



STILLWATER BOARD OF EDUCATION  
Tuesday, February 11, 2025

**6:30 PM Regular Meeting**  
**Stillwater Public Schools Administration Building**  
**314 S. Lewis**  
**Stillwater, OK 74074**

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. COMMUNICATIONS/PUBLIC INTEREST
  - A. Recognitions
    - Fall Sports
      - Varsity Softball
      - JH Pom
  - B. Acting Superintendent's Report
  - C. Board Communication
  - D. Public Comments - *Patrons who wish to address the Board of Education shall be required to submit form BED-E prior to the start of the meeting*
4. CONSENT AGENDA (Action)

*All of the following items, which concern reports and items of a routine nature normally approved at a board meeting, will be approved by one board vote, unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration, and approval of the following items:*

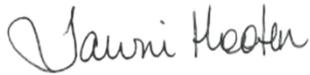
  - A. January 14, 2025 Special Meeting Minutes
  - B. January 14, 2025 Regular Meeting Minutes
  - C. January 22, 2025 Special Meeting Minutes
  - D. Board of Education Member Training Report
  - E. Approval of the Out-Of-State Travel for Stillwater Color Guard traveling to Kansas City, MO, on February 14-16, 2025 to compete in the Winter Guard International Regional Competition
  - F. Transfer and Summary of Activity Account Funds **(Finance)**
  - G. Sanctioned Accounts for FY2024-2025
  - H. Activity Account Fundraising Projects
  - I. Change Order, Encumbrances and Accounts Payable (approval of encumbrance numbers as listed):(Finance)  
  
2024-2025 **Change Orders:** 20250210, 20250346, 20251058, 20251162 Totaling:  
\$4,113,623.44  
2024-2025 **General Fund Encumbrances:** 20251173-20251191; 20251193-20251199;  
20251201-20251202; 20251204-20251205; 20251207-20251230; 20251232-20251235;  
20251237-20251239; 20251241; 20251249-20251261; 20251263-20251266 Totaling:  
\$63,733.21  
2024-2025 **Child Nutrition Encumbrances:** 20251200; 20251240 Totaling: \$734.20  
2024-2025 **Bond Fund 32 Encumbrances:** 20251169-20251172; 20251192; 20251203;  
20251206; 20251231; 20251236; 20251242-20251248; 20251262 Totaling: \$4,888,256.79
- J. S.A.&I 307 **(Finance)**
- K. Consider and Vote to Approve Lippert Bros., Inc. Potential Change Orders for SPS OES North Building Renovations and SPS OES South Building Renovations Project **(Operations)**
- L. Consider and Vote to Approve Potential Changer Order No. 1 for SPS OES Bldg Renovation Phase II Project
- M. Consider and Vote to Approve Willowbrook, Inc. use of CM Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project.**(Operations)**

- N. Consider and Vote to Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project. **(Operations)**
- O. Consider and Vote to Approve Service Order No. 24 for SPS Bond 2023 High School Phase I Project **(Operations)**
- P. Consider and Vote to Declare District Equipment Surplus
- 5. OPERATIONS
  - A. Consider Approval of Certificate of Substantial Completion for SPS High School Roof Replacements Project
  - B. Receive Bond 2023 Update
- 6. BUSINESS/FINANCE
  - A. Consider and Vote to Approve the Treasurer's Report provided by CFO, Kristie Newby
  - B. Tyler EPR School Pro Contract Amendment
  - C. SylogistEd ERP System OK Implementation Statement of Work
- 7. EDUCATIONAL SERVICES
  - A. Mid-Year Performance Data Presentation:
    - Elementary Education Director, Diane Fix
    - Secondary Education Director, Ashley Moore
  - B. FY 24-25 Contracts
    - OSU School of Community Health Sciences, Counseling and Psychology
    - OSU School Psychology Program
    - Parchment
- 8. OTHER REPORTS / RECOMMENDATIONS
  - A. Receive Policy First Reading:

B. CFB-EI	C. Plan for Expending Excess Activity Fund Balance
D. CFBB-E	E. Application for Sanctioning
F. CFBB-P	G. Sanctioning of Parent Organizations, Booster Clubs, & Assoc (Procedures)
H. CHA-P1	I. Purchasing Procedures
J. CLE	K. Energy Management and Conservation Policy
L. CLE-R1	M. Energy Management and Conservation Guidelines
N. DB-R	O. Teachers Duties and Responsibilities
- 9. ADJOURNMENT
  - A. Vote to Adjourn **(Action)**

This agenda was posted on the inside of the front door (visible from outside the building) of the Administration Building (314 S. Lewis), and on the School District's website located [www.stillwaterschools.com](http://www.stillwaterschools.com) on February 10, 2025 at 3:00p.m. Notice of this regular meeting was given to the Payne County Clerk prior to December 15, 2024.

STILLWATER BOARD OF EDUCATION



Tawni Hooten, Clerk



Stillwater Public Schools Administration  
Building  
314 S. Lewis  
Stillwater, OK 74074

## **Minutes of Special Meeting**

Tuesday, January 14, 2025 5:00 PM Central

Attendance Taken at 5:00 PM.

Marshall Baker: Present  
Rachel Dillin: Present  
Roberta Douglas: Present  
Tim Riley: Present  
Gay Washington: Present

### **1. Board of Education Call to Order and Roll Call**

President Baker called the meeting to order at 5:00 p.m. Roll call was taken by Board Clerk, Tawni Hooten. The record reflects all members of the board are present and a quorum of the board is established.

### **2. Proposed Executive Session to Discuss the Following:**

A. Proposed executive session to discuss the employment of those employees listed on attached Exhibit A. 25 O.S. Section 307(B)(1)

B. Evaluation and Employment of the Superintendent (a routine evaluation session that the Board may conduct monthly) Pursuant to Executive Session Authority – OKLA. STAT. tit. 25 Section 307(B)(1) and (7)

C. Discussing the appraisal of real property located at Highland Park (South Road Frontage) Pursuant to OKLA. STAT. tit. 25 Section 307 (B)(3).

### **3. Vote to Convene in Executive Session (Action)**

I move to convene into Executive Session at 5:01 p.m. This motion, made by Rachel Dillin and seconded by Tim Riley, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

### **4. President's Acknowledgement of the Return of the Board to Open Session**

**5. Statement of Executive Session Minutes**

The following statement was provided by ROBERTA DOUGLAS. The Executive Session convened at 5:01 p.m. During the Executive Session the following people were present: Dr. Marshall Baker, Tim Riley, Rachel Dillin, Roberta Douglas, Dr. Gay Washington, (5:01 p.m.-6:22 p.m.) Dr, Janet Vinson (5:01 p.m.-6:10 p.m., 6:12 p.m.-6:22 p.m.), and Dr. Trent Swanson (5:01 p.m.-5:10 p.m.), Kristie Newby (5:10 p.m.-5:25 p.m.), Bo Gamble (5:40 p.m.-6:22 p.m.), and Brian Thomas (5:40 p.m.-6:22 p.m.). In the Executive Session the Board discussed the appointments, resignations, and employment recommendations listed on Exhibit A of the agenda as authorized by OKLA. STAT. tit. 25 Section 307(B)(1), the evaluation of the acting superintendent as authorized by OKLA. STAT. tit. 25 Section 307(B)(1) and (7), and discussing the appraisal of real property located at the Highland Park (South Road Frontage) as authorized by OKLA STAT. tit. 25 Section 307(B)(3). Nothing else was discussed in the Executive Session. No votes were taken in the Executive Session. This will constitute the minutes of the Executive Session.

**6. Consider and Vote to Approve Appointments, Resignations and Employment Recommendations Listed on Exhibit A of the Agenda. (Action)**

I move to approve the Appointments, Resignations and Employment Recommendations Listed on Exhibit A of the Agenda as presented. This motion, made by Gay Washington and seconded by Rachel Dillin, **Carried**.

Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

**7. Vote to adjourn (Action)**

I move to adjourn at 6:28 p.m. This motion, made by Roberta Douglas and seconded by Tim Riley, **Carried**.

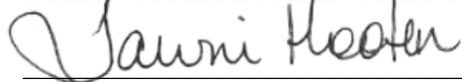
Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

STILLWATER BOARD OF EDUCATION



Dr. Marshall Baker, President

STILLWATER BOARD OF EDUCATION



Tawni Hooten, Board & Minutes Clerk

(SEAL)

These minutes were officially approved by the Stillwater Board of Education on February 11, 2025.



Stillwater Public Schools Administration  
Building  
314 S. Lewis  
Stillwater, OK 74074

## **Minutes of General Meeting**

Tuesday, January 14, 2025 6:30 PM Central

Attendance Taken at 6:30 PM.

Marshall Baker: Present  
Rachel Dillin: Present  
Roberta Douglas: Present  
Tim Riley: Present  
Gay Washington: Present

### **1. CALL TO ORDER AND ROLL CALL**

President Baker called the meeting to order at 6:30 p.m. Roll call was taken by Ms. Hooten, Board/Minutes Clerk. Attendance confirms there is a quorum of the board to proceed. President Baker called for a ten-minute break and returned back to open session at 6:40 p.m. All members of the board are present.

### **2. PLEDGE OF ALLEGIANCE**

Dr. Baker asked everyone to stand as he led the Pledge of Allegiance to the American Flag.

### **3. COMMUNICATIONS/PUBLIC INTEREST**

#### **A. Recognitions**

##### **1. Pioneer Football and Cross Country were recognized for Fall Sports**

#### **B. Acting Superintendent's Report**

Dr. Vinson provided her report and also expressed appreciation to the board for their dedication and service. January is Board Appreciation month!

#### **C. Board Communication**

Board members shared some updates and activities they participated in this past month.

***D. Public Comments - Patrons who wish to address the Board of Education shall be required to submit form BED-E prior to the start of the meeting***

The following individuals submitted form BED-E and spoke on the following topics:

**Barbara Laxton** "Advocate for space for STEM programs"  
**John Chaffin** "An actionable Item"

**4. CONSENT AGENDA (Action)**

**All of the following items, which concern reports and items of a routine nature normally approved at a board meeting, will be approved by one board vote, unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration, and approval of the following items:**

A. December 10, 2024 Special Meeting Minutes

B. December 10, 2024 Regular Meeting Minutes

C. December 16, 2024 Special Meeting Minutes

D. Transfer and Summary of Activity Account Funds

E. Change Orders, Encumbrances and Accounts Payable (approval of encumbrance numbers as listed):

2024-2025 Change Orders: 20250185, 20250246 Totaling: \$13,000.00

2024-2025 General Fund Encumbrances: 20251145-20251150, 20251154-20251155, 20251160, 20251168 Totaling: \$26,121.44

2024-2025 Child Nutrition Fund Encumbrances: 20251157-20251158, 20251165 Totaling: \$1,353.43

2024-2025 Bond 32 (2023) Fund Encumbrances: 20251151-20251153, 20251156, 20251161-20251164, 20251166-20251167 Totaling: \$5,317,387.28

2024-2025 Sinking Fund: 20251159 Totaling: \$8,000.00

F. Annual Activity Fund Planning and Approval Packages for FY 2024-2025 (Finance)

G. Consider and Vote to Approve 2024-2025 Sanctioning Accounts (Finance)

H. Consider and Vote to Approve Form 307 (Finance)

I. Student Drop out Report (Ed Services)

J. Consider and Vote to Approve the Out-of-State Travel Requests:

1. Stillwater FFA, traveling to Des Moines, IA for the Iowa Beef Expo for the National Livestock Judging Contest from February 7th, 2025 to February 9th, 2025.

2. SJHS Robotics (Team Eclipse), traveling to Council Bluffs, IA to compete in the CREATE Foundation U.S. Open Robotics Tournament to face elite competitors.
3. SHS Robotics (Team Nexus), traveling to Colorado Springs, CO to compete in a Signature Event to qualify for the World's Tournament.

**K. Consider and Approve a Non-Exclusive Trademark License Agreement with Mayhem Designs, LLC. (Communications)**

**L. Consider and Vote to Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project. (Operations)**

**M. Consider and Vote to Approve Next Level Roofing, LLC Potential Change Order No. 2 for SPS High School Roof Replacements Project. (Operations)**

**N. Consider and Vote to Approve American Roofing and Construction, LLC. Potential Change Order No. 1 for SPS Sangre Ridge Elementary, SPS Middle School Roof Replacements and Mechanical Improvements, and SPS High School PAC and Field House Mechanical Improvements Projects. (Operations)**

I move to approve all items listed as presented in the Consent Agenda. This motion, made by Rachel Dillin and seconded by Tim Riley, **Carried.**

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes

## **5. OPERATIONS**

**A. Consider and Vote to Award or not Award the Contract for SPS OES Building Renovation Phase 2 Parking Project.**

I move to Award the Contract for SPS OES Building Renovation Phase 2 Parking Project. This motion, made by Roberta Douglas and seconded by Gay Washington, **Carried.**

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes

**B. Consider Approval of Certificate of Substantial Completion for SPS OES North and South Building Renovation.**

I move to Approve the Certificate of Substantial Completion for SPS OES North and South Building Renovation. This motion, made by Tim Riley and seconded by Rachel Dillin, **Carried.**

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes

**C. Consider Approval of Certificate of Substantial Completion for SPS Richmond HVAC Replacement and SJHS HVAC Replacement Projects**

I move to Approve the Certificate of Substantial Completion for SPS Richmond HVAC Replacement and SJHS HVAC Replacement Projects. This motion, made by Gay Washington and seconded by Roberta Douglas, **Carried.**

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes

**D. Consider and Vote to Approve the Certificate of Substantial Completion for SPS Richmond Roof Replacement and SJHS Roof Replacement Projects.**

I move to Approve the Certificate of Substantial Completion for SPS Richmond Roof Replacement and SJHS Roof Replacement Projects. This motion, made by Roberta Douglas and seconded by Rachel Dillin, **Carried.**

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes

**E. Receive Bond 2023 Update**

The Bond 2023 Update was given by Brian Thomas with 505 Architects

**6. BUSINESS/FINANCE**

**A. Consider and Vote to Approve the Treasurer's Report given by Kristie Newby, CFO**

I move to approve the Treasurer's report as presented. This motion, made by Roberta Douglas and seconded by Gay Washington, **Carried.**

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes

**B. Consider and Vote to Approve or Not Approve the TIF #3 Memorandum of Understanding (MOU) with the City of Stillwater.**

I move to approve the TIF #3 Memorandum of Understanding (MOU) with the City of Stillwater as presented. This motion, made by Rachel Dillin and seconded by Tim Riley, **Carried.**

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes

**C. Consider and vote upon a Tax Incentive Agreement (TIA) to provide Property Tax Exemptions for a Data Center Campus in the City of Stillwater.**

I move to Approve the Tax Incentive Agreement (TIA) to provide Property Tax Exemptions for a Data Center Campus in the City of Stillwater as presented. This motion, made by Tim Riley and seconded by Roberta Douglas, **Carried**.

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes

## **7. EDUCATIONAL SERVICES**

### **A. Consider and Vote to Approve the following FY 24-25 Contracts:**

- 1. Shelby Healthcare (Nursing Services Agreement)**
- 2. Specialty Care Pediatrics (Nursing Services Agreement)**

I move to approve the Shelby Healthcare and Specialty Care Pediatrics Service Agreements as presented. This motion, made by Gay Washington and seconded by Rachel Dillin, **Carried**.

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes

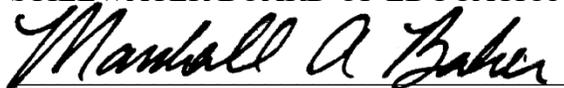
## **8. ADJOURNMENT**

### **A. Vote to Adjourn (Action)**

I move to adjourn at 7:49 p.m. This motion, made by Gay Washington and seconded by Rachel Dillin, **Carried**.

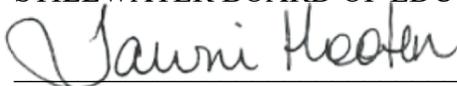
Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes

STILLWATER BOARD OF EDUCATION



Dr. Marshall Baker, President

STILLWATER BOARD OF EDUCATION



Tawni Hooten, Board & Minutes Clerk

(SEAL)

These minutes were officially approved by the Stillwater Board of Education on February 11, 2025.



Stillwater Public Schools Administration  
Building  
314 S. Lewis  
Stillwater, OK 74074

## **Minutes of Special Meeting**

Wednesday, January 22, 2025 3:00 PM Central

Attendance Taken at 3:00 PM.

Marshall Baker: Present  
Rachel Dillin: Present  
Roberta Douglas: Absent  
Tim Riley: Present  
Gay Washington: Present

### **1. Board of Education Call to Order and Roll Call**

President Baker called the meeting to order at 3:00 p.m. Roll call was taken by Board Clerk, Tawni Hooten. The record reflects all members of the board are present and a quorum of the board is established.

Attendance Update Taken at 3:07 PM.

Roberta Douglas: Present

### **2. Possible discussion regarding the Board's Superintendent search process.**

There was board discussion regarding the Superintendent search process.

### **3. Possible consideration and action to begin a contract with OSSBA to assist in the Board's Superintendent search process.**

Dr. Stephanie Hyder, Director of Executive Search Services with Oklahoma State School Boards Association (OSSBA) was asked to present information for a possible contract for board consideration.

I move to hire OSSBA to assist in the Board's superintendent search process. This motion, made by Roberta Douglas and seconded by Rachel Dillin, **Carried**.

Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

**4. Possible discussion regarding the characteristics and criteria to be utilized in the search for a superintendent.**

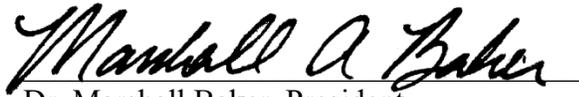
The board had discussion.

**5. Vote to adjourn (Action)**

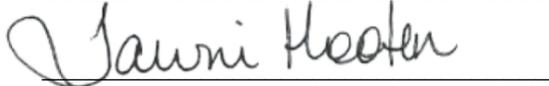
I move to adjourn at 4:15 p.m. This motion, made by Rachel Dillin and seconded by Tim Riley, **Carried.**

Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

STILLWATER BOARD OF EDUCATION

  
Dr. Marshall Baker, President

STILLWATER BOARD OF EDUCATION

  
Tawni Hooten, Board & Minutes Clerk

(SEAL)

These minutes were officially approved by the Stillwater Board of Education on February 11, 2025.



# STILLWATER PUBLIC SCHOOLS

## OUT-OF-STATE TRAVEL APPLICATION

**Instructions:** The sponsor requesting out-of-state travel should complete this application in full one month in advance of the trip. A complete itinerary along with any other pertinent information should accompany this application. The sponsor should also have full knowledge that this application must have administrative and Board of Education approval before travel may commence.

The following criteria will be used in approving out-of-state travel:

1. Funding availability
2. Time and effort required to raise funds
3. Benefit of the program
4. Success at state contests
5. School time to be missed
6. Other reasons for justification of trip, i.e. lack of state competition, etc.

All travel must comply with Policy CN of the Stillwater Public Schools Policies and Procedures manual regarding out-of-state field trips.

<b>Application Date:</b> 1/8/25	<b>Building:</b> HS	<b>Sponsor Name:</b> Kevin Zamborsky	<b>Organization Requesting Travel:</b> Stillwater Color Guard
<b>Date(s) of Travel:</b> 1/14-1/16/25		<b>Number of Students Traveling:</b> 15	<b>Destination:</b> Kansas City, MO (WGI Regional)

**Purpose of Travel:** List the purpose of the trip and how students will benefit from the travel.  
 The Varsity Stillwater Winter Guard will compete in the Winter Guard International Kansas City Regional competition. Our student performers will be evaluated alongside other quality programs from different parts of the country.

**Method of Transportation (vehicles, drivers, bus companies, etc.):**  
 Activity bus and driver, school SUV driven by K. Zamborsky and/or D. Williams

**Lodging (hotels, etc):** Please provide name and address of hotels, etc.  
 Best Western Plus  
 4825 NE Lakewood Way  
 Lee's Summit, MO 64064

**Supervision:** Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.

1. Kevin Zamborsky	2. Darin Williams	3. Trinity Anderson
4. Chase Chairress	5. Heather Booth	6. Loretta Goodner
7. Rod Goodner	8. Krista Neal	9. Brandon Neal

**Organizational History:** What recent (five years or fewer) trip(s) has this organization taken out-of-state?  
 WGI Bellevue, Nebraska, March 2024

## OUT-OF-STATE TRAVEL APPLICATION FUNDING INFORMATION

**Instructions:** The table below should include total costs in all categories including the cost of fuel, driver that will be reimbursed to the district. Please provide an answer to all questions or information sought below the table. If not applicable, please indicate using N/A.

### Sources of Funds

Projected Costs		General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$636			X		
Ground Transportation / Driver	\$900			X		
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$2000				X	
Food	\$800				X	
Registration	\$350			X		
Other – Explain	\$					

Are scholarships provided for students needing financial assistance?

Yes

No

If answer is yes, what is source of funding for scholarship? Stillwater HS Band Boosters, donations

If answer is no, provide reason. \_\_\_\_\_

**Sponsor:** Before travel may occur, emergency release forms for each student must be on file along with a complete travel roster and itinerary in the Stillwater Public Schools Activities Office. Itineraries should also be provided to each parent before departure.

  
Sponsor Signature

1/21/25  
Date

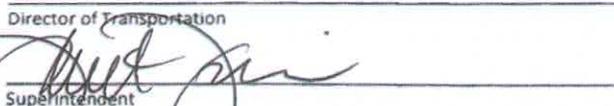
### APPROVALS

  
Director of Athletics/Activities

1-21-2025  
Date

  
Building Principal

1-21-2025  
Date

Director of Transportation  
  
Superintendent

Date  
2/3/2025  
Date

**OUT-OF-STATE TRAVEL APPLICATION  
TRIP ITINERARY**

<b>Date:</b>	<b>Itinerary:</b>
1/14/25	Travel to Kansas City, check in to hotel, rehearse
1/15/25	Winter Guard International Kansas City Regional (all day event)
1/16/25	Travel to Stillwater, OK



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** February 11, 2025

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**AGENDA ITEM:**

Transfer and Summary of Activity Account Funds

**BOARD ACTION REQUESTED:**

Motion to Approve Transfer and Summary of Activity Account Funds as Reconciled

**BACKGROUND INFORMATION:**

The activity fund transfer report reflects requested transfers of funds between sub-accounts as indicated.

The attached summary of individual site activity fund accounts reveals the name of the itemized accounts, opening balances, debits, credits, activity, and balances of the accounts year-to-date. All accounts are reconciled with bank statements at the closing of each week.

**TRANSFERS**

**SHS**

**-FROM PARKING TO THE JUNIOR CLASS**

# Request for Transfer of Funds between Activity Accounts

Date: 01-28-2025 School: High School

Name of Requestor/Sponsor: Misty Horne

Signature of Requestor/Sponsor: Misty Horne

Approval of Supervisor/Principal: Walter B. Horne

812 - HS Parking  
Move From  
Paying Account Name & No.

961 - HS Junior Class  
Move to  
Receiving Account Name & No.

Amount to be transferred: \$ 2,000.00

Reason for Moving funds:

To cover expenses for the 2025 Prom as fundraising revenue to cover these expenses has been lower than expected.

TO BE COMPLETED BY DISTRICT ACTIVITY FUND CLERK

Date Approved by Board of Education: \_\_\_\_\_

Keep for Audit Records

## Stillwater School District 16

### Period GL Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 1/31/2025

Print accounts with zero balance

SCHOOL ACTIVITY FUND - 60	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Activity</u>	<u>Ending Balance</u>
<b>ASSET</b>					
60.000.9012.000.000.0000.000.000.2 CASH - ACTIVITY ACC	\$2,124,400.64	\$1,819,293.74	(\$1,360,133.32)	\$459,160.42	\$2,583,561.06
<b>ASSET TOTAL</b>	<b>\$2,124,400.64</b>	<b>\$1,819,293.74</b>	<b>(\$1,360,133.32)</b>	<b>\$459,160.42</b>	<b>\$2,583,561.06</b>
<b>LIABILITY</b>					
60.000.0000.000.996.0000.000.000.3 DW-INTOUCH ON ACCOU	\$0.00	\$1,168,695.37	(\$1,168,695.37)	\$0.00	\$0.00
<b>LIABILITY TOTAL</b>	<b>\$0.00</b>	<b>\$1,168,695.37</b>	<b>(\$1,168,695.37)</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>FUND BALANCE</b>					
60.800.9902.000.000.0000.000.050.4 050 800 CLEARING SW	(\$80,646.78)	\$0.00	\$0.00	\$0.00	(\$80,646.78)
60.801.9902.000.000.0000.000.053.4 801 CURR STUDENT SU	(\$150,749.70)	\$0.00	\$0.00	\$0.00	(\$150,749.70)
60.801.9902.000.000.0000.000.105.4 FUND BAL HP STUDENT	(\$14,648.21)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$24,648.21)
60.801.9902.000.000.0000.000.115.4 FB SR STUDENT SUPPL	(\$3,464.22)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$13,464.22)
60.801.9902.000.000.0000.000.120.4 FB SK STUDENT SUPPL	(\$9,295.90)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$19,295.90)
60.801.9902.000.000.0000.000.125.4 FB WW STUDENT SUPPL	(\$5,378.01)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$15,378.01)
60.801.9902.000.000.0000.000.130.4 FB WR STUDENT SUPPL	(\$4,452.96)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$14,452.96)
60.801.9902.000.000.0000.000.135.4 FB RI STUDENT SUPPL	(\$947.94)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$10,947.94)
60.802.9902.000.000.0000.000.115.4 FB SR COURTESY/APPR	(\$584.59)	\$5,000.00	(\$5,000.00)	\$0.00	(\$584.59)
60.802.9902.000.000.0000.000.505.4 505-802-COURTESY FB	(\$160.43)	\$0.00	\$0.00	\$0.00	(\$160.43)
60.802.9902.000.000.0000.000.610.4 610-802-COURTESY/AP	(\$1,522.34)	\$0.00	\$0.00	\$0.00	(\$1,522.34)
60.802.9902.000.000.0000.000.705.4 802 COURTESY FUND	(\$977.50)	\$5,000.00	(\$5,000.00)	\$0.00	(\$977.50)
60.803.9902.000.000.0000.000.105.4 FB HP LIBRARY	(\$4,800.04)	\$0.00	\$0.00	\$0.00	(\$4,800.04)
60.803.9902.000.000.0000.000.115.4 FB SR LIBRARY	(\$4,674.13)	\$0.00	\$0.00	\$0.00	(\$4,674.13)
60.803.9902.000.000.0000.000.120.4 FB SK LIBRARY	(\$796.31)	\$0.00	\$0.00	\$0.00	(\$796.31)
60.803.9902.000.000.0000.000.125.4 FB WW LIBRARY	(\$6,485.65)	\$0.00	\$0.00	\$0.00	(\$6,485.65)
60.803.9902.000.000.0000.000.130.4 FB WR LIBRARY	(\$4,538.17)	\$0.00	\$0.00	\$0.00	(\$4,538.17)
60.803.9902.000.000.0000.000.135.4 FB RI LIBRARY	(\$1,202.20)	\$0.00	\$0.00	\$0.00	(\$1,202.20)
60.803.9902.000.000.0000.000.505.4 505-803-LIBRARY FB	(\$304.39)	\$0.00	\$0.00	\$0.00	(\$304.39)
60.803.9902.000.000.0000.000.610.4 610-803-LIBRARY FB	(\$873.32)	\$0.00	\$0.00	\$0.00	(\$873.32)
60.803.9902.000.000.0000.000.705.4 803 LIBRARY FUND	(\$248.07)	\$0.00	\$0.00	\$0.00	(\$248.07)
60.804.9902.000.000.0000.000.505.4 505-804-GUIDANCE FB	(\$14.79)	\$0.00	\$0.00	\$0.00	(\$14.79)
60.805.9902.000.000.0000.000.115.4 FB SR SITE GENERAL	(\$10,787.31)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$15,787.31)

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**SCHOOL ACTIVITY FUND - 60**

	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Activity</u>	<u>Ending Balance</u>
<b>FUND BALANCE</b>					
60.805.9902.000.000.0000.000.135.4 FB RI SITE GENERAL	(\$11,832.85)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$16,832.85)
60.805.9902.000.000.0000.000.610.4 610-805-GENERAL ACT	(\$5,472.82)	\$0.00	\$0.00	\$0.00	(\$5,472.82)
60.805.9902.000.000.0000.000.700.4 700-805-SITE ACTIVI	(\$269.09)	\$0.00	\$0.00	\$0.00	(\$269.09)
60.805.9902.000.000.0000.000.705.4 805 GENERAL ACTIVIT	(\$1,230.18)	\$0.00	\$0.00	\$0.00	(\$1,230.18)
60.806.9902.000.000.0000.000.105.4 FB HP FACILITY RENT	(\$4,736.97)	\$0.00	\$0.00	\$0.00	(\$4,736.97)
60.806.9902.000.000.0000.000.120.4 FB SK FACILITY RENT	(\$465.39)	\$0.00	\$0.00	\$0.00	(\$465.39)
60.806.9902.000.000.0000.000.125.4 FB WW FACILITY RENT	(\$52.22)	\$0.00	\$0.00	\$0.00	(\$52.22)
60.806.9902.000.000.0000.000.130.4 FB WR FACILITY RENT	(\$13,288.55)	\$0.00	\$0.00	\$0.00	(\$13,288.55)
60.806.9902.000.000.0000.000.135.4 FB RI FACILITY RENT	(\$1,240.59)	\$0.00	\$0.00	\$0.00	(\$1,240.59)
60.806.9902.000.000.0000.000.505.4 505-806-SITE RENTAL	(\$2,802.91)	\$0.00	\$0.00	\$0.00	(\$2,802.91)
60.806.9902.000.000.0000.000.610.4 610-806-SITE RENTAL	(\$6,787.66)	\$0.00	\$0.00	\$0.00	(\$6,787.66)
60.807.9902.000.000.0000.000.050.4 050 807 SPECIAL EVE	(\$10,439.59)	\$0.00	\$0.00	\$0.00	(\$10,439.59)
60.807.9902.000.000.0000.000.105.4 FB HP SPECIAL EVENT	(\$10,039.21)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$15,039.21)
60.807.9902.000.000.0000.000.120.4 FB SK SPECIAL EVENT	(\$5,612.41)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$10,612.41)
60.807.9902.000.000.0000.000.125.4 FB WW SPECIAL EVENT	(\$15,041.99)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$20,041.99)
60.807.9902.000.000.0000.000.130.4 FB WR SPECIAL EVENT	(\$8,511.48)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$13,511.48)
60.807.9902.000.000.0000.000.505.4 505-807-SPECIAL EVE	(\$1,886.70)	\$5,000.00	(\$5,000.00)	\$0.00	(\$1,886.70)
60.807.9902.000.000.0000.000.610.4 610-807-SPECIAL EVE	\$0.00	\$5,000.00	(\$5,000.00)	\$0.00	\$0.00
60.807.9902.000.000.0000.000.715.4 715 807 TRANS SPECI	(\$16,361.89)	\$0.00	\$0.00	\$0.00	(\$16,361.89)
60.809.9902.000.000.0000.000.053.4 809 CURR TEXTBOOKS	(\$3,747.81)	\$0.00	\$0.00	\$0.00	(\$3,747.81)
60.811.9902.000.000.0000.000.130.4 FB WR CULTURAL NIGH	(\$59.45)	\$0.00	\$0.00	\$0.00	(\$59.45)
60.812.9902.000.000.0000.000.705.4 812 PARKING FINES	(\$11,443.65)	\$0.00	\$0.00	\$0.00	(\$11,443.65)
60.813.9902.000.000.0000.000.610.4 610-813-LOCKER FB	(\$36.94)	\$0.00	\$0.00	\$0.00	(\$36.94)
60.814.9902.000.000.0000.000.054.4 054 814 CLEARING SW	(\$11,347.83)	\$10,500.00	\$0.00	\$10,500.00	(\$847.83)
60.816.9902.000.000.0000.000.705.4 816 PIONEER PANTRY	(\$41,352.39)	\$0.00	\$0.00	\$0.00	(\$41,352.39)
60.817.9902.000.000.0000.000.705.4 817 PAC FUND	(\$57,712.16)	\$0.00	\$0.00	\$0.00	(\$57,712.16)
60.818.9902.000.000.0000.000.050.4 818.WORK KEYS FUND	(\$192.00)	\$0.00	\$0.00	\$0.00	(\$192.00)
60.820.9902.000.000.0000.000.105.4 FB HP THANKS A LATT	(\$694.88)	\$0.00	\$0.00	\$0.00	(\$694.88)
60.823.9902.000.000.0000.000.120.4 FB SK SAFETY/HEALTH	(\$1,070.69)	\$0.00	\$0.00	\$0.00	(\$1,070.69)
60.824.9902.000.000.0000.000.505.4 SMS EXCHANGE FUND B	(\$38,162.10)	\$0.00	\$0.00	\$0.00	(\$38,162.10)

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<b>FUND BALANCE</b>					
60.828.9902.000.000.0000.000.053.4 828 SPED FUND BALAN	(\$22,367.18)	\$0.00	\$0.00	\$0.00	(\$22,367.18)
60.829.9902.000.000.0000.000.050.4 050 829 TECH FUND	(\$3,951.39)	\$0.00	\$0.00	\$0.00	(\$3,951.39)
60.830.9902.000.000.0000.000.053.4 830 CURR PROF DEV	(\$6,512.32)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$16,512.32)
60.831.9902.000.000.0000.000.053.4 831 CURR BOOK BUS	(\$920.77)	\$0.00	\$0.00	\$0.00	(\$920.77)
60.832.9902.000.000.0000.000.700.4 FUND BAL LA GRADY L	(\$5,350.00)	\$0.00	\$0.00	\$0.00	(\$5,350.00)
60.833.9902.000.000.0000.000.053.4 833 CURR AFTER SCHL	(\$39,493.95)	\$0.00	\$0.00	\$0.00	(\$39,493.95)
60.834.9902.000.000.0000.000.053.4 834 CURR AFTER SCHL	(\$368,137.47)	\$115,000.00	\$0.00	\$115,000.00	(\$253,137.47)
60.835.9902.000.000.0000.000.053.4 835 CURR TEACHER OF	(\$720.99)	\$0.00	\$0.00	\$0.00	(\$720.99)
60.836.9902.000.000.0000.000.050.4 050 836 SUPPORT EE	(\$300.14)	\$0.00	\$0.00	\$0.00	(\$300.14)
60.838.9902.000.000.0000.000.050.4 050 838 SUPT FUND	(\$4,024.98)	\$0.00	\$0.00	\$0.00	(\$4,024.98)
60.839.9902.000.000.0000.000.053.4 ED SERVICES SPEF FU	(\$5,588.18)	\$0.00	\$0.00	\$0.00	(\$5,588.18)
60.839.9902.000.000.0000.000.105.4 FB HP SPEF	(\$1,752.00)	\$0.00	\$0.00	\$0.00	(\$1,752.00)
60.839.9902.000.000.0000.000.120.4 FB SK SPEF	(\$2,113.75)	\$0.00	\$0.00	\$0.00	(\$2,113.75)
60.839.9902.000.000.0000.000.125.4 FB WW SPEF	(\$80.92)	\$0.00	\$0.00	\$0.00	(\$80.92)
60.839.9902.000.000.0000.000.130.4 FB WR SPEF	(\$112.00)	\$0.00	\$0.00	\$0.00	(\$112.00)
60.839.9902.000.000.0000.000.135.4 FB RI SPEF	(\$172.38)	\$0.00	\$0.00	\$0.00	(\$172.38)
60.839.9902.000.000.0000.000.505.4 505-839-SPEF FB	(\$5,112.06)	\$0.00	\$0.00	\$0.00	(\$5,112.06)
60.839.9902.000.000.0000.000.610.4 610-839-SPEF FB	(\$4,280.37)	\$0.00	\$0.00	\$0.00	(\$4,280.37)
60.839.9902.000.000.0000.000.700.4 839 SPEF FUND BALAN	(\$1,496.21)	\$0.00	\$0.00	\$0.00	(\$1,496.21)
60.839.9902.000.000.0000.000.705.4 839 SPEF GRANT FUND	(\$1,011.24)	\$0.00	\$0.00	\$0.00	(\$1,011.24)
60.840.9902.000.000.0000.000.053.4 840 FUND BALANCE	(\$283.92)	\$0.00	\$0.00	\$0.00	(\$283.92)
60.841.9902.000.000.0000.000.702.4 702 841 VIRTUAL ACA	(\$203.53)	\$0.00	\$0.00	\$0.00	(\$203.53)
60.842.9902.000.000.0000.000.050.4 050 842 PUBLIC RELA	(\$1,104.42)	\$1,104.42	\$0.00	\$1,104.42	\$0.00
60.843.9902.000.000.0000.000.052.4 843 FACILITIES FUND	(\$4,146.37)	\$0.00	\$0.00	\$0.00	(\$4,146.37)
60.845.9902.000.000.0000.000.053.4 845 FUND BALANCE	(\$13,038.52)	\$0.00	\$0.00	\$0.00	(\$13,038.52)
60.850.9902.000.000.0000.000.700.4 850 GRANT FUND BALA	(\$15,352.57)	\$0.00	\$0.00	\$0.00	(\$15,352.57)
60.851.9902.000.000.0000.000.120.4 851 TEACHER GRANTS	(\$2,618.06)	\$0.00	\$0.00	\$0.00	(\$2,618.06)
60.854.9902.000.000.0000.000.050.4 854 FUND BALANCE	(\$17.52)	\$0.00	\$0.00	\$0.00	(\$17.52)
60.856.9902.000.000.0000.000.125.4 FB WW DONATIONS	(\$2,100.30)	\$0.00	\$0.00	\$0.00	(\$2,100.30)
60.857.9902.000.000.0000.000.125.4 FB WW PTA DONATIONS	(\$5,212.58)	\$0.00	\$0.00	\$0.00	(\$5,212.58)

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<b>FUND BALANCE</b>					
60.858.9902.000.000.0000.000.700.4 858 FRIENDS OF LINC	(\$1,371.64)	\$0.00	\$0.00	\$0.00	(\$1,371.64)
60.859.9902.000.000.0000.000.053.4 859 CURR HOMELESS	(\$3,272.27)	\$0.00	\$0.00	\$0.00	(\$3,272.27)
60.860.9902.000.000.0000.000.705.4 860.CLASS OF 63	(\$1,853.00)	\$0.00	\$0.00	\$0.00	(\$1,853.00)
60.865.9902.000.000.0000.000.050.4 865 CHROMEBOOK FUND	(\$71,209.65)	\$0.00	\$0.00	\$0.00	(\$71,209.65)
60.874.9902.000.000.0000.000.705.4 874 ADVANCED ART FU	(\$1,467.29)	\$0.00	\$0.00	\$0.00	(\$1,467.29)
60.876.9902.000.000.0000.000.105.4 FB HP ART	(\$10.02)	\$0.00	\$0.00	\$0.00	(\$10.02)
60.876.9902.000.000.0000.000.120.4 FB SK ART	(\$146.63)	\$0.00	\$0.00	\$0.00	(\$146.63)
60.876.9902.000.000.0000.000.610.4 610-876-ART FB	(\$791.14)	\$0.00	\$0.00	\$0.00	(\$791.14)
60.876.9902.000.000.0000.000.705.4 FB HS ART	(\$449.93)	\$0.00	\$0.00	\$0.00	(\$449.93)
60.877.9902.000.000.0000.000.610.4 610-877-LANGUAGE AR	(\$755.40)	\$0.00	\$0.00	\$0.00	(\$755.40)
60.878.9902.000.000.0000.000.705.4 878 POTTERY FUND	(\$1,950.41)	\$0.00	\$0.00	\$0.00	(\$1,950.41)
60.880.9902.000.000.0000.000.610.4 610-880-SCIENCE FB	(\$792.20)	\$0.00	\$0.00	\$0.00	(\$792.20)
60.883.9902.000.000.0000.000.610.4 610-883-SPEECH FB	(\$7,123.55)	\$0.00	\$0.00	\$0.00	(\$7,123.55)
60.884.9902.000.000.0000.000.610.4 610-884-SOCIAL STUD	(\$366.74)	\$0.00	\$0.00	\$0.00	(\$366.74)
60.885.9902.000.000.0000.000.705.4 885 INSTRUCTIONAL F	(\$11,691.63)	\$0.00	\$0.00	\$0.00	(\$11,691.63)
60.895.9902.000.000.0000.000.120.4 FB SK INSTRUCTIONAL	(\$7.68)	\$0.00	\$0.00	\$0.00	(\$7.68)
60.901.9902.000.000.0000.000.705.4 901 ACADEMIC TEAM F	(\$46.54)	\$0.00	\$0.00	\$0.00	(\$46.54)
60.903.9902.000.000.0000.000.705.4 903 AFRICAN AM STUD	(\$477.59)	\$0.00	\$0.00	\$0.00	(\$477.59)
60.904.9902.000.000.0000.000.505.4 505-904-ART CLUB FB	(\$1,692.53)	\$0.00	\$0.00	\$0.00	(\$1,692.53)
60.904.9902.000.000.0000.000.610.4 610-904-ART CLUB FB	(\$26.18)	\$0.00	\$0.00	\$0.00	(\$26.18)
60.904.9902.000.000.0000.000.705.4 904 ART CLUB FUND	(\$958.70)	\$0.00	\$0.00	\$0.00	(\$958.70)
60.905.9902.000.000.0000.000.705.4 905 BAND FUND	(\$101,685.31)	\$0.00	\$0.00	\$0.00	(\$101,685.31)
60.906.9902.000.000.0000.000.705.4 906 BEST BUDDIES FU	(\$2,248.57)	\$0.00	\$0.00	\$0.00	(\$2,248.57)
60.907.9902.000.000.0000.000.610.4 610-907-BETA CLUB F	(\$1,404.08)	\$0.00	\$0.00	\$0.00	(\$1,404.08)
60.907.9902.000.000.0000.000.705.4 907 BETA CLUB FUND	(\$4,941.29)	\$0.00	\$0.00	\$0.00	(\$4,941.29)
60.909.9902.000.000.0000.000.610.4 610-909-BPA FB	(\$209.40)	\$0.00	\$0.00	\$0.00	(\$209.40)
60.909.9902.000.000.0000.000.705.4 909.BPA FUND BALANC	(\$50.00)	\$0.00	\$0.00	\$0.00	(\$50.00)
60.912.9902.000.000.0000.000.705.4 912 DISC GOLF FUND	(\$626.34)	\$0.00	\$0.00	\$0.00	(\$626.34)
60.915.9902.000.000.0000.000.610.4 610-915-FCCLA FB	(\$517.13)	\$0.00	\$0.00	\$0.00	(\$517.13)
60.915.9902.000.000.0000.000.705.4 915 FCCLA FUND	(\$1,274.05)	\$0.00	\$0.00	\$0.00	(\$1,274.05)

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	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Activity</u>	<u>Ending Balance</u>
<b>FUND BALANCE</b>					
60.916.9902.000.000.0000.000.705.4 916 FFA FUND	(\$28,803.75)	\$0.00	\$0.00	\$0.00	(\$28,803.75)
60.917.9902.000.000.0000.000.705.4 917 FRENCH CLUB FUN	(\$165.36)	\$0.00	\$0.00	\$0.00	(\$165.36)
60.918.9902.000.000.0000.000.120.4 FB SK GARDEN CLUB	(\$273.46)	\$0.00	\$0.00	\$0.00	(\$273.46)
60.924.9902.000.000.0000.000.705.4 924 KEY CLUB FUND	(\$59.62)	\$0.00	\$0.00	\$0.00	(\$59.62)
60.925.9902.000.000.0000.000.705.4 925 MOCK TRIAL FUND	(\$572.21)	\$0.00	\$0.00	\$0.00	(\$572.21)
60.926.9902.000.000.0000.000.705.4 926 MU ALPHA THETA	(\$1,125.48)	\$0.00	\$0.00	\$0.00	(\$1,125.48)
60.927.9902.000.000.0000.000.705.4 927 NATIONAL HONOR	(\$9,004.02)	\$0.00	\$0.00	\$0.00	(\$9,004.02)
60.930.9902.000.000.0000.000.705.4 930 ORCHESTRA FUND	(\$39,208.59)	\$0.00	\$0.00	\$0.00	(\$39,208.59)
60.931.9902.000.000.0000.000.705.4 931 ORCHESTRA BOOST	(\$1,882.35)	\$0.00	\$0.00	\$0.00	(\$1,882.35)
60.932.9902.000.000.0000.000.505.4 505-932-ROBOTICS FB	(\$2,133.31)	\$0.00	\$0.00	\$0.00	(\$2,133.31)
60.932.9902.000.000.0000.000.610.4 610-932-ROBOTICS FB	(\$2,891.22)	\$0.00	\$0.00	\$0.00	(\$2,891.22)
60.933.9902.000.000.0000.000.705.4 933 PINK OUT FUND	(\$136.50)	\$0.00	\$0.00	\$0.00	(\$136.50)
60.934.9902.000.000.0000.000.610.4 610-934-PIONEER PEE	(\$665.69)	\$0.00	\$0.00	\$0.00	(\$665.69)
60.936.9902.000.000.0000.000.610.4 610-936-PLTW FB	(\$2,450.13)	\$0.00	\$0.00	\$0.00	(\$2,450.13)
60.937.9902.000.000.0000.000.105.4 FB HP RUNNING CLUB	(\$296.50)	\$0.00	\$0.00	\$0.00	(\$296.50)
60.937.9902.000.000.0000.000.130.4 FB WR RUNNING CLUB	(\$147.37)	\$0.00	\$0.00	\$0.00	(\$147.37)
60.938.9902.000.000.0000.000.105.4 FB HP SCIENCE CLUB	(\$3,748.79)	\$0.00	\$0.00	\$0.00	(\$3,748.79)
60.938.9902.000.000.0000.000.705.4 938 SCIENCE CLUB FU	(\$232.00)	\$0.00	\$0.00	\$0.00	(\$232.00)
60.939.9902.000.000.0000.000.610.4 610-939-FACS FB	(\$254.80)	\$0.00	\$0.00	\$0.00	(\$254.80)
60.940.9902.000.000.0000.000.705.4 940 SIGN LANGUAGE C	(\$179.54)	\$0.00	\$0.00	\$0.00	(\$179.54)
60.941.9902.000.000.0000.000.505.4 505-941-SMS SINGERS	(\$11,794.89)	\$0.00	\$0.00	\$0.00	(\$11,794.89)
60.942.9902.000.000.0000.000.705.4 942 SPANISH CLUB FU	(\$859.60)	\$0.00	\$0.00	\$0.00	(\$859.60)
60.944.9902.000.000.0000.000.705.4 944 SPED TRANSITION	(\$7,579.39)	\$0.00	\$0.00	\$0.00	(\$7,579.39)
60.945.9902.000.000.0000.000.705.4 945 MAKES A CHANGE	(\$5,829.76)	\$0.00	\$0.00	\$0.00	(\$5,829.76)
60.946.9902.000.000.0000.000.505.4 505-946-STUDENT COU	(\$3,612.20)	\$0.00	\$0.00	\$0.00	(\$3,612.20)
60.946.9902.000.000.0000.000.610.4 610-946-STUDENT COU	(\$2,339.44)	\$0.00	\$0.00	\$0.00	(\$2,339.44)
60.946.9902.000.000.0000.000.705.4 946 STUDENT COUNCIL	(\$12,901.01)	\$0.00	\$0.00	\$0.00	(\$12,901.01)
60.947.9902.000.000.0000.000.505.4 505-947-TECH STUDEN	(\$540.35)	\$0.00	\$0.00	\$0.00	(\$540.35)
60.947.9902.000.000.0000.000.610.4 610-947-TECH STUDEN	(\$157.63)	\$0.00	\$0.00	\$0.00	(\$157.63)

## Stillwater School District 16

### Period GL Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 1/31/2025

Print accounts with zero balance

**SCHOOL ACTIVITY FUND - 60**

	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Activity</u>	<u>Ending Balance</u>
<b>FUND BALANCE</b>					
60.947.9902.000.000.0000.000.705.4 947 TECH STUDENT AS	(\$52.00)	\$0.00	\$0.00	\$0.00	(\$52.00)
60.948.9902.000.000.0000.000.705.4 948 THEATRE PERFORM	(\$71,109.47)	\$0.00	\$0.00	\$0.00	(\$71,109.47)
60.949.9902.000.000.0000.000.505.4 505-949-VOCAL MUSIC	(\$10,185.55)	\$0.00	\$0.00	\$0.00	(\$10,185.55)
60.949.9902.000.000.0000.000.705.4 949 VOCAL MUSIC FUN	(\$24,596.83)	\$0.00	\$0.00	\$0.00	(\$24,596.83)
60.951.9902.000.000.0000.000.505.4 505-951-YEARBOOK FB	(\$6,809.47)	\$0.00	\$0.00	\$0.00	(\$6,809.47)
60.951.9902.000.000.0000.000.610.4 610-951-YEARBOOK FB	(\$5,650.05)	\$0.00	\$0.00	\$0.00	(\$5,650.05)
60.951.9902.000.000.0000.000.705.4 951 YEARBOOK FUND	(\$23,140.00)	\$0.00	\$0.00	\$0.00	(\$23,140.00)
60.952.9902.000.000.0000.000.705.4 952 YOUNG DEMOCRATS	(\$270.22)	\$0.00	\$0.00	\$0.00	(\$270.22)
60.953.9902.000.000.0000.000.705.4 953 YOUTH AND GOVT	(\$534.49)	\$0.00	\$0.00	\$0.00	(\$534.49)
60.956.9902.000.000.0000.000.505.4 505-956-ARTISANS TE	(\$526.04)	\$0.00	\$0.00	\$0.00	(\$526.04)
60.958.9902.000.000.0000.000.505.4 505-958-TITANS TEAM	(\$423.86)	\$0.00	\$0.00	\$0.00	(\$423.86)
60.959.9902.000.000.0000.000.505.4 505-959-SYNERGY TEA	(\$1,409.43)	\$0.00	\$0.00	\$0.00	(\$1,409.43)
60.960.9902.000.000.0000.000.705.4 960 SOPHMORE CLASS	(\$2,123.09)	\$0.00	\$0.00	\$0.00	(\$2,123.09)
60.961.9902.000.000.0000.000.705.4 961 JUNIOR CLASS FU	(\$8,012.01)	\$0.00	\$0.00	\$0.00	(\$8,012.01)
60.962.9902.000.000.0000.000.705.4 962 SENIOR CLASS FU	(\$4,648.13)	\$0.00	\$0.00	\$0.00	(\$4,648.13)
60.964.9902.000.000.0000.000.705.4 964 ESPORTS FUND	(\$773.84)	\$0.00	\$0.00	\$0.00	(\$773.84)
60.965.9902.000.000.0000.000.705.4 965 GSA FUND	(\$726.57)	\$0.00	\$0.00	\$0.00	(\$726.57)
60.970.9902.000.000.0000.000.610.4 610-970-ALL SPORTS	(\$40,156.22)	\$0.00	(\$150.00)	(\$150.00)	(\$40,306.22)
60.970.9902.000.000.0000.000.705.4 970 ALL SPORTS FUND	(\$156,932.36)	\$0.00	\$0.00	\$0.00	(\$156,932.36)
60.971.9902.000.000.0000.000.705.4 971 STADIUM CONCESS	(\$45,485.74)	\$0.00	\$0.00	\$0.00	(\$45,485.74)
60.972.9902.000.000.0000.000.705.4 972 STATE PLAYOFFS	(\$19,723.85)	\$0.00	\$0.00	\$0.00	(\$19,723.85)
60.973.9902.000.000.0000.000.705.4 973 BASEBALL FUND	(\$0.26)	\$0.00	\$0.00	\$0.00	(\$0.26)
60.974.9902.000.000.0000.000.705.4 974 BOYS BASKETBALL	(\$1,129.00)	\$0.00	\$0.00	\$0.00	(\$1,129.00)
60.975.9902.000.000.0000.000.705.4 975 GIRLS BASKETBAL	(\$123.55)	\$0.00	\$0.00	\$0.00	(\$123.55)
60.976.9902.000.000.0000.000.610.4 610-976-CHEERLEADER	(\$4,616.72)	\$0.00	\$0.00	\$0.00	(\$4,616.72)
60.976.9902.000.000.0000.000.705.4 976 CHEERLEADERS FU	(\$297.02)	\$0.00	\$0.00	\$0.00	(\$297.02)
60.977.9902.000.000.0000.000.705.4 977 CROSS COUNTRY F	(\$7,629.99)	\$0.00	\$0.00	\$0.00	(\$7,629.99)
60.978.9902.000.000.0000.000.705.4 978 FOOTBALL FUND	(\$5,612.23)	\$0.00	\$0.00	\$0.00	(\$5,612.23)
60.979.9902.000.000.0000.000.705.4 979 BOYS GOLF	(\$225.91)	\$0.00	\$0.00	\$0.00	(\$225.91)
60.980.9902.000.000.0000.000.705.4 980 GIRLS GOLF	(\$3,032.27)	\$0.00	\$0.00	\$0.00	(\$3,032.27)

## Stillwater School District 16

### Period GL Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 1/31/2025

Print accounts with zero balance

**SCHOOL ACTIVITY FUND - 60**

	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Activity</u>	<u>Ending Balance</u>
<b>FUND BALANCE</b>					
60.981.9902.000.000.0000.000.610.4 610-981-POM FB	(\$3,341.46)	\$0.00	\$0.00	\$0.00	(\$3,341.46)
60.982.9902.000.000.0000.000.705.4 982 BOYS SOCCER FUN	(\$7.70)	\$0.00	\$0.00	\$0.00	(\$7.70)
60.983.9902.000.000.0000.000.705.4 983 GIRLS SOCCER FU	(\$433.13)	\$0.00	\$0.00	\$0.00	(\$433.13)
60.984.9902.000.000.0000.000.705.4 984 SWIMMING FUND	(\$1,579.60)	\$0.00	\$0.00	\$0.00	(\$1,579.60)
60.985.9902.000.000.0000.000.705.4 985 BOYS TENNIS FUN	(\$1,875.78)	\$0.00	\$0.00	\$0.00	(\$1,875.78)
60.986.9902.000.000.0000.000.705.4 986 GIRLS TENNIS FU	(\$2,085.00)	\$0.00	\$0.00	\$0.00	(\$2,085.00)
60.987.9902.000.000.0000.000.705.4 987 BOYS TRACK FUND	(\$2,673.00)	\$0.00	\$0.00	\$0.00	(\$2,673.00)
60.988.9902.000.000.0000.000.705.4 988 GIRLS TRACK FUN	(\$2,768.00)	\$0.00	\$0.00	\$0.00	(\$2,768.00)
60.989.9902.000.000.0000.000.705.4 989 VOLLEYBALL FUND	(\$516.50)	\$0.00	\$0.00	\$0.00	(\$516.50)
60.990.9902.000.000.0000.000.705.4 990 WRESTLING FUND	(\$119.10)	\$0.00	\$0.00	\$0.00	(\$119.10)
60.991.9902.000.000.0000.000.705.4 991 SOFTBALL FUND	(\$163.30)	\$0.00	\$0.00	\$0.00	(\$163.30)
60.995.9902.000.000.0000.000.705.4 995 PIONEER PLAY DA	(\$165,728.00)	\$0.00	\$0.00	\$0.00	(\$165,728.00)
60.996.9902.000.000.0000.000.705.4 996 ALLRED GOLF SCH	(\$21,500.00)	\$0.00	\$0.00	\$0.00	(\$21,500.00)
60.997.9902.000.000.0000.000.705.4 997 WELCH WRESTLING	(\$2,645.00)	\$0.00	\$0.00	\$0.00	(\$2,645.00)
60.998.9902.000.000.0000.000.705.4 998 ESTES SCHOLARSH	(\$5,895.60)	\$0.00	\$0.00	\$0.00	(\$5,895.60)
60.999.9902.000.000.0000.000.705.4 999 FOSTER MEMORIAL	(\$830.00)	\$0.00	\$0.00	\$0.00	(\$830.00)
<b>FUND BALANCE TOTAL</b>	(\$2,124,400.64)	\$146,604.42	(\$120,150.00)	\$26,454.42	(\$2,097,946.22)
<b>REVENUES AND TRANSFERS IN</b>					
SUMMARIZED REVENUES AND TRANSFERS IN	\$0.00	\$477,524.72	(\$2,066,206.47)	(\$1,588,681.75)	(\$1,588,681.75)
<b>REVENUES AND TRANSFERS IN TOTAL</b>	\$0.00	\$477,524.72	(\$2,066,206.47)	(\$1,588,681.75)	(\$1,588,681.75)
<b>EXPENDITURES AND TRANSFERS OUT</b>					
SUMMARIZED EXPENDITURES AND TRANSFERS OUT	\$0.00	\$1,165,378.86	(\$62,311.95)	\$1,103,066.91	\$1,103,066.91
<b>EXPENDITURES AND TRANSFERS OUT TOTAL</b>	\$0.00	\$1,165,378.86	(\$62,311.95)	\$1,103,066.91	\$1,103,066.91
<b>SCHOOL ACTIVITY FUND Totals:</b>	\$0.00	\$4,777,497.11	(\$4,777,497.11)	\$0.00	\$0.00
<b>Grand Total:</b>	\$0.00	\$4,777,497.11	(\$4,777,497.11)	\$0.00	\$0.00

End of Report



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** February 11, 2025

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**AGENDA ITEM:**

Sanctioned Accounts for FY 2024-2025

**BOARD ACTION REQUESTED:**

Motion to Approve Annual Sanctioned Accounts for FY 2024-2025

**BACKGROUND INFORMATION:**

Sanctioned Accounts contribute to the funding and well being of Stillwater Public Schools Booster Clubs by allowing them to use our organizations tax ID. The Boosters act on their own behalf by raising money via donations or sales. The Boosters will have their own bank account, separate from the Stillwater Public Schools account. They will purchase goods/services with their own funds. Goods and services purchased will be made in the best interest of the Stillwater Public Schools Booster Club that they represent. Sanctioned accounts are subject to audit.

## **SANCTIONED ORGS**

- **SJHS SPECIAL OLYMPICS**
- **SHS PIONEER BASEBALL DUGOUT CLUB**
- **STILLWATER SOCCER BOOSTER CLUB**

**APPLICATION FOR SANCTIONING**  
 Due Annually on September 1

This is a request for sanctioning by the applicant to the Stillwater Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. All fields are required.

Date Submitted: 1-17-2025 Select One: Initial Application  Renewal

Name of Sanctioned Organization: SJHS ~~Special Olympics~~ Special Olympics

Official Mailing Address for the organization: 1900 N Skyline St, Stillwater, OK 74075

Organization's Taxpayer I.D. Number: 73-6021194

Organization President:  
 Name: Emma Fike  
 Phone: (918) 857-4788

Organization Treasurer:  
 Name: Caroline Jones  
 Phone: (214) 762-3738

Email: efike@stillwaterschools.com Email: CJones@stillwaterschools.com

Organization's Purpose, Goals, and the Benefit to District Students: Allow students to participate in Special Olympics, as well as activities that develop life skills by providing transportation, supplies, travel expenses, uniforms, etc.

Organizations's Website and/or Social Media Accounts: SJHS Special Olympics: https://www.facebook.com/groups/1129274192034198

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

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

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

Applicant also acknowledges, that if requested by the board of education the organization will be required to submit financial and supporting documentation for an agreed upon procedure review to be performed by the school district's external auditor. This information must be submitted by the deadline established at the time of the request.

APPLICATION FOR SANCTIONING (Cont.)

Instructions for Completing Application:

1. Read policies CFBB and CFBB-P and complete this application: the cash flow statement for the prior school year, the cash flow statement estimate for the future school year and the independent audit review certification. If necessary, use additional sheets of paper.
2. Attach twelve (12) months of bank statements and a reconciliation to the unaudited cash flow statement (bank statement credits and debits should match the cash flow summary collections and expenditures respectively, and be reconciled to the ending balance).
3. Sign and date this application and have the school faculty sponsor review and sign (required).
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Email or deliver the application and attachments to:  
 Chief Financial Officer  
 314 S. Lewis  
 Stillwater, OK 74074
6. Signing this form certifies that you agree to attend mandatory district training.

Emma Fike, Paraprofessional  
Organization Representative/Office Name and Position (printed)

Emma Fike  
Signature

1-17-2025  
Date

Tisha Gossman  
School Faculty Sponsor / Athletic Coach Name (printed)

Tisha Gossman  
Signature

1-17-2025  
Date

STILLWATER BOARD OF EDUCATION

CFBB-E

APPLICATION FOR SANCTIONING (Cont.)

\* New, so we do not have financials \*

UNAUDITED CASH FLOW STATEMENT FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 - JUNE 30)

Name of Organization/Association:

STHS Special Olympics

FINANCIAL ACTIVITY FOR SCHOOL YEAR

Beginning Cash Balance, July 1, \_\_\_\_\_

Collections:

- Fundraiser, Merchandise Sales, Etc. \_\_\_\_\_
- Donations \_\_\_\_\_
- Parent/Student Contributions \_\_\_\_\_
- Other (list): \_\_\_\_\_

Total Collections \_\_\_\_\_

Expenditures:

- Fundraising Expenses \_\_\_\_\_
- Other (list): \_\_\_\_\_

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

Ending Cash Balance, June 30 \_\_\_\_\_

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

Representative Officer: \_\_\_\_\_

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

Title: \_\_\_\_\_

Received and reviewed by Chief Financial Officer:

Name/Title: \_\_\_\_\_

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

Adoption Date: February 8 2000

Revision Date(s): 2/14/05, 6/15/10, 08/14/12, 10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22

Page 3 of 5

STILLWATER BOARD OF EDUCATION

CFBB-E

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
UNAUDITED CASH FLOW STATEMENT FOR UPCOMING SCHOOL YEAR (JULY 1 - JUNE 30)

Name of Organization/Association: SJHS Special Olympics

FINANCIAL ACTIVITY FOR SCHOOL YEAR: \_\_\_\_\_

Beginning Cash Balance, July 1:	<u>0</u>	\$	<u>0</u>
<b>Collections</b>			
Fundraiser, Merchandise Sales, Etc.	<u>500</u>	\$	
Donations	<u>2500</u>	\$	
Parent/Student Contributions:		\$	
Other (list):		\$	
		\$	
		\$	
<b>Total Collections:</b>		\$	<u>3000</u>
<b>Expenditures</b>			
Fundraising Expenses	<u>200</u>	\$	
Other (list):		\$	
<u>Uniforms</u>	<u>500</u>	\$	
<u>Food</u>	<u>100</u>	\$	
<u>Travel</u>	<u>400</u>	\$	
		\$	
		\$	
		\$	
<b>Total Expenditures:</b>		\$	<u>1200</u>
Ending Cash Balance, June 30:		\$	<u>1800</u>

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

Representative Officer: Anna Vitek Date: 1-22-2025

Title: Paraprofessional

Received and reviewed by Chief Financial Officer:

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION

This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with board policies CFBB and CFBB-E and should consider recommended internal controls for sanctioned organizations.

At a minimum, an audit consists of reviewing 12 months of bank statements for the organization and confirming that they reconcile to the Unaudited Cash Flow Statement submitted as part of the annual application for sanctioning.

Signing this independent review certification also indicates that all expenditures followed the requirements in board policy CFBB with particular attention to the requirement that:

- All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the \_\_\_\_\_ school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: \_\_\_\_\_

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

### By-Laws

1. I will be respectful to all coaches, volunteers, and team members.
2. I will put forth 100% effort.
3. I will be a leader and set good examples for my school and community.
4. No person shall be denied the chance to participate because of race, sex, age, religion, national origin, sexual orientation, or any other biases.

### Officers

- Allison Hasbrouck - [ahasbrouck@stillwaterschools.com](mailto:ahasbrouck@stillwaterschools.com)
- Molly Jolliff - [mjolliff@stillwaterschools.com](mailto:mjolliff@stillwaterschools.com)
- Lily Zagula - [lzagula@stillwaterschools.com](mailto:lzagula@stillwaterschools.com)

**APPLICATION FOR SANCTIONING  
Due Annually on September 1**

This is a request for sanctioning by the applicant to the Stillwater Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. All fields are required.

Date Submitted: 1/11/25      Select One:    Initial Application           Renewal   X    
 Name of Sanctioned Organization: SHS Pioneer Baseball August Club  
 Official Mailing Address for the organization: 3024 S. Isabella Pointe Drive  
Stillwater, OK 74074  
 Organization's Taxpayer I.D. Number: 92-3753176

**Organization President**  
 Name: Sean Morgan  
 Phone: (405) 401-0637  
 Email: Sean@territoryllc.com

**Organization Treasurer**  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Organization's Purpose, Goals, and the Benefit to District Students: To supplement The  
baseball program with things that SHS cannot provide such  
as equipment, practice gear, hats, meals, and coaching stipends.

Organizations's Website and/or Social Media Accounts: None

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

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

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

Applicant also acknowledges, that if requested by the board of education the organization will be required to submit financial and supporting documentation for an agreed upon procedure review to be performed by the school district's external auditor. This information must be submitted by the deadline established at the time of the request.

**APPLICATION FOR SANCTIONING (Cont.)**

Instructions for Completing Application:

1. Read policies CFBB and CFBB-P and complete this application: the cash flow statement for the prior school year, the cash flow statement estimate for the future school year and the independent audit review certification. If necessary, use additional sheets of paper.
2. Attach twelve (12) months of bank statements and a reconciliation to the unaudited cash flow statement (bank statement credits and debits should match the cash flow summary collections and expenditures respectively, and be reconciled to the ending balance).
3. Sign and date this application and have the school faculty sponsor review and sign (required).
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Email or deliver the application and attachments to:  
  
Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074
6. Signing this form certifies that you agree to attend mandatory district training

Sean Morgan - President  
Organization Representative/Office Name and Position (printed)

[Signature]  
Signature

1/15/25  
Date

Marty Lees  
School Faculty Sponsor / Athletic Coach Name (printed)

[Signature]  
Signature

1/11/25  
Date

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
UNAUDITED CASH FLOW STATEMENT FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 - JUNE 30)

Name of Organization/Association: SHS Pioneer Baseball August Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR \_\_\_\_\_

Beginning Cash Balance, July 1, 2023

Collections:

Fundraiser, Merchandise Sales, Etc.

Donations

Parent/Student Contributions

Other (list):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Collections

Expenditures:

Fundraising Expenses

Other (list):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Expenditures

Ending Cash Balance, June 30, 2024

See Attached!

\$ 20,706.18

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ 32,620.08

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2023-24 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: [Signature]

Date: 1/5/2025

Title: President

Received and reviewed by Chief Financial Officer:

Name/Title: \_\_\_\_\_

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

RAB ✓  
RAB ✓

**Dug Out Club 2023/24 Budget v. Actual**

**Income**     \$ 57,000.00

	<b>Projected</b>	<b>Actual</b>	<b>Difference</b>
Chairbacks	\$ 35,000.00	\$ 39,187.00	\$ 4,187.00
Concession (net)	\$ 2,000.00	\$ 4,241.42	\$ 2,241.42
Donations	\$ 10,000.00	\$ 32,587.59	\$ 22,587.59
Misc	\$ -	\$ 1,676.00	\$ 1,676.00
Billboard Signs	\$ 10,000.00	\$ 600.00	\$ (9,400.00)
	<b>\$ 57,000.00</b>	<b>\$ 78,292.01</b>	<b>\$ 21,292.01</b>

**Expenses**     \$ 60,000.00

Uniforms	\$ 8,000.00	\$ 7,495.72	\$ 504.28
Practice Gear	\$ 6,000.00	\$ 5,700.00	\$ 300.00
Equipment	\$ 12,000.00	\$ 14,758.65	\$ (2,758.65)
Spring Break	\$ 8,000.00	\$ 17,423.31	\$ (9,423.31)
Team Meals/Water	\$ 2,000.00	\$ 774.18	\$ 1,225.82
Banquet	\$ 4,000.00	\$ 3,543.32	\$ 456.68
Technology	\$ 2,000.00	\$ 2,678.94	\$ (678.94)
Arm Care Equipment	\$ 1,000.00	\$ 209.29	\$ 790.71
Maintenance	\$ 2,000.00	\$ 1,494.92	\$ 505.08
JV Coaches 2023-2024	\$ 7,000.00	\$ 7,535.50	\$ (535.50)
Summer Coaches- 2024	\$ 2,000.00		\$ 2,000.00
Coaches' Clinics	\$ 1,000.00	\$ 719.00	\$ 281.00
Misc	\$ 2,000.00	\$ 3,823.03	\$ (1,823.03)
Summer Coaches-2023	\$ 2,000.00	\$ -	\$ 2,000.00
Senior Night	\$ 1,000.00	\$ 242.25	\$ 757.75
	<b>\$ 60,000.00</b>	<b>\$ 66,398.11</b>	<b>\$ (6,398.11)</b>

**Net**

**(\$3,000.00)**     \$ 11,893.90

**Beginning Bank Balance (7/1/23)**

**Ending Bank Balance (6/30/2024)**

<b>\$ 20,726.18</b>
<b>\$ 32,620.08</b>

*RTB*

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
UNAUDITED CASH FLOW STATEMENT FOR UPCOMING SCHOOL YEAR (JULY 1 – JUNE 30)

Name of Organization/Association: SHS Pioneer Baseball Angout Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR \_\_\_\_\_

Beginning Cash Balance, July 1, 2024 See Attached! \$ 32,620.08 ✓ RAB

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ _____
Donations	\$ _____
Parent/Student Contributions	\$ _____
Other (list):	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \$ \_\_\_\_\_

Expenditures:

Fundraising Expenses	\$ _____
Other (list):	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

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

Ending Cash Balance, June 30, 2025 \$ 19,520.08 ✓ RAB

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-25 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: [Signature] Date: 1/15/25

Title: President

Received and reviewed by Chief Financial Officer:

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Dug Out Club 2024/25 Budget

		Projected	Actual	Difference
<b>Income</b>	<b>\$ 60,000.00</b>			
Chairbacks		\$ 28,000.00		\$ (28,000.00)
Concession		\$ 2,000.00	\$ -	\$ (2,000.00)
Donations		\$ 20,000.00		\$ (20,000.00)
Misc		\$ -	\$ -	\$ -
Billboard Signs		\$ 10,000.00		\$ (10,000.00)
			\$ -	
<b>Expenses</b>	<b>\$ 73,100.00</b>			
Uniforms & Hats		\$ 6,000.00		\$ 6,000.00
Practice Gear		\$ 9,000.00		\$ 9,000.00
Equipment		\$ 5,000.00		\$ 5,000.00
Spring Break		\$ 12,000.00		\$ 12,000.00
Team Meals		\$ 1,000.00	\$ -	\$ 1,000.00
Banquet & Senior Night		\$ 5,000.00	\$ -	\$ 5,000.00
Technology		\$ 2,000.00	\$ -	\$ 2,000.00
Arm Care Equipment		\$ 2,000.00		\$ 2,000.00
Maintenance		\$ 15,000.00		\$ 15,000.00
JV Coaches		\$ 7,500.00	\$ -	\$ 7,500.00
Summer Field Maintenance		\$ 2,000.00		\$ 2,000.00
2024 Fall League		\$ 1,100.00		\$ 1,100.00
Misc		\$ 3,500.00		\$ 3,500.00
Coaches clinics		\$ 1,000.00		\$ 1,000.00
Indoor Facility Rental		\$ 1,000.00		\$ 1,000.00
			\$ -	

Projected "Profit/Loss" **(\$13,100.00)**

Beginning Balance (7/1/24) \$ 32,620.08

Projected 6/30/2025

Bank Balance \$19,520.08

**Actual To Date \$ 32,620.08**

**APPLICATION FOR SANCTIONING (Cont.)**

**ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION**

This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with board policies CFBB and CFBB-P and should consider recommended internal controls for sanctioned organizations.

At a minimum, an audit consists of reviewing 12 months of bank statements for the organization and confirming that they reconcile to the Unaudited Cash Flow Statement submitted as part of the annual application for sanctioning.

Signing this independent review certification also indicates that all expenditures followed the requirements in board policy CFBB with particular attention to the requirement that,

- All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2023-24 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: Angela Newhart Date: 1/10/25

Representative: Whitney Date: 1/10/25

Representative: Misty Johnson Date: 1/10/25

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

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

STILLWATER BOARD OF EDUCATION

CFBB-E

APPLICATION FOR SANCTIONING

Due Annually on September 1

This is a request for sanctioning by the applicant to the Stillwater Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. All fields are required.

Date Submitted: 2/3/25 Select One: Initial Application Renewal

Name of Sanctioned Organization: Stillwater Soccer Booster Club

Official Mailing Address for the organization: 111 W. Husband Ct, Stillwater, OK 74075

Organization's Taxpayer I.D. Number:

Organization President

Organization Treasurer

Name: Heather Ledbetter

Name: Amber Bambaugh

Phone: 918-906-5460

Phone: 405-714-4378

Email: hledbetter17@gmail.com

Email: amber.bambaugh@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: Support our coaches and players with training gear, away meals, equipment, uniforms. Each player only has to provide their own cleats + shin guards allowing all students equal opportunity.

Organizations's Website and/or Social Media Accounts: @shs.pioneersoccer (Instagram) Stillwater High School Soccer (Facebook)

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

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

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

Applicant also acknowledges, that if requested by the board of education the organization will be required to submit financial and supporting documentation for an agreed upon procedure review to be performed by the school district's external auditor. This information must be submitted by the deadline established at the time of the request.

Table with 3 columns: Adoption Date: February 8, 2000; Revision Date(s): 2/14/06, 6/15/10, 08/14/12, 10/20/17, 7/27/18, 1/14/20, 8/10/21, 8/9/22; Page 1 of 5

**STILLWATER BOARD OF EDUCATION**

**CFBB-E**

**APPLICATION FOR SANCTIONING (Cont.)**

Instructions for Completing Application:

1. Read policies CFBB and CFBB-P and complete this application: the cash flow statement for the prior school year, the cash flow statement estimate for the future school year and the independent audit review certification. If necessary, use additional sheets of paper.
2. Attach twelve (12) months of bank statements and a reconciliation to the unaudited cash flow statement (bank statement credits and debits should match the cash flow summary collections and expenditures respectively, and be reconciled to the ending balance).
3. Sign and date this application and have the school faculty sponsor review and sign (required).
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Email or deliver the application and attachments to:  
  
Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074
6. Signing this form certifies that you agree to attend mandatory district training

Amber Bambrough / Treasurer  
Organization Representative/Office Name and Position (printed)

Amber Bambrough  
Signature

2/1/25  
Date

Tanner Rivera  
School Faculty Sponsor / Athletic Coach Name (printed)

Tanner Rivera  
Signature

2/1/25  
Date

STILLWATER BOARD OF EDUCATION

CFBB-E

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
UNAUDITED CASH FLOW STATEMENT FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 - JUNE 30)

Name of Organization/Association: Stillwater High School Soccer Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 23-24

Beginning Cash Balance, July 1, 2023 \$52,318.40

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ 24,663
Donations	\$ 4,000
Parent/Student Contributions - <u>away meals</u>	\$ 10,138
Other (list):	
<u>concession</u>	\$ 12341.85
<u>entrance fees</u>	\$ 2,020
<u>cake fees</u>	\$ 1341.99

\$ 40,504.49

Total Collections

Expenditures:

Fundraising Expenses	\$ 10,918.87
Other (list):	
<u>away meals</u>	\$ 9,014.11
<u>banquet</u>	\$ 14,337.07
<u>expenses request</u>	\$ 19,500.78
<u>travel fees</u>	\$ 15.70
<u>referees</u>	\$ 2940
<u>spring maintenance</u>	\$ 10344.04
<u>scholarships</u>	\$ 5700
<u>Misc, hospitality, senior night, bank fees</u>	\$ 10,436.88

Total Expenditures 4000

\$ 76363.76

Ending Cash Balance, June 30, 2024 \$ 36,459.19

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 23-24 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: Amanda Romo

Date: 2/1/25

Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: \_\_\_\_\_

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

Adoption Date: February 3, 2000

Revision Date(s): 2/14/06, 6/15/10, 08/13/12, 10/10/17, 7/17/18, 1/14/20, 2/10/21, 8/9/22

Page 3 of 3

STILLWATER BOARD OF EDUCATION

CFBB-E

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
UNAUDITED CASH FLOW STATEMENT FOR UPCOMING SCHOOL YEAR (JULY 1 - JUNE 30)

Name of Organization/Association: Stillwater High School Soccer Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 24-25

Beginning Cash Balance, July 1, 2024 \$ 36,459.19

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>13,244.94</u>
Donations	\$ _____
Parent/Student Contributions	\$ <u>3,435</u>
Other (list):	\$ _____
<u>COACHES TRAINING</u>	\$ <u>96</u>
_____	\$ _____
_____	\$ _____

Total Collections \$ 16,775.94

Expenditures:

Fundraising Expenses	\$ _____
Other (list):	\$ _____
<u>COACHES MEALS</u>	\$ <u>9,490.18</u>
<u>SCREEN PRINTING</u>	\$ <u>1,558.01</u>
<u>LEAKY DOUGH</u>	\$ <u>5750</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 17,198.19

Ending Cash Balance, 12/31/2024 June 30, 2024 \$ 36,080.94

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 24/25 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: Amy Barry Date: 2/1/25

Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** February 11, 2025

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**AGENDA ITEM:**

Annual Activity Account Fund Raising Projects for FY 2024-2025

**BOARD ACTION REQUESTED:**

Motion to Approve Annual Activity Account Fund Raising Projects for FY 2024-2025

**BACKGROUND INFORMATION:**

Fund Raising project bring additional revenue into activity accounts. They are typically approved on the accounts Annual Activity Fund Planning Packages. However, when fund raising projects become available throughout the year that are not listed on the accounts Annual Activity Fund Planning Packages, it must be presented to the Board for approval.

# **FUNDRAISERS**

## **SJHS**

- POM PARENT NIGHT OUT**
- CHIPOTLE FUNDRAISER**
- CANDY GRAMS**
- SCHOOL DANCE TICKETS**
- HAT DAY**
- TICKETS TO WATCH POM TRYOUTS**
- PAJAMA DAY**
- VIRTUAL CALENDAR FUNDRAISER**

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Taylor Transou

Name of Activity Fund: Pom Account No: 981

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW) Sangre gym

Parent night out, drop off kids at Sangre, SJHS Pom + parents watch and play with kids, we will serve pizza and drinks, play games and dance party

PURPOSE OF RAISING FUNDS: 2/20/25 from 5:30 - 8:30 pm @ Sangre

Championship state rings for winning State in December, rings are \$200 a piece

FUNDRAISER DATES: START Feb 2025 END Feb 2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$2,500 - EST. EXP. \$500 = EST. PROFIT \$2,000

Taylor Transou  
SPONSOR SIGNATURE

BOB WILKIE  
ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

[Signature]  
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: \_\_\_\_\_

END DATE: \_\_\_\_\_

FUNDRAISER PROFIT

ACT. INC. \_\_\_\_\_ - ACT. EXP. \_\_\_\_\_  
(Reconciles to Deposits) (Reconciles to fundraiser related POs)

= ACT. PROFIT \_\_\_\_\_  
(Net increase to acct. due to fundraiser)

RECEIPT BOOK #: \_\_\_\_\_ TO \_\_\_\_\_

SPONSOR SIGNATURE \_\_\_\_\_

FINANCIAL SECRETARY SIGNATURE \_\_\_\_\_

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 4 of 4

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Taylor Tramsou

Name of Activity Fund: Pom (SJHS) Account No: 981

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Chipotle fundraiser, restaurant night on April 15th @ 415 E Hall of Fame

PURPOSE OF RAISING FUNDS:

Summer camp fees for UDA Camp in June

FUNDRAISER DATES: START April 2025 END April 2025

AMOUNT OF MONEY TO BE RAISED:

EST. INC. \$300 - EST. EXP. 0 = EST. PROFIT \$300

Taylor Tramsou SPONSOR SIGNATURE

BOARD OF EDUCATION AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Kaylee Bermea

Name of Activity Fund: Student Council Account No: 946

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Selling candy grams for Valentine's Day

PURPOSE OF RAISING FUNDS:

fundraiser for dance

FUNDRAISER DATES: START 2/10/25 END 2/14/25

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 200 - EST. EXP. 50 = EST. PROFIT 150

Kaylee Bermea SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Kaylee Bermea

Name of Activity Fund: Student Council Account No: 946

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

tickets for February School dance

PURPOSE OF RAISING FUNDS:

STUCO fundraiser

FUNDRAISER DATES: START 2/17/25 END 2/21/25

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 800 - EST. EXP. 500 = EST. PROFIT 300

Kaylee Bermea SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Kaylee Bermea

Name of Activity Fund: Student Council Account No: 946

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

hat day fundraiser

PURPOSE OF RAISING FUNDS:

will be donating to special olympics

FUNDRAISER DATES: START 1/31/25 END 1/31/25

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 100 - EST. EXP. 0 = EST. PROFIT 100

Kaylee Bermea
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Principal Signature
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Taylor Tranbom

Name of Activity Fund: Pom-SJHS Account No: 981

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Entry fee of \$5 to watch SJHS Pom tryouts on March 28th, 2025 from 5:30-7:30 pm. @ Sangre Gym

PURPOSE OF RAISING FUNDS:

Summer camp fees and state championship rings

FUNDRAISER DATES: START March 28, 2025 END March 28, 2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$300 - EST. EXP. 0 = EST. PROFIT \$300

Taylor Tranbom SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Taylor Trammell

Name of Activity Fund: Pom - SJHS Account No: 981

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Pajama/Hat Day at elementary schools that want to do it, Students pay \$1 to wear pajamas or a hat

PURPOSE OF RAISING FUNDS:

Summer choreography fees for State Pom dance we learn in August/September (was \$2,500 last year)

FUNDRAISER DATES: START February 2025 END May 2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$1,000 - EST. EXP. 0 = EST. PROFIT \$1,000

Taylor Trammell SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Taylor Transon

Name of Activity Fund: Pom-SJHS Account No: 981

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Calendar fundraiser, pay/donate \$1 for 1st, \$2 for 2nd, etc, Virtual fundraiser

PURPOSE OF RAISING FUNDS:

UDA Summer camp fees for June, (costs \$520 per dancer last year)

FUNDRAISER DATES: START March 2025 END April 2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$5,000 - EST. EXP. 0 = EST. PROFIT \$5,000

Taylor Transon SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** February 11, 2025

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**AGENDA ITEM:**

Change Orders, Encumbrances, and Accounts Payable (approval of encumbrance numbers as listed)

**BOARD ACTION REQUESTED:**

Motion to Approve Encumbrance Clerk's report as of February 1, 2025

**BACKGROUND INFORMATION:**

This monthly report is highlighting changes to existing Purchase Orders and activity thru February 1, 2025.

Stillwater School District 16

PO Board Report Fund Totals

Fiscal Year: 2024-2025

From Date: 1/15/2025 12:00:00 AM To Date: 2/11/2025 12:00:00 AM Threshold 1

Fund	Description	Amount
11	GENERAL FUND	63,733.21
22	CHILD NUTRITION PROGRAMS FUND	734.20
32	BOND FUND (2023)	4,888,256.79
	Total Amount	4,952,724.20
	End of Report	

## Stillwater School District 16

### PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 1/15/2025 12:00:00 AM      To Date: 2/11/2025 12:00:00 AM      Threshold 1

PO Number	Vendor	Description	For	Amount
20250210	KILYNN JARETT NORRIS	CHANGE ORDER FEBRUARY 11, 2025 - INCREASE FUNDS BY \$5000.00 FOR ELECTRICIAN BLANKET	32-BOND	20,000.00
20250346	LEHMAN, MARLA S	CHANGE ORDER FEBRUARY 11, 2025 - INCREASE FUNDS BY \$150.00 FOR IN DISTRICT MILEAGE	11-GENERAL	250.00
20251058	PERKINS, MEGAN E	CHANGE ORDER FEBRUARY 11, 2025 - INCREASE FUNDS BY \$150.00 IN-DISTRICT MILEAGE	11-GENERAL	400.00
20251162	AMERICAN ROOFING & CONSTRUCTION, LLC	CHANGE ORDER AMOUNT IS LESS THAN 25% OF PO ENCUMBRANCE - INCREASE FUNDS BY \$136,073.44 PER BOARD APPROVED CHANGE ORDER #1 ON 1/14/2025 FOR SR/MS/HS PAC & FIELDHOUSE ROOF IMPROVEMENTS	32-BOND	4,092,973.44
20251169	HILLTOP SECURITIES ASSET MGMT LLC	ANNUAL CALCULATIONS BLDG BONDS	32-BOND	3,000.00
20251170	MUNICIPAL FINANCE SERVICES, INC.	GO BOND CONTINUED DISCLOSURE	32-BOND	3,500.00
20251171	KELLOGG & SOVEREIGN CONSULTING	CONTRACTED SERVICES-CONSULTING	32-BOND	950.00
20251172	ALL AMERICAN SPORTS CORP	QUOTE #20349725 (JH)	32-BOND	5,307.00
20251173	Amazon Capital Services	Library Books - Requested	11-GENERAL	287.88
20251174	WALMART LOCAL	FCS SUPPLIES	11-GENERAL	500.00
20251175	WALMART LOCAL	FCS SUPPLIES	11-GENERAL	500.00
20251176	WALMART LOCAL	FCS SUPPLIES	11-GENERAL	500.00
20251177	WALMART LOCAL	FCS SUPPLIES	11-GENERAL	500.00
20251178	WALMART LOCAL	FCS SUPPLIES	11-GENERAL	500.00
20251179	WALMART LOCAL	FCS SUPPLIES	11-GENERAL	500.00
20251180	WALMART LOCAL	FCS SUPPLIES	11-GENERAL	500.00
20251181	WALMART LOCAL	FCS SUPPLIES	11-GENERAL	500.00
20251182	WALMART LOCAL	FCS SUPPLIES	11-GENERAL	500.00
20251183	SYLOGISTED, INC	ON SITE TRAINING DAYS	11-GENERAL	1,572.80
20251184	Amazon Capital Services	Pocket-sized Grief Bears	11-GENERAL	119.90
20251185	CHUDLEY EDWARD WERCH	Prevention Plus Wellness subscription	11-GENERAL	3,998.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 1/15/2025 To Date: 2/11/2025 Threshold 1  
 12:00:00 AM 12:00:00 AM

PO Number	Vendor	Description	For	Amount
20251186	JARED NOLES	BOARD MEETING SECURITY	11-GENERAL	150.00
20251187	Newby, Kristie Karen	TRAVEL AND MILEAGE	11-GENERAL	162.00
20251188	EMBASSY SUITES - OKC (MERIDIAN)	LODGING FOR CCOSA JAN 22, 2025	11-GENERAL	153.00
20251189	BARNES & NOBLE BOOKSELLERS INC.	Barnes and Noble order	11-GENERAL	763.25
20251190	Amazon Capital Services	Paper for enrollment packets	11-GENERAL	66.39
20251191	OKACTE/STEM	REGISTRATION MID-WINTER CONF	11-GENERAL	75.00
20251192	SEON DESIGN USA CORP	5 CAMERAS	32-BOND	1,585.00
20251193	Amazon Capital Services	Health Careers Class supplies	11-GENERAL	167.83
20251194	HERTZBERG-NEW METHOD INC	Library books	11-GENERAL	2,496.56
20251195	BOUND TO STAY BOUND BOOKS, INC.	LIBRARY FUND - BOOKS	11-GENERAL	630.94
20251196	HERTZBERG-NEW METHOD INC	LIBRARY FUND - BOOKS	11-GENERAL	807.61
20251197	FOLLETT SCHOOL SOLUTIONS, INC.	LIBRARY FUND - BOOKS	11-GENERAL	993.11
20251198	Amazon Capital Services	LIBRARY SUPPLIES	11-GENERAL	563.10
20251199	Amazon Capital Services	Shelf for Pathfinders	11-GENERAL	89.90
20251200	SCHOOL NUTRITION ASSOCIATION OF OKLAHOMA	Leadership Conference	22-CHILD NUTRITION	635.00
20251201	OKLAHOMA ASBO	Spring Conference April 23-24	11-GENERAL	750.00
20251202	EMBASSY SUITES - NORMAN	Lodging ASBO Conf April 22-24	11-GENERAL	50.00
20251203	DUPREE SPORTING GOODS	GIRLS GOLF UNIFORMS	32-BOND	460.00
20251204	CEV MULTIMEDIA	BMITE iCEV Student Licenses	11-GENERAL	1,800.00
20251205	B&H FOTO & ELECTRONICS CORP	PAC Monitor and Keyboard	11-GENERAL	160.74
20251206	PAESSLER GMBH	Monitoring SW Renewal/Tech	32-BOND	8,000.00
20251207	Newby, Kristie Karen	MILEAGE FOR OK ASBO CONF	11-GENERAL	142.50
20251208	COUNCIL OF ADM OF SPECIAL EDUCATION	504 Process Training	11-GENERAL	295.00

## Stillwater School District 16

### PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 1/15/2025 12:00:00 AM To Date: 2/11/2025 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20251209	PENDER'S MUSIC CO.	Vocal Contest Music	11-GENERAL	606.50
20251210	CCOSA	CONFERENCE REGISTRATION	11-GENERAL	625.00
20251211	OKLAHOMA STATE UNIVERSITY	OSU Career Fair registration fee	11-GENERAL	150.00
20251212	Amazon Capital Services	Shredder for Guidance office	11-GENERAL	89.99
20251213	HERTZBERG-NEW METHOD INC	LIBRARY BOOKS	11-GENERAL	1,055.53
20251214	HAC INCORPORATED	Jan 21-31, 2025 food labs	11-GENERAL	400.00
20251215	HAC INCORPORATED	FCS Food labs 2/17/25-2/28/25	11-GENERAL	400.00
20251216	HAC INCORPORATED	FCS Food labs MARCH 3-14TH	11-GENERAL	400.00
20251217	OSSBA	SUPERINTENDENT SEARCH ESTIMATE	11-GENERAL	15,000.00
20251218	AMERICAN PLANT PRODUCTS & SERVICES, INC	AG Plant Project Supplies	11-GENERAL	5,027.79
20251219	BOUND TO STAY BOUND BOOKS, INC.	Library Books	11-GENERAL	1,376.32
20251220	BARNES & NOBLE BOOKSELLERS INC.	LIBRARY BOOKS	11-GENERAL	285.17
20251221	OKLAHOMA BPA	Spring Leadership Registration	11-GENERAL	150.00
20251222	PROJECT LEAD THE WAY, INC.	STEM Class Supplies	11-GENERAL	217.50
20251223	CCOSA	OASA LEGISLATIVE CONFERENCE	11-GENERAL	225.00
20251224	HERTZBERG-NEW METHOD INC	Library Books	11-GENERAL	336.50
20251225	ZAMBORSKY, KEVIN M	In District Mileage - Band	11-GENERAL	500.00
20251226	RAINES, APRILL	In District Mileage - Vocal	11-GENERAL	300.00
20251227	JACKSON, SCOTT G	In District Mileage Orchestra	11-GENERAL	250.00
20251228	GENEVRO, KATHRYN	In District Mileage - Band	11-GENERAL	540.00
20251229	ROBINSON, KENNETH G	In District Mileage - Band	11-GENERAL	360.00
20251230	MITCHELL, JUDITH	In District Mileage - Vocal	11-GENERAL	300.00
20251231	BRIGHT THINKER, INC	STUDENT LICENSES - KIFER	32-BOND	1,500.00
20251232	AD ASTRA EDUCATION, LLC	Skyline- Library Books	11-GENERAL	1,157.10

## Stillwater School District 16

### PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 1/15/2025 12:00:00 AM      To Date: 2/11/2025 12:00:00 AM      Threshold: 1

PO Number	Vendor	Description	For	Amount
20251233	GARRETT BOOK COMPANY	Skyline- Library Books	11-GENERAL	1,609.89
20251234	HERTZBERG-NEW METHOD INC	Library Books	11-GENERAL	361.25
20251235	COUGHLAN COMPANIES LLC	Library Books	11-GENERAL	63.24
20251236	TRAFERA HOLDINGS, LLC	Workstations (iiQ9248)	32-BOND	14,522.65
20251237	COUGHLAN COMPANIES LLC	Library Books	11-GENERAL	357.32
20251238	LITERACY RESOURCES, LLC	Library Books	11-GENERAL	1,163.16
20251239	OSU - FIRE SERVICES TRAINING	CPR TRAIN THE TRAINERS	11-GENERAL	549.00
20251240	Jalee Farr	Reimbursement - Skyline	22-CHILD NUTRITION	99.20
20251241	CDW GOVERNMENT	Toner for SPEF Printer	11-GENERAL	364.74
20251242	Amazon Capital Services	TECH SUPPLIES	32-BOND	490.62
20251243	IMAGINE LEARNING LLC	LICENSE	32-BOND	1,100.00
20251244	FIREBRAND CONSTRUCTION, LLC	OES Phase II - Parking	32-BOND	677,000.00
20251245	SYLOGISTED, INC	Finance Software Conversion	32-BOND	35,814.00
20251246	ACCURATE HEAT-AIR & PLUMBING, LLC	LINC/MECHANICAL GAS PACK UNIT	32-BOND	7,688.00
20251247	L & B PLUMBING LLC	HS WATERLINE	32-BOND	12,025.00
20251248	PROVANTAGE SUPERSTORE	TECH SUPPLIES	32-BOND	1,578.00
20251249	TELEMEDIA TRAINCO HOLDINGS LLC	Food handler certifications	11-GENERAL	150.00
20251250	OSU - FIRE SERVICES TRAINING	CPR- TRAIN THE TRAINERS	11-GENERAL	200.00
20251251	GRACENOTES LLC	Sight Reading Subscriptions	11-GENERAL	138.35
20251252	Amazon Capital Services	Physical Education Classroom Supplies	11-GENERAL	118.76
20251253	MOBILE COMMUNICATIONS AMERICA, INC	Walkie Talkies	11-GENERAL	1,929.00
20251254	CRISIS PREVENTION INSTITUTE, INC	CPI Annual Membership	11-GENERAL	200.00
20251255	PENDER'S MUSIC CO.	Vocal Student Music	11-GENERAL	182.86
20251256	Amazon Capital Services	Art Classroom Supplies	11-GENERAL	1,368.79

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 1/15/2025 12:00:00 AM To Date: 2/11/2025 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20251257	Amazon Capital Services	Supplies for Speedfest 2025 Competition	11-GENERAL	589.12
20251258	ROBOSOURCE LLC	Stem Class Supplies	11-GENERAL	43.91
20251259	Amazon Capital Services	3D Pens & Ink Cartridge	11-GENERAL	99.96
20251260	FRISBY, KIRA	IN-DISTRICT MILEAGE	11-GENERAL	600.00
20251261	KIMBERLY SUTTON	CREATIVE MATHEMATICS TRAINING	11-GENERAL	687.00
20251262	B & C BUSINESS PRODUCTS	Standing Desk Hydraulics	32-BOND	763.08
20251263	Amazon Capital Services	Monitor Replacement	11-GENERAL	300.00
20251264	OKLAHOMA SCHOOLS INSURANCE GROUP	RICHMOND ELEM-PLAYGROUND	11-GENERAL	138.00
20251265	FOLLETT CONTENT SOLUTIONS LLC	Library Books	11-GENERAL	1,220.95
20251266	IG DESIGN GROUP AMERICAS INC	FCS Spring Sewing Patterns	11-GENERAL	100.00

Total POs: 102 Total Amount 4,952,724.20

End of Report



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** February 11, 2025

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**AGENDA ITEM:**  
307 Request

**BOARD ACTION REQUESTED:**  
Review and Sign S.A.&I. 307 Form

**BACKGROUND INFORMATION:**  
The S.A.&I. 307 Form is the notice of approval of State and/or Federal funds received and currently on file.

**REQUEST FOR APPROVAL OF STATE AID AND/OR FEDERAL FUNDS FOR SCHOOLS**  
**GENERAL FUND**

S.A.&I. 307

Payne County School District No. I-16

To the County Clerk of Payne County, State of Oklahoma:

We, the undersigned, duly qualified and acting officers of the Governing Board of the aforementioned school district of said County and State hereby certify that the notice of approval of the following State and/or Federal funds has been received and is currently on file in the school's business office:

1. FBA (331-3250)	8,490.67
2. FBA (332-3250)	43,977.73
3. FBA (334-3250)	(56,958.73)
4. FBA (335-3250)	33,520.50
5. State Textbook (333-3420)	7,209.85
6. Reading Suff. (367-3415)	69,310.36
7. Alternative Ed (388-3310)	(10,525.72)
8. Prior-year Federal 799	114,451.26
9. State Aid Mid-Term Adj (3210)	753,380.45
Total	\$ 962,856.37

We further certify that these funds are in addition to and in excess of the State and/or Federal funds previously appropriated for the school district. We, therefore, request that the school's appropriations be increased by the following amounts:

Purpose or Item of Appropriation	Prior Approved	Requested Application of Funds	Current Approved Appropriations	Added by County Clerk
1. Current Expense	61,575,473.50	962,856.37	62,538,329.87	962,856.37
2. Interest Reserve				
3. Grand Total	61,575,473.50	962,856.37	62,538,329.87	962,856.37

Submitted, by order of the Board, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
 President of the Board

\_\_\_\_\_  
 Clerk

**CERTIFICATE OF COUNTY CLERK**

**STATE OF OKLAHOMA, COUNTY OF PAYNE ss:**

I, the duly qualified and acting County Clerk in and for the said County and State, do hereby certify that I have added the requested amounts to the appropriations of the school district in the manner requested by the School's Board of Education.

Done at \_\_\_\_\_ Oklahoma, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
 County Clerk

(SEAL)

By \_\_\_\_\_ Deputy



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent  
**DATE:** February 11, 2025

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**AGENDA ITEM: 4K**

Consider and Vote to Approve Lippert Bros., Inc. Potential Change Orders for SPS OES North Building Renovations and SPS OES South Building Renovations Project.

**BOARD ACTION REQUESTED:**

Vote to Approve Lippert Bros., Inc. Potential Change Orders for SPS OES North Building Renovations and SPS OES South Building Renovations Project.

**BACKGROUND INFORMATION:**

The attached report lists the requested use of owner contingency and allowances for the one (1) PCO reviewed for approval on the SPS OES North Building Renovations and SPS OES South Building Renovations Project to be funded out of the current Owner's Contingency.

The requests made in this agenda item do not impact the GMP.



**PCO #055**

Lippert Bros., Inc.  
 PO Box 17450  
 Oklahoma City, Oklahoma 73136  
 Phone: (405) 478-3580

**Project:** 1747 - Stillwater Public Schools - OES North & South Building Renovations  
 5021 / 5005 North Perkins Road  
 Stillwater, Oklahoma 74075

**Prime Contract Potential Change Order #055: Eliminate Controls Allowance**

<b>TO:</b>	Stillwater Public Schools 314 South Lewis Street Stillwater, Oklahoma 74074	<b>FROM:</b>	Lippert Bros., Inc. PO Box 17450 Oklahoma City, Oklahoma 73136-1450
<b>PCO NUMBER/REVISION:</b>	055 / 0	<b>CONTRACT:</b>	1 - OES North & South Building Renovations
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Shelby Lippert (Lippert Bros., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	11/27/2024
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
<b>EXECUTED:</b>	No	<b>SIGNED CHANGE ORDER RECEIVED DATE:</b>	
		<b>TOTAL AMOUNT:</b>	\$0.00

**POTENTIAL CHANGE ORDER TITLE:** Eliminate Controls Allowance

**CHANGE REASON:**

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

Controls are being Owner provided. The funds within the allowance are to be relocated to the Owner's contingency.

**ATTACHMENTS:**

#	Budget Code	Description	Amount
1	O Other	Eliminate controls allowance	\$(15,000.00)
2	O Other	Add funds to Owner contingency	\$15,000.00
<b>Grand Total:</b>			<b>\$0.00</b>

**Brian Thomas (505 Architects LLC)**  
 1631 South Delaware Avenue  
 Tulsa, Oklahoma 74104

12/02/24

**SIGNATURE**

**DATE**

**Stillwater Public Schools**  
 314 South Lewis Street  
 Stillwater, Oklahoma 74074

**Rob Lamecker**

Digitally signed by Rob Lamecker  
 DN: C=US,  
 E=rlamecker@stillwaterschools.com,  
 O=Stillwater Public Schools,  
 OU=Facilities Management, CN=Rob  
 Lamecker  
 Reason: I am approving this document  
 Date: 2024.12.02 14:02:02-06'00'

**SIGNATURE**

**DATE**

**Lippert Bros., Inc.**  
 PO Box 17450  
 Oklahoma City, Oklahoma 73136-1450

**Shelby ST Lippert**  
 2024.11.27 12:26:49-06'00'

**SIGNATURE**

**DATE**



January 6, 2025

Bo Gamble, Assistant Superintendent  
Stillwater Public Schools  
314 S. Lewis  
Stillwater, OK 74074

RE: Stillwater Public Schools - OES North & South Building Renovations

Dear Mr. Gamble,

Please see the attached Potential Change Order (PCO) Log dated January 6, 2025. Included is the coversheet for each PCO. These have been reviewed and approved by SPS and Architect representatives. They will be funded through Contingency.

If you have any questions, please let me know.

Respectfully,

Lippert Bros., Inc.

Shelby Lippert  
Project Manager



Stillwater Public Schools - OES North & South Building Renovations

PCOs

1/6/2025

PCO #	Title	Amount	Date Sent	Status	SPS Board Submitted	Date Approved	Owner Contingency Use	Owner Contingency Remaining
	<b>BASE CONTRACT</b>			<b>APPROVED</b>				<b>\$ 114,951.00</b>
#001	RFI #001 - Light Fixture Type I in Restrooms	\$ 1,640.00	6/7/2024	Approved	June	6/17/2024	\$ (1,640.00)	\$ 113,311.00
#002	RFI #008 - South Building - Relocate Electrical for Forklift Charger	\$ 618.00	6/7/2024	Approved	June	6/17/2024	\$ (618.00)	\$ 112,693.00
#004	RFI #005 - Spray Booth Demo	\$ 5,510.00	6/13/2024	Approved	June	6/17/2024	\$ (5,510.00)	\$ 107,183.00
#005	RFI #006 - South Building Warehouse Receiving Office Room 120 Mezzanine	\$ 11,386.00	6/13/2024	Approved	June	6/17/2024	\$ (11,386.00)	\$ 95,797.00
#006	Communications Allowance	\$ (680.00)	6/20/2024	Approved	June	6/26/2024	\$ 680.00	\$ 96,477.00
#007	Access Control Allowance	\$ 9,700.00	6/20/2024	Approved	June	6/26/2024	\$ (9,700.00)	\$ 86,777.00
#008	Fire Alarm Allowance	\$ (3,930.00)	6/20/2024	Approved	June	6/26/2024	\$ 3,930.00	\$ 90,707.00
#009	RFI #003 - South Building Exterior Walls	\$ 2,822.00	6/20/2024	Approved	June	6/26/2024	\$ (2,822.00)	\$ 87,885.00
#010	Replace Existing Outlets to Black with Stainless Steel Plates	\$ 2,529.00	6/20/2024	Approved	June	6/26/2024	\$ (2,529.00)	\$ 85,356.00
#011	Wood Doors - Change from MDO Primed to Maple Veneer	\$ 2,800.00	7/3/2024	Approved	July	7/3/2024	\$ (2,800.00)	\$ 82,556.00
#012	Condensing Boilers - Change from Laars to Lochinvar	\$ 2,606.00	7/3/2024	Approved	July	7/3/2024	\$ (2,606.00)	\$ 79,950.00
#013	RFI #031 - North Building - Conduits in Foundation	\$ 11,663.00	7/12/2024	Approved	July	7/15/2024	\$ (11,663.00)	\$ 68,287.00
#014	South Building - Additional Demo and Framing at Room 120	\$ 8,674.00	7/12/2024	Approved	July	7/15/2024	\$ (8,674.00)	\$ 59,613.00
#015	South Building - Insulation at Exterior Walls	\$ 3,999.00	7/12/2024	Approved	July	7/15/2024	\$ (3,999.00)	\$ 55,614.00
#003	RFI #004 - North Building - Gypsum Wall at South of Server Room	\$ 354.00	6/13/2024	Approved	July	6/17/2024	\$ (354.00)	\$ 55,260.00
#016	RFI #012 - North Building - IT Room - Demo & Framing	\$ 2,769.00	7/23/2024	Approved	July	7/24/2024	\$ (2,769.00)	\$ 52,491.00
#017	RFI #034 & RFI #036 - South Building - Power & Lights & Data Rough-In	\$ 4,535.00	7/23/2024	Approved	July	7/24/2024	\$ (4,535.00)	\$ 47,956.00
#018	RFI #044 - North Building - Hallways - Lighting Controls	\$ 1,940.00	7/23/2024	Approved	July	7/24/2024	\$ (1,940.00)	\$ 46,016.00
#019	RFI #026 - South Building - Existing Plumbing Main	\$ 4,108.00	7/26/2024	Approved	July	7/29/2024	\$ (4,108.00)	\$ 41,908.00
#020	Credit for Not Painting Wood Doors	\$ (800.00)	7/26/2024	Approved	July	7/29/2024	\$ 800.00	\$ 42,708.00
#021	RFI #050 - South Building - Gas Line at Room 108 CN Office	\$ 301.00	7/26/2024	Approved	July	7/29/2024	\$ (301.00)	\$ 42,407.00
#022	RFI #018 - North Building HVAC Piping Support and Insulation	\$ 2,925.00	7/26/2024	Approved	July	7/29/2024	\$ (2,925.00)	\$ 39,482.00
#023	RFI #029 - North Building - HVAC Unit over Hard Lid Restroom Ceilings	\$ 37,698.00	8/1/2024	Approved	August	8/5/2024	\$ (37,698.00)	\$ 1,784.00
#024	RFI #040 - Door 801 Access Control	\$ (6,175.00)	8/1/2024	Approved	August	8/5/2024	\$ 6,175.00	\$ 7,959.00
#025	RFI #022 - End of Wall Condition at Storefront Glass	\$ 800.00	8/1/2024	Approved	August	8/5/2024	\$ (800.00)	\$ 7,159.00
#026	Reduce Construction Manager Contingency from 10% to 5%	\$ (69,893.00)	8/1/2024	Approved	August	8/5/2024	\$ 69,893.00	\$ 77,052.00
#027	RFI #036 - South Building - Added Data to Offices and Warehouse	\$ 4,760.00	8/1/2024	Approved	August	8/5/2024	\$ (4,760.00)	\$ 72,292.00
#028	RFI #037 - South Building - MDF	\$ 2,125.00	8/1/2024	Approved	August	8/5/2024	\$ (2,125.00)	\$ 70,167.00
#029	RFI #038 - Fiber Between North and South Buildings	\$ 3,125.00	8/1/2024	Approved	August	8/5/2024	\$ (3,125.00)	\$ 67,042.00
#030	Scout Systems - Add Bonds	\$ 1,779.00	8/1/2024	Approved	August	8/5/2024	\$ (1,779.00)	\$ 65,263.00
#032	RFI #051 - NB - Ceiling at Vestibule 100	\$ 232.50	8/17/2024	Approved	August	8/21/2024	\$ (232.50)	\$ 65,030.50
#033	RFI #045 - SB - Potential Water Pressure Issue	\$ 943.97	8/17/2024	Approved	August	8/21/2024	\$ (943.97)	\$ 64,086.53
#034	RFI #60 - NB - Conference Room 109 Existing Furr Out	\$ 400.00	8/19/2024	Approved	August	8/23/2024	\$ (400.00)	\$ 63,686.53
#035	RFI #59 - SB - Existing Framing at Window "A"	\$ 2,195.00	8/19/2024	Approved	August	8/23/2024	\$ (2,195.00)	\$ 61,491.53
#031.1	RFI #048 - Storefront Leaks Rev. 1	\$ 9,947.59	8/29/2024	Approved	August	9/3/2024	\$ (9,947.59)	\$ 51,543.94
#036	RFI #19 - NB - Header at Opening at Grid Line 4	\$ 1,160.00	8/29/2024	Approved	August	9/3/2024	\$ (1,160.00)	\$ 50,383.94
#037	RFI #23 - NB - Transformer Location vs HVAC Units	\$ 2,245.00	8/29/2024	Approved	August	9/3/2024	\$ (2,245.00)	\$ 48,138.94

Stillwater Public Schools - OES North & South Building Renovations

PCOs

1/6/2025

PCO #	Title	Amount	Date Sent	Status	SPS Board Submitted	Date Approved	Owner Contingency Use	Owner Contingency Remaining
#039	NB - Demo & Infill Existing Interior Storefront	\$ 4,359.91	9/23/2024	Approved	September	9/24/2024	\$ (4,359.91)	\$ 43,779.03
#040	NB - Paint Sever Room Ceiling	\$ 600.00	9/23/2024	Approved	September	9/24/2024	\$ (600.00)	\$ 43,179.03
#042	NB - Shelter Shroud Change	\$ 400.00	10/3/2024	Approved	October	10/7/2024	\$ (400.00)	\$ 42,779.03
#043	RFI #065 - NB - Chiller Clearance Requirements	\$ 1,150.00	10/9/2024	Approved	October	10/10/2024	\$ (1,150.00)	\$ 41,629.03
#044	RFI #068 - NB - Existing Hot Water Heater	\$ 1,530.96	10/25/2024	Approved	October	10/30/2024	\$ (1,530.96)	\$ 40,098.07
#045	RFI #066 - NB - AC #6 Return Air	\$ 4,698.76	10/17/2024	Approved	October	10/17/2024	\$ (4,698.76)	\$ 35,399.31
#049	Reduce CM Contingency #2	\$ (34,946.00)	10/31/2024	Approved	October	10/31/2024	\$ 34,946.00	\$ 70,345.31
#046.1	Chiller-Boiler Pump & Air Separator	\$ 13,284.31	11/1/2024	Approved	November	11/4/2024	\$ (13,284.31)	\$ 57,061.00
#047	Retaining Wall Repair-Replacement	\$ 35,091.52	10/25/2024	Approved	November	11/22/2024	\$ (35,091.52)	\$ 21,969.48
#048	Cord Reels	\$ 793.00	11/15/2024	Approved	November	11/18/2024	\$ (793.00)	\$ 21,176.48
#050	NB - Carpet Change to Polished Concrete	\$ 11,200.00	11/20/2024	Approved	November	11/20/2024	\$ (11,200.00)	\$ 9,976.48
#051	RFI #71 - Gas Supplies for Boilers	\$ 2,972.58	11/20/2024	Approved	November	11/20/2024	\$ (2,972.58)	\$ 7,003.90
#052	RFI #69 - Boiler Condensate Drains	\$ 2,762.15	11/22/2024	Approved	November	11/22/2024	\$ (2,762.15)	\$ 4,241.75
#053	SB - Chiller Valve & Expansion Flange Replacement	\$ 1,592.23	11/20/2024	Approved	November	11/20/2024	\$ (1,592.23)	\$ 2,649.52
#054	RFI #25 - IT Server Room Fresh Air System	\$ 1,993.00	11/22/2024	Approved	November	11/22/2024	\$ (1,993.00)	\$ 656.52
#055	Eliminate Controls Allowance	\$ (15,000.00)	11/27/2024	Approved	December	12/2/2024	\$ 15,000.00	\$ 15,656.52



LIPPERT BROS., INC.  
GENERAL CONTRACTORS

PCO #056

Lippert Bros., Inc.  
PO Box 17450  
Oklahoma City, Oklahoma 73136  
Phone: (405) 478-3580

Project: 1747 - Stillwater Public Schools - OES North & South Building  
Renovations  
5021 / 5005 North Perkins Road  
Stillwater, Oklahoma 74075

## Prime Contract Potential Change Order #056: SB - Eliminate Sealed Concrete at CN 800

<b>TO:</b>	Stillwater Public Schools 314 South Lewis Street Stillwater, Oklahoma 74074	<b>FROM:</b>	Lippert Bros., Inc. PO Box 17450 Oklahoma City, Oklahoma 73136-1450
<b>PCO NUMBER/REVISION:</b>	056 / 0	<b>CONTRACT:</b>	1 - OES North & South Building Renovations
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Shelby Lippert (Lippert Bros., Inc.)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	1/10/2025
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
<b>EXECUTED:</b>	No	<b>SIGNED CHANGE ORDER RECEIVED DATE:</b>	
		<b>TOTAL AMOUNT:</b>	(\$850.00)

POTENTIAL CHANGE ORDER TITLE: SB - Eliminate Sealed Concrete at CN 800

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

ATTACHMENTS:

#	Budget Code	Description	Amount
1	09-09900.S PAINT / SILVA.Commitment	Remove sealed concrete at SB walk-in cooler/freezer area from scope because this work is being done by the Owner	\$(850.00)
<b>Grand Total:</b>			<b>\$(850.00)</b>

Brian Thomas (505 Architects LLC)  
1631 South Delaware Avenue  
Tulsa, Oklahoma 74104

Stillwater Public Schools  
314 South Lewis Street  
Stillwater, Oklahoma 74074

Lippert Bros., Inc.  
PO Box 17450  
Oklahoma City, Oklahoma 73136-1450

01.20.2025  
SIGNATURE DATE

Rob Lamecker  
Digitally signed by Rob Lamecker  
DN: C=US,  
E=rlamecker@stillwaterschools.com,  
O=Stillwater Public Schools, OU=Facilities  
Management, CN=Rob Lamecker  
Reason: I am approving this document  
Date: 2025.01.14 17:07:24-06'00'  
SIGNATURE DATE

Shelby ST Lippert  
2025.01.10 11:58:34-06'00'  
SIGNATURE DATE



January 30, 2025

Bo Gamble, Assistant Superintendent  
Stillwater Public Schools  
314 S. Lewis  
Stillwater, OK 74074

RE: Stillwater Public Schools - OES North & South Building Renovations

Dear Mr. Gamble,

Please see the attached Potential Change Order (PCO) Log dated January 30, 2025. Included is the coversheet for each PCO. These have been reviewed and approved by SPS and Architect representatives. They will be funded through Contingency.

If you have any questions, please let me know.

Respectfully,

Lippert Bros., Inc.

Shelby Lippert  
Project Manager



Stillwater Public Schools - OES North & South Building Renovations

PCOs

1/30/2025

PCO #	Title	Amount	Date Sent	Status	SPS Board Submitted	Date Approved	Owner Contingency Use	Owner Contingency Remaining
	<b>BASE CONTRACT</b>			<b>APPROVED</b>				<b>\$ 114,951.00</b>
#001	RFI #001 - Light Fixture Type I in Restrooms	\$ 1,640.00	6/7/2024	Approved	June	6/17/2024	\$ (1,640.00)	\$ 113,311.00
#002	RFI #008 - South Building - Relocate Electrical for Forklift Charger	\$ 618.00	6/7/2024	Approved	June	6/17/2024	\$ (618.00)	\$ 112,693.00
#004	RFI #005 - Spray Booth Demo	\$ 5,510.00	6/13/2024	Approved	June	6/17/2024	\$ (5,510.00)	\$ 107,183.00
#005	RFI #006 - South Building Warehouse Receiving Office Room 120 Mezzanine	\$ 11,386.00	6/13/2024	Approved	June	6/17/2024	\$ (11,386.00)	\$ 95,797.00
#006	Communications Allowance	\$ (680.00)	6/20/2024	Approved	June	6/26/2024	\$ 680.00	\$ 96,477.00
#007	Access Control Allowance	\$ 9,700.00	6/20/2024	Approved	June	6/26/2024	\$ (9,700.00)	\$ 86,777.00
#008	Fire Alarm Allowance	\$ (3,930.00)	6/20/2024	Approved	June	6/26/2024	\$ 3,930.00	\$ 90,707.00
#009	RFI #003 - South Building Exterior Walls	\$ 2,822.00	6/20/2024	Approved	June	6/26/2024	\$ (2,822.00)	\$ 87,885.00
#010	Replace Existing Outlets to Black with Stainless Steel Plates	\$ 2,529.00	6/20/2024	Approved	June	6/26/2024	\$ (2,529.00)	\$ 85,356.00
#011	Wood Doors - Change from MDO Primed to Maple Veneer	\$ 2,800.00	7/3/2024	Approved	July	7/3/2024	\$ (2,800.00)	\$ 82,556.00
#012	Condensing Boilers - Change from Laars to Lochinvar	\$ 2,606.00	7/3/2024	Approved	July	7/3/2024	\$ (2,606.00)	\$ 79,950.00
#013	RFI #031 - North Building - Conduits in Foundation	\$ 11,663.00	7/12/2024	Approved	July	7/15/2024	\$ (11,663.00)	\$ 68,287.00
#014	South Building - Additional Demo and Framing at Room 120	\$ 8,674.00	7/12/2024	Approved	July	7/15/2024	\$ (8,674.00)	\$ 59,613.00
#015	South Building - Insulation at Exterior Walls	\$ 3,999.00	7/12/2024	Approved	July	7/15/2024	\$ (3,999.00)	\$ 55,614.00
#003	RFI #004 - North Building - Gypsum Wall at South of Server Room	\$ 354.00	6/13/2024	Approved	July	6/17/2024	\$ (354.00)	\$ 55,260.00
#016	RFI #012 - North Building - IT Room - Demo & Framing	\$ 2,769.00	7/23/2024	Approved	July	7/24/2024	\$ (2,769.00)	\$ 52,491.00
#017	RFI #034 & RFI #036 - South Building - Power & Lights & Data Rough-In	\$ 4,535.00	7/23/2024	Approved	July	7/24/2024	\$ (4,535.00)	\$ 47,956.00
#018	RFI #044 - North Building - Hallways - Lighting Controls	\$ 1,940.00	7/23/2024	Approved	July	7/24/2024	\$ (1,940.00)	\$ 46,016.00
#019	RFI #026 - South Building - Existing Plumbing Main	\$ 4,108.00	7/26/2024	Approved	July	7/29/2024	\$ (4,108.00)	\$ 41,908.00
#020	Credit for Not Painting Wood Doors	\$ (800.00)	7/26/2024	Approved	July	7/29/2024	\$ 800.00	\$ 42,708.00
#021	RFI #050 - South Building - Gas Line at Room 108 CN Office	\$ 301.00	7/26/2024	Approved	July	7/29/2024	\$ (301.00)	\$ 42,407.00
#022	RFI #018 - North Building HVAC Piping Support and Insulation	\$ 2,925.00	7/26/2024	Approved	July	7/29/2024	\$ (2,925.00)	\$ 39,482.00
#023	RFI #029 - North Building - HVAC Unit over Hard Lid Restroom Ceilings	\$ 37,698.00	8/1/2024	Approved	August	8/5/2024	\$ (37,698.00)	\$ 1,784.00
#024	RFI #040 - Door 801 Access Control	\$ (6,175.00)	8/1/2024	Approved	August	8/5/2024	\$ 6,175.00	\$ 7,959.00
#025	RFI #022 - End of Wall Condition at Storefront Glass	\$ 800.00	8/1/2024	Approved	August	8/5/2024	\$ (800.00)	\$ 7,159.00
#026	Reduce Construction Manager Contingency from 10% to 5%	\$ (69,893.00)	8/1/2024	Approved	August	8/5/2024	\$ 69,893.00	\$ 77,052.00
#027	RFI #036 - South Building - Added Data to Offices and Warehouse	\$ 4,760.00	8/1/2024	Approved	August	8/5/2024	\$ (4,760.00)	\$ 72,292.00
#028	RFI #037 - South Building - MDF	\$ 2,125.00	8/1/2024	Approved	August	8/5/2024	\$ (2,125.00)	\$ 70,167.00
#029	RFI #038 - Fiber Between North and South Buildings	\$ 3,125.00	8/1/2024	Approved	August	8/5/2024	\$ (3,125.00)	\$ 67,042.00
#030	Scout Systems - Add Bonds	\$ 1,779.00	8/1/2024	Approved	August	8/5/2024	\$ (1,779.00)	\$ 65,263.00
#032	RFI #051 - NB - Ceiling at Vestibule 100	\$ 232.50	8/17/2024	Approved	August	8/21/2024	\$ (232.50)	\$ 65,030.50
#033	RFI #045 - SB - Potential Water Pressure Issue	\$ 943.97	8/17/2024	Approved	August	8/21/2024	\$ (943.97)	\$ 64,086.53
#034	RFI #60 - NB - Conference Room 109 Existing Furr Out	\$ 400.00	8/19/2024	Approved	August	8/23/2024	\$ (400.00)	\$ 63,686.53
#035	RFI #59 - SB - Existing Framing at Window "A"	\$ 2,195.00	8/19/2024	Approved	August	8/23/2024	\$ (2,195.00)	\$ 61,491.53
#031.1	RFI #048 - Storefront Leaks Rev. 1	\$ 9,947.59	8/29/2024	Approved	August	9/3/2024	\$ (9,947.59)	\$ 51,543.94
#036	RFI #19 - NB - Header at Opening at Grid Line 4	\$ 1,160.00	8/29/2024	Approved	August	9/3/2024	\$ (1,160.00)	\$ 50,383.94
#037	RFI #23 - NB - Transformer Location vs HVAC Units	\$ 2,245.00	8/29/2024	Approved	August	9/3/2024	\$ (2,245.00)	\$ 48,138.94

Stillwater Public Schools - OES North & South Building Renovations

PCOs

1/30/2025

PCO #	Title	Amount	Date Sent	Status	SPS Board Submitted	Date Approved	Owner Contingency Use	Owner Contingency Remaining
#039	NB - Demo & Infill Existing Interior Storefront	\$ 4,359.91	9/23/2024	Approved	September	9/24/2024	\$ (4,359.91)	\$ 43,779.03
#040	NB - Paint Sever Room Ceiling	\$ 600.00	9/23/2024	Approved	September	9/24/2024	\$ (600.00)	\$ 43,179.03
#042	NB - Shelter Shroud Change	\$ 400.00	10/3/2024	Approved	October	10/7/2024	\$ (400.00)	\$ 42,779.03
#043	RFI #065 - NB - Chiller Clearance Requirements	\$ 1,150.00	10/9/2024	Approved	October	10/10/2024	\$ (1,150.00)	\$ 41,629.03
#044	RFI #068 - NB - Existing Hot Water Heater	\$ 1,530.96	10/25/2024	Approved	October	10/30/2024	\$ (1,530.96)	\$ 40,098.07
#045	RFI #066 - NB - AC #6 Return Air	\$ 4,698.76	10/17/2024	Approved	October	10/17/2024	\$ (4,698.76)	\$ 35,399.31
#049	Reduce CM Contingency #2	\$ (34,946.00)	10/31/2024	Approved	October	10/31/2024	\$ 34,946.00	\$ 70,345.31
#046.1	Chiller-Boiler Pump & Air Separator	\$ 13,284.31	11/1/2024	Approved	November	11/4/2024	\$ (13,284.31)	\$ 57,061.00
#047	Retaining Wall Repair-Replacement	\$ 35,091.52	10/25/2024	Approved	November	11/22/2024	\$ (35,091.52)	\$ 21,969.48
#048	Cord Reels	\$ 793.00	11/15/2024	Approved	November	11/18/2024	\$ (793.00)	\$ 21,176.48
#050	NB - Carpet Change to Polished Concrete	\$ 11,200.00	11/20/2024	Approved	November	11/20/2024	\$ (11,200.00)	\$ 9,976.48
#051	RFI #71 - Gas Supplies for Boilers	\$ 2,972.58	11/20/2024	Approved	November	11/20/2024	\$ (2,972.58)	\$ 7,003.90
#052	RFI #69 - Boiler Condensate Drains	\$ 2,762.15	11/22/2024	Approved	November	11/22/2024	\$ (2,762.15)	\$ 4,241.75
#053	SB - Chiller Valve & Expansion Flange Replacement	\$ 1,592.23	11/20/2024	Approved	November	11/20/2024	\$ (1,592.23)	\$ 2,649.52
#054	RFI #25 - IT Server Room Fresh Air System	\$ 1,993.00	11/22/2024	Approved	November	11/22/2024	\$ (1,993.00)	\$ 656.52
#055	Eliminate Controls Allowance	\$ (15,000.00)	11/27/2024	Approved	December	12/2/2024	\$ 15,000.00	\$ 15,656.52
#056	SB - Eliminate Sealed Concrete at CN 800	\$ (850.00)	1/10/2025	Approved	January	1/14/2025	\$ 850.00	\$ 16,506.52



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent  
**DATE:** February 11, 2025

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**AGENDA ITEM: 4L**

Consider and Vote to Approve Potential Change Order Number 01 for SPS OES Building Renovation Phase 2 Project

**BOARD ACTION REQUESTED:**

Vote to Approve Potential Change Order Number 01 for SPS OES Building Renovation Phase 2 Project in the amount of \$42,051.68

**BACKGROUND INFORMATION:**

This proposal includes water line extension, electrical lighting/power revision, window replacement and opening adjustments, and additional drywall framing at SPS OES North building.

The original contract sum was \$674,000.00

- The contract sum will be increased by this change order in the amount of \$42,051.68
- The new contract sum including this change order will be \$716,051.68

The contract time will be unchanged.

# AIA® Document G701® – 2017

## Change Order

**PROJECT:** *(Name and address)*  
SPS OES Building Renovation Phase 2  
5021 N. Perkins Road  
Stillwater, Oklahoma 74075

**CONTRACT INFORMATION:**  
Contract For: General Construction

**CHANGE ORDER INFORMATION:**  
Change Order Number: 01

Date: 12/10/2024

Date: 01/31/2025

**OWNER:** *(Name and address)*  
Independent School District No. 16 of  
Payne County Oklahoma  
314 South Lewis Street  
Stillwater, Oklahoma 74074

**ARCHITECT:** *(Name and address)*  
505 Architects LLC  
  
1631 South Delaware Avenue  
Tulsa, Oklahoma 74104

**CONTRACTOR:** *(Name and address)*  
Firebrand Construction LLC  
  
221 E 9<sup>th</sup> Avenue  
Stillwater, Oklahoma 74074

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Refer to the following PCOs due to unforeseen and existing building conditions:

**Attachments:**

- PCO #01 Water Line Extension for \$16,900.65
- PCO #02 RFP 01 Electrical Lighting/Power Revision \$5,726.48
- PCO #03 Window Openings varied with existing openings \$1,654.96
- PCO #04 Drywall Framing due to existing pump. \$2,691.80
- PCO #05 Schedule Impact due to Late Turnover (No Costs) 40 Calendar Days
- PCO #07 Water line extension to Phase 1 Restrooms \$6,082.20
- PCO #08 Replace existing damaged exterior windows \$6,788.97
- PCO #09 Eletrical Panel. Need additional electric for mechanical units \$2,206.62

The original Contract Sum was	\$ 674,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 674,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 42,051.68
The new Contract Sum including this Change Order will be	\$ 716,051.68

The Contract Time will be increased by zero (40) days.  
The new date of Substantial Completion will be 07/05/2025

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

505 Architects LLC

Firebrand Construction LLC

Independent School District No. 16 of  
Payne County Oklahoma

\_\_\_\_\_  
**ARCHITECT** *(Firm name)*

\_\_\_\_\_  
**CONTRACTOR** *(Firm name)*

\_\_\_\_\_  
**OWNER** *(Firm name)*

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**

Brian Thomas, AIA, LEED AP;  
Principal

Kyler McCommas, President

Dr. Marshall Baker, SPS Board President

\_\_\_\_\_  
**PRINTED NAME AND TITLE**

\_\_\_\_\_  
**PRINTED NAME AND TITLE**

\_\_\_\_\_  
**PRINTED NAME AND TITLE**

02/11/2025

01/31/2025

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent  
**DATE:** February 11, 2025

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**AGENDA ITEM: 4M**

Consider and Vote to Approve Willowbrook, Inc. use of CM Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project.

**BOARD ACTION REQUESTED:**

Vote to Approve Willowbrook, Inc. use of CM Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project.

**BACKGROUND INFORMATION:**

The attached report lists the requested use of CM contingency and allowances by Willowbrook, Inc. for the SPS Bond 2023 HS Phase I Construction Project.

The requests made in this agenda item do not impact the GMP.



# CM Contingency Modification

0309c. - Stillwater New High School - Phase 2 PA Wing

**Title:** CMOD 1 - Polished Concrete Contract

**CM Contingency Modification : #** 1

**Date:** 01/22/2025 **Date Required:**

**Description of Work:** This CM Contingency modification is to fund the remainder of the polished concrete contract for the PA Wing. The total contract amount is \$44,000.00. The \$40,000.00 polished concrete allowance will be depleted and the remaining \$4,000.00 will be funded through this mod.

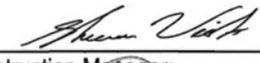
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

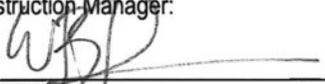
Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : CMOD 1 - Polished Concrete Contract	0.00	LS	0.00	- 4,000.0	0.0	0.00	- 4,000.00	
2 : Concrete Color Systems	0.00	LS	0.00	4,000.0	0.0	0.00	4,000.00	

Total Change Amount: 0.00

Notes:

**Approved By:**

 \_\_\_\_\_ 1/23/2025  
 Construction Manager: Date:

 \_\_\_\_\_ 01/28/2025  
 Architect: Date:

 \_\_\_\_\_ 2/3/25  
 Owner: Date:



**BID PACKAGE 12: POLISHED CONCRETE FLOORING**

This separate proposal shall include all labor, materials, equipment, services, and incidentals for the POLISHED CONCRETE FLOORING installed, including work from referenced specifications and other work normally associated with this trade whether referenced or not.

---

**Specification**

Section	Description	
Division 0	BIDDING & CONTRACT DOCUMENTS	
Division 1	GENERAL REQUIREMENTS	
Section 03 35 43	Polished Concrete Finishing	complete

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**All work shall be conducted in compliance with all applicable state and federal laws/regulations including all safety, cleanliness, and waste management regulations, requirements, and precautions. The Scope of Work shall include all GENERAL items as listed in 2.02 of this section and shall also include, but is not necessarily limited to the following:**

1. Provide complete polished concrete flooring system.
2. Provide any staining if indicated.
3. Provide all required flooring and wall accessories including all floor transitions and thresholds.
4. Provide any concrete slab primers, sealers, etc. as required and recommended by the manufacturer.
5. Provide Skudo flooring protection and removal per specifications.
6. Provide all sealants and caulking as related to the work of this package.
7. Provide all floor surface preparation, leveling and clearing including all required underlayment, patching compounds, sweeping and vacuuming as required before installation.
8. Starting your work will be considered as acceptance of all surfaces.
9. Provide all layout, staking & surveying as pertains to this scope of work from a control point provided by the construction manager.

The Schedule of Values items are to be submitted 15 days after award of purchase order. They are to include, but not limited to the following items: Mobilization, safety, clean-up, as built documents, demobilization, bonds and insurance, submittals and the labor, material breakdown of work to be performed.



# CM Contingency Modification

0309b. - Stillwater New High School

**Title:** CMOD 3 - Precast Form Liner

**CM Contingency Modification : #** 3

**Date:** 01/21/2025 **Date Required:**

**Description of Work:** This CMOD covers costs associated with capturing precast shop drawing redlines and expediting the precast process to meet construction schedule.

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : CMOD 3 - Precast Form Liner	0.00	LS	0.00	- 36,246.1	0.0	0.00	- 36,246.10	
2 : Coreslab	0.00	LS	0.00	36,246.1	0.0	0.00	36,246.10	

Total Change Amount: 0.00

Notes:

**Approved By:**

  
 Construction Manager: \_\_\_\_\_ Date: 1/23/2025

  
 Architect: \_\_\_\_\_ Date: 01/28/2025

  
 Owner: \_\_\_\_\_ Date: 2/3/25





**CHANGE ORDER REQUEST**

**NO. 003**

**DATE: 10/30/2024**

**JOB NAME:** 33-24-013 - Stillwater Public Schools - New High School

**COMPANY:** CMS Willowbrook Construction

**CONTACT:** Shawn Vick

**PHONE:** (405) 600-9207

**FAX:**

**MOBILE:** 405-747-4261

**EMAIL ADDRESS:** shawn.vick@willowbrook.build

**DISTRIBUTION LIST:**

Company	Contact	Title	Email	Phone
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**The following item(s) are changes or corrections to the contract for the above listed project:**

**Description of item(s):**

1. Area 1 - Reveals added, height of wall changed from CD's (D&E time), form liner was removed from portions of wall which required bed to be built up, added reveals (production labor).

2. Area 3 - Height of wall changed from CD's, after coordination meeting going over 505 corrections reveal locations were changed from what was coordinated (D&E time), form liner was removed from portions of wall which required bed to be built up, added reveals (production labor).

3. Area 5 - Grade beam was shown on 3D model in CD's, not shown on the elevations, Wall's removed between GL P-R (redesign of walls) Windows were moved after initial coordination with 505 (D&E time), form liner was removed from portions of wall which required bed to be built up, added reveals (production labor).

4. Area 4 - Window sized changed after coordination ( D&E time), form liner was removed from portions of wall which required bed to be built up, added reveals (production labor).

5. Area 2 - Formliner and reveals removed after coordination meeting (D&E time), form liner was removed from portions of wall which required bed to be built up, added reveals (production labor).

-All beds requiring the build up to the same level as formliner added at least 8 man crew 1 extra day to set up and the extra material to build up the bed, 16 long line pours and 4 man crew, 22 short line pours.

-Coordination with 505 that was applied to revised submittal and changed on returned approved as noted submittal causing rework x2. Attached is an example.

**Costs**

Description	Cost
D&E add	\$ 17,320.00
OH/P 10%	\$ 3,295.10
Deduct for formliner.	\$- 5,000.00
Extra forming, Material, and Labor	\$ 20,631.00
<b>Sub-Total:</b>	\$ 36,246.10
<b>Sales Tax:</b>	\$ 0.00
<b>Change Order REQUEST Total:</b>	\$ 36,246.10

**DATE OF ACCEPTANCE:**

**Gaylen Standsblack**  
Coreslab Structures (OKLA) Inc.

**COMPANY NAME:**

CMS Willowbrook Construction

**SIGNATURE:**



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent  
**DATE:** February 11, 2025

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**AGENDA ITEM: 4N**

Consider and Vote to Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project.

**BOARD ACTION REQUESTED:**

Vote to Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project.

**BACKGROUND INFORMATION:**

The attached report lists the requested use of Owner Contingency and Allowances by Willowbrook, Inc. for the SPS Bond 2023 HS Phase I Construction Project.

The requests made in this agenda item do not impact the GMP.



# Owner Contingency Modification

0309c. - Stillwater New High School - Phase 2 PA Wing

**Title:** OMOD 1 - PR 02 Plumbing Fixture Revisions

**Owner Contingency Modification : #** 1

**Date:** 01/22/2025 **Date Required:**

**Description of Work:** The following work is included in this PCO:

1. Change PA Wing plumbing fixtures to match main building fixtures as outlined in PR 02

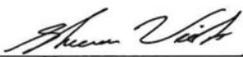
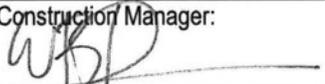
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 1 - PR 02 Plumbing Fixture Revisions	0.00	LS	0.00	- 6,014.5	0.0	0.00	- 6,014.50	
2 : Dense Mechanical	0.00	LS	0.00	6,014.5	0.0	0.00	6,014.50	

Total Change Amount: 0.00

Notes:

**Approved By:**

	1/23/2025
Construction Manager:	Date:
	01/28/2025
Architect:	Date:
	2/3/25
Owner:	Date:





Date: 1/2/2025  
Attn: Shawn Vick  
Re: PR 02  
Project: Stillwater HS PA Wing

Shawn,

See below for the cost breakdown for changes to fixtures per PR 02. These costs are the net difference between our original quoted fixtures and the quote we received to make changes per PR 02.

L-1 + \$ 1,210.00 each (4 total) = \$ 4,840.00

L-2 No cost difference

WC 1&2 + \$ 30 each (13 total) = \$ 390.00

U-1&2 No cost difference

Total: \$ 5,230.00  
OH&P 15% \$ 784.50  
**Total PR 02 CO: \$ 6,014.50**

Thank you for the opportunity. Please let me know if I can do anything else.

Aaron Bailey  
Project Manager  
[Aaron.Bailey@DenseMechanical.com](mailto:Aaron.Bailey@DenseMechanical.com)  
C: (580) 478-5040

409 E. Broadway Avenue · Enid, OK 73701  
580.234.7842 · [www.DenseComfortSolutions.com](http://www.DenseComfortSolutions.com)  
OKLIC#157904 · OKLIC#000842



# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 23 - PR 015 Media Video Wall Revisions

**Owner Contingency Modification : #** 23

**Date:** 12/31/2024 **Date Required:**

**Description of Work:** "The work below is included in this PCO:

1. Revise size of the LED Media Video wall at the Student Center to be a ratio of 16:9 as outlined in PR 015."

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 23 - PR 015 Media Video Wall Revisions	0.00	LS	0.00	- 13,259.8	0.0	0.00	- 13,259.83	
2 : Vox Audio Visual	0.00	LS	0.00	13,259.8	0.0	0.00	13,259.83	

Total Change Amount: 0.00

Notes:

**Approved By:**

  
 \_\_\_\_\_ 1/23/2025  
 Construction Manager: Date:

  
 \_\_\_\_\_ 01/28/2025  
 Architect: Date:

  
 \_\_\_\_\_ 2/13/25  
 Owner: Date:





# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 24 - PR 14 Graphics Revisions

**Owner Contingency Modification : #** 24

**Date:** 01/22/2025 **Date Required:**

**Description of Work:** The following scope of work is included in this PCO:

Remove and revise graphics from project scope as outlined in PR 014.

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

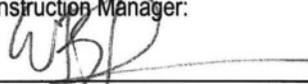
Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 24 - PR 14 Graphics Revisions	0.00	LS	0.00	13,067.7	0.0	0.00	13,067.74	
2 : J&B Graphics	0.00	LS	0.00	- 13,067.7	0.0	0.00	- 13,067.74	

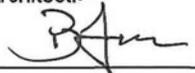
Total Change Amount: 0.00

Notes:

**Approved By:**

  
 Construction Manager: \_\_\_\_\_ Date: 1/23/2025

  
 Architect: \_\_\_\_\_ Date: 01/28/2025

  
 Owner: \_\_\_\_\_ Date: 2/3/25

\*Quote valid for 30 days\*



1811 NW 1st Street  
Oklahoma City, OK 73106  
Toll Free: 888-848-7481  
Office: 405-524-7446  
[www.jandbgraphics.net](http://www.jandbgraphics.net)

# CHANGE ORDER

DATE: 12/26/2024

TO: General Contractor

FROM: Jackie Turner GA-C, WBE  
[jturner@jandbgraphics.net](mailto:jturner@jandbgraphics.net)

RE: Stillwater Public Schools New High School BP #25 PR 014

**BID FOR LISTED ITEMS ONLY; CHANGES TO OUR BELOW SCOPE WILL ALTER THE BID TOTAL**

### Interior Signage

Sign Type	Description	Qty
4.4	REMOVE 6'-0.5" x 13'-3" Classroom Corridor Transom Graphics at the following locations EG111-13-4.4 (4 locations) EG112-40-4.4 (4 locations) EG115-28-4.4 (3 locations) EG121-11-4.4 (4 locations) EG122-29-4.4 (4 locations) EG125-13-4.4 (5 locations)	-24
4.4	REMOVE 3'-0.75" x 10'-8" Exiting Visual Arts Corridor Transom Graphics at the following locations EG113-11.4.4 (1 location)	-1
4.4	ADD 12'-11" x 13'-3" Performing Arts Corridor Transom Graphics at the following locations EG116-35-4.4 (1 locations)	1

**Bid Total for Interior & Exterior Signage:** \$ (11,646.83)

Subtotal	\$ (11,646.83)
Submittal Fee	\$ -
Installation	\$ (1,164.68)
Equipment Rental	\$ -
Permits & Fees	\$ -
<b>Base Bid Total</b>	<b>\$ (12,811.51)</b>
2% Payment & Performance Bond	\$ (256.23)
<b>Change Order w/ Bonds</b>	<b>\$ (13,067.74)</b>

**BID FOR LISTED ITEMS ONLY**  
**SALES TAX NOT INCLUDED**  
**CORE DRILLING NOT INCLUDED**  
**ONLY 1 MOBILIZATION INCLUDED FOR INSTALLATION**  
**BOLLARDS NOT INCLUDED**  
**TRAFFIC & PARKING SIGNAGE EXCLUDED**



# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 25 - Serving & Bistro Counter Credit

**Owner Contingency Modification : #** 25

**Date:** 01/22/2025 **Date Required:**

**Description of Work:** The following scope of work is included in this PCO:

Remove the serving and bistro counters from millwork scope of work as they are already in kitchen equipment scope of work. This will result in a credit to Owner Contingency in the amount of \$15,760.24.

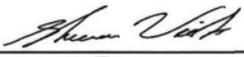
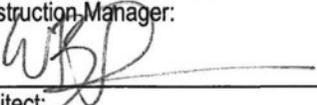
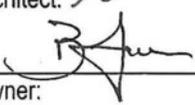
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 25 - Serving & Bistro Counter Credit	0.00	LS	0.00	15,760.2	0.0	0.00	15,760.24	
2 : Wood Systems	0.00	LS	0.00	- 15,760.2	0.0	0.00	- 15,760.24	

Total Change Amount: 0.00

Notes:

**Approved By:**

  
 Construction Manager: \_\_\_\_\_ Date: 1/23/2025  
  
 Architect: \_\_\_\_\_ Date: 01/28/2025  
  
 Owner: \_\_\_\_\_ Date: 2/3/25



**WOOD** ESTD 1988  
**SYSTEMS**

## Change Order Proposal

Date 01/16/25

To: CMS Willowbrook  
3108 South 9th Street  
Chickasha, OK 73018

Ship To: Stillwater Public Schools, New High School  
410 West Franklin Lane  
Stillwater, OK 74075

Phone (405) 224-1554  
Fax (405) 224-5995

Attention	: n/a	Project Id	: PM- 24-0172
Project Desc.	: Stillwater Public Schools, New High Scho	Ship Via	:
Terms	: n/a	P.O. Number	: n/a
Delivery Date	: n/a	Salesperson	: Scott Drevicky

In-wall Blocking to be provided and installed by others. Project will not be warrantied if blocking is not installed per shop drawings and AWS Edition 2 Section 10.6.1

Item No	Description	Agg Qty	UOM	Width	Depth	Height
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### Alternates / Change Orders / Exclusions

#### CO - delete tops 117A & 1001A (Pending)

1 CO - delete tops 117A & 1001A

TOTAL \$ -15,760.24

Please Note: Prices valid for 30 days.

Wood Systems will not be held liable for any material cost increases that occur in the future due to potential impending tariffs that may be imposed on some imported materials. Any and all costs of tariffs that are imposed will be the sole responsibility of the end user. Of course, the end user will always have the option of choosing a material that does not qualify for tariffs, however new brand and finish selections may come with higher cost as well, and end user will be responsible for all costs associated with that increase as well.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

### Acceptance of Change Order Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted: CMS Willowbrook By: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted: Wood Systems, Inc By: \_\_\_\_\_ Date: \_\_\_\_\_



# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 26 - Window Flashing & Continuous Hinges

**Owner Contingency Modification : #** 26

**Date:** 01/22/2025 **Date Required:**

**Description of Work:** The following scope of work is included in this PCO:

1. Provide flexible waterproof flashing at type W1 & W2 windows to accommodate the added window fins to ensure proper moisture protection. - \$6,724.45
2. Replace originally specified butt hinges on (6) doors with continuous geared hinges per submittal review comments. - \$2,056.50

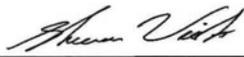
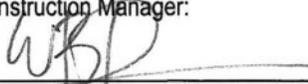
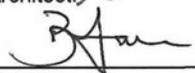
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 26 - Window Flashing & Continuous Hinges	0.00	LS	0.00	- 8,781.0	0.0	0.00	- 8,780.95	
2 : Lee Glass	0.00	LS	0.00	8,781.0	0.0	0.00	8,780.95	

Total Change Amount: 0.00

Notes:

**Approved By:**

	1/23/2025
Construction Manager:	Date:
	01/28/2025
Architect:	Date:
	2/3/25
Owner:	Date:



CHANGE ORDER #26821-6      DATE 12/24/2024      EXPIRATION DATE 1/23/2025      TOTAL \$2,056.50

**CUSTOMER**

CMS WILLOWBROOK  
 +1 (405) 224-1554  
 hilary.peters@willowbrook.build

**JOB INFO**

CMS WILLOWBROOK  
 +1 (405) 224-1554  
 hilary.peters@willowbrook.build

**Stillwater High School**  
 410 W Franklin Ln  
 Stillwater, OK, 74075

**LEE GLASS & WINDOW, LLC**

1002 S Lewis St  
 Stillwater, OK, 74074  
 +1 (405) 372-6600  
 phil@leeglassco.com

**Materials**

**Total: \$2,056.50**

This Change Order is to replace the originally specified butt hinges on 6 doors to continuous geared hinges. This change order amends hardware sets 3.1 (Door 1ST2.1), 45.1 (Doors 2053.5, 2053.6, 2053.7, 2053.8, 2053.9).

ITEMS	QTY	COST/UNIT	TOTAL
Hardware Continuous Geared Hinges for 6 doors.	1	\$2,056.50	\$2,056.50
<b>Total:</b>			<b>\$2,056.50</b>

**Labor**

**Total: \$0.00**

ITEMS	QTY	COST/UNIT	TOTAL
Subtotal:		\$2,056.50	
Total:		\$2,056.50	
<b>Deposit Due (100%):</b>		<b>\$2,056.50</b>	



CHANGE ORDER	DATE	EXPIRATION DATE	TOTAL
#26821-6	12/24/2024	1/23/2025	\$2,056.50

Upon receipt of your signed quote, and down payment we will activate this order. Please be aware that the products listed will be ordered as per the noted specifications. Due to order dates and lead times, changes to this order may not be possible. We ask that you examine the products, sizes, colors, etc., to verify that they meet the specifications for your project prior to signing and returning this form. ALL SALES ARE FINAL AND MAY NOT BE RETURNED OR "RE-STOCKED". This quote is valid for 30 days. Price excludes overtime, liquidated damages, and permits. All colors are to be selected from manufactures' standards. Painting, staining, Drywall or any other finish work that may be needed is NOT included in this quote unless otherwise stated. Owner/Purchaser agrees to furnish complete access to work areas, free and clear of obstruction, and electrical power at no additional cost. All delivery dates are estimates only and not a guarantee of delivery or installation dates.

I understand that my account is subject to a 1.5% monthly finance charge (18% annually/\$5.00 minimum monthly) for any invoice past due by 30 days or more. I understand that Lee Glass & Window, LLC may pursue legal action against me should I be delinquent on an account, and that I may be responsible for attorney fees/collection fees should such an action take place. Federal and State building codes require "safety glazing" materials in some applications. It is the purchasers responsibility to specify each unit that requires "safety glazing". These terms supersede any other agreement. CUSTOMER WILL PAY CORRECT SALES TAX SPECIFIC TO THEIR PROJECT REGARDLESS OF WHAT IS LISTED ON THIS QUOTE. APPLIED WINDOW TINT VOIDS ALL WARRANTIES.

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CHANGE ORDER	DATE	EXPIRATION DATE	TOTAL
#26821-7	1/2/2025	2/1/2025	\$6,724.45

CUSTOMER

WILLOWBROOK  
(405) 224-1554  
hilary.peters@willowbrook.build

PO Box 807  
Chickasha, ok, 73023

LEE GLASS & WINDOW, LLC

1002 S Lewis St  
Stillwater, OK, 74074  
+1 (405) 372-6600  
phil@leeglassco.com

JOB INFO

**WILLOWBROOK-Stillwater High School**  
410 W Franklin Ln  
Stillwater, OK, 74075

**This Change Order is to provide and install Tyvek Flashing Tape over the fins on the Thermal Windows on Phase 1 of the SPS New High School Project. Window quantities are 63 - 84" x 80" and 5 - 42" x 80".**

**Material**

**ITEMS**

**Installation Materials - Tyvek Flashing Tape. 4" x 75' rolls.**

**Labor**

**ITEMS**

**Labor to Install the Flashing on the Thermal Windows.**



CHANGE ORDER	DATE	EXPIRATION DATE	TOTAL
#26821-7	1/2/2025	2/1/2025	\$6,724.45

Subtotal: \$6,724.45

Total: \$6,724.45

**Deposit Due (100%): \$6,724.45**

Upon receipt of your signed quote, we will activate this order. Please be aware that the products listed will be ordered as per the noted specifications. Due to order dates and lead times, changes to this order may not be possible. We ask that you examine the products, sizes, colors, etc., to verify that they meet the specifications for your project prior to signing and returning this form. ALL SALES ARE FINAL AND MAY NOT BE RETURNED OR "RE-STOCKED". This quote is valid for 30 days. Price excludes overtime, liquidated damages, and permits. All colors are to be selected from manufactures' standards. Painting, staining, Drywall or any other finish work that may be needed is NOT included in this quote unless otherwise stated. Owner/Purchaser agrees to furnish complete access to work areas, free and clear of obstruction, and electrical power at no additional cost. All delivery dates are estimates only and not a guarantee of delivery or installation dates.

I understand that my account is subject to a 1.5% monthly finance charge (18% annually/\$5.00 minimum monthly) for any invoice past due by 30 days or more. I understand that Lee Glass & Window, LLC may pursue legal action against me should I be delinquent on an account, and that I may be responsible for attorney fees/collection fees should such an action take place. Federal and State building codes require "safety glazing" materials in some applications. It is the purchasers responsibility to specify each unit that requires "safety glazing". These terms supersede any other agreement. CUSTOMER WILL PAY CORRECT SALES TAX SPECIFIC TO THEIR PROJECT REGARDLESS OF WHAT IS LISTED ON THIS QUOTE. APPLIED WINDOW TINT VOIDS ALL WARRANTIES.



# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 27 - PA Wing PR 01 Steel Modification

**Owner Contingency Modification : #** 27

**Date:** 01/22/2025 **Date Required:**

**Description of Work:** The following scope of work is included in the PCO:

1. Provide and install steel tubes at curtain wall as outlined and detailed in PA Wing PR 01.

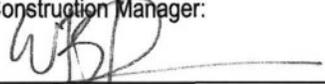
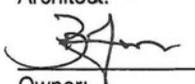
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 27 - PA Wing PR 01 Steel Modification	0.00	LS	0.00	- 11,750.0	0.0	0.00	- 11,750.00	
2 : Bennett Steel	0.00	LS	0.00	11,750.0	0.0	0.00	11,750.00	

Total Change Amount: 0.00

Notes:

**Approved By:**

  
 Construction Manager: \_\_\_\_\_ Date: 1/23/2025  
  
 Architect: \_\_\_\_\_ Date: 01/28/2025  
  
 Owner: \_\_\_\_\_ Date: 2/3/25



Bennett Steel Inc.  
2210 Industrial Rd  
Sapulpa, OK 74066  
Phone: 918-227-2564  
Fax: 918-227-3948

Date : 1/6/2025  
Page 1 of 1  
**CO #: 6**  
Job #: 24079

Stillwater High School

Job Location: Stillwater, OK

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### Change Order Request

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**To: Shawn Vick**  
Willowbrook Construction Services  
410 W. Franklin Lane  
Stillwater, OK 74075  
Phone: 580-235-5460

CO #6 - PR01 (PA Wing)

---

Change Requested By:

Sent Via: E-mail

**Description of Change:**

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Fabricate, deliver, and install steel associated with PR01 changes.

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The change will cause an increase of \$11,750.00 to the contract amount.

A signature below indicates acceptance of all changes shown herein. Any work associated with this change will begin upon receipt of a signed copy of this C.O. in our office.

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Accepted By

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Bennett Steel Inc.

**Estimate Summary**

Estimate Date: 1/6/2025

Estimate #: 22022-79-PR01

Recipient Information											
Company:						Phone:					
Contact:						Fax:					
Estimate Job Site Information											
Estimate Name: Stillwater High School - PA Wing						Erector Estimate #:					
Location:						Tax Exempt:					
County:						Dist. From Shop: 0					
Group Name:						Site Completion:					
Group Name 2:						Liq. Damages:					
« MATERIALS »	Item	Qty/Weight	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total	
	Fabricated Materials:	2,994	\$1,994	0.0%	\$0	0.0%	\$0	15.0%	\$299	\$2,293	
	Drop (5%):	150	\$99	0.0%	\$0	0.0%	\$0	15.0%	\$15	\$114	
	Weld Material:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Shop Bolts:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Field Bolts:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Welded Studs:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Buyouts:		\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Inbound Freight:		\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	<b>Material Subtotal:</b>	<b>2,994</b>	<b>\$2,093</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>15.0%</b>	<b>\$314</b>	<b>\$2,407</b>	
	Sand/Shot:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Total for (2) Paint Systems:	6	\$129	0.0%	\$0	0.0%	\$0	15.0%	\$19	\$148	
	Galvanizing:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Galvanizing Freight:		\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	<b>Coating Subtotal:</b>		<b>\$129</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>15.0%</b>	<b>\$19</b>	<b>\$148</b>	
<b>Coating &amp; Material Subtotal:</b>		<b>\$2,222</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>15.0%</b>	<b>\$333</b>	<b>\$2,555</b>		
Material Taxes: 0.0%		\$0		\$0		\$0		\$0	\$0		
<b>MATERIAL TOTAL:</b>		<b>\$2,222</b>		<b>\$0</b>		<b>\$0</b>		<b>\$333</b>	<b>\$2,555</b>		
« LABOR »	Item	Rate	Hours	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total
	Shop	\$65.00	14	\$910	0.0%	\$0	0.0%	\$0	15.0%	\$137	\$1,047
	Detailing Labor	\$60.00	20	\$1,200	0.0%	\$0	0.0%	\$0	15.0%	\$180	\$1,380
	Galv. Prep Labor:			\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	<b>Labor Subtotal:</b>		<b>34</b>	<b>\$2,110</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>15.0%</b>	<b>\$317</b>	<b>\$2,427</b>
Labor Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
<b>LABOR TOTAL:</b>			<b>\$2,110</b>		<b>\$0</b>		<b>\$0</b>		<b>\$317</b>	<b>\$2,427</b>	
« SUBCONTRACTS »	Item	Qty/Weight	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total	
	Detailing:		\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Joists:			0.0%		0.0%		15.0%			
	Deck:			0.0%		0.0%		15.0%			
	Grating:			0.0%		0.0%		15.0%			
	Enter Sub-out Item:			0.0%		0.0%		15.0%			
	Enter Sub-out Item:			0.0%		0.0%		15.0%			
	Enter Sub-out Item:			0.0%		0.0%		15.0%			
	Enter Sub-out Item:			0.0%		0.0%		15.0%			
	Enter Sub-out Item:			0.0%		0.0%		15.0%			
<b>Sub-out Subtotal:</b>	<b>0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>15.0%</b>	<b>\$0</b>	<b>\$0</b>		
Sub-out Taxes: 0.0%			\$0		\$0		\$0		\$0		
<b>SUB-OUT TOTAL:</b>			<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		
<b>Supply Only Subtotal:</b>			<b>\$4,332</b>		<b>\$0</b>		<b>\$0</b>		<b>\$650</b>	<b>\$4,982</b>	
Supply Only Taxes: 0.0%			\$0		\$0		\$0		\$0		
<b>SUPPLY ONLY TOTAL:</b>			<b>\$4,332</b>		<b>\$0</b>		<b>\$0</b>		<b>\$650</b>	<b>\$4,982</b>	
Jobsite Freight:	1	\$500	0.0%	\$0	0.0%	\$0	15.0%	\$75	\$575		
LTL/Other Freight: :			0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0		
<b>DELIVERED TOTAL:</b>			<b>\$4,832</b>		<b>\$0</b>		<b>\$0</b>		<b>\$725</b>	<b>\$5,557</b>	
« JOBSITE »	Item	Rate	Qty/Weight	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total
	Erecting Labor:	\$86.00	51	\$4,386	0.0%	\$0	0.0%	\$0	15.0%	\$658	\$5,044
	Erection:			\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	Equipment			\$1,000	0.0%	\$0	0.0%	\$0	15.0%	\$150	\$1,150
	Enter Job Site Item:				0.0%		0.0%		15.0%		
Enter Job Site Item:				0.0%		0.0%		15.0%			
<b>Job Site Subtotal:</b>			<b>\$5,386</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>15.0%</b>	<b>\$808</b>	<b>\$6,194</b>	
Job Site Taxes: 0.0%			\$0		\$0		\$0		\$0		
<b>JOB SITE TOTAL:</b>			<b>\$5,386</b>		<b>\$0</b>		<b>\$0</b>		<b>\$808</b>	<b>\$6,194</b>	
<b>ERECTED SUBTOTAL:</b>			<b>\$10,218</b>		<b>\$0</b>		<b>\$0</b>		<b>\$1,533</b>	<b>\$11,750</b>	
Tax on Everything: 0.0%			\$0		\$0		\$0		\$0		
<b>GRAND TOTAL:</b>			<b>\$10,218</b>		<b>\$0</b>		<b>\$0</b>		<b>\$1,533</b>	<b>\$11,750</b>	
<b>AS BID DETAILS:</b>	<b>2994</b>	<b>Lbs.</b>				<b>11,750</b>					

**Estimage Averages - Margin**



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent  
**DATE:** February 11, 2025

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**AGENDA ITEM: 40**

Consider and Vote to Approve Service Order No. 24 for SPS Bond 2023 High School Phase I Project

**BOARD ACTION REQUESTED:**

Vote to Approve Service Order No. 24 for SPS Bond 2023 High School Phase I Project

**BACKGROUND INFORMATION:**

The Architect will provide continued pre-planning professional services to assist with Franklin and Boomer Road intersection improvements, west high school entry revisions, sidewalk extension from new high school to existing football stadium, and off-site existing fire hydrant line extensions for the New High School site.



# AIA<sup>®</sup> Document B221<sup>™</sup> – 2018

## **Service Order** for use with Master Agreement Between Owner and Architect

**SERVICE ORDER** number 24 made as of the eleventh day of February in the year two thousand and twenty-five

**BETWEEN** the Owner:  
(Name, legal status, address, and other information)

Independent School District No. 16 of Payne County, Oklahoma  
314 South Lewis Street  
Stillwater, Oklahoma 74074

and the Architect:  
(Name, legal status, address, and other information)

505 Architects LLC  
1631 South Delaware Avenue  
Tulsa, Oklahoma 74104

for the following **PROJECT**:  
(Name, location, and detailed description)

SPS Bond 2023 High School Phase 1  
Franklin and Boomer Road intersection improvements, west high school entry revisions,  
sidewalk extension from new high school to existing football stadium, and off-site existing  
fire hydrant line extensions for the new High School Site.

### **THE SERVICE AGREEMENT**

This Service Order, together with the Master Agreement between Owner and Architect dated the  
(Paragraphs deleted)  
thirteenth day of April in the year two thousand and twenty-one  
form a Service Agreement.

The Owner and Architect agree as follows.

### **ADDITIONS AND DELETIONS:**

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

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

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121<sup>™</sup>-2018, Standard Form of Master Agreement Between Owner and Architect

## TABLE OF ARTICLES

1	INITIAL INFORMATION
2	SERVICES UNDER THIS SERVICE ORDER
3	DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
4	COMPENSATION
5	INSURANCE
6	PARTY REPRESENTATIVES
7	ATTACHMENTS AND EXHIBITS

### ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

1.1.1 At the new High School site easement closure/vacation for site utilities as required by the City of Stillwater and splitting of the existing lot to create a separate lot along the existing adjacent trail and flood zone.

1.1.2 Architect's Consultants for Basic and Additional Services include:  
Civil Engineers: Gose & Associates, Stillwater OK

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

### ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

#### § 2.1.1 Basic Services

*(Paragraph deleted)*

Phase 711 TIA Revision and Fire Hydrant Waterline Extension

Civil Engineering associated with Franklin and Boomer Road intersection improvements, west high school entry revisions, additional crosswalk and concrete sidewalk extension from new high school parking to existing football stadium, and off-site existing fire hydrant line extension for the new High School Site. These revisions are in response to City of Stillwater permit review comments and additional requirements for the Project.

#### § 2.1.2 Additional Services

*(Paragraph deleted)*

### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

July 2024

**.2 Substantial Completion date:**

June 2026

**ARTICLE 4 COMPENSATION**

**§ 4.1** For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

*(Paragraphs deleted)*

Compensation for the following shall be a fixed fee compensation and will be billed monthly based on percentage of completion plus reimbursable expenses as follows:

*(Paragraphs deleted)*

Phase 711 TIA Revision and FH Waterline Extension                      Fixed    \$17,250.00 plus reimbursable expenses per Section 4.3

**§ 4.2** For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

*(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect’s Services document, list the exhibit below.)*

The Architect shall endeavor to provide a fixed fee for Additional Services when a scope of services can be clearly defined. In all instances, the Architect shall notify the Owner in writing of the need for Additional Services. If a scope of Work cannot be clearly defined, upon written approval from the Owner the Architect shall perform the Work on an hourly basis until such a time as the scope of Work can be defined and a fixed fee can be established.

Hourly billing rates at the time of this Agreement are set forth as follows:

**505 Architects LLC**

Principal	\$200	Architect	\$185
Project Manager	\$195	Architectural Intern	\$140
Interior Designer	\$175	Administrative	\$90

**Gose & Associates**

Engineer 7-9	\$180 - \$190	CAD Tech	\$100-\$140
Engineer 1-4	\$135 - \$155	Administrative	\$50
Designer	\$145 - \$155		

**§ 4.3** For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

*(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect’s Services document, list the exhibit below.)*

Reimbursable Expenses are estimated to not exceed \$2,000.00.

The Purchase Order should be written for an amount to include Basic Services, Additional Services, and an allowance for Reimbursable Expenses.

**§ 4.4** When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner’s most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner’s budget for the Cost of the Work.

**ARTICLE 5 INSURANCE**

**§ 5.1** Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:

*(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)*

*(Table deleted)*

*(Paragraphs deleted)*

**ARTICLE 6 PARTY REPRESENTATIVES**

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:

Assistant Superintendent of Operations  
Bo Gamble  
Stillwater Public Schools  
314 South Lewis Street  
Stillwater, Oklahoma 74074

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:

Brian Thomas, AIA, RID, LEED AP  
Principal  
505 Architects LLC  
1631 South Delaware Avenue  
Tulsa, Oklahoma 741014

**ARTICLE 7 ATTACHMENTS AND EXHIBITS**

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;

*(Paragraphs deleted)*

This Service Order entered into as of the day and year first written above.

\_\_\_\_\_  
**OWNER** *(Signature)*

\_\_\_\_\_  
Dr. Marshall Baker School Board President  
*(Printed name and title)*

  
\_\_\_\_\_  
**ARCHITECT** *(Signature)*

\_\_\_\_\_  
Brian Thomas, AIA, RID, LEED AP Principal  
*(Printed name, title, and license number, if required)*



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Rob Lamecker, Director of Facilities  
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent  
**DATE:** February 11, 2025

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**AGENDA ITEM: 4P**

Consider and Vote to Declare District Equipment Surplus

**BOARD ACTION REQUESTED:**

Vote to Declare District Equipment Surplus

**BACKGROUND INFORMATION:**

Periodically, the district collects items with some residual value that are no longer needed or wanted and must be declared surplus to allow space for other needed items.

A complete list of these items is attached.

Upon approval, items declared as surplus will be disposed of according to state law and district policy.

<b>Quantity</b>	<b>Make</b>	<b>Model</b>	<b>Description</b>	<b>SPS Tag</b>	<b>Serial Number</b>
1	Anywhere Cart	N/A	Chromebook Cart	N/A	AC-PLUS-6172
1	Anywhere Cart	N/A	Chromebook Cart	36809	AC-PLUS-36653
1	Anywhere Cart	N/A	Chromebook Cart	28071	AC-PLUS-37056
1	Anywhere Cart	N/A	Chromebook Cart	28594	AC-PLUS-2304
1	Anywhere Cart	N/A	Chromebook Cart	24635	AC-PLUS-2296
1	Anywhere Cart	N/A	Chromebook Cart	N/A	N/A



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent  
**DATE:** February 11, 2025

---

**AGENDA ITEM: 5A**

Consider Approval of Certificate of Substantial Completion for SPS High School Roof Replacements Project.

**BOARD ACTION REQUESTED:**

Vote to Approve Certificate of Substantial Completion for SPS High School Roof Replacements Project.

**BACKGROUND INFORMATION:**

Attached is the Certificate of Substantial Completion and Punch List for Stillwater Public Schools High School Roof Replacements Project. The work identified has been reviewed by the architect and found to be substantially complete in accordance with the contract documents so that the Owner can occupy and utilize the spaces for their intended use. The date of substantial completion of the project, or portion designated, is also the date of commencement of applicable warranties, except those items listed in the attached punch lists. The contractor has 30 days from the date of substantial completion to complete the punch list items, and commencement of those warranties will begin with the date of issuance of final payment.



# AIA® Document G704® – 2017

## Certificate of Substantial Completion

**PROJECT:** *(name and address)*

SPS High School Roof Replacements  
1224 N. Husband Street  
Stillwater, Oklahoma 74075

**CONTRACT INFORMATION:**

Contract For: General Construction  
Date: 7/09/2024

**CERTIFICATE INFORMATION:**

Certificate Number: 01  
Date: 01/23/2025

**OWNER:** *(name and address)*

Independent School District No. 16 of  
Payne County of Oklahoma  
314 South Lewis Street  
Stillwater, Oklahoma 74074

**ARCHITECT:** *(name and address)*

505 Architects LLC  
  
1631 S. Delaware Avenue  
Tulsa, Oklahoma 74104

**CONTRACTOR:** *(name and address)*

Next Level Roofing.  
  
6515 E 153<sup>rd</sup> Street South  
Bixby, Oklahoma 74008

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

*(Identify the Work, or portion thereof, that is substantially complete.)*

Entire roof project.

505 Architects LLC  
**ARCHITECT** *(Firm Name)*

  
**SIGNATURE**

Brian Thomas, AIA,  
LEED AP; Principal  
**PRINTED NAME AND TITLE**

01/22/2025  
**DATE OF SUBSTANTIAL COMPLETION**

**WARRANTIES**

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

*(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*

One-year period for correction of the Work

**WORK TO BE COMPLETED OR CORRECTED**

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

*(Identify the list of Work to be completed or corrected.)*

Refer to attached Punch Lists dated 01.22.2025

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$5,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

*(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)*

Owner

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Next Level Roofing

**CONTRACTOR** (*Firm Name*)

Independent School District  
No. 16 of Payne County of  
Oklahoma

**OWNER** (*Firm Name*)



**SIGNATURE**

Skyler Bates, Owner

**PRINTED NAME AND TITLE**

1/23/25

**DATE**

Dr. Marshall Baker; Board  
of Education President

**PRINTED NAME AND TITLE**

**DATE**

Project Name Stillwater High School Roof Replacements

Project No. R24004

Punch Date: 1/22/2025 Jeff Thomas, 505 Architects LLC, Rob Lamecker, Larin Davis - SPS, Skyler Bates - Next Level Roofing

Room Number	Room Name	Description
<b>General Comments</b>		
		Clean all debris off PAC roofs and recheck other roofs for debris. Misc debris. Jacket, misc material, etc.
		Provide letter for PAC existing roof drain collar inspections and attachments
<b>PAC</b>		
	Lower Roof	Connect condensate piping to units. (2 lines were not connected)
	Lower Roof	Install roof drain cage cover at SW drain.
	Men's Restroom	Two interior lights are not working over the toilet partitions.
	Women's Restroom	Ceiling wallboard tape is cracking and is noticeable. Repair drywall ceiling.
	Orchestra Room (PAC-2)	Repair trim at bottom of acoustical wall panel at NW corner.
	Orchestra Room (PAC-2)	Repair damaged ceiling tiles in NW corner.
	Mechanical Room by Drama Black Box	Install missing acoustical ceiling tiles.
<b>Field House</b>		
	Lower Roof	Condensate piping on East unit is not installed correctly.

*SPS BOND 2023  
PROJECTS REPORT  
02.11.2025*



# *SPS OES TRANSPORTATION IMPROVEMENTS*

SPS OES Phase 2 Transportation Improvements to allow SPS Transportation Department to relocate to OES. Scope of the improvements include office/administration area, bus maintenance area, and new bus parking area. Project is under construction.

- Construction is scheduled to be completed late July 2025.
- Planning and Zoning: ROW (Right of Way) Closure is scheduled for City Council on 2/4 for approval.
- Interior Renovation Work is ongoing and demolition is completed, and metal stud framing, and underground plumbing is in progress.
- Earthwork for the bus parking area is schedule to begin the week of February 10<sup>th</sup>.

# *SPS OES TRANSPORTATION IMPROVEMENTS*



INTERIOR OFFICE AREA FRAMING

# *DEFERRED MAINTENANCE PROJECTS*

SPS Sangre Ridge and Middle School and Roof and HVAC Improvements and the SPS HS Field House and PAC HVAC Projects are under Construction.

- Construction is scheduled to be completed end of July 2025.
- 505 Architects has received and reviewed the roofing submittals.
- American Roofing is assembling the mechanical submittals to submit for review and is working to confirm delivery dates for materials and equipment to coordinate construction sequencing with each of the sites.

# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*

- Owner, Architect, and Constructor (OAC) meetings are scheduled for every two weeks to review construction progress.
- Phase 1 Building Permit: SPS and 505 Architects received on 12/26 a TIA Conditional Approval letter from the City. It is anticipated to have the full building permit for Phase 1 by February.
- Construction is proceeding under a conditional building permit that allows all construction to proceed except for activities within active utility easements that are currently in the process of being vacated.
- 505 Architects continues to received Submittals from Willowbrook for various systems and materials and is currently reviewing.
- 505 Architects is coordinating various furniture samples for in-classroom testing by SPS HS teachers and students as we begin finalization of furniture selections this Spring for bidding of the FF&E late summer 2025.

# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

## SITE WORK ACCOMPLISHED LAST MONTH

Site storm water and sanitary sewer are in progress

Demolition and grading of the approaches off Franklin Lane

Primary electrical service inspections and backfill

## SITE WORK UPCOMING NEXT TWO WEEKS

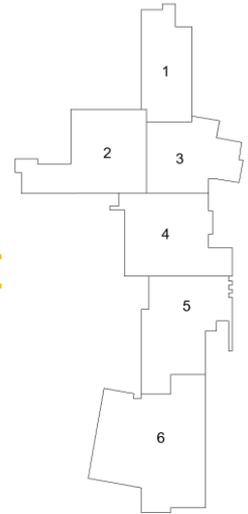
Cimarron Plaza remaining demolition begins on 2/17

Formwork, rebar and concrete installation of the approaches off Franklin Lane

Site storm water and sanitary sewer are in progress

Tie-ins of building roof drain lines to storm line

SITE



# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*



JANUARY 2025



FEBRUARY 2025

# *HS PHASE 1 AND 2 - CONSTRUCTION PHASE*



EXTERIOR SYSTEMS MOCK-UP

# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

## AREA 1 WORK ACCOMPLISHED LAST MONTH

Exterior waterproofing is in progress

Overhead HVAC duct installation completed on 1<sup>st</sup> floor; 2<sup>nd</sup> floor is in progress

Overhead plumbing is in progress

Overhead electrical is complete

Interior framing is complete

Interior wall MEP rough-in is in progress

Roofing is in progress

## AREA 1 WORK UPCOMING NEXT TWO WEEKS

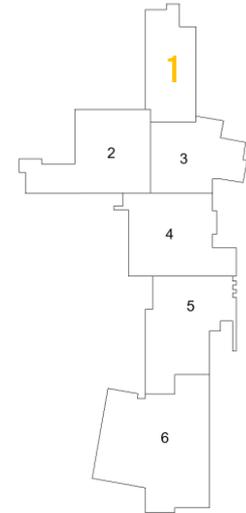
Complete roofing (weather permitting)

Complete exterior waterproofing (weather permitting)

Complete in-wall MEP rough-in

Begin window installation

Begin sheetrock installation



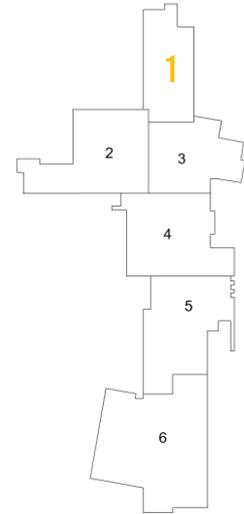
# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



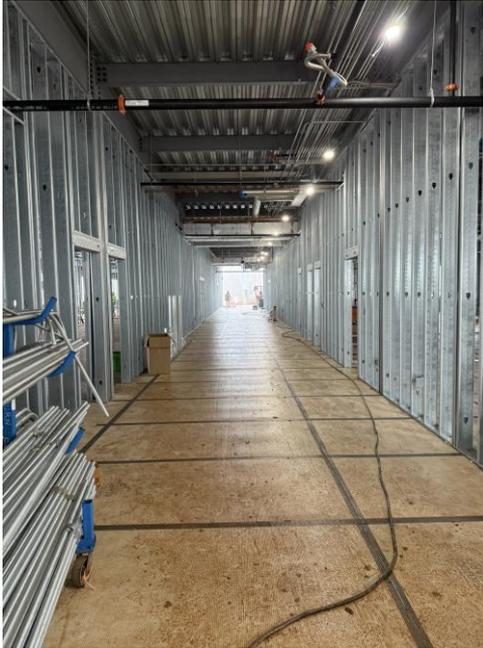
AREA 1 – NW EXTERIOR WATERPROOFING



AREA 1 - ROOF



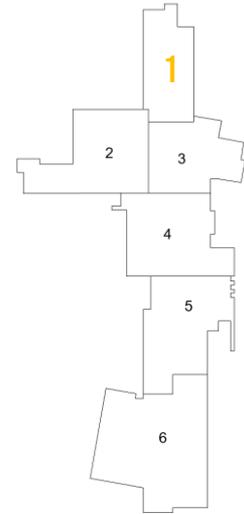
# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 1 – 1<sup>ST</sup> FLOOR SCIENCE HALLWAY



AREA 1 – 1<sup>ST</sup> FLOOR SCIENCE LAB



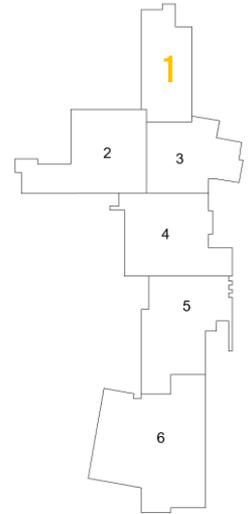
# HS PHASE 1 AND 2 - CONSTRUCTION PHASE



AREA 1 - 1ST FLOOR SCIENCE HALLWAY



AREA 1 - 1ST FLOOR SCIENCE WING CLASSROOM



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

## AREA 2 WORK ACCOMPLISHED LAST MONTH

Precast panel erection is in progress

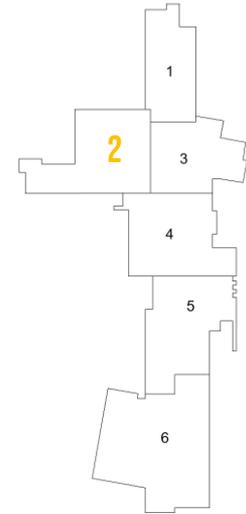
## AREA 2 WORK UPCOMING NEXT TWO WEEKS

Pour storm shelter concrete roof deck

Pour storm shelter slab on grade

Progress on precast panel erection

Begin structural steel erection



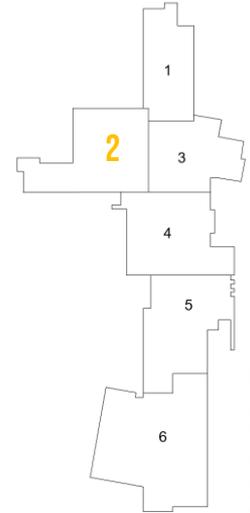
# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 2 – EXERIOR PRECAST SOUTH WALLS



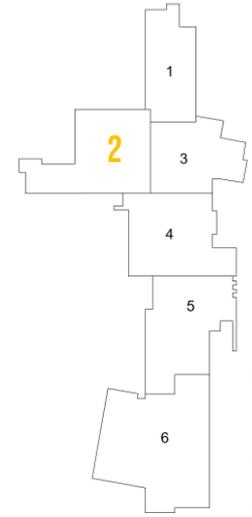
AREA 2 – EXTERIOR PRECAST SOUTH WALL



# HS PHASE 1 AND 2 - CONSTRUCTION PHASE



AREA 2 - ICC 500 STORM SHELTER - GYM



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

## AREA 3 WORK ACCOMPLISHED LAST MONTH

Exterior framing and sheathing complete

Overhead electrical is in progress

Overhead sprinkler rough-in is in progress

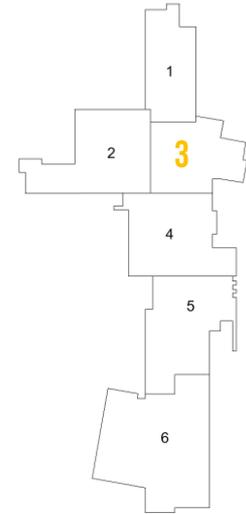
Roofing is in progress

## AREA 3 WORK UPCOMING NEXT TWO WEEKS

Begin all overhead MEP rough-in

Begin interior framing

Begin sheetrock installation



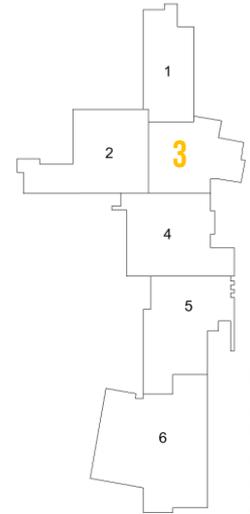
# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 3 – VISUAL ARTS WING SCULPTURE CLASSROOM



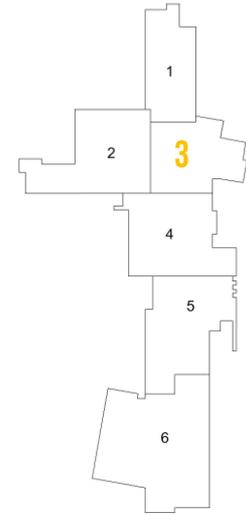
AREA 3 – VISUAL ARTS WING EXTERIOR



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 3 – VISUAL ARTS WING ART CLASSROOM



# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*

## AREA 4 WORK ACCOMPLISHED LAST MONTH

Steel erection is complete

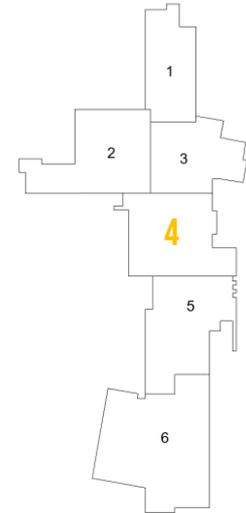
Joist and deck is complete

Precast panel erection is complete

## AREA 4 WORK UPCOMING NEXT TWO WEEKS

Exterior wall framing is in progress

2<sup>nd</sup> floor metal deck preparation for concrete slab



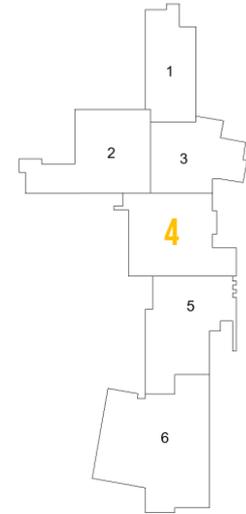
# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 4 – ADMINISTRATION / BUILDING ENTRY



AREA 4 – ADMINISTRATION PRECAST WINDOW OPENING



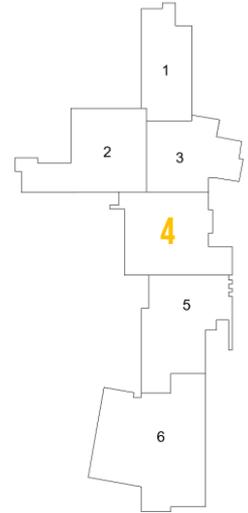
# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 4 – STUDENT CENTER



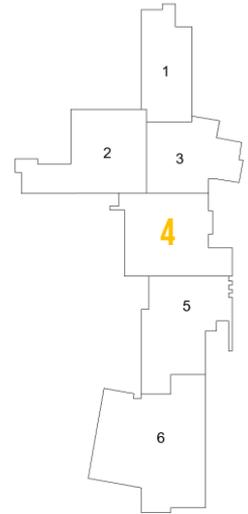
AREA 4 – ADMINISTRATION AREA



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 4 – ADMINISTRATION / STUDENT CENTER



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

## AREA 5 WORK ACCOMPLISHED LAST MONTH

South half of slab on grade has been poured

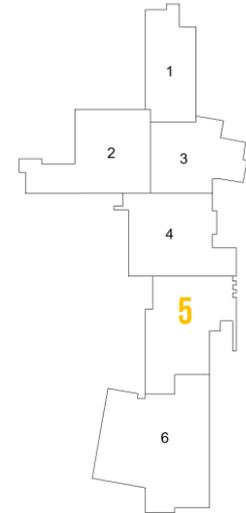
Electrical service underground routing

2<sup>nd</sup> floor decking

## AREA 5 WORK UPCOMING NEXT TWO WEEKS

Joist and deck install

2<sup>nd</sup> floor decking



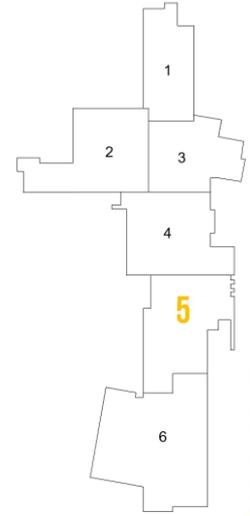
# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 5 – KITCHEN, SERVICE AREAS, AND CLASSROOMS SLAB



AREA 5 – BUILDING ELECTRICAL SERVICE



# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*

## AREA 6 WORK ACCOMPLISHED LAST MONTH

Underground plumbing is in progress

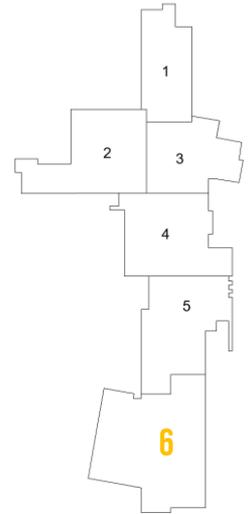
East half of grade beams poured

## AREA 6 WORK UPCOMING NEXT TWO WEEKS

West half of grade beams poured

Complete underground plumbing

Pour slab on grade



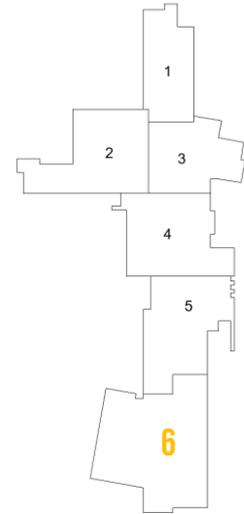
# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 6 – GRADE BEAMS



AREA 6 – GRADE BEAMS





STILLWATER PUBLIC SCHOOLS





**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** February 11, 2025

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**AGENDA ITEM:**  
Treasurer's Report

**BOARD ACTION REQUESTED:**  
Consider and Vote to approve Treasurer's report (which includes the monthly Bond Expenditures and Revenues Report) as of February 1, 2025

**BACKGROUND INFORMATION:**  
The Treasurer's Report is a monthly report is highlighting changes to existing Purchase Orders and activity thru February 1, 2025.

The monthly Bond Expenditures and Revenues Report for January 2025 provides an overview of the General Obligation Bond Issue approved on February 14, 2017 (Bond 31) and the General Obligation Bond Issue approved on February 14, 2023 (Bond 32).

## Stillwater Springs Public Schools Revenue Summary

As of 1/14/25

### GENERAL FUND (11)

#### LOCAL SOURCES OF REVENUES:

	ACTUAL AS OF 1/31/2025	EON and FORM 307/308 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
1110 Property Taxes Current Year	\$ 10,906,470.80	\$ 18,371,856.00		59.37%
1120 Property Taxes Prior Year	\$ 318,425.46	\$ -		N/A
1130 Revenue In Lieu of Taxes (& 1190)	\$ 10,557.35	\$ -		N/A
1300 Interest Earnings	\$ 406,375.55	\$ 500,000.00		81.28%
1400 Total Rentals, Disposals and Commissions	\$ 3,242.50	\$ -		N/A
1500 Total Reimbursements	\$ 536,428.93	\$ -		N/A
1600 District Services	\$ 840.00	\$ -		N/A
<b>TOTAL LOCAL SOURCES OF REVENUE</b>	<b>\$ 12,182,340.59</b>	<b>\$ 18,871,856.00</b>		<b>64.55%</b>

#### INTERMEDIATE SOURCES OF REVENUES:

2100 County 4 Mill Ad Valorem Tax	\$ 1,329,462.44	\$ 2,548,083.45		52.17%
2200 County Apportionment (Mortgage Tax)	\$ 173,244.69	\$ 239,332.33		72.39%
2300 Resale of Property	\$ -	\$ -		N/A
<b>TOTAL INTERMEDIATE SOURCES OF REVENUE</b>	<b>\$ 1,502,707.13</b>	<b>\$ 2,787,415.78</b>		<b>53.91%</b>

#### STATE SOURCES OF REVENUES:

3110 Gross Production Tax	\$ 97,680.41	\$ 209,354.26		46.66%
3120 Motor Vehicle Collections	\$ 1,349,985.82	\$ 2,574,267.61		52.44%
3130 Rural Electric Cooperative Tax	\$ 126,070.12	\$ 202,375.65		62.30%
3140 State School Land Earnings (State Apportionment)	\$ 597,491.30	\$ 1,018,605.80		58.66%
3150 Vehicle Tax Stamp	\$ 8,788.08	\$ 4,430.51		198.35%
3160 Farm Implement	\$ 2,087.02	\$ 2,951.23		70.72%
3190 Other Dedicated Revenue	\$ -	\$ -		N/A
3210 Foundation And Salary Incentive Aid	\$ 10,199,831.74	\$ 18,135,196.85		56.24%
3250 State Flexible Benefit Allowance	\$ 2,803,245.50	\$ 5,207,414.49		53.83%
3310 Alt Ed, Statewide Prog. (388)	\$ 87,237.14	\$ 185,000.00		47.16%
3412 National Board Bonus	\$ -	\$ 80,000.00		0.00%
3415 Reading Sufficiency Act (367)	\$ 149,310.36	\$ 80,000.00		186.64%
3420 State Textbook (333)	\$ 390,019.50	\$ 382,809.65		101.88%
3440 Drivers Education	\$ -	\$ -		N/A
3470 Advanced Placement	\$ -	\$ -		N/A
3620 State Land Reimburse	\$ -	\$ -		N/A
3690 Other State Sources (190, 361, 362, 376, 377)	\$ 452,234.34	\$ 636,734.64		71.02%
3811 ODCTE Salary Supplement (411)	\$ 31,730.00	\$ 63,460.00		50.00%
3812 ODCTE Program Assistance (412, 421)	\$ 89,874.00	\$ 179,750.00		50.00%
3879 High Schools That Work	\$ -	\$ -		N/A
3892 OK Education Lottery Fund (469)	\$ -	\$ -		N/A
<b>TOTAL STATE SOURCES OF REVENUE</b>	<b>\$ 16,385,585.33</b>	<b>\$ 28,962,350.69</b>		<b>56.58%</b>

#### FEDERAL SOURCES OF REVENUES:

4140 Title 7, Indian Ed. (561)	\$ 61,379.64	\$ 147,493.00		41.62%
4210 Title 1A (511, 515 & 518)	\$ 6,255.38	\$ 1,333,938.20		0.47%
4271 Title 2 (541)	\$ -	\$ 254,516.30		0.00%
4281 Title 3 ELL (571, 572)	\$ -	\$ 56,885.64		0.00%
4310 IDEA Basic (615, 618, 621)	\$ 553,212.87	\$ 1,507,129.39		36.71%
4340 IDEA Preschool (641)	\$ 20,070.74	\$ 34,560.23		58.07%
4442 Title 4 Part A (551, 552)	\$ -	\$ 113,137.10		0.00%
4470 Title V RLIS (587)	\$ -	\$ 158,753.55		0.00%
4480 McKinney Vinto Homeless Title IX (596)	\$ -	\$ 87,911.61		0.00%
4550 Johnson-O'Malley Program	\$ -	\$ -		N/A
4580 Medicaid Reimbursement (697, 698)	\$ 54,412.72	\$ -		N/A
4689 Misc Sources of Fed Rev (722, 723, 793, 795, 796, 797, 799)	\$ 4,273,152.95	\$ 4,217,284.46		101.32%
4821 Carl Perkins, Vocational and Applied Tech	\$ -	\$ -		N/A
<b>TOTAL FEDERAL SOURCES OF REVENUE</b>	<b>\$ 4,968,484.30</b>	<b>\$ 7,911,609.48</b>		<b>62.80%</b>

5000 Non Revenue Receipts	\$ -	\$ -		N/A
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<b>TOTAL REVENUES</b>	<b>\$ 35,039,117.35</b>	<b>\$ 58,533,231.95</b>		<b>59.86%</b>
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6000 Prior Year Fund Balance Forward	\$ 2,549,805.63	\$ 2,549,805.63		100.00%
6140 Estopped Warrants	\$ -	\$ -		
6200 Inter-Fund Transfers via Form 308	\$ 2,082,147.93	\$ 2,082,147.93		100.00%

<b>TOTAL ALL SOURCES OF REVENUE</b>	<b>\$ 39,671,070.91</b>	<b>\$ 63,165,185.51</b>		<b>62.81%</b>
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## Stillwater Public Schools Expenditures Summary

As of 1/14/25

GENERAL FUND (11)	ACTUAL AS OF 1/31/2025	EON and FORM 307 BUDGET FY 2024-2025	PERCENTAGE SPENT
	0000 Non-Categorical	\$ 14,664.29	\$ -
1000 Instruction	<b>\$ 16,052,162.55</b>	<b>\$ 35,577,904.72</b>	<b>45.12%</b>
<b>SUPPORT SERVICES:</b>			
2100 Tech Repair	\$ 9,267.36	\$ -	N/A
2110 Attendance and Social Work Services	\$ 170,254.77	\$ 482,711.91	35.27%
2120 Guidance Services	\$ 1,053,696.75	\$ 2,288,500.00	46.04%
2130 Health Services	\$ 508,429.60	\$ 963,000.00	52.80%
2140 Psychological Services	\$ 347,748.79	\$ 821,000.00	42.36%
2150 Speech Pathology and Audiology Services	\$ 359,867.81	\$ 930,110.18	38.69%
2170 Physical Therapy	\$ 86,779.85	\$ 160,000.00	54.24%
2180 Visually Impaired Services	\$ 769.16	\$ 500.00	153.83%
2190 Other Student Services	\$ 581,083.57	\$ 1,717,018.96	33.84%
<b>2100 Total Student Support Services</b>	<b>\$ 3,117,897.66</b>	<b>\$ 7,362,841.05</b>	<b>42.35%</b>
2210 Improvement of Instructional Services	\$ 721,451.16	\$ 1,273,857.85	56.64%
2220 Educational Media Services	\$ 457,709.48	\$ 986,000.00	46.42%
2230 Instruction Technology	\$ 114,718.24	\$ 191,000.00	60.06%
2240 Student Assessment	\$ -	\$ 9,400.00	0.00%
<b>2200 Total Support Services-Instructional Staff</b>	<b>\$ 1,293,878.88</b>	<b>\$ 2,460,257.85</b>	<b>52.59%</b>
2310 Board of Education Services	\$ 535,351.91	\$ 503,500.00	106.33%
2320 Office of Superintendent Services	\$ 593,955.23	\$ 986,000.00	60.24%
2330 Special Area Administration Services	\$ -	\$ -	N/A
2340 Other Administration Services	\$ 57,288.45	\$ 103,000.00	55.62%
<b>2300 Total Support Services-General Administration</b>	<b>\$ 1,186,595.59</b>	<b>\$ 1,592,500.00</b>	<b>74.51%</b>
2410 Office of the Principal Services	\$ 1,908,450.52	\$ 3,244,000.00	58.83%
2490 Other School Administration Services	\$ 187,216.22	\$ 320,000.00	58.51%
<b>2400 Total Support Services-School Administration</b>	<b>\$ 2,095,666.74</b>	<b>\$ 3,564,000.00</b>	<b>58.80%</b>
2510 Fiscal Services	\$ 424,847.86	\$ 1,438,000.00	29.54%
2520 Internal Services	\$ 135,798.14	\$ 311,000.00	43.66%
2530 Printing, Publishing and Duplicating Services	\$ -	\$ 13,700.00	0.00%
2540 Evaluation Services	\$ 21,504.00	\$ 51,000.00	42.16%
2560 Information Services	\$ 46,321.16	\$ 42,300.00	109.51%
2570 Personnel Services	\$ 383,952.86	\$ 612,600.00	62.68%
2580 Admin Tech Services	\$ 471,797.89	\$ 1,204,733.96	39.16%
<b>2500 Total Support Services-Business</b>	<b>\$ 1,484,221.91</b>	<b>\$ 3,673,333.96</b>	<b>40.41%</b>
2620 Operation of Building Services	\$ 3,051,770.53	\$ 3,700,135.93	82.48%
2630 Care and Upkeep of Grounds Services	\$ 86,960.56	\$ 70,000.00	124.23%
2640 Care and Upkeep of Equipment Services	\$ 47,214.59	\$ 75,000.00	62.95%
2650 Vehicle Operations & Maint Service	\$ 16,997.92	\$ 70,000.00	24.28%
2660 Security Services	\$ 167,986.88	\$ 435,835.92	38.54%
2670 Safety	\$ 12,845.81	\$ 69,500.00	18.48%
<b>2600 Total Operation and Maintenance of Plant Services</b>	<b>\$ 3,383,776.29</b>	<b>\$ 4,420,471.85</b>	<b>76.55%</b>
2720 Vehicle Operation and Maintenance	\$ 842,032.44	\$ 1,424,000.00	59.13%
2730 Monitoring Services	\$ 111,605.70	\$ 145,500.00	76.70%
2740 Vehicle Servicing and Maintenance	\$ 242,265.68	\$ 517,000.00	46.86%
<b>2700 Total Student Transportation Services</b>	<b>\$ 1,195,903.82</b>	<b>\$ 2,086,500.00</b>	<b>57.32%</b>
<b>TOTAL SUPPORT SERVICES</b>	<b>\$ 13,757,940.89</b>	<b>\$ 25,159,904.71</b>	<b>54.68%</b>
3120 Food PR & Dispensing Svc	\$ -	\$ -	N/A
3300 Community Services	\$ 128,089.87	\$ 228,500.00	56.06%
4400 Architectural Services	\$ -	\$ -	N/A
4720 Building Improvement Services	\$ 576,383.05	\$ 947,000.00	60.86%
5500 Tech Supplies	\$ 17,823.51	\$ -	N/A
5000 Fund Transfers, Correcting Entries	\$ -	\$ 35,000.00	0.00%
<b>Total Other Uses of Funds</b>	<b>\$ 722,296.43</b>	<b>\$ 1,210,500.00</b>	<b>59.67%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 30,547,064.16</b>	<b>\$ 61,948,309.43</b>	<b>49.31%</b>

## Stillwater Public Schools Revenue Summary

As of 1/14/25

### BUILDING FUND (21)

#### LOCAL SOURCES OF REVENUES:

	ACTUAL AS OF 1/31/2025	EON and FORM 307/308 BUDGET FY 2024-2025	PERCENTAGE RECEIVED
1110 Ad Valorem Tax Levy (Current)	\$ 1,558,529.73	\$ 2,625,279.48	59.37%
1120 Ad Valorem Tax Levy (Prior Years)	\$ 45,345.23	\$ -	N/A
1130 Revenue In Lieu of Taxes (& 1190)	\$ -	\$ -	N/A
1300 Total Earnings on Investments	\$ -	\$ -	N/A
1400 Rentals and Sales	\$ -	\$ -	N/A
1500 Insurance Loss Recovery and Reimbursements	\$ 1,333,339.20	\$ 1,133,698.61	117.61%
3000 State Revenue	\$ 143,320.42	\$ 353,372.43	40.56%
<b>TOTAL LOCAL SOURCES OF REVENUE</b>	<b>\$ 3,080,534.58</b>	<b>\$ 4,112,350.52</b>	<b>74.91%</b>
5000 Non Revenue Receipts	\$ -	\$ -	\$ -
6000 Prior Year Fund Balance Forward	\$ 2,934,295.98	\$ 2,934,295.98	100.00%
6200 Inter-Fund Tansfers via Form 308	\$ (2,082,147.93)	\$ (2,082,147.93)	100.00%
<b>TOTAL ALL SOURCES OF REVENUE</b>	<b>\$ 3,932,682.63</b>	<b>\$ 4,964,498.57</b>	<b>79.22%</b>

## Stillwater Public Schools Expenditures Summary

As of 1/14/25

### BUILDING FUND (21)

	ACTUAL AS OF 1/31/2025	307/308 BUDGET FY 2024-2025	PERCENTAGE SPENT
1000 Instruction	\$ -	\$ 2,220.00	0.00%
<b>SUPPORT SERVICES:</b>			
2100 Other Support Services-Student	\$ 4,180.16	\$ 28,400.00	14.72%
2400 Support Services-Office Of Principal and School Administration	\$ 6,866.44	\$ 18,000.00	38.15%
2500 Support Services-Business, Technology, Information and Tax	\$ 1,258.14	\$ 7,500.00	16.78%
2600 Operation and Maintenance of Plant Services	\$ 1,589,130.80	\$ 3,317,564.07	47.90%
<b>Total Operation and Maintenance of Plant Services</b>	<b>\$ 1,601,435.54</b>	<b>\$ 3,371,464.07</b>	<b>47.50%</b>
<b>OTHER USES OF FUNDS:</b>			
4200 Site Improvement Services	\$ -	\$ -	N/A
4300 Land Improvement Services	\$ -	\$ -	N/A
4400 Architecture and Engineering Services	\$ -	\$ -	N/A
4600 Building Acquisition and Construction Services	\$ -	\$ -	N/A
4700 Building Improvement Services	\$ -	\$ -	N/A
5100 Debt Service	\$ -	\$ 266,750.00	0.00%
5600 Correcting Entries	\$ -	\$ -	N/A
<b>Total Other Uses of Funds</b>	<b>\$ -</b>	<b>\$ 266,750.00</b>	<b>0.00%</b>
<b>TOTAL FISCAL YEAR BUDGET</b>	<b>\$ 1,601,435.54</b>	<b>\$ 3,635,994.07</b>	<b>44.04%</b>

## Stillwater Public Schools Revenue Summary

As of 1/14/25

CHILD NUTRITION FUND (22)	ACTUAL AS OF	EON and FORM	PERCENTAGE
	1/31/2025	307 BUDGET FY 2024-2025	RECEIVED
<b>LOCAL SOURCES OF REVENUES:</b>			
1710 Student Lunches	\$ 374,264.83	\$ 686,754.46	54.50%
1720 A La Carte Food	\$ 21,848.09	\$ 40,100.94	54.48%
1730-40 Adult Meals	\$ 2,647.76	\$ 4,839.10	54.72%
1760 Contract meals	\$ -	\$ -	N/A
1790-99 Other Revenue	\$ 62.37	\$ 27,025.48	0.23%
<b>TOTAL LOCAL SOURCES OF REVENUE</b>	<b>\$ 398,823.05</b>	<b>\$ 758,719.98</b>	<b>52.57%</b>
<b>STATE SOURCES OF REVENUES:</b>			
3250 State Flexible Benefit Allowance	\$ 149,173.61	\$ 283,724.72	52.58%
3720 State Matching	\$ 13,439.52	\$ 28,308.42	47.48%
<b>TOTAL STATE SOURCES OF REVENUE</b>	<b>\$ 162,613.13</b>	<b>\$ 312,033.14</b>	<b>52.11%</b>
<b>FEDERAL SOURCES OF REVENUES:</b>			
4705 Emergency Oper Costs Reimb-SBP/NSLP	\$ -	\$ -	N/A
4710 National School Lunch Program	\$ 691,457.87	\$ 1,410,214.69	49.03%
4720 School Breakfast Program	\$ 297,217.49	\$ 573,239.60	51.85%
4740 Summer Feeding Program	\$ 211,768.34	\$ 107,646.56	196.73%
4780 National School Lunch Eq Grant	\$ 23,967.61	\$ -	
<b>TOTAL FEDERAL SOURCES OF REVENUE</b>	<b>\$ 1,224,411.31</b>	<b>\$ 2,091,100.85</b>	<b>58.55%</b>
<b>TOTAL REVENUES</b>	<b>\$ 1,785,847.49</b>	<b>\$ 3,161,853.97</b>	<b>56.48%</b>
5000 Non Revenue Receipts	\$ -	\$ -	N/A
6000 Prior Year Fund Balance Forward	\$ 1,697,637.43	\$ 1,697,637.43	100.00%
<b>TOTAL ALL SOURCES OF REVENUE</b>	<b>\$ 3,483,484.92</b>	<b>\$ 4,859,491.40</b>	<b>71.68%</b>

## Stillwater Public Schools Expenditures Summary

As of 1/14/25

CHILD NUTRITION FUND (22)	ACTUAL AS OF	307 BUDGET	PERCENTAGE
	1/31/2025	FY 2024-2025	SPENT
<b>CHILD NUTRITION PROGRAM SERVICES:</b>			
3110 Food a la carte	\$ 65,257.27	\$ 93,000.00	70.17%
3120 Food Preparation and Dispensing	\$ 927,070.59	\$ 1,700,000.00	54.53%
3130 Food and Supplies Delivery Services	\$ 64,937.56	\$ 125,000.00	51.95%
3140 Other Direct Services	\$ 476,863.20	\$ 533,490.00	89.39%
3150 Food Procurement Services	\$ 764,140.60	\$ 1,320,000.00	57.89%
3155 Food Adult	\$ 9,145.13	\$ 9,000.00	101.61%
3160 Non Reimbursed Services	\$ 7,659.65	\$ 3,000.00	255.32%
3180 Nutrition Education	\$ 1,942.00	\$ 5,500.00	35.31%
3190 Other Child Nutrition Program Operations	\$ 126,059.86	\$ 70,000.00	180.09%
5000 Fund Transfers and Correcting Entry	\$ -	\$ 500.00	0.00%
7400 Workers Compensation	\$ -	\$ -	N/A
8900 Other Transfers	\$ -	\$ -	N/A
<b>Total Child Nutrition Services</b>	<b>\$ 2,443,075.86</b>	<b>\$ 3,859,490.00</b>	<b>63.30%</b>
<b>TOTAL FISCAL YEAR BUDGET</b>	<b>\$ 2,443,075.86</b>	<b>\$ 3,859,490.00</b>	<b>63.30%</b>

## Stillwater Public Schools Revenue Summary

As of 1/14/25

BOND FUNDS (31-39)	ACTUAL AS OF	EON and FORM 307	PERCENTAGE
	1/31/2025	BUDGET FY 2024-2025	
LOCAL SOURCES OF REVENUES:			
5112 Proceeds from Sale of Original Bonds	\$ -	\$ 14,100,000.00	0.00%
1310 Interest	\$ 438,801.13	\$ 760,000.00	57.74%
<b>TOTAL LOCAL SOURCES OF REVENUE</b>	<b>\$ 438,801.13</b>	<b>\$ 14,860,000.00</b>	<b>57.74%</b>
<b>TOTAL REVENUES</b>	<b>\$ 438,801.13</b>	<b>\$ 14,860,000.00</b>	<b>57.74%</b>
Prior Year Fund Balance Forward	\$ 24,285,497.61	\$ 24,285,497.61	100.00%
<b>TOTAL ALL SOURCES OF REVENUE</b>	<b>\$ 24,724,298.74</b>	<b>\$ 39,145,497.61</b>	<b>63.16%</b>

## Stillwater Public Schools Expenditures Summary

As of 1/14/25

BOND FUNDS (31-39)	ACTUAL AS OF	BUDGET	PERCENTAGE
	1/31/2025	FY 2024-2025	
1000 Instruction	\$ 25,787.62	\$ 200,000.00	12.89%
SUPPORT SERVICES:			
2100 Other Support Services-Student	\$ 339,208.87	\$ 100,000.00	339.21%
2210 Textbooks	\$ 45.74	\$ -	N/A
2220 Library Media Services	\$ -	\$ 100,000.00	0.00%
2230 Instruction Related Technology	\$ -	\$ 1,000,000.00	0.00%
2300 Board of Education Services	\$ -	\$ 5,000.00	0.00%
2340 Other General and Administrative Services	\$ -	\$ 100,000.00	0.00%
2530 Printing Equipment	\$ 19,916.19	\$ -	N/A
2580 Tech Supplies	\$ 511,506.48	\$ -	N/A
2620 Operation of Building Services	\$ 1,400,726.61	\$ 2,455,000.00	57.06%
2630 Care and Upkeep of Grounds Services	\$ 1,011.98	\$ 1,000,000.00	0.10%
2640 Care and Upkeep of Equipment Services	\$ 25,253.52	\$ 100,000.00	25.25%
2660 Security Services	\$ 9,762.00	\$ 100,000.00	9.76%
2670 Safety	\$ 36,836.80	\$ 200,000.00	18.42%
2720 Bus Operation Services	\$ 14,956.00	\$ 100,000.00	14.96%
3300 Athletics Supplies and Uniforms	\$ -	\$ -	N/A
<b>Total Support Services</b>	<b>\$ 2,359,224.19</b>	<b>\$ 5,260,000.00</b>	<b>44.85%</b>
OTHER USES OF FUNDS			
4200 Land Acquisition Services	\$ -	\$ -	N/A
4300 Land Improvement Services	\$ 709,103.79	\$ -	N/A
4400 Architectural and Engineering Services	\$ -	\$ 20,000,000.00	0.00%
4600 Facilities Acquisition and Construction Services	\$ 2,073,066.66	\$ 10,000,000.00	20.73%
4700 Facilities Improvement Services	\$ 2,446,710.57	\$ -	N/A
5600 Correcting Entry	\$ -	\$ -	N/A
<b>Total Other Uses of Funds</b>	<b>\$ 5,228,881.02</b>	<b>\$ 30,000,000.00</b>	<b>17.43%</b>
<b>TOTAL FISCAL YEAR BUDGET</b>	<b>\$ 7,613,892.83</b>	<b>\$ 35,460,000.00</b>	<b>21.47%</b>

## Stillwater Public Schools Revenue Summary

As of 1/14/25

**DEBT SERVICE FUND (41)**

LOCAL SOURCES OF REVENUES:

	ACTUAL AS OF 1/31/2025	EON and FORM 307 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
1110 Ad Valorem Tax Levy (Current)	\$ 8,012,011.63	\$ 14,850,384.17		53.95%
1120 Ad Valorem Tax Levy (Prior Years)	\$ 229,238.38	\$ -		N/A
1130 Revenue In Lieu of Taxes	\$ -	\$ -		N/A
1190 Other Taxes	\$ -	\$ -		N/A
1300 Total Earnings on Investments	\$ -	\$ -		N/A
<b>TOTAL LOCAL SOURCES OF REVENUE</b>	<b>\$ 8,241,250.01</b>	<b>\$ 14,850,384.17</b>		<b>55.50%</b>

3000 State Receipts	\$ 1,260.09	\$ 2,200.00		57.28%
5111 Premium on Bonds Sold	\$ -	\$ 141,000.00		0.00%
6100 Prior Year Fund Balance Forward	\$ 7,908,563.26	\$ 7,908,563.26		100.00%
<b>TOTAL ALL SOURCES OF REVENUE</b>	<b>\$ 16,151,073.36</b>	<b>\$ 22,902,147.43</b>		<b>70.52%</b>

## Stillwater Public Schools Expenditures Summary

As of 1/14/25

**DEBT SERVICE FUND (41)**

USES OF FUNDS:

	ACTUAL AS OF 1/31/2025	307 BUDGET		PERCENTAGE SPENT
		FY 2024-2025		
5100 Debt Service	\$ 787,791.66	\$ 14,770,890.00		5.33%
<b>Total Uses of Funds</b>	<b>\$ 787,791.66</b>	<b>\$ 14,770,890.00</b>		<b>5.33%</b>
5600 Correcting Entries	\$ -	\$ -		0.00%
<b>TOTAL FISCAL YEAR BUDGET</b>	<b>\$ 787,791.66</b>	<b>\$ 14,770,890.00</b>		<b>5.33%</b>



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** February 11, 2025

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**AGENDA ITEM:**

Tyler Technology School ERP Pro Contract Amendment

**BOARD ACTION REQUESTED:**

Consider and Vote to approve Tyler Technology School ERP Pro Contract Amendment

**BACKGROUND INFORMATION:**

This Amendment removes two modules from the Tyler contract effective June 30, 2024 (Accounts Receivable and Garnishments). Stillwater Schools was previously charged for these modules after we requested these modules be removed from the annual contract. Upon approval, a credit will be issued to Stillwater Schools account.



AMENDMENT

This amendment (“Amendment”) is effective as of the date of signature of the last party to sign as indicated below (“Amendment Effective Date”), by and between Tyler Technologies, Inc. with offices at One Tyler Drive, Yarmouth, Maine 04096 (“Tyler”) and the Stillwater School District 16, Oklahoma, with offices at 314 South Lewis Street, Stillwater, Oklahoma 74074-3500 (“Client”).

WHEREAS, Tyler and the Client are parties to an agreement dated December 15, 2022 (“Agreement”); and

WHEREAS, Client signed Tyler sales quotation 2023-384474-D1Z9T7 on February 1, 2023 adding certain Tyler SaaS and related services to the Agreement; and

WHEREAS, Tyler and Client desire to amend the terms of the Agreement as provided herein.

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, Tyler and the Client agree as follows:

1. The following Tyler Software as a Service (SaaS) are hereby removed from the Agreement as of June 30, 2024:
  - Accounts Receivable
  - Garnishment Module

As of such date, Client’s right to access the above-listed software is terminated, as are Tyler’s obligations to maintain, support, host and update such software.

Additionally, Client’s SaaS fees payment obligation for the above-listed software ends on the same date

2. This Amendment shall be governed by and construed in accordance with the terms and conditions of the Agreement.
3. Except as expressly indicated in this Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

SIGNATURE PAGE FOLLOWS  
REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates set forth below.

Tyler Technologies, Inc.

Stillwater School District 16, Oklahoma

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

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

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** February 11, 2025

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**AGENDA ITEM:**

SylogistED ERP System OK Implementation Statement of Work

**BOARD ACTION REQUESTED:**

Consider and Vote to approve SylogistED ERP System OK Implementation Statement of Work

**BACKGROUND INFORMATION:**

This Statement of Work is the contract between Stillwater Public Schools and SylogistEd. Stillwater Public Schools has already been approved to go back to SylogistEd as our financial system starting July 1, 2025. Implementation, training, and system crossover will begin in March 2025.

# SylogistEd ERP System OK Implementation Statement of Work

## January 21, 2025

This Statement of Work (“SOW”) to implement SylogistEd ERP System is made and entered into by **Stillwater Public Schools (“CUSTOMER”)** located at **314 S. Lewis St. of Stillwater, OK 74074** and SylogistEd, Inc. (“SYLOGIST”), a corporation formed under the laws of the State of Oklahoma, with its principal place of business at 908E 35<sup>th</sup> Street, Shawnee, OK 74804-2277. This SOW is provided under the terms of the current Sylogist Master Services Agreement (“MSA”) and as amended from time to time. The MSA is incorporated herein by this reference, with the same force and effect as if it were provided herein in full text and the terms of which prevail in the event of any conflict with any other provisions of these terms of business or the SOW. A copy of the current MSA is available on request. CUSTOMER represents that it has had the opportunity to review all such agreements and expressly agrees to their incorporation into these terms of business as of the date of CUSTOMER acceptance.

## Project Description

SYLOGIST will provide the services necessary to enable deployment of the SylogistEd ERP System for CUSTOMER based on our understanding of the requirements for Oklahoma. Additionally, SYLOGIST and CUSTOMER shall collaborate to identify requirements not included in this SOW and to document data conversion deliverables and responsibilities.

Details regarding project planning and related deliverables will be included in the Project Charter, the content of which is generated as a component of the initial kick-off exercise.

## Solution Description

The following table describes the functionality, by application, included with the SylogistEd ERP System:

Application	Functionality
<b>Accounts Payable &amp; Purchase Requisition</b>	Define custom routings to ensure proper requisition approval and delivery to the encumbrance clerk.
	Deny or send back requisitions.
	Automatically create a purchase order from an approved requisition.
	Re-classify expenditures at the item, purchase order, or fund level.
	Invoice and certify items for payment.
	Select and pay from multiple purchase orders for a vendor on a single payment during the certification process.
	Make an adjustment to the purchase order while certifying, including re-classifications, partial payments, and change orders.
	Audit entries for every general ledger transaction including re-classifications, partial payments, and change orders.
	Balance check occurs at any dimension level for budgetary controls via the budgeting tools.
	Integration with LEA Budget and Amendment System (LBAAS).
	Analysis reports grouped at any dimension level for budgetary/expenditure projecting, analysis, and forecasting.
	Ability to allow your Activity Fund Sponsors and Site Budget Coordinators to print their own reports.

Application	Functionality
<b>Warehouse</b>	Integration with Accounts Payable and Purchase Requisition applications.
	Ordering items from the warehouse via the Purchase Requisition application.
	Automatic General Ledger entries.
	Inventory processing.
	Inventory management.

Application	Functionality
<b>Fixed Assets</b>	Integration with Accounts Payable application.
	Automated creation of Fixed Assets and Inventory Items from the Accounts Payable application based on asset selection criteria.
	Straight-line Depreciation method.
	Fixed Asset Reports (i.e., Asset Listing, Depreciation Register, Transfer Report, Inventory Listing, etc.)

Application	Functionality
Payroll	Integration with Accounts Payable by encumbering all salary, benefit, and matching costs.
	Adjustments for each pay period are automatically posted to the encumbrance when processing payroll.
	Manage all employee information and adjustments from one form.
	Allocate salary line amounts by specifying a weight to include all costs such as benefits and matching.
	Make one-time adjustments to payroll for employee dock amounts, extra-pay, and hours worked without affecting original contract amounts.
	Import hours worked from a time- clock application.
	Integration with Time & Attendance Capture System.
	Transfer employee dock amounts and substitute pay directly from the Personnel application.
	Void, correct, and reissue a payroll with all adjustments included.
	Import insurance premium changes from your insurance company to reconcile monthly insurance statements.
	Direct deposit functions and publish the pay stub information to the Employee Portal.
	Supports all state and federal reporting requirements including Quarterly 941, W2, ACA, etc.

Application	Functionality
Personnel	Integration with the Payroll application including transfer time sheets for substitutes and dock adjustments for employees.
	Accrue leave and leave entry with automatic calculation of substitute rates and employee dock amounts.
	Import leave records from a leave request/substitute application.
	Automatically calculate salary amounts based on salary schedules and position information using education and years of experience or grade and step information.
	Automatically calculate FTE information based on days/hours worked and automatically adjust the salary amounts for the employee.
	Transfer salary and benefit amounts to the Payroll application when they are ready to receive them for the new fiscal year.
	Track and analyze certifications and professional development.
	Create position and extra duty contracts directly from the application.
	Forecast future salary and benefit costs, including step and experience increments as well as salary scale hypotheticals.
	Self-service Employee Portal includes pay stub, certification, leave, and professional development information.
	Publish the tax forms (W2, 1095-C) to the Employee Portal.

Application	Functionality
Employee Document Management	On-Boarding process setup.
	Demographic information is validated with business rules, just as if it was entered directly by the HR staff in Personnel, to ensure that the information is complete and accurate.
	Pre-defined E-Form templates validate the rules specific to that form. For example, the W4 form will verify that one of Step 1c is selected and that the Step 3 total is accurate.
	HR Staff monitors the progress of the submissions as they are submitted by the employee. Each submission is reviewed and sent back, acknowledged, or posted.
	Create quick access links for employees to update their Demographic, W4, State W4 and Direct Deposit information.
	Notification email sent to the employee when contracts (Position/Additional Duty) and Certified Information Sheets are published to the employee and an announcement that the document must be completed is displayed to the employee when they access their Employee Portal.
	Reminders are sent to employees who have not completed the published Contract and Certified information Sheet documents.
	Posted E-Form answers can be viewed and analyzed (filtered, sorted, grouped).

Application	Functionality
Treasurer	Track the progress of a payment from issuance to clearing.
	Audit entries for every transaction including receipts, payments, adjusting entries, and investments.
	End-of-month reconciliation.
	Import cleared payments from your financial institution.
	Investment tracking and reporting for purchases, receipts, and liquidations.
	Analysis reports grouped at any dimension level for revenue projecting, analysis, and forecasting.
	Financial reporting for administrators, activity sponsors, and board members.
	Import receipts from a receipting/online payment application.

The following table indicates the applications being delivered to CUSTOMER under this SOW:

Application	Included
Accounts Payable	Yes
Payroll	Yes
Treasurer	Yes
Activity Funds	Yes
Personnel	Yes
Purchase Requisition	Yes
Fixed Assets	No
Warehouse	Yes
Employee Document Management	Yes

### Project Phases & Key Activities

The following table describes the primary phases of the project as well as the key activities being delivered to CUSTOMER under this SOW:

Phase / Activity	Description
<b>Project Kickoff</b>	The project kickoff will include a meeting to introduce participants, define roles, confirm availability and black-out dates, review the project charter, plan for effective change management, the tools to be used throughout the process (e.g., Wrike), and finalize the project plan.
<b>Provisioning of Cloud Environment</b>	Provision of cloud instance for CUSTOMER and deployment of SylogistEd ERP to include: <ul style="list-style-type: none"> <li>Account Management, Purchase Requisition, Accounts Payable, Treasurer, Fixed Assets and Warehouse applications.</li> <li>Payroll and Personnel, Employee Document Management applications.</li> </ul>
<b>Data Conversion</b>	Data Conversion shall include current year data as outlined in the conversion template.
<b>General Project Management</b>	Includes: <ul style="list-style-type: none"> <li>Oversight of project schedule, resources, completion of tasks, and escalation of issues.</li> <li>Review of business processes.</li> <li>Review of product enhancement requests.</li> <li>Risk identification and mitigation.</li> <li>Gathering of data and engaging of contributors/approvers to make trade-off decisions and prioritization of tasks.</li> <li>Updating of project plan.</li> <li>Completion of deliverables/milestones.</li> </ul>
<b>Training</b>	<b>Training sessions will be conducted virtually, and an outline will be provided to include links to user documentation, how-to videos, and to the recordings of these sessions. Additionally, Administrators and End Users will have access to the Support link to submit a ticket for assistance.</b>

Phase / Activity	Description
<i>Administrator</i>	<b>Account Management:</b> Application configuration, security and roles overview, account creation, user access, and user onboarding.
	<b>Accounts Payable, including Purchase Requisition:</b> Application configuration, user access, report designer, grid functionality, and application workflow including purchase requisition.
	<b>Fixed Assets:</b> Application configuration, user access, report designer, grid functionality, and application workflow.
	<b>Warehouse:</b> Application configuration, user access, report designer, grid functionality, and application workflow.
	<b>Treasurer:</b> Application configuration, user access, report designer, grid functionality, and application workflow.
	<b>Payroll:</b> Application configuration, user access, report designer, grid functionality, and application workflow.
	<b>Personnel, including EDM:</b> Application configuration, user access, report designer, grid functionality, and application workflow.
<i>End User</i>	<b>Accounts Payable:</b> Grid functionality, report designer, application workflow including entering tax and the refund process, and purchase requisition.
	<b>Purchase Requisition:</b> Grid functionality, application workflow including entering purchase requisitions, and department reporting.
	<b>Fixed Assets:</b> Grid functionality, report designer, and application workflow.
	<b>Warehouse:</b> Grid functionality, report designer, and application workflow.
	<b>Treasurer:</b> Grid functionality, report designer, and application workflow.
	<b>Payroll:</b> Grid functionality, report designer, and application workflow.
	<b>Personnel:</b> Grid functionality, report designer, and application workflow.
	<b>Employee Document Management:</b> Report designer, new hire onboarding, existing employee document management, and Employee Portal workflow.

Phase / Activity	Description
<b>Weekly Status Meetings</b>	<p>Preparing for and facilitating weekly 30-minute status meetings throughout the entire project. The purpose of these meetings will be to confirm accomplishments from the previous week and review outstanding issues/questions as well as agreeing to the priorities and activities for the following week.</p> <p>We will use these meetings to ensure:</p> <ul style="list-style-type: none"> <li>• Users are performing processes in the software, reporting issues, gaps and questions.</li> <li>• SYLOGIST is addressing issues, vetting/documenting gaps, and answering questions.</li> <li>• Customer is vetting and validating converted data and SYLOGIST is addressing issues reported with converted data.</li> <li>• Documentation and reports needed from users are collected.</li> </ul>
<b>Wrap-up Meeting</b>	<p>Preparing for and facilitating a wrap-up meeting following the Go-Live.</p> <p>Wrap-up includes identifying and discussing lessons learned, issues discovered, process improvements, and requested enhancements.</p>
<b>Go-Live</b>	CUSTOMER and SYLOGIST will move into final preparation for Go-Live to include final data conversion, completing checklist, and managing logistics for onsite, if applicable. Both parties mutually agree to move forward with Go-Live.
<b>HyperCare</b>	Following Go-Live, the SYLOGIST Implementation Services Team will remain engaged for 30 days or once CUSTOMER has completed two (2) Payroll cycles and two (2) Accounts Payable Disbursement cycles, whichever occurs first.

### Project Duration

The project start date for this implementation will be determined after execution of this SOW and we generally plan for a project window of six to nine months. However, the project schedule will be reviewed and finalized with the CUSTOMER's Project Manager once project planning has been completed to include effort estimates, documentation of availability of CUSTOMER resources and any external factors such as conferences, auditors, etc.

### Project Fees & Payment Schedule

The fees to deliver the services under this SOW are predicated on implementing SylogistEd ERP system's out-of-the-box functionality. Any requirements identified during implementation, and presenting a feature/function gap, will be addressed through a Change Order.

### CUSTOMER's Preferred Go-live Date (Project Period): JULY 2025 (Jan25 - Jun25)

Description	Quantity	Rate	Amount
<b>Installation – Fixed Fee</b>	1	\$0.00	\$0.00
<b>Implementation Services – Per ADM</b>	5969	\$6.00	\$35,814.00
<b>TOTAL IMPLEMENTATION SERVICES</b>			<b>\$35,814.00</b>

If onsite services are requested for go-live, CUSTOMER is responsible for on-site services fee of \$1000/day plus all travel expenses related to the delivery of services under this SOW. This estimate does not include any out-of-pocket travel expenses, e.g., Airfare, Meals, Lodging, Mileage, Tolls, Ground Transport, etc., that may be applicable. Estimated expense will be submitted to CUSTOMER for approval prior to travel. All travel will be approved by CUSTOMER and travel expenses will be billed separately. This SOW will include two years of migrated data from the current provider.

The payment schedule for project fees is as follows:

Payment No.	Description	Date	Cumulative Percent of Total Fee
1	Within 15 days of SOW Execution		25%
2	By Last day of 2 <sup>nd</sup> full Month		45%
3	By Last day of 3 <sup>rd</sup> full Month		60%
4	By Last day of 4 <sup>th</sup> full Month		75%
5	Within 15 days of Go-Live		90%
6	Within 15 days of Completion of HyperCare		100%

## Customer and System Information

Customer Information	
Contact Name:	Kristie Newby
Contact Phone:	405.533.6300
Contact Email:	knewby@stillwaterschools.com
System Information	
Other Information:	Existing install of SylogistEd (not being used)

### Acceptance

The CUSTOMER acknowledges acceptance of the SOW estimate and terms by signing and returning this document to SYLOGIST. Once SYLOGIST has signed this SOW, we will have a binding agreement.

#### Stillwater Public Schools

By:

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Print Name:

---

Title:

---

Date:

---

#### SylogistEd, Inc.

By:

---

Print Name:

---

Title:

---

Date:

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## STILLWATER PUBLIC SCHOOLS

### STILLWATER BOARD OF EDUCATION

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

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#### **AGENDA ITEM:**

Educational Services Contracts for FY 24-25:

- 1) OSU School of Community Health Sciences, Counseling, and Psychology (Student Intern Affiliation Agreement)
- 2) OSU School Psychology Program (Student Intern Affiliation Agreement)
- 3) Parchment (Records Management Agreement)

#### **BOARD ACTION REQUESTED:**

Motion to Approve Contracts for 2024-2025.

#### **BACKGROUND INFORMATION:**

- 1) Student Intern Affiliation Agreement with Oklahoma State University School of Community Health Sciences, Counseling and Counseling Psychology - NEW CONTRACT  
This agreement with OSU School of Community Health Sciences, Counseling, and Counseling Psychology concerns the placement for field clinical experiences and internships for OSU students within Stillwater Public Schools. The OSU students will be required to submit a cleared background check and complete all district-required training.
- 2) Student Intern Affiliation Agreement with Oklahoma State University School of Psychology - NEW CONTRACT  
This agreement with OSU School of Psychology concerns the placement for field clinical experiences for OSU students in classrooms within Stillwater Public Schools. The OSU students will be required to submit a cleared background check and complete all district-required training.
- 3) Records Management Agreement with Parchment - NEW CONTRACT  
Parchment provides secure, professional, digital access to transcripts for students and alums of Stillwater Public Schools. The vendor has a contract with the State Department of Education for three more years allowing free transcripts for current students of Stillwater High School and Lincoln Academy.

# **Educational Affiliation Agreement**

**Between**

**Independent School District No. 16 of Payne County, Oklahoma  
D/B/A Stillwater Public Schools**

**And**

**Oklahoma State University School of Community Health Sciences, Counseling and  
Counseling Psychology**

THIS AGREEMENT is entered into this 14th day of January 2025, by and between Stillwater Public Schools Independent School District No. 16 of Payne County, Oklahoma, hereinafter referred to as the Facility, and OKLAHOMA STATE UNIVERSITY, on behalf of its SCHOOL OF COMMUNITY HEALTH SCIENCES, COUNSELING AND COUNSELING PSYCHOLOGY, hereinafter referred to as the College.

WHEREAS, the College desires to secure fieldwork/observational experience for its students and the Facility is capable of providing this experience to support this internship/student teaching/ student observation program and maintains facilities suitable to provide desired experience for students of the College.

THEREFORE, The PARTIES AGREE TO THE FOLLOWING:

**A. RESPONSIBILITIES OF THE COLLEGE:**

1. The College will instruct its students to abide by all policies, procedures and rules of the Facility. In matters relating to pupil activities, students will take direction from authorized Facility personnel.
2. The College agrees to provide a verifiable Oklahoma State Bureau of Investigation (OSBI) background check that has been completed within one academic year, or have the Facility do a background check at the cost of \$22.00 for students. The completion of the OSBI name check will not necessarily require Facility to accept the candidate in a field experience/internship.
3. All student participants must be mutually acceptable to both parties and either party may withdraw a student from the program if they believe it is not in the best interest of the student or the program to continue.
4. The College, as an agency of the State of Oklahoma, is self-insured. Liability coverage is provided under the Oklahoma Governmental Tort Claims Act, Title 51 Oklahoma Statutes, Section 151 et seq. The College shall be liable only to the limits contained therein. The College will not be responsible for maintaining coverage for any liability

arising from the acts and/or omissions of the employees, representatives or agents of the Facility.

4. The College understands and agrees that its personnel, faculty and students are not eligible for coverage under any of Facility's benefit plans or programs of whatever kind or nature, including without limitation, Facility's workers' compensation insurance and unemployment compensation insurance. The College shall provide workers' compensation and unemployment compensation coverage as required by applicable law.
5. Both parties understand and acknowledge that the College's students shall not be considered employees of either College or Facility.

#### B. RESPONSIBILITIES OF THE FACILITY:

1. The Facility will provide qualified personnel for the guidance of students who are placed with the Facility for programs and provide direct guidance, supervision and involvement for those students. If necessary and able, the Facility will have field experiences through virtual tools and/or videos.
2. The Facility will provide Occupational Safety and Health Administration (OSHA) training. This training must be completed prior to the on site experience.
3. The Facility will provide appropriate and adequate facilities for learning purposes including sufficient space for teaching purposes and conferences with students.
4. The Facility will provide instructional materials, library facilities, and other training aids as needed to the faculty/liaison and student of the College for training purposes. The Facility will inform the College of any change in policy, rules or regulations which will affect the students or faculty of the College.
5. The Facility will maintain adequate insurance to provide coverage for the liabilities arising from the acts and/or omissions of employees, representatives or agents of the Facility who are participating in the internship program with the College.

#### C. DURATION

1. The effective date of this agreement is January 14, 2025 until June 30<sup>th</sup>, 2025. It shall continue in force until canceled by written notice by either party to the other, no less than one semester in advance of the desired date of termination.

#### D. NON-DISCRIMINATION

1. During the period of this agreement, the College agrees to comply with TITLE VII of the Civil Rights Act of 1964, TITLE IX of the Education Amendments Act of 1972 and

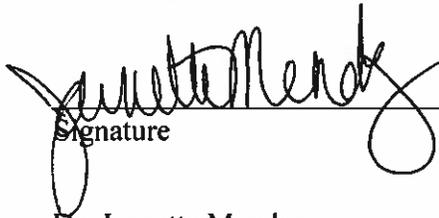
Section 504 of the Rehabilitation Act of 1973 and both parties agree not to discriminate against any person on the basis of race, color, sex, religion, national origin, age or disability. Executive Order 11246 and Executive Order 75-5 are both incorporated herein by reference and applicable to this agreement.

**E. ANNUAL REVIEW**

1. This agreement will be reviewed annually. It may be altered or modified in writing by mutual written consent of the Facility and the College.

**COLLEGE**

OSU School of Community Health  
Sciences, Counseling and Counseling  
Psychology

 12/20/2024  
Signature

Dr. Jeanette Mendez  
Provost and Senior Vice President  
Oklahoma State University

**FACILITY**

Stillwater Public Schools Independent School  
District No. 16 of Payne County, Oklahoma

\_\_\_\_\_  
Signature

Dr. Marshall Baker  
President  
Stillwater Public Schools Board of Education

Contact Address / Phone / Email:  
314 S. Lewis  
Stillwater, OK

74074 405-707-5026  
emcbee@stillwaterschools.com

# **Educational Affiliation Agreement**

**Between**

**Independent School District No. 16 of Payne County, Oklahoma  
D/B/A Stillwater Public Schools**

**And**

**Oklahoma State University School Psychology Program**

THIS AGREEMENT is entered into this 11th day of February, 2025, by and between STILLWATER PUBLIC SCHOOLS INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA hereinafter referred to as the Facility, and OKLAHOMA STATE UNIVERSITY SCHOOL PSYCHOLOGY PROGRAM, hereinafter referred to as the College.

WHEREAS, the College desires to secure fieldwork/observational experience for its students and the Facility is capable of providing this experience to support this intern/student teaching/student observation program and maintains facilities suitable to provide desired experience for students of the College.

THEREFORE, The PARTIES AGREE TO THE FOLLOWING:

## **A. RESPONSIBILITIES OF THE COLLEGE:**

1. The College will instruct its students to abide by all policies, procedures and rules of the Facility. In matters relating to pupil activities, students will take direction from authorized District personnel of the Facility.
2. The College agrees to provide a verifiable Oklahoma State Bureau of Investigation (OSBI) background check that has been completed within one academic year, or have the Facility do a background check at the cost of \$21.00 for students. The completion of the OSBI name check will not necessarily require SPS to accept the candidate in a field experience/internship.
3. All student participants must be mutually acceptable to both parties and either party may withdraw a student from the program if they believe it is not in the best interest of the student or the program to continue.
4. The College will maintain adequate insurance to provide coverage for liabilities arising from the acts and /or omissions of students and employees participating in the intercept experience with the Facility. The College will not be responsible for maintaining coverage for any liability arising from the acts and/or omissions of the employees, representatives or agents of the Facility.
5. The College understands and agrees that its personnel, faculty and students are not eligible for coverage under any of Facility's benefit plans or programs of whatever

kind or nature, including without limitation, Facility's workers' compensation insurance and unemployment compensation insurance. The College shall provide workers' compensation and unemployment compensation coverage as required by applicable law.

#### B. RESPONSIBILITIES OF THE FACILITY:

1. The Facility will provide qualified personnel for the guidance of students who are placed with SPS for programs and provide direct guidance, supervision and involvement for those students. If necessary and able, the Facility will have field experiences through virtual tools and/or videos.
2. The Facility will provide Occupational Safety and Health Administration (OSHA) training if desired. This training must be completed prior to the start of on site experience.
3. The Facility will provide appropriate and adequate facilities for learning purposes including sufficient space for teaching purposes and conferences with students.
4. The Facility will provide instructional materials, library facilities, and other training aids as needed to the faculty/liaison and student of the College for training purposes. The Facility will inform the College of any change in policy, rules or regulations which will affect the students or faculty of the College.
5. The Facility will maintain adequate insurance to provide coverage for the liabilities arising from the acts and/or omissions of employees, representatives or agents of the Facility who are participating in the internship program with the College.

#### C. DURATION

1. The effective date of this agreement is February 11, 2025, until June 30, 2025. It shall continue in force until canceled by written notice by either party to the other, no less than one semester in advance of the desired date of termination.

#### D. NON-DISCRIMINATION

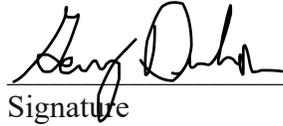
1. During the period of this agreement, the College agrees to comply with TITLE VII of the Civil Rights Act of 1964, TITLE IX of the Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973 and both parties agree not to discriminate against any person on the basis of race, color, sex, religion, national origin, age or handicap. Executive Order 11246 and Executive Order 75-5 are both incorporated herein by reference and applicable to this agreement.

#### E. ANNUAL REVIEW

1. This agreement will be reviewed annually. It may be altered or modified in writing by mutual consent of the Facility and the College.

**COLLEGE**

Oklahoma State University School Psychology  
Program



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Signature

Gary Duhon, PhD  
Program Coordinator / Director of Training  
School Psychology Program

Contact Address / Phone / Email:  
207 Willard Hall  
Stillwater, OK 74078  
405-744-9436  
gary.duhon@okstate.edu

**FACILITY**

Stillwater Public Schools Independent School  
District No. 16 of Payne County, Oklahoma

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Signature

Dr. Marshall Baker  
President  
Stillwater Public Schools Board of Education

Contact Address / Phone / Email:  
314 S. Lewis  
Stillwater, OK 74074  
405-707-5026  
emcbee@stillwaterschools.com

**Attachment D to Addendum 1 to  
STATE OF OKLAHOMA CONTRACT WITH PARCHMENT  
RESULTING FROM SOLICITATION NO. 2650000370**

The **Parchment Send Order Form** is hereby amended as set forth below and supersedes all prior documents submitted by **Parchment** or discussed by the parties.

**ORDER FORM – K12 – State of Oklahoma**

<b>Member:</b> Stillwater Independent School District	
Effective Date (if left blank, effective date is date signed by Member below): 28 days from signature	<b>Initial Order Term (Months): 4</b>
Member Contact Name: Janet Vinson Member Address: 314 S Lewis St Stillwater, OK 74074 Primary Contact Phone: 405.533.6330 Primary Contact Email: jvinson@stillwaterschools.com  P.O. Required: P.O. Number	
<b><u>PARCHMENT SERVICES:</u></b> <input checked="" type="checkbox"/> Parchment Send: K12 - Multi-Credential <input checked="" type="checkbox"/> District Records Management	

Member, which means (“State Entity” and “Interlocal Entity”) as defined in the Solicitation, hereby orders and subscribes to the Parchment Services selected on this Order Form, which is governed by and incorporates by reference, the Services Description and Fees Schedule attached hereto as Exhibit A, the Parchment Terms and Conditions attached hereto as Exhibit B, and the Service Level Agreement, attached hereto as Exhibit C (collectively, the “Agreement”), effective as of the Parchment Send Effective Date above. Capitalized terms used on this Order Form but not defined herein will have the meaning given to them in the Terms and Conditions.

The Term of this Agreement will commence on the Parchment Send Effective Date and continue for the period of time set forth as the Initial Order Term above, at which point it will automatically renew for successive one (1) year terms unless either Party provides notice of its intent not to renew at least thirty (30) days prior to the end of the then-current term.

<b>Parchment LLC</b>	<b>Stillwater Public Schools</b>
Name: Jeff Ebert	Name:
Signature: 	Signature:
Title: Director, Deal Desk & Pricing	Title:

Date: 01 / 29 / 2025

Date:

**EXHIBIT A**  
**PARCHMENT SEND – K12 – MULTI-CREDENTIAL**  
**SERVICES DESCRIPTION AND FEE SCHEDULE**

Parchment and Member agree that the Parchment Services shall be provided in accordance with the following fees and provisions. Capitalized terms not otherwise defined herein shall have the meaning set forth in the Terms and Conditions.

1. **FEES.** The fees for the Parchment Services shall be paid to Parchment as selected below:

Under Parchment’s contract with the State of Oklahoma (referred to herein as the “State”) resulting from Solicitation No. 2650000370 (the “Contract”), electronic transcripts for current students are subsidized by the OSDE and are processed at no charge to the Member (school) or currently enrolled Credential Owner (student). In the event the annual subscription fee subsidized by the State is terminated or expires, currently enrolled Credential Owners will be billed the Credential request fee for the remainder of the then current Order Term. The Record request fee is \$3.95. Electronic delivery of the Credential is included at no charge with each Credential request.

**MEMBER SUBSCRIPTION:** An annual subscription fee subsidized by the OSDE covers the transmission of unlimited Credentials for current students to Credential Recipients.

Member may select to make the Parchment Services available to Alumni or third-party Credential Requestors by checking the box below:

**LEARNER PAY (Per Transaction):** Credential Owners or that are not currently enrolled with Member (referred to as “Alumni”) or other third-party Credential Requestors will be billed a Credential Request fee of **\$3.95** per Credential-type other than Verifications, and **\$12.75** per enrollment verification or graduation verification Credential-types. Member may also elect that currently enrolled Credential Owners will be billed a Credential Request fee of **\$3.95** per Credential (all types) by selecting the appropriate option below. Electronic delivery of the Credential is included at no charge with each Credential request.

**DISTRICT TRANSFER SERVICES SUBSCRIPTION:** If checked, the Member Subscription above includes the unlimited electronic request of Student Transfer Files to validated requesting institutions.

2. **Credential-Types.** Please check the box for each credential type(s) that the District would like to be configured for district records management ordering and fulfillment during the initial implementation. (Additional supported credential types can be added at a future date if desired).

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Transcripts                          | <input type="checkbox"/> Academic Certificates                           | <input type="checkbox"/> Birth Certificates        |
| <input type="checkbox"/> Replacement Diplomas                            | <input type="checkbox"/> Immunization Records                            | <input type="checkbox"/> Special Education Records |
| <input checked="" type="checkbox"/> Enrollment Verification Certificates | <input checked="" type="checkbox"/> Graduation Verification Certificates |  |

3. **Payment Terms.** All payments under this Order Form are due from OSDE within forty-five (45) days of the date of the invoice sent by Parchment. Invoices are sent upon the execution of this Agreement, or as otherwise shown in this Order Form. In the event of termination under section 11.2 or 11.3 of this Agreement, Parchment shall issue a pro-rated refund for all subscription fees paid in advance for services not rendered.





4. **Participating Institutions.** Member's subscription covers requests of currently enrolled Credential Owners at the participating institutions in its district. Each participating institution shall complete Parchment's client data sheet prior to implementation and use of the Parchment Services.
5. **SURCHARGE.** Member can add a surcharge to each transcript as a method of cost recovery for some or all of Member's fees, or an auxiliary revenue source. Surcharge amounts are decided by Member and may be adjusted by them using the Parchment Send administrator interface. Parchment shall retain 20% of these surcharges actually collected by Parchment and remit to OSDE on a quarterly basis, no later than 15 days following the end of each calendar quarter provided that the amount due is more than \$500. If below \$500, the balance will be carried to the next quarter and paid when the amount exceeds the minimum.
  - \$2.75 for U.S. domestic paper delivery (including first class postage)
  - \$5.25 for international paper delivery (including first class postage)
6. **PRINT SERVICES.** Parchment is an electronic credential delivery system. However, Credential Owners may elect to print and mail their Credentials at the time of request, subject to additional fees. The current print and mail additional fees are listed below.
  - \$2.75 for U.S. domestic paper delivery (including first class postage)
  - \$5.25 for international paper delivery (including first class postage)
7. **TRAINING AND PROFESSIONAL DEVELOPMENT SERVICES.** If and as selected on the Order Form, Member and Parchment agree that Parchment shall provide certain on-site training services to Member as described, and for the fees, set forth in this section.
  - 7.1 **Webinar Training.** Parchment will provide a customized webinar training for Member for up to thirty (30) participants per session. Parchment will coordinate one 30-minute prep call with Member's contact to schedule the webinar training. OSDE shall pay a one-time fee of **\$750** per 60 minute plus 30 minute Q&A webinar training. All fees are due within forty-five (45) days of receipt of Parchment's invoice by OSDE.
  - 7.2 **Onsite Training (1/2 day).** Parchment will provide a customized on-site training for Member for up to thirty (30) participants per session at the Member's location. Parchment will coordinate two 30-minute prep calls with Member's contact to schedule and prepare for the onsite training. OSDE will pay a one-time fee of **\$1,500** per onsite training. All fees are due within forty-five (45) days of receipt of Parchment's invoice by OSDE.
  - 7.3 **Onsite Training (Full Day).** Parchment will provide one full day of customized on-site professional development training sessions, for up to twelve (12) participants per session, and two (2) sessions, or a maximum of twenty-four (24) participants per day (the "Full Day Onsite Training"). OSDE will pay a one-time fee of **\$2,500** per onsite training (full day). All fees are due within forty-five (45) days of receipt of Parchment's invoice by OSDE.
8. **DESCRIPTION OF PARCHMENT SEND: K12 Multi-Credential and District Records Management.** The Parchment Services ordered and described herein shall enable Credential Owners to order and request delivery of Credentials from the Credential holding institution to Credential Recipients (referred to as "Parchment Send"). Parchment Send also provides a number of additional features and functions, including Credential retrieval and the delivery of Analytics. Subject to Member's compliance with this Agreement, Parchment will use commercially reasonable efforts to electronically deliver and/or to print and manually send Credentials to Credential Recipients. Member hereby designates Parchment as the Member's authorized provider in sending official copies of Credentials, on paper or electronically, to Credential Recipients, and agrees to provide such documents and certificates as Parchment reasonably requests, to confirm such authority to prospective Credential Recipients. The Parchment Services provides Member with several processing options, while providing a secure and intuitive online workflow for current students/alumni to request their credentials to be sent to any recipient worldwide. The Parchment Services provide full tracking, notifications, and reporting to both the Member's administrators and current students/alumni.



The Parchment Services shall be provided with the following features/functionality:

8.1 Fulfillment of receiver-initiated requests through the Document Request interface

8.2 eCommerce features to define surcharges to be collected on behalf of the Member, including:

- Support for different surcharges for current Students or Alumni
- Support for administrative control of transactions subject to a surcharge (i.e. all transactions or transactions after the first 'X' transactions)

8.3 Enhanced Credential upload options

8.4 Full transactional reporting

8.5 Administrative panel to manage the Member's account including:

- Grading Periods
- Approval Settings
- 'To Do List' Queues Settings

8.6 Student Rosters & Registration Codes

- As part of the implementation process, Members upload a Student Roster for the full student body (grades 9-12)
- Parchment auto-generates a unique PIN for each student
- Students (and parents) can use the PIN to register at a Parchment Site

8.7 Common App integration with the Common App online school forms to deliver transcripts electronically to Common App member colleges

8.8 If selected on the Member's Order Form, District Records Management utilizes the Parchment District processing workflow for all orderable documents centrally processed for Alumni and third-party Credential Requestors (third-party ordering).

9. **DESCRIPTION OF PARCHMENT DISTRICT TRANSFER SERVICES**. The Parchment District Transfer Services ordered and described herein allows school districts to subsidize the cost of sending Student Transfer Files to destination schools. A "**Student Transfer File**" is defined as the Credential of a previously enrolled student, which is requested by an academic institution. A validated requesting destination will not incur any fees when placing an order for a Student Transfer File from a K12 Sender with a District Transfer subscription. The Parchment District Transfer Services provide Member with the following functionality:

- Make a Student Transfer File available to requesters on the Member's storefront
- Provide verification service of schools and districts that register to request Student Transfer Files
- Allow verified transfer requesters to order the Student Transfer File at no cost
- Display Student Transfer File orders in licensee's To-Do list
- Enable electronic fulfillment of Student Transfer file requests



**PARCHMENT NEW CLIENT DATA SHEET**

Please complete the sections as thoroughly as possible. This form is required to assist us in accurately configuring your account on the Parchment Member Network and ensuring we support your specific implementation process.

**Primary Contact**

Parchment’s primary contact at the district / high school responsible for the Parchment Implementation and assisting us in communication and clarification throughout the implementation process.

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Roster & Transcript Upload**

Responsible for working with Parchment’s Project Manager to Upload Student Roster(s) and Batch Upload Transcripts to support expediting the fulfillment process.

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Website Communication: Adding Parchment Link**

Responsible for adding the necessary HTML links, communication and Parchment ordering button to your website that will go to your customized Parchment ordering page.

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Alumni Credentials Processing: District Contact**

District Credentials contact responsible for processing Alumni Credentials Requests within Parchment.

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

- District Process Alumni Requests earlier than the class of \_\_\_\_\_
- High School Process Alumni Requests for current students and alumni after the class of \_\_\_\_\_
- No Alumni Requests will be processed through Parchment

**CONFIGURATION DETAILS**

**STUDENT INFORMATION SYSTEM**

Name \_\_\_\_\_ Version \_\_\_\_\_

**OPERATING SYSTEM**

Name \_\_\_\_\_ Version \_\_\_\_\_

**IMPLEMENTATION DATES**

Begin Account Configuration \_\_\_\_\_ Upload Parchment Link \_\_\_\_\_

District Attend Training \_\_\_\_\_ High School Attend Training \_\_\_\_\_



## HIGH SCHOOL DATA

### High School Information

Name \_\_\_\_\_ CEEB Code \_\_\_\_\_  
 Website \_\_\_\_\_ Enrollment (9-12) \_\_\_\_\_

### Primary Contact

Responsible for initial Parchment communication and ongoing outreach at the high school level.

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

### Primary Sender

Primary contact for approving and processing credential requests.

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

### Backup Sender

Backup contact for approving and processing credential requests when the Primary Sender is unavailable / out of office.

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

*There is not a limit to the number of contacts. Additional Parchment Users may be added by the Primary Sender after initial training. The High School is responsible for adding and deleting Users as necessary.*

## HIGH SCHOOL DATA

### High School Information

Name \_\_\_\_\_ CEEB Code \_\_\_\_\_  
 Website \_\_\_\_\_ Enrollment (9-12) \_\_\_\_\_

### Primary Contact

Responsible for initial Parchment communication and ongoing outreach at the high school level.

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

### Primary Sender

Primary contact for approving and processing credential requests.

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

### Backup Sender

Backup contact for approving and processing credential requests when the Primary Sender is unavailable / out of office.

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

*There is not a limit to the number of contacts. Additional Parchment Users may be added by the Primary Sender after initial training. The High School is responsible for adding and deleting Users as necessary.*

**Additional Copies of this sheet may be included to ensure Parchment receives all High School(s) Contact Information**



## **EXHIBIT B**

### **TERMS & CONDITIONS**

Parchment Inc. and the State of Oklahoma by and through Office of Management and Enterprise Services (“State”) on behalf of the Oklahoma State Department of Education (“OSDE”) hereby agree to be bound by these Terms and Conditions as of the Parchment Send Effective Date, as attached and incorporated into the Order Form for the Parchment Services. The communications between Member set forth on the applicable Order Form, and Parchment Inc. (“**Parchment**”) relating to the Parchment Services may include electronic means. Each of Member and Parchment may be referred to as a “**Party**” and collectively as the “**Parties**”.

#### **1 DEFINITIONS.**

**1.1 “Agreement”** has the meaning set forth on the Order Form.

**1.2 “Authorized User”** means any Member, which means (“State Entity” and “Interlocal Entity”) as defined in the Solicitation, employee or contractor or such other individual as may be authorized by virtue of such individual’s relationship to, or permissions from, Member, to access the Parchment Services pursuant to Member’s rights under this Agreement. Credential Owners will not be considered Authorized Users except as otherwise set forth herein.

**1.3 “Confidential Information”** means any non-public material or information relating to a Party which it discloses or makes available to the other Party under this Agreement and is marked as “Confidential” or “Proprietary,” subject to Section 7 herein.

**1.4 “Credential”** means a licensed transcript, diploma, certificate, or other academic credential of a Credential Owner.

**1.5 “Credential Issuer”** means the institution that issues, certifies, Awards, and/or maintains the Credential of a Credential Owner.

**1.6 “Credential Owner”** means an individual who has registered for the Parchment Services and uses the Parchment Site for the management of his or her Credential. Credential Owners may be provided access to the Parchment Services by their Credential Issuer.

**1.7 “Credential Recipient”** means an institution or an individual that receives (or is awarded) a Credential through the Parchment Services (for example, a college or employer or Credential Owner).

**1.8 “Credential Requestor”** means an authorized third party individual or institution that uses the Parchment Services to request electronic delivery and fulfillment of a Credential.

**1.9 “De-Identified Data”** means data for which the personally identifying information (e.g. name, email address, postal address) has been removed, and may include aggregated data, or statistics.

**1.10 “Documentation”** means Parchment’s standard user manuals and/or related documentation generally made available to members of the Parchment Services purchased.

**1.11 “Parchment Send Effective Date”** has the meaning set forth on the Order Form.

**1.12 “Intellectual Property Rights”** means any and all now known or hereafter existing (a) rights associated with works of authorship, including copyrights, mask work rights, and moral rights; (b) trademark or service mark rights and trade

dress; (c) trade secret rights; (d) patents, patent rights, and industrial property rights; (e) layout design rights, design rights, and other proprietary rights of every kind and nature other than trademarks, service marks, trade dress, and similar rights; and (f) all registrations, applications, renewals, extensions, or reissues of the foregoing, in each case in any jurisdiction throughout the world.

**1.13 “Member Data”** means the data, information and content provided by Member and/or Authorized Users through the Parchment Services, including Credentials, but excluding De-Identified Data and Transactional Data.

**1.14 “Order Form”** means Parchment’s standard Parchment Services order form, executed by both Parties, which incorporates by reference the Services Description and Fees Schedule (attached to the Order Form as [Exhibit A](#)), these Terms and Conditions (attached to the Order Form as [Exhibit B](#)), and the Service Level Agreement (attached to the Order Form as [Exhibit C](#)).

**1.15 “Parchment Send Effective Date”** has the meaning set forth on the Order Form.

**1.16 “Parchment Services”** means Parchment’s digital credential services, as identified in a mutually executed Order Form or amendment to this Agreement, which enable Credential Owners and/or Authorized Users to access certain features and functions of Parchment’s credential exchange and analytics platform as selected on the Order Form and described on [Exhibit A](#) to such Order Form. References to any Parchment Services include the Documentation. The Parchment Services may include Parchment Receive Premium, Receive Connector, and Parchment Analyze, as selected on the Order Form.

**1.17 “Parchment Site”** means any of the websites located at <http://parchment.com> and any other URLs owned or operated by Parchment and designated by Parchment for use by Credential Owners as part of the Parchment Services.

**1.18 “Professional Services”** means any implementation, set-up, integration, training, custom development or other professional services provided to Member by Parchment.

**1.19 “Request”** (whether or not such term is capitalized) means to digitally request the issuance and transmission of one Credential electronically to one Credential Recipient.

**1.20 “Services”** means the Parchment Services combined with the Professional Services.

**1.21 “Terms and Conditions”** means all the provisions, terms and conditions set forth in these Terms and Conditions and incorporated into each Order Form.

**1.22 “Term”** shall have the meaning set forth in [Section 11.1](#).

**1.23 “Transactional Data”** means any non-personally identifiable data or information generated from Authorized Users’ or Credential Owners’ use of the Parchment Services, which may include, without limitation, the number of Credential Owners applying or requesting their Credentials be sent to a particular Credential Recipient, information provided to Parchment during registration, such as login details and test scores, and order history.

## **2 PARCHMENT SERVICES; ORDERS AND USE.**

**2.1 Orders and Provision of Access.** Subject to this Agreement, Parchment grants to Member a non-exclusive, non-transferable right to permit Authorized Users to access the features and functions of the applicable Parchment Services ordered pursuant to an Order Form, subject to any restrictions set forth therein, solely for admissions and enrollment purposes and no other purpose. As soon as reasonably practicable after the Parchment Send Effective Date, Parchment will provide to Member the necessary access protocols to allow Member and its Authorized Users to access the Parchment Services.

**2.2 Multiple Institutions.** Subject to payment of applicable fees and as indicated on the Order Form, Member can make the Parchment Services available to any of its participating institutions, divisions, or locations, if applicable. Each such participating institution may be referred to herein as an **“Institution”** and any reference to Member will include such institutions, divisions, or locations and Member will be responsible for the acts and omissions of its Institutions and any act or omission by an Institution which, if undertaken by Member, would constitute a breach of this Agreement, will be deemed a breach of this Agreement by Member.

### **2.3 Usage Restrictions.**

**2.3.1** Member and its Authorized Users will not: (a) decompile, disassemble, reverse engineer or otherwise attempt to obtain or perceive the source code from which any component of the Parchment Services are compiled or interpreted, and Member acknowledges that nothing in this Agreement will be construed to grant Member any right to obtain or use such code; (b) create any derivative product from any of the Parchment Services; or (c) allow third parties other than Authorized Users to gain access to the Parchment Services, with the understanding that Member will not be in breach of the foregoing restriction by using the Parchment Services to authorize, enable and permit Credential Owners who attend one of its Institution(s) to access the Parchment Services.

**2.3.2** Member will use the Parchment Services only as contemplated by this Agreement and will not, nor will Member authorize any Authorized User, Credential Owner or other third party to, use the Parchment Services to: (a) send any form of duplicative and unsolicited messages; (b) harvest, collect, gather or assemble information or data regarding other users without their consent; (c) transmit through or post on the Parchment Services any unlawful, immoral, libelous, tortuous, infringing, defamatory, threatening, vulgar, or obscene material or material harmful to minors; (d) knowingly transmit material containing software viruses or other harmful or deleterious computer code, files, scripts, agents, or programs; (e) interfere with or disrupt the integrity or performance of the Parchment Services or the data contained therein; or (f) attempt to gain unauthorized access to the Parchment Services, computer systems or networks related to the Parchment Services.

**2.4 Conditions on Use by Authorized Users and Credential Owners.** Parchment may condition Credential Owners’ or Authorized Users’ (if using the Parchment Services on their own behalf and not on behalf of the Member) use of the Parchment Services, including the Parchment Site, on their acceptance of and compliance with the Parchment’s then-current terms of service, including the payment of any applicable fees. Any Credential Owner affiliated with the Member or an Institution may access the Parchment Site, subject to this [Section 2.4](#).

## **3 MEMBER RIGHTS AND OBLIGATIONS.**

**3.1 Authorized User Access to Service; Usernames.** Member may permit Authorized Users to access and use the features and functions of the Parchment Services in accordance with this Agreement. Member will: (a) provide to Parchment information and other assistance as necessary to enable Parchment to establish usernames to be used by Authorized Users; (b) be responsible for maintaining the confidentiality of all Authorized Users’ usernames and passwords; (c) not to allow a third party to use its account, usernames or passwords at any time; and (d) notify Parchment promptly of any actual or suspected security breach. Parchment reserves the right to terminate any username and password that Parchment reasonably determines may be suspect. Parchment will not be responsible for acts and omissions of Authorized Users.

**3.2 Member Obligations.** Member is solely responsible for (a) the accuracy of any Member-provided means of authenticating Credential Owners using the Parchment Services; (b) the options it selects as part of the Parchment Services; (c) completeness, accuracy, and timely delivery of all Credentials to Parchment; (d) compliance with the Member’s regulations related to the transmission, issuance, and Award of Credentials, including the accuracy, completeness, of the Credentials; (e) operation of Member’s computer and communication systems. Additionally, Member will (i) inform Credential Owners and Authorized Users about the use and benefits of the Parchment Services, (ii) schedule appropriate staff training on how to use the Parchment Services (iii) provide any required or requested data (e.g., roster of Credential Owners, bulk uploads, course catalog data) necessary for the full functioning of the Parchment Services; (iv) monitor and promptly respond to any requests for Credentials; and (v) periodically update Credentials for use in the Parchment Services.

**3.3 Requirement to Provide Member Data to Parchment.** Certain Member Data may be required for the proper operation of the Parchment Services. Member will make available in a timely manner at no charge to Parchment all Member Data required by Parchment for the performance of its obligations under this Agreement (if any). Member will be responsible for and assumes the risk, responsibility and expense of: (a) any problems resulting from, the accuracy, quality, integrity, legality, reliability, and appropriateness of all such Member Data; and (b) acquiring, installing and maintaining all connectivity equipment, hardware, software and other equipment as may be necessary for it and its Authorized Users to connect to, access, and use the Parchment Services. Member acknowledges and agrees that it is the legal custodian of the Credentials and that Parchment will send or Award the Credential as provided to Parchment by Member. Accordingly, Parchment is not responsible for any inaccuracies in the Member Data or Credential provided to Parchment.

**3.4 Legal and Regulatory Compliance.** Member agrees to comply with all applicable Oklahoma jurisdictional federal, state, county, and municipal, statutes, laws, ordinances, and regulations in its acts and omissions relating to this Agreement, including without limitation the Family Education Rights and Privacy Act and the Protection of Pupil Rights Act. Member acknowledges that it has selected to accept electronic signature via the Parchment Services as a valid method of consent to disclose Credentials pursuant to FERPA.

#### **4 PARCHMENT RIGHTS AND OBLIGATIONS.**

**4.1 Technical Assistance.** Parchment provides certain limited support services as part of the Parchment Services. Member can designate up to two (2) Authorized Users to receive technical assistance from Parchment ("**Eligible Support Recipients**"). Such designees may be changed at any time by written notice to Parchment. Parchment will also use reasonable efforts to provide support to Credential Owners in accordance with Parchment's then-current support policies. Except as set forth above, Member will be solely responsible for the support of all Authorized User and Credential Owners accessing the Parchment Services. Subject to this Agreement including the payment of the applicable fees, Parchment will provide technical assistance to Member during Parchment's ordinary and customary business hours in accordance with its standard policies and procedures, with the understanding that such policies do not provide for any on-site support. To the extent the Parties agree that Parchment will provide on-site technical assistance, OSDE will be obligated to pay the fee to Parchment set forth in the pricing proposal.

**4.2 Training.** Parchment may, in its sole discretion, offer access to web-based classes and self-directed online training modules on the use of the Parchment Services. Member may request for Parchment to provide training services related to Member's use of the Parchment Services. Until the Member has ordered training services pursuant to a statement of work or separate agreement, Parchment will have no obligation to provide training services to Member other than as indicated above.

**4.3 Communication with Users.** As part of the provision of the Parchment Services under this Agreement, Member agrees that Parchment may communicate with Authorized Users and Credential Owners from time-to-time as may be necessary for the provision of the Parchment Services, in Parchment's reasonable discretion. Upon a Credential Owner registering on the Parchment Site, Parchment may communicate with such Credential Owner to the extent permitted under such relationship.

**4.4 Continuous Development.** The Parties acknowledge and agree that Parchment may continually develop, deliver and provide to Member ongoing innovation to the Parchment Services in the form of new features, functionality, capabilities and services. Accordingly, Parchment reserves the right to modify the Parchment Services from time to time. Some modifications will be provided to Member at no additional charge. In the event that Parchment adds additional functionality to the Parchment Services, Parchment may condition the implementation of such modifications on OSDE's payment of additional fees, and Member will not be entitled to such new functionality unless OSDE pays such fees, provided that Member may continue to use the version of the Parchment Services that Parchment makes generally available (without such features) without paying additional

fees. If any modification materially and adversely affects the functionality of the Parchment Services, Member may provide written notice to Parchment within thirty (30) days of such change and, if Parchment is unable to provide substantially the same functionality to Member in the Parchment Services within thirty (30) days of Parchment receiving such notice, Member may terminate the applicable Order Form. In the event of termination for the reason set forth above, Parchment shall issue a pro-rated refund for all fees paid in advance to OSDE.

**4.5 Parchment Obligations; Legal and Regulatory Compliance.** Parchment will: (a) provide the Services in material accordance with the Order Form, Documentation and Exhibit A; (b) implement and maintain backup, security and business continuity measures, in accordance with industry practices unless provided for in Attachment B Hosting Agreement, in order to maintain the security and integrity of the Parchment Services and Member Data; provided, however, that Parchment will have no obligation to backup Credentials and other data and materials that are within the control of Member or any other Authorized User or Credential Owner; and (c) comply with all applicable federal, state, county, and municipal, statutes, laws, ordinances, and regulations relating to this Agreement, as amended from time to time, including the Family Educational Rights and Privacy Act and the Protection of Pupil Rights Act.

#### **5 PROPRIETARY RIGHTS.**

**5.1 Member Data.** As between Parchment and Member, Member owns all right, title, and interest in and to the underlying Member Data. Subject to the terms of this Section 5, such Member Data shall be deemed to be the Member's Confidential Information and Parchment agrees to hold confidential (in accordance with state laws, federal laws and specifically as provided for under FERPA) all Member Data it receives, and will not read the contents of any such Credentials in the Parchment Services, except as necessary to process the transaction through the Parchment Services or store the data as part of Services or in the ordinary course of its business. Parchment shall restrict access to Member Data to Member's employees and agents as necessary to perform the Services, and to Parchment and its employees with a need to know (and advise such employees of the confidentiality and non-disclosure obligations assumed herein). Parchment will protect the Member Data from unauthorized dissemination and use with the same degree of care that it uses to protect its own Confidential Information and, in any event, will use no less than a reasonable degree of care in protecting Member Data. Parchment shall promptly notify the State and OSDE upon receipt of any requests from unauthorized third parties which in any way might reasonably require access to Member Data or Member's use of the Services. Parchment shall notify the Member at the contact set forth herein set forth on the Order Form by the fastest means available and also in writing. In no event shall Parchment provide such notification more than 24 hours after Parchment receives the request. Except to the extent required by law, Parchment shall not respond to subpoenas, service or process, FOIA requests, and other legal request related to Member without first notifying the Member; provided that Parchment's compliance with the foregoing is subject to applicable law and the parties acknowledge that Parchment will respond to subpoenas, service or process,

FOIA requests and other legal requests as required by applicable law. The parties agree and understand that Parchment does not verify any Member Data or the contents of any Credentials as complete or accurate, nor does it provide verification of status or any other item. The parties further agree and understand that Parchment shall not modify the Member Data or Credentials provided to it for purposes of processing transactions through the Parchment Services, unless otherwise specified and agreed upon by Member and Parchment. The Parchment Services are limited to the description provided herein and in related Documentation. Notwithstanding the above, once Credentials are lawfully transmitted to a third party, the third party's, and those acting on behalf of the third party's, use of those Credentials is not governed by this Agreement.

**5.2 Transactional Data.** Parchment may utilize data capture, syndication, and analysis tools, and other similar tools, to extract, compile, synthesize, and analyze Transactional Data. Transactional Data relies solely on data regarding the transaction of registering or transmitting the Credential through the Parchment Services, and does not include any data from the Credential itself. To the extent that any Transactional Data is generated through the Parchment Services and collected by Parchment, such Transactional Data will be solely owned by Parchment and may be used by Parchment for any lawful purpose, provided that the Transactional Data is used only in de-identified form and in a manner that does not permit the identification of any Credential Owner. Parchment agrees to comply with applicable privacy and other laws and regulations respecting the dissemination and use of such Transactional Data.

**5.3 De-Identified Data.** Parchment may create De-Identified Data from Member Data. Parchment may create De-Identified Data from any data it collects or receives in connection with the Parchment Services. Parchment may use and disclose such De-Identified Data for any lawful purpose, provided that it is used in such a manner that does not permit the identification of any Credential Owner.

**5.4 Intellectual Property Rights in Parchment Services.** Member acknowledges that Parchment and its licensors own all Intellectual Property Rights in and to the Services (including all components thereof) and all developments, inventions, technology or materials provided under this Agreement. Parchment reserves all rights not expressly granted to Member in this Agreement. Member will not engage in any act or omission that would impair Parchment's and/or its licensors' Intellectual Property Rights in the Services, and any other materials, information, processes or subject matter proprietary to Parchment. Member further acknowledges that Parchment retains the right to use the foregoing for any purpose in Parchment's sole discretion.

**5.5 Feedback.** From time to time, Member and its Authorized Users may provide suggestions, enhancement requests, recommendations or other feedback relating to the operation or functionality of the Services ("**Feedback**"). Member will have no obligation to provide Feedback. Member hereby grants Parchment, and Parchment will have, a royalty-free, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use, disclose, reproduce, license or otherwise distribute and exploit any Feedback as it sees fit, entirely without obligation or restriction of any kind on account of intellectual property rights or otherwise.

**5.6 Analytics.** As part of certain Parchment Services, Parchment may provide Member with access to certain analytics and benchmarking data, which may include Transactional Data or De-Identified Data, each as defined above, and derivative works thereof, and other standard and/or customized reports prepared by Parchment for Member (all such reports, analytics, data, content and information, to be referred to as the "**Analytics**"). As between Member and Parchment, Parchment retains all right, title and interest in and to the Analytics, including all Intellectual Property Rights therein, except for any underlying Member Data therein. To the extent Parchment provides Member with access to any Analytics, Parchment grants Member a limited, non-exclusive, non-transferable license, subject to this Agreement, to use and reproduce the Analytics solely for Member's internal business use and for no other purpose. Member acknowledges that the Analytics are the Confidential Information of Parchment (and thus subject to the obligations in Section 7) and contain valuable trade secrets and other intellectual property of Parchment and its licensors. Member agrees that it will not, and will not permit any third party to: (a) reproduce (except as expressly permitted herein), modify, translate, or create any derivative work of all or any portion of the Analytics; (b) sell, rent, lease, distribute, sublicense, disclose, assign, transfer, or otherwise make available to any third party all or any portion of the Analytics; (c) make the Analytics available for access by anyone over a network or use the Analytics on a service bureau or time sharing basis; or (d) use the Analytics in any way to create products or services similar to or competitive with the Parchment Services. The foregoing restrictions in this Section 5.6 will not limit how Member can use the Member Data to the extent it is not included in the Analytics.

## **6 FEES AND PAYMENTS.**

**6.1 Fees Payable.** All fees are listed and payable in United States dollars. Parchment will submit invoices to OSDE for fees in accordance with the relevant payment schedules indicated on the applicable Order Form, and each invoiced amount will be due and payable by OSDE within forty-five (45) days of receipt of the relevant and proper invoice.

**6.2 Disputed Charges.** OSDE must notify Parchment in writing of any dispute or disagreement with invoiced charges within ninety (90) days after the date of invoice. Absent such notice, OSDE will be deemed to have agreed to the charges as invoiced after the expiration of such time period.

**6.3 Late Payments; Interest.** Parchment reserves the right to charge, and OSDE agrees to pay, a late charge equal to one and one-half percent (1½%) per month or the maximum rate permitted by applicable law, whichever is less, on any amount that is not the subject of a good faith dispute that is unpaid on the due date, and on any other outstanding balance.

**7 CONFIDENTIALITY.** During this Agreement, each Party will have access to certain Confidential Information of the other Party. Parchment shall clearly mark any such information as confidential. ("Confidential Information"). Member is a state agency and subject to the Oklahoma Open Records Act and Parchment acknowledges information marked Confidential Information will be disclosed to the extent permitted under Member's Open Records Act and in accordance with this section. Member will not use Parchment's Confidential Information for purposes other than those necessary to directly further the purposes of the Agreement. Each Party agrees: (a) not to disclose the

Confidential Information of the other Party to anyone except its employees, contractors and advisors ("Representatives") on a strict need to know basis, (b) to use the Confidential Information strictly for the performance or receipt of this Agreement and (c) to use the same degree of care that each such party uses to protect its own confidential information, but in no event less than a commercially reasonable efforts to protect the confidentiality of the other Party's Confidential Information. This Section will not apply to Confidential Information that (i) is or becomes publicly available through no fault of the recipient, (ii) is already in the recipient's possession at the time of its disclosure without any duty of confidence, or (iii) is independently developed by the recipient without reference to or use of the disclosing party's Confidential Information and by personnel without access to such Confidential Information. Each Party may disclose Confidential Information, subject to the aforementioned and Section 5.1 Member Data herein, to the extent required: (1) by securities laws, (2) to comply with a court or governmental order, or to comply with applicable law or (3) to establish or preserve a Party's rights under this Agreement. Each Party will be responsible for the acts and omissions of its Representatives related to any breach of this Section.

## **8 WARRANTIES.**

**8.1 Mutual Representations and Warranties.** Each Party represents and warrants to the other Party that the execution and performance of this Agreement does not and will not violate any other contract, obligation, or instrument to which it is a party, or which is binding upon it, including terms relating to covenants not to compete and confidentiality obligations.

**8.2 Parchment Warranties.** Parchment represents and warrants that it will provide the Services in a professional and workmanlike manner substantially consistent with general industry standards.

**8.3 FERPA Warranty.** Parchment will comply with the regulations of FERPA which are applicable to Parchment. NOTWITHSTANDING ANYTHING ELSE SET FORTH HEREIN, PARCHMENT WILL NOT BE RESPONSIBLE FOR VIOLATIONS OF FERPA RELATED TO MEMBER'S PROCESSES NOT RELATED TO THE SERVICES.

**8.4 Member Warranties.** Member hereby represents and warrants that it owns or otherwise has sufficient rights and all necessary consents to grant Parchment access to and use and display of the Member Data in accordance with this Agreement, and that its collection and provision of such Member Data complies with all applicable laws and does not violate any person's right of privacy or publicity.

**8.5 No Other Warranties.** EXCEPT AS EXPRESSLY WARRANTED IN THIS AGREEMENT, PARCHMENT EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES OF ANY KIND OR NATURE, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING ANY IMPLIED WARRANTIES OF NON-INFRINGEMENT, NON-INTERFERENCE, VALUE OR ACCURACY OF DATA, AS WELL AS ANY WARRANTIES OF MERCHANTABILITY, SYSTEM INTEGRATION, FITNESS FOR A PARTICULAR PURPOSE, OR THE ABSENCE OF ANY DEFECTS THEREIN, WHETHER LATENT OR PATENT. NO WARRANTY IS MADE BY PARCHMENT ON THE BASIS OF TRADE USAGE, COURSE OF DEALING OR COURSE OF PERFORMANCE. PARCHMENT DOES NOT WARRANT THAT THE PARCHMENT SERVICES OR ANY OTHER INFORMATION, MATERIALS, TECHNOLOGY OR

SERVICES PROVIDED UNDER THIS AGREEMENT WILL MEET MEMBER'S REQUIREMENTS OR THAT THE OPERATION THEREOF WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT ALL ERRORS WILL BE CORRECTED. MEMBER ACKNOWLEDGES THAT PARCHMENT'S OBLIGATIONS UNDER THIS AGREEMENT ARE FOR THE BENEFIT OF MEMBER ONLY.

**8.6 Delays.** PARCHMENT'S SERVICES MAY BE SUBJECT TO LIMITATIONS, DELAYS, AND OTHER PROBLEMS INHERENT IN THE USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS. PARCHMENT IS NOT RESPONSIBLE FOR ANY DELAYS, DELIVERY FAILURES, OR OTHER DAMAGE RESULTING FROM SUCH PROBLEMS THAT DO NOT ARISE FROM THE NEGLIGENT ACTS OR OMISSIONS OF PARCHMENT, AND SUBJECT TO SECTION 12.1 FORCE MAJEURE HEREIN.

## **9 LIMITATION OF LIABILITY.**

**9.1 LIMITATIONS OF LIABILITY.** IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE NATURE OF THE CLAIM, OR FOR LOST PROFITS, COSTS OF DELAY, ANY FAILURE OF DELIVERY, BUSINESS INTERRUPTION, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS LIMITATION UPON DAMAGES AND CLAIMS IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE.

TO THE MAXIMUM EXTENT PERMITTED BY LAW THE CUMULATIVE LIABILITY OF PARCHMENT TO MEMBER FOR ALL CLAIMS ARISING FROM OR RELATING TO THIS AGREEMENT, INCLUDING ANY CAUSE OF ACTION SOUNDING IN CONTRACT, TORT, OR STRICT LIABILITY, WILL NOT EXCEED THE TOTAL AMOUNT OF ALL FEES PAYABLE TO PARCHMENT BY OSDE FOR THE CURRENT TERM. THIS LIMITATION OF LIABILITY IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE.

NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THE CONTRACT, THE FOREGOING PROVISIONS OF THIS SECTION SHALL NOT APPLY TO OR LIMIT DAMAGES, EXPENSES, COSTS, ACTIONS, CLAIMS AND LIABILITIES ARISING FROM OR RELATED TO PROPERTY DAMAGE, BODILY INJURY OR DEATH CAUSED BY PARCHMENT; THE INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 10 OF THIS AGREEMENT, PARCHMENT'S CONFIDENTIALITY OBLIGATIONS SET FORTH IN THIS CONTRACT; THE BAD FAITH, GROSS NEGLIGENCE OR INTENTIONAL MISCONDUCT OF PARCHMENT OR ITS EMPLOYEES AGENTS AND SUBCONTRACTORS; OR OTHER ACTS FOR WHICH APPLICABLE LAW DOES NOT ALLOW EXEMPTION FROM LIABILITY; AND PARCHMENT'S TOTAL LIABILITY AS IT RELATES ONLY TO THE INDEMNIFICATION OBLIGATIONS SET FORTH IN THE ATTACHED HOSTING AGREEMENT AS WELL AS PARCHMENT'S DATA SECURITY AND BREACH NOTIFICATION OBLIGATIONS SET FORTH IN THE

CONTRACT, SHALL NOT EXCEED THE GREATER OF THREE MILLION DOLLARS (\$3,000,000) OR THE AMOUNT OF INSURANCE PROCEEDS PAID UNDER PARCHMENT'S INSURANCE POLICY.

**9.2 Essential Basis.** The disclaimers, exclusions and limitations of liability set forth in this Agreement form an essential basis of the bargain between the Parties, and, absent any of such disclaimers, exclusions or limitations of liability, the provisions of this Agreement, including the economic terms, would be substantially different.

**10 Indemnification Obligations of Parchment.**

Parchment will defend at its expense any suit brought against the State of Oklahoma and/or any Member by a third party alleging: (a) that the Parchment Services misappropriate any Intellectual Property Rights of a third party; (b) Parchment's breach of Section 8.3; or (c) Parchment's gross negligence or willful misconduct in handling the Credentials, and will pay all related costs, damages, and attorneys' fees incurred by, or assessed to, the State, OSDE, and/or any Member, provided the State (i) promptly notifies Parchment in writing of the claim and (ii) to the extent authorized by the Attorney General of the State, allows Parchment to control the defense and any related settlement negotiations. If the Attorney General of the State does not authorize sole control of the defense and settlement negotiations to Parchment, Parchment shall be granted authorization to equally participate in any proceeding related to this section but Parchment shall remain responsible to indemnify the State and/or any Member for all associated costs, damages and fees incurred by or assessed to the State. If any portion of the Parchment Services becomes, or in Parchment's opinion is likely to become, the subject of a claim of infringement, Parchment shall, in the following order: (i) procure for Member the right to continue using the Parchment Services; (ii) replace the Parchment Services with non-infringing services which do not materially reduce the functionality of the Services; (iii) modify the Parchment Services so that it becomes non-infringing; or (iv) terminate the Parchment Services and refund any fees actually paid by Member to Parchment for the remainder of the Term then in effect, and upon such termination, Member will immediately cease all use of the Services. Notwithstanding the foregoing, Parchment will have no obligation under this Section 10 or otherwise with respect to any claim based upon (1) any use of the Services in combination with other products, equipment, services or content not supplied by Parchment and combination results in infringement; (2) any modification of the Services by any person other than Parchment or its authorized agents that results in infringement; or (3) Member Data provided to Parchment. THIS SECTION STATES MEMBER'S SOLE AND EXCLUSIVE REMEDIES FOR INFRINGEMENT CLAIMS AND ACTIONS. Parchment's obligations as set forth above are expressly conditioned upon each of the following: (A) Member promptly notifying Parchment in writing of any threatened or actual claim or suit; (B) and Member cooperating with Parchment to facilitate the settlement or defense of any claim or suit.

**11 TERM AND TERMINATION.**

**11.1 Term.** This Agreement is effective as of the Parchment Send Effective Date identified on page one in Addendum 1. The Term of this Agreement will commence on the Parchment Send Effective Date and will continue for as long as the Initial Order Term indicated on the Order Form, not to exceed twelve (12) months.

**11.2 Termination for Breach.** Either Member or Parchment may terminate this Agreement immediately upon written notice in the event that the other Party materially breaches this Agreement and thereafter: (a) in the case of material breach resulting from non-payment of amounts due hereunder, has failed to pay such amounts within ten (10) days after receiving written notice thereof; or (b) has failed to cure any other material breach (or to commence diligent efforts to cure such breach that are reasonably acceptable to the terminating Party) within thirty (30) days after receiving written notice thereof. For the avoidance of doubt, termination of this Agreement as set forth in this section shall not terminate the Contract between Parchment and the State of Oklahoma and neither shall Member have any right to terminate the Contract between the State of Oklahoma and Parchment.

**11.3 Termination upon Bankruptcy, Insolvency or Lack of Funding.** Either Party may, at its option, terminate this Agreement immediately upon written notice to the other Party, in the event (a) that the other Party becomes insolvent or unable to pay its debts when due; (b) the other Party files a petition in bankruptcy, reorganization or similar proceeding, or, if filed against, such petition is not removed within ninety (90) days after such filing; (c) the other Party discontinues its business; (d) a receiver is appointed or there is an assignment for the benefit of such other Party's creditors; or (e) if the Member or the Member's sponsor is a state or federal agency or institution, the funding for this Agreement is not provided to Member or the Member's sponsor by the legislature of the applicable state or federal government.

**11.4 Suspension of Service.** If OSDE fails to pay undisputed amounts in accordance with this Agreement or, if and as necessary to protect the Member Data and/or Credentials in the event of a threat to the security of the Parchment Service(s), Parchment will have the right, in addition to any of its other rights or remedies, to immediately suspend the provision of the Services (including access to the Parchment Services and/or Parchment Site) to Member and/or its Credential Owners, without liability to Member until such amounts are paid in full or such breach is cured (in Parchment's sole discretion), as applicable. OSDE shall not be responsible for payment of services during times of suspension.

**11.5 Accrued Obligations.** Termination of this Agreement will not release the Parties from any liability which, at the time of termination, has already accrued or which thereafter may accrue with respect to any act or omission before termination, or from any obligation which is expressly stated in this Agreement to survive termination. Notwithstanding the foregoing, the Party terminating this Agreement as permitted by any provision in this Section 11 will incur no additional liability merely by virtue of such termination made in good faith.

**11.6 Effect of Termination.** Upon any expiration or termination of this Agreement, Member will immediately discontinue all use of the Parchment Services and OSDE will pay all amounts due and payable hereunder. Each Party will promptly delete or destroy any Confidential Information of the other Party, including all copies thereof, except that Parchment may retain the Member Data: (a) as required by law; (b) for up to thirty (30) days after the effective date of termination.

**11.7 Survival of Obligations.** The provisions of Sections 2.5, 3.4, 5, 7 through 10, 11.6 through 11.7, and 12, and OSDE's obligations to pay any amounts due and outstanding

hereunder, will survive termination or expiration of this Agreement.

## **12 MISCELLANEOUS.**

**12.1 Force Majeure.** Either Party will be excused from performance of its obligations under this Agreement if such a failure to perform results from compliance with any requirement of applicable law, acts of God, fire, strike, embargo, terrorist attack, war, insurrection or riot or other causes beyond the reasonable control of that Party provided the party experiencing the force majeure event has prudently and promptly acted to take any and all steps within the party's control to ensure continued performance to shorten duration of the event. Any delay resulting from any of such causes will extend performance accordingly or excuse performance, in whole or in part, as may be reasonable under the circumstances. In the event that a party's performance of its obligations is materially hindered as a result of a force majeure event, such party shall promptly notify the other party of its best reasonable assessment of the nature and duration of the force majeure event and steps it is taking, and plans to take, to mitigate the effects of the force majeure event. The party shall use commercially reasonable best efforts to continue performance to the extent possible during such event and resume full performance as soon as reasonably practicable. Subject to the conditions set forth above, such non-performance shall not be deemed a default. However, a Member may terminate a purchase order if Parchment cannot cause delivery of Products or Services in a timely manner to meet the business needs of the Member.

Non-suspended Obligations: Notwithstanding the foregoing or any other provisions in the Agreement, (1) in no event will any of the following be considered a force majeure event: (a) shutdowns, disruptions or malfunctions in Parchment's systems or any of Parchment's telecommunication or internet services other than as a result of general and widespread internet or telecommunications failures that are not limited to Parchment's systems; or (b) the delay or failure of Parchment or subcontractor personnel to perform any obligation of Parchment hereunder unless such delay or failure to perform is itself by reason of a force majeure event; and (2) no force majeure event modifies or excuses Parchment's confidentiality, indemnification or data security and breach notification obligations set forth herein and in Attachment B Hosting Agreement.

**12.2 Notices.** Member (a) consents to receive communications from Parchment in electronic form, whether via email, posting updates on the Parchment Site, or by other reasonable means. All notices required under these Terms and Conditions will be in writing, delivered personally, or by nationally recognized overnight courier (e.g., FedEx) at the Parties' respective addresses set forth on the Order Form (with notices to Parchment sent to the attention of the General Counsel). All notices will be deemed effective upon personal delivery, or when received if sent by overnight courier.

**12.3 Assignment.** Neither Party will assign its rights or delegate its obligations under this Agreement without the other Party's prior written consent, and, absent such consent, any purported assignment or delegation will be null, void and of no effect. However, either Party may, without the written

consent of the other Party, assign this Agreement and its rights and obligations hereunder in connection with the transfer or sale of all or substantially all of its business related to this Agreement, or in the event of a merger, consolidation, change in control or similar transaction. This Agreement will be binding upon and inure to the benefit of Parchment and Member and their successors and permitted assigns. This section is to be read in conjunction with, and subject to, Section A.32 Assignment in the Solicitation.

**12.4 Independent Contractors.** Member and Parchment acknowledge and agree that the relationship arising from this Agreement does not constitute or create any joint venture, partnership, employment relationship or franchise between them, and the Parties are acting as independent contractors in making and performing this Agreement.

**12.5 Amendment.** No amendment to this Agreement will be valid unless such amendment is made in writing and is signed by the authorized representatives of Parchment and the State.

**12.6 Waiver.** No waiver under this Agreement will be valid or binding unless set forth in writing and duly executed by the Party against whom enforcement of such waiver is sought. Any such waiver will constitute a waiver only with respect to the specific matter described therein and will in no way impair the rights of the State or Parchment granting such waiver in any other respect or at any other time. Any delay or forbearance by either the State or Parchment in exercising any right hereunder will not be deemed a waiver of that right.

**12.7 Severability.** If any provision of this Agreement is invalid or unenforceable for any reason in any jurisdiction, such provision will be construed to have been adjusted to the minimum extent necessary to cure such invalidity or unenforceability. The invalidity or unenforceability of one or more of the provisions contained in this Agreement will not have the effect of rendering any such provision invalid or unenforceable in any other case, circumstance or jurisdiction, or of rendering any other provisions of this Agreement invalid or unenforceable whatsoever.

**12.8 No Third Party Beneficiaries.** The Parties acknowledge that the covenants set forth in this Agreement are intended solely for the benefit of the Parties, their successors and permitted assigns. Nothing herein, whether express or implied, will confer upon any person or entity, other than the Parties, their successors and permitted assigns, any legal or equitable right whatsoever to enforce any provision of this Agreement.

**12.9 Counterparts.** This Agreement may be executed in any number of counterparts, each of which when so executed will be deemed to be an original and all of which when taken together will constitute one Agreement.

**12.10 Construction.** Unless otherwise specified herein: (a) the word "including" means "including but not limited to"; and (b) any reference to days will mean calendar days. All headings are for convenience only.

**12.12 Intentionally omitted**

**12.13 Intentionally omitted**

**[End of Terms]**

**EXHIBIT C**  
**SERVICE LEVEL AGREEMENT**

1. Parchment will use commercially reasonable efforts, commensurate with the severity of the error, to correct any malfunction, defect, or non-conformity in the operation of the Parchment Services to substantially perform in accordance with the Documentation. Member will be responsible for conducting adequate research with respect to a defect or related issue prior to contacting Parchment for assistance. Member is obligated to respond promptly to all reasonable Parchment requests for pertinent information, documentation, technical and other assistance to assist Parchment with problem resolution. A reported issue will be logged and tracked by Parchment, and assigned a unique identifier that can be used by Member to refer to the reported issue, and will remain open until the issue is resolved. Reported issues will be assigned a severity level that is mutually agreed upon by Member and Parchment.
2. Parchment will employ commercially reasonable efforts to correct, or address with an action plan, issues reported by Member as follows:
  - a. Severity 1: Within four (4) business hours of receipt of the reported issue or its detection by Parchment. Level 1 is defined as a condition in which all or a critical function within the Parchment Services is unavailable to Member.
  - b. Severity 2: Within two (2) business days of receipt of the reported error. Level 2 is defined as a condition in which the Parchment Services is not fully performing, but is still able to operate at a reduced capacity.
  - c. Severity 3: Within five (5) business days of receipt of the reported error. Severity 3 is defined as a condition where the Member is experiencing a non-critical loss of function.
3. System Enhancements and Functionality Improvements.
  - a. Parchment will respond to requests for enhancements or upgraded workflow functionality within thirty (30) business days. The response will include a valuation of the request and whether it was an item for inclusion within the product roadmap or would be considered a client specific customization. Enhancements and improvements cover a desire to change either the look and feel or workflow of a feature or function within the Parchment Services. Any enhancements, modifications or improvements to the Parchment Services will be considered part of the Parchment Services.
  - b. Parchment may perform maintenance to the Parchment Services during its preexisting maintenance schedule (currently 12 p.m. to 4 p.m. Pacific Time on Saturdays) as necessary for the proper operation of the Parchment Services. During these periods, the Parchment Services may be unavailable to Member. Parchment will notify Member at least two (2) business days in advance of any planned maintenance. Parchment may change planned maintenance windows at its sole discretion and will notify Member of any such changes that affect previously notified plans, provided such maintenance is done during low-volume times. Parchment will also post notifications on both the Parchment Services and Parchment Site notifying interested parties of any planned service outages.
4. Parchment will use reasonable commercial efforts to make the Parchment Services available ninety-nine and one-half percent (99.5%) of the time, measured monthly, exclusive of planned maintenance and any of the following events that will not be considered downtime for the purposes of such measurement:
  - a. Any outage lasting less than five (5) minutes;
  - b. Any outage determined to be a result of Member's breach of the Agreement or other acts or omissions of Member;
  - c. Any outage determined to be a result of a failure of outside services or equipment not within the control of Parchment, including Member's hardware and software; or
  - d. Any outage determined to be beyond the reasonable control of Parchment, its subcontractors and/or business partners, including a force majeure event.
5. Member is responsible for (i) maintenance and management of its computer network(s), servers, software, and any equipment or services related to maintenance and management of the foregoing; and (ii) correctly configuring its systems in accordance with the Documentation. Member will promptly notify Parchment in the event any downtime occurs. Downtime will be deemed to begin when Parchment receives accurate notification thereof from Member, or when Parchment first becomes aware of such downtime, whichever first occurs. The obligations of Parchment set forth in this Exhibit C will be excused to the extent any failures to meet such obligations result in whole or in part from Member's failure(s) to meet the foregoing requirements.
6. Parchment will use reasonable commercial efforts to respond to any email inquiries through the Parchment Site by Credential Owners within two (2) business days.
7. Member's sole and exclusive remedy, and Parchment's sole and exclusive liability, for Parchment's breach of this Exhibit C will be the following credits. If Parchment fails to meet the service level in Section 4 in any month for a specific Parchment Services, Parchment will credit to Member one percent (1%) of the monthly subscription fee paid by Member (i.e., the prorated annual subscription fee) for such Parchment Services for each cumulative hour, or portion thereof, of unavailability of such Parchment Services in that month, up to a maximum of fifty percent (50%) of the prorated monthly subscription fee paid by Member. In the event Member has not elected to pay a subscription fee to Parchment hereunder, as Member's sole and exclusive remedy under this Section 7, Parchment will credit to Member one percent (1%) of the net amount of surcharges (if any) added to each Credential request by Member for such Parchment Services for each cumulative hour, or portion thereof, of unavailability of such Parchment Services in that month, up to a maximum of fifty percent (50%) of the net amount of surcharges added to each Credential request by Member.



# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

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

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**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.

<b>STILLWATER BOARD OF EDUCATION</b>		<b>CFB-E1</b>
<i>Adoption Date: February 21, 2012</i>	<i>Revision Date(s): 9/10/19</i>	<i>Page 1 of 4</i>

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

**Due April 30 each year** or upon request of a new account

Reporting School Year: \_\_\_\_\_ Sponsor Name: \_\_\_\_\_

Name of Activity Fund: \_\_\_\_\_ Account No: \_\_\_\_\_

**The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:**

**PACKET CONTENTS:**

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	

*\*This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

**ACTIVITY FUND REQUEST FOR ACCOUNT**

**DATE:** \_\_\_\_\_ **SITE:** \_\_\_\_\_

**ACCOUNT NAME:** \_\_\_\_\_

**PURPOSE**

**SOURCE(S) OF INCOME**

**PLANNED EXPENSES**

**SPONSOR NAME**

**SIGNATURE**

**PRINCIPAL/DIRECTOR**

**SIGNATURE**

---

**TO BE COMPLETED BY FINANCE DEPARTMENT**

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

**BOARD OF EDUCATION APPROVAL DATE:** \_\_\_\_\_

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: \_\_\_\_\_ Sponsor Name: \_\_\_\_\_

Name of Activity Fund: \_\_\_\_\_ Account No: \_\_\_\_\_

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ _____	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ _____	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ _____	\$ _____

*Adoption Date: February 21, 2012**Revision Date(s): 9/10/19**Page 4 of 4***FUNDRAISER REQUEST**

Submit one copy per fundraiser (Due April 30 )

Reporting School Year: \_\_\_\_\_ Sponsor Name: \_\_\_\_\_

Name of Activity Fund: \_\_\_\_\_ Account No: \_\_\_\_\_

**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):****PURPOSE OF RAISING FUNDS:****FUNDRAISER DATES:** START \_\_\_\_\_ END \_\_\_\_\_**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \_\_\_\_\_ - EST. EXP. \_\_\_\_\_ = EST. PROFIT \_\_\_\_\_

\_\_\_\_\_  
SPONSOR SIGNATURE\_\_\_\_\_  
ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)\_\_\_\_\_  
PRINCIPAL AUTHORIZATION\_\_\_\_\_  
BOARD OF EDUCATION APPROVAL DATE**FUNDRAISER CLOSEOUT**START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_  
FUNDRAISER PROFITACT. INC. \_\_\_\_\_ - ACT. EXP. \_\_\_\_\_ = ACT. PROFIT \_\_\_\_\_  
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_  
SPONSOR SIGNATURE\_\_\_\_\_  
FINANCIAL SECRETARY SIGNATURE

**APPLICATION FOR SANCTIONING**

**Due Annually on ~~September~~ July 5<sup>1</sup>**

This is a request for sanctioning by the applicant to the Stillwater Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. All fields are required.

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

Name of Sanctioned Organization: \_\_\_\_\_

Official Mailing Address for the organization: \_\_\_\_\_

Organization's Taxpayer I.D. Number: \_\_\_\_\_

**Organization President**

**Organization Treasurer**

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

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

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Organization's Purpose, Goals, and the Benefit to District Students: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Organizations's Website and/or Social Media Accounts: \_\_\_\_\_

\_\_\_\_\_

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

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

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

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.

Applicant also acknowledges, that if requested by the board of education the organization will be required to submit financial and supporting documentation for an agreed upon procedure review to be performed by the school district's external auditor. This information must be submitted by the deadline established at the time of the request.



**APPLICATION FOR SANCTIONING (Cont.)**

Instructions for Completing Application:

1. Read policies CFBB and CFBB-P and complete this application: the cash flow statement for the prior school year, the cash flow statement estimate for the future school year and the independent audit review certification. If necessary, use additional sheets of paper.
2. Attach twelve (12) months of bank statements and a reconciliation to the unaudited cash flow statement (bank statement credits and debits should match the cash flow summary collections and expenditures respectively, and be reconciled to the ending balance).
3. Sign and date this application and have the school faculty sponsor review and sign (required).
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Email or deliver the application and attachments to:  
  
Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074
6. Signing this form certifies that you agree to attend mandatory district training

\_\_\_\_\_  
Organization Representative/Office Name and Position (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Faculty Sponsor / Athletic Coach Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPLICATION FOR SANCTIONING (Cont.)**

ORGANIZATION/ASSOCIATION  
UNAUDITED CASH FLOW STATEMENT **FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 – JUNE 30)**

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

FINANCIAL ACTIVITY FOR SCHOOL YEAR \_\_\_\_\_

Beginning Cash Balance, July 1, \_\_\_\_\_ \$ \_\_\_\_\_

Collections:

Fundraiser, Merchandise Sales, Etc. \$ \_\_\_\_\_

Donations \$ \_\_\_\_\_

Parent/Student Contributions \$ \_\_\_\_\_

Other (list): \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Collections \$ \_\_\_\_\_

Expenditures:

Fundraising Expenses \$ \_\_\_\_\_

Other (list): \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

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

Ending Cash Balance, June 30, \_\_\_\_\_ \$ \_\_\_\_\_

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

Representative/Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Received and reviewed by Chief Financial Officer:

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR SANCTIONING (Cont.)**

ORGANIZATION/ASSOCIATION  
UNAUDITED CASH FLOW STATEMENT **FOR UPCOMING SCHOOL YEAR (JULY 1 – JUNE 30)**

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

FINANCIAL ACTIVITY FOR SCHOOL YEAR \_\_\_\_\_

Beginning Cash Balance, July 1, \_\_\_\_\_ \$ \_\_\_\_\_

Collections:

Fundraiser, Merchandise Sales, Etc. \$ \_\_\_\_\_

Donations \$ \_\_\_\_\_

Parent/Student Contributions \$ \_\_\_\_\_

Other (list): \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Collections \$ \_\_\_\_\_

Expenditures:

Fundraising Expenses \$ \_\_\_\_\_

Other (list): \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

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

Ending Cash Balance, June 30, \_\_\_\_\_ \$ \_\_\_\_\_

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

Representative/Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Received and reviewed by Chief Financial Officer:

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR SANCTIONING (Cont.)**

**ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION**

This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club’s financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with board policies CFBB and CFBB-P and should consider recommended internal controls for sanctioned organizations.

At a minimum, an audit consists of reviewing 12 months of bank statements for the organization and confirming that they reconcile to the Unaudited Cash Flow Statement submitted as part of the annual application for sanctioning.

Signing this independent review certification also indicates that all expenditures followed the requirements in board policy CFBB with particular attention to the requirement that,

- All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the \_\_\_\_\_ school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization’s by-laws and procedures. (A minimum of two signatures required.)

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

## SANCTIONING OF PARENT ORGANIZATIONS, BOOSTER CLUBS, AND ASSOCIATIONS (PROCEDURES)

In compliance with the provisions of state law, the Stillwater Public Schools district has established procedures to provide for sanctioning of organizations and associations exempted or applying to be exempted from statutory controls and board policies and procedures pertaining to school activity funds.

### Definitions

1. Initial sanctioning is the first time an organization is sanctioned by the board of education. Initial sanctioning may be requested by an organization at any board meeting.
2. Annual sanctioning occurs each fiscal year after an organization is initially sanctioned. Annual sanctioning applications should be submitted ~~by prior to September 1~~ July 5 each year.

Organizations have the following options regarding the management of their funds related to the Stillwater Public Schools district:

1. Funds may be deposited and expended through a board-approved school activity account at the local school site. Organizations that choose to deposit funds in a board-approved school activity account must follow the district's policies and procedures for school activity funds.
2. Funds may be deposited and expended through an organization's local bank account and shall be exempt from regulations of the district's school activity fund upon being granted sanctioned status by the board of education under the requirements of these procedures.

Organizations that have previously obtained IRS designation as 501(c)(3) organizations are still required to apply for sanctioning by the board of education.

### Procedures for Sanctioning by the Board of Education

1. All organizations and associations wishing to be sanctioned shall make application to the board of education as described in the definitions section of this policy.
2. The completed application form (CFBB-E) must be submitted for review to the chief financial officer.
3. After review by the chief financial officer and the superintendent of schools, the superintendent will make a recommendation to the board concerning the organization seeking to be sanctioned.
4. The board will review the organization's application and determine whether to approve or decline the sanctioning request.
5. Annual sanctioning shall be approved by the board on a one-year basis only. The board shall consider all annual sanctioning applications at the beginning of the school year (normally the September board meetings).
6. The board of education's decision is final and nonappealable.

**SANCTIONING OF PARENT ORGANIZATIONS, BOOSTER CLUBS, AND ASSOCIATIONS, PROCEDURES (Cont.)**

- 7. Each organization shall annually provide the district’s chief financial officer with an application for re-sanctioning, including required financial information, agreement to attend required annual training, and a copy of an organization’s by-laws and/or constitution.

It should be noted that sanctioning by the board of education in no way grants the organization or association “tax-exempt” status for its operations, nor does it grant “tax-deductible” status to its donors. The organization or association should consult a tax professional for advice on these matters.

It should also be noted that, as a sanctioned organization is at “arms length” and not a part of Stillwater Public Schools, proper internal controls can not be ensured by the district and is the responsibility of the sanctioned organization to provide on all financial activities/transactions. Thus, any legal or audit expenses incurred by the district related to a sanctioned organization will be billed to and paid for by the corresponding sanctioned organization.

In reviewing the application for sanctioning, the board will require selected organizations to provide additional financial information and supporting documentation that will be reviewed by the district’s external auditor as part of an agreed upon procedure review.

## PURCHASING PROCEDURES

Encumbrances, represented by purchase orders, are submitted by fund to the Board of Education in order of their issuance on a monthly basis at the Board's regularly scheduled meeting. The Board's approval of the purchase orders are documented in the minutes by the board clerk. This applies to all appropriated funds of Stillwater Public Schools.

Upon approval of the Board of Education, a copy of the purchase order is used as the authority for designated school personnel to complete the purchasing process.

The dollar amount of a purchase order as presented to the board of education is an estimate of the cost of the goods or services. Actual costs may differ from this amount. Overages on purchase orders will be allowed without board reapproval up to a maximum of 25% of the approved amount or \$10,000, whichever is less. Any overages above these thresholds will require board approval of the increased amounts. No board reapproval will be required for decreases from approved encumbered amounts. The board will be provided a monthly summary of the overages.

When an expenditure, which under normal conditions would require prior board approval, has to be made in an emergency situation, an exception is permitted with the following guidelines:

An emergency is defined as a condition in which failure to act immediately will cause appreciable damage to physical facilities, or the educational program, or endanger the life or health of members of the community, or impede the educational mission of the school system.

In emergency situations, the Superintendent or designee may issue a purchase order and complete the purchasing process prior to Board approval.

The Board, at the next regular meeting, will make retroactive approval of the noted "emergency purchase" and document that approval in the minutes by purchase order number.

Under no circumstances will a purchase in excess of \$15,000 be made under emergency procedures. All purchases above this amount will require prior board approval. Purchase orders will not be split or divided to avoid the \$15,000 limit.

In accordance with the State of Oklahoma law (State Statute Title 70, Chapter 1, Section 5-135), no goods and/or services shall be paid for in any manner, including via purchase card, without the receipt of those good and/or services. Exceptions resulting from emergency situations may be granted by the Chief Financial Officer. Such exceptions must be presented for consideration in advance of a purchase and will be considered on a case-by-case basis. Any violations of this policy will result in the purchaser signing an Assumption of Liability form and may result in the revocation of purchasing privileges, to be determined by the Chief Financial Officer.

## ENERGY MANAGEMENT AND CONSERVATION POLICY

The Stillwater Board of Education is dedicated to reducing its environmental impact and costs by encouraging responsible energy use and actively seeking energy efficiency improvements throughout all district operations. The board aims to contribute to a greener future while prioritizing the needs of students in their learning environments. ~~intends to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.~~

The implementation of this policy is the joint responsibility of all district personnel. All employees will be educated on energy conservation practices and expected to actively participate in energy-saving efforts. ~~the board, administrators, teachers, students and support personnel and its success is based on cooperation at all levels.~~

The district will maintain accurate records of energy consumption and cost of energy and provide that information to key stakeholders. ~~and will provide information to the local media on the goals and progress of the energy conservation program.~~

The principal will be accountable for energy management on his/her campus with energy audits being conducted and conservation program outlines being updated. ~~Judicious use of the various energy systems of each campus will be the joint responsibility of the principal and head custodian to ensure that an efficient energy posture is maintained on a daily basis.~~

To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:

- ~~1. All district personnel will be expected to contribute to energy efficiency in our district. Every person will be expected to be an "energy saver" as well as an "energy consumer."~~
1. All employees will be educated on energy conservation practices and expected to actively participate in energy-saving efforts.
2. Energy management on his/her campus will be made a part of the principal's annual evaluation.
3. The administrative energy guidelines are detailed in policy CLE-R1. ~~These guidelines represent the "rules of the game" in implementing the energy program.~~

Further, to maintain the learning environment and to complement the energy management program, the district shall develop and implement a preventative maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope and moisture management.

**Whereas** the school board bears responsibility for the best use of tax dollars, and

**Whereas** public education can provide leadership in developing a realistic energy ethic and awareness of energy needs and costs,

**Therefore**, the School Board of Stillwater Public Schools directs the superintendent and/or his/her agents to develop short and long-range strategies in the areas of facilities management and preventative maintenance.

**REFERENCE : Policy CN-R3**

## ENERGY MANAGEMENT AND CONSERVATION GUIDELINES (REGULATION)

### Responsibilities

- ~~1. It is the responsibility of all employees to assist with the conservation of energy and natural resources. Every person is expected to be an "energy saver" as well as an "energy consumer."~~
- ~~2. All employees will be educated on energy conservation practices and required to actively participate in energy-saving efforts within their work areas. The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.~~
- ~~3. The custodian is responsible for control of common areas, i.e., halls, cafeteria, etc.~~
- ~~4. Since the custodian is typically the last person to leave a building in the evening, he/she is responsible for verification of the nighttime shutdown.~~
5. The ~~principal~~ site administrator ~~is responsible~~ monitors for the total energy usage of his/her ~~building~~ campus.
6. ~~The energy manager performs~~ Routine audits will be performed of all facilities and will be communicated ~~the audit results~~ to the appropriate personnel.
7. ~~The energy manager provides~~ Regular reports will be provided to the ~~principals~~ site administrator, indicating performance with regards to energy savings.
8. The district is committed to and responsible for maintenance of the learning environment.
9. To complement the district's energy management program, the district shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

### General

- ~~1. Classroom doors shall remain closed when HVAC is operating. Ensure d~~ Doors between conditioned space and non-conditioned space shall remain closed at all times (i.e., between hallways, ~~and~~ gyms, or pool area).
2. Proper and thorough utilization of ~~data loggers~~ meters and tracking tools will be used ~~initiated and maintained~~ to ~~monitor~~ measure relative humidity, temperature, and light levels throughout the district's buildings to ensure compliance with district guidelines.
3. All exhaust fans should be turned off ~~every day and~~ during unoccupied hours.
4. All office machines (copy machines, laminating equipment, etc.) shall be ~~configured to enter a power saving mode while not in use. switched off each night and during unoccupied times. Fax machines should remain on.~~
5. ~~All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.~~ All classroom technology (Interactive Flat Panels, TVs, 3D printers, Documents Cameras etc.) shall be configured to conserve energy.

6. All capable IT devices ~~should~~ shall be configured to conserve energy. ~~programmed for the “energy saver” mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor “sleeps” after 10 minutes of inactivity.~~
7. During unoccupied times, the HVAC equipment shall be set to the “Unoccupied Set Points”. The unoccupied period begins when the students leave the area at the end of the day, week, or school year. It is anticipated that the temperature of the classroom will be maintained long enough to afford some comfort for the period the teacher remains in the classroom after the students have left.
9. Ensure a 4° F dead-band between heating and cooling modes.

## ENERGY MANAGEMENT AND CONSERVATION GUIDELINES, REGULATION (Cont.)

Cooling Season Occupied Set Points <sup>1</sup> :	<del>74</del> 72° F - 78° F
Unoccupied Set Point:	<del>85</del> 80° F
Heating Season Occupied Set Points <sup>1</sup> :	66° F - 70° F
Unoccupied Set Point:	<del>55</del> 60° F

1 – Set points are in accordance with ASHRAE 55  
“Thermal Conditions for Human Occupancy”

### Air Conditioning Equipment

1. Occupied temperature settings shall not be set below ~~74~~ 72° F.
- ~~1. During unoccupied times, the HVAC equipment shall be set to the “Unoccupied Set Points”. The unoccupied period begins when the students leave the area at the end of the day, week, or school year. It is anticipated that the temperature of the classroom will be maintained long enough to afford some comfort for the period the teacher remains in the classroom after the students have left.~~
3. Air conditioning start times may be adjusted (~~depending on weather~~) to ensure classroom comfort when school begins.
4. Ensure outside air dampers and exhaust fans are ~~set to meet local, state, and federal code requirements at all times. closed during unoccupied times.~~
5. ~~Ceiling fans should be operated in all areas that have them.~~
6. For any 24-hour period of time, relative humidity levels shall not average greater than 60%.
7. ~~Air conditioning should not be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year-round school. Air conditioning may be used in exception only or in those schools that are involved in team cleaning.~~
8. ~~In all areas that have evaporative coolers, such as shops, kitchens, and gymnasiums, the doors leading to halls that have air-conditioned classrooms or dining areas should be kept closed as much as possible.~~
9. ~~Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.~~

### Heating Equipment

1. Occupied temperature settings shall not be above ~~72~~ 70° F.
2. The unoccupied temperature setting shall be ~~55~~ 60° F (i.e., setback). ~~This may be adjusted to a 60° F setting during extreme weather.~~
3. ~~The unoccupied time shall begin when the students leave an area.~~

**ENERGY MANAGEMENT AND CONSERVATION GUIDELINES,  
REGULATION (Cont.)**

4. ~~During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.~~
5. Ensure all domestic hot water systems are set ~~no higher than to 120° F. or 140° F for cafeteria service. (with dishwasher booster).~~
6. ~~Ensure all domestic hot water recirculating pumps are switched off during unoccupied times.~~
- ~~7. For heat pumps, ensure a 6° F dead band between heating and cooling modes.~~

Lighting

1. All unnecessary lighting in unoccupied areas will be turned off. ~~All employees Teachers~~ should make certain that lights are turned off when leaving ~~a space the classroom~~ when empty. Utilize natural lighting where appropriate.
2. All outside lighting shall be off during daylight hours.
- ~~3. Gym lights should not be left on unless the gym is being utilized.~~
4. Interior and exterior sporting lighting should only be utilized when necessary. (e.g. Gymnasiums, stadium, baseball, and softball etc.)
4. ~~All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.~~
5. ~~Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.~~

Water

1. Ensure all plumbing and/or intrusion (i.e., roof) leaks are reported and repaired immediately.
2. All watering should be done between 5:00 a.m. and 10:00 a.m.
3. When spray irrigating, ensure the water does not directly hit the building.

Distribution

~~After official approval by the administration, a copy of these regulations should be disseminated to all district personnel. Copies should be posted on bulletin boards, in teacher's lounges, in district newsletters, etc.~~

All employees and students will receive ongoing training on these guidelines and energy conservation best practices.

Disclaimer

The district shall adopt, observe, and implement these guidelines as provided. However, these guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation or building management.

**TEACHERS  
DUTIES AND RESPONSIBILITIES  
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the duties and responsibilities of teachers employed by the Stillwater Public School system.

1. Teachers shall be responsible to and under the immediate supervision of the building principals.
2. Teachers shall, prior to the opening of school, provide their principals with (1) an official transcript of college work completed to date; and (2) current Oklahoma teacher's certificate. The records will be permanently filed in the office of the superintendent.
3. Teachers shall acquaint themselves with duties incumbent upon them by such rules established by the master contract, handbooks, board policy, rules, and regulations, and written communications.
4. Teacher arrival time, departure time, duty free lunch, and plan time expectations will be determined by the master contract.
5. Teachers shall not be absent from their classrooms without prior notice to the principal.
6. Teachers who find that they will be late or absent because of unforeseen emergencies shall notify the principal as soon as possible so that a substitute teacher may be obtained.
7. Teachers shall be required to attend professional development workshops specified by the Oklahoma State Statute master contract and the district.
8. Teachers shall attend promptly all faculty meetings and any other meetings called by the principal or superintendent unless excused by the administrator in charge.
9. Teachers shall dress professionally and appropriately for their subject area and grade level.
10. Teachers shall make both daily and long-range lesson plans. Teachers shall make the plans available for review at the request of the principal. Teachers shall make adjustments to the lesson plans at the direction of the principal.
11. Teachers shall be required to implement building and board-approved improvement plans.
12. Teachers shall incorporate State Board of Education approved standards and objectives in instructional plans, follow curriculum maps and adhere to district-approved curriculum.
13. Grading and reporting shall be in accordance with district policy, rules, regulations, and guidelines.
14. Teachers shall report to the principal any student whose progress or advancement warrants reclassification, and any student who, for any cause, fails to properly complete assigned classroom work. Teachers shall assign, grade, and return to the student any required make-up work for excused absences.

**TEACHERS, DUTIES AND RESPONSIBILITIES, REGULATION (Cont.)**

15. It shall be the duty of all teachers to maintain an accurate record of the grades of their students and of the attendance of each student in their rooms. These records are subject to supervision and inspection by the principal or superintendent and teachers shall return them to the principal's office at the close of the school term. For elementary teachers, specific requirements for grading and data collection can be found in the handbook. For secondary teachers at traditional school sites, a minimum of two grades per week shall be recorded and opportunities provided within all grade categories to allow students a fair chance to raise their grade.
16. Teachers shall devote themselves during school hours to the duties of their respective assignments and will give careful attention to instruction, discipline, manner, and habits of their students.
17. No classes shall be dismissed by the teacher before the scheduled dismissal unless permission to do so is given by the principal.
18. Teachers shall exercise supervision over their assigned rooms. Teachers shall be responsible and accountable for the proper care, general neatness, and orderliness of all properties, supplies, equipment, apparatus, and other school property within their area of instruction or supervision and for reporting problems with temperature and lighting.
19. Teachers are personally responsible for the discipline of assigned students. Teachers shall exercise great care and judgment in handling students to the end that a minimum of problems will be referred to the principal. Only special misconduct cases shall be referred to the principal.
20. Teachers shall report student misconduct to the principal according to site procedures, district handbooks, school policy, rules, and regulations.
21. Teachers shall assume the duties of monitoring and supervision of buildings and grounds as assigned by the principal. Teachers should not hesitate to control a behavior problem or infractions of school rules.
22. Teachers shall not hold conferences during the day with salespeople or agents without the express permission of the principal.
23. Teachers may not distribute any literature or solicit for any cause in working areas during working time except as authorized by the building principal.
24. No purchase of supplies for which the school district assumes responsibility shall be made without an approved purchase order.
25. Teachers shall perform other duties as assigned by the principal.
26. At the end of the school year, each teacher must submit the following before checking out:
  - Inventory of classroom
  - Semester grades (secondary), copy of report cards (elementary)

**TEACHERS, DUTIES AND RESPONSIBILITIES, REGULATION (Cont.)**

- Inventory list of textbooks
- All incomplete grades changed
- Technology, keys and any other items as designated by the site principal

In addition, each teacher will have all textbooks properly stored. Each sponsor will ensure all organizational bills are paid. Teachers will also complete any other end-of-year requirements assigned by the principal. No teacher shall receive final payment until all details incidental to the teacher's assigned area and the closing of school have been completed and accepted by the building principal.

**REFERENCE: Negotiated Agreement**

**CROSS-REFERENCE: Policy CLB, Equipment Accountability**