



STILLWATER BOARD OF EDUCATION
Tuesday, April 8, 2025

6:30 PM Regular Meeting
Stillwater Public Schools Administration Building
314 South Lewis Street
Stillwater, OK 74074

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. COMMUNICATIONS/PUBLIC INTEREST
 - A. Recognitions
 1. Athletics
 1. Elizabeth Tidwell with Varsity Girls Wrestling
 2. Ethan Kyle with Varsity Boys Wrestling
 3. Angela Knott with Varsity Swim
 4. Rachel Wilson with Varsity Pom
 2. Diane Fix, Site Teacher of the Year Recipients (11)
 - 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. March 10, 2025, Special Meeting Minutes
 - B. March 11, 2025, Special Meeting Minutes
 - C. March 11, 2025, Regular Meeting Minutes
 - D. March 27, 2025, Special Meeting Minutes
 - E. March 28, 2025, Special Meeting Minutes
 - F. Policy Second Reading and Approval:
 3. CDC Public Gifts-Donations to the Schools (Finance)
 4. CFB-R1-Activity Funds Regulation (Finance)
 - G. Out-of-State Travel Requests:
 5. **SHS Volleyball** is traveling to Manhattan, KS from July 10, 2025, to July 12, 2025, to compete and have the opportunity to recruit our athletes.
 6. **SHS Pioneer Robotics** is traveling to Dallas, TX from May 6-8,2025, for three teams to compete at VEX V5RC World Competition.
 7. **SJHS Pioneer Robotics** is traveling to Dallas, TX from May 9-11, 2025, for four teams to compete at VEX V5RC World Competition.
 8. **SJHS Choir** is traveling to Branson, MO from May 8-10, 2025, for students to perform and experience the music from another state.
 9. **SMS Robotics** is traveling to Dallas, TX from May 11-15, 2025, to compete at Vex's World Competition.
 - H. Transfer and Summary of Activity Account Funds
 - I. Activity Account Fundraising Projects
 - J. Change Orders, Encumbrances and Accounts Payable (approval of encumbrance numbers as listed): (Finance)
2024-2025 General Fund Encumbrances (11) # 20251367-20251405, 20251411-20251413,20251415-

20251421, 20251425-20251446, 20251448-20251453, 20251457-20251461, 20251463-20251465, 20251467-20251469, 20251471, 20251474-20251480, 20251483 totaling \$224,217.91

2024-2025 Child Nutrition Fund Encumbrances (22) # 20251407-20251410, 20251424, 20251454-20251456, 20251462, 20251470, totaling \$44,026.05

2024-2025 Bond 31 Fund Encumbrances (2017) # 20251414 totaling \$257,856.00

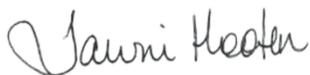
2024-2025 Bond 32 Fund Encumbrances (2023) # 20251406, 20251422-20251423, 20251447, 20251466, 20251472-20251473, 20251481 totaling \$44,147.45

2024-2025 Sinking Fund Encumbrances (41) # 20251482 totaling \$326,550.00

- K. Sanctioning Accounts (Finance)
- L. Resolution Fixing General Obligation Bonds (Finance)
- M. Consider and Vote to Approve or Not Approve Lippert Bros., Inc. Change Order Number 01 for SPS OES North Building Renovations and SPS OES South Building Renovations Project (Operations)
- N. Consider and Vote to Approve or Not Approve Willowbrook, Inc. use of CM Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project (Operations)
- O. Consider and Vote to Approve or Not Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project (Operations)
- P. Consider and Vote to Approve or Not Approve Change Order Number 01 for SPS OES Building Renovation Phase 2 Parking (Operations)
- Q. Consider and Vote to Approve or Not Approve Service Order 26 for the SPS Baseball and Softball Complex Feasibility Study (Operations)
- R. Consider and Vote to Approve or Not Approve Service Order 27 for the SPS High School City Gym Structural Assessment (Operations)
- S. Consider and Vote to Approve or Not Approve an Agreement with Oklahoma Natural Gas (ONG) for the Bond 2023 High School Phase I Project
- T. Consider and Vote to Approve or Not Approve the addition of instructional time at Highland Park Elementary
- 5. OPERATIONS
 - 10. Bond 2023 Update
- 6. BUSINESS/FINANCE
 - A. Approval of the Treasurer's Report
 - B. Consider and take action with respect to a Resolution fixing the amount of Combined Purpose General Obligation Bonds, Series 2025A to mature each year; fixing the time and place the Bonds are to be sold; designating a Registrar/Paying Agent and Disclosure Counsel; approving the Preliminary Official Statement and distribution thereof; ratifying and confirming continuing disclosure policies and procedures; authorizing the Clerk to give notice of said sale as required by law and approving other matters related to the issuance of said Bonds.
- 7. EDUCATIONAL SERVICES
 - A. Aviation Update, Ashley Moore
- 8. OTHER REPORTS / RECOMMENDATIONS
 - A. SPS Policy First Reading:
 - 11. DMB-R4 Professional Development Certification Reimbursement Program
- 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 on April 7, 2025 at 2:15 p.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

Monday, March 10, 2025 5:30 PM Central

Attendance Taken at 5:30 PM.

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

1. Board of Education Call to Order and Roll Call

Tim Riley, Vice President called the meeting to order at 5:30 p.m. Roll call was taken by Board Clerk, Tawni Hooten. The record reflects four 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 a new superintendent of Schools, pursuant to 25 O.S. Section 307(B)(1)

3. Vote to Convene in Executive Session (Action)

Motion Passed. I move to convene into Executive Session at 5:35. This motion, made by Roberta Douglas and seconded by Gay Washington, **Carried.**

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

4. Vice President's Acknowledgment of the Return of the Board to Open Session

Vice President Riley acknowledged the return to open session at 7:35 p.m.

5. Statement of Executive Session Minutes

The following statement was provided by ROBERTA DOUGLAS. The Executive Session convened at 5:35 p.m. During the Executive Session the following people were present: Tim Riley, Rachel Dillin, Roberta Douglas, Dr. Gay Washington, (5:35 p.m.-7:32 p.m.), and Dr. Stephanie Hyder (5:35 p.m.-7:32 p.m.). In the Executive Session the Board discussed the

employment of a new superintendent of Schools, pursuant to OKLA. STAT. tit. 25 Section 307(B)(1). 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. Vote to adjourn (Action)

Motion Passed. I move to adjourn at 7:36 p.m. This motion, made by Rachel Dillin and seconded by Gay Washington, **Carried.**

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

STILLWATER BOARD OF EDUCATION

Mr. Tim Riley, Vice President

STILLWATER BOARD OF EDUCATION



Tawni Hooten, Board & Minutes Clerk

(SEAL)

These minutes were officially approved by the Stillwater Board of Education on April 8, 2025.



Stillwater Public Schools Administration
Building
Attn: Accounts Payable
314 S. Lewis
Stillwater, OK 74074

Minutes of the Special Meeting

Tuesday, March 11, 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

Dr. Marshall Baker, President, called the meeting to order at 5:00 p.m. The roll call was taken by Board Clerk, Tawni Hooten. The record shows that 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 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)

3. Vote to Convene in Executive Session (Action)

I move to convene into Executive Session at 5:02 p.m. This motion, made by Rachel Dillin and seconded by Gay Washington, **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

President Baker acknowledged the return of the board to open session at 6:18 p.m.

5. Statement of Executive Session Minutes

The following statement was provided by ROBERTA DOUGLAS. The Executive Session convened at 5:02 p.m. During the Executive Session, the following people were present: Dr. Marshall Baker, Tim Riley, Rachel Dillin, Roberta Douglas, Dr. Gay Washington, (5:02 p.m.-6:18 p.m.), Mr. Uwe Gordon (5:02 p.m.-6:18 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 Superintendent as authorized by OKLA. STAT. tit. 25 Section 307(B)(1) and (7). 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)

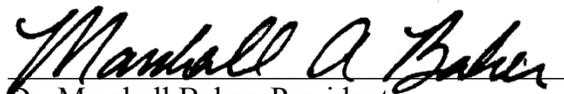
I move to approve Resignations and Employment Recommendations Listed on Exhibit A of the Agenda. This motion, made by Rachel Dillin and seconded by Gay Washington, **Carried.**

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

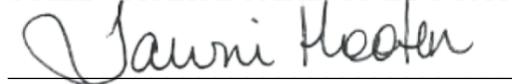
7. Vote to adjourn (Action)

I move to adjourn at 6:20 p.m. This motion, made by Tim Riley and seconded by Gay Washington, 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 April 8, 2025.



Stillwater Public Schools Administration
Building
Attn: Accounts Payable
314 S. Lewis
Stillwater, OK 74074

Minutes of General Meeting

Tuesday, March 11, 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 a quorum of the board is established to proceed.

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. Fall Sports: Wrestling and Swim**
- 2. Kameoka 2024 Trip to Japan**
- 3. STEM- Robotics**
- 4. SPEF**

1. We are moving Swim and Wrestling recognition to next month.
2. Jake Ehrlich, Stillwater Middle School Teacher and Sponsor of the Kameoka Japan delegation brought four students
3. Rebecca Palmatary recognized the robotics teams with STEM.
4. Emily Lewis, SPEF Director spoke about the "Outstanding Program" from the Oklahoma Foundation for Excellence for the PreK Play-based learning initiative.

B. Board Communication

Board members shared some updates and activities they participated in this past month. Community members were encouraged to get out and vote in the upcoming elections. A few special recognitions were made to the outstanding fundraising efforts and community support for the SPEF fundraiser, Taste of Stillwater. Rebecca Dyson, Assistant Principal at Highland Park Elementary, was recognized as the new Highland Park Principal for the 2025-2026 school year, which was approved at the special meeting earlier tonight.

C. 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 completed the BED-E form and were approved to speak:

Carol Anderson spoke on "Sunshine Week March 16-22. Representing the Stillwater League of Women Voters, I wish to make a short presentation on what Sunshine Week represents and ask board members to sign a pledge to follow the federal Freedom of Information Act and Oklahoma law requiring Open Meetings and Open Records."

Barbara Laxton spoke on "Advocate for space for STEM activities"

John Chaffin spoke on "Two more actionable items"

Addy Welch-Britton spoke on "The Stillwater High School needs locations for STEM activities"

Hunter Scott spoke on "Advocate for space for the SHS robotics club"

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. February 11, 2025 Special Meeting Minutes

B. February 11, 2025 Regular Meeting Minutes

C. Policy Second Reading and Approval:

1. CFB-EI Plan for Expending Excess Activity Fund Balance
2. CFBB-E Application for Sanctioning
3. CFBB-P Sanctioning of Parent Organizations, Booster Clubs, & Assoc (Procedures)
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

D. Out-of-State Travel Requests:

1. **SHS Vocal Music** is traveling to Dallas, TX from March 18, 2025, to March 22, 2025 for a student to audition to the American Choral Director's Association's National Honor Choir. It's also in conjunction with the national conference.

E. Transfer and Summary of Activity Account Funds (Finance)

F. Sanctioning Accounts FY 24-25 (Finance)

G. Activity Account Fundraising Projects (Finance)

H. Annual Activity Fund Planning and Approval Packages for FY 2023-2024 (Finance)

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

2024-2025 Change Order #s: 20250671, 20251163

2024-2025 General Fund Encumbrances # 20251269-20251272, 20251276-20251279, 20251282-20251287, 20251291-20251310, 20251312, 20251315-20251318, 20251320-20251321, 20251323-20251329, 20251332, 20251334-1354, 20251358-20251360, 20251362
Totaling: \$109,502.12

2024-2025 Building Fund Encumbrances # 20251333 Totaling: \$127,336.66

2024-2025 Child Nutrition Fund Encumbrances # 20251281 Totaling: \$135.00

2024-2025 Bond 32 Fund Encumbrances # 20251267-20251268, 20251273-20251275, 20251280, 20251288-20251290, 20251311, 20251313-20251314, 20251319, 20251322, 20251330-20251331, 20251355-20251357, 20251361, 20251363-1366 Totaling: \$898,838.08

J. Service Order No.25 Bond 2023 HS Building Repurposing Study (Operations)

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

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 Potential Change Order Number 02 for SPS OES Transportation Phase 2 Project – (Firebrand Construction) (Operations)

N. Consider and Vote to Approve the agreement with Oklahoma Natural Gas (ONG) for the Bond 2023 HS Phase I project (Operations)

O. Consider and Vote to Approve Access Easement Agreement with RCK Homes 1, LLC (Operations)

Motion Passed. I move to approve the Consent Agenda as presented. This motion, made by Rachel Dillin and seconded by Roberta Douglas, **Carried.**

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

5. OPERATIONS

1. Bond 2023 Update

Mr. Bo Gamble, Assistant Superintendent of Operations introduced Brian Thomas with 505 Architects to give the Bond 2023 update.

6. BUSINESS/FINANCE

A. Treasurer's Report

Motion Passed. I move to approve the Treasurer's Report as presented. 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

B. Consider and Vote to approve the "Contract for Audit of Public Schools 2024-2025 School Year".

Motion Passed. I move to approve the "Contract for Audit of Public Schools 2024-2025 School Year" with auditor Jenkins and Kemper 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. OTHER REPORTS / RECOMMENDATIONS

A. SPS Policy First Reading:

1. CDC Public Gifts-Donations to the Schools

2. CFB-R1 Activity Funds Regulations

B. Waive First Reading and Approval of SPS Policy:

1. EMDB

Motion Passed. I move to waive the First Reading of this policy and move to approval as presented. This motion, made by Rachel Dillin and seconded by Roberta Douglas, **Carried.**

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

8. ADJOURNMENT

A. Vote to Adjourn (Action)

Motion Passed. I move to adjourn at 7:45 p.m. This motion, made by Gay Washington and seconded by Rachel Dillin, **Carried.**

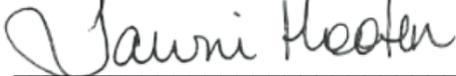
Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

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 April 8, 2025.



Meridian Technology Center, Stillwater
Campus
1312 S Sangre Rd
Stillwater, OK 74074

Minutes of Special Meeting

Thursday, March 27, 2025 8:00 AM Central

Attendance Taken at 8:00 AM.

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

1. Board of Education Call to Order and Roll Call

Tim Riley, Vice President called the meeting to order at 8:00 a.m. Roll call was taken by Board Clerk, Tawni Hooten. The record reflects four members of the board are present and a quorum of the board is established.

2. Proposed Executive Session to Discuss the Following:

A. Consider and Vote to enter executive session to interview applicants for the position of Superintendent of Schools, pursuant to. 25 O.S. Section 307(B)(1)

3. Vote to Convene in Executive Session (Action)

I move to convene into Executive Session at 8:04 a.m. This motion, made by Rachel Dillin and seconded by Roberta Douglas, **Carried.**

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

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

Vice President Riley acknowledged the return to open session at 5:20 p.m.

5. Statement of Executive Session Minutes

The following statement was provided by ROBERTA DOUGLAS. The Executive Session convened at 8:04 a.m. During the Executive Session the following people were present: Tim

Riley, Rachel Dillin, Roberta Douglas, Dr. Gay Washington, (8:04 a.m.- 5:20 p.m.), Dr. Stephanie Hyder (8:04 a.m.- 8:30 a.m. & 4:30 p.m.-5:20 p.m.), Candidate 1 (8:30 a.m.-9:30 a.m.), Candidate 2 (9:45 a.m.-10:45 a.m.), Candidate 3 (11:00 a.m.-12:00 p.m.), Candidate 4 (12:45 p.m.-1:45 p.m.), Candidate 5 (2:00 p.m.-3:00 p.m.), and Candidate 6 (3:15 p.m.-4:15 p.m.). In the Executive Session, the board interviewed applicants for the superintendent position pursuant to OKLA. STAT. tit. 25 Section 307(B)(1). 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. Vote to adjourn (Action)

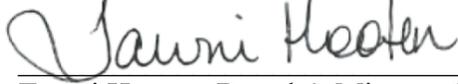
I move to adjourn at 5:21. This motion, made by Rachel Dillin and seconded by Gay Washington, **Carried.**

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

STILLWATER BOARD OF EDUCATION

Mr. Tim Riley, Vice President

STILLWATER BOARD OF EDUCATION



Tawni Hooten, Board & Minutes Clerk

(SEAL)

These minutes were officially approved by the Stillwater Board of Education on April 8, 2025.



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

Minutes of Special Meeting

Friday, March 28, 2025 7:30 AM Central

Attendance Taken at 7:30 AM.

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

1. Board of Education Call to Order and Roll Call

Marshall Baker, President called the meeting to order at 7:30 a.m. Roll call was taken by Board Clerk, Tawni Hooten. The record reflects four members of the board are present and a quorum of the board is established.

2. Discuss to Approve or Not Approve a contract with Culture Connection Law to perform investigatory legal services for Stillwater Public Schools (Action)

I move to approve the contract with Culture Connection Law to perform investigatory legal services for Stillwater Public Schools as presented. This motion, made by Roberta Douglas and seconded by Rachel Dillin, **Carried**.

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

3. Vote to adjourn (Action)

I move to adjourn at 7:55 a.m. This motion, made by Rachel Dillin and seconded by Roberta Douglas, **Carried**.

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

STILLWATER BOARD OF EDUCATION

Marshall A Baker

Dr. Marshall Baker, President

STILLWATER BOARD OF EDUCATION

Tawni Hooten

Tawni Hooten, Board & Minutes Clerk

(SEAL)

These minutes were officially approved by the Stillwater Board of Education on April 8, 2025.

PUBLIC GIFTS/DONATIONS TO THE SCHOOLS

The Stillwater Board of Education assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the school units under its jurisdiction. Gifts, donations, grants, or bequests may be accepted and the action recorded, provided the conditions of acceptance do not remove any degree of control of the school district from the board and will not cause inequitable treatment of any student(s) or student group(s).

A gift shall be defined as money, real or personal property, and personal services provided without consideration. Gifts from organizations, community groups, and/or individuals that will benefit the district shall be encouraged by district administration. Individuals or groups contemplating presenting a gift to a school or the district shall be encouraged to discuss, in advance, with the building principal or the superintendent what gifts are appropriate and needed.

Community groups or individuals may donate equipment to the district. Such equipment shall be added to the district's inventory, provided it is operative at the time of donation and meets an educational purpose of the district. Public gifts to the schools that affect building structure or maintenance must be approved by the superintendent's office (see CDC-R1). District facility and equipment standards may restrict the gifts that can be purchased by sanctioned organizations for individual schools, teams, or student organizations.

The district reserves the right to accept or decline any proposed gifts. In determining whether a gift will be accepted, consideration shall be given to district policies, goals, and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students).

Propositions giving funds, equipment, or materials to the school with a "matching agreement" or restriction are generally not acceptable.

Any person or organization desiring to give a gift or make a donation, grant, or bequest to the board should contact the superintendent who may accept the gift, thank the donors, and inform the board. However, all conditional gifts and offers of real property must be approved by the board.

Any gift or grant accepted by the board or the superintendent as its executive officer shall become the property of the board of education and will comply with all state and federal laws.

Any gift, donation, grant, or bequest that is given or awarded to a Stillwater Public Schools employee and is intended to purchase equipment or instructional materials and uses the employee's district employment status as a factor is the property of Stillwater Public Schools. If the employee changes assignments, departments, or schools they must receive permission from their supervisor before moving the property. If the employee leaves Stillwater Public Schools, the property must remain at Stillwater Public Schools.

PUBLIC GIFTS/DONATIONS TO THE SCHOOLS (Cont.)

All donations of funds outside of the Child Nutrition accounting software to cover Child Nutrition meals of students shall be deposited into the Stillwater Public Schools Meals For Students Activity Fund. All donations of excess funds less than \$100 inside the Child Nutrition accounting software that are not being transferred to an account within the donator's family (children, nieces/nephews) will be transferred to a general Child Nutrition donations account in the Child Nutrition accounting software to be distributed as needs arise, as determined by the Child Nutrition Director. All donations of excess funds \$100 or more inside the Child Nutrition accounting software that are not being transferred to an account within the donator's family (children, nieces/nephews) will be remitted via check from the Local Child Nutrition checking account to the Stillwater Public Schools Meals For Students Activity Fund. As needed, the Child Nutrition Director will evaluate accounts receivable for student meals to determine the need for donations to cover unpaid balances and will communicate with the Activity Funds Custodian to determine the fund balance in the Stillwater Public Schools Meals For Students Activity Fund. The Child Nutrition Director may invoice the Activity Funds Custodian for an amount up to the remaining balance to cover any outstanding balances from meal charges and the Activity Funds Custodian will pay the invoice via a check to be deposited into the Local Child Nutrition checking account and funds placed into the general Child Nutrition donations account in the Child Nutrition accounting software to be distributed as the Child Nutrition Director deems appropriate.

REFERENCE: Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.

ACTIVITY FUNDS (REGULATIONS)

In accordance with the policy of the board of education, the following regulation shall govern school activity funds:

1. **Authority for Activity Funds:** Under the general provisions of Title 70, Section 5-129 and the specific provisions of Title 70, Section 5-135, Oklahoma Statutes, and the board of education shall exercise control over all activity funds. The cost of surety bonds and audit services are payable from the school activity fund or the general fund.
2. **Record of Funds:** Records shall be kept of all funds collected, handled, or disbursed by any school or activity by the sponsor of the activity and the school district treasurer.
3. **Audits:** The activity funds auditor is appointed by and is responsible to the board of education. The auditor will make random audits of activity fund accounts and will furnish a detailed report to the board of education at the conclusion of the audit showing the receipts, disbursements, and financial position of the audited accounts so far as may be determined from the records. The auditor will give assistance and advice when necessary to insure adequate compliance with activity fund procedure.
4. **Sponsors**
 - A. Each student group, class, or organization that carries a separate account or subaccount in the activity fund shall have a sponsor. The principal of the school shall approve the sponsor. Sponsors shall be held responsible for the collection and expenditure of each organization's funds and for following the procedures for both purchasing items and depositing funds.
 - B. **No sponsor of any account shall make purchases or obligations in excess of funds on hand.**
 - C. **Sponsor Receipt Books:** Each sponsor will have a receipt book containing duplicate receipts. When a student turns in money for any purpose, the sponsor will **immediately** prepare a receipt and provide the original of the receipt to the student. The sponsor will add the amount of receipts written since the date of the last deposit and will take the money **and** the classroom receipt book to the finance secretary on a daily basis. The finance secretary will then again add the receipts and the money and prepare a receipt to be sent to the activity fund custodian or the assistant treasurer for deposit. If collections are for amounts less than \$10.00, the sponsor may use a sign-in sheet in lieu of individual receipts. The sign-in sheet shall have each student's name, amount paid, date paid, and item purchased. The sign-in sheet shall be reconciled in the same manner as individual receipts.

No money shall be held in any location other than the school office beyond the end of the school day that the money is collected. Money shall be turned in daily for activities which take place over a period of time.
5. **Disbursements** from each fund must be made only for the specific purpose for which the fund was created. The sponsor shall request, by purchase order that funds are to be encumbered for items to be purchased. After the purchase order is approved, the sponsor may make the purchase and present the invoice to the activity fund custodian for payment. Invoices must be on file to support each check issued. These may be direct invoices from companies or, in some cases; they may be signed requests for payment from individuals. Invoices will be

ACTIVITY FUNDS, REGULATIONS (Cont.)

numerically filed according to purchase order number for audit and reference purposes. (Financial transactions with board members or employees/employers of board members or their families are prohibited by law.)

6. **Bank Deposits:** The board approved bank will be used as the school depository for all activity funds. Receipts of less than \$100 shall be turned into the finance secretary in a timely manner. Receipts of more than \$100 will be made by the end of the next business day. (70 O.S. §5-129) In no case will deposits be made less than one time each week. Deposits will be made when received by the assistant treasurer or activity fund custodian. At the end of the month, the sponsor of each organization will have access to a copy of the monthly report. If the sponsor's ledger does not agree with the balance on the report, the sponsor will immediately reconcile the discrepancy with the activity fund custodian or assistant treasurer.
7. **Records:** All necessary documentation including invoices, deposit slips, receipts, bank statements, and other reports will be kept on file in the office of the activity fund custodian or assistant treasurer.
8. **Transfer:** If money is left in a fund account or subaccount after the purpose of the fund has been served, it may be transferred, with approval of the board of education, to some other approved school activity fund.
9. **Donation:** All rules and procedures regarding donations established in Board Policy CDC will be observed. When money or equipment is donated directly to a school by any group or individual donor, the money or equipment so donated shall become the sole property of the school and will be controlled by the rules and regulations of the board of education. Donations of any kind will not be returned to the donor once accepted by the school. Money or equipment donations with restrictions, conditions, or qualifications are generally not acceptable. However, a conditional gift can be approved by the board of education upon the compliance with the board's policy of standardizing materials and equipment in the district.
10. **Teacher Fund (Other Funds):** If approved by the board of education, the activity fund custodian may act as custodian for any money the teachers care to pool and will establish a separate subaccount for such funds. All such collections and expenditures made for the teachers are **not** to be commingled with any other fund account or subaccount. The "Teacher Fund" subaccount will have its own account on the ledger and on the monthly report form. Payment for flowers, professional dues, etc. may be made from this fund. However, **expenditures from such funds are never to exceed the balance in the fund account.**
11. **The principal may not give, donate, or loan money to any group, organization, or individual regardless of circumstances or motive.**

REFERENCE: 70 O.S. §5-129
70 O.S. §5-135

CROSS-REFERENCE: Policy CFB, Activity Funds
Policy CFB-E1, Annual Activity Fund Approval Package
Policy CDC, Public Gifts & Donations
District Activity Fund Handbook



RECEIVED

MAR 06 2025

JH

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.

BOARD OF EDUCATION

APR 08 2025

MINUTES

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

Application Date: 3/3/2025	Building: SHS	Sponsor Name: Andrue Brown	Organization Requesting Travel: Stillwater Volleyball
Date(s) of Travel: 7/10/25-7/12/25		Number of Students Traveling: 12	Destination: Manhattan, Kansas
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. Volleyball Team camp at Kansas State University. This will allow our girls to compete against high level teams from another state, as well as, give a chance for multiple college coaches to recruit our athletes.			
Method of Transportation (vehicles, drivers, bus companies, etc.): 2 disctrict SUVs We have 2 certified drivers on staff Andrue Brown and Allison Rattay			
Lodging (hotels, etc): Please provide name and address of hotels, etc. Holiday Inn Express 115 Blue Earth Place Manhattan, KS			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Andrue Brown	2. Allison Rattay	3. Jake Fahlenkamp	
4. Ashley Moore	5. Jessica Jeffery	6.	
7.	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? Every summer for the past 5 years we have traveled out of state Team Camp at Wichita State University. This year the dates do not work with our schedule.			

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	\$ 200			X		
Ground Transportation / Driver	\$ N/A			X		
Ground Transportation / Other	\$ N/A			X		
Air Transportation	\$ N/A					
Lodging	\$2171			X		
Food	\$ 1400			X		
Registration	\$ 2200			X		
Other – Explain	\$					

Are scholarships provided for students needing financial assistance?

Yes

No

If answer is yes, what is source of funding for scholarship? _____

If answer is no, provide reason. Booster Covers all

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.

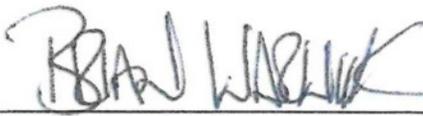


Sponsor Signature

3/3/25

Date

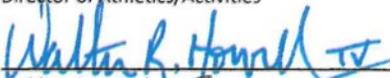
APPROVALS



Director of Athletics/Activities

3/4/25

Date



Building Principal

03/03/2025

Date



Director of Transportation

3/12/25

Date



Superintendent

4/4/2025

Date

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

Date:	Itinerary:
7/10	Leave Stillwater to Drive to Manhattan. Arrive at Hotel then do team dinner.
7/11	Attend two 3 hours training sessions on K-state Campus. We will leave campus for
7/12	Attend two 3 hours training sessions on K-state Campus. We will leave campus for



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.

Application Date: 3/26	Building: SHS	Sponsor Name: Rebecca Palmatary	Organization Requesting Travel: Pioneer Robotics
Date(s) of Travel: May 6-8		Number of Students Traveling: 18	Destination: Dallas, TX
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. For 3 HS Robotics teams to compete at VEX V5RC World Event.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Coach will drive 1 SUV and parents of team member will drive their own vehicles.			
Lodging (hotels, etc): Please provide name and address of hotels, etc. TBD			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Rebecca Palmatary		2. Rachelle Joyce	3. Dustin Scott
4. Azya Doseva		5. Diane and Daniel Holm	6.
7.		8.	9.
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? This year: 1 Team to Sig Event in Alabama , 1 Team to Sig Event in Colorado Last year: 1 Team to Worlds in Texas			

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	\$ 100					
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$ 500				X	
Food	\$ 100				X	
Registration	\$ 1800 per team		X			X
Other – Explain	\$					

Are scholarships provided for students needing financial assistance? Yes No

If answer is yes, what is source of funding for scholarship? _____

If answer is no, provide reason. Many fundraising event have been held to off set costs.

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.

Rebecca Palmatey
Sponsor Signature

3/27/2025
Date

APPROVALS

Walter Horn
Director of Athletics/Activities

3/27/2025
Date

Walter Horn
Building Principal

3/27/2025
Date

Mr. Horn
Director of Transportation

3/27/2025
Date

Superintendent

Date

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

Date:	Itinerary:
May 5th	Team will travel down afterschool to Dallas, TX
May 6th-8th	Tournament
May 8th	Teams will travel home after finals to Stillwater, OK



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.

Application Date: 3/26	Building: SJHS	Sponsor Name: Rebecca Palmatary	Organization Requesting Travel: Pioneer Robotics
Date(s) of Travel: May 9-11		Number of Students Traveling: 24	Destination: Dallas, TX
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. For 4 SJHS Robotics teams to compete at VEX V5RC World Event.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Coach will drive 1 SUV and parents of team member will drive their own vehicles.			
Lodging (hotels, etc): Please provide name and address of hotels, etc. TBD			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Rebecca Palmatary		2. Rachele Joyce	3. Dustin Scott
4. Mark Coulter		5. JoAnn Swan	6. Angel Rogers
7. Tina Richards		8. Melissa Huber	9.
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? This year: 1 Team to US Open in Iowa Last year: 3 Teams to Worlds in Texas 2 years: 2 Teams to Worlds in Texas			

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	\$ 100					
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$ 500				X	
Food	\$ 100				X	
Registration	\$ 1800 per team		X			X
Other – Explain	\$					

Are scholarships provided for students needing financial assistance? Yes No

If answer is yes, what is source of funding for scholarship? _____

If answer is no, provide reason. Many fundraising event have been held to off set costs.

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.

Rebecca Palmatey
Sponsor Signature

3/27/2025
Date

APPROVALS

[Signature]
Director of Athletics/Activities

3/27/2025
Date

[Signature]
Building Principal

3/27/2025
Date

[Signature]
Director of Transportation

3/27/2025
Date

[Signature]
Superintendent

4/4/2025
Date

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

Date:	Itinerary:
May 8th	Team will travel down afterschool to Dallas, TX
May 9th-11th	Tournament
May 11th	Teams will travel home after finals to Stillwater, OK



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.

Application Date:	Building:	Sponsor Name:	Organization Requesting Travel:
31 March 2025	SJHS	Brandon Bowman	SJHS Choir
Date(s) of Travel:	Number of Students	Destination:	
8-10 May 2025	Traveling: 36	Branson, MO	

Purpose of Travel: List the purpose of the trip and how students will benefit from the travel.

This is providing students an opportunity to perform and experience the music and culture of another state. Students will experience social gatherings with the choir at Silver Dollar City, Dixie Stampede and Branson Landing. They will also get exposure to the music industry through a performance and attending shows.

Method of Transportation (vehicles, drivers, bus companies, etc.):

School Transportation (Activity Bus) - Brandon Bowman driving.

Lodging (hotels, etc): Please provide name and address of hotels, etc

Stone Castle Hotel
3050 Green Mountain Dr.
Branson, MO 65616

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

- | | | |
|-------------------|-------------------|------------------|
| 1. Brandon Bowman | 2. Janita Cormell | 3. Angela Gamble |
| 4. Kacie Fox | 5. Kelcey Jones | 6. Janet Webb |
| 7. Sarah Lara | 8. | 9. |

Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state?

Took a joint trip with SHS Choir during 2023-24 school year.

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.

Projected Costs	Sources of Funds				
	General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$				
Ground Transportation / Driver	\$ 300	X		X	
Ground Transportation / Other	\$ 700 (mileage)	X		X	
Air Transportation	\$				
Lodging	\$				
Food	\$				
Registration	\$ 100	X			
Other - Explain approximate cost per person	\$ 425			X	

Are scholarships provided for students needing financial assistance?

Yes

No

If answer is yes, what is source of funding for scholarship? Fundraising

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

4/2/25
Date

APPROVALS

Director of Athletics/Activities

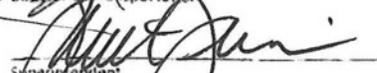
Date


Building Principal

4/1/25
Date


Director of Transportation

4/4/2025
Date


Superintendent

Date



STILLWATER JR. HIGH SCHOOL SHOW CHOIR

MAY 8-10, 2025

Thursday May 8, 2025

- 9:00 am Depart from **Stillwater Jr. High School** on your transportation and drive through to Branson Missouri. Lunch meal stop are on your own in route to Branson.
- 2:00 pm Approximate arrival time in Branson, MO. Group will meet your **Tour Manager** and check into **Stone Castle Hotel, 3050 Green Mountain Drive, Branson, MO 65616**. This hotel has an indoor pool, and deluxe continental breakfast served buffet style with hot items!
- 3:45 pm Depart for an early dinner at the **Fall Creek Steak & Catfish House**. (4:00 pm) **Performers are dressed for performance**
Branson's home of the tossed roll has delighted locals and visitors alike with fast, friendly service, steaks, catfish, burgers, chicken and a large selection of sides as well as their famous fresh melt in the mouth rolls.
- 4:45 pm Depart for **The King's Castle Theatre**.
- 5:00 pm Show choir clinic begins as soon as the stage is set.
- 6:00 pm Dress rehearsal begins.
- 7:00 pm Theatre begins seating tonight's audience
- 7:25 pm Show choir takes center stage, pre-show performance starts. (20 minutes performance)
- 8:00 pm Enjoy **The Ultimate 70s Show**
Dig out your bell bottoms and put on your dancing shoes! This high-octane musical extravaganza is filled with 70's classics like Y.M.C.A., Disco Inferno, Play That Funky Music, Waterloo & more! DJ Boogie and his crew will be spinning off the hook tunes all night long and have you dancing in the aisles. #1 HITS from the top selling artists from the 1970s.
- 10:00 pm Depart for your hotel.

Friday May 9, 2025

- 7:00-8:15 Continental breakfast is served at the hotel.
- 9:30 am Arrive at **Silver Dollar City Theme Park** main entrance. A **lunch meal voucher** is provided for your group while on park. Silver Dollar City is home to more than 40 fun-filled rides that offer something exciting for everyone, from speeding steel coasters to wild water rides. Test your grit aboard great thrill rides such as Outlaw Run® the World's Most Daring Wood Coaster, WildFire®, PowderKeg® and The GIANT Barn swing will also excite the daredevils in your group! Plenty more pulse-quickenning Branson attractions can be found within the park.
- 3:30 pm Return to the hotel to relax and prepare for your evening activities.
- 4:30 pm Depart for **Dolly Parton Stampede**.
- 4:40 pm Carriage Room pre-show begins.
- 5:15 pm Main Arena begins seating for the 5:30 pm show.
- 5:30 pm Enjoy **Dolly Parton's Stampede Dinner and Show**.
Celebrate the American Spirit with world-class performances at Dolly Parton's Stampede, featuring 32 magnificent horses and a cast of trick riders in a 35,000 square foot arena with

STILLWATER HIGH SCHOOL SHOW CHOIR
MAY 8-10, 2025

a friendly North and South competition, horse riding stunts, special effects, and phenomenal musical productions while you enjoy a four-course family feast!

7:10 pm Return to the hotel.

Saturday May 9, 2025

7:00-8:30 am Continental breakfast is served at the hotel.

8:30 am Check out of the hotel and depart for home. Chaperones are responsible for checking rooms for forgotten items and damage. Please collect all room keys at this time.

10:00 am Next, depart for the **Branson Landing** in downtown Branson on **Lake Taneycomo**. Lunch will be *on your own* at the Branson Landing, your escort will have suggestions.

1:00 pm Depart for **Stillwater Junior High School**.

TBA pm Arrive at home.



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.

Application Date: 03/11/25	Building: SMS	Sponsor Name: Leah Dollar	Organization Requesting Travel: Robotics
Date(s) of Travel: May 11- May 15	Number of Students Traveling: 5	Destination: Dallas, TX	
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. The robotics students won the state championship of vex IQ of Oklahoma. They are one of four teams representing Oklahoma at the Vex World's Competition. This is a huge honor and accomplishment.			
Method of Transportation (vehicles, drivers, bus companies, etc.): School SUV , Parent vehicles			
Lodging (hotels, etc): Please provide name and address of hotels, etc. TBD - depends on vex availability - will let you know final decision. Hopefully Embassy Suites at Love field 3880 W. NW Hwy Dallas Tx 75220			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Leah Dollar	2. Travis Dollar	3. Lauren Fontainer	
4. Sarah Evans	5.	6.	
7.	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? We went to Vex Worlds last year.			

OUT-OF-STATE TRAVEL APPLICATION FUNDING INFORMATION

4/3/2025 2:26 PM

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.

Projected Costs	Sources of Funds				
	General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$				
Ground Transportation / Driver	\$				
Ground Transportation / Other	\$				
Air Transportation	\$				
Lodging	\$3000		X	X	
Food	\$				
Registration	\$1800		X		
Other – Explain	\$				

Are scholarships provided for students needing financial assistance? Yes No

If answer is yes, what is source of funding for scholarship? _____

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

3/31/25

Date

Stillwater Public Schools
Driver Trip Sheet

APPROVALS

Signed by:
Brian Warwick
80212P07030130
Director of Activities

3/26/2025

Date

Signed by:
Ryan Blake
263785AC726470
Building Principal

3/26/2025

Date

Signed by:
[Signature]
Director of Transportation

3/26/25

Date

Signed by:
Janet Vinson
Superintendent

3/31/2025

Date

OUT-OF-STATE TRAVEL APPLICATION TRIP ITINERARY

Date:	Itinerary:
5/11	Leave Sunday night at 5pm to go to Dallas, Check into hotel
5/12	Vex Worlds 8am - 5pm
5/13	Vex Worlds 8am - 5pm
5/14	Vex Worlds 8am - 5pm
5/15	9am drive home



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFO, Chief Financial Officer
APPROVED BY: Uwe Gordon, Superintendent
Dr. Janet Vinson, Acting Superintendent
DATE: April 8, 2025

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.



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: April 8, 2025

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.

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Tisha Gossman

Name of Activity Fund: Peer Partners Account No: 934

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

Texas Roadhouse Dine-in Night. 10% of food proceeds will be donated to Peer Partners when they hand in the flyer or mention the team.

PURPOSE OF RAISING FUNDS:

To buy uniforms, equipment and afford transportation and food costs. Furthermore, we need funds to expand the team.

FUNDRAISER DATES: START March 31st END March 31st

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 500 - EST. EXP. 0 = EST. PROFIT \$0.00 500

Sponsor Signature: Tisha Gossman

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: [Signature]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. 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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Tisha Gossman

Name of Activity Fund: Peer Partners Account No: 934

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

We will be selling t-shirts through Stillwater Screenprinting's web store.

PURPOSE OF RAISING FUNDS:

To provide us with funds to expand our team which means new uniforms and more equipment.

FUNDRAISER DATES: START April 1 END April 25

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 500 - EST. EXP. 100 = EST. PROFIT \$ 0.00 400

Sponsor Signature: Tisha Gossman

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: [Signature]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. 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



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: April 8, 2025

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 April 1, 2025

BACKGROUND INFORMATION:

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

Stillwater School District 16

PO Board Report Fund Totals

Fiscal Year: 2024-2025

From Date: 3/12/2025 12:00:00 AM To Date: 4/8/2025 12:00:00 AM Threshold 1

Fund	Description	Amount
11	GENERAL FUND	224,217.91
22	CHILD NUTRITION PROGRAMS FUND	44,026.05
31	BOND FUND (2017)	257,856.00
32	BOND FUND (2023)	44,147.45
41	SINKING FUND	326,550.00
	Total Amount	896,797.41
	End of Report	

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 3/12/2025 12:00:00 AM To Date: 4/8/2025 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250210	KILYNN JARETT NORRIS	CHANGE ORDER APRIL 8, 2025 - INCREASE FUNDS BY \$8000.00 FOR ELECTRICIAN BLANKET PO	32-BOND	28,000.00
20250248	MAIN AUTOMOTIVE SUPPLY	CHANGE ORDER APRIL 8, 2025 - INCREASE FUNDS BY \$13,000.00 ON BLANKET PO	11-GENERAL	38,000.00
20250251	DIAMOND ENERGY LLC	CHANGE ORDER APRIL 8, 2025 - INCREASE FUNDS BY \$1700.00 ON BLANKET PO	11-GENERAL	6,200.00
20250252	AMC URGENT CARE PLUS LLC	CHANGE ORDER APRIL 8, 2025 - INCREASE FUNDS BY \$1500.00 FOR DRUG SCREENING	11-GENERAL	4,500.00
20251015	SIDNEY W. SHAW	CHANGE ORDER APRIL 8, 2025 - INCREASE FUNDS BY \$1000.00 FOR OPERATIONS LEGAL SERVICES	11-GENERAL	2,000.00
20251367	LEXIA LEARNING SYSTEMS LLC	CURRICULUM MATERIALS	11-GENERAL	12,874.00
20251368	SCHOLASTIC BOOK CLUBS	Parent involvement Activity	11-GENERAL	2,714.83
20251369	SCHOLASTIC BOOK FAIRS	Title One Parent Involvement	11-GENERAL	2,230.88
20251370	HERTZBERG-NEW METHOD INC	Library Books	11-GENERAL	641.00
20251371	Amazon Capital Services	Library Books	11-GENERAL	311.06
20251372	Amazon Capital Services	Library Books	11-GENERAL	646.93
20251373	Amazon Capital Services	Art Classroom Organization Supplies	11-GENERAL	57.75
20251374	Amazon Capital Services	Library Books	11-GENERAL	158.51
20251375	HAC INCORPORATED	FACS Food Labs 3/24-3/28	11-GENERAL	300.00
20251376	HAC INCORPORATED	FACS Food Labs Apr 1-11	11-GENERAL	200.00
20251377	HAC INCORPORATED	FACS Food Labs May 1-15, 2025	11-GENERAL	200.00
20251378	HAC INCORPORATED	FACS Food Labs May 1-15, 2025	11-GENERAL	200.00
20251379	Amazon Capital Services	Title I - Math & Reading	11-GENERAL	1,300.00
20251380	READ NATURALLY, INC.	Title I Ph/Read Curriculum	11-GENERAL	3,600.00
20251381	STILLWATER STEEL & WELDING	Ag Education Supplies	11-GENERAL	5,345.76
20251382	TEXAS SCOTTISH RITE HOSPITAL FOR CHILDRE	TAKE FLIGHT MATERIALS	11-GENERAL	6,893.00
20251383	HERTZBERG-NEW METHOD INC	LIBRARY BOOKS	11-GENERAL	400.90

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 3/12/2025 12:00:00 AM To Date: 4/8/2025 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20251384	EMBASSY SUITES - NORMAN	Lodging for Childrens B.H. Conference	11-GENERAL	2,720.00
20251385	BOT - LELAND STANFORD JUNIOR UNI	Stanford Cannabis Conference	11-GENERAL	175.00
20251386	ODMHSAS	Registrations for CBHC May 13-15	11-GENERAL	3,500.00
20251387	CAROLINA BIOLOGICAL SUPPLY	Science Class Supplies	11-GENERAL	2,248.98
20251388	PAM HARRIS CONSULTING LLC	STW CHRISTIAN BUILDING PD	11-GENERAL	347.00
20251389	INTERWORKS, INC.	Tech Equipment	11-GENERAL	1,150.58
20251390	FISHER SCIENTIFIC	Science Class Supplies	11-GENERAL	2,112.72
20251391	Amazon Capital Services	ART SUPPLIES	11-GENERAL	375.70
20251392	Amazon Capital Services	FACS Class Supplies	11-GENERAL	702.20
20251393	ROSEN CENTRE INC	LODGING FOR FCS HS INSTRUCTOR	11-GENERAL	1,208.25
20251394	JEREMY HOOTEN	BOARD MEETING SECURITY	11-GENERAL	150.00
20251395	THE BOOK MERCHANT LLC	LIBRARY BOOKS	11-GENERAL	73.45
20251396	THE BOOK MERCHANT LLC	LIBRARY BOOKS	11-GENERAL	10.79
20251397	WILSON LANGUAGE TRAINING	STUDENT CONSUMABLES	11-GENERAL	7,165.60
20251398	WILSON LANGUAGE TRAINING	STUDENT CONSUMABLES	11-GENERAL	7,844.00
20251399	WILSON LANGUAGE TRAINING	STUDENT CONSUMABLES	11-GENERAL	4,690.50
20251400	WILSON LANGUAGE TRAINING	STUDENT CONSUMABLES	11-GENERAL	7,245.10
20251401	WILSON LANGUAGE TRAINING	STUDENT CONSUMABLES	11-GENERAL	5,368.90
20251402	WILSON LANGUAGE TRAINING	STUDENT CONSUMABLES	11-GENERAL	7,504.80
20251403	WILSON LANGUAGE TRAINING	BOE FOUNDATIONS	11-GENERAL	915.84
20251404	OAPT	OAPT CONFERENCE FEES AND TRAINING	11-GENERAL	750.00
20251405	MALOY VINYL SERVICES	SEAT COVER REPAIRS	11-GENERAL	990.00
20251406	DUPREE SPORTING GOODS	UNIFORM - GIRLS SOCCER	32-BOND FUND	275.00
20251407	GRIMSLEYS INC.	Pallet Wrap	22-CHILD NUTRITION	437.28

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 3/12/2025 12:00:00 AM To Date: 4/8/2025 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20251408	NATIONAL FOOD GROUP, INC	Applesauce Cups	22-CHILD NUTRITION	1,780.80
20251409	Amazon Capital Services	Cooler Door Closer	22-CHILD NUTRITION	75.00
20251410	OLIVER PACKAGING & EQUIPMENT CO.	Supplies, Bags & Tape	22-CHILD NUTRITION	3,517.72
20251411	PLEASANT VALLEY SCHOOL FOUND	COVENANT FIELD TRIP	11-GENERAL	95.00
20251412	Amazon Capital Services	NURSING SUPPLIES	11-GENERAL	53.94
20251413	OSSAA	Vocal Contest Fees	11-GENERAL	238.00
20251414	ROSS TRANSPORTATION INC	Reference PO 20250052 Blue Bird Buses	31-BOND	257,856.00
20251415	OK CAREER TECH	EAP & Mental Health posters	11-GENERAL	315.00
20251416	Amazon Capital Services	TITLE 1 BOOKS FOR PARENTS	11-GENERAL	2,414.40
20251417	Amazon Capital Services	MTSS GRANT SUPPIES	11-GENERAL	493.40
20251418	MARENEM INC.	CURRICULAR SUPPLIES	11-GENERAL	181.50
20251419	MERRIFIELD OFFICE SUPPLY LLC	Furniture	11-GENERAL	955.98
20251420	Amazon Capital Services	Furniture for Counseling Office -SK	11-GENERAL	2,715.70
20251421	Amazon Capital Services	TV & Mounting Bracket	11-GENERAL	484.39
20251422	Amazon Capital Services	Fleximounts	32-BOND FUND	79.99
20251423	CDW GOVERNMENT	IOGEAR	32-BOND FUND	1,388.51
20251424	ULINE	Mat & Trimmer Blade	22-CHILD NUTRITION	219.43
20251425	SCHOLASTIC BOOK FAIRS	INDIAN ED BOOKS	11-GENERAL	6,627.04
20251426	BERTELSMANN PUBLISHING GROUP	Audio Books	11-GENERAL	3,027.52
20251427	Amazon Capital Services	COVENANT COMMUNITY SUPPLIES	11-GENERAL	600.00
20251428	LEXIA LEANING SYSTEMS LLC	CURRICULUM MATERIALS	11-GENERAL	500.00
20251429	ALL STARS PREVENTION LLC	ALL STARS CURRICULUM	11-GENERAL	770.40
20251430	B&H FOTO & ELECTRONICS CORP	Technology Equipment for Skyline	11-GENERAL	1,330.00
20251431	WALMART LOCAL	FACS SUPPLIES	11-GENERAL	200.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 3/12/2025 12:00:00 AM To Date: 4/8/2025 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20251432	REALITYWORKS, INC.	FACS Replacement Babies	11-GENERAL	1,573.93
20251433	STILLWATER MILLING COMPANY	AG Equine Class Supplies	11-GENERAL	1,696.87
20251434	Amazon Capital Services	AG Equine Books	11-GENERAL	114.70
20251435	MERRIFIELD OFFICE SUPPLY LLC	Toner Cartridge	11-GENERAL	86.99
20251436	NASCO EDUCATION	Classroom supplies	11-GENERAL	725.75
20251437	B&H FOTO & ELECTRONICS CORP	BMITE Photo Supplies	11-GENERAL	5,647.25
20251438	CIMC-CCS OKLAHOMA DEPT OF CAREER TECH ED	Curriculum for FACS Class	11-GENERAL	325.00
20251439	WALMART LOCAL	Classroom supplies	11-GENERAL	350.00
20251440	WALMART LOCAL	PARENT INVOLVEMENT	11-GENERAL	80.27
20251441	CCOSA	CCOSA SUMMER CONFERENCE REGISTRATION FEE	11-GENERAL	550.00
20251442	SCHOLASTIC MAGAZINES	STEM MAGAZINES	11-GENERAL	247.17
20251443	Pitsco Education, LLC	WOOD DRAGSTERS TSA	11-GENERAL	714.00
20251444	Newby, Kristie Karen	MILEAGE FOR MABM MEETING	11-GENERAL	68.34
20251445	WALMART LOCAL	Health Careers-Sci supplies	11-GENERAL	225.00
20251446	B & C BUSINESS PRODUCTS	Printer ink	11-GENERAL	508.16
20251447	CDW GOVERNMENT	GOOGLE WORKSPACE	32-BOND FUND	384.00
20251448	JARED NOLES	Security Summer School/Credit Recovery	11-GENERAL	1,050.00
20251449	PAUL BLANKINSHIP	Security Summer School/Credit Recovery	11-GENERAL	1,400.00
20251450	JEREMY HOOTEN	Security Summer School/Credit Recovery	11-GENERAL	1,400.00
20251451	MATHEMATICALLY MINDED, LLC	Building Math Minds Membership	11-GENERAL	117.00
20251452	Amazon Capital Services	STEM CLASS SUPPLIES	11-GENERAL	2,900.00
20251453	STILLWATER STEEL & SUPPLY, LLC	Ag Education Shop Materials	11-GENERAL	1,624.68
20251454	SCHOOL NUTRITION ASSOCIATION OF OKLAHOMA	Registration SNA of OK Annual Conf.	22-CHILD NUTRITION	2,480.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 3/12/2025 12:00:00 AM To Date: 4/8/2025 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20251455	GOLD STAR FOODS INC	*Blanket PO* Milk & Dairy	22-CHILD NUTRITION	31,814.19
20251456	PT INTERMEDIATE HOLDINGS IV, LLC	Dishmachine repairs	22-CHILD NUTRITION	2,993.63
20251457	AVANT ASSESSMENT LLC	DUES AND FEES	11-GENERAL	199.50
20251458	UNIVERSITY OF CENTRAL OK MULTICU	MULTICULTURAL ED INSTITUTE	11-GENERAL	475.00
20251459	WALMART LOCAL	Family Engagement Materials	11-GENERAL	2,000.22
20251460	BARNES & NOBLE BOOKSELLERS INC.	Sequoyah books for JH library	11-GENERAL	339.80
20251461	MERRIFIELD OFFICE SUPPLY LLC	CHAIRS FOR SK CONFERENCE ROOM	11-GENERAL	528.00
20251462	JOURNEY HOUSE TRAVEL SERVICE INC	AIRFAIR FOR K NEAL -CONFERENCE	22-CHILD NUTRITION	500.00
20251463	WALMART LOCAL	Homeless Supplies	11-GENERAL	8,779.09
20251464	WALMART LOCAL	Title I Homeless Set Aside	11-GENERAL	11,703.40
20251465	BADGEPASS	BADGE PRINT RIBBON	11-GENERAL	574.00
20251466	505 ARCHITECTS LLC	SO25 HS Bldg Repurposing Study	32-BOND FUND	4,500.00
20251467	Amazon Capital Services	Classroom Supplies	11-GENERAL	431.32
20251468	STILLWATER PUBLIC SCHOOLS	EL FIELD TRIP TRANSPORTATION	11-GENERAL	112.00
20251469	STILLWATER PUBLIC SCHOOLS	EL FIELD TRIP TRANSPORTATION	11-GENERAL	200.00
20251470	Angela Phillips	Meal Reimbursement	22-CHILD NUTRITION	208.00
20251471	WARWICK, BRIAN S	TRAVEL REIMBURSEMENT	11-GENERAL	500.00
20251472	AUTOMATION INTEGRATED, LLC	JH & HS HVAC UPGRADE	32-BOND FUND	8,649.00
20251473	OVERHEAD DOOR COMPANY OF STILLWATER LLC	SR KITCHEN ROLLING DOOR	32-BOND FUND	125.00
20251474	WALMART LOCAL	Academic Packets	11-GENERAL	600.00
20251475	WALMART LOCAL	PCYS Summer Supplies	11-GENERAL	3,500.00
20251476	HOBBY LOBBY	Summer Camp Supplies	11-GENERAL	1,000.00
20251477	WALMART LOCAL	Summer Camp Supplies	11-GENERAL	1,000.00
20251478	WALMART LOCAL	Summer Camp Supplies	11-GENERAL	1,000.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 3/12/2025 12:00:00 AM To Date: 4/8/2025 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20251479	LYONS, MADISON J	REIMBURSEMENT FOR GAS PURCHASE	11-GENERAL	74.24
20251480	B & C BUSINESS PRODUCTS	DESK DIVIDERS/CHAIRS	11-GENERAL	1,369.93
20251481	SILLWORKS PARTS DIRECT	TECHNOLOGY SUPPLIES	32-BOND FUND	745.95
20251482	BANK OF OKLAHOMA FINANCIAL	BOND FUND PAYMENT SERIES 2015A	41-SINKING	326,550.00
20251483	JOURNEY HOUSE TRAVEL SERVICE INC	AIRFARE FOR EL ACHIEVE CONFERENCE	11-GENERAL	1,400.00
			Total POs: 122	Total Amount 896,797.41

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: April 8, 2025

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.

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: 3/29/25 Select One: Initial Application [checked] Renewal

Name of Sanctioned Organization: STILLWATER SISTER SCHOOL EXCHANGE BOOSTER

Official Mailing Address for the organization: 2200 S. SANGRE, STILLWATER, OK

Organization's Taxpayer I.D. Number: 33-4221215 74074

Organization President Name: ANGELA GAMBIE

Organization Treasurer Name: CHRISTINE MURTHY

Phone: 405-269-2820

Phone: 412-309-1929

Email: agamble@stillwater-medical.org

Email: christinemurthy@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: TO ASSIST AND SUPPORT THE STILLWATER SISTER SCHOOL EXCHANGE PROGRAM WITH ACTIVITIES, FUNDRAISING AND FINANCIAL SUPPORT.

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 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

Anaëla Gamble / President
 Organization Representative/Office Name and Position (printed)

Anaëla Gamble
 Signature

3/26/25
 Date

JOE EHRLICH
 School Faculty Sponsor / Athletic Coach Name (printed)

[Signature]
 Signature

3/24/25
 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 SISTER SCHOOLS EXCHANGE BOOSTER
 FINANCIAL ACTIVITY FOR SCHOOL YEAR 24-25 (PER AF 824 SMS EXCHANGE GROUP)

Beginning Cash Balance, July 1, _____	\$ _____
Collections:	
Fundraiser, Merchandise Sales, Etc.	\$ 5,761.00
Donations	\$ 22,731.00
Parent/Student Contributions	\$ 3,301.44
Other (list):	
<u>PAYMENTS FROM SISTER</u>	\$ 25,288.67
<u>CITY COUNCIL MEMBERS</u>	\$ _____
	\$ _____
Total Collections	\$ 57,082.11
Expenditures:	
Fundraising Expenses	\$ _____
Other (list):	
<u>AMERICAN AIRLINES</u>	\$ 24,713.00
<u>JOURNEY HOUSE</u>	\$ 12,029.92
<u>JOURNEY HOUSE</u>	\$ 1,661.61
<u>WAL-MART</u>	\$ 423.56
<u>PIZZA HUT</u>	\$ 240.00
<u>PIZZA HUT</u>	\$ 88.00
<u>OFFICER HOOPER</u>	\$ 225.00
<u>AMERICAN AIRLINES</u>	\$ 1,300.00
Total Expenditures	\$ 43,681.14
Ending Cash Balance, June 30, _____	\$ 13,400.97

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: Annie Yamble Date: 3/26/25

Title: President

Received and reviewed by Chief Financial Officer:
 Name/Title: [Signature] Date: 3/26/25

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: STILLWATER SISTER SCHOOL EXCHANGE BIDSTER

FINANCIAL ACTIVITY FOR SCHOOL YEAR 24-25

Beginning Cash Balance, July 1, _____ \$ 0

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>10,000 SMC PRAXING</u>
Donations	\$ _____
Parent/Student Contributions	\$ _____
Other (list):	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Collections	\$ <u>10,000</u>

Expenditures:

Fundraising Expenses	\$ _____
Other (list):	\$ _____
<u>AMERICAN AIRLINES</u>	\$ <u>22,000 - 13,400.95 FROM A.F. 824</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenditures	\$ <u>8,599.03</u>

Ending Cash Balance, June 30, _____ \$ 1,400.97

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: Angela Gambeli Date: 3/26/25

Title: President

Received and reviewed by Chief Financial Officer:
Name/Title: [Signature] Date: 3/26/25

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

Booster clubs and parent organizations are encouraged to promote a positive relationship between the school and the community. The primary purpose of these organizations is to assist and support the school in recognizing and promoting students' activities. Site principals and the athletic director are responsible for maintaining close communication with such organizations to ensure the organizations' goals are in compliance with district policies. After receiving the superintendent's recommendation, the following criteria will be used in determining if an organization will be recognized (sanctioned) by the Stillwater Board of Education as a viable booster club or parent organization.

1. The organization must be managed or operated by adults, rather than students, and will present its by-laws and/or constitution to the board of education. These will clearly identify the organization as a parent organization or booster club separate from school district student organizations and will provide details of the structure of the organization including:
 - A. Officers and their duties;
 - B. Election of officers and term limits;
 - C. Purpose and goals;
 - D. Membership requirements and dues structure, if any;
 - E. Intended use of funds generated by the organization.
2. The organization must include one representative from the school faculty as a sponsor.
3. No fund raising activities will be conducted within the school by the organization during school hours that detract from instruction.
4. The organization may not use school materials in advertising its activities. Use of school property by the organization for its activities will meet all regulations established by the board. (See policy GK.)
5. Any use of Stillwater Public Schools trademarks must have prior written approval. The board recognizes others' copyrights and trademarks and will not approve any use of Stillwater Public Schools indicia in conjunction with unauthorized intellectual property. The board delegates to the superintendent authority to enter into contracts for licensing of trademarks and logos. (See policy CH.)
6. 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.
7. The organization must maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of financial records or detailed treasurer's report. Each year the board will select organizations to provide financial statements and supporting documentation that will be reviewed by the district's external auditor as part of an agreed upon procedure review. 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.

SANCTIONING OF PARENT ORGANIZATIONS, BOOSTER CLUBS, AND ASSOCIATIONS (Cont.)

8. Applicant 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.
9. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the board of education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
10. In no manner will board sanctioning of an organization preclude the organization from compliance with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts or services provided to the school should benefit both boys' and girls' activities.
11. The board of education can revoke the sanctioning of any organization if it is found that the organization's operations and purpose are not consistent with board policies and procedures.

REFERENCE: 70 O.S. §5-129.1

Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.

CROSS-REFERENCE: Policy CFBB-P Sanctioning of Parent Organizations, Booster Clubs, and Associations (Procedures)
Policy CFBB-E Application for Sanctioning
Policy CFB, Activity Funds
Policy CH, Trademarks, Logos and Trade Names
Policy GK, Use of School Property

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 prior to September 1 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.

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.

BYLAWS

Stillwater Sister School Exchange Booster

Article I Name and Purpose

Section 1.01. Name. The name of this organization shall be Stillwater Sister School Exchange Booster.

Section 1.02. Purpose. The organization is organized and operated for the charitable and educational purposes of fundraising for the Stillwater Sister School Exchange Booster students to assist the district with funding.

Article II Membership

Section 2.01. Qualification. All parents, guardians, or other persons with a child enrolled and attending Stillwater Schools and actively participating in the Stillwater Sister School Exchange Booster program shall be considered voting members of the organization. The Principal, Assistant Principals and/or members of the licensed teaching staff could be non-voting, advisory members of the organization.

Section 2.02. Rights and Responsibilities. The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on committees, and be nominated or volunteer to office. Voting members shall have the right to approve officers, review and approve the annual budget, and approve amendments to these bylaws.

Section 2.03. Quorum. The representing teacher and members present at any membership meeting of the organization, provided half or more members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum the membership may choose to not take action. In that event, any matter brought before the membership at a meeting at which quorum is not present shall be discussed and decided by the Executive Board. Email votes are allowed for any decision and will be allowed to meet the criteria of quorum.

Section 2.04. Meetings. There shall be at least one general annual meeting of the membership at which the officers volunteer.

Article III Executive Board

Section 3.01. Membership. The Executive Board shall consist of the representing teacher and the officers of the organization.

Section 3.02. Authority. The affairs, activities and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare and

submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

Section 3.03. Meetings. The Executive Board shall meet as needed with a minimum of (2) per year.

Section 3.04. Quorum. A quorum of the Executive Board for the conduct of business shall consist of at least two (2) officers in attendance.

Section 3.05. Action Without a Meeting. Any action required or permitted to be taken at a meeting of the Board of Directors (including amendment of these bylaws) or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be.

Section 3.06. Participation in Meeting by Video or Audio Conference Call. Members of the Executive Board may participate in a meeting through use of video or audio software/applications or similar communications equipment, so long as members participating in such a meeting can hear one another.

Section 3.07. Reimbursement. Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies, and prior approval.

Article IV Officers and Their Elections

Section 4.01. Officers. The officers of this organization shall include one parent representative, Lead Teacher and a Secretary/ Treasurer and such additional officer(s) as may be elected or appointed by the Executive Board from time to time.

Section 4.02. Election. Parent representatives will nominate candidates that shall be announced to the membership as soon as possible. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor. Officers shall be elected at a meeting of the organization by the members present. Officers shall assume their official duties on the last day of the current school year following their election.

Section 4.03. Term. Officers may serve a one-year term or be elected for multiple consecutive terms in the same office.

Section 4.04. Vacancies. A vacancy occurring in any office shall be filled for the unexpired term by a person nominated or volunteered with a vote of the remaining members of the Executive Board.

Article V Duties of Officers

Section 5.01. Parent Representative . The representing teacher and parent representative team shall be the principal executive officers of the organization and, subject to the control of the Executive Board shall in general supervise and control all of the activities of the organization. The parent representative team shall be a member of the Executive Board and,

when present, shall preside at all meetings of the Executive Board and all meetings of the membership. The parent representative team shall be voting members of the Executive Board and shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the organization.

Section 5.02. Secretary/Treasurer. The Secretary/Treasurer shall be a member of the Executive Board. They shall keep the minutes of the proceedings of the membership and the Executive Board, shall see that all notices are duly given in accordance with these Bylaws, shall be responsible for the publishing of meeting minutes, shall manage and keep an accurate tally of the volunteer records and, in general, perform all duties incident to the office of Secretary/Treasurer and such other duties as may be assigned by the President or the Executive Board. The Secretary/Treasurer is the authorized custodian to have oversight of all funds of the organization in accordance with the organization's financial policies. The Secretary/Treasurer will organize, document, and record all financial activities. The Secretary/Treasurer will be diligent and conscientious in ensuring all funds are received and spent in accordance with the organization's tax-exempt purpose, bylaws and budget. The financial records belong to the organization and must be available to the other officers and members upon request.

The Secretary/Treasurer shall:

- Prepare an annual budget for review and approval by the members.
- Ensure that all funds are timely deposited in the organization's authorized bank account(s).
- Ensure that payments and disbursements are authorized by approved budget, or an amendment to the budget.
- See that an annual sanctioning report and financial review or audit, as appropriate based on budget size, is conducted and presented to the Executive Board, General Membership, and other stakeholders.

Article VI Finances

Section 6.01. Budget. The rExecutive Board shall present to the membership at the first regular meeting of the membership after the officers have been elected, or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

Section 6.02. Checks. All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Secretary/Treasurer and by any other person as authorized in writing by the Executive Board.

Section 6.03. Financial Controls. The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:

- All expenses over \$500 must be approved by the Executive Board;
- At least two (2) persons shall annually audit all finances, or hire and supervise an outside accountant or auditing firm to conduct a review of corporate financial records.

Section 6.04. Fiscal Year. The fiscal year of the organization shall be from July 1 to June 30 but may be changed at the request of the school district.

ARTICLE VIII Indemnification

Every member of the Executive Board, officer or employee of the Organization may be indemnified by the Organization against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the Organization, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Organization. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

ARTICLE IX Amendments

These Bylaws may be amended at any regular or special meeting of the membership by a vote of the members, provided that notice of the proposed amendments has been made to the membership.



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: April 8, 2025

AGENDA ITEM: 4M

Consider and Vote to Approve or Not Approve Lippert Bros., Inc. Change Order Number 01 for SPS OES North Building Renovations and SPS OES South Building Renovations Project.

BOARD ACTION REQUESTED:

Vote to Approve or Not Approve Lippert Bros., Inc. Change Order Number 01 for SPS OES North Building Renovations and SPS OES South Building Renovations Project in the decreased amount of \$(59,762.00)

BACKGROUND INFORMATION:

This proposal includes a reduction to the construction contract due to unused funds.

The original contract sum was \$1,777,996.00

- The contract sum will be decreased by this change order in the amount of (\$59,762.00)
- The new contract sum including this change order will be \$1,718,234.00

The contract time will be unchanged.



AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> SPS OES North Building Renovation 5021 N. Perkins Road Stillwater, Oklahoma 74075	CONTRACT INFORMATION: Contract For: General Construction	CHANGE ORDER INFORMATION: Change Order Number: 01
SPS OES South Building Renovation 5005 North Perkins Road Stillwater, Oklahoma 74075	Date: 03/26/2024	Date: 03/25/2025
OWNER: <i>(Name and address)</i> Independent School District No. 16 of Payne County Oklahoma 314 South Lewis Street Stillwater, Oklahoma 74074	ARCHITECT: <i>(Name and address)</i> 505 Architects LLC 1631 South Delaware Avenue Tulsa, Oklahoma 74104	CONTRACTOR: <i>(Name and address)</i> Lippert Bros., Inc. 2211 E. I-44 Service Road Oklahoma City, Oklahoma 74075

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.)

Reduce construction contract due to unused funds:

Third Party Testing:	\$3,597.60
Roof Patch Allowance:	\$1,509.00
Floor Prep Allowance:	\$1,475.50
Signage Allowance:	\$335.00
Owner Contingency:	\$16,506.52
Construction Contingency:	\$33,116.00
CM Fee:	\$3,222.38
Total	\$59,762.00

The original Guaranteed Maximum Price was	\$	1,777,996.00
The net change by previously authorized Change Orders	\$	0.00
The Guaranteed Maximum Price prior to this Change Order was	\$	1,777,996.00
The Guaranteed Maximum Price will be decreased by this Change Order in the amount of	\$	59,762.00
The new Guaranteed Maximum Price including this Change Order will be	\$	1,718,234.00
The Contract Time will be unchanged by zero (0) days.		
The new date of Substantial Completion will be 12/13/2024		

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

Lippert Bros., Inc.

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

T.M. Lippert, President

Dr. Marshall Baker , SPS Board President

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

05/08/2025

3-28-25

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: April 8, 2025

AGENDA ITEM: 4N

Consider and Vote to Approve or Not 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 or Not 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

0309b. - Stillwater New High School

Title: CMOD 6 - Brick Tie Flashing

CM Contingency Modification : # 6

Date: 03/31/2025 **Date Required:**

Description of Work: This contingency modification is to pay for costs associated with providing flashing membrane behind brick ties as required by the moisture barrier manufacturer. This was not scoped to any subcontractor at time of bid.

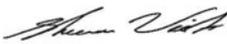
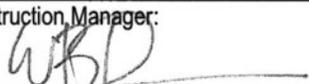
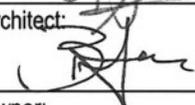
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : CMOD 6 - Brick Tie Flashing	0.00	LS	0.00	- 7,303.0	0.0	0.00	- 7,303.00	
2 : Sun Valley Masonry	0.00	LS	0.00	7,303.0	0.0	0.00	7,303.00	

Total Change Amount: 0.00

Notes:

Approved By:

	3/31/2025
Construction Manager:	Date:
	03/31/2025
Architect:	Date:
	4/1/25
Owner:	Date:



SUN VALLEY MASONRY & CONCRETE, INC.

Submitted To: Willowbrook
620 NE 36th St.
Oklahoma City, OK 73105

SVM Job #: 24-05-008
Job Name: Stillwater HS
SVM PCO #: 3 REV1

Attention: Shawn Vick

Regarding: WR Meadows Air-Shield
Tape for Screw
Penetrations

Date: Tuesday, March 25, 2025

Upon the request to perform additional work, Sun Valley Masonry has calculated the added cost as detailed below.

MATERIALS				
Description	Quantity	Units	Price	Total
WR Meadows Air-Shield tape	1	Lump Sum	\$ 6,000	\$ 6,000
Deliveries	1	Lump Sum	\$ 350	\$ 350
			Total Materials	\$ 6,350

Cutting and applying Air-Shield over all Masonry anchor screw penetrations

Subtotal	\$ 6,350
OH & Fee	\$ 953
Total	\$ 7,303

Pricing Excludes: footings, drilling & doweling, painting/staining, caulking, block shop drawings, overtime or shift work.

Ed Myers Project Manager, Masonry Division 480-622-4082 (cell)



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: April 8, 2025

AGENDA ITEM: 40

Consider and Vote to Approve or Not 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 or Not 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

0309b. - Stillwater New High School

Title: OMOD 39 - PR 24 Clock & Intercom Modifications

Owner Contingency Modification : # 39

Date: 03/10/2025 **Date Required:**

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

1. Provide clock, intercom, and low voltage revisions as outlined in PR 24.
2. Revise breakers for SAVC Air Terminal units as outlined on submittal comments.

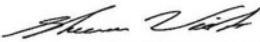
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

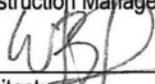
Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 39 - PR 24 Clock & Intercom Modifications	0.00	LS	0.00	- 16,625.1	0.0	0.00	- 16,625.11	
2 : Colburn Electric	0.00	LS	0.00	16,625.1	0.0	0.00	16,625.11	

Total Change Amount: 0.00

Notes:

Approved By:

 3/13/2025
 Construction Manager: _____ Date:

 03/31/2025
 Architect: _____ Date:

 4/1/25
 Owner: _____ Date:

Job ID: EW00541



Project: STILLWATER HIGH SCHOOL BUILDING

CO: 15: PR 24 Clocks, buttons, Speakers

Takeoff

Phase: LOW VOLTAGE

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
TITLE	0.00	EA	M	3/4"	Button at Door.		
150047	71.00	EA	M	3/4" EMT/P-STRING	1G STUB/4"sq BOX /MTL-STD	0.00	0.00
150066	71.00	EA	M	2-1/8"D	1900 CMB-KO CV- BRKT	339.89	19.88
160699	71.00	EA	M	5/8"RISE 4.8-CI	1G 1900 MUD-RING	89.50	4.97
10001	426.00	EA	M	#10 x 1"	TEK SCREW	29.91	10.74
30117	428.00	FT	M	3/4	EMT	347.71	20.90
630028	0.00	EA	M	3/4	EMT STEEL-COMP COUPLING	0.00	0.00
30077	71.00	EA	M	3/4	COND SNP-CLOSE HGR TO SCR-ON STUD-	178.35	18.64
40013	71.00	EA	M	3/4	EMT STEEL COMP CONNECTOR	55.02	22.37
500140	71.00	EA	M	3/4	EMT NM TERMINATOR	11.49	8.45
	681.60	FT	M		PULL LINE (STRING)	15.68	1.72
						1,067.54	107.65
						1,067.54	107.65

COLBURN ELECTRIC LLC

COLBURN ELECTRIC, LLC
829 W ELGIN
BROKEN ARROW, OK 74012

Phone: (918) 251-8765
Web:

Job ID: EW00541



Project: STILLWATER HIGH SCHOOL BUILDING

CO: 16: SACV Air terminal changes

Takeoff

Phase: BRANCH

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
TITLE	130.00	EA	M	3/4	EMT ON BAR JOIST MULTI RUN	0.00	0.00
10001	130.00	FT	M	3/4	EMT	105.61	8.70
20001	1.00	EA	M	3/4	EMT FIELD-BEND	0.00	0.29
30117	12.00	EA	M	3/4	EMT STEEL-COMP COUPLING	12.38	2.25
630075	18.00	EA	M	3/4	COND HAMMER-ON HGR 1/4-FLNG SNP-CLOSE HD	48.69	1.45
30077	2.00	EA	M	3/4	EMT STEEL COMP CONNECTOR	1.55	0.95
70030	284.00	FT	M	10	THHN/THWN CU (SOL)	71.43	2.04
70228	142.00	FT	M	12.	GREEN THHN CU (GRD 20A)	25.83	0.87
Ph						265.48	16.54
Jo						265.48	16.54

COLBURN ELECTRIC LLC

COLBURN ELECTRIC, LLC
829 W ELGIN
BROKEN ARROW, OK 74012

Phone: (918) 251-
Web:



Project: STILLWATER HIGH SCHOOL BUILDING

CO: 16: SACV Air terminal changes

Takeoff

Phase: HVAC & MOTORS

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
180240	1.00	EA	M	20/2	BOLT-ON BREAKER	36.00	0.78
180246	1.00	EA	M	50/2	BOLT-ON BREAKER	36.00	0.93
TITLE	130.00	EA	M	1	EMT ON BAR JOIST SINGLE RUN	0.00	0.00
10002	130.00	FT	M	1	EMT	179.71	9.06
20012	0.00	EA	M	1	EMT 90-ELBOW	0.00	0.00
20002	3.00	EA	M	1	EMT FIELD-BEND	0.00	1.73
30128	13.00	EA	M	1	EMT STEEL-COMP COUPLING RT	48.52	2.65
630076	14.00	EA	M	1	COND HAMMER-ON HGR 1/4-FLNG SNP-CLOSE HD	48.48	1.25
30088	2.00	EA	M	1	EMT STEEL COMP CONNECTOR RT	6.09	1.04
40002	2.00	EA	M	1	PLASTIC BUSHING	0.54	0.40
70035	300.00	FT	M	8	THHN/THWN CU (STR)	134.55	2.75
100032	3.00	EA	M	#18 to 8	WIRE-NUT MED -RED	0.58	0.30
70229	136.00	FT	M	10.	GREEN THHN CU (GRD 60A)	36.46	1.39
150043	1.00	EA	M	2-1/8"D	1900 1"-KO NO BRKT	3.34	0.40
150096	1.00	EA	M		1900 BLANK COVER	0.77	0.10
630577	1.00	EA	M	1/4" FLANGE	HAMMER-ON FLANGE CLIP - 1/4-20	1.94	0.06
630506	1.00	EA	M	THREAD ROD MOUNT	COMB BOX SUPT W/ 1" SNP-CLS	8.03	0.38
161526	1.00	EA	M	1/4-20	PLTD HEX NUTS	0.04	0.03
160873	1.00	EA	M	1/4"	PLTD FLAT WASHER	0.05	0.00
100053	1.00	EA	M	#12 SOL	8" PIGTAIL W/GRD SCREW	0.70	0.10
						541.82	23.35
						541.82	23.35

COLBURN ELECTRIC LLC

COLBURN ELECTRIC, LLC
829 W ELGIN
BROKEN ARROW, OK 74012

Phone: (918) 251-
Web:



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 40 - PR 25 & 26 Metal Panel Support And Curtain Wall Re

Owner Contingency Modification : # 40

Date: 03/10/2025 Date Required:

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

1. Provide and install structural support for the cantilevered metal rain screen as outlined in PR 25 for Phase 1, and PR 04 for Phase 2.
2. Provide curtain revisions as outlined in PR 026.

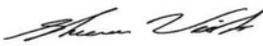
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 40 - PR 25 & 26 Metal Panel Support And Curtain Wall Re	0.00	LS	0.00	- 35,510.0	0.0	0.00	- 35,510.00	
2 : Bennett Steel	0.00	LS	0.00	25,370.0	0.0	0.00	25,370.00	
3 : Lee Glass	0.00	LS	0.00	10,140.0	0.0	0.00	10,140.00	

Total Change Amount: 0.00

Notes:

Approved By:

 3/13/2025

Construction Manager: Date:

 03/31/2025

Architect: Date:

 4/1/25

Owner: Date:



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

Date : 2/26/2025
Page 1 of 1
CO #: 8
Job #: 24079

Stillwater High School

Job Location: Stillwater, OK

Change Order Request

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

CO #8 - PR04

Change Requested By:

Sent Via: E-mail

Description of Change:

Fabricate, deliver, and install steel associated with PR04 changes.

The change will cause an increase of \$10,690.00 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.

Accepted By

Bennett Steel Inc.

Estimate Summary

Estimate Date: 2/26/2025

Estimate #: 2024-081PR04

Recipient Information											
Company:						Phone:					
Contact:						Fax:					
Estimate Job Site Information											
Estimate Name: Stillwater High School						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:	1,845	\$1,323	0.0%	\$0	0.0%	\$0	15.0%	\$198	\$1,521	
	Drop (5%):	92	\$66	0.0%	\$0	0.0%	\$0	15.0%	\$10	\$76	
	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	
	Material Subtotal:	1,845	\$1,389	0.0%	\$0	0.0%	\$0	15.0%	\$208	\$1,597	
	Sand/Shot:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Total for (2) Paint Systems:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Galvanizing:	1,845	\$830	0.0%	\$0	0.0%	\$0	15.0%	\$125	\$955	
	Galvanizing Freight:		\$500	0.0%	\$0	0.0%	\$0	15.0%	\$75	\$575	
	Coating Subtotal:		\$1,330	0.0%	\$0	0.0%	\$0	15.0%	\$200	\$1,530	
Coating & Material Subtotal:		\$2,719	0.0%	\$0	0.0%	\$0	15.0%	\$408	\$3,127		
Material Taxes: 0.0%		\$0		\$0		\$0		\$0	\$0		
MATERIAL TOTAL:		\$2,719		\$0		\$0		\$408	\$3,127		
« 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	8	\$480	0.0%	\$0	0.0%	\$0	15.0%	\$72	\$552
	Galv. Prep Labor:			\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	Labor Subtotal:		22	\$1,390	0.0%	\$0	0.0%	\$0	15.0%	\$209	\$1,599
	Labor Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0
LABOR TOTAL:			\$1,390		\$0		\$0		\$209	\$1,599	
« 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%			
	Sub-out Subtotal:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Sub-out Taxes: 0.0%			\$0		\$0		\$0		\$0	
SUB-OUT TOTAL:		\$0		\$0		\$0		\$0	\$0		
Supply Only Subtotal:			\$4,109		\$0		\$0		\$616	\$4,726	
Supply Only Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
SUPPLY ONLY TOTAL:			\$4,109		\$0		\$0		\$616	\$4,726	
Jobsite Freight:	1	\$498	0.0%	\$0	0.0%	\$0	15.0%	\$75	\$573		
LTL/Other Freight :			0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0		
DELIVERED TOTAL:			\$4,607		\$0		\$0		\$691	\$5,298	
« JOBSITE »	Item	Rate	Qty/Weight	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total
	Erecting Labor:	\$81.00	48	\$3,888	0.0%	\$0	0.0%	\$0	15.0%	\$583	\$4,471
	Erection:			\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	Equipment:			\$800	0.0%	\$0	0.0%	\$0	15.0%	\$120	\$920
	Enter Job Site Item:				0.0%		0.0%		15.0%		
	Enter Job Site Item:				0.0%		0.0%		15.0%		
Job Site Subtotal:			\$4,688	0.0%	\$0	0.0%	\$0	15.0%	\$703	\$5,391	
Job Site Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
JOB SITE TOTAL:			\$4,688		\$0		\$0		\$703	\$5,391	
ERECTED SUBTOTAL:			\$9,295		\$0		\$0		\$1,394	\$10,690	
Tax on Everything: 0.0%			\$0		\$0		\$0		\$0	\$0	
GRAND TOTAL:			\$9,295		\$0		\$0		\$1,394	\$10,690	
AS BID DETAILS:	1845	Lbs.				10,690					



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

Date : 2/25/2025
Page 1 of 1
CO #: 7
Job #: 24079

Stillwater High School

Job Location: Stillwater, OK

Change Order Request

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

CO #7 - PR025

Change Requested By:

Sent Via: E-mail

Description of Change:

Fabricate, deliver, and install steel associated with PR025 changes.

The change will cause an increase of \$14,680.00 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.

Accepted By

Bennett Steel Inc.

Estimate Summary

Estimate Date: 2/21/2025

Estimate #: 2024-081PR25

Recipient Information											
Company:						Phone:					
Contact:						Fax:					
Estimate Job Site Information											
Estimate Name: Stillwater High School - PR025						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:	4,499	\$3,306	0.0%	\$0	0.0%	\$0	15.0%	\$496	\$3,802	
	Drop (5%):	225	\$165	0.0%	\$0	0.0%	\$0	15.0%	\$25	\$190	
	Hilti:	0	\$160	0.0%	\$0	0.0%	\$0	15.0%	\$24	\$183	
	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	
	Material Subtotal:	4,499	\$3,631	0.0%	\$0	0.0%	\$0	15.0%	\$545	\$4,176	
	Sand/Shot:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Total for (2) Paint Systems:	4	\$125	0.0%	\$0	0.0%	\$0	15.0%	\$19	\$144	
	Galvanizing:	1,125	\$506	0.0%	\$0	0.0%	\$0	15.0%	\$76	\$582	
	Galvanizing Freight:		\$500	0.0%	\$0	0.0%	\$0	15.0%	\$75	\$575	
	Coating Subtotal:		\$1,131	0.0%	\$0	0.0%	\$0	15.0%	\$170	\$1,301	
Coating & Material Subtotal:		\$4,762	0.0%	\$0	0.0%	\$0	15.0%	\$714	\$5,477		
Material Taxes: 0.0%		\$0		\$0		\$0		\$0	\$0		
MATERIAL TOTAL:		\$4,762		\$0		\$0		\$714	\$5,477		
« LABOR »	Item	Rate	Hours	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total
	Shop	\$65.00	32	\$2,080	0.0%	\$0	0.0%	\$0	15.0%	\$312	\$2,392
	Detailing Labor	\$60.00	19	\$1,140	0.0%	\$0	0.0%	\$0	15.0%	\$171	\$1,311
	Galv. Prep Labor:			\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	Labor Subtotal:		51	\$3,220	0.0%	\$0	0.0%	\$0	15.0%	\$483	\$3,703
Labor Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
LABOR TOTAL:			\$3,220		\$0		\$0		\$483	\$3,703	
« 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%			
Sub-out Subtotal:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0		
Sub-out Taxes: 0.0%			\$0		\$0		\$0		\$0		
SUB-OUT TOTAL:			\$0		\$0		\$0		\$0		
Supply Only Subtotal:			\$7,982		\$0		\$0		\$1,197	\$9,180	
Supply Only Taxes: 0.0%			\$0		\$0		\$0		\$0		
SUPPLY ONLY TOTAL:			\$7,982		\$0		\$0		\$1,197	\$9,180	
Jobsite Freight:	1	\$499	0.0%	\$0	0.0%	\$0	15.0%	\$75	\$574		
LTL/Other Freight: :			0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0		
DELIVERED TOTAL:			\$8,481		\$0		\$0		\$1,272	\$9,754	
« JOBSITE »	Item	Rate	Qty/Weight	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total
	Erecting Labor:	\$86.00	44	\$3,784	0.0%	\$0	0.0%	\$0	15.0%	\$568	\$4,352
	Erection:			\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	Equipment:			\$500	0.0%	\$0	0.0%	\$0	15.0%	\$75	\$575
	Enter Job Site Item:				0.0%		0.0%		15.0%		
	Enter Job Site Item:				0.0%		0.0%		15.0%		
Job Site Subtotal:			\$4,284	0.0%	\$0	0.0%	\$0	15.0%	\$643	\$4,927	
Job Site Taxes: 0.0%			\$0		\$0		\$0		\$0		
JOB SITE TOTAL:			\$4,284		\$0		\$0		\$643	\$4,927	
ERECTED SUBTOTAL:			\$12,765		\$0		\$0		\$1,915	\$14,680	
Tax on Everything: 0.0%			\$0		\$0		\$0		\$0		
GRAND TOTAL:			\$12,765		\$0		\$0		\$1,915	\$14,680	
AS BID DETAILS:	4499	Lbs.				14,680					



CHANGE ORDER	DATE	EXPIRATION DATE	TOTAL
#26821-11	2/20/2025	3/16/2025	\$10,140.00

CUSTOMER

CMS WILLOWBROOK
 (405) 224-1554
 hilary.peters@willowbrook.build
 PO Box 807
 Chickasha, ok, 73023

JOB INFO

CMS WILLOWBROOK-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

Add two verticals to the curtainwall plus anchors, sunshade brackets and accompanying hardware. Shop drawing revisions are also included.

ITEMS	COST/UNIT
Curtainwall verticals plus additional necessary components and shop drawing revisions.	\$5,640.00

Labor

ITEMS	COST/UNIT
Labor to Install new curtainwall verticals plus additional components.	\$4,500.00

Subtotal:	\$10,140.00
Total:	\$10,140.00
Deposit Due (100%):	\$10,140.00



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 42 - PR 19 & 23

Owner Contingency Modification : # 42

Date: 03/20/2025 **Date Required:**

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

1. Provide labor and material credit for deleted flagpole as outlined in PR 19.
2. Provide and install fire rated access panel under Area 3 stairs to meet code requirements as outlined in PR 23.
3. This modification will result in a total credit to Owner Contingency in the amount of \$2,082.42.

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 42 - PR 19 & 23	0.00	LS	0.00	2,082.4	0.0	0.00	2,082.42	
2 : Colburn	0.00	LS	0.00	- 623.4	0.0	0.00	- 623.42	
3 : Specialty Sales	0.00	LS	0.00	- 2,208.0	0.0	0.00	- 2,208.00	
4 : Wiljo	0.00	LS	0.00	749.0	0.0	0.00	749.00	

Total Change Amount: 0.00

Notes:

Approved By:

	3/21/2025
Construction Manager:	Date:
	03/31/2025
Architect:	Date:
	4/1/25
Owner:	Date:

Job ID: EW00541



Project: STILLWATER HIGH SCHOOL BUILDING

CO: 14: PR-22 Add 6 Cord Reels in three rooms

Takeoff

Phase: SITE LIGHTING

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
TITLE	20.00	EA	M	1	SCH 40 DIRECT-BURIED 1-DUCT	0.00	0.00
10152	20.00	FT	M	1	PVC SCH 40 10' LAID IN TRENCH	11.99	1.04
20265	2.00	EA	M	1	PVC SCH 40 90-DEG-ELBOW	3.15	0.76
31369	2.00	EA	M	1	PVC COUPLING	0.58	0.54
40326	0.80	OZ	M	OUNCE	PVC (GLUE) CEMENT	0.80	0.01
4000340	21.00	FT	M	3"	RED PLASTIC TRENCH TAPE	0.92	0.10
390310	20.00	FT	M	12" WIDE	HAND TRIM SANDY TRENCH	0.00	0.54
70034	63.00	FT	M	10	THHN/THWN CU (STR)	16.77	0.48
TITLE	1.00	EA	M	3/4 PVC-40 #10	20A-1G-DX-COMM-TMPR	0.00	0.00
140018	1.00	EA	M	20A	DX RECEPT COMMERCIAL GRADE TR	5.27	0.45
141113	1.00	EA	M		BLANK	0.00	0.00
150562	1.00	EA	M	2-5/8" DEEP 21.3-CT	1G BELL BOX W/ 3 x 1"HUBS	12.98	0.90
100053	1.00	EA	M	#12 SOL	8" PIGTAIL W/GRD SCREW	0.72	0.10
100032	2.00	EA	M	#18 to 8	WIRE-NUT MED -RED	0.39	0.20
100030	2.00	EA	M	#18 to 10	WIRE-NUT SML -YELLOW	0.23	0.18
4000173	20.00	FT	E	6"W x 18"D	BACKFILL & COMPACTION OF TRENCH	31.00	1.20
						84.79	6.50
						84.79	6.50



SPECIALTY SALES ASSOCIATES, INC.

840481 South 3420 Road
Chandler, OK 74834

March 12, 2025

Quotation No. 16RD-25
Project: Stillwater High School
Stillwater, Oklahoma

Willowbrook Construction Services

Attn: Shawn Vick

QUOTATION

We are pleased to quote you as follows:

SECTION 10 7516 – Flagpoles (Installed)

by Concord American Flagpoles

Two (2) IRW25C61-ACL "Independence" Model Aluminum Flagpoles, Ground Set, Tapered Shaft, 25'-0" Exposed Height, 6" Butt Diameter, .156" Wall Thickness, Internal S.S. Cable Halyard, Clear Anodized Finish. Flagpoles Are Rated at 149 mph w/ Flag Flying

Material	\$6,702.00
Freight	\$550.00
Labor	\$3,000.00
<u>OH & P (15%)</u>	<u>\$1,538.00</u>
Total Cost	\$11,790.00

Original Contract Amount	\$13,998.00
Revised Amount	\$11,790.00
Credit Due	-\$2,208.00

NOTE: ANY Impending Tariffs Issued by the U.S. Government May Cause a Material Price Increase for the Products We Provide. All Aluminum and Steel Products Are Currently Experiencing VERY Volatile Market Conditions. Therefore, the Above Pricing May Increase Based on these Market Conditions and the Manufacturers Pricing Which We Incur on the Date of Material Shipment.

Specialty Sales Associates, Inc.

Jeff Brown
Jeff Brown

- Notes:
1. Quotation Is Valid for 30 Days from the Above Date. Material Must Ship Within 30 Days.
 2. Does Not Include Any Taxes: Federal, State or Local, Unless Specifically Listed Above.
 3. Quote Limited to Styles and Quantities Shown.
 4. If Invoices Are Paid by Credit Card, Add 3.5% for Credit Card Fees

Accepted _____ Date _____



WILJO INTERIORS, INC.

2100 N Indianwood Broken Arrow, OK
74012

7421 NW 83rd St., OKC, OK 73132

Phone: (918) 250-0679

Phone: (405) 792-7979

Fax: (918) 250-0112

Fax: (405) 792-7980

www.wiljointeriors.com

ATTN: Shawn Vick
Willowbrook Construction Services

JOB: **Stillwater High Schhol Phase 1
PR 23**

DATE: 2/21/2025

PLAN DATE: N/A

PER ADDENDUM: PR 23

We propose to furnish and install the following scope of work as listed below, per the plans and specifications:

Layout of our work from established points given by others.
 Clean up of our debris into a dumpster provided by others.
 Equipment/lifts/scaffolding to perform our work.
 Added 24" fire rated access panel in stair 4, Area 3.

Materials.....\$575
 Labor & burdens.....\$101
 Overhead & profit.....\$68
 Bond.....\$5

ALTERNATES:

EXCLUSIONS:
 Wood; Blocking wood or metal; Exposed caulking; Dumpsters; Sealing of MEP penetrations;
 Engineering; Demolition;

AMOUNT
\$749

Respectfully Submitted,

Ken Fry
Project Manager



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 43 - ADA & SRO Signage Revisions

Owner Contingency Modification : # 43

Date: 03/31/2025 **Date Required:**

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

1. Revise ADA and SRO signage from aluminum channel to 2"x12" galvanized tubes embedded into concrete.

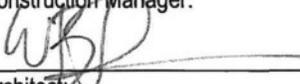
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 43 - ADA & SRO Signage Revisions	0.00	LS	0.00	- 2,158.5	0.0	0.00	- 2,158.50	
2 : J&B Graphics	0.00	LS	0.00	- 4,411.5	0.0	0.00	- 4,411.50	
3 : Bennett Steel	0.00	LS	0.00	6,570.0	0.0	0.00	6,570.00	

Total Change Amount: 0.00

Notes:

Approved By:

	3/31/2025
Construction Manager:	Date:
	03/31/2025
Architect:	Date:
	4/1/25
Owner:	Date:

Estimate Summary

Estimate Date: 3/14/2025

Estimate #: 2024-081TEST

Recipient Information											
Company:						Phone:					
Contact:						Fax:					
Estimate Job Site Information											
Estimate Name: Stillwater High School						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:	2,135	\$2,770	0.0%	\$0	0.0%	\$0	15.0%	\$415	\$3,185	
	Drop (5%):	107	\$138	0.0%	\$0	0.0%	\$0	15.0%	\$21	\$158	
	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	
	Material Subtotal:	2,135	\$2,907	0.0%	\$0	0.0%	\$0	15.0%	\$436	\$3,343	
	Sand/Shot:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Total for (2) Paint Systems:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Galvanizing:	2,135	\$961	0.0%	\$0	0.0%	\$0	15.0%	\$144	\$1,105	
	Galvanizing Freight:		\$500	0.0%	\$0	0.0%	\$0	15.0%	\$75	\$575	
	Coating Subtotal:		\$1,461	0.0%	\$0	0.0%	\$0	15.0%	\$219	\$1,680	
Coating & Material Subtotal:		\$4,368	0.0%	\$0	0.0%	\$0	15.0%	\$655	\$5,023		
Material Taxes: 0.0%		\$0		\$0		\$0		\$0	\$0		
MATERIAL TOTAL:		\$4,368		\$0		\$0		\$655	\$5,023		
« LABOR »	Item	Rate	Hours	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total
	Shop	\$65.00	13	\$845	0.0%	\$0	0.0%	\$0	15.0%	\$127	\$972
	Detailing Labor	\$60.00	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	Galv. Prep Labor:			\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	Labor Subtotal:		13	\$845	0.0%	\$0	0.0%	\$0	15.0%	\$127	\$972
Labor Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
LABOR TOTAL:			\$845		\$0		\$0		\$127	\$972	
« 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%			
	Sub-out Subtotal:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
Sub-out Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
SUB-OUT TOTAL:			\$0		\$0		\$0		\$0	\$0	
Supply Only Subtotal:			\$5,213		\$0		\$0		\$782	\$5,995	
Supply Only Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
SUPPLY ONLY TOTAL:			\$5,213		\$0		\$0		\$782	\$5,995	
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		
DELIVERED TOTAL:			\$5,713		\$0		\$0		\$857	\$6,570	
« JOBSITE »	Item	Rate	Qty/Weight	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total
	Erecting Labor:	\$75.00	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	Erection:			\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	Enter Job Site Item:				0.0%		0.0%		15.0%		
	Enter Job Site Item:				0.0%		0.0%		15.0%		
	Enter Job Site Item:				0.0%		0.0%		15.0%		
Job Site Subtotal:			\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
Job Site Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
JOB SITE TOTAL:			\$0		\$0		\$0		\$0	\$0	
ERECTED SUBTOTAL:			\$5,713		\$0		\$0		\$857	\$6,570	
Tax on Everything: 0.0%			\$0		\$0		\$0		\$0	\$0	
GRAND TOTAL:			\$5,713		\$0		\$0		\$857	\$6,570	
AS BID DETAILS:		2135 Lbs.					6,570				

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

CHANGE ORDER

DATE: 3/21/2025

TO: General Contractor

FROM: Jackie Turner GA-C, WBE
jturner@jandbgraphics.net

RE: Stillwater Public Schools New High School BP #25

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

Interior Signage

Sign Type	Description	Qty
1.5	REMOVE FROM SCOPE 6'-8" x 3.5" Aluminum Channel Exterior - Regulatory Signs	-13
1.5	ADD TO SCOPE 12" x 18" Reflective Vinyl Graphic Sheeting to Scope for Reserved Parking Signs & SRO Parking Only Sign	13

Bid Total for Interior & Exterior Signage: \$ (3,705.00)

Subtotal	\$ (3,705.00)
Submittal Fee	\$ -
Installation Credit	\$ (620.00)
Equipment Rental	\$ -
Permits & Fees	\$ -
Change Order Total	\$ (4,325.00)
2% Payment & Performance Bond	\$ (86.50)
Change Order w/ Bonds	\$ (4,411.50)

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 44 - PR 28 Precast Stain Removal

Owner Contingency Modification : # 44

Date: 03/31/2025 **Date Required:**

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

1. Remove the window stain from the precast concrete panels and credit \$1,250.00 to Owner Contingency.

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 44 - PR 28 Precast Stain Removal	0.00	LS	0.00	1,250.0	0.0	0.00	1,250.00	
2 : Advanced Commercial Painting	0.00	LS	0.00	- 1,250.0	0.0	0.00	- 1,250.00	

Total Change Amount: 0.00

Notes:

Approved By:

	3/31/2024
Construction Manager:	Date:
	03/31/2025
Architect:	Date:
	4/1/25
Owner:	Date:



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 45 - PR 29 Electrical Changes

Owner Contingency Modification : # 45
Date: 03/31/2025 **Date Required:**

Description of Work: The following scope of work is included in this PCO:
 1. Add electrical circuitry in MDF 1051 and Presentations Rooms 1102 and 2102 as outlined in PR 029.
 2. Adjust heights for (13) receptacles in Sculpture Lab, Art Classrooms, and adjacent office and corridor as outlined in RFI 120
 3. Add and relocate electrical outlets at bench millwork as outlined in RFI 128.

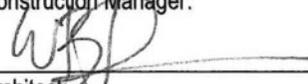
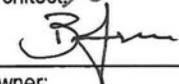
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 45 - PR 29 Electrical Changes	0.00	LS	0.00	- 13,732.0	0.0	0.00	- 13,732.01	
2 : Colburn Electric	0.00	LS	0.00	13,732.0	0.0	0.00	13,732.01	

Total Change Amount: 0.00

Notes:

Approved By:

	3/31/2025
Construction Manager:	Date:
	03/31/2025
Architect:	Date:
	4/1/25
Owner:	Date:

Job ID: EW00541



Project: STILLWATER HIGH SCHOOL BUILDING

CO: 22: PR 29 Add quads in storage rooms

Takeoff

Phase: DEVICES

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
	0.00	--			Add Receipt in Storage (x2) conduit back to panel		
TITLE	2.00	EA	M	#12 1/2" EMT	20A 1G DX SPEC TR	0.00	0.00
140022	4.00	EA	M	20A	DX RECEPT SPECIFICATION GRADE TR	19.84	1.80
140802	2.00	EA	M	1-DUPLEX	1G STAINLESS STEEL PLATE	5.96	0.30
150047	4.00	EA	M	2-1/8"D	1900 CMB-KO CV- BRKT	18.65	1.60
150066	2.00	EA	M	5/8"RISE 4.8-CI	1G 1900 MUD-RING	2.55	0.20
160699	12.00	EA	M	#10 x 1"	TEK SCREW	0.84	0.43
100032	3.00	EA	M	#18 to 8	WIRE-NUT MED -RED	0.58	0.30
10000	254.00	FT	M	1/2	EMT	121.64	15.19
20010	0.00	EA	M	1/2	EMT 90-ELBOW	0.00	0.00
20000	13.00	EA	M	1/2	EMT FIELD-BEND	0.00	1.87
30000	30.00	EA	M	1/2	EMT STEEL-SS COUPLING	14.87	1.61
30010	8.00	EA	M	1/2	EMT STEEL SS CONNECTOR	2.44	0.96
70029	559.00	FT	M	12	THHN/THWN CU (SOL)	100.84	4.49
70029	280.00	FT	M	12	THHN/THWN CU (SOL)	50.51	1.80
160000	32.00	EA	M	1/2	CONDUIT HGR SNAP-CLS B-JOIST	63.70	2.14
630066	4.00	EA	M	1/2	COND PUSH-IN HGR TO SCREW-ON STUD-WALL	8.11	1.50
	0.00				Add two data openings		
TITLE	2.00	EA	M	1" EMT/P-STRING	1G STUB/4"sq BOX /MTL-STD	0.00	0.00
150043	2.00	EA	M	2-1/8"D	1900 1"-KO NO BRKT	6.64	0.80
150066	2.00	EA	M	5/8"RISE 4.8-CI	1G 1900 MUD-RING	2.55	0.20
160699	12.00	EA	M	#10 x 1"	TEK SCREW	0.84	0.43
10002	48.00	FT	M	1	EMT	68.57	3.66
30002	4.00	EA	M	1	EMT STEEL-SS COUPLING	3.59	0.30

630029	8.00	EA	M	1	COND SNP-CLOSE HGR TO SCR-ON STUD-WALL	20.75	3.00
30012	4.00	EA	M	1	EMT STEEL SS CONNECTOR	3.25	0.72
40002	4.00	EA	M	1	PLASTIC BUSHING	1.10	0.80

Takeoff Report: STILLWATER HIGH SCHOOL BUILDING

#####

Phase: DEVICES

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
40014	4.00	EA	M	1	EMT NM TERMINATOR	2.29	0.80
500140	55.00	FT	M		PULL LINE (STRING)	1.27	0.20
	0.00				Add two A openings		
TITLE	2.00	EA	M	1"	EMT/P-STRING	0.00	0.00
150043	2.00	EA	M	2-1/8"D	1G STUB/4"sq /MTL-STD	6.64	0.80
150066	2.00	EA	M	5/8"RISE 4-8-CI	1900 1"-KO NO BRKT	2.55	0.20
10002	24.00	FT	M	1	1G 1900 MUD-RING	34.29	1.83
160699	4.00	EA	M	#10 x 1"	EMT	0.28	0.14
30002	3.00	EA	M	1	TEK SCREW	2.69	0.22
630029	5.00	EA	M	1	EMT STEEL-SS COUPLING	12.97	1.88
160699	10.00	EA	M	#10 x 1"	COND SNP-CLOSE HGR TO SCR-ON STUD-WALL	0.70	0.36
30012	4.00	EA	M	1	TEK SCREW	3.25	0.72
40002	4.00	EA	M	1	EMT STEEL SS CONNECTOR	1.10	0.80
500140	28.80	FT	M		PLASTIC BUSHING	0.66	0.10
					PULL LINE (STRING)		
						586.52	52.15
						586.52	52.15



Project: STILLWATER HIGH SCHOOL BUILDING

CO: 17: RFI 120 adjust Receipt height in Art

Takeoff

Phase: DEVICES

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
380018	13.00	EA	M		REMOVE EXISTING FLUSH SWITCH BOX	0.00	2.81
TITLE	13.00	EA	M	#12 3/4" EMT	20A 1G DX COML TR	0.00	0.00
140018	13.00	EA	M	20A	DX RECEPT COMMERCIAL GRADE TR	0.00	0.00
140802	13.00	EA	M	1-DUPLEX	1G STAINLESS STEEL PLATE	0.00	0.00
150047	13.00	EA	M	2-1/8"D	1900 CMB-KO CV- BRKT	0.00	4.16
150066	13.00	EA	M	5/8"RISE 4.8-CI	1G 1900 MUD-RING	0.00	1.04
160699	78.00	EA	M	#10 x 1"	TEK SCREW	5.48	2.25
100032	17.00	EA	M	#18 to 8	WIRE-NUT MED -RED	0.00	0.00
10001	26.00	FT	M	3/4	EMT	21.12	2.05
20011	0.00	EA	M	3/4	EMT 90-ELBOW	0.00	0.00
20001	0.00	EA	M	3/4	EMT FIELD-BEND	0.00	0.00
30117	13.00	EA	M	3/4	EMT STEEL-COMP COUPLING	13.41	2.87
30077	0.00	EA	M	3/4	EMT STEEL COMP CONNECTOR	0.00	0.00
70033	0.00	FT	M	12	THHN/THWN CU (STR)	0.00	0.00
70228	0.00	FT	M	12.	GREEN THHN CU (GRD 20A)	0.00	0.00
160001	6.00	EA	M	3/4	CONDUIT HGR SNAP-CLS B-JOIST	15.11	0.57
630067	0.00	EA	M	3/4	COND PUSH-IN HGR TO SCREW-ON STUD-	0.00	0.00
						55.12	15.74
						55.12	15.74

COLBURN ELECTRIC LLC

COLBURN ELECTRIC, LLC
829 W ELGIN
BROKEN ARROW, OK 74012

Phone: (918) 251-
Web:

Job ID: EW00541



Project: STILLWATER HIGH SCHOOL BUILDING

CO: 20: RFI 128

Takeoff

Phase: CC LOW VOLTAGE

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
TITLE	6.00	EA	M	#12 1/2" EMT	20A 1G DX COML TR	0.00	0.00
140018	6.00	EA	M	20A	DX RECEPT COMMERCIAL GRADE TR	32.28	2.70
140802	6.00	EA	M	1-DUPLEX	1G STAINLESS STEEL PLATE	8.94	0.90
150047	6.00	EA	M	2-1/8"D	1900 CMB-KO CV- BRKT	27.97	2.40
150066	6.00	EA	M	5/8"RISE 4.8-CI	1G 1900 MUD-RING	7.65	0.60
160699	36.00	EA	M	#10 x 1"	TEK SCREW	2.53	1.30
100032	8.00	EA	M	#18 to 8	WIRE-NUT MED -RED	1.54	0.80
10000	120.00	FT	M	1/2	EMT	57.47	7.24
20010	0.00	EA	M	1/2	EMT 90-ELBOW	0.00	0.00
20000	12.00	EA	M	1/2	EMT FIELD-BEND	0.00	1.73
30000	12.00	EA	M	1/2	EMT STEEL-SS COUPLING	5.95	0.65
30010	12.00	EA	M	1/2	EMT STEEL SS CONNECTOR	3.66	1.44
70033	264.00	FT	M	12	THHN/THWN CU (STR)	49.05	2.14
70228	132.00	FT	M	12.	GREEN THHN CU (GRD 20A)	25.24	0.86
160000	15.00	EA	M	1/2	CONDUIT HGR SNAP-CLS B-JOIST	29.86	1.01
630066	12.00	EA	M	1/2	COND PUSH-IN HGR TO SCREW-ON STUD-WALL	24.33	4.50
						276.47	28.25
						276.47	28.25

COLBURN ELECTRIC LLC

COLBURN ELECTRIC, LLC
829 W ELGIN
BROKEN ARROW, OK 74012

Phone: (918) 251-
Web:



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: April 8, 2025

AGENDA ITEM: 4P

Consider and Vote to Approve or Not Approve Change Order Number 01 for SPS OES Building Renovation Phase 2 Parking Project

BOARD ACTION REQUESTED:

Vote to Approve or Not Approve Change Order Number 01 for SPS OES Building Renovation Phase 2 Parking Project in the amount of \$3,245.46.

BACKGROUND INFORMATION:

This proposal includes light pole and data revisions along with permit cost revision for the SPS OES Building Renovation Phase 2 Parking Project.

The original contract sum was \$677,000.00

- The contract sum will be increased by this change order in the amount of \$3,245.46
- The new contract sum including this change order will be \$680,245.46

The contract time will be unchanged.

Change Order

PROJECT: <i>(Name and address)</i> SPS OES Building Renovation Phase 2 Parking 5021 N. Perkins Road Stillwater, Oklahoma 74075	CONTRACT INFORMATION: Contract For: General Construction Date: 1/14/2025	CHANGE ORDER INFORMATION: Change Order Number: 01 Date: 03/26/2025
OWNER: <i>(Name and address)</i> Independent School District No. 16 of Payne County Oklahoma 314 South Lewis Street Stillwater, Oklahoma 74074	ARCHITECT: <i>(Name and address)</i> 505 Architects LLC 1631 South Delaware Avenue Tulsa, Oklahoma 74104	CONTRACTOR: <i>(Name and address)</i> Firebrand Construction LLC 221 E 9 th 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.)

PCO #03 Light Pole and Data Revisions for \$2,436.00
PCO #04 Permit Cost Revision for \$809.46

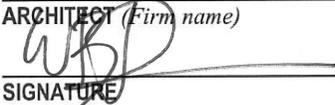
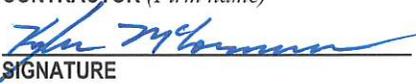
Total \$3,245.46

The original Contract Sum was	\$	<u>677,000.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>677,000.00</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>3,245.46</u>
The new Contract Sum including this Change Order will be	\$	<u>680,245.46</u>

The Contract Time will be unchanged by zero (0) days.
The new date of Substantial Completion will be 05/18/2025

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
<u>ARCHITECT (Firm name)</u>	<u>CONTRACTOR (Firm name)</u>	<u>OWNER (Firm name)</u>
		
<u>SIGNATURE</u>	<u>SIGNATURE</u>	<u>SIGNATURE</u>
Brian Thomas, AIA, LEED AP; Principal	Kyler McCommas, President	Dr. Marshall Baker, SPS Board President
<u>PRINTED NAME AND TITLE</u>	<u>PRINTED NAME AND TITLE</u>	<u>PRINTED NAME AND TITLE</u>
04/08/2025	<u>3/26/2025</u>	
<u>DATE</u>	<u>DATE</u>	<u>DATE</u>



Firebrand Construction
Powered by RedTeam

FIXED PRICE CHANGE PROPOSAL

03/13/2025

Rob Lamecker
Stillwater Public Schools
314 South Lewis St
Stillwater, OK 74074

Re: Our Change Proposal 2501-03 for **Pole Light Move/ Data Changes**

Project: Parking - SPS OES Building Reno Phase 2

Stillwater Public Schools

OES Building, 5021 N Perkins Rd, Stillwater, OK 74075

This Proposal is for the Change referenced above and more particularly defined by the Scope of Work comprised of this Proposal, its Attachments, and other Contract Documents incorporated by reference. Therefore, we propose to change the following:

Electrical and Data Scope Revisions:

1. Move (3) light poles to the west of the parking lot.
2. Move MDP to new location.
3. Install 2" data conduit from south building to MDP location.
4. Install 1" data conduit from MDP to (3) pole locations.
5. Prep poles and pull data cable for cameras and WAPs on (3) poles.

Price: \$ **2,436.00** *Two Thousand Four Hundred Thirty Six Dollars and Zero Cents*

Time: The duration of the Work to achieve Substantial Completion will be **UNCHANGED**.

Clarification(s): - *None*.

Expiration: This Proposal shall remain open for 30 calendar day(s).

Please contact me at 405-624-2500 or via e-mail bryan@firebrandgc.com if you have any questions or require additional information.

Regards,

Firebrand Construction
Bryan Huckabay
Project Manager

ACCEPTANCE OF PROPOSAL

The Scope of Work described above supersedes any and all prior communication about this Change.

Customer Signature: _____ Date: _____

Stillwater Public Schools



Firebrand Construction
Powered by RedTeam

FIXED PRICE CHANGE PROPOSAL

03/25/2025

Rob Lamecker
Stillwater Public Schools
314 South Lewis St
Stillwater, OK 74074

Re: Our Change Proposal 2501-04 for **Permit Cost Revision**

Project: Parking - SPS OES Building Reno Phase 2

Stillwater Public Schools

OES Building, 5021 N Perkins Rd, Stillwater, OK 74075

This Proposal is for the Change referenced above and more particularly defined by the Scope of Work comprised of this Proposal, its Attachments, and other Contract Documents incorporated by reference. Therefore, we propose to change the following:

An allowance of \$15,000 was stipulated in the bid documents. The actual permit cost was \$15,809.46.

Price: \$ **809.46** *Eight Hundred Nine Dollars and Forty Six Cents*

Time: The duration of the Work to achieve Substantial Completion will be **UNCHANGED**.

Clarification(s): - *None*.

Expiration: This Proposal shall remain open for 30 calendar day(s).

Please contact me at 405-624-2500 or via e-mail bryan@firebrandgc.com if you have any questions or require additional information.

Regards,

Firebrand Construction

Bryan Huckabay
Project Manager

ACCEPTANCE OF PROPOSAL

The Scope of Work described above supersedes any and all prior communication about this Change.

Customer Signature: _____ Date: _____

Stillwater Public Schools



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: April 8, 2025

AGENDA ITEM: 4Q

Consider and Vote to Approve or Not Approve Service Order No. 26 for the SPS Baseball and Softball Complex Feasibility Study

BOARD ACTION REQUESTED:

Vote to Approve or Not Approve Service Order No. 26 for the SPS Baseball and Softball Complex Feasibility Study

BACKGROUND INFORMATION:

The Architect will provide pre-planning professional services to assist the Owner with the evaluation, planning, and preliminary concept site plan and floor plan design for a new baseball and softball complex located adjacent to the new Stillwater Public Schools High School building on the High School Campus.



AIA[®] Document B221[™] – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 26 made as of the eighth day of April in the year two-thousand and twenty-five
(In words, indicate day, month, and year.)

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 Baseball and Softball Complex Feasibility Study
Pre-Planning professional services to assist the Owner with the evaluation, planning, and preliminary concept site plan and floor plan design for a new baseball and softball complex located adjacent to the new Stillwater Public Schools High School building on the High School campus in Stillwater Oklahoma

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the thirteenth day of April in the year two-thousand and twenty-one
(In words, indicate day, month, and year.)

form a Service Agreement.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

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

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

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121[™]–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:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)

1.1.1 Pre-Planning professional services to assist the Owner with the evaluation, planning, and preliminary concept site plan and floor plan design for a new baseball and softball complex located adjacent to the new Stillwater Public Schools High School building on the High School campus in Stillwater Oklahoma.

1.1.2 Owners Budget for the cost of the Work is unknown at the time of this Agreement.

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

1.1.4 The Owner shall be responsible for:

- Owner Project program, requirements, and information.
- If available, PDF and electronic files of existing site plan, floor plan and reflected ceiling plan in AutoCAD .dwg or Revit format.
- If available, a site survey or existing site plan information of the proposed project sites, particularly confirming all site boundaries, topography, existing site utilities, zoning constraints, adjacent facilities and any other legal land use restrictions such as permanent easements, and any special site features.
- Services of geotechnical engineers, and other consultants if required by the scope of the Project.
- Tests, inspections and reports required by law, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.
- Architect or Architect's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.
- Access to all project areas including providing equipment such as scaffolds, ladders or lifts to access areas requiring observation.
- Destructive observations and repair as required.

§ 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

(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

The Architect will work closely with the Owner for the development of a Feasibility Study for a new High School baseball and softball complex located adjacent to the new Stillwater Public Schools High School building on the High School campus in Stillwater Oklahoma. Based on the tours and discussions the Architect understands the major program components for this proposed Project to include additional parking, trash dumpster, complex signage, baseball field, softball field, digital scoreboards, field lighting, dugouts, covered spectator/bleacher seating, baseball press box, softball press box, tickets booth, concessions, baseball team/locker room, softball team/locker room varsity baseball head coach office, varsity baseball assistant coach office, varsity softball head coach office, varsity softball assistant coach office, coach toilet, uniform storage, baseball athletic equipment storage, baseball outdoor equipment storage, softball athletic equipment storage, softball outdoor equipment storage, baseball/softball indoor practice facility (5 retractable pitching and batting tunnels), lawn equipment and storage, IT IDF, janitor, and utility rooms.

The Architect will utilize existing drawings provided by the Owner as a basis for development of an overall existing facility plan for the scope of this Project. The Architect will utilize this drawing as the basis to prepare the feasibility study.

The Architect will meet with the Owner and key users or stakeholders to review current and proposed activities, potential future needs and other facility-related issues. The Architect will conduct up to two (2) meetings to discuss and review the development of the Feasibility Study. As the Architect collects and documents input received from these meetings, the Architect will incorporate into the Feasibility Study deliverable.

The Architect anticipates the proposed scope of Services to take approximately six (6) weeks to complete depending on the Owner’s availability.

Based on the preliminary feasibility concept, the Architect will prepare a Preliminary Opinion of Project Costs, to include preliminary estimated soft costs, construction costs, FF&E, A/E Professional Fees, reimbursable expenses, and a 15% project contingency.

We will prepare a Feasibility Study suitable for presentation and fundraising purposes containing the following items provided to you in digital format (PDF).

- Preliminary Concept Diagrammatic Site and Diagrammatic Floor Plans
- Preliminary Opinion of Project Costs and Preliminary Project Schedule

Provision of supplemental brochures or other presentation materials beyond those described above may be provided by Architect as an Additional Service upon written request from the Owner.

The Architect has included limited preliminary conceptual consultation with structural, mechanical, and electrical engineering consultants if deemed necessary as the feasibility study is developed.

§ 2.1.2 Additional Services

(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

None

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:

N/A

- .2 Substantial Completion date:

N/A

ARTICLE 4 COMPENSATION

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

Compensation for Basic Services shall be stipulated sum (fixed fee) plus reimbursable expenses. Basic Services fees will be billed monthly based on percentage of completion plus reimbursable expenses as follows:

Phase 101 Feasibility Study Fixed \$5,000 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 \$1,000.00.

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.)

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types

of insurance.

(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

Coverage

Limits

ARTICLE 6 PARTY REPRESENTATIVES

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

(List name, address, and other information.)

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:

(List name, address, and other information.)

Brian Thomas, AIA, RID, LEED AP
Principal | Owner
505 Architects LLC
1631 South Delaware Avenue
Tulsa, Oklahoma 74104

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;

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

OWNER (Signature)

BY: Dr. Marshall Baker, School Board
President

(Printed name and title)



ARCHITECT (Signature)

BY: Brian Thomas, AIA, RID, LEED AP,
Principal

(Printed name, title, and license number if required)



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: April 8, 2025

AGENDA ITEM: 4R

Consider and Vote to Approve or Not Approve Service Order No. 27 for SPS High School City Gym Structural Assessment

BOARD ACTION REQUESTED:

Vote to Approve or Not Approve Service Order No. 27 for SPS High School City Gym Structural Assessment

BACKGROUND INFORMATION:

The Architect will provide the Owner with a structural assessment of the existing High School City Gym building located on the Stillwater High School campus.



AIA[®] Document B221[™] – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 27 made as of the eighth day of April in the year two-thousand and twenty-five
(In words, indicate day, month, and year.)

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 High School City Gym Structural Assessment
A structural assessment of the existing High School City Gym building located on the High School campus in Stillwater Oklahoma

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the thirteenth day of April in the year two-thousand and twenty-one
(In words, indicate day, month, and year.)

form a Service Agreement.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

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

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

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121[™]–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:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)

- 1.1.1 A structural assessment of the existing High School City Gym building located on the High School campus in Stillwater Oklahoma. Structural design shall be in general conformance with the appropriate building code. Structural services include one (1) site visit by the structural engineer to inspect and review the condition of the existing structural systems. Issue a report outlining overall structural assessment to be provided by structural engineer to Stillwater Public Schools on or before April 30, 2025. Report will document any structural concerns or deficiencies if any and provide broad recommendations and approximate cost for structural rehabilitation if required, specifically at ends of glulam arches.
- 1.1.2 Items to be provided by Owner include removal of flashing surrounding exterior (2) two glulam's, without damaging existing glulam or channels attached via through bolts through the glulam. The glulam's to be exposed are first the column one to the north of the most southwestern corner of the building. The second column is one of the three middle glulam's on the east side of the building, the "best looking" of the three should be chosen. Refer to Exhibit A. If the "best looking" one has considerable damage, a third location might be recommended to be uncovered as well.
- 1.1.3 Owners Budget for the cost of the Work is unknown at the time of this Agreement.
- 1.1.4 Architect's Consultants for Basic and Additional Services include
Structural Engineers: 360 Engineering Group, PLLC, Tulsa, OK
- 1.1.5 The Owner shall be responsible for:
 - Owner Project program, requirements, and information.
 - If available, PDF and electronic files of existing site plan, floor plan and reflected ceiling plan in AutoCAD .dwg or Revit format.
 - If available, a site survey or existing site plan information of the proposed project sites, particularly confirming all site boundaries, topography, existing site utilities, zoning constraints, adjacent facilities and any other legal land use restrictions such as permanent easements, and any special site features.
 - Services of geotechnical engineers, and other consultants if required by the scope of the Project.
 - Tests, inspections and reports required by law, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.
 - Architect or Architect's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic

- substances in any form at the Project site.
- Access to all project areas including providing equipment such as scaffolds, ladders or lifts to access areas requiring observation.
- Destructive observations and repair as required.

§ 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

(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

Architect shall engage 360 Engineering Group, PLLC to provide structural engineering services for a structural assessment of the existing High School City Gym building located on the High School campus in Stillwater Oklahoma. Structural design shall be in general conformance with the appropriate building code. Structural services include one (1) site visit by the structural engineer to inspect and review the condition of the existing structural systems. Issue a report outlining overall structural assessment to be provided by structural engineer to Stillwater Public Schools on or before April 30, 2025. Report will document any structural concerns or deficiencies if any and provide broad recommendations and approximate cost for structural rehabilitation if required, specifically at ends of glulam arches

§ 2.1.2 Additional Services

(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

None

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:

N/A

.2 Substantial Completion date:

N/A

ARTICLE 4 COMPENSATION

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

Compensation for Basic Services shall be stipulated sum (fixed fee) plus reimbursable expenses. Basic Services fees will be billed monthly based on percentage of completion plus reimbursable expenses as follows:

Phase 706 City Gym Structural Assessment Fixed \$5,000 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	\$200.00	Architect	\$185.00
Project Manager	\$195.00	Architectural Intern	\$140.00
Interior Designer	\$175.00	Administrative	\$90.00

360 Engineering Group, PLLC (Structural Engineering)

Principals	\$210.00	Project Lead II	\$180.00
Associate Principals	\$200.00	Structural Engineer Intern II	\$160.00
Associates	\$195.00	Structural Engineer Intern I	\$150.00
Structural Engineer II	\$180.00	Structural Designer	\$150.00
Structural Engineer I	\$170.00	Administrative	\$115.00

§ 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 \$1,500.00.

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.)

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

Coverage

Limits

ARTICLE 6 PARTY REPRESENTATIVES

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

(List name, address, and other information.)

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:

(List name, address, and other information.)

Brian Thomas, AIA, RID, LEED AP
Principal | Owner
505 Architects LLC
1631 South Delaware Avenue
Tulsa, Oklahoma 74104

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;
- .2 Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement.)

Exhibit A – Flashing removal locations.

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

OWNER *(Signature)*

BY: Dr. Marshall Baker, School Board
President

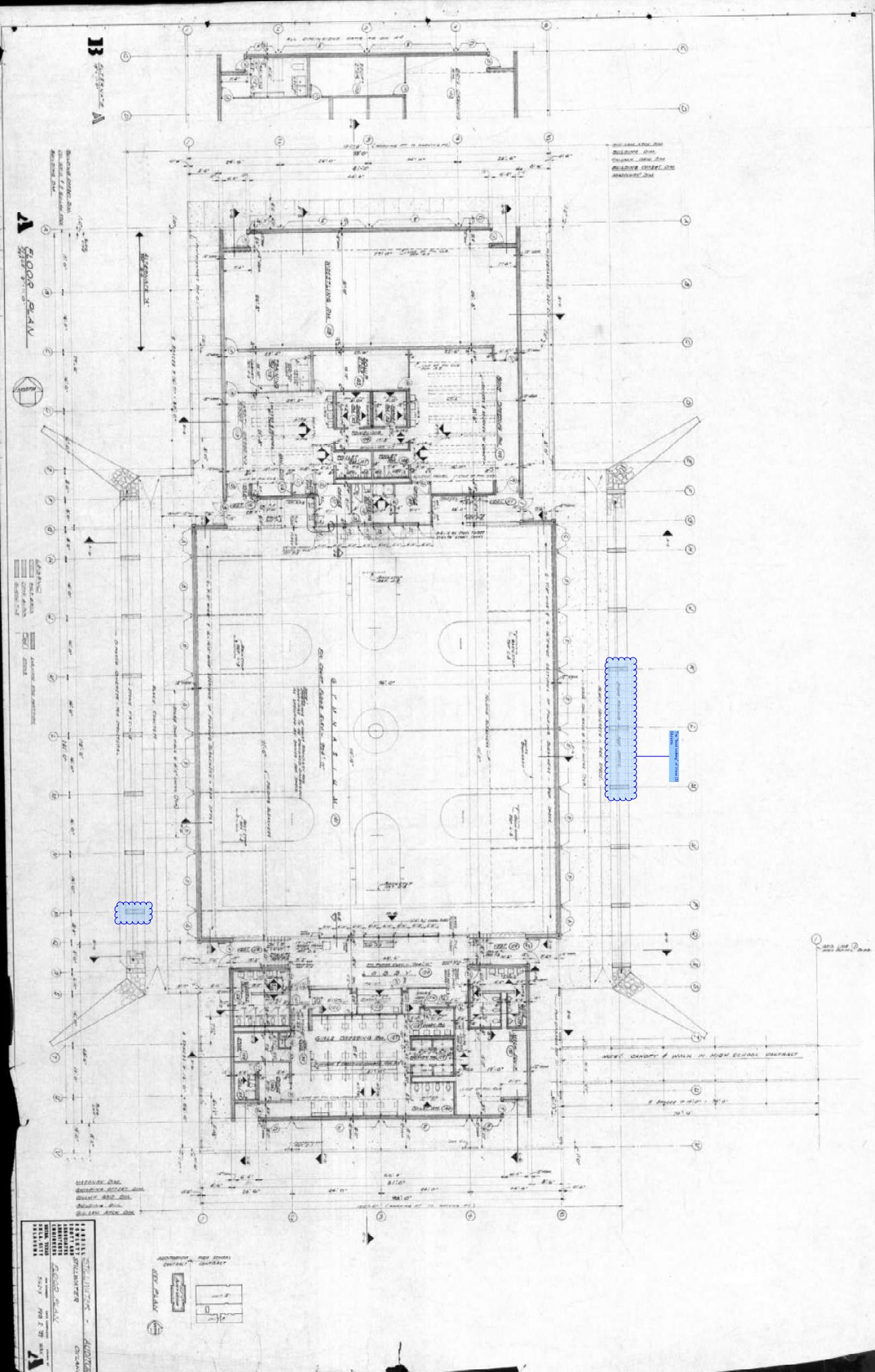
(Printed name and title)



ARCHITECT *(Signature)*

BY: Brian Thomas, AIA, RID < LEED AP,
Principal

(Printed name, title, and license number if required)



A FLOOR PLAN

B

- 1. WALLS
- 2. PARTITIONS
- 3. CEILING
- 4. FLOOR
- 5. STAIRS
- 6. ELEVATORS
- 7. DOORS
- 8. WINDOWS
- 9. CLOSETS
- 10. LOCKERS
- 11. SIGNAGE
- 12. FURNITURE

PROJECT: **ST. JOSEPH'S HIGH SCHOOL**
 ARCHITECT: **JOHN J. MURPHY**
 DATE: **1954**
 SCALE: **1/8" = 1'-0"**
 SHEET: **101**

EXHIBIT A



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: April 8, 2025

AGENDA ITEM: 4S

Consider and Vote to Approve or Not Approve an Agreement with Oklahoma Natural Gas (ONG) for the Bond 2023 HS Phase I project.

BOARD ACTION REQUESTED:

Vote to Approve or Not Approve an Agreement with Oklahoma Natural Gas (ONG) for the Bond 2023 HS Phase I project.

BACKGROUND INFORMATION:

This Agreement with ONG provides for the service line and meter that will serve the new Stillwater High School. This agreement does not require a fee to be paid to ONG by the District.

**AGREEMENT FOR GAS INSTALLATION
BY OKLAHOMA NATURAL GAS COMPANY**

This Agreement for Gas Installation by Oklahoma Natural Gas Company (the “Agreement”) is made effective as of March 28th, 2025 (the “Effective Date”), by and between Oklahoma Natural Gas Company, a division of ONE Gas, Inc., an Oklahoma corporation (“ONG”), and the following named “Applicant:”

Applicant’s Name:	Stillwater Public Schools
Applicant’s Address:	314 South Lewis Street Stillwater, OK 74074
Service Site/Extension Area:	410 West Franklin Lane Stillwater, OK 74075
Facilities Requested:	The installation of one meter and one service line.

WHEREAS, Applicant desires that ONG provide natural gas utility service to the Service Site or Extension Area (as described above); and

WHEREAS, the provision of gas service to the Service Site or Extension Area will require the installation of the “Facilities Requested” (as described above) within public utility rights of way and/or private rights of way, along with service pre stubs at each delivery site within the Service Site or Extension Area as further described on the Design Plans attached hereto as Exhibit A and incorporated herein by reference (gas service lines, main lines, meter loops and service stubs described above are collectively referred to as the “Facilities”);

NOW, THEREFORE, in order to induce ONG to extend natural gas utility service to the Service Site or Extension Area, it is agreed as follows.

1. **Commencement Date.** After receipt of (i) this Agreement executed by Applicant and (ii) any Applicant Co-Payment, then installation, relocation, or replacement of the Facilities shall be commenced and completed as soon as is practicable. Any applicable Co-Payment shall be as set forth in Addendum 2 attached hereto and incorporated herein.
2. **Delays in Construction; Termination.** ONG shall not be responsible for delays in construction or installation of any Facilities caused by ONG’s inability to obtain access or rights of way, inclement weather, strikes, government actions or any other cause beyond ONG’s reasonable control.

If for any reason beyond ONG’s control (including without limitation the delays mentioned in the first paragraph of this Section 2), ONG has not commenced construction

of the gas service facilities within 60 days after ONG's execution hereof, ONG may at its sole option: (1) cancel this Agreement by giving Applicant 15 days' notice; or (2) re-determine the cost of the facility installation and adjust the amount of the Co-Payment to be made by Applicant in accordance with such cost; or (3) install the Facilities pursuant to the terms and conditions set forth herein. In the event ONG cancels this Agreement pursuant to this paragraph, ONG shall immediately refund to Applicant all funds paid to ONG pursuant to this Agreement.

3. Ownership of Gas Lines and Equipment. All Facilities constructed and/or installed by ONG and or its contractor(s) pursuant to this Agreement shall be the sole property of ONG, and Applicant shall have no lien or other property interest therein.

4. Additional Terms and Conditions. This Agreement shall contain the terms and conditions set forth in the following attachments, which are incorporated herein by reference:

- Exhibit A: ONG Design Map
- Exhibit B: Customer Site Plans and Plat, as required by ONG
- Addendum 1: Construction
- Addendum 2: Applicant Costs

5. Miscellaneous. The parties further agree as follows:

5.1 No Waiver by Failure to Act. Any failure or any delay on the part of ONG in exercising any right under this Agreement shall not operate as a waiver of that right; nor shall any single or partial exercise of any right hereunder preclude any other or further exercise of that right or the exercise of any other right by ONG. Payment of any sum by ONG to Applicant with or without knowledge of a breach shall not be deemed a waiver of that breach or any other breach.

5.2 Assignment. Applicant shall not assign this Agreement, or any part hereof, without the written consent of ONG, or subcontract any part of the work except in accordance with the terms of this Agreement. This Agreement shall be binding upon the respective successors, legal representatives and assigns of the parties.

5.3 Entire Agreement. This Agreement, together with the Addenda and Exhibits attached hereto, constitutes the entire agreement between the parties and supersedes all previous agreements, promises, and representations, whether written or oral, between the parties with respect to the subject matter of the Agreement. No modification, amendment, supplement to or waiver of this Agreement or any of its provisions shall be binding upon the parties unless made in writing and duly signed by authorized representatives of both parties. ONG EXPRESSLY DISCLAIMS ANY

REPRESENTATIONS, AGREEMENTS OR WARRANTIES NOT EXPRESSLY SET FORTH HEREIN.

5.4 Severability. If any paragraph or provision of this Agreement is illegal, invalid or unenforceable under present or future laws effective during the term of this Agreement, then, to the extent permitted by law, such provision shall be replaced by similar terms deemed legal, valid and enforceable. If any illegal, invalid or unenforceable paragraph or provision of this Agreement cannot be so cured, that paragraph or provision shall be severed from the remaining portion of this Agreement, which shall otherwise remain legal, valid and enforceable.

5.5 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma, excluding any conflicts of law rule or principle that would otherwise refer construction or interpretation of this Agreement to the substantive law of another jurisdiction.

5.6 Attorneys' Fees. In the event either ONG or Applicant institutes an action or other proceeding to enforce any rights arising under this Agreement, the prevailing party shall be paid all reasonable costs and attorneys' fees by the other party, such fees to be set by court and not by jury.

5.7 Headings; Interpretation. The headings used herein are for convenience and reference only and are not intended to define, limit or describe the scope or intent of any provision of this Agreement. When used in this Agreement, the term "including" shall mean without limitation by reason of enumeration.

5.8 Counterparts. This Agreement may be executed in counterparts, each of which for all purposes shall be deemed an original, and all of which shall constitute collectively one agreement. Delivery of an executed counterpart to this Agreement by telecopy, e-mail or other electronic means (e.g., "pdf" or "rtf") shall be effective as an original.

5.9 Authority to Execute Agreement. Each party warrants that it has the full right and authority to enter into this Agreement. All necessary approvals and authority to enter into this Agreement have been obtained and the person executing this Agreement on behalf of each party has the express authority to do so and in so doing, to bind such party hereto.

ADDENDUM 1

CONSTRUCTION

1. **Coordination of Construction Activities - Applicant.** Applicant shall perform or cause to be performed the following, and shall provide evidence of completion to ONG as requested by ONG:

1.1 **Property Rights/Access.** Applicant shall provide a suitable right of way or easement for placement of the natural gas pipeline, facilities, appurtenances and access deemed necessary by ONG for installation and maintenance of the main extension. The right of way or easement shall be free from known environmental conditions and of sufficient width and rights of ingress and egress for the natural gas facilities. Said right of way shall be granted on forms provided by ONG, and shall be fully executed and delivered to ONG prior to ONG commencing construction. Applicant understands that construction will not begin until all grants of right of way are delivered, and Applicant agrees to pay all costs associated with any delay in such delivery, including the cost of acquiring right of way, within thirty days of being billed for such costs by ONG. Applicant agrees to provide ONG with a written legal description and drawing prepared by a licensed surveyor, or plat, that describes said right-of-way. At the discretion of ONG, applicant may be responsible for staking said right of way at the required intervals immediately preceding pipeline construction. In addition, in the case of a new development, Applicant agrees to cause to be stated in the covenants and restrictions, or file a plat containing the following language under the section heading "Gas Service":

1.1.1 The supplier of gas service through its agents and employees, shall at all times have the right of access to all utility easements shown on the plat or as otherwise provided for in this deed of dedication for the purpose of installing, removing, repairing, or replacing any portion of the facilities installed by the supplier of gas service.

1.1.2 The owner of any lot shall be responsible for the protection of the underground gas facilities located within the lot and shall prevent the alteration of grade or any other construction activity which would interfere with gas service. The supplier of gas service shall be responsible for the ordinary maintenance of its facilities, but the owner shall pay for damage or relocation of facilities caused or necessitated by acts of the owner, or the owner's agents or contractors.

1.1.3 The covenants set forth in this subsection shall be enforceable by the supplier of the gas service and the owner of the lot agrees to be bound by these covenants.

1.2 Notice. Execution of this Agreement by Applicant and payment of Co-Payment shall serve as notice that Applicant desires to have ONG commence installation of the gas distribution facilities described in the Facilities Requested. Notwithstanding the foregoing, Applicant must notify ONG when it believes it has achieved Site Readiness (defined below). ONG will confirm Site Readiness within 15 calendar days from such notice by Applicant.

1.3 Site Readiness: **ONG cannot construct facilities until “Site Readiness” is achieved. A construction site for a new facility (i.e. new building) is ready when: Site development permit with limits of construction inclusive of gas installation per the ONG Design Map (Exhibit A) is obtained from appropriate agency; grading and staking are complete; water and wastewater systems, and all dry utilities have been installed; and area for gas installation per the ONG Design Map is clear and accessible. A construction site for an existing facility that requires relocation, replacement, or a new service is ready when: staking is complete; area for the gas installation per the ONG Design Map is clear and accessible; owner has notified tenants of work; and traffic control has been coordinated, if applicable. If applicable for commercial sites, the external plumbing kick out must be installed and desired riser location marked.**

1.4 Customer Site Plans. Applicant has provided to ONG a site plan of the subject Service Site reflecting the location of any structures thereon, along with the location at which the service line is to be connected to the internal piping of such structures (the “Customer Site Plans”), a copy of which is attached hereto as Exhibit B and incorporated hereby reference. Applicant acknowledges that ONG designed the Facilities based on the Customer Site Plans provided by Applicant, and Applicant is responsible for additional costs associated with construction changes during installation.

1.5 Grading and Staking. Prior to commencement of installation of the Facilities Requested, Applicant shall grade to subgrade \pm .50 feet (6 inches) all streets, alleys, roadways or easements in which the services shall be installed.

In the event that the Applicant must grade after the installation of gas infrastructure, ONG must be notified to ensure minimum cover is maintained. If grading activities after gas installation cause the installation to not meet standards, Applicant is fully responsible for all costs associated with lowering and/or relocation required.

1.6 Water/Wastewater Systems. All water, wastewater and sewer construction shall be completed and tested prior to commencement of work on the Requested Facilities by ONG.

1.7 Other Installations. Applicant shall complete the installation of any underground electrical, telephone, cable television or other wiring or conduit systems within the area to be used for the Facilities Requested prior to Facilities Requested have been installed and tested.

1.8 Coordination of Trenching. All required pre-blasting of utility trenches, including natural gas trenches, shall be coordinated by Applicant prior to the

commencement of installation of any underground utility systems. Should blasting be required within 200 feet of any natural gas facilities which are active and gas carrying or under installation, Applicant shall provide ONG a detailed blasting plan which requires ONG engineering approval prior to the commencement of blasting.

1.9 Soil Density. Applicant shall be responsible for all testing of soil densities and required compactions.

1.10 Path Staking. At the discretion of ONG, applicant may be responsible for accurate staking prior to installation of Facilities Requested. **In the event that the Facilities must be relocated after installation, due to no fault of ONG, the Applicant shall be responsible for all costs incurred by ONG for the relocation of facilities. Relocation will be performed under a new agreement.**

1.11 Additional Depth. Cover in excess of twenty-four inches (24") to thirty-six inches (36") may be required. Applicant is responsible for costs associated with extra depth, if necessary, to achieve proper cover.

1.12 Casing for Main Crossings. When required by ONG, Applicant agrees to install suitably sized and placed PVC casings under proposed streets and sidewalks for the installation of gas mains and service lines. Schedule 40 PVC casings shall be installed at the locations in the development designated by ONG. The sizes of the casings will be dependent on the size of the proposed gas main: 12-inch PVC for a 6-inch gas main; 8-inch PVC for a 4-inch gas main; 4-inch PVC for a 2-inch gas main;

1.13 Casing for Service Crossings. When required by ONG, Applicant will install 2-inch PVC for residential development service lines. PVC casings shall be 3 to 4-feet below finish grade of the road (Depending on city or county being installed in) and shall extend 3-feet beyond the R-O-W line. Casing sizes for service lines on commercial developments or other residential projects will be coordinated with the ONG representative.

2. Move In/Move Out. In the event ONG is required to remove its equipment and crews from the work site after commencement of work and prior to completion thereof due to an act or omission of Applicant, Applicant shall reimburse ONG for the associated costs of same. This fee shall be paid by Applicant for each additional move in/move out required of ONG.

3. Initiation of Gas Service. ONG may refuse to initiate gas service to the Service Site until Applicant has reimbursed ONG for any additional expenses as set forth in Sections 1.5, 1.11 and 2 above.

4. Riser/Meter Location Requirements. If required by ONG, Customer will include a diagram of the riser/meter location requirements are attached hereto and incorporated in Exhibit B.

ADDENDUM 2

Applicant Co-Payment

1. **Applicant Co-Payment.** Applicant shall be responsible for co-payment prior to installation of the Facilities Requested:
 - 1.1. **Extension Policy.** The extension necessary to furnish service to the Service Site or Extension Area described herein is greater than allowed as a free extension, as described in the Oklahoma Natural Gas Company Rate Schedule 1081, authorized by the Oklahoma Corporation Commission (the "Rate Schedule") and Oklahoma Administrative Code 165:45-3-4. Accordingly, the Applicant shall be responsible for the co-payment described in Section 1.3 below (the "Co-Payment").
 - 1.2. **Calculation of Co-payment.** Applicant Co-Payment is calculated in accordance with the Rate Schedule and Oklahoma Administrative Code 165:45-3-4.
 - 1.3. **Co-Payment.**

Description	
Estimated Cost of Line Extension	\$48,902.00
Applicant Co-Payment	\$00.00
Total due to ONG	\$00.00

Upon execution, please return signed agreement and payment to:

Oklahoma Natural Gas
 4901 N Santa Fe Ave.
 Oklahoma City, OK 73118
 Attn: Derek Dotson

For ONG Accounting use only:

Project Name: ONG East 052 – Stillwater PS High School Meter

Project /Banner Number: 2025-1000239770



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: April 8, 2025

AGENDA ITEM:

Consider and Vote to Approve or Not Approve the addition of instructional time at Highland Park Elementary

BOARD ACTION REQUESTED:

Vote to Approve or Not Approve the addition of instructional time at Highland Park Elementary

BACKGROUND INFORMATION:

Highland Park Elementary experienced two additional days of school closure, in comparison to the other district sites, as a result of high numbers of absences for students and staff related to influenza. Instructional time is stipulated by the State Department of Education and confirmed through the accreditation process. To resolve this shortage in instructional time, Highland Park Elementary is adding 10 minutes per day to its school calendar for the remainder of the year to correct for loss of instructional time during the school closure.



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: April 8, 2025

AGENDA ITEM: 5A

Receive Bond 2023 Update.

BOARD ACTION REQUESTED:

This is an information item only. No board action is requested.

BACKGROUND INFORMATION:

Attached to this memo is an update on Bond 2023.

***SPS BOND 2023
PROJECTS REPORT
04.08.2025***



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.
- Interior Renovation Work includes metal stud framing, and MEP rough-in is approximately 95% complete.
- Bus Parking Work includes rough grading is approximately 90% complete, underground electrical rough-in.

SPS OES TRANSPORTATION IMPROVEMENTS



TRANSPORTATION OFFICE CONFERENCE ROOM



TRANSPORTATION BUS DRIVER BREAKROOM AREA

SPS OES TRANSPORTATION IMPROVEMENTS



BUS PARKING AREA ACCESS STAIR



BUS PARKING AREA ROUGH GRADING

DEFERRED MAINTENANCE PROJECTS

SPS Sangre Ridge and Middle School 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 mechanicals submittals.
- American Roofing is working to confirm delivery dates for materials and equipment to coordinate construction sequencing with each of the sites.
- Construction is currently scheduled to begin the end of the 2024 school year.

HS PHASE 1 AND 2 – CONSTRUCTION PHASE

- Owner, Architect, and Constructor (OAC) meetings are scheduled for every two weeks to review construction progress.
- 505 Architects continues to received Submittals from Willowbrook for various systems and materials and is currently reviewing.
- 505 Architects has coordinated the installation of various furniture pieces for in-classroom testing by SPS HS teachers and students to assist with finalization of key furniture selections.
- High School Department Heads toured the facility on 3/24 with very positive responses to the new building spaces.
- FF&E Package design KUG meeting to review furniture samples with 505 Architects on 4/15.
- FF&E Package to issue to bidders in August 2025.

HS PHASE 1 AND 2 – CONSTRUCTION PHASE

SITE WORK ACCOMPLISHED LAST MONTH

West parking lot paving is in progress.

Light pole bases are in progress.

Site grading is in progress.

Site storm water and sanitary sewer

SITE WORK UPCOMING NEXT TWO WEEKS

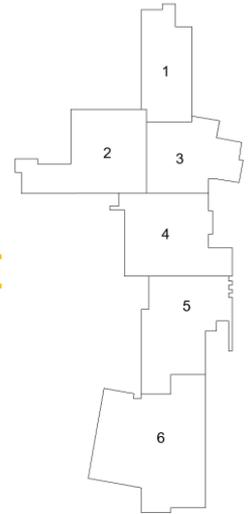
North and West parking lot paving is in progress.

Light pole bases are in progress.

North parking irrigation sleeves in progress.

Site grading is in progress.

SITE



HS PHASE 1 AND 2 – CONSTRUCTION PHASE



MARCH 2025



APRIL 2025

HS PHASE 1 AND 2 – CONSTRUCTION PHASE



WEST PARKING LOT



ROUGH GRADING AT NORTH CIMARRON PLAZA AREA

HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 1 WORK ACCOMPLISHED LAST MONTH

Window installation complete.

Drywall installation near completion.

Overhead MEP rough-in is complete.

Stairs installation

Cable trays installation

Electrical wire installation is in progress

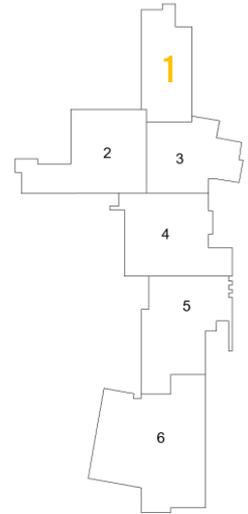
RTU gas lines installation is in progress.

AREA 1 WORK UPCOMING NEXT TWO WEEKS

Curtain wall installation begins.

Drywall tape and mud installation begins.

Brick installation begins.



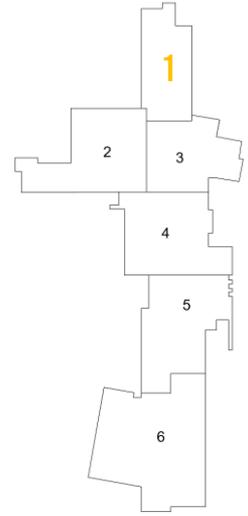
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 1 – NW EXTERIOR BRICK SCAFFOLDING



AREA 1 – NE CORNER



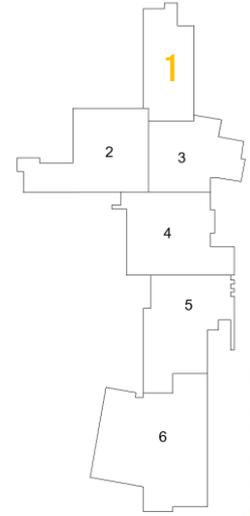
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 1 – TYPICAL CLASSROOM



AREA 1 – SCIENCE LAB



HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 2 WORK ACCOMPLISHED LAST MONTH

Metal decking installation

All slab-on-grade installed.

Overhead MEP rough-in is in progress.

Window installation is in progress.

AREA 2 WORK UPCOMING NEXT TWO WEEKS

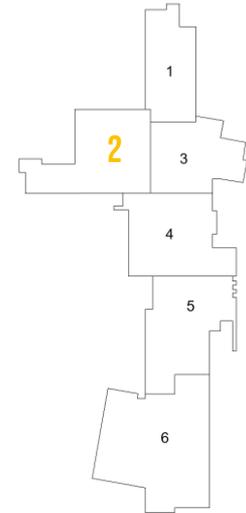
Install roof curbs

Begin roofing storm shelter area

Overhead MEP rough-in is in progress.

Exterior wall framing along north side is in progress.

CMU install at lockerrooms



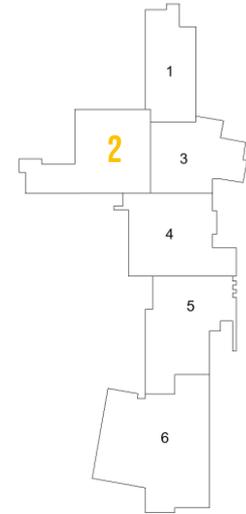
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 2 – EXTERIOR PRECAST WINDOW INSTALLATION



AREA 2 – SPED COVERED PATIO AREA / SPED ENTRY



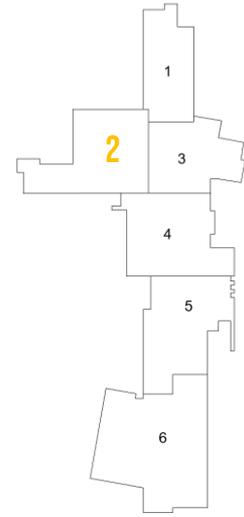
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 2 – 2ND FLOOR SOCIAL STUDIES WING



AREA 2 – GYMNASIUM / STORM SHELTER



HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 3 WORK ACCOMPLISHED LAST MONTH

Interior framing is complete.

Drywall is in progress.

Overhead MEP is complete.

In-wall MEP rough-in is complete.

Roof system installed

Window installation is in progress.

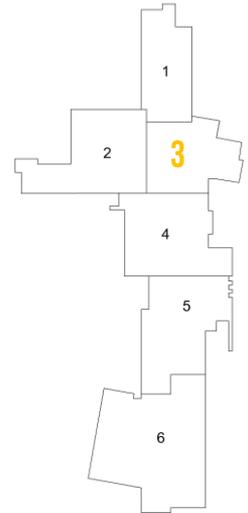
AREA 3 WORK UPCOMING NEXT TWO WEEKS

Drywall is in progress.

Install gas line on roof.

Polish concrete.

Brick wall in room 1158.



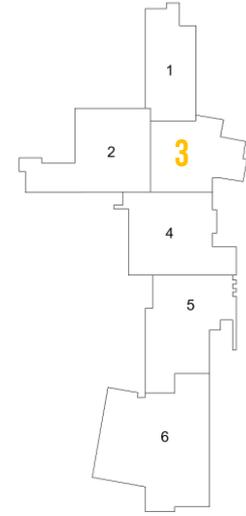
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 3 – VISUAL ARTS WING EXTERIOR



AREA 3 – VISUAL ARTS WING EXTERIOR



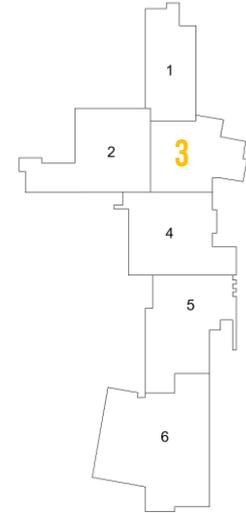
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 3 – VISUAL ARTS WING ART CLASSROOM



AREA 3 – VISUAL ARTS WING ART SCULPTURE ROOM



HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 4 WORK ACCOMPLISHED LAST MONTH

Interior wall framing in progress

Overhead MEP rough-in is in progress.

Window installation began.

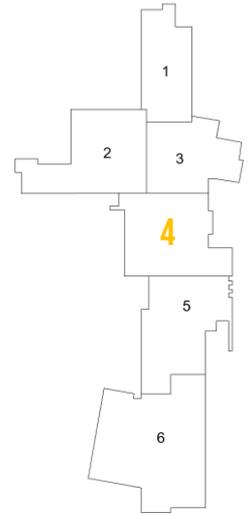
AREA 4 WORK UPCOMING NEXT TWO WEEKS

Interior wall framing in progress

Overhead MEP rough-in is in progress.

Window installation is in progress.

Install roof curbs



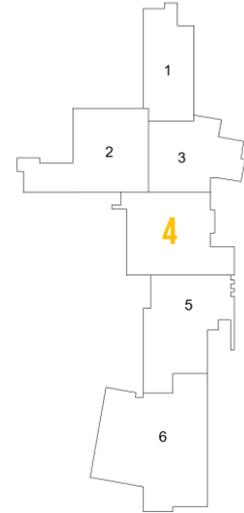
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 4 – ENTRY VESTIBULE SLAB



AREA 4 – ADMINISTRATION AREA WALL FRAMING



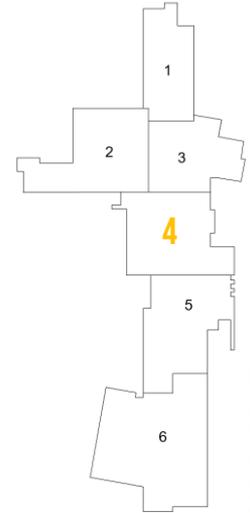
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 4 – 2ND FLOOR STUDENT CENTER



AREA 4 – 2ND FLOOR DECK AND ROOF FRAMING



HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 5 WORK ACCOMPLISHED LAST MONTH

Structural steel in progress

Joist and decking in progress

Precast panel erection in progress

AREA 5 WORK UPCOMING NEXT TWO WEEKS

Exterior wall framing north side.

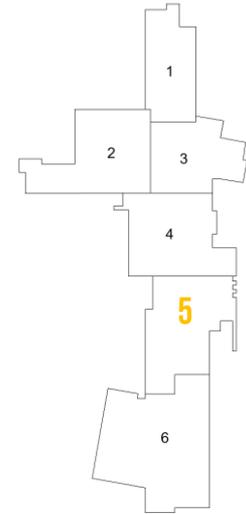
Sheathing install

Overhead MEP rough-in

Interior wall framing.

Install roof curbs.

Install roofing system.



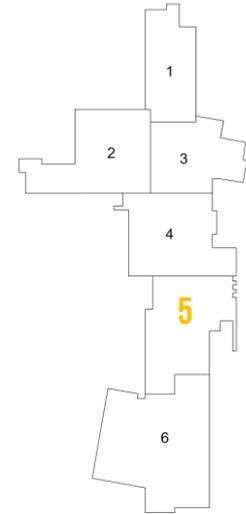
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 5 – STEEL ERECTION



AREA 5 – STEEL ERECTION



HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 6 WORK ACCOMPLISHED LAST MONTH

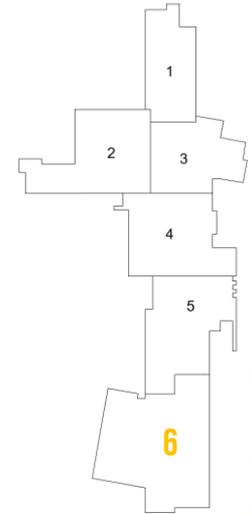
East half of slab-on-grade poured

AREA 6 WORK UPCOMING NEXT TWO WEEKS

Precast panel and steel erection begins.

Install roofing system begins.

Overhead MEP rough-in begins.





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: April 8, 2025

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 April 1, 2025

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

The monthly Bond Expenditures and Revenues Report for March 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 2/11/25

	ACTUAL AS OF 3/31/2025	EON and FORM 307/308 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
GENERAL FUND (11)				
LOCAL SOURCES OF REVENUES:				
1110 Property Taxes Current Year	\$ 18,189,058.05	\$ 18,371,856.00		99.01%
1120 Property Taxes Prior Year	\$ 352,702.34	\$ -		N/A
1130 Revenue In Lieu of Taxes (& 1190)	\$ 28,978.82	\$ -		N/A
1300 Interest Earnings	\$ 661,889.59	\$ 500,000.00		132.38%
1400 Total Rentals, Disposals and Commissions	\$ 6,142.50	\$ -		N/A
1500 Total Reimbursements	\$ 644,361.56	\$ -		N/A
1600 District Services	\$ 840.00	\$ -		N/A
TOTAL LOCAL SOURCES OF REVENUE	\$ 19,883,972.86	\$ 18,871,856.00		105.36%
INTERMEDIATE SOURCES OF REVENUES:				
2100 County 4 Mill Ad Valorem Tax	\$ 2,206,014.36	\$ 2,548,083.45		86.58%
2200 County Apportionment (Mortgage Tax)	\$ 197,885.61	\$ 239,332.33		82.68%
2300 Resale of Property	\$ -	\$ -		N/A
TOTAL INTERMEDIATE SOURCES OF REVENUE	\$ 2,403,899.97	\$ 2,787,415.78		86.24%
STATE SOURCES OF REVENUES:				
3110 Gross Production Tax	\$ 127,858.43	\$ 209,354.26		61.07%
3120 Motor Vehicle Collections	\$ 1,757,122.16	\$ 2,574,267.61		68.26%
3130 Rural Electric Cooperative Tax	\$ 163,730.79	\$ 202,375.65		80.90%
3140 State School Land Earnings (State Apportionment)	\$ 821,015.29	\$ 1,018,605.80		80.60%
3150 Vehicle Tax Stamp	\$ 8,788.08	\$ 4,430.51		198.35%
3160 Farm Implement	\$ 2,550.99	\$ 2,951.23		86.44%
3190 Other Dedicated Revenue	\$ -	\$ -		N/A
3210 Foundation And Salary Incentive Aid	\$ 13,597,543.50	\$ 18,888,577.30		71.99%
3250 State Flexible Benefit Allowance	\$ 3,740,825.61	\$ 5,236,444.66		71.44%
3310 Alt Ed, Statewide Prog. (388)	\$ 130,855.71	\$ 174,474.28		75.00%
3412 National Board Bonus	\$ 70,000.00	\$ 80,000.00		87.50%
3415 Reading Sufficiency Act (367)	\$ 149,310.36	\$ 149,310.36		100.00%
3420 State Textbook (333)	\$ 390,019.50	\$ 390,019.50		100.00%
3440 Drivers Education	\$ -	\$ -		N/A
3470 Advanced Placement	\$ -	\$ -		N/A
3620 State Land Reimburse	\$ 100.37	\$ -		N/A
3690 Other State Sources (190, 361, 362, 376, 377)	\$ 520,984.34	\$ 636,734.64		81.82%
3811 ODCTE Salary Supplement (411)	\$ 37,670.00	\$ 63,460.00		59.36%
3812 ODCTE Program Assistance (412, 421)	\$ 134,811.00	\$ 179,750.00		75.00%
3879 High Schools That Work	\$ -	\$ -		N/A
3892 OK Education Lottery Fund (469)	\$ -	\$ -		N/A
TOTAL STATE SOURCES OF REVENUE	\$ 21,653,186.13	\$ 29,810,755.80		72.64%
FEDERAL SOURCES OF REVENUES:				
4140 Title 7, Indian Ed. (561)	\$ 99,734.05	\$ 147,493.00		67.62%
4210 Title 1A (511, 515 & 518)	\$ 704,418.56	\$ 1,333,938.20		52.81%
4271 Title 2 (541)	\$ 100,242.30	\$ 254,516.30		39.39%
4281 Title 3 ELL (571, 572)	\$ 17,503.01	\$ 56,885.64		30.77%
4310 IDEA Basic (615, 618, 621)	\$ 947,648.62	\$ 1,507,129.39		62.88%
4340 IDEA Preschool (641)	\$ 30,098.22	\$ 34,560.23		87.09%
4442 Title 4 Part A (551, 552)	\$ 61,617.63	\$ 113,137.10		54.46%
4470 Title V RLIS (587)	\$ 9,897.57	\$ 158,753.55		6.23%
4480 McKinney Vinto Homeless Title IX (596)	\$ 46,326.53	\$ 87,911.61		52.70%
4550 Johnson-O'Malley Program	\$ -	\$ -		N/A
4580 Medicaid Reimbursement (697, 698)	\$ 77,209.48	\$ -		N/A
4689 Misc Sources of Fed Rev (722, 723, 793, 795, 796, 797, 799)	\$ 3,134,941.71	\$ 4,331,735.72		72.37%
4821 Carl Perkins, Vocational and Applied Tech	\$ -	\$ -		N/A
TOTAL FEDERAL SOURCES OF REVENUE	\$ 5,229,637.68	\$ 8,026,060.74		65.16%
5000 Non Revenue Receipts	\$ -	\$ -		N/A
TOTAL REVENUES	\$ 49,170,696.64	\$ 59,496,088.32		82.65%
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%
TOTAL ALL SOURCES OF REVENUE	\$ 53,802,650.20	\$ 64,128,041.88		83.90%

**Stillwater Public Schools
Expenditures Summary**

As of 2/11/25

GENERAL FUND (11)	ACTUAL AS OF 3/31/2025	EON and FORM 307/308 BUDGET		PERCENTAGE SPENT
		FY 2024-2025		
0000 Non-Categorical	\$ 325.00	\$ -		N/A
1000 Instruction	\$ 21,796,868.88	\$ 35,606,934.89		61.22%
SUPPORT SERVICES:				
2100 Tech Repair	\$ 9,267.36	\$ -		N/A
2110 Attendance and Social Work Services	\$ 226,712.38	\$ 482,711.91		46.97%
2120 Guidance Services	\$ 1,321,458.06	\$ 2,288,500.00		57.74%
2130 Health Services	\$ 666,089.43	\$ 963,000.00		69.17%
2140 Psychological Services	\$ 526,981.98	\$ 821,000.00		64.19%
2150 Speech Pathology and Audiology Services	\$ 494,913.32	\$ 930,110.18		53.21%
2170 Physical Therapy	\$ 114,859.85	\$ 160,000.00		71.79%
2180 Visually Impaired Services	\$ 769.16	\$ 500.00		153.83%
2190 Other Student Services	\$ 801,389.20	\$ 1,775,803.60		45.13%
2100 Total Student Support Services	\$ 4,162,440.74	\$ 7,421,625.69		56.09%
2210 Improvement of Instructional Services	\$ 943,188.09	\$ 1,273,857.85		74.04%
2220 Educational Media Services	\$ 625,997.00	\$ 993,209.85		63.03%
2230 Instruction Technology	\$ 146,994.47	\$ 191,000.00		76.96%
2240 Student Assessment	\$ -	\$ 9,400.00		0.00%
2200 Total Support Services-Instructional Staff	\$ 1,716,179.56	\$ 2,467,467.70		69.55%
2310 Board of Education Services	\$ 553,105.28	\$ 503,500.00		109.85%
2320 Office of Superintendent Services	\$ 752,803.73	\$ 986,000.00		76.35%
2330 Special Area Administration Services	\$ -	\$ -		N/A
2340 Other Administration Services	\$ 73,446.05	\$ 103,000.00		71.31%
2300 Total Support Services-General Administration	\$ 1,379,355.06	\$ 1,592,500.00		86.62%
2410 Office of the Principal Services	\$ 2,469,429.41	\$ 3,244,000.00		76.12%
2490 Other School Administration Services	\$ 241,100.31	\$ 320,000.00		75.34%
2400 Total Support Services-School Administration	\$ 2,710,529.72	\$ 3,564,000.00		76.05%
2510 Fiscal Services	\$ 543,260.43	\$ 1,438,000.00		37.78%
2520 Internal Services	\$ 175,626.57	\$ 311,000.00		56.47%
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	\$ 48,902.95	\$ 42,300.00		115.61%
2570 Personnel Services	\$ 475,543.16	\$ 612,600.00		77.63%
2580 Admin Tech Services	\$ 586,737.55	\$ 1,204,733.96		48.70%
2500 Total Support Services-Business	\$ 1,851,574.66	\$ 3,673,333.96		50.41%
2620 Operation of Building Services	\$ 3,315,713.62	\$ 3,700,135.93		89.61%
2630 Care and Upkeep of Grounds Services	\$ 89,190.75	\$ 70,000.00		127.42%
2640 Care and Upkeep of Equipment Services	\$ 54,860.22	\$ 75,000.00		73.15%
2650 Vehicle Operations & Maint Service	\$ 18,017.92	\$ 75,000.00		24.02%
2660 Security Services	\$ 211,637.36	\$ 435,835.92		48.56%
2670 Safety	\$ 18,653.81	\$ 69,500.00		26.84%
2600 Total Operation and Maintenance of Plant Services	\$ 3,708,073.68	\$ 4,425,471.85		83.79%
2720 Vehicle Operation and Maintenance	\$ 1,079,045.81	\$ 1,424,000.00		75.78%
2730 Monitoring Services	\$ 131,432.22	\$ 145,500.00		90.33%
2740 Vehicle Servicing and Maintenance	\$ 324,617.13	\$ 517,000.00		62.79%
2700 Total Student Transportation Services	\$ 1,535,095.16	\$ 2,086,500.00		73.57%
TOTAL SUPPORT SERVICES	\$ 17,063,248.58	\$ 25,230,899.20		67.63%
3120 Food PR & Dispensing Svc	\$ -	\$ -		N/A
3300 Community Services	\$ 166,910.49	\$ 228,500.00		73.05%
4400 Architectural Services	\$ -	\$ -		N/A
4500 Educational Specifications Development Services	\$ 11,544.99	\$ -		N/A
4720 Building Improvement Services	\$ 576,383.05	\$ 947,000.00		60.86%
5500 Tech Supplies	\$ 18,413.51	\$ -		N/A
5000 Fund Transfers, Correcting Entries	\$ -	\$ 35,000.00		0.00%
Total Other Uses of Funds	\$ 773,252.04	\$ 1,210,500.00		63.88%
TOTAL EXPENDITURES	\$ 39,633,694.50	\$ 62,048,334.09		63.88%

Stillwater Public Schools Revenue Summary

As of 2/11/25

BUILDING FUND (21)	ACTUAL AS OF 3/31/2025	EON and FORM 307/308 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
LOCAL SOURCES OF REVENUES:				
1110 Ad Valorem Tax Levy (Current)	\$ 2,599,188.26	\$ 2,625,279.48		99.01%
1120 Ad Valorem Tax Levy (Prior Years)	\$ 50,243.28	\$ -		N/A
1130 Revenue In Lieu of Taxes (& 1190)	\$ 375,000.00	\$ -		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	\$ 190,549.64	\$ 267,372.43		71.27%
TOTAL LOCAL SOURCES OF REVENUE	\$ 4,548,320.38	\$ 4,026,350.52		112.96%
5000 Non Revenue Receipts	\$ -	\$ -		\$ -
6000 Prior Year Fund Balance Forward	\$ 2,934,295.98	\$ 2,934,295.98		100.00%
6200 Inter-Fund Transfers via Form 308	\$ (2,082,147.93)	\$ (2,082,147.93)		100.00%
TOTAL ALL SOURCES OF REVENUE	\$ 5,400,468.43	\$ 4,878,498.57		110.70%

Stillwater Public Schools Expenditures Summary

As of 2/11/25

BUILDING FUND (21)	ACTUAL AS OF 3/31/2025	EON and FORM 307/308 BUDGET		PERCENTAGE SPENT
		FY 2024-2025		
1000 Instruction	\$ -	\$ 2,220.00		0.00%
SUPPORT SERVICES:				
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	\$ 45,123.75	\$ 7,500.00		601.65%
2600 Operation and Maintenance of Plant Services	\$ 2,362,996.15	\$ 3,317,564.07		71.23%
Total Operation and Maintenance of Plant Services	\$ 2,419,166.50	\$ 3,371,464.07		71.75%
OTHER USES OF FUNDS:				
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
Total Other Uses of Funds	\$ -	\$ 266,750.00		0.00%
TOTAL FISCAL YEAR BUDGET	\$ 2,419,166.50	\$ 3,635,994.07		66.53%

Stillwater Public Schools Revenue Summary

As of 2/11/25

	ACTUAL AS OF 3/31/2025	EON and FORM 307 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
CHILD NUTRITION FUND (22)				
LOCAL SOURCES OF REVENUES:				
1710 Student Lunches	\$ 495,262.39	\$ 686,754.46		72.12%
1720 A La Carte Food	\$ 28,911.44	\$ 40,100.94		72.10%
1730-40 Adult Meals	\$ 3,503.77	\$ 4,839.10		72.41%
1760 Contract meals	\$ -	\$ -		N/A
1790-99 Other Revenue	\$ 572.37	\$ 27,025.48		2.12%
TOTAL LOCAL SOURCES OF REVENUE	\$ 528,249.97	\$ 758,719.98		69.62%
STATE SOURCES OF REVENUES:				
3250 State Flexible Benefit Allowance	\$ 203,575.82	\$ 283,724.72		71.75%
3720 State Matching	\$ 13,439.52	\$ 28,308.42		47.48%
TOTAL STATE SOURCES OF REVENUE	\$ 217,015.34	\$ 312,033.14		69.55%
FEDERAL SOURCES OF REVENUES:				
4705 Emergency Oper Costs Reimb-SBP/NSLP	\$ -	\$ -		
4710 National School Lunch Program	\$ 1,158,018.03	\$ 1,410,214.69		82.12%
4720 School Breakfast Program	\$ 615,910.82	\$ 573,239.60		107.44%
4740 Summer Feeding Program	\$ 88,658.30	\$ 107,646.56		82.36%
4780 National School Lunch Eq Grant	\$ 23,967.61	\$ -		
TOTAL FEDERAL SOURCES OF REVENUE	\$ 1,886,554.76	\$ 2,091,100.85		90.22%
TOTAL REVENUES	\$ 2,631,820.07	\$ 3,161,853.97		83.24%
5000 Non Revenue Receipts	\$ -	\$ -		
6000 Prior Year Fund Balance Forward	\$ 1,697,637.43	\$ 1,697,637.43		100.00%
TOTAL ALL SOURCES OF REVENUE	\$ 4,329,457.50	\$ 4,859,491.40		89.09%

Stillwater Public Schools Expenditures Summary

As of 2/11/25

	ACTUAL AS OF 3/31/2025	EON and FORM 307 BUDGET		PERCENTAGE SPENT
		FY 2024-2025		
CHILD NUTRITION FUND (22)				
CHILD NUTRITION PROGRAM SERVICES:				
0000 Non Categorical	\$ 770.00	\$ -		N/A
3110 Food a la carte	\$ 83,272.07	\$ 93,000.00		89.54%
3120 Food Preparation and Dispensing	\$ 1,199,986.83	\$ 1,700,000.00		70.59%
3130 Food and Supplies Delivery Services	\$ 86,532.36	\$ 125,000.00		69.23%
3140 Other Direct Services	\$ 514,813.52	\$ 533,490.00		96.50%
3150 Food Procurement Services	\$ 1,010,413.85	\$ 1,320,000.00		76.55%
3155 Food Adult	\$ 10,966.98	\$ 9,000.00		121.86%
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	\$ 126,851.44	\$ 70,000.00		181.22%
5000 Fund Transfers and Correcting Entry	\$ -	\$ 500.00		0.00%
7400 Workers Compensation	\$ -	\$ -		N/A
8900 Other Transfers	\$ -	\$ -		N/A
Total Child Nutrition Services	\$ 3,043,208.70	\$ 3,859,490.00		78.85%
TOTAL FISCAL YEAR BUDGET	\$ 3,043,208.70	\$ 3,859,490.00		78.85%

Stillwater Public Schools Revenue Summary

As of 2/11/25

BOND FUNDS (31-39)	ACTUAL AS OF 3/31/2025	EON and FORM 307 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
LOCAL SOURCES OF REVENUES:				
5112 Proceeds from Sale of Original Bonds	\$ -	\$ 14,100,000.00		0.00%
1310 Interest	\$ 526,961.55	\$ 760,000.00		69.34%
TOTAL LOCAL SOURCES OF REVENUE	\$ 526,961.55	\$ 14,860,000.00		69.34%
TOTAL REVENUES	\$ 526,961.55	\$ 14,860,000.00		69.34%
Prior Year Fund Balance Forward	\$ 24,285,497.61	\$ 24,285,497.61		100.00%
TOTAL ALL SOURCES OF REVENUE	\$ 24,812,459.16	\$ 39,145,497.61		63.39%

Stillwater Public Schools Expenditures Summary

As of 2/11/25

BOND FUNDS (31-39)	ACTUAL AS OF 3/31/2025	EON and FORM 307 BUDGET		PERCENTAGE SPENT
		FY 2024-2025		
1000 Instruction	\$ 35,360.62	\$ 200,000.00		17.68%
SUPPORT SERVICES:				
2100 Other Support Services-Student	\$ 340,708.16	\$ 100,000.00		340.71%
2210 Textbooks	\$ 45.74	\$ -		
2220 Library Media Services	\$ -	\$ 100,000.00		0.00%
2230 Instruction Related Technology	\$ -	\$ 1,000,000.00		0.00%
2300 Board of Education Services	\$ 4,263.08	\$ 5,000.00		85.26%
2340 Other General and Administrative Services	\$ -	\$ 100,000.00		0.00%
2530 Printing Equipment	\$ 90,565.63	\$ -		N/A
2580 Tech Supplies	\$ 583,174.96	\$ -		N/A
2620 Operation of Building Services	\$ 1,479,291.10	\$ 2,455,000.00		60.26%
2630 Care and Upkeep of Grounds Services	\$ 1,011.98	\$ 1,000,000.00		0.10%
2640 Care and Upkeep of Equipment Services	\$ 29,971.57	\$ 100,000.00		29.97%
2660 Security Services	\$ 9,762.00	\$ 100,000.00		9.76%
2670 Safety	\$ 41,191.80	\$ 200,000.00		20.60%
2720 Bus Operation Services	\$ 292,571.00	\$ 100,000.00		292.57%
3300 Athletics Supplies and Uniforms	\$ 19,094.95	\$ -		N/A
Total Support Services	\$ 2,891,651.97	\$ 5,260,000.00		54.97%
OTHER USES OF FUNDS				
4200 Land Acquisition Services	\$ -	\$ -		N/A
4300 Land Improvement Services	\$ 720,742.88	\$ -		N/A
4400 Architectural and Engineering Services	\$ -	\$ 20,000,000.00		0.00%
4600 Facilities Acquisition and Construction Services	\$ 2,527,189.65	\$ 10,000,000.00		25.27%
4700 Facilities Improvement Services	\$ 2,992,547.39	\$ -		N/A
5600 Correcting Entry	\$ -	\$ -		N/A
Total Other Uses of Funds	\$ 6,240,479.92	\$ 30,000,000.00		20.80%
TOTAL FISCAL YEAR BUDGET	\$ 9,167,492.51	\$ 35,460,000.00		25.85%

Stillwater Public Schools Revenue Summary

As of 2/11/25

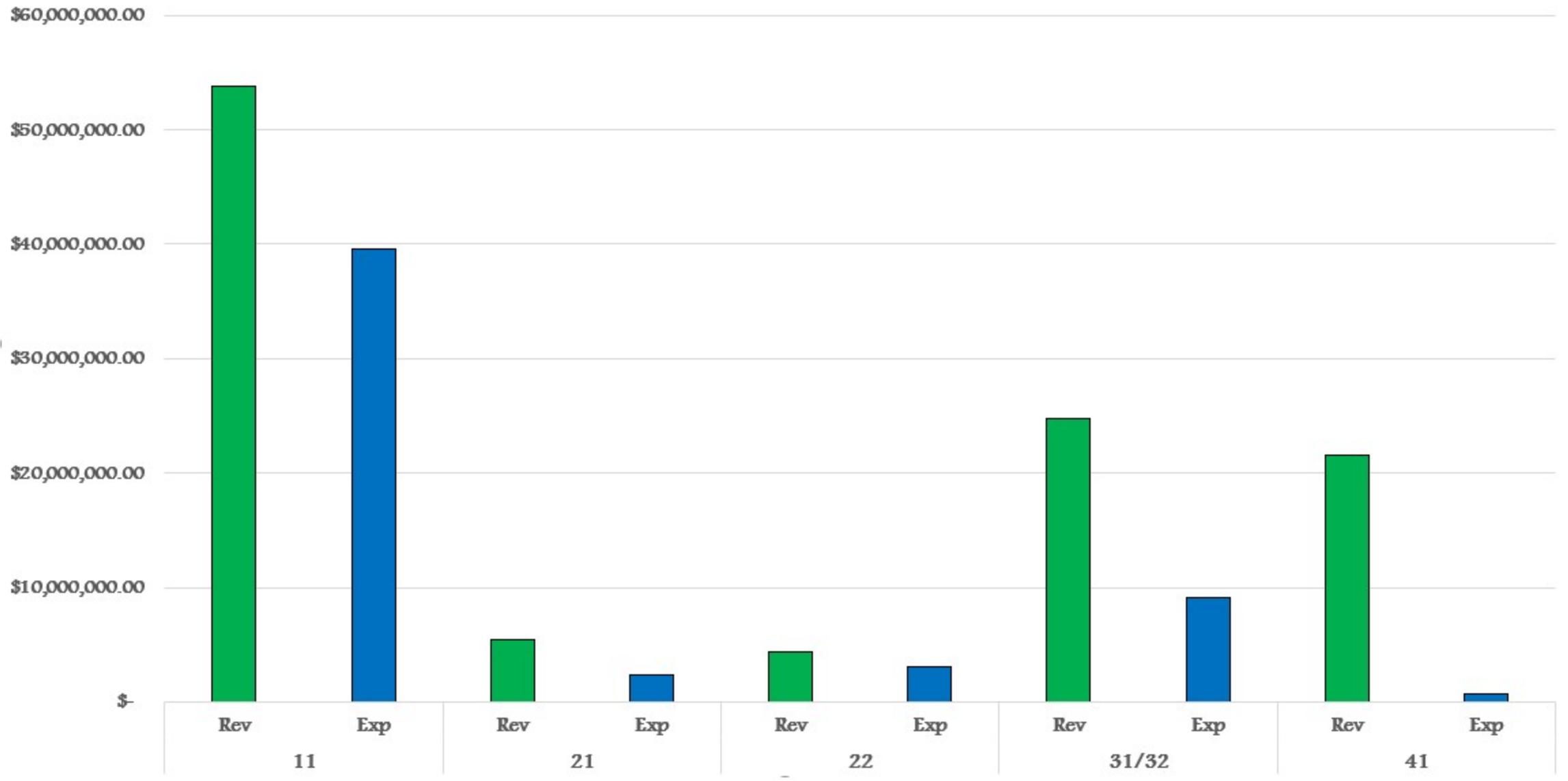
	ACTUAL AS OF 3/31/2025	EON and FORM 307 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
DEBT SERVICE FUND (41)				
LOCAL SOURCES OF REVENUES:				
1110 Ad Valorem Tax Levy (Current)	\$ 13,362,688.07	\$ 14,850,384.17		89.98%
1120 Ad Valorem Tax Levy (Prior Years)	\$ 254,020.81	\$ -		N/A
1130 Revenue In Lieu of Taxes	\$ -	\$ -		N/A
1190 Other Taxes	\$ -	\$ -		N/A
1300 Total Earnings on Investments	\$ -	\$ -		N/A
TOTAL LOCAL SOURCES OF REVENUE	\$ 13,616,708.88	\$ 14,850,384.17		91.69%
3000 State Receipts	\$ 1,674.74	\$ 2,200.00		76.12%
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%
TOTAL ALL SOURCES OF REVENUE	\$ 21,526,946.88	\$ 22,902,147.43		94.00%

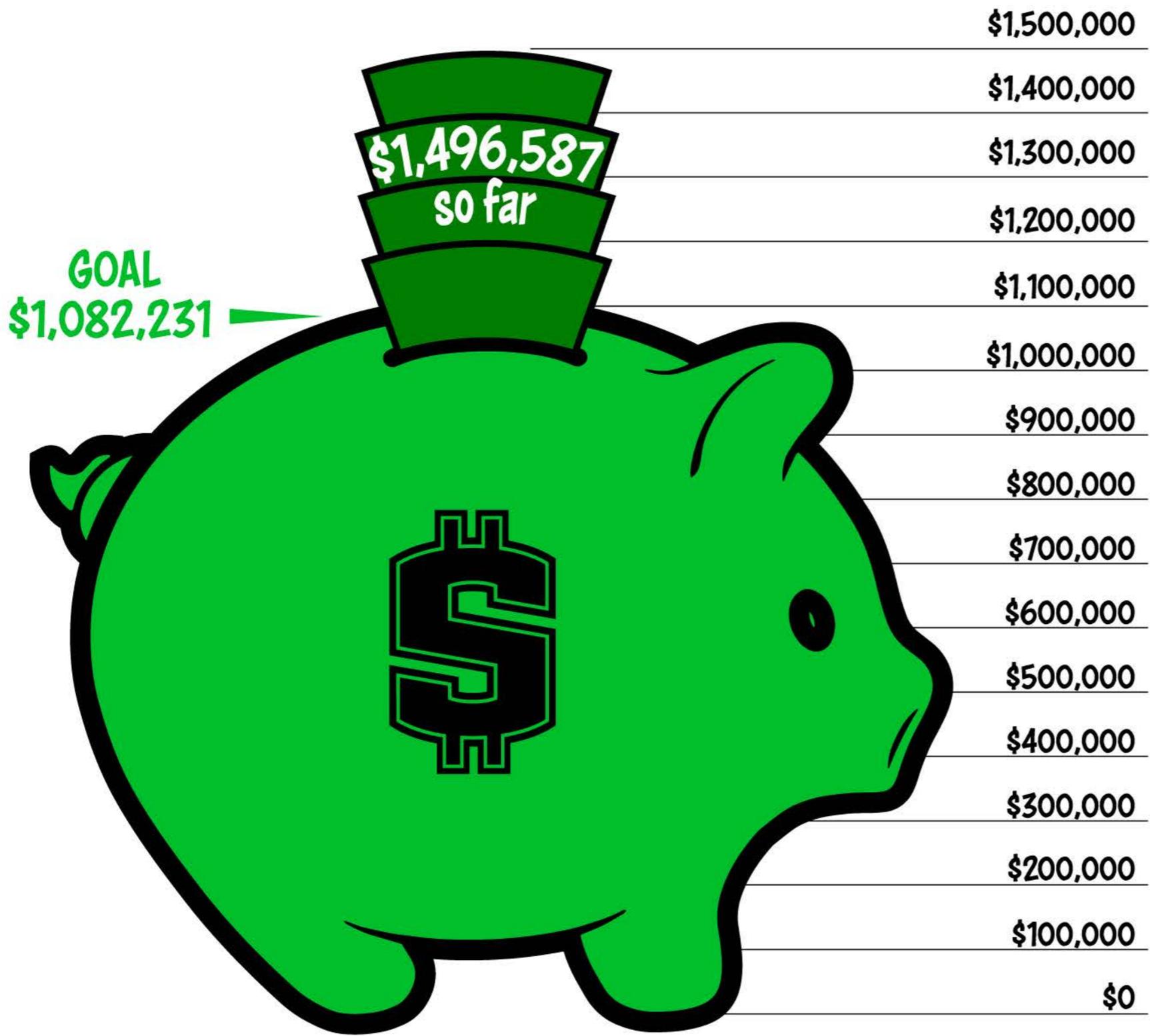
Stillwater Public Schools Expenditures Summary

As of 2/11/25

	ACTUAL AS OF 3/31/2025	EON and FORM 307 BUDGET		PERCENTAGE SPENT
		FY 2024-2025		
DEBT SERVICE FUND (41)				
USES OF FUNDS:				
5100 Debt Service	\$ 668,316.30	\$ 14,770,890.00		4.52%
Total Uses of Funds	\$ 668,316.30	\$ 14,770,890.00		4.52%
5600 Correcting Entries	\$ -	\$ -		0.00%
TOTAL FISCAL YEAR BUDGET	\$ 668,316.30	\$ 14,770,890.00		4.52%

Stillwater Public Schools Revenue and Expenditures As of 3/31/25





Aviation Program Update

Ashley Moore
Director of Secondary Education



A Look Back...

In 2022,

- Legislation was amended to include Aviation in graduation requirements.
- Subject codes were added for Aviation courses.
- OSDE published guidance documents to support districts in implementation of Aviation programs.

First presentation of the Aviation Program was in Spring 2023.



Why (Still) Offer Aviation?

- Aviation is a **dynamic industry** in Oklahoma with over 300 public and private companies in the OKC area and at least 200 in the Tulsa area.
- It is a high-demand industry that provides students with various **postsecondary, career, and military opportunities.**
- The aviation pathway meets **ICAP requirements**, which are also required for graduation.
- The aviation pathway provides a great opportunity for **partnerships within our community.**



Curriculum Pathways

	Aviation I	Aviation II	Aviation III		Aviation IV	
Pilot 	Launching into Aviation and Exploring Aviation and Aerospace	Introduction to Flight and Aircraft Systems	The Flying Environment	Navigation & Human Factors	Aviation Safety Private Pilot Certification Exam Option	Pilot Capstone Project
UAS 	Launching into Aviation and Exploring Aviation and Aerospace	Introduction to Flight and Aircraft Systems	The Flying Environment	UAS Theory & Operations	UAS Design & Operations Part 107 Certification Exam Option	UAS Capstone Project



Aviation Course Offerings - Year 1

SJHS and SHS offer Aviation I and II courses to 9th - 11th grade students starting in SY23-24 with enrollment occurring in Spring 2023.

	9th Grade	10th Grade	11th Grade	12th Grade
Aviation I	✓	✓	✓	
Aviation II		✓	✓	
Aviation III				
Aviation IV				



Aviation Course Offerings - Year 3

SHS offers all Aviation II - IV courses for 10th - 12th grade students. Aviation IV is a Capstone course.

Students select a focus pathway: **Pilot** or **UAS**.

	9th Grade	10th Grade	11th Grade	12th Grade
Aviation I	✓	✓	✓	
Aviation II		✓	✓	✓
Aviation III			✓	✓
Aviation IV			✓	✓



Enrollment in Years 1 and 2

SY23-24	SY24-25	*SY25-26
AV I - 44	AV I - 45	AV I - 69
AV II - 43	AV II - 59	AV II - 66
	AV III - 28	AV III - 24
	AV IV - 2	AV IV - 10
Total - 87	Total - 134	Total - 169

*These numbers are based on student requests.



Postsecondary Prep

Because of the Aviation program, students are

- Taking flight lessons with local businesses.
- Interning with OSU in CEAT and UAS programs.
- Interning and job shadowing within the aviation industry.
- Starting flight lessons and flight school at earlier ages.
- Working toward aviation careers in a variety of ways.



Class Insight - Aviation I - SJHS



Students use the engineering design process to build a hot air balloon after learning about lift and drag, among other aviation concepts.



Class Insight - Aviation I - SJHS

SJHS Students design, build, and compete at OSU's Speedfest!



Class Insight - Aviation III - SHS



Field trip to the Stillwater Regional Airport to see the ARF and hear about its functionality.

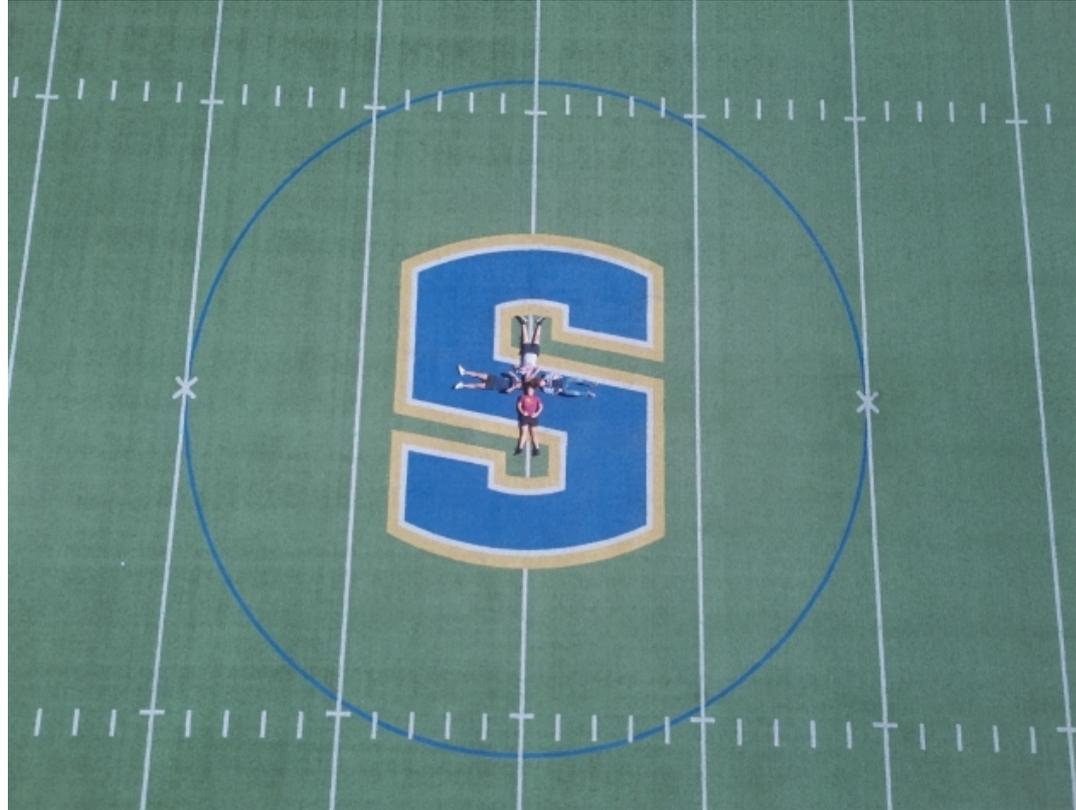
Thanks City of Stillwater!



Class Insights - Aviation III - SHS

Drone class students practice aerial coverage of the SHS football field.

Can you find them?



Class Insight - Aviation III - SHS



Students work in groups to design airport models. This project builds on various skills learned in Aviation II and III.



Educator Highlights

SJHS - Mr. Adam Welsh

- NASA OKSG Speedfest Educator
- NASA OKSG STELLAR Summer Institute - total of 280 hours
- FAA Advanced Ground Instructor Certificate - Feb. 2024
- FAA Part 107 Remote Pilot Certificate Recurrent training/test - May 2024
- FAA Private Pilot License (refresher training) - In progress



Educator Highlights

SHS - Mr. Larry Hesler

- AOPA You Can Fly Curriculum PD - Training in Aviation II, Aviation III, and Aviation IV
- Attended AOPA training at Maryland headquarters
- FAA Part 107 Remote Pilot Certificate Recurrent training/test - May 2024
- AP Statistics teacher and Math Department head



Funding

- **SPEF** has donated **\$40,000** to supply the program with 5 simulators, Echo drones, and drone build kits to support the Aviation II and III classes.
- **Oklahoma Dept of Aeronautics and Aviation Grant** has awarded a total of **\$19,000** to supply the program with a wind tunnel, drone cage, aviation-logo apparel for students, airplane engine parts, and a flight simulator for the JH.
- **Oklahoma Dept of Aeronautics and Aviation** awarded a 1-time **\$20,000** Classroom Lab Grant for storage cabinets, modular tables, and chairs at the JH and HS.



Funding

- A portion of STEM **CareerTech 412** funds are used to support the JH Aviation program.
- SJHS applied for a **\$14,000 CareerTech Comprehensive Grant** for SY25-26.
- SPS continues to seek grants and donations to support the Aviation program.



Next Steps

- There are continued demands from local industry businesses and the aviation industry for **certified aviation mechanics**.
- We are thankful for the generous donations and support of local partnerships, but we need to work toward **sustainability**.
- We want to continue to partner with stakeholders connected to the aviation industry to provide our **students with opportunities**.



PROFESSIONAL DEVELOPMENT CERTIFICATION REIMBURSEMENT PROGRAM

Stillwater Public Schools, under limited circumstances, will provide subject area certification reimbursement to eligible employees. Reimbursement is limited to one subject area examination per individual. Prior to any employee wishing to be involved in this reimbursement program, the superintendent must agree to sponsor the request at the local level. State Department of Education approval is based on information provided by the district and available funds for the program. Please note that taking and passing a subject area examination does not, in and of itself, constitute approval for providing direct instruction in any subject area. Districts must comply with current state law regarding certification requirements.

Once sponsored or approved by the superintendent, it will be the employee's obligation to contact the Oklahoma State Department of Education Special Education Services (OSDE-SES) division for more information.

The OSDE-SES will reimburse districts for fees associated with subject area examinations as outlined below:

1. Teachers who are currently certified in Special Education (Mild-Moderate or Severe-Profound):
 - a. Early Childhood Education (105)
 - b. Elementary Education Subtest 1: Reading/Language Arts (050) and Elementary Education Subtest 2: Social Studies/Mathematics/Science/Health, Fitness, and the Arts (051)
 - c. English (007) or English (107)
 - d. Middle Level English (024)
 - e. Advanced Mathematics (011) or Advanced Mathematics (111)
 - f. Elementary Mathematics Specialist (082)
 - g. Middle Level/Intermediate Mathematics (025) or Middle Level/Intermediate Mathematics (125)
 - h. Chemistry (004)
 - i. Earth Science (008)
 - j. Middle Level Science (026)
 - k. Physical Science (013)
 - l. Physics (014)
 - m. Middle Level Social Studies (027)
 - n. Psychology/Sociology (032)
 - o. U.S. History/Oklahoma History/Government/Economics (017)
 - p. World History/Geography (018)
 - q. Mild-Moderate Disabilities (029) or Mild-Moderate Disabilities (129)
 - r. Severe-Profound/Multiple Disabilities (031) or Severe-Profound/Multiple Disabilities (131)
 - s. Blind/Visual Impairment (028)
 - t. Deaf/Hard of Hearing (030)

2. General Education Teachers or Participants in the Non-Traditional Route to Special Education Certification program:
 - a. Mild-Moderate Disabilities (029) or Mild-Moderate Disabilities (129)
 - b. Severe-Profound/Multiple Disabilities (031) or Severe-Profound/Multiple Disabilities (131)
 - c. Blind/Visual Impairment (028)
 - d. Deaf/Hard of Hearing (030)

CERTIFICATION REIMBURSEMENT PROGRAM (Cont.)

3. Stillwater Public Schools will reimburse teachers for the Certified Academic Language Therapist certification test if they are part of a SPS sponsored cohort. This reimbursement will be from the Strong Readers Act funding source as funding allows. The pre approval list will be submitted by the Director of Elementary Education. Reimbursement will take place after the test has been completed.

Reimbursements must be pre-approved. For pre-approval, please email any OSDE-SES contact below using the subject line "Project 616". Provide a statement, on district letterhead, with the following details:

- 1) Names of individuals for whom the reimbursement is being sought.
- 2) Current teaching assignment for each individual.
- 3) Justification for the necessity of each individual to take and pass the subject area examination.
- 4) Total cost.

Once pre-approval is obtained and an individual takes and passes the subject area examination, the district must submit a computer generated Expenditure Summary and Detail report and a copy of each individual's subject area examination results. If an individual does not pass the test, the district must obtain pre-approval again. The report and copies must be faxed (405-522-2380) or emailed to appropriate staff at the Oklahoma State Department of Education, Special Education Services division.

The amount of the reimbursement will be listed on the employee's W-2 as taxable compensation in the year in which the reimbursement was received by the employee.

For questions and information regarding this program, please contact the Oklahoma State Department of Education, Special Education Services division at 405-521-3551.