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

### ***Historical Data***

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

# CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Holmes Park Elementary School** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **Creek County EMS** on **08/09/2025**.

## SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

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

<i>Team Member</i>	<i>Role</i>
<i>Roger Johnson</i>	<i>Administrator</i>
<i>Glenn Coffey</i>	<i>Safety &amp; Security Director</i>
<i>Kandace Shelley</i>	<i>Nurse</i>
<i>Jonathan Brese</i>	<i>SRO</i>
<i>Kayla Clements</i>	<i>SRO</i>
<i>Kristi Carter</i>	<i>Asst. Principal</i>
<i>Steve Thompson</i>	<i>Security</i>
<i>Cade Colburn</i>	<i>Asst. Principal</i>

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

All athletic coaches, All school nurses, All athletic trainers, Site Administration, SRO/Safety and Security Officers, Appointed Team members at all sites

## HOW TO ACTIVATE THE TEAM:

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

Person identifying the need for a response will call 911, and direct another person to notify administrative personnel.

Use of the RAVE app, medical emergency button, is preferred as it will notify all team members and call 911 simultaneously.

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

Each team member will be given a copy of the plan. The plan will be presented to all employees and hung so all employees can see it routinely. All parents/athletic team members will be given a copy of the plan to review. Drills will be done at each site a minimum of twice a year.

**DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:**

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

<i>Date of Drill</i>	<i>Notes</i>

**IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA**

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

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

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Sapulpa Fire Department</i>	<i>918-224-3359</i>
<i>Sapulpa Police Department</i>	<i>918-224-3862</i>
<i>Creek County EMS</i>	<i>918-227-4111</i>
<i>Creek County Sheriff's Department</i>	<i>918-224-4964</i>

**LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE: (see attached list)**

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

<i>AED Location</i>	<i>Maintenance Date</i>
<i>Nurse's Office</i>	<i>11/26/2024</i>


**LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE: (see attached sheet)**

\*\*AED must be accessible within one to three minutes. Identify who is responsible to get the AED  
 Could insert your EAP (Emergency Action Plan for athletics here also)

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

<b>Site</b>	<b>Location</b>	<b>Last Maintenance Date</b>
<b>Chieftain Center</b>	<b>Messa</b>	<b>11/26/2024</b>
<b>Chieftain Center</b>	<b>Trainers' Room</b>	<b>11/26/2024</b>
<b>Bailey</b>	<b>Trainers' Room</b>	<b>11/26/2024</b>
<b>XC, Track, Soccer Complex</b>	<b>Concession Stand</b>	<b>11/26/2024</b>
<b>Baseball Field</b>	<b>Concession Stand</b>	<b>11/26/2024</b>
<b>Softball Field</b>	<b>Concession Stand</b>	<b>11/26/2024</b>

**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

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

Date of update and school board review: \_\_\_\_\_

Emergency Operations Site Plan  
Jefferson Heights Elementary School

Chase Morris Sudden Cardiac Arrest Response Plan

# Home Of The Chieftains!



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

### Chapter 1 - School Code of 1971

### Article Article XXIV - Miscellaneous Provisions

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

Cite as: 70 O.S. § 24-156 (OSCN 2024)

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

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

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

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

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

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

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

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

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

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

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

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

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

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

### ***Historical Data***

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

# CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Jefferson Heights Elementary School** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **Creek County EMS** on **08/09/2025**.

## SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

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

<i>Team Member</i>	<i>Role</i>
<i>Gina Ritchie</i>	<i>Administrator</i>
<i>Glenn Coffey</i>	<i>Safety &amp; Security Director</i>
<i>Vangie Roberts</i>	<i>Nurse</i>
<i>Jonathan Brese</i>	<i>SRO</i>
<i>Kayla Clements</i>	<i>SRO</i>
<i>Amber Robertson</i>	<i>Asst. Principal</i>
<i>Shannon Latham</i>	<i>Security</i>

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

All athletic coaches, All school nurses, All athletic trainers, Site Administration, SRO/Safety and Security Officers, Appointed Team members at all sites

## HOW TO ACTIVATE THE TEAM:

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

Person identifying the need for a response will call 911, and direct another person to notify administrative personnel.

Use of the RAVE app, medical emergency button, is preferred as it will notify all team members and call 911 simultaneously.

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

Each team member will be given a copy of the plan. The plan will be presented to all employees and hung so all employees can see it routinely. All parents/athletic team members will be given a copy of the plan to review. Drills will be done at each site a minimum of twice a year.

## DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

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

<i>Date of Drill</i>	<i>Notes</i>

## IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

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

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

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Sapulpa Fire Department</i>	<i>918-224-3359</i>
<i>Sapulpa Police Department</i>	<i>918-224-3862</i>
<i>Creek County EMS</i>	<i>918-227-4111</i>
<i>Creek County Sheriff's Department</i>	<i>918-224-4964</i>

## LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE: (see attached list)

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

<i>AED Location</i>	<i>Maintenance Date</i>
<i>Nurse's Office</i>	<i>11/26/2024</i>


**LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE: (see attached sheet)**

\*\*AED must be accessible within one to three minutes. Identify who is responsible to get the AED  
 Could insert your EAP (Emergency Action Plan for athletics here also)  
 \*\*\*Check with your manufacturer for the recommended maintenance of your AED.

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>
<i>Chieftain Center</i>	<i>Messa</i>	<i>11/26/2024</i>
<i>Chieftain Center</i>	<i>Trainers' Room</i>	<i>11/26/2024</i>
<i>Bailey</i>	<i>Trainers' Room</i>	<i>11/26/2024</i>
<i>XC, Track, Soccer Complex</i>	<i>Concession Stand</i>	<i>11/26/2024</i>
<i>Baseball Field</i>	<i>Concession Stand</i>	<i>11/26/2024</i>
<i>Softball Field</i>	<i>Concession Stand</i>	<i>11/26/2024</i>

**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

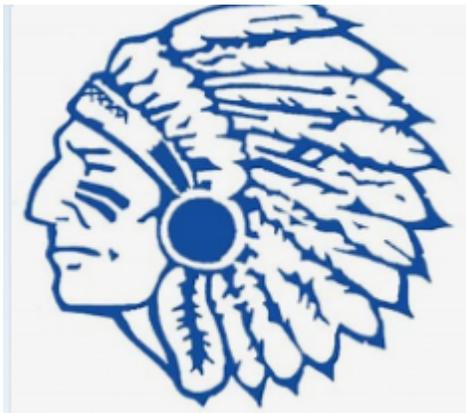
\*\*Must be updated and reviewed by the school board annually

Date of update and school board review: \_\_\_\_\_

# Emergency Operations Site Plan Liberty Elementary School

Chase Morris Sudden Cardiac Arrest Response Plan

## Home Of The Chieftains!



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

### Chapter 1 - School Code of 1971

### Article Article XXIV - Miscellaneous Provisions

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

Cite as: 70 O.S. § 24-156 (OSCN 2024)

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

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

### ***Historical Data***

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

# CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Liberty Elementary School** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **Creek County EMS** on **08/09/2025**.

## SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

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

<i>Team Member</i>	<i>Role</i>
<i>Jazzman Musgrove</i>	<i>Administrator</i>
<i>Glenn Coffey</i>	<i>Safety &amp; Security</i>
<i>Kandace Shelley</i>	<i>Nurse</i>
<i>Jonathan Brese</i>	<i>SRO</i>
<i>Kayla Clements</i>	<i>SRO</i>
<i>Sunny Jiles</i>	<i>Asst. Principal</i>
<i>Matt Stewart</i>	<i>Security</i>

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

All athletic coaches, All school nurses, All athletic trainers, Site Administration, SRO/Safety and Security Officers, Appointed Team members at all sites

## HOW TO ACTIVATE THE TEAM:

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

Person identifying the need for a response will call 911, and direct another person to notify administrative personnel.

Use of the RAVE app, medical emergency button, is preferred as it will notify all team members and call 911 simultaneously.

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

Each team member will be given a copy of the plan. The plan will be presented to all employees and hung so all employees can see it routinely. All parents/athletic team members will be given a copy of the plan to review. Drills will be done at each site a minimum of twice a year.

## DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

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

<i>Date of Drill</i>	<i>Notes</i>

## IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

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

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

<i>Name of Provider</i>	<i>Contact Information</i>
<i>Sapulpa Fire Department</i>	<i>918-224-3359</i>
<i>Sapulpa Police Department</i>	<i>918-224-3862</i>
<i>Creek County EMS</i>	<i>918-227-4111</i>
<i>Creek County Sheriff's Department</i>	<i>918-224-4964</i>

## LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE: (see attached list)

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

<i>AED Location</i>	<i>Maintenance Date</i>
<i>Main Door Lobby/Gym</i>	<i>11/26/2024</i>


**LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE: (see attached sheet)**

\*\*AED must be accessible within one to three minutes. Identify who is responsible to get the AED  
 Could insert your EAP (Emergency Action Plan for athletics here also)  
 \*\*\*Check with your manufacturer for the recommended maintenance of your AED.

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>
<i>Chieftain Center</i>	<i>Messa</i>	<i>11/26/2024</i>
<i>Chieftain Center</i>	<i>Trainers' Room</i>	<i>11/26/2024</i>
<i>Bailey</i>	<i>Trainers' Room</i>	<i>11/26/2024</i>
<i>XC, Track, Soccer Complex</i>	<i>Concession Stand</i>	<i>11/26/2024</i>
<i>Baseball Field</i>	<i>Concession Stand</i>	<i>11/26/2024</i>
<i>Softball Field</i>	<i>Concession Stand</i>	<i>11/26/2024</i>

**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

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

Date of update and school board review: \_\_\_\_\_



Date: 09/23/2025  
 Order Number: Q-645360  
 Revision: 1  
 Order Form Expiration Date: 10/20/2025

ORDER FORM

Customer and Billing Address

Customer No.: 175508  
 Customer Name: Sapulpa Middle School  
 Billing Address: 1304 E Cleveland Ave  
 Sapulpa, OK 74066-4829

Products and Services

Sapulpa Middle School

Products	Qty	License Start Date	License End Date	License Term (Months)
Exact Path: Diagnostic and Learning Path Core Library - Program License	500	10/15/2025	06/30/2026	8
Exact Path: Edmentum Integration	1	10/15/2025	06/30/2026	8
Standards Mastery: Math Library – Program License	500	10/15/2025	06/30/2026	8
Standards Mastery: ELA Library – Program License	500	10/15/2025	06/30/2026	8

**Sapulpa Middle School Subtotal:** \$14,970.00

**Total US Funds:** \$14,970.00

This Order shall have an effective date (“Effective Date”) which is the earlier of (a) the date we accept your signed Order Form or (b) the initial License Start Date, if any, applicable to the products listed in the order summary above (“Order Summary”) and shall remain in effect through the end of the Term.

To the extent this Order includes Purchases of Enrollment Products, they are governed by the terms and conditions listed in Appendix A. For all other products, unless otherwise specified in the Order Summary, the Start Date for your software subscription license(s) will be the date on which we have accepted your order and have issued log-in credentials. In the case of a purchase for multiple successive subscription licenses, the Start Date for each successive subscription will be the day immediately following the License Term expiration of the preceding license subscription.

Taxes

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final invoice. If the contracting entity is exempt from sales tax, please send the applicable tax exemption certificate to [orders@edmentum.com](mailto:orders@edmentum.com) or attach the certificate to this order form in the Signature section. We reserve the right to pursue collections to the fullest extent permitted by law for sales taxes that have been charged on invoices submitted prior to our receipt of a valid tax exemption certificate.

Invoicing and Payment Terms

The total amount in the Order Summary will be invoiced on the Effective Date.

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | [www.edmentum.com](http://www.edmentum.com)





Date: 09/23/2025  
 Order Number: Q-645360  
 Revision: 1  
 Order Form Expiration Date: 10/20/2025

ORDER FORM

You agree to pay all invoices within 15 days of receipt. Although we will generally not invoice you until after you enroll, use, or access, we reserve the right to immediately invoice you for any services you purchase.

Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to Edmentum Inc. and affiliates.

This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at <http://www.edmentum.com/standardterms> and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect. If this Agreement includes Professional Services, they are more fully described herein, in the Standard Terms and/or on an attached Statement of Work.

Purchase Order

This Agreement is non-cancellable. You will submit a purchase order to us for the full amount of this Order Form or, if applicable, for the amount listed on the first payment due date in Invoicing and Payment Terms, followed by additional purchase orders according to the Invoicing and Payment Terms. Your Order will not be scheduled for delivery until a conforming purchase order referencing this Order Form is submitted.

To the extent applicable, you will submit additional purchase orders ("Subsequent Purchase Orders") within ten (10) days of our notice to you that your Enrollment Products Purchases, in the aggregate, have exceeded the amount identified in the Initial Purchase Order for such products. If we waive a Subsequent Purchase Order requirement, you agree to pay the amounts identified on our invoice.

Acceptance

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing.

I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified.

Invoice Contact Information – Please Provide Your Finance Dept Contact Information

First Name:

Last Name:

Email Address:





Date: 09/23/2025  
Order Number: Q-645360  
Revision: 1  
Order Form Expiration Date: 10/20/2025

ORDER FORM

Customer Signature

Name (Printed or Typed)

Title

Date

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | [www.edmentum.com](http://www.edmentum.com)



Jefferson Heights



**"To Inspire and Prepare Young People to Succeed in a Global Economy"**

**CONTRACT**

This Agreement is made and entered into this 8<sup>th</sup> day of September, 2025, by and between Junior Achievement of Oklahoma, Inc., an Oklahoma non-profit corporation ("Junior Achievement") and The Independent School District No. I133 of Creek County, Oklahoma a/k/a Sapulpa Public Schools Public Schools (the "District"), for the purpose of securing certain services to be provided by Junior Achievement for the 2025-2026 academic school year.

**RECITALS:**

WHEREAS, Junior Achievement is the owner and operator of a Junior Achievement Facility used for interactive instructional programs (including, but not limited to "JA BizTown®"); and

WHEREAS, Junior Achievement provides, at the Junior Achievement Facility, a hands-on learning environment designed to supplement and reinforce student curriculum correlated to the Oklahoma State Standards and Common Core through the use of technology and real-life application in Junior Achievement's "JA BizTown Program"; and

WHEREAS, Junior Achievement has agreed to provide the District with access to the JA Tulsa Facility and to the JA BizTown Program on the terms and conditions set forth herein.

NOW, THEREFORE, Junior Achievement and the District agree as follows:

1. Junior Achievement agrees to enroll 45 of the District's 4<sup>th</sup> (grade options for curriculum delivery 4-5-6) grade students in the JA BizTown Program. In addition, Junior Achievement agrees to provide the following services and materials in support of the JA BizTown Program:
  - Technical assistance and training for teachers and staff of the District, including curriculum and program materials and such other materials and assistance as are necessary for the implementation of the JA BizTown Program in the District's curriculum.
  - On-line training & onsite training of parent/community volunteers.
  - On-site training of teachers at the Junior Achievement Facility.
  - Support and program assistance at the Junior Achievement Facility for each school group participating in the JA BizTown Program.
  - All necessary materials for implementation of the JA BizTown Program as a part of the District's in-school curriculum and on-site participation.
2. Junior Achievement will provide the JA BizTown Program in a safe and appropriate facility that supports and fosters learning. This facility is located at 3947 South 103rd East Avenue, Tulsa, Oklahoma.
  - If for any reason (ie: inclement weather, school district decision to cancel school day, or an Act of God) students are not able to attend the on-site portion of the JA BizTown Program as scheduled, Junior Achievement will make every attempt to reschedule with the District. If no arrangements can be made for the on-site portion of the JA BizTown Program, Junior Achievement will refund 25% of the student fees for those students who are unable to be rescheduled. Twenty-five percent of the student fee represents that portion of the on-site

visit. Seventy-five percent of the student fee represents program pieces that occur prior to or are delivered in the classroom to participating students.

3. The District will pay Junior Achievement Thirty Dollars (\$30.00) for each of the District's students who enroll in the JA BizTown Program, including the experiential learning on-site portion of the Program, not to exceed a maximum of ~~One thousand three hundred fifty~~ Dollars (\$ 1350 ) for the 2025-2026 year. Enrollment is based on the number of student curriculum given to each school in the District.

- Payment is due within **30 days** of receipt of JA BizTown student materials.
  - Registration of students who will participate in the JA BizTown Program will be delivered to Junior Achievement at the beginning of each semester.
  - By accepting the District's registration and payment, Junior Achievement agrees to provide the JA BizTown Program (both curriculum and on-site experience) to each enrolled student.
4. In addition to the fee for enrollment, the District agrees to provide the following personnel and/or support for its students participating in the JA BizTown Program:
- The District will provide a coordinator for each school who will act as liaison and will assist Junior Achievement and individual teachers and students in their participation in the JA BizTown Program.
  - The District will require participating teachers to attend a JA BizTown training session and assume the responsibility for providing any necessary substitute teachers with notification to Junior Achievement of staff changes pertaining to the JA BizTown Program curriculum.
  - Use the JA BizTown Program curriculum and materials with the understanding that they are the sole property of Junior Achievement and may not be shared, given away, copied or in any way distributed to or used by any party other than those set forth in this contract.
  - The District will provide transportation to and from the Junior Achievement Facility for all enrolled students.
  - On the day of the site visit, the District will provide at least 14 (and a maximum of 18-20) Junior Achievement trained volunteers for students participating in the JA BizTown Program to facilitate the individual JA BizTown businesses and assist with the day's activities.
  - The District will implement the JA BizTown Program into its curriculum so that students are prepared to participate in advance of their attendance at the Junior Achievement Facility. If the students have not been adequately prepared prior to their visit to the on-site facility they will not receive maximum learning benefit of the program.
  - The District will obtain and maintain a parental consent form and a photo release form for each participating JA BizTown Program student with notification to Junior Achievement staff. Students may be present during Junior Achievement media opportunities. Junior Achievement will notify the school of any scheduled media visits.
  - The District will schedule individual classes from participating schools through coordination with Junior Achievement and JA BizTown Program staff. There is a maximum of 114 students who can participate on any given JABT day. Allowance for additional students must be discussed with the JA BizTown Manager.

- The District will provide or make arrangements for student lunches for each student enrolled in the JA BizTown Program.
5. Junior Achievement agrees that it will maintain student privacy and confidentiality, as required by state and federal law and implementing regulations.
  6. Junior Achievement agrees to and shall defend, indemnify and hold the District, its officers, employees and agents harmless from and against any and all liability, loss, expense, including reasonable attorney's fees, or claims for injury or damages that are directly caused by or directly result from the gross negligence or willful misconduct of Junior Achievement, its officers, agents, employees or contractors.
  7. Junior Achievement agrees that, prior to entering into this Agreement, Junior Achievement has obtained a commercial general liability insurance policy insuring Junior Achievement in an amount not less than \$125,000 for personal injury to or the death of any individual, and \$1,000,000 in the aggregate for personal injury or death. Junior Achievement must maintain such insurance policy at all times while this Agreement is in effect. Junior Achievement agrees to furnish the District, upon request, with a copy of its current insurance policies, together with assurance that, if its insurance policies are cancelled during the term of this Agreement, Junior Achievement must immediately notify the District.
  8. This Agreement may only be amended or modified in writing, executed by both parties.
  9. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Junior Achievement of Oklahoma, Inc.

The Independent School District No. I133 of  
Creek County, Oklahoma,  
 a/k/a Sapulpa Public Schools

*Shannan Beeler*

By: \_\_\_\_\_  
 Shannan Beeler, President

By: \_\_\_\_\_  
 Superintendent or Board Chair



***"Empowering young people to own their economic success"***



**2025-2026 Voluntary Student Accident Insurance Coverage: Sapulpa Public Schools (OK)**  
**Effective Date of Coverage: Date of Signed Application - 07/31/2026**

Thank you for your interest in our Voluntary Student Accident Program. Below explains detailed information about our voluntary insurance and the requirements we have for the school system.

This voluntary plan is provided at no cost to Sapulpa Public Schools and is optional for families to purchase for their student(s). In order for this voluntary program to be offered and continued each school year, Student Assurance Services does have 2 requirements that must be fulfilled by the school.

1. Sapulpa Public Schools must directly notify all families about the student accident coverage at the beginning of the policy term. The use of a mass email has been a very successful way in meeting this requirement. Student Assurance Services would provide a link to a short online video and informational forms (English & Spanish) that explain student accident insurance and where families can go to review and purchase coverage. Simply insert that information and send out the email to all PK-12 families.
2. The athletic department must directly notified families of student athletes prior to the start of each sports season (fall, winter, spring). Since student athletes have a higher probability of sustaining an accidental injury, it is crucial that the athletic department emphasizes the importance of this coverage. Again, most athletic departments send out a mass email with our provided forms/video attached.

**Having the online form only available on the school district's/athletic department's website would not be sufficient in meeting the requirements mentioned above. All Families must be directly notified.**

As much as this voluntary coverage is a benefit to students whose health insurance has a high deductible or are currently uninsured, please view this coverage as an important asset if your administration must resolve a student injury that occurs under the school's supervision. When directly notifying all families about this coverage, it serves as another layer of protection for your school.

As an added service, we provide the school a username and password for our website. With this username and password, you will have access to review which students have enrolled into the voluntary program. Schools find this extremely helpful especially when they keep track of students needing insurance prior to them participating in the school's interscholastic sport.

If you have any questions or interest, please contact me at (800) 328-2739 or [sonnyh@sas-mn.com](mailto:sonnyh@sas-mn.com).

Sincerely,

Sonny Heinrich, Director of K-12 Operations  
Student Assurance Services, Inc.

*Specializing in Accident Coverage for Students while:*  
*Attending School – Playing Interscholastic Sports – Participating in Camps/Rec Programs/Youth Events*  
*Toll Free: (800) 328-2739 – Fax: (651) 439-0200 – Email: [sonnyh@sas-mn.com](mailto:sonnyh@sas-mn.com)*

**STUDENT ACCIDENT INSURANCE COVERAGE**  
POLICY GA-2200Ed.11-16(ID)(KS)(LA)(MN)(MT)(NC)(ND)(OH)

**Premiums & Coverage Options**

**One Time Policy Year Premiums**

<b>School Time Coverage Grades PK-12 (Does NOT Include Interscholastic Sports Coverage grades 7-12)</b> Protects the student while: a) attending regular school sessions, b) participating in or attending school-sponsored and supervised extracurricular activities, c) traveling directly to and from school for regular school sessions, and while traveling to and from school-sponsored and supervised extracurricular activities in school provided transportation. DOES NOT cover participation in interscholastic sports for students in grades 7-12.	<b>\$16</b>
<b>Full Time Coverage Grades PK-12 (Does NOT Include Interscholastic Sports Coverage grades 7-12)</b> Covers the student 24 hours a day until school starts next year. Includes coverage while at home and school, on weekends and during summer vacation. DOES NOT cover participation in interscholastic sports for students in grades 7-12.	<b>\$99</b>
<b>School Time Coverage Grades PK-12 AND Interscholastic Sports Coverage Grades 7-12 (does not include Football grades 9-12)</b> In addition to School-Time Coverage shown above, includes All Interscholastic Sports Coverage that protects the student while practicing for or competing in school-sponsored and supervised interscholastic sports including travel in school provided transportation for grades 7-12. DOES NOT cover Football for grades 9-12.	<b>\$91</b>
<b>Full Time Coverage Grades PK-12 AND Interscholastic Sports Coverage Grades 7-12 (does not include Football grades 9-12)</b> In addition to the Full-Time Coverage shown above, includes All Interscholastic Sports Coverage that protects the student while practicing or competing in school-sponsored and supervised interscholastic sports including travel in school-provided transportation for grades 7-12. DOES NOT cover Football for grades 9-12.	<b>\$174</b>
<b>Football Coverage Grades 9 - 12</b> Protects the student while practicing for or competing in school-sponsored and supervised interscholastic football including travel in school-provided transportation for grades 9-12.	<b>\$250</b>
<b>Extended Dental Coverage Grades PK-12</b> Provides benefits up to a maximum of \$5,000 for any dental injury. Covers the student 24 hours a day until school starts next year. Treatment must begin within 60 days from the date of the injury and must be performed within one year from the date of injury. However, if within the one year period following the date of injury the student's attending dentist certifies that dental treatment and/or replacement must be deferred beyond one year, the policy pays the estimated cost of such deferred treatment, but not to exceed \$200 for each tooth. Benefits for prostheses are limited to \$500 per injury, including procedures performed to install them. Dental prostheses include, but are not limited to: crowns, dentures, bridges, and implants. Extended Dental does not cover treatment for orthodontics, dental disease, or expenses that exceed the dental prosthesis maximum benefit limit.	<b>\$9</b>

**The Medical Benefits and Exclusions below apply to the Coverage Options listed above.**

**MEDICAL BENEFITS (What the Insurance Plan Pays)** - When injury covered by the policy results in treatment by a Licensed Physician within 60 days from the date of accident, the Company will pay the Usual and Customary Charges (U&C) incurred for covered services as listed below, for charges actually incurred within one year from the date of injury up to the specified Maximum Medical Benefit of \$50,000 per injury. (In MT and NC benefits are payable after the deductible per injury is satisfied, the deductible is the amount paid or payable for the same injury by Other Valid Coverage)  
This policy will pay benefits regardless of Other Valid Coverage if the covered claim expense is less than \$200. If the covered claim expense exceeds \$200, benefits shall be paid first by Other Valid Coverage. (This coverage is excess in KS, and this coverage is primary in MT and NC after deductible, and in ID, IL)

**All Amounts Listed Below are Per Injury**

- PHYSICIAN'S SERVICES**
- a) **Surgical Care** (surgeon, assistant surgeon, and anesthesia) ..... 80% U&C, up to \$2,500
  - b) **Nonsurgical Care** (includes physiotherapy performed other than in a hospital, 1 visit per day)..... U&C, up to \$50 per visit, maximum 6 visits
- HOSPITAL CARE**
- a) **Inpatient Care**
    - 1) **Hospital Semi-Private Room** ..... U&C, up to \$500 per day
    - 2) **Hospital Miscellaneous Services** ..... 80% U&C, up to \$2,500
  - b) **Outpatient Care**
    - 1) **Facility Charges for Day Surgery** ..... U&C, up to \$2,500
    - 2) **Emergency Room** ..... 80% U&C, up to \$500
- Note: Benefits for hospital miscellaneous and outpatient care charges are limited to services not scheduled under Medical Benefits.**
- X-RAY SERVICES** (includes charges for reading) ..... U&C, up to \$250
  - LABORATORY SERVICES** ..... U&C, up to \$250
  - DIAGNOSTIC IMAGING** (includes MRI, CT scan, bone scan and charges for reading) ..... U&C, up to \$500
  - DENTAL TREATMENT** (in lieu of all other medical benefits; for repair and/or replacement of each sound and natural tooth) ..... U&C, up to \$250 per tooth (In SD, sound and natural is deleted)
  - AMBULANCE SERVICES** ..... U&C, up to \$500
  - ORTHOPEDIC APPLIANCES** (when prescribed by a physician for healing) ..... U&C, up to \$250
  - PRESCRIPTION DRUGS** (take home) ..... U&C, up to \$250
  - REPLACEMENT EYEGLASSES, CONTACT LENSES, HEARING AIDS** (when medical treatment is required for covered injury) ..... U&C, up to \$250
  - MOTOR VEHICLE INJURY** ..... Same as any injury, up to \$2,500 (In KS, \$2,500 limit does not apply)

**ACCIDENTAL DEATH AND DISMEMBERMENT**

When injury covered by this policy results in Accidental Death or Dismemberment within 180 days from the date of accident, the following benefits will be payable.  
Loss of Life.....\$2,500      Loss of an Eye.....\$2,500      Double Dismemberment.....\$10,000      Single Dismemberment.....\$2,500

The policy contains a provision limiting coverage to the usual and customary charges. This limitation may result in additional out-of-pocket expenses for the insured.

K-1511/1513(2025)



**ENROLLMENT FORM FOR STUDENT ACCIDENT INSURANCE**

**COVERAGE PLANS**

**One Time Policy Year Premiums**

	<b>Full Time Coverage (Does NOT include Interscholastic Sports Coverage)</b>	<input type="checkbox"/> <b>\$ 99</b>
	<b>Full Time Coverage AND Interscholastic Sports Coverage (Does not include Football Grades 9-12)</b>	<input type="checkbox"/> <b>\$174</b>
	<b>School Time Coverage (Does NOT Include Interscholastic Sports Coverage)</b>	<input type="checkbox"/> <b>\$ 16</b>
	<b>School Time Coverage AND Interscholastic Sports Coverage (Does not include Football Grades 9-12)</b>	<input type="checkbox"/> <b>\$ 91</b>
	<b>Football Coverage (Grades 9-12)</b>	<input type="checkbox"/> <b>\$250</b>
	<b>Extended Dental Coverage (Grades PK-12)</b>	<input type="checkbox"/> <b>\$ 9</b>

**DO NOT SEND CASH**

**TOTAL PREMIUM**

Make Checks payable to: **STUDENT ASSURANCE SERVICES, INC.**  
\*Please write student's name on the front of check. **NO REFUNDS**

↑ STUDENT'S LAST NAME ↑ (one letter in each box)

STUDENT'S FIRST NAME M.I.

Please Print Address \_\_\_\_\_ (Street)

\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Email Address \_\_\_\_\_

Name of School \_\_\_\_\_

Name of District \_\_\_\_\_

Student's Age \_\_\_\_\_ Grade \_\_\_\_\_ Phone \_\_\_\_\_

X \_\_\_\_\_

GAA-2203Ed.11-16 (Signature of Parent or Guardian) (Date)

K-1511/1513(2025)



**APPLICATION FOR STUDENT ACCIDENT INSURANCE**  
**Sapulpa Public Schools**  
 511 East Lee  
 Sapulpa, OK 74066

1. What is the first day of authorized sports practice? July 15, 2025
2. What is the first day of the regular school term? 8/21/25 Last Day of School 5/21/25
3. Select the PLAN desired below. Complete the Enrollment and Premium sections.  
 Effective Date: Date of Signed App. Termination Date: 07/31/2026

**SCHOOLS THAT PROVIDE COVERAGE ON A GROUP BASIS**

**Group Athletic Coverage: Plan :** \_\_\_\_\_

Senior High Enrollment \_\_\_\_\_ Grades \_\_\_\_\_ \$ \_\_\_\_\_

Junior High Enrollment \_\_\_\_\_ Grades \_\_\_\_\_ \$ \_\_\_\_\_

**Additional Coverage:** \_\_\_\_\_ \$ \_\_\_\_\_

**Additional Coverage:** \_\_\_\_\_ \$ \_\_\_\_\_

**All-Pupil Coverages: Plan:** \_\_\_\_\_

Total Enrollment of all Grades: \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL PREMIUM = \$ \_\_\_\_\_**

*(All premiums are due prior to the effective date of the policy. If the full premium is not received within 60 days of the effective date, the policy will be cancelled and no coverage will be inforce, unless otherwise agreed)*

**SCHOOLS THAT OFFER COVERAGE ON A VOLUNTARY BASIS**

*Directions: Please review each statement below and initial if you agree to the terms required. Student Assurance Services will provide voluntary student accident forms via email after the completed application is received in our office.*

**1. Voluntary Coverage for Student Athletes (Grades 7-12): Plan: 1513-Voluntary**  
 I agree that my Athletic Department(s) will directly notify all families of student athletes about the voluntary student accident coverage available prior to the start of each sports season (fall, winter, spring).  
 At. Dir. [Signature] / [Redacted] School Board Pres.  
 (Initial Here in Agreement)

**2. Voluntary Coverage for All Students (Grades PK-12): Plan: 1513-Voluntary**  
 I agree that all schools within my school district will directly notify all families about the voluntary student accident coverage available at the beginning of the school year.  
 At. Dir. [Signature] / [Redacted] School Board Pres.  
 (Initial Here in Agreement)

**Total Enrollment within School District (Required)** [Redacted]

- When initial above, it's agreed and understood that: (applies only to voluntary coverages)
- a. The school will offer coverage to all students in the school system.
  - b. Football/Sports Coverage is available only if the school installs the Voluntary Student Coverage.
  - c. A school official will complete the school's section of each claim form for school related injuries.
  - d. If an enrollment form is returned to the school: Premium must be sent to the agent within 30 days of receipt; and a school official must date the premium envelope on the date received.
  - e. **Only one student accident insurance plan will be offered by the school.**

**WEBSITE ACCESS AGREEMENT**

By signing this form you will be given an access code to view the Master Policy, enrolled roster, and claim status information on our website. This code should only be shared with school administration. An email that explains how to access your school's information will be provided after the application is received and reviewed.

Applied for by: Michael Rose 918-259-8464 mrose@sapulpasps.org  
Print Name of School Official Telephone Number E-Mail Address

[Signature] At. Dir. / School Board Pres. 9/25/25  
Signature of School Official Title Date

Administrator of Policy/Claims: \_\_\_\_\_  
If different than above Print Name Telephone Number E-Mail Address

Agent: \_\_\_\_\_  
Print Name Telephone Number E-Mail Address

Administered by and Mail to:  
 Student Assurance Services, Inc.  
 P.O. Box 196  
 Stillwater, MN 55082

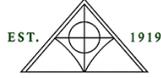


Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

SAS Admin. Use Only

# CAMP LOUGHRIDGE

October 07, 2025



CAMP S † WEDDINGS † EVENTS † RETREATS

## Booking Contract: Sapulpa HS Prom 2026

**Organization:** Sapulpa High School

**Address:** 3 South Mission

**City/State/Zip:** Sapulpa, OK 74066

**Country:**

**Primary Contact:** Deanna Hayes

**Contact Email:** dhayes@sapulpaps.org

**Booking Type**      **Event**

**Contact Phone:**      **+1 918-557-3938 (Cell)**

### Dates

**Arrival Date:** Apr 18, 2026

**Arrival Time:** 7:30 AM

**Departure Date:** Apr 18, 2026

**Departure Time:** 11:30 PM

### Guests

**Expected number:** 300

**Actual Number:**

### Reservations

#### Resources

##### Facilities

Name	From	To	Notes
Temple Conference Center	Apr 18 8:30 AM	Apr 18 11:30 PM	Details to be confirmed by March 25th as possible. Actual event 7:30pm to 10:30pm.

### Meals and Requests

**Special Requests:** SHS can not do deposit. Final Payment to be paid 4.18.2026. Group to take trash to dumpster following event. CI will do table/chair set up to plan. Caterer TBD, AV needed TBD Floorplan TBD

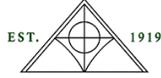
### Financial Information

#### Charges

Date	Description	Quantity	Rate	Units	Total
Oct 7, 2025	Temple Conference Center (Friday-Sunday)	1	\$350.00	15	\$5,250.00

# CAMP LOUGHRIDGE

October 07, 2025



CAMPS † WEDDINGS † EVENTS † RETREATS

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## Booking Contract: Sapulpa HS Prom 2026

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<b>Total Fees:</b>	\$ 5,250.00
<b>Total Payments:</b>	\$ 0.00
<b>Postdated Payments:</b>	\$ 0.00
<b>Amount Due:</b>	<b>\$ 5,250.00</b>

**Please remit the non-refundable deposit of 1000.00, sign and return this form by the due date to confirm your reservation.**

I/We have read the terms and conditions above and wish to confirm the booking details above.

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

**Facilities and services will be confirmed only if the signed group contract and deposit are received by the due date.**

SAPULPA PUBLIC SCHOOLS

SUPERINTENDENT'S REQUEST FOR  
OUT-OF-STATE ACTIVITY TRIP

REQUESTING GROUP: Liberty STEM Club

DATE OF REQUEST: 9/26/25

SPONSOR: Kimberly McCallum

DESTINATION: Saco, Maine

DATE LEAVING (DAY AND DATE): Sunday, October 4, 2026

DATE RETURNING (DAY AND DATE): Friday, October 9, 2026

NUMBER OF SCHOOLS DAYS MISSED: 5

THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY/BOOSTER ACCOUNT AND THE FUNDS WERE RAISED BY BOARD-APPROVED FUNDRAISERS PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED: Parent Payment

NUMBER OF STUDENTS ATTENDING: 20

NUMBER OF SPONSORS: 4

PURPOSE OF TRIP: participate in the Ecology School program at River Bend Farm

MODE OF TRANSPORTATION: Flights / Charter Bus

  
Principal's Approval

 10/2/25  
Superintendent Approval

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

SAPULPA PUBLIC SCHOOLS  
SUPERINTENDENT'S REQUEST FOR  
OUT-OF-STATE ACTIVITY TRIP

REQUESTING GROUP: SHS Choir

DATE OF REQUEST: 10/7/25

SPONSOR: Gina Myers

DESTINATION: St. Louis, MO

DATE LEAVING (DAY AND DATE): 4/24/26

DATE RETURNING (DAY AND DATE): 4/26/26

NUMBER OF SCHOOLS DAYS MISSED: 1

THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY/BOOSTER ACCOUNT AND THE FUNDS WERE RAISED BY BOARD-APPROVED FUNDRAISERS. PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED: World's Finest chocolate sales + student payments

NUMBER OF STUDENTS ATTENDING: 20

NUMBER OF SPONSORS: 3

PURPOSE OF TRIP: Perform at Music In the Parks Festival  
& explore attractions of St. Louis.

MODE OF TRANSPORTATION: Charter BUS

  
Principal's Approval

 10/7/25  
Superintendent Approval

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

**SAPULPA PUBLIC SCHOOLS**

**SUPERINTENDENT'S REQUEST FOR  
OUT-OF-STATE ACTIVITY TRIP**

**REQUESTING GROUP:**    JROTC   

**DATE OF REQUEST:**   7 Oct 2025  

**SPONSOR:**   LtCol Shannon  

**DESTINATION:**   Mountain Home, AR  

**DATE LEAVING (DAY AND DATE):**   Friday, 5 Dec 2025  

**DATE RETURNING (DAY AND DATE):**   Friday 5 Dec 2025  

**NUMBER OF SCHOOLS DAYS MISSED:**   1  

**THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY/BOOSTER ACCOUNT AND THE FUNDS WERE RAISED BY BOARD-APPROVED FUNDRAISERS PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED:**   Bartlett Foundation Grant  

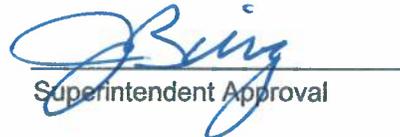
**NUMBER OF STUDENTS ATTENDING:**   10  

**NUMBER OF SPONSORS:**   2  

**PURPOSE OF TRIP:**   Compete in the Mountain Home High School JROTC Drone Competition  

**MODE OF TRANSPORTATION:**   School Vehicles  

  
Principal's Approval

  
Superintendent Approval

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

**SAPULPA PUBLIC SCHOOLS**

**SUPERINTENDENT'S REQUEST FOR  
OUT-OF-STATE ACTIVITY TRIP**

REQUESTING GROUP:    JROTC   

DATE OF REQUEST:   7 Oct 2025  

SPONSOR:   LtCol Shannon  

DESTINATION:   Colorado Springs, CO  

DATE LEAVING (DAY AND DATE):   Wed, 10 Dec 2025  

DATE RETURNING (DAY AND DATE):   Sun, 14 Dec 2025  

NUMBER OF SCHOOLS DAYS MISSED:   3  

THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY/BOOSTER ACCOUNT AND THE FUNDS WERE RAISED BY BOARD-APPROVED FUNDRAISERS PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED:   Bartlett Foundation Grant  

NUMBER OF STUDENTS ATTENDING:   6  

NUMBER OF SPONSORS:   2  

PURPOSE OF TRIP:   Compete in the USA Shooting Winter Air Gun (National Level Rifle Match)  

MODE OF TRANSPORTATION:   School Vehicles  

  
Principal's Approval

  
Superintendent Approval

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

**SAPULPA PUBLIC SCHOOLS**

**SUPERINTENDENT'S REQUEST FOR  
OUT-OF-STATE ACTIVITY TRIP**

REQUESTING GROUP:    JROTC   

DATE OF REQUEST:   7 Oct 2025  

SPONSOR:   LtCol Shannon  

DESTINATION:   Webb City, MO  

DATE LEAVING (DAY AND DATE):   Friday, 30 Jan 2026  

DATE RETURNING (DAY AND DATE):   Saturday, 31 Jan 2026  

NUMBER OF SCHOOLS DAYS MISSED:   1  

THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY/BOOSTER ACCOUNT AND THE FUNDS WERE RAISED BY BOARD-APPROVED FUNDRAISERS. PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED:   Bartlett Foundation Grant  

NUMBER OF STUDENTS ATTENDING:   18  

NUMBER OF SPONSORS:   2  

PURPOSE OF TRIP:   Compete in the Webb City JROTC Rifle Match  

MODE OF TRANSPORTATION:   School Vehicles  

  
Principal's Approval

  
Superintendent Approval

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

**SAPULPA PUBLIC SCHOOLS**

**SUPERINTENDENT'S REQUEST FOR  
OUT-OF-STATE ACTIVITY TRIP**

REQUESTING GROUP:    JROTC   

DATE OF REQUEST:   7 Oct 2025  

SPONSOR:   LtCol Shannon  

DESTINATION:   Ozark, MO  

DATE LEAVING (DAY AND DATE):   Friday, 16 Jan 2026  

DATE RETURNING (DAY AND DATE):   Saturday, 17 Jan 2026  

NUMBER OF SCHOOLS DAYS MISSED:   1  

THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY/BOOSTER ACCOUNT AND THE FUNDS WERE RAISED BY BOARD-APPROVED FUNDRAISERS. PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED:   Bartlett Foundation Grant  

NUMBER OF STUDENTS ATTENDING:   18  

NUMBER OF SPONSORS:   2  

PURPOSE OF TRIP:   Compete in the Ozark HS JROTC Tiger Classic Rifle Match  

MODE OF TRANSPORTATION:   School Vehicles  

  
Principal's Approval

  
Superintendent Approval

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

## FUNDRAISERS 2025-26 School Year

SITE	CLUB	DATE OF EVENT	FUNDRAISER	HOW FUNDS WILL BE USED
Jr high	NASA	10/14/2025	Raffle items to support NASA Earrings, Skirts, gift	Nasa events such as meetings, parades, etc
Jr high	Tutors	10/14/2025	Sell takis	Purchase teach appreciation gifts, staff events, and staff dev.
High School	Golf	11/1/2025	BSN Storefront	These funds will be used for tournament entry fees, feeding kids after matches, uniform costs, the end of year banquet, or a combination of each.
High School	Golf	1/1/2026	HS Golf Poster Sale	These funds will be used for tournament entry fees, feeding kids after matches, uniform costs, the end of year banquet, or a combination of each.
SMS	MS Library	11/10/2025	Scholastic Book Fair	Purchase books & materials for library use.
Sapulpa High School	Sapulpa Wrestling	10/14/2025	Snap Raise/Adrenaline - (text fundraiser)	Programs needs - food, hotel, equipment etc.
Liberty	Liberty Elementary	10/14/2025	Freckles Fridays	Teacher account for classrooms
Liberty	Liberty	10/14/2025	T-shirts	Activity funds
Liberty	Liberty	2/23/2026	Money Dolly online fundraiser	Activity Fund
Liberty	Liberty	10/14/2025	Bounce House bracelet sales	Teacher fund for supplies
Sapulpa Middle School	Builder's club	10/14/2025	Trick-or-Treat for Unicef	funds will be sent to Start-Strong: Zambia from Kiwanis children's fund
Liberty	Liberty	10/14/2025	Square One Art	Art supplies and activities
SHS	Softball/Baseball	10/23/2025	Co-ED Halloween Slowpitch game	Funds will go towards uniforms, food, banquets, equipment for both softball and baseball.
SHS	Senior Class	10/10/2025	Soak A Senior.	MORP and Senior Sunset
Freedom	Library	10/24/2025	Scholastic Book Fair	Funds will be used to purchase new books and materials for the Library Media center.
Liberty	Library	10/27/2025	Scholastic Book Fair	To purchase books for the library
Jefferson Heights	Library	11/17/2025	Scholastic Book Fair	To buy more books for the library
Sapulpa Middle School	SMS StuCo	10/24/2025	SMS StuCo Fall Dance	Student projects for Sapulpa Middle School
SHS	Library	10/14/2025	Wired earbuds for chromebook use	The funds raised will be used for book processing items like laminate for new books.
SJH	Student Council	11/1/2025	Vending Machine	To fundraise money for our school dances that we will host
Sapulpa JH	FTC Robotics	10/14/2025	JH vending machine	buy parts for the robot

SHS	Girls Basketball	10/20/2025	Scentsy Sales	Team Gear/ Supplies
Service Center	SNA Oklahoma	11/21/2025	Sale Hot Rolls and Cinnamon Rolls	ANC National Conference in North Carolina
Service Center	SNA Oklahoma	12/19/2025	Sale Hot Rolls and Cinnamon Rolls	ANC National Conference in North Carolina
SHS	Boys Basketball	10/15/2025	fill the calendar	program needs and wants
WAC	Chieftain CARE	10/14/2025	General donations Chieftain CARE program	Activity Account for MV students and other Chieftain CARE needs for students or program needs. Sports band fees, clothing, food, snack bag items. Other needs may arise.
Sapulpa High School	Business Professionals of America (BPA)	10/16/2025	Spirit Goody Bags - stickers, body paint, game temporary tattoos, bracelets, and colored eyeglasses	Funds will be used for future fundraisers, and to attend state competition
High School	Tennis	11/4/2025	Chick Fil A fundraiser night	Replace equipment, buy snack, drinks and other items we may need for the season
SHS	Girls Basketball	10/20/2025	Gift Basket Raffle	Team Gear, Meals, Program Necessities
Sapulpa Junior High	Student Council	10/27/2025	Penny Wars	To raise money for our school dance
SJH/SHS	Indian Ed Staff Development Funds	10/20/2025	Freckles Friday Ice Cream Sales	to attend conferences through out the years
Sapulpa HS	SHS Choir	10/22/2025	World's Finest Chocolate	To help students pay for choir trip
Sapulpa HS	Boys Basketball	10/10/2025	Calendar - Pick a date on the calendar and donate that amount	To buy gear & food for the team
High School	Senior Class	11/17/2025	Penny Wars between the classes	MORP & Senior Events
High School	FFA	11/7/2025	Sapulpa FFA Welders Rodeo	Purchase prizes, material, and food for the Sapulpa FFA Welders Rodeo. Left over funds will be used for Agricultural Mechanics Projects



**To:** Mr. Rob Armstrong  
Sapulpa Public Schools  
511 East Lee  
Sapulpa, OK 74066

**From:** Jordan Knutson  
Project Manager, Nabholz Construction Corporation

**Ref:** Guaranteed Maximum Price Amendment #4 for SPS Capital Improvements Recommendation Letter

October 12, 2025

Dear Mr. Armstrong,

Bids for the SHS Chieftain Center Addition & End Zone Building were received and publicly read aloud in the Administration Center on Tuesday, September 30, 2025. The bidding process was conducted in accordance with the Oklahoma Public Competitive Bidding Act, 61. O.S. 1974, §101. Fifty-six (56) bids were received for twenty-one (21) packages from Sub-Contractors. All recommended bidder submissions followed Bidding Requirements as defined in the Nabholz Construction Manager's Manual.

Nabholz Construction Corporation recommends that all bid packages, noted as recommended, be accepted.

We have reviewed all bids and it is our recommendation that the identified bidders for each bid package be assigned to Nabholz Construction Corporation. It is our recommendation that a GMP Amendment to our construction management Agreement be approved in the amount of **Twenty-two million, one hundred and ninety-four thousand, four hundred and ninety-eight dollars** (\$ 22,194,498.00). This amount includes monies for all recommended work covered in the bidding documents, project requirements, allowances, insurances, and fees. A cost breakdown sheet (Exhibit B) is included. Alternate #1 has been included then this Amendment.

Thank You,

*Jordan Knutson*

Jordan Knutson  
Project Manager

Attachments

Cc: GMP Amendment #4 Documents



# AIA Document A133<sup>®</sup> – 2019 Exhibit A

## Guaranteed Maximum Price Amendment

This Amendment dated the 13 day of October in the year 2025, is incorporated into the accompanying AIA Document A133<sup>TM</sup>-2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the 20 day of September in the year 2023 (the "Agreement") (In words, indicate day, month, and year.)

for the following **PROJECT:**  
(Name and address or location)

SHS Chieftain Center Addition & End Zone Building  
Multiple Addresses  
Sapulpa, Oklahoma

**THE OWNER:**  
(Name, legal status, and address)

Sapulpa Public Schools ISD 19-033  
511 E Lee Ave, Sapulpa, OK 74066

**THE CONSTRUCTION MANAGER:**  
(Name, legal status, and address)

Nabholz Construction Corporation  
10319 E 54<sup>th</sup> St, Tulsa, OK 74146

### TABLE OF ARTICLES

#### A.1 GUARANTEED MAXIMUM PRICE

#### A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

#### A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

#### A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

#### ARTICLE A.1 GUARANTEED MAXIMUM PRICE

##### § A.1.1 Guaranteed Maximum Price

Pursuant to Section 3.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of the Agreement.

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed one hundred and fifteen million, twenty-one thousand, four hundred and seven dollars (\$ 115,021,407.00 ), subject to additions and deductions by

#### ADDITIONS AND DELETIONS:

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201<sup>TM</sup>-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Change Order as provided in the Contract Documents.

**§ A.1.1.2 Itemized Statement of the Guaranteed Maximum Price.** Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, including allowances; the Construction Manager's contingency; alternates; the Construction Manager's Fee; and other items that comprise the Guaranteed Maximum Price as defined in Section 3.2.1 of the Agreement.

*(Provide itemized statement below or reference an attachment.)*

GMP Amendment #1: \$129,628.00  
GMP Amendment #2: \$3,419,415.00  
GMP Amendment #3: \$89,277,866.00  
GMP Amendment #4: \$22,194,498.00

Total GMP Amount: \$115,021,407.00

**§ A.1.1.3** The Construction Manager's Fee is set forth in Section 6.1.2 of the Agreement.

**§ A.1.1.4** The method of adjustment of the Construction Manager's Fee for changes in the Work is set forth in Section 6.1.3 of the Agreement.

**§ A.1.1.5 Alternates**

**§ A.1.1.5.1** Alternates, if any, included in the Guaranteed Maximum Price:

Item	Price
Refer to Exhibit B	

**§ A.1.1.5.2** Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Exhibit A. Upon acceptance, the Owner shall issue a Modification to the Agreement. *(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)*

Item	Price	Conditions for Acceptance
------	-------	---------------------------

**§ A.1.1.6** Unit prices, if any:

*(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)*

Item	Units and Limitations	Price per Unit (\$0.00)
------	-----------------------	-------------------------

**ARTICLE A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**

**§ A.2.1** The date of commencement of the Work shall be:

*(Check one of the following boxes.)*

The date of execution of this Amendment.

Established as follows:

*(Insert a date or a means to determine the date of commencement of the Work.)*

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of execution of this Amendment.

**§ A.2.2** Unless otherwise provided, the Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work. The Contract Time shall be measured from the date of commencement of the Work.

**§ A.2.3 Substantial Completion**

**§ A.2.3.1** Subject to adjustments of the Contract Time as provided in the Contract Documents, the Construction Manager shall achieve Substantial Completion of the entire Work:

*(Check one of the following boxes and complete the necessary information.)*

Not later than ( ) calendar days from the date of commencement of the Work.

By the following date: 10/31/2027

**§ A.2.3.2** Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Construction Manager shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
-----------------	-----------------------------

**§ A.2.3.3** If the Construction Manager fails to achieve Substantial Completion as provided in this Section A.2.3, liquidated damages, if any, shall be assessed as set forth in Section 6.1.6 of the Agreement.

**ARTICLE A.3 INFORMATION UPON WHICH AMENDMENT IS BASED**

**§ A.3.1** The Guaranteed Maximum Price and Contract Time set forth in this Amendment are based on the Contract Documents and the following:

**§ A.3.1.1** The following Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
----------	-------	------	-------

**§ A.3.1.2** The following Specifications:

*(Either list the Specifications here, or refer to an exhibit attached to this Amendment.)*

Refer to Exhibit C

Section	Title	Date	Pages
---------	-------	------	-------

**§ A.3.1.3** The following Drawings:

*(Either list the Drawings here, or refer to an exhibit attached to this Amendment.)*

Refer to Exhibit C

Number	Title	Date
--------	-------	------

**§ A.3.1.4** The Sustainability Plan, if any:

*(If the Owner identified a Sustainable Objective in the Owner's Criteria, identify the document or documents that comprise the Sustainability Plan by title, date and number of pages, and include other identifying information. The Sustainability Plan identifies and describes the Sustainable Objective; the targeted Sustainable Measures; implementation strategies selected to achieve the Sustainable Measures; the Owner's and Construction Manager's roles and responsibilities associated with achieving the Sustainable Measures; the specific details about design reviews, testing or metrics to verify achievement of each Sustainable Measure; and the Sustainability Documentation required for the Project, as those terms are defined in Exhibit C to the Agreement.)*

Title	Date	Pages
-------	------	-------

Other identifying information:

**§ A.3.1.5** Allowances, if any, included in the Guaranteed Maximum Price:  
*(Identify each allowance.)*

Item	Price
------	-------

**§ A.3.1.6** Assumptions and clarifications, if any, upon which the Guaranteed Maximum Price is based:  
*(Identify each assumption and clarification.)*

Refer to Exhibit D

**§ A.3.1.7** The Guaranteed Maximum Price is based upon the following other documents and information:  
*(List any other documents or information here, or refer to an exhibit attached to this Amendment.)*

Refer to Exhibit C

**ARTICLE A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS**

**§ A.4.1** The Construction Manager shall retain the consultants, contractors, design professionals, and suppliers, identified below:  
*(List name, discipline, address, and other information.)*

Refer to Exhibit B

This Amendment to the Agreement entered into as of the day and year first written above.

---

**OWNER** *(Signature)*

BY: Robert Armstrong, Superintendent of Schools

---

*(Printed name and title)*

---

**CONSTRUCTION MANAGER** *(Signature)*

BY: Justin Woolverton, EVP of Operations

---

*(Printed name and title)*

# Additions and Deletions Report for AIA® Document A133® – 2019 Exhibit A

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 08:01:39 CDT on 10/10/2025.

## Changes to original AIA text

### PAGE 2

~~§~~-GMP Amendment #1: \$129,628.00

Item	Price
<u>Refer to Exhibit B</u>	

[  ] The date of execution of this Amendment.

[  ] Established as follows:

\_\_\_ (Insert a date or a means to determine the date of commencement of the Work.)

### PAGE 3

[  ] Not later than ( ) calendar days from the date of commencement of the Work.

[  ] By the following date: 10/31/2027

## Variable Information

### PAGE 1

This Amendment dated the 13 day of October in the year 2025, is incorporated into the accompanying AIA Document A133™-2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the 20 day of September in the year 2023 (the "Agreement")

SHS Chieftain Center Addition & End Zone Building

Multiple Addresses

Sapulpa, Oklahoma

Sapulpa Public Schools ISD 19-033

511 E Lee Ave, Sapulpa, OK 74066

Nabholz Construction Corporation

10319 E 54<sup>th</sup> St, Tulsa, OK 74146

**PAGE 2**

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed one hundred and fifteen million, twenty-one thousand, four hundred and seven dollars (\$ 115,021,407.00 ), subject to additions and deductions by Change Order as provided in the Contract Documents.

GMP Amendment #1: \$129,628.00

GMP Amendment #2: \$3,419,415.00

GMP Amendment #3: \$89,277,866.00

GMP Amendment #4: \$22,194,498.00

Total GMP Amount: \$115,021,407.00

§ A.1.1.3 The Construction Manager's Fee is set forth in Section 6.1.2 of the Agreement.

[ X ] The date of execution of this Amendment.

[ ] Established as follows:

**PAGE 3**

[ ] Not later than ( ) calendar days from the date of commencement of the Work.

[ X ] By the following date: 10/31/2027

Refer to Exhibit C

Refer to Exhibit C

**PAGE 4**

Refer to Exhibit D

Refer to Exhibit C

Refer to Exhibit B

## **Certification of Document's Authenticity**

**AIA® Document D401™ – 2003**

I, Jordan Knutson, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 08:01:39 CDT on 10/10/2025 under Order No. 20240038907 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A133™ - 2019 Exhibit A, Guaranteed Maximum Price Amendment, other than those additions and deletions shown in the associated Additions and Deletions Report.

---

*(Signed)*

Project Manager

---

*(Title)*

10/10/2025

---

*(Dated)*



**SPS Capital Improvements GMP Breakdown (Amendments 1 - 4)**

*Exhibit B*

#	ITEM	Project	Subtotals	NOTES
<b>1</b>	<b>GMP Amendments</b>			
1.1	GMP Amendment #1 - Prep Work	High School	\$129,628.00	Approved July 2024
1.2	GMP Amendment #2 - Site Preparation Package	High School	\$3,419,415.00	Approved November 2024
1.3	GMP Amendment #3 - High School and PAC	High School	\$89,277,866.00	Approved April 2025
1.4	GMP Amendment #4 - Chieftain Center Addition & End Zone Building	Chieftain Center Addition & End Zone Building	\$22,194,498.00	Presented October 13, 2025; Includes Alternate #1
<b>2</b>	<b>Total Construction Costs for High School To Date</b>		<b>\$92,826,909.00</b>	
<b>3</b>	<b>Total Construction Costs for High School To Date</b>		<b>\$22,194,498.00</b>	
<b>4</b>	<b>TOTAL GMP TO DATE (Amendments #1 - 4)</b>		<b>\$115,021,407.00</b>	

<b>Project name</b>	Sapulpa Chieftain Center Addition & End Zone Building
<b>Document</b>	Includes Alternate 1
<b>Estimator</b>	Danny Duncan
<b>Project</b>	GMP

**PROJECT CONFIDENTIAL**

**Property of Nabholz Construction Corporation Not for Duplication or Distribution**

This document includes data that is deemed trade secret or proprietary to Nabholz and prepared in conjunction with the Project. This document is shared with the Project team solely for use on this Project consistent with the responsibilities of the Project team. The Recipients shall not duplicate, use, or disclose, in whole or in part, to any person, entity, or party outside the Project team without Nabholz' prior written authorization.

**Includes Alternate 1**

**PROJECT NAME** Sapulpa Chieftain Center Addition & End Zone Building  
**PROJECT LOCATION** ,  
**REVIEW DATE**  
**ARCHITECT**  
**ESTIMATED DURATION** Mnth  
**BUILDING SIZE** SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
<b>01.01 Sapulpa Chieftain New Addition</b>							
<b>01-0000 General Conditions &amp; Requirements</b>							
----	General Conditions & Requirements	1.00	LS			1,700,000	1,700,000
	<b>01-0000 General Conditions &amp; Requirements</b>					<b>1,700,000</b>	<b>1,700,000</b>
<b>01-1000 Construction Allowances</b>							
n ----	Allowance - Misc. Coordination & Improvements	1.00	LS	150,000.00 /LS	<u>150,000</u>	-	150,000
n ----	Allowance - Prep Work & Misc. Items	1.00	LS	200,000.000 /LS	<u>200,000</u>	-	200,000
n ----	Allowance - Owner Furnished Items	1.00	LS	50,000.00 /LS	<u>50,000</u>	-	50,000
n ----	Allowance - High Density Storage	1.00	LS	50,000.00 /LS	<u>50,000</u>	-	50,000
n ----	Allowance - Existing Conditions	1.00	LS	75,000.00 /LS	<u>75,000</u>	-	75,000
n ----	Allowance - Alternate 1 Weight Room	1.00	LS	1,349,179.00 /LS	<u>1,349,179</u>	-	1,349,179
	<b>01-1000 Construction Allowances</b>				<b>1,874,179</b>		<b>1,874,179</b>
<b>01-4523 Testing</b>							
n	0015 Testing 3rd Party - By Owner					-	
<b>01-7413 Final Cleaning</b>							
	0050 Final Cleaning Allowance	1.00	LS	48,500.00 /LS	<u>48,500</u>	-	48,500
	<b>01-7413 Final Cleaning</b>				<b>48,500</b>		<b>48,500</b>
	0.75 Labor hours						
	0.083 Equipment hours						
<b>03-0010 Building Concrete</b>							
n	0200 Building & Site Concrete	1.00	LS	1,395,089.00 /LS	<u>1,395,089</u>	Lithko Contracting	1,395,089

**Includes Alternate 1**

**PROJECT NAME** Sapulpa Chieftain Center Addition & End Zone Building  
**PROJECT LOCATION** ,  
**REVIEW DATE**  
**ARCHITECT**  
**ESTIMATED DURATION** Mnth  
**BUILDING SIZE** SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
	<b>03-0010 Building Concrete</b>				<b>1,395,089</b>		<b>1,395,089</b>
<b>04-2000</b>		<b>Masonry</b>					
n	2000 Masonry	1.00 LS	991,700.00 /LS	<u>991,700</u>	C&N Masonry	-	<u>991,700</u>
	<b>04-2000 Masonry</b>			<b>991,700</b>			<b>991,700</b>
<b>05-1205</b>		<b>Structural Steel</b>					
n	3210 Structural Steel (Supply & Erect)	1.00 LS	1,810,200.00 /LS	<u>1,810,200</u>	Bennett Steel	-	<u>1,810,200</u>
	<b>05-1205 Structural Steel</b>			<b>1,810,200</b>			<b>1,810,200</b>
<b>06-2200</b>		<b>Millwork</b>					
n	5450 Millwork	1.00 LS	58,719.00 /LS	<u>58,719</u>	Wood Systems	-	<u>58,719</u>
	<b>06-2200 Millwork</b>			<b>58,719</b>			<b>58,719</b>
<b>07-1000</b>		<b>Waterproofing, Dampproofing, Joint Sealants, Fireproofing</b>					
n	0020 Joint Sealants	1.00 LS	117,235.00 /LS	<u>117,235</u>	Oklahoma Roofing		117,235
n	0020 Fireproofing	1.00 LS	7,060.00 /LS	<u>7,060</u>	True Fire		7,060
	<b>07-1000 Waterproofing, Dampproofing, Joint Sealants, Fireproofing</b>			<b>124,295</b>			<b>124,295</b>
<b>07-5000</b>		<b>Roofing</b>					
n	0020 Roofing	1.00 LS	1,388,872.00 /LS	<u>1,388,872</u>	Oklahoma Roofing	-	<u>1,388,872</u>

**Includes Alternate 1**

**PROJECT NAME** Sapulpa Chieftain Center Addition & End Zone Building  
**PROJECT LOCATION** ,  
**REVIEW DATE**  
**ARCHITECT**  
**ESTIMATED DURATION** Mnth  
**BUILDING SIZE** SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
	<b>07-5000 Roofing</b>			<u>1,388,872</u>			<u>1,388,872</u>
	0.161 Labor hours						
<b>08-1113</b>	<b>Doors / Frames / Hardware</b>						
n	0020 Doors, Frames, Hardware (Supply & Install)	1.00	LS 373,900.00 /LS	<u>373,900</u>	Builders Supply	-	<u>373,900</u>
	<b>08-1113 Doors / Frames / Hardware</b>			<b>373,900</b>			<b>373,900</b>
	0.941 Labor hours						
<b>08-3323</b>	<b>Coiling Doors</b>						
	0050 Overhead Coiling Doors	1.00	LS 45,745.00 /LS	<u>45,745</u>	Johnson Equipment	-	<u>45,745</u>
	<b>08-3323 Coiling Doors</b>			<b>45,745</b>			<b>45,745</b>
<b>08-4100</b>	<b>Entrances &amp; Storefronts</b>						
n	0530 Glazing	1.00	LS 338,000.00 /LS	<u>338,000</u>	Coulter & Company		<u>338,000</u>
	<b>08-4100 Entrances &amp; Storefronts</b>			<b>338,000</b>			<b>338,000</b>
<b>09-2116</b>	<b>Framing, Drywall, &amp; Acoustical</b>						
n	2825 Drywall	1.00	LS 2,208,233.00 /LS	<u>2,208,233</u>	Midwest Drywall	-	<u>2,208,233</u>
	<b>09-2116 Framing, Drywall, &amp; Acoustical</b>			<b>2,208,233</b>			<b>2,208,233</b>
<b>09-3013</b>	<b>Commercial Flooring</b>						
n	1000 Flooring	1.00	LS 796,842.00 /LS	<u>796,842</u>	Allowance	-	<u>796,842</u>
	<b>09-3013 Commercial Flooring</b>			<b>796,842</b>			<b>796,842</b>
<b>09-9100</b>	<b>Painting</b>						

**Includes Alternate 1**

**PROJECT NAME Sapulpa Chieftain Center Addition & End Zone Building**  
 PROJECT LOCATION ,  
 REVIEW DATE  
 ARCHITECT  
 ESTIMATED DURATION Mnth  
 BUILDING SIZE SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
<b>09-9100</b>							
n 1280	Painting	1.00	LS 270,000.00 /LS	<u>270,000</u>	Advanced Commercial Framir	-	<u>270,000</u>
	<b>09-9100 Painting</b>			<b>270,000</b>			<b>270,000</b>
<b>10-1100</b>							
n 10.10.60	Lockers	1.00	LS 178,535.00 /LS	<u>178,535</u>	Murray Womble	-	<u>178,535</u>
	<b>10-1100 Lockers</b>			<b>178,535</b>			<b>178,535</b>
<b>10-1416</b>							
n ----	Interior & Exterior Signage	1.00	LS 102,135.00 /LS	<u>102,135</u>	J&B Graphics	-	<u>102,135</u>
	<b>10-1416 Signage</b>			<b>102,135</b>			<b>102,135</b>
<b>10-2800</b>							
n 0900	Toilet Accessories	1.00	LS 123,220.00 /LS	<u>123,220</u>	Jones Commercial Hardware	-	<u>123,220</u>
	<b>10-2800 Specialties</b>			<b>123,220</b>			<b>123,220</b>
<b>10-7300</b>							
n 0020	Metal Canopies	1.00	LS 72,900.00 /LS	<u>72,900</u>	Archtype Canopies	-	<u>72,900</u>
	<b>10-7300 Awnings and Canopies</b>			<b>72,900</b>			<b>72,900</b>
<b>11-6600</b>							
n 1000	Gymnasium Equipment	1.00	LS 291,109.00 /LS	<u>291,109</u>	SOPA	-	<u>291,109</u>
	<b>11-6600 Athletic Equipment</b>			<b>291,109</b>			<b>291,109</b>
	16.00 Labor hours						
<b>12-2100</b>							
	<b>Window Treatment</b>						

**Includes Alternate 1**

**PROJECT NAME Sapulpa Chieftain Center Addition & End Zone Building**  
 PROJECT LOCATION ,  
 REVIEW DATE  
 ARCHITECT  
 ESTIMATED DURATION Mnth  
 BUILDING SIZE SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
<b>12-2100 Window Treatment</b>							
n 0020	Window Treatments	1.00	LS /LS	11,110.00	11,110	Russell Interiors	- 11,110
	<b>12-2100 Window Treatment</b>				<b>11,110</b>		<b>11,110</b>
<b>12-5200 Seating</b>							
12.20.10	Seating	1.00	LS /LS	95,862.00	95,862	Performance Surfaces	- 95,862
	<b>12-5200 Seating</b>				<b>95,862</b>		<b>95,862</b>
<b>14-2000 Elevators</b>							
0410	Elevators	1.00	LS /LS	126,268.00	126,268	TK Elevators	- 126,268
	<b>14-2000 Elevators</b>				<b>126,268</b>		<b>126,268</b>
<b>21-0000 Fire Suppression Sprinkler Systems</b>							
n 3730	Wet Fire Suppression System	1.00	LS /LS	229,525.00	229,525	Frazier Fire	- 229,525
	<b>21-0000 Fire Suppression Sprinkler Systems</b>				<b>229,525</b>		<b>229,525</b>
<b>23-0500 Mechanical Complete</b>							
n 1300	Plumbing & HVAC	1.00	LS /LS	3,743,562.00	3,743,562	Action Inc.	- 3,743,562
	<b>23-0500 Mechanical Complete</b>				<b>3,743,562</b>		<b>3,743,562</b>
<b>26-0500 Electrical</b>							
n 0100	Electrical	1.00	LS /LS	1,667,060.00	1,667,060	Bills Electric	- 1,667,060
	<b>26-0500 Electrical</b>				<b>1,667,060</b>		<b>1,667,060</b>
<b>32-4755</b>	<b>Earthwork</b>						

*Includes Alternate 1*

**PROJECT NAME** Sapulpa Chieftain Center Addition & End Zone Building  
**PROJECT LOCATION** ,  
**REVIEW DATE**  
**ARCHITECT**  
**ESTIMATED DURATION** Mnth  
**BUILDING SIZE** SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
<b>32-4755</b>	<b>Earthwork</b>						
n ----	Earthwork & Utilities	1.00 LS	514,001.00 /LS	<u>514,001</u>	Timber Wolf	-	<u>514,001</u>
	<b>32-4755 Earthwork</b>			<b>514,001</b>			<b>514,001</b>
<b>01.01 Sapulpa Chieftain New Addition</b>				<b>18,879,561</b>		<b>1,700,000</b>	<b>20,579,561</b>
	17.852 Labor hours						
	0.083 Equipment hours						

Includes Alternate 1

**PROJECT NAME** Sapulpa Chieftain Center Addition & End Zone Building  
**PROJECT LOCATION** ,  
**REVIEW DATE**  
**ARCHITECT**  
**ESTIMATED DURATION** Mnth  
**BUILDING SIZE** SF

**Estimate Totals**

Description	Amount	Totals	Rate
Labor			
Material			
Equipment			
Subcontract	18,879,561		
General Conditions & Requirements	<u>1,700,000</u>		
<b>Cost of Work</b>	<b>20,579,561</b>	<b>20,579,561</b>	
Building Permit			
<b>Permits and Fees</b>		<b>20,579,561</b>	
General Liability	221,945		
Builder's Risk	<u>35,511</u>		
<b>Insurance</b>	<b>257,456</b>	<b>20,837,017</b>	
Subcontractor Surety			
Performance Payment Bond			
<b>Bonds</b>		<b>20,837,017</b>	
Escalation Contingency			
CM Contingency	<u>802,619</u>		
<b>Contingency</b>	<b>802,619</b>	<b>21,639,636</b>	
Project Fee	<u>554,862</u>		
<b>Contractors Fee</b>	<b>554,862</b>	<b>22,194,498</b>	
<b>Total</b>		<b>22,194,498</b>	

**PROJECT CONFIDENTIAL**

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## **EXHIBIT C**

### **Plans, Specifications, and Addenda**

#### **Reed Architects & Interiors**

*Sapulpa High School*

*Reed Architects & Interiors documents titled "Chieftain Center Addition" & "End Zone Building"*

Plans and Specifications dated August 20, 2025

Addendum #01 dated September 8, 2025

Addendum #01C dated September 10, 2025

Addendum #02E dated September 18, 2025

Addendum #02C dated September 18, 2025

Geotechnical Engineering Report dated April 3, 2024

Construction Manager's Manual dated September 8, 2025

CM Clarification #1 dated September 8, 2025

CM Clarification #2 dated September 17, 2025

CM Clarification #3 dated September 22, 2025

CM Clarification #4 dated September 23, 2025

## **EXHIBIT D**

### **Contract & Scope Clarifications**

1. This GMP includes the Bid Packages for SHS Chieftain Center Addition and End Zone Building as specifically shown in the referenced drawings in Exhibit A. This GMP Amendment also includes the General Conditions, General Requirements, CM Allowances, Contingency, Insurances, & Fees as outlined within the GMP Contract Amendment 4 Exhibit B Financial Breakdown.
2. Sales tax is excluded.
3. Permit fees have been excluded.
4. Third party testing costs have been excluded.
5. Alternate #1 has been included in this Amendment.
6. If Alternate #2 is added at a later date, the cost will likely be higher than the bid day cost.
7. Nabholz' warranty will not cover the roof of the existing Chieftain Center.
8. The overall cost of this Amendment may be split between two different Nabholz' project numbers, as well as Pay Applications.
9. Some scopes of work were not included in bid packages and will be funded by allowances and/or contingency, such as relocation of the scoreboard, fencing, reworking of the track, and other exterior improvements.
10. The cost of the second bidder for the Flooring Bid Package is included in this Amendment. If the low bidder is able to be used, the additional funds will be moved to Contingency.
11. The Substantial Completion date listed in this Amendment will be adjusted in a future Amendment once all of the scope of work under contract.
12. Overall duration of the scope of work in this Amendment is 16 months. If duration is extended due to factors outside of Nabholz' control, additional General Conditions costs may be required.
13. Substantial Completion is subject to change if caused by factors outside of Nabholz' control.
14. Cost associated with utility services to the building (or others items noted as 'By Utility') have been excluded from this Amendment.
15. City, State, Special Testing, and Inspections, as well as all Design or Soft costs are excluded. These may include, but not be limited to the following: Architectural, Engineering, Civil, and other design consultant's fees and design, Geotechnical Investigation, Special Testing and Inspections, Asbestos Remediation beyond scope included reports provided by Sapulpa Public Schools, Furniture, Fixtures, Equipment, Technology, Owner's Insurance, Errors and Omissions Insurance, or Offsite Utility costs.
16. Nabholz shall locate all existing utilities but shall not be responsible for any unforeseen conditions. Any utility relocations required due to existing conditions that are not shown on the Construction Documents shall be considered unforeseen conditions.
17. All remediation associated to any potential underground appurtenances and associated soil removal, lead or any other material requiring remediation is excluded.
18. Nabholz has included all elements of the Construction Documents unless clarified or agreed elsewhere within this GMP Amendment 4, or the Prime Contract. Should there be any missing elements not detailed or drawn, but intended, there may be cost and time impact.



**To:** Mr. Rob Armstrong  
Sapulpa Public Schools  
511 East Lee  
Sapulpa, OK 74066

**From:** Jordan Knutson  
Project Manager, Nabholz Construction Corporation

**Ref:** Guaranteed Maximum Price Amendment #4 for SPS Capital Improvements Recommendation Letter

October 12, 2025

Dear Mr. Armstrong,

Bids for the SHS Chieftain Center Addition & End Zone Building were received and publicly read aloud in the Administration Center on Tuesday, September 30, 2025. The bidding process was conducted in accordance with the Oklahoma Public Competitive Bidding Act, 61. O.S. 1974, §101. Fifty-six (56) bids were received for twenty-one (21) packages from Sub-Contractors. All recommended bidder submissions followed Bidding Requirements as defined in the Nabholz Construction Manager's Manual.

Nabholz Construction Corporation recommends that all bid packages, noted as recommended, be accepted.

We have reviewed all bids and it is our recommendation that the identified bidders for each bid package be assigned to Nabholz Construction Corporation. It is our recommendation that a GMP Amendment to our construction management Agreement be approved in the amount of **Twenty-three million, three hundred and thirty-two thousand, nine hundred and eighty-nine dollars** (\$ 23,332,989.00). This amount includes monies for all recommended work covered in the bidding documents, project requirements, allowances, insurances, and fees. A cost breakdown sheet (Exhibit B) is included. Alternates #1 and #2 are included then this Amendment.

Thank You,

Jordan Knutson  
Project Manager

Attachments

Cc: GMP Amendment #4 Documents



# AIA Document A133<sup>®</sup> – 2019 Exhibit A

## Guaranteed Maximum Price Amendment

This Amendment dated the 13 day of October in the year 2025, is incorporated into the accompanying AIA Document A133<sup>TM</sup>-2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the 20 day of September in the year 2023 (the "Agreement")  
*(In words, indicate day, month, and year.)*

for the following **PROJECT:**  
*(Name and address or location)*

SHS Chieftain Center Addition & End Zone Building  
Multiple Addresses  
Sapulpa, Oklahoma

**THE OWNER:**  
*(Name, legal status, and address)*

Sapulpa Public Schools ISD 19-033

511 E Lee Ave, Sapulpa, OK 74066

**THE CONSTRUCTION MANAGER:**  
*(Name, legal status, and address)*

Nabholz Construction Corporation

10319 E 54<sup>th</sup> St, Tulsa, OK 74146

### TABLE OF ARTICLES

#### A.1 GUARANTEED MAXIMUM PRICE

#### A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

#### A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

#### A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

#### ARTICLE A.1 GUARANTEED MAXIMUM PRICE

##### § A.1.1 Guaranteed Maximum Price

Pursuant to Section 3.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of the Agreement.

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed one hundred and sixteen million, one hundred and fifty-nine thousand, eight hundred and ninety-eight dollars (\$ 116,159,898.00), subject to additions

#### ADDITIONS AND DELETIONS:

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201<sup>TM</sup>-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

and deductions by Change Order as provided in the Contract Documents.

**§ A.1.1.2 Itemized Statement of the Guaranteed Maximum Price.** Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, including allowances; the Construction Manager’s contingency; alternates; the Construction Manager’s Fee; and other items that comprise the Guaranteed Maximum Price as defined in Section 3.2.1 of the Agreement.  
*(Provide itemized statement below or reference an attachment.)*

GMP Amendment #1: \$129,628.00  
GMP Amendment #2: \$3,419,415.00  
GMP Amendment #3: \$89,277,866.00  
GMP Amendment #4: \$23,332,989.00

Total GMP Amount: \$116,159,898.00

**§ A.1.1.3** The Construction Manager’s Fee is set forth in Section 6.1.2 of the Agreement.

**§ A.1.1.4** The method of adjustment of the Construction Manager’s Fee for changes in the Work is set forth in Section 6.1.3 of the Agreement.

**§ A.1.1.5 Alternates**

**§ A.1.1.5.1** Alternates, if any, included in the Guaranteed Maximum Price:

Item	Price
Refer to Exhibit B	

**§ A.1.1.5.2** Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Exhibit A. Upon acceptance, the Owner shall issue a Modification to the Agreement.  
*(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)*

Item	Price	Conditions for Acceptance
------	-------	---------------------------

**§ A.1.1.6** Unit prices, if any:

*(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)*

Item	Units and Limitations	Price per Unit (\$0.00)
------	-----------------------	-------------------------

**ARTICLE A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**

**§ A.2.1** The date of commencement of the Work shall be:

*(Check one of the following boxes.)*

The date of execution of this Amendment.

Established as follows:

*(Insert a date or a means to determine the date of commencement of the Work.)*

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of execution of this Amendment.

**§ A.2.2** Unless otherwise provided, the Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work. The Contract Time shall be measured from the date of commencement of the Work.

**§ A.2.3 Substantial Completion**

§ A.2.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Construction Manager shall achieve Substantial Completion of the entire Work:  
(Check one of the following boxes and complete the necessary information.)

Not later than ( ) calendar days from the date of commencement of the Work.

By the following date: 10/31/2027

§ A.2.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Construction Manager shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
-----------------	-----------------------------

§ A.2.3.3 If the Construction Manager fails to achieve Substantial Completion as provided in this Section A.2.3, liquidated damages, if any, shall be assessed as set forth in Section 6.1.6 of the Agreement.

**ARTICLE A.3 INFORMATION UPON WHICH AMENDMENT IS BASED**

§ A.3.1 The Guaranteed Maximum Price and Contract Time set forth in this Amendment are based on the Contract Documents and the following:

§ A.3.1.1 The following Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
----------	-------	------	-------

§ A.3.1.2 The following Specifications:  
(Either list the Specifications here, or refer to an exhibit attached to this Amendment.)

Refer to Exhibit C

Section	Title	Date	Pages
---------	-------	------	-------

§ A.3.1.3 The following Drawings:  
(Either list the Drawings here, or refer to an exhibit attached to this Amendment.)

Refer to Exhibit C

Number	Title	Date
--------	-------	------

§ A.3.1.4 The Sustainability Plan, if any:  
(If the Owner identified a Sustainable Objective in the Owner’s Criteria, identify the document or documents that comprise the Sustainability Plan by title, date and number of pages, and include other identifying information. The Sustainability Plan identifies and describes the Sustainable Objective; the targeted Sustainable Measures; implementation strategies selected to achieve the Sustainable Measures; the Owner’s and Construction Manager’s roles and responsibilities associated with achieving the Sustainable Measures; the specific details about design reviews, testing or metrics to verify achievement of each Sustainable Measure; and the Sustainability Documentation required for the Project, as those terms are defined in Exhibit C to the Agreement.)

Title	Date	Pages
-------	------	-------

Other identifying information:

§ A.3.1.5 Allowances, if any, included in the Guaranteed Maximum Price:  
(Identify each allowance.)

Item	Price
------	-------

§ A.3.1.6 Assumptions and clarifications, if any, upon which the Guaranteed Maximum Price is based:  
(Identify each assumption and clarification.)

Refer to Exhibit D

§ A.3.1.7 The Guaranteed Maximum Price is based upon the following other documents and information:  
(List any other documents or information here, or refer to an exhibit attached to this Amendment.)

Refer to Exhibit C

**ARTICLE A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS**

§ A.4.1 The Construction Manager shall retain the consultants, contractors, design professionals, and suppliers, identified below:  
(List name, discipline, address, and other information.)

Refer to Exhibit B

This Amendment to the Agreement entered into as of the day and year first written above.

---

OWNER (Signature)

BY: Robert Armstrong, Superintendent of Schools

---

(Printed name and title)

---

CONSTRUCTION MANAGER (Signature)

BY: Justin Woolverton, EVP of Operations

---

(Printed name and title)

# Additions and Deletions Report for AIA® Document A133® – 2019 Exhibit A

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 08:12:02 CDT on 10/10/2025.

## Changes to original AIA text

### PAGE 2

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed ~~(\$ one hundred and sixteen million, one hundred and fifty-nine thousand, eight hundred and ninety-eight dollars~~ (\$ 116,159,898.00), subject to additions and deductions by Change Order as provided in the Contract Documents.

~~§-GMP Amendment #1: \$129,628.00~~

Item	Price
<u>Refer to Exhibit B</u>	

[  ] The date of execution of this Amendment.

[  ] Established as follows:

\_\_\_ (Insert a date or a means to determine the date of commencement of the Work.)

### PAGE 3

[  ] Not later than ( ) calendar days from the date of commencement of the Work.

[  ] By the following date: 10/31/2027

## Variable Information

### PAGE 1

This Amendment dated the 13 day of October in the year 2025, is incorporated into the accompanying AIA Document A133™-2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the 20 day of September in the year 2023 (the "Agreement")

SHS Chieftain Center Addition & End Zone Building

Multiple Addresses

Sapulpa, Oklahoma

Sapulpa Public Schools ISD 19-033

511 E Lee Ave, Sapulpa, OK 74066

Nabholz Construction Corporation

10319 E 54<sup>th</sup> St, Tulsa, OK 74146

**PAGE 2**

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed one hundred and sixteen million, one hundred and fifty-nine thousand, eight hundred and ninety-eight dollars (\$ 116,159,898.00 ), subject to additions and deductions by Change Order as provided in the Contract Documents.

GMP Amendment #1: \$129,628.00

GMP Amendment #2: \$3,419,415.00

GMP Amendment #3: \$89,277,866.00

GMP Amendment #4: \$23,332,989.00

Total GMP Amount: \$116,159,898.00

§ A.1.1.3 The Construction Manager's Fee is set forth in Section 6.1.2 of the Agreement.

[  ] The date of execution of this Amendment.

[  ] Established as follows:

**PAGE 3**

[  ] Not later than ( ) calendar days from the date of commencement of the Work.

[  ] By the following date: 10/31/2027

Refer to Exhibit C

Refer to Exhibit C

**PAGE 4**

Refer to Exhibit D

Refer to Exhibit C

Refer to Exhibit B



## ***Certification of Document's Authenticity***

***AIA® Document D401™ – 2003***

I, Jordan Knutson, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 08:12:02 CDT on 10/10/2025 under Order No. 20240038907 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A133™ - 2019 Exhibit A, Guaranteed Maximum Price Amendment, other than those additions and deletions shown in the associated Additions and Deletions Report.

---

*(Signed)*

Project Manager

---

*(Title)*

10/10/2025

---

*(Dated)*



**SPS Capital Improvements GMP Breakdown (Amendments 1 - 4)**

*Exhibit B*

#	ITEM	Project	Subtotals	NOTES
<b>1</b>	<b>GMP Amendments</b>			
1.1	GMP Amendment #1 - Prep Work	High School	\$129,628.00	Approved July 2024
1.2	GMP Amendment #2 - Site Preparation Package	High School	\$3,419,415.00	Approved November 2024
1.3	GMP Amendment #3 - High School and PAC	High School	\$89,277,866.00	Approved April 2025
1.4	GMP Amendment #4 - Chieftain Center Addition & End Zone Building	Chieftain Center Addition & End Zone Building	\$23,332,989.00	Presented October 13, 2025; Includes Alternates #1 & #2
<b>2</b>	<b>Total Construction Costs for High School To Date</b>		<b>\$92,826,909.00</b>	
<b>3</b>	<b>Total Construction Costs for High School To Date</b>		<b>\$23,332,989.00</b>	
<b>4</b>	<b>TOTAL GMP TO DATE (Amendments #1 - 4)</b>		<b>\$116,159,898.00</b>	

<b>Project name</b>	Sapulpa Chieftain Center Addition & End Zone Building
<b>Document</b>	Includes Alternate 1 & 2
<b>Estimator</b>	Danny Duncan
<b>Project</b>	GMP

**PROJECT CONFIDENTIAL**

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Includes Alternate 1 & 2

**PROJECT NAME** Sapulpa Chieftain Center Addition & End Zone Building  
**PROJECT LOCATION** ,  
**REVIEW DATE**  
**ARCHITECT**  
**ESTIMATED DURATION** Mnth  
**BUILDING SIZE** SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
<b>01.01 Sapulpa Chieftain New Addition</b>							
<b>01-0000 General Conditions &amp; Requirements</b>							
----	General Conditions & Requirements	1.00	LS			1,700,000	1,700,000
	<b>01-0000 General Conditions &amp; Requirements</b>					<b>1,700,000</b>	<b>1,700,000</b>
<b>01-1000 Construction Allowances</b>							
n ----	Allowance - Misc. Coordination & Improvements	1.00	LS	150,000.00 /LS	<u>150,000</u>	-	150,000
n ----	Allowance - Prep Work & Misc. Items	1.00	LS	200,000.000 /LS	<u>200,000</u>	-	200,000
n ----	Allowance - Owner Furnished Items	1.00	LS	50,000.00 /LS	<u>50,000</u>	-	50,000
n ----	Allowance - High Density Storage	1.00	LS	50,000.00 /LS	<u>50,000</u>	-	50,000
n ----	Allowance - Existing Conditions	1.00	LS	75,000.00 /LS	<u>75,000</u>	-	75,000
n ----	Allowance - Alternate 1 Weight Room	1.00	LS	1,349,179.00 /LS	<u>1,349,179</u>	-	1,349,179
n ----	Allowance - Alternate 2 Replace Existing RTU's	1.00	LS	1,055,650.00 /LS	<u>1,055,650</u>	-	1,055,650
	<b>01-1000 Construction Allowances</b>				<b>2,929,829</b>		<b>2,929,829</b>
<b>01-4523 Testing</b>							
n	0015 Testing 3rd Party - By Owner					-	
<b>01-7413 Final Cleaning</b>							
	0050 Final Cleaning Allowance	1.00	LS	48,500.00 /LS	<u>48,500</u>	-	48,500
	<b>01-7413 Final Cleaning</b>				<b>48,500</b>		<b>48,500</b>
	0.75 Labor hours						
	0.083 Equipment hours						
<b>03-0010 Building Concrete</b>							
n	0200 Building & Site Concrete	1.00	LS	1,395,089.00 /LS	<u>1,395,089</u>	Lithko Contracting	1,395,089

**Includes Alternate 1 & 2**

**PROJECT NAME** Sapulpa Chieftain Center Addition & End Zone Building  
**PROJECT LOCATION** ,  
**REVIEW DATE**  
**ARCHITECT**  
**ESTIMATED DURATION** Mnth  
**BUILDING SIZE** SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
	<b>03-0010 Building Concrete</b>				<b>1,395,089</b>		<b>1,395,089</b>
<b>04-2000</b>		<b>Masonry</b>					
n	2000 Masonry	1.00 LS	991,700.00 /LS	<u>991,700</u>	C&N Masonry	-	<u>991,700</u>
	<b>04-2000 Masonry</b>			<b>991,700</b>			<b>991,700</b>
<b>05-1205</b>		<b>Structural Steel</b>					
n	3210 Structural Steel (Supply & Erect)	1.00 LS	1,810,200.00 /LS	<u>1,810,200</u>	Bennett Steel	-	<u>1,810,200</u>
	<b>05-1205 Structural Steel</b>			<b>1,810,200</b>			<b>1,810,200</b>
<b>06-2200</b>		<b>Millwork</b>					
n	5450 Millwork	1.00 LS	58,719.00 /LS	<u>58,719</u>	Wood Systems	-	<u>58,719</u>
	<b>06-2200 Millwork</b>			<b>58,719</b>			<b>58,719</b>
<b>07-1000</b>		<b>Waterproofing, Dampproofing, Joint Sealants, Fireproofing</b>					
n	0020 Joint Sealants	1.00 LS	117,235.00 /LS	<u>117,235</u>	Oklahoma Roofing		117,235
n	0020 Fireproofing	1.00 LS	7,060.00 /LS	<u>7,060</u>	True Fire		7,060
	<b>07-1000 Waterproofing, Dampproofing, Joint Sealants, Fireproofing</b>						<b>124,295</b>
<b>07-5000</b>		<b>Roofing</b>					
n	0020 Roofing	1.00 LS	1,388,872.00 /LS	<u>1,388,872</u>	Oklahoma Roofing	-	<u>1,388,872</u>

**Includes Alternate 1 & 2**

**PROJECT NAME** Sapulpa Chieftain Center Addition & End Zone Building  
**PROJECT LOCATION** ,  
**REVIEW DATE**  
**ARCHITECT**  
**ESTIMATED DURATION** Mnth  
**BUILDING SIZE** SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
	<b>07-5000 Roofing</b>			<u>1,388,872</u>			<u>1,388,872</u>
	0.161 Labor hours						
<b>08-1113</b>	<b>Doors / Frames / Hardware</b>						
n	0020 Doors, Frames, Hardware (Supply & Install)	1.00	LS 373,900.00 /LS	<u>373,900</u>	Builders Supply	-	<u>373,900</u>
	<b>08-1113 Doors / Frames / Hardware</b>			<b>373,900</b>			<b>373,900</b>
	0.941 Labor hours						
<b>08-3323</b>	<b>Coiling Doors</b>						
	0050 Overhead Coiling Doors	1.00	LS 45,745.00 /LS	<u>45,745</u>	Johnson Equipment	-	<u>45,745</u>
	<b>08-3323 Coiling Doors</b>			<b>45,745</b>			<b>45,745</b>
<b>08-4100</b>	<b>Entrances &amp; Storefronts</b>						
n	0530 Glazing	1.00	LS 338,000.00 /LS	<u>338,000</u>	Coulter & Company		<u>338,000</u>
	<b>08-4100 Entrances &amp; Storefronts</b>			<b>338,000</b>			<b>338,000</b>
<b>09-2116</b>	<b>Framing, Drywall, &amp; Acoustical</b>						
n	2825 Drywall	1.00	LS 2,208,233.00 /LS	<u>2,208,233</u>	Midwest Drywall	-	<u>2,208,233</u>
	<b>09-2116 Framing, Drywall, &amp; Acoustical</b>			<b>2,208,233</b>			<b>2,208,233</b>
<b>09-3013</b>	<b>Commercial Flooring</b>						
n	1000 Flooring	1.00	LS 796,842.00 /LS	<u>796,842</u>	Allowance	-	<u>796,842</u>
	<b>09-3013 Commercial Flooring</b>			<b>796,842</b>			<b>796,842</b>
<b>09-9100</b>	<b>Painting</b>						

Includes Alternate 1 & 2

**PROJECT NAME** Sapulpa Chieftain Center Addition & End Zone Building  
**PROJECT LOCATION** ,  
**REVIEW DATE**  
**ARCHITECT**  
**ESTIMATED DURATION** Mnth  
**BUILDING SIZE** SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
<b>09-9100</b>							
n 1280	Painting	1.00	LS 270,000.00 /LS	<u>270,000</u>	Advanced Commercial Framir	-	<u>270,000</u>
	<b>09-9100 Painting</b>			<b>270,000</b>			<b>270,000</b>
<b>10-1100</b>							
n 10.10.60	Lockers	1.00	LS 178,535.00 /LS	<u>178,535</u>	Murray Womble	-	<u>178,535</u>
	<b>10-1100 Lockers</b>			<b>178,535</b>			<b>178,535</b>
<b>10-1416</b>							
n ----	Interior & Exterior Signage	1.00	LS 102,135.00 /LS	<u>102,135</u>	J&B Graphics	-	<u>102,135</u>
	<b>10-1416 Signage</b>			<b>102,135</b>			<b>102,135</b>
<b>10-2800</b>							
n 0900	Toilet Accessories	1.00	LS 123,220.00 /LS	<u>123,220</u>	Jones Commercial Hardware	-	<u>123,220</u>
	<b>10-2800 Specialties</b>			<b>123,220</b>			<b>123,220</b>
<b>10-7300</b>							
n 0020	Metal Canopies	1.00	LS 72,900.00 /LS	<u>72,900</u>	Archtype Canopies	-	<u>72,900</u>
	<b>10-7300 Awnings and Canopies</b>			<b>72,900</b>			<b>72,900</b>
<b>11-6600</b>							
n 1000	Gymnasium Equipment	1.00	LS 291,109.00 /LS	<u>291,109</u>	SOPA	-	<u>291,109</u>
	<b>11-6600 Athletic Equipment</b>			<b>291,109</b>			<b>291,109</b>
	16.00 Labor hours						
<b>12-2100</b>							
	<b>Window Treatment</b>						

Includes Alternate 1 & 2

**PROJECT NAME** Sapulpa Chieftain Center Addition & End Zone Building  
**PROJECT LOCATION** ,  
**REVIEW DATE**  
**ARCHITECT**  
**ESTIMATED DURATION** Mnth  
**BUILDING SIZE** SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
<b>12-2100</b>							
n	0020 Window Treatments	1.00	LS /LS	11,110.00	Russell Interiors	-	11,110
	<b>12-2100 Window Treatment</b>			<b>11,110</b>			<b>11,110</b>
<b>12-5200</b>							
n	12.20.10 Seating	1.00	LS /LS	95,862.00	Performance Surfaces	-	95,862
	<b>12-5200 Seating</b>			<b>95,862</b>			<b>95,862</b>
<b>14-2000</b>							
n	0410 Elevators	1.00	LS /LS	126,268.00	TK Elevators	-	126,268
	<b>14-2000 Elevators</b>			<b>126,268</b>			<b>126,268</b>
<b>21-0000</b>							
n	3730 Wet Fire Suppression System	1.00	LS /LS	229,525.00	Frazier Fire	-	229,525
	<b>21-0000 Fire Suppression Sprinkler Systems</b>			<b>229,525</b>			<b>229,525</b>
<b>23-0500</b>							
n	1300 Plumbing & HVAC	1.00	LS /LS	3,743,562.00	Action Inc.	-	3,743,562
	<b>23-0500 Mechanical Complete</b>			<b>3,743,562</b>			<b>3,743,562</b>
<b>26-0500</b>							
n	0100 Electrical	1.00	LS /LS	1,667,060.00	Bills Electric	-	1,667,060
	<b>26-0500 Electrical</b>			<b>1,667,060</b>			<b>1,667,060</b>
<b>32-4755</b>							
	<b>Earthwork</b>						

*Includes Alternate 1 & 2*

**PROJECT NAME** Sapulpa Chieftain Center Addition & End Zone Building  
**PROJECT LOCATION** ,  
**REVIEW DATE**  
**ARCHITECT**  
**ESTIMATED DURATION** Mnth  
**BUILDING SIZE** SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
<b>32-4755</b>	<b>Earthwork</b>						
n ----	Earthwork & Utilities	1.00 LS	514,001.00 /LS	<u>514,001</u>	Timber Wolf	-	<u>514,001</u>
	<b>32-4755 Earthwork</b>			<b>514,001</b>			<b>514,001</b>
<b>01.01 Sapulpa Chieftain New Addition</b>				<b>19,935,211</b>		<b>1,700,000</b>	<b>21,635,211</b>
	17.852 Labor hours						
	0.083 Equipment hours						

Includes Alternate 1 & 2

**PROJECT NAME** Sapulpa Chieftain Center Addition & End Zone Building  
**PROJECT LOCATION** ,  
**REVIEW DATE**  
**ARCHITECT**  
**ESTIMATED DURATION** Mnth  
**BUILDING SIZE** SF

**Estimate Totals**

Description	Amount	Totals	Rate
Labor			
Material			
Equipment			
Subcontract	19,935,211		
General Conditions & Requirements	<u>1,700,000</u>		
<b>Cost of Work</b>	<b>21,635,211</b>	<b>21,635,211</b>	
Building Permit			
<b>Permits and Fees</b>		<b>21,635,211</b>	
General Liability	233,330		
Builder's Risk	<u>37,333</u>		
<b>Insurance</b>	<b>270,663</b>	<b>21,905,874</b>	
Subcontractor Surety			
Performance Payment Bond			
<b>Bonds</b>		<b>21,905,874</b>	
Escalation Contingency			
CM Contingency	<u>843,790</u>		
<b>Contingency</b>	<b>843,790</b>	<b>22,749,664</b>	
Project Fee	<u>583,325</u>		
<b>Contractors Fee</b>	<b>583,325</b>	<b>23,332,989</b>	
<b>Total</b>		<b>23,332,989</b>	

**PROJECT CONFIDENTIAL**

**Property of Nabholz Construction Corporation Not for Duplication or Distribution**

This document includes data that is deemed trade secret or proprietary to Nabholz and prepared in conjunction with the Project. This document is shared with the Project team solely for use on this Project consistent with the responsibilities of the Project team. The Recipients shall not duplicate, use, or disclose, in whole or in part, to any person, entity, or party outside the Project team without Nabholz' prior written authorization.

## **EXHIBIT C**

### **Plans, Specifications, and Addenda**

#### **Reed Architects & Interiors**

*Sapulpa High School*

*Reed Architects & Interiors documents titled "Chieftain Center Addition" & "End Zone Building"*

Plans and Specifications dated August 20, 2025

Addendum #01 dated September 8, 2025

Addendum #01C dated September 10, 2025

Addendum #02E dated September 18, 2025

Addendum #02C dated September 18, 2025

Geotechnical Engineering Report dated April 3, 2024

Construction Manager's Manual dated September 8, 2025

CM Clarification #1 dated September 8, 2025

CM Clarification #2 dated September 17, 2025

CM Clarification #3 dated September 22, 2025

CM Clarification #4 dated September 23, 2025

## **EXHIBIT D**

### **Contract & Scope Clarifications**

1. This GMP includes the Bid Packages for SHS Chieftain Center Addition and End Zone Building as specifically shown in the referenced drawings in Exhibit A. This GMP Amendment also includes the General Conditions, General Requirements, CM Allowances, Contingency, Insurances, & Fees as outlined within the GMP Contract Amendment 4 Exhibit B Financial Breakdown.
2. Sales tax is excluded.
3. Permit fees have been excluded.
4. Nabholz' warranty will not cover the roof of the existing Chieftain Center.
5. Third party testing costs have been excluded.
6. Alternates #1 and #2 are included in this Amendment.
7. The overall cost of this Amendment may be split between two different Nabholz' project numbers, as well as Pay Applications.
8. Some scopes of work were not included in bid packages and will be funded by allowances and/or contingency, such as relocation of the scoreboard, fencing, reworking of the track, and other exterior improvements.
9. The cost of the second bidder for the Flooring Bid Package is included in this Amendment. If the low bidder is able to be used, the additional funds will be moved to Contingency.
10. The Substantial Completion date listed in this Amendment will be adjusted in a future Amendment once all of the scope of work under contract.
11. Overall duration of the scope of work in this Amendment is 16 months. If duration is extended due to factors outside of Nabholz' control, additional General Conditions costs may be required.
12. Substantial Completion is subject to change if caused by factors outside of Nabholz' control.
13. Cost associated with utility services to the building (or others items noted as 'By Utility') have been excluded from this Amendment.
14. City, State, Special Testing, and Inspections, as well as all Design or Soft costs are excluded. These may include, but not be limited to the following: Architectural, Engineering, Civil, and other design consultant's fees and design, Geotechnical Investigation, Special Testing and Inspections, Asbestos Remediation beyond scope included reports provided by Sapulpa Public Schools, Furniture, Fixtures, Equipment, Technology, Owner's Insurance, Errors and Omissions Insurance, or Offsite Utility costs.
15. Nabholz shall locate all existing utilities but shall not be responsible for any unforeseen conditions. Any utility relocations required due to existing conditions that are not shown on the Construction Documents shall be considered unforeseen conditions.
16. All remediation associated to any potential underground appurtenances and associated soil removal, lead or any other material requiring remediation is excluded.
17. Nabholz has included all elements of the Construction Documents unless clarified or agreed elsewhere within this GMP Amendment 4, or the Prime Contract. Should there be any missing elements not detailed or drawn, but intended, there may be cost and time impact.



**SAPULPA PUBLIC SCHOOLS**

**FISCAL YEAR 2025-26**

**PROPOSED BUDGET**



## GENERAL FUND EXPENDITURE BUDGET

<u>Object</u>	<u>FY26 Budget</u>	<u>FY25 Actual</u>
Salaries - Certified	19,000,000	18,096,545
Salaries - Support	6,350,000	5,933,717
Benefits/Burdens - Certified	5,280,000	5,007,011
Benefits/Burdens - Support	1,900,000	1,788,011
Professional & Technical Services	875,000	822,131
Contracted Property Services	650,000	605,105
Other Contracted Services	650,000	649,275
Supplies & Materials	2,075,000	2,155,612
Property Expenses	6,000	6,118
Other	<u>300,000</u>	<u>300,745</u>
<b>Total</b>	<b>37,086,000</b>	<b>35,523,144</b>

# 2025-26 General Fund Budget by Function

1000 Instruction	\$22,750,000
2100 Student Support	\$3,000,000
2200 Instructional Support	\$1,700,000
2300 General Administrative Support	\$900,000
2400 Instructional Administrative Support	\$2,600,000
2500 Business Support Services	\$1,300,000
2600 Operations and Maintenance Services	\$3,800,000
2700 Student Transportation Services	\$1,000,000
3300 Community Services	<u>\$36,000</u>
Total Budget by Function	\$37,086,000

# Projected Fund Balance - General Fund

---

Annual Revenue	\$34,730,470
Prior Year Carryover	<u>\$6,265,650</u>
Total Revenue	\$40,996,120
Total Expenditures	<u>\$37,086,000</u>
Projected Fund Balance	<b>\$3,910,120 (11.26%)</b>



# BUILDING FUND PROPOSED BUDGET

<b>Projected Revenue</b>		2,012,658
<b>Carryover per EON</b>		<u>707,310</u>
<b>Total Revenue per EON</b>		2,719,968
<b>Proposed Expense Budget All under Function 2600 - Operations and Maintenance Services</b>		
Utilities and Insurance		1,400,000
Purchased Property Services		700,000
Supplies & Materials		<u>50,000</u>
<b>Total Expenses</b>		2,150,000
<b>Projected Fund Balance</b>		569,968



## CHILD NUTRITION PROPOSED BUDGET

<b>Projected Revenue</b>	1,931,703
Carryover per EON	166,059
Total Revenue per EON	2,097,762
<b>Projected Expenses - All under Function 3100 Child Nutrition Services</b>	
Salaries & Benefits	1,050,000
Services	228,098
Supplies & Materials	520,000
Total Expenses	1,798,098
<b>Projected Fund Balance</b>	<b>299,664</b>

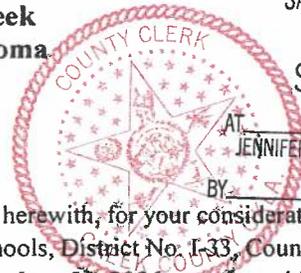
School

School District  
2025-2026 Estimate of Needs  
and  
Financial Statement of the Fiscal Year 2024-2025

Board of Education of Sapulpa Public Schools  
District No. I-33  
County of Creek  
State of Oklahoma

STATE OF OKLAHOMA COUNTY OF CREEK  
SAPULPA, OKLAHOMA

SEP 5 2025



AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M  
JENNIFER MORTAZAVI, COUNTY CLERK  
BY \_\_\_\_\_ DEPUTY

To the Excise Board of said County and State, Greetings:

Pursuant to the requirements of 68 O. S. 2001 Section 3002, we submit herewith, for your consideration the within statement of the financial condition of the Board of Education of Sapulpa Public Schools, District No. I-33, County of Creek, State of Oklahoma for the fiscal year beginning July 1, 2025, and ending June 30, 2026, together with an itemized statement of the estimated Income and Probable Needs of said School District for the ensuing fiscal year. We have separately prepared, executed and submit Financial Statements for the Fiscal Year so terminated, and Estimate of Requirements for the ensuing Fiscal Year, for such Sinking Fund, if any, as pertains to this District for the Bond, Coupon, and Judgment indebtedness, if any, outstanding and unpaid as of June 30, 2026, and also for the Sinking Fund of any disorganized District whose area or the major portion thereof is now embraced within the boundaries of this District; and this Certificate is as applicable thereto as if fully embodied therein. The same have been prepared in conformity with Statute.

Two copies of this Financial Statement and Estimate of Needs should be filed with the County Clerk not later than September 30 for all School Districts. One complete signed copy must be sent to the State Auditor and Inspector, 2300 N. Lincoln Blvd Room 100, Oklahoma City, OK 73105-4801 and one copy will be retained by the County Clerk. If publication may not be had by date required for filing, affidavit and proof of publication are required to be attached within five days after date of filing.

Prepared by: Bledsoe, Hewett & Gullekson CPAs

Submitted to the Creek County Excise Board

This 4 Day of September, 2025

School Board Member's Signatures

Chairman: [Signature]  
Member: [Signature]  
Member: [Signature]  
Member: [Signature]  
Member: [Signature]  
Treasurer: [Signature]

Clerk: [Signature]  
Member: \_\_\_\_\_  
Member: \_\_\_\_\_  
Member: \_\_\_\_\_  
Member: \_\_\_\_\_  
Member: \_\_\_\_\_

Affidavit of Publication

State of Oklahoma, County of Creek

I, Misty Jones, the undersigned duly qualified and acting Clerk of the Board of Education of Sapulpa Public Schools, School District No. 1-33, County and State aforesaid, being first duly sworn according to law, hereby depose and say:

1. That I complied with 68 O. S. 2001 Section 3002, (both independent and dependent) by having the within Financial Statement and Estimate of Needs which was prepared at the time and in the manner provided by law, published as required by law, in a legally-qualified newspaper of general circulation in the district, there being no legally-qualified newspaper published in the school district, as evidenced by a copy of such published statement and estimate together with proof of publication thereof attached hereto marked Exhibit No. 1 and made a part hereof (strike inapplicable phrases).
2. That I complied with currently effective statutes, by having the Notice of Emergency Levy Election and the call for such Election on the date hereinbefore certified by the Governing Board, the Itemized Statements and the Itemized Estimate of the amount necessary for the ensuing fiscal year requiring such emergency levy for the current expense purposes as prepared by the Board of Education duly published or posted, as the case may be, in full compliance with law for this class of school district, and as provided by law duly made public in the manner and at the time provided by law, for this class of district and in all respects according to law, in relation to said election on such emergency levy as hereinbefore certified by said Governing Board.
3. That I complied with the statute by having published or posted (if required for this class of district) the notice of local support levy election, and the call for such election on the date hereinbefore certified by the Board of Education. That the Estimate of Needs as prepared by the Board of Education required such local support levy in addition to other tax levies, to fully meet the current expense purposes of the school district for the ensuing year.
4. That in conformity to resolution by said Board of Education, I caused Notice of Building Fund Levy Election under the provisions of Article 10, Section 10, Oklahoma Constitution, and the Call of such Election on the date hereinbefore certified by the Governing Board, together with Itemized Statements and an Estimate of the amount necessary for the ensuing fiscal year requiring such levy for the purpose of erecting, remodeling or repairing school buildings, and for purchasing school furniture, in said District, published or posted to contain such Notice and Call, fixing the number of voting places and particularly describing each and every such place or places, and fixing the day on which such election should be had after the expiration of such notice, duly published or posted as is required by law for this class of district.

M. Jones  
Clerk, Board of Education

Subscribed and sworn to before me this 4th day of September, 2025.

Shannon Groves  
Notary Public

10/10/28  
My Commission Expires

SHANNON GROVES  
Notary Public, State of Oklahoma  
Commission # 24012701  
My Commission Expires 10-10-2028

Secretary and Clerk of Excise Board  
Creek County, Oklahoma





## 492 STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

(Approved 9.10.24)(Revised 10-13-2025)

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

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

### PRINCIPLE I COMMITMENT TO THE STUDENTS

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

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

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

## PRINCIPLE II

### COMMITMENT TO THE PROFESSION

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

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

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

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the teaching profession of any person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist an unqualified person in the unauthorized practice of the teaching profession.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decision or actions.
9. Shall not discriminate in relation to race, color, national origin, sex, disability, age, religion, marital status, or veteran status, including antisemitism.

## PRINCIPLE III

1. Pursuant to the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:
  - A. Willful neglect of duty.

- B. Repeated negligence in performance of duty.
  - C. Mental or physical abuse to a child.
  - D. Incompetency.
  - E. Instructional ineffectiveness.
  - F. Unsatisfactory teaching performance.
  - G. Commission of an act of moral turpitude.
  - H. Abandonment of contract,
  - I. Conviction of a felony,
  - J. After a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
  - K. Failure to earn required staff development points.
2. A career teacher shall not be subject to dismissal or non-reemployment for items A, B, D, E, and F, above unless and until a written admonishment has been issued in accordance with relevant law.
  3. A probationary teacher shall not be subject to dismissal or non-reemployment for inadequate teaching performance unless or until a written admonishment has been issued in accordance with relevant law.
  4. Temporary teachers, substitute teachers, adult education teachers, and teachers employed in positions fully funded by private or federal grants shall not be protected by the provisions of the Teacher Due Process Act.
  5. A teacher convicted of a felony shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued.
  6. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties:
    - A. "Criminal sexual activity" means the commission of an act defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
    - B. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity (70 O.S. §6-101.22).
  7. A teacher may be dismissed, refused employment, or not reemployed after a finding that such person has, either in the presence of a minor or in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that

appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.

REFERENCE: 70 O.S. §6-101.21, et seq.

NOTE: In accordance with the referenced statutes, a copy of these standards of performance and conduct will be provided to each teacher.

544.2 **ADMINISTRATION OF MEDICINE TO STUDENTS** (Approved 9-6-94) (Revised 4-7-08; 9-10-24, **10-13-25**)

A. Purpose

The purpose of this Policy is to identify when District personnel are authorized to administer medication to students, when students are authorized to self-medicate and how District personnel will maintain, administer, monitor and dispose of student medication.

B. Definitions

1. For purposes of this Policy, these terms have the following definitions:
  - a. "Medicine" or "medications" includes prescription medications, opioid antagonists and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady. **"Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine, prescribed by a physician and having an individual label. State law requires schools to call 911 immediately after administering Epinephrine to a student. Parents and guardian will be notified promptly in their child experiences a possible allergic reaction.** This term shall not include "Sunscreen" as defined below.
  - b. "Parent" means a parent, a court-appointed guardian or a person having legal custody of a minor student.
  - c. "Inhaler" means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry powder inhaler **to alleviate asthmatic symptoms** and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.
  - d. "Respiratory distress" means the perceived or actual presence of coughing, wheezing or shortness of breath.
  - e. "Sunscreen" means a compound topically applied to prevent sunburn.
  - f. **"Self-Administration" means a student's use of medication pursuant to prescription or written direction from a physician.**

### C. Policy

1. Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications and assist in applying sunscreen to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.
2. Except as provided in this Policy and in the District's Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including out-of-school suspension.
3. As further set out below, the District retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.
4. The parent must deliver the student's medicine to the school nurse or school administrator in its original container with the parent's written authorization for administration of the medicine. Sunscreen for application by a school nurse must be delivered to the school nurse or school administrator in its original container with the parent's written authorization for application of sunscreen. The parent's authorization for either medicine or sunscreen must identify the student, the medicine or sunscreen, and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student or assist the student in applying sunscreen pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication or sunscreen. The District will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the principal's office. A parent who chooses to do so may come to the school and personally dispense medication or apply sunscreen to the student.
5. The administration of each school will keep a record of the students to whom medicine is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen and the name or type of medicine or sunscreen administered.
6. Medications and sunscreen will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication

or sunscreen. Medications requiring refrigeration will be refrigerated in a secure area.

7. Any person administering medicine or applying sunscreen to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:
  - a. Review of state statutes and school rules and regulations (including this Policy) regarding administration of medication by school personnel.
  - b. Procedures for administration, documentation, handling and storage of medication and sunscreen; and
  - c. Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.
8. Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. Each school site will maintain a current list of those authorized to administer medication and apply sunscreen at that site.
9. Students who are able to self-administer specific medications, such as inhaled asthma medication, anaphylaxis medication, replacement pancreatic enzymes, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and special equipment are transported and maintained under the students' control in compliance with the following rules:
  - a. A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, cystic fibrosis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
  - b. The parent must provide a written authorization for self-administration of medication.
  - c. Parents who elect self-medication **shall be notified in writing** ~~understand and agree~~ that the District, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.

- d. The written authorization will terminate at the end of the school year and must be renewed annually.
- e. If the parent and physician authorize self-medication, the District is not responsible for safeguarding the students' medications or specialized equipment.
- f. Students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.
- g. Authorized students may carry their prescription medication at all times and use their prescribed medication as necessary while on school grounds or attending school activities.
- h. Students will not be allowed to self-administer:
  - 1. Narcotics;
  - 2. Prescription pain killers;
  - 3. Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
  - 4. Other medication hereafter designated in writing by the District.
- i. Except as otherwise provided by an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the District's Diabetes Care and Management Policy.
- j. Students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.
- k. ~~The parent will provide an emergency supply of a student's inhaled asthma medication to be administered by school personnel, as required by state law.~~  
The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

- I. Students who are able to self-apply sunscreen may do so provided such sunscreen is regulated by the Food and Drug Administration. Students may self-apply sunscreen without the written authorization of a parent, legal guardian or physician. All students are permitted to possess sunscreen that is regulated by the Food and Drug Administration.

#### 10. Sunscreen

District staff will only assist the student in applying sunscreen with the parent's written authorization and according to label directions or, if applicable, written instructions from the student's physician. The sunscreen must be in the original container indicating:

- a. Ingredients; and
- b. Directions for Application.

#### 11. Nonprescription Medication

District staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the minor student's physician. The medication must be in the original container that indicates:

- a. Student name (affixed to the container);
- b. Ingredients;
- c. Expiration date;
- d. Dosage and frequency;
- e. Administration route, i.e., oral, drops, etc.; and
- f. Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

#### 12. Prescription Medication

Except for district-wide inhalers, District staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- a. Student name;
- b. Name and strength of medication and expiration date;
- c. Dosage and directions for administration;
- d. Name of the licensed physician or dentist;
- e. Date, name, address and phone number of the pharmacy.

13. The parent must provide and maintain the supply of prescription medication for the student.

14. The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- a. Date of destruction;
- b. Time of destruction;
- c. Name and quantity of medication destroyed; and
- d. Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

15. The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- a. A legitimate lack of space or facility to adequately store specific medication;

- b. Lack of cooperation by the student, parent and/or prescribing doctor;
- c. An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the student;
- d. Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- e. The medication expiration date has passed.

### **Seizure-Rescue Medication (Seizure-Safe Schools Act)**

Beginning January 1, 2022, at every school site that has a student enrolled who (1) has a seizure disorder and (2) has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the Food and Drug Administration and any successor agency that is prescribed by the student's health care provider, the district shall have at least one employee who has met the training requirements necessary to (1) administer or assist with the self-administration of seizure medication, and (2) recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms. For purposes of this training, the district is permitted by law to use any adequate and appropriate training programs or guidelines for training of school personnel in the seizure disorder care tasks covered under this policy.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall do the following:

1. provide the school with **written authorization** to administer the medication at school
2. provide a **written statement** from the student's health care provider that shall contain the following information:
  - a. the student's name,
  - b. the name and purpose of the medication,
  - c. the prescribed dosage,
  - d. the route of administration,
  - e. the frequency that the medication may be administered, and
  - f. the circumstances under which the medication may be administered;

3. provide the **prescribed medication** to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy; and
4. collaborate with school personnel to create a “**seizure action plan**,” which means a written, individualized health plan designed to acknowledge and prepare for the health care needs of a student diagnosed with a seizure disorder.

The written authorization and seizure action plan shall be kept on file in the office of the school nurse or school administrator, and it shall be distributed to any school personnel or volunteers responsible for the supervision or care of the student. The written authorization and seizure action plan shall be effective only for the school year in which written authorization is granted and may be renewed each following school year upon fulfilling requirements A–D above. The district shall follow all administrative rules promulgated by the State Board of Education for the development and implementation of the seizure education program and the procedures for the development and content of seizure action plans.

Pursuant to state law, a school employee may not be subject to any disciplinary proceedings resulting from an action taken in compliance with *Seizure-Safe Schools Act*, and any employee acting in accordance with the provisions of that act shall be immune from civil liability unless the actions of the employee rise to the level of reckless or intentional misconduct. Any district-employed school nurse shall not be responsible for and shall not be subject to disciplinary action for actions performed by a volunteer.

### **District-Wide Use of Inhalers**

The board of education has authorized the superintendent to obtain a prescription for inhalers and spacers or holding chambers in the name of the school district. This prescription will be of a quantity sufficient to provide for two (2) inhalers with spacers and holding chambers in a secure location at each school site.

The superintendent will designate personnel at each school site to:

- a. be responsible for obtaining and maintaining an adequate supply of inhalers with spaces and holding chambers from the district’s central office;
- b. ensure appropriate training on the administration of the inhalers with spacers and holding chambers for designated staff members;
- c. distribute and maintain annual parent/guardian consent forms.

Only a school nurse or school employee trained by a health care professional will be required to agree to be trained in the use of inhalers with spacers and holding chambers.

**School employees are still required to call 911 in the event of an emergency, including any time an employee believes a student is experiencing respiratory distress.**

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer inhalers to any student who is believed to be experiencing respiratory distress.

The District must also immediately notify a student's parent/guardian after administration of an inhaler.

The parent/guardian must provide written consent and waive liability related to the good-faith use of the inhaler. No inhaler shall be given if the proper written consent from the parent/guardian is not on file with the district

**Administration of Emergency Opioid Antagonist (e.g., Naloxone) by District Personnel**

District medical personnel (certified school nurse or any other nurse employed by or under contract with the district) or any other person designated by the Superintendent may administer, regardless of whether there is a prescription or standing order in place, an emergency opioid antagonist for a suspected opioid overdose by a student or other individual exhibiting signs of an opioid overdose.

The Superintendent may authorize one or more district employees to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opioid overdose and administering an emergency opioid antagonist. The Superintendent may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. §1210.199). Furthermore, if a person or persons designated and trained to administer an emergency opioid antagonist are absent, the Superintendent or designee may authorize any person, regardless of whether there is a prescription or standing order in place, to administer an emergency opioid antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an emergency opioid antagonist to a student or other individual at a school site or school-sponsored event, in a manner consistent with addressing opioid overdose, shall be covered by Oklahoma's Good Samaritan Act. In the event of a suspected overdose, the district and its employees or designees shall be immune from civil liability in relation to the administration of an emergency opioid antagonist.

Any first responder who administers or provides an emergency opioid antagonist in good faith and in a manner consistent with addressing opioid overdose is not liable for any civil damages as a result of any acts or omissions by such first responder except for committing gross negligence or

willful wanton wrongs in administering or providing such emergency opioid antagonist. Pursuant to OKLA. STAT. tit. 63, § 1-2506.1, for purposes of this section a “first responder” shall include medical personnel at schools including any public or charter schools, technology center schools and institutions of higher education. “Medical personnel at schools” means a certified school nurse or any other nurse employed by or under contract with a district, any licensed practitioner of the healing arts, or any person designated by the school administration to administer an emergency opioid antagonist.

As used in this section, “emergency opioid antagonist” means a drug including, but not limited to, naloxone that blocks the effects of opioids and that is approved by the United States Food and Drug Administration for the treatment of an opioid overdose.

Reference:

OKLA. STAT. tit. 70, § 1-116.2, 70 § 1-116.3  
OKLA. STAT. tit. 70, § 1210.199  
OKLA. STAT. tit. 70, §1210.242  
OKLA. STAT. tit. 63, §1-2506.1  
OKLA. STAT. tit. 70, § 1210.183  
OKLA. STAT. tit. 70, §1210.196.3

**561. Child Abuse Reporting and Investigation, Neglect, Exploitation and Trafficking**  
(Approved 1/12/98; Revised 12/4/17, 8/12/2019; Replaced 10/13/2025) (See Procedure Page)

~~—Under Oklahoma law, district employees have varying legal obligations to report abuse, neglect and exploitation. In addition, district employees have an obligation to report suspected abuse, neglect, exploitation or trafficking affecting students to principals or other school officials to ensure the student's safety and welfare while at school or participating in school activities. The purpose of this policy is to provide directives and guidelines to assist district employees in fulfilling their legal responsibility.~~

~~—————Any district employee having reasonable cause to believe that any student under the age of eighteen (18) years is a victim of abuse, neglect or exploitation shall immediately report this matter to:~~

~~—————(1) Oklahoma Department of Human Services (“DHS”) through the hotline designated for this purpose (1-800-522-3511), AND~~

~~—————(2) local law enforcement.~~

~~—————Any district employee having reasonable cause to believe that any student eighteen (18) years or older is a victim of abuse, neglect or exploitation shall immediately report this matter to local law enforcement.~~

~~—————Additionally, any district employee must report suspected child trafficking to:~~

~~—————(1) Oklahoma Bureau of Narcotics and Dangerous Drugs Control (“OBNDCC”) at 1-800-522-8031,~~

~~—————(2) DHS through the hotline designated for this purpose (1-800-522-3511), AND~~

~~—————(3) local law enforcement.~~

~~—————The employee shall inform the supervising administrator who will advise the superintendent that the report was made using the form in Procedure Page 561.~~

~~Local law enforcement shall keep confidential and redact any information identifying the reporting district employee unless otherwise ordered by the court. A district employee with knowledge of a report made to DHS and/or local law enforcement shall not disclose information identifying the reporting district employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or DHS.~~

~~The reporting obligations under this section are individual, and no employer, supervisor, or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect, provided that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by DHS to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.~~

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~~Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.~~

~~The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.~~

**561. Reporting Suspected Child Abuse, Neglect, Exploitation and Trafficking** (Approved 1/12/98; Revised 12/4/17, 8/12/2019; **Replaced 10/13/2025**) (See Procedure Page)

**Introduction**

Under Oklahoma law, Sapulpa Public School district employees have varying legal obligations to report abuse and neglect. The purpose of this policy is to provide directives and guidelines to assist district employees in fulfilling their legal responsibility.

**Definitions**

1. "Abuse and neglect" shall include, but is not limited to, all of the following:

a. "Abuse" is defined as:

- i. harm or threatened harm to a child's health, safety, or welfare of a child by a person responsible for the child's health safety or welfare, including but not limited to nonaccidental physical or mental injury, sexual abuse, or sexual exploitation. (10A Okla. Stat. § 1-1-105);
- ii. willful or malicious harm or threatened harm or failure to protect from harm or threatened harm to the health, safety, or welfare of a child under eighteen (18) years of age by a person responsible for a child's health, safety, or welfare, or the act of willfully or maliciously injuring, torturing or maiming a child under eighteen (18) years of age by any person. (21 Okla. Stat. § 843.5); or
- iii. the intentional infliction of physical pain, injury, or mental anguish or the deprivation of food, clothing, shelter, or medical care to an incapacitated person, partially incapacitated person, or a minor by a guardian or other person responsible for providing these services. (30 Okla. Stat. § 1-111).

b. "Neglect" is defined as any of the following:

- i. the failure or omission to provide any of the following:
  1. adequate nurturance and affection, food, clothing, shelter, sanitation, hygiene, or appropriate education,
  2. medical, dental, or behavioral health care,
  3. supervision or appropriate caretakers, or
  4. special care made necessary by the physical or mental condition of the child,
- ii. the failure or omission to protect a child from exposure to any of the following:
  1. the use, possession, sale, or manufacture of illegal drugs,
  2. illegal activities, or
  3. sexual acts or materials that are not age-appropriate;
- iii. abandonment. (10A Okla. Stat. § 1-1-105); or
- iv. the failure to provide protection, adequate shelter or clothing; or the harming or threatening with harm through action or inaction by either another individual or through the person's own action or inaction because of a lack of awareness, incompetence, or incapacity, which has resulted or

may result in physical or mental injury. (30 Okla. Stat. § 1-111).

- c. "Sexual abuse" is defined as behavior that includes but is not limited to rape, incest and lewd or indecent acts or proposals, made to a child, as defined by law, by a person responsible for the health, safety, or welfare of the child. (10A Okla. Stat. § 1-1-105).
- d. "Sexual exploitation" is defined as behavior that includes but is not limited to allowing, permitting, encouraging, or forcing a child to engage in prostitution, as defined by law, by any person eighteen (18) years of age or older or by a person responsible for the health, safety, or welfare of a child, or allowing, permitting, encouraging or engaging in the lewd, obscene or pornographic photographing, filming or depicting of a child in those acts by a person responsible for the health, safety, and welfare of the child (10A Okla. Stat. § 1-1-105).
- e. "Contributing to the delinquency of a minor" is defined as behavior that knowingly or willfully causes, aids, abets or encourages a minor to be, to remain, or to become a delinquent child or a runaway child. (21 Okla. Stat. § 856).
- f. "Facilitating, encouraging, offering or soliciting sexual conduct with a minor" is defined as facilitating, encouraging, offering or soliciting sexual conduct with a minor, or other individual the person believes to be a minor, by use of any technology, or engaging in any communication for sexual or prurient interest with any minor, or other individual the person believes to be a minor, by use of any technology. (21 Okla. Stat. § 1040.13a).
- g. "Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16)" is defined as making any oral, written or electronically or computer-generated lewd or indecent proposal to any child under sixteen (16) years of age, or other individual the person believes to be a child under sixteen (16) years of age, for the child to have unlawful sexual relations or sexual intercourse with any person. (21 Okla. Stat. § 1123).
- h. "Exploitation" is defined as an unjust or improper use of the resources of an incapacitated person, a partially incapacitated person, or a minor for the profit or advantage, pecuniary or otherwise, of a person other than an incapacitated person, a partially incapacitated person, or a minor through the use of undue influence, coercion, harassment, duress, deception, false representation or false pretenses (30 Okla. Stat. § 1-111).
- i. "Child Trafficking" as defined below.
- j. "Sexual battery" is considered child abuse and neglect when committed upon a person who is at least sixteen (16) years of age and is less than twenty (20) years

of age and is a student, or in the legal custody or supervision of any public or private elementary or secondary school, or technology center school, by a person who is eighteen (18) years of age or older and is an employee of a private school or public school system.

2. "Child Trafficking" includes, but is not limited to behavior that consists of the acceptance, solicitation, offer, payment or transfer of any compensation, in money, property or other thing of value, at any time, by any person in connection with the acquisition or transfer of the legal or physical custody or adoption of a minor child, except as ordered by the court or except as otherwise provided by Section 7505-3.2 of Title 10 of the Oklahoma Statutes. (21 Okla. Stat. § 866).
3. A "person responsible for a child's health, safety or welfare" includes a parent, a legal guardian, a custodian, a foster parent, a person 18 years of age or older with whom the child's parent cohabitates or any other adult residing in the home of the child, an agent or employee of a public or private residential home, institution or facility, or an owner, operator or employee of a child care facility as defined by Okla. Stat. tit. 10 § 402.
4. "Parent" refers to parents, guardians or others who have legal responsibilities for specific children.

#### Reporting Suspected Abuse, Neglect Exploitation or Trafficking

Any district employee having reasonable cause to believe that any student **under the age of eighteen (18) years is a victim of abuse, neglect or exploitation** shall immediately report this matter to:

- (1) Oklahoma Department of Human Services ("DHS") through the hotline designated for this purpose (1-800-522-3511), AND
- (2) local law enforcement.

Any district employee having reasonable cause to believe that any student **eighteen (18) years or older is a victim of abuse, neglect or exploitation** shall immediately report this matter to local law enforcement.

Additionally, any district employee must report **suspected child trafficking** to:

- (1) Oklahoma Bureau of Narcotics and Dangerous Drugs Control ("OBNDCC") at 1-855-617-2288,
- (2) DHS through the hotline designated for this purpose (1-800-522-3511), AND
- (3) local law enforcement.

After a report is made to DHS or OBNDDC via the hotline, or to law enforcement, the reporting party will prepare a written report which contains the confirmation number of the report (if applicable), the date and time of the telephone contact, the name of the person to whom the district employee made the oral report, the names and addresses of the student, the parents, and any other responsible persons, the student's age, the nature and extent of injuries, any previous incidents, and any other helpful information. A copy of this report will be furnished to the principal or, if the reporter believes the principal is not an appropriate individual, to the superintendent.

Local law enforcement shall keep confidential and redact any information identifying the reporting district employee unless otherwise ordered by the court. A district employee with knowledge of a report made to DHS and/or local law enforcement shall not disclose information identifying the reporting district employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or DHS.

#### Investigating Abuse, Neglect or Exploitation

At the request of appropriately identified investigators of DHS, OBNDDC or the district attorney's office or local law enforcement, the superintendent, principal or other school official shall permit the investigators access to the student about whom the agency received a report. The interview will be arranged in a manner that minimizes embarrassment to the student. The superintendent will not contact the parent, guardian or other person responsible for the student's health or welfare prior to or following the interview, unless permission for parent contact is provided by DHS, OBNDDC or the district attorney's office or law enforcement authorities. No district employee will be present during the interview.

#### Reports to Principal or Other School Officials

Suspected instances of abuse, neglect, exploitation or trafficking, whether the result of circumstances at home, school or at other locations, affects the student while he or she is at school or participating in school activities. Consequently, employees are required to report any suspicion of abuse, neglect, exploitation or trafficking by any individual, whether the identity is known or unknown, to the principal or other school official. This reporting obligation exists in all instances, including circumstances suggestive of this conduct at school or connected with school activities. Accordingly, this policy includes an obligation to notify the principal or other school official, if for any reason the employee has a reasonable belief that the principal should not be notified, in any instance involving suspected abuse, neglect, exploitation or trafficking of a student.

#### Immunity for Good Faith Reports

Oklahoma law provides that any district employee who in good faith and exercising due care makes a report to DHS or another appropriate law enforcement office, allows access to a student by persons authorized to investigate a report concerning the student or participates in any judicial

proceeding resulting from a report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

Neither the board of education nor any district employee will discharge or in any manner discriminate or retaliate against the person who in good faith provides such reports or information, testifies, or is about to testify in any proceeding involving abuse, neglect, exploitation, or trafficking, provided that the person did not perpetrate or inflict the abuse, neglect, exploitation or trafficking.

#### Information Concerning Abuse, Neglect or Exploitation

In any instance in which the district receives a report from DHS regarding any confirmed report of sexual abuse or severe physical abuse concerning the student, the superintendent will forward to a subsequent school in which the student enrolls all confirmed reports of sexual abuse and severe physical abuse received from DHS, and the superintendent will notify DHS of the student's new school and address, if known.

All information or documents generated or received by the district in regard to the matter are confidential and shall not be disclosed except to investigators of DHS, the district's attorneys, the district attorney's office, a subsequent district in which the student enrolls, a person designated to assist in the treatment of or with services provided to the student or other state or federal officials in connection with the performance of their official duties. The information or documents shall be maintained and transmitted by the district in the same manner as special education records. Such records shall be destroyed when the child reaches the age of 18.

#### Attestation

In addition, every district employee must annually sign an attestation form acknowledging his or her responsibility to report suspected child abuse or neglect.

#### Training on Child Abuse and Neglect

A program, which includes the following information, shall be completed the first year a certified teacher is employed by a school district, and then once every fifth academic year:

1. Training on recognition of child abuse and neglect;
2. Recognition of child sexual abuse;
3. Proper reporting of suspected abuse; and
4. Available resources.

Reference: 10A Okla. Stat. §1-2-101 et seq.

30 Okla. Stat. § 4-903

70 Okla. Stat. § 1210.163

70 Okla. Stat. § 6-194

723.1 \* RULES AND REGULATION (Negotiated 7-91) (Revised 10-13-25)

A support employee may be suspended, demoted, terminated or non-reemployed for violation of any of the following Rules and Regulations:

1. Falsification of personnel or other records.
2. Unexcused failure to be at work station at starting time.
3. Leaving work station without authorization prior to lunch periods or end of work day.
4. Excessive unexcused absenteeism.
5. Chronic absenteeism.
6. Chronic tardiness.
7. Wasting time or loitering during working hours.
8. Leaving work area during work hours, without permission, for any reason.
9. Possession of weapons on school premises.
10. Removing school district property or records from school district premises without proper authority.
11. Willful abuse, misuse, defacing or destruction of school district property, including tools, equipment or property of other employees.
12. Theft or misappropriation of property of employees, students or the school district.
13. Sabotage.
14. Distracting the attention of others.
15. Refusal to follow instruction of supervisor.
16. Refusal or failure to do work assignment.
17. Unauthorized operation of machines, tools or equipment.
18. Threatening, intimidating, coercing or interfering with employees or supervisors.
19. The making in public or publishing of false, vicious or malicious statements concerning any employee or supervisor.
20. Creating a disturbance on school premises.
21. Creating or contributing to unsanitary conditions.
22. Practical jokes injurious to other employees or school district property.
23. Possession, consumption or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs or controlled dangerous substances.
24. Disregard of known safety rules or common safety practices.
25. Unsafe operation of motor driven vehicles.
26. Operating machines or equipment without using the safety devices provided.
27. Gambling, lottery or any other game of chance on school district property.
28. Unauthorized distribution of literature, written or printed matter of any description on school district property.
29. Posting or removing notices, signs or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
30. Poor workmanship.

31. Immoral conduct or indecency including abusive and/or foul language.
32. Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
33. Walking off job.
34. Clocking in or out another employee's timecard or timesheet.
35. Smoking in an unauthorized area or at any unauthorized time.
36. Refusal of job transfer, if the transfer does not result in a demotion.
37. Abuse of "breaks" (rest periods) or meal period policies.
38. Insubordination of any kind.
39. Receiving two "warning notices", verbal or written, for the same misconduct within 60 days or receiving three "warning notices", verbal or written, for any misconduct within six months.
40. When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or non-reemployed.
41. Discrimination, in relation to race, color, national origin, sex, disability, age, religion, marital status, or veteran status, including antisemitism and directed toward another employee, a student or a visitor.

939. **NOTICE OF NON-DISCRIMINATION** (Approved 8-13-12)(Revised 10-13-25)

The Sapulpa Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, marital status, or veteran status, including antisemitism in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

~~Rob Armstrong, Chief Officer for Human Resources, TLE & Student Services~~

Johnny Bilby, Assistant Superintendent

511 East Lee, Sapulpa, OK 74066

918-224-3400

Section 504 Coordinator (for questions or complaints based on disability):

Katherine Stufflebeam, Director of Special Services

511 East Lee, Sapulpa, OK 74066

918-224-3400

# Memorandum of Understanding

Between Sapulpa Public Schools  
and  
United Sapulpa Educators (USE)

October 13, 2025

This is a Memorandum of Understanding between Sapulpa School District and USE regarding:

1. Negotiated Policy 723.1-Rules and Regulations

- Add #41 Discrimination, in relation to race, color, national origin, sex, disability, age, religion, marital status, or veteran status, including antisemitism and directed toward another employee, a student or a visitor.
- This change is being made at the request of the RAO for accreditation purposes.

The parties agree that these changes will be effective immediately.

Please note, a memorandum of understanding is not a contract.

For the District:

For USE:

\_\_\_\_\_/\_\_\_\_\_  
Assistant Superintendent      Date

\_\_\_\_\_/\_\_\_\_\_  
USE President                      Date

\_\_\_\_\_/\_\_\_\_\_  
BOE President                      Date

# PERSONNEL REPORT

October 13, 2025

## SUPPORT PERSONNEL REPORT

### EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Maddison Phillips	CN Cook I/\$14.05 hr	September 03, 2025
Kristi Jackson	CN Cook I/\$14.41 hr	September 09, 2025
Emily Tanner	Paraprofessional/\$13.83 hr	September 03, 2025
Dustin Porter	7th Grade Boys BB Coach/\$2,200	September 11, 2025
Elizabeth Pridemore	Receptionist/Enrollment Coord/\$18.55 hr	October 13, 2025

### EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra Duty Assignments/Stipends</u>
None	

### REMOVAL EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra Duty Assignments/Stipends</u>
Renee Martino	Splitting YB Stipend/\$250 (\$500)
Sierra Williams	Teaching Paraprofessional/\$4,032

### FMLA REQUEST

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Date</u>
Elizabeth Watson	Secretary	Maternity	September 05, 2025
Xander Heavener	Custodian	Medical	August 07, 2025

### TRANSFERS

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
LaDonna Walters	CN Cook II/Liberty	CN Cook II/HPE	September 09, 2025
Angel Palmer	CN Cook II/Freedom	CN Cook II/HPE	September 09, 2025

**CHANGE OF STATUS**

<b><u>Name</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Effective Date</u></b>
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**RESIGNATIONS/RETIREMENTS**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Monica Hernandez	Paraprofessional	September 03, 2025
Sarah Briden	Cook	September 29, 2025

**TERMINATED**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
William Turner	Cook II	September 08, 2025

# PERSONNEL REPORT

October 13, 2025

## 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>
Suzanne Moss	Strong Readers Act Reading Partner/\$35 hr	September 23, 2025
Laura Beverley	Strong Readers Act Reading Partner/\$35 hr	September 30, 2025
Katelynn Sanders	Strong Readers Act Reading Partner/\$35 hr	TBD
Debra Ashby	Strong Readers Act Reading Partner/\$35 hr	TBD
Hannah Schow	Speech Pathologist/\$45,817.40	October 06, 2025

(Pending Approval of Adjunct/Emergency Certification)

### EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra-duty Assignment/Stipend</u>
Chase Reavis	Sophomore Class Sponsor/\$500
	Asst Academic Team Coach/\$2,100
Katie Greer	Home FB Game Student Supervisor/\$25 hr
Paul Bussert	Home FB Game Student Supervisor/\$25 hr
Lorrel Thompson	Splitting HPE YB Coordinator/\$250 (\$500)
Heather Surber	Mentor Teacher/\$500
Tara Simpson	1PT-CT Team HPE/\$800
	SLPA Asst Supervision/\$1,000
Christine Lyons	Confidential Files (4x\$250)/\$1,000
Andrea Gillis	Work Study Coordinator/\$1,000
Coleson Coffey	Fall JH Golf Coach/\$2,200
Sam Johnson	Spring JH Gof Coach/\$2,200
Wesleigh Hawk	Builders Club JH/\$900

### REMOVAL EXTRA DUTY ASSIGNMENTS/STIPENDS

<u>Name</u>	<u>Extra-duty Assignment/Stipend</u>
Karen Diehl	Mentor Teacher HPE/\$500
Tara Simpson	Mentor Teacher HPE/\$250

**RESIGNATIONS**

**Name**

Sandra Smith  
Kelly Ryan

**Position**

Speech Pathologist  
Teacher

**Effective Date**

June 30, 2026  
September 15, 2025