



STILLWATER BOARD OF EDUCATION

Tuesday, August 11, 2026

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
 - B. Superintendent's Report
 1. District Highlights
 2. Enrollment Report
 - C. Public Comments - *Patrons who wish to address the Board of Education shall be required to submit form BED-E prior to the start of the meeting*
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. July 7, 2026, Special Meeting Minutes
 - B. July 14, 2026, Regular Meeting Minutes
 - C. July 30, 2026, Special Meeting Minutes
 - D. FY 2026-2027 Stillwater Public Schools Contracts:
 3. Oklahoma Department of Career and Technology Education (Secondary and Technology Education Program Agreement) (Ed Services)
 4. Memorandum of Understanding between Stillwater Public Schools and Stillwater Education Association (SEA)
 - E. Approval of Encumbrances, and Accounts Payable (approval of encumbrance numbers as listed):

2026-2027 General Fund (11) Encumbrances #2027-11-158 to 2027-11-256 totaling \$752,994.16
 2026-2027 Building Fund (21) Encumbrances #2027-21-3 totaling \$78.77
 2026-2027 Building Fund (22) Encumbrances #2027-21-31 to 2027-22-37 totaling \$15,464.38
 2026-2027 Bond (31) Fund Encumbrances #2027-31-2 to 2027-31-5 totaling \$99,965.44
 2026-2027 Bond (32) Fund Encumbrances #2027-32-1 to 2027-32-14 totaling \$2,074,282.89
 2026-2027 Bond (33) Fund Encumbrances #2027-33-1 to 2027-33-10 totaling \$6,215,776.95
 2026-2027 Bond (34) Fund Encumbrances #2027-34-96 to 2027-34-148 totaling \$613,891.60
 2026-2027 Gift (81) Fund Encumbrances #2027-81-1 totaling \$798.00
 - F. Approval of the 2026-2027 Application for Sanctioned Organizations
 - G. Annual Activity Fund Planning and Approval
 - H. Approval of the Transfer and Summary of Activity Account Funds
 - I. Review and Approval of the following SPS Policies:

J. Policy Number	K. Policy Name
L. FNCD	M. Bullying
N. FNCD-E	O. Harassment/Bullying Incident Report Form
P. FNCD-P	Q. Prohibiting Bullying (Investigation Procedures)

R. FNCD-R	S. Prohibiting Bullying (Regulation)
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T.

And the removal of the following policy:

U. FNCD-E2	V. Personal Electronic Devices
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- W. Consider and Vote to Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I & HS Phase I Athletics Construction Project
- X. Consider and Vote to Approve Willowbrook, Inc. use of CM Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project
- Y. Consider and Vote to Approve or Not Approve Service Order 34 with 505 Architects for Professional Services related to a District Analysis and Assessment for Future Capital Improvement Projects
- Z. Receive Chase Morris Sudden Cardiac Arrest Site Plans for the following:
Secondary Sites:
 - 5. Stillwater High School, Stillwater Junior High, Stillwater Middle School
 - 6. Lincoln Academy
- AA. Elementary Sites:
 - Richmond, Sangre, Skyline, West Wood, Will Rogers, Highland Park
- BB. Receive Stillwater Public Schools Critical Incident Management Plan
- CC. Approval of the Non-Exclusive Trademark Agreement with Stillwater Public Schools and Wooden Nickel Inc.
- 5. **Business / Finance: Chief Financial Officer, Kristie Newby**
 - A. Receive and Vote to Approve or Not Approve the Treasurer's Report
 - B. Receive First Revised Budget
 - C. FY 25-26 Fiscal Year In Review
- 6. **Operations: Assistant Superintendent, Bo Gamble**
 - A. Receive the 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) AND
 - 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).
- 8. Vote to Convene or Not Convene in Executive Session
- 9. President's Acknowledgment of the Return of the Board to Open Session
- 10. Statement of Executive Session Minutes
- 11. Consider and Vote to Approve or Not Approve the Appointments, Resignations and Employment Recommendations Listed on Exhibit A of the Agenda
- 12. Review and Approve or Not Approve the FY 26–27 Non-Certified Employee Negotiated Agreement with Stillwater Education Support Professionals Association, (SESPA) and the Associated Positions and Salary Schedules
 - 7. FY 26-27 Non-Certified Employee Negotiated Agreement (SESPA)
 - 8. Instructional Support Salary Schedule
 - 9. Support Position Levels by Category
 - 10. Support Salary Schedule
- 13. Review and Vote to Approve or Not Approve the Following Stillwater Public Schools Salary Schedules:
 - 11. District Administrator Salary Schedule
 - 12. Principal Salary Schedule
 - 13. Administrative Assistant Salary Schedule
 - 14. Technology Salary Schedule
 - 15. Maintenance Salary Schedule
 - 16. Miscellaneous Salary Schedule
- 14. **Adjournment (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 August 10, 2026, at 5:28 p.m. Notice of this regular meeting was given to the Payne County Clerk prior to December 15, 2025.

STILLWATER BOARD OF EDUCATION



Tawni Hooten, Clerk



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

Minutes of Special Meeting

Tuesday, July 7, 2026 5:15 PM Central

Attendance Taken at 5:15 PM.

Rachel Dillin: Present
Roberta Douglas: Present
Gay Washington: Present
Clyde Wilson: Present

1. Board of Education Call to Order and Roll Call

President Washington called the meeting to order at 5:15 p.m. Board Clerk Tawni Hooten called the roll and declared that a quorum was present.

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

2025-2026 General Fund (11) Encumbrances #2026-11-1067 totaling \$200.

2026-2027 General Fund (11) Encumbrances #2027-11-1 to 2027-11-105 totaling \$4,938,959.08

2026-2027 Building Fund (21) Encumbrances #2027-21-1 totaling \$3,000.00

2026-2027 Child Nutrition (22) Fund Encumbrances #2027-22-1 - 2027-22-30 totaling \$1,095,670.90

2026-2027 Bond (31) Fund Encumbrances #2027-31-1 totaling \$24,612.88

2026-2027 Bond (34) Fund Encumbrances #2027-34-1 - 2027-34-88 totaling \$794,820.20

2026-2027 Sinking (41) Fund Encumbrances #2027-41-1 - 2027-41-2 totaling \$17,215,600.00

I move to Approve the Change Orders, Encumbrances, and Accounts Payable items as presented.

This motion, made by Roberta Douglas and seconded by Rachel Dillin, Carried. Rachel Dillin:

Yes, Roberta Douglas: Yes, Gay Washington: Yes, Clyde Wilson: Yes

3. Proposed Executive Session to Discuss the Appointment of an Individual and/or Interview Candidates for the Vacant School Board Seat #5. 25 O.S. § 307(B)(1) and 70 O.S. § 5-118.

4. Vote to Convene or not Convene in Executive Session

I move to convene into Executive Session at 5:20 pm. This motion, made by Rachel Dillin and seconded by Clyde Wilson, Carried. Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes, Clyde Wilson: Yes

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

Dr. Washington acknowledged the return of the board to open session at 8:10 p.m.

6. Statement of Executive Session Minutes

The following statement was provided by ROBERTA DOUGLAS. The Executive Session convened at 5:20 p.m. and returned to open session at 8:10 p.m. During the Executive Session, the following people were present: Roberta Douglas, Gay Washington, and Clyde Wilson (5:20 p.m. - 6:05 p.m., 6:10 p.m. - 8:10 p.m.), Rachel Dillin 5:20 p.m. - 7:03 p.m., 7:08 p.m. - 8:10p.m.) Candidate One (5:30 p.m. - 6:00 p.m.), Candidate two (6:15 p.m. - 6:50 p.m.), Candidate three (7:00 p.m. - 7:30 p.m.) In the Executive Session, the Board discussed the appointment of an individual and/or Interview Candidates for the Vacant School Board Seat #5. 25 O.S. 307 (B)(1) and 70 O.S. 5-118. 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.

7. Adjourn

I move to adjourn the meeting at 9:10 p.m.

STILLWATER BOARD OF EDUCATION

Dr. Gay Washington, President

STILLWATER BOARD OF EDUCATION



Tawni Hooten, Board & Minutes Clerk

(SEAL)

These minutes were officially approved by the Stillwater Board of Education on August 11, 2026.



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

Minutes of Regular Meeting

Tuesday, July 14, 2026 5:30 PM Central

1. Call to Order and Roll Call

The president called the meeting to order and Assistant Board Clerk, Annette Turley, confirmed there was a quorum of the board to proceed.

2. Discussion and Possible Board Action to Appoint and Swear in an Individual to Vacant Board Seat Five

I move to Welcome and Appoint Kiah Butcher to Board Seat No. 5. This motion, made by Rachel Dillin and seconded by Clyde Wilson, Carried.

Kiah Butcher: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes, Clyde Wilson: Yes

3. Pledge of Allegiance

President Washington asked everyone to stand as she led the Pledge of Allegiance.

4. Communications / Public Interest

A. Recognitions

B. Superintendent's Report

1. District Highlights
2. District Leadership
3. Enrollment/Transfer Report

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

There were no BED-E forms submitted.

5. 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. This motion, made by Clyde Wilson and seconded by Roberta Douglas, Carried. Kiah Butcher: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes, Clyde Wilson: Yes

A. June 4, 2026, Special Meeting Minutes

B. June 23, 2026, Regular Board Meeting

C.

<u>Policy Number</u>	<u>Policy Name</u>
<u>CN-R1</u>	<u>Requirements to Drive a SPS School Vehicle</u>
<u>FNF</u>	<u>Search of Students</u>
<u>FNG</u>	<u>Personal Electronic Devices</u>
<u>FO</u>	<u>Student Discipline</u>

D. Out of State Travel Requests:

1. Stillwater FFA Junior High and High School will be traveling to Indianapolis, IN from October 19, 2026, to October 24, 2026, with 41 State and National students competing and representing Stillwater and Oklahoma.

E. Approval of the Transfer and Summary of Activity Account Funds

F. Approval of the 2026-2027 Application for Sanctioned Organizations

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

2026-2027 General Fund (11) Encumbrances #2027-11-106 to 2027-11-157

totaling \$662,097.78

2026-2027 Building Fund (21) Encumbrances #2027-21-2 totaling \$1510.00

2026-2027 Bond (34) Fund Encumbrances #2027-34-89 to 2027-34-95 totaling \$37,583.16

H. Ratify, approve, and confirm for the fiscal year ending June 30, 2027, that certain Sublease Purchase Agreement is dated June 9, 2026, by and between the Payne County Economic Development Authority, as Lessor, and Independent School District No. 16 of Payne County, State of Oklahoma, as Lessee.

I. FY 2026-2027 Stillwater Public Schools Contracts:

Educational Services

1. Meridian Technology Center (Gateway to Technology Program Agreement)

Superintendent

1. Studer (Strategic Plan)

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

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

L. Consider and Vote to Approve Service Order No. 33 with 505 Architects for SPS Couch Park Softball and Baseball Indoor Training Facility

M. Consider and Vote to Approve Change Order No. 01 for Stillwater Public Schools Stillwater High School Field House Renovation Project

N. Consider and Vote to Approve Change Order No. 1 to Amendment No. 2 Civil & Landscape Package SPS HS Athletics Phase I

6. Business / Finance: Chief Financial Officer, Kristie Newby

A. Receive 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 Clyde Wilson and seconded by Rachel Dillin, Carried.

Kiah Butcher: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes, Clyde Wilson: Yes I move to approve the Treasurer's report as presented.

7. Operations: Assistant Superintendent, Bo Gamble

A. Consider and Vote to Approve or Not Approve the Certificate of Substantial Completion for the SPS High School Phase I & II Construction Project

I move to Approve the Certificate of Substantial Completion for the SPS High School Phase I & II Construction Project. This motion, made by Rachel Dillin and seconded by Roberta Douglas, Carried.

Kiah Butcher: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes, Clyde Wilson: Yes

B. Consider and Vote to Approve or Not Approve the Certificate of Substantial Completion for the SPS High School Athletics Phase I Fieldhouse Renovation Project

I move to Approve the Certificate of Substantial Completion for the SPS High School Athletics Phase I Fieldhouse Renovation Project. This motion, made by Roberta Douglas and seconded by Clyde Wilson, Carried.

Kiah Butcher: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes, Clyde Wilson: Yes

C. Receive the Bond 2023 Update

The Bond 2023 Update was provided

8. 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) AND

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).

9. Vote to Convene or Not Convene in Executive Session

I move to convene into Executive Session at 6:20 p.m. This motion, made by Clyde Wilson and seconded by Rachel Dillin, Carried.

Kiah Butcher: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes, Clyde Wilson: Yes

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

President Washington acknowledged the return of the board to open session at 7:37 p.m.

11. Statement of Executive Session Minutes

The following statement was provided by ROBERTA DOUGLAS. The Executive Session convened at 6:48p.m. During the Executive Session, the following people were present: Kiah Butcher, Roberta Douglas, Rachel Dillin, Gay Washington, and Clyde Wilson (6:25 p.m. – 7:38p.m.), Mr. Tyler Bridges (6:25 p.m. - 7:38 p.m.), and Dr. Trent Swanson (6:25 p.m. - 6:50 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.

12. 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 as presented. This motion, made by Rachel Dillin and seconded by Clyde Wilson, Carried.

Kiah Butcher: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes, Clyde Wilson: Yes

13. Consider and Vote to Approve Stillwater Public Schools 2026-2027 Certified Salary Schedule (HR)

I move to Approve Stillwater Public Schools 2026-2027 Certified Salary Schedule as presented. This motion, made by Roberta Douglas and seconded by Rachel Dillin, Carried. Kiah Butcher: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes, Clyde Wilson: Yes

14. Consider and Vote to Approve or Not Approve the Master Contract for 2026-2027 with Stillwater Education Association (SEA) (HR)

I move to Approve the Master Contract for 2026-2027 with Stillwater Education Association as presented. This motion, made by Clyde Wilson and seconded by Rachel Dillin, Carried.

Kiah Butcher: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes, Clyde Wilson: Yes

15. Adjournment (Action)

I move to Adjourn at 7:40 p.m. This motion, made by Roberta Douglas and seconded by Rachel Dillin, Carried.

Kiah Butcher: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes, Clyde Wilson: Yes

STILLWATER BOARD OF EDUCATION

Dr. Gay Washington, President

STILLWATER BOARD OF EDUCATION

(SEAL)
Annette Turley, Assistant Board & Minutes Clerk

These minutes were officially approved by the Stillwater Board of Education on August 11, 2026.



410 West Franklin Avenue
410 West Franklin Avenue
Stillwater, Oklahoma 74074

Minutes of Special Meeting

Thursday, July 30, 2026 9:00 AM Central

Attendance Taken at 9:00 AM.

Kiah Butcher: Present
Rachel Dillin: Present
Roberta Douglas: Present
Gay Washington: Present
Clyde Wilson: Present

1. Call to Order and Roll Call

The president called the meeting to order and Board Clerk, Tawni Hooten, confirmed there was a quorum of the board to proceed.

2. Ribbon Cutting Ceremony and Tour of Stillwater High School

The board attended the ribbon cutting ceremony and took a guided tour through the NEW Stillwater High School.

3. Superintendent District Updates

Superintendent Bridges provided the board with district highlights.

4. Superintendent and Board Discussion on Roles, Responsibilities, and Communications

The board and superintendent discussed the roles, responsibilities, and talked about preferred communications.

5. Lunch Break

The board had lunch brought in from McAlister's Deli.

6. Board/Committee Meeting Structures

The board discussed the committee structure, its roles, responsibilities, and an overall awareness of how each committee operates. The recap of assignments as followed:

1. Long-Range Planning

1. Kiah Butcher
2. Rachel Dillin
2. Safety and Security
1. Roberta Douglas
3. Policy Committee
1. Rachel Dillin
2. Clyde Wilson

7. Superintendent Evaluation Process

The board discussed the superintendent evaluation process in depth and the instrument/tool for this process. It is recommended to bring in OSSBA for training on this tool.

A motion was made by Roberta Douglas to bring in OSSBA to provide training on the superintendent evaluation tool, and to pay the training and annual fee. Seconded by Rachel Dillin, passed.

Kiah Butcher, Rachel Dillin, Roberta Douglas, Gay Washington, Clyde Wilson.

8. Superintendent and Board Working Session Planning

9. Board Discussion and Possible Action on the Contract of Superintendent Tyler Bridges

President Washington moved this item after agenda item 13 "Statement of Executive Session Minutes".

10. Proposed Executive Session to Discuss the Following:

A. 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).

11. Vote to Convene or Not Convene in Executive Session

I move to convene into Executive Session at 4:04 p.m. This motion, made by Roberta Douglas and seconded by Kiah Butcher, Carried. Kiah Butcher: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes, Clyde Wilson: Yes

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

President Washington acknowledged the return of the board to open session at 4:08.

President Washington called on agenda item 9 as the next order of business.

13. Statement of Executive Session Minutes

The following statement was provided by ROBERTA DOUGLAS. The Executive Session

convened at 6:48p.m. During the Executive Session, the following people were present: Kiah Butcher, Roberta Douglas, Rachel Dillin, Gay Washington, and Clyde Wilson (4:04 p.m. - 4:08 p.m.), Mr. Tyler Bridges (4:04 p.m. - 4:08 p.m.). In the Executive Session, the Board discussed 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.

President Washington moved back to item 9 on the agenda.

I move to approve the recommended changes in the superintendent's contract for Fiscal Year 2026-2027. The contract will be updated to reflect these proposed changes. This motion, made by Clyde Wilson and seconded by Roberta Douglas, Carried. Kiah Butcher: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes, Clyde Wilson: Yes
President Washington called on agenda number 10 as the next order of business.

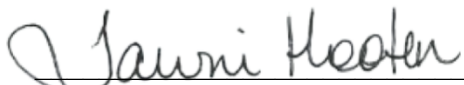
14. Adjournment

I move to Adjourn at 4:12 p.m. This motion, made by Rachel Dillin and seconded by Kiah Butcher, Carried. Kiah Butcher: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes, Clyde Wilson: Yes

STILLWATER BOARD OF EDUCATION

Dr. Gay Washington, President

STILLWATER BOARD OF EDUCATION



Tawni Hooten, Board & Minutes Clerk

(SEAL)

These minutes were officially approved by the Stillwater Board of Education on August 11, 2026.



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Angela Rhoades, Assistant Superintendent
APPROVED BY: Mr. Tyler Bridges, Superintendent
DATE: August 11, 2026

AGENDA ITEM:

Educational Services FY 2026 - 2027 Contracts and Agreements:

1) Oklahoma Department of Career and Technology Education (Secondary and Technology Education Program Agreement)

BOARD ACTION REQUESTED:

Motion to Approve Contracts for 2026-2027

BACKGROUND INFORMATION:

NEW Contracts & Agreements:

No New Contracts

Renewal Contracts & Agreements:

Annual Renewal - Existing Contract, General Fund (No Cost)

1) Oklahoma Department of Career and Technology Education Secondary and Technology Education Program Agreement

This is the traditional contract with the State Department of CareerTech. It outlines the programs, services, teachers, dual credit opportunities, pathways, and reporting requirements between our two entities. This contract is valid from August 11, 2022, through June 30, 2027. No changes from the previous year.

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CONTRACT FOR SECONDARY CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2026-2027

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

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The **Salary and Teaching Schedule due on September 30**, is one of these reports and is considered a part of this contract in addition to **CESI Enrollment due October 31** and the **Follow-up Reports due November 30**. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

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

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

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

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

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

If you have any questions, contact Katha Cinnamon at Katha.Cinnamon@careertech.ok.gov or (405) 743-5195.

This signed contract should be returned to secondarycontracts@careertech.ok.gov no later than September 30.

Approved:



7/28/2026

Brent Haken, State Director

Date

President, Board of Education

Date

Superintendent of Schools

Date

Stillwater School System

District Name (please print)

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
NOTICE OF ALLOCATION
OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 27

SUPERINTENDENT
STILLWATER SCHOOL SYSTEM
314 S LEWIS
STILLWATER, OK, 74074

TYPE OF AID	Project Code	Revenue Code	Amount
Program Assistance	412	3812	
3.00 AG EDUCATION			\$39,000.00
4.00 BUS & INFO TECH ED			\$52,000.00
4.00 FAM AND CONSUMER SCIENCES			\$32,000.00
1.00 HEALTH CAREERS			\$9,500.00
5.50 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$52,250.00
1.00 TRADE AND INDUSTRIAL ED			\$9,500.00
Summer Salary	411	3811	
3.00 AG EDUCATION			\$24,960.00
State Teacher Supplement	411	3811	
3.00 AG EDUCATION			\$7,800.00
4.00 BUS & INFO TECH ED			\$8,800.00
4.00 FAM AND CONSUMER SCIENCES			\$8,800.00
1.00 HEALTH CAREERS			\$2,200.00
5.50 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$12,100.00
1.00 TRADE AND INDUSTRIAL ED			\$2,200.00
Total:			\$261,110.00

NOTE: Please provide a copy of this report to your business manager, local director, person responsible for OCAS coding and school principal where these programs are located

Questions regarding this Notice of Allocation should be directed to Maretta Cheek at 405-743-5458

I hereby certify that the above allocations are made in accordance with the Oklahoma School Code.

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
NOTICE OF ALLOCATION
OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 27

Valerie McBane,
Assistant Finance Manager
Oklahoma Department of Career and Technology Education

7/28/2026 12:17 PM

Date



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Trent J. Swanson, Chief Human Resources Officer
APPROVED BY: Mr. Tyler Bridges, Superintendent
DATE: August 11, 2026

AGENDA ITEM(S):

- HR 2026-2027 Stillwater Public Schools District Memorandum of Understanding Between Stillwater School District and Stillwater Education Association (SEA)

BOARD ACTION REQUESTED:

- Motion to Approve 2026-2027 Stillwater Public Schools District Memorandum of Understanding Between Stillwater School District and Stillwater Education Association (SEA)

BACKGROUND INFORMATION:

- Stillwater Public Schools District Memorandum of Understanding Between Stillwater School District and Stillwater Education Association (SEA) is in regards to Oklahoma State Legislature Senate Bill (SB) 1461. SB 1461 mandates the following:
 - Forty (40) Minutes Daily Recess: All public schools must provide students in full-day kindergarten through fifth grade with at least 40 minutes of recess each school day as part of accreditation requirements.
 - Division of Recess Time: Districts may split this into two 20-minute periods without reducing the total daily recess time.
 - Supervision and Unstructured Pay: Recess must be supervised and consist of unstructured playtime; removing recess as punishment is prohibited.
 - Distinction from Other Activities: Lunch periods and physical education classes do not count toward the 40-minute recess requirement (Oklahoma State Department of Education).
- In accordance with the mandate, for the 2026-2027 school year, SPS may designate up to 20 minutes of the 40 minutes as instructional time. The remaining 20 minutes must be recorded as non-instructional recess and cannot be counted toward instructional minutes. Therefore; Stillwater Public Schools Instructional School Day for Elementary Schools Sites for the 2026-2027 school year will be from 7:45 - 2:55 pm. This is a change from the 2025-2026 Elementary Schools Sites Instructional School Day of 8:00 - 2:50 pm thus enacting the Memorandum of Understanding.

Memorandum of Understanding

Between Stillwater School District and
Stillwater Education Association (SEA)

July 16th, 2026

This is a Memorandum of Understanding between Stillwater School District and SEA regarding Oklahoma State Legislature Senate Bill 1461. SB 1461 mandates the following:

- *Forty (40) Minutes Daily Recess: All public schools must provide students in full-day kindergarten through fifth grade with at least 40 minutes of recess each school day as part of accreditation requirements.*
- *Division of Recess Time: Districts may split this into two 20-minute periods without reducing the total daily recess time.*
- *Supervision and Unstructured Play: Recess must be supervised and consist of unstructured playtime; removing recess as punishment is prohibited.*
- *Distinction from Other Activities: Lunch periods and physical education classes do not count toward the 40-minute recess requirement (Oklahoma State Department of Education).*

For the 2026-2027 school year only:

- We may designate up to 20 minutes of the 40 minutes as instructional time.
 - The remaining 20 minutes must be recorded as non-instructional recess and cannot be counted toward instructional minutes.
1. In accordance with the mandate, the Stillwater Public Schools Instructional School Day for Elementary Schools Sites for the 2026-2027 school year will be from 7:45 - 2:55 pm.
 2. In regards to the Certified Negotiated Agreement, Article B - Working Conditions “*Teacher arrival time to departure time shall consist of seven (7) hours and forty-five (45) minutes, with teacher arrival time being thirty (30) minutes before classes are scheduled to begin*”.
 3. The Stillwater School District and SEA agree that due to change in school start time for Elementary sites for teacher arrival to time being (20) minutes before classes are scheduled to begin.

The parties agree that these changes will be effective for the 2026-2027 school year only.

Please note, a memorandum of understanding is not a contract.

For the District:

For SEA:

Dr. Gay Washington
SPS Board President

Date

Shaila West
SEA President, Lead Negotiator

Date



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Tyler Bridges, Superintendent
DATE: August 11, 2026

AGENDA ITEM:

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

BOARD ACTION REQUESTED:

Motion to Approve Encumbrance Clerk's report as of August 3, 2026

BACKGROUND INFORMATION:

This monthly report is highlighting changes to existing Purchase Orders and activity through August 3, 2026.

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 158 - 256, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	158	07/08/2026	382	B & C BUSINESS PRODUCTS	TONER & FILE FOLDERS FOR FINANCE	234.76
11	159	07/08/2026	863	CITY OF STILLWATER	SCHOOL RESOURCE OFFICERS FY 26-27	204,000.00
11	160	07/08/2026	53253	CODEHS, INC	PRO TEACHER LICENSING AND MEMBERSHIP DUES	4,545.00
11	161	07/08/2026	382	B & C BUSINESS PRODUCTS	ROLLS OF COLORED PAPER FOR TEACHER'S WORKROOM	890.29
11	162	07/08/2026	4718	WALMART LOCAL	JULY SUPPLIES FOR HOMELESS STUDENTS	1,000.00
11	163	07/08/2026	4718	WALMART LOCAL	AUGUST SUPPLIES FOR HOMELESS STUDENTS	1,000.00
11	164	07/08/2026	53291	908 NEW HAMPSHIRE, LLC	HOTEL INSTRUCTIONAL COACHING	1,500.00
11	165	07/08/2026	80681	Maureen Lawson	TRAVEL EXPENSES	500.00
11	166	07/08/2026	80031	Janet D Anderson	TRAVEL EXPENSES	500.00
11	167	07/08/2026	2084	JARED NOLES	SECURITY FOR BOARD MEETING 7/14/26	150.00
11	168	07/08/2026	3488	PROJECT LEAD THE WAY, INC.	PLTW ONLINE TRAINING MEDICAL DETECTIVES JULY, 2026	1,200.00
11	169	07/08/2026	52060	BRIGHT THINKER, INC	INVOICE FOR ADDITIONAL STUDENTS FY26	2,691.00
11	170	07/08/2026	53029	INSTRUCTIONAL COACHING GROUP	SPED INSTRUCTIONAL COACHING WORKSHOP	3,990.00
11	171	07/08/2026	83045	ASHLEY DOBBS	TRAVEL EXPENSES/OPLI	240.00
11	172	07/08/2026	80510	Johnna J Hayes	TRAVEL EXPENSES/OPLI	240.00
11	173	07/08/2026	80986	JASON A RIGGS	TRAVEL EXPENSES/OPLI	240.00
11	174	07/08/2026	4718	WALMART LOCAL	SEPTEMBER SUPPLIES FOR HOMELESS STUDENTS	1,000.00
11	175	07/08/2026	4718	WALMART LOCAL	OCTOBER SUPPLIES FOR HOMELESS STUDENTS	1,000.00
11	176	07/08/2026	4718	WALMART LOCAL	NOVEMBER SUPPLIES FOR HOMELESS STUDENTS	1,000.00
11	177	07/08/2026	4718	WALMART LOCAL	DECEMBER SUPPLIES FOR HOMELESS STUDENTS	1,000.00
11	178	07/09/2026	2993	OKACTE	C.HARNLY CAREER TECH CONF REGISTRATION FEES	140.00
11	179	07/09/2026	1968	HYATT REGENCY - TULSA	HOTEL STAY OKCTE SUMMER CONF AUG 2-4, 2026	864.00
11	180	07/09/2026	52351	Atrium TRS II, LP	HOTEL/OPLI	900.00
11	181	07/09/2026	52351	Atrium TRS II, LP	HOTEL/OPLI	900.00
11	182	07/09/2026	2598	MERIDIAN TECHNOLOGY CENTER	BLANKET FY 26-27 TRAINING MAINTENANCE EMPLOYEES	800.00
11	183	07/09/2026	2993	OKACTE	OKACTE SUMMIT AUG 3-4 IN TULSA	115.00
11	184	07/09/2026	53176	FACILITRON INC	FACILITIES MANAGMENT & WORK ORDER SYSTEM	10,000.00
11	185	07/09/2026	53339	JOHN W BARTLEY PLLC	REAL ESTATE LEGAL FEES	5,000.00
11	186	07/09/2026	4921	AMAZON CAPITAL SERVICES	OPERATIONS GROUP BOOK STUDY	63.60

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 158 - 256, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	187	07/09/2026	53538	STUDER EDUCATION LLC	STRATEGIC PLAN SERVICES	106,485.00
11	188	07/10/2026	80057	Charla D Balfanz	HOMEBASED MILEAGE	197.42
11	189	07/10/2026	53534	LIBERTY FLAGS INC	NEW HS FLAGS FOR CLASSROOMS	1,056.00
11	190	07/10/2026	52510	ASHLEY PECK	MILEGE FOR STUDENT TRANSPORTATION	800.00
11	191	07/13/2026	52090	STATE OF OKLAHOMA	STATE AUDITOR CPE SEMINAR 11-9-26	150.00
11	192	07/13/2026	2993	OKACTE	OKACTE - 2026 SUMMER CONFERENCE REGISTRATION	115.00
11	193	07/13/2026	2993	OKACTE	OKACTE - 2026 SUMMER CONFERENCE REGISTRATION	300.00
11	194	07/13/2026	2704	MPOWER, INC.	TRANSITION SKILL FOR PATHFINDERS	1,000.00
11	195	07/13/2026	3090	OKLAHOMA SCHOOLS INSURANCE GROUP	LIABILITY DEDUCTIBLE FOR SPS INS. CLAIMS	1,000.00
11	196	07/13/2026	3332	PEARSON ASSESSMENTS	TESTING FORMS FOR FY27	5,710.31
11	197	07/13/2026	4921	AMAZON CAPITAL SERVICES	PARTS FOR FORD EXPEDITION	150.18
11	198	07/14/2026	2035	INVESTIGATIVE CONCEPTS, INC.	BLANKET FY26-27 QUICK BACKGROUND CHECKS EMPLOYEES	10,725.00
11	199	07/14/2026	52819	E.L. ACHIEVE, INC	INTERACTIVE LANGUAGE SUPPORT KITS	3,225.00
11	200	07/16/2026	382	B & C BUSINESS PRODUCTS	PRINTER DRUM FOR FINANCE DEPARTMENT	189.00
11	201	07/16/2026	52258	OKLAHOMA SCHOOLS ADVISORY COUNCIL	FY 2027 MEMBERSHIP DUES	850.00
11	202	07/16/2026	3539	QUEST DIAGNOSTICS	HS STUDENT DRUG TESTS FY 26-27	2,000.00
11	203	07/16/2026	382	B & C BUSINESS PRODUCTS	OFFICE SUPPLIES	340.00
11	204	07/16/2026	4921	AMAZON CAPITAL SERVICES	BOOKS FOR STAFF	1,367.75
11	205	07/16/2026	53540	OKTLE	OKTLE EVALUATION SOFTWARE AGREEMENT	15,355.00
11	206	07/16/2026	2993	OKACTE	REGISTRATION OKACTE SUMMIT - FCS	115.00
11	207	07/16/2026	2982	OK CAREER TECH	REGISTRATION FCS NEW TEACHER ACADEMY JULY 21	300.00
11	208	07/16/2026	1717	GRIMSLEY'S INC.	CUSTODIAL SUPPLIES - HAND SOAP	5,292.84
11	209	07/16/2026	1717	GRIMSLEY'S INC.	CUSTODIAL SUPPLIES - CAFETERIA TRASH LINERS	7,389.00
11	210	07/16/2026	1717	GRIMSLEY'S INC.	CUSTODIAL SUPPLIES - MEDIUM TRASH LINERS	3,930.00
11	211	07/16/2026	1717	GRIMSLEY'S INC.	DILUTION STATION CHEMICALS CUSTODIAL SUPPLIES	5,425.80
11	212	07/16/2026	1717	GRIMSLEY'S INC.	CUSTODIAL SUPPLIES	3,378.48
11	213	07/16/2026	4921	AMAZON CAPITAL SERVICES	FFA BEE KEEPING SUPPLIES	119.97
11	214	07/16/2026	775	CEV MULTIMEDIA LLC	BMITE ICEV LICENSES	5,460.00
11	215	07/16/2026	53153	PUBLIC CONSULTING GROUP LLC	MAC REIMBURSEMENT FEES	4,183.05

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 158 - 256, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	216	07/16/2026	3832	ARVEST BANK OPERATIONS, INC.	HOTEL FOR CPI TRAINING	680.00
11	217	07/16/2026	3488	PROJECT LEAD THE WAY, INC.	EVENT REGISTRATION DESIGN AND MODELING COURSE	1,200.00
11	218	07/16/2026	2993	OKACTE	OKACTE SUMMIT REGISTRATION AUGUST 2026 OKC	300.00
11	219	07/16/2026	2993	OKACTE	OKACTE SUMMIT REGISTRATION AUGUST 2026 OKC	300.00
11	220	07/16/2026	53154	OKLAHOMA HEALTH CARE AUTHORITY	STATE SHARE MEDICAID	11,525.54
11	221	07/18/2026	2704	MPOWER, INC.	CUSTODIAL & LANDSCAPE SERVICES	12,000.00
11	222	07/18/2026	382	B & C BUSINESS PRODUCTS	BLACK DRY ERASE MARKERS - TEACHER SUPPLIES	7,338.50
11	223	07/18/2026	382	B & C BUSINESS PRODUCTS	COLORLED MARKERS & SHARPIES - TEACHER SUPPLIES	6,381.60
11	224	07/18/2026	382	B & C BUSINESS PRODUCTS	SPECIAL MARKERS FOR D. FIX	6,774.00
11	225	07/18/2026	3797	SCHOOL SPECIALTY SUPPLY	BATTERIES FOR ALL SITES-DISTRICT SUPPLIES	755.28
11	226	07/18/2026	3797	SCHOOL SPECIALTY SUPPLY	OFFICE & TEACHER SUPPLIES FOR ELEMENTARY	5,654.85
11	227	07/21/2026	53196	T & W TIRE LLC	ROADSIDE ASSISTANCE FOR SPS VEHICLES	3,000.00
11	228	07/21/2026	52013	PLANBOOK INC	PLANBOOK SUBSCRIPTION	1,470.00
11	229	07/21/2026	4812	WOODBURN PRESS	STUDENT PLANNERS FOR SMS	3,357.20
11	230	07/21/2026	4518	TRESONA MULTIMEDIA, LLC	BAND MUSIC ARRANGING FEES	2,550.00
11	231	07/21/2026	2020	INSTRUCTURE, INC.	CANVAS OKLAHOMA ELIGIBILITY DASHBOARD	47,826.00
11	232	07/22/2026	53537	CONOVER CREW COLLECTIVE LLC	SANGRE RIDGE WALL MURAL	2,000.00
11	233	07/22/2026	3797	SCHOOL SPECIALTY SUPPLY	TEACHER SUPPLIES	1,941.16
11	234	07/22/2026	4103	STILLWATER MILLING COMPANY	HERBICIDE SEDGEHAMMER - SOFTBALL FIELD	82.99
11	235	07/22/2026	52819	E.L. ACHIEVE, INC	INSTRUCTION HANDBOOK	1,256.00
11	236	07/22/2026	4921	AMAZON CAPITAL SERVICES	TEACHER SUPPLIES	210.10
11	237	07/23/2026	1370	ERIC ARMIN INC.	CALCULATORS	43,446.63
11	238	07/24/2026	52433	RHONDA RINGER-RILEY	PIANO TUNING & REPAIR	320.00
11	239	07/27/2026	52635	OKLAHOMA SCHOOL PLANT MGMT. ASSC.	PROFESSIONAL ORGANIZATION MEMEBERSHIP	200.00
11	240	07/27/2026	382	B & C BUSINESS PRODUCTS	MAGNETIC DRY ERASE BOARDS SUMMER MONTGOMERY ROOM	865.70
11	241	07/27/2026	3858	SHAR PRODUCTS COMPANY	ORCHESTRA INSTRUMENTS	2,388.60
11	242	07/27/2026	2993	OKACTE	REGISTRATION FEES OKACTE SUMMIT AUG 3-4 IN TULSA	335.00
11	243	07/27/2026	52819	E.L. ACHIEVE, INC	CONTENT MODULES	1,176.00
11	244	07/28/2026	1717	GRIMSLEY'S INC.	TOILET BOWL CLEANER	1,327.80
11	245	07/28/2026	53437	THE I LOVE U GUYS FNDTN	SRP LIVESTREAM ZOOM FOR STAFF	2,500.00
11	246	07/28/2026	4921	AMAZON CAPITAL SERVICES	SEYMAC CASE FOR IPAD	23.99
11	247	07/28/2026	80124	ROBERT A BRANSCUM	REIMBURSEMENT FOR OKACTE CONF REG	75.00

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 158 - 256, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	248	07/29/2026	1717	GRIMSLEY'S INC.	NITRILE GLOVES - CUSTODIAL SUPPLIES	13,382.50
11	249	07/29/2026	53357	NAESP	REGISTRATION/NSL	435.00
11	250	07/29/2026	53465	HAL BOWMAN INCORPORATED	PROFESSIONAL DEVELOPMENT	13,500.00
11	251	07/29/2026	4193	SWEETWATER SOUND LLC	ORCHESTRA INSTRUMENTS	3,108.47
11	252	07/29/2026	3161	ORION SECURITY SOLUTIONS	DISTRICT SECURITY CAMERAS	114,173.80
11	253	07/29/2026	1215	DREW EICHELBERGER	PROFESSIONAL DEVELOPMENT	4,099.00
11	254	07/29/2026	53509	TANGO FLIGHT INC	AVIATION SUPPLIES	1,600.00
11	255	07/29/2026	2432	LOWE'S HOME IMPROVEMENT CENTER	TANGO FLIGHT SUPPLIES	1,000.00
11	256	07/29/2026	53141	AUTRY AREA VOCATIONAL SCHOOL	CPR COMPLETION CARDS FOR STAFF	120.00

Non-Payroll Total:	\$752,994.16
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Payroll Total:	\$0.00
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Balance Forward:	\$0.00
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Report Total:	\$752,994.16
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Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 3 - 3, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	3	07/14/2026	4591	ULINE	CONVEX SAFETY MIRROR	78.77
Non-Payroll Total:						\$78.77
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$78.77

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 31 - 37, Fund(s): CHILD NUTRITION PROGRAMS
FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	31	07/09/2026	1393	EWING ELECTRIC MOTORS	HOBART DISPOSAL PARTS & LABOR - SANGRE RIDGE	1,005.68
22	32	07/13/2026	4921	AMAZON CAPITAL SERVICES	FIRST AID SUPPLIES	623.70
22	33	07/16/2026	1037	ACE MART RESTAURANT SUPPLY COMPANY	KITCHEN EQUIPMENT	1,000.00
22	34	07/16/2026	52948	KILYNN JARETT NORRIS	ELECTRICAL LINES, OUTLETS, & POWER WHIPS	660.00
22	35	07/21/2026	53119	THE OKC FOOD HUB INCORPORATED	PRODUCE FY 2026-2027	10,000.00
22	36	07/21/2026	3832	ARVEST BANK OPERATIONS, INC.	CHIPOTLE MEXICAN GRILL - CATERING	175.00
22	37	07/21/2026	1037	ACE MART RESTAURANT SUPPLY COMPANY	KITCHEN EQUIPMENT	2,000.00

Non-Payroll Total:	\$15,464.38
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$15,464.38

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 2 - 5, Fund(s): BOND FUND 31

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
31	2	07/21/2026	52762	TYLER TECHNOLOGIES INC	RENEWAL FOR GO DATA PLAN 8/1/2026-6/30/2027	1,155.44
31	3	07/22/2026	4977	505 ARCHITECTS LLC	SPS COUCH PARK SOFTBALL & BASEBALL INDOOR TRNG FAC	69,500.00
31	4	07/23/2026	53066	PLAYCORE WISCONSIN, INC	DEMO SANGRE RIDGE PLAYGROUND	15,000.00
31	5	07/27/2026	53451	THE ROSS GROUP CONSTRUCTION LLC	SPS HS ATHLETICS PHASE 1 FIELD HOUSE RENO PROJECT	14,310.00

Non-Payroll Total: \$99,965.44**Payroll Total:** \$0.00**Balance Forward:** \$0.00**Report Total:** \$99,965.44

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 1 - 10, Fund(s): BOND FUND 33

Fund	PO No	Date	Vendor	Description	Amount
BOND FUND 33	1	07/27/2026	PALEN MUSIC CENTER, INC	BAND INSTRUMENTS	100,203.70
BOND FUND 33	2	07/27/2026	505 ARCHITECTS LLC	SO07 SPS BOND 2023 HS ATH PHASE 1 - AMENDMENT 1	374,924.33
BOND FUND 33	3	07/27/2026	505 ARCHITECTS LLC	SO20 HS BOND 2023 HS PHASE 2 PA WING	134,194.59
BOND FUND 33	4	07/27/2026	WILLOWBROOK, INC	HS ATHLETICS PHASE 1 CIVIL & LANDSCAPE PKG	4,640,781.97
BOND FUND 33	5	07/27/2026	TRAFERA HOLDINGS, LLC	INSTALLATION OF HARDWARE AT THE NEW HS	22,126.00
BOND FUND 33	6	07/29/2026	AMERICAN DIGITAL SCOREBOARDS LLC	SCORETABLE WITH BACKLITE DISPLAY	11,910.00
BOND FUND 33	7	07/29/2026	WILLOWBROOK, INC	HS ATHLETICS PH 1 DEMO PKG	917,570.86
BOND FUND 33	8	07/29/2026	UNITED SYSTEMS LLC	HS PHONE SYSTEM	9,210.00
BOND FUND 33	9	07/30/2026	SEON DESIGN USA CORP	VMAX COMMANDER RENEW FOR SPS VEHICLES FY 25-26	2,025.00
BOND FUND 33	10	07/30/2026	SEON DESIGN USA CORP	VMAX COMMANDER RENEWAL FOR SPS VEHICLES FY 26-27	2,830.50
Non-Payroll Total:					\$6,215,776.95
Payroll Total:					\$0.00
Balance Forward:					\$0.00
Report Total:					\$6,215,776.95

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 96 - 148, Fund(s): BOND FUND 34

Fund	PO No	Date	Vendor	Description	Amount
BOND FUND 34	96	07/08/2026	HOWARD TECH SOLUTIONS	SECURLY ONLINE MONITORING	20,218.00
BOND FUND 34	97	07/08/2026	MW PRESSURE WASHING	HS STADIUM - PRESSURE WASHING	800.00
BOND FUND 34	98	07/13/2026	HOWARD TECH SOLUTIONS	SECURLY ONLINE MANAGEMENT	35,469.74
BOND FUND 34	99	07/13/2026	RK BLACK INC	COPIER MAINTANCE AND COPIES	70,080.00
BOND FUND 34	100	07/13/2026	STOLHAND WELLS PLUMBING	HVAC REPAIRS	1,000.00
			HEATING AIR		
BOND FUND 34	101	07/13/2026	ONENET	INTERNET SERVICES	6,975.96
BOND FUND 34	102	07/13/2026	BRETT MCKEE DEVELOPMENT INC	PAC LEAK REPAIRS (36'AFF)	7,455.00
BOND FUND 34	103	07/13/2026	BRETT MCKEE DEVELOPMENT INC	JH RESTROOM PRIVACY PARTITIONS	7,350.00
BOND FUND 34	104	07/13/2026	DARR EQUIPMENT, LP	PREVENTIVE MAINTENANCE FOR FORKLIFTS	376.00
BOND FUND 34	105	07/13/2026	NATE'S TREE SERVICE, LLC	REMOVE SPLIT LACE BARK ELM	1,250.00
BOND FUND 34	106	07/13/2026	NATE'S TREE SERVICE, LLC	REMOVE 2 DEAD TREES	3,875.00
BOND FUND 34	107	07/13/2026	NATE'S TREE SERVICE, LLC	REMOVE LIMBS, TRIM TREES & CLEAN AREAS	5,525.00
BOND FUND 34	108	07/13/2026	AMAZON CAPITAL SERVICES	REFLECTIVE BIRD DETERRENTS	300.80
BOND FUND 34	109	07/13/2026	P & K EQUIPMENT, INC	3 CANOPIES FOR MOWERS	507.00
BOND FUND 34	110	07/13/2026	LOCKE SUPPLY CO	WATER HEATER REPLACEMENT	658.43
BOND FUND 34	111	07/13/2026	STILLWATER WINNELSON CO.	HP FAUCET REPLACEMENT	375.00
BOND FUND 34	112	07/13/2026	EWING ELECTRIC MOTORS	HP GEO PUMP REPLACEMENT	3,793.46
BOND FUND 34	113	07/14/2026	UNITED RENTALS	EQUIPMENT RENTAL	1,500.00
BOND FUND 34	114	07/14/2026	BLUEBEAM INC	SOFTWARE	700.00
BOND FUND 34	115	07/14/2026	AMAZON CAPITAL SERVICES	COMPUTER MICE	500.00
BOND FUND 34	116	07/14/2026	AMAZON CAPITAL SERVICES	PATCH CABLES	431.90
BOND FUND 34	117	07/14/2026	U.S. BANK NATIONAL ASSC.	COPIER LEASE	10,011.00
BOND FUND 34	118	07/16/2026	NEOCOM SOFTWARE CORPORATION	TRBONET AGENT SOFTWARE FOR RADIO NETWORK	1,425.00
BOND FUND 34	119	07/16/2026	CONSOLIDATED ELEC DISTRIBUTORS INC	LIGHTING FOR WR & HP	15,737.00
BOND FUND 34	120	07/16/2026	EWING ELECTRIC MOTORS	WW AC MOTOR REPAIR	220.00
BOND FUND 34	121	07/17/2026	EWING ELECTRIC MOTORS	EMERGENCY PO FOR HVAC FAN MOTORS	3,319.68
BOND FUND 34	122	07/18/2026	AIR & EARTH INC	AHERA DOCUMENT HOLDER	3,000.00
BOND FUND 34	123	07/18/2026	HUNZICKER BROTHERS INC	JH FLUORESCENT T8 BULBS	433.80
BOND FUND 34	124	07/18/2026	NATHAN D LENCH	TERMITE CONTROL IN THE GYM AT THE JH	1,100.00
BOND FUND 34	125	07/18/2026	NATHAN D LENCH	PEST CONTROL	500.00
BOND FUND 34	126	07/20/2026	MONOPRICE, INC.	PATCH CABLES NEW HIGH SCHOOL	538.00
BOND FUND 34	127	07/22/2026	HAMMOND FIRE SYSTEMS, LLC	FIRE EXTINGUISHER INSPECTIONS	7,250.00
BOND FUND 34	128	07/22/2026	AMAZON CAPITAL SERVICES	HS INSTALL TECHNOLOGY SUPPLIES	2,162.28
BOND FUND 34	129	07/22/2026	FARHA WHOLESALE CO	TOILET TISSUE	6,676.32
BOND FUND 34	130	07/22/2026	DECKER INC	MOUNTING BRACKETS, LEAK GRABBER, HOOK	2,045.55

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 96 - 148, Fund(s): BOND FUND 34

Fund	PO No	Date	Vendor	Description	Amount
BOND FUND 34	131	07/22/2026	ULINE	STORAGE FILING BOXES, PALLET WHEEL,STORAGE BIN	437.33
BOND FUND 34	132	07/22/2026	KILYNN JARETT NORRIS	VO AG ADD 2 CURCUITS FOR PUMP IN GREEN HOUSE	1,100.00
BOND FUND 34	133	07/22/2026	TKO EQUIPMENT, SALES & RENTAL LLC	16 ' LAWN TRAILER	4,800.00
BOND FUND 34	134	07/22/2026	KILYNN JARETT NORRIS	ADD POWER TO BOOK VENDING MACHINE	935.00
BOND FUND 34	135	07/22/2026	KINNUNEN SALES & RENTALS	PLANER TOOL FOR ALL DOORS	249.99
BOND FUND 34	136	07/23/2026	HAMMOND FIRE SYSTEMS, LLC	FIRE SPRINKLER INSPECTIONS	7,250.00
BOND FUND 34	137	07/23/2026	STILLWATER WINNELSON CO.	ADDING OUTLETS TO THE VO AG GREEN HOUSE	636.66
BOND FUND 34	138	07/23/2026	STILLWATER WINNELSON CO.	GREASE GUN	280.00
BOND FUND 34	139	07/27/2026	CROWD COMFORT INC	CUSTODIAL MANAGEMENT SOFTWARE SUBSCRIPTION	35,280.00
BOND FUND 34	140	07/29/2026	AUTOMATION INTEGRATED, LLC	JOB 24-2533 SPS - OES BLDG DDC UPGRADE	23,425.00
BOND FUND 34	141	07/29/2026	NOREGON SYSTEMS, LLC	JPRO SOFTWARE ANNUAL RENEWAL 26-27	2,199.00
BOND FUND 34	142	07/29/2026	TRAFERA HOLDINGS, LLC	STUDENT CHROMEBOOK LEASE	120,485.00
BOND FUND 34	143	07/29/2026	TRAFERA HOLDINGS, LLC	STUDENT CHROMEBOOK LEASE	178,678.00
BOND FUND 34	144	07/29/2026	SIGMA TECHNOLOGY FUND LLC	ERATE PREPARATION AND PROCESS	11,907.76
BOND FUND 34	145	07/29/2026	WALMART LOCAL	Y FAUCET SPLITTERS & RAIN BARREL SPIGOT	93.55
BOND FUND 34	146	07/29/2026	LOCKE SUPPLY CO	REPLACEMENT SINK	1,806.35
BOND FUND 34	147	07/29/2026	LOCKE SUPPLY CO	FAUCET & CONNECTOR FOR MS	378.04
BOND FUND 34	148	07/29/2026	STILLWATER WINNELSON CO.	WATER FOUNTAIN REPLACEMENT	390.00

Non-Payroll Total:	\$613,891.60
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Payroll Total:	\$0.00
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Balance Forward:	\$0.00
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Report Total:	\$613,891.60
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Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 1 - 1, Fund(s): GIFT FUND

Fund	PO No	Date	Vendor	Description	Amount
GIFT FUND	1	07/18/2026	HOWARD TECH SOLUTIONS	CHROMEBOOK CASES	798.00
Non-Payroll Total:					\$798.00
Payroll Total:					\$0.00
Balance Forward:					\$0.00
Report Total:					\$798.00



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Tyler Bridges, Superintendent
DATE: August 11, 2026

AGENDA ITEM:

Sanctioned Accounts for FY 2026-2027

BOARD ACTION REQUESTED:

Motion to Approve Annual Sanctioned Accounts for FY 2026-2027

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
JUL 6 2026

PAID JUL 26 2026

STILLWATER BOARD OF EDUCATION

CFBB-E

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: 7/23/2026

Select One: Initial Application _____ Renewal X

Name of Sanctioned Organization:

Lady Pioneers Basketball Booster Club

Official Mailing Address for the organization:

314 Lewis Street, Stillwater, OK 74074

Organization's Taxpayer I.D. Number: 99-4373856

Organization President

Organization Treasurer

Name: Beth Streeter

Name: Cecilia Wagner

Phone: 918.720.1110

Phone: 979.324.3933

Email: osubeth7@yahoo.com

Email: texaswagners@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: To provide financial support for the Lady Pioneers Basketball teams.

Organizations's Website and/or Social Media Accounts: _____

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

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

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

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

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

Adoption Date: February 8, 2000

**Revision Date(s): 2/14/06, 6/15/10, 08/14/12,
10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22,
6/10/25**

Page 1 of 5

APPLICATION FOR SANCTIONING (Cont.)

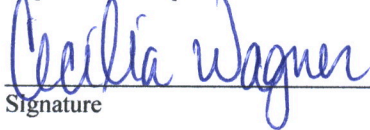
Instructions for Completing Application:

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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:

Chief Financial Officer
314 S. Lewis
Stillwater, OK 74074
7. Signing this form certifies that you agree to attend mandatory district training.

Cecilia Wagner/Treasurer

Organization Representative/Office Name and Position (printed)


Signature

Date

7/22/20

Talby Justus/Coach

School Faculty Sponsor / Athletic Coach Name (printed)


Signature

Date

7/25/22

STILLWATER BOARD OF EDUCATION**CFBB-E****APPLICATION FOR SANCTIONING (Cont.)****ORGANIZATION/ASSOCIATION
UNAUDITED CASH FLOW STATEMENT FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 – JUNE 30)**Name of Organization/Association: Lady Pioneers Basketball Booster ClubFINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-2026Beginning Cash Balance, July 1, 2025

\$ 11775.88

Collections:

Fundraiser, Merchandise Sales, Etc.

\$ 5634.20

Donations

\$

Parent/Student Contributions

\$

Other (list):

camp fees

\$ 1381.00

\$

\$

Total Collections

\$ 7015.20

Expenditures:

Fundraising Expenses

\$ 252.62

Other (list):

Camp costs

\$ 2211.47

Camp Costs - referees

\$ 365.00

Printing

\$ 2275.79

gear

\$ 3314.00

Banquet/homecoming/sr night

\$ 1578.72

snacks/away meals/food

\$ 1088.15

Misc.

\$ 4.91

\$

Total Expenditures

\$ 11090.66

Ending Cash Balance, June 30, 2026

\$ 7700.42

\$ 7600.42

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 2025-2026 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: Cecilia WagnerDate: 7/22/26Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

Adoption Date: February 8, 2000

Revision Date(s): 2/14/06, 6/15/10, 08/14/12,
10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22,
6/10/25

Page 3 of 5

STILLWATER BOARD OF EDUCATION**CFBB-E****APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: Lady Pioneers Basketball Booster Club**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2026-2027**

Beginning Cash Balance, July 1, 2026		\$ 7700.42
Collections:		
Fundraiser, Merchandise Sales, Etc.	\$ 6000.00	
Donations	\$ 1000.00	
Parent/Student Contributions	\$ 2500.00	
Other (list):		
Camp Fees	\$ 1000.00	
	\$	
	\$	
Total Collections		\$ 10500.00
Expenditures:		
Fundraising Expenses	\$	
Other (list):		
Camp costs	\$ 1700.00	
Camp Costs - referees	\$ 1000.00	
Printing	\$ 2190.00	
Gear	\$ 4650.00	
snacks/away meals/food	\$ 2700.00	
Banquet/homecoming/sr night	\$ 1350.00	
Misc.	\$ 400	
	\$	
Total Expenditures		\$ 13990.00
Ending Cash Balance, June 30, 2027		\$ 3200.00

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 2026-2027 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: Cecilia WagnerDate: 7/22/26Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

Adoption Date: February 8, 2000**Revision Date(s): 2/14/06, 6/15/10, 08/14/12,
10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22,
6/10/25****Page 4 of 5**

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 2025-2026 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: Kevin WagnerDate: 7/22/26Representative: [Signature]Date: 7/21/26

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____

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: 7/5/26Select One: Initial Application _____ Renewal ☒

Name of Sanctioned Organization:

Sangre Ridge Elementary PTO

Official Mailing Address for the organization:

2500 S Sangre Rd. Stillwater, OKOrganization's Taxpayer I.D. Number: 84-241207074074

Organization President

Organization Treasurer

Name: Heidi WalkerName: Kailee HolmesPhone: 4057475480Phone: 5803074493Email: heide.k.walker@gmail.comEmail: Kaileeholmes23@yahoo.com

Organization's Purpose, Goals, and the Benefit to District Students:

Provide support and services to teachers, staff, and parents of Sangre Ridge students.

Organizations's Website and/or Social Media Accounts:

Sangre Ridge Elementary PTO Facebook, Sangre Ridge PTO Instagram

(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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:

Chief Financial Officer
314 S. Lewis
Stillwater, OK 74074

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

Kailee Holmes Treasurer
Organization Representative/Office Name and Position (printed)

Kailee Holmes
Signature

7/5/26
Date

Cami Patzkowski
School Faculty Sponsor / Athletic Coach Name (printed)

Cami Patzkowski
Signature

7-5-26
Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Sangre Ridge PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-2026

Beginning Cash Balance, July 1, 2025

\$ 81,300.66

Collections:

Fundraiser, Merchandise Sales, Etc.

\$ 96,171.08

Donations

\$

Parent/Student Contributions

\$

Other (list):

membership

\$ 1500

yearbook

\$ 3906.82

playground improvement

\$ 81512.38

Total Collections

\$ 183,090.28

Expenditures:

Fundraising Expenses

\$ 14,643.67

Other (list):

PTO operating cost

\$ 2984.99

Teacher appreciation

\$ 4434.54

5th grade

\$ 4518.42

playground improvement

\$ 225,713.98

Field trips

\$ 601.35

Total Expenditures

\$ 252,896.65

Ending Cash Balance, June 30, _____

\$ 11,494.29

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 25-26 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: Kailee Holmes

Date: 7/5/26

Title: Treasurer

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: Sangre Ridge PTOFINANCIAL ACTIVITY FOR SCHOOL YEAR 2026-2027Beginning Cash Balance, July 1, 2026\$ 11,494.29

Collections:

Fundraiser, Merchandise Sales, Etc.

\$ 90,000

Donations

\$

Parent/Student Contributions

\$

Other (list):

membership\$ 1500yearbook\$ 4000playground\$ 80000

Total Collections

\$ 186,994.29

Expenditures:

Fundraising Expenses

\$ 15,000

Other (list):

PTO operating\$ 3,000Teacher appreciation\$ 5,0004th grade\$ 4,500playground improvement\$ 160,000 (to complete phase 2 & 3)Field trip\$ 600

\$

\$

\$

Total Expenditures

\$ 188,100Ending Cash Balance, June 30, 2027\$ 10,388.29

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: Kailee HolmesDate: 7/5/26Title: Treasurer

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 25-26 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: Karlie HolmesDate: 7/5/26✓ Representative: CaptainDate: 7/5/26✓ Representative: Officer SeefeldtDate: 7/5/26

Representative: _____

Date: _____

Representative: _____

Date: _____

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: 7/2/24Select One: Initial Application _____ Renewal X _____

Name of Sanctioned Organization:

Will Rogers Elementary PTA

Official Mailing Address for the organization:

1211 N Washington St. Stillwater, OK, 74045Organization's Taxpayer I.D. Number: 73-1016553**Organization President****Organization Treasurer**Name: Natalie PaigeName: Chelsea HendrixPhone: 9188518724Phone: 4054083521Email: paigefarmok@gmail.comEmail: cedudek@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: the PTA (Parent Teacher Association) is a formal
organization of parents, teachers, and staff dedicated to supporting students. They bridge the gap between home and school by
organizing educational enrichment programs, raising funds for classroom resources, hosting community events.

Organizations's Website and/or Social Media Accounts: https://www.facebook.com/profile.php?id=61556337871334
https://willrogerselm.givebacks.com/shop

(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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:

Chief Financial Officer
314 S. Lewis
Stillwater, OK 74074

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

Natalie Paige- President

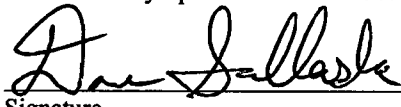
Organization Representative/Office Name and Position (printed)


Signature

7/2/26
Date

Dane Sallaska

School Faculty Sponsor / Athletic Coach Name (printed)


Signature

07/02/2026
Date

STILLWATER BOARD OF EDUCATION**CFBB-E****APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: Will Rogers Elementary PTA**FINANCIAL ACTIVITY FOR SCHOOL YEAR 25-26**Beginning Cash Balance, July 1, 2025

\$ 38753.25

Collections:

Fundraiser, Merchandise Sales, Etc.

\$ 21866.15

Donations

\$ 55.02

Parent/Student Contributions

\$ 0

Other (list):

\$

\$

\$

Total Collections

\$ 21921.17

Expenditures:

Fundraising Expenses

\$ 9558.62

Other (list):

Teacher & Classroom Grants

\$ 2289.61

Field trips/ pizza party

\$ 4758

State Membership dues

\$ 620

Meals and Teacher Apprication

\$ 2312.80

Insurance

\$ 630

School Improvements

\$ 1563.44

\$

\$

Total Expenditures

\$ 21732.47

Ending Cash Balance, June 30, 26

\$ 38941.91

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 25-26 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: Natalie PaigeDate: 7/2/26Title: president

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

Adoption Date: February 8, 2000

Revision Date(s): 2/14/06, 6/15/10, 08/14/12,
10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22,
6/10/25

Page 3 of 5

STILLWATER BOARD OF EDUCATION**CFBB-E****APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: Will Rogers Elementary PTA**FINANCIAL ACTIVITY FOR SCHOOL YEAR 26-27**Beginning Cash Balance, July 1, 26\$ 38,941.91

Collections:

Fundraiser, Merchandise Sales, Etc.

\$ 12500

Donations

\$ 200

Parent/Student Contributions

\$ 0

Other (list):

\$\$\$

Total Collections

\$ 12700

Expenditures:

Fundraising Expenses

\$ 2000

Other (list):

Insurance

\$ 635

member dues

\$ 650

Teacher & Classroom Grant

\$ 5,000.00

Field trips/ pizza party

\$ 7000

Teacher Appreciation

\$2,000.0

School Improvements

\$ 10,000.00\$\$

Total Expenditures

\$ 27,285Ending Cash Balance, June 30, 27\$ 11,656.91

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 26-27 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: Natalie Paige

Date: _____

Title: president

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

Adoption Date: *February 8, 2000*Revision Date(s): *2/14/06, 6/15/10, 08/14/12,
10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22,
6/10/25*

Page 4 of 5

STILLWATER BOARD OF EDUCATION**CFBB-E****APPLICATION FOR SANCTIONING (Cont.)****ORGANIZATION/ASSOCIATION
INDEPENDENT REVIEW CERTIFICATION**

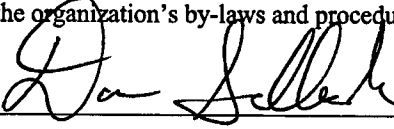
This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with 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 26-27 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: Date: 07/02/2026Representative: Date: 7/2/26

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____

*Adoption Date: February 8, 2000**Revision Date(s): 2/14/06, 6/15/10, 08/14/12,
10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22,
6/10/25**Page 5 of 5*

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: 07/06/2026 Select One: Initial Application _____ Renewal XX

Name of Sanctioned Organization: Stillwater Band Boosters

Official Mailing Address for the organization: 2511 E Will Rogers Dr., Stillwater, OK 74075

Organization's Taxpayer I.D. Number: 27-1199428

Organization President

Name: Kerry McNickle

Phone: 405-880-2897

Email: kerry.mcnicke@yahoo.com

Organization Treasurer

Name: Candace Thrasher

Phone: 405-326-8777

Email: cmthrasher1@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: _____

To assist financially and logistically to optimize the experience of the students and staff in the Stillwaer Pioneer Band program.

Organizations's Website and/or Social Media Accounts: stillwaterbands.org

Facebook: Stillwater Band Alumni, Students & Supports/Instagram: stwbands

(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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:

Chief Financial Officer
314 S. Lewis
Stillwater, OK 74074
7. Signing this form certifies that you agree to attend mandatory district training.

Candace Thrasher, Treasurer

Organization Representative/Office Name and Position (printed)

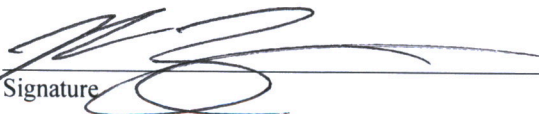

Signature

07/06/2026

Date

Kevin Zamborsky

School Faculty Sponsor / Athletic Coach Name (printed)


Signature

07/06/2026

Date

STILLWATER BOARD OF EDUCATION**CFBB-E****APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: Stillwater Band BoostersFINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-2026Beginning Cash Balance, July 1, 2025 \$ 55,629.15

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>32,062.07</u>
Donations	\$ <u>87,045.33</u>
Parent/Student Contributions	\$ <u>258,931.66</u>
Other (list):	
Bank/Interest	\$ <u>1,299.89</u>
Internal Account Transfers	\$ <u>9,500.00</u>
Travel/Events	\$ <u>211,098.53</u>

Total Collections \$ 599,937.48

Expenditures:

Fundraising Expenses	\$ <u>3,447.22</u>
Other (list):	
Hospitality	\$ <u>55,278.01</u>
Instructional	\$ <u>46,064.87</u>
Operational	\$ <u>1,107.39</u>
Scholarships	\$ <u>1,250</u>
Uniforms/Student Apparel	\$ <u>39,022.96</u>
Internal Account Transfers	\$ <u>22,835.29</u>
Equipment/Props	\$ <u>9,102.97</u>
Travel/Events	\$ <u>359,491.93</u>

Total Expenditures \$ 537,600.64Ending Cash Balance, June 30, 2026 \$ 117,965.99

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 2026-2027 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: Candace ThrasherDate: 07/06/2026Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

Adoption Date: February 8, 2000Revision Date(s): 2/14/06, 6/15/10, 08/14/12,
10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22,
6/10/25Page 3 of 5

STILLWATER BOARD OF EDUCATION**CFBB-E****APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: Stillwater Band BoostersFINANCIAL ACTIVITY FOR SCHOOL YEAR 2026-2027

Beginning Cash Balance, July 1, 2026		\$ 117,965.99
Collections:		
Fundraiser, Merchandise Sales, Etc.	\$ 25,000.00	
Donations	\$ 40,000.00	
Parent/Student Contributions	\$ 150,000.00	
Other (list):		
Bank/Interest	\$ 1,200.00	
Internal Account Transfers	\$ 9,500.00	
Travel/Events	\$ 75,000.00	
Total Collections		\$ 418,665.99
Expenditures:		
Fundraising Expenses	\$ 3,500.00	
Other (list):		
Hospitality	\$ 80,000.00	
Travel/Events	\$ 100,000.00	
Instructional	\$ 50,000.00	
Operational	\$ 1,500.00	
Scholarships	\$ 2,500.00	
Uniforms/Student Apparel	\$ 50,000.00	
Internal Account Transfers	\$ 15,000.00	
Equipment/Props	\$ 15,000.00	
Total Expenditures		\$ 317,500.00
Ending Cash Balance, June 30, 2027		\$ 219,131.98

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 2026-2027 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: Candace ThrasherDate: 07/06/2026Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

Adoption Date: February 8, 2000Revision Date(s): 2/14/06, 6/15/10, 08/14/12,
10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22,
6/10/25

Page 4 of 5

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 2025-2026 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: K LoperDate: 6/2/26Representative: Sandra WhiteDate: 7/4/26

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____

STILLWATER BOARD OF EDUCATION**CFBB-E****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: 7/10/2026Select One: Initial Application ☒ Renewal ☐

Name of Sanctioned Organization:

Stillwater Cross Country

Official Mailing Address for the organization:

2202 S. Black Oak Dr. Stillwater OK 74074Organization's Taxpayer I.D. Number 84-1756089**Organization Representatives (Leadership Team)****Organization Representatives (Leadership Team)**Name: Tamara MixName: Elizabeth Jackson/Grace WeimanPhone: 405-762-2133Phone: 580-716-1503 / 405-714-2674Email: tamaralmix0810@gmail.comEmail: Elijacks86@gmail.com / gracewieman@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: _____

The organization is designed and operated for charitable and educational purposes related to SPS XC activities.

Organizations's Website and/or Social Media Accounts: Facebook: Pioneer Distance XC Booster ClubInstagram: run4shs

(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.

Adoption Date: February 8, 2000
**Revision Date(s): 2/14/06, 6/15/10, 08/14/12,
10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22,
6/10/25**
Page 1 of 5

APPLICATION FOR SANCTIONING (Cont.)Instructions for Completing Application:

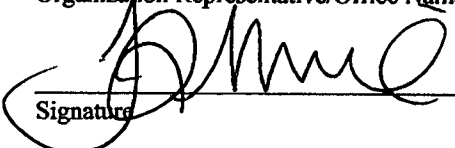
1. Read policies CFBB and CFBB-P and complete this application: the cash flow statement for the prior school year, the cash flow statement estimate for the future school year and the independent audit review certification. If necessary, use additional sheets of paper.
2. Attach twelve (12) months of 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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:

Chief Financial Officer
314 S. Lewis
Stillwater, OK 74074

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

Tamara Mix (Leadership Team Member)

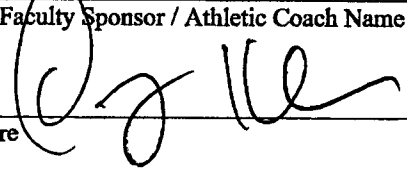
Organization Representative/Office Name and Position (printed)

Signature 

Date 7/8/26

Doug Klepper

School Faculty Sponsor / Athletic Coach Name (printed)

Signature 

Date 7/8/26

STILLWATER BOARD OF EDUCATION**CFBB-E****APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: Stillwater Cross CountryFINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-2026

Beginning Cash Balance, July 1, 2025	\$ 1573.00
Collections:	
Fundraiser, Merchandise Sales, Etc.	\$ 17,580.93
Donations	\$ 2155.00
Parent/Student Contributions	\$ 1853.00
Other (list):	\$
	\$
	\$
Total Collections	\$ 21570.93
Expenditures:	
Fundraising Expenses	\$ 5944.28
Other (list):	
[see attached sheet] Items include:	\$ 11,170.72
Insurance, Team Camp, Backpacks, Photographer	\$
Administrative costs, senior banners,	\$
Chile Pepper rooms and meals,	\$
senior gifts, awards, state qualifier shirts	\$
coach gifts, and banquet costs.	\$
	\$
	\$
Total Expenditures	\$ 17115.00
Ending Cash Balance, June 30, 2026	\$ 6028.93

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 2025-2026 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: [Signature]Date: 7/8/26Title: Leadership Team Member

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

Adoption Date: February 8, 2000**Revision Date(s): 2/14/06, 6/15/10, 08/14/12,
10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22,
6/10/25****Page 3 of 5**

STILLWATER BOARD OF EDUCATION**CFBB-E****APPLICATION FOR SANCTIONING (Cont.)****ORGANIZATION/ASSOCIATION
UNAUDITED CASH FLOW STATEMENT FOR UPCOMING SCHOOL YEAR (JULY 1 – JUNE 30)**Name of Organization/Association: Stillwater Cross Country**FINANCIAL ACTIVITY FOR SCHOOL YEAR 2026-2027**Beginning Cash Balance, July 1, 2026 [Expected to be similar to 2025-2026 year] \$ 6028.93**Collections:**

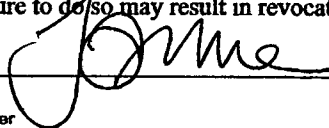
Fundraiser, Merchandise Sales, Etc.	<u>\$ 13,500.00</u>
Donations	<u>\$ 1500.00</u>
Parent/Student Contributions	<u>\$ 1850.00</u>
Other (list):	<u>\$</u>
	<u>\$</u>
	<u>\$</u>

Total Collections\$ 16,850.00**Expenditures:**

Fundraising Expenses	<u>\$ 6000.00</u>
Other (list):	
Items include but are not limited to:	<u>\$ 12,000.00</u>
Insurance, Team Camp, Backpacks, Photographer	<u>\$</u>
Senior Banners, Chile Peper rooms and meals,	<u>\$</u>
Jamboree t-shirts and snacks for fundraiser,	<u>\$</u>
senior gifts, awards, coach gifts, banquet costs,	<u>\$</u>
state qualifier shirts as needed, administrative items as needed.	<u>\$</u>
	<u>\$</u>
	<u>\$</u>

Total Expenditures\$ 17000.00Ending Cash Balance, June 30, 2027\$ 5878.93

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 2026-2027 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: Date: 7/8/26Title: Leadership Team Member

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

Adoption Date: February 8, 2000**Revision Date(s): 2/14/06, 6/15/10, 08/14/12,
10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22,
6/10/25****Page 4 of 5**

STILLWATER BOARD OF EDUCATION**CFBB-E****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 2025-2026 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____

*Adoption Date: February 8, 2000**Revision Date(s): 2/14/06, 6/15/10, 08/14/12,
10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22,
6/10/25**Page 5 of 5*

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: 7/1/20Select One: Initial Application ☐ Renewal ☒

Name of Sanctioned Organization:

Stillwater High School varsity Pom BoosterOfficial Mailing Address for the organization: 3406 S canopy Ln., Stillwater, OK ClubOrganization's Taxpayer I.D. Number: 20-270871874074

Organization President

Name: Kendra RiderPhone: (405) 334-2395Email: kendra.ridervale@gmail.com

Organization Treasurer

Name: Mindy GoffPhone: (417) 825-0333Email: cmgoffclub@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: The purpose of this organization is to assist and support the SHS pom squad with activities, fundraising, and financial support.

Organizations's Website and/or Social Media Accounts: Website - sites.google.com/stillwaterschools.com/spirtsquad/about

(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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
- ✓4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
- ✓5. Sign and date this application and have the school faculty sponsor review and sign (required).
- ✓6. Email or deliver the application and attachments to:

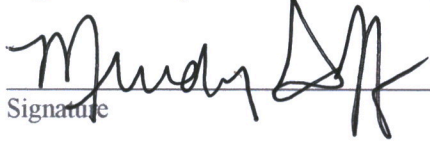
Chief Financial Officer
314 S. Lewis
Stillwater, OK 74074

- ✓7. Signing this form certifies that you agree to attend mandatory district training.

Kendra Rider (president)

Mindy Goff (secretary/treasurer)

Organization Representative/Office Name and Position (printed)


Signature

Kendra Rider

Cami Patzkowski

(school rep/sponsor)

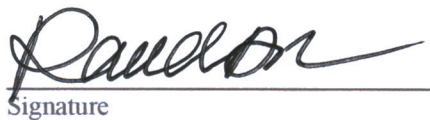


6/23/20

Date

Rachel Wilson (Head pom coach)

School Faculty Sponsor / Athletic Coach Name (printed)


Signature

6/23/20

Date

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
 UNAUDITED CASH FLOW STATEMENT FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 – JUNE 30) ^{23rd}

Name of Organization/Association: Stillwater High School Varsity Pom Booster

FINANCIAL ACTIVITY FOR SCHOOL YEAR 25-26

Club *OK*

Beginning Cash Balance, July 1, 2025

\$ 11,304.73

Collections:

Fundraiser, Merchandise Sales, Etc.

\$ _____

Donations

\$ _____

Parent/Student Contributions

\$ _____

Other (list):

\$ _____

\$ _____

\$ _____

} see attached

Total Collections

\$ 90,663.91

Expenditures:

Fundraising Expenses

\$ _____

Other (list):

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

} see attached

Total Expenditures

\$ 85,723.75

Ending Cash Balance, June 30, 2026 ^{23rd}

\$ 16,244.89 *OK*

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 25-26 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: Mindy Rider

Date: 6/23/26

Title: Secretary/Treasurer

president

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

STILLWATER BOARD OF EDUCATION

CFBB-E

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Stillwater High School Varsity Pom Booster Club
FINANCIAL ACTIVITY FOR SCHOOL YEAR 26-27

Beginning Cash Balance, July 1, <u>2026</u>	<u>proposed</u>	\$ <u>16,244.89</u>
Collections:		
Fundraiser, Merchandise Sales, Etc.	\$ _____	] cash/ck. \$19,000.00
Donations	\$ _____	
Parent/Student Contributions	\$ _____	
Other (list): <u>Venmo Transactions</u>	\$ <u>75,000.00</u>	
	\$ _____	
	\$ _____	
Total Collections		\$ <u>94,000.00</u>
Expenditures:		
Fundraising Expenses	<u>proposed</u>	\$ <u>22,000.00</u>
Other (list): <u>Uniforms & Poms</u>		\$ <u>10,000.00</u>
<u>Camp/Comp music & fees</u>		\$ <u>40,000.00</u>
<u>State championship expenses</u>		\$ <u>3,000.00</u>
<u>Choreo & Guest Consulting</u>		\$ <u>7,500.00</u>
<u>Food for team & choreographers</u>		\$ <u>2,000.00</u>
<u>Travel & hotel for chor</u>		\$ <u>2,000.00</u>
<u>Miscellaneous (gear/eq.)</u>		\$ <u>3,000.00</u>
	\$ _____	
Total Expenditures		\$ <u>89,500.00</u>
Ending Cash Balance, June 30, <u>2027</u>		\$ <u>20,744.89</u>

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 26-27 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: [Signature] Date: 6/23/26
Title: Secretary/treasurer president Kendra Rider

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 25-26 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.)

President

Representative:

Kendra Rider

Date:

6/23/26

Secretary/Treasurer

Representative:

Mindy [Signature]

Date:

6/23/26

School rep/sponsor

Representative:

Carly [Signature]

Date:

6/23/26

Head coach

Representative:

Daniel [Signature]

Date:

6/23/26

Representative: _____

Date: _____

RECEIVED JUL 26 2026 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: 7/22/2026 Select One: Initial Application _____ Renewal X
Name of Sanctioned Organization: SHS Lady Pioneer Softball Booster Club
Official Mailing Address for the organization: 601 S Washington St #146
Stillwater, OK 74074
Organization's Taxpayer I.D. Number: _____

Organization President

Name: Kelsey Vaughn
Phone: 918-607-7862
Email: Kels9382@gmail.com

Organization Treasurer

Name: Toby Deal
Phone: 405-338-8421
Email: real6deal@yahoo.com

Organization's Purpose, Goals, and the Benefit to District Students: Raise money to
ensure successful season for the Lady Pioneer Softball program.

Organizations's Website and/or Social Media Accounts: SHS Lady Pioneer Softball &
SHS Softball, Stillwater Lady Pioneer Softball - (all facebook)

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

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

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

Applicant 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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:

Chief Financial Officer
314 S. Lewis
Stillwater, OK 74074

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

Toby Deal Treasurer
Organization Representative/Office Name and Position (printed)

Signature

Date

Karie Linsenmeyer - Coach
School Faculty Sponsor / Athletic Coach Name (printed)

Signature

Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: SHS Lady Pioneer Softball Booster ClubFINANCIAL ACTIVITY FOR SCHOOL YEAR 2025Beginning Cash Balance, July 1, 2025\$ 22,211.94

Collections:

Fundraiser, Merchandise Sales, Etc.

\$ 9,585.00

Donations

\$ 40,092.73

Parent/Student Contributions

\$ 842.85

Other (list):

concession sales\$ 2,256.00adobe return\$ 99.99VENMO concession\$ 29.66

Total Collections

\$ 52,906.23

Expenditures:

Fundraising Expenses locker room remodel

\$ 30,091.32

Other (list):

coach stipends\$ 6,327.89concession\$ 2,286.17banquet\$ 4,299.71state tournament\$ 1,416.81in/out travel / KC / special rights\$ 5,099.11banner / yard signs\$ 1,652.97field supply / maintenance /\$ ~~2,000.00~~ 3927.51subscriptions / specials / dues\$ 3812.97Total Expenditures m & / coach's exp / fees2,733.20\$ 61,649.66Ending Cash Balance, June 30, 2026\$ 13,528.51

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 25-26 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: Toby DealDate: 7/18/2026Title: Treasurer

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: SHS Hardy Pioneer Softball Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2026

Beginning Cash Balance, July 1, 2026 \$ 13,528.51

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>11,500.00</u>
Donations	\$ <u>0</u>
Parent/Student Contributions	\$ <u>13,780.00</u>
Other (list):	
<u>Concession Sales</u>	\$ <u>2,500</u>
<u>Events / parking</u>	\$ <u>1,100</u>

Total Collections \$ 28,780

Expenditures:

Fundraising Expenses	\$
Other (list):	
<u>concessions</u>	\$ <u>2,300</u>
<u>tournaments/travel/fees</u>	\$ <u>3,000</u>
<u>Field Supply maintenance</u>	\$ <u>5,000</u>
<u>Banner / signs</u>	\$ <u>1,500</u>
<u>Banquet / Events</u>	\$ <u>4,500</u>
<u>Coaches stipends</u>	\$ <u>6,189.88</u>
<u>repairs - utility / facility</u>	\$ <u>2,800</u>
<u>subscriptions / socials</u>	\$ <u>3,800</u>

Total Expenditures \$ 29,089.88

Ending Cash Balance, June 30, 2027 \$ 13,218.63

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: Toby Drai Date: 7/18/2024

Title: Treasurer

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.

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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: Destiny GoreeDate: 8-30-26Representative: Jessica M. MullerDate: 8/30/26

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____

RECEIVED JUL 30 2026



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Tyler Bridges, Superintendent
DATE: August 11, 2026

AGENDA ITEM:

Annual Activity Fund Planning and Approval Packages for FY 2026-2027

BOARD ACTION REQUESTED:

Motion to Approve Annual Activity Fund Planning and Approval Packages for FY 2026-2027

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 2026-2027, a Report on the Prior Year Fund Subaccount Budget, and Fundraiser Request for 2026-2027

RECEIVED
JUL 22 2026

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2026-2027 Sponsor Name: Megan Sawyer-JohnsonName of Activity Fund: Library Account No : 803

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 the activity fund balance if it exceeds \$1000 and 30% of projected revenue:

--

PACKET CONTENTS:

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

* 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: 2026-2027

SITE: Skyline

ACCOUNT NAME: Library

PURPOSE

Library type income: advertising sales, awards/prizes, book fair sales, contest fees, contributions/donations, fees/fines/dues, BOE approved fundraisers, grants/scholarships, lost/damaged book fees, merchandise sales, redeposit of cash box start up, registrations, reimbursements/refunds/rebates, rental fees, student payments, ticket sales

SOURCE(S) OF INCOME

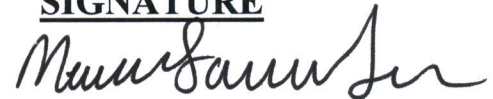
library type expenses: awards, advertising, books, cash box start up cash, competition expenses, custodial expenses, equipment/furnitures, fees/dues, fundraising expenses, meeting supplies and refreshments, newspapers, registrations, reimbursements/refunds, rental fees, subscriptions, supplies/materials and technology expenses. All approved BOE expenditures.

PLANNED EXPENSES

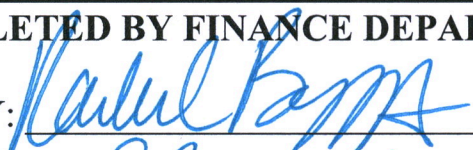
library type expenses: awards, advertising, books, cash box start up cash, competition expenses, custodial expenses, equipment/furnitures, fees/dues, fundraising expenses, meeting supplies and refreshments, newspapers, registrations, reimbursements/refunds, rental fees, subscriptions, supplies/materials and technology expenses. All approved BOE expenditures.

SPONSOR NAME

Megan Sawyer-Johnson

SIGNATURE**PRINCIPAL/DIRECTOR**

Natalie Fluty

SIGNATURE**TO BE COMPLETED BY FINANCE DEPARTMENT**APPROVED BY: 

DATE: 7/23/26

ACCOUNT NUMBER: 803 - Library

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2026-2027Sponsor Name: Megan Sawyer-JohnsonName of Activity Fund: Library Account No : 803

NEXT YEAR EST.

ACTUALS*

1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 \$ 877.23 \$

2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:

Donations \$ 1,000.00Dues/fees/fines \$ 250.00\$ \$ \$ \$ Total Revenues: \$ \$ 3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) \$ 2127.23 \$

4. EXPENDITURES AND ESTIMATED AMOUNTS:

Books/Supplies \$ 2,000.00\$ \$ \$ \$ \$ Total Expenditures: \$ 2,000.00 \$ 5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) \$ 127.23 \$

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

FUNDRAISER REQUEST

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

Reporting School Year: 2026-2027 Sponsor Name: Megan Sawyer-JohnsonName of Activity Fund: Library Account No : 803**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):****PURPOSE OF RAISING FUNDS:****FUNDRAISER DATES:** START _____ END _____**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. _____ - EST. EXP. _____ = EST. PROFIT _____

SPONSOR SIGNATURE_____
ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)_____
PRINCIPAL AUTHORIZATION_____
BOARD OF EDUCATION APPROVAL DATE**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

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

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE_____
FINANCIAL SECRETARY SIGNATURE



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Tyler Bridges, Superintendent
DATE: August 11, 2026

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:

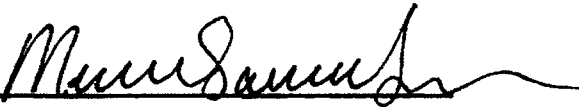
The activity fund transfer report reflects requested transfers of funds between sub-accounts as indicated.

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.

Request for Transfer of Funds between Activity Accounts

Date: 7/7/2026 School: Skyline Elementary

Name of Requestor/Sponsor: Megan Sawyer-Johnson

Signature of Requestor/Sponsor: 

Approval of Supervisor/Principal : 

807

Move from
Paying Account Name & No

802

Move to
Receiving Account Name & No

Amount to be transferred: 1381.00

Reason for Moving funds:

Donation received from Highland Park United Methodist Church. This donation was put in the 807, but we want it put in the 802 (Courtesy Fund).

TO BE COMPLETED BY DISTRICT ACTIVITY FUND CLERK

Date Approved by Board of Education: _____

Keep for Audit Records

Stillwater Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2026 - 7/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
800 CLEARING/SWEEP	\$0.00	\$42,160.14	\$187,975.63	\$1,040.17	\$229,095.60	\$1,518.00	\$227,577.60
801 STUDENT SUPPLIES	\$0.00	\$17,697.03	\$154,934.12	\$1,717.75	\$170,913.40	\$37,719.12	\$133,194.28
802 COURTESY	\$0.00	\$0.00	\$20,080.10	\$0.00	\$20,080.10	\$2,908.49	\$17,171.61
803 LIBRARY	\$0.00	\$0.00	\$16,571.78	\$250.00	\$16,321.78	\$200.00	\$16,121.78
804 STAFF PD FOOD	\$0.00	\$89.23	\$37,365.27	\$37.97	\$37,416.53	\$1,840.00	\$35,576.53
807 SPECIAL ACCOUNT	\$0.00	\$3,399.03	\$129,587.12	\$10,488.97	\$122,497.18	\$10,274.37	\$112,222.81
812 PARKING	\$0.00	\$200.04	\$8,794.17	\$2,000.00	\$6,994.21	\$2,157.00	\$4,837.21
814 HUMAN RESOURCES	\$0.00	\$0.00	\$5,482.15	\$0.00	\$5,482.15	\$75.00	\$5,407.15
816 PIONEER PANTRY	\$0.00	\$3,174.08	\$29,151.42	\$0.00	\$32,325.50	\$0.00	\$32,325.50
817 PERFORMING ARTS CENTER	\$0.00	\$0.00	\$37,613.31	\$0.00	\$37,613.31	\$0.00	\$37,613.31
818 WORK KEYS	\$0.00	\$50.00	\$771.00	\$0.00	\$821.00	\$300.00	\$521.00
820 THANKS A LATTE CART	\$0.00	\$0.00	\$451.75	\$0.00	\$451.75	\$0.00	\$451.75
828 SPED	\$0.00	\$0.00	\$19,381.46	\$0.00	\$19,381.46	\$5,231.32	\$14,150.14
829 TECHNOLOGY	\$0.00	\$0.00	\$1.45	\$0.00	\$1.45	\$0.00	\$1.45
830 PROFESSIONAL DEVELOPMENT - FOOD	\$0.00	\$0.00	\$48,438.22	\$36,732.81	\$11,705.41	\$2,307.49	\$9,397.92
831 PIONEER BOOK BUS	\$0.00	\$0.00	\$9,777.65	\$0.00	\$9,777.65	\$1,231.25	\$8,546.40
832 GRADY LAMBERT MEMORIAL LIBRARY	\$0.00	\$0.00	\$5,257.92	\$0.00	\$5,257.92	\$0.00	\$5,257.92
833 AFTER SCHOOL PROGRAMS	\$0.00	\$0.00	\$24,766.06	\$0.00	\$24,766.06	\$0.00	\$24,766.06
834 PALS	\$0.00	\$431.17	\$288,301.31	\$0.00	\$288,732.48	\$222,000.00	\$66,732.48
835 TEACHER OF THE YEAR	\$0.00	\$0.00	\$3,390.05	\$0.00	\$3,390.05	\$0.00	\$3,390.05
836 SUPPORT EMPLOYEE OF THE YEAR	\$0.00	\$0.00	\$4,105.18	\$0.00	\$4,105.18	\$0.00	\$4,105.18
837 PROFESSIONAL DEVELOPMENT - NOT FOOD	\$0.00	\$36,438.22	\$60,000.00	\$2,649.86	\$93,788.36	\$4,800.00	\$88,988.36
838 SUPERINTENDENT/BOE	\$0.00	\$48.06	\$34,092.14	\$227.40	\$33,912.80	\$7,136.50	\$26,776.30
839 SPEF GRANTS	\$0.00	\$12,500.00	\$24,972.58	\$0.00	\$37,472.58	\$3,553.50	\$33,919.08
840 OPEN DOORS (INTERNATIONAL FAMILIES PROGRAM)	\$0.00	\$0.00	\$201.65	\$0.00	\$201.65	\$0.00	\$201.65
841 SMS AVIATION	\$0.00	\$0.00	\$2,155.98	\$0.00	\$2,155.98	\$0.00	\$2,155.98
843 FACILITIES DEPARTMENT	\$0.00	\$0.00	\$3,356.87	\$0.00	\$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	\$389.68	\$2,771.68	\$0.00	\$3,161.36	\$0.00	\$3,161.36
847 CN - MEALS FOR STUDENTS	\$0.00	\$300.00	\$1,000.00	\$1,300.00	\$0.00	\$0.00	\$0.00
848 BREW CREW	\$0.00	\$0.00	\$23.69	\$0.00	\$23.69	\$0.00	\$23.69
850 GRANTS	\$0.00	\$0.00	\$1,604.36	\$0.00	\$1,604.36	\$0.00	\$1,604.36
851 TEACHER GRANTS	\$0.00	\$0.00	\$2,119.21	\$0.00	\$2,119.21	\$0.00	\$2,119.21
852 SUNSHINE COMMITTEE	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
854 SPS STAFF WELLNESS	\$0.00	\$0.00	\$17.52	\$0.00	\$17.52	\$0.00	\$17.52
858 FRIENDS OF LINCOLN ACADEMY	\$0.00	\$0.00	\$18,121.14	\$100.00	\$18,021.14	\$1,226.50	\$16,794.64
859 SUPPORT OF HOMELESS STUDENTS DONATION FUND	\$0.00	\$0.00	\$2,549.08	\$0.00	\$2,549.08	\$0.00	\$2,549.08
860 CLASS OF 1963	\$0.00	\$0.00	\$1,853.00	\$780.90	\$1,072.10	\$0.00	\$1,072.10
865 CHROMEBOOK REPLACEMENT/REPAIR	\$0.00	\$4,869.86	\$58,446.56	\$0.00	\$63,316.42	\$0.00	\$63,316.42
874 ADVANCED ART	\$0.00	\$0.00	\$533.20	\$0.00	\$533.20	\$0.00	\$533.20
876 ART	\$0.00	\$0.00	\$613.88	\$0.00	\$613.88	\$0.00	\$613.88
878 POTTERY	\$0.00	\$0.00	\$1,825.97	\$0.00	\$1,825.97	\$0.00	\$1,825.97
880 SCIENCE	\$0.00	\$0.00	\$241.39	\$0.00	\$241.39	\$0.00	\$241.39
883 SPEECH & DRAMA	\$0.00	\$0.00	\$6,624.38	\$0.00	\$6,624.38	\$0.00	\$6,624.38
885 INSTRUCTIONAL	\$0.00	\$0.00	\$18,390.93	\$0.00	\$18,390.93	\$756.00	\$17,634.93
901 ACADEMIC TEAM	\$0.00	\$0.00	\$280.06	\$0.00	\$280.06	\$0.00	\$280.06
903 AFRICAN AMERICAN STUDENT ASSOCIATION	\$0.00	\$0.00	\$477.59	\$0.00	\$477.59	\$0.00	\$477.59
904 ART CLUB	\$0.00	\$0.95	\$2,379.66	\$0.00	\$2,380.61	\$0.00	\$2,380.61
905 BAND	\$0.00	\$0.00	\$108,030.13	\$0.00	\$108,030.13	\$33,426.23	\$74,603.90
906 BEST BUDDIES	\$0.00	\$0.00	\$313.95	\$0.00	\$313.95	\$0.00	\$313.95
907 BETA CLUB	\$0.00	\$0.00	\$6,576.57	\$0.00	\$6,576.57	\$0.00	\$6,576.57
909 BUSINESS PROFESSIONALS OF AMERICA	\$0.00	\$0.00	\$208.46	\$0.00	\$208.46	\$0.00	\$208.46
915 FCCLA	\$0.00	\$0.00	\$3,918.70	\$372.00	\$3,546.70	\$1,674.56	\$1,872.14
916 FFA	\$0.00	\$1,200.00	\$22,315.66	\$1,858.98	\$21,656.68	\$3,019.93	\$18,636.75

Stillwater Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2026 - 7/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
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	\$0.00	\$1,174.49	\$0.00	\$1,174.49	\$0.00	\$1,174.49
926 MATH	\$0.00	\$0.00	\$1,125.48	\$0.00	\$1,125.48	\$0.00	\$1,125.48
927 NATIONAL HONOR SOCIETY	\$0.00	\$0.00	\$7,881.74	\$0.00	\$7,881.74	\$0.00	\$7,881.74
930 ORCHESTRA	\$0.00	\$0.00	\$28,183.63	\$1,092.97	\$27,090.66	\$2,739.09	\$24,351.57
932 ROBOTICS	\$0.00	\$1,000.95	\$20,248.31	\$0.00	\$21,249.26	\$0.00	\$21,249.26
934 PIONEER PEER PARTNERS	\$0.00	\$0.00	\$1,766.71	\$0.00	\$1,766.71	\$0.00	\$1,766.71
936 PLTW	\$0.00	\$0.00	\$512.06	\$0.00	\$512.06	\$0.00	\$512.06
937 SCHOOL CLUBS	\$0.00	\$0.00	\$147.37	\$0.00	\$147.37	\$0.00	\$147.37
938 AFTER SCHOOL CLUBS	\$0.00	\$0.00	\$4,395.31	\$0.00	\$4,395.31	\$0.00	\$4,395.31
940 SIGN LANGUAGE CLUB	\$0.00	\$0.00	\$179.54	\$0.00	\$179.54	\$0.00	\$179.54
941 SMS SINGERS	\$0.00	\$0.00	\$12,854.27	\$0.00	\$12,854.27	\$0.00	\$12,854.27
942 SPANISH CLUB	\$0.00	\$0.00	\$859.60	\$0.00	\$859.60	\$0.00	\$859.60
944 SPED TRANSITIONS	\$0.00	\$14.28	\$9,823.82	\$0.00	\$9,838.10	\$0.00	\$9,838.10
945 SMAC - STW MAKES A CHANGE	\$0.00	\$0.95	\$1,257.89	\$0.00	\$1,258.84	\$0.00	\$1,258.84
946 STUDENT COUNCIL	\$0.00	\$4.76	\$11,471.94	\$0.00	\$11,476.70	\$2,551.20	\$8,925.50
947 TECHNOLOGY STUDENT ASSOCIATION	\$0.00	\$0.00	\$3,457.72	\$0.00	\$3,457.72	\$0.00	\$3,457.72
948 THEATRE	\$0.00	\$400.00	\$109,403.53	\$910.00	\$108,893.53	\$1,038.82	\$107,854.71
949 VOCAL MUSIC	\$0.00	\$0.00	\$34,599.64	\$0.00	\$34,599.64	\$1,421.05	\$33,178.59
951 YEARBOOK	\$0.00	\$11,644.32	\$35,897.36	\$0.00	\$47,541.68	\$11,998.82	\$35,542.86
952 YOUNG DEMOCRATS CLUB	\$0.00	\$0.00	\$299.95	\$0.00	\$299.95	\$0.00	\$299.95
960 SR. CLASS OF 2028	\$0.00	\$114.27	\$10,330.00	\$0.00	\$10,444.27	\$0.00	\$10,444.27
961 SR. CLASS OF 2027	\$0.00	\$85.72	\$2,947.26	\$0.00	\$3,032.98	\$150.00	\$2,882.98
962 SR. CLASS OF 2029	\$0.00	\$66.65	\$2,728.54	\$0.00	\$2,795.19	\$0.00	\$2,795.19
963 SR. CLASS OF 2030	\$0.00	\$38.08	\$0.00	\$0.00	\$38.08	\$0.00	\$38.08
964 ESPORTS CLUB	\$0.00	\$0.00	\$723.84	\$0.00	\$723.84	\$0.00	\$723.84
965 GENDER & SEXUALITY ALLIANCE	\$0.00	\$0.00	\$179.60	\$0.00	\$179.60	\$0.00	\$179.60
970 ALL SPORTS	\$0.00	\$5,912.45	\$151,614.75	\$6,344.88	\$151,182.32	\$5,778.00	\$145,404.32
971 STADIUM CONCESSIONS	\$0.00	\$0.00	\$66,963.80	\$2,500.00	\$64,463.80	\$0.00	\$64,463.80
972 STATE PLAYOFFS	\$0.00	\$0.00	\$9,439.51	\$0.00	\$9,439.51	\$0.00	\$9,439.51
973 BASEBALL	\$0.00	\$0.00	\$0.26	\$0.00	\$0.26	\$0.00	\$0.26
974 BASKETBALL (BOYS)	\$0.00	\$0.00	\$612.74	\$0.00	\$612.74	\$0.00	\$612.74
975 BASKETBALL (GIRLS)	\$0.00	\$0.00	\$495.00	\$0.00	\$495.00	\$0.00	\$495.00
976 CHEERLEADERS	\$0.00	\$0.00	\$7,649.60	\$0.00	\$7,649.60	\$0.00	\$7,649.60
977 CROSS COUNTRY	\$0.00	\$0.00	\$7,229.99	\$0.00	\$7,229.99	\$0.00	\$7,229.99
978 FOOTBALL	\$0.00	\$0.00	\$565.73	\$0.00	\$565.73	\$0.00	\$565.73
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	\$0.00	\$1,482.06	\$0.00	\$1,482.06	\$0.00	\$1,482.06
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	\$1,033.30	\$0.00	\$1,033.30	\$0.00	\$1,033.30
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	\$391.50	\$0.00	\$391.50	\$0.00	\$391.50
990 WRESTLING	\$0.00	\$0.00	\$119.10	\$0.00	\$119.10	\$0.00	\$119.10
991 SOFTBALL	\$0.00	\$0.00	\$333.33	\$0.00	\$333.33	\$0.00	\$333.33
995 PIONEER PLAYDAY	\$0.00	\$18,658.36	\$163,896.59	\$0.00	\$182,554.95	\$0.00	\$182,554.95
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
999 MATT FOSTER MEMORIAL	\$0.00	\$0.00	\$830.00	\$0.00	\$830.00	\$0.00	\$830.00
Total	\$0.00	\$160,888.28	\$2,156,641.42	\$70,404.66	\$2,247,125.04	\$369,032.24	\$1,878,092.80

BULLYING OF STUDENTS

Bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

Bullying includes harassment which is defined as deliberate intimidation or taunting by threats of or actual physical violence; the creation by whatever means of a climate of hostility, or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting, degrading, humiliating or stigmatizing an individual. Harassment exists when an individual student or an unorganized group of individuals who use(s) rough practical jokes or cause(s) a student to perform meaningless, difficult or humiliating tasks. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

~~No student in this district will be subject to hazing, harassment, or any other form of persecution by any student or employee at school or on school-sponsored activities.~~

~~District employees shall take necessary and appropriate disciplinary action toward any student or employee who violates this policy. Disciplinary action may include suspension for students and employment termination for employees if in compliance with state law.~~

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. ~~Such behavior~~ **Isolated action does not meet the state's definition of bullying. However, the administration will investigate isolated incidents or actions and apply appropriate discipline under the student discipline code. This policy addresses bullying which** is specifically prohibited.

Bullying set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact;
6. Exploitation of a less powerful person.

Reporting Bullying

Any individual who believes that he/she has been a witness to or target of student bullying under the terms of this policy shall report it by completing a written and signed statement and submitting it to the building principal or designee. Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report.

BULLYING OF STUDENTS (Cont.)

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment.
2. The expeditious correction of the conditions causing such harassment.
3. Establishment of adequate measures to provide confidentiality in the complaint process.
4. Initiation of appropriate corrective actions.
5. Identification and enactment of methods to prevent reoccurrence of the harassment.
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

Consequences of Bullying

Any employee found to have engaged in bullying shall be subject to sanctions including, but not limited to, verbal warning, written reprimand, mandatory harassment training, transfer, suspension, or termination of employment subject to applicable procedural and due process requirements.

Any student found to have engaged in bullying while involved in a school activity shall be subject to disciplinary action which may include, but not be limited to, verbal or written warning or reprimand, counseling, mandatory bullying training, community service, suspension, or other consequences consistent with the student discipline code.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.
13. Suspension
14. Performing Campus-site services for the school district

BULLYING OF STUDENTS (Cont.)

15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of harassment, intimidation, or bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for student, both targets and perpetrators, and family members affected by bullying, as necessary.

Application

This policy applies to all students, employees (including administrators, teachers, support staff, and volunteers), and third parties of Stillwater Public Schools. A third party is defined as any individual who enters the school premises who is not a student or an employee. This includes visitors, parents, contractors, consultants, and vendors.

This policy applies to students and employees in connection with all academic, educational, extracurricular, athletic, and other programs of the school, whether they take place in the facilities of the school, on a school bus, at a class or training program sponsored by the school, or elsewhere.

Prohibition of Retaliation and False Reporting

The district will discipline any student or employee who retaliates against anyone reporting alleged bullying or who retaliates against any person assisting in an investigation or proceeding relating to a bullying complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. The district will discipline any student or employee who falsely accuses another student or employee as a means of retaliation, reprisal, or as a means of bullying.

Application

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BULLYING OF STUDENTS (Cont.)

The district shall utilize procedures providing for:

1. Documentation of the incident using form FNCD-E;
2. Prompt investigation of allegations of bullying;
3. The expeditious correction of the conditions causing such bullying;
4. Establishment of adequate measures to provide confidentiality in the compliant process;
5. Initiation of appropriate corrective actions;
6. Identification and enactment of methods to prevent reoccurrence of the bullying; and
7. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

All school employees at each school site shall be required to complete professional development training in school bullying prevention, identification, response and reporting that meets the requirements of Oklahoma law and shall include recommendations from each school site's Safe Schools Committee.

Students will receive annual training regarding identifying, preventing, addressing, and reporting incidents of bullying via educational programs. These programs may include, but are not limited to, classroom discussions, assemblies, multimedia and presentations. The purpose of the educational programs are to assist students in the identification of bullying behaviors, reporting procedures and the consequences for violation of school policy.

The district will implement a research-based educational program as designed and developed by the Oklahoma State Department of Education for students and parents to prevent, identify, respond to and report bullying.

Publication of Policy

Annual written notice of this policy will be provided to parents/guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including, but not limited to cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.stillwaterschools.com and on each school webpage. The policy will be included in all student and employee handbooks.

REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2

CROSS-REFERENCE: Policy CK, Safety Program and Procedures
Policy FNCC, Hazing

STUDENT INCIDENT REPORT FORM

Date: _____ Administrator filing report: _____

Student: _____ School Site: _____ Grade: _____

The following incidents apply to this report:

- | | |
|---|--|
| ☐ academic dishonesty | ☐ network user violation |
| ☐ administrative conference with student | ☐ open defiance |
| ☐ assault | ☐ possession or use of lethal weapons |
| ☐ breaking of school rules repeatedly | ☐ possession, consumption, sale, or being under the influence |
| ☐ bullying/intimidation (verbal or physical) | ☐ profanity/obscenity |
| ☐ bus conduct | ☐ public display of affection |
| ☐ conduct that threatens safety of others | ☐ pushing/shoving/kicking/punching |
| ☐ dishonesty/lying | ☐ sexual harassment |
| ☐ disrespect of faculty or staff | ☐ stealing |
| ☐ disruption of educational process | ☐ student conflict |
| ☐ dress code violation | ☐ tardies, excessive |
| ☐ excessive unauthorized absences | ☐ temper tantrum |
| ☐ extortion | ☐ theft/possession of stolen property |
| ☐ failure to attend assigned detention | ☐ threats |
| ☐ failure to comply with reasonable request | ☐ tobacco use |
| ☐ fighting | ☐ truant |
| ☐ harassment | ☐ unruly conduct that disrupts school |
| ☐ horseplay | ☐ vandalism |
| ☐ inappropriate behavior | ☐ vehicle violation |
| ☐ indecent exposure | |
| ☐ medication policy violation | |

If this is a bullying incident, has the student stated to the person either orally or in writing that he/she feels this behavior is inappropriate and unwelcome and he/she would like the behavior to stop? ☐ Yes ☐ No

Student's signed statement of incident is attached to this report.

RESOLUTION:

Administrator signature _____

Date _____

HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Student(s) Affected:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Type of Harassment Alleged:

Racial _____ Sexual _____ Religious _____ Other _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

_____ Name Calling

_____ Stalking

_____ Inappropriate Gesturing

_____ Staring/Leering

_____ Writing/Graffiti

_____ Threatening

_____ Taunting/Ridiculing

_____ Inappropriate Touching

_____ Other _____

_____ Spitting

_____ Demeaning Comments

_____ Stealing

_____ Damaging Property

_____ Shoving/Pushing

_____ Hitting/Kicking

_____ Flashing a Weapon

_____ Intimidation/Extortion

Describe the incident:

Witnesses Present: _____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____ Video/audio tape _____

Other _____

Staff signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken:

PROHIBITING BULLYING (INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

1. “Bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

“Electronic communication” means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

The procedure for investigating reported incidents of bullying is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. If it is determined that bullying has occurred, a referral will be made by the building principal or designee to a delinquency prevention and diversion program administered by the Oklahoma Office of Juvenile Affairs.

PROHIBITING BULLYING (INVESTIGATION PROCEDURES) (Cont.)

5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification of non-confidential information shall be provided to the parents/guardians of a victim of documented and verified bullying. This information should be provided within 5 academic school days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification of non-confidential information shall be provided to the perpetrator and parent/guardian of the documented and verified bullying. This information should be provided within 5 academic school days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigations. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents/guardians of both the victim and perpetrator.

Students who report bullying or other inappropriate behavior in good faith, or who participate as witnesses in an investigation, are protected from retaliation. Retaliation of any kind—including threats, intimidation, exclusion, harassment, cyberbullying, spreading rumors, or any other adverse treatment intended to discourage or punish a student for reporting a concern—is strictly prohibited. Any student found to have engaged in retaliatory behavior will be subject to appropriate disciplinary action in accordance with school policy. Students who believe they have experienced retaliation should report it immediately to a teacher, school counselor, administrator, or other trusted school employee so that the matter can be promptly investigated and addressed. If an employee of the district is found to have engaged in retaliatory action against a student who has reported bullying, appropriate disciplinary action will be taken which could include termination of employment.

Any person who knowingly makes a false report shall receive disciplinary consequences and any accusations found to be false will be removed from the falsely accused student's records.

PROHIBITING BULLYING (REGULATION)

The Stillwater Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of **intimidation, harassment, and** bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from **intimidation, harassment, and** bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

PROHIBITING BULLYING, (REGULATION) (Cont.)

Bullying behavior often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of **intimidation, harassment, and** bullying. This results in a reluctance or resistance to attend school.

Definitions

1. **Bullying, is any 70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to** a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any ~~students~~. **student that a reasonable person should recognize will:**
 - A. **Harm another student;**
 - B. **Damage another student's property;**
 - C. **Place another student in reasonable fear of harm to the student's person or damage to the student's property; or**
 - D. **Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.**
2. **"At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.**
3. **"Electronic communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.**
4. **"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.**

The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

PROHIBITING BULLYING, (REGULATION) (Cont.)**General Display of Bullying Acts**

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics.

Bullying acts by students have been described in several different categories.

1. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
2. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
3. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
4. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by this school district.

PROHIBITING BULLYING, (REGULATION) (Cont.)Procedures Applicable to the Understanding of and Prevention of Bullying of Students**1. Student and Staff Education and Training**

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Stillwater Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct. Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

2. Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with or adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassment, intimidation, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute harassment, intimidation, or bullying report the incidents to the building principal. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to submit written statements to the appropriate building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee. These statements will be included in the investigation report submitted to the superintendent.

PROHIBITING BULLYING, (REGULATION) (Cont.)Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to a reported act of bullying may involve certain actions to be taken by parent/guardian. Parents/guardians will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips

PROHIBITING BULLYING, (REGULATION) (Cont.)

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at (*school's website*) and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

Review of Policy

The safe schools committee at each site will annually review this policy and provide recommendations to the building principal. The building principal will provide those recommendations to the superintendent. The superintendent shall make a formal recommendation to the board of education to modify the policy at a lawfully convened meeting under an appropriately worded agenda item. After the policy is modified, the policy shall be disseminated to all parents, students, staff and the community.

REFERENCE: 70 O.S. §24-100.3(c)



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Tyler Bridges, Superintendent
DATE: August 11, 2026

AGENDA ITEM:

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

BOARD ACTION REQUESTED:

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

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



Owner Contingency Modification

0310a. - Stillwater Public Schools HS Athletics Demolition Package

Title: OMOD 4 - PR 02 Trash Enclosures

Owner Contingency Modification : # 4

Date: 07/22/2026 **Date Required:**

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

1. Provide material, labor, and equipment to demo and remove existing paving for new trash enclosures as outlined in PR 02.

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

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 4 - PR 02 Trash Enclosures	0.00	LS	0.00	- 6,510.0	0.0	0.00	- 6,510.00	
2 : Midwest Wrecking	0.00	LS	0.00	6,510.0	0.0	0.00	6,510.00	

Total Change Amount: 0.00

Notes:

Approved By:

8/03/2026

Construction Manager:

Date:

8/03/2026

Architect:

Date:

8/4/26

Owner:

Date:

**MIDWEST
WRECKING
CO.
DEMOLITION**



COMMERCIAL & RESIDENTIAL
DEMOLITION

P.O. BOX 14668
OKLAHOMA CITY, OK 73113
OFFICE (405) 478-8833



SITE CLEARANCE
DEBRIS REMOVAL

June 21, 2026

CMS Willowbrook
Attn: Shawn Vick
620 N.E. 36th Street
Oklahoma City, OK 73105
Phone: 600-9207 Fax: 600-9213

Re: PR-02
SPS Highschool Athletics, Stillwater

We propose and agree to furnish all labor, material, equipment, and insurance necessary to complete subject work, as described below:

1. Provide additional mobilization to complete the work described below.
2. Saw cut the perimeter of the paving.
3. Demolish and remove the paving for three new dumpster locations.
4. The concrete/asphalt will be hauled off site and disposed of properly.
5. Area of demolition will be rough graded upon completion.
6. Proposal includes all disposal fees.

Proposal excludes utility disconnects/rerouting and layout.

This work will be completed for the sum of: **\$6,510.00** (Six Thousand Five Hundred Ten Dollars)

If you have any questions, please contact me at (405) 478-8833.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Kates".

Chris Kates
Vice President



Owner Contingency Modification

0310c. - SPS HS Athletics P1 - MultiSport, Pom/Cheer, Soccer/Track

Title: OMOD 1 - RFI 07 Recessed Slab Infill

Owner Contingency Modification : # 1

Date: 07/24/2026 **Date Required:**

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

1. Provide material, labor, and equipment to infill the recessed slab area in the Soccer/Track building as outlined in RFI 07.

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

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 1 - 0310c. - RFI 07 Recessed Slab Infill	0.00	LS	0.00	- 15,488.0	0.0	0.00	- 15,488.00	
2 : CEI	0.00	LS	0.00	15,488.0	0.0	0.00	15,488.00	

Total Change Amount: 0.00

Notes:

Approved By:

8/03/2026

Construction Manager:

Date:

8/03/2026

Architect:

Date:

8/7/26

Owner:

Date:

07/01/26

Ph:
Fax:

CHANGE ORDER REQUEST #002



Concrete
Enterprises,
Inc.

RE: RFI #07 (2" Topping slab @ Wrestling Room)

**WE INCLUDE ALL LABOR, MATERIALS, AND EQUIPMENT, TO COMPLETE
THE FOLLOWING PER:**

DRAWINGS NUMBERED:

SPECIFICATION SECTIONS: NONE

ADDENDA:

1. Place & Finish & Cure 2" of 3000 PSI 3/8" agg. Concrete over 6 x 6 / W2.1 x W2.1 WWM , 4,050 s.f. (No Bonding Agent figured)
2. Cure to be WR Meadows 1100 clear

Total \$15,488.00

Proposal Subject to Change After 30 Days
3-5 Weeks Notification Required Prior to Mobilization
All Inclusions and Exclusions Listed To Be An Attachment To The Contract

WE EXCLUDE THE FOLLOWING ITEMS (UNLESS LISTED ABOVE):

1. Testing, Permits, Bonds, Inspections
2. CEI Will not Provide Professional Liability or Pollution Insurance
3. Any Exterior Concrete, Unless Noted Otherwise; Above; in Inclusions
4. Dirt work (Building, Walks, & Misc. Pads + or - 10th by others)
5. Over Excavation, Re-compaction of Existing Soils Below Any Foundations (If Required Per the Geo-tech Report)
6. Temporary Shoring of Dirt Work
7. Liquidated Damages Will Not be Accepted as Part of our Contract
8. Termite Protection, Erosion Control, Top Soil Replacement or Backfill at curbs
9. Rock Excavation, Ground Water De-watering
10. Demolition of any Kind, Concrete Coring, Saw Cutting (Unless Noted Above)
11. Review of Soils Report
12. Colored, Stamped or Stained Concrete
13. Location, Relocation, or Repair of Utilities
14. Contacting Okie For Locates
15. Lay-out of any Kind for Other Trades
16. Engineering
17. Rails, Cables, ETC., at Elevated Work
18. Sand or Water Blasting Panels
19. Panel Erection, Panel Braces or Furnishing Stiff Backs for Panel Erection
20. Ice or Coolants for Hot Weather Concrete
21. Asphalt or Concrete Paving, Sidewalks, Curb and Gutter, Stoops, Dumpster Pads, Lime Stabilization, or Site Concrete
22. Fence Post Concrete
23. Concrete Splash Blocks
24. Providing Embed Plates, Angles, Weldable Rebar or any Welding, Anchor Bolts, J – Bolts, Mason Anchors, Dovetail Anchors, Stair Nosings, Misc. Steel Items
25. Joint Sealant, Caulking, Sealers, or Hardeners (Unless Noted)
26. **NO WINTER PROTECTION INCLUDED (Blanketing, Heat, etc..)**
27. Below Grade Damp/ Bentonite Waterproofing
28. Mechanical Pads, Electrical Pads, Housekeeping Pads, Condenser Pads, Chiller Pads, Transformer Pads, Equipment Pads, or Utility Lay-Out, Concrete, or Sleeves
29. Locker Bases
30. Light Pole Bases or Pipe Bollards
31. Provide or Install Trench Drains, Guard Rails, Posts, and Handrails
32. Temporary Facilities, Water, Elec., Toilets, ETC. by General Contractor
33. Overtime, or After Hours Work
34. Not Responsible for Cracking of Slabs on Metal Decks
35. Not Responsible for Cracking, Curling, or Heaving of Slabs Due to Sub-Grade Conditions Furnished by Others
36. Will not be Responsible For Surface Cracks or Damage to Slabs if Directed to Pour in Wind or Rain

Concrete Enterprises, Inc.

Paul Brunner

200 N.E. 46th St • Oklahoma City, OK 73105 • 405/605-4141 • Fax 405/605-4242 • www.concrete-enterprises.com



Owner Contingency Modification

0310c. - SPS HS Athletics P1 - MultiSport, Pom/Cheer, Soccer/Track

Title: OMOD 2 - PR 06 CT Cabinet

Owner Contingency Modification : # 2

Date: 07/28/2026 **Date Required:**

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

1. Remove CT cabinet and locate meter next to utility provided transformer as outlined in PR 06.

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 2 - PR 06 CT Cabinet	0.00	LS	0.00	2,485.4	0.0	0.00	2,485.42	
2 : Colburn	0.00	LS	0.00	- 2,485.4	0.0	0.00	- 2,485.42	

Total Change Amount: 0.00

Notes:

Approved By:

8/03/2026

Construction Manager:

Date:

8/03/2026

Architect:

Date:

8/4/26

Owner:

Date:

COLBURN ELECTRIC : PRICE REQUEST BREAKDOWN

ATTENTION: Shawn Vick

GC/CM: Willowbrook

BY: Ed Webber

JOB: Stillwater High School-Athletics

DATE: 7/1/2026

PR for: PR-06

DESCRIPTION: PR 06 Removal of CT can from Scope

Subcontract

Totals

Data
Fire Alarm
Security
Lightning Protection
Excavation

Total Subcontractor \$ -

Labor & Supervision

Hours

Labor Cost

Totals

(12.0) Electrician	\$ 70.80	(849.60)
(2.0) Foreman	\$ 79.50	(159.00)
Superintendent	\$ 79.50	-
(2.0) Project Manager/Estimator	\$ 95.00	(190.00)
Electrician Mobilization/Demobilization	\$ 70.80	-
Delivery	\$ 75.80	-
Electrician OT	\$ 106.20	-
Foreman OT	\$ 119.25	-
Superintendent OT	\$ 119.25	-
Electrician Mobilization/Demobilization OT	\$ 106.20	-
Per Diem	\$ 125.00	-

Tool Box Safety Meetings (1.25% of labor cost)

(14.98)

As-built fees (1% of labor cost)

(11.99)

Safety Equipment (2% of labor cost)

(23.97)

(12.0)

Total Labor \$ (1,249.54)

Materials

Quantity

Item Cost

Labor Hours

Labor Total

Material Total

-1	See attached breakout	\$ 67.00	12.0	(12.0)	(67.00)
-1	CT can	\$ 825.00		-	(825.00)
				-	-
				-	-
				-	-
				-	-

Subtotal Labor Hrs./Material

(12.0)

(892.00)

Warranty % of labor costs

2.65%

(33.11)

Total Material \$ (925.11)

Tools, Rentals, Misc Costs

Unit Cost

Totals

Other		
Trencher rental		
Scissor Lift rental		
Boom Truck rental		
Equipment/tools % of labor costs	7.00%	\$ (87.47)
Consumables/DJC % of labor costs	7.00%	\$ (87.47)
Sales Tax material/misc.		-

Total Tools, Rentals, Misc Costs \$ (174.94)

Subtotal w/subcontractor \$ (2,349.59)

Subcontractor Markup 10.00% \$ -

Bond 3.00% \$ (70.49)

Overhead on Direct Cost \$ -

Subtotal Subcontractor and Direct Cost with Markups \$ (2,420.08)

Profit \$ -

Subtotal \$ (2,420.08)

Insurance 2.70% \$ (65.34)

Subtotal \$ (2,485.42)

Miscellaneous added 0.00% \$ -

Total Cost for Price Request \$ (2,485.42)

Prices are only valid for 15 days from date above. The Approving Party accepts the terms of this change order. Acceptance shall be evidenced by signature below or by permitting Colburn Electric to commence with the work as listed. Once work has been completed by Colburn Electric, the Approving Party acknowledges that payment will be made in full within 60 days or be subject to 5% of the balance added to the total amount due each month until paid in full.

By:

Date:

Company Name

Signature, Title

Job ID: JW00426



Project: STILLWATER HS ATHLETICS

CO: 01: PR-06 CT can removal

Takeoff

Phase: DISTRIBUTION EQUIPMENT

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
171382	1.00	EA	M	36 x30 x12	CT CABINET	0.00	5.00
TITLE	1.00	EA	M	GALV	PNL MTG KIT STRUT	0.00	0.00
240063	18.67	FT	M	1 5/8" x 7/8"H	12G STRUT CHNL 1-1/8"SLOT PRE-GALV	60.52	3.45
160529	8.00	EA	M	1/4 x 2 1/4"	PLTD WEDGE ANCHOR	6.34	1.92
160873	8.00	EA	M	1/4"	PLTD FLAT WASHER	0.51	0.01
160754	8.00	EA	M	1/4 x 1 1/2 - 3"	HAMMER DRILLED HOLE	0.00	1.48
240239	4.00	EA	M	1/4-20EG	STRUT SPRING NUT (1 5/8H)	0.00	0.36
240290	4.00	EA	M	1/4-20 x1	STRUT SCREWS	0.00	0.07
160893	4.00	EA	M	1/4 x 1"	PLTD FENDER WASHER	0.38	0.01
						67.75	12.31
						67.75	12.31

COLBURN ELECTRIC LLC

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

Phone: (918) 251-
Web:



Owner Contingency Modification

0310c. - SPS HS Athletics P1 - MultiSport, Pom/Cheer, Soccer/Track

Title: OMOD 3 - RFI 15 SOG Base Material

Owner Contingency Modification : # 3

Date: 07/28/2026 **Date Required:**

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

1. Revise slab on grade base material from #57 stone to ODOT Type A as outlined in RFI 15.

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 3 - RFI 15 SOG Base Material	0.00	LS	0.00	2,010.0	0.0	0.00	2,010.00	
2 : Concrete Enterprises	0.00	LS	0.00	- 2,010.0	0.0	0.00	- 2,010.00	

Total Change Amount: 0.00

Notes:

Approved By:

8/03/2026

Construction Manager:

Date:

8/03/2026

Architect:

Date:

8/4/26

Owner:

Date:

07/16/26

Ph:
Fax:

CHANGE ORDER REQUEST #003



RE: CHANGE GRAVEL BASE FROM #57 STONE TO ODOT TYPE A

**WE INCLUDE ALL LABOR, MATERIALS, AND EQUIPMENT, TO COMPLETE
THE FOLLOWING PER:**

DRAWINGS NUMBERED:

SPECIFICATION SECTIONS: NONE

ADDENDA:

1. CHANGE FROM #57 STONE TO ODOT TYPE A

Concrete
Enterprises,
Inc.

Total (\$2,010.00)

Proposal Subject to Change After 30 Days
3-5 Weeks Notification Required Prior to Mobilization
All Inclusions and Exclusions Listed To Be An Attachment To The Contract

WE EXCLUDE THE FOLLOWING ITEMS (UNLESS LISTED ABOVE):

1. Testing, Permits, Bonds, Inspections
2. CEI Will not Provide Professional Liability or Pollution Insurance
3. Any Exterior Concrete, Unless Noted Otherwise; Above; in Inclusions
4. Dirt work (Building, Walks, & Misc. Pads + or - 10th by others)
5. Over Excavation, Re-compaction of Existing Soils Below Any Foundations (If Required Per the Geo-tech Report)
6. Temporary Shoring of Dirt Work
7. Liquidated Damages Will Not be Accepted as Part of our Contract
8. Termite Protection, Erosion Control, Top Soil Replacement or Backfill at curbs
9. Rock Excavation, Ground Water De-watering
10. Demolition of any Kind, Concrete Coring, Saw Cutting (Unless Noted Above)
11. Review of Soils Report
12. Colored, Stamped or Stained Concrete
13. Location, Relocation, or Repair of Utilities
14. Contacting Okie For Locates
15. Lay-out of any Kind for Other Trades
16. Engineering
17. Rails, Cables, ETC., at Elevated Work
18. Sand or Water Blasting Panels
19. Panel Erection, Panel Braces or Furnishing Stiff Backs for Panel Erection
20. Ice or Coolants for Hot Weather Concrete
21. Asphalt or Concrete Paving, Sidewalks, Curb and Gutter, Stoops, Dumpster Pads, Lime Stabilization, or Site Concrete
22. Fence Post Concrete
23. Concrete Splash Blocks
24. Providing Embed Plates, Angles, Weldable Rebar or any Welding, Anchor Bolts, J – Bolts, Mason Anchors, Dovetail Anchors, Stair Nosings, Misc. Steel Items
25. Joint Sealant, Caulking, Sealers, or Hardeners (Unless Noted)
26. **NO WINTER PROTECTION INCLUDED (Blanketing, Heat, etc..)**
27. Below Grade Damp/ Bentonite Waterproofing
28. Mechanical Pads, Electrical Pads, Housekeeping Pads, Condenser Pads, Chiller Pads, Transformer Pads, Equipment Pads, or Utility Lay-Out, Concrete, or Sleeves
29. Locker Bases
30. Light Pole Bases or Pipe Bollards
31. Provide or Install Trench Drains, Guard Rails, Posts, and Handrails
32. Temporary Facilities, Water, Elec., Toilets, ETC. by General Contractor
33. Overtime, or After Hours Work
34. Not Responsible for Cracking of Slabs on Metal Decks
35. Not Responsible for Cracking, Curling, or Heaving of Slabs Due to Sub-Grade Conditions Furnished by Others
36. Will not be Responsible For Surface Cracks or Damage to Slabs if Directed to Pour in Wind or Rain

Concrete Enterprises, Inc.

Paul Brunner

200 N.E. 46th St • Oklahoma City, OK 73105 • 405/605-4141 • Fax 405/605-4242 • www.concrete-enterprises.com



Owner Contingency Modification

0310c. - SPS HS Athletics P1 - MultiSport, Pom/Cheer, Soccer/Track

Title: OMOD 4 - PR 01 Auxiliary Scoreboards

Owner Contingency Modification : # 4

Date: 07/28/2026 **Date Required:**

Description of Work: Furnish and install two auxiliary scoreboards as outlined in PR 01.

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

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 4 - PR 01 Auxiliary Scoreboards	0.00	LS	0.00	- 73,388.5	0.0	0.00	- 73,388.45	
2 : Specialty Sales	0.00	LS	0.00	72,583.0	0.0	0.00	72,583.00	
3 : Colburn	0.00	LS	0.00	2,817.5	0.0	0.00	2,817.45	
4 : CEI	0.00	LS	0.00	- 2,012.0	0.0	0.00	- 2,012.00	

Total Change Amount: 0.00

Notes:

Approved By:

8/03/2026

Construction Manager:

Date:

8/03/2026

Architect:

Date:

8/4/26

Owner:

Date:



SPECIALTY SALES ASSOCIATES, INC.

840481 South 3420 Road
Chandler, OK 74834

July 14, 2026

Quotation No. 187-26
Project: Stillwater HS
Multi Sport Facility
Stillwater, Oklahoma

Willowbrook Construction Services

Attn: Shawn Vick

QUOTATION

We are pleased to quote you as follows:

PR-01

SECTION 11 66 23 Part 2.6 – Electronic Scoreboards (Installed)

by **Daktronics**

Two (2) Model FB-2018-W-PV-F Panaview Football Scoreboards. Scoreboard to be "Blue", Caption Color to be "White". Border Stripe Color to be "Harvest Gold". Scoreboards Are to Be Mounted to Steel Columns. Steel Columns and Concrete Foundations Are Included in this Price. Electrical Service to Power the Scoreboards Is Excluded from this Price.

Team Name Caption in place of HOME....Name: PIONEERS

12 VDC Trumpet Horn w/ Power Supply

15" Panaview Timeouts Left Option w/ White LED's

All Sport 5010 Control Console Kit

Outdoor Scoreboard Radio Communication (Transmitter) Frequency of 2.4 GHz

Radio Receiver Frequency of 2.4 GHz

All Sport Radio Antenna Extension Kit 50ft

White LED Colon Indicator for Outdoor Scoreboard

I-Beam Mounting Hardware

All Sport MX-1 Mobile Scoring Kit Powered by All Sport Lite App with Outdoor Enclosure

5 Year Parts Warranty – Includes Customer Care Level 3

1 Year On-Site Labor Warranty – Includes Customer Care Level 1

Furnish & Install	\$70,408.00
Bonding	\$2,175.00
Total	\$72,583.00

Note: OKIE 811 Will Be Utilized Prior to any Underground Excavation, However, if any Underground Utilities Are Damaged During Construction, SSA Will Not Be Responsible for Any Repairs. Every Effort Will Be Made to Minimize Damage to Surrounding Sod During Construction, but SSA Will Not Be Responsible for any Landscaping that needs Repair after Scoreboards Are Installed.

Specialty Sales Associates, Inc.

Jeff Brown

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

- Notes:**
1. Quotation Valid for **30 Days** from the Above Date. Material Must Ship Within **180 Days** for Price to Be Valid.
 2. Does Not Include Any Taxes: **Federal, State** or **Local**, Unless Specifically Listed Above.
 3. Quote Limited to Styles and Quantities Shown Above.
 4. If Invoices are Paid by Credit Card, Add 3.5% for Credit Card Convenience Fees

Accepted _____ Date _____

COLBURN ELECTRIC : PRICE REQUEST BREAKDOWN

ATTENTION: Shawn Vick

GC/CM: Willowbrook

BY: Ed Webber

JOB: Stillwater High School-Athletics

DATE: 6/22/2026

PR for: Score Board Power

DESCRIPTION: Power to Score Board

Subcontract

Totals

Data
Fire Alarm
Security
Lightning Protection
Excavation

Total Subcontractor \$ -**Labor & Supervision**

Hours

Labor Cost

Totals

18.0 Electrician
2.0 Foreman
1.0 Superintendent
2.0 Project Manager/Estimator
Electrician Mobilization/Demobilization
1.0 Delivery
Electrician OT
Foreman OT
Superintendent OT
Electrician Mobilization/Demobilization OT
Per Diem

Tool Box Safety Meetings (1.25% of labor cost)
As-built fees (1% of labor cost)
Safety Equipment (2% of labor cost)

\$ 70.80 1,274.40
\$ 79.50 159.00
\$ 79.50 79.50
\$ 95.00 190.00
\$ 70.80 -
\$ 75.80 75.80
\$ 106.20 -
\$ 119.25 -
\$ 119.25 -
\$ 106.20 -
\$ 125.00 -

22.23
17.79
35.57

18.0

Total Labor \$ 1,854.29**Materials**

Quantity

Item Cost

Labor Hours

Labor Total

Material Total

1 See attached breakout

\$ 143.00

18.0

-

143.00

Subtotal Labor Hrs./Material
Warranty % of labor costs

2.65%

143.00
49.14

Total Material \$ 192.14**Tools, Rentals, Misc Costs**

Unit Cost

Totals

Other
Trencher rental
Scissor Lift rental
Boom Truck rental
Equipment/tools % of labor costs
Consumables/DJC % of labor costs
Sales Tax material/misc.

7.00%
7.00%

\$ 129.80
\$ 129.80

Total Tools, Rentals, Misc Costs \$ 259.60**Subtotal w/subcontractor** \$ 2,306.03

Subcontractor Markup 10.00% \$ -

Bond 3.00% \$ 69.18

Overhead on Direct Cost 10.00% \$ 237.52

Subtotal Subcontractor and Direct Cost with Markups \$ 2,612.74

Profit 5.00% \$ 130.64

Subtotal \$ 2,743.37

Insurance 2.70% \$ 74.07

Subtotal \$ 2,817.45

Miscellaneous added 0.00% \$ -

Total Cost for Price Request \$ 2,817.45

Prices are only valid for 15 days from date above. The Approving Party accepts the terms of this change order. Acceptance shall be evidenced by signature below or by permitting Colburn Electric to commence with the work as listed. Once work has been completed by Colburn Electric, the Approving Party acknowledges that payment will be made in full within 60 days or be subject to 5% of the balance added to the total amount due each month until paid in full.

By: _____

Date: _____

Company Name

Signature, Title

Job ID: EW00541



Project: STILLWATER HIGH SCHOOL BUILDING

CO: 65: Athletics Score Board

Takeoff

Phase: BRANCH

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
TITLE	65.00	EA	M	1/2	EMT ON STRUT MULTI RUN	0.00	0.00
10000	65.00	FT	M	1/2	EMT	37.37	4.12
20000	3.00	EA	M	1/2	EMT FIELD-BEND	0.00	0.43
30000	6.00	EA	M	1/2	EMT STEEL-SS COUPLING	2.61	0.34
630190	11.00	EA	M	1/2	COND 1-PC w/BOLT STL STRUT	26.69	4.33
30010	4.00	EA	M	1/2	EMT STEEL SS CONNECTOR	1.40	0.50
70033	178.00	FT	M	12	THHN/THWN CU (STR)	41.38	1.35
70228	89.00	FT	M	12.	GREEN THHN CU (GRD 20A)	19.73	0.67
10517	2.00	EA	M	3/4	CORED HOLE UP TO 8" D	0.00	3.50
740127	2.00	EA	M	UP TO 1"	FIRE STOP CABLE PENETRATION	6.00	1.56
TITLE	1.00	EA	M	3/4 EMT #14	15A-1G-SW-RES	0.00	0.00
150109	1.00	EA	M	1/2"D 7.3-CI	4"SQ 1-SW COMMRL CVR	3.25	0.32
150041	1.00	EA	M	2-1/8"D	1900 CMB-KO NO BRKT	3.21	0.32
100051	1.00	EA	M	#14 SOL	6-1/2" PIGTAIL W/GRD SCREW	0.86	0.11
100032	1.00	EA	M	#18 to 8	WIRE-NUT MED -RED	0.21	0.11
100030	1.00	EA	M	#18 to 10	WIRE-NUT SML -YELLOW	0.12	0.09
160825	4.00	EA	M	1/8 x 2"	TOGGLE BOLT	1.02	0.69
160873	2.00	EA	M	1/4"	PLTD FLAT WASHER	0.13	0.00
						143.98	18.43
						143.98	18.43

COLBURN ELECTRIC LLC

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

Phone: (918) 251-

Web:

Page 1 of 1

07/01/26

Ph:
Fax:

CHANGE ORDER REQUEST #001-REVISED



Concrete
Enterprises,
Inc.

RE: DEDUCT MONUMENT/SCORE BOARD FOUNDATION

**WE INCLUDE ALL LABOR, MATERIALS, AND EQUIPMENT, TO COMPLETE
THE FOLLOWING PER:**

DRAWINGS NUMBERED:

SPECIFICATION SECTIONS: NONE

ADDENDA:

1. Deduct Labor & Materials for Excavation, Concrete & Reinforcing.
2. Deduct Labor & Material for 8'-6" x 6' Wall

Total (\$2,012.00)



Owner Contingency Modification

0310b. - SPS HS Athletics Phase 1 - Civil & Landscape Package

Title: OMOD 2 - PR 02 Trash Enclosures

Owner Contingency Modification : # 2

Date: 07/13/2026 **Date Required:**

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

1. Furnish and install footings, steel bollards, and paving for three (3) trash enclosures as outlined in PR 02.

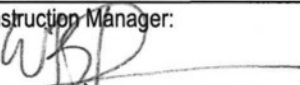
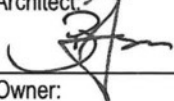
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 2 - PR 02 Trash Enclosures	0.00	LS	0.00	- 41,168.0	0.0	0.00	- 41,168.00	
2 : Timber Wolf	0.00	LS	0.00	33,768.0	0.0	0.00	33,768.00	
3 : Clint's Welding	0.00	LS	0.00	7,400.0	0.0	0.00	7,400.00	

Total Change Amount: 0.00

Notes:

Approved By:

	8/03/2026
Construction Manager:	Date:
	8/03/2026
Architect:	Date:
	8/4/26
Owner:	Date:



Timber Wolf Excavating, LLC.

PO Box 636
Broken Arrow, Oklahoma 74013
office:(918)355-7458 fax:(918)355-8832

Customer/Job:	Willowbrook / Stillwater HS Athletics Civil	DATE:	July 2, 2026
Description:	PR-02 added 3 dumpster enclosure locations with bollards, wall foundations, reinforced paving, and curbs around enclosures. Excludes: demo of existing concrete, earthwork/ subgrade below agg base, masonry reinforcing not embedded into footing		

EXTRA WORK PROPOSAL

1	MATERIALS	SUPPLIER	QTY	UNIT	UNIT COST	TOTAL
	CONCRETE		41	CU YD	\$160.00	\$6,560.00
	REBAR		2	TON	\$1,200.00	\$2,400.00
	FORMS & MISC		1	LS	\$475.00	\$475.00
	ROCK		3	LD	\$250.00	\$750.00
						\$0.00
Subtotal (1)						\$10,185.00
2	GENERAL OFFICE LABOR		QTY	UNIT	UNIT COST	TOTAL
						\$0.00
						\$0.00
						\$0.00
Subtotal (2)						\$0.00
3	JOBSITE LABOR		QTY	UNIT	UNIT COST	TOTAL
	LABOR		240	HRS	\$55.00	\$13,200.00
						\$0.00
						\$0.00
Subtotal (3)						\$13,200.00
4	INCIDENTALS	VENDOR	QTY	UNIT	UNIT COST	TOTAL
						\$0.00
						\$0.00
						\$0.00
Subtotal (4)						\$0.00
5	SUBS / UNIT COSTS	SUBCONTRACTOR	QTY	UNIT	UNIT COST	TOTAL
						\$0.00
						\$0.00
						\$0.00
Subtotal (5)						\$0.00
6	EQUIPMENT		QTY	UNIT	UNIT COST	TOTAL
	BUGGY		1	WK	\$750.00	\$750.00
	SKID STEER		1	WK	\$1,250.00	\$1,250.00
	MINI EX		1	WK	\$1,500.00	\$1,500.00
						\$0.00
						\$0.00
						\$0.00
Subtotal (6)						\$3,500.00
7	PAYROLL BURDEN and Taxes					
				Insurance Costs	1.0%	\$132.00
				Payroll Taxes (FICA & Unemployment)	8.6%	\$1,135.20
				Workers Compensation	10.7%	\$1,416.36
				Employee Fringe Benefits	4.0%	\$528.00
				Material Taxes (Exempt)	0.0%	\$0.00
Subtotal (7)						\$3,211.56
Accepted By:			TOTAL COSTS			
			SUBTOTAL:	(1) Thru (7)		\$30,096.56
			P & O	10%		\$3,009.66
			BOND	2.0%		\$662.12
			Total Cost:			\$33,768



3309 SE 59th St
Oklahoma City, OK 73135
Phone:(405) 677-3957
Fax:(405) 672-0187

Change Order 02

Change Order Date: 6/26/2026

Proposed To:

Name: Willowbrook Construction
Address: 620 NE. 36TH St.
City/State: Oklahoma City, OK.
Contact: Shawn Vick
Phone: 405-224-1554
Fax: 405-747-4261
Email: shawn.vick@willowbrook.build

Work to be performed at:

Project: Stillwater HS Athletics
Address: 1224 N. Husband St. Stillwater, OK.

We hereby propose to furnish all material and/or perform the labor necessary for completion of:

SCOPE OF CHANGE ORDER:

STRUCTURAL AND MISCELLANEOUS STEEL INCLUDING:

PR02 - Added (15x) Galvanized 6" Bollards

	Without Tax	With Tax
Change Order Amount:	\$7,400	\$7,400.00

The "Qualifications", "Specific Exclusions" and "Standard Exclusions" below are all part of this Change Order. Please read ALL carefully.

** ANY MATERIAL PRICE INCREASE INCURRED BY CLINT'S WELDING, LLC. AFTER THE EFFECTIVE DATE OF THIS BID, WILL BECOME PART OF THIS BID IN THE FORM OF CHANGE ORDERS. NO MARKUP OR ADDITIONAL COST/PROFIT WILL BE ADDED. **

QUALIFICATIONS:

- * Material Prices Subject to Change Due to Mill Increases and Proposed Tariff's
- * Engineering calculations, engineering stamps, or other design work is excluded. Shop drawings are not reviewed or stamped by an engineer.
- * All items will receive one standard red oxide shop coat after fabrication. Touch up painting after delivery is excluded.
- * Contract drawings requiring multiple RFI's may be subject to additional detailing charges.

All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for above work and in accord with the AISC Specification for Structural Steel Buildings 13th Edition, and warranted for 12 months.

Schedule of Earned Values

Description of Work	Value
Project Name: Stillwater HS Athletics	1.2 TONS
* Shop Drawings	\$0
* Materials	\$5,600
* Fabrication & Delivery	\$1,800
* Erection	\$0
Total Cost (not including tax)	\$7,400

Respectfully Submitted,

Kasey Mills - Project Manager

Note - This Change Order may be withdrawn by us if not accepted within 14 days.

ACCEPTANCE OF CHANGE ORDER:

The above prices, specifications, conditions and exclusions below are satisfactory and are hereby accepted. Clint's Welding, LLC. is authorized to do the work as specified.

Company: _____

Signature: _____

Date: _____

Position: _____



Owner Contingency Modification

0310b. - SPS HS Athletics Phase 1 - Civil & Landscape Package

Title: OMOD 3 - PR 07 North Ramp Fencing

Owner Contingency Modification : # 3

Date: 07/13/2026 **Date Required:**

Description of Work: The following scope of work is included in this PCO: 1. Furnish and install 118 LF of chain link fencing and (1) 8' gate at the north ramp areas as outlined in PR 07.

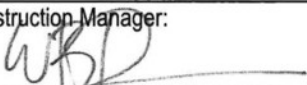
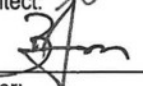
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 3 - PR 07 North Ramp Fencing	0.00	LS	0.00	- 4,302.0	0.0	0.00	- 4,302.00	
2 : A Better Fence Company	0.00	LS	0.00	4,302.0	0.0	0.00	4,302.00	

Total Change Amount: 0.00

Notes:

Approved By:

	8/03/2026
Construction Manager:	Date:
	8/03/2026
Architect:	Date:
	8/7/26
Owner:	Date:



Change Order

CHANGE ORDER

Project Information

Client Name:	Willowbrook Inc	Change Order #:	001
Project Name:	SPS Highschool Athletics Civil and Landscape Package	Date:	06/29/2026
Project Address:	1305 N Boomer Rd	Original Contract #:	58,800.00

Description of Change

Per G709- 2018 Form received June 29 2029

Sheet L-116 is being revised and resubmitted to add chain link fencing along the north side of the stadium at the sidewalk entry. The revision includes 118 linear feet of chain link fencing and one 8-foot-wide chain link gate, to match the existing project specifications and details.

Reason for Change

- ☒ Owner / Client Requested Change
- ☐ Unforeseen Site Condition
- ☐ Design / Engineering Revision
- ☐ Other (explain below)



Change Order

Labor Breakdown

Labor Description	Total
Labor to install added footage and gate	1652

Material Breakdown

Material Description	Total
Material to install added footage and gate	2650

Cost Summary

Labor Subtotal	1652
Material Subtotal	2650
Sales Tax (if applicable)	
TOTAL CHANGE ORDER AMOUNT	\$4302.00

Impact on Original Contract

Original Contract Amount	58,800.00
Total of Previously Approved Change Orders	0
Amount of This Change Order	\$4302.00
New Contract Amount (Adjusted)	
Change in Contract Time (Calendar Days)	\$63,102.00

Schedule Impact

No schedule impact



Change Order

Approval

This Change Order becomes part of and in conformance with the existing contract. Work described above will not proceed until this Change Order is signed by both parties.

CLIENT / OWNER

Signature

Date

Printed Name

Title

A BETTER FENCE CONSTRUCTION

Signature

Date

JOSE GRADOS

Printed Name

Title



Owner Contingency Modification

0310b. - SPS HS Athletics Phase 1 - Civil & Landscape Package

Title: OMOD 4 - RFI 012 NE Retaining Wall Revisions

Owner Contingency Modification : # 4

Date: 07/22/2026 **Date Required:**

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

Provide material, labor, and equipment to revise retaining wall layout and dimensions as outlined in RFI 012.

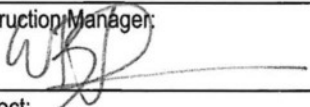
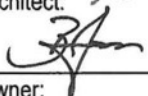
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 4 - RFI 012 NE Retaining Wall Revisions	0.00	LS	0.00	- 21,308.0	0.0	0.00	- 21,308.00	
2 : Timber Wolf	0.00	LS	0.00	21,308.0	0.0	0.00	21,308.00	

Total Change Amount: 0.00

Notes:

Approved By:

	8/03/2026
Construction Manager:	Date:
	8/03/2026
Architect:	Date:
	8/4/26
Owner:	Date:



Timber Wolf Excavating, LLC.

PO Box 636
Broken Arrow, Oklahoma 74013
office:(918)355-7458 fax:(918)355-8832

Customer/Job:	Willowbrook / Stillwater HS Athletics Civil	DATE:	July 9, 2026
Description:	RFI 012 revised wall heights at northeast corner of football field.		

EXTRA WORK PROPOSAL

1	MATERIALS	SUPPLIER	QTY	UNIT	UNIT COST	TOTAL
	CONCRETE		20	CU YD	\$160.00	\$3,200.00
	REBAR		1.5	TON	\$1,200.00	\$1,800.00
	FORMS & MISC		1	LS	\$650.00	\$650.00
						\$0.00
						\$0.00
Subtotal (1)						\$5,650.00
2	GENERAL OFFICE LABOR		QTY	UNIT	UNIT COST	TOTAL
						\$0.00
						\$0.00
						\$0.00
Subtotal (2)						\$0.00
3	JOBSITE LABOR		QTY	UNIT	UNIT COST	TOTAL
	LABOR		160	HRS	\$55.00	\$8,800.00
						\$0.00
						\$0.00
Subtotal (3)						\$8,800.00
4	INCIDENTALS	VENDOR	QTY	UNIT	UNIT COST	TOTAL
						\$0.00
						\$0.00
						\$0.00
Subtotal (4)						\$0.00
5	SUBS / UNIT COSTS	SUBCONTRACTOR	QTY	UNIT	UNIT COST	TOTAL
	haul off		3	LD	\$300.00	\$900.00
						\$0.00
						\$0.00
Subtotal (5)						\$900.00
6	EQUIPMENT		QTY	UNIT	UNIT COST	TOTAL
						\$0.00
	SKID STEER		1	DAY	\$750.00	\$750.00
	MINI EX		1	DAY	\$750.00	\$750.00
						\$0.00
						\$0.00
						\$0.00
Subtotal (6)						\$1,500.00
7	PAYROLL BURDEN and Taxes					
		Insurance Costs		1.0%		\$88.00
		Payroll Taxes (FICA & Unemployment)		8.6%		\$756.80
		Workers Compensation		10.7%		\$944.24
		Employee Fringe Benefits		4.0%		\$352.00
		Material Taxes (Exempt)		0.0%		\$0.00
Subtotal (7)						\$2,141.04
Accepted By:			TOTAL COSTS			
			SUBTOTAL:	(1) Thru (7)		\$18,991.04
			P & O	10%		\$1,899.10
			BOND	2.0%		\$417.80
			Total Cost:			\$21,308



Owner Contingency Modification

0310b. - SPS HS Athletics Phase 1 - Civil & Landscape Package

Title: OMOD 5 - PR 01 Landscape/Civil

Owner Contingency Modification : # 5

Date: 07/22/2026 **Date Required:**

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

1. Revise civil and landscape scope of work to accommodate the removal of the football building and addition of trash enclosures as outlined in PR 01.

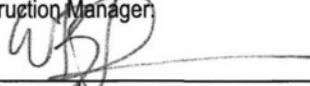
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 5 - PR 01 Landscape/Civil	0.00	LS	0.00	- 23,199.7	0.0	0.00	- 23,199.68	
2 : Patriot	0.00	LS	0.00	- 37,525.4	0.0	0.00	- 37,525.37	
3 : Clint's	0.00	LS	0.00	- 13,700.0	0.0	0.00	- 13,700.00	
4 : MK Excavation	0.00	LS	0.00	62,000.0	0.0	0.00	62,000.00	
5 : Timber Wolf	0.00	LS	0.00	- 15,311.0	0.0	0.00	- 15,311.00	
6 : AAA	0.00	LS	0.00	27,736.1	0.0	0.00	27,736.05	

Total Change Amount: 0.00

Notes:

Approved By:

	8/03/2026
Construction Manager	Date:
	8/03/2026
Architect	Date:
	8/4/26



Owner Contingency Modification

0310b. - SPS HS Athletics Phase 1 - Civil & Landscape Package

Owner:

Date:

PATRIOT



CONSTRUCTION SERVICES, INC

8301 Hwy 105 Guthrie, OK 73044 405-481-1938 garin@patriotcsi.com

NOTES:

SPS HS ATHLETIC FACILITIES - PH 1 - PR01

	ITEM	QTY.	UNIT	Days	Bid Price
	Gas Line Installation & Materials				
1	GAS PIPE & APPURTENANCES - DELETED	-720	LF	8	\$ (42,962.40)
2	GAS PIPE & APPURTENANCES (PR-01)	200	LF	2.53	\$ 11,928.00
TOTAL:					\$ (31,034.40)
	Storm Line Installation and Materials				
1	24" JUCTION BOX - DELETED	-1	EA	0.5	\$ (7,986.00)
2	18" HDPE STORM PIPE - DELETED	-80	LF	0.5	\$ (3,669.60)
3	12" INSERTA TEE - (PR-01)	1	EA	1	\$ 5,164.63
TOTAL:					\$ (6,490.97)

TOTAL PR-01: \$ (37,525.37)



3309 SE 59th St
Oklahoma City, OK 73135
Phone:(405) 677-3957
Fax:(405) 672-0187

Change Order 01

Change Order Date: 6/12/2026

Proposed To:

Name: Willowbrook Construction
Address: 620 NE. 36TH St.
City/State: Oklahoma City, OK.
Contact: Shawn Vick
Phone: 405-224-1554
Fax: 405-747-4261
Email: shawn.vick@willowbrook.build

Work to be performed at:

Project: Stillwater HS Athletics
Address: 1224 N. Husband St. Stillwater, OK.

We hereby propose to furnish all material and/or perform the labor necessary for completion of:

SCOPE OF CHANGE ORDER:

STRUCTURAL AND MISCELLANEOUS STEEL INCLUDING:

PR01 - Deduct of the Softball Rails

	Without Tax	With Tax
Change Order Amount:	\$13,700	\$13,700.00

The "Qualifications", "Specific Exclusions" and "Standard Exclusions" below are all part of this **Change Order**. Please read ALL carefully.

** ANY MATERIAL PRICE INCREASE INCURRED BY CLINT'S WELDING, LLC. AFTER THE EFFECTIVE DATE OF THIS BID, WILL BECOME PART OF THIS BID IN THE FORM OF CHANGE ORDERS. NO MARKUP OR ADDITIONAL COST/PROFIT WILL BE ADDED. **

QUALIFICATIONS:

- * Material Prices Subject to Change Due to Mill Increases and Proposed Tariff's
- * Engineering calculations, engineering stamps, or other design work is excluded. Shop drawings are not reviewed or stamped by an engineer.
- * All items will receive one standard red oxide shop coat after fabrication. Touch up painting after delivery is excluded.
- * Contract drawings requiring multiple RFI's may be subject to additional detailing charges.

All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for above work and in accord with the AISC Specification for Structural Steel Buildings 13th Edition, and warranted for 12 months.

Schedule of Earned Values

Description of Work	Value
Project Name: Stillwater HS Athletics	0.0 TONS
* Shop Drawings	\$0
* Materials	\$4,800
* Fabrication & Delivery	\$6,300
* Erection	\$2,600
Total Cost (not including tax)	\$13,700

Respectfully Submitted,

Kasey Mills - Project Manager

Note - This **Change Order** may be withdrawn by us if not accepted within 14 days.

ACCEPTANCE OF CHANGE ORDER :

The above prices, specifications, conditions and exclusions below are satisfactory and are hereby accepted. Clint's Welding, LLC. is authorized to do the work as specified.

Company: _____

Signature: _____

Date: _____

Position: _____



MK Excavation, LLC

PO Box 863
Stillwater OK 74076-0863
(918) 671-8294

Change Order

Order#: 1

Order Date: 06/04/2026

To: CMSWillowbrook
3108 S. 9th St.
Chickasha OK 73018

Project: 26017
SHS Athletics Phase 1
3108 S. 9th St.

Please sign below to accept the pricing and terms of this Change Order:

Plans Attached ☐

Specifications Attached ☐

Description of Work	Quantity	Unit	Rate	Amount
PR 01 Changes				62,000.00
Building Pad Excavation & Compaction				102,500.00
PR 03 Changes				15,000.00

Notes

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

179,500.00

The original Contract Sum was	496,750.00
Net change by previous Change Orders	0.00
The Contract Sum prior to this Change Order	496,750.00
The Contract Sum will be changed by this Change Order	179,500.00
The new Contract Sum including this Change Order will be	676,250.00
The Contract Time will be changed by	0 Days

Print Name: _____ Date: _____

Sign Name: _____ Date: _____



Timber Wolf Excavating, LLC.

PO Box 636
Broken Arrow, Oklahoma 74013
office:(918)355-7458 fax:(918)355-8832

Customer/Job:	Willowbrook / Stillwater HS Athletics Civil	DATE:	June 1, 2026
Description:	Removed building wall at southwest edge of Multi Sport building from civil scope to structural package.		

EXTRA WORK PROPOSAL

1	MATERIALS	SUPPLIER	QTY	UNIT	UNIT COST	TOTAL
	CONCRETE		-25	CU YD	\$160.00	\$4,000.00
	REINFORCING		-1.2	TON	\$1,200.00	\$1,440.00
						\$0.00
						\$0.00
						\$0.00
Subtotal (1)						\$5,440.00
2	GENERAL OFFICE LABOR		QTY	UNIT	UNIT COST	TOTAL
						\$0.00
						\$0.00
						\$0.00
Subtotal (2)						\$0.00
3	JOBSITE LABOR		QTY	UNIT	UNIT COST	TOTAL
	LABOR		-120	HRS	\$55.00	-\$6,600.00
						\$0.00
						\$0.00
Subtotal (3)						-\$6,600.00
4	INCIDENTALS	VENDOR	QTY	UNIT	UNIT COST	TOTAL
						\$0.00
						\$0.00
						\$0.00
Subtotal (4)						\$0.00
5	SUBS / UNIT COSTS	SUBCONTRACTOR	QTY	UNIT	UNIT COST	TOTAL
						\$0.00
						\$0.00
						\$0.00
Subtotal (5)						\$0.00
6	EQUIPMENT		QTY	UNIT	UNIT COST	TOTAL
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
Subtotal (6)						\$0.00
7	PAYROLL BURDEN and Taxes					
		Insurance Costs	1.0%			-\$66.00
		Payroll Taxes (FICA & Unemployment)	8.6%			-\$567.60
		Workers Compensation	10.7%			-\$708.18
		Employee Fringe Benefits	4.0%			-\$264.00
		Material Taxes (Exempt)	0.0%			\$0.00
Subtotal (7)						-\$1,605.78
Accepted By:			TOTAL COSTS			
			SUBTOTAL:	(1) Thru (7)		-\$13,645.78
			P & O	10%		-\$1,364.58
			BOND	2.0%		-\$300.21
			Total Cost:			-\$15,311

AAA Landscape, Inc.
 11811 N. Western Ave.
 Oklahoma City, Okla. 73114
 Phone (405) 752-2300

CHANGE ORDER

DATE	RFC #
6/17/2026	17571

NAME / ADDRESS
Stillwater High School Athletics Phase I 1224 N Husband St Stillwater, OK 74075

REP
SW

QTY	DESCRIPTION
	Revised Pricing PR #01 Changes
41	Additional Limestone Screenings (tons) Total Additional Screenings: \$+3,061.88
52	Additional Limestone Screenings Binder (5 gallons) Total Additional Binder: \$+8,594.56
4	Additional Filter Fabric Total Additional Fabric: \$+1,860.00
5,000	Additional Sod (sq.ft.) Total Additional Sod: \$+2,150.00
	Additional Landscape Labor Total Additional Landscape Labor: \$+16,316.44

SIGNATURE _____

TOTAL

I acknowledge that I have read and understand completely the materials and work that are bid out in this estimate. That my signature will constitute and add or deduct to the contract.

All trees and shrubs planted by AAA Landscape, which fail to live 12 months, will be replaced for labor charges only. Replacements are for one time only. Warranty does not apply to shrubs or trees not planted by AAA Landscape, and those that fail to survive because of neglect, freezing weather, drought or other acts of nature. Warranty is void if payment has not been made within 10 days. Payment of this contract due upon completion. Payment must be received by the due date to avoid a 1.5% penalty. Warranty non transferable.

AAA Landscape, Inc.
 11811 N. Western Ave.
 Oklahoma City, Okla. 73114
 Phone (405) 752-2300

CHANGE ORDER

DATE	RFC #
6/17/2026	17571

NAME / ADDRESS
Stillwater High School Athletics Phase 1 1224 N Husband St Stillwater, OK 74075

REP
SW

QTY	DESCRIPTION
	Additional Temporary Irrigation at sodded areas Total Additional Temporary Irrigation: \$+847.43
	Additional Irrigation Labor Total Additional Irrigation Labor: \$+1,247.43
	Additional Payment and Performance Bond Costs Total Additional Bonds: \$+676.49
2	Deduct Slash Pine 12' Total Deduct Slash Pine: \$-390.00
5	Deduct Russian Sage #3 Total Deduct Russian Sage: \$-105.00

SIGNATURE _____

TOTAL

I acknowledge that I have read and understand completely the materials and work that are bid out in this estimate. That my signature will constitute and add or deduct to the contract.

All trees and shrubs planted by AAA Landscape, which fail to live 12 months, will be replaced for labor charges only. Replacements are for one time only. Warranty does not apply to shrubs or trees not planted by AAA Landscape, and those that fail to survive because of neglect, freezing weather, drought or other acts of nature. Warranty is void if payment has not been made within 10 days. Payment of this contract due upon completion. Payment must be received by the due date to avoid a 1.5% penalty. Warranty non transferable.

AAA Landscape, Inc.
 11811 N. Western Ave.
 Oklahoma City, Okla. 73114
 Phone (405) 752-2300

CHANGE ORDER

DATE	RFC #
6/17/2026	17571

NAME / ADDRESS
Stillwater High School Athletics Phase 1 1224 N Husband St Stillwater, OK 74075

REP
SW

QTY	DESCRIPTION
11	Deduct Shredded Cypress Mulch (3 cu.ft.) Total Deduct Mulch: \$-103.95
1	Deduct 5/8" Limestone Chips (tons) Total Deduct Limestone Chips: \$-94.66
1	Deduct Rich Mix (cu.yds.) Total Deduct Rich Mix: \$-114.48
6	Deduct Lodgepole Stakes Total Deduct Stakes: \$-90.00
2	Deduct Sandstone Beam 6' long Total Deduct Sandstone Beam: \$-2,376.00

SIGNATURE _____

TOTAL

I acknowledge that I have read and understand completely the materials and work that are bid out in this estimate. That my signature will constitute and add or deduct to the contract.

All trees and shrubs planted by AAA Landscape, which fail to live 12 months, will be replaced for labor charges only. Replacements are for one time only. Warranty does not apply to shrubs or trees not planted by AAA Landscape, and those that fail to survive because of neglect, freezing weather, drought or other acts of nature. Warranty is void if payment has not been made within 10 days. Payment of this contract due upon completion. Payment must be received by the due date to avoid a 1.5% penalty. Warranty non transferable.

AAA Landscape, Inc.
 11811 N. Western Ave.
 Oklahoma City, Okla. 73114
 Phone (405) 752-2300

CHANGE ORDER

DATE	RFC #
6/17/2026	17571

NAME / ADDRESS
Stillwater High School Athletics Phase 1 1224 N Husband St Stillwater, OK 74075

REP
SW

QTY	DESCRIPTION
1,500	Deduct Hydroseeding at SW corner of main parking lot. Not shown as sod on original plans. Changed to sod in PR01 Plans. See attached marked up drawing, colored in yellow (sq.ft.) Total Deduct Hydroseeding: \$-270.00 Deduct Landscape Labor Total Deduct Landscape Labor: \$-3,274.09 Deduct permanent irrigation at bed on NE corner of multi-sport facility and 2 trees on west side of practice field Total Deduct Permanent Irrigation: \$-100.00 Deduct Irrigation Labor Total Deduct Irrigation Labor: \$-100.00

SIGNATURE _____

TOTAL

I acknowledge that I have read and understand completely the materials and work that are bid out in this estimate. That my signature will constitute and add or deduct to the contract.

All trees and shrubs planted by AAA Landscape, which fail to live 12 months, will be replaced for labor charges only. Replacements are for one time only. Warranty does not apply to shrubs or trees not planted by AAA Landscape, and those that fail to survive because of neglect, freezing weather, drought or other acts of nature. Warranty is void if payment has not been made within 10 days. Payment of this contract due upon completion. Payment must be received by the due date to avoid a 1.5% penalty. Warranty non transferable.

AAA Landscape, Inc.
 11811 N. Western Ave.
 Oklahoma City, Okla. 73114
 Phone (405) 752-2300

CHANGE ORDER

DATE	RFC #
6/17/2026	17571

NAME / ADDRESS
Stillwater High School Athletics Phase 1 1224 N Husband St Stillwater, OK 74075

REP
SW

QTY	DESCRIPTION
	Net Change: \$+27,736.05

SIGNATURE _____

TOTAL

\$27,736.05

I acknowledge that I have read and understand completely the materials and work that are bid out in this estimate. That my signature will constitute and add or deduct to the contract.

All trees and shrubs planted by AAA Landscape, which fail to live 12 months, will be replaced for labor charges only. Replacements are for one time only. Warranty does not apply to shrubs or trees not planted by AAA Landscape, and those that fail to survive because of neglect, freezing weather, drought or other acts of nature. Warranty is void if payment has not been made within 10 days. Payment of this contract due upon completion. Payment must be received by the due date to avoid a 1.5% penalty. Warranty non transferable.



Owner Contingency Modification

0310b. - SPS HS Athletics Phase 1 - Civil & Landscape Package

Title: OMOD 6 - PR 03 City Civil Permit Comments

Owner Contingency Modification : # 6

Date: 07/22/2026 **Date Required:**

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

Revise sidewalks and driveways in accordance with city review comments outlined in PR 03.

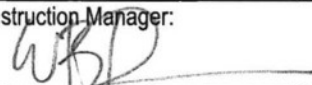
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 6 - PR 03 City Civil Permit Comments	0.00	LS	0.00	- 67,446.0	0.0	0.00	- 67,446.00	
2 : MK Excavation	0.00	LS	0.00	15,000.0	0.0	0.00	15,000.00	
3 : Timber Wolf	0.00	LS	0.00	52,446.0	0.0	0.00	52,446.00	

Total Change Amount: 0.00

Notes:

Approved By:

	8/03/2026
Construction Manager:	Date:
	8/03/2026
Architect:	Date:
	8/4/26
Owner:	Date:

**MK Excavation, LLC**

PO Box 863
Stillwater OK 74076-0863
(918) 671-8294

Change Order

Order#: 1

Order Date: 06/04/2026

To: CMSWillowbrook
3108 S. 9th St.
Chickasha OK 73018

Project: 26017
SHS Athletics Phase 1
3108 S. 9th St.

Please sign below to accept the pricing and terms of this Change Order:

Plans Attached ☐Specifications Attached ☐

Description of Work	Quantity	Unit	Rate	Amount
PR 01 Changes				62,000.00
Building Pad Excavation & Compaction				102,500.00
PR 03 Changes				15,000.00

Notes

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change**179,500.00**

The original Contract Sum was	496,750.00
Net change by previous Change Orders	0.00
The Contract Sum prior to this Change Order	496,750.00
The Contract Sum will be changed by this Change Order	179,500.00
The new Contract Sum including this Change Order will be	676,250.00
The Contract Time will be changed by	0 Days

Print Name: _____ Date: _____

Sign Name: _____ Date: _____



Timber Wolf Excavating, LLC.

PO Box 636
Broken Arrow, Oklahoma 74013
office:(918)355-7458 fax:(918)355-8832

Customer/Job:	Willowbrook / Stillwater HS Athletics Civil	DATE:	June 4, 2026
Description:	PR-01 & PR-03 sidewalk & driveway revisions.		

EXTRA WORK PROPOSAL

1	MATERIALS	SUPPLIER	QTY	UNIT	UNIT COST	TOTAL
	CONCRETE		45	CU YD	\$160.00	\$7,200.00
	AGG BASE		84	TON	\$15.00	\$1,260.00
	REINFORCING		1.3	TON	\$1,200.00	\$1,560.00
						\$0.00
						\$0.00
						\$0.00
					Subtotal (1)	\$10,020.00
2	GENERAL OFFICE LABOR		QTY	UNIT	UNIT COST	TOTAL
						\$0.00
						\$0.00
						\$0.00
					Subtotal (2)	\$0.00
3	JOBSITE LABOR		QTY	UNIT	UNIT COST	TOTAL
	LABOR		480	HRS	\$55.00	\$26,400.00
						\$0.00
						\$0.00
					Subtotal (3)	\$26,400.00
4	INCIDENTALS	VENDOR	QTY	UNIT	UNIT COST	TOTAL
						\$0.00
						\$0.00
						\$0.00
					Subtotal (4)	\$0.00
5	SUBS / UNIT COSTS	SUBCONTRACTOR	QTY	UNIT	UNIT COST	TOTAL
	PUMPING		1	LS	\$3,000.00	\$3,000.00
	TRUCKING		6	LD	\$150.00	\$900.00
						\$0.00
					Subtotal (5)	\$3,900.00
6	EQUIPMENT		QTY	UNIT	UNIT COST	TOTAL
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
					Subtotal (6)	\$0.00
7	PAYROLL BURDEN and Taxes					
	Insurance Costs				1.0%	\$264.00
	Payroll Taxes (FICA & Unemployment)				8.6%	\$2,270.40
	Workers Compensation				10.7%	\$2,832.72
	Employee Fringe Benefits				4.0%	\$1,056.00
	Material Taxes (Exempt)				0.0%	\$0.00
					Subtotal (7)	\$6,423.12
Accepted By:			TOTAL COSTS			
			SUBTOTAL:		(1) Thru (7)	\$46,743.12
			P & O		10%	\$4,674.31
			BOND		2.0%	\$1,028.35
			Total Cost:		\$52,446	



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 137 - PR 077 FCS Demonstration Table

Owner Contingency Modification : # 137

Date: 07/08/2026 **Date Required:**

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

1. Revise demonstration table in FACS Culinary classroom 1229 to be mobile with a work table caster kit as outlined in PR 077.

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 137 - PR 077 FCS Demonstration Table	0.00	LS	0.00	- 620.0	0.0	0.00	- 620.00	
2 : Amundsen	0.00	LS	0.00	620.0	0.0	0.00	620.00	

Total Change Amount: 0.00

Notes:

Approved By:

8/03/2026

Construction Manager:

Date:

08/03/2026

Architect:

Date:

8/4/26

Owner:

Date:



Quote

07/02/2026

Project:

Stillwater HS (Demo Table Casters)
PR#77

From:

Amundsen Commercial Kitchens -
OKC
Tom Nash
3805 NW 36th St.
Oklahoma City, OK 73112
405-236-5961
(405)236-5961 (Contact)

Item	Qty	Description	Sell	Sell Total
1	1 st	CASTERS  Advance Tabco Model No. TA-25S-4-X Packed 1 st Special Value Casters, 5" diameter, set of 4 (2 with brakes) with stainless steel legs for standard working height of 35-1/2" (Special Value NET Pricing)	\$290.00	\$290.00
			Freight:	\$30.00
			ITEM TOTAL:	\$320.00
1004	1 ea	LABOR Amundsen Commerical Kitchens Model No. LABOR Deliver and set in place items furnished by Amundsen. Make ready for final connections by others.	\$300.00	\$300.00
			ITEM TOTAL:	\$300.00
			Subtotal	\$620.00
			Total	\$620.00

Acceptance: _____ Date: _____

Printed Name: _____



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 138 - Room 2178 Marker Board

Owner Contingency Modification : # 138

Date: 07/08/2026 **Date Required:**

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

1. Furnish and install 4'x8' marker board in room 2178.

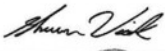
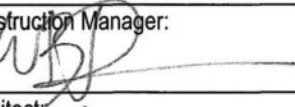
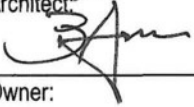
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 138 - Room 2178 Marker Board	0.00	LS	0.00	- 1,154.0	0.0	0.00	- 1,154.00	
2 : YI Specialties	0.00	LS	0.00	1,033.0	0.0	0.00	1,033.00	
3 : Red Mt.	0.00	LS	0.00	121.0	0.0	0.00	121.00	

Total Change Amount: 0.00

Notes:

Approved By:

	8/03/2026
Construction Manager:	Date:
	08/03/2026
Architect:	Date:
	8/4/26
Owner:	Date:

QUOTATION

Y.I. SPECIALTIES, INC.
13801 SOUTH SOONER ROAD
EDMOND, OKLAHOMA 73034
PHONE (405) 348-8480
FAX (405) 348-8773

TO: SHAWN VICK
FIRM: WILLOWBROOK CONSTRUCTION CO.
FROM: BEN YOUNG

DATE: 6-29-26

PROJECT: STILLWATER HIGH SCHOOL - STILLWATER, OK
ARCHITECT:

Total pages including cover: 1

Reference: MARKERBOARD

MARKERBOARDS (MBS)— PORCELAIN STEEL ON ½" PARTICELBOARD WITH .005
FOIL BACKER, SATIN TRIM, CHALKTRAY, 1" MAPRAIL WITH NATURAL CORK
INSERT, ENDSTOPS INCLUDED.

(1) 8' X 48"h MB.

MATERIALS ONLY, FURNISHED FREIGHT ALLOWED= **\$1,033.00**

NO TAX INCLUDED!

Proposed by: Ben Young

Price is based on one shipment of materials and acceptance within 30 days from date of quote. Terms are 100% NET 30 DAYS on material shipment. Consignee responsible for unloading, storage, **AND NOTATION OF DAMAGES!** Allow 5 to 6 weeks for delivery from date of receipt of approved drawings and color selection!

Acceptance: _____ **Date:** _____

RED MOUNTAIN COMPANY

June 22, 2026

Willowbrook, Inc.
PO Box 807
Chickasha, OK 73023

Attn: Shawn Vick

Re: Stillwater High School
Change Order Request #12, Rev. 2
Shawn Vick Request

Dear Shawn:

This Change Order Request #12, Rev. 2 is for labor to install (1) extra 4'x8' marker board. This is labor only, no materials.

Labor – 2 hrs x \$55/hr:	\$110.00
Material – none:	\$0.00
Equipment – n/a:	\$0.00
 Subtotal:	 \$100.00
Markup – 15%:	<u>\$17.00</u>
 Bond – 3%:	 <u>\$4.00</u>
 Total COR #12, Rev. 2:	 \$121.00

We respectfully request that you issue a change order in the amount of \$121.00.

Sincerely,

RED MOUNTAIN COMPANY

Colin L. Martin
Colin L. Martin, President



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 139 - PR 074 Door 1200 Hardware Revisions

Owner Contingency Modification : # 139

Date: 07/13/2026 **Date Required:**

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

1. Remove the existing door hardware on Door 1200 and furnish and install the revised hardware, including exterior rod-mounted locking hardware, as outlined in PR 074.

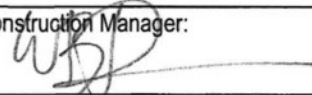
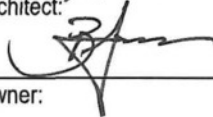
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 139 - PR 074 Door 1200 Hardware Revisions	0.00	LS	0.00	- 6,943.0	0.0	0.00	- 6,943.00	
2 : Red Mt.	0.00	LS	0.00	1,043.0	0.0	0.00	1,043.00	
3 : Piper- Weatherford	0.00	LS	0.00	5,900.0	0.0	0.00	5,900.00	

Total Change Amount: 0.00

Notes:

Approved By:

	8/03/2026
Construction Manager:	Date:
	08/03/2026
Architect:	Date:
	8/4/26
Owner:	Date:

RED MOUNTAIN COMPANY

June 30, 2026

Willowbrook, Inc.
PO Box 807
Chickasha, OK 73023

Attn: Shawn Vick

Re: Stillwater High School
Change Order Request #17
PR 73

Dear Shawn:

This Change Order Request #17 is for labor to remove the mullion at door 1200 and to install vertical rods on both doors. This is labor only as Willowbrook will provide materials. You will need new covers for the exit devices to accommodate the vertical rods.

This does include travel time for two men.

Labor – 16 hrs x \$55/hr:	\$880.00
Material – none:	\$0.00
Equipment – n/a:	\$0.00
 Subtotal:	 \$880.00
Markup – 15%:	<u>\$132.00</u>
 Bond – 3%:	 <u>\$31.00</u>
 Total COR #17:	 \$1,043.00

We respectfully request that you issue a change order in the amount of \$1,043.00.

Sincerely,

RED MOUNTAIN COMPANY

Colin L. Martin
Colin L. Martin, President

**LaForce dba PIPER-WEATHERFORD COMPANY
DISTRIBUTOR OF ARCHITECTURAL SPECIALTIES**

210 NE 31 Street
OKLAHOMA CITY, OK. 73105
PHONE: (405) 896-3795

QUOTATION

Date: 06/25/2026

Willowbrook

Job: Stillwater HS

Location: Stillwater, OK

REF: PR# 74.0

2) PED5445 L9M45PT V01 630

\$ 5,900.00

1200

TO COMPLY WITH THE REQUIREMENTS OF YOUR PURCHASE ORDER THE MATERIAL LISTED IN THIS QUOTATION WILL NOT BE ORDERED OR RELEASED FOR FABRICATION UNTIL A CHANGE ORDER OR, IF ACCEPTABLE BY YOUR PO, A SIGNED ACCEPTANCE OF THIS QUOTATION IS RETURNED TO OUR OFFICE.

- THE PRICES REFELECTED IN THIS PROPOSAL WILL BE HELD FOR THIRTY (30) DAYS, AFTER WHICH THEY WILL BE SUBJECT TO REVIEW BEFORE ANY ORDER CAN BE ACCEPTED.
- THIS PROPOSAL IS FOR MATERIAL ONLY F.O.B. FACTORY FREIGHT ALLOWED TO JOB SITE.
- TERMS OF PAYMENT ARE NET THIRTY DAYS. NO RETAINAGE ALLOWED.
- CURRENT SHIPPING SCHEDULE IS _____ WEEKS AFTER RECEIPT OF ALL APPROVED INFORMATION REQUIRED TO FABRICATE MATERIAL AND A DEFINITIVE SIGNED AGREEMENT (PURCHASE ORDER, CHANGE ORDER, CONTRACT, ETC.) BY THE PURCHASER.
- EXCLUSIONS: SALES TAX, UNLOADING, GLASS, GLAZING, INSTALLATIONS, FINISH PAINT, ASPHALT EMULSION, FIELD MEASUREMENTS, AND FASTENING DEVICES.

SINCERELY,

Chad Heilanan

210 NE. 31st. ST
LaFORCE dba PIPER-WEATHERFORD CO. OKLAHOMA
OKLAHOMA CITY, OK 73105
Direct Line 405-896-3795

PED5400 Surface Vertical Rod



SPECIFICATIONS

Chassis Cover	Stainless steel, brass or bronze
Chassis	Nonferrous alloy
Door Type	Metal and wood doors
Door Configuration	Single or double doors
Door/Opening Height	Must be specified • 120" maximum door opening (H1000) • 96" maximum door opening for fire rated doors
Door Thickness	• 1-3/4" minimum thickness, supplied standard • For 2" doors specify D200, for 2-1/4" doors specify D214 (for thicker doors specifications see page 87)
Door Width	• Standard rail sizes- W032, W036, W042, W048 • Custom sizes available, see page 59
Stile	• 4-1/2" minimum - narrow & wide trim • 3-1/2" minimum - without trim
Rails	Stainless steel, brass or bronze
Projection	3.10"
End Cap	• Flush end cap standard • Overlapping end cap optional - Specify M111
Latching	• Panic rated devices - pullman latch • Fire rated devices: Top latch - pullman, Bottom latch - dropdown • Available as Top latch only (M55) - see page 22
Rods	• 1/2" (13mm) brass, bronze or stainless steel • Adjusted at center case
Device Centerline	• 39-5/8" (1006mm) for standard applications • 38" (965mm) for elementary schools (AFF038) (AFF) • See page 58 for more details
Dogging Feature	• Hex key dogging standard on non fire-rated devices (excludes electrified exit devices) • Specify M51 for less dogging • Specify M52 for cylinder dogging (Mortise cylinder required, must be ordered separately.)
Indicator	Specify M48 for passive dogging indicator
Strikes	• 646 Top Strike (Panic and Fire-rated) • 624 Bottom Strike; 655 Fire-rated Bottom Strike
Mounting Fasteners	• Wood and machine screws provided • Available with thru-bolts (M54) (Available for 1-3/4" - 2-1/4" thick doors only)
Fire Ratings	See ratings and certifications table on page 6

HOW TO ORDER

Device Type	Function	Options (Cylinder/Mechanical/Electrical)	Trim	Finish - Outside	Hand	Optional Strikes	Finish - Inside	Door Width*
PED54	49	MELR	A9M49PT	626	RHR	655	630	W036

HOW TO ORDER - DEVICE ONLY

Device Type	Function	Options (Cylinder/Mechanical/Electrical)	Finish	Door Width*
PED54	49	MELR	630	W036

*See page 57 for details

PED5400 Surface Vertical Rod

FUNCTIONS

Device Only

Function	ANSI	Description	Device Only
01	01	No outside operation (No Cylinder)	PED5401

FUNCTIONS/TRIM

Trim (For trim details, see page 60. For lever options, see 64-69.)



(Wide Stile
900PT Trim)

Function	ANSI	Description	With Device	Trim Only*
10	14	Passage only (no cylinder)	PED5450T x ^9M10PT	^9M10PT
40+	02	No outside operation (no cylinder) dummy trim	PED5440 x ^9M40PT	^9M40PT
45+	08	Key outside unlocks/locks trim	PED5445 x ^9M45PT	^9M45PT
49+	09	Key unlocks trim, trim retracts latch/trim relocks when key is removed	PED5449 x ^9M49PT	^9M49PT
50	01	No outside operation (no cylinder); Freewheeling trim.	PED5450 x ^9M50PT	^9M50PT
55+	08	Key outside unlocks/locks trim. Freewheeling trim.	PED5455 x ^9M55PT	^9M55PT
59+	09	Key unlocks trim, trim retracts latch/trim relocks when key is removed. Freewheeling trim.	PED5459 x ^9M59PT	^9M59PT
910	-	Electrified trim - fail safe power off, unlocks lever (no cylinder)	PED54910 x ^9M910PT	^9M910PT
930	-	Electrified trim - fail secure power off, locks lever (no cylinder)	PED54930 x ^9M930PT	^9M930PT

+ If cylinder is required, include cylinder type in order string. See page 88 for details.

*Must specify finish
^Must specify trim



(Narrow Stile
800PT Trim)

Function	ANSI	Description	With Device	Trim Only*
10	14	Passage only (no cylinder)	PED5410 x ^8M10PT	^8M10PT
40+	02	No outside operation (no cylinder) dummy trim	PED5450 x ^8M40PT	^8M40PT
45+	08	Key outside unlocks/locks trim	PED5445 x ^8M45PT	^8M45PT
49+	09	Key unlocks trim, trim retracts latch/trim relocks when key is removed	PED5449 x ^8M49PT	^8M49PT
50	01	No outside operation (no cylinder); Freewheeling trim.	PED5450 x ^8M50PT	^8M50PT
55+	08	Key outside unlocks/locks trim. Freewheeling trim.	PED5455 x ^8M55PT	^8M55PT
59+	09	Key unlocks trim, trim retracts latch/trim relocks when key is removed. Freewheeling trim.	PED5459 x ^8M59PT	^8M59PT
910	-	Electrified trim - fail safe power off, unlocks lever (no cylinder)	PED54910 x ^8M910PT	^8M910PT
930	-	Electrified trim - fail secure power off, locks lever (no cylinder)	PED54930 x ^8M930PT	^8M930PT

+ If cylinder is required, include cylinder type in order string. See page 88 for details.

*Must specify finish
^Must specify trim



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 140 - PR 068 Coiling Doors

Owner Contingency Modification : # 140

Date: 07/21/2026 Date Required:

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

1. Provide additional framing and break metal at the Bistro coiling door and PA Wing coiling door as outlined in PR 068.

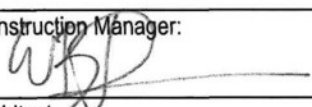
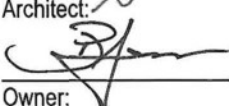
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 140 - PR 068 Coiling Doors	0.00	LS	0.00	- 8,940.0	0.0	0.00	- 8,940.00	
2 : Wiljo	0.00	LS	0.00	8,940.0	0.0	0.00	8,940.00	

Total Change Amount: 0.00

Notes:

Approved By:

	8/03/2026
Construction Manager:	Date:
	08/03/2026
Architect:	Date:
	8/4/26
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 School Phase 1 PR 068 Coiling Door
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DATE: 7/10/2026	PLAN DATE: N/A
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PER ADDENDUM:

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. Equipment/lifts/scaffolding to perform our work. Metal stud framing. Drywall with tape & bed ready for paint. Brake metal enclosures ready for paint. Expansion joint fillers/covers.	
Materials.....\$4,852 Labor & burdens.....\$3,205 Overhead & profit.....\$806 Bond.....\$77	
ALTERNATES:	
EXCLUSIONS: Wood; Blocking wood or metal; Exposed caulking; Dumpsters; Sealing of MEP penetrations; Engineering; Demolition; Painting; Overtime, after hours or weekend work	
	\$8,940

Respectfully Submitted,

Ken Fry
Project Manager



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 141 - PR 073 & Security Camera Data

Owner Contingency Modification : # 141

Date: 07/22/2026 **Date Required:**

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

1. Revise data drop locations in the assistant principal offices as outlined in PR 073.
2. Provide (8) additional data drops for revised security camera locations.

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.

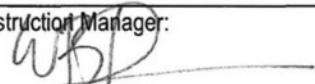
Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 141 - PR 073 & Security Camera Data	0.00	LS	0.00	- 10,143.7	0.0	0.00	- 10,143.72	
2 : Orion Security Solutions	0.00	LS	0.00	10,143.7	0.0	0.00	10,143.72	

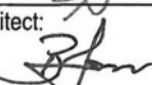
Total Change Amount: 0.00

Notes:

Approved By:

 8/03/2026

Construction Manager:  Date: 08/03/2026

Architect:  Date:

Owner:  Date: 8/4/26



Security Proposal 177286

By Orion Security Solutions

Date: 06/19/2026

Client: CMS Willowbrook

Client Corporate Address: 620 NE 36th St, Oklahoma City, OK, 73105

Project Site: Stillwater Highschool

Project Site Address: 6101 NW 2nd Street, Oklahoma City, OK, 73127

Client Point of Contact: Shawn Vick 405-747-4261

Orion Account Executive: Matt Lipscomb mlipscomb@orionsecuritysolutions.com

Scope of Work

Summary Overview

Orion Security Solutions (OSS) proposes installing and labeling (8) Cat6A drops as well as moving (4) other existing drops in (4) of the front offices as identified by Willowbrook. OSS to provide cable, connectors, and terminations. OSS to utilize the existing cable tray throughout the facility.

Exclusions

In this proposal, OSS will not be responsible for the following scope of work. However, if requested, OSS can provide the excluded scope for an additional fee. It is assumed that others will take care of the specified scope below.

- Electrical power.
- Site and facility drawings.
- Permit and other fees.
- Fire alarm connections and coordination.
- Network equipment and configurations.
- Network connectivity.
- Demo of old equipment.
- Conduit, back boxes, pathways, and accessories.
- Equipment not listed in the bill of materials.
- Scaffolding and hoists.

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Assumptions

- Pricing is based on information at the time of bidding. OSS reserves the right to adjust pricing once the actual location, site, environment, and schedule are revealed and site survey results are confirmed.
- Work will be performed during regular business hours, Monday through Friday, 8:00 am - 5:00 pm.
- All existing cabling has sufficient pairs and is in good working condition.
- Communication exists between buildings.
- All existing security and network equipment is in good working condition.
- There is sufficient connectivity for all buildings and areas needing connectivity.
- Conduit & Infrastructure is in place and available for use with sufficient capacity for the new cable.

The materials, software, and labor that are included in this proposal are listed in the table below.

SPS Cabling - 8 Drops

EQUIPMENT	MODEL NUMBER	QUANTITY
Equipment Rental	Equipment Rental	1.00
23-4P UTP-PLENUM SOL BC CAT6A CS44P White C6A 4/23 U/UTP RL 1KFT	CMP-00423CS44-6A-01	2.00
1-Port Surface Mount Box	AX102651	8.00
Uniprise NJ 500 Series Modular Jack, 1 Port, Unshielded Shield, IDC, T568A/T568B Wiring, Cat 6A, Blue, RJ45, IEC, UL 94 V-0	10503052	22.00
CAT6A UNSHIELDED (UTP) SNAGLESS ETHERNET PATCH CABLE WHITE 10FT	10297282	8.00
5FT/1.5M CAT6A SLIM PATCH 28AWG BLUE	10379335	14.00
PM/Install Labor/Travel	Labor	1.00
Shipping	Shipping	1.00



Roles and Responsibilities

Below is a checklist of who has responsibility to provide some of the key system components and infrastructure to clearly define roles and responsibilities of the customer and OSS. OSS is available to provide the items that are marked for the customer to provide upon request for an additional fee.

DESCRIPTION	OSS	CUSTOMER	N/A	NOTES
Network Switches	☐	☒	☐	
Cable	☒	☐	☐	
Cable Installation	☒	☐	☐	
Cable infrastructure	☐	☒	☐	
Lift equipment	☒	☐	☐	
System servers	☐	☒	☒	
Equipment racks	☐	☒	☒	
UPS/Battery Backup	☐	☒	☒	
Poles or Towers	☐	☒	☒	
Pedestals	☐	☒	☒	

Cable provided by OSS	Plenum Rated ☒	Riser Rated ☐
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Additional Project Details

Customer agrees to provide a secure storage location for all materials shipped to site unless explicitly stated otherwise and accounted for separately by OSS. Customer agrees to sign for receipt of all materials. Whether a customer signature is received by OSS or not, the customer accepts full responsibility for and takes possession and ownership of the materials once the materials arrive on site.

OSS is responsible for providing, installing, configuring, and integrating all hardware listed in the proposal.

All cable provided and installed by OSS will be free run per customer's specifications using mounting methods in accordance with ANSI and NEC standards.

Comprehensive equipment schedules will be provided upon the completion of the project along with system documentation.

The systems will be viewed and managed by the authorized individuals who have access to the system. The systems are scalable and robust.

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OSS is not responsible for delays outside of its control.

The customer shall provide wall power (120 VAC) in the designated location where the servers, workstations, switches, and other equipment will be mounted. The customer acknowledges that the provided wall power can be used for these purposes.

For existing systems, this proposal assumes that all software maintenance licenses are current for vendors who require these types of agreements to provide technical support. If the software maintenance agreements have expired, then the client will need to renew them either through OSS or directly to ensure support is available during the project. Additional charges may be applied if the software maintenance expiration results in delays or demobilization.

The new laws from the federal government may result in tariffs being applied to orders. OSS will make reasonable efforts to stay informed of the tariffs that affect its orders. However, with the rapidly changing laws, OSS is not responsible for unknown tariff costs. This proposal does not include tariff costs other than ones that are explicitly listed. If additional tariffs are applied for an order, then OSS will add the cost to the invoice as a separate line item as an additional cost.

Unless otherwise specified in the Request for Proposal (RFP), the closeout documentation will include the following deliverables:

- Equipment matrix
- Digital manufacturer-provided operating manuals
- Customer signoff on equipment installed (can be added to the equipment matrix)

Other deliverables are available for an additional fee when not specified in the RFP.

If magnetic locks are part of this scope of work, then the customer is responsible for coordinating with their fire alarm company to provide a relay output that OSS can connect as an input to the access control system. If the customer is unable to coordinate this scope of work, then OSS can for an additional fee.

OSS is not responsible for the time and expense of any additional permit or other fees that may be required in the project location.



Warranties

Manufacturer warranty for the equipment will be passed onto the customer.

Installation has a 1-year warranty.

Proposal Cost

The cost for this project is \$10,143.72 plus any additional applicable tariffs, and permit fees. This price is valid for 14 days from the date of this proposal. This project is a firm fixed price.

This proposal does not include sales tax. Applicable sales tax will be added to the invoice unless a valid sales tax exemption certificate is provided prior to booking.

Discount Incentive – OSS is offering a 2% discount for invoices paid on NET10 terms.

Any transaction fees or other fees applied as a result of the form of payment, for example, fees charged by a credit card, will be charged back to the customer.



Proposal Acceptance

To accept the proposal and the terms and conditions (Exhibit 1), please sign below. Upon receipt of the purchase order or down payment, OSS will order the equipment and coordinate the installation with the customer's designated project manager.

The OSS payment schedule is as follows:

- Invoice material upon order
- Invoice labor monthly based on progress
- Final invoice upon project completion

Authorized Customer Representative

Date

The person signing this Agreement on behalf of the client listed above in this proposal (Client) individually warrants that he or she has full legal power to execute this Agreement on behalf of the Client for whom he or she is signing, and to bind and obligate the Client with respect to all provisions contained in this Agreement.

Conclusion

OSS appreciates the opportunity to serve your facility, patrons, employees, and interests in order to enhance your security infrastructure. OSS is committed to designing and integrating a system that will detect and deter threats to keep your environment safe. OSS's security professionals have a comprehensive understanding of the various types of security systems and excel in integrating them together to create an extremely robust and capable security aggregate. Deriving innovative solutions is the trademark of OSS's security experts.

While working in over 150 countries around the world, OSS's experts have unique experience with and understanding of extremely diverse threats and situations. The repeated success with resolving complex security issues in the world's most challenging environments defines the level of expertise that will be shared with you.

OSS hopes to maintain a lasting business relationship with you and is committed to providing you with excellent products and services. Please contact your support team with any questions at (888) 674-6608.

Sincerely,

Sean C. Crain
President/CEO
Orion Security Solutions

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EXHIBIT 1: TERMS AND CONDITIONS

1. This Agreement is formed as a result of the Customer accepting the Proposal provided by Orion Security Solutions for solutions and services for the stated cost specified in the Proposal. For the purposes of this Agreement, Orion Security Solutions (OSS) and any associated sub-contractors are the Vendor. The company and its sub-contractors listed in on the title page (page 2) of this Proposal is the Customer. The Vendor or the Customer may be referred to as a "Party" (or collectively "Parties") in this Agreement.
2. A signed copy of this Proposal constitutes acceptance of this Proposal, the terms and conditions, and the scope of work. Whereas, those signing the Proposal for approval have binding authority on the respective Party to enter into this legal Agreement between the Parties. An acceptance form from the Customer referencing this proposal may be provided if that is the preferred method of acceptance.
3. The Customer has the right to change the scope of work to include additional solutions or services within the Vendor's core competency. Any change to the scope of work can possibly affect the cost or schedule of the project. The Vendor shall not engage in making material changes to the scope of work without a signed change order by an authorized Customer representative. The change order shall stipulate any variances in cost or time.
4. Vendor is responsible for completing the scope of work specified in this Proposal.
5. The Customer agrees to adhere to the following payment terms for all invoices issued by the Vendor. All payments must be made in accordance with the payment methods outlined in the invoice. The Customer may be offered a payment discount which would be explicitly listed on the proposal. If offered, the Customer will be eligible to receive a 2% discount on the total invoice amount if payment is received within 10 days from the invoice date. The discount will be applied only to the total invoice amount excluding any taxes, shipping, tariffs, handling fees, or other additional fees. If the Vendor does not make payment within the 10-day discount period, or if the discount is not offered, the net amount of the invoice is due in full within 30 days from the invoice date. If payment is not received within the 30-day period, the Vendor reserves the right to charge interest on the overdue amount at a rate of 1.5% per month, calculated from the due date until the payment is received in full.
6. Vendor is not responsible for delays outside of its control.
7. The Parties hereto shall be deemed to be independent business entities, and the employees of one shall not be deemed to be employees of the other.
8. This Agreement may not be assigned or otherwise transferred by either Party, in whole or in part, without the express prior written consent of the other Party.
9. Nothing in this Agreement shall be deemed to constitute, create, give effect to, or otherwise recognize a joint venture, partnership, or formal business entity of any kind, and rights and obligations of the Parties shall be limited to those expressly set forth herein. Nothing herein shall be construed as providing for the sharing of profits or losses arising out of the efforts of either or both of the Parties, except as may be provided for in any resultant contracts agreed to between the Parties.
10. The Parties anticipate that, under this Agreement, it may be necessary for either to transfer to the other information of a proprietary nature. Proprietary information shall be clearly identified as such by the disclosing Party at the time of disclosure. Each of the Parties agrees that it will use the same reasonable efforts to protect such information as are used to protect its own proprietary information. Disclosures of such information shall be restricted to those individuals who are directly participating in the proposal and subcontract effort identified herein and only to those people that have a "need to know." Neither Party shall make any reproduction, disclosure, or use of such proprietary information except as follows:

- a. Such data furnished by a Party may be used by the other Party, if required, in performing its obligation under this Agreement.
- b. Such data may be used in accordance with any written authorization received from the disclosing Party.

The limitations on reproduction, disclosure, or use of proprietary information shall not apply to, and neither Party shall be liable for reproduction, disclosure, or use of proprietary information with respect to which any of the following conditions exist:

- a. If, prior to the receipt thereof under this Agreement, it has been developed independently by the Party receiving it, or has been lawfully received from other sources, provided such other source did not receive it due to a breach of this Agreement or any other agreement.
- b. If, subsequent to the receipt thereof under this Agreement,
 - a. it is published by the Party furnishing it or is disclosed by the Party furnishing it to others, without restriction, or
 - b. it has been lawfully obtained by the Party receiving it from other sources, provided such other source did not receive it due to a breach of this or any other Agreement, or
 - c. if such information otherwise comes within the public knowledge or becomes generally known to the public.

Neither the execution and delivery of this Agreement, nor the furnishing of any proprietary information by either Party shall be construed as granting to the other Party either expressly, by implication, estoppel, or otherwise, and license under any invention or patent, hereafter owned or controlled by the Party furnishing same. Notwithstanding the expiration of the other portions of this Agreement, the obligations and provisions of this Article shall continue for a period of sixty (60) months from the date of this Agreement. This Article shall be subject to any non-disclosure or other contractual obligations between the Parties.

11. All communications relating to this Agreement shall be directed to the specific person designated to represent each Party. Each of the Parties to this Agreement shall appoint one technical and one contract representative. These appointments shall be kept current during This document and information are confidential and intended for the recipient only. All information regarding Orion Security Solutions is considered confidential and shall be treated as such. It is not permissible for the recipient to disseminate this information to others without written authorization from an officer of OSS. For security license information, visit the about us section of our website orionsecuritysolutions.com.

- the period of this Agreement. Communications which are not properly directed to the persons designated to represent the Parties shall not be binding upon the Parties. The technical and contract representative for the Vendor is Sean Crain, President/CEO. The Customer shall identify their representative(s).
12. The effective term of this Agreement is the duration of the project to complete the scope of work specified in the Proposal.
 13. During the term of this Agreement, both Parties agree to refrain from soliciting or employing staff members in the other Party's current employment. This clause does not apply to former employees who may have physically separated or terminated employment with the other Party.
 14. This Agreement contains the entire Agreement of the Parties and cancels and supersedes any previous understanding or Agreement related to this Agreement, whether written or oral other than Agreements related to the non-disclosure of confidential information. All changes or modifications to this Agreement must be agreed to in writing between the Parties. Should any provision or section of this Agreement be found to be unenforceable for any reason, the remainder of the Agreement will remain in effect.
 15. Personnel supplied by Vendor are not Customer's employees or agents, and Vendor assumes full responsibility for their acts. With respect to such personnel, Vendor shall have sole responsibility for supervision, daily direction and control, wages and salaries, withholding income taxes, social security, workmen's compensation, disability benefits, and the like.
 16. This Agreement shall be governed by and interpreted under the laws of the State of Oklahoma.
 17. Both Parties confirm that the individuals signing this Agreement have binding authority on the respective Party they represent.
 18. Payment for the solutions and services offered by Vendor as related to this Agreement shall be made by Customer according to the terms stipulated in the Proposal or per previous payment arrangements agreed to between the Parties.
 19. If the Customer terminates the Agreement or changes vendor, Customer shall pay Vendor within 5 business days for any work performed, equipment ordered, travel costs, other costs related to the performance of this Agreement, or other project progress made as of the date that written termination notice from Customer is received by Vendor. Vendor will be given a minimum of a 30-day curing period to rectify any specified issues with the work that has been performed prior to the date that the written notice is received by Vendor. Vendor will not be required to refund any payments made in advance to Vendor by the Customer related to this Agreement. If Vendor successfully rectifies any issues deemed to be the cause of the termination notice and Customer still insists on terminating this Agreement, then Customer shall pay Vendor the remaining balance of the project total within 15 days of written termination notice being received by Vendor.
 20. Customer does hereby release, waive, discharge, and covenant not to sue the Vendor and its respective directors, officers, employees, agents, and representatives from any and all actions, claims, or demands that Customer and its employees now have or may have in the future for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of any Customer employee that are the result of a Customer employee's negligent, unlawful, or faulty actions.
 21. Customer agrees to have an authorized representative available upon completion of designated project milestones to inspect and approve the work performed. Customer shall communicate any issues or concerns that would result in the work not being approved during the inspection. If Customer waives the right or refuses to inspect the work performed, then the work will be considered acceptable. Vendor is not responsible for delays caused by Customer not being available to perform inspection or other Customer responsibilities.
 22. Vendor shall provide all tools and equipment needed to perform the scope of work unless the Proposal stipulates that the Customer will be providing some of the needed tools or equipment.
 23. Vendor is not responsible for items that get discontinued by manufacturers, but shall work with Customer to identify an acceptable replacement if an issue with discontinued items arise during the project.
 24. Customer shall provide timely, physical access to Vendor to areas where work will be performed.
 25. The geographic location of the work to be performed will be the designated Customer site(s).
 26. Customer shall promptly notify Vendor if any provided equipment is found to be inoperable or defective. Vendor is not responsible for defective or malfunctioning equipment that is out of warranty, not provided and installed by Vendor, or the result of one of the scenarios detailed below.
 - a. Repair of damage resulting from unauthorized service not recommended by Vendor or the original manufacturer.
 - b. Repair of damage resulting from the Customer or an authorized agent of Customer making changes, adding or removing accessories, attachments or other devices not in accordance with Vendor guidelines or the manufacturer's specifications and/or recommendations.
 - c. Equipment not covered by this Agreement.
 - d. Service to bring any equipment into compliance with any law, rule or regulation of any government authority having jurisdiction or any provision of any applicable insurance policy, or service to correct any health hazard.
 - e. Repair of damage due to neglect or use of equipment for purposes other than that for which it is designed.
 - f. Vandalism by either an employee of Customer or unidentified source.
 - g. Acts of God, including, but not limited to fire, hail, ice, wind, or rain.
 - h. Damage caused by sources outside of the control of Vendor, such as water damage to internal equipment in server closets, improper or lack of environmental control, or other problems caused by operating the equipment outside the parameters specified by the manufacturer.

This document and information are confidential and intended for the recipient only. All information regarding Orion Security Solutions is considered confidential and shall be treated as such. It is not permissible for the recipient to disseminate this information to others without written authorization from an officer of OSS. For security license information, visit the about us section of our website orionsecuritysolutions.com.

27. **MANDATORY ARBITRATION. PLEASE READ THIS SECTION (REFERRED TO AS THE "ARBITRATION PROVISION") CAREFULLY. IT AFFECTS YOUR LEGAL RIGHTS, INCLUDING YOUR RIGHT TO FILE A LAWSUIT IN COURT.**

- a. Application. Upon demand, and except as otherwise provided in the paragraph labeled "Exceptions" below, Customer and Vendor must arbitrate individually any dispute or claim arising from or related to this Agreement including, but not limited to, claims of a breach of contract, claims based on regulatory law, a claim that a tort was committed, or any claim based on any other legal theory. This requirement to arbitrate applies to any claim regardless of whether the claim is based on events occurring before or after the signing of this Agreement and includes claims based on advertisements, promotions, or oral or written statements related to the account, goods or services that are the subject of this Agreement. Upon demand, the validity, enforceability or scope of this Arbitration Provision or this entire Agreement shall be determined by arbitration.
- b. Starting Arbitration. If Customer or Vendor elects to arbitrate a claim, the electing Party must notify the other Party in writing. This notice can be given after the beginning of a lawsuit and can be given in papers filed in the lawsuit. Otherwise, Customer's notice must be sent to 16232 Muirfield Pl, Edmond, OK 73013 and Vendor's notice must be sent to the most recent address for Customer in Vendor's files.
- c. Location of Arbitration and Procedures. Arbitration will be in accordance with the Commercial Arbitration Rules of the American Arbitration Association. The arbitration shall take place in Oklahoma City, Oklahoma.
- d. Exceptions. Vendor reserves the right not to require Customer to arbitrate: (1) any individual case brought by Vendor in small claims court, so long as it remains an individual case in small claims court; or (2) any claim by Vendor that only involves Vendor's effort to collect money Customer owes Vendor. However, if Customer responds to a collection lawsuit by claiming that Vendor engaged in any wrongdoing, Vendor may require Customer to arbitrate.
- e. Severability. If any portion of this Arbitration Provision is deemed invalid or unenforceable, it should not invalidate the remaining portions of this Arbitration Provision.



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 142 - PR 080 Additional Millwork Locks

Owner Contingency Modification : # 142

Date: 07/28/2026 **Date Required:**

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

1. Furnish and install additional millwork locks as outlined in PR 080.

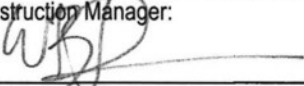
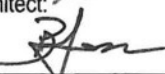
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 142 - PR 080 Additional Millwork Locks	0.00	LS	0.00	- 908.5	0.0	0.00	- 908.47	
2 : Wood Systems	0.00	LS	0.00	908.5	0.0	0.00	908.47	

Total Change Amount: 0.00

Notes:

Approved By:

	8/03/2026
Construction Manager:	Date:
	08/03/2026
Architect:	Date:
	8/4/26
Owner:	Date:



WOOD ESTD 1988
SYSTEMS

Change Proposal

Date 07/27/26

To: CMS Willowbrook
3108 South 9th Street

Ship To: Stillwater PS, New HS

Chickasha, OK 73018

Stillwater, OK

Phone (405) 224-5990
Fax (405) 224-5995

Attention : n/a
Project Desc. : Stillwater New HS Production
Terms : n/a
Delivery Date : n/a

Project Id : 24-0172
Ship Via : Our Truck
P.O. Number : n/a
Salesperson : n/a

Description	QTY	UOM	Selling Price
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TOTAL			<u>\$ 0.00</u>
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CO - PR 80- ADDED LOCKS (Pending)

PR-80 INCLUDES:

NATIONAL 8053 LOCKS ON DOORS

NATION 8060 LOCKS ON DRAWERS

INSTALL AND TAXES

LOCKS IN ROOM 1002, 1039, AND 1009 PER PR-80 DRAWINGS DATED 7/24

EXCLUDES:

WEEKEND, AFTER HOURS, OR OVERTIME INSTALL

-	1	<u>\$ 825.13</u>
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OVERHEAD AND PROFIT

OVERHEAD AND PROFIT	1	\$ 82.51
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BOND COSTS

BOND COSTS	1	<u>\$ 0.83</u>
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CO - PR 80- ADDED LOCKS	1	<u>\$ 908.47</u>
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This one Wood Systems, Inc.
24-0172 - Stillwater New HS Production
CMS Willowbrook

Change Proposal
Date 07/27/26
Page No. 2 of 2 Pages

Authorized Signature



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Tyler Bridges, Superintendent
DATE: August 11, 2026

AGENDA ITEM:

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

BOARD ACTION REQUESTED:

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

BACKGROUND INFORMATION:

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

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



CM Contingency Modification

0309b. - Stillwater New High School

Title: CMOD 46 - Access Control Door Prep

CM Contingency Modification : # 46

Date: 07/08/2026 **Date Required:**

Description of Work: This contingency modification covers the costs associated with preparing the aluminum doors for access control hardware in the glazing contractor's shop rather than at the manufacturer's facility. This approach was necessary to maintain the project schedule and meet critical door production deadlines.

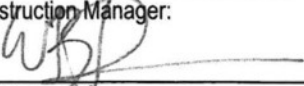
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : CMOD 46 - Access Control Door Prep	0.00	LS	0.00	- 1,500.0	0.0	0.00	- 1,500.00	
2 : Lee Glass	0.00	LS	0.00	1,500.0	0.0	0.00	1,500.00	

Total Change Amount: 0.00

Notes:

Approved By:

	8/03/2026
Construction Manager:	Date:
	08/03/2026
Architect:	Date:
	8/4/26
Owner:	Date:



CHANGE ORDER	DATE	EXPIRATION DATE	TOTAL
#26821-21	2/18/2026	3/20/2026	\$1,500.00

CUSTOMER

Willowbrook Contruction Services
(405) 224-1554
hilary.peters@willowbrook.build

PO Box 807
Chickasha, ok 73023

JOB INFO

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

LEE GLASS & WINDOW, LLC

1002 S Lewis St
Stillwater, OK 74074
(405) 372-6600
phil@leeglassco.com
<https://www.leeglassco.com/>

This change order is for shop prepping doors and frames 1002, 1002.1, 1002.2, 1002.3, 1002.4 for hardware before installation.

ITEMS	SUBTOTAL
Aluminum Cutting Router Bits	\$300.00

Labor

ITEMS	SUBTOTAL
Labor to prep and apply hardware for the above noted doors and frames.	\$1,200.00

Total: \$1,500.00



CM Contingency Modification

0309b. - Stillwater New High School

Title: CMOD 47 - Science 1122 Fume Hood Controls

CM Contingency Modification : # 47

Date: 07/13/2026 **Date Required:**

Description of Work: This contingency modification is to cover costs associated with installing all required controls for the Fume Hood in Science 1122 that were out side of any subcontractor's scope at time of bid.

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

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : CMOD 47 - Science 1122 Fume Hood Controls	0.00	LS	0.00	- 6,870.0	0.0	0.00	- 6,870.00	
2 : DeHart	0.00	LS	0.00	6,870.0	0.0	0.00	6,870.00	

Total Change Amount: 0.00

Notes:

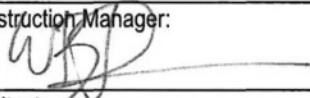
Approved By:



8/03/2026

Construction Manager:

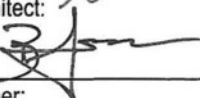
Date:



08/03/2026

Architect:

Date:



8/4/26

Owner:

Date:

Request for Change Order

Project: 88709 Stillwater Schools	Request for Change Order Number: 0024 Title: Fume hood controls Request for Change Order Date: Jun 10, 2026
To: CMS Willowbrook	Architect's Project No: Contract Date:

We propose to make the following changes in this contract :

PCO:0024

Name: Fume hood & gas valve controls	Source:	Type:
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Description: As requested- pricing to include hooking up controls on the fume hood and back to Utility controller.

Scope of work:

Amount: 6,870.00

Cost Items:

Number	Name	Description	Amount
01	Automated Integrated		6,870.00

Markups for above items are listed below:

Number	Name	Description	Amount

Cost Items inclusive of markups:

Number	Name	Description	Amount
01	Automated Integrated		6,870.00

The total Cost to perform the work as described above is a CHANGE of 6,870.00.

Please indicate your acceptance and approval of this additional work in the space provided below

CONTRACTOR

ADDRESS

BY *(Signature)*

(Typed name)

DATE _____





STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Tyler Bridges, Superintendent
DATE: August 11, 2026

AGENDA ITEM:

Consider and Vote to Approve Service Order No.34 with 505 Architects for professional services related to a District analysis and assessment for future capital improvement projects

BOARD ACTION REQUESTED:

Vote to Approve Service Order No.34 with 505 Architects for professional services related to a District analysis and assessment for future capital improvement projects

BACKGROUND INFORMATION:

Architect services under Service Order 34 shall include pre-planning professional services to assist with the evaluation and planning to identify potential capital improvement construction projects for consideration within Stillwater Public Schools.

 AIA® Document B221™ – 2018**Service Order** for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 34 made as of the eleventh day of August in the year two-thousand and twenty-six
(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 District Analysis Needs Assessment
Pre-Planning professional services to assist the Owner with the evaluation and planning to identify potential capital improvement construction projects for consideration within Stillwater Public Schools.

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 Projects to be located with Stillwater Public Schools and may consist of both new construction, renovations, and/or expansion of existing facilities.

1.1.2 Schedule

The Architect's Services under this Service Order is anticipated to be completed within eight weeks of the date of this Service Order.

1.1.3 The Owner shall be responsible for obtaining hazardous material studies, site topography and boundary survey's, and geotechnical testing as required.

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

ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

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

§ 2.1.1 Basic Services

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

The Architect shall provide Pre-Planning professional services to assist the Owner with the evaluation and planning to identify potential capital improvement construction projects for consideration within Stillwater Public Schools.

§ 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 know at the time of this Service Order.

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:

2027

.2 Substantial Completion date:

2033

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 Fee plus reimbursable expenses as follows:

Phase 100 Pre-Planning Hourly Not-To-Exceed 5,000.00 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 \$2,000.00.

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

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

ARTICLE 5 INSURANCE

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

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

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

(Printed name and title)

ARCHITECT (Signature)

BY: Dr. Gay Washington; School Board
President

(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: August 11, 2026

AGENDA ITEM:

Receive Chase Morris Sudden Cardiac Arrest Site Plans

BOARD ACTION REQUESTED:

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

BACKGROUND INFORMATION:

Attached to this memo are the Chase Morris Sudden Cardiac Arrest site plans for all school sites. These are being provided for Board review per state law.

STILLWATER PUBLIC SCHOOLS

Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

WILL ROGERS ELEMENTARY



CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.

B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.

C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:

- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
- 2. Activate the team in response to a sudden cardiac arrest;**

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
 - 4. Provide for communication and dissemination of the plan throughout the school campus;**
 - 5. Require the response team to practice the plan by conducting periodic drills;**
 - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
 - 7. Address athletic events and athletic facilities at each middle school and high school site provided:**
 - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
 - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;**
 - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
 - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).

WILL ROGERS ELEMENTARY

CHASE MORRIS ACT COMPLIANCE SITE PLAN

Will Rogers Elementary has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 11, 2026**.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Dane Sallaska	Principal
Christina Hutson	Assistant Principal
Jerad Warlick	Physical Education Teacher
Harley Justus	Academic Support Coach
Kay Boatwright	Instructional Coach
Onalee Santos	Principal Secretary
Tabetha Curtis-Passmore	Office Asst.
Andre Greadington	Paraprofessional

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

HOW TO ACTIVATE THE TEAM:

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
 - The person is not moving, unresponsive, or unconscious.
 - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
 - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
 - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:

- The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
 - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
 - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
 - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
 - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
 - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
 - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
 - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
 - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
 - Team focus should now be on assisting EMS safely out of the building or location.
 - Provide EMS a copy of the patient's emergency information sheet.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

- The Cardiac Emergency Response Protocol shall be posted as follows:
 - In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
 - Adjacent to each AED.
 - Adjacent to each school telephone.
 - Attached to all portable AEDs.
- The Cardiac Emergency Response Protocol shall be distributed to:
 - All campus staff and administrators at the start of each school year, with updates distributed as made.
- Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel following the drills.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2026	One CERT drill will take place in the fall semester.
TBD Spring 2027	One CERT drill will take place in the spring semester.

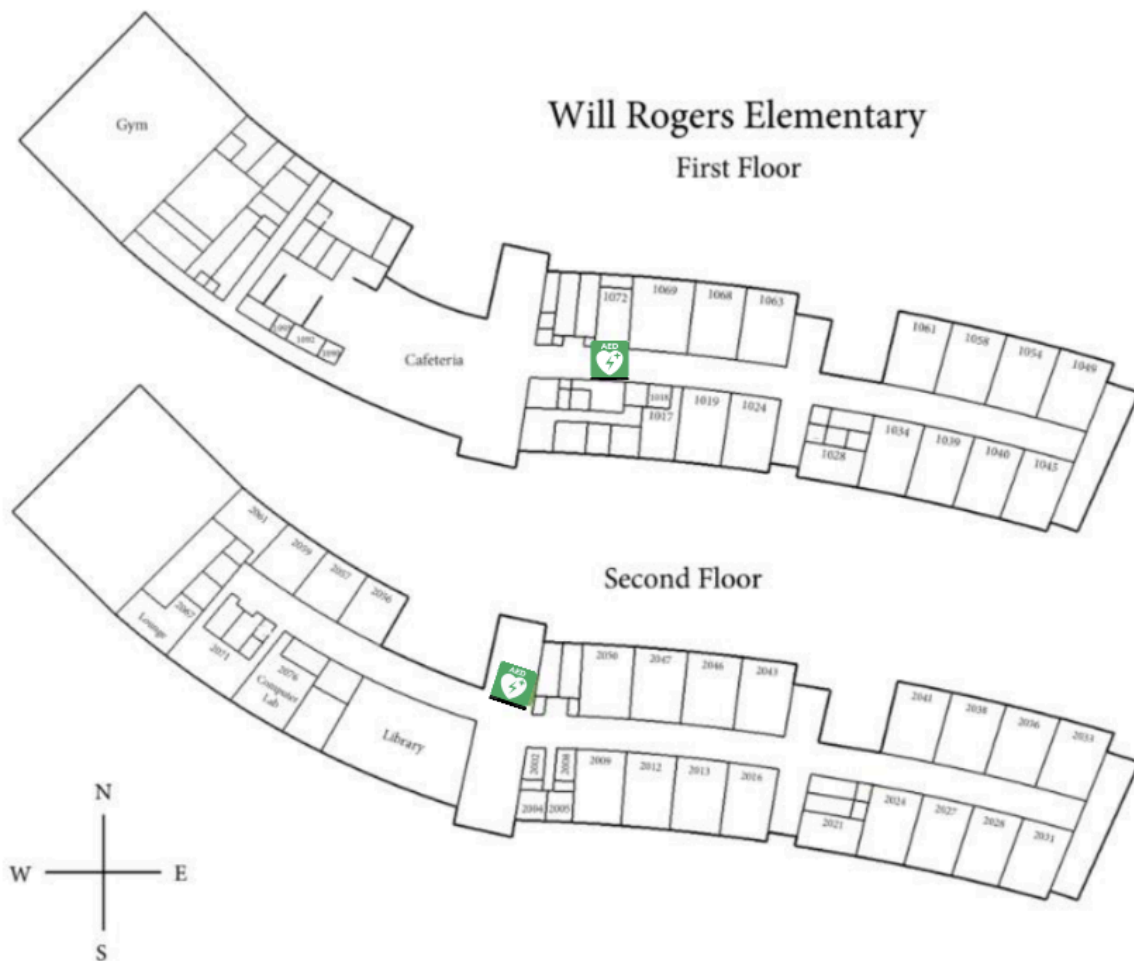
IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

- A CERT team member will contact the appropriate provider based on the specific circumstances surrounding an event.

<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

<i>AED Location</i>	<i>Maintenance Date</i>
1st Floor - Hallway outside Room 1072 (see map)	Monthly
2nd Floor - Hallway at the top of stairs (see map)	Monthly
*** See Map Below	



DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

Date of update and school board review: August 11, 2026

SKYLINE ELEMENTARY

CHASE MORRIS ACT COMPLIANCE SITE PLAN

Skyline Elementary has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 12, 2025**.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Natalie Fluty	Principal
Rachel Horschler	Special Education Teacher
Terri Krick	Para Professional
Amy Spiva	School Nurse
Megan Sawyer-Johnson	Admin Assistant
Gina Hickson	Health Assistant

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

HOW TO ACTIVATE THE TEAM:

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
 - The person is not moving, unresponsive, or unconscious.
 - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
 - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
 - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:

- The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
 - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
 - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
 - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
 - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
 - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
 - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
 - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
 - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
 - Team focus should now be on assisting EMS safely out of the building or location.
 - Provide EMS a copy of the patient's emergency information sheet.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

- The Cardiac Emergency Response Protocol shall be posted as follows:
 - In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
 - Adjacent to each AED.
 - Adjacent to each school telephone.
 - Attached to all portable AEDs.
- The Cardiac Emergency Response Protocol shall be distributed to:
 - All campus staff and administrators at the start of each school year, with updates distributed as made.
- Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel following the drills.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

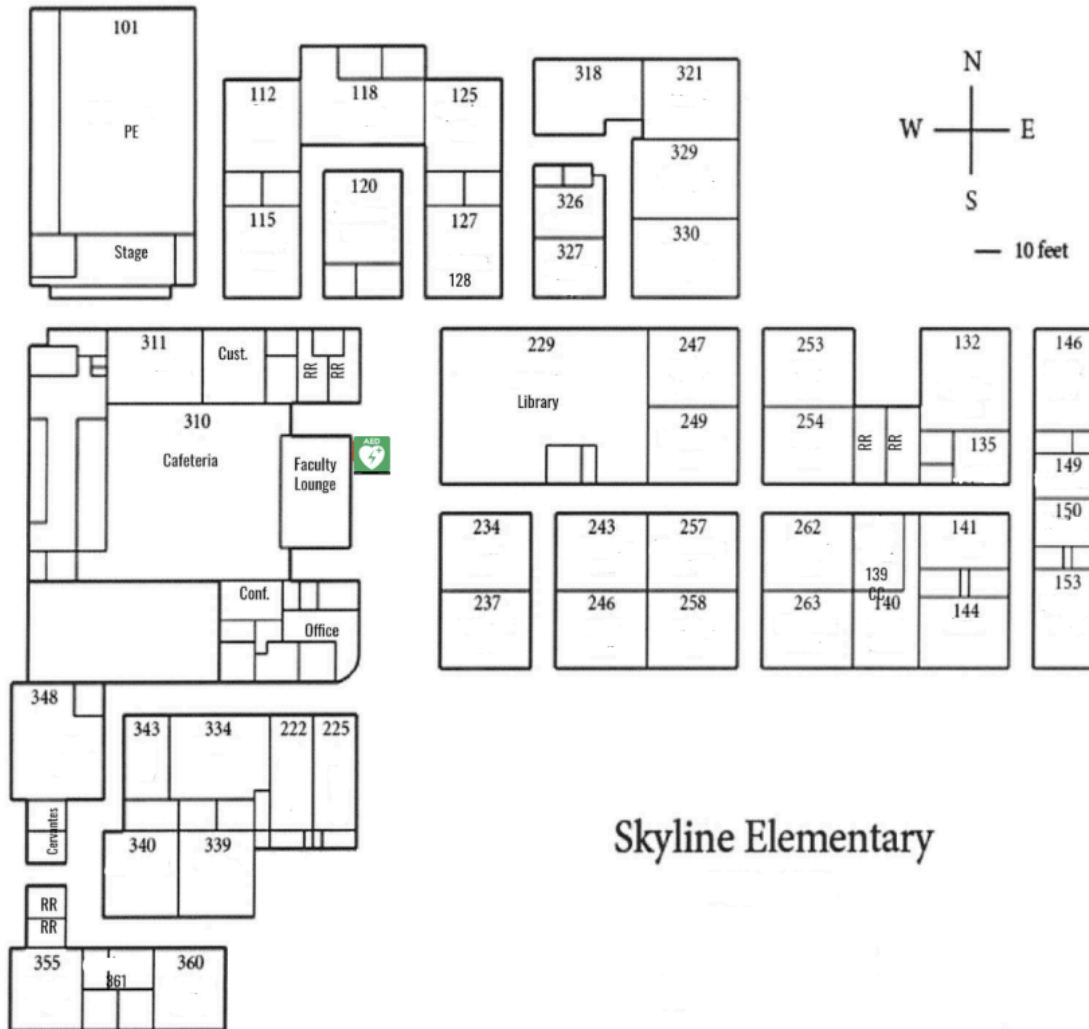
<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2026	One CERT drill will take place in the fall semester.
TBD Spring 2027	One CERT drill will take place in the spring semester.

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

<i>AED Location</i>	<i>Maintenance Date</i>
Front Hall in front of the lounge	Monthly
*** See Map Below	



DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

Date of update and school board review: August 12, 2025

Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

SANGRE RIDGE ELEMENTARY



CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.

B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.

C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:

- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
- 2. Activate the team in response to a sudden cardiac arrest;**

3. **Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines- based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
 4. **Provide for communication and dissemination of the plan throughout the school campus;**
 5. **Require the response team to practice the plan by conducting periodic drills;**
 6. **Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
 7. **Address athletic events and athletic facilities at each middle school and high school site provided:**
 - a. **an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
 - b. **a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;**
 8. **Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
 9. **Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).

SANGRE RIDGE ELEMENTARY

CHASE MORRIS ACT COMPLIANCE SITE PLAN

Sangre Ridge Elementary has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 12, 2025**.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Cami Patzkowski	Principal
Mason Oller	Assistant Principal
Ali Baca	Health Assistant
Tiffanie Seefeldt	Principal Secretary
Angela Martinez	Attendance Secretary
Sarah Ehrlich	Physical Education Teacher
Rachel Embree	Special Education Teacher

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

HOW TO ACTIVATE THE TEAM:

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
 - The person is not moving, unresponsive, or unconscious.
 - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
 - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
 - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:

- The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
 - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
 - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
 - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
 - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
 - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
 - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
 - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
 - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
 - Team focus should now be on assisting EMS safely out of the building or location.
 - Provide EMS a copy of the patient's emergency information sheet.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

- The Cardiac Emergency Response Protocol shall be posted as follows:
 - In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
 - Adjacent to each AED.
 - Adjacent to each school telephone.
 - Attached to all portable AEDs.
- The Cardiac Emergency Response Protocol shall be distributed to:
 - All campus staff and administrators at the start of each school year, with updates distributed as made.
- Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel following the drills.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2026	One CERT drill will take place in the fall semester.
TBD Spring 2027	One CERT drill will take place in the spring semester.

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

- A CERT team member will contact the appropriate provider based on the specific circumstances surrounding an event.

<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

<i>AED Location</i>	<i>Maintenance Date</i>
Hallway off of commons area	Monthly
Hallway near Room 304	Monthly
*** See Map Below	

The floor plan shows a complex layout of rooms. At the top, a north arrow points upwards. The plan includes several exits marked with green exit signs and arrows. The rooms are labeled with numbers and names, such as 308, 309, 310, 311, 312, 313, 307, 305, 306, 304, 303, 301, 302, 300, 316, 315, 314, 317, 318, 202, 002, 003, 004, 005, 006, 007, 008, 009, 206, 204, 205, Learning Commons, Lounge, Office, Nurse, Vault, Cafeteria, Kitchen, Library/Workroom, and RR. The plan also shows a large area labeled 'LEARNING COMMONS' and a 'LOUNGE' area. The rooms are arranged in a way that allows for easy navigation and access to various areas of the building.

Date of update and school board review: August 11, 2026

Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

WESTWOOD ELEMENTARY



CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.

B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.

C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:

- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
- 2. Activate the team in response to a sudden cardiac arrest;**

3. **Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines- based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
 4. **Provide for communication and dissemination of the plan throughout the school campus;**
 5. **Require the response team to practice the plan by conducting periodic drills;**
 6. **Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
 7. **Address athletic events and athletic facilities at each middle school and high school site provided:**
 - a. **an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
 - b. **a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;**
 8. **Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
 9. **Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).

WESTWOOD ELEMENTARY

CHASE MORRIS ACT COMPLIANCE SITE PLAN

Westwood Elementary has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 12, 2025**.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Keely Tolin	Principal
Sarah Pittman	Assistant Principal
Shelby Rogers	Health Aide
Ty Reitan	Special Education Teacher
Anne Kuhbander	ELL Teacher
Brandon Todhunter	Physical Education Teacher
Menchu Wang	Special Education Paraprofessional
Karetha Bruns	Instructional Coach

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED:

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

HOW TO ACTIVATE THE TEAM & PLAN ACTION STEPS:

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
 - The person is not moving, unresponsive, or unconscious.
 - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
 - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
 - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:
 - The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put

on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.

- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
 - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
 - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
 - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
 - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
 - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
 - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
 - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
 - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
 - Team focus should now be on assisting EMS safely out of the building or location.
 - Provide EMS a copy of the patient's emergency information sheet.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

- The Cardiac Emergency Response Protocol shall be posted as follows:
 - In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
 - Adjacent to each AED.
 - Adjacent to each school telephone.
 - Attached to all portable AEDs.
- The Cardiac Emergency Response Protocol shall be distributed to:
 - All campus staff and administrators at the start of each school year, with updates distributed as made.
- Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel following the drills.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2026	One CERT drill will take place in the fall semester.
TBD Spring 2027	One CERT drill will take place in the spring semester.

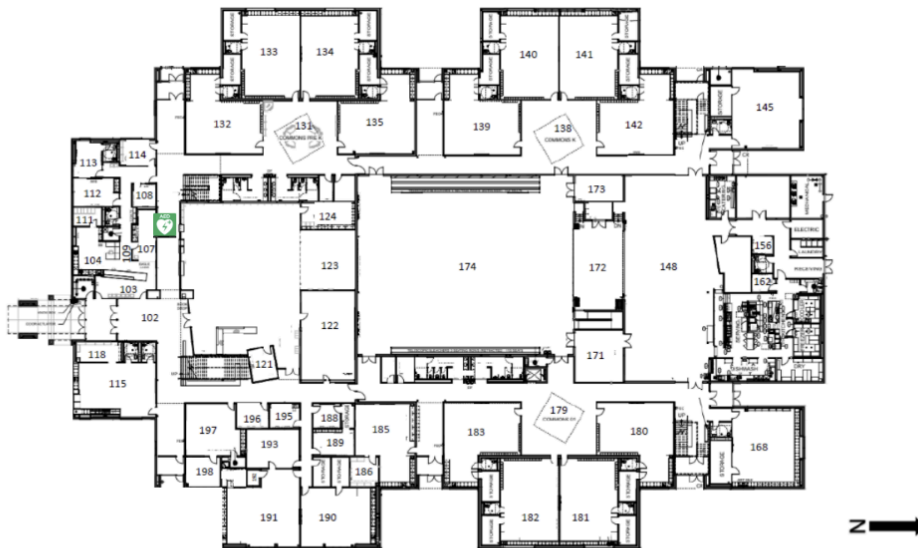
IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

- A CERT team member will contact the appropriate provider based on the specific circumstances surrounding an event.

<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

<i>AED Location</i>	<i>Maintenance Date</i>
Outside Front Office- 1st Floor	Monthly
Northeast Corner of building-2nd Floor	Monthly
***See Map Below	



Westwood Elementary
First Floor



Westwood Elementary
Second Floor

DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

Date of update and school board review: August 11, 2026

STILLWATER PUBLIC SCHOOLS

Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

RICHMOND ELEMENTARY



CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.

B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.

C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:

- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
- 2. Activate the team in response to a sudden cardiac arrest;**

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines- based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
 - 4. Provide for communication and dissemination of the plan throughout the school campus;**
 - 5. Require the response team to practice the plan by conducting periodic drills;**
 - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
 - 7. Address athletic events and athletic facilities at each middle school and high school site provided:**
 - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
 - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;**
 - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
 - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).

RICHMOND ELEMENTARY

CHASE MORRIS ACT COMPLIANCE SITE PLAN

Richmond Elementary has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 11, 2026**.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Krista Lavicky	Health Room / Office Assistant
Zach Boydston	Physical Education Teacher
Kelly Owen	Office Assistant
Grace Anne Fath	Special Education Teacher
Leslie McSpadden	Counselor
Ila Edens	Paraprofessional
Joy Cawood	Principal

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

HOW TO ACTIVATE THE TEAM:

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
 - The person is not moving, unresponsive, or unconscious.
 - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
 - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
 - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:
 - The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put

on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.

- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
 - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
 - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
 - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
 - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
 - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
 - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
 - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
 - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
 - Team focus should now be on assisting EMS safely out of the building or location.
 - Provide EMS a copy of the patient's emergency information sheet.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

- a. The Cardiac Emergency Response Protocol shall be posted as follows:
 - i. In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
 - ii. Adjacent to each AED.
 - iii. Adjacent to each school telephone.
 - iv. Attached to all portable AEDs.
- b. The Cardiac Emergency Response Protocol shall be distributed to:
 - i. All campus staff and administrators at the start of each school year, with updates distributed as made.
- c. Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel following the drills.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2026	One CERT drill will take place in the fall semester.
TBD Spring 2027	One CERT drill will take place in the spring semester.

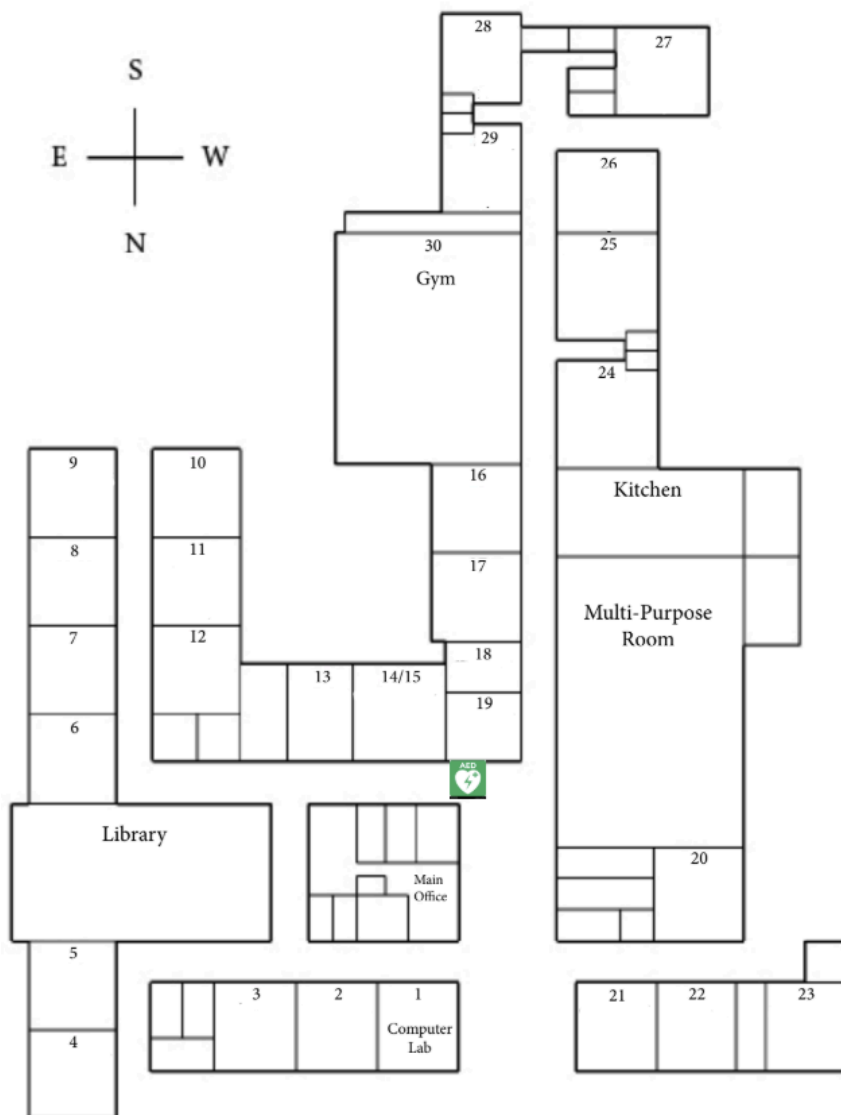
IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

<i>AED Location</i>	<i>Maintenance Date</i>
Outside of cafeteria, adjacent to room 19	Monthly
*** See Map Below	

Richmond Elementary



DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD
Date of update and school board review: August 11, 2026

STILLWATER LINCOLN ACADEMY

CHASE MORRIS ACT COMPLIANCE SITE PLAN

Stillwater Lincoln Academy has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 11, 2026**.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
George Horton	Principal
Carla Nelson	Secretary
Kris Fowler	Teacher
Scott Petermann	Teacher
David Coates	School Nurse

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

HOW TO ACTIVATE THE TEAM:

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
 - The person is not moving, unresponsive, or unconscious.
 - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
 - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
 - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:

- The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
 - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
 - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
 - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
 - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
 - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
 - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
 - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
 - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
 - Team focus should now be on assisting EMS safely out of the building or location.
 - Provide EMS a copy of the patient's emergency information sheet.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

- The Cardiac Emergency Response Protocol shall be posted as follows:
 - In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
 - Adjacent to each AED.
 - Adjacent to each school telephone.
 - Attached to all portable AEDs.
- The Cardiac Emergency Response Protocol shall be distributed to:
 - All campus staff and administrators at the start of each school year, with updates distributed as made.
- Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel following the drills.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2026	One CERT drill will take place in the fall semester.
TBD Spring 2027	One CERT drill will take place in the spring semester.

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

- A CERT team member will contact the appropriate provider based on the specific circumstances surrounding an event.

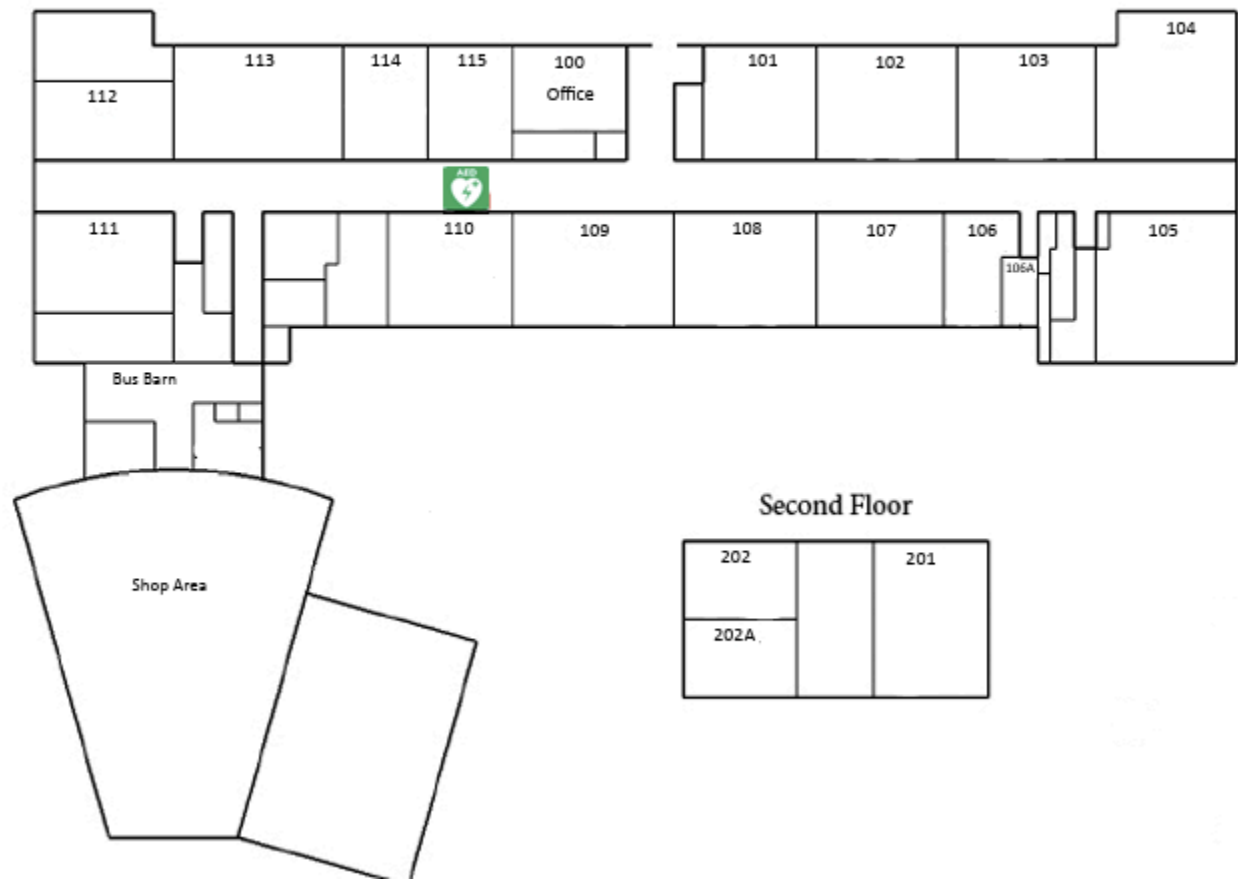
<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

**Check with your manufacturer for the recommended maintenance of your AED.

AED Location	Maintenance Date
Main Hallway - Outside of Room 110	Monthly
*** See Map Below	

Lincoln Academy



DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

Date of update and school board review: August 12, 2025

Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

STILLWATER MIDDLE SCHOOL



CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.

B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.

C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and

2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:

1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;

2. Activate the team in response to a sudden cardiac arrest;

3. **Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines- based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
 4. **Provide for communication and dissemination of the plan throughout the school campus;**
 5. **Require the response team to practice the plan by conducting periodic drills;**
 6. **Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
 7. **Address athletic events and athletic facilities at each middle school and high school site provided:**
 - a. **an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
 - b. **a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;**
 8. **Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
 9. **Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).

STILLWATER MIDDLE SCHOOL

CHASE MORRIS ACT COMPLIANCE SITE PLAN

Stillwater Middle School has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 12, 2025**.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and the number to be on the team.

<i>Team Member</i>	<i>Role</i>
Jackie Jackson	Principal
Jason Riggs	Assistant Principal
Claire Clark	Assistant Principal
Krista Evans	Health Room/Office Assistant
Morgan Cathey	Physical Education Teacher
Justin Reedy	SRO
Kyle Kilby	Attendance Monitor

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

HOW TO ACTIVATE THE TEAM:

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
 - The person is not moving, unresponsive, or unconscious.
 - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
 - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
 - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:

- The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
 - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
 - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
 - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
 - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
 - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
 - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
 - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
 - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
 - Team focus should now be on assisting EMS safely out of the building or location.
 - Provide EMS a copy of the patient's emergency information sheet.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

- The Cardiac Emergency Response Protocol shall be posted as follows:
 - In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
 - Adjacent to each AED.
 - Adjacent to each school telephone.
 - Attached to all portable AEDs.
- The Cardiac Emergency Response Protocol shall be distributed to:
 - All campus staff and administrators at the start of each school year, with updates distributed as made.
- Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel following the drills.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

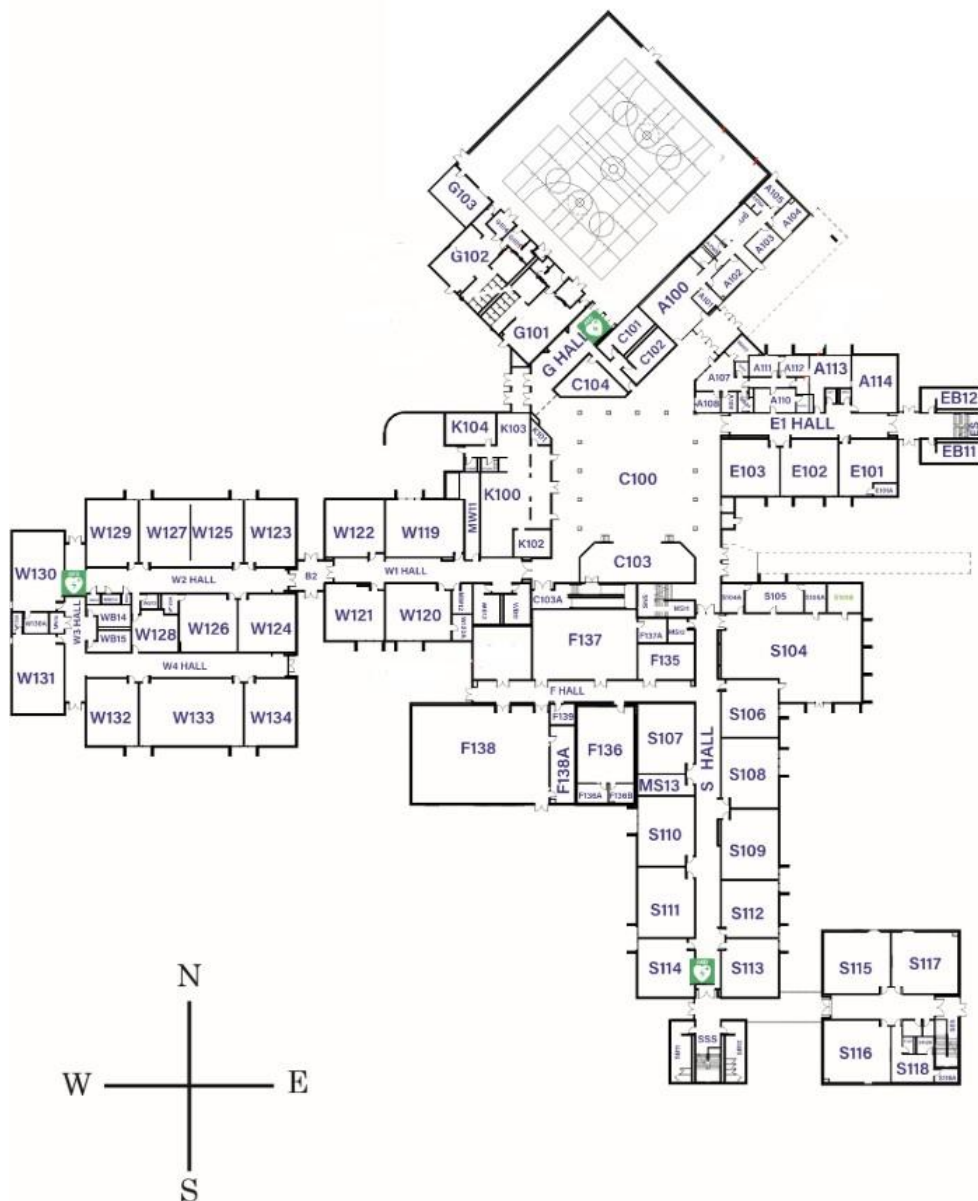
<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2026	One CERT drill will take place in the fall semester.
TBD Spring 2027	One CERT drill will take place in the spring semester.

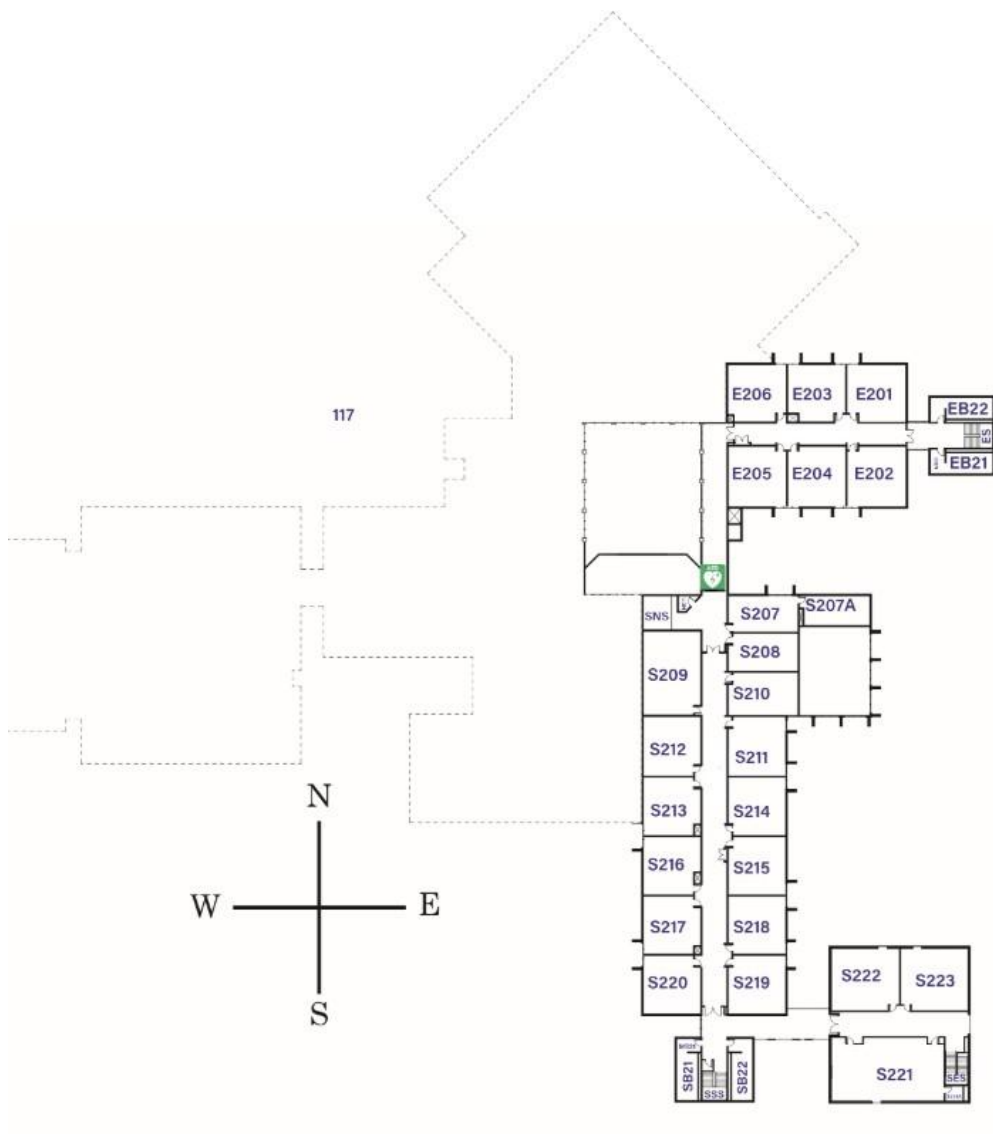
IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

<i>AED Location</i>	<i>Maintenance Date</i>
1st Floor - Outside of Gymnasium	Monthly
1st Floor - End of South Hallway Outside of Room S114	Monthly
1st Floor - End of W2 Hallway Outside of Room W130	Monthly
2nd Floor - Top of Stairs Outside of Room S207	Monthly
** See Map Below	





DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

Date of update and school board review: August 11, 2026

STILLWATER PUBLIC SCHOOLS

Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

STILLWATER JUNIOR HIGH SCHOOL



CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.

B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.

C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:

- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
- 2. Activate the team in response to a sudden cardiac arrest;**

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines- based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
 - 4. Provide for communication and dissemination of the plan throughout the school campus;**
 - 5. Require the response team to practice the plan by conducting periodic drills;**
 - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
 - 7. Address athletic events and athletic facilities at each middle school and high school site provided:**
 - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
 - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;**
 - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
 - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

Historical Data

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).

STILLWATER JUNIOR HIGH SCHOOL

CHASE MORRIS ACT COMPLIANCE SITE PLAN

Stillwater Junior High School has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 11, 2026**.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Ashley Dobbs	Assistant Principal
Madeline El Ourraque	Teacher
Emma Fike	Teacher
Leah Dollar	Teacher
Devrie Tonga	Teacher
Mary Jolliff	Paraprofessional

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

HOW TO ACTIVATE THE TEAM:

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
 - The person is not moving, unresponsive, or unconscious.
 - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
 - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
 - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:

- The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
 - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
 - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
 - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
 - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
 - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
 - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
 - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
 - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
 - Team focus should now be on assisting EMS safely out of the building or location.
 - Provide EMS a copy of the patient's emergency information sheet.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

- The Cardiac Emergency Response Protocol shall be posted as follows:
 - In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
 - Adjacent to each AED.
 - Adjacent to each school telephone.
 - Attached to all portable AEDs.
- The Cardiac Emergency Response Protocol shall be distributed to:
 - All campus staff and administrators at the start of each school year, with updates distributed as made.
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DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2026	One CERT drill will take place in the fall semester.
TBD Spring 2027	One CERT drill will take place in the spring semester.

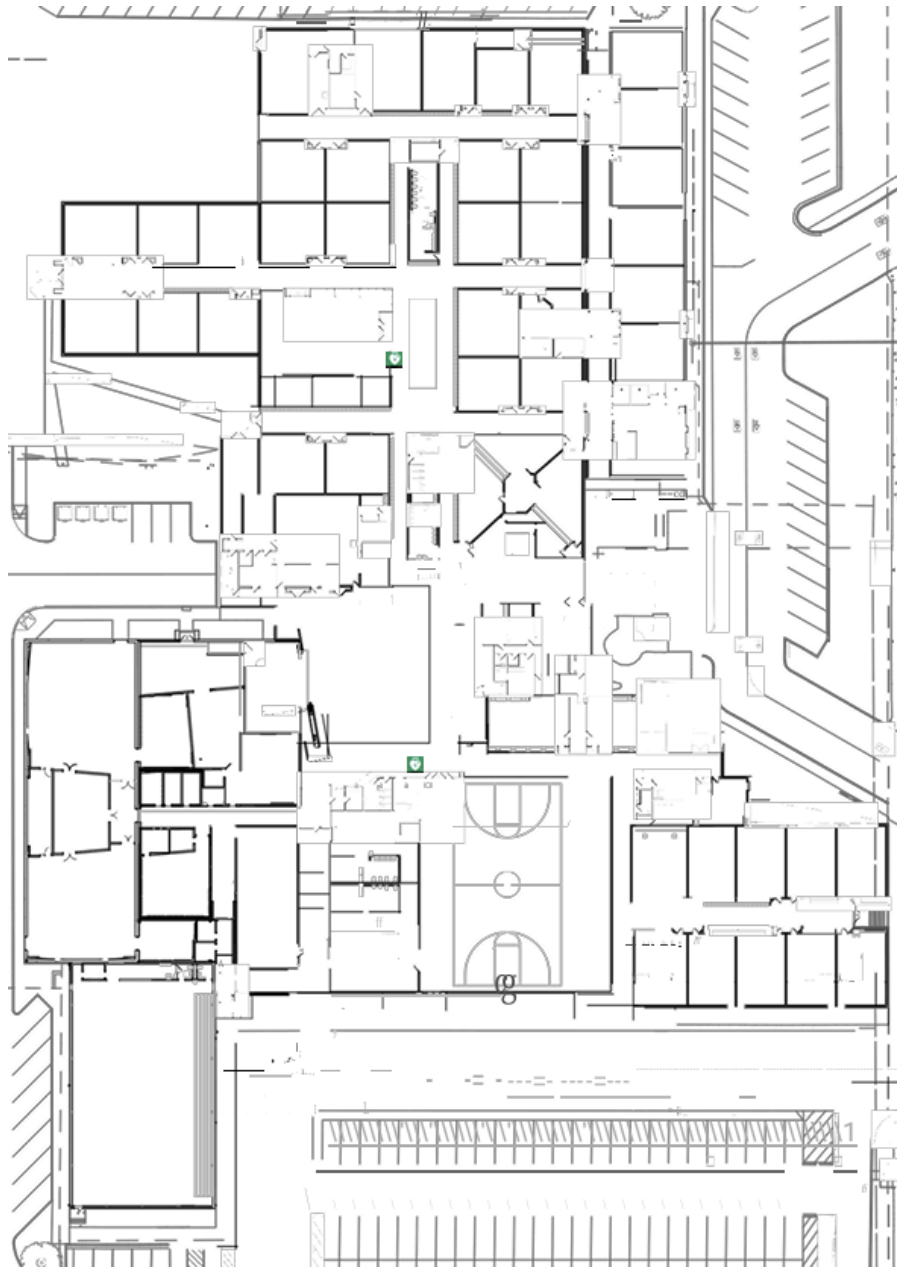
IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

**Check with your manufacturer for the recommended maintenance of your AED.

<i>AED Location</i>	<i>Maintenance Date</i>
Outside of Gymnasium	Monthly
Outside of Library	Monthly
*** See Map Below	



DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

Date of update and school board review: August 11, 2026

STILLWATER PUBLIC SCHOOLS

Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

STILLWATER HIGH SCHOOL



CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

Article Article XXIV - Miscellaneous Provisions

Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

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B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.

C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

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A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

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- 2. Activate the team in response to a sudden cardiac arrest;**

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
 - 4. Provide for communication and dissemination of the plan throughout the school campus;**
 - 5. Require the response team to practice the plan by conducting periodic drills;**
 - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
 - 7. Address athletic events and athletic facilities at each middle school and high school site provided:**
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 - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
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Historical Data

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STILLWATER HIGH SCHOOL

CHASE MORRIS ACT COMPLIANCE SITE PLAN

Stillwater High School has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 12, 2025**.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Carl Treat	Assistant Principal
David Coates	Secondary School Nurse
Jared Noles	SRO
Walter Howell	Principal
Krissi Morton	School Counselor
Sarah Sanders	Teacher

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

HOW TO ACTIVATE THE TEAM:

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 - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.

- Facilitate immediate access to professional medical help:
 - The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
 - Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
 - Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
 - If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
 - The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
 - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
 - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
 - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
 - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
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<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2025	One CERT drill will take place in the fall semester.
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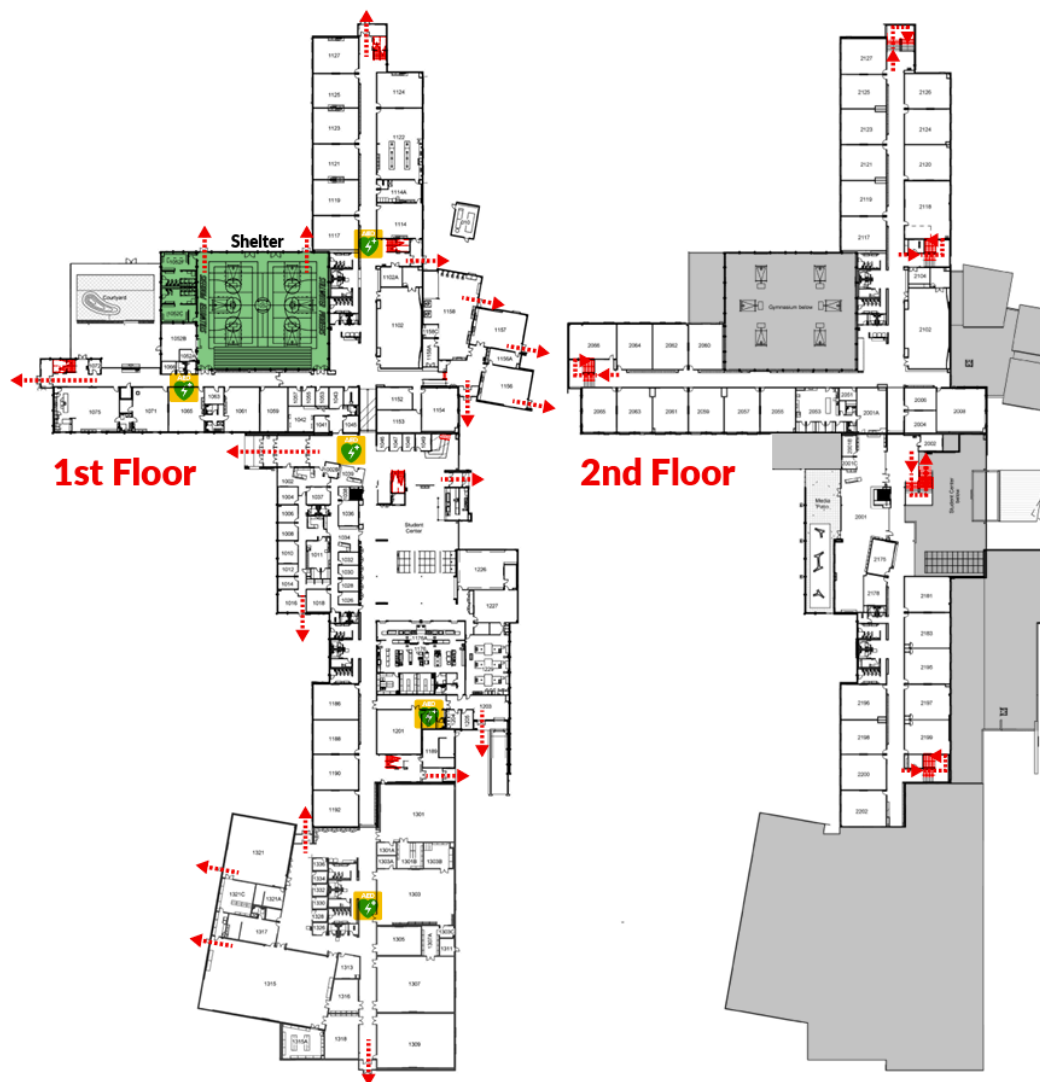
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<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
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Stillwater Fire Department	911

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

**Check with your manufacturer for the recommended maintenance of your AED.

<i>AED Location</i>	<i>Maintenance Date</i>
Outside of SRO Office - North End of Building	Monthly
Outside of Girls Central Restroom	Monthly
Outside of Front Office - South End of Building	Monthly
PAC - South End of West Hallway	Monthly
FH - Adjacent to Court NW Corner	Monthly
*** See Map Below	



LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE

**AED must be accessible within one to three minutes. Identify who is responsible to get the AED
 Could insert you EAP (Emergency Action Plan for athletics here also)

***Check with your manufacturer for the recommended maintenance of your AED.

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>
Fieldhouse	court level outside athletic trainer's office	
SHS Football Locker	Offensive Coaches Office	
Couch Park (baseball and softball)	Baseball Concession Stand	
SHS Pioneer Stadium	Security office - home side	

DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD

Date of update and school board review: August 11, 2026

STILLWATER PUBLIC SCHOOLS

Emergency Operations Site Plan

Chase Morris Sudden Cardiac Arrest Response Plan

HIGHLAND PARK ELEMENTARY



CHASE MORRIS ACT

Oklahoma Statutes Citationized

Title 70. Schools

Chapter 1 - School Code of 1971

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E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

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HIGHLAND PARK ELEMENTARY

CHASE MORRIS ACT COMPLIANCE SITE PLAN

Highland Park Elementary has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 11, 2026**.

SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Becky Dyson	Principal
Brooke Todhunter	Assistant Principal
Abby Varnum`	Academic Support Coach
Jessica Potter	Counselor
Rita Williams	Office Health Assistant
Jordyn Scott	SPED teacher

IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

HOW TO ACTIVATE THE TEAM:

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
 - The person is not moving, unresponsive, or unconscious.
 - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
 - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
 - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:

- The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
 - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
 - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
 - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
 - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
 - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
 - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
 - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
 - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
 - Team focus should now be on assisting EMS safely out of the building or location.
 - Provide EMS a copy of the patient's emergency information sheet.

HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

- a. The Cardiac Emergency Response Protocol shall be posted as follows:
 - i. In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
 - ii. Adjacent to each AED.
 - iii. Adjacent to each school telephone.
 - iv. Attached to all portable AEDs.
- b. The Cardiac Emergency Response Protocol shall be distributed to:
 - i. All campus staff and administrators at the start of each school year, with updates distributed as made.
- c. Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel following the drills.

DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2026	One CERT drill will take place in the fall semester.
TBD Spring 2027	One CERT drill will take place in the spring semester.

IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

****Example:** Local Ambulance, Fire Department, Police Department, Sheriff Department

*******Identify who on your team will contact these providers

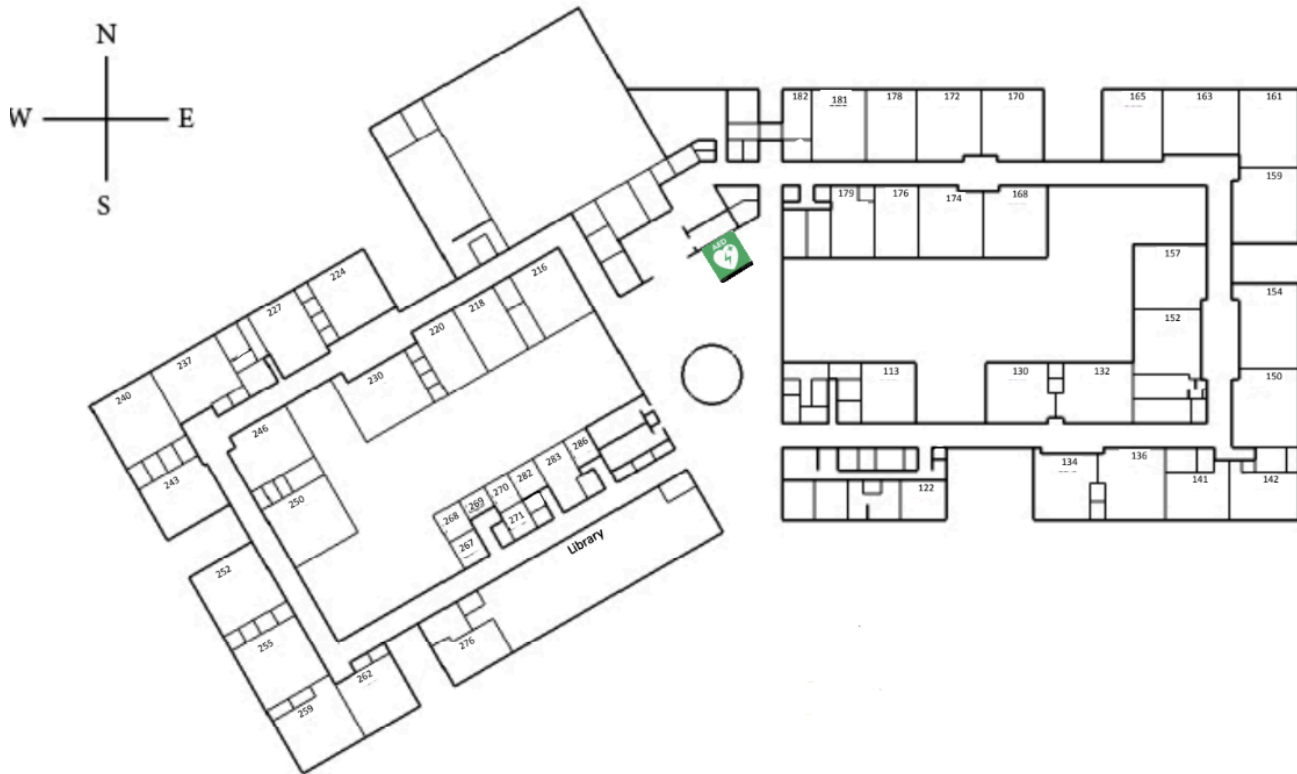
<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:

**Check with your manufacturer for the recommended maintenance of your AED.

<i>AED Location</i>	<i>Maintenance Date</i>
Cafeteria, on wall by water fountain	Monthly
*** See Map Below	

Highland Park Elementary

**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

Date of update and school board review: August 11, 2026



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Tyler Bridges, Superintendent
DATE: August 11, 2026

AGENDA ITEM:

Receive Stillwater Public Schools' Critical Incident Management Plan

BOARD ACTION REQUESTED:

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

BACKGROUND INFORMATION:

Attached to this memo is the 2026-2027 SPS Critical Incident Management Plan for review by the Board.

STILLWATER PUBLIC **SCHOOLS**



CRITICAL INCIDENT MANAGEMENT PLAN

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STILLWATER PUBLIC SCHOOLS **CRITICAL INCIDENT MANAGEMENT PLAN**

PREFACE

The Stillwater Public School District is dedicated to providing a safe environment for students, staff members, and visitors while at our schools. The purpose of this critical incident management plan is to provide the information necessary to enable District personnel to ensure a safe environment during an emergency situation involving District students, personnel, visitors, and facilities during school sponsored classes, programs and activities. It is important to remember all school personnel, both certified and support, as well as district and appropriate community resources should be utilized in any comprehensive emergency response plan.

OVERVIEW

This manual outlines and describes the Stillwater Public School District's procedures for responding to critical incidents which are most likely to occur on our campuses and district offices. Some examples of these emergencies would be:

- A natural or "man-made" disaster which has a traumatic impact on a large number of people;
- The death of a student or staff member
- An individual who becomes violent, aggressive, or otherwise causes a significant disruption during a school day or school event;
- A situation where a person presents an immediate threat to the physical safety of one or more people (but before a major incident occurs).

This manual is designed as a working document. It is advisable after any critical incident to evaluate and critique the emergency response, updating and revising this plan as necessary.

ADVANCED PLANNING:

While the occurrence of a specific emergency cannot be predicted, advanced planning is essential to successful management of critical situations. Such planning increases the organization and efficiency of the response and reduces the disorder and emotionalism which can occur in times of emergency. Routine evacuation and secure in place drills with subsequent critiques, and site safety evaluations will ensure compliance with emergency procedures.

Identification of key personnel who will assist in management of emergency situations is, perhaps, one of the most important steps in advance planning. Personnel identified to have major roles in responding to emergency situations serve as members of the site Critical Incident Team.

Standard procedures for a variety of emergency situations, evacuation plans, relocation and reunification plans, and important phone numbers are included in other sections of this manual.

STANDARD PROCEDURES

Stillwater Public Schools will follow the protocols and guidance from the Standard Response Protocol (SRP) and Standard Reunification Method (SRM) provided by the 'I Love U Guys' foundation.

Standard Response Protocol (SRP)

- **“HOLD”** - will be used for incidents that require students and staff to remain in the classroom and out of the hallways.
- **“SECURE”** - this directive will be given when there is a threat or hazard outside of a site / facility.
- **“LOCKDOWN”** - this is used when the threat or hazard is inside of a site / facility.
- **“EVACUATE”** - implemented when there is a need to move individuals from the current location to another for safety reasons.
- **“SHELTER”** - this announcement is made when specific protective actions are needed based on a threat or hazard.

Standard Reunification Method (SRM)

The Standard Reunification Method provides a framework for the development of a comprehensive district plan for student reunification.

Objectives of the SRM

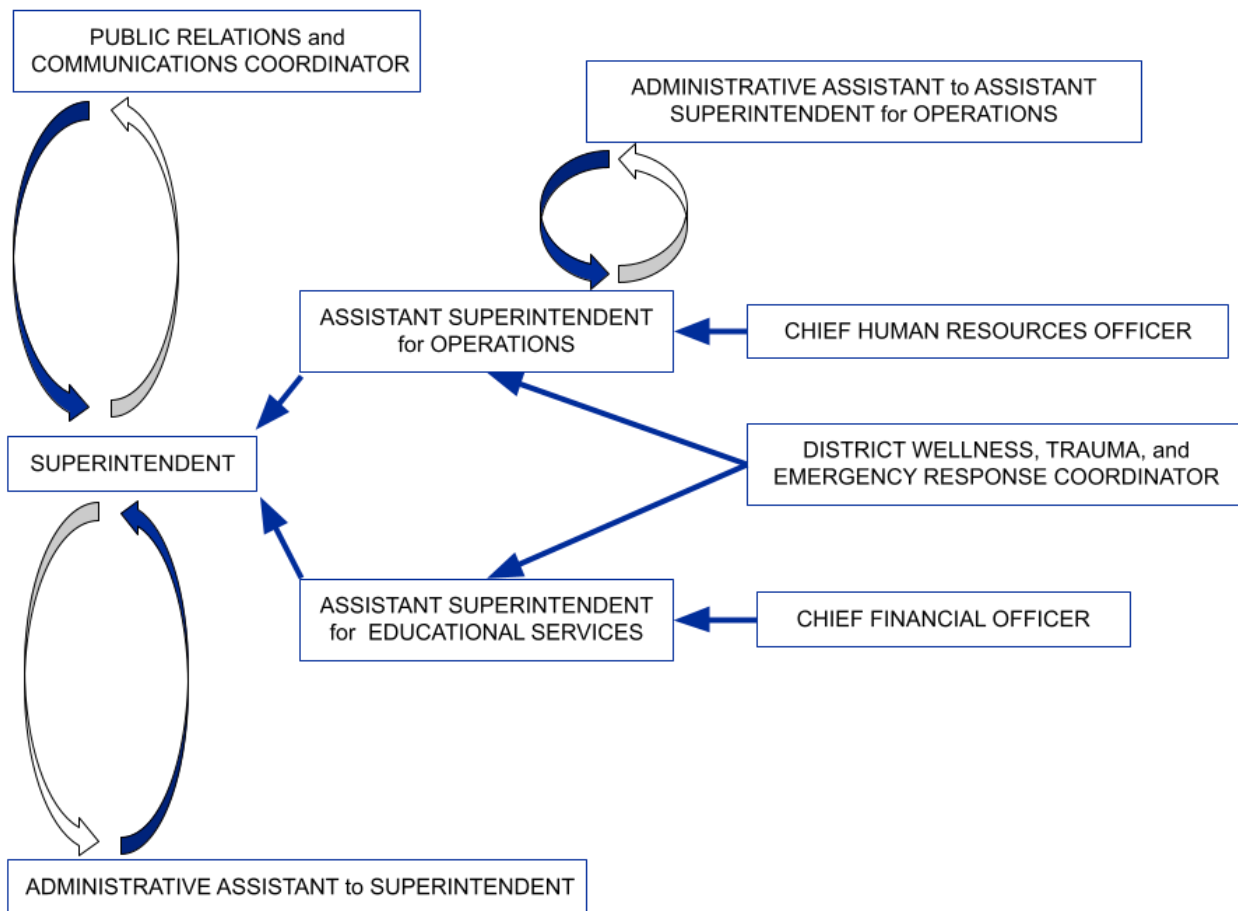
- Establish a reunification site.

- Establish relationships with community partners for the implementation of a reunification process; this includes but is not limited to police, fire, and emergency management.
- Establish a parent / guardian check-in process.
- Establish procedures for accountability of students.
- Establish procedures and methods of communication for staff and parents.
- Establish protocols and methods for student reunification, support services, and medical care.

RAVE PANIC BUTTON

RAVE Panic Button system will be used by staff for notification of emergencies including but not limited to medical, fire, or active assailant. This system allows for immediate 9-1-1 notification to be sent to partner agencies including local police and county and state law enforcement agencies.

DISTRICT ADMINISTRATION INCIDENT COMMAND STRUCTURE



DISTRICT ADMINISTRATION RESPONSIBILITIES

SUPERINTENDENT

- Serve as emergency response command leader (i.e. initiate emergency response, organize emergency response team, determine site status, direct site activities)
- Communicate directly with emergency response executive team during any event deemed as an emergency
- Communicate with site principals and Athletic Director, as needed
- Point of contact for emergency response executive team members
- Designate an emergency response command leader in their absence
- Assist with all emergency response executive team member duties, as needed

ASSISTANT SUPERINTENDENT - EDUCATIONAL SERVICES

- Manage GroupMe message circulation among the principals
- Verify that the GroupMe messaging is coming through to the points of contact and that they are aware there is a situation
- Contact individual principals or assistant principals as needed
- Point of contact for Ed Services Dept
- Fill in for Asst Superintendent of Operations, or Superintendent

ASSISTANT SUPERINTENDENT - OPERATIONS

- Communication with Transportation, Child Nutrition, Facilities, Technology Directors, School Resource Officers, Construction Management
- Point of contact for Stillwater Police Dept, Stillwater Fire Dept. SEMA, Stillwater Medical Center
- Document information as it is provided and share that information
- Assist with messaging, as needed
- Fill in for Asst Superintendent of Ed. Services, or Superintendent

PUBLIC RELATIONS AND COMMUNICATION COORDINATOR

- Communicate to the public using district tools (Twitter, Facebook SchoolMessenger, Website, Channel 16) See this document for appropriate messaging levels (corresponds to policy CKAC-P1).
- Assist with message creation. See this doc for samples
- Resolve any communication issues
- Serve as Point of contact for outside media/reporters
- Fill in for Asst Superintendent of Operations, or Chief Financial Officer

CHIEF FINANCIAL OFFICER

- Back up to Communications Coordinator for communications
 - Communicate to public using district tools (Twitter, Facebook SchoolMessenger, Website, Channel 16) See this document for appropriate messaging levels (corresponds to policy CKAC-P1)
 - Assist with message creation. See this doc for samples

- Fill in for PR/Communications Coordinator, or Chief Human Resources Officer

CHIEF HUMAN RESOURCE OFFICER

- Communication with central office receptionist
- Point of contact for walk-in traffic and phone traffic
- Pay attention to weather reports as broadcast via TV service
- Assist with messaging, as needed
- Fill in for Chief Financial Officer

WELLNESS, TRAUMA, AND EMERGENCY RESPONSE COORD.

- Coordinate trauma responsive practices
- Collaborate with site administrators on emergency response protocols.
- Serve as crisis management support coordination during a crisis.

RESPONSIBILITIES OF SCHOOL PERSONNEL

PRINCIPAL

The school principals are responsible for pre-emergency preparedness at their school, subject only to the directive and guidelines issued by the District Superintendent or designee. In the event of an emergency, they are the designated representatives who will assume overall direction of emergency procedures at the school.

In discharging this responsibility , the principal of each school shall:

During Pre-Emergency Conditions

- Appoint a designee who shall assume the duties of principal in his or her absence, and identify duty assignments of other school personnel.
- Utilize directives and guidelines established by the school district to;
 - Develop an emergency response and preparedness plan which will be kept operative at all times.
 - Ensure that all school personnel and students are properly instructed in the school Critical Incident Management Plan.

- Ensure that there is an adequate warning system available, and that the various alarm signals are known and understood by students and staff.
- Survey, with the school administrative team, the Assistant Superintendent of Operations Director of Facilities, the School Resource Officer, a representative from the Fire Marshal's office, and any designated consultants for the district, the physical and structural advantages and disadvantages of the school plant and select the areas of comparative safety for groups to use in any type of emergency.
- Plan with the school administrative team, the Fire Marshal and a School Resource Officer, primary and alternate traffic control plans for pedestrian and vehicular movements on the school campus.
- Arrange for instruction and training of students to ensure their safety.
- Maintain all emergency equipment and supplies in usable condition at all times and coordinate with the Director of Facilities routine inspections of safety equipment (fire suppression systems, fire alarms, etc.).
- Coordinate with the Director of Facilities to locate and identify utility "shut offs". Instruct at least one other person in the location and operation of the 'shut offs'.
- Communicate with students and parents the elements of the critical incident management plan **that are not confidential**.
-
- Conduct regularly scheduled drills and maintain a record of these in your office. Copies of all safety drill documentation should be forwarded to the Assistant Superintendent of Operations.
- Provide substitutes with information regarding their responsibilities, evacuation routes and general procedures.
- Know how to demonstrate the use of emergency equipment utilized at your school.

During Emergency and Post-Emergency Conditions:

- Report the situation to the Superintendent or designee.
- Assume overall direction of school emergency management using established procedures for communication, evacuation, and relocation.
- When needed, direct evacuation of building(s), using fire evacuation procedures
- Issue instruction to teachers if students are to be released from the school.
- Stay calm; your attitude/actions will be mirrored by your staff and students.

TEACHERS

Teachers will be responsible for the supervision of students. They will follow the instructions and safety guidelines of the district and their individual school as well as the specific instructions from the principal.

In discharging their responsibility, teachers shall:

During Pre-Emergency Conditions:

- Be knowledgeable of the hazardous effects of different emergencies and the survival techniques for each.
- Provide instruction and practice for students in the Standard Response Protocol (SRP).
- Keep personal information on each student accessible at all times (with strict regard to confidentiality).

During Emergency and Post-Emergency Conditions:

- Supervise the Standard Response Protocol (SRP) procedures and/or evacuation of students to designated assembly areas.
- Remain with and supervise students until relieved of responsibility by the school principal.
- Take roll when class relocates to designated assembly area as soon as possible.
- Report missing students to principal or designee. If there is reason to believe such students may be endangered in a school structure, rescue measures should only be attempted with available trained personnel.
- Render first aid, restore order, and assist other staff and students as needed.

NURSE

The responsibility of the school nurse shall be:

During Pre-Emergency Conditions:

- Conduct or coordinate first aid and medical assistance training for designated school personnel as directed by the District Superintendent or school principal.
- Cooperate with the principal to designate qualified members of the school staff to coordinate and or perform first aid when the school nurse is not available.
- Assist the principal with developing plans for caring of injured persons within the school, including:
 - Plan methods of solving potential health and sanitation problems.
 - Setting up/coordinating first aid response teams
 - Establishing first aid stations and triage areas
 - Ensure that current medical information is on file for the entire student body.

During Emergency and Post-Emergency Conditions:

- Follow directives provided by the Superintendent or designee or by first responders
- Locate, categorize, and identify victims.
- Administer first aid, as appropriate.
- Supervise administration of first aid by those with first aid training.
- Organize distribution and use of first aid and medical supplies.
- Work with Wellness, Trauma, and Emergency Response Coordinator to establish additional trauma supports for students, staff, and parents.
- Stay calm; your attitude and actions will be mirrored by staff and students.

CUSTODIAN

The responsibility of the custodian shall be:

During Pre-Emergency Conditions:

- Report concerns regarding fire equipment to the Director of Facilities as soon as concerns arise.
- Coordinate with the Director of Facilities and principal to assure fire alarm and public address systems are in working order.
- Coordinate with the Director of Facilities and principal to assure all building security systems are in working order.
- Coordinate with the Director of Facilities and principal in maintaining a complete set of building maps and or blue prints to be made available for emergency personnel.
- Know how to quickly "shut off" utilities and HVAC systems.

During Emergency and Post-Emergency Conditions:

- Shut off utilities when directed to do so.
- Shut off HVAC systems when directed to do so.
- Conduct damage control to limit damage to school facilities.
- Survey and report damage to the Director of Facilities and principal.

SUBSTITUTE EMPLOYEES

The responsibility of a substitute employee shall be:

During Pre-Emergency Conditions:

- Become familiar with the district critical incident management plan.
- Become familiar with the evacuation routes and the general safety procedures at the school site.

During Emergency and Post- Emergency Conditions

- Perform the duties of the person for whom they are substituting.
- Account for all students in their attendance
- Assist where directed to do so.

PARENTS AND STUDENTS

The responsibility of the parents and students shall be:

- Students should familiarize themselves with preset evacuation routes and general school safety procedures.
- Students **must** follow school staff directions without any hesitation.
- Parents must be informed of the current critical incident management plan.
- Parents must provide the school with emergency contact numbers where they can be contacted at any time during school hours.
- Parents should ensure that all necessary student medical information is on file with the school nurse or designee

BUS DRIVERS

The responsibility of bus drivers shall be:

During Pre-Emergency Conditions:

- Become familiar with the district's critical incident management plan.
- Ensure that students transported in buses receive instructions in safe riding practices and participate in emergency evacuation drills.
- Establish a voice communication code in which drivers may communicate an unsafe situation to their transportation base supervisor. This code should include language to indicate if the situation is threatening or an actual attack is occurring.
- Drivers should be constantly reminded of the importance of thoroughly conducting a daily inspection of their bus. This inspection should include a visual inspection of the underside of the bus for vandalism or foreign objects attached to the bus.
- Drivers should be alert at all bus stops and traffic stops for strangers approaching the bus.
- All school bus drivers should immediately report to the supervisor of transportation any noticeable change in behavior of students. Any rumors concerning possible weapons violations or threats of violence should be immediately reported to the transportation supervisor.

During Emergency and Post Emergency Situations:

- During a critical incident on a bus, and if the situation presents itself, the driver shall make every attempt to keep the communication device "open" such as leaving a cellular phone in the talk mode or a radio microphone "keyed up".
- Law enforcement authorities should be immediately notified of any possibility of violence.
- Suspicion or actual weapon on the bus:
 - The driver should notify the school by voice communication.
 - If possible, all students except the suspect should be evacuated from the bus.
 - If evacuation is not possible, the driver should attempt to negotiate with the suspect in a calm voice. The use of non-verbal communication techniques is further recommended to calm the suspect.

- While dealing with an armed individual, it struck all passengers to remain quiet and stay seated.
- In the event of a hostage situation or unauthorized entry into the bus by violent parties the same procedure should be followed.
- Stay calm; your attitude/actions will be mirrored by students.

THE CRITICAL INCIDENT MANAGEMENT TEAM

The purpose of the critical incident management team is to effectively respond to a variety of emergency situations. This will be accomplished in the following ways:

- Assist the principal with developing a specific plan to respond to an emergency.
- Consult with and provide support on an as-needed basis to the affected school's staff in reacting to and dealing with the critical incident.
- Provide direct support services to staff and students in distress.
- Make referrals to community resources for those needing follow-up counseling/support.
- Monitor the situation after the emergency has subsided and provide other follow-up services.

The Critical Incident Management Team will be made up of two components: The **Emergency Response Team** and the **Crisis Response Team**. The Emergency Response Team handles the immediate emergency, managing safety and communication until the initial emergency has passed and the situation is stabilized. The Crisis Response Team will be involved in the follow-up items that occur with emergencies such as providing counseling services or helping with emotional recovery.

Critical Incident Management Team members play an essential role in effective management of emergency situations. Preferred characteristics of Critical Incident Team members include:

- An ability to anticipate multiple consequences.
- A willingness to challenge an idea and then work cooperatively toward a solution.
- An ability to think clearly under stress.
- Flexibility.
- Familiarity with nuances of the site, its students and its community.
- Expertise in a variety of school functions.

EMERGENCY RESPONSE TEAM GUIDELINES

The Emergency Response Team (ERT) will always be dealing with the immediate action issues of an emergency. This team will be the same people for every emergency at a school.

The ERT is a standing team which shall consist of the school principal or assistant principal, teachers or other certified personnel identified by the principal, and support staff identified by the principal. It is suggested the administrator chair the ERT and handle the immediate safety issues while a designee simultaneously handles the communication issues.

The ERT will:

- Manage immediate health and safety issues
- Ensure communication with local emergency response agencies and district office personnel
- Identify all staff members trained in CPR, First Aid and Automatic External Defibrillator
- Identify site personnel best suited to respond to specific emergency situations
- Delineate staff roles and responsibilities

CRISIS RESPONSE TEAM GUIDELINES

The Crisis Response Team (HCRT) duties will vary depending upon the emergency.

Some of the responsibilities are listed below. These responsibilities will vary depending on the severity and duration of the critical incident and could include:

- Incident debriefing and follow up counseling
- Communications between the school and families
- Intra-school communication after the incident
- Providing and organizing assistance to faculty and staff
- Follow-up assistance to family
- Emotional First Aid
- Memorial service activities
- Work normalization issues
- Back to Work Assistance
- Outreach and Giving Programs

Counselors from across the Stillwater School District may serve on the Crisis Response Team. Information from OSDE through their Crisis Preparedness and Response resources may be implemented for additional support.

RECOMMENDATIONS FOR ESTABLISHING AN EMERGENCY RESPONSE TEAM

Identify Emergency Response Team (Principal, Assistant Principal, School Resource Officer, Counselor, Department Head, Coach, Teacher)

In the event of an emergency or critical incident, the Emergency Response Team shall:

- Determine what happened.
- Assess consequences such as health, general safety, and emotional.
- Decide what needs to be done.
- Implement a plan.
- Assign responsibilities.

In the management of a school emergency , the following should be determined:

- Who is in charge in the principal' s absence?
- Who will cover classes/assignments for Emergency Response Team members?
- Which school resources need to be contacted? Which community resources need to be contacted? Police? Fire? Emergency Medical?
- Who calls the Superintendent? What does he/she need to know to handle media inquiries?
- How will phone calls be handled?
- What information is released to concerned parents or others calling on the phone?
- Who meets and briefs the school staff?
- How and when are students notified?
- Who and how will traffic be controlled?

Other considerations:

- Does a telephone network need to be established.
- Is there information that needs to be taken off the site or district web-site?
- Is there information that needs to be placed on the district web site?
- Is there information that can be placed on the district cable access channel?
- What information needs to be in the faculty handbook regarding the critical incident management plan?
- What information needs to be placed in the student handbook regarding the critical incident management plan?
- How will the entire certified and support staff be trained on utilizing the critical incident management plan?

A planning checklist and instructions for forming an Emergency Response Team follows.

EMERGENCY RESPONSE TEAM CHECKLIST

This Emergency Response Team Planning Checklist **MAY** be used with emergencies or accidents which occur at school, or on school grounds. *It is intended as a guide.*

As a principal becomes aware of a critical incident that is severe in nature and may have long lasting emotional effects on the school community, the principal will call an emergency meeting to assess the incident and assign individuals to specific tasks

- Determine the level of assistance needed from the district. Fire, police, and emergency medical may already be on scene or arriving so quick actions may be necessary.
- When time permits, assign faculty members that are available , to assume positions at all exits and in each large area of the school.
- When time permits, decide what additional resources are needed; and who will request these resources.
- Decide where, when, and the format for notifying the staff of the incident. (Memo, PA, e-mail, faculty meeting).
- Decide who might need special support and assign members of the incident management team to assist.
- Notify the superintendent to establish an emergency coordination center. The superintendent will develop a consistent written statement for the media and assign an administrator or district spokesperson as the contact person. Notify all secretaries and receptionists of who the official contact person is and direct all media inquiries to this contact person. Assign other members of the critical incident management team to handle incoming calls.
- Assign a member of the incident management team to assist the faculty to deal with their own feelings as well as planning for how they will deal with the student body.
- Compile a list of high-risk students and have members of the incident management team monitor these students and if necessary take in these students for preventative counseling.
- Assign members of the crisis response team to several areas of the school for small group meetings for the grieving process for the first day.
- Conduct a debriefing and evaluation of the critical incident, and how it was handled. Revise the plan to improve the system once the evaluation process has been completed.

MEDICAL EMERGENCY BLOOD BORNE PATHOGEN/COMMUNICABLE DISEASE

All procedures or other job related tasks which involve an inherent potential for mucus membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of fluids are to follow the established school district exposure control plan at all times. Use of appropriate personal protective measures and equipment are required for all employees engaged in these tasks.

UNIVERSAL PRECAUTIONS

- Barrier Protection. All employees must use a barrier protection to prevent exposure with blood or other bodily fluids. Some forms of barrier protection would include.
 - Gloves
 - Masks and protective eyewear.
 - Disposable aprons and shoe covers.
- Wash hands if they come into contact with blood or other body fluids.
- Avoid accidental injuries. Precautions will be taken to prevent injuries caused by needles, broken glass, razor blades, or other sharp materials. These types of materials should be picked up with tongs, or swept into a dustpan, and placed in a puncture-resistant container for disposal.
- Avoid direct mouth to mouth resuscitation. Use a protective mask.
- Decontaminate all surfaces and devices (disposal of devices that can not be re-used) after use.

PRE-EMERGENCY PROCEDURES

- Awareness of State and County Health Department reporting criteria regarding various communicable diseases
- Established communication tree.

IMMEDIATE ACTION

Safety

- Follow Payne County Health Department directives (each case will be different).
- Principal, School Nurse(s) notify medically fragile school community members on Superintendent's authority.
- Notify support services from the school district as needed.
- If non-school hours, initiate communication tree if appropriate.

Communication

- Notify the School Superintendent.
- Send a letter drafted by Superintendent, Principal and Nurse to parents and staff if appropriate.

FOLLOW UP

- Follow Payne County Health Department Directives.
- Complete written report and forward to the Superintendent.

MEDICAL EMERGENCY SUDDEN CARDIAC ARREST

Each public school in the state shall develop a sudden cardiac emergency response plan which shall be formulated by a school site administrator and presented to the school district board of education for approval.

UNIVERSAL PRECAUTIONS

- Establish and provide membership of a sudden cardiac emergency response team, for each school site which shall include an site administrator.

PRE-EMERGENCY PROCEDURES

- Implement automated external defibrillator (AED) placement and routine maintenance within the school
- Communicate and disseminate the Sudden Cardiac Emergency Response Plan throughout the school campus
- Periodic drills with response team
- Establish coordination with local emergency services providers

IMMEDIATE ACTION

Safety

- Initiate the RAVE emergency notification, call 9-1-1
- Activate the team in response to a sudden cardiac arrest
- Start CPR, implement use of AED
- Transition to care to Emergency Responders

Communication

- Notify the School Superintendent.

FOLLOW UP

- Complete written report and forward to the Superintendent.
- Complete debrief and an After Action Review

UTILITY OUTAGE

PRE-EMERGENCY PROCEDURES

- Maintain an up to date school evacuation plan.

IMMEDIATE ACTION

Safety

- Administrator will assess the outage for safety risk.

Gas Line Odor/Break

- Notify Assistant Superintendent of Operations and Director of Facilities
- Move to school evacuation plan if necessary.

Water Outage

- Call Director of Facilities
- Notify Assistant Superintendent of Operations
- The Director of Facilities will provide an estimate on approximate repair time.
- Make a decision to postpone, delay, reschedule activities, lunch, etc. or dismiss classes for the day after consulting the Superintendent..

Electrical Outage

- Call Director of Facilities
- Notify Assistant Superintendent of Operations
- Contact City Electrical Power Company to attempt to determine length and severity of the outage.
- Make a decision to postpone, delay, reschedule activities, lunch, etc. or dismiss classes for the day after consulting the Superintendent.

Communication

- Contact Director of Facilities
- Notify Assistant Superintendent of Operations
- Notify the Transportation Coordinator if necessary.
- Contact utility companies.

FOLLOW UP

- Network with appropriate staff to evaluate emergency procedures.
- Complete and forward a written report to the Superintendent.

BUS/SCHOOL VEHICLE ACCIDENT

PRE-EMERGENCY PROCEDURES

- Standardized bus/vehicle accident procedures.
- Written procedures provided to all drivers.
- Annual training for drivers on dealing with bus accidents.

IMMEDIATE ACTION---DRIVER

- **Stop Immediately-Set brake and turn off engine.** Do not move vehicle, unless immediate danger exists. If there is no immediate danger and it is safe to do so, it is generally expected that vehicles will clear the roadway when possible.
- **Radio or phone transportation base dispatch immediately.** Give vehicle number, location and extent of injuries.
- **Assist injured-do not move injured persons unless there is imminent danger.**
- Speak only to law enforcement and school officials about the incident.
- Give name, license and insurance information to police.
- Obtain names, addresses, phone numbers, and DOB of all passengers.
- Obtain names and insurance information of other drivers involved, from the investigating police officer.
- Complete insurance and accident reports for the Transportation Department.
- Obtain Departmental Report Number from investigating police officers.

IMMEDIATE ACTION---TRANSPORTATION

Safety

- **CALL 911** if the driver has not done so.
- Report to scene to assist and investigate.
- Notify Assistant Superintendent of Operations.

- Coordinate transportation of passengers once they are released by law enforcement

Communication:

- Notify site administrators.
- Notify District Public Relations / Communication Coordinator

Follow Up

- Prepare district vehicle accident report.
- Obtain a completed copy of the accident report from the police department records department.
- Forward information to district insurance carrier and Assistant Superintendent for Operations.

SEVERE WEATHER CONDITIONS - SCHOOL IN SESSION

PRE-EMERGENCY CONDITIONS

- Keep a list of local emergency numbers within easy access.
- Establish contacts at local emergency agencies.
- Maintain an up-to-date evacuation dismissal plan.
- Maintain an up-to-date relocation/reunification plan.
- Maintain and monitor your school's Informer Emergency Alert Receiver.
- Know which community officials and district officials have authority to access school property in emergency situations.

IMMEDIATE ACTION

Safety

- Assign district staff to monitor weather conditions and establish communication with the local emergency management team if severe weather conditions are threatening the area.
- Restrict outdoor activities if severe weather conditions are threatening the area.
- Only dismiss school after obtaining Superintendent approval.
- If necessary, activate school emergency plans.

Communication

- Notify Superintendent
- The Superintendent or designee will maintain an active line of communication with local emergency management team
- Communicate with the Transportation Coordinator in anticipation of any special transportation needs.

SEVERE WEATHER CONDITIONS - NON-SCHOOL HOURS

PRE-EMERGENCY PROCEDURES

- Keep a list of local emergency agencies within easy access, and their phone numbers.
- Establish contacts at local emergency agencies.
- Know which community and school district officials have the authority to access school property in emergency situations.
- Staff and students should be advised to watch and listen to designated local and state media outlets for information on school closures and severe weather.
- All staff responsible for travel will check weather reports/forecasts for day of travel and timeframe of activity.

IMMEDIATE ACTION

Safety

- The Transportation Coordinator and the Superintendent or designee monitors and determines the safety of roads and bridges.
- If weather forecasts indicate the possibility of severe weather Administrators will inform the Superintendent of any travel by district organizations at which time a decision will be made on whether the trip may be canceled or not.
- The Superintendent or designee will monitor all weather conditions and maintain communication with the local emergency management team.

Communication

- If school is to be closed, the Superintendent or designee will notify local media to announce school closures.

FOLLOW UP

- Superintendent and principals reschedule school events and calendars if needed.

MISSING PERSON

PRE-EMERGENCY PROCEDURES:

- Review plan with faculty.

IMMEDIATE ACTION (MISSING CHILD)

- If the parent reports the child as missing
 - Have the **parent** call the police or notify your School Resource Officer.
 - Get an accurate description of the child, including what the child was last seen wearing.
 - Attempt to find out who last saw the child and where.
 - Contact close friends of the missing student, to obtain possible information as to the student(s) whereabouts.
 - Check athletic fields, out buildings, and after school programs for the missing student.
 - Contact transportation to see if the student's driver has seen the individual.
 - Designate a school contact person to continue working with the parents/police if the child is not located.
- If the school notices the child missing
 - Verify information regarding the missing student. Student is not being tested? Student is not in the guidance office. Student is not in the restroom? Student is not receiving individual screening?
 - Who last observed the child?
 - Where is the child missing from?
 - Contact parent or legal guardian.
 - Designate a school contact person to continue working with the parents/police if the child is not located.

Communication:

- Contact School Resource Officer.
- Give police an accurate description of the student including clothing and a photograph if available.

- Contact parent.
- If unable to locate parents, use numbers on student emergency card.
- Interview missing student's friends for information as to the student(s) whereabouts.

IMMEDIATE ACTION: (MISSING ADULT)

- Attempt phone contact.
- Contact the police or sheriff's office to do a welfare check.
- Contact personnel office for listing of relatives/friends to contact.
- Designate a school official to be liaison with police in case the person is not located.

FOLLOW UP

- Consider merging selected class visits to speak as necessary to provide facts and to reduce rumors.
- Forward a written report to the Superintendent.

CONFIDENTIALITY INFORMATION:

According to federal statutes:

An educational institution or agency may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of this information is necessary to protect the health and safety of the student or individuals.

STRANDED / DISREGARDED CHILD

Students that have been stranded at the end of the school day or following a district sponsored event or activity will be categorized as STRANDED OR DISREGARDED and the following protocols shall be implemented.

IMMEDIATE ACTION

COMMUNICATION

- Contact family by phone if possible.
- Contact emergency telephone references.
- Contact School Resource Officer
- If contact cannot be made with the parent, and a School Resource Officer is not available, call the police department for an officer to respond.

FOLLOW UP

- Make written documentation for records regarding the circumstances surrounding the incident.
- If situation reoccurs, strong consideration should be made to notifying child welfare in the Department of Human Services (DHS). There already may be a social worker assigned to the family or an on-going investigation with the family.

CONFIDENTIALITY INFORMATION

According to federal statute:

- An educational agency or institution may disclose personal information from an educational record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

What does this mean for Law Enforcement and Medical Personnel

- If a law enforcement officer or medical personnel need information to protect the health and safety of a student, the school will provide whatever information is needed.

Media

- The media should be referred to the Superintendent or his/her designee.

PHYSICAL ASSAULT

IMMEDIATE ACTION

Note: *If weapons are involved, call 911 immediately.*

- Notify the office (via radio or telephone) of location and number of students involved.
- Do not try to break up a fight by yourself.
- Obtain additional help.

ANALYZE THE ALTERCATION:

- Is the fight staged?
- Are weapons involved?
- How many people are involved?
- Who is the aggressor(s)?

CONTROLLING THE ALTERCATION

- Use your presence and voice to alert combatants of your presence.
- Call out participants by name if possible.
- Give immediate directions to the participants.
- When help arrives, separate combatants and disperse onlookers.

FOLLOW UP:

- Obtain medical assistance.
- Notify the School Resource Officer or call the police.
- Obtain names of witnesses, and have them complete written statements.
- Allow for a cooling off period. This may involve students being sent home with parents or parent involvement or if the situation warrants, being removed by the police.
- Ascertain the cause.

- Preserve the crime scene for evidence if required.

SUSPICIOUS PERSON

PRE-EMERGENCY PROCEDURES

- Two way communication with all classrooms.
- Administration and security staff equipped with two-way communication with office staff.
- Students should be informed regularly about appropriate ways to respond to strangers, while going to, coming from, or at school.
- Students, parents, and school personnel should be encouraged to report to the school administration any incidents involving strangers.
- Understanding of visual screening techniques.

IMMEDIATE ACTION

Safety:

- Staff and students may report suspicious individuals to administration
- Administrator in charge determines the validity of the threat.
- Notify security/SRO of description and location of subject(s) and follow SRP procedures for securing staff and students if needed.

If the suspicious person(s) appear to be unarmed...using visual screening techniques...

- Question as to the reason for being on campus.
- If legitimate... advise them to check in at the office. Inform the office and verify that they arrive if you do not escort them.
- If there is no valid reason for the person to be on campus give trespass warning verbally and have SRO follow up later with written warning to residence or work.
- If appropriate and without endangering your personal safety... escort off campus with directions not to return.

If the suspicious person(s) appear to be armed... using visual screen techniques...

- Activate RAVE app or notify office to call 911
- Immediately secure staff and students following SRP procedures.

- Monitor individuals from a distance until law enforcement arrives.
- Brief and assist law enforcement as necessary.

Communication:

- Activate the RAVE app or Call 911
- Notify the Superintendent.

FOLLOW UP

- Have Critical Incident Management Team members review the incident for improvement if needed.

FIRE

PRE-EMERGENCY PROCEDURES

- School fire evacuation plan explained and posted in each classroom and office area.
- Fire alarm system should be tested periodically to ensure that it is functioning properly.
- Check monthly to assure that all fire extinguishers are fully charged and up to date. Dry powder extinguishers should be shook up side down monthly to lessen compaction of powder.
- Fire drills must be completed within the first fifteen (15) days of each semester. Each fire drill shall include the sounding of a distinctive audible signal designated as the fire alarm signal. All drills must be reported to the Oklahoma State Department of Education - Office of School Safety and Security.

IMMEDIATE ACTION

Safety

- Sound Fire Alarm
- Activate the RAVE app or Call 911
- Follow evacuation plan with school personnel/students. Locate students at least 500 feet away from building and fire fighting equipment and away from any possible smoke.
- Check all rooms and areas of the buildings that you can safely do so to ensure that everyone is out of the building.
- If conditions permit, teachers should close all doors and windows before leaving their assigned areas.
- Keep access roads and fire lanes open for emergency vehicles.
- Station personnel to prevent unauthorized entrance of students or other staff members back into the building.

Communication

- Call 911. The fire department must be notified of the location of all fires, including those put out by school personnel.
- Have designee assist arriving emergency personnel, with location of fire in school by pointing to nearest entrance to fire.

- Notify Superintendent or designee

FOLLOW UP

- Students/staff will remain outside of the building until fire department officials have declared the building safe and the all clear signal is sounded.
- Contact the Superintendent.
- Evaluate your buildings fire systems and procedures.
- Notify the district facilities coordinator if water damage from sprinkler system is extensive.

INTRUDER - ARMED OR UNARMED

PRE-EMERGENCY

- School evacuation plan.
- School shelter in place plan.
- School secure in place plan.
- Two way communication with all classrooms.
- Administration has two way communications with security and police.
- Be prepared to switch bells from automatic to manual.

IMMEDIATE ACTION

Safety:

- Activate RAVE app notification system
- Implement SRP procedures for lock-down
- Notify Administration and Security personnel (SRO/ Safe School Coordinator if they are on site) of location and description of subjects(s).

Communication:

- Activate RAVE app notification system or Call 911.
- Notify the Superintendent.

FOLLOW UP:

- Have the Emergency Management Team review and evaluate the school's response.
- Complete written report to Superintendent.

WEAPONS NOT SURRENDERED

PRE-EMERGENCY PROCEDURES

- School Evacuation Plan.
- School personnel should remain alert and aware of their surroundings.
- School staff should remember and practice visual screening techniques.
- Two way communication with all classrooms.
- Administration and security equipped with two-way communication with office staff.

IMMEDIATE ACTION

Safety

- Administrator in charge assesses validity.
- Activate RAVE app notification system or call 911
- Implement SRP procedures for lock-down
- Secure immediate area-no access.
- Determine if a weapon is an immediate threat to life safety.
- Brief and assist law enforcement as directed.

Communication

- Activate RAVE app notification system or Call 911.
- Notify the Superintendent.

FOLLOW UP:

- Critical Incident Management Team reviews and evaluates actions taken
- Complete written report to Superintendent.

HAZARDOUS MATERIALS CHEMICAL ACCIDENTS

Chemical accidents of disaster magnitude could include tank or truck accidents involving large or small quantities of toxic gasses, or harmful chemicals.

PRE-EMERGENCY PROCEDURES

- An inventory of all hazardous materials on campus should be completed annually. A copy of this chemical inventory list (CIL) must be on file in the front office, head custodian office at each building, and the central office of the school district.
- Materials Safety Data Sheets (MSDS) need to be in school buildings in areas where chemicals are used.
- Read MSDS and label containers that are not labeled prior to using chemicals. MSDS will provide specific information needed for emergency procedures, i.e., evacuations, chemical containment, first aid procedures, personal protective equipment needed for working with chemicals, storage, and disposal.

IMMEDIATE ACTION

Safety

- Take appropriate action in accordance with MSDS and product label, on handling and emergency procedures.
- Determine the need to implement SRP procedures to evacuate (if there is an inside incident) or shelter (if there is an external or outside chemical accident).
- Render first aid if needed.

Communication

- Contact building administration immediately.
- Call 911 if assistance is needed for injuries, decontamination , containment, clean up and disposal.
- Notify the Superintendent.

FOLLOW UP

- Students and staff should not return to the building until the appropriate officials have declared the area safe.
- Take attendance and account for all students if school was evacuated.

- Contact facilities coordinator if cleanup help is needed beyond what custodial staff can do.
- Estimate damage.
- Complete a written report and forward to the Superintendent.

Have the Critical Incident Management Team review and evaluate the incident response measures taken by the school.

BOMB THREAT

Bomb threats are usually made by a telephone call and sometimes with a note. The majority of these threats are pranks, whose purpose is to disrupt school function. However, all threats must be taken seriously, and handled quickly and efficiently to ensure safety to the students and staff.

PRE-EMERGENCY PROCEDURES

- Know your school evacuation plan.
- Telephone bomb threat checklist should be by all phones that receive incoming calls.
- Awareness of surrounding physical conditions should be maintained by all school personnel.

IMMEDIATE ACTION

- Keep the caller on line as long as possible.
- Complete bomb threat checklist.
- Notify administrators who will assess the validity of the threat.
- Call 911 using a landline. Cease all use of radios and cell phones.
- Activate the school district bomb threat response team by contacting the Supt.
- If the threat is determined to be valid by the bomb threat response team, the team will start procedures based on the specifics of the threat.
- If building evacuation is warranted, it shall be accomplished through the implementation of the Standard Response Protocol and the Standard Reunification Method established by the district.

NOTE: Teachers and administrative personnel will give their immediate work areas a quick visual inspection as they leave their assigned areas. Do not touch or move any item which looks suspicious. If a bomb is found try to safely mark its location and report.

Communication

- Call 911
- Notify the Superintendent who will activate the bomb threat response team.

FOLLOW UP:

- If the threat is not valid or no bomb is found, the bomb threat response team will allow the normal day to resume.
- If bomb explodes:
 - Call 911.
 - Evacuate all buildings to secure locations in case of secondary devices.
 - Secure the integrity of the scene.
 - Establish an information center and command post.
 - Arrange for transportation to relocation/reunification site.
 - Assist emergency responders with casualty determination.
- If bomb threat is received by written message:
 - Handle the message no more than necessary.
 - Notify the police.
 - Protect the original message by placing it inside a plastic bag or envelope so fingerprints or other identifying marks can be preserved.
 - Turn a written threat over to the police.

Prevention Methods:

- Place student use phones where they are supervised by staff.
- Utilize caller identification to main school lines.
- Identify all strangers on campus.

SUICIDE

PRE-EMERGENCY PROCEDURES

- Establish and train Emergency and Humanitarian Response Teams.
- Establish a school communication tree for teachers and staff.
- Maintain a list and telephone numbers of referral services.

IMMEDIATE ACTION

- Verify information regarding circumstances of death.
- Assist police in their investigation if needed.

Communication:

- Activate Humanitarian Response Team
- Notify Superintendent

FOLLOW UP

Family

- Contact family personally and offer support if appropriate.
- Establish a family support committee if appropriate.
- Obtain information regarding funeral visitation, home visits, and family wishes .
- Stop any disciplinary, scholarship, testing or attendance notifications which may be inadvertently sent to the family.

School Plan of Action: Announcing the loss

- Notify faculty of the death through a faculty meeting.
- Announce the death to the entire school via home room/classroom teachers. Provide facts to reduce rumors. Extend home room study hour if necessary.
- Arrange for selected class visits to speak to the students.
- Follow-up with a short faculty meeting to review facts of the incident and role of

faculty in assisting with the loss. Allow faculty an opportunity to share their experiences and suggestions.

Faculty Response

- Identify students who were close friends or students who would like an opportunity to attend a group or individual meeting.
- Identify students obviously in distress and talk with them or have another student help escort them to a group or individual counseling activity.
- Provide an opportunity for students to discuss the loss and what they have learned.
- If students are restless, get them active and focused on a project for the family if appropriate.
- Discuss the funeral to prepare students who will be attending to know what to expect.

Counseling Responsibilities

- Establish an area for counseling (individual or group).
- Reschedule day's activities depending upon the needs of the school.
- Request additional counselors from within the district or the Oklahoma Critical Incident Response Network.
- Maintain a list of students counseled.
- Make follow-up calls to students in distress and make recommendations for the parents to provide support.

Administrative Responsibilities:

- Keep staff updated on events and circumstances.
- Identify faculty/staff that are in need of mental health support services.
- Utilize district office, community counseling, if needed.
- Emphasize the need to provide hard facts in reducing rumors.
- Be highly visible to show presence, support, and control of the situation.

- Provide hope and refocus perceptions toward the future.
- Make arrangements for rescheduling any canceled activities.
- Make arrangements for excused absences for students wishing to attend the funeral

Responding to the Community:

- Develop a written statement with the superintendent to release to the community.
- Divert phone calls of concern and questions to appropriate staff.
- Provide a meeting for concerned parents and others to provide input or suggestions.
- Provide a written summary of the situation and plans to parents.
- Provide an area for staff and students who do not wish to attend services.
- Remove personal items of the deceased from locker and desks.
- Rearrange seating in the classroom of a deceased student.

Encourage students and staff to resume as normal a schedule as soon as reasonable. No memorial page in yearbook for a suicide victim. Do not allow anyone to describe suicide as a heroic act.

DEATH AT SCHOOL

When traumatic events in a school, school district, or community occur there is an immediate need for effective services to respond to the emotional pain which accompanies loss or distress. The death of a student or faculty member is much like death in a family. Suicide is especially significant due to the intensity and variety of the feelings which accompany such a tragedy. The school system has many similarities to the family system and like the family, has opportunities to provide a support response.

PRE-EMERGENCY PROCEDURES

- Establish, train and maintain a Humanitarian Response Team.
- Create an individual death plan for your school that centers on the diverse religious, economic, social, cultural, developmental, and maturity background of your school community.
- Establish a school telephone or other communication tree for teachers and staff.

IMMEDIATE ACTION

- Call 911 if the death occurs at school.
- Keep students in classes, away from the incident area.
- Remove students in the immediate incident area.
- Activate the Critical Incident Management Team.
- Secure Area-until police arrive.
- Make a mental note of the circumstances.
- Notify the Superintendent.
 - *Who observed the occurrence?*
 - *Who reported the occurrence?*
 - *What vehicle(s) were involved?*
 - *Approximate time of the incident, when emergency vehicles arrive, what was done for the victim?*
 - *Write down your observations when time allows?*

Communication

- Verify information.
- Notify the Superintendent of any additional details.

FOLLOW UP:

- At the appropriate time (depending on the circumstances of the death) contact the family and offer support.
- Establish a family support committee (if appropriate)
- Obtain information regarding funeral visitation, home visits, and family wishes
- Stop any disciplinary, scholarship, testing, or special placement notifications which may be inadvertently sent to the family.

School plan of action - Announcing the loss

- Notify faculty of the death through a written message or faculty meeting.
- Announce the death to the entire school via homeroom/classroom teachers. Provide facts to reduce rumors. Extend homeroom/study hour if necessary.
- Arrange for selected class visits to speak to the students.
- Follow-up with a short faculty meeting to review facts of the incident and role of faculty in assisting with the loss. Allow faculty an opportunity to share their experiences and suggestions.

Faculty Response:

- Identify students who were close friends or students who would like an opportunity to attend a group or individual meeting.
- Identify students obviously in distress and talk with them or have another student help escort them to a group or individual counseling activity.
- Provide an opportunity for students to discuss the loss and what they have learned.
- If students are restless, get them active and focused on a project for the family if appropriate.

- Discuss the funeral to prepare students who will be attending to know what to expect.

Counseling/Psychology Responsibilities:

- Establish an area for counseling (individual or group).
- Reschedule the day's activities depending on the needs of the school.
- Request additional counselors from the district humanitarian response team or from the Oklahoma Critical Incident Response Network.
- Maintain a list of students counseled. Make follow-up calls to parents of students in distress and make recommendations for the parent to provide support.

Administrative Responsibilities:

- Keep staff updated on events and circumstances.
- Identify faculty/staff that are in need of mental health support services.
- Utilize counseling, psychology, district office, community counseling and Oklahoma Critical Incident Response Network.
- Emphasize the need to provide hard facts in reducing rumors.
- Be highly visible to show presence, support, and control of the situation.
- Provide hope and refocus perceptions toward the future.
- Make arrangements for rescheduling canceled activities.
- Make arrangements for excused absences for students wishing to attend the funeral.
- Develop a written statement or news release in cooperation with the district office.
- Provide a meeting for concerned parents and others to provide input or suggestions to help students.
- Provide a written summary of the situation and plans to parents if requested or needed.
- Remove personal items of the deceased from lockers, desks, etc. Rearrange seating in the classroom when appropriate.

MEDICAL EMERGENCY-SERIOUS ACCIDENT MASS CASUALTY INCIDENT

PRE-EMERGENCY PROCEDURES

- Identify and Establish an Emergency Response Team-those who are trained in CPR, AED, First Aid, Disaster Triage, and Light Search and Rescue Techniques.
- Develop a school communications tree.
- Have comprehensive first aid kits available in strategic and accessible locations throughout the building.
- Have "Go Bags" with emergency supplies in each classroom.

IMMEDIATE ACTION

Safety:

- Identify type of accident, (i.e. chemical, vehicle, fire, etc.) number of victims and extent of their injuries if known.
- Call 911
- Activate Emergency Response Team to begin responder first aid and triage.
- Secure scene/area of incident.
- Keep uninjured students away from the incident location.
- Do not move injured victims unless immediate danger exists.
- Attempt to obtain names, addresses and phone numbers of the injured, and turn this information over to responding EMS personnel.

Communication:

- **Call 911.**
- Notify the Superintendent.
- Notify parents/family of injured as appropriate.
- Notify and alert the Humanitarian Response Team.

FOLLOW UP:

- File student accident reports.
- File staff accident report.
- For personnel exposed to blood, follow the district Exposure Control Plan.
- File a written report and forward it to the Superintendent.

Family

Contact family personally and offer support.

- Establish a family support committee through the Humanitarian Response Team.
- Obtain information regarding hospital visitation, and home visits.
- Stop any disciplinary, attendance, scholarships, testing or special placement notifications which may inadvertently be sent to the families.

School Plan of Action-Announcing the Accident

- Notify faculty of the accident through a faculty meeting.
- Announce the accident to the entire school via homeroom/classroom teachers. Provide facts to reduce rumors. Extend homeroom/study hour if necessary.
- Arrange for the Humanitarian Response Team to begin selected class visits to speak to the students as necessary.
- Follow up with school faculty meeting to review facts of incident and role of faculty in assisting with the accident. Allow faculty an opportunity to share their experiences and suggestions.

Faculty Response

- Identify students who were close friends or students who would like an opportunity to attend a group or individual meeting.
- Identify students obviously in distress and talk with them or have another student help escort them to a group or individual counseling activity.
- Provide an opportunity for students to discuss the accident and what they have learned.
- If students are restless, get them active and focused on a project for the families if appropriate.

- Acknowledge emotions through discussion and involvement in constructive activities in the classroom.

Counseling Responsibilities

- Establish an area for counseling.
- Work with the principal on rescheduling school activities depending upon the needs of the school.
- Request additional counselors from the Oklahoma Critical Incident Response Network if needed.
- Maintain a list of students counseled. Make follow-up calls to parents of students in distress and make recommendations for the parent to provide support.

Administrative Responsibilities

- Keep staff updated on events and circumstances.
- Identify faculty/staff that are in need of mental health support services.
- Utilize counseling, district office, community counseling , and Oklahoma Critical Incident Response Network.
- Emphasize the need to provide hard facts in reducing rumors.
- Be highly visible to show presence, support, and control of the situation.
- Provide hope and refocus perceptions toward the future.
- Develop a written statement or news release in cooperation with the Superintendent.
- Work with the Superintendent to set limits for media/time locations. Provide handouts of planned school activities to handle the critical incident. Emphasize the positive actions being taken.
- Divert phone calls of concern and questions to appropriate staff.
- Provide a meeting for concerned parents and others to provide input or suggestions to help students.
- Provide a written summary of the situation and plans to parents.

CAMPUS DISORDER/CIVIL DISTURBANCE

Civil disturbances may occur within districts or in or around individual schools, or may be precipitated by forces outside the school. Campus disorders may be avoided by maintaining effective movement and control of students and unauthorized persons.

PRE-EMERGENCY PROCEDURES

- Develop procedures for the enhancement of student supervision on school grounds before school, during passing periods, during lunch and during school dismissal. Arrangements and plans for supervision at school activities after school hours should also be a priority.

IMMEDIATE ACTION

Safety:

- Administrator will assess the situation, number of students, nature of disturbance, and assistance needed.
- If outside assistance is needed
 - Notify police and Superintendent.
 - Turn off the passing system and or instruct teachers to hold classes.
 - Instruct teachers to close and lock classroom doors using the SRP protocols.

Administrators:

- Brief law enforcement on
 - Number of participants involved
 - Number and type of weapons involved
 - Outsiders or non-students involved
 - Identifiable gangs involved
- Assist law enforcement as needed, make announcements to inform staff regarding when and if to release classes, and instruct classroom teaches to account for all students

Communication

- Update Superintendent as needed.

FOLLOW UP:

- Send a letter to parents, communicating what occurred and how safety was established.
- Debrief faculty as appropriate.
- Complete written report and forward to the Superintendent.

HOSTAGE

PRE-EMERGENCY PROCEDURES

- School evacuation plans should be in place.
- School relocation and reunification plans should be in place.
- School "shelter in place" plan should be in place.
- School "secure in place" plan should be in place.
- School personnel should remain alert and aware of their surroundings.
- Schools should have two-way communication with all classrooms.
- Administration should have two way communications with security and police.

IMMEDIATE ACTION

Safety:

- Administrator in charge will assess the validity of the situation. If a hostage situation exists-secure immediate area-no access Switch bells from automatic to manual.
- Make a decision to evacuate; or implement secure in place procedures. Attempt to obtain from witnesses
 - Number of hostage takers. Number of hostages.
 - Weapons.
 - Any injuries.
 - Possible identity of perpetrators.
- Brief and assist law enforcement as directed. Establish a command post.
- Teachers should account for all students under their control.
- Dismiss, evacuate, relocate and or reunify students with parents as appropriate.

Communication

- Call 911.
- Notify Superintendent

FOLLOW UP:

- Have the Emergency Management Team review and evaluate schools' response measures.
- Forward report to Superintendent.

FLOOD

PRE-EMERGENCY PROCEDURES

- School evacuation plan/dismissal plan.
- Keep a list of local emergency agencies, their phone numbers, and the names of public officials you may need to contact.
- In cases of severe weather, have access to television, radios, or National Weather
- Service Information Updates.

IMMEDIATE ACTION

Safety

- Discuss the need for evacuation with school district officials and representatives of the Emergency Operations Center with the City of Stillwater.
- Provide care and reassurance to students and parents.

Communication

- If an emergency exists, call 911.
- Notify the school superintendent.
- Alert transportation for possible assistance in moving students.
- In cases where dismissal is indicated, activate communication with the district office.

FOLLOW UP:

- Reschedule school events and school calendar with the Superintendent.

EXPLOSION OR THREAT OF EXPLOSION

PRE-EMERGENCY PROCEDURES

- School shelter in place plan.
- School evacuation plan.
- School relocation/ reunification plan.
- On-going inspection of potentially explosive hazards should be conducted.
- Inventory of all potentially explosive hazards.

IMMEDIATE ACTION

Safety

- If an explosion occurs within the building, evacuate the building by sounding a fire alarm.
Smoke or dust from the explosion will probably trigger the fire alarm automatically.
- If an odor of leaking gas exists, do not use electrically operated devices which might cause a spark and ignite an explosion.
- Have pre-designated persons(s) check restrooms, vacant classrooms, to assure all school personnel and students have left the building.
- If an explosion occurs outside the building, students and staff will remain in classrooms away from windows, and wait for further instructions from school authorities, fire department officials or law enforcement.
- Render first aid and care for fragile students.
- Account for all students.

Communication

- Call 911
- Notify the Superintendent.

FOLLOW UP:

- Students and staff will remain outside of buildings until emergency officials declare the area safe and secure.
- The Emergency Response Team will activate and assess the situation.
- Principal will complete a written report and forward it to the Superintendent.

DRIVE BY SHOOTING

PRE-EMERGENCY PROCEDURES

- School shelter in place plan.
- School evacuation plan.
- Two way communication with all classrooms.
- Administration and security equipped with two way communications with the office.

IMMEDIATE ACTION

Safety

- Administrator or supervising staff immediately assesses the validity of threat.
- If confirmed that shots are being fired, shout instructions that everybody drop to the ground and lie flat.
- Allow no one to move around or stand up unless absolutely necessary.
- Administer first aid to anyone injured.
- Stay calm; your attitude/actions will be monitored by students.
- Remain on the floor until a recognizable school authority or a uniformed law enforcement officer directs you to do otherwise.
- Brief and assist law enforcement as directed.
- Teachers should account for all students under their control.
- Dismissal of students if appropriate.

Communication

- **CALL 911**
- Notify the Superintendent.
- Activate Critical Incident Management Team

FOLLOW-UP:

- Emergency Response Team and Humanitarian Response Team assess school community' s needs.
- Principal forwards a completed report to the Superintendent.

EARTHQUAKE

IMMEDIATE ACTION

Safety-Inside School Building

- Direct students/staff to stand against the wall away from windows, or get under desks and tables.
- Move away from heavy ceiling fixtures.
- Evacuate buildings when the earthquake is over. Use extreme caution as parts of the building still may be falling.

Safety-On School Grounds

- Move away from buildings, trees, and exposed wires.
- The safest place in the open is down on the ground.
- Do not run.

Safety-General

- Do not return to the building for any reason until it is declared safe.
- Post security a safe distance from all building entrances to see that no one re-enters the building.
- Take roll.
- Render first aid if necessary.
- Avoid touching electrical wires which may have fallen.
- Do not light any fires

Communication

- Notify utility companies of any utility line break, or suspected break.
- Notify the Superintendent.

FOLLOW UP:

- Superintendent and principal determine the advisability of closing the school. If necessary, procure the advice of a competent authority about the structural safety of the building.

BRUSH FIRE / WILDFIRE

PRE-EMERGENCY PROCEDURES

- School evacuation/relocation plan in order and updated annually.
- List of local emergency numbers within easy access.
- Plan updated by principal and reviewed by custodial staff for shutting down HVAC units.

IMMEDIATE ACTION

- Restrict outdoor activities if fire or smoke is threatening the area.
- Discuss the need for evacuation with appropriate fire officials, Superintendent, and Safe Schools Coordinator.
- Principal in conjunction with district officials and fire officials will determine the need to evacuate.
- Follow directions of fire officials.
- Activate relocation/reunification plan if the evacuation is for the remainder of the day.

Communication

- Maintain communication with fire department command authority for updated information.
- Utilize SRO for updated law enforcement information and to bring other law enforcement personnel to assist with evacuation and or relocation/reunification if needed.
- Maintain communication with the Superintendent or designee.
- Contact Facilities Coordinator to assist the fire department at the evacuated school site.

FOLLOW UP:

- Network with police and fire officials to evaluate the extent to which emergency procedures were complied with.
- Prepare a written report and forward to the Superintendent.

FALLEN / DISABLED AIRCRAFT

IMMEDIATE ACTION

Safety

- Move students and staff to a safe distance away from the direction of smoke, and allowing for possible explosion.
- Where necessary, teachers will take immediate action to ensure the safety of students without waiting for directions from the principal or designee.
- Render first aid to students if needed.

Communication

- Call 911.
- Notify the Superintendent.

FOLLOW UP:

- Work with fire officials, law enforcement, aviation officials, and district personnel in assessing damage.
- Superintendent and principal will assess any short term and long term damage and develop plan for resuming classes

SNIPER

PRE-EMERGENCY PROCEDURES

- School Evacuation Plan.
- School personnel should remain alert and aware of their surroundings.
- Two-way communication with all classrooms.
- Administration and security staff equipped with two-way communication with the office.
- Copy of building(s) blue prints, floor plan and or 3D Mapping.
- Understanding the difference between cover and concealment.

IMMEDIATE ACTION

Safety

- Administrator in charge assesses validity.
- Determine possible location of the sniper.
- Secure immediate threat area. Allow no access.
- Consider lines of fire and physical barriers... cover and concealment.
- Make a decision to evacuate/not evacuate jointly with first responding law enforcement.
- If a decision is made to evacuate, lock all classroom and office doors as emptied.
- Brief and assist law enforcement as directed.
- Establish a command post in a safe location.
- Teachers should account for all students under their control.
- Begin relocation/reunification if appropriate.

Communication

- CALL 911
- Notify the Superintendent.

FOLLOW-UP:

- Critical Incident Management Team Activated
- Forward complete report to Superintendent.

TERRORISM/CBRNE

PRE-EMERGENCY PROCEDURES

- School - wide "Secure in Place" Plan
- School-wide "Shelter in Place" Plan
- Training from law enforcement on hostage and assault situations.
- 3D Video Mapping with copies in police, fire and emergency management offices.
- School personnel SHOULD ALWAYS remain alert and aware of their surroundings.
- Two-way communication with all classrooms.
- Administration and security equipped with two-way communication with office staff.

IMMEDIATE ACTION

Safety

- Administrator in charge will assess validity.
- Secure immediate area-no access.
- Switch bells from automatic to manual.
- Make a decision to evacuate; shelter in place, or secure in place.
- Attempt to obtain from witnesses;
 - Number of terrorist
 - Number of hostages.
 - Weapons.
 - Any injuries.
 - Possible identity

- Brief and assist law enforcement as directed.
- Establish a command post at a safe distance.
- Teachers account for all students under their control.
- Relocate students and reunify with parents when appropriate following the reunification process.

Communication:

- Call 911
- Notify the Superintendent.

***CBRNE-Chemical, Biological, Radiological, Nuclear, or Explosive Event.**

Stay calm. Close, lock and shut doors and windows. Place a coat or other cloth item over HVAC Vents. Be prepared for HVAC units to be shut down. Have students move into the most secure part of the room away from windows. Care for emotionally, medically fragile students. Do not allow anyone out of the room. Remain in CBRNE Shelter Mode until a recognizable school staff person directs you to do otherwise. If ordered to evacuate, direct students to an uphill, upwind location to await relocation.

FOLLOW UP:

- Activate the Critical Incident Management Team ... Emergency Response Team and the Humanitarian Response Team.
- Forward report to Superintendent

APPENDIX A

STILLWATER PUBLIC SCHOOLS

SUDDEN CARDIAC EMERGENCY RESPONSE PLAN

(Adapted from Project ADAM National resources; for additional drill resources please visit www.projectadam.com/Heartsafeschools).

SITE: _____

This Cardiac Emergency Response Plan is adopted by _____ effective _____.

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a Sudden Cardiac Arrest (SCA) or a heart attack but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

1. Not moving, unresponsive or unconscious, or
2. Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all), or
3. Seizure or convulsion-like activity.

Note: Those who collapse shortly after being struck in the chest by a firm projectile/direct hit may have SCA from commotio cordis.

The Cardiac Emergency Response Plan of Stillwater Public Schools, _____ shall be as follows:

1. Developing a Cardiac Emergency Response Team
 - a. The Cardiac Emergency Response Team shall be composed of those individuals who have current CPR/AED certification. It will include the school nurse, coaches, and others within the school. It should also include an administrator and office staff who can call 9-1-1 and direct EMS to the location of the SCA.
 - b. Members of the Cardiac Emergency Response Team are identified in the “Cardiac Emergency Response Team” attachment, to be updated yearly and as needed to remain current. One of the members shall be designated as the Cardiac Emergency Response Team Coordinator.
 - c. All members of the Cardiac Emergency Response Team shall receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years.
 - d. As many other staff members as reasonably practicable shall receive training.
2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency
 - a. The members of the Cardiac Emergency Response Team shall be notified immediately when a cardiac emergency is suspected.
 - b. The Protocol for responding to a cardiac emergency is described in Section 8 (below) and in the “Protocol for Posting” attachment.

3. Automated external defibrillators (AEDs) – placement and maintenance
 - a. Minimum recommended number of AEDs for (insert name of school/school district):
 - i. Inside the school building – The number of AEDs shall be sufficient to enable the school staff or another person to retrieve an AED and deliver it to any location within the school building, ideally within 2 minutes of being notified of a possible cardiac emergency.
 - ii. Outside the school building on school grounds / athletic fields – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the school (on school grounds) including any athletic field, ideally within 2 minutes of being notified of a possible cardiac emergency.
 - iii. Back-up AEDs – One or more AEDs shall be held in reserve for use as a replacement for any AED which may be out-of-service for maintenance or other issues. The back-up AED(s) should also be available for use by the school’s athletic teams or other groups traveling to off-site locations.
 - b. (insert name of school/school district) will regularly check and maintain each school-owned AED in accordance with the AED’s operating manual and maintain a log of the maintenance activity. The school shall designate a person who will be responsible for verifying equipment readiness and for maintaining maintenance activity.
 - c. Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel antiseptic wipes and a CPR barrier mask.
 - d. AEDs shall not be locked in an office or stored in a location that is not easily and quickly accessible at all times.
 - e. AEDs shall be readily accessible for use in responding to a cardiac emergency, during both school-day activities and after-school activities, in accordance with this Plan. Each AED shall have one set of defibrillator electrodes connected to the device and one spare set. All AEDs should have clear AED signage so as to be easily identified. Locations of the AEDs are to be listed in the “Cardiac Emergency Response Team” attachment and in the “Protocol for Posting” attachment.
4. Communication of this Plan throughout the school campus
 - a. The Cardiac Emergency Response Protocol shall be posted as follows:
 - i. In each classroom, cafeteria, restroom, health room, faculty break room and in all school offices.
 - ii. Adjacent to each AED.
 - iii. Adjacent to each school telephone.
 - iv. In the gym, near the swimming pool, and in all other indoor locations where athletic activities take place.
 - v. At other strategic school campus locations, including outdoor physical education and athletic areas.
 - vi. Attached to all portable AEDs.
 - b. The Cardiac Emergency Response Protocol shall be distributed to:
 - i. All staff and administrators at the start of each school year, with updates distributed as made.
 - ii. All Health Services staff including the school nurse, health room assistants and self-care assistants.
 - iii. All athletic directors, coaches, and applicable advisors at the start of each school year and as applicable at the start of the season for each activity, with updates distributed as made.
 - c. Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel. See paragraph 5(b) below.

- d. A copy of this Cardiac Emergency Response Plan shall be provided to any organization using the school. A signed acknowledgment of the receipt of this Plan and the Protocol by any outside organization using the school shall be kept in the school office. School administration and any outside organization using the school shall agree upon a modified Cardiac Emergency Response Plan. The modified Plan shall take into consideration the nature and extent of the use and shall meet the spirit and intent of this Plan which is to ensure that preparations are made to enable a quick and effective response to a cardiac emergency on school property.
- 5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use
 - a. Staff Training:
 - i. In addition to the school nurse, a sufficient number of staff shall be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable (insert name of school/school district) to carry out this Plan. (It is recommended that at a minimum, at least 10% of staff, 50% of coaches, and 50% of physical education staff should have current CPR/AED certification.) Training shall be renewed at least every two years. The school shall designate the person responsible for coordinating staff training as well as the medical contact for school based AEDs, if available.
 - ii. Training shall be provided by an instructor, who may be a school staff member, currently certified by a nationally-recognized organization to conform to current American Heart Association guidelines for teaching CPR and/or Emergency Cardiac Care (ECC).
 - iii. Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice and testing.
 - b. Cardiac Emergency Response Drills:
 - i. Cardiac Emergency Response Drills are an essential component of this Plan. (Insert name of school) shall perform a minimum of 2 successful Cardiac Emergency Response Drills each school year with the participation of athletic trainers, athletic training students, team and consulting physicians, school nurses, coaches, campus safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. (Insert name of school/school district) shall prepare and maintain a Cardiac Emergency Response Drill Report for each Drill. (See “Conducting Drills” attachment.) These reports shall be maintained for a minimum of 5 years with other safety documents. The reports shall include an evaluation of the Drill and shall include recommendations for the modification of the CERP if needed. (It is suggested that the school / school district consider incorporating the use of students in the Drills.)
- 6. Local Emergency Medical Services (EMS) integration with the school/school district’s plan
 - a. (insert name of school/school district) shall provide a copy of this Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local Emergency Medical Services (EMS).
 - b. The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the local EMS Agency, campus safety officials, on-site first responders, administrators, athletic trainers, school nurses and other members of the school and/or community medical team.
 - c. (Insert name of school/school district) shall work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response systems of the number and location of on-site AEDs.

7. Annual review and evaluation of the Plan

(insert name of school/school district) shall conduct an annual internal review of the school/school district's Plan. The annual review should focus on ways to improve the schools response process, to include:

- a. A post-event review following an event. This includes review of existing school-based documentation for any identified cardiac emergency that occurred on the school campus or at any off-campus school-sanctioned function. The school shall designate the person who will be responsible for establishing the documentation process.
- b. Post-event documentation and action shall include the following:
 - i. A contact list of individuals to be notified in case of a cardiac emergency.
 - ii. Determine the procedures for the release of information regarding the cardiac emergency.
 - iii. Date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
 - iv. The identification of the person(s) who responded to the emergency.
 - v. The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
 - vi. An evaluation of whether the Plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements in the Plan and in its implementation if the Plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (ideally through the school's medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
 - vii. An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.
- c. A review of the documentation for all Cardiac Emergency Response Drills performed during the school year. Consider pre-established Drill report forms to be completed by all responders.
- d. A determination, at least annually, as to whether or not additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in school facilities, equipment, processes, technology, administration, or personnel.

Develop a Cardiac Emergency Response Team (CERT)

What is a Cardiac Emergency Response Team?

The Cardiac Emergency Response Team is a group of school staff members who have current CPR/AED training and are designated to respond to and provide basic life support during a cardiac emergency.

The Cardiac Emergency Response Team should be established prior to the start of each school year to plan, implement, and evaluate the school's adopted Cardiac Emergency Response Plan (CERP).

Who are potential members of a Cardiac Emergency Response Team?

Potential team members include:

1. Staff members with current CPR and AED training.

Include at least one staff member in each section of the building(s) or location(s)

1. Medical professionals such as an on-site nurse
2. Organization administrators or management
3. Health and physical educators
4. Athletic directors or trainers
5. Coaches or after-school event advisors
6. Representatives of organization(s) using shared space

What are the roles of a Cardiac Emergency Response Team?

Roles of the team include:

1. Communicate with organization administrators or management annually to receive the outcome of the medical and legal counsel review of the plan to ensure that the adopted Cardiac Emergency Response Plan is consistent with local, state, and federal law.

Read the Cardiac Emergency Response Plan to implement action steps in the following categories:

1. Automated external defibrillators (AEDs)
2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency
3. Communication of the plan throughout the building or location
4. Training plan for AED use and cardiopulmonary resuscitation (CPR)
5. Local Emergency Medical Services (EMS) integration
6. Annual review and evaluation of the plan
7. Protocol for All Cardiac Emergency Response Responders (Staff, Faculty, Cardiac Emergency Response Team etc.)

Meet monthly to plan, implement, and evaluate the Cardiac Emergency Response Plan

Monitor the implementation of the Cardiac Emergency Response Plan monthly with the CERP Timeline

Evaluate the Cardiac Emergency Response Plan annually and provide feedback & data.

Update the CERP Sample Action Steps regarding the Cardiac Emergency Response Plan annually.

CARDIAC EMERGENCY RESPONSE TEAM

Year: _____

The following people compose the Cardiac Emergency Response Team. All members shall have current CPR and AED training and are hereby designated to respond to and provide basic life support during a cardiac emergency. Those closest to the emergency shall be contacted first.

Team Member Name	CPR/AED Training Expiration	LOCATION Room or Location	LOCATION #2 Alternate Location	During Normal Hours Phone/Extension	After-Hours Phone/Extension

Organization Leader

Date

Note: Other students, staff or volunteers not listed here may initiate a response and provide basic life support as needed if Team Members are not immediately available.

Protocol for Cardiac Emergency Response Team

Sudden cardiac arrest events can vary greatly. All staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. One should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

1. Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
 - a. The person is not moving, unresponsive, or unconscious.
 - b. The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
 - c. The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
 - d. If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
2. Facilitate immediate access to professional medical help:
 - a. Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
 - b. Immediately contact the members of the Cardiac Emergency Response Team (CERT) using your organization's designated communication system (i.e. walkie talkies, overhead page, phones).
 - c. Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
 - d. If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
 - e. The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
3. Start CPR
 - a. Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
 - i. Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
 - ii. If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
4. Use the nearest AED:
 - a. When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.

- i. Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
 - b. Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
 - c. Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- 5. Transition care to EMS.
 - a. Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
 - b. Team focus should now be on assisting EMS safely out of the building or location.
 - c. Provide EMS a copy of the patient's emergency information sheet.
- 6. Action to be taken by administrative staff:
 - a. Confirm the exact location and the condition of the patient.
 - b. Activate the Cardiac Emergency Response Team and give the exact location.
 - c. Confirm that the Cardiac Emergency Response Team has responded.
 - d. Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
 - e. Assign a staff member to direct EMS to the scene.
 - f. Perform "Crowd Control" – directing others away from the scene.
 - g. Notify other staff: safety director, safety manager, or leadership, etc.
 - h. Consider medical coverage to continue to be provided at the athletic event if continued after the event.
 - i. Consider having people in the location stay in place (i.e. delaying area traffic, services provided in the area, or other changes) to facilitate CPR and EMS functions.
 - j. Designate people to cover the duties of the CPR responders.
 - k. Copy the patient's emergency information for EMS.
 - l. Notify the patient's emergency contact (parent/guardian, spouse, etc.).
 - m. Notify staff, volunteers, members, clients, and other individuals in the location when to return to the normal schedule or services.
 - n. Contact organization leadership, human resources, or other management.
- 7. Debrief
 - a. Discuss the outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
 - b. An evaluation of whether the CERP was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements to the Plan and in its implementation if the plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
 - c. An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.

How to Plan and Execute Cardiac Emergency Response (or AED) Drills

Doing regular AED drills is the best way to test your Cardiac Emergency Response Plan, your communication system and your response team's readiness. Use the steps below to execute a basic school-based AED drill. Utilize the AED Drill Checklist for an objective post-drill review. Drills should be performed at least once per school year to assure optimal performance during an actual emergency. However, you should consider multiple drills.

Planning the Drill:

When: Inform your team that you will be doing an AED drill in the next few weeks so they have time to review the Cardiac Emergency Response Plan in advance. Do NOT tell them exactly when you will do the drill. Ensure that the team member who would normally communicate with EMS does NOT call 911 unless pre-arranged, and be sure it is clearly communicated that this is only a drill.

The team's first few drills can take place at a time when students are not present to build confidence. A few examples of times are before or after school or on a staff in-service day. Once the team is comfortable, it is recommended a drill take place during the school day to make for a more realistic situation.

Who: The drill will involve your School Site Coordinator, Cardiac Emergency Response Team, office staff and a recorder (to record times on the Drill Summary Checklist during the drill). Project ADAM recommends a Site Coordinator be identified at each school to set up the drills. It is important that the recorder is present on scene and next to where the manikin and AED Training Unit are placed so they can accurately complete the checklist as the drill occurs. Determine the manner in which classrooms will be covered during a drill or true cardiac emergency if classroom teachers are on the Cardiac Emergency Response Team. All other team members should be responsible for making sure CPR and the AED are initiated promptly.

What you will need:

1. Manikin – If your school does not have access to this equipment, consider reaching out to your local EMS/Fire organization, hospital or other community partners to see if a loaner is available.
2. Radio/walkie talkie/other communication devices for team members and office staff
3. AED Training Unit (compatible with manikin) – If your school does not have access to this equipment, consider reaching out to your local EMS/Fire organization, hospital or other community partners to see if a loaner is available.
4. AED Drill Checklist – preferably on a clipboard with a pen or pencil
5. Stopwatch or cell phone to track time

Where: Drills can be anywhere on campus so all staff can practice and identify what they will be looking for (unresponsiveness and abnormal or no breathing) and what they will do. If students are on campus, be sure they are informed beforehand about what the drill may look like and that it is only a drill.

Establish a Code: This code name will be used to initiate a response to a cardiac emergency by activating the Cardiac Emergency Response Team. The code should be communicated on the drill day and in a real cardiac emergency as defined in your communication plan. Encourage team members to be descriptive in addition to a code name and state there is a medical emergency in room #, teacher's name and geographic location. For example, Code AED, Room 320, Ms. Jones' room, English hallway or Medical Emergency Response Team to Room 103. Some ideas to consider include putting an AED symbol on your evacuation plan showing AED locations and the code to activate your school's emergency response plan, making a condensed version of your plan for the back of staff ID badges or to place on/near each classroom phone. Additional examples can be found here: www.projectadam.com/Heartsafeschools.

Establish a Communication System: How will the Cardiac Emergency Response Team know the drill has been initiated? Choose a method of mass communication to the team (i.e. overhead announcements, intercoms, walkie-talkies, cell phones, etc.). Consider dead zones for cell phones in the event service is unavailable in certain parts of your building.

The Day of the Drill:

Who will participate?

1. School Site Coordinator
2. Recorder (to record times on the Drill Summary Checklist during the drill)
3. Cardiac Emergency Response Team
4. Finder (pick someone that isn't on the team to find the manikin)

The School Site Coordinator should place a manikin on the floor along with the AED Training Unit with the recorder standing next to the manikin, checklist and pen in hand. Have the finder call the front office advising them that this is only a drill. Tell them you have an unresponsive victim and give the location. Your plan now goes into effect. The school's Cardiac Emergency Response Team should be notified using the established Code (i.e. Code Blue, Code AED, Medical Emergency Response Team, etc.) using the team's established communication system (i.e. overhead announcements, intercoms, walkie-talkies, cell phones, etc.). Your Recorder should document each step as it happens using the AED Drill Checklist. As part of the drill, a team member will arrive with a school AED(s). Place the school AED(s) to the side as the AED Training Unit will be used for the drill. **Never apply the real school AED pads for a drill.** Proceed as if this was a real cardiac arrest situation.

AED Drill Checklist

Date/Time: _____ School: _____

Drill Location:

Participants/ Cardiac Emergency Response Team Members who attended the drill:

- | | |
|----|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

RESPONSE ACTION	YES	NO	Time
Victim unresponsiveness was determined	YES	NO	
Office was notified	YES	NO	
Cardiac Emergency Response Team was notified	YES	NO	
EMS/911 was called	YES	NO	
Cardiac Emergency Response Team arrived	YES	NO	
Possible SCA identified and CPR was started immediately	YES	NO	
AED arrived at the scene	YES	NO	
AED pads were placed appropriately and immediately on the victim's bare chest	YES	NO	

Team followed all prompts from the AED	YES	NO	
Team used proper CPR body mechanics throughout response	Yes	NO	
Use of school's chosen CPR barrier device	YES	NO	
Someone met and directed EMS	YES	NO	
Crowd control took place	Yes	NO	
Office obtained necessary information for EMS call			
Drill was completed in our goal time of under 3 minutes "Completed" meaning AED was applied and used within 3 minutes. The drill can continue through cycles of AED use & compressions to practice switching roles.	YES	NO	
If drill was not completed within the goal time of under 3 minutes, please document completion time.			

Evaluating Your Program

After each drill, the team should debrief; use the following questions to guide you:

1. What went well during this drill? Were some components easier than others?
2. What could have gone better? How can these issues be addressed by the team or school/district leadership?
 - a. Some things to consider:
 - i. Were there barriers to delivery of the AED to the scene quickly?
 - ii. Is there additional learning or training that the team needs?

After drills, the CERP can be reviewed and updated based on the experience and feedback from the team. We recommend schools review all drill checklists and post arrest reviews when reviewing the CERP annually.

APPENDIX B

Standard Response Protocol ([I Love U Guys Foundation](#))

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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APPENDIX C

Standard Reunification Method ([I Love U Guys Foundation](#))

THE STANDARD REUNIFICATION METHOD

REUNIFY

A Practical Method to Unite Students with Parents
After an Evacuation or Crisis. The “I Love U Guys”
Foundation

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SRM Version 3.0 | 2023-03-27

PEACE

**It does not mean to be in a place where
there is no noise, trouble, or hard work.**

**It means to be in the midst of those
things and still be calm in your heart.**

SRM V3 CHANGE HISTORY

AUTHOR/CONTRIBUTOR	VERSION	REVISION DATE	REVISION COMMENTARY
John-Michael Keyes	0.9.0	2011-09-17	Preliminary Draft
John-Michael Keyes	0.9.1	2011-10-01	First Final Contest Revision
Ellen Stoddard-Keyes	0.9.2	2011-10-16	Preliminary Edits
Lee Shaughnessy	0.9.3	2011-10-26	Preliminary Edits
Joseph Maisak	1.0	2011-11-16	Continuity and Final Edits
John-Michael Keyes	1.1	2016-06-08	Additional Content
John-Michael Keyes Will Schwall Michelle Brady Russ Deffner Carolyn Mears	2.0	2017-03-02	Reunifier replaces Runner Additional Content Edits
Kevin Burd Ellen Stoddard-Keyes Allyson Jones Melissa A. Reeves, Ph.D. NCSP, LCMHC	3.0	2023-03-27	Updates and Edits Update ICS / HSEEP Compatibility Update Communication Recommendations NASP Guidance

DEDICATION

The “I Love U Guys” Foundation dedicates this book to the many people who have invested time, knowledge and caring toward the art of safely and responsibly re- uniting students, guardians and families when daily rou- tines are disrupted.

FORWARD

The concept for the Standard Reunification Method (SRM) isn’t new. There are many resources available to design a well-run reunification, however few have all the parts in one place. The SRM is a synthesis of common practices in use at a number of districts, departments, and agencies, as well as guidance provided by a variety of federal governmental agencies.

The evolution of SRM has included reviews, comments, and suggestions from a number of practitioners. As of 2023, the SRM has been subjected to tactical scrutiny by hundreds of law enforcement agencies and operational review and adoption by thousands of schools.

ACKNOWLEDGMENTS

The “I Love U Guys” Foundation is primarily grateful to Will Schwall, Emergency Manager, Hays County Sheriff’s Office, San Marcos, Texas, for the structure and organi- zation of the materials, and Michelle Brady, Emergency Planning Coordinator, Hillsboro School District, Hillsboro, Oregon, for inspiring the job action sheets.

STAFF

At the time of this version release, The “I Love U Guys” employs eight people full time, all of whom bring unique skills, curiosity and intelligence to these materials.

Allyson Jones, Communications Manager, Andy Arnold, Instructor/Explorer, Brooke Weeber, Directors’ Assistant, Carly Posey, Mission Director, Emily Pisqui, Administra- tive Assistant, Ellen Stoddard-Keyes, Operations Direc- tor, and John-Michael Keyes, Executive Director.

BOARD OF DIRECTORS

Whereas many nonprofits have a combative relationship with their Boards, we have always treasured ours for their input, dedication and wisdom.

Chris Zimmerman, Craig Straw, Dave Bauer, Frank DeAngelis, Heilit Biehl, James Englert, Louis S. Gonzalez, Murphy Robinson, and Pat Hamilton.

INPUT AND GUIDANCE

We are grateful to the following people who helped with additional, indirect guidance for the Standard Reunifica- tion Method:

Pat Hamilton – Chief Operating Officer, Adams 12 Five Star Schools, Adams County, CO

Bill Godfrey - C3 Pathways <https://www.c3pathways.com>

Kevin Burd, Priority of Life Training and Consulting <https://priorityoflife.org>

ADJUNCT INSTRUCTORS

The Foundation has a growing pool of skilled and trained instructors who conduct trainings around the country on a part time basis, bringing their expertise and knowledge to the table. They bring back information, and we work together to stay current and improve the programs.

CONTACT INFORMATION

The “I Love U Guys” Foundation can be reached online at <https://iloveguys.org>.

Email: srp@iloveguys.org

The “I Love U Guys” Foundation

P.O. Box 489, Placitas, NM 87043

REQUEST FOR COMMENT

The Standard Reunification Method is a synthesis of common practices in use at a number of districts, departments, and agencies, as well as guidance provided by a variety of federal governmental agencies.

The evolution of SRM has included reviews, comments, and suggestions from a number of practitioners. As of 2023, the SRM has been subjected to tactical scrutiny by hundreds of law enforcement agencies and operational review and adoption by thousands of schools.

Suggestions for modification can be made via email at srm_rfc@iloveguys.org. Please include contact information, district, department, or agency, including daytime phone.

“Recovery starts before the crisis begins.”

“Reunification is the first step in the recovery process.”

– John McDonald, Executive Director of Safety and Emergency Planning, JeffcoR1, Colorado

MISSION

The “I Love U Guys” Foundation was created to restore and protect the joy of youth through educational programs and positive actions in collaboration with families, schools, communities, organizations, and government entities.

THE “I LOVE U GUYS” FOUNDATION

On September 27th, 2006 a gunman entered Platte Canyon High School in Bailey, Colorado, held seven girls hostage, and ultimately shot and killed Emily Keyes. During the time she was held hostage, Emily sent her parents text messages... “I love you guys” and “I love u guys. k?”

Emily’s kindness, spirit, fierce joy, and the dignity and grace that followed this tragic event define the core of The “I Love U Guys” Foundation.

COMMITMENT

There are several things we are committed to. The most important thing we can do is offer our materials at no cost to schools, districts, departments, agencies, and organizations. The reason we are able to continue to provide this service is due, in part, to the generosity of our donors and Mission Partners (see Partner with Love www.iloveuguids.org). The “I Love U Guys” Foundation works very hard to keep our costs down as well as any costs associated with our printed materials. Donor and Mission Partner support allows us to stretch those dollars and services even more. Your gift, no matter the size, helps us achieve our mission. Your help makes a difference to the students, teachers, first responders, and the communities in which we live and work.

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ABOUT THIS BOOK

In 2012, The “I Love U Guys” Foundation introduced the Standard Reunification Method. At the time, we saw a void in school safety planning regarding student/parent reunification after an incident. We were certain this was a true need, but few schools or districts actually had reunification plans and practices in place. Fewer still had actually drilled or practiced.

Was it truly a need? The answer lies in the widespread adoption of the SRM. Since 2012, thousands of schools in the US and Canada have implemented the Standard Reunification Method as a means to safely reunite students and families after a crisis.

Recovery starts before the crisis begins. Reunification is one step in that recovery.

This is Version 3.0 of the Standard Reunification Method. But notice, we use the word method. Not protocol. Not procedure. Method.

What that means is that we provide you with some tactics. Things we know. But the incident, your reunification site, and your environment, will ultimately dictate what you do.

Please, in your planning, if you see something here that doesn't seem to work in your environment, figure out what does. Let us know.

ABOUT SRM V3

Version 3 contains expanded guidance, closer adherence to FEMA Incident Command System, and compatibility with HSEEP (Homeland Security Exercise and Evaluation Program) 2020.

Although SRM Version 2 is still valid, The I Love U Guys Foundation recommends updating to the newer version when possible

THE "I LOVE U GUYS" FOUNDATION MOU

Some schools, districts, departments, and agencies may also desire a formalized Memorandum of Understanding (MOU) with The "I Love U Guys" Foundation. For a current version of the MOU, please visit <https://iloveuguy.org>.

The purpose of this MOU is to define the responsibilities of each party and provide scope, and clarity of expectations. It affirms the agreement of stated protocol by schools, districts, departments, and agencies. It also confirms the online availability of the Foundation's materials.

An additional benefit for the Foundation is in seeking funding. Some private grantors view the MOU as a demonstration of program effectiveness.

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 - 3.1 Localization

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"Cops own the crime.

Fire owns the flames.

Schools own the kids."

"But Paramedics own the patient."

And that may be an area of conflict during an incident.
Your reunification plans and methods must be communicated with
first responders prior to an incident.

REUNIFICATION

The nation has experienced high- profile acts of school violence. In response to this and the everyday types of crises, The “I Love U Guys” Foundation develops programs to help districts, departments and agencies respond.

One critical aspect of crisis response is accountable re- unification of students with their parents or guardians in the event a controlled release is necessary. The Standard Reunification Method provides school and district safety teams with proven methods for planning, practicing, and achieving a successful reunification. Keep in mind though, that this is an evolving process. While there is a smattering of science in these methods, there is certainly more art. Site-specific considerations will dictate how these practices can be integrated into school and district safety plans. Successful planning and implementation will also demand partnerships with all responding agencies participating in a crisis response.

ADAMS 12, FIVE STAR SCHOOLS METHOD

The methods detailed in the first version of the Standard Reunification Method are based on the practices developed at the Adams 12, Five Star School District, Thornton, Colorado, by Pat Hamilton, Chief Operating Officer, and also at Jefferson County School District, Golden, Colorado, by John McDonald, Executive Director of Security and Emergency Planning. Since its introduction in 2012, other districts and agencies have also contributed.

The core concept of the Adams 12 Reunification Method rests on accountability achieved through a process based on managing the physical location of students, staff, and incoming parents. The process also uses perforated cards. These cards are completed by parents or guardians at the reunification site. The cards are separated at the perforation, and a reunifier retrieves the child.

OBJECTIVES

The objective of this manual is to help districts develop, train, and mobilize a district reunification team, and implement tangible, on-site, and off-site reunification plans. Inherent in this objective is creating or strengthening partnerships with responding agencies – police, fire, and medical. By having school and district personnel build a well-designed draft plan, it becomes easier to engage the responders and other key participants in the planning process. During this process, a core philosophy is essential:

Cops own the crime. Fire owns the flames. Schools own the kids.

Paramedics own the patient.

Additionally, performing a successful reunification is much more likely when drills are conducted in advance of an event. Tabletop exercises and live exercises should be scheduled and performed.

WHAT DOES IT COST?

Implementing the Standard Reunification Method concepts and planning stages take a certain amount of time. But in the grand scheme of school safety, the level of effort is modest. There will be some staff hours committed to the planning, training, and practice of these concepts. There will be some cost in printing, and in creating both the ROK boxes (Reunification Operation Kits) and the classroom “go kits” necessary for successful reunification.

“Go kits” are the bags or folders that teachers need in their classrooms during any type of event. They often include class rosters, tissues, space blankets, candy for low blood sugar, and other items specific to the location and students. ROK Boxes are typically maintained at

the district level and contain everything necessary for the reunification team to function. Visit <https://iloveguys.org/> to find links for all materials found in the ROK box. Since some of this activity is happening at the district level, the cost of the kits can be spread among all of the schools in the district.

WHEN TO INITIATE A REUNIFICATION

Initiating a reunification can be a result of anything abnormal at the school that renders it unsafe to stay in, or something in the area such as a power or phone outage, weather event, hazmat incident, bomb threats, criminal activity in the area, or active violence at the school.

In some cases, it may be only a partial student population reunification. For instance, criminal activity in the area might result in reunifying students who walk to and from school. In other instances, reunification of the entire student population may be necessary for things such as a gas leak in the school or a violent event.

WHY BOTHER?

Crisis recovery starts before the crisis, not after. Simply “winging it” when reunifying ignores not only the mental health demands that accompany a crisis, but the responsibility of the school and the district to maintain the chain of custody for every student.

No school is immune to stuff hitting the proverbial fan. Wild land or structural fires, hazardous materials, floods, tornados, blizzards, power outages, tsunamis, bomb threats, acts of violence, acts of terror... these just start the list of events that may necessitate a controlled reunification and release for a school or district.

A predetermined, practiced reunification method ensures the reunification process will not further complicate what may already be a chaotic, anxiety-filled scene. In fact, putting an orderly reunification plan into action will help prevent emotions from escalating at the site. There is a hidden side effect of implementing the Standard Reunification Method. Going through the planning and training process may help strengthen district relationships with first responders. Often law enforcement is active in partnering with schools and districts. Less often is the fire department. The SRM may be a vector for strengthening relationships with fire agencies as well.

THE PROCESS IN A NUTSHELL

The materials in this manual provide the fundamentals for a comprehensive district plan. The beauty of the Standard Reunification Method is its simplicity.

- Establish a parent/guardian check-in location.
- Deliver the students to an assembly area or a transportation area beyond the field of vision of parents/guardians.
- Conduct accountability, or attendance, of who is at the assembly area (student and staff).
- Once students are on-site, notify parents/guardians of the location.
- “Greeters” hand parents/guardians a Reunification Card, and help them understand the process.
- The parent/guardian completes the card and brings it to the check-in area. The procedure allows parents/guardians to self-sort during check-in, streamlining the process.
- Parent/guardian identification is verified. The card is split at the perforation, and the

- Parent/guardian brings that to an area outside the student assembly area and hands it to a “Reunifier.”

- Controlled lines of sight allow for an orderly flow, and issues can be handled with less drama and anxiety.

- Pedestrian “flows” are created so lines don’t cross.



Reunification Information

Have photo identification out and ready to show school district personnel.

Student Name _____

Student Grade _____ Student Cell/Phone Number _____

Name of person picking up student _____

Signature _____

Phone number of parent picking up student _____

Relationship to student being picked up _____

School personnel completes:

Photo ID does not match name of person picking up student?

Yes or No _____

Parent/Guardian completes:

Print Student Name Again _____ Student Grade _____

Your Address _____

Student Birthday _____ ZIP _____ CITY, ST _____ 07189

The Reunification Card does a ton of work. Its primary function is to provide accountability, so one student per card is recommended. It also helps with the parent experience. It gives the parent/guardian something to do while they are waiting in line. The card is perforated and gives parents a sense of progress as they go through the process. The main objective is to keep parents/guardians calm and organized while they wait. Let the card do this work for you.

A LITTLE SOCIAL ENGINEERING

A reunification typically occurs because of a crisis or emergency. Consequently, not just students and parents /guardians are trying to function at elevated stress levels; staff, their families, and other first responders also feel the strain.

By having a defined process with signage, cards, branding, procedures, and protocols, the school presents an organized, calm face to all involved. Fear or uncertainty often results from the unknown. By adopting, communicating, and practicing a “known” procedure, the school removes some of that uncertainty.

The cards also bring anxiety down a notch. Asking a parent/guardian to complete the form is a familiar activity and will demand they slow down and perform a cognitive action, “Here, read the instructions on the back, and we’ll get things started,” might be the first step in lowering blood pressure.

ACCOUNTABILITY: THE ONE NON-NEGOTIABLE

The entire process of reunification, much like any other crisis response method that is based on the National Incident Management System (NIMS) and uses the Incident Command System (ICS), can and should be modified to fit the needs of your local organization. Names and titles can be changed based on what works for you. Ensure all responding agencies understand and are aware of the terminology.

The one thing that cannot be modified is the need for 100% accountability of your students and staff. You absolutely must know who is at the reunification site and who is not. Understand that you may not know the exact location of everyone. This is especially true in a violent event where many will self-evacuate. However, by identifying who is at the impacted site, who evacuated via transportation, and who arrived at the reunification site, you will be able to determine who is present at the reunification site and who is missing.

The accountability process could look like this: During the evacuation phase of an incident, teachers take attendance of their students. This attendance is collected to include staff members, and gives you the number of staff and students you have at the impacted site. If you started the day with 300 total students and staff and you account for 278 during an evacuation, you now know that you need to locate 22 individuals. You should also be able to identify who those missing individuals are. Remember, just because they are not present does not mean they are injured or deceased, as many people will self-evacuate. You will now know that you must maintain the accountability of 278 individuals as they are transported from the impacted site to the reunification site. This information must be communicated to the incident commander at the reunification site and passed along to the student assembly supervisor. Once the students and staff begin to arrive at the reunification site, they will be accounted for by their student assembly supervisor or an accountant assigned to them. If it was not already done, a name-by-name roster should be developed at this point. You absolutely must know the name of each person who has arrived at the reunification site. Once all 278 individuals arrive, you now know that no more transportation is coming from the impacted site. Be sure to confirm this with the impacted site transport team. The name-by-name roster can then be duplicated, one copy stays with the assembly area supervisor, and a second copy goes to the accountant at the parent check-in area. By using this process, you will now know if a student is

at the reunification site when their parent or guardian checks in.

NOT SO WEIRD ADVICE

At first blush, this bit of advice may sound weird to educators: “Check out FEMA. Go to <http://training.fema.gov> and complete the online training for IS-100.C Introduction to Incident Command System.” The course takes about an hour and a half to complete and introduces some basic emergency response principles.

Here’s why this advice isn’t as weird as it sounds. Every responding agency that partners with schools uses “Incident Command” during a crisis. The Incident Command System (ICS) is a response method that determines the role of everyone responding to a crisis and defines a shared vocabulary and shared expectations of behavior.

District and school safety teams need this shared vocabulary when interacting with first responders during a crisis. Equally important is that, when meeting with first responders, having the concepts and vocabulary of ICS removes some of the language barriers. It also shows a commitment to success that departments and agencies will appreciate.

Finally, understanding ICS concepts allows school or district leadership to become a part of the response structure rather than victims or unused assets. It opens the door to a true unified command where school or district leaders can operate shoulder to shoulder with fire, police, EMS, and other public safety leaders.

INCIDENT COMMAND SYSTEM

Whether it is a man-made or natural crisis, or an act of violence in the school, law enforcement, fire, and medical teams will be involved in the reunification process. Learning to understand and speak a common language as well as being familiar with their procedures is imperative to a successful outcome. With that in mind, district and school safety teams must understand and use the Incident Command System.

The Incident Command System can also be used for pre-planned, non-emergency occasions such as sporting events or large gatherings. All the tasks that need to be completed before and during the event can be put into the ICS structure. The structure provides a way to better organize tasks and personnel.

PRIORITIES, OBJECTIVES, STRATEGIES, AND TACTICS

A valuable FEMA resource is the Incident Action Planning Guide, and it’s a good start in understanding how first responders manage an incident.

From a school or district perspective, it’s important to understand that the Incident Commander has an expectation that to be useful during the event, the school or district personnel need to have some experience with incident command.

If the school or district personnel don’t exhibit any knowledge of the process, their input may be marginalized.

ARTICULATE YOUR P.O.S.T.

The first step in incident management is defining the priorities, objectives, strategies, and tactics that will be used during the incident. While each one will be unique, there are considerations that can be addressed in advance.

Priorities:

- Student and staff safety and well-being.
- Student and staff whereabouts and condition.
- Starting the recovery process.

Objectives:

- Every student has been accounted for.
- Every staff member has been accounted for.
- Every student still in the school's control is reunited with their parent or guardian.

Strategies:

- The Standard Reunification Method

Tactics:

- Tactics will vary based on the event and the environment but look at the typical reunification life cycles on page 16 for a jumpstart.

The next pages describe the structure of the Incident Command System and how it functions in schools and districts.

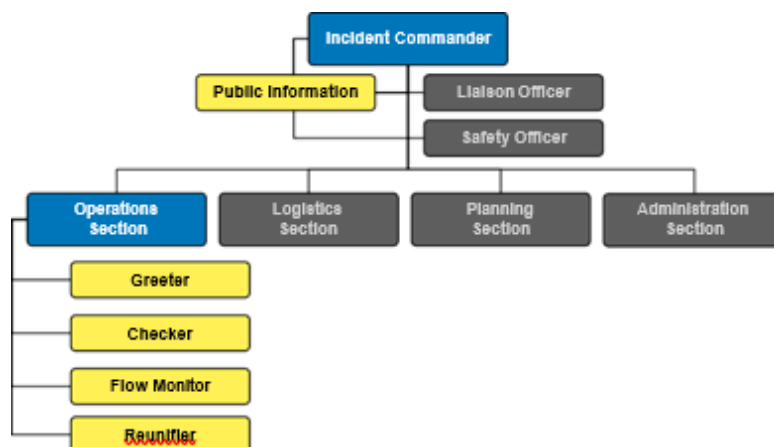
Following that, there are examples of what the roles might look like during different types of reunifications. Please refer to the Resources and References page at the back of this book for clarification of some of the terms used.

INCIDENT COMMAND ROLES

These are the different roles people will take during a reunification. On the following pages, various types of reunifications are described. There are explanations of unique considerations for each type of reunification, and how the groups can be activated and used.

Incident Commander

A school Principal is very likely to be the initial Incident Commander. When something unexpected happens (call it an incident) which changes the daily routine, they assess the situation and determine what actions need to be taken. When it will require a responsible reunification of students with parents or guardians, a number of steps are taken.



The Incident Commander coordinates Priorities, Objectives, Strategies, and Tactics for an accountable and organized reunification of students with parents/guardians. They decide which key staff stakeholders will be needed, and ensure that notification has been made to them for activation. They will establish security measures for everyone in the school. However, they do not do it alone. While the Incident Commander is the central point of contact they are eventually surrounded by a team of support. As people arrive to assist, they assign them to manage specific areas as necessary based on the type of incident. They will assign command staff, who fill very specific roles, as well as section chiefs. The typical sections of the incident command system are Operations, Planning, Logistics, and Administration.

Command Staff

The command staff assists the incident commander with communications, safety oversight (to make sure you do not end up with another incident within your incident), and a liaison to ensure integration with other organizations.

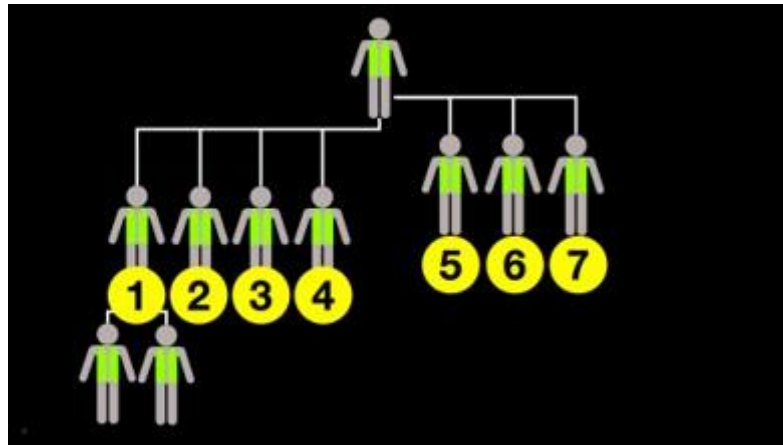
Section Chiefs

Section Chiefs, often referred to as the General Staff, report directly to the Incident Commander. They subdivide the incident and assign additional personnel as needed to achieve their objectives. Some, such as Finance/Administration, won't need to be staffed at all during a school-based incident.

Example: In an on-site reunification for a non-violent incident, the Incident Commander assigns an Operations Section Chief who oversees the people conducting the reunification. The reunification team provides Section Chiefs with status and resource information, who in turn report to the Incident Commander. The number of subordinates a school needs will depend on how many students they need to reunite. In a large reunification, the Operations Chief may assign Leads for each group, and the Leads will report to the Chief. This example assumes that the students are in the main assembly area with their classes, and supervised by their teacher. The decision to engage in Logistics or Planning is made by the Incident Commander. If they see a need to acquire or provide supplies such as water or snacks, they might assign someone to Logistics to handle that. In non-violent events, these roles can usually be filled by school staff or may not be needed.

Span of Control

The term "span of control" refers to how many people a single individual can supervise. The recommended span of control is one person supervising no more than seven people, with two to five being the ideal number.



People in various roles will report to the person who is assigned as their commander/supervisor. This keeps communication clear and allows for accurate responses.

It is important to note that the ICS structure is not set in stone. It is adaptable and jobs, names, and section responsibilities can be adjusted to fit the needs of your organization and location. It is imperative, however, that if changes are made to the traditional model they are articulated to other local authorities and you practice regularly with them to ensure everyone is on the same page.

COMMUNICATION

In any type of event, clear and well-planned communication is essential to providing the right information while mitigating the stress of the situation. Depending on the type of incident, you might have only minutes to prepare a statement and communicate it to the appropriate people.

Communication with parents and guardians is critical to the reunification process. Once students and staff are at the reunification site and you are ready to begin the reunification process, a multi-channel message is sent to parents and/or guardians regarding where reunification will take place and what they need to bring with them.

PUBLIC INFORMATION OFFICER (PIO)

The role of Public Information Officer is filled by a staff member who usually handles outward communication. No matter how small the incident, the fact that a school day has been disrupted means they are obligated to keep parents and the public informed of the status of the situation. It is critical for the school and district to ask parents and guardians to update their contact information routinely.

Parents and/or guardians are contacted using the communication method that's best for their school community. Use a push method (text, email, phone) and a passive method such as posting on social media.

Throughout the year, routinely ask parents to update their contact information, and ask them to appoint a trusted friend or neighbor as a backup contact. That is especially important when parents might have a job that restricts their ability to leave, be available by phone, or requires a long commute.

Joint Information Center

The physical location of the JIC will be determined by the Incident Commander in consultation

with the Lead PIO. It is common to locate the JIC away from the crisis site to ensure access to reliable utilities (power, phone, Internet, etc.) and help minimize press congregating at the crisis site.

This can be busy and focused. It will include a few resources who will be working together to deliver clear and consistent messaging as approved by the Incident Commander.

Unless a backup plan for internet service is in place at the crisis site, the internet will fail quickly. This affects security cameras and phones if they are VoIP (Voice over Internet Protocol) based.

CHANNELS

Decide which methods of communication are the best fit for your community. This depends on your community's internet bandwidth, cell phone service, and other preferences. Whatever you choose needs to be reliable, fast, and reach a high percentage of community members quickly. Document who on the Communication Team has access to update each channel.

Also, think about which channels are used regularly for day-to-day messaging, like emails. When sending out messages regarding reunification, consider using alternative methods such as text and phone, which may not be used as frequently. Doing so will alert the recipients that this is not the regular, daily email but something more important.

SCHOOL-BASED MENTAL HEALTH PROFESSIONALS

Many schools have mental health professionals as part of their team, and they can be an incredible asset during any type of reunification. An evacuation and reunification can cause stress or anxiety regardless of the reason it was conducted. Therefore, it is important that mental health professionals are on-site and ready to assist.

During a larger reunification, and especially for those occurring due to a violent event, a district-level mental health supervisor should be put in place to oversee mental health services at the reunification site. This Supervisor should work with the incident command staff to ensure mental health services are available for students and staff. Oftentimes those can be placed in or near the student assembly area. Additionally, mental health professionals need to be made available for parents/guardians who are waiting in line. Finally, they should also be at the check-in area to assist families who are notified their student is not at the reunification site.

PREPARATION

A tabletop exercise is a great start; basically, it's a brainstorming session. Your Communication Team talks through possible scenarios and formulates messaging accordingly. They must think about what immediate information is necessary, how to follow up, and who they will need to speak with/follow to receive trusted updates.

Use the 27/9/3 rule during message preparation. This is a very basic recommendation and suggests using a total of 27 words, which can be spoken in about nine seconds, containing three or fewer key points.

The team should pre-script some basic messages that may be sent out, with blank spaces for details like time and date. Having these pre-approved and available will aid the team later if they're under stress or time constraints.

THE DISTRICT REUNIFICATION TEAM

Reunification will take place for a variety of reasons. It's a good bet that at some point today a school somewhere is having to conduct a reunification of students with their appropriate caregivers. Most often, reunification will be needed for non-traumatic, non-violent events, such as a power outage, heating loss, or a weather-related event. In these cases, the school typically handles the reunification duties on their own with little to no outside support. However, during larger, more complex incidents district support will be needed to assist the schools.

Offsite reunification on the other hand will most likely require District resources and it is a good practice to have a central Reunification Team staffed by District personnel. There are several reasons for this:

- Training can be more readily coordinated.
- Experienced teams are more proficient.
- School-based teams may initially be unavailable.

Smaller districts may recruit from various school administrators to populate the team. Extremely small districts may recruit volunteers from the community to staff the Reunification Team. A good rule of thumb for team size is five people, plus one per 100 students.

Once the staff is at the reunification site, there are roles they will assume for setup, breakdown, and the actual reunification.

REUNIFICATION ROLES AND DUTIES

The following outlines the roles and duties of the Reunification Team. Not all these roles need to be filled for every reunification. For detailed tasks see the Job Action Sheets found at <https://iloveguys.org/The-Standard-Reunification-Method.html>

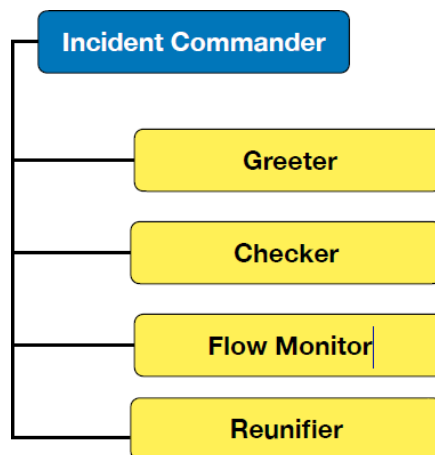
- Accountant Assemble rosters of who is on site and assist in identifying missing students or staff. In a very small reunification, one person can fill the role of Accountant and Checker.
- Checkers Verify ID and that the person is on the emergency contact roster. Direct parents to the accountant or the Reunification Area.
- Check-in Area Supervisor Establishes and manages the check-in process. Supervises checkers and accountants.
- Class Leaders Teachers and Staff who arrive with students remain in the Student Assembly Area to manage students. Additional people may be assigned to this task.
- Communications Facilitate radio and other communication needs. May be combined with the PIO.
- Exit Accountant Collects bottom slip of reunification card and checks students out once reunified. Can be combined with the Exit Director role.
- Exit Director The final person the students and parent/ guardian see during the reunification process. They are available to answer any questions. Their most important role is to be a friendly face who offers a wave or hug. Often the school principal likes to fill this role. Can be combined with an exit accountant.
- Facilities Coordinate any physical plant needs.
- Finance/Administration Chief Establish and manage administrative staff.
- Flow Monitor Assist with guiding traffic flow and assisting parents/guardians as needed.
- Greeters Help coordinate the parent lines. Tell parents about the process. Help verify parents without ID. Your most friendly staff members are good in this role.

- Greeter Supervisor Establishes and manages the greeting area, Supervises greeters.
- Liaison Officer Communicate with Fire, Medical or Law Enforcement.
- Logistics Chief Establish and manage logistical staff.
- Medical Staff Nurses or EMS personnel on-site
- Mental Health Supervisor Oversees the coordination of mental health practitioners from a variety of agencies.
- Nutrition Services Provide snacks and water.
- Operations Chief Establish and manage operational staff.
- Planning Chief Establish and manage planning staff.
- Public Information Officer Communicate with parents and press, if appropriate. Coordinate use of mass calls or text messages. May be combined with the communications role.
- Reunification Incident Commander Coordinates Priorities, Objectives, Strategies, and Tactics for an accountable, easy reunification of students with parents.
- Reunifier Take the bottom of the Reunification Card to the Assembly Area, locate the student and bring them to the Reunification Area. Ask the student, "Are you okay going home with this person?" There's a lot of walking involved, so consider that when assigning people to this role.
- Reunification Area Supervisor Establishes and manages the reunification area. Supervises reunions.
- Safety Officer Observe site and remedy safety concerns.
- Scribe Document events. A yellow pad is sufficient.
- Student Assembly Supervisor Establish and manage the Student Assembly Area.
- Supervisor For span of control, some groups may need Supervisors.
- Transportation Directs transportation needs. May become a supervisor position.
- Victim Advocates/Mental Health Professionals
- Standby unless needed.

ON-SITE PARTIAL REUNIFICATION

Incident Command Structure

This chart is an example of the organizational structure that might be used to conduct an On-site Partial Reunification.



Partial reunification is conducted when only part of the student body will need to be reunited, and very often results from a school being in Secure Protocol. It may be needed at the conclusion of a school day when there is an ongoing hazardous condition outside the school or in the area. It may be due to criminal activity in the area, or a local hazard that makes it unsafe for the students who usually walk home to do so.

Students who ride the bus home would still do so. If there is criminal activity in the area, the bus loading area will require elevated situational awareness and extra staff.

In some rural communities this might only involve a few students, whereas in many urban schools it might be the majority of the student population in which case the number of roles as described on page 17 would be expanded.

Schools and districts should conduct a tabletop exercise in advance to talk through the potential hazards and discuss how to manage them.

Student Drivers

The age of the students will play a big role in how the school handles this. High school-age students will be able to manage much more independently than the younger students. Make a plan to address those who drive to and from school, and any students who carpool with them.

Workflow

A partial reunification can typically be successfully completed quickly with the school staff. However, there may be increased law enforcement nearby, and they may be available to assist. The minimum number of recommended roles is five people, plus one per 100 students to conduct this.

Students may either stay in a room with their teacher or be brought to an assembly area. In the assembly area, students remain with their teacher and classmates to maintain accountability. Discuss this in advance to decide what works best for your school.

We recommend parents and guardians show identification when they arrive at a check-in location. This ensures the correct person is picking up the student. Additionally, it displays an organized, thought-out process that will help maintain order and control in a potentially uncertain situation.

It's not uncommon to have a few students left if all parents cannot be located. It is the schools' and districts' responsibility to plan for this.

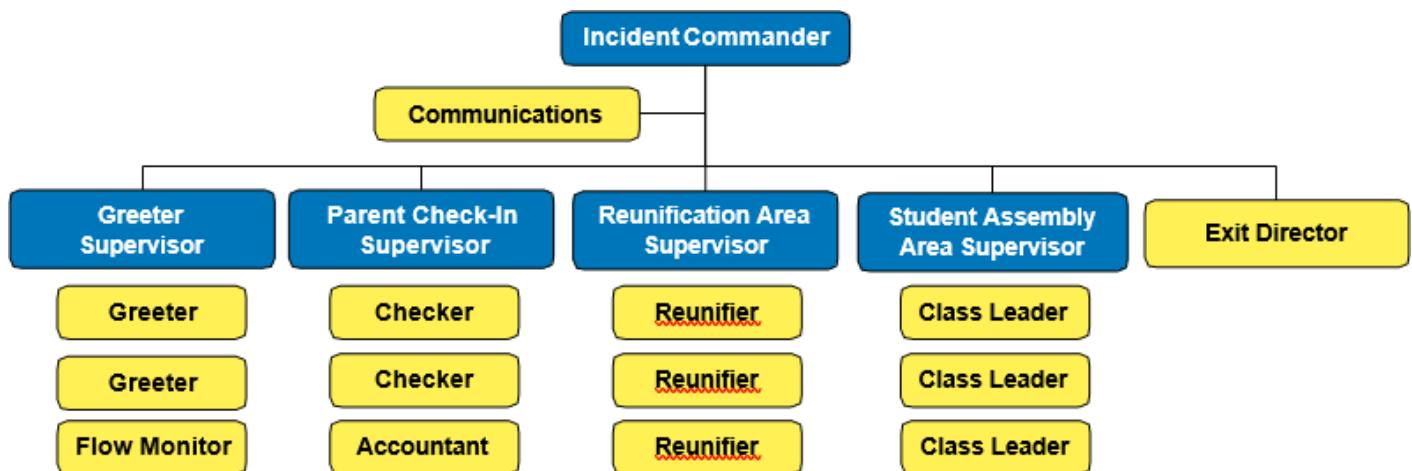
Communication

Notification of danger outside the school is usually received by the school from local public safety partners. If this is the case, keep lines of communication open throughout the duration of the incident to monitor events. If the situation is not resolved or minimized by the normal release time, students may be held until it's safe enough to release the buses and for parents to pick up the students who normally walk home.

Contact parents as soon as the problem is identified, let them know the students are safe inside, and the day will proceed as usual except that activities normally held outdoors will be held indoors. Set expectations as clearly as possible to keep stress levels down. This includes telling students what is happening and why you're using the Secure action.

If there is ongoing criminal activity in the area, parents and volunteers are discouraged from coming to the school, as that would put them in harm's way. If the situation becomes more manageable, the school might allow for monitored entry and controlled release. Communicate this to parents. There will be instances when a parent has arranged to pick up their child for an appointment during the day. Depending on what's going on and the information available, the school will have to decide how to handle that.

ON-SITE FULL REUNIFICATION



Incident Command Structure

The chart above is an example of the organizational structure that might be used to conduct an On-site Full Reunification. Remember, the minimum recommendation is five people, plus one per 100 students. The additional personnel per 100 students will typically fill more checker, greeter, reunifier, or flow monitor roles as needed. If available, the exit director role can also be filled.

The above chart shows the Incident Commander, a communications individual, and all of the Operations Section roles. In this example, the Incident Commander oversees the Operations Section directly. There is no Planning, Finance, or Logistics section. If these roles became necessary, the Incident Commander could assign them as needed.

An on-site reunification is for an event such as a power outage, water system or mechanical failure, which disrupts school operations. The event is small enough that the school isn't in danger but significant enough that it's not safe to continue operations for the remainder of the school day, and students will leave at an unusual time.

Sending students home on buses may not be a good plan because they could be arriving at

locked and empty houses.

As with partial reunification, be sure to develop a plan for students who drive and those who ride with them.

Workflow

A full on-site reunification can often be completed by school staff but they may request assistance from the District. Again, students may either stay in a room with their teacher or be brought to an assembly area. In the assembly area, students remain with their teacher and classmates to maintain accountability. Discuss this in advance to decide what works best for your school.

Utilize the same parent/guardian identification method recommended for partial on-site reunification. Nothing changes in the process between the two types of reunifications, but it does expand with more support staff and more students to reunite.

Communication

Parent/guardian notification for an on-site reunification can most often be handled by the affected school staff. If needed, district personnel should be available to support.

Once it is determined that an unplanned dismissal will be occurring, the school initiates the preplanned communication protocol. Typically this involves phone calls, email, and text messages to parents and guardians. Inform them of the issue and why the change in dismissal time is occurring. It is important to inform them of the reason to avoid any unnecessary confusion or panic.

Even though the incident may not seem like a big event, be prepared for the media to arrive. Oftentimes a story involving a school will fit nicely in the day's news cycle. Ensure staff is properly trained and briefed on what to say. Things like "we were well trained to conduct the reunification and are following our plan" will sound much better than "we were caught off guard but we are figuring it out." Having a well thought out and practiced plan will make everyone more at ease and that mindset will show during any media coverage.

OFF-SITE REUNIFICATION OVERVIEW

During an offsite reunification, as described on the following pages, there will be two separate teams. The district reunification team will deploy to the reunification site while a second team will go to the impacted school. This second team will facilitate transportation and initiate accountability processing. They are responsible for the safe evacuation and transportation of students, teachers, and staff to the reunification site whether it's a walking or driving location. During a non-traumatic event, school staff may be able to serve as the impacted site team. After a traumatic event, however, they may not be able to fill those roles so it's recommended that the district sets up and trains the two-team method. Law enforcement should also be included in this training as district teams may not be able to get to the scene and it is imperative that accountability and transportation occur in an orderly and normalized process.

NASP Online: Reunification Following School Evacuation

Ideally, the reunification site should be within walking distance so that the school is not dependent on other means of transportation as arranging for buses in the immediate aftermath of a crisis or disaster that requires evacuation can be very challenging. However, in some situations it may be best to evacuate students further away from the site, thus coordination must occur with district and/or community transportation personnel to plan for the use of district transportation in emergency situations. Transportation to and from the reunification site must include explicit consideration of students with disabilities and special needs. For some of these students, an individual evacuation plan may be necessary.

TEACHERS: STAY WITH YOUR STUDENTS

Interviews with safety directors directly impacted by the crisis reveal a common thread. Often teachers will group together in the immediate aftermath, or assume their job is done when the police arrive on the scene. It's important to emphasize that teachers remain with their students, and aren't done until all of the students have been reunited with their families.

If possible, have teachers fill the roles of class leaders. This will assist with accountability as the teachers can remain with their students throughout the evacuation and reunification process. If the teachers are unable to fill that role, a pool of additional staff such as teaching assistants should be ready to step in. Teachers may be unable for a variety of reasons. They themselves could be parents and need to retrieve their own children. Additionally, the stress of an evacuation and reunification may impact their abilities to fill the role. Sometimes they will only require a short break, while at other times they need some extended attention.

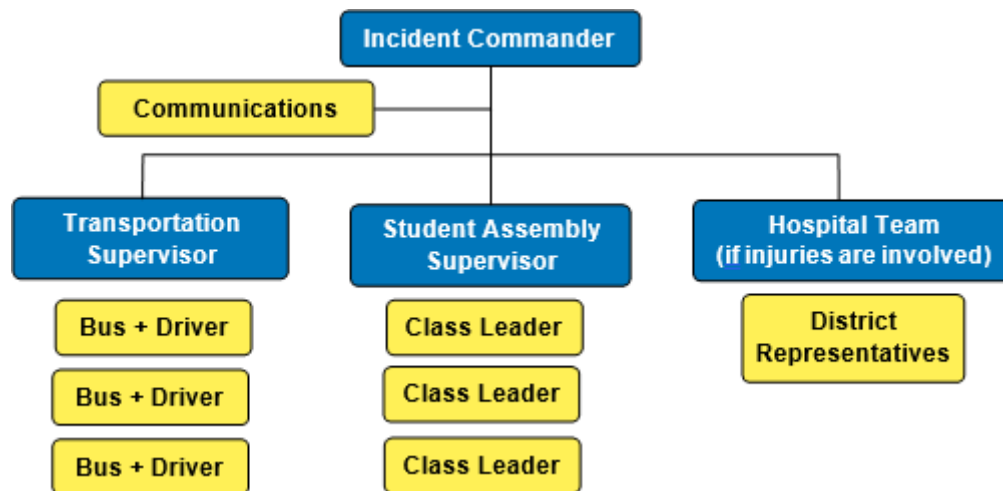
Be sure to include teachers in the process and training. Inform them of counseling resources beforehand and have mental health professionals available as a part of your reunification team.

IMPACTED SCHOOL: TRANSPORT TEAM

The team at the impacted school has these priorities:

- Assemble a master student roster, teacher roster, and guest roster
- Identify and notify the reunification site
- Provide safe transport of students and staff to the reunification site

- Assign District personnel to go to the receiving health facilities if there are injuries, in coordination with Incident Command.



TRANSPORT ROLES AND DUTIES

The following outlines the roles and duties of the Transportation Unit. For detailed tasks see the Job Action Sheets.

Transportation Supervisor:

Whether the district runs its own buses or the service is contracted out, the Transportation Supervisor should be involved in all planning, drilling, and training for reunification.

In combination with the Student Assembly Supervisor, coordinate resources (people and vehicles) to execute the safe and accountable movement of students and staff from an impacted site to the reunification site whether it's a walking or driving location. Supervise an orderly movement of people from the impacted site to the reunification site, and maintain communication with the reunification site about arrivals. Depending on the incident, you may want to keep the bus loading area secure and as uncrowded as possible. After a violent incident, securing the bus loading area will most likely be managed by Law Enforcement personnel.

Class Leaders at the Impacted Site:

Report to the Student Assembly Supervisor. Communicate via radio to get students to the transportation area. Most often the Class Leader role is filled by teachers who will remain with the class during evacuation and at the reunification site to maintain accountability and continuity.

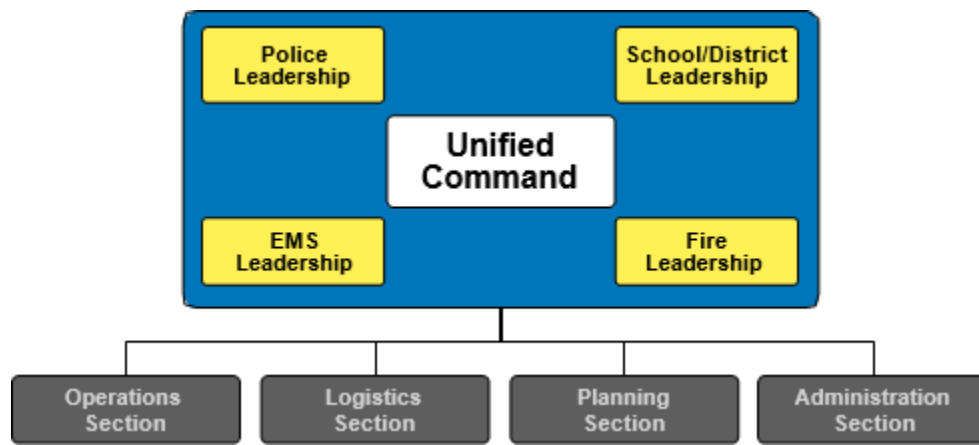
Scribe:

Document the events. This includes all activities, updates, and actions and the time those took place.

UNIFIED COMMAND OVERVIEW

Unified Command is activated when there are multiple entities with legal authority to be in charge of an incident. For example, law enforcement will have authority in a school violence event, but schools and districts still remain responsible for students and staff (in loco parentis). Unified Command is sometimes used to include key incident stakeholders in

decision-making and coordination. The school or district may or may not be viewed as a resource unless prior interaction and training has occurred with public safety partners. With multiple organizations responding, Leadership of each entity with legal authority communicate with each other and channel information to the Unified Incident Commander.



PUBLIC INFORMATION OFFICER (PIO) OR JOINT INFORMATION CENTER (JIC)?

Clear communication, both internal and external, is essential when daily routines are disrupted. Minimally, in non-violent events, external communication is handled by the school or district personnel who usually manage public messaging and social media. This person is your PIO. If the media has a presence, your PIO should be communicating with them to make sure the messaging is agreed upon and consistent.

In larger incidents, and especially when there has been violence, Unified Command is activated, and there will be a Joint Information Center. It will include Law Enforcement and/or Fire PIOs, and often an Investigator alongside the school/district PIO.

The JIC is managed by the Lead Public Information Officer (PIO). As information is obtained, the PIO brings it to Incident Command, and messaging is formulated and delivered.

INCLUDING FIRST RESPONDERS

It is absolutely imperative that as the reunification plan is developed, first responders are brought into the process. Meeting with command staff, including PIOs, both law enforcement and Fire/EMS will generate two outcomes. First, they will look at your plan from their perspective. Second, they have suggestions you might not have thought of.

In the example chart above, police, fire, EMS, and school leadership will sit together and make decisions as a single unit. The decisions will be sent out to the subordinate sections to ensure unified objectives.

LAW ENFORCEMENT SUPPORT

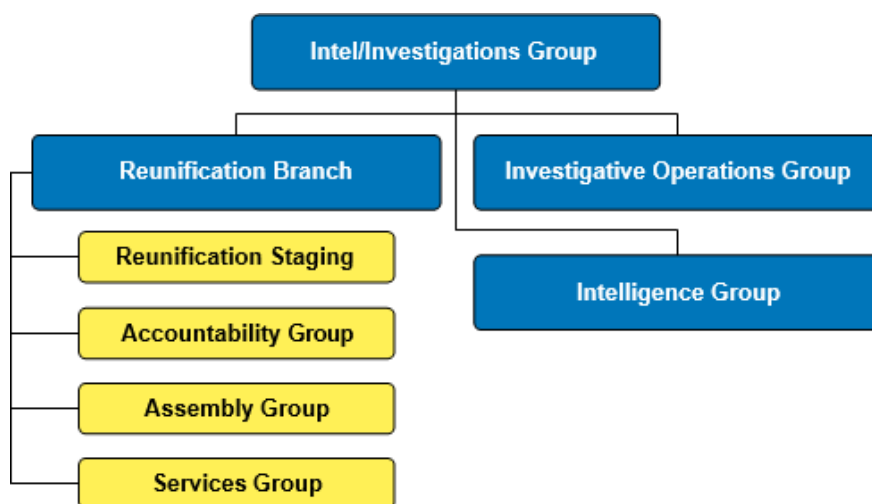
Depending on the type of event, the school may receive an influx of law enforcement officers. During a violent incident, the response might be overwhelming at the impacted site. Ensure that in training prior to an incident, the school, district, and law enforcement leadership is aware of additional need for law enforcement support at the reunification site.

At the reunification site, law enforcement support may be necessary. Some assignments may include:

- Traffic Control
- Crowd Control
- ID Verification
- Perimeter Control
- Security
- Liaison

LOOKING AT REUNIFICATION FROM A LAW ENFORCEMENT PERSPECTIVE

SRM V3 presents a number of organizational structures from a school or district perspective. In the face of an active assailant, when Law Enforcement takes the lead in Unified Command, they may implement an ICS structure supporting the needs of witness interviews, evidence retention and other legal responsibilities.



Source: C3Pathways, ASIM - <https://c3.cm/asc>

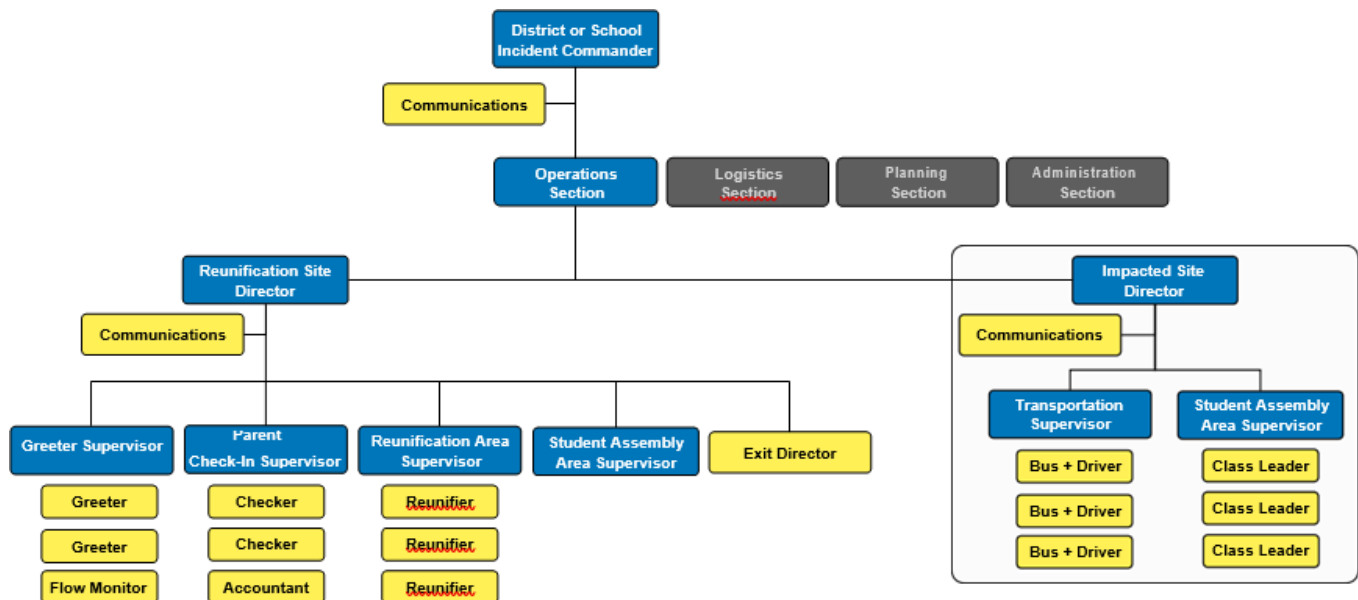
WHO ARE VICTIM ADVOCATES?

Many law enforcement agencies, district attorneys, and prosecutors have victim advocates on staff and a cadre of trained volunteers. In many states and counties, they are charged to protect and promote the rights of victims. They often deploy when there is a crisis. Very often they are trained in Psychological First Aid and can be helpful with crisis counseling, if needed, during a reunification. Get to know these community partners.

PARTNERSHIPS

During one Standard Reunification Method workshop conducted by The Foundation, a fire chief requested the training for every fire station in his city. When questioned why, he replied, "We are going to be on the scene. If we're not actively engaged in fire or EMS, we can help with the reunification process." This is a perfect example of a community that is ready to work as a team instead of as separate entities.

OFF-SITE REUNIFICATION - NON-VIOLENT EVENT



Offsite Non-Violent Event

An off-site reunification is conducted when something happens which makes it unsafe or unhealthy to remain in the building or even a specific area. This could be a gas leak, fire, potential flooding, or something similar.

Transporting students to a different location creates a very different dynamic for parents and families.

The chart above shows an example of the organizational structure that might be used to conduct an evacuation and reunification of the entire student population during a non-violent event.

Workflow

An offsite reunification requires more people simply because there are more moving parts. The minimum recommendation is five people, plus one per 100 students.

While waiting to evacuate, students may either stay in a room with their teacher or be brought to an assembly area. In the assembly area, students remain with their teacher and classmates to maintain accountability. Alternatively, you may choose to move people directly to buses, one classroom at a time.

At the reunification site, we recommend parents and guardians show identification when they arrive to pick up their child. This ensures the correct adult is picking up the student and it displays an organized, thought-out process that will help maintain order and control in a potentially chaotic situation.

It's not uncommon to have a few students left whose parents/guardians cannot make it to the site. It is the schools' and districts' responsibility to have a plan in place to address that.

Communication

Let parents know as soon as possible, and tell them exactly what is going on and when they might be able to pick up their child. If students will be transported off-site, it's advisable not to immediately tell parents where the site is as parents may cause traffic problems before students and staff arrive.

Preparation

Create relationships in advance with other schools and community partners for reunification sites. It is advisable to create a Memorandum of Understanding with them in order to set expectations and understand responsibilities.

Plan in advance to have a site within walking distance as well as a transport site farther away. The time of day and weather conditions are some of the factors determining which site will be used.

Create classroom go-bags and have them packed with items that your student population requires.

Plan for the accommodations that your students and staff with disabilities may require, making sure to include people with temporary mobility injuries.

Have a plan in place in advance to address high school students who drive to school and/or carpool.

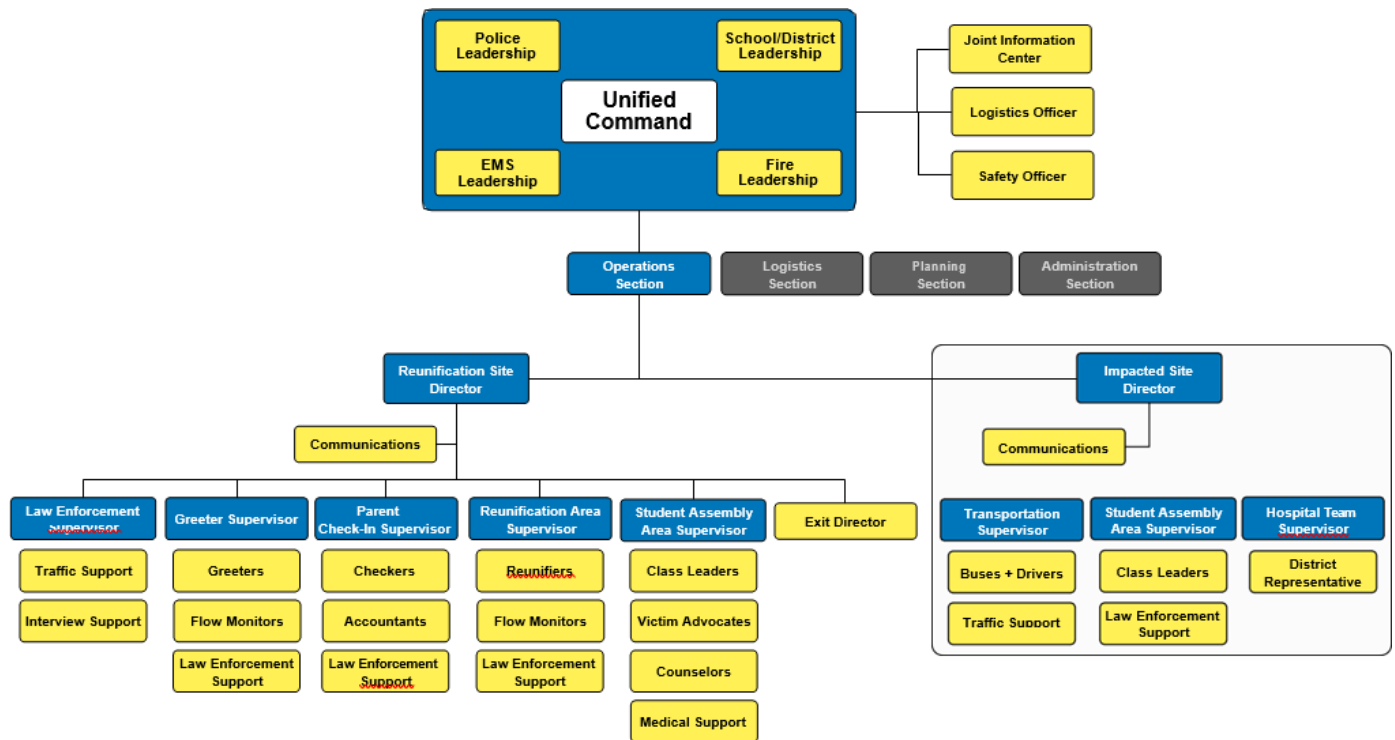
Law Enforcement may be available to assist with safety and traffic control.

Communication Between the Reunification Site and Impacted Site

During a non-violent event requiring evacuation and re-unification, the school and district will be responsible for most of the activities. A transport team will be required at the impacted site and a reunification team will be needed at the reunification site.

The District Incident Commander could be located at the reunification site or the impacted school site. It is recommended to go to the reunification site since that location will be operating for the longer period of time.

OFF-SITE REUNIFICATION - VIOLENT EVENT



Off-site Violent Event

In the event of violence on campus or in a school, the school must be evacuated because it is now a crime scene. A number of additional resources will arrive, the command structure is adjusted, and extra precautions and actions are necessary.

The chart above shows an example of the organizational structure you may see during a large-scale violent event. What is not shown is the law enforcement, fire, and EMS coordination that will be occurring simultaneously. We only illustrate the reunification specific roles. However, there will be an entire operations section, group, or branch dedicated to tactical response, medical first aid, and evacuation.

This information is here so school safety teams understand this will happen. Acknowledge it and plan for it.

Law Enforcement will arrive and assume command of the impacted site. It is important for both groups to acknowledge that, at this point in time, there are most likely two separate incident command structures which are operating independently. The first is the one initiated by the school in response to the threat or hazard. That structure will be in place prior to the arrival of public safety officials. Once those responders arrive they will initiate their own command structure. As quickly as possible these structures need to be linked up. Eventually, it is likely a Unified Command will be set up. It is crucial that district leadership is a part of the Unified Command.

Workflow

A reunification following a violent event is going to require district support as the impacted school staff may be unavailable. The district reunification team should report to the reunification site and establish communications with incident command.

The school district should be responsible for deciding when it's time to announce the reunification site. Depending on the situation, they may decide to announce it quickly in order to keep parents from arriving at the impacted school.

Evacuation

This discussion assumes that the school is in Lockdown. Law Enforcement most likely will be clearing the classrooms. School personnel should be prepared to assist law enforcement with maps, keys, and information regarding alternative exit pathways to avoid bringing students through, or within sight of, the crime scene(s).

Classrooms can be cleared either to an interior or exterior Assembly Area or directly to a bus if Transportation has been able to get buses there. Either way, every effort should be made to keep the evacuees away from the site of the violence. This could mean bringing some classes to an exit they would not normally use and around the building to the destination.

If body searches are being conducted, if possible find a way for these to occur out of the public's sight.

Move students and staff off-site as quickly as possible while maintaining safety measures. They may arrive at the reunification site before it's set up, in which case they can stay on the buses.

SRP LIFECYCLE WITH:



EXAMPLE 1: SECURE

Scenario: Criminal activity in the area has resulted in the school going into the Secure protocol. Students were brought into the building. Business as usual inside, but no one is let in or out.

Law enforcement has indicated that school can be released at the normal time even though the situation outside isn't completely resolved.

Considerations: With criminal activity in the area of the school, it's decided that students who walk home should have their parents/guardians pick them up.

Incident Command: Because there was no criminal or safety issue in the school, Incident Command would be led by the school safety team. Coordination with Law Enforcement Incident Command about the status of the criminal activity would be necessary.

Public Information Officer: Because the school was not directly involved in criminal activity, the school or district would lead public information within the school community. The District and Law Enforcement PIOs work with the Incident Commander to develop media messaging.

Notifications: Depending on the situation, parents/guardians and media will be notified of what is occurring and the status of student reunification. Additional notification will be made to parents who would need to pick up their students.

Police Role in Reunification: With criminal activity in the area, but not directly near the school, officers may be asked to assist with reunification. Some duties might include assisting with parent/guardian identification (for the parents without ID), traffic control, or simply uniformed presence. Patrol resources may also be relocated near the school.

SECURE LIFECYCLE

- School is placed in Secure Protocol.
- Parents/guardians are notified.
- Business goes on as usual within the school as much as possible.
- Law enforcement presence around the school may be increased.
- At release time, if the situation hasn't been resolved, the Standard Reunification Method is utilized for the students who walk home at the end of the school day.



EXAMPLE 2: LOCKDOWN

Scenario: An armed intruder is seen in the school building by a staff member who announces a Lockdown and calls 911. Students and staff immediately take action to avoid injury. The intruder causes damage to the building prior to Law Enforcement arriving.

Considerations: Because it is an active law enforcement response and investigation, the decision is made to transport students to a nearby community center for reunification.

Unified Command: Because it is an active crime scene, law enforcement would establish a unified command with school officials.

Reunification Incident Command: At the reunification site, a command structure is established to manage the reunification.

Joint Information Center: Because it is an active crime scene, the law enforcement PIO would be the primary press representative. The school or district PIO would be in the JIC, communicating with the PIO at the reunification site.

Notifications: Parents/guardians and media are notified that the school has been placed in Lockdown. Additional notifications are made to parents/guardians about the location of the reunification site once students are en route or at the site.

Police Role in Reunification: While the school has become an active crime scene, some officers will be assigned to the reunification site. Depending on the site, police may decide to sweep the area prior to students arriving. In addition to the duties outlined in the Secure example, detectives may be on scene for witness interviews and statements.

LOCKDOWN LIFECYCLE

- School is placed in Lockdown Protocol.
- Multiple law enforcement agencies arrive on scene.
- Parents/guardians begin to arrive outside of the police perimeter.
- Media arrives on scene.
- Internet, WiFi, and cell services become intermittent or unresponsive.
- Police secure the reunification site.
- District mobilizes Reunification Team.
- Buses are deployed and students are transported to the reunification site.
- Parents/guardians are notified of location.
- The Standard Reunification Method is utilized.



EXAMPLE 3: EVACUATE

Scenario: An unknown cause has resulted in thick smoke in a school. Students successfully evacuate to the football field.

Considerations: Because it is still an active fire response and investigation, and the area is experiencing inclement weather, a decision is made to transport students to a nearby high school for reunification.

Unified Command: Because it is an active fire event, the fire department would establish unified command with school officials.

Reunification Incident Command: At the reunification site, a command structure is established to manage the reunification.

Joint Information Center: Because it is an active fire event, the fire department PIO would be the primary press representative. The school or district PIO would be in the JIC, communicating with the PIO at the reunification site.

Notifications: Parents/guardians and media are notified that the school has been evacuated. Additional notifications are made to parents/guardians about the location of the reunification site once students are en route or at the site.

Police Role in Reunification: While the school is an active fire scene, the school requests assistance from law enforcement. Officers are assigned to the reunification site.

EVACUATE LIFECYCLE

- Parents/guardians begin to arrive outside the perimeter.
- The media arrive on scene.
- Internet, WiFi, and cell services are intermittent or unresponsive.
- Police secure the reunification site.
- District mobilizes Reunification Team.
- Buses are deployed and students are transported to the reunification site.
- Parents/guardians are notified of site location.
- The Standard Reunification Method is utilized.



EXAMPLE 4: SHELTER

Scenario: A tornado has unexpectedly touched down in a neighborhood. The local elementary school has gone into the Shelter Protocol with all students and staff taking refuge in appropriate locations.

Considerations: The tornado blew down trees and power lines. Roads are closed and there is no access to the school at this time. The school was not damaged but students will need to remain on-site until the roads are cleared and their parents/ guardians can arrive.

Unified Command: School officials will be working with the district, local emergency management, law enforcement, public works, and utility companies to clear the roads and get access to the school.

Reunification Incident Command: The school is serving as the reunification site. Since the school was not damaged there was no need for an evacuation. The school staff will serve as the reunification team.

Joint Information Center: The district PIO will work with the town officials to handle communications and notifications.

Notifications: Parents and media are notified that the school was undamaged and all students and staff are safe at this time. Parents will be notified once the roads are cleared and they can pick up their children.

Police Role in Reunification: Law Enforcement will be used to ensure the safety of the tree clearance teams. They may be requested to help with traffic flow in and around the school once the roads are clear.

SHELTER LIFECYCLE

- Shelter Protocol is enacted, students and staff take shelter.
- Shelter is lifted once it is safe
- Notification goes out to parents
- School ensures the safety of the students, and prepares for a reunification
- Routes are cleared
- Parents begin to arrive
- The Standard Reunification Method is utilized.

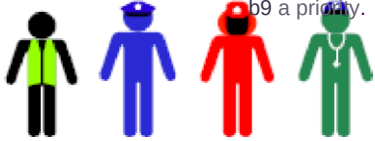
REUNIFICATION

SRM Staging the

STEP 1

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Priorities: safety 

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STEP 2

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REUNIFICATION SITE

MOBILIZE REUNIFICATION TEAM

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School for Transport

STEP3

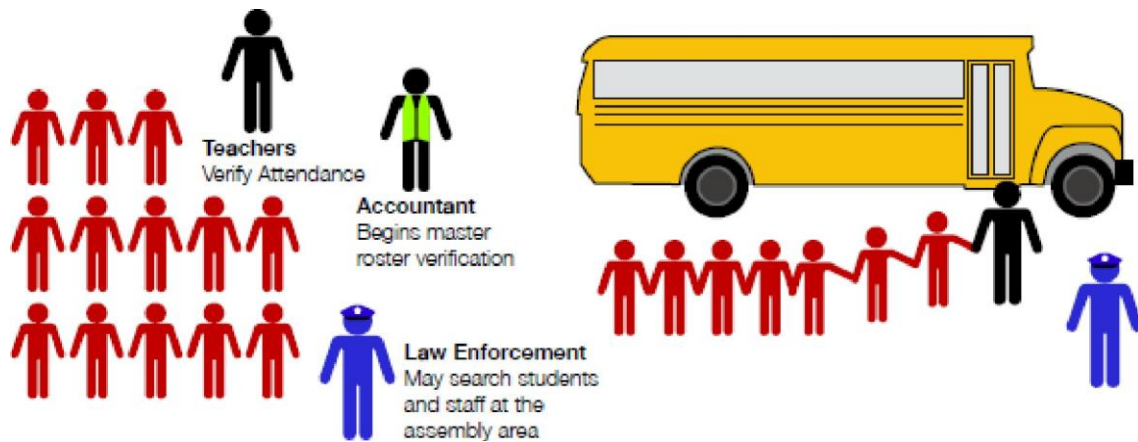
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STIEP 4

STUDENT AND STAFF TRAINING

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Considerations

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Regardless, criminal activity, law enforcement ! support
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SRM Staging the

GREETING AREA

ASSEMBLY AREA

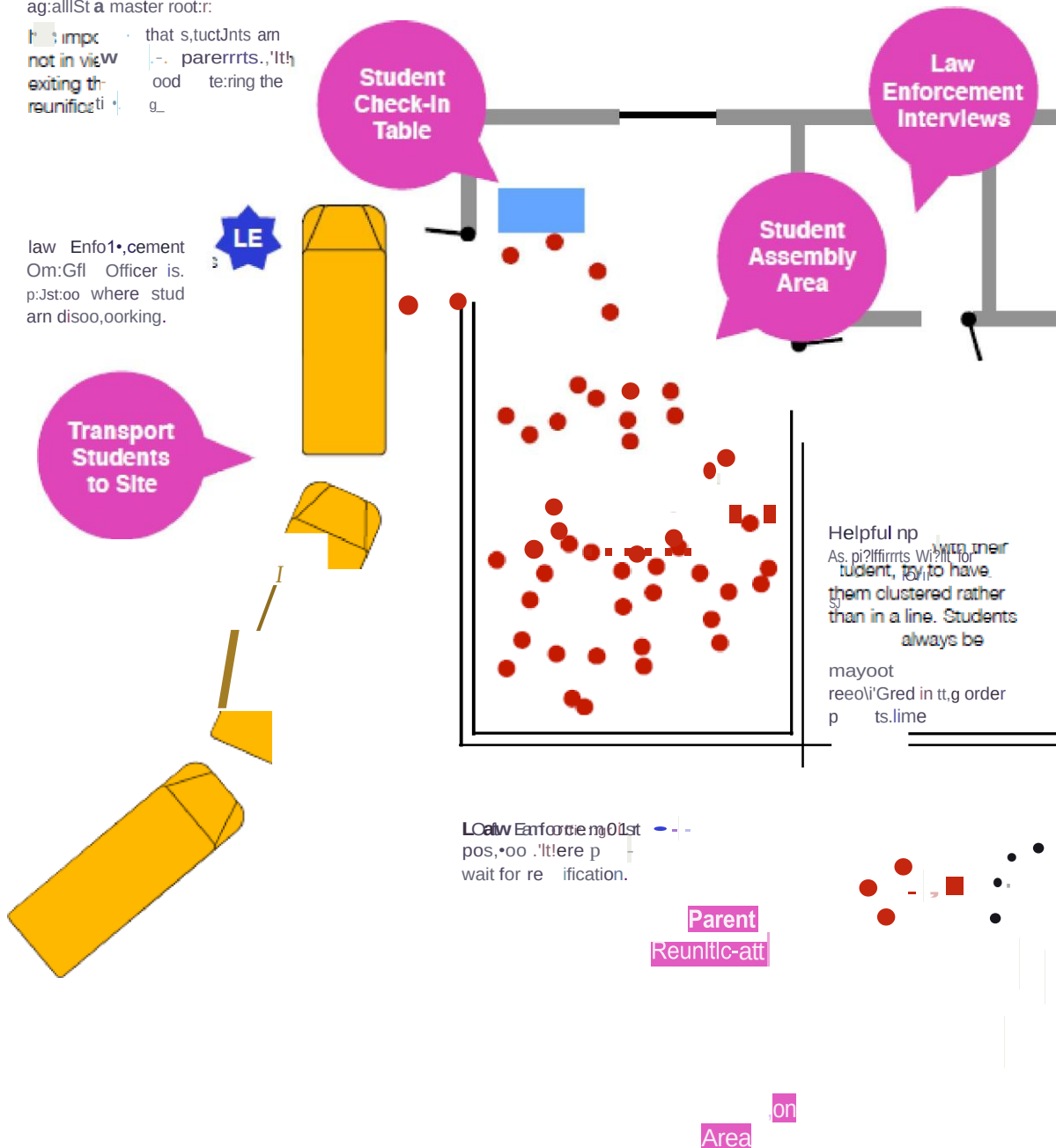
STUDENTS ENTER OUT OF PARENTS' VIEW

As parents arrive on site and are checked in, students are verified and enter the assembly area. Often this is a master room.

It is important that students are not in view of parents when exiting the reunification area.

PARENTS ARE MET HERE

As parents arrive on site, they are met by signage and a check-in table. Parents begin the process by providing information.





Reunification Site

CHECK-IN TABILE

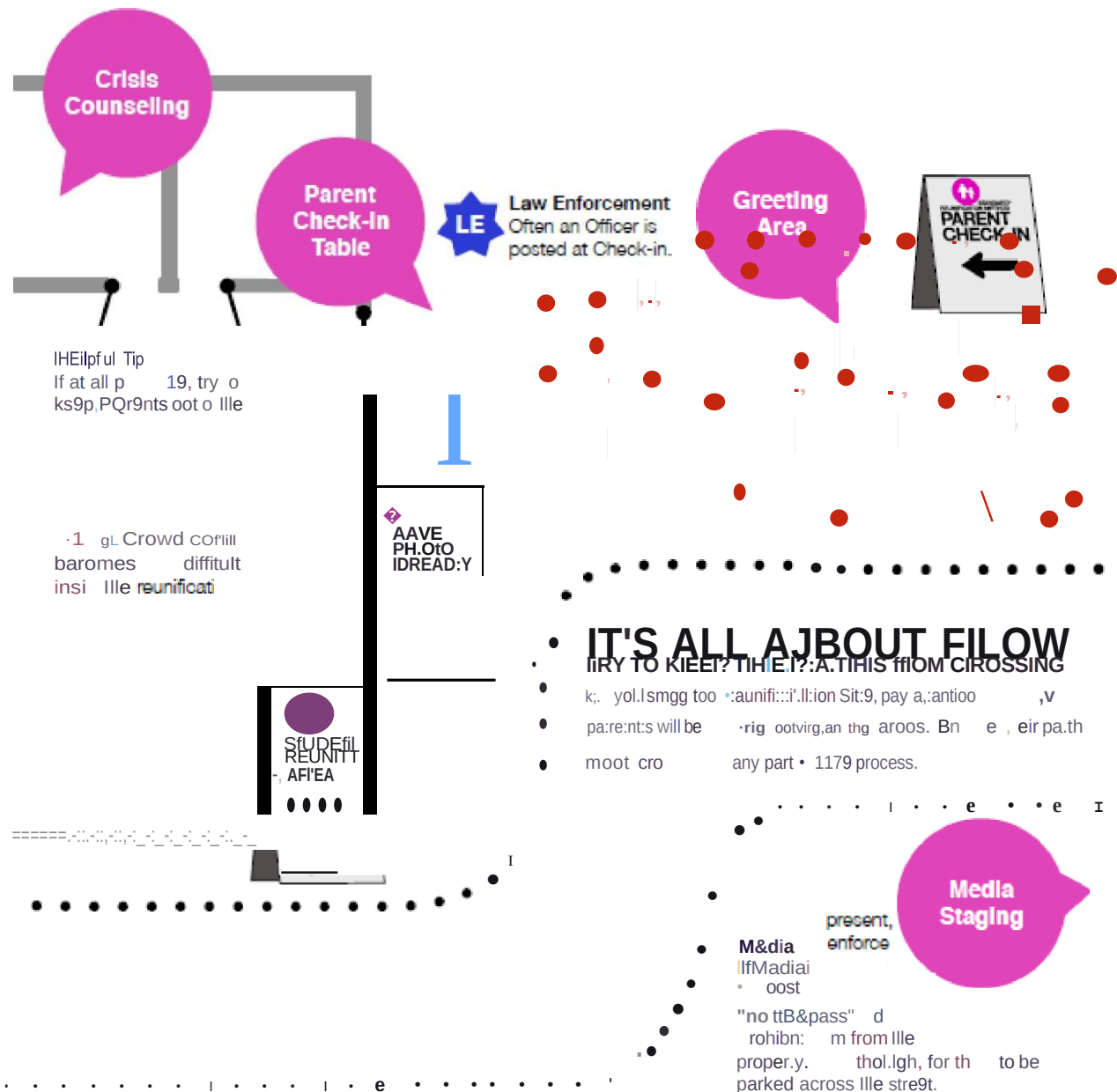
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SRM The Process

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Step 2

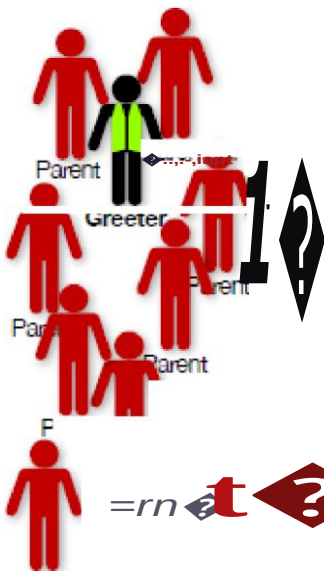
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Step3

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Law Enforcement
A uniformed officer can
help with CIO, local control
and identification.

Greeters
Greeters manage
the initial intake of parents.
They explain the process and answer
questions that may arise.

Parrot Parent Pa!P...nt Pa!P....nt Parrot

Checker

Chedra Vignarini
In some cases custody
authority may need verification
as well.

133

SRM THE CARD

REUNIFICATION INFORMATION CARDS

The Standard Reunification Method was created to manage not just the students, but the parental experience of reunification as well. The Reunification Card is an essential element of the method.

Some might initially protest, “What! More Paperwork?” And the answer is “Yes. Precisely.” Beyond providing a mechanism for accountability, the card demonstrates to parents that there is a process for this. It shows that the school or district has a plan and a method.

The psychology behind the process begins to offer the parent some measure of order in what might be a stressful time. Filling the card out, then separating the top from the bottom, handing the card to the Reunifier, gives the parent feedback, demonstrating progress in the process. The bottom of the card also provides proxy identification for the parent, removing the need to ID them at every phase.

Send it home in advance?

A question often comes up about whether the school should send the cards home in advance and request parents fill out and return them. Certainly an option, but it creates unnecessary work in collecting the cards and diminishes the parent experience. One alternative is to send the cards home, with the handout, and ask parents to complete the card and put it in their car. This gives parents an expectation of the process and some parents will complete the request.

AVAILABLE IN SPANISH

The Reunification Card is also available in Spanish. Check the website for new translations.



Reunification Information (PLEASE PRINT CLEARLY)

Have photo identification out and ready to show school district personnel.

Student Name

Student Grade Student Cell Phone Number

Name of person picking up student

Signature

Phone number of person picking up student **School personnel completes:**
 Photo identification matches name
 of person picking up student?
 Yes or No

Relationship to student being picked up

Parent/Guardian completes:

Print Student Name Again Student Grade

Teacher **School personnel completes upon release of student**
 TIME INITIALS OTHER

Student Birthday

Reunificación

Primero, queremos agradecerle su paciencia durante esta reunificación. Compartimos la misma meta durante este proceso: Reunido a Ud. y a su estudiante lo más rápido posible. La razón por la cual estamos haciendo esto es que un acontecimiento ha ocurrido en la escuela que nos manda a trabajar personalmente con su niño.

Instrucciones

1. Por favor complete la información del otro lado de esta tarjeta.
2. Prepare su identificación (si usted no tiene identificación con usted, por favor quédese al lado de la línea fila, puede tomar un poco verificar su identidad.)
3. Seleccione la fila de registro basada en apellido del estudiante o grado del estudiante.
4. Después del registro, el personal pasará esta tarjeta en dos y un corredor será enviado para traer a su estudiante. Por favor camine hacia la ubicación de reunificación.
5. Si ha habido una lesión u otras preocupaciones, puede pedirle reunirse con un consejero.
6. Por favor no le quite al personal de la escuela o del distrito. Completaremos esto lo más rápido posible.

Firma del Padre o Tutor

He leído y entendido estas instrucciones.

Imprima su Nombre Fecha

Firma

PRESS READY ARTWORK

The Reunification Cards are press ready for your printer. The artwork is set up for Work and Tumble¹ on 8 1/2" x 11" index card stock. Ask your printer for a strong perforation. There is little worse than a "bad perf" on reunification day.

¹ "In prepress and printing, an imposition or layout in which one plate contains all the images (pages) to be printed on both sides of a sheet. When one side of a job has been printed, the pile of printed sheets is turned over, the edge of the sheet that was the gripper edge for the first side becoming the back edge for the second side. After printing, the sheet is cut in half, yielding two identical units."

¹Source: PrintWiki – the Free Encyclopedia of Print. <http://printwiki.org>

STANDARD REUNIFICATION METHOD

STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat event, danger outside the school or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

NOTIFICATION

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: "The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID. "

PARENT/GUARDIAN EXPECTATIONS

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient.

Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

HOW IT WORKS

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

REUNIFICATION CARDS

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification “Check In” area and form lines based on the first letter of their student’s last name. While in line, parents are asked to fill out a reunification card.

This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

BRING ID TO CHECK IN

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the “Check In” area parents are directed to the “Reunification” area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information

APPENDIX D

Stillwater Public Schools' Athletic Emergency Action Plan

Stillwater Public Schools' Athletic Emergency Action Plan



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Emergency Action Plan

Emergency situations may arise anytime during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant in emergencies and/or life threatening conditions. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

As emergencies could occur at any time during an activity, the sports medicine department and athletic staff must be prepared. Athletic Organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of emergency care to all sports participants. This preparation involves formulation of an emergency action plan, proper coverage of events, maintenance of appropriate medical emergency equipment and supplies, utilization of appropriate medical emergency personnel, and continuing education in the area of emergency medicine and planning. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques, and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation. But, with proper preparation on the part of the Sports Medicine Team, each emergency situation should be managed appropriately.

Components of the Emergency Action Plan

1. Emergency Personnel
2. Roles of First Responders
 - a) Activating Emergency System
3. Emergency Communication
4. Emergency Equipment
5. Emergency Transportation
6. Venue Directions with Map
7. Individual Sports/Facility's EAP
 - a) Babcock Park
 - b) Colvin Recreation Center
 - c) Couch Park Baseball Field
 - d) Couch Park Softball Field
 - e) Couch Park Tennis Courts
 - f) Junior High Auxiliary Gymnasium
 - g) Junior High Basketball Gymnasium
 - h) Junior High Football Field
 - i) Lakeside Memorial Golf Course
 - j) Links at Stillwater
 - k) "Old Gymnasium"
 - l) Pioneer Fieldhouse Gymnasium
 - m) Pioneer Stadium
 - n) Stillwater Country Club Golf Course
 - o) Stillwater Middle School
 - p) Stillwater YMCA
 - q) Sunset Park
 - r) Weight Room
 - s) West Gymnasium
8. On-Field Emergency Protocol
9. Emergency Action Plan Checklist for non-medical emergencies

Emergency Action Plan Personnel

During athletic practice or competition, the first responder to an emergency is typically a member of the sports medicine staff. Most commonly this staff member is a certified athletic trainer, but may also be a coach, administrator, or physician. A team physician may not always be present at every organized practice or competition though. The type and degree of sports medicine coverage for an athletic event may vary widely based on such factors as the sport or activity, the setting, the type of training, or competition.

Roles of First Responders

The development of an emergency action plan cannot be complete without the formation of an emergency team. The emergency team may consist of a number of healthcare providers including physicians, emergency medical technicians, certified athletic trainers, student athletic trainers, coaches, managers, and possibly bystanders. Roles of these individuals within the emergency team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the Head Athletic Trainer. There are four basic roles within the emergency medical team.

1. The first and most important role is establishing safety of the scene and immediate care of the athlete. Acute care (immediate care) should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training.
2. EMS activation may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event.

Activating the EMS System

Making the Call:

- Notify emergency personnel at 911

Providing Information

- Name, address, telephone number of caller
 - Nature of emergency, whether medical or non-medical
 - Number of athletes injured
 - Condition of athletes (breathing, not breathing, pulse, no pulse, bleeding, conscious, unconscious)
 - First Aid treatment initiated by first responder (blood control, CPR, etc.)
 - Specific directions as needed to location of injured athlete (see individual sport EAP)
 - Other information requested by dispatcher
-

3. Equipment retrieval may be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed. Student athletic trainer aides, managers, and coaches are good choices for this role.
4. Directing EMS to the scene is the fourth role. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the emergency. Depending on the ease of access, this person should have keys to any locked gates or doors that may slow the arrival of the medical personnel. An administrator, the athletic director or coach may be appropriate for this role.

Emergency Communication

Communication is key to quick emergency response. Athletic trainers and emergency medical personnel must work together to provide the best emergency response capable and should have contact information established as part of pre-planning for emergency situations. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available on site during a particular sporting event, then direct communication with the emergency medical system at the time of the injury or illness is necessary.

Access to a working telephone or other telecommunication device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communication plan should be in effect should there be failure of the primary communication system. A cellular phone is preferred if available. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Pre-arranged access to the phone should be established if not easily accessible.

EMERGENCY PHONE NUMBERS:

- **EMERGENCY NUMBER: 911**
- **Jared Noles, SRO: (405) 742-6594**
- **Miguel Najera, SRO SUPERVISOR: 580-761-4355**
 - **OFFICE: (405) 707-5120**

SPORTS MEDICINE STAFF

- **Aaron Harmon, Head Athletic Trainer-(405) 880-4263**
- **Brionna Belcher, Assistant Athletic Trainer - (918) 688-8850**
- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

ATHLETIC OFFICE STAFF

- **High School Athletic Office-(405) 533-6338**
- **Brian Warwick, High School Athletic Director-(405) 714-8146**
- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Darren Nelson, Junior High Principal-(405) 338-0437**

Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. An automated external defibrillator (AED) should be present during all athletic practices and competitions. During regular after school practices, the AED may be located wherever a certified athletic trainer is present, which is in the Athletic Training Room or on the football field. During home events, it will be located on the sideline, court, or dugout depending upon the sporting event that is taking place. If there are multiple sports taking place at the same time, the certified athletic trainer will use his/her discretion as to the location of the AED. Every venue has an AED nearby. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition and personnel must be trained in advance to use it properly. Emergency equipment available should be appropriate for the level of training of the emergency medical staff. Creating an equipment inspection log book for continued inspection throughout the year is strongly recommended. It is also recommended that a few members of the emergency team be trained and responsible for the care of the equipment.

It is important to know the proper way to care for and store the equipment. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise.

Medical Emergency Transportation

In the medical emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance where the necessary staff and equipment is available to deliver appropriate medical care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete. Any emergency situations where there is impairment in level of consciousness (LOC), airway, breathing, or circulation (ABC) or there is neurovascular compromise should be considered a “load and go” situation with emphasis placed on rapid evaluation, treatment and transportation. In order to provide the best possible care for Stillwater Public Schools’ Athletics, all athletes should be transported to a local hospital of the parent’s choice.

Non-Medical Emergencies

For the following non-medical emergencies; fires, bomb threats, severe weather and violent or criminal behavior, refer to the emergency action plan checklist for the particular sport and follow the instructions.

EMERGENCY ACTION PLAN

BABCOCK PARK

Address: 19th Ave & Western Rd., Stillwater, OK 74074

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. An automatic external defibrillator(AED) may be onsite for all practices and games if one is available.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to what field you are on at Babcock Park. Directions for Lifenet are: When heading to Babcock Park take a left onto N Boomer Rd then a right on Duck St, right on Hall of Fame and follow the curve to take you down towards 6th Ave. The road changes into Western Rd. Take Western Rd down past 12th Ave. and go over the bridge that crosses over Stillwater Creek and then take a right into the second driveway entrance to the parking lot for the fields at Babcock Park. Continue onto the field.
 - h. Open appropriate gates.
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of lightning or severe thunderstorm warnings, move all athletes from the field to their respective vehicles . All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a lock

down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

EMERGENCY PHONE NUMBERS:

- **EMERGENCY NUMBER: 911**
- **Jared Noles, SRO: (405) 742-6594**
- **Miguel Najera, SRO SUPERVISOR: 580-761-4355**
 - **OFFICE: (405) 707-5120**

SPORTS MEDICINE STAFF

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- **Ortho Oklahoma-(405) 707-0900**

ATHLETIC OFFICE STAFF

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- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN
COLVIN RECREATION CENTER

Address: 1651 W Hall of Fame Ave., Stillwater, OK 74075

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. An automatic external defibrillator(AED) may be onsite for all practices and games if one is available.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to Colvin Recreation Center. Directions for Lifenet are: Go South on Washington St and stay on that road until you hit Hall of Fame Ave. Take a right onto Hall of Fame Ave. and then a left onto Cleveland St. For the tennis courts and the Colvin Center Annex take a right onto Farm Rd.
 - h. Open appropriate gates.
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of lightning or severe thunderstorm warnings, move all athletes from the courts to their respective vehicles. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

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- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN
COUCH PARK BASEBALL FIELD

Address: 800 E 12th Ave, Stillwater, OK 74074

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) may be located in the dugout during all practices and games.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to the Couch Park Baseball Field. Directions for Lifenet are: go South on N Boomer Rd. until you reach McElroy Rd. Turn left onto McElroy Rd and take that road East until Perkins Rd. (N 3340 Rd.). Turn right onto Perkins Rd. and go South until you get to E 12th Ave. Turn left onto E 12th Ave. and go over the railroad tracks. Then turn right onto E Alcott Ave. past the parking lot for the public swimming pool. The baseball field will be on your left. After turning left off of E Alcott Ave, the field will be the one on the left and not the right. Continue onto the field.
 - h. Open appropriate gates.
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of lightning or severe thunderstorm warnings, move all athletes from the field to their respective locker rooms. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for**

counting the players and making sure that everyone is accounted for. In the event of a lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

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- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

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- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN
COUCH PARK SOFTBALL FIELD

Address: 800 E 12th Ave, Stillwater, OK 74074

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) may be located in the dugout during all practices and games.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency)
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to Couch Park Softball Field. Directions for Lifenet are: go South on N Boomer Rd. until you reach McElroy Rd. Turn left onto McElroy Rd and take that road East until Perkins Rd. (N 3340 Rd.). Turn right onto Perkins Rd. and go South until you get to E 12th Ave. Turn left onto E 12th Ave. and go over the railroad tracks. Then turn right onto E Alcott Ave. past the parking lot for the public swimming pool. The softball field will be on your left. After turning left off of E Alcott Ave, the field will be the one on the right and not the left. Continue onto the field.
 - h. Open appropriate gates.
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of lightning or severe thunderstorm warnings, move all athletes from the field to their respective locker rooms. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for**

counting the players and making sure that everyone is accounted for. In the event of a lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

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 - **OFFICE: (405) 707-5120**

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ATHLETIC OFFICE STAFF

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- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN
COUCH PARK TENNIS COURTS

Address: 800 E 12th Ave, Stillwater, OK 74074

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. An automatic external defibrillator(AED) may be onsite for all practices and games if one is available.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to the tennis courts. Directions for Lifenet are: go South on N Boomer Rd. until you reach McElroy Rd. Turn left onto McElroy Rd and take that road East until Perkins Rd. (N 3340 Rd.). Turn right onto Perkins Rd. and go South until you get to E 12th Ave. Turn left onto E 12th Ave. and go past the public swimming pool. The courts will be on your right. Turn into the parking lot. Continue onto the courts.
 - h. Open appropriate gates.
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of lightning or severe thunderstorm warnings, move all athletes from the courts to their respective vehicles. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the courts by exiting the courts into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a lock

down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

EMERGENCY PHONE NUMBERS:

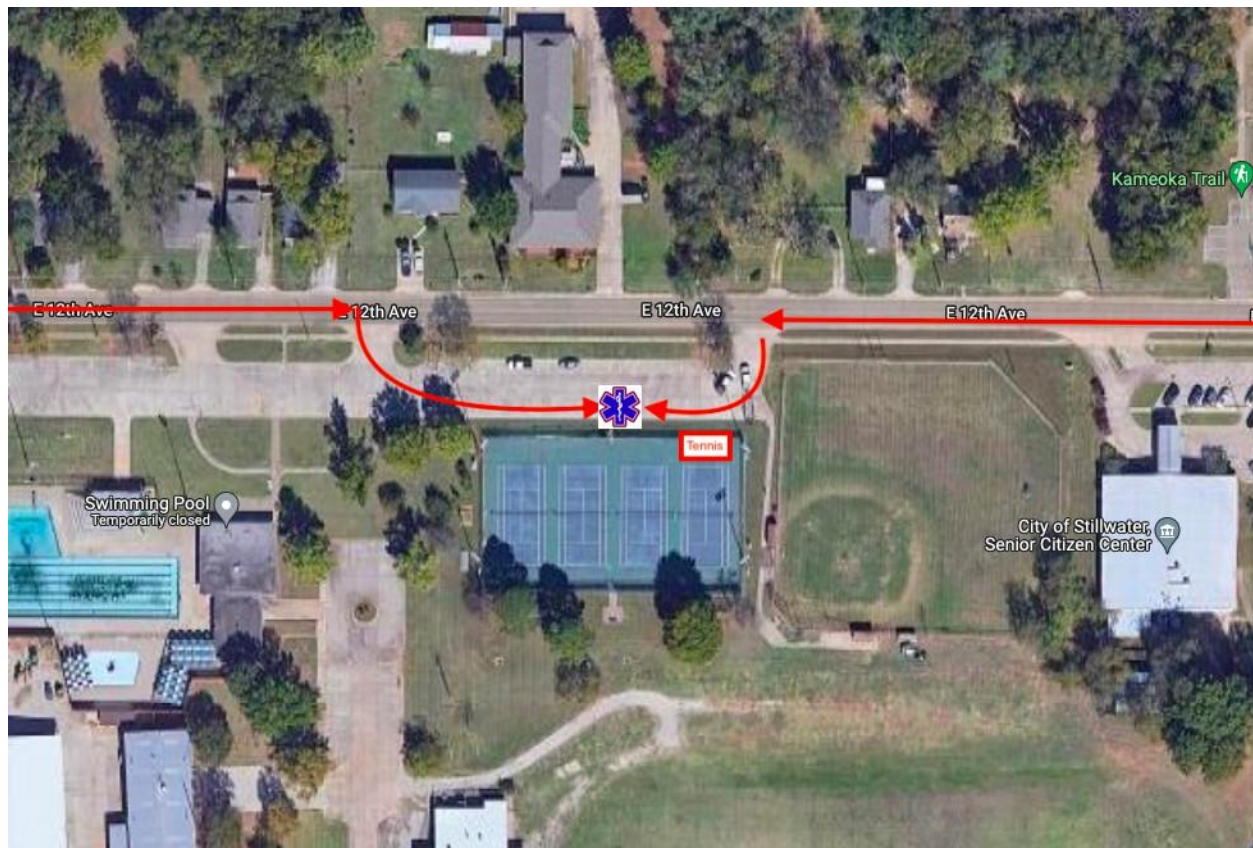
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- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN
JUNIOR HIGH AUXILIARY GYMNASIUM

Address: 1900 N Skyline St., Stillwater, OK 74075

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) is located in the main office and in the hallway outside of the Junior High Basketball Gymnasium.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to the Junior High Basketball Gymnasium. Directions for Lifenet are: go North on N Boomer Rd. and turn on to W Lakeview Rd. Take E Lakeview Rd. past the Goodwill. Turn right onto N Benjamin St. and follow the road onto E Dell Ave. which turns into N Grandview St. after a sharp turn. Then take a left onto Kraye Ave. After another sharp turn, Kraye Ave. turns into N Skyline St. The Junior High will be on your right. Turn into the large parking lot off of N Skyline St. Then continue into the Gymnasium through the East doors.
 - h. Open appropriate doors.
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of lightning or severe thunderstorm warnings, move all athletes from the courts to their respective locker rooms. All spectators and fans will be encouraged to move into the locker rooms. In the event of a fire or bomb threat, the teams/players should vacate the court into their respected locker rooms. **The coaches will be responsible for counting the players**

and making sure that everyone is accounted for. In the event of a campus lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

EMERGENCY PHONE NUMBERS:

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- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN
JUNIOR HIGH BASKETBALL GYMNASIUM

Address: 1900 N Skyline St., Stillwater, OK 74075

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) is located in the hallway right outside the gymnasium during all practices and games.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to the Junior High Basketball Gymnasium. Directions for Lifenet are: go North on N Boomer Rd. and turn on to W Lakeview Rd. Take E Lakeview Rd. past the Goodwill. Turn right onto N Benjamin St. and follow the road onto E Dell Ave. which turns into N Grandview St. after a sharp turn. Then take a left onto Kraye Ave. After another sharp turn, Kraye Ave. turns into N Skyline St. The Junior High will be on your right. Turn into the large parking lot off of N Skyline St. Then continue into the Gymnasium through the South doors.
 - h. Open appropriate doors.
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of lightning or severe thunderstorm warnings, move all athletes to their respective locker rooms. All spectators and fans will be encouraged to move into the hallway right outside the gymnasium or the locker rooms. In the event of a fire or bomb threat, the teams/players should vacate the court by exiting into their respected locker rooms. **The coaches**

will be responsible for counting the players and making sure that everyone is accounted for. In the event of a campus lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

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- **Brionna Belcher, Assistant Athletic Trainer - (918) 688-8850**
- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

ATHLETIC OFFICE STAFF

- **High School Athletic Office-(405) 533-6338**
- **Brian Warwick, High School Athletic Director-(405) 714-8146**
- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN
JUNIOR HIGH FOOTBALL FIELD

Address: 1900 N Skyline St., Stillwater, OK 74075

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) is located in the main office and in the hallway outside of the Junior High Basketball Gymnasium.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to the Pioneer Stadium. Directions for Lifenet are: go North on N Boomer Rd. and turn on to W Lakeview Rd. Take E Lakeview Rd. past the Goodwill. Turn right onto N Benjamin St. and follow the road onto E Dell Ave. which turns into N Grandview St. after a sharp turn. Then take a left onto Kraye Ave. After another sharp turn, Kraye Ave. turns into N Skyline St. The Junior High will be on your right. Turn into the large parking lot off of N Skyline St. Continue straight onto field/track.
 - h. Open appropriate gates (gates located on the Southeast corner of the stadium).
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of lightning or severe thunderstorm warnings, move all athletes from the field/track to their respective locker rooms. All spectators and fans will be encouraged to move to the locker rooms. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for**

counting the players and making sure that everyone is accounted for. In the event of a campus lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

EMERGENCY PHONE NUMBERS:

- **EMERGENCY NUMBER: 911**
- **Jared Noles, SRO: (405) 742-6594**
- **Miguel Najera, SRO SUPERVISOR: 580-761-4355**
 - **OFFICE: (405) 707-5120**

SPORTS MEDICINE STAFF

- **Aaron Harmon, Head Athletic Trainer-(405) 880-4263**
- **Brionna Belcher, Assistant Athletic Trainer - (918) 688-8850**
- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

ATHLETIC OFFICE STAFF

- **High School Athletic Office-(405) 533-6338**
- **Brian Warwick, High School Athletic Director-(405) 714-8146**
- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN
LAKESIDE MEMORIAL GOLF COURSE

Address: 5201 N Washington St., Stillwater, OK 74075

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. An automatic external defibrillator(AED) may be onsite for all practices and games if one is available.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to Lakeside Memorial Golf Course. Directions for Lifenet are: Go North on Washington St. and turn right at the entrance of Lakeside Memorial Golf Course and follow the parking lot to the clubhouse which will be on the Northeast side of the parking lot.
 - h. Open appropriate gates.
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of lightning or severe thunderstorm warnings, move all athletes from the course to the clubhouse or their respective vehicles. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

EMERGENCY PHONE NUMBERS:

- **EMERGENCY NUMBER: 911**
- **Jared Noles, SRO: (405) 742-6594**
- **Miguel Najera, SRO SUPERVISOR: 580-761-4355**
 - **OFFICE: (405) 707-5120**

SPORTS MEDICINE STAFF

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- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

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- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN

LINKS AT STILLWATER

Address: 4599 N Washington St., Stillwater, OK 74075

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. An automatic external defibrillator(AED) may be onsite for all practices and games if one is available.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to the Links at Stillwater. Directions for Lifenet are: Go North on Washington St and turn right at the entrance of The Links and follow that road to the club house.
 - h. Open appropriate gates.
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of lightning or severe thunderstorm warnings, move all athletes from the course to the clubhouse or to their respective vehicles. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

EMERGENCY PHONE NUMBERS:

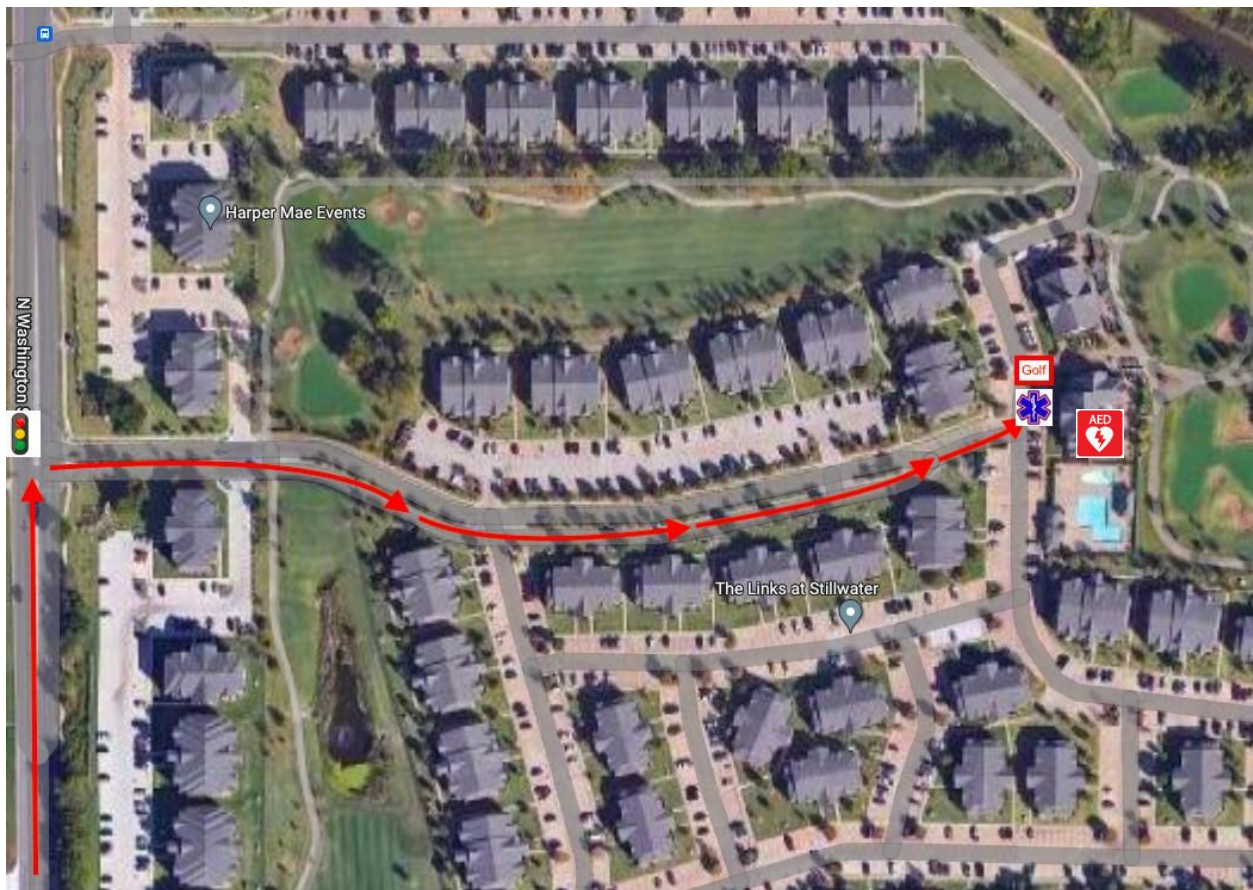
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- **Jared Noles, SRO: (405) 742-6594**
- **Miguel Najera, SRO SUPERVISOR: 580-761-4355**
 - **OFFICE: (405) 707-5120**

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- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

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- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN
PIONEER FIELDHOUSE GYMNASIUM

Address: 1211 N Boomer Rd., Stillwater, OK 74075

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) may be located on the sideline and in the hallway near the court.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency)
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to the Pioneer Field House Gymnasium. Directions for Lifenet are: enter off of N Husband St. and continue through the parking lot. Come through the South doors leading to the Gymnasium.
 - h. Open appropriate doors (doors located on the South side of the building).
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of severe weather (tornadoes, hail storms, etc.) move all individuals into the locker rooms or hallways. In the event of a fire, have all athletes exit in accordance with coach's instructions to the exterior of the building until the scene is safe. Have all spectators exit through the nearest exit and wait until the scene is safe. **The coaches are responsible for counting the student athletes to make sure that all are accounted for.** In the event of a bomb threat, all athletes are to exit the building in accordance with coach's instructions and wait until an all clear signal is obtained and authorities have allowed re-entry into the building. In the event of a campus lock down due to criminal activity, all athletes are to report to their locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

EMERGENCY PHONE NUMBERS:

- **EMERGENCY NUMBER: 911**
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 - **OFFICE: (405) 707-5120**

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- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

ATHLETIC OFFICE STAFF

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- **Brian Warwick, High School Athletic Director-(405) 714-8146**
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- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN

PIONEER STADIUM (West/Home Side)

Address: 1401 N Boomer Rd., Stillwater, OK 74075

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) may be located on the football field during all practices and games/meets, the football locker room, and the first aid station on the home side.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to the Pioneer Stadium. Directions for Lifenet are: enter off of N Husband St. and turn into the parking lot. Continue straight onto the field/track.
 - h. Open appropriate gates (gates located on the Southeast corner of the stadium).
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of lightning or severe thunderstorm warnings, move all athletes from the field/track to their respective locker rooms. All spectators and fans will be encouraged to move underneath the bleachers or to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a campus lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

EMERGENCY PHONE NUMBERS:

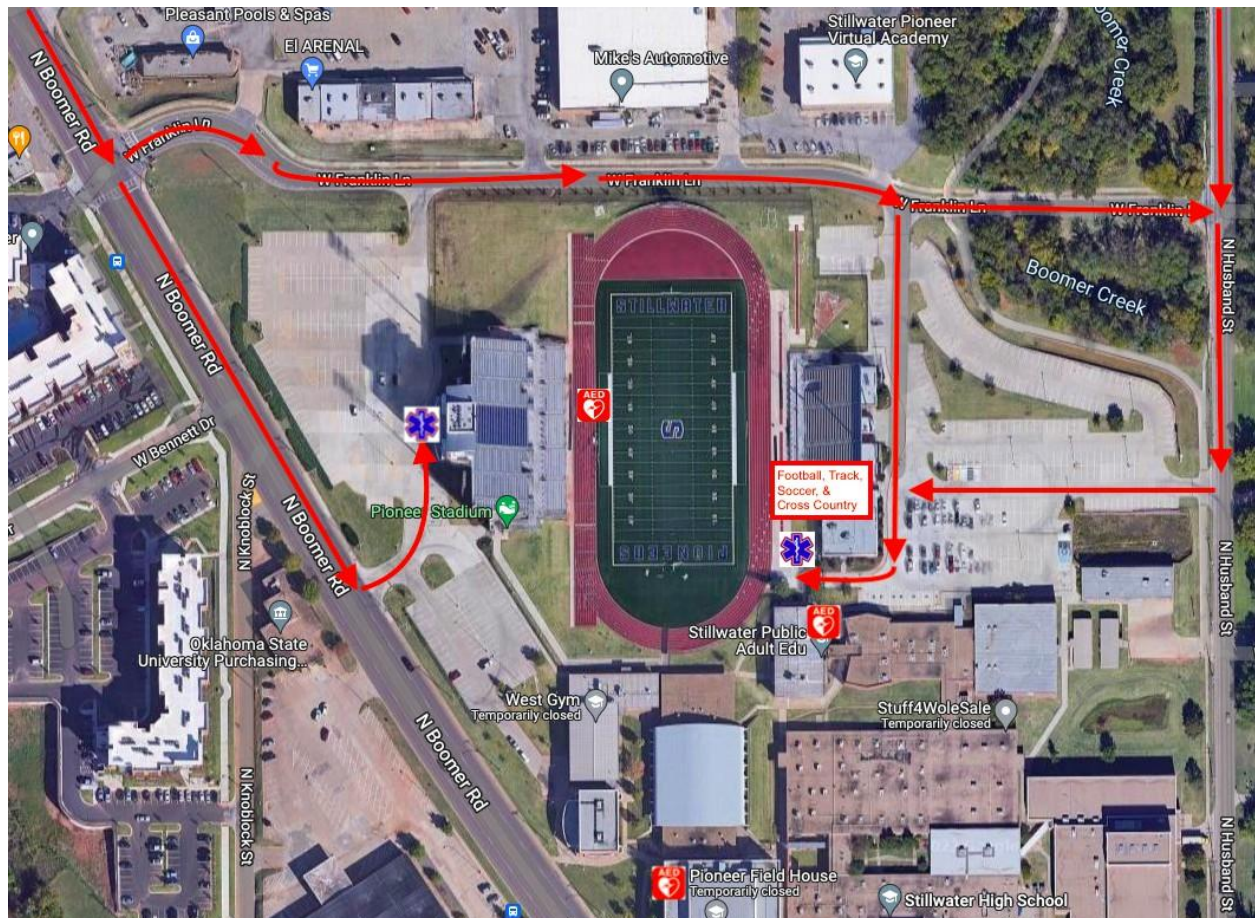
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 - **OFFICE: (405) 707-5120**

SPORTS MEDICINE STAFF

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- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

ATHLETIC OFFICE STAFF

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- **Brian Warwick, High School Athletic Director-(405) 714-8146**
- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN

PIONEER STADIUM (East/Visitor Side)

Address: 1440 N Husband St., Stillwater, OK 74075

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) may be located on the football field during all practices and games/meets, the football locker room, and the first aid station on the home side.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

4. Immediate care/assessment of injured/ill student-athlete.
5. Emergency equipment retrieval (appropriate for the emergency).
6. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to the Pioneer Stadium. Directions for Lifenet are: enter off of N Husband St. and turn into the parking lot. Continue straight onto the field/track.
 - h. Open appropriate gates (gates located on the Southeast corner of the stadium).
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of lightning or severe thunderstorm warnings, move all athletes from the field/track to their respective locker rooms. All spectators and fans will be encouraged to move underneath the bleachers or to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a campus lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

EMERGENCY PHONE NUMBERS:

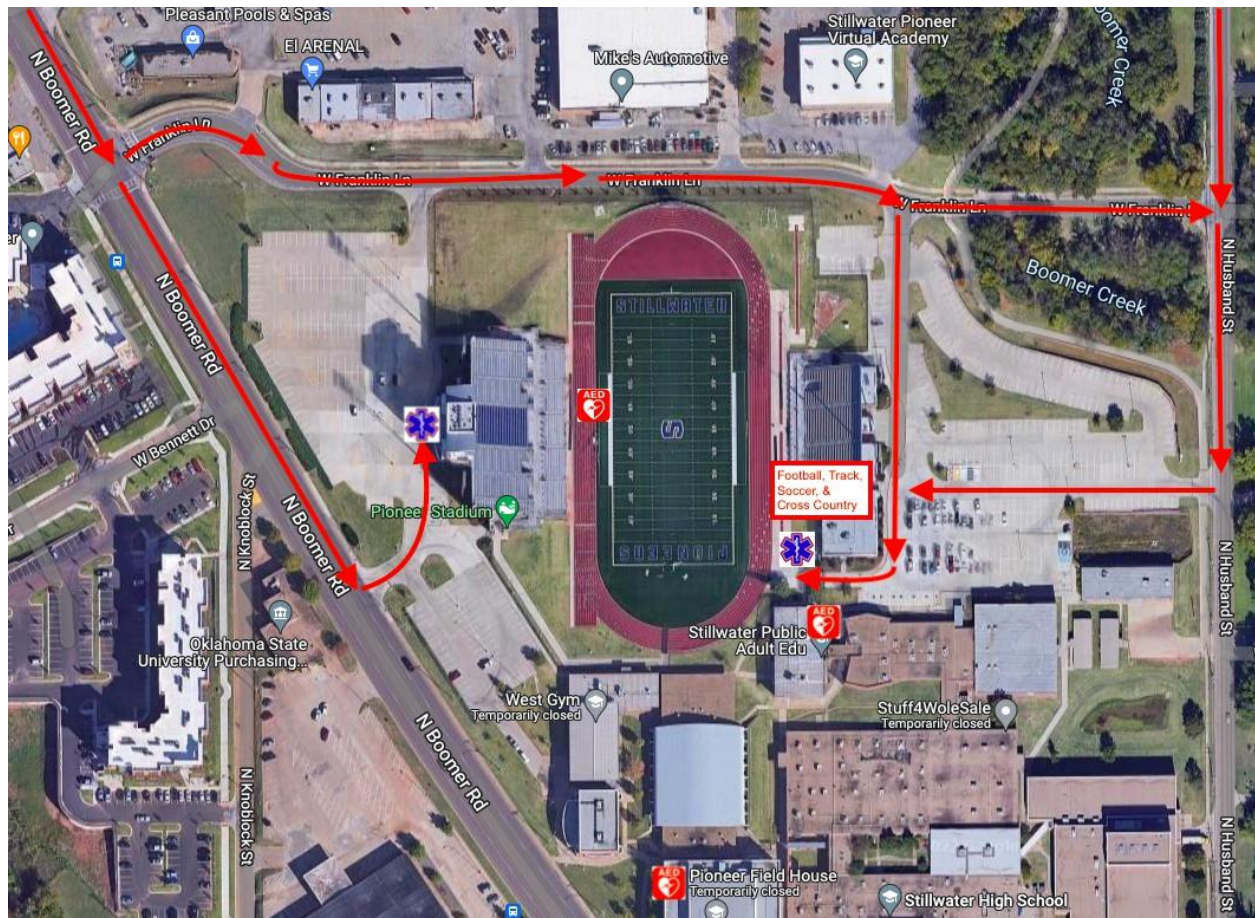
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 - **OFFICE: (405) 707-5120**

SPORTS MEDICINE STAFF

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ATHLETIC OFFICE STAFF

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- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN

STILLWATER COUNTRY CLUB GOLF COURSE

Address: 5215 W Country Club Dr., Stillwater, OK 74074

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. An automatic external defibrillator(AED) may be onsite for all practices and games if one is available.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to Stillwater Country Club Golf Course. Directions for Lifenet are: Go West on Lakeview Rd and then take a left on Country Club Rd. Follow that road down to Country Club Dr. and then the clubhouse will be on the left side of the road.
 - h. Open appropriate gates.
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of lightning or severe thunderstorm warnings, move all athletes from the course to the clubhouse or to their respective vehicles. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

EMERGENCY PHONE NUMBERS:

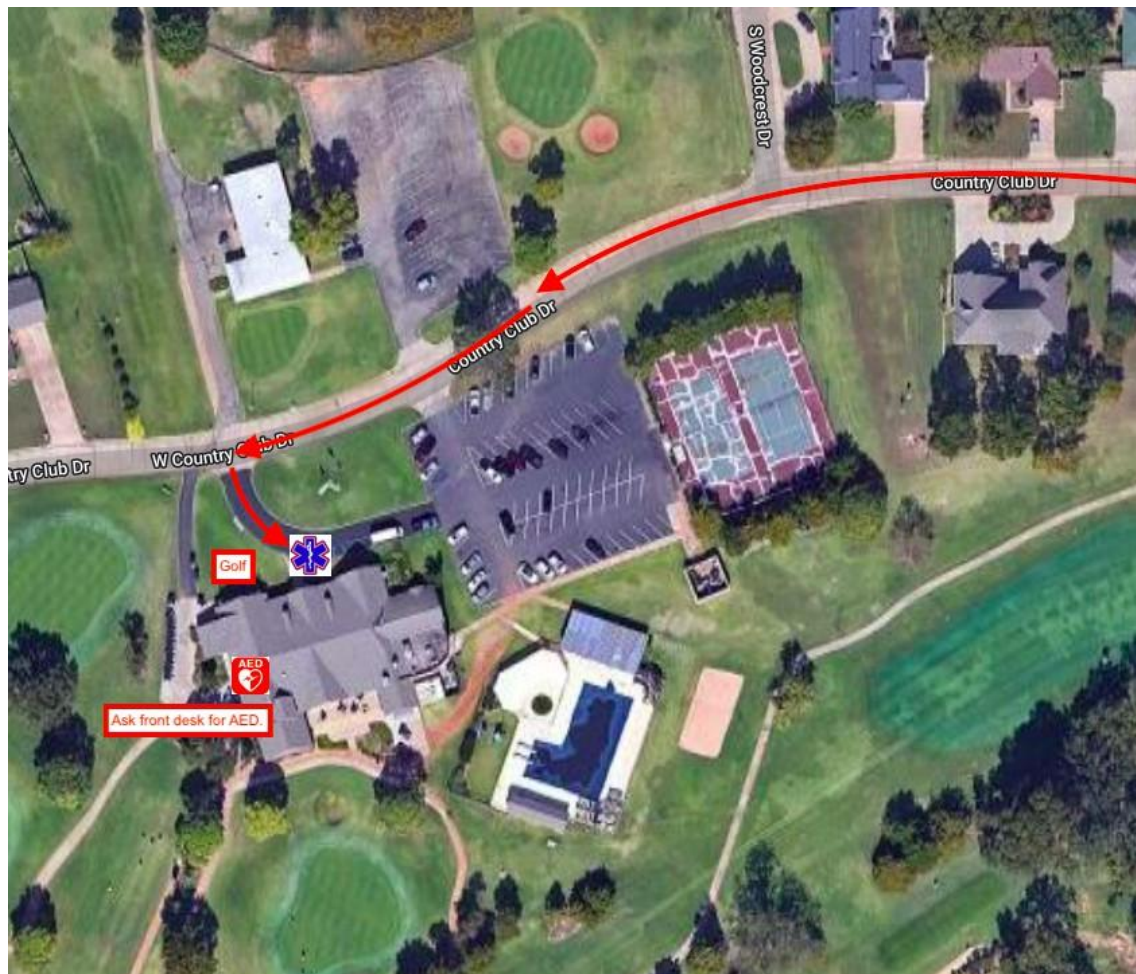
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- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN
STILLWATER MIDDLE SCHOOL

Address: 2200 S Sangre Rd., Stillwater, OK 74074

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) may be located in the hallway right outside of the gymnasium for all practices and games.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to Stillwater Middle School. Directions for Lifenet are: Go South onto N Boomer Rd then a right on Duck St, right on Hall of Fame and follow the curve to take you down towards 6th Ave. Take a slight turn to the right onto 6th Ave and then take a left onto Sangre Rd. Follow Sangre Rd. down to the middle school and turn into the parking lot.
 - h. Open appropriate gates.
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of severe weather (tornadoes, hail storms, etc.) move all individuals into the locker rooms. In the event of a fire, have all athletes exit in accordance with coach's instructions to the exterior of the building until the scene is safe. Have all spectators exit through the nearest exit and wait until the scene is safe. **The coaches are responsible for counting the student athletes to make sure that all are accounted for.** In the event of a bomb threat, all athletes are to exit the building in accordance with coach's instructions and wait until an all clear signal is

obtained and authorities have allowed re-entry into the building. In the event of a campus lock down due to criminal activity, all athletes are to report to their locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

EMERGENCY PHONE NUMBERS:

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- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN

STILLWATER HIGH SCHOOL

GYMNASIUM

Address: 410 W. Franklin Ave., Stillwater, OK 74075

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) may be located on the sideline and in the hallway near the court.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

4. Immediate care/assessment of injured/ill student-athlete.
5. Emergency equipment retrieval (appropriate for the emergency)
6. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to the Pioneer Field House Gymnasium. Directions for Lifenet are: enter off of N Husband St. and continue through the parking lot. Come through the South doors leading to the Gymnasium.
 - h. Open appropriate doors (doors located on the South side of the building).
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of severe weather (tornadoes, hail storms, etc.) move all individuals into the locker rooms or hallways. In the event of a fire, have all athletes exit in accordance with coach's instructions to the exterior of the building until the scene is safe. Have all spectators exit through the nearest exit and wait until the scene is safe. **The coaches are responsible for counting the student athletes to make sure that all are accounted for.** In the event of a bomb threat, all athletes are to exit the building in accordance with coach's instructions and wait until an all clear signal is obtained and authorities have allowed re-entry into the building. In the event of a campus lock down due to criminal activity, all athletes are to report to their locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

EMERGENCY PHONE NUMBERS:

- **EMERGENCY NUMBER: 911**
- **Jared Noles, SRO: (405) 742-6594**
- **Miguel Najera, SRO SUPERVISOR: 580-761-4355**
 - **OFFICE: (405) 707-5120**

SPORTS MEDICINE STAFF

- **Aaron Harmon, Head Athletic Trainer-(405) 880-4263**
- **Brionna Belcher, Assistant Athletic Trainer - (918) 688-8850**
- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

ATHLETIC OFFICE STAFF

- **High School Athletic Office-(405) 533-6338**
- **Brian Warwick, High School Athletic Director-(405) 714-8146**
- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN

STILLWATER YMCA

Address: 204 S Duck St., Stillwater, OK 74074

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) may be located in the pool area and in the hallway right outside the pool area for all practices and games.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to Stillwater YMCA. Directions for Lifenet are: Go South onto Washington St and then merge onto N Boomer Rd, then take a right onto Duck St. Stay on Duck St. until you reach the YMCA, it will be on the right side of the road between Maple St. and 3rd Ave. There is a circle drive on the East side of the building or a parking lot on the South side of the building.
 - h. Open appropriate gates.
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of lightning or severe thunderstorm warnings, move all athletes from the pool to the commons area or their respective vehicles. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a

lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

EMERGENCY PHONE NUMBERS:

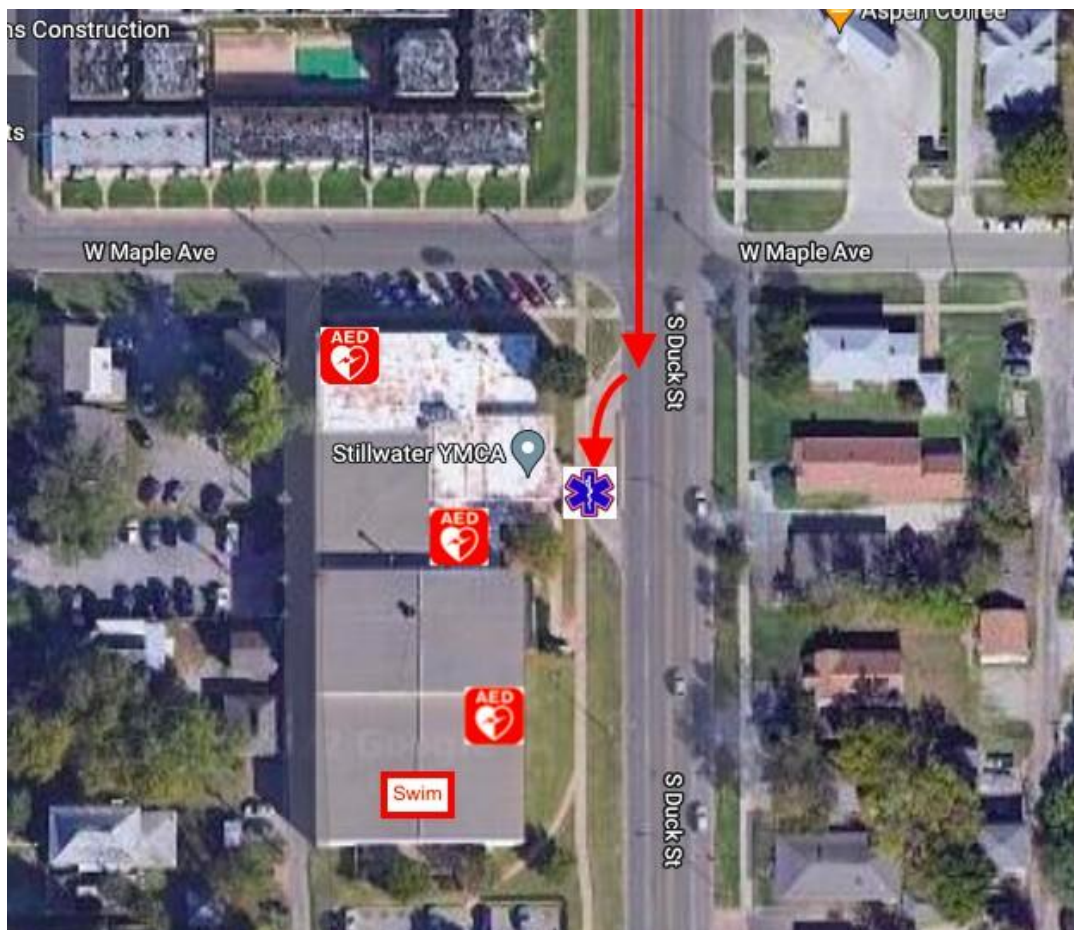
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ATHLETIC OFFICE STAFF

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- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN

SUNSET PARK

Address: 701 S Washington St., Stillwater, OK 74074

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. An automatic external defibrillator(AED) may be onsite for all practices and games if one is available.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to Sunset Park. Directions for Lifenet are: Go South onto Washington St and then merge onto N Boomer Rd, then take a right onto Duck St. and stay on that until 8th Ave. Take a right at 8th Ave. and then the tennis courts will be on your right side at the corner of 8th Ave. and Washington St.
ALTERNATE ROUTE: Go South onto Washington St and then merge onto N Boomer Rd, then take a right onto Duck St. Take a right onto 6th Ave and then a left onto S Washington St.
 - h. Open appropriate gates.
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of lightning or severe thunderstorm warnings, move all athletes from the courts to their respective vehicles. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a lock

EMERGENCY PHONE NUMBERS:

- ## SPORTS MEDICINE STAFF

- ### ATHLETIC OFFICE STAFF

-

EMERGENCY ACTION PLAN

CHEER/POM ROOM

Address: 1301 N Boomer Rd., Stillwater, OK 74075

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) is located in the Northwest corner of the Field House in the Athletic Training room.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency)
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to the Pioneer Field House Gymnasium. Directions for Lifenet are: enter off of N Husband St. and continue through the parking lot. Come through the South doors which are located just Northwest of the Pioneer Field House Gymnasium.
 - h. Open appropriate doors (doors located on South side of building).
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of severe weather (tornadoes, hail storms, etc.) move all individuals into the locker rooms. In the event of a fire, have all athletes exit in accordance with coach's instructions to the exterior of the building until the scene is safe. Have all spectators exit through the nearest exit and wait until the scene is safe. **The coaches are responsible for counting the student athletes to make sure that all are accounted for.** In the event of a bomb threat, all athletes are to exit the building in accordance with coach's instructions and wait until an all clear signal is obtained and authorities have allowed re-entry into the building. In the event of a campus lock

down due to criminal activity, all athletes are to report to their locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

EMERGENCY PHONE NUMBERS:

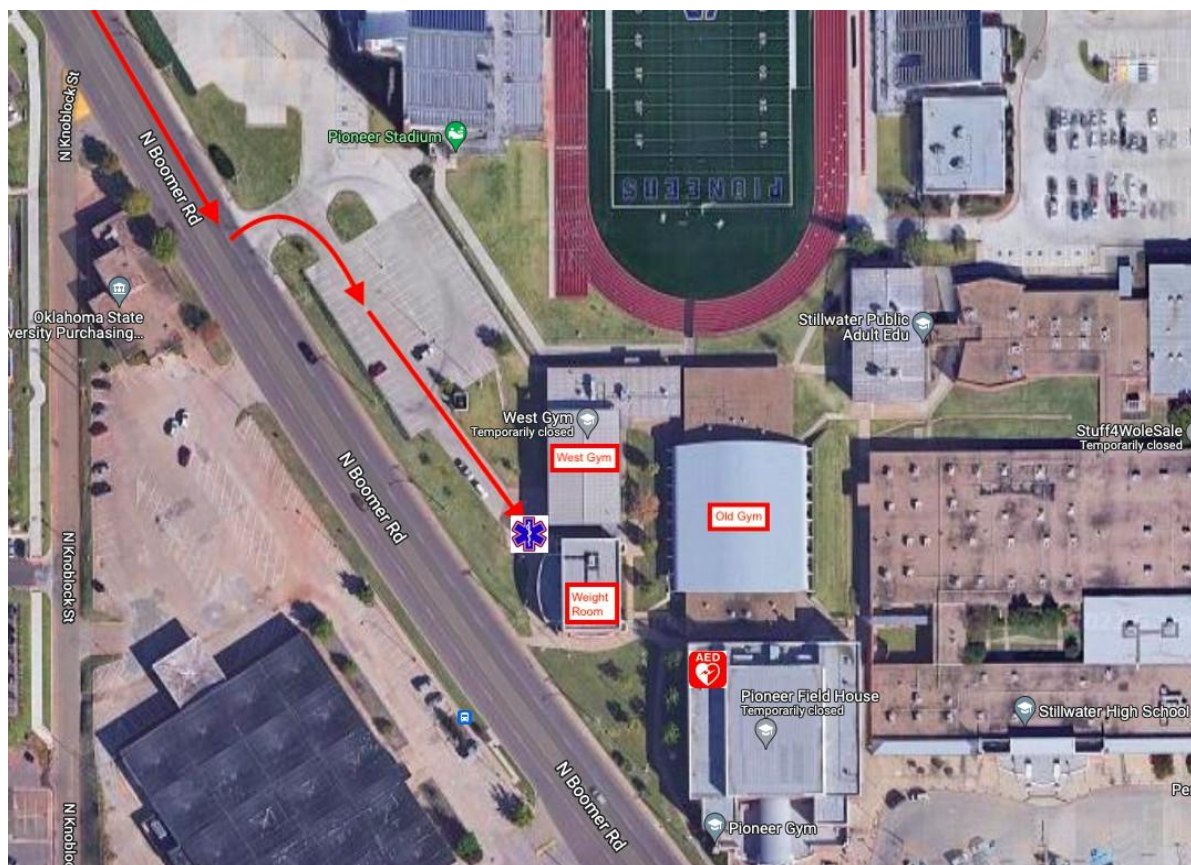
- **EMERGENCY NUMBER: 911**
- **Justin Reedy, OFFICER: (405) 742-7423**
 - **OFFICE: (405) 707-5120**

SPORTS MEDICINE STAFF

- **Aaron Harmon, Head Athletic Trainer-(405) 880-4263**
- **Brionna Belcher, Assistant Athletic Trainer - (918) 688-8850**
- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

ATHLETIC OFFICE STAFF

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- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Darren Nelson, Junior High Principal-(405) 338-0437**



EMERGENCY ACTION PLAN

WHITTENBERG PARK

Address: 5500 N Washington St., Stillwater, OK 74075

EMERGENCY PERSONNEL: A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

EMERGENCY COMMUNICATION: Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

EMERGENCY EQUIPMENT: First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. An automatic external defibrillator(AED) may be onsite for all practices and games if one is available.

ROLES OF EMERGENCY CARE TEAM MEMBERS:

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
 - a. Identify yourself and your role in the emergency.
 - b. Specify the location and telephone number you are calling from.
 - c. Give name of injured individual and approximate age.
 - d. Give the condition of the victim.
 - e. Give an approximate time of the incident/accident.
 - f. Tell the care that is being provided.
 - g. Give specific directions to Whittenberg Park. Directions for Lifenet are: Go North on Washington St. and turn left at the entrance of Whittenberg park and go through the parking lot to get to the fields.
 - h. Open appropriate gates.
 - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

SAFETY LOCATIONS:

In the event of lightning or severe thunderstorm warnings, move all athletes from the field to their respective vehicles. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

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**STILLWATER PUBLIC SCHOOLS
NON-EXCLUSIVE
TRADEMARK LICENSE AGREEMENT**

THIS AGREEMENT is entered into, this _____, between INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA, a/k/a/ STILLWATER PUBLIC SCHOOLS, an Oklahoma political subdivision ("LICENSOR") and Wooden Nickel Inc ("LICENSEE").

TRADEMARKS, LOGOS AND TRADE NAMES - Stillwater Public Schools recognizes the importance of protecting its trademarks, logos and trade names from unauthorized use. Therefore, the board actively defends their trademark status in order to achieve the following objectives:

- Protect the school district's trademarks and logos through licensing and enforcement and
- Protect and promote the school district's positive image.

All of the names, trademarks, logos, and/or symbols of Stillwater Public Schools, as identified on Exhibit "A," including but not limited to the names "Stillwater Public Schools" and "Stillwater Pioneers" are trademarks registered with the Oklahoma Secretary of State or are otherwise entitled to protection under Oklahoma and federal law (collectively "Licensor's Marks"). Any use of Licensor's Marks must have prior written approval from Stillwater Public Schools, be subject to this agreement, and must be produced, manufactured or sold under license from Stillwater Public Schools. The board delegates to the Superintendent authority to enter into contracts for licensing of Licensor's Marks.

LICENSOR is the sole and exclusive owner of Licensor's Marks and has the power and authority to grant to LICENSEE the right, privilege and license to use the Licensor's Marks on or in association with the goods and/or services covered by the agreement (the "Licensed Products").

The parties, each intending to be legally bound hereby, and in consideration of the mutual promises herein contained, agree as follows:

- 1) **LICENSE GRANT:** LICENSOR hereby grants to LICENSEE a non-exclusive, non-transferable license to use the Licensed Marks on or in association with Licensed Products, as well as on packaging, promotional and advertising material associated therewith. LICENSOR further grants to LICENSEE the non-exclusive, non-transferable right and license to use, manufacture, have manufactured, sell, distribute, and advertise the Licensed Products. All rights not specifically granted and licensed to LICENSEE hereunder are reserved by LICENSOR.
- 2) **TERM OF THE AGREEMENT:** The initial term of this agreement shall be for one (1) year. Thereafter, this agreement will automatically renew for consecutive one (1) year periods, unless either party notifies the other not less than thirty (30) days prior to the end of the initial or subsequent renewal term of that party's intention not to renew the agreement for an additional year.

NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)

- 3) **FUNDRAISING:** When participating in the manufacture or sale of Licensed Products for purposes of fundraising for Stillwater Public Schools and its schools, departments, or sanctioned organizations, no royalty fee for items sold under that fundraising effort shall be paid to the LICENSOR. All funds generated, over and above the LICENSEE'S agreed upon expenses and costs for that fundraiser will be given directly to the affiliated organization, which represents other good and valuable consideration in exchange for the license granted herein. LICENSOR shall have the right to inspect, at reasonable times, LICENSEE's financial records to confirm that proceeds of the sales are being used solely for the purpose of supporting Stillwater Public Schools and its schools, departments, and sanctioned organizations.
- 4) **USE OF LICENSED MARKS:** No fee shall be assessed to LICENSEES for approved use of signs, sculptures, or other items that bear Licensor's Marks for purposes such as display in yards or other locations.
- 5) **COMPENSATION:** The LICENSEE shall pay the LICENSOR a royalty of **Eight Percent (8%)** (the "Royalty") of the revenue received from all sales by the LICENSEE of Licensed Products. Royalties shall be paid to the LICENSOR thirty (30) days after each quarter end (or within thirty (30) days of March 31, June 30, September 30, and December 31). All royalty payments shall be accompanied by an accounting that sets forth in reasonable detail all sales by the LICENSEE employing Licensee's Marks during the period. LICENSOR shall have the right, at reasonable times, to inspect LICENSEE's records of sales of Licensed Products to determine if correct and accurate royalty payments are being made. Any product that is sold directly to LICENSOR will be exempted from licensing royalty.
- 6) **LICENSED PRODUCTS:** "Licensed Products" shall mean men's, women's, and children's and youth t-shirts, long sleeve, crews and hoodies, headwear, decals, drinkware, notebooks, and writing utensils. The production of any item that endorses or promotes illegal activity or the consumption of drugs or alcohol, including glassware such as pilsner, cocktail, wine, and shot glasses, shall not be allowed and will result in the immediate termination of this agreement. Additional items may be added with a mutually agreed addendum to this agreement.
- 7) **OWNERSHIP AND TITLE:** LICENSEE hereby acknowledges the validity of the LICENSOR's title and ownership of the Licensor's Marks and agrees not to contest or in any way dispute said title and ownership. LICENSEE acknowledges the existence and value of LICENSOR's goodwill in the Licensor's Marks and the goodwill generated by LICENSEE shall insure to the benefit of LICENSOR and shall be the exclusive property of LICENSOR, regardless of duration of this license, or the extent of use of the Licensor's Marks by LICENSEE.
- 8) **NOTICE AND PAYMENT:** Any notice required to be given pursuant to this agreement shall be in writing and delivered personally to the other designated party at the below stated address or mailed by certified or registered mail, return receipt requested, or delivered by a recognized national overnight courier service, except e-mail may be used for day-to-day operations and contacts but not for 'notice' or other communications required under this agreement or by law. Either party may change the address to which notice or payment is to be sent by written notice to the other in accordance with the provisions of this paragraph.

NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)

If to LICENSOR:

Stillwater Public Schools
Attn: Superintendent
314 South Lewis Street
Stillwater, Oklahoma 74074

If to LICENSEE:

Wooden Nickel Inc
401 S Washignton St
Stillwater, OK 74074

- 9) INDEMNIFICATION AND HOLD HARMLESS PROVISION. LICENSEE shall defend, indemnify, and hold harmless LICENSOR, its officers, employees, board members, insurers, attorneys, and agents from and against any losses and expenses (including attorneys' fees, expert witness fees, and other costs and expenses), claims, suits, or other liability, including claims based on product liability, resulting from injury to or death of any person or damage to property arising out of or in any way connected with the use of the license granted by this agreement, provided such injuries to persons or damage to property are due to the acts or omissions of LICENSEE, its officers, employees, or agents, or the products manufactured or sold by LICENSEE.
- 10) JURISDICTION AND DISPUTES: In any action to enforce the terms and conditions of this agreement or to recover damages for its breach, the prevailing party shall be entitled to recover its attorneys' fees expended, expert witness fees, mediation fees and all other costs and expenses associated with the claim or cause of action from the non-prevailing party. Furthermore, this agreement shall be construed, interpreted and enforced in accordance with the laws of the State of Oklahoma, and any claim or cause of action, of any nature, relating to this agreement, shall be brought in any court of competent jurisdiction having Stillwater, Oklahoma, within its judicial circuit or district.
- 11) NON-ASSIGNMENT. This agreement may not be assigned by LICENSEE to any person, firm, corporation, trustee, receiver or any other person capable of receiving an assignment, without the prior written consent of the LICENSOR.
- 12) SEVERABILITY: If any term, clause, or provision hereof is held invalid or unenforceable by a court of competent jurisdiction, such provision shall be modified or deleted in such a manner as to render this agreement, as modified, legal and enforceable to the maximum extent permitted by law.
- 13) NO AGENCY OR ENDORSEMENT: LICENSEE agrees that it will not state or imply that Licensee's Products are endorsed, supported by, or sponsored by LICENSOR. Nothing contained herein shall be deemed to create an agency, joint venture, franchise or partnership relationship between the parties and neither party shall hold itself out as such.
- 14) INTEGRATION: This agreement constitutes the entire understanding of the parties, and revokes and supersedes all prior agreements between the parties, and is intended as a final expression of their agreement. It shall not be modified or amended except in writing signed by the parties hereto and specifically referring to this agreement. This agreement shall take precedence over any other documents which may be in conflict with said agreement.

NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)

- 15) **QUALITY CONTROL:** LICENSEE shall only use the Licensor's Marks in connection with products meeting the standards, specifications, and qualities established by, or reasonably acceptable to, LICENSOR. LICENSOR shall have the right at reasonable times, to inspect LICENSEE's goods employing Licensor's Marks to determine that they are of proper and acceptable quality. Before initial printing of the Licensor's Marks on any product, LICENSEE shall be required to deliver a sample copy or prototype of the Licensed Products to LICENSOR's Superintendent or designee for LICENSOR's prior approval. No use of Licensor's Marks or sale of Licensee's Products shall be made prior to receipt of such approval. Depictions of the Licensor's Marks which are based on registered trademarks or servicemarks of Stillwater Public Schools shall be exhibited with a notification of trademark, where practical.
- 16) **INFRINGEMENT:** LICENSEE agrees to inform LICENSOR of any known use of Licensor's Marks by any third party which is not using the Licensor's Marks under a license with LICENSOR.
- 17) **TERMINATION:** LICENSOR shall have the right to terminate this agreement upon breach of any of its terms by LICENSEE, and such termination shall be effective immediately upon occurrence of the breach. LICENSOR may terminate the agreement immediately upon the occurrence of any of the following, including (i) the insolvency (however expressed or indicated), or bankruptcy of the LICENSEE; (ii) any assignments or receivership of, whether in or out of court, or any proceedings in bankruptcy or for the relief of debtors or readjustment of debts filed by or against LICENSEE; (iii) any use of the Licensor's Marks in a manner which does not meet the standards of the LICENSOR or which are unacceptable to LICENSOR; or (iv) upon failure of the Licensee to keep and perform any covenant herein contained. LICENSOR and LICENSEE shall have the right to terminate this agreement at any time, with or without cause, by providing ninety (90) days' prior written notice to the other party. Upon termination, LICENSEE shall immediately cease all use of the Licensor's Marks and all further sale of Licensed Products.
- 18) **AUTHORITY TO ENTER INTO AGREEMENT:** LICENSOR and LICENSEE represent that the representative signing this agreement on its behalf is duly authorized and has full authority to execute and deliver this agreement.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound hereby, have each caused to be affixed hereto its or his/her hand and seal the day indicated.

LICENSOR	LICENSEE
Stillwater Public Schools 314 S. Lewis St Stillwater, OK 74074 By: _____ Printed: _____ Title: <u>President, Board of Education</u>	_____ _____ _____ By: _____ Printed _____ Title: _____



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Mr. Tyler Bridges, Superintendent
DATE: August 11, 2026

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 August 1, 2026

BACKGROUND INFORMATION:
The Treasurer's Report is a monthly report is highlighting changes to existing Purchase Orders and activity thru August 1, 2026.

The monthly Bond Expenditures and Revenues Report 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 32/33/34).

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2026

	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	\$36,901.33	\$0.00	\$36,901.33	N/A	\$36,901.33
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)	\$0.00	\$11,558.07	\$0.00	\$11,558.07	N/A	\$11,558.07
Source - 1130 REVENUE IN LIEU OF TAXES	\$0.00	\$79,901.12	\$0.00	\$79,901.12	N/A	\$79,901.12
Source - 1310 INTEREST EARNINGS	\$0.00	\$71,413.79	\$0.00	\$71,413.79	N/A	\$71,413.79
Source - 1350 INTEREST ON TAXES	\$0.00	\$1,063.24	\$0.00	\$1,063.24	N/A	\$1,063.24
Source - 1410 RENTAL OF SCHOOL FACILITIES	\$0.00	\$2,099.91	\$0.00	\$2,099.91	N/A	\$2,099.91
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$0.00	\$116,858.66	\$0.00	\$116,858.66	N/A	\$116,858.66
Series - 1000 Total	\$0.00	\$319,796.12	\$0.00	\$319,796.12	N/A	\$319,796.12
Series - 2000						
Source - 2100 COUNTY 4 MILL AD VALOREM TAX	\$0.00	\$9,981.48	\$0.00	\$9,981.48	N/A	\$9,981.48
Source - 2200 COUNTY APPORTIONMENT (MORTGAGE TAX)	\$0.00	\$29,906.79	\$0.00	\$29,906.79	N/A	\$29,906.79
Series - 2000 Total	\$0.00	\$39,888.27	\$0.00	\$39,888.27	N/A	\$39,888.27
Series - 3000						
Source - 3110 GROSS PRODUCTION TAX	\$0.00	\$16,133.84	\$0.00	\$16,133.84	N/A	\$16,133.84
Source - 3120 MOTOR VEHICLE COLLECTIONS	\$0.00	\$78,614.17	\$0.00	\$78,614.17	N/A	\$78,614.17
Source - 3130 RURAL ELECTRIC COOPERATIVE TAX	\$0.00	\$16,815.21	\$0.00	\$16,815.21	N/A	\$16,815.21
Source - 3140 STATE SCHOOL LAND EARNINGS	\$0.00	\$104,042.30	\$0.00	\$104,042.30	N/A	\$104,042.30
Source - 3150 VEHICLE TAX STAMP	\$0.00	\$2,067.69	\$0.00	\$2,067.69	N/A	\$2,067.69
Source - 3413 INSPIRED TO TEACH EMP INCENTIVE PMT	\$0.00	\$12,000.00	\$0.00	\$12,000.00	N/A	\$12,000.00
Series - 3000 Total	\$0.00	\$229,673.21	\$0.00	\$229,673.21	N/A	\$229,673.21
Series - 4000						
Source - 4140 TITLE VI INDIAN, NATIVE HI/AK EDU	\$0.00	\$26,440.15	\$0.00	\$26,440.15	N/A	\$26,440.15
Source - 4210 TITLE I-PART A- IMPROVING BASIC PROG	\$0.00	\$329,769.33	\$0.00	\$329,769.33	N/A	\$329,769.33
Source - 4442 STUDENT SUPPORT & ACADEMIC ENRICH	\$0.00	\$8,733.91	\$0.00	\$8,733.91	N/A	\$8,733.91
Source - 4580 MEDICAID RESOURCES	\$0.00	\$96.87	\$0.00	\$96.87	N/A	\$96.87
Series - 4000 Total	\$0.00	\$365,040.26	\$0.00	\$365,040.26	N/A	\$365,040.26
Fund - 11 GENERAL FUND Total	\$0.00	\$954,397.86	\$0.00	\$954,397.86	N/A	\$954,397.86

Stillwater Public Schools
Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2026

	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	\$5,273.08	\$0.00	\$5,273.08	N/A	\$5,273.08
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)	\$0.00	\$1,651.60	\$0.00	\$1,651.60	N/A	\$1,651.60
Series - 1000 Total	\$0.00	\$6,924.68	\$0.00	\$6,924.68	N/A	\$6,924.68
Fund - 21 BUILDING FUND Total	\$0.00	\$6,924.68	\$0.00	\$6,924.68	N/A	\$6,924.68

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2026

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 22 CHILD NUTRITION PROGRAMS FUND						
Series - 1000						
Source - 1310 INTEREST EARNINGS	\$0.00	\$5.83	\$0.00	\$5.83	N/A	\$5.83
Source - 1710 STUDENT LUNCHS/BREAKFASTS/MILK	\$0.00	\$10,963.96	\$0.00	\$10,963.96	N/A	\$10,963.96
Source - 1720 A LA CARTE OR CATERING REVENUE	\$0.00	\$3,973.74	\$0.00	\$3,973.74	N/A	\$3,973.74
Source - 1730 ADULT LUNCHES/BREAKFASTS	\$0.00	\$452.47	\$0.00	\$452.47	N/A	\$452.47
Series - 1000 Total	\$0.00	\$15,396.00	\$0.00	\$15,396.00	N/A	\$15,396.00
Series - 3000						
Source - 3710 STATE REIMBURSEMENT	\$0.00	\$1,787.03	\$0.00	\$1,787.03	N/A	\$1,787.03
Series - 3000 Total	\$0.00	\$1,787.03	\$0.00	\$1,787.03	N/A	\$1,787.03
Series - 4000						
Source - 4740 SUMMER FOOD SERVICE PROGRAM	\$0.00	\$135,409.93	\$0.00	\$135,409.93	N/A	\$135,409.93
Series - 4000 Total	\$0.00	\$135,409.93	\$0.00	\$135,409.93	N/A	\$135,409.93
Fund - 22 CHILD NUTRITION PROGRAMS FUND Total	\$0.00	\$152,592.96	\$0.00	\$152,592.96	N/A	\$152,592.96

Stillwater Public Schools
Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2026

	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	\$25,606.48	\$0.00	\$25,606.48	N/A	\$25,606.48
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)	\$0.00	\$8,482.38	\$0.00	\$8,482.38	N/A	\$8,482.38
Source - 1310 INTEREST EARNINGS	\$0.00	\$40,967.51	\$0.00	\$40,967.51	N/A	\$40,967.51
Series - 1000 Total	\$0.00	\$75,056.37	\$0.00	\$75,056.37	N/A	\$75,056.37
Fund - 41 SINKING FUND Total	\$0.00	\$75,056.37	\$0.00	\$75,056.37	N/A	\$75,056.37

Stillwater Public Schools
Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2026

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Report Total	\$0.00	\$1,188,971.87	\$0.00	\$1,188,971.87	N/A	\$1,188,971.87

Budget Analysis

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/31/2026, Print Detail: False

Classification	Appropriation	Encumbered	Certified	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2026-2027							
Fund - 11 GENERAL FUND							
000 NON-CATEGORICAL	599,387.70	0.00	0.00	0.00	0.00	599,387.70	0.00%
001 HIGH SCHOOL	7,500.00	3,803.57	0.00	0.00	3,803.57	3,696.43	50.71%
002 JUNIOR HIGH	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00%
003 MIDDLE SCHOOL	9,430.77	890.29	890.29	0.00	890.29	8,540.48	9.44%
004 HIGHLAND PARK	7,401.06	0.00	0.00	0.00	0.00	7,401.06	0.00%
005 RICHMOND	5,966.65	0.00	0.00	0.00	0.00	5,966.65	0.00%
006 SANGRE RIDGE	5,000.00	2,000.00	2,000.00	0.00	2,000.00	3,000.00	40.00%
007 SKYLINE	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00%
008 WESTWOOD	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00%
009 WILL ROGERS	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00%
010 LINCOLN ACADEMY	4,248.00	0.00	0.00	0.00	0.00	4,248.00	0.00%
011 CURRICULUM & INSTRUCTIONAL	81,500.00	39,273.81	0.00	9,001.50	30,272.31	42,226.19	48.19%
012 NURSE & OSHA SUPPLIES	4,250.00	0.00	0.00	0.00	0.00	4,250.00	0.00%
013 ED SERVICES SUPPLIES	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00%
014 CUSTODIAL SUPPLIES	95,500.00	47,376.42	5,292.84	0.00	47,376.42	48,123.58	49.61%
015 ADMIN OPERATIONS SUPPLIES	2,000.00	63.60	63.60	0.00	63.60	1,936.40	3.18%
016 DISTRICT SUPPLIES	81,600.00	30,111.49	7,338.50	0.00	30,111.49	51,488.51	36.90%
018 CONTRACTED SOCIAL SERVICES	250,000.00	250,000.00	0.00	0.00	250,000.00	0.00	100.00%
019 LIBRARY	45,370.00	0.00	0.00	0.00	0.00	45,370.00	0.00%
021 SUMMER SCHOOL	39,100.00	8,458.19	0.00	8,458.19	0.00	30,641.81	21.63%
022 EXTENDED SCHOOL YEAR	11,220.00	6,684.00	47.42	6,486.58	197.42	4,536.00	59.57%
023 PR AND COMMUNICATIONS	21,774.00	14,812.67	0.00	12,263.67	2,549.00	6,961.33	68.03%
024 BAND	28,150.00	18,200.00	0.00	0.00	18,200.00	9,950.00	64.65%
025 ORCHESTRA	10,200.00	5,497.07	0.00	0.00	5,497.07	4,702.93	53.89%
026 LEGAL SERVICES	120,000.00	106,785.00	0.00	0.00	106,785.00	13,215.00	88.99%
027 AUDIT SERVICES	17,000.00	16,100.00	0.00	0.00	16,100.00	900.00	94.71%
028 POSTAGE & FREIGHT	23,700.00	4,500.00	0.00	1,171.00	3,329.00	19,200.00	18.99%
029 BOE/CABINET PROFESSIONAL DEVELOPMENT	45,000.00	0.00	0.00	0.00	0.00	45,000.00	0.00%
030 FACILITIES MISCELLANEOUS	3,950.00	1,000.00	0.00	0.00	1,000.00	2,950.00	25.32%
031 BOE GENERAL EXPENSES	122,025.00	120,715.00	0.00	9,730.00	110,985.00	1,310.00	98.93%
032 FINANCE	135,000.00	10,383.76	1,423.76	5,525.00	4,858.76	124,616.24	7.69%
033 BOARD ELECTION/BOND FEES	76,000.00	0.00	0.00	0.00	0.00	76,000.00	0.00%
034 SPED TESTING	20,000.00	5,710.31	0.00	0.00	5,710.31	14,289.69	28.55%
035 BOE/SUPERINTENDENT SUPPLIES	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00%

Budget Analysis

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/31/2026, Print Detail: False

Classification	Appropriation	Encumbered	Certified	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2026-2027							
Fund - 11 GENERAL FUND							
036 MILEAGE EXPENSE-NO DIST TRANSP AVAIL (CFO AUTH)	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00%
037 NON-REIMBURSABLE FEDERAL PROGRAMS EXPENSES	50.00	0.00	0.00	0.00	0.00	50.00	0.00%
042 HUMAN RESOURCES	550,900.00	538,593.69	15,355.00	436,666.14	101,927.55	12,306.31	97.77%
045 FLEET FUEL	330,000.00	306,000.00	0.00	0.00	306,000.00	24,000.00	92.73%
047 DISTRICT WIDE TRANSPORTATION	190,000.00	122,299.17	150.18	8,449.72	113,849.45	67,700.83	64.37%
048 TRANSPORTATION MISCELLANEOUS	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00%
049 UTILITIES-ELECTRICITY	1,030,000.00	911,450.00	0.00	132,694.80	778,755.20	118,550.00	88.49%
051 UTILITIES-GAS	350,000.00	348,500.00	0.00	3,094.74	345,405.26	1,500.00	99.57%
052 UTILITIES- TELEPHONE/INTERNET	152,000.00	151,275.00	0.00	0.00	151,275.00	725.00	99.52%
053 UTILITIES-WATER/TRASH	393,000.00	392,840.09	0.00	26,455.02	366,385.07	159.91	99.96%
054 BUILDING MAINTENANCE	177,000.00	48,010.00	0.00	0.00	48,010.00	128,990.00	27.12%
055 GROUNDS	48,450.00	82.99	82.99	0.00	82.99	48,367.01	0.17%
056 VOCAL MUSIC	1,020.00	0.00	0.00	0.00	0.00	1,020.00	0.00%
057 DRAMA	4,250.00	3,993.99	0.00	0.00	3,993.99	256.01	93.98%
058 ATHLETICS	83,300.00	0.00	0.00	0.00	0.00	83,300.00	0.00%
060 PROFESSIONAL DEVELOPMENT	43,605.29	22,121.75	4,099.00	0.00	22,121.75	21,483.54	50.73%
061 LIABILITY BONDS	5,000.00	4,835.50	0.00	750.00	4,085.50	164.50	96.71%
064 PROPERTY INSURANCE	1,501,908.00	1,441,428.00	0.00	1,441,428.00	0.00	60,480.00	95.97%
065 HIGH SCHOOL GRADUATION	37,000.00	0.00	0.00	0.00	0.00	37,000.00	0.00%
066 PERFORMING ARTS CENTER	3,200.00	320.00	0.00	0.00	320.00	2,880.00	10.00%
067 COUNTY RE-EVALUATION	450,000.00	342,018.00	0.00	0.00	342,018.00	107,982.00	76.00%
072 SECURITY	208,200.00	205,050.00	150.00	0.00	205,050.00	3,150.00	98.49%
086 RSI	53,934.98	11,605.01	0.00	11,605.01	0.00	42,329.97	21.52%
088 OPIOID ABATEMENT GRANT NON-PAYROLL EXPENSES	25,000.00	14,250.00	0.00	14,250.00	0.00	10,750.00	57.00%
092 TECHNOLOGY MISCELLANEOUS	5,922.80	4,922.80	0.00	0.00	4,922.80	1,000.00	83.12%
099 INDIRECT COSTS	48,462.04	17,733.75	0.00	14,733.75	3,000.00	30,728.29	36.59%
100 MAIN PERSONNEL	37,137,000.00	518,659.95	0.00	518,659.95	0.00	36,618,340.05	1.40%
101 FACILITIES PERSONNEL	1,218,000.00	58,999.95	0.00	58,999.95	0.00	1,159,000.05	4.84%
102 EAS/CREDIT RECOVERY PERSONNEL	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00%
103 HOMEBOUND SERVICES PERSONNEL	26,000.00	0.00	0.00	0.00	0.00	26,000.00	0.00%

Budget Analysis

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/31/2026, Print Detail: False

Classification	Appropriation	Encumbered	Certified	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2026-2027							
Fund - 11 GENERAL FUND							
104 CLASSROOM COVER PERSONNEL	15,000.00	0.00	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	0.00	11,000.00	0.00%
106 NON-FUNDED CAREERTECH PERSONNEL COSTS	1,386,200.00	22,430.82	0.00	22,430.82	0.00	1,363,769.18	1.62%
110 PALS PERSONNEL	200,000.00	337.74	0.00	337.74	0.00	199,662.26	0.17%
111 ACTIVITY FUND PAID PERSONNEL	226,300.00	0.00	0.00	0.00	0.00	226,300.00	0.00%
114 OPIOID ABATEMENT GRANT PERSONNEL	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0.00%
312 NATIONAL BOARD CERTIFIED BONUS-STATE PAID	46,000.00	0.00	0.00	0.00	0.00	46,000.00	0.00%
331 ED FLEX BENEFIT-CERTIFIED IN LIEU OF	75,000.00	348.55	0.00	348.55	0.00	74,651.45	0.46%
332 ED FLEX BENEFIT-SUPPORT IN LIEU OF	220,000.00	1,517.52	0.00	1,517.52	0.00	218,482.48	0.69%
333 STATE TEXTBOOKS	383,000.00	34,585.56	0.00	0.00	34,585.56	348,414.44	9.03%
334 ED FLEX BENEFIT-CERTIFIED MED PD BY STATE	3,650,000.00	23,331.00	0.00	23,331.00	0.00	3,626,669.00	0.64%
335 ED FLEX BENEFIT-SUPPORT MED PD BY STATE	1,650,000.00	29,694.00	0.00	29,694.00	0.00	1,620,306.00	1.80%
361 ACHIEVING CLASSROOM EXCELLENCE (ACE) TECHNOLOGY	183,500.00	111,473.73	0.00	20,201.10	91,272.63	72,026.27	60.75%
367 STRONG READERS	91,700.00	18,732.20	0.00	3,985.45	14,746.75	72,967.80	20.43%
376 SCHOOL RESOURCE OFFICER	103,251.00	103,251.00	2,500.00	0.00	103,251.00	0.00	100.00%
388 ALTERNATIVE EDUCATION	183,500.00	0.00	0.00	0.00	0.00	183,500.00	0.00%
411 OK CAREERTECH=COMPREHENSIVE SECONDARY PROGRAMS	63,460.00	791.76	0.00	791.76	0.00	62,668.24	1.25%
412 OK CAREERTECH-VOCATIONAL PROGRAMS ASSISTANCE	195,504.38	32,869.15	10,124.97	3,499.01	29,370.14	162,635.23	16.81%
424 CARL PERKINS SUPPLEMENTAL GRANTS	94,506.28	0.00	0.00	0.00	0.00	94,506.28	0.00%
511 TITLE I, PART A (BASIC PROGRAM)	1,834,604.62	15,955.22	1,539.00	7,462.32	8,492.90	1,818,649.40	0.87%
518 TITLE I, PART A, SUBPART 2 (NEGLECTED, LEAS)	35,915.35	0.00	0.00	0.00	0.00	35,915.35	0.00%
541 TITLE II, PART A (SUPPORT EFFECTIVE INSTRUCTION)	371,272.52	7,617.00	0.00	0.00	7,617.00	363,655.52	2.05%
552 TITLE IV, PART A (STU SUP & ACAD ENRICH FRM GRANT)	197,533.46	1,500.00	0.00	1,500.00	0.00	196,033.46	0.76%

Budget Analysis

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/31/2026, Print Detail: False

Classification	Appropriation	Encumbered	Certified	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2026-2027							
Fund - 11 GENERAL FUND							
561 TITLE VI, PART A (INDIAN EDUCATION)	130,224.00	6,666.85	0.00	6,666.85	0.00	123,557.15	5.12%
571 TITLE III, PART A (IMMIGRANT EDUCATION ACT)	14,465.86	5,608.00	0.00	5,608.00	0.00	8,857.86	38.77%
572 TITLE III, PART A (ENG LANG ACQ, ENH & ACHEIVE)	81,979.96	22,880.24	0.00	17,223.24	5,657.00	59,099.72	27.91%
587 TITLE V, PART B, SUBPRT 2 (RURAL/LOW INC SCHL PGM)	127,616.57	10,256.40	0.00	10,256.40	0.00	117,360.17	8.04%
596 TITLE IX, PART A (HOMELESS CHILDREN & YOUTH)	72,059.40	6,000.00	0.00	0.00	6,000.00	66,059.40	8.33%
613 IDEA PART B (SPED PROF DEVELOP OSDE SPONSORED)	30,000.00	15,395.00	130.00	0.00	15,395.00	14,605.00	51.32%
615 IDEA PART B (SPED PROF DEVELOP DISTRICT)	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00%
616 IDEA PART B (SUB AREA CERT EXAM REIMBURSE)	250.00	0.00	0.00	0.00	0.00	250.00	0.00%
618 IDEA PART B (SECONDARY TRANS SERVICES)	26,000.00	0.00	0.00	0.00	0.00	26,000.00	0.00%
621 IDEA PART B (FLOW THROUGH, P.L.108-446)	1,300,000.00	291,700.00	0.00	0.00	291,700.00	1,008,300.00	22.44%
625 IDEA PART B (FLOW THRU, P.L.108-446 PRIVATE SCHL)	14,000.00	0.00	0.00	0.00	0.00	14,000.00	0.00%
627 IDEA PART B (FLOW THRU, P.L.108-446 HGH ND TR II)	53,000.00	0.00	0.00	0.00	0.00	53,000.00	0.00%
641 IDEA PART B (PRESCHOOL, AGED 3-5, P.L. 108-446)	35,000.00	0.00	0.00	0.00	0.00	35,000.00	0.00%
694 RHTP PRESIDENTIAL FITNESS GRANT	7,500.00	0.00	0.00	0.00	0.00	7,500.00	0.00%
697 MEDICAID FEDERAL MATCH	50,000.00	10,069.00	0.00	0.00	10,069.00	39,931.00	20.14%
698 MEDICAID RESOURCES	35,000.00	23,021.84	18,399.59	1,560.00	21,461.84	11,978.16	65.78%
713 NATIVE YOUTH COMMUNITY PROJECT (NYCP) GRANT	163,634.69	4,429.00	0.00	729.00	3,700.00	159,205.69	2.71%
725 N/A	8,800.00	0.00	0.00	0.00	0.00	8,800.00	0.00%
Total Fund - 11 GENERAL FUND	\$59,408,754.38	\$6,957,816.40	\$69,587.14	\$2,877,565.78	\$4,080,250.62	\$52,450,937.98	11.71 %

Budget Analysis

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/31/2026, Print Detail: False

Classification	Appropriation	Encumbered	Certified	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2026-2027							
Fund - 21 BUILDING FUND							
000 NON-CATEGORICAL	972,027.82	0.00	0.00	0.00	0.00	972,027.82	0.00%
030 FACILITIES MISCELLANEOUS	100.00	78.77	78.77	0.00	78.77	21.23	78.77%
032 FINANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00	100.00%
054 BUILDING MAINTENANCE	1,702.00	1,509.84	1,509.84	0.00	1,509.84	192.16	88.71%
100 MAIN PERSONNEL	263,900.00	23,674.65	0.00	23,674.65	0.00	240,225.35	8.97%
101 FACILITIES PERSONNEL	1,522,500.00	118,197.02	0.00	118,197.02	0.00	1,404,302.98	7.76%
318 REDBUD SCHOOL FUNDING ACT	85,670.18	0.00	0.00	0.00	0.00	85,670.18	0.00%
332 ED FLEX BENEFIT- SUPPORT IN LIEU OF	22,000.00	1,707.21	0.00	1,707.21	0.00	20,292.79	7.76%
335 ED FLEX BENEFIT- SUPPORT MED PD BY STATE	283,100.00	20,503.00	0.00	20,503.00	0.00	262,597.00	7.24%
Total Fund - 21 BUILDING FUND	\$3,154,000.00	\$168,670.49	\$1,588.61	\$164,081.88	\$4,588.61	\$2,985,329.51	5.35 %

Budget Analysis

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/31/2026, Print Detail: False

Classification	Appropriation	Encumbered	Certified	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2026-2027							
Fund - 22 CHILD NUTRITION PROGRAMS FUND							
000 NON-CATEGORICAL	294,687.00	0.00	0.00	0.00	0.00	294,687.00	0.00%
049 UTILITIES-ELECTRICITY	32,000.00	32,000.00	0.00	0.00	32,000.00	0.00	100.00%
051 UTILITIES-GAS	11,150.00	10,000.00	0.00	0.00	10,000.00	1,150.00	89.69%
053 UTILITIES-WATER/TRASH	11,200.00	10,000.00	10,000.00	0.00	10,000.00	1,200.00	89.29%
064 PROPERTY INSURANCE	132,000.00	132,000.00	0.00	0.00	132,000.00	0.00	100.00%
091 LOCAL CHILD NUTRITION EXPENSES	104,500.00	59,222.82	0.00	3,627.21	55,595.61	45,277.18	56.67%
100 MAIN PERSONNEL	35,000.00	34,401.10	12,000.00	22,401.10	12,000.00	598.90	98.29%
101 FACILITIES PERSONNEL	6,000.00	3,587.37	0.00	3,587.37	0.00	2,412.63	59.79%
332 ED FLEX BENEFIT- SUPPORT IN LIEU OF	35,000.00	0.00	0.00	0.00	0.00	35,000.00	0.00%
335 ED FLEX BENEFIT- SUPPORT MED PD BY STATE	272,000.00	3,535.00	0.00	3,535.00	0.00	268,465.00	1.30%
385 CHILD NUTRITION PROGRAM	28,000.00	21,369.00	0.00	0.00	21,369.00	6,631.00	76.32%
763 LUNCHES	2,311,183.00	500,662.34	5,379.50	30,538.21	470,124.13	1,810,520.66	21.66%
764 BREAKFASTS	638,000.00	322,269.35	0.00	5,714.94	316,554.41	315,730.65	50.51%
766 SUMMER FOOD SERVICE PROGRAM	314,000.00	37,387.76	0.00	23,449.71	13,938.05	276,612.24	11.91%
767 N/A	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00%
Total Fund - 22 CHILD NUTRITION PROGRAMS FUND	\$4,229,720.00	\$1,166,434.74	\$27,379.50	\$92,853.54	\$1,073,581.20	\$3,063,285.26	27.58 %

Budget Analysis

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/31/2026, Print Detail: False

Classification	Appropriation	Encumbered	Certified	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2026-2027							
Fund - 31 BOND FUND 31							
000 NON-CATEGORICAL	54,437.91	0.00	0.00	0.00	0.00	54,437.91	0.00%
030 FACILITIES MISCELLANEOUS	69,500.00	69,500.00	0.00	0.00	69,500.00	0.00	100.00%
032 FINANCE	116,511.61	24,612.88	0.00	24,612.88	0.00	91,898.73	21.12%
047 DISTRICT WIDE TRANSPORTATION	1,368.00	1,155.44	1,155.44	0.00	1,155.44	212.56	84.46%
054 BUILDING MAINTENANCE	33,313.00	29,310.00	0.00	0.00	29,310.00	4,003.00	87.98%
071 BUILDING ACQUISITION/KICKER/OES REMODEL	68,253.47	0.00	0.00	0.00	0.00	68,253.47	0.00%
Total Fund - 31 BOND FUND 31	\$343,383.99	\$124,578.32	\$1,155.44	\$24,612.88	\$99,965.44	\$218,805.67	36.28 %

Budget Analysis

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/31/2026, Print Detail: False

Classification	Appropriation	Encumbered	Certified	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2026-2027							
Fund - 32 BOND FUND 32							
000 NON-CATEGORICAL	2,698.10	0.00	0.00	0.00	0.00	2,698.10	0.00%
011 CURRICULUM & INSTRUCTIONAL	360,086.79	0.00	0.00	0.00	0.00	360,086.79	0.00%
024 BAND	3.00	0.00	0.00	0.00	0.00	3.00	0.00%
038 DW-PRINTING	20,428.46	0.00	0.00	0.00	0.00	20,428.46	0.00%
047 DISTRICT WIDE TRANSPORTATION	2,078.34	1,204.25	0.00	0.00	1,204.25	874.09	57.94%
054 BUILDING MAINTENANCE	398,988.85	398,987.09	0.00	0.00	398,987.09	1.76	100.00%
055 GROUNDS	74,513.27	0.00	0.00	0.00	0.00	74,513.27	0.00%
058 ATHLETICS	67,125.54	62,683.00	0.00	0.00	62,683.00	4,442.54	93.38%
066 PERFORMING ARTS CENTER	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0.00%
068 2023 BOND - HIGH SCHOOL PROJECT	2,248,086.30	1,611,410.55	0.00	0.00	1,611,410.55	636,675.75	71.68%
069 2023 BOND - ATHLETICS PROJECT	0.82	0.00	0.00	0.00	0.00	0.82	0.00%
071 BUILDING ACQUISITION/KICKER/OES REMODEL	23,121.11	0.00	0.00	0.00	0.00	23,121.11	0.00%
073 BOND-CLASSROOM TECHNOLOGY	242,351.54	0.00	0.00	0.00	0.00	242,351.54	0.00%
075 DISTRICT WIDE ROOF REPAIR	289,014.31	0.00	0.00	0.00	0.00	289,014.31	0.00%
076 BOND-CHROMEBOOKS & CARTS	522,209.33	0.00	0.00	0.00	0.00	522,209.33	0.00%
077 BOND- SUBSCRIPTIONS/LICENSING	90,298.31	0.00	0.00	0.00	0.00	90,298.31	0.00%
092 TECHNOLOGY MISCELLANEOUS	10,615.12	0.00	0.00	0.00	0.00	10,615.12	0.00%
Total Fund - 32 BOND FUND 32	\$4,401,619.19	\$2,074,284.89	\$0.00	\$0.00	\$2,074,284.89	\$2,327,334.30	47.13 %

Budget Analysis

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/31/2026, Print Detail: False

Classification	Appropriation	Encumbered	Certified	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2026-2027							
Fund - 33 BOND FUND 33							
000 NON-CATEGORICAL	1,499.89	0.00	0.00	0.00	0.00	1,499.89	0.00%
011 CURRICULUM & INSTRUCTIONAL	373,965.00	0.00	0.00	0.00	0.00	373,965.00	0.00%
024 BAND	100,210.00	100,203.70	0.00	0.00	100,203.70	6.30	99.99%
033 BOARD ELECTION/BOND FEES	420.00	0.00	0.00	0.00	0.00	420.00	0.00%
038 DW-PRINTING	30,633.68	0.00	0.00	0.00	0.00	30,633.68	0.00%
047 DISTRICT WIDE TRANSPORTATION	99,210.29	4,855.50	0.00	0.00	4,855.50	94,354.79	4.89%
054 BUILDING MAINTENANCE	412,411.13	0.00	0.00	0.00	0.00	412,411.13	0.00%
055 GROUNDS	30,700.60	0.00	0.00	0.00	0.00	30,700.60	0.00%
058 ATHLETICS	33,615.00	11,910.00	0.00	0.00	11,910.00	21,705.00	35.43%
066 PERFORMING ARTS CENTER	29,675.28	0.00	0.00	0.00	0.00	29,675.28	0.00%
068 2023 BOND - HIGH SCHOOL PROJECT	165,562.70	165,530.59	0.00	0.00	165,530.59	32.11	99.98%
069 2023 BOND - ATHLETICS PROJECT	5,933,277.60	5,933,277.16	0.00	0.00	5,933,277.16	0.44	100.00%
073 BOND-CLASSROOM TECHNOLOGY	196,884.96	0.00	0.00	0.00	0.00	196,884.96	0.00%
076 BOND-CHROMEBOOKS & CARTS	85,160.40	0.00	0.00	0.00	0.00	85,160.40	0.00%
077 BOND- SUBSCRIPTIONS/LICENSING	16,084.77	0.00	0.00	0.00	0.00	16,084.77	0.00%
092 TECHNOLOGY MISCELLANEOUS	237,267.64	0.00	0.00	0.00	0.00	237,267.64	0.00%
Total Fund - 33 BOND FUND 33	\$7,746,578.94	\$6,215,776.95	\$0.00	\$0.00	\$6,215,776.95	\$1,530,801.99	80.24 %

Budget Analysis

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/31/2026, Print Detail: False

Classification	Appropriation	Encumbered	Certified	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2026-2027							
Fund - 34 BOND FUND 34							
011 CURRICULUM & INSTRUCTIONAL	375,165.00	36,110.00	0.00	36,110.00	0.00	339,055.00	9.63%
024 BAND	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0.00%
032 FINANCE	292,544.00	6,797.35	0.00	2,140.53	4,656.82	285,746.65	2.32%
033 BOARD ELECTION/BOND FEES	9,500.00	7,720.00	0.00	0.00	7,720.00	1,780.00	81.26%
038 DW-PRINTING	148,000.00	80,091.00	0.00	0.00	80,091.00	67,909.00	54.12%
047 DISTRICT WIDE TRANSPORTATION	484,003.00	26,045.61	1,425.00	12,052.12	13,993.49	457,957.39	5.38%
054 BUILDING MAINTENANCE	500,000.00	350,756.92	11,597.56	10,527.83	340,229.09	149,243.08	70.15%
055 GROUNDS	500,000.00	24,202.34	524.53	880.37	23,321.97	475,797.66	4.84%
058 ATHLETICS	75,000.00	0.00	0.00	0.00	0.00	75,000.00	0.00%
066 PERFORMING ARTS CENTER	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0.00%
071 BUILDING ACQUISITION/KICKER/OES REMODEL	3,000,000.00	0.00	0.00	0.00	0.00	3,000,000.00	0.00%
073 BOND-CLASSROOM TECHNOLOGY	330,505.00	186,157.29	0.00	44,643.50	141,513.79	144,347.71	56.33%
076 BOND-CHROMEBOOKS & CARTS	739,040.00	0.00	0.00	0.00	0.00	739,040.00	0.00%
077 BOND- SUBSCRIPTIONS/LICENSING	168,915.00	122,380.26	0.00	98,189.31	24,190.95	46,534.74	72.45%
092 TECHNOLOGY MISCELLANEOUS	800,000.00	573,689.22	0.00	26,898.10	546,791.12	226,310.78	71.71%
Total Fund - 34 BOND FUND 34	\$7,522,672.00	\$1,413,949.99	\$13,547.09	\$231,441.76	\$1,182,508.23	\$6,108,722.01	18.80 %

Stillwater Public Schools
Budget Analysis

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/31/2026, Print Detail: False

Classification	Appropriation	Encumbered	Certified	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2026-2027							
Fund - 41 SINKING FUND							
000 NON-CATEGORICAL	17,215,600.00	17,215,600.00	0.00	0.00	17,215,600.00	0.00	100.00%
Total Fund - 41 SINKING FUND	\$17,215,600.00	\$17,215,600.00	\$0.00	\$0.00	\$17,215,600.00	\$0.00	100.00 %

Stillwater Public Schools
Budget Analysis

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/31/2026, Print Detail: False

Classification	Appropriation	Encumbered	Certified	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2026-2027							
Fund - 81 GIFT FUND							
201 GOOGLE DONATIONS-ED SERVICES	861.26	798.00	0.00	0.00	798.00	63.26	92.65%
202 GOOGLE DONATIONS- DISTRICT LIGHTING UPGRADES	9,377.00	0.00	0.00	0.00	0.00	9,377.00	0.00%
Total Fund - 81 GIFT FUND	\$10,238.26	\$798.00	\$0.00	\$0.00	\$798.00	\$9,440.26	7.79 %
Total 2026-2027	\$104,032,566.76	\$35,337,909.78	\$113,257.78	\$3,390,555.84	\$31,947,353.94	\$68,694,656.98	33.97 %

Stillwater Public Schools
Budget Analysis

Options: Year: 2026-2027, Date Range: 7/1/2026 - 7/31/2026, Print Detail: False

Classification	Appropriation	Encumbered	Certified	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
Report Total	\$104,032,566.76	\$35,337,909.78	\$113,257.78	\$3,390,555.84	\$31,947,353.94	\$68,694,656.98	33.97 %

Date Range: 7/1/2026 - 7/31/2026

Classification Bolding: N/A

Print Detail: No

Dimension	Group Order	Total	Bold	Filter
Fiscal Year	1	Yes	No	2027
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: Tyler Bridges, Superintendent
DATE: August 11, 2026

AGENDA ITEM:

First Revised Budget

BOARD ACTION REQUESTED:

Consider and Vote to approve the First Revised Budget for FY 2026-2027

BACKGROUND INFORMATION:

The First Revised Budget reflects an update in Federal and State funding, as well as an increase in budgets for yearly expenses.

Stillwater Public Schools

Independent District No. 16, Payne County



Mr. Tyler Bridges
Superintendent

Mrs. Kristie Newby, MBA, CIA, CFE, IAP
Chief Financial Officer

Budget

For The 2026-2027 Fiscal Year

Original Budget Approved on 5/12/26
First Revised Budget Submitted on 8/11/26

STILLWATER PUBLIC SCHOOLS
DISTRICT BUDGET AND FINANCING PLAN
FOR APPROPRIATED FUNDS
FISCAL YEAR 2026-2027

ADOPTED BY:

STILLWATER PUBLIC SCHOOLS

Dr. Gay Washington, President

Ms. Rachel Dillin, Vice-President

Ms. Roberta Douglas, Member

Dr. Clyde Wilson, Jr., Member

Ms. Kiah Butcher, Member

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Stillwater Public Schools
Summary of Estimated Revenues

	ACTUAL FY 2025-2026	ORIGINAL BUDGET FY 2026-2027	FIRST REVISED BUDGET FY 2026-2027
GENERAL FUND (11)			
LOCAL SOURCES OF REVENUES:			
1110 Property Taxes Current Year	\$ 21,476,084.66	\$ 22,160,460.00	\$ 22,160,460.00
1120 Property Taxes Prior Year	508,573.60	300,000.00	300,000.00
1130 Revenue In Lieu of Taxes (& 1190)	264,386.55	80,000.00	80,000.00
1300 Interest Earnings	724,115.34	430,000.00	430,000.00
1400 Total Rentals, Disposals and Commissions	45,247.55	20,000.00	45,000.00
1500 Total Reimbursements	1,059,408.74	653,934.98	653,934.98
1600 District Services	-	-	-
TOTAL LOCAL SOURCES OF REVENUE	\$ 24,077,816.44	\$ 23,644,394.98	\$ 23,669,394.98
INTERMEDIATE SOURCES OF REVENUES:			
2100 County 4 Mill Ad Valorem Tax	\$ 2,751,046.08	\$ 2,600,000.00	\$ 2,750,000.00
2200 County Apportionment (Mortgage Tax)	370,811.39	300,000.00	370,000.00
2300 Resale of Property	-	-	-
TOTAL INTERMEDIATE SOURCES OF REVENUE	\$ 3,121,857.47	\$ 2,900,000.00	\$ 3,120,000.00
STATE SOURCES OF REVENUES:			
3110 Gross Production Tax	\$ 164,600.72	\$ 160,000.00	\$ 150,000.00
3120 Motor Vehicle Collections	2,511,196.47	2,430,000.00	2,500,000.00
3130 Rural Electric Cooperative Tax	234,713.32	220,000.00	230,000.00
3140 State School Land Earnings (State Apportionment)	1,112,488.60	1,000,000.00	1,100,000.00
3150 Vehicle Tax Stamp	5,277.76	4,500.00	5,200.00
3160 Farm Implement	3,760.57	3,000.00	3,500.00
3190 Other Dedicated Revenue	-	-	-
3210 Foundation And Salary Incentive Aid	17,386,659.29	17,500,000.00	17,500,000.00
3250 State Flexible Benefit Allowance	5,012,495.26	6,054,119.64	5,664,125.00
3310 Alt Ed, Statewide Prog. (388)	190,214.08	180,000.00	190,000.00
3412 National Board Bonus	45,200.00	45,000.00	45,000.00
3413 Inspired To Teach Employee Incentive Payment	64,000.00	-	64,000.00
3415 Strong Readers (367)	91,717.01	90,000.00	90,000.00
3420 State Textbook (333)	382,985.01	380,000.00	380,000.00
3436 School Resource Officer Program (376)	93,041.47	-	90,000.00
3437 Paid Maternity Leave	60,110.98	-	-
3620 State Land Reimburse	411.45	400.00	400.00
3690 Other State Sources (361)	394,781.25	348,500.00	26,000.00
3811 ODCTE Salary Supplement (411)	63,460.00	63,460.00	65,660.00
3812 ODCTE Program Assistance (412, 421)	184,750.00	184,750.00	194,250.00
TOTAL STATE SOURCES OF REVENUE	\$ 28,001,863.24	\$ 28,663,729.64	\$ 28,298,135.00
FEDERAL SOURCES OF REVENUES:			
4140 Title 7, Indian Ed. (561)	\$ 146,253.48	\$ 130,034.65	\$ 130,224.00
4164 Sub-Marginal Lands	788.72	-	-
4210 Title 1A (511 & 518)	1,151,349.59	1,944,632.64	1,870,519.97
4271 Title 2 (541)	140,380.45	371,272.52	371,272.52
4281 Title 3 ELL (571, 572)	20,239.40	96,445.82	96,445.82
4310 IDEA Basic (613, 615, 616, 618, 621, 625, 627)	1,397,424.68	1,407,250.00	1,378,300.00
4340 IDEA Preschool (641)	35,088.07	35,000.00	45,000.00
4442 Title 4 Part A (552)	55,028.27	197,533.46	197,533.46
4470 Title V RLIS (587)	79,740.43	127,616.57	127,616.57
4480 McKinney Vinto Homeless Title IX (596)	52,914.09	72,059.40	72,059.40
4580 Medicaid Reimbursement (697, 698)	131,991.78	85,000.00	125,000.00
4689 Misc Sources of Fed Rev (713, 799)	-	163,634.69	502,137.93
4821 Carl Perkins, Vocational and Applied Tech (424)	24,439.82	-	94,506.28
TOTAL FEDERAL SOURCES OF REVENUE	\$ 3,235,638.78	\$ 4,630,479.75	\$ 5,010,615.95
5000 Non Revenue Receipts	\$ 434,210.58	\$ -	\$ -
TOTAL REVENUES	\$ 58,871,386.51	\$ 59,838,604.37	\$ 60,098,145.93
6000 Prior Year Fund Balance Forward	\$ 7,432,442.06	\$ 7,700,000.00	\$ 11,582,126.15
6140 Estopped Warrants	7,773.60	-	-
6200 Inter-Fund Transfers via Form 308	-	-	-
TOTAL ALL SOURCES OF REVENUE	\$ 66,311,602.17	\$ 67,538,604.37	\$ 71,680,272.08

Stillwater Public Schools
Summary of Estimated Expenditures

GENERAL FUND (11)	ACTUAL	ORIGINAL BUDGET	FIRST REVISED BUDGET
	FY 2025-2026	FY 2026-2027	FY 2026-2027
1000 Instruction	\$ 31,585,518.97	\$ 35,650,000.00	\$ 36,800,000.00
SUPPORT SERVICES:			
2110 Attendance and Social Work Services	\$ 434,752.56	\$ 442,000.00	\$ 500,000.00
2120 Guidance Services	1,854,526.02	1,865,000.00	2,000,000.00
2130 Health Services	905,690.38	910,000.00	1,000,000.00
2140 Psychological Services	578,872.46	630,000.00	700,000.00
2150 Speech Pathology and Audiology Services	878,963.00	930,000.00	1,000,000.00
2170 Physical Therapy	93,393.70	110,000.00	110,000.00
2180 Visually Impaired Services	-	-	-
2190 Other Student Services	1,179,079.60	1,100,000.00	1,300,000.00
2100 Total Student Support Services	\$ 5,925,277.72	\$ 5,987,000.00	\$ 6,610,000.00
2210 Improvement of Instructional Services	\$ 1,294,242.66	\$ 1,280,000.00	\$ 1,550,000.00
2220 Educational Media Services	1,033,861.28	1,032,000.00	1,250,000.00
2230 Instruction Technology	82,114.06	110,000.00	110,000.00
2240 Student Assessment	389.40	500.00	500.00
2200 Total Support Services-Instructional Staff	\$ 2,410,607.40	\$ 2,422,500.00	\$ 2,910,500.00
2310 Board of Education Services	\$ 515,211.08	\$ 575,000.00	\$ 575,000.00
2320 Office of Superintendent Services	1,015,247.34	1,010,000.00	1,200,000.00
2330 Special Area Administration Services	-	-	-
2340 Other Administration Services	115,947.80	120,000.00	120,000.00
2300 Total Support Services-General Administration	\$ 1,646,406.22	\$ 1,705,000.00	\$ 1,895,000.00
2410 Office of the Principal Services	\$ 3,065,776.02	\$ 3,100,000.00	\$ 3,500,000.00
2490 Other School Administration Services	251,083.27	260,000.00	350,000.00
2400 Total Support Services-School Administration	\$ 3,316,859.29	\$ 3,360,000.00	\$ 3,850,000.00
2510 Fiscal Services	\$ 1,006,326.06	\$ 1,100,000.00	\$ 1,250,000.00
2520 Internal Services	242,820.22	240,000.00	243,000.00
2530 Printing, Publishing and Duplicating Services	20,055.10	20,000.00	21,000.00
2540 Evaluation Services	20,420.00	22,000.00	22,000.00
2560 Information Services	2,244.53	10,000.00	10,000.00
2570 Personnel Services	818,417.05	840,000.00	900,000.00
2580 Admin Tech Services	616,098.06	600,000.00	620,000.00
2500 Total Support Services-Business	\$ 2,726,381.02	\$ 2,832,000.00	\$ 3,066,000.00
2620 Operation of Building Services	\$ 4,418,722.89	\$ 4,700,000.00	\$ 5,000,000.00
2630 Care and Upkeep of Grounds Services	99,378.72	50,000.00	150,000.00
2640 Care and Upkeep of Equipment Services	1,137.82	50,000.00	50,000.00
2650 Vehicle Operations & Maint Service	9,987.80	21,000.00	21,000.00
2660 Security Services	270,991.49	275,000.00	275,000.00
2670 Safety	117,997.59	120,000.00	120,000.00
2600 Total Operation and Maintenance of Plant Services	\$ 4,918,216.31	\$ 5,216,000.00	\$ 5,616,000.00
2720 Vehicle Operation and Maintenance	\$ 1,326,573.92	\$ 1,300,000.00	\$ 1,500,000.00
2730 Monitoring Services	123,822.43	125,000.00	125,000.00
2740 Vehicle Servicing and Maintenance	570,854.85	580,000.00	580,000.00
2700 Total Student Transportation Services	\$ 2,021,251.20	\$ 2,005,000.00	\$ 2,205,000.00
TOTAL SUPPORT SERVICES	\$ 22,964,999.16	\$ 23,527,500.00	\$ 26,152,500.00
3120 Food PR & Dispensing Svc	\$ -	\$ -	\$ -
3300 Community Services	169,073.72	200,000.00	200,000.00
4500 Educational Specifications	181.99	-	200.00
5000 Fund Transfers, Correcting Entries	9,702.18	20,500.00	20,500.00
Total Other Uses of Funds	\$ 178,957.89	\$ 220,500.00	\$ 220,700.00
TOTAL EXPENDITURES	\$ 54,729,476.02	\$ 59,398,000.00	\$ 63,173,200.00

Stillwater Public Schools
Summary of Estimated Revenues

BUILDING FUND (21)

LOCAL SOURCES OF REVENUES:

	ACTUAL FY 2025-2026	ORIGINAL BUDGET FY 2026-2027	FIRST REVISED BUDGET FY 2026-2027
1110 Ad Valorem Tax Levy (Current)	\$ 3,068,863.77	\$ 3,030,426.00	\$ 3,030,426.00
1120 Ad Valorem Tax Levy (Prior Years)	72,673.51	-	-
1130 Revenue In Lieu of Taxes (& 1190)	16,422.00	-	-
1500 Insurance Loss Recovery and Reimbursements	53,113.73	-	-
3000 State Revenue	264,053.68	305,100.00	299,450.00
TOTAL LOCAL SOURCES OF REVENUE	\$ 3,475,126.69	\$ 3,335,526.00	\$ 3,329,876.00
5000 Non Revenue Receipts	\$ -	\$ -	\$ -
6000 Prior Year Fund Balance Forward	\$ 2,602,726.35	\$ 3,086,751.18	\$ 3,697,734.39
6140 Estopped Warrants	4,318.76	-	-
6200 Inter-Fund Transfers via Form 308	-	-	-
TOTAL ALL SOURCES OF REVENUE	\$ 6,082,171.80	\$ 6,422,277.18	\$ 7,027,610.39

Stillwater Public Schools
Summary of Estimated Expenditures

BUILDING FUND (21)

	ACTUAL FY 2025-2026	ORIGINAL BUDGET FY 2026-2027	FIRST REVISED BUDGET FY 2026-2027
1000 Instruction	\$ -	\$ -	\$ -
SUPPORT SERVICES:			
2100 Other Support Services-Student	\$ -	\$ -	\$ -
2400 Support Services-Office Of Principal and School Administration	-	-	-
2500 Support Services-Business, Technology, Information and Tax	7,420.54	\$ 1,000.00	1,000.00
2600 Operation Of Building and Grounds Services	2,374,016.87	3,150,000.00	4,000,000.00
Total Operation and Maintenance of Plant Services	\$ 2,381,437.41	\$ 3,151,000.00	\$ 4,001,000.00
OTHER USES OF FUNDS:			
4200 Site Improvement Services	\$ -	\$ -	\$ -
4300 Land Improvement Services	-	-	-
4400 Architecture and Engineering Services	-	-	-
4600 Building Acquisition and Construction Services	-	-	-
4700 Building Improvement Services	-	-	-
5100 Debt Service	3,000.00	3,000.00	3,000.00
5600 Correcting Entries	-	-	-
Total Other Uses of Funds	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
TOTAL FISCAL YEAR BUDGET	\$ 2,384,437.41	\$ 3,154,000.00	\$ 4,004,000.00

Stillwater Public Schools
Summary of Estimated Revenues

CHILD NUTRITION FUND (22)

LOCAL SOURCES OF REVENUES:

	ACTUAL FY 2025-2026	ORIGINAL BUDGET FY 2026-2027	FIRST REVISED BUDGET FY 2026-2027
1300 Interest Earnings	\$ 487.83	\$ 620.00	\$ 620.00
1500 Total Reimbursements	1,376.00	2,100.00	2,100.00
1710 Student Lunches	490,940.54	523,000.00	523,000.00
1720 A La Carte Food	107,848.88	158,293.00	158,293.00
1730-40 Adult Meals	11,143.89	24,000.00	24,000.00
1760 Contract meals	-	-	-
1790-99 Other Revenue	74,998.64	-	-
TOTAL LOCAL SOURCES OF REVENUE	\$ 686,795.78	\$ 705,293.00	\$ 705,293.00

STATE SOURCES OF REVENUES:

3250 State Flexible Benefit Allowance	\$311,909.03	\$430,970.70	\$430,970.70
3710 State Reimbursement	7,941.16	-	-
3720 State Matching	31,100.12	28,000.00	28,000.00
TOTAL STATE SOURCES OF REVENUE	\$ 350,950.31	\$ 458,970.70	\$ 458,970.70

FEDERAL SOURCES OF REVENUES:

4710 National School Lunch Program	\$1,734,462.39	\$1,754,000.00	\$1,754,000.00
4720 School Breakfast Program	696,840.76	712,000.00	712,000.00
4740 Summer Feeding Program	286,154.52	329,000.00	329,000.00
TOTAL FEDERAL SOURCES OF REVENUE	\$ 2,717,457.67	\$ 2,795,000.00	\$ 2,795,000.00

TOTAL REVENUES

\$ 3,755,203.76	\$ 3,959,263.70	\$ 3,959,263.70
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5000 Non Revenue Receipts

\$ -	\$ -	\$ -
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6000 Prior Year Fund Balance Forward

\$1,347,734.68	\$1,184,000.00	\$1,402,137.57
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6140 Estopped Warrants

1,931.20	-	-
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TOTAL ALL SOURCES OF REVENUE

\$ 5,104,869.64	\$ 5,143,263.70	\$ 5,361,401.27
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Stillwater Public Schools
Summary of Estimated Expenditures

CHILD NUTRITION FUND (22)

CHILD NUTRITION PROGRAM SERVICES:

	ACTUAL FY 2025-2026	ORIGINAL BUDGET FY 2026-2027	FIRST REVISED BUDGET FY 2026-2027
3110 Food a la carte	\$ 107,848.88	\$ 80,431.00	\$ 100,000.00
3120 Food Preparation and Dispensing	1,726,444.74	1,730,249.70	1,900,000.00
3130 Food and Supplies Delivery Services	64,977.51	107,370.00	150,000.00
3140 Other Direct Services	425,180.39	551,147.00	560,000.00
3150 Food Procurement Services	1,343,299.08	1,440,517.00	1,500,000.00
3155 Food Adult	11,143.89	11,653.00	20,000.00
3160 Non Reimbursed Services	-	-	-
3180 Nutrition Education	2,577.00	5,000.00	5,000.00
3190 Other Child Nutrition Program Operations	21,260.58	32,896.00	350,000.00
5000 Fund Transfers and Correcting Entry	-	-	-
7400 Workers Compensation	-	-	-
8900 Other Transfers	-	-	-
Total Child Nutrition Services	\$ 3,702,732.07	\$ 3,959,263.70	\$ 4,585,000.00

TOTAL FISCAL YEAR BUDGET

\$ 3,702,732.07	\$ 3,959,263.70	\$ 4,585,000.00
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Stillwater Public Schools
Summary of Estimated Revenues

	ACTUAL	ORIGINAL BUDGET	FIRST REVISED BUDGET
	FY 2025-2026	FY 2026-2027	FY 2026-2027
BOND FUNDS (31-39)			
LOCAL SOURCES OF REVENUES:			
1310 Interest	\$ 1,075.20	\$ -	\$ -
1590 Miscellaneous Reimbursements	6,006.60	-	-
5112 Proceeds from Sale of Original Bonds	7,522,672.00	7,445,000.00	4,290,000.00
TOTAL LOCAL SOURCES OF REVENUE	\$ 7,529,753.80	\$ 7,445,000.00	\$ 4,290,000.00
TOTAL REVENUES	\$ 7,529,753.80	\$ 7,445,000.00	\$ 4,290,000.00
6100 Prior Year Fund Balance Forward	\$ 21,057,577.33	\$ 6,907,178.62	\$ 20,051,069.75
6140 Estopped Warrants	1,949.55	-	-
TOTAL ALL SOURCES OF REVENUE	\$ 28,587,331.13	\$ 14,352,178.62	\$ 24,341,069.75

Stillwater Public Schools
Summary of Estimated Expenditures

	ACTUAL	ORIGINAL BUDGET	FIRST REVISED BUDGET
	FY 2025-2026	FY 2026-2027	FY 2026-2027
BOND FUNDS (31-39)			
1000 Instruction	\$ 65,863.37	\$ 1,000.00	\$ 90,000.00
SUPPORT SERVICES:			
2100 Other Support Services-Student	\$ 368,711.96	\$ 3,650,523.00	\$ 500,000.00
2210 Improvement of Instructional Services	162,811.55	-	176,000.00
2220 Library Media Services	18,500.00	-	20,000.00
2230 Instruction Related Technology	66,778.80	2,210,000.00	1,000,000.00
2300 Board of Education Services	84,695.97	9,500.00	90,000.00
2340 Other General and Administrative Services	690,366.68	-	700,000.00
2530 Printing Equipment	-	148,000.00	148,000.00
2580 Tech Supplies	-	-	-
2620 Operation of Building Services	1,249,571.54	830,000.00	3,750,000.00
2630 Care and Upkeep of Grounds Services	84,255.77	500,000.00	1,000,000.00
2640 Care and Upkeep of Equipment Services	32,545.99	40,000.00	200,000.00
2650 Vehicle Operation and Maintenance Services	60,215.57	-	65,000.00
2660 Security Services	35,008.90	-	40,000.00
2670 Safety	97,236.07	-	100,000.00
2720 Bus Operation Services	1,007,544.59	781,977.00	535,000.00
2740 Vehicle Servicing and Maintenance	56,606.10	-	50,000.00
3300 Athletics Supplies and Uniforms	6,225.00	75,000.00	167,000.00
Total Support Services	\$ 4,021,074.49	\$ 8,245,000.00	\$ 8,541,000.00
OTHER USES OF FUNDS			
4300 Land Improvement Services	\$ 8,475.00	\$ -	\$ 10,000.00
4400 Architectural and Engineering Services	74,859.89	-	200,000.00
4600 All Other New Construction	3,583,332.27	3,800,000.00	12,000,000.00
4700 Facilities Improvement Services	350,972.41	2,306,178.62	3,500,000.00
5200 Fund Transfers/Reimbursements	433,633.40	-	-
5600 Correcting Entry	-	-	-
Total Other Uses of Funds	\$ 4,451,272.97	\$ 6,106,178.62	\$ 15,710,000.00
TOTAL FISCAL YEAR BUDGET	\$ 8,538,210.83	\$ 14,352,178.62	\$ 24,341,000.00

Stillwater Public Schools
Summary of Estimated Revenues

	ACTUAL	ORIGINAL BUDGET	FIRST REVISED BUDGET
	FY 2025-2026	FY 2026-2027	FY 2026-2027
DEBT SERVICE FUND (41)			
LOCAL SOURCES OF REVENUES:			
1110 Ad Valorem Tax Levy (Current)	\$ 14,903,167.84	\$ 18,016,062.00	\$ 18,016,062.00
1120 Ad Valorem Tax Levy (Prior Years)	372,848.98	-	-
1130 Revenue In Lieu of Taxes	-	-	-
1190 Other Taxes	-	-	-
1300 Total Earnings on Investments	840,186.98	-	700,000.00
TOTAL LOCAL SOURCES OF REVENUE	\$ 16,116,203.80	\$ 18,016,062.00	\$ 18,716,062.00
3000 State Receipts	\$ 2,960.62	\$ 2,000.00	\$ 3,000.00
5111 Premium on Bonds Sold	559,213.49	650,000.00	656,800.11
6100 Prior Year Fund Balance Forward	9,631,092.03	9,631,092.03	10,370,307.44
TOTAL ALL SOURCES OF REVENUE	\$ 26,309,469.94	\$ 28,297,154.03	\$ 29,743,169.55

Stillwater Public Schools
Summary of Estimated Expenditures

	ACTUAL	ORIGINAL BUDGET	FIRST REVISED BUDGET
	FY 2025-2026	FY 2026-2027	FY 2026-2027
DEBT SERVICE FUND (41)			
USES OF FUNDS:			
2319 Accounting Services	\$ -	\$ 2,100.00	\$ 2,100.00
5100 Debt Service	15,939,162.50	17,213,500.00	19,000,000.00
Total Uses of Funds	\$ 15,939,162.50	\$ 17,215,600.00	\$ 19,002,100.00
5600 Correcting Entries	\$ -	\$ -	\$ -
TOTAL FISCAL YEAR BUDGET	\$ 15,939,162.50	\$ 17,215,600.00	\$ 19,002,100.00

Stillwater Public Schools
Summary of Estimated Revenues

		ACTUAL	ORIGINAL BUDGET	FIRST REVISED BUDGET
		FY 2025-2026	FY 2026-2027	FY 2026-2027
GIFT FUND (81)				
LOCAL SOURCES OF REVENUES:				
1600	Donations	\$ 600,000.00	\$ -	\$ -
	TOTAL LOCAL SOURCES OF REVENUE	\$ 600,000.00	\$ -	\$ -
6100	Prior Year Fund Balance Forward	\$ -	\$ -	\$ 10,238.26
	TOTAL ALL SOURCES OF REVENUE	\$ 600,000.00	\$ -	\$ 10,238.26

Stillwater Public Schools
Summary of Estimated Expenditures

		ACTUAL	ORIGINAL BUDGET	FIRST REVISED BUDGET
		FY 2025-2026	FY 2026-2027	FY 2026-2027
GIFT FUND (81)				
USES OF FUNDS:				
1000	Instruction	\$ 99,138.74	\$ -	\$ 861.26
2620	Operation of Building Services	490,623.00	-	9,377.00
	Total Uses of Funds	\$ 589,761.74	\$ -	\$ 10,238.26
5600	Correcting Entries	\$ -	\$ -	\$ -
TOTAL FISCAL YEAR BUDGET		\$ 589,761.74	\$ -	\$ 10,238.26



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer
APPROVED BY: Tyler Bridges, Superintendent
DATE: August 11, 2026

AGENDA ITEM:

FY 2025-2026 Financial Year in Review

BOARD ACTION REQUESTED:

No Action Required.

BACKGROUND INFORMATION:

Stillwater Public Schools operates under the Oklahoma School Budget Act, which integrates our legal and administrative budgets into a unified framework for fiscal efficiency and transparent governance. Throughout the 2025–2026 fiscal year, the district effectively balanced revenues from local ad valorem taxes, state funding allocations, and federal grants against key expenditure priorities, including direct instruction, student support services, and facility operations. This financial review outlines our performance against projected budgets, highlights key adjustments made in response to inflationary pressures and state funding updates, and demonstrates our continued commitment to strategic fiscal stewardship in support of student learning.



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Tyler Bridges, Superintendent
DATE: August 11, 2026

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
08.11.2026***



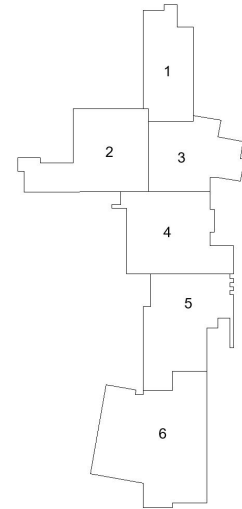
HS PHASE 1 AND 2 – CONSTRUCTION PHASE

- Owner, Architect, and Constructor (OAC) meetings are scheduled as required to review construction punch list progress and coordination with upcoming installations of SPS Owner provided equipment and systems.
- Willowbrook is anticipating receipt of a full Certificate of Occupancy for both Phase 1 and Phase 2 PA Wing before school starts.
- SPS FF&E Vendors are working on their respective punch list items.
- SPS IT is in progress of installing the SPS provided security cameras, access controls, and IT infrastructure equipment.

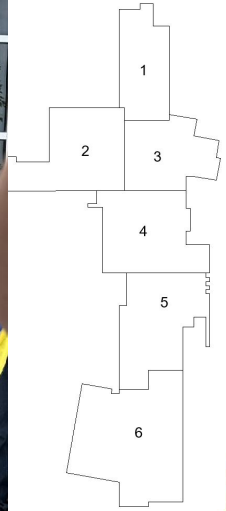
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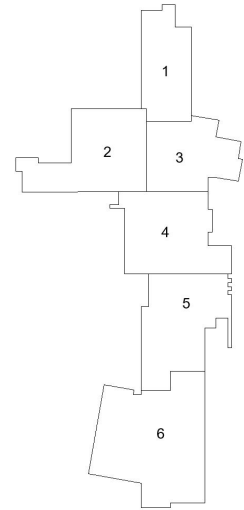
FRONT ENTRY AND DROP-OFF



HS PHASE 1 AND 2 – CONSTRUCTION PHASE



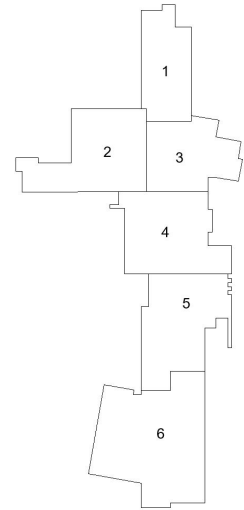
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HS PHASE 1 AND 2 – CONSTRUCTION PHASE



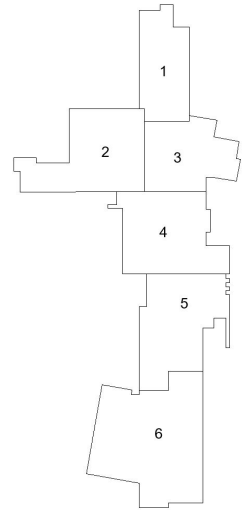
EXTERIOR



HS PHASE 1 AND 2 – CONSTRUCTION PHASE



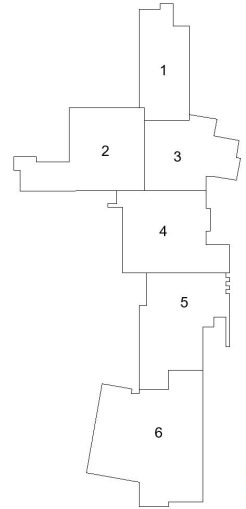
EXTERIOR



HS PHASE 1 AND 2 – CONSTRUCTION PHASE



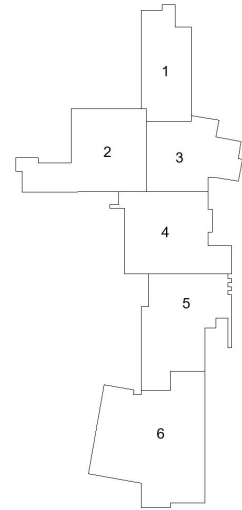
ENTRY LOBBY



HS PHASE 1 AND 2 – CONSTRUCTION PHASE



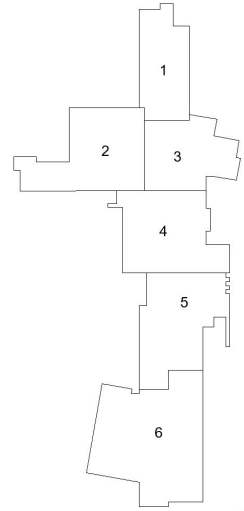
STUDENT CENTER



HS PHASE 1 AND 2 – CONSTRUCTION PHASE



LARGE BAND ROOM



HS ATHLETICS PHASE 1 CONSTRUCTION

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 Construction Phase with monthly OAC meetings with SPS, 505 Architects and Willowbrook.

MULTI-SPORT FACILITY

- Old High School abatement in progress
- Earthwork is progress



HS ATHLETICS PHASE 1 CONSTRUCTION

TRACK/SOCCER RENOVATION

- Demolition is complete
- Electrical overhead is complete
- Plumbing underground is in progress
- Concrete Masonry Walls to begin week of August 10th

POM/CHEER RENOVATION

- Demolition is complete
- Overhead electrical is in progress

ATHLETIC PRACTICE FIELD

- Schedule to begin January 2027



HS ATHLETICS PHASE 1 CONSTRUCTION



NORTH FOOTBALL FIELD ACCESS FROM FRANKLIN

HS ATHLETICS PHASE 1 CONSTRUCTION



NORTH RETAINING WALL AT POLE VAULT

HS ATHLETICS PHASE 1 CONSTRUCTION



NORTH RETAINING WALL AT POLE VAULT

HS ATHLETICS PHASE 1 CONSTRUCTION



EARTHWORK AT MULTI-SPORT FACILITY

HS ATHLETICS PHASE 1 CONSTRUCTION



DEMOLITION AT POM_CHEER BUILDING

HS ATHLETICS PHASE 1 CONSTRUCTION



DEMOLITION AT POM_CHEER BUILDING

HS ATHLETICS PHASE 1 CONSTRUCTION



SOCCER_TRACK RENOVATION INTERIOR PLUMBING



STILLWATER PUBLIC SCHOOLS



**EXHIBIT A
PERSONNEL RECOMMENDATIONS
STILLWATER PUBLIC SCHOOLS
August 11, 2026**

A. CERTIFIED PERSONNEL

APPOINTMENT - 25 O.S. §307(B)(1)

Extra-Duty Stipend for the 2026-2027 School Year Subject to the Execution of an Extra-Duty Contract

<u>Name</u>	<u>Job Title</u>	<u>Site</u>	<u>Amount</u>
Taylor, Allison	SPED Department Head Extra Duty Source of Funding: SPED	HS	\$25.00/hour
Arens, Sara	Ufli Tier II Trainer Source of Funding: SRA	SR	25.00/hour
Pratz, Jamie	Ufli Tier II Trainer Source of Funding: SRA	SR	25.00/hour
Hoover, Luz	Inspired to Teach Source of Funding: OSDE	HS	3,715.75
Robison, Maci	Inspired to Teach Source of Funding: OSDE	MS	3,715.75
Petersen, Jayden	Inspired to Teach Source of Funding: OSDE	WR	3,715.75

Appointment for 2026-2027 School Year

*TBA

Education: Bachelors, Oklahoma State University
Assignment: 0.8 FTE, Science Teacher, Stillwater Junior High School
Beginning Date: TBD

*TBA

Education: Bachelors, Oklahoma State University
Assignment: 1.000 FTE, 3rd Grade Teacher, Skyline Elementary School
Beginning Date: TBD

*TBA

Education: Bachelors, Oklahoma State University
Assignment: 1.000 FTE, Special Education Teacher, Stillwater High School
Beginning Date: TBD

*TBA

Education: Bachelors, Oklahoma State University

Assignment: 1.000 FTE, Family and Consumer Science Teacher, Stillwater High School

Beginning Date: TBD

*TBA

Education: Bachelors, Oklahoma State University

Assignment: 1.000 FTE, Language Arts Teacher, Stillwater Middle School

Beginning Date: TBD

*TBA

Education: Masters, Oklahoma State University

Assignment: 1.000 FTE, Remedial Specialist, Stillwater Junior High School

Beginning Date: TBD

*TBA

Education: Masters, United States Sports Academy

Assignment: 1.000 FTE, College and Career Coach, Stillwater Public Schools

Beginning Date: TBD

*TBA

Education: Masters, Southern Nazarene University

Assignment: 1.000 FTE, Virtual Teacher, Stillwater High School

Beginning Date: TBD

*TBA

Education: Bachelors, Oberlin College

Assignment: 1.000 FTE, Music Teacher, Skyline Elementary School

Beginning Date: TBD

*TBA

Education: Masters, University of Central Oklahoma

Assignment: 1.000 FTE, Special Education Teacher, Stillwater High School

Beginning Date: TBD

Appointment for 2026-2027 School Year Pending Certification

*TBA

Education: Masters, Oklahoma State University

Assignment: 1.000 FTE, Music Teacher, Richmond Elementary School

Beginning Date: TBD

*TBA

Education: Bachelors, Oklahoma State University

Assignment: 1.000 FTE, Special Education Teacher, Skyline Elementary School
Beginning Date: TBD

*TBA

Education: Masters, University of Mary Hardin - Baylor
Assignment: 1.000 FTE, Social Studies Teacher, Stillwater Middle School
Beginning Date: TBD

Appointment Pursuant to Change in Contract for School Year 2026-2027

Frederick, Kyle
Assignment: 1.000 FTE, Engineering Teacher, Stillwater Middle School
Beginning Date: TBD
Contract Days: 200
Was 1.000 FTE, Secondary Enrichment Teacher, Stillwater Middle School 2025-2026

RESIGNATION - 25 O.S. §307(B)(1)

Resignation/Retirement

Jones, Dorian
Assignment: 1.000 FTE, Social Studies Teacher, Stillwater Middle School
Beginning Date: January 5, 2022
Ending Date: May 21, 2026
Reason: Resignation

Leffingwell, Kimberly
Assignment: 1.000 FTE, Speech Pathologist, Stillwater Public Schools
Beginning Date: August 6, 2008
Ending Date: May 21, 2026
Reason: Resignation

B. SUPPORT PERSONNEL

APPOINTMENT - 25 O.S. §307(B)(1)

Appointment for the 2026-2027 School Year

<u>Name</u>	<u>Job Title</u>	<u>Site</u>	<u>Amount</u>
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*TBA	Kitchen Assistant	SNS	\$13.37/hour
*TBA	PALS Teacher Assistant	PALS	12.00/hour
*TBA	Office Assistant - Attendance	SK	13.50/hour
*TBA	Custodian	FAC	13.37/hour
*TBA	Teacher Assistant-Academic & Behavior Support	RI	13.83/hour
*TBA	SPED Paraprofessional	HP	13.95/hour
*TBA	Custodian	FAC	13.37/hour
*TBA	Kitchen Assistant	SNS	13.37/hour
*TBA	Secondary Health Room Assistant	HS	14.24/hour
*TBA	Substitute Bus Driver	TR	16.57/hour
*TBA	Kitchen Assistant	SNS	13.37/hour
*TBA	SPED Paraprofessional	WW	14.17/hour
*TBA	PALS Teacher Assistant	PALS	12.00/hour
*TBA	Custodian	FAC	13.37/hour
*TBA	Kitchen Assistant	SNS	13.37/hour
*TBA	Teacher Assistant - Academic & Behavioral Asst	JH	13.83/hour
*TBA	Teacher Assistant	SK	14.48/hour
*TBA	Bus Driver	TR	16.57/hour
*TBA	SPED Paraprofessional	HS	14.57/hour
*TBA	SPED Paraprofessional	SK	13.95/hour
*TBA	Pioneer PALS Site Facilitator	RI	14.25/hour
*TBA	Pioneer PALS Site Facilitator	HP	14.25/hour
*TBA	Bus Driver	TR	16.57/hour
*TBA	Custodian	FAC	13.37/hour
*TBA	PALS Teacher Assistant	PALS	12.00/hour
*TBA	PALS Teacher Assistant	PALS	12.00/hour
*TBA	Kitchen Assistant	SNS	13.37/hour
*TBA	Technology Secretary	IT	16.57/hour
*TBA	SPED Paraprofessional	SK	13.95/hour
*TBA	Building and Grounds Supervisor	FAC	21.33/hour
*TBA	Teacher Assistant	HP	13.83/hour

Appointment Pursuant to Change in Contract for School Year 2026-2027

<u>Name</u>	<u>Job Title</u>	<u>Hours</u>	<u>Site</u>	<u>Amount</u>
*Anthony, Elizabeth	Kitchen Assistant II	7.00	SNS	\$14.25/hour
Was	Kitchen Assistant	7.00	SNS	13.37/hour
*Shinault, Corliss	SPED Paraprofessional	7.00	SR	15.20/hour
Was	Teacher Assistant - Pre-Kindergarten	7.00	SR	15.10/hour
*Turner, Angela	Assistant Cafeteria Manager	7.00	SNS	17.20/hour
Was	Kitchen Assistant	7.00	SNS	15.09/hour
*Boring, Christyn	Kitchen Assistant	6.00	SNS	13.37/hour
Was	Substitute Kitchen Assistant		SNS	13.37/hour
*Fixmer-Cox, Crystal	Kitchen Assistant	6.00	SNS	13.37/hour

Was	Substitute Kitchen Assistant		SNS	13.37/hour
*Kincaid, Kiley	Kitchen Assistant	6.00	SNS	13.37/hour
Was	Substitute Kitchen Assistant		SNS	13.37/hour
*Patterson, Lucy	Kitchen Assistant	7.00	SNS	13.50/hour
Was	Kitchen Assistant	6.00	SNS	13.50/hour
*Valdez, Doreen	Kitchen Assistant	7.00	SNS	13.37/hour
Was	Kitchen Assistant	6.00	SNS	13.37/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>
*TBA	Baseball Assistant	SHS	2,000.00
	Source of Funding: SHS Dugout Club		

Extra-Duty Stipend for the 2026-2027 School Year Subject to the Execution of an Extra-Duty Contract

<u>Name</u>	<u>Job Title</u>	<u>Site</u>	<u>Amount</u>
*TBA	Softball Assistant	SHS	\$1,750.00
	Source of Funding: SHS Pioneer Softball Booster Club		
*TBA	Softball Assistant	SHS	3,000.00
	Source of Funding: SHS Pioneer Softball Booster Club		
*TBA	Softball Assistant	SHS	1,000.00
	Source of Funding: SHS Pioneer Softball Booster Club		
*TBA	Volleyball Assistant	SHS	1,000.00
	Source of Funding: SHS Volleyball Booster Club		
*TBA	Baseball Assistant	SHS	2,000.00
	Source of Funding: SHS Dugout Club		

Appointment Pursuant to Summer School Extra Duty for 2025-2026 School Year Pending Student Enrollment

<u>Name</u>	<u>Job Title</u>	<u>Site</u>	<u>Amount</u>
*TBA	Summer Bus Driver	TR	\$18.41/hour
*TBA	Summer Bus Driver	TR	16.57/hour
*TBA	Summer Bus Driver	TR	16.57/hour
*TBA	Summer Bus Driver	TR	18.75/hour

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>
Denny, William	Custodian	8.00	FAC	7/15/2026

Childs, Mariah	Custodian	8.00	FAC	Did not begin
Collins, Miranda	Custodian	8.00	FAC	7/31/2026
Krasowski, Amanda	Kitchen Assistant	6.00	SNS	Did not begin
Adams-Qualls, Alexandria	Kitchen Assistant	6.00	SNS	Did not begin
Nisbett, Misty	Paraprofessional I	7.00	SK	5/20/2026
Niver, Angie	Paraprofessional II	7.00	SK	5/20/2026
Domnick, Abby	Paraprofessional II	7.00	SK	5/20/2026
Burgus-Cotto, Joharis	IT Assistant	4.00	IT	7/19/2026
Turner, Jake	Custodian	8.00	FAC	Did not begin
Orona, Joe	Bus Driver	6.00	TR	5/20/2026
Lawson, Maureen	Teacher Assistant-Ind Ed	3.25	IND ED	5/20/2026
Bradley, Elizabeth	Paraprofessional II	7.00	HS	5/20/2026
Williams, Ebony	Paraprofessional	7.00	WR	5/20/2026

C. SUBSTITUTES

APPOINTMENT - 25 O.S. §307(B)(1)

Teacher Substitute

[illegible]

[illegible]



**STILLWATER
PUBLIC SCHOOLS**

**NON-CERTIFIED
EMPLOYEE
NEGOTIATED
AGREEMENT**

~~2025-2026~~ 2026-2027

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SECTION 1 – DURATION AND SAVINGS CLAUSE

Article (A) - Duration

1. This agreement represents the full and complete agreement between the Stillwater Board of Education hereinafter termed the Board and the Stillwater Education Support Professionals Association hereinafter termed the Association and shall remain in place for the current contract year extending from July 1, ~~2025~~ 2026 through June 30, ~~2026~~ 2027, or until replaced by a subsequent agreement negotiated in accordance with the provisions of the procedural agreement.

Article (B) - Savings Clause

1. If any provision(s) of this agreement is found to be in conflict with state or federal law, now or hereafter enacted, such provision(s) will be held inoperative and void. All other provisions in this agreement will remain in effect. The party (the Board or the Association negotiating team) discovering the inoperative provision(s) will inform the other party within five (5) days of the discovery. Upon request of either party, the two parties will then meet within fourteen (14) days solely for the purpose of negotiating only the affected provision(s).

SECTION 2 - TERMS OF EMPLOYMENT

Article (A) - Notification of Continued Employment

1. Each employee shall receive a written notice of employment or lack thereof for the succeeding year not later than ten (10) days after the effective date of the education appropriation bill or June 1, whichever is later.

Article (B) - Probationary Period

1. Support employees shall be employed for a one (1) calendar year probationary period. After successful completion of the probationary period, the employee shall be granted all rights of regular employment as provided by statute if the contract is renewed.
2. No support employee who has been employed in the School District for one (1) year or more may be suspended, demoted, or terminated except for causes set out by Title 70 of the Oklahoma Statutes, Sections 24-132 through 24-136.

Article (C) – Transfers

1. At times the need for support staff transfers exists for purposes of filling vacancies, meeting needs of the District or school site, and/or meeting desires of employees for opportunity of service elsewhere in the school system. When an employee is transferred to a position that is twelve (12) months, either by initiation of the administrator or request of the employee, all years of service with Stillwater Public Schools shall count towards benefits.

2. Provision of this contract provides that support staff may request transfers, and the administration may make transfer assignments. The following procedure will be followed for transfer situations:

- 2.1. Administrator Initiated

- 2.1.1. A building principal or supervisor may transfer a support staff member to an appropriate alternate assignment or schedule within the building after first notifying said staff member in writing of the reasons for the change at the earliest possible time. These reassignments must be to positions for which the person is qualified. Transfer will not result in pay reduction.
- 2.1.2. A support staff member may be transferred to an alternate building assignment or schedule by administrative action for such reasons as student enrollment, personnel staffing vacancies, and the needs of the District or site. Said staff member will be notified in writing at the earliest possible time.
- 2.1.3. The supervisor requesting a transfer of a support employee to an alternate site should put the request in writing to the Director of Human Resources who will engage appropriate supervisors in the decision regarding the transfer.
- 2.1.4. Support staff members will be notified in writing of any transfer at the earliest possible time.
- 2.1.5. New staff members shall not be assigned to a position until all transfer considerations have been made.

- 2.2. Staff Initiated

- 2.2.1. All support staff that wish to transfer must complete an online application in the applicant tracking system in order to be eligible for transfer. This will allow each supervisor to electronically review the application in order to consider them for the position.
 - 2.2.1.1. If the transfer request to a new site with a different position is approved for consideration, the staff member will be guaranteed an interview where the vacancy exists as part of the normal site selection process. If the staff member is not selected to fill the vacancy, the staff member will remain in the existing position. The applicant who has been interviewed will be notified when the position has been filled.

Article (D) – Posting Vacancies

1. All existing vacancies and newly created positions in the Stillwater Public School system will be posted on the SPS website. These shall be posted for a minimum period of five (5) working days prior to being filled.

2. For the period beginning July 15th through the start of school, the requirement for posting ~~Teaching Assistant~~ support positions will be advertised for seventy-two (72) hours. This exception to the five (5) working days ~~is to~~ are to expedite the selection and hiring process to fill late vacancies.

Article (E) – Inclement Weather

1. On Inclement Weather Days support employees who are required to work may be directed by the Superintendent or designee to work from home.

Article (F) – Representation in Disciplinary Conferences

1. Members of the bargaining unit shall have the right, if so desired, to be accompanied by a representative of the bargaining unit at any disciplinary conference with administrators and/or supervisors. If documentation of a disciplinary conference is to be made, the administrator and/or supervisor shall:
 - 1.1. Give reasonable notice, except in emergency situations, of said scheduled conference.
 - 1.2. Inform the member of the bargaining unit of the subject to be discussed.
2. A disciplinary conference is defined as any meeting with an administrator, supervisor and/or any person higher in the chain of command where the result of the communications engaged in at the disciplinary conference may result in admonishment, reprimand, and/or another assigned disciplinary action.
3. A disciplinary conference does not include a meeting or conference between the member of the bargaining unit and the administrator and/or supervisor that is intended to solely improve the performance of said member of the bargaining unit or to discuss evaluation.

Article (G) – Procedures in Cases of Arrests or Criminal Charges of Employees or Persons Providing Services to the School District

1. Any Employee who has been arrested or criminally charged with a felony must immediately notify the employee's immediate supervisor and the superintendent in writing and provide a copy of the criminal indictment, information, complaint, or any other criminal charge. In addition, the disposition of such charges must be reported within seven (7) days of the sentencing, adjudication or final disposition.

SECTION 3 – COMPENSATION

Article (A) – Step Increases

1. ~~The Association and the Board of Education agree that no step will be awarded in the 2025-2026 school year.~~ **SESPA and the Board of Education agree to award a Step increase to all eligible employees based on the 2026-2027 Support**

Salary Scale.

2. In addition, those eligible employees ~~who were placed on~~ at step 40 during the prior school year ~~in 2024-2025~~ shall be awarded a \$400 ~~annual stipend. one-time stipend.~~ It is the intent of this contract that all support staff contracted for ~~2025-2026~~ 2026-2027 shall be compensated according to classifications as indicated by the attached schedule, except as follows:
 - 2.1. Full-time employees who do not work at least 120 days in the fiscal year will not accrue a step increase for the next contracted year.
3. When placing a new employee on the salary schedule, the District will give credit for all verified experience in a comparable position as measured by Human Resources.
4. If an employee transfers to another position in a different Job Category, (categories are: Clerical, Custodial, Maintenance, Child Nutrition, Transportation, Teacher Assistant) ~~salary placement will be consistent with new hire provisions in place at that time.~~ Salary placement in the different job category will be reviewed by both supervisors and if mutually agreed upon by both supervisors, the employee will receive a ½ year of credit for every full year of service in the previous job category to be reviewed and final determination of salary placement by the Human Resources Department.

Article (B) – Insurance Benefits

1. Support employees who are contracted to work a minimum of six (6) hours a day, 172 days a year for the 2025-2026 school year are eligible for the Flexible Benefit Allowance (FBA) to be applied toward the purchase of health insurance and other insurance options.
2. The Flexible Benefit Allowance (FBA) is based on the cost of the premium for the Health Choice High Option plan.
3. This FBA can be used to purchase any of the available health insurance options. If a purchased option costs more than the FBA, that difference will be deducted from the employee's paycheck each month. If a purchased option costs less than the FBA, that difference will be paid to the employee as compensation and included in the regular paycheck.
4. Employees who choose NOT to participate in one of the available health insurance options, will be paid a cash amount in lieu of the FBA, which is currently \$189.69/month, included in the regular paycheck.
5. For Support employees who are contracted to work fewer than 6 hours per day, but at least four (4) hours per day or 20 hours per week, and who choose to purchase the health insurance, the district will cover 50% of the individual premium for the Health Choice High Option.
6. Support employees participating in the approved District Health Insurance Program will have the premiums deducted from monthly compensation. Support employees not

participating in the approved District Health Insurance Program will receive the benefit in regular monthly compensation until such time as they elect to or are mandated to participate in the District or State Health Insurance Program.

Article (C) – Employee Retirement

1. Support employees who retire during the current school year shall receive Twenty-Five Dollars (\$25) for each unused sick day up to 75 days accumulated during their employment in Stillwater.
 - 1.1. To obtain this benefit, a support employee who is a member of Oklahoma Teacher Retirement System (OTRS) must meet eligibility for retirement benefits through the OTRS.
 - 1.2. A support employee who is not a member of OTRS must meet eligibility for retirement by:
 - 1.2.1. Having at least five (5) full years of employment with Stillwater Public Schools, and;
 - 1.2.2. Reaching age 62 before resigning, or;
 - 1.2.3. Reaching age 55 and having at least 30 years of employment with Stillwater Public Schools.

Article (D) - Retirement Contributions

1. Support employees who choose to be members of the Teachers' Retirement System may have their gross salary reduced by the current retirement rate to make their contribution a nontaxable benefit.

Article (E) – Certifications

1. Support employees who are required to complete the State Department of Education initial Paraprofessional training must be completed by April 1st. The returning Paraprofessionals that are certified by the State Department of Education are required 6 hours yearly to maintain their certification.
2. Certified Teaching Assistants are eligible to receive a \$250 stipend at the end of the contracted school year. The following rules apply:
 - 2.1. Must fulfill contract and must have been employed for the entire school year.
 - 2.2. Certificate must be valid for entire school year
 - 2.3. Certificate must be on file with HumanResources.
3. Bus drivers who obtain a commercial driver license (CDL) as required will be

reimbursed by the School District for the total cost of the CDL.

Article (F) – Off Contract Work

1. When an employee is requested by a supervisor or designee to come to work outside of regular hours due to a site issue, the employee shall receive a minimum of two (2) hours regular salary.

Article (G) - Additional Assignments

1. Unique and unusual/Additional assignments requiring significant additional responsibilities may be compensated with a supplement determined by Human Resources.
 - 1.1. Upon approval by the Superintendent, a salary supplement is awarded for no more than one year at a time and shall not be added to the base pay of the employee for either future years or calculation of percentage increases.
 - 1.2. When Temporary assignments to job duties at a different salary level are occasionally required, supplemental salary will be considered only when the assignment endures beyond a period of three consecutive weeks.
 - 1.3. On this occasion, the supplemental salary will be calculated according to the appropriate formula below to be effective beginning the first workday after week three and continuing through the duration of the temporary assignment, no longer than the end of the fiscal year. At the end of this temporary assignment, the employee will return to the former assignment and Human Resources will determine the appropriate staffing solution for the next fiscal year.

Article (H) – Mileage

- ~~1. The Stillwater School District will pay the federal rate to traveling support employees for job required travel. All travel must be authorized by the appropriate supervisor and required paperwork submitted.~~

Article (H) – Compensatory Time

1. An employee is not to work more than their contracted hours without prior approval from their supervisor. If an hourly employee has worked additional time beyond their contracted amount they are entitled to payment for their work.
2. If compensation for overtime worked has been accrued in comp time prior to the 2023-2024 school year, such comp time will be given according to the following:

- 2.1. Employee submits request for absence from work with the reason "Comp Time".
- 2.2. This request must reach the employee's supervisor five working days prior to the planned absence
- 2.3. No more than two days' Comp Time absence will be approved in any one calendar month.
- 2.4. Starting with the 2026-2027 school year, employees with accrued compensatory time over 50 hours and / or 5 (five) full time work days shall use compensatory time before using assigned annual leave.
3. When an employee has used all accrued paid leave exceptions to this process may be pursued with a written request addressed to the Director of Human Resources.

Article (J) – Leave Eligibility

1. Every employee in an assignment on a work calendar of 173 or more days per school year is eligible for leave accrual at the rate relative to the number of work hours per day normally required for the assignment.
 - 1.1. Exception: Except for the District Facilitator, PALS employment does not qualify for leave eligibility.
2. Employees who are eligible for leave accrual and who are employed after the beginning of a contract year will accrue leave on a pro-rated basis.
3. Personal Leave time is not available to employees working under a contract for fewer than six (6) hours per day.
4. An employee who has two assignments is eligible for leave accrual at the rate of the combined total number of work hours per day normally required for the two assignments, unless one of the assignments is PALS employment.
5. PALS employment does not qualify for leave eligibility.

Article (K) – Break in Service

1. If an employee terminates and is rehired in the same job within the same fiscal year or within nine months of separation date, he/she shall be reinstated at the former grade and salary.
2. Breaks in service which extend to another fiscal year and are longer than nine months shall require salary placement consistent with new hire provisions.
3. If an employee transfers to another position in a different Job Category, (categories are: Clerical, Custodial, Maintenance, Child Nutrition, Transportation, Teacher Assistant)

~~salary placement will be consistent with new hire provisions in place at that time.~~

4. If an employee is promoted (accepts a position in the same Job Category) a lateral move to the new salary lane will determine salary placement without change of step placement.

Article (L-K) Early Release Fridays ~~Day~~ – Child Care Provision

1. The district will establish designated Early Release ~~Day~~ Fridays (ERFD) for students to allow teachers opportunities for collaboration and professional development. Employees affected by ERFD may benefit from the availability of affordable, convenient childcare. In an effort to reduce childcare concerns of employees, the district will provide and reimburse up to one hour of childcare for one or more of employee's' children for care attributable to ERFD. Whether to use care available through Pioneer After- School Learning Services (PALS) is completely within the employee's discretion. Only PALS- provided childcare is eligible for district reimbursement.
2. Employees who choose to use PALS for their children's childcare of ERFD will pay the customary rate for childcare in accordance with PALS' published rates.
3. At the end of each semester the PALS Director will submit to payroll a ledger of attendance and payments made by eligible employees for each child receiving care pursuant to ERFD. Payroll will process a reimbursement to each employee according to childcare services provided to the employee's child or children, attributable to ERFD, for the preceding semester with payment to be made the next available pay cycle and included in the employee's district paycheck.
4. The reimbursement is treated as compensation subject to the normal governmental withholding amounts (e.g., IRS, OTRS, and Social Security). Employees choosing to use this care option are individually responsible for ensuring the accuracy of records related to childcare and appropriate reimbursement. Any dispute regarding hours of care received or the amount of reimbursement must be brought to the district's attention within 30 days of the end of the semester for which reimbursement is claimed; otherwise, reimbursement will be forfeited.

Article (ML) – Activity Pass

1. Each employee (and one guest) will be entitled to free admission to all home athletic events, excluding state sanctioned play-off events, by using their district issued ID badge.

Article (NM) – Loyalty Recognition

1. To retain support staff, a one time, longevity bonus will be paid for employees who have provided continuous years of service with SPS beginning with 5 years of service to be paid at the end of the school year as outlined below.
 - a. 5th years - \$100
 - b. 10th years - \$200
 - c. 15th years - \$300
 - d. 20th years - \$400
 - e. 25th + at every 5th year interval - \$500

SECTION 4 - EMPLOYEE LEAVE

Article (A) - Sick Leave

Support personnel employed as full-time on a 173 day through 210-day work calendar are granted ten (10) days sick leave for each school year without loss of salary; full-time support personnel employed a 215- or 220-day work calendar shall receive eleven (11) days sick leave; and said personnel employed on a 235- or 260-day work calendar shall receive twelve (12) days sick leave for each school year without loss of salary.

Support employees that start during the contracted year will receive sick leave at a prorated amount. A doctor's certificate verifying illness and /or a medical release may be required of any employee after three (3) consecutive days of absence or if a pattern of absenteeism is noted. If an employee leaves the District for any reason before the end of the contract year, the remaining sick leave days will not be transferable, and the number of sick leave days used beyond the number of months worked will be reclaimed by the District.

Contract	Sick Leave Days
173 – 210-day work calendar	10 days
173 – 210-day work calendar	10 days
215- or 220-day work calendar	11 days
235- or 260-day work calendar	12 days

1. Sick leave is defined as an employee's absence from assigned duty due to personal illness, accidental injury, pregnancy, or accidental injury or illness in the immediate family. Immediate family shall be defined as (a) spouse, (b) children, (c) parents, (d) brothers, (e) sisters, (f) grandparents, (g) grandchildren, and (h) spouse's parents and grandparents. If the employee is serving as the primary caregiver to a person not listed as said immediate family, consideration of absence will be given. Unused sick leave shall be cumulative to a total of seventy-five (75) days for all employees. After one (1) year of employment, should said sick leave provisions as defined above become exhausted, the full-time employee shall continue to receive full salary, less fifty percent (50%), for a period not to exceed twenty (20) days for personal accidental injury, illness or pregnancy. Extended leave requires a doctor's statement and may not be used for short-term occurrences or one day at a time.

Article (B) – Sick Leave Bank

1. Stillwater Public Schools shall maintain a sick leave bank for the benefit of all employees as outlined in Stillwater Public Schools Board Policy DEFA.
2. SESPA shall have a representative on the governing Committee of the sick leave bank.

Article (C) – Sick Leave Sharing

1. If an employee has exhausted or will exhaust sick leave, personal, and vacation and is absent due to an extraordinary or severe injury, illness, impairment or physical or mental condition of the employee, pregnant or recovering from childbirth, or a relative, documented by a physician, and the condition has caused or is likely to cause the employee to take leave without pay or to terminate employment, the employee may

request the use of leave days to be donated by another employee.

2. Relative means a spouse, child, stepchild, grandchild, grandparent, stepparent, or parent.

- 2.1. An employee requesting donated days must first provide the Human Resources Department with a Request for Donated Leave Form, statement of need indicating why donated leave is needed, a HIPAA (Health Insurance Portability and Accountability Act) release of information form and a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.

In the event that all available leave, including sick, sick bank, personal, vacation, compensation time, excessive/extended leave and donated leave, have been exhausted, the employee will be placed on an automatic sick leave of absence without pay for the remainder of the school year. At that time, he/she will no longer be eligible for leave sharing.

An employee may obtain up to sixty(60) days of shared leave per school year. The Superintendent or their designee may grant an extension beyond the sixty (60) day limit in extenuating circumstances.

Employees desiring to donate days shall complete a written authorization transferring days to the employee.

Employees may donate any amount of leave which does not cause the donating employee's accumulated leave balance to fall below the yearly amount afforded to them per the negotiated agreement or support handbook.

Shared leave may be used only by the recipient for the purposes specified in this policy and may not be used if the employee has been notified of a pending reduction in force or employment termination affecting the employee.

- 2.2. The employee receiving donated days is to receive his or her normal rate of pay.
- 2.3. Shared leave usage records shall be maintained separately from regular or sick bank leave records.
- 2.4. Any donated leave which is not used shall be returned to the donating employee(s) on a prorated basis.
- 2.5. Sick Bank days may not be donated.
- 2.6. All donations are anonymous; the recipient cannot be told who gives them sick days.
- 2.7. Participation in this policy is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for the purpose of this policy.
- 2.8. The board of Education delegates initial decision-making authority pursuant to 70 Okla. State Section 6-104 (C) (1) to the Superintendent or their designee as the determining body as to whether the employee meets the criteria above and has

previously abided by District leave policy. The Superintendent, acting as Board designee, will make the decision which may be appealed to the Board.

- 2.9. Employees will not be required to use deduct in order to access sick leave bank.

Article (D) - Family and Medical Leave Act

1. Stillwater Public Schools will comply with the terms and conditions of the Federal Family and Medical Leave Act. Military caregiver leave shall be provided as required by law. (see policy DECA)

Article (E) – Maternity/Adoption Absence

1. The employee will notify the Human Resources Department and their supervisor/principal of the approximate arrival date of the child. The notice should include a statement as to the approximate date the employee expects to initiate the maternity/adoption absence and the approximate date it will end.
2. All accrued sick leave days will be applied to the maternity/adoption absence. Maternity/adoption absences can only be applied to contractual days as outlined in the Family Medical Leave Act (Policy DECA)
3. Full time employees who have been with the district for at least one year will be granted maternity leave as defined by Oklahoma Statute 70, § 6-104.1

Article (F) – Personal Business Leave

1. Support personnel, as full-time employees, are granted five (5) days of leave each school year. Personal business leave will be pro-rated for employees who begin or leave mid-year. They are defined and distributed as follows:
 - 1.1. Personal Days – Employees with five (5) years or less of Stillwater Public School experience receive two (2) days of personal leave with no salary deduction and three (3) days personal business leave with a salary deduction of thirty-five (35) percent. Employees with six (6) through nine (9) years of experience receive three (3) personal days with no salary deduction and two days personal leave with a salary deduction of thirty-five (35) percent. Employees with ten (10) or more years of experience receive five (5) days of personal leave with no deduction.

Years	Days (no deduct)	Days (35% deduct)
5 years or less	2	3
6-9 years	3	2
10 or more years	5	0

2. Personal business leave days should, whenever possible, be applied for at least three (3) days prior to the requested leave. The supervisor shall be notified of personal business leave requests no later than the morning of the leave, prior to the beginning of

the workday.

3. Personal business leave days cannot be used the first two (2) days of school, the last two (2) days of school, on those days identified for training or professional development, or preceding or following a scheduled holiday except in the event of extraordinary circumstances as determined by the Building Administrator/Department Director.
4. Unused personal business leave at the end of the fiscal year will be converted to sick leave.

Article (G) – Bereavement Leave

1. Subject to the provisions set out below, full-time support personnel, all support employees who consistently work six (6) hours or more per day, five (5) days a week, totaling thirty (30) hours or more per week in their primary job, are granted yearly five (5) days, with no deduction in salary, for each occurrence of death of spouse, children, parents, brothers, sisters, grandparents, grandchildren, and spouse's parents and grandparents. An employee as an expectant parent, spouse, and/or domestic partner who suffers a pregnancy loss (including, but not limited to, chemical pregnancy, ectopic, pregnancy, molar pregnancy, miscarriage. Terminated for Medical Reasons (TFMR), stillbirth, neonatal loss) shall be eligible for bereavement leave. In addition to the above, full-time support personnel may also be permitted to take three (3) days of bereavement leave for each occurrence of death of a member of the "extended family". Extended family shall mean brothers-in-law and sisters-in-law, nieces and nephews, aunts and uncles, first cousins and spouses of members of said immediate family.
2. Support personnel may use personal business leave days to attend a funeral of a person not included in the immediate or "extended family" as previously defined. All bereavement leave benefits shall be non-cumulative. "Bereavement Leave" days do not have to be taken consecutively in the instance of spouse, children, and parents but must be used within 30 days or longer due to extenuating circumstances with supervisor approval of the family member's death. Requests beyond 30 days must be submitted to the immediate supervisor for review and approval.
3. Provided, an individual's bereavement leave shall not exceed a total of ten (10) days during any school year unless approved by the Superintendent.
4. Bereavement leave is time off granted to an employee in the event that a family member passes away. The intention is to allow employees to grieve and attend funeral services or a memorial but is not intended to deal with financial and legal matters that may come up after death.

Article (H) – Jury/Witness Leave

1. All full-time support personnel shall be granted leave for jury service or when subpoenaed as a witness in a criminal, civil, or juvenile proceeding. Employees must notify the Human Resource Department and site supervisor of summons or subpoena. Employees shall receive full pay during the period of time said employee is serving as a juror or witness, as related to the course of employment with Stillwater Public Schools. Any payment for jury duty service shall be submitted to the Finance Department.

Article (I) – Vacation Leave

1. Support personnel employed on a twelve (12) month basis shall receive credit for ten (10) days of paid vacation per year, accrued at a rate of one (1) day per month after the first two (2) months of employment. During the second year of employment, twelve (12) month employees shall receive credit for ten (10) days paid vacation, accrued at the rate of one (1) day per month up to ten (10) days. During the third year of employment and succeeding years, twelve (12) month employees shall receive credit for fifteen (15) days of paid vacation leave July 1st of each schoolyear.
2. Each twelve-month employee shall receive one paid day vacation during the week of Spring Break. Each employee shall choose which day to take leave. The choice of day for this vacation is to be identified in writing by the employee and submitted to their supervisor on or before February 15 of the current contract year. If a choice of day for this vacation is not identified by this procedure on or before February 15, this day of vacation will be identified by the supervisor. Supervisors will respond to a request or identify a day as early in each contract year as possible, but no later than February 28 of the current contract year.
3. Vacation leave may accumulate from year to year to a maximum amount of 20 days. Any days accumulated above the maximum will be forfeited at the end of the fiscal year.
4. If an employee leaves prior to the end of the contract year, vacation used in excess of the employee's monthly accrual rate shall be reimbursed to the District out of the final paycheck.

Vacation leave accrued, but unused, during any year shall, at the time of termination, be paid to said employee at their regular rate of pay then ineffect.
5. Vacation time for said employee defined above shall be approved in advance by the immediate supervisor based on the work needs of the site or department.
6. In the event a support employee is unable to use vacation time prior to the end of the fiscal year, the support employee will be paid at the regular rate of pay in effect at the time, provided that the employee has scheduled vacation leave and was unable to take said vacation leave due to District business or circumstances, OR a timely request for vacation leave has been denied and no alternative vacation dates have been proposed by the employee's supervisor.
7. All vacation leave shall be scheduled as follows:

Days Taken	Notice Required	Approval
1-3 Days	48-hour notice	Immediate verbal approval
4 or more consecutive days	2-week notice	3 days written approval

8. Should more than one employee request vacation at the same time and the immediate supervisor cannot release all employees making the request, the employee with the most seniority at the site shall be granted leave first, the second most senior employee second, etc. In case of inclement weather, any available leave can be taken with no

advance notice upon approval of the employee's supervisor. The employee shall notify the supervisor verbally when taking any available leave for inclement weather and formal notice will be completed when the employee returns to work. Employees may change previously scheduled vacation with the approval of the supervisor.

Article (J) – Leaves of Absence

1. Short-Term – Support staff may apply to the Superintendent of Schools for short-term leave of absence, without pay, not exceeding five (5) working days per year. Short-term leave must be requested prior to absence through the building principal or supervisor and submitted to the Superintendent of Schools for action. Requests for absence during times which place undue burden on others or which work against the purposes and objectives of the school will be denied.
2. Nothing stated above shall prevent the Board of Education from authorizing or extending a leave of absence for any other purpose not expressly identified above.
3. Long-Term – Full time support staff employees who have successfully completed three (3) consecutive years of service may apply for long-term leave of absence, without pay, not exceeding one (1) year, for the following reasons:
 - 3.1. Graduate or undergraduate study
 - 3.2. Maternity or adoption
 - 3.3. Illness
 - 3.4. Military service
 - 3.5. Convalescence of employees or member of the immediate family (a physician's statement may be required concerning convalescence)
4. Support employee's requests for long-term leave without pay must be made in writing directly to the Superintendent and sent by certified mail. The Superintendent may recommend approval of the leave to the Board at the next regular meeting following receipt of the request when it is deemed in the best interest of the School District to do so. A letter stating the Board's decision and conditions of the leave will be given to the employee.
5. If a long-term leave of absence is granted in one (1) school year, the employee will not be eligible for another long-term leave of absence for at least one (1) complete school year after returning to work at the end of the previous long-term leave of absence.
6. On granting a long-term leave, the Board signifies its intent to reemploy said employee in the job classification the employee vacated provided there is a vacancy in that classification.
7. All support employees granted a leave of absence for any of the above purposes shall retain all accumulated benefits following completion of the leave. No support employee may accrue additional benefits while on any leave of absence.

8. To be eligible for reemployment following the leave period, the employee shall notify the School District by certified mail postmarked ~~thirty (30) days prior to the conclusion of the long-term leave.~~ **on or before October 1st (for the following semester) and or April 1st (for the following semester of the school in which the leave was granted).**
9. Employees granted leaves of absence for graduate or undergraduate study twelve (12) hours per semester at an accredited school shall, upon request, furnish satisfactory evidence of completion of the program for which leave was requested. Failure to present such evidence shall result in the termination of the employee except under extraordinary circumstances as determined by the Superintendent.
10. Any employee on leave of absence is entitled to continued participation in available health insurance programs provided payment of premiums is made in advance, and the employee makes prior arrangements with the District's business office
11. Acceptance of other employment during the time the employee is on leave of absence from Stillwater Public Schools nullifies the conditions of leave and the employee shall be considered terminated.

Article (K) – Birthday Leave

1. All support personnel who have completed five (5) years of employment as of the beginning of the fiscal year with Stillwater Public Schools pursuant to a written contract are eligible for "birthday leave", as provided by the following guidelines:
 - 1.1. This leave is subject to prior approval by the supervisor.
 - 1.2. Birthday leave may be requested at any time during the employee's work year.
 - 1.3. Day is defined as the period of time the employee is normally scheduled to work.
 - 1.4. Birthday leave is non-cumulative.

Article (L) – Fifteen Minute Increments

1. The purpose of this Article is to allow all leave to be taken in fifteen (15) minute increments.

Article (M) – Association Leave

1. The president of the Association shall be granted release time for association business. This time will be granted at no loss of pay. The Association will pay the cost of the substitute employee if one is hired.
2. The limitation of association leave shall be twelve (12) days per year with the possibility of the Superintendent or designee to approve 4 additional days. Excluding the Oklahoma Education Association Delegate Assembly, only one person per job category per building per day may take association leave with the exception of the president and/or at-large representative. These days shall be granted at no loss of pay.

Article (N) – Epidemic Leave

1. Support employees who are full-time employees of the District, as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee, and who are also employed a minimum of one hundred seventy-two (172) days, shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order.

EXHIBIT A

Employees holding the following position shall not be part of the bargaining unit:

- 1) Administrative Assistant for Student Services
- 2) Administrative Assistant for Federal Programs
- 3) Administrative Assistant for Human Resources
- 4) Administrative Assistant for Chief Financial Officer
- 5) Administrative Assistant for Superintendent
- 6) Administrative Assistant for Payroll
- 7) Administrative Assistant for Education Services
- 8) Administrative Assistant for Operations
- 9) Administrative Assistant for Special Services
- 10) Administrative Assistant for Technology
- 11) Accounts Payable/Activity Fund Clerk
- 12) Accountant/Encumbrance Clerk
- 13) Human Resource Specialist
- 14) Human Resource Benefits Specialist
- 15) Human Resource Assistant/Administration Building Receptionist
- 16) Computer Technology Employees
- 17) Licensed electricians and heat and air technicians and plumbing

PROCEDURAL AGREEMENT FOR NEGOTIATIONS

ARTICLE (A) – RECOGNITION

1. The Board hereby recognizes the Association as the exclusive bargaining representative for employees who are not required by the position in which they are employed to be certified as a teacher, principal, superintendent, or other administrator and who do not hold supervisory authority with respect to other teachers in the district.

ARTICLE (B) – SCOPE OF BARGAINING

1. The Board and the representatives of the Association must negotiate in good faith on wages, hours, fringe benefits, and other terms and conditions of employment. To negotiate in good faith shall mean both parties must be willing to consider proposals in an effort to find a mutually satisfactory basis for agreement and must be willing to discuss their respective contract proposals. If either party objects to the others' agreement proposals, the objecting party must support its objections with rationale. Neither the Board nor the Association will purposefully use the above statements of "Scope of Bargaining" to expand on or circumvent negotiations on mandatory bargaining issues.
2. There shall be no negotiations on inherent managerial policy. The Board retains and reserves unto itself, without limitations, all powers, rights and authority conferred upon and vested in it by state and federal law, including the right to make policy, rules and regulations that are not inconsistent with any law or negotiated agreement.

ARTICLE (C) – STATUTES AND POLICIES

1. The Board and the Association shall abide by all applicable state and federal statutes, rules, and regulations. No agreement shall abrogate the legal rights, obligations, and power of the Board, including its power to make policy.

ARTICLE (D) – NEGOTIATING TEAMS

1. No more than five (5) designated representatives of the Board will meet with no more than five (5) designated representatives of the Association for the purposes of negotiations. All negotiations shall take place exclusively between the designated representatives of the parties. Only those members who comprise the negotiation teams will be present in the room during negotiations except for the OEA advocate and clerical assistance. Each party will designate a lead negotiator at the outset of the negotiation meetings. The individual designated as the lead negotiator of each party shall have the authority to make proposals and counter proposals, to compromise and to make agreements subject to ratification by the parties. However, when the lead negotiator of either team elects to release information, he/she may do so, provided he/she gives to

the lead negotiator of the other team a written/digital copy of the information to be released.

ARTICLE (E) – NEGOTIATIONS PROCEDURES

1. Initiating Negotiations

- 1.1. Upon written request for a negotiation's session by either party, an initial meeting date and place acceptable to both parties will be selected. A negotiation session is defined as that time from presentation of proposals through ratification of a negotiation's agreement. The request for a negotiation session must be made on or before June 1 of each year a negotiation session is to be held

2. Negotiations Meetings

- 2.1. All Board proposals and all Association proposals will be presented at the first negotiations meeting. Negotiation meetings will be held at times and places mutually acceptable to both parties. During meetings, each party is free to caucus at any time. The lead negotiator for each team will be the chief spokesperson for each meeting. Other meetings ground rules shall be set by agreement of the team members.

3. Exchange of information

- 3.1. Upon reasonable request, the parties shall provide each other with available information regarding negotiations.

4. Information Releases

- 4.1. During negotiations, releases to news media shall be by mutual agreement only.

5. The Agreement

- 5.1. All proposals and counter proposals will be presented in writing. Tentative agreements reached between representatives of the parties shall be reduced to writing and signed and dated by the lead negotiators. Such tentative agreements shall then be set aside pending final approval or ratification as a package first by the Association and subsequently by the Board. Items that have received tentative agreement cannot be reconsidered, unless mutually agreed upon by both teams or unless the Board and the Association fail to ratify the agreement. Tentative agreements become final agreements and thus a part of the contract upon ratification by the Board and the Association. Upon approval and after necessary action by the Board, terms of the agreement shall be implemented. No further negotiations will take place without mutual agreement until a formal request is made in accordance with the

guidelines for initiating negotiations (Article E, Subsection I).

ARTICLE (F) - IMPASSE PROCEDURE

1. If negotiations representatives of the Board and the Association are unable to reach agreement on any or all negotiations items, the procedure for resolving an impasse as developed by the Board and representatives of the Association shall be in effect. If negotiations are not successfully concluded by the first day of school an impasse shall exist. At any earlier time following the initial negotiation session, either party may declare an impasse, or, by mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school. Within two (2) days of such declaration, the parties shall jointly request the services of the Federal Mediation and Conciliation Service (FMCS), unless the parties mutually agree to forego the mediation process.
2. If the mediation process has been utilized and fails to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items shall be submitted to a fact finding committee as follows:
 - 2.1. One member selected by the representatives of the Association within the (5) days after the reaching of impasse;
 - 2.2. One member who shall be selected by the Board within five (5) days after the reaching of impasse; and
 - 2.3. One member who shall serve as chairperson of the committee and shall be selected as follows:
 - 2.3.1.1. The State Board of Education shall appoint not less than twenty or more than thirty persons to be placed on the State Superintendent's list of fact finders. The appointees must reside in Oklahoma, must be neutral and unbiased and must be knowledgeable in the fields of school operations, school finance, personnel management, dispute resolution, and hearing procedures. The appointees shall not currently be elected public officers or employees of a board of education or officers or employees of an organization of education employees. No person who is related within the second degree by consanguinity or affinity to an elected public officer, to an employee of the local board of education that is involved in the impasse, or to an employee of an organization of education employees shall be eligible to serve as a fact finder.
 - 2.3.1.2. An appointee shall serve until such appointee resigns or is removed by the State Board of Education from the State Superintendent's list of fact finders. An appointee must be removed immediately if he or she

- 2.3.1.3. becomes an elected public officer or employee of a board of education or an officer or employee of an organization of education employees.
- 2.3.1.4. Within ten (10) days of being notified that a fact finder is needed, the State Superintendent of Public Instruction or designee shall provide the names of five potential fact finders selected at random from the list of appointees who are available to serve as a member and the chairperson of the committee. The parties shall select the fact finder from the five names within fifteen (15) days after receiving the list of fact finders.
- 2.3.1.5. It shall be the responsibility of the State Board of Education to establish rules, regulations, training, hearing procedures, and payment schedules to implement the provisions of this paragraph.
- 2.3.2. Within five (5) days after the selection of the chairman, the representatives who have been negotiating for the Board and for the Association shall meet to exchange written language on each item at impasse. The exchanged documents shall be furnished by each party to the chairman and other members of the committee.
- 2.3.3. The chairman shall convene the committee for fact finding. This committee shall meet with the representatives of both parties. Within twenty (20) days after the chairman is selected, the committee shall present written recommendations to the local Board and to the Association.
- 2.3.4. If either party decides it must reject one or more of the committee's
 - 2.3.4.1. recommendations, said party must, within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the board and for the organization. The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the representatives shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume good faith effort to resolve the remaining differences; provided, after fourteen (14) days after the exchange of the written

statements, either party may discontinue such effort.

2.3.5. The local board shall file a copy of the fact-finding report with the office of the State Superintendent of Public Instruction. If the effort to resolve differences is successful, the parties shall draft a written agreement and present the agreement to both parties for ratification, and such agreement shall also be forwarded to the State Superintendent of Public Instruction. If the effort to resolve differences is unsuccessful, the local board of education shall forward to the State Superintendent of Public Instruction in writing its final disposition of the negotiation's impasse process within thirty (30) days of the effective date of implementation.

2.3.6. The Association and the Board will each be responsible for the fees and costs of its member on the fact-finding committee and shall share equally in the fees and costs of the third member.

2.4. The procedure provided for herein for resolving impasses shall be the exclusive recourse of the Association. It shall be illegal for the Association to strike or threaten to strike as a means of resolving differences with the Board. Any member of the Association engaging in a strike shall be denied the full amount of his wages during the period of such violation. If the Association or its members engage in a strike, then the Association shall cease to be recognized as representative of the unit and the school district shall be relieved of the duty to negotiate with such Association or its representatives.

ARTICLE (G) - DURATION

1. After ratification by the Board and by the Association, this agreement shall become effective upon the signing by the Board President, the Association President, and the Association Chief Negotiator. This agreement shall be effective for the successive fiscal year periods unless a successor agreement is mutually agreed upon by representatives of the Association.
and the Board and shall be renewed automatically without modification, unless either party shall request an amendment.
2. This Agreement remains in effect during the time the Association continues as the exclusive negotiation representative and shall continue in effect for successive fiscal year periods. If either party desires to amend the Agreement, written notice shall be given prior to June 1st. Once such notice is given, negotiations related to changes in this Agreement shall commence on a mutually agreeable date within thirty (30) days of such notice. When completed, the revised Procedural Agreement will become effective.

ARTICLE (H) - SAVINGS CLAUSE

1. If any provision(s) of this agreement is found to be in conflict with state or federal law, now or hereafter enacted, such provision(s) will be held inoperative and void. All other provisions in this agreement will remain in effect. The party (the Board or SESPAs negotiating team) discovering the inoperative provision(s) will inform the other party within five (5) days of the discovery. Upon request of either party, the two parties will then meet within fourteen (14) days solely for the purpose of negotiating only the affected provision(s).

ARTICLE (I) - NON-DISCRIMINATION

There shall be no discrimination against any employee covered by this contract in a manner which would violate any applicable laws on the basis of race, color, creed, national origin, age, sex, or marital status in the evaluation, employment, transfer, or promotion of personnel.

APPROVED

Joycelynn Byrd, **President &** Chief Negotiator
Stillwater Education Support Professionals Association

Date

Dr. Trent J. Swanson, Chief Negotiator
Stillwater Public Schools Board of Education

Date

Dr. Gay Washington, President
Stillwater Public Schools Board of Education

Date

Stillwater Public Schools 2025-2026 Instructional Support Salary Schedule

Step	Teacher Assistants/Media Assistants		Special Education Assistants		Special Education Assistant II	Special Education Assistant III, Sign Language TA, and Language Interpreter
	Test or 48		Test or 48		Test or 48	
	hours college	Bachelor	hours college	Bachelor	hours college	Test or 48 hours
	credit	Degree	credit	Degree	credit	college credit
0	13.83	14.08	13.95	14.17	16.89	19.84
1	13.96	14.20	14.06	14.29	17.01	19.95
2	14.32	14.56	14.43	14.65	17.38	20.32
3	14.48	14.71	14.57	14.80	17.51	20.46
4	14.62	14.86	14.72	14.96	17.66	20.62
5	14.77	15.02	14.88	15.12	17.83	20.77
6	14.94	15.18	15.04	15.28	17.99	20.93
7	15.10	15.35	15.20	15.47	18.16	21.10
8	15.26	15.51	15.38	15.62	18.32	21.26
9	15.44	15.70	15.56	15.84	18.50	21.46
10	15.61	15.89	15.72	16.00	18.68	21.62
11	15.84	16.09	15.94	16.20	18.88	21.83
12	16.00	16.27	16.11	16.39	19.06	22.01
13	16.16	16.45	16.28	16.55	19.23	22.17
14	16.38	16.65	16.49	16.78	19.44	22.38
15	16.55	16.84	16.66	16.96	19.62	22.56
16	16.74	17.02	16.86	17.15	19.80	22.75
17	16.92	17.22	17.03	17.34	19.98	22.93
18	17.11	17.42	17.25	17.55	20.19	23.14
19	17.31	17.62	17.45	17.76	20.39	23.35
20	17.50	17.81	17.63	17.95	20.59	23.53
21	17.74	18.04	17.87	18.19	20.82	23.76
22	17.94	18.26	18.07	18.39	21.02	23.97
23	18.12	18.45	18.27	18.58	21.22	24.16
24	18.37	18.70	18.50	18.84	21.46	24.40
25	18.60	18.94	18.75	19.08	21.69	24.63
26	18.83	19.18	18.98	19.32	21.93	24.87
27	19.07	19.40	19.22	19.55	22.16	25.10
28	19.30	19.64	19.45	19.79	22.40	25.35
29	19.53	19.88	19.69	20.02	22.63	25.58
30	19.77	20.13	19.92	20.27	22.87	25.82
31	20.01	20.37	20.17	20.54	23.12	26.06
32	20.26	20.64	20.41	20.79	23.37	26.31
33	20.52	20.88	20.68	21.06	23.62	26.57
34	20.77	21.15	20.93	21.31	23.89	26.83
35	21.03	21.40	21.19	21.57	24.14	27.08
36	21.29	21.68	21.46	21.84	24.40	27.35
37	21.55	21.94	21.72	22.13	24.67	27.62
38	21.82	22.23	21.99	22.40	24.93	27.88
39	22.09	22.51	22.28	22.68	25.23	28.18
40	22.37	22.78	22.55	22.97	25.50	28.44

Step	Occupational/ Physical Therapist	Occupational/ Physical Therapist Asst	Educational Interpreter	Social Worker	PAC Manager	High Needs Counselor	LPN
0	\$50.37	\$35.80	\$33.52	\$29.28	\$29.54	\$40.80	\$21.28
1	\$50.88	\$36.16	\$33.86	\$29.58	\$29.83	\$41.20	\$21.48
2	\$51.89	\$36.88	\$34.53	\$30.16	\$30.44	\$42.03	\$21.91
3	\$52.41	\$37.25	\$34.88	\$30.48	\$30.73	\$42.45	\$22.12
4	\$52.93	\$37.63	\$35.24	\$30.76	\$31.05	\$42.87	\$22.34
5	\$53.45	\$38.01	\$35.58	\$31.08	\$31.36	\$43.31	\$22.56
6	\$54.00	\$38.38	\$35.94	\$31.40	\$31.67	\$43.73	\$22.78
7	\$54.54	\$38.76	\$36.29	\$31.71	\$31.98	\$44.17	\$23.01
8	\$55.09	\$39.15	\$36.66	\$32.02	\$32.32	\$44.62	\$23.24
9	\$55.64	\$39.54	\$37.03	\$32.35	\$32.63	\$45.07	\$23.47
10	\$56.19	\$39.94	\$37.40	\$32.66	\$32.96	\$45.52	\$23.70
11	\$56.74	\$40.34	\$37.77	\$32.99	\$33.29	\$45.98	\$23.94
12	\$57.33	\$40.73	\$38.15	\$33.33	\$33.61	\$46.43	\$24.17
13	\$57.89	\$41.15	\$38.54	\$33.65	\$33.95	\$46.89	\$24.41
14	\$58.47	\$41.56	\$38.92	\$33.99	\$34.29	\$47.36	\$24.65
15	\$59.05	\$41.98	\$39.30	\$34.33	\$34.63	\$47.83	\$24.90

Stillwater Public Schools
2026-2027 Instructional Support Salary Schedule

Step	Teacher Assistants/Media Assistants		Special Education Assistants		Special Education Assistant II	Special Education Assistant III, Sign Language TA, and Language Interpreter
	Test or 48 hours college credit	Bachelor Degree	Test or 48 hours college credit	Bachelor Degree	Test or 48 hours college credit	Test or 48 hours college credit
0	14.11	14.36	14.23	14.45	17.23	20.23
1	14.24	14.49	14.35	14.58	17.35	20.35
2	14.60	14.85	14.72	14.94	17.72	20.73
3	14.77	15.00	14.86	15.10	17.86	20.87
4	14.91	15.16	15.01	15.26	18.02	21.03
5	15.06	15.32	15.18	15.42	18.18	21.18
6	15.24	15.48	15.34	15.59	18.35	21.35
7	15.40	15.66	15.51	15.78	18.52	21.52
8	15.57	15.82	15.68	15.93	18.69	21.69
9	15.75	16.01	15.87	16.15	18.87	21.89
10	15.92	16.21	16.03	16.32	19.05	22.05
11	16.15	16.41	16.26	16.53	19.26	22.26
12	16.32	16.60	16.43	16.72	19.44	22.45
13	16.48	16.77	16.61	16.88	19.61	22.62
14	16.70	16.99	16.82	17.11	19.82	22.83
15	16.88	17.17	17.00	17.30	20.01	23.01
16	17.08	17.36	17.20	17.49	20.20	23.20
17	17.25	17.56	17.37	17.69	20.38	23.39
18	17.45	17.77	17.60	17.90	20.60	23.60
19	17.65	17.97	17.79	18.11	20.80	23.81
20	17.85	18.17	17.98	18.31	21.00	24.00
21	18.10	18.40	18.23	18.56	21.23	24.23
22	18.30	18.63	18.43	18.76	21.44	24.45
23	18.49	18.81	18.64	18.96	21.64	24.64
24	18.73	19.07	18.87	19.21	21.89	24.89
25	18.97	19.32	19.12	19.46	22.12	25.13
26	19.20	19.57	19.35	19.71	22.37	25.37
27	19.45	19.79	19.60	19.94	22.60	25.61
28	19.68	20.03	19.84	20.19	22.85	25.85
29	19.92	20.28	20.08	20.42	23.08	26.09
30	20.16	20.53	20.32	20.68	23.33	26.33
31	20.41	20.77	20.57	20.95	23.58	26.58
32	20.67	21.06	20.82	21.21	23.84	26.84
33	20.93	21.30	21.09	21.48	24.09	27.10
34	21.18	21.57	21.35	21.74	24.36	27.37
35	21.45	21.83	21.62	22.01	24.62	27.62
36	21.71	22.11	21.89	22.28	24.89	27.89
37	21.98	22.38	22.16	22.57	25.16	28.18
38	22.25	22.67	22.43	22.85	25.43	28.43
39	22.53	22.96	22.72	23.13	25.74	28.74
40	22.81	23.24	23.00	23.42	26.01	29.01

Step	Occupational/ Physical Therapist	Occupational/ Physical Therapist Asst	Educational Interpreter	Family Resource Specialist	PAC Manager	Licensed Mental Health Professional	LPN
0	\$51.38	\$36.52	\$34.19	\$29.86	\$30.13	\$41.62	\$21.70
1	\$51.89	\$36.88	\$34.53	\$30.17	\$30.43	\$42.03	\$21.91
2	\$52.93	\$37.62	\$35.23	\$30.77	\$31.05	\$42.87	\$22.34
3	\$53.45	\$37.99	\$35.58	\$31.08	\$31.34	\$43.30	\$22.56
4	\$53.99	\$38.38	\$35.94	\$31.38	\$31.67	\$43.73	\$22.79
5	\$54.52	\$38.77	\$36.29	\$31.71	\$31.99	\$44.18	\$23.02
6	\$55.08	\$39.14	\$36.66	\$32.02	\$32.30	\$44.61	\$23.24
7	\$55.64	\$39.53	\$37.02	\$32.34	\$32.62	\$45.05	\$23.47
8	\$56.19	\$39.93	\$37.40	\$32.66	\$32.96	\$45.51	\$23.71
9	\$56.75	\$40.33	\$37.77	\$33.00	\$33.28	\$45.97	\$23.94
10	\$57.31	\$40.74	\$38.15	\$33.31	\$33.62	\$46.43	\$24.18
11	\$57.88	\$41.15	\$38.52	\$33.65	\$33.96	\$46.90	\$24.42
12	\$58.47	\$41.55	\$38.91	\$33.99	\$34.29	\$47.35	\$24.66
13	\$59.05	\$41.97	\$39.31	\$34.32	\$34.63	\$47.82	\$24.90
14	\$59.64	\$42.39	\$39.69	\$34.67	\$34.98	\$48.30	\$25.15
15	\$60.23	\$42.81	\$40.08	\$35.01	\$35.32	\$48.79	\$25.39
16	\$60.84	\$43.23	\$40.47	\$35.35	\$35.66	\$49.27	\$25.64
17	\$61.44	\$43.65	\$40.86	\$35.69	\$35.99	\$49.77	\$25.88
18	\$62.04	\$44.07	\$41.24	\$36.02	\$36.33	\$50.26	\$26.13
19	\$62.64	\$44.49	\$41.63	\$36.36	\$36.67	\$50.77	\$26.37
20	\$63.24	\$44.91	\$42.02	\$36.70	\$37.00	\$51.27	\$26.62

Board Approved 8/11/2026

STILLWATER PUBLIC SCHOOLS
2025-2026 Position Levels

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Assistants	Noon Monitor	Parking Lot Security	Health Room Assistant Office Assistant Attendance Monitor	HealthCare & Functional Skills Assistant Secondary Nurse's Office Assistant Accompanist Vision & Hearing Screener				
Clerical			IT Assistant Sec. Receptionist	Sec. Attendance Secretary Guidance Secretary Meal Compliance Clerk Xerox Operator	Financial Secretary	HS Financial Secretary Principal Secretary Technology Secretary Facilities Secretary SNS Secretary Athletic Secretary		
Facilities	Summer Maintenance		Custodian I General Maintenance	Custodian II Grounds Maintenance I	ELEM/MS/JH/LA/ EVENING Head Custodian Grounds/ Maintenance II Carpenter/Painter Assistant Warehouse Asst II	Carpenter/Painter I Senior Warehouse Technician HS Head Custodian	Locksmith/Carpenter/ Painter II Mechanical Maintenance II SNS Maintenance	Mechanical Maintenance III Building & Grounds Supervisor Custodial Supervisor Carpenter/Painter
School Nutrition			Kitchen Assistant SNS Warehouse Assistant	Kitchen Assistant II	Assistant Cafeteria Manager SNS Warehouse Assistant II	Cafeteria Manager	SNS Warehouse Supervisor	
Transportation			Bus Aide		Mechanic Assistant	Bus Driver Lead Driver Dispatcher Mechanic I	Mechanic II Transportation Compliance Clerk	Mechanic III

STILLWATER PUBLIC SCHOOLS
2026-2027 Position Levels

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Assistants	Noon Monitor	Parking Lot Security	Health Room Assistant Attendance Monitor	HealthCare & Functional Skills Assistant Secondary Nurse's Office Assistant Accompanist Vision & Hearing Screener				
Clerical			IT Assistant Sec. Receptionist Office Assistant	Sec. Attendance Secretary Guidance Secretary Meal Compliance Clerk Xerox Operator	Financial Secretary	HS Financial Secretary Principal Secretary Technology Secretary Facilities Secretary SNS Secretary Athletic Secretary		
Facilities	Summer Maintenance		Custodian I General Maintenance Warehouse Assistant	Custodian II Grounds Maintenance I	ELEM/MS/JH/LA/ EVENING Head Custodian Grounds/ Maintenance II Carpenter/Painter Assistant Warehouse Asst II	Carpenter/Painter I Senior Warehouse Technician HS Head Custodian Warehouse Asst, III Parts House Mgr.	Locksmith/Carpenter/ Painter II Mechanical Maintenance II SNS Maintenance	Mechanical Maintenance III Building & Grounds Supervisor Custodial Supervisor Carpenter/Painter
School Nutrition			Kitchen Assistant SNS Warehouse Assistant	Kitchen Assistant II	Assistant Cafeteria Manager SNS Warehouse Assistant II	Cafeteria Manager	SNS Warehouse Supervisor	
Transportation			Bus Aide		Mechanic Assistant	Bus Driver Lead Driver Dispatcher Mechanic I	Mechanic II Transportation Compliance Clerk	Mechanic III

Board Approved 8/11/2026

STILLWATER PUBLIC SCHOOLS
2026-2027 Position Levels

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Assistants	Noon Monitor	Parking Lot Security	Health Room Assistant	HealthCare & Functional Skills Assistant Secondary Nurse's Office Assistant Accompanist Attendance Monitor Vision & Hearing Screener				
Clerical			IT Assistant Sec. Receptionist Office Assistant	Sec. Attendance Secretary Guidance Secretary Meal Compliance Clerk Xerox Operator	Financial Secretary	HS Financial Secretary Principal Secretary Technology Secretary Facilities Secretary SNS Secretary Athletic Secretary		
Facilities	Summer Maintenance		Custodian I General Maintenance Warehouse Assistant	Custodian II Grounds Maintenance I	ELEM/MS/JH/LA/ EVENING Head Custodian Grounds/ Maintenance II Carpenter/Painter Assistant Warehouse Asst II	Carpenter/Painter I Senior Warehouse Technician HS Head Custodian Warehouse Asst, III Parts House Mgr.	Locksmith/Carpenter/ Painter II Mechanical Maintenance II SNS Maintenance	Mechanical Maintenance III Building & Grounds Supervisor Custodial Supervisor Carpenter/Painter
School Nutrition			Kitchen Assistant SNS Warehouse Assistant	Kitchen Assistant II	Assistant Cafeteria Manager SNS Warehouse Assistant II	Cafeteria Manager	SNS Warehouse Supervisor	
Transportation			Bus Aide		Mechanic Assistant	Bus Driver Lead Driver Dispatcher Mechanic I	Mechanic II Transportation Compliance Clerk	Mechanic III

Board Approved 8/11/2026

Stillwater Public Schools
2025-2026 Support Salary Schedule

Step	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
0	\$11.21	\$12.58	\$13.37	\$14.24	\$15.42	\$16.57	\$17.71	\$18.76
1	\$11.24	\$12.71	\$13.50	\$14.35	\$15.54	\$16.69	\$17.84	\$18.87
2	\$11.59	\$13.05	\$13.86	\$14.71	\$15.89	\$17.04	\$18.19	\$19.23
3	\$11.70	\$13.18	\$13.98	\$14.85	\$16.07	\$17.23	\$18.39	\$19.46
4	\$11.79	\$13.32	\$14.13	\$15.01	\$16.23	\$17.43	\$18.61	\$19.69
5	\$11.91	\$13.47	\$14.28	\$15.16	\$16.41	\$17.62	\$18.80	\$19.90
6	\$12.06	\$13.62	\$14.43	\$15.32	\$16.55	\$17.77	\$18.96	\$20.06
7	\$12.22	\$13.77	\$14.61	\$15.47	\$16.73	\$17.92	\$19.10	\$20.21
8	\$12.39	\$13.90	\$14.75	\$15.64	\$16.88	\$18.10	\$19.29	\$20.37
9	\$12.55	\$14.11	\$14.94	\$15.81	\$17.03	\$18.25	\$19.45	\$20.55
10	\$12.72	\$14.26	\$15.09	\$15.99	\$17.20	\$18.41	\$19.60	\$20.71
11	\$12.91	\$14.43	\$15.28	\$16.13	\$17.37	\$18.60	\$19.77	\$20.88
12	\$13.11	\$14.63	\$15.44	\$16.30	\$17.56	\$18.75	\$19.92	\$21.07
13	\$13.32	\$14.82	\$15.62	\$16.49	\$17.73	\$18.95	\$20.13	\$21.22
14	\$13.54	\$15.02	\$15.81	\$16.68	\$17.94	\$19.11	\$20.30	\$21.33
15	\$13.70	\$15.18	\$15.99	\$16.84	\$18.09	\$19.29	\$20.50	\$21.60
16	\$13.86	\$15.40	\$16.16	\$17.02	\$18.27	\$19.46	\$20.65	\$21.72
17	\$13.98	\$15.55	\$16.32	\$17.24	\$18.45	\$19.63	\$20.82	\$21.91
18	\$14.12	\$15.76	\$16.51	\$17.43	\$18.61	\$19.81	\$20.96	\$22.09
19	\$14.27	\$15.95	\$16.71	\$17.64	\$18.80	\$20.01	\$21.17	\$22.31
20	\$14.41	\$16.15	\$16.88	\$17.85	\$19.02	\$20.19	\$21.36	\$22.49
21	\$14.57	\$16.31	\$17.11	\$18.03	\$19.23	\$20.40	\$21.57	\$22.72
22	\$14.71	\$16.55	\$17.30	\$18.26	\$19.38	\$20.62	\$21.77	\$22.90
23	\$14.86	\$16.76	\$17.48	\$18.46	\$19.60	\$20.86	\$22.00	\$23.15
24	\$15.02	\$16.97	\$17.70	\$18.69	\$19.81	\$21.07	\$22.23	\$23.35
25	\$15.17	\$17.18	\$17.91	\$18.87	\$20.04	\$21.23	\$22.41	\$23.55
26	\$15.33	\$17.39	\$18.11	\$19.09	\$20.27	\$21.45	\$22.61	\$23.72
27	\$15.49	\$17.58	\$18.34	\$19.31	\$20.50	\$21.64	\$22.83	\$24.00
28	\$15.65	\$17.77	\$18.55	\$19.49	\$20.68	\$21.88	\$23.06	\$24.17
29	\$15.81	\$18.01	\$18.75	\$19.72	\$20.90	\$22.09	\$23.28	\$24.39
30	\$15.99	\$18.20	\$18.96	\$19.93	\$21.13	\$22.30	\$23.48	\$24.63
31	\$16.15	\$18.40	\$19.19	\$20.16	\$21.32	\$22.49	\$23.68	\$24.82
32	\$16.31	\$18.60	\$19.40	\$20.40	\$21.55	\$22.74	\$23.93	\$25.02
33	\$16.49	\$18.79	\$19.62	\$20.62	\$21.79	\$22.97	\$24.13	\$25.25
34	\$16.65	\$19.00	\$19.83	\$20.85	\$22.02	\$23.20	\$24.28	\$25.48
35	\$16.84	\$19.19	\$20.04	\$21.08	\$22.28	\$23.46	\$24.52	\$25.71
36	\$17.01	\$19.41	\$20.26	\$21.30	\$22.52	\$23.72	\$24.79	\$26.00
37	\$17.19	\$19.63	\$20.48	\$21.54	\$22.76	\$23.99	\$25.07	\$26.30
38	\$17.38	\$19.83	\$20.71	\$21.77	\$23.01	\$24.24	\$25.35	\$26.60
39	\$17.56	\$20.06	\$20.93	\$22.01	\$23.28	\$24.52	\$25.63	\$26.90
40	\$17.74	\$20.26	\$21.16	\$22.26	\$23.53	\$24.79	\$25.92	\$27.20

Special Education Bus Drivers: hourly rate + 4% - This additional 4% is discontinued as of July 1, 2018 for New Hires to this position.
Current Employees receiving this additional 4% in FY 18 will not be affected.
Employees on Step 40 for the 2024-2025 school year will receive a one-time increase of \$400.

Stillwater Public Schools
2026-2027 Support Salary Schedule

Step	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
0	\$11.44	\$12.83	\$13.64	\$14.52	\$15.73	\$16.90	\$18.06	\$19.13
1	\$11.46	\$12.96	\$13.77	\$14.64	\$15.85	\$17.02	\$18.19	\$19.25
2	\$11.82	\$13.31	\$14.13	\$15.00	\$16.21	\$17.38	\$18.56	\$19.61
3	\$11.93	\$13.44	\$14.26	\$15.14	\$16.39	\$17.57	\$18.76	\$19.85
4	\$12.02	\$13.58	\$14.42	\$15.31	\$16.55	\$17.78	\$18.98	\$20.08
5	\$12.15	\$13.74	\$14.57	\$15.46	\$16.74	\$17.97	\$19.18	\$20.29
6	\$12.30	\$13.89	\$14.72	\$15.62	\$16.88	\$18.12	\$19.34	\$20.46
7	\$12.47	\$14.04	\$14.90	\$15.78	\$17.07	\$18.28	\$19.48	\$20.61
8	\$12.63	\$14.18	\$15.05	\$15.95	\$17.22	\$18.46	\$19.67	\$20.77
9	\$12.80	\$14.39	\$15.24	\$16.13	\$17.37	\$18.62	\$19.84	\$20.96
10	\$12.97	\$14.55	\$15.39	\$16.30	\$17.55	\$18.78	\$19.99	\$21.13
11	\$13.17	\$14.72	\$15.59	\$16.46	\$17.71	\$18.97	\$20.16	\$21.30
12	\$13.37	\$14.92	\$15.75	\$16.62	\$17.91	\$19.12	\$20.32	\$21.49
13	\$13.58	\$15.12	\$15.93	\$16.82	\$18.09	\$19.33	\$20.53	\$21.64
14	\$13.81	\$15.32	\$16.13	\$17.01	\$18.30	\$19.50	\$20.70	\$21.76
15	\$13.97	\$15.48	\$16.30	\$17.17	\$18.45	\$19.67	\$20.91	\$22.03
16	\$14.13	\$15.71	\$16.48	\$17.36	\$18.64	\$19.85	\$21.07	\$22.16
17	\$14.26	\$15.86	\$16.64	\$17.58	\$18.81	\$20.02	\$21.23	\$22.35
18	\$14.40	\$16.07	\$16.84	\$17.78	\$18.98	\$20.21	\$21.38	\$22.53
19	\$14.56	\$16.27	\$17.04	\$17.99	\$19.18	\$20.41	\$21.59	\$22.76
20	\$14.70	\$16.47	\$17.22	\$18.20	\$19.40	\$20.60	\$21.78	\$22.94
21	\$14.86	\$16.63	\$17.45	\$18.39	\$19.61	\$20.81	\$22.01	\$23.18
22	\$15.00	\$16.88	\$17.64	\$18.63	\$19.77	\$21.03	\$22.20	\$23.35
23	\$15.16	\$17.09	\$17.83	\$18.83	\$19.99	\$21.28	\$22.44	\$23.61
24	\$15.32	\$17.31	\$18.05	\$19.06	\$20.21	\$21.49	\$22.67	\$23.81
25	\$15.47	\$17.52	\$18.26	\$19.25	\$20.45	\$21.65	\$22.86	\$24.02
26	\$15.64	\$17.74	\$18.47	\$19.47	\$20.68	\$21.88	\$23.06	\$24.20
27	\$15.80	\$17.94	\$18.71	\$19.69	\$20.91	\$22.08	\$23.28	\$24.48
28	\$15.96	\$18.12	\$18.92	\$19.88	\$21.09	\$22.32	\$23.52	\$24.66
29	\$16.13	\$18.37	\$19.12	\$20.12	\$21.31	\$22.53	\$23.74	\$24.88
30	\$16.30	\$18.57	\$19.34	\$20.33	\$21.55	\$22.74	\$23.95	\$25.13
31	\$16.47	\$18.77	\$19.58	\$20.56	\$21.75	\$22.94	\$24.15	\$25.31
32	\$16.63	\$18.97	\$19.79	\$20.81	\$21.98	\$23.19	\$24.41	\$25.52
33	\$16.82	\$19.17	\$20.01	\$21.03	\$22.23	\$23.42	\$24.61	\$25.76
34	\$16.99	\$19.38	\$20.22	\$21.27	\$22.46	\$23.66	\$24.76	\$25.99
35	\$17.17	\$19.58	\$20.45	\$21.50	\$22.72	\$23.93	\$25.01	\$26.23
36	\$17.35	\$19.80	\$20.67	\$21.72	\$22.97	\$24.20	\$25.29	\$26.52
37	\$17.54	\$20.02	\$20.89	\$21.97	\$23.21	\$24.47	\$25.57	\$26.83
38	\$17.72	\$20.22	\$21.13	\$22.20	\$23.47	\$24.73	\$25.85	\$27.13
39	\$17.91	\$20.46	\$21.35	\$22.45	\$23.74	\$25.01	\$26.15	\$27.44
40	\$18.10	\$20.67	\$21.58	\$22.71	\$24.00	\$25.29	\$26.44	\$27.74

Special Education Bus Drivers: hourly rate + 4% - This additional 4% is discontinued as of July 1, 2018 for New Hires to this position.

Current Employees receiving this additional 4% in FY 18 will not be affected.

Step 40+ Payment: An annual \$400 stipend will be awarded to those eligible employees who were placed at Step 40 during the prior school year.

Board Approved 8/11/2026

Stillwater Public Schools
2026-2027 Support Salary Schedule

Step	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
0	\$11.44	\$12.83	\$13.64	\$14.52	\$15.73	\$16.90	\$18.06	\$19.13
1	\$11.46	\$12.96	\$13.77	\$14.64	\$15.85	\$17.02	\$18.19	\$19.25
2	\$11.82	\$13.31	\$14.13	\$15.00	\$16.21	\$17.38	\$18.56	\$19.61
3	\$11.93	\$13.44	\$14.26	\$15.14	\$16.39	\$17.57	\$18.76	\$19.85
4	\$12.02	\$13.58	\$14.42	\$15.31	\$16.55	\$17.78	\$18.98	\$20.08
5	\$12.15	\$13.74	\$14.57	\$15.46	\$16.74	\$17.97	\$19.18	\$20.29
6	\$12.30	\$13.89	\$14.72	\$15.62	\$16.88	\$18.12	\$19.34	\$20.46
7	\$12.47	\$14.04	\$14.90	\$15.78	\$17.07	\$18.28	\$19.48	\$20.61
8	\$12.63	\$14.18	\$15.05	\$15.95	\$17.22	\$18.46	\$19.67	\$20.77
9	\$12.80	\$14.39	\$15.24	\$16.13	\$17.37	\$18.62	\$19.84	\$20.96
10	\$12.97	\$14.55	\$15.39	\$16.30	\$17.55	\$18.78	\$19.99	\$21.13
11	\$13.17	\$14.72	\$15.59	\$16.46	\$17.71	\$18.97	\$20.16	\$21.30
12	\$13.37	\$14.92	\$15.75	\$16.62	\$17.91	\$19.12	\$20.32	\$21.49
13	\$13.58	\$15.12	\$15.93	\$16.82	\$18.09	\$19.33	\$20.53	\$21.64
14	\$13.81	\$15.32	\$16.13	\$17.01	\$18.30	\$19.50	\$20.70	\$21.76
15	\$13.97	\$15.48	\$16.30	\$17.17	\$18.45	\$19.67	\$20.91	\$22.03
16	\$14.13	\$15.71	\$16.48	\$17.36	\$18.64	\$19.85	\$21.07	\$22.16
17	\$14.26	\$15.86	\$16.64	\$17.58	\$18.81	\$20.02	\$21.23	\$22.35
18	\$14.40	\$16.07	\$16.84	\$17.78	\$18.98	\$20.21	\$21.38	\$22.53
19	\$14.56	\$16.27	\$17.04	\$17.99	\$19.18	\$20.41	\$21.59	\$22.76
20	\$14.70	\$16.47	\$17.22	\$18.20	\$19.40	\$20.60	\$21.78	\$22.94
21	\$14.86	\$16.63	\$17.45	\$18.39	\$19.61	\$20.81	\$22.01	\$23.18
22	\$15.00	\$16.88	\$17.64	\$18.63	\$19.77	\$21.03	\$22.20	\$23.35
23	\$15.16	\$17.09	\$17.83	\$18.83	\$19.99	\$21.28	\$22.44	\$23.61
24	\$15.32	\$17.31	\$18.05	\$19.06	\$20.21	\$21.49	\$22.67	\$23.81
25	\$15.47	\$17.52	\$18.26	\$19.25	\$20.45	\$21.65	\$22.86	\$24.02
26	\$15.64	\$17.74	\$18.47	\$19.47	\$20.68	\$21.88	\$23.06	\$24.20
27	\$15.80	\$17.94	\$18.71	\$19.69	\$20.91	\$22.08	\$23.28	\$24.48
28	\$15.96	\$18.12	\$18.92	\$19.88	\$21.09	\$22.32	\$23.52	\$24.66
29	\$16.13	\$18.37	\$19.12	\$20.12	\$21.31	\$22.53	\$23.74	\$24.88
30	\$16.30	\$18.57	\$19.34	\$20.33	\$21.55	\$22.74	\$23.95	\$25.13
31	\$16.47	\$18.77	\$19.58	\$20.56	\$21.75	\$22.94	\$24.15	\$25.31
32	\$16.63	\$18.97	\$19.79	\$20.81	\$21.98	\$23.19	\$24.41	\$25.52
33	\$16.82	\$19.17	\$20.01	\$21.03	\$22.23	\$23.42	\$24.61	\$25.76
34	\$16.99	\$19.38	\$20.22	\$21.27	\$22.46	\$23.66	\$24.76	\$25.99
35	\$17.17	\$19.58	\$20.45	\$21.50	\$22.72	\$23.93	\$25.01	\$26.23
36	\$17.35	\$19.80	\$20.67	\$21.72	\$22.97	\$24.20	\$25.29	\$26.52
37	\$17.54	\$20.02	\$20.89	\$21.97	\$23.21	\$24.47	\$25.57	\$26.83
38	\$17.72	\$20.22	\$21.13	\$22.20	\$23.47	\$24.73	\$25.85	\$27.13
39	\$17.91	\$20.46	\$21.35	\$22.45	\$23.74	\$25.01	\$26.15	\$27.44
40	\$18.10	\$20.67	\$21.58	\$22.71	\$24.00	\$25.29	\$26.44	\$27.74

Special Education Bus Drivers: hourly rate + 4% - This additional 4% is discontinued as of July 1, 2018 for New Hires to this position.

Current Employees receiving this additional 4% in FY 18 will not be affected.

Step 40+ Payment: An annual \$400 stipend will be awarded to those eligible employees who were placed at Step 40 during the prior school year.

Board Approved 8/11/2026



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Trent J. Swanson, Chief Human Resources Officer
APPROVED BY: Mr. Tyler Bridges, Superintendent
DATE: August 11, 2026

AGENDA ITEM(S):

- HR 2026-2027 Stillwater Public Schools District Administrator Salary Schedule, Principal Salary Schedule, Administrative Assistant Salary Schedule, Technology Salary Schedule, and Maintenance Salary Schedule.
- HR 2026-2027 Non-Certified Employee Negotiated Agreement for 2026-2027 with Stillwater Education Support Professionals Association (SESPA), Support Position Levels by Category, Support Salary Schedule, and Instructional Support Salary Schedule.

BOARD ACTION REQUESTED:

- Motion to Approve 2026-2027 Stillwater Public Schools District Administrator Salary Schedule, Principal Salary Schedule, Administrative Assistant Salary Schedule, Technology Salary Schedule, and Maintenance Salary Schedule.
- Motion to Approve 2026-2027 Non-Certified Employee Negotiated Agreement for 2026-2027 with Stillwater Education Support Professionals Association (SESPA), Support Position Levels by Category, Support Salary Schedule, and Instructional Support Salary Schedule.

BACKGROUND INFORMATION:

- Stillwater Public Schools annually approves the District Administrator Salary Schedule, Principal Salary Schedule, Administrative Assistant Salary Schedule, Technology Salary Schedule, and Maintenance Salary Schedule. The Administrative Assistant Salary Schedule, Technology Salary Schedule, and Maintenance Salary Schedules are Exempt from the Non-Certified Employee Negotiated Agreement.
- The Non-Certified Employee Negotiated Agreement for 2026-2027 with Stillwater Education Support Professionals Association (SESPA), Support Position Levels by Category, Support Salary Schedule, and Instructional Support Salary Schedules have been reviewed and updated through the negotiation process by both designated representatives of the Stillwater Education Support Professionals Association (SESPA) and representatives of the Stillwater Public Schools (SPS) Board of Education.

Stillwater Public Schools
2026-2027 District Administrator Salary Schedule

Step	Admin Support Team	Athletic Director	Director I	Director II	Coordinator 260 day	Coordinator 220 day	Years of Experience in Education	Additional Base Pay
0	\$106,223	\$78,534	\$68,964	\$63,707	\$56,430	\$54,223	0	\$5,000
1	\$107,761	\$79,852	\$70,342	\$64,815	\$57,243	\$54,981	1	\$5,000
2	\$109,321	\$81,150	\$71,720	\$65,923	\$58,068	\$55,749	2	\$5,000
3	\$110,903	\$82,448	\$74,000	\$67,931	\$58,906	\$56,528	3	\$5,000
4	\$112,508	\$83,746	\$75,378	\$69,039	\$59,756	\$57,317	4	\$5,000
5	\$114,156	\$85,044	\$76,756	\$70,147	\$60,619	\$58,137	5	\$6,000
6	\$115,807	\$86,342	\$78,134	\$71,255	\$61,495	\$58,948	6	\$6,000
7	\$117,483	\$87,640	\$79,512	\$72,363	\$62,384	\$59,771	7	\$6,000
8	\$119,182	\$88,938	\$80,890	\$73,471	\$63,286	\$60,605	8	\$6,000
9	\$120,906	\$90,236	\$82,268	\$74,579	\$64,202	\$61,450	9	\$6,000
10	\$122,676	\$91,534	\$83,646	\$75,687	\$65,131	\$62,328	10	\$7,000
11	\$124,450	\$92,832	\$85,025	\$76,795	\$66,075	\$63,197	11	\$7,000
12	\$126,250	\$94,130	\$86,402	\$77,903	\$67,033	\$64,077	12	\$7,000
13	\$128,076	\$95,428	\$87,780	\$79,011	\$68,005	\$64,971	13	\$7,000
14	\$129,928	\$96,726	\$89,158	\$80,119	\$68,991	\$65,877	14	\$7,000
15	\$132,774	\$98,024	\$90,537	\$81,227	\$69,993	\$67,762	15	\$8,000
16	\$133,274	\$99,322	\$91,915	\$82,335	\$70,693	\$68,262	16	\$8,000
17	\$133,774	\$100,620	\$93,293	\$83,443	\$71,400	\$68,762	17	\$8,000
18	\$134,274	\$101,918	\$94,671	\$84,551	\$72,114	\$69,262	18	\$8,000
19	\$134,774	\$103,216	\$96,049	\$85,674	\$72,835	\$69,762	19	\$8,000
20	\$135,274	\$104,514	\$97,427	\$86,782	\$73,563	\$70,262	20	\$8,000
21	\$135,950	\$105,037	\$97,914	\$87,216	\$73,931	\$70,613	21	\$8,000
22	\$136,630	\$105,562	\$98,404	\$87,652	\$74,300	\$70,966	22	\$8,000
23	\$137,313	\$106,090	\$98,896	\$88,090	\$74,672	\$71,321	23	\$8,000
24	\$138,000	\$106,620	\$99,390	\$88,531	\$75,045	\$71,678	24	\$8,000
25	\$138,690	\$107,153	\$99,887	\$88,973	\$75,421	\$72,036	25	\$8,000

Note: Add \$3,500 for doctorate.

Note: Add \$2,500+50 hours or 2 masters (this includes employees when a masters is required for position).

Note: Add \$2,000 for masters in positions where masters degree is not required of the position

All districtwide administrators approved for phone allowance will receive \$960.

**All districtwide administrators approved for a one-time stipend equal to
0.5% of salary if over step 25**

Admin Support Team - Asst. Supt. of Ed. Services; Asst. Supt. of Operations; CFO; CHRO

Athletic Director - Athletic Director

Director I - Dir of Facilities; Dir of Transp; Dir of Fed Prog; Dir of Elem Ed; Dir of Second Ed;
Director of Child Nutrition; Director of Special Services; Director of Technology

Director II - Asst Dir of Child Nutrition; Asst Dir of Athletics

Coordinator (260) - PR Coord; Tech Integration Coord.

Coordinator (220) - Indian Ed Coord; ELL Coordinator; Wellness, Trauma & Emergency
Response Coord.

Board Approved 8/11/2026

Stillwater Public Schools
2026-2027 Principal Salary Schedule

	High School Principal	Junior High Principal	Middle School Principal	Elementary Principal	HS Asst Principal / Lincoln Principal	Junior High Asst. Principal	Middle School Asst. Principal	Elementary Asst. Principal	Years of Experience in Education	Additional Base Pay
Step	260	210 + 5 Flex	203 + 5 Flex	203 + 5 Flex	203 + 5 Flex	200 + 5 Flex	200 + 5 Flex	200 + 5 Flex		
0	\$89,723	\$79,473	\$75,223	\$72,223	\$68,973	\$65,223	\$63,223	\$62,754	0	\$5,000
1	\$90,969	\$80,610	\$76,296	\$73,251	\$69,952	\$66,146	\$64,116	\$63,638	1	\$5,000
2	\$92,232	\$81,763	\$77,384	\$74,293	\$70,945	\$67,082	\$65,021	\$64,535	2	\$5,000
3	\$93,513	\$82,932	\$78,487	\$75,350	\$71,952	\$68,031	\$65,939	\$65,444	3	\$5,000
4	\$94,811	\$84,116	\$79,605	\$76,421	\$72,972	\$68,992	\$66,869	\$66,365	4	\$5,000
5	\$96,149	\$85,338	\$80,760	\$77,528	\$74,027	\$69,987	\$67,833	\$67,320	5	\$6,000
6	\$97,485	\$86,558	\$81,911	\$78,630	\$75,077	\$70,976	\$68,789	\$68,267	6	\$6,000
7	\$98,841	\$87,794	\$83,078	\$79,748	\$76,141	\$71,979	\$69,759	\$69,229	7	\$6,000
8	\$100,216	\$89,049	\$84,261	\$80,882	\$77,220	\$72,996	\$70,743	\$70,202	8	\$6,000
9	\$101,610	\$90,321	\$85,461	\$82,031	\$78,315	\$74,027	\$71,740	\$71,190	9	\$6,000
10	\$103,045	\$91,632	\$86,699	\$83,218	\$79,446	\$75,094	\$72,773	\$72,213	10	\$7,000
11	\$104,480	\$92,940	\$87,934	\$84,400	\$80,571	\$76,154	\$73,798	\$73,228	11	\$7,000
12	\$105,935	\$94,267	\$89,185	\$85,599	\$81,713	\$77,229	\$74,838	\$74,258	12	\$7,000
13	\$107,412	\$95,614	\$90,456	\$86,815	\$82,871	\$78,320	\$75,893	\$75,303	13	\$7,000
14	\$108,909	\$96,979	\$91,744	\$88,048	\$84,045	\$79,426	\$76,963	\$76,361	14	\$7,000
15	\$111,394	\$99,330	\$94,017	\$90,266	\$86,203	\$81,514	\$79,014	\$78,426	15	\$8,000
16	\$111,894	\$99,830	\$94,517	\$90,766	\$86,703	\$82,014	\$79,514	\$78,938	16	\$8,000
17	\$112,394	\$100,330	\$95,017	\$91,266	\$87,203	\$82,514	\$80,014	\$79,451	17	\$8,000
18	\$112,894	\$100,830	\$95,517	\$91,766	\$87,703	\$83,014	\$80,514	\$79,963	18	\$8,000
19	\$113,394	\$101,330	\$96,017	\$92,266	\$88,203	\$83,514	\$81,014	\$80,476	19	\$8,000
20	\$113,894	\$101,830	\$96,517	\$92,766	\$88,703	\$84,014	\$81,514	\$80,988	20	\$8,000
21	\$114,394	\$102,330	\$97,017	\$93,266	\$89,203	\$84,514	\$82,014	\$81,488	21	\$8,000
22	\$114,894	\$102,830	\$97,517	\$93,766	\$89,703	\$85,014	\$82,514	\$81,988	22	\$8,000
23	\$115,394	\$103,330	\$98,017	\$94,266	\$90,203	\$85,514	\$83,014	\$82,488	23	\$8,000
24	\$115,894	\$103,830	\$98,517	\$94,766	\$90,703	\$86,014	\$83,514	\$82,988	24	\$8,000
25	\$116,394	\$104,330	\$99,017	\$95,266	\$91,203	\$86,514	\$84,014	\$83,488	25	\$8,000

Note: Add \$3,500 for doctorate.

Note: Add \$2,500 for masters+50 hours or 2 masters (this includes employees when a masters is required for position).

All principals and assistant principals will receive a \$960 phone allowance.

All site administrators approved for a one-time stipend equal to 0.5% of salary if over step 25.

Board Approved 8/11/2026

Stillwater Public Schools
2026-27 Administrative Assistant Salary Schedule

Step	Admin Support I	Admin Support II	Admin Asst	Supt Asst
0	\$38,640.66	\$41,735.34	\$48,343.92	\$50,520.60
1	\$39,282.24	\$42,432.00	\$49,227.24	\$51,448.80
2	\$40,215.54	\$43,446.90	\$50,520.60	\$52,809.48
3	\$41,002.98	\$44,302.68	\$51,665.04	\$53,951.88
4	\$41,791.44	\$45,159.48	\$52,809.48	\$55,096.32
5	\$43,617.24	\$47,054.64	\$53,981.46	\$56,267.28
6	\$44,441.40	\$47,951.22	\$55,182.00	\$57,465.78
7	\$45,284.94	\$48,868.20	\$56,412.12	\$58,691.82
8	\$46,147.86	\$49,806.60	\$57,934.98	\$59,948.46
9	\$47,031.18	\$50,766.42	\$59,503.74	\$61,233.66
10	\$48,637.68	\$52,422.90	\$60,324.84	\$62,081.28
11	\$49,232.34	\$53,069.58	\$61,157.16	\$62,940.12
12	\$49,835.16	\$53,725.44	\$62,003.76	\$63,813.24
13	\$50,448.18	\$54,391.50	\$62,861.58	\$64,698.60
14	\$51,098.94	\$55,099.38	\$63,777.54	\$65,641.08
15	\$52,793.16	\$56,851.74	\$64,725.12	\$66,617.22
16	\$53,255.22	\$57,353.58	\$65,371.80	\$67,283.28
17	\$53,721.36	\$57,860.52	\$66,025.62	\$67,956.48
18	\$54,192.60	\$58,373.58	\$66,686.58	\$68,635.80
19	\$54,668.94	\$58,890.72	\$67,352.64	\$69,322.26
20	\$55,149.36	\$59,412.96	\$68,026.86	\$70,014.84
21	\$55,634.67	\$59,941.74	\$68,707.13	\$70,714.99
22	\$56,124.26	\$60,475.22	\$69,394.20	\$71,422.14
23	\$56,618.15	\$61,013.45	\$70,088.14	\$72,136.36
24	\$57,116.39	\$61,556.47	\$70,789.02	\$72,857.72
25	\$57,619.02	\$62,104.32	\$71,496.91	\$73,586.30

Employees over step 25 will receive a one-time step increase of \$400.

Board Approved 8/11/2026

Stillwater Public Schools
2026-2027 Technology Salary Schedule

Step	IT Assistant	Computer Specialist I	Computer Specialist II	Computer Specialist III	System Admin I	System Admin II / Tech. Project & Resource Specialist	Data, Network, Server Administrator
0	\$13.64	\$17.57	\$20.45	\$22.43	\$50,058	\$57,199	\$68,509
1	\$13.77	\$17.79	\$20.72	\$22.73	\$50,701	\$57,948	\$69,428
2	\$14.13	\$18.03	\$21.00	\$23.04	\$51,353	\$58,709	\$70,362
3	\$14.26	\$18.26	\$21.28	\$23.34	\$52,015	\$59,481	\$71,308
4	\$14.42	\$18.50	\$21.84	\$23.98	\$53,359	\$61,049	\$73,231
5	\$14.57	\$18.74	\$22.13	\$24.30	\$55,071	\$62,877	\$75,241
6	\$14.72	\$18.99	\$22.43	\$24.63	\$55,774	\$63,697	\$76,247
7	\$14.90	\$19.25	\$23.04	\$25.30	\$57,200	\$65,361	\$78,287
8	\$15.05	\$19.52	\$23.34	\$25.65	\$57,934	\$66,217	\$79,338
9	\$15.20	\$19.77	\$23.66	\$26.01	\$58,680	\$67,086	\$80,405
10	\$15.36	\$20.03	\$23.99	\$26.71	\$61,213	\$69,872	\$83,589
11	\$15.51	\$20.28	\$24.30	\$27.07	\$61,992	\$70,781	\$84,704
12	\$15.66	\$20.54	\$24.60	\$27.45	\$62,783	\$71,704	\$85,836
13	\$15.81	\$20.79	\$24.91	\$28.20	\$64,389	\$73,578	\$88,133
14	\$15.97	\$21.05	\$25.21	\$28.60	\$65,216	\$74,543	\$89,316
15	\$16.12	\$21.30	\$25.52	\$29.00	\$67,078	\$76,535	\$91,515
16				\$29.29	\$67,687	\$77,238	\$92,369
17				\$29.58	\$68,303	\$77,950	\$93,231
18				\$29.88	\$68,925	\$78,669	\$94,103
19				\$30.18	\$69,553	\$79,394	\$94,982
20				\$30.48	\$70,187	\$80,126	\$95,871
21				\$30.78	\$70,826	\$80,863	\$96,762
22				\$31.09	\$71,470	\$81,607	\$97,662
23				\$31.40	\$72,121	\$82,358	\$98,571
24				\$31.70	\$72,777	\$83,116	\$99,487
25				\$32.01	\$73,439	\$83,880	\$100,413

Employees over step 25 will receive a one-time step increase of \$400.

Board Approved 8/11/2026

Stillwater Public Schools
2026-2027 Maintenance Salary Schedule

Step	Apprentice License	Journeyman License	Contractor License
0	\$19.14	\$23.37	\$25.44
1	\$19.40	\$23.67	\$25.79
2	\$19.65	\$24.00	\$26.15
3	\$19.92	\$24.32	\$26.50
4	\$20.19	\$24.64	\$26.86
5	\$20.46	\$25.00	\$27.25
6	\$20.73	\$25.34	\$27.61
7	\$21.01	\$25.68	\$27.99
8	\$21.28	\$26.02	\$28.36
9	\$21.57	\$26.38	\$28.76
10	\$21.85	\$26.74	\$29.16
11	\$22.15	\$27.11	\$29.57
12	\$22.45	\$27.48	\$29.97
13	\$22.76	\$27.87	\$30.39
14	\$23.05	\$28.25	\$30.81
15	\$23.35	\$28.63	\$31.25
16	\$23.65	\$28.98	\$31.68
17	\$23.94	\$29.28	\$31.98
18	\$24.23	\$29.57	\$32.27
19	\$24.53	\$29.86	\$32.56
20	\$24.82	\$30.16	\$32.86
21	\$25.12	\$30.45	\$33.15
22	\$25.41	\$30.75	\$33.45
23	\$25.71	\$31.05	\$33.74
24	\$26.00	\$31.34	\$34.04
25	\$26.30	\$31.64	\$34.33

Those eligible employees on step 25 in the previous fiscal year shall be awarded a one time \$400 stipend.

Board Approved 8/11/2026

Stillwater Public Schools

2026-2027 Miscellaneous Pay Schedule

<u>POSITION</u>	<u>HOURLY RATE OF PAY</u>	<u>SET RATE</u>
After School Programs Certified	\$12.50/hour	
After School Programs Support	Current Hourly Rate	
Audio Visual Technician	\$20/hr	
Certified Teacher (After School, Credit Recovery, Evening Alt. School, Homebound/Homebase, (Reading Sufficiency Act Tutor)	\$25/hr	
Certified Training-all day		\$50
Certified Training-half day		\$25
School Nutrition Substitutes	Cook I Level; Step 0	
Evening Alternative School - Support	\$15/hr	
Event Staff	\$15/hr	
Indian Education Presenter	\$25/hr	
Long-Term Substitute - Support	Position Level, Step 0	
PALS Academic Coach	\$25/hr	
PALS District Facilitator	\$19.22/hr	
PALS Certified Site Facilitator	\$17.75/hr	
PALS Support Site Facilitator	\$14.25/hr	
PALS Teacher Assistant	\$12.00/hr	
Physical Therapist - Extended School Year	\$35/hr	
Professional Development Planning and	\$25/hr	
Professional Development Presentation	\$25/hr	
Support Staff Training - Non-Contract	Current Hourly Rate	
Science Warehouse Assistant	\$15/hr	
Speech Pathologist - Extended School Year	\$25/hr	
Substitute Bus Driver	Bus Driver Schedule w/ applicable years of service	
Summer School Site Administrator	\$45/hr	
Summer School Teacher	\$30/hr	
Summer Support Staff	Current Hourly Rate or Position Level Step 0	
Utility Clerical Sub	Level 4 Step 3	

Board Approved 8/11/2026