Bixby Board of Education Regular Meeting
Thursday, September 12, 2024 Bixby Board of Education Regular Meeting
Bixby Public Schools Administative Center, 109 N. Armstrong, Bixby, Oklahoma
109 N Armstrong St
Bixby, OK 74008

Attendance Taken at 6:00 PM.

Justin Cheatham:	Present
Matt Dotson:	Present
Tristy Fryer:	Present
Julie Prox:	Present
Amanda Stephens:	Present

Present: 5.

1. **Call Meeting to Order/Roll Call**

2. **Reports to The Board**

   2.1. **Special Recognition**

      2.1.1. Spartan Spirit Award - Jerry Virden

   2.2. Superintendent's Report - Rob Miller

      - Wes Coleman, Director Brassfield Alternative School

   2.3. Facilities and Operations Report - Gabe Hayes

3. **Comments from the Public**

   3.1. Speakers must identify themselves.

   3.2. Each Speaker is given a maximum of three (3) minutes. To ensure fairness for all speakers, this timeline will be strictly enforced. The Board clerk will notify the speaker when they have 30 seconds left. Speakers are expected to end their remarks immediately when the time limit is reached.

   3.3. In order to avoid repetitious information, a single spokesperson will be selected by groups desiring to address the board.

   3.4. Total time allocated to this item is thirty (30) minutes.

   3.5. Speakers may offer objective comments of school operations and programs that concern them. The Board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed.

3.6. Speakers may not use profanity at a School Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.

3.7. The president reserves the right to interrupt this section and move to the next item.

3.8. In accordance with provisions of the Oklahoma Open Meeting Act, discussion or action by the Board on an item presented under the "Comments from the Public" agenda topic is not permitted. Board members and administrative staff will not respond to questions from the public. The Board appreciates and will seriously consider all comments made during this time. Proper questions from members of the public may be referred to the Superintendent for later report to the Board.

4. **General Consent Agenda - Discussion and possible board action to approve consent agenda items #1-22. (These items may be approved by one Board motion, unless any board member desires to have a separate vote on any or all of these items.)**

Approval of General Consent Agenda Items #1-22 as presented Passed with a motion by Julie Prox and a second by Amanda Stephens.

Justin Cheatham:	Yea
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

4.1. Minutes of August 8, 2024 Regularly Scheduled Board Meeting

4.2. Activity Fund Summary of Accounts and Transfer Requests

4.3. Encumbrances and Change Orders for FY 2025 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, and Bond Funds 31-39 per attached encumbrance registers

4.4. Approval of the Cross Country Team request to participate in the Arkansas Chile Pepper XC Festival on 9/27/2024 - 9/28/2024 in Fayetteville, Arkansas

4.5. Approval of the JROTC request to participate in the Caprock High School Raider Competition in Amarillo, Texas on September 27-28, 2024

4.6. Approval of the JROTC request to participate in the Wichita South High School Raider Competition in Wichita, Kansas on October 12, 2024

4.7. Approval of the Bixby High School Bands request to participate in the Indianapolis BOA Super Regional in Indianapolis, Indiana on October 17-20, 2024

4.8. In accordance with OK SB 1198, BPS utilizes Emergency Service Plans for all facilities and events to protect participants and attendees from man-made and natural disasters. Plans were developed and shared with local community service providers and first responders, including the Bixby Police Department, Bixby Emergency Response Services, and the Bixby Fire Department.

4.9. Contract with Oklahoma Department of Career and Technology Education (ODCTE) for Secondary Career and Technology Education Programs for School Year 2024-2025

4.10. Approval of an MOU with University of Oklahoma College of Education for intern placement programs at Bixby Public Schools for 2024-2025 school year.

4.11. Approval of existing student capacity limits for open transfers pursuant to Board Policy 2108: Grades PK-6, 20 per classroom; grades 7-10, 600 students in each grade level; and grades 11-12, 550 students in each grade level.

4.12. Approval of the OSDE Public Consulting Group LLC agreement for School-Based Health Services Program for the 2023-2024 fiscal year

4.13. Approval of the Alternative Education Plan for the 2024-2025 fiscal year

4.14. FMLA - Certified - Central Elementary - 8/26/24 - 9/20/24

4.15. Medical Leave - Certified - Middle School - 8/28/24 - 12/02/24

4.16. Intermittent FMLA - Certified - West Elementary - 8/22/24 - 12/31/24

4.17. FMLA - Certified - East Elementary - 8/13/24 - 8/22/24

4.18. Medical Leave - Support - Middle School - 8/16/24 - 9/02/24

4.19. FMLA/Maternity - Certified - High School - 9/06/24 - 12/11/24

4.20. FMLA - Certified - North Elementary - 10/16/24 - 12/02/24

4.21. Employment, Resignation, Retirement - Certified Personnel - per attached

4.22. Employment, Resignation, Retirement - Support Personnel - per attached

5. **Finance**

5.1. Discussion and possible board action to approve the Estimate of Needs prepared by Jenkins & Kemper for the 2024-2025 fiscal year.

Approval of the Estimate of Needs prepared by Jenkins & Kemper for the 2024-2025 fiscal year. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin Cheatham:	Yea
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

5.2. Discussion and possible board action to approve the Appropriated Funds Budget for the 2024-2025 fiscal year.

Approval of the Appropriated Funds Budget for the 2024-2025 fiscal year prepared by Mike Anthony. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Justin Cheatham:	Yea
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

5.3. Discussion and possible board action to approve an increase in Child Nutrition Adult Breakfast and Lunch Prices for the 2024-2025 fiscal year.

Approval of an increase in Child Nutrition Adult Breakfast and Lunch Prices for the 2024-2025 fiscal year as presented. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin Cheatham:	Yea
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

6. **Teaching and Learning**

6.1. Discussion and possible board action to modify the academic calendar from in-person to virtual learning for Bixby High School and Ninth Grade Center for January 7-10, 2025, to finalize preparations for the High School Academic Building opening on January 13.

Approval of the academic calendar from in-person to virtual learning for Bixby High School and Ninth Grade Center for January 7-10, 2025, to finalize preparations for the High School Academic Building opening on January 13. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Justin Cheatham:	Yea
Matt Dotson:	Yea
Tristy Fryer:	Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

6.2. Discussion and possible board action to approve the adoption of the 1080-hour calendars for the 2024-25 fiscal year.

Approval of the adoption of the 1080-hour calendars for the 2024-25 fiscal year. Passed with a motion by Amanda Stephens and a second by Matt Dotson.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

6.3. Discussion and possible board action to approve an MOU with the United States Marine Corps to operate a Junior Reserve Officers' Training Corps (JROTC) unit at Bixby High School.

Approval of an MOU with the United States Marine Corps to operate a Junior Reserve Officers' Training Corps (JROTC) unit at Bixby High School. Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

6.4. Discussion and possible board action to approve an OSSAA application for Conducting a Pilot Cooperative Activities Program for Middle School Wrestling for the 2024-2025 fiscal year.

Approval of an OSSAA application for Conducting a Pilot Cooperative Activities Program for Middle School Wrestling for the 2024-2025 fiscal year. Passed with a motion by Amanda Stephens and a second by Tristy Fryer.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

6.5. Discussion and possible board action regarding the Gifted and Talented Advisory Committee for the 2024-2025 fiscal year.

Approval the Gifted and Talented Advisory Committee for the 2024-2025 fiscal year. Passed with a motion by Matt Dotson and a second by Tristy Fryer.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

6.6. Discussion and possible board action to approve an agreement with Advancing Literacy for Professional Development and site-based coaching at a cost of $18,500 to be paid from Federal Funds.

Approval of an agreement with Advancing Literacy for Professional Development and site-based coaching at a cost of $18,500 to be paid from Federal Funds. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

7. **Operations**

7.1. Discussion and possible board action to approve an agreement with Impact Services for energy conversation services.

Approval of an agreement with Impact Services for energy conversation services. Passed with a motion by Matt Dotson and a second by Amanda Stephens.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

7.2. Discussion and possible board action to approve Ideal Impact Lease Purchase Agreement.

Approval of the Ideal Impact Lease Purchase Agreement. Passed with a motion by Tristy Fryer and a second by Justin Cheatham.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

7.3. Discussion and possible board action to approve combining the Middle School Choir Activity Account and the High School Choir Activity Account into one account #935-952-705.

Approval of combining the Middle School Choir Activity Account and the High School Choir Activity Account into one account #935-952-705. Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham:	Yea
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

7.4. Discussion and possible board action to approve changes to BOE Policies 3115 Least Restrictive Environment; 3139 Prohibition of Race and Sex Discrimination; 3140 Voluntary Prayer and Minute of Silence; 4105 Standards of Conduct for Teachers; 4114 Salaries and Expenses; 4121 Personnel Vacation; 4122 Certified Personnel Sick Leave; 4133 Support Personnel Sick Leave; 4158 Termination of Employees: Teachers; 4159 Support Personnel: Suspension, Demotion, or Termination; 4160 Support Employee Rules for Conduct

Approval of the changes to BOE Policies 3115 Least Restrictive Environment; 3139 Prohibition of Race and Sex Discrimination; 3140 Voluntary Prayer and Minute of Silence; 4105 Standards of Conduct for Teachers; 4114 Salaries and Expenses; 4121 Personnel Vacation; 4122 Certified Personnel Sick Leave; 4133 Support Personnel Sick Leave; 4158 Termination of Employees: Teachers; 4159 Support Personnel: Suspension, Demotion, or Termination; 4160 Support Employee Rules for Conduct Passed with a motion by Tristy Fryer and a second by Julie Prox.

Justin Cheatham:	Yea
Matt Dotson:	Yea
Tristy Fryer:	Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

7.5. Discussion and possible board action regarding declaring items as surplus to be disposed of in accordance with the State Laws of Oklahoma.

Approval of declaring items as surplus to be disposed of in accordance with the State Laws of Oklahoma. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

8. **Executive Session**

8.1. Discussion and possible board action on whether to go into executive session to discuss the negotiations proceedings with the BEA (25 O.S. Sec. 307 (B)(2)).

At 8:36 p.m. approval to go into executive session to discuss the negotiations proceedings with the BEA per Oklahoma Statutes. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

8.2. Vote to acknowledge return to open session.

At 9:01 p.m. approval to return to open session. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

8.3. Statement by Board president of executive session minutes.

9. **Human Resources**

9.1. Discussion and possible board action to approve the Negotiated Agreement and the Master Contract with the Bixby Education Association (BEA) for the 2024-2025 fiscal year.

Approval of the Negotiated Agreement and the Master Contract with the Bixby Education Association (BEA) for the 2024-2025 fiscal year. Passed with a motion by Matt Dotson and a second by Justin Cheatham.

Justin Cheatham:	Yea
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

9.2. Discussion and possible board action to approve the 2024-2025 Extra Duty Stipend Allocations.

Approval of the 2024-2025 Extra Duty Stipend Allocations. Passed with a motion by Tristy Fryer and a second by Julie Prox.

Justin Cheatham:	Yea
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

9.3. Discussion and possible board action to approve Sarah Yates as an adjunct teacher in Intermediate Science to teach at 7th Grade Science at Bixby Middle School for the 2024-2025 school year.

Approval of Sarah Yates as an adjunct teacher in Intermediate Science to teach at 7th Grade Science at Bixby Middle School for the 2024-2025 school year. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Justin Cheatham:	Yea
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Yea

Yea: 5, Nay: 0

9.4. Discussion and possible board action to approve any resignations submitted after the agenda was posted.

10. **New Business**

11. **Vote to adjourn**

At 9:08 p.m. approval to adjourn. Passed with a motion by Julie Prox and a second by Justin Cheatham.

Justin Cheatham:	Yea
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

_____ _____
President Vice President

_____ _____
Clerk Member

_____
Member

Bixby Board of Education Regular Meeting
Thursday, August 8, 2024
Bixby Public Schools Administrative Center
109 N Armstrong St
Bixby, OK 74008

Attendance Taken at 6:01 PM.

Justin Cheatham:	Absent
Matt Dotson:	Present
Tristy Fryer:	Present
Julie Prox:	Present
Amanda Stephens:	Absent

Present: 3, Absent: 2.

1. **Call Meeting to Order/Roll Call**

2. Reports to The Board

2.1. Special Recognition

2.1.1. Spartan Spirit Award - Amber and Rodney Flowers

2.2. Superintendent's Report - Rob Miller

- Allison Morris - District Director of Counseling Services
- District Update

2.3. Teaching and Learning Report - Cheryl Wilkinson

2.4. Facilities and Operations Report - Gabe Hayes

3. Comments from the Public

The Board was addressed by: Kristen Whitmer of Jenks, OK
Lucia Frohling of Edmond, Ok
Tanner Cooper of Bixby, Ok

3.1. Speakers must identify themselves.

3.2. Each Speaker is given a maximum of three (3) minutes. To ensure fairness for all speakers, this timeline will be strictly enforced. The Board clerk will notify the speaker when they have 30 seconds left. Speakers are expected to end their remarks immediately when the time limit is reached.

3.3. In order to avoid repetitious information, a single spokesperson will be selected by groups desiring to address the board.

3.4. Total time allocated to this item is thirty (30) minutes.

3.5. Speakers may offer objective comments of school operations and programs that concern them. The Board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed.

3.6. Speakers may not use profanity at a School Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.

3.7. The president reserves the right to interrupt this section and move to the next item.

3.8. In accordance with provisions of the Oklahoma Open Meeting Act, discussion or action by the Board on an item presented under the "Comments from the Public" agenda topic is not permitted. Board members and administrative staff will not respond to questions from the public. The Board appreciates and will seriously consider all comments made during this time. Proper questions from members of the public may be referred to the Superintendent for later report to the Board.

4. General Consent Agenda - Discussion and possible board action to approve consent agenda items #1-15. (These items may be approved by one Board motion, unless any board member desires to have a separate vote on any or all of these items.)

Approval of the General Consent Agenda items #1-15 as presented. Passed with a motion by Julie Prox and a second by Matt Dotson.

Justin Cheatham:	Absent
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

4.1. Minutes of July 11, 2024 Regularly Scheduled Board Meeting

4.2. Activity Fund Summary of Accounts and Transfer Requests

4.3. Encumbrances and Change Orders for FY 2024 and FY 2025 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, and Bond Funds 31-39 per attached encumbrance registers

4.4. Approval of a contract with American Checked for background check services for the 2024-2025 fiscal year.

4.5. Approval of a contract with Mara "Allie" Michael for Physical Therapy services for the 2024-2025 fiscal year

4.6. Approval of a contract with Connect and Restore for counseling services for the 2024-2025 fiscal year

4.7. Approval of a contract with Kori Neely, MA, LMFT for counseling and consultation services for the 2024-2025 fiscal year

4.8. Approval of an agreement with AB Staffing Solutions, LLC for staffing services to be paid from federal funds for the 2024-2025 fiscal year

4.9. Approval of an agreement with the University of Oklahoma for Pre-Employment Transition Services Coordination for the 2024-2025 fiscal year

4.10. Approval of an agreement with Empower Academy for Middle and High School Female Students for the 2024-2025 fiscal year

4.11. Approval of a Field Placement Affiliation Agreement with Grand Canyon University for the 2024-2025 fiscal year

4.12. Medical Leave - Support - Central Elementary - 7/13/24 through 10/11/24

4.13. Maternity/FMLA - Certified - Central Elementary - 7/5/24 through 9/30/24

4.14. Employment, Resignation, Retirement - Certified Personnel - per attached

4.15. Employment, Resignation, Retirement - Support Personnel - per attached

5. Finance

5.1. Discussion and possible board action to approve the employment of Stephen L. Smith Corporation as financial consultants to Bixby Public Schools for the 2024-2025 fiscal year.

Approval of the employment of Stephen L. Smith Corporation as financial consultants to Bixby Public Schools for the 2024-2025 fiscal year. Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin Cheatham:	Absent
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

5.2. Discussion and possible board action regarding Activity Fundraisers for the 2024-2025 fiscal year.

At 6:58 p.m. move to Item 5.3
At 7:38 p.m. return to Item 5.2

Approval of the Activity Fundraisers as presented. Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin Cheatham:	Absent
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

5.3. Discussion and possible board action to approve a reimbursement agreement between the General Fund and the Child Nutrition Fund for the 2024-2025 fiscal year.

Approval of a reimbursement agreement between the General Fund and the Child Nutrition Fund not to exceed $1.8 million for the 2024-2025 fiscal year. Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin Cheatham:	Absent
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

5.4. Discussion and possible board action to approve declaring items as surplus to be disposed of per the State Laws of Oklahoma.

Approval of declaring items as surplus to be disposed of per the State Laws of Oklahoma. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin Cheatham:	Absent
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

6. Teaching and Learning

6.1. Discussion and possible board action to approve an agreement for the Operation Aware Program for 5th through 10th grade students at a cost of $24,300 to be paid from the School Counselor Corps grant.

Approval of an agreement for the Operation Aware Program for 5th through 10th grade students at a cost of $24,300 to be paid from the School Counselor Corps grant. Passed with a motion by Julie Prox and a second by Matt Dotson.

Justin Cheatham:	Absent
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

6.2. Discussion and possible board action to approve an MOU with Southwestern Oklahoma State University Psychology Department for student practicum experience for the 2024-2025 fiscal year.

Approval of an MOU with Southwestern Oklahoma State University Psychology Department for student practicum experience for the 2024-2025 fiscal year. Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin Cheatham:	Absent
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

7. Operations

7.1. Discussion and possible board action to approve a lease agreement with Preferred Business Systems (PBS) per the negotiated terms and payment schedule set forth in the agreement.

Approval of a lease agreement with Preferred Business Systems (PBS) per the negotiated terms and payment schedule set forth in the agreement. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin Cheatham: Absent
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Absent
Yea: 3, Nay: 0, Absent: 2

7.2. Discussion and possible board action to approve changes to Board Policies: Policy 2104 Foreign Exchange Students; Policy 2105 Student Attendance; Policy 2108 Open Transfers; Policy 2108A Transfers for Special Education Students; Policy 2108B Intra-District Transfers; Policy 2144 Dress Code; Policy 2150 Drug-Free Schools - Student-Athlete Policy on Testing for Illegal or Performance Enhancing Drugs; Policy 2153 Search of Students; Policy 2161 Suspension of Students; Policy 3105 Material Selection; Policy 3115 Least Restrictive Environment - Inclusion; Policy 3118 Grading; Policy 3122 Proficiency Based Promotion; Policy 3127 Graduation Requirements; Policy 3133 Reading Sufficiency Act Testing and Procedures; Policy 4129 Bereavement Leave; Policy 4135 Travel and Expenses; Policy 4166 Classification of Employees; and Policy 6123 Conflict of Interest in Federal Programs

Approval of Item 7.2 as presented. Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin Cheatham: Absent
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Absent
Yea: 3, Nay: 0, Absent: 2

7.3. Discussion and possible board action to approve participating in the Bixby Chamber of Commerce 2024 Buy Bixby Program at a cost of $650 for the Candy Cane level.

Approval of participating in the Bixby Chamber of Commerce 2024 Buy Bixby Program at a cost of $650 for the Candy Cane level. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin Cheatham: Absent
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Absent
Yea: 3, Nay: 0, Absent: 2

7.4. Discussion and possible board action to approve combining the Middle School Band and the High School Band Activity Fund accounts into one account.

Approval of combining the Middle School Band and the High School Band Activity Fund accounts into one account. Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin Cheatham:	Absent
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

8. Human Resources

8.1. Discussion and possible board action to approve any resignations submitted after the agenda was posted. None

9. Executive Session

9.1. Discussion and possible board action to go into executive session to discuss an open transfer appeal (25 O.S. Sec. 307 (B)(6) and (B)(7)).

At 7:44 p.m. approval of going into executive session to discuss an open transfer appeal per Oklahoma Statutes. Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin Cheatham:	Absent
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea
Amanda Stephens:	Absent

Yea: 3, Nay: 0, Absent: 2

9.2. Vote to acknowledge return to open session.

At 7:57 p.m. approval of returning to open session. Passed with a motion by Julie Prox and a second by Matt Dotson.

Justin Cheatham:	Absent
Matt Dotson:	Yea
Tristy Fryer:	Yea
Julie Prox:	Yea

Amanda Stephens: Absent
Yea: 3, Nay: 0, Absent: 2

9.3. Statement by Board president of executive session minutes.

10. Miscellaneous

10.1. Discussion and possible board action regarding an open transfer request appeal from the family of student "TT."

Approval of the denial of an open transfer request of student "TT". Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin Cheatham: Absent
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Absent
Yea: 3, Nay: 0, Absent: 2

11. **New Business** **None**

12. **Vote to adjourn**

At 7:58 p.m. approval to adjourn. Passed with a motion by Julie Prox and a second by Matt Dotson.

Justin Cheatham: Absent
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Absent
Yea: 3, Nay: 0, Absent: 2

_____
President

_____
Vice President

Clerk

Member

Member

2024-2025
CERTIFIED PERSONNEL
EMPLOYMENT

TEMPORARY CONTRACT

VOLUNTEER COACHING

ADJUNCT COACHING

EMPLOYMENT for 2024-2025

JENNA BROWN	PSYCHOLOGIST	DISTRICT	08/07/2024
NICOLE HANSELMAN	TEACHER	HIGH SCHOOL	08/14/2024
PATRICK MCGREW	TEACHER	MIDDLE SCHOOL	08/14/2024
JENNIFER OHRYNOWICZ	TEACHER	HIGH SCHOOL	08/14/2024
CAROLINE SUSMILCH	TEACHER	EAST INTERMEDIATE	08/14/2024
KIRBY THURLOW	TEACHER	MIDDLE SCHOOL	08/14/2024
HEATHER WILLHITE	TEACHER	CENTRAL INTERMEDIATE	08/14/2024
SARAH YATES	TEACHER	MIDDLE SCHOOL	08/14/2024

RESIGNATION AGREEMENTS

DEBBIE BAKER	TEACHER	MIDDLE SCHOOL	05/23/2024
MONICA BOLER	TEACHER	CENTRAL ELEMENTARY	07/12/2024

Submitted to Board of Education AUGUST 9th, 2024

2024-2025
SUPPORT PERSONNEL
EMPLOYMENT

VOLUNTEER COACHING

TEMPORARY CONTRACT

PAM MCLAUGHLIN	SUMMER SUPPORT	ADMINISTRATION	07/22/2024
YESENIA LOZANO	SUMMER SUPPORT	ADMINISTRATION	07/22/2024

ADJUNCT EMPLOYMENT

SPENCER MANTOS	PERCUSSION TECH	HIGH SCHOOL	08/01/2024
MADELINE NAUGLE	FIELD TECH	HIGH SCHOOL	08/01/2024
JEANNA HOLCOMB	HEAD BOY/GIRLS TENNIS	MIDDLE SCHOOL	07/01/2024
TRAE ARMSTRONG	9TH ASSISTANT FOOTBALL	HIGH SCHOOL	07/01/2024
JENNIFER RUSSELL	ASST BOYS/GIRLS TENNIS	MIDDLE SCHOOL	07/01/2024
PHIL HOLLAND	ASST GIRLS TENNIS	HIGH SCHOOL	07/01/2024
BRANDON COGAN	ASSISTANT BASEBALL	HIGH SCHOOL	07/01/2024
MIKE INCREMONA	9TH ASSISTANT FOOTBALL	HIGH SCHOOL	07/01/2024
ONIS PANKEY	GAME MANAGER/ATHLETIC SUPPORT	ATHLETICS	07/01/2024
LUKE BRUMMETT	9TH ASSISTANT FOOTBALL	HIGH SCHOOL	07/01/2024
RAYLEE BUSSEY	HEAD DANCE	MIDDLE SCHOOL	07/01/2024
ROBIN TAYLOR	ASSISTANT GIRLS SOCCER	HIGH SCHOOL	07/01/2024
MICHAEL DANIEL	HEAD GIRLS SOCCER	HIGH SCHOOL	07/01/2024
KATIE WILEY	HEAD VOLLEYBALL	MIDDLE SCHOOL	07/01/2024
TREY ODAM	ASSISTANT WRESTLING	JUNIOR HIGH	07/01/2024
MACEY TURLEY	HEAD SOFTBALL	MIDDLE SCHOOL	07/01/2024
MACEY TURLEY	ASSISTANT SOFTBALL	HIGH SCHOOL	07/01/2024
ERIN RODEN	ASST VARSITY VOLLEYBALL	HIGH SCHOOL	07/01/2024
DEREK SEROWSKI	HEAD VOLLEYBALL	HIGH SCHOOL	07/01/2024
DAVID ZIMMERMAN	HEAD BOYS/GIRLS SWIM	HIGH SCHOOL	07/01/2024
DAVID ZIMMERMAN	HEAD SWIM	MIDDLE SCHOOL	07/01/2024
RACHEL ZIMMERMAN	ASSISTANT SWIM	MIDDLE SCHOOL	07/01/2024
SARAH KLING	ASSISTANT VOLLEYBALL	MIDDLE SCHOOL	07/01/2024
DRAKE CARTER	9TH HEAD BOYS BASKETBALL	HIGH SCHOOL	07/01/2024
KARI ANDERSON	ASSISTANT VARSITY VOLLEYBALL	HIGH SCHOOL	07/01/2024
DARRELL BEELER	ASSISTANT VARSITY BASEBALL	HIGH SCHOOL	07/01/2024
JAMIE MEHAS	HEAD CHEER	MIDDLE SCHOOL	07/01/2024
JAMIE MEHAS	ASSISTANT CHEER	MIDDLE SCHOOL	07/01/2024

EMPLOYMENT 2024-2025

DEBORA ALVIDREZ	PARAPROFESSIONAL	EAST INTERMEDIATE	08/15/2024
MANDI BALDTRIP	CN COORDINATOR	CHILD NUTRITION	07/23/2024
ATRESSA BRISCOE	PARAPROFESSIONAL	NORTH ELEMENTARY	08/15/2024
CONNIE BROWN	CHILD NUTRITION	CHILD NUTRITION	08/15/2024
SAIDA CASTRO	CHILD NUTRITION	CHILD NUTRITION	08/15/2024
MELISSA COLEMAN	RECESS AIDE	CENTRAL ELEMENTARY	08/15/2024
MARANDA COOPER	PARAPROFESSIONAL	EAST ELEMENTARY	08/15/2024
SHARON HINKSON	PARAPROFESSIONAL	CENTRAL ELEMENTARY	08/15/2024

Submitted to the Board of Education: AUGUST 9th, 2024

KELLI JACKSON	CHILD NUTRITION	CHILD NUTRITION	08/15/2024
SIDNEY PAOLI	BEHAVIOR TECH	NORTH INTERMEDIATE	08/15/2024
TOMYA PETERS	PARAPROFESSIONAL	NORTH ELEMENTARY	08/15/2024
DAMARIS RANDOLPH	BEHAVIOR COACH	MIDDLE SCHOOL	08/15/2024
YENIFER SALAS	CHILD NUTRITION	CHILD NUTRITION	08/15/2024
JENNIFER SANDERS	PARAPROFESSIONAL	EAST ELEMENTARY	08/15/2024
CRYSTAL SCARBOROUGH	BEHAVIOR COACH	MIDDLE SCHOOL	08/15/2024
MARY SCARPA	CHILD NUTRITION	CHILD NUTRITION	08/08/2024
DONNA SMITH	CHILD NUTRITION	CHILD NUTRITION	08/15/2024
RAOUL TRUDELL	BUS DRIVER	TRANSPORTATION	08/15/2024

RESIGNATION AGREEMENTS

BRANDON FRANKLIN	SHIPPING/RECEIVING	MAINTENANCE	07/29/2024
SONSHEENA BEAMS	PARAPROFESSIONAL	HIGH SCHOOL	07/31/2024
HANNAH HINCKLEY	CHILD NUTRITION	CHILD NUTRITION	08/05/2024
JOLEEN HANSEN	PARAPROFESSIONAL	CENTRAL INTERMEDIATE	07/11/2024
ETAKERINA HENDERSON	PARAPROFESSIONAL	EAST ELEMENTARY	06/30/2024
ELISA HERON	PARAPROFESSIONAL	EAST ELEMENTARY	07/05/2024

REASSIGNMENTS

TERMINATIONS

DENISE PECKHAM	BUS DRIVER	TRANSPORTATION	05/28/2024

Submitted to the Board of Education: AUGUST 9th, 2024

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2024	53787	BANK OF AMERICA VISA	DISTRICT PURCHASES	200,000.00
11	2	07/01/2024	3839	AMAZON.COM, LLC	DISTRICT PURCHASES	91,000.00
11	3	07/01/2024	1718	TULSA WORLD	CLASSIFIED ADS 000	2,268.35
11	4	07/01/2024	6335	MHC KENWORTH - TULSA	TRUCK RENTAL/PARTS 051	15,770.68
11	5	07/01/2024	61020	FROST OIL COMPANY	UNLEADED/DIESEL FUELS 051	275,398.73
11	6	07/01/2024	1076	MUNICIPAL ACCOUNTING SYSTEMS, INC.	SOFTWARE FEES / FORMS 000	23,986.40
11	7	07/01/2024	58751	TYLER TECHNOLOGIES, INC	TRANSPORTATION SOFTWARE 051	32,054.40
11	8	07/01/2024	4241	T & W TIRE	TIRES FOR TRANSPORTATION 051	31,058.28
11	9	07/01/2024	176	BIXBY TELEPHONE COMPANY	PHONE SVCS/CABLE LOCATING 000	82,551.12
11	10	07/01/2024	181	BLUE RIBBON FORMS, INC.	PRINTING-CKS/FORMS/ENV/LTR 000	3,280.69
11	11	07/01/2024	3826	ROTARY CLUB OF BIXBY	MEMBERSHIP DUES 000	220.00
11	12	07/01/2024	2387	STAPLES CREDIT PLAN	SUPPLIES 000/050/051	149.99
11	13	07/01/2024	58099	PROJECT LEAD THE WAY	PLTW GATEWAY PARTICIPATION 000	6,950.00
11	14	07/01/2024	385	CUMMINS SOUTHERN PLAINS, LLC	PARTS FOR TRANSPORTATION 051	70,961.82
11	15	07/01/2024	2025	WELDON PARTS, INC.	PARTS TRANSP 051	7,878.90
11	16	07/01/2024	59586	PERRY WEATHER LLC	WEATHER SENTRY SUBSCRIPTION 036	3,470.94
11	17	07/01/2024	58958	JARVIS INC	NIGHT SECURITY SERVICES 000	55,000.00
11	18	07/01/2024	7529	INDUSTRIAL WELDING AND TOOL SUPPLY	AG SUPPLIES 412 / MAINT 050	1,629.77
11	19	07/01/2024	3776	WHEELER METALS, INC	VOAG SUPPLIES 412	1,853.60
11	20	07/01/2024	1223	OKLAHOMA TURNPIKE AUTHORITY	PIKEPASS - SCHOOL VEHICLES 051	5,000.00
11	21	07/01/2024	1233	O'REILLY AUTOMOTIVE STORES, INC.	PARTS - TR/M 050/051	8,926.18
11	22	07/01/2024	1245	THE PAPERWORK COMPANY	PRINT 000/036/030	5,903.29
11	23	07/01/2024	59236	CURRICULUM ASSOCIATES, LLC	ELLEVATION PLATFORM 572	15,128.00
11	24	07/01/2024	60250	LEVEL DATA LLC	REAL TIME REPORTS 030	18,969.60
11	25	07/01/2024	1417	ROSENSTEIN, FIST & RINGOLD	LEGAL SERVICES 000	14,214.68
11	26	07/01/2024	70041	INTERNAL REVENUE SERVICE CENTER	3RD PARTY DISABILITY TAX 000	4,347.73
11	27	07/01/2024	1418	ROSS TRANSPORTATION	BUS PARTS FOR TRANSP 051	58,551.63
11	28	07/01/2024	1449	SAM'S CLUB DIRECT	SUPPLIES 000, 051	1,865.24
11	29	07/01/2024	1678	TIRE BARN, INC.	TIRE REPAIRS - 051	18,446.07
11	30	07/01/2024	54924	QUADIENT LEASING USA INC	LEASE PAYMENT - 000	14,299.64
11	31	07/01/2024	319	CITY OF BIXBY	SRO FOR BHS CAMPUS 000	381,669.80
11	32	07/01/2024	59356	ALLIED TOWING OF TULSA	TOWING SERVICE - 051	9,080.00
11	33	07/01/2024	2713	OKLAHOMA HEALTH CARE AUTHORITY	STATE SHARE MEDICAID PAYMENTS 698	51,136.40
11	34	07/01/2024	58446	TEAM PROFESSIONAL SERVICES	DRUG TESTING FOR DISTRICT 000	9,865.00
11	35	07/01/2024	58766	VECTOR SOLUTIONS	EDUCATION SOFTWARE 051	655.50

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	36	07/01/2024	1152	OMECORP, LLC	POSTAGE MACHINE/SUPP 000	222.00
11	37	07/01/2024	53630	IMAGINE LEARNING, LLC	LICENSES FOR STUDENTS 572	4,000.00
11	38	07/01/2024	774	VER HOEF INFORMATION SOURCES, LLC	BACKGROUND CHECKS 000	9,764.00
11	39	07/01/2024	57740	ESS SOUTH CENTRAL, LLC	SUBSTITUTE TEACHERS 000	906,474.86
11	40	07/01/2024	54923	NORTHEASTERN STATE UNIVERSITY	JOB FAIR 000	390.00
11	41	07/01/2024	7057	PREFERRED BUSINESS SYSTEMS LLC	EQUIP LEASE/COPIES /REPAIRS 000	155,058.64
11	42	07/01/2024	7057	PREFERRED BUSINESS SYSTEMS LLC	COPIER SUPP000/010/011/012	1,241.50
11	43	07/01/2024	58654	SOFTCHOICE CORPORATION	LICENSE FEE 030	40,538.65
11	44	07/01/2024	60099	FOUR LOCV LLC	NATIVE AMERICAN CULTURE CLASS 561	1,000.00
11	45	07/01/2024	58321	GOGUARDIAN	GOGUARDIAN LICENSE 000	40,463.00
11	46	07/01/2024	2272	LOWE'S	PARTS/SUPPLIES - 030/050/000/051/006/412/090	4,741.11
11	47	07/01/2024	51933	AMERICANCHECKED, INC.	BEST VOLUNTEERS BCKGRD 000	4,945.50
11	48	07/01/2024	55232	TULSA COUNTY ASSESSOR	VISUAL INSPECTION REIMB 000	150,926.51
11	49	07/01/2024	52803	OKLAHOMA SECRETARY OF STATE	NOTARY BOND FEE - 000	20.00
11	51	07/01/2024	3770	UMB BANK	AGENT FEES FOR BLDG BONDS 000	3,000.00
11	52	07/01/2024	3617	TALK RADIO LLC	SUPPLIES-SERVICE FOR THE DISTRICT 050	24,000.00
11	53	07/01/2024	55958	BPA NATIONAL CENTER	ANNUAL AFFILIATION FEES 412-316	700.00
11	54	07/01/2024	3318	MARK ALLEN CHEVROLET	REPAIR SCHOOL VEHICLES 051	1,723.29
11	55	07/01/2024	57210	PROPIO LS, LLC	PHONE INTERPRETER 000	4,000.00
11	56	07/01/2024	4366	JOSTENS INC	BHS GRAD MT'LS 000	6,176.87
11	57	07/01/2024	4345	A.S.A.P. BATTERY SERVICE	BATTERIES FOR TRANSP 051 & MAINT 050	15,609.48
11	58	07/01/2024	5609	BIXBY METRO CHAMBER OF COMMERCE	MEMBERSHIP DUES, ETC 000	3,136.00
11	59	07/01/2024	3497	EDUCATIONAL TESTING SERVICE	TESTING FOR PARAPRO 000	1,100.00
11	60	07/01/2024	1729	UNITED ENGINES, INC.	BUS REPAIRS 051	2,933.19
11	61	07/01/2024	60083	SERVICE OKLAHOMA	TAGS FOR VEHICLES 051	572.00
11	62	07/01/2024	1139	FINIS BRUCE RAGSDALE	ASBESTOS INSPECTIONS 050	650.00
11	63	07/01/2024	59463	MALTSBERGER INDUSTRIAL PROPANE	PROPANE 050	500.00
11	64	07/01/2024	4505	CINTAS CORPORATION	UNIFORMS/MATS/TOWEL 050/051	19,459.00
11	65	07/01/2024	4130	OKLAHOMA CORPORATION COMMISSION	FUEL STORAGE TANK REGIS 051	50.00
11	66	07/01/2024	5641	WAGONER COUNTY TREASURER	DISTRICT REVALUATION 000	1,249.29
11	67	07/01/2024	54083	FOLLETT SCHOOL SOLUTIONS LLC	DESTINY RENEWAL 030	13,282.92
11	68	07/01/2024	56227	CDW-G 2	Fortinet Support / LITTLE SIS Renewal 030	1,750.00
11	69	07/01/2024	2042	CRW CONSULTING LLC	ERATE CONSULTING & APP 030	3,500.00
11	70	07/01/2024	3223	POWERSCHOOL GROUP LLC	POWERSCHL SERVER - SPANISH 030 TALENT ED 000	141,346.40

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	71	07/01/2024	283	CCOSA - PROFESSIONAL DEVELOPMENT PR	CONFERENCE REG 000	6,750.00
11	72	07/01/2024	2290	OSSBA	MEMBERSHIP DUES 000 / EMPLOYMENT SVS	9,226.00
11	73	07/01/2024	1171	OKASBO	MEMBERSHIP DUES 000	225.00
11	74	07/01/2024	2748	OSAG	WORKERS COMP INS 000	174,639.00
11	75	07/01/2024	52905	VERIZON WIRELESS	WIRELESS DATA 000	2,307.80
11	76	07/01/2024	59812	KORI NEELY	Group Counseling/ Collaboration 621	10,800.00
11	77	07/01/2024	7042	THE ARROW GROUP	ADMINISTRATORS BONDS 000	6,175.00
11	78	07/01/2024	70505	LAWSON PRODUCTS, INC	DISTRICT SUPPLIES 051	3,220.77
11	79	07/01/2024	2290	OSSBA	OSSBA CONFERENCE REGIS 000	7,000.00
11	80	07/01/2024	2989	OSIG	PROP/CASUALTY/VEHICLE INS 000	1,200,000.00
11	81	07/01/2024	58176	SCHOOLSAFEID LLC	SOFTWARE/SUPP 000	5,754.39
11	82	07/01/2024	60904	QUALITY PETROLEUM INC	OIL FOR TRANSPORTATION 051	5,874.96
11	83	07/01/2024	633	GREAT EXPECTATIONS NSU	TRAINING DAYS 541	13,000.00
11	84	07/01/2024	56025	AMERICAN RED CROSS	CPR CLASSES 022/027	2,927.00
11	85	07/01/2024	7830	ADVANTAGE GRAPHICS INC.	CUTTING MACH REPAIR- COPY 000	249.50
11	86	07/01/2024	56136	TULSA EMERGENCY MEDICAL CENTER INC	PHYSICALS - 050/051/285/000	264.00
11	87	07/01/2024	55856	FIELDHOUSE GEAR, INC	Senior shirts/JOM 563	2,500.00
11	88	07/01/2024	2481	TULSA AUTO SPRING COMPANY	SPRING REPAIR 051	2,717.73
11	89	07/01/2024	52270	PEARSON	LICENSE RENEWAL 698	1,585.00
11	90	07/01/2024	52385	WIRELESS TECHNOLOGIES, INC	RADIO EQUIPMENT - 050	375.00
11	91	07/01/2024	5609	BIXBY METRO CHAMBER OF COMMERCE	BUY BIXBY CAMPAIGN 000	650.00
11	92	07/01/2024	60458	MONIQUE MORGAN	Behavioral Services 621	12,374.00
11	93	07/01/2024	5188	ULINE	MAINTENANCE SUPPLIES 050	10,678.22
11	94	07/01/2024	59893	CONNECT AND RESTORE, LLC	Counseling/consultation services 621	27,525.00
11	95	07/01/2024	4112	PETROLEUM MARKETERS EQUIPMENT CO.	REPAIR FUELD TANKS - 051	1,616.88
11	96	07/01/2024	2993	EMPLOYEE EVALUATION SYSTEMS, INC.	INFORMATION STORAGE SYSTEM -000	13,266.00
11	97	07/01/2024	913	LIBERTY FLAGS	FLAGS FOR THE DISTRICT - 050	3,517.41
11	98	07/01/2024	55863	COSTCO WHOLESALE CORP	DISTRICT PURCHASES/FEES - 050/000/367	1,511.93
11	99	07/01/2024	7527	TULSA CLEANING SYSTEMS	PARTS/SVS - BUS WASHER 051	4,000.00
11	100	07/01/2024	56349	JENKINS & KEMPER	AUDIT WORK FOR ADMIN - 000	12,450.00
11	101	07/01/2024	1445	SAIED MUSIC	MUSIC FOR THE HS CHOIR 005	325.25
11	102	07/01/2024	59581	HOLT TRUCK CENTERS	REPAIRS 051	439.00
11	103	07/01/2024	1856	WALMART COMMUNITY	SUPPLIES 000/050/051/005	494.64
11	104	07/01/2024	60027	RAS TECHNOLOGY CONSULTANTS INC	Custom Reports Subscription 030	700.00
11	105	07/01/2024	1856	WALMART COMMUNITY	CLOTHING, SHOES AND OTHER MISC ITEMS-511	5,000.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	106	07/01/2024	6208	APPLE EDUCATIONAL SALES	NEEDS NEW DESCRIPTION AND AMOUNT 030	10,296.00
11	107	07/01/2024	55850	OSI ENVIRONMENTAL	USED OIL AND FILTER PICK UP 051	1,000.00
11	108	07/01/2024	633	GREAT EXPECTATIONS NSU	COACHING DAYS 541	18,000.00
11	109	07/01/2024	57112	APPTEGY	APP DEVELOPMENT 000	13,755.00
11	110	07/01/2024	56434	JOSTENS	JOM SENIORS CAP AND GOWN 563	5,000.00
11	111	07/01/2024	59330	IMAGINE LEARNING LLC	VIRTUAL SCHOOL PROGRAM - 000	62,100.00
11	112	07/01/2024	3224	OKLAHOMA NOTARY "DISCOUNT" ASSOC.	NOTARY BONDS - 000	607.70
11	113	07/01/2024	52249	OKLAHOMA ASSOC FOR PUPIL TRANSPORT.	REGISTRATION FEE 051	1,600.00
11	114	07/01/2024	56227	CDW-G 2	TECH NEEDS FOR THE DISTRICT 030/000	216.14
11	115	07/01/2024	59331	EDUCATORSHANDBOOK.COM	DISTRICT LICENSE 098	10,970.00
11	116	07/01/2024	55149	HOOTEN OIL COMPANY, INC.	OIL FOR TRANSPORTATION 051	5,874.96
11	117	07/01/2024	8035	IXL LEARNING INC	IXL RENEWAL 000	80,745.00
11	119	07/01/2024	55410	PUBLIC CONSULTING GROUP - EDUCATION	MEDICAID REIMBURSEMENT MEDICAID BILLING 698	4,811.97
11	120	07/01/2024	57382	COMMUNITYCAREHMO, INC.	EMPLOYEE ASSISTANCE PROGRAM 000	7,291.20
11	121	07/01/2024	53954	CONTRACT PAPER GROUP INC	COPY PAPER FOR THE DISTRICT 000	57,908.00
11	122	07/01/2024	52270	PEARSON	BILLING FOR Q INTERACTIVE 698	3,340.06
11	123	07/01/2024	58928	EDUCATIONAL PRODUCTS, INC	SCHOOL SUPPLIES PRE-K-6 JOM 563	8,000.00
11	124	07/01/2024	6317	MOBILIZED VISION LLC	VISION SERVICES FOR SPED STUDENTS 621	8,740.00
11	125	07/01/2024	60573	ADVANCED POOL AND HOME REPAIR	POOL SERVICE AND REPAIR 000	18,500.00
11	126	07/01/2024	493	EMPIRE TRUCK REBUILDERS, INC.	BUS REPAIRS 051	560.00
11	127	07/01/2024	60840	ROCKET ALUMNI SOUTIONS INC	DIGITAL WALL OF FAME 000	2,400.00
11	128	07/01/2024	2290	OSSBA	EMPLOYMENT SERVICES (WAS OPSUCA) 000	5,970.00
11	129	07/01/2024	55299	HOUGHTON MIFFLIN HARCOURT PUB CO	AMIRA LICENSES 367	37,575.00
11	130	07/01/2024	1707	COUNTY ELECTION BOARD SECRETARY	ELECTION SERVICES 000	28,367.12
11	131	07/01/2024	60843	HD SUPPLY INC	MISC SUPPLIES 050	184,397.32
11	132	07/01/2024	59771	WILLIAM S ROWLAND	PIANO TUNING SERVICE 000	160.00
11	133	07/01/2024	60853	MOTOR MOUTH THERAPY LLC	THERAPY SERVICES EH 698	1,150.00
11	134	07/01/2024	58492	DIMENSIONS FAMILY PRACTICE	ANNUAL EMPLOYEE PHYSICALS 000	8,000.00
11	135	07/01/2024	52846	MICHAEL K MARSHALL	SUBSCRIPTIONS 541	200.00
11	136	07/01/2024	58631	CHALKS TRUCK PARTS	SUPPLIES FOR TRANSPORTATION 051	1,370.90

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	137	07/01/2024	60479	SPARTAN SIGNS INC	SIGNS FOR TRANSPORTATION 051	1,500.50
11	138	07/01/2024	59810	SWANK MOVIE LICENSING USA	K12 STREAMING & LICENSING 030	10,600.00
11	140	07/01/2024	1856	WALMART COMMUNITY	Open PO for odd items 618	147.75
11	143	07/01/2024	7773	MABEE CENTER	BHS GRADUATION 000	25,185.00
11	144	07/01/2024	60676	CTR FOR INDIV WITH PHYS CHALLENGES	INTERPRETING SERVICE FOR DEAF PARENTS/TEACHERS 000	7,955.84
11	145	07/01/2024	55823	MCDANIEL ACORD, PLLC	LEGAL SERVICES 000	128.68
11	146	07/01/2024	1856	WALMART COMMUNITY	SUPPLIES FOR JOM 563	5,000.00
11	147	07/01/2024	1856	WALMART COMMUNITY	Supplies 099	662.40
11	148	07/01/2024	56507	W&B SERVICE CO	AIR CONDITIONER REPAIR - 051	2,386.22
11	149	07/01/2024	58603	CROWN LIFT TRUCKS	TRANSPORTATION REPAIRS 051/050	1,334.23
11	150	07/01/2024	60849	PATHWAYS BEHAVIOR THERAPY	Contracted Services 621	30,000.00
11	151	07/01/2024	55855	VIZAVANCE	VISION SCREENING 027	800.00
11	152	07/01/2024	60841	LARRY L MULLINS	THERAPY BH -621	2,537.50
11	153	07/01/2024	5463	LEARNING A-Z	RAZ-PLUS RENEWAL 621	5,302.00
11	154	07/01/2024	51624	ALPHA AWARDS	NAME TAGS FOR 000/030/050/051	300.00
11	155	07/01/2024	59142	ROBINSON GLASS OF TULSA INC	GLASS REPLACEMENT FOR TRANSPORTATION 051	1,771.50
11	156	07/01/2024	59739	DAVISON FUELS & OIL LLC	FUEL FOR THE DISTRICT 051	6,000.00
11	157	07/01/2024	5140	UNITED SUBURBAN SCHOOLS ASSOC.	CONFERENCE FEES 000	1,650.00
11	160	07/01/2024	8275	NATIONAL BUS SALES	PARTS FOR BUS REPAIRS 051	30,852.90
11	161	07/01/2024	1856	WALMART COMMUNITY	SUPPLIES AND MATERIALS 561	5,000.00
11	162	07/01/2024	57351	A NEW LEAF	VOCATIONAL TRAINING 621	1,135.13
11	164	07/01/2024	56482	ID WHOLESALER	1 YR Renewal Cloudbadging ID Card Software 030	1,679.52
11	165	07/01/2024	7831	A BEST BRAKE & CLUTCH, LLC	BRAKE REPAIRS FOR THE DISTRICT 051	20,000.00
11	166	07/01/2024	59284	ZENDESK INC	ZENDESK SUITE SUBSCRIPTION 030	36,548.53
11	167	07/01/2024	60252	REALLY GREAT READING COMPANY, LLC	Open PO for training 621	2,000.00
11	168	07/01/2024	60243	HERMES PRODUCTIONS LLC	TRANSPORTATION SUPPLIES 051	527.50
11	170	07/01/2024	55130	SUPERIOR TERMITE & PEST CONTROL	BED BUG & LICE TREATMENT ONLY 050	5,000.00
11	171	07/01/2024	5463	LEARNING A-Z	ANNUAL SUBSCRIPTION EL 572	4,611.60
11	172	07/01/2024	59258	ZEPTIVE INC	ANNUAL SOFTWARE & LICENSING	100.00
11	173	07/01/2024	59292	COMMON GOAL SYSTEMS INC	TEACHEREASE, REPORT CARD AND GRADE EXPORT 000	26,302.10
11	174	07/01/2024	60222	MIDWEST MOTOR SUPPLY CO IN	TRANSPORTATION SUPPLIES 051	3,000.00
11	175	07/01/2024	60767	OCAS, LLC	TRAINING 000	600.00
11	176	07/01/2024	60364	MARA ALEXANDRA MICHAEL	Contractor, planners, IEP 621	70,000.00
11	177	07/01/2024	60254	RED ROVER	EMPLOYEE PORTAL 000	19,361.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	178	07/01/2024	2732	TREAT'S SOLUTIONS, LLC	SOAP FOR DISTRICT 050	21,601.00
11	179	07/01/2024	59967	BRAVED	BRAVED 000	35,500.00
11	180	07/01/2024	60416	CLCD, LLC	CLASSROOM LIBRARY BOOK REVIEWING SERVICE 000	6,052.50
11	181	07/01/2024	59734	ATTF	TUITION APPRENTICESHIP TRAINING 000	2,220.00
11	183	07/01/2024	60128	TEACHTOWN	enCore K-12 Student Software 621	43,925.00
11	184	07/01/2024	60759	AERO IT SOLUTIONS LLC	FortiGate-600E 1 Year Enterprise Protection 030	9,544.91
11	185	07/02/2024	58734	BEARCOM	REPAIRS ON EQUIPMENT 051	4,000.00
11	186	07/08/2024	60959	NAPA AUTO PARTS	SUPPLIES FOR TRANSPORTATION 051	5,000.00
11	500	07/01/2024	5592	ADMIRAL EXPRESS LLC	SUPPLIES - 000/030/051	3,293.90
11	501	07/01/2024	5592	ADMIRAL EXPRESS LLC	COPY CENTER SUPPLIES 000	8,390.03
11	502	07/01/2024	5592	ADMIRAL EXPRESS LLC	INDIAN ED SUPPLIES - 561	10,000.00
11	503	07/01/2024	5592	ADMIRAL EXPRESS LLC	SPED SUPPLIES - 006	369.05
11	504	07/01/2024	5592	ADMIRAL EXPRESS LLC	NE MISC SUPPLIES 003	1,000.00
11	505	07/01/2024	5592	ADMIRAL EXPRESS LLC	EE MISC SUPPLIES - 010	5,000.00
11	506	07/01/2024	5592	ADMIRAL EXPRESS LLC	CE MISC SUPPLIES - 001	7,678.99
11	507	07/01/2024	5592	ADMIRAL EXPRESS LLC	BMS MISC SUPPLIES - 004	1,080.89
11	508	07/01/2024	5592	ADMIRAL EXPRESS LLC	CI MISC SUPPLIES - 002	1,000.00
11	509	07/01/2024	5592	ADMIRAL EXPRESS LLC	9TH MISC SUPPLIES 011	1,441.46
11	510	07/01/2024	5592	ADMIRAL EXPRESS LLC	BHS OFFICE SUPPLIES 005	1,140.76
11	511	07/01/2024	5592	ADMIRAL EXPRESS LLC	NI - MISC SUPPLIES 009	3,156.80
11	512	07/01/2024	5592	ADMIRAL EXPRESS LLC	EI MISC SUPPLIES 012	108.10
11	513	07/01/2024	5592	ADMIRAL EXPRESS LLC	WE - MISC SUPPLIES 007	8,370.32
11	514	07/01/2024	5592	ADMIRAL EXPRESS LLC	WI - MISC SUPPLIES 008	2,993.44
11	515	07/01/2024	5592	ADMIRAL EXPRESS LLC	JOM MISC SUPPLIES 563/564	2,500.00
11	516	07/01/2024	5592	ADMIRAL EXPRESS LLC	ALT ED SUPPLIES 099	100.00
11	530	07/01/2024	2771	MIKE ANTHONY	REIMB TRAVEL/PURCHASES - 000	354.97
11	531	07/01/2024	57086	ROBERT J MILLER	REIMB TRAVEL/PHYSICAL/CCOS 000	826.58
11	532	07/01/2024	58961	DEBBIE LEWIS	REIMBURSE TRAVEL 000	500.00
11	533	07/01/2024	59573	MICKEY REPLOGLE	REIMBURSE TRAVEL - 005	224.00
11	535	07/01/2024	60876	KENDALL STILL	PERDIEM 000	500.00
11	536	07/01/2024	56673	STEVEN SCOTT	REIMBURSE TRAVEL 030	1,100.00
11	537	07/01/2024	55248	LINDA RICKS	TRAVEL REIMB 000	200.00
11	538	07/01/2024	1677	TINA FRANCIS	PERDIEM 561	500.00
11	539	07/01/2024	56104	CODY COONCE	REIMBURES TRAVEL 000	1,100.00
11	540	07/01/2024	59625	RHONDA TAYLOR	REIMBURSE TRAVEL 000	272.50
11	541	07/01/2024	57854	CASEY MACHADO	PERDIEM 722	256.00
11	542	07/01/2024	58960	KIM SCHEIN	REIMB TRAVEL 613, 000, 022	76.00
11	543	07/01/2024	59595	RACHEL CHINSETHAGID	REIMBURSEMENT 003	1,633.01
11	544	07/01/2024	57783	JEN MASTERSON	REIMBURSE TRAVEL 613, 000, 022	76.00
11	545	07/01/2024	57106	MEGAN DELAY	reimbursement 412-314	546.00

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	546	07/01/2024	53741	DANIEL DEITZ	PER DIEM 000	500.00
11	547	07/01/2024	53742	JESSICA JERNEGAN	REIMBURSE TRAVEL 000	500.00
11	549	07/01/2024	59487	LYDIA WILSON	REIMB TRAVEL/PURCHASES - 000	224.00
11	550	07/01/2024	6187	CHERYL WILKINSON	REIMB TRAVEL/PURCHASES - 000/541	1,107.66
11	551	07/01/2024	60224	CURTIS WHITELEY	REIMB TRAVEL/PURCHASES - 011	622.66
11	554	07/01/2024	53597	TERRI SLOAN	Per Diem FY2025 BTC for T. Sloan 7/1-7/3 011	171.00
11	555	07/01/2024	60839	ANDREA COFFEY	Per Diem BTC Conf FY2025 for A.Coffey 7/1-7/3 011	171.00
11	556	07/01/2024	59829	KARA MINTON	PER DIEM JOSTENS CONFERENCE 511	207.00
11	557	07/01/2024	4352	ROWLAND VERNON	REIMBURSEMENTS/PERDIEM 004	1,000.00
11	600	07/01/2024	56748	DOUG BEHRENS	GAS REIMBURSEMENT 051	1.00
11	601	07/01/2024	60945	MARIAH NEAL	GAS REIMBURSEMENT 051	1.00
11	602	07/01/2024	60943	CONNOR WHITHAM	GAS REIMBURSEMENT 051	1.00
11	603	07/01/2024	60947	RACHEL ECKERT	GAS REIMBURSEMENT 051	1.00
11	604	07/01/2024	60945	MARIAH NEAL	GAS REIMBURSEMENT 051	1.00
11	605	07/01/2024	57821	CORBIN BURCHETT	GAS REIMBURSEMENT 051	1.00
11	606	07/01/2024	60944	WILLIAM GEORGE	GAS REIMBURSEMENT 051	1.00
11	607	07/01/2024	59431	LISA HARRIS	GAS REIMBURSEMENT 051	1.00
11	608	07/01/2024	60026	TIGER WEST	GAS REIMBURSEMENT 051	1.00
11	609	07/01/2024	57845	KYLE KACHELMEYER	GAS REIMBURSEMENT 051	1.00
11	610	07/01/2024	59623	RUDI JAMES	GAS REIMBURSEMENT 051	1.00
11	611	07/01/2024	60942	KARI ANDERSON	GAS REIMBURSEMENT 051	1.00
11	612	07/01/2024	59763	PAUL MAYFIELD	GAS REIMBURSEMENT 051	1.00
11	613	07/01/2024	59132	RAY BLAKE	GAS REIMBURSEMENT 051	1.00
11	614	07/01/2024	59170	MADISON ECKERT	GAS REIMBURSEMENT 051	1.00
11	615	07/01/2024	56748	DOUG BEHRENS	GAS REIMBURSEMENT 051	1.00
11	616	07/01/2024	56974	DOUG HENNIGAN	GAS REIMBURSEMENT 051	1.00
11	617	07/01/2024	60594	BRITTANY ROBISON	GAS REIMBURSEMENT 051	1.00
11	618	07/01/2024	60941	MICHAEL DANIEL	GAS REIMBURSEMENT 051	1.00
11	619	07/01/2024	60025	JORDAN PERCEFUL	GAS REIMBURSEMENT 051	1.00
11	620	07/01/2024	60940	DEAN WILSON	GAS REIMBURSEMENT 051	1.00
11	621	07/01/2024	60939	DAVID ZIMMERMAN	GAS REIMBURSEMENT 051	1.00
11	622	07/01/2024	61019	RYLIE LITTLEJOHN	GAS REIMBURSEMENT 051	1.00
11	623	07/01/2024	57998	LANCE KIGHT	GAS REIMBURSEMENT 051	1.00
11	624	07/01/2024	57632	MIKE STANTON	GAS REIMBURSEMENT 051	1.00
11	625	07/01/2024	59766	DEREK SEROWSKI	GAS REIMBURSEMENT 051	1.00
11	626	07/01/2024	59717	JONATHAN SUTMILLER	GAS REIMBURSEMENT 051	1.00
11	627	07/01/2024	7601	LOREN MONTGOMERY	GAS REIMBURSEMENT 051	1.00
11	628	07/01/2024	57153	VICTORIA MEADOWS	GAS REIMBURSEMENT 051	1.00
11	629	07/01/2024	60797	ALAINA WRIGHT	GAS REIMBURSEMENT 051	1.00
11	700	07/01/2024	60873	CARA ROGERS	JV ASSISTANT CHEER COACH (MONTHLY) 000	3,000.00
11	701	07/01/2024	60874	ALAINA WRIGHT	MS CHEER (MONTLY) 000	13,000.00

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	702	07/01/2024	60879	JAMIE HARMON-HUFF MEHAS	MS HEAD CHEER & ASSISTANT CHEER COACH 000 5/22/25	4,000.00
11	703	07/01/2024	60885	RAYLEE BUSSEY	MS HEAD DANCE COACH 000 5/22/25 (PAY MONTHLY)	2,500.00
11	704	07/01/2024	60900	DARRELL E BEELER	VARISTY ASST BASEBALL COACH 000 12/20/24 & 5/23/25	3,900.00
11	705	07/01/2024	60431	MICHAEL DANIEL	HEAD GIRLS SOCCER COACH (MONTHLY) 000	5,500.00
11	706	07/01/2024	60286	KATHERINE LEE WILEY	MS HEAD VOLLEYBALL COACH 5/22/25 000	3,000.00
11	707	07/01/2024	60374	TREY ODAM	JR HIGH ASSISTANT WRESTLING COACH (MONTHLY) 000	2,500.00
11	708	07/01/2024	60265	MACEY DIONNE TURLEY	ASSISTANT SOFTBALL COACH (MONTHLY) 000	5,000.00
11	709	07/01/2024	59238	DEREK SEROWSKI	HEAD VOLLEYBALL COACH 12/20/24 000	7,000.00
11	710	07/01/2024	59666	ERIN FLANNERY RODEN	VARSITY ASSISTANT VOLLEYBALL COACH 5/22/25 000	3,000.00
11	711	07/01/2024	59614	KARI RIANE ANDERSON	VARSITY ASSISTANT VOLLEYBALL COACH 000 (MONTHLY)	3,000.00
11	712	07/01/2024	59744	BRANDON KYLE COGAN	ASSISTANT BASEBALL COACH 5/22/25 000	3,900.00
11	713	07/01/2024	60292	ROBIN TAYLOR	ASSISTANT GIRLS SOCCER COACH 7/1/24 - 12/20/24 000	2,750.00
11	714	07/01/2024	60918	RACHEL ZIMMERMAN	ASSISTANT MS SWIM COACH 000 10/20/24, 5/22/25	500.00
11	715	07/01/2024	60910	DAVID ZIMMERMAN	boys and girls varsity and ms swim (MONTHLY) 000	12,000.00
11	716	07/01/2024	60911	DRAKE CARTER	9TH GRADE BOYS HEAD BASKETBALL 000 (MONTHLY)	3,250.00
11	717	07/01/2024	56523	SARAH KLING	MS ASSISTANT VOLLEYBALL COACH 000 5/22/25	2,250.00
11	718	07/01/2024	60240	MIKE INCREMONA	9TH GRADE ASSISTANT FB COACH (MONTHLY)	3,500.00
11	719	07/01/2024	60848	PHIL HOLLAND	ASSISTANT GIRLS TENNIS COACH 000 (MONTHLY)	2,500.00
11	720	07/01/2024	60927	BRETT HERBSTER KOLMAN	VARSITY ASSISTANT SOCCER COACH 000 5/22/25	2,750.00
11	721	07/01/2024	60860	LUKE BRUMMETT	9TH GRADE ASST FB COACH 000 12/20/24, 5/22/25	3,500.00
11	723	07/01/2024	60365	JENNIFER JILL RUSSELL	MS ASSISTANT BOYS AND GIRLS TENNIS COACH 000	3,500.00
11	724	07/01/2024	60937	SPENCER JAMES MANTOS	PERCUSSION TECH 013	7,800.00
11	725	07/01/2024	60938	MADELINE NAUGLE	FIELD TECH 013	300.00
11	726	07/01/2024	60858	TRAVEYON ARMSTRONG	9TH GRADE ASST FB COACH 000 (MONTHLY)	3,500.00
11	727	07/01/2024	60314	JACK JOHNSON	PERCUSSION TECH 013	2,100.00
11	728	07/01/2024	59107	JEANNA HOLCOMB	MS HEAD TENNIS COACH 000	4,400.00
11	729	07/01/2024	60993	AMANDA N PEREZ	ASSISTANT CROSS COUNTRY COACH 000 5/22/25	2,500.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	730	07/01/2024	60506	EPHRAIM REDDEN	JV ASSISTANT BASEBALL COACH 000 (MONTHLY)	3,300.00
11	731	07/01/2024	60348	RICHARD KYLE EVANS	MS VOLLEYBALL/SOCCER COACH 000 (MONTHLY)	5,750.00
11	732	08/01/2024	54063	AARON JOSEPH MORTON	MARCHING BAND TECH (MONTHLY) 013	5,000.00
11	1000	07/01/2024	6208	APPLE EDUCATIONAL SALES	APPLE IPADS FOR STUDENTS (FROM PO 1610) 511	12,792.00
11	1001	07/01/2024	58210	JOURNEYED.COM INC	License 412-316	2,625.00
11	1002	07/01/2024	6208	APPLE EDUCATIONAL SALES	CRAYONS/CASES FOR IPADS 561	959.40
11	1003	07/01/2024	59432	TIFFANY DESAULNIERS	Per Diem 7/1-7/3 BTC Confrence 011	212.44
11	1004	07/01/2024	60877	DANIAL KARNES	PERDIEM 412-317	147.00
11	1005	07/01/2024	7139	PEARSON CLINICAL ASSESSMENT	GIFTED TESTING MATERIALS 020	9,986.45
11	1006	07/01/2024	59236	CURRICULUM ASSOCIATES, LLC	ELLEVATION PLATFORM 572	17,537.60
11	1007	07/01/2024	58702	HEGGERTY PHONEMIC AWARENESS	LICENSES FOR CE 511	1,513.00
11	1008	07/01/2024	57264	ESGI, LLC	12 MONTH LICENSES FOR CE 511	7,270.00
11	1009	07/01/2024	70080	STUDIES WEEKLY, INC	WEBINAR SESSION AND FTF PD TRAINING 541	750.00
11	1010	07/01/2024	53291	STEPHANIE PARKER	Travel Per Diem 003	280.00
11	1011	07/01/2024	60522	KAYLA CARDWELL	Travel Per Diem 003	224.00
11	1012	07/01/2024	60878	CRYSTAL BARTON	Travel Per Diem 003	224.00
11	1013	07/01/2024	60493	MEGAN TUSIA	Travel Per Diem 003	224.00
11	1014	07/01/2024	60259	ELIZABETH FRISILLO	Travel Per Diem 003	224.00
11	1015	07/01/2024	59595	RACHEL CHINSETHAGID	Travel Per Diem 003	734.09
11	1016	07/01/2024	5463	LEARNING A-Z	RENEWAL LICENSES FY25 572	2,000.00
11	1018	07/01/2024	59893	CONNECT AND RESTORE, LLC	PD TRAINING FOR ALL ELEMENTARY SITES 541	600.00
11	1019	07/01/2024	57634	CONNECTED KIDS INC	PD TRAINING WITH BARBARA SORRELS FOR CI 511	1,500.00
11	1020	07/01/2024	59787	BLANE BURGE	Per Diem, Vegas Conference 7/16 -7/18	990.90
11	1021	07/01/2024	60640	CHARACTERSTRONG LLC	CHARACTER DEVELOPMENT ORDER 722	16,924.80
11	1023	07/01/2024	52310	CAPSTONE	CAPSTONE PEBBLE GO SUBSCRIPTION 367	1,399.00
11	1024	07/01/2024	58955	SECURE DOCS INC	Readysign/Securedocs 621	4,925.00
11	1025	07/01/2024	58782	DENIA FOTENOPULOS	PER DIEM ASCA CONFERENCE 580	331.00
11	1026	07/01/2024	60636	MEGAN BARNES	PER DIEM ASCA CONFERENCE 722	256.00
11	1027	07/01/2024	60199	COURTNEY SMITH	PER DIEM ASCA CONFERENCE 722	256.00
11	1029	07/01/2024	60093	KELLEY RAMPEY	PER DIEM ASCA CONFERENCE 722	242.00
11	1030	07/01/2024	2398	SANDY THOMPSON	PER DIEM ASCA CONFERENCE 722	281.00
11	1031	07/01/2024	57479	STEPHANIE BUTLER	PER DIEM ASCA 722	300.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1032	07/01/2024	60889	PATRICIA WRIGHT	PER DIEM ASCA CONFERENCE 722	256.00
11	1033	07/01/2024	60890	MELANIE ANKERSHEIL	PER DIEM ASCA CONFERENCE 722	331.00
11	1034	07/01/2024	57135	DENVER BOREN	PER DIEM JOSTENS CONFERENCE 511	227.00
11	1035	07/01/2024	56480	JAMIE GUTHRIE	PER DIEM JOSTENS CONFERENCE 511	333.67
11	1036	07/01/2024	57265	LESLEY GOODNIGHT	PER DIEM JOSTENS CONFERENCE 511	227.00
11	1037	07/01/2024	60891	LAUREN WATERHOUSE	PER DIEM JOSTENS CONFERENCE 511	207.00
11	1038	07/01/2024	60892	KATELIN BLEDSOE	PER DIEM JOSTENS CONFERENCE 511	207.00
11	1039	07/01/2024	56856	KIM KIRK	PER DIEM JOSTENS CONFERENCE 511	254.81
11	1040	07/01/2024	60808	ERICA HAWKINS	PER DIEM JOSTENS CONFERENCE 511	191.00
11	1041	07/01/2024	694	HAYNES, LESLIE D	PER DIEM JOSTENS CONFERENCE 511	248.73
11	1042	07/01/2024	59979	CARA PENICK	PER DIEM JOSTENS CONFERENCE 511	213.04
11	1043	07/01/2024	60893	ALISON BEACH	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1044	07/01/2024	60894	LISA A LINAM	PER DIEM JOSTENS CONFERENCE 511	273.00
11	1045	07/01/2024	60895	AMANDA RUTHERFORD	PER DIEM JOSTENS CONFERENCE 511	400.00
11	1046	07/01/2024	58358	CINDY MAGUIRE	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1047	07/01/2024	60896	AMBER FLOWERS	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1048	07/01/2024	58052	AMY HALL	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1049	07/01/2024	58605	CING S MANSAN	INTERPRETATION SERVIES FY24-25 000	500.00
11	1051	07/01/2024	57983	UNIVERSITY OF OK HEALTH SCIENCES	Autism Behavioral Assessments-State of Oklahom 621	1,200.00
11	1052	07/01/2024	60898	CODE TO THE FUTURE	SCHOOL ONE: TRAIN-THE-TRAINER 511	24,000.00
11	1053	07/01/2024	54987	OKLA ASSOC OF CAREER & TECH	REGISTRATION 412-316/317 HS	930.00
11	1054	07/01/2024	53545	LORI HEARD	PER DIEM 412-316	100.00
11	1055	07/01/2024	59742	ALLISON MORRIS	PER DIEM ASCA 722	256.00
11	1056	07/01/2024	60619	MARY DELYN MCBRIDE	PER DIEM ASCA 722	256.00
11	1057	07/01/2024	58957	SHRED-IT	SpEd Shredding 621	970.49
11	1059	07/01/2024	55185	LEXIA LEARNING SYSTEMS, INC.	Lexia Annual Subscription 621	4,180.00
11	1061	07/01/2024	57323	CHELSEA COX	PERDIEM FOR JOSTENS 011	243.00
11	1062	07/01/2024	58097	SPENCER VANDOLAH	PERDIEM FOR JOSTENS 011	207.00
11	1063	07/01/2024	56609	CATHY PETERS	PERDIEM FOR JOSTENS 011	299.31

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1064	07/01/2024	57575	OATECA	Subscription Renewal 621	450.00
11	1065	07/01/2024	60782	STUDENT CONDUCTOR INC	Student and Parent Attendance System 005	3,361.50
11	1066	07/02/2024	58686	SCHOOL SPECIALTY	Art Supplies 003	500.00
11	1067	07/02/2024	60759	AERO IT SOLUTIONS LLC	AP MOUNT BRACKETS MULTIPLE LOCATIONS 030	142.80
11	1068	07/02/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	BIL MATH ORDERS FOR ELEMENTARY & INTERMEDIATE 333	500,000.00
11	1069	07/02/2024	102	B SEW INN, LLC	ORDER FOR SEWING MACHINES - HS 421	4,497.00
11	1070	07/02/2024	59921	ESPECIAL NEEDS, LLC	12 Commercial Swivels 621	2,969.45
11	1071	07/02/2024	1856	WALMART COMMUNITY	Misc 009	2,000.00
11	1072	07/02/2024	6208	APPLE EDUCATIONAL SALES	Apple computers for Pysch's/speech paths 198	18,461.40
11	1073	07/02/2024	60252	REALLY GREAT READING COMPANY, LLC	Subscriptions 621	6,420.00
11	1074	07/02/2024	60350	JOSEPH M SANFELIPPO LLC	PROFESSIONAL DEVELOPMENT 541	12,500.00
11	1075	07/02/2024	60919	SHERRIL M MCMILLAN	CONTRACTED SERVICES 000	5,500.00
11	1076	07/02/2024	5913	CENGAGE LEARNING	Curriculum for Technology 412-316	4,634.18
11	1077	07/02/2024	59409	HEATHER L WITHEM	Travel Reimbursement 412-316	40.20
11	1078	07/02/2024	1856	WALMART COMMUNITY	Educational Items 003	1,000.00
11	1080	07/02/2024	52916	SCHOLASTIC MAGAZINES	Scholastic Magazines 003	4,705.62
11	1081	07/02/2024	55104	KARI SMITH	PER DIEM BTC CONFERENCE 552	105.00
11	1082	07/02/2024	60920	AMERICAN PLANT PRODUCTS & SERVICES	ORDER FOR BIXBY HIGH SCHOOL 421	18,717.92
11	1083	07/02/2024	51624	ALPHA AWARDS	Name Badges 009	100.00
11	1084	07/02/2024	51624	ALPHA AWARDS	staff badges 001	40.00
11	1085	07/02/2024	59543	IGNITE2UNITE, LLC	8/19/24 staff professional development 003	2,800.00
11	1087	07/02/2024	60957	MEREDITH JAMES	Per Diem Jostens Renaissance Global Conference 004	265.39
11	1088	07/02/2024	2272	LOWE'S	Yearly PO 001	100.00
11	1089	07/02/2024	54406	MARENEM INC	2 Classroom Kits 007	226.60
11	1090	07/02/2024	1245	THE PAPERWORK COMPANY	vinyl signs 001	180.00
11	1091	07/02/2024	54406	MARENEM INC	class sets 001	732.60
11	1092	07/02/2024	59543	IGNITE2UNITE, LLC	Professional Development Speaker 012	2,800.00
11	1093	07/02/2024	57401	OSU EXTENSION - TULSA COUNTY	3rd Grade Field Trip 001	50.00
11	1096	07/02/2024	5188	ULINE	CAGE LOCKER SHIPPING DIFFERENCE 011	30.00
11	1097	07/02/2024	2017	LAKESHORE LEARNING MATERIALS	Classroom Furniture 003	1,000.00
11	1099	07/03/2024	5463	LEARNING A-Z	License for Raz-Plus 621	5,302.00
11	1101	07/03/2024	60929	EVAC + CHAIR NORTH AMERICA LLC	EVAC+Chair Power 900 Ethan Howser (EH) 198	3,594.00
11	1102	07/03/2024	60669	MEREDITH FULLER	Per Diem 004	386.84

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1104	07/03/2024	60854	LOVING GUIDANCE LLC	CD KITS 722	325.00
11	1105	07/03/2024	52916	SCHOLASTIC MAGAZINES	Scholastic News 4th, 5th & 6th 008	2,700.00
11	1106	07/03/2024	60934	KATIE WATKINS	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1107	07/03/2024	60933	KELSEY LANE	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1108	07/03/2024	57163	WESTCO LAMINATING SERVICES	lamination 001	989.00
11	1109	07/03/2024	5592	ADMIRAL EXPRESS LLC	Classroom Supplies 412-316	4,000.00
11	1110	07/03/2024	57100	LESSONPIX CUSTOM LEARNING MATERIALS	Group User License 621	671.49
11	1111	07/08/2024	60962	TARA GORDON	JOSTENS PERDIEM 004	224.00
11	1112	07/08/2024	1667	THOMPSON SCHOOL BOOK DEPOSITORY	VISTA BRIDGES ORDER - MS, HS 572	8,907.00
11	1113	07/08/2024	61029	VISTA HIGHER LEARNING INC	VISTA GET READY ORDER - MS, HS 572	3,463.80
11	1114	07/08/2024	1856	WALMART COMMUNITY	Misc year purchases 010	300.00
11	1115	07/08/2024	1245	THE PAPERWORK COMPANY	Commons vinyl 001	1,250.00
11	1116	07/08/2024	633	GREAT EXPECTATIONS NSU	Training 001	100.00
11	1117	07/08/2024	60579	NACNY INK LLC	Training 511	18,000.00
11	1118	07/12/2024	51624	ALPHA AWARDS	Name tags 010	663.00
11	1119	07/12/2024	52012	KATHERYNE B. PAYNE EDUCATIONAL CTR	CI ORDER 511	178.20
11	1120	07/12/2024	60955	MIRANDA FELTON	Per Diem 004	296.96
11	1121	07/12/2024	60950	SHERRILL MAXWELL	PER DIEM NURSE CONFERENCE 027	164.89
11	1122	07/12/2024	58980	TIA MORROW	PER DIEM NURSE CONFERENCE 027	76.00
11	1123	07/12/2024	56737	TORY KRAUS	PER DIEM NURSE CONFERENCE 027	231.44
11	1124	07/12/2024	57663	ARDATH LAMB	PER DIEM NURSE CONFERENCE 027	76.00
11	1125	07/12/2024	60949	KATELYN SNOW	PER DIEM NURSE CONFERENCE 027	243.66
11	1126	07/12/2024	59503	TRACY STEPHENS	PER DIEM NURSE CONFERENCE 027	236.80
11	1127	07/12/2024	56738	LAURA WILEY	PER DIEM 027	224.62
11	1128	07/15/2024	57983	UNIVERSITY OF OK HEALTH SCIENCES	Oklahoma Autism Center 613	750.00
11	1129	07/15/2024	60951	KERRY GOODE	REIMBURSE WORKER'S COMP MILEAGE 000	458.77
11	1131	07/19/2024	58686	SCHOOL SPECIALTY	TABLES FOR CAFETERIA BRIDGE THE GAP 012	1,384.94
11	1132	07/19/2024	2766	MARDEL'S	Mardel's 009	200.00
11	1133	07/19/2024	2272	LOWE'S	Misc. supplies 001	100.00
11	1134	07/19/2024	4845	SOLUTION TREE	LICENSES FOR CI 511	2,086.00
11	1135	07/19/2024	633	GREAT EXPECTATIONS NSU	GE Coaching Extra Day 012	1,500.00
11	1136	07/22/2024	60252	REALLY GREAT READING COMPANY, LLC	Admin Training 621	79.00

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1137	07/22/2024	52916	SCHOLASTIC MAGAZINES	Scholastic Magazines 007	5,194.75
11	1138	07/22/2024	57816	TOP 20 TRAINING, LLC	Speaker Tom Cody 005	3,000.00
11	1139	07/22/2024	56554	WCEPS	REGSITRATION FOR WIDA WORKSHOPS 410	250.00
11	1140	07/22/2024	1856	WALMART COMMUNITY	Yearly PO 001	100.00
11	1141	07/23/2024	52916	SCHOLASTIC MAGAZINES	Storyworks for Science 009	1,524.71
11	1142	07/23/2024	555	FLINN SCIENTIFIC, INC.	Chem/Science supplies 011	106.41
11	1144	07/24/2024	59802	TEACHERS CLG READING & WRITING	CONTRACTED SERVICES 541	18,000.00
11	1145	07/24/2024	70099	OKLAHOMA FFA ASSOC.	Membership & Registration Fees 412-311	1,865.00
11	1147	07/24/2024	3839	AMAZON.COM, LLC	WHITE BOARDS ORDER FOR CE 511	2,187.76
11	1148	07/24/2024	3839	AMAZON.COM, LLC	ORDER FOR CI - MCVAY 511	200.00
11	1149	08/01/2024	5188	ULINE	The top of a cage for Bows and Arrows Mr. Cox 011	299.00
11	1150	08/01/2024	1276	HERTZBERG-NEW METHOD, INC.	Fall book order 015	4,390.00
11	1151	08/02/2024	6131	OPERATION AWARE OF OKLAHOMA, INC.	CONTRACTED SERVICES 722	24,300.00
11	1152	08/02/2024	1856	WALMART COMMUNITY	FACS Class 412-314	2,000.00
11	1153	08/02/2024	444	DOC'S FOOD STORES, INC	FACS Class 412-314	1,000.00
11	1154	08/02/2024	59929	INFINITE ENTERPRISES LLC	Drone video 001	200.00
11	1155	08/02/2024	55980	SHREDDERS, INC	SHREDDING FOR ADMIN	5,000.00
11	1156	08/05/2024	60437	ANA R MADRIGAL DESEELY	INTERPRETATION SERVICES 572	500.00
11	1157	08/05/2024	59658	LIAN KIM	INTERPRETATION SERVICES 572	500.00
11	1158	08/05/2024	52004	SWEETWATER	SOUND EQUIPMENT 009	1,849.33
11	1159	08/05/2024	60112	LANGH ZAM CING	INTERPRETATION SERVICES 572	500.00
11	1160	08/05/2024	60994	ZOEY RYAN	COLOR GUARD TECH 013	4,500.00
11	1161	08/15/2024	55669	VARITRONICS LLC	Perfecta Ink Set 412-316	661.48
11	1162	08/15/2024	3839	AMAZON.COM, LLC	D. Karnes Classroom Supplies 317	1,200.00
11	1163	08/15/2024	60965	ABLESPACE INC	Subscription 621	3,450.00
11	1164	08/15/2024	56255	B&H PHOTO-VIDEO	Broadcasting Supplies 412-317	682.77
11	1165	08/15/2024	59032	CONTINUED.COM, LLC	OT CE Memberships 698	445.00
11	1166	08/16/2024	60982	INSPIRING YOUNG LEARNERS INC	Subscription 001	219.70
11	1168	08/20/2024	3839	AMAZON.COM, LLC	HEADPHONE CORD IPAD ADAPTERS FOR SECONDARY 572	213.97
11	1169	08/19/2024	6788	H&H PRINTER SERVICES	Printer Toner 412-316	2,268.00
11	1170	08/19/2024	3102	REALITY WORKS	REAL CARE BABY ORDER 421	2,526.02
11	1171	08/20/2024	60756	JEN HARRISON	SPED TRANSPORTATION MILEAGE 621	1,000.00
11	1172	08/21/2024	60986	GARDYN INC	ORDER FOR MS 421	1,400.00
11	1173	08/21/2024	7529	INDUSTRIAL WELDING AND TOOL SUPPLY	AG TECH ORDER 421	4,742.10
11	1174	08/21/2024	60658	MARIA WENTWORTH	INTERPRETATION SERVICES 000	500.00
11	1175	08/21/2024	59221	FOLLETT CONTENT SOLUTIONS	purchases 023	4,979.30
11	1176	08/21/2024	60989	OKLAHOMA STATE DEPARTMENT OF ED	RETURN OF OVER PAYMENT ON PROJECT 571	67.33

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1177	08/22/2024	3839	AMAZON.COM, LLC	ORDER FOR CI - PURDIE 511	277.08
11	1178	08/22/2024	58686	SCHOOL SPECIALTY	Items for 5th Grade Science Dept 012	1,200.00
11	1179	08/22/2024	59221	FOLLETT CONTENT SOLUTIONS	Books 016	7,423.77
11	1180	08/22/2024	6208	APPLE EDUCATIONAL SALES	MAC MINIS 361	3,196.00
11	1181	08/22/2024	60992	APRIL PATRICIA HENRY	AUTHOR PRESENTATIONS 005/011/004	3,460.95
11	1182	08/23/2024	51624	ALPHA AWARDS	Name Tags 099	100.00
11	1183	08/23/2024	2272	LOWE'S	Keys to be made for Cellphone cabinet 011	45.00
11	1184	08/23/2024	59222	BRIDGET COOK	PER DIEM 511	1,000.00
11	1185	08/23/2024	59980	ISOGRAD INC	Online curriculum materials 412-316	9,714.00
11	1186	08/23/2024	3839	AMAZON.COM, LLC	AOPA Aviation Grant 005	3,781.00
11	1187	08/23/2024	60174	PLEASANT VALLEY SCHOOL FOUNDATION	3rd Grade Field Trip 003	1,000.00
11	1188	08/26/2024	55566	CEV MULTIMEDIA, LTD	Student/Teacher Licenses 412-311	1,525.00
11	1190	08/26/2024	1276	HERTZBERG-NEW METHOD, INC.	Books for Library 009	3,420.00
11	1191	08/26/2024	59221	FOLLETT CONTENT SOLUTIONS	Books 009	260.00
11	1192	08/26/2024	5336	STARFALL EDUCATION FOUNDATION	School mbrship renewal 010	355.00
11	1193	08/26/2024	55958	BPA NATIONAL CENTER	Annual Fees 412-316	800.00
11	1194	08/26/2024	60266	ASLDEALFINED	CURRICULUM 333	1,560.00
11	1195	08/27/2024	59221	FOLLETT CONTENT SOLUTIONS	Misc. 023	3,000.00
11	1196	08/27/2024	52916	SCHOLASTIC MAGAZINES	renewal for school year 010	2,832.50
11	1197	08/27/2024	59065	GENERATION GENIUS	Educational streaming and lessons 002	1,795.00
11	1198	08/27/2024	57221	INTRADATA, INC	Read & Quiz 009	1,257.25
11	1229	08/27/2024	3839	AMAZON.COM, LLC	BOOK ORDER FOR CI 511	760.05
11	1230	08/28/2024	56274	FCCLA	National Affiliation Dues 412-314	250.00
11	1233	08/29/2024	55888	JOSTENS RENAISSANCE STORE	Planners for students 012	1,500.00
11	1234	08/29/2024	58086	SCOTT RICE	REPLACEMENT BOLTS 004	200.00
11	1235	08/30/2024	3228	DICK BLICK ART MATERIALS	Blocks for Mr. Dean Art class 011	419.85
11	1236	08/30/2024	58686	SCHOOL SPECIALTY	School Supplies 003	1,000.00
11	1237	09/03/2024	57264	ESGI, LLC	school renewal 010	3,198.00
11	1238	09/03/2024	3074	MHS	Spanish 698	243.75
11	1239	09/03/2024	6274	PEARSON ASSESSMENT	Test booklets 698	2,124.70
11	1240	09/03/2024	53602	WPS	Testing for all schools 698	824.00
11	1241	09/03/2024	3228	DICK BLICK ART MATERIALS	Art Supplies 005	2,872.35
11	1242	09/03/2024	292	CERAMIC COTTAGE, INC.	Art Supplies 005	986.00
11	1243	09/03/2024	3839	AMAZON.COM, LLC	ADDITIONAL WHITE BOARDS FOR CI 511	1,231.10
11	1244	09/03/2024	54730	T/A LRP MEDIA GROUP	software subscriptions 621	6,807.00
11	1245	09/04/2024	60463	ZEN NUN CING	INTERPRETATION SERVICES 000	500.00
11	1246	09/04/2024	61014	EMBASSY SUITES OKLHAMA CITY NW	Michelle Bowdle-Oklahoma Transition Institute 613	129.00

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1247	09/04/2024	59900	MICHELLE BOWDLE	Traveling Expenses 613	100.00
11	1248	09/04/2024	60128	TEACHTOWN	10 new Licenses 621	3,437.50
11	1249	09/04/2024	61013	OK-APSE	Oklahoma Transition Institute 613	150.00
11	1250	09/04/2024	6208	APPLE EDUCATIONAL SALES	APPS 198	58.25
11	1251	09/04/2024	51624	ALPHA AWARDS	Name Tags 099	100.00
11	1252	09/05/2024	3839	AMAZON.COM, LLC	CE PARENT ENGAGEMENT ORDER 511	1,146.13
11	1253	09/05/2024	3839	AMAZON.COM, LLC	Classroom Supplies For Students 412-314	350.00
11	1255	09/05/2024	3839	AMAZON.COM, LLC	Supplies 004	10,000.00
11	1256	09/06/2024	59359	ROBINSON RANCH LLC	3rd grade field trip 001	100.00
11	1257	09/06/2024	56643	OTICON, INC.	Oticon EduMic Microphone	650.00
11	1258	09/06/2024	2854	TOLEDO PHYSICAL ED. SUPPLY CO, INC.	PE Supplies 004	1,415.32
11	1259	09/06/2024	3891	BLICK ART MATERIALS LLC	Art Supplies 004	476.15
11	1260	09/09/2024	58100	VEX ROBOTICS, INC	Robotics Parts 008	1,800.00
11	1261	09/09/2024	5463	LEARNING A-Z	SUBSCRIPTION RENEWAL CI - MCVAY 511	135.00
11	1262	09/09/2024	56274	FCCLA	FCCLA needs 412-314	900.00
11	1264	09/10/2024	55895	FISLERDATA, LLC	HS Subscription 005	389.00
11	1267	09/10/2024	3581	DEMCO, INC.	book processing supplies 017	450.00
11	1268	09/10/2024	60579	NACNY INK LLC	CONTRACTED SERVICES FOR CI 511	12,000.00
11	1269	09/10/2024	60579	NACNY INK LLC	CONTRACTED SERVICES FOR PD - EI 511	12,000.00
11	1270	09/11/2024	61028	ALEXAS CHITWOOD	REIMBURSE IDENTOGO 000	58.25
11	1271	09/11/2024	61030	ANTONIA PEREZ DE LARA	REIMBURSE IDENTOGO 000	58.25
11	1272	09/11/2024	633	GREAT EXPECTATIONS NSU	Full day of coaching services 002	1,500.00
11	12340	09/05/2024	52568	FUN AND FUNCTION	Crash Mat and Cover 198	600.00

Non-Payroll Total:	**$6,883,095.55**
Payroll Total:	**$61,344,691.72**
Balance Forward:	**$0.00**
Report Total:	**$68,227,787.27**

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2024	1168	OG&E	ELECTRIC	1,500,000.00
21	2	07/01/2024	1326	PUBLIC SERVICE COMPANY OF OKLAHOMA	ELECTRIC	400,000.00
21	3	07/01/2024	4382	OKLAHOMA NATURAL GAS COMPANY	GAS	107,000.00
21	4	07/01/2024	2412	CITY OF TULSA	SEWER SVS - NORTH/NI	35,000.00
21	5	07/01/2024	319	CITY OF BIXBY	WATER SVS	200,000.00
21	6	07/01/2024	60384	CLEARWATER ENTERPRISES LLC	NATURAL GAS	70,000.00
21	7	07/01/2024	2730	AMERICAN WASTE CONTROL	TRASH SERVICE 050	100,000.00
21	8	07/01/2024	60122	INTEGRITY FIRE LLC	FIRE ALARM & SPRINKLER INSPEC	41,376.22
21	9	07/01/2024	3071	GRAYBAR ELECTRIC	MATERIALS FOR DISTRICT WIDE NEEDS	7,884.48
21	10	07/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	ANNUAL DNA FUSION SOFTWARE RENEWAL	5,908.00
21	12	07/01/2024	52073	VARSITY COURT CARE	SAND, SCREEN, RECOAT GYM FLOOR HS AND MS	15,400.00
21	13	07/01/2024	54889	OKLAHOMA TULSA PARTS (TRANE)	SUPPLIES FOR DISTRICT	13,071.38
21	14	07/01/2024	5188	ULINE	SUPPLIES FOR DISTRICT	2,269.08
21	15	07/01/2024	60843	HD SUPPLY INC	MACHINE REPAIR/SUPPLIES	9,612.66
21	16	07/01/2024	2272	LOWE'S	SUPPLIES FOR THE DISTRICT	35,081.40
21	17	07/01/2024	1963	SHERWIN-WILLIAMS COMPANY	PAINT FOR THE DISTRICT	4,150.58
21	18	07/01/2024	695	HEATWAVE SUPPLY	DISTRICT SUPPLIES	44,137.78
21	19	07/01/2024	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL SUPPLIES FOR DISTRICT	5,817.38
21	20	07/01/2024	3617	TALK RADIO LLC	WALKIES FOR DISTRICT	24,000.00
21	21	07/01/2024	53787	BANK OF AMERICA VISA	MATERIALS FOR DISTRICT	72,027.62
21	22	07/01/2024	1232	O'CONNOR COMPANY INC.	SUPPLIES NEEDED FOR DISTRICT	5,000.00
21	23	07/01/2024	7133	P & K EQUIPMENT, INC	REPAIR PARTS FOR MOWERS - 050	645.75
21	24	07/01/2024	8016	ENVIRONMENTAL LOOP SERVICE, LLC	REPAIRS ON GEOTHERMAL 000	17,041.00
21	25	07/01/2024	1547	SOUTHWEST DRIVES, INC.	PARTS FOR MAINTENANCE	161.79
21	27	07/01/2024	58971	KONE INC	ELEVATOR SERVICE FOR DISTRICT	30,000.00
21	28	07/01/2024	927	LOCK-DOC, INC.	SUPPLIES FOR THE DISTRICT	2,802.34
21	29	07/01/2024	5612	STATE OF OKLAHOMA DEPT OF LABOR	LICENSE FOR DISTRICT	3,500.00
21	30	07/01/2024	8025	TRACTOR SUPPLY COMPANY	SUPPLIES FOR THE DISTRICT	3,000.00
21	31	07/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	FIRE ALARM REPLACE/INSPECT ACCESS CONTROL	35,539.00
21	32	07/01/2024	59041	OKLAHOMA ENERGY SOURCE LLC	NATURAL GAS	2,525.82
21	33	07/01/2024	4748	ROBINSON GLASS	GLASS FOR DISTRICT	2,500.00
21	34	07/01/2024	60031	SLK LAWN AND LANDSCAPE INC	MOWING FOR THE DISTRICT	232,238.96
21	35	07/01/2024	55143	MICHAEL EMBRY	BOND FOR MICHAEL W EMBRY	200.00
21	36	07/01/2024	56429	BIXBY OUTDOOR POWER EQUIPMENT	SUPPLIES FOR THE DISTRICT	55.24
21	37	07/01/2024	56765	CARRIER ENTERPRISE, LLC	SUPPLIES FOR DISTRICT	5,856.80
21	38	07/01/2024	57489	ENGINEERED EQUIPMENT INC	DISTRICT FILTERS	8,833.69

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	39	07/01/2024	111	BANK OF OKLAHOMA	LEASE PAYMENT - NEW ADMIN BUILDING	324,680.00
21	40	07/01/2024	55130	SUPERIOR TERMITE & PEST CONTROL	DISTRICT PEST CONTROL	32,831.00
21	41	07/01/2024	59279	HARNESS ROOFING INC	DISTRICT NEEDS	15,000.00
21	42	07/01/2024	3839	AMAZON.COM, LLC	MISC MAINTENANCE SUPPLIES	10,398.32
21	43	07/01/2024	60479	SPARTAN SIGNS INC	SIGNS FOR THE DISTRICT	6,500.00
21	44	07/01/2024	3152	OVERHEAD DOOR OF TULSA	OVERHEAD DOOR REPAIR	1,762.50
21	45	07/01/2024	60515	KARCHER NORTH AMERICA INC	FIXING FLOOR MACHINE	14,145.97
21	46	07/01/2024	59894	STANLEY STEEMER INTERNATIONAL INC	CARPET CLEANING FOR THE DISTRICT	10,840.00
21	47	07/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	REPAIRS FOR THE DISTRICT	7,404.04
21	48	07/01/2024	55300	KUBOTA CONSTRUCTION EQUIMENT	TRACTOR SUPPLIES	82.96
21	49	07/01/2024	57844	WE CLEAN 4-U WHIPPLE CLEANING SVS	CLEANING SERVICE	176,000.00
21	50	07/01/2024	58214	SPECTRUM PAINT COMPANY, INC	PAINT FOR THE DISTRICT	2,747.13
21	53	07/01/2024	961	MAGIC REFRIGERATION	SUPPLIES FOR THE DISTRICT	1,990.31
21	54	07/01/2024	56057	ES2	A/C REPAIRS AND REPROGRAMMING CONTROLLERS	1,100.00
21	55	07/01/2024	6435	LOCKE SUPPLY	PLUMBING SUPPLIES FOR THE DISTRICT	5,000.00
21	56	07/01/2024	3742	OKLAHOMA STATE DEPART. OF HEALTH	SWIMMING POOL/THERAPY POOL LICENSE	150.00
21	57	07/01/2024	2618	TRU GREEN	LAWN CARE	15,486.14
21	58	07/01/2024	53382	ATKINSON SUPPLY	PART &/OR JANITORIAL SUPPLIES	1,336.85
21	60	07/01/2024	58032	HERC RENTALS INC	SUPPLIES FOR THE DISTRICT	522.61
21	61	07/01/2024	58646	YORK PLUMBING	SUPPLIES-SERVICES FOR THE DISTRCT	12,000.00
21	62	07/01/2024	57666	MARTIN FISCHER PAINTING	PAINTING SERVICES	7,650.00
21	63	07/01/2024	58651	TULSA SOD AND MULCH INC	PLAYGROUND MULCH	1,150.00
21	64	07/01/2024	58743	SUNBELT POOLS, LLC	POOL SUPPLIES	2,643.22
21	65	07/01/2024	236	BUILDERS SUPPLY, INC.	SUPPLIES FOR MAINTENANCE	4,819.18
21	66	07/01/2024	59152	COOK'S APPLIANCE INC	SUPPLIES FOR MAINTENANCE	1,011.99
21	67	07/01/2024	55355	SITE ONE LANDSCAPE SUPPLY, LLC	GRASS CHEMICALS FOR DISTRICT	283.67
21	68	07/01/2024	58781	STATEWIDE COMMERCIAL CLEANING CO	CLEANING SERVICES DISTRICT	1,039,588.00
21	69	07/01/2024	816	JOHNSTONE SUPPLY OF TULSA	SUPPLIES FOR DISTRICT	12,945.42
21	70	07/01/2024	59031	ALPHA MECHANICAL SERVICES LLC	HVAC SERVICE FOR DISTRICT	7,275.00
21	71	07/01/2024	59261	LENNOX INDUSTRIES INC	SUPPLIES FOR MAINTENANCE	411.96
21	72	07/01/2024	59161	SUNSTATE EQUIPMENT CO LLC	EQUIPMENT RENTAL	113.25
21	73	07/01/2024	1077	MURRAY WOMBLE, INC.	MAINTENANCE SUPPLIES	1,760.00
21	74	07/01/2024	3839	AMAZON.COM, LLC	AMAZON PURCHASES	8,916.16
21	76	07/01/2024	59235	WHITE SEPTIC CLEANING	Plumbing for district	2,500.00
21	77	07/01/2024	59254	THE TUNNEL RAT	GOPHER SERVICE HS, MS, CI	42,000.00
21	78	07/01/2024	58126	KOMPAN INC	MAINTENANCE SUPPLIES	86.25

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	79	07/01/2024	58448	WINDOWS XPRESS	WINDOW CLEANING FOR DISTRICT	22,625.02
21	80	07/01/2024	2509	TULSA WINNELSON COMPANY	PLUMBING SERVICE FOR THE DISTRICT	1,106.44
21	81	07/01/2024	59649	PCC CLEANING & RESTORATION	MOLD CHECK FOR DISTRICT	10,000.00
21	82	08/26/2024	59914	DUVALL PLUMBING HEATING & COOLING	PLUMBING SERVICES	2,500.00
21	83	08/30/2024	60333	AAON INC	MAINTENANCE PARTS	1,000.00
21	84	08/30/2024	59688	HOLDERS TOTAL SECURITY	LOCKSMITH	2,500.00
21	200	07/01/2024	60884	ASSET PANDA LLC	FACILITY SOFTWARE	3,768.21
21	201	07/01/2024	58067	MAGNUM CONSTRUCTION, INC	MAINT BUILDING FINISHES	74,658.00
21	202	07/01/2024	7387	WATKINS SAND	central and west elementary sand boxes	150.00
21	203	07/01/2024	60953	CROUCH RECREATION INC	REPLACEMENT SWING FOR WEST	1,320.00
21	204	07/08/2024	2922	EWING IRRIGATION PRODUCTS, INC.	PINE BARK MULCH	6,091.25
21	206	07/29/2024	59171	KENDRICK EXCAVATING LLC	STORM DEBRIS CLEAN UP WE	9,575.00
21	207	07/29/2024	59171	KENDRICK EXCAVATING LLC	STORM DEBRIS CLEAN UP NI	9,150.00
21	209	08/07/2024	60766	INTERIOR CONCEPTS INC	CE LIBRARY FLOOR REPLACEMENT	295.00
21	210	08/13/2024	55872	AIRETECH CORPORATION	EXHAUST MOTOR - NEW MAINTENANCE BLDG	1,399.58
21	211	08/19/2024	56241	OWASSO FENCE	FENCE REPAIR FROM DAMAGE	650.00
21	212	08/28/2024	57038	LIGHTHOUSE ELECTRIC LLC	ADD ON COST FROM PO 24-233	780.00
21	213	08/28/2024	4425	WARREN CAT	LIGHT TOWER RENTALS	4,249.44

Non-Payroll Total:	**$4,967,586.84**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$4,967,586.84**

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	1	07/01/2024	717	HILAND DAIRY COMPANY	MILK PRODUCTS FOR CAFETERIA	289,746.30
22	2	07/01/2024	216	BROOKS GREASE SERVICE, INC.	GREASE REMOVAL FOR CAFETERIAS	8,839.20
22	3	07/01/2024	389	CURTIS RESTAURANT SUPPLY	TOOLS & EQUIPMENT	5,138.90
22	4	07/01/2024	2245	JAMES KEVIN EAKLE	REPAIR EQUIPMENT	16,907.23
22	5	07/01/2024	724	HOBART CORPORATION	PARTS/REPAIRS FOR CAFETERIAS	45,257.88
22	6	07/01/2024	60122	INTEGRITY FIRE LLC	FIRE EQUIPMENT INSPECTIONS	4,000.00
22	7	07/01/2024	1995	OKLAHOMA DEPT. OF HUMAN SERVICES	ASSESSMENT FEE COMMODITIES	8,982.68
22	8	07/01/2024	5592	ADMIRAL EXPRESS LLC	CAFETERIA OFFICE SPPLIES	1,822.60
22	9	07/01/2024	56637	HEARTLAND SCHOOL SOLUTIONS	SOFTWARE MAINT.	12,383.00
22	10	07/01/2024	58486	PEPSI	DRINKS FOR THE CAFETERIA	30,664.68
22	11	07/01/2024	1715	TULSA TECHNOLOGY CENTER	ServSafe Class for Managers	600.00
22	13	07/01/2024	55118	BARE METAL STANDARD OKLAHOMA	CAFETERIA CLEANING	3,659.00
22	14	07/01/2024	59164	ASIAN FOOD SOLUTIONS / COMIDA VIDA	Commodity Food For Students	1,406.00
22	15	07/01/2024	57667	NUTRI-LINK TECHNOLOGIES, INC	CLOUD SERVICE	1,325.00
22	16	07/01/2024	60446	FRONTIER PRODUCE INC	SUPPLIES FOR THE DISTRICT	183,783.05
22	17	07/01/2024	51751	U.S. FOOD SERVICE, INC	SUPPLIES FOR THE DISTRICT	1,424,662.19
22	18	07/01/2024	51653	TYSON PREPARED FOODS, INC	SUPPLIES FOR THE DISTRICT	35,421.30
22	19	07/01/2024	114	BARLOW EDUCATION MANAGEMENT SVS.	CHILD NUTRITION CONSULTANT	3,300.00
22	20	07/01/2024	59660	BUGBROS MULTIFAMILY, LLC	PEST CONTROL FOR CAFETERIAS	7,500.00
22	21	07/01/2024	55124	COSTLEY ENTERPRISES NO. 90, INC	FOOD	97,433.50
22	22	07/01/2024	7042	THE ARROW GROUP	285 - BONDS FOR CHILD NUTRITION DEPT	1,300.00
22	23	07/01/2024	51650	FRECKLES FROZEN CUSTARD	FROZEN YOGURT FOR THE CAFETERIAS	3,111.50
22	24	07/01/2024	2272	LOWE'S	CAFETERIA REPAIR SUPPLIES	313.01
22	25	07/01/2024	961	MAGIC REFRIGERATION	CAFETERIA REPAIRS	2,213.26
22	26	07/01/2024	99999	BIXBY PUBLIC SCHOOLS	REIMBURSE GF	1,500,000.00
22	27	07/01/2024	53578	SCHOOL NUTRITION ASSOC OF OKLAHOMA	SNA MEMBERSHIP RENEWAL	946.00
22	28	07/01/2024	56827	BERNARD FOOD INDUSTRIES, INC.	285 - FOOD FOR CAFETERIAS	9,361.80
22	29	07/01/2024	53787	BANK OF AMERICA VISA	PURCHASES/TRAVEL FOR CHILD NUTRITION	5,631.90
22	30	07/01/2024	60843	HD SUPPLY INC	TRASHBAGS AND SUPPLIES	5,052.24
22	31	07/01/2024	2657	TULSA COMMUNITY COLLEGE	FOOD SERVICE MANAGER CERTIFICATION COURSE	168.00
22	32	07/01/2024	444	DOC'S FOOD STORES, INC	SUPPLIES	500.00
22	33	07/01/2024	57742	EMS LINQ INC	WEB SUBSCRIPTION AND TRAINING	2,507.40
22	34	07/01/2024	6435	LOCKE SUPPLY	CHILD NUTRITION SUPPLIES	182.91
22	35	07/01/2024	58457	EKON-O-PAC	CHILD NUTRITION SUPPLIES	10,000.00
22	36	07/01/2024	57829	THE BRENMAR COMPANY	SUPPLIES FOR THE DISTRICT	4,530.60
22	37	07/01/2024	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL MATERIALS FOR CAFETERIAS	190.94

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	38	07/01/2024	53697	NATIONAL FOOD GROUP	FOOD FOR KITCHENS	27,452.30
22	39	07/01/2024	60016	RANSOM'S BBQ LLC	BBQ Sauce for Students MIO	800.00
22	40	07/01/2024	52424	BEN E KEITH - OKLAHOMA	FOOD FOR CAFETERIA	12,659.02
22	41	07/01/2024	60689	JOBLETICS PRO INC	Subs for the Kitchens	50,000.00
22	43	07/01/2024	58521	GENERAL PARTS	OVEN REPAIR	1,463.89
22	44	07/01/2024	58968	SEA LEVEL SOCIAL, LLC	SOCIAL MEDIA MANAGEMENT SERVICE	6,630.00
22	45	07/01/2024	60517	BETTER DAY FARMS, LLC	FARM TO SCHOOL PRODUCE	18,936.00
22	46	07/01/2024	3742	OKLAHOMA STATE DEPART. OF HEALTH	KITCHEN LICENSE RENEWALS	1,250.00
22	47	07/01/2024	57740	ESS SOUTH CENTRAL, LLC	CHILD NUTRITION SUBS	27,000.08
22	48	07/01/2024	58969	E-CONTROL SYSTEMS, INC	MONITORING SOFTWARE	2,400.00
22	49	07/01/2024	51624	ALPHA AWARDS	Name Tags for employees	151.50
22	50	07/01/2024	3839	AMAZON.COM, LLC	MISC PURCHASES	2,105.03
22	51	07/01/2024	56586	ECOLAB INC	filters for Kitchens	2,059.73
22	52	07/01/2024	59923	GLOBE PROMOTIONS LLC	Disposable Gloves for Employees	2,800.00
22	53	07/01/2024	1232	O'CONNOR COMPANY INC.	CAFETERIA REPAIRS	3,000.00
22	54	07/01/2024	60592	RODRIGUEZ FOODS, LTD	Food for the Cafeterias	10,060.00
22	55	07/01/2024	54035	OSWALT RESTAURANT SUPPLY	Equipment for kitchens	32,255.35
22	56	08/09/2024	60417	RYADD LLC	DIPPIN DOTS	22,464.00
22	57	08/09/2024	1856	WALMART COMMUNITY	GLUTEN FREE ITEMS	1,000.00
22	58	08/09/2024	55856	FIELDHOUSE GEAR, INC	CHILD NUTRITION SUPPLIES	1,200.00
22	59	08/09/2024	2396	HAGAR RESTAURANT SERVICE, INC.	CHILD NUTRITION SUPPLIES	1,000.00
22	60	08/09/2024	60116	CENTRAL RESTAURANT PRODUCTS	CHILD NUTRITION SUPPLIES	6,000.00
22	100	08/22/2024	56466	CaptiveAire Systems	CAFETERIA SERVICE WE	870.00
22	200	07/01/2024	60124	ELIA MUNOZ	REIMBURSE PERMIT/MILEAGE	573.39
22	201	07/01/2024	59490	ALLISON MAYNARD	REIMBURSE PERMIT/MILEAGE	36.85
22	202	07/01/2024	60285	CAMMIE BUNKMAN	REIMB MILEAGE/PERMIT	2,000.00
22	203	07/01/2024	60330	RONNA HEGINBOTHAM	Food handler's reimbursement	20.00
22	204	07/01/2024	60967	MATT YBARRA	REIMBURSE MILEAGE/PERMIT	20.00
22	205	07/01/2024	54364	RACHEL HAMILTON	REIMB MILEAGE/PERMIT	20.00
22	206	07/01/2024	60968	HEATHER CACOPERDO	REIMBURSE PERMIT/MILEAGE	20.00
22	207	07/01/2024	55878	BARBARA EVANS	REIMB MILEAGE/PERMIT	269.17
22	208	07/01/2024	60278	SABA CHOUDHARY	REIMB MILEAGE/PERMIT	57.71
22	209	07/01/2024	58870	DIVINA RODGERS	REIMBURSE MILEAGE/PERMIT	500.00
22	210	07/01/2024	60969	NANCY ROGERS	REIMBURSE PERMIT/MILEAGE	20.00
22	211	07/01/2024	60971	TAMMY TRICKETT	REIMB MILEAGE/PERMIT	50.00
22	212	07/01/2024	60972	AMBER MCKINNEY	REIMB MILEAGE/PERMIT	50.00
22	213	07/01/2024	60449	JOAQUINA LOPEZ CASELLANOS	REIMBURSE PERMIT/MILEAGE	20.00
22	214	07/01/2024	60279	ALICIA PORTER	REIMB MILEAGE/PERMIT	60.85
22	215	07/01/2024	57684	MARGARET CARLSON	REIMBURSE PERMIT/MILEAGE	26.73
22	216	07/01/2024	60973	KELLI JACKSON	REIMB MILEAGE/PERMIT	50.00
22	217	07/01/2024	58962	THERESIA MORGAN	REIMB MILEAGE/PERMIT	10.10
22	219	07/01/2024	56558	HELEN HURST	REIMB MILEAGE/PERMIT	4,261.16
22	220	07/01/2024	4043	SELINA GARMAN	REIMB MILEAGE/PERMIT	1,136.00
22	221	07/01/2024	58502	JENNY REED	MILEAGE REIMBURSEMENT	435.54

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	222	07/01/2024	60976	MANDY BALDTRIP	REIMBURSE PERMIT/MILEAGE	1,693.25
22	223	07/01/2024	60977	MARY SCARPA	REIMBURSE PERMIT/MILEAGE	500.00
22	224	07/01/2024	60978	ROBERT TATUM	REIMBURSE PERMIT/MILEAGE	50.00
22	225	07/01/2024	60565	RACHEL HOLLINGSHAD	MILEAGE REIMBURSEMENT	435.54
22	226	07/01/2024	59083	RYAN SPALDING	REIMBURSE MILEAGE/PERMIT	194.06
22	227	07/01/2024	5530	ANNALYN SULLIVAN	REIMBURSE MILEAGE/PERMIT	200.00
22	228	07/01/2024	61016	LUCERO GUERRERO	PERMIT REFUND	20.00
22	229	07/01/2024	59636	REBECCA SOWERS	REIMBURSE PERMIT/MILEAGE	20.00
22	300	08/20/2024	60995	KARAH POE	LUNCH ACCOUNT REFUND	8.95
22	301	08/20/2024	60996	RAMAKISHNA BILLAKANTI	LUNCH ACCOUNT REFUND	36.75
22	302	08/27/2024	60999	ELIZABETH FOX	LUNCH ACCOUNT REFUND	40.90
22	303	08/27/2024	58194	JENNIFER HILL	LUNCH ACCOUNT REFUND	111.95
22	304	08/27/2024	61000	LARISSA BUCHANAN	LUNCH ACCOUNT REFUND	18.00
22	305	08/30/2024	60396	JESSICA DAVID	LUNCH ACCOUNT REFUND	36.85
22	306	09/06/2024	61025	ANGELA ESTAVILLO	LUNCH ACCOUNT REFUND	13.90
22	307	09/11/2024	61026	ADY REYES	LUNCH ACCOUNT REFUND	16.70

Non-Payroll Total:	**$3,975,433.32**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$3,975,433.32**

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 31

Fund	PO No	Date	Vendor No	Vendor	Description	Amount

Non-Payroll Total:	**$0.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 32

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	1	07/01/2024	1580	STEPHEN L. SMITH CORP.	CONSULTANT	63,718.22
32	2	07/01/2024	6208	APPLE EDUCATIONAL SALES	LEASE PAYMENT FOR IPADS	541,609.17
32	4	07/01/2024	59594	AIMRIGHT TESTING & ENGINEERING	GEOTECHNICAL ENGINEERING SERVICES 9TH GRADE	4,650.00
32	5	07/01/2024	60247	DEWBERRY ARCHITECTS INC	9TH GRADE GYM ARCHITECT	167,915.25
32	6	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	BIL MATH FOR ELEMENTARY & INTERMEDIATE	105,121.30
32	7	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	MATH TEXTBOOK ORDER MIDDLE SCHOOL	119,628.60
32	8	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	AGA MATH - MS, 9GC, HS	161,107.80
32	9	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	ADV MATH ORDER - HS	69,398.44
32	10	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	INTO LITERATURE ORDER - MS	3,806.78
32	11	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	INTO READING ORDER - CE, NE, WE	1,263.04
32	12	07/01/2024	1667	THOMPSON SCHOOL BOOK DEPOSITORY	HEGGERTY K-3 ORDER - CE, NE, EE, WE	4,377.96
32	13	07/01/2024	58686	SCHOOL SPECIALTY	FOSS ORDER - NI	3,841.62
32	15	07/02/2024	58702	HEGGERTY PHONEMIC AWARENESS	ELEMENTARY ORDER	1,851.12
32	16	07/02/2024	57137	BEDFORD, FREEMAN & WORTH	ON-LEVEL STATISTICS ORDER - HS	6,965.90
32	17	07/02/2024	57137	BEDFORD, FREEMAN & WORTH	AP STATISTICS ORDER - HS	5,054.22

Non-Payroll Total:	**$1,260,309.42**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$1,260,309.42**

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 33

Fund	PO No	Date	Vendor No	Vendor	Description	Amount

Non-Payroll Total:	**$0.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 34

Fund	PO No	Date	Vendor No	Vendor	Description	Amount

Non-Payroll Total:	**$0.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 35

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
35	1	07/01/2024	60744	CONCRETE POLISH COATING SOLUTIONS	WI CAMPUS	4,068.00
35	2	07/01/2024	58125	KI FURNITURE	WE CLASSROOM 233 FURNITURE	5,811.50
35	3	07/01/2024	57023	L & M OFFICE FURNITURE	WE ROOM 233 STOOLS	619.00
35	4	07/01/2024	1449	SAM'S CLUB DIRECT	FOLDING TABLES HS SCIENCE ROOMS 207-208	1,529.64
35	5	07/01/2024	57023	L & M OFFICE FURNITURE	WE 3 TEACHERS DESKS	2,587.00
35	6	07/01/2024	2017	LAKESHORE LEARNING MATERIALS	WE ROOM 233	2,009.25
35	8	07/01/2024	60679	VOX AUDIO VISUAL	INTERACTIVE ALUMNI BOARDS	12,392.00
35	9	07/01/2024	58067	MAGNUM CONSTRUCTION, INC	COUNSELOR DOORS WE-WI	7,809.00
35	11	07/01/2024	6208	APPLE EDUCATIONAL SALES	ATHLETIC APPLE PRODUCTS	29,786.75
35	12	07/01/2024	56227	CDW-G 2	MONITORS-PROJECTORS	33,160.00
35	13	07/02/2024	56227	CDW-G 2	DA-LITE ADVANTAGE 133" SCREEN	13,800.00
35	14	07/02/2024	60679	VOX AUDIO VISUAL	HS LOBBY VIDEO WALL	34,969.84
35	15	07/08/2024	57038	LIGHTHOUSE ELECTRIC LLC	FIBER FOR HS TO TECHNOLOGY	13,199.00
35	16	07/02/2024	58067	MAGNUM CONSTRUCTION, INC	MAINTENANCE BUILDING RELATED TO BOND FY 24 35-34	35,547.00
35	17	07/02/2024	57748	KKT ARCHITECTS, INC.	ACADEMIC BUILDING ENVIRONMENTAL GRAPHICS	5,500.00
35	18	08/19/2024	57038	LIGHTHOUSE ELECTRIC LLC	HOTS RISER CABLE WRAP	9,360.00
35	19	08/23/2024	2272	LOWE'S	APPLIANCES FOR NEW HS	5,949.27
35	20	08/23/2024	53787	BANK OF AMERICA VISA	HOME DEPOT APPLIANCES FOR NEW HS	1,500.00
35	21	08/27/2024	56227	CDW-G 2	MAINTENANCE BUILDING DATA	733.42
35	22	08/30/2024	58067	MAGNUM CONSTRUCTION, INC	MAINTENANCE PAVING	17,594.00
35	23	08/30/2024	61024	MILLER TIPPINS	CONSTRUCTION FOR ADMIN	680,000.00
					Non-Payroll Total:	**$917,924.67**
					Payroll Total:	**$0.00**
					Balance Forward:	**$0.00**
					Report Total:	**$917,924.67**

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 36

Fund	PO No	Date	Vendor No	Vendor	Description	Amount

Non-Payroll Total:	**$0.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 37

Fund	PO No	Date	Vendor No	Vendor	Description	Amount

Non-Payroll Total:	**$0.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 38

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
38	1	07/01/2024	60267	GARAGE INNOVATIONS INC	BASEBALL	10,215.40
38	2	07/01/2024	58713	MERRIFIELD OFFICE & SCHOOL SUPPLY	CAFETERIA TABLES WE / EE	33,851.82
38	3	07/01/2024	60389	LEDFORD SPORTSFLOORS, LLC	SAND, SEAL, PAINT HARDWOOD FLOOR	22,887.00
38	4	07/01/2024	57666	MARTIN FISCHER PAINTING	WI INTERIOR PAINT	40,850.00
38	5	07/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	NEW ADMIN DATA CABLING	38,625.00
38	6	07/01/2024	57023	L & M OFFICE FURNITURE	NI CONF CHAIR	3,110.00
38	7	07/01/2024	58067	MAGNUM CONSTRUCTION, INC	WE ROOM SPLIT	18,300.00
38	8	07/01/2024	58067	MAGNUM CONSTRUCTION, INC	EE MOTOR LAB & OT/PT ROOM RENO	41,700.00
38	10	07/01/2024	59279	HARNESS ROOFING INC	ROOF REPAIR CE / CI	52,990.00
38	11	07/02/2024	1445	SAIED MUSIC	BAND - TUNING DEVICES AND METRONOMES	7,898.00
38	12	07/02/2024	3839	AMAZON.COM, LLC	BAND TOOLS	4,222.06
38	13	07/02/2024	53787	BANK OF AMERICA VISA	BLACK LEGAL FILING CABINET - BAND	1,936.44
38	14	07/02/2024	60267	GARAGE INNOVATIONS INC	BASEBALL LOCKER ROOM / STORAGE CLOSET	10,807.89
38	15	07/02/2024	60267	GARAGE INNOVATIONS INC	SOCCER CRACKS AND NEW FLOOR	13,547.00
38	16	07/02/2024	60766	INTERIOR CONCEPTS INC	NI FLOORS BAND ROOM	2,750.00
38	17	07/03/2024	1794	WENGER CORP.	STUDENT CHAIRS	4,543.00
38	18	07/08/2024	60952	OLD RULE SERVICES, LLC	SAND AND FINISH GYM FLOOR	38,500.00
38	19	07/08/2024	58067	MAGNUM CONSTRUCTION, INC	MAINT BUILDING	15,900.00
38	21	07/24/2024	58610	BLIND AMBITIONS	BLINDS FOR MULTIPLE SCHOOLS CE/CI/EI	3,531.00
38	22	07/24/2024	58610	BLIND AMBITIONS	BLINDS FOR MULTIPLE SCHOOLS NI/CE/EI/EE	2,826.00
38	23	07/24/2024	58086	SCOTT RICE	CE FURNITURE	3,810.82
38	24	08/01/2024	3839	AMAZON.COM, LLC	FINE ARTS SUPPLIES	1,796.05
38	25	08/01/2024	57498	ACURA NEON INC	SPARTANS SIGNS NE / MAINT	9,270.00
38	27	08/20/2024	60573	ADVANCED POOL AND HOME REPAIR	POOL VACUM REPAIR	8,950.00
38	28	09/06/2024	57023	L & M OFFICE FURNITURE	MAINTENANCE FURNITURE	39,482.00
38	29	09/06/2024	57023	L & M OFFICE FURNITURE	ADMIN MOVE	30,429.00
38	30	09/06/2024	57023	L & M OFFICE FURNITURE	ADMIN FURNITURE	121,074.00

Non-Payroll Total:	**$583,802.48**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$583,802.48**

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 39

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	1	07/01/2024	55155	UMB BANK, N.A.	LEASE PAYMENT	9,490,931.49
39	2	07/01/2024	111	BANK OF OKLAHOMA	LEASE PAYMENT	9,280,000.00
39	3	07/01/2024	1580	STEPHEN L. SMITH CORP.	CONSULTANT	68,659.07
39	4	07/02/2024	7527	TULSA CLEANING SYSTEMS	high pressure system for the wash bay	12,185.00
39	5	07/02/2024	57928	SB CUSTOM PAINTING, LLC	CI / BASEBALL PAINTING	65,850.00
39	6	07/02/2024	59563	BLUUM OF TEXAS, LLC	Newline TVs for Elem/Int sites	25,480.00
39	7	07/02/2024	60903	LONG PAINTING COMPANY	NI - PAINTING	83,302.00
39	8	07/02/2024	57666	MARTIN FISCHER PAINTING	EI EXTERIOR PAINT	29,900.00
39	9	07/02/2024	57666	MARTIN FISCHER PAINTING	HS GIRLS SOCCER INTERIOR	3,875.00
39	10	07/02/2024	57666	MARTIN FISCHER PAINTING	HS BOYS SOCCER INTERIOR	4,500.00
39	11	07/02/2024	59031	ALPHA MECHANICAL SERVICES LLC	HS CHOIR HVAC	18,211.00
39	12	07/02/2024	60744	CONCRETE POLISH COATING SOLUTIONS	HS W26 CARPET REMOVAL	2,613.40
39	13	07/03/2024	111	BANK OF OKLAHOMA	BOND TRUST FEE - ADMIN LEASE	2,500.00
39	14	07/03/2024	59031	ALPHA MECHANICAL SERVICES LLC	HS DANCE ROOM UNIT	47,145.70
39	15	07/03/2024	58086	SCOTT RICE	WE FURNITURE	4,630.31
39	16	07/03/2024	59279	HARNESS ROOFING INC	NE OFFICES	24,386.00
39	17	07/24/2024	59542	ENVIRONMENTAL LOOP SERVICE	NE AND 9TH PUMP MOTOR & VFD REPLACEMENT	31,972.00
39	18	08/07/2024	53787	BANK OF AMERICA VISA	TVS FOR HS AND STOCK	3,279.96
39	19	08/07/2024	3953	CLAUDE NEON FEDERAL SIGNS, INC.	VINYL LETTERS WEST INTERMEDIATE	2,851.00
39	20	08/07/2024	58176	SCHOOLSAFEID LLC	SCHOOL SAFE KIOSK NE	3,054.95
39	21	08/07/2024	59542	ENVIRONMENTAL LOOP SERVICE	7TH GRADE ADDITION PUMP REPLACEMENT	10,270.00
39	22	08/07/2024	60903	LONG PAINTING COMPANY	STADIUM CONCESSIONS AND TICKET BOOTHS	11,050.00
39	24	08/16/2024	695	HEATWAVE SUPPLY	GEO PUMPS	5,567.00
39	25	08/27/2024	3654	PERFORMANCE STAGE	AUDITORIUM STAGE CURTAINS	62,200.59
39	26	08/27/2024	59279	HARNESS ROOFING INC	EAST ELEMENTARY REPAIR	8,576.19
39	27	09/05/2024	59031	ALPHA MECHANICAL SERVICES LLC	NE room 211 HVAC replacement	10,971.21
39	28	09/05/2024	59031	ALPHA MECHANICAL SERVICES LLC	HS Big Whitey VB locker room, and hallway	16,376.00

Non-Payroll Total:	**$19,330,337.87**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$19,330,337.87**

Bixby Public Schools

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 41

Fund	PO No	Date	Vendor No	Vendor	Description	Amount

Non-Payroll Total:	**$0.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	

Steven Scott
District Safety Officer
918.366.2295

Emergency Procedure Guide

Revision 1.0

Athletic Facilities Emergency Guide	
Media-Emergency Numbers	
Serious Injury/Illness	Abduction/Runaway
Bomb Threat	Bomb Threat/Evacuation
Bullying/Violence	Intruder on Campus (Lock-Down)
Hazardous Material Spill	Seizures
Suicide/Death at School	Fire/Tornado
AED EPG Procedurea	Crisis Response Plan

The safety and security of students and staff is a priority at Bixby Public Schools. This guide was developed to help faculty and staff react correctly and efficiently in the event of an emergency. We hope this guide will never have to be used in an actual emergency.

THE OBJECTIVES OF THIS GUIDE ARE:

1. To provide school personnel with quick access to recommended procedures in emergency situations.
2. To define the roles of various school personnel.
3. To provide an orderly and effective response to emergencies.

MEDIA

In the event of a school crisis, working with the media will be important to minimize disruption and ensure that factual information will be released. All media inquiries will be directed to the Superintendent's office, who will:

- designate specific areas for media personnel both inside and outside of the administration building.
- prepare a written statement with notes for reference.
- release factual information only and not make assumptions.
- NOT disclose personal information about victims. That information may be released at the discretion of the family.

EMERGENCY PHONE NUMBERS

1. Emergency Services (FIRE, POLICE, PARAMEDICS)911
2. Bixby Police – Non-emergency: 918-366-8294
3. Broken Arrow Police – Non-emergency: 918-259-8400
4. Tulsa County Sheriff: 918-596-9222
5. Poison Control Center: 1-800-764-7661
6. Toxic Chemical & Oil Spill: 1-800-424-8802
7. DHS Child Abuse Reporting: 1-800-522-3511

SCHOOL NUMBERS

1. ADMINISTRATION: 918-366-**2200** OR **0**
2. STUDENT SERVICES: 918-366-**2240**
3. CRISIS RESPONSE TEAM (Casey Machado) 918-366-**1761**
4. TRANSPORTATION: 918-366-**2247**
5. MAINTENANCE: 918-366-**2383**

SITE NURSE/HEALTH CLERK

1. Central Elementary: 918-366-**2285**
2. Central Intermediate: 918-366-**2264**
3. North Elementary: 918-366-**2686**
4. North Intermediate: 918-366-**1807**
5. Middle School: 918-366-**2352**
6. High School: 918-366-**2347**
7. East Elementary & Intermediate: 918-366-**1715**
8. West Elementary & Intermediate: 918-366-**1765**
9. 9th Grade Center: 918-366-**1721**

SERIOUS INJURY/ILLNESS

In the event of an unexpected injury or illness demanding immediate attention:

1. Notify the principal/office.
2. The office will contact the school nurse and call 911 if necessary.
3. If a 911 call is placed, the office will notify Administration. (2200 or 0 on a school phone)
4. The principal will call the parents/guardian or designate appropriate staff to do so.
5. Do not attempt to move the injured person or allow them to move.
6. Remove other students from the area.
7. If blood is present use the proper blood borne pathogen procedures.
8. Principal/Nurse will submit an incident report

Staff members with first aid training _____ **RM#** _____
_____ _____
_____ _____

Staff members with CPR training _____ _____
_____ _____
_____ _____

AMBULANCE --911
Notify Site Nurse/Health Clerk

1. Central Elementary: 918-366-**2285**
2. Central Intermediate: 918-366-**2264**
3. North Elementary: 918-366-**2686**
4. North Intermediate: 918-366-**1807**
5. Middle School: 918-366-**2352**
6. High School: 918-366-**2347**
7. East Elementary & Intermediate: 918-366-**1715**
8. West Elementary & Intermediate: 918-366-**1765**
9. 9th Grade Center: 918-366-**1721**

ABDUCTION

WITNESS:

1. Get a description of the alleged abductor (height, weight, race, sex, clothing)
2. Get description of vehicle (make, model, color, tag #)
3. Get direction the suspect left the scene.
4. Report info to the office.

OFFICE:

1. Notify the Principal & Admin Office (2200 or 0).

RUNAWAY/ UNACCOUNTED STUDENT

1. Notify principal and SRO
2. Principal notify parent/guardian or designate appropriate staff member to do so
3. Principal may follow student if possible and appropriate
4. Notify police if appropriate (**918-366-8294**)
5. Counselor be available for parents and student

POLICE--- 918-366-8294 (BIXBY P.D.)
POLICE--- 918-259-8400 (BROKEN ARROW P.D.)

ABDUCTION

BOMB THREAT

A. The person taking the call should get as much information as possible, completing the Bomb Threat Form.
   a. Which building_____
   b. Exact location of device_____
   c. Time of detonation_____
   d. Type of explosive_____
   e. Why was the bomb placed?_____

**NOTE time of call, voice type,background noise, wording used,male/female, approximate age*

B. Notify principal
C. Notify police (918-366-8294 or 911) who will notify other needed authorities (Fire, EMSA,etc.).
D. The principal will then notify the administration (x2200 oe) and announce **INTRUDER ON CAMPUS Drill** to the staff.

ACTION PLAN

MAIN OFFICE

1. The principal and designated staff locks outside doors and clear hallways and restrooms of students.
2. Notify the admin office (x2200) and notify Police. Someone should stay on the line with the police until they are told to hang-up.
3. Secretaries and remaining office staff will notify custodial and food services staff. They will search office area, restrooms, unoccupied rooms, lounge, etc. Secretaries are to place lock-down notice on main door.

TEACHERS will follow IOC procedures

1. Pull students in nearby hallways and restrooms into their room. Shut and lock door and account for all students.
2. Turn off lights, close blinds, and move students away from windows.
3. Search the classroom for suspicious items. Immediately report anything found. DO NOT TOUCH THE DEVICE.
4. Remain calm and continue with in-class routine as much as possible.
5. Keep all students in the room until given the all clear or evacuation is sounded.

BOMB THREAT/EVACUATION MAINTENANCE & TRANSPORTATION

1. Report to building to aid with interior and exterior searches.
2. Look for suspicious persons and vehicles outside.

Entrances and escape routes should be the first areas to be searched; ensuring safe passage in case an evacuation is necessary. Alternative routes may need to be used if normal evacuation routes are unsafe.

EVACUATION

The principal will consult with safety coordinator, superintendent and the police and determine if evacuation is necessary.
Once the decision has been made to evacuate:

1. The principal will make the appropriate announcement and outer buildings will be called.
2. Teachers are to keep student roster, attendance and students with them at all times.
3. No staff or students are to use cell phones/radios while under Shelter in Place or IOC status.
4. Designated staff will direct students and staff if any changes in escape routes have been necessary.
5. The building will remain unoccupied until the scene is declared safe.

AMBULANCE:911
POLICE:918-366-8294 (BPD)
FIRE:918-366-8600
POLICE:-918-259-8400
(BAPD) FIRE--918-259-8400

BULLYING / STUDENT VIOLENCE

1. Notify the Building Administrator. (All employees are required to report acts of bullying to the school principal on an official report form. Any staff member, who witnesses, hears about, or suspects bullying is required to submit a report).
2. Remove the student from the affected area if possible. If not possible, remove all other students.
3. If possible, place the student in a secure room with supervision.
4. Attempt to calm the student by listening and reassuring him/her.
5. Get account of what happened from witnesses. (Complete Investigation report, Witnesses Interview Section). Follow Board Policy 2146

PRINCIPAL

1. Notify parents and SRO or police if necessary.
2. Be available to assist with the student.

COUNSELOR

1. Be available to help calm the student.

POLICE----918-366-8294 (BPD) or 911
918-259-8400 (BAPD)

BULLYING / STUDENT VIOLENCE

INTRUDER ON CAMPUS (I.O.C.) RESPONSE

IMMEDIATE THREAT / INTRUDER

1. Main office announces "INTRUDER ON CAMPUS" and notifies all outlying buildings.
2. Principal/Main office calls Police (**911**) & Administration (x**2200**)
3. TEACHERS will follow shelter in place or intruder procedures – STAFF will have to assess and CHOOSE to RUN, HIDE, or FIGHT
   a. Pull students in nearby hallways and restrooms into their room. Shut and lock door and account for all students.
   b. Turn off lights, close blinds, and move students away from windows. Silence all phones and remain quiet, Document any students out of classroom (restrooms, office, etc…)
   c. Search the classroom for suspicious items. Immediately report anything found.
   d. Keep all students supervised, and wait until given the all clear or evacuation is warranted. **Person with a firearm – Students will follow teacher to Run/Hide/Fight to escape or hide or counter any way possible in the event of intrusion*
4. Special Assignment – Check restrooms and halls for students (assigned by site administrators)

SHELTER IN PLACE RESPONSE

1. Announce "Shelter in Place"
2. Notify Police (**911**), if appropriate.
3. Principal/Main office notifies Superintendent's office (x**2200**) District Administrator (x**2240 or x2298**) Crisis Response Team Coordinator (x**1761**) and the District Safety Coordinator (**x2383)** of situation.
4. Meet with counselor(s) and teachers directly involved, if applicable.
5. Alert Maintenance (x**2383**) and Transportation Supervisors (x**2247**).
6. Lock all outside doors, checking for suspicious persons and continue with school day routine as much as possible.
7. Report any suspicious persons or vehicles to office immediately.
8. Limit the number of students leaving the classroom during class time. "NO STUDENTS ALLOWED OUTSIDE THE SCHOOL BUILDING UNLESS PERMISSION FROM SUPERINTENDENT"

*Schools may need to prevent students from moving to outlying buildings and keep them inside during lunch depending on the situation.

AMBULANCE-------911
POLICE----918-366-8294 (BPD) or 911
918-259-8400 (BAPD)

AED EPG Procedures

1. Seek Nurse/Health Clerk
2. Locate AED
3. Conduct an initial assessment of the patient and environment.
   - Assess the scene for safety.
   - Use standard (universal) precautions.
   - Assess patient for unresponsiveness.
   - If unresponsive, activate EMS and in-house emergency plan per school protocol or policy.
4. Assess breathing.
   - Open the airway.
   - Look, listen and feel for breathing.
   - If breathing is absent, deliver two rescue breaths.
5. Assess circulation.
   - If signs of circulation are absent, provide CPR if trained. Continue CPR until the AED arrives.
5. Begin treatment with the AED.
   - As soon as the AED is available, turn on the AED and follow prompts.
   - Remove all clothing from the chest area. Dry the chest if it is wet.
   - Apply defibrillation pads. Look at the symbols on the AED pads and place pads as shown on the illustrations. Ensure pads are making good contact with the patient's chest. Do not place pad over the nipple, medication patches, or visible implant devices.
   - Make sure the patient area is clear, and then deliver a shock to the patient when advised by the AED.
   - When advised by the AED, initiate/resume CPR starting with compressions.
   - Continue to perform CPR until otherwise prompted by the AED or EMS personnel.
6. PRINCIPAL: Actions to take when the EMS arrives.
   - Responders working on the victim should document and communicate important information to the EMS provider, such as:
   - Victim's name
   - Known medical problems, allergies or medical history
   - Time the victim was found, condition and vital signs if obtained
   - Type and time of intervention(s) provided, to include the number of shocks delivered and length of time the defibrillator was used
   - Patient response to intervention(s) and information from the AED screen

Post-incident Procedure

1. An employee involved should notify the building administrator or School Nurse Coordinator as soon as possible.
2. A designated employee should check the AED, restock the supplies immediately after the event and perform the after-patient-use maintenance on the AED.
3. The School Nurse Coordinator or a designated employee should conduct an employee incident debriefing and document as indicated by school policy.

Periodic Maintenance- scheduled and after use

1. Inspect the exterior and connector for dirt or contamination.
2. Check supplies, accessories and spares for expiration dates and damage.
3. Check operation of the AED by removing and reinstalling the battery and running a battery insertion test.

SEIZURES

FIRST AID

During the episode:

1. Notify office (office calls parent and nurse)

Notify Site Nurse/Health Clerk
Central Elementary: 918-366-**2285,** Central Intermediate: 918-366-**2264,** North Elementary: 918-366-**2686,** North Intermediate: 918-366-**1807,** Middle School: 918-366-**2352,** High School: 918-366-**2347,** East Elementary & Intermediate: 918-366-**1715,** West Elementary & Intermediate: 918-366-**1765,** 9th Grade Center: 918-366-**1721**

2. Time the episode
3. Stay calm
4. Ease person to the floor
5. Turn on side (when possible)
6. Cushion head with clothing or any available soft items
7. Clear the area
8. Remove glasses if possible
9. Loosen tight clothing if possible
10. Monitor respiration and color

DO NOT:

1. LIFT
2. RESTRAIN
3. GIVE FOOD OR LIQUIDS
4. PLACE OBJECTS IN MOUTH

After the episode:

1. Turn on side
2. Check for respiration and normal color
3. Secure privacy
4. Allow person to rest
5. Change clothing if necessary

AN AMBULANCE MAY NEED TO BE CALLED WHEN

1. The seizure happened in water
2. This is the first seizure episode
3. The person is pregnant, diabetic, or injured
4. The seizure lasts more than 5 minutes
5. The person is not conscious after the seizure
6. The person's vital signs have not returned to base line after 30 minutes
7. The person's pupils are not equal in size after the seizure
8. The person is paralyzed on one side of the body
9. Aspiration has occurred or vomiting continuously for 30 minutes
10. Afterwards the person does not respond to pain or other stimulation
11. Breathing does not resume (trained person begin CPR, refer to serious injury)

AMBULANCE -- **911**

HAZARDOUS MATERIALS RESPONSE

Hazardous Material Inside Building

1. Principal will sound the evacuation alarm
2. Follow normal Fire Evacuation Procedure
3. Assembly and account for students and staff upwind of the spill
4. Principal will notify Fire Department
5. Secretary will notify Administration, Maintenance, Transportation , and Nurse
6. No one is to return to the building until it is declared safe

PRINCIPAL

Supervise evacuation and make sure all students and personnel are accounted for

TEACHERS

Evacuate students, take roll, report missing students to principal, keep class roster, and remain with the class

NURSE

Be available to provide first aid

COUNSELOR

Be available for students and staff if necessary

Hazardous Material Outside of Building

1. Principal will make an announcement to take shelter, after being contacted by local authorities.
2. Secretary will notify Administration
3. Shelter in place: close all doors and windows, place coats or towels at bottom of the doors and over vents to help seal them off, turn off air conditioning
4. Remain in shelter until authorities have determined that the threat has passed or that evacuation of the area is necessary.
5. Principal will remain in contact with authorities

If Emergency Officials determine that evacuation is necessary through the spill or cloud, move at right angles to the movement of the spill or vapor. Protect exposed skin and cover nose and mouth while moving quickly.

TOXIC CHEMICAL and OIL SPILL HOTLINE----------1-800-424-8802

SUICIDE

SUICIDE ATTEMPT AT SCHOOL

1. Call 911 for police/SRO and ambulance if necessary.
2. Notify Principal, Administration (x**2200 or 0**).
3. Contact School Nurse/Health Clerk: 918-366-**2285** (Central) 918-366-**2772** (Central Intermediate) 918-366-**2264** (North Elementary) 918-366-**1807** (North Intermediate) 918-366-**2352** (Middle School) 918-366-**2347** (High School) 918-366-**1705** (East Elem & East Intermediate) 918-366-**1721** (9th Grade Center) 918-366-**1762** (West Elem & West Intermediate).
4. The principal will notify parents/guardian or designate appropriate staff member to do so.
5. Counselor provides immediate attention for suicidal student and parents.
6. Keep witnesses from the area, have them do written statements, and have counseling available.

INTERVENTION

If it is believed that a student is in danger of harming him/herself, report the situation immediately.

1. **DO NOT** leave the student alone
2. Notify principal
3. Notify counselor
4. Do not allow the student to be unsupervised at school or home.
5. Principal or counselor notify parent/guardian to come take direct responsibility for the student.
6. Release the student only to the parent or guardian.

STUDENT DEATH AT SCHOOL

1. Follow procedure above for suicide attempt
2. Notify Principal, Administration (x**2200**), District Administrator (x**2240**).
3. Have factual information for the Superintendent for media release (DO NOT RELEASE NAMES until families give consent)
4. Have a fact sheet for staff to use for telephone inquiries
5. The Crisis Response Team should provide additional counseling for friends and persons with a history of suicide threats or attempts
6. Provide additional information to students and staff as it becomes available

POLICE, AMBULANCE, FIRE..... 911
SUICIDE HOTLINE.....988

FIRE EVACUATION

1. The fire alarm will be sounded
2. Secretary will notify the administration, maintenance, transportation, and nurse
3. Evacuate the building using the predetermined escape route
4. Designated personnel will check restrooms, hallways, and unoccupied rooms
5. Teachers will take roll and account for all students
6. No one is to return to the building until the all clear is given

PRINCIPAL

Supervise evacuation and make sure all students and personnel are accounted for

TEACHERS

Evacuate students, take roll, report missing students to principal, keep class roster, and remain with the class

NURSE

Be available to provide first aid

COUNSELOR

Be available for students and staff if necessary

TORNADO

1. Tornado signal will be sounded
2. Teachers take students to their designated location and get in the “tuck and cover” position
3. Class room doors should be shut
4. A radio should be kept within hearing range of office personnel

PRINCIPAL

Monitor weather conditions and determine if it is necessary to take cover

TEACHERS

Stay with students, have class list available, and make sure classroom door is shut

NURSE

Be available to provide first aid

School Crisis Response Plan

A crisis that affects the school and involves students, staff, or others that are an integral part of the school population demands immediate notification of the principal, the Administrative Team Leader, and Crisis Team Leader. These individuals will work closely together to make a very difficult situation as manageable as possible. All media inquiries will go through the Superintendent's office. According to the situation, the Crisis Team Leader will notify the Crisis Team to report to the crisis site or stand by. The Crisis Response Team is divided into two groups to report, dependent upon the situation.

>Level 1: Administrative Team Leader (District Administrator), Response Team Coordinator (Casey Machado), appropriate building principals and building counselors.

>Level 2: The above plus remaining members of the Crisis Response Team.

Crises that qualify as critical and immediate and which require the Crisis Response Plan include (but are not limited to) the following:

1. Death of student or staff
2. Critical injury of student or staff
3. Incidents occurring at school, such as:
    a. student/staff with gun appears on premises, threatening or enacting bodily harm
    b. bomb threat requiring evacuation of school
    c. bomb found on premises by police
    d. gang activity that disrupts daily operation of school
    e. intruder threatening bodily harm on premises
    f. act of nature (tornado, high winds, flood, etc.)
    g. fire
4. Situations as identified by district administrators.

Responsibilities

Superintendent Responsibilities

1. Serve as on-going consult to others involved in crisis.
2. Serve as primary media contact. May be deferred to other Central Office Administrator.

Principal Responsibilities

1. Verify crisis with District Administrator. Refer to Crisis Plan in Emergency Procedure Guide.
2. Attend Crisis Response Team meetings, as appropriate.
3. Provide information immediately to all teachers, secretaries, and other support staff. This may mean an emergency staff meeting or using the site-calling tree. Determine need for emergency faculty meeting. If appropriate, notify teachers of meeting and provide teachers with a prepared statement for their classes and/or make announcement over the intercom. Faculty calling tree may be used to contact faculty after school hours.
4. Be certain to provide staff with the prepared fact sheet. This must be timely. Remember those who do not have email, are off-site on this particular day, those who cannot attend the called staff meeting, etc.

5. Instruct secretaries on how to respond to calls, giving minimal information. Do not publicly release names of those involved until given approval from Central Office. Students are removed from answering phones.
6. Speak directly to teachers whose classrooms will be most directly affected, to see if they need support in talking with their class.
7. Refer all media requests to Central Office.
8. Contact PTA or volunteers, as appropriate, to assist in covering classes for teachers out of their classrooms to work with students or to attend funeral services.
9. Send home letter to parents for those classrooms directly affected. (Principal's discretion)
10. Assist counselor's in management of seeing students and families, especially by covering phones, making parent contacts, finding locations for counseling, etc.
11. Communicate with family in crisis, as appropriate.
12. Provide updates to site staff as available.
13. Update District Administrator and Crisis Response Coordinator as issues arise.
14. Attend debriefing meetings, as appropriate.

Administrative Team Leader Responsibilities

1. Contact Response Team Coordinator, Safety Coordinator, and Maintenance, if appropriate.
2. Work as a liaison with central administration, site administrators and secretaries to assist all activity. Notify other building secretaries of appropriate responses to calls.
3. Determine need to call Crisis Response Team meeting and participate as a member of the Crisis Team.
4. Coordinate with Crisis Team Leader to complete Crisis Fact Sheet.
5. Be primary contact to alarmed parents that arrive at school.
6. Be primary contact to family in crisis.
7. Determine need for outside resources to assist in counseling or debriefing services.
8. Debrief those directly involved, with Crisis Team Leader, following the crisis.

Response Team Coordinator Responsibilities

1. Contact District Safety Coordinator and Maintenance, if appropriate.
2. Work closely with site administrators, Administrative Team Leader, and secretaries to coordinate all activity.
3. Contact Crisis Team members and supervise Crisis Team.
4. Identify students affected by crisis, both primarily and secondarily.
5. Determine need for outside resources to assist in counseling and debriefing services.
6. Notify principals of the siblings and/or close family or friends of person(s) related to crisis.
7. Be available to alarmed parents that arrive at school.
8. Be available to family in crisis.
9. Organize parent presentation meeting, if it is determined by principal to be needed.
10. Debrief those directly involved, with Administrative Team Leader, following the crisis.

Site Counselor Responsibilities

1. Counselors are the pivot people in each building.
2. Attend Crisis Team Meetings, as appropriate. Refer to Emergency Procedure Guide.
3. Carefully read the provided Crisis Fact Sheet and assist with de-escalating rumors. Give minimal information, based on the Fact Sheet. Do not publicly release names of those involved until given approval from Central Office.

1. They will work most directly with the students/families needing support from their building. Counselors may be asked to go to other buildings, where they are more needed.
2. Support staff needing assistance, with their class or personally.
3. If they have special concerns, needing "more hands on deck" or how to answer certain questions, contact Mrs. Wilson.
4. Counselors need to triage individuals, as to those who need different types of intervention, such as those who witnessed gruesome scenes, those who make self-injurious statements, those who get caught up in the drama, etc. Establish groups or seek assistance as appropriate.
5. Counselors maintain a log of each student seen. This serves as a follow-up list, within two weeks of the initial visit, and subsequently as appropriate.
6. Refer all media requests to Central Office.
7. Counselors refer families to outside resources, if more intense support is needed for a child or family, or upon family request.
8. Attend debriefing meetings as appropriate.
9. Participate as a member of the Crisis Team.
10. After Crisis Team meets, counselor will be responsible for follow-up for students and staff. Contact Response Team Coordinator if extra help is needed. If necessary offer individual or group grief counseling, and monitor at-risk students.

Crisis Team Responsibilities (Committee on Student Safety)

1. Crisis Team will meet and divide responsibilities, as determined appropriate.
2. Visit in the classrooms of the student or faculty member in crisis.
3. As the students enter the counseling office, one member of the team will be in charge of triage, deciding where the student goes – to group counseling, individual counseling, or a kind word and sent back to class.
4. Work with students and/or staff individually or in groups.
5. After the team member has met with a student, the team member will send the student back to class or send the student home.
6. If it is determined that a student needs to be sent home, a member of the Crisis Team will call the parent and make arrangements for the young person to leave.
7. Assist in contacting obviously missing students.
8. Attend debriefing meetings, as appropriate.

Teacher Responsibilities

1. Remain calm and continue with in-class routine, as possible, taking into consideration the impact on students. It may be appropriate to eliminate, shorten, re-structure assignments or post-pone tests for a few days.
2. Refer to Emergency Procedure Flip-chart.
3. Attend any meetings called by administration or Crisis Response Team.
4. Carefully read the provided Crisis Fact Sheet and assist with de-escalating rumors. Give minimal information, based on the Fact Sheet. Do not publicly release names of those involved until given approval from the principal.
5. If principal determines that the teachers will do the announcement in the classrooms, the classroom teacher will give the announcement at the designated time. If the teacher needs help with this, ask the principal, counselor, or Crisis Team Leader for assistance.
6. When teachers talk to their classes, they must remain very sensitive to the issue at hand, the confidentiality of the family involved, remember the appropriate grieving/crisis response of this particular age of student, and focus on the feelings of all involved, stressing how we must treat each other and support one another. Answer students' questions honestly and concisely, giving no more information than they are asking and insuring the appropriateness of what is said.

7. Send any student that appears upset or any student that needs more support than the teacher can provide to the counseling office or to the designated area. May need some students escorted to that area.
8. Teachers must seek assistance for themselves or others when needed. This should go through the principal's office.
9. Refer all media requests to Central Office.
10. Assist the principal in securing volunteers, as appropriate, to cover class for teachers out of the class or to attend a funeral.
11. Attend debriefing meetings, as appropriate.

Procedures

STAFF NOTIFICATION PROCEDURE

Each school should have a staff calling tree or group contact method for site employees so staff can be notified to attend any emergency meeting before school. If the crisis occurs during the school day, the staff will receive a written notice from the principal with appropriate instructions.

Before School Emergency Meeting

At the faculty meeting, the following will occur:

1. Principal will provide the staff with pertinent information. The school counselor, Administrative Team Leader, Crisis Response Team Coordinator, and/or Crisis Team will be available, as needed.
2. Updated information about the crisis will be discussed.
3. Reminder that rumors about the incident should be immediately reported to the principal or Crisis Response Team Coordinator.
4. Written announcement for the teacher to present to students will be passed out or the principal will tell the staff the time she/he will make the announcement over the intercom.
5. General information sheet on crisis situations will be disseminated and Crisis Response Team Leader will go over the sheet.
6. Faculty members will give names of students that might be greatly distressed about the crisis.
7. Reminder that Crisis Response Team members will be in classes directly affected and available for others as needed.

After School Debriefing Meeting

The Administrative Team Leader and/or Crisis Response Team Coordinator will go over questions to evaluate the day's events and to debrief the staff.

Please contact Central Office Admin via Cell Phone for Crisis Response Needs

Revised 8/2022

EMERGENCY PROCEDURE GUIDE

Revision 1.0

Steven Scott
District Safety Coordinator
918.366.2295

The safety and security of students and staff is a priority at Bixby Public Schools. This guide was developed to help faculty and staff react correctly and efficiently in the event of an emergency. We hope this guide will never have to be used in an actual emergency.

EMERGENCY PROCEDURE GUIDE

Revision 1.0

Steven Scott
District Safety Coordinator
918.366.2295

The safety and security of students and staff is a priority at Bixby Public Schools. This guide was developed to help faculty and staff react correctly and efficiently in the event of an emergency. We hope this guide will never have to be used in an actual emergency.

EMERGENCY PROCEDURE GUIDE

Revision 1.0

Steven Scott
District Safety Coordinator
918.366.2295

The safety and security of students and staff is a priority at Bixby Public Schools. This guide was developed to help faculty and staff react correctly and efficiently in the event of an emergency. We hope this guide will never have to be used in an actual emergency.

BIXBY SPORTS MEDICINE

EMERGENCY ACTION PLAN:

Heat Illness, Medical Emergencies & Inclement Weather

UPDATED 2023

Table of Content

Table of Content 2
Bixby Athletics Emergency Action Plan 3
Medical Emergency Action Plan: Quick Access Information 4
Heat Illness Protocol 5
Exertional Heat Illness Policies 6
- Heat Exhaustion 6
- Heat Cramps 8
- Heat Exhaustion 10
- Hyponatremia 10
- Heat Stroke 10

Exertional Heat Stroke Emergency Action Plan 14
Bixby High School – Athletic AED Locations 15
Lightning Protocol 16
Emergency Action Plan & Inclement Weather - Site Specific 18
- Baseball/Softball Complex 19
- Cheer Gym 21
- Dance Room 22
- Football Stadium 23
- Golf Complex 25
- Middle School Gym 26
- Multipurpose/ Practice Gym 28
- Soccer/Track Stadium 29
- Soccer/Track Stadium 30
- Swim Facility 31
- Tennis Complex 34
- Powerhouse-Weightlifting Gym 36
- Whitey Gym Facilities 37
- Wrestling Room 40

Emergency Contact Information 41
Medical Emergency Action Plan Template 43

Bixby Athletics Emergency Action Plan

EAP

One of the first lines of defense for catastrophic injuries is a comprehensive, detailed plan for most scenarios. This is commonly referred to as an Emergency Action Plan (EAP).

The EAP provides information to ensure response to an emergency is rapid, appropriate, controlled and precise. All personnel involved with the organization of athletic activities share a professional and legal responsibility to ensure that guidelines are in place to manage any emergency that could arise.

While being comprehensive, an EAP also needs to be flexible enough to be applicable to any emergency. While health care providers are usually responsible for the writing of this document, all those involved with athletic teams (athletic directors, team physicians, athletic trainers, coaches, strength and conditioning coaches, local EMS services) need to be aware and knowledgeable with its contents.

Purpose

As Bixby employees, we must be prepared to cope with direct and indirect physical effects of any disaster or emergency which occurs within our district. Athletic trainers, coaches and game managers have a unique opportunity to respond to emergencies in a planned and scripted manner that minimizes potential injury or death to students, athletes and spectators.

It is imperative for coaches and game managers to understand they have a responsibility and the authority to act on situations in the absence of a healthcare provider or administrator. The emergency action plans in this guide are site-specific and follow step-by-step procedures.

Coaches and game managers should be familiar with these procedures and keep this document in the facility office, field, gym, or practice facility for easy and quick accessibility in case of an emergency.

Assumptions

All coaches, game managers, spectators and student-athletes are vulnerable to emergencies and disasters. Preparedness is the key to limiting the negative impact of any disasters.

Goals

To outline a predetermined plan of action that can be used to respond to emergencies or disasters. To increase the security and safety of coaches, game managers, spectators and student-athletes. To minimize damage or loss. To return to a normal functioning level as soon as possible by diminishing chaos and confusion.

Bixby Athletic Training

Medical Emergency Action Plan: Quick Access Information

Athletic Trainer:	Stephen Moss	918-638-1221	
Athletic Trainer:	Christa Montgomery	405-564-3974	
Athletic Trainer:	Savannah Kautz	918-606-6828	
Athletic Director:	Kate Creekmore	O: 918-366-2226	C: 918-269-8284
Assistant Athletic Director	Doug Nold	O: 918-366-1724	C: 918-691-5023
HOTS Athletic Training Facility:		918-366-1709	
SWAT Athletic Training Facility:		918-366-2287	
Athletic Department:		918-366-2218	
High School:		918-336-2354	
EMS (Fire, Police, and Ambulance):		911 (on campus phone 9-911)	
Advanced Orthopedics:		918-494-2665	

The emergency action plan (EAP) addresses immediate need for medical assistance in the occurrence of traumatic injury or illness. The EAP assigns specific duties for effective evaluation, transport and follow-up of the situation, and must address situations that may occur at any time throughout the year.

This plan may be used for any sport, for any site where the team practices and/or competes. It must be available at any time. It should also include additional information specific to a unique site.

Should an injury occur which requires medical assistance; the following are critical items that will need to be addressed by an athletic trainer (AT), coach, designated first aid responder and/or administrator.

- ☐ Determine level of consciousness.
- ☐ Check the athlete's airway, breathing, and circulation (pulse)
- ☐ Call Athletic Trainer if not on site
- ☐ Call 911. On campus phone 9-911
- ☐ Send for AED

Notification of parent/guardian.
Coaches must have a copy of a student physical and emergency authorization on hand for quick access. This can be accessed through RankOne.

The student's parent/guardian or a coach must accompany an injured athlete to the hospital. In case of a catastrophic injury, no information should be given to any party other than EMS.

Heat Illness Protocol

The below protocols/policies are set forth by the Oklahoma Secondary Schools Activities Association. Effective July 1, 2013.

XLVIII. EXTREME HEAT

The OSSAA recognizes that heat related illness is the leading cause of preventable death in high school students participating in activities. The OSSAA Board adopted the following policies:

Acclimatization Period: Whenever students are participating in an environment, in which the temperature cannot be controlled there should be an acclimatization period. The acclimatization period is defined as the **first 14 days** of participation beginning with the first date of practice in that sport or activity, or the first date a participant begins practice, whichever is later. Any speed, strength, or conditioning programs shall not be considered a part of the acclimatization period. All students participating in athletics or activities, including those who arrive to preseason practice after the first day of practice, are required to follow the guidelines of the first days of the acclimatization period.

All athletic coaches and marching band directors are required to view *A Guide to Heat Acclimatization and Heat Illness Prevention* at the NFHS website annually. A certificate of completion shall be kept on file for each coach or marching band director at the member school.

Guidelines for outdoor activities:

Athletic coaches or marching band directors should use a smart-phone app or other mechanism or program to get heat index, such as the Perry weather app. There are also programs available on the internet, such as AccuWeather, or Weather.com. These programs are free and can be used on any smart-phone, tablet, or computer. A chart outlining recommendations for making concessions for extreme heat is available on the OSSAA website. Schools must develop their own form to record the heat index each practice session.

- All practices should be held under the supervision of a coach, director, or sponsor employed by the school.
- Practices should always be conducted with an open water policy.
- Each program should have a heat related emergency plan on hand at all times.
- Preseason practice should be avoided if possible between the hours of 12:00 p.m. and 6:00 p.m.

- Parents and students should be educated on the importance of hydration during extreme heat conditions.
- Cooling stations should be made available when possible
    - buckets of cool water
    - wet towels
    - sponges
- Equipment should be removed or limited for conditioning, as needed.

Exertional Heat Illness Protocol

Activity in hot or humid environments can easily cause a number of heat related illnesses. Heat illness can occur in anyone at any time. The signs and symptoms listed below usually do not occur in a stepwise manner and can change rapidly depending on the person, situation, and activity. All signs and symptoms should be treated as serious and help sought out immediately.

Heat Exhaustion

Heat exhaustion is the most common heat-related condition observed in active populations. It is defined as the inability to continue exercise in the heat due to cardiovascular insufficiency (not enough blood pumped to the heart) and energy depletion that may or may not be associated with physical collapse. Cardiovascular insufficiency refers to when the heart has difficulty providing enough oxygenated blood to all the working organs and muscles and is exacerbated by dehydration via extreme sweating without replacing fluids during exercise.

It is important to note that heat illnesses are not on a continuum and that one condition does not lead to another condition, although having heat exhaustion one day can predispose an individual to heat illness the next day.

How do you prevent heat exhaustion?

Individuals should adapt to exercise in the heat gradually — acclimatize — over 10-14 days by progressively increasing duration and intensity of work in hot conditions. Athletes should recognize heat exhaustion and exertional heat stroke signs and symptoms to indicate the need to slow, modify, or stop activity before a medical emergency arises.

Being adequately hydrated before and during exercise can help prevent heat illnesses including heat exhaustion. Maintaining blood volume is key in the prevention of heat exhaustion.

Appropriate work to rest ratio based on environmental conditions is necessary in the prevention of heat illnesses. Increasing rest break durations as ambient temperature increases is warranted.

What puts an individual at risk for heat exhaustion?

- Exercising in a hot and humid environment (air temp > 91.4°F).
- Inadequate fluid intake before or during exercise resulting in dehydration.
- Inappropriate work to rest ratios with too much work compared to rest breaks.
- Body mass index > 195 lb/ft.

Look for these symptoms in athletes when heat exhaustion is suspected:

- Fatigue
- Nausea
- Fainting
- Weakness
- Vomiting
- Dizziness / Light-headedness
- Pale
- Chills
- Diarrhea
- Heavy Sweating
- Decreased Urine Output / Dehydration
- Irritability
- Headache
- Sodium Loss
- Decreased Blood Pressure
- Decreased Muscle Coordination
- Hyperventilation
- Sign-Core body temperature between 36-40.5°C (96.8- 105°

How do you treat an individual with heat exhaustion?

Individuals experiencing heat exhaustion should respond quickly to treatment. If not, exertional heat stroke should be suspected.

To treat heat exhaustion:

- Move the individual to a cool/shaded area and remove excess clothing
- Elevate legs to promote venous return
- Cool the individual with fans, rotating ice towels, or ice bags
- Provide oral fluids for rehydration

When can the individual return to activity?

Returning to activity the same day of an episode is *not* prudent or advised. Individuals should wait at least 24-48 hrs. Before returning to activity, athletes should gradually increase

intensity, volume of exercise, clothing, and equipment. Medical clearance is recommended to rule out other conditions.

Heat Cramps

The mechanism of heat cramps is unknown but they can be caused by dehydration or lack of adequate electrolytes in the diet. Although muscle cramping is not a cause of sudden death, it can be confused with a more serious condition, exertional sickling (cramps with no palpable muscle contraction).

Heat cramps are painful involuntary cramping often in the legs, arms, or abdomen with muscle contraction that can easily be felt. Heat cramps usually occur in the preseason-conditioning phase when the body is not properly conditioned and more subject to fatigue. Heat cramps can easily be treated with rest, stretching the muscle, and rehydration of fluid and electrolytes.

How do you prevent heat cramps?

It may be impossible to completely prevent a cramp from occurring; however, certain factors can be modified in order to reduce the incidence of future heat cramps.

The most effective ways to prevent heat cramping in athletes include:

Acclimatizing the athlete to warm/hot environments if their sports require exercise in hot environmental conditions can help prevent heat cramps. Athletes should acclimatize to exercise by gradually progressing intensity and duration before requiring them to perform all out in an event or extensive workout session.

Educate athletes to replace fluids and salt lost in their sweat. Each athlete slightly differs in the amount of sweat and salt lost during exercise. Also, keep in mind that these factors change depending on the temperature and humidity of the ambient environments.

Maintain a balanced electrolyte level by consuming electrolyte rich drinks before and during the athletic event or practice session if physical activity lasts longer than one hour in duration. Certain individuals naturally expel more sodium in their sweat compared to others. These people may need supplemental/extra sodium in their diet. Learn how to calculate your sweat rate here. Ksi.uconn.edu Korey Stringer Institute for heat illness.

Removing excess clothing/equipment during physical activity may help reduce the chance of getting heat cramps by allowing for greater evaporation thus keeping core body temperature lower during exercise. For example, if a football player is performing conditioning drills during

which protective equipment is unnecessary, the athlete should remove the equipment during this portion of the conditioning session.

What puts an individual at risk for heat cramps?

- Exercising in heat when the individual is not acclimatized to the hot conditions.
- Profuse sweating or body water loss during exercise. These athletes lose a considerable amount of electrolytes through their sweat, which predisposes them to heat cramping.
- Exercising for an extended duration of time or participating in multiple practice sessions per day without replenishing the salts and water lost during sweating.
- Muscular fatigue.
- Wearing additional layers of clothing, protective gear, or equipment.

Look for these signs and symptoms in athletes when heat cramps are suspected:

- Dehydration, thirst, sweating, transient (short-term) muscle cramps, and fatigue.
- Painful, involuntary muscle spasms (usually occurring in the legs) associated with exercise in the heat when athletes have been sweating profusely.
- A precursor to the initial onset of cramps involves muscle twitches or fasciculations. If this occurs, remove the athlete from the heat and encourage rehydration with an electrolyte beverage.

How do you treat the individual?

- Remove the athlete from the exercise session, workout, or practice and have them rest in the shade or an air conditioned room.
- Stretch, massage, and knead the muscle that is cramping in its full-length position (joints should be extended).
- Provide the athlete with cold fluids such as water or an electrolyte sports drink to replace sweat losses.
- Provide food high in salt content to replenish the electrolytes lost from sweat. If this is not available consider providing a solution of 1/2 teaspoon salt dissolved in 16-20 ounces of water prior to or post cramping.

How do you know if these are heat cramps?

Heat cramping is often confused with exertional sickling, but may be differentiated by the following ways.

Symptoms/Factors	Heat Cramps	Exertional Sickling
Pain Factor	More excruciating pain; can be pinpointed to a location	Pain is strong; however, is more generalized over body
State of Muscles	Muscles “lock-up”; Visibly contracted and rock hard	Muscles are weak; athletes slump, push through instances of collapse
Physical Symptoms	Athletes may writhe or yell in pain	Sickling athletes lie fairly still without yelling
Presence of muscle twinges	Yes	None
Occurrence during workout/session	Occurs during or after intense workouts (after 30 minutes)	Generally occurs within first half hour during intense workouts
Body temperatures	Athlete's core temperature is elevated	Athletes core temperature is not greatly elevated

When can the individual return to activity?

Once an athlete has rested and replenished the fluids and electrolytes lost from their sweat, they can usually return to play during that same exercise session or practice

Heat Exhaustion

Stop all activity, move to a cool location, elevate legs above the level of the head. Monitor vital signs, activate EMS (if not conscious), contact parents, begin to rehydrate (if conscious).

Hyponatremia

Assess/differentiate between hyponatremia and heat stroke. Activate EMS immediately if hyponatremia is suspected; do not administer fluids until a physician is consulted.

Heat Stroke

While exertional heat illnesses (EHI) are not always a life-threatening condition, exertional heat stroke (EHS) can lead to fatality if not recognized and treated properly. While not all EHS cases are preventable, schools and institutions should have the equipment and supplies ready and available to properly assess and treat an EHS case. A full EAP on exertional heat stroke is outlined in the next section.

How to reduce the risk of exertional heat stroke.

- Make sure your emergency action plan (EAP) is consistent with the most recent guidelines for preseason heat.

- Acclimatize individuals over a 10-14 day period.
- Educate other medical staff, athletes, coaches, emergency personnel, and parents about exertional heat illnesses and proper hydration.
- Ensure proper body cooling methods are available, including a cold-water immersion tub, ice towels, and access to water and ice.
- Encourage hydrating throughout the day and at practice and ensure hydration through comparing their urine to color charts.
- Establish hydration policies: encourage drinking both water and fluids containing sodium.
- As athletes acclimatize they will sweat more and therefore need to replace a greater amount of fluids during the course of the workout.
- Wear loose-fitting, light colored, and moisture wicking clothing.
- During hot or humid conditions minimize the amount of equipment and clothing worn.
- Sleep at least 8 hours and eat a well-balanced diet.
- Minimize warm-up time and practice in the shade when feasible.
- Practice and perform conditioning drills at appropriate times during the day. Try to avoid the hottest part of the day (10am–5pm).
- Work with coaches and administration to follow acclimatization guidelines.
- Slowly progress the amount of time and intensity of conditioning and practices throughout the season.

What puts an individual at risk for heat stroke?

Exercise extra caution if an athlete has any of these intrinsic factors or you are concerned regarding any of the extrinsic factors.

Intrinsic Factors

- History of EHI
- Inadequate heat acclimatization
- Low fitness level
- Overweight or obese
- Inadequate hydration
- Lack of sleep
- Fever
- Stomach illness
- Highly motivated
- Pre-pubescent

Extrinsic Factors

- Intense or prolonged exercise with minimal breaks
- High temperature/humidity/sun exposure/high wet bulb globe temperature (WBGT)

- Exposure to similar conditions the previous day
- Inappropriate work/rest ratios based on intensity
- Clothing/equipment/fitness level
- Lack of education and awareness of heat illness among coaches, athletes, and medical staff
- Limited access to fluids or breaks during practice
- Delay in recognition of signs and symptoms associated with EHS

Look for these symptoms in athletes when exertional heat stroke is suspected:

- Rectal temperature greater than 102°F (39°C).
- Irrational behavior, irritability, emotional instability
- Altered consciousness, coma
- Disorientation or dizziness
- Headache
- Confusion or just look “out of it”
- Nausea or vomiting
- Diarrhea
- Muscle cramps, loss of muscle function/balance, inability to walk
- Collapse, staggering or sluggish feeling
- Profuse sweating
- Decreasing performance or weakness
- Dehydration, dry mouth, thirst
- Rapid pulse, low blood pressure, quick breathing

Other outside factors may include:

- They are out of shape or obese
- It is a hot and humid day
- Practice is near the start of the season, and near the end of practice
- First day in full pads/equipment

Exertional Heat Stroke Treatment: Follow these steps to initiate emergency treatment

- Remove all equipment and excess clothing. Cool the athlete <u>as quickly as possible</u> via whole body ice water immersion. Every second matters for the safety of the athletes. It is vital to get an accurate core temperature.
- Place the athlete in an ice bath with water approximately 35–59°F; stir water and add ice throughout the cooling process. Make sure the athlete is supported to keep their head above water, as they may lose consciousness.
    - If immersion is not possible (no tub or no water supply), take athletes to a shaded, cool area and use rotating cold, wet towels to cover as much of the body surface as possible.
    - Remove patient when core body temperature reaches 102°F
- After cooling has been initiated, activate the emergency medical system by calling 911.

- Monitor vital signs such as rectal temperature, heart rate, respiratory rate, blood pressure and CNS status.

HEAT CONDITION CATEGORY CHART

RISK	TEMP	RISK MITIGATION	HEAT INJURY SIGNS AND SYMPTOMS
White Flag MINIMAL	< 82 WBGT	Time to exercise! Drink water/sports before/after exercise	Recognize early symptoms and take appropriate action to prevent serious heat disorders in yourself and others.
Green Flag LOW	82-84.9 WBGT	Drink at least 1 qrt of water/ sports drink every 20 min	Recognize early symptoms and take appropriate action to prevent serious heat disorders in yourself and others.
Yellow Flag MEDIUM	85-87.9 WBGT	Take rest breaks during exercise and keep drinking fluids	**HEAT CRAMPS LIKELY:** Painful contraction of muscles, weakness
Red Flag HIGH	88-89.9 WBGT	Consider reducing workout intensity	**HEAT EXHAUSTION LIKELY:** Dizziness, nausea, vomiting, headache, fainting, disorientation, weakness
Black Flag EXTREMELY HIGH	≥ 90 WBGT	**Extreme Caution!** Exercise indoors in a cooler setting	**HEAT STROKE HIGHLY LIKELY:** Extremely high body temp, confusion, convulsions, unconsciousness, death

CAUTION: If you experience a heat related injury, call 911 immediately! Move to a shaded area and treat for shock (lie down, cool body with cold compresses, elevate feet)

Exertional Heat Stroke Emergency Action Plan

Initial response: once exertional heat stroke is suspected, prepare to cool the patient immediately and contact emergency medical services (EMS) once cooling has been initiated.

COOL FIRST, THEN TRANSPORT

- Determine vital signs before immersing the exertional heat-stroke patient
- Assess core body temperature with a rectal thermometer, which is a flexible thermometer that stays in place during cooling and allows for continuous monitoring of temperature during immersion.
- Check airway, breathing, pulse, and blood pressure.
- Assess the level of central nervous system dysfunction.
- Begin ice water immersion. Place the athlete in the ice water immersion tub. Medical staff or coaches may be needed to assist with a smooth and safe entry and exit.
    - Use a water temperature between 35-59˚F.
    - Cover as much of the body as possible with ice water while cooling. If full coverage is not possible, cover the torso as much as possible.
    - Place an ice/wet towel over the head and neck while the body is being cooled in the tub.
    - To keep the athlete's head and neck above water, an assistant may hold the victim under the armpits with a towel or sheet wrapped across the chest and under the arms.
    - During cooling, water should be continuously circulated to enhance the water-to-skin temperature gradient which optimizes cooling.
- If cold-water immersion is not available, then cool via the best available means. An alternative is a cooler filled with ice, water, and towels. Place ice cold towels all over their body and leave on for 2-3 minutes, then repeat the process. Another alternative is cold water from a locker room shower or from a hose.
- Vital signs should be monitored and documented at regular intervals.
- It may be helpful for an assistant to stand nearby in case the athlete becomes combative. Other assistants may be needed to lift or roll the athlete if vomiting occurs.
- Continue cooling until the patient's rectal temperature lowers to 102°F.
- If rectal temperature cannot be measured and cold-water immersion is indicated, cool for 10-15 minutes and then transport to a medical facility.

Bixby High School – Athletic AED Locations

Home of the Spartans	*Lobby on South wall*
Power House	*West lobby*
Basketball & Volleyball	*Whitey Gym lobby on East wall*
Wrestling	*West wall of boys wrestling room*
Tennis Court	*Tennis facility lobby on East wall*
Swimming Facility	*Swimming facility lobby on East wall*
Baseball & Softball Indoor	*Indoor facility on Southeast wall*
Baseball & Softball Fields	*Near the bathrooms facing the baseball field*
Soccer Facility	*Girls coaches office wall*
Track Facility	*Outside facing the field on the East side*
Practice Gym	*On Southwest wall*
Golf	*Facility Lobby*
Multipurpose	*On Southwest wall*

Lightning Protocol

The following is the lightning protocol that the Bixby Athletic Department has adopted regarding when to cease and resume outdoor athletic competitions and practices. This protocol is based on the National Athletic Trainers' Association Position Statement: *Lightning Safety for Athletics and Recreation* and The National Federation of State High School Associations: *Guidelines on Handling Practices and Contests During Lightning or Thunder Disturbances.*

- The athletic trainer on site and game manager for competition and/or practice will assume the responsibility and make the final decision if the practice or competition will cease and when it will resume.
- At the beginning of each season the head coach will designate a chain of command as to who monitors threatening weather.
- The athletic trainer & designee will be aware of National Weather Service (NWS) issued thunderstorm watches and warnings as well as the signs of thunderstorms developing nearby. A watch means that conditions are favorable for severe weather to develop in an area; a warning means that severe weather has been reported in an area and for everyone to take the proper precautions.

The athletic trainer & designee will know where the closest safe shelter is to the field or playing area and know how long it takes to get to that safe shelter.

- A safe shelter is defined as (1): any building normally occupied or frequently used by people, i.e. A building with plumbing and or electrical wiring that acts to electrically ground the structure or (2): any vehicle with a hard metal roof (not convertible or golf cart) and rolled up windows. (3): Structures should be fully enclosed.
    - When people are in the safe shelter buildings, it is important that the showers and or plumbing are not used during the thunderstorm.
- When using a vehicle with a hard metal roof it is important that the sides of the vehicle are not touched as they dissipate the lightning around the vehicle.

In the event of severe weather when lightning conditions are probable, at least one of the following two indicators of lightning location will be used as the recognized method of determining dangerous lightning situations.

- **Perry Weather**: Perry Weather is a tracking software which will assist in determining lightning distance and when it is safe to return to the field of play. There is a weather monitoring station located on the roof of Small Whitey Ford Field House. This station will sound a brief siren when lighting is within the 10 mile radius. When it sounds all outdoor venues need to be cleared immediately. There is a weather *dashboard link* that will be sent out to coaches at the beginning of the year, which should be bookmarked. This should be used in conjunction with observation and audible thunder.

By this method all parties involved will be notified when lightning is recognized within 10 miles. Once lightning conditions are detected within 10 miles of the practice or event site, all activity will be suspended. All individuals should be moved to the designated safe areas. Return to practice or competition will not resume until 30 minutes following the last indication of lightning conditions within the 10-mile range. Any subsequent lightning or thunder after the beginning of the 30-minute count will reset the clock and another count should begin.

Other safety guidelines to keep in mind and communicate to others include: It must be remembered that the existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and often does strike as far as 10 miles from the rain shaft. It does not have to be raining for lightning to strike.

Emergency Action Plan & Inclement Weather - Site Specific

Bixby Athletic Training Medical Emergency Action Plan

Baseball/Softball Complex

601 S. Riverview, Bixby OK 74008

EMS (Fire, Police, and Ambulance): 911
Executive AD, Kate Creekmore: (918) 269-8284
Athletic Trainer, Stephen Moss: (918) 638-1221
Athletic Trainer, Christa Montgomery: (405) 564-3974

Important Contact Information:

- Head Baseball Coach: Justin Delay (918) 812-1892
- Head Fast Pitch Softball Coach: Johnathan Sutmiller (918) 998-7370
- Head Slow Pitch Softball Coach: Brittany Robison (918) 521-1238
- St. Francis Hospital (61st and Yale): (918) 494-2200
- Hillcrest South Hospital (91st and H169): (918) 894-5432

Emergency Personnel/First Responders are:

- Athletic trainers: Assess scene and determine plan. Organize and communicate as needed.
- Coaches: Assist in situations. Organize players/practice. Help with scene control. Unlock gates if needed.
- Administration: Assist in situations. Flag down Emergency personnel. Unlock gates if needed. Clear EMS path. Call athletes parents.
- Student aides: Retrieve emergency equipment or personnel and assist as needed.

Role of First Responders:

- Immediate care/survey of injured or ill victim
- Activation of EMS as needed
    - Contact EMS and provide patient name, age, DOB, detailed location, number of individuals injured, treatment given, directions, and any other information needed
    - Contact Certified Athletic Trainer on duty
    - Contact Athletic Director and inform of the situation
- Emergency equipment retrieval
- Direction of EMS to scene
    - Open appropriate doors or gates immediately.
    - Designate an individual to flag down ambulance and direct to scene
    - Scene control: direct bystanders away from the area

EMS Directions:

- Located in the southeast corner of the high school campus.
- EMS enters through the main ticket gate on the west side of the complex.

Bixby Athletic Department Inclement Weather

Baseball/Softball Complex

This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gasses released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

All information and evacuation procedures will be provided/conducted by the school administrator, game manager, athletic trainer or head coach.
In the event of inclement weather (severe thunderstorm or tornado watch) coaches, officials, and athletes will be notified that the surrounding area is under a watch.

In the event of a Severe Thunderstorm/Tornado WARNING, coaches, officials, and athletes will be instructed that the surrounding area is under a Severe Thunderstorm/ Tornado Warning, and proper instructions will be given at that time.

<u>ONLY INTERIOR WALLS SHOULD BE USED</u> **<u>PLEASE STAND FACING THE WALL</u>**

Tornado
Teams Shelter Locations: Baseball/Softball Indoor

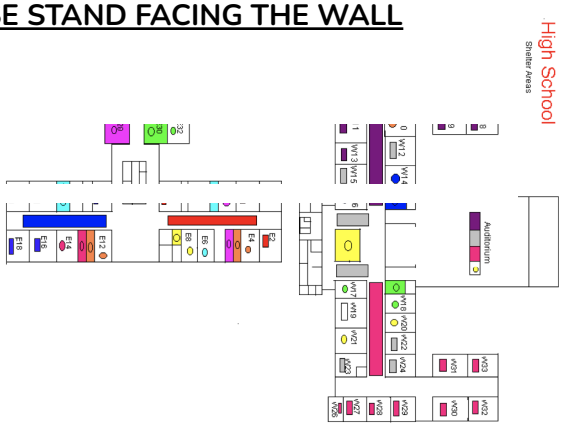
- Baseball team locker room
- Softball team locker room

Fans Shelter Location:

- HS Building
- Auditorium
- Halls

Lighting Locations

- Visiting Team & Fans: bus and cars
- Home Team: Indoor facility



All coaches, officials, athletes, and spectators shall remain sheltered until severe weather has ceased or moved from the area. School administrators, game managers, athletic trainers or head coaches will determine when it is safe to leave a sheltered area.

Advisory: An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely.

Watch: A watch is issued when the risk of hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain.

Warning: A warning is issued when a hazardous weather or hydrologic event is occurring.

Bixby Athletic Training Medical Emergency Action Plan

Cheer Gym

601 S. Riverview, Bixby OK 74008

EMS (Fire, Police, and Ambulance): 911
Executive AD, Kate Creekmore: (918) 269-8284
Athletic Trainer, Stephen Moss: (918) 638-1221
Athletic Trainer, Christa Montgomery: (405) 564-3974

Important Contact Information:

- Cheer Coach: Kyle Kachelmeyer 918-639-9635
- St. Francis Hospital (61st and Yale): 918-494-2200
- Hillcrest South Hospital (91st and H169): 918-894-5432

Emergency Personnel/First Responders are:

- Certified Athletic Trainers: Assess scene and determine plan. Organize and communicate as needed.
- Coaches: Assist in situations. Organize players/practice. Help with scene control. Unlock gates if needed.
- Administration: Assist in situations. Flag down Emergency personnel. Unlock gates if needed. Clear EMS path. Call the athlete's parents.
- Student aides: Retrieve emergency equipment or personnel and assist as needed.

Role of First Responders:

- Immediate care/survey of injured or ill victim
- Activation of EMS as needed
    - Contact EMS and provide patient name, age, DOB, detailed location, number of individuals injured, treatment given, directions, and any other information needed
    - Contact Certified Athletic Trainer on duty
    - Contact Athletic Director and inform of the situation
- Emergency equipment retrieval
- Direction of EMS to scene
    - Open north garage doors immediately.
    - Designate an individual to flag down ambulance and direct to scene
    - Scene control: direct bystanders away from the area

EMS Directions:

- Located on the north side of Home of the Spartans end zone facility
- EMS will enter through the main door on the north side of the gym

Bixby Athletic Department Inclement Weather

Cheer Gym

This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gasses released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

All information and evacuation procedures will be provided/conducted by the school administrator, game manager, athletic trainer or head coach.
In the event of inclement weather (severe thunderstorm or tornado watch) coaches, officials, and athletes will be notified that the surrounding area is under a watch.

In the event of a Severe Thunderstorm/Tornado WARNING, coaches, officials, and athletes will be instructed that the surrounding area is under a Severe Thunderstorm.
Tornado Warning, and proper instructions will be given at that time.

ONLY INTERIOR WALLS SHOULD BE USED **PLEASE STAND FACING THE WALL**

Tornado
Teams Shelter Locations: Home of the Spartans, lower level

- Restroom area
- Athletic Training Room

All coaches, officials, athletes, and spectators shall remain sheltered until severe weather has ceased or moved from the area. School administrators, game managers, athletic trainers or head coaches will determine when it is safe to leave a sheltered area.

Advisory: An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely.

Watch: A watch is issued when the risk of hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain.

Warning: A warning is issued when a hazardous weather or hydrologic event is occuring.

Bixby Athletic Training Medical Emergency Action Plan

Dance Room

601 S. Riverview, Bixby OK 74008

EMS (Fire, Police, and Ambulance): 911
Executive AD, Kate Creekmore: (918) 269-8284
Athletic Trainer, Stephen Moss: (918) 638-1221
Athletic Trainer, Christa Montgomery: (405) 564-3974

Important Contact Information:

- Dance Coach: Victoria Frisella (918) 899-0991
- St. Francis Hospital (61st and Yale): 918-494-2200
- Hillcrest South Hospital (91st and H169): 918-894-5432

Emergency Personnel/First Responders are:

- Certified Athletic Trainers: Assess scene and determine plan. Organize and communicate as needed.
- Coaches: Assist in situations. Organize players/practice. Help with scene control. Unlock gates if needed.
- Administration: Assist in situations. Flag down Emergency personnel. Unlock gates if needed. Clear EMS path. Call the athlete's parents.
- Student aides: Retrieve emergency equipment or personnel and assist as needed.

Role of First Responders:

- Immediate care/survey of injured or ill victim
- Activation of EMS as needed
    - Contact EMS and provide patient name, age, DOB, detailed location, number of individuals injured, treatment given, directions, and any other information needed
    - Contact Certified Athletic Trainer on duty
    - Contact Athletic Director and inform of the situation
- Emergency equipment retrieval
- Direction of EMS to scene
    - Open appropriate doors or gates immediately.
    - Designate an individual to flag down ambulance and direct to scene
    - Scene control: direct bystanders away from the area

EMS Directions:

- Located in the southeast corner of the campus next to the band facility
- EMS will enter through the main doors of the band facility

Bixby Athletic Department Inclement Weather

Dance

This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gasses released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

All information and evacuation procedures will be provided/conducted by the school administrator, game manager, athletic trainer or head coach.
In the event of inclement weather (severe thunderstorm or tornado watch) coaches, officials, and athletes will be notified that the surrounding area is under a watch.

In the event of a Severe Thunderstorm/Tornado WARNING, coaches, officials, and athletes will be instructed that the surrounding area is under a Severe Thunderstorm.
Tornado Warning, and proper instructions will be given at that time.

ONLY INTERIOR WALLS SHOULD BE USED **PLEASE STAND FACING THE WALL**

Tornado Shelter Locations

- Storage room inside of the dance room

All coaches, officials, athletes, and spectators shall remain sheltered until severe weather has ceased or moved from the area. School administrators, game managers, athletic trainers or head coaches will determine when it is safe to leave a sheltered area.

Advisory: An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely.

Watch: A watch is issued when the risk of hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain.

Warning: A warning is issued when a hazardous weather or hydrologic event is occuring.

Bixby Athletic Training Medical Emergency Action Plan

Football Stadium

601 S. Riverview, Bixby OK 74008

EMS (Fire, Police, and Ambulance): 911
Executive AD, Kate Creekmore: (918) 269-8284
Athletic Trainer, Stephen Moss: (918) 638-1221
Athletic Trainer, Christa Montgomery: (405) 564-3974

Important Contact Information:

- Head Football Coach: Loren Montgomery 918-271-3304
- St. Francis Hospital (61st and Yale): 918-494-2200
- Hillcrest South Hospital (91st and H169): 918-894-5432

Emergency Personnel/First Responders are:

- Certified Athletic Trainers: Assess scene and determine plan. Organize and communicate as needed.
- Coaches: Assist in situations. Organize players/practice. Help with scene control. Unlock gates if needed.
- Administration: Assist in situations. Flag down emergency personnel. Unlock Northwest ticket booth gates. Clear EMS path. Call the athlete's parents.
- Student aides: Retrieve emergency equipment or personnel and assist as needed.

Role of First Responders:

- Immediate care/survey of injured or ill victim
- Activation of EMS as needed
    - Contact EMS and provide patient name, age, DOB, detailed location, number of individuals injured, treatment given, directions, and any other information needed
    - Contact Certified Athletic Trainer on duty
    - Contact Athletic Director and inform of the situation
- Emergency equipment retrieval
- Direction of EMS to scene
    - Open appropriate doors and the Northwest gate immediately.
    - Designate an individual to flag down ambulance and direct to scene
    - Scene control: direct bystanders away from the area

EMS Directions:

- Enter Northwest gate of football stadium
- End zone facility is Home of the Spartans
- Do **not** have EMS drive on the field unless life-threatening situation

Bixby Athletic Department Inclement Weather

Football Stadium

This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gasses released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

All information and evacuation procedures will be provided/conducted by the school administrator, game manager, athletic trainer or head coach.
In the event of inclement weather (severe thunderstorm or tornado watch) coaches, officials, and athletes will be notified that the surrounding area is under a watch.

In the event of a Severe Thunderstorm/Tornado WARNING, coaches, officials, and athletes will be instructed that the surrounding area is under a Severe Thunderstorm.
Tornado Warning, and proper instructions will be given at that time.

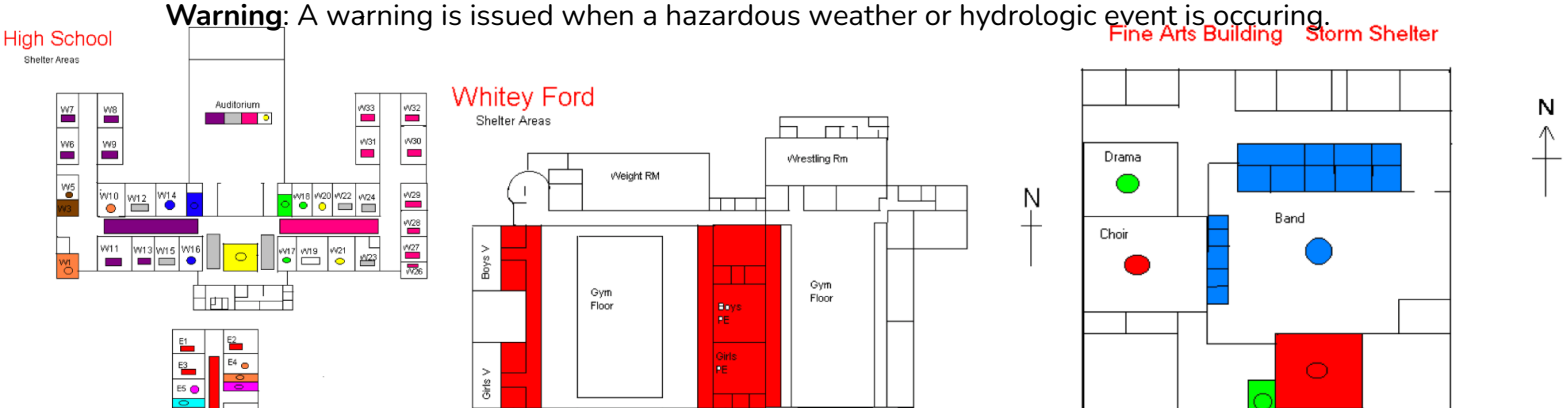
ONLY INTERIOR WALLS SHOULD BE USED **PLEASE STAND FACING THE WALL**

Lightning & Tornado Shelter Locations Used:

- Home of the Spartans: Bixby Football Players, Spirit Team, Sports Med Team
- Practice Gym: Visiting Football Players, Spirit Team, Sports Med Team
- Band HS Fine Arts Building: Bixby Band
- HS Building: All Fans-Auditorium & Halls
- Cars: Fans during lightning only situations

All coaches, officials, athletes, and spectators shall remain sheltered until severe weather has ceased or moved from the area. School administrators, game managers, athletic trainers or head coaches will determine when it is safe to leave a sheltered area.

Advisory: An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely.
Watch: A watch is issued when the risk of hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain.
Warning: A warning is issued when a hazardous weather or hydrologic event is occuring.



Bixby Athletic Training Medical Emergency Action Plan

Golf Complex

601 S. Riverview, Bixby OK 74008

EMS (Fire, Police, and Ambulance): 911
Executive AD, Kate Creekmore: (918) 269-8284
Athletic Trainer, Stephen Moss: (918) 638-1221
Athletic Trainer, Christa Montgomery: (405) 564-3974

Important Contact Information:

- Head Golf Coach: Jordan Perceful (918) 869-2332
- St. Francis Hospital (61st and Yale): (918) 494-2200
- Hillcrest South Hospital (91st and H169): (918) 894-5432

Emergency Personnel/First Responders are:

- Athletic trainers: Assess scene and determine plan. Organize and communicate as needed.
- Coaches: Assist in situations. Organize players/practice. Help with scene control. Unlock gates if needed.
- Administration: Assist in situations. Flag down Emergency personnel. Unlock gates if needed. Clear EMS path. Call athletes parents.
- Student aides: Retrieve emergency equipment or personnel and assist as needed.

Role of First Responders:

- Immediate care/survey of injured or ill victim
- Activation of EMS as needed
    - Contact EMS and provide patient name, age, DOB, detailed location, number of individuals injured, treatment given, directions, and any other information needed
    - Contact Certified Athletic Trainer on duty
    - Contact Athletic Director and inform of the situation
- Emergency equipment retrieval
- Direction of EMS to scene
    - Open appropriate doors or gates immediately.
    - Designate an individual to flag down ambulance and direct to scene
    - Scene control: direct bystanders away from the area

EMS Directions:

- Located in the southwest corner of the high school campus on Riverview Dr.
- EMS enters through the main door on the north side of the complex.

Bixby Athletic Department Inclement Weather

Golf

This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gasses released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

All information and evacuation procedures will be provided/conducted by the school administrator, game manager, athletic trainer or head coach.
In the event of inclement weather (severe thunderstorm or tornado watch) coaches, officials, and athletes will be notified that the surrounding area is under a watch.

In the event of a Severe Thunderstorm/Tornado WARNING, coaches, officials, and athletes will be instructed that the surrounding area is under a Severe Thunderstorm/ Tornado Warning, and proper instructions will be given at that time.
ONLY INTERIOR WALLS SHOULD BE USED **PLEASE STAND FACING THE WALL**

Tornado Shelter Locations Used:
Interior locker rooms or closets

Coaches, athletes and officials should move to the field level hallway in front of the elevator.
Alternative areas: Football / basketball locker rooms, and green rooms.

All coaches, officials, athletes, and spectators shall remain sheltered until severe weather has ceased or moved from the area. School administrators, game managers, athletic trainers or head coaches will determine when it is safe to leave a sheltered area.

Advisory: An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely.
Watch: A watch is issued when the risk of hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain.
Warning: A warning is issued when a hazardous weather or hydrologic event is occurring.

Bixby Athletic Training Medical Emergency Action Plan

Middle School Gym

601 S. Riverview, Bixby OK 74008

EMS (Fire, Police, and Ambulance): 911
Executive AD, Kate Creekmore: (918) 269-8284
Middle School Nurse, Tia Morrow: (918) 408-2180
Athletic Trainer, Stephen Moss: (918) 638-1221
Athletic Trainer, Christa Montgomery: (405) 564-3974
Principal, Roland Vernon

Emergency Personnel/First Responders are:

- Athletic trainers: Assess scene and determine plan. Organize and communicate as needed.
- Coaches: Assist in situations. Organize players/practice. Help with scene control. Unlock doors/gates if needed.
- Administration: Assist in situations. Flag down Emergency personnel. Unlock doors/gates if needed. Clear EMS path. Call athletes parents.
- Student aides: Retrieve emergency equipment or personnel and assist as needed.

Role of First Responders:

- Immediate care/survey of injured or ill victim
- Activation of EMS as needed
    - Contact EMS and provide patient name, age, DOB, detailed location, number of individuals injured, treatment given, directions, and any other information needed
    - Contact Certified Athletic Trainer on duty
    - Contact Athletic Director and inform of the situation
- Emergency equipment retrieval
- Direction of EMS to scene
    - Open appropriate doors or gates immediately.
    - Designate an individual to flag down ambulance and direct to scene
    - Scene control: direct bystanders away from the area

EMS Directions:

- Located in the back of the middle school campus off of Mingo.
- EMS enters through the main door on the south side of the gym.

Bixby Athletic Department Inclement Weather

Middle School Gym

This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gasses released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

All information and evacuation procedures will be provided/conducted by the school administrator, game manager, athletic trainer or head coach.
In the event of inclement weather (severe thunderstorm or tornado watch) coaches, officials, and athletes will be notified that the surrounding area is under a watch.

In the event of a Severe Thunderstorm/Tornado WARNING, coaches, officials, and athletes will be instructed that the surrounding area is under a Severe Thunderstorm/ Tornado Warning, and proper instructions will be given at that time.

ONLY INTERIOR WALLS SHOULD BE USED **PLEASE STAND FACING THE WALL**

Tornado Shelter Locations Used:
MS Gyms: All occupants go to the Red Gym in the middle school.

Alternative areas: Football / basketball locker rooms, concession stand and green rooms.

All coaches, officials, athletes, and spectators shall remain sheltered until severe weather has ceased or moved from the area. School administrators, game managers, athletic trainers or head coaches will determine when it is safe to leave a sheltered area.

Advisory: An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely.

Watch: A watch is issued when the risk of hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain.

Warning: A warning is issued when a hazardous weather or hydrologic event is occurring.

Bixby Athletic Training Medical Emergency Action Plan

Multipurpose/Practice Gym

601 S. Riverview, Bixby OK 74008

EMS (Fire, Police, and Ambulance): 911
Executive AD, Kate Creekmore: (918) 269-8284
High School Nurse, Tory Kraus: (405) 761-4050
Athletic Trainer, Stephen Moss: (918) 638-1221
Athletic Trainer, Christa Montgomery: (405) 564-3974

Emergency Personnel/First Responders are:

- Athletic trainers: Assess scene and determine plan. Organize and communicate as needed.
- Coaches: Assist in situations. Organize players/practice. Help with scene control. Unlock gates/doors if needed.
- Administration: Assist in situations. Flag down Emergency personnel. Unlock gates/doors if needed. Clear EMS path. Call athletes parents.
- Student aides: Retrieve emergency equipment or personnel and assist as needed.

Role of First Responders:

- Immediate care/survey of injured or ill victim
- Activation of EMS as needed
    - Contact EMS and provide patient name, age, DOB, detailed location, number of individuals injured, treatment given, directions, and any other information needed
    - Contact Certified Athletic Trainer on duty
    - Contact Athletic Director and inform of the situation
- Emergency equipment retrieval
- Direction of EMS to scene
    - Open appropriate doors or gates immediately.
    - Designate an individual to flag down ambulance and direct to scene
    - Scene control: direct bystanders away from the area

EMS Directions:

- Located on the Northeast side of the football stadium and behind the Tennis Complex.
- EMS enters on the south side doors facing the parking lot.

Bixby Athletic Department Inclement Weather

Multipurpose/Practice Gym

This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gasses released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

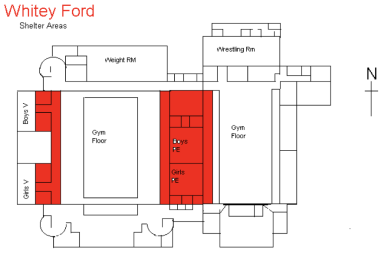
All information and evacuation procedures will be provided/conducted by the school administrator, game manager, athletic trainer or head coach.
In the event of inclement weather (severe thunderstorm or tornado watch) coaches, officials, and athletes will be notified that the surrounding area is under a watch.

In the event of a Severe Thunderstorm/Tornado WARNING, coaches, officials, and athletes will be instructed that the surrounding area is under a Severe Thunderstorm.
Tornado Warning, and proper instructions will be given at that time.

ONLY INTERIOR WALLS SHOULD BE USED **PLEASE STAND FACING THE WALL**

Tornado Shelter Locations: Whitey Gym

- Volleyball hallway in between the two gyms
- Hallway between hospitality room and main gym



All coaches, officials, athletes, and spectators shall remain sheltered until severe weather has ceased or moved from the area. School administrators, game managers, athletic trainers or head coaches will determine when it is safe to leave a sheltered area.

Advisory: An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely.

Watch: A watch is issued when the risk of hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain.

Warning: A warning is issued when a hazardous weather or hydrologic event is occuring.

Bixby Athletic Training Medical Emergency Action Plan

Soccer Facility

601 S. Riverview, Bixby OK 74008

EMS (Fire, Police, and Ambulance): 911
Executive AD, Kate Creekmore: (918) 269-8284
Athletic Trainer, Stephen Moss: (918) 638-1221
Athletic Trainer, Christa Montgomery: (405) 564-3974

Important Contact Information:

- Boys Soccer Coach: John Timmons (918) 327-9358
- Girls Soccer Coach: Mike Daniel (918) 640-6659
- Boys Track: Doug Behrens (918) 706-0926
- Girls Track: Madison Eckert (405) 426-5658
- St. Francis Hospital (61st and Yale): (918) 494-2200
- Hillcrest South Hospital (91st and H169): (918) 894-5432

Emergency Personnel/First Responders are:

- Athletic trainers: Assess scene and determine plan. Organize and communicate as needed.
- Coaches: Assist in situations. Organize players/practice. Help with scene control. Unlock gates if needed.
- Administration: Assist in situations. Flag down Emergency personnel. Unlock gates if needed. Clear EMS path. Call athletes parents.
- Student aides: Retrieve emergency equipment or personnel and assist as needed.

Role of First Responders:

- Immediate care/survey of injured or ill victim
- Activation of EMS as needed
    - Contact EMS and provide patient name, age, DOB, detailed location, number of individuals injured, treatment given, directions, and any other information needed
    - Contact Certified Athletic Trainer on duty
    - Contact Athletic Director and inform of the situation
- Emergency equipment retrieval
- Direction of EMS to scene
    - Open appropriate northwest gates immediately. Facing the bus barn.
    - Designate an individual to flag down ambulance and direct to scene
    - Scene control: direct bystanders away from the area

EMS Directions:

- Located on the far east side of the high school campus.
- EMS enters on the northwest side of the complex.

Bixby Athletic Department Inclement Weather

Soccer

This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gasses released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

All information and evacuation procedures will be provided/conducted by the school administrator, game manager, athletic trainer or head coach.
In the event of inclement weather (severe thunderstorm or tornado watch) coaches, officials, and athletes will be notified that the surrounding area is under a watch.

In the event of a Severe Thunderstorm/Tornado WARNING, coaches, officials, and athletes will be instructed that the surrounding area is under a Severe Thunderstorm/ Tornado Warning, and proper instructions will be given at that time.

ONLY INTERIOR WALLS SHOULD BE USED **PLEASE STAND FACING THE WALL**

Lightning & Tornado Shelter Locations Used:
Girls team: Soccer locker room closet
Boys team: Mens bathroom under pressbox
Visiting Teams & Fans: Track facility: Classroom 111
Cars: Fans during lightning only situations

All coaches, officials, athletes, and spectators shall remain sheltered until severe weather has ceased or moved from the area. School administrators, game managers, athletic trainers or head coaches will determine when it is safe to leave a sheltered area.

Advisory: An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely.

Watch: A watch is issued when the risk of hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain.

Warning: A warning is issued when a hazardous weather or hydrologic event is occurring.

Bixby Athletic Training Medical Emergency Action Plan

Swim Facility

601 S. Riverview, Bixby OK 74008

EMS (Fire, Police, and Ambulance): 911
Executive AD, Kate Creekmore: (918) 269-8284
Athletic Trainer, Stephen Moss: (918) 638-1221
Athletic Trainer, Christa Montgomery: (405) 564-3974

Important Contact Information:

- Swimming Coach's Office: Adina Meilner (918) 269-7863
- St. Francis Hospital (61st and Yale): (918) 494-2200
- Hillcrest South Hospital (91st and H169): (918) 894-5432

Emergency Personnel/First Responders are:

- Athletic trainers: Assess scene and determine plan. Organize and communicate as needed.
- Coaches: Assist in situations. Organize players/practice. Help with scene control. Unlock gates if needed.
- Administration: Assist in situations. Flag down Emergency personnel. Unlock gates/doors if needed. Clear EMS path. Call athletes parents.
- Student aides: Retrieve emergency equipment or personnel and assist as needed.

Role of First Responders:

- Immediate care/survey of injured or ill victim
- Activation of EMS as needed
    - Contact EMS and provide patient name, age, DOB, detailed location, number of individuals injured, treatment given, directions, and any other information needed
    - Contact Certified Athletic Trainer on duty
    - Contact Athletic Director and inform of the situation
- Emergency equipment retrieval
- Direction of EMS to scene
    - Open appropriate doors immediately.
    - Designate an individual to flag down ambulance and direct to scene
    - Scene control: direct bystanders away from the area

EMS Directions:

- Located on the far south side of the high school campus off of Riverview Dr.
- EMS enters the doors on the north side of the complex.

Bixby Athletic Department Inclement Weather

Swim Facility

This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gasses released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

All information and evacuation procedures will be provided/conducted by the school administrator, game manager, athletic trainer or head coach.
In the event of inclement weather (severe thunderstorm or tornado watch) coaches, officials, and athletes will be notified that the surrounding area is under a watch.

In the event of a Severe Thunderstorm/Tornado WARNING, coaches, officials, and athletes will be instructed that the surrounding area is under a Severe Thunderstorm/Tornado Warning, and proper instructions will be given at that time.

ONLY INTERIOR WALLS SHOULD BE USED **PLEASE STAND FACING THE WALL**

Tornado Shelter Locations Used:

- Teams & Fans: Science building hallways

Advisory: An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely.

Watch: A watch is issued when the risk of hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain.

Warning: A warning is issued when a hazardous weather or hydrologic event is occurring.

Bixby Athletic Training Medical Emergency Action Plan

Tennis Complex

601 S. Riverview, Bixby OK 74008

EMS (Fire, Police, and Ambulance): 911
Executive AD, Kate Creekmore: (918) 269-8284
Athletic Trainer, Stephen Moss: (918) 638-1221
Athletic Trainer, Christa Montgomery: (405) 564-3974

Important Contact Information:

- Head Tennis Coach: Doug Hennigan (918) 289-1433
- Main Tennis Office: (918) 366-2396
- St. Francis Hospital (61st and Yale): 918-494-2200
- Hillcrest South Hospital (91st and H169): 918-894-5432

Emergency Personnel/First Responders are:

- Athletic trainers: Assess scene and determine plan. Organize and communicate as needed.
- Coaches: Assist in situations. Organize players/practice. Help with scene control. Unlock gates if needed.
- Administration: Assist in situations. Flag down Emergency personnel. Unlock gates if needed. Clear EMS path. Call athletes parents.
- Student aides: Retrieve emergency equipment or personnel and assist as needed.

Role of First Responders:

- Immediate care/survey of injured or ill victim
- Activation of EMS as needed
    - Contact EMS and provide patient name, age, DOB, detailed location, number of individuals injured, treatment given, directions, and any other information needed
    - Contact Certified Athletic Trainer on duty
    - Contact Athletic Director and inform of the situation
- Emergency equipment retrieval
- Direction of EMS to scene
    - Open appropriate doors or gates immediately.
    - Designate an individual to flag down ambulance and direct to scene
    - Scene control: direct bystanders away from the area

EMS Directions:

- Located on the Northeast side of the football stadium and behind the power house gym.
- EMS enters on the south side of the complex through the main gates

Bixby Athletic Department Inclement Weather

Tennis Facility

This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gasses released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

All information and evacuation procedures will be provided/conducted by the school administrator, game manager, athletic trainer or head coach.
In the event of inclement weather (severe thunderstorm or tornado watch) coaches, officials, and athletes will be notified that the surrounding area is under a watch.

In the event of a Severe Thunderstorm/Tornado WARNING, coaches, officials, and athletes will be instructed that the surrounding area is under a Severe Thunderstorm/ Tornado Warning, and proper instructions will be given at that time.

ONLY INTERIOR WALLS SHOULD BE USED PLEASE STAND FACING THE WALL

Shelter Locations Used:

- Tennis Teams: Brassfield Alternate Center hallways
- Fans & overflow: 9th Grade Center

All coaches, officials, athletes, and spectators shall remain sheltered until severe weather has ceased or moved from the area. School administrators, game managers, athletic trainers or head coaches will determine when it is safe to leave a sheltered area.

Advisory: An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely.

Watch: A watch is issued when the risk of hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain.

Warning: A warning is issued when a hazardous weather or hydrologic event is occurring.

Bixby Athletic Training Medical Emergency Action Plan

Track Facility

601 S. Riverview, Bixby OK 74008

EMS (Fire, Police, and Ambulance): 911
Executive AD, Kate Creekmore: (918) 269-8284
Athletic Trainer, Stephen Moss: (918) 638-1221
Athletic Trainer, Christa Montgomery: (405) 564-3974

Important Contact Information:

- Boys Soccer Coach: John Timmons (918) 327-9358
- Girls Soccer Coach: Mike Daniel (918) 640-6659
- Boys Track: Doug Behrens (918) 706-0926
- Girls Track: Madison Eckert (405) 426-5658
- St. Francis Hospital (61st and Yale): (918) 494-2200
- Hillcrest South Hospital (91st and H169): (918) 894-543

Emergency Personnel/First Responders are:

- Athletic trainers: Assess scene and determine plan. Organize and communicate as needed.
- Coaches: Assist in situations. Organize players/practice. Help with scene control. Unlock gates if needed.
- Administration: Assist in situations. Flag down Emergency personnel. Unlock gates if needed. Clear EMS path. Call athletes parents.
- Student aides: Retrieve emergency equipment or personnel and assist as needed.

Role of First Responders:

- Immediate care/survey of injured or ill victim
- Activation of EMS as needed
    - Contact EMS and provide patient name, age, DOB, detailed location, number of individuals injured, treatment given, directions, and any other information needed
    - Contact Certified Athletic Trainer on duty
    - Contact Athletic Director and inform of the situation
- Emergency equipment retrieval
- Direction of EMS to scene
    - Open appropriate northwest gates immediately. Facing the bus barn.
    - Designate an individual to flag down ambulance and direct to scene
    - Scene control: direct bystanders away from the area

EMS Directions:

- Located on the far east side of the high school campus.
- EMS enters on the northwest side of the complex.

Bixby Athletic Department Inclement Weather

Track Facility

This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gasses released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

All information and evacuation procedures will be provided/conducted by the school administrator, game manager, athletic trainer or head coach.
In the event of inclement weather (severe thunderstorm or tornado watch) coaches, officials, and athletes will be notified that the surrounding area is under a watch.

In the event of a Severe Thunderstorm/Tornado WARNING, coaches, officials, and athletes will be instructed that the surrounding area is under a Severe Thunderstorm/ Tornado Warning, and proper instructions will be given at that time.

ONLY INTERIOR WALLS SHOULD BE USED **PLEASE STAND FACING THE WALL**

Lightning & Tornado Shelter Locations Used:

- Bixby Teams: track facility classroom 111
- Visiting Teams: Big Whitey Gym. Volleyball, wrestling & hospitality room hallways
- Fans: High school auditorium and hallways
- Cars: Fans during lightning only situations

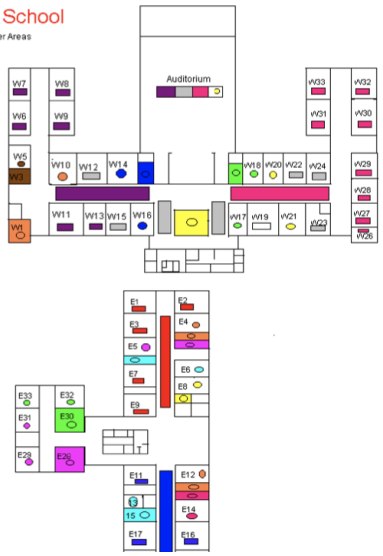
Coaches, athletes and officials should move to the field level hallway in front of the elevator.
Alternative areas: Football / basketball locker rooms, and green rooms.

All coaches, officials, athletes, and spectators shall remain sheltered until severe weather has ceased or moved from the area. School administrators, game managers, athletic trainers or head coaches will determine when it is safe to leave a sheltered area.

Advisory: An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely.
Watch: A watch is issued when the risk of hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain.
Warning: A warning is issued when a hazardous weather or hydrologic event is occurring.

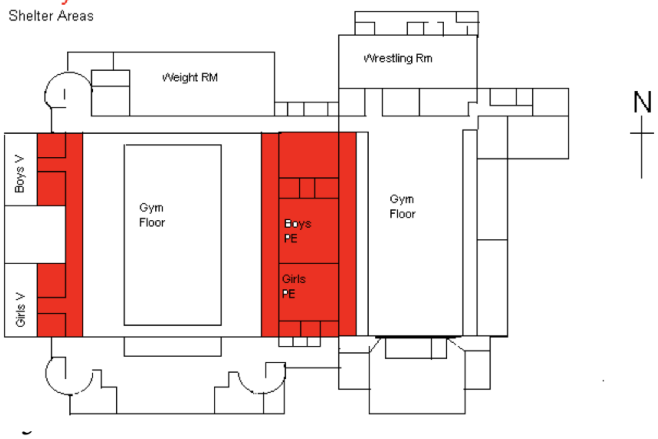
High School

Shelter Areas



Whitey Ford

Shelter Areas



Bixby Athletic Training Medical Emergency Action Plan

Powerhouse-Weightlifting Gym

601 S. Riverview, Bixby OK 74008

EMS (Fire, Police, and Ambulance): 911
Executive AD, Kate Creekmore: (918) 269-8284
Athletic Trainer, Stephen Moss: (918) 638-1221
Athletic Trainer, Christa Montgomery: (405) 564-3974

Important Contact Information:

- Strength and Conditioning Coach: Connor Myers (405) 570-5479
- Head Football Coach: Loren Montgomery (918) 271-3304
- St. Francis Hospital (61st and Yale): (918) 494-2200
- Hillcrest South Hospital (91st and H169): (918) 894-5432

Emergency Personnel/First Responders are:

- Athletic trainers: Assess scene and determine plan. Organize and communicate as needed.
- Coaches: Assist in situations. Organize players/practice. Help with scene control. Unlock gates/doors if needed.
- Administration: Assist in situations. Flag down Emergency personnel. Unlock gates/doors if needed. Clear EMS path. Call athletes parents.
- Student aides: Retrieve emergency equipment or personnel and assist as needed.

Role of First Responders:

- Immediate care/survey of injured or ill victim
- Activation of EMS as needed
    - Contact EMS and provide patient name, age, DOB, detailed location, number of individuals injured, treatment given, directions, and any other information needed
    - Contact Certified Athletic Trainer on duty
    - Contact Athletic Director and inform of the situation
- Emergency equipment retrieval
- Direction of EMS to scene
    - Open appropriate doors immediately.
    - Designate an individual to flag down ambulance and direct to scene
    - Scene control: direct bystanders away from the area

Directions:

- Located between the 9th Grade Center and the high school campus. West of the tennis complex.
- EMS enters through the main doors on the west side of the complex.

Bixby Athletic Department Inclement Weather

Powerhouse-Weightlifting Gym

This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gasses released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

All information and evacuation procedures will be provided/conducted by the school administrator, game manager, athletic trainer or head coach.
In the event of inclement weather (severe thunderstorm or tornado watch) coaches, officials, and athletes will be notified that the surrounding area is under a watch.

In the event of a Severe Thunderstorm/Tornado WARNING, coaches, officials, and athletes will be instructed that the surrounding area is under a Severe Thunderstorm/ Tornado Warning, and proper instructions will be given at that time.
ONLY INTERIOR WALLS SHOULD BE USED **PLEASE STAND FACING THE WALL**

Tornado Shelter Locations:

- Powerhouse: girls & boys locker room
- Overflow: end of the hallway towards Brassfield.

All coaches, officials, athletes, and spectators shall remain sheltered until severe weather has ceased or moved from the area. School administrators, game managers, athletic trainers or head coaches will determine when it is safe to leave a sheltered area.

Advisory: An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely.
Watch: A watch is issued when the risk of hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain.
Warning: A warning is issued when a hazardous weather or hydrologic event is occurring.

Bixby Athletic Training Medical Emergency Action Plan

Whitey Gym Facilities

601 S. Riverview, Bixby OK 74008

EMS (Fire, Police, and Ambulance): 911
Executive AD, Kate Creekmore: (918) 269-8284
Athletic Trainer, Stephen Moss: (918) 638-1221
Athletic Trainer, Christa Montgomery: (405) 564-3974

Important Contact Information:

- Boys Basketball Coach: Lance Kight (918) 808-1254
- Girls Basketball Coach: Rylie Littlejohn (918) 373-4553
- Volleyball Coach: Derek Serowski (405) 839-1650
- St. Francis Hospital (61st and Yale): (918) 494-2200
- Hillcrest South Hospital (91st and H169): (918) 894-5432

Emergency Personnel/First Responders are:

- Athletic trainers: Assess scene and determine plan. Organize and communicate as needed.
- Coaches: Assist in situations. Organize players/practice. Help with scene control. Unlock gates if needed.
- Administration: Assist in situations. Flag down Emergency personnel. Unlock gates if needed. Clear EMS path. Call athletes parents.
- Student aides: Retrieve emergency equipment or personnel and assist as needed.

Role of First Responders:

- Immediate care/survey of injured or ill victim
- Activation of EMS as needed
    - Contact EMS and provide patient name, age, DOB, detailed location, number of individuals injured, treatment given, directions, and any other information needed
    - Contact Certified Athletic Trainer on duty
    - Contact Athletic Director and inform of the situation
- Emergency equipment retrieval
- Direction of EMS to scene
    - Open appropriate doors or gates immediately.
    - Designate an individual to flag down ambulance and direct to scene
    - Scene control: direct bystanders away from the area

EMS Directions:

- Located in the middle of the high school campus.
- EMS enters through the north doors of the Whitey basketball gym, Doors face the tennis courts.

Bixby Athletic Department Inclement Weather

Whitey Gym Facilities

This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gasses released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

All information and evacuation procedures will be provided/conducted by the school administrator, game manager, athletic trainer or head coach.
In the event of inclement weather (severe thunderstorm or tornado watch) coaches, officials, and athletes will be notified that the surrounding area is under a watch.

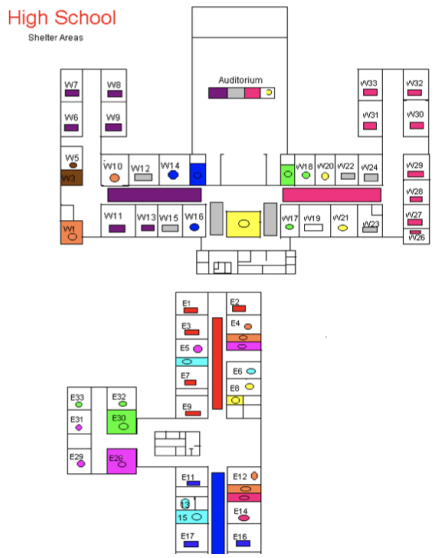
In the event of a Severe Thunderstorm/Tornado WARNING, coaches, officials, and athletes will be instructed that the surrounding area is under a Severe Thunderstorm/ Tornado Warning, and proper instructions will be given at that time.
ONLY INTERIOR WALLS SHOULD BE USED **PLEASE STAND FACING THE WALL**
Shelter Locations:

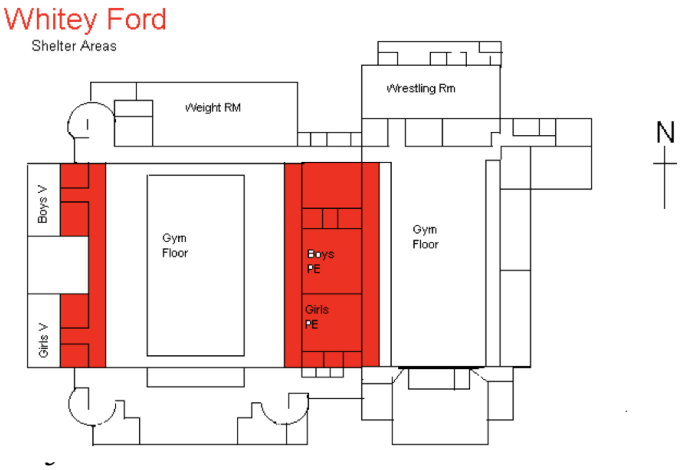
- **Big Gym:** Bixby teams in volleyball hallway in between the two gyms
    - Volleyball team can go to their locker rooms
- **Big Gym:** Visiting Teams in hospitality room hallway and hallway between wrestling room and gym
- **Fans**
    - HS Auditorium
    - HS Halls

All coaches, officials, athletes, and spectators shall remain sheltered until severe weather has ceased or moved from the area. School administrators, game managers, athletic trainers or head coaches will determine when it is safe to leave a sheltered area.

Advisory: An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely.
Watch: A watch is issued when the risk of hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain.
Warning: A warning is issued when a hazardous weather or hydrologic event is occurring.

Highlight Areas = Shelter Zones





Bixby Athletic Training Medical Emergency Action Plan

Boys & Girls Wrestling Room

601 S. Riverview, Bixby OK 74008

EMS (Fire, Police, and Ambulance): 911
Executive AD, Kate Creekmore: (918) 269-8284
Athletic Trainer, Stephen Moss: (918) 638-1221
Athletic Trainer, Christa Montgomery: (405) 564-3974

Important Contact Information:

- Head Boys Wrestling Coach: Ray Blake (408) 476-4526
- Head Girls Wrestling Coach: Paul Mayfield (405) 200-6340
- St. Francis Hospital (61st and Yale): (918) 494-2200
- Hillcrest South Hospital (91st and H169): (918) 894-5432

Emergency Personnel/First Responders are:

- Athletic trainers: Assess scene and determine plan. Organize and communicate as needed.
- Coaches: Assist in situations. Organize players/practice. Help with scene control. Unlock gates/doors if needed.
- Administration: Assist in situations. Flag down emergency personnel. Unlock gates/doors if needed. Clear EMS path. Call athletes parents.
- Student aides: Retrieve emergency equipment or personnel and assist as needed.

Role of First Responders:

- Immediate care/survey of injured or ill victim
- Activation of EMS as needed
    - Contact EMS and provide patient name, age, DOB, detailed location, number of individuals injured, treatment given, directions, and any other information needed
    - Contact Certified Athletic Trainer on duty
    - Contact Athletic Director and inform of the situation
- Emergency equipment retrieval
- Direction of EMS to scene
    - Open appropriate doors immediately.
    - Designate an individual to flag down ambulance and direct to scene
    - Scene control: direct bystanders away from the area

EMS Directions:

- Located in the middle of the high school campus.
- EMS enters through the north doors of the Wrestling Room, Doors face the tennis courts.
- Girls wrestling: EMS enters through the west doors to the girls wrestling room, next to the athletic training room

Bixby Athletic Department Inclement Weather

Boys & Girls Wrestling Room

This sheltering plan will be utilized when it is necessary to relocate individuals to the safest area. Events that would necessitate the use of this plan would include tornados, inclement weather, hazardous chemical spills or gasses released into the atmosphere and other related events. Individuals should be escorted to their designated location and remain there until the all clear sign has been given.

All information and evacuation procedures will be provided/conducted by the school administrator, game manager, athletic trainer or head coach.
In the event of inclement weather (severe thunderstorm or tornado watch) coaches, officials, and athletes will be notified that the surrounding area is under a watch.

In the event of a Severe Thunderstorm/Tornado WARNING, coaches, officials, and athletes will be instructed that the surrounding area is under a Severe Thunderstorm/ Tornado Warning, and proper instructions will be given at that time.

ONLY INTERIOR WALLS SHOULD BE USED **PLEASE STAND FACING THE WALL**

Shelter Locations:

- Varsity boys locker room
- Varsity girls locker room & girl's coaches office

All coaches, officials, athletes, and spectators shall remain sheltered until severe weather has ceased or moved from the area. School administrators, game managers, athletic trainers or head coaches will determine when it is safe to leave a sheltered area.

Advisory: An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent or likely.

Watch: A watch is issued when the risk of hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain.

Warning: A warning is issued when a hazardous weather or hydrologic event is occurring.

Emergency Contact Information

Medical Emergency

1.	EMS (Fire, Police, Ambulance):	911
2.	Athletic Director Kate Creekmore	918-269-8284
3.	Athletic Trainer Stephen Moss	918-638-1221
4.	Athletic Trainer Christa Montgomery	405-564-3974
5.	Athletic Trainer Savannah Kautz	918-606-6828
6.	High School Nurse Tory Kraus	405-761-4050
7.	9th Grade Health Clerk Anett Balogh	918-340-3860
8.	Middle School Nurse Tia Morrow	918-408-2180
9.	HS Principal Mickey Replogle	918-625-9724
10.	Activity Director Dewayne Patterson	918-595-2346
11.	Asst. Principal Kyle Smith	580-591-6708
12.	Asst. Principal Josh Reginer	918-636-0946
13.	Asst. Principal Rhonda Taylor	405-415-5357
14.	9th Grade Principal Linda Ricks	918-381-2634
15.	Asst. Supt. Jamie Milligan	918-752-4102
16.	Assoc. Supt. Lydia Wilson	918-640-4048
17.	Supt. Rob Miller	918-639-7925

Situation Emergencies:

1.	HS Principal Mickey Replogle	918-625-9724
2.	Athletic Director Kate Creekmore	918-269-8284
3.	Activity Director Dewayne Patterson	918-595-2346
4.	Asst. Principal Kyle Smith	580-591-6708
5.	Asst. Principal Josh Reginer	918-636-0946
6.	Asst. Principal Rhonda Taylor	405-415-5357
7.	9th Grade Principal Linda Ricks	918-381-2634
8.	Asst. Supt. Jamie Milligan	918-752-4102
9.	Assoc. Supt. Lydia Wilson	918-640-4048
10.	Supt. Rob Miller	918-639-7925

Facility Emergencies:

1.	AFTER HOURS/ WEEKENDS (On-Call)	918-366-2386
2.	Exec. Director of Operations Gabe Hayes	918-237-1379
3.	Director of Facilities Adrienne Malone	918-557-2462
4.	Principal Mickey Replogle	918-625-9724
5.	Athletic Director Kate Creekmore	918-269-8284
6.	Activity Director Dewayne Patterson	918-595-2346
7.	Asst. Principal Kyle Smith	580-591-6708
8.	Asst. Principal Josh Regnier	918-636-0946
9.	Asst. Principal Rhonda Taylor	405-415-5357
10.	9th Grade Principal Linda Ricks	918-381-2634
11.	Asst. Supt. Jamie Milligan	918-752-4102
12.	Assoc. Supt. Lydia Wilson	918-640-4048
13.	Supt. Rob Miller	918-639-7925

BIXBY ATHLETIC TRAINING

Medical Emergency Action Plan Template

Facility:_____Year:_____Address:_____

Emergency Protocol:

- First person to arrive on scene provides initial care.
- Send for AED.
- Location:_____
- Send a coach, manager, or uninjured student-athlete to notify the athletic trainer if not on site.
- If the athletic trainer cannot be located, the head coach will become the leader.

Leader:

- This person will be in charge of the emergency and will instruct others on the emergency team accordingly.

Leader's assistant:

- Will assist the leader in the primary evaluation of the injured athlete.

Phone caller (a designated adult with access to phone):

- Call EMS (911) and communicate the following information
    - The nature of injury
    - Level of consciousness
    - Age & gender of injured
    - Caller will not hang up until the EMS operator advised to do so.

Person to meet EMS:

- Ambulance entrance:_____
- Will contact necessary staff to assure full access for ambulance
- Will meet ambulance at the designated entrance and lead to injured athlete

Person to accompany athlete to hospital:

- Ride with the athlete in the ambulance in the event the parent / guardian cannot be contacted. This must be an adult, students cannot ride with teammates.
- Will have student-athlete's physical and emergency information in hand. This can be accessed through Rank One.

It is the responsibility of the athletic trainer to inform athletic director of the incident

It is the responsibility of the athletic trainer or head coach to inform the athlete's parent / guardian.

It is the responsibility of the athletic trainer to document incidents and all actions taken.

Athletic Trainer:	Stephen Moss	918-638-1221
Athletic Trainer:	Christa Montgomery	405-564-3974
Athletic Trainer:	Savannah Kautz	918-606-6828
Athletic Department:	918-366-2218	
EMS (Fire, Police, and Ambulance):	911 (on campus phone 9-911)	
Advanced Orthopedics:	918-494-2665	

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CONTRACT FOR SECONDARY CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2024-2025

It is understood and agreed that Oklahoma Career and Technology Education funds will be used to assist in the development and maintenance of a Career and Technology Education program that meets the standards, provisions, and requirements contained in the State Plan for Career and Technology Education, the CareerTech state rules and regulations, and policies pertaining to Career and Technology Education, state laws, and federal policies pertaining to Career and Technology Education. The aforementioned district will provide the funds necessary for quality programs and report such expenditures to the Oklahoma Department of Career and Technology Education (ODCTE). All programs supported under this contract have been coordinated with other training agencies and institutions in the area.

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The Salary and Teaching Schedule, **due by September 30, 2024** is one of these reports and is considered a part of this contract in addition to CESI Enrollment and Follow-Up reports. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

The program(s) on the listed attachment shall have an established local advisory committee to assist in their development and/or direction.

The teacher(s) of the program(s) listed herein shall have a valid teaching certificate in the specific subject matter area. Other Career and Technology Education personnel involved in the delivery of the programs listed shall meet the minimum requirements for the duties and responsibilities for which funds are requested.

It is understood that program(s) provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten or twelve calendar months. Ag Education is a twelve (12) month program. All other CTE programs follow the school calendar. Should any program(s) not be operational for the entire period and led by a certified instructor(s) as indicated on this contract, it is understood that funding will be reduced proportionately.

Program assistance funds received from ODCTE shall be spent on CareerTech programs and will be coded to 412. Salary supplement received from ODCTE shall be coded to 411.

Furthermore, the aforementioned school district certifies that all such program(s) listed in this contract are open with respect to equal access to males and females and that disabled students who, under the direction of a planning committee apply for admission, are provided Career and Technology Education as specified in the Individual Education Plan (IEP) as appropriate.

This contract, once signed and completed, should be returned to renae.burke@careertech.ok.gov **no later than September 30, 2024.**

Approved:

President, Board of Education	**Date**
Superintendent of Schools	**Date**
Bixby School System	
Brent Haken, State Director **Date**	**District Name (please print)**

UNIVERSITY OF OKLAHOMA

FIELD EXPERIENCE / PRACTICUM / INTERNSHIP

MEMORANDUM OF UNDERSTANDING

On this _9th_ day of _September_, 2024___, the Board of Regents of the University of Oklahoma, for and on behalf of the Jeannine Rainbolt College of Education ("the University") and Bixby Public Schools (" Facility"), agree that Students enrolled at the University may engage in a Field Experience, Practicum, Internship or similar arrangement ("Practicum") at the Facility, according to the following conditions:

A. The University and the Facility jointly agree:

1. This Practicum Memorandum of Understanding (the "Agreement") shall be effective beginning September 9, 2024 and ending September 9th, 2025 Either party may terminate this Agreement by giving the other advance written notice of termination of not less than thirty (30) days. The Agreement may be terminated at any time by mutual consent. If this Agreement is terminated during a Practicum, however, the parties agree to allow current Students to complete the Practicum.

2. Access to Student records shall be governed by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, commonly known as "FERPA," and all other applicable laws.

3. As applicable, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. seq.) are incorporated into this Agreement. The parties represent that all services are provided without discrimination on the basis of race, color, religion, national origin, disability, sex, political beliefs, or veteran's status; they do not maintain nor provide for their employees any segregated facilities, nor will the parties permit their employees to perform their services at any location where segregated facilities are maintained. In addition, the parties agree to comply with the applicable provisions of Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C. §4212.

4. This agreement entails no compensation or payment between the parties.

5. The parties, their students and employees, shall have the right to publish scholarly articles and papers arising out of the Practicum; provided however, each party and their students and employees shall submit said articles and papers to the other party not less than sixty (60) days prior to publication for the purposes of identifying inaccurate, improper and/or proprietary/confidential information contained therein.

6. When circumstances indicate that a Student must be immediately withdrawn from the Practicum, the Facility shall promptly inform the University, and the University shall withdraw the Student.

7. The parties agree not to use each other's names or logos in any publications or advertising without prior written approval from the other party.

B. Responsibilities of the University:

1. The University shall designate one or more members of its faculty ("Faculty Liaison") to coordinate all aspects of the Practicum with the Facility and assist in developing Student assignments, training activities and Student evaluations.

2. The University shall require each participating Student to complete, sign and return Attachment A, "Student Acknowledgement and Release."

C. Responsibilities of the Facility:

1. The Facility is responsible for the actual supervision and control of the Student's activities within the Facility. The Facility will designate one or more staff persons ("Instructor(s)") with appropriate qualifications to instruct and supervise the Student. The Student is not responsible for supervising any minors, the Facility is responsible for the actual supervision of any minors from the Facility.

2. The Facility will provide the Student with appropriate training and resources to foster the Student's learning experience.

3. The Instructor will be responsible for prompt submission of reports that adequately describe the Student's progress, if the University requires.

4. The Facility will communicate immediately with the Faculty Liaison any concern regarding the Student's performance or progress.

5. The Facility will agree to arrange Student schedules that minimize conflict between their schedules and those of the University and the Student.

6. Upon reasonable request, the Facility agrees to permit the University or its accreditation agencies to inspect the areas of the Facility relevant to the Practicum.

7. The Facility agrees to provide each Student in the Facility with the relevant policies, rules, regulations, and expectations with which the Student is required to comply.

8. Students admitted into University's Jeannine Rainbolt College of Education after August 1, 2013, have submitted to a background check as a condition of their

admission into the College. University will check applicant histories for: conviction of a felony, any crime involving moral turpitude or a felony violation of the narcotic laws of the United States or the State of Oklahoma, provided the conviction was entered within the preceding ten-year period. Facility will obtain and pay all costs of background checks that may be required for a student admitted to University's Jeannine Rainbolt College of Education prior to August 1, 2013, or may be otherwise required by Facility. Facility may check with University to determine any student's date of admission into the Jeannine Rainbolt College of Education..

D. Responsibilities of the Student:

See Attachment A that the Student and one witness shall sign and date.

AGREED:

_____ _____

Dean/Director/Chair with Signature Authority Date

_____ _____

Facility Representative with Signature Authority Date

APPROVED:

_____

Dean, College of Education Date

ACKNOWLEDGED:

_____ _____

Faculty Liaison , University of Oklahoma Date

ATTACHMENT A
STUDENT ACKNOWLEDGEMENT AND RELEASE

On this __ day of _____, 20_____, _____ ("Student") accepts the following responsibilities in order to participate in the Practicum with the Facility:

A. The Student shall act professionally and ethically at the Facility.

B. The Student shall respect the confidentiality of information that the Facility indicates is confidential, and any personal, sensitive, or private information that he/she discovers or has access to, including but not limited to medical records, both during and after the Practicum. For example, posting pictures on social media, without consent, may violate personal rights of privacy.

C. The Student shall adhere to Facility and University policies, procedures, and operating standards, and complete any documentation required, such as proof of immunizations or drug tests.

D. The Student will prepare for and participate in any evaluation conferences that the University or Facility may require.

E. The Student is responsible for acquiring and maintaining his/her own health and accident, automobile, and professional liability insurance, if required.

F. Participation in this Practicum does not make the Student an employee of the Facility or the University or entitle him/her to financial remuneration, unless agreed by the Facility and Student in advance and in writing.

G. The Student travels to and from the practicum/internship at his/her own expense and risk.

These terms shall serve as a release and assumption of risk for myself, my heirs, estate, administrator, assignees, legatees, members of my family, and any other representative.

APPROVED:

_____		_____
Student signature	Date	Printed Student name
_____		_____
Witness signature	Date	Printed Witness name

PARTICIPATION AGREEMENT AMONG OKLAHOMA STATE DEPARTMENT OF EDUCATION (OSDE), PUBLIC CONSULTING GROUP LLC (PCG), AND THE SCHOOL DISTRICT THE OSDE UNDER THE AUTHORITY OF AGREEMENT WITH OKLAHOMA HEALTH CARE AUTHORITY (OHCA) SCHOOL-BASED HEALTH SERVICES PROGRAM

Bixby Public Schools
Participating School District

109 S Armstrong
Street Address

Broken Arrow | OK | 74008
City | State | Zip Code

This Participation Agreement (the "Participation Agreement") is entered into by and among the Oklahoma State Department of Education ("OSDE"), Public Consulting Group LLC ("PCG"), and the above-referenced School District ("the DISTRICT") as of July 1, 2024 ("Effective Date").

We, the District, will be participating in:

☒ Fee–for–Service (FFS)

☐ Medicaid Administrative Claiming (MAC)*

*In order to participate in MAC, the District must participate in FFS

WHEREAS, the DISTRICT is a public school district that employs or contracts with health care providers to provide school-based health-related services to students including special-needs students; and

WHEREAS, the DISTRICT requires assistance in billing Medicaid for covered services that are provided to Medicaid-eligible students, and in collecting amounts billed; and

WHEREAS, OSDE is duly authorized to administer the Medicaid School-Based Health Services (SBHS) program pursuant to its June 2017 contract with the Oklahoma Health Care Authority ("OHCA") (the "Authorizing Agreement"); and

WHEREAS, PCG is duly authorized to provide Medicaid claiming services to the DISTRICT, pursuant to its contract with OSDE (Purchase Order 2659019714 (the "PCG Contract"); and;

WHEREAS, pursuant to the Authorizing Agreement and PCG Contract, in order to participate in the OSDE administered SBHS program, DISTRICT must record all health-related services they provide to special education students as well as the necessary claims

support documentation in OK EDPlan™ (which include EasyTrac™); and the PCG Claiming System; and

WHEREAS, the DISTRICT wishes to participate in the SBHS program and allow PCG to coordinate Medicaid Administrative Claim (MAC) activities and for the DISTRICT to receive Medicaid claiming services from PCG pursuant to the terms and conditions contained in this Participation Agreement and in accordance with Authorizing Agreement and the PCG Contract; and

THEREFORE, OSDE, PCG, and the DISTRICT agree to the terms and conditions set forth in this Participation Agreement.

[Remainder of page intentionally left blank]

I. SCOPE OF SERVICES

A. PCG will perform the services and fulfill the operational responsibilities assigned to it in the attached **Exhibit A** and **Exhibit B**, in accordance with the terms and conditions of this Participation Agreement. The DISTRICT and OSDE will perform the services and fulfill the responsibilities assigned to them respectively in the attached **Exhibit A** and **Exhibit B**, in accordance with the terms and conditions of this Participation Agreement. However, PCG's performance of the services described in the attached **Exhibit A** and **Exhibit B** is expressly conditioned upon the DISTRICT's performance of its responsibilities and upon OSDE's performance of its responsibilities under the Participation Agreement and above-referenced **Exhibit A** and **Exhibit B**.

B. The parties to this Participation Agreement may expand the scope of this Participation Agreement to include other products or services offered by PCG, and to specify rates of payment for such products or services, by means of amendments to this Participation Agreement.

C. Additional scope of work if requested by the DISTRICT. As a participant in the OSDE SBHS program, districts will have the option to receive disability evaluation support through third party vendor PresenceLearning.

This includes the following services:

- Direct evaluation support to Participating Districts of the OSDE Medicaid Program
- Virtual Evaluations
- Priority will be eligibility evaluations, followed by additional areas dictated by OSDE
- District Engagement
- Performance Reporting (Monthly)
- Service Assessments and Feedback

II. TERM

A. The term of this Participation Agreement (the **"Term"**) shall commence on the Effective Date and shall continue through June 30, 2025.

B. Notwithstanding the foregoing, this Participation Agreement will expire automatically upon the expiration or termination of the PCG Contract or the Authorizing Agreement, whichever occurs earlier.

III. CLAIMING AND COMPENSATION PROCEDURES

A. Pursuant to the Authorizing Agreement, the PCG Contract, and this Participation Agreement, including the exhibits hereto, PCG will submit

Medicaid reimbursement and quarterly MAC claims to OHCA on behalf of the OSDE and all DISTRICTs participating in the SBHS program.

B. Pursuant to Article 5.1.C of the Authorizing Agreement, for services rendered on or after July 1, 2018, OHCA will make payments directly to the DISTRICT, within 45 days of submission of a clean claim, and OCHA will invoice the DISTRICT for the State share of all such payments.

C. For fee-for-service claims the DISTRICT hereby agrees to pay PCG 10% of the federal share amounts received from OHCA on account of the above-referenced claims, as compensation for PCG services.

a. PCG shall invoice the DISTRICT only after reimbursement has been received by the DISTRICT. Each invoice shall state the nature of the reimbursement received, the date of reimbursement, and the time period of the services provided by PCG.

D. For MAC the DISTRICT hereby agrees to pay PCG 10% of the federal share amounts received from OHCA, as compensation for PCG services.

E. Upon expiration or termination of this Participation Agreement, PCG shall be entitled to payments for services provided prior to termination. The parties acknowledge that one or more invoices may be submitted or recouped by PCG after the termination date, following reimbursements received by the DISTRICT on account of such services. Accordingly, the parties agree that the provisions associated with PCG's compensation shall survive expiration or termination of this Participation Agreement.

F. This Agreement provides a mechanism for payment to the DISTRICT by OHCA (through OSDE and PCG) using federal funds from CMS, and the parties agree that it in no way creates a requirement for OHCA to reimburse any DISTRICT from OHCA state funds.

IV. DISALLOWANCES

If a reimbursement is disallowed after it was paid to the DISTRICT, PCG shall return to the DISTRICT any fees that were paid to PCG by the DISTRICT under Section III.C & D with respect to the disallowed reimbursement in accordance with the following terms:

A. For disallowances on claims attributable to errors or omissions caused by PCG, PCG will work with the DISTRICT and take all reasonable actions to challenge the disallowance.

B. PCG shall not be obligated to reimburse the DISTRICT for a disallowance if the DISTRICT, OSDE, or OHCA does not allow PCG to fully participate in the review and audit process.

C. PCG shall not be obligated to reimburse the DISTRICT for any disallowance resulting from the errors, acts, or omissions of the DISTRICT. PCG's billing or preparing any MAC claim on behalf of the DISTRICT is in good faith and the data DISTRICT enters is processed by PCG on an "as is" basis. The DISTRICT warrants that (i) service data entered into OK EDPlan™ and/or the PCG Claiming System and supporting claiming data furnished is accurate and complete and that (ii) the DISTRICT has appropriate records to substantiate claims submitted on their behalf by PCG.

D. Subject to the terms provided in this Section, in the event claims are disallowed as a result of PCG's errors or omissions and federal funds are returned and all avenues for contesting the disallowance have been exhausted, PCG shall refund to DISTRICT an amount no greater than the amount paid by the DISTRICT to PCG on the amount disallowed and will not otherwise be liable for any further amount. Notwithstanding anything to the contrary, for the auditing process on claims attributable to errors or omissions caused by PCG, PCG shall bear the cost of such defense.

V. RECORDS

A. Upon reasonable written notice, which will be no less than ten (10) business days, unless circumstances require a more rapid response at which time the parties will mutually agree on a response deadline based on the size, scope and urgency of the request, PCG shall allow the DISTRICT and OSDE and any of their duly authorized representatives or agents reasonable access to any records of PCG that are pertinent to this Participation Agreement for the purposes of audits or examinations, provided that (i) any audit or examination requiring physical access to PCG's records shall take place during PCG's normal business hours of operation and in a commercially reasonable manner; and (ii) absent exigent circumstances, neither the DISTRICT nor OSDE shall request more than one (1) audit or investigation within a calendar year.

B. PCG shall maintain its records relating to this Participation Agreement for a period of at least six (6) years from the date of service or claim payment, whichever is greater. For fee-for-service claims, upon expiration or termination of the Agreement, and if the DISTRICT elects not to participate in the next successive term, PCG will provide the DISTRICT a zip file via SFTP file transfer to include claims information in either text format or Excel format going back six (6) years from the date of expiration or termination. If additional years are required, a different file format, and/or a delivery method other than SFTP is requested, PCG will provide the DISTRICT data in the requested date range and format and charge per hour to do so. The hours to complete the work will priced at the prevailing PCG

developer rates. The DISTRICT shall be obligated to pay prior to delivery of the data.

VI. CONFIDENTIALITY

A. The parties recognize that this Participation Agreement concerns the use of information subject to federal and state laws including the Family Educational Rights and Privacy Act (**"FERPA"**) and the Individuals with Disabilities Education Act (**"IDEA"**).

B. The parties shall comply with the requirements of applicable federal and state laws relating to the confidentiality of information and agree to amend this Participation Agreement as may be necessary to reflect changes in the applicable law.

C. PCG shall request from the DISTRICT, and the DISTRICT shall provide to PCG, only such information as is reasonably necessary to effectuate the purposes of this Participation Agreement. PCG shall take steps to safeguard all confidential information that it receives or creates pursuant to this Participation Agreement.

D. PCG shall not use confidential information received from the DISTRICT identifying individual students for any purpose other than the purposes of this Participation Agreement or other purposes expressly directed or allowed by the DISTRICT in a writing signed by the DISTRICT, and shall immediately notify the DISTRICT (unless otherwise prohibited by applicable law) if such confidential information is subpoenaed or requested by a third party, or otherwise required to be disclosed by a lawful court order or by operation of law, or is improperly used, copied, or removed.

E. If the DISTRICT determines it necessary in order to comply with its obligations under law, the DISTRICT may examine facilities, systems, procedures, and records of PCG to the extent necessary in order to confirm the adequacy of security measures as they relate to this Participation Agreement, subject to adequate advance written notice of no less than ten (10) business days and any examination requiring physical access to PCG's facilities or records shall take place during PCG's normal business hours of operation and in a commercially reasonable manner.

F. Upon expiration or termination of this Participation Agreement, and subject to Section V.B above, PCG shall use reasonable and secure means to return or destroy (as directed in writing by the DISTRICT) all documentary information protected by federal or state confidentiality laws that was received or created by PCG under this Participation Agreement. To the extent that destruction or return is not feasible, PCG will continue to extend

the protections of the Agreement to such information and limit its further use, until such time as destruction or return is feasible.

G. Nothing in this Participation Agreement is intended to confer any rights, remedies, obligations, or liabilities upon anyone other than the DISTRICT, PCG, and their respective successors and assigns.

VII. TERMINATION

This Participation Agreement may be terminated before the end of the term specified in Section II, as follows:

A. **For Convenience:** The DISTRICT or OSDE may terminate the Agreement for convenience only if the DISTRICT or OSDE determines that termination is in the best interest of the party. The DISTRICT or OSDE shall terminate the Contract for convenience by delivering to PCG a Notice of Termination for Convenience specifying the terms and effective date of Agreement termination. The Agreement termination date shall be a minimum of 30 days from the date the Notice of Termination for Convenience is issued by the DISTRICT or OSDE.

B. **For Cause:** Any party may terminate this Participation Agreement if another party materially breaches its terms. This provision applies only if the non-breaching party provides written notice to the breaching party, and allows at least five (5) business days to cure the breach before the effective date of termination stated in the notice.

C. **Authorizing Agreement**: PCG or OSDE may terminate this Participation Agreement immediately upon written notice in the event that the PCG Contract or the Authorizing Agreement is terminated or materially amended in such a manner as to materially affect the purpose of, or obligations set forth in, this Participation Agreement.

D. **Provider Qualifications:** PCG or OSDE may terminate this Participation Agreement immediately in the event that a health care provider for the DISTRICT fails to maintain appropriate licensure or other qualifications for providing covered services.

E. **DISTRICT Qualifications:** PCG or OSDE may terminate this Participation Agreement immediately in the event that the DISTRICT fails to maintain appropriate qualifications for participating in the program.

VIII. OWNERSHIP INTERESTS AND LICENSE

Subject to the terms and conditions of this Agreement, including the DISTRICTS's performance of its obligations hereunder, PCG shall license its proprietary systems (i) EasyTrac™ (including application and related supporting services) and/or (ii) PCG Claiming System to the DISTRICT, as more fully described below.

A. Definitions:

(i) "EasyTrac™" means: (i) the Internet-based services described herein; (ii) all products related to such services; and (iii) the Documentation developed by PCG for distribution and use in combination with the foregoing.

(ii) "PCG Claiming System" means: (i) the Internet-based system PCG uses for MAC herein; (ii) all Random Moment Time Study and cost reporting services; and (iii) the Documentation developed by PCG for distribution and use in combination with the foregoing.

B. PCG grants to the DISTRICT, and the DISTRICT accepts, a non-exclusive, non-transferable, non-sublicensable right and license, during the Term only, to access via the Internet and use EasyTrac™ and/or the PCG Claiming System to the extent reasonably necessary in performing related service coordination functions.

C. PCG grants to DISTRICT, and DISTRICT accepts, a non-exclusive, non-transferable, non-sublicensable royalty-free license under PCG's copyrights in PCG's documentation, during the Term only: (i) to incorporate PCG's documentation, in whole or in part, into other written materials prepared by or for the DISTRICT with respect to EasyTrac™ and/or the PCG Claiming System; and (ii) to reproduce and distribute modified and original versions of PCG's documentation, in hard copy or in an on-line format, as part of the DISTRICT's documentation for EasyTrac™ and/or the PCG Claiming System, and, if such DISTRICT's documentation is in an on-line format, allow the DISTRICT users to make print copies of the same.

D. The DISTRICT shall not use or grant to any person or entity other than authorized the DISTRICT users the right to use EasyTrac™ and/or the PCG Claiming System, which users shall be subject to the terms set forth herein. The DISTRICT shall not distribute, market, or sublicense EasyTrac™ and/or the PCG Claiming System and shall not permit any DISTRICT user or third party to do so.

E. The DISTRICT shall ensure that appropriate proprietary notices indicating PCG's intellectual property rights in EasyTrac™ and/or the PCG Claiming System and related documentation are placed on all copies of written materials distributed by the DISTRICT relating thereto. Examples of such documentation include training materials and manuals. The DISTRICT

shall not remove, modify, or suppress any confidentiality legends or proprietary notices placed on or contained within EasyTrac™ and/or the PCG Claiming System, and shall not permit any DISTRICT user or third party to do so.

F. The DISTRICT shall not distribute any PCG documentation or intellectual property made available through this Agreement to any individual or organization that is not part of the DISTRICT or an authorized DISTRICT user and shall not permit any DISTRICT user or third party to do so.

G. The DISTRICT shall not transfer, rent, or permit access to EasyTrac™ and/or the PCG Claiming System to any third party, and shall not permit any DISTRICT user or third party to do so.

H. The DISTRICT shall not modify, decompile, disassemble, or otherwise attempt to reverse engineer EasyTrac™ and/or the PCG Claiming System or any portion thereof, and shall not permit any DISTRICT user or third party to do so.

I. The DISTRICT shall not circumvent any security protection within EasyTrac™ and/or the PCG Claiming System, and shall not permit any DISTRICT user or third party to do so.

J. Subject to the license rights granted to the DISTRICT by this Section, all right, title, and interest in and to EasyTrac™ and/or the PCG Claiming System, including the intellectual property rights and technology inherent in EasyTrac™ and/or the PCG Claiming System, are and at all times will remain the sole and exclusive property of PCG. No right to use, print, copy, distribute, integrate, or display EasyTrac™ and/or the PCG Claiming System, in whole or in part, is granted in this Agreement, except as is explicitly provided in this Agreement. Nothing contained in this Agreement will directly or indirectly be construed to assign or grant to the DISTRICT any right, title, or interest in or to PCG's intellectual property rights or other rights in and to EasyTrac™ and/or the PCG Claiming System or PCG's trademarks. Except as expressly authorized by this Agreement, the DISTRICT shall not use, display, copy, distribute, modify, or sublicense EasyTrac™ and/or the PCG Claiming System. PCG reserves all rights not expressly granted to the DISTRICT by this Agreement.

K. The DISTRICT acknowledges that PCG is and shall remain the owner of all rights, title, and interest in and to each of PCG's trademarks in any form or embodiment thereof and is also the owner of all goodwill associated with PCG's trademarks. All goodwill generated by the DISTRICT's use of EasyTrac™ and/or the PCG Claiming System with respect to PCG's trademarks shall inure exclusively to the benefit of PCG. The DISTRICT shall promptly notify PCG of any third-party infringements of any of the

PCG trademarks used in connection with EasyTrac™ and/or the PCG Claiming System, or any act of unfair competition by third parties relating to the PCG trademarks, within a reasonable time of the DISTRICT's knowledge of such infringements or acts.

L. PCG reserves the sole and exclusive right at its discretion to assert claims against third parties for infringement or misappropriation of its intellectual property rights in EasyTrac™ and/or the PCG Claiming System.

IX. LIABILITY AND INSURANCE

A. PCG shall defend, indemnify, and hold harmless the DISTRICT and OSDE from and against any suit, proceeding, assertion, damage, cost, liability, and expense (including court costs and reasonable attorneys' fees) incurred as a result of claims by a third party against the DISTRICT or OSDE, employees, or agents arising from or connected with a claim, related to this Agreement, that any EasyTrac™ and/or the PCG Claiming System infringes any valid patent, copyright, trade secret, or other intellectual property right under the laws of the United States, provided that the DISTRICT and OSDE promptly notifies PCG, in writing, of the suit, claim, or proceeding, or threat of suit, claim, or proceeding, and provides PCG with reasonable assistance for the defense of the suit, claim, or proceeding. PCG will have sole control of the defense of any claim and all negotiations for settlement or compromise.

B. To the extent permitted by applicable law, the DISTRICT shall defend, indemnify, and hold harmless PCG from and against any suit, proceeding, assertion, damage, cost, liability, and expense (including court costs and reasonable attorneys' fees) incurred as a result of claims by a third party against PCG, employees, or agents arising from or connected with any acts or omissions by the DISTRICT.

C. PCG shall not be liable to the DISTRICT and OSDE for consequential, incidental, exemplary, special or punitive damages resulting from or relating to the Agreement, whether based on breach of contract, tort, or otherwise, even if such party has been advised of the possibility of such damages. Under no circumstances shall PCG's aggregate liability under this Participation Agreement exceed an amount equal to the total compensation paid to PCG pursuant to this Participation Agreement. PCG will maintain adequate insurance coverage for purposes of this Participation Agreement, including commercial general liability, worker's compensation, and errors and omissions liability insurance. PCG will provide to the DISTRICT a certificate of insurance upon request. Such certificate shall provide for thirty (30) days' notice prior to modification of terms or termination.

X. SUCCESSORS AND ASSIGNEES

A. The parties each binds itself, its associates, partners, successors, assigns, and legal representatives to the other parties to this Participation Agreement with respect to all covenants of this Participation Agreement.

B. No party shall assign any interest in this Participation Agreement or transfer any interest in the same (whether by assignment or notation) without prior written approval of the other parties.

XI. APPLICABLE LAW AND EXCLUSIVE FORUM

This Agreement shall be governed by the law of the State of Oklahoma, and any civil action arising under this Participation Agreement shall be brought in the State of Oklahoma, Oklahoma County.

XII. COMPLIANCE WITH LAWS

A. The parties shall comply with all applicable federal and state laws and regulations.

B. This Participation Agreement and the transactions contemplated hereby are intended to comply with all applicable federal and state laws and regulations including but not limited to fraud and abuse laws. In the event that this Participation Agreement or any of the transactions contemplated hereby are determined not to be in compliance with such laws and regulations, the parties shall negotiate in good faith to modify the terms and provisions of this Participation Agreement to remedy any prior noncompliance. If compliance cannot reasonably be achieved, this Participation Agreement shall terminate at the election of any party and no party shall have any further rights or obligations hereunder, except as otherwise provided herein; provided, however, that the parties shall take all practicable action to remedy any noncompliance, if possible, including but not limited to repayment or return of any money or value received.

C. This Agreement is intended to be interpreted as necessary to implement and comply with federal and state laws relating to confidentiality of health information and student information. The parties agree that any ambiguity in this Participation Agreement is to be resolved in favor of a meaning that complies with and is consistent with such laws.

XIII. EXTENT OF AGREEMENT AND ORDER OF PRECEDENCE

A. This Participation Agreement represents the entire and integrated agreement among the parties and supersedes all prior negotiations, representations, or agreements, either written or oral.

B. This Participation Agreement may be amended or revised only by a written amendment signed by authorized representatives of all parties and referencing this Participation Agreement.

C. The parties acknowledge that nothing in this Participation Agreement is intended to conflict with the PCG Contract or the Authorizing Agreement; in the event of a conflict between those agreement and this Participation Agreement, the terms and conditions of those agreement will govern, In the event of any conflict between the terms of this Agreement and the Attachments, the following order of precedence shall govern:

1. Agreement
2. Exhibit A – Operational Responsibilities
3. Exhibit B – Compliance Checklist

XIV. PROCUREMENT

A. The DISTRICT and OSDE are solely responsible for their compliance with applicable procurement laws and regulations.

XV. NOTICES AND CONTACT PERSONS

Any notices, requests, consents, and other communications hereunder shall be in writing and shall be effective either when delivered personally to the party for whom intended, or five days following deposit of the same into the United States mail (certified mail, return receipt requested, or first class postage prepaid), addressed to such party at the address set forth below, who shall serve as Contact Persons unless replaced by a party by written notice to the other party:

PCG
Cameron S. Lackey
Manager
Public Consulting Group LLC
545 Mainstream Drive Suite 220
Nashville, Tennessee 37228

OSDE
Ryan Walters
State School Superintendent (Or Designee)
Oklahoma State Department of Education
2500 North Lincoln Boulevard Oklahoma
City, Oklahoma 73105

DISTRICT

XVI. MISCELLANEOUS

A. The parties understand that PCG is not required to perform the services on a full-time basis for DISTRICT and may perform services for other individuals and organizations consistent with the limitations in this Agreement.

B. The failure of a party to enforce a provision of this Agreement shall not constitute a waiver with respect to that provision or any other provision of this Agreement.

C. If any provision in this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions in this Agreement shall continue in full force and effect.

D. Except as expressly provided in this Agreement, PCG does not make any warranty with respect to the contracted services, whether express or implied, and specifically disclaims any implied warranties, whether of merchantability, suitability, fitness for a particular purpose, or otherwise for said contracted services.

E. The parties agree that the terms of this Agreement result from negotiations between them. This Agreement will not be construed in favor of or against either party by reason of authorship.

F. Neither party shall be responsible for delays or failures in performance resulting from acts of God, acts of civil or military authority, terrorism, fire, flood, strikes, war, epidemics, pandemics, shortage of power, or other acts or causes reasonably beyond the control of that party. The party experiencing the force majeure event agrees to give the other party notice promptly following the occurrence of a force majeure event, and to use diligent efforts to re-commence performance as promptly as commercially practicable.

G. The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement. nor the meaning of any provisions hereof.

H. Each party represents that: (1) it has the authority to enter into this Agreement; and (2) that the individual signing this Agreement on its behalf is authorized to do so.

I. The parties to this Agreement are independent contractors. There is no relationship of partnership, joint venture, employment, franchise, or agency between the parties. Neither party will have the power to bind the other or incur obligations on the other's behalf without the other's prior written consent.

J. The provisions of this Agreement which by their nature would continue beyond the termination or expiration of this Agreement will survive the termination or expiration of this Agreement.

[Signatures on Next Page]

IN WITNESS WHEREOF, the parties have executed this Participation Agreement as of the Effective Date written above.

For and on behalf of PCG:

Signature

Name: Cameron S. Lackey

Title: PCG Manager

Date: July 1, 2024

For and on behalf of the OSDE:

Andrea Fielding

Digitally signed by Andrea Fielding
Date: 2024.08.09 14:45:02 -05'00'

Signature

State Superintendent of Public Instruction or Designee

Andrea Fielding, Chief Operating Officer

For and on behalf of District:

Signature

Name:

Title:

Date Approved by School Board:

EXHIBIT A – OPERATIONAL RESPONSIBILITIES

Each of the parties to this Participation Agreement agree to fulfill the operational responsibilities assigned to it in this Exhibit A.

EXHIBIT B – COMPLIANCE AGREEMENT

Each of the parties to this Participation Agreement agree to fulfill the compliance responsibilities assigned to it in this Exhibit B.

EXHIBIT A
OPERATIONAL RESPONSIBILITIES
EFFECTIVE SCHOOL YEAR 2024-2025
SCHOOL-BASED HEALTH SERVICES PROGRAM

This exhibit provides the operational responsibilities assigned to the Oklahoma State Department of Education (OSDE), the School District, and PCG in accordance with the terms and conditions of the Participation Agreement for the Oklahoma Medicaid School-Based Health Services (SBHS) program.

OSDE

OSDE is the state agency responsible for oversight of Oklahoma public school district compliance with the requirements of the Individuals with Disabilities Education Act (IDEA), 20 USC § 1400, et seq. As part of that responsibility, OSDE is tasked with collecting and monitoring school district IEPs. Pursuant to the Authorizing Agreement between OSDE and the Oklahoma Health Care Authority (OHCA), OSDE has been charged with the responsibility of developing and approving program practices and policies and for the administration of the Oklahoma School-Based Medicaid program through a contracted third-party administrator, Public Consulting Group, Inc. (PCG), in collaboration with OHCA.

PCG

OSDE contracts with PCG to act as a third-party administrator to fee-for-service (FFS) and Medicaid Administrative Claiming (MAC):

FFS

1. Serve as the single point of contact for School Districts that are either interested in participating or are participating in the SBHS program.
2. Provide initial training to the School District's health-related provider's program liaisons that will cover the overall program, participation requirements, and the processes for logging services, claiming supporting documentation, managing caseloads, and generating service reports in OK EDPlan™.
3. Provide ongoing OK EDPlan™ and program support to the School District.
    - Email support will be provided via the email links on the OK EDPlan™. Message Board page
    - Phone support will be during the hours of 9:00 AM and 5:00 PM local time, excluding weekends and holidays. PCG will provide a toll-free or local number. This number will connect the School District contact with PCG's OK EDPlan™ help desk.
    - Provide annual ongoing training to the School District's health-related providers and program liaisons that will cover the overall program, participation requirements, and the process for logging services, claiming supporting documentation, managing caseloads, and generating service reports in OK EDPlan™.
4. Prepare and update as appropriate, a Compliance Checklist identifying the relevant Medicaid documentation rules for the OK School-Based Medicaid program.
5. Based on the information entered on OK EDPlan™ by School District as well as the compliance check options agreed to in the Compliance Checklist, process, generate, and submit claims to OHCA on behalf of OSDE and all School Districts participating in the program.
6. Bill Medicaid for School Districts properly logging services and claim support documentation in OK EDPlan™.

7. Review Remittance Advices from OHCA to reconcile, correct denied claims, and void claims as appropriate.
8. Generate and provide claiming and compliance reports to School District.
9. Perform annual program integrity reviews pursuant to the SBHS audit plan approved by OSDE.
10. Retain service documentation that supports its claims for Medicaid reimbursement and meets the minimum Medicaid and OHCA requirements for 6 years (OHCA Policies and Rules: 317:30-3-15). Records that are part of an ongoing compliance review, audit, grievance, or litigation require that the documentation be retained beyond 6 years.

MAC

PCG has developed a description of reimbursable MAC activities performed by District contract or salaried staff. This list is in accordance with CMS guidelines. A description of the MAC activities can be found in the Time Study Implementation Guide. Therefore, PCG will:

1. Review District MAC claims for Medicaid reimbursement on a quarterly basis.
2. Compile documentation as set forth by CMS guidelines and calculate a MAC claim for reimbursement.
3. Issue payment to the District representing all of the federal share of actual and reasonable costs less PCG's administrative fee for MAC activities provided by the District, as determined by CMS approved cost allocation methodologies and time study formulas.
4. Prepare claims to OHCA, on behalf of OSDE, to forward for funding to CMS for Title XIX participation.
5. Calculate MAC claims directly in the PCG Claiming System and District financial personnel will be able to view the calculation.
6. Notify the District in the event of any changes made by CMS to federal matching percentages or costs eligible for match.
7. Assist Districts via the help desk with program components including but not limited to education and training, and technical assistance for the SBHS program. The PCG Claiming System will provide a variety of resources.
8. Distribute MAC reimbursement funds to the District via Electronic Funds Transfer (EFT). PCG is obligated to reimburse funds to the extent that PCG receives funds from OHCA, excluding appropriate administrative fees as agreed between OSDE and PCG. PCG reserves the right to withhold distribution of payment(s) if the District is in a payback situation for any program component.

School District

FFS

1. Designate a liaison who has decision-making authority, or reports directly to someone who has such decision-making authority with respect to all matters in the Participation Agreement (including its exhibits). The liaison will serve as the primary point of contact with OSDE and PCG.
2. Actively participate in this program and be available for training sessions in accordance with an agreed schedule and for other required tasks, activities, and approvals.
3. Enroll as a Medicaid provider. This includes notifying Medicaid of any change in address, tax ID, or other information required to keep Medicaid provider enrollment records current at all times.
4. Obtain a National Provider Identifier (NPI) for billing transaction purposes.

5. Have its rendering providers enroll as a Medicaid provider (contract with OHCA), re-enroll as a Medicaid provider (re-new contract with OHCA) and obtain an NPI. The Medicaid provider ID and its effective dates must be recorded in OK EDPlan™. The School District must have all rendering providers linked to its Medicaid ID via Appendix A in OHCA's portal before submitting claims for Medicaid reimbursement.
6. Complete paperwork for PCG to submit and receive electronic claims and electronic Medicaid enrollment data on behalf of school district.
7. Obtain one-time written parental consent to disclose information and bill Medicaid for services and to provide the parent or guardian with initial and annual notice of the disclosure.
8. Obtain a separate physician referral for Physical Therapy services.
9. Obtain a separate prior authorization for Personal Care services.
10. Ensure that its rendering providers (employees or contractors who perform direct medical services) meet all of Medicaid's licensure, certification, and other criteria to qualify as Medicaid providers and provide services for which Medicaid reimbursement is claimed.
11. Initially set up and manage ongoing access and supervisor links for its health-related service providers in OK EDPlan™
12. Have its health-related service providers record all health-related services they provide to special education students in OK EDPlan™. PCG will not submit claims for any services not entered in OK EDPlan™.
13. Have its liaison record all necessary claim support documentation in OK EDPlan™.
14. Provide all services that are listed in the student's IEP, regardless of whether the services are Medicaid-covered and can be billed to Medicaid. (PCG will submit Medicaid claims only for Medicaid-covered services.)
15. Be responsible for the accuracy and completeness of the data its employees provide for claim submission. Errors must be corrected as soon as possible. School District, not OSDE or PCG, is accountable for any errors or omissions.
16. If audited by the State or Federal Government or their agents, disclose all Medicaid records required for audit purposes.
17. Safeguard student records in accordance with the Family Educational Rights and Privacy Act (FERPA), applicable provisions of HIPAA, and all applicable OK state laws.
18. Be responsible for informing its program participants of all relevant privacy regulations and polices.
19. Ensure the availability of non-federal (state/local) funds expended for Medicaid covered services equal to the required state share match. Districts can only use state/local monies for matching Medicaid. Districts may not use federal funds for the required match. If a federal grant has a cash match requirement, the funds used for the match cannot also be used as a match for Medicaid.
20. Participate in the program financing model by transferring state matching funds to OHCA, equaling the non-federal matching funds required for receipt of federal Medicaid funding for the service.
21. Retain service documentation that supports its claims for Medicaid reimbursement and meets the minimum Medicaid and OHCA requirements.
22. Comply with the requirements of the OK Medicaid Billing Services Compliance Checklist.
23. As used in this Exhibit, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of

computer data, or in any other form. In accepting any Contract with the State, the School District agrees that any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.

The District is required to retain records relative to the Contract for the duration of the Contract and for a period of six (6) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the six (6) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the six (6) year retention period, whichever is later.

24. Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information School District submits as part of or in connection with a contract are public records and subject to disclosure. School District claiming any portion of their contract as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The Superintendent of OSDE (STATE OF OKLAHOMA) shall make the final decision as to whether the documentation or information is confidential.

    District shall cooperate in the defense of any disallowance claim arising in connection with this Agreement. Any defense costs associated with the disallowance on claims attributable to errors or omissions caused by District shall be borne by District. District agrees and understands that the federal government may levy a disallowance on the Medicaid expenditures made in connection with this Agreement. District also agrees and understands that disallowances levied may or may not be upheld, in whole or in part, if appealed. District shall be responsible for any disallowance, deferral, or recoupment.

MAC

1. District will designate an employee(s) to act as a liaison with PCG for issues concerning this Agreement, administration of the MAC component of the SBHS program, and financial information. The District may choose to designate more than one person based on roles and responsibilities as Districts are required to have a replacement available to perform program requirements in the case of an absence. If the designated employee(s) changes roles or leaves the District must provide written notice to PCG within ten (10) business days.
2. District must participate in the fee-for-service component of the SBHS program in order to participate in the MAC component for reimbursement.
3. District will meet all deadlines to submit required information to PCG for the purposes of the SBHS program.
4. District must accept quarterly MAC reimbursement payment(s) via EFT and provide PCG the appropriate banking information to conduct the transaction. If there are changes to the District's bank information such as account number, the District must provide written notice to PCG within ten (10) business days. PCG is not responsible for any fees in the event the District does not provide correct or updated bank information.
5. The accounting system used by the District or its contractor must comply with the requirements contained in 2 CFR 220.
6. District must follow the policies and procedures contained in the "Time Study Implementation Guide" approved by CMS.
7. District will maintain or coordinate a contractor's assistance in maintaining an OSDE/OHCA/CMS approved MAC component to include training, the use of standardized sample forms, sampling, the development and maintenance of clearly identifiable cost accounting pools, and the application of sample percentages to accounting pools in a manner which will document the process for audits.

8. District will report quarterly salary and benefit, and contracted personnel costs for participants that are included on the related Random Moment Time Study (RMTS) staff pool list. Costs are reported on a cash basis. Each quarter's costs must be certified by an authorized financial representative of the District.

9. District must sign and return to PCG the non-federal matching dollars, also referred to as quarterly Certification of Public Expenditures (CPE) form(s), and/or other documentation determined by OHCA to be necessary to verify that the District has expended the state / local funds reflected in the certification. The CPE form must be signed and dated by an authorized financial representative on behalf of the LEA. The funds expended and reported in the CPE must be funds other than federal funds.

10. Quarterly CPE forms are generated with the claim and distributed electronically. The District will need to sign each quarter's CPE in the PCG Claiming System before disbursement of MAC funds.

11. District shall monitor employee participation to ensure that every RMTS form is completed. The District must meet the minimum return rate compliance of 85% of moments assigned each quarter. After the first quarter of RMTS non-compliance, the District is required to submit a Corrective Action Plan (CAP) outlining a plan to meet compliance. After two consecutive quarters of RMTS non-compliance, the District is required to document why the strategy in the CAP was not effective and submit a revised CAP. After three consecutive quarters of RMTS non-compliance, the District may be removed from participating in the MAC component of the SBHS program. Non-compliance measures may change at any time based on direction from OSDE/OHCA or a federal entity. Submission of and compliance with a CAP is not the exclusive remedy for non-compliance by the District. In addition to requiring the adoption and implementation of a CAP, claims for MAC may be denied and/or recouped as a result of non-compliance.

Compliance Reviews

1. A LEA receiving MSBC Program funds will be subject to a comprehensive compliance review conducted no less than once every four years. The LEA will comply with all required next steps as a result of findings.

2. Any recoupment or disallowance of funds for any reason, including as a result of an audit exception, disallowance or comprehensive compliance review, or deferral or denial by CMS or OHCA, will be the exclusive responsibility of the District, regardless of when the recoupment or disallowance is issued or whether the District has withdrawn from the SBHS program. PCG shall have no liability for any such recoupment or disallowance of funds. If a recoupment is requested, payment by the District is due on demand.

3. District will comply with all applicable federal, state, and local laws, rules and regulations, program requirements, OSDE and OHCA policies, and procedures governing performance of duties under this Agreement, including but not limited to an annual audit conducted in accordance with the Single Audit Act of 1984 and all applicable amendments.

4. District agrees to maintain and furnish records and documents from the date of payment, both medical and non-medical, as may be required by applicable federal and state laws. The LEA will allow PCG or designees reasonable access during regular business hours to review, copy or obtain specific records or documents and will cooperate with PCG or designee to facilitate the information and record exchanges necessary for quality management, utilization management, or other processes required for SBHS program operations.

5. District shall comply with all deadlines set by PCG regarding compliance reviews, deliverable and documentation deadlines, and respond to PCG in a timely manner. It is the responsibility of the District to stay informed regarding deadlines and program changes through, newsletters, trainings, as well communications sent by PCG.

6. Should a District not submit documentation that meets all SBHS program documentation requirements to substantiate cost reported or reimbursement received or fails to submit required documentation within the outlined required timeframe if/when selected for a compliance review all monies determined owed are subject to recoupment.

7. All documentation submission for compliance reviews must be made in an acceptable format depending on the content of the data and District is responsible for delivery timelines despite service provider or methods of delivery used. All data that contains private, confidential student data must be submitted securely, and the District is responsible for alternate submission arrangements should technology prohibit secure electronic data submission.

8. District documentation, data certifications, and submissions should undergo a thorough review and quality check by the District to ensure accuracy. Certification language should be reviewed carefully to understand responsibility of accuracy and acknowledgement of consequences before submission to PCG.

9. District will comply with all program requirements as outlined in the MSBC Program Handbook and AMPM chapter 710 specific to school-based claiming prior to submitting costs for MAC claims. The LEA will submit all financial supporting documentation upon request. The LEA shall not engage in unallowable practices such as back-dating or any other alteration of the source document in order to falsify program compliance.

10. District will cooperate with periodic compliance reviews conducted by PCG and will comply with recommendations that result from those comprehensive compliance reviews. District will supply a dual certified CAP certified by two District representatives for areas identified as non-compliant during a compliance review.

EXHIBIT B – COMPLIANCE AGREEMENT

Each of the parties to this Participation Agreement agree to fulfill the compliance responsibilities assigned to it in this Exhibit B.

EXHIBIT B
COMPLIANCE CHECKLIST
EFFECTIVE SCHOOL YEAR 2024-2025
SCHOOL-BASED HEALTH SERVICES PROGRAM

Public Consulting Group (PCG) has been retained by the Oklahoma State Department of Education (OSDE) to administer the School Based Health Services (SBHS) program for all participating school districts (hereafter referred to as "School District"). PCG will provide Medicaid billing services pursuant to the contract between the Oklahoma Health Care Authority (OHCA) and OSDE, the contract between OSDE and PCG, and the Participation Agreement among OSDE, PCG, and School District.

This Medicaid Billing Services Compliance Checklist is intended to help School District comply with applicable Medicaid billing requirements. It is a requirement of the SBHS program that OSDE reviews the Checklist together with PCG before the start of each school year, that OSDE executes the Checklist and delivers it to School District before the start of each school year, and that School District complies with the Checklist throughout the school year. The current Compliance Checklist will remain in effect until a new checklist is signed.

All Medicaid billing must be in compliance with all applicable Medicaid requirements, including those relating to documentation. School District's failure to maintain the required documentation could result in a recoupment of Medicaid payments.

- **School District is responsible for the accuracy of the data it enters into OK EDPlan™, hereafter referred to as "PCG System" and data that it otherwise sends to PCG for Medicaid billing purposes.**

- **School District is responsible for ensuring that claims are not submitted for direct service delivery that was not provided. For example, School District must ensure that claims for direct service delivery are not submitted on dates when student attendance data does not show student as "present" in school.**

- **School District is responsible for maintaining all documentation necessary to support the payment of Medicaid claims.**

- **In the event of a state or federal Medicaid audit, School District is responsible for producing the required documentation, including documentation that may not be referenced in this Compliance Checklist.**

- **School District is responsible for controlling School District user access to the PCG System, including managing passwords and activating and inactivating user access.**

PCG will perform a review of participating School District information based on the data provided by the School District before using that data to bill Medicaid on behalf of School District. The purpose of such "pre-billing checks" is to help School District avoid the submission of claims to Medicaid that do not satisfy Medicaid requirements.

The following Compliance Checklist covers many standard Medicaid documentation requirements for school-based Medicaid direct services billing programs. This is not a comprehensive list of every requirement of the program for which School District will be responsible to provide supporting documentation. **It remains the responsibility of School District to ensure that it is not providing inaccurate documentation to PCG, or otherwise providing information that would lead to the submission of inaccurate claims.**

Please contact PCG if you have any questions about the foregoing outline, or any of the items below.

Services

The SBHS program covers the following services. PCG will provide Medicaid billing services, and pre-billing checks, for each of the following school-based services submitted by School District.

Audiology
Assistive Technology
Child Health Screening
Hearing Screening and Services
Immunizations
Nursing (LPN and RN)
Occupational Therapy
Personal Care
Physical Therapy
Psychological Evaluation and Testing
Psychotherapy Services
Speech Language Therapy Services
Therapeutic Behavioral Services
Vision Screening and Services

Pre-Billing Checks

The services selected above will be subject to the following pre-billing checks. These checks do not relieve the School District of its responsibility to provide and maintain accurate documentation and information.

1. Medicaid ID

REQUIREMENT: Every student for whom a service is provided must have a valid Medicaid ID.

School District is responsible to provide correct student demographic data necessary to determine if the student has a Medicaid ID.

☒ **PCG will check Medicaid ID, based on School District data.**

Before billing Medicaid, PCG will check Medicaid enrollment data obtained from the State Medicaid agency to confirm that the student has a valid Medicaid ID. If student does not have a valid Medicaid ID, the service will not be billed.

How should PCG expect to receive this information from School District?

☒ Enrollment information will be obtained from the PCG System. The data that generates said information comes from School District.

2. Service Date Span

REQUIREMENT: Each service submitted to Medicaid must be within the time period that the student is covered by Medicaid.

☒ **PCG will check Medicaid Service Dates, based on School District data.**

Before billing Medicaid, PCG will check Medicaid enrollment data to confirm that the service delivery dates are within the Medicaid date spans obtained from the State Medicaid agency. If the service date is not within the Medicaid date spans, the service will not be billed.

How should PCG expect to receive this information from School District?

☒ Service information will be obtained from the PCG System generated by the data entered by School District.

3. Age

REQUIREMENT: Each service submitted to Medicaid must be age-appropriate.

School District is responsible to provide correct student demographic data necessary to determine if the student is the required age.

☒ **PCG will check student Age, based on School District data**

Before billing Medicaid, PCG will check that the student is the required age on the date of service, based on Medicaid rules for the type of service submitted. For example, a student must be 3 years and older to receive a school-aged service. If the student is not of the appropriate age, then the service will not be billed.

How should PCG expect to receive this information from School District?

☒ Demographic info will be obtained from the PCG System. The data that generates said information comes from School District.

Age Range: Between 3 years and less than 21 years as of the date of the school-based service.

4. **Diagnosis Code**

REQUIREMENT: Each service submitted to Medicaid must include a diagnosis code.

School District is responsible for verifying that the appropriate diagnosis code is selected and documented in the PCG system.

☒ **PCG will check that School District provided a diagnosis code, based on School District data.**

Before billing Medicaid, PCG will check that School District has provided a diagnosis code pursuant to OHCA Policies and Rules **317:30-5-4**. If a diagnosis code is not provided by School District, the service will not be billed.

Please select the method by which diagnosis codes are provided to PCG:

☒ Provider-selected diagnosis code will be documented in the service log in the PCG System by School District. PCG will extract the diagnosis codes prior to each billing cycle.

School District is responsible for verifying that the appropriate diagnosis code is selected and on file.

5. **Individualized Education Program (IEP) Dates**

REQUIREMENT: Each service submitted by School District to PCG that requires an IEP for Medicaid billing must be supported by an IEP effective on the date of service documented by School District. It is

School District's responsibility to make sure that the IEP includes the student's name; description of medical condition; achievable, measurable, time-related goals and objectives that are related to the functioning of the student; the type of services the student will need, and the frequency and estimated length of treatments; and the duration of treatment. Note - PCG will not check or confirm that the IEP includes these items; School District must check and confirm that the applicable IEP has all necessary information for any service that School District submitted pursuant to that IEP. The recommendation for the services identified in the IEP, and the recommendation for the appropriate scope, frequency and duration of the service, must be made by a licensed practitioner of the healing arts operating within their scope of practice.

☒ **PCG will check that service delivery dates are within the IEP date span, based on School District data.**

Before billing Medicaid, PCG will check that the service delivery dates are within the IEP date span in the PCG System. *It is the responsibility of School District to ensure that the related service is prescribed in the IEP for the appropriate duration to support billing.* If the service date is not within the IEP date span, the service will not be billed.

How should PCG expect to receive this information from School District?

☒ IEP dates will be obtained from the PCG System. The data that generates said information comes from School District.

6. Referral/Order/Physician Authorization

REQUIREMENT: Physical Therapy services must be ordered in writing by a physician (M.D. or D.O.) to be covered by Medicaid; the prescription must be updated annually and maintained in the student's health record.

School District is responsible for ensuring that services with referral/order/physician authorization, and those with dates of service within the effective date of the physician's order, authorization, or referral, are documented in the PCG System.

☒ **Before billing a therapy service for Physical Therapy services, PCG will check the date of the physician's order, referral, or authorization, based on School District data.**

Before billing Medicaid for a specified therapy service, PCG will check that the date of service is within the effective date of the physician's order, authorization, or referral provided by School District. If the service date is not within the effective dates of the order, authorization, or referral, the service will not be billed.

How should PCG expect to receive this information from the School District?

☒ School District will enter these dates into the PCG System. PCG will extract these dates prior to each billing cycle.

7. Supervisor Sign-Off

REQUIREMENT: Certain specified services may be provided under the direction of or under the supervision of another clinician. For the supervising clinician, "under the direction of" means that the clinician is supervising the individual's care which, at a minimum, includes seeing the individual initially, prescribing the type of care to be provided, reviewing the need for continued services throughout treatment,

assuring professional responsibility for services provided, and ensuring that all services are medically necessary. "Under the direction of" requires face-to-face contact by the clinician at least at the beginning of treatment and periodically thereafter.

School District is responsible for ensuring that providers who meet the Medicaid qualifications have access to document services in the PCG System and that services delivered by providers requiring Supervisor Sign-Off are approved.

☒ **PCG will conduct Supervisor Sign-Off checks prior to billing for Nursing, Occupational Therapy, Physical Therapy, Speech Therapy, Therapeutic Behavioral Health, Hearing and Vision services.**

For staff members who require documentation review, the supervising provider will use the service log approval wizard in the PCG System to approve appropriately supervised services. Before billing for these services, PCG will check to see if the services by providers without full licensure were approved in this way by School District. If the services are not approved in this way by School District, the services will not be billed.

How should PCG expect to receive this information from School District?

☒ Service provider (clinicians, assistants, and aides) access and usage in the PCG System is managed by School District. The set-up requires School District to maintain and enter any supervisor signoff requirements.

Supervisor signoff information will be obtained from the PCG System. The data that generates said information comes from School District.

8. Provider Qualifications

REQUIREMENT: All School District service providers (clinicians, assistants, and aides) participating in the Medicaid school-based billing program must meet Medicaid and State license/certification requirements, as specified in State Medicaid billing rules. (Select one policy below.)

School District is responsible for ensuring that providers who meet the Medicaid and State license/certification requirements have access to document services in the PCG System. It is the responsibility of School District to obtain and maintain licensure/certification information.

☒ **PCG will conduct a pre-billing check that the date of service was a date on which provider was qualified, based on School District data.**

Before billing Medicaid for a documented therapy service, PCG will check that the date of service was within the period that the provider was met Medicaid and State license/certification requirements, based on School District data in the PCG System. If the service date is not within the qualification dates, the service will not be billed.

How should PCG expect to receive this information from the School District?

☒ Service provider (clinicians, assistants, and aides) access and usage in the PCG System is managed by School District. The set-up requires School District to enter licensure/certification information for Health-related staff and update it at minimum annually thereafter.

Licensure/certification information will be obtained from the PCG System. The data that generates said information comes from School District.

9. Parental Consent to Access Public Benefits or Insurance

REQUIREMENT: Under 34 CFR §300.154(d)(2)(iv), a public agency must obtain a one-time written parental consent before accessing a child's or parent's public benefits or insurance for the first time. Paragraph (A) of § 300.154(d)(2)(iv) describes the specific elements of the written parental consent that a public agency must obtain under FERPA and IDEA before it may release for billing purposes a child's personally identifiable information to a public benefits or insurance program (e.g., Medicaid). Paragraph (B) of § 300.154(d)(2)(iv) requires that the onetime consent must specify that the parent understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services. A public agency must also provide initial and annual written notification as described in34 CFR §300.154(d)(2)(v) to ensure that parents are fully informed of their rights before a public agency can access their or their child's public benefits or insurance to pay for services under the IDEA.

Under all circumstances, School District is responsible for maintaining copies of parental consents to access public benefits as well as written notifications and, if applicable, revocations of such consents.

☒ **PCG will conduct a pre-billing check for parental consent to access public benefits, based on School District data**

If the student has a consent date before the service date, and there is no revocation of consent documented thereafter, then the services will pass the check and be eligible for billing. If the service date does not follow an effective parental consent date, the service will not be billed.

How should PCG expect to receive this information from School District?

☒ School District will enter the date of parent consent into PCG System.

10. Non-School Days (Weekends, Holidays, etc.)

REQUIREMENT: Claims may not be submitted for services on days when school is not in session, including but not limited to holidays, professional development days, weather-related closures, and weekends.

☒ **PCG will check Non-School Days before billing, based on School District data.**

Before billing Medicaid, PCG will check that the date of service does not fall on a Non-School Day as defined in School District's PCG System calendar. If the service date falls on a Non-School Day, the service will not be billed.

☒ **PCG will check Weekends before billing, based on School District data.**

Before billing Medicaid, PCG will check that the date of service does not fall on a weekend as defined in School District's PCG System calendar. If the service date falls on a weekend, the service will not be billed.

How should PCG expect to receive this information from School District?

☒ Calendar info will be obtained from the PCG System. The data that generates said information comes from School District.

11. Prior Authorization

REQUIREMENT: Personal Care services must be prior authorized by the Medicaid agency or an agent of the Medicaid agency to be covered by Medicaid; the prior authorization must be updated annually and maintained in the student's health record.

☒ **Before billing for Personal Care services, PCG will check the date of the prior authorization, based on School District data.**

Before billing Medicaid for a specified therapy service, PCG will check that the date of service is within the effective date of the prior authorization provided by School District. If the service date is not within the effective dates of the order, authorization, or referral, the service will not be billed.

How should PCG expect to receive this information from the School District?

☒ School District will enter these dates into the PCG System. PCG will extract these dates prior to each billing cycle.

2024-2025
CERTIFIED PERSONNEL
EMPLOYMENT

TEMPORARY CONTRACT

VOLUNTEER COACHING

ADJUNCT COACHING

EMPLOYMENT for 2024-2025

OLIVIA CAPERTON	TEACHER	EAST ELEM	8/13/2024
PHILIP CONLEY	TEACHER	MIDDLE SCHOOL	8/13/2024
CARTER DENTON	TEACHER	MIDDLE SCHOOL	8/13/2024
NICOLE DILLENBECK	TEACHER	MIDDLE SCHOOL	8/23/2024
SARA MARR	TEACHER	HIGH SCHOOL	8/28/2024
TREY POWELL	TEACHER	MIDDLE SCHOOL	9/6/2024
KRISTEN WALTON	TEACHER	EAST INTER.	8/14/2024
CONNOR WHITHAM	TEACHER	MIDDLE SCHOOL	8/13/2024
DEAN WILSON	TEACHER	ALT ED.	8/13/2024

RESIGNATION AGREEMENTS

VICTORIA MOLENCUPP	TEACHER	NORTH ELEM.	8/28/2024

Submitted to Board of Education SEPTEMBER 11th, 2024

2024-2025
SUPPORT PERSONNEL
EMPLOYMENT

VOLUNTEER COACHING

TEMPORARY CONTRACT

HEATHER HOWELL	NEGLECTED TUTOR	9/05/2024
HEATHER HOWELL	NEGLECTED LIASON	8/01/2024
ROY HUNTER	INDIAN ED TUTOR	9/01/2024
WENDY ROBERTS	INDIAN ED TUTOR	9/01/2024
AVERY HUNTSMAN	INDIAN ED TUTOR	9/01/2024
BETH BRADY	INDIAN ED TUTOR	9/01/2024
ANDI WILSON	INDIAN ED TUTOR	9/01/2024
ANNE WHITE	INDIAN ED TUTOR	9/01/2024
DENNIS DEVOE	HS MATH VIRTUAL TEACHER	8/20/2024
ROY HUNTER	HS SCIENCE VIRTUAL TEACHER	8/20/2024

ADJUNCT EMPLOYMENT

AMANDA PEREZ	ASST. CROSS COUNTRY	8/20/2024
EAF REDDEN	JV ASST. BASSBALL	8/20/2024
RICHARD K EVANS	MS BASKETBALL COACH	8/20/2024
RICHARD K EVANS	MS VOLLEYBALL COACH	8/20/2024
RICHARD K EVANS	ASST. SOCCER COACH	8/20/2024
RICKY STROKOS	ASST. FAST PITCH SOFTBALL	7/01/2024
HANNAH GEORGE	MS BASKETBALL COACH	7/01/2024
BRETT KOLMAN	VAR. ASST. SOCCER COACH	7/01/2024
SHAD SCARBOROUGH	VAR. ASST. FOOTBALL COACH	7/01/2024

EMPLOYMENT 2024-2025

SHELBY BARBERHOUSSE	PARA	WEST ELEM.	9/05/2024
KAITLYN BOEDING	PARA	CENTRAL ELEM.	8/15/2024
KELLI BREAUX	PARA	WEST ELEM.	8/15/2024
STEVEN BROWDER	BUS DRIVER	TRANSPORTATION	8/14/2024
JESSICA CABLE	CUSTODIAN	MAINTENANCE	9/10/2024

Submitted to the Board of Education: SEPTEMBER 11Th, 2024

LUCAS CABLE	CUSTODIAN	MAINTENANCE	9/10/2024
HEATHER CACOPERDO	CN ASSISTANT	CHILD NUTRITION	8/16/2024
DAVID CARLISLE	MAINTENANCE	MAINTENANCE	8/19/2024
CAROLL CURREY	BUS DRIVER	TRANSPORTATION	9/03/2024
MARIELA DRAGIEVA	CUSTODIAN	MAINTENANCE	8/12/2024
ALEXIS FULGENZI	PARA	CENTRAL INT.	8/19/2024
LUCERO GUERRERO	CN ASSISTANT	CHILD NUTRITION	8/12/2024
DAX HEGINBOTHAM	PARKING LOT	HIGH SCHOOL	8/26/2024
JUNE HENSLEY	PARA	EAST INTER.	8/15/2024
ELIZABETH INGRAM	PARA	CENTRAL INT	8/15/2024
MYLES LIGHTENER	CUSTODIAN	MAINTENANCE	8/09/2024
VANESSA MCFADDEN	PARA	CENTRAL INT.	8/15/2024
MONA MEACHAM	CN ASSISTANT	CHILD NUTRITION	8/19/2024
VALERI NIXON	INTERVENTIONIST	CENTRAL ELE.	9/03/2024
SEAN PATTERSON	BUS DRIVER	TRANSPORTATION	8/15/2024
ANTONIA PEREZ	CN ASSISTANT	CHILD NUTRITION	8/15/2024
KATHERINE PRICE	PARA	EAST ELEM	8/15/2024
DONNA PRYOR	HEALTH CLERK	9TH GRADE	8/15/2024
HEATHER PULLEN	PARA	WEST INT.	8/15/2024
DARCY SINGH	ATTENDANCE	HIGH SCHOOL	8/26/2024
ROBERT TATUM	CN AST. MGR	CHILD NUTRITION	8/08/2024
CING TAWI	EL ZOMI PARA	WEST ELEM.	8/29/2024
SANDRA VARGAS	CN ASSISTANT	CHILD NUTRITION	8/23/2024
CHASITY WASHBURN	PARA	HIGH SCHOOL	8/16/2024
RAFER WEAVER	2HR AIDE	NORTH ELEM.	9/04/2024
MATT YBARRA	DISTRICT CHEF	CHILD NUTRITION	8/20/2024

RESIGNATION AGREEMENTS

MARK PALMER	BUS DRIVER	TRANSPORTATION	7/28/2024
KRISTEN COXRYAN	RECESS AIDE	EAST ELEM	5/21/2024
NANCY JACKSON	ATTENDANCE	HIGH SCHOOL	8/01/2024
JAMIE JACOBS	CUSTODIAN	MAINTENANCE	8/19/2024
LISA MCCAIN	ED TECH ASST.	MIDDLE SCHOOL	9/02/2024
BENJAMIN BLOTZER	SHIPPING/RECI.	MAINTENANCE	8/30/2024
MONA MEACHAM	CN ASSISTANT	CHILD NUTRITION	9/03/2024
MARY MCBRYAR	TRANS. DIRECTOR	TRANSPORTATION	10/13/2024

Submitted to the Board of Education: SEPTEMBER 11Th, 2024

School District
2024-2025 Estimate of Needs
and
Financial Statement of the Fiscal Year 2023-2024

Board of Education of Bixby Public Schools
District No. I-4
County of Tulsa
State of Oklahoma

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 Bixby Public Schools, District No. I-4, County of Tulsa, State of Oklahoma for the fiscal year beginning July 1, 2024, and ending June 30, 2025, 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, 2025, 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: Jenkins & Kemper, CPAs, P.C.

Submitted to the Tulsa County Excise Board

This _____ Day of _____, 2024

School Board Member's Signatures

Chairman: _____	Clerk: _____
Member: _____	Member: _____
Member: _____	Member: _____
Member: _____	Member: _____
Member: _____	Member: _____
Treasurer _____	

Index Page

General.....1
Building.....7
Child Nutr.....13
Sinking Fund Bonds.....19
Sinking Fund.....23
Capital Project Total.....29
Capital Project Individual.....31
Exhibit Y.....39
Exhibit Z.....43
Publication.....45

Affidavit of Publication

State of Oklahoma, County of Tulsa

I, _____, the undersigned duly qualified and acting Clerk of the Board of Education of Bixby Public Schools, School District No. I-4, 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.

_____
Clerk, Board of Education

Subscribed and sworn to before me this _____ day of _____, 2024.

_____ _____
Notary Public My Commission Expires

_____
Secretary and Clerk of Excise Board
Tulsa County, Oklahoma

JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

Independent Accountant's Compilation Report

September 11, 2024

Honorable Board of Education
Bixby Public Schools
District No. I-4, Tulsa County

We have compiled the 2023-24 prescribed financial statements as of and for the fiscal year ended June 30, 2024, and the 2024-25 Estimate of Needs (S.A.&I. Form 2661R06) and Publication Sheet (S.A.&I. Form 2662R06) for District No. I-4, Tulsa County, included in the accompanying prescribed form. We have not audited or reviewed the prescribed financial statements, estimate of needs and publication sheet forms referred to above and, accordingly, do not express an opinion or provide any assurance about whether the prescribed financial statements, estimate of needs and publication sheet forms are in accordance with the basis of accounting prescribed by the Office of the Oklahoma State Auditor and Inspector.

Management is responsible for the preparation and fair presentation of the prescribed financial statements, estimate of needs and publication sheet in accordance with the applicable prescribed financial framework and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the prescribed financial statements, estimate of needs and publication sheet.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements and supporting information without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the prescribed financial statements, estimate of needs and publication sheet.

The prescribed financial statements, estimate of needs and publication sheet forms are presented in accordance with the requirements prescribed by the Office of the Oklahoma State Auditor and Inspector per 68 OS § 3003.B., as defined by rules promulgated by the Oklahoma State Department of Education per 70 OS § 5-134.1.D., which differ from generally accepted accounting principles. Accordingly, these prescribed forms are not designed for those who are not informed about such differences.

This report is intended solely for the information and use of the Oklahoma State Department of Education, Bixby Public Schools, Tulsa County Excise Board, and for filing with the State Auditor and Inspector of Oklahoma and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

Jenkins & Kemper, CPAs P.C.

Jenkins & Kemper,
Certified Public Accountants, P.C.

116 WEST BRECKENRIDGE AVE, BIXBY, OK 74008
PHONE: 918.366.4440 FAX: 918.366.4443
WWW.JENKINSKEMPER.COM

GENERAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT 'A'

Schedule 1: Current Balance Sheet for June 30, 2024	
	Amount
ASSETS:	
Cash Balances	$11,076,868.63
Investments	$0.00
TOTAL ASSETS	$11,076,868.63
LIABILITIES AND RESERVES:	
Warrants Outstanding	$1,865,002.35
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$369,641.52
TOTAL LIABILITIES AND RESERVES	$2,234,643.87
CASH FUND BALANCE JUNE 30, 2024	$8,842,224.76
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	**$11,076,868.63**

Schedule 2: Revenue and Requirements, 2023-2024		
REVENUE:	Estimated Budget	Actual Revenue & Expenditures
Revenues, Non-Revenue Receipts & Cash Balances (Schedule 6)	$74,285,306.68	$76,105,730.12
LESS: REQUIREMENTS:		
Expenditures (Schedule 8)	$74,285,306.68	$67,263,505.36
CASH FUND BALANCE JUNE 30, 2024	**$0.00**	**$8,842,224.76**

Schedule 3: General Fund Cash Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2023-24	2022-23	PRE-2022	Total
Cash Balance Reported to Excise Board 6-30-23	$0.00	$9,798,231.26	$0.00	$9,798,231.26
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE				
Revenues/Non-Rev (Sch 6 Source Codes 1000 to 5999)	$68,145,101.53	$0.00	$0.00	$68,145,101.53
Cash Balances Transferred (Sch 6 Source Code 6110)	$7,906,593.21	-$7,906,593.21	$0.00	$0.00
Prior Year Lapsed Appropr (Sch 6 Source Code 6130)	$50,685.65	-$50,685.65	$0.00	$0.00
Estopped Warrants (Sch 6 Source Code 6140)	$3,349.73	-$3,349.73	$0.00	$0.00
Interfund Transfers (Sch 6 Source Code 6200)	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUES, NON-REVENUE RECEIPTS & CASH BALA	$76,105,730.12	-$7,960,628.59	$0.00	$68,145,101.53
Warrants Paid of Year in Caption	$65,028,861.49	$1,837,602.67	$0.00	$66,866,464.16
TOTAL DISBURSEMENTS	$65,028,861.49	$1,837,602.67	$0.00	$66,866,464.16
CASH & INVESTMENTS BALANCE JUNE 30, 2024	$11,076,868.63	$0.00	$0.00	$11,076,868.63
Reserve for Warrants Outstanding (Schedule 4)	$1,865,002.35	$0.00	$0.00	$1,865,002.35
Reserve for Encumbrances (Schedule 8)	$369,641.52	$0.00	$0.00	$369,641.52
TOTAL LIABILITIES AND RESERVE	$2,234,643.87	$0.00	$0.00	$2,234,643.87
DEFICIT:	$0.00	$0.00	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	**$8,842,224.76**	**$0.00**	**$0.00**	**$8,842,224.76**

Schedule 4: General Fund Warrant Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2023-24	2022-23	PRE-2022	Total
Warrants Outstanding 6-30 of Year in Caption	$0.00	$1,567,701.95	$0.00	$1,567,701.95
Warrants Registered During Year	$66,893,863.84	$273,250.45	$0.00	$67,167,114.29
TOTAL	$66,893,863.84	$1,840,952.40	$0.00	$68,734,816.24
Warrants Paid During Year	$65,028,861.49	$1,837,602.67	$0.00	$66,866,464.16
Warrants Coverted to Bonds or Judgments	$0.00	$0.00	$0.00	$0.00
Warrants Estopped by Statute/Canceled	$0.00	$3,349.73	$0.00	$3,349.73
TOTAL WARRANTS RETIRED	$65,028,861.49	$1,840,952.40	$0.00	$66,869,813.89
BALANCE WARRANTS OUTSTANDING JUNE 30, 2024	$1,865,002.35	$0.00	$0.00	$1,865,002.35

Schedule 5: 2023 Ad Valorem Tax Account			
ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024	0.000	Mills	Amount
2023 Net Valuation Certified to County Excise Board			$656,483,653.00
Total Proceeds of Levy as Certified			$23,666,668.98
Additions:			$0.00
Deductions:			$0.00
Gross Balance Tax			$23,666,668.98
Less Reserve for Delinquent Tax			$2,151,515.36
Reserve for Protests Pending			$0.00
Balance Available Tax			$21,515,153.62
Deduct 2023 Tax Apportioned			$23,205,794.06
Net Balance 2023 Tax in Process of Collection			**$0.00**
Excess Collections			**$1,690,640.44**

GENERAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT 'A'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances		
SOURCE	2023-24 Account	
	AMOUNT ESTIMATED	ACTUALLY COLLECTED
1000 DISTRICT SOURCES OF REVENUE:		
1100 TAXES LEVIED/ASSESSED		
1110 Ad Valorem Tax Levy (Current Year)	$21,515,153.62	$23,205,794.06
1120 Ad Valorem Tax Levy (Prior Years)	$1,341,295.60	$276,520.18
1130 Revenue In Lieu Of Taxes	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	$0.00
1190 Other Taxes	$0.00	$67,279.60
TOTAL TAXES LEVIED/ASSESSED	$22,856,449.22	$23,549,593.84
1200 Tuition & Fees	$22,500.00	$29,430.00
1300 Earnings on Investments and Bond Sales	$450,000.00	$760,120.88
1400 Rental, Disposals and Commissions	$236,624.51	$20,618.21
1500 Reimbursements	$20,000.00	$54,846.44
1600 Other Local Sources of Revenue	$250,000.00	$436,818.58
1700 Child Nutrition Programs	$0.00	$0.00
1800 Athletics	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$23,835,573.73	$24,851,427.95
2000 INTERMEDIATE SOURCES OF REVENUE:		
2100 County 4 Mill Ad Valorem Tax	$2,206,018.60	$2,426,638.61
2200 County Apportionment (Mortgage Tax)	$385,000.00	$278,683.00
2300 Resale of Property Fund Distribution	$75,000.00	$87,895.05
2900 Other Intermediate Sources of Revenue	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$2,666,018.60	$2,793,216.66
3000 STATE SOURCES OF REVENUE:		
3100 STATE DEDICATED SOURCES OF REVENUE		
3110 Gross Production Tax	$6,500.00	$5,126.89
3120 Motor Vehicle Collections	$3,150,000.00	$3,347,276.42
3130 Rural Electric Cooperative Tax	$60,000.00	$67,303.76
3140 State School Land Earnings	$1,000,000.00	$1,320,275.02
3150 Vehicle Tax Stamps	$15,500.00	$17,998.34
3160 Farm Implement Tax Stamps	$0.00	$0.00
3170 Trailers and Mobile Homes	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$4,232,000.00	$4,757,980.43
3200 STATE AID - NONCATEGORICAL		
3210 Foundation and Salary Incentive Aid	$23,829,011.51	$23,118,946.02
3220 Mid-Term Adjustment For Attendance	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	$0.00
3240 Disaster Assistance	$0.00	$0.00
3250 Flexible Benefit Allowance	$5,153,744.82	$5,655,820.35
TOTAL STATE AID - NONCATEGORICAL	$28,982,756.33	$28,774,766.37
3300 State Aid - Competitive Grants - Categorical	$107,230.59	$115,078.14
3400 State - Categorical	$718,673.73	$818,987.44
3500 Special Programs	$0.00	$0.00
3600 Other State Sources of Revenue	$80,000.00	$104,185.39
3700 Child Nutrition Program	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$148,400.00	$148,440.00
TOTAL STATE SOURCES OF REVENUE	$34,269,060.65	$34,719,437.77
4000 FEDERAL SOURCES OF REVENUE:		
4100 Grants-In-Aid Direct From The Federal Government	$252,511.47	$257,348.71
4200 Disadvantaged Students	$698,381.99	$683,270.40
4300 Individuals With Disabilities	$1,481,342.54	$1,529,668.46
4400 No Child Left Behind	$41,992.70	$28,331.85
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$95,000.00	$222,420.62
4600 Other Federal Sources Passed Through State Dept Of Education	$1,224,801.79	$1,276,722.43
4700 Child Nutrition Programs	$0.00	$0.00
4800 Federal Vocational Education	$39,030.00	$42,480.94
TOTAL FEDERAL SOURCES OF REVENUE	$3,833,060.49	$4,040,243.41
5000 NON-REVENUE RECEIPTS:	$1,775,000.00	$1,740,775.74
TOTAL NON-REVENUE RECEIPTS	$1,775,000.00	$1,740,775.74
6000 BALANCE SHEET ACCOUNTS:		
6100 CASH ACCOUNTS		
6110 Cash Forward	$7,906,593.21	$7,906,593.21
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	$50,685.65
6140 Estopped Warrants by Statute	$0.00	$3,349.73
TOTAL CASH ACCOUNTS	$7,906,593.21	$7,960,628.59
6200 Interfund Transfers	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$7,906,593.21	$7,960,628.59
GRAND TOTAL	**$74,285,306.68**	**$76,105,730.12**

GENERAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT 'A'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances (Continued)				
SOURCE	2023-24 Account OVER/UNDER	BASIS AND LIMIT OF ENSUING	ESTIMATED BY GOVERNING BOARD	APPROVED BY EXCISE BOARD
1000 DISTRICT SOURCES OF REVENUE:				
1100 TAXES LEVIED/ASSESSED				
1110 Ad Valorem Tax Levy (Current Year)	$1,690,640.44	100.08%	$23,225,386.99	$23,225,386.99
1120 Ad Valorem Tax Levy (Prior Years)	-$1,064,775.42	126.57%	$350,000.00	$350,000.00
1130 Revenue In Lieu Of Taxes	$0.00	0.00%	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	0.00%	$0.00	$0.00
1190 Other Taxes	$67,279.60	0.00%	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$693,144.62		$23,575,386.99	$23,575,386.99
1200 Tuition & Fees	$6,930.00	91.74%	$27,000.00	$27,000.00
1300 Earnings on Investments and Bond Sales	$310,120.88	98.67%	$750,000.00	$750,000.00
1400 Rental, Disposals and Commissions	-$216,006.30	97.00%	$20,000.00	$20,000.00
1500 Reimbursements	$34,846.44	100.28%	$55,000.00	$55,000.00
1600 Other Local Sources of Revenue	$186,818.58	103.02%	$450,000.00	$450,000.00
1700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
1800 Athletics	$0.00	0.00%	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$1,015,854.22		$24,877,386.99	$24,877,386.99
2000 INTERMEDIATE SOURCES OF REVENUE:				
2100 County 4 Mill Ad Valorem Tax	$220,620.01	109.53%	$2,658,002.23	$2,658,002.23
2200 County Apportionment (Mortgage Tax)	-$106,317.00	93.30%	$260,000.00	$260,000.00
2300 Resale of Property Fund Distribution	$12,895.05	68.26%	$60,000.00	$60,000.00
2900 Other Intermediate Sources of Revenue	$0.00	0.00%	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$127,198.06		$2,978,002.23	$2,978,002.23
3000 STATE SOURCES OF REVENUE:				
3100 STATE DEDICATED SOURCES OF REVENUE:				
3110 Gross Production Tax	-$1,373.11	99.48%	$5,100.00	$5,100.00
3120 Motor Vehicle Collections	$197,276.42	99.48%	$3,330,000.00	$3,330,000.00
3130 Rural Electric Cooperative Tax	$7,303.76	100.29%	$67,500.00	$67,500.00
3140 State School Land Earnings	$320,275.02	99.98%	$1,320,000.00	$1,320,000.00
3150 Vehicle Tax Stamps	$2,498.34	100.01%	$18,000.00	$18,000.00
3160 Farm Implement Tax Stamps	$0.00	0.00%	$0.00	$0.00
3170 Trailers and Mobile Homes	$0.00	0.00%	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	0.00%	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$525,980.43		$4,740,600.00	$4,740,600.00
3200 STATE AID - NONCATEGORICAL				
3210 Foundation and Salary Incentive Aid	-$710,065.49	97.15%	$22,460,172.50	$22,460,172.50
3220 Mid-Term Adjustment For Attendance	$0.00	0.00%	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	0.00%	$0.00	$0.00
3240 Disaster Assistance	$0.00	0.00%	$0.00	$0.00
3250 Flexible Benefit Allowance	$502,075.53	102.68%	$5,807,392.68	$5,807,392.68
TOTAL STATE AID - NONCATEGORICAL	-$207,989.96		$28,267,565.18	$28,267,565.18
3300 State Aid - Competitive Grants - Categorical	$7,847.55	124.03%	$142,735.66	$142,735.66
3400 State - Categorical	$100,313.71	99.94%	$818,525.61	$818,525.61
3500 Special Programs	$0.00	0.00%	$0.00	$0.00
3600 Other State Sources of Revenue	$24,185.39	0.00%	$0.00	$0.00
3700 Child Nutrition Program	$0.00	0.00%	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$40.00	52.69%	$78,209.00	$78,209.00
TOTAL STATE SOURCES OF REVENUE	$450,377.12		$34,047,635.45	$34,047,635.45
4000 FEDERAL SOURCES OF REVENUE:				
4100 Grants-In-Aid Direct From The Federal Government	$4,837.24	107.50%	$276,660.00	$276,660.00
4200 Disadvantaged Students	-$15,111.59	110.54%	$755,316.85	$755,316.85
4300 Individuals With Disabilities	$48,325.92	99.91%	$1,528,242.07	$1,528,242.07
4400 No Child Left Behind	-$13,660.85	107.72%	$30,517.96	$30,517.96
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$127,420.62	92.82%	$206,450.00	$206,450.00
4600 Other Federal Sources Passed Through State Dept Of Education	$51,920.64	27.74%	$354,101.05	$354,101.05
4700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
4800 Federal Vocational Education	$3,450.94	105.93%	$45,000.00	$45,000.00
TOTAL FEDERAL SOURCES OF REVENUE	$207,182.92		$3,196,287.93	$3,196,287.93
5000 NON-REVENUE RECEIPTS:	-$34,224.26	94.79%	$1,650,000.00	$1,650,000.00
TOTAL NON-REVENUE RECEIPTS	-$34,224.26		$1,650,000.00	$1,650,000.00
6000 BALANCE SHEET ACCOUNTS:				
6100 CASH ACCOUNTS				
6110 Cash Forward	$0.00	111.83%	$8,842,224.76	$8,842,224.76
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$50,685.65	0.00%	$0.00	$0.00
6140 Estopped Warrants by Statute	$3,349.73	0.00%	$0.00	$0.00
TOTAL CASH ACCOUNTS	$54,035.38		$8,842,224.76	$8,842,224.76
6200 Interfund Transfers	$0.00	0.00%	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$54,035.38		$8,842,224.76	$8,842,224.76
GRAND TOTAL	**$1,820,423.44**		**$75,591,537.36**	**$75,591,537.36**

EXHIBIT 'A'

Schedule 7: Report of Prior Year Warrants Issued From Reserves			
FISCAL YEAR ENDING JUNE 30, 2023			
	RESERVES 06-30-2023	WARRANTS ISSUED SINCE	BALANCE LAPSED
TOTAL PRIOR YEAR RESERVES	**$323,936.10**	**$273,250.45**	**$50,685.65**

Schedule 8: Report of Current Year Expenditures			
APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, 2024		
	APPROPRIATIONS		
	ORIGINAL	SUPPLEMENTAL ADJUSTMENTS	FINAL APPROPRIATIONS
1000 INSTRUCTION	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:			
2100 Support Services - Students	$0.00	$0.00	$0.00
2200 Support Services - Instructional Staff	$0.00	$0.00	$0.00
2300 Support Services - General Administration	$0.00	$0.00	$0.00
2400 Support Services - School Administration	$0.00	$0.00	$0.00
2500 Support Services - Business	$0.00	$0.00	$0.00
2600 Operations And Maintenance of Plant Services	$0.00	$0.00	$0.00
2700 Student Transportation Services	$0.00	$0.00	$0.00
TOTAL SUPPORT SERVICES	$0.00	$0.00	$0.00
3000 OPERATION OF NON-INSTRUCTION SERVICES:			
3100 Child Nutrition Programs Operations	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:			
4200 Land Acquisition Services	$0.00	$0.00	$0.00
4300 Land Improvement Services	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:			
5100 Debt Service	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$0.00
5800 Charter School Reimbursement	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$0.00	$0.00	$0.00
7000 OTHER USES / UNBUDGETED ITEMS:	$74,285,306.68	$0.00	$74,285,306.68
8000 REPAYMENTS:	$0.00	$0.00	$0.00
TOTAL GENERAL FUND 2023-24 FISCAL YEAR	**$74,285,306.68**	**$0.00**	**$74,285,306.68**

EXHIBIT 'A'

Schedule 8: Report of Current Year Expenditures (Continued)				
FISCAL YEAR ENDING JUNE 30, 2024				2023-2024
APPROPRIATED ACCOUNTS	WARRANTS ISSUED	RESERVES	LAPSED BALANCE KNOWN TO BE UNENCUMBERED	EXPENDITURES FOR CURRENT EXPENSE PURPOSES
1000 INSTRUCTION:	$41,559,602.67	$63,635.13	-$41,623,237.80	$41,623,237.80
2000 SUPPORT SERVICES:				
2100 Support Services - Students	$5,499,588.33	$94,499.42	-$5,594,087.75	$5,594,087.75
2200 Support Services - Instructional Staff	$2,798,474.16	$51,224.06	-$2,849,698.22	$2,849,698.22
2300 Support Services - General Administration	$2,256,883.20	$12,688.72	-$2,269,571.92	$2,269,571.92
2400 Support Services - School Administration	$4,893,782.88	$4,057.88	-$4,897,840.76	$4,897,840.76
2500 Support Services - Business	$1,584,240.09	$23,475.57	-$1,607,715.66	$1,607,715.66
2600 Operations And Maintenance of Plant Services	$3,904,201.45	$87,894.57	-$3,992,096.02	$3,992,096.02
2700 Student Transportation Services	$2,848,838.43	$2,150.96	-$2,850,989.39	$2,850,989.39
TOTAL SUPPORT SERVICES	$23,786,008.54	$275,991.18	-$24,061,999.72	$24,061,999.72
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3100 Child Nutrition Programs Operations	$1,500,000.00	$0.00	-$1,500,000.00	$1,500,000.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00	$0.00
3300 Community Services Operations	$650.00	$0.00	-$650.00	$650.00
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$1,500,650.00	$0.00	-$1,500,650.00	$1,500,650.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:				
4200 Land Acquisition Services	$0.00	$0.00	$0.00	$0.00
4300 Land Improvement Services	$0.00	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00	$0.00
4700 Building Improvement Services	$5,449.00	$0.00	-$5,449.00	$5,449.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$5,449.00	$0.00	-$5,449.00	$5,449.00
5000 OTHER OUTLAYS:				
5100 Debt Service	$0.00	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$0.00	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00	$0.00
5600 Correcting Entry	$42,153.63	$30,015.21	-$72,168.84	$72,168.84
5800 Charter School Reimbursement	$0.00	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$42,153.63	$30,015.21	-$72,168.84	$72,168.84
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$74,285,306.68	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00	$0.00
TOTAL GENERAL FUND 2023-24 FISCAL YEAR	**$66,893,863.84**	**$369,641.52**	**$7,021,801.32**	**$67,263,505.36**

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2024-25	Estimate of Needs by Governing Board	Approved by County Excise Board
PURPOSE:		
Current Expense	$75,591,537.36	$75,591,537.36
Pro rata share of County Assessor's Budget as determined by County Excise Board	$0.00	$0.00
GRAND TOTAL - Home School	**$75,591,537.36**	**$75,591,537.36**

THIS PAGE INTENTIONALLY LEFT BLANK

BUILDING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT 'C'

Schedule 1: Current Balance Sheet for June 30, 2024	
	Amount
ASSETS:	
Cash Balances	$2,816,372.33
Investments	$0.00
TOTAL ASSETS	$2,816,372.33
LIABILITIES AND RESERVES:	
Warrants Outstanding	$21,628.99
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$256,260.12
TOTAL LIABILITIES AND RESERVES	$277,889.11
CASH FUND BALANCE JUNE 30, 2024	$2,538,483.22
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	**$2,816,372.33**

Schedule 2: Revenue and Requirements, 2023-2024		
REVENUE:	Estimated Budget	Actual Revenue & Expenditures
Revenues, Non-Revenue Receipts & Cash Balances (Schedule 6)	$6,399,005.84	$6,715,144.09
LESS: REQUIREMENTS:		
Expenditures (Schedule 8)	$6,399,005.84	$4,176,660.87
CASH FUND BALANCE JUNE 30, 2024	**$0.00**	**$2,538,483.22**

Schedule 3: Building Fund Cash Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2023-24	2022-23	PRE-2022	Total
Cash Balance Reported to Excise Board 6-30-23	$0.00	$2,952,793.34	$0.00	$2,952,793.34
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE				
Revenues/Non-Rev (Sch 6 Source Codes 1000 to 5999)	$4,559,029.04	$0.00	$0.00	$4,559,029.04
Cash Balances Transferred (Sch 6 Source Code 6110)	$2,145,011.85	-$2,145,011.85	$0.00	$0.00
Prior Year Lapsed Appropr (Sch 6 Source Code 6130)	$10,742.85	-$10,742.85	$0.00	$0.00
Estopped Warrants (Sch 6 Source Code 6140)	$360.35	-$360.35	$0.00	$0.00
Interfund Transfers (Sch 6 Source Code 6200)	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUES, NON-REVENUE RECEIPTS & CASH BALAN	$6,715,144.09	-$2,156,115.05	$0.00	$4,559,029.04
Warrants Paid of Year in Caption	$3,898,771.76	$796,678.29	$0.00	$4,695,450.05
TOTAL DISBURSEMENTS	$3,898,771.76	$796,678.29	$0.00	$4,695,450.05
CASH & INVESTMENTS BALANCE JUNE 30, 2024	$2,816,372.33	$0.00	$0.00	$2,816,372.33
Reserve for Warrants Outstanding (Schedule 4)	$21,628.99	$0.00	$0.00	$21,628.99
Reserve for Encumbrances (Schedule 8)	$256,260.12	$0.00	$0.00	$256,260.12
TOTAL LIABILITIES AND RESERVE	$277,889.11	$0.00	$0.00	$277,889.11
DEFICIT:	$0.00	$0.00	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	**$2,538,483.22**	**$0.00**	**$0.00**	**$2,538,483.22**

Schedule 4: Building Fund Warrant Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2023-24	2022-23	PRE-2022	Total
Warrants Outstanding 6-30 of Year in Caption	$0.00	$435,175.86	$0.00	$435,175.86
Warrants Registered During Year	$3,920,400.75	$361,862.78	$0.00	$4,282,263.53
TOTAL	$3,920,400.75	$797,038.64	$0.00	$4,717,439.39
Warrants Paid During Year	$3,898,771.76	$796,678.29	$0.00	$4,695,450.05
Warrants Coverted to Bonds or Judgments	$0.00	$0.00	$0.00	$0.00
Warrants Estopped by Statute/Canceled	$0.00	$360.35	$0.00	$360.35
TOTAL WARRANTS RETIRED	$3,898,771.76	$797,038.64	$0.00	$4,695,810.40
BALANCE WARRANTS OUTSTANDING JUNE 30, 2024	$21,628.99	$0.00	$0.00	$21,628.99

Schedule 5: 2023 Ad Valorem Tax Account		
ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024	0.000 Mills	Amount
2023 Net Valuation Certified to County Excise Board		$656,483,653.00
Total Proceeds of Levy as Certified		$3,380,957.47
Additions:		$0.00
Deductions:		$0.00
Gross Balance Tax		$3,380,957.47
Less Reserve for Delinquent Tax		$307,359.77
Reserve for Protests Pending		$0.00
Balance Available Tax		$3,073,597.70
Deduct 2023 Tax Apportioned		$3,315,118.13
Net Balance 2023 Tax in Process of Collection		**$0.00**
Excess Collections		**$241,520.43**

BUILDING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT 'C'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances

SOURCE	2023-24 Account	
	AMOUNT ESTIMATED	ACTUALLY COLLECTED
1000 DISTRICT SOURCES OF REVENUE:		
1100 TAXES LEVIED/ASSESSED		
1110 Ad Valorem Tax Levy (Current Year)	$3,073,597.70	$3,315,118.13
1120 Ad Valorem Tax Levy (Prior Years)	$200,377.96	$39,502.98
1130 Revenue In Lieu Of Taxes	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	$0.00
1190 Other Taxes	$0.00	$9,609.57
TOTAL TAXES LEVIED/ASSESSED	$3,273,975.66	$3,364,230.68
1200 Tuition & Fees	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$140,000.00	$131,414.87
1400 Rental, Disposals and Commissions	$4,500.00	$6,000.00
1500 Reimbursements	$2,500.00	$71,024.50
1600 Other Local Sources of Revenue	$0.00	$14,888.29
1700 Child Nutrition Programs	$0.00	$0.00
1800 Athletics	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$3,420,975.66	$3,587,558.34
2000 INTERMEDIATE SOURCES OF REVENUE		
2100 County 4 Mill Ad Valorem Tax	$0.00	$0.00
2200 County Apportionment (Mortgage Tax)	$0.00	$0.00
2300 Resale of Property Fund Distribution	$0.00	$0.00
2900 Other Intermediate Sources of Revenue	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00	$0.00
3000 STATE SOURCES OF REVENUE:		
3100 STATE DEDICATED SOURCES OF REVENUE		
3110 Gross Production Tax	$0.00	$0.00
3120 Motor Vehicle Collections	$0.00	$0.00
3130 Rural Electric Cooperative Tax	$0.00	$0.00
3140 State School Land Earnings	$0.00	$0.00
3150 Vehicle Tax Stamps	$0.00	$0.00
3160 Farm Implement Tax Stamps	$0.00	$0.00
3170 Trailers and Mobile Homes	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$0.00	$0.00
3200 STATE AID - NONCATEGORICAL		
3210 Foundation and Salary Incentive Aid	$0.00	$0.00
3220 Mid-Term Adjustment For Attendance	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	$0.00
3240 Disaster Assistance	$0.00	$0.00
3250 Flexible Benefit Allowance	$0.00	$0.00
TOTAL STATE AID - NONCATEGORICAL	$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	$0.00
3400 State - Categorical	$833,018.33	$746,470.20
3500 Special Programs	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	$0.50
3700 Child Nutrition Program	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$833,018.33	$746,470.70
4000 FEDERAL SOURCES OF REVENUE:		
4100 Grants-In-Aid Direct From The Federal Government	$0.00	$0.00
4200 Disadvantaged Students	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	$0.00
4400 No Child Left Behind	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	$0.00
4700 Child Nutrition Programs	$0.00	$0.00
4800 Federal Vocational Education	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$0.00	$0.00
5000 NON-REVENUE RECEIPTS:	$0.00	$225,000.00
TOTAL NON-REVENUE RECEIPTS	$0.00	$225,000.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Forward	$2,145,011.85	$2,145,011.85
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	$10,742.85
6140 Estopped Warrants by Statute	$0.00	$360.35
TOTAL CASH ACCOUNTS	$2,145,011.85	$2,156,115.05
6200 Interfund Transfers	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$2,145,011.85	$2,156,115.05
GRAND TOTAL	**$6,399,005.84**	**$6,715,144.09**

BUILDING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT 'C'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances (Continued)

SOURCE	2023-24 Account OVER/UNDER	BASIS AND LIMIT OF ENSUING	ESTIMATED BY GOVERNING BOARD	APPROVED BY EXCISE BOARD
1000 DISTRICT SOURCES OF REVENUE:				
1100 TAXES LEVIED/ASSESSED				
1110 Ad Valorem Tax Levy (Current Year)	$241,520.43	100.08%	$3,317,916.98	$3,317,916.98
1120 Ad Valorem Tax Levy (Prior Years)	-$160,874.98	151.89%	$60,000.00	$60,000.00
1130 Revenue In Lieu Of Taxes	$0.00	0.00%	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	0.00%	$0.00	$0.00
1190 Other Taxes	$9,609.57	0.00%	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$90,255.02		$3,377,916.98	$3,377,916.98
1200 Tuition & Fees	$0.00	0.00%	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	-$8,585.13	91.31%	$120,000.00	$120,000.00
1400 Rental, Disposals and Commissions	$1,500.00	83.33%	$5,000.00	$5,000.00
1500 Reimbursements	$68,524.50	0.00%	$0.00	$0.00
1600 Other Local Sources of Revenue	$14,888.29	0.00%	$0.00	$0.00
1700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
1800 Athletics	$0.00	0.00%	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$166,582.68		$3,502,916.98	$3,502,916.98
2000 INTERMEDIATE SOURCES OF REVENUE				
2100 County 4 Mill Ad Valorem Tax	$0.00	0.00%	$0.00	$0.00
2200 County Apportionment (Mortgage Tax)	$0.00	0.00%	$0.00	$0.00
2300 Resale of Property Fund Distribution	$0.00	0.00%	$0.00	$0.00
2900 Other Intermediate Sources of Revenue	$0.00	0.00%	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00		$0.00	$0.00
3000 STATE SOURCES OF REVENUE:				
3100 STATE DEDICATED SOURCES OF REVENUE:				
3110 Gross Production Tax	$0.00	0.00%	$0.00	$0.00
3120 Motor Vehicle Collections	$0.00	0.00%	$0.00	$0.00
3130 Rural Electric Cooperative Tax	$0.00	0.00%	$0.00	$0.00
3140 State School Land Earnings	$0.00	0.00%	$0.00	$0.00
3150 Vehicle Tax Stamps	$0.00	0.00%	$0.00	$0.00
3160 Farm Implement Tax Stamps	$0.00	0.00%	$0.00	$0.00
3170 Trailers and Mobile Homes	$0.00	0.00%	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	0.00%	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$0.00		$0.00	$0.00
3200 STATE AID - NONCATEGORICAL				
3210 Foundation and Salary Incentive Aid	$0.00	0.00%	$0.00	$0.00
3220 Mid-Term Adjustment For Attendance	$0.00	0.00%	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	0.00%	$0.00	$0.00
3240 Disaster Assistance	$0.00	0.00%	$0.00	$0.00
3250 Flexible Benefit Allowance	$0.00	0.00%	$0.00	$0.00
TOTAL STATE AID - NONCATEGORICAL	$0.00		$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	0.00%	$0.00	$0.00
3400 State - Categorical	-$86,548.13	97.79%	$730,000.00	$730,000.00
3500 Special Programs	$0.00	0.00%	$0.00	$0.00
3600 Other State Sources of Revenue	$0.50	0.00%	$0.00	$0.00
3700 Child Nutrition Program	$0.00	0.00%	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$0.00	0.00%	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	-$86,547.63		$730,000.00	$730,000.00
4000 FEDERAL SOURCES OF REVENUE:				
4100 Grants-In-Aid Direct From The Federal Government	$0.00	0.00%	$0.00	$0.00
4200 Disadvantaged Students	$0.00	0.00%	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	0.00%	$0.00	$0.00
4400 No Child Left Behind	$0.00	0.00%	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	0.00%	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	0.00%	$0.00	$0.00
4700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
4800 Federal Vocational Education	$0.00	0.00%	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$0.00		$0.00	$0.00
5000 NON-REVENUE RECEIPTS:	$225,000.00	2.22%	$5,000.00	$5,000.00
TOTAL NON-REVENUE RECEIPTS	$225,000.00		$5,000.00	$5,000.00
6000 BALANCE SHEET ACCOUNTS				
6100 CASH ACCOUNTS				
6110 Cash Forward	$0.00	118.34%	$2,538,483.22	$2,538,483.22
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$10,742.85	0.00%	$0.00	$0.00
6140 Estopped Warrants by Statute	$360.35	0.00%	$0.00	$0.00
TOTAL CASH ACCOUNTS	$11,103.20		$2,538,483.22	$2,538,483.22
6200 Interfund Transfers	$0.00	0.00%	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$11,103.20		$2,538,483.22	$2,538,483.22
GRAND TOTAL	**$316,138.25**		**$6,776,400.20**	**$6,776,400.20**

BUILDING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT 'C'

Schedule 7: Report of Prior Year Warrants Issued From Reserves			
FISCAL YEAR ENDING JUNE 30, 2023			
	RESERVES 06-30-2023	WARRANTS ISSUED SINCE	BALANCE LAPSED
TOTAL PRIOR YEAR RESERVES	**$372,605.63**	**$361,862.78**	**$10,742.85**

Schedule 8: Report of Current Year Expenditures			
APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, 2024		
	APPROPRIATIONS		
	ORIGINAL	SUPPLEMENTAL ADJUSTMENTS	FINAL APPROPRIATIONS
1000 INSTRUCTION:	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:			
2100 Support Services - Students	$0.00	$0.00	$0.00
2200 Support Services - Instructional Staff	$0.00	$0.00	$0.00
2300 Support Services - General Administration	$0.00	$0.00	$0.00
2400 Support Services - School Administration	$0.00	$0.00	$0.00
2500 Support Services - Business	$0.00	$0.00	$0.00
2600 Operations And Maintenance of Plant Services	$0.00	$0.00	$0.00
2700 Student Transportation Services	$0.00	$0.00	$0.00
TOTAL SUPPORT SERVICES	$0.00	$0.00	$0.00
3000 OPERATION OF NON-INSTRUCTION SERVICES:			
3100 Child Nutrition Programs Operations	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:			
4200 Land Acquisition Services	$0.00	$0.00	$0.00
4300 Land Improvement Services	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:			
5100 Debt Service	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$0.00
5800 Charter School Reimbursement	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$0.00	$0.00	$0.00
7000 OTHER USES / UNBUDGETED ITEMS:	$6,399,005.84	$0.00	$6,399,005.84
8000 REPAYMENTS:	$0.00	$0.00	$0.00
TOTAL BUILDING FUND 2023-24 FISCAL YEAR	**$6,399,005.84**	**$0.00**	**$6,399,005.84**

BUILDING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT 'C'

Schedule 8: Report of Current Year Expenditures (Continued)				
FISCAL YEAR ENDING JUNE 30, 2024				2023-2024
APPROPRIATED ACCOUNTS	WARRANTS ISSUED	RESERVES	LAPSED BALANCE KNOWN TO BE UNENCUMBERED	EXPENDITURES FOR CURRENT EXPENSE PURPOSES
1000 INSTRUCTION:	$0.00	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:				
2100 Support Services - Students	$0.00	$0.00	$0.00	$0.00
2200 Support Services - Instructional Staff	$0.00	$0.00	$0.00	$0.00
2300 Support Services - General Administration	$0.00	$0.00	$0.00	$0.00
2400 Support Services - School Administration	$0.00	$0.00	$0.00	$0.00
2500 Support Services - Business	$500.00	$0.00	-$500.00	$500.00
2600 Operations And Maintenance of Plant Services	$3,803,966.53	$256,260.12	-$4,060,226.65	$4,060,226.65
2700 Student Transportation Services	$0.00	$0.00	$0.00	$0.00
TOTAL SUPPORT SERVICES	$3,804,466.53	$256,260.12	-$4,060,726.65	$4,060,726.65
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3100 Child Nutrition Programs Operations	$0.00	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$0.00	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:				
4200 Land Acquisition Services	$0.00	$0.00	$0.00	$0.00
4300 Land Improvement Services	$0.00	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$72,634.22	$0.00	-$72,634.22	$72,634.22
4700 Building Improvement Services	$18,300.00	$0.00	-$18,300.00	$18,300.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$90,934.22	$0.00	-$90,934.22	$90,934.22
5000 OTHER OUTLAYS:				
5100 Debt Service	$0.00	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$0.00	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00	$0.00
5600 Correcting Entry	$25,000.00	$0.00	-$25,000.00	$25,000.00
5800 Charter School Reimbursement	$0.00	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$25,000.00	$0.00	-$25,000.00	$25,000.00
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$6,399,005.84	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00	$0.00
TOTAL BUILDING FUND 2023-24 FISCAL YEAR	**$3,920,400.75**	**$256,260.12**	**$2,222,344.97**	**$4,176,660.87**

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2024-25	Estimate of Needs by Governing Board	Approved by County Excise Board
PURPOSE:		
Current Expense	$6,776,400.20	$6,776,400.20
Pro rata share of County Assessor's Budget as determined by County Excise Board	$0.00	$0.00
GRAND TOTAL - Home School	**$6,776,400.20**	**$6,776,400.20**

THIS PAGE INTENTIONALLY LEFT BLANK

CHILD NUTRITION FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT 'D'

Schedule 1: Current Balance Sheet for June 30, 2024	
	Amount
ASSETS:	
Cash Balances	$570,473.93
Investments	$0.00
TOTAL ASSETS	$570,473.93
LIABILITIES AND RESERVES:	
Warrants Outstanding	$15,113.20
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$6,520.75
TOTAL LIABILITIES AND RESERVES	$21,633.95
CASH FUND BALANCE JUNE 30, 2024	$548,839.98
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	**$570,473.93**

Schedule 2: Revenue and Requirements, 2023-2024		
REVENUE:	Estimated Budget	Actual Revenue & Expenditures
Revenues, Non-Revenue Receipts & Cash Balances (Schedule 6)	$4,422,497.92	$4,711,309.70
LESS: REQUIREMENTS:		
Expenditures (Schedule 8)	$4,422,497.92	$4,162,469.72
CASH FUND BALANCE JUNE 30, 2024	**$0.00**	**$548,839.98**

Schedule 3: Child Nutrition Fund Cash Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2023-24	2022-23	PRE-2022	Total
Cash Balance Reported to Excise Board 6-30-23	$0.00	$1,130,425.56	$0.00	$1,130,425.56
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE				
Revenues/Non-Rev (Sch 6 Source Codes 1000 to 5999)	$3,615,305.82	$0.00	$0.00	$3,615,305.82
Cash Balances Transferred (Sch 6 Source Code 6110)	$1,094,497.92	-$1,094,497.92	$0.00	$0.00
Prior Year Lapsed Appropr (Sch 6 Source Code 6130)	$1,000.00	-$1,000.00	$0.00	$0.00
Estopped Warrants (Sch 6 Source Code 6140)	$505.96	-$505.96	$0.00	$0.00
Interfund Transfers (Sch 6 Source Code 6200)	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUES, NON-REVENUE RECEIPTS & CASH BALAI	$4,711,309.70	-$1,096,003.88	$0.00	$3,615,305.82
Warrants Paid of Year in Caption	$4,140,835.77	$34,421.68	$0.00	$4,175,257.45
TOTAL DISBURSEMENTS	$4,140,835.77	$34,421.68	$0.00	$4,175,257.45
CASH & INVESTMENTS BALANCE JUNE 30, 2024	$570,473.93	$0.00	$0.00	$570,473.93
Reserve for Warrants Outstanding (Schedule 4)	$15,113.20	$0.00	$0.00	$15,113.20
Reserve for Encumbrances (Schedule 8)	$6,520.75	$0.00	$0.00	$6,520.75
TOTAL LIABILITIES AND RESERVE	$21,633.95	$0.00	$0.00	$21,633.95
DEFICIT:	$0.00	$0.00	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	**$548,839.98**	**$0.00**	**$0.00**	**$548,839.98**

Schedule 4: Child Nutrition Fund Warrant Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2023-24	2022-23	PRE-2022	Total
Warrants Outstanding 6-30 of Year in Caption	$0.00	$20,965.15	$0.00	$20,965.15
Warrants Registered During Year	$4,155,948.97	$13,962.49	$0.00	$4,169,911.46
TOTAL	$4,155,948.97	$34,927.64	$0.00	$4,190,876.61
Warrants Paid During Year	$4,140,835.77	$34,421.68	$0.00	$4,175,257.45
Warrants Coverted to Bonds or Judgments	$0.00	$0.00	$0.00	$0.00
Warrants Estopped by Statute/Canceled	$0.00	$505.96	$0.00	$505.96
TOTAL WARRANTS RETIRED	$4,140,835.77	$34,927.64	$0.00	$4,175,763.41
BALANCE WARRANTS OUTSTANDING JUNE 30, 2024	$15,113.20	$0.00	$0.00	$15,113.20

CHILD NUTRITION FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT 'D'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances

SOURCE	2023-24 Account	
	AMOUNT ESTIMATED	ACTUALLY COLLECTED
1000 DISTRICT SOURCES OF REVENUE:		
1100 TAXES LEVIED/ASSESSED		
1110 Ad Valorem Tax Levy (Current Year)	$0.00	$0.00
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	$0.00
1190 Other Taxes	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$0.00	$0.00
1200 Tuition & Fees	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$70,000.00	$91,681.17
1400 Rental, Disposals and Commissions	$0.00	$0.00
1500 Reimbursements	$0.00	$0.00
1600 Other Local Sources of Revenue	$0.00	$0.00
1700 CHILD NUTRITION PROGRAM		
1710 Students' Lunches	$1,400,000.00	$1,334,035.18
1720 Students' Breakfsts	$275,000.00	$310,753.49
1730 Adult Lunches/Breakfasts	$18,000.00	$12,780.15
1740 Extra Food/A La Carte/Extra Milk	$0.00	$0.00
1750 Special Milk Program	$0.00	$0.00
1760 Contract Lunches, Breakfasts, Milk and Supplements	$0.00	$0.00
1790 Other District Revenue (Child Nutrition Programs)	$10,000.00	$22,246.92
TOTAL CHILD NUTRITION PROGRAM	$1,703,000.00	$1,679,815.74
1800 Athletics	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$1,773,000.00	$1,771,496.91
2000 INTERMEDIATE SOURCES OF REVENUE:	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00	$0.00
3000 STATE SOURCES OF REVENUE:		
3100 Total Dedicated Revenue	$0.00	$0.00
3200 Total State Aid - General Operations - Non-Categorical	$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	$0.00
3400 State - Categorical	$0.00	$0.00
3500 Special Programs	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	$0.00
3700 CHILD NUTRITION PROGRAM		
3710 State Reimbursement	$0.00	$0.00
3720 State Matching	$30,000.00	$32,228.56
TOTAL CHILD NUTRITION PROGRAM	$30,000.00	$32,228.56
3800 State Vocational Programs - Multi-Source	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$30,000.00	$32,228.56
4000 FEDERAL SOURCES OF REVENUE:		
4100 Grants-In-Aid Direct From The Federal Government	$0.00	$0.00
4200 Disadvantaged Students	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	$0.00
4400 No Child Left Behind	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	$0.00
4700 CHILD NUTRITION PROGRAMS		
4705 Supply Chain Assistance	$0.00	$186,179.34
4707 Local Food for Schools Program	$0.00	$5,688.00
4710 Lunches	$1,250,000.00	$1,295,968.21
4720 Breakfasts	$275,000.00	$318,088.96
4730 Special Milk	$0.00	$0.00
4740 Summer Food Service Program	$0.00	$0.00
4750 Child and Adult Food Program	$0.00	$0.00
TOTAL CHILD NUTRITION PROGRAMS	$1,525,000.00	$1,805,924.51
4800 Federal Vocational Education	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$1,525,000.00	$1,805,924.51
5000 NON-REVENUE RECEIPTS:	$0.00	$5,655.84
TOTAL NON-REVENUE RECEIPTS	$0.00	$5,655.84
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Forward	$1,094,497.92	$1,094,497.92
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	$1,000.00
6140 Estopped Warrants by Statute	$0.00	$505.96
TOTAL CASH ACCOUNTS	$1,094,497.92	$1,096,003.88
6200 Interfund Transfers	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$1,094,497.92	$1,096,003.88
GRAND TOTAL	**$4,422,497.92**	**$4,711,309.70**

EXHIBIT 'D'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances (Continued)

SOURCE	2023-24 Account OVER/UNDER	BASIS AND LIMIT OF ENSUING	ESTIMATED BY GOVERNING BOARD	APPROVED BY EXCISE BOARD
1000 DISTRICT SOURCES OF REVENUE:				
1100 TAXES LEVIED/ASSESSED				
1110 Ad Valorem Tax Levy (Current Year)	$0.00	0.00%	$0.00	$0.00
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	0.00%	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$0.00	0.00%	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	0.00%	$0.00	$0.00
1190 Other Taxes	$0.00	0.00%	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$0.00		$0.00	$0.00
1200 Tuition & Fees	$0.00	0.00%	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$21,681.17	89.44%	$82,000.00	$82,000.00
1400 Rental, Disposals and Commissions	$0.00	0.00%	$0.00	$0.00
1500 Reimbursements	$0.00	0.00%	$0.00	$0.00
1600 Other Local Sources of Revenue	$0.00	0.00%	$0.00	$0.00
1700 CHILD NUTRITION PROGRAM				
1710 Students' Lunches	-$65,964.82	127.43%	$1,700,000.00	$1,700,000.00
1720 Students' Breakfsts	$35,753.49	106.19%	$330,000.00	$330,000.00
1730 Adult Lunches/Breakfasts	-$5,219.85	117.37%	$15,000.00	$15,000.00
1740 Extra Food/A La Carte/Extra Milk	$0.00	0.00%	$0.00	$0.00
1750 Special Milk Program	$0.00	0.00%	$0.00	$0.00
1760 Contract Lunches, Breakfasts, Milk and Supplements	$0.00	0.00%	$0.00	$0.00
1790 Other District Revenue (Child Nutrition Programs)	$12,246.92	98.89%	$22,000.00	$22,000.00
TOTAL CHILD NUTRITION PROGRAM	-$23,184.26		$2,067,000.00	$2,067,000.00
1800 Athletics	$0.00	0.00%	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	-$1,503.09		$2,149,000.00	$2,149,000.00
2000 INTERMEDIATE SOURCES OF REVENUE:	$0.00	0.00%	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00		$0.00	$0.00
3000 STATE SOURCES OF REVENUE:				
3100 Total Dedicated Revenue	$0.00	0.00%	$0.00	$0.00
3200 Total State Aid - General Operations - Non-Categorical	$0.00	0.00%	$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	0.00%	$0.00	$0.00
3400 State - Categorical	$0.00	0.00%	$0.00	$0.00
3500 Special Programs	$0.00	0.00%	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	0.00%	$0.00	$0.00
3700 CHILD NUTRITION PROGRAM				
3710 State Reimbursement	$0.00	0.00%	$0.00	$0.00
3720 State Matching	$2,228.56	102.39%	$33,000.00	$33,000.00
TOTAL CHILD NUTRITION PROGRAM	$2,228.56		$33,000.00	$33,000.00
3800 State Vocational Programs - Multi-Source	$0.00	0.00%	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$2,228.56		$33,000.00	$33,000.00
4000 FEDERAL SOURCES OF REVENUE:				
4100 Grants-In-Aid Direct From The Federal Government	$0.00	0.00%	$0.00	$0.00
4200 Disadvantaged Students	$0.00	0.00%	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	0.00%	$0.00	$0.00
4400 No Child Left Behind	$0.00	0.00%	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	0.00%	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	0.00%	$0.00	$0.00
4700 CHILD NUTRITION PROGRAMS				
4705 Supply Chain Assistance	$186,179.34	2.69%	$5,000.00	$5,000.00
4706 EBT Local Admin Funds	$5,688.00	0.00%	$0.00	$0.00
4710 Lunches	$45,968.21	115.74%	$1,500,000.00	$1,500,000.00
4720 Breakfasts	$43,088.96	106.89%	$340,000.00	$340,000.00
4730 Special Milk	$0.00	0.00%	$0.00	$0.00
4740 Summer Food Service Program	$0.00	0.00%	$0.00	$0.00
4750 Child and Adult Food Program	$0.00	0.00%	$0.00	$0.00
TOTAL CHILD NUTRITION PROGRAMS	$280,924.51		$1,845,000.00	$1,845,000.00
4800 Federal Vocational Education	$0.00	0.00%	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$280,924.51		$1,845,000.00	$1,845,000.00
5000 NON-REVENUE RECEIPTS:	$5,655.84	99.01%	$5,600.00	$5,600.00
TOTAL NON-REVENUE RECEIPTS	$5,655.84		$5,600.00	$5,600.00
6000 BALANCE SHEET ACCOUNTS				
6100 CASH ACCOUNTS				
6110 Cash Forward	$0.00	50.15%	$548,839.98	$548,839.98
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$1,000.00	0.00%	$0.00	$0.00
6140 Estopped Warrants by Statute	$505.96	0.00%	$0.00	$0.00
TOTAL CASH ACCOUNTS	$1,505.96		$548,839.98	$548,839.98
6200 Interfund Transfers	$0.00	0.00%	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$1,505.96		$548,839.98	$548,839.98
GRAND TOTAL	**$288,811.78**		**$4,581,439.98**	**$4,581,439.98**

CHILD NUTRITION FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT 'D'

Schedule 7: Report of Prior Year Warrants Issued From Reserves			
FISCAL YEAR ENDING JUNE 30, 2023			
	RESERVES 06-30-2023	WARRANTS ISSUED SINCE	BALANCE LAPSED
TOTAL PRIOR YEAR RESERVES	**$14,962.49**	**$13,962.49**	**$1,000.00**

Schedule 8: Report of Current Year Expenditures			
APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, 2024		
	APPROPRIATIONS		
	ORIGINAL	SUPPLEMENTAL ADJUSTMENTS	FINAL APPROPRIATIONS
1000 INSTRUCTION:	$0.00	$0.00	$0.00
TOTAL INSTRUCTION	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:	$0.00	$0.00	$0.00
TOTAL SUPPORT SERVICES	$0.00	$0.00	$0.00
3000 OPERATION OF NON-INSTRUCTION SERVICES:			
3100 CHILD NUTRITION PROGRAMS OPERATIONS			
3110 Supervision of Child Nutrition Programs Operations	$0.00	$0.00	$0.00
3120 Food Preparation & Dispensing Services	$0.00	$0.00	$0.00
3130 Food and Supplies Delivery Services	$0.00	$0.00	$0.00
3140 Other Direct/Related Child Nutrition Programs Services	$0.00	$0.00	$0.00
3150 Food Procurement Services	$0.00	$0.00	$0.00
3160 Non-Reimbursable Services	$0.00	$0.00	$0.00
3180 Nutrition Education & Staff Development	$0.00	$0.00	$0.00
3190 Other Child Nutrition Programs Operations	$0.00	$0.00	$0.00
TOTAL CHILD NUTRITION PROGRAMS OPERATIONS	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTION SERVICES	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERV:			
4100 Supv. of Facilities Acquisition and Construction	$0.00	$0.00	$0.00
4200 Site Acquisition Services	$0.00	$0.00	$0.00
4300 Site Improvement Services	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00
4900 Other Facilities Acquisition and Const. Services	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:			
5100 Debt Service	$0.00	$0.00	$0.00
5200 Reimbursement(Child Nutrition Fund)	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$0.00	$0.00	$0.00
7000 OTHER USES:	$4,422,497.92	$0.00	$4,422,497.92
TOTAL OTHER USES	$4,422,497.92	$0.00	$4,422,497.92
8000 REPAYMENTS:	$0.00	$0.00	$0.00
TOTAL REPAYMENTS	$0.00	$0.00	$0.00
TOTAL CHILD NUTRITION FUND 2023-24 FISCAL YEAR	**$4,422,497.92**	**$0.00**	**$4,422,497.92**

CHILD NUTRITION FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT 'D'

Schedule 8: Report of Current Year Expenditures (Continued)				
FISCAL YEAR ENDING JUNE 30, 2024				2023-2024
APPROPRIATED ACCOUNTS	WARRANTS ISSUED	RESERVES	LAPSED BALANCE KNOWN TO BE UNENCUMBERED	EXPENDITURES FOR CURRENT EXPENSE PURPOSES
1000 INSTRUCTION:	$0.00	$0.00	$0.00	$0.00
TOTAL INSTRUCTION	$0.00	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:	$0.00	$0.00	$0.00	$0.00
TOTAL SUPPORT SERVICES	$0.00	$0.00	$0.00	$0.00
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3100 CHILD NUTRITION PROGRAMS OPERATIONS				
3110 Supervision of Child Nutrition Programs Operations	$0.00	$0.00	$0.00	$0.00
3120 Food Preparation & Dispensing Services	$2,612,982.24	$6,520.75	-$2,619,502.99	$2,619,502.99
3130 Food and Supplies Delivery Services	$0.00	$0.00	$0.00	$0.00
3140 Other Direct/Related Child Nutrition Programs Services	$0.00	$0.00	$0.00	$0.00
3150 Food Procurement Services	$0.00	$0.00	$0.00	$0.00
3160 Non-Reimbursable Services	$0.00	$0.00	$0.00	$0.00
3180 Nutrition Education & Staff Development	$0.00	$0.00	$0.00	$0.00
3190 Other Child Nutrition Programs Operations	$0.00	$0.00	$0.00	$0.00
TOTAL CHILD NUTRITION PROGRAMS OPERATIONS	$2,612,982.24	$6,520.75	-$2,619,502.99	$2,619,502.99
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTION SERVICES	$2,612,982.24	$6,520.75	-$2,619,502.99	$2,619,502.99
4000 FACILITIES ACQUISITION & CONSTRUCTION SERV:				
4100 Supv. of Facilities Acquisition and Construction	$0.00	$0.00	$0.00	$0.00
4200 Site Acquisition Services	$0.00	$0.00	$0.00	$0.00
4300 Site Improvement Services	$0.00	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00	$0.00
4900 Other Facilities Acquisition and Const. Services	$0.00	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:				
5100 Debt Service	$0.00	$0.00	$0.00	$0.00
5200 Reimbursement(Child Nutrition Fund)	$1,537,310.89	$0.00	-$1,537,310.89	$1,537,310.89
5300 Clearing Account	$0.00	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00	$0.00
5600 Correcting Entry	$5,655.84	$0.00	-$5,655.84	$5,655.84
TOTAL OTHER OUTLAYS	$1,542,966.73	$0.00	-$1,542,966.73	$1,542,966.73
7000 OTHER USES:	$0.00	$0.00	$4,422,497.92	$0.00
TOTAL OTHER USES	$0.00	$0.00	$4,422,497.92	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00	$0.00
TOTAL REPAYMENTS	$0.00	$0.00	$0.00	$0.00
TOTAL CHILD NUTRITION FUND 2023-24 FISCAL YE	**$4,155,948.97**	**$6,520.75**	**$260,028.20**	**$4,162,469.72**

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2024-25	Estimate of Needs by Governing Board	Approved by County Excise Board
PURPOSE:		
Current Expense	$4,581,439.98	$4,581,439.98
Pro rata share of County Assessor's Budget as determined by County Excise Board	$0.00	$0.00
GRAND TOTAL - Home School	**$4,581,439.98**	**$4,581,439.98**

THIS PAGE INTENTIONALLY LEFT BLANK

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "E"

Schedule 1: Detail of Bond and Coupon Indebtedness as of June 30, 2024 - Not Affecting Homesteads (New)					
PURPOSE OF BOND ISSUE:					2022 Comb Purp Bonds
Date Of Issue					6/1/2022
Date Of Sale By Delivery					6/1/2022
HOW AND WHEN BONDS MATURE:					
Uniform Maturities:					
Date Maturity Begins					6/1/2024
Amount Of Each Uniform Maturity					$ 21,000,000.00
Final Maturity Otherwise:					
Date of Final Maturity					6/1/2024
Amount of Final Maturity					$ 21,000,000.00
AMOUNT OF ORIGINAL ISSUE					$ 21,000,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year					$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:					
Bond Issues Accruing By Tax Levy					$ 21,000,000.00
Years To Run					2
Normal Annual Accrual					$ 0.00
Tax Years Run					2
Accrual Liability To Date					$ 21,000,000.00
Deductions From Total Accruals:					
Bonds Paid Prior To 6-30-2023					$ 0.00
Bonds Paid During 2023-2024					$ 21,000,000.00
Matured Bonds Unpaid					$ 0.00
Balance Of Accrual Liability					$ 0.00
TOTAL BONDS OUTSTANDING 6-30-2024:					
Matured					$ 0.00
Unmatured					$ 0.00
Coupon Computation: Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount	
Bonds and Coupons			Mo.	$ 0.00	
Bonds and Coupons			Mo.	$ 0.00	
Bonds and Coupons			Mo.	$ 0.00	
Bonds and Coupons			Mo.	$ 0.00	
Bonds and Coupons			Mo.	$ 0.00	
Bonds and Coupons			Mo.	$ 0.00	
Bonds and Coupons			Mo.	$ 0.00	
Bonds and Coupons			Mo.	$ 0.00	
Bonds and Coupons			Mo.	$ 0.00	
Bonds and Coupons			Mo.	$ 0.00	
Requirement for Interest Earnings After Last Tax-Levy Year:					
Terminal Interest To Accrue					$ 0.00
Years To Run					0
Accrue Each Year					$ 0.00
Tax Years Run					0
Total Accrual To Date					$ 0.00
Current Interest Earned Through 2024-2025					$ 0.00
Total Interest To Levy For 2024-2025					$ 0.00
INTEREST COUPON ACCOUNT:					
Interest Earned But Unpaid 6-30-2023:					
Matured					$ 0.00
Unmatured					$ 43,750.00
Interest Earnings 2023-2024					$ 481,250.00
Coupons Paid Through 2023-2024					$ 525,000.00
Interest Earned But Unpaid 6-30-2024:					
Matured					$ 0.00
Unmatured					$ 0.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "E"

Schedule 1: Detail of Bond and Coupon Indebtedness as of June 30, 2024 - Not Affecting Homesteads (New)					
PURPOSE OF BOND ISSUE:					2023 Comb Purp Bonds
Date Of Issue					6/1/2023
Date Of Sale By Delivery					6/1/2023
HOW AND WHEN BONDS MATURE:					
Uniform Maturities:					
Date Maturity Begins					6/1/2025
Amount Of Each Uniform Maturity					$ 21,000,000.00
Final Maturity Otherwise:					
Date of Final Maturity					6/1/2025
Amount of Final Maturity					$ 21,000,000.00
AMOUNT OF ORIGINAL ISSUE					$ 21,000,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year					$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:					
Bond Issues Accruing By Tax Levy					$ 21,000,000.00
Years To Run					2
Normal Annual Accrual					$ 18,600,000.00
Tax Years Run					1
Accrual Liability To Date					$ 2,400,000.00
Deductions From Total Accruals:					
Bonds Paid Prior To 6-30-2023					$ 0.00
Bonds Paid During 2023-2024					$ 0.00
Matured Bonds Unpaid					$ 0.00
Balance Of Accrual Liability					$ 2,400,000.00
TOTAL BONDS OUTSTANDING 6-30-2024:					
Matured					$ 0.00
Unmatured					$ 21,000,000.00
Coupon Computation: Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount	
Bonds and Coupons			Mo.	$ 0.00	
Bonds and Coupons 6/1/2025	$ 21,000,000.00	4.000%	11 Mo.	$ 770,000.00	
Bonds and Coupons			Mo.	$ 0.00	
Bonds and Coupons			Mo.	$ 0.00	
Bonds and Coupons			Mo.	$ 0.00	
Bonds and Coupons			Mo.	$ 0.00	
Bonds and Coupons			Mo.	$ 0.00	
Bonds and Coupons			Mo.	$ 0.00	
Bonds and Coupons			Mo.	$ 0.00	
Bonds and Coupons			Mo.	$ 0.00	
Requirement for Interest Earnings After Last Tax-Levy Year:					
Terminal Interest To Accrue					$ 0.00
Years To Run					0
Accrue Each Year					$ 0.00
Tax Years Run					0
Total Accrual To Date					$ 0.00
Current Interest Earned Through 2024-2025					$ 770,000.00
Total Interest To Levy For 2024-2025					$ 770,000.00
INTEREST COUPON ACCOUNT:					
Interest Earned But Unpaid 6-30-2023:					
Matured					$ 0.00
Unmatured					$ 0.00
Interest Earnings 2023-2024					$ 910,000.00
Coupons Paid Through 2023-2024					$ 840,000.00
Interest Earned But Unpaid 6-30-2024:					
Matured					$ 0.00
Unmatured					$ 70,000.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "E"

Schedule 1: Detail of Bond and Coupon Indebtedness as of June 30, 2024 - Not Affecting Homesteads (New)						
PURPOSE OF BOND ISSUE:						2024 Comb Purp Bonds
Date Of Issue						6/1/2024
Date Of Sale By Delivery						6/1/2024
HOW AND WHEN BONDS MATURE:						
Uniform Maturities:						
Date Maturity Begins						6/1/2026
Amount Of Each Uniform Maturity						$ 2,400,000.00
Final Maturity Otherwise:						
Date of Final Maturity						6/1/2030
Amount of Final Maturity						$ 2,400,000.00
AMOUNT OF ORIGINAL ISSUE						$ 12,000,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year						$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:						
Bond Issues Accruing By Tax Levy						$ 12,000,000.00
Years To Run						6
Normal Annual Accrual						$ 2,000,000.00
Tax Years Run						0
Accrual Liability To Date						$ 0.00
Deductions From Total Accruals:						
Bonds Paid Prior To 6-30-2023						$ 0.00
Bonds Paid During 2023-2024						$ 0.00
Matured Bonds Unpaid						$ 0.00
Balance Of Accrual Liability						$ 0.00
TOTAL BONDS OUTSTANDING 6-30-2024:						
Matured						$ 0.00
Unmatured						$ 12,000,000.00
Coupon Computation:	Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons	6/1/2026	$ 2,400,000.00	4.000%	13 Mo.	$ 104,000.00	
Bonds and Coupons	6/1/2027	$ 2,400,000.00	4.000%	13 Mo.	$ 104,000.00	
Bonds and Coupons	6/1/2028	$ 2,400,000.00	4.000%	13 Mo.	$ 104,000.00	
Bonds and Coupons	6/1/2029	$ 2,400,000.00	4.000%	13 Mo.	$ 104,000.00	
Bonds and Coupons	6/1/2030	$ 2,400,000.00	4.000%	13 Mo.	$ 104,000.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Requirement for Interest Earnings After Last Tax-Levy Year:						
Terminal Interest To Accrue						$ 0.00
Years To Run						0
Accrue Each Year						$ 0.00
Tax Years Run						0
Total Accrual To Date						$ 0.00
Current Interest Earned Through 2024-2025						$ 520,000.00
Total Interest To Levy For 2024-2025						$ 520,000.00
INTEREST COUPON ACCOUNT:						
Interest Earned But Unpaid 6-30-2023:						
Matured						$ 0.00
Unmatured						$ 0.00
Interest Earnings 2023-2024						$ 0.00
Coupons Paid Through 2023-2024						$ 0.00
Interest Earned But Unpaid 6-30-2024:						
Matured						$ 0.00
Unmatured						$ 0.00

THIS PAGE INTENTIONALLY LEFT BLANK

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "E"

Schedule 1: Detail of Bond and Coupon Indebtedness as of June 30, 2024 - Not Affecting Homesteads (New)	
PURPOSE OF BOND ISSUE:	Total All Bonds
HOW AND WHEN BONDS MATURE:	
Uniform Maturities:	
Amount Of Each Uniform Maturity	$ 44,400,000.00
Final Maturity Otherwise:	
Amount of Final Maturity	$ 44,400,000.00
AMOUNT OF ORIGINAL ISSUE	$ 54,000,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year	$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:	
Bond Issues Accruing By Tax Levy	$ 54,000,000.00
Normal Annual Accrual	$ 20,600,000.00
Accrual Liability To Date	$ 23,400,000.00
Deductions From Total Accruals:	
Bonds Paid Prior To 6-30-2023	$ 0.00
Bonds Paid During 2023-2024	$ 21,000,000.00
Matured Bonds Unpaid	$ 0.00
Balance Of Accrual Liability	$ 2,400,000.00
TOTAL BONDS OUTSTANDING 6-30-2024:	
Matured	$ 0.00
Unmatured	$ 33,000,000.00
Requirement for Interest Earnings After Last Tax-Levy Year:	
Terminal Interest To Accrue	$ 0.00
Accrue Each Year	$ 0.00
Total Accrual To Date	$ 0.00
Current Interest Earned Through 2024-2025	$ 1,290,000.00
Total Interest To Levy For 2024-2025	$ 1,290,000.00
INTEREST COUPON ACCOUNT:	
Interest Earned But Unpaid 6-30-2023:	
Matured	$ 0.00
Unmatured	$ 43,750.00
Interest Earnings 2023-2024	$ 1,391,250.00
Coupons Paid Through 2023-2024	$ 1,365,000.00
Interest Earned But Unpaid 6-30-2024:	
Matured	$ 0.00
Unmatured	$ 70,000.00

EXHIBIT "E"

Schedule 2: Detail of Judgment Indebtedness as of June 30, 2024 - Not Affecting Homesteads (New)					
Judgments For Indebtedness Originally Incurred After January 8, 1937. (New)					
IN FAVOR OF					TOTAL ALL JUDGMENTS
BY WHOM OWNED					
PURPOSE OF JUDGMENT					
Case Number					
NAME OF COURT					
Date of Judgment					
Principal Amount of Judgment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest Rate Assigned by Court	0.00%	0.00%	0.00%	0.00%	
Tax Levies Made	0	0	0	0	
Principal Amount Provided for to June 30, 2023	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Principal Amount Provided for in 2023-2024	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
PRINCIPAL AMOUNT NOT PROVIDED FOR	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
AMOUNT TO PROVIDE BY TAX LEVY FISCAL YEAR 2024-2025					
Principal 1/3	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
FOR ALL JUDGMENTS REPORTED					
LEVIED FOR BUT UNPAID JUDGMENT OBLIGATIONS					
OUTSTANDING JUNE 30, 2023					
Principal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
JUDGMENT OBLIGATIONS SINCE LEVIED FOR:					
Principal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
JUDGMENT OBLIGATIONS SINCE PAID:					
Principal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
LEVIED BUT UNPAID JUDGMENT OBLIGATIONS OUTSTANDING JUNE 30, 2024					
Principal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Total	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Schedule 3: Prepaid Judgments as of June 30, 2024					
Prepaid Judgments On Indebtedness Originating After January 8, 1937					
NAME OF JUDGMENT					TOTAL ALL PREPAID JUDGMENTS
CASE NUMBER					
NAME OF COURT					
Principal Amount of Judgment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Tax Levies Made	0	0	0	0	
Unreimbursed Balance At June 30, 2023	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Reimbursement By 2023-2024 Tax Levy	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Annual Accrual On Prepaid Judgments	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Stricken By Court Order	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Asset Balance	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "E"

Schedule 4: Sinking Fund Cash Statement		
Revenue Receipts and Disbursements (Fund 41)	SINKING FUND	
	Detail	Extension
Cash on Hand June 30, 2023		$ 3,745,701.84
Investments Since Liquidated	$ 0.00	
COLLECTED AND APPORTIONED:		
Contributions From Other Districts	$ 0.00	
2022 and Prior Ad Valorem Tax	$ 324,406.90	
2023 Ad Valorem Tax	$ 21,711,985.71	
Miscellaneous Receipts	$ 882,590.93	
TOTAL RECEIPTS		$ 22,918,983.54
TOTAL RECEIPTS AND BALANCE		$ 26,664,685.38
DISBURSEMENTS:		
Coupons Paid	$ 1,365,000.00	
Interest Paid on Past-Due Coupons	$ 0.00	
Bonds Paid	$ 21,000,000.00	
Interest Paid on Past-Due Bonds	$ 0.00	
Commission Paid to Fiscal Agency	$ 0.00	
Judgments Paid	$ 0.00	
Interest Paid on Such Judgments	$ 0.00	
Investments Purchased	$ 0.00	
Judgments Paid Under 62 O.S. 1981, Sect 435	$ 0.00	
TOTAL DISBURSEMENTS		$ 22,365,000.00
CASH BALANCE ON HAND JUNE 30, 2024		$4,299,685.38

Schedule 5: Sinking Fund Balance Sheet		
	SINKING FUND	
	Detail	Extension
Cash Balance on Hand June 30, 2024		$ 4,299,685.38
Legal Investments Properly Maturing	$ 0.00	
Judgments Paid to Recover by Tax Levy	$ 0.00	
TOTAL LIQUID ASSETS		$ 4,299,685.38
DEDUCT MATURED INDEBTEDNESS:		
a. Past-Due Coupons	$ 0.00	
b. Interest Accrued Thereon	$ 0.00	
c. Past-Due Bonds	$ 0.00	
d. Interest Thereon After Last Coupon	$ 0.00	
e. Fiscal Agent Commission On Above	$ 0.00	
f. Judgements and Interest Levied for But Unpaid	$ 0.00	
TOTAL Items a. Through f. (To Extension Column)		$ 0.00
BALANCE OF ASSETS SUBJECT TO ACCRUALS		$ 4,299,685.38
DEDUCT ACCRUAL RESERVES IF ASSETS SUFFICIENT:		
g. Earned Unmatured Interest	$ 70,000.00	
h. Accrual on Final Coupons	$ 0.00	
i. Accrued on Unmatured Bonds	$ 2,400,000.00	
TOTAL Items g. Through i. (To Extension Column)		$ 2,470,000.00
EXCESS OF ASSETS OVER ACCRUAL RESERVES		$ 1,829,685.38

Schedule 6: Estimate of Sinking Fund Needs		
	SINKING FUND	
	Computed By Governing Board	Provided By Excise Board
Interest Earnings on Bonds	$ 1,290,000.00	$ 1,290,000.00
Accrual on Unmatured Bonds	$ 20,600,000.00	$ 20,600,000.00
Annual Accrual on "Prepaid" Judgments	$ 0.00	$ 0.00
Annual Accrual on Unpaid Judgments	$ 0.00	$ 0.00
Interest on Unpaid Judgments	$ 0.00	$ 0.00
Participating Contributions (Annexations):	$ 0.00	$ 0.00
For Credit to School Dist. No.	$ 0.00	$ 0.00
For Credit to School Dist. No.	$ 0.00	$ 0.00
For Credit to School Dist. No.	$ 0.00	$ 0.00
For Credit to School Dist. No.	$ 0.00	$ 0.00
Annual Accrual From Exhibit KK	$ 0.00	$ 0.00
TOTAL SINKING FUND PROVISION	$ 21,890,000.00	$ 21,890,000.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "E"

Schedule 7: Ad Valorem Tax Account - Sinking Funds					
ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024			0.000 Mills		Amount
Gross Value	$ 0.00	Net Value	$ 0.00		
Total Proceeds of Levy as Certified				$	22,143,763.07
Additions:				$	0.00
Deductions:				$	0.00
Gross Balance Tax				$	22,143,763.07
Less Reserve for Delinquent Tax				$	1,054,464.91
Reserve for Protests Pending				$	0.00
Balance Available Tax				$	21,089,298.16
Deduct 2023 Tax Apportioned				$	21,711,985.71
Net Balance 2023 Tax in Process of Collection				**$**	**0.00**
Excess Collections				**$**	**622,687.55**

Schedule 8: Sinking Fund Contributions From Other Districts Due To Boundary Changes			
SCHOOL DISTRICT CONTRIBUTIONS		SINKING FUND	
		Actually Received	Provided For in Budget of Contributing School District
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
TOTALS		$ 0.00	$ 0.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "E"

Schedule 10: Miscellaneous Revenue	2023-24 ACCOUNT
Source	Amount
1000 DISTRICT SOURCES OF REVENUE:	
1200 Tuition & Fees	$ 0.00
1300 EARNINGS ON INVESTMENTS AND BOND SALES	
1310 Interest Earnings	$ 513,082.72
1320 Dividends on Insurance Policies	$ 0.00
1330 Premium on Bonds Sold	$ 0.00
1340 Accrued Interest on Bond Sales	$ 17,333.33
1350 Interest on Taxes	$ 379.62
1360 Earnings From Oklahoma Commission on School Funds Management	$ 0.00
1370 Proceeds From Sale of Original Bonds	$ 0.00
1390 Other Earnings on Investments	$ 0.00
TOTAL EARNINGS ON INVESTMENTS AND BOND SALES	$ 530,795.67
1400 RENTAL, DISPOSALS AND COMMISSIONS	
1410 Rental of School Facilities	$ 0.00
1420 Rental of Property Other Than School Facilities	$ 0.00
1430 Sales of Building and/or Real Estate	$ 0.00
1440 Sales of Equipment, Services and Materials	$ 0.00
1450 Bookstore Revenue	$ 0.00
1460 Commissions	$ 0.00
1470 Shop Revenue	$ 0.00
1490 Other Rental, Disposals and Commissions	$ 0.00
TOTAL RENTAL, DISPOSALS AND COMMISSIONS	$ 0.00
1500 Reimbursements	$ 0.00
1600 Other Local Sources of Revenue	$ 0.00
1700 Child Nutrition Programs	$ 0.00
1800 Athletics	$ 0.00
TOTAL DISTRICT SOURCES OF REVENUE	$ 530,795.67
2000 INTERMEDIATE SOURCES OF REVENUE:	
2100 County 4 Mill Ad Valorem Tax	$ 0.00
2200 County Apportionment (Mortgage Tax)	$ 0.00
2300 Resale of Property Fund Distribution	$ 0.00
2900 Other Intermediate Sources of Revenue	$ 0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$ 0.00
3000 STATE SOURCES OF REVENUE:	
3100 Total Dedicated Revenue	$ 0.00
3200 Total State Aid - General Operations - Non-Categorical	$ 0.00
3300 State Aid - Competitive Grants - Categorical	$ 0.00
3400 State - Categorical	$ 0.00
3500 Special Programs	$ 0.00
3600 Other State Sources of Revenue	$ 3.26
3700 Child Nutrition Program	$ 0.00
3800 State Vocational Programs - Multi-Source	$ 0.00
TOTAL STATE SOURCES OF REVENUE	$ 3.26
4000 FEDERAL SOURCES OF REVENUE:	$ 0.00
TOTAL FEDERAL SOURCES OF REVENUE	$ 0.00
5000 NON-REVENUE RECEIPTS:	351,792.00
TOTAL NON-REVENUE RECEIPTS	351,792.00
GRAND TOTAL	**$ 882,590.93**

THIS PAGE INTENTIONALLY LEFT BLANK

TOTAL CAPITAL PROJECT FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2024	TOTAL OF ALL FUNDS
ASSETS:	Amount
Cash Balances	$15,651,111.62
Investments	$0.00
TOTAL ASSETS	$15,651,111.62
LIABILITIES AND RESERVES:	
Warrants Outstanding	$102,478.45
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$2,301,102.15
TOTAL LIABILITIES AND RESERVES	$2,403,580.60
CASH FUND BALANCE JUNE 30, 2024	$13,247,531.02
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	$15,651,111.62

Schedule 3: Capital Projects Fund Total Of All Funds Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2023-24	2023 & Prior Years
Cash Balance Reported to Excise Board 6-30-23	$0.00	$26,977,384.74
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$533,924.24	
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$12,417,500.00	
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$25,416,176.55	
6130 Prior Year Lapsed Appropriations	$35,670.67	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$25,451,847.22	
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$25,451,847.22	
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$38,403,271.46	$1,525,537.52
Warrants Paid of Year in Caption	$22,752,159.84	$1,525,537.52
TOTAL DISBURSEMENTS	$22,752,159.84	$1,525,537.52
CASH & INVESTMENTS BALANCE JUNE 30, 2024	$15,651,111.62	$0.00
Reserve for Warrants Outstanding	$102,478.45	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$2,301,102.15	$0.00
TOTAL LIABILITIES AND RESERVE	$2,403,580.60	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$13,247,531.02	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2023		
	RESERVES 6/30/23	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$1,347,235.54	$1,311,564.87	$35,670.67

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2024		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$62,380.32	$0.00	$62,380.32
2000 Support Services	$2,570,272.82	$1,784,102.65	$4,354,375.47
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$20,221,985.15	$516,999.50	$20,738,984.65
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2023-24 FISCAL YEAR	$22,854,638.29	$2,301,102.15	$25,155,740.44

THIS PAGE INTENTIONALLY LEFT BLANK

CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2024	Building Bond Fund	Fund 35
ASSETS:		Amount
Cash Balances		$2,589,625.23
Investments		$0.00
TOTAL ASSETS		$2,589,625.23
LIABILITIES AND RESERVES:		
Warrants Outstanding		$15,788.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$1,415,194.13
TOTAL LIABILITIES AND RESERVES		$1,430,982.13
CASH FUND BALANCE JUNE 30, 2024		$1,158,643.10
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$2,589,625.23

Schedule 3: Capital Projects Fund 35 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2023-24	2023 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$5,229,569.04
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$174,640.80	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$4,361,872.83	-$4,393,543.50
6130 Prior Year Lapsed Appropriations	$31,670.67	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$4,393,543.50	-$4,393,543.50
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$4,393,543.50	-$4,393,543.50
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$4,568,184.30	$836,025.54
Warrants Paid of Year in Caption	$1,978,559.07	$836,025.54
TOTAL DISBURSEMENTS	$1,978,559.07	$836,025.54
CASH & INVESTMENTS BALANCE JUNE 30, 2024	$2,589,625.23	$0.00
Reserve for Warrants Outstanding	$15,788.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$1,415,194.13	$0.00
TOTAL LIABILITIES AND RESERVE	$1,430,982.13	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$1,158,643.10	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2023		
	RESERVES 6/30/23	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$777,460.58	$745,789.91	$31,670.67

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2024		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$17,070.29	$0.00	$17,070.29
2000 Support Services	$902,546.48	$898,194.63	$1,800,741.11
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$1,074,730.30	$516,999.50	$1,591,729.80
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2023-24 FISCAL YEAR	$1,994,347.07	$1,415,194.13	$3,409,541.20

CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2024	Transportation Bond Fund	Fund 36
ASSETS:		Amount
Cash Balances		$30,465.57
Investments		$0.00
TOTAL ASSETS		$30,465.57
LIABILITIES AND RESERVES:		
Warrants Outstanding		$11,950.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$18,515.57
TOTAL LIABILITIES AND RESERVES		$30,465.57
CASH FUND BALANCE JUNE 30, 2024		$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$30,465.57

Schedule 3: Capital Projects Fund 36 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2023-24	2023 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$592,854.97
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$94,286.97	-$98,286.97
6130 Prior Year Lapsed Appropriations	$4,000.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$98,286.97	-$98,286.97
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$98,286.97	-$98,286.97
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$98,286.97	$494,568.00
Warrants Paid of Year in Caption	$67,821.40	$494,568.00
TOTAL DISBURSEMENTS	$67,821.40	$494,568.00
CASH & INVESTMENTS BALANCE JUNE 30, 2024	$30,465.57	$0.00
Reserve for Warrants Outstanding	$11,950.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$18,515.57	$0.00
TOTAL LIABILITIES AND RESERVE	$30,465.57	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$0.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2023		
	RESERVES 6/30/23	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$498,568.00	$494,568.00	$4,000.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2024		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$79,771.40	$18,515.57	$98,286.97
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2023-24 FISCAL YEAR	$79,771.40	$18,515.57	$98,286.97

CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2024	Building Bond Fund	Fund 37
ASSETS:		Amount
Cash Balances		$547,302.22
Investments		$0.00
TOTAL ASSETS		$547,302.22
LIABILITIES AND RESERVES:		
Warrants Outstanding		$0.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$527,050.43
TOTAL LIABILITIES AND RESERVES		$527,050.43
CASH FUND BALANCE JUNE 30, 2024		$20,251.79
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$547,302.22

Schedule 3: Capital Projects Fund 37 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2023-24	2023 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$502,808.60
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$44,493.62	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$502,808.60	-$502,808.60
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$502,808.60	-$502,808.60
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$502,808.60	-$502,808.60
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$547,302.22	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2024	$547,302.22	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$527,050.43	$0.00
TOTAL LIABILITIES AND RESERVE	$527,050.43	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$20,251.79	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2023		
	RESERVES 6/30/23	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2024		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$527,050.43	$527,050.43
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2023-24 FISCAL YEAR	$0.00	$527,050.43	$527,050.43

CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2024	Building Bond Fund	Fund 38
ASSETS:		Amount
Cash Balances		$1,091,101.52
Investments		$0.00
TOTAL ASSETS		$1,091,101.52
LIABILITIES AND RESERVES:		
Warrants Outstanding		$74,740.45
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$340,342.02
TOTAL LIABILITIES AND RESERVES		$415,082.47
CASH FUND BALANCE JUNE 30, 2024		$676,019.05
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$1,091,101.52

Schedule 3: Capital Projects Fund 38 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2023-24	2023 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$20,618,453.89
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$260,373.41	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$20,423,509.91	-$20,423,509.91
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$20,423,509.91	-$20,423,509.91
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$20,423,509.91	-$20,423,509.91
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$20,683,883.32	$194,943.98
Warrants Paid of Year in Caption	$19,592,781.80	$194,943.98
TOTAL DISBURSEMENTS	$19,592,781.80	$194,943.98
CASH & INVESTMENTS BALANCE JUNE 30, 2024	$1,091,101.52	$0.00
Reserve for Warrants Outstanding	$74,740.45	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$340,342.02	$0.00
TOTAL LIABILITIES AND RESERVE	$415,082.47	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$676,019.05	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2023		
	RESERVES 6/30/23	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$71,206.96	$71,206.96	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2024		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$45,310.03	$0.00	$45,310.03
2000 Support Services	$1,558,097.90	$340,342.02	$1,898,439.92
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$18,064,114.32	$0.00	$18,064,114.32
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2023-24 FISCAL YEAR	$19,667,522.25	$340,342.02	$20,007,864.27

CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2024	Building Bond Fund	Fund 39
ASSETS:		Amount
Cash Balances		$422,717.00
Investments		$0.00
TOTAL ASSETS		$422,717.00
LIABILITIES AND RESERVES:		
Warrants Outstanding		$0.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$0.00
TOTAL LIABILITIES AND RESERVES		$0.00
CASH FUND BALANCE JUNE 30, 2024		$422,717.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$422,717.00

Schedule 3: Capital Projects Fund 39 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2023-24	2023 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$5,217.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$417,500.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	$0.00
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$422,717.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2024	$422,717.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$422,717.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2023		
	RESERVES 6/30/23	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2024		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2023-24 FISCAL YEAR	$0.00	$0.00	$0.00

CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2024	Building Bond Fund	Fund 31
ASSETS:		Amount
Cash Balances		$0.00
Investments		$0.00
TOTAL ASSETS		$0.00
LIABILITIES AND RESERVES:		
Warrants Outstanding		$0.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$0.00
TOTAL LIABILITIES AND RESERVES		$0.00
CASH FUND BALANCE JUNE 30, 2024		$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$0.00

Schedule 3: Capital Projects Fund 31 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2023-24	2023 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$33,698.24
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$33,698.24	-$33,698.24
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$33,698.24	-$33,698.24
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$33,698.24	-$33,698.24
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$33,698.24	$0.00
Warrants Paid of Year in Caption	$33,698.24	$0.00
TOTAL DISBURSEMENTS	$33,698.24	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2024	$0.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$0.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2023		
	RESERVES 6/30/23	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2024		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$29,857.04	$0.00	$29,857.04
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$3,841.20	$0.00	$3,841.20
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2023-24 FISCAL YEAR	$33,698.24	$0.00	$33,698.24

CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2024	Building Bond Fund	Fund 32
ASSETS:		Amount
Cash Balances		$10,467,737.28
Investments		$0.00
TOTAL ASSETS		$10,467,737.28
LIABILITIES AND RESERVES:		
Warrants Outstanding		$0.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$0.00
TOTAL LIABILITIES AND RESERVES		$0.00
CASH FUND BALANCE JUNE 30, 2024		$10,467,737.28
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$10,467,737.28

Schedule 3: Capital Projects Fund 32 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2023-24	2023 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$47,036.61	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$11,500,000.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	$0.00
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$11,547,036.61	$0.00
Warrants Paid of Year in Caption	$1,079,299.33	$0.00
TOTAL DISBURSEMENTS	$1,079,299.33	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2024	$10,467,737.28	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$10,467,737.28	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2023		
	RESERVES 6/30/23	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2024		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$1,079,299.33	$0.00	$1,079,299.33
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2023-24 FISCAL YEAR	$1,079,299.33	$0.00	$1,079,299.33

CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2024	Transportation Bond Fund	Fund 33
ASSETS:		Amount
Cash Balances		$502,162.80
Investments		$0.00
TOTAL ASSETS		$502,162.80
LIABILITIES AND RESERVES:		
Warrants Outstanding		$0.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$0.00
TOTAL LIABILITIES AND RESERVES		$0.00
CASH FUND BALANCE JUNE 30, 2024		$502,162.80
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$502,162.80

Schedule 3: Capital Projects Fund 33 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2023-24	2023 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$2,162.80	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$500,000.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	$0.00
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$502,162.80	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2024	$502,162.80	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$502,162.80	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2023		
	RESERVES 6/30/23	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2024		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2023-24 FISCAL YEAR	$0.00	$0.00	$0.00

CERTIFICATE OF EXCISE BOARD

State of Oklahoma, County of Tulsa

We, do further certify that we have examined the statement of estimated needs for the current fiscal year ending June 30, 2024, as certified by the Board of Education of Bixby Public Schools, District Number I-4 of said County and State, and its financial statement for the preceding year, and in so doing we have diligently performed the duties imposed upon this Excise Board by 68 O. S. 2001 Section 3007, by (1) ascertaining that the financial statements, as to the statistics therein contained, reflect the true fiscal condition at the close of the fiscal year, or caused the same to be corrected so to show; (2) struck from the estimate of needs so submitted any items not authorized by law and reduced to the sum authorized by law any items restricted by statute as to the amount lawfully expendable therefor; (3) supplemented such estimate, after appropriate action, by an estimate of needs prepared by this Excise Board to make provision for mandatory functions based upon statistics authoritatively submitted; (4) computed the total means available to each fund in the manner provided, applying the Governing Board's estimate of revenue to be derived from surplus tax of the immediately preceding year and from sources other than ad valorem tax, or reduced such estimate to not less than the lawfully authorized ratio of the several sums realized from such sources during the preceding fiscal year or to such lesser sum as may reasonably be anticipated under altered law or circumstance and using for such determination the basic collections of the preceding year and the ratios on which distribution or apportionment must be made during the ensuing or current year.

To the several and specific purposes of the estimated needs as certified, we have and do hereby appropriate the surplus balances of cash on hand of the prior year, estimates of income from sources other than ad valorem taxation within the limitation fixed by law, and the proceeds of ad valorem tax levy within the number of mills authorized, either by apportionment by the Legislature, allocation by the excise board or by legal election, all of which appropriations are made in so far as the available surpluses, revenues, and levies will permit, except in that we have also provided that, after deducting items consisting of cash and the revenue from all sources other than the 2024 tax and the proceeds of the 2024 tax levy are in excess of the residue of such appropriations, by a sum included for delinquent tax, computed at 10.0% of such residue. And provided further, if said School District has been ascertained to be a well defined State Aid District, the local budget, as approved and appropriated for, has been applied wholly to its operating accounts.

We further certify that the amount required to be raised from tax, excluding Homesteads, for General Revenue Fund purposes as approved, requires a total ad valorem tax levy of 35.000 Mills. Said levy is within the statutory limit, and if in excess, is within the constitutional limit and has been authorized by a vote of the people of said district, as shown by certificate of the School Board to-wit:

To this District, with valuations shown below, the Excise Board allocated 5.000 Mills, plus 15.000 Mills authorized by the Constitution, plus an emergency levy of 5.000 Mills; plus local support levy of 10.000 Mills; for a total levy for the General Fund of 35.000 Mills.

We further certify that the amount required to be raised for building fund purposes as approved requires a tax levy of 5.000 Mills, and said levy has been certified as authorized by a vote of the people at an election held for that purpose. We further certify that Assessed Values used in computing Mill-vote levies have been applied as certified by the County Assessor.

We further certify that we have examined the within statements of account and estimated needs or requirements of the Governing Board of Bixby Public Schools, School District No. I-4 of said County and State, in relation to the Sinking Fund or Funds thereof, and after finding the same correct or having caused the same to be corrected pursuant to 68 O. S. 2001 Section 3009, have approved the requirements therefor to fulfill the conditions of Section 26 and 28 of Article 10, Oklahoma Constitution, and have made and certified a tax levy therefor to the extent of the excess of said total requirements over the total of items 2, 3, 6, and 12 of Exhibit Y and any other legal deduction, including a reserve of 10.0% for delinquent taxes.

CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "Y"					
County Excise Board's Appropriation of Income and Revenue	General Fund	Building Fund	Co-op Fund	Child Nutrition Fund	New Sinking Fund (Exc. Homesteads)
Appropriation Approved and Provision Made	$ 75,591,537.36	$ 6,776,400.20	$ 0.00	$ 4,581,439.98	$ 21,890,000.00
Appropriation of Revenues:					
Excess of Assets Over Liabilities	$ 8,842,224.76	$ 2,538,483.22	$ 0.00	$ 548,839.98	$ 1,829,685.38
Unclaimed Protest Tax Refunds	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Miscellaneous Estimated Revenues	$ 43,173,925.61	$ 860,000.00	$ 0.00	$ 4,032,600.00	None
Est. Value of Surplus Tax in Process	$ 350,000.00	$ 60,000.00	$ 0.00	$ 0.00	None
Sinking Fund Contributions	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Surplus Building Fund Cash	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Total Other Than 2024 Tax	$ 52,366,150.37	$ 3,458,483.22	$ 0.00	$ 4,581,439.98	$ 1,829,685.38
Balance Required	$ 23,225,386.99	$ 3,317,916.98	$ 0.00	$ 0.00	$ 20,060,314.62
Add Allowance for Delinquency	$ 2,322,538.70	$ 331,791.70	$ 0.00	$ 0.00	$ 1,003,015.73
Total Required for 2024 Tax	$ 25,547,925.69	$ 3,649,708.68	$ 0.00	$ 0.00	$ 21,063,330.35
Rate of Levy Required and Certified	---------	---------	---------	---------	29.72 Mills

We further certify that the net assessed valuation of the Property, subject to ad valorem taxes, after the amount of all Homestead Exemptions have been deducted in the said School District as finally equalized and certified by the Board of Equalization for the current year 2024-2025 is as follows:

VALUATION AND LEVIES EXCLUDING HOMESTEADS					
County		Real	Personal	Public Service	Total
This County	Tulsa	$ 635,780,922	$ 56,457,534	$ 14,677,031	$ 706,915,487
Joint County	Wagoner	$ 1,642,050	$ 28,854	$ 81,296	$ 1,752,200
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Total Valuations, All Counties		$ 637,422,972	$ 56,486,388	$ 14,758,327	$ 708,667,687

The assessed valuations herein certified have been used in computing the rates of mill levies and the proceeds thereof appropriated as aforesaid; and that having ascertained as aforesaid, the aggregate amount to be raised by ad valorem taxation, be raised by ad valorem taxation, we thereupon made the above levies therefor as provided by law as follows:

CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2024-2025

EXHIBIT "Y" Continued:		Primary County And All Joint Counties				
Levies Required and Certified:		Valuation And Levies Excluding Homesteads			Total Required For 2024 Tax	
County		General Fund	Building Fund	Total Valuation	General	Building
This County	Tulsa	36.05 Mills	5.15 Mills	$ 706,915,487	$ 25,484,303	$ 3,640,615
Joint Co.	Wagoner	36.31 Mills	5.19 Mills	$ 1,752,200	$ 63,622	$ 9,094
Joint Co.		0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$ 0	$ 0	$ 0
Totals				$ 708,667,687	$ 25,547,926	$ 3,649,709

Sinking Fund: 29.72 Mills

We do hereby order the above levies to be certified forthwith by the Secretary of this Board to the County Assessor of said County, in order that the County Assessor may immediately extend said levies upon the Tax Rolls for the year 2024 without regard to any protest that may be filed against any levies, as required by 68 O. S. 2001, Section 2869.

Signed at _____, Oklahoma, this _____ day of _____, _____

_____ Excise Board Member

_____ Excise Board Chairman

_____ Excise Board Member

_____ Excise Board Secretary

Joint School District Levy Certification for Bixby Public Schools I-4

Career Tech District Number _____: General Fund _____

Building Fund _____

State of Oklahoma)
) ss
County of Tulsa)

I, _____, Tulsa County Clerk, do hereby certify that the above levies are true and correct for the taxable year 2024.

Witness my hand and seal, on _____, _____.

_____
Tulsa County Clerk

THIS PAGE INTENTIONALLY LEFT BLANK

ALL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2023 TO JUNE 30, 2024
STATISTICAL DATA FOR 2024-2025

EXHIBIT "Z"

Schedule 1: SUMMARY RECAPITULATION OF SCHOOL COSTS FOR THE FISCAL YEAR ENDING JUNE 30, 2024, AND APPORTIONMENT THEREOF

CLASSIFICATION	ACCUMULATION OF EXPENDITURES AND UNLIQUIDATED COMMITMENTS TO DETERMINE PER CAPITA COSTS					
Expenditures and Reserves	GENERAL REVENUE FUND	CHILD NUTRITION FUND	BUILDING FUND	SINKING FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECT FUNDS
Current Exp. - Educational	$ 63,997,422.78	$ 2,612,982.24	$ 3,804,466.53	$ 0.00	$ 0.00	$ 0.00
Current Exp. - Transportation	$ 2,848,838.43	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Current Res. - Educational	$ 337,475.35	$ 6,520.75	$ 256,260.12	$ 0.00	$ 0.00	$ 0.00
Current Res. - Transportation	$ 2,150.96	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Exp. - Educational	$ 5,449.00	$ 0.00	$ 90,934.22	$ 22,365,000.00	$ 0.00	$ 0.00
Capital Exp. - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Res. - Educational	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Res. - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest Paid and Reserved	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
TOTALS	$ 67,191,336.52	$ 2,619,502.99	$ 4,151,660.87	$ 22,365,000.00	$ 0.00	$ 0.00

Enumeration	0.00	Average Daily Attendance	0.00	Average Daily Haul	0.00

Expenditures and Reserves	ENTERPRISE FUNDS	ACTIVITY FUNDS	EXPENDABLE TRUST FUNDS	NON-EXPENDABLE TURST FUNDS	INTERNAL SERVICE FUNDS
Current Expenditures - Educational	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Current Expenditures - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Current Reserves - Educational	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Current Reserves - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Expenditures - Educational	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Expenditures - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Reserves - Educational	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Reserves - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest Paid and Reserved	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
TOTALS	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Per Capita Cost for:	Education	$ 0.00		Transportation	$ 0.00

Expenditures and Reserves	TOTAL OF ALL APPLICABLE COSTS 2023-2024	OPERATION COSTS ONLY	TRANSPORTATION COSTS ONLY
Current Expenditures - Educational	$ 70,414,871.55	$ 70,414,871.55	$ 0.00
Current Expenditures - Transportation	$ 2,848,838.43	$ 0.00	$ 2,848,838.43
Current Reserves - Educational	$ 600,256.22	$ 600,256.22	$ 0.00
Current Reserves - Transportation	$ 2,150.96	$ 0.00	$ 2,150.96
Capital Expenditures - Educational	$ 22,461,383.22	$ 22,461,383.22	$ 0.00
Capital Expenditures - Transportation	$ 0.00	$ 0.00	$ 0.00
Capital Reserves - Educational	$ 0.00	$ 0.00	$ 0.00
Capital Reserves - Transportation	$ 0.00	$ 0.00	$ 0.00
Interest Paid and Reserved	$ 0.00	$ 0.00	$ 0.00
TOTALS	$ 96,327,500.38	$ 93,476,510.99	$ 2,850,989.39

THIS PAGE INTENTIONALLY LEFT BLANK

Publication Sheet - Board of Education
Financial Statement of the Various Funds for the Fiscal Year Ending June 30, 2024
Estimate of Needs for Fiscal Year Ending June 30, 2025
Bixby Public Schools, School District No. I-4, Tulsa County, Oklahoma

STATEMENT OF FINANCIAL CONDITION

STATEMENT OF FINANCIAL CONDITION AS OF JUNE 30, 2024	GENERAL FUND DETAIL	BUILDING FUND DETAIL	CO-OP FUND DETAIL	NUTRITION FUND DETAIL
ASSETS:				
Cash Balance June 30, 2024	$ 11,076,868.63	$ 2,816,372.33	$ 0.00	$ 570,473.93
Investments	$ 0.00	$ 0.00	$ 0.00	$ 0.00
TOTAL ASSETS	$ 11,076,868.63	$ 2,816,372.33	$ 0.00	$ 570,473.93
LIABILITIES AND RESERVES:				
Warrants Outstanding	$ 1,865,002.35	$ 21,628.99	$ 0.00	$ 15,113.20
Reserves From Schedule 7	$ 369,641.52	$ 256,260.12	$ 0.00	$ 6,520.75
TOTAL LIABILITIES AND RESERVES	$ 2,234,643.87	$ 277,889.11	$ 0.00	$ 21,633.95
CASH FUND BALANCE (Deficit) JUNE 30, 2024	$ 8,842,224.76	$ 2,538,483.22	$ 0.00	$ 548,839.98

ESTIMATED NEEDS FOR FISCAL YEAR ENDING JUNE 30, 2025

GENERAL FUND	
Current Expense	$ 75,591,537.36
Reserve for Int. on Warrants & Revaluation	$ 0.00
Total Required	$ 75,591,537.36
FINANCED:	
Cash Fund Balance	$ 8,842,224.76
Estimated Miscellaneous Revenue	$ 43,173,925.61
Total Deductions	$ 52,016,150.37
Balance to Raise from Ad Valorem Tax	$ 23,575,386.99

ESTIMATED MISCELLANEOUS REVENUE:	
1000 Other District Sources of Revenue	$ 1,302,000.00
2100 County 4 Mill Ad Valorem Tax	$ 2,658,002.23
2200 County Apportionment (Mortgage Tax)	$ 260,000.00
2300 Resale of Property Fund Distribution	$ 60,000.00
2900 Other Intermediate Sources of Revenue	$ 0.00
3110 Gross Production Tax	$ 5,100.00
3120 Motor Vehicle Collections	$ 3,330,000.00
3130 Rural Electric Cooperative Tax	$ 67,500.00
3140 State School Land Earnings	$ 1,320,000.00
3150 Vehicle Tax Stamps	$ 18,000.00
3160 Farm Implement Tax Stamps	$ 0.00
3170 Trailers and Mobile Homes	$ 0.00
3190 Other Dedicated Revenue	$ 0.00
3200 State Aid - General Operations	$ 28,267,565.18
3300 State Aid - Competitive Grants	$ 142,735.66
3400 State - Categorical	$ 818,525.61
3500 Special Programs	$ 0.00
3600 Other State Sources of Revenue	$ 0.00
3700 Child Nutrition Program	$ 0.00
3800 State Vocational Programs	$ 78,209.00
4100 Capital Outlay	$ 276,660.00
4200 Disadvantaged Students	$ 755,316.85
4300 Individuals With Disabilities	$ 1,528,242.07
4400 Minority	$ 30,517.96
4500 Operations	$ 206,450.00
4600 Other Federal Sources of Revenue	$ 354,101.05
4700 Child Nutrition Programs	$ 0.00
4800 Federal Vocational Education	$ 45,000.00
5000 Non-Revenue Receipts	$ 1,650,000.00
Total Estimated Revenue	$ 43,173,925.61

SINKING FUND BALANCE SHEET	
1. Cash Balance on Hand June 30, 2024	$ 4,299,685.38
2. Legal Investments Properly Maturing	$ 0.00
3. Judgments Paid To Recover By Tax Levy	$ 0.00
4. Total Liquid Assets	$ 4,299,685.38
Deduct Matured Indebtedness:	
5. a. Past-Due Coupons	$ 0.00
6. b. Interest Accrued Thereon	$ 0.00
7. c. Past-Due Bonds	$ 0.00
8. d. Interest Thereon after Last Coupon	$ 0.00
9. e. Fiscal Agency Commissions on Above	$ 0.00
10. f. Judgments and Int. Levied for/Unpaid	$ 0.00
11. Total Items a. Through .f	$ 0.00
12. Balance of Assets Subject to Accrual	$ 4,299,685.38
Deduct Accrual Reserve if Assets Sufficient:	
13. g. Earned Unmatured Interest	$ 70,000.00
14. h. Accrual on Final Coupons	$ 0.00
15. i. Accrued on Unmatured Bonds	$ 2,400,000.00
16. Total Items g Through i	$ 2,470,000.00
17. Excess of Assets Over Accrual Reserves **(Page 2)	$ 1,829,685.38

SINKING FUND REQUIREMENTS FOR 2024-2025	
1. Interest Earnings on Bonds	$ 1,290,000.00
2. Accrual on Unmatured Bonds	$ 20,600,000.00
3. Annual Accrual on "Prepaid" Judgments	$ 0.00
4. Annual Accrual on Unpaid Judgments	$ 0.00
5. Interest on Unpaid Judgments	$ 0.00
6. PARTICIPATING CONTRIBUTIONS (Annexations):	$ 0.00
7. For Credit to School Dist. No.	$ 0.00
8. For Credit to School Dist. No.	$ 0.00
9. For Credit to School Dist. No.	$ 0.00
10. For Credit to School Dist. No.	0.00
11. Annual Accrual From Exhibit KK	$ 0.00
Total Sinking Fund Requirements	$ 21,890,000.00
Deduct:	
1. Excess of Assets over Liabilities (if not a deficit)	$ 1,829,685.38
2. Contributions From Other Districts	$ 0.00
Balance To Raise	$ 20,060,314.62

	SINKING FUND
13d. j. Unmatured Coupons Due Before 4-1-2025	$ 0.00
14d. k. Unmatured Bonds So Due	$ 0.00
15d. l. Whatever Remains is for Exhibit KK Line E.	$ 0.00
16d. Deficit as Shown on Sinking Fund Balance Sheet.	$ 0.00
17d. Less Cash Requirements for Current Fiscal Year in Excess of Cash on Ha	$ 0.00
18d. Remaining Deficit is for Exhibit KK Line F.	$ 0.00

BUILDING FUND	
Current Expense	$ 6,776,400.20
Reserve for Int. on Warrants & Revaluation	$ 0.00
Total Required	$ 6,776,400.20
FINANCED:	
Cash Fund Balance	$ 2,538,483.22
Estimated Miscellaneous Revenue	$ 860,000.00
Total Deductions	$ 3,398,483.22
Balance to Raise from Ad Valorem Tax	$ 3,377,916.98

	CO-OP FUND	CHILD NUTRITION PROGRAMS FUND
Current Expense	$ 0.00	$ 4,581,439.98
Reserve for Int. on Warrants & Revaluation	$ 0.00	$ 0.00
Total Required	$ 0.00	$ 4,581,439.98
FINANCED:		
Cash Fund Balance	$ 0.00	$ 548,839.98
Estimated Miscellaneous Revenue	$ 0.00	$ 4,032,600.00
Total Deductions	$ 0.00	$ 4,581,439.98
Balance	$ 0.00	$ 0.00

Publication Sheet - Board of Education
Financial Statement of the Various Funds for the Fiscal Year Ending June 30, 2024
Estimate of Needs for Fiscal Year Ending June 30, 2025
Public Schools, School District No. , County, Oklahoma

CERTIFICATE - GOVERNING BOARD

STATE OF OKLAHOMA, COUNTY OF TULSA, ss:
We, the undersigned duly elected, qualified and acting officers of the Board of Education of Bixby Public Schools, School District No. I-4, of Said County and State, do hereby certify that at a meeting of the Governing Body of the said District begun at the time provided by law for districts of this class and pursuant to the provisions of 68 O. S. 2001 Section 3003, the foregoing statement was prepared and is a true and correct condition of the Financial Affairs of said District as reflected by the records of the District Clerk and Treasurer. We further certify that the foregoing estimate for current expenses for the fiscal year beginning July 1, 2024 and ending June 30, 2025, as shown are reasonably necessary for the proper conduct of the affairs of the said District, that the Estimated Income to be derived from sources other than ad valorem taxation does not exceed the lawfully authorized ratio of the revenue derived from the same sources during the preceding year.

_____
President of Board of Education

Subscribed and sworn to before me this _____, 2024

_____
Notary Public

The Estimate of Needs shall be published in one issue in some legally qualified newspaper published in such political subdivision. If there be no such newspaper published in such political subdivision, such statement and estimate shall be so published in some legally qualified newspaper of general circulation therein; and such publication shall be made, in each instance, by the board or authority making the estimate.

BIXBY PUBLIC SCHOOLS
2024-25 FISCAL YEAR BUDGET

GENERAL FUND REVENUE SOURCE	Source Code	2023-24 Actual		2024-25 Appropriations	2024-25 Budgeted
LOCAL SOURCES					
Ad Valorem Tax Levy - Current	1110	$ 23,205,794.06		$ 23,225,386.99	**$ 24,830,199.64**
Ad Valorem Tax Levy - Prior	1120	343,799.78		350,000.00	**350,000.00**
Tuition	1200	29,430.00		27,000.00	**27,000.00**
Interest Earnings	1300	760,120.88		750,000.00	**750,000.00**
Rentals, Disposals & Comm.	1400	20,618.21		20,000.00	**20,000.00**
Reimbursements	1500	54,846.44		55,000.00	**55,000.00**
Other Local Sources	1600	436,818.58		450,000.00	**450,000.00**
Non-revenue Receipts	5000	1,740,775.74		1,650,000.00	**1,650,000.00**
Total Local Sources		**$ 26,592,203.69**		**$ 26,527,386.99**	**$ 28,132,199.64**
INTERMEDIATE SOURCES					
County 4-Mill Ad Valorem Tax	2100	$ 2,426,638.61		$ 2,658,002.23	**$ 2,658,002.23**
Mortgage Tax	2200	278,683.00		260,000.00	**260,000.00**
Resale Property Fund Distribution	2300	87,895.05		60,000.00	**60,000.00**
Other Intermediate Sources		-		-	**-**
Total Intermediate Sources		**$ 2,793,216.66**		**$ 2,978,002.23**	**$ 2,978,002.23**
STATE SOURCES					
Gross Production Tax	3110	$ 5,126.89		$ 5,100.00	**$ 5,100.00**
Motor Vehicle Collections	3120	3,347,276.42		3,330,000.00	**3,330,000.00**
Rural Electric Cooperative Tax	3130	67,303.76		67,500.00	**67,500.00**
State School Land Earnings	3140	1,320,275.02		1,320,000.00	**1,320,000.00**
Vehicle Tax Stamps	3150	17,998.34		18,000.00	**18,000.00**
State Aid	3210	23,118,946.02		22,460,172.50	**23,419,544.53**
Health Insurance Allowance	3250	5,655,820.35		5,807,392.68	**6,097,762.31**
Alternative Education	3310	115,078.14		142,735.66	**142,735.66**
National Board Certified Bonus	3412	104,050.00		105,000.00	**105,000.00**
Reading Sufficiency Act	3415	98,982.40		98,000.00	**98,000.00**
Textbook Allocation	3420	521,218.94		521,891.09	**521,891.09**
School Resource Officer Program	3415	90,195.10		$93,634.52	**93,634.52**
AP Instruction	3470	4,541.00		-	**-**
State Land Reimbursement	3620	3.47		-	**5.00**
Miscellaneous State Revenue (ACE)	3690	104,181.92		-	**-**
Vocational Programs	3800	148,440.00		78,209.00	**78,209.00**
Total State Sources		**$ 34,719,437.77**		**$ 34,047,635.45**	**$ 35,297,382.12**

BIXBY PUBLIC SCHOOLS
2024-25 FISCAL YEAR BUDGET

GENERAL FUND REVENUE SOURCE	Source Code	2023-24 Actual		2024-25 Appropriations	2024-25 Budgeted
FEDERAL SOURCES					
Title VII Part A - Indian Education (561)	4140	$ 167,478.00		$ 184,124.00	**$ 184,124.00**
ROTC	4150	89,835.61		92,500.00	**92,500.00**
Flood Control	4162	35.10		36.00	**36.00**
Title I, Part A, Basic Program-Current Year (511)	4210	374,091.86		551,591.00	**551,591.00**
Title I, Part A, Neglected-Current Year (518)	4210	6,749.28		4,394.11	**4,394.11**
Title II, Pt A-Teacher Training-Current Year (541)	4271	140,088.48		152,629.76	**152,629.76**
Title III, Pt A-Immigrant Education Act (571)	4281	162,340.78		9,856.57	**9,856.57**
Title III, Pt A-English Language (572)	4281	-		36,845.41	**36,845.41**
Special Ed Professional Development (613)	4310	-		7,295.39	**7,295.39**
Special Ed Professional Development (615)	4310	-		6,252.00	**6,252.00**
Transition Development Program (618)	4310	-		17,059.30	**17,059.30**
ARP Flowthrough (628)	4310	-		-	**-**
IDEA Pt B - Flow Through Current Year (621)	4310	1,511,377.58		1,478,847.94	**1,478,847.94**
IDEA - Part B, Preschool Age 3-5 Current Year (641)	4340	18,290.88		18,787.44	**18,787.44**
ARP (643)	4340	-		-	**-**
Title IV, Pt A-Student Supp&Academic Enrich Grants (552)	4442	28,331.85		30,517.96	**30,517.96**
Johnson O'Malley (563)	4550	48,806.15		31,450.00	**31,450.00**
Medicaid Reimbursement (698)	4580	173,614.47		175,000.00	**175,000.00**
Title IV-Part F, Ok Schol Climate Transformation (712)	4689	8,317.23		-	**-**
Ok School Counselors Corps Grant (722)	4689	133,406.38		130,000.00	**130,000.00**
ESSER III Funds (725)	4689	8,745.00		-	**-**
ESSER III Funds (726)	4689	4,522.00		-	**-**
ESSER III Funds (795)	4689	1,121,731.82		224,101.05	**224,101.05**
Carl Perkins	4820	42,480.94		45,000.00	**45,000.00**
Total Federal Sources		**$ 4,040,243.41**		**$ 3,196,287.93**	**$ 3,196,287.93**
Total Revenue		**$ 68,145,101.53**		**$ 66,749,312.60**	**$ 69,603,871.92**
Fund Balance - Beginning	**6110**	**$ 7,906,593.21**		**$ 8,842,224.76**	**$ 8,842,224.76**
Prior Year Lapsed Appropriation	6130	50,685.65		-	**-**
Estopped Warrants by Statute	6140	3,349.73		-	**-**
Balance Available		**$ 76,105,730.12**		**$ 75,591,537.36**	**$ 78,446,096.68**
Less: Expenditures					
Salaries		$ 59,641,938.57			**$ 64,395,408.50**
Non-Salaries		$ 7,621,566.79			**$ 7,600,000.00**
Total Expenditures		**$ 67,263,505.36**			**$ 71,995,408.50**
Fund Balance - Ending		**$ 8,842,224.76**			**6,450,688.18**
		11.62%			**8.22%**

FOR INTERNAL USE ONLY

STATE AID ALLOCATION SHEET 2024-25 (Mid-Term)

BIXBY PUBLIC SCHOOLS

FOUNDATION AID:

FOUNDATION WTD. ADM	13,088.91			X				
	FOUNDATION AID FACTOR				$ 2,127.80	=	$	27,850,585.89

LESS CHARGEAGLES:

AD VALOREM CHARGEABLES:	$706,915,487.00	X	0.0160	$	11,310,647.79		
COUNTY 4 MIL	$2,457,451.44	X	0.75	$	1,843,088.58		
SCHOOL LAND EARNINGS				$	1,320,275.05		
GROSS PRODUCTION TAX				$	5,126.89		
MOTOR VEHICLE TAX				$	3,347,276.42		
REA TAX				$	67,303.76		
TOTAL CHARGEABLES							$ 17,893,718.49
NET FOUNDATION AID:						*	$ 9,956,867.40
				$	9,956,867.40		

TRANSPORTATION:

REGULAR A.D.H.	5,745.06	X	PER CAPITA					
$33.00	X	TRANSPORTATION FACTOR		2.00	=		*	$ 379,173.96

SALARY INCENTIVE AID:

1: INC. AID GUARANTEE FACTOR			$ 104.01	X				
INC. WEIGHTED ADM	13,088.91			=	$	1,361,377.69		
2: ADJUSTED DISTRICT VALUATION								
$707,202,526.32	/	1,000		=	$	707,202.53		
						==========		
3: #1 - #2				=	$	654,175.16		
4: # 3 X INCENTIVE MILLS (20.0)				=			*	$ 13,083,503.18
								==========
				$	13,083,503.18			
BASIC FORMULA STATE AID				=				$ 23,419,544.53

FACTORS	=	$ 4,208.00

STATE AID ALLOCATION SHEET 2024-25 (Initial)

BIXBY PUBLIC SCHOOLS

FOUNDATION AID:

FOUNDATION WTD. ADM	12,465.63			X			
	FOUNDATION AID FACTOR				$ 2,115.74	=	$ 26,374,032.02
LESS CHARGEAGLES:							
AD VALOREM CHARGEABLES:					$ 10,536,082.86		
COUNTY 4 MIL	$2,425,899.10	X	0.75		$ 1,819,424.33		
SCHOOL LAND EARNINGS					$ 1,320,275.02		
GROSS PRODUCTION TAX					$ 5,126.89		
MOTOR VEHICLE TAX					$ 3,347,276.42		
REA TAX					$ 67,303.76		
TOTAL CHARGEABLES							$ 17,095,489.28
NET FOUNDATION AID:						*	$ 9,278,542.74
					$ 9,278,542.74		

TRANSPORTATION:

REGULAR A.D.H.		5,745.06	X	PER CAPITA			
$33.00	X	TRANSPORTATION FACTOR		2.00	=	*	$ 379,173.96

SALARY INCENTIVE AID:

1: INC. AID GUARANTEE FACTOR		$ 104.01	X			
INC. WEIGHTED ADM	12,465.63		=	$ 1,296,550.18		
2: ADJUSTED DISTRICT VALUATION						
$656,427,393.48	/	1,000	=	$ 656,427.39		
				==========		
3: #1 - #2			=	$ 640,122.78		
4: # 3 X INCENTIVE MILLS (20.0)			=		*	$ 12,802,455.66
						==========
				$ 12,802,455.66		
BASIC FORMULA STATE AID			=			$ 22,460,172.35

FACTORS = $ 4,195.94

BIXBY PUBLIC SCHOOLS
2022-23 OPERATING BUDGET

General Fund Budget by Project/Object Codes			2023-24 Actuals		2024-25 Budget
Non-Categorical					
000		100 - Salaries	$ 32,764,200.26		$ 34,402,410.27
		200 - Employee Benefits	7,514,722.23		7,890,458.34
		290 - Worker's Comp	108,800.44		174,639.00
		310 - Professional Ed Service	28,367.12		25,000.00
		320 - Professional - Education Services	971,606.66		1,000,000.00
		330 - Other Professional Services	46,231.05		47,000.00
		340 - Technical/Security Services	302,500.75		$269,618.91
		350 - Legal Services	26,664.60		25,000.00
		430 - Repair Services	14,508.63		16,000.00
		440 - Rentals	130,973.48		150,000.00
		520 - Property Insurance/Bonds	528,116.06		$1,210,048.00
		530 - Communication Services	189,381.92		200,000.00
		540 - Advertising	505.90		700.00
		550 - Printing and Binding	4,051.85		5,000.00
		580 - Staff Travel	5,925.25		7,000.00
		600 - Materials; less offsets to site budgets	158,215.91		175,000.00
		640 - Books & Periodicals	131.93		250.00
		650 - Durable Supplies	138,355.88		165,000.00
		680 - Student and Staff Expenditures	10,519.29		12,000.00
		700 - Property	40,961.00		25,000.00
		810 - Dues and Fees	59,098.02		65,000.00
		860 - Staff Registration	26,263.98		27,000.00
		870 - County Assessment	152,175.80		167,874.37
		885 - Student Cert & License Testing	1,750.00		-
		930 - Reimbursements	12,538.89		15,000.00
		Total Non-categorical Budget	**$ 43,236,566.90**		**$ 46,074,998.89**
Local Budgets					
001	Central Elementary		$ 42,657.36		$ 53,113.65
002	Central Intermediate		25,742.60		29,097.40
003	North Elementary		43,925.42		48,112.56
004	Middle School		92,770.51		100,879.78
005	High School		108,902.53		139,758.49
006	Special Education		387.26		2,000.00
007	West Elementary		57,118.28		58,697.89
008	West Intermediate		28,341.57		34,663.34
009	North Intermediate		28,166.03		31,976.33
010	East Elementary		43,752.16		48,436.22
011	9th Grade Center		48,793.56		48,215.47

BIXBY PUBLIC SCHOOLS
2022-23 OPERATING BUDGET

General Fund Budget by Project/Object Codes			2023-24 Actuals		2024-25 Budget
012		East Intermediate	29,405.51		29,673.19
013		Band	19,999.98		20,000.00
014		Central Library	7,440.00		8,223.93
015		Central Intermediate Library	4,103.34		4,470.00
016		North Elementary Library	7,695.25		7,442.22
017		Middle School Library	13,285.42		15,612.00
018		High School Library	19,476.00		20,880.00
019		Spartan Connection Academy	227.52		3,034.00
020		Gifted	1,324,456.04		1,450,000.00
021		Athletics (Coaching Stipends)	116,618.61		125,400.00
022		Special Education (Other Expenses)	7,525,507.88		8,200,000.00
023		West Elementary & Intermediate Library	14,320.24		14,436.79
024		North Intermediate Library	4,734.37		4,920.00
025		East Elementary & Intermediate Library	11,646.13		12,052.81
026		9th Grade Center Library	7,584.00		7,308.00
027		Nurse	15,345.00		20,000.00
030		Computer	270,880.12		310,000.00
035		Career/ Community Ed	305,025.76		330,000.00
036		Safety Committee	11,724.69		20,000.00
040		Auditorium Account	681.00		2,000.00
		Subtotal	**$ 10,230,714.14**		**$ 11,200,404.08**
050		**Maintenance Department**			
	359	Professional Development	$ 2,220.00		$ 2,300.00
	420	Cleaning Services	3,760.00		3,800.00
	430	Repairs and Maintenance Services	4,718.42		5,000.00
	440	Rentals or Lease Services	5,538.80		5,600.00
	610	General Supplies	222,281.00		250,000.00
	621	Bottled Gas	175.00		175.00
	650	Durable Supplies <$250	6,473.32		7,000.00
	700	Property	125.00		-
	800	Other Objects	58.31		500.00
		Total Maintenance Department	**$ 245,349.85**		**$ 274,375.00**
051		**Transportation Department**			
	330	Other Professional Services	$ 1,706.00		$ 2,000.00
	360	Employee Training/Development	-		500.00
	420	Cleaning Services	70.00		500.00
	430	Repairs and Maintenance Services	62,975.05		70,000.00
	440	Rentals or Lease Services	21,759.59		22,500.00
	530	Communication Services	-		-

BIXBY PUBLIC SCHOOLS
2022-23 OPERATING BUDGET

General Fund Budget by Project/Object Codes			2023-24 Actuals		2024-25 Budget
	580	Staff Travel	-		-
	610	General Supplies	243,938.87		250,000.00
	623	Diesel	189,505.74		190,000.00
	625	Gasoline	105,741.88		110,000.00
	626	Oil	13,438.33		15,000.00
	650	Durable Supplies	23,574.81		25,000.00
	800	Other Objects	2,876.50		5,000.00
	900	Reimbursement	64.11		500.00
		Total Transportation Department	**$ 665,650.88**		**$ 691,000.00**
066	Swimming Pool		$ -		$ 2,500.00
090	GO - Outdoor Project		11,486.26		-
091	GO - Project Lead the Way		5,578.00		-
094	Otis Carryover		-		-
098	OTIS		-		-
099	Alternative Education		538,322.07		576,820.00
197	Muscogee Creek Summer Program		35,837.81		36,162.19
198	Medicaid Carryover		-		60,000.00
251	BEEF 9th Grade Grant		18,407.74		-
255	Inspire To Teach Awards		16,000.00		-
232	In Lieu of 332		-		-
285	Child Nutrition Program		1,608,771.16		1,700,000.00
	Total Local Budgets		**$ 13,376,117.91**		**$ 14,541,261.27**

BIXBY PUBLIC SCHOOLS
2022-23 OPERATING BUDGET

General Fund Budget by Project/Object Codes		2023-24 Actuals		2024-25 Budget
	State Budgets			
312	National Board Certified Bonus	$ 104,050.00		$ 105,000.00
331	Educ. Flex Benefit Allowance	115,888.85		$122,968.44
332	Educ. Flex Benefit Allowance	375,485.68		$408,706.07
333	State Textbook	543,588.66		$553,857.18
334	Educ. Flex Benefit Allowance	3,493,102.85		$3,793,502.92
335	Educ. Flex Benefit Allowance	1,560,497.54		$1,772,584.88
352	Teacher Induction & Mentor	42,100.00		25,000.00
361	ACE Technology	-		$38,988.92
366	Advanced Placement Materials Grant	4,541.00		-
367	Reading Sufficiency Act	29,450.51		$229,446.78
376	School Resource Officer Program	90,195.10		$93,634.52
388	Alternative Education Grants	115,078.14		142,735.66
411	Vocational Comprehensive Secondary Programs	36,440.00		38,500.00
412	Vocational Programs Assistance Grants	100,773.04		105,000.00
	Total State Budgets	**$ 6,611,191.37**		**$ 7,429,925.37**
	Federal Budgets			
421	Carl Perkins	$ 38,554.00		$40,000.00
511	Title I, Part A, Basic Program	551,591.00		$683,222.72
518	Title I, Part A, Neglected	4,394.11		$34,051.99
541	Title II-Part A, Teacher/Princ. Training	152,629.76		$257,417.12
552	Title IV-Part A, Student Support/Academic Grants	30,517.96		$52,147.09
561	Part A, Indian Education	167,478.00		$184,124.00
563	Johnson O'Malley Program	37,727.12		$31,450.00
571	Title III, Pt. A - Immigrant Education	36,657.00		$13,069.87
572	Title III, Pt. A - Limited English Proficiency	36,845.41		$107,385.97
613	Special Education Professional Development-OSDE	7,295.39		$0.00
615	Special Education Professional Development	6,750.57		$6,376.62
618	Transition Development	8,062.90		$17,059.30
621	Special Education - Flow Through	1,478,849.20		$1,604,569.93
628	ARP Flow Through	57,342.32		$0.00
641	Special Education - Preschool Ages 3-5	18,787.44		$47,609.83
643	ARP Preschool	717.90		$0.00
698	Medicaid Resources	199,809.55		65,000.00
722	Ok School Counselors Corps Grant	137,528.73		74,000.00
725	ARP ESSER III	8,745.00		-
726	ARP ESSER III	4,522.00		-
770	ROTC Program	89,835.61		92,500.00
795	ESSER III	964,988.21		-

BIXBY PUBLIC SCHOOLS
2022-23 OPERATING BUDGET

General Fund Budget by Project/Object Codes	2023-24 Actuals	2024-25 Budget
Total Federal Budgets	$ 4,039,629.18	$3,309,984.44
Total Expenditures Budget	$ 67,263,505.36	$ 71,356,169.97
Total Projected Revenue Budget		$ 78,446,096.68
Projected Fund Balance		$ 7,089,926.71
Fund Balance %		9.04%
8% Fund Balance Minimum		$ 6,275,687.73
Unemcumbered Balance		$ 639,238.53

BIXBY PUBLIC SCHOOLS
2024-25 BUILDING FUND BUDGET

BUILDING FUND REVENUE SOURCE	Source Code	2023-24 Actual	2024-25 Appropriations	2024-25 Budgeted
LOCAL & STATE SOURCES				
Ad Valorem Tax Levy - Current	1110	$ 3,315,118.13	$3,317,916.98	$3,387,916.98
Ad Valorem Tax Levy - Prior	1120	49,112.55	60,000.00	60,000.00
Interest Earnings	1300	131,414.87	120,000.00	120,000.00
Rentals	1410	6,000.00	5,000.00	5,000.00
Reimbursements	1500	-	-	-
Miscellaneous Reimbursements	1590	71,024.50	-	-
Other Local Sources of Revenue	1600	14,888.29	-	-
Redbud Funding	3545	746,470.70	730,000.00	730,000.00
Correcting Entries	5000	225,000.00	5,000.00	5,000.00
Total Revenue		**$ 4,559,029.04**	**$4,237,916.98**	**$ 4,307,916.98**
Fund Balance - Beginning	**6110**	**$ 2,145,011.85**	**$ 2,538,483.22**	**$ 2,538,483.22**
Prior Year Lapsed Appropriations	6130	10,742.85	-	-
Estopped Warrants by Statute	6140	360.35	-	-
Balance Available		**$ 6,715,144.09**	**$ 6,776,400.20**	**$ 6,846,400.20**
EXPENDITURES				
Recruitment & Placement Services	2570	$ 500.00		$ 100.00
Operation of Buildings Services:	**2620**			
- Water/Sewer Service	411	199,605.65		225,000.00
- Cleaning Services	420	1,522,736.14		$1,600,000.00
- Repairs and Maint. Services	430	306,428.23		$325,000.00
- Rentals	440	1,118.86		2,000.00
- Construction Services	450	-		-
- General Supplies	610	146,508.31		165,000.00
- Electricity (AEP, OG&E)	624	1,372,279.45		1,500,000.00
- Natural Gas	627	105,717.00		125,000.00
- Durable Supplies	650	-		5,000.00
- Other	700-800	8,363.00		10,000.00
Care and Upkeep of Grounds	2630	154,584.86		170,000.00
Care and Upkeep of Equipment	2640	36,865.05		40,000.00
Vehicle and Operation Maintenance	2650	82.96		500.00
Safety	2670	5,937.14		7,000.00
Other Costs	3140	200,000.00		-
All Other New Construction - Lease Pmt -Admin	4620	42,278.00		324,680.00
All Other New Construction	4620	30,356.22		25,000.00
All Other Building Improvements	4720	18,300.00		30,000.00
Correcting Entries	5600	25,000.00		-
Total Expenditures		**$ 4,176,660.87**		**$ 4,554,280.00**
Fund Balance - Ending		**$ 2,538,483.22**		**$ 2,292,120.20**

FOR INTERNAL USE ONLY

BIXBY PUBLIC SCHOOLS
2024-25 CHILD NUTRITION BUDGET

CHILD NUTRITION FUND REVENUE SOURCE	Source Code	2023-24 Actual	2024-25 Appropriations	2024-25 Budgeted
LOCAL SOURCES				
Interest Earnings	1310	$ 91,681.17	$ 82,000.00	$ 82,000.00
Refund Prior Years Expenses	1600	-	-	-
Student Lunch/Breakfast	1710	1,334,035.18	1,700,000.00	1,700,000.00
ALA Carte	1720	310,753.49	330,000.00	330,000.00
Adult Lunches	1730	12,780.15	15,000.00	15,000.00
Other District Revenue	1790	22,246.92	22,000.00	22,000.00
Non-Revenue Receipts	5600	5,655.84	5,600.00	5,600.00
Total Local Sources		**$ 1,777,152.75**	**$ 2,154,600.00**	**$ 2,154,600.00**
STATE SOURCES				
State Matching	3720	**$ 32,228.56**	**$ 33,000.00**	**$ 33,000.00**
FEDERAL SOURCES				
Emergency Cost Funding - NSLP (762)	4705	$ 186,179.34	$ -	$ -
P-EBT Administrative Funding	4706	-	-	-
Local Food for Schools Program	4707	5,688.00	5,000.00	5,000.00
Lunch Reimbursement	4710	1,295,968.21	1,500,000.00	1,500,000.00
Breakfast Reimbursement	4720	318,088.96	340,000.00	340,000.00
Summer Food Service	4740	-	-	-
Total Federal Sources		**$ 1,805,924.51**	**$ 1,845,000.00**	**$ 1,845,000.00**
Total Revenue		**$ 3,615,305.82**	**$ 4,032,600.00**	**$ 4,032,600.00**
Fund Balance - Beginning	**6110**	**$ 1,094,497.92**	**$ 548,839.98**	**$ 548,839.98**
Prior Year Lapsed Appropriations	6130	1,000.00	-	-
Estopped Warrants by Statute	6140	505.96	-	-
Balance Available		**$ 4,711,309.70**	**$ 4,581,439.98**	**$ 4,581,439.98**
EXPENDITURES				
A La Carte	3110	$ 167,668.45		$ 180,000.00
Other Directly Related CNP Services	3140	486,558.01		505,000.00
Food Procurement Services	3150	1,911,633.64		2,100,000.00
Nutrition Educ/Staff Development	3180	-		-
Other Child Nutrition Program Oper.	3190	53,642.89		68,500.00
Labor/Other Reimbursement to GF	5200	1,537,310.89		1,500,000.00
Correcting Entry	5600	5,655.84		-
Total Expenditures		**$ 4,162,469.72**		**$ 4,353,500.00**
Fund Balance - Ending		**$ 548,839.98**	**$ 4,581,439.98**	**$ 227,939.98**

FOR INTERNAL USE ONLY

2024-25 BPS Site Budgets

Grades	Factor	Bridge the Gap	Library Factor
K-8	$ 43.00	$ 200,000.00	$ 10.00
9-12	$ 45.00		

School	Weighted Enrollment	Site Budget	Vocal Music	Site Budget w/Vocal	Bridge the Gap	Total Budget w/ BTG	Library Budget	Total All
Central Elementary	822.39	$ 35,362.90	$ 500.00	$ 35,862.90	$ 17,250.75	$ 53,113.65	$ 8,223.93	$ 61,337.58
North Elementary	744.22	$ 32,001.55	$ 500.00	$ 32,501.55	$ 15,611.02	$ 48,112.56	$ 7,442.22	$ 55,554.78
East Elementary	749.28	$ 32,219.08	$ 500.00	$ 32,719.08	$ 15,717.13	$ 48,436.22	$ 7,492.81	$ 55,929.03
West Elementary	909.68	$ 39,116.20	$ 500.00	$ 39,616.20	$ 19,081.69	$ 58,697.89	$ 9,096.79	$ 67,794.68
Central Intermediate	447.00	$ 19,221.00	$ 500.00	$ 19,721.00	$ 9,376.40	$ 29,097.40	$ 4,470.00	$ 33,567.40
North Intermediate	492.00	$ 21,156.00	$ 500.00	$ 21,656.00	$ 10,320.33	$ 31,976.33	$ 4,920.00	$ 36,896.33
East Intermediate	456.00	$ 19,608.00	$ 500.00	$ 20,108.00	$ 9,565.19	$ 29,673.19	$ 4,560.00	$ 34,233.19
West Intermediate	534.00	$ 22,962.00	$ 500.00	$ 23,462.00	$ 11,201.34	$ 34,663.34	$ 5,340.00	$ 40,003.34
Middle School	1,561.20	$ 67,131.60	$ 1,000.00	$ 68,131.60	$ 32,748.18	$ 100,879.78	$ 15,612.00	$ 116,491.78
9th Grade Center	730.80	$ 32,886.00	$ -	$ 32,886.00	$ 15,329.47	$ 48,215.47	$ 7,308.00	$ 55,523.47
High School	2,088.00	$ 93,960.00	$ 2,000.00	$ 95,960.00	$ 43,798.49	$ 139,758.49	$ 20,880.00	$ 160,638.49
Totals	**9,534.58**	**$ 415,624.33**	**$ 7,000.00**	**$ 422,624.33**	**$ 200,000.00**	**$ 622,624.33**	**$ 95,345.75**	**$ 717,970.08**

1) Enrollment as of 9/3/24.

2024-25 BPS Weighted Enrollment

Central Elementary	9/3/2024	Factor	Wtd.Enroll
Pre-K	117	0.70	81.90
Kindergarten	142	1.300	184.60
1st Grade	154	1.351	208.05
2nd Grade	147	1.351	198.60
3rd Grade	142	1.051	149.24
Totals	**702**		**822.39**

Central Intermediate	9/3/2024	Factor	Wtd.Enroll
4th Grade	153	1.000	153.00
5th Grade	142	1.000	142.00
6th Grade	152	1.000	152.00
Totals	**447**		**447.00**

North Elementary	9/3/2024	Factor	Wtd.Enroll
Pre-K	102	0.70	71.40
Kindergarten	112	1.300	145.60
1st Grade	134	1.351	181.03
2nd Grade	145	1.351	195.90
3rd Grade	143	1.051	150.29
Totals	**636**		**744.22**

North Intermediate	9/3/2024	Factor	Wtd.Enroll
4th Grade	160	1.000	160.00
5th Grade	182	1.000	182.00
6th Grade	150	1.000	150.00
Totals	**492**		**492.00**

East Elementary	9/3/2024	Factor	Wtd.Enroll
Pre-K	60	0.70	42.00
Kindergarten	131	1.300	170.30
1st Grade	139	1.351	187.79
2nd Grade	141	1.351	190.49
3rd Grade	151	1.051	158.70
Totals	**622**		**749.28**

East Intermediate	9/3/2024	Factor	Wtd.Enroll
4th Grade	132	1.000	132.00
5th Grade	153	1.000	153.00
6th Grade	171	1.000	171.00
Totals	**456**		**456.00**

West Elementary	9/3/2024	Factor	Wtd.Enroll
Pre-K	80	0.70	56.00
Kindergarten	148	1.300	192.40
1st Grade	185	1.351	249.94
2nd Grade	166	1.351	224.27
3rd Grade	178	1.051	187.08
Totals	**757**		**909.68**

West Intermediate	9/3/2024	Factor	Wtd.Enroll
4th Grade	185	1.000	185.00
5th Grade	182	1.000	182.00
6th Grade	167	1.000	167.00
Totals	**534**		**534.00**

Middle School	9/3/2024	Factor	Wtd.Enroll
7th Grade	672	1.200	806.40
8th Grade	629	1.200	754.80
Totals	**1,301**		**1,561.20**

9th Grade Center	9/3/2024	Factor	Wtd.Enroll
9th Grade	609	1.20	730.80
Totals	**609**		**730.80**

High School	9/3/2024	Factor	Wtd.Enroll
10th Grade	637	1.200	764.40
11th Grade	573	1.200	687.60
12th Grade+	530	1.200	636.00
Totals	**1,740**		**2,088.00**

	Enroll	% Ch	Wt Enroll
Total ADM 2024-25	8,296	3.73%	9,534.58
2023-24 ADM (9/12/23)	7,998	3.56%	8,860.07
2022-23 ADM (9/26/22)	7,723	7.01%	8,860.07
2021-22 ADM (9/7/21)	7,217	10.02%	8,302.55
2020-21 ADM (8/17/20)	6,560	-2.26%	7,586.76
2019-20 ADM (9-10-19)	6,712	0.71%	7,757.72
2018-19 ADM (9-6-18)	6,665	4.42%	7,671.02
2017-18 ADM (9-5-17)	6,383	3.07%	7,351.98
2016-17 ADM (9-6-16)	6,193	2.52%	7,142.70
2015-16 ADM (9-7-15)	6,041	4.41%	6,965.89
2014-15 ADM (9-11-14)	5,786		6,677.29

BIXBY PUBLIC SCHOOLS
2022-23 BUILDING FUND BUDGET
ALTERED 2/2023

BUILDING FUND REVENUE SOURCE	Source Code	2023-24 Actual	2024-25 Appropriations	2024-25 Budgeted
LOCAL SOURCES				
Ad Valorem Tax Levy - Current	1110	$ 2,600,601.71	$2,774,197.39	$2,774,197.39
Ad Valorem Tax Levy - Prior	1120	71,563.41	200,377.96	200,377.96
Interest Earnings	1300	6,721.83	7,000.00	60,000.00
Rentals	1410	7,500.00	8,000.00	8,000.00
Sale of Buildings and/or Real Estate	1430	-	-	1,720,000.00
Reimbursements	1500	-	-	-
Miscellaneous Reimbursements	1590	-	-	-
Other Local Sources of Revenue	1600	8,744.47	5,000.00	5,000.00
Correcting Entries	5000	3,737.00	-	-
Total Revenue		**$ 2,698,868.42**	**$ 2,994,575.35**	**$ 4,767,575.35**
Fund Balance - Beginning	**6110**	**$ 2,822,078.33**	**$ 1,646,568.67**	**$ 1,646,568.67**
Prior Year Lapsed Appropriations	6130	4,412.07	-	-
Estopped Warrants by Statute	6140	-	-	-
Balance Available		**$ 5,525,358.82**	**$ 4,641,144.02**	**$ 6,414,144.02**
EXPENDITURES				
Recruitment & Placement Services	2570	$ 5,603.13		$ 5,500.00
Operation of Buildings Services:	2620			
- Water/Sewer Service	411	217,248.37		230,000.00
- Cleaning Services	420	1,339,157.08		$1,365,392.00
- Repairs and Maint. Services	430	247,366.31		$250,000.00
- Rentals	440	1,387.56		2,500.00
- Construction Services	450	1,653.00		1,005,000.00
- Communication Service	530	24,000.00		24,000.00
- General Supplies	610	240,857.69		225,000.00
- Electricity (AEP, OG&E)	624	1,294,052.98		1,400,000.00
- Natural Gas	627	170,636.61		200,000.00
- Durable Supplies	650	2,787.98		5,000.00
- Other - CN Financing - Scoreboard	733	161,070.09		-
- Other	700-800	1,644.12		5,000.00
Care and Upkeep of Grounds	2630	149,009.78		150,000.00
Care and Upkeep of Equipment	2640	5,682.25		6,000.00
Vehicle and Operation Maintenance	2650	15.00		5,000.00
Security Services	2660	-		-
Safety	2670	133.20		-
All Other Building Improvements	4720	16,485.00		10,000.00
Correcting Entries	5600	-		-
Total Expenditures		**$ 3,878,790.15**		**$ 4,888,392.00**
Fund Balance - Ending		**$ 1,646,568.67**		**$ 1,525,752.02**

FOR INTERNAL USE ONLY

2022 - 23 BPS Site Budgets

Grades	Factor
K-8	$ 43.00
9-12	$ 45.00

Bridge the Gap	Library Factor
$ 162,500.00	$ 10.00

School	Weighted Enrollment	Site Budget	Vocal Music	Site Budget w/Vocal	IXL Credits	Bridge the Gap	Total Budget w/ BTG	Library Budget
Central Elementary	734.62	$ 31,588.62	$ 500.00	$ 32,088.62	$ -	$ 13,473.43	$ 45,562.05	$ 7,346.19
North Elementary	824.05	$ 35,434.06	$ 500.00	$ 35,934.06	$ 4,781.00	$ 15,113.62	$ 55,828.69	$ 8,240.48
East Elementary	695.30	$ 29,897.81	$ 500.00	$ 30,397.81	$ 3,347.00	$ 12,752.26	$ 46,497.07	$ 6,952.98
West Elementary	862.91	$ 37,105.04	$ 500.00	$ 37,605.04	$ -	$ 15,826.34	$ 53,431.39	$ 8,629.08
Central Intermediate	421.00	$ 18,103.00	$ 500.00	$ 18,603.00	$ 1,938.00	$ 7,721.44	$ 28,262.44	$ 4,210.00
North Intermediate	454.00	$ 19,522.00	$ 500.00	$ 20,022.00	$ 1,346.00	$ 8,326.68	$ 29,694.68	$ 4,540.00
East Intermediate	459.00	$ 19,737.00	$ 500.00	$ 20,237.00	$ 750.00	$ 8,418.38	$ 29,405.38	$ 4,590.00
West Intermediate	490.00	$ 21,070.00	$ 500.00	$ 21,570.00	$ 1,163.00	$ 8,986.95	$ 31,719.95	$ 4,900.00
Middle School	1,453.20	$ 65,394.00	$ 1,000.00	$ 66,394.00	$ -	$ 26,652.71	$ 93,046.71	$ 14,532.00
9th Grade Center	657.60	$ 29,592.00	$ -	$ 29,592.00	$ -	$ 12,060.85	$ 41,652.85	$ 6,576.00
High School	1,808.40	$ 81,378.00	$ 2,000.00	$ 83,378.00	$ -	$ 33,167.33	$ 116,545.33	$ 18,084.00
Totals	**8,860.07**	**$ 388,821.54**	**$ 7,000.00**	**$ 395,821.54**	**$ 13,325.00**	**$ 162,500.00**	**$ 571,646.54**	**$ 88,600.73**

1) Enrollment as of 9/7/22.
3) IXL Credits added to CI, NE, NI, EE, EI, WI.

COST ALLOCATION BY SITE

5/16/2022

Cost:	$0.00

	Enrollment	Allocation	SITE
Central Elementary	702	$0.00	110
Central Intermediate	447	$0.00	140
North Elementary	636	$0.00	120
North Intermediate	492	$0.00	130
East Elementary	622	$0.00	150
East Intermediate	456	$0.00	160
West Elementary	757	$0.00	170
West Intermediate	534	$0.00	180
Middle School	1,301	$0.00	505
9th Grade	609	$0.00	
High School	1,740	$0.00	705
Total	**8,296**	**$0.00**	

*** Does not include Pre-K for elementaries.**

8/23 - 9/1 - 2021	Breakfast	Lunch
High School	950	5,555
Middle School	1,618	4,853
Central Elementary	0	2,390
Central Intermediate	907	1,732
East Elementary	187	290
East Intermediate	819	2,045
North Elementary	176	2,924
North Intermediate	457	1,928
West Elementary	1,306	2,748
West Intermediate	673	2,007
Total	**7,093**	**26,472**
8 Serving Day Average	**887**	**3,309**

Reimbursement Rate:		Days	
		168	Days 21-22
Lunch:	$4.3175	3,309	Lunch Avg
Breakfast:	$2.4625	887	Breakfast Avg

Lunch Projections	$2,400,150.06	**80%**	**$**	**1,920,120.05**
Breakfast Projections	$366,796.76	**80%**	**$**	**293,437.41**
Total	**$2,766,946.82**		**$**	**2,213,557.46**

Receipt No	Receipt Date	Received From	Total
407	4/26/2024	TULSA TECHNOLOGY	$99,800.20
505	6/28/2024	TULSA TECHNOLOGY CENTER	$108,217.08
Total			**$208,017.28**

2023-24 Rate	**$2.91**
Miles 2nd Semester	37,188
Miles 1st Semester	34,296
2024-25 New Rate	**$3.15**
Miles 2nd Semester	$117,142
Miles 1st Semester	$108,031
Total	$225,173

1500 Collections	BTG	$200,000.00
	Tulsa Tech	$225,173.34
		$425,173.34

Original ADM	Grade Weight	Special Ed	Gifted	Biling	Econ Disadv	Small School	Isolation	Teacher Index	High Year Weighted
6,709.66	1,150.27	1,115.75	541.28	133.25	318.00	0.00	0.00	130.85	10,099.06
66.44%	11.39%	11.05%	5.36%	1.32%	3.15%	0.00%	0.00%	1.30%	
									10,862.68
7,217.00	1,237.25	1,200.12	582.21	143.33	342.05	0.00	0.00	140.74	10,862.68
7,127.19	1,221.85	1,185.18	574.96	141.54	337.79	0.00	0.00	138.99	10,727.51
									10,727.51
6,663.55	1,111.53	1,058.30	533.46	118.75	343.00	0.00	0.00	85.24	9,913.83
67.21%	11.21%	10.67%	5.38%	1.20%	3.46%	0.00%	0.00%	0.86%	

9/8/2021	
High School	1,927.09
Middle School	1,098.91
CI	339.91
NI	450.64
EI	401.82
WI	452.00
CE	581.91
NE	646.18
EE	581.64
WE	647.09
Total	**7,127.19**

Tulsa County	2022	2021	2020	2019	2018
AD Value	$591,025,044	$537,900,419	$499,754,447	$475,107,150	$450,116,220
Mills	36.05	36.05	36.05	36.05	36.05
Valuation	$21,306,452,836	$19,391,310,105	$18,016,147,814	$17,127,612,758	$16,226,689,731
Assessment	$1,000	$1,000	$1,000	$1,000	$1,000
Tax	$21,306,453	$19,391,310	$18,016,148	$17,127,613	$16,226,690
Delinquency Rate	10%	10%	10%	10%	10%
Delinquency Amount	$2,130,645	$1,939,131	$1,801,615	$1,712,761	$1,622,669
Tax Projection	$19,175,808	$17,452,179	$16,214,533	$15,414,851	$14,604,021
% Growth AD Value	9.88%	7.63%	5.19%	5.55%	

Wagoner County	2022	2021	2020	2019	2018
AD Value	$1,484,626	$1,409,135			
Mills	36.05	36.05			
Valuation	$53,520,767	$50,799,317			
Assessment	$1,000	$1,000			
Tax	$53,521	$50,799			
Delinquency Rate	10%	10%			
Delinquency Amount	$5,352	$5,080			
Tax Projection	$48,169	$45,719			
% Growth AD Value	5.36%	#DIV/0!			

$19,223,976

Account	Proj Code	2019-20 Expenditures	2020-21 Notices	2019-20 Carryover
Title I, Part A, Basic Program	511	$ 356,373.78	$ 321,910.17	$ 62,141.98
Title I, Part A, Neglected	518	$ 6,540.45	$ 12,670.67	$ 19,598.30
Title II, Part A, Training	541	$ 105,775.25	$ 96,409.00	$ 75,639.58
Title 4, Pt A	552	$ 20,022.73	$ 21,941.36	$ 3,702.11
Title VII, Part A, Indian Education	561	$ 146,115.96	$ 153,380.00	$ 4,188.04
Title III, Part A, Immigrant Ed	571	$ 1,412.50	$ 7,299.20	$ 8,251.44
Title III, Part A, English Language	572	$ 10,834.66	$ 27,799.12	$ 18,270.46
Discretionary, PL 108-44, Pt B	613	$ 4,851.41	$ -	$ -
Project ECCO	615	$ 7,417.18	$ -	$ -
Subject Area Cert, Special Ed	616	$ 135.00	$ -	$ -
Special Ed	617	$ -	$ -	$ 59,008.00
Flow Through, Part B	621	$ 996,652.03	$ 1,122,093.78	$ 179,366.25
IDEA, Part B, Preschool 3-5	641	$ 16,270.33	$ 20,114.36	$ 3,877.74
Medicaid	698	$ 50,619.22	$ -	$ -
CARES	788	$ 137,732.27	$ 294,654.23	$ 156,921.96
ESSERF	789	$ -	$ 265,221.00	$ 265,221.00
Total		**$ 1,723,020.50**	**$ 2,343,492.89**	**$ 856,186.86**

* 788 & 789 were Prior year notices. No money claimed

GENERAL FUND REVENUE SOURCE	Code	2018-19 Actual
LOCAL SOURCES		
Ad Valorem Tax Levy - Current	1110	$ 15,281,885.31
Ad Valorem Tax Levy - Prior	1120	291,221.09
Tuition	1200	11,805.00
Interest Earnings	1300	209,649.08
Rentals, Disposals & Comm.	1400	7,265.23
Reimbursements	1500	39,333.00
Other Local Sources	1600	904,527.23
Non-revenue Receipts	5000	818,338.56
Total Local Sources		**$ 17,564,024.50**
INTERMEDIATE SOURCES		
County 4-Mill Ad Valorem Tax	2100	$ 1,440,193.69
Mortgage Tax	2200	247,198.48
Other Intermediate Sources	2300-2900	-
Total Intermediate Sources		**$ 1,687,392.17**
STATE SOURCES		
Gross Production Tax	3110	$ 4,777.77
Motor Vehicle Collections	3120	2,390,183.80
Rural Electric Cooperative Tax	3130	54,034.30
State School Land Earnings	3140	952,779.53
Vehicle Tax Stamps	3150	14,303.00
State Aid	3210	13,712,338.00
Health Insurance Allowance	3250	3,609,660.53
Alternative Education	3310	25,702.45
National Board Certified Bonus	3412	95,000.00
Reading Sufficiency Act	3415	36,190.44
Textbook Allocation	3420	310,841.63
Ace Remediation	3690	30,826.74
Vocational Programs	3800	66,339.00
		$ 21,302,977.19
FEDERAL SOURCES		
Title VII Part A - Indian Education (561)	4140	$ 126,362.92
ROTC	4150	73,299.99
Flood Control	4162	26.78
Title I, Part A, Basic Program-Current Year (511)(799)	4210	312,727.65

Title I, Part A, Neglected-Current Year (518)(799)	4210	-
Title II, Pt A-Teacher Training-Current Year (541)(799)	4271	64,540.32
Title III, Pt A-Immigrant Education Act (571)	4281	-
Title III, Pt A-English Language (572)	4281	17,244.94
IDEA Pt B - Flow Through Current Year (621)(799)	4310	971,680.63
IDEA - Part B, Preschool Age 3-5 Current Year (641)(799)	4340	19,759.28
Title IV, Pt A-Student Supp&Academic Enrich Grants (552)	4442	-
Medicaid Reimbursement	4580	78,845.87
Rehab Services	4617	2,385.29
Carl Perkins	4820	27,545.78
Total Federal Sources		**$ 1,694,419.45**
Total Revenue		**$ 42,248,813.31**
Fund Balance - Beginning	**6110**	**$ 4,567,811.62**
Prior Year Lapsed Appropriation	6130	86,052.54
Estopped Warrants by Statute	6140	2,040.89
Balance Available		**$ 46,904,718.36**
Less: Expenditures		
Salaries		$ 37,119,266.30
Non-Salaries		$ 4,540,459.24
Total Expenditures		**$ 41,659,725.54**
Fund Balance - Ending		**$ 5,244,992.82**
		11.18%

FOR INTERNAL USE ONLY

2019-20 Appropriations	2019-20 Budgeted	
$ 15,893,160.72	$ 15,893,160.72	% increase
284,076.97	284,076.97	% increase
-	7,000.00	
-	150,000.00	
-	4,000.00	
-	25,000.00	
-	290,000.00	
-	1,000,000.00	* $875,000 from Child Nutrition
$ 16,177,237.69	**$ 17,653,237.69**	**16,745,685.94**
$ 1,483,399.50	$ 1,483,399.50	% increase
-	247,198.48	
-	-	
$ 1,483,399.50	**$ 1,730,597.98**	
	$ 4,777.77	
	1,560,021.64	→ **$69,180.18**
	54,034.30	**12**
	857,501.58	**$830,162.16**
	-	
15,099,938.00	15,099,938.00	
3,695,606.04	3,695,606.04	
-	28,101.18	
90,000.00	95,000.00	
-	-	
314,770.00	314,770.00	
96,420.00	96,420.00	
$ 19,296,734.04	**$ 21,806,170.51**	**$ 41,190,006.18**
$ 143,046.24	$ 143,046.24	
75,000.00	75,000.00	
26.78	26.78	
367,996.73	367,996.73	

10,731.56	10,731.56				
85,814.09	85,814.09				
5,331.25	5,331.25				
18,334.08	18,334.08				
1,225,438.09	1,225,438.09				
19,961.43	19,961.43				
7,888.53	7,888.53				
96,733.35	96,733.35				
-	-				
27,102.00	27,102.00				
$ 2,083,404.13	**$ 2,083,404.13**		**1,981,302.13**	**1,981,302.13**	
$ 39,040,775.36	**$ 43,273,410.31**	**$**	**26,675,706.91**		**$ 312,178.15**
$ 5,244,992.82	**$ 5,244,992.82**				
-	-				
-	-	**$**	**4,655,905.05**		
$ 44,285,768.18	**$ 48,518,403.13**				**$ 312,178.15**
	$ 39,718,858.21				
	$ 4,500,000.00				
	$ 44,218,858.21				
	4,299,544.92				
	8.86%				

16,745,685.94 Check - C12 minus C11 = Series 1000 Total

Motor Vehicle reduction for 2019-20

STATE AID ALLOCATION SHEET 2022-23

SCHOOL: BIXBY PUBLIC SCHOOLS

FOUNDATION AID:

FOUNDATION WTD. ADM	11,570.24			X		
FOUNDATION AID FACTOR				$ 2,042.00	=	$ 23,626,438.25

LESS CHARGEAGLES:

AD VALOREM CHARGEABLES:				$ 10,536,082.86		
COUNTY 4 MIL	$2,426,638.61	X	0.75	$ 1,819,424.33		
SCHOOL LAND EARNINGS				$ 1,320,275.02		
GROSS PRODUCTION TAX				$ 5,126.89		
MOTOR VEHICLE TAX				$ 3,347,276.42		
REA TAX				$ 67,303.76		
TOTAL CHARGEABLES						$ 17,095,489.28
NET FOUNDATION AID:					*	$ 6,530,948.97
				$ 6,530,948.97		

TRANSPORTATION:

REGULAR A.D.H.	5,745.06	X	PER CAPITA				
$33.00	X	TRANSPORTATION FACTOR		1.39	=	*	$ 263,525.90

SALARY INCENTIVE AID:

1: INC. AID GUARANTEE FACTOR			$ 104.01	X		
INC. WEIGHTED ADM	11,570.24			=	$ 1,203,421.08	
2: ADJUSTED DISTRICT VALUATION						
$591,025,044.00	/	1,000		=	$ 591,025.04	
3: #1 - #2				=	$ 612,396.03	
4: # 3 X INCENTIVE MILLS (20.0)				=	*	$ 12,247,920.69
					$ 12,247,920.69	
BASIC FORMULA STATE AID				=		$ 19,042,395.56
FACTORS	= $ 4,122.20					
				=		

(foundation mils = 0.016610000)

MID-TERM STATE AID ALLOCATION PROJECTION

5% Growth ADM

$2,080.20

Change in valuation

		20	
$	22,460,172.35	104.01	
$	(3,417,776.79)	$2,080.20	
		$2,042.00	$3,885.00
		$4,122.20	$1,804.80

LEARN WELL. BIXBY Public Schools LIVE WITH HONOR.

Date: August 1, 2024

To: Mike Anthony, Chief Financial Officer

From: Helen Hurst, Child Nutrition Director

Re: Adult Breakfast and Lunch Price Increases

The State Department sent out the rates for the amount we are supposed to charge for breakfast and lunch and Bixby Child Nutrition will have to increase the rate that we charge for both meals. For Breakfast the rate is $2.37 and the district charges $2.30, so the increase will have to be $2.40. For Lunch the rate is $4.97, and the district charges $4.85, so the increase will be $5.00. The Bixby Child Nutrition Department does not set the rates the USDA does. The Schedule B meal pricing chart is attached.

2024-2025 Academic Calendar

Dates & Holidays

8/13	Teacher Work Day
8/14	Meet the Teacher/Teacher PD
8/15 - 8/19	Teacher PD- No School
8/20	First Day of School - Semester 1
8/30	Professional Development Day - No School
9/2	Labor Day - No School
9/6	First Early Release Day
9/27	District-Wide Distance Learning Practice Day
10/2 & 10/9	Parent-Teacher Conferences Secondary (Evening)
10/9 & 10/23	Parent-Teacher Conferences Elementary (Evening)
10/17 - 10/18	Fall Break - No School
10/21	Professional Development Day - No School
10/21	Last Day of Quarter 1
11/25 - 11/29	Thanksgiving Break - No School
12/20	End of First Semester (Last Day of School Semester 1)
12/23 - 1/3	Winter Break - No School
1/6	Professional Development Day - No School
1/7	First Day of School - Semester 2
1/20	Martin Luther King Day - No School
2/14	Professional Development Day - No School
2/17	President's Day - No School
3/5 & 3/12	Parent-Teacher Conferences Secondary (Evening)
3/14	End of Third Quarter
3/12 & 3/26	Parent-Teacher Conferences Elem/Int (Evening)
3/17 - 3/21	Spring Break - No School
3/24	No School
4/18	No School
5/22	End of Second Semester/Last Day of School
5/23	Teacher Check Out Day

Learn Well.
Live with Honor.
Go Spartans!

July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

All Students Report
Early Release Day
Holiday
Parent/Teacher Conferences
District-Wide Distance Learning
Teacher Workday
Professional Development Day
End of Semester
Teacher Checkout Day

LEARN WELL. LIVE WITH HONOR.

BIXBY Public Schools

918-366-2200
www.bixbyps.org

Facebook: @bixbyps
Twitter: @bixbyps

September 13, 2024

Juanita Davis
Accreditation Standards Division
Oklahoma State Department of Education
2500 N. Lincoln Blvd.
Oklahoma City, OK 73105

Re: Instructional Calendar Days to Hours

Dear Ms. Davis,

Please accept this letter as our notification that our school calendar for the 2024-25 school year will be based on hours, not days. Our instructional calendar was discussed and approved on September 12, 2024 by the Bixby Board of Education. Enclosed is a copy of the board policy (3100) regarding the school calendar utilization of instructional days or 1080 hours of instruction. In addition to our school board-approved calendar, which is calculated using the option of 1080 hours, we have uploaded our worksheets by site disclosing the instructional hours. We again request to use hours for the school year 2024-25.

Please notify me if you need any other information on this matter.

Sincerely,

Rob Miller
Superintendent
rmiller@bixbyps.org

SCHOOL DAYS/HOURS WORKSHEET

COUNTY	DISTRICT	SITE
Tulsa	Bixby	Elem/Int: CE, EE, NE, WE, CI, EI, NI, WI

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day		
2	6	TOTAL PARENT-TEACHER CONFERENCE HOURS	12

Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minute, Partial Days or Virtual Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught*	Total Hours
7:50 AM	2:55 PM	425	30	395	140	921.67

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
7:50 AM	1:55 PM	365	30	335	28	156.33

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES	12:00 AM	TOTAL HOURS	0.00

Full virtual days for all students.

Number of Days	# of Hours per Day		
1	6	TOTAL VIRTUAL HOURS	6

Professional Development Hours/Days

Number of Days	Number of Hours		
9	6	TOTAL PROFESSIONAL DEVELOPMENT HOURS (Limit 30)	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR	GRAND TOTAL HOURS	1126.00
171		

Superintendent Signature _____ Date _____

RAO Signature _____ Date _____

Notes: _____

SCHOOL DAYS/HOURS WORKSHEET

COUNTY	DISTRICT	SITE
Tulsa	Bixby	High School (9th - 12th)

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day		
2	6	TOTAL PARENT-TEACHER CONFERENCE HOURS	12

Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minute, Partial Days or Virtual Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught*	Total Hours
8:50 AM	3:51 PM	426	30	396	137	904.20

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:50 AM	2:52 PM	367	30	337	27	151.65

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES	12:00 AM	TOTAL HOURS	0.00

Full virtual days for all students.

Number of Days	# of Hours per Day		
5	6.5	TOTAL VIRTUAL HOURS	32.5

Professional Development Hours/Days

Number of Days	Number of Hours		
9	7	TOTAL PROFESSIONAL DEVELOPMENT HOURS (Limit 30)	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR	GRAND TOTAL HOURS	1130.35
171		

Superintendent Signature _____ Date _____

RAO Signature _____ Date _____

Notes: Jan 7-10th become +4 virtual days; -3 full days; -1 early release day

SCHOOL DAYS/HOURS WORKSHEET

	DISTRICT	SITE
Tulsa	Bixby	Middle School (7- 8th)

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day		
2	6	TOTAL PARENT-TEACHER CONFERENCE HOURS	12

Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minute, Partial Days or Virtual Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught*	Total Hours
8:50 AM	3:51 PM	421	30	391	140	912.33

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:50 AM	2:52 PM	367	30	337	28	157.27

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
		12:00 AM		12:00 AM		0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES	12:00 AM	TOTAL HOURS	0.00

Full virtual days for all students.

Number of Days	# of Hours per Day		
1	6.5	TOTAL VIRTUAL HOURS	6.5

Professional Development Hours/Days

Number of Days	Number of Hours		
9	7	TOTAL PROFESSIONAL DEVELOPMENT HOURS (Limit 30)	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR	GRAND TOTAL HOURS	1118.10
171		

Superintendent Signature _____ Date _____

RAO Signature _____ Date _____

Notes:

MEMORANDUM OF AGREEMENT BETWEEN Marine Corps *(Military Service)*

AND Bixby Public Schools *(Name of School District)*

TO ESTABLISH AND OPERATE A JUNIOR RESERVE OFFICERS' TRAINING CORPS UNIT

Form Approved OMB Number 0704-0680 Expires 02/28/2027

The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Director of Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. Send your form to the appropriate Service Representative

Privacy Advisory

Disclosure of this information is voluntary and will be used to provide notice and communication related to this Memorandum of Agreement. When completed, this form contains personally identifiable information and is protected by the Privacy Act of 1974, as amended

This Memorandum of Agreement (MOA) is hereby entered into by and between Marine Corps *(Military Service Name)* acting through Commanding General, Training and Education Command *(first General/Flag Officer Command above JROTC Program Office)*, and Bixby Public Schools *(School District Name) (collectively the Parties)* for the establishment of a Junior Reserve Officers' Training Corps (JROTC) Unit at Bixby High School *(Name of School Hosting the Unit)*, pursuant to United States Code, Title 10, Subtitle A, Part III, Chapter 102, §§ 2031-2036 and reference I.2. herein.

The purpose of the JROTC program is to instill in students in United States secondary educational institutions the values of citizenship, service to the United States (including an introduction to service opportunities in military, national, and public service), personal responsibility and a sense of accomplishment. Upon execution by Marine Corps *(Military Service Name)* on the date of signature below, a JROTC unit is established at Bixby High School *(Host School)* consisting of students voluntarily enrolled. This MOA together with the Military Service Addendum herein (reference I.6) contain the Parties' entire agreement and outlines terms and responsibilities for both the Military Service and the School District.

I. REFERENCES. The following references are incorporated herein and apply to both Parties:

1. 10 U.S.C. §§ 2031-2036
2. Department of Defense (DoD) Instruction 1205.13 "Junior Reserve Officers' Training Corps Program"
3. Department of Defense Education Activity (DODEA) Administrative Instruction 1443.02 "Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct Reporting and Response"
4. DD Form 3200, Junior Reserve Officers' Training Corps Instructor Prohibited Activities Acknowledgment
5. DD Form 3203, Junior Reserve Officers' Training Corps Student/Parent/Guardian Acknowledgment of Expected Standards Of Conduct And Participation
6. _____ *(Name of Military Service-specific Addendum)*

II. STATEMENT OF NON-DISCRIMINATION. The DoD is committed to creating and maintaining a safe and trusted learning and work environment free from discrimination and harassment (including sexual harassment as defined by the US Department of Education in Sexual Harassment Guidance 2020). The DoD does not condone and will not tolerate hostile environments, including any created by sexual harassment, sexual assault, problematic sexual behavior in children and youth (PSB-CY) as defined in DoD Instruction 6400.01, or other related abusive misconduct of, or by, employees, students, other beneficiaries (to include and when applicable, volunteers, students, support personnel, student teachers, contractors, and parents/guardians), or anyone within the School District jurisdiction in JROTC-conducted or sponsored education and training programs and activities, committed both on and off school premises.

The following School District and Host School office handles inquiries regarding the non-discrimination policies: 23 S. Riverview Dr. Bixby OK 74008 *(Address)*. The following School District and Host School office handles Title IX inquiries and complaints: Lydia Wilson, 918-366-2200, 23 S. Riverview Dr., Bixby OK 74008 *(Host School District's Title IX Coordinator/ Office Address/Contact Information)*. Any JROTC student, instructor, or other beneficiary who reports that they, or someone they know, has been subjected to a violation of this MOA, including reference I.6, has the right to prompt response and intervention by an appropriate DoD/JROTC official or School District official to ensure the safety and welfare of those individuals involved. [Refer to Sections III.5 and IV below]

III. UNDERSTANDINGS OF THE PARTIES.

1. **Nondiscrimination.** Neither party shall discriminate in conducting a JROTC program. This includes denying participation in or the benefits derived from the JROTC program (e.g., admission of students, hiring of JROTC instructors who meet statutory requirements, or subsequent participation of students and instructors) on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor in its employment, programs and activities.

2. **Retaliation Prohibited.** Retaliation against an individual/individuals reporting, either verbally or in writing, an allegation or suspicion of violation of this MOA or reference I.6, or who participates in or cooperates with an investigation of such report or suspicion, is strictly prohibited.

3. **Partnership/Certification Relationship and Background Checks.** JROTC instructors serve two chains of authority and shall be responsible to both the Military Service (their certifier) and the School District (their employer) for properly operating the JROTC program and for their own professional conduct. In addition to the School District's requirements, JROTC instructors have mandatory responsibilities levied upon them by their Military Service as described in reference I.6.

   a) Both parties shall provide JROTC instructors with relevant training and their policy prohibiting harassment and abuse (e.g., annual instructor/ teacher anti-harassment training, DD Form 3200, "JROTC Instructor Prohibited Activities Acknowledgment") and inform each other on all significant personnel matters (such as suspensions or terminations) concerning instructor certification and employment. The Host School shall maintain the signed DD Form 3200 and signed DD Form 3203 and make available for review per paragraph 6.b.

Reset

b) Although the Military Service is not a party to the instructor's employment contract, the Military Service is the certifying authority for JROTC instructors and maintains an inherent need-to-know regarding any information related to performance, conduct, and employment status. As such, the Military Service shall:

(1) Conduct and fund initial and on-going background checks on JROTC instructor for certification purposes.

(2) Childcare National Agency Check with Inquiries (CNACI) investigation (re-verified every 5 years, or when triggered by an instructor's adverse credit check, any adverse instructor information identified, or a break in instructor service of more than 24 months)

(3) JROTC instructors will complete JROTC Initial Qualification Training (JIQT) prior to certification.

(4) Require all JROTC instructors to authorize the release to the Military Service of any information the School District determines is necessary to ensure compliance with the terms of this MOA related to the JROTC instructor's employment and/or conduct.

(5) Immediately suspend the certification of JROTC instructors and/or begin decertification procedures based on any violation of this MOA by the instructor, adverse investigation findings, or reference I.6.

c) The School District shall:

(1) Interview and employ only approved JROTC instructors as required by reference I.6.

(2) Perform state and local background checks at their own expense in accordance with applicable federal, state, and local requirements.

(3) Provide JROTC instructors a contract of employment with the School District as the employing agency and in accordance with reference I.6.

(4) Provide a copy of this certified MOA to JROTC instructors.

(5) Provide JROTC students and parents/guardians at the beginning of each academic year, and upon request, JROTC promotional and pertinent administrative materials to ensure they are aware of their rights under this MOA. This must include both parties' contact information in Section IV and the proper procedures for reporting and responding to allegations of violations.

4. **Monitoring Instructor Performance.** The Military Service holds the certification of all JROTC instructors, and therefore maintains an inherent right to monitor instructor behavior and performance. They must receive any necessary information from the School District regarding instructor performance, professional conduct, and employment status.

a) The Military Service shall:

(1) Ensure instructors receive performance counseling and/or professional development within thirty (30) days of the effective date of employment with the School District, and then annually, usually at the beginning of each school semester.

(2) Mentor, monitor and counsel all instructors concerning their educational requirements under this MOA and reference I.6.

(3) Assess the instructional performance of at least one instructor per school.

b) The School District shall:

(1) Communicate with the Military Service on all matters concerning instructor performance, conduct, and employment as permitted by state law. School districts wishing to transfer or reassign a JROTC instructor between JROTC host schools may do so in accordance with district policies and reference I.6., with consent of the JROTC instructor and with prior written approval from the Military Service.

(2) Conduct annual JROTC instructor evaluations/assessments and provide them, by electronic copy, to the Military Service point of contact in Section IV.

(3) Notify the Military Service in writing of any instructor evaluation that does not meet School District requirements within three (3) business days.

(4) Include the Senior Military Service instructors in meetings where policies, recommendations, or decisions affecting the JROTC Program are made, including the employment or discharge of JROTC instructors.

(5) Have effective and timely procedures in place to ensure the Military Service Regional Director *(POC)* is advised of any disciplinary or administrative action levied upon a JROTC instructor (i.e., administrative leave, suspensions, letters of admonishment), the initiation of any investigation into alleged JROTC instructor misconduct (school, civil, or criminal), or any changes in the employment status of an JROTC instructor. If any of the aforementioned items occur, the School District shall notify the Military Service in writing within one (1) business day. The Host School shall include enough information to provide the Military Service a comprehensive understanding of the nature and scope of any allegations, investigation, or complaint.

5. **Preventive, Corrective, and Disciplinary Actions.** Both parties shall take all necessary and appropriate action needed to prevent, correct, and, if necessary, discipline behavior which violates this MOA concurrent with or independent of any outside investigations and action that may be taken by appropriate external enforcement entities, where applicable. The host institution will address any violation by Instructor, Trainer, or participating student in accordance with their school district's student and personnel policies. Violations may not be ignored or dismissed by either party. JROTC instructors, or program volunteers, especially if a student is being sexually harassed, sexually assaulted, or subjected to other related misconduct by any adult (welcome or unwelcome), or if anyone is touching or trying to touch a juvenile in a sexual way against their will or without lawful consent.

a) **Mandatory Reporting.** Child abuse, neglect, sexual assault and sexual harassment must be reported by JROTC instructors and program volunteers. Minor incidents of sexual harassment and other related abusive misconduct, even if it has been successfully resolved in the moment by addressing the harasser directly, must still be reported to the appropriate School District, Host School, and Military Service personnel to create a record in case the misconduct occurs again. The Military Service cannot take action to stop harassing, assaultive, problematic, and abusive misconduct if they are unaware it is happening.

b) **Response.** School District and Host School shall report preventative, corrective, and disciplinary actions in accordance with state, local, School District, and Host School policy.

6. **Program Evaluations.** The parties shall perform program evaluations for trend analysis and to monitor the effectiveness of response and resolution and facilitate ongoing recommendations for improvements to the JROTC program.

a) The Military Service shall:

(1) Make annual visits to the Host School, either announced or unannounced, per reference I.2, to evaluate the operation, administration, and effectiveness of the JROTC program and ensure continued compliance with this MOA and Military Service standards in reference I.6.

Reset

(2) Evaluate compliance with this MOA (e.g., the number, nature, and resolution of reported violations) periodically throughout the fiscal year.

(3) Include the JROTC Program in its Management and Internal Controls Program to review, assess, and report on the effectiveness of internal control.

b) The School District shall maintain and make available for review all JROTC instructor evaluations and program records during program visits and for a period of ten (10) years following the expiration or termination of this MOA. Failure to adhere to this requirement may result in decertification of the instructor, placement of the JROTC Program in a probationary status, or Program disestablishment.

7. **Minimum Number of Enrolled Students.** The School District and Host School shall ensure that each unit maintains a minimum student enrollment of at least (A) 10 percent of the Host School's student population (grades 8-12 or 9-12, whichever is applicable), or (B) 100 students, whichever is less, as required by 10 U.S.C. § 2031(b)(1). Actual enrollment shall only be determined by counting those students who voluntarily meet, and subsequently maintain acceptable standards of academic achievement and conduct, as prescribed by the Secretary of the military department concerned, as required by 10 U.S.C. § 2031(b)(4). The JROTC unit shall be placed on probation if these requirements are not met.

8. **Voluntary Student Enrollment.** The School District and Host School shall only permit voluntary student enrollment in the JROTC program. The School District shall fully inform prospective JROTC students that the program is voluntary and of all mandatory JROTC enrollment requirements before authorizing enrollment into the JROTC program. Only students who voluntarily choose to meet and maintain acceptable JROTC standards in reference I.6 shall be enrolled into, and permitted to remain in, the JROTC program. The Host School shall ensure all enrollments of students into the JROTC program are conducted with the prior knowledge and endorsement of the Military Service per reference I.6. If a JROTC instructor senses a student has been involuntarily enrolled, they must inform both the Senior Military Service instructor and Host School Principal.

9. **JROTC Cadet Health/Wellness Participation Waiver.**

a) The Host School will:

(1) Collect and maintain a medical release and Parent/Guardian acknowledgement of the risk(s) associated with all physical activity sessions (e.g., walking, running, calisthenics, drills) and acknowledging any risk associated with any physical activity.

(2) Inform its JROTC faculty of anything that should keep a student from participating in the JROTC Cadet Health/Wellness Program. The JROTC Senior Instructor shall make the enrollment decision for any student who has a permanent disability that inhibits full participation in physical activity sessions. Only students who complete and submit the required JROTC Cadet Health/Wellness Program release and acknowledgement shall be enrolled into, and permitted to remain in, the JROTC program. The JROTC Cadet Health/Wellness Program is designed to improve physical fitness.

b) The Military Service shall:

(1) Ensure that all physical activity sessions shall be supervised and monitored by at least one JROTC instructor.

(2) Identify any Health/Wellness training requirements (refer to reference I.6).

10. **Prohibitions on Fundraising.** The School District shall not permit any fundraising for external entities while using government equipment or while in uniform. Fundraising and grants in support of the JROTC unit are authorized as governed by state and local policies. The acceptance of any grants and/or funds by the School District and/or Host School does not reflect an endorsement by the Department of Defense.

11. **Information Technology (IT) support.** The School District and Host School shall provide the appropriate IT support to include access to third-party websites that are required for instructors, other school employees and district employees to perform routine tasks. Third party-websites include any website in support of administrative, budgetary, and curriculum delivery and support, and testing services. Required websites shall be provided by JROTC headquarters staff to the School District and Host School upon request.

12. **Facilities.** The Host School shall provide the partner Military Service with adequate facilities for classroom instruction, storage of non-lethal arms and other equipment which may be furnished in support of the unit, and adequate drill areas at or in the immediate vicinity of the institution, as determined by the Secretary of the military department concerned, as required by 10 U.S.C. § 2031(b)(2). Additionally, the Host School shall provide administrative office(s), office equipment, including telephone service capable of electronic data transmission, instructional supplies (other than those provided by the Service), and utilities. The Host School shall pay for the cost and maintenance of these facilities thereof.

13. **Military Instruction.** The School District and Host School shall provide a course of military instruction of not less than three academic years' duration and which may include instruction or activities in the fields of science, technology, engineering, and mathematics, as prescribed by the Secretary of the military department concerned, as required by 10 U.S.C. § 2031(b)(3).

14. **Storage and Safekeeping of Government Property.** The Host School shall provide secure and adequate storage areas for the protection and security of Government Furnished Property and comply with all applicable regulations relating to the issue, care, use, safekeeping, turn-in, and accounting for such property. The School District shall promptly replace, or repair at its cost and to the satisfaction of the Military Department any such item that is lost or sustains damage directly or indirectly attributable to the conduct of the School District or Host School. The School District shall furnish to the Military Departments a bond or insurance policy from a financial institution satisfactory to the Military Department in an amount equal to the replacement value of Government-furnished Property. The School District shall ensure that the bond or insurance remains in effect for the requisite amount at all times during the term of this Agreement and, thereafter, so long as any Government-Furnished Property remains in the School District's custody. If the School District elects to provide an insurance policy, it shall name the United States as an additional insured and provide a certificate to that effect to the Military Department.

Reset

IV. POINTS OF CONTACT. The following points of contact will be used by the Parties to provide any notice required under this MOA. Each Party may change its point of contact in writing upon 10 business days' notice to the other Party.

1. For the School District

Primary:

Title: Superintendent

Address: 601 S. Riverview Dr., Bixby OK 74008

Email: rmiller@bixbyps.org

Telephone Number: 918-366-2200

Alternate:

Title: Associate Superintendent

Address: 23 S. Riverview Dr., Bixby OK 74008

Email: lwilson@bixbyps.org

Telephone Number: 918-366-2200

2. For the Military Service

Primary:

Title: Regional Director

Address: 3089 Fitzgerald Dr, Montgomery, TX 77356

Email: cody.stewart@marinemc.org

Telephone Number: (904) 440-0653

Alternate:

Title: Compliance Branch Manager

Address: 2007 Elliot Road, Quantico, VA 22134

Email: richard.barnes@mcjrotc.org

Telephone Number: 703-432-1766

V. GOVERNING LAW. This MOA is governed by and shall be construed under all applicable Federal, state, and local Laws. However, compliance with state and local laws by the military service is voluntary.

VI. MODIFICATION OF MOA. This MOA may only be modified by written agreement of both Parties, and duly signed by their authorized representatives. This MOA shall be reviewed for currency in accordance with the Military Service's policy, who reserves the right to require renewal of this MOA by both parties if significant program changes occur.

VII. NO WAIVER. Unless expressly stated in writing, signed by the Military Service, the waiver by the Military Service of any act, duty, or obligation required of the institution hereunder shall not be construed as a waiver of any other, or of any future act, duty, or obligation to be performed by the School District or Host School.

VIII. ENTIRE AGREEMENT. It is expressly understood and agreed that this MOA together with reference I.6. constitutes the entire agreement between the Parties and supersedes and replaces any prior agreement, understandings, or representations between the parties. Regardless of changes to the employment status of the original signatories, this MOA shall remain in effect until officially terminated.

IX. CONFLICTS. In the event of any conflict between this MOA and reference I.6, this MOA takes precedence.

X. REPRESENTATIVE AUTHORITY. Each undersigned representative of the parties to this MOA certifies he or she is fully authorized to enter into the terms and conditions of this MOA and to execute the same so as to effectively bind each party to its terms.

XI. SEVERABILITY. If any term, provision, or condition of this MOA is held to be invalid, void, or unenforceable by a governmental authority and such holding is not or cannot be appealed further, then such invalid, void, or unenforceable term, provision, or condition shall be deemed severed from this MOA and all remaining terms, provisions, and conditions of this MOA shall continue in full force and effect. The Parties shall endeavor in good faith to replace such invalid, void, or unenforceable term, provision, or condition with valid and enforceable terms, provisions, or conditions which achieve the purpose intended by the Parties to the greatest extent permitted by law.

XII. TERMINATION. This MOA may be terminated by either Party by giving at least 30 days' written notice to the other Party. This MOA shall remain in effect throughout the semester/trimester, and the termination date of this agreement may only occur during non-instruction periods in the academic calendar year.

XIII. TRANSFERABILITY. This MOA is not transferable.

XIV. ANTI-DEFICIENCY ACT. Nothing in this MOA shall be construed as obligating the Military Service, its officers, employees, or agents to expend any funds in excess of appropriations authorized for such purposes in violation of the Federal Anti-Deficiency Act (31 U.S.C. § 1341).

XV. EFFECTIVE DATE. This MOA takes effect as of the date on which is has been certified by the Military Service.

XVI. CANCELLATION OF PREVIOUS MOA. This MOA cancels and supersedes any prior agreement by the Parties.

FOR THE SCHOOL		
TYPED NAME *(Last, First, Middle Initial)* **AND TITLE** Miller, Rob / Superintendent	**SIGNATURE**	**DATE SIGNED** *(YYYYMMDD)* 20240904
FOR THE MILITARY SERVICE		
TYPED NAME *(Last, First, Middle Initial)* **AND TITLE** Oltman, Robert G. Director, Marine Corps JROTC	**SIGNATURE** OLTMAN.ROBERT.G.ERALD.1034515731 Digitally signed by OLTMAN.ROBERT.GERALD.1034515731 Date: 2024.08.16 10:50:21 -04'00'	**DATE SIGNED** *(YYYYMMDD)* 20240816

THE FOLLOWING AGREEMENT AND INFORMATION IS TO BE CONSIDERED AS PART OF THIS CONTRACT

DATA PERTAINING TO HOST SCHOOL

a. NAME OF HOST SCHOOL *(No abbreviations)*	b. HOST SCHOOL'S COMPLETE MAILING ADDRESS *(Include ZIP code)* *(If P.O. Box must also provide street address for shipping purposes)*
Bixby High School	601 S. Riverview Dr. Bixby OK 74008
c. TYPE OF SCHOOL *(Check appropriate box)* [X] Public [ ] Private [ ] Military Academy	
d. PRINCIPAL'S NAME Mickey Replogle	
e. TELEPHONE NUMBER 918-366-2234	
f. FAX NUMBER 918-366-2363	
g. EMAIL ADDRESS mreplogle@bixbyps.org	

PERTAINING TO SCHOOL DISTRICT

a. NAME OF SCHOOL DISTRICT *(No abbreviations)*	b. SCHOOL DISTRICT'S COMPLETE MAILING ADDRESS *(Include ZIP code)*
Bixby Public Schools	23 S. Riverview Dr. Bixby OK 74008
c. SUPERINTENDENT'S NAME Rob Miller	
d. TELEPHONE NUMBER 918-322-2200	
e. FAX NUMBER 918-366-2365	
f. EMAIL ADDRESS rmiller@bixbyps.org	

LIST ACCREDITING AGENCY

a. REGIONAL	b. STATE	c. OTHER
Oklahoma	Oklahoma	

TOTAL ENROLLMENT OF HOST SCHOOL	ESTIMATED NO. OF QUALIFIED STUDENTS WHO WILL ENROLL IN THE JROTC PROGRAM
2409	120

Reset

LEARN WELL.
Kathy Gilliam
109 N Armstrong

BIXBY Public Schools

LIVE WITH HONOR.
www.kgilliam@bixbyps.org
918-366-2328

Gifted Advisory Committee

2024-2025

Telia Montgomery, parent
Sherry Frable, GT teacher
Chad Whisman, parent
Casey Machado, Counselor
Keri Robinson, parent
Laurie Francis, GT teacher
Rebecca Jones, parent
Libby Sparkman, GT teacher

District representative: Kathy Gilliam

Advancing Literacy
Teachers College, Columbia University

Services Agreement

This Services Agreement (this "Agreement") is entered into by and between TEACHERS COLLEGE, COLUMBIA UNIVERSITY, a not-for-profit education corporation of the State of New York, having an address at 525 West 120th Street, New York, New York 10027 (the "College") on behalf of its unit, Advancing Literacy and Bixby Public Schools an instrumentality of the State of OK having offices at 109 N. Armstrong, Bixby, OK, 74008 (hereinafter referred to as the "School").

The College and the School hereby agree as follows:

1. Scope of Work: The School has engaged the College and the College agrees to provide the School with onsite Professional Development and site based coaching (the "Services") as described in further detail below (the "Scope of Work"):

Services to be delivered. For each service, include service description, number of recipients, location of service, date(s) of service, deliverables, if any, as well as unit, cost, number of units to be purchased and the total cost of the units.

Professional Services:	Units	Unit Cost	# of Units	Total Cost
K-2 Staff Developer Day	PD Session	$3,000.00	5	$15,000.00
Estimated Travel Expense	Per Diem	$700.00	5	$3,500.00

TOTAL: $18,500.00

2. Period of Performance: The term of this Agreement shall commence on 09/01/2024 and shall expire on 06/30/2025 (the "Term").

3. Consideration: In compensation for the Services, the School shall pay the College a total of Fifteen Thousand Dollars and No Cents ($15,000.00), plus estimated travel expenses of approximately Three Thousand Five Hundred Dollars and No Cents ($3,500.00) in accordance with the budget outlined below (the "Budget"):

A. All payments for services performed shall be made within thirty (30) days of the School's receipt of an invoice from the College.

B. All non-refundable expenses will be billed on a monthly basis. Round-trip mileage as estimated by the American Automobile Association (AAA) and the federal mileage reimbursement rate (currently $0.67 cents/mile) will be used to calculate travel expenses. Rental cars may be used in lieu of mileage estimates, if necessary.

C. If a staff developer visit(s) need(s) to be rescheduled, there will be a ten percent (10%) charge on any dates for which we have more than one month's notice and a thirty percent (30%) charge for any cancellations with less than one month's notice. The School shall notify the College of School closures. In the event that the School does not notify the College of a closure on a scheduled Service date, the School shall pay the College for any expenses incurred in preparation for the scheduled Service date.

D. If the constraints are such that we are unable to provide a high level of teacher education, we reserve the right to cancel further work in your schools. In such case, we will be available for discussion; however, the situation will have to be remedied to our mutual satisfaction in order for us to continue the work.

4. Notice: Notices required to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class, faxed with confirmation, sent via overnight courier or messenger with receipt as follows:

To the School: Cheryl Wilkinson
Bixby Public Schools
109 N. Armstrong
Bixby, OK 74008

To the College: Teachers College, Columbia University
Advancing Literacy Box 77
525 West 120th Street
New York, New York 10027
Attention: (BETH NEVILLE)

ADDITIONAL TERMS AND CONDITIONS

5. Independent Consultant: In the performance of the work hereunder, College shall be an independent Contractor and not an employee of the School. College is not an agent of, or authorized to transact business, enter into agreements, or otherwise make commitments on behalf of the School unless expressly authorized in writing by an officer of the School. The School will not pay or withhold federal, state, or local income tax or other payroll tax of any kind on behalf of the College or its employees. The College is not eligible for, not entitled to, and shall not participate in any of the School's pension, health, or any other benefit plans. The College is responsible for the payment of all required payroll taxes, whether federal, state, or local in nature, including, but not limited to income taxes, Social Security taxes, Federal Unemployment Compensation taxes, and any other fees, charges, licenses, or payments required by law. The College, and not the School, shall be solely responsible for and exercise control over the manner and means by which such service is performed and/or such product is delivered.

6. Assignment: Neither party may assign, delegate or subcontract its obligations under this Agreement, either in whole or in part, without the prior written consent of the other party, which the other party may grant or withhold in its sole and absolute discretion.

7. Indemnification: The School shall indemnify, defend and hold harmless the College, its trustees, officers, directors, employees and agents from and against any loss, damage, expense or liability, including, without limitation, any costs and reasonable attorney's fees incurred in connection with defending or appealing any claims that may arise from services performed hereunder.

8. Confidentiality: The College acknowledges that it may receive during the course of performing the Scope of Work, or be exposed to certain confidential and proprietary information about the School, its students and/or programs (collectively, the "Confidential or Proprietary Information"). All information considered Confidential or Proprietary must be clearly marked as such. The College shall hold confidential and shall not disclose, publish, or use for the benefit of itself or any third party, any Confidential or Proprietary Information. This restriction shall not apply if the Confidential or Proprietary Information: (a) was known by the College prior to receipt from the School; (b) which is generally available to the public; (c) which is lawfully acquired from third parties who have a right to disclose such information.

9. Use of Data or Materials Provided by the College: The College shall prepare, compile and distribute materials ("Materials") pertaining to the conduct of the professional development workshops. The College or its independent contractor(s) authoring such Materials (as the case may be) shall retain all ownership right, title and interest (including copyright) in such works; provided, however, the College and its subcontractors (as the case may be) hereby grants to the School a limited, royalty-free license to reproduce and distribute the Materials solely within its school and solely for the purposes of educating its staff and enhancing the professional development training of its staff. The School shall have no right to reproduce, modify or use the Materials for any other purpose whatsoever without the prior written consent in each instance of the College or the independent contractor(s) authoring such work (as the case may be). This license is limited to the School.

10. Right to Publish: The School understands that the College is an academic institution and thus is dedicated to free scholarly exchange and public dissemination of any results/works derived from scholarly activities under this agreement. Except for a party's obligations of confidence set forth herein this agreement, nothing in this agreement shall restrict the rights of the College or its faculty and other employees to publish, disseminate or otherwise disclose the results of its research and academic initiatives.

11. No Liability for Consequential Damages. IN NO EVENT WILL THE COLLEGE BE LIABLE TO THE SCHOOL OR TO ANY THIRD PARTY FOR DAMAGES OF ANY KIND, INCLUDING, WITHOUT LIMITATION, DIRECT, INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES (INCLUDING LOSS OF USE, DATA, REVENUES, BUSINESS OR PROFITS, COST OF PROCUREMENT OF SUBSTITUTE GOODS, SERVICES OR TECHNOLOGY) ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR SERVICES OR FOR ANY ERROR OR DEFECT IN THE DELIVERABLES, WHETHER SUCH LIABILITY ARISES FROM ANY CLAIM BASED UPON CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE, AND WHETHER OR NOT THE COLLEGE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGE.

12. Choice of Law: This Agreement shall be governed by and construed in accordance with the laws of the State of New York and venue shall be in the State of New York.

13. Compliance with Applicable Law: In performing services hereunder, the College shall comply with all applicable federal, state, municipal and local laws as well as all rules, executive or other orders, requirements and regulations required for performing the Scope of Work. During any visit by the College to School's facilities, the College shall ensure that its representatives abide by and conduct themselves in accordance with all School policies, rules and procedures as are in effect during the course of College's performance of its obligations under this Agreement.

14. Survival: All terms of this Agreement which by their nature extend beyond their termination, remain in effect until fulfilled and apply to respective successors and assigns.

15. Severability: If any section or part thereof, of this Agreement is held to be invalid or unenforceable for any reason, the remaining portion of this Agreement shall continue in full force and effect, and shall be carried out in a manner that is consistent with the intentions of the parties hereto.

16. No Modification Unless in Writing: Except as specifically and expressly addressed in any amendment executed by the parties, the terms and conditions of this Agreement shall govern.

17. Termination: The obligations and liabilities of the College and School under this Agreement may be terminated as follows: (a) the College may terminate this Agreement immediately in the event of a material breach by the School of any of its obligations contained herein; or (b) the College and the School may terminate this Agreement upon fourteen (14) days written notice, unless the parties mutually agree to a shorter notice period. In the event that this Agreement is terminated, the School will pay the College for Services rendered and expenses incurred, including a thirty (30%) charge for preparation for any Service dates, up to, including and within [four] weeks after the effective date of termination. For schools located outside of New York City, the School shall pay the College an additional fee equal to ten per cent (10%) of the total consideration for this Agreement.

IN WITNESS THEREOF, the College and School hereby execute this Agreement with the intent that it is effective as of 8/29/2024

Teachers College, Columbia University

Bixby Public Schools

Emily Butler Smith

Teachers College

Emily Butler Smith, Acting Director, Advancing Literacy

ebs2101@tc.edu

Signed on August 29, 2024

Bixby Public Schools

SERVICES CONTRACT

THIS SERVICES CONTRACT (the "CONTRACT") is made and entered into as of the date first executed (the "Effective Date") by and between IDEAL IMPACT, Inc. ("IDEAL IMPACT"), a Texas Corporation, and INDEPENDENT SCHOOL DISTRICT NO. 4 OF TULSA COUNTY, OKLAHOMA, a/k/a BIXBY PUBLIC SCHOOLS ("CLIENT").

RECITALS

WHEREAS, IDEAL IMPACT provided an energy audit and proposal for Energy Optimization using its patented energy optimization software, IDEAL IMPACT CAMPUS OPTIMIZER (Patent No. 11,137,730) and associated consultant services;

WHEREAS, the CLIENT has determined that no other like items are available for purchase that would serve the same purpose or function for the District, as the patented software program offered, which uses a patented algorithm to facilitate optimization of energy use in every room of every building using the software, based on actual historic use data, the District's actual rate structure, the unique climate of the area demand reduction and ramp times individualized for the building and rooms within them to create long-term energy savings;

WHEREAS, there is only one price for the product, the software is currently exclusively distributed by IDEAL IMPACT and is not available "off-the-shelf" from retailers;

WHEREAS, the parties hereto desire to enter into a CONTRACT whereby IDEAL IMPACT will provide the following: remotely accessible smart controllers at 1,064 designated locations throughout the District, district-wide installation of and all required license(s) for the IDEAL IMPACT CAMPUS OPTIMIZER Software, Patent No. 11,137,730, and all energy-related consulting and conservation services to CLIENT for the Facilities described herein, located at 7101 East 121st Street South, Bixby, OK 74008, 6941 East 121st Street South, Bixby, OK 74008, 11901 East 131st Street South, Broken Arrow, OK 74011, 14901 South Harvard Avenue, Bixby, OK 74008, 201 South Main Street, Bixby, OK 74008, 9401 East 161st Street South, Bixby, OK 74008, 15400 South Mingo Road, Bixby, OK 74008, 301 South Riverview Drive, Bixby, OK 74008, 601 South Riverview Drive, Bixby, OK 74008, 15600 South Mingo Road, Bixby, OK 74008, and 709 South Riverview Drive, Bixby, OK 74008 (the "Facility").

NOW, THEREFORE, in consideration of the mutual covenants, conditions and obligations contained herein, the parties hereto agree as follows:

SECTION 1. SERVICES OF IDEAL IMPACT

1.1 Services. The purpose of this CONTRACT is to save money currently being spent on energy so it can be moved to other needs of the CLIENT. IDEAL IMPACT shall provide certain equipment and perform a number of services to realize these savings. There will be two primary phases: the Application Phase (the first nine months of the CONTRACT) and the Coaching Phase (until the total project fee is paid).

1.1.1 The Application Phase I. During Phase I of the Application Phase, IDEAL IMPACT shall provide the following equipment and services based on IDEAL IMPACT's analysis of the CLIENT's particular situation, (collectively, "Services"):

(i) Install remotely accessible controllers for 1,064 air handling units, modify controls background coding to optimize energy savings;

(ii) Complete ENERGY OPTIMIZATION for all 1,078 pieces of HVAC equipment and improved optimization settings of existing controllers.

(iii) Implement IDEAL IMPACT CAMPUS OPTIMIZER ***(Patent No. 11,137,730)*** for 1,078 pieces of HVAC equipment, associated buildings, rooms, and zones, to optimize energy consumption, demand reduction, humidity reduction, and ramp times;

(iv) Improving weatherization for all buildings included;

(v) Install building automation system (BAS) to optimize the energy consumption, demand reduction, humidity reduction and ramp time.

(vi) All new hardware becomes the property of the CLIENT upon payment of the total Project Fee.

(vii) Previously installed controls removed by IDEAL IMPACT, if any, become the property of IDEAL IMPACT. CONTRACT price was reduced using market value of the previously installed controls. CLIENT is responsible for drywall repair and other repairs related to access points.

All equipment and tangible property referenced above (the "Property") is and shall at all times be, and remain, personal property, and will not be considered a fixture to any real property.

1.1.2 The Application Phase II. During Phase II of the Application Phase, IDEAL IMPACT shall also perform a unique combination of some or all of the following services based on IDEAL IMPACT's analysis of the CLIENT's particular situation, all as deemed necessary by IDEAL IMPACT (collectively, "Services"):

(i) Tune the controls and processes of the facilities;

(ii) Help with operations of the BAS (Building Automation System) and/or controls for the first three months of the Application phase;

(iii) Rewrite the software of the BAS as needed for the savings;

(iv) Monitor trend logs and temperature data recorders in the Facility to plan strategies on energy optimization;

(v) Make recommendations to CLIENT about possible alternate energy savings techniques at the Facility to decrease energy cost;

(vi) Develop a customized written energy plan to include: (a) projected annual savings as set forth in Section 2.1; (b) tune settings of the Facility; (c) how to update and change settings to meet the basic need of the CLIENT; (d) how to update and change the settings to match basic changes in energy rates; (e) education plans for energy stewards; (f) education plans for occupants of the Facility; (g) coaching designated individuals during the Term of this CONTRACT on the implementation of the plans prepared; (h) motivate on energy plan for occupants of the Facility; and (i) education on key energy rate decisions, terms and structures;

(vii) Provide support for the energy plan to include: (a) introducing the energy plan to CLIENT; (b) training on implementation of the energy plan; (c) ongoing coaching on the energy plan during the Term of this CONTRACT; (d) updating the energy plan through the Term of this CONTRACT; (e) tracking and reporting of results of the energy plan; (f) assist with energy rate structures; (g) advise with maintenance CONTRACTs related to the energy plan; (h) advise on improvements to the Facility related to the energy plan.

1.1.3 The Coaching Phase. The Coaching Phase shall include:

(i) Ongoing training of the CLIENT on energy savings, equipment and strategies at the Facility;

(ii) Tracking of savings;

(iii) Periodic auditing to ensure that the strategies are being successfully implemented;

(iv) Advising CLIENT on possible other improvements;

(v) Advising CLIENT on electrical contract negotiation;

(vi) Being CLIENT's advocate with new additions being built; and

(vii) Aiding in motivating for energy savings.

(viii) If CLIENT elects to continue coaching or Simple Comfort Connect after the end of the CONTRACT there will be a quarterly charge.

1.1.4 Buildings. Buildings included:

Building Name:	Sq. Ft.	Electric Meter #	REP Account #
North Elementary	87,151	561267693	950-115-622-0-4
North Elementary	29,330	561268041	958-652-397-0-1
North Intermediate	65,740	561268123	950-801-569-1-2
North Intermediate	26,477	561268040	955-791-758-0-3
East Elementary, East Intermediate	181,714	565485351	953-673-032-7-8
West Intermediate, West Elementary	183,094	85390164G	131732373-9
Central Elementary	42,886	54682605G	9822-8
Central Elementary Addition	see above	-	-
Central Elementary	79,678	54682606G	9830-1
Central Intermediate	93,600	54948340G	123542-3
Middle School, 7th Grade Building	223,412	54948664G	129446566-9
9th Grade Center North	31,026	76484076G	130957549-4
9th Grade Center South, Tech Center, Alternative School, Learning Center	62,241	54948586G	123697-5
Tennis Building	4,343	54682166G	128937598-0
Main High School	305,220	96461248G	3080077-5
Transportation Building	13,181	-	-
Big Gym	63,393	-	-
Practice Gym, Multipurpose, Shop/ROTC, Art	29,275	-	-
High School East Wing, West Wing, Science Wing	155,758	-	-
Pool, Softball/Baseball, Band	43,614	-	-
Soccer Field, Soccer Field House/Pressbox, Track and Cross-Country Field House	10,800	96227516G	132439368-3
Golf Building	5,650	54821345G	319241-6
Ag Building	16,819	54948640G	128908128-1

1.2 Facility and BAS Access. CLIENT shall provide IDEAL IMPACT BAS installer password and any other tools and access needed to reprogram the BAS within seven days of execution of this CONTRACT. CLIENT shall not remove this access for the term of this CONTRACT. Any work that CLIENT requests to be done by their controls contractor shall be paid for by CLIENT. CLIENT shall permit reasonable access to the Facility during normal business hours as may be deemed necessary by IDEAL IMPACT for the proper operation and performance of IDEAL IMPACT's Services.

1.3 Adjustments and Savings.

(a) Adjustments. Energy bills shall be adjusted by IDEAL IMPACT as needed for changes in read dates, any additional Facility space, and substantial changes in occupancy or substantial increases in equipment using energy standard equations for excess energy consumed. Adjustments shall also be based on weather differences from the baseline year as determined from weather data for the area issued by the National Weather Service. Miscellaneous discretionary billings and/or refunds from the energy provider will be excluded from the analysis.

(b) Energy Savings. "Energy Savings" shall mean and be calculated as follows. The baseline year is the 12 months prior to the signing of this CONTRACT. Savings for each month will be calculated on the basis of the units saved (kWh, billed KW, actual KW and MCF) times the current monthly cost of each to the CLIENT. If a power factor charge is added to the electric billing that was not in the baseline it will not be considered in the calculation of savings. The savings will start with the first full meter read period for each of gas and electric after the execution of this CONTRACT. CLIENT shall share access to CLIENT'S retail energy provider online account(s) with IDEAL IMPACT beginning 15 days after execution and throughout the Application and Coaching phases.

1.4 CLIENT's Designated Representative. CLIENT shall designate a representative to act on behalf of CLIENT with respect to this CONTRACT ("CLIENT Representative"). The initial CLIENT Representative is Mr. Rob Miller. CLIENT may change its CLIENT Representative by giving written notice to IDEAL IMPACT. CLIENT confirms that the CLIENT Representative is authorized to make all necessary decisions and give all notices and approvals required or permitted by CLIENT under this CONTRACT.

SECTION 2. SAVINGS

2.1 Projection. IDEAL IMPACT is projecting $503,020 in annual energy savings and is recommending CLIENT set a savings goal of 36% per year or $565,897. This would result in a 15 year savings of $11,743,512. All savings are projected, but not guaranteed.

2.2 Quarterly Invoice. If any quarterly required payment under this CONTRACT exceeds the savings as calculated under Section 1.3 herein, IDEAL IMPACT will send CLIENT a check for the difference within thirty (30) days of the quarterly invoice date.

SECTION 3. COMPENSATION AND PAYMENT SCHEDULE

3.1 Compensation. CLIENT shall pay IDEAL IMPACT a total project fee of $2,476,925 (the "Project Fee") in accordance with the terms and conditions set forth in the IDEAL IMPACT Lease Purchase Agreement of even date herewith (the "Lease"). As long as the Project Fee and any amounts paid to CLIENT under Section 2.2 herein (the "Quarterly Recovery Payments") are outstanding, CLIENT shall continue making Payments in the same manner calculated under the Lease directly to IDEAL

IMPACT until such time as IDEAL IMPACT is made whole. Upon CLIENT's satisfaction of all required Payments under the Lease and this CONTRACT, this CONTRACT shall terminate.

3.2 Utility Rebates. IDEAL IMPACT will apply for appropriate utility rebates for this project and such rebates shall be attributed to the Project Fee as set forth in the Lease.

3.3 Payment Schedule. During the term of this CONTRACT, CLIENT will, within three (3) days of CLIENT's receipt of its energy bills from CLIENT's energy providers, electronically scan and email each bill to IDEAL IMPACT. IDEAL IMPACT will perform any necessary adjustments as per Section 1.3 herein and at the end of each quarter send an invoice for the preceding quarter to CLIENT which will be calculated as set forth on Exhibit B of the Lease. CLIENT shall pay each quarterly invoice in accordance with the terms of the Lease. CLIENT is responsible for paying its own energy bills. Invoices will be tracked and totaled monthly, but invoiced quarterly.

3.4 Late Payments. Late payments by CLIENT shall be subject to an interest charge as set forth in the Lease.

SECTION 4. EVENTS OF DEFAULT

4.1 Events of Default by CLIENT. Each of the following events or conditions shall constitute an "Event of Default" by CLIENT:

(i) any failure by CLIENT to perform or comply with the terms and conditions of this CONTRACT, including breach of any covenant contained herein, and such failure continues for thirty (30) calendar days after notice to CLIENT demanding that such failure to perform be cured; provided that (a) such failure to perform shall not be deemed a default hereunder if it is due to causes beyond the control of CLIENT; and (b) if such cure cannot be effected in thirty (30) calendar days, CLIENT shall be deemed to have cured the default upon the commencement of a cure within thirty (30) calendar days, CLIENT's written agreement of a completion date, and diligent subsequent completion thereof; or

(ii) any representation or warranty furnished by CLIENT in this CONTRACT which was false or misleading in any material respect when made; or

(iii) any default under the Lease.

4.2 Events of Default by IDEAL IMPACT. Each of the following events or conditions shall constitute an "Event of Default" by IDEAL IMPACT:

(i) any failure by IDEAL IMPACT to perform or comply with the terms and conditions of this CONTRACT, including breach of any covenant contained herein, and such failure continues for thirty (30) calendar days after notice to IDEAL IMPACT demanding that such failure to perform be cured; provided that (a) such failure to perform shall not be deemed a default hereunder if it is due to causes beyond the control of IDEAL IMPACT, and (b) if such cure cannot be effected in thirty (30) calendar days, IDEAL IMPACT shall be deemed to have cured the default upon the commencement of a cure within thirty (30) calendar days and diligent subsequent completion thereof; such cure times will extend the partnership of this CONTRACT, or

(ii) any representation or warranty furnished by IDEAL IMPACT in this CONTRACT which was false or misleading in any material respect when made; or

(iii) any lien or encumbrance is placed upon the Property by any Subcontractor, laborer, or supplier of IDEAL IMPACT, which is not timely removed by IDEAL IMPACT; provided that IDEAL IMPACT has been duly paid for the Services and such lien or encumbrance is not the result of any act or failure to act of CLIENT.

SECTION 5. REMEDIES UPON DEFAULT

5.1 Remedies upon Default by CLIENT. If an Event of Default by CLIENT occurs, IDEAL IMPACT will be entitled to obtain any available legal or equitable remedies through mediation proceedings instituted pursuant to Section 7 below including, without limitation, recovering amounts due and unpaid by CLIENT, and/or; damages which shall include IDEAL IMPACT's reasonable, actual, direct out-of-pocket losses incurred by reason of such Event of Default and any cost of funding; legal fees; and any payment or delivery required to have been on or before the date of the Event of Default and not made, including interest, on any sums due and all costs and expenses reasonably incurred in exercising the foregoing remedies. Provided, however, under no circumstances shall CLIENT be liable for any damages in excess of the amount appropriated for its previous and current fiscal years less all amounts previously paid.

5.2. Remedies Upon Default by IDEAL IMPACT. If an Event of Default by IDEAL IMPACT occurs, CLIENT shall be entitled to obtain any available legal or equitable remedies through mediation proceedings instituted pursuant to Section 7 below, including, without limitation, recovering amounts due and unpaid by IDEAL IMPACT and/or damages, which shall include CLIENT's reasonable, actual, direct out-of-pocket losses incurred by reason of such Event of Default and any cost of funding; loss of anticipated payment obligations; legal fees; and any payment or delivery required to have been on or before the date of the Event of Default and not made, including Interest on any sums due and all costs and expenses reasonably incurred in exercising the foregoing remedies.

SECTION 6. INSURANCE FOR PROJECT

6.1 Insurance. IDEAL IMPACT shall purchase from and maintain, in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located, insurance for protection from claims under workers' or workmen's compensation acts and other employee benefit acts which are applicable, claims for damages because of bodily injury, including death, and from claims for damages, other than to the Work itself, to property which may arise out of or result from IDEAL IMPACT's operation under the CONTRACT, whether such operations be by IDEAL IMPACT or by a Subcontractor or anyone directly or indirectly employed by any of them. This insurance shall be written for not less than limits of liability specified below or required by law, whichever coverage is greater. Certificates of such insurance shall be filed with the CLIENT prior to commencement of the Work. These Certificates shall contain a provision that coverages afforded under the policies will not be canceled or changed until at least thirty (30) days' prior written notice has been given to CLIENT.

6.2 IDEAL IMPACT will maintain the following insurance policies at all times during the term of this CONTRACT:

(i) Workers' Compensation with statutory WC limitations and Employers Liability of $1,000,000, with a Waiver of Subrogation Endorsement in favor of the CLIENT;

(ii) Comprehensive General Liability with $1,000,000 per occurrence and a $2,000,000 aggregate and a $2,000,000 aggregate on Products Completed Operations. The CLIENT must be named an Additional Insured by appropriate endorsement and there must be a Waiver of Subrogation Endorsement in favor of the CLIENT;

(iii) Business Automobile Liability, including owned, non-owned, hired or any other vehicles, of $1,000,000 for bodily injury (per accident);

(iv) All insurance carriers used by IDEAL IMPACT related to this CONTRACT will carry an A.M. Best rating of A- or better and be of a financial size category of VIII or larger.

6.3 CLIENT shall cover any installed Property under CLIENT's own policy or policies.

SECTION 7. DISPUTE RESOLUTION

7.1 Dispute Resolution; Exclusive Venue and Jurisdiction. In the event of any dispute arising out of or relating to this CONTRACT, the parties agree to exclusively use the following process in the following order for such dispute: (a) informally discuss and attempt to resolve the dispute before proceeding with any further action; (b) in the event this is not successful, the parties agree to cooperatively arrange and participate in non-binding mediation. (c) in the event informal resolution and mediation is not successful to resolve the dispute to the satisfaction of both parties, either party will then have the right to pursue litigation.

7.2 The exclusive venue of any action, suit or proceeding arising out of or relating to this CONTRACT or any rights or obligations under this CONTRACT shall lie solely in the courts of the State of Oklahoma or the United States of America located in the county where CLIENT's main business operations occur. The expense of any mediation shall be borne equally by CLIENT and IDEAL IMPACT and shall be held in the county where CLIENT's main business operations occur.

7.3 In the case of any dispute between this CONTRACT and the Lease the terms of the Lease shall prevail.

SECTION 8. HAZARDOUS MATERIALS

8.1 IDEAL IMPACT's Responsibilities With Respect to Hazardous Materials. The scope of Work to be performed by IDEAL IMPACT pursuant to this CONTRACT and the compensation to be paid to IDEAL IMPACT hereunder for the Work expressly excludes any work or service of any nature associated or connected with the identification, abatement, cleanup, control, or removal of any currently existing Hazardous Materials or Mold on, in or nearby the Facility. The CLIENT agrees that all duties and obligations in connection with any Hazardous Materials or Mold currently located in, on or nearby the Facility or brought into the Facility by a party other than IDEAL IMPACT or its Subcontractors are not IDEAL IMPACT's responsibility. IDEAL IMPACT shall be responsible for any Hazardous Materials, Mold, or other materials that it or its Subcontractor(s) may bring to the Facility. Should IDEAL IMPACT become aware, discover, or based on reasonable evidence suspect the presence of Hazardous Materials or Mold, IDEAL IMPACT will immediately cease work in the affected area, and will promptly notify the CLIENT of the conditions discovered. Should IDEAL IMPACT stop work because of such discovery or suspicion of Hazardous Materials or Mold, then the CONTRACT Time will, should the CLIENT elect to choose to continue the Work after remedy thereof, be reasonably extended by

Change Order to cover the period required for abatement, cleanup, or removal of the Hazardous Materials or Mold. IDEAL IMPACT will not be held responsible for any claims, damages, costs, or expenses of any kind associated with such period during which work has been stopped as a result of Hazardous Materials or Mold unless brought onto the Facility by IDEAL IMPACT or its Subcontractors. Notwithstanding anything in this CONTRACT to the contrary, any such event of discovery or remediation by CLIENT shall not constitute a default by CLIENT.

8.2 CLIENT's Representations and Responsibilities With Respect to Hazardous Materials. The CLIENT warrants and represents that to the best of the CLIENT's knowledge, other than as disclosed to IDEAL IMPACT in writing, there are no Hazardous Materials or Mold in or on the premises that will affect, be affected by, come in contact with, or otherwise impact upon or interfere with the Work to be performed by IDEAL IMPACT pursuant to this CONTRACT. The CLIENT further represents that the CLIENT has not retained IDEAL IMPACT to discover, inspect, investigate, identify, or remediate Hazardous Materials or Mold or conditions caused by Hazardous Materials or Mold. The CLIENT will be responsible for taking all necessary steps to correct, abate, clean up, or control Hazardous Materials or Mold not addressed by IDEAL IMPACT under this CONTRACT. In the event hazardous materials are discovered by IDEAL IMPACT, IDEAL IMPACT shall have an affirmative duty to immediately report to the CLIENT the existence of such materials. The CLIENT specifically agrees, to the extent allowed by state law, to indemnify and to hold IDEAL IMPACT, its officers, agents and employees harmless from and against any and all claims, demands, damages, or causes of action in any way arising out of its release of Hazardous Materials or Mold from the Facility into the air, soil, or any water system or water course, or any actions taken in connection with same, or any failure to act, unless such release of Hazardous Materials or Mold into the air, soil, or any water system or water course is caused by or due to the negligence of IDEAL IMPACT.

SECTION 9. OWNERSHIP OF DESIGN MATERIALS

9.1 Copies of Deliverables. The Deliverables are and shall remain the exclusive property of the IDEAL IMPACT. IDEAL IMPACT shall use its best efforts to ensure all copies of the Deliverables are delivered or returned to the CLIENT or suitably accounted for upon the CLIENT's request or upon final payment, whichever is earlier. IDEAL IMPACT may retain one copy of the Deliverables for its records, but shall not use such copies for any purpose other than with respect to the CONTRACT Services without the CLIENT's prior written consent. The Intellectual Property Rights, if any, relating to the Design Materials or the contents of or concepts embodied in the Design Materials shall remain with and belong to IDEAL IMPACT or its subcontractors, as the case may be.

9.2 Delivery of Deliverables and As-built Drawings. Upon the date of termination of this CONTRACT, IDEAL IMPACT shall deliver to the CLIENT any Deliverables that have not been previously submitted to the CLIENT for that Energy Conservation Measure. Upon the date of Final Acceptance of the entire Project, IDEAL IMPACT may provide as-built drawings in an electronic format compatible with the AutoCAD or other similar system in use by the CLIENT.

SECTION 10. GENERAL PROVISIONS

10.1 Warranty. IDEAL IMPACT warrants that the Services will be free of defects in materials and workmanship for one year, starting the date the Property is installed on CLIENT'S property.

10.2 Governing Law. This CONTRACT shall be governed by, enforced under and construed in accordance with the laws of the State of Oklahoma, without regard to the conflicts of laws principles of any jurisdiction.

10.3 Attorney's Fees and Cost. In the event that either party hereto shall properly institute formal legal action as described in Section 7 above, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief which may be granted.

10.4 Waiver. The waiver by either party to this CONTRACT of any one or more defaults, if any, on the part of the other, shall not be construed to operate as a waiver of any other or future defaults, under the same or different terms, conditions or covenants contained in this CONTRACT.

10.5 Integration. This CONTRACT and the Lease constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes any oral or written proposals, statements, discussions, negotiations, made prior to the CONTRACT. This CONTRACT may be amended at any time by mutual agreement of the parties, provided that before any amendment shall be operative or valid, it shall be reduced to writing and signed by an authorized representative of both parties.

10.6 Assignment. The performance of this CONTRACT may not be assigned or transferred by either party without the prior written consent of the other. However, IDEAL IMPACT may pledge or assign its rights under the Lease and CLIENT hereby consents to such pledge or assignment and will execute any all documents reasonably required by IDEAL IMPACT's assignee to evidence same.

10.7 Notices. All notices required to be given hereunder shall be in writing and shall be deemed delivered if (i) personally delivered, (ii) dispatched by certified or registered mail, return receipt requested, postage prepaid, or (iii) sent via a nationally-recognized overnight carrier, addressed to the parties as follows:

IDEAL IMPACT:
Ideal Impact, Inc.
1245 South Main Street
Suite 140
Grapevine, TX 76051
ATTN: Wes McDaniel

BIXBY PUBLIC SCHOOLS:
Bixby Public Schools
109 North Armstrong Street
Bixby, OK 74008
ATTN: Mr. Rob Miller

10.8 Concealed Conditions. IDEAL IMPACT shall immediately notify CLIENT if it encounters concealed conditions at the Facility prior to significantly disturbing the same. If such concealed conditions cause an increase in IDEAL IMPACT's cost of, or time required for, performance of any part of the Work IDEAL IMPACT and CLIENT shall agree, by written Change Order, on how to proceed and the extent of any adjustment to the time required for performance of the Work and to the CONTRACT Sum.

10.9 Cooperation. Each Party will cooperate with and assist the other Party, its advisors, consultants, attorneys, employees, agents, and representatives, at all times during the CONTRACT Time so as to complete the CONTRACT Services in an efficient, timely, and economical manner.

10.10 Employee Background Check. IDEAL IMPACT hereby certifies to CLIENT that IDEAL IMPACT has caused an investigation into the criminal background of each employee assigned to provide Services at CLIENT'S Facility. On the basis of this investigation, IDEAL IMPACT represents and warrants to the CLIENT that no employee providing Services at CLIENT'S Facility during normal school hours has been convicted in this state, the United States, or another state of (i) any sex offense subject to the Oklahoma Sex Offenders Registration Act or the Federal Sex Offender Registration and Notification Act, or (ii) the Oklahoma Mary Rippy Violent Crime Offenders Registration Act or similar laws of another state or (iii) any unpardoned felony offense within the last 10 years.

10.11 Equal Opportunity Employment. IDEAL IMPACT and its Subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, age, disability, sex or national origin.

10.12 Counterparts. This CONTRACT may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute one CONTRACT. To evidence the fact that it has executed this CONTRACT, a party may send a copy of its executed counterpart to the other party by electronic transmission (including, without limitation, via email or facsimile) and the signature transmitted by such transmission shall be deemed to be that party's original signature for all purposes.

IN WITNESS WHEREOF, the parties hereto have executed this CONTRACT on this _____ day of _____, 2024.

IDEAL IMPACT:	**CLIENT:**
IDEAL IMPACT, INC.	INDEPENDENT SCHOOL DISTRICT NO. 4 OF TULSA COUNTY, OKLAHOMA, A/K/A BIXBY PUBLIC SCHOOLS
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

RESOLUTION

A RESOLUTION REGARDING AN OKLAHOMA LEASE-PURCHASE AGREEMENT FOR THE PURPOSE OF FINANCING AN ***ENERGY CONSERVATION PROJECT.***

WHEREAS, the Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools desires to enter into that certain Oklahoma Lease-Purchase Agreement dated as of August 8, 2024, by and between Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools and Ideal Impact, Inc., for the purpose of financing an ***"Energy Conservation Project".*** The Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools desires to designate the Superintendent as an authorized signer of the Agreement.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 4 OF TULSA COUNTY, OKLAHOMA, A/K/A BIXBY PUBLIC SCHOOLS:

Section 1. That the **Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools** enters into an Oklahoma Lease-Purchase Agreement with Ideal Impact, Inc. for the purpose of financing an ***"Energy Conservation Project".***

Section 2. That the Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools will designate the Superintendent or the Superintendent designee, as an authorized signer of the Lease-Purchase Agreement No. «To Be Assigned» dated as of August 8, 2024, by and between the Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools and Ideal Impact, Inc. as well as any other ancillary exhibit, certificate, or documentation needed for the Agreement.

This Resolution has been PASSED upon Motion made by Board Member_____, seconded by Board Member _____ by a vote of _____ Ayes to _____ Nays and is effective this _____, 2024.

Lessee: Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools

Witness Signature

_____
Tristy Fryer
Board President

_____
Amanda Stephens
Board Clerk

DRAFT

OKLAHOMA LEASE-PURCHASE AGREEMENT

THIS OKLAHOMA LEASE-PURCHASE AGREEMENT **No. «To Be Assigned»** (hereafter referred to as "Agreement") dated as of **August 8, 2024,** by and between **Ideal Impact, Inc.**, a Texas corporation (herein referred to as "Lessor"), and **Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools,** a political subdivision or agency of the State of Oklahoma (hereinafter referred to as "Lessee") is entered into as a lease-purchase agreement pursuant to Oklahoma Statutes Title 62 § 430.1.

WITNESSETH: The Lessee has entered into that certain Energy Services Contract (the "Services Contract") with Lessor whereby Lessee has agreed to acquire from Lessor the personal property and related services that are more fully described on EXHIBIT A attached hereto (the "Property") from Lessor; and

WITNESSETH: In consideration of the mutual covenants and conditions hereinafter set forth, the parties hereto agree as follows:

1. Term and Payments. Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the property described in Exhibit A hereto (hereinafter, with all replacement parts, substitutions, proceeds, increases, additions, accessions, repairs and accessories incorporated therein or affixed thereto, referred to as the "Property") for the amounts to be paid in the sums (the "Lease Payments") and on the dates (the "Lease Payment Dates") set forth in Exhibit B hereto. Except as specifically provided herein, the obligation of the Lessee to make the Lease Payments called for in Exhibit B hereto shall be absolute and unconditional in all events and shall not be subject to any set-off, defense, counterclaim, or recoupment for any reason. This Agreement will become effective upon approval of the Agreement by the Board of the Lessee and upon execution hereof by Lessee and Lessor. The term of this Agreement will extend for the Lessee's 2024-25, 2025-26, 2026-27, 2027-28, 2028-29, 2029-2030, 2030-31, 2031-32, 2032-33, and 2033-34 fiscal years only if mutually ratified by Lessee and Lessor for each of those fiscal years. In accordance with 62 O. S. Section 430.1, continuation of this Agreement past the current 2024-25 fiscal year is dependent upon mutual ratification by Lessee and Lessor. All rights afforded under title 62 O. S. Section 430.1 of Oklahoma law are incorporated in this Agreement by reference. The Lessee agrees the Board of Education of Lessee will take action to ratify or not ratify this Agreement for the next ensuing fiscal year at its regular July meeting and to notify Lessor as to whether the Agreement is ratified or not ratified for the next ensuing fiscal year. The Lessor hereby ratifies the continuation of the Agreement through the fiscal year ending June 30, 2034. The Lessor and Lessee agree that under no circumstances will the Agreement be extended beyond the fiscal year ending June 30, 2034. Lessee will evidence its acceptance of the Property by executing and delivering to Lessor a form of a certificate of acceptance (hereinafter so called "Certificate of Acceptance") in the form provided by Lessor.

2. Non-Appropriation and Right of Termination. The obligations of Lessee to make Lease Payments (called for in Exhibit B) and to make any other payments to Lessor (or to any other person) pursuant to this Agreement are subject to appropriation by the Lessee of funds that are lawfully available to be applied for such purpose. If Lessee fails to make such an appropriation prior to a fiscal period of Lessee, for the Lease Payments scheduled in such fiscal period, Lessor may terminate this Agreement. Lessee may terminate this Agreement by providing written notice of such termination to Lessor following its regular July Board meeting. Upon any such termination of this Agreement, all of Lessee's rights, title and interest in and its obligation under this Agreement and to the Property shall terminate effective on the last day of the last fiscal period of Lessee for which such an appropriation was made. If Lessee ratifies and renews this Agreement for a subsequent fiscal year, Lessee agrees to encumber the required funds to make the Lease Payments due hereunder at the first meeting of Lessee's Board in July of the then current fiscal year by approving an appropriate purchase order for this Agreement.

3. Taxes. Lessee shall keep the Property free and clear of all levies, liens and encumbrances except those created under this Agreement. Lessee shall pay, when due, all charges and taxes (local, state and federal) which may now or hereafter be imposed upon the ownership, leasing, rental, sale, purchase, possession or use of the Property, excluding, however, all taxes on or measured by Lessor's income. If Lessee fails to pay said charges and taxes when due, Lessor shall have the right, but shall not be obligated, to pay said charges and taxes. If Lessor pays any charges or taxes for which Lessee is responsible or liable under this Agreement, Lessee shall promptly reimburse Lessor therefor.

4. Lessee's Covenants and Representations. Lessee covenants and represents as follows:

(a) Lessee represents it has full power and authority to enter into this Agreement which has been duly authorized, executed, and delivered by Lessee and is a valid and binding obligation of Lessee enforceable in accordance with its terms, and all requirements for execution, delivery and performance of this Agreement have been, or will be, complied with in a timely manner;

(b) All Payments hereunder have been, and will be, duly authorized and paid when due out of funds then on hand and legally available for such purposes; Lessee will, to the extent permitted by State law and other terms and conditions of this Agreement, include in its budget for each successive fiscal period during the term of this Agreement a sufficient amount to permit Lessee to discharge all of its obligations hereunder, and Lessee has budgeted and available for the current fiscal period sufficient funds to comply with its obligations hereunder;

(c) There are no pending or threatened lawsuits or administrative or other proceedings contesting the authority for, authorization of, performance of, or expenditure of funds pursuant to this Agreement;

(d) Information supplied and statements made by Lessee in any financial statement or current budget prior to or contemporaneously with the Agreement are true and correct;

(e) Lessee has an immediate need for, and expects to make immediate use of, substantially all the Property, which need is not temporary or expected to diminish in the foreseeable future. Specifically, Lessee will not give priority or parity in the appropriation of funds for the acquisition or use of any additional property for purposes or functions similar to those of the Property.

(f) There are no circumstances presently affecting the Lessee that could reasonably be expected to alter its foreseeable need for the Property or adversely affect its ability or willingness to budget funds for the payment of sums due hereunder; and

(g) Lessee's right to terminate this Agreement as specified in Sections 1 and 2 hereof was not an independently bargained for consideration, but was included solely for the purpose of complying with the requirements of the laws of the State of Oklahoma.

(h) No lease, rental agreement, payment agreement or contract for purchase to which Lessee has been a party at any time during the past ten (10) years has been terminated by Lessee as a result of non-ratification of renewal or insufficient funds being appropriated in any Fiscal Year. No event has occurred which would constitute an event of default under any debt, revenue bond or obligation which Lessee has issued during the past ten (10) years.

(i) Lessee will pay the Lease Payment due by check, wire transfer, or ACH only.

5. Use and Licenses. Lessee shall pay and discharge all operating expenses and shall cause the Property to be operated by competent persons only. Lessee shall use the Property only for its proper purposes and will not install, use, operate or maintain the Property improperly, carelessly, or in violation of any applicable law, ordinance, rule or regulation of any governmental authority, or in a manner contrary to the nature of the Property or the use contemplated by its manufacturer. Lessee shall keep the property at the location stated on the Certificate of Acceptance executed by Lessee upon delivery of the Property until Lessor, in writing, permits its removal. The Property shall be used solely in the conduct of the Lessee's operation of a public school district. Lessee shall obtain, at its expense, all registrations, permits and licenses, if any, required by law for the installation and operation of the Property. If a certificate of title is issuable with respect to the Property, it shall be delivered to the Lessor showing the interest of the Lessor.

6. No Maintenance by Lessor's Assigns. Lessor's assigns shall not be obligated to make any repairs or replacements and at its own expense, Lessee shall service, repair, and maintain the Property in as good condition, repair, appearance and working order as when delivered to Lessee hereunder, ordinary wear and tear from proper use alone excepted, and shall replace any and all parts thereof which may from time to time become worn out, lost, stolen, destroyed, or damaged beyond repair or rendered unfit for intended use, for any reason whatsoever, all of which replacements shall be free and clear of all liens, encumbrances and claims of others and shall become part of the Property and subject to this Agreement. Lessor's assigns may, at its option, discharge such costs, expenses, and insurance premiums necessary for the repair, maintenance and preservation of the Property, and all sums so expended shall be due from Lessee in addition to rental payments hereunder.

7. Alterations.

(a) Lessee may, at its own expense, install or place in or on, or attach or affix to, the Property such equipment or accessories as may be necessary or convenient to use the Property for its intended purposes provided that such equipment or accessories do not impair the value or utility of the Property. All such equipment and accessories shall be removed by Lessee upon termination of this Agreement, provided that any resulting damage shall be repaired at Lessee's expense. Any such equipment or accessories not removed shall become the property of Lessor.

(b) Without the written consent of Lessor, Lessee shall not make any other alterations, modifications, or improvements to the Property except as required or permitted hereunder. Any other alterations, modifications or improvements to the Property shall immediately become part of the Property, subject to the provisions hereof. Without the prior written consent of Lessor, Lessee shall not affix or attach any of the Property to any real property. The Property shall remain personal property regardless of whether it becomes affixed or attached to real property or permanently rests upon any real property or any improvement thereon.

8. Liens. Lessee shall not directly or indirectly create, incur, assume, or suffer to exist any mortgage, security interest, pledge, lien, charge, encumbrance or claim on or with respect to the Property, title thereto or any interest therein, except the respective rights of Lessor and Lessee hereunder.

9. Damage to or Destruction of Property. Lessee shall bear the entire risk of loss, damage, theft or destruction of the Property from any and every cause whatsoever, and no loss, damage, destruction or other event shall release Lessee from the obligation to pay the full amount of the rental payments or from any other obligation under this Agreement. In the event of damage to any item of the Property, Lessee will immediately place the same in good repair, with the proceeds of any insurance recovery applied to the cost of such repair. If Lessor determines that any item of Property is lost, stolen, destroyed or damaged beyond repair, Lessee, at the option of Lessee, will either **(a)** replace the same with like property in good repair or **(b)** on the next Lease Payment Date, pay Lessor ***(i)*** all amounts then owed by Lessee to Lessor under this Agreement, including the Lease Payment due on such date, and ***(ii)*** an amount equal to the applicable Option to Purchase Value set forth in Exhibit B.

10. Insurance. Lessee shall either be self-insured with regard to the Property or shall purchase and maintain insurance with regard to the Property. Lessee shall indicate on each Certificate of Acceptance executed in relation to this Agreement its election to be self-insured or company insured with regard to the Property listed on that Certificate of Acceptance. Whether Lessee is self-insured or company insured, Lessee shall, for the term of this Agreement, at its own expense, provide comprehensive liability insurance with respect to the Property, insuring against such risks, and such amounts as are customary for lessees of property of a character similar to the Property. In addition, Lessee shall, for the term of this Agreement, at its own expense, provide casualty insurance with respect to the Property, insuring against customary risks, coverage at all times not less than the amount of the unpaid principal portion of the Lease Payments required to be made pursuant to Section 1 as of the last preceding Payment Date specified in Exhibit B on which a Lease Payment was made. If insurance policies are provided with respect to the Property, all insurance policies shall be with insurers authorized to do business in the State where the Property is located and shall name both Lessor and Lessee as insureds as their respective interest may appear. Insurance proceeds from casualty losses shall be payable solely to the Lessor, subject to the provisions of Section 9. Lessee shall, upon request, deliver to Lessor evidence of the required coverages together with premium receipts, and each insurer shall agree to give Lessor written notice of non-payment of any premium due and ten (10) days' notice prior to cancellation or alteration of any such policy. Lessee shall also carry and require any other person or entity working on, in or about the Property to carry workmen's compensation insurance covering employees on, in or about the Property.

11. No Warranty By Lessor's Subsequent Assigns. EXCEPT FOR REPRESENTATIONS, WARRANTIES, AND SERVICE AGREEMENTS RELATING TO THE PROPERTY MADE OR ENTERED INTO BY THE MANUFACTURERS OR SUPPLIERS OF THE PROPERTY, IF ANY, ALL OF WHICH ARE HEREBY ASSIGNED TO THE LESSEE, NO SUBSEQUENT ASSIGNEE OF LESSOR WILL MAKE ANY REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, AND LESSOR'S ASSIGNS ASSUMES NO OBLIGATION WITH RESPECT TO THE TITLE, MERCHANTABILITY, CONDITION, QUALITY OR FITNESS OF THE PROPERTY DESCRIBED IN EXHIBIT A FOR ANY PARTICULAR PURPOSE OR THE CONFORMITY OF THE PROPERTY TO SPECIFICATION OR PURCHASE ORDER. All such risks shall be borne by the Lessee without in any way excusing it from its obligations under this Agreement, and any subsequent assignee of Lessor shall not be liable for any damages on account of such risks. All claims or actions on any warranty so assigned shall be made or prosecuted by the Lessee, at its sole expense, upon prior written notice to any assignee of Lessor. Lessor's assigns may, but shall have no obligation whatsoever to participate in a claim on any warranty. Any recovery under such a warranty shall be made payable to Lessee and Lessor's assigns jointly.

12. Purchase Option/Payment. Upon payment in full of the purchase price as provided on Exhibit B (herein referred to as the "Project Fee"), the Property shall belong to the Lessee and the Lessor shall execute and deliver a Quit Claim Bill of Sale to the Lessee conveying the Property "as is", but free and clear of any lien, encumbrance, or security interest created or permitted and not discharged by Lessor. The Lessee shall have an option to purchase the Property in whole but not in part, upon sixty (60) days written notice to Lessor by payment of the then applicable Project Fee Balance according to the attached Exhibit B.

13. Default and Lessor's Remedies.

(a) The occurrence of one or more of the following events shall constitute an Event of Default, whether occurring voluntarily or involuntarily, by operation of law or pursuant to any order of any court or governmental agency:

(1) Lessee fails to make any payment hereunder when due or within ten (10) days thereafter;

(2) Lessee fails to comply with any other covenant, condition or agreement of Lessee hereunder for a period of the ten (10) days after notice thereof;

(3) Any representation or warranty made by Lessee hereunder shall be untrue in any material respect as of the date made;

(4) Lessee makes, permits or suffers any unauthorized assignment, transfer or other disposition of this Agreement or any interest herein, or any part of the Property or any interest therein; or

(5) Lessee becomes insolvent; or admits in writing its inability to pay its debts as they mature; or applies for, consents to or acquiesces in the appointment of a trustee, receiver or custodian for the Lessee or a substantial part of its property; or, in the absence of such application, consent or acquiescence, a trustee, receiver or custodian is appointed for Lessee or a substantial part of its property and is not discharged within sixty (60) days; or any bankruptcy, reorganization, debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding is instituted by or against Lessee and, if instituted against Lessee, is consented to or acquiesced in by Lessee or is not dismissed within sixty (60) days.

(b) Upon the occurrence of any Event of Default specified herein, Lessor may, at its sole discretion, exercise any or all of the following remedies:

(1) Enforce this Agreement by appropriate action to collect amounts due or to become due hereunder, by acceleration or otherwise, or to cause Lessee to perform its other obligations hereunder in which event Lessee shall be liable for all costs and expenses incurred by Lessor;

(2) Take possession of the Property, without demand or notice and without court order or any process of law, and remove and relet the same for Lessee's account, in which event Lessee waives any and all damages resulting therefrom and shall be liable for all costs and expenses incurred by Lessor in connection therewith and the difference, if any, between the amounts to be paid pursuant to Section 1 hereof and the amounts received and to be received by Lessor in connection with any such reletting;

(3) Terminate this Agreement and repossess the Property, in which event Lessee shall be liable for any amounts payable hereunder through the date of such termination and all costs and expenses incurred by Lessor in connection therewith;

(4) Sell the Property or any portion thereof for Lessor's account at public or private sale, for cash or credit, without demand on notice to Lessee of Lessor's intention to do so, or relet the Property for a term and a rental which may be equal to, greater than or less than the rental and term provided herein. If the proceeds from any such sale or rental payments received under a new agreement made for the periods prior to the expiration of this Agreement are less than the sum of ***(i)*** the costs of such repossession, sale, relocation, storage, reconditioning, reletting and reinstallation (including but not limited to reasonable attorneys' fees), ***(ii)*** the unpaid principal balance derived from Exhibit B as of the last preceding Lease Payment Date specified in Exhibit B, and ***(iii)*** any past due amounts hereunder (plus interest on such unpaid principal balance at the rate specified in Section 19 hereof, prorated to the date of such sale), all of which shall be paid to Lessor, Lessor shall retain all such proceeds and Lessee shall remain liable for any deficiency; or

(5) Pursue and exercise any other remedy available at law or in equity, in which event Lessee shall be liable for any and all costs and expenses incurred by Lessor in connection therewith. "Costs and expenses", as that term is used in this Section, shall mean, to the extent allowed by law: ***(i)*** reasonable attorneys' fees if this Agreement is referred for collection to an attorney not a salaried employee of Lessor or the holder of this Agreement; ***(ii)*** court costs and disbursements including such costs in the event of any action necessary to secure possession of the Property; and ***(iii)*** actual and reasonable out-of-pocket expenses incurred in connection with any repossession or foreclosure, including costs of storing, reconditioning and reselling the Property, subject to the standards of good faith and commercial reasonableness set by the applicable Uniform Commercial Code.

(6) Under no circumstances shall Lessee be liable under this subsection (b) for any amount in excess of the sum appropriated pursuant to Section 1 hereof for the previous and current fiscal years, less all amounts previously due and paid during such previous and current fiscal years from amounts so appropriated.

14. Termination. Unless Lessee has properly exercised its option to purchase pursuant to Section 12 hereof, Lessee shall, upon any earlier termination hereof pursuant to the terms of this Agreement, surrender the Property to Lessor unencumbered and in at least as good condition and repair as when delivered to Lessee, ordinary wear and tear resulting from proper use alone excepted.

15. Assignment. Without Lessor's prior written consent, Lessee will not either ***(i)*** assign, transfer, pledge, hypothecate, grant any security interest in or otherwise dispose of this Agreement or the Property or any interest in this Agreement or the Property; or ***(ii)*** sublet or lend the Property or permit it to be used by anyone other than Lessee or Lessee's employees. Lessor may assign its rights, title and interest in and to this Agreement, the Property and any other documents executed with respect to this Agreement and/or grant or assign a security interest in this Agreement and the Property, in whole or in part. Any such assignees shall have all of the rights of Lessor under this Agreement. Subject to the foregoing, this Agreement inures to the benefit of and is binding upon the heirs, executors, administrators, successors and assigns of the parties hereto. No assignment or reassignment of any of Lessor's rights, title or interest in this Agreement or the Property shall be effective with regard to Lessee unless and until Lessee shall have received a copy of the document by which the assignment or reassignment is made, disclosing the name and address of such assignee. No further action will be required by Lessor or by Lessee to evidence the assignment.

16. Personal Property. The Property is and shall at all times be and remain personal property.

17. Title. Lessor or its assignee will retain title to the Property during the lease term. Title to the Property will pass to Lessee upon (and only upon) Lessee's exercise of the purchase option provided in Section 12 hereof and the complete payment and performance by Lessee of all of Lessee's obligations under this Agreement, and in such case Lessor agrees to execute such

instruments and do such things as Lessee reasonably requests in order to effectuate the passage of title to Lessee. In the event of a non-ratification, non-appropriation or Event of Default by Lessee, Lessee shall execute and deliver to Lessor such documents as Lessor may request to evidence lack of Lessee's legal title to the Property and Lessee will peaceably surrender possession of the Property to Lessor.

18. Lessor's Right to Perform for Lessee. If Lessee fails to make any payment or perform or comply with any of its covenants or obligations hereunder, Lessor may, but shall not be required to, make such payment or perform or comply with such covenants and obligations on behalf of Lessee, and the amount of any such payment and the expenses (including but not limited to reasonable attorneys' fees) incurred by Lessor in performing or complying with such covenants and obligations, as the case may be.

19. Notices. Any notices to be given or to be served upon any party hereto in connection with this Agreement must be in writing and may be given by certified or registered mail, and shall be deemed to have been given and received forty-eight (48) hours after a registered or certified letter containing such notice, postage prepaid, is deposited in the United States mail, and if given otherwise shall be deemed to have been given when delivered to and received by the party to whom it is addressed. Such notice shall be given to the parties at their respective addresses designated on the signature page of this Agreement or at such other address as either party may hereafter designate.

20. Continuing Disclosure. Specifically and without limitation, Lessee agrees to provide audited financial statements, prepared by a certified public accountant not later than nine (9) months after and as of the end of each fiscal year. Periodic financial statements shall include a combined balance sheet as of the end of each such period, and a combined statement of revenues, expenditures, and changes in fund balances, from the beginning of the then fiscal year to the end of such period. These reports must be certified as correct by one of Lessee's authorized agents. If Lessee has subsidiaries, the financial statements required will be provided on a consolidated and consolidation basis.

21. Miscellaneous.

(a) Lessee shall, whenever requested, advise Lessor of the exact location and condition of the Property, and shall give the Lessor immediate notice of any attachment or other judicial process affecting the Property. Lessor may, for the purpose of inspection, at any reasonable time during regular business hours enter upon any job, building or place where the Property and the books and records of the Lessee with respect thereto are located.

(b) Time is of the essence. No covenant or obligations hereunder to be performed by Lessee may be waived except by the written consent of Lessor, and a waiver of any such covenant or obligation or a forbearance to invoke any remedy on any occasion shall not constitute or be treated as a waiver of such covenant or obligation as to any other occasion and shall not preclude Lessor from invoking such remedy at any later time prior to Lessee's cure of the condition giving rise to such remedy. Lessor's rights hereunder are cumulative and not alternative.

(c) This Agreement shall be construed in accordance with, and governed by, the laws of the State of Oklahoma.

(d) This Agreement constitutes the entire agreement between the parties and shall not be modified, waived, discharged, terminated, amended, altered, or changed in any respect except by a written document signed by both Lessor and Lessee.

(e) Any term or provision of this Agreement found to be prohibited by law or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without, to the extent reasonably possible, invalidating the remainder of this Agreement.

(f) The Lessor hereunder shall have the right at any time or times, by notice to Lessee, to designate or appoint any person or entity to act as agent or trustee for Lessor for any purposes hereunder.

(g) All transportation charges, if any, shall be borne by Lessee. Lessee will immediately notify Lessor of any change occurring in or to the Property, of a change in Lessee's address, or in any fact or circumstance warranted or represented by Lessee to Lessor, or if any Event of Default occurs.

(h) Use of the neutral gender herein is for purposes of convenience only and shall be deemed to mean and include the masculine or feminine gender whenever and wherever appropriate.

(i) The captions set forth herein are for convenience of reference only and shall not define or limit any of the terms or provisions hereof.

(j) Except as otherwise provided herein, this Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns, where permitted by this Agreement.

DRAFT

[Signature Page follows]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the _____ day of _____ in 2024.

THIS OBLIGATION IS A PRESENT OBLIGATION OF THE LESSEE TO MAKE PAYMENTS AS DESCRIBED ON EXHIBIT B WITHOUT REGARD INCLUDING, BUT NOT LIMITED TO, FEDERAL, STATE AND OTHER GRANTS, GIFTS, ETC.

Lessor: Ideal Impact, Inc.

_____
Authorized Signature
1245 S Main Street, Ste. 140
Grapevine, TX 76051

Witness Signature: _____

Print Name: _____

Print Title: _____

Lessee: Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools

_____
Rob Miller, Superintendent
109 N. Armstrong Street
Bixby, OK 74008

Witness Signature: _____

Print Name: _____

Print Title: _____

DRAFT

EXHIBIT A
DESCRIPTION OF PROPERTY

OKLAHOMA LEASE-PURCHASE AGREEMENT **No. «To Be Assigned»** THE "AGREEMENT")
BY AND BETWEEN
Lessor, Ideal Impact, Inc. and **Lessee, Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools**
Dated as of August 8, 2024

DESCRIPTION

ENERGY CONSERVATION PROJECT

i) Installing remote controllers on 1,064 HVAC units;
ii) Improving economizer control on 1,384 tons of HVAC units;
iii) Energy Optimization of 1,078 pieces of HVAC equipment by our mechanical team and improved optimizations settings of existing controllers;
iv) Implement IDEAL IMPACT CAMPUS OPTIMIZER (*Patent Approved)* for 1,078 pieces of HVAC equipment, associated buildings, rooms, and zones, to optimize energy consumption, demand reduction, humidity reduction, and ramp times;
v) Install building automation system (BAS) to optimize the energy consumption, demand reduction, humidity reduction and ramp time.
vi) Weatherization of all buildings included in agreement

DRAFT

PROPERTY LOCATIONS:
District Wide
Bixby, OK 74008

EXHIBIT B

>> SCHEDULE OF PAYMENTS & OPTION TO PURCHASE PRICE <<

OKLAHOMA LEASE-PURCHASE AGREEMENT No. **«To Be Assigned»** (THE "AGREEMENT")
BY AND BETWEEN
Lessor: Ideal Impact, Inc. and **Lessee:** **Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools**
Schedule dated as of August 14, 2024

PMT NO.	PMT DATE MO. DAY YR	MINIMUM LEASE PAYMENT	OPTION TO PURCHASE (Project Fee Balance)
1	2/28/2025	$77,403.91	$2,399,521.09
2	5/28/2025	$77,403.91	$2,322,117.18
3	8/28/2025	$77,403.91	$2,244,713.27
4	11/28/2025	$77,403.91	$2,167,309.36
5	2/28/2026	$77,403.91	$2,089,905.45
6	5/28/2026	$77,403.91	$2,012,501.54
7	8/28/2026	$77,403.91	$1,935,097.63
8	11/28/2026	$77,403.91	$1,857,693.72
9	2/28/2027	$77,403.91	$1,780,289.81
10	5/28/2027	$77,403.91	$1,702,885.90
11	8/28/2027	$77,403.91	$1,625,481.99
12	11/28/2027	$77,403.91	$1,548,078.08
13	2/28/2028	$77,403.91	$1,470,674.17
14	5/28/2028	$77,403.91	$1,393,270.26
15	8/28/2028	$77,403.91	$1,315,866.35
16	11/28/2028	$77,403.91	$1,238,462.44
17	2/28/2029	$77,403.91	$1,161,058.53
18	5/28/2029	$77,403.91	$1,083,654.62
19	8/28/2029	$77,403.91	$1,006,250.71
20	11/28/2029	$77,403.91	$928,846.80
21	2/28/2030	$77,403.91	$851,442.89
22	5/28/2030	$77,403.91	$774,038.98
23	8/28/2030	$77,403.91	$696,635.07
24	11/28/2030	$77,403.91	$619,231.16
25	2/28/2031	$77,403.91	$541,827.25
26	5/28/2031	$77,403.91	$464,423.34
27	8/28/2031	$77,403.91	$387,019.43
28	11/28/2031	$77,403.91	$309,615.52
29	2/28/2032	$77,403.91	$232,211.61
30	5/28/2032	$77,403.91	$154,807.70
31	8/28/2032	$77,403.91	$77,403.79
32	11/28/2032	$77,403.79	$0.00
	Project Fee	$2,476,925.00	

As set forth in the Services Agreement, Ideal Impact shall prepare an invoice for each quarter for any amount of the Project Fee that remains outstanding. Each invoice will include the amount of the Lease Payment due, calculated as set forth below, and the remaining Project Fee Balance (the "Option to Purchase Value").

Until the Lessee has paid a total Project Fee of $2,476,925.00 (the "Project Fee") the Lessee shall pay Ideal Impact, or its assigns, each quarter beginning February 28, 2025 a Lease Payment equal to the greater of (a) 80% of the Energy Savings and Rebates (as those terms are defined in the Services Contract from the preceding quarter) or (b) the Minimum Payment Amount set forth on this Exhibit B. The Project Fee owed to Ideal Impact shall be reduced by the quarterly calculated 80% Energy Savings and Rebates amount, as described in (a) above, until the Project Fee is paid in full.

Note: the above Option to Purchase Values shall be adjusted upon receipt of any payment above the Minimum Lease Payment amount and the Option to Purchase Value shall reflect the then-current Project Fee Balance.

Accepted By Lessee: _____

Rob Miller, Superintendent

DRAFT

INCUMBENCY AND ESSENTIAL USE CERTIFICATE

OKLAHOMA LEASE-PURCHASE AGREEMENT **No. «To Be Assigned»** (THE "AGREEMENT")
BY AND BETWEEN
Lessor, Ideal Impact, Inc. and **Lessee,** Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools
Dated as of August 8, 2024

I, Amanda Stephens, do hereby certify that I am the duly elected or appointed and acting Board Clerk (Keeper of the Records), of Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools, a political subdivision or agency duly organized and existing under the laws of the State of Oklahoma that I have custody of the records of such entity, and that, as of the date hereof, the individual(s) named below are the duly elected or appointed officer(s) of such entity holding the office(s) set forth opposite their respective name(s). I further certify that (i) the signature(s) set opposite their respective name(s) and title(s) are their true and authentic signature(s), and (ii) such officers have the authority on behalf of such entity to enter into that certain Oklahoma Payment Plan Agreement dated as of, August 8, 2024 between such entity and Ideal Impact, Inc.

Name	Title	Signature
Rob Miller	Superintendent	_____

IN WITNESS WHEREOF, I have duly executed this certificate hereto this ____ day of _____, 2024.

By Lessee:

_____
Amanda Stephens, Board Clerk

I, Rob Miller, Superintendent, of Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools ("Lessee"), hereby certify that the Property, to be leased to the undersigned under the certain Lease Agreement, dated as of August 8, 2024, between such entity and Ideal Impact, Inc. ("Lessor"), will be used by the undersigned Lessee for the following purpose:

PRIMARY USE - Energy Conservation

The undersigned hereby represents that the use of the Property is essential to its proper, efficient, and economic operation.

IN WITNESS WHEREOF, I have set my hand this _____ day of _____, 2024.

By Lessee:

_____
Rob Miller, Superintendent

For Lessee: Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools

DRAFT

CERTIFICATE OF PROJECT KICKOFF

OKLAHOMA LEASE-PURCHASE AGREEMENT **No. «To Be Assigned»** (THE "AGREEMENT")

BY AND BETWEEN

Lessor, Ideal Impact, Inc. and **Lessee,** Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools

Dated as of August 8, 2024

---

1. **ACCEPTANCE OF PROJECT START**: In accordance with the Agreement and the related Services Contract, Lessee hereby certifies that the project has begun, and at least a portion of the services and/or Property described herein has been initiated, received, and accepted by Lessee. Accordingly, the Lessee agrees Lessor should be or will be paid in accordance with the Exhibit B whether all services or Property has been received or accepted yet.

By Lessee:

_____

Rob Miller, Superintendent

For Lessee: Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools

ACCEPTED on this the _____ day of _____, 2024

2. **PROPERTY**:

ENERGY CONSERVATION PROJECT, see attached Exhibit A

3. **USE**: The primary use of the Property is as follows--

PRIMARY USE: Energy Conservation

4. **PROPERTY LOCATION**:

District Wide

DRAFT

CERTIFICATE OF FINAL ACCEPTANCE

OKLAHOMA LEASE-PURCHASE AGREEMENT **No. «To Be Assigned»** (THE "AGREEMENT")

BY AND BETWEEN

Lessor, Ideal Impact, Inc. and **Lessee, Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools**

Dated as of August 8, 2024

---

1. **ACCEPTANCE**: In accordance with the Agreement, Lessee hereby certifies that all of the Property described herein (i) has been received by Lessee, (ii) has been thoroughly examined and inspected to the complete satisfaction of Lessee, (iii) had been found by Lessee to be in good operating order, repair and condition, (iv) has been found to be of the size, design, quality, type and manufacture specified by Lessee, (v) has been found to be and is wholly suitable for Lessee's purposes, and (vi) is hereby unconditionally accepted by Lessee, in the condition received, for all purposes of this Agreement. Accordingly, the Lessee agrees Lessor should be or will be paid in accordance with the Exhibit B and the terms of the Agreement.

By Lessee:

_____

Rob Miller, Superintendent

For Lessee: Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools

ACCEPTED on this the _____ day of _____, 2024

2. **PROPERTY**:

ENERGY CONSERVATION PROJECT, see attached Exhibit A

3. **USE**: The primary use of the Property is as follows--

PRIMARY USE: Energy Conservation

4. **PROPERTY LOCATION**:

District Wide

5. **INVOICING**: Invoices shall be sent to the following address, including to whose attention invoices should be directed-

Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools
Attn: TBD
109 N. Armstrong Street
Bixby, OK 74008

6. **INSURANCE**:

Lessee certifies that property and liability insurance, if applicable, have been secured in accordance with the Agreement and such coverage will be maintained in full force for the term of the Agreement. "Ideal Impact, or its Assigns" should be designated as loss payee until Lessee is notified, in writing, to substitute a new loss payee.

The following information is provided about insurance. (PLEASE FILL IN THE INFORMATION BELOW)

INSURANCE COMPANY/AGENT'S:

NAME: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____ POLICY NUMBER: _____

DRAFT

GOOGLE @ BPS

Sherry McIntyre <smcintyre@bixbyps.org>

Request to combine MS and HS choir accounts

1 message

Katie Huse <khuse@bixbyps.org> Fri, Aug 9, 2024 at 1:52 PM
To: Mike Anthony <manthony@bixbyps.org>, Sherry McIntyre <smcintyre@bixbyps.org>, Melinda Weig <mweig@bixbyps.org>, Jeremy Parker <jeremyparker@bixbyps.org>

Good afternoon!

I wanted to ask that the following request be place on the agenda for the next board meeting, please.

Could we please combine the MS and HS choir accounts like what was just done with the band accounts. This would be merging MS Choir account 935-967-505 into HS Choir account 935-952-705. Please let me know if there is any other information that you need for this to be added to the agenda. Thank you so much!

--

BIXBY PUBLIC SCHOOLS
FINE ARTS DEPARTMENT

Katie Huse
BIXBY PUBLIC SCHOOLS
Fine Arts Secretary
918-366-1701
khuse@bixbyps.org

BIXBY PUBLIC SCHOOLS POLICY 3115

LEAST RESTRICTIVE ENVIRONMENT

The Individuals with Disabilities Education Act (IDEA) 20 U.S.C. § 1412(a)(5)(A) and 34 C.F.R. §300.114(a)(2) states, to the maximum extent appropriate, all students with disabilities, 3 through 21 years of age, are to be educated with students who are nondisabled; and removal from the general education classroom occurs only if the nature or severity of the disability of a child is such that the education in the general education classes with the use of supplementary aids and services cannot be achieved satisfactorily ~~age-appropriate peers, both with and without disabilities~~. This process is known as the least restrictive environment (LRE). The LRE is the appropriate balance of settings and services to meet the student's individual needs. The Local Education Agency (LEA) must have an array of services and a continuum of alternative placements/educational setting options available to meet the individual LRE needs of each student with a disability (34 C.F.R. §§ 300.114 and 300.115).

An appropriate LRE is one that enables the student with a disability to make reasonable gains toward goals identified in an Individualized Education Program (IEP). The student's IEP must indicate the individualized LRE placement. The IEP team must consider to what extent, if any, the student with a disability will or will not participate in the general education classroom environment, the general education curriculum, and extracurricular or other nonacademic activities (34 C.F.R. § 300.320(a)(4) and (5)). This provision includes students with disabilities placed in public or private institutions or other care facilities by the IEP team (34 C.F.R. § 300.118).

Special classes, separate day school, and other removals of a student with a disability from the general education environment may occur only when the nature or severity of the disability is such that education in the general education class, even with the use of supplementary aids and services, cannot be achieved satisfactorily. (IDEA 34 C.F.R. § 300.114(a)(2)(ii)).

In L.B. and J.B. ex rel. K.B. v. Nebo School District, 379 F.3d 966 (10th Cir. 2004), a decision binding in Oklahoma, the United States Court of Appeals for the Tenth Circuit adopted the following two-part standard for determining the least restrictive environment (LRE) for a child with a disability under the IDEA:

1. Can education in the general education classroom with the use of supplementary aids and services be achieved satisfactorily for this student?
2. If education in the general education classroom with the use of supplementary aids and services cannot be achieved satisfactorily for the student, then has the school district mainstreamed the child to the maximum extent appropriate?

This two-part standard for determining LRE applies to students with disabilities upon the "initial" placement into special education and related services, as well as students with disabilities already on an IEP currently receiving services.

In making this determination, consider at least the following four factors:

1. What steps has the school district taken to accommodate the child in the general education classroom, including the school district's consideration of a continuum of placements and support services?

2. What academic benefits will the child receive in the general education classroom as compared to those the child will receive in the special education classroom?

3. What is (or what is expected to be) the child's overall educational experience in general education, including non-academic benefits?

4. What effect will the child's presence in the general education classroom have on that classroom?

Bixby Public Schools supports responsible placement of students in the least restrictive environment, which includes the following:

- Placing students with disabilities in regular education settings in the least restrictive environment in accordance with individual needs;
- Placing students with disabilities in regular education in numbers that do not reduce the natural proportions of regular classrooms;
- Providing educational, nonacademic, and extracurricular opportunities for students with disabilities equal to those of their peers;
- Teaching students with and without disabilities how to appreciate similarities and differences among individuals;
- Providing supplementary aids and services in the ~~regular~~ general educational environment;
- Sharing resources, skills, and time;
- Sharing educational responsibilities for students with disabilities;
- Providing a positive climate in which positive attitudes prevail;
- Realizing that the student with disabilities belongs within the ~~regular~~ general educational environment to the maximum extent appropriate and should receive appropriate support services within school and community settings;
- Realizing that students with disabilities may be included in a classroom for either or both academic and social needs; and
- Supporting a district commitment to provide professional development in research-based instructional practices, interventions, and collaboration

Responsible placement in the Least Restrictive Environment is not:

- Arbitrarily requiring all students with disabilities to be served full-time in the ~~regular~~ general education classroom;
- Serving the students with disabilities in regular environments without a planned support system in place~~;~~
- Presenting content area instruction to students with disabilities without necessary accommodations/modifications;

- Evaluating individual student progress without allowing for necessary modification of evaluation procedures;
- ~~Placement of students in general education with curriculum modified to the point it is no longer the same content as the general curriculum.~~

LRE decisions are always made individually for each student and based on the student's unique, disability-related needs and per the Oklahoma State Department of Education Special Education Services Policies and Procedures Manual, state, and federal laws.

~~This school district will comply with all applicable state and federal laws concerning the placement of students in the least restrictive environment.~~

Reference: Board Minutes dated December 9, 1996
Adoption Date: November 13, 2000
Revised: August 8, 2024
Revised: September 12, 2024

BIXBY PUBLIC SCHOOLS POLICY 3139

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The Board of Education hereby directs that neither the district nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

1. One race or sex is inherently superior to another race or sex,
2. An individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously,
3. An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
4. Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
5. An individual's moral character is necessarily determined by his or her race or sex,
6. An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
7. Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
8. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other class.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

1. Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
2. Identify the dates the alleged discriminatory act occurred;
3. Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
4. Include relevant information that would enable a public school to investigate the alleged violation; and

5. Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates the superintendent or his designee as the employee responsible for receiving complaints. The district will ensure that the employee in unbiased and free of any conflicts of interest. Complaints may be provided via telephone to Kendall Still, Assistant Superintendent at 918-366-2298 and via email at kstill@bixbyps.org, ~~Jamie Milligan, Assistant Superintendent at 918-366-2298 and via email at jmilligan@bixbyps.org~~. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (10) days of the resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: 70 O.S. § 24-157
State Accreditation Standard 210:10-1-23
A policy on this issue is required by the Standards of Accreditation for Oklahoma Schools Effective July of 2021

Adoption Date: August 12, 2021.
Revision Date: Apr 14, 2022
Revision Date: September 12, 2024

BIXBY PUBLIC SCHOOLS POLICY 3140

VOLUNTARY PRAYER AND MOMENT OF SILENCE

It shall be the policy of this Bixby Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during non-instructional time and does not interfere with the rights of other students.

School employees are free to engage in private religious prayer during school events, including sporting events and graduation ceremonies, when employees are free to attend briefly to personal matters, and students are engaged in other activities in accordance with the holding in Kennedy v. Bremerton School District., 142 S.Ct. 2407 (2022).

Each school site within the district shall observe approximately one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence. These options will also be included in the student handbooks.

The minute of silence will be held at the start of each day during site announcements.
The minute of silence shall be announced over the public address system as follows: “We now pause for a minute of silence in which students may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices”

If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

Individuals who wish to file a complaint regarding a violation of 70 O.S. §11-101.1 or §11-101.2 should notify the building principal in writing of the specific issue that has occurred. The building principal will notify the superintendent that a complaint has been received. The building principal shall investigate the issue and determine whether a violation of the law has occurred. If the law has been violated, a plan of corrective action should be taken to address the issue.

REFERENCE: 70 O.S. §11-101.1
70 O.S. §11-101.2
Accreditation Standard 210:35-3-251
Accreditation Standard 210:35-3-252
Kennedy v. Bremerton School Dist., 142 S. Ct. 2407 (2022)

Adoption Date: September 12, 2024

BIXBY PUBLIC SCHOOLS **POLICY 4105**

STANDARDS OF PERFORMANCE AND CONDUCT FOR TEACHERS

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

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

PRINCIPLE I
COMMITMENT TO THE STUDENTS

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

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

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall 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 by law or is required by law.

PRINCIPLE II
COMMITMENT TO THE PROFESSION

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

In order to assure that the quality of the services of the teaching profession meets the expectations of the state and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional

judgment, achieve conditions which attract persons worthy of the trust to careers in education, and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the 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 the 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 decisions or actions.

PRINCIPLE III

Title 70, Oklahoma Statute, Section 6-101.22

1. Subject to the provisions of the Teacher Due Process Act of 1990, a career teacher may be dismissed or not reemployed for:
    1. Willful neglect of duty;
    2. Repeated negligence in performance of duty;
    3. Mental or physical abuse to a child;
    4. Incompetency;
    5. Instructional ineffectiveness;
    6. Unsatisfactory teaching performance; or
    7. Commission of an act of moral turpitude.
    8. Abandonment of contract;
    9. Conviction of a felony;
    10. After finding that such a person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties.

2. A career teacher shall not be subject to dismissal or non-reemployment for items 1, 2, 4, 5, and 6 above unless and until a written admonishment has been issued in accordance with relevant law.

3. Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.

4. A teacher shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued, if, during the term of employment, the teacher is convicted in this state, the United States, or another state of:

1. Any sex offense subject to the Sex Offender Registration Act in this state or subject to another state's or the federal sex offender registration provisions; or
2. Any felony offense.

5. A teacher may be dismissed, refused employment or not reemployed 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. As used in this subsection:
1. "Criminal sexual activity" means the commission of an act as defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and
2. "Sexual misconduct" means the soliciting or imposing of criminal sexual activity.

6. 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.

As used in this Section, "abandonment of contract" means the failure of a teacher to report at the beginning of the contract term or otherwise perform the duties of a contract of employment when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the contract of employment.

REFERENCE: 70 O.S. §6-101.21, et. seq.
NOTE: In accordance with the reference statutes, a copy of these standards of performance and conduct will be provided to each teacher.

Adoption Date: November 13, 2000;
Revision Date: September 11, 2017
Revision Date: September 12, 2024

BIXBY PUBLIC SCHOOLS **POLICY 4114**

SALARIES AND EXPENSES

It is the policy of the Bixby Board of Education that no teacher shall be paid less than the state schedule. Extra duties shall be compensated for as scheduled. Salaries of all other employees shall be determined by the Board. A schedule of salaries and fringe benefits paid to administrators will be filed with the State Department of Education by the School Personnel Records due date in October of each year.

Certified teachers receiving a higher degree (Master's or Doctorate) should provide the personnel office with appropriate information in order to be placed in a higher degree salary bracket. Changes to the salary schedule will be made on a semester basis. Official transcripts showing higher degrees for the first semester must be in the personnel office by October 1st, and for the second semester by February 1st. If the higher degree is at mid-term, the salary adjustment will be one-half (½) of the difference between the lower and higher salary schedule.

Employees should immediately notify the payroll clerk in the central office if there are any changes in payroll status such as the amount/type of payroll deduction, the number of dependents, etc.

Bixby Public Schools requires all certified and support employees to directly deposit their pay in the employee's bank account of choice. ~~or in the form of a pay card established by the district or the employee. If an employee is unable to provide information on an established bank account, the district will establish a debit account or card at an approved banking institution for the purpose of direct deposit. The employee will not be charged a service charge.~~ Pay is distributed as scheduled by the Board of Education.

All employees will be provided online access to an employee portal for their payroll data. Each employee will ~~be given~~ use their own username and password for access to their account information. The employee portal will include their pay statement which details gross pay, itemized deductions, taxes, and net pay. The employee portal will also include access to leave balances.

The human resource office will assist employees with any questions or concerns about direct deposit and also provide assistance with completing the necessary documentation.

Adoption Date: November 13, 2000
~~Updated:~~ Revision Date: August 11, 2014
Revision Date: September 12, 2024

BIXBY PUBLIC SCHOOLS POLICY 4121

PERSONNEL VACATIONS

The Bixby Board of Education will provide annual vacation with pay to those employees assigned to twelve-month positions and to all hourly and daily rate employees whose period of service is continuous (90% of the working days) throughout the year.

All employee vacation days are cumulative to 30 days. All vacation time shall be paid at the employee's current salary schedule.

Vacation Year

A full year of service is from July 1 through June 30. Employees shall be eligible for the next higher vacation step on June 30th of the year in which they complete the required number of years of service.

Creditable Years of Service

1. Nine and ten-month contract years that have been successfully completed will count as "good" years when computing vacation due on current twelve-month employees.
2. A portion of a year on a twelve-month employee beginning after July 15th will not count as an increment year, but vacation will be granted for that portion of the year on a prorated basis.

Monthly Rate of Accrual

1. An employee must work one-half of the working days of a month to receive credit toward vacation for that month (starting or terminating).
2. When a person is absent more than one-half of the working days of any given month, a vacation day is not earned for that month.

Approval of Vacation Dates

The dates for all vacations must be scheduled in advance at the convenience of the department in which the employee works and with the approval of the immediate supervisor. Vacation time may not be requested or used in less than one-half-day increments nor more than ten consecutive working days unless otherwise approved by the superintendent.

If an authorized holiday falls within the requested vacation period, it will not be chargeable to the employee's vacation allowance.

Vacation time may be applied for only after an employee has been employed in the district for one year and has earned a minimum of ten days of accrued time.

Substitutes for Employees on Vacation

It is the responsibility of the immediate supervisor to arrange vacations at a time when a substitute will not be required.

Vacation Accrual While on Sick Leave

1. With regard to the computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

2. Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

Eligibility

Employees shall be eligible for vacation days according to the following:

Twelve-month Employees:

Years of Service	**Days Per Year**
1-9	10 days
10 or more	10 days + Spring Break (for non-exempt employees only)

For those employees who accumulated vacation days prior to this adopted policy, they shall be entitled to their previous accumulated vacation days.

Within thirty (30) days of separation from district employment by resignation and/or retirement, employees may request payment of their unused accumulated vacation days to be paid according to the employee's daily rate of pay.

Adoption Date: November 13, 2000

Revision Date: September 12, 2024

BIXBY PUBLIC SCHOOLS **POLICY 4122**

CERTIFIED PERSONNEL SICK LEAVE

The Bixby Board of Education shall provide sick leave benefits to all certificated personnel in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The Board sets forth the following provisions for administering this policy:

1. The superintendent or designee shall administer this plan.
2. Certified staff members may be absent from duty because of personal accidental injury, illness or pregnancy, injury or illness in the immediate family without loss of salary not to exceed ten days during each school year. The right to such sick leave shall be vested at the beginning of the school year. Certificated employees who have an eleven-month contract shall receive eleven sick leave days per year and those who have a twelve-month contract shall receive twelve days.
3. If sick leave is taken for bereavement purposes, the leave for that period may extend to the date of the funeral and a reasonable time thereafter to allow for travel.
4. Unused sick leave shall be cumulative from year to year as long as the employee remains continuously employed in this school district provided the maximum sick leave credit shall be reduced by one day for every day the employee is absent for reasons covered by this policy.
5. Unused sick leave shall be cumulative to a total of 140 days and is transferable to any other school district in Oklahoma where the teacher is employed the next succeeding school year, providing that the number of days transferred shall not exceed the maximum of 60 days. Transferred days shall be used first in the case of illness. Up to a maximum of 60 days of sick leave earned in another Oklahoma district may be transferred to this district. Sick leave so transferred must be certified by the sending district.
6. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:
    a. Physician's statement endorsed by the employee;
    b. Employee statement endorsed by the principal or immediate supervisor;
    c. Copies of claim submitted for insurance benefits; and
    d. Other information as may be indicated by the circumstances.

7. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:
    a. Sick leave claim on days of unusual or inclement weather;
    b. Sick leave claim during the last four weeks of employment;
    c. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends; and
    d. Reasonable cause exists to believe that sick leave benefits are being abused.
8. When a teacher's accrued sick leave is exhausted and the teacher is absent due to personal accidental injury, illness, or pregnancy, the teacher shall receive full salary less the amount necessary to pay a substitute teacher for a maximum of 20 days.
9. All eligible employees who meet the requirements of the Family and Medical Leave Act may be granted a total of 12 work weeks (i.e., 60 work days) of unpaid family leave and paid sick, vacation and personal leave combined for reasons specified by the FMLA.

10. A Report of Absence form is to be completed by the employee upon return to work and in no event later than the closing of school on that date.
11. Except as otherwise provided by law and school policy, sick leave benefits may not be paid in addition to workers' compensation benefits.
12. Certified staff members, ~~upon termination of~~ no later than thirty (30) days from the separation of district employment by resignation and/or retirement, ~~shall receive~~ may request any unused sick leave benefit according to the following qualifications:

a. Certified staff members with 1-10 complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 140 days at the rate of twenty-five dollars ($25.00) per day. Only certified staff members who retire through the Oklahoma Teachers Retirement System from employment with Bixby Public Schools are eligible for this benefit.

b. Certified staff members with 11-19 complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 140 days at the rate of forty dollars ($40.00) per day. Only certified staff members who retire through the Oklahoma Teachers Retirement System and/or resign from employment at Bixby Public Schools are eligible for this benefit.

c. Certified staff members with 20-24 complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 140 days at the rate of forty-five dollars ($45.00) per day. Only certified staff members who retire through the Oklahoma Teachers Retirement System and/or resign from employment at Bixby Public Schools are eligible for this benefit.

d. Certified staff members with 25 or more complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 140 days at the rate of fifty dollars ($50.00) per day. Only certified staff members who retire through the Oklahoma Teachers Retirement System or resign from employment with Bixby Public Schools are eligible for this benefit.

Payment will be applicable for only those days accumulated in the BPS District and will not include any days transferred from another district

NOTE: The term "immediate family" has been defined as those close family members such as a spouse or children residing within the same household as the employee. Sick leave may also be taken for the life-threatening illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.

Adoption Date: November 13, 2000
Revision Date: September 13, 2004
Revision Date: November 10, 2014
Revision Date: August 13, 2020
Revision Date: July 15, 2021
Revision Date: September 12, 2024

BIXBY PUBLIC SCHOOLS **POLICY 4133**

SICK LEAVE: SUPPORT PERSONNEL

It is the policy of the Bixby Board of Education to provide sick leave benefits to all support employees in order to promote a sense of security and permit the ease of mind essential to the satisfactory performance of services. In compliance with Oklahoma Statutes, Title 70, Section 6-104, the following guidelines are set forth:

1. For the purposes of this policy, support employee is defined as a full-time employee of the school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of 172 days, **a minimum of six (6) hours per day**, and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district.

2. The superintendent of schools, or designee, shall be responsible for administering this plan.

3. Subject to the total amount of sick leave days each support employee has available, a support employee may be absent from duty due to a personal accidental injury, illness, or pregnancy, or accidental injury, illness, or death in the immediate family without loss of salary. Benefits shall include paid sick leave of one day per month of employment for Status I, II and III employees. The one-day sick leave per month equals the number of hours the employee normally works per day. **Status III employees who are employed for less than 6 hours per day shall be restricted to sick days as follows:**

   5-hour employees – 5 days per year
   4-hour employees – 4 days per year
   3-hour employees – 3 days per year

Support employees who work fewer than 3 hours per day are not entitled to sick leave benefits.

4. When deemed necessary, an employee may borrow against unaccrued sick leave for the current school year. If the employee should terminate employment prior to earning the amount of sick leave taken, the unearned portion will be deducted from his or her final salary payment.

5. Subject to the limitations of paragraph 6, below, unused sick leave shall be cumulative from year to year as long as the employee remains continuously employed in this school district provided the maximum sick leave credit shall be reduced by one day for every day the employee is absent for reasons covered by this policy.

6. Unused sick leave shall be cumulative to a total of 105 days for Status I employees and 72 days for Status II and Status III employees.

7. The sick leave granted to support employees under this policy shall be vested at the time of accrual, that is, upon the completion of the first month's employment, the employee shall have accrued one sick leave day.

8. Accumulated sick leave may be transferred to another school district where a support employee is employed the next succeeding school year in accordance with that district's policies.
9. Support personnel who are employed for the first time in this district and who were employed at another school district during the year immediately preceding their employment with this district may transfer a maximum of 60 unused sick leave days.

10. Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:

a. Physician's statement endorsed by the employee
b. Employee statement endorsed by the principal or immediate supervisor
c. Copies of claim submitted for insurance benefits
d. Other information as may be indicated by the circumstances

11. Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:

a. Sick leave claim on days of unusual or inclement weather
b. Sick leave claim during the last four weeks of employment
c. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
d. Reasonable cause exists to believe that sick leave benefits are being abused

12. Except as otherwise provided by state law and school policy, sick leave benefits may not be paid in addition to workers' compensation benefits.

13. Support staff members, ~~upon~~ within thirty (30) days of t~~ermination of~~ separation from district employment by resignation and/or retirement, ~~shall receive~~ may request any unused sick leave benefit according to the following qualifications:

a. Support staff members with 0-10 complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 105 days for Status I employees and 72 days for Status II and Status III employees at the rate of twenty-five dollars ($25.00) per day. Status III, IV and V employees do not qualify for this benefit. Only support staff members who qualify for and/or take retirement through the Oklahoma Teachers Retirement System are eligible for this benefit.

b. Support staff members with 11-19 complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 105 days for Status I employees and 72 days for Status II and Status III employees at the rate of forty dollars ($40.00) per day. Status III, IV and V employees do not qualify for this benefit.

c. Support staff members with 20-24 complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 105 days for

Status I employees and 72 days for Status II and Status III employees at the rate of forty-five dollars ($45.00) per day. Status III, IV and V employees do not qualify for this benefit.

d. Support staff members with 25 or more complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to ~~90~~ 105 days for Status I employees and 72 days for Status II and Status III employees at the rate of fifty dollars ($50.00) per day. Status III, IV and V employees do not qualify for this benefit.

Payment will be applicable for only those days accumulated in the BPS district and will not include any day transferred from another district.

NOTE:
The term "immediate family" has been defined as those close family members such as a spouse or children residing within the same household as the employee. Sick leave may also be taken for the life-threatening illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law.

Employee Status Defined:

Status I: Employment for (8) hours per day, forty (40) hours per week, 12 months per year.

Status II: Employment for a minimum of six (6) hours per day, thirty (30) hours per week minimum, 10 (10) months per year.

Status III: Employment for a minimum of three (3) hours per day, fifteen (15) hours per week minimum, ten (10) months per year.

Status IV: Partial year employment for a specific short term contract

Status V: Occasional part-time employment normally for less than forty (40) hours per week and/or irregular hours, not continuous during the day. (An employee working forty (40) hours per some weeks but on an irregular basis, not continuous through the day, would be classified as an occasional part-time employee.) Benefits for Status V employees are limited to hourly pay.

Adoptive Date: November 13, 2000
Revision Date: July 14, 2003
Revision Date: September 13, 2004
Revision Date: December 8, 2014
Revision Date: August 12, 2021
Revision Date: September 12, 2024

BIXBY PUBLIC SCHOOLS **POLICY 4158**

SUSPENSION or TERMINATION OF EMPLOYEES: TEACHERS

It is the policy of the Bixby Board of Education that professional employees, who for any reason intend to resign or who intend to retire, are encouraged to indicate their plans in writing to the board as early in the school year as plans may become firm and the decision to leave the district is made. Resignations become effective a the end of the school year in which they are submitted. Resignations to become effective earlier than at the end of the school year require a release by the board and will be considered on an individual basis. Resignations for the subsequent school year likewise require a release by the board and will be considered on an individual basis. Letters of resignation must be provided to the board in writing.

Career teachers will be subject to dismissal at any time - or will not be eligible for reemployment - for:

1. Willful neglect of duty
2. Repeated negligence in the performance of duty
3. Mental or physical abuse of a child
4. Incompetency
5. Instructional effectiveness
6. Unsatisfactory teaching performance
7. Commission of an act of moral turpitude
8. Abandonment of contract
9. Conviction of a felony
10. After finding that such a person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties, or
11. Failure to earn required staff development points.

Mental of physical abuse to a child would also include, but is not limited to a finding that a teacher has, either in the presence of a minor child 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 standard, 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.

Probationary teachers may be terminated or non-renewed by the board for cause subject to any statutory due process requirements in effect at the time such teacher is recommended for dismissal or non-renewal.

Procedures for dismissal of certified employees are governed by state law and all actions of the school district and the board are clearly defined in the statutes. However, nothing in this policy shall be construed to prevent layoffs due to lack of funds or work. No action regarding dismissal or nonrenewal of an employee shall be taken until the employee has received the applicable level of due process.

The board of education may vote to offer employment or to not offer employment for the subsequent school year in advance of the statutory deadline. Until a written contract is executed or until the statutory deadline passes, the board may vote to not reemploy a certified employee.

If a district has received notice under Oklahoma Accreditation Standard 210:35-3-86, section (g) that an investigation or certification review of a certified employee has been commenced by the State Department of Education, the employee may be placed on administrative leave. The determination as to whether the employee will be placed on leave is a decision of local control. If the district does not place such certified employee on administrative leave during the time that such employee is under investigation for certificate revocation, and that employee's certificate is revoked at the conclusion of the investigation, the district shall be given a health and safety deficiency.

Whenever the superintendent of a school district has reason to believe that cause exists for the dismissal of a teacher and is of the opinion that the immediate suspension of the teacher would be in the best interest of the children in the district, the superintendent or the local board of education upon receiving a recommendation for suspension for suspension from the superintendent may suspend the teacher without notice or hearing. However, the suspension shall not deprive the teacher of any compensation or other benefits to which otherwise entitled. Within ten (10) days' time after this suspension becomes effective, the local board of education shall initiate a hearing for dismissal pursuant to law. However, in a case involving a criminal charge or indictment, the suspension may extend until the case for the teacher is finally adjudicated at trial. The extension shall not include any appeal process.

Whenever the local board of education or the administration of a school district has reason to believe that cause exists for the dismissal of an administrator, and when they are of the opinion that the immediate suspension of an administrator would be in the best interest of the children of the district, the local board of education or the superintendent of the school district may suspend the administrator without notice or hearing. However, the suspension of the administrator shall not deprive the administrator of any compensation or other benefits to which he or she would otherwise be entitled under his or her contract or pursuant to law. Within ten (10) days' time after such suspension becomes effective, the local board of education shall initiate proceedings pursuant to Section 6-102.4 of this title to have the administrator dismissed. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the administrator's case is finally adjudicated at a trial. Provided, however, such extension shall not include any appeal process.

~~Suspension, dismissal, and nonrenewal of teachers shall be as provided by law and in accordance with applicable regulations of the OSDE.~~

REFERENCE: 70 O.S. §6-101, §6-101.20, et seq.
~~70 O.S. §6-103~~
70 O.S. §18-123
Accreditation Standards 210:20-29-5

Adoption Date: November 13, 2000
Revision Date: September 11, 2006
Revision Date: December 13, 2010
Revision Date: October 10, 2011
Revision Date: September 12, 2024

BIXBY PUBLIC SCHOOLS **POLICY 4159**

SUPPORT PERSONNEL: SUSPENSION, DEMOTION, OR TERMINATION

The Bixby Board of Education has adopted the following procedure for the suspension, demotion, or termination of support personnel in accordance with Title 70 of Oklahoma Statues, Section 6-101.40 through 6-101.47.

1. Definitions

A. "Support Employee" shall mean ~~an~~ full-time employee of the district who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the district.

B. "Full-time Support Employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the district for a minimum of 172 days per year. Those employees who work less than 172 days per year are not entitled to due process adn shall be employed on an at-will basis.

C. "Suspension without pay" shall mean the temporary denial of a support employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be a disciplinary measure as provided in paragraph 4.B(1), below or as a suspension pending investigation as provided in paragraph 4.B(2), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the support employee shall receive full pay and other benefits for the period of suspension.

D. "Suspension with pay" may occur in those situations in which the superintendent or his or her designee, or a supervisor of the support employee perceives a significant hazard in keeping the support employee on the job, in which event the support employee may be asked to immediately leave the district's premises and the support employee is temporarily relieved of his or her duties pending a hearing under paragraph 4, below.

E. "Demotion" shall mean a reduction in pay during the term of the support employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.

F. “Termination" shall mean the discharge of the support employee from his/her employment with the district during the term of his/her contract and does not include the cessation of employment upon expiration of the support employee's contract.

G. "Non-reemployment" shall mean the failure to offer a support employee a new contract for the next successive school year after the contract under which the support employee is presently employed has expired.

2. Policy On Suspension, Demotion, Termination Or Non-Reemployment Of Full-Time Support Employees

A full-time support employee who has been employed by the district for more than one year shall be suspended, demoted, terminated or non-reemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this policy, "cause" shall also specifically include lack of funds or lack of work. Any support employee who has been employed by the district for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

3. Cause For Suspension, Demotion, Termination Or Nonreemployment

A. A support employee may be suspended, demoted, terminated, or non-reemployed during the term of his/her contract for any of the following:

i. Violation of any rule, regulation, or requirement issued by the office of the superintendent or board of education of the district; or

ii. Conduct not otherwise specified in the above rules, regulations, or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction, or theft of school property.

B. The rules, regulations, and requirements referred to above and the Rules for Conduct shall be furnished to each support employee at the time of his/her initial employment. In the event these rules are updated, a copy shall be timely distributed to support employees.

C. When the immediate suspension of a support employee is in the best interest of the school, the superintendent or his/her designee may suspend the employee with or without a hearing. If an employee is suspended for a period exceeding ten (10) days, the superintendent shall initiate termination proceedings immediately upon the beginning of suspension. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee for termination of employment during or after the suspension.

D. If the district has received notice of felony investigation into a support employee by a law enforcement agency, the employee shall be placed on administrative leave. If the district does not place a non-certified employee on administrative leave during the time such employee is under investigation by law enforcement for a felony; and that employee is convicted of a felony, pleads guilty to a felony, or pleads nolo contendre to a felony at the conclusion of that investigation; the district shall be given a health and safety deficiency by the State Department of Education.

4. Procedures For Suspensions Without Pay, Terminations And Demotions

A. Any full-time support employee is subject to disciplinary action in the form of a suspension without pay, demotion, or termination. Prior to instituting any such disciplinary action the full-time support employee shall receive the following hearing rights:

i. The superintendent of schools or his or her designee shall orally advise the support employee of the cause or basis for the proposed disciplinary action;

Ii. The superintendent of the district or his or her designee shall explain to the support employee the evidence against the support employee;

Iii. The superintendent of the district or his or her designee shall allow the support employee an opportunity to present his or her side of the matter.

B. After the support employee is afforded the above hearing rights the superintendent of the district or his or her designee may take any of the following actions:

i. Suspension without pay for ten (10) working days or less as a disciplinary measure;

ii. Suspension without pay pending investigation as to whether cause exists for the termination of the support employee;

iii. Demotion of the support employee;

iv. Termination of the support employee;

v. Conclude that no disciplinary action is appropriate.

C. The support employee shall have the right to appeal to the Board of Education a suspension without pay as a disciplinary measure, a demotion, or a termination as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

5. Procedures For Non-Reemployment

Prior to being non-reemployed, a full-time support employee who has been employed by the district for more than one (1) year shall be entitled to the following hearing rights:

A. The board of education or the superintendent of the district or his or her designee shall advise the support employee, in writing, of the board's intention to consider and act on the non-reemployment of the support employee for the subsequent fiscal year;

B. The written notification shall set out the cause(s) for such action;

C. The support employee shall have the right to contest his or her non-reemployment before the Board of Education as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

6. Procedures For Appeal To The Board Of Education

A. After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract, or non-reemployment, the support employee shall receive notice of his/her right to a hearing before the board of education as herein provided.

B. All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the support employee shall be deemed to have received the notice on the date that the notice was signed by the employee when delivered in person or postmarked. The postmark or signature of receipt shall be used to determine the timeliness of the notice.

C. A support employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion, or termination during the term of his/her contract or non-reemployment may notify the clerk of the board of education of the district within ten (10) working days of the signature of receipt or postmark on the notice if the support employee desires a hearing before the board of education. If the support employee fails to notify the clerk of the board of education of the district in writing within ten (10) working days of the postmark or signature date on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a non-reemployment, the board may take final action to non-reemploy the employee without further notice or hearing rights.

D. Hearing before the board of education:

i. Upon timely notice as set forth above, the support employee shall be entitled to a hearing before the board of education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled Board of Education meeting. At the request of the support employee or at the discretion of the board of education, the board of education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.

ii. At the hearing before the board of education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the district, to present witnesses on his/her behalf, and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his or her rights at the hearing. Following this statement, the district administration shall present facts showing the cause for the support employee's suspension without pay as a disciplinary measure, demotion, termination, or non-reemployment. The burden of proof shall be upon the district administration. The support employee shall then have the right to present his/her side of the matter. After both the district administration and the support employee have fully presented their respective positions, the board of education shall deliberate on the evidence in executive session. The board of education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the board of education members present at the meeting.

iii. As to suspension as a disciplinary measure, demotion, or termination, the board of education may affirm, modify or reverse the action taken against the support employee, including increasing or decreasing the severity of the original action. As to non-reemployment, the board may reemploy or non-reemploy the employee for the subsequent fiscal year.

iv. The decision of the Board of Education at the hearing shall be final and non-appealable.

7. Miscellaneous

This policy shall be effective immediately upon adoption by the Board of Education and shall supersede all previous policies regarding the subject matter contained herein. The Board of Education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the Board of Education from acting on its own volition in matters pertaining to suspension, demotion, dismissal, or non-renewal of support employees.

REFERENCE: 70 O.S. §6-101.40, et seq.
Adoption Date: November 13, 2000
Revision Dates: July 14, 2003, October 10, 2011, July 15, 2021, September 12, 2024

SUPPORT EMPLOYEE RULES FOR CONDUCT

In accordance with Title 70 of the Oklahoma Statutes, Sections 6-101.40 through 6-101.47, the board hereby adopts the following causes for suspension, demotion, termination, or nonrenewal of support personnel. A support employee may be suspended, demoted, terminated, or non-reemployed for violation of any of the following Rules for Conduct, as well as other standards of conduct included in school district policies:

1. Falsification of personnel or other records.

2. Unexcused failure to be at the workstation at starting time.

3. Leaving the workstation without authorization before lunch periods, or end of work day.

4. Abandonment of job (3 or more consecutive or non-consecutive absences in a rolling 6-month period without following the proper reporting procedures).

5. Unapproved or excessive absenteeism.

6. Chronic absenteeism for any reason.

7. Unapproved or excessive tardiness.

8. Chronic tardiness.

9. Wasting time or loitering during working hours.

10. Leaving the work area during work hours, without permission, for any reason.

11. Possession of weapons on school premises, in school district vehicles or while on duty. Support personnel with a valid handgun license pursuant to the Oklahoma Self-Defense Act may possess a handgun in the school parking lot but that weapon must be stored in the employee's vehicle pursuant to Oklahoma law.

12. Removing school district property or records from school district premises without proper authority.

13. Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.

14. Theft or misappropriation of property of employees or students of the school district.

15. Sabotage or refusal to work collaboratively with others.

16. Distracting the attention of others.

17. Refusal to follow instructions of supervisor.

18. Refusal or failure to do work assignment.

19. Unauthorized operation of machines, tools, or equipment.

20. Threatening, intimidating, coercing or interfering with employees or supervisors.

21. Threatening, intimidating, coercing or exploiting students.

22. The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.

23. Creating a disturbance on school premises at any time, including but not limited to engaging in quarrelsome behavior or fighting.

24. Creating or contributing to unsanitary conditions.

25. Actions or omissions that jeopardize the health, safety, life, or property of self or others.

26. Practical jokes injurious to other employees, students, or school district property.

27. Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.

28. Disregard of known safety rules or common safety practices.

29. Unsafe operation of motor-driven vehicles or equipment.

30. Operating machines or equipment without using the safety devices provided.

31. Gambling, lottery, or any other game of chance on school district property.

32. Unauthorized distribution of literature, written or printed matter of any description on school district property.

33. 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.

34. Poor workmanship.

35. Immoral conduct or indecency including abusive and/or foul language.

36. Excessive personal calls during working hours, except for emergencies. This includes incoming and outgoing calls.

37. Walking off job.

38. Clocking in or out on another employee's time card or time sheet.

39. Smoking or using tobacco products in an unauthorized area, including the use of e-cigarettes, personal vaporizes and other similar devices, regardless of whether those devices are used with cartridges containing nicotine.

40. Refusal of job transfer, if the transfer does not result in a demotion.

41. Abuse of "breaks" (rest periods) or meal period policies.

42. Insubordination of any kind, disrespectful interactions with a supervisor or colleague.

43. Dishonesty of any kind, including withholding pertinent information from a supervisor.

44. Wrongdoing of any kind.

45. Violation of a law or regulation.

46. Sexual harassment of an employee, a student or a third party such as a patron or vendor.

47. Violation of a policy or rule enacted to ensure orderly and proper job performance or for the safety of self or others.

48. Misuse or abuse of any school district leave policy or guidelines.

49. Any intentional act or omission which constitutes a material or substantial breech of job duties, responsibilities or obligations.

50. Any conduct which the employee knew or should have reasonably known was a violation of school rules or policies.

51. When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or non-reemployed.

52. Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or non-reemployment for inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position (with or without reasonable accommodation) within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the condition resulting in the extended absence.

53. Conduct and/or participation with a student and/or minor in behavior that is a violation of Oklahoma law for a student and/or minor. Consensual or nonconsensual sexual relations of any kind with a student and/or minor is prohibited and shall result in the suspension, demotion, termination, and/or non-reemployment of the support employee.

Adoption Date: October 10, 2011;
Revised: September 8, 2014
Revised: September 12, 2024

GOOGLE @ BPS

Sherry McIntyre <smcintyre@bixbyps.org>

Fwd: Surplus duffel bags

1 message

Kate Creekmore <kcreekmore@bixbyps.org> Thu, Aug 15, 2024 at 3:18 PM
To: Sherry McIntyre <smcintyre@bixbyps.org>
Cc: Dean Wilson <dwilson@bixbyps.org>

Sherry,
Can you please add this to the next BOE agenda?

BIXBY Home of the Spartans ATHLETICS DEPARTMENT

Kate Creekmore
Executive Director of Athletics
Bixby Public Schools
UNDER ARMOUR
918.366.2226 - p
918.366.2267 - f

---------- Forwarded message ----------
From: **Dean Wilson** <dwilson@bixbyps.org>
Date: Wed, Aug 14, 2024 at 5:14 PM
Subject: Surplus duffel bags
To: Kate Creekmore <kcreekmore@bixbyps.org>

38 blue duffle bags. Most have a "B" and/or a Spartan Baseball embroidered. Good enough shape to donate.

DEAN WILSON
Head Baseball Coach
Bixby High School
918-366-2498
dwilson@bixbyps.org
www.bixbyspartanbaseball.com

GOOGLE @ BPS

Mike Anthony <manthony@bixbyps.org>

Surplus item

1 message

Mike Anthony <manthony@bixbyps.org> Thu, Sep 5, 2024 at 3:04 PM
To: Sherry McIntyre <smcintyre@bixbyps.org>

Dust collection system at old High School shop class building.

Donaldson Torit IM-900 Tower, w/Backward Inclined Fan.
AID Combo Starter/Control Panel (SO # 175360).
Any/All associated duct work for the dust collection system.

Mike Anthony
CFO
Bixby Public Schools
918-366-2336
manthony@bixbyps.org

BIXBY PUBLIC SCHOOLS

MASTER CONTRACT 2024-2025

BIXBY EDUCATION ASSOCIATION & BIXBY BOARD OF EDUCATION DISTRICT NO. I-4

LEARN WELL. LIVE WITH HONOR.

The Bixby Public School District does not discriminate on the basis of race, color, national origin, religion, sex, gender (including pregnancy), disability, military status, and/or age in its programs and activities or employment decisions. BPS does not tolerate discrimination or racism of any kind and provides equal access to designated youth groups, including the Boy Scouts. Inquiries concerning the application of this policy may be referred to Bixby Public Schools, Compliance Coordinator, 109 North Armstrong, Bixby, OK 74008, or 918-366-2200.

BIXBY
Home of the Spartans

AGREEMENT BETWEEN BIXBY BOARD OF EDUCATION AND THE BIXBY EDUCATION ASSOCIATION 1
PREAMBLE 1
PROVISIONS 1
NEGOTIATION PROCEDURE 1
SECTION I: NEGOTIATIONS PROCEDURAL AGREEMENT 2
A. STATEMENT OF PRINCIPLE 2
B. RECOGNITION 2
C. PURPOSE 2
D. PROCEDURE 2
E. IMPASSE 3
F. REVISION IN PROCEDURE OR IN PREVIOUS AGREEMENTS 3
SECTION II: RIGHTS 4
ARTICLE I: BOARD RIGHTS 4
ARTICLE II: ASSOCIATION RIGHTS 4
ARTICLE III: TEACHER RIGHTS 5
TEACHER EVALUATION PROCEDURE 5
SECTION III: PERSONNEL POLICIES 8
ARTICLE I: TEACHER PREPARATION 8
INSTRUCTIONAL AND PROFESSIONAL DEVELOPMENT MEETINGS 8
ARTICLE II: LONG TERM LEAVES OF ABSENCE 8
ARTICLE III: SHORT TERM ABSENCES 9
A. PERSONAL ILLNESS 9
B. EXTENDED SICK LEAVE 9
C. SICK LEAVE INCENTIVE 9
D. DEATH IN FAMILY and BEREAVEMENT LEAVE 9
E. PROFESSIONAL DUTIES 10
F. CIVIC AND COMMUNITY ACTIVITIES 10
G. JURY DUTY 10
H. PARENTAL LEAVE and MATERNITY LEAVE 10
I. PERSONAL LEAVE 10
J. ASSOCIATION LEAVE 11
K. ABSENCE DUE TO INJURY 11
L. MILITARY LEAVE 11
M. MISCELLANEOUS PROVISION 11
N. EMERGENCY LEAVE 11
O. LEGAL PROCESS LEAVE 12
P. POLICIES CREATING A SICK LEAVE BANK 12
ARTICLE IV: TEACHER EMPLOYMENT 13
A. REEMPLOYMENT 13
B. ASSIGNMENT 13
C. REASSIGNMENTS AND TRANSFERS 14
D. VACANCIES 14
E. RESIGNATIONS 14
F. CURRICULUM COMMITTEES 14
G. NON-TEACHING DUTIES 15
H. REDUCTION IN FORCE 15

ARTICLE V: STUDENT TEACHERS 17
ARTICLE VI: PROCEDURES FOR HANDLING STUDENTS 17
A. DISCIPLINE 17
B. SUSPENSION OF STUDENTS 17
ARTICLE VII: PROTECTION OF TEACHERS 17
A. ASSISTANCE IN ASSAULT CASES 17
B. LEGAL COUNSEL 18
C. COMPENSATION FOR LOST TIME 18
ARTICLE VIII: COMPENSATION 18
ARTICLE IX: PROFESSIONAL COOPERATION 18
ARTICLE X: TEACHING CONDITIONS 19
SECTION IV: GRIEVANCE PROCEDURE 19
A. DEFINITIONS 19
B. PROCEDURE 20
C. GENERAL PROVISIONS 20
APPENDIX 21
GRIEVANCE FORM 21
REPLY TO GRIEVANT FORM 22
REQUEST FOR PERSONAL LEAVE FORM 23
2023-24 BACHELOR SALARY SCHEDULE 24
2022-23 MASTERS SALARY SCHEDULE 25
2022-23 DOCTORATE SALARY SCHEDULE 26
EXTRA DUTY POSITIONS 27
TLE RUBRICS 39

AGREEMENT BETWEEN BIXBY BOARD OF EDUCATION AND THE BIXBY EDUCATION ASSOCIATION

PREAMBLE

This agreement entered into this 6th day of February 1978, by the Board of Education for Independent School District #4, City of Bixby, Oklahoma, hereinafter called the "Board", and the Bixby Education Association, hereinafter called the "Association."

WITNESSETH:

WHEREAS, the Board and Association recognize and declare that providing a quality education for the students of Independent School District #4 is their mutual aim and that the character of such education depends predominantly upon the quality and morals of the teaching service and,

WHEREAS, the members of the teaching profession are particularly qualified to advise in the formulation of policies and programs designed to improve educational standards and,

WHEREAS, the Association is the professional organization organized to represent a majority of the professional educators employed by and serving in the district within the meaning of the law of the State of Oklahoma and, particularly, Title 70, Okla. Stat., Sec. 509.1 et seq, and,

WHEREAS, it is the duty and obligation of the Board and the Association, pursuant to the law of the State of Oklahoma hereinabove referred to, to negotiate in good faith on items affecting the performance of professional services and,

WHEREAS, the parties have reached certain understandings and agreements one with the other and wish to confirm the same by reducing them to writing as part of this agreement,

Now, THEREFORE, in consideration of the covenants herein contained, it is agreed by and between the parties as follows:

PROVISIONS

This agreement shall become part of the contract entered into between the Board and the individual members of the Association. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with the Agreement, this Agreement, during its duration, shall be controlling. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions of applications shall continue in full force and effect. All matters not agreed upon in this document remain the responsibility of the Board subject to negotiation between the Board of Education and the Bixby Education Association. Copies of the Agreement shall be shared on the school website within 30 days of ratification. (2019-20)

NEGOTIATION PROCEDURE

This Agreement shall not be modified in whole or in part except by an instrument in writing duly executed by both parties.

SECTION I: NEGOTIATIONS PROCEDURAL AGREEMENT

A. STATEMENT OF PRINCIPLE

The Board of Education of Bixby Public School District I-4 hereinafter called the Board, and the Bixby Education Association, hereinafter called the Association, appreciates the separate and distinct responsibilities allocated to them by Oklahoma state laws and by moral and ethical obligations to each other, to the youth, and to the community. They are also aware that these same responsibilities require communication channels through which these separate responsibilities merge into a united professional relationship. Both parties recognize the desirability of establishing procedures for resolution of differences and that there should be a free and open exchange of ideas and views between all parties in deliberations leading to amicable settlement of differences. However, the Bixby Board of Education is legally responsible under Oklahoma state laws to provide educational opportunity for every child, and this agreement shall in no way infringe upon the duties and responsibilities, both legal and implied, of the Board of Education and Superintendent of Bixby School. The Board and the Association recognize their responsibilities toward each other in seeking agreement upon matters of mutual concern and pledge to conduct professional negotiations in good faith. Be it therefore resolved that the Board and the Association agree on the following procedure.

B. RECOGNITION

1. The Board recognizes the Association, a professional organization affiliated with the Oklahoma Education Association and with the National Education Association, as the agency through which the teachers of the Bixby School District develop and represent their considered opinion on matters of educational concern to them.
2. The Board recognizes the Association as the exclusive bargaining representative for the bargaining unit consisting of all employees who are required by the position for which they are employed to be licensed or certified teachers, and who do not hold supervisory authority with respect to other teachers of Bixby Public Schools. *(2002-03)*
3. The Board agrees to give due consideration to proposals and representations made on behalf of the Association through the Association's negotiations team.

C. PURPOSE

The purpose of this procedural agreement is to establish an orderly process by which both parties can present items for negotiation. The Board and the Association recognize the importance of establishing lines of communication between employers and employees and realize that in order for the teaching personnel to communicate with the employer in a more effective way, a procedural agreement for negotiations should be established. The Board and the Association further recognize the process of negotiation as the process for resolving differences between their respective groups. This agreement will enable both the Board and the Association to establish procedures for negotiation on items that will improve the educational system and enhance public relations.

D. PROCEDURE

1. The Association shall designate a five (5) member negotiation team, hereinafter called the Association Team, from the membership of the Association.

2. The Board and Superintendent of Schools shall be represented by a committee, appointed by the Superintendent and hereinafter called the Administration Team, consisting of not less than three (3) and not more than five (5) members.
3. Neither the Association nor the Board and administration shall endeavor to establish any control over the other's selection of a team to represent them.
4. Meetings shall be conducted between the Administration Team and the Association Team with each team designating its own spokesperson and/or chairperson. Neither team shall endeavor to establish any control over the other team's selection of a spokesperson, its organization, or its use of consultants.
5. The negotiations process for the following school year will begin no later than June 15th. The specific dates, times, places, and agenda of meetings will be established by mutual agreement of the spokespersons/chairpersons of the parties. *(1988-89)(2011-12)*
6. Emergency meetings of the teams may be requested by either team. The submission of a written request along with a proposed agenda of items to be negotiated will be sent to the chairperson or the other team. The time and place of such meetings will be worked out by the two chairpersons. The meeting shall take place within two (2) days of the request unless otherwise agreed upon.
7. As a tentative agreement is reached, the teams shall prepare a statement of the tentative agreement in duplicate and both chairpersons shall sign and date it. When tentative agreements are reached on all items, the Association Team shall then take the tentative agreements back to the Association for ratification and the Administration Team shall present the tentative agreements to the Board of Education at the next meeting if Board action is required.

E. IMPASSE

Between Board and Association: If the parties reach an impasse or if they reach an agreement but such agreement is not ratified by both parties within thirty (30) days, a special committee will be formed to recommend a resolution of differences to the Board and the Association. The special committee shall be made up of three (3) individuals. The Board shall name one person and the Association shall name one person. The first named people shall select the third member, who will serve as chairperson, from a list provided by the State Superintendent of Public Instruction. This committee shall meet with the Administration Team and the Association Team for the purpose of fact finding. Subsequently, the committee shall make recommendations to the Board and the Association within twenty (20) days of the conclusion of the meeting (hearing) with the parties. If either party or both parties object to any of the recommendations of the committee, the objecting party (ies) shall so state its (their) objection(s) in writing within seven (7) days of receipt of the committee's written recommendations. Unless mutually agreed otherwise, the parties shall resume negotiations on the unresolved issue(s). Fourteen (14) days after resuming negotiations, either party may discontinue negotiations on the unresolved items. If the effort to resolve differences is unsuccessful, the local board of education shall forward to the State Department of Public Instruction, in writing, its final disposition of the negotiations impasse within thirty (30) days of the effective date of the implementation. Each party will pay the expenses of its own representative on the committee. However, the expense of the chairperson will be borne equally by the parties.

F. REVISION IN PROCEDURE OR IN PREVIOUS AGREEMENTS

Except for annual compensation agreements, and other agreements when adopted and signed by both parties, shall remain in effect for successive fiscal year periods and either party desiring changes in an agreement shall notify the other party in writing

as specified in section D-5 of this document. Such changes as are desired will then be negotiated with changes agreed upon by the Teams to be approved by both the Board and the Association.

SECTION II: RIGHTS

ARTICLE I: BOARD RIGHTS

Both parties recognize that the Board has the responsibility and the authority to manage and direct all of the operations of the school district to the full extent vested in it by the laws of the state of Oklahoma.

The Board and the Association shall abide by all applicable state and federal statutes, rules, and regulations. This agreement shall not abrogate the legal rights, obligations, and powers of the Board including its power to make policy. The exercise of these legal rights, obligations, and powers by the Board and the adoption of such rules, regulations, and policies as it may deem necessary shall be limited by the specific and expressed terms of the Board's and Association's ratified agreement.

ARTICLE II: ASSOCIATION RIGHTS

A. In accordance with the School Laws of Oklahoma, the Board shall deduct from the salary of each teacher an amount of money equal to the total dollars in their professional membership dues in ten (10) equal payments, said deductions shall begin with the October paycheck. The deductions shall be remitted not less frequently than monthly to the Association. Any teacher not desiring the use of payroll deduction shall so state in writing to the Board by October 1.

B. In accordance with the School Laws of Oklahoma, the Board shall deduct from the salary of each teacher, who so requests in writing, political contributions in ten (10) equal payments. Said deductions shall begin with the October paycheck. The deductions shall be remitted not less frequently than monthly to the teachers designated organization.

C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings and must schedule all meetings through the Superintendents' office.

D. The Association and its representatives shall have the right to use school facilities and equipment, including computers, copy machines, and other duplicating equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the costs of all materials and supplies incident to such use.

E. The Association shall have the use of internal school mail and email services to announce meetings and committee work.

F. The Association shall be provided with one (1) bulletin board per building for the purpose of posting notices of activities and matters of Association concern.

G. The Board agrees to furnish to the Association, upon request, information concerning the financial resources of the school district, including, but not limited to, annual financial reports, register of certificated personnel, tentative budgetary requirements and allocations, and agenda and minutes of all Board meetings.

H. During non-instructional hours, the President of the Association or his/her designee shall be allowed to visit schools to investigate working conditions, teacher complaints, or for other purposes relating to Association affairs.

I. The Association shall be on the agenda of the orientation program for new teachers.

ARTICLE III: TEACHER RIGHTS

A. Nothing contained herein shall be construed to deny or to restrict any teacher such rights he/she has under the laws of Oklahoma and the United States or other applicable laws, decisions, and regulations.

B. The teacher shall be entitled to full rights of citizenship and no religious, political, or personal activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination unless these activities violate school policy or any contractual obligation of the employee.

C. The provisions of this contract shall be applied without regard to race, creed, religion, color, national origin, age, sex, gender (including pregnancy), military status, marital status, and/or age (2020-21).

D. Teachers will not be required to perform any duty or act which threatens anyone's physical safety or well-being.

E. A teacher shall be entitled to have present a representative of the Association during any appearance before the Board or its agents concerning any matter which could adversely affect the teacher's position, office, employment, salary, or any increments thereto pertaining. Advance written notice of the right to representation will be provided to certified employees when a meeting is scheduled for the exclusive purpose of informing the employee of disciplinary action. When so notified, the employee shall be required to attend the meeting at a time and date within twenty-four (24) hours of the notice of right to representation. The meeting will be conducted in a private setting. (2011-12)

F. A teacher shall not be disciplined, reprimanded, suspended with or without pay in status or compensation, demoted, discharged, or deprived of any professional advantage without just cause.

G. Teacher Evaluation

1. Evaluation is defined as a mutual endeavor among all staff members and the Board of Education to improve the quality of the education program. It is a system for documenting the evaluation criteria and the evidence of achievement by staff members. The performance of all staff members will be evaluated using the criteria established through the negotiations process and in compliance with state mandated evaluation requirements. (2011-12) The Board has adopted the Tulsa Teacher and Leader (TLE) model. (2012-13) If a conflict exists between the teacher evaluation procedures contained in the negotiated agreement and the teacher evaluation procedures of the Tulsa (TLE) System, the evaluation procedures set forth in the Tulsa (TLE) System shall prevail. (2013-14)
2. All formal classroom evaluations shall be conducted using the negotiated evaluation instrument(s) provided herein.
3. All formal classroom evaluations shall be conducted by designated building level principals or assistant principals using the Tulsa Model Evaluation System. (2016-17)
4. Career teachers receiving a district evaluation rating of "superior" or "highly effective" under the TLE may be evaluated once every three (3) years. (2017-18)

TEACHER EVALUATION PROCEDURE

1. By September 15th of each school year, the building principal or appropriate supervisor will, in a group meeting, review with each employee under his/her supervision the evaluation procedure, including the criteria for evaluation and the instruments to be used for required observations(s), and advise each employee as to the designated supervisor who will observe and evaluate his/her performance. An employee hired or reassigned after the beginning of the school year shall be notified by the appropriate supervisor of the evaluation procedures including the criteria for evaluation and instruments used for required observations in effect. No required observation shall take place until such orientation has been completed. A traveling teacher will be evaluated by the principal at his/her designated home site. However, traveling teachers may be evaluated by any supervising principal if the need arises.

2. Every probationary teacher shall receive formative feedback from the evaluation process at least two times per year, once during the fall semester, before November 10, and once during the spring semester, before March 15. All teachers shall be evaluated once every year prior to April 30. (2013-14)
3. If requested, a pre-evaluation conference shall be held between the appropriate supervisor and the employee at least ten (10) school days prior to the first evaluation.
4. All monitoring or observation of the work of a teacher shall be conducted openly and with the knowledge of the teacher. The use of eavesdropping, closed circuit television, public address or audio systems, and similar surveillance devices shall be strictly prohibited.
5. The evaluation must be made in good faith as a means to bring about improved instruction and not to collect information to support preconceived judgments.
6. No observation shall unduly interfere with the normal teaching/learning process.
7. Instructions on the evaluation form must be strictly adhered to by the evaluator.
8. Consideration will be given to teachers who are given unusual responsibilities or difficult situations in which to teach, such as large numbers of students with learning or behavior problems, large classes and/or poorly equipped teaching environment.
9. Standardized test results of academic progress of students shall not be used in any way as evaluative of the quality of individual teacher's service or fitness for retention unless specifically prescribed by state mandated evaluation requirements. (2011-12)
10. Following appropriate observations, the administrator and teacher shall hold a post-evaluation conference at a mutually agreed upon time for the purpose of discussing, executing, and clarifying the written evaluation report and recommendations. At this time, a duplicate copy will be given to the teacher that is dated and signed by both teacher and evaluator. Within two (2) weeks after the evaluation, the teacher evaluated may submit a written response which shall be attached to the evaluation and will become part of the record.
11. If an administrator believes a teacher is doing ineffective and/or unsatisfactory (2012-13) work, the reasons will be set forth in specific written terms and specific ways in which the teacher is to improve will be identified. The administrator will make positive efforts to assist the teacher in successfully completing a Personal Development Plan (PDP) and will establish a reasonable time for improvement not to exceed 60 (sixty) contract days. (2011-12) (2021-22).
12. The evaluation report, response, and Personal Development Plan (PDP) if one is developed, will be filed in the teacher's personnel file at the building site and shall be accessible to the teacher. Not more than one file shall be kept at the building site. A file will be maintained at the central administrative office. Evaluation forms shall be removed from the personnel file after three (3) years if requested by the teacher.
13. If discharge of a teacher (including denial of career placement or demotion) is to be considered because of inadequacies observed in the teacher's job performance, such actions must minimally be preceded by:
    a. Observations of the teacher's ineffective and/or unsatisfactory (2012-13) performance by the building principal through the evaluation process described elsewhere in this agreement.
    b. Clear written direction that the teacher must improve and consequences of failure to do so.
    c. Adequate opportunity for the teacher to make improvements.
    d. Intensive assistance from administrators and school district resources to help the teacher improve.
14. Requisites for dismissal, or non-reemployment for a probationary teacher:
    a. A recommendation in writing from the Superintendent to the Board of Education that a probationary teacher be non-reemployed or dismissed.
    b. Notification to the teacher of the teacher's right to a hearing before the Board of Education pursuant to state statutes.

c. Approval of the Superintendent's written recommendation by a majority of the members of the Board of Education.

15. Requisites for dismissal, or non-reemployment for a career teacher:

    a. A recommendation in writing from the Superintendent to the Board of Education that a career teacher be non-reemployed or dismissed.
    b. The written recommendation of the Superintendent for non-reemployment or dismissal must include one or more of the following reasons:
        1. Willful neglect of duty;
        2. Repeated negligence in the performance of duty;
        3. Mental or physical abuse to a child;
        4. Incompetency;
        5. Instructional ineffectiveness;
        6. Unsatisfactory teaching performance;
        7. Commission of an act of moral turpitude;
        8. Abandonment of contract;
        9. Conviction of a felony;
        10. Conviction of any sex offense subject to Oklahoma's Sex Offenders Registration Act or another state's or the Federal Sex Offender Registration Provision.
        11. Criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties;
        12. Failure to earn required staff development points; or
        13. Any other grounds allowed by law. (2007-08)

    c. Notification to the teacher of the teacher's right to a hearing pursuant to state statutes.
    d. Approval of the Superintendent's written recommendation by a majority vote of the members of the Board of Education.

16. The sections of this agreement addressing requisites for dismissal, non-reemployment, termination, discharge, or career placement are presented as generalized information. The district will follow the procedures outlined in current Oklahoma Statutes and State Department of Education Regulations regarding dismissal, non-renewal, termination, discharge, and career placement. Notification and appeal procedures shall be the same as provided for by Oklahoma State law and State Department of Education Regulations. The procedures, criteria, instruments, and process of evaluation will be subject to continuous review and appraisal.

17. Upon a written statement from a teacher that his/her home telephone number is unlisted in the public telephone directory and the teacher does not want their home telephone number listed in the Bixby personnel directory or given to any other party, the school district will abide by that written request. If a parent requests a telephone number of their child's teacher and that number is unlisted, the school office will make an attempt to contact that teacher and relate the message that a parent needs to contact them at home. *(1992-93)*

SECTION III: PERSONNEL POLICIES

ARTICLE I: TEACHER PREPARATION

INSTRUCTIONAL AND PROFESSIONAL DEVELOPMENT MEETINGS

School personnel responsible for scheduling meetings shall clear the time, place, and date with a central clearing agency appointed by the Superintendent of schools. As far as possible, building meetings, departmental meetings, and general faculty meetings should be scheduled far enough in advance to give teachers several days' notice.

All certified personnel of the Bixby School System are encouraged to join the local, state, and national professional association. As members of a professional organization, teachers are expected to attend and participate actively in local and state activities and in national activities when previous plans are made and approval is given by the Superintendent of schools. There will be loss of pay for non-attendance when school is dismissed for a professional meeting.

The Board shall provide a minimum of 30 hours for the purposes of professional in-service training. (2011-12) (2021-22).

The Staff Development Committee (with Board approval) shall designate the time, place, and agenda for in-service outside of the Professional Learning Community (PLC). (2008-09) (2011-12)

ARTICLE II: LONG TERM LEAVES OF ABSENCE

An employee who has worked for the school system for three consecutive years may be granted a leave of absence. Leaves of absence may be granted for one year for the following reasons: (A) Parental, (B) Personal Illness, (C) Caring for a sick member of immediate family, (D) Military Service (including reserve duty training), and (E) Further Study. Request for leave of absence for personal illness or caring for a sick member of the immediate family must be accompanied by a physician's statement. Except in emergency situations, requests for leaves of absence must be submitted to the administration no later than April 25. *(1997-98)*

Teachers are returned from leave of absence in accordance with the Board of Education's regulations. Request for a return from a leave of absence for personal illness must be accompanied by a physician's statement. The Board of Education may extend a leave of absence for an additional one year if circumstances warrant such an extension; however, the total duration of a long term leave will not exceed two school years. (2011-12)

The Board shall provide temporary leave of absence with pay for the time necessary for appearance in legal proceedings affecting the employee's employer, the school, the system, or other legal proceedings as required by law except those in which the employee is the defendant or plaintiff.

ARTICLE III: SHORT TERM ABSENCES

A. PERSONAL ILLNESS

At the beginning of each school year, each teacher shall be credited with ten (10) days of leave at full salary for personal, accidental injury, illness or pregnancy, or accidental injury or illness (2005-06) in the immediate family. Unused sick leave shall be accumulated from year to year as long as the employee remains continuously in the system provided the maximum sick leave credit shall be reduced by one (1) day for every day that the employee is absent for reasons covered by the sick leave policy. Maximum sick leave credit at all times shall not exceed one hundred forty (140) days. (2020-21) Annually, up to ten (10) sick leave days may be used for illness of a parent.

Accumulated sick leave in excess of 140 days will be deposited in a retirement reserve account to be used for retirement purposes subject to approval of OTRS. These days will be used to meet the 120 days needed for an additional year of teacher retirement but the teacher will not be compensated by the district for these retirement reserve days. (2007-08) (2020-21)

B. EXTENDED SICK LEAVE

If, after exhausting all sick leave, a teacher is absent from his or her duties due to extended illness, the teacher shall receive the full contract salary less the amount actually paid a certified substitute for his or her position for an additional thirty (30) days.

C. SICK LEAVE INCENTIVE

Upon termination of employment by retirement, certified teachers with 1-10 (2014-15) years of employment with Bixby Public Schools shall receive a lump sum benefit equal to his/her accumulated and unused sick leave at the rate of twenty-five dollars ($25.00) per day. *(2014-15)*

Upon resignation from the district or qualifying for Oklahoma Teachers' Retirement, certified teachers shall receive a lump sum benefit equal to his/her accumulated and unused sick leave up to 140 days (2020-21) at the following rates:

For teachers with 11 to 19 complete years of employment with Bixby Public Schools a rate of $40.00 per day (2014-15);

For teachers with 20 to 24 complete years of employment with Bixby Public Schools a rate of $45.00 per day(2014-15);

For teachers with 25 or more complete years of employment with Bixby Public Schools a rate of $50.00 per day; *(2014-15)*

Only sick leave days earned while in the employment of Bixby Public Schools will be eligible for the sick leave incentive. Sick leave days transferred from another school district shall be utilized prior to sick leave days earned in the employment of Bixby Public Schools. *(2008-09)*

D. DEATH IN FAMILY and BEREAVEMENT LEAVE

A teacher may be absent without loss of pay for three (3) days for reason of death in the family ~~of first or second degree relationship~~. The three (3) day family death limitation may be extended to five (5) days when distance for travel becomes a factor. ~~(Husband, wife, son, daughter, guardian, mother, father, brother, sister, grandparents and corresponding relatives by affinity)~~. A one day absence without loss of pay may be charged to bereavement leave to attend a funeral, with documentation of funeral attendance. (2024-25) ~~but chargeable to sick leave, may be granted upon the death of members of the family other than first or second degree relation (aunt, uncle, niece, or nephew)~~. In the event additional time is needed, up to a maximum of ten (10) days may be charged to accumulated sick leave. *(1982-83)*

E. PROFESSIONAL DUTIES

Absence without loss of pay to the teacher may be granted by the principal, upon the approval of the superintendent, for professional duties. If Request for Professional Day is denied by the building principal, the request may upon the initiative of the teacher be forwarded to the Associate Superintendent (2013-14) for review and consideration. *(1986-87)*

F. CIVIC AND COMMUNITY ACTIVITIES

Leave without loss of pay to the teacher to participate in civic and community activities may be granted by the principal upon the approval of the superintendent when such leave has a direct relationship to the school and/or educational welfare (or is designed to contribute to better school-community relations).

G. JURY DUTY

School employees, like other good citizens, are expected to serve on juries when summoned. When absence for such duty has been made and a substitute is required, this substitute will be paid by the Board of Education.

H. PARENTAL LEAVE and MATERNITY LEAVE

When requested, teachers shall receive Family and Medical Leave as required by federal law and Board policy. With the arrival of a new child into a family, teachers may use two (2) days of parental leave per year associated with the child's arrival. (2022-23) In accordance with state law and all applicable criteria found therein, certified personnel will receive paid maternity leave for six (6) weeks from the date of the birth of a child. (2023-24)

I. PERSONAL LEAVE

A teacher may be absent for reasons of personal leave without loss of pay. Personal leave as the name implies, shall pertain to conducting pressing personal business of a personal nature relating to personal, legal, business, household, or family needs which cannot be met other than during school hours. Leave for such personal matters will not exceed three (3) days per school year, and shall be without deduction. *(1982-83)(2013-14)* Requests for personal leave shall be made in writing, on the appropriate form, at the earliest possible time with the goal of providing at least three (3) days advanced notice when possible. If not possible, then within the day after returning to work. *(2004-05)* Personal leave may not be used, unless unavoidable, the first ten (10) days or the last ten (10) days of the school year, the day preceding or following a scheduled school holiday/break, or on the days scheduled for parent-teacher conferences *(2005-06)(2016-17)*. Personal day leave forms will be routed through the principal to a designated administrator who will approve/disapprove the personal leave request and return to the building principal *(1989-90)*. Such notice will include a signed statement that the personal leave was not for:

1. Seeking other employment
2. Participating in political activities
3. Performing service for compensation
4. Inclement weather

The Board of Education, will, however, reimburse each certified employee for the unused portion of the three days of personal leave on an annual basis at the rate of $40.00 per day *(1983-1984)* or the teacher may choose to add the unused portion of the three days of personal leave to the teacher's sick leave accumulated days *(2008-09)*, not to exceed 12 combined accumulated days per year as aligned to state statute 70 O.S. § 6-104. (2020-21) Unused personal days may be rolled over to the next fiscal and school year to accumulate up to five (5) personal days in a year. (2022-23)

J. ASSOCIATION LEAVE

Subject to Administrative approval, the Board shall provide the Association with twenty-five (25) days per year for leave to attend conventions and conferences of the Association or its affiliates, or to conduct Association business. (2017-18)

K. ABSENCE DUE TO INJURY

Absence due to injury incurred in the course of the teacher's employment shall not be charged against the teacher's sick leave days. The Board shall pay to such teachers the difference between their salaries and benefits received from Workman's Compensation for the duration of such absence.

L. MILITARY LEAVE

Employees who are members either officers or enlisted in the Reserve Corps of the Army, Navy, the Marine Corps, the Coast Guard, the Women's Auxiliary Corps, or any other component of the Armed Forces of the United States including members of the National Guard, shall, when ordered by the proper authority to active duty or service, be entitled to a leave of absence from the employment with the Bixby Board of Education for the period of such active service without loss of status or efficiency rating and without loss of pay during the first thirty (30) days of such leave of absence.

M. MISCELLANEOUS PROVISION

1. All absences in excess of the ones provided for in these policies shall be at full loss of pay.
2. In order that maximum benefits may be provided to all employees in time of valid need, it is imperative that proper controls be used to eliminate the misuse of the various types of leaves in this policy. An employee who abuses the leave policy is subject to disciplinary action.
3. Teachers shall have access to their accumulated sick leave days on or before the first pay day of each school year.
4. Any employee may be required to submit appropriate evidence concerning the cause of absence in order to qualify for sick leave benefits. Appropriate evidence may include any of the following at the direction of the office of the Superintendent:
    a. A Physician's statement endorsed by the employee.
    b. The employee's statement endorsed by the Principal or immediate supervisor.
    c. Sick leave claimed on days immediately preceding or immediately following holidays or non-work days other than weekends unless a pattern has emerged (more than 3 instances) with sick leave adjacent to the weekend. (2022-23)
    d. Sick leave claimed during the last four weeks of employment.

N. EMERGENCY LEAVE

Up to two (2) days of non-cumulative emergency leave per year with pay may be granted for reasons indicated: Emergency leave is granted with full pay for unforeseen and uncontrollable circumstances which would reasonably keep an employee from performing his duties. Except as stated below, emergency leave shall not be utilized as personal illness or personal business leave unless all other personnel illness or personal business leave benefits are exhausted. *(2002-03)* (2011-12)

The term "emergency" may apply to leave within the following categories:

1. Funerals of persons other than immediate family
2. A mandatory court appearance
3. Unusual and unforeseen circumstances within the immediate family
4. All full-time certified employees shall have the right to use emergency leave for less than a full day.
5. Written notice of the emergency leave day should be made in advance, when possible; if not possible, then within one day after returning to work. Such notice will include a signed statement that the emergency leave day was not for:

a. Seeking other employment
b. Participating in political or social activities
c. Performing service for compensation
d. Entertainment, recreation, or vacation
e. Inclement weather

O. LEGAL PROCESS LEAVE

The Board shall provide temporary leave of absence with pay for the time necessary for appearance in legal proceedings affecting the employee's employer, the school, the system, or other legal proceedings as required by law, except those in which the employee is the defendant or plaintiff. *(moved and titled 2002-03)*

P. POLICIES CREATING A SICK LEAVE BANK

There is hereby created at Bixby Public Schools a Sick Leave Bank for the purpose of permitting certified employees of the school district to voluntarily transfer some of their sick leave to the Sick Leave Bank for the purpose of benefiting other certified employees who may be stricken with a catastrophic illness or accident and who may need additional sick leave because of such illness or accident. The following policies shall apply to the Sick Leave Bank:

Creation and Administration of Sick Leave Bank:

1. Participation by certified employees in the Sick Leave Bank will be voluntary. Each certified employee will be assessed one day of his/her sick leave immediately upon the creation of the Sick Leave Bank. Any certified employee who desires to be exempt from participation in the Sick Leave Bank must inform the Superintendent of schools or his/her designee in writing of his or her request to be exempt before October 1 of their initial year of employment and in the absence of such written notification to the Superintendent of Schools, all certified employees shall be conclusively presumed to be participating in the Sick Leave Bank. During initial employment processing, incoming employees will be asked to choose participation or exemption from the Sick Leave Bank program. (2020-21) Any certified employees requesting exemption from participation in the Sick Leave Bank will not be entitled to receive benefits from the Sick Leave Bank Program.
2. Subsequent to the formation of the Sick Leave Bank, all new employees will be assessed one day of his or her sick leave and the assessment will occur at the time of his or her employment, unless the new employee requests in writing to be exempt from the Sick Leave Bank Program, as described above.
3. The minimum number of sick leave days in the Sick Leave Bank at any time shall be 180. When the number of days in the Bank falls below 180, each certified employee participating in the Sick Leave Bank will be assessed one additional day from his/her sick leave. Provided, however, that the certified employees shall not be assessed more than one day of his/her sick leave during any given school year.
4. The maximum number of sick leave days in the Bank at any given time shall be 480.
5. Each certified employee may donate up to 5 additional days to the Sick Leave Bank in May of each year, provided, however, that if the number of sick leave days already assigned to the Sick Leave Bank will not permit each certified employee to donate the maximum number desired by the certified employees, then such donations shall occur in alphabetical order with the even numbered years starting with the letter "A" and odd numbered years starting with the letter "M". *(2001-02)*
6. Persons experiencing a catastrophic illness or injury and qualifying to receive a transfer of sick leave days from the Sick Leave Bank will not be required to replace these sick leave days except as a regular participating number in the Sick Leave Bank.

Qualifications and Procedures to Receive Sick Leave Days from the Sick Leave Bank Program

1. A certified employee may qualify to receive additional sick leave days from the Sick Leave Bank only if such employee experiences a catastrophic illness or accident which results in the employee's disability to engage in his or her occupation at Bixby Public Schools by reason of any medically determinable physical or mental impairment which, in the opinion of the primary attending physician, is expected to result in death or which

is expected to result in the disability to the employee, and qualifies under the additional criteria found herein. (2018-19)

2. If a certified employee experiences a catastrophic illness or accident, a written request for sick leave time from the Sick Leave Bank shall be presented to the Sick Leave Bank Screening Committee. The written request may be presented by the employee or by any other person who is acting with the permission of the employee.
3. A Sick Leave Bank Screening Committee (hereinafter referred to as the "Committee") is hereby established as follows: seven members composed of three administrators and four teachers. When the Committee receives a written request for a transfer of sick leave days from the Sick Leave Bank, the following procedures will be followed:
    a. The Committee shall conduct as many meetings as it determines to be necessary to review the written request and determine whether the request should be accepted or denied. The date and time of the first meeting will be determined by the Superintendent or his/her designee and the date and times of any subsequent meetings will be determined by the Committee. (2011-12)
    b. After reviewing the request for a transfer of sick leave days from the Sick Leave Bank, the Committee shall determine by a vote of its members whether the request is to be accepted or denied. If a majority of the members of the Committee vote in favor of accepting the request for the transfer of sick leave days from the Sick Leave Bank, then the recommendation of the Committee shall be communicated to the Superintendent who will, in turn, present the recommendation of the Committee to the Board of Education. The Board of Education will then accept or reject the request for the transfer of additional sick leave days from the Sick Leave Bank. Any additional request for additional days from the Sick Leave Bank by the same individual must follow the same process as stated above. *(1996-97)*
    c. In the event that a majority of the members of the Committee do not vote to accept the written request, then the request shall be deemed to be denied and the employee will be so notified in writing.
    d. In order to qualify to receive benefits under the Sick Leave Bank Program, the employee must experience a catastrophic illness or injury and such an illness or injury to other members of the interview employee's family does not qualify the employee to benefits hereunder. *(1995-96)*
    e. Additional sick leave days from the Sick Leave Bank shall not be transferred until the employee has exhausted his or her sick leave benefits with the Bixby Public School system.
    f. The maximum number of sick leave days which may be transferred to an employee as a result of a catastrophic illness or accident from the Sick Leave Bank is 60 days for each such separate catastrophic illness or accident. *(1996-97)* The employee may submit a request to the Committee for additional days, to total no more than 120 days. *(1996-97)* If regular sick leave benefits have been exhausted and a member of the teacher's immediate family (spouse, child, parent) experiences a catastrophic illness or injury the teacher will be entitled to use up to fifteen (15) days from the Sick Leave Bank, subject to the approval of the Sick Leave Bank Committee. *(1995-96)*
    g. The School Board may, at its option, require the requesting employee to undergo a medical examination and evaluation by a physician chosen by the School Board and such examination and evaluation will be at the expense of the School District. *(August 5, 1987)*

ARTICLE IV: TEACHER EMPLOYMENT

A. REEMPLOYMENT

The Board of Education shall consider reemployment of certified teachers on or before the first Monday in June. (2011-12)

B. ASSIGNMENT

The Superintendent of Schools shall place any certified teacher where he or she is the most qualified and will render the most valuable service. All career teachers teaching assignments shall be based on certification, years of service to the district, and the

needs of the district. Career teachers shall be secure in their teaching assignment and newly hired employees shall not usurp a career teacher's assignment unless the career teacher involved is consulted regarding the rationale behind the change. *(1987-88)*

C. REASSIGNMENTS AND TRANSFERS

A teacher on a non-temporary contract (2021-22) is free to ask for a change of assignment or transfer, and such a request, accompanied by a statement of the reasons for the request, should always be submitted in writing to the Superintendent or designee along with a request to be interviewed for any vacant position matching the desired assignment or transfer. Assignment must be acceptable to the receiving principal. A transfer or reassignment initiated by the administration will be made only after a meeting between the affected teacher and the appropriate member of the Superintendent's staff. When a staff transfer is being made, the following non-prioritized factors will be taken into consideration as a whole or singularly: voluntary acceptance of transfer by teacher, certification requirements, balance of experience among staff, professional and academic preparation, recommendation of supervisor or administrator/director, and district or school needs. (2022-23)

When a reduction in the number of teachers in a building is necessary, qualified volunteers from said building shall be the first considered for reassignment; then, reassignment shall be made on the basis of school district needs. Teachers with most district tenure shall receive greater consideration in choice of assignment. (2019-20)

The Board of Education and the Association recognize the value of professional growth and experience within the system. Therefore, when a vacancy in a professional area occurs, certified applicants within the system will be given primary consideration. (Teachers who desire a transfer or promotion for the ensuing school year are to file a request with the Office of Human Resources). Career teachers who apply will receive an interview for available teaching positions (2019-20).

D. VACANCIES

Any vacancy shall be posted on the district website for at least five (5) calendar days, exclusive of vacation, in advance of filling such vacancy (2020-21). Within five days (5) following the initial posting of the vacancy, any teacher who desires to fill any such vacancy shall file his application with the Office of Human Resources in writing.

The administration will post all certified vacancies on the website (2021-22) as they become vacant. All elementary teaching positions will be posted as elementary positions and not grade level. *(1990-91)*

Information regarding vacancies and impending vacancies should be available upon request to teachers desiring reassignment, so that they may express their preference as to a new assignment.

E. RESIGNATIONS

Staff members intending to terminate their services are expected to notify the Superintendent or Superintendent designee by fifteen (15) days after the first Monday in June. A written resignation must be presented to the Superintendent or Superintendent designee with a copy to the Principal. (2020-21)

F. CURRICULUM COMMITTEES

The District will consider placement of certified personnel on open district wide committees. The Association may recommend personnel to serve on curriculum committees when appropriate.

G. NON-TEACHING DUTIES

The Board and the Association acknowledge that a teacher's primary responsibility is to provide learning experiences and that his energies should be channeled into this responsibility to the fullest extent. Therefore, they agree:

1. That every effort will be made to assure that all full-time elementary teachers shall be provided with the required minimum average of 200 minutes per week (2020-21) for planning and preparation, with at least 20 minutes uninterrupted daily. (2019-20) That every effort will be made to provide all full time secondary teachers with the required minimum average 225 minutes per week for planning and preparation, with the equivalent of a class period uninterrupted daily. (2020-21)
2. That every effort will be made to assure that a teacher's planning period is used for its intended purpose. Administrators will endeavor to avoid scheduling meetings, unless legally required *or unavoidable (2024-25), during the week of Parent-Teacher Conferences. (2023-24)
3. Elementary teachers will have an uninterrupted 30-minute duty-free lunch period. Every effort will be made to provide all other teachers with a 30-minute, but not less than 25-minute duty-free lunch period. (2009-10)
4. Every effort will be made to relieve and/or make equitable extra assignments to be performed before or after school.
5. Every effort will be made by administrators to assign aides and clerical help to relieve teachers of non-teaching duties as:
    a. non-professional assignments, including but not limited to milk distribution, supervision of cafeterias, sidewalks, bus loading, or unloading or playgrounds.
    b. collecting money from students, and
    c. inventorying and storing books, delivering books to classrooms, duplicating instructional and other materials, keeping registers and cumulative record cards, and other clerical and/or custodial functions.

H. REDUCTION IN FORCE

It is the policy of the Bixby Board of Education that, in the event it becomes necessary to reduce the professional staff of this school district, reduction-in-force at any level may be based on the following conditions:

- Decrease in revenue,
- Decrease in student enrollment,
- Changes in educational programs or curriculum,
- Cancellation of programs, or
- Any other circumstances determined by the board.

In the event of such a situation, effort will be made to accomplish the necessary reduction by attrition, voluntary resignation, or voluntary retirement. Otherwise, reduction-in-force will be made according to the following procedures:

1. The position will be the determining factor in a reduction, not the teacher occupying the position.
2. Once a determination has been made as to which positions should be eliminated then the primary basis that will be used in determining which teachers to retain in the affected position(s) will be the composite rating of the teachers certified for such positions as measured [to the nearest hundredth of a decimal point] by the District's Teacher and Leader Effectiveness Evaluation System [TLE] for an average of the last two (2) years of TLE scores. (2020-21)
3. The order of termination will be as follows:
    a. A teacher on a temporary contract in an eliminated position will be terminated first.
    b. A probationary teacher in an eliminated position will be terminated second. However, if a probationary teacher is certified for a position held by a temporary teacher, the probationary teacher will be reassigned to that position, and the temporary teacher will be terminated.
    c. A career teacher in an eliminated position will be placed in a retained position in which the teacher is, at the time of the presentation of the recommendation to reduce force, certified by standard certification, provided the position is occupied by a probationary or temporary teacher.

d. If a career teacher is qualified for standard certification in a position held by a probationary or temporary teacher but does not have such a certificate, then such career teacher must have evidence of eligibility for such certification on file in a personnel file in the office of the superintendent at the time of the presentation of the recommendation to reduce force.

e. If there is more than one career teacher assigned to a position that is subject to being eliminated, the following criteria, in this order, will be used to determine which of the career teachers will be retained:
    1. Certification in a retained teaching position which is open. A career teacher with standard certification for the retained position will be retained over a career teacher with provisional or emergency certification, and a teacher with provisional certification will be retained over a teacher with temporary certification.
    2. Seniority in continuous, full time, contracted, certified employment in the district.
    3. If certification, TLE scores, and seniority are the same according to the above criteria, the determining factors in order of importance are:
        a. Years of teaching experience in the retained position in the local school district.
        b. Academic degree status: A teacher with a doctor's degree will be retained over a teacher with a master's or a bachelor's degree; a teacher with a master's will be retained over a teacher with a bachelor's degree.
        c. Recommendations of principal and/or superintendent.

f. If there is more than one probationary teacher or more than one licensed teacher in the position being reduced, the criteria listed in E, 1 through 3 will be used in determining which probationary teacher or temporary teacher will be retained. (2020-21)

Recognizing the importance of having qualified personnel to conduct extracurricular activities, the Board reserves the right, notwithstanding any other provision of this policy, to retain up to twenty percent (20%) of all teachers on any type of extra-duty contract.

The board reserves the right to select and employ all administrators regardless of factors listed above in determining which employees are to be reduced.

Personnel whose employment is terminated under the provisions of this policy shall be given priority for reemployment to fill subsequent vacancies in positions for which they have standard certification. Teachers whose employment is terminated from the district under the provisions of this policy shall be placed on a recall list for a period of 18 months in positions for which they have standard certification. Such employment shall be in reverse order of their termination.

1. Teachers shall be notified of recall by certified letter, restricted delivery, return receipt requested. From the date of the receipt of the recall notice, the teacher shall have ten (10) calendar days to respond by certified mail of his/her intention to return to employment. Failure to respond within the specified time shall constitute a rejection of the notice of recall.
2. The terminated teacher shall have the responsibility to continuously inform the district of any new areas of standard certification.
3. The teacher shall have the responsibility to keep the district informed of a current mailing address.
4. A teacher shall remain on the recall list for the time period specified above unless the teacher:
    a. Does not accept recall within ten (10) calendar days from the date of receipt of a recall notice;
    b. Waives recall in writing;
    c. Fails to comply with paragraphs 2 and 3 above ; or
    d. Fails to pick up or claim the certified letter referenced in paragraph 1.

When returning to work after recall, the teacher shall be placed on the appropriate step on the teacher salary schedule earned, and retain seniority status as of the date of the reduction. (2002-03) (2013-14)

ARTICLE V: STUDENT TEACHERS

1. The quality of teaching done in any classroom is determined in large measure by the kind of preparation the candidate for a certificate receives. Since his practice teaching experience in an actual classroom situation under the guidance of a competent, experienced teacher is basic in his success, the Bixby Schools will cooperate in providing such opportunities to practice teachers of colleges whose teacher-training programs are approved.
2. Only those teachers in the Bixby Schools who desire to serve as supervising teachers in such a program will have student teachers assigned to them.
3. Supervising teachers shall have priority in receiving tuition credits from institutions which offer such credit. Funds available for tuition and continuing education will be disbursed on an equal basis for all certified personnel. Information regarding these funds will be posted on the bulletin board in each building. Tuition hours received from universities for intern teachers will be distributed as follows:
    a. The cooperating teacher
    b. The department or grade level
    c. The building site
    d. On a first request basis (Teachers will receive three hour blocks if available).
    e. Teachers receiving free tuition must provide proof of attendance upon completion of college course. *(1990-91)*

ARTICLE VI: PROCEDURES FOR HANDLING STUDENTS

A. DISCIPLINE

The Oklahoma School Code empowers Boards of Education with the responsibility to set policy for the control and discipline of all children attending public school. Such policy shall provide options for the methods of control and discipline of students and shall define standards of conduct to which students are expected to conform.

B. SUSPENSION OF STUDENTS

When a student becomes a disruptive element that violates the regulations of the school, threatens the morale, or affects the welfare of other students, he/she may be suspended under the Board of Education Policy; "the teacher may request removal from class to the administrator who is the authorized authority to impose appropriate consequences. If a pupil is removed from class, every effort will be made to hold a restorative conference with the appropriate or affected teacher(s) and administrator(s). (2023-24)

ARTICLE VII: PROTECTION OF TEACHERS

A. ASSISTANCE IN ASSAULT CASES

All cases of assault suffered by teachers in connection with their employment shall be reported in writing by the teacher to the Principal who shall transmit the report to the Superintendent. The Superintendent shall acknowledge such reports to the Principal and teacher. The teacher shall send a copy of the report to the President of the Association.

In any case of assault upon a teacher or a complaint or suit by a third party, as a result of action taken by the teacher while performing his duties, the Board shall render assistance to the teacher in connection with handling of the incident by the law enforcement and judicial authorities.

B. LEGAL COUNSEL

If criminal or civil proceedings are brought against a teacher alleging that he committed an assault in connection with his employment, such teacher may request the Board to furnish legal counsel to defend him.

C. COMPENSATION FOR LOST TIME

If an assault on a teacher results in loss of time, the teacher shall be paid in full for such time and such absence shall in no event be deducted from any sick leave to which such teacher is entitled.

ARTICLE VIII: COMPENSATION

A. **TAX-SHELTERED ANNUITIES:** The Board of Education shall deduct tax-sheltered annuities as provided by state law and regulations.

B. **FEDERAL WITHHOLDING:** This tax varies with the amount of income and number of dependents claimed.

C. **TEACHER RETIREMENT:** Oklahoma Teacher Retirement System payroll deductions are made according to state law.

D. **PROFESSIONAL ASSOCIATION DUES**

E. **POLITICAL CONTRIBUTIONS**

F. **DIRECT DEPOSIT:** Direct deposit of payroll will be made to the Tulsa Teachers Credit Union and other approved institutions.

G. **SALARY SCHEDULE (Appendix)**

H. **EXTRA DUTY**: Teachers who are assigned extra-duty assignments which are designed for compensation shall be paid in accordance with the current year Extra Duty Schedule which shall be attached in the negotiated agreement following the salary schedules. (2017-18)

I. **EXTRA DUTY PAYMENTS:** If total extra duty compensation is one thousand ($1000) dollars or less, the amount will be paid in a separate check in June, each year. (2004-05) (2005-06)

J. **REQUIRED PROFESSIONAL DEVELOPMENT OUTSIDE OF CONTRACT TIME**: If it becomes necessary for teachers on continuing contract to attend training in the summer outside of contracted days, the district will provide a stipend for each day required at a rate of fifty dollars ($50) per day. The stipend is to be paid with the regular September paycheck. (2021-22)

ARTICLE IX: PROFESSIONAL COOPERATION

The Bixby Education Association will meet with the Superintendent or his/her designee prior to December 15 and make recommendations concerning the school calendar for the ensuing school year. Each year prior to board approval of an upcoming school calendar, the Superintendent or his/her designee will solicit input from staff regarding school calendars. (2023-24)

ARTICLE X: TEACHING CONDITIONS

The following teaching conditions shall be in effect:

A. The teachers' work day shall be seven hours and forty minutes (7 hours 40 minutes) including authorized lunch time referred to in Section G "Non-Teaching Duties" of this agreement. (2006-07) (2012-13)

B. Telephone facilities shall be made available to teachers with privacy of conversation when desired. Building principals will strive to increase phone privacy for teachers, where needed. *(1998-99)*

C. A conference room shall be made available for parent-teacher conferences.

D. Every precaution shall be taken to see that the activities of the custodial and maintenance departments shall in no way interfere with the activities of the classroom.

E. All visitors to teachers' classrooms must have prior approval of the Principal and teacher.

F. A pupil will be removed from a classroom to a designated authority when, in the judgment of the teacher, the student is interfering with the teacher-learning situation for the majority of the class. At the time of removal, the teacher may request that the pupil not be returned to that classroom until a conference is held between the teacher and the designated authority.

G. Building staff meetings should generally be utilized to inform employees of significant matters which require considerable explanation or discussion. Great care should be taken to conserve time by avoiding discussion of matters relating to only a few staff members, especially with large and diverse staff. It is good practice to inform employees well in advance of general staff meetings so that plans can be made accordingly.i

H. Bixby Public Schools will have two days during the regular school year, with no students, on which to have required Parent/Teacher Conferences. *(1990-91)* Parent-teacher conference time is scheduled as instructional time aligned to the academic calendar and allowed/required by the State Department of education. All teachers are required to be at work during these times unless assigned to other school related duties. *(1995-96)(2020-21)*

I. If a classroom is not being cleaned properly, this should be reported to the building principal and he/she should take the proper steps to correct the problem. *(1993-94)*

J. The standard teacher contract work year for 10 month employees shall correspond with the official Bixby Public School Academic Calendar, but shall not exceed 178 paid days and one teacher check out day. (2016-17) When the calendar designates a paid teacher workday, typical workday expectations apply with the exception that no meetings will be held or approved by the administration. (2023-24)

SECTION IV: GRIEVANCE PROCEDURE

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems arising from the administration of the negotiated agreement which may occur in the work environment.

A. DEFINITIONS

1. **GRIEVANCE:** The term "Grievance" as used in this agreement shall mean a complaint by a teacher or teachers that there has been an alleged violation, misinterpretation, or inequitable application of any of the provisions of this (negotiated) agreement, which has directly affected that teacher or teachers. The term "Grievance" shall also mean a complaint by the Association that there has been an alleged violation, misinterpretation or inequitable application

of any provision of this agreement. However, no Association grievance will be filled without the name of an affected person.

2. **GRIEVANT:** Refers to the employee, a group of employees or Association, when applicable, making the claim. When two or more grievances address similar or the same issues, the grievants may choose to file jointly.
3. ASSOCIATION: The Bixby Education Association
4. **BOARD:** The Bixby Public Schools Board of Education
5. **DAYS:** The term "days" shall mean school days, except when a grievance is submitted less than ten (10) days before the close of school or during the summer. The time limits then shall consist of working weekdays, excluding holidays, and shall be at the mutual consent of the parties.
6. **TIME LIMITS:** The number of days indicated at each level shall constitute the maximum. However, the time limits may be extended by mutual agreement. If any of the time limits outlined herein are not met by the grievant, the grievance shall lapse. If any of the time limits outlined herein are not met by the affected administrator, at any level, the grievant may proceed to the next higher step.
7. **REPRESENTATION:** The grievant shall be afforded the right to representation of their choice at any conference or hearing relating to the grievance.

B. PROCEDURE

Level One: Informal Procedure

- The parties acknowledge that it is most desirable for an employee and his/her immediate administrator to resolve problems informally. The grievant shall present the complaint to the immediate administrator within thirty (30) days following the act, condition, or first knowledge of the basis for the complaint. The administrator will verbally render a decision to the employee within ten (10) days.
- If the grievance is not resolved through discussion, the grievant may submit a written grievance to the immediate administrator within ten (10) days after the verbal decision of the administrator.
- The immediate administrator shall convene a hearing with the grievant within ten (10) days of the receipt of the written grievance.
- The immediate administrator shall transmit a written decision to the grievant within ten (10) days of the hearing.

Level Two

- If the grievant is not satisfied with the level one decision, the grievant may submit the grievance form to the Superintendent/Designee within ten (10) days of receipt of the level one decision.
- The Superintendent/Designee shall convene a hearing with the grievant within ten (10) days of receipt of the written grievance.
- The Superintendent/Designee shall transmit a written decision to the grievant within ten (10) days of the hearing.

C. GENERAL PROVISIONS

- All documents, communication, or records dealing with the grievance shall be filed separately from the personnel file of the grievant. A Grievance File shall be maintained by the administration to contain all records regarding the processing of grievances filed by the teachers of the district.
- Both parties agree that the written records pertaining to the grievance shall be kept confidential.
- No reprisals shall be taken against the employee, any witness, or other participant in the grievance procedure by reason of such participation.
- Access to all pertinent information, not privileged under law, which is relevant to the issues raised by the grievance, shall be granted to the grievant.
- Grievances arising from acts of an authority higher than the immediate administrator shall be initiated as an informal procedure at the Superintendent's level.
- All meetings and hearings conducted under the provisions of this Grievance Procedure through Level Two shall be in private and are limited to the grievant and administrator of interest and their designated representative. A grievant may be represented at any level of the grievance procedure by a representative of his or her choosing. *(2001-02)*

APPENDIX

GRIEVANCE FORM

AGGRIEVED: SUBMITTAL DATE:

LEVEL:

BELIEVED VIOLATION:

DATE CAUSE OF GRIEVANCE OCCURED:

SCHOOL: IMMEDIATE ADMINISTRATOR:

STATEMENT OF GRIEVANCE:

RELIEF SOUGHT:

_____ _____

Signature of Grievant Date

Distribution: Superintendent
Immediate Administrator
Grievant
Association President

REPLY TO GRIEVANT FORM

AGGRIEVED:

DATE:

LEVEL:

Date Received by the Administrator:

Date of Hearing:

Disposition of Grievance:

_____ _____

Signature of Administrator Date

Distribution: Superintendent
Immediate Administrator
Grievant
Association President

REQUEST FOR PERSONAL LEAVE FORM

This request is for employee _____requesting personal leave beginning on

_____ and ending on _____ for a total of _____ day(s) of personal leave.

The Bixby Board of Education shall provide three (3) days of personal business leave for certified personnel.

1. Such leave shall be limited to personal business matters that cannot be conducted before or after school hours or on weekends.
2. Personal business leave is noncumulative
3. Personal leave as the name implies, shall pertain to conducting pressing personal business of a personal nature relating to legal, business, household, or family needs which cannot be met other than during school hours.
4. Leave for such personal matters will not exceed three (3) days per school year.
5. Personal leave taken per policy shall not result in payroll deduction.
6. Requests for personal leave will be made in writing, on the appropriate form, at the earliest possible time with the goal of providing at least three (3) days advance notice when possible. If not possible, then the form should be completed and submitted within the day after returning to work.
7. Personal leave may not be used, unless unavoidable, the first ten (10) days or the last ten (10) days of the school year, the day preceding or following a scheduled school holiday, or on the days scheduled for parent-teacher conferences.
8. Personal day leave forms will be routed through the principal to a designated administrator who will approve/disapprove the personal leave request and return to the building principal. Such notice shall include a signed statement that the personal leave was not for:
    a. Seeking other employment
    b. Participating in political activities
    c. Performing service for compensation
    d. Inclement weather

For unused personal days each school year, certified staff may choose one of the following options:

1. The staff member shall be compensated for the unused portion of the three (3) days of personal leave on an annual basis at the rate approved by the Board; or
2. The staff member shall roll the unused portion of the three (3) days of personal leave to his/her accumulated sick leave.

My signature below represents that I fully understand the Personal Leave Policy and have complied with the provisions.

Employee Signature: _____ **Date**: _____

This request is to be given to your immediate supervisor who will route it to the Personnel Department.

This request is: _____ Approved _____ Denied
Comments:

Building Principal/Supervisor: _____ **Date:** _____

This request is: _____ Approved _____ Denied
Comments:

Personnel Office: _____**Date:** _____

2023-24 BACHELOR SALARY SCHEDULE

Years	2023-24 Base Salary	2023-24 OTRS	Total Compensation	State Teacher Credit
0	$42,550.00	$3,202.70	$45,752.70	$60.15
1	$42,950.00	$3,232.80	$46,182.80	$103.41
2	$43,350.00	$3,262.91	$46,612.91	$145.65
3	$43,750.00	$3,293.02	$47,043.02	$188.96
4	$44,150.00	$3,323.13	$47,473.13	$233.33
5	$45,550.00	$3,428.50	$48,978.50	$278.76
6	$46,050.00	$3,466.14	$49,516.14	$325.26
7	$46,550.00	$3,503.77	$50,053.77	$372.82
8	$47,050.00	$3,541.41	$50,591.41	$421.44
9	$47,550.00	$3,579.04	$51,129.04	$471.12
10	$49,550.00	$3,729.58	$53,279.58	$521.87
11	$50,050.00	$3,767.21	$53,817.21	$573.67
12	$50,550.00	$3,804.85	$54,354.85	$626.54
13	$51,050.00	$3,842.48	$54,892.48	$680.48
14	$51,550.00	$3,880.12	$55,430.12	$735.47
15	$53,050.00	$3,993.02	$57,043.02	$791.53
16	$53,550.00	$4,030.65	$57,580.65	$848.65
17	$54,050.00	$4,068.29	$58,118.29	$906.83
18	$54,550.00	$4,105.92	$58,655.92	$966.07
19	$55,050.00	$4,143.56	$59,193.56	$1,026.38
20	$55,550.00	$4,181.19	$59,731.19	$1,087.75
21	$56,050.00	$4,218.83	$60,268.83	$1,150.18
22	$56,550.00	$4,256.46	$60,806.46	$1,213.68
23	$57,050.00	$4,294.10	$61,344.10	$1,278.23
24	$57,550.00	$4,331.73	$61,881.73	$1,343.85
25	$59,050.00	$4,444.63	$63,494.63	$1,410.53
26	$59,550.00	$4,482.27	$64,032.27	$1,410.53
27	$60,050.00	$4,519.90	$64,569.90	$1,410.53
28	$60,550.00	$4,557.54	$65,107.54	$1,410.53
29	$61,050.00	$4,595.17	$65,645.17	$1,410.53
30	$62,550.00	$4,708.08	$67,258.08	$1,410.53
31	$63,050.00	$4,745.71	$67,795.71	$1,410.53
32	$63,550.00	$4,783.34	$68,333.34	$1,410.53
33	$64,050.00	$4,820.98	$68,870.98	$1,410.53
34	$64,550.00	$4,858.61	$69,408.61	$1,410.53
35	$66,550.00	$5,009.15	$71,559.15	$1,410.53
36	$67,050.00	$5,046.79	$72,096.79	$1,410.53
37	$67,550.00	$5,084.42	$72,634.42	$1,410.53
38	$68,050.00	$5,122.06	$73,172.06	$1,410.53
39	$68,550.00	$5,159.69	$73,709.69	$1,410.53
40	$69,050.00	$5,197.32	$74,247.32	$1,410.53

*Teacher Retirement is fully paid by the district and state contributions on all salary schedules.

* As an additional benefit, the district pays an individual life insurance ($50,000) premium of $70.20 per year.

2022-23 MASTERS SALARY SCHEDULE

Years	2023-24 Base Salary	2023-24 OTRS	2023-24 Total Compensation	State Teacher Credit
0	$44,550.00	$3,353.23	$47,903.23	$60.15
1	$44,950.00	$3,383.34	$48,333.34	$103.41
2	$45,350.00	$3,413.45	$48,763.45	$145.65
3	$45,750.00	$3,443.56	$49,193.56	$188.96
4	$46,150.00	$3,473.66	$49,623.66	$233.33
5	$47,550.00	$3,579.04	$51,129.04	$278.76
6	$48,050.00	$3,616.68	$51,666.68	$325.26
7	$48,550.00	$3,654.31	$52,204.31	$372.82
8	$49,050.00	$3,691.94	$52,741.94	$421.44
9	$49,550.00	$3,729.58	$53,279.58	$471.12
10	$52,050.00	$3,917.75	$55,967.75	$521.87
11	$52,550.00	$3,955.39	$56,505.39	$573.67
12	$53,050.00	$3,993.02	$57,043.02	$626.54
13	$53,550.00	$4,030.65	$57,580.65	$680.48
14	$54,050.00	$4,068.29	$58,118.29	$735.47
15	$55,550.00	$4,181.19	$59,731.19	$791.53
16	$56,050.00	$4,218.83	$60,268.83	$848.65
17	$56,550.00	$4,256.46	$60,806.46	$906.83
18	$57,050.00	$4,294.10	$61,344.10	$966.07
19	$57,550.00	$4,331.73	$61,881.73	$1,026.38
20	$58,550.00	$4,407.00	$62,957.00	$1,087.75
21	$59,050.00	$4,444.63	$63,494.63	$1,150.18
22	$59,550.00	$4,482.27	$64,032.27	$1,213.68
23	$60,050.00	$4,519.90	$64,569.90	$1,278.23
24	$60,550.00	$4,557.54	$65,107.54	$1,343.85
25	$61,050.00	$4,595.17	$65,645.17	$1,410.53
26	$62,550.00	$4,708.08	$67,258.08	$1,410.53
27	$63,050.00	$4,745.71	$67,795.71	$1,410.53
28	$63,550.00	$4,783.34	$68,333.34	$1,410.53
29	$64,050.00	$4,820.98	$68,870.98	$1,410.53
30	$65,550.00	$4,933.88	$70,483.88	$1,410.53
31	$66,050.00	$4,971.52	$71,021.52	$1,410.53
32	$66,550.00	$5,009.15	$71,559.15	$1,410.53
33	$67,050.00	$5,046.79	$72,096.79	$1,410.53
34	$67,550.00	$5,084.42	$72,634.42	$1,410.53
35	$69,550.00	$5,234.96	$74,784.96	$1,410.53
36	$70,050.00	$5,272.59	$75,322.59	$1,410.53
37	$70,550.00	$5,310.23	$75,860.23	$1,410.53
38	$71,050.00	$5,347.86	$76,397.86	$1,410.53
39	$71,550.00	$5,385.50	$76,935.50	$1,410.53
40	$72,550.00	$5,460.77	$78,010.77	$1,410.53

*Teacher Retirement is fully paid by the district and state contributions on all salary schedules.

* As an additional benefit, the district pays an individual life insurance ($50,000) premium of $70.20 per year.

2022-23 DOCTORATE SALARY SCHEDULE

Years	2023-24 Base Salary	2023-24 OTRS	2023-24 Total Compensation	State Teacher Credit
0	$45,550.00	$3,428.50	$48,978.50	$60.15
1	$45,950.00	$3,458.61	$49,408.61	$103.41
2	$46,350.00	$3,488.72	$49,838.72	$145.65
3	$46,750.00	$3,518.83	$50,268.83	$188.96
4	$47,150.00	$3,548.93	$50,698.93	$233.33
5	$48,550.00	$3,654.31	$52,204.31	$278.76
6	$49,050.00	$3,691.94	$52,741.94	$325.26
7	$49,550.00	$3,729.58	$53,279.58	$372.82
8	$50,050.00	$3,767.21	$53,817.21	$421.44
9	$50,550.00	$3,804.85	$54,354.85	$471.12
10	$53,050.00	$3,993.02	$57,043.02	$521.87
11	$53,550.00	$4,030.65	$57,580.65	$573.67
12	$54,050.00	$4,068.29	$58,118.29	$626.54
13	$54,550.00	$4,105.92	$58,655.92	$680.48
14	$55,050.00	$4,143.56	$59,193.56	$735.47
15	$57,050.00	$4,294.10	$61,344.10	$791.53
16	$57,550.00	$4,331.73	$61,881.73	$848.65
17	$58,050.00	$4,369.37	$62,419.37	$906.83
18	$58,550.00	$4,407.00	$62,957.00	$966.07
19	$59,050.00	$4,444.63	$63,494.63	$1,026.38
20	$60,550.00	$4,557.54	$65,107.54	$1,087.75
21	$61,050.00	$4,595.17	$65,645.17	$1,150.18
22	$61,550.00	$4,632.81	$66,182.81	$1,213.68
23	$62,050.00	$4,670.44	$66,720.44	$1,278.23
24	$62,550.00	$4,708.08	$67,258.08	$1,343.85
25	$64,050.00	$4,820.98	$68,870.98	$1,410.53
26	$64,550.00	$4,858.61	$69,408.61	$1,410.53
27	$65,050.00	$4,896.25	$69,946.25	$1,410.53
28	$65,550.00	$4,933.88	$70,483.88	$1,410.53
29	$66,050.00	$4,971.52	$71,021.52	$1,410.53
30	$67,550.00	$5,084.42	$72,634.42	$1,410.53
31	$68,050.00	$5,122.06	$73,172.06	$1,410.53
32	$68,550.00	$5,159.69	$73,709.69	$1,410.53
33	$69,050.00	$5,197.32	$74,247.32	$1,410.53
34	$69,550.00	$5,234.96	$74,784.96	$1,410.53
35	$71,550.00	$5,385.50	$76,935.50	$1,410.53
36	$72,050.00	$5,423.13	$77,473.13	$1,410.53
37	$72,550.00	$5,460.77	$78,010.77	$1,410.53
38	$73,050.00	$5,498.40	$78,548.40	$1,410.53
39	$73,550.00	$5,536.03	$79,086.03	$1,410.53
40	$74,050.00	$5,573.67	$79,623.67	$1,410.53

*Teacher Retirement is fully paid by the district and state contributions on all salary schedules.

* Additionally, the district pays an individual life insurance ($50,000) premium of $70.20 per year.

EXTRA DUTY POSITIONS

23-24 District and Site Extra Duty Stipends			
Program Name	**FTE**	**Funding Source**	**Stipend Amount**
DISTRICT			
Accelerated Math Program Coordinator	1	District	$2,000.00
Activities Coordinator (+ Graduation)	1	District	$7,000.00
Aquatics Coordinator	1	District	$5,000.00
Auditorium Supervisor	1	District	$4,000.00
Auditorium Supervisor	1	District	$4,000.00
Board of Education Deputy Clerk	1	District	$2,500.00
Board of Education Secretary	1	District	$5,000.00
Communications Cadre at each of the 12 sites	1	District	$500.00
Counselor Service Coordinator	1	District	$5,000.00
Crisis Team Coordinator (shared)	0.5	District	$1,500.00
Crisis Team Coordinator (shared)	0.5	District	$1,500.00
District Safety Officer	1	District	$5,000.00
EL Coordinator	1	District	TBD
Indian Education Youth Development	1	Dist-Indian Ed	$3,000.00
Mandt Instructor	1	District	$1,000.00
Mandt Instructor	1	District	$1,000.00
Mandt Instructor	1	District	$1,000.00
Mandt Instructor	1	District	$1,000.00
Mandt Instructor	1	District	$1,000.00
New Teacher Mentors ($500 each)	30	District	$15,000.00
Nursing support for TDap records (summer work)	1	District	$1,000.00
OAAP Testing Coordinator	1	District	$1,250.00
OTISS District Coach	1	District	$5,000.00
Second Semester Bus Duty for NE	1	District	$750.00
Second Semester Bus Duty for NE	1	District	$750.00
Second Semester Bus Duty for NI	1	District	$750.00
Second Semester Bus Duty for NI	1	District	$750.00
Second Semester Bus Duty for WE	1	District	$750.00
Second Semester Bus Duty for WE	1	District	$750.00
Second Semester Bus Duty for WI	1	District	$750.00
Site Sub Coordinators at 12 sites	1	District	$500.00
Virtual Instructor HS & MS-Spanish	1	District	$7,000.00
Virtual Teacher for Spec Ed	1	District	$1,500.00
SPECIAL EDUCATION	FTE	Funding Source	Amount
CE Lead Teacher	1	District	$500.00
CI Lead Teacher	1	District	$500.00

EE Lead Teacher	1	District	$500.00
NE Lead Teacher	1	District	$500.00
NI Lead Teacher	1	District	$500.00
WE Lead Teacher	1	District	$500.00
WI Lead Teacher	1	District	$500.00
MS Lead Teacher	1	District	$500.00
9th Grade/Brassfield	1	District	$750.00
HS Resource Lead Teacher	1	District	$500.00
BAND PROGRAMS (Grades 6-12)	1	District	$1,250.00
Director of Bands & Coord of Instrumental Music	FTE	Funding Source	Amount
Fine Arts Coordinator	1	District	
	1	District	$5,700.00
Associate Director of Bands	1	District	$4,500.00
Assistant Band Director	1	District	$4,000.00
Assistant Band Director	1	District	$4,000.00
Middle School Band Coordinator	1	District	$4,000.00
Percussion Coordinator	1	District	$6,000.00
Marching Band Percussion Arranger	1	District	$4,500.00
Marching Band Arranger	1	Band Budget	$2,500.00
Marching Band Arranger	1	Band Budget	$2,500.00
Basketball Pep Band	1	District	$1,250.00
Marching Band Stipends ($4.5K each)	6	District	$21,000.00
HS Jazz Stipends ($1500 each)	2	District	$3,000.00
Travel Stipends ($1500 each)	7	District	$10,500.00
BIXBY HIGH SCHOOL	FTE	Funding Source	Amount
9GC Academic Team Head Sponsor - Freshman	1	District	$700.00
9GC Administrative Intern (shared)	0.5	Site	
9GC Administrative Intern (shared)	1	Site	$1,000.00
9GC Bus Duty	2	District	$20/hr timesheets
9GC Class Sponsor - Freshman	1	District	$300.00
9GC Detention	1	Site	$20/hr timesheet
9GC Ldship/StuCo/Activities Sponsor ($1K)	1	District	$1,000.00
9GC Ldship/StuCo/ Activities Sponsor ($1K); GE Coach ($2K)	1	District	$3,000.00
9GC Lunch Duty	5	District	$20/hr-timesheet
9GC Media Specialist Inventory Review	1	District	$1,000.00
9GC NJHS	1	District	$500.00
9GC Site Comms Cadre	1	District	$500.00
9GC Site Sub Coordinator	1	District	$500.00
9GC Team Lead English	1	Site	$500.00
9GC Team Lead History	1	Site	$500.00
9GC Team Lead Math	1	Site	$500.00

9GC Team Lead Science	1	Site	$500.00
9GC Team Lead Sped	1	Site	$500.00
9GC Tech Cadre	1	District	$1,000.00
Academic Team Assistant Sponsor	1	District	$750.00
Academic Team Head Sponsor	1	District	$1,300.00
Activities Coordinator	1	Site	$9,300.00
Advanced Placement Coordinator	1	District	$1,000.00
Bus Duty Assignments	3	District	$20/hr-timesheet
Class Co-Sponsor - Senior	1	District	$1,100.00
Class Co-Sponsor - Senior	1	District	$1,100.00
Class Sponsor - Junior	1	District	$1,100.00
Class Sponsor - Sophomore	1	District	$1,000.00
Clay Target Club	1	District	$1,000.00
Debate	1	District	$2,000.00
Drama	1	District	$1,500.00
Drama Assistant	1	District	$1,200.00
HS Administrative Intern	1	Site	$500.00
HS Lead Counselor	1	Site	$500.00
HS Media Center Inventory Review	1	District	$500.00
HS PLC Team Lead Electives	1	Site	$500.00
HS PLC Team Lead English	1	Site	$500.00
HS PLC Team Lead History	1	Site	$500.00
HS PLC Team Lead Languages	1	Site	$500.00
HS PLC Team Lead Math	1	Site	$500.00
HS PLC Team Lead Science	1	Site	$500.00
HS PLC Team Lead Sped Collab	1	Site	$250.00
HS PLC Team Lead Sped Concepts	1	Site	$250.00
HS Test Coordinator	1	District	$2,500.00
Live Streaming Coordinator	1	Athletics	$3,000.00
Lunch Duty Assignments - HS	5	District	$20/hr-timesheet
Media Specialist Inventory Review	1	District	$1,000.00
NHS	1	District	$1,000.00
ROTC	1	District	$3,000.00
ROTC	1	District	$3,000.00
Site Comms Cadre	1	District	$500.00
Site Sub Coordinator	1	District	$500.00
Special Education Enrollment Coordinator	1	District	$2,500.00
Speech	1	District	$2,000.00
Student Council	1	District	$2,000.00
Tech - BTI	1	Tech - 411	$2,200.00
Tech - BTI	1	Tech - 411	$2,200.00
Tech - DECA	1	Tech - 411	$2,200.00
Tech - FCCLA	1	Tech - 411	$2,200.00

Tech - FCCLA	1	Tech - 411	$2,200.00
Tech - FFA	1	Tech - 411	$2,600.00
Tech Cadre	1	District	$1,000.00
Tech Cadre	1	District	$1,000.00
Vocal Music/Choir	1	District	$3,700.00
Yearbook	1	District	$1,700.00
BIXBY MIDDLE SCHOOL	FTE	Funding Source	Amount
Academic Team	0.5	District	$500.00
Academic Team	0.5	District	$500.00
Administrative Intern	1	Site	$500.00
Core Tutoring	4	Site	
Crossing Guard	1	Site	$1,000.00
Crossing Guard	1	Site	$1,000.00
Dept Lead Electives	1	Site	$750.00
Dept Lead English	1	Site	$750.00
Dept Lead Fine Arts	1	Site	$750.00
Dept Lead History	1	Site	$750.00
Dept Lead Math	1	Site	$750.00
Lunch Duty Assignments	4	District	$20/hr-timesheet
Lunch Duty Assignments	4	District	$20/hr-timesheet
Lunch Duty Assignments	4	District	$20/hr-timesheet
Media Specialist Inventory Review	1	District	$1,000.00
National Junior Honor Society	1	District	$1,500.00
Saturday School Attendant	2	Site	$20/hr-timesheet
Dept Lead Science	1	Site	$750.00
Seventh Hour	1	Site Mon-Thurs	$20/hr-timesheet
Site Comms Cadre	1	District	$500.00
Site Sub Coordinator	1	District	$500.00
Student Council (shared)	0.5	District	$750.00
Student Council (shared)	0.5	District	$750.00
Tech Cadre	1	District	$1,000.00
Tech Cadre	1	District	$1,000.00
Middle School Test Coordinator	1	District	$2,500.00
Vocal Music/Choir	1	District	$1,700.00
Yearbook	1	District	$1,000.00
E-Sports Sponsor	1	Site	$750.00
E-Sport Sponsor	1	Site	$950.00
Zero Hour	1	Site Tues-Thurs	$20/hr-timesheet
CENTRAL INTERMEDIATE	FTE	Funding Source	Amount
Administrative Intern (shared)	0.5	Site	$500.00

Administrative Intern (shared)	0.5	Site	$500.00
Honor Choir	1	District	$750.00
Media Specialist Inventory Review	1	District	$1,000.00
Site Comms Cadre	1	District	$500.00
Site Sub Coordinator	1	District	$500.00
Student Council (shared)	0.5	District	$250.00
Student Council (shared)	0.5	District	$250.00
Technology Cadre (shared)	0.5	District	$500.00
Technology Cadre (shared)	0.5	District	$500.00
Yearbook	1	District	$1,000.00
EAST INTERMEDIATE	FTE	Funding Source	Amount
Administrative Intern	1	Site	$1,000.00
Fifth Hour	1	Site	$600.00
Fifth Hour	1	Site	$600.00
Honor Choir	1	District	$750.00
Media Specialist Inventory Review	1	District	$1,000.00
Restorative Practices Reflection Supervisor	1	Site	$1,000.00
Safety Patrol	1	Site	$500.00
Site Comms Cadre	1	District	$500.00
Site Sub Coordinator	1	District	$500.00
Student Council (shared)	0.5	District	$250.00
Student Council (shared)	0.5	District	$250.00
Technology Cadre	1	District	$1,000.00
Yearbook	0.5	District	$500.00
Yearbook	0.5	District	$500.00
NORTH INTERMEDIATE	FTE	Funding Source	Amount
Administrative Intern	1	Site	$1,000.00
Bixby Buddies (Peer Mediation)	1	Site	$250.00
Bixby Buddies (Peer Mediation)	1	Site	$250.00
Bus/Car Traffic Duty	1	Site	$1,000.00
Honor Choir	1	District	$750.00
Media Specialist Inventory Review	1	District	$1,000.00
Site Comms Cadre	1	District	$500.00
Site Sub Coordinator	1	District	$500.00
Student Council (shared)	0.5	District	$250.00
Student Council (shared)	0.5	District	$250.00
Study Academy	1	Site	$500.00
Study Academy	1	Site	$500.00
Technology Cadre	1	District	$1,000.00
Yearbook (shared)	0.5	District	$500.00
Yearbook (shared)	0.5	District	$500.00

WEST INTERMEDIATE	FTE	Funding Source	Amount
Admin Intern Intermediate	1	Site	$1,000.00
Crossing Guard	1	Site	$1,000.00
Honor Choir	1	District	$750.00
Media Specialist Inventory Review	1	District	$1,000.00
Peer Mentor	1	Site	$500.00
Site Comms Cadre	1	District	$500.00
Site Sub Coordinator	1	District	$500.00
Student Council	1	District	$500.00
Technology Cadre	1	District	$1,000.00
Yearbook	1	District	$1,000.00
CENTRAL ELEMENTARY	FTE	Funding Source	Amount
Administrative Intern	1	Site	$750.00
Site Comms Cadre	1	District	$500.00
Site Sub Coordinator	1	District	$500.00
Technology Cadre (shared)	0.5	District	$500.00
Technology Cadre (shared)	0.5	District	$500.00
Yearbook	1	District	$1,000.00
EAST ELEMENTARY	FTE	Funding Source	Amount
Administrative Intern Specials	1	Site	$1,000.00
Benchmark /interventions/curriculum	1	Site	$500.00
Maker's Space Facilitator	1	Site	$500.00
Site Comms Cadre	1	District	$500.00
Site Sub Coordinator	1	District	$500.00
Tech Cadre	1	District	$1,000.00
Traffic Duty	1	Site	$1,000.00
Yearbook (shared)	0.5	District	$500.00
Yearbook (shared)	0.5	District	$500.00
NORTH ELEMENTARY	FTE	Funding Source	Amount
Administrative Intern	1	Site	$1,000.00
Site Comms Cadre	1	District	$500.00
Site Sub Coordinator	1	District	$500.00
Tech Cadre (shared)	0.5	District	$500.00
Tech Cadre (shared)	0.5	District	$500.00
Yearbook (shared)	0.5	District	$500.00
Yearbook (shared)	0.5	District	$500.00
WEST ELEMENTARY	FTE	Funding Source	Amount
Administrative Intern	1	Site	$1,000.00
Path Monitor	1	Site	$1,000.00

Site Comms Cadre	1	District	$500.00
Site Sub Coordinator	1	District	$500.00
Technology Cadre	1	District	$1,000.00
Yearbook	1	District	$1,000.00
SHORT TERM RETENTION BONUSES (SPEC ED)			
School Psych Full Time	1	Spec Ed ESSR	$2,000.00
School Psych Full Time	1	Spec Ed ESSR	$2,000.00
School Psych Full Time	1	Spec Ed ESSR	$2,000.00
School Psych Part Time	1	Spec Ed ESSR	$1,200.00

2023-24 EXTRA DUTY STIPENDS - Athletic Department

Program Name	FTE	Funding Source	Stipend Amount
CHEER, POM/DANCE, & SPIRIT			
HEAD CHEER COACH (FB/BB)	1	District	$7,500.00
HEAD STUNT COACH	1	District	$4,500.00
ASSISTANT CHEER COACH (WR)	1	District	$4,500.00
JV HEAD CHEER/STUNT COACH (FB/BB)	1	District	$5,000.00
JV ASSISTANT CHEER COACH (WR)	1	District	$3,000.00
Cheer Program Assistant	1	District	$1,500.00
8th HEAD CHEER COACH	1	District	$2,500.00
8th HEAD STUNT COACH	1	District	$2,500.00
8th ASSISTANT CHEER COACH	1	District	$1,500.00
MS Cheer Sponsors	1	District	$1,000.00
MS Cheer Sponsors	1	District	$1,000.00
DANCE/POM			
HEAD DANCE COACH	1	District	$7,500.00
ASSISTANT DANCE COACH	1	District	$4,500.00
MS Dance Head	1	District	$2,500.00
Asst MS Dance	1	District	$1,500.00
HIGH SCHOOL FOOTBALL			
DIRECTOR OF FOOTBALL OPERATIONS/Head Coach	1	District	$40,000.00
ATHLETIC TRAINING COORDINATOR	1	District	$30,000.00
Associate Head Coach	1	District	$5,500.00
Assistant Head Coach	1	District	$3,000.00
Offensive Coordinator	1	District	$7,500.00
Defensive Coordinator	1	District	$7,500.00
Special Teams Coordinator	1	District	$5,800.00
ASSISTANT COACH	1	District	$5,500.00
ASSISTANT COACH	1	District	$5,500.00
ASSISTANT COACH	1	District	$5,500.00
ASSISTANT COACH	1	District	$5,500.00
ASSISTANT COACH	1	District	$5,500.00
ASSISTANT COACH	1	District	$5,500.00
ASSISTANT COACH	1	District	$5,500.00
ASSISTANT COACH	1	District	$5,500.00
ASSISTANT COACH	1	District	$5,500.00
ASSISTANT COACH	1	District	$5,500.00
Laundry Uniform/Equipment Coordinator	1	District	$1,000.00
Equipment Coordinator	1	District	$1,000.00
Character Ed / Media Coordinator	1	District	$1,200.00
College Coordinator	1	District	$1,200.00
9TH GRADE FOOTBALL			

HEAD COACH of Red Team	1	District	$4,500.00
ASSISTANT of Red Team	1	District	$3,500.00
HEAD COACH of Blue Team	1	District	$4,500.00
ASSISTANT of Blue Team	1	District	$3,500.00
Assistant Coach	1	District	$3,500.00
Assistant Coach request	1	District	$3,500.00
New Asst Coach request	1	District	$3,500.00
New Asst Coach request	1	District	$3,500.00
8TH GRADE FOOTBALL			
HEAD COACH of Red Team	1	District	$4,500.00
ASSISTANT of Red Team	1	District	$3,500.00
HEAD COACH of Blue Team	1	District	$4,500.00
ASSISTANT of Blue Team	1	District	$3,500.00
Assistant Coach	1	District	$3,500.00
Assistant Coach	1	District	$3,500.00
Assistant Coach	1	District	$3,500.00
Assistant Coach	1	District	$3,500.00
SOFTBALL: FAST-PITCH			
HEAD COACH	1	District	$10,000.00
ASSISTANT COACH	1	District	$3,800.00
ASSISTANT COACH	1	District	$3,800.00
ASSISTANT COACH	1	District	$3,800.00
ASSISTANT COACH	1	District	$3,800.00
8th Grade Head Coach Blue Team	1	District	$2,750.00
8th Grade Assistant Coach Blue Team	1	District	$2,250.00
8th Grade Head Coach Red Team	1	District	$2,750.00
8th Grade Assistant Coach Red Team	1	District	$2,250.00
VOLLEYBALL			
HEAD COACH	1	District	$6,000.00
Head JV Coach Request	1	District	$3,000.00
ASSISTANT HIGH SCHOOL/JV COACH	1	District	$3,000.00
ASSISTANT HIGH SCHOOL/JV COACH	1	District	$3,000.00
ASSISTANT HIGH SCHOOL/JV COACH	1	District	$3,000.00
ASSISTANT HIGH SCHOOL/JV COACH	1	District	$3,000.00
8th Grade	1	District	$2,250.00
8th Grade	1	District	$2,250.00
8th Grade	1	District	$2,250.00
CROSS COUNTRY			
HEAD BOYS & GIRLS - HS	1	District	$4,500.00
ASSISTANT COACH - HS	1	District	$2,500.00
ASSISTANT COACH - HS	1	District	$2,500.00
HEAD BOYS & GIRLS - MS	1	District	$2,250.00
ASSISTANT BOYS & GIRLS - MS	1	District	$1,750.00

HIGH SCHOOL BASKETBALL			
Coordinator of Boys' BB Programs/Head Boys' Coach	1	District	$10,500.00
ASSISTANT BOYS COACH	1	District	$4,300.00
ASSISTANT BOYS COACH	1	District	$4,300.00
10 Grade Coach	1	District	$2,250.00
9TH BOYS HEAD COACH	1	District	$3,250.00
8TH BOYS Head Coach Red Team	1	District	$2,750.00
8TH BOYS Head Coach Blue Team	1	District	$2,750.00
8TH BOYS HEAD Coach White Team	1	Booster Club	$2,750.00
HEAD GIRLS COACH	1	District	$10,500.00
ASSISTANT GIRLS COACH	1	District	$4,300.00
ASSISTANT GIRLS COACH	1	District	$4,300.00
9TH GIRLS HEAD COACH	1	District	$3,500.00
8TH GIRLS Head Coach Red Team	1	District	$2,750.00
8TH GIRLS Head Coach Blue Team	1	District	$2,750.00
WRESTLING			
HEAD COACH - Boys	1	District	$11,000.00
ASSISTANT COACH	1	District	$4,000.00
ASSISTANT COACH	1	District	$4,000.00
ASSISTANT COACH	1	District	$4,000.00
ASSISTANT COACH	1	District	$4,000.00
HEAD COACH - Girls	1	District	$11,000.00
ASSISTANT COACH	1	District	$4,000.00
New girls asst	1	District	$4,000.00
New girls asst	1	District	$4,000.00
JR. HIGH HEAD COACH - boys	1	District	$3,600.00
JH head Coach - girls	1	District	$3,600.00
JH girls asst coach	1	District	$2,500.00
JR. HIGH ASSISTANT COACH - boys	1	District	$2,500.00
JR. HIGH ASSISTANT COACH - boys	1	District	$2,500.00
JR. HIGH ASSISTANT COACH - boys	1	District	$2,500.00
SWIMMING			
BOYS HEAD COACH	1	District	$5,500.00
GIRLS HEAD COACH	1	District	$5,500.00
ASSISTANT COACH	1	District	$2,500.00
MS HEAD COACH	1	District	$1,000.00
MS ASST COACH	1	District	$500.00
BASEBALL			
HEAD COACH	1	District	$10,500.00
ASSISTANT COACH	1	District	$3,900.00
ASSISTANT COACH	1	District	$3,900.00

ASSISTANT COACH	1	District	$3,900.00
ASSISTANT COACH	1	District	$3,900.00
JV Blue Head Coach	1	District	$3,900.00
JV Blue Assistant Coach	1	District	$3,300.00
JV White Head Coach	1	District	$3,900.00
JV White Assistant Coach	1	District	$3,300.00
JV Red Head Coach	1	District	$3,900.00
JV Red Asst Coach	1	Booster	$3,300.00
GOLF			
BOYS HEAD COACH	1	District	$4,000.00
GIRLS HEAD COACH	1	District	$4,000.00
BOYS ASSISTANT COACH	1	District	$2,250.00
GIRLS ASSISTANT COACH	1	District	$2,250.00
8TH GRADE Boys HEAD COACH	1	District	$1,950.00
8TH GRADE Girls HEAD COACH	1	District	$1,950.00
8TH GRADE ASSISTANT COACH	1	District	$1,750.00
ASSISTANT INSTRUCTIONAL COACH-other pay	1	819-813/817	$1,500.00
SOCCER			
HEAD BOYS	1	District	$5,500.00
BOYS ASSISTANT COACH	1	District	$2,750.00
BOYS ASSISTANT COACH	1	District	$2,750.00
HEAD GIRLS	1	District	$5,500.00
GIRLS ASSISTANT COACH	1	District	$2,750.00
GIRLS ASSISTANT COACH	1	District	$2,750.00
SOFTBALL: SLOW-PITCH			
HEAD COACH	1	District	$7,000.00
ASSISTANT COACH	1	District	$2,750.00
ASSISTANT COACH	1	District	$2,750.00
TENNIS			
GIRLS TENNIS HEAD COACH	1	District	$4,500.00
BOYS TENNIS HEAD COACH	1	District	$4,500.00
ASSISTANT BOYS COACH	1	District	$2,500.00
ASSISTANT GIRLS COACH	1	District	$2,500.00
8TH GRADE HEAD COACH BOYS	1	District	$2,200.00
8TH GRADE HEAD COASH GIRLS	1	District	$2,200.00
8TH GRADE ASSISTANT BOYS	1	District	$1,750.00
8TH GRADE ASSISTANT GIRLS	1	District	$1,750.00
TRACK			
HEAD COACH BOYS	1	District	$6,000.00
ASSISTANT BOYS	1	District	$3,000.00
ASSISTANT BOYS	1	District	$3,000.00
ASSISTANT BOYS	1	District	$3,000.00

HEAD COACH GIRLS	1	District	$6,000.00
ASSISTANT GIRLS	1	District	$3,000.00
ASSISTANT GIRLS	1	District	$3,000.00
ASSISTANT GIRLS	1	District	$3,000.00
ASSISTANT BOYS & GIRLS	1	District	$3,000.00
ASSISTANT BOYS & GIRLS	1	District	$3,000.00
8TH GRADE HEAD BOYS COACH	1	District	$2,800.00
8TH GRADE HEAD GIRLS COACH	1	District	$2,800.00
8TH ASSISTANT BOYS AND GIRLS	1	District	$2,500.00
8TH ASSISTANT BOYS AND GIRLS	1	District	$2,500.00
DEPARTMENT			
GAME MANAGER	1	District	$6,000.00
GAME MANAGER	1	District	$6,000.00
GAME MANAGER	1	District	$6,000.00
GAME MANAGER	1	District	$6,000.00
Head Strength Coach	1	District	$10,000.00

TULSA PUBLIC SCHOOLS

TLE Observation and Evaluation Rubric
Teachers

Domain/Relative Weight	*Dimension*		*Page*
Classroom Management 30%	1.	Preparation	2
	2.	Discipline	3
	3.	Building-Wide Climate Responsibility	4
	4.	Lesson Plans	5
	5.	Assessment Practices	6
	6.	Student Relations	7
Instructional Effectiveness 50%	7.	Literacy	8
	8.	Current State Standards	9
	9.	Involves All Learners	10
	10.	Explains Content	11
	11.	Clear Instruction & Directions	12
	12.	Models	13
	13.	Monitors	14
	14.	Adjusts Based upon Monitoring	15
	15.	Establishes Closure	16
	16.	Student Achievement	17
Professional Growth & Continuous Improvement 10%	17.	Professional Development	18
	18.	Professional Accountability	19
Interpersonal Skills 5%	19.	Effective Interpersonal Skills	19
Leadership 5%	20.	Professional Involvement & Leadership	20

(c) 2015, Tulsa Public Schools

Indicator No.

1	Domain: **Classroom Management**	Dimension: **Preparation**

Teacher plans for and executes a lesson relating to short-term and long-term objectives.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Does not plan for or execute instructional strategies that encourage the development of performance skills relating to short and long-term objectives.	Occasionally plans for and executes instructional strategies that encourage the development of performance skills relating to short and long-term objectives.	Plans for and executes instructional strategies that encourage the development of performance skills relating to short and long-term objectives.	Plans for and executes instructional strategies that encourage the development of critical thinking, problem solving and performance skills relating to short and long-term objectives.	Plans for and executes instructional strategies that encourage the development of critical thinking, problem solving and performance skills relating to short and long-term objectives.
Only develops a brief outline of the daily schedule, which shows little or no alignment with most current state standards.	Develops instructional plans that are not consistently in alignment with most current state standards.	Develops instructional plans that are in alignment with most current state standards and, as available and appropriate, curriculum maps and pacing guides.	Develops instructional plans that are in alignment with state standards and, as available and appropriate, curriculum maps and pacing guides, and links to major topics within and across grade levels.	Has long and short-term instructional plans that are aligned with state standards and, as available and appropriate, curriculum maps and pacing guides, and links to major topics within and across grade levels.
Plans rarely address student diversity nor describe how instruction will be differentiated.	Plans inconsistently address student diversity and inconsistently describe how instruction will be differentiated.	Plans consistently address student diversity and describe how instruction will be differentiated.	Plans consistently and skillfully address student diversity and describe how instruction will be differentiated. Plans are designed to maximize learning time.	Plans consistently and expertly address student diversity and describe how instruction will be differentiated. Plans are designed to maximize learning time and foster self-directed learning.
Materials and equipment are not ready at the start of the lesson or instructional activity.	Materials and equipment are usually ready at the start of the lesson or instructional activity.	Ensures materials and equipment are ready at the start of the lesson or instructional activity (most of the time).	Materials and equipment are ready at the start of the lesson or instructional activity.	Materials and equipment are ready at the start of the lesson or instructional activity and enhance learning.

2	Domain: **Classroom Management**			Dimension: **Discipline**
	Teacher clearly defines and effectively manages student behavior.			
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Standards of conduct have not been established.	Standards of conduct have been established with inconsistent implementation.	Establishes, communicates and consistently implements appropriate standards of conduct.	Establishes, communicates and consistently implements appropriate standards of conduct that instill a sense of self-discipline in students.	Establishes, communicates and consistently implements appropriate standards of conduct that instill a sense of self-discipline in students; students constructively monitor their peers and intervene to implement standards.
Students are almost always disengaged and unclear about the expectations of the classroom, requiring more reminders than are appropriate for the age and development of the students.	Students are often disengaged and unclear about the expectations of the classroom, requiring more reminders than are appropriate for the age and development of the students.	Students are usually engaged and clear as to the expectations of the classroom, requiring few reminders relative to the age and development of the students.	Students are engaged and clear about the expectations of the classroom with no need for reminders as appropriate to the age and development of the students.	Students are engaged and are clear about the expectations of the classroom with no need for reminders as appropriate to the age and development of the students.
Does not monitor the behavior of students during whole class, small groups, seat work activities and transitions.	Does not consistently monitor the behavior of students during whole class, small groups, seat work activities and transitions.	Monitors the behavior of students during whole-class, small group and seat work activities and during transitions between instructional activities.	Monitors the behavior of all students during whole-class, small group and seat work activities and during transitions between instructional activities, lunch time, recess, assemblies, etc.	Monitors the behavior of all students at all times. Standards of conduct extend beyond the classroom.
Usually ignores misbehavior and uses an inappropriate voice level / word choice when correction is attempted.	Does not consistently address misbehavior and / or uses an inappropriate voice level / word choice to attempt to bring correction.	As necessary and appropriate, stops misbehavior promptly and consistently, with a voice level / word choice suitable to the situation.	As necessary and appropriate, stops misbehavior promptly and consistently, with a voice level / word choice suitable to the situation, while maintaining the dignity of the student in a manner that promotes positive behavior and relationships.	As necessary and appropriate, stops misbehavior promptly and consistently, with a voice level / word choice suitable to the situation, in a manner that promotes positive behavior and relationships and encourages students to self-discipline.

3	Domain: **Classroom Management**	Dimension: **Building-Wide Climate Responsibilities**		
	Teacher assures a contribution to building-wide positive climate responsibilities.			
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Is not involved in school projects and initiatives that contribute to promoting orderly behavior throughout the school.	Participates in school projects and initiatives that contribute to promoting orderly behavior throughout the school when specifically requested and only for specified time.	Regularly and routinely participates in school projects and initiatives that contribute to promoting orderly behavior throughout the school.	Participates actively in school projects and initiatives that promote orderly behavior throughout the school volunteering for extra assignments / time periods.	Makes substantial contribution to school projects and initiatives that promote orderly behavior throughout the school. Teacher assumes a leadership role in these projects and initiatives, inspiring others to participate.
Ignores the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe.	Inconsistently follows the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe.	Follows the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe.	Follows the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe. Offers enhancements and suggestions to procedures and guidelines.	Always follows the procedures, practices and guidelines outlined by the school, district, state and federal laws intended to keep students healthy and safe. Is proactive in intervening on behalf of children and staff.

4	Domain: **Classroom Management**		Dimension: **Lesson Plans**	
	Teacher develops daily lesson plans designed to achieve the identified objectives.			
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Plans are rarely or never completed.	Plans are not consistently completed.	Plans are developed consistently and on time based upon an analysis of data.	Plans are developed consistently and on time, or in advance, based upon an analysis of data.	Plans are developed consistently and on time, or in advance, based upon an analysis of data.
Never plans with other members of the grade-level/school planning teams (when it is an expectation of the campus).	Rarely plans with other members of the grade-level/school planning teams (when it is an expectation of the campus).	Plans with other members of the grade-level / school planning teams (when it is an expectation of the campus).	Plans with other members of the grade-level/school planning teams (when it is an expectation of the campus).	Plans with other members of the grade-level / school planning teams (when it is an expectation of the campus or based upon collegial decision-making).
			Revises plans according to student data analysis and shares same with fellow staff members to the benefit of the grade level, curricular area or building.	Revises plans according to student data and performance, sharing same with fellow staff members to the benefit of the grade level, curricular area or building.
Never provides substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.	Rarely provides substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.	Provides substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.	Provides in sequenced and organized fashion substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.	Can serve as a grade level, curricular area and/or building-wide model for substitute plans, classroom rosters, seating charts, behavior plans, emergency plans and identification of diverse learning groups.

5	Domain: **Classroom Management**		Dimension: **Assessment Practices**	
Teacher acknowledges student progress and uses assessment practices that are fair, based on identified criteria, and support effective instruction.				
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Rarely uses assessments to evaluate student learning and guide instruction.	Inconsistently uses assessments to evaluate student learning and guide instruction.	Consistently uses assessments to evaluate student learning and guide instruction.	Consistently uses assessments to evaluate student learning and guide and support differentiated instruction.	Consistently uses assessments that evaluate student learning and guide and support differentiated instruction and are used to develop, refine and evaluate instruction.
Grading is arbitrary and not in accordance with district's grading policies.	Grading is not consistently fair or in accordance with district's grading policies.	Grading is fair and in accordance with district's grading policies.	Grading is fair, transparent to students and in accordance with district's grading policies.	Grading systems are fair and in accordance with district's grading policies and, as appropriate, developed in collaboration with students.
Assessments provide delayed and inadequate feedback for students to assess themselves.	Assessments provide delayed and inadequate feedback for students to assess themselves.	Provides adequate and timely feedback from assessment results for students to reflect and set goals.	Assessments provide useful and immediate feedback – separate and apart from grades—that assists students in assessing themselves in meeting their learning goals.	Assessments provide useful and immediate feedback– separate and apart from grades—that assists students in assessing themselves to develop and evaluate their progress with their learning goals. Learning goals are not just designed by the teacher—the student has an opportunity to direct his/her own learning by contributing goals.
There is no evidence that the teacher recognizes student progress or achievement.	There is some evidence that students are recognized for their progress and achievement; however, recognition is sporadic.	Recognizes student progress and achievement at significant intervals and encourages learning behaviors that would result in student success.	Students are informed regularly regarding their progress and achievement and are provided opportunities to improve and achieve academic success.	Students are informed regularly regarding their progress and achievement and are provided opportunities to improve and achieve academic success. The teacher informs parents on a timely basis of their student's progress and achievement through systematic communication procedures.

6	Domain: **Classroom Management**		Dimension: **Student Relations**	
Teacher optimizes the learning environment through respectful and appropriate interactions with students, conveying high expectations for students and an enthusiasm for the curriculum.				
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Oral, written and nonverbal communication with students is inconsiderate, as characterized by insensitivity, demeaning language and condescension.	Oral, written, and nonverbal communication may not be considerate or respectful.	Oral, written and nonverbal communications with students are considerate and respectful.	Oral, written, and nonverbal communications with students are considerate and positive, demonstrating genuine respect for individual students and the class as a whole.	Oral, written, and nonverbal communication with students is considerate and positive. There is abundant evidence of mutual respect and trust between teacher and student, as well as between students.
Does not consistently display an interest in the curriculum or high academic expectations for most students.	Does not consistently display an interest in the curriculum or high academic expectations for most students.	Consistently conveys a generally positive view of learning and of the curriculum, demonstrating high academic expectations for most students.	Consistently displays a genuine enthusiasm for the curriculum and high academic expectations for all students	Exudes a passion for the content and actively exploring the curriculum with students. Students appear to have internalized the value of the content as well as the teacher's high academic expectations for them.

7	Domain: **Instructional Effectiveness**			Dimension: **Literacy**
	Teacher embeds the components of literacy into all instructional content.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Literacy (the practice of reading, writing, developing vocabulary, spelling, or listening/ speaking) is not embedded / woven into instructional lessons as a vehicle for learning the content and for demonstrating understanding. Rather, literacy is presented as a single, stand-alone skill.	Literacy (the practice of reading, writing, developing vocabulary, spelling, or listening/ speaking) is rarely embedded / woven into instructional lessons as a vehicle for learning the content and for demonstrating understanding. Rather, literacy is presented as a single, stand-alone skill.	Literacy (the practice of reading, writing, developing vocabulary, spelling, or listening/ speaking) is embedded in the lesson as a vehicle for learning the content and for demonstrating understanding.	Literacy (the practice of reading, writing, developing vocabulary, spelling, or listening/ speaking) is embedded in the lesson as a vehicle for learning the content and for demonstrating understanding. Its definition is expanded to include visual representations, expressions of ideas, making decisions and solving problems.	Includes the narrative descriptions in performance category 4, plus the additional definitional components of literacy to include: innovative use of multimedia, computer, information analysis and technology.
Instruction is rarely provided through text.	Instruction is occasionally provided through text.	As appropriate for the content area, instruction is provided through text.	Instruction is routinely provided through text and teacher requires students to cite text to support answers.	Instruction is routinely provided through text and teacher requires students to cite text to support analysis, inference, or arguments.

Note One: Examples of literacy strategies include, but are not limited to, students: (1) using graphic organizers to cement/understand information; (2) presenting/explaining their learning, thinking or examples ("turn and talk"); (3) summarizing information into written notes; (4) using primary source documents (receipts, tickets, bills, advertisements, logs, game/sport statistics and rules, etc.) to glean information; (5) writing for communication; and (6) choral/echo reading, (7) researching and reporting.

Note Two: A teacher embeds literacy into the lesson when she/he plans for and implements a literacy strategy for delivering content and expects students to use one or more specific literacy strategies as a means for learning the content and literacy skills. In such cases, literacy is the "bonding agent" or "glue" for the content.

Note Three: Literacy is a stand-alone event when (1) there is no expectation or need for students to use literacy strategies within the lesson to learn the content objectives and demonstrate their understanding of the same, or (2) students' use of literacy strategies is random, isolated or has no connection to the lesson objectives.

8	Domain: **Instructional Effectiveness**	Dimension: **Current State Standards**		
Teacher understands and optimizes the delivery focus of current state standards and the expectations derived from same on student learning and achievement.				
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Neither understands nor participates (at even the "conversation / awareness" level) in discussions about current state standards.	Neither understands nor participates (at even a minimal implementation level) in discussions about current state standards	Understands the current state standards as evidenced by use of alternate instructional strategies and modified content focus aligned with current state standards.	Has participated in available learning opportunities to assure a strong foundation of understanding the current state standards and regularly and routinely uses alternate instructional strategies and modified content focus aligned with current state standards.	Includes the narrative descriptions in performance category 4, plus serves as a "change agent" and/or grade level, curricular area, building-wide, or departmental presenter / facilitator for the implementation of current state standards. This participation level could be initiated via volunteering or being asked.

9	Domain: **Instructional Effectiveness**		Dimension: **Involves All Learners**	
Teacher uses active learning, questioning techniques and/or guided practices to involve all students.				
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not require student participation or the teacher discourages student involvement.	A few students dominate the lesson, or only a few students are engaged in the class. For example, typically calls only on students who raise their hands first or who blurt out answers.	Routinely uses strategies to ensure engagement of all students.	Routinely uses strategies to ensure engagement of all students.	Routinely uses strategies to ensure engagement of all students.
Students are not mentally engaged in active learning experiences during any significant portion of the class.	Students are engaged in active learning around 50 percent of the class time.	Engages most students in active learning experiences 80 percent of the class time.	Engages an overwhelming majority of students in active learning 80 percent of the class time with students connecting new information to former knowledge; or describing and evaluating their thinking processes.	Engages all students in active learning 80 percent of the class time, and students initiate or develop their own activities to enhance their learning.
Does not ask any type of questions or use questioning techniques during the lesson to involve all learners.	All or most questions used are recall questions.	Uses questioning techniques throughout the lesson, scaffolding to at least the mid-level of Bloom's taxonomy.	Uses consistently high-quality and varied questioning techniques, scaffolding to the higher levels of Bloom's taxonomy.	Uses consistently high-quality and varied questioning techniques, scaffolding to the higher levels of Bloom's taxonomy and leading students to formulate many of their own questions.
		Provides adequate wait time for student response and engagement.	Skillfully uses wait time as a tool to engage students in active learning.	Skillfully uses wait time as a tool to engage students in active learning.
Displays no knowledge of students' interests and skills.	Displays little knowledge of students' interests and skills and rarely uses them as a strategy to engage them.	Engages students by incorporating their general skills and interests into the lesson.	Engages students by incorporating their individual skills and interests into the lesson.	Engages students by incorporating and expanding their individual skills and interests.

Note: Active learning is learning that requires student to attain knowledge by participating or contributing. When students are active in their learning, they are involved in gathering information, questioning, thinking and problem solving. (Adapted from Collins & O'Brien, *The Greenwood Dictionary of* Education, 2011.) Examples of active learning are: cooperative learning activities, advance organizers, researching and reporting out, or other teaching strategies that foster participation and an understanding of the objectives.

10	Domain: **Instructional Effectiveness**		Dimension: **Explains Content**	
	Teacher teaches the objectives through a variety of methods.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Students are provided with activities from the textbook, specific to the content, but there is no attempt to use a variety of activities to support instructional outcomes and no attempt to differentiate tasks to address a variety of student needs/learning styles / multiple intelligences.	Attempts, but does not successfully use a variety of activities (e.g. modeling, visuals, hands-on activities, demonstrations, gestures, body language and thematic instruction) to support instructional outcomes and meet varied student needs/ learning styles / multiple intelligences.	Uses a variety of activities (e.g. modeling, visuals, hands-on activities, demonstrations, gestures, body language and thematic instruction) to support the instructional outcomes and meet varied student needs/ learning styles / multiple intelligences.	Successfully uses a variety of activities (e.g. modeling, visuals, hands-on activities, demonstrations, gestures, body language and thematic instruction) to support the instructional outcomes and meet varied student needs/ learning styles / multiple intelligences. The activities maximize student potential and most require significant cognitive challenge.	Uses all of the characteristics of Level 4. In addition, continually seeks out new strategies to support instructional outcomes and cognitively challenge diverse learners. Willingly shares discoveries and successes with colleagues. Students are included in planning for methods of instructional delivery.
Technology is not used as designed and not used as an instructional tool.	Technology is rarely included in the planning process to support instruction, and technology is not used on a regular basis as an instructional tool.	Technology is included in the planning process to support instruction, and technology is used on a regular basis as an instructional tool.	Technology is woven into / serves as a foundational base in the planning process to support instruction, and technology is used on a common-place basis as an instructional tool.	

11	Domain: **Instructional Effectiveness**		Dimension: **Clear Instruction & Directions**	
	Teacher provides clear instruction and direction.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Instruction, directions and procedures are not provided or are confusing. When instruction/directions are initially inaccurate or confusing to students, does not offer clarifying instruction or directions.	When instruction, directions or procedures are inaccurate or initially confusing to students, teacher does not appropriately or successfully correct and clarify.	Provides instruction, directions and procedures in a variety of delivery modes, e.g., verbal, modeling, visual, demonstration, etc., that are accurate, clearly stated / presented and relate to the learning objectives.	Provides instruction, directions and procedures in a variety of delivery modes that are accurate and clear. Teacher anticipates possible student misunderstanding and/or confusion and incorporates relevant clarifications in the initial directions and instructions.	Uses all of the characteristics of Levels 3 and 4. Facilitates students in constructing their own understanding of how the directions relate to the learning objectives.
Does not give students directions for transitions and does not plan for transitions.	Attempts to give students directions for transitions but does not plan for transitions.	Gives students directions for transitions and includes transitioning in the planning process to optimize academic learning time.	Gives clear directions for transitions between lessons and between instructional activities while optimizing academic learning time.	Plans for smooth, structured transitions between lessons and instructional activities and gives clear, concise directions to accomplish same while optimizing academic learning time.
Spoken language is inaudible or written language is illegible. Spoken or written language contains errors of grammar or syntax. Vocabulary may be inappropriate, vague, or used incorrectly causing students to be confused.	Spoken language is audible and written language is legible. Usage of both demonstrates many basic errors (mispronunciation, misspelled words, etc.). Vocabulary is correct, but limited, or is not appropriate to the students' ages or backgrounds.	Uses spoken and written language that is clear and correct, conforms to standard English, vocabulary, and is appropriate to students' ages and interests.	Spoken and written language is clear and correct and conforms to standard English. Vocabulary is appropriate to the students' ages and interests. Teacher finds opportunities to extend students' vocabularies.	Spoken and written language is correct and conforms to standard English. It is also expressive with well-chosen vocabulary that enriches the lesson and extends students' vocabularies. Teacher seizes opportunities to enhance learning by building vocabulary skills and experiences based on student interests or a spontaneous event.

12	Domain: **Instructional Effectiveness**			Dimension: **Models**
	Teacher demonstrates / models the desired skill or process.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not demonstrate or model the desired skill or process.	Demonstration or modeling of the desired skill or process is infrequent and unclear to students.	Provides demonstrations and modeling of the desired skill or process that are clear and precise to students.	Demonstrations are clear and precise to students with anticipation and preemptive action to avoid possible students' misunderstanding.	Demonstrations will match all characteristics of Level 4. Additionally, most students demonstrate the skill or process relating to the lesson's stated objective.

13	Domain: **Instructional Effectiveness**			Dimension: **Monitors**
	Teacher checks to determine if students are progressing toward stated objectives.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Never moves around the room while students are working on guided practice.	Seldom moves around the room while students are working on guided practice to promote and reinforce students' progress toward the stated objectives. When movement happens it is to the same area of classroom.	When appropriate, moves to all areas of the room while students are working on guided practice to promote and reinforce students' progress toward the stated objectives.	Moves to all areas of the room with efficiency and effectiveness while students are working on guided practice to promote and reinforce students' progress toward the stated objectives. Makes eye contact with all students often.	Moves throughout the room to assure optimal instructional impact while students are working on guided practice to promote and reinforce students' progress toward the stated objectives. When a problem is observed reviews / re-teaches it to the whole class.
Never uses student response techniques to check for understanding.	Seldom uses student response techniques to check for understanding.	Uses different types of student response techniques, both individual / group. Uses student response techniques to check for understanding.	Routinely uses developmentally appropriate student response techniques to check for understanding.	Delivers upon all of performance category 4 and varied response techniques are used to receive immediate feedback to re-teach / review the concept(s) misinterpreted or not learned, while actively engaging all students.
Never uses feedback from students regarding their understanding.	Seldom uses feedback from students regarding their understanding.	Uses feedback from students regarding their understanding.	Immediately and adeptly uses immediate feedback concerning student's understanding.	
Never uses wait time after voicing a question to the students for the purpose of monitoring student understanding.	Seldom uses wait time after voicing a question to the students for the purpose of monitoring student understanding.	Uses wait time of 3-5 seconds (more for more complex questions) after voicing the question for the purpose of monitoring student understanding. Provides opportunity for students to formulate more thoughtful responses and allows time for the student to consider supporting evidence.	Routinely uses wait time of 3-5 seconds (additional time for more complex questions) after voicing the question for the purpose of monitoring student understanding. Provides opportunity for students to formulate more thoughtful responses and allows time for the student to consider supporting evidence. Re-phrases the question after hearing student response to probe for deeper understanding of concept utilizing appropriate wait time.	Delivers upon all of performance category 4 and is able to assess when question / wait time is no longer effective and employs a different strategy / technique.

14	Domain: **Instructional Effectiveness**	Dimension: **Adjusts Based Upon Monitoring**		
	Teacher changes instruction based on the results of monitoring.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not adjust instructional plan to meet the needs of students. Lesson pace is too fast or slow to accommodate for students' questions or interest.	Inconsistently monitors student involvement and makes some effort to adjust instructional plans to engage more students.	Consistently monitors student involvement and makes efforts to adjust instructional plans to engage more students.	Is aware of student participation and smoothly makes appropriate adjustments to the lesson successfully accommodating student questions or interests.	Is always aware of student participation and successfully engages all students in the lesson. Is able to successfully make adjustments to the lesson to accommodate student questions or interests.
Does not assess mastery of the new learning to determine if independent practice or re-teaching is appropriate.	Inconsistently assesses mastery of the new learning to determine if independent practice or re-teaching is appropriate without making adjustments as necessary.	Assesses mastery of the new learning to determine if independent practice or re-teaching is appropriate and makes adjustments to lessons.	Assesses mastery of the new learning using a variety of methods to determine if independent practice or re-teaching is appropriate and restructures lessons to address various learning needs.	Assesses mastery of the new learning using a variety of methods to determine if independent practice or re-teaching is appropriate. Works with individual students or small groups to reteach. Uses peer tutoring to facilitate mastery of skills.
There is no evidence that the teacher uses data from various assessments to modify instruction and guide intervention strategies.	There is little evidence that data is used from various assessments to modify instruction and guide intervention strategies.	Reviews data from assessments to modify instruction and guide intervention strategies.	Uses data from various assessments to modify instruction and to determine what additional interventions can be implemented to assist students.	Multiple classroom evaluations, assessments and formal State assessments provide ample and varied opportunity for all students to demonstrate their knowledge and skill set levels. Ongoing assessment is systematically used to modify instruction and guide intervention strategies.

15	Domain: **Instructional Effectiveness**			Dimension: **Establishes Closure**
	Teacher summarizes and fits into context what has been taught.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
The teacher rarely summarizes the main points of the instruction into the lesson. Students disengage at the end of the class with no teacher direction. Does not connect what is learned to prior learning and does not relate how the learning will be needed in the future.	The teacher does not consistently summarize the main points of the instruction into the lesson. Does not connect what is learned to prior learning and does not relate how the learning will be needed in the future.	Uses one or more closure strategies (e.g., summarizing, discussing main ideas or connections) to consolidate and solidify student learning and help students organize the information into a meaningful context. Connects what is learned to prior learning.	Uses one or more closure strategies (e.g., summarizing, discussing main ideas or connections) to consolidate and solidify student learning and help students organize the information into a meaningful context. Students summarize in a variety of ways and reflect on their own learning. Relates instruction to prior and future learning.	Uses one or more closure strategies (e.g., summarizing, discussing main ideas or connections) to consolidate and solidify student learning and help students organize the information into a meaningful context. Students connect the lesson to prior learning and articulate how learned skills can be used in the future. Linkages with real world situations are woven into the lessons.

16	Domain: **Instructional Effectiveness**	Dimension: **Student Achievement**

Effective development and use of modified assessments and curriculum for special education students and other students experiencing difficulties in learning.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Gives up, blames the student, or blames the student's home environment if the student has difficulty learning	When a student has difficulty learning, the teacher makes an ineffectual effort and quickly gives up or blames the student or the student's home environment.	Accepts responsibility for the success of all students	When a student has difficulty learning, the teacher perseveres to identify effective approaches to reach the student, drawing on a broad repertoire of strategies.	Perseveres in seeking effective approaches for students who need help using an extensive repertoire of strategies and soliciting additional resources from the school and community. Maintains contact with the student to monitor and support the student's success even after the student has moved on to another class.
There is no evidence that the teacher is knowledgeable of the IEP or that the teacher modifies instruction for all students on an IEP regardless of student's learning goals.	There is some evidence that the teacher is aware of the IEP; however, the IEP is not being used to guide instruction for the student.	Modifies assessments for special education student populations in alignment with the IEPs and for other students experiencing difficulties in learning as appropriate.	Modifies assessments for special student populations as appropriate and as indicated in any IEP, working with individual students to develop a mutually acceptable plan for "success."	Modifies assessments and curriculum for special student populations as appropriate and as indicated in any IEP (as relevant), working with individual students to develop a mutually acceptable plan for "success."
.		Provides required feedback to student, roster teacher and/or parent.	Provides frequent / timely feedback to student, teacher or parent.	Provides frequent/timely feedback to student, roster teacher and parent of the results of modifications on student progress and participates as a team member in recommending needed changes in modifications.
		Assures that all students have access to current state standards/ district curriculum.	Assures that all students have access and modifications to current state standards /district curriculum.	The teacher consistently advocates for all special needs students to have direct access to current state standards/district curriculum.

17	Domain: **Professional Growth and Continuous Improvement**		**Dimension: Professional Learning**	
	Uses Professional Growth as a Continuous Improvement Strategy			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not participate in professional development that updates their content knowledge and professional practices.	Participates in a portion of the required minimum hours of professional development. The professional development does not update their content knowledge and current professional practices.	Participates in the required minimum hours of professional development updating their content knowledge and current professional practices.	Participates in the required hours of professional development and seeks additional training to update their content knowledge and professional practices beyond what is required.	In addition to participating in the required hours of prof. development and add'l training, the teacher makes a substantial contribution to the profession through activities such as, coaching and mentoring new teachers, training teachers in professional practices, making presentations, conducting action research, working towards Master Teacher Certification and/or writing articles for grade level, department level, internal / school-wide and/or external publication. Writings that could be used as "models" may include classroom newsletters, parent / community communications, etc.

18	Domain: **Professional Growth and Continuous Improvement**			**Dimension: Professional Accountability**
	Exhibits behaviors and efficiencies associated with professionalism.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Exhibits documentable patterns of repeated inconsistent reliability-based behavior patterns as delineated in performance category 3 – Effective.	Exhibits inconsistent reliability-based behavior patterns as evidenced by flawed punctuality and dependability; not adhering to prescribed arrival and departure times; not following notification and reporting procedures for absences; not complying with reporting timelines and other time sensitive info./compliance requests.	Exhibits consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive info./compliance requests.	Exhibits highly consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive info./compliance requests.	Serves as a model and mentor exhibiting consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive info./compliance requests.

19	Domain: **Interpersonal Skills**			**Dimension: Effective Interpersonal Skills**
	Effective Interactions and Collaboration with Stakeholders.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Provides minimal or no information to families and colleagues and makes no attempt to engage them in the educational program.	Appears to be inconsistent and inaccurate in providing information to families and colleagues and engaging them in the educational program.	Interacts with families and colleagues in a timely, consistent, positive and professional manner. Complies with school procedures for communicating with families and colleagues and makes an effort to engage them in the educational program.	Communicates frequently and sensitively with families and colleagues and engages them in the educational program.	Communicates consistently and sensitively with families and colleagues and uses diverse methods to engage them in the educational program and supports their participation. Communication is clearly understood by diverse stakeholders.
Does not consult or collaborate with other staff members.	Plans and makes decisions assuming the result will be positive for everyone. Consults infrequently with other staff members.	Collaborates appropriately and makes decisions that reflect genuine professional consideration.	Maintains an open mind and participates in collaborative planning, reflection and decision making, respecting and considering the thoughts of colleagues.	Takes a leadership role in ensuring that all collaborative decisions, planning and reflection activities with colleagues are based on the highest professional standards. Seeks out the expertise and opinion of other professionals before considering collaborative decisions.

20	Domain: **Leadership**	**Dimension: Professional Involvement & Leadership**		
	Exhibits Positive Leadership through Varied Involvements.			
Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Consistently declines becoming involved in school or district events when asked.	Avoids becoming involved in school or district events.	Agrees to participate in school or district events when asked.	Volunteers or eagerly accepts an invitation to substantially contribute to a school or district event.	Develops or leads important school or district events.
Impedes colleagues' efforts to share their knowledge or assume professional responsibility.	Makes no effort to assume professional responsibilities or share professional knowledge with colleagues in the school or district.	Finds ways to contribute to the profession and follows through.	Actively participates in assisting other educators in their growth as professionals.	Initiates important activities contributing to the profession, such as mentoring new teachers, writing articles for publication or making presentations.
Perpetuates biased, negative or disrespectful attitudes or practices in the school that impede the school's ability to serve all students.	Rarely contributes to the modification of school practices that would result in students being better served by the school.	Assumes a proactive role in addressing student needs.	Works within a team of colleagues to ensure that all students have a fair and equal opportunity to learn and succeed in school.	Leads others to challenge and reject biased, negative or disrespectful attitudes or practices in the school that impede the school's ability to serve all students.

TULSA
PUBLIC SCHOOLS

TLE Observation and Evaluation Rubric
Counselors

Domain/Relative Weight	*Dimension*		*Page*
Counselor Center Management 20%	1.	Work Area Environment	2
	2.	Management of the Counseling Program	2
	3.	Building Climate	3
School Counseling Effectiveness 30%	4.	Monitors Student Progress	4
	5.	Demonstrates Accountability	5
	6.	Consultation and Collaboration	6
	7.	Assists with Building-Wide Assessment	7
	8.	Demonstrates Skills and Temperament to Handle Crisis Interventions with Students and Families	7
	9.	Exhibits Professional Behaviors and Efficiencies	8
Professional Growth & Continuous Improvement 10%	10.	Uses Professional Growth as an Improvement Strategy	9
Interpersonal Skills 20%	11.	Effective Interactions/ Communications with Stakeholders	10
	12.	Participates in Fair Share Duties	11
Leadership 20%	13.	Leadership Involvements	11
	14.	Advocates for Educational Equity	12

Indicator No.

1 Domain: **Counselor Center Management** Dimension: **Work Area Environment**

The Counselor will optimize the physical learning environment to assure efficacy / student learning advantage in alignment with counseling management best practices.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
The counseling center (as set up by the counselor) prohibits learning opportunities, order, cleanliness, safety and ease of traffic flow. Physical resources are not utilized as designed and instructionally intended.	The counseling center lacks organization for learning opportunities, order, cleanliness, safety and ease of traffic flow. Physical resources are not optimized for effective utilization.	The counseling center is organized for providing learning / counseling opportunities, order, cleanliness, safety and ease of traffic flow. Physical resources are well placed in locations that enhance their functions and do not interfere with other functions.	The counseling center is organized for efficacy in learning / counseling opportunities, order, cleanliness, safety and ease of traffic flow. Physical resources that enhance their functions and do not interfere with other functions.	Includes the narrative descriptions in performance category 4, plus the counseling center could serve as an exemplary model for replication at district level.

2 Domain: **Counselor Center Management** Dimension: **Comprehensive Counseling Plan**

The Counselor plans for delivery of the school's counseling plan relative to short term and long term objectives.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Has no guidance program to support students' academic, career and personal / social development.	Has a guidance program that has not been fully developed or implemented. Program resembles random acts of guidance.	Delivers district-provided curriculum (e.g., 2nd step, bully proofing) to all students. Coordinates ongoing systemic activities to help students on an individual and small group basis.	Provides all students with a guidance curriculum that is comprehensive, proactive and developmental. Coordinates ongoing systemic activities to help students on an individual and small group basis Creates and distributes an event calendar to meet short and long term programmatic school counseling goals. Has developed curriculum to meet students' academic, career and personal / social development.	Includes the narrative descriptions in performance category 4, plus uses student data from discipline reports, teacher feedback surveys, administrative feedback data and parent surveys to drive the counseling program. Counselor assesses current comprehensive counseling plan through a formal needs analysis on a yearly basis and constructs a new comprehensive plan for each school year based on the needs analysis.

3	Domain: **Counselor Center Management**		Dimension: **Building Climate**	
The school counselor contributes to a positive school climate by taking a proactive role in creating a safe, orderly and positive school environment.				
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
The school counselor makes no contribution to the building's climate.	The school counselor's contributions to the building climate are haphazard and random.	School counselor assesses school's strengths and deficiencies regarding students' suspensions, discipline referrals, etc. and designs interventions to address these. School counselor communicates strengths and deficiencies of school climate issues to stakeholders (e.g. faculty/staff, parents, and community partners.) School counselor contributes to a healthy school climate by implementing, and assessing evidence-based practices to address school's areas of concerns.	Includes the narrative descriptions in performance category 3. In addition, collaborates with parents, teachers and staff regarding school's needs.	Includes the narrative descriptions in performance category 4. Additionally, as an integral part of a site data team, analyzes building climate data (discipline referrals, attendance of students and staff, suspension data, parent surveys, teacher surveys) and plans interventions to address area of need. Plans collaboratively to celebrate building's strengths.

4	Domain: **School Counseling Effectiveness**		Dimension: **Monitors Student Progress**	
	School Counselor monitors student progress to maximize student achievement.			
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Has no system for ensuring that students meet district promotional criteria. Does not inform parents / guardians that a student needs intervention(s) to meet with school success. Does not communicate progress to parents / guardians in a consistent and reliable manner.	Utilizes an inconsistent system for ensuring that students meet district promotional criteria. Rarely informs parents / guardians that a student needs intervention(s) to meet with school success. Communicates progress to parents/guardians in an inconsistent and unreliable manner.	Has a consistent system for ensuring that students meet district promotional criteria. Informs parents / guardians that a student needs intervention(s) to meet with school success. Communicates progress to parents/guardians in a consistent and reliable manner. Provide students referrals to summer school programs, tutoring, mentoring, etc. Informs parents of possible retention.	Includes the narrative descriptions in performance category 3. Additionally, provides student advisement/CST, and short and long term academic planning. Participates in IEPs, CSTs, and 504 plans/ focused on developing an academic plan into the future related to students' needs and interests. Establishes contact with students at risk of failure and collaborates with teachers and parents to address the needs with helping to develop plans of interventions.	Includes the narrative descriptions in performance category 4. Additionally, meets weekly to discuss student progress. Meetings at this level are marked by a highly collaborative process that seeks information/intervention ideas from various sources (may include the therapeutic community, the medical community, parents, etc.)

5	Domain: **School Counseling Effectiveness**		Dimension: **Accountability Reports**	
	School Counselor demonstrates accountability.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
The school counselor does not use data to measure program effectiveness.	The school counselor uses data in a random, inconsistent manner.	School counselor accesses baseline data to show areas of school need in regard to attendance, discipline and achievement. School counselor demonstrates accountability for time spent working with students.	School counselor accesses data targeted toward overall school improvement goals to show evidence of program effectiveness and routinely organizes the data to demonstrate the counseling program's impact on student achievement, building climate, student discipline. Reviews interventions in a collaborative way through a data-based team. Monitors program interventions in a collaborative, data-based, systematic manner. Considers school counseling data that affects the achievement gap and plans intentional guidance activities aimed at closing the gap. These interventions might take the form of classroom guidance, small group guidance or individual work with students.	Includes the narrative descriptions in performance category 4. Additionally, shares interventions and results reports throughout the school year with colleagues and publishes cumulative annual result report (OSCAR) Oklahoma School Counseling Accountability Report that is shared with building leadership.

6	Domain: **School Counseling Effectiveness**	Dimension: **Consults and Collaborates**

The School Counselor creates a professional receiving / open climate so as to insure that Faculty and Staff actively solicit the counselor's special expertise in students' emotional, career and academic progress.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
The school counselor typically works in isolation from faculty, refuses to participate in building-level committees.	The school counselor participates in some school committees, but does not engage fully in collaborative activities.	The school counselor volunteers to participate in school committees, e.g. school improvement teams, school safety teams, professional development teams, to collaborate and consult on progress in student personal/social, career – college readiness, and academic growth. The school counselor contributes to the achievement of students through consultation as requested with faculty and parents on student personal/social, career – college readiness, and academic growth. School counselor establishes contact with outside agencies and school community partners to respond to student crisis.	Includes the narrative descriptions in performance category 3, plus coordinates a formal advisory team made up of school and community members addressing student personal/social, career – college readiness, and academic growth. The school counselor contributes to the achievement of students by proactively consulting and collaborating with faculty, parents and outside agencies to address student social/personal, career – college readiness, and academic growth. School counselor seeks to collaborate with outside agencies and school community partners to address student personal/social needs in a proactive manner.	Includes the narrative descriptions in performance category 4. Additionally, shares advisory team input with building leadership to facilitate any needs as determined. The school counselor facilitates training, workshops, or other events to provide learning opportunities in student personal/social, career – college readiness, and academic growth. For colleagues, parents, etc. School counselor facilitates the involvement of community partners in the school setting to provide learning opportunities to address student personal/social needs.

7	Domain: **School Counseling Effectiveness** Dimension: **Student Assessment (testing, surveys)** **School Counselor participates in the school-wide assessment program.**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
School counselor rarely or never attends mandatory meetings required at the building level related to student assessment. School counselor rarely or never attends district mandatory meetings required for building level assessments. School counselor shows no evidence of planning and executing an effective building assessment program.	School counselor inconsistently attends mandatory meetings required at the building level related to student assessment. School counselor inconsistently attends district mandatory meetings required for building level assessments. School counselor does not collaborate with other assigned personnel in the planning and execution of the building assessment program.	School counselor attends all mandatory meetings required at the building level related to student assessment. School counselor attends district mandatory meetings required for building level assessments. School counselor, in collaboration with other assigned personnel, plans and executes an effective building assessment program.	Includes the narrative descriptions in performance category 3. Additionally, prepares testing schedule with intentionality by considering individual student's needs and accommodating these through the schedule. As part of a data-based team, reviews student test data to help in the process of planning instruction and interventions. Assists in the organization and delivery of testing results to students, parents, and faculty.	Includes the narrative descriptions in performance categories 3 and 4. In addition, as an integral collaborator on the school's data team, the school counselor fully understands the requirements of AYP/API and helps lead the school's efforts toward removing student barriers that result in a more equitable education for all student groups and closing the achievement gap. The school counselor participates in data analysis and plans for feedback in a systematic manner to teachers, parents and students.

8	Domain: **School Counseling Effectiveness** Dimension: **Skills and Temperament** **School Counselor exhibits the skills and temperament to manage students' crises.**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
The school counselor is unable to respond appropriately in a crisis situation. Does not follow board policy.	The counselor does not demonstrate full understanding of crisis situations and doesn't fully follow board policy and procedures.	Demonstrates calm and confidence when confronted with student crises (child abuse, student suicide ideation, student trauma, etc.) School counselor shows understanding, confidentiality and compliance of school board policy when dealing with student crisis.	Includes the narrative descriptions in performance category 3. Additionally, the counselor creates an open and receiving climate so as to assure that staff, faculty and building leadership seek the counselor's skill set to provide support in crisis management with students, families, staff and faculty.	Includes the narrative descriptions in performance categories 3 and 4. School counselor's ability to deal with crisis and interventions serves as a model for other counselors in the district.

9	Domain: **School Counseling Effectiveness**	Dimension: **Behaviors and Efficiencies**
	Exhibits behaviors and efficiencies associated with professionalism.	

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Exhibits documentable patterns of repeated inconsistent reliability-based behavior patterns as delineated in performance category 3 – Effective.	Exhibits inconsistent reliability-based behavior patterns as evidenced by flawed punctuality and dependability; not adhering to prescribed arrival and departure times; not following notification and reporting procedures for absences; not complying with reporting timelines and other time sensitive information / compliance requests as delineated in category 3-Effective.	Exhibits consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive information / compliance requests.	Exhibits highly consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive information / compliance requests, e.g., lesson plans, and accountability results reports. At the direction of administrators, shows a flexibility to accommodate parents' schedules, makes home visits, meets in vertical teams to discuss student needs, and meets the needs of students in crisis.	Serves as a model and mentor exhibiting consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive information / compliance requests, e.g., lesson plans, and accountability results reports. Meets all the categories delineated in category 4, and in addition shows a high degree of initiative in meeting the needs of parents' schedules, making home visits, meeting in vertical teams and meeting the needs of students in crisis.

10	Domain: **Professional Growth and Continuous Improvement**			Dimension: **Strategy**
	Uses professional growth as a continuous improvement strategy.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not participate in professional development that updates their content knowledge and professional practices.	Participates in a portion of the required minimum hours of professional development. The professional development does not update their content knowledge and current professional practices.	Participates in the required minimum hours of professional development updating their content knowledge and current professional practices.	Actively participates in the required hours of professional development and seeks feedback on the need for additional training to update content knowledge and professional practices beyond what is required.	In addition to participating in the required hours of professional development and additional training, the counselor makes a substantial contribution to the profession through activities such as, coaching and mentoring new counselors, teachers and other staff, educating building personnel in professional practices, making presentations conducting action research, and/or writing articles for grade level, department level, internal / school-wide and/or external publication. Writings that could be used as "models" may include classroom newsletters, parent / community communications, etc.

11	Domain: **Interpersonal Skills**	Dimension: **Interactions and Communications**
	Effective interactions and communications with stakeholders.	

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Provides minimal or no information to families and makes no attempt to engage them in the educational program. Oral, written and nonverbal communication is unclear (without regard to student misconceptions) and inconsiderate to students, as characterized by insensitivity, demeaning language and condescension Makes decisions based on self-serving interests. Never consults other staff or team members.	Appears to be inconsistent and inaccurate in providing information to families and engaging them in the educational program. Oral, written, and nonverbal communication may not be considerate and usually requires further explanations to avoid confusion. Makes decisions assuming the result will be positive for everyone. Never checks to see if it is or will be.	Interacts with families in a timely, consistent, positive and professional manner. Complies with school procedures for communicating with families and makes an effort to engage families in the educational program. Uses effective communication skills with students. Demonstrates communication skills (oral, written and nonverbal) that are clear, considerate, positive, and rarely requires further explanations. Collaborates appropriately and makes decisions that reflect genuine professional consideration. Providing parental educational opportunities via multiple venues including, but not limited to newsletters, parent workshops, etc.	Communicates frequently and sensitively with families and engages them in the educational program. Oral, written, and nonverbal communication is clear, considerate, sensitive and positive. Further explanations to avoid confusion are not needed. Maintains an open mind and participates in collaborative decision making respecting and considering the thoughts of all staff: teachers, support staff and administrators. Willingness to share site -designed parental educational opportunities via multiple venues, e.g., newsletters, parent workshops, etc. with the balance of the counseling staff of TPS.	Includes the narrative descriptions in performance category 4. Communicates consistently and sensitively with families and uses diverse methods to engage them in the educational program and supports their participation Oral, written, and nonverbal communication is clear (with conscientious regard and anticipation of possible student misconceptions), considerate, sensitive and positive. Communication is clearly and respectfully understood by diverse stakeholders. Takes a leadership role in advocating that all collaborative decisions are based on the highest professional standards. Seeks out the expertise and opinion of other professionals and agencies beyond the building level before considering collaborative decisions.

12	Domain: **Interpersonal Skills**		Dimension: **Fair Share Duties**	
	Counselor participates in Fair Share Duties and Responsibilities.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Left blank by design.	Left blank by design.	School counselor understands the counseling role and accepts a portion of fair share duties and responsibilities to ensure the smooth functioning of the building.	Left blank by design.	Left blank by design.

13	**Leadership**		Dimension: **Involvements**	
	School Counselor leads and participates in school-wide efforts to involve parents.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Provides no evidence of leadership as described in performance category 3 – Effective.	Declines becoming involved in school events. Avoids becoming involved in school and district projects. Makes no effort to share knowledge with others or to assume professional responsibilities.	Participates in school events when asked. Participates in school and district projects when asked. Finds ways to contribute to the profession and follows through.	Volunteers to participate in school events making a substantial contribution. Volunteers to participate in school and district projects making a substantial contribution. Participates actively in assisting other educators.	Includes the narrative descriptions in performance category 4. Volunteers to participate in school events, making a substantial contribution and assumes a leadership role in at least some aspect of school life. Volunteers to participate in school / district projects, making a substantial contribution / leadership role in a major school or district project.

14	Leadership	Dimension: **Advocating Equity**

School Counselor advocates effectively for equity issues affecting the educational progress of students.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Provides no evidence of leadership as described in performance category 3 – Effective.	Makes no effort to share knowledge with others or to assume professional responsibilities. Rarely contributes to the modification of school practices that would result in students being better served by the school.	Finds ways to contribute to the profession and follows through. Assumes a proactive role in addressing student needs by making consistent attempts at removing any and all barriers confronting the life of a child.	Works within the context of a particular team or department to ensure that all students receive a fair and equal opportunity to succeed. Assumes a proactive role in successfully removing barriers thereby maximizing student success.	Includes the narrative descriptions in performance category 4. Makes a particular effort to challenge negative attitudes and helps ensure that all students are served in an equitable manner, particularly those traditionally underserved.

TULSA
PUBLIC SCHOOLS

TLE Observation and Evaluation Rubric Speech-Lang. Path./School Psychologists

Domain/Relative Weight	*Dimension*		*Page*
Organization and Management 30%	1.	Work Area	2
	2.	Preparation and Delivery	2
	3.	Compliance	3
	4.	Discipline	3
Instructional Support 45%	5.	Skill Knowledge	4
	6.	Evaluation and Assessment/Test Administration	4
	7.	Evaluation and Assessment/Test Interpretation	4
	8.	Delivery of Services/Design and Implement IEPs	5
	9.	Delivery of Services/Consultation	5
Professional Growth & Continuous Improvement 10%	10.	Uses Professional Growth as an Improvement Strategy	6
	11.	Exhibits Professional Behaviors and Efficiencies	6
Interpersonal Skills 10%	12.	Effective Interactions / Communications with Stakeholders	7
Leadership 5%	13.	Leadership Involvements	7

Indicator No.

1 Domain: **Organization and Management** Dimension: **Work Area Environment**

The Professional optimizes the physical working environment to assure efficacy/ student learning advantage.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
The work environment (as set up by the teacher) prohibits learning opportunities, order, cleanliness, safety and ease of traffic flow. Physical resources are not utilized as designed and instructionally intended.	The work environment lacks organization for learning opportunities, order, cleanliness, safety and ease of traffic flow. Physical resources are not optimized for effective utilization.	The work environment is organized for providing learning opportunities, order, cleanliness, safety and ease of traffic flow. Physical resources are well placed in locations.	The work environment is organized for efficacy in learning opportunities, order, cleanliness, safety and ease of traffic flow. Physical resources are well placed in locations that enhance their functions and do not interfere with other functions.	Includes the narrative descriptions in performance category 4, plus the work environment could serve as an exemplary model.

2 Domain: **Organization and Management** Dimension: **Preparation and Delivery of Services**

The Professional plans and prepares for delivery of services.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Rarely ensures materials and equipment are ready at the start of each session. Rarely schedules and prioritizes delivery of services.	Occasionally ensures materials and equipment are ready at the start of each session. Occasionally schedules and prioritizes delivery of services.	Ensures materials and equipment are ready at the start of each session. Effectively schedules and prioritizes delivery of services.	Ensures materials and equipment are ready at the start of each session with flexibility for unexpected changes. Effectively schedules, prioritizes and consistently provides for the delivery of services.	Uses all of the characteristics of levels 3 & 4, and creatively adjusts schedule to meet student needs.

3	Domain: **Organization and Management**			Dimension: **Compliance**
	The professional will maintain accurate student records.			
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Rarely maintains records that are clear, organized, and reflect delivery of service. Rarely meets timelines for IDEA documentation requirements as outlined by district, state, and federal guidelines. Rarely meets timelines for IDEA documents as outlined by district, state, and federal guidelines Rarely participates in CST process.	Occasionally maintains records that are clear, organized, and reflect delivery of service. Occasionally completes IDEA documents as outlined by district, state, and federal guidelines. . Occasionally meets timelines for IDEA documents as outlined by district, state, and federal guidelines Occasionally participates in CST process.	Maintains records that are clear, organized, and reflect delivery of service. Completion of IDEA documents as outlined by district, state, and federal guidelines. Meets timelines for IDEA documents as outlined by district, state, and federal guidelines Routinely participates in CST process.	Maintains records that are clear, organized, and accurately reflect delivery of service. Completion of IDEA documents as outlined by district, state, and federal guidelines with a high level of quality and completeness. Meets timelines for IDEA documents as outlined by district, state, and federal guidelines with a high level of quality and completeness Provides a leadership role in the CST process.	Maintains records that are clear, organized, and accurately reflect optimal delivery of service. Uses the performance characteristics of Levels 3 & 4 plus serves as a change agent or presenter/facilitator for other staff members.

4	Domain: **Organization and Management**			Dimension: **Discipline**
	The Professional clearly defines expected student behavior.			
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Standards of conduct have not been established, nor are students aware of behavioral expectations. Does not monitor the behavior of students. Usually ignores inappropriate behavior and uses an inappropriate voice level / word choice when correction is attempted.	Standards of conduct have been inconsistently established and students are only somewhat aware of expectations. Rarely monitors the behavior of students Most of the time ignores inappropriate behavior and / or uses an inappropriate voice level / word choice to attempt to bring correction.	Establishes standards of conduct, implements with consistency, and ensures that students are aware of behavioral expectations. Monitors the behavior of students in the work environment. Stops inappropriate behavior promptly and consistently with an appropriate voice level / word choice.	Standards of conduct have been established with consistency and all students are aware of behavioral expectations. Monitors the behavior of all students in a variety of settings. Stops inappropriate behavior promptly and consistently, with an appropriate voice level / word choice, while maintaining the dignity of the student.	Standards of conduct have been established with consistency, and all students are aware of behavioral expectations and follow established procedures. Monitors the behavior of all students at all times. Stops inappropriate behavior promptly and consistently, with an appropriate voice level / word choice, maintaining the dignity of the student and encouraging students to self-discipline.

5	Domain: **Instructional Support**	Dimension: **Skill Knowledge**
	Adherence to Professional Responsibilities and Standards	

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Rarely demonstrates knowledge of current district and IDEA policies and procedures. Rarely demonstrates knowledge of child and adolescent development in choice of materials and assessments.	Occasionally demonstrates knowledge of current district and IDEA policies and procedures. Occasionally demonstrates knowledge of child and adolescent development in choice of materials and assessments.	Demonstrates knowledge of current district and IDEA policies and procedures. Demonstrates knowledge of child and adolescent development in choice of materials and assessments.	Demonstrates and implements knowledge of current district and IDEA policies and procedures. Consistently demonstrates knowledge of child and adolescent development in choice of materials and assessments.	Uses all of the characteristics of Levels 3 & 4 plus serves as a training resource. Consistently demonstrates and pragmatically implements knowledge of child and adolescent development in choice of materials and assessments which incorporates students' interests and needs.

6	Domain: **Instructional Support**	Dimension: **Evaluation and Assessment**
	The professional is able to select and administer individualized assessments	

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Rarely selects and administers appropriate tests as determined by professional standards.	Occasionally selects and administers appropriate tests as determined by professional standards.	Selects and administers appropriate tests as determined by professional standards.	Selects and administers appropriate tests as determined by professional standards, in an efficient manner.	Uses the elements of 3 and 4 in addition to serving as a training resource to other professionals.

7	Domain: **Instructional Support**	Dimension: **Evaluation and Assessment**
	The professional interprets test data and assessment.	

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Inaccurately interprets test data and provides poorly written documentation to determine IDEA eligibility.	Interprets test data and provides written documentation to determine IDEA eligibility.	Accurately interprets test data and provides written documentation to determine IDEA eligibility.	Accurately interprets test data and provides written documentation to determine IDEA eligibility and can clearly explain results.	Uses the elements of 3 and 4 plus gives further recommendations and interventions that support student learning.

8	Domain: **Instructional Support**		Dimension: **Delivery of Services**	
	Designs and implements appropriate student plans.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Rarely designs and implements appropriate IEP student goals. Rarely provides services as stated on the IEP.	Occasionally designs and implements appropriate IEP student goals. Occasionally provides services as stated on the IEP.	Design and implement appropriate IEP student goals. Provide services as stated on the IEP.	Design and implement appropriate IEP student goals, and provide additional therapeutic opportunities in the general classroom setting. Provide services as stated on the IEP and provides makeup sessions.	Uses elements of 3 and 4 plus provides resources plus provides additional opportunities in the home environment.

9	Domain: **Instructional Support**		Dimension: **Delivery of Services**	
	Provides consultation for improvement of student performance.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Rarely provides consultation for improved student performance to school staff, prior to student eligibility for IDEA and students receiving IDEA services.	Occasionally provides consultation for improved student performance to school staff, prior to student eligibility for IDEA and students receiving IDEA services.	Provides consultation for improved student performance to school staff, prior to student eligibility for IDEA and students receiving IDEA services.	Provides consultation and strategies for improved student performance to school staff, prior to student eligibility for IDEA and students receiving IDEA services.	Uses elements 3 and 4 plus classroom observations to monitor and adjust strategies.

10	Domain: **Professional Growth and Continuous Improvement** **Uses professional growth as a continuous improvement strategy.**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not participate in professional development that updates their content knowledge and professional practices.	Participates in a portion of the required minimum hours of professional development. The professional development does not update their content knowledge and current professional practices.	Participates in the required minimum hours of professional development updating their content knowledge and current professional practices.	Actively participates in the required hours of professional development and seeks additional training to update their content knowledge and professional practices beyond what is required.	In addition to participating in the required hours of professional development and additional training, the professional makes substantial contribution to the profession through activities such as, coaching and mentoring new staff members, training staff members in professional practices, making presentations, conducting action research and/or writing articles for publication, department level, internal / school-wide and/or external publication.

11	Domain: **Professional Growth and Continuous Improvement** **Exhibits Behaviors and Efficiencies Associated with Professionalism.**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Exhibits documentable patterns of repeated inconsistent reliability-based behavior patterns as delineated in performance category 3 – Effective.	Exhibits inconsistent reliability-based behavior patterns as evidenced by flawed punctuality and dependability; not adhering to prescribed arrival and departure times; not following notification and reporting procedures for absences; not complying with reporting timelines and other time sensitive information / compliance requests.	Exhibits consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive information / compliance requests.	Exhibits highly consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive information / compliance requests.	Serves as a model and mentor exhibiting consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive information / compliance requests, e.g., lesson plans.

12	Domain: **Interpersonal Skills** **Effective Interactions and Communications with Stakeholders.**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Provides minimal or no information to families and makes no attempt to engage them in the educational program. Oral, written and nonverbal communication is unclear and inconsiderate to students and staff, as characterized by insensitivity, demeaning language and condescension. Makes decisions based on self-serving interests. Never consults other staff or team members.	Appears to be inconsistent and inaccurate in providing information to families and engaging them in the educational program. Oral, written, and nonverbal communication may not be considerate and usually requires further explanations to avoid confusion. Makes decisions assuming the result will be positive for everyone. Never checks to see if it is or will be.	Interacts with families in a timely, consistent, positive and professional manner. Complies with school procedures for communicating with families and makes an effort to engage families in the educational program. Uses effective communication skills with students and staff.. Demonstrates communication skills (oral, written and nonverbal) that are clear, considerate, positive and rarely requires further explanations. Collaborates appropriately and makes decisions that reflect genuine professional consideration.	Communicates frequently and sensitively with families and engages them in the educational program. Oral, written, and nonverbal communication is clear, considerate, sensitive and positive. Further explanations to avoid confusion are not needed. Maintains an open mind and participates in collaborative decision making respecting and considering the thoughts of other peers.	Communicates consistently and sensitively with families and uses diverse methods to engage them in the educational program and supports their participation Oral, written, and nonverbal communication is clear, considerate, sensitive and positive. Communication is clearly understood by diverse stakeholders. Takes a leadership role in advocating that all collaborative decisions are based on the highest professional standards. Seeks out the expertise and opinion of other professionals before considering collaborative decisions.

13	Leadership			
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Provides no evidence of leadership as described in performance category 3 – Effective.	Declines becoming involved in school events. Avoids becoming involved in school and district projects. Makes no effort to share knowledge with others or to assume professional responsibilities. Rarely contributes to the modification of school practices that would result in students being better served by the school.	Participates in school events when asked. Participates in school and district projects when asked. Finds ways to contribute to the profession and follows through. Assumes a proactive role in addressing student needs.	Volunteers to participate in school events making a substantial contribution. Volunteers to participate in school and district projects making a substantial contribution. Participates actively in assisting other educators. Works within the context of a particular team or department to ensure that all students receive a fair and equal opportunity to succeed.	Volunteers to participate in school events, making a substantial contribution and assumes a leadership role in at least some aspect of school life. Volunteers to participate in school / district projects, making a substantial contribution / leadership role in a major school or district project. Initiates important activities to contribute to the profession, such as mentoring new teachers and/or writing articles for publication and/or making presentations. Makes a particular effort to challenge negative attitudes and helps ensure that all students, particularly those traditionally underserved, are respected in the school.

TULSA
PUBLIC SCHOOLS

TLE Observation and Evaluation Rubric
Librarian

Domain/Relative Weight	*Indicator*		*Page*
Library Management 35%	1.	Managing Student Behavior	2
	2.	Creating a Culture for Learning	2
	3.	Managing Library Procedures	3
	4.	Collaborating with Teachers	3
	5.	Administrative Management & Records	4
	6.	Developing Collection	4
	7.	Administering Library Budget	5
	8.	Supervising Personnel	5
Instructional Effectiveness 40%	9.	Demonstrating Knowledge of Curriculum	6
	10.	Supporting Instructional Goals	6
	11.	Demonstrating Knowledge of Traditional / Non-Traditional Literature & Reading Support	7
	12.	Communicating Effectively with Students	7
	13.	Using Quality Questioning Techniques with Students	8
	14.	Assessing Students	8
	15.	Developing Lessons	9
Professional Growth & Continuous Improvement 10%	16.	Reflecting on Professional Effectiveness	9
	17.	Growing and Developing Professionally	10
Interpersonal Skills 10%	18.	Communicating with School Staff	10
	19.	Communicating with School Stakeholders	11
Leadership 5%	20.	Contributing to School and Professional Communities	12
	21.	Adhering to Professional Ethics	12

© Tulsa Public Schools

Indicator No.

1 Domain: **Library Management**

Indicator: **Managing Student Behavior**

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Clear procedures have not been established for student behavior. Does not monitor student behavior. Has a primarily punitive approach to managing student behavior.	Some procedures and standards have been established for student behavior. Is inconsistent in monitoring student behavior.	Clear procedures have been established for student behavior. Monitors student behavior as problems arise. Consistently demonstrates respect for students in handling any behavior issues.	Clear procedures have been established for student behavior. Monitors student behavior proactively before problems arise. Consistently demonstrates respect for students in handling any behavior issues.	Clear procedures have been established for student behavior. Monitors student behavior proactively before problems arise. Consistently demonstrates respect for students in handling any behavior issues. Works with teachers to create consistent, positive procedures.

2 Domain: **Library Management**

Indicator: **Creating a Culture for Learning**

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
The school library environment is uninviting. Physical resources and space within the librarian's control are poorly organized for various functions.	The school library environment is somewhat organized. Physical resources and space within the librarian's control are arranged more for the convenience of library staff than for students.	The school library environment is inviting and conducive to student learning. Physical resources and space within the librarian's control are organized for various functions considering accessibility and safety.	The school library environment is inviting and conducive to student learning. Physical resources are organized for individual, collaborative and group work. Students are encouraged to engage in learning activities beyond assigned class time.	The school library is a true learning commons where the whole school community feels comfortable to gather, explore and share learning ideas. Physical resources are organized and flexible enough to respond to the needs of the school, groups, and individual students.

3	Domain: **Library Management** Indicator: **Managing Library Procedures**			
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
No procedures for circulation and scheduling library facilities and resources have been established resulting in limited access.	Some procedures for circulation and scheduling of library facilities and resources have been established.	Procedures for circulation and scheduling have been established providing for adequate access to the library facilities and resources.	Positive procedures for circulation and scheduling have been established and widely accepted by the school community. Procedures promote access to the library facilities and resources.	Positive procedures are in place for all routine services resulting in optimal access to the library facilities and resources. Flexibility in procedures and scheduling maximizes the availability of the school librarian's expertise and library resources.

4	Domain: **Library Management** Indicator: **Collaborating with Teachers**			
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Collaboration does not occur with teachers. Is not knowledgeable about CCSS.	Limited collaboration exists with teachers. Has limited knowledge about CCSS.	Collaboration occurs with some teachers to coordinate the use of the library and its resources and provide learning experiences that support instructional units. Promotes project-based learning and transition to CCSS.	Collaboration occurs with most teachers to coordinate the use of the library and its resources and provide learning experiences that support instructional units. Promotes project-based learning and transition to CCSS. Lessons promote research skills and critical thinking.	Initiates collaboration and seeks out teachers for co-planning and co-teaching. Leads in promoting project-based learning and transition to CCSS. Lessons promote research skills and critical thinking.

5	Domain: **Library Management** Indicator: **Administrative Management and Records**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Records are not maintained systematically or available in a timely fashion.	Keeps some records accurate and up-to-date including catalog holdings, circulation statistics, library equipment inventory, and library usage statistics.	Keeps accurate and up-to-date records including catalog holdings, circulation statistics, library equipment inventory, and library usage statistics. Required and requested reports are submitted in full and on time.	Keeps accurate and up-to-date records including catalog holdings, circulation statistics, library equipment inventory, and library usage statistics. Required and requested reports are submitted in full and on time. Data and librarian expertise is sometimes used in decision-making and are always willingly available.	Keeps accurate and up-to-date records including catalog holdings, circulation statistics, library equipment inventory, and library usage statistics. Data beyond what is required is gathered, interpreted and communicated to administrators and or stakeholders for planning and improving the library program.

6	Domain: **Library Management** Indicator: **Developing Collection**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Acquires resources without careful assessment of current collection. Does not "weed" collection to remove outdated and unattractive materials. Does not seek input from staff and/or students.	Acquires resources with little assessment of current collection. Occasionally weeds to ensure holdings meet curriculum needs. Rarely seeks input from students or staff.	Regularly assesses, acquires resources, and weeds collection to update holdings and ensure curriculum and student / staff needs are met. Seeks input from both students and staff.	Acquires resources based on assessment data and input from stakeholders including staff and students. Continuously weeds the collection to update holdings and meet curriculum needs. Monitors trends to develop a progressive collection.	Advocates for funding needs when necessary (grants, school and community foundations) to maintain a collection of resources and equipment that is responsive to changing instructional needs and student interests. Monitors trends to develop a progressive collection.

7	Domain: **Library Management** Indicator: **Administering Library Budget**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not develop an expenditure plan or maintain spending records. Ignores spending deadlines which results in the forfeiture of funds.	Develops an expenditure plan that does not reflect the needs of the library program. Unfamiliar with established policies for managing the budget and has overlooked some spending deadlines.	Develops expenditure plan that adequately maintains the library program and supports the mission of the school. Follows department and/or district guidelines for budget management and record maintenance that meets spending deadlines.	Develops expenditure plan that extends beyond the current year in order to establish a comprehensive library program that supports the mission of the school. Follows department and/or district guidelines for budget management and record maintenance that meets spending deadlines.	Using data effectively, develops a comprehensive expenditure plan that allows for a progressive library program that supports the mission of the school. Follows department and/or district guidelines for budget management and record maintenance that meets spending deadlines.

8	Domain: **Library Management** Indicator: **Supervising Personnel**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
No training, supervision, or evaluation of library support staff.	Minimal training, supervision, or evaluation of library support staff utilizing district and/or state mandated processes.	Training, supervision, and evaluation of library support staff are thoughtful and consistent.	Delegates tasks and provides adequate training, consistent supervision, and thoughtful evaluation of library support staff.	Expectations are clearly defined promoting an effective library program that includes delegation, training, supervision, and evaluation of library support staff following district and/or state mandated processes. Encourages library support staff to work independently and creatively perform library tasks.

Evaluator note regarding Indicators #9 through 15.

Please consider that the Librarian does not always have full control of lessons and assessments when co-planning and co-teaching with peers. Typically, librarians are operating in a give-and-take, cooperative mode. Exemplary Librarians gently guide teaching partners toward highly effective and superior lesson development, delivery and assessment.

9	Domain: **Instructional Effectiveness** Indicator: **Demonstrating Knowledge of Curriculum**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not exhibit awareness of the curriculum and its correlation to the forms of literacy, resources, and a research process.	Is somewhat aware of the curriculum and its correlation to the forms of literacy, resources, and a research process.	Is knowledgeable of the curriculum and its correlation to the forms of literacy, resources, and a research process. Makes curriculum and learning connections for students.	Has a broad knowledge of the curriculum and correlates it to the forms of literacy, resources, and a research process. The connections are effectively articulated and modeled.	Has commendable knowledge of the curriculum and its application to the library program. Actively seeks other resources from agencies, organizations and institutions within the community and beyond for curriculum support.

10	Domain: **Instructional Effectiveness** Indicator: **Supporting Instructional Goals**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not demonstrate comprehension of the educational disciplines, diverse school population, necessary resources, and services to support instructional goals. Has low expectations for students.	Demonstrates limited comprehension of the educational disciplines and diverse school population. Provides some services to support instructional goals. Has limited expectations for students.	Demonstrates basic comprehension of the educational disciplines and diverse school population. Provides adequate resources, technology and services to support instructional goals. Collaborates with teachers to integrate literacy and reading strategies. High expectations for students are present and consistent.	Demonstrates full comprehension of the educational disciplines and diverse school population. Provides the resources, technology and services to support instructional goals. Collaborates with teachers to integrate literacy and reading strategies into core content units of instruction. High expectations for students are present and consistent and nurtured.	Demonstrates exemplary comprehension of the educational disciplines and diverse school population. Expertly provides resources, technology and services to support instructional goals. Consistently collaborates with teachers to create and integrate instruction. High expectations for students are always present as evidenced by highly engaged and productive learners.

11	Domain: **Instructional Effectiveness** Indicator: **Demonstrating Knowledge of Traditional and Non-Traditional Literature & Reading Support**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Has minimal knowledge of fiction and nonfiction literature, and does not actively encourage reading for pleasure or lifelong learning.	Has limited knowledge of fiction and nonfiction literature, and inconsistently encourages reading for pleasure and lifelong learning.	Has a sufficient working knowledge of literature and resource materials to help students and staff select the "right" book or other material to match their needs and interests. Encourages reading for pleasure and lifelong learning using both traditional and emerging technological strategies and tools.	Has an exceptional knowledge of literature and resource materials. Consistently uses both print and non-print strategies and tools to encourage reading for pleasure and lifelong learning. Creates extra reading activities and opportunities that engage students beyond typical classroom assignments and or traditional book talks and displays.	Has a superior knowledge of literature and resource materials. Consistently uses both print and non-print strategies and tools to encourage reading for pleasure and lifelong learning with students, faculty, and parents. Partners with teachers, school staff and the community to promote reading programs and initiatives.

12	Domain: **Instructional Effectiveness** Indicator: **Communicates Effectively with Students**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not communicate with students. Procedures are not taught and instructional directions are not clear. Technology is not used.	Makes a limited attempt to communicate with students. Directions and procedures are often confusing and inconsistent. Technology is rarely used and/or limited in type and scope.	Clearly communicates directions and procedures with students. Technology is used when appropriate.	Effectively communicates directions and teaches procedures to students. Reinforcement and clarification are provided on an ongoing basis. Various technologies and methods are utilized to demonstrate and model the correct usage of library resources and their use is encouraged.	Effectively communicates directions and procedures in verbal and written format to students. Misunderstandings are anticipated and dealt with in a timely manner. Innovative technologies are used effectively to demonstrate how to use the library in real and virtual environments. Students are active participants in teaching, modeling, and sharing.

13	Domain: **Instructional Effectiveness** Indicator: **Using Quality Questioning Techniques with Students**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not attempt to question or use an inquiry-based approach to learning with students.	Includes some lower level questions in lessons, yet fails in eliciting higher level thinking from students.	Understands and supports core curriculum instruction and assists in the transition to CCSS. Uses inquiry-based strategies to elicit higher level thinking.	Designs and supports CCSS by often using open-ended and probing inquiry-based questions that guide and help students independently formulate their own questions about their research topics.	Takes leadership role in the design and implementation of the CCSS. Consistently uses open-ended and probing questions that guide students in the formulation of relevant questions about their research topics. Encourages students to use various processes to refine their research techniques and extend their own learning and thinking.

14	Domain: **Instructional Effectiveness** Indicator: **Assessing Students**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Student learning is not monitored.	Student learning is sometimes monitored. Occasionally uses teacher or librarian-created assessment tools. Does not share rubrics or communicate expectations with students.	Student learning is monitored, using primarily formative assessment tools as appropriate, Ex: teacher or librarian-created rubrics; exit cards to check understanding; observation during student learning activities. Students are aware of the evaluation process and are involved in some self-assessments. Provides timely feedback to students. Assessment data is reviewed to improve teaching.	Student learning is monitored, using primarily formative assessment tools as appropriate. Ex: teacher and librarian-created rubrics; exit cards to check understanding; observation during student learning activities. Students often participate in the evaluation process, peer reviews and self-evaluation. Assessment data is reviewed to improve teaching.	Student learning is consistently monitored, using primarily formative assessment tools as appropriate. Ex: teacher and librarian- created rubrics; exit cards to check understanding; observation during student learning activities. Students participate in the development of evaluation tools. Evaluation is authentic, involving students in "real world" applications. Students routinely evaluate themselves and peers. Students reflect on their learning process as well as their work. Assessment data is reviewed to improve teaching.

15	Domain: **Instructional Effectiveness** Indicator: **Developing Lessons**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
National and state teaching standards are not consulted. Instructional plans are inadequately developed or nonexistent.	National and state teaching standards are sometimes consulted. Instructional plans are inadequately developed and fail to differentiate to address individual student needs.	Lesson plans are aligned to national and state teaching standards. Instructional plans are developed to meet the individual learning styles and capacities of a diverse student population.	Lesson plans are aligned to national and state teaching standards. Instructional plans are fully developed to meet the learning styles and capacities of a diverse student population. Lessons are altered based upon student responses and behaviors.	National and state teaching standards are addressed when developing lesson plans. Instructional plans are created to meet the learning styles and capacities of a diverse student population. Lessons are continually altered based on student responses and behaviors. Modifications and adjustments occur seamlessly throughout the lesson resulting in student engagement and success.

16	Domain: **Professional Growth & Continuous Improvement** Indicator: **Reflecting on Professional Effectiveness**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not reflect on the effectiveness of teaching practices or library services offered. Resists change, and does not meet the needs of the school community.	Occasionally reflects on the effectiveness of teaching practices and library services offered. Minimal change and growth are evident.	Often reflects on the effectiveness of teaching practices and library services offered. Reflection results in changes in practices and services.	Consistently reflects on the effectiveness of teaching practices and library services offered to bring about alignment with school's instructional goals. Reflection results in changes in practices and services with resulting growth in evidence.	Consistently reflects on the effectiveness of teaching practices and library services offered to bring about alignment with school's instructional goals. Proactive in making the necessary changes and adjustments to routine instructional practices. Initiates and implements library learning opportunities for the staff.

17	Domain: **Professional Growth & Continuous Improvement** Indicator: **Growing and Developing Professionally**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Rarely participates in site and departmental professional development opportunities. Resists performance feedback from both supervisors and fellow librarians.	Minimal participation in site and departmental professional development opportunities. Occasionally accepts performance feedback from supervisors or fellow librarians.	Participates regularly in required site and professional development activities. Shares learning with others. Accepts performance feedback from both supervisors and fellow librarians. Makes changes as needed.	Participates regularly in professional development activities beyond minimum requirements and consistently shares learning with others. Welcomes performance feedback from supervisors, fellow librarians, and learning communities.	Consistently searches for professional development opportunities in order to grow professionally and to share learning received with others. Seeks feedback from supervisors, fellow librarians, and learning communities. Makes changes as needed. Leads training workshops for teachers, administrators, or fellow librarians both inside and outside local learning community.

18	Domain: **Interpersonal Skills** Indicator: **Communicating with School Staff**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not communicate information about the school library services, resources, and programs.	Rarely communicate information about the school library services, resources and programs. Communication is minimal and intermittent.	Communication about the school library is positive, ongoing, and consistent.	Communication about the school library is positive, ongoing, and consistent. Effectively promotes library resources and services, using multiple formats and communication channels. Communication is often targeted to meet the needs of specific school departments and teams. The librarian actively listens and responds positively to feedback from stakeholders.	Consistently publicizes library programs and services using multiple formats. Communication includes not only school library services, but information about the public library and other entities that support the learning community. Feedback from the stakeholders is solicited and utilized to strengthen the library program.

19	Domain: **Interpersonal Skills** Indicator: **Communicating with School Stakeholders**			
Ineffective	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
No engagement for family involvement in the education program is existent. In fact, the absence of information preempts and discourages involvement. Communications, may the delivery be written, non-verbal or verbal, is vague. Communication is branded by tactlessness, degrading language, and patronizing posturing. Self-promoted, self-serving interests control the process for decision making. Consultation and collaboration with other staff members is non-existent.	Engagement for family involvement in the education program is inconsistent in offering and application. Regardless of the communication approach, the delivery is being interpreted as inconsiderate. Additional explanations are required to avoid confusion. Decision-making follows the pattern "fire, then take aim." If the target is hit it is simply a matter of chance and luck.	Positive and professional communications with families are routine and woven into the culture of all encounters. School procedures for communicating with families are in commonplace evidence. Uses effective communication skills with students (verbal, written, and nonverbal) that are clear, solicitous, helpful, and rarely requiring further explanations. Collaboration and consultation for decision making reflect genuine professional consideration.	Interacts and communicates with families in a positive, sensitive, professional manner. Complies with school processes and procedures for interconnecting with families. Oral, written, and nonverbal communication is rich, caring, perceptive and positive. Further explanations to avoid confusion are not needed. Open-mindedness, collaboration and partnership are the keystones of decision-making. Respects and considers the thoughts and ideas of others.	Communicates consistently and sensitively with families, and uses various methods to engage them and invite their support and participation. Verbal, written and nonverbal communication is clear, considerate, sensitive and positive. Communication is comprehended and appreciated by diverse stakeholders. Takes a leadership role in sponsoring that all collaborative decisions are based on the highest professional standards of teamwork. Seeks out the expertise and opinion of other professionals before making decisions that may impact others.

20	Domain: **Leadership** Indicator: **Contributing to School and Professional Communities**			
Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Provides no evidence of leadership. Declines becoming involved in school and or district events and projects.	Rarely becomes involved in school events or district projects. Prevents or blocks collegial team growth by refusing to share knowledge with others. Rarely contributes to the modification of school practices that would result in students being better served by the school.	Partakes in school events when asked. Joins in school and district projects when asked. Employs appropriate involvement tactics to contribute to the profession. Assumes a preemptive role in addressing student prerequisites.	Without prompting, volunteers to participate in school activities making a extensive contribution. Participates actively in supporting other educators and staff members of the building. Has internalized the concept and work ethics of TEAM, both at the departmental and building levels, to safeguard that all students receive a just and equal opportunity to do well.	Not only volunteers but leads school events or district projects and initiatives making a substantial impact. Initiates vital activities to contribute to the profession, such as mentoring new staff members, writing articles or curriculum units for use, publication or posting, or creating and sharing presentations. Makes a specific effort to challenge damaging attitudes and perceptions, and assists by ensuring that all students; principally, the underserved, are represented with needs addressed.

21	Domain: **Leadership** Indicator: **Adhering to Professional Ethics**			
Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not adhere to the professional ethics of librarianship. Have no established policies or exhibits behaviors that are unnecessarily restrictive in providing access to resources and services to all or part of the members of the school community.	Is inconsistent in demonstrating library ethics and principals including copyright adherence, and full and equal access to resources and services.	Is knowledgeable of the ethics of librarianship. Follows copyright law, and adheres to the principles of the Library Bill of Rights and the American Library Association's Code of Ethics. Promotes access to everyone within the school community.	Is knowledgeable of the ethics of librarianship. Informs others of copyright law, and adheres to the principles of the Library Bill of Rights and the American Library Association's Code of Ethics. Promotes access to everyone within the school and the school community.	Through teaching and practice, demonstrates a proficient commitment to the professional ethics of librarianship. Assumes a leadership role relative to training in and adherence to the American Library Association's Code of Ethics. Models ethical sharing of resources within the school and the school community.

TULSA
PUBLIC SCHOOLS

TLE Observation and Evaluation Rubric
Nurses

Domain/Relative Weight	*Dimension*		*Page*
Program Management 35%	1.	Program Scheduling	2
	2.	Collaboration	2
	3.	Clinic Environment	2
	4.	Discipline Focus	3
Instructional Skills 10%	5.	Educational Impact	4
Professional Services 35%	6.	Assessment	5
	7.	Records	6
	8.	Nursing Services	6
Professional Growth & Continuous Improvement 10%	9.	Uses Professional Growth as an Improvement Strategy	7
	10.	Exhibits Professional Behaviors and Efficiencies	7
Interpersonal Skills 5%	11.	Effective Interactions / Communications with Stakeholders	8
Leadership 5%	12.	Leadership Involvements	9

Indicator No.

1	Domain: **Program Management**	Dimension: **Program Scheduling**

Establishes a school health program within a goal-based program schedule.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Does not establish maintain, and evaluate a comprehensive school health program with monthly goal based program schedule.	Rarely establish, maintain and evaluate a comprehensive school health program with monthly goal based program schedule.	Establish, maintain, and evaluate a comprehensive school health program with monthly goal-based program schedule.	Establish, maintain, and evaluate a comprehensive school health program with 6 month goal based program schedule.	Establish, maintain, and evaluate a comprehensive school health program with annual goal based program schedule.

2	Domain: **Program Management**	Dimension: **Collaboration**

Collaboration is the fundamental key for the successful delivery of health services.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Does not collaborate with members of the school community and stakeholders in the delivery of health services.	Occasionally collaborate with members of the school community and stakeholders in the delivery of health services.	Effectively collaborate with members of the school community and stakeholders in the delivery of health services.	Provide opportunities for partnerships with members of the school community and stakeholders in the delivery of health services.	Consistently engage in partnership building with members of the school community and stakeholders in the delivery of health services.

3	Domain: **Program Management**	Dimension: **Clinic Environment**

The Nurse optimizes the physical environment to assure efficacy / student health and safety advantages in alignment with best practices.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Does not organize clinic to provide health related opportunities, order, cleanliness, safety and ease of traffic flow. Physical resources are not secured and used as designed and intended.	Rarely organize clinic for health related opportunities, order, cleanliness, safety and ease of traffic flow Physical resources are rarely secured and optimized for effective utilization.	Clinic is organized for providing health related opportunities, order, cleanliness, safety and ease of traffic flow. Physical resources are secured and used appropriately and readily available.	Clinic is organized for efficacy in health related opportunities, order, cleanliness, safety and ease of traffic flow. Physical resources are secured and used appropriately, readily available and not overstocked.	Includes the narrative descriptions in performance category 4 plus the clinic serves as an exemplary model for replication beyond the site level.

4	Domain: **Program Management**		Dimension: **Discipline Focus**	
	The Nurse clearly defines expected student behavior.			
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Does not maintain standards of school conduct and does not implement with consistency. Does not reiterate to ensure students are aware of behavioral expectations. Does not monitor the behavior of students during whole class, small group and health related activities. Does not stop inappropriate behavior promptly and consistently with an appropriate voice level/word choice and does not make referral to appropriate school authority.	Occasionally maintain standards of school conduct and occasionally implements with consistency. Occasionally reiterate to ensure students are aware of behavioral expectations. Occasionally monitor the behavior of students during whole class, small group and health related activities. Occasionally stops inappropriate behavior promptly and consistently with an appropriate voice level/word choice and occasionally make referral to appropriate school authority.	Maintain standards of school conduct and implements with consistency. Reiterate to ensure students are aware of behavioral expectations. Monitor the behavior of students during whole class, small group and health related activities. Stop inappropriate behavior promptly and consistently with an appropriate voice level/word choice and make referral to appropriate school authority.	Standards of conduct have been established with consistent supporting peer based implementation. All students are aware of behavioral expectations. Monitor the behavior of all students during whole class, small group and health related activities. Stop inappropriate behavior promptly and consistently with an appropriate voice level/word choice, while maintaining the dignity of the student and make referral to appropriate school authority.	Standards of conduct have been established with initiating consistent peer monitoring. All students are aware of behavioral expectations and they follow procedures. Monitor the behavior of all students at all times in health related activities. Standards of conduct extend beyond the school environment. Stop inappropriate behavior promptly and consistently with an appropriate voice level/word choice while maintaining the dignity of the students and encouraging students to self discipline. Student referrals are made to the appropriate school authority, as needed.

5	Domain: **Instructional Skills**		Dimension: **Educational Impact**	
	Aligns health education needs with a health education curricula and educational focus.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not participate in the assessment of health education needs and does not assist in the design, development and evaluation of health curricula. Does not serve as a resource person regarding health education, materials and services. Does not participate in nor evaluate health and safety education, using sound learning and developmental theories in the provision of formal health instruction in the classroom.	Rarely participate in the assessment of health education needs and rarely assist in the design, development and evaluation of health curricula. Rarely serve as a resource person regarding health education, materials and services. Rarely participates in and evaluate health and safety education, using sound learning and developmental theories in the provision of formal health instruction in the classroom.	Participate in the assessment of health education needs and assists in the design, development and evaluation of health curricula. Serve as a resource person regarding health education, materials and services. Participate in and evaluate health and safety education, using sound learning and developmental theories in the provision of formal health instruction in the classroom.	Assess and develop health education to meet the identified needs of the school community and school district. Willingly present health education, materials and services. Initiate evaluation of health and safety education, using sound learning and developmental theories in the provision of formal health instruction in the classroom.	Evaluate and redesign as needed health education to meet the identified needs of the school community and school district. Present health education, materials and services to peers and others in the school community. Evaluate and redesign health and safety education, using sound learning and developmental theories in the provision of formal health instruction in the classroom.

6	Domain: **Professional Services**			Dimension: **Assessment**
The Nurse utilizes assessment patterns that are fairly administered and based on identified criteria.				
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Records, formative and summative assessments are inconsistent and insufficient to determine overall health progress and are not based on the health care provider and or district policy. Assessments provide delayed and inadequate feedback for accomplishing health goals.	Records, formative and summative assessments are inconsistent to determine overall health progress and are not based on the health care provider and or district policy. Assessments frequently provide delayed and or inadequate feedback for accomplishing health goals.	Records, formative and summative assessments, are recorded consistently based on district policy and or health care provider and are used to guide Individualized Health Plans (IHP) and health instruction. Provides adequate and timely feedback from assessment results for accomplishing health goals.	Records, formative and summative assessments, are recorded consistently based on district policy and or health care provider and are used to develop and evaluate IHP and health instruction. Assessments provide useful and immediate feedback that is consistent with the accomplishment of health goals.	Records, formative and summative assessments are recorded consistently based on district policy and or health care provider and used to develop, refine, and evaluate IHP and health instruction. Assessments provide useful and immediate feedback that is used to develop and evaluate current and or anticipatory health goals. Health goals are not only designed by the School Nurse (based upon health care provider information/input and district policy) but the student and family have an opportunity to contribute to the development of their health goals.

7	Domain: **Professional Services**	Dimension: **Records**

Produce, maintain, supervise and appropriately delegate development of health records based on District and State standards.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Does not produce, maintain, supervise and appropriately delegate the development of health records based on district and State standards. Does not comply with reporting timeliness and other time sensitive information/compliance requests such as health plans, etc.	Rarely produce, maintain, supervise and appropriately delegate development of health records based on district and State standards. Rarely complies with reporting timeliness and other time sensitive information/compliance requests such as health plans, etc.	Produce, maintain, supervise and appropriately delegate development of health records based on district and State standards. Complies with reporting timeliness and other time sensitive information/compliance requests such as health plans, etc.	Uses available technology to produce, maintain, supervise and appropriately delegate development of health records based on district and State standards. Exhibits high degree of consistency in complying with reporting timeliness and other time sensitive information/ compliance requests such as health plans, etc.	Technology based enhancement for all records to produce, maintain, supervise and appropriately delegate development of health records based on district and State standards. Serve as a model and mentor exhibiting consistency in complying with reporting timeliness and other time sensitive information/compliance requests such as health plans, etc.

8	Domain: **Professional Services**	Dimension: **Nursing Services**

Provides the spectrum of nursing services with consistency and efficacy.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Does not offer health screenings such as vision, hearing, scoliosis, dental, immunization compliance, with referral and follow up as appropriate. Does not offer counseling for health related issues with referrals as appropriate. Does not offer home visits as necessary to collect data, plan, implement or evaluate care.	Rarely offers health screenings such as vision, hearing, scoliosis, dental, immunization compliance, with referral and follow up as appropriate. Rarely offers counseling for health related issues with referrals as appropriate. Rarely offers home visits as necessary to collect data, plan, implement or evaluate care.	Consistently offers health screenings such as vision, hearing, scoliosis, dental, immunization compliance, with referral and follow up as appropriate. Consistently offers counseling for health related issues with referrals as appropriate. Consistently offers home visits as necessary to collect data, plan, implement or evaluate care.	Conducts health screenings such as vision, hearing, scoliosis, dental, immunization compliance, with referral and follow up as appropriate. Provides counseling for health related issues with referrals as appropriate. Conducts home visits as necessary to collect data, plan, implement or evaluate care.	Actively attempt to increase number of participants in screenings, with referral and follow up as appropriate. Actively attempt to increase number of participants who can benefit from counseling for health related issues with referrals as appropriate. With appropriate permissions, facilitate information sharing with individuals who have a right and need to know in order to optimize the level of care provided.

9	Domain: **Professional Growth and Continuous Improvement** **Uses Professional Growth as a Continuous Improvement Strategy.**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not participate in professional development that updates their content knowledge and professional practices.	Participates in a portion of the required minimum hours of professional development. The professional development does not update their content knowledge and current professional practices.	Participates in the required minimum hours of professional development updating their content knowledge and current professional practices.	Actively participates in the required hours of professional development and seeks additional training to update their content knowledge and professional practices beyond what is required.	In addition to participating in the required hours of professional development and additional training, the School Nurse makes a substantial contribution to the profession through activities such as mentoring new health personnel, training new health personnel in professional practices, making presentations, conducting action research, working towards higher degree certification and/or writing articles for grade level, department level, internal / school-wide and/or external publication. Writings that could be used as "models" may include classroom newsletters, parent / community communications, etc.

10	Domain: **Professional Growth and Continuous Improvement** **Exhibits behaviors and efficiencies associated with professionalism.**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Exhibits documentable patterns of repeated inconsistent reliability-based behavior patterns as delineated in performance category 3 – Effective.	Exhibits inconsistent reliability-based behavior patterns as evidenced by flawed punctuality and dependability; not adhering to prescribed arrival and departure times; not following notification and reporting procedures for absences.	Exhibits consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences.	Exhibits highly consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences.	Serves as a model and mentor exhibiting consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences.

11	Domain: **Interpersonal Skills** **Effective interactions and communications with stakeholders.**			
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Provides minimal or no information to families and makes no attempt to engage them in the health program. Oral, written and nonverbal communication is unclear (without regard to student misconceptions) and inconsiderate to students, as characterized by insensitivity, demeaning language and condescension Makes decisions based on self-serving interests. Never consults other staff or team members.	Appears to be inconsistent and inaccurate in providing information to families and engaging them in the health program. Oral, written, and nonverbal communication may not be considerate and usually requires further explanations to avoid confusion. Makes decisions assuming the result will be positive for everyone. Never checks to see if it is or will be.	Interacts with families in a timely, consistent, positive and professional manner. Complies with school procedures for communicating with families and makes an effort to engage families in the health program. Uses effective communication skills with students. Demonstrates communication skills (oral, written and nonverbal) that are clear, considerate, positive and rarely requires further explanations. Collaborates appropriately and makes decisions that reflect genuine professional consideration.	Communicates frequently and sensitively with families and engages them in the health program. Oral, written, and nonverbal communication is clear, considerate, sensitive and positive. Further explanations to avoid confusion are not needed. Maintains an open mind and participates in collaborative decision making respecting and considering the thoughts of other peers.	Communicates consistently and sensitively with families and uses diverse methods to engage them in the health program and supports their participation Oral, written, and nonverbal communication is clear (with conscientious regard and anticipation of possible student misconceptions), considerate, sensitive and positive. Communication is clearly understood by diverse stakeholders. Takes a leadership role in advocating that all collaborative decisions are based on the highest professional standards. Seeks out the expertise and opinion of other professionals before considering collaborative decisions.

12 Leadership

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Provides no evidence of leadership as described in performance category 3 – Effective.	Declines becoming involved in school events. Avoids becoming involved in school and district projects. Makes no effort to share knowledge with others or to assume professional responsibilities. Rarely contributes to the modification of school practices that would result in better meeting health needs. Rarely seeks opportunities to work within the context of a particular team or department to ensure everyone receives a fair and equal opportunity to meet their health goals.	Participate in school events when asked. Participate in school and district projects when asked. Finds ways to contribute to the profession and follow through. Assume a proactive role in addressing health needs. Seeks opportunities to work within the context of a particular team or department to ensure everyone receives a fair and equal opportunity to meet their health goals.	Volunteer to participate in school events making a substantial contribution. Volunteer to participate in school and district projects making a substantial contribution. Participate actively in assisting others in the school community and or district. Work within the context of a particular team or department to ensure that everyone receives a fair and equal opportunity to meet their health goals.	Volunteer to participate in school events, making a substantial contribution and assumes a leadership role in at least some aspect of school life. Volunteer to participate in school / district projects, making a substantial contribution / leadership role in a major school or district project. Initiate important activities to contribute to the profession, such as mentoring new health personnel and/or writing articles for publication and/or making presentations. Initiates and works within the context of a particular team or department to ensure that everyone receives a fair and equal opportunity to meet their health goals. Make efforts to challenge negative attitudes and help ensure that everyone, particularly those traditionally underserved, are respected in the school.

TULSA
PUBLIC SCHOOLS

TLE Observation and Evaluation Rubric
Instructional Coaches/Instructional Technology Coaches/New Teacher Mentors*
2015-2016

Domain/Relative Weight	*Dimension*		*Page*
Professional Development 10%	1.	Preparation	2
	2.	Presentations	3
Organization and Management 10%	3.	Record Keeping	4
	4.	Coaching Documentation Resources	5
Instructional Effectiveness 25%	5.	Instructional Planning	6
	6.	Instructional Strategies for Teaching	7
	7.	Support of District Initiatives	8
Coaching Effectiveness 25%	8.	Coaching Strategies	10
	9.	Coaching Cycle	11
Professional Growth and Continuous Improvement 10%	10.	Growing and Developing Professionally	11
	11.	Exhibits Professional Behaviors and Efficiency	12
Interpersonal Skills 10%	12.	Effective Interactions and Communications	13
	13.	Collaborative and Professional Partnerships	14
Leadership 10%	14.	Leadership Involvement	15

*For the purpose of this rubric, Instructional Technology Coaches and New Teacher Mentors are defined as Instructional Coaches.

Indicator No.

1 Domain: **Organization and Management** Dimension: **Preparation**

Instructional Coach plans development and delivery of assistance/ support/ professional development relative to short and long term objectives.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Does not plan for assistance/ support/professional development that provides teachers with resources/ skills needed for implementation.	Inconsistently plans for assistance/support/professional development that provides teachers with resources/skills needed for implementation.	Plans for assistance/ support/professional development that provides teachers with resources/skills needed for implementation.	Plans for assistance/ support/professional development based on school data that provides teachers with resources/skills needed for implementation.	Plans for assistance/ support/prof. dev. based on school data that provides teachers with resources/skills needed for implementation on various dates/ times to meet the schedules of teachers.
Does not ensure materials/resources needed for training/meeting are prepared and available.	Inconsistently ensures materials/resources needed for training/meeting are prepared and available.	Ensures materials/resources needed for training/meeting are prepared and available.	Ensures an agenda/ materials/resources needed for training/meeting are prepared and available.	Ensures an agenda/ materials/resources needed for training/meeting are prepared and available. Provides follow up materials/ resources as needed.
Does not create professional development opportunities for individuals, small groups, or large groups that model the use of effective planning and instructional techniques.	Inconsistently creates professional development opportunities for individuals, small groups, or large groups that model the use of effective planning and instructional techniques.	Creates professional development opportunities for individuals, small groups, or large groups that model the use of effective planning and instructional techniques.	Creates and implements professional development opportunities for individuals, small groups, or large groups that model the use of effective planning and instructional techniques.	Uses research to create and implement professional development opportunities for individuals, small groups, or large groups that model the use of effective planning and instructional techniques.
Provides random professional development opportunities.	Inconsistently matches professional development opportunities to staff's professional development needs.	Matches professional development opportunities to staff's professional development needs	Matches professional development opportunities to staff's professional development needs based on school data	Matches professional development opportunities to staff's professional development needs based on school data and the Site Improvement

2	Domain: **Organization and Management**		Dimension: **Presentations**	
	Instructional Coach provides professional development opportunities for teachers.			
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Instructional Coach does not present professional development	Instructional Coach offers professional development at individual school sites.	Instructional Coach offers professional development at individual school sites.	Instructional Coach creates and offers professional development for multiple school sites	Instructional Coach creates and offers professional development at a district or regional level.
	Instructional coach uses a singular mode for presenting professional development.	Instructional coach uses a singular mode for presenting professional development.	Instructional Coach uses multiple modes of professional development such as face to face and digital PD.	Instructional Coach has a plan for follow through with teachers after face to face or digital PD.
Instructional Coach does not provide any evenings of professional development throughout the year.	Instructional Coach provides one after hours professional development opportunities each year.	Instructional Coach provides a minimum of two after hours professional development opportunities each year.	Instructional Coach provides a minimum of three after hours professional development opportunities each year.	Instructional Coach provides four or more after hours professional development opportunities each year.

3	Domain: **Organization and Management**		Dimension: **Record Keeping**	
	Instructional Coach generates and maintains accurate records and analyzes data.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Instructional Coach does not utilize the required data tracking log	Instructional Coach sporadically completes the required coaching log with meeting information	Instructional Coach completes required data tracking log with daily meeting information.	Instructional Coach completes required data tracking log on a daily basis.	Instructional Coach completes required data tracking form on a daily basis and uses data to reflect on and improve practice.
Instructional Coach does not align teacher/coach interactions with teacher TLE indicators	Instructional Coach sometimes aligns teacher/coach interactions with teacher TLE indicators	Instructional Coach aligns teacher/coach interactions with teacher TLE indicators	Instructional Coach aligns teacher/coach interactions with teacher TLE indicators and includes strategies offered specific to aligned dimension	Instructional Coach aligns teacher/ coach interactions with teacher TLE indicators and includes strategies offered specific to aligned dimension
Instructional Coach does not maintain an interaction log to account for teacher meetings	Instructional Coach maintains an Interaction log stating what times teacher meetings took place	Instructional Coach maintains an interaction log stating what times teacher meetings took place and the strategies offered	Instructional Coach maintains an interaction log which includes: Time of Meetings, total number of minutes, Teacher TLE alignment, strategies offered, coaching tool used	Instructional Coach maintains an interaction log which includes: Time of Meetings, total number of minutes, Teacher TLE alignment, strategies offered, completed coaching tool, follow up appointments and next steps

4	Domain: **Organization and Management**	Dimension: **Coaching Documentation Resources**		
	Instructional Coach uses effective tools to promote teachers as leaders and learners.			
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Instructional Coach does not use coaching tools when working with certified teaching staff.	Instructional Coach inconsistently uses coaching tools when working with certified teaching staff.	Instructional Coach consistently uses a coaching tool when working with certified teaching staff and provides copy/feedback in a timely manner.	Instructional Coach consistently uses a variety of coaching tools when working with certified teaching staff and provides a copy/feedback in a timely manner.	Instructional Coach consistently a skillfully uses a variety coaching tools when working with certified teaching staff and provides a copy/feedback in a timely manner.
Instructional Coach does not use coaching tools in a prescribed manner.	Instructional Coach inconsistently uses coaching tool in a prescriptive manner to meet the needs of a teacher's individual circumstances.	Instructional Coach consistently uses coaching tool in a prescriptive manner to meet the needs of a teacher's individual circumstances.	Instructional Coach consistently uses coaching tool in a prescriptive manner to meet the needs of a teacher's individual circumstances to provide certified teaching staff with data that drives teacher developed action steps.	Instructional Coach consistently uses coaching tool in a prescriptive manner to meet the needs of a teacher's individual circumstances to provide certified teaching staff with data that drives teacher developed action steps. Instructional coach provides follow up to determine the effectiveness of certified staff's action steps.

5	Domain: **Instructional Effectiveness**		Dimension: **Instructional Planning**	
Instructional Coach collaborates with teachers to design rigorous, standards-based classroom instruction.				
1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Does not work with teachers in the design of lessons.	Assists teachers staff in the design of lesson plans or units.	Assists teachers in the design of lessons or units that are developmentally appropriate and align to the current state standards and district curriculum maps.	Collaborates with teachers in the design of lessons, units and long range plans that are developmentally appropriate and align to the current state standards and district curriculum maps.	Collaborates with teachers in the design of lessons, units and long range plans that are integrated, developmentally appropriate and align to the current state standards and district curriculum maps.
Does not consider student background knowledge and experiences in instructional planning.	Makes the teachers aware of the importance students' background knowledge and experiences but does not provide procedures to obtain this information.	Assists teachers with the creation of procedures that can be used to obtain students' background knowledge and experiences	Collaborates with teachers to determine the appropriate tools to become familiar with students background knowledge and experiences.	Collaborates with teachers to make meaningful and relevant connections between the lesson content and background knowledge and experiences.
Does not consider students' development, readiness for learning, preferred learning styles, and backgrounds and prior experiences.	Assists in interpreting data related to the students' development, readiness for learning, preferred learning styles, and backgrounds and prior experiences but does not link it to instructional planning	Assists the certified teaching staff in Instructional planning that draws upon an analysis of the students' preferred learning modalities, background knowledge and developmental readiness.	Collaborates to develop specific strategies, content, and delivery that will meet the needs of individual students based on the accurate analysis of the students' preferred learning modalities, background knowledge and developmental readiness.	Guides the certified teaching staff to differentiate instructional plans to meet students' preferred learning modalities, background knowledge and developmental readiness.
Does not assist in data interpretation.	Assists in interpreting data, but does not assist the certified teaching staff in linking analysis to instructional planning.	Assists with certified teaching staff in interpreting data and its use in assessments and standards based instruction.	Collaborates with certified teaching staff in developing and analyzing a variety of formal and informal student assessment formats, including pre-assessment, formative assessment, and summative assessment to improve instruction.	Guides certified teaching staff to revise plans according to multiple data sources.

6	Domain: **Instructional Effectiveness** Dimension: **Job-Embedded Professional Development** **Instructional Coach uses a variety of strategies to communicate research-based practices for professional development.**			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Does not provide instructional strategies.	Provides non-specific instructional strategies that diagnose primary and secondary flaws, but does not provide ways to increase overall effectiveness of teacher practice.	Provides a variety of specific instructional strategies to increase student engagement, student differentiation, and student achievement.	Provides clear and specific instructional strategies to increase student engagement, student differentiation, and student achievement. Monitors the effectiveness of and models strategies that apply to a variety of classroom situations, including independent, whole group, and small group instruction.	Provides clear research-based instructional strategies to increase student engagement, student differentiation, and student achievement. Assists certified teaching staff with and models strategies for a variety of classroom situations, including independent, whole group, and small group instruction. Assists certified teaching staff with and models tools to enhance active learning, questioning techniques, and/ or guided practice to involve all learners, as well as monitoring and adjustment techniques based on monitoring.
Does not support communication of similar messaging between certified teaching staff or in groups.	Inconsistently supports communicating similar messaging between certified teaching staff of the same grade or team.	Supports teaching team efforts by consistently communicating similar messaging between certified teaching staff of the same grade or team.	Supports teaching team efforts by consistently communicating similar messaging between certified teaching staff of the same content areas and grade levels. Supports horizontal or vertical articulation across content areas and grade levels.	Supports teaching team efforts by consistently communicating similar messaging between certified teaching staff of the same grade or team. Supports vertical and horizontal articulation across content areas and grade level configurations when appropriate.
Does not support certified teaching staff in implementing research based instructional strategies.	Minimally supports certified teaching staff in implementing research based instructional strategies.	Supports certified teaching staff in implementing research based instructional strategies.	Supports certified teaching staff in implementing, monitoring, and recognizing when research based instructional strategies are not meeting the needs of students.	Supports certified teaching staff in implementing, monitoring, reflecting on and adjusting research based instructional strategies to ensure the needs of students are being met.

7	Domain: **Instructional Effectiveness**	Dimension: **Support of District Initiatives**
	Instructional Coach supports District Initiatives.	

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Does not demonstrate commitment to the TPS priorities for professional development by providing appropriate coaching and/or training opportunities for teachers aimed at student achievement.	Inconsistently demonstrates commitment to the TPS priorities for professional development by providing appropriate coaching and/or training opportunities for teachers aimed at student achievement	Demonstrates commitment to TPS priorities for professional development by providing coaching and/or training opportunities for teachers aimed at student achievement.	Demonstrates commitment to TPS priorities for professional development by providing appropriate coaching and/or training opportunities for teachers aimed at student achievement.	Serves as champion for TPS priorities for professional development by consistently communicating the vision and mission of the professional learning department, and by providing appropriate coaching and/or training opportunities for teachers aimed at student achievement.
Does not collaborate with other departments to ensure alignment of support to teachers around district initiatives.	Inconsistently collaborates with other departments to ensure alignment of support to teachers around district initiatives.	Consistently collaborates with other departments to ensure alignment of support to teachers around district initiatives.	Consistently collaborates with other departments to ensure alignment of support to teachers around district initiatives.	Initiates opportunities to collaborate with other departments to ensure alignment of support to teachers around district initiatives.
Does not use practices and procedures that align with TPS vision, goals, policies, and regulations.	Inconsistently uses practices and procedures that align with the TPS vision, goals, policies and regulations.	Uses practices and procedures that align with TPS vision, goals, policies, and regulations.	Models and practices the procedures that align with TPS vision, goals, policies, and regulations.	Models and encourages the use of practices and procedures that align with TPS vision, goals, policies, and regulations.

8	Domain: **Coaching Effectiveness**		Dimension: **Coaching Strategies**	
	Instructional Coach effectively uses coaching strategies to meet the needs of teachers.			
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Instructional Coach does not use coaching strategies when working with a teacher.	Inconsistent use of coaching strategies when working with teachers.	Instructional Coach consistently uses coaching strategies such as: providing resources, consultation and reflections.	Instructional Coach uses appropriate coaching language while utilizing coaching strategies such as: modeling, providing resources, consultation, individual reflections, and coach/teacher prescribed digital resources.	Instructional Coach uses appropriate coaching language while utilizing multiple coaching strategies such as: modeling, providing resources, consultation, individual reflections, coach/teacher prescribed digital resources, whisper coaching, and co-teaching.
Instructional Coach does not align coaching strategies to the needs of the teachers.	Instructional Coach inconsistently aligns coaching strategies to the needs of the teacher.	Instructional Coach consistently aligns coaching strategies to the needs of the teacher and individual circumstances.	Instructional coach analyzes previous interactions to determine appropriate coaching strategies to meet individual teacher needs.	Instructional coach analyzes previous interactions and creates a long term plan of action that will enhance teacher practice through the use of various coaching strategies.
Instructional Coach does not facilitate observation opportunities for individual teachers to observe peers.	Instructional Coach inconsistently facilitates observation opportunities for individual teachers to observe peers.	Instructional Coach consistently facilitates observation opportunities for individual teachers to observe peers.	Instructional Coach reaches out to colleagues to facilitate observation opportunities for individual teachers to observe peers within the district.	Instructional Coach reaches out to colleagues to facilitate observation opportunities for individual teachers to observe peers within the district.

9	Domain: **Coaching Effectiveness**		Dimension: **Observed Coaching Cycle**	
Instructional Coach uses the observation coaching cycle when working with certified teaching staff.				
1 Ineffective	**2 Needs Improvement**	**3 Effective**	**4 Highly Effective**	**5 Superior**
Instructional Coach does not use the defined observation coaching cycle when working with teachers.	Instructional Coach uses only portions of the defined coaching cycle when working with teachers.	Instructional Coach completes all steps of the defined coaching cycle with the teachers.	Instructional Coach uses defined pre-observation strategies to determine areas of focus during classroom observations and provides targeted, specific feedback on these areas during post observation conferences.	Instructional Coach uses defined pre-observation strategies to determine areas of focus during classroom observations and provides targeted, specific feedback on these areas during post observation conferences, and assists teachers in developing action plan.

10

Domain: **Professional Growth and Continuous Improvement**

Dimension: **Growing and Developing Professionally**

Instructional Coach uses professional growth as an improvement strategy.

1 Ineffective	2 Needs Improvement	3 Effective	4 Highly Effective	5 Superior
Does not participate in any ongoing professional development.	Only participates in inconsistent or unintentional professional development.	Participates in the required hours of professional development updating their content knowledge and current professional practice.	Participates above required hours of professional development and seeks additional training to update their content knowledge and professional practices beyond what is required.	In addition to participating in the required hours of professional development and additional training, the Instructional Coach makes a substantial contribution to the teaching or coaching profession.
Does not participate in any peer coaching cycles.	Does not participate in at least one peer coaching cycle per semester.	Participates in at least one peer coaching cycle per semester.	Participates in at least one peer coaching cycle per semester, using defined pre-observation strategies to determine areas of focus during observations and provides targeted, specific feedback on these areas during post observation conferences.	Participates in at least one peer coaching cycle, using defined pre-observation strategies to determine areas of focus during observations and provides targeted, specific feedback on these areas during post observation conferences, and assists teachers in developing action plan.
			Reflects on own strengths and weaknesses.	Reflects on own strengths and weaknesses and modifies professional activities accordingly.
		Seeks opportunities to enhance professional development through Instructional Coach training sessions.	Seeks opportunities to enhance professional development through Instructional Coach training sessions, information from specialists, conferences, professional organizations, etc.	Seeks opportunities to enhance professional development through Instructional Coach training sessions, information from specialists, conferences, professional organizations, etc. and brings ideas back to the school and models the use of these strategies in his/her own practice.

Note: Additional contributes to the teaching or coaching profession may include, but not necessarily be limited to activities such as training teachers in professional practices, making presentations, conducting action research, writing articles for grade level, department level, internal/school-wide and/or external publication. Writings that could be used as "models" may include newsletters, informational resources for teachers, etc.

11	Domain: **Professional Growth and Continuous Improvement** Dimension: **Exhibits Professional Behaviors and Efficiencies**			
Instructional Coach exhibits behaviors and efficiencies associated with professionalism.				
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Exhibits documentable patterns of repeated inconsistent reliability-based behavior patterns as delineated in performance category 3- Effective.	Exhibits documentable patterns of repeated inconsistent reliability-based behavior patterns as evidenced by flawed punctuality and dependability; not adhering to prescribed arrival and departure times; not following notification and reporting procedures for absences; not complying with reporting timelines and other sensitive information/compliance requests.	Exhibits reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive information/compliance requests.	Exhibits consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive information/compliance requests.	Serves as a model and mentor exhibiting consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive information/compliance requests.
Does not manage his/her own schedule to make efficient use of time.	Inconsistently manages his/her own schedule to make efficient use of time.	Manages his/her own schedule to make efficient use of time.	Manages his/her own schedule proactively to make efficient/flexible use of time.	Manages his/her own schedule both proactively and in response to the needs of professional staff.
Does not meet professional obligations (does not submit paper work, reports, and responses to requests for information).	Inconsistently meets professional obligations (paper work, reports, and responses to requests for information).	Meets professional obligations (submits paper work, reports, and responses to requests for information).	Promptly meets professional obligations (submits paper work, reports, and responses to requests for information).	Proactively and promptly meets professional obligations (submits paper work, reports, and responses to requests for information).

12	Domain: **Interpersonal Skills**	Dimension: **Effective Interactions/ Communications**		
	Instructional Coach promotes a collaborative work environment.			
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Provides minimal or no information to teachers and makes no attempt to communicate professional development opportunities available.	Inconsistently and/or inaccurately provides information to teachers and makes minimal attempt to communicate professional development opportunities available.	Complies with school procedures for communicating with certified teaching staff and makes an effort to support them in professional development opportunities.	Communicates frequently and sensitively with certified teaching staff and support them in professional development opportunities.	Communicates consistently and sensitively with certified teaching staff and uses multiple methods to support them in professional development opportunities.
Oral, written and nonverbal communication is unclear (without regard to staff misconceptions) and inconsiderate to professional staff, as characterized by insensitivity, demeaning language and condescension.	Oral, written and nonverbal communication may not be considerate and usually requires further explanations to avoid confusion.	Interacts with staff in a timely, consistent, positive, and professional manner using communication skills (oral, written, and nonverbal) that are clear, considerate, positive, and rarely requires further explanations.	Interacts with certified teaching staff in a timely, consistent, positive and professional manner using oral, written, and nonverbal communication that is clear, considerate, sensitive, and positive.	Effectively interacts with all members of the school community in a timely, consistent, positive and professional manner using oral, written, and nonverbal communication that is clear, considerate, sensitive, and positive, and encourages certified teaching staff inquiries and responds in a timely and articulate manner.
Makes decisions based on self-serving interests. Never consults other staff or team members.	Makes decisions assuming the result will be positive for everyone. Never checks to see if it is or will be.	Collaborates appropriately and makes decisions that reflect genuine professional consideration.	Maintains an open mind and participates in collaborative decision making respecting and considering the thoughts of others.	Works collaboratively with teachers, soliciting input and acting on that input to plan professional development and to promote professional learning communities with a sense of teacher ownership.

13	Domain: **Interpersonal Skills**	Dimension: **Collaborative and Professional Partnerships**		
Instructional Coach exhibits behaviors that build positive relationships among colleagues and certified teaching staff.				
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Provides no evidence of Collaborative and professional partnerships as described in performance category 3 - Effective	Inconsistently builds trusting and confidential relationships among colleagues	Builds trusting and confidential relationships among colleagues and certified teaching staff	Fosters trusting and confidential relationships among colleagues and certified teaching staff that creates a safe environment for certified teaching staff to request assistance.	Sustains a trusting and confidential relationship among colleagues and certified teaching staff based on honesty and respect. Relationship allows certified teaching staff to openly reflect on individual practices to increase student learning.
	Does not mange time in an efficient manner	Demonstrates efficient time management	Manages his/her own schedule proactively to make efficient/flexible use of time and honors the time of others.	Manages his/her own schedule both proactively and in response to the needs of colleagues and certified teaching staff.
	Does not participate in collaborative protocols with colleagues.	Participates in collaborative protocols with colleagues.	Engages colleagues and facilitates their participation in collaborative protocols.	Engages colleagues and facilitates their participation in collaborative protocols. Relationships and trust formed through the use of protocols allows colleagues to openly reflect on circumstances to improve practice.
		Encourages the participation collaborative protocols among teachers.	Assists in the development of a collaborative group, utilizing protocols that meet the needs of teachers.	Assists in the development of a teacher-driven collaborative group utilizing protocols that meet the needs of teachers. Provides follow up to maintain sustainability.

14	Domain: **Leadership**	Dimension: **Leadership Involvements**		
Instructional Coach utilizes and promotes professional growth as an improvement strategy.				
1 **Ineffective**	**2** **Needs Improvement**	**3** **Effective**	**4** **Highly Effective**	**5** **Superior**
Provides no evidence of leadership as described in performance category 3 – Effective.	Declines becoming involved in Organization and Professional Development events.	Participates in Organization and Professional Development events when asked.	Volunteers to participate in Organization and Professional Development events making a substantial contribution.	Volunteers to participate in Organization and Professional Development events making a substantial contribution and assumes a leadership role.
	Avoids becoming involved in district projects.	Participates in district projects when asked.	Volunteers to participate in district projects making a substantial contribution.	Volunteers to participate in district projects making a substantial contribution/ and taking on a leadership role.
	Makes no effort to share knowledge with others or to assume professional responsibilities.	Finds ways to contribute to the profession and follows through.	Participates actively in assisting other educators while contributing to the profession and following through.	Initiates important activities to contribute to the profession such as mentoring new teachers, writing articles, and/or making district-level presentations.

Bixby Education Association

September 9, 2024

Beginning on August 18, 2024 all certified staff had the opportunity to vote, via a Google form, to accept the 2024-2025 negotiation items tentatively agreed upon at the summer meetings between the Association Negotiation Team and Board Negotiation Team. That agreement has unanimously been ratified by certified staff.

The Association views the negotiation process as a responsibility and as a channel for communication between teachers and the School Board. The members of the Bixby Education Association share with the Board the desire to make Bixby Public School the best they can be.

Sincerely,

Julie Lacy

Julie Lacy
BEA Negotiations

BIXBY PUBLIC SCHOOLS
CERTIFIED NEGOTIATIONS TENTATIVE AGREEMENT
2024-25

Final T.A.
Lydia A. Wilson 7/31/24
Julie Lacy 7/31/24

1. Compensation - Salary Schedules: a recommendation that all teachers move one step on the scale.

Discussion: The district is committed to a midyear stipend subject to assessment of the fund balance at that time. The district proposes 1% for those with 1-4 years of experience, and 2% for those with 5 or more years of experience. Stipends are not to be less than $400 or more than $1,000.

2. Update to Bereavement Leave in Master Contract, pg 9, as follows:

DEATH IN FAMILY and BEREAVEMENT LEAVE

A teacher may be absent without loss of pay for three (3) days for the reason of death in the family ~~of first or second-degree relationship~~. The three (3) day family death limitation may be extended to five (5) days when distance for travel becomes a factor. ~~(Husband, wife, son, daughter, guardian, mother, father, brother, sister, grandparents, and corresponding relatives by affinity)~~. A one-day absence without loss of pay may be charged to bereavement leave to attend a funeral, with documentation of funeral attendance. ~~but chargeable to sick leave, may be granted upon the death of members of the family other than first or second-degree relation (aunt, uncle, niece, or nephew).~~ In the event additional time is needed, up to a maximum of ten (10) days may be charged to accumulated sick leave. *(1982-83)*

3. Modification to Section III, Article IV Teacher Employment, Item G. Non-Teaching Duties, Number 2 of Master Contract, pg 15

"… Administrators will endeavor to avoid scheduling meetings, unless legally required or unavoidable, during the week of Parent-Teacher Conferences. (2023-24)"

Discussion Items Only, no contractual changes:

None at this time. See BEA list

Location	FTE	Funding Source	Amount	Reason for Plus One	Additional Information
BIXBY HIGH SCHOOL					
Fall Semester	1	District	$2,500.00	Athletic Plus 1	Teaching zero hour
Spring Semester	1	District	$2,500.00	Athletic Plus 1	Teaching zero hour
Fall Semester	1	District	$2,500.00	Athletic Plus 1	Coaching on both ends of day 1 and 6
Sping Semester	1	District	$2,500.00	Athletic Plus 1	Coaching on both ends of day 1 and 6
Fall Semester	1	District	$2,500.00	Athletic Plus 1	Career Tech teacher and coach -
Sping Semester	1	District	$2,500.00	Athletic Plus 1	Career Tech teacher and coach -
Fall Semester	1	District	$2,500.00	Athletic Plus 1	Coaching on both ends of day 1 and 6
Sping Semester	1	District	$2,500.00	Athletic Plus 1	Coaching on both ends of day 1 and 6
Fall Semester	1	District	$2,500.00	Athletic Plus 1	Coaching on both ends of day 1 and 6
Sping Semester	1	District	$2,500.00	Athletic Plus 1	Coaching on both ends of day 1 and 6
Fall Semester	1	District	$2,500.00	Academic Plus 1	Coach Teaching 5 hours
Spring Semester	1	District	$2,500.00	Academic Plus 1	Coach Teaching 5 hours
Fall Semester	1	District	$2,500.00	Academic Plus 1	Coach Teaching 5 hours
Spring Semester	1	District	$2,500.00	Academic Plus 1	Coach Teaching 5 hours
Fall Semester	1	District	$2,500.00	Academic Plus 1	Coach Teaching 5 hours
Spring Semester	1	District	$2,500.00	Academic Plus 1	Coach Teaching 5 hours
Fall Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
Spring Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
Fall Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
Spring Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
FallSemester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
Spring Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
Fall Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
Spring Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
Fall Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
Spring Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
Fall Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
Spring Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
Fall Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
Spring Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
Fall Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
Spring Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
Fall Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours *Added a section of Intro to AgSc because of numbers
Spring Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours Same as above 8.20.24
Fall Semester	1	District	$2,500.00	Athletic plus one	Driving a shuttle 6th hour in the Fall
Spring Semester	1	District	$2,500.00	Athletic plus one	Driving a shuttle 6th hour in the Spring
Fall Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
Spring Semester	1	District	$2,500.00	Academic Plus 1	Teaching 6 hours
9TH GRADE CENTER					
Fall Semester	1	District	$2,500.00	Athletic Plus 1	Coach 1st and 6th hour
Spring Semester	1	District	$2,500.00	Athletic Plus 1	Coach 1st and 6th hour
Fall Semester	1	District	$2,500.00	Athletic Plus 1	Coach 1st and 6th hour
Spring Semester	1	District	$2,500.00	Athletic Plus 1	Coach 1st and 6th hour
Fall Semester	1	District	$2,500.00	Academic Plus 1	Teaches 1-4, relieves Dean Wilson in IHP 5th period and coaches 6th period.
Spring Semester	1	District	$2,500.00	Academic Plus 1	Teaches 1-4, relieves Dean Wilson in IHP 5th period and coaches 6th period.
Fall Semester	1	District	$2,500.00	Athletic Plus 1	Coaches 1st hour, no plan, relieves Micah Haggerty in IHP 6th hour.
Spring Semester	1	District	$2,500.00	Athletic Plus 1	Coaches 1st hour, no plan, relieves Micah Haggerty in IHP 6th hour.
BIXBY MIDDLE SCHOOL					
Fall Semester	1	District	$2,500.00	Athletic plus one	Coach 1st and 6th hour
Spring Semester	1	District	$2,500.00	Athletic plus one	Coach 1st and 6th hour
Fall Semester	1	District	$2,500.00	Athletic plus one	Coach 1st and 6th hour
Spring Semester	1	District	$2,500.00	Athletic plus one	Coach 1st and 6th hour
Fall Semester	1	District	$2,500.00	Athletic plus one	Softball coach 6th hour in Fall
Spring Semester	1	District	$2,500.00	Athletic plus one	Driving a shuttle 6th hour in the Spring
Fall Semester	1	District	$2,500.00	Athletic plus one	Coach 1st and 6th hour
Spring Semester	1	District	$2,500.00	Athletic plus one	Coach 1st and 6th hour
Fall Semester	1	District	$2,500.00	Athletic Plus One	Need FP and SP Softball 6th hour
Spring Semester	1	District	$2,500.00	Athletic Plus One	Need FP and SP Softball 6th hour
Fall Semester	1	District	$2,500.00	Athletic Plus One	Coach 1st and 6th hour
Spring Semester	1	District	$2,500.00	Athletic Plus One	Coach 1st and 6th hour
Fall Semester	1	District	$2,500.00	Academic Plus One	Needed Additional AV class elective
Spring Semester	1	District	$2,500.00	Academic Plus One	Needed Additioinal AV class elective
Fall Semester	1	District	$2,500.00	Athletic Plus One	HS Coach 6th hour
Spring Semester	1	District	$2,500.00	Athletic Plus One	HS Coach 6th hour
Fall Semester	1	District	$2,500.00	Athletic Plus One	Coach 1st and 6th hour
Spring Semester	1	District	$2,500.00	Athletic Plus One	Coach 1st and 6th hour
Fall Semester	1	District	$2,500.00	Academic Plus One	Could not give the section of ELA in lieu of Yearbook section
Spring Semester	1	District	$2,500.00	Academic Plus One	Could not give the section of ELA in lieu of Yearbook section
Fall Semester	1	District	$2,500.00	Academic Plus One	Picking up intervention section
Spring Semester	1	District	$2,500.00	Academic Plus One	Picking up intervention section
Fall Semester	1	District	$2,500.00	Athletic Plus One	9th Grade BB Coach 6th hour
Spring Semester	1	District	$2,500.00	Athletic Plus One	9th Grade BB Coach 6th hour
Fall Semester	1	District	$2,500.00	Academic Plus One	Need DI Math on Plan

Spring Semester	1	District	$2,500.00	Academic Plus One	Need DI Math on Plan
Fall Semester	1	District	$2,500.00	Academic Plus One	Extra Leadership Elective Class
Spring Semester	1	District	$2,500.00	Academic Plus One	Extra Leadership Elective Class
Fall Semester	1	District	$2,500.00	Academic Plus One	Needed addition Gaming Class and could not give up sections of Math.
Spring Semester	1	District	$2,500.00	Academic Plus One	Needed addition Gaming Class and could not give up sections of Math.
BIXBY LEARNING CENTER					
Fall Semester	1	District	$2,500.00	Athletic Plus One	Girls Head Wrestling 1st and 6th hour coach
Spring Semester	1	District	$2,500.00	Athletic Plus One	Girls Head Wrestling 1st and 6th hour coach
BAND					
Fall Semester	1	District	$2,500.00	Plus one Band	Band
Spring Semester	1	District	$2,500.00	Plus one Band	Band

Program Name	FTE	Funding Source	Stipend Amount	Assignment / Fuding Codes
CHEER, POM/DANCE, & SPIRIT				
HEAD CHEER COACH (FB/BB)	1	District	$7,500.00	Coaching Contract Only
HEAD STUNT COACH	1	District	$4,500.00	Coaching Contract Only
ASSISTANT CHEER COACH (WR)	1	District	$4,500.00	Site Certified staff + Coaching Duties
JV HEAD CHEER/STUNT COACH (FB/BB)	1	District	$5,000.00	Site Certified staff + Coaching Duties
JV ASSISTANT CHEER COACH (WR)	1	District	$3,000.00	Coaching Contract Only
Cheer Program Assistant	1	District	$1,500.00	Site Certified staff + Coaching Duties
8th HEAD CHEER COACH	1	District	$2,500.00	Coaching Contract Only
8th HEAD STUNT COACH	1	District	$2,500.00	Site Certified staff + Coaching Duties
8th ASSISTANT CHEER COACH	1	District	$1,500.00	Coaching Contract Only
MS Cheer Sponsors	1	District	$1,000.00	Site Certified staff + Coaching Duties
MS Cheer Sponsors	1	District	$1,000.00	Site Certified staff + Coaching Duties
DANCE/POM				
HEAD DANCE COACH	1	District	$7,500.00	Site Certified staff + Coaching Duties
ASSISTANT DANCE COACH	1	District	$4,500.00	Site Certified staff + Coaching Duties
MS Dance Head	1	District	$2,500.00	Coaching Contract Only
Asst MS Dance	1	District	$1,500.00	Site Support staff + Coaching Duties
HIGH SCHOOL FOOTBALL				
DIRECTOR OF FOOTBALL OPERATIONS/Head Coa	1	District	$40,000.00	District Employee
ATHLETIC TRAINING COORDINATOR	1	District	$30,000.00	District Employee
Associate Head Coach	1	District	$5,500.00	Site Certified staff + Coaching Duties
Assistant Head Coach	1	District	$3,000.00	Site Certified staff + Coaching Duties
Offensive Coordinator	1	District	$7,500.00	Site Certified staff + Coaching Duties
Defensive Coordinator	1	District	$7,500.00	Site Certified staff + Coaching Duties
Special Teams Coordinator	1	District	$5,800.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$5,500.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$5,500.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$5,500.00	Site Support staff + Coaching Duties
ASSISTANT COACH	1	District	$5,500.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$5,500.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$5,500.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$5,500.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$5,500.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$5,500.00	Site Certified staff + Coaching Duties
Laundry Uniform/Equipment Coordinator	1	District	$1,000.00	Site Certified staff + Coaching Duties
Equipment Coordinator	1	District	$1,000.00	Site Certified staff + Coaching Duties
Character Ed / Media Coordinator	1	District	$1,200.00	Site Certified staff + Coaching Duties
College Coordinator	1	District	$1,200.00	Site Certified staff + Coaching Duties
9TH GRADE FOOTBALL				
HEAD COACH of Red Team	1	District	$4,500.00	Site Certified staff + Coaching Duties
ASSISTANT of Red Team	1	District	$3,500.00	Site Certified staff + Coaching Duties
HEAD COACH of Blue Team	1	District	$4,500.00	Site Certified staff + Coaching Duties
ASSISTANT of Blue Team	1	District	$3,500.00	Coaching Contract Only
Assistant Coach	1	District	$3,500.00	Coaching Contract Only
Assistant Coach request	1	District	$3,500.00	Site Certified staff + Coaching Duties
New Asst Coach request	1	District	$3,500.00	Coaching Contract Only
New Asst Coach request	1	District	$3,500.00	Site Certified staff + Coaching Duties
8TH GRADE FOOTBALL				
HEAD COACH of Red Team	1	District	$4,500.00	Site Certified staff + Coaching Duties
ASSISTANT of Red Team	1	District	$3,500.00	Site Certified staff + Coaching Duties
HEAD COACH of Blue Team	1	District	$4,500.00	Site Certified staff + Coaching Duties
ASSISTANT of Blue Team	1	District	$3,500.00	Site Certified staff + Coaching Duties
Assistant Coach	1	District	$3,500.00	Site Certified staff + Coaching Duties
Assistant Coach	1	District	$3,500.00	Site Certified staff + Coaching Duties
Assistant Coach	1	District	$3,500.00	Site Certified staff + Coaching Duties
Assistant Coach	1	District	$3,500.00	Site Certified staff + Coaching Duties
SOFTBALL: FAST-PITCH				
HEAD COACH	1	District	$10,000.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$3,800.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$3,800.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$3,800.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$3,800.00	Site Certified staff + Coaching Duties
8th Grade Head Coach Blue Team	1	District	$2,750.00	Site Certified staff + Coaching Duties
8th Grade Assistant Coach Blue Team	1	District	$2,250.00	Coaching Contract Only
8th Grade Head Coach Red Team	1	District	$2,750.00	Coaching Contract Only

8th Grade Assistant Coach Red Team	1	District	$2,250.00	Site Certified staff + Coaching Duties
VOLLEYBALL				
HEAD COACH	1	District	$6,000.00	Coaching Contract Only
Head JV Coach	1	District	$3,000.00	Site Certified staff + Coaching Duties
ASSISTANT HIGH SCHOOL/JV COACH	1	District	$3,000.00	Coaching Contract Only
ASSISTANT HIGH SCHOOL/JV COACH	1	District	$3,000.00	Site Certified staff + Coaching Duties
ASSISTANT HIGH SCHOOL/JV COACH	1	District	$3,000.00	Coaching Contract Only
ASSISTANT HIGH SCHOOL/JV COACH	1	District	$3,000.00	Coaching Contract Only
8th Grade	1	District	$2,250.00	Coaching Contract Only
8th Grade	1	District	$2,250.00	Site Certified staff + Coaching Duties
8th Grade	1	District	$2,250.00	Coaching Contract Only
CROSS COUNTRY				
HEAD BOYS & GIRLS - HS	1	District	$4,500.00	Site Certified staff + Coaching Duties
ASSISTANT COACH - HS	1	District	$2,500.00	Site Certified staff + Coaching Duties
ASSISTANT COACH - HS	1	District	$2,500.00	Coaching Contract Only
HEAD BOYS & GIRLS - MS	1	District	$2,250.00	Site Certified staff + Coaching Duties
ASSISTANT BOYS & GIRLS - MS	1	District	$1,750.00	Site Certified staff + Coaching Duties
HIGH SCHOOL BASKETBALL				
Coordinator of Boys' BB Programs/Head Boys' Co	1	District	$10,500.00	Site Certified staff + Coaching Duties
ASSISTANT BOYS COACH	1	District	$4,300.00	Site Certified staff + Coaching Duties
ASSISTANT BOYS COACH	1	District	$4,300.00	Site Certified staff + Coaching Duties
10 Grade Coach	1	District	$2,250.00	Site Certified staff + Coaching Duties
9TH BOYS HEAD COACH	1	District	$3,250.00	Coaching Contract Only
8TH BOYS Head Coach Red Team	1	District	$2,750.00	Site Certified staff + Coaching Duties
8TH BOYS Head Coach Blue Team	1	District	$2,750.00	Site Certified staff + Coaching Duties
8TH BOYS HEAD Coach White Team	1	Booster Club	$2,750.00	Coaching Contract Only
HEAD GIRLS COACH	1	District	$10,500.00	Site Certified staff + Coaching Duties
ASSISTANT GIRLS COACH	1	District	$4,300.00	Site Certified staff + Coaching Duties
ASSISTANT GIRLS COACH	1	District	$4,300.00	Site Certified staff + Coaching Duties
9TH GIRLS HEAD COACH	1	District	$3,500.00	Site Certified staff + Coaching Duties
8TH GIRLS Head Coach Red Team	1	District	$2,750.00	Site Certified staff + Coaching Duties
8TH GIRLS Head Coach Blue Team	1	District	$2,750.00	Site Certified staff + Coaching Duties
WRESTLING				
HEAD COACH - Boys	1	District	$11,000.00	Coaching Contract Only
ASSISTANT COACH	1	District	$4,000.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$4,000.00	Coaching Contract Only
ASSISTANT COACH	1	District	$4,000.00	Coaching Contract Only
ASSISTANT COACH	1	District	$4,000.00	Site Certified staff + Coaching Duties
HEAD COACH - Girls	1	District	$11,000.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$4,000.00	Site Certified staff + Coaching Duties
New girls asst	1	District	$4,000.00	Unfilled
New girls asst	1	District	$4,000.00	Site Certified staff + Coaching Duties
JR. HIGH HEAD COACH - boys	1	District	$3,600.00	Site Certified staff + Coaching Duties
JH head Coach - girls	1	District	$3,600.00	Unfilled
JH girls asst coach	1	District	$2,500.00	Site Certified staff + Coaching Duties
JR. HIGH ASSISTANT COACH - boys	1	District	$2,500.00	Site Certified staff + Coaching Duties
JR. HIGH ASSISTANT COACH - boys	1	District	$2,500.00	Coaching Contract Only
JR. HIGH ASSISTANT COACH - boys	1	District	$2,500.00	Coaching Contract Only
SWIMMING				
BOYS HEAD COACH	1	District	$5,500.00	Coaching Contract Only
GIRLS HEAD COACH	1	District	$5,500.00	Coaching Contract Only
ASSISTANT COACH	1	District	$2,500.00	Site Certified staff + Coaching Duties
MS HEAD COACH	1	District	$1,000.00	Coaching Contract Only
MS ASST COACH	1	District	$500.00	Coaching Contract Only
BASEBALL				
HEAD COACH	1	District	$10,500.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$3,900.00	Coaching Contract Only
ASSISTANT COACH	1	District	$3,900.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$3,900.00	Coaching Contract Only
ASSISTANT COACH	1	District	$3,900.00	Site Certified staff + Coaching Duties
JV Blue Head Coach	1	District	$3,900.00	Coaching Contract Only
JV Blue Assistant Coach	1	District	$3,300.00	Coaching Contract Only
JV White Head Coach	1	District	$3,900.00	Coaching Contract Only
JV White Assistant Coach	1	District	$3,300.00	Coaching Contract Only
JV Red Head Coach	1	District	$3,900.00	Coaching Contract Only
JV Red Asst Coach	1	Booster	$3,300.00	Coaching Contract Only
GOLF				

BOYS HEAD COACH	1	District	$4,000.00	Site Certified staff + Coaching Duties
GIRLS HEAD COACH	1	District	$4,000.00	Site Certified staff + Coaching Duties
BOYS ASSISTANT COACH	1	District	$2,250.00	Site Certified staff + Coaching Duties
GIRLS ASSISTANT COACH	1	District	$2,250.00	Site Certified staff + Coaching Duties
8TH GRADE Boys HEAD COACH	1	District	$1,950.00	Site Certified staff + Coaching Duties
8TH GRADE Girls HEAD COACH	1	District	$1,950.00	Site Certified staff + Coaching Duties
8TH GRADE ASSISTANT COACH	1	District	$1,750.00	Site Certified staff + Coaching Duties
ASSISTANT INSTRUCTIONAL COACH-other pay	1	819-813/817	$1,500.00	Special Funding - Booster
SOCCER				
HEAD BOYS	1	District	$5,500.00	Site Certified staff + Coaching Duties
BOYS ASSISTANT COACH	1	District	$2,750.00	Coaching Contract Only
BOYS ASSISTANT COACH	1	District	$2,750.00	Coaching Contract Only
HEAD GIRLS	1	District	$5,500.00	Coaching Contract Only
GIRLS ASSISTANT COACH	1	District	$2,750.00	Coaching Contract Only
GIRLS ASSISTANT COACH	1	District	$2,750.00	Site Certified staff + Coaching Duties
SOFTBALL: SLOW-PITCH				
HEAD COACH	1	District	$7,000.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$2,750.00	Site Certified staff + Coaching Duties
ASSISTANT COACH	1	District	$2,750.00	Site Certified staff + Coaching Duties
TENNIS				
GIRLS TENNIS HEAD COACH	1	District	$4,500.00	Site Certified staff + Coaching Duties
BOYS TENNIS HEAD COACH	1	District	$4,500.00	Site Certified staff + Coaching Duties
ASSISTANT BOYS COACH	1	District	$2,500.00	Site Certified staff + Coaching Duties
ASSISTANT GIRLS COACH	1	District	$2,500.00	Coaching Contract Only
8TH GRADE HEAD COACH BOYS	1	District	$2,200.00	Coaching Contract Only
8TH GRADE HEAD COASH GIRLS	1	District	$2,200.00	Coaching Contract Only
8TH GRADE ASSISTANT BOYS	1	District	$1,750.00	Coaching Contract Only
8TH GRADE ASSISTANT GIRLS	1	District	$1,750.00	Coaching Contract Only
TRACK				
HEAD COACH BOYS	1	District	$6,000.00	Site Certified staff + Coaching Duties
ASSISTANT BOYS	1	District	$3,000.00	Site Certified staff + Coaching Duties
ASSISTANT BOYS	1	District	$3,000.00	Site Certified staff + Coaching Duties
ASSISTANT BOYS	1	District	$3,000.00	Site Certified staff + Coaching Duties
HEAD COACH GIRLS	1	District	$6,000.00	Site Certified staff + Coaching Duties
ASSISTANT GIRLS	1	District	$3,000.00	Site Certified staff + Coaching Duties
ASSISTANT GIRLS	1	District	$3,000.00	Site Certified staff + Coaching Duties
ASSISTANT GIRLS	1	District	$3,000.00	Site Certified staff + Coaching Duties
ASSISTANT BOYS & GIRLS	1	District	$3,000.00	Site Certified staff + Coaching Duties
ASSISTANT BOYS & GIRLS	1	District	$3,000.00	Site Certified staff + Coaching Duties
8TH GRADE HEAD BOYS COACH	1	District	$2,800.00	Site Certified staff + Coaching Duties
8TH GRADE HEAD GIRLS COACH	1	District	$2,800.00	Site Certified staff + Coaching Duties
8TH ASSISTANT BOYS AND GIRLS	1	District	$2,500.00	Site Certified staff + Coaching Duties
8TH ASSISTANT BOYS AND GIRLS	1	District	$2,500.00	Site Certified staff + Coaching Duties
DEPARTMENT				
GAME MANAGER	1	District	$6,000.00	District Employee
GAME MANAGER	1	District	$6,000.00	Site Certified staff + Coaching Duties
GAME MANAGER	1	District	$6,000.00	Site Certified staff + Coaching Duties
GAME MANAGER	1	District	$6,000.00	District Employee
GAME MANAGER	1	District	$6,000.00	Site Certified staff + Coaching Duties
Head Strength Coach	1	District	$10,000.00	Site Certified staff + Coaching Duties

2024-25 Extra Duty Stipends				
Program Name	**FTE**	**Funding Source**	**Stipend Amount**	**Supervisor**
DISTRICT				
Accelerated Math Program Coordinator	1	District	$2,000.00	Wilkinson
Aquatics Coordinator	1	District	$1,000.00	Malone/Creekmore
Auditorium Coordinator	1	District	$5,000.00	Mickey Replogle
Auditorium Tech Assistant	1	District	$1,500.00	Mickey Replogle
Board of Education Deputy Clerk	1	District	$2,500.00	Miller/Wilson
Interpretation Services	1	District	$1,000.00	Miller/Wilson
Board of Education Secretary	1	District	$5,000.00	Miller/Wilson
Crisis Team Coordinator (shared)	0.5	District	$2,000.00	Wilson/Still
Crisis Team Coordinator (shared)	0.5	District	$2,000.00	Wilson/Still
days)	1	District	$7,000.00	Replogle/Wilson/Still
District Safety Officer	1	District	$5,000.00	Wilson
Indian Education Youth Development	1	Indian Ed Dept	$3,000.00	Tina Francis
Legion Coordinator	1	District	$4,500.00	Replogle/Creekmore
Mandt Instructor	1	District	$1,000.00	Kim Schein
Mandt Instructor	1	District	$1,000.00	Kim Schein
Mandt Instructor	1	District	$1,000.00	Kim Schein
Mandt Instructor	1	District	$1,000.00	Kim Schein
Mandt Instructor	1	District	$1,000.00	Kim Schein
Media Specialist Lead Teacher	1	District	$500.00	Tonya Morgan
New Teacher Mentors ($500 each)	NA	SDE	$0.00	Wilson/Jernegan/Wilkinson
work)	1	District	$1,000.00	Wilson
OAAP Testing Coordinator	1	District	$1,250.00	Kim Schein
OTISS District Coach	1	District	$5,000.00	Wilson/Still
Virtual Instructor HS & MS-Spanish	1	District	$7,000.00	Still/Coleman
Custodial extra duty	1	District	$13.97/hour	Adrienne Malone
Virtual Teacher for Spec Ed	1	District	$1,500.00	Kim Schein
Apple Deployment	2	District	$1,500.00	Amy Reneau
Apple Deployment	1	District	$500.00	Amy Reneau
Elem/Int music dept lead	1	District	$500.00	Wilson/Parker
Elem/Int art dept lead	1	District	$500.00	Wilson/Parker
CN Department and Site Liaison	1	Child Nutrition	**$6,500.00**	Helen Hurst
SPECIAL EDUCATION	FTE	Funding Source	**Amount**	Supervisor
CE Lead Teacher	1	District	$500.00	Schein/Haynes
CI Lead Teacher	1	District	$500.00	Schein/Boren
EE Lead Teacher	1	District	$500.00	Schein/Benavides
EI Lead Teacher	1	District	$500.00	Schein/Truel
NE Lead Teacher	1	District	$500.00	Schein/Chinsethagid
NI Lead Teacher	1	District	$500.00	Schein/VanDolah
WE Lead Teacher	1	District	$500.00	Schein/McNamara
WI Lead Teacher	1	District	$500.00	Schein/Shaw
MS Lead Teacher	1	District	$750.00	Schein/Vernon
9th Grade Lead Teacher	1	District	$500.00	Schein/Whiteley/Coleman
Brassfield Lead Teacher	1	District	$500.00	
HS Resource Lead Teacher	1	District	$1,250.00	Schein/Replogle
Special Olympics Head Coach	1	960	$4,000.00	Schein
Special Olympics Assistant Coach	1	960	$2,500.00	Schein
Special Olympics Assistant Coach	1	960	$2,500.00	Schein
BAND PROGRAMS (Grades 6-12)	FTE	Funding Source	Amount	Supervisor
Fine Arts Coordinator	1	District	$8,000.00	Wilson/Replogle
Associate Director of Bands	1	District	$12,000.00	Wilson/Replogle
Assistant Band Director	1	District	$10,000.00	Wilson/Replogle
Assistant Band Director	1	District	$10,000.00	Wilson/Replogle
Assistant Band Director	1	District	$10,000.00	Wilson/Replogle
Assistant Band Director	1	District	$10,000.00	Wilson/Replogle
Middle School Lead Director	1	District	$7,000.00	Wilson/Replogle
Percussion Director	1	District	$12,000.00	Wilson/Replogle
Marching Band Percussion Arranger	1	Band Budget	$2,500.00	Wilson/Replogle
Basketball Pep Band	1	District	$1,500.00	Wilson/Replogle
Marching Band Coordinator	1	Band Budget	$4,500.00	
HS Jazz Stipends ($1750 each)	2	District	$3,500.00	Wilson/Replogle
Summer Band Stripends ($1250 each)	7	District	$8,750.00	Wilson/Replogle
Travel Stipends ($1500 each)	8	District	$12,000.00	Wilson/Replogle
BIXBY HIGH SCHOOL	**FTE**	**Funding Source**	**Amount**	**Supervisor**
9GC Academic Team Head Sponsor - Freshman	1	District	$1,000.00	Curtis Whiteley
9GC Administrative Intern	1	District	$1,000.00	Curtis Whiteley
9GC Bus Duty	2	District	$20/hr timesheets	Curtis Whiteley
9GC Class Sponsor - Freshman	1	District	$1,000.00	Curtis Whiteley
9GC Detention (All three lunches, $30 per	1	Site	$20/hr timesheet	Curtis Whiteley
9GC StuCo/Activities Sponsor ($500)	1	District	$500.00	Curtis Whiteley
9GC Ldship/StuCo/ Activities Sponsor ($1500)	1	District	$1,500.00	Curtis Whiteley
9GC Lunch Duty	5	District	$20/hr-timesheet	Curtis Whiteley
9GC Lunch Duty	1	Site	$20/hr-timesheet	
9GC Site Comms Cadre	1	District	$700.00	Curtis Whiteley
9GC Site Sub Coordinator	1	District	$800.00	Curtis Whiteley
9GC Team Lead English	1	District	$500.00	Curtis Whiteley
9GC Team Lead History	1	District	$500.00	Curtis Whiteley
9GC Team Lead Math	1	District	$500.00	Curtis Whiteley
9GC Team Lead Science	1	District	$500.00	Curtis Whiteley
9GC Team Lead Sped	1	District	$500.00	Curtis Whiteley
9GC Tech Cadre	1	District	$1,000.00	Curtis Whiteley
Academic Team Assistant Sponsor	1	District	$1,500.00	Mickey Replogle
Academic Team Head Sponsor	1	District	$2,000.00	Mickey Replogle
Advanced Placement Coordinator	1	District	$3,500.00	Mickey Replogle
Bus Duty Assignments	3	District	$20/hr-timesheet	Mickey Replogle
Class Co-Sponsor - Senior	1	District	$1,800.00	Mickey Replogle
Class Co-Sponsor - Senior	1	District	$1,800.00	Mickey Replogle
Class Sponsor - Junior	1	District	$1,500.00	Mickey Replogle
Class Sponsor - Sophomore	1	District	$1,250.00	Mickey Replogle
Clay Target Club	1	District	$1,000.00	Whiteley/Replogle
HS Drama and Theater	1	District	$4,000.00	Mickey Replogle
eSports Coach	1	District/Site	$4,000.00	Mickey Replogle

HS Administrative Intern	1	District	$1,000.00	Mickey Replogle
HS Graduation Activities Coordinator	1	Site	$2,500.00	Mickey Replogle
HS PLC Team Lead Electives	1	District	$500.00	Mickey Replogle
HS PLC Team Lead English	1	District	$500.00	Mickey Replogle
HS PLC Team Lead History	1	District	$500.00	Mickey Replogle
HS PLC Team Lead Math	1	District	$500.00	Mickey Replogle
HS PLC Team Lead Science	1	District	$500.00	Mickey Replogle
HS PLC Team Lead Sped Collab	1	Spec Ed Dept	$250.00	Mickey Replogle
HS PLC Team Lead Sped Concepts	1	Spec Ed Dept	$250.00	Mickey Replogle
HS Test Coordinator	1	Site	$2,500.00	Kathy Gilliam
Live Streaming Coordinator	2	Athletics	$1500/each	Creekmore
Lunch Duty Assignments - HS	5	District	$20/hr-timesheet	Mickey Replogle
NHS	1	District	$1,500.00	Mickey Replogle
ROTC	1	District	$3,000.00	Mickey Replogle
ROTC	1	District	$3,000.00	Mickey Replogle
Site Comms Cadre	1	District	$700.00	Mickey Replogle
Site Sub Coordinator	1	District	$1,000.00	Mickey Replogle
Special Education Enrollment Coordinator	1	District	$2,500.00	Mickey Replogle
Speech and Debate	1	District	$4,000.00	Mickey Replogle
Speech and Debate Assistant	1	District	$2,500.00	Mickey Replogle
Student Council	1	District	$2,500.00	Mickey Replogle
Tech - BTI	1	Tech - 411	$2,200.00	Mickey Replogle
Tech - BTI	1	Tech - 411	$2,200.00	Mickey Replogle
Tech-	1	Tech - 411	$2,200.00	Mickey Replogle
Tech - DECA	1	Tech - 411	$2,200.00	Mickey Replogle
Tech - FCCLA	1	Tech - 411	$2,200.00	Mickey Replogle
Tech - FCCLA	1	Tech - 411	$2,200.00	Mickey Replogle
Tech - FFA	1	Tech - 411	$2,600.00	Mickey Replogle
Tech - FFA	1	Tech - 411	$2,600.00	Mickey Replogle
Tech Cadre	1	District	$1,000.00	Mickey Replogle
Tech Cadre	1	District	$1,000.00	Mickey Replogle
Secondary Director Vocal Music	1	District	$6,000.00	ckey Replogle/Jeremy Parker
Yearbook	1	District	$1,700.00	Mickey Replogle
BIXBY MIDDLE SCHOOL	**FTE**	**Funding Sourc**	**Amount**	**Supervisor**
Academic Team	0.5	District	$500.00	Vernon
Academic Team	0.5	District	$500.00	Vernon
Administrative Intern	0.5	District	$500.00	Vernon
Administrative Intern	0.5	District	$500.00	Vernon
Core Tutoring	4	Site	$20/hr-timesheet	Vernon
Tech - FCCLA	1	Tech - 411	$2,200.00	Rowland Vernon
Tech - FCCLA	1	Tech - 411	$2,200.00	Rowland Vernon
Crossing Guard	1	Site	$1,000.00	Vernon
Crossing Guard	1	Site	$1,000.00	Vernon
Dept Lead Electives	1	District	$500.00	Vernon
Dept Lead English	1	District	$500.00	Vernon
Dept Lead Fine Arts	1	District	$500.00	Vernon
Dept Lead History	1	District	$500.00	Vernon
Dept Lead Math	1	District	$500.00	Vernon
Dept Lead Science	1	District	$500.00	Vernon
Lunch Duty Assignments - First	3	District	$20/hr-timesheet	Vernon
Lunch Duty Assignments - Second	3	District	$20/hr-timesheet	Vernon
Lunch Duty Assignments - Third	3	District	$20/hr-timesheet	Vernon
Lunch Duty Assignments - Fourth	3	District	$20/hr-timesheet	Vernon
Lunch Duty Assignments - Fifth	3	District	$20/hr-timesheet	Vernon
MS Drama and Theater	1	District	$3,500.00	Vernon
National Junior Honor Society	1	District	$1,500.00	Vernon
Saturday School Attendant	2	Site	$20/hr-timesheet	Vernon
Seventh Hour	1	Site Mon-Thurs	$20/hr-timesheet	Vernon
Site Comms Cadre	0.5	District	$350.00	Vernon
Site Comms Cadre	0.5	District	$350.00	Vernon
Site Sub Coordinator	1	District	$800.00	Vernon
Student Council (shared)	0.5	District	$750.00	Vernon
Student Council (shared)	0.5	District	$750.00	Vernon
Tech Cadre	1	District	$1,000.00	Vernon
Tech Cadre	1	District	$1,000.00	Vernon
Middle School Test Coordinator	1	District	$2,500.00	Kathy Gilliam
Secondary Asst Dir Vocal Music	1	District	$4,000.00	wland Vernon/Jeremy Parker
Yearbook	1	District	$1,000.00	Vernon
STEAM Robotics	1	District	$2,500.00	Vernon
STEAM Drones	1	District	$2,500.00	Vernon
E-Sports Assistant Coach	1	Site	$1,000.00	Vernon
E-Sports Assistant Coach	1	Site	$1,000.00	Vernon
E-Sports Assistant Coach	1	District	$1,000.00	Vernon
E-Sports Head Coach	1	District	$2,500.00	Vernon
Zero Hour	1	Site Tues-Thurs	$20/hr-timesheet	Vernon
CENTRAL INTERMEDIATE	**FTE**	**Funding Source**	**Amount**	**Supervisor**
Administrative Intern (shared)	0.5	District	$500.00	Boren
Administrative Intern (shared)	0.5	District	$500.00	Boren
Building Test Coordinator	1	District	$500.00	Gilliam/Boren
Honor Choir	1	District	$1,000.00	Boren
Site Comms Cadre	1	District	$700.00	Boren
Site Sub Coordinator	1	District	$800.00	Boren
Student Council (shared)	0.5	District	$250.00	Boren
Student Council (shared)	0.5	District	$250.00	Boren
Student Council	1	Site	$250.00	Boren
Team Lead 4th Grade	1	District	$500.00	Boren
Team Lead 5th Grade	1	District	$500.00	Boren
Team Lead 6th Grade	1	District	$500.00	Boren
Team Lead Specials	1	District	$500.00	Boren
Technology Cadre (shared)	0.5	District	$500.00	Boren
Technology Cadre (shared)	0.5	District	$500.00	Boren
Yearbook	1	District	$1,000.00	Boren
Second Bus Load Supervision	1	District	$1,650.00	Boren
EAST INTERMEDIATE	**FTE**	**Funding Source**	**Amount**	**Supervisor**
Administrative Intern	1	District	$1,000.00	Truel
Building Test Coordinator	1	District	$500.00	Gilliam/Truel
Fifth Hour	1	Site	$600.00	Truel
Fifth Hour	1	Site	$600.00	Truel
Honor Choir	1	District	$1,000.00	Truel
Restorative Practices Reflection Supervisor	1	Site	$1,000.00	Truel
Safety Patrol	1	Site	$500.00	Truel
Second Bus Load Supervision	1	District	$1,650.00	Truel
Second Bus Load Supervision	1	Distrcit	$1,650.00	Truel
Site Comms Cadre	1	District	$700.00	Truel
Site Sub Coordinator	1	District	$800.00	Truel
Student Council (shared)	0.5	District	$250.00	Truel
Student Council (shared)	0.5	District	$250.00	Truel
NEHS (shared)	0.5	Site	$250.00	Truel
NEHS (shared)	0.5	Site	$250.00	Truel

Team Lead 4th Grade	1	District	$500.00	Truel
Team Lead 5th Grade	1	District	$500.00	Truel
Team Lead 6th Grade	1	District	$500.00	Truel
Team Lead Specials	1	District	$500.00	Truel
Technology Cadre	1	District	$1,000.00	Truel
Yearbook (shared)	0.5	District	$500.00	Truel
Yearbook (shared)	0.5	District	$500.00	Truel
Robotics Club Sponsors shared	0.5	Site Activity	$500.00	Truel
Robotics Club Sponsors shared	0.5	Site Activity	$500.00	Truel
NORTH INTERMEDIATE	FTE	Funding Source	Amount	Supervisor
Administrative Intern (shared)	1	District	$500.00	VanDolah
Administrative Intern (shared)	1	District	$500.00	VanDolah
Bixby Buddies (Peer Mediation)	1	Site	$250.00	VanDolah
Bixby Buddies (Peer Mediation)	1	Site	$250.00	VanDolah
Building Test Coordinator	1	District	$500.00	Gilliam/VanDolah
Bus/Car Traffic Duty	1	Site	$500.00	VanDolah
Honor Choir	1	District	$1,000.00	VanDolah
Robotics Club Sponsors	0.5	Site	$500.00	Vandolah
Robotics Club Sponsors	0.5	Site	$500.00	Vandolah
Second Bus Load Supervision	1	District	$1,650.00	VanDolah
Second Bus Load Supervision	1	District	$1,650.00	VanDolah
Site Comms Cadre	1	District	$700.00	VanDolah
Site Sub Coordinator	1	District	$800.00	VanDolah
STEM Lead/Robotics	1	Site	$500.00	VanDolah
Student Council (shared)	0.5	District	$250.00	VanDolah
Student Council (shared)	0.5	District	$250.00	VanDolah
Team Lead 4th Grade	1	District	$500.00	VanDOlah
Team Lead 5th Grade	1	District	$500.00	VanDOlah
Team Lead 6th Grade	1	District	$500.00	VanDOlah
Team Lead Specials	1	District	$500.00	VanDOlah
Technology Cadre	1	District	$1,000.00	VanDolah
Yearbook	1	District	$1,000.00	VanDolah
WEST INTERMEDIATE	FTE	Funding Source	**Amount**	**Supervisor**
Admin Intern Intermediate	1	District	$1,000.00	Shaw
Building Test Coordinator	1	District	$500.00	Gilliam/Shaw
Crossing Guard	1	Site	$1,000.00	Shaw
Honor Choir	1	District	$1,000.00	Shaw
Peer Mentor	1	Site	$500.00	Shaw
Second Bus Load Supervision	1	District	$1,650.00	Shaw
Site Comms Cadre	1	District	$700.00	Shaw
Site Sub Coordinator	1	District	$800.00	Shaw
Student Council	1	District	$500.00	Shaw
Team Lead 4th Grade	1	District	$500.00	Shaw
Team Lead 5th Grade	1	District	$500.00	Shaw
Team Lead 6th Grade	1	District	$500.00	Shaw
Team Lead Specials	1	District	$500.00	Shaw
Technology Cadre	1	District	$1,000.00	Shaw
Yearbook	0.5	District	$500.00	Shaw
Yearbook	0.5	District	$500.00	Shaw
Robotics	1	Site	$500.00	Shaw
CENTRAL ELEMENTARY	FTE	Funding Source	Amount	Supervisor
Administrative Intern (shared)	0.5	District	$500.00	Haynes
Administrative Intern (shared)	0.5	District	$500.00	Haynes
Building Test Coordinator	1	District	$500.00	Gilliam/Haynes
Fitness Club	1	Site	$500.00	Haynes
Leadership	0.5	Site	$500.00	Haynes
Leadership	0.5	Site	$500.00	Haynes
Second Bus Load Supervision	1	District	$1,650.00	Haynes
Site Comms Cadre	1	District	$700.00	Haynes
Site Sub Coordinator	1	District	$800.00	Haynes
Team Lead 1st Grade	1	District	$500.00	Haynes
Team Lead 2nd Grade	1	District	$500.00	Haynes
Team Lead 3rd Grade	1	District	$500.00	Haynes
Team Lead K	1	District	$500.00	Haynes
Team Lead PK	1	District	$500.00	Haynes
Team Lead sped	1	site	$500.00	Haynes
Team Lead Specials	1	District	$500.00	Haynes
Technology Cadre	1	District	$1,000.00	Haynes
Yearbook	1	District	$1,000.00	Haynes
EAST ELEMENTARY	FTE	Funding Source	**Amount**	**Supervisor**
Administrative Intern Specials	1	District	$1,000.00	Benavides
Building Test Coordinator	1	District	$500.00	Gilliam/Benavides
Car Numbers/dismissal	1	Site	$500.00	Benavides
Maker's Space Facilitator	1	Site	$500.00	Benavides
Second Bus Load Supervision	1	District	$1,650.00	Benavides
Second Bus Load Supervision	1	District	$1,650.00	Benavides
Site Comms Cadre	1	District	$700.00	Benavides
Site Sub Coordinator	1	District	$800.00	Benavides
Team Lead PK	1	District	$500.00	Benavides
Team Lead K	1	District	$500.00	Benavides
Team Lead 1st Grade	1	District	$500.00	Benavides
Team Lead 2nd Grade	1	District	$500.00	Benavides
Team Lead 3rd Grade	1	District	$500.00	Benavides
Team Lead Specials	1	District	$500.00	Benavides
Tech Cadre	1	District	$1,000.00	Benavides
Traffic Duty	1	Site	$1,000.00	Benavides
Yearbook (shared)	0.5	District	$500.00	Benavides
Yearbook (shared)	0.5	District	$500.00	Benavides
Character Celebration Coordinator	1	Site	$500.00	Benavides
Stage and Sound	1	Site	$500.00	Benavides
NORTH ELEMENTARY	FTE	Funding Source	**Amount**	Supervisor
Administrative Intern	1	District	$1,000.00	Chnisethagid
Building Test Coordinator	1	District	$500.00	Gilliam/Chinsethagid
Dismissal Duty	1	Site	$1,000.00	Chinsethagid
Second Bus Load Supervision	1	District	$1,650.00	Chinsethagid
Second Bus Load Supervision	1	District	$1,650.00	Chinsethagid
Site Comms Cadre	1	District	$700.00	Chinsethagid
Site Sub Coordinator	1	District	$800.00	Chinsethagid
Team Lead PK	1	District	$500.00	Chinsethagid
Team Lead K	1	District	$500.00	Chinsethagid
Team Lead 1st Grade	1	District	$500.00	Chinsethagid
Team Lead 2nd Grade	1	District	$500.00	Chinsethagid
Team Lead 3rd Grade	1	District	$500.00	Chinsethagid
Team Lead Specials	1	District	$500.00	Chinsethagid
Tech Cadre (shared)	0.5	District	$500.00	Chinsethagid
Tech Cadre (shared)	0.5	District	$500.00	Chinsethagid
Yearbook	1	District	$500.00	Chinsethagid
WEST ELEMENTARY	FTE	Funding Source	Amount	Supervisor
Administrative Intern	1	District	$1,000.00	McNamara

Buidling Test Coordinator	1	~~District~~	$500.00	Gilliam/McNamara
Dismissal Duty	1	Site	$1,000.00	McNamara
Path Monitor	1	Site	$1,000.00	McNamara
Site Comms Cadre	1	District	$700.00	McNamara
Site Sub Coordinator	1	District	$800.00	McNamara
Team Lead PK	1	District	$500.00	McNamara
Team Lead K	1	District	$500.00	McNamara
Team Lead 1st Grade	1	District	$500.00	McNamara
Team Lead 2nd Grade	1	District	$500.00	McNamara
Team Lead 3rd Grade	1	District	$500.00	McNamara
Team Lead Specials	1	District	$500.00	McNamara
Technology Cadre	1	District	$1,000.00	McNamara
Second Bus Load Supervision	1	District	$1,650.00	McNamara
Second Bus Load Supervision	1	District	$1,650.00	McNamara
Yearbook	1	District	$1,000.00	McNamara
Special Stipends and funding	FTE	Funding Source	Amount	Supervisor
School Psych	1	621	$2,000.00	Schein
School Psych	1	621	$2,000.00	Schein
School Psych	1	621	$2,000.00	Schein
School Psych	1	621	$2,000.00	Schein
School Psych	1	621	$2,000.00	Schein
School Psych	1	621	$2,000.00	Schein
OT-Medicaid	1	698	$400.00	Schein-Medicaid
OT-Medicaid	1	698	$400.00	Schein-Medicaid
OT-Medicaid	1	698	$400.00	Schein-Medicaid
OT-Medicaid	1	698	$400.00	Schein-Medicaid
OT-Medicaid	1	698	$400.00	Schein-Medicaid
PTA-Medicaid	1	698	$1,200.00	Schein-Medicaid
SLP-Medicaid	1	698	$1,200.00	Schein-Medicaid
SLP-Medicaid	1	698	$1,200.00	Schein-Medicaid
SLP Part-Time-Medicaid	0.5	698	$600.00	Schein-Medicaid
SLP-A-Medicaid	1	698	$1,200.00	Schein-Medicaid
SLP-Medicaid	1	698	$1,200.00	Schein-Medicaid
SLP-Medicaid	1	698	$1,200.00	Schein-Medicaid
SLP-Medicaid	1	698	$1,200.00	Schein-Medicaid
SLP-Medicaid	1	698	$1,200.00	Schein-Medicaid
SLP-Medicaid	1	698	$1,200.00	Schein-Medicaid
SLP-Medicaid	1	698	$1,200.00	Schein-Medicaid
SLP-Medicaid	1	698	$1,200.00	Schein-Medicaid
SLP-Medicaid	1	698	$1,200.00	Schein-Medicaid
SLP-Medicaid	1	698	$1,200.00	Schein-Medicaid
SLP Part-Time-Medicaid	0.75	698	$720.00	Schein-Medicaid
SLP-Medicaid	1	698	$1,200.00	Schein-Medicaid
SLP-Medicaid	1	698	$1,200.00	Schein-Medicaid
SLP-Medicaid	1	698	$1,200.00	Schein-Medicaid