



STILLWATER BOARD OF EDUCATION
Tuesday, October 14, 2025

5:30 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. Stillwater High School principal, Mr. Walter Howell to recognize 8 SHS students named National Merit Semi-Finalists:
 1. Alexander Kearns-Shook
 2. Alex Kidan-Gathazhe
 3. Yejoon (Aiden) Kim
 4. Jonathan Ku
 5. William Lin
 6. Katherine Liu
 7. Caleb Weiman
 8. Stephan Zhang
 - B. 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. September 9, 2025, Regular Meeting Minutes
 - B. Stillwater Board of Education Notice of Regular Meeting Schedule for Calendar Year 2026
 - C. Out Of State Travel Requests:
 2. **Stillwater FFA** is traveling to Kansas City, MO as the Reserve Champion State team to compete at the American Royal Judging Contest from October 18, 2025, through October 19, 2025.
 3. **Stillwater Junior High School Cheer** is traveling to Fort Worth, TX to compete at NCA Nationals from January 23, 2026, through January 26, 2026.
 4. **Stillwater High School Pioneer Robotics** is traveling to Irving, TX to compete at Robot Rodeo with the intent of qualifying for Worlds from January 17, 2026, through January 18, 2026.
 5. **Stillwater Junior High School Pioneer Robotics** is traveling to Wichita, KS from November 6, 2025, through November 8, 2025, to compete at the Air Capital Showdown with the intent of qualifying for Worlds.
 6. **Stillwater High School Girls Wrestling** is traveling to Columbia, MO to compete at the Wonder Woman Wrestling tournament from December 28, 2025, to December 31, 2025.
 7. **Stillwater Junior High School Band** is traveling to North Richardland Hills, TX to compete at the North Texas festival from April 24, 2026, through April 25, 2026.
 8. **Stillwater High School Pioneer Robotics** is traveling to Colorado Springs, CO to compete at the AFCEA Pikes Peak Robotics Signature Event in qualifying for Worlds from February 2, 2026, to February 4, 2026.

9. **Stillwater High School Pioneer Robotics (Second Team)** is traveling to Irving, TX to compete at Robot Rodeo with the intent of qualifying for Worlds from January 17, 2026, through January 18, 2026.
- D. Possible Board Action to Approve the 2026 School Board Election Resolution
- E. Approval of the Fee Agreement with local attorney, John Bartley, for the FY 25-26 school year.
- F. Change Orders, Encumbrances and Accounts Payable (approval of encumbrance numbers as listed): (Finance)
2025-2026 General Fund (11) Encumbrances #2026-11-309 – 2026-11-409 totaling \$123,130.93

2025-2026 Child Nutrition Fund (22) Encumbrances #2026-22-55 - 2026-22-61 totaling \$597,145.32

2025-2026 Bond 31 Fund Encumbrances #2026-31-20 – 2026-31-22 totaling \$17,077.97

2025-2026 Bond 32 Fund Encumbrances #2026-32-26 – 2026-32-34 totaling \$304,626.51

2025-2026 Bond 33 Fund Encumbrances #2026-33-172 – 2026-33-191 totaling \$675,701.54

- G. Transfer and Summary of Activity Account Funds (Finance)
- H. Activity Fundraising Requests (Finance)
- I. Annual Activity Fund Planning and Approval Packages (Finance)
- J. Sanctioned Organizations Approval Packages for FY 2025-2026 (Finance)
- K. Approval of the following FY 25-26 contracts:
Educational Services
 10. Golden Steps (Ed Ser)
 11. Oklahoma State University Department of Nutritional Sciences (Ed Ser)
 12. CASA (Ed Ser)
- L. Appointment of the 2025-2026 Local Advisory Committee for Gifted Education (Ed Ser)
- M. 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 (Op)
- N. 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 (Op)
- O. Vote to approve an increase to Adult and Visitor Meal Prices
- P. Consider and Vote to Approve or Not Approve Service Order #30 for SPS Virtual Academy Locker Room Remodel Project
- Q. Consider and Vote to Approve or Not Approve Change Order Number 03 for Stillwater Public Schools Sangre Ridge, Middle School, High School Fieldhouse, and High School PAC Roof and HVAC Replacements Project
5. **BUSINESS/FINANCE - Chief Financial Officer, Kristie Newby**
 - A. Consider and Vote to Approve the Treasurer's Report to include the Bond Expenditures and Revenues Report
 - B. Consider and Vote to Approve or Not Approve the presentation of the 2024-2025 Audit Report by Jenkins & Kemper.
6. **OPERATIONS - Assistant Superintendent, Bo Gamble**
 - A. Consider and Vote to Declare or Not Declare Equipment at Stillwater High School West Gym as Surplus Property
 - B. Consider and Vote to Declare or Not Declare Equipment at Stillwater High School City Gym as Surplus Property
 - C. Consider and Vote to Declare or Not Declare Inventory at Stillwater Pioneer Virtual Academy as Surplus Property
 - D. Consider and Vote to Award Bids for the Stillwater Public Schools Bond 2023 High School Phase I and II furniture, fixtures, and equipment (FF&E) project to the Following Bidders:
 - E. Consider and Vote to Approve or Not Approve Changer Order Number 01 for Stillwater Public Schools Bond 2023 High School Phase I & II FF&E Package
 - F. Consider and Vote to Approve or Not Approve Schematic Design for Construction of New Stillwater High School Athletics Phase 1 Project and Authorization to Proceed with the Design Development Phase
 - G. Receive Bond 2023 Update

7. 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. Proposed executive session to discuss the employment status of James Vestal pursuant to Okla. Stat. tit. 25, § 307(B)(1) and (7),
 - C. Evaluation of the Superintendent (a routine evaluation session that the Board may conduct monthly) Pursuant to Executive Session Authority – OKLA. STAT. tit. 25 sect 307(B)(1) and (7).
8. Vote to Convene in Executive Session (**Action**)
9. President's Acknowledgment of the Return of the Board to Open Session
10. Statement of Executive Session Minutes
11. Discuss and Vote to Approve or Not Approve the Resignation Agreement with James Vestal.
12. Consider and Vote to Approve or Not Approve the Appointments, Resignations and Employment Recommendations Listed on Exhibit A of the Agenda.
13. 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 October 10, 2025, at 4:00p.m. Notice of this regular meeting was given to the Payne County Clerk prior to December 15, 2024, and amended on August 22, 2025, at 1:00 p.m. (which meets the required ten (10) day notice to be filed with the county clerk's office to change the date, time, or location of a regular meeting. Reference: 25 O.S. 311(A); S.L.O. 533 (A)(1).

STILLWATER BOARD OF EDUCATION



Tawni Hooten, Clerk



NATIONAL MERIT SCHOLAR SEMI-FINALISTS

STILLWATER HIGH SCHOOL

2025 - 2026



Alexander Kearns-Shook



Alex Kidangathazhe



Yejoon (Aiden) Kim



Jonathan Ku



William Lin



Katherine Liu



Caleb Wieman



Stephan Zhang

#SchoolOfChampions #PioneerProud



Stillwater Public Schools Administration
Building
314 South Lewis Street
Stillwater, OK 74074

Minutes of Regular Meeting

Tuesday, September 9, 2025 5:30 PM Central

Attendance Taken at 5:34 PM.

Dr Marshall Baker: Present
Rachel Dillin: Present
Roberta Douglas: Present
Timothy Riley: Present
Gay Washington: Present

1. CALL TO ORDER AND ROLL CALL

President Douglas called the meeting to order at 5:34 p.m. The roll call was taken by Tawni Hooten, Board/Minutes clerk. Attendance confirms there is a quorum of the board to proceed.

2. PLEDGE OF ALLEGIANCE

President Douglas asked everyone to stand as Superintendent Bridges introduced some Junior High Students with a civic class project: Camden Nelson, Landon Rogers, Tabre Gage, and Aaron Maxey who led the Pledge of Allegiance.

3. COMMUNICATIONS/PUBLIC INTEREST

A. Recognitions

- **4 Newly Certified Academic Language Therapist (CALT)**
 - **Karyn Spencer**
 - **Jocelyn Chapman**
 - **Diana Aker**
 - **Shannon Troxel**

Diane Fix, Director of secondary education introduces the newly Certified Academic Language Therapists to the board. Diana Aker is at Highland Park, Jocelyn Chapman is at Will Rogers, Karyn Spencer at Will Rogers, and Shannon Troxel who is now at Richmond. There is extensive education obtained for this accredited specialized degree-it's almost like getting a second Masters as Diane stated. We currently have 11 Certified Academic Language Therapists in the district. A huge congratulations to these four CALT recipients.

B. Superintendent's Report, Tyler Bridges

Mr. Bridges gave his Superintendent report. The 90-Day plan is still progressing along very well. He is continuing to attend district events, connecting with SEA, attend community events, Radio/TV, continuing to visit sites and departmental meetings, civic club engagements, meeting with community members, attending and working through budget meetings as we look at budgetary things now and into the next two to five years as we stay budget conscious and efficient, and also broadening the cabinet structure to allow some changes for including other key leaders pertinent to certain conversations and cross-talk across the district.

He provided an update on enrollment numbers by grade and school site.

District Highlights were mentioned:

- Invitation to Feature Stillwater Public Schools in "The 10 Most Admired School Districts" from *The Education Magazine*
- SPD donation for trauma kits to be placed in each school site
- Kira Frisby and her team with SPS has been awarded a \$225,000 grant from the Oklahoma Attorney General's Opioid Abatement Board
- Recognized 88 employees with over 1000 years of service to the District with their Service Pins
- Donation for each school from the Cowboy Country Chapter of Ambucs
- Overall positive feedback from 'Bell to Bell No Cell'
- Barry Fuxa has kicked off production of the Pioneer Pulse, a new 30-minute show on TV 31
- Football kicked off the season with a 41 - 15 victory over Tulsa Union.
- 24 SHS Cross Country athletes medaled at the Guthrie Invitational.
- 10 SMS & SJHS XC athletes medaled at the Guthrie Invitational with Carson Veal and the 8th grade boys team bringing home 1st Place.
- Sadie Moore set a new school Volleyball record with EIGHT aces in one game.
- In addition to the National 3-Star Chapter, our FFA chapter was recognized as one of only 10 FFA programs in the nation as a finalist for the Premier Chapter in Strengthening Agriculture

C. Board Communication

The board made mention of the new structure of our board meetings moving forward. President Douglas discussed a little bit about the new meeting structure. This is in an effort to streamline and be more efficient in all board meetings and communications. The board attended the Oklahoma State School Board Association and the training was great, but a highlight was that two of our district leaders Mr. Tyler Bridges, and Ms. Kira Frisby led some classes. Mr. Bridges talked on the "Bell to Bell No Cell" and Bond Initiatives, while Ms. Frisby talked about Community Partnerships and Student/Staff Mental Health Well-Being.

Dr. Baker spoke on the special and general meeting's precious structure and described how it had been two separate meetings, and now moving to the one general meeting was a step in a direction of continued transparency for the district. The budget is in the monthly packet and is easy to follow along, and all agendas and documents for the meeting are all in one convenient

location.

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

Stacy Laxton completed the BED-E form and was approved to speak on the topic she indicated on the form. Ms. Laxton spoke about “Dedicated space for STEM activities”

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:

I move to approve the Consent Agenda as presented excluding item 4D. This motion, made by Rachel Dillin and seconded by Timothy Riley, **Carried**.

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

A. August 12, 2025, Special Meeting Minutes

B. August 12, 2025, Regular Meeting Minutes

C. Out of State Travel Requests:

1. **SHS Cross Country Boys and Girls** are traveling from October 3, 2025, to October 4, 2025, to Fayetteville, AR to compete competitively in the Chile Pepper Cross Country Festival.
2. **SHS Wrestling** is traveling from December 11, 2025, to December 14, 2025, to Akron-Fairlaw, OH to compete in the prestigious Walsh Ironman tournament.
3. **SHS Swim Teams** is traveling on November 20, 2025, to Fayetteville, AR for an Invitational Swim Meet.
4. **SMS Kameoka / Sister School Program** is traveling from October 11, 2025, to October 19, 2025, to Kameoka, Japan to increase the international awareness of our students about opportunities that reach far beyond our borders.

D. Memorandum of Understanding for Academic Credit Options-Meridian Technology Center (Supt) - (This item was excluded from the motion)

**E. Approval of the following contracts for FY 2025-2026:
Educational Services**

1. Care Solace (Mental Health Care Coordination)
2. Mulhall-Orlando Public Schools (Alternative Education Cooperative Agreement)

3. Oklahoma Department of Career and Technology Education (Secondary and Technology Education Program Agreement)
4. Oklahoma Department of Rehabilitation Services
5. Oklahoma State Department of Education, Public Consulting Group, and Oklahoma Health Care Authority (School-Based Health Services Program)
6. Turning Point

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

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

2025-2026 General Fund (11) Encumbrances #2026-11-3 – 2026-11-217 -2026-11-308 totaling \$350,131.36

2025-2026 Building Fund (21) Encumbrances #2026-21-2 totaling \$7,420.54

2025-2026 Child Nutrition Fund (22) Encumbrances #2026-22-47 - 2026-22-54 totaling \$574,530.12

2025-2026 Bond 31 Fund Encumbrances #2026-31-11 – 2026-31-19 totaling \$64,798.89

2025-2026 Bond 32 Fund Encumbrances #2026-32-25 totaling \$8,500.00

2025-2026 Bond 33 Fund Encumbrances #2026-33-148 – 2026-33-171 totaling \$63,521.86

H. Sanctioned Organizations Approval Packages for FY 2025-2026 (Finance)

I. Annual Estimate of Needs (Finance)

J. Activity Fundraising Requests (Finance)

K. Annual Activity Fund Planning and Approval Packages (Finance)

L. 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)

M. Consider and vote to approve or not approve Willbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project (Operations)

N. Consider and vote to approve or not approve the Design Review Committee for SPS HS Athletics Phase I Project (Operations)

O. Consider and vote to approve or not approve Trafera Student Device Lease Agreement (Operations)

5. BUSINESS/FINANCE

A. Consider and Vote to Approve or Not Approve the Treasurer's Report

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

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

B. Receive and Approve or Not Approve the First Revised Budget

I move to approve the First Revised Budget as presented. This motion, made by Rachel Dillin and seconded by Timothy Riley, **Carried.**

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

C. Receive Information on the Larry Allred Memorial Golf Tournament Endowment, and Possible Board Action to Move the Balance of Funds from Stillwater Public Schools to The Stillwater Public Education Foundation (SPEF)

I move to authorize the Larry Allred Memorial Golf Tournament Endowment balance in the Stillwater Public Schools Activity Fund to transfer to the Stillwater Public Education Foundation (SPEF). This motion, made by Dr Marshall Baker and seconded by Gay Washington, **Carried.**

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

6. EDUCATIONAL SERVICES

A. Assistant Superintendent, Angela Rhoades to present the Site Capacity Numbers (Quarterly Report for October)

Superintendent Bridges presented the site capacity numbers which will meet the October quarterly requirement.

I move to approve site capacity numbers as presented. This motion, made by Dr. Gay Washington and seconded by Rachel Dillin, **Carried.**

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

7. OPERATIONS

A. Consider and vote to approve or not approve Substantial Completion of the SPS OES Phase 2 Building Renovation-Parking

I move to approve the Substantial Completion of the SPS OES Phase 2 Building Renovation-Parking. This motion, made by Rachel Dillin and seconded by Dr Marshall Baker, **Carried.**

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

B. Consider and vote to approve or not approve Substantial Completion of the SPS Sangre Ridge, Middle School HVAC and Roof Replacement and SPS High School PAC and Fieldhouse Mechanical Improvements and Replacements

I move to approve the Substantial Completion of the SPS Sangre Ridge, Middle School HVAC and Roof Replacement and SPS High School PAC and Fieldhouse Mechanical Improvements and Replacements. This motion, made by Gay Washington and seconded by Timothy Riley, **Carried.**

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

C. Receive the Bond 2023 Update

Brian Thomas provided the update.

8. OTHER REPORTS / RECOMMENDATIONS

A. Review and Approve or Not Approve the following updated SPS policies: (Sup)

<u>FFACA</u>	<u>Administering Medication to Students</u>
<u>FFACA-E2</u>	<u>Parent/Guardian Consent and Waiver for Administration of Epinephrine Injection</u>
<u>DABD</u>	<u>Service of Legal Papers on School Grounds During School Hours</u>
<u>DBCA</u>	<u>Standards of Performance and Conduct of Teachers</u>
<u>DOAC</u>	<u>Support Personnel Suspension, Demotion, Nonrenewal, or Termination</u>
<u>FO</u>	<u>Student Discipline</u>

I move to approve the SPS policies as presented. This motion, made by Gay Washington and seconded by Rachel Dillin, **Carried**.

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

9. 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 sect 307(B)(1) and (7).

10. Vote to Convene in Executive Session (Action)

I move to convene into Executive Session at 7:00 p.m. This motion, made by Timothy Riley and seconded by Rachel Dillin, **Carried**.

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

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

President Douglas acknowledged the Board back to open session at 8:11 p.m.

12. Statement of Executive Session Minutes

The following statement was provided by MARSHALL BAKER. The Executive Session convened at 7:00 p.m. During the Executive Session, the following people were present: Roberta Douglas (7:00 p.m.-8:11 p.m.), Rachel Dillin (7:00 p.m.-8:11 p.m.), Tim Riley (7:00 p.m.-7:19 p.m., 7:21 p.m.-8:11 p.m.), Dr. Gay Washington (7:00 p.m.-8:11 p.m.), Dr. Marshall Baker (7:00 p.m.-8:11 p.m.), Mr. Tyler Bridges (7:00 p.m.-7:18 p.m., 7:20 p.m.-8:11 p.m.), and Dr. Trent Swanson (7:00 p.m.-7:19 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), and 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.

13. Consider and Vote to Approve or Not Approve the Appointments, Resignations and Employment Recommendations Listed on Exhibit A of the Agenda.

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

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

14. ADJOURNMENT

A. Vote to Adjourn (Action)

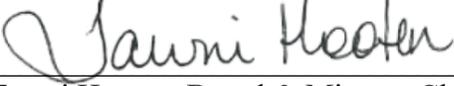
I move to adjourn at 8:24 p.m. This motion, made by Timothy Riley and seconded by Rachel Dillin, **Carried.**

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

STILLWATER BOARD OF EDUCATION

Roberta Douglas, President

STILLWATER BOARD OF EDUCATION


Tawni Hooten, Board & Minutes Clerk

(SEAL)

These minutes were officially approved by the Stillwater Board of Education on October 14, 2025.



**NOTICE
SCHEDULE OF REGULAR MEETINGS
CALENDAR YEAR 2026**

To be filed in the office of the County Clerk no later than December 15 each year. **To change the date, time, or location of a regular meeting, you must notify the county clerk ten (10) calendar days of the change.**

Reference: 25 O.S. 311(A); S.L.O. 533(A)(1)

DATE: October 14, 2025

SCHOOL DISTRICT NAME AND NUMBER:

Stillwater Public Schools I-16
314 S. Lewis
Stillwater, OK 74074

PHONE: (405) 533-6300

FAX: (405) 533-6427

DATE	TIME	PLACE OF MEETING
January 13, 2026	5:30 p.m.	Stillwater Public Schools Administration Building 314 S. Lewis, Stillwater, OK 74074
February 10, 2026	5:30 p.m.	"
March 10, 2026	5:30 p.m.	"
April 14, 2026	5:30 p.m.	"
May 12, 2026	5:30 p.m.	"
June 9, 2026	5:30 p.m.	"
July 14, 2026	5:30 p.m.	"
August 11, 2026	5:30 p.m.	"
September 8, 2026	5:30 p.m.	"
October 13, 2026	5:30 p.m.	"
November 10, 2026	5:30 p.m.	"
December 8, 2026	5:30 p.m.	"

Name of Person Reporting: Tawni Hooten, Clerk, Stillwater Board of Education

Date: October 14th, 2025.

STILLWATER PUBLIC SCHOOLS



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: 9/2/2025	Building: Ag	Sponsor Name: Bailey Kliewer	Organization Requesting Travel: FFA
Date(s) of Travel: 10/18/25-10/19/25		Number of Students Traveling: 4	Destination: Kansas City, Mo
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. The livestock judging team was the reserve champion state team and will be representing Oklahoma at the American Royal Judging Contest.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Ag Truck 4			
Lodging (hotels, etc): Please provide name and address of hotels, etc. Hampton Inn and Suites Kansas City, MO 64112 4600 Summit			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Bailey Kliewer	2. Traci Day	3.	
4.	5.	6.	
7.	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? Iowa Beef Expo, Des Moines IA National FFA Convention, Indianapolis, IN			

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

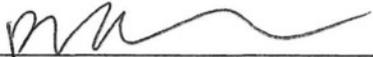
Projected Costs		General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$.353/mi/700mi	245				
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$200 1 room		200 SB			
Food	\$					
Registration	\$					
Other – Explain	\$					

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. Students qualified and only have to pay for meals on the trip.

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.

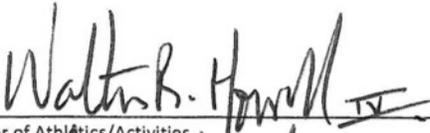


Sponsor Signature

9/2/2025

Date

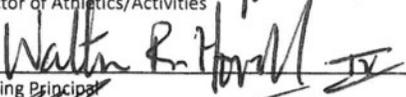
APPROVALS



Director of Athletics/Activities

9/3/2025

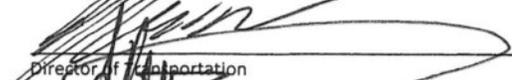
Date



Building Principal

9/3/2025

Date



Director of Transportation

9/8/2025

Date



Superintendent

09/09/2025

Date

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

Date:	Itinerary:
10/18	Leave Stillwater at noon
10/18	Arrive in Kansas City, MO by 8pm
10/19	6:30am be at contest and judge all day
10/19	Midnight- Return to Stillwater

ACTIVITIES REQUEST

THIS IS A REQUEST FOR A NON-FUNDRAISING ACTIVITY

This form needs to be filled out completely, dated and signed by the sponsor. This form must be turned into the Activities Director's office at least two weeks prior to the date of your proposed activity.

NAME OF GROUP FFA

DESCRIBE THE ACTIVITY BEING REQUESTED American Popul National Judging Contest

DATE (S) YOU WISH TO CONDUCT THIS ACTIVITY 10/18/2025 - 10/19/2025

TIME OF DAY THIS ACTIVITY WILL BEGIN AND END:

(START) 10/18 Noon (END) 10/19 midnight

AREA (S) OF THE SCHOOL OR COMMUNITY WHERE THIS ACTIVITY WILL TAKE PLACE:

Kansas City, mo

PAC USERS: Any sponsor seeking to use the Performing Arts Center must have the signature of the PAC Director before turning this form into the Activities Director for approval.

As the school's sponsor of the above group, I understand that it is my responsibility to communicate any changes in the above information to the Activities Director. I approve of the above proposed activity and will see to it that all arrangements that are necessary to its proper functioning are taken care of, and that the area (s) used is/are cleaned up following this activity.

[Signature]
School Sponsor's Signature

530-302-2854
Phone #

9/2/25
Date

Approved - PAC Director

Approved - Activities Director

Denied because of:

Denied because of:

PAC Director's Signature

Date

[Signature] 9/3/25
Activities Director's Signature Date



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: 9/16/25	Building: SJHS	Sponsor Name: Rebecca Palmatary	Organization Requesting Travel: SJHS Cheer
Date(s) of Travel: 1/23-1/26		Number of Students Traveling: 14	Destination: Fort Worth, TX 76102
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. Compete at NCA Nationals at Fort Worth Convention Center 1201 Houston Street Fort Worth, TX 76102.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Bus or 14 passenger Bus-driven by Coach			
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. Stacey Nixon	3. Amanda Jacob
4.		5.	6.
7.		8.	9.
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? None			

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	\$					
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$ 750		X			
Air Transportation	\$					
Lodging	\$ 2000		X		X	
Food	\$ 200				X	
Registration	\$ 4000		X			
Other – Explain	\$					

Are scholarships provided for students needing financial assistance? Yes No

If answer is yes, what is source of funding for scholarship? Multiple fundraisers have been offered.

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.

Rebecca Palmatey
Sponsor Signature

9/16/2025
Date

APPROVALS

Brian Warwick
Director of Athletics/Activities

9/16/2025
Date

[Signature]
Building Principal

9/16/2025
Date

[Signature]
Director of Transportation

9/18/2025
Date

[Signature]
Superintendent

9/16/2025
Date

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

Date:	Itinerary:
1/23	Travel to Fort Worth Convention Center 1201 Houston Street Fort Worth, TX 76102
1/24-25	NCA National Competition
1/26	Travel 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: 9/19	Building: SHS	Sponsor Name: Rebecca Palmatary	Organization Requesting Travel: Pioneer Robotics
Date(s) of Travel: 1/17-1/18		Number of Students Traveling: 3	Destination: Irving, Texas 75039
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. To compete at Robot Rodeo DFW Signature High School Event in Irving, Texas with the intend to Qualify for Worlds.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Parents will be driving and Coach will take her personal vehicle.			
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. Daniel Holm		2. Diane Holm	
3.		4.	
5.		6.	
7.		8.	
9.			
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? 24/25 Alabama (Sig Event), Texas (Worlds) 23/24 Texas (Worlds) 22/23 Texas (Worlds)			

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	\$				X	
Ground Transportation / Driver	\$				X	
Ground Transportation / Other	\$				X	
Air Transportation	\$					
Lodging	\$		X		X	
Food	\$				X	
Registration	\$		X			
Other – Explain	\$					

Are scholarships provided for students needing financial assistance? Yes No

If answer is yes, what is source of funding for scholarship? Multiple fundraisers have been offered.

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.

Rebecca Palmatey
Sponsor Signature

9/23/2025
Date

APPROVALS

Walter Howell
Director of Athletics/Activities

9/23/2025
Date

Walter Howell
Building Principal

9/23/2025
Date

[Signature]
Director of Transportation

9/23/2025
Date

[Signature]
Superintendent

9/23/2025
Date

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

Date:	Itinerary:
1/16	Travel to Texas
1/17-1/8	Compete in Tournament
1/18	Travel back 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: 9/19	Building: SJHS	Sponsor Name: Rebecca Palmatary	Organization Requesting Travel: Pioneer Robotics
Date(s) of Travel: 11/6-11/8		Number of Students Traveling: 3	Destination: Wichita, Kansas 67202
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. To compete at Air Capital Showdown Middle School Signature Event in Wichita, Kansas with the intend to Qualify for Worlds.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Parents will be driving and Coach will take her personal vehicle.			
Lodging (hotels, etc): Please provide name and address of hotels, etc. Drury Hotel			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Chris Richards		2. Tina Richards	
3.		4.	
5.		6.	
7.		8.	
9.			
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? 24/25 season Iowa (US Open), Texas (Worlds)			

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	\$				X	
Ground Transportation / Driver	\$				X	
Ground Transportation / Other	\$				X	
Air Transportation	\$					
Lodging	\$		X		X	
Food	\$				X	
Registration	\$		X			
Other – Explain	\$					

Are scholarships provided for students needing financial assistance? Yes No

If answer is yes, what is source of funding for scholarship? Multiple fundraisers have been offered.

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.

Rebecca Palmatey
Sponsor Signature

9/19/2025
Date

APPROVALS

J Hayes
Director of Athletics/Activities

9/24/2025
Date

J Hayes
Building Principal

9/24/2025
Date

[Signature]
Director of Transportation

9/23/2025
Date

[Signature]
Superintendent

9/23/2025
Date

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

Date:	Itinerary:
11/6	Travel to Wichita Kansas
11/6-11/8	Compete in Tournament
11/8	Travel back 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:
Date(s) of Travel:		Number of Students Traveling:	Destination:
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel.			
Method of Transportation (vehicles, drivers, bus companies, etc.):			
Lodging (hotels, etc): Please provide name and address of hotels, etc.			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1.	2.	3.	
4.	5.	6.	
7.	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state?			

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	\$					
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$					
Food	\$					
Registration	\$					
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.

Elizabeth Tidwell

9/15/2025

Sponsor Signature

Date

APPROVALS

Brian Warwick

Director of Athletics/Activities

Date

Walter Howell

Building Principal

Date

Mark Pund

Director of Transportation

Date

Superintendent

Date



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: 4/30/2025	Building: SJHS	Sponsor Name: Megan Perkins	Organization Requesting Travel: Band
Date(s) of Travel: 4/24 - 4/25/2026		Number of Students Traveling: 85	Destination: North Richland Hills, TX
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. Compete at the North Texas Festival of Distinction against 100+ other bands and listen to other performances.			
Method of Transportation (vehicles, drivers, bus companies, etc.): 2 Village Charter buses			
Lodging (hotels, etc): Please provide name and address of hotels, etc. Embassy Suites, Dallas Love Field 3880 W Northwest 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. Megan Perkins	2. We will take 10-16	3.	
4. Kathy Genovese	5. Parent chaperones	6.	
7. Sean Martner	8. We will also invite SJHS admin		
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? This will be the fourth year we have taken this trip.			

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	\$ 9,100 ⁰⁰			X	
Ground Transportation / Driver	\$ —				
Ground Transportation / Other	\$ —				
Air Transportation	\$ —				
Lodging	\$ 4800 ⁰⁰			X	
Food	\$ 3600 ⁰⁰			X	
Registration	\$ 1100 ⁰⁰			X	
Other – Explain Six Flags	\$ 7300 ⁰⁰			X	

Are scholarships provided for students needing financial assistance?

Yes No

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

Bend Boosters

If answer is no, provide reason.

★ We also fundraise with OSU Concessions, Cherrydale Farms, and Calendar donation drive

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.

Megan Brown
Sponsor Signature

9/30/2025
Date

APPROVALS

Signed by:
Brian Warwick
80242E6703AA430...
Director of Athletics/Activities

Signed by:
Darren Nelson
AD36E71B2A7C4A1...
Building Principal

Signed by:
Matt Parsel
A84A27CA5E4247D...
Director of Transportation

Signed by:
Tyler Bridges
F674BA7CACA941D...
Superintendent

9/30/2025
Date

9/30/2025
Date

10/2/2025
Date

9/30/2025
Date

OUT-OF-STATE TRAVEL APPLICATION TRIP ITINERARY

Date:	Itinerary:
4/24/26	Depart SJHS 10:00AM Lunch at Bucbee's
	Perform/Watch bands - NTFD
	6:00pm - catered dinner at hotel
4/25/26	9:00AM Depart for Six Flags over Texas
4/25	9:30pm Arrive back at SJHS



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: 10/2/25	Building: SHS	Sponsor Name: Rebecca Palmatary	Organization Requesting Travel: Pioneer Robotics
Date(s) of Travel: 2/2/26-2/4/26		Number of Students Traveling: 5	Destination: Colorado Springs, Colorado
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. Compete at AFCEA PIKES PEAK ROBOTICS SIGNATURE EVENT in qualify for Worlds.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Parents will be driving			
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. Daniel Holm		2. Diane Holm	
3.		4.	
5.		6.	
7.		8.	
9.			
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? 25-26 Texas Signature Event 24-25 Texas Worlds, Alabama Signature Event 23-24 Texas Worlds			

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	\$				X	
Ground Transportation / Driver	\$				X	
Ground Transportation / Other	\$				X	
Air Transportation	\$					
Lodging	\$				X	
Food	\$				X	
Registration	\$		X			
Other – Explain	\$					

Are scholarships provided for students needing financial assistance? Yes No

If answer is yes, what is source of funding for scholarship? Multiple fundraisers have been available.

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.

Rebecca Palmatey

10/2/2025

Sponsor Signature

Date

APPROVALS

Walter Howell

Director of Athletics/Activities

10/2/2025

Date

Walter Howell

Building Principal

10/2/2025

Date

Chris Kuss

Director of Transportation

10/3/2025

Date

[Signature]

Superintendent

10/2/2025

Date

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

Date:	Itinerary:
2/1/26	Travel to Colorado
2/2/26-2/3/26	Tournament
2/4/26	Travel 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: 9/19	Building: SHS	Sponsor Name: Rebecca Palmatary	Organization Requesting Travel: Pioneer Robotics
Date(s) of Travel: 1/17-1/18		Number of Students Traveling: 3	Destination: Irving, Texas 75039
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. To compete at Robot Rodeo DFW Signature High School Event in Irving, Texas with the intend to Qualify for Worlds.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Parents will be driving and Coach will take her personal vehicle.			
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. Daniel Holm		2. Diane Holm	
3.		4.	
5.		6.	
7.		8.	
9.			
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? 24/25 Alabama (Sig Event), Texas (Worlds) 23/24 Texas (Worlds) 22/23 Texas (Worlds)			

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	\$				X	
Ground Transportation / Driver	\$				X	
Ground Transportation / Other	\$				X	
Air Transportation	\$					
Lodging	\$		X		X	
Food	\$				X	
Registration	\$		X			
Other – Explain	\$					

Are scholarships provided for students needing financial assistance? Yes No

If answer is yes, what is source of funding for scholarship? Multiple fundraisers have been offered.

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.

Rebecca Palmatey
Sponsor Signature

9/23/2025
Date

APPROVALS

Walter Howell
Director of Athletics/Activities

9/23/2025
Date

Walter Howell
Building Principal

9/23/2025
Date

[Signature]
Director of Transportation

9/23/2025
Date

[Signature]
Superintendent

9/23/2025
Date

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

Date:	Itinerary:
1/16	Travel to Texas
1/17-1/8	Compete in Tournament
1/18	Travel back to Stillwater, OK

BOARD OF EDUCATION ELECTION RESOLUTION

TO: Payne County Election Board

FROM: The Stillwater School District, Independent School
District No. 16 of Payne, County, Oklahoma

The Board of Education of the Stillwater School District has approved the following resolution calling for an election to be submitted to the voters of the district.

Date of the Election:

A Board of Education Primary Election shall be held on February 10, 2026, only if three or more candidates file for the Board of Education position scheduled to be on the ballot or for a Board of Education position appearing on the ballot as an unexpired term. A Board of Education General Election shall be held on April 7, 2026, under the following circumstances: if only two candidates file for a position scheduled to be on the ballot or for a position on the ballot for an unexpired term or if no candidate in the Board of Education Primary Election receives more than 50% of the votes cast. The polling places shall be open from 7:00 a.m. to 7:00 p.m.

Board Member Position on Ballot:

The voters shall elect a board member for board position No. One (1), which has a five (5)-year term of office.

Qualifications of Candidates for Office:

To be eligible to be a candidate for member of the board of education of a school district, a person must have resided in the district for at least six months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six months preceding the first day of the filing period. In school districts that have been divided into election districts, a candidate must have resided in the district for six months preceding the first day of the filing period and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the election district for six months preceding the first day of the filing period.

No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any school board office for a period of fifteen years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district. The following are relatives within the second degree: A candidate's spouse, child, parent, grandchild, grandparent, brother, sister, spouse's child, spouse's grandchild, spouse's brother, spouse's sister, spouse's grandparent, grandchild's spouse, parent's spouse, and child's spouse. The prohibitions in this paragraph shall not apply if the board member candidate is related within the second degree of affinity or consanguinity to an individual employed as a substitute teacher by the school district or as a temporary substitute support employee if the school district has an Average Daily Membership of less than five thousand (5,000).

Candidates must affirm that upon being elected as a new member of the Board of Education, within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties and responsibilities of district board of education members. Three (3) of these twelve (12) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance. Incumbents must affirm that they will complete six (6) hours of instruction within fifteen (15) months of election emphasizing changes in school law. Three (3) of these six (6) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance.

Voters Eligible to Vote:

To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the district.

Ballot Titles:

The ballot to be submitted to the voters shall call for the voters to:

1. Select one candidate for Stillwater School Board Position No. One (1)

Approved by the Stillwater Board of Education this 14th day of October, 2025.

President of the Board of Education

Clerk of the Board of Education



LEGAL NOTICE

November 21, 2025

Must be published in a newspaper of the county wherein the school district administrative office is located at least ten days prior to the filing period. Posted at the school district administrative offices as well as the county election board office.

Via email on October 16, 2025 to:
Stillwater News Press

Hand Delivered on October 16, 2025 to:
Payne County Election Board

Posted at the following locations on October 16, 2025
Stillwater Public School Website www.stillwaterschools.com
Stillwater Board of Education Administration Building

The Board of Education of the Stillwater Public School District hereby provides legal notice that the school board election filing period for candidates will open on Monday, December 1, 2025 at 8:00 am. and will close Wednesday, December 3, 2025 at 5:00 p.m.

Board Member Positions on Ballot:

The voters shall elect a board member for board position No. One (1), which has a 5-year term of office.

STILLWATER BOARD OF EDUCATION

Tawni Hooten, Clerk

STILLWATER PUBLIC SCHOOLS



PRESS RELEASE

October 16, 2025

Stillwater News Press
211 W. 9th
Stillwater, OK 74074

via email: editor@stwnewspress.com

The Board of Education of the Stillwater Public School District hereby announces that statutorily qualified individuals interested in running as a candidate for the number One (1) seat on the Stillwater Board of Education may file to run as a candidate for this seat at the Payne County Election Board between the hours of 8:00 a.m. and 5:00 p.m. on each of the following days: Monday, December 1 through Wednesday, December 3, 2025.

STILLWATER BOARD OF EDUCATION
Stillwater Public Schools
Independent School District No. I-16
Payne County, Oklahoma

Tawni Hooten, Board Clerk

STILLWATER PUBLIC SCHOOLS

Stillwater Public Schools District Ward Boundaries

Ward Number 1

Beginning at the eastern boundary of the Stillwater School District (SSD) 0.2 mi east of Prairie Rd the boundary follows McElroy west to Manning; thence north on Manning, west on Franklin, north on Benjamin, and west on Krayler to Perkins Rd; thence south on Perkins Rd, west on McElroy, south on Boomer/Main, and east on 6th/Hwy 51 to Perkins Rd; thence south on Perkins Rd, west on 14th, south on Boomer/Main, east on 32nd, and south on Perkins Rd to the southern boundary of the SSD at 56th. The ward boundary then follows the southeastern SSD boundary back to the beginning.

Ward Number 2

Beginning at the southern boundary of the SSD at the intersection of Perkins Rd and 56th the boundary follows Perkins Rd north to 32nd; thence west on 32nd, north on Boomer/Main, west on 12th, north on Gray, east on 7th, north on Adams, and west on 6th/Hwy 51 to the Stillwater Creek; thence north along the Stillwater Creek to McElroy; thence west on McElroy, south on Range, west on 6th/Hwy 51, north on Redland Rd, and west on Airport Rd to the western boundary of the SSD west of Coyle Rd. The ward boundary then follows the southwestern SSD boundary back to the beginning.

Ward Number 3

Beginning at the northeastern boundary of the SSD 0.2 mi north of Airport Rd on Brush Creek Rd the boundary follows Brush Creek Rd south to Lakeview; thence west on Lakeview, north on Perkins Rd, and west on Airport Rd to Boomer Lake; thence south along the eastern edge of Boomer Lake to Lakeview; thence west on Lakeview, south on Washington, west on Tyler, and south on Lincoln to McElroy; thence east on McElroy, south on Monroe, west on Hall of Fame, and south on Cleveland to Drummond; thence east on Drummond, south on Monroe, east on University, north on Knoblock, east on Mathews, and north on Duck to McElroy; thence east on McElroy, north on Perkins Rd, east on Krayler, south on Benjamin, east on Franklin, south on Manning, and east on McElroy to the eastern boundary of the STW SD 0.2 miles east of Prairie Rd. The ward boundary then follows the northeastern SSD boundary back to the beginning.

Ward Number 4

Beginning at the northeastern boundary of the SSD 0.2 mi north of Airport Rd on Brush Creek Rd the boundary follows Brush Creek Rd south to Lakeview; thence west on Lakeview, north on Perkins Rd, and west on Airport Rd to Boomer Lake; thence south along the western edge of Boomer Lake to Lakeview; thence west on Lakeview, south on Washington, west on Tyler, and south on Lincoln to McElroy; thence east on McElroy, south on Monroe, west on Hall of Fame, and south on Cleveland to Monticello; thence west on Monticello, west on Admiral, and north on Western to McElroy; thence west on McElroy, south on Range, west on 6th/Hwy 51, north on Redland Rd, and west on Airport Rd to the western boundary of the SSD west of Coyle Rd. The ward boundary then follows the northern SSD boundary back to the beginning. (Note: All areas of the SSD north of Airport Rd in Noble County are in Ward 4. Also, this zone has two "islands" on the north side of Airport Rd immediately north of the Stillwater Airport that are excluded from the SSD and are in the Morrison SD.)

Ward Number 5

Beginning where the Stillwater Creek crosses 6th/Hwy 51 the boundary follows the Stillwater Creek north to McElroy; thence east on McElroy, south on Western, east on Admiral, east on Monticello, north on Cleveland, and east on Drummond to Monroe; thence south on Monroe, east on University, north on Knoblock, east on Mathews, and north on Duck to McElroy; thence east on McElroy, south on Boomer/Main, and east on 6th/Hwy 51 to Perkins Rd; thence south on Perkins Rd, west on 14th, north on Boomer/Main, and west on 12th to Gray; thence north on Gray, east on 7th, north on Adams, and west on 6th/Hwy 51 to the Stillwater Creek where this description begins. This is the only "landlocked" ward.

John W. Bartley, PLLC
623 S. Lewis
Stillwater, OK 74074
TELEPHONE: (405) 269-3377
FAX: (405) 780-7198

October 8, 2025

Stillwater Public Schools
ATTN: Bo Gamble
314 S. Lewis St.
Stillwater, OK 74074

Re: various real estate related matters

Dear Mr. Gamble:

We are pleased to have the opportunity to represent you in the above referenced matter. It is our understanding that the general scope of our representation includes legal research, research of land records, title examinations, negotiations, document preparation, but does not include litigation. Our goal is to provide the highest quality and most efficient legal services possible. Experience has shown that our relationship will be stronger if we begin it with a clear understanding about our fees and their payment. This letter will confirm our earlier discussions and agreements with you regarding our firm's professional fees.

Our hourly rates for lawyers currently is \$225.00 per hour. Our rates for legal assistants is \$50.00 per hour.

It is important that it is understood from the outset that our attorneys fees do not include costs incurred in the course of handling this matter on your behalf, i.e., filing fees, abstract costs, etc. Many of these costs are set by statute or third parties and are beyond our control. Payment of these costs will be your responsibility over and above the amount of our fees and an accounting for these costs will be provided to you.

If an increase in the fee becomes necessary, we will contact you prior to investing additional time in the file and discuss the options available. All time invested by the attorney will be billed at an hourly rate.

We have not requested a retainer from you, but will request that all invoices be paid promptly, and in no event more than thirty (30) days after receipt.

During the course of our discussion with you about handling this matter, we may have provided you with certain estimates of the magnitude of the fees and expenses that will be required for this matter. It is our firm policy to advise all our clients that such estimates are just that, and that the fees and expenses required are ultimately a function of many conditions over which we have little or no control, especially in litigation matters, where the extent of necessary legal services may depend on the degree to which the opposition files various motions and engages in its own discovery.

Once again, we appreciate having the opportunity to serve you. If, from time to time, you have

October 8, 2025

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any questions about any aspect of our agreement or our statements, please feel free to inquire concerning those matters. It is very important that we proceed on a clear and satisfactory basis in our work for you so, if any questions arise, please do not hesitate to contact us.

If for any reason you do not understand this letter, or if you feel it does not accurately reflect our agreement, please contact us immediately. If we do not hear back from you in writing within ten (10) days of the mailing of this letter, we will assume there is an understanding and contract between the parties.

Very truly,

DocuSigned by:



John W. Bartley

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STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Tyler Bridges, Superintendent
DATE: October 14 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 Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 10/1/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
800 CLEARING/SWEEP	\$0.00	\$24,187.98	\$141,990.51	\$22,187.98	\$143,990.51	\$1,048.70	\$142,941.81
801 STUDENT SUPPLIES	\$0.00	\$262,916.14	\$188,875.85	\$179,413.81	\$272,378.18	\$5,555.52	\$266,822.66
802 COURTESY/APPRECIATION FUND	\$0.00	\$1,795.00	\$7,743.17	\$64.99	\$9,473.18	\$110.25	\$9,362.93
803 LIBRARY	\$0.00	\$7,992.70	\$21,985.65	\$1,527.15	\$28,451.20	\$7,305.85	\$21,145.35
805 SITE GENERAL ACTIVITY FUND	\$0.00	\$15,952.01	\$45,466.03	\$10,796.51	\$50,621.53	\$4,157.92	\$46,463.61
806 FACILITY RENTALS	\$0.00	\$0.00	\$9,907.57	\$0.00	\$9,907.57	\$0.00	\$9,907.57
807 SPECIAL EVENTS	\$0.00	\$42,139.41	\$109,323.39	\$18,458.76	\$133,004.04	\$13,260.93	\$119,743.11
812 PARKING FEES	\$0.00	\$12,355.00	\$15,922.81	\$8,272.81	\$20,005.00	\$2,254.89	\$17,750.11
813 LOCKER	\$0.00	\$0.00	\$2,929.60	\$0.00	\$2,929.60	\$0.00	\$2,929.60
814 HUMAN RESOURCES	\$0.00	\$0.00	\$1,380.63	\$558.00	\$822.63	\$0.00	\$822.63
816 PIONEER PANTRY	\$0.00	\$3,302.24	\$34,514.35	\$2,498.51	\$35,318.08	\$0.00	\$35,318.08
817 PERFORMING ARTS CENTER	\$0.00	\$0.00	\$47,151.53	\$986.22	\$46,165.31	\$7,936.41	\$38,228.90
818 WORK KEYS	\$0.00	\$0.00	\$864.00	\$67.50	\$796.50	\$0.00	\$796.50
820 THANKS A LATTE CART	\$0.00	\$0.00	\$1,001.11	\$0.00	\$1,001.11	\$156.00	\$845.11
828 SPECIAL EDUCATION	\$0.00	\$500.00	\$29,636.85	\$408.83	\$29,728.02	\$465.81	\$29,262.21
829 TECHNOLOGY	\$0.00	\$0.00	\$2,672.95	\$0.00	\$2,672.95	\$0.00	\$2,672.95
830 PROFESSIONAL DEVELOPMENT	\$0.00	\$10,157.48	\$13,258.56	\$1,457.31	\$21,958.73	\$4,360.00	\$17,598.73
831 PIONEER BOOK BUS	\$0.00	\$0.00	\$4,621.55	\$0.00	\$4,621.55	\$0.00	\$4,621.55
832 GRADY LAMBERT MEMORIAL LIBRARY	\$0.00	\$0.00	\$6,292.18	\$1,150.00	\$5,142.18	\$938.79	\$4,203.39
833 AFTER SCHOOL PROGRAMS	\$0.00	\$2,600.00	\$25,966.26	\$0.00	\$28,566.26	\$1,452.50	\$27,113.76
834 AFTER SCHOOL CHILDCARE	\$0.00	\$103,926.15	\$379,472.97	\$51,422.29	\$431,976.83	\$212,152.36	\$219,824.47
835 TEACHER OF THE YEAR	\$0.00	\$2,500.00	\$856.35	\$0.00	\$3,356.35	\$0.00	\$3,356.35
836 SUPPORT EMPLOYEE OF THE YEAR	\$0.00	\$1,500.00	\$300.14	\$0.00	\$1,800.14	\$0.00	\$1,800.14
838 SUPERINTENDENT/BOE	\$0.00	\$15,096.62	\$8,448.62	\$3,608.03	\$19,937.21	\$3,835.00	\$16,102.21
839 STILLWATER PUBLIC EDUCATION FOUNDATION GRANTS	\$0.00	\$19,587.12	\$24,416.96	\$15,949.33	\$28,054.75	\$619.99	\$27,434.76
840 OPEN DOORS (INTERNATIONAL FAMILIES PROGRAM)	\$0.00	\$0.00	\$201.65	\$0.00	\$201.65	\$0.00	\$201.65
843 FACILITIES DEPARTMENT	\$0.00	\$39.00	\$3,467.87	\$150.00	\$3,356.87	\$0.00	\$3,356.87
845 REFUGEE SCHOOL IMPACT (RSI)	\$0.00	\$0.00	\$3,996.49	\$0.00	\$3,996.49	\$0.00	\$3,996.49
846 PSO FUND	\$0.00	\$755.28	\$0.00	\$0.00	\$755.28	\$0.00	\$755.28
848 BREW CREW	\$0.00	\$0.00	\$23.69	\$0.00	\$23.69	\$0.00	\$23.69
850 GRANT	\$0.00	\$0.00	\$2,925.36	\$0.00	\$2,925.36	\$75.00	\$2,850.36
851 TEACHER GRANTS	\$0.00	\$0.00	\$2,119.21	\$0.00	\$2,119.21	\$0.00	\$2,119.21
854 SPS STAFF WELLNESS	\$0.00	\$0.00	\$17.52	\$0.00	\$17.52	\$0.00	\$17.52
856 DONATIONS	\$0.00	\$0.00	\$2,735.48	\$0.00	\$2,735.48	\$0.00	\$2,735.48
857 PTA DONATIONS	\$0.00	\$0.00	\$4,850.91	\$0.00	\$4,850.91	\$0.00	\$4,850.91
858 FRIENDS OF LINCOLN ACADEMY	\$0.00	\$2,000.00	\$8,489.98	\$667.64	\$9,822.34	\$979.97	\$8,842.37
859 SUPPORT OF HOMELESS STUDENTS DONATION FUND	\$0.00	\$0.00	\$4,175.99	\$0.00	\$4,175.99	\$0.00	\$4,175.99
860 CLASS OF 1963	\$0.00	\$0.00	\$1,853.00	\$0.00	\$1,853.00	\$0.00	\$1,853.00
865 CHROMEBOOK REPLACEMENT/REPAIR	\$0.00	\$67,690.00	\$2,288.58	\$25.00	\$69,953.58	\$0.00	\$69,953.58
874 ADVANCED ART	\$0.00	\$1,995.00	\$533.12	\$865.37	\$1,662.75	\$0.00	\$1,662.75
876 ART	\$0.00	\$1,935.00	\$956.32	\$0.00	\$2,891.32	\$369.38	\$2,521.94
878 POTTERY	\$0.00	\$1,785.00	\$1,764.90	\$2,048.48	\$1,501.42	\$483.74	\$1,017.68
880 SCIENCE	\$0.00	\$0.00	\$564.09	\$0.00	\$564.09	\$0.00	\$564.09
883 SPEECH & DRAMA	\$0.00	\$2,669.25	\$6,565.85	\$745.62	\$8,489.48	\$672.25	\$7,817.23
885 INSTRUCTIONAL	\$0.00	\$4,845.00	\$16,497.13	\$775.08	\$20,567.05	\$2,169.40	\$18,397.65
901 ACADEMIC TEAM	\$0.00	\$194.00	\$1,181.82	\$0.00	\$1,375.82	\$60.00	\$1,315.82
903 AFRICAN AMERICAN STUDENT ASSOCIATION	\$0.00	\$0.00	\$477.59	\$0.00	\$477.59	\$0.00	\$477.59
904 ART CLUB	\$0.00	\$810.00	\$2,238.74	\$100.00	\$2,948.74	\$1,033.94	\$1,914.80
905 BAND	\$0.00	\$25,873.67	\$125,168.81	\$10,452.40	\$140,590.08	\$46,658.09	\$93,931.99
906 BEST BUDDIES	\$0.00	\$0.00	\$633.15	\$0.00	\$633.15	\$400.20	\$232.95
907 BETA CLUB	\$0.00	\$2,962.00	\$6,498.17	\$0.00	\$9,460.17	\$780.00	\$8,680.17
909 BUSINESS PROFESSIONALS OF AMERICA	\$0.00	\$460.00	\$184.42	\$400.00	\$244.42	\$160.00	\$84.42
912 N/A	\$0.00	\$0.00	\$626.34	\$0.00	\$626.34	\$0.00	\$626.34
915 FCCLA	\$0.00	\$2,065.00	\$2,755.09	\$1,407.99	\$3,412.10	\$1,965.81	\$1,446.29

Stillwater Public Schools Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 10/1/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
916 FFA	\$0.00	\$129,114.00	\$23,891.11	\$15,612.68	\$137,392.43	\$120,376.27	\$17,016.16
917 FRENCH CLUB	\$0.00	\$0.00	\$135.95	\$0.00	\$135.95	\$0.00	\$135.95
924 KEY CLUB	\$0.00	\$0.00	\$32.62	\$0.00	\$32.62	\$0.00	\$32.62
925 MOCK TRIAL	\$0.00	\$210.00	\$292.21	\$0.00	\$502.21	\$50.94	\$451.27
926 MU ALPHA THETA	\$0.00	\$0.00	\$1,125.48	\$0.00	\$1,125.48	\$0.00	\$1,125.48
927 NATIONAL HONOR SOCIETY	\$0.00	\$185.00	\$8,857.35	\$385.00	\$8,657.35	\$60.00	\$8,597.35
930 ORCHESTRA	\$0.00	\$7,065.00	\$38,951.60	\$8,541.35	\$37,475.25	\$19,897.48	\$17,577.77
931 Orchestra Booster Club	\$0.00	\$0.00	\$852.35	\$0.00	\$852.35	\$0.00	\$852.35
932 ROBOTICS	\$0.00	\$22,007.91	\$13,397.77	\$2,562.06	\$32,843.62	\$5,310.23	\$27,533.39
933 PINK OUT WEEK	\$0.00	\$3,666.51	\$0.00	\$0.00	\$3,666.51	\$1,033.44	\$2,633.07
934 PIONEER PEER PARTNERS	\$0.00	\$0.00	\$2,095.65	\$0.00	\$2,095.65	\$0.00	\$2,095.65
936 PLTW	\$0.00	\$1,275.00	\$1,730.55	\$743.34	\$2,262.21	\$0.00	\$2,262.21
937 RUNNING CLUB	\$0.00	\$0.00	\$783.87	\$0.00	\$783.87	\$0.00	\$783.87
938 SCIENCE CLUB	\$0.00	\$0.00	\$3,832.62	\$0.00	\$3,832.62	\$5.99	\$3,826.63
940 SIGN LANGUAGE CLUB	\$0.00	\$0.00	\$179.54	\$0.00	\$179.54	\$0.00	\$179.54
941 SMS SINGERS	\$0.00	\$2,815.00	\$11,987.57	\$4,327.42	\$10,475.15	\$1,864.00	\$8,611.15
942 SPANISH CLUB	\$0.00	\$0.00	\$859.60	\$0.00	\$859.60	\$0.00	\$859.60
944 SPECIAL EDUCATION TRANSITION	\$0.00	\$413.00	\$10,491.57	\$442.04	\$10,462.53	\$4,875.00	\$5,587.53
945 STILLWATER MAKES A CHANGE	\$0.00	\$993.44	\$114.94	\$0.00	\$1,108.38	\$0.00	\$1,108.38
946 STUDENT COUNCIL	\$0.00	\$2,080.00	\$12,514.82	\$515.93	\$14,078.89	\$664.25	\$13,414.64
947 TECHNOLOGY STUDENT ASSOCIATION	\$0.00	\$275.00	\$1,282.98	\$0.00	\$1,557.98	\$0.00	\$1,557.98
948 THEATER PERFORMANCE	\$0.00	\$888.75	\$83,300.36	\$1,723.51	\$82,465.60	\$15,960.16	\$66,505.44
949 VOCAL MUSIC	\$0.00	\$3,620.00	\$40,827.08	\$2,261.34	\$42,185.74	\$5,504.50	\$36,681.24
951 YEARBOOK	\$0.00	\$5,969.63	\$40,141.69	\$19,200.01	\$26,911.31	\$5,452.64	\$21,458.67
952 YOUNG DEMOCRATS CLUB	\$0.00	\$0.00	\$270.22	\$0.00	\$270.22	\$0.00	\$270.22
953 N/A	\$0.00	\$0.00	\$534.49	\$0.00	\$534.49	\$0.00	\$534.49
960 SR. CLASS OF 2028	\$0.00	\$2,300.00	\$2,030.00	\$0.00	\$4,330.00	\$0.00	\$4,330.00
961 SR. CLASS OF 2027	\$0.00	\$1,841.00	\$7,135.99	\$0.00	\$8,976.99	\$0.00	\$8,976.99
962 SR. CLASS OF 2026	\$0.00	\$1,760.00	\$7,502.75	\$0.00	\$9,262.75	\$3,230.00	\$6,032.75
964 ESPORTS CLUB	\$0.00	\$0.00	\$773.84	\$0.00	\$773.84	\$0.00	\$773.84
965 GENDER & SEXUALITY ALLIANCE (GSA)	\$0.00	\$0.00	\$269.72	\$0.00	\$269.72	\$0.00	\$269.72
970 ALL SPORTS	\$0.00	\$93,885.65	\$150,197.44	\$97,797.23	\$146,285.86	\$55,964.30	\$90,321.56
971 STADIUM CONCESSIONS	\$0.00	\$11,118.85	\$62,715.52	\$12,391.38	\$61,442.99	\$13,154.91	\$48,288.08
972 STATE PLAYOFFS	\$0.00	\$1,255.00	\$10,170.38	\$0.00	\$11,425.38	\$500.00	\$10,925.38
973 BASEBALL	\$0.00	\$0.00	\$0.26	\$0.00	\$0.26	\$0.00	\$0.26
974 BASKETBALL (BOYS)	\$0.00	\$0.00	\$1,129.00	\$0.00	\$1,129.00	\$0.00	\$1,129.00
975 BASKETBALL (GIRLS)	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
976 CHEERLEADERS	\$0.00	\$15,423.00	\$1,641.63	\$0.00	\$17,064.63	\$8,250.76	\$8,813.87
977 CROSS COUNTRY	\$0.00	\$0.00	\$7,629.99	\$0.00	\$7,629.99	\$400.00	\$7,229.99
978 FOOTBALL	\$0.00	\$866.00	\$2,778.73	\$1,188.00	\$2,456.73	\$0.00	\$2,456.73
979 GOLF (BOYS)	\$0.00	\$0.00	\$225.91	\$0.00	\$225.91	\$0.00	\$225.91
980 GOLF (GIRLS)	\$0.00	\$0.00	\$347.27	\$0.00	\$347.27	\$0.00	\$347.27
981 POM	\$0.00	\$350.00	\$11,047.20	\$5,908.78	\$5,488.42	\$0.00	\$5,488.42
982 SOCCER (BOYS)	\$0.00	\$0.00	\$7.70	\$0.00	\$7.70	\$0.00	\$7.70
983 SOCCER (GIRLS)	\$0.00	\$0.00	\$433.13	\$0.00	\$433.13	\$0.00	\$433.13
984 SWIMMING	\$0.00	\$0.00	\$1,579.60	\$0.00	\$1,579.60	\$720.05	\$859.55
985 TENNIS (BOYS)	\$0.00	\$0.00	\$1,875.78	\$0.00	\$1,875.78	\$0.00	\$1,875.78
986 TENNIS (GIRLS)	\$0.00	\$0.00	\$2,085.00	\$0.00	\$2,085.00	\$0.00	\$2,085.00
987 TRACK (BOYS)	\$0.00	\$0.00	\$2,673.00	\$0.00	\$2,673.00	\$0.00	\$2,673.00
988 TRACK (GIRLS)	\$0.00	\$0.00	\$2,768.00	\$0.00	\$2,768.00	\$0.00	\$2,768.00
989 VOLLEYBALL	\$0.00	\$0.00	\$516.50	\$0.00	\$516.50	\$0.00	\$516.50
990 WRESTLING	\$0.00	\$0.00	\$119.10	\$0.00	\$119.10	\$0.00	\$119.10
991 SOFTBALL	\$0.00	\$0.00	\$1,163.30	\$0.00	\$1,163.30	\$689.97	\$473.33
995 PIONEER PLAYDAY	\$0.00	\$58,364.09	\$190,633.90	\$8,809.40	\$240,188.59	\$0.00	\$240,188.59
996 L. ALLRED GOLF SCHOLARSHIP	\$0.00	\$1,000.00	\$20,500.00	\$21,500.00	\$0.00	\$0.00	\$0.00
997 W. WELCH WRESTLING SCHOLARSHIP	\$0.00	\$0.00	\$2,645.00	\$0.00	\$2,645.00	\$0.00	\$2,645.00
998 RAYMOND ESTES SCHOLARSHIP	\$0.00	\$0.00	\$5,895.60	\$0.00	\$5,895.60	\$0.00	\$5,895.60

Stillwater Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 10/1/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
999 MATT FOSTER MEMORIAL	\$0.00	\$0.00	\$830.00	\$0.00	\$830.00	\$0.00	\$830.00
Total	\$0.00	\$1,011,827.88	\$2,126,596.09	\$540,375.08	\$2,598,048.89	\$585,383.59	\$2,012,665.30



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Tyler Bridges, Superintendent
DATE: October 14 2025

AGENDA ITEM:

Annual Activity Account Fund Raising Projects for FY 2025-2026

BOARD ACTION REQUESTED:

Motion to Approve Annual Activity Account Fund Raising Projects for FY 2025-2026

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.

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2025-26 Sponsor Name: Paula Sheppard FCCLA
Name of Activity Fund: FCCLA Bake Sale Account No:

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

Bake Sale after school in the cafeteria (FCCLA members bring baked goods) area.

PURPOSE OF RAISING FUNDS:

Raise money for United Way

FUNDRAISER DATES: START 10/27/25 END 10/31/25

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 300.00 - EST. EXP. 0 = EST. PROFIT 300.00

Paula Sheppard SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Johanna Hayes PRINCIPAL AUTHORIZATION

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: 25-26 Sponsor Name: Rebecca Palmatary
Name of Activity Fund: SJHS Cheer Account No: 976

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

Concessions @ High Football games

PURPOSE OF RAISING FUNDS:

offset cost of competitions

FUNDRAISER DATES: START 9/25 END 11/25

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 1500 - EST. EXP. 0 = EST. PROFIT 1500

Sponsor Signature: Rebecca Palmatary

Principal Authorization: [Signature]

Athletic Director Authorization (applicable only if athletic fundraiser)

Board of Education Approval Date

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

Sponsor Signature

Financial Secretary Signature

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Rebecca Palmatay

Name of Activity Fund: SJHS Cheer Account No: 976

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

Eats Night at local businesses

PURPOSE OF RAISING FUNDS:

Offset costs of competitions

FUNDRAISER DATES: START 8/25 END 5/26

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 1000 - EST. EXP. 0 = EST. PROFIT 1000

Sponsor Signature: [Handwritten Signature]

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: [Handwritten Signature]

PRINCIPAL AUTHORIZATION

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: 25-26 Sponsor Name: Krissi Morton

Name of Activity Fund: Jr. Class Account No: 961

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

Face painting at SHS sporting events

PURPOSE OF RAISING FUNDS:

Provide funds to host the 2026 prom for Stillwater High School.

FUNDRAISER DATES: START 09/23/2025 END 04/29/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. \$ 50.00 = EST. PROFIT \$ 950.00

Krissi Morton SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Walter B. Hamill PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Krissi Morton

Name of Activity Fund: Jr. Class Account No: 961

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

Fall Carnival including trunk r treat, carnival games, etc.

PURPOSE OF RAISING FUNDS:

Provide funds to host the 2026 prom for Stillwater High School.

FUNDRAISER DATES: START 10/31/2025 END 11/02/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. \$ 50.00 = EST. PROFIT \$ 950.00

Sponsor Signature: Krissi Morton

Principal Authorization: Walter R. Handberg

Athletic Director Authorization (applicable only if athletic fundraiser)

Board of Education Approval Date

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

Sponsor Signature

Financial Secretary Signature

FUNDRAISER REQUEST

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

Reporting School Year: 2025 Sponsor Name: B. Bowman

Name of Activity Fund: Vocal Music Account No: 949

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

Donation Drive at Fall Choir Concert

PURPOSE OF RAISING FUNDS:

Student Travel, contest fee's, music, apparel

FUNDRAISER DATES: START 10/13/25 END 10/14/25

ACOUNT OF MONEY TO BE RAISED:

EST. INC. \$3,000 - EST. EXP. 0 = EST. PROFIT \$3,000

Brandon M. Bowman SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Johnna Hayes PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2025 Sponsor Name: B. Bowman

Name of Activity Fund: Vocal Music Account No: 949

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

Business/Community Partner Donation/Sponsorship

PURPOSE OF RAISING FUNDS:

Student Travel, contest fee's, music, apparel

FUNDRAISER DATES: START 10/13/25 END 11/14/25

ACOUNT OF MONEY TO BE RAISED:

EST. INC. \$5,000 - EST. EXP. 0 = EST. PROFIT \$4,000

Brandon M. Bowman SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2025 Sponsor Name: B. Bowman

Name of Activity Fund: Vocal Music Account No: 949

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

Donation Drive at Winter Choir Concert

PURPOSE OF RAISING FUNDS:

Student Travel, contest fee's, music, apparel

FUNDRAISER DATES: START 12/15/25 END 12/17/25

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$4,000 - EST. EXP. 0 = EST. PROFIT \$4,000

Sponsor Signature: Brandon M. Bowman

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: Ryan B. L.

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Rebecca Palmatary

Name of Activity Fund: Rebatics Account No: 932

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

Parking at Sprouts for Home OSU games

PURPOSE OF RAISING FUNDS:

Cover fees & costs.

FUNDRAISER DATES: START 8/28/25 END 12/30/25

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 5000 - EST. EXP. 3,00 = EST. PROFIT 4,700

Rebecca Palmatary
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

James Vester
PRINCIPAL AUTHORIZATION

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

RECEIVED SEP 03 2025

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 25-26 Sponsor Name: Rebecca Palmatay
Name of Activity Fund: Pioneer Robotics Account No: 932

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

Eats Nights at local businesses

PURPOSE OF RAISING FUNDS:

Offset costs of competitions

FUNDRAISER DATES: START 8/25 END 5/26

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 1000 - EST. EXP. 0 = EST. PROFIT 1000

Sponsor Signature: [Handwritten Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: [Handwritten Signature]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Tyler Bridges, Superintendent
DATE: October 14 2025

AGENDA ITEM:

Annual Activity Fund Planning and Approval Packages for FY 2025-2026

BOARD ACTION REQUESTED:

Motion to Approve Annual Activity Fund Planning and Approval Packages for FY 2025-2026

BACKGROUND INFORMATION:

Our auditor has stated that the Board of Education, at the beginning of each fiscal year, should approve all Activity Fund Sub-accounts and the purposes for which monies collected can be expended. They have further recommended that this be done in the following manner:

“Written documents should be prepared for each of the District’s Activity Funds on an annual basis.... These documents should outline the appropriate collections and acceptable expenditures for every Activity Fund Subaccount....”

The attached Annual Activity Fund Planning and Approval Package (Policy CFB-E1) provides the purpose of the account, the source(s) of income, and planned expenses. In addition, the package includes a Fund Subaccount Budget for 2025-2026, a Report on the Prior Year Fund Subaccount Budget, and Fundraiser Request for 2025-2026.

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2025-2026 Sponsor Name: Keaton Erskine

Name of Activity Fund: ESports Club Account No: 964

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	KE
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	KE
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	KE
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	KE

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2025-2026 SITE: High School

ACCOUNT NAME: 964 ESports Club

PURPOSE

The purpose of the esports activity fund is to provide dedicated financial support for the school's esports program. This fund will be used to cover the essential costs associated with maintaining a competitive esports team.

SOURCE(S) OF INCOME

Dues/Fees, Donations

PLANNED EXPENSES

Dues/Fees/Registrations, Refreshments, Celebrations/Awards, Building Rental, Travel Expenses, Supplies

SPONSOR NAME

Keaton Erskine

SIGNATURE

KE

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter Howell

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: _____

ACCOUNT NUMBER: 964

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026 Sponsor Name: Keaton Erskine

Name of Activity Fund: ESports Club Account No: 964

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues/Fees	\$ 400.00	
Donations	\$ 400.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 800	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 800	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Dues/Fees/Registrations	\$ -150	
Refreshments, Celebrations/Awards	\$ -50.00	
Supplies	\$ -200.00	
Building Rental	\$ -200.00	
Travel Expenses	\$ -200	
_____	\$ _____	
Total Expenditures:	\$ -800	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 0	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2025-2026 Sponsor Name: Keaton Erskine

Name of Activity Fund: ESports Club Account No: 964

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

NO fundraisers listed.

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START END

ACCOUNT OF MONEY TO BE RAISED:

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

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Walter Howell PRINCIPAL AUTHORIZATION

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

Keaton Erskine SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Tyler Bridges, Superintendent
DATE: October 14 2025

AGENDA ITEM:

Sanctioned Accounts for FY 2025-2026

BOARD ACTION REQUESTED:

Motion to Approve Annual Sanctioned Accounts for FY 2025-2026

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.

RECEIVED AUG 29 2025

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: 8/25/25 Select One: Initial Application _____ Renewal X
Name of Sanctioned Organization: Stillwater Middle School PTO
Official Mailing Address for the organization: 2200 S. Sangre Rd Stw OK 74074
Organization's Taxpayer I.D. Number: 92-0633318

Organization President

Name: Holly Watson
Phone: 702-428-7828
Email: Hollye.watson@ptro.com

Organization Treasurer

Name: Becky Ehrlich
Phone: 405-269-1575
Email: beckyEhrlich@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: To support faculty, staff, and students at stillwater middle school

Organizations's Website and/or Social Media Accounts: facebook - stillwater middle school PTO

(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.)

RECEIVED AUG 29 2025

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

Holly Watson / President
Organization/Representative/Office Name and Position (printed)

Holly Watson
Signature

8/21/25
Date

School Faculty Sponsor / Athletic Coach Name (printed)

Ron R
Signature

8/21/25
Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Stillwater Middle School PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 24-25

Beginning Cash Balance, July 1, 2024 \$ 13,115.63 ✓

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>34,140.89</u>
Donations	\$ _____
Parent/Student Contributions	\$ _____
Other (list):	\$ _____
<u>Bank rewards</u>	\$ <u>60.</u>
_____	\$ _____
_____	\$ _____
Total Collections	\$ <u>34,200.89</u>

Expenditures:

Fundraising Expenses	\$ <u>11,762.54</u>
Other (list):	\$ _____
<u>Clubs</u>	\$ <u>2715.56</u>
<u>PTO Admin items</u>	\$ <u>844.26</u>
<u>School Equip</u>	\$ <u>15087.74</u>
<u>Teacher Appreciation</u>	\$ <u>10431.97</u>
<u>Account fees</u>	\$ <u>861.00</u>
_____	\$ _____
_____	\$ _____
Total Expenditures	\$ <u>41,702.77</u>

Ending Cash Balance, June 30, 2025 \$ 5784.34 ~~\$ 5613.75~~

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

Representative/Officer: Taurean Duttart Date: 8/21/25

Title: President

Received and reviewed by Chief Financial Officer:
Name/Title: _____ Date: _____

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Stillwater Middle School PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR _____

Beginning Cash Balance, July 1, 2025 \$ 5,613.75

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>30,000</u>
Donations	\$ <u>5,000</u>
Parent/Student Contributions	\$ _____
Other (list):	\$ _____
<u>Bank rewards</u>	\$ <u>600</u>
_____	\$ _____
_____	\$ _____

Total Collections \$ 35,613.75

Expenditures:

Fundraising Expenses	\$ <u>10,000</u>
Other (list):	\$ _____
<u>School Equipment</u>	\$ <u>5,000</u>
<u>Teacher Appreciation</u>	\$ <u>10,000</u>
<u>PTO Admin expenses</u>	\$ <u>1,000</u>
<u>Clubs</u>	\$ <u>5,000</u>
<u>Account fees</u>	\$ <u>1,000</u>
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 32,000

Ending Cash Balance, June 30, _____ \$ 8,613.75

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: Holly Watson Date: 8/21/25

Title: President

Received and reviewed by Chief Financial Officer: _____

Name/Title: _____ Date: _____

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
INDEPENDENT REVIEW CERTIFICATION

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

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

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

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

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2024-25 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: Holly Watson

Date: 8/29/25

Representative: Taurean Duffart

Date: 9/1/25

Representative: Becky Ehrlich

Date: 9/2/25

Representative: Kelly C. Harris-Allen

Date: 9.2.25

Representative: _____

Date: _____



MEMBER CERTIFICATE OF INSURANCE

12/06/2024

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Named Insured Member (mailing address):

Stillwater Middle School PTO
Amy Black or Current Officer
2200 S. Sangre Road
Stillwater, OK 74074

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 742946
Dallas, TX 75374-2946

Producer Name

AIM Association Insurance
Management, Inc.
P.O. Box 742946
Dallas, TX 75374-2946

Named Insured Member (physical address):

2200 S. Sangre Road
Stillwater, OK 74074

Insured #: OK093824

Table with 5 columns: Coverage, Policy #, Effective Dates, Deductible, Limits of Insurance. Rows include General Liability and Directors and Officers with various sub-limits and retroactive dates.

Certificate Holder:

Proof of Insurance

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE

Handwritten signature of E.B. Allen

APPLICATION FOR SANCTIONING
Due Annually on July 5

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: July 7, 2025 Select One: Initial Application _____ Renewal X
 Name of Sanctioned Organization: Stillwater Touchdown Club
 Official Mailing Address for the organization: PO Box 1293 Stillwater, OK 74076
 Organization's Taxpayer I.D. Number: 20-5447019

Organization President

Name: Bonnie Dudgeon
 Phone: 405-762-1376
 Email: bonnielle7@gmail.com

Organization Treasurer

Name: Lori Hatfield
 Phone: 405-747-7304
 Email: lhatfield@stillwaterlife.org

Organization's Purpose, Goals, and the Benefit to District Students: TDC purpose is to offset expenses for equipment & non-durable goods for the Stillwater Football program. Our provisions provide for all 7-12th grade football participants

Organizations's Website and/or Social Media Accounts: Facebook only - Stillwater Football Touchdown Club

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

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

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

Applicant agrees that any legal or audit expenses incurred by Stillwater Public Schools related to the sanctioned organization will be billed to and paid for by the sanctioned organization.

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

APPLICATION FOR SANCTIONING (Cont.)

Instructions for Completing Application:

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

Chief Financial Officer
 314 S. Lewis
 Stillwater, OK 74074

6. Signing this form certifies that you agree to attend mandatory district training

Lori B. Hatfield / Treasurer
 Organization Representative/Office Name and Position (printed)

Lori B. Hatfield
 Signature

July 7, 2025
 Date

Chad Cawood
 School Faculty Sponsor / Athletic Coach Name (printed)

Chad Cawood
 Signature

7-7-25
 Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Stillwater Touchdown Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-25

Beginning Cash Balance, July 1, 2024 \$ 12,153.15 ✓

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>74,529.92</u>
Donations - Business Sponsors	\$ <u>7,304.00</u>
Parent/Student Contributions -	\$ <u>3,550.00</u>
Other (list):	
<u>Cash Box</u>	\$ <u>700.00</u>
<u>Cowboy Clash</u>	\$ <u>850.00</u>
	\$ _____

Total Collections \$ 86,1934.86

Expenditures:

<u>Team Meals - food, drink, etc.</u>	\$ <u>32,467.26</u>
<u>Cash Box w/d - concessions/gate</u>	\$ <u>1,700.00</u>
<u>Equipment</u>	\$ <u>31,080.21</u>
<u>Club Admin Costs</u>	\$ <u>1,556.22</u>
<u>Athletic Trainers</u>	\$ <u>2,687.03</u>
<u>Camps/tour. / Scrimmages</u>	\$ <u>6,996.00</u>
<u>Banquets</u>	\$ <u>4,725.25</u>
	\$ _____
	\$ _____

Total Expenditures \$ 86,211.97

Ending Cash Balance, June 30, 2025 \$ 12,876.04 ✓

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: Kevin B Hatfield Date: 7-7-2025

Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: _____ Date: _____

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Stillwater Touchdown Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-26

Beginning Cash Balance, July 1, _____ \$ 12,876.04
KKW

Collections:		
Fundraiser, Merchandise Sales, Etc.	\$	<u>40,500.00</u>
Donations	\$	<u>10,000.00</u>
Parent/Student Contributions	\$	<u>61,200.00</u>
Other (list):	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

Total Collections _____ \$ 56,700.00

Expenditures:		
Fundraising Expenses	\$	_____
Other (list):		
<u>Meals, drink, concession food</u>	\$	<u>25,000.00</u>
<u>Tournament exp.</u>	\$	<u>10,700.00</u>
<u>Club expenses</u>	\$	<u>5,000.00</u>
<u>Banquet</u>	\$	<u>5,000.00</u>
<u>Awards</u>	\$	<u>2,000.00</u>
<u>Equipment</u>	\$	<u>6,000.00</u>
_____	\$	_____
_____	\$	_____

Total Expenditures _____ \$ 53,700
KKW

Ending Cash Balance, June 30, _____ \$ 15,876.04
KKW

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: Jane B. Hatfield Date: 7-7-2025

Title: _____

Received and reviewed by Chief Financial Officer:
Name/Title: Christie Keady Date: 10/1/25

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: Claire Edwards Date: 9-3-25

Representative: C. Williams Date: 9-3-25

Representative: Eric Reynolds Date: 9-3-25

Representative: S. Hill Date: 9.3.25

Representative: _____ Date: _____



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Angela Rhoades, Assistant Superintendent
APPROVED BY: Mr. Tyler Bridges, Superintendent
DATE: October 14, 2025

AGENDA ITEM:

Educational Services FY 2025-2026 Contracts and Agreements:

- 1) CASA for Kids (Student Support Services)
- 2) Golden Steps (Applied Behavior Analysis Therapy)
- 3) Oklahoma State University Department of Nutritional Sciences (Student Internship Affiliation Agreement)

BOARD ACTION REQUESTED:

Motion to Approve Contracts for 2025-2026.

BACKGROUND INFORMATION:

NEW Contracts & Agreements:

New Contract - Annual Renewal, No Cost to SPS

1) CASA for Kids

The purpose of this Memorandum of Understanding (MOU) is to establish a partnership between SPS and CASA for Kids (Court Appointed Special Advocates). CASA provides trained volunteers who advocate for children involved in the child welfare and court systems. This collaboration will strengthen communication and coordination between CASA advocates and district staff to better support students affected by abuse, neglect, or family instability. Through this MOU, both organizations agree to share appropriate information, within legal and confidentiality guidelines, to ensure students receive the educational and emotional supports they need to succeed. This contract is valid from October 15, 2025, through June 30, 2026.

New Contract - Annual Renewal, No Cost to SPS

2) Golden Steps Applied Behavior Analysis Therapy

This agreement allows Golden Steps staff to enter SPS school buildings for the purpose of observation and consultation related to children who are their clients. This service is not billable to the district. Golden Steps staff works with school staff to develop plans that address behaviors in the school setting. This contract is valid from October 14, 2025, through June 30, 2026.

New Contract - Annual Renewal, No Cost to SPS

3) Oklahoma State University Department of Nutritional Sciences Student Internship Affiliation Agreement

This agreement between OSU and Stillwater Public Schools concerns the placements of students enrolled in the programs served by the Department of Nutritional Sciences within Stillwater Public Schools to complete their required field / clinical experiences as part of their degree program. The students will be required to submit a cleared background check and complete all district-required training. This contract is valid from October 14, 2025, through June 30, 2026.

Stillwater Public Schools

Behavioral Therapy Services Agreement

School Year 2025-2026

This Agreement is entered into on the 14th day of October by and between Independent School District No.16 of Payne County, Oklahoma ("District") and Golden Steps ABA ("Provider"), together referred to as the Parties.

RECITALS:

WHEREAS, the District and Provider desire to enter into a service agreement mutually advantageous to both parties.

WHEREAS, the District agrees to allow access to school-based Applied Behavioral Analysis behavioral therapy services from the Provider for private insurance-eligible students for the 2025-2026 school year at District's elementary and secondary schools.

WHEREAS, Provider desires to provide school-based behavioral therapy services and family support services under the terms and conditions of this Agreement and pursuant to private (non-school) compensation arrangements herein referenced.

NOW, THEREFORE, the parties agree as follows:

1. Provider shall designate Provider Employee(s) to deliver behavioral therapy to students and consultation services to staff at the assigned schools. The Provider Employee will possess licensure as a Board-Certified Behavior Analyst or be under supervision of a Board-Certified Behavior Analyst in preparation for licensure in the State of Oklahoma.
2. The Provider Employee, with parent permission, will provide services to eligible District students, that include Applied Behavioral Analysis Therapy, case management, and (as relevant to services) attendance of student-focused meetings- all of which are subject to the expectations of the Special Services Office and/or the principal of the school to:
 - a. Determine specific school based therapeutic needs in collaboration with special education administrators, building level administrators, parent/guardians, provider Board Certified Behavior Analyst, and classroom staff members , to plan appropriate therapies and activities, and assess, modify and improve services provided to each student as dictated by the student's individual needs and consistent with the terms of this Agreement;
 - b. Orient, train and consult with professional and nonprofessional staff in treatment techniques that can be used in the classroom;
 - c. Provide verbal and/or written reports to the District on a mutually agreeable schedule;
 - d. Provide in-service training for staff and families as mutually agreed upon by Parties to this Agreement;

3. In the event that the Provider Employee providing services under this Agreement is not providing services in accordance with the stated direction of the Special Services Office and/or the principal, the designated Provider administrative representative will be contacted. In the event that said issues are not resolved, Provider will, upon written request by the District, immediately remove Provider's Employee from the school. In addition, all issues Provider's Employees have will be managed through Provider and not the District.
4. Provider is an independent contractor and acknowledges and agrees that Provider's Employees are employees of Provider and not the District. Nothing in this Agreement shall be construed to constitute the Provider as an agent or employee of District, nor shall anything contained in this Agreement be construed to constitute the District as an agent of the Provider. All wages, taxes, benefits and other employment-related expenses and duties associated with the Provider 's Employee are the sole responsibility of Provider.
5. Services under this Agreement will extend from October 14, 2025 to June 30, 2026. The Provider Employee will provide services at the assigned school site only during school hours; upon appointment, when the particular school is in session according to the District's 2025-2026 school calendar. Provider must have parent permission to provide services during the school day and Provider is solely responsible for obtaining parent permission in writing.
6. Provider will maintain all records, logs and documentation, including progress notes, prepared by the Provider Employee concerning students in compliance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable state and federal laws regarding the confidentiality of student information.
7. Provider agrees to and shall defend, indemnify and hold the District, its officers, administrators, board members, employees, agents, assigns and attorneys harmless from and against any and all liability, loss or expense, including reasonable attorneys' fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Provider, its officers, agents, employees, or contractors.
8. The Provider agrees to maintain the confidentiality of students as identified in 20 U.S.C. § 1232g Federal Education Right to Privacy Act (FERPA). Failure to comply, may result in the termination of this agreement as outlined in section 16 of this agreement.
9. Provider agrees that prior to entering into this Agreement, Provider has obtained a Commercial General Liability ("CGL") insurance policy and Professional Liability insurance policy (PL) insuring Provider in an amount not less than \$1,000,000.00 for each occurrence, at its own expense, and will provide written proof of such coverage, upon request.
10. Further, Provider affirms that its employees and any subcontractor who will be on District property and acting on behalf of Provider in performance of this Agreement are covered by Workers Compensation Insurance and shall in no event be entitled to any such coverage from the District.

11. Provider Employees will operate in accordance with the applicable federal and state laws and regulations and District policies, rules, regulations and applicable guidance. District special education administrators will supervise the day-to-day provision of these services.
12. The District and Provider agree that student safety is a top priority. In an effort to protect student safety, Provider agrees that it will neither hire nor assign any individual whether as, officer, agent, employee, or contractor, who has been convicted of a felony or who has been convicted of any crime involving moral turpitude. Provider shall submit written proof to the District's Special Services Office that all applicable Provider Employees have passed background checks and had training in universal precautions, CPR and first aid, prior to entering any school to provide services pursuant to this Agreement. The District Special Services Office shall thereafter submit a list of approved Provider Employees who have met these criteria to the assigned school. All Provider Employees must have in their possession, at all times, a current photo ID which identifies them as a staff member of Provider. If, at any time, a Provider Employee demonstrates actions which are inappropriate and create a disruption within the school, the principal may request them to leave and discontinue allowing them to see the student during the school day.
13. Before providing services to a particular student on school property, Provider must provide proof that they have sought and obtained written permission from the student's parent/guardian. Provider Employees may see a student only at the time specified by the principal. Provider shall insure that the Special Services Office has a current list of all students being served by the Provider.
14. A designation of Services by the Provider or a Provider Employee may not be written into a student's IEP or 504 Plan.
15. Provider acknowledges District's COVID-19 requirements for District's staff and for Provider Employees when on District campuses. Provider agrees that its employees; shall not enter any District site without checking their temperature to ensure a temperature below 100.4(F); have not tested positive for COVID-19; and have not, to their knowledge, been exposed to a person with COVID-19. Provider also agrees to adhere to District's mask requirements for individuals present at its sites as well as requirements for physical distancing and disinfection.
16. The Special Services Office will design a program review component with Provider to assess the guidelines and processes related to the delivery of services pursuant to this Agreement.
17. Either Provider or the District may choose to discontinue services during the term of this Agreement for any reason with 30 (thirty) calendar days' written notice. Any such termination of this Agreement by the District may be effectuated by the Superintendent of the District or the Superintendent's designee.
18. No failure or delay in the exercise of any right, remedy, power or privilege hereunder

shall operate as a waiver thereof, and no single or partial exercise of any right, remedy, power or privilege hereunder shall preclude any other or further exercise thereof or the exercise of any other right, remedy, power or privilege. The rights, remedies, powers and privileges herein provided are cumulative and not exclusive of any rights, remedies, powers and privileges provided by law or in equity.

19. Provider, under no circumstances, will bill or attempt to bill the District for any services provided. All Provider compensation will be arranged through the student's private insurance carrier. The district will not bill or attempt to bill provider or private insurance company for any supervision that may be provided by school employed Board Certified Behavior Analyst.

20. THIS CONTRACT IS NOT ASSIGNABLE, AND THE OBLIGATIONS OF THIS CONTRACT MAY NOT BE SUBCONTRACTED OR OTHERWISE DELEGATED TO OTHERS.

21. This Agreement constitutes the entire agreement of the parties with respect to the subject matter, and may be amended only in a writing signed by both Parties.

IN WITNESS WHEREOF, the District and Provider have executed this Agreement on the day and year, first above written.

INDEPENDENT SCHOOL DISTRICT
NO. 16 OF PAYNE COUNTY, OKLAHOMA

GOLDEN STEPS ABA

President, Board of Education

Leigh Fernandez

DATE

09/23/2025

DATE

**Oklahoma State University
College of Education and Human Sciences
Memorandum of Understanding (MOU)**

I. PURPOSE

This memorandum of understanding between Oklahoma State University, herein referred to as the “UNIVERSITY” and Stillwater Public Schools, herein referred to as “COMMUNITY PARTNER,” sets out the terms and conditions of their proposed collaboration set forth this 10th day of September, 2025.

WHEREAS, COMMUNITY PARTNER is a facility capable of providing a positive experience for University students engaged in service learning;

and

WHEREAS, the UNIVERSITY is committed to collaborating with communities for the mutually beneficial exchange of knowledge and resources;

and

WHEREAS, the UNIVERSITY and COMMUNITY PARTNER share a joint interest in serving residents of Stillwater by increasing access to nutritious food, healthy dietary practices, and research-informed nutrition information;

NOW THEREFORE, the parties agree to the terms of this MOU as follows.

II. REPRESENTATION AND COORDINATION

Each party will appoint official contacts to coordinate the activities described in this MOU.

	COMMUNITY PARTNER	UNIVERSITY
Name:	Elizabeth McBee	Harriet E.T. Okronipa
Title:	Director of Federal and OSU Programs	Assistant Professor; Department of Nutritional Sciences
Agency:	Stillwater Public Schools	Oklahoma State University
Address:	314 S Lewis	417 Nancy Randolph Davis
City/State/Zip:	Stillwater, OK 74074	Stillwater, OK 74078
Phone:	405-707-5026	405-744-5044
Email:	emcbec@stillwaterschools.com	harriet.okronipa@okstate.edu

III. RESPONSIBILITIES

During the extent of the collaboration described in this MOU, the parties agree to complete the following actions and provide the following resources.

The UNIVERSITY will require students enrolled in NSCI 4632, Community Nutrition 1 (Fall semester) and NSCI 4633 Community Nutrition 2 (Spring semester) to complete a service-learning project in collaboration with the COMMUNITY PARTNER. Over the course of two semesters, a team of 3-4 students

will be assigned to collaborate with the COMMUNITY PARTNER to complete a population-based nutrition needs assessment specific to the COMMUNITY PARTNER's clients and programming recommendations, as well as the creation and compilation of original educational materials and/or programs tailored to the COMMUNITY PARTNER's clients' context and needs.

The COMMUNITY PARTNER will support students' work by introducing assigned students to their organization and clients, identify a topic for student activities described in this MOU, facilitate necessary data collection efforts by students, supervise all relevant student activities conducted at the COMMUNITY PARTNER's location or with the COMMUNITY PARTNER's clients and/or staff, and provide regular feedback to the UNIVERSITY representative (including assessments of student work and behavior). As part of these efforts, the COMMUNITY PARTNER will provide students with any necessary initial and ongoing training related to personal safety, confidentiality, and other topics relevant to student activities described in this MOU.

The UNIVERSITY agrees to provide a verifiable Oklahoma State Bureau of Investigation (OSBI) background check that has been completed within one academic year, or have the COMMUNITY PARTNER complete a background check at the cost of \$22.00 per student. A copy of the cleared background check must be on file in the COMMUNITY PARTNER'S Federal and OSU Programs office before students start working with any of the COMMUNITY PARTNER'S students or staff.

IV. SCOPE AND LIMITATIONS

The terms and conditions listed in this MOU shall apply to all activities related to the project described herein, with the exception of weather or safety issues preventing participation.

V. LIABILITY

UNIVERSITY does not waive its sovereign immunity as established in the Governmental Tort Claims Act, 51 O.S. § 151 et seq., and nothing contained in this agreement should be interpreted as such a waiver.

VI. TERMS OF UNDERSTANDING

Term and Renewal

The term of this MOU shall begin on the effective date of this agreement and continue until June 30, 2026 unless one or both parties elect to modify or terminate this MOU as set forth herein. In the event of termination, any students who are currently collaborating with COMMUNITY PARTNER will be allowed to complete their assignment.

Modification of MOU

Modification to this MOU will be documented in writing and agreed to in writing by both parties.

Termination

Either organization may terminate this MOU without penalty or further liability upon sixty (60) days written notice to the other party.

Authorization

This MOU shall take effect upon signing by both parties and will remain in effect unless and until modified or terminated.

COMMUNITY PARTNER

Roberta Douglas
President, Stillwater Public Schools Board of
Education

Signature/Date

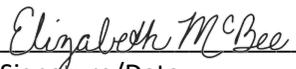
UNIVERSITY

Jeanette Mendez, Ph.D.
Provost and Senior Vice President

 9/3/25

Signature/Date

Elizabeth McBee
Federal and OSU Programs Contact

 09/04/2025

Signature/Date

MEMORANDUM OF UNDERSTANDING: CASA for Kids
School Year 2025-2026 -

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into on Oct. 15, 2025 by and between Stillwater Public Schools and CASA for Kids Payne County.

Purpose: This MOU outlines procedures for Court Appointed Special Advocate (CASA) volunteers to meet with students enrolled in Stillwater Public Schools in a manner that supports student well-being, maintains educational priorities, and ensures compliance with court orders.

- I. Recognition of Role**
 - A. CASA volunteers are appointed by the court to advocate for children in deprived cases.
 - B. CASA volunteers are not state employees but act under court authority.
- II. Documentation**
 - A. CASA volunteers must present:
 1. A current photo ID, and
 2. A copy of the court order or official CASA appointment paperwork showing they are assigned to the student.
- III. Scheduling & Access**
 - A. Meetings should be scheduled in advance when possible, through the building principal or designated school liaison.
 - B. Meetings will occur during non-instructional times when feasible (e.g., recess, lunch, study period) to minimize disruption to learning.
 - C. Schools will provide a private but observable location for the meeting.
- IV. Staff Coordination**
 - A. The principal, counselor, or other designated office staff will verify CASA credentials before each visit.
 - B. CASA volunteers will check in through the school's visitor management system and wear visitor identification while on campus.
- V. Confidentiality**
 - A. CASA volunteers must maintain confidentiality of student records and interactions consistent with their court-appointed role and applicable laws.
 - B. School staff will provide access to records as permitted by court order and in compliance with FERPA.
- VI. Safety & Boundaries**
 - A. CASA volunteers will not remove a student from campus without proper legal documentation and district approval.
- VII. Communication**
 - A. Concerns regarding student welfare that arise during a CASA visit will be immediately shared with the principal or designee.
 - B. The district will maintain open communication with CASA supervisors regarding scheduling and access issues.
- VIII. Term and Termination:** This MOU shall be effective for a period of one (1) year from the date of execution and may be extended upon mutual written agreement of the District

and the Provider. The MOU shall be reviewed annually to assess its effectiveness and to make any necessary updates. Either party may terminate this agreement with thirty (30) days' written notice to the other party.

 , Executive Director
CASA for Kids (Signature Name and Credentials)

INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA President,
Board of Education

Name of District signing official (credentials/Title)



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Angela Rhoades, Assistant Superintendent

APPROVED BY: Tyler Bridges, Superintendent

DATE: October 14, 2025

AGENDA ITEM:

Appointment of 2025-2026 Local Advisory Committee for Gifted Education

BOARD ACTION REQUESTED:

Motion to Approve Local Advisory Committee for Gifted Education

BACKGROUND INFORMATION:

Per state statutes 70 O.S. § 1210.301-309, Education of Gifted and Talented Children Act, "each district board of education shall create a local advisory committee on education for gifted and talented children or expand the duties of a curriculum advisory committee." The committee will consist of at least three (3) but no more than eleven (11) members, one-third (1/3) of whom shall be selected from gifted and talented child advocacy groups. The committee shall be appointed no later than September 15, of each school year for two-year terms, and meet no later than October 1.

Per local board policy, Gifted Child Educational Program (EHBB), at least one-third (1/3) of the members of the Local Advisory Committee shall be parents/guardians or community members whose purpose is advocacy for gifted and talented education.

Nominations for educator and parent members were solicited from Stillwater Public Schools administrators and gifted education teachers. The following people have been selected based on a broad representation of the community from the nominations:

Ms. Leslie Spencer, Parent, Highland Park Elementary, September 2024 – May 2026

Dr. Stephanie Hathcock, Parent, Richmond Elementary, September 2024 – May 2026

Ms. Joey Keel, Parent, Skyline Elementary, September 2024 – May 2026

Ms. Tauren DuHart, Parent, Sangre Ridge Elementary, September 2025 – May 2027

Ms. Kiah Butcher, Parent, Westwood Elementary, September 2024 – May 2026

Ms. Sherryl Nelson, Parent, Stillwater Junior High, September 2025 – May 2027

Ms. Holly Jones, Parent, Will Rogers Elementary, September 2024 – May 2026

Mr. Kyle Frederick, Teacher, Stillwater Middle School, September 2024 – May 2026

Ms. Lindsey Humphries, Teacher, Stillwater Junior High School, September 2024 - May 2026

Ms. Shaila West, Teacher, Stillwater High School, September 2025 - May 2027

All meetings of the committee shall be subject to the provisions of the Oklahoma Open Meetings Act. Stillwater Public Schools will furnish staff and facilities for the advisory committee. Upon approval by the Board of the committee membership, written notification will be sent to the accepted members.



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Tyler Bridges, Superintendent
DATE: October 14, 2025

AGENDA ITEM:

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 16 - Storm Shelter Precast Interior Joint Sealant

CM Contingency Modification : # 16

Date: 09/08/2025 **Date Required:**

Description of Work: This contingency modification covers the costs associated with providing additional caulking material for the 2" interior storm shelter joints. The size, location, and quantity of these joints could not be determined at the time of bid, as the precast shelter was a delegated design.

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 16 - Storm Shelter Precast Interior Joint Sealant	0.00	LS	0.00	- 11,074.0	0.0	0.00	- 11,074.00	
2 : GDA Contractors	0.00	LS	0.00	11,074.0	0.0	0.00	11,074.00	

Total Change Amount: 0.00

Notes:

Approved By:

Shawn Volk

9/26/2025

Construction Manager:

Date:

WBJ

09/26/2025

Architect:

Date:

RJ

10/1/25

Owner:

Date:

BID / QUOTATION

To:	Willowbrook Construction
Attn:	Scott Trueman
Project:	Stillwater High School Change Order #3

Date: 8/11/2025

Item	Description	Item Price	Total Amount
	Changer Order #3		
	Joint Sealant @ Interior Storm Shelter Panel Joints		\$11,074
	<i>(Size of joint has changed from 3/4" to 2")</i>		
	Total Items Listed Above		\$11,074

Acknowledge Addenda:	Quote is valid for 30 Days
Exclusions	
<p>General: Excludes Building envelope testing, Any work not clearly shown on construction documents, Composite Cleanup UNO, Job Specific Software, BIM, non-working supervision</p> <p>Sealants - Excludes Sealants @ Roof, Parapet, Metal Panels, Metal Panels to other; Sheet Metal & Flashing, Glass & Glazing, EIFS, Aluminum, Drywall, Tile, Mill Work, Plumb Fixtures, and Concrete Repair. Custom Colors. Interior finish sealants.</p> <p>Waterproofing - Excludes patch concrete holes / honeycomb greater than 1/2"; Insulation at waterproofing areas only</p> <p>Expansion Joints - Excludes all roof expansion joint assemblies UNO, Blockouts, substrate leveling or repair for EJ's. Precon meeting required to coordinate size of EJ and Blockout before concrete is poured.</p> <p>Air Barrier - Excludes all metal flashing and thru wall flashing UNO, thermal insulation UNO, 3rd party inspection/ testing</p>	

Sincerely,
GDA Contractors
Josh Provine
jprovine@gdacontractors.com



CM Contingency Modification

0309b. - Stillwater New High School

Title: CMOD 17 - Fire Door and Kitchen Steel Adjustments

CM Contingency Modification : # 17

Date: 09/22/2025 **Date Required:**

Description of Work: This contingency modification is to cover costs associated with the following scopes of work:

1. Relocate and adjust the support steel for the coiling fire doors, including reworking the adjacent framing as necessary to accommodate field conditions as outlined in RFI 195.
2. Modify designated portions of the structural steel within the kitchen to address field conflicts with the HVAC ductwork.

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 17 - Fire Door and Kitchen Steel Adjustments	0.00	LS	0.00	- 23,938.0	0.0	0.00	- 23,938.00	
2 : Wiljo Interiors	0.00	LS	0.00	3,763.0	0.0	0.00	3,763.00	
3 : Bennett Steel	0.00	LS	0.00	20,175.0	0.0	0.00	20,175.00	

Total Change Amount: 0.00

Notes:

Approved By:

Shawn Vail

9/26/2025

Construction Manager:

Date:

WBP

09/26/2025

Architect:

Date:

[Signature]

10/1/25

Owner:

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 RFI 195
---	--

DATE: 8/25/2025	PLAN DATE: N/A
-----------------	----------------

PER ADDENDUM: RFI 195

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

	AMOUNT
Layout of our work from established points given by others.	
Clean up of our debris into a dumpster provided by others.	
Shift overhead coiling fire doors, reconfigure framing at jamb sides and header.	
Materials.....\$1,976	
Labor & burdens.....\$1,416	
Overhead & profit.....\$339	
Bond.....\$32	
	\$3,763
ALTERNATES:	
EXCLUSIONS:	
Wood; Blocking wood or metal; Exposed caulking; Dumpsters; Sealing of MEP penetrations; Engineering; Demolition;	

Respectfully Submitted,

Ken Fry
Project Manager



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

Date : 9/8/2025
Page 1 of 1
CO #: 14
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 #14 - Fire Door Modifications

Change Requested By:

Sent Via: E-mail

Description of Change:

Cost to modify the fire door steel on 1st and 2nd floor.

The change will cause an increase of \$15,725.00 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: **8/17/2023**

Estimate #: **2022-149 TEMP**

Recipient Information											
Company:						Phone:					
Contact:						Fax:					
Estimate Job Site Information											
Estimate Name: Stillwater High School - Fire Door T&M						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:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Drop (5%):	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	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:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	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:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Galvanizing Freight:		\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Coating Subtotal:		\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
Coating & Material Subtotal:		\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0		
Material Taxes: 0.0%		\$0		\$0		\$0		\$0	\$0		
MATERIAL TOTAL:		\$0		\$0		\$0		\$0	\$0		
« LABOR »	Item	Rate	Hours	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total
	Shop	\$65.00	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	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:		0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	Labor Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0
LABOR TOTAL:			\$0		\$0		\$0		\$0	\$0	
« 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:		\$0		\$0		\$0		\$0	\$0		
Supply Only Taxes: 0.0%			\$0		\$0		\$0		\$0		
SUPPLY ONLY TOTAL:		\$0		\$0		\$0		\$0	\$0		
Jobsite Freight:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0		
LTL/Other Freight: :			0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0		
DELIVERED TOTAL:		\$0		\$0		\$0		\$0	\$0		
« JOBSITE »	Item	Rate	Qty/Weight	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total
	Erecting Labor:	\$86.00	159	\$13,674	0.0%	\$0	0.0%	\$0	15.0%	\$2,051	\$15,725
	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:			\$13,674	0.0%	\$0	0.0%	\$0	15.0%	\$2,051	\$15,725
	Job Site Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0
JOB SITE TOTAL:			\$13,674		\$0		\$0		\$2,051	\$15,725	
ERECTED SUBTOTAL:			\$13,674		\$0		\$0		\$2,051	\$15,725	
Tax on Everything: 0.0%			\$0		\$0		\$0		\$0	\$0	
GRAND TOTAL:			\$13,674		\$0		\$0		\$2,051	\$15,725	
AS BID DETAILS:		0 Lbs.				15,725					



EXTRA WORK REPORT / DAILY TICKET

Date: 08-13-25

Project Information

Job Name & Number: Stillwater High School #24079

Customer Name: CMS Willowbrook

Bennett Supervisor: Jay Johnson

Customer Authorization (Note: extra work **will not** be performed without an authorization number)

Field Directive; CO Authorization; RFI or PO Number: _____

Representative Authorizing Work: CMS Willowbrook

Work Description

Move and alter Firedoor at grid line 1

between lines 5 & 6:

Raise header to 12'-1 elevation from

finished floor to top of header

Add and weld plates to existing columns

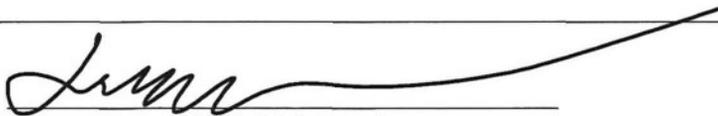
C5025 & C5026

Labor Report (ST @ 40hrs week & up to 10hrs shift; OT @ Saturdays & over 10hrs; DT @ Sundays & Holidays)

Type	Qty	Hrs Ea	Rate			Total Hrs
			ST	OT	DT	
IWGF / IWSupt						
IW Foreman	1	15	ST	OT	DT	15
JIW / Welder/ Rigger	2	15	ST	OT	DT	30
IW / Apprentice / Helper			ST	OT	DT	
Operator			ST	OT	DT	
Oiler			ST	OT	DT	

Equipment Report

Type / Size	Qty	Hrs Ea	Rate				Total
			HR	Daily	Weekly	Monthly	
			HR	Daily	Weekly	Monthly	
			HR	Daily	Weekly	Monthly	
			HR	Daily	Weekly	Monthly	
			HR	Daily	Weekly	Monthly	
Other (describe below)			HR	Daily	Weekly	Monthly	



 Bennett's Field Supervisor

 Authorized Signature

Note: By signing, the customer agrees to the responsibility of payment incurred for work performed at their direction. Bennett Steel Inc. is only responsible for the quality and the workmanship of the work performed.



EXTRA WORK REPORT / DAILY TICKET

Date: 08-20-25

Project Information

Job Name & Number: Stillwater High School #24079

Customer Name: Willowbrook

Bennett Supervisor: Jay Johnson

Customer Authorization (Note: extra work **will not** be performed without an authorization number)

Field Directive; CO Authorization; RFI or PO Number: _____

Representative Authorizing Work: Scott Trueman

Work Description

Cut apart, move, and alter firedoors on 1st & 2nd floors:

Cut loose header tube and shorten to new door width

Fabricate & install plates on existing columns C3041 & C3042 at grid line 13

Cut loose fire door columns from expansion joint and move north to existing columns

Raise Header tube to 12'-1" above finished floor and reinstall

Labor Report (ST @ 40hrs week & up to 10hrs shift; OT @ Saturdays & over 10hrs; DT @ Sundays & Holidays)

Type	Qty	Hrs Ea	Rate			Total Hrs
IWGF / IWSupt			ST	OT	DT	
IW Foreman	1	38	ST	OT	DT	38
JIW / Welder/ Rigger	1	38	ST	OT	DT	38
IW / Apprentice / Helper	1	38	ST	OT	DT	38
Operator			ST	OT	DT	
Oiler			ST	OT	DT	

Equipment Report

Type / Size	Qty	Hrs Ea	Rate			Total
			HR	Daily	Weekly	Monthly
			HR	Daily	Weekly	Monthly
			HR	Daily	Weekly	Monthly
			HR	Daily	Weekly	Monthly
			HR	Daily	Weekly	Monthly
Other (describe below)			HR	Daily	Weekly	Monthly


Bennett's Field Supervisor

Authorized Signature

Note: By signing, the customer agrees to the responsibility of payment incurred for work performed at their direction. Bennett Steel Inc. is only responsible for the quality and the workmanship of the work performed.



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

Date : 9/8/2025
Page 1 of 1
CO #: 15
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 #15 - Kitchen Shims

Change Requested By:

Sent Via: E-mail

Description of Change:

Cost to modify the kitchen steel.

The change will cause an increase of \$4,450.00 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: **8/17/2023**

Estimate #: **2022-149 TEMP**

Recipient Information											
Company:						Phone:					
Contact:						Fax:					
Estimate Job Site Information											
Estimate Name: Stillwater High School - Kitchen Shims						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:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Drop (5%):	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	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:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	\$0
	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:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Galvanizing Freight:		\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Coating Subtotal:		\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	\$0
Coating & Material Subtotal:		\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	\$0	
Material Taxes: 0.0%		\$0		\$0		\$0		\$0	\$0	\$0	
MATERIAL TOTAL:		\$0		\$0		\$0		\$0	\$0	\$0	
« LABOR »	Item	Rate	Hours	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total
	Shop	\$60.00	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	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:		0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
Labor Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
LABOR TOTAL:			\$0		\$0		\$0		\$0	\$0	
« 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	\$0	
Sub-out Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
SUB-OUT TOTAL:		\$0		\$0		\$0		\$0	\$0	\$0	
Supply Only Subtotal:		\$0		\$0		\$0		\$0	\$0	\$0	
Supply Only Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
SUPPLY ONLY TOTAL:		\$0		\$0		\$0		\$0	\$0	\$0	
Jobsite Freight:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0		
LTL/Other Freight: :			0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0		
DELIVERED TOTAL:		\$0		\$0		\$0		\$0	\$0	\$0	
« JOBSITE »	Item	Rate	Qty/Weight	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total
	Erecting Labor:	\$86.00	45	\$3,870	0.0%	\$0	0.0%	\$0	15.0%	\$580	\$4,450
	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:			\$3,870	0.0%	\$0	0.0%	\$0	14.987%	\$580	\$4,450	
Job Site Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
JOB SITE TOTAL:			\$3,870		\$0		\$0		\$580	\$4,450	
ERECTED SUBTOTAL:			\$3,870		\$0		\$0		\$580	\$4,450	
Tax on Everything: 0.0%			\$0		\$0		\$0		\$0	\$0	
GRAND TOTAL:			\$3,870		\$0		\$0		\$580	\$4,450	
AS BID DETAILS:		0 Lbs.				4,450					



EXTRA WORK REPORT / DAILY TICKET

Date: 06-24-25

Project Information

Job Name & Number: Stillwater High School #24079

Customer Name: Willowbrook

Bennett Supervisor: Jay Johnson

Customer Authorization (Note: extra work **will not** be performed without an authorization number)

Field Directive; CO Authorization; RFI or PO Number: Changed from erection drawings to architectural to shop drawings for rolling doors.
 Representative Authorizing Work: Scott Trueman

Work Description

Cut loose and moved columns from measurements on erection drawings.
Shortened column C5001 to accommodate duct work.
Made 4 sets of shims to lower column support angles MC5010 & MC5009 below duct work.
Cut shop installed 7" by 4" support angle off beam B5063 and
reinstalled it with 4" leg welded to column C5003.

Labor Report (ST @ 40hrs week & up to 10hrs shift; OT @ Saturdays & over 10hrs; DT @ Sundays & Holidays)

Type	Qty	Hrs Ea	Rate			Total Hrs
			ST	OT	DT	
IWGF / IWSupt			ST	OT	DT	
IW Foreman	1	9	ST	OT	DT	9
JIW / Welder/ Rigger	4	9	ST	OT	DT	36
IW / Apprentice / Helper			ST	OT	DT	
Operator			ST	OT	DT	
Oiler			ST	OT	DT	

Equipment Report

Type / Size	Qty	Hrs Ea	Rate				Total
			HR	Daily	Weekly	Monthly	
			HR	Daily	Weekly	Monthly	
			HR	Daily	Weekly	Monthly	
			HR	Daily	Weekly	Monthly	
			HR	Daily	Weekly	Monthly	
			HR	Daily	Weekly	Monthly	
Other (describe below)			HR	Daily	Weekly	Monthly	


 Bennett's Field Supervisor

 Authorized Signature

Note: By signing, the customer agrees to the responsibility of payment incurred for work performed at their direction. Bennett Steel Inc. is only responsible for the quality and the workmanship of the work performed.



CM Contingency Modification

0309b. - Stillwater New High School

Title: CMOD 18 - RFI 204 & 205

CM Contingency Modification : # 18

Date: 09/26/2025 Date Required:

Description of Work: This contingency modification funds the following scope of work:

1. Revise alumni wall power and data requirement as requested by SPS and outlined in RFI 204.
2. Provide electrical circuitry requirements for the coiling fire doors as outlined in RFI 205.

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 18 - RFI 204 & 205	0.00	LS	0.00	- 12,170.7	0.0	0.00	- 12,170.72	
2 : Colburn Electric	0.00	LS	0.00	12,170.7	0.0	0.00	12,170.72	

Total Change Amount: 0.00

Notes:

Approved By:

Shawn Vahl

9/26/2025

Construction Manager:

Date:

WSP

09/26/2025

Architect:

Date:

BA

10/1/25

Owner:

Date:

Job ID: EW00560



Project: LAUREATE MOORE HALL--COPY

CO: 01: PR-06

Takeoff

Phase: DEVICES

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
	0.00				RFI 204		
TITLE	1.00	EA	M	#12 1/2" EMT	20A 1G DX COML TR	0.00	0.00
140018	1.00	EA	M	20A	DX RECEPT COMMERCIAL GRADE TR	5.65	0.45
160699	6.00	EA	M	#10 x 1"	TEK SCREW	0.42	0.22
100032	2.00	EA	M	#18 to 8	WIRE-NUT MED -RED	0.41	0.20
10000	20.00	FT	M	1/2	EMT	10.53	1.27
20010	0.00	EA	M	1/2	EMT 90-ELBOW	0.00	0.00
20000	2.00	EA	M	1/2	EMT FIELD-BEND	0.00	0.29
30000	2.00	EA	M	1/2	EMT STEEL-SS COUPLING	2.44	0.11
30010	2.00	EA	M	1/2	EMT STEEL SS CONNECTOR	1.85	0.24
70033	44.00	FT	M	12	THHN/THWN CU (STR)	8.88	0.37
70228	22.00	FT	M	12.	GREEN THHN CU (GRD 20A)	4.83	0.15
160000	4.00	EA	M	1/2	CONDUIT HGR SNAP-CLS B-JOIST	9.16	0.28
630066	2.00	EA	M	1/2	COND PUSH-IN HGR TO SCREW-ON STUD-WALL	4.80	0.75
152064	1.00	EA	M	TVB712	2G REC ANGLED PLASTIC TV BOX -WHITE	16.35	0.95
TITLE	280.00	EA	M	1/2	EMT ON BAR JOIST SINGLE RUN	0.00	0.00
10000	280.00	FT	M	1/2	EMT	147.45	15.76
20010	0.00	EA	M	1/2	EMT 90-ELBOW	0.00	0.00
20000	6.00	EA	M	1/2	EMT FIELD-BEND	0.00	0.86
30000	28.00	EA	M	1/2	EMT STEEL-SS COUPLING	34.12	1.41
630074	29.00	EA	M	1/2	COND HAMMER-ON HGR 1/4-FLNG SNP-CLOSE HD	70.74	1.83
30010	2.00	EA	M	1/2	EMT STEEL SS CONNECTOR	1.85	0.24
40000	4.00	EA	M	1/2	PLASTIC BUSHING	0.46	0.60

70034	621.00	FT	M	10	THHN/THWN CU (STR)	201.95	4.17
100032	6.00	EA	M	#18 to 8	WIRE-NUT MED -RED	1.22	0.63
70229	282.00	FT	M	10.	GREEN THHN CU (GRD 60A)	94.33	2.71

Takeoff Report: LAUREATE MOORE HALL--COPY

#####

Phase: DEVICES

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
150041	2.00	EA	M	2-1/8"D	1900 CMB-KO NO BRKT	5.73	0.63
150096	2.00	EA	M		1900 BLANK COVER	1.66	0.21
630577	2.00	EA	M	1/4" FLANGE	HAMMER-ON FLANGE CLIP - 1/4-20 x 3/8 STD	4.11	0.13
630504	2.00	EA	M	THREAD ROD MOUNT	COMB BOX & 1/2 > 3/4" SNP-CLS COND HGR	15.17	0.79
161526	2.00	EA	M	1/4-20	PLTD HEX NUTS	0.11	0.06
160873	2.00	EA	M	1/4"	PLTD FLAT WASHER	0.13	0.00
100053	2.00	EA	M	#12 SOL	8" PIGTAIL W/GRD SCREW	1.48	0.21
						645.84	35.52
						645.84	35.52

829 W ELGIN
BROKEN ARROW, OK 74012

Web:

Page 2 of 2

Job ID: EW00560



Project: LAUREATE MOORE HALL--COPY

CO: 01: PR-06

Takeoff

Phase: HVAC & MOTORS

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
	0.00				RFI 205		
450096	40.00	FT	M	12/2	MC CABLE - ALUM JKT W/G	27.97	1.23
630329	4.00	EA	M	14>10-3 (2-CBL)	AC/MC HMR-ON BOT-MTD 1/4-FLNG HGR PSH-IN	12.53	0.45
670018	40.00	EA	M	3/8 (40AST)	AC/MC SNAP 2-IT INSUL/TINTED	52.85	3.52
TITLE	320.00	EA	M	1/2	EMT ON BAR JOIST SINGLE RUN	0.00	0.00
10000	320.00	FT	M	1/2	EMT	168.51	16.88
20010	0.00	EA	M	1/2	EMT 90-ELBOW	0.00	0.00
20000	2.00	EA	M	1/2	EMT FIELD-BEND	0.00	0.29
30116	30.00	EA	M	1/2	EMT STEEL-COMP COUPLING	26.12	4.25
630074	35.00	EA	M	1/2	COND HAMMER-ON HGR 1/4-FLNG SNP-CLOSE HD	85.37	2.07
30076	6.00	EA	M	1/2	EMT STEEL COMP CONNECTOR	3.79	2.22
40000	0.00	EA	M	1/2	PLASTIC BUSHING	0.00	0.00
70034	709.00	FT	M	10	THHN/THWN CU (STR)	230.57	4.47
100032	6.00	EA	M	#18 to 8	WIRE-NUT MED -RED	1.22	0.63
70229	322.00	FT	M	10.	GREEN THHN CU (GRD 60A)	107.71	2.90
150041	2.00	EA	M	2-1/8"D	1900 CMB-KO NO BRKT	5.73	0.63
150096	2.00	EA	M		1900 BLANK COVER	1.66	0.21
630577	2.00	EA	M	1/4" FLANGE	HAMMER-ON FLANGE CLIP - 1/4-20 x 3/8 STD	4.11	0.13
630504	2.00	EA	M	THREAD ROD MOUNT	COMB BOX & 1/2 > 3/4" SNP-CLS COND HGR	15.17	0.79
161526	2.00	EA	M	1/4-20	PLTD HEX NUTS	0.11	0.06
160873	2.00	EA	M	1/4"	PLTD FLAT WASHER	0.13	0.00
100053	2.00	EA	M	#12 SOL	8" PIGTAIL W/GRD SCREW	1.48	0.21
						745.03	40.93

745.03 **40.93**

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: Tyler Bridges, Superintendent
DATE: October 14, 2025

AGENDA ITEM:

Consider and Vote to Approve or Not Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I and Phase II PA Wing 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 and Phase II PA Wing 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 and Phase II PA Wing Construction Project.

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



Owner Contingency Modification

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

Title: OMOD 8 - RFI 34 Restroom 1317A ADA

Owner Contingency Modification : # 8

Date: 09/24/2025 Date Required:

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

1. Revise fixture types and mounting heights in Restroom 1317A to meet ADA requirements as outlined in RFI 34.

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 8 - RFI 34 Restroom 1317A ADA	0.00	LS	0.00	- 6,001.6	0.0	0.00	- 6,001.62	
2 : Dense Mechanical	0.00	LS	0.00	6,001.6	0.0	0.00	6,001.62	

Total Change Amount: 0.00

Notes:

Approved By:

Shawn Vack

9/26/2025

Construction Manager:

Date:

WB

09/26/2025

Architect:

Date:

B

10/1/25

Owner:

Date:



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 78 - PR 047 & RFI 206

Owner Contingency Modification : # 78

Date: 09/22/2025 Date Required:

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

1. Provide and install privacy curtain track in room 1071 as outlined in PR 047. Curtain to be provided by the FFE contractor.
2. Provide and install metal tube railing to match existing guardrail between restaurant and site perimeter as outlined in RFI 206.

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 78 - PR 047 & RFI 206	0.00	LS	0.00	- 2,848.0	0.0	0.00	- 2,848.00	
2 : Wiljo Interiors	0.00	LS	0.00	748.0	0.0	0.00	748.00	
3 : Bennett Steel	0.00	LS	0.00	2,100.0	0.0	0.00	2,100.00	

Total Change Amount: 0.00

Notes:

Approved By:

Shawn Volk

9/26/2025

Construction Manager:

Date:

WBJ

09/26/2025

Architect:

Date:

[Signature]

10/1/25

Owner:

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 047

DATE: 8/27/2025

PLAN DATE: N/A

PER ADDENDUM: PR 047

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.
Add Inpro Nanotract surtain track in ID Classroom 1071, including 2x2 90° Corner Bends, splices, and end caps. *curtain by others*

AMOUNT

Materials.....\$379
Labor & brudens.....\$291
Overhad & profit.....\$67
Bond.....\$11

\$748

ALTERNATES:

EXCLUSIONS:

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

Respectfully Submitted,

Ken Fry
Project Manager



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

Date : 9/8/2025
Page 1 of 1
CO #: 12
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 #12 - HSS Guard Rail

Change Requested By:

Sent Via: E-mail

Description of Change:

Cost to fabricate, deliver, and install steel associated with existing guard rail.

The change will cause an increase of \$2,100.00 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: **9/8/2025**

Estimate #: **2024-081HSS**

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:	132	\$95	0.0%	\$0	0.0%	\$0	15.0%	\$14	\$109	
	Drop (5%):	7	\$5	0.0%	\$0	0.0%	\$0	15.0%	\$1	\$5	
	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:	132	\$100	0.0%	\$0	0.0%	\$0	15.0%	\$15	\$115	
	Sand/Shot:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Total for (2) Paint Systems:	2	\$64	0.0%	\$0	0.0%	\$0	15.0%	\$10	\$74	
	Galvanizing:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Galvanizing Freight:		\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Coating Subtotal:		\$64	0.0%	\$0	0.0%	\$0	15.0%	\$10	\$74	
Coating & Material Subtotal:		\$164	0.0%	\$0	0.0%	\$0	15.0%	\$25	\$188		
Material Taxes: 0.0%		\$0		\$0		\$0		\$0	\$0		
MATERIAL TOTAL:		\$164		\$0		\$0		\$25	\$188		
« LABOR »	Item	Rate	Hours	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total
	Shop	\$65.00	2	\$130	0.0%	\$0	0.0%	\$0	15.0%	\$20	\$150
	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:		2	\$130	0.0%	\$0	0.0%	\$0	15.0%	\$20	\$150
Labor Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
LABOR TOTAL:			\$130		\$0		\$0		\$20	\$150	
« 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:			\$294		\$0		\$0		\$44	\$338	
Supply Only Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
SUPPLY ONLY TOTAL:			\$294		\$0		\$0		\$44	\$338	
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:			\$794		\$0		\$0		\$119	\$913	
« JOBSITE »	Item	Rate	Qty/Weight	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total
	Erecting Labor:	\$86.00	12	\$1,032	0.0%	\$0	0.0%	\$0	15.0%	\$155	\$1,187
	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:			\$1,032	0.0%	\$0	0.0%	\$0	15.0%	\$155	\$1,187	
Job Site Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
JOB SITE TOTAL:			\$1,032		\$0		\$0		\$155	\$1,187	
ERECTED SUBTOTAL:			\$1,826		\$0		\$0		\$274	\$2,100	
Tax on Everything: 0.0%			\$0		\$0		\$0		\$0	\$0	
GRAND TOTAL:			\$1,826		\$0		\$0		\$274	\$2,100	
AS BID DETAILS:		132	Lbs.				2,100				



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Mr. Tyler Bridges, Superintendent
DATE: October 14 2025

AGENDA ITEM:

Increase to Adult and Visitor Meal Prices

BOARD ACTION REQUESTED:

Consider and Vote to approve an increase to adult and visitors' meal prices.

BACKGROUND INFORMATION:

Minimum adult meal prices are determined by USDA. The prices are based on reimbursement rates for students and were released in late August 2025.

Minimum adult meal prices are determined by USDA. The prices are based on reimbursement rates for students and were released in late August.

Recommendation: Increase adult meal prices to meet the minimum required meal price.

Meal	Current Price	Proposed Price
Breakfast	\$2.25	\$2.50
Lunch	\$5.00	\$5.25
Snack	\$1.21	\$1.26

Child Nutrition Programs - Application System

STILLWATER

County:

60

District:

1016

FY:

2026 ▼

Select

Checklist

Home Page

SFA

Checklist

Schedule B - Meal Prices

\$2.46 *(Min. Amount to Charge Adults/Contract for Breakfast) OR \$2.94 for Districts receiving Severe Need Breakfast rate*

\$5.14 *(Min. Amount to Charge Adults/Contract for Lunch) OR \$5.16 for Districts receiving the additional .02 cents.*

\$1.26 *(Min. Amount to Charge Adults/Contract for Snack)*

K. Adult Meals, Teachers on Duty, and Pricing (Reference FNS Instruction 782-5 [6/6/98])

1. Any location in the school used only for adult meal preparation and/or meal service where the foods prepared/served are only for adult consumption and **NOT** student consumption is unallowable. Records must reflect that all foods are purchased without the procurement power of the cafeteria. USDA Foods must not be used for these meals. CNP funds may be used to purchase the food; however, the total cost of the meal must be recovered. A separate project reporting code must be used to track expenditures and revenues
2. Revenue from the NSLP and SBP **CANNOT** be used to subsidize adult meals. If adults are charged less than the minimum amount required, the General Fund must cover the difference. SFAs report their adult meal prices during the renewal application process. Contact OCAS for information on correct procedures to do this. Refer to **page C-45** to determine how much of the General Fund must be used to subsidize adult meals if the SFA is not charging what is required. If the LEA is absorbing the cost, food for these adult meals should be coded to Project Reporting Code 000/Function Code 3155.

State agency and federal regulations state that the adult must be charged:

- Adult lunch charge equals the free reimbursement rate for lunch plus the additional incentive payment plus the value of USDA Foods
Note: Adult prices can be found in the application and agreement in CARS. Go into the checklist under SCHEDULE B - MEAL PRICES at the top of the page. (Prices change every July)
- Adult breakfast charge equals free reimbursement rate for regular breakfast.
- Adult snack charge equals free reimbursement rate for snack.
- The size of the adult meal or snack cannot be no larger than the largest portions allotted to students at that site.

3. Adult meals other than CNP employee meals cannot be served free of charge. CNP employees are adults who are directly involved in the operation and administration of the school nutrition programs. Child Nutrition must be stated in the employees contract, and the required professional development hours are to be obtained as required by USDA.

Teachers on Duty: Teachers who are on duty at the school do not qualify for free meals using CNP funds. Teachers are not considered Child Nutrition employees as it is not stated in their teacher's contract they are support staff, and they are not obtaining the required number of Child Nutrition professional development hours. If the district would like teachers to receive a free meal, it can be paid for out of General Fund and needs to be included as a fringe benefit in their contract. It is also required for the Adult Cost vs Charge form be maintained to ensure Child Nutrition is properly subsidized. This form is located on **page C-45**.

If the LEA is absorbing the cost, food for these adult meals should be coded to Project Reporting Code 11 (or 22)/Function Code 3155. General Fund is not required to subsidize the cost of CNP employee meals. This is an allowable use of CNP funds.

4. **Adult salad bars and cafeterias:** The definition of an adult cafeteria is any location in the school used only for adult meal preparation and/or meal service where the foods prepared/served are only for adult consumption and **NOT** student consumption. **An example of this is an adult only salad bar. Feeding only adults should be set up as a catering account.** Records must reflect that all foods are purchased without the procurement power of the cafeteria. USDA Foods must not be used for these meals. CNP funds may be used to purchase the food; however, the total cost of the meal must be recovered. A separate project reporting code must be used to track expenditures and revenues.
5. Meals served to any adults may **NOT** be claimed for reimbursement or counted toward the donated foods (USDA Foods) entitlement. The determination of individuals, positions involved, and the degree to which their services are attributed to the nonprofit food service program operations are left to local officials.
6. The Nonprogram Food Expenditures/Revenues Report will indicate if an SFA is charging enough to cover its cost for adult meals.

L. State Matching Reimbursement



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Tyler Bridges, Superintendent
DATE: October 14, 2025

AGENDA ITEM:

Consider and Vote to Approve or Not Approve Service Order No. 30 for SPS Virtual Academy Locker Room Remodel Project

BOARD ACTION REQUESTED:

Vote to Approve or Not Approve Service Order No. 30 for SPS Virtual Academy Locker Room Remodel Project

BACKGROUND INFORMATION:

Service Order No. 30 with 505 Architects, LLC pertains to the Construction Documents and Construction Administration Phases for the interior renovation of the existing SPS Virtual Academy located at 308 West Franklin Lane, Stillwater, Oklahoma, for the use by SPS Athletics for track, cross country, soccer, and wrestling temporary locker rooms and a wrestling mat room.



AIA[®] Document B221[™] – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 30 made as of the fourteenth day of October 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 Virtual Academy Locker Room Remodel
Construction Documents, Bidding and Construction Administration Phases
for the interior renovation of the existing SPS Virtual Academy located at
308 West Franklin Lane, Stillwater, Oklahoma for the use by SPS Athletics
for track, cross country, soccer, and wrestling temporary locker rooms and a
wrestling mat room.

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 The Project consists of the interior renovation of the existing SPS Virtual Academy located at 308 West Franklin Lane, Stillwater, Oklahoma for the use by SPS Athletics for track, cross country, soccer, and wrestling temporary locker rooms and a wrestling mat room.

1.1.2 Owners budget for the cost of the Work is unknown.

1.1.3 Architect's Consultants for Basic and Additional Services include:
None

1.1.4 The Owner shall be responsible for obtaining hazardous material studies, geotechnical testing and surveys.

§ 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 shall provide architectural services for the portions of the Project relative to the scope of Work. No civil engineering, landscape architecture, structural engineering, mechanical engineering, electrical engineering, plumbing engineering, fire protection design, or food service equipment design services are anticipated based on the current scope of Work but can be provided as an Additional Service.

Mechanical, electrical, plumbing, and low-voltage system design will be delegated design provided by the Construction Manager.

No Specifications are anticipated and will be handled with notes on Drawings.

Scope of services include to review and analyze Owner provided existing design and/or as-built documents, review for ADA and code compliance and prepare Construction Documents suitable for bidding, permitting and construction of the Scope of Work.

Construction Documents, Bidding, Permitting and Construction Administration services are included.

§ 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:
October 2025
- .2 Substantial Completion date:
January 2026

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 a fixed plus reimbursable expenses as follows:

Phase 400 Construction Documents Phase	Fixed	\$7,600.00 plus reimbursable expenses per Section 4.3
Phase 500 Bidding and Permitting Services	Fixed	\$475.00 plus reimbursable expenses per Section 4.3
Phase 600 Construction Phase	Fixed	\$1,425.00 plus reimbursable expenses per Section 4.3

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

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

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

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

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

§ 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.)

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: Roberta Douglas; School Board
President

(Printed name and title)



ARCHITECT (Signature)

BY: Brian Thomas, AIA, RID, LEED AP;
Principal | Owner

(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: Tyler Bridges, Superintendent
DATE: October 14, 2025

AGENDA ITEM:

Consider and Vote to Approve or Not Approve Change Order Number 03 for Stillwater Public Schools Sangre Ridge, Middle School, High School Fieldhouse, and High School PAC Roof and HVAC Replacements Project

BOARD ACTION REQUESTED:

Vote to Approve or Not Approve Change Order Number 03 for Stillwater Public Schools Sangre Ridge, Middle School, High School Fieldhouse, and High School PAC Roof and HVAC Replacements Project in the amount of \$37,063.00.

BACKGROUND INFORMATION:

This proposal includes curb modifications for PAC RTU-08 at SPS PAC in the amount of \$2,970.00, an additional RTU at SR in the amount of \$28343.00, and electrical connection for RTU-18 at SMS in the amount of \$5,750.00.

The original contract sum was \$3,956,900.00

- Change Order 01 was board approved on January 14, 2025 in the amount of \$136,073.44
- Change Order 02 was board approved on July 8, 2025 in the amount of \$14,090.25
- The contract sum will be increased by this change order in the amount of \$37,063.00
- The new contract sum including this change order will be \$4,144,126.69

The contract time will be unchanged.



AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> SPS SR, Middle School, Field House and PAC HVAC and Roof Replacement Stillwater, Oklahoma 74074	CONTRACT INFORMATION: Contract For: General Construction Date: 06-11-2025	CHANGE ORDER INFORMATION: Change Order Number: 003 Date: 10-07-2025
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, OK 74104	CONTRACTOR: <i>(Name and address)</i> American Roofing and Construction, LLC 735 N Union Ponca City, Oklahoma 74601

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 #05 - SPS High School PAC-RTU-08 Curb Modification \$2,970.00

PCO #06 - SPS Sangre Ridge Elementary SR--RTU (SR-43) Add additional 4-ton unit. \$28,343.00

PCO #07 - SPS Middle School MS-RTu-18 Missing Electrical Connection - \$5,750.00

Total: \$37,063.00

The original Contract Sum was	\$	3,956,900.00
The net change by previously authorized Change Orders	\$	150,163.69
The Contract Sum prior to this Change Order was	\$	4,107,063.69
The Contract Sum will be increased by this Change Order in the amount of	\$	37,063.00
The new Contract Sum including this Change Order will be	\$	4,144,126.69

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be 08-29-2025

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.

 _____ ARCHITECT <i>(Signature)</i>	 _____ CONTRACTOR <i>(Signature)</i>	_____ OWNER <i>(Signature)</i>
BY: Brian Thomas, AIA, LEED AP, Principal _____ <i>(Printed name, title, and license number if required)</i>	BY: Jeff Beets, Vice President _____ <i>(Printed name and title)</i>	BY: Roberta Douglas, SPS Board President _____ <i>(Printed name and title)</i>
10/07/2025 _____ Date	10/7/25 _____ Date	_____ Date



October 3, 2025

SPS Sangre Ridge, MS, HS FH & PAC – Summer 2025 Project
c/o Jeff Thomas
1224 N. Husband Street
Stillwater, OK 74075



RE: PCO #05 – SPS High School PAC PA-RTU-08 Curb Modification

Per request, American Roofing is proposing the following change order for the SPS Sangre Ridge, Middle School, High School Field House and PAC Roof & HVAC Improvements project. All necessary electrical work will be performed by Stolhand-Wells Group under the supervision of American Roofing and Construction:

- Modify Curb to Allow for Proper Airflow at Performing Arts Center on PA-RTU-08

Includes:

- Materials & Freight Charges
- All Labor for Installation
- Supervision

Excludes

- Sales Tax

Item Description	Unit Cost	Quantity	Total Cost
Materials & Labor Provided by SWG	\$2,875.00	1	\$2,825.00
Supervision	\$50.00	2	\$100.00
Bonding @ 1.5%	\$45.00	1	\$45.00

Total Proposed Cost:

\$2,970.00

If you have any questions, please contact me or our office staff at your convenience.

Respectfully Submitted,

Joe Vaden, Jr., Commercial Estimator
American Roofing & Construction, LLC



October 7, 2025

SPS Sangre Ridge, MS, HS FH & PAC – Summer 2025 Project
c/o Jeff Thomas
1224 N. Husband Street
Stillwater, OK 74075



RE: PCO #07 – SPS Middle School MS-RTU-18 Missing Electrical Connection

Per request, American Roofing is proposing the following change order for the SPS Sangre Ridge, Middle School, High School Field House and PAC Roof & HVAC Improvements project. All necessary M/E/P work will be performed by Stolhand-Wells Group under the supervision of American Roofing and Construction:

- Provide & Install Missing Electrical Connections to MS-RTU-18

Includes:

- Materials & Freight Charges
- All Labor for Installation
- Bonding
- Supervision

Excludes

- Sales Tax
- Controls

<u>Item Description</u>	<u>Unit Cost</u>	<u>Quantity</u>	<u>Total Cost</u>
Materials & Labor Provided by SWG	\$4,080.00	1	\$4,080.00
Roofing Materials & Labor (Roof Penetration)	\$870.00	1	\$870.00
Supervision	\$50.00	4	\$200.00
O&P	\$515.00	1	\$515.00
Bonding @ 1.5%	\$85.00	1	\$85.00

Total Proposed Cost:	\$5,750.00
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If you have any questions, please contact me or our office staff at your convenience.

Respectfully Submitted,

Joe Vaden, Jr., Commercial Estimator
American Roofing & Construction, LLC



October 7, 2025

SPS Sangre Ridge, MS, HS FH & PAC – Summer 2025 Project
c/o Jeff Thomas
1224 N. Husband Street
Stillwater, OK 74075



RE: PCO #06 – SPS Sangre Ridge Elementary SR-RTU-xx (SR-43) Additional 4-Ton Unit

Per request, American Roofing is proposing the following change order for the SPS Sangre Ridge, Middle School, High School Field House and PAC Roof & HVAC Improvements project. All necessary M/E/P work will be performed by Stolhand-Wells Group under the supervision of American Roofing and Construction:

- Provide & Install 1 Additional 4-Ton RTU at Sangre Ridge Elementary for Unit ID # SR-43 (SR-RTU-xx)

Includes:

- Materials & Freight Charges
- Curb Adapter
- Large Crane Rental for Unit Placement
- All Labor for Installation
- Bonding
- Supervision

Excludes

- Sales Tax
- Controls

Item Description	Unit Cost	Quantity	Total Cost
Materials & Labor Provided by SWG	\$24,315.00	1	\$24,315.00
Roofing Materials & Labor (Roof Penetrations)	\$870.00	1	\$870.00
Supervision	\$50.00	4	\$200.00
O&P	\$2,539.00	1	\$2,539.00
Bonding @ 1.5%	\$419.00	1	\$419.00

Total Proposed Cost:	\$28,343.00
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If you have any questions, please contact me or our office staff at your convenience.

Respectfully Submitted,

Joe Vaden, Jr., Commercial Estimator
American Roofing & Construction, LLC



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Mr. Tyler Bridges, Superintendent
DATE: October 14 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 October 1, 2025

BACKGROUND INFORMATION:

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

The monthly Bond Expenditures and Revenues Report for May 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 32/33).

Stillwater Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 9/30/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 11 GENERAL FUND						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT YR)	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)	\$0.00	\$126,206.74	\$0.00	\$126,206.74	N/A	\$33,015.99
Source - 1130 REVENUE IN LIEU OF TAXES	\$0.00	\$59,305.02	\$0.00	\$59,305.02	N/A	\$82.64
Source - 1310 INTEREST EARNINGS	\$0.00	\$192,868.34	\$0.00	\$192,868.34	N/A	\$63,873.12
Source - 1350 INTEREST ON TAXES	\$0.00	\$2,014.03	\$0.00	\$2,014.03	N/A	\$177.39
Source - 1410 RENTAL OF SCHOOL FACILITIES	\$0.00	\$9,179.95	\$0.00	\$9,179.95	N/A	\$1,345.90
Source - 1510 INSURANCE LOSS RECOVERIES	\$0.00	\$6,594.87	\$0.00	\$6,594.87	N/A	\$6,594.87
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$0.00	\$283,223.78	\$0.00	\$283,223.78	N/A	\$11,378.26
Source - 1710 STUDENT LUNCHS/BREAKFASTS/MILK	\$0.00	\$43,317.75	\$0.00	\$43,317.75	N/A	\$43,317.75
Source - 1720 A LA CARTE OR CATERING REVENUE	\$0.00	\$15,699.95	\$0.00	\$15,699.95	N/A	\$15,699.95
Source - 1730 ADULT LUNCHES/BREAKFASTS	\$0.00	\$1,787.68	\$0.00	\$1,787.68	N/A	\$1,787.68
Series - 1000 Total	\$0.00	\$740,198.11	\$0.00	\$740,198.11	N/A	\$177,273.55
Series - 2000						
Source - 2100 COUNTY 4 MILL AD VALOREM TAX	\$0.00	\$15,659.28	\$0.00	\$15,659.28	N/A	\$3,799.91
Source - 2200 COUNTY APPORTIONMENT (MORTGAGE TAX)	\$0.00	\$84,922.93	\$0.00	\$84,922.93	N/A	\$24,577.47
Series - 2000 Total	\$0.00	\$100,582.21	\$0.00	\$100,582.21	N/A	\$28,377.38
Series - 3000						
Source - 3110 GROSS PRODUCTION TAX	\$0.00	\$44,518.57	\$0.00	\$44,518.57	N/A	\$12,690.47
Source - 3120 MOTOR VEHICLE COLLECTIONS	\$0.00	\$515,454.27	\$0.00	\$515,454.27	N/A	\$221,849.87
Source - 3130 RURAL ELECTRIC COOPERATIVE TAX	\$0.00	\$57,104.23	\$0.00	\$57,104.23	N/A	\$21,123.60
Source - 3140 STATE SCHOOL LAND EARNINGS	\$0.00	\$226,215.50	\$0.00	\$226,215.50	N/A	\$74,334.44
Source - 3150 VEHICLE TAX STAMP	\$0.00	\$1,327.40	\$0.00	\$1,327.40	N/A	\$778.40
Source - 3160 FARM IMPLEMENT TAX STAMP	\$0.00	\$438.40	\$0.00	\$438.40	N/A	\$349.02
Source - 3210 FOUNDATION AND SALARY INCENT AID	\$0.00	\$3,382,264.95	\$0.00	\$3,382,264.95	N/A	\$1,691,483.40
Source - 3250 EDUCATION FLEX BENEFIT ALLOWANCE	\$0.00	\$976,572.64	\$0.00	\$976,572.64	N/A	\$488,286.32
Source - 3420 STATE TEXTBOOK	\$0.00	\$68,937.30	\$0.00	\$68,937.30	N/A	\$34,468.65
Source - 3436 SCHOOL RESOURCE OFFICER PROGRAM	\$0.00	\$93,041.47	\$0.00	\$93,041.47	N/A	\$0.00
Source - 3690 OTHER MISC SOURCES OF STATE REVENUE	\$0.00	\$25,000.00	\$0.00	\$25,000.00	N/A	\$25,000.00
Source - 3811 COMP HS VOCATIONAL SAL REIMB	\$0.00	\$5,940.00	\$0.00	\$5,940.00	N/A	\$5,940.00
Source - 3812 VOCATIONAL PROGRAM ASSISTANCE GRANT	\$0.00	\$46,187.00	\$0.00	\$46,187.00	N/A	\$46,187.00
Series - 3000 Total	\$0.00	\$5,443,001.73	\$0.00	\$5,443,001.73	N/A	\$2,622,491.17
Series - 4000						
Source - 4140 TITLE VI INDIAN, NATIVE HI/AK EDU	\$0.00	\$25,243.63	\$0.00	\$25,243.63	N/A	\$0.00
Source - 4164 SUB-MARGINAL LANDS	\$0.00	\$788.72	\$0.00	\$788.72	N/A	\$0.00

Stillwater Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 9/30/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 4210 TITLE I-PART A-IMPROVING BASIC PROG	\$0.00	\$304,932.38	\$0.00	\$304,932.38	N/A	\$0.00
Source - 4271 PART A, SUPPORTING EFFECTIVE INST	\$0.00	\$3,252.41	\$0.00	\$3,252.41	N/A	\$0.00
Source - 4281 TITLE III PT A ENG LANG ACQUISITION	\$0.00	\$88.50	\$0.00	\$88.50	N/A	\$0.00
Source - 4310 INDIVIDUALS WITH DISABIL IDEA--B	\$0.00	\$277,347.29	\$0.00	\$277,347.29	N/A	\$0.00
Source - 4442 STUDENT SUPPORT & ACADEMIC ENRICH	\$0.00	\$9,048.62	\$0.00	\$9,048.62	N/A	\$0.00
Source - 4480 TITLE IX- ED FOR HOMELESS/OTHER LAW	\$0.00	\$9,233.26	\$0.00	\$9,233.26	N/A	\$0.00
Source - 4580 MEDICAID RESOURCES	\$0.00	\$27,098.12	\$0.00	\$27,098.12	N/A	\$27,077.00
Series - 4000 Total	\$0.00	\$657,032.93	\$0.00	\$657,032.93	N/A	\$27,077.00
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$7,653,287.98	\$0.00	\$7,653,287.98	N/A	\$0.00
Series - 6000 Total	\$0.00	\$7,653,287.98	\$0.00	\$7,653,287.98	N/A	\$0.00
Fund - 11 GENERAL FUND Total	\$0.00	\$14,594,102.96	\$0.00	\$14,594,102.96	N/A	\$2,855,219.10

Stillwater Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 9/30/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 21 BUILDING FUND						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT YR)	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)	\$0.00	\$18,034.54	\$0.00	\$18,034.54	N/A	\$4,717.87
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$0.00	\$37,164.00	\$0.00	\$37,164.00	N/A	\$37,164.00
Series - 1000 Total	\$0.00	\$55,198.54	\$0.00	\$55,198.54	N/A	\$41,881.87
Series - 3000						
Source - 3160 FARM IMPLEMENT TAX STAMP	\$0.00	\$62.65	\$0.00	\$62.65	N/A	\$49.88
Source - 3250 EDUCATION FLEX BENEFIT ALLOWANCE	\$0.00	\$54,426.33	\$0.00	\$54,426.33	N/A	\$27,213.16
Series - 3000 Total	\$0.00	\$54,488.98	\$0.00	\$54,488.98	N/A	\$27,263.04
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$2,486,751.18	\$0.00	\$2,486,751.18	N/A	\$0.00
Series - 6000 Total	\$0.00	\$2,486,751.18	\$0.00	\$2,486,751.18	N/A	\$0.00
Fund - 21 BUILDING FUND Total	\$0.00	\$2,596,438.70	\$0.00	\$2,596,438.70	N/A	\$69,144.91

Stillwater Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 9/30/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 22 CHILD NUTRITION PROGRAMS FUND						
Series - 1000						
Source - 1710 STUDENT LUNCHS/BREAKFASTS/MILK	\$0.00	\$58,689.19	\$0.00	\$58,689.19	N/A	\$0.00
Source - 1720 A LA CARTE OR CATERING REVENUE	\$0.00	\$17,324.35	\$0.00	\$17,324.35	N/A	\$0.00
Source - 1730 ADULT LUNCHES/BREAKFASTS	\$0.00	\$1,978.19	\$0.00	\$1,978.19	N/A	\$0.00
Series - 1000 Total	\$0.00	\$77,991.73	\$0.00	\$77,991.73	N/A	\$0.00
Series - 3000						
Source - 3250 EDUCATION FLEX BENEFIT ALLOWANCE	\$0.00	\$63,640.48	\$0.00	\$63,640.48	N/A	\$31,820.25
Source - 3720 STATE MATCHING	\$0.00	\$3,456.00	\$0.00	\$3,456.00	N/A	\$0.00
Series - 3000 Total	\$0.00	\$67,096.48	\$0.00	\$67,096.48	N/A	\$31,820.25
Series - 4000						
Source - 4710 LUNCHES	\$0.00	\$120,455.63	\$0.00	\$120,455.63	N/A	\$120,455.63
Source - 4720 BREAKFASTS	\$0.00	\$48,799.30	\$0.00	\$48,799.30	N/A	\$48,799.30
Source - 4740 SUMMER FOOD SERVICE PROGRAM	\$0.00	\$286,154.52	\$0.00	\$286,154.52	N/A	\$0.00
Series - 4000 Total	\$0.00	\$455,409.45	\$0.00	\$455,409.45	N/A	\$169,254.93
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$1,305,180.19	\$0.00	\$1,305,180.19	N/A	\$0.00
Series - 6000 Total	\$0.00	\$1,305,180.19	\$0.00	\$1,305,180.19	N/A	\$0.00
Fund - 22 CHILD NUTRITION PROGRAMS FUND Total	\$0.00	\$1,905,677.85	\$0.00	\$1,905,677.85	N/A	\$201,075.18

Stillwater Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 9/30/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 31 BOND FUND 31						
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$1,085,835.29	\$0.00	\$1,085,835.29	N/A	\$0.00
Series - 6000 Total	\$0.00	\$1,085,835.29	\$0.00	\$1,085,835.29	N/A	\$0.00
Fund - 31 BOND FUND 31 Total	\$0.00	\$1,085,835.29	\$0.00	\$1,085,835.29	N/A	\$0.00

Stillwater Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 9/30/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 32 BOND FUND 32						
Series - 1000						
Source - 1310 INTEREST EARNINGS	\$0.00	\$1,075.20	\$0.00	\$1,075.20	N/A	\$0.00
Series - 1000 Total	\$0.00	\$1,075.20	\$0.00	\$1,075.20	N/A	\$0.00
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$9,261,435.86	\$0.00	\$9,261,435.86	N/A	\$0.00
Series - 6000 Total	\$0.00	\$9,261,435.86	\$0.00	\$9,261,435.86	N/A	\$0.00
Fund - 32 BOND FUND 32 Total	\$0.00	\$9,262,511.06	\$0.00	\$9,262,511.06	N/A	\$0.00

Stillwater Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 9/30/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 33 BOND FUND 33						
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$10,761,950.75	\$0.00	\$10,761,950.75	N/A	\$0.00
Series - 6000 Total	\$0.00	\$10,761,950.75	\$0.00	\$10,761,950.75	N/A	\$0.00
Fund - 33 BOND FUND 33 Total	\$0.00	\$10,761,950.75	\$0.00	\$10,761,950.75	N/A	\$0.00

Stillwater Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 9/30/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 41 SINKING FUND						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT YR)	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)	\$0.00	\$92,492.39	\$0.00	\$92,492.39	N/A	\$24,171.12
Source - 1310 INTEREST EARNINGS	\$0.00	\$196,585.22	\$0.00	\$196,585.22	N/A	\$74,359.66
Series - 1000 Total	\$0.00	\$289,077.61	\$0.00	\$289,077.61	N/A	\$98,530.78
Series - 3000						
Source - 3160 FARM IMPLEMENT TAX STAMP	\$0.00	\$322.14	\$0.00	\$322.14	N/A	\$256.46
Series - 3000 Total	\$0.00	\$322.14	\$0.00	\$322.14	N/A	\$256.46
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$9,631,092.03	\$0.00	\$9,631,092.03	N/A	\$0.00
Series - 6000 Total	\$0.00	\$9,631,092.03	\$0.00	\$9,631,092.03	N/A	\$0.00
Fund - 41 SINKING FUND Total	\$0.00	\$9,920,491.78	\$0.00	\$9,920,491.78	N/A	\$98,787.24

Stillwater Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 9/30/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 81 GIFT FUND						
Series - 1000						
Source - 1610 CONTRIBUTIONS/DONATIONS-PRIVATE	\$0.00	\$500,000.00	\$0.00	\$500,000.00	N/A	\$500,000.00
Series - 1000 Total	\$0.00	\$500,000.00	\$0.00	\$500,000.00	N/A	\$500,000.00
Fund - 81 GIFT FUND Total	\$0.00	\$500,000.00	\$0.00	\$500,000.00	N/A	\$500,000.00

Stillwater Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 9/30/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Report Total	\$0.00	\$50,627,008.39	\$0.00	\$50,627,008.39	N/A	\$3,724,226.43

Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 9/30/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 11 GENERAL FUND						
000 NON-CATEGORICAL	1,502,612.31	1,683.07	1,683.07	0.00	1,500,929.24	0.11%
001 HIGH SCHOOL	7,500.00	5,769.06	4,369.06	1,400.00	1,730.94	76.92%
002 JUNIOR HIGH	7,500.00	641.00	579.00	62.00	6,859.00	8.55%
003 MIDDLE SCHOOL	6,250.00	2,000.22	1,103.02	897.20	4,249.78	32.00%
004 HIGHLAND PARK	5,000.00	206.00	206.00	0.00	4,794.00	4.12%
005 RICHMOND	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
006 SANGRE RIDGE	5,000.00	1,531.90	901.90	630.00	3,468.10	30.64%
007 SKYLINE	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
008 WESTWOOD	5,000.00	4,860.00	4,860.00	0.00	140.00	97.20%
009 WILL ROGERS	5,000.00	4,983.14	3,287.39	1,695.75	16.86	99.66%
010 LINCOLN ACADEMY	3,495.00	1,108.56	508.56	600.00	2,386.44	31.72%
011 CURRICULUM & INSTRUCTIONAL	81,515.00	39,838.67	13,359.37	26,479.30	41,676.33	48.87%
012 NURSE & OSHA SUPPLIES	4,250.00	1,674.19	0.00	1,674.19	2,575.81	39.39%
013 ED SERVICES SUPPLIES	1,000.00	585.01	585.01	0.00	414.99	58.50%
014 CUSTODIAL SUPPLIES	95,500.00	94,012.93	793.60	93,219.33	1,487.07	98.44%
015 ADMIN OPERATIONS SUPPLIES	2,000.00	250.00	0.00	250.00	1,750.00	12.50%
016 DISTRICT SUPPLIES	50,000.00	48,883.61	22,494.21	26,389.40	1,116.39	97.77%
017 AVIATION GRANT	4,650.00	1,251.00	0.00	1,251.00	3,399.00	26.90%
018 CONTRACTED SOCIAL SERVICES	288,000.00	276,000.00	21,000.00	255,000.00	12,000.00	95.83%
019 LIBRARY	47,304.00	13,221.83	271.44	12,950.39	34,082.17	27.95%
020 CAREERTECH GRANT-FEDERAL STRENGTHENING	25,000.00	0.00	0.00	0.00	25,000.00	0.00%
021 SUMMER SCHOOL	39,100.00	17,472.15	17,472.15	0.00	21,627.85	44.69%
022 EXTENDED SCHOOL YEAR	11,220.00	3,922.78	3,922.78	0.00	7,297.22	34.96%
023 PR AND COMMUNICATIONS	5,100.00	594.32	594.32	0.00	4,505.68	11.65%
024 BAND	27,150.00	22,370.00	1,520.00	20,850.00	4,780.00	82.39%
025 ORCHESTRA	10,200.00	0.00	0.00	0.00	10,200.00	0.00%
026 LEGAL SERVICES	51,000.00	40,000.00	14,550.81	25,449.19	11,000.00	78.43%
027 AUDIT SERVICES	15,000.00	14,000.00	1,000.00	13,000.00	1,000.00	93.33%
028 POSTAGE & FREIGHT	18,700.00	18,700.00	714.75	17,985.25	0.00	100.00%
029 BOE/CABINET PROFESSIONAL DEVELOPMENT	42,500.00	6,630.00	4,315.00	2,315.00	35,870.00	15.60%
030 FACILITIES MISCELLANEOUS	17,235.56	15,125.00	800.00	14,325.00	2,110.56	87.75%
031 BOE GENERAL EXPENSES	12,977.00	12,977.00	11,327.00	1,650.00	0.00	100.00%
032 FINANCE	135,000.00	1,584.08	1,284.08	300.00	133,415.92	1.17%
033 BOARD ELECTION/BOND FEES	76,000.00	25,429.78	450.00	24,979.78	50,570.22	33.46%
034 SPED TESTING	17,000.00	14,582.54	7,693.07	6,889.47	2,417.46	85.78%
035 BOE/SUPERINTENDENT SUPPLIES	5,000.00	334.32	0.00	334.32	4,665.68	6.69%
036 MILEAGE EXPENSE-NO DIST TRANSP AVAIL (CFO AUTH)	2,000.00	2,000.00	0.00	2,000.00	0.00	100.00%
040 TIER II SPECIAL NEEDS	120,000.00	0.00	0.00	0.00	120,000.00	0.00%

Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 9/30/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 11 GENERAL FUND						
041 DISTRICT SUPPLIES-ELEMENTARY REIMBURSEABLE	83,000.00	82,545.65	44,489.22	38,056.43	454.35	99.45%
042 HUMAN RESOURCES	528,001.00	521,801.95	467,249.32	54,552.63	6,199.05	98.83%
045 FLEET FUEL	250,000.00	250,000.00	26,876.11	223,123.89	0.00	100.00%
047 DISTRICT WIDE TRANSPORTATION	189,825.00	164,937.75	18,522.24	146,415.51	24,887.25	86.89%
048 TRANSPORTATION MISCELLANEOUS	47,305.00	22,674.45	3,366.54	19,307.91	24,630.55	47.93%
049 UTILITIES-ELECTRICITY	1,024,000.00	894,000.00	220,926.96	673,073.04	130,000.00	87.30%
051 UTILITIES-GAS	348,500.00	348,500.00	11,975.18	336,524.82	0.00	100.00%
052 UTILITIES-TELEPHONE/INTERNET	67,000.00	0.00	0.00	0.00	67,000.00	0.00%
053 UTILITIES-WATER/TRASH	392,800.00	392,800.00	51,053.37	341,746.63	0.00	100.00%
054 BUILDING MAINTENANCE	153,000.00	22,000.00	1,793.07	20,206.93	131,000.00	14.38%
055 GROUNDS	48,450.00	71.76	0.00	71.76	48,378.24	0.15%
056 VOCAL MUSIC	1,020.00	755.98	755.98	0.00	264.02	74.12%
057 DRAMA	4,250.00	2,550.98	0.00	2,550.98	1,699.02	60.02%
058 ATHLETICS	83,300.00	4,448.29	4,448.29	0.00	78,851.71	5.34%
060 PROFESSIONAL DEVELOPMENT	60,000.00	11,515.00	9,540.00	1,975.00	48,485.00	19.19%
061 LIABILITY BONDS	4,935.50	4,835.50	1,842.50	2,993.00	100.00	97.97%
064 PROPERTY INSURANCE	1,451,908.00	1,451,908.00	1,451,908.00	0.00	0.00	100.00%
065 HIGH SCHOOL GRADUATION	33,500.00	2,392.45	2,392.45	0.00	31,107.55	7.14%
066 PERFORMING ARTS CENTER	3,187.50	1,160.00	0.00	1,160.00	2,027.50	36.39%
067 COUNTY RE-EVALUATION	430,250.00	425,250.00	0.00	425,250.00	5,000.00	98.84%
072 SECURITY	131,000.00	130,971.00	38,587.09	92,383.91	29.00	99.98%
086 RSI	12,064.98	2,000.00	2,000.00	0.00	10,064.98	16.58%
087 MTSS GRANT NON-PAYROLL EXPENSES	343,388.52	2,276.00	0.00	2,276.00	341,112.52	0.66%
088 OPIOID ABATEMENT GRANT NON-PAYROLL EXPENSES	25,000.00	0.00	0.00	0.00	25,000.00	0.00%
092 TECHNOLOGY MISCELLANEOUS	13,600.00	13,172.70	0.00	13,172.70	427.30	96.86%
100 MAIN PERSONNEL	36,000,000.00	35,706,167.88	4,653,785.88	31,052,382.00	293,832.12	99.18%
101 FACILITIES PERSONNEL	1,200,000.00	1,088,100.45	404,887.27	683,213.18	111,899.55	90.68%
102 EAS/CREDIT RECOVERY PERSONNEL	10,000.00	0.00	0.00	0.00	10,000.00	0.00%
103 HOMEBOUND SERVICES PERSONNEL	26,000.00	0.00	0.00	0.00	26,000.00	0.00%
104 CLASSROOM COVER PERSONNEL	15,000.00	0.00	0.00	0.00	15,000.00	0.00%
105 NATIONAL BOARD CERTIFIED BONUS -DISTRICT PAID	11,000.00	0.00	0.00	0.00	11,000.00	0.00%
106 NON-FUNDED CAREERTECH PERSONNEL COSTS	1,386,200.00	1,386,094.39	234,667.01	1,151,427.38	105.61	99.99%
110 PALS PERSONNEL	200,000.00	182,895.53	21,869.58	161,025.95	17,104.47	91.45%
111 ACTIVITY FUND PAID PERSONNEL	126,260.81	126,260.81	14,095.98	112,164.83	0.00	100.00%
112 MTSS GRANT PERSONNEL	190,100.00	169,002.40	29,932.97	139,069.43	21,097.60	88.90%
113 DHS REFUGEE ASSISTANCE PERSONNEL	50,000.00	0.00	0.00	0.00	50,000.00	0.00%

Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 9/30/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 11 GENERAL FUND						
114 OPIOID ABATEMENT GRANT PERSONNEL	50,000.00	50,000.00	11,227.98	38,772.02	0.00	100.00%
312 NATIONAL BOARD CERTIFIED BONUS -STATE PAID	46,000.00	0.00	0.00	0.00	46,000.00	0.00%
331 ED FLEX BENEFIT-CERTIFIED IN LIEU OF	73,613.76	63,087.55	5,995.06	57,092.49	10,526.21	85.70%
332 ED FLEX BENEFIT-SUPPORT IN LIEU OF	213,879.27	193,294.11	37,179.24	156,114.87	20,585.16	90.38%
333 STATE TEXTBOOKS	467,167.62	0.00	0.00	0.00	467,167.62	0.00%
334 ED FLEX BENEFIT-CERTIFIED MED PD BY STATE	3,580,248.00	3,206,030.80	332,075.80	2,873,955.00	374,217.20	89.55%
335 ED FLEX BENEFIT-SUPPORT MED PD BY STATE	1,557,662.40	1,389,962.00	286,335.00	1,103,627.00	167,700.40	89.23%
361 ACHIEVING CLASSROOM EXCELLENCE (ACE) TECHNOLOGY	153,419.16	0.00	0.00	0.00	153,419.16	0.00%
367 STRONG READERS	321,158.10	19,779.14	19,779.14	0.00	301,378.96	6.16%
376 SCHOOL RESOURCE OFFICER	216,473.62	41,951.67	15,104.96	26,846.71	174,521.95	19.38%
388 ALTERNATIVE EDUCATION	166,324.71	164,752.83	14,887.73	149,865.10	1,571.88	99.05%
411 OK CAREERTECH=COMPREHENSIVE SECONDARY PROGRAMS	63,460.00	63,456.18	30,155.37	33,300.81	3.82	99.99%
412 OK CAREERTECH-VOCATIONAL PROGRAMS ASSISTANCE	187,000.00	97,945.79	36,946.12	60,999.67	89,054.21	52.38%
511 TITLE I, PART A (BASIC PROGRAM)	1,735,860.24	1,207,075.62	122,479.32	1,084,596.30	528,784.62	69.54%
515 TITLE I (SCHOOL SUPPORT)	1,964.11	1,964.11	1,964.11	0.00	0.00	100.00%
518 TITLE I, PART A, SUBPART 2 (NEGLECTED, LEAS)	29,976.96	6,000.00	0.00	6,000.00	23,976.96	20.02%
541 TITLE II, PART A (SUPPORT EFFECTIVE INSTRUCTION)	284,028.68	207,044.46	15,832.17	191,212.29	76,984.22	72.90%
552 TITLE IV, PART A (STU SUP & ACAD ENRICH FRM GRANT)	161,860.77	61,981.84	7,164.03	54,817.81	99,878.93	38.29%
561 TITLE VI, PART A (INDIAN EDUCATION)	147,452.00	109,803.30	18,353.39	91,449.91	37,648.70	74.47%
571 TITLE III, PART A (IMMIGRANT EDUCATION ACT)	16,283.90	0.00	0.00	0.00	16,283.90	0.00%
572 TITLE III, PART A (ENG LANG ACQ, ENH & ACHEIVE)	64,145.44	14,188.63	14,188.63	0.00	49,956.81	22.12%
587 TITLE V, PART B, SUBPRT 2 (RURAL/LOW INC SCHL PGM)	156,300.39	74,864.91	53,367.79	21,497.12	81,435.48	47.90%
596 TITLE IX, PART A (HOMELESS CHILDREN & YOUTH)	27,018.22	47,704.86	7,232.56	40,472.30	-20,686.64	176.57%
613 IDEA PART B (SPED PROF DEVELOP OSDE SPONSORED)	7,800.00	6,225.00	4,425.00	1,800.00	1,575.00	79.81%
615 IDEA PART B (SPED PROF DEVELOP DISTRICT)	6,726.55	4,840.00	3,815.00	1,025.00	1,886.55	71.95%
616 IDEA PART B (SUB AREA CERT EXAM REIMBURSE)	300.00	118.00	0.00	118.00	182.00	39.33%

Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 9/30/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 11 GENERAL FUND						
618 IDEA PART B (SECONDARY TRANS SERVICES)	17,976.06	5,806.95	2,467.49	3,339.46	12,169.11	32.30%
621 IDEA PART B (FLOW THROUGH, P.L.108-446)	1,399,200.53	1,328,910.47	139,293.79	1,189,616.68	70,290.06	94.98%
625 IDEA PART B (FLOW THRU, P.L.108-446 PRIVATE SCHL)	13,643.09	11,000.00	0.00	11,000.00	2,643.09	80.63%
627 IDEA PART B (FLOW THRU, P.L.108-446 HIGH ND TR II)	47,366.68	0.00	0.00	0.00	47,366.68	0.00%
641 IDEA PART B (PRESCHOOL, AGED 3-5, P.L. 108-446)	34,084.56	34,084.56	5,189.31	28,895.25	0.00	100.00%
697 MEDICAID FEDERAL MATCH	10,000.00	0.00	0.00	0.00	10,000.00	0.00%
698 MEDICAID RESOURCES	30,000.00	13,776.00	13,776.00	0.00	16,224.00	45.92%
Total Fund - 11 GENERAL FUND	\$58,994,000.00	\$52,530,959.86	\$9,057,845.59	\$43,473,114.27	\$6,463,040.14	89.04 %

Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 9/30/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 21 BUILDING FUND						
000 NON-CATEGORICAL	1,075,212.46	0.00	0.00	0.00	1,075,212.46	0.00%
030 FACILITIES MISCELLANEOUS	7,420.54	7,420.54	7,420.54	0.00	0.00	100.00%
032 FINANCE	3,000.00	3,000.00	1,500.00	1,500.00	0.00	100.00%
100 MAIN PERSONNEL	260,000.00	256,231.36	42,218.87	214,012.49	3,768.64	98.55%
101 FACILITIES PERSONNEL	1,500,000.00	1,472,968.26	241,172.96	1,231,795.30	27,031.74	98.20%
332 ED FLEX BENEFIT-SUPPORT IN LIEU OF	21,123.00	18,210.24	2,845.35	15,364.89	2,912.76	86.21%
335 ED FLEX BENEFIT-SUPPORT MED PD BY STATE	281,244.00	249,571.00	38,885.00	210,686.00	31,673.00	88.74%
Total Fund - 21 BUILDING FUND	\$3,148,000.00	\$2,007,401.40	\$334,042.72	\$1,673,358.68	\$1,140,598.60	63.77 %

Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 9/30/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 22 CHILD NUTRITION PROGRAMS FUND						
000 NON-CATEGORICAL	27,832.00	0.00	0.00	0.00	27,832.00	0.00%
049 UTILITIES-ELECTRICITY	28,321.00	28,320.30	28,320.30	0.00	0.70	100.00%
051 UTILITIES-GAS	9,000.00	8,976.66	8,976.66	0.00	23.34	99.74%
052 UTILITIES-TELEPHONE/INTERNET	2,600.00	0.00	0.00	0.00	2,600.00	0.00%
053 UTILITIES-WATER/TRASH	9,000.00	8,940.08	8,940.08	0.00	59.92	99.33%
064 PROPERTY INSURANCE	120,000.00	119,408.84	119,408.84	0.00	591.16	99.51%
091 LOCAL CHILD NUTRITION EXPENSES	172,130.00	145,253.54	35,160.25	110,093.29	26,876.46	84.39%
100 MAIN PERSONNEL	55,000.00	0.00	0.00	0.00	55,000.00	0.00%
101 FACILITIES PERSONNEL	43,500.00	3,597.71	3,597.71	0.00	39,902.29	8.27%
332 ED FLEX BENEFIT-SUPPORT IN LIEU OF	53,558.00	39,080.65	6,639.15	32,441.50	14,477.35	72.97%
335 ED FLEX BENEFIT-SUPPORT MED PD BY STATE	300,000.00	287,042.00	50,197.00	236,845.00	12,958.00	95.68%
385 CHILD NUTRITION PROGRAM	30,000.00	28,174.65	11,180.87	16,993.78	1,825.35	93.92%
763 LUNCHES	2,302,099.00	2,264,616.90	407,060.07	1,857,556.83	37,482.10	98.37%
764 BREAKFASTS	786,680.00	701,812.12	91,261.46	610,550.66	84,867.88	89.21%
766 SUMMER FOOD SERVICE PROGRAM	286,000.00	181,228.96	58,057.48	123,171.48	104,771.04	63.37%
767 PROF STANDARDS FOR SCHOOL NUTRITION EMPLOYEES	4,000.00	2,577.00	1,302.00	1,275.00	1,423.00	64.43%
Total Fund - 22 CHILD NUTRITION PROGRAMS FUND	\$4,229,720.00	\$3,819,029.41	\$830,101.87	\$2,988,927.54	\$410,690.59	90.29 %

Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 9/30/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 31 BOND FUND 31						
000 NON-CATEGORICAL	423,638.62	0.00	0.00	0.00	423,638.62	0.00%
030 FACILITIES MISCELLANEOUS	18,140.00	18,140.00	12,071.59	6,068.41	0.00	100.00%
032 FINANCE	271,396.65	108,178.51	98,559.31	9,619.20	163,218.14	39.86%
047 DISTRICT WIDE TRANSPORTATION	224,096.52	224,096.52	224,096.52	0.00	0.00	100.00%
054 BUILDING MAINTENANCE	53,203.50	53,203.50	22,671.25	30,532.25	0.00	100.00%
055 GROUNDS	15,000.00	15,000.00	15,000.00	0.00	0.00	100.00%
071 BUILDING ACQUISITION/KICKER/OES REMODEL	80,360.00	0.00	0.00	0.00	80,360.00	0.00%
Total Fund - 31 BOND FUND 31	\$1,085,835.29	\$418,618.53	\$372,398.67	\$46,219.86	\$667,216.76	38.55 %

Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 9/30/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 32 BOND FUND 32						
000 NON-CATEGORICAL	2,698.10	0.00	0.00	0.00	2,698.10	0.00%
011 CURRICULUM & INSTRUCTIONAL	360,086.79	0.00	0.00	0.00	360,086.79	0.00%
024 BAND	3.00	0.00	0.00	0.00	3.00	0.00%
032 FINANCE	433,633.40	0.00	0.00	0.00	433,633.40	0.00%
038 BOND-DW PRINTING/COPIERS	20,428.46	0.00	0.00	0.00	20,428.46	0.00%
047 DISTRICT WIDE TRANSPORTATION	433,458.80	418,670.20	26,508.20	392,162.00	14,788.60	96.59%
054 BUILDING MAINTENANCE	178,398.74	15,630.00	0.00	15,630.00	162,768.74	8.76%
055 GROUNDS	144,147.36	9,882.00	0.00	9,882.00	134,265.36	6.86%
058 ATHLETICS	43,087.82	9,196.80	0.00	9,196.80	33,891.02	21.34%
066 PERFORMING ARTS CENTER	50,000.00	0.00	0.00	0.00	50,000.00	0.00%
068 2023 BOND - HIGH SCHOOL PROJECT	2,795,520.97	2,632,608.19	103,646.59	2,528,961.60	162,912.78	94.17%
069 2023 BOND - ATHLETICS PROJECT	1,077,827.08	1,077,826.29	75,626.08	1,002,200.21	0.79	100.00%
071 BUILDING ACQUISITION/KICKER/OES REMODEL	801,947.62	315,098.57	278,370.95	36,727.62	486,849.05	39.29%
073 BOND-CLASSROOM TECHNOLOGY	242,351.54	0.00	0.00	0.00	242,351.54	0.00%
075 DISTRICT WIDE ROOF REPAIR	1,924,830.99	1,600,946.25	1,029,284.98	571,661.27	323,884.74	83.17%
076 BOND-CHROMEBOOKS & CARTS	522,209.33	0.00	0.00	0.00	522,209.33	0.00%
077 BOND-SUBSCRIPTIONS/LICENSING	90,298.31	0.00	0.00	0.00	90,298.31	0.00%
092 TECHNOLOGY MISCELLANEOUS	140,507.55	0.00	0.00	0.00	140,507.55	0.00%
Total Fund - 32 BOND FUND 32	\$9,261,435.86	\$6,079,858.30	\$1,513,436.80	\$4,566,421.50	\$3,181,577.56	65.65 %

Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 9/30/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 33 BOND FUND 33						
000 NON-CATEGORICAL	28,221.75	0.00	0.00	0.00	28,221.75	0.00%
011 CURRICULUM & INSTRUCTIONAL	375,165.00	1,200.00	1,200.00	0.00	373,965.00	0.32%
024 BAND	100,210.00	0.00	0.00	0.00	100,210.00	0.00%
033 BOARD ELECTION/BOND FEES	12,500.00	6,500.00	0.00	6,500.00	6,000.00	52.00%
038 BOND-DW PRINTING/COPIERS	148,000.00	883.96	58.96	825.00	147,116.04	0.60%
047 DISTRICT WIDE TRANSPORTATION	477,225.00	151,369.47	81,773.72	69,595.75	325,855.53	31.72%
054 BUILDING MAINTENANCE	850,000.00	518,649.57	125,286.59	393,362.98	331,350.43	61.02%
055 GROUNDS	150,000.00	24,154.84	2,169.26	21,985.58	125,845.16	16.10%
058 ATHLETICS	75,000.00	39,540.00	3,000.00	36,540.00	35,460.00	52.72%
066 PERFORMING ARTS CENTER	50,000.00	13,527.86	4,342.18	9,185.68	36,472.14	27.06%
068 2023 BOND - HIGH SCHOOL PROJECT	4,533,642.00	0.00	0.00	0.00	4,533,642.00	0.00%
069 2023 BOND - ATHLETICS PROJECT	2,470,192.00	459,363.50	0.00	459,363.50	2,010,828.50	18.60%
073 BOND-CLASSROOM TECHNOLOGY	372,880.00	166,501.19	160,896.44	5,604.75	206,378.81	44.65%
076 BOND-CHROMEBOOKS & CARTS	250,000.00	159,952.60	44,354.60	115,598.00	90,047.40	63.98%
077 BOND-SUBSCRIPTIONS/LICENSING	168,915.00	152,555.23	152,555.23	0.00	16,359.77	90.31%
092 TECHNOLOGY MISCELLANEOUS	700,000.00	501,579.02	188,414.76	313,164.26	198,420.98	71.65%
Total Fund - 33 BOND FUND 33	\$10,761,950.75	\$2,195,777.24	\$764,051.74	\$1,431,725.50	\$8,566,173.51	20.40 %

Stillwater Public Schools Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 9/30/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 41 SINKING FUND						
000 NON-CATEGORICAL	15,779,713.00	719,856.25	0.00	719,856.25	15,059,856.75	4.56%
Total Fund - 41 SINKING FUND	\$15,779,713.00	\$719,856.25	\$0.00	\$719,856.25	\$15,059,856.75	4.56 %

Stillwater Public Schools Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 9/30/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 81 GIFT FUND						
202 GOOGLE DONATIONS-DISTRICT LIGHTING UPGRADES	500,000.00	0.00	0.00	0.00	500,000.00	0.00%
Total Fund - 81 GIFT FUND	\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	0.00 %
Total 2025-2026	\$103,760,654.90	\$67,771,500.99	\$12,871,877.39	\$54,899,623.60	\$35,989,153.91	65.32 %

Stillwater Public Schools

Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 9/30/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
Report Total	\$103,760,654.90	\$67,771,500.99	\$12,871,877.39	\$54,899,623.60	\$35,989,153.91	65.32 %

Report Request

Date Range: 7/1/2025 - 9/30/2025

Classification Bolding: N/A

Print Detail: No

Dimension	Group Order	Total	Bold	Filter
Fiscal Year	1	Yes	No	2026
Fund	2	Yes	No	11-41, 81
Project	3	Yes	No	
Function	N/A	N/A	N/A	
Object	N/A	N/A	N/A	
Program	N/A	N/A	N/A	
Subject	N/A	N/A	N/A	
JobClass	N/A	N/A	N/A	
Unit	N/A	N/A	N/A	



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Mr. Tyler Bridges
DATE: October 14, 2025

AGENDA ITEM:

2024-2025 Financial Audit Report from Jenkins & Kemper

BOARD ACTION REQUESTED:

Receive in person results from the 2024-2025 Financial Audit from Jenkins & Kemper

BACKGROUND INFORMATION:

Jenkins & Kemper, CPA conducted a financial audit of the School Districts 2024-2025 financials. Auditor Michael Kemper will present the finding to the School Board in person.



JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

October 6, 2025

To the Board of Education
Stillwater School District

We have audited the combined financial statements of Stillwater School District for the year ended June 30, 2025 and have issued our report thereon dated October 6, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and *OMB's Uniform Guidance (2 CFR part 200, subpart E)*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated February 24, 2025. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the School District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2025. We noted no transactions entered into by the School District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There are no significant estimates affecting the financial statements. The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements of the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 6, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the School District’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the School District’s auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We were engaged to report on supplementary information, including combining statements and the schedule of expenditures of federal awards, which accompanies the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the accounting and financial reporting regulations prescribed or permitted by the Oklahoma State Department of Education, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Additional Services Provided

During the 2024-25 fiscal year, the only additional services that we provided were assisting in the preparation of the financial statements, the notes to the financial statements, and the schedule of expenditures of federal awards.

Restriction on Use

This information is intended solely for the use of the board of education and administrative employees of the School District and is not intended to be and should not be used by anyone other than these specific parties.

Sincerely,

Jenkins & Kemper, CPAs P.C.

Jenkins & Kemper
Certified Public Accountants, P.C.

**AUDITED FINANCIAL STATEMENTS - REGULATORY BASIS
AND REPORTS OF INDEPENDENT AUDITOR**

**STILLWATER SCHOOL DISTRICT NO. 1-16,
PAYNE COUNTY, OKLAHOMA**

JUNE 30, 2025



JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

**INDEPENDENT SCHOOL DISTRICT NO. I-16
PAYNE COUNTY, OKLAHOMA
JUNE 30, 2025**

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**INDEPENDENT SCHOOL DISTRICT NO. I-16
PAYNE COUNTY, OKLAHOMA
JUNE 30, 2025**

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**INDEPENDENT SCHOOL DISTRICT NO. I-16
PAYNE COUNTY, OKLAHOMA
SCHOOL DISTRICT OFFICIALS
JUNE 30, 2025**

BOARD OF EDUCATION

President	Roberta Douglas
Vice-President	Rachel Dillin
Member	Tim Riley
Member	Gay Washington
Member	Marshall Baker

SUPERINTENDENT OF SCHOOLS

Tyler Bridges

CHIEF FINANCIAL OFFICER

Kristie Newby

ENCUMBRANCE CLERK

Shannon Flores



JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

INDEPENDENT AUDITOR'S REPORT

The Honorable Board of Education
Stillwater School District No. I-16
Stillwater, Oklahoma 74074

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying combined fund type and account group financial statements-regulatory basis of Stillwater School District No. I-16, Stillwater, Oklahoma (the "School District") as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Qualified Opinion on Regulatory Basis of Accounting

In our opinion, except for the effects of the matter described in the following paragraph, the financial statements referred to in the first paragraph present fairly, in all material respects, the assets, liabilities and fund balances arising from regulatory basis transactions of each fund type and account group of the District as of June 30, 2025, and the revenues collected and expenditures paid and encumbered, of each fund type, for the year then ended, on the regulatory basis of accounting described in Note 1.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because the significance of the matter discussed in the previous paragraph, the basic financial statements referred to in the first paragraph do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Stillwater School District No. I-16, Payne County, Oklahoma as of June 30, 2025, or the revenues, expenses, and changes in net position and, where applicable, its cash flows for the year then ended.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Stillwater School District No. I-16, Stillwater, Oklahoma and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Basis for Qualified Opinion on Regulatory Basis of Accounting

The financial statements referred to above do not include the general fixed assets account group, which is a departure from the regulatory basis of accounting prescribed by the Oklahoma State Department of Education. The amount that should be recorded in the general fixed asset account group is not known.

Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As discussed in Note 1, the financial statements are prepared by the Stillwater School District No. I-16, on the basis of the financial reporting provisions of the Oklahoma State Department of Education, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to comply with the requirements of the Oklahoma State Department of Education. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material and pervasive.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with financial reporting provisions of the Oklahoma State Department of Education as described in Note 1, to meet the financial reporting requirements of the State of Oklahoma. This includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the District's basic financial statements. The combining fund statements, regulatory basis, listed in the accompanying table of contents are presented for purpose of additional analysis, and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The combining statements-regulatory basis and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements-regulatory basis and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole on the regulatory basis of accounting described in Note 1.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued a report dated October 6, 2025, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Jenkins & Kemper, CPAs P.C.

Jenkins & Kemper
Certified Public Accountants, P.C.

October 6, 2025

COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS

INDEPENDENT SCHOOL DISTRICT NO. 1-16, PAYNE COUNTY
COMBINED STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCES -
REGULATORY BASIS - ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2025

<u>ASSETS</u>	GENERAL	<u>GOVERNMENTAL FUND TYPES</u>		CAPITAL PROJECTS	<u>FIDUCIARY</u> <u>FUND TYPES</u>	<u>ACCOUNT</u> <u>GROUP</u>	TOTALS (MEMO ONLY)
		SPECIAL REVENUE	DEBT SERVICE		EXPENDABLE TRUST AND AGENCY FUND	GENERAL LONG-TERM DEBT	
Cash	\$ 15,061,639	4,149,040	9,631,092	22,069,272	2,126,596		53,037,639
Amounts available in debt service						2,198,021	2,198,021
Amounts to be provided for retirement of general long-term debt						147,871,979	147,871,979
Total Assets	<u>15,061,639</u>	<u>4,149,040</u>	<u>9,631,092</u>	<u>22,069,272</u>	<u>2,126,596</u>	<u>150,070,000</u>	<u>203,107,639</u>
<u>LIABILITIES AND FUND BALANCES</u>							
Liabilities							
Warrants payable	7,368,421	240,353					7,608,774
Encumbrances	39,930	116,756		960,538			1,117,224
Funds held for school organizations					2,126,596		2,126,596
Unmatured obligations			7,433,071				7,433,071
Long-term debt:							
Bonds payable						61,735,000	61,735,000
Capital leases						88,335,000	88,335,000
Total liabilities	<u>7,408,351</u>	<u>357,109</u>	<u>7,433,071</u>	<u>960,538</u>	<u>2,126,596</u>	<u>150,070,000</u>	<u>168,355,665</u>
Fund balances							
Restricted for:							
Capital projects				21,108,734			21,108,734
Debt service			2,198,021				2,198,021
Child nutrition		1,305,180					1,305,180
Building		2,486,751					2,486,751
Unassigned	7,653,288						7,653,288
Total fund balances	<u>7,653,288</u>	<u>3,791,931</u>	<u>2,198,021</u>	<u>21,108,734</u>	<u>-</u>		<u>34,751,974</u>
Total liabilities and fund balances	<u>\$ 15,061,639</u>	<u>4,149,040</u>	<u>9,631,092</u>	<u>22,069,272</u>	<u>2,126,596</u>	<u>150,070,000</u>	<u>203,107,639</u>

The notes to the combined financial statements are an integral part of this statement

INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN CASH
FUND BALANCES REGULATORY BASIS - ALL GOVERNMENTAL FUND TYPES
JUNE 30, 2025

	<u>GOVERNMENTAL FUND TYPES</u>			CAPITAL PROJECTS	TOTALS (MEMO ONLY)
	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>DEBT SERVICE</u>		
Revenues					
Local sources	\$ 23,454,989	5,585,623	15,626,283	703,955	45,370,850
Intermediate sources	3,020,497				3,020,497
State sources	29,881,675	652,968	2,306		30,536,949
Federal sources	6,869,276	2,636,234			9,505,510
Non-revenue receipts			724,444		724,444
Total revenues	<u>63,226,437</u>	<u>8,874,825</u>	<u>16,353,033</u>	<u>703,955</u>	<u>89,158,250</u>
Expenditures					
Instruction	35,748,163			67,057	35,815,220
Support services	23,637,959	3,561,323		4,873,246	32,072,528
Operation of non-instructional services	210,485	4,071,358			4,281,843
Facilities, acquisition and const. services	586,215			9,827,366	10,413,581
Other outlays	27,695				27,695
Debt service			15,313,586		15,313,586
Total expenditures	<u>60,210,517</u>	<u>7,632,681</u>	<u>15,313,586</u>	<u>14,767,669</u>	<u>97,924,453</u>
Revenues over (under) expenditures	3,015,920	1,242,144	1,039,447	(14,063,714)	(8,766,203)
Other financing sources (uses)					
Operating transfers in (out)	2,082,148	(2,082,148)			-
Estopped warrants	5,414	2			5,416
Bond proceeds				10,886,950	10,886,950
Total other financing sources (uses)	<u>2,087,562</u>	<u>(2,082,146)</u>		<u>10,886,950</u>	<u>10,892,366</u>
Revenue and other sources over (under) expenditures and other uses	5,103,482	(840,002)	1,039,447	(3,176,764)	2,126,163
Cash fund balance, beginning of year	<u>2,549,806</u>	<u>4,631,933</u>	<u>1,158,574</u>	<u>24,285,498</u>	<u>32,625,811</u>
Cash fund balance, end of year	<u>\$ 7,653,288</u>	<u>3,791,931</u>	<u>2,198,021</u>	<u>21,108,734</u>	<u>34,751,974</u>

The notes to the combined financial statements are an integral part of this statement

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
 COMBINED STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL -
 REGULATORY BASIS - BUDGETED GENERAL FUND
 JUNE 30, 2025**

	GENERAL FUND		
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL
Revenues			
Local sources	\$ 18,621,856	18,871,856	23,454,989
Intermediate sources	2,787,416	2,787,416	3,020,497
State sources	28,417,616	29,510,755	29,881,675
Federal sources	3,319,846	8,326,061	6,869,276
Non-revenue receipts		492,436	
Total revenues	53,146,734	59,988,524	63,226,437
Expenditures			
Instruction			35,748,163
Support services			23,637,959
Operation of non-instructional services			210,485
Facilities, acquisition and const. services			586,215
Other outlays			27,695
Non-categorical	55,696,540	62,538,330	
Total expenditures	55,696,540	62,538,330	60,210,517
Revenues over (under) expenditures	(2,549,806)	(2,549,806)	3,015,920
Other financing sources (uses)			
Operating transfers in (out)			2,082,148
Estopped warrants			5,414
Total other financing sources (uses)			2,087,562
Revenue and other sources over (under) expenditures and other uses	(2,549,806)	(2,549,806)	5,103,482
Cash fund balance, beginning of year	2,549,806	2,549,806	2,549,806
Cash fund balance, end of year	\$ -	-	7,653,288

The notes to the combined financial statements are an integral part of this statement

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
 COMBINED STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL -
 REGULATORY BASIS - ALL BUDGETED SPECIAL REVENUE FUNDS
 JUNE 30, 2025**

	SPECIAL REVENUE FUNDS		
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL
Revenues			
Local sources	\$ 3,383,999	3,383,999	5,585,623
State sources	665,406	665,406	652,968
Federal sources	2,091,101	2,091,101	2,636,234
Total revenues	<u>6,140,506</u>	<u>6,140,506</u>	<u>8,874,825</u>
Expenditures			
Support services	5,912,948	5,912,948	3,561,323
Operation of non-instructional services	4,859,491	4,859,491	4,071,358
Total expenditures	<u>10,772,439</u>	<u>10,772,439</u>	<u>7,632,681</u>
Revenues over (under) expenditures	(4,631,933)	(4,631,933)	1,242,144
Other financing sources (uses)			
Operating transfers in (out)			(2,082,148)
Estopped warrants			<u>2</u>
Total other financing sources (uses)			<u>(2,082,146)</u>
Revenue and other sources over (under) expenditures and other uses	(4,631,933)	(4,631,933)	(840,002)
Cash fund balance, beginning of year	<u>4,631,933</u>	<u>4,631,933</u>	<u>4,631,933</u>
Cash fund balance, end of year	<u>\$ -</u>	<u>-</u>	<u>3,791,931</u>

The notes to the combined financial statements are an integral part of this statement

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
 COMBINED STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL -
 REGULATORY BASIS - DEBT SERVICE FUNDS
 JUNE 30, 2025**

	DEBT SERVICE FUND		
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL
Revenues			
Local sources	\$ 14,143,223	14,143,223	15,626,284
State sources			2,306
Non-revenue receipts			724,443
Total revenues	14,143,223	14,143,223	16,353,033
Expenditures			
Debt service	15,301,797	15,301,797	15,313,586
Revenues over (under) expenditures	(1,158,574)	(1,158,574)	1,039,447
Cash fund balance, beginning of year	1,158,574	1,158,574	1,158,574
Cash fund balance, end of year	\$ -	-	2,198,021

The notes to the combined financial statements are an integral part of this statement

**NOTES TO COMBINED FINANCIAL STATEMENTS -
REGULATORY BASIS**

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2025**

1. Summary of Significant Accounting Policies

The basic financial statements of the Stillwater Public Schools Independent District No. I-16 (the "District") have been prepared in conformity with another comprehensive basis of accounting as prescribed by the Oklahoma State Department of Education. The more significant of the District's accounting policies are described below.

A. Reporting Entity

The District is a corporate body for public purposes created under Title 70 of the Oklahoma Statutes and accordingly is a separate entity for operating and financial reporting purposes.

The District is part of the public-school system of Oklahoma under the general direction and control of the State Board of Education and is financially dependent on state of Oklahoma support. The general operating authority for the public-school system is the Oklahoma School Code contained in Title 70, Oklahoma Statutes.

The governing body of the District is the Board of Education composed of elected members. The appointed superintendent is the executive officer of the District.

In evaluating how to define the District, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria established by the Governmental Accounting Standards Board (GASB). The basic, but not the only, criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the District and/or its citizens, or whether the activity is conducted within the geographic boundaries of the District and is generally available to its patrons. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the District is able to exercise oversight responsibilities. Based upon the application of these criteria, there are no potential component units included in the District's reporting entity. The Parent Teacher Association (PTA) is not included in the reporting entity. The District does not appoint any of the board members or exercise any oversight authority over the PTA.

INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2025

1. **Summary of Significant Accounting Policies-** contd.

B. Fund Accounting

The District uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain district functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources. Funds are classified into three categories: governmental, proprietary and fiduciary. Each category, in turn, is divided into separate "fund types."

Governmental Fund Types

Governmental funds are used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general fixed assets (capital projects funds), and the servicing of general long-term debt (debt service funds).

General Fund - The general fund is used to account for all financial transactions except those required to be accounted for in another fund. Major revenue sources include state and local property taxes and state funding under the Foundation and Incentive Aid Program. Expenditures include all costs associated with the daily operations of the schools except for programs funded for building repairs and maintenance, school construction and debt service on bonds and other long-term debt. The general fund includes federal and state restricted monies that must be expended for specific programs.

Special Revenue Fund - The special revenue funds are the District's building and child nutrition funds.

Building Fund - The building fund consists of monies derived property taxes levied for the purpose of erecting, remodeling, repairing, or maintaining school buildings and for purchasing furniture, equipment and computer software to be used on or for the school district property, for paying energy and utility costs, for purchasing telecommunications services, for paying fire and casualty insurance premiums for school facilities, for purchasing security systems, and for paying salaries of security personnel.

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2025**

1. **Summary of Significant Accounting Policies-** contd.

B. Fund Accounting - contd.

Co-op Fund - The co-op fund is established when the boards of education of two or more school districts enter into cooperative agreements and maintain joint programs. The revenues necessary to operate a cooperative program can come from federal, state, or local sources, including the individual contributions of participating school districts. The expenditures for this fund would consist of those necessary to operate and maintain the joint programs. The District did not maintain this fund during the 2024-25 fiscal year.

Child Nutrition Fund - The child nutrition fund consists of monies derived from federal and state financial assistance and food sales. This fund is used to account for the various nutrition programs provided to students.

Debt Service Fund - The debt service fund is the District's sinking fund and is used to account for the accumulation of financial resources for the payment of general long-term (including judgments) debt principal, interest and related costs. The primary revenue sources are local property taxes levied specifically for debt service and interest earnings from temporary investments.

Capital Projects Funds - The capital projects fund is the District's bond fund and is used to account for the proceeds of bond sales to be used exclusively for acquiring school sites, constructing and equipping new school facilities, renovating existing facilities, and acquiring transportation equipment.

Proprietary Fund Types

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities can be provided either to outside parties (enterprise funds) or to other departments or agencies primarily within the District (internal service funds). The District has no proprietary fund types.

Fiduciary Fund Types

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the District. When these assets are held under a trust agreement, either a nonexpendable trust fund or an expendable trust fund is used depending on whether there is an obligation to maintain trust principal. Agency

INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2025

1. **Summary of Significant Accounting Policies-** contd.

B. Fund Accounting - contd.

funds are used to account for assets that the District holds on behalf of others as their agent and do not involve measurement of results of operations.

Expendable Trust Funds - Expendable trust funds include the gifts fund, medical insurance fund, workers compensation fund and the insurance recovery fund.

Gifts Fund - The gifts fund receives its assets by way of philanthropic foundations, individuals, or private organizations for which no repayment or special service to the contributor is expected. This fund is used to promote the general welfare of the District.

Medical Insurance Fund - The medical insurance fund accounts for revenues and expenditures for all types of self-funded medical insurance coverage.

Workers Compensation Fund - The workers compensation fund accounts for revenues and expenditures for workers compensation claims.

Insurance Recovery Fund - The insurance recovery fund accounts for all types of insurance recoveries, major reimbursements and reserves for property repairs and replacements.

Agency Fund - The agency fund is the school activities fund which is used to account for monies collected principally through fundraising efforts of the student and District-sponsored groups. The administration is responsible, under the authority of the Board, in collecting, disbursing and accounting for these activity funds.

Account Group

Account groups are not funds and consist of a self-balancing set of accounts used only to establish accounting control over long-term debt and fixed assets.

General Long-Term Debt Account Group - This account group was established to account for all long-term debt of the District, which is offset by the amount available in the debt service fund and the amount to be provided in future years to complete retirement of the debt principal. It is also used to account for other liabilities (judgments and lease purchases), which are to be paid from funds provided in future years.

INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2025

1. **Summary of Significant Accounting Policies-** contd.

B. *Fund Accounting* - contd.

General Fixed Assets Account Group - This account group is used by governments to account for the property, plant and equipment of the school district. The District does not have the information necessary to include this group in its financial statements.

Memorandum Only - Total Column

The total column on the combined financial statements - regulatory basis is captioned "memorandum only" to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position, results of operations or cash flows in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Inter-fund eliminations have not been made in the aggregation of this data.

C. *Basis of Accounting and Presentation*

The District prepares its financial statements in a presentation format that is prescribed by the Oklahoma State Department of Education. This format is essentially the generally accepted form of presentation used by state and local governments prior to the effective date of GASB Statement No. 34, *Basic Financial Statements-Management's Discussion and Analysis-for State and Local Governments*. This format significantly differs from that required by GASB 34.

The basic financial statements are essentially prepared on a basis of cash receipts and disbursements modified as required by the regulations of the Oklahoma State Department of Education (OSDE) as follows:

- Encumbrances represented by purchase orders, contracts, and other commitments for the expenditure of monies and are recorded as expenditures when approved.
- Investments and inventories are recorded as assets when purchased.
- Warrants payable are recorded as liabilities when issued.
- Long-term debt is recorded when incurred.
- Accrued compensated absences are recorded as an expenditure and liability when the obligation is incurred.

This regulatory basis of accounting differs from accounting principles generally accepted in the United States of America, which requires revenues to be recognized when they become

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2025**

1. **Summary of Significant Accounting Policies-** contd.

C. Basis of Accounting and Presentation – contd.

available and measurable, or when they are earned, and expenditures or expenses to be recognized when the related liabilities are incurred for governmental fund types; and, when revenues are earned and liabilities are incurred for proprietary fund types and trust funds.

D. Budgets and Budgetary Accounting

The District is required by state law to prepare an annual budget. A preliminary budget must be submitted to the Board of Education by December 31 for the fiscal year beginning the following July 1. If the preliminary budget requires an additional levy, the District must hold an election on the first Tuesday in February to approve the levy. If the preliminary budget does not require an additional levy, it becomes the legal budget. If an election is held and the taxes are approved, then the preliminary budget becomes the legal budget. If voters reject the additional taxes, the District must adopt a budget within the approved tax rate.

The District may upon approval by a majority of the electors of the District voting on the question make the ad valorem levy for emergency levy and local support levy permanent.

Under current Oklahoma Statutes, a formal budget is required for all funds except for trust and agency funds. Budgets are presented for all funds that include the originally approved budgeted appropriations for expenditures and final budgeted appropriations as adjusted for supplemental appropriations and approved transfers between budget categories.

E. Assets, Liabilities and Fund Balances

Cash - Cash consists of cash on hand, demand deposit accounts, and interest-bearing checking accounts.

Investments - Investments consist of direct obligations of the United States Government and agencies; certificates of deposit of savings and loan associations, bank and trust companies; savings accounts or savings certificates of savings and loan associations, and trust companies; and warrants, bonds or judgments of the district. All investments are recorded at cost, which approximates market value.

Inventories - The value of consumable inventories at June 30, 2025 is not material to the combined financial statements-regulatory basis.

INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2025

1. **Summary of Significant Accounting Policies-** contd.

E. Assets, Liabilities and Fund Balances – contd.

Fixed Assets and Property, Plant and Equipment - The General Fixed Asset Account Group is not presented.

Warrants Payable - Warrants are issued to meet the obligations for goods and services provided to the District. The District recognizes a liability for the amount of outstanding warrants that have yet to be redeemed by the District's treasurer.

Encumbrances - Encumbrances represent commitments related to purchase orders, contracts, other commitments for expenditures or resources, and goods or services received by the District for which a warrant has not been issued. An expenditure is recorded and a liability is recognized for outstanding encumbrances at year end in accordance with the regulatory basis of accounting.

Unmatured Obligations - The unmatured obligations represent the total of all annual accruals for both principal and interest, based on the lengths of the bonds and/or judgments, less all principal and interest payments through the balance sheet date in accordance with the regulatory basis of accounting.

Funds Held for School Organizations - Funds held for school organizations represent the funds received or collected from students or other co-curricular and extracurricular activities conducted in the district, control over which is exercised by the board of education. These funds are credited to the account maintained for the benefit of each particular activity within the school activity fund.

Long-Term Debt - Long-term debt is recognized as a liability of a governmental fund when due, or when resources have been accumulated in the debt service fund for payment early in the following year. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund. The remaining portion of such obligations is reported in the general long-term debt account group. Long-term liabilities expected to be financed from proprietary fund operations are accounted for in those funds.

Fund Balance – Cash fund balance represents the funds not encumbered by purchase order, legal contracts, outstanding warrants and unmatured obligations.

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2025**

1. **Summary of Significant Accounting Policies-** contd.

E. Assets, Liabilities and Fund Balances – contd.

In the fund financial statements, governmental funds report the hierarchy of fund balances. The hierarchy is based primarily on the degree of spending constraints placed upon use of resources for special purposes versus availability of appropriations. An important distinction that is made in reporting fund balance is between amounts that are considered *nonspendable* (i.e., fund balance associated with assets that are not in *spendable form*, such as inventories or prepaid items, long-term portions of loans and notes receivable, or items that are legally required to be maintained intact) and those that are *spendable* (such as fund balance associated with cash, investments or receivables).

Amounts in the spendable fund balance category are further classified as *restricted, committed, assigned or unassigned*, as appropriate.

- **Restricted** fund balance represents amounts that are constrained either externally by creditors, grantors, contributors or laws or regulations of other governments; or by law, through constitutional provisions or enabling legislation.
- **Committed** fund balance represents amounts that are useable only for specific purposes by formal action of the government's highest level of decision-making authority. Such amounts are not subject to legal enforceability but cannot be used for any other purpose unless the government removes or changes the limitation by taking action similar to that which imposed the commitment. The School Board is the highest level of decision-making authority of the School District.
- **Assigned** fund balance represents amounts that are *intended* to be used for specific purposes but are neither restricted nor committed. Intent is expressed by the governing body itself, or a subordinated high-level body or official who the governing body has delegated the authority to assign amounts to be used for specific purposes. Assigned fund balances includes all remaining spendable amounts (except negative balances) that are reported in governmental funds *other than the general fund* that are neither restricted nor committed, and amounts in the general fund that are intended to be used for specific purpose in accordance with the provisions of the standard.
- **Unassigned** fund balance is the residual classification for the general fund. It represents the amounts that have not been assigned to other funds, and that have not been restricted, committed, or assigned to specific purposes within the general fund.

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2025**

1. Summary of Significant Accounting Policies- contd.

F. Revenue and Expenditures

Local Revenues - Revenue from local sources is the money generated from within the boundaries of the District and available to the District for its use. The District is authorized by state law to levy property taxes, which consist of ad valorem taxes on real and personal property within the District. These property taxes are distributed to the District's general, building and sinking funds based on the levies approved for each fund. The County Assessor, upon receipt of the certification of tax levies from the county excise board, extends the tax levies on the tax roll for submission to the county treasurer prior to October 1. The county treasurer must commence tax collection within fifteen days of receipt of the tax rolls. The first half of taxes are due prior to January 1. The second half is due prior to April 1.

If the first payment is not made timely, the entire tax becomes due and payable on January 2. Second half taxes become delinquent on April 1 of the year following the year of assessment. If not paid by the following October 1, the property is offered for sale for the amount of taxes due. The owner has two years to redeem the property by paying the taxes and penalty owed. If at the end of two years the owner has not done so, the purchaser is issued a deed to the property.

Other local sources of revenues include interest earnings, tuition, fees, rentals, disposals, commissions and reimbursements.

Intermediate Revenues - Revenue from intermediate sources is the amount of money from funds collected by an intermediate administrative unit, or a political subdivision between the district and the state and distributed to districts in amounts that differ in proportion to those which were collected within such systems.

State Revenues - Revenues from state sources for current operations are primarily governed by the state aid formula under the provisions of Article XVIII, Title 70, Oklahoma Statutes. The State Board of Education administers the allocation of state aid funds to school districts based on information accumulated from the Districts.

After review and verification of reports and supporting documentation, the State Department of Education may adjust subsequent fiscal period allocations of money for prior year errors disclosed by review. Normally such adjustments are treated as reductions or additions of revenue of the year when the adjustment is made.

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2025**

1. **Summary of Significant Accounting Policies-** contd.

F. Revenue and Expenditures- contd.

The District receives revenue from the state to administer certain categorical educational programs. State Board of Education rules require that revenue earmarked for these programs be expended only for the program for which the money is provided and require that the money not expended as of the close of the fiscal year be carried forward into the following year to be expended for the same categorical programs. The State Department of Education requires categorical educational program revenues be accounted for in the general fund.

The aforementioned state revenues are apportioned to the District's general fund.

Federal Revenues - Federal revenues consist of revenues from the federal government in the form of operating grants or entitlements. An operating grant is a contribution to be used for a specific purpose, activity or facility. A grant may be received either directly from the federal government or indirectly as a pass-through from another government, such as the state.

An entitlement is the amount of payment to which the District is entitled pursuant to an allocation formula contained in applicable statutes.

The majority of the federal revenues received by the District are apportioned to the general fund. The District maintains a separate child nutrition fund and the federal revenues received for the child nutrition programs are apportioned there.

Non-Revenue Receipts - Non-revenue receipts represent receipts deposited into a fund that are not new revenues to the District, but the return of assets.

Instruction Expenditures - Instruction expenditures include the activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location, such as a home or hospital, and in other learning situations, such as those involving co-curricular activities. It may also be provided through some other approved medium, such as television, radio, telephone and correspondence.

Included here are the activities of teacher assistants of any type (clerks, graders, teaching machines, etc.), which assist in the instructional process. The activities of tutors, translators and interpreters would be recorded here. Department chairpersons who teach for any portion of time are included here. Tuition/transfer fees paid to other LEAs would be included here.

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2025**

1. **Summary of Significant Accounting Policies-** contd.

F. Revenue and Expenditures - contd.

Support Services Expenditures - Support services expenditures provide administrative, technical (such as guidance and health) and logistical support to facilitate and enhance instruction. These services exist as adjuncts for fulfilling the objectives of instruction, community services and enterprise programs, rather than as entities within themselves.

Operation of Non-Instructional Services Expenditures - Activities concerned with providing non-instructional services to students, staff or the community.

Facilities Acquisition and Construction Services Expenditures - Consists of activities involved with the acquisition of land and buildings; remodeling buildings; the construction of buildings and additions to buildings; initial installation or extension of service systems and other built-in equipment; and improvement to sites.

Other Outlays/Uses Expenditures - A number of outlays of governmental funds are not properly classified as expenditures, but still require budgetary or accounting control. These are classified as Other Outlays. These include debt service payments (principal and interest) when applicable. Other uses include scholarships provided by private gifts and endowments; student aid and staff awards supported by outside revenue sources (i.e., foundations). Also, expenditure for self-funded employee benefit programs administered either by the District or a third-party administrator.

Repayment Expenditures - Repayment expenditures represent checks/warrants issued to outside agencies for refund or restricted revenue previously received for overpayment, non-qualified expenditures and other refunds to be repaid from District funds.

Inter-fund Transactions - Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund or expenditure/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the fund that is reimbursed.

All other inter-fund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or non-routine permanent transfers of equity are reported as residual equity transfers. All other inter-fund transfers are reported as operating transfers. There were two inter-fund transfers during 2024-25; a \$2,082,148 transfer from building fund to general fund and a \$162,519 transfer from Fund 32 to Fund 31.

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2025**

2. Deposits and Investments

Custodial Credit Risk

At June 30, 2025, the District held deposits of approximately \$50,911,043 at financial institutions. The District's cash deposits, including interest-bearing certificates of deposit, are entirely covered by Federal Depository Insurance (FDIC) or direct obligation of the U.S. government insured or collateralized with securities held by the District or by its agent in the District's name.

Investment Interest Rate Risk

The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Investment Credit Risk

The District has no policy that limits its investment choices other than the limitation of state law as follows:

- a. Direct obligations of the U.S. Government, its agencies and instrumentalities to which the full faith and credit of the U.S. Government is pledged, or obligations to the payment of which the full faith and credit of the State is pledged.
- b. Certificates of deposit or savings accounts that are either insured or secured with acceptable collateral with in-state financial institutions, and fully insured certificates of deposits or savings accounts in out-of-state financial institutions.
- c. With certain limitation, negotiable certificates of deposit, prime bankers' acceptances, prime commercial paper and repurchase agreements with certain limitations.
- d. County, municipal or school district tax supported debt obligations, bond or revenue anticipation notes, money judgments, or bond or revenue anticipations notes of public trusts whose beneficiary is a county, municipality or school district.
- e. Notes or bonds secured by mortgage or trust deed insured by the Federal Housing Administrator and debentures issued by the Federal Housing Administrator, and in obligations of the National Mortgage Association.
- f. Money market funds regulated by the SEC and in which investments consist of the investments mentioned in the previous paragraphs (a.-d.).

The District did not hold any investments at June 30, 2025.

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2025**

3. General Long-term Debt

State statutes prohibit the District from becoming indebted in an amount exceeding the revenue to be received for any fiscal year without approval by the District’s voters. Bond issues can be approved by the voters and issued by the District for various capital improvements. These bonds are required to be fully paid serially within 25 years of the date of issue.

General long-term debt of the District consists of bonds payable and one (1) capital lease. Debt service requirements for bonds are payable solely from the fund balance and the future revenues of the debt service fund.

The following is a summary of the long-term debt transactions of the District for the year ended June 30, 2025:

	Bonds Payable	Capital Leases	Totals
Balance, July 1, 2024	\$ 58,765,000	95,419,590	154,184,590
Additions	15,750,000	-	15,750,000
Retirements	12,780,000	7,084,590	19,864,590
Balance, June 30, 2025	\$ 61,735,000	88,335,000	150,070,000

A brief description of the outstanding long-term debt at June 30, 2025 is set forth below:

	<u>Amount outstanding</u>
<u>General Obligation Bonds</u>	
Comb. Purpose Bonds, Series 2025, original issue \$15,750,000, interest rate of 5.0%, due in annual payments of \$3,935,000 beginning 6-1-27, final payment due 6-1-30;	\$ 15,750,000
Comb. Purpose Bonds, Series 2024, original issue \$13,000,000, interest rate of 4.0%, due in annual payments of \$3,250,000 beginning 6-1-26, final payment due 6-1-29;	13,000,000
Comb. Purpose Bonds, Series 2023A, original issue \$13,365,000, interest rate of 0.5-5.0%, due in annual payments of \$2,670,000 beginning 6-1-25, final payment due 6-1-29;	\$ 10,695,000

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2025**

3. **General Long-term Debt – contd.**

	<u>Amount outstanding</u>
Comb. Purpose Bonds, Series 2023B, original issue \$12,000,000, interest rate of 0.5-5.0%, due in annual payments of \$2,400,000 beginning 6-1-25, final payment due 6-1-29;	\$ 9,600,000
Comb. Purpose Bonds, Series 2022, original issue \$8,000,000, interest rate of 3.0%, due in annual payments of \$1,000,000 beginning 6-1-24, final payment due 6-1-31;	6,000,000
Comb. Purpose Bonds, Series 2021, original issue \$13,000,000, interest rate of 1.25%, due in annual payments of \$3,250,000 beginning 6-1-23, final payment due 6-1-26;	3,250,000
Comb. Purpose Bonds, Series 2020, original issue \$8,000,000, interest rate of 1.00-2.00%, due in annual payments of \$1,140,000 beginning 6-1-22, final payment due 6-1-28;	3,440,000
<u>Capital Leases</u>	
Lease revenue bonds for construction of facilities, dated 6-6-24, totaling \$92,995,000, payable to Payne County Economic Dev. Auth., due in various acquisition payments beginning 9-1-25, with a final payment due 9-1-32;	<u>88,335,000</u>
Totals	\$ <u>150,070,000</u>

The annual debt service requirements for the retirement of bond principal, and payment of interest are as follows:

Year ending	Principal	Interest	Total
<u>June 30</u>			
2026	\$ 13,710,000	2,227,212	15,937,212
2027	14,395,000	1,982,500	16,377,500
2028	14,415,000	1,400,150	15,815,150
2029	13,270,000	817,400	14,087,400
2030	4,945,000	257,250	5,202,250
2031-2035	1,000,000	30,000	1,030,000
Total	<u>\$ 61,735,000</u>	<u>6,714,512</u>	<u>68,449,512</u>

There was \$1,838,715 in interest paid on long-term debt incurred during the current year.

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2025**

3. General Long-term Debt – contd.

The annual debt service requirements for capital lease principal, and interest are as follows:

Year ending June 30	Acquisition Payment
2026	\$ -
2027	12,635,000
2028	7,790,000
2029	15,585,000
2030	13,720,000
2031-2035	38,605,000
Total	<u>\$ 88,335,000</u>

4. Employee Retirement System

Plan Description

The District participates in the state-administered Oklahoma Teachers’ Retirement Plan, a cost-sharing, multiple-employer defined benefit public employee retirement system (PERS), which is administered by the board of trustees of the Oklahoma Teachers’ Retirement System (the “System”). The System provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Title 70 Section 17 of the Oklahoma Statutes establishes benefit provisions and may be amended only through legislative action. The Oklahoma Teachers’ Retirement System issues a publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to Teachers’ Retirement System of Oklahoma, P.O. Box 53524, Oklahoma City, OK 73152 or by calling (405) 521-2387.

Basis of Accounting

The System’s financial statements are prepared using the cash basis of accounting, except for accruals of interest income. Plan member contributions are recognized in the period in which the contributions are made. Benefits and refunds are recognized when paid. The pension benefit obligation is a standardized disclosure measure of the present value of pension benefits. This pension valuation method reflects the present value of estimated pension benefits that will be paid in future years as a result of employee services performed to date and is adjusted for the effect of projected salary increases. There are no actuarial valuations performed on individual school districts. The System has an under-funded pension benefit obligation as determined as part of the latest actuarial valuation.

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2025**

4. Employee Retirement System – contd.

GASB Statement 68 became effective for fiscal years beginning after June 15, 2014, and significantly changes pension accounting and financial reporting for governmental employees who participate in a pension plan, such as the System, and who prepare published financial statements on an accrual basis using Generally Accepted Accounting Principles. Since the District does not prepare and present their financial statements on an accrual basis, the net pension liability amount is not required to be presented on the financial statements.

Funding Policy

The District, the State of Oklahoma, and the participating employee make contributions. The contribution rates for the District and its employees are established by and may be amended by Oklahoma Statutes. The rates are not actuarially determined. The rates are applied to the employee's earnings plus employer-paid fringe benefits. The required contribution for the participating members is 7.0% of compensation. Beginning, July 1, 2010, the District and State were required to contribute 14.5% of applicable compensation. Contributions received by the System are from a percentage of its revenues from sales taxes, use taxes, corporate income taxes and individual income taxes. The District contributed 9.5% beginning January 1, 2010 and the State of Oklahoma contributed the remaining 5.0% during the year. The District is allowed by the Oklahoma Teacher's Retirement System to make the required contributions on behalf of the participating members. In addition, the District is required to match the retirement paid on salaries that are funded with federal funds.

Annual Pension Cost

The District's portion of the total contributions for 2025, 2024 and 2023 were \$4,123,762, \$4,047,119, and \$3,507,700 respectively.

5. Contingencies

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the District expects such amounts, if any, to be immaterial.

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
NOTES TO COMBINED FINANCIAL STATEMENTS - REGULATORY BASIS
FOR THE YEAR ENDED JUNE 30, 2025**

6. Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District continues to carry commercial insurance for these risks, including general and auto liability, property damage, and public officials' liability. Settled claims resulting from these risks have not exceeded the commercial insurance coverage in any of the past three fiscal years.

7. Subsequent Events

Management has evaluated subsequent events through the date of the audit report, which is the date the financial statements were available to be issued and have determined that no additional information needs to be added to the financial statements.

**OTHER SUPPLEMENTARY INFORMATION – REGULATORY
BASIS - COMBINING FINANCIAL STATEMENTS**

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
 COMBINING STATEMENT OF ASSETS, LIABILITIES AND FUND
 BALANCES - REGULATORY BASIS - ALL SPECIAL REVENUE FUNDS
 JUNE 30, 2025**

<u>ASSETS</u>	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>TOTALS (MEMO ONLY)</u>
Cash	\$ 2,655,318	1,493,722	4,149,040
Total assets	<u>2,655,318</u>	<u>1,493,722</u>	<u>4,149,040</u>
<u>LIABILITIES AND FUND BALANCES</u>			
Liabilities			
Warrants payable	52,117	188,236	240,353
Encumbrances	116,450	306	116,756
Total liabilities	<u>168,567</u>	<u>188,542</u>	<u>357,109</u>
Fund balances			
Restricted	<u>2,486,751</u>	<u>1,305,180</u>	<u>3,791,931</u>
Total liabilities and fund balances	<u>\$ 2,655,318</u>	<u>1,493,722</u>	<u>4,149,040</u>

INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
CASH FUND BALANCES - REGULATORY BASIS - ALL SPECIAL REVENUE FUNDS
JUNE 30, 2025

	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>TOTALS (MEMO ONLY)</u>
Revenues			
Local sources	\$ 4,916,554	669,069	5,585,623
State sources	279,370	373,598	652,968
Federal sources		2,636,234	2,636,234
Total revenues	<u>5,195,924</u>	<u>3,678,901</u>	<u>8,874,825</u>
Expenditures			
Support services	3,561,323		3,561,323
Operation of non-instructional services		4,071,358	4,071,358
Total expenditures	<u>3,561,323</u>	<u>4,071,358</u>	<u>7,632,681</u>
Revenues over (under) expenditures	1,634,601	(392,457)	1,242,144
Other financing sources (uses)			
Operating transfers in (out)	(2,082,148)		(2,082,148)
Estopped warrants	2		2
Total other financing sources (uses)	<u>(2,082,146)</u>		<u>(2,082,146)</u>
Revenue and other sources over (under) expenditures and other uses	(447,545)	(392,457)	(840,002)
Cash fund balance, beginning of year	<u>2,934,296</u>	<u>1,697,637</u>	<u>4,631,933</u>
Cash fund balance, end of year	<u>\$ 2,486,751</u>	<u>1,305,180</u>	<u>3,791,931</u>

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
 COMBINING STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL -
 - REGULATORY BASIS - ALL BUDGETED SPECIAL REVENUE FUNDS
 JUNE 30, 2025**

	<u>BUILDING FUND</u>			<u>CHILD NUTRITION FUND</u>		
	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>	<u>ORIGINAL BUDGET</u>	<u>FINAL BUDGET</u>	<u>ACTUAL</u>
Revenues						
Local sources	\$ 2,625,279	2,625,279	4,916,554	758,720	758,720	669,069
State sources	353,373	353,373	279,370	312,033	312,033	373,598
Federal sources				2,091,101	2,091,101	2,636,234
Total revenues	<u>2,978,652</u>	<u>2,978,652</u>	<u>5,195,924</u>	<u>3,161,854</u>	<u>3,161,854</u>	<u>3,678,901</u>
Expenditures						
Support services	5,912,948	5,912,948	3,561,323			
Operation of non-instructional services				4,859,491	4,859,491	4,071,358
Total expenditures	<u>5,912,948</u>	<u>5,912,948</u>	<u>3,561,323</u>	<u>4,859,491</u>	<u>4,859,491</u>	<u>4,071,358</u>
Revenues over (under) expenditures	(2,934,296)	(2,934,296)	1,634,601	(1,697,637)	(1,697,637)	(392,457)
Other financing sources (uses)						
Operating transfers in (out)			(2,082,148)			
Lapsed appropriations						
Estopped warrants			<u>2</u>			
Total other financing sources (uses)			<u>(2,082,146)</u>			
Revenue and other sources over (under) expenditures and other uses	(2,934,296)	(2,934,296)	(447,545)	(1,697,637)	(1,697,637)	(392,457)
Cash fund balance, beginning of year	<u>2,934,296</u>	<u>2,934,296</u>	<u>2,934,296</u>	<u>1,697,637</u>	<u>1,697,637</u>	<u>1,697,637</u>
Cash fund balance, end of year	<u>\$ -</u>	<u>-</u>	<u>2,486,751</u>	<u>-</u>	<u>-</u>	<u>1,305,180</u>

**INDEPENDENT SCHOOL DISTRICT NO. 1-16, PAYNE COUNTY
 COMBINING STATEMENT OF ASSETS, LIABILITIES AND FUND
 BALANCES - REGULATORY BASIS - ALL CAPITAL PROJECTS FUNDS
 JUNE 30, 2025**

	<u>31</u> BUILDING BOND FUND	<u>32</u> BUILDING BOND FUND	<u>33</u> BUILDING BOND FUND	<u>TOTALS</u> (MEMO ONLY)
<u>ASSETS</u>				
Cash	\$ 1,085,835	10,221,486	10,761,951	22,069,272
Total assets	<u>1,085,835</u>	<u>10,221,486</u>	<u>10,761,951</u>	<u>22,069,272</u>
<u>LIABILITIES AND FUND BALANCES</u>				
Liabilities				
Encumbrances	<u>488</u>	<u>960,050</u>		<u>960,538</u>
Fund balances				
Restricted	<u>1,085,347</u>	<u>9,261,436</u>	<u>10,761,951</u>	<u>21,108,734</u>
Total liabilities and fund balances	<u>\$ 1,085,835</u>	<u>10,221,486</u>	<u>10,761,951</u>	<u>22,069,272</u>

INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
CASH FUND BALANCES - REGULATORY BASIS - ALL CAPITAL PROJECTS FUNDS
JUNE 30, 2025

	31 BUILDING BOND FUND	32 BUILDING BOND FUND	33 TRANS. BOND FUND	TOTALS (MEMO ONLY)
Revenues				
Local sources	\$ 271,397	432,558		703,955
Total revenues	<u>271,397</u>	<u>432,558</u>	<u>-</u>	<u>703,955</u>
Expenditures				
Instruction	8,644	58,413		67,057
Support services	1,757,018	2,991,229	124,999	4,873,246
Facilities, acquisition and const. services	1,661,240	8,166,126		9,827,366
Total expenditures	<u>3,426,902</u>	<u>11,215,768</u>	<u>124,999</u>	<u>14,767,669</u>
Revenues over (under) expenditures	(3,155,505)	(10,783,210)	(124,999)	(14,063,714)
Other financing sources (uses)				
Operating transfers in (out)	162,519	(162,519)		-
Bond proceeds			10,886,950	10,886,950
Total other financing sources (uses)	<u>162,519</u>	<u>(162,519)</u>	<u>10,886,950</u>	<u>10,886,950</u>
Revenue and other sources over (under) expenditures and other uses	(2,992,986)	(10,945,729)	10,761,951	(3,176,764)
Cash fund balance, beginning of year	<u>4,078,333</u>	<u>20,207,165</u>	<u>-</u>	<u>24,285,498</u>
Cash fund balance, end of year	<u>\$ 1,085,347</u>	<u>9,261,436</u>	<u>10,761,951</u>	<u>21,108,734</u>

INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
REGULATORY BASIS - ALL AGENCY FUNDS
FOR THE YEAR ENDED JUNE 30, 2025

	Balance July 1, 2024	Additions	Net Transfers	Deletions	Balance June 30, 2025
Assets					
Cash	<u>\$ 2,178,603</u>	<u>2,314,462</u>	<u>-</u>	<u>2,366,469</u>	<u>2,126,596</u>
Liabilities					
Funds held for student organizations					
800 Clearing/Sweep	148,191	82,937	16,103	105,240	141,991
801 Student Supplies	128,925	109,806	50,626	100,481	188,876
802 Courtesy/Appreciation Fund	3,151	7,705	1,044	4,157	7,743
803 Library	23,922	40,177	(750)	41,363	21,986
804 Guidance	15	-	(15)	-	-
805 Site General Activity Account	21,281	33,685	19,327	28,827	45,466
806 Facility Rental	29,374	3,487	(3,270)	19,683	9,908
807 Special Events	48,233	80,872	41,195	60,977	109,323
808 Summer School	301	-	(301)	-	-
809 Textbooks	3,748	-	-	3,748	-
811 Cultural Nights	59	-	(59)	-	-
812 Parking Fees	11,444	17,610	275	13,406	15,923
813 Locker	37	105	2,788	-	2,930
814 Human Resources	13,348	2,711	(13,512)	1,166	1,381
816 Pioneer Pantry	41,352	7,868	40	14,746	34,514
817 PAC	57,712	10,100	(176)	20,484	47,152
818 Work Keys	192	-	672	-	864
819 Soft Drink Commission	83	-	(83)	-	-
820 Thanks a Latte Cart	695	1,219	-	913	1,001
823 Safety/Health Initiatives	1,071	-	(1,071)	-	-
824	38,162	16,018	(9,024)	45,156	-
828 SPED	22,367	18,300	10	11,040	29,637
829 Technology	3,951	-	-	1,278	2,673
830 Professional Development	(3,488)	-	29,839	13,092	13,259
831 Pioneer Book Bus	921	5,000	-	1,299	4,622
832 Grady Lambert Memorial Library	5,350	4,250	-	3,308	6,292
833 After School Programs	39,494	18,880	2,150	34,558	25,966
834 After School Childcare	468,137	448,486	(142,537)	394,613	379,473
835 Teacher of the Year	721	-	2,234	2,099	856
836 Support Employee of the Year	300	-	-	-	300
838 Superintendent/BOE	4,025	17,308	(3,297)	9,587	8,449
839 SPEF	22,186	114,141	(217)	111,693	24,417
840 Open Doors	42,008	75	(28,006)	13,876	201
841 Virtual Academy Activity	204	35	249	488	-
842 Public Relations	1,104	-	(1,104)	-	-
843 Facilities Department	4,146	1,378	-	2,056	3,468
845 Refugee School Impact	(28,685)	1,506	41,724	10,549	3,996
847	-	2,915	-	2,915	-
848 Brew Crew	-	24	-	-	24
850 Grant	15,353	5,000	(1)	17,427	2,925
851 Teacher Grants	2,618	-	-	499	2,119
854 SPS Staff Wellness	18	-	-	-	18
855 Science Grant	7,057	-	(7,057)	-	-
856 Donations	2,300	635	(200)	-	2,735
857 PTA Donations	5,213	-	-	362	4,851
858 Friends of Lincoln	\$ 1,372	12,253	-	5,135	8,490

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
REGULATORY BASIS - ALL AGENCY FUNDS
FOR THE YEAR ENDED JUNE 30, 2025**

	Balance <u>July 1, 2024</u>	<u>Additions</u>	Net <u>Transfers</u>	<u>Deletions</u>	Balance <u>June 30, 2025</u>
859 Support of Homeless Students Donation	\$ 3,272	9,024	(65)	8,055	4,176
860 Class of 1963	240	-	1,613	-	1,853
865 Chromebook Replacement/Repair	44,810	54,500	26,150	123,171	2,289
874 Advanced Art	1,467	3,590		4,524	533
876 Art	1,398	2,535	(147)	2,830	956
877 Language Arts	755	-	(755)	-	-
878 Pottery	1,950	4,050		4,235	1,765
879 Physical Education	67	-	(67)	-	-
880 Science	788	-	4	228	564
883 Speech	7,124	9,257	(250)	9,565	6,566
884 Social Studies	367	-	(367)	-	-
885 Instructional	11,692	29,328		24,523	16,497
895 Fifth Grade Class	8	-	(8)	-	-
901 Academic Team	47	1,963		828	1,182
903 African American Student Assoc.	478	-		-	478
904 Art Club	1,716	2,102	462	2,041	2,239
905 Band	101,685	67,086	31,400	75,002	125,169
906 Best Buddies	2,249	500		2,116	633
907 Beta Club	6,345	7,361		7,208	6,498
909 Business Prof of America	209	1,170	50	1,245	184
912 Disc Golf & Ultimate Club	626	-		-	626
915 FCCLA	1,791	8,542	255	7,833	2,755
916 FFA	31,987	238,119	(5,222)	240,993	23,891
917 French Club	165	-		29	136
918 Farm and Garden Club	273	-	(128)	145	-
924 Key Club	60	135		162	33
925 Mock Trial	572	80		360	292
926 Mu Alpha Theta	1,125	-		-	1,125
927 National Honor Society	9,004	3,125	(385)	2,887	8,857
930 Orchestra	39,209	116,870	(1,600)	115,527	38,952
931 Orchestra Booster Club	1,882	-		1,030	852
932 Robotics	5,025	56,541	200	48,368	13,398
933 Pink Out Week	137	16,233	(185)	16,185	-
934 Pioneer Peer Partners	665	1,430		-	2,095
936 Project Lead the Way	2,450	2,335	(810)	2,245	1,730
937 Running Club	444	340		-	784
938 Science Club	3,981	-		148	3,833
939 FACS	255	-	(255)	-	-
940 Sign Language Club	180	-		-	180
941 SMS Singers	11,795	18,437	(368)	17,877	11,987
942 Spanish Club	860	-		-	860
944 Special Education Transition	7,579	11,480	85	8,653	10,491
945 Stillwater Makes a Change	5,830	67,072	(275)	72,512	115
946 Student Council	18,853	3,043	(194)	9,187	12,515
947 Technology Student Association	750	4,653	610	4,730	1,283
948 Theater Performance	71,109	81,266	(31,457)	37,618	83,300
949 Vocal Music	34,373	57,324	(1,967)	48,903	40,827
951 Yearbook	35,600	22,378		17,836	40,142
952 Young Democrats Club	270	-		-	270
953 Youth & Government	534	-		-	534
954 Alpha Team	\$ 331	-	(331)	-	-

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES
REGULATORY BASIS - ALL AGENCY FUNDS
FOR THE YEAR ENDED JUNE 30, 2025**

	Balance <u>July 1, 2024</u>	<u>Additions</u>	Net <u>Transfers</u>	<u>Deletions</u>	Balance <u>June 30, 2025</u>
955 Arete Team	\$ 41	-	(41)	-	-
956 Artisans Team	526	-	(526)	-	-
957 Omega Team	442	-	(442)	-	-
958 Titans Team	424	-	(424)	-	-
959 Synergy Team	1,409	-	(1,409)	-	-
960 Sophomore Class	4,311	2,045	(4,311)	15	2,030
961 Junior Class	8,835	15,845	(4,712)	12,832	7,136
962 Senior Class	1,637	1,990	8,781	4,905	7,503
964 ESports Club	774	-	-	-	774
965 Gender & Sexuality Alliance (GSA)	727	110	-	567	270
970 All Sports	198,520	215,637	(3,080)	260,880	150,197
971 Stadium Concessions	47,054	43,338	(816)	26,861	62,715
972 State Playoffs	19,724	5,772	(3,188)	12,138	10,170
974 Basketball (Boys)	1,129	-	-	-	1,129
975 Basketball (Girls)	124	-	-	124	-
976 Cheerleaders	1,914	18,330	(5,961)	12,641	1,642
977 Cross Country	7,630	-	-	-	7,630
978 Football	5,612	2,540	-	5,373	2,779
979 Golf (Boys)	226	-	-	-	226
980 Golf (Girls)	3,032	850	-	3,535	347
981 Pom	3,341	10,202	1,540	4,036	11,047
982 Soccer (Boys)	8	-	-	-	8
983 Soccer (Girls)	433	-	-	-	433
984 Swimming	1,580	-	-	-	1,580
985 Tennis (Boys)	1,876	-	-	-	1,876
986 Tennis (Girls)	2,085	-	-	-	2,085
987 Track (Boys)	2,673	-	-	-	2,673
988 Track (Girls)	2,768	-	-	-	2,768
989 Volleyball	517	-	-	-	517
990 Wrestling	119	-	-	-	119
991 Softball	163	-	1,000	-	1,163
995 Pioneer Playday	165,728	31,448	-	6,542	190,634
996 L. Allred Golf Scholarship	21,500	-	-	1,000	20,500
997 W. Welch Wrestling Scholarship	2,645	-	-	-	2,645
998 Raymond Estes Scholarship	5,896	-	-	-	5,896
999 Matt Foster Memorial	830	-	-	-	830
Total Liabilities	\$ 2,178,603	2,314,462	-	2,366,469	2,126,596

**INDEPENDENT SCHOOL DISTRICT NO. 1-16, PAYNE COUNTY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2025**

Federal Grantor/Pass Through Grantor/Program Title	Federal Award Listing Number	Pass-through Grantor's Project Number	Program or Award Amount	Beginning Balance 7/1/2024	Revenue Collected	Total Expenditures	Ending Balance 6/30/2025
<u>U.S. Department of Education</u>							
<u>Direct Programs:</u>							
Title VI-Part A, Indian Education	84.060	561	\$ 147,493		122,249	147,493	(25,244)
Title VI-Part A, Indian Education 2023-24	84.060	799		(25,689)	25,689		
Subtotal - Direct Programs			147,493	(25,689)	147,938	147,493	(25,244)
<u>Passed Through State Department of Education:</u>							
* <u>Title I Cluster:</u>							
Title I-Part A, Improving Basic Programs	84.010	511	1,297,392		750,038	1,054,200	(304,162)
Title I-Part A, Improving Basic Programs 2023-24	84.010	799		(679,674)	679,674		
Title I-School Improvement	84.010	515	9,255		7,291	7,291	
Title I-School Improvement 2023-24	84.010	799		(14,893)	14,893		
Title I-Neglected	84.010	518	20,452		1,568	2,338	(770)
Title I-Neglected 2023-2024	84.010	799		(992)	992		
Subtotal - Title I-Part A Programs (Cluster)			1,327,099	(695,559)	1,454,456	1,063,829	(304,932)
Title II-Part A, Teacher & Principal Training	84.367	541	254,516		220,983	224,235	(3,252)
Title II-Part A 2023-24	84.367	799		(69,908)	69,908		
Title IV-SSAE Grant	84.424A	552	113,137		41,700	50,749	(9,049)
Title IV-SSAE Grant 2023-24	84.424A	799		(42,087)	42,087		
Immigrant Education Act	84.365	571	8,745			89	(89)
English Language Acquisition, Language Enhancement	84.365	572	48,140		14,912	14,912	
English Language Acquisition, Language Enhancement 2023-24	84.365	799		(3,515)	3,515		
Title V-Part B RLIS	84.358B	587	158,754		64,639	64,639	
Title V-Part B RLIS 2023-24	84.358B	799		(9,898)	9,898		
Title IX-Part A, Homeless	84.196	596	87,912		51,660	60,893	(9,233)
Title IX-Part A, Homeless 2023-24	84.196	799		(21,478)	21,478		
* <u>Education Stabilization Funds (Covid19)</u>							
ARP/ESSER Counselor Grant (Covid19)	84.425U	722	9,520		9,105	9,105	
ARP/ESSER Counselor Grant (Covid19) 2023-24	84.425U	799		(41,551)	41,551		
ARP ESSER III	84.425U	725	12,197			12,197	(12,197)
ARP ESSER – Science of Reading	84.425U	726	642			642	(642)
ARP/ESSER III (Covid19)	84.425U	795	1,107,934		1,098,133	1,098,133	
ARP/ESSER III (Covid19) 2023-24	84.425U	799		(1,963,294)	1,963,294		
ARP/ESSER III Homeless Youth (Covid19)	84.425U	796	46,051		3,221	3,221	
ARP/ESSER III Homeless Youth (Covid19) 2023-24	84.425U	799		(4,464)	4,464		
ARP/ESSER III Homeless II (Covid19)	84.425U	797	17,498		14,462	14,462	
ARP/ESSER III Homeless II (Covid19) 2023-24	84.425U	799		(711)	711		
Subtotal - Education Stabilization Funds (Covid19)			\$ 1,193,842	(2,010,020)	3,134,941	1,137,760	(12,839)

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2025**

Federal Grantor/Pass Through <u>Grantor/Program Title</u>	Federal Award Listing <u>Number</u>	Pass-through Grantor's Project <u>Number</u>	Program or Award <u>Amount</u>	Beginning Balance <u>7/1/2024</u>	Revenue <u>Collected</u>	Total <u>Expenditures</u>	Ending Balance <u>6/30/2025</u>
<i>* Special Education Cluster:</i>							
IDEA-B Prof Dev-SDE	84.027	613	\$ 1,875		1,025	1,025	
IDEA-B Prof Dev-District	84.027	615	7,276		4,305	4,305	
IDEA-B Prof Dev-District 2023-24	84.027	799		(367)	367		
Secondary Transition Services	84.027	618	19,317		5,210	10,328	(5,118)
Secondary Transition Services 2023-24	84.027	799		(328)	328		
OKMTSS - IDEA Grant 2023-24	84.027	799		(2,483)	2,483		
IDEA-B Flowthrough	84.027	621	1,438,157		1,109,646	1,375,996	(266,350)
IDEA-B Flowthrough 2023-24	84.027	799		(266,900)	266,900		
Flow Through, IDEA – Part B, Private Schools	84.027	625	6,457		6,457	6,457	
Flow Through, IDEA – Part B, High Need Tier II Funds	84.027	627	44,944		36,698	42,578	(5,880)
IDEA-B Preschool	84.173	641	36,951		36,951	36,951	
Subtotal - Special Education Program (Cluster)			<u>1,554,977</u>	<u>(270,078)</u>	<u>1,470,370</u>	<u>1,477,640</u>	<u>(277,348)</u>
Subtotal - Passed Through State Dept of Education			<u>4,747,122</u>	<u>(3,122,543)</u>	<u>6,600,547</u>	<u>4,094,746</u>	<u>(616,742)</u>
<u>U.S. Department of Agriculture:</u>							
<u>Passed Through State Department of Education:</u>							
National School Lunch Program Equipment Assistance Grant	10.579	791				23,968	(23,968)
<u>Child Nutrition Cluster:</u>							
<u>Cash Assistance:</u>							
Supply Chain Assistance	10.555	759		15,342		15,342	
National School Lunch Program	10.555	763		598,003	1,686,365	2,284,368	
School Breakfast Program	10.553	764			714,131	714,131	
Summer Food Program	10.559	766		2,772	211,768	223,080	(8,540)
Cash Assistance Subtotal				<u>616,117</u>	<u>2,612,264</u>	<u>3,236,921</u>	<u>(8,540)</u>
<u>Passed Through State Department of Human Services:</u>							
Non-cash Assistance (Commodities)	10.555	N/A			252,965	252,965	
Subtotal - Child Nutrition Program (Cluster)				<u>616,117</u>	<u>2,865,229</u>	<u>3,489,886</u>	<u>(8,540)</u>
<u>Other Federal Assistance:</u>							
Project Get Fit	93.981	787	9,084	9,084			9,084
Medicaid	93.778	698	37,300		120,789	37,300	83,489
Subtotal - Other Federal Assistance			<u>46,384</u>	<u>9,084</u>	<u>120,789</u>	<u>37,300</u>	<u>92,573</u>
Total Federal Assistance			<u>\$ 4,940,999</u>	<u>(2,523,031)</u>	<u>9,734,503</u>	<u>7,793,393</u>	<u>(581,921)</u>

* Major federal programs

Note 1 - Commodities received by the District in the amount of \$252,965 were of a non-monetary nature and therefore the total revenue does not agree with the financial statements by this amount. These commodities are reported at fair market value.

Note 2 - There were no amounts passed to subrecipients.

Note 3 - Grantor provides adequate insurance coverage against loss on assets purchased with Federal Awards.

Note 4 - The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Expenditures are reported on the regulatory basis of accounting consistent with the preparation of the combined financial statements. These expenditures are recognized following the cost principles contained in the Uniform Guidance. The District has also elected to not use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
SCHEDULE OF SURETY BONDS
FOR THE YEAR ENDED JUNE 30, 2025**

<u>BONDING COMPANY</u>	<u>POSITION COVERED</u>	<u>BOND NUMBER</u>	<u>COVERAGE AMOUNT</u>	<u>EFFECTIVE DATES</u>
Western Surety Company	Superintendent	72473339	\$ 100,000	7/1/24-7/1/25
	Chief Financial Officer	72494154	\$ 100,000	9/13/24-9/13/25
	Treasurer	64725720	\$ 100,000	7/1/24-7/1/25
Old Republic Surety	Encumbrance Clerk	POB1051244	\$ 5,000	10/3/24-10/3/25
	Activity Fund Custodians	POB1051244	\$ 5,000	10/3/24-10/3/25
	Minutes Clerk	LPO913141	\$ 5,000	10/1/24-10/1/25



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

The Honorable Board of Education
Stillwater School District No. I-16
Stillwater, Oklahoma 74074

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the accompanying fund type and account group financial statements-regulatory basis as listed in the Table of Contents, of Stillwater School District No. I-16, Stillwater, Oklahoma, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated October 6, 2025. This report was adverse with respect to the presentation of the financial statements in conformity with accounting principles generally accepted in the United States because the presentation followed the regulatory basis of accounting for Oklahoma school districts and did not conform to the presentation requirements of the Governmental Accounting Standards Board. However, our report was qualified for the omission of the general fixed asset account group with respect to the presentation of financial statements on the regulatory basis of accounting authorized by the Oklahoma State Board of Education.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School District's internal control. Accordingly, we do not express an opinion on the effectiveness of the School District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed two (2) instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings as items 25-01 and 25-02.

District's Response to Findings

The District's response to the findings identified in our audit is described in the letter following the audit acknowledgement page. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Jenkins & Kemper, CPAs P.C.

Jenkins & Kemper
Certified Public Accountants, P.C.

October 6, 2025



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

The Honorable Board of Education
Stillwater School District No. I-16
Stillwater, Oklahoma 74074

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Stillwater School District No. I-16, Stillwater, Oklahoma's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2025. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Stillwater School District No. I-16, Stillwater, Oklahoma complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2025.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (The Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Stillwater School District No. I-16, Stillwater, Oklahoma and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment

made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Jenkins & Kemper, CPAs P.C.

Jenkins & Kemper
Certified Public Accountants, P.C.

October 6, 2025

INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JULY 1, 2024 TO JUNE 30, 2025

Summary of Auditor's Results

1. The auditor's report expresses an adverse opinion on the combined financial statements in conformity with generally accepted accounting principles and a qualified opinion for the omission of the general fixed asset account group on the combined financial statements in conformity with a regulatory basis of accounting prescribed by the Oklahoma State Department of Education.
2. No significant deficiencies relating to the audit of the financial statements are reported in the Schedule of Findings and Questioned Costs.
3. No instances of noncompliance material to the financial statements of the District were reported during the audit.
4. No significant deficiencies relating to the audit of the major federal award programs are reported in the "Report on Compliance with Requirements Applicable to Each Major Program and Internal Control over Compliance in Accordance with OMB Uniform Guidance"
5. An unqualified opinion report was issued on the compliance of major federal award programs.
6. The audit disclosed no audit findings and questioned costs, which are required to be reported under OMB Uniform Guidance.
7. Identification of Major Programs: Education Stabilization Fund (84.425U), Title I (84.010), and Special Education (84.027,84.173) programs, which were each clustered in the determination.
8. The dollar threshold used to determine between Type A and Type B programs was \$750,000.
9. The District did not qualify to be a low-risk auditee.

Findings and Questioned Costs – Major Federal Award Programs Audit

None

INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JULY 1, 2024 TO JUNE 30, 2025

Findings – Financial Statement Audit

25-01 – Treasurer Reports

Condition: During audit work in August, it appeared the Treasurer had not balanced the accounting software to the bank statements as of June 30, 2025. It did appear that the Treasurer was tracking the fund balance each month, however the balances in the general, building, and child nutrition funds were out of balance due to incorrect entries for estopped warrants and other items.

Criteria: Compare the monthly bank statements with the accounting software to ensure the bank statements are reconciled each month in a timely manner.

Effect: The untimely reconciling of the District’s bank accounts to the software could cause the Board of Education to receive incorrect balance information and could cause incorrect reporting of financial data to the Oklahoma State Department of Education.

Recommendation: We recommend that the District Treasurer reconcile the bank statements to the financial software on a monthly basis and in a timely manner.

24-05 – Activity Fund Reconciliation

Condition: The Activity Fund Custodian did not appear to have balanced the accounting software to the bank statements as of June 30, 2025. It did appear that corrections were made after the end of the year resulting in the Activity Fund Custodian being able to balance each month in the following fiscal year.

Criteria: Activity Fund reports should be on hand that reconcile to the bank statements on a monthly basis.

Effect: The sponsors for the activity fund may have received an incorrect balance in regards to their subaccounts and would not be made aware of the error until the bank statement is properly reconciled.

Recommendation: That the activity fund custodian prepare a listing of all cash and investment balances adjusted by outstanding checks, deposits in transit, etc. and that this amount is balanced to the accounting software on a monthly basis.

INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
DISPOSITION OF PRIOR YEAR'S SCHEDULE OF FINDINGS
JULY 1, 2024 TO JUNE 30, 2025

24-01 – Treasurer Reports

During the 2023-24 fiscal year, it appeared the Treasurer was not properly balancing the accounting software to the bank statements on a monthly basis and in a timely manner. This improved during the 2024-25 fiscal year but remained a reportable condition.

24-02 – Activity Fund Reconciliation

During the 2023-24 fiscal year, it appeared the Activity Fund Custodian was not balancing the accounting software to the bank statement on a monthly basis and in a timely manner. This improved during the 2024-25 fiscal year but remained a reportable condition.

**INDEPENDENT SCHOOL DISTRICT NO. I-16, PAYNE COUNTY
SCHEDULE OF ACCOUNTANT’S PROFESSIONAL
LIABILITY INSURANCE AFFIDAVIT
JULY 1, 2024 TO JUNE 30, 2025**

State of Oklahoma)
County of Payne)

The undersigned auditing firm representative of lawful age, being first duly sworn on oath, says that said firm had in full force and effect Accountant’s Professional Liability Insurance in accordance with the “Oklahoma Public School Audit Law” at the time of audit contract and during the entire audit engagement with Stillwater School District for the audit year 2024-25.

Jenkins & Kemper, CPAs, P.C.
AUDITING FIRM

BY _____
AUTHORIZED AGENT

Subscribed and sworn to before me on this
_____ day of, _____, 20__

NOTARY PUBLIC



JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

October 6, 2025

Stillwater School District
Attn: Ms. Kristie Newby
314 S Lewis Street
Stillwater, OK 74074

Dear Ms. Newby:

As your auditor, we are required to obtain certain representations from management as a part of examination in order to comply with generally accepted auditing standards.

During an examination, management makes many representations to the auditor, both oral and written, in response to specific inquiries or through the financial statements. Such representations from management are part of the evidential matter the independent auditor must obtain to afford a reasonable basis for his opinion of the financial statements. Written representations from management ordinarily confirm oral representations given to the auditor indicate and document the continuing appropriateness of such representations and reduce the possibility of misunderstanding concerning the matters that are subject of representation.

The enclosed representation letter should be re-typed or photocopied onto your School District's letterhead using the date on the representation letter, signed by the appropriate personnel as noted on the letter, and returned to me as soon as possible.

Thank you for your assistance in this matter. If you have questions concerning the above, please call our office.

Sincerely,

Jenkins & Kemper, CPAs P.C.

Jenkins & Kemper
Certified Public Accountants, P.C.

October 6, 2025

Jenkins & Kemper
Certified Public Accountants, P.C.
116 W. Breckenridge Ave
Bixby, OK 74008

This representation letter is provided in connection with your audit of the financial statements of Stillwater School District, I-16, Payne County, which comprise the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information as of June 30, 2025, and the respective changes in financial position for the period then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with the modified cash basis and budget laws of the State of Oklahoma, which is a comprehensive basis of accounting other than generally accepted accounting principles.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of October 6, 2025, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated February 24, 2025, including our responsibility for the preparation and fair presentation of the financial statements in conformity with the modified cash basis and budget laws of the State of Oklahoma, which is a comprehensive basis of accounting other than generally accepted accounting principles, and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with the cash basis and budget laws of the State of Oklahoma, which is a comprehensive basis of accounting other than generally accepted accounting principles and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.

- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter, if applicable.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed.
- 10) Guarantees, whether written or oral, under which the school district is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 11) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the school district from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the Board of Education or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the school district and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.

- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the school district's financial statements communicated by employees, former employees, regulators, or others.
- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 17) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- 18) We have disclosed to you the identity of the school district's related parties and all the related party relationships and transactions of which we are aware.

Government-specific

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) If applicable, we have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us.
- 21) We have a process to track the status of audit findings and recommendations.
- 22) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 23) If applicable, we have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 24) The school district has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
- 25) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
- 26) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 27) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 28) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.

- 29) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 30) As part of your audit, you assisted with preparation of the financial statements and disclosures and schedule of expenditures of federal awards. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements, disclosures, and schedule of expenditures of federal awards.
- 31) The school district has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 32) The school district has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 33) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 34) The financial statements properly classify all funds and activities.
- 35) With respect to federal award programs:
 - a) We are responsible for understanding and complying with and have complied with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards.
 - b) We acknowledge our responsibility for preparing and presenting the schedule of expenditures of federal awards (SEFA) and related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
 - c) If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
 - d) We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations and other direct assistance.

- e) We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
- f) We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- g) We have made available to you all federal awards and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- h) We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i) We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the *OMB Compliance Supplement*, relating to federal awards and confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- j) We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- k) We have disclosed to you, if applicable, any findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- l) Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E) and OMB Circular A-87, *Cost Principles for State, Local, and Tribal Governments*.
- m) We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n) We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- o) We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p) There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.

- q) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditor's report.
- r) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- s) The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- t) We have charged costs to federal awards in accordance with applicable cost principles.
- u) If applicable, we are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- v) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
- w) We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
- x) We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.

Superintendent

Treasurer



OKLAHOMA Education

Audit

Acknowledgement

Audit Year: 2024-2025

District Name Stillwater Public Schools

District Number I-16

County Name Payne

County Code 60

The annual independent audit was presented to the Board of Education in a meeting conducted in accordance with the Open Meeting Act 25 O.S. Section 301-314 on _____ .
Date of Meeting

The audit was presented by Jenkins & Kemper, CPAs, P.C. _____
(Independent Auditor) (Independent Auditor's Signature)

The School Board acknowledges that as the governing body of the district, responsible for the district's financial and compliance operations, the audit findings and exceptions have been presented to them.

A copy of the audit, including this acknowledgement form, will be sent to the State Board of Education and the State Auditor and Inspector within 30 days from its presentation, as stated in 70 O.S. § 22-108:

"The district board of education shall forward a copy of the auditor's opinions and related financial statements to the State Board of Education and the State Auditor and Inspector within thirty (30) days after receipt of the audit."

Signature of the Board of Education:

Superintendent

Board of Education Vice President

Board of Education President

Board of Education Member

Subscribed and sworn before me on _____

My Commission expires _____

(Notary Public)



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Tyler Bridges, Superintendent
DATE: October 14, 2025

AGENDA ITEM:

Consider and Vote to Declare or Not Declare Equipment at Stillwater High School West Gym as Surplus Property

BOARD ACTION REQUESTED:

Vote to Declare or Not Declare Equipment at Stillwater High School West Gym as Surplus Property

BACKGROUND INFORMATION:

Upon the commencement of the construction process for the SPS High School Athletics Phase I project, Stillwater Public Schools will relinquish the existing structures to CMS Willowbrook to begin preparation for demolition. Items contained within the structures will need to be declared surplus so that the district can dispose of the school-owned property.



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Tyler Bridges, Superintendent
DATE: October 14, 2025

AGENDA ITEM:

Consider and Vote to Declare or Not Declare Equipment at Stillwater High School City Gym as Surplus Property

BOARD ACTION REQUESTED:

Vote to Declare or Not Declare Equipment at Stillwater High School City Gym as Surplus Property

BACKGROUND INFORMATION:

Upon the commencement of the construction process for the SPS High School Athletics Phase I project, Stillwater Public Schools will relinquish the existing structures to CMS Willowbrook to begin preparation for demolition. Items contained within the structures will need to be declared surplus so that the district can dispose of the school-owned property.



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Tyler Bridges, Superintendent
DATE: October 14, 2025

AGENDA ITEM:

Consider and Vote to Declare or Not Declare Inventory at Stillwater Pioneer Virtual Academy as Surplus Property

BOARD ACTION REQUESTED:

Vote to Declare or Not Declare Inventory at Stillwater Pioneer Virtual Academy as Surplus Property

BACKGROUND INFORMATION:

As part of the Bond 2023 HS Phase I and II and HS Athletics Phase I projects, temporary space is necessary to accommodate programs. Stillwater Pioneer Virtual Academy is currently available, but existing inventory will need to be surplused to allow for use. Inventory items selected for surplus are provided in the attached photos.









Stillwater Furniture Bid Tab Recommendations

PROJECT: Stillwater Public High School FF&E for Phase I & Phase II

ISSUE DATE: 2025.09.30

RE: Furniture Bid Tab Recommendations

Furniture Bid Tab Recommendations for Each Package and Why:

1. Package 1- Administration:

- Award package to L&M Office Furniture
 - Only Bidder in this category (Basis of Design)
 - No Substitutions
 - Total amount for package with the acceptance for Alternate ST10 (Fireproof File Cabinets)
- Total amount for Package 1 + Alternate ST10 is **\$273,119.51**

2. Package 2A/ 2B - Teacher Desk/ Teacher Lectern

- Award both packages to L&M Office Furniture
 - Lowest Bid (Basis of Design)
 - No Substitutions
- Total amount for Both packages **\$104,350.47**

3. Package 3 - Student Desking:

- Award package to KI Furniture
 - Lowest Bid – Approved Substitution for Student desks
 - Ruckus Stacking Desk and Activity Tables
- Total amount for package **\$281,949.15**

4. Package 4 - Student Seating:

- Award Package to L&M Office Furniture
 - Lowest Bid- (Basis of Design)
- Total Amount for package **\$208,109.12**

5. Package 5 - Makerspace Tables/ Storage:

- Award package to L&M Office Furniture
 - Only Bidder in this category (Basis of design)
- Total amount for package: **\$324,793.90**

6. Package 6 - Science/ Art/ Aviation Specialty Tables:

- Award Package to L&M Office Furniture
 - Lowest Bid (Basis of Design)
 - Include Alternate for D06, D07, D16
- Total Amount for Package with approval for 3 Alternate Items **\$184,807.33**

7. Package 7 – Linear/ Flip & Nest Tables:

- Award Package to L&M Office Space
 - Lowest Bidder (Basis of Design)
- Total Amount for Package **\$121,867.01**

8. Package 8- Specialty/ Tables/ Bin Storage

- Award Package to Swift Office Space
 - 2nd to Lowest Bid (Basis of design)
- Total Amount for Package **\$82,675.11**
 - *However, KI Furniture was the lowest bid at (\$55,463.04) which was significantly lower than the rest of the dealers by a difference of (\$27,211.96).*
 - *The reasons for not accepting the KI bid are as follows:*
 - *The storage system dimensions only allow for ¾” clearance from side to table leg which makes it nearly impossible to grab the storage and roll it out.*
 - *The storage bin material doesn’t match the basis of design in material type or durability.*

9. Package 9 – Special Education Tables and Chairs

- Award Package to L&M Office Furniture
 - Lowest Bid – (Basis of design)- Except for approved substitution for Virco items
- Total Amount for Package **\$54,391.95**

10. Package 10 – Dining Tables:

- Award package to L&M Office Furniture
 - Lowest Bid- Basis of Design
- Total Amount for Package - **\$143,202.64**
 - However, Steelcase items were not bid on- L&M provided substitutions for these items

11. Package 11 - Dining Seating:

- Award Package to Office Interiors
 - Lowest Bid- Basis of Design
- Total Amount for Package **\$97,357.55**

12. Package 12- Lounge I:

- Award Package to L&M Office Furniture
 - Lowest Bidder (Basis of Design)
- Total Amount for Package **\$64,645.55**

13. Package 13- Lounge II:

- Award Package to L&M Office Furniture
 - Only Bidder (Basis of Design) - Except for approved substitutions on ottoman/pouf seating so that the original fabric selection could be used
- Total Amount for Package **\$200,893.73**

14. Package 14-Booth Seating:

- Award L&M Office Furniture
 - Lowest Bidder (Basis of Design)
- Total Amount for Package **\$106,255.19**

15. Package 15- Specialty Lounge/ Upholstered Chairs:

- Award Package to KI Furniture
 - Only Bidder (Basis of Design)
- Total Amount for Package **\$89,374.92**

16. Package 16- Library:

- Award Package to L&M Office Furniture
 - Only Bidder (Basis of Design)- Substitution for the Steelcase Markerboard
- Total Amount for Package **\$49,436.33**

17. Package 17- Wellness:

- Award package to L&M Office Furniture
 - Lowest Bidder (Basis of Design)
- Total Amount for Package **\$10,177.38**

18. Package 18- Miscellaneous Items:

- Award to L&M Office Furniture
 - Only Bidder (Basis of Design)
- Total Amount for Package **\$145,699.99**

19. Alternate Item for ST10

- Award to L&M Office Furniture
 - Lowest Bidder (Basis of Design)
- Total for upgraded items **\$47,799.00** This cost was included in Package 1.0 Administration above.

20. Alternate Item of D06 & D07- Heat and Chemical Resistant Tables (Typ. Science Classroom)

- Award to L&M Office Furniture
 - Lowest Bidder (Basis of Design)
- Total for upgraded items **\$67,995.42** This cost was included in Package 6.0 Science/ Art/ Aviation Specialty Tables Above

21. Alternate Item of D16 Stainless Steel Tables (Typ. Art Classroom)

- Award to L&M Office Furniture
 - There were only 2 bidders and L&M wasn't the lowest. However, D5 Recommends L&M since they are already procuring the same tables in Package 6, which they are already awarded.
- Total for upgraded items **\$32,136.48** This cost was included in Package 6.0 Science/ Art/ Aviation Specialty Tables Above

22. Add Alternate 1 - Band Chairs and Music Stands:

- Award to L&M Office Furniture
 - Only Bidder (Basis of Design on Music Chairs, Approved Substitution on Music Stand)
- Total Amount for Package **\$45,964.86**

23. Add Alternate 2 - Additional Training Tables:

- Award to L&M Office Furniture
 - Only bidder to have a complete bid (Basis of Design)
- Total Amount for Package **\$23,108.33**

- 24. Add Alternate 3 – Overstock Furniture Items:**
- Award to L&M Office Furniture
 - Only Bidder (Basis of Design)
 - Total Amount for Package **\$13,221.00**
-

Final Total per Dealer

L&M Office Furniture: (including all 6 alternate items)

- **Grand Total: \$2,074,044.29**
 - Awarded Packages:
 - 1, 2A, 2B, 4, 5, 6, 7, 9, 10, 12, 13, 14, 16, 17, 18, Alt. for ST10, Alt for D06, D07, Alt. for D16, Add Alt. 1, Add Alt. 2, Add Alt 3.

KI Furniture:

- **Grand Total: 371,324.07**
 - Awarded Packages:
 - 3, 15

Office Interiors:

- **Grand Total: 97,357.55**
 - Awarded Package:
 - 11

Swift Office:

- **Grand Total: \$82,675.11**
 - Awarded Package:
 - 8
-

Overall Grand Total for FFE for Phase I & II

\$2,625,401.02

 **AIA** Document A151™ – 2019***Standard Form of Agreement between Owner and Vendor for Furniture, Furnishings, and Equipment (FF&E)***

AGREEMENT made as of the First day of October in the year Two Thousand 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, OK 74074

and the Vendor:

(Name, legal status, address, and other information)

Krueger International, Inc.

1330 Bellevue Street
Green Bay, Wisconsin 54302
920.468.8100

for the following Project:

(Name, location, and detailed description)

SPS High School Phase I & II FF&E Package
410 W. Franklin Lane
Stillwater, OK 74075

Furniture, Furnishings, and Equipment Package for the Phase I and II Buildings.

The Architect:

(Name, legal status, address, and other information)

505 Architects LLC
1631 South Delaware Avenue
Tulsa, OK 74104
918.605.5303

The Owner and Vendor 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.

TABLE OF ARTICLES

- 1 GENERAL PROVISIONS
- 2 CONTRACT SUM AND PAYMENTS
- 3 TIME
- 4 OWNER
- 5 VENDOR
- 6 TITLE AND RISK OF LOSS
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- 8 ACCEPTANCE
- 9 WARRANTIES
- 10 ARCHITECT
- 11 RELATED ACTIVITIES OF OWNER OR OF SEPARATE VENDORS
- 12 PROTECTION OF PERSONS AND PROPERTY
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- 14 CLAIMS AND DISPUTES
- 15 ENUMERATION OF CONTRACT DOCUMENTS

ARTICLE 1 GENERAL PROVISIONS

§ 1.1 Governing Law, including the Uniform Commercial Code

This Agreement is for the sale of goods, specifically furniture, furnishings, and equipment (FF&E), and shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rule and including the jurisdiction's Uniform Commercial Code (UCC) as adopted. If this Agreement conflicts with terms provided by the UCC, the Agreement shall prevail. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 14.7.

§ 1.2 The Contract Documents

The Contract Documents are enumerated in Article 15 and consist of this Agreement (including, if applicable, Supplementary and other Conditions of the Contract), Drawings, Specifications, Addenda issued prior to the execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement. The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Vendor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all. Performance by the Vendor shall be required to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

§ 1.3 The Contract

The Contract Documents form the Contract for the Work. The Contract represents the entire and integrated agreement between the parties hereto and supersedes all prior proposals, offers, terms and conditions, negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind between any persons or entities other than the Owner and the Vendor. The primary purpose of the Contract is the sale of goods, and any services provided are incidental to such primary purpose.

§ 1.4 Modifications

A Modification is a written amendment to the Contract for changes in the Work signed by both parties or a written order

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User Notes:

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for a minor change in the Work signed by the Architect. A minor change in the Work is a change that is consistent with the intent of the Contract Documents and does not involve an adjustment in the Contract Sum or an extension of the Contract Time.

§ 1.5 The Work

The Work means the Vendor's performance, including the sale of FF&E and any incidental fabrication, shipping, warehousing, delivery, installation, and other items or services required by the Contract Documents and provided, or to be provided, by the Vendor. The Work includes all labor, materials, temporary protection, storage, and equipment necessary to fulfill the Vendor's obligations, except as specifically indicated in the Contract Documents to be the responsibility of others. The Work may constitute the whole or a part of the Project.

§ 1.6 Instruments of Service

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

§ 1.7 Ownership and Use of Drawings, Specifications, and Other Instruments of Service

§ 1.7.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and will retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Vendor, sub-vendors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

§ 1.7.2 The Vendor, sub-vendors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to the protocols established pursuant to Sections 1.8 and 1.9, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Vendor, sub-vendors, and suppliers may not use the Instruments of Service on other projects, or in connection with additions to this Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

§ 1.8 Digital Data Use and Transmission

The parties shall agree upon written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form.

§ 1.9 Building Information Models Use and Reliance

Any use of, or reliance on, all or a portion of a building information model without agreement to written protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

§ 1.10 Severability

The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.

§ 1.11 Notice

§ 1.11.1 Except as otherwise provided in Section 1.11.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission in accordance with a building information modeling exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with a building information modeling exhibit, insert requirements for delivering Notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

§ 1.11.2 Notice of Claims shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

§ 1.12 Assignment of Contract

Neither party to the Contract shall assign the Contract without written consent of the other, except that the Owner may, without consent of the Vendor, assign the Contract to a lender providing financing for the Project if the lender assumes the Owner's rights and obligations under the Contract Documents. The Vendor shall execute all consents reasonably required to facilitate such assignment.

ARTICLE 2 CONTRACT SUM AND PAYMENTS

§ 2.1 Contract Sum

§ 2.1.1 The Owner shall pay the Vendor the Contract Sum in current funds for the Vendor's performance of the Contract. The Contract Sum shall be Three Hundred and Eighty-Nine Thousand Three Hundred Twenty-Four Dollars and Seven Cents (\$ 389,324.07), subject to additions and deductions as provided in the Contract Documents.

The Contract Sum includes award for the following for Bid Packages: 3,15, and Owner Allowance listed below.

§ 2.1.4 Allowances, if any, included in the Contract Sum:

(Identify each allowance.)

Owner Allowance - This Allowance is for the Owner's exclusive use and any unused money will be returned per the Owner's request at any time during the duration of the Project.

Item	Price
Owner Allowance	\$18,000.00

§ 2.2 Payments

§ 2.2.1 The Owner shall make payments to the Vendor in conformance with the following payment terms:

(Insert payment terms, such as payment due dates, deposit requirements, and prompt payment discounts, if any.)

Refer to Vendor's payment terms.

§ 2.2.2 When payment is due pursuant to the payment terms of Section 2.2.1, the Vendor shall submit to the Owner an itemized invoice, supported by data substantiating the Vendor's right to payment.

§ 2.2.3 Except with the Owner's knowledge and consent, the Vendor shall not engage in any activity, or offer any employment, interest, or contribution to the Owner's employees or consultants, that would reasonably appear to compromise the Owner's employees' or consultants' judgment with respect to this Project.

ARTICLE 3 TIME

§ 3.1 Contract Time

§ 3.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for completion of the Work. The Contract Time shall be measured from the date of commencement. The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

§ 3.1.2 Time limits stated in the Contract Documents are of the essence of the Contract. By executing this Agreement, the Vendor confirms that the Contract Time is a reasonable period for performing the Work.

§ 3.1.3 If the Vendor is delayed at any time in the commencement or progress of the Work by (1) changes ordered in the Work; (2) labor disputes, fire, unusual delay in deliveries, abnormal adverse weather conditions not reasonably anticipatable, unavoidable casualties, or any causes beyond the Vendor's control; or (3) other causes that the Vendor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine, subject to the provisions of Article 14.

§ 3.2 Date of Commencement

The date of commencement of the Work shall be:
(Check one of the following boxes.)

- The date of this Agreement.
- A date set forth in a notice to proceed issued by the Owner.
- Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

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

§ 3.3 Completion

§ 3.3.1 Completion of the Work occurs upon acceptance of all FF&E in the Contract Documents in accordance with Article 8.

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Vendor shall achieve completion of the entire Work:

(Check the appropriate box and complete the necessary information.)

- Not later than () calendar days from the date of commencement of the Work.
- By the following date: 06-26-2026

ARTICLE 4 OWNER

§ 4.1 The Owner's Representative

The Owner shall identify a representative authorized to act on behalf of the Owner with respect to the Project. The Owner's representative shall not be changed without ten days' prior notice to the Vendor. The Owner identifies the following representative:

(Name, address, email address, and other information)

Bo Gamble
Assistant Superintendent of Operations
Stillwater Public Schools

314 South Lewis Street
Stillwater, Oklahoma 74074

§ 4.2 Information and Services Required of the Owner

§ 4.2.1 The Owner shall retain an architect lawfully licensed to practice architecture, or an entity lawfully practicing architecture, in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

§ 4.2.2 Unless otherwise provided in the Contract Documents, the Owner shall provide

- .1 areas of the Project premises that the Vendor may use to perform the Work;
- .2 access to the Project premises for the Vendor at reasonable times;
- .3 information regarding any restrictions on the use of, or access to, the Project premises;
- .4 suitable space for receipt, inspection, acceptance, and staging of materials and FF&E;
- .5 utilities and facilities on the Project premises and vertical transportation necessary for progress and execution of the Work; and
- .6 a secured premises for storage of FF&E until acceptance.

§ 4.2.3 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall furnish any other information or services under the Owner's control and relevant to the Vendor's performance of the Work with reasonable promptness after receiving the Vendor's written request for such information or services.

ARTICLE 5 VENDOR

§ 5.1 The Vendor's Representative

The Vendor shall identify a representative authorized to act on behalf of the Vendor with respect to the Project. The Vendor's representative shall not be changed without ten days' prior notice to the Owner and Architect. The Vendor identifies the following representative:

(Name, address, email address, and other information)

Guy Patzke, Assistant Secretary
Krueger International, Inc.

1330 Bellevue Street
Green Bay, Wisconsin 54302
920.468.8100

§ 5.2 The Vendor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents by activities or duties of the Architect in the Architect's administration of the Contract.

§ 5.3 The Vendor shall coordinate its Work with the work provided by the Owner and the Owner's other vendors, consultants, and contractors. The Vendor may communicate with the Owner's other vendors, consultants, and contractors, for the purposes of completing the Work. The Vendor shall keep the Owner reasonably informed of any such communications. The Vendor shall be entitled to rely on the accuracy and completeness of work and information furnished by the Owner and the Owner's other vendors, consultants, and contractors. The Vendor shall provide prompt written notice to the Owner if the Vendor becomes aware of any error, omission, or inconsistency in such work or information.

§ 5.4 Review of Contract Documents and Inspection of Project Premises by Vendor

§ 5.4.1 Execution of the Contract by the Vendor is a representation that the Vendor has visited the Project premises, if required in the Contract Documents, and correlated personal observations with requirements of the Contract Documents.

§ 5.4.2 Before starting each portion of the Work, including placing orders for FF&E, the Vendor shall (1) carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 4.2; (2) visit and inspect the Project premises in order to gain an understanding of the conditions under which the Work is to be performed; (3) determine availability of facilities for access, delivery, transportation, and staging; (4) determine any restrictions imposed by the Owner and the Owner's separate vendors and contractors; and (5) correlate observations with the requirements of the Contract Documents. The Vendor shall promptly report to the Owner and Architect conditions observed that would impede the Vendor's performance of the Work. The Vendor's obligations to review the Contract Documents are for the purpose of facilitating delivery and installation by the

Vendor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Vendor shall promptly report to the Architect any errors, inconsistencies, or omissions discovered by or made known to the Vendor as a request for information in such form as the Architect may require. It is recognized that the Vendor's review is made in the Vendor's capacity as a vendor and not as a licensed design professional, unless otherwise specifically provided for in the Contract Documents.

§ 5.4.3 The Vendor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Vendor shall promptly report to the Architect any nonconformity discovered by or made known to the Vendor as a request for information in such form as the Architect may require.

§ 5.4.4 If the Vendor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Vendor's notices or requests for information pursuant to Sections 5.4.2 or 5.4.3, the Vendor shall submit Claims as provided in Article 14. If the Vendor fails to perform the obligations of Sections 5.4.2 or 5.4.3, the Vendor shall pay such costs and damages to the Owner, subject to Section 14.12, as would have been avoided if the Vendor had performed such obligations. If the Vendor performs those obligations, the Vendor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies, or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

§ 5.5 Supervision

§ 5.5.1 The Vendor shall supervise and direct the Work using the Vendor's best skill and attention. The Vendor shall be solely responsible for and have control over the means, methods, techniques, sequences, and procedures of fabrication, shipment, delivery, and installation, and for coordinating all portions of the Work under the Contract, unless the Contract Documents give other specific instructions concerning these matters.

§ 5.5.2 The Vendor shall be responsible to the Owner for acts and omissions of the Vendor's employees, sub-vendors, and their agents and employees, and other persons or entities performing portions of the Work for or on behalf of the Vendor or any of its sub-vendors.

§ 5.5.3 The Vendor shall be responsible for inspection of portions of the Work already performed to determine that such portions are in proper condition for subsequent Work.

§ 5.6 Labor and Materials

§ 5.6.1 Unless otherwise provided in the Contract Documents, the Vendor shall provide and pay for labor, materials, tools, installation equipment and machinery, delivery, and other facilities and services necessary for proper execution and completion of the Work whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

§ 5.6.2 The Vendor shall enforce strict discipline and good order among the Vendor's employees and other persons carrying out the Work. The Vendor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

§ 5.6.3 The Vendor shall make no substitution or change in the Contract Documents unless done in accordance with a Modification, and after providing the Architect notice and a reasonable opportunity to evaluate the proposed substitution or change and consult with the Owner.

§ 5.7 Taxes

The Vendor shall pay sales, consumer, use, and other similar taxes that are legally enacted when quotes are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

§ 5.8 Permits, Fees, Notices, and Compliance with Laws

§ 5.8.1 Unless otherwise provided in the Contract Documents, the Vendor shall secure and pay for permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

§ 5.8.2 The Vendor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work. If the Vendor performs Work

knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Vendor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

§ 5.10 Vendor's Schedules

§ 5.10.1 The Vendor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a progress schedule for the Work. The schedule shall not exceed time limits current under the Contract Documents, shall be revised at appropriate intervals as required by the progress of the Work and Project, shall be related to the entire Project, and shall provide for expeditious and practicable execution of the Work.

§ 5.10.2 The Vendor shall perform the Work in general accordance with the most recent schedule submitted to the Owner and Architect.

§ 5.10.3 The Vendor's progress schedule shall indicate dates for commencement and completion of phases of the Work within the Contract Time, including dates for order placement, fabrication, shipping, delivery, and installation. The schedule shall indicate other critical dates, such as deadlines for approval of submittals of colors, finishes, and materials. The Vendor shall obtain and submit for the Owner's and the Architect's information written confirmation from sub-vendors of dates of fabrication and delivery.

§ 5.10.4 The Vendor shall cooperate with the Owner and Architect in coordinating the Vendor's progress schedule with those of contractors and separate vendors and with the requirements of the Owner and Architect. The Vendor shall cooperate in determining mutually acceptable dates and times for delivery, installation, and inspection of the Work, and use of services and facilities provided to the Vendor, all to be confirmed in writing within a reasonable time in advance of such dates and times.

§ 5.11 Submittals

§ 5.11.1 The Vendor shall review for compliance with the Contract Documents and submit to the Architect shop drawings, product data, samples, and similar submittals required by the Contract Documents in coordination with the Vendor's progress schedule and in such sequence as to allow the Architect reasonable time for review. By submitting shop drawings, product data, samples, and similar submittals, the Vendor represents to the Owner and Architect that the Vendor has (1) reviewed and approved them; (2) determined and verified materials, field measurements, and field installation criteria related thereto, or will do so; and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents. The Work shall be in accordance with approved submittals. Shop drawings, product data, samples and similar submittals are not Contract Documents.

§ 5.11.2 The Vendor shall provide the Owner with available manufacturer's warranty documents, product data, and material safety data sheets.

§ 5.12 Cleaning Up

The Vendor shall keep the Project premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Vendor shall remove waste materials, rubbish, the Vendor's tools, construction equipment, machinery, and surplus material from and about the Project.

§ 5.13 Access to Work

The Vendor shall provide the Owner and Architect with reasonable access to the Work in preparation and progress wherever located.

§ 5.14 Indemnification

§ 5.14.1 To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Vendor, a sub-vendor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would

otherwise exist as to a party or person described in this Section 5.14.1.

§ 5.14.2 In claims against any person or entity indemnified under Section 5.14.1 by an employee of the Vendor, a sub-vendor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 5.14.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Vendor or sub-vendor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

§ 5.14.3 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Vendor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any sub-vendor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Vendor. If approved by the applicable court, when required, the Vendor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

ARTICLE 6 TITLE AND RISK OF LOSS

§ 6.1 Title to all FF&E shall be transferred to the Owner upon acceptance in accordance with Article 8.

§ 6.2 The risk of loss with respect to all FF&E provided by the Vendor shall remain with the Vendor, and the Owner has no obligation to insure such FF&E, until acceptance in accordance with Article 8.

ARTICLE 7 DELIVERY AND INSTALLATION

§ 7.1 The Vendor shall deliver FF&E in accordance with the Vendor's progress schedule, or at a time agreed upon by the Owner and Architect, and in accordance with Article 5.

§ 7.2 Delivery and installation of all FF&E shall be made at the Project premises unless otherwise specified in the Contract Documents.

§ 7.3 The Vendor shall coordinate with the Owner regarding the logistics of the Vendor's delivery and installation obligations at the Project premises.

ARTICLE 8 ACCEPTANCE

§ 8.1 The Owner and Architect may conduct a preliminary inspection of FF&E within seven days after its delivery to the Project premises for the purpose of verifying the delivery and quantities. Preliminary inspections shall not constitute acceptance of, taking charge over, or taking control of, such FF&E. The Architect shall report to the Vendor any defects, damage, deficiencies, or nonconformity observed during the preliminary inspection.

§ 8.2 When the Vendor considers the Work, or a portion thereof which the Owner agrees to accept separately, to be complete, the Vendor shall notify the Owner and Architect. The Vendor shall allow the Owner and Architect a reasonable amount of time to inspect the FF&E to determine, based on conformance with the Contract Documents, if it is accepted or rejected in whole or in part. Based on the Architect's recommendation to the Owner and the Owner's own inspection, if any, the Owner shall accept or reject the FF&E, in whole or in part.

§ 8.3 If the Owner rejects any of the FF&E, the Owner, or the Architect acting on behalf of the Owner, shall notify the Vendor within seven days of the date of inspection, specifying the basis for such rejection. Upon rejection, the Vendor shall provide a remedy and evidence of arrangements to accomplish such remedy. The Owner shall allow the Vendor a reasonable amount of time to remedy the rejected FF&E. When the Vendor considers the remedied FF&E to be complete, the parties shall follow the procedures set forth in Section 8.2. If the Owner rejects any of the FF&E for a second time, the Owner shall promptly notify the Vendor and the Vendor shall promptly remove the rejected FF&E from the Project premises and refund payments made for such rejected goods to the Owner. If the Vendor disagrees with an Owner's rejection, the Vendor may make a claim.

§ 8.4 FF&E not inspected in accordance with Section 8.2 or rejected in accordance with Section 8.3 shall be deemed accepted.

§ 8.5 The Owner's acceptance under this Article 8 cannot be revoked; however, the provisions of this Article 8 do not preclude recovery of damages as provided by law. The Owner's acceptance, or failure to discover a Vendor's breach after acceptance, shall not bar the Owner from making claims in accordance with Article 14 or from remedies and damages due to the Vendor's breach of this Agreement, including the Vendor's breach of warranties in Article 9.

ARTICLE 9 WARRANTIES

§ 9.1 The Vendor warrants to the Owner that the FF&E furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Vendor further warrants that the FF&E will conform to the requirements of the Contract Documents. FF&E not conforming to these requirements may be considered defective. The Vendor's warranty excludes remedy for damage or defect caused by abuse, alterations to the FF&E not executed by the Vendor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage.

§ 9.2 The Vendor assigns to the Owner all FF&E manufacturers' warranties and guarantees upon acceptance in accordance with Article 8.

§ 9.3 The Vendor hereby provides to the Owner all warranties relating to the FF&E implied by law, including the warranty of merchantability and warranty of fitness for a particular purpose.

§ 9.4 The Vendor acknowledges that no exclusion of, or limitation on, warranties contained in any proposal, product literature, or other submittal shall affect the warranties provided in this Article 9.

ARTICLE 10 ARCHITECT

§ 10.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during the Vendor's performance, and until completion, of the Work. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents, unless otherwise modified in writing in accordance with other provisions of the Contract.

§ 10.2 Except as otherwise provided in the Contract Documents or when direct communications have been specially authorized, the Owner and Vendor shall endeavor to communicate with each other through the Architect about matters arising out of or relating to the Contract. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with sub-vendors and suppliers shall be through the Vendor. Communications by and with separate vendors shall be through the Owner. The Contract Documents may specify other communication protocols.

§ 10.3 The Architect will assist the Owner in coordinating schedules for fabrication, delivery, and installation of the Work, but will not be responsible for failure of the Vendor or a sub-vendor to meet schedules for completion or to perform their respective duties and responsibilities in conformance with applicable schedules.

§ 10.4 The Architect will visit the Project premises at intervals appropriate to the stage of the Work, or as otherwise agreed with the Owner, to become generally familiar with, and to keep the Owner informed about, the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. The Architect will not have control over, charge of, or responsibility for, the means, methods, techniques, sequences, or procedures of fabrication, shipment, delivery, storage, or installation, or for the safety precautions and programs in connection with the Work, as these are solely the Vendor's rights and responsibilities under the Contract Documents.

§ 10.5 The Architect may order minor changes in the Work. The Architect's order for minor changes shall be in writing. If the Vendor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Vendor shall notify the Architect and shall not proceed to implement the change in the Work. If the Vendor performs the Work set forth in the Architect's order for a minor change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Vendor waives any adjustment to the Contract Sum or extension of the Contract Time.

§ 10.6 The Architect will conduct inspections of FF&E and provide recommendations as set forth in Article 8. Pursuant to Article 8, the Architect is only responsible for identifying defects, deficiencies, or nonconformities that the Architect actually observes, or reasonably should observe, during its inspections. The Architect is not required to make exhaustive or continuous inspections to fulfill its responsibilities in Article 8 and has no responsibility to discover latent defects.

§ 10.7 The Architect will review and approve or take other appropriate action upon the Vendor's submittals such as shop drawings, product data, and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

ARTICLE 11 RELATED ACTIVITIES OF OWNER OR OF SEPARATE VENDORS

§ 11.1 The Owner shall coordinate the activities of the Owner's own forces and of each separate vendor or contractor, if

any, with the Work.

§ 11.2 If the Work depends for proper execution or results upon activities by the Owner or a separate vendor or contractor, the Vendor shall, prior to proceeding with that portion of the Work, promptly report to the Owner and Architect apparent discrepancies or defects in, or arising from, the activities of the Owner or separate vendors or contractors, that would impede the Vendor in achieving proper execution and results. If the Vendor fails to report reasonably discoverable discrepancies or defects, it shall be responsible for deficiencies or defects in its Work due to such deficiencies or defects.

§ 11.3 The Vendor shall reimburse the Owner for costs the Owner incurs that are payable to a separate vendor or contractor because of the Vendor's delays, improperly timed activities, or damage to the work of a separate vendor or contractor. The Owner shall be responsible to the Vendor for costs the Vendor incurs because of the delays, improperly timed activities, or damage to the Work caused by a separate vendor or contractor.

§ 11.4 If a dispute arises among the Vendor, separate vendors, or contractors, and the Owner as to the responsibility under their respective contracts for maintaining the Project premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

ARTICLE 12 PROTECTION OF PERSONS AND PROPERTY

§ 12.1 Safety Precautions and Programs

The Vendor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract. The Vendor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work, and materials and FF&E to be incorporated therein, whether in storage on or off the Project premises, under care, custody, or control of the Vendor or sub-vendors; and
- .3 other property at the Project premises or adjacent thereto.

The Vendor shall comply with, and give notices required by, applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons and property and their protection from damage, injury, or loss. The Vendor shall promptly remedy damage and loss to property caused in whole or in part by the Vendor, sub-vendors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Vendor is responsible under Sections 12.1.2 and 12.1.3. The Vendor may make a claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect, or of anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Vendor. The foregoing obligations of the Vendor are in addition to the Vendor's obligations under Section 5.14.

§ 12.2 Hazardous Materials and Substances

§ 12.2.1 The Vendor is responsible for compliance with the requirements of the Contract Documents regarding hazardous materials or substances. If the Vendor encounters a hazardous material or substance not addressed in the Contract Documents, and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the Project premises by the Vendor, the Vendor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Vendor. By written agreement between the Owner and Vendor, the Contract Time shall be extended appropriately, and the Contract Sum shall be increased in the amount of the Vendor's reasonable additional costs of shutdown, delay, and start-up.

§ 12.2.2 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Vendor, sub-vendors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area, if in fact, the material or substance presents the risk of bodily injury or death as described in Section 12.2.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.

§ 12.2.3 If, without negligence on the part of the Vendor, the Vendor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall indemnify the Vendor for all cost and expense thereby incurred.

ARTICLE 13 INSURANCE

§ 13.1 The Vendor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in this Article 13 or elsewhere in the Contract Documents. The Vendor shall purchase and maintain the insurance required by this Agreement from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Vendor shall maintain the required insurance from the date of commencement of the Work to the date of completion of the Work, unless a different duration is stated below.

§ 13.2 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than what is required by Oklahoma statutory limits.

- .1 damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
- .2 personal and advertising injury;
- .3 damages because of physical damage to or destruction of tangible property, including the loss of use of such property;
- .4 bodily injury or property damage arising out of completed operations; and
- .5 the Vendor's indemnity obligations under Section 5.14.

§ 13.3 Automobile Liability covering vehicles owned by the Vendor and non-owned vehicles used by the Vendor, with policy limits of not less than what is required by Oklahoma statutory limits, per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of those motor vehicles along with any other statutorily required automobile coverage.

§ 13.4 The Vendor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as those required under Sections 13.2 and 13.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 13.5 Workers' Compensation at Oklahoma statutory limits.

§ 13.6 Employers' Liability with policy limits not less than what is required at Oklahoma statutory limits.

§ 13.8 The Vendor shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Article 13 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the Owner's written request. An additional certificate evidencing continuation of liability coverage, including coverage for completed operations, shall be submitted with the final invoice and thereafter upon renewal or replacement of such coverage until the expiration of the period required by Section 13.1. The certificates will show the Owner as an additional insured on the Vendor's Commercial General Liability and excess or umbrella liability policy.

§ 13.9 The Vendor shall disclose to the Owner any deductible or self-insured retentions applicable to any insurance required to be provided by the Vendor.

§ 13.10 To the fullest extent permitted by law, the Vendor shall cause the commercial liability coverage required by this Article 13 to include (1) the Owner, the Architect, and the Architect's Consultants as additional insureds for claims caused in whole or in part by the Vendor's negligent acts or omissions during the Vendor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Vendor's negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner's general liability insurance policies and shall apply to both ongoing and completed operations. To the extent commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 07 04, CG 20 37 07 04, and, with respect to the Architect and the Architect's Consultants, CG 20 32 07 04.

§ 13.11 Within three (3) business days of the date the Vendor becomes aware of an impending or actual cancellation or expiration of any insurance required by this Article 13, the Vendor shall provide notice to the Owner of such impending

or actual cancellation or expiration. Upon receipt of notice from the Vendor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Vendor. The furnishing of notice by the Vendor shall not relieve the Vendor of any contractual obligation to provide any required coverage.

§ 13.13 Waiver of Subrogation

§ 13.13.1 The Owner and Vendor waive all rights against (1) each other and any of their sub-vendors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) separate vendors or contractors, if any, and any of their sub-vendors, subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by this Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Owner or Vendor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, separate vendors and contractors, and sub-vendors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this Section 13.13.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual, or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

§ 13.13.2 A loss insured under the Owner's property insurance shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause. The Owner shall pay the Architect and Vendor their just shares of insurance proceeds received by the Owner, and by appropriate agreements, written where legally required for validity, the Architect and Vendor shall make payments to their consultants and sub-vendors in similar manner.

ARTICLE 14 CLAIMS AND DISPUTES

§ 14.1 Binding Dispute Resolution

For any claim subject to, but not resolved by, mediation pursuant to Section 14.6, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

- Arbitration pursuant to Section 14.7 of this Agreement
- Litigation in a court of competent jurisdiction
- Other *(Specify)*

If the Owner and Vendor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, claims will be resolved in a court of competent jurisdiction.

§ 14.2 Claims, disputes, and other matters in question arising out of or relating to this Contract, including those alleging an error or omission by the Architect but excluding those arising under Section 12.2, shall be referred initially to the Architect for decision. Such matters, except those waived as provided for in Section 14.12, shall, after initial decision by the Architect or 30 days after submission of the matter to the Architect, be subject to mediation as a condition precedent to binding dispute resolution.

§ 14.3 Notice of Claims

Claims by either the Owner or Vendor shall be initiated by notice to the other party in accordance with Section 1.11.2.

§ 14.4 Time Limits on Claims

The Owner and Vendor shall commence all claims and causes of action against the other and arising out of or related to the Contract in accordance with the requirements of the final dispute resolution method selected in this Agreement, whether in contract, tort, breach of warranty, or otherwise, within the period specified by applicable law, but in any case

not more than 10 years after the date of completion of the Work. The Owner and Vendor waive all claims and causes of action not commenced in accordance with this Section 14.4.

§ 14.5 If a claim, dispute, or other matter in question relates to or is the subject of a mechanic's lien, the party asserting such matter may proceed in accordance with applicable law to comply with the lien procedures, including notice or filing deadlines.

§ 14.6 The parties shall endeavor to resolve their disputes by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with their Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 14.11 Continuing Contract Performance

Pending final resolution of a Claim, except as otherwise agreed in writing, the Vendor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

§ 14.12 Waiver of Claims for Consequential Damages

The Vendor and Owner waive claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Vendor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business, and reputation, and for loss of profit except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages. Nothing contained in this Section 14.12 shall be deemed to preclude an assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

ARTICLE 15 ENUMERATION OF CONTRACT DOCUMENTS

§ 15.1 The Contract Documents are defined in Article 1 and, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 15.2 The Agreement is this executed AIA Document A151™-2019, Standard Form of Agreement Between Owner and Vendor for Furniture, Furnishings, and Equipment.

§ 15.4 The Specifications:

(Either list the Specifications here or refer to an exhibit attached to this Agreement.)

DIVISION 0 – BIDDING REQUIREMENTS AND CONTRACT FORMS 00 0000 TABLE OF CONTENTS 00 0001
PROJECT DIRECTORY 00 0100 INVITATION TO BID 00 0104 BID SECURITY 00 0105 NON-COLLUSION
AFFIDAVIT 00 0106 OFFENDERS REGISTRATION ACT AFFIDAVIT 00 0108 CERTIFICATION OF PRE-BID
SITE INSPECTION 00 0400 BID FORM 00 0703 PERFORMANCE BOND AND PAYMENT BOND DIVISION 1 –

GENERAL REQUIREMENTS 01 2500 SUBSTITUTION REQUEST FORM FURNITURE FIXTURES AND EQUIPMENT CONTRACT DOCUMENTS AND SPECIFICATIONS Part 1 INSTRUCTIONS TO BIDDERS Part 2 PRODUCT SPECIFICATIONS Part 3 SUBSTITUTIONS Part 4 AFTER AWARD OF BID Part 5 PRODUCT DELIVERY, STORAGE, HANDLING, & INSTALLATION Part 6 JOB CONDITIONS AND LIABILITY Part 7 ADJUSTMENT AND CLEANING Part 8 GUARANTEE Part 9 PAY APPROVALS

DIVISION 0 – BIDDING REQUIREMENTS AND CONTRACT FORMS

00 0000	TABLE OF CONTENTS
00 0001	PROJECT DIRECTORY
00 0100	INVITATION TO BID
00 0104	BID SECURITY
00 0105	NON-COLLUSION AFFIDAVIT
00 0106	OFFENDERS REGISTRATION ACT AFFIDAVIT
00 0108	CERTIFICATION OF PRE-BID SITE INSPECTION
00 0400	BID FORM
00 0703	PERFORMANCE BOND AND PAYMENT BOND

DIVISION 1 – GENERAL REQUIREMENTS

01 2500	SUBSTITUTION REQUEST FORM
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FURNITURE FIXTURES AND EQUIPMENT CONTRACT DOCUMENTS AND SPECIFICATIONS

Part 1	INSTRUCTIONS TO BIDDERS
Part 2	PRODUCT SPECIFICATIONS
Part 3	SUBSTITUTIONS
Part 4	AFTER AWARD OF BID
Part 5	PRODUCT DELIVERY, STORAGE, HANDLING, & INSTALLATION
Part 6	JOB CONDITIONS AND LIABILITY
Part 7	ADJUSTMENT AND CLEANING
Part 8	GUARANTEE
Part 9	PAY APPROVALS

Section	Title	Date	Pages
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§ 15.5 The Drawings:

(Either list the Drawings here or refer to an exhibit attached to this Agreement.)

Number	Title	Date
ID-800 thru ID-812	Floor Plans FFE	08.04.2025

§ 15.6 The Addenda, if any:

Number	Date	Pages
Addendum 01	August 15, 2025	2
Addendum 02	August 29, 2025	459
Addendum 03	September 8, 2025	11
Addendum 04	September 9, 2025	4

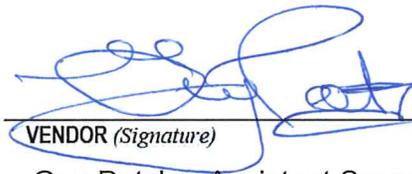
Portions of Addenda relating to quotations or proposal requirements are not part of the Contract Documents unless the quotation or proposal requirements are enumerated in this Article 15.

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

OWNER (Signature)

BY: Roberta Douglas, SPS Board President

(Printed name and title)



VENDOR (Signature)

Guy Patzke, Assistant Secretary

(Printed name and title)



AIA[®]

Document A151[™] – 2019

Standard Form of Agreement between Owner and Vendor for Furniture, Furnishings, and Equipment (FF&E)

AGREEMENT made as of the Second day of October in the year Two Thousand 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, OK 74074

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

L&M Office Furniture
12424 East 55th Street
Tulsa, Oklahoma 74146
918.664.1010

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

SPS High School Phase I & II FF&E Package
410 W. Franklin Lane
Stillwater, OK 74075

Furniture, Furnishings, and Equipment Package for the Phase I and II Buildings.

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

505 Architects LLC
1631 South Delaware Avenue
Tulsa, OK 74104
918.605.5303

The Owner and Vendor 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.

TABLE OF ARTICLES

- 1 GENERAL PROVISIONS
- 2 CONTRACT SUM AND PAYMENTS
- 3 TIME
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- 7 DELIVERY AND INSTALLATION
- 8 ACCEPTANCE
- 9 WARRANTIES
- 10 ARCHITECT
- 11 RELATED ACTIVITIES OF OWNER OR OF SEPARATE VENDORS
- 12 PROTECTION OF PERSONS AND PROPERTY
- 13 INSURANCE
- 14 CLAIMS AND DISPUTES
- 15 ENUMERATION OF CONTRACT DOCUMENTS

ARTICLE 1 GENERAL PROVISIONS

§ 1.1 Governing Law, including the Uniform Commercial Code

This Agreement is for the sale of goods, specifically furniture, furnishings, and equipment (FF&E), and shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rule and including the jurisdiction's Uniform Commercial Code (UCC) as adopted. If this Agreement conflicts with terms provided by the UCC, the Agreement shall prevail. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 14.7.

§ 1.2 The Contract Documents

The Contract Documents are enumerated in Article 15 and consist of this Agreement (including, if applicable, Supplementary and other Conditions of the Contract), Drawings, Specifications, Addenda issued prior to the execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement. The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Vendor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all. Performance by the Vendor shall be required to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

§ 1.3 The Contract

The Contract Documents form the Contract for the Work. The Contract represents the entire and integrated agreement between the parties hereto and supersedes all prior proposals, offers, terms and conditions, negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind between any persons or entities other than the Owner and the Vendor. The primary purpose of the Contract is the sale of goods, and any services provided are incidental to such primary purpose.

§ 1.4 Modifications

A Modification is a written amendment to the Contract for changes in the Work signed by both parties or a written order

for a minor change in the Work signed by the Architect. A minor change in the Work is a change that is consistent with the intent of the Contract Documents and does not involve an adjustment in the Contract Sum or an extension of the Contract Time.

§ 1.5 The Work

The Work means the Vendor's performance, including the sale of FF&E and any incidental fabrication, shipping, warehousing, delivery, installation, and other items or services required by the Contract Documents and provided, or to be provided, by the Vendor. The Work includes all labor, materials, temporary protection, storage, and equipment necessary to fulfill the Vendor's obligations, except as specifically indicated in the Contract Documents to be the responsibility of others. The Work may constitute the whole or a part of the Project.

§ 1.6 Instruments of Service

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

§ 1.7 Ownership and Use of Drawings, Specifications, and Other Instruments of Service

§ 1.7.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and will retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Vendor, sub-vendors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

§ 1.7.2 The Vendor, sub-vendors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to the protocols established pursuant to Sections 1.8 and 1.9, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Vendor, sub-vendors, and suppliers may not use the Instruments of Service on other projects, or in connection with additions to this Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

§ 1.8 Digital Data Use and Transmission

The parties shall agree upon written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form.

§ 1.9 Building Information Models Use and Reliance

Any use of, or reliance on, all or a portion of a building information model without agreement to written protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

§ 1.10 Severability

The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.

§ 1.11 Notice

§ 1.11.1 Except as otherwise provided in Section 1.11.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission in accordance with a building information modeling exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with a building information modeling exhibit, insert requirements for delivering Notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

§ 1.11.2 Notice of Claims shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

§ 1.12 Assignment of Contract

Neither party to the Contract shall assign the Contract without written consent of the other, except that the Owner may, without consent of the Vendor, assign the Contract to a lender providing financing for the Project if the lender assumes the Owner's rights and obligations under the Contract Documents. The Vendor shall execute all consents reasonably required to facilitate such assignment.

ARTICLE 2 CONTRACT SUM AND PAYMENTS

§ 2.1 Contract Sum

§ 2.1.1 The Owner shall pay the Vendor the Contract Sum in current funds for the Vendor's performance of the Contract. The Contract Sum shall be Two Million One Hundred and Seventy-Four Thousand Forty-Four Dollars and Twenty-Nine Cents (\$ 2,174,044.29), subject to additions and deductions as provided in the Contract Documents.

The Contract Sum includes award for the following for Bid Packages: 1,2A,2B,4,5,6,7,9,10,12,13,14,16,17,18. Alt Item ST10, Alt Item D06 & D07, and Alt Item D16, Alternates listed below and Owner Allowance.

§ 2.1.2 Alternates

§ 2.1.2.1 Alternates, if any, included in the Contract Sum:

Item	Price
Add Alternate 1 - Band Chairs and Music Stands	\$45,964.86
Add Alternate 2 - Additional Training Tables	\$23,108.33
Add Alternate 3 - Overstock Furniture Items	\$13,221.00

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

Item	Price	Conditions for Acceptance
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§ 2.1.4 Allowances, if any, included in the Contract Sum:

(Identify each allowance.)

Owner Allowance - This Allowance is for the Owner's exclusive use and any unused money will be returned per the Owner's request at any time during the duration of the Project.

Item	Price
Owner Allowance	\$100,000.00

§ 2.2 Payments

§ 2.2.1 The Owner shall make payments to the Vendor in conformance with the following payment terms:

(Insert payment terms, such as payment due dates, deposit requirements, and prompt payment discounts, if any.)

Refer to Vendor's payment terms.

§ 2.2.2 When payment is due pursuant to the payment terms of Section 2.2.1, the Vendor shall submit to the Owner an itemized invoice, supported by data substantiating the Vendor's right to payment.

§ 2.2.3 Except with the Owner's knowledge and consent, the Vendor shall not engage in any activity, or offer any employment, interest, or contribution to the Owner's employees or consultants, that would reasonably appear to compromise the Owner's employees' or consultants' judgment with respect to this Project.

ARTICLE 3 TIME

§ 3.1 Contract Time

§ 3.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for completion of the Work. The Contract Time shall be measured from the date of commencement. The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

§ 3.1.2 Time limits stated in the Contract Documents are of the essence of the Contract. By executing this Agreement, the Vendor confirms that the Contract Time is a reasonable period for performing the Work.

§ 3.1.3 If the Vendor is delayed at any time in the commencement or progress of the Work by (1) changes ordered in the Work; (2) labor disputes, fire, unusual delay in deliveries, abnormal adverse weather conditions not reasonably anticipatable, unavoidable casualties, or any causes beyond the Vendor's control; or (3) other causes that the Vendor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine, subject to the provisions of Article 14.

§ 3.2 Date of Commencement

The date of commencement of the Work shall be:

(Check one of the following boxes.)

The date of this Agreement.

A date set forth in a notice to proceed issued by the Owner.

Established as follows:

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

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

§ 3.3 Completion

§ 3.3.1 Completion of the Work occurs upon acceptance of all FF&E in the Contract Documents in accordance with Article 8.

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Vendor shall achieve completion of the entire Work:

(Check the appropriate box and complete the necessary information.)

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

By the following date: 06-26-2026

ARTICLE 4 OWNER

§ 4.1 The Owner's Representative

The Owner shall identify a representative authorized to act on behalf of the Owner with respect to the Project. The

Owner's representative shall not be changed without ten days' prior notice to the Vendor. The Owner identifies the following representative:

(Name, address, email address, and other information)

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

§ 4.2 Information and Services Required of the Owner

§ 4.2.1 The Owner shall retain an architect lawfully licensed to practice architecture, or an entity lawfully practicing architecture, in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

§ 4.2.2 Unless otherwise provided in the Contract Documents, the Owner shall provide

- .1 areas of the Project premises that the Vendor may use to perform the Work;
- .2 access to the Project premises for the Vendor at reasonable times;
- .3 information regarding any restrictions on the use of, or access to, the Project premises;
- .4 suitable space for receipt, inspection, acceptance, and staging of materials and FF&E;
- .5 utilities and facilities on the Project premises and vertical transportation necessary for progress and execution of the Work; and
- .6 a secured premises for storage of FF&E until acceptance.

§ 4.2.3 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall furnish any other information or services under the Owner's control and relevant to the Vendor's performance of the Work with reasonable promptness after receiving the Vendor's written request for such information or services.

ARTICLE 5 VENDOR

§ 5.1 The Vendor's Representative

The Vendor shall identify a representative authorized to act on behalf of the Vendor with respect to the Project. The Vendor's representative shall not be changed without ten days' prior notice to the Owner and Architect. The Vendor identifies the following representative:

(Name, address, email address, and other information)

Jim Stewart, Owner
L&M Office Furniture
12424 E. 55th Street
Tulsa, Oklahoma 74146
918.664.1010

SHANWEN CAPE
L&M OFFICE FURNITURE
12424 E. 55TH ST.
TULSA, OK. 74146
918-664-1010

§ 5.2 The Vendor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents by activities or duties of the Architect in the Architect's administration of the Contract.

§ 5.3 The Vendor shall coordinate its Work with the work provided by the Owner and the Owner's other vendors, consultants, and contractors. The Vendor may communicate with the Owner's other vendors, consultants, and contractors, for the purposes of completing the Work. The Vendor shall keep the Owner reasonably informed of any such communications. The Vendor shall be entitled to rely on the accuracy and completeness of work and information furnished by the Owner and the Owner's other vendors, consultants, and contractors. The Vendor shall provide prompt written notice to the Owner if the Vendor becomes aware of any error, omission, or inconsistency in such work or information.

§ 5.4 Review of Contract Documents and Inspection of Project Premises by Vendor

§ 5.4.1 Execution of the Contract by the Vendor is a representation that the Vendor has visited the Project premises, if required in the Contract Documents, and correlated personal observations with requirements of the Contract Documents.

§ 5.4.2 Before starting each portion of the Work, including placing orders for FF&E, the Vendor shall (1) carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by

the Owner pursuant to Section 4.2; (2) visit and inspect the Project premises in order to gain an understanding of the conditions under which the Work is to be performed; (3) determine availability of facilities for access, delivery, transportation, and staging; (4) determine any restrictions imposed by the Owner and the Owner's separate vendors and contractors; and (5) correlate observations with the requirements of the Contract Documents. The Vendor shall promptly report to the Owner and Architect conditions observed that would impede the Vendor's performance of the Work. The Vendor's obligations to review the Contract Documents are for the purpose of facilitating delivery and installation by the Vendor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Vendor shall promptly report to the Architect any errors, inconsistencies, or omissions discovered by or made known to the Vendor as a request for information in such form as the Architect may require. It is recognized that the Vendor's review is made in the Vendor's capacity as a vendor and not as a licensed design professional, unless otherwise specifically provided for in the Contract Documents.

§ 5.4.3 The Vendor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Vendor shall promptly report to the Architect any nonconformity discovered by or made known to the Vendor as a request for information in such form as the Architect may require.

§ 5.4.4 If the Vendor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Vendor's notices or requests for information pursuant to Sections 5.4.2 or 5.4.3, the Vendor shall submit Claims as provided in Article 14. If the Vendor fails to perform the obligations of Sections 5.4.2 or 5.4.3, the Vendor shall pay such costs and damages to the Owner, subject to Section 14.12, as would have been avoided if the Vendor had performed such obligations. If the Vendor performs those obligations, the Vendor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies, or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

§ 5.5 Supervision

§ 5.5.1 The Vendor shall supervise and direct the Work using the Vendor's best skill and attention. The Vendor shall be solely responsible for and have control over the means, methods, techniques, sequences, and procedures of fabrication, shipment, delivery, and installation, and for coordinating all portions of the Work under the Contract, unless the Contract Documents give other specific instructions concerning these matters.

§ 5.5.2 The Vendor shall be responsible to the Owner for acts and omissions of the Vendor's employees, sub-vendors, and their agents and employees, and other persons or entities performing portions of the Work for or on behalf of the Vendor or any of its sub-vendors.

§ 5.5.3 The Vendor shall be responsible for inspection of portions of the Work already performed to determine that such portions are in proper condition for subsequent Work.

§ 5.6 Labor and Materials

§ 5.6.1 Unless otherwise provided in the Contract Documents, the Vendor shall provide and pay for labor, materials, tools, installation equipment and machinery, delivery, and other facilities and services necessary for proper execution and completion of the Work whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

§ 5.6.2 The Vendor shall enforce strict discipline and good order among the Vendor's employees and other persons carrying out the Work. The Vendor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

§ 5.6.3 The Vendor shall make no substitution or change in the Contract Documents unless done in accordance with a Modification, and after providing the Architect notice and a reasonable opportunity to evaluate the proposed substitution or change and consult with the Owner.

§ 5.7 Taxes

The Vendor shall pay sales, consumer, use, and other similar taxes that are legally enacted when quotes are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

§ 5.8 Permits, Fees, Notices, and Compliance with Laws

§ 5.8.1 Unless otherwise provided in the Contract Documents, the Vendor shall secure and pay for permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

§ 5.8.2 The Vendor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work. If the Vendor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Vendor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

§ 5.10 Vendor's Schedules

§ 5.10.1 The Vendor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a progress schedule for the Work. The schedule shall not exceed time limits current under the Contract Documents, shall be revised at appropriate intervals as required by the progress of the Work and Project, shall be related to the entire Project, and shall provide for expeditious and practicable execution of the Work.

§ 5.10.2 The Vendor shall perform the Work in general accordance with the most recent schedule submitted to the Owner and Architect.

§ 5.10.3 The Vendor's progress schedule shall indicate dates for commencement and completion of phases of the Work within the Contract Time, including dates for order placement, fabrication, shipping, delivery, and installation. The schedule shall indicate other critical dates, such as deadlines for approval of submittals of colors, finishes, and materials. The Vendor shall obtain and submit for the Owner's and the Architect's information written confirmation from sub-vendors of dates of fabrication and delivery.

§ 5.10.4 The Vendor shall cooperate with the Owner and Architect in coordinating the Vendor's progress schedule with those of contractors and separate vendors and with the requirements of the Owner and Architect. The Vendor shall cooperate in determining mutually acceptable dates and times for delivery, installation, and inspection of the Work, and use of services and facilities provided to the Vendor, all to be confirmed in writing within a reasonable time in advance of such dates and times.

§ 5.11 Submittals

§ 5.11.1 The Vendor shall review for compliance with the Contract Documents and submit to the Architect shop drawings, product data, samples, and similar submittals required by the Contract Documents in coordination with the Vendor's progress schedule and in such sequence as to allow the Architect reasonable time for review. By submitting shop drawings, product data, samples, and similar submittals, the Vendor represents to the Owner and Architect that the Vendor has (1) reviewed and approved them; (2) determined and verified materials, field measurements, and field installation criteria related thereto, or will do so; and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents. The Work shall be in accordance with approved submittals. Shop drawings, product data, samples and similar submittals are not Contract Documents.

§ 5.11.2 The Vendor shall provide the Owner with available manufacturer's warranty documents, product data, and material safety data sheets.

§ 5.12 Cleaning Up

The Vendor shall keep the Project premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Vendor shall remove waste materials, rubbish, the Vendor's tools, construction equipment, machinery, and surplus material from and about the Project.

§ 5.13 Access to Work

The Vendor shall provide the Owner and Architect with reasonable access to the Work in preparation and progress wherever located.

§ 5.14 Indemnification

§ 5.14.1 To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses,

including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Vendor, a sub-vendor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section 5.14.1.

§ 5.14.2 In claims against any person or entity indemnified under Section 5.14.1 by an employee of the Vendor, a sub-vendor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 5.14.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Vendor or sub-vendor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

§ 5.14.3 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Vendor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any sub-vendor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Vendor. If approved by the applicable court, when required, the Vendor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

ARTICLE 6 TITLE AND RISK OF LOSS

§ 6.1 Title to all FF&E shall be transferred to the Owner upon acceptance in accordance with Article 8.

§ 6.2 The risk of loss with respect to all FF&E provided by the Vendor shall remain with the Vendor, and the Owner has no obligation to insure such FF&E, until acceptance in accordance with Article 8.

ARTICLE 7 DELIVERY AND INSTALLATION

§ 7.1 The Vendor shall deliver FF&E in accordance with the Vendor's progress schedule, or at a time agreed upon by the Owner and Architect, and in accordance with Article 5.

§ 7.2 Delivery and installation of all FF&E shall be made at the Project premises unless otherwise specified in the Contract Documents.

§ 7.3 The Vendor shall coordinate with the Owner regarding the logistics of the Vendor's delivery and installation obligations at the Project premises.

ARTICLE 8 ACCEPTANCE

§ 8.1 The Owner and Architect may conduct a preliminary inspection of FF&E within seven days after its delivery to the Project premises for the purpose of verifying the delivery and quantities. Preliminary inspections shall not constitute acceptance of, taking charge over, or taking control of, such FF&E. The Architect shall report to the Vendor any defects, damage, deficiencies, or nonconformity observed during the preliminary inspection.

§ 8.2 When the Vendor considers the Work, or a portion thereof which the Owner agrees to accept separately, to be complete, the Vendor shall notify the Owner and Architect. The Vendor shall allow the Owner and Architect a reasonable amount of time to inspect the FF&E to determine, based on conformance with the Contract Documents, if it is accepted or rejected in whole or in part. Based on the Architect's recommendation to the Owner and the Owner's own inspection, if any, the Owner shall accept or reject the FF&E, in whole or in part.

§ 8.3 If the Owner rejects any of the FF&E, the Owner, or the Architect acting on behalf of the Owner, shall notify the Vendor within seven days of the date of inspection, specifying the basis for such rejection. Upon rejection, the Vendor shall provide a remedy and evidence of arrangements to accomplish such remedy. The Owner shall allow the Vendor a reasonable amount of time to remedy the rejected FF&E. When the Vendor considers the remedied FF&E to be complete, the parties shall follow the procedures set forth in Section 8.2. If the Owner rejects any of the FF&E for a second time, the Owner shall promptly notify the Vendor and the Vendor shall promptly remove the rejected FF&E from the Project premises and refund payments made for such rejected goods to the Owner. If the Vendor disagrees with an Owner's rejection, the Vendor may make a claim.

§ 8.4 FF&E not inspected in accordance with Section 8.2 or rejected in accordance with Section 8.3 shall be deemed

accepted.

§ 8.5 The Owner's acceptance under this Article 8 cannot be revoked; however, the provisions of this Article 8 do not preclude recovery of damages as provided by law. The Owner's acceptance, or failure to discover a Vendor's breach after acceptance, shall not bar the Owner from making claims in accordance with Article 14 or from remedies and damages due to the Vendor's breach of this Agreement, including the Vendor's breach of warranties in Article 9.

ARTICLE 9 WARRANTIES

§ 9.1 The Vendor warrants to the Owner that the FF&E furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Vendor further warrants that the FF&E will conform to the requirements of the Contract Documents. FF&E not conforming to these requirements may be considered defective. The Vendor's warranty excludes remedy for damage or defect caused by abuse, alterations to the FF&E not executed by the Vendor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage.

§ 9.2 The Vendor assigns to the Owner all FF&E manufacturers' warranties and guarantees upon acceptance in accordance with Article 8.

§ 9.3 The Vendor hereby provides to the Owner all warranties relating to the FF&E implied by law, including the warranty of merchantability and warranty of fitness for a particular purpose.

§ 9.4 The Vendor acknowledges that no exclusion of, or limitation on, warranties contained in any proposal, product literature, or other submittal shall affect the warranties provided in this Article 9.

ARTICLE 10 ARCHITECT

§ 10.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during the Vendor's performance, and until completion, of the Work. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents, unless otherwise modified in writing in accordance with other provisions of the Contract.

§ 10.2 Except as otherwise provided in the Contract Documents or when direct communications have been specially authorized, the Owner and Vendor shall endeavor to communicate with each other through the Architect about matters arising out of or relating to the Contract. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with sub-vendors and suppliers shall be through the Vendor. Communications by and with separate vendors shall be through the Owner. The Contract Documents may specify other communication protocols.

§ 10.3 The Architect will assist the Owner in coordinating schedules for fabrication, delivery, and installation of the Work, but will not be responsible for failure of the Vendor or a sub-vendor to meet schedules for completion or to perform their respective duties and responsibilities in conformance with applicable schedules.

§ 10.4 The Architect will visit the Project premises at intervals appropriate to the stage of the Work, or as otherwise agreed with the Owner, to become generally familiar with, and to keep the Owner informed about, the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. The Architect will not have control over, charge of, or responsibility for, the means, methods, techniques, sequences, or procedures of fabrication, shipment, delivery, storage, or installation, or for the safety precautions and programs in connection with the Work, as these are solely the Vendor's rights and responsibilities under the Contract Documents.

§ 10.5 The Architect may order minor changes in the Work. The Architect's order for minor changes shall be in writing. If the Vendor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Vendor shall notify the Architect and shall not proceed to implement the change in the Work. If the Vendor performs the Work set forth in the Architect's order for a minor change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Vendor waives any adjustment to the Contract Sum or extension of the Contract Time.

§ 10.6 The Architect will conduct inspections of FF&E and provide recommendations as set forth in Article 8. Pursuant to Article 8, the Architect is only responsible for identifying defects, deficiencies, or nonconformities that the Architect actually observes, or reasonably should observe, during its inspections. The Architect is not required to make exhaustive or continuous inspections to fulfill its responsibilities in Article 8 and has no responsibility to discover latent defects.

§ 10.7 The Architect will review and approve or take other appropriate action upon the Vendor's submittals such as shop drawings, product data, and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

ARTICLE 11 RELATED ACTIVITIES OF OWNER OR OF SEPARATE VENDORS

§ 11.1 The Owner shall coordinate the activities of the Owner's own forces and of each separate vendor or contractor, if any, with the Work.

§ 11.2 If the Work depends for proper execution or results upon activities by the Owner or a separate vendor or contractor, the Vendor shall, prior to proceeding with that portion of the Work, promptly report to the Owner and Architect apparent discrepancies or defects in, or arising from, the activities of the Owner or separate vendors or contractors, that would impede the Vendor in achieving proper execution and results. If the Vendor fails to report reasonably discoverable discrepancies or defects, it shall be responsible for deficiencies or defects in its Work due to such deficiencies or defects.

§ 11.3 The Vendor shall reimburse the Owner for costs the Owner incurs that are payable to a separate vendor or contractor because of the Vendor's delays, improperly timed activities, or damage to the work of a separate vendor or contractor. The Owner shall be responsible to the Vendor for costs the Vendor incurs because of the delays, improperly timed activities, or damage to the Work caused by a separate vendor or contractor.

§ 11.4 If a dispute arises among the Vendor, separate vendors, or contractors, and the Owner as to the responsibility under their respective contracts for maintaining the Project premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

ARTICLE 12 PROTECTION OF PERSONS AND PROPERTY

§ 12.1 Safety Precautions and Programs

The Vendor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract. The Vendor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work, and materials and FF&E to be incorporated therein, whether in storage on or off the Project premises, under care, custody, or control of the Vendor or sub-vendors; and
- .3 other property at the Project premises or adjacent thereto.

The Vendor shall comply with, and give notices required by, applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons and property and their protection from damage, injury, or loss. The Vendor shall promptly remedy damage and loss to property caused in whole or in part by the Vendor, sub-vendors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Vendor is responsible under Sections 12.1.2 and 12.1.3. The Vendor may make a claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect, or of anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Vendor. The foregoing obligations of the Vendor are in addition to the Vendor's obligations under Section 5.14.

§ 12.2 Hazardous Materials and Substances

§ 12.2.1 The Vendor is responsible for compliance with the requirements of the Contract Documents regarding hazardous materials or substances. If the Vendor encounters a hazardous material or substance not addressed in the Contract Documents, and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the Project premises by the Vendor, the Vendor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Vendor. By written agreement between the Owner and Vendor, the Contract Time shall be extended appropriately, and the Contract Sum shall be increased in the amount of the Vendor's reasonable additional costs of shutdown, delay, and start-up.

§ 12.2.2 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Vendor, sub-vendors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area, if in fact, the material or substance presents the risk of bodily injury or death as described in Section 12.2.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the

extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.

§ 12.2.3 If, without negligence on the part of the Vendor, the Vendor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall indemnify the Vendor for all cost and expense thereby incurred.

ARTICLE 13 INSURANCE

§ 13.1 The Vendor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in this Article 13 or elsewhere in the Contract Documents. The Vendor shall purchase and maintain the insurance required by this Agreement from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Vendor shall maintain the required insurance from the date of commencement of the Work to the date of completion of the Work, unless a different duration is stated below.

§ 13.2 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than what is required by Oklahoma statutory limits. (§

- .1 damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
- .2 personal and advertising injury;
- .3 damages because of physical damage to or destruction of tangible property, including the loss of use of such property;
- .4 bodily injury or property damage arising out of completed operations; and
- .5 the Vendor's indemnity obligations under Section 5.14.

§ 13.3 Automobile Liability covering vehicles owned by the Vendor and non-owned vehicles used by the Vendor, with policy limits of not less than what is required by Oklahoma statutory limits per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of those motor vehicles along with any other statutorily required automobile coverage.

§ 13.4 The Vendor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as those required under Sections 13.2 and 13.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 13.5 Workers' Compensation at statutory limits.

§ 13.6 Employers' Liability with policy limits not less than what is required at Oklahoma statutory limits.(§

§ 13.8 The Vendor shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Article 13 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the Owner's written request. An additional certificate evidencing continuation of liability coverage, including coverage for completed operations, shall be submitted with the final invoice and thereafter upon renewal or replacement of such coverage until the expiration of the period required by Section 13.1. The certificates will show the Owner as an additional insured on the Vendor's Commercial General Liability and excess or umbrella liability policy.

§ 13.9 The Vendor shall disclose to the Owner any deductible or self-insured retentions applicable to any insurance required to be provided by the Vendor.

§ 13.10 To the fullest extent permitted by law, the Vendor shall cause the commercial liability coverage required by this Article 13 to include (1) the Owner, the Architect, and the Architect's Consultants as additional insureds for claims caused in whole or in part by the Vendor's negligent acts or omissions during the Vendor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Vendor's negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner's general liability insurance policies and shall apply to both ongoing and completed operations. To the extent

commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 07 04, CG 20 37 07 04, and, with respect to the Architect and the Architect's Consultants, CG 20 32 07 04.

§ 13.11 Within three (3) business days of the date the Vendor becomes aware of an impending or actual cancellation or expiration of any insurance required by this Article 13, the Vendor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Vendor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Vendor. The furnishing of notice by the Vendor shall not relieve the Vendor of any contractual obligation to provide any required coverage.

§ 13.13 Waiver of Subrogation

§ 13.13.1 The Owner and Vendor waive all rights against (1) each other and any of their sub-vendors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) separate vendors or contractors, if any, and any of their sub-vendors, subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by this Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Owner or Vendor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, separate vendors and contractors, and sub-vendors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this Section 13.13.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual, or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

§ 13.13.2 A loss insured under the Owner's property insurance shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause. The Owner shall pay the Architect and Vendor their just shares of insurance proceeds received by the Owner, and by appropriate agreements, written where legally required for validity, the Architect and Vendor shall make payments to their consultants and sub-vendors in similar manner.

ARTICLE 14 CLAIMS AND DISPUTES

§ 14.1 Binding Dispute Resolution

For any claim subject to, but not resolved by, mediation pursuant to Section 14.6, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

- Arbitration pursuant to Section 14.7 of this Agreement
- Litigation in a court of competent jurisdiction
- Other *(Specify)*

If the Owner and Vendor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, claims will be resolved in a court of competent jurisdiction.

§ 14.2 Claims, disputes, and other matters in question arising out of or relating to this Contract, including those alleging an error or omission by the Architect but excluding those arising under Section 12.2, shall be referred initially to the Architect for decision. Such matters, except those waived as provided for in Section 14.12, shall, after initial decision by the Architect or 30 days after submission of the matter to the Architect, be subject to mediation as a condition precedent to binding dispute resolution.

§ 14.3 Notice of Claims

Claims by either the Owner or Vendor shall be initiated by notice to the other party in accordance with Section 1.11.2.

§ 14.4 Time Limits on Claims

The Owner and Vendor shall commence all claims and causes of action against the other and arising out of or related to the Contract in accordance with the requirements of the final dispute resolution method selected in this Agreement, whether in contract, tort, breach of warranty, or otherwise, within the period specified by applicable law, but in any case not more than 10 years after the date of completion of the Work. The Owner and Vendor waive all claims and causes of action not commenced in accordance with this Section 14.4.

§ 14.5 If a claim, dispute, or other matter in question relates to or is the subject of a mechanic's lien, the party asserting such matter may proceed in accordance with applicable law to comply with the lien procedures, including notice or filing deadlines.

§ 14.6 The parties shall endeavor to resolve their disputes by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with their Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 14.11 Continuing Contract Performance

Pending final resolution of a Claim, except as otherwise agreed in writing, the Vendor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

§ 14.12 Waiver of Claims for Consequential Damages

The Vendor and Owner waive claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Vendor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business, and reputation, and for loss of profit except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages. Nothing contained in this Section 14.12 shall be deemed to preclude an assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

ARTICLE 15 ENUMERATION OF CONTRACT DOCUMENTS

§ 15.1 The Contract Documents are defined in Article 1 and, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 15.2 The Agreement is this executed AIA Document A151™-2019, Standard Form of Agreement Between Owner and Vendor for Furniture, Furnishings, and Equipment.

§ 15.4 The Specifications:

(Either list the Specifications here or refer to an exhibit attached to this Agreement.)

DIVISION 0 – BIDDING REQUIREMENTS AND CONTRACT FORMS 00 0000 TABLE OF CONTENTS 00 0001
 PROJECT DIRECTORY 00 0100 INVITATION TO BID 00 0104 BID SECURITY 00 0105 NON-COLLUSION
 AFFIDAVIT 00 0106 OFFENDERS REGISTRATION ACT AFFIDAVIT 00 0108 CERTIFICATION OF PRE-BID
 SITE INSPECTION 00 0400 BID FORM 00 0703 PERFORMANCE BOND AND PAYMENT BOND DIVISION 1 –
 GENERAL REQUIREMENTS 01 2500 SUBSTITUTION REQUEST FORM FURNITURE FIXTURES AND
 EQUIPMENT CONTRACT DOCUMENTS AND SPECIFICATIONS Part 1 INSTRUCTIONS TO BIDDERS Part 2
 PRODUCT SPECIFICATIONS Part 3 SUBSTITUTIONS Part 4 AFTER AWARD OF BID Part 5 PRODUCT
 DELIVERY, STORAGE, HANDLING, & INSTALLATION Part 6 JOB CONDITIONS AND LIABILITY Part 7
 ADJUSTMENT AND CLEANING Part 8 GUARANTEE Part 9 PAY APPROVALS

DIVISION 0 – BIDDING REQUIREMENTS AND CONTRACT FORMS

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 00 0108 CERTIFICATION OF PRE-BID SITE INSPECTION
 00 0400 BID FORM
 00 0703 PERFORMANCE BOND AND PAYMENT BOND

DIVISION 1 – GENERAL REQUIREMENTS

01 2500 SUBSTITUTION REQUEST FORM

FURNITURE FIXTURES AND EQUIPMENT CONTRACT DOCUMENTS AND SPECIFICATIONS

Part 1 INSTRUCTIONS TO BIDDERS
 Part 2 PRODUCT SPECIFICATIONS
 Part 3 SUBSTITUTIONS
 Part 4 AFTER AWARD OF BID
 Part 5 PRODUCT DELIVERY, STORAGE, HANDLING, & INSTALLATION
 Part 6 JOB CONDITIONS AND LIABILITY
 Part 7 ADJUSTMENT AND CLEANING
 Part 8 GUARANTEE
 Part 9 PAY APPROVALS

Section	Title	Date	Pages
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§ 15.5 The Drawings:

(Either list the Drawings here or refer to an exhibit attached to this Agreement.)

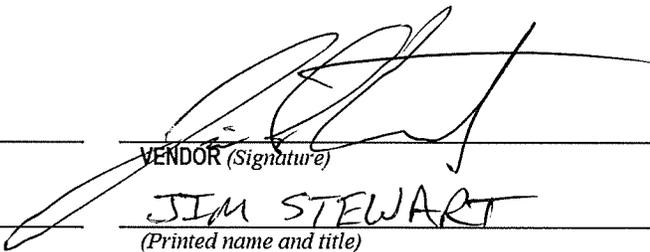
Number	Title	Date
ID-800 thru ID-812	Floor Plans FFE	08.04.2025

§ 15.6 The Addenda, if any:

Number	Date	Pages
Addendum 01	August 15, 2025	2 459
Addendum 02	August 29, 2025	11 4
Addendum 03	September 8, 2025	
Addendum 04	September 9,	

Portions of Addenda relating to quotations or proposal requirements are not part of the Contract Documents unless the quotation or proposal requirements are enumerated in this Article 15.

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

	
OWNER <i>(Signature)</i>	VENDOR <i>(Signature)</i>
BY: Roberta Douglas, SPS Board President	JIM STEWART
<i>(Printed name and title)</i>	<i>(Printed name and title)</i>

 **AIA**® Document A151™ – 2019**Standard Form of Agreement between Owner and Vendor for Furniture, Furnishings, and Equipment (FF&E)**

AGREEMENT made as of the First day of October in the year Two Thousand 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, OK 74074

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

Office Interiors
3306 Charles Page Blvd.
Tulsa, Oklahoma 74127
918.508.0292

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

SPS High School Phase I & II FF&E Package
410 W. Franklin Lane
Stillwater, OK 74075

Furniture, Furnishings, and Equipment Package for the Phase I and II Buildings.

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

505 Architects LLC
1631 South Delaware Avenue
Tulsa, OK 74104
918.605.5303

The Owner and Vendor 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.

TABLE OF ARTICLES

- 1 GENERAL PROVISIONS
- 2 CONTRACT SUM AND PAYMENTS
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- 7 DELIVERY AND INSTALLATION
- 8 ACCEPTANCE
- 9 WARRANTIES
- 10 ARCHITECT
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- 12 PROTECTION OF PERSONS AND PROPERTY
- 13 INSURANCE
- 14 CLAIMS AND DISPUTES
- 15 ENUMERATION OF CONTRACT DOCUMENTS

ARTICLE 1 GENERAL PROVISIONS

§ 1.1 Governing Law, including the Uniform Commercial Code

This Agreement is for the sale of goods, specifically furniture, furnishings, and equipment (FF&E), and shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rule and including the jurisdiction's Uniform Commercial Code (UCC) as adopted. If this Agreement conflicts with terms provided by the UCC, the Agreement shall prevail. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 14.7.

§ 1.2 The Contract Documents

The Contract Documents are enumerated in Article 15 and consist of this Agreement (including, if applicable, Supplementary and other Conditions of the Contract), Drawings, Specifications, Addenda issued prior to the execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement. The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Vendor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all. Performance by the Vendor shall be required to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

§ 1.3 The Contract

The Contract Documents form the Contract for the Work. The Contract represents the entire and integrated agreement between the parties hereto and supersedes all prior proposals, offers, terms and conditions, negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind between any persons or entities other than the Owner and the Vendor. The primary purpose of the Contract is the sale of goods, and any services provided are incidental to such primary purpose.

§ 1.4 Modifications

A Modification is a written amendment to the Contract for changes in the Work signed by both parties or a written order

for a minor change in the Work signed by the Architect. A minor change in the Work is a change that is consistent with the intent of the Contract Documents and does not involve an adjustment in the Contract Sum or an extension of the Contract Time.

§ 1.5 The Work

The Work means the Vendor's performance, including the sale of FF&E and any incidental fabrication, shipping, warehousing, delivery, installation, and other items or services required by the Contract Documents and provided, or to be provided, by the Vendor. The Work includes all labor, materials, temporary protection, storage, and equipment necessary to fulfill the Vendor's obligations, except as specifically indicated in the Contract Documents to be the responsibility of others. The Work may constitute the whole or a part of the Project.

§ 1.6 Instruments of Service

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

§ 1.7 Ownership and Use of Drawings, Specifications, and Other Instruments of Service

§ 1.7.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and will retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Vendor, sub-vendors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

§ 1.7.2 The Vendor, sub-vendors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to the protocols established pursuant to Sections 1.8 and 1.9, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Vendor, sub-vendors, and suppliers may not use the Instruments of Service on other projects, or in connection with additions to this Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

§ 1.8 Digital Data Use and Transmission

The parties shall agree upon written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form.

§ 1.9 Building Information Models Use and Reliance

Any use of, or reliance on, all or a portion of a building information model without agreement to written protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

§ 1.10 Severability

The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.

§ 1.11 Notice

§ 1.11.1 Except as otherwise provided in Section 1.11.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission in accordance with a building information modeling exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with a building information modeling exhibit, insert requirements for delivering Notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

§ 1.11.2 Notice of Claims shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

§ 1.12 Assignment of Contract

Neither party to the Contract shall assign the Contract without written consent of the other, except that the Owner may, without consent of the Vendor, assign the Contract to a lender providing financing for the Project if the lender assumes the Owner's rights and obligations under the Contract Documents. The Vendor shall execute all consents reasonably required to facilitate such assignment.

ARTICLE 2 CONTRACT SUM AND PAYMENTS

§ 2.1 Contract Sum

§ 2.1.1 The Owner shall pay the Vendor the Contract Sum in current funds for the Vendor's performance of the Contract. The Contract Sum shall be One Hundred and One Thousand Three Hundred Fifty-Seven Dollars and Fifty-Five Cents (\$ 101,357.55), subject to additions and deductions as provided in the Contract Documents.

The Contract Sum includes award for the following for Bid Packages: 11 and Owner Allowance listed below.

§ 2.1.4 Allowances, if any, included in the Contract Sum:

(Identify each allowance.)

Owner Allowance - This Allowance is for the Owner's exclusive use and any unused money will be returned per the Owner's request at any time during the duration of the Project.

Item	Price
Owner Allowance	\$4,000.00

§ 2.2 Payments

§ 2.2.1 The Owner shall make payments to the Vendor in conformance with the following payment terms:

(Insert payment terms, such as payment due dates, deposit requirements, and prompt payment discounts, if any.)

Refer to Vendor's payment terms.

§ 2.2.2 When payment is due pursuant to the payment terms of Section 2.2.1, the Vendor shall submit to the Owner an itemized invoice, supported by data substantiating the Vendor's right to payment.

§ 2.2.3 Except with the Owner's knowledge and consent, the Vendor shall not engage in any activity, or offer any employment, interest, or contribution to the Owner's employees or consultants, that would reasonably appear to compromise the Owner's employees' or consultants' judgment with respect to this Project.

ARTICLE 3 TIME

§ 3.1 Contract Time

§ 3.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for completion of the Work. The Contract Time shall be measured from the date of commencement. The term “day” as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

§ 3.1.2 Time limits stated in the Contract Documents are of the essence of the Contract. By executing this Agreement, the Vendor confirms that the Contract Time is a reasonable period for performing the Work.

§ 3.1.3 If the Vendor is delayed at any time in the commencement or progress of the Work by (1) changes ordered in the Work; (2) labor disputes, fire, unusual delay in deliveries, abnormal adverse weather conditions not reasonably anticipatable, unavoidable casualties, or any causes beyond the Vendor’s control; or (3) other causes that the Vendor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine, subject to the provisions of Article 14.

§ 3.2 Date of Commencement

The date of commencement of the Work shall be:

(Check one of the following boxes.)

- The date of this Agreement.
- A date set forth in a notice to proceed issued by the Owner.
- Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

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

§ 3.3 Completion

§ 3.3.1 Completion of the Work occurs upon acceptance of all FF&E in the Contract Documents in accordance with Article 8.

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Vendor shall achieve completion of the entire Work:

(Check the appropriate box and complete the necessary information.)

- Not later than () calendar days from the date of commencement of the Work.
- By the following date: 06-26-2026

ARTICLE 4 OWNER

§ 4.1 The Owner’s Representative

The Owner shall identify a representative authorized to act on behalf of the Owner with respect to the Project. The Owner’s representative shall not be changed without ten days’ prior notice to the Vendor. The Owner identifies the following representative:

(Name, address, email address, and other information)

Bo Gamble
Assistant Superintendent of Operations
Stillwater Public Schools

314 South Lewis Street
Stillwater, Oklahoma 74074

§ 4.2 Information and Services Required of the Owner

§ 4.2.1 The Owner shall retain an architect lawfully licensed to practice architecture, or an entity lawfully practicing architecture, in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

§ 4.2.2 Unless otherwise provided in the Contract Documents, the Owner shall provide

- .1 areas of the Project premises that the Vendor may use to perform the Work;
- .2 access to the Project premises for the Vendor at reasonable times;
- .3 information regarding any restrictions on the use of, or access to, the Project premises;
- .4 suitable space for receipt, inspection, acceptance, and staging of materials and FF&E;
- .5 utilities and facilities on the Project premises and vertical transportation necessary for progress and execution of the Work; and
- .6 a secured premises for storage of FF&E until acceptance.

§ 4.2.3 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall furnish any other information or services under the Owner's control and relevant to the Vendor's performance of the Work with reasonable promptness after receiving the Vendor's written request for such information or services.

ARTICLE 5 VENDOR

§ 5.1 The Vendor's Representative

The Vendor shall identify a representative authorized to act on behalf of the Vendor with respect to the Project. The Vendor's representative shall not be changed without ten days' prior notice to the Owner and Architect. The Vendor identifies the following representative:

(Name, address, email address, and other information)

Laura Whitehead
Office Interiors
3306 Charles Page Blvd
Tulsa, Oklahoma 74127
918.508.0292

§ 5.2 The Vendor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents by activities or duties of the Architect in the Architect's administration of the Contract.

§ 5.3 The Vendor shall coordinate its Work with the work provided by the Owner and the Owner's other vendors, consultants, and contractors. The Vendor may communicate with the Owner's other vendors, consultants, and contractors, for the purposes of completing the Work. The Vendor shall keep the Owner reasonably informed of any such communications. The Vendor shall be entitled to rely on the accuracy and completeness of work and information furnished by the Owner and the Owner's other vendors, consultants, and contractors. The Vendor shall provide prompt written notice to the Owner if the Vendor becomes aware of any error, omission, or inconsistency in such work or information.

§ 5.4 Review of Contract Documents and Inspection of Project Premises by Vendor

§ 5.4.1 Execution of the Contract by the Vendor is a representation that the Vendor has visited the Project premises, if required in the Contract Documents, and correlated personal observations with requirements of the Contract Documents.

§ 5.4.2 Before starting each portion of the Work, including placing orders for FF&E, the Vendor shall (1) carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 4.2; (2) visit and inspect the Project premises in order to gain an understanding of the conditions under which the Work is to be performed; (3) determine availability of facilities for access, delivery, transportation, and staging; (4) determine any restrictions imposed by the Owner and the Owner's separate vendors and contractors; and (5) correlate observations with the requirements of the Contract Documents. The Vendor shall promptly report to the Owner and Architect conditions observed that would impede the Vendor's performance of the Work. The Vendor's obligations to review the Contract Documents are for the purpose of facilitating delivery and installation by the

Vendor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Vendor shall promptly report to the Architect any errors, inconsistencies, or omissions discovered by or made known to the Vendor as a request for information in such form as the Architect may require. It is recognized that the Vendor's review is made in the Vendor's capacity as a vendor and not as a licensed design professional, unless otherwise specifically provided for in the Contract Documents.

§ 5.4.3 The Vendor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Vendor shall promptly report to the Architect any nonconformity discovered by or made known to the Vendor as a request for information in such form as the Architect may require.

§ 5.4.4 If the Vendor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Vendor's notices or requests for information pursuant to Sections 5.4.2 or 5.4.3, the Vendor shall submit Claims as provided in Article 14. If the Vendor fails to perform the obligations of Sections 5.4.2 or 5.4.3, the Vendor shall pay such costs and damages to the Owner, subject to Section 14.12, as would have been avoided if the Vendor had performed such obligations. If the Vendor performs those obligations, the Vendor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies, or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

§ 5.5 Supervision

§ 5.5.1 The Vendor shall supervise and direct the Work using the Vendor's best skill and attention. The Vendor shall be solely responsible for and have control over the means, methods, techniques, sequences, and procedures of fabrication, shipment, delivery, and installation, and for coordinating all portions of the Work under the Contract, unless the Contract Documents give other specific instructions concerning these matters.

§ 5.5.2 The Vendor shall be responsible to the Owner for acts and omissions of the Vendor's employees, sub-vendors, and their agents and employees, and other persons or entities performing portions of the Work for or on behalf of the Vendor or any of its sub-vendors.

§ 5.5.3 The Vendor shall be responsible for inspection of portions of the Work already performed to determine that such portions are in proper condition for subsequent Work.

§ 5.6 Labor and Materials

§ 5.6.1 Unless otherwise provided in the Contract Documents, the Vendor shall provide and pay for labor, materials, tools, installation equipment and machinery, delivery, and other facilities and services necessary for proper execution and completion of the Work whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

§ 5.6.2 The Vendor shall enforce strict discipline and good order among the Vendor's employees and other persons carrying out the Work. The Vendor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

§ 5.6.3 The Vendor shall make no substitution or change in the Contract Documents unless done in accordance with a Modification, and after providing the Architect notice and a reasonable opportunity to evaluate the proposed substitution or change and consult with the Owner.

§ 5.7 Taxes

The Vendor shall pay sales, consumer, use, and other similar taxes that are legally enacted when quotes are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

§ 5.8 Permits, Fees, Notices, and Compliance with Laws

§ 5.8.1 Unless otherwise provided in the Contract Documents, the Vendor shall secure and pay for permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

§ 5.8.2 The Vendor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work. If the Vendor performs Work

knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Vendor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

§ 5.10 Vendor's Schedules

§ 5.10.1 The Vendor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a progress schedule for the Work. The schedule shall not exceed time limits current under the Contract Documents, shall be revised at appropriate intervals as required by the progress of the Work and Project, shall be related to the entire Project, and shall provide for expeditious and practicable execution of the Work.

§ 5.10.2 The Vendor shall perform the Work in general accordance with the most recent schedule submitted to the Owner and Architect.

§ 5.10.3 The Vendor's progress schedule shall indicate dates for commencement and completion of phases of the Work within the Contract Time, including dates for order placement, fabrication, shipping, delivery, and installation. The schedule shall indicate other critical dates, such as deadlines for approval of submittals of colors, finishes, and materials. The Vendor shall obtain and submit for the Owner's and the Architect's information written confirmation from sub-vendors of dates of fabrication and delivery.

§ 5.10.4 The Vendor shall cooperate with the Owner and Architect in coordinating the Vendor's progress schedule with those of contractors and separate vendors and with the requirements of the Owner and Architect. The Vendor shall cooperate in determining mutually acceptable dates and times for delivery, installation, and inspection of the Work, and use of services and facilities provided to the Vendor, all to be confirmed in writing within a reasonable time in advance of such dates and times.

§ 5.11 Submittals

§ 5.11.1 The Vendor shall review for compliance with the Contract Documents and submit to the Architect shop drawings, product data, samples, and similar submittals required by the Contract Documents in coordination with the Vendor's progress schedule and in such sequence as to allow the Architect reasonable time for review. By submitting shop drawings, product data, samples, and similar submittals, the Vendor represents to the Owner and Architect that the Vendor has (1) reviewed and approved them; (2) determined and verified materials, field measurements, and field installation criteria related thereto, or will do so; and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents. The Work shall be in accordance with approved submittals. Shop drawings, product data, samples and similar submittals are not Contract Documents.

§ 5.11.2 The Vendor shall provide the Owner with available manufacturer's warranty documents, product data, and material safety data sheets.

§ 5.12 Cleaning Up

The Vendor shall keep the Project premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Vendor shall remove waste materials, rubbish, the Vendor's tools, construction equipment, machinery, and surplus material from and about the Project.

§ 5.13 Access to Work

The Vendor shall provide the Owner and Architect with reasonable access to the Work in preparation and progress wherever located.

§ 5.14 Indemnification

§ 5.14.1 To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Vendor, a sub-vendor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would

otherwise exist as to a party or person described in this Section 5.14.1.

§ 5.14.2 In claims against any person or entity indemnified under Section 5.14.1 by an employee of the Vendor, a sub-vendor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 5.14.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Vendor or sub-vendor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

§ 5.14.3 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Vendor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any sub-vendor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Vendor. If approved by the applicable court, when required, the Vendor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

ARTICLE 6 TITLE AND RISK OF LOSS

§ 6.1 Title to all FF&E shall be transferred to the Owner upon acceptance in accordance with Article 8.

§ 6.2 The risk of loss with respect to all FF&E provided by the Vendor shall remain with the Vendor, and the Owner has no obligation to insure such FF&E, until acceptance in accordance with Article 8.

ARTICLE 7 DELIVERY AND INSTALLATION

§ 7.1 The Vendor shall deliver FF&E in accordance with the Vendor's progress schedule, or at a time agreed upon by the Owner and Architect, and in accordance with Article 5.

§ 7.2 Delivery and installation of all FF&E shall be made at the Project premises unless otherwise specified in the Contract Documents.

§ 7.3 The Vendor shall coordinate with the Owner regarding the logistics of the Vendor's delivery and installation obligations at the Project premises.

ARTICLE 8 ACCEPTANCE

§ 8.1 The Owner and Architect may conduct a preliminary inspection of FF&E within seven days after its delivery to the Project premises for the purpose of verifying the delivery and quantities. Preliminary inspections shall not constitute acceptance of, taking charge over, or taking control of, such FF&E. The Architect shall report to the Vendor any defects, damage, deficiencies, or nonconformity observed during the preliminary inspection.

§ 8.2 When the Vendor considers the Work, or a portion thereof which the Owner agrees to accept separately, to be complete, the Vendor shall notify the Owner and Architect. The Vendor shall allow the Owner and Architect a reasonable amount of time to inspect the FF&E to determine, based on conformance with the Contract Documents, if it is accepted or rejected in whole or in part. Based on the Architect's recommendation to the Owner and the Owner's own inspection, if any, the Owner shall accept or reject the FF&E, in whole or in part.

§ 8.3 If the Owner rejects any of the FF&E, the Owner, or the Architect acting on behalf of the Owner, shall notify the Vendor within seven days of the date of inspection, specifying the basis for such rejection. Upon rejection, the Vendor shall provide a remedy and evidence of arrangements to accomplish such remedy. The Owner shall allow the Vendor a reasonable amount of time to remedy the rejected FF&E. When the Vendor considers the remedied FF&E to be complete, the parties shall follow the procedures set forth in Section 8.2. If the Owner rejects any of the FF&E for a second time, the Owner shall promptly notify the Vendor and the Vendor shall promptly remove the rejected FF&E from the Project premises and refund payments made for such rejected goods to the Owner. If the Vendor disagrees with an Owner's rejection, the Vendor may make a claim.

§ 8.4 FF&E not inspected in accordance with Section 8.2 or rejected in accordance with Section 8.3 shall be deemed accepted.

§ 8.5 The Owner's acceptance under this Article 8 cannot be revoked; however, the provisions of this Article 8 do not preclude recovery of damages as provided by law. The Owner's acceptance, or failure to discover a Vendor's breach after acceptance, shall not bar the Owner from making claims in accordance with Article 14 or from remedies and damages due to the Vendor's breach of this Agreement, including the Vendor's breach of warranties in Article 9.

ARTICLE 9 WARRANTIES

§ 9.1 The Vendor warrants to the Owner that the FF&E furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Vendor further warrants that the FF&E will conform to the requirements of the Contract Documents. FF&E not conforming to these requirements may be considered defective. The Vendor's warranty excludes remedy for damage or defect caused by abuse, alterations to the FF&E not executed by the Vendor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage.

§ 9.2 The Vendor assigns to the Owner all FF&E manufacturers' warranties and guarantees upon acceptance in accordance with Article 8.

§ 9.3 The Vendor hereby provides to the Owner all warranties relating to the FF&E implied by law, including the warranty of merchantability and warranty of fitness for a particular purpose.

§ 9.4 The Vendor acknowledges that no exclusion of, or limitation on, warranties contained in any proposal, product literature, or other submittal shall affect the warranties provided in this Article 9.

ARTICLE 10 ARCHITECT

§ 10.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during the Vendor's performance, and until completion, of the Work. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents, unless otherwise modified in writing in accordance with other provisions of the Contract.

§ 10.2 Except as otherwise provided in the Contract Documents or when direct communications have been specially authorized, the Owner and Vendor shall endeavor to communicate with each other through the Architect about matters arising out of or relating to the Contract. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with sub-vendors and suppliers shall be through the Vendor. Communications by and with separate vendors shall be through the Owner. The Contract Documents may specify other communication protocols.

§ 10.3 The Architect will assist the Owner in coordinating schedules for fabrication, delivery, and installation of the Work, but will not be responsible for failure of the Vendor or a sub-vendor to meet schedules for completion or to perform their respective duties and responsibilities in conformance with applicable schedules.

§ 10.4 The Architect will visit the Project premises at intervals appropriate to the stage of the Work, or as otherwise agreed with the Owner, to become generally familiar with, and to keep the Owner informed about, the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. The Architect will not have control over, charge of, or responsibility for, the means, methods, techniques, sequences, or procedures of fabrication, shipment, delivery, storage, or installation, or for the safety precautions and programs in connection with the Work, as these are solely the Vendor's rights and responsibilities under the Contract Documents.

§ 10.5 The Architect may order minor changes in the Work. The Architect's order for minor changes shall be in writing. If the Vendor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Vendor shall notify the Architect and shall not proceed to implement the change in the Work. If the Vendor performs the Work set forth in the Architect's order for a minor change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Vendor waives any adjustment to the Contract Sum or extension of the Contract Time.

§ 10.6 The Architect will conduct inspections of FF&E and provide recommendations as set forth in Article 8. Pursuant to Article 8, the Architect is only responsible for identifying defects, deficiencies, or nonconformities that the Architect actually observes, or reasonably should observe, during its inspections. The Architect is not required to make exhaustive or continuous inspections to fulfill its responsibilities in Article 8 and has no responsibility to discover latent defects.

§ 10.7 The Architect will review and approve or take other appropriate action upon the Vendor's submittals such as shop drawings, product data, and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

ARTICLE 11 RELATED ACTIVITIES OF OWNER OR OF SEPARATE VENDORS

§ 11.1 The Owner shall coordinate the activities of the Owner's own forces and of each separate vendor or contractor, if

any, with the Work.

§ 11.2 If the Work depends for proper execution or results upon activities by the Owner or a separate vendor or contractor, the Vendor shall, prior to proceeding with that portion of the Work, promptly report to the Owner and Architect apparent discrepancies or defects in, or arising from, the activities of the Owner or separate vendors or contractors, that would impede the Vendor in achieving proper execution and results. If the Vendor fails to report reasonably discoverable discrepancies or defects, it shall be responsible for deficiencies or defects in its Work due to such deficiencies or defects.

§ 11.3 The Vendor shall reimburse the Owner for costs the Owner incurs that are payable to a separate vendor or contractor because of the Vendor's delays, improperly timed activities, or damage to the work of a separate vendor or contractor. The Owner shall be responsible to the Vendor for costs the Vendor incurs because of the delays, improperly timed activities, or damage to the Work caused by a separate vendor or contractor.

§ 11.4 If a dispute arises among the Vendor, separate vendors, or contractors, and the Owner as to the responsibility under their respective contracts for maintaining the Project premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

ARTICLE 12 PROTECTION OF PERSONS AND PROPERTY

§ 12.1 Safety Precautions and Programs

The Vendor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract. The Vendor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work, and materials and FF&E to be incorporated therein, whether in storage on or off the Project premises, under care, custody, or control of the Vendor or sub-vendors; and
- .3 other property at the Project premises or adjacent thereto.

The Vendor shall comply with, and give notices required by, applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons and property and their protection from damage, injury, or loss. The Vendor shall promptly remedy damage and loss to property caused in whole or in part by the Vendor, sub-vendors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Vendor is responsible under Sections 12.1.2 and 12.1.3. The Vendor may make a claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect, or of anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Vendor. The foregoing obligations of the Vendor are in addition to the Vendor's obligations under Section 5.14.

§ 12.2 Hazardous Materials and Substances

§ 12.2.1 The Vendor is responsible for compliance with the requirements of the Contract Documents regarding hazardous materials or substances. If the Vendor encounters a hazardous material or substance not addressed in the Contract Documents, and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the Project premises by the Vendor, the Vendor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Vendor. By written agreement between the Owner and Vendor, the Contract Time shall be extended appropriately, and the Contract Sum shall be increased in the amount of the Vendor's reasonable additional costs of shutdown, delay, and start-up.

§ 12.2.2 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Vendor, sub-vendors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area, if in fact, the material or substance presents the risk of bodily injury or death as described in Section 12.2.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.

§ 12.2.3 If, without negligence on the part of the Vendor, the Vendor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall indemnify the Vendor for all cost and expense thereby incurred.

ARTICLE 13 INSURANCE

§ 13.1 The Vendor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in this Article 13 or elsewhere in the Contract Documents. The Vendor shall purchase and maintain the insurance required by this Agreement from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Vendor shall maintain the required insurance from the date of commencement of the Work to the date of completion of the Work, unless a different duration is stated below.

§ 13.2 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than what is required by Oklahoma statutory limits.

- .1 damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
- .2 personal and advertising injury;
- .3 damages because of physical damage to or destruction of tangible property, including the loss of use of such property;
- .4 bodily injury or property damage arising out of completed operations; and
- .5 the Vendor's indemnity obligations under Section 5.14.

§ 13.3 Automobile Liability covering vehicles owned by the Vendor and non-owned vehicles used by the Vendor, with policy limits of not less than what is required by Oklahoma statutory limits, per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of those motor vehicles along with any other statutorily required automobile coverage.

§ 13.4 The Vendor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as those required under Sections 13.2 and 13.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 13.5 Workers' Compensation at Oklahoma statutory limits.

§ 13.6 Employers' Liability with policy limits not less than what is required at Oklahoma statutory limits.

§ 13.8 The Vendor shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Article 13 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the Owner's written request. An additional certificate evidencing continuation of liability coverage, including coverage for completed operations, shall be submitted with the final invoice and thereafter upon renewal or replacement of such coverage until the expiration of the period required by Section 13.1. The certificates will show the Owner as an additional insured on the Vendor's Commercial General Liability and excess or umbrella liability policy.

§ 13.9 The Vendor shall disclose to the Owner any deductible or self-insured retentions applicable to any insurance required to be provided by the Vendor.

§ 13.10 To the fullest extent permitted by law, the Vendor shall cause the commercial liability coverage required by this Article 13 to include (1) the Owner, the Architect, and the Architect's Consultants as additional insureds for claims caused in whole or in part by the Vendor's negligent acts or omissions during the Vendor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Vendor's negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner's general liability insurance policies and shall apply to both ongoing and completed operations. To the extent commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 07 04, CG 20 37 07 04, and, with respect to the Architect and the Architect's Consultants, CG 20 32 07 04.

§ 13.11 Within three (3) business days of the date the Vendor becomes aware of an impending or actual cancellation or expiration of any insurance required by this Article 13, the Vendor shall provide notice to the Owner of such impending

or actual cancellation or expiration. Upon receipt of notice from the Vendor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Vendor. The furnishing of notice by the Vendor shall not relieve the Vendor of any contractual obligation to provide any required coverage.

§ 13.13 Waiver of Subrogation

§ 13.13.1 The Owner and Vendor waive all rights against (1) each other and any of their sub-vendors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) separate vendors or contractors, if any, and any of their sub-vendors, subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by this Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Owner or Vendor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, separate vendors and contractors, and sub-vendors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this Section 13.13.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual, or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

§ 13.13.2 A loss insured under the Owner's property insurance shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause. The Owner shall pay the Architect and Vendor their just shares of insurance proceeds received by the Owner, and by appropriate agreements, written where legally required for validity, the Architect and Vendor shall make payments to their consultants and sub-vendors in similar manner.

ARTICLE 14 CLAIMS AND DISPUTES

§ 14.1 Binding Dispute Resolution

For any claim subject to, but not resolved by, mediation pursuant to Section 14.6, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

- Arbitration pursuant to Section 14.7 of this Agreement
- Litigation in a court of competent jurisdiction
- Other *(Specify)*

If the Owner and Vendor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, claims will be resolved in a court of competent jurisdiction.

§ 14.2 Claims, disputes, and other matters in question arising out of or relating to this Contract, including those alleging an error or omission by the Architect but excluding those arising under Section 12.2, shall be referred initially to the Architect for decision. Such matters, except those waived as provided for in Section 14.12, shall, after initial decision by the Architect or 30 days after submission of the matter to the Architect, be subject to mediation as a condition precedent to binding dispute resolution.

§ 14.3 Notice of Claims

Claims by either the Owner or Vendor shall be initiated by notice to the other party in accordance with Section 1.11.2.

§ 14.4 Time Limits on Claims

The Owner and Vendor shall commence all claims and causes of action against the other and arising out of or related to the Contract in accordance with the requirements of the final dispute resolution method selected in this Agreement, whether in contract, tort, breach of warranty, or otherwise, within the period specified by applicable law, but in any case

not more than 10 years after the date of completion of the Work. The Owner and Vendor waive all claims and causes of action not commenced in accordance with this Section 14.4.

§ 14.5 If a claim, dispute, or other matter in question relates to or is the subject of a mechanic's lien, the party asserting such matter may proceed in accordance with applicable law to comply with the lien procedures, including notice or filing deadlines.

§ 14.6 The parties shall endeavor to resolve their disputes by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with their Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 14.11 Continuing Contract Performance

Pending final resolution of a Claim, except as otherwise agreed in writing, the Vendor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

§ 14.12 Waiver of Claims for Consequential Damages

The Vendor and Owner waive claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Vendor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business, and reputation, and for loss of profit except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages. Nothing contained in this Section 14.12 shall be deemed to preclude an assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

ARTICLE 15 ENUMERATION OF CONTRACT DOCUMENTS

§ 15.1 The Contract Documents are defined in Article 1 and, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 15.2 The Agreement is this executed AIA Document A151™-2019, Standard Form of Agreement Between Owner and Vendor for Furniture, Furnishings, and Equipment.

§ 15.4 The Specifications:

(Either list the Specifications here or refer to an exhibit attached to this Agreement.)

DIVISION 0 – BIDDING REQUIREMENTS AND CONTRACT FORMS 00 0000 TABLE OF CONTENTS 00 0001
PROJECT DIRECTORY 00 0100 INVITATION TO BID 00 0104 BID SECURITY 00 0105 NON-COLLUSION
AFFIDAVIT 00 0106 OFFENDERS REGISTRATION ACT AFFIDAVIT 00 0108 CERTIFICATION OF PRE-BID
SITE INSPECTION 00 0400 BID FORM 00 0703 PERFORMANCE BOND AND PAYMENT BOND DIVISION 1 –

GENERAL REQUIREMENTS 01 2500 SUBSTITUTION REQUEST FORM FURNITURE FIXTURES AND EQUIPMENT CONTRACT DOCUMENTS AND SPECIFICATIONS Part 1 INSTRUCTIONS TO BIDDERS Part 2 PRODUCT SPECIFICATIONS Part 3 SUBSTITUTIONS Part 4 AFTER AWARD OF BID Part 5 PRODUCT DELIVERY, STORAGE, HANDLING, & INSTALLATION Part 6 JOB CONDITIONS AND LIABILITY Part 7 ADJUSTMENT AND CLEANING Part 8 GUARANTEE Part 9 PAY APPROVALS

DIVISION 0 – BIDDING REQUIREMENTS AND CONTRACT FORMS

00 0000	TABLE OF CONTENTS
00 0001	PROJECT DIRECTORY
00 0100	INVITATION TO BID
00 0104	BID SECURITY
00 0105	NON-COLLUSION AFFIDAVIT
00 0106	OFFENDERS REGISTRATION ACT AFFIDAVIT
00 0108	CERTIFICATION OF PRE-BID SITE INSPECTION
00 0400	BID FORM
00 0703	PERFORMANCE BOND AND PAYMENT BOND

DIVISION 1 – GENERAL REQUIREMENTS

01 2500	SUBSTITUTION REQUEST FORM
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FURNITURE FIXTURES AND EQUIPMENT CONTRACT DOCUMENTS AND SPECIFICATIONS

Part 1	INSTRUCTIONS TO BIDDERS
Part 2	PRODUCT SPECIFICATIONS
Part 3	SUBSTITUTIONS
Part 4	AFTER AWARD OF BID
Part 5	PRODUCT DELIVERY, STORAGE, HANDLING, & INSTALLATION
Part 6	JOB CONDITIONS AND LIABILITY
Part 7	ADJUSTMENT AND CLEANING
Part 8	GUARANTEE
Part 9	PAY APPROVALS

Section	Title	Date	Pages
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§ 15.5 The Drawings:

(Either list the Drawings here or refer to an exhibit attached to this Agreement.)

Number	Title	Date
ID-800 thru ID-812	Floor Plans FFE	08.04.2025

§ 15.6 The Addenda, if any:

Number	Date	Pages
Addendum 01	August 15, 2025	2 459
Addendum 02	August 29, 2025	11 4
Addendum 03	September 8, 2025	
Addendum 04	September 9, 2025	

Portions of Addenda relating to quotations or proposal requirements are not part of the Contract Documents unless the quotation or proposal requirements are enumerated in this Article 15.

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

OWNER *(Signature)*

BY: Roberta Douglas, SPS Board President
(Printed name and title)

Laura Whitehead

VENDOR *(Signature)*

Laura Whitehead, Principal
(Printed name and title)

 **AIA**® Document A151™ – 2019

Standard Form of Agreement between Owner and Vendor for Furniture, Furnishings, and Equipment (FF&E)

AGREEMENT made as of the First day of October in the year Two Thousand 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, OK 74074

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

Swift Office Solutions

5416 South 108th East Avenue
Tulsa, Oklahoma 74146
918.892.6951

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

SPS High School Phase I & II FF&E Package
410 W. Franklin Lane
Stillwater, OK 74075

Furniture, Furnishings, and Equipment Package for the Phase I and II Buildings.

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

505 Architects LLC
1631 South Delaware Avenue
Tulsa, OK 74104
918.605.5303

The Owner and Vendor 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.

TABLE OF ARTICLES

- 1 GENERAL PROVISIONS
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ARTICLE 1 GENERAL PROVISIONS

§ 1.1 Governing Law, including the Uniform Commercial Code

This Agreement is for the sale of goods, specifically furniture, furnishings, and equipment (FF&E), and shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rule and including the jurisdiction's Uniform Commercial Code (UCC) as adopted. If this Agreement conflicts with terms provided by the UCC, the Agreement shall prevail. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 14.7.

§ 1.2 The Contract Documents

The Contract Documents are enumerated in Article 15 and consist of this Agreement (including, if applicable, Supplementary and other Conditions of the Contract), Drawings, Specifications, Addenda issued prior to the execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement. The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Vendor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all. Performance by the Vendor shall be required to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

§ 1.3 The Contract

The Contract Documents form the Contract for the Work. The Contract represents the entire and integrated agreement between the parties hereto and supersedes all prior proposals, offers, terms and conditions, negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind between any persons or entities other than the Owner and the Vendor. The primary purpose of the Contract is the sale of goods, and any services provided are incidental to such primary purpose.

§ 1.4 Modifications

A Modification is a written amendment to the Contract for changes in the Work signed by both parties or a written order

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for a minor change in the Work signed by the Architect. A minor change in the Work is a change that is consistent with the intent of the Contract Documents and does not involve an adjustment in the Contract Sum or an extension of the Contract Time.

§ 1.5 The Work

The Work means the Vendor's performance, including the sale of FF&E and any incidental fabrication, shipping, warehousing, delivery, installation, and other items or services required by the Contract Documents and provided, or to be provided, by the Vendor. The Work includes all labor, materials, temporary protection, storage, and equipment necessary to fulfill the Vendor's obligations, except as specifically indicated in the Contract Documents to be the responsibility of others. The Work may constitute the whole or a part of the Project.

§ 1.6 Instruments of Service

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

§ 1.7 Ownership and Use of Drawings, Specifications, and Other Instruments of Service

§ 1.7.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and will retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Vendor, sub-vendors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

§ 1.7.2 The Vendor, sub-vendors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to the protocols established pursuant to Sections 1.8 and 1.9, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Vendor, sub-vendors, and suppliers may not use the Instruments of Service on other projects, or in connection with additions to this Project outside the scope of the Work without the specific written consent of the Owner, Architect, and the Architect's consultants.

§ 1.8 Digital Data Use and Transmission

The parties shall agree upon written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form.

§ 1.9 Building Information Models Use and Reliance

Any use of, or reliance on, all or a portion of a building information model without agreement to written protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

§ 1.10 Severability

The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.

§ 1.11 Notice

§ 1.11.1 Except as otherwise provided in Section 1.11.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission in accordance with a building information modeling exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with a building information modeling exhibit, insert requirements for delivering Notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

§ 1.11.2 Notice of Claims shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

§ 1.12 Assignment of Contract

Neither party to the Contract shall assign the Contract without written consent of the other, except that the Owner may, without consent of the Vendor, assign the Contract to a lender providing financing for the Project if the lender assumes the Owner's rights and obligations under the Contract Documents. The Vendor shall execute all consents reasonably required to facilitate such assignment.

ARTICLE 2 CONTRACT SUM AND PAYMENTS

§ 2.1 Contract Sum

§ 2.1.1 The Owner shall pay the Vendor the Contract Sum in current funds for the Vendor's performance of the Contract. The Contract Sum shall be Eighty-Six Thousand Six Hundred Seventy-Five Dollars and Eleven Cents (\$ 86,675.11), subject to additions and deductions as provided in the Contract Documents. The Contract Sum includes award for the following for Bid Packages: 8 and Owner Allowance listed below.

§ 2.1.4 Allowances, if any, included in the Contract Sum:
(Identify each allowance.)

Owner Allowance - This Allowance is for the Owner's exclusive use and any unused money will be returned per the Owner's request at any time during the duration of the Project.

Item	Price
Owner Allowance	\$4,000.00

§ 2.2 Payments

§ 2.2.1 The Owner shall make payments to the Vendor in conformance with the following payment terms:
(Insert payment terms, such as payment due dates, deposit requirements, and prompt payment discounts, if any.)

Refer to Vendor's payment terms.

§ 2.2.2 When payment is due pursuant to the payment terms of Section 2.2.1, the Vendor shall submit to the Owner an itemized invoice, supported by data substantiating the Vendor's right to payment.

§ 2.2.3 Except with the Owner's knowledge and consent, the Vendor shall not engage in any activity, or offer any employment, interest, or contribution to the Owner's employees or consultants, that would reasonably appear to compromise the Owner's employees' or consultants' judgment with respect to this Project.

ARTICLE 3 TIME

§ 3.1 Contract Time

§ 3.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for completion of the Work. The Contract Time shall be measured from the date of commencement. The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

§ 3.1.2 Time limits stated in the Contract Documents are of the essence of the Contract. By executing this Agreement, the Vendor confirms that the Contract Time is a reasonable period for performing the Work.

§ 3.1.3 If the Vendor is delayed at any time in the commencement or progress of the Work by (1) changes ordered in the Work; (2) labor disputes, fire, unusual delay in deliveries, abnormal adverse weather conditions not reasonably anticipatable, unavoidable casualties, or any causes beyond the Vendor's control; or (3) other causes that the Vendor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine, subject to the provisions of Article 14.

§ 3.2 Date of Commencement

The date of commencement of the Work shall be:

(Check one of the following boxes.)

- The date of this Agreement.
- A date set forth in a notice to proceed issued by the Owner.
- Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

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

§ 3.3 Completion

§ 3.3.1 Completion of the Work occurs upon acceptance of all FF&E in the Contract Documents in accordance with Article 8.

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Vendor shall achieve completion of the entire Work:

(Check the appropriate box and complete the necessary information.)

- Not later than () calendar days from the date of commencement of the Work.
- By the following date: 06-26-2026

ARTICLE 4 OWNER

§ 4.1 The Owner's Representative

The Owner shall identify a representative authorized to act on behalf of the Owner with respect to the Project. The Owner's representative shall not be changed without ten days' prior notice to the Vendor. The Owner identifies the following representative:

(Name, address, email address, and other information)

Bo Gamble
Assistant Superintendent of Operations
Stillwater Public Schools

314 South Lewis Street
Stillwater, Oklahoma 74074

§ 4.2 Information and Services Required of the Owner

§ 4.2.1 The Owner shall retain an architect lawfully licensed to practice architecture, or an entity lawfully practicing architecture, in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

§ 4.2.2 Unless otherwise provided in the Contract Documents, the Owner shall provide

- .1 areas of the Project premises that the Vendor may use to perform the Work;
- .2 access to the Project premises for the Vendor at reasonable times;
- .3 information regarding any restrictions on the use of, or access to, the Project premises;
- .4 suitable space for receipt, inspection, acceptance, and staging of materials and FF&E;
- .5 utilities and facilities on the Project premises and vertical transportation necessary for progress and execution of the Work; and
- .6 a secured premises for storage of FF&E until acceptance.

§ 4.2.3 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall furnish any other information or services under the Owner's control and relevant to the Vendor's performance of the Work with reasonable promptness after receiving the Vendor's written request for such information or services.

ARTICLE 5 VENDOR

§ 5.1 The Vendor's Representative

The Vendor shall identify a representative authorized to act on behalf of the Vendor with respect to the Project. The Vendor's representative shall not be changed without ten days' prior notice to the Owner and Architect. The Vendor identifies the following representative:

(Name, address, email address, and other information)

Paul Slauter, CEO
Swift Office Solutions
5416 South 108th East Avenue
Tulsa, Oklahoma 74146
918.892-6951

§ 5.2 The Vendor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents by activities or duties of the Architect in the Architect's administration of the Contract.

§ 5.3 The Vendor shall coordinate its Work with the work provided by the Owner and the Owner's other vendors, consultants, and contractors. The Vendor may communicate with the Owner's other vendors, consultants, and contractors, for the purposes of completing the Work. The Vendor shall keep the Owner reasonably informed of any such communications. The Vendor shall be entitled to rely on the accuracy and completeness of work and information furnished by the Owner and the Owner's other vendors, consultants, and contractors. The Vendor shall provide prompt written notice to the Owner if the Vendor becomes aware of any error, omission, or inconsistency in such work or information.

§ 5.4 Review of Contract Documents and Inspection of Project Premises by Vendor

§ 5.4.1 Execution of the Contract by the Vendor is a representation that the Vendor has visited the Project premises, if required in the Contract Documents, and correlated personal observations with requirements of the Contract Documents.

§ 5.4.2 Before starting each portion of the Work, including placing orders for FF&E, the Vendor shall (1) carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 4.2; (2) visit and inspect the Project premises in order to gain an understanding of the conditions under which the Work is to be performed; (3) determine availability of facilities for access, delivery, transportation, and staging; (4) determine any restrictions imposed by the Owner and the Owner's separate vendors and contractors; and (5) correlate observations with the requirements of the Contract Documents. The Vendor shall promptly report to the Owner and Architect conditions observed that would impede the Vendor's performance of the Work. The Vendor's obligations to review the Contract Documents are for the purpose of facilitating delivery and installation by the Vendor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents;

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however, the Vendor shall promptly report to the Architect any errors, inconsistencies, or omissions discovered by or made known to the Vendor as a request for information in such form as the Architect may require. It is recognized that the Vendor's review is made in the Vendor's capacity as a vendor and not as a licensed design professional, unless otherwise specifically provided for in the Contract Documents.

§ 5.4.3 The Vendor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Vendor shall promptly report to the Architect any nonconformity discovered by or made known to the Vendor as a request for information in such form as the Architect may require.

§ 5.4.4 If the Vendor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Vendor's notices or requests for information pursuant to Sections 5.4.2 or 5.4.3, the Vendor shall submit Claims as provided in Article 14. If the Vendor fails to perform the obligations of Sections 5.4.2 or 5.4.3, the Vendor shall pay such costs and damages to the Owner, subject to Section 14.12, as would have been avoided if the Vendor had performed such obligations. If the Vendor performs those obligations, the Vendor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies, or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

§ 5.5 Supervision

§ 5.5.1 The Vendor shall supervise and direct the Work using the Vendor's best skill and attention. The Vendor shall be solely responsible for and have control over the means, methods, techniques, sequences, and procedures of fabrication, shipment, delivery, and installation, and for coordinating all portions of the Work under the Contract, unless the Contract Documents give other specific instructions concerning these matters.

§ 5.5.2 The Vendor shall be responsible to the Owner for acts and omissions of the Vendor's employees, sub-vendors, and their agents and employees, and other persons or entities performing portions of the Work for or on behalf of the Vendor or any of its sub-vendors.

§ 5.5.3 The Vendor shall be responsible for inspection of portions of the Work already performed to determine that such portions are in proper condition for subsequent Work.

§ 5.6 Labor and Materials

§ 5.6.1 Unless otherwise provided in the Contract Documents, the Vendor shall provide and pay for labor, materials, tools, installation equipment and machinery, delivery, and other facilities and services necessary for proper execution and completion of the Work whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

§ 5.6.2 The Vendor shall enforce strict discipline and good order among the Vendor's employees and other persons carrying out the Work. The Vendor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

§ 5.6.3 The Vendor shall make no substitution or change in the Contract Documents unless done in accordance with a Modification, and after providing the Architect notice and a reasonable opportunity to evaluate the proposed substitution or change and consult with the Owner.

§ 5.7 Taxes

The Vendor shall pay sales, consumer, use, and other similar taxes that are legally enacted when quotes are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

§ 5.8 Permits, Fees, Notices, and Compliance with Laws

§ 5.8.1 Unless otherwise provided in the Contract Documents, the Vendor shall secure and pay for permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

§ 5.8.2 The Vendor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work. If the Vendor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public

authorities, the Vendor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

§ 5.10 Vendor's Schedules

§ 5.10.1 The Vendor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a progress schedule for the Work. The schedule shall not exceed time limits current under the Contract Documents, shall be revised at appropriate intervals as required by the progress of the Work and Project, shall be related to the entire Project, and shall provide for expeditious and practicable execution of the Work.

§ 5.10.2 The Vendor shall perform the Work in general accordance with the most recent schedule submitted to the Owner and Architect.

§ 5.10.3 The Vendor's progress schedule shall indicate dates for commencement and completion of phases of the Work within the Contract Time, including dates for order placement, fabrication, shipping, delivery, and installation. The schedule shall indicate other critical dates, such as deadlines for approval of submittals of colors, finishes, and materials. The Vendor shall obtain and submit for the Owner's and the Architect's information written confirmation from sub-vendors of dates of fabrication and delivery.

§ 5.10.4 The Vendor shall cooperate with the Owner and Architect in coordinating the Vendor's progress schedule with those of contractors and separate vendors and with the requirements of the Owner and Architect. The Vendor shall cooperate in determining mutually acceptable dates and times for delivery, installation, and inspection of the Work, and use of services and facilities provided to the Vendor, all to be confirmed in writing within a reasonable time in advance of such dates and times.

§ 5.11 Submittals

§ 5.11.1 The Vendor shall review for compliance with the Contract Documents and submit to the Architect shop drawings, product data, samples, and similar submittals required by the Contract Documents in coordination with the Vendor's progress schedule and in such sequence as to allow the Architect reasonable time for review. By submitting shop drawings, product data, samples, and similar submittals, the Vendor represents to the Owner and Architect that the Vendor has (1) reviewed and approved them; (2) determined and verified materials, field measurements, and field installation criteria related thereto, or will do so; and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents. The Work shall be in accordance with approved submittals. Shop drawings, product data, samples and similar submittals are not Contract Documents.

§ 5.11.2 The Vendor shall provide the Owner with available manufacturer's warranty documents, product data, and material safety data sheets.

§ 5.12 Cleaning Up

The Vendor shall keep the Project premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Vendor shall remove waste materials, rubbish, the Vendor's tools, construction equipment, machinery, and surplus material from and about the Project.

§ 5.13 Access to Work

The Vendor shall provide the Owner and Architect with reasonable access to the Work in preparation and progress wherever located.

§ 5.14 Indemnification

§ 5.14.1 To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Vendor, a sub-vendor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section 5.14.1.

§ 5.14.2 In claims against any person or entity indemnified under Section 5.14.1 by an employee of the Vendor, a sub-vendor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 5.14.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Vendor or sub-vendor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

§ 5.14.3 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Vendor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any sub-vendor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Vendor. If approved by the applicable court, when required, the Vendor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

ARTICLE 6 TITLE AND RISK OF LOSS

§ 6.1 Title to all FF&E shall be transferred to the Owner upon acceptance in accordance with Article 8.

§ 6.2 The risk of loss with respect to all FF&E provided by the Vendor shall remain with the Vendor, and the Owner has no obligation to insure such FF&E, until acceptance in accordance with Article 8.

ARTICLE 7 DELIVERY AND INSTALLATION

§ 7.1 The Vendor shall deliver FF&E in accordance with the Vendor's progress schedule, or at a time agreed upon by the Owner and Architect, and in accordance with Article 5.

§ 7.2 Delivery and installation of all FF&E shall be made at the Project premises unless otherwise specified in the Contract Documents.

§ 7.3 The Vendor shall coordinate with the Owner regarding the logistics of the Vendor's delivery and installation obligations at the Project premises.

ARTICLE 8 ACCEPTANCE

§ 8.1 The Owner and Architect may conduct a preliminary inspection of FF&E within seven days after its delivery to the Project premises for the purpose of verifying the delivery and quantities. Preliminary inspections shall not constitute acceptance of, taking charge over, or taking control of, such FF&E. The Architect shall report to the Vendor any defects, damage, deficiencies, or nonconformity observed during the preliminary inspection.

§ 8.2 When the Vendor considers the Work, or a portion thereof which the Owner agrees to accept separately, to be complete, the Vendor shall notify the Owner and Architect. The Vendor shall allow the Owner and Architect a reasonable amount of time to inspect the FF&E to determine, based on conformance with the Contract Documents, if it is accepted or rejected in whole or in part. Based on the Architect's recommendation to the Owner and the Owner's own inspection, if any, the Owner shall accept or reject the FF&E, in whole or in part.

§ 8.3 If the Owner rejects any of the FF&E, the Owner, or the Architect acting on behalf of the Owner, shall notify the Vendor within seven days of the date of inspection, specifying the basis for such rejection. Upon rejection, the Vendor shall provide a remedy and evidence of arrangements to accomplish such remedy. The Owner shall allow the Vendor a reasonable amount of time to remedy the rejected FF&E. When the Vendor considers the remedied FF&E to be complete, the parties shall follow the procedures set forth in Section 8.2. If the Owner rejects any of the FF&E for a second time, the Owner shall promptly notify the Vendor and the Vendor shall promptly remove the rejected FF&E from the Project premises and refund payments made for such rejected goods to the Owner. If the Vendor disagrees with an Owner's rejection, the Vendor may make a claim.

§ 8.4 FF&E not inspected in accordance with Section 8.2 or rejected in accordance with Section 8.3 shall be deemed accepted.

§ 8.5 The Owner's acceptance under this Article 8 cannot be revoked; however, the provisions of this Article 8 do not preclude recovery of damages as provided by law. The Owner's acceptance, or failure to discover a Vendor's breach after acceptance, shall not bar the Owner from making claims in accordance with Article 14 or from remedies and damages due to the Vendor's breach of this Agreement, including the Vendor's breach of warranties in Article 9.

ARTICLE 9 WARRANTIES

§ 9.1 The Vendor warrants to the Owner that the FF&E furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Vendor further warrants that the FF&E will conform to the requirements of the Contract Documents. FF&E not conforming to these requirements may be considered defective. The Vendor's warranty excludes remedy for damage or defect caused by abuse, alterations to the FF&E not executed by the Vendor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage.

§ 9.2 The Vendor assigns to the Owner all FF&E manufacturers' warranties and guarantees upon acceptance in accordance with Article 8.

§ 9.3 The Vendor hereby provides to the Owner all warranties relating to the FF&E implied by law, including the warranty of merchantability and warranty of fitness for a particular purpose.

§ 9.4 The Vendor acknowledges that no exclusion of, or limitation on, warranties contained in any proposal, product literature, or other submittal shall affect the warranties provided in this Article 9.

ARTICLE 10 ARCHITECT

§ 10.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during the Vendor's performance, and until completion, of the Work. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents, unless otherwise modified in writing in accordance with other provisions of the Contract.

§ 10.2 Except as otherwise provided in the Contract Documents or when direct communications have been specially authorized, the Owner and Vendor shall endeavor to communicate with each other through the Architect about matters arising out of or relating to the Contract. Communications by and with the Architect's consultants shall be through the Architect. Communications by and with sub-vendors and suppliers shall be through the Vendor. Communications by and with separate vendors shall be through the Owner. The Contract Documents may specify other communication protocols.

§ 10.3 The Architect will assist the Owner in coordinating schedules for fabrication, delivery, and installation of the Work, but will not be responsible for failure of the Vendor or a sub-vendor to meet schedules for completion or to perform their respective duties and responsibilities in conformance with applicable schedules.

§ 10.4 The Architect will visit the Project premises at intervals appropriate to the stage of the Work, or as otherwise agreed with the Owner, to become generally familiar with, and to keep the Owner informed about, the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. The Architect will not have control over, charge of, or responsibility for, the means, methods, techniques, sequences, or procedures of fabrication, shipment, delivery, storage, or installation, or for the safety precautions and programs in connection with the Work, as these are solely the Vendor's rights and responsibilities under the Contract Documents.

§ 10.5 The Architect may order minor changes in the Work. The Architect's order for minor changes shall be in writing. If the Vendor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Vendor shall notify the Architect and shall not proceed to implement the change in the Work. If the Vendor performs the Work set forth in the Architect's order for a minor change without prior notice to the Architect that such change will affect the Contract Sum or Contract Time, the Vendor waives any adjustment to the Contract Sum or extension of the Contract Time.

§ 10.6 The Architect will conduct inspections of FF&E and provide recommendations as set forth in Article 8. Pursuant to Article 8, the Architect is only responsible for identifying defects, deficiencies, or nonconformities that the Architect actually observes, or reasonably should observe, during its inspections. The Architect is not required to make exhaustive or continuous inspections to fulfill its responsibilities in Article 8 and has no responsibility to discover latent defects.

§ 10.7 The Architect will review and approve or take other appropriate action upon the Vendor's submittals such as shop drawings, product data, and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

ARTICLE 11 RELATED ACTIVITIES OF OWNER OR OF SEPARATE VENDORS

§ 11.1 The Owner shall coordinate the activities of the Owner's own forces and of each separate vendor or contractor, if any, with the Work.

§ 11.2 If the Work depends for proper execution or results upon activities by the Owner or a separate vendor or contractor, the Vendor shall, prior to proceeding with that portion of the Work, promptly report to the Owner and Architect apparent discrepancies or defects in, or arising from, the activities of the Owner or separate vendors or contractors, that would impede the Vendor in achieving proper execution and results. If the Vendor fails to report reasonably discoverable discrepancies or defects, it shall be responsible for deficiencies or defects in its Work due to such deficiencies or defects.

§ 11.3 The Vendor shall reimburse the Owner for costs the Owner incurs that are payable to a separate vendor or contractor because of the Vendor's delays, improperly timed activities, or damage to the work of a separate vendor or contractor. The Owner shall be responsible to the Vendor for costs the Vendor incurs because of the delays, improperly timed activities, or damage to the Work caused by a separate vendor or contractor.

§ 11.4 If a dispute arises among the Vendor, separate vendors, or contractors, and the Owner as to the responsibility under their respective contracts for maintaining the Project premises and surrounding area free from waste materials and rubbish, the Owner may clean up and the Architect will allocate the cost among those responsible.

ARTICLE 12 PROTECTION OF PERSONS AND PROPERTY

§ 12.1 Safety Precautions and Programs

The Vendor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract. The Vendor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work, and materials and FF&E to be incorporated therein, whether in storage on or off the Project premises, under care, custody, or control of the Vendor or sub-vendors; and
- .3 other property at the Project premises or adjacent thereto.

The Vendor shall comply with, and give notices required by, applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons and property and their protection from damage, injury, or loss. The Vendor shall promptly remedy damage and loss to property caused in whole or in part by the Vendor, sub-vendors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Vendor is responsible under Sections 12.1.2 and 12.1.3. The Vendor may make a claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect, or of anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Vendor. The foregoing obligations of the Vendor are in addition to the Vendor's obligations under Section 5.14.

§ 12.2 Hazardous Materials and Substances

§ 12.2.1 The Vendor is responsible for compliance with the requirements of the Contract Documents regarding hazardous materials or substances. If the Vendor encounters a hazardous material or substance not addressed in the Contract Documents, and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the Project premises by the Vendor, the Vendor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Vendor. By written agreement between the Owner and Vendor, the Contract Time shall be extended appropriately, and the Contract Sum shall be increased in the amount of the Vendor's reasonable additional costs of shutdown, delay, and start-up.

§ 12.2.2 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Vendor, sub-vendors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area, if in fact, the material or substance presents the risk of bodily injury or death as described in Section 12.2.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.

§ 12.2.3 If, without negligence on the part of the Vendor, the Vendor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall indemnify the Vendor for all cost and expense thereby incurred.

ARTICLE 13 INSURANCE

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§ 13.1 The Vendor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in this Article 13 or elsewhere in the Contract Documents. The Vendor shall purchase and maintain the insurance required by this Agreement from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Vendor shall maintain the required insurance from the date of commencement of the Work to the date of completion of the Work, unless a different duration is stated below.

§ 13.2 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than what is required by Oklahoma statutory limits.

- .1 damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
- .2 personal and advertising injury;
- .3 damages because of physical damage to or destruction of tangible property, including the loss of use of such property;
- .4 bodily injury or property damage arising out of completed operations; and
- .5 the Vendor's indemnity obligations under Section 5.14.

§ 13.3 Automobile Liability covering vehicles owned by the Vendor and non-owned vehicles used by the Vendor, with policy limits of not less than what is required by Oklahoma statutory limits per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of those motor vehicles along with any other statutorily required automobile coverage.

§ 13.4 The Vendor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as those required under Sections 13.2 and 13.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 13.5 Workers' Compensation at Oklahoma statutory limits.

§ 13.6 Employers' Liability with policy limits not less than what is required at Oklahoma statutory limits.

§ 13.8 The Vendor shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Article 13 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the Owner's written request. An additional certificate evidencing continuation of liability coverage, including coverage for completed operations, shall be submitted with the final invoice and thereafter upon renewal or replacement of such coverage until the expiration of the period required by Section 13.1. The certificates will show the Owner as an additional insured on the Vendor's Commercial General Liability and excess or umbrella liability policy.

§ 13.9 The Vendor shall disclose to the Owner any deductible or self-insured retentions applicable to any insurance required to be provided by the Vendor.

§ 13.10 To the fullest extent permitted by law, the Vendor shall cause the commercial liability coverage required by this Article 13 to include (1) the Owner, the Architect, and the Architect's Consultants as additional insureds for claims caused in whole or in part by the Vendor's negligent acts or omissions during the Vendor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Vendor's negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner's general liability insurance policies and shall apply to both ongoing and completed operations. To the extent commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 07 04, CG 20 37 07 04, and, with respect to the Architect and the Architect's Consultants, CG 20 32 07 04.

§ 13.11 Within three (3) business days of the date the Vendor becomes aware of an impending or actual cancellation or expiration of any insurance required by this Article 13, the Vendor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Vendor, the Owner shall, unless the lapse in coverage

arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Vendor. The furnishing of notice by the Vendor shall not relieve the Vendor of any contractual obligation to provide any required coverage.

§ 13.13 Waiver of Subrogation

§ 13.13.1 The Owner and Vendor waive all rights against (1) each other and any of their sub-vendors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) separate vendors or contractors, if any, and any of their sub-vendors, subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by this Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Owner or Vendor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, separate vendors and contractors, and sub-vendors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this Section 13.13.1 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual, or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

§ 13.13.2 A loss insured under the Owner's property insurance shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause. The Owner shall pay the Architect and Vendor their just shares of insurance proceeds received by the Owner, and by appropriate agreements, written where legally required for validity, the Architect and Vendor shall make payments to their consultants and sub-vendors in similar manner.

ARTICLE 14 CLAIMS AND DISPUTES

§ 14.1 Binding Dispute Resolution

For any claim subject to, but not resolved by, mediation pursuant to Section 14.6, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

- Arbitration pursuant to Section 14.7 of this Agreement
- Litigation in a court of competent jurisdiction
- Other *(Specify)*

If the Owner and Vendor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, claims will be resolved in a court of competent jurisdiction.

§ 14.2 Claims, disputes, and other matters in question arising out of or relating to this Contract, including those alleging an error or omission by the Architect but excluding those arising under Section 12.2, shall be referred initially to the Architect for decision. Such matters, except those waived as provided for in Section 14.12, shall, after initial decision by the Architect or 30 days after submission of the matter to the Architect, be subject to mediation as a condition precedent to binding dispute resolution.

§ 14.3 Notice of Claims

Claims by either the Owner or Vendor shall be initiated by notice to the other party in accordance with Section 1.11.2.

§ 14.4 Time Limits on Claims

The Owner and Vendor shall commence all claims and causes of action against the other and arising out of or related to the Contract in accordance with the requirements of the final dispute resolution method selected in this Agreement, whether in contract, tort, breach of warranty, or otherwise, within the period specified by applicable law, but in any case not more than 10 years after the date of completion of the Work. The Owner and Vendor waive all claims and causes of

action not commenced in accordance with this Section 14.4.

§ 14.5 If a claim, dispute, or other matter in question relates to or is the subject of a mechanic's lien, the party asserting such matter may proceed in accordance with applicable law to comply with the lien procedures, including notice or filing deadlines.

§ 14.6 The parties shall endeavor to resolve their disputes by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with their Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 14.11 Continuing Contract Performance

Pending final resolution of a Claim, except as otherwise agreed in writing, the Vendor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

§ 14.12 Waiver of Claims for Consequential Damages

The Vendor and Owner waive claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Vendor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business, and reputation, and for loss of profit except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages. Nothing contained in this Section 14.12 shall be deemed to preclude an assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

ARTICLE 15 ENUMERATION OF CONTRACT DOCUMENTS

§ 15.1 The Contract Documents are defined in Article 1 and, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 15.2 The Agreement is this executed AIA Document A151™-2019, Standard Form of Agreement Between Owner and Vendor for Furniture, Furnishings, and Equipment.

§ 15.4 The Specifications:

(Either list the Specifications here or refer to an exhibit attached to this Agreement.)

DIVISION 0 – BIDDING REQUIREMENTS AND CONTRACT FORMS 00 0000 TABLE OF CONTENTS 00 0001
PROJECT DIRECTORY 00 0100 INVITATION TO BID 00 0104 BID SECURITY 00 0105 NON-COLLUSION
AFFIDAVIT 00 0106 OFFENDERS REGISTRATION ACT AFFIDAVIT 00 0108 CERTIFICATION OF PRE-BID
SITE INSPECTION 00 0400 BID FORM 00 0703 PERFORMANCE BOND AND PAYMENT BOND DIVISION 1 –
GENERAL REQUIREMENTS 01 2500 SUBSTITUTION REQUEST FORM FURNITURE FIXTURES AND

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EQUIPMENT CONTRACT DOCUMENTS AND SPECIFICATIONS Part 1 INSTRUCTIONS TO BIDDERS Part 2
 PRODUCT SPECIFICATIONS Part 3 SUBSTITUTIONS Part 4 AFTER AWARD OF BID Part 5 PRODUCT
 DELIVERY, STORAGE, HANDLING, & INSTALLATION Part 6 JOB CONDITIONS AND LIABILITY Part 7
 ADJUSTMENT AND CLEANING Part 8 GUARANTEE Part 9 PAY APPROVALS

DIVISION 0 – BIDDING REQUIREMENTS AND CONTRACT FORMS

00 0000	TABLE OF CONTENTS
00 0001	PROJECT DIRECTORY
00 0100	INVITATION TO BID
00 0104	BID SECURITY
00 0105	NON-COLLUSION AFFIDAVIT
00 0106	OFFENDERS REGISTRATION ACT AFFIDAVIT
00 0108	CERTIFICATION OF PRE-BID SITE INSPECTION
00 0400	BID FORM
00 0703	PERFORMANCE BOND AND PAYMENT BOND

DIVISION 1 – GENERAL REQUIREMENTS

01 2500	SUBSTITUTION REQUEST FORM
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FURNITURE FIXTURES AND EQUIPMENT CONTRACT DOCUMENTS AND SPECIFICATIONS

Part 1	INSTRUCTIONS TO BIDDERS
Part 2	PRODUCT SPECIFICATIONS
Part 3	SUBSTITUTIONS
Part 4	AFTER AWARD OF BID
Part 5	PRODUCT DELIVERY, STORAGE, HANDLING, & INSTALLATION
Part 6	JOB CONDITIONS AND LIABILITY
Part 7	ADJUSTMENT AND CLEANING
Part 8	GUARANTEE
Part 9	PAY APPROVALS

Section	Title	Date	Pages
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§ 15.5 The Drawings:

(Either list the Drawings here or refer to an exhibit attached to this Agreement.)

Number	Title	Date
ID-800 thru ID-812	Floor Plans FFE	08.04.2025

§ 15.6 The Addenda, if any:

Number	Date	Pages
Addendum 01	August 15, 2025	2
Addendum 02	August 29, 2025	459
Addendum 03	September 8, 2025	11
Addendum 04	September 9, 2025	4

Portions of Addenda relating to quotations or proposal requirements are not part of the Contract Documents unless the quotation or proposal requirements are enumerated in this Article 15.

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

OWNER (Signature)

BY: Roberta Douglas, SPS Board President

(Printed name and title)

VENDOR (Signature)

Paul Slauter CEO

(Printed name and title)



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Tyler Bridges, Superintendent
DATE: October 14, 2025

AGENDA ITEM:

Consider and Vote to Award Bids for the Stillwater Public Schools Bond 2023 High School Phase I and II furniture, fixtures, and equipment (FF&E) project to the Following Bidders:

<u>Description</u>	<u>Actual Bid</u>	<u>Bidder</u>
Package 1 / Alternate ST10 - Administration	\$ 273,119.51	L&M Office Furniture, LLC.
Package 2 - Teacher Desk/Lectern	\$ 104,350.47	L&M Office Furniture, LLC.
Package 3 - Student Desk	\$ 281,949.15	Krueger International, Inc.
Package 4 - Student Chair	\$ 208,109.12	L&M Office Furniture, LLC.
Package 5 - Maker Space Tables	\$ 324,793.90	L&M Office Furniture, LLC.
Package 6 - Science / Art / Aviation Tables / Alternates	\$ 184,807.33	L&M Office Furniture, LLC.
Package 7 - Linear Flip and Nest Tables	\$ 121,867.01	L&M Office Furniture, LLC.
Package 8 - Specialty Tables	\$ 82,675.11	Swift Office Solutions, Inc
Package 9 - SPED Tables / Chairs	\$ 54,391.95	L&M Office Furniture, LLC.
Package 10 - Dining Tables	\$ 143,202.64	L&M Office Furniture, LLC.
Package 11 - Dining Seating	\$ 97,357.55	Office Interiors, LLC.
Package 12 - Lounge I	\$ 64,645.55	L&M Office Furniture, LLC.
Package 13 - Lounge II	\$ 200,893.73	L&M Office Furniture, LLC.
Package 14 - Booth Seating	\$ 106,255.19	L&M Office Furniture, LLC.
Package 15 - Specialty Lounge/Upholstered Chairs	\$ 89,374.92	Krueger International, Inc.
Package 16 - Library	\$ 49,436.33	L&M Office Furniture, LLC.
Package 17 - Wellness	\$ 10,177.38	L&M Office Furniture, LLC.
Package 18 - Misc Item	\$ 145,699.44	L&M Office Furniture, LLC.
Add Alternate 1 - Band Chairs and Stands	\$ 45,964.86	L&M Office Furniture, LLC.
Add Alternate 2 - Additional Training Tables	\$ 23,108.33	L&M Office Furniture, LLC.
Add Alternate 3 - Overstock Furniture Items	\$ 13,221.00	L&M Office Furniture, LLC.

Total Award by Vendor

L&M Office Furniture, LLC. - \$2,174,044.29 (including an Owner Allowance of \$100,000)
Krueger International, Inc. - \$389,324.07 (including an Owner Allowance of \$18,000)
Office Interiors, LLC. - \$101,357.55 (including an Owner Allowance of \$4,000)
Swift Office Solutions, Inc. - \$86,675.11 (including an Owner Allowance of \$4,000)

Total Bid Award for All Packages = \$2,751,401.02

BOARD ACTION REQUESTED:

Motion to Accept and Award Bids for the Stillwater Public Schools Bond 2023 High School Phase I and II furniture, fixtures, and equipment (FF&E) project as presented

BACKGROUND INFORMATION:

Bids for Stillwater Public Schools Bond 2023 High School Phase I and II furniture, fixtures, and equipment (FF&E) project were opened on September 16, 2025 at 2:00 p.m. D5 Concepts has examined all low bids, verified accuracy, and the bidders' ability to perform. They are now requesting approval of the lowest and best bids as listed above.



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Tyler Bridges, Superintendent
DATE: October 14, 2025

AGENDA ITEM:

Consider and Vote to Approve or Not Approve Change Order Number 01 for Stillwater Public Schools Bond 2023 High School Phase I & II FF&E Package

BOARD ACTION REQUESTED:

Vote to Approve or Not Approve Change Order Number 01 for Stillwater Public Schools Bond 2023 High School Phase I & II FF&E Package in the amount of \$16,312.14.

BACKGROUND INFORMATION:

This proposal is for Bid Package 7.0 - Flip/Nest Tables with L&M Office Furniture. The additional cost will include 78 wire management and power modules for the Item T31 table per the Contract Documents for an additional cost of \$16,312.14.

The original contract sum was \$2,174,044.29

- The contract sum will be increased by this change order in the amount of \$16,312.14
- The new contract sum including this change order will be \$2,190,356.43

The contract time will be unchanged.



AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> SPS Bond 2023 High School Phase I & II FF&E Package 410 W. Franklin Lane Stillwater, OK 74075	CONTRACT INFORMATION: Contract For: Date: 10-14-2025	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: 10-14-2025
OWNER: <i>(Name and address)</i> Independent School District No. 16 of Payne County Oklahoma 314 South Lewis Street Stillwater, OK 74074	ARCHITECT: <i>(Name and address)</i> 505 Architects LLC 1631 South Delaware Avenue Tulsa, OK 74104	CONTRACTOR: <i>(Name and address)</i> L&M Office Furniture 12424 East 55th Street Tulsa, Oklahoma 74146

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.)

Bid Package 7.0 Flip/Nest Tables: Additional cost to include 78 wire management and power modules for the Item T31 table per the Contract Documents for an additional cost of \$16,312.14.

The original Guaranteed Maximum Price was	\$	2,174,044.29
The net change by previously authorized Change Orders	\$	0.00
The Guaranteed Maximum Price prior to this Change Order was	\$	2,174,044.29
The Guaranteed Maximum Price will be increased by this Change Order in the amount of	\$	16,312.14
The new Guaranteed Maximum Price including this Change Order will be	\$	2,190,356.43

The Contract Time will be unchanged by Zero () days.
The new date of Substantial Completion will be 06-26-2026

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.

 _____ ARCHITECT <i>(Signature)</i>	 _____ CONTRACTOR <i>(Signature)</i>	_____ OWNER <i>(Signature)</i>
BY: Brian Thomas, AIA, RID, LEED AP Principal _____ <i>(Printed name, title, and license number if required)</i>	JIM STEWART _____ <i>(Printed name and title)</i>	BY: Roberta Douglas, SPS Board President _____ <i>(Printed name and title)</i>
10/14/2025 _____ Date	10-3-25 _____ Date	_____ Date



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Tyler Bridges, Superintendent
DATE: October 14, 2023

AGENDA ITEM:

Consider and Vote to Approve or Not Approve Schematic Design for Construction of New Stillwater High School Athletics Phase 1 Project and authorization to proceed with the Design Development Phase.

BOARD ACTION REQUESTED:

Vote to Approve or Not Approve Schematic Design for Construction of New Stillwater High School Athletics Phase 1 Project with a construction and FF&E total budget of \$22,500,000.00 and authorization to proceed with the Design Development Phase.

BACKGROUND INFORMATION:

SPS and 505 Architects have conducted Key User Group meetings and an initial Design Review Committee meeting to review the Schematic Design for the SPS HS Athletics Phase I project. 505 is presenting the Schematic Design for review and approval and asking for board authorization to proceed with the Design Development Phase.

SPS HS ATHLETICS PHASE 1
Schematic Design (SD)
10.14.2025

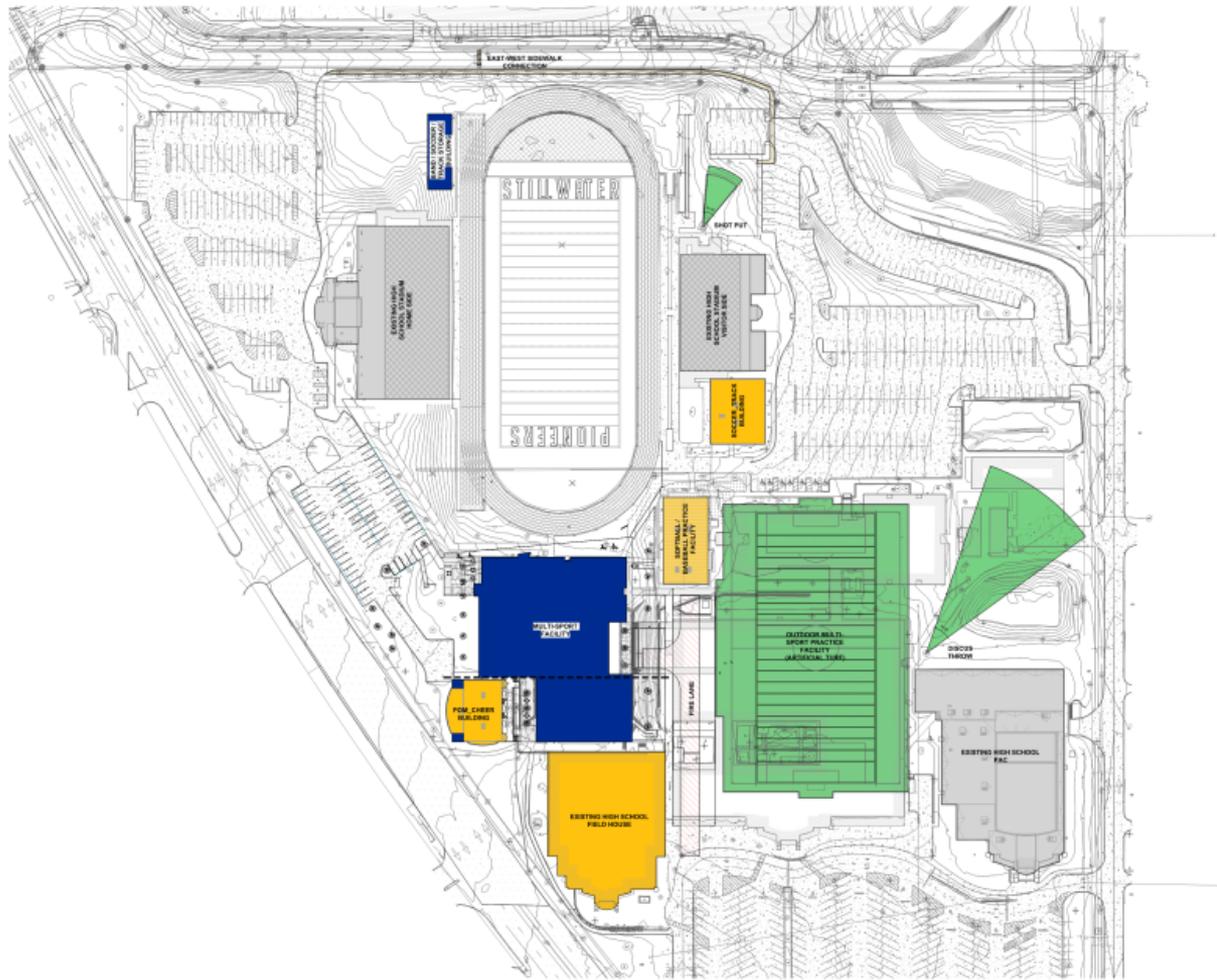


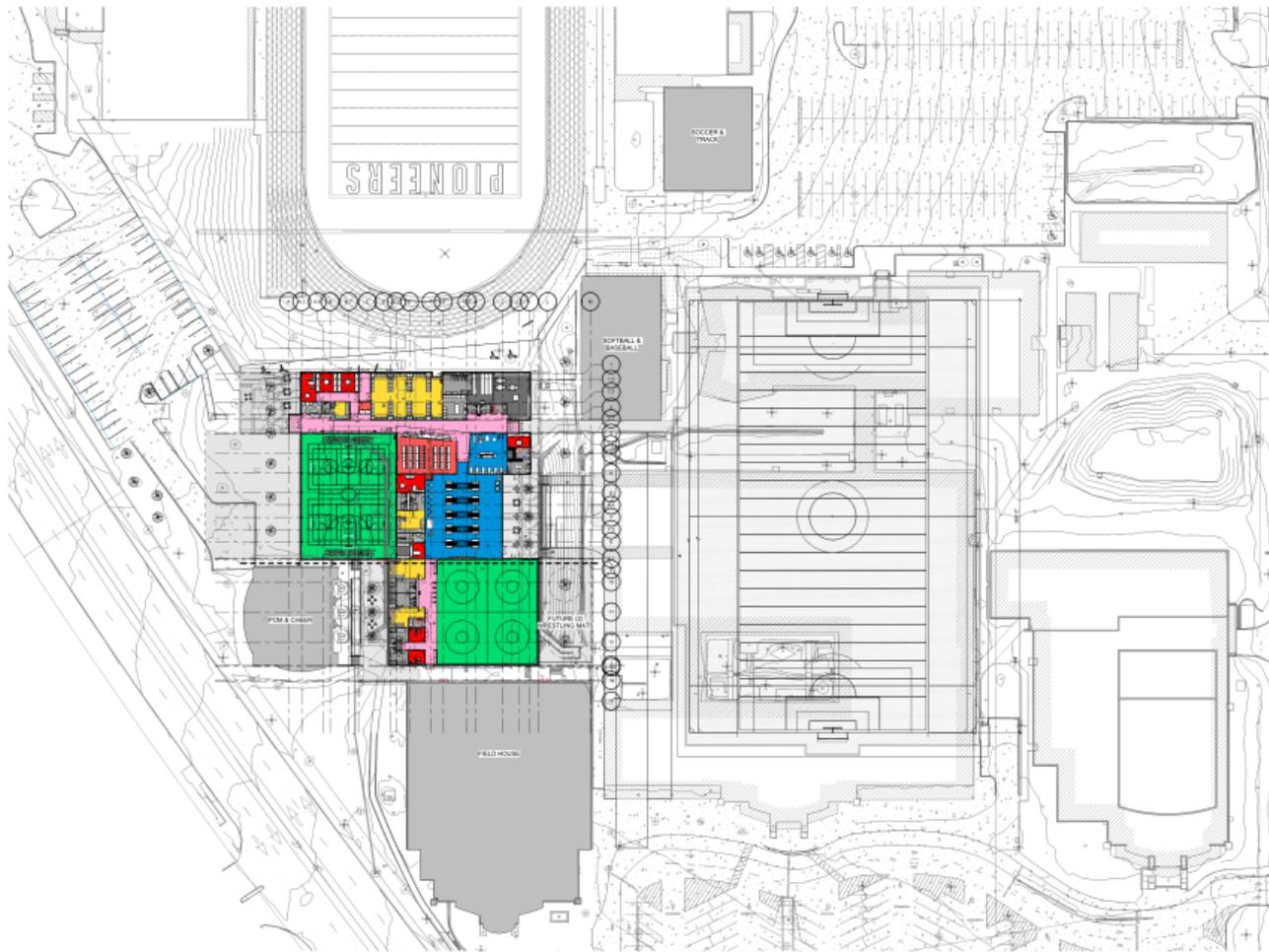
SPS HS Athletics Phase 1 – SD Phase

A major milestone was achieved this month with the approval of the HS Athletics Phase 1 Schematic Design (SD) Package and 505 Architects beginning the Design Development (DD) Phase.

- KUG, and DRC SD HS Phase 1 Review meetings were held on October 6th with recommendations to proceed with Design Development Phase.
- Willowbrook Schematic Design Construction Estimate has project tracking on Budget with the incorporation of value engineering considerations from KUG and DRC.
- DD KUG meetings for the various HS spaces have begun and will continue through DD. These meetings are to review next level of details such as millwork, door types, specific finishes, lighting, power and data outlet locations, etc.
- Pre Application meeting is scheduled with City of Stillwater on 10/20.
- Design Development Phase is scheduled to be completed and presented at the January BOE meeting.
- Temporary locker room space is being constructed within the existing Virtual Academy to be utilized during the construction of the Athletics Phase 1 project.





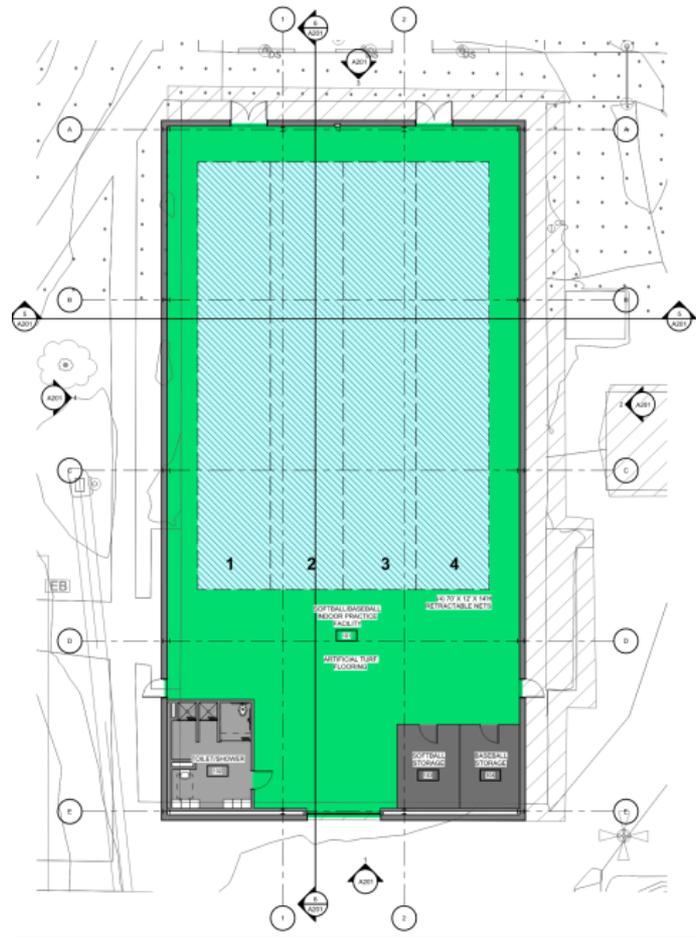


1 CONCEPT FLOOR PLAN - OVERALL
1"=30'-0"

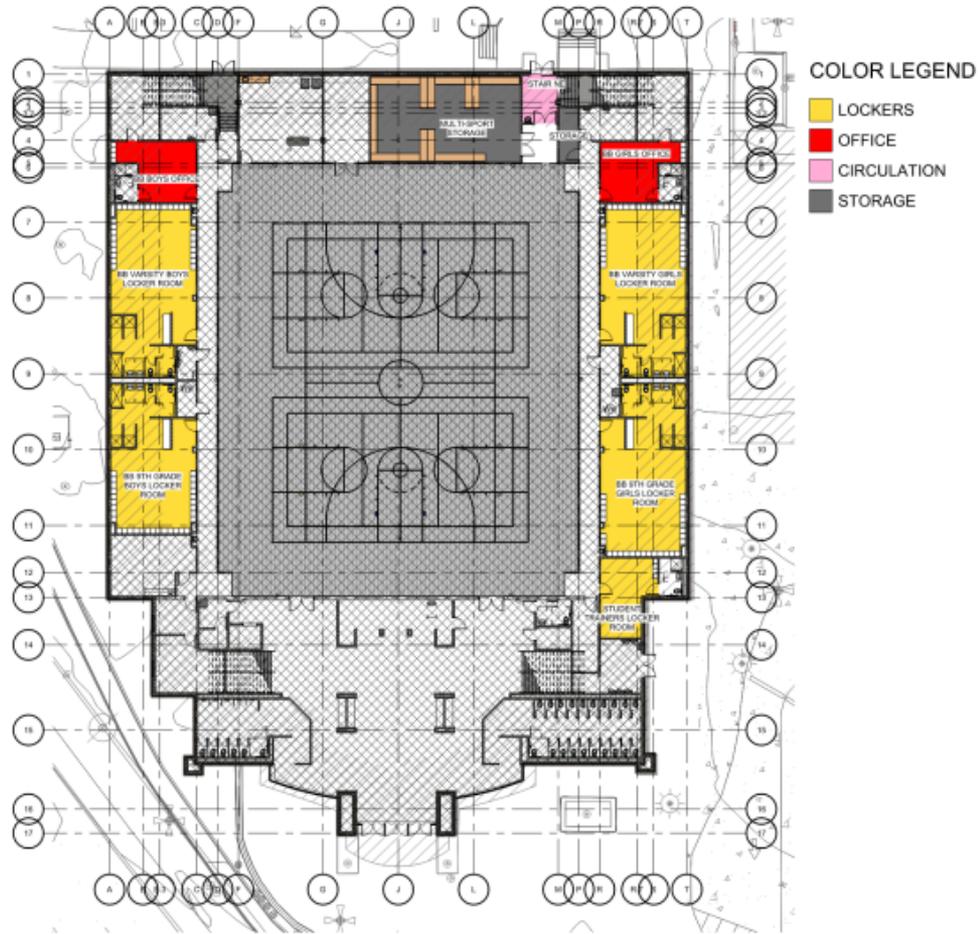




1 FFE PLAN - SOUTH
1/8" = 1'-0"



1 FFE PLAN - SOFTBALL & BASEBALL
 1/8" = 1'-0" | 1-A201



1 FLOOR PLAN FFE - FIRST FLOOR
 1/8" = 1'-0"





505
ARCHITECTS

[Exterior Image | Overall from Stadium](#)







[Interior Images | Pioneer Athletics Hall of Fame / Commons](#)



Interior Images | Third Gymnasium and Football Lockers



[Interior Images | Wrestling Room](#)



STILLWATER PUBLIC SCHOOLS





STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Tyler Bridges, Superintendent
DATE: October 14, 2025

AGENDA ITEM:

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
10.14.2025*



Deferred Maintenance Projects

SPS HS PAC HVAC Project is under Construction

- High School PAC HVAC
 - 12 of 13 RTU units have been replaced, and gas lines are installed
 - Remaining large PAC-RTU-12 has been received and is scheduled to be set over Fall Break
 - Controls are being finalized
- Construction is scheduled to be completed October 2025

HS Phase 1 and 2 – Construction Phase

- Owner, Architect, and Constructor (OAC) meetings are scheduled for every two weeks to review construction progress and coordination with upcoming installations of SPS Owner provided equipment and systems.
- SPS HS Phase 1 and 2 FF&E Bid Package Bid Package Bid Opening was held on 9/16. Five Vendors submitted bids on multiple bid packages out of the total of 19 bid packages.
- 505 Architects reviewed with Vendors each package bids to verify their understanding of the scope of Work contained with each bid package.
- FF&E Package Bids for BOE consideration and award at the October BOE Meeting include Office Interior, Swift Office Solutions, L&M Office, and KI Furniture vendors.
- SPS FF&E Procurement will occur prior to end of year to minimize price increases.

HS Phase 1 and 2 – Construction Phase

SITE WORK SUMMARY

- Paving begins on West side nearest HS building and on East side (Loop) complete
- Parking lot striping of the far Southwest and Northwest lots complete
- Miscellaneous paving around site and backfill
- Landscaping (trees/sod/irrigation) West and East side is in progress



HS Phase 1 and 2 – Construction Phase



SEPTEMBER 2, 2025

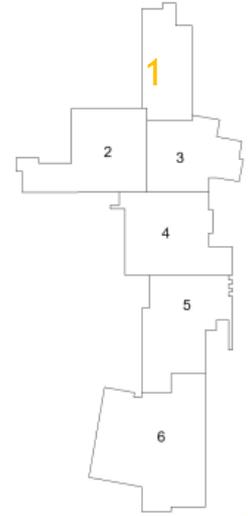


OCTOBER 6, 2025

HS Phase 1 and 2 – Construction Phase



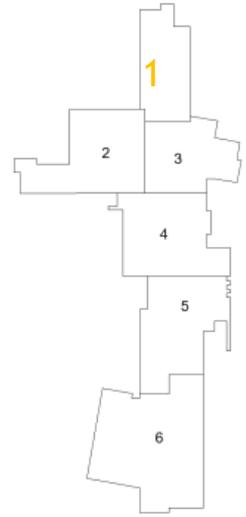
EXTERIOR – FRONT ENTRY



HS Phase 1 and 2 – Construction Phase

AREA 1 WORK SUMMARY

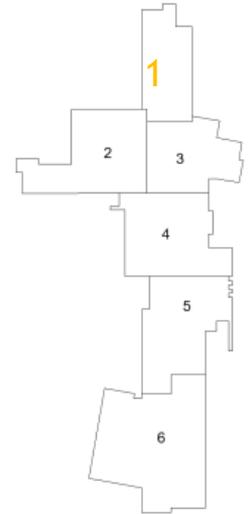
- Classroom ceiling grid installation is complete
- Light installation is complete
- Millwork installation is in progress
- Door hardware installation is in progress
- Corridor ceiling grid is in progress



HS Phase 1 and 2 – Construction Phase



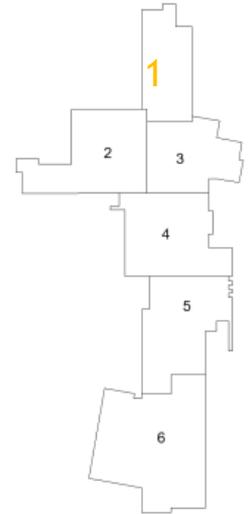
AREA 1 – SCIENCE HALLWAY



HS Phase 1 and 2 – Construction Phase



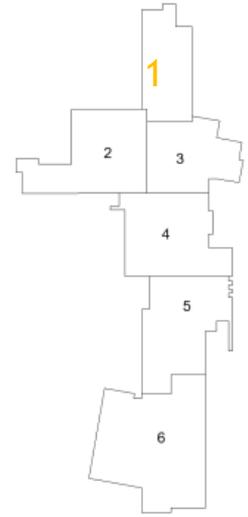
AREA 1 – SCIENCE LAB



HS Phase 1 and 2 – Construction Phase



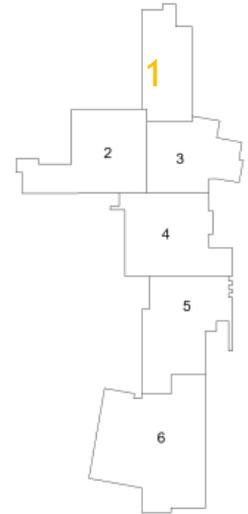
AREA 1 – SCIENCE CLASSROOM



HS Phase 1 and 2 – Construction Phase



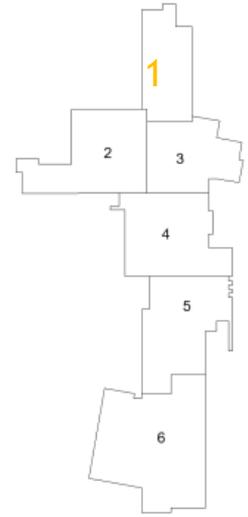
AREA 1 – SECOND FLOOR MATH HALLWAY



HS Phase 1 and 2 – Construction Phase



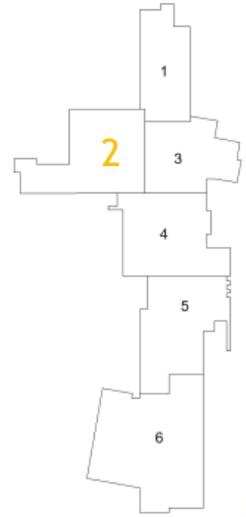
AREA 1 – MATH CLASSROOM



HS Phase 1 and 2 – Construction Phase

AREA 2 WORK SUMMARY

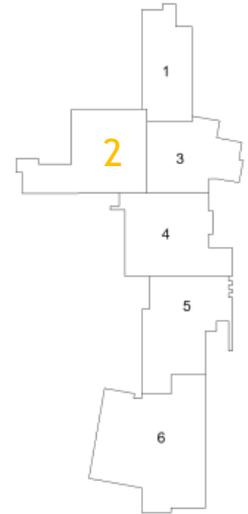
- Tape and Bed is complete
- First coat of paint is complete
- Tile installation is complete
- Classroom ceiling grid installation is complete
- Plumbing fixture installation is in progress
- Light fixture installation is in progress



HS Phase 1 and 2 – Construction Phase



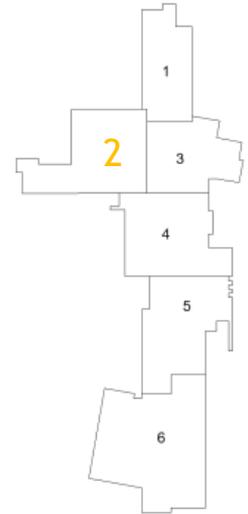
AREA 2 – SPED ENTRY



HS Phase 1 and 2 – Construction Phase



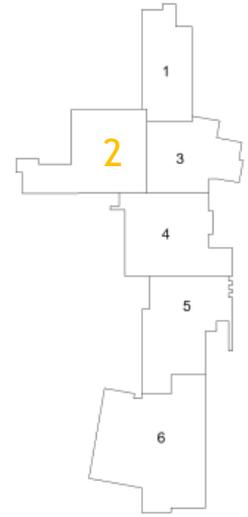
AREA 2 – SPED COURTYARD



HS Phase 1 and 2 – Construction Phase



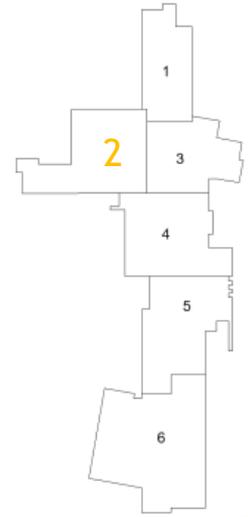
AREA 2 – SPED HALLWAY



HS Phase 1 and 2 – Construction Phase



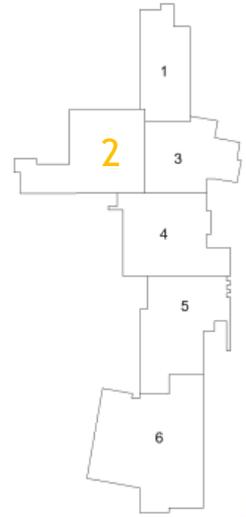
AREA 2 – OFF-SITE SPORT LOCKERS



HS Phase 1 and 2 – Construction Phase



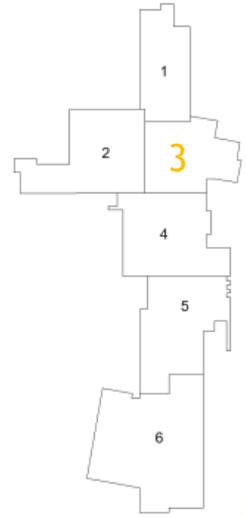
AREA 2 – PE LOCKER ROOM



HS Phase 1 and 2 – Construction Phase

AREA 3 WORK SUMMARY

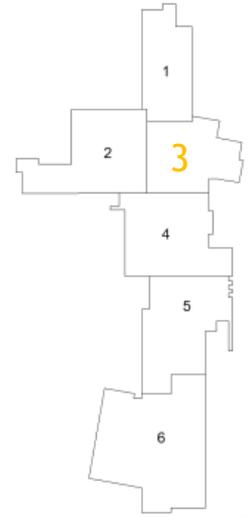
- Light fixture installation is in progress
- Millwork installation is in progress
- Wall tile installation is in progress
- Greenhouse installation is 95% complete



HS Phase 1 and 2 – Construction Phase



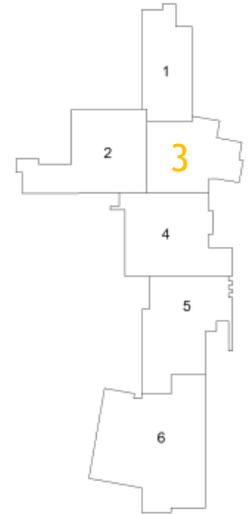
AREA 3 – VISUAL ARTS COMMON SPACE



HS Phase 1 and 2 – Construction Phase



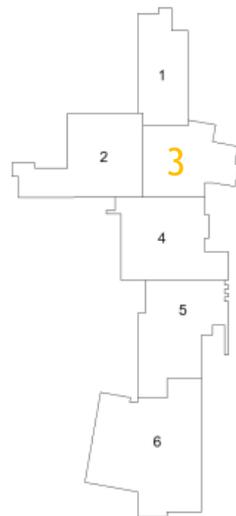
AREA 3 – SCULPTURE CLASSROOM



HS Phase 1 and 2 – Construction Phase



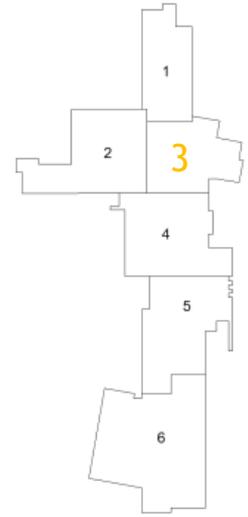
AREA 3 – ART CLASSROOM



HS Phase 1 and 2 – Construction Phase



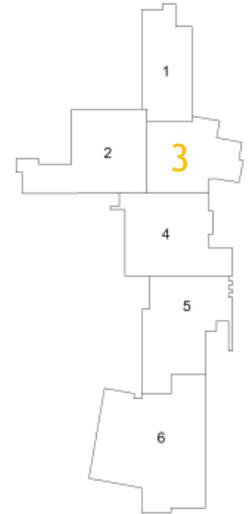
AREA 3 – COMMON AREA HALLWAY ENTRY INTO STUDENT CENTER



HS Phase 1 and 2 – Construction Phase



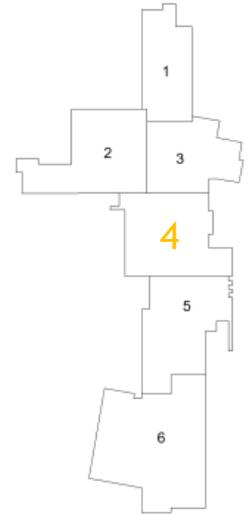
AREA 3 – VISUAL ARTS AND SCIENCE COURTYARDS WITH GREENHOUSE



HS Phase 1 and 2 – Construction Phase

AREA 4 WORK SUMMARY

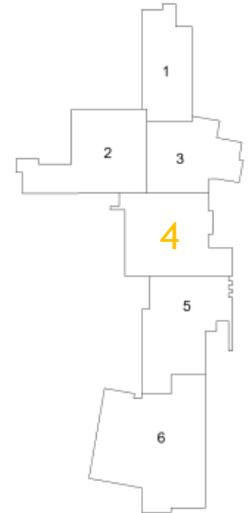
- Overhead and in-wall MEP rough-in complete
- Drywall and insulation in progress
- West and East curtain wall installation is in progress
- East bus loop canopy has been erected
- Interior canopy system has been erected
- Patio roof system is complete



HS Phase 1 and 2 – Construction Phase



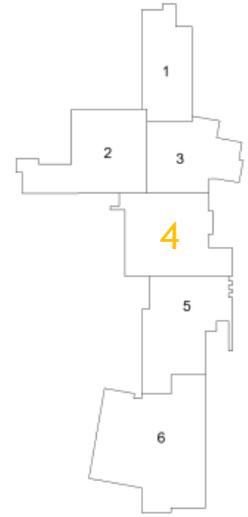
AREA 4 – MEDIA CENTER



HS Phase 1 and 2 – Construction Phase



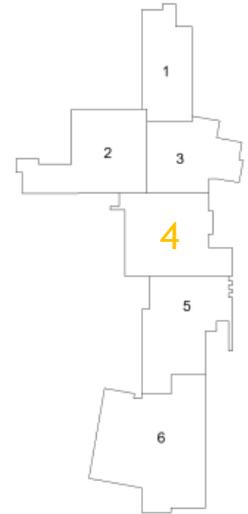
AREA 4 – MEDIA CENTER PATIO (INSET CHESSBOARD)



HS Phase 1 and 2 – Construction Phase



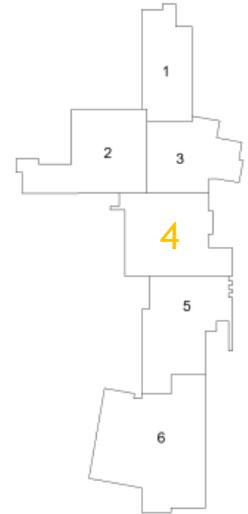
AREA 4 – ADMINISTRATION WAITING / RECEPTION AREA



HS Phase 1 and 2 – Construction Phase



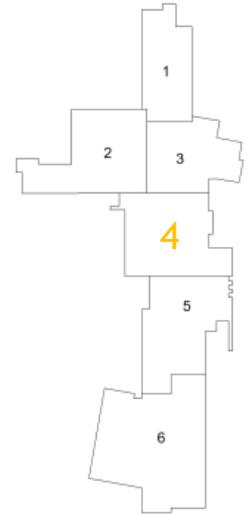
AREA 4 – ATTENDANCE OFFICE VIEW INTO STUDENT CENTER



HS Phase 1 and 2 – Construction Phase



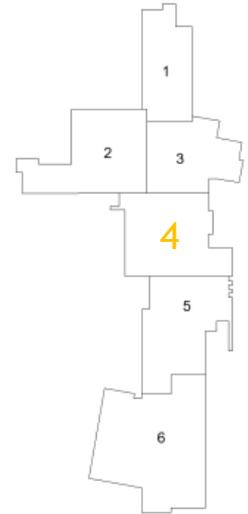
AREA 4 – STUDENT CENTER



HS Phase 1 and 2 – Construction Phase



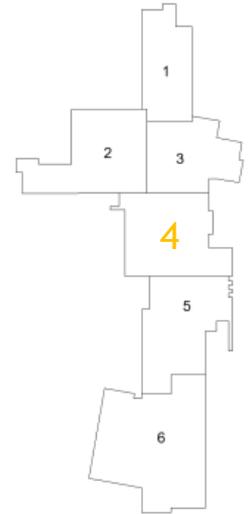
AREA 4 – MEDIA CENTER PATIO



HS Phase 1 and 2 – Construction Phase



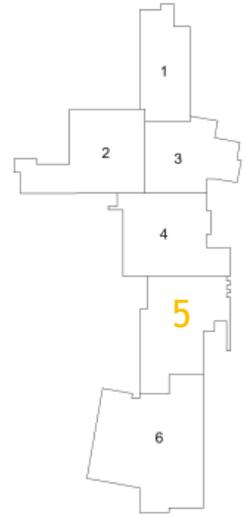
AREA 4 – BUS LOOP DROP OFF



HS Phase 1 and 2 – Construction Phase

AREA 5 WORK SUMMARY

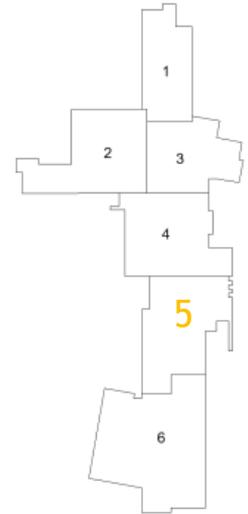
- In-wall MEP rough-in is complete
- Drywall and insulation is complete
- Tape, bed, and first coat of paint are in progress



HS Phase 1 and 2 – Construction Phase



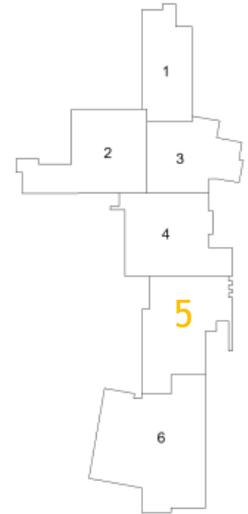
AREA 5 – ELA CLASSROOM



HS Phase 1 and 2 – Construction Phase



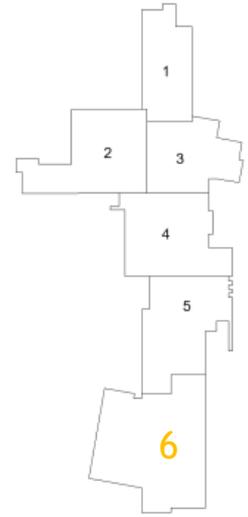
AREA 5 – LOADING DOCK



HS Phase 1 and 2 – Construction Phase

AREA 6 SUMMARY

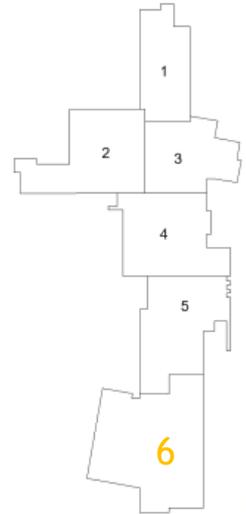
- Interior framing is complete except for ceiling fur downs
- Overhead and in-wall MEP in progress
- Drywall and insulation is in progress
- Tape and bed is in progress



HS Phase 1 and 2 – Construction Phase



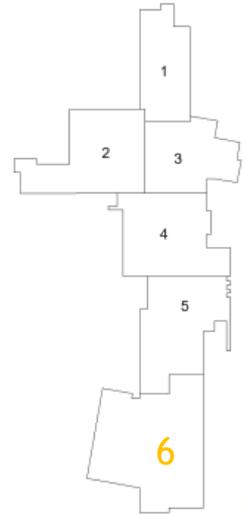
AREA 6 – PA WING HALLWAY



HS Phase 1 and 2 – Construction Phase



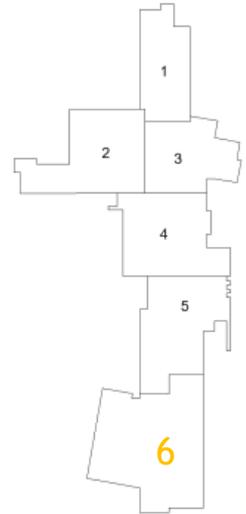
AREA 6 – PA WING COMMON AREA



HS Phase 1 and 2 – Construction Phase



AREA 6 – PA WING LARGE BAND ROOM



HS Athletics Phase 1 Design Phase

SPS Athletics Phase 1 improvements on the existing High School campus that include new gym, weight room, wrestling, locker rooms, indoor practice spaces, outdoor practice field, and associated supports spaces. Project is in Schematic Design Phase.

- 505 Architects Schematic Design Phase package was completed on 10/6 and was submitted to Willowbrook for preliminary cost estimate.
- SPS Athletics Phase 1 KUG and DRC Schematic Design Review meetings were held on 10/7 with recommendation to proceed into Design Development Phase.
- SPS Athletics Phase 1 Schematic Design to be presented at October BOE Meeting for Board consideration and approval to begin Design Development.
- 505 Architects continues to meet with KUG to gather and review the specific needs for each of the individual spaces for each sport.
- SPS Athletics Phase 1 is scheduled to Bid in April 2026 and begin construction in June 2026.



STILLWATER PUBLIC SCHOOLS



**EXHIBIT A
PERSONNEL RECOMMENDATIONS
STILLWATER PUBLIC SCHOOLS
October 14, 2025**

A. CERTIFIED PERSONNEL

APPOINTMENT - 25 O.S. §307(B)(1)

Appointment for 2025-2026 School Year

*TBA

Education: Masters, Stephen F. Austin State University
Assignment: 1.000 FTE, Speech Pathologist, Wil Rogers Elementary
Beginning Date: TBD

*TBA

Education: Masters, Oklahoma State University
Assignment: 0.300, Remedial Specialist, Skyline Elementary School
Beginning Date: TBD

Appointment for 2025-2026 School Year Pending Certification

*TBA

Education: Bachelors, Oklahoma State University
Assignment: 1.000 FTE, Science Teacher, Stillwater Junior High School
Beginning Date: TBD

Appointment Pursuant to Change in Contract for School Year 2025-2026

Reuter, Julie
Assignment: 1.000 FTE, Instructional Coach, Richmond Elementary School
Beginning Date: August 22, 2025
Funding Source: Title I
Was 0.52 Instructional Coach at Richmond Elementary School

Extra-Duty Stipend for the 2025-2026 School Year Subject to the Execution of an Extra-Duty Contract

<u>Name</u>	<u>Job Title</u>	<u>Site</u>	<u>Amount</u>
Birdwell, Suzanne	Prevention Grant Site Leads Source of Funding: Prevention Grant	DW	\$1,000.00
Schaecher, Michelle	Prevention Grant Site Leads Source of Funding: Prevention Grant	DW	1,000.00
Diaz, Karen	After School Club - Math Card Games Source of Funding: Student Fees	RI	25.00 hour
Silver, Leah	After School Tech Club Source of Funding: Student Fees	HP	25.00 hour
Davidson, Andrew	Academic Team Sponsor Source of Funding: General Fund	MS	1,000.00
Weinland, Philip	Noon Monitor Source of Funding: General Fund	MS	2000.00
Davis, Caleb	After School Club - Chess Club Source of Funding: Student Fees	WW	25.00 hour
Grey, Chazz	After School Club - Comic Book Art Source of Funding: Student Fees	SK	25.00 hour
Horton, Christine	After School Yoga Club	HP	25.00 hour

Gin, Lauren	Source of Funding: Student Fees	Not to exceed 12 hours per session made	
	Running Club Sponsor	WW	500.00
	Source of Funding: Westwood Elementary PTO		
Whitney, Taylor	Running Club Sponsor	WW	500.00
	Source of Funding: Westwood Elementary PTO		
Allen, Samantha	Before and After School Tutoring	JH	25.00 hour
	Source of Funding: Federal Funds	Not to exceed 15 hours	
Burns, Jonas	Before and After School Tutoring	JH	25.00 hour
	Source of Funding: Federal Funds	Not to exceed 15 hours	
Hammack, Nickole	Before and After School Tutoring	JH	25.00 hour
	Source of Funding: Federal Funds	Not to exceed 15 hours	
Jackson, Austin	Before and After School Tutoring	JH	25.00 hour
	Source of Funding: Federal Funds	Not to exceed 15 hours	
Johnson, Matt	Before and After School Tutoring	JH	25.00 hour
	Source of Funding: Federal Funds	Not to exceed 15 hours	
Marlar, Kat	Before and After School Tutoring	JH	25.00 hour
	Source of Funding: Federal Funds	Not to exceed 15 hours	
Meeks, Heaven	Before and After School Tutoring	JH	25.00 hour
	Source of Funding: Federal Funds	Not to exceed 15 hours	
Primeaux, Chris	Before and After School Tutoring	JH	25.00 hour
	Source of Funding: Federal Funds	Not to exceed 15 hours	
Rogers, Emalee	Before and After School Tutoring	JH	25.00 hour
	Source of Funding: Federal Funds	Not to exceed 15 hours	
Semrau, Kelsey	Before and After School Tutoring	JH	25.00 hour
	Source of Funding: Federal Funds	Not to exceed 15 hours	
Sutton, Melissa	Before and After School Tutoring	JH	25.00 hour
	Source of Funding: Federal Funds	Not to exceed 15 hours	
Ehrlich, Sarah	Sangre Running Club	SR	988.05
	Source of Funding: Sangre Ridge Elementary PTO		
Sinclair, Sarah	Basketball Club	SR	247.01
	Source of Funding: Sangre Ridge Elementary PTO		
Clyburn, Morgan	Board Game Club	SR	247.01
	Source of Funding: Sangre Ridge Elementary PTO		
Clyburn, Morgan	Lego Club	SR	247.01
	Source of Funding: Sangre Ridge Elementary PTO		
Vaughn, Hannah	Stem Club Session 9/3/2025 - 9/26/2025	SR	329.35
	Source of Funding: Sangre Ridge Elementary PTO		
Vaughn, Hannah	Stem Club Session 10/22/2025 - 11/14/2025	SR	329.35
	Source of Funding: Sangre Ridge Elementary PTO		

B. SUPPORT PERSONNEL

APPOINTMENT - 25 O.S. §307(B)(1)

Appointment for the 2025-2026 School Year

<u>Name</u>	<u>Job Title</u>	<u>Site</u>	<u>Amount</u>
*TBA	Indian Ed Teacher Assistant	INDIAN ED	\$14.20/hour
*TBA	School Nutrition Warehouse Assistant I	SNS	13.37/hour
*TBA	Attendance Monitor	SHS	18.34/hour
*TBA	PALS Teacher Assistant	WW	12.00/hour
*TBA	Special Education Paraprofessional	WR	13.95/hour
*TBA	Activity Driver	TR	16.57/hour
*TBA	Activity Driver	TR	16.57/hour

*TBA	Noon Monitor	WW	11.21/hour
*TBA	Special Education Paraprofessional	SR	13.95/hour
*TBA	Custodian I	FAC	13.37/hour
*TBA	Special Education Paraprofessional	SK	13.95/hour

Appointment Pursuant to Change in Contract for School Year 2025-2026

<u>Name</u>	<u>Job Title</u>	<u>Hours</u>	<u>Site</u>	<u>Amount</u>
O'Hara, Aimee	Noon Monitor	4.00	WW	\$11.21/hour
To	Secondary Front Office Receptionist	7.50	SMS	13.37/hour
Raffety, Billy	Kitchen Assistant	7.00	SNS	13.37/hour
To	Kitchen Assistant Interim	7.00	SNS	13.37/hour
Anthony, Elizabeth	Kitchen Assistant	7.00	SNS	13.37/hour
To	Kitchen Assistant Interim	7.00	SNS	13.37/hour
Nugent, William	Substitute Bus Driver		TR	16.69/hour
To	Activity Driver		TR	16.69/hour
Schrock, David	Substitute Bus Driver		TR	16.69/hour
To	Activity Driver		TR	16.69/hour

Extra-Duty Stipend for the 2025-2026 School Year Subject to the Execution of an Extra-Duty Contract

<u>Name</u>	<u>Job Title</u>	<u>Site</u>	<u>Amount</u>
Brown, Natalie	Prevention Grant Site Leads Source of Funding: Prevention Grant	DW	\$1,000.00

RESIGNATION - 25 O.S. §307(B)(1)

Resignation/Retirement

<u>Name</u>	<u>Job Title</u>	<u>Hours</u>	<u>Site</u>	<u>Effective</u>
Dunagan, Mary	Kitchen Assistant	6.00	SNS	9/12/2025
Robertson, Travis	Custodian	8.00	FAC	9/12/2025
Loeffelholz, Kaylee	Paraprofessional	7.00	SK	9/12/2025
Brown, Mirta	Paraprofessional	7.00	SR	9/19/2025
Rollins, Ruth	Substitute Kitchen Assistant		SNS	9/16/2025
Harrison, Kreg	Kitchen Assistant	7.00	SNS	9/22/2025
Ross, Brooklyn	Paraprofessional	7.00	SK	10/8/2025
Powers, Lydia	Teacher Assistant - PreK	7.00	HP	10/10/2025
McPherson, Karen	Paraprofessional	7.00	SK	10/10/2025
Spencer, Glenda	Kitchen Assistant II	6.00	SNS	10/10/2025

C. ADMINISTRATIVE PERSONNEL

APPOINTMENT - 25 O.S. §307(B)(1)

Appointment Pursuant to Change in Contract for School Year 2025-2026

Nelson, Darren
Assignment: 1.000 FTE, Principal, Stillwater Junior High School
Beginning Date: October 1, 2025
Salary: \$103,472.74
Was 1.000 FTE, Principal, Westwood Elementary School

E. EXTRA DUTY STIPENDS

APPOINTMENT - 25 O.S. §307(B)(1)

Extra-Duty Stipend for the 2025-2026 School Year Subject to the Execution of an At-Will Contract

<u>Name</u>	<u>Job Title</u>	<u>Site</u>	<u>Amount</u>
*TBA	Head Varsity Pom Source of Funding: General Fund	HSA	\$4,500.00
*TBA	Assistant Varsity Pom Source of Funding: General Fund	HSA	4,000.00
*TBA	Head Pom Source of Funding: General Fund	JHA	2,000.00

RESIGNATION - 25 O.S. §307(B)(1)

Resignation of Extra-Duty Stipend for the 2025-2026 School Year

<u>Name</u>	<u>Position Name</u>	<u>Site</u>	<u>Amount</u>
Abercrombie, Caleb	Soccer Boys - Assistant	HSA	\$2,500.00
Bruce, Adam	Percussion Arranger - Head	HS	1,900.00