



## STILLWATER PUBLIC SCHOOLS

### STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Janet Vinson, Acting Superintendent  
**APPROVED BY:** Janet Vinson, Acting Superintendent  
**DATE:** February 11, 2025

---

**AGENDA ITEM: 8A**

Receive SPS Policy First Readings and Consider Approval:

- 1) CFB-E1 Plan for Expending Excess Activity Fund Balance
- 2) CFBB-E Application for Sanctioning
- 3) CFBB-P Sanctioning of Parent Organizations, Booster Clubs, and Associations (Proc.)
- 4) CHA-P1 Purchasing Procedures
- 5) CLE Energy Management and Conservation Policy
- 6) CLE-R1 Energy Management and Conservation Guidelines
- 7) DB-R Teachers Duties and Responsibilities

**BOARD ACTION REQUESTED:**

Motion to approve the new or revised policies as presented.

**BACKGROUND INFORMATION**

The district is in an ongoing process of updating policies and procedures in accordance with Oklahoma law and/or current practices. The Policy Review Committee met on January 28, 2025 to review policy revisions as recommended by administration. Details regarding these policy revisions are listed below.

CFB-E1 –Plan for Expending Excess Activity Fund Balance

Changes reflect changing the due Annual Activity Fund Planning and Approval Package form to be due April 30th each year. I. (Source: Kristie Newby)

CFBB-E - Application for Sanctioning

Changes reflect the Application for Sanctioning to be Due Annually on July 5th each year instead of September. Additional language was added at the bottom of the policy that states the Applicant agrees that any legal or audit expenses incurred by Stillwater Public Schools related to the sanctioned organization will be billed to and paid for by the sanctioned organization. (Source: Kristie Newby)

CFBB-P -Sanctioning of Parent Organizations, Booster Clubs, and Associations (Procedures)

Changes reflect an additional paragraph under number 7 that states a sanctioned organization is at “arms length” and not a part of Stillwater Public Schools, proper internal controls can be ensured by the district

and is the responsibility of the sanctioned organization to provide all financial activities/transactions. Legal and audit expenses incurred by the district related to a sanctioned organization will be billed to and paid for by the corresponding sanctioned organization (Source: Kristie Newby)

#### CHA-P1 - Purchasing Procedures

Changes reflect the addition of the last paragraph in accordance with the State of Oklahoma law (State Statute Title 70, Chapter 1, Section 5-135). (Source: Kristie Newby)

#### CLE - Energy Management and Conservation Policy

Changes reflect and update in language to align with district responsible district personnel and current verbiage related to energy management and conservation. (Source: Bo Gamble)

#### CLE-R1 - Energy Management and Conservation Guidelines (Regulation)

Changes reflect updated language to align with personnel, industry-standard verbiage, and current ASHRA energy management and conservation standards. (Source: Bo Gamble)

#### DB-R - Teachers Duties and Responsibilities (Regulation)

Changes reflect adding the requirement to have two grades per week in secondary classrooms as has been the practice but it was never in policy. In addition, the changes remove outdated language referencing the WIESE tool that is no longer used.