REGULAR MEETING
Deer Creek Board of Education, I-006
Deer Creek Administration Building
20701 N MacArthur Blvd
Edmond, OK 73012

AGENDA

Monday, September 14, 2026 - 6:00 PM

A. Call to Order and Roll Call
B. Superintendent's Report
C. Recognitions/Presentations:
    - Human Resources Update - Dr. Jason Perez
D. Public to be Heard
   In accordance with Board Policy, the Superintendent has established the following procedures for public participation at regular Board meetings. In an effort to conduct school business and complete the scheduled agenda, discussion and comments from the public shall be limited to statements from those individuals who have properly registered to speak during the public speaking portion of the meeting and shall be limited to a total time of 30 minutes. Each person participating in the public speaking portion of the meeting will limit their comments to five minutes or less based on the number of eligible speakers. The Board reserves the right to limit the time for comments regarding any particular issue and/or the number of speakers to be allowed with respect to a particular issue. Speaking/shouting out of turn during the business meeting is strictly prohibited. Should you choose not to follow the audience expectations, you will be asked to leave. Questions or concerns related to employees of the district should be referred to the Superintendent, as they will not be permitted at this time.
E. Consideration of and Vote on the Consent Agenda: All of the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one 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:
    1. Board of Education Minutes:
        - Regular Meeting - August 10, 2026
    2. Schedule of Encumbrances:
        - Approve General Fund POs 242-338, totaling $448,310.13
        - Approve General Fund Payroll POs 50179-51006, totaling $48,695,306.11
        - Approve Building Fund POs 67-89, totaling $67,130.17
        - Approve Child Nutrition Fund POs 20-29, totaling $3,655.80
        - Approve BOND35 POs 36-49, totaling $180,257.55
        - Approve Insurance Fund PO 2, totaling $2,095.50

- Approve Lease Revenue Bank of OK POs 51-64, totaling $497,318.19

3. Financial Reports:
    - Treasurer's Reports
    - Student Activity Reports
    - Business Services Reports
4. Out of State Travel Request:
    - Deer Creek High School Pom to travel to Orlando, FL from March 3–8, 2027, to compete at the Dance Team Union National Championship. Costs to be covered by individuals as well as fundraiser profits.
    - Deer Creek High School Boys Wrestling Team to travel to Kansas City, MO on December 17–19, 2026 to attend the Kansas City Stampede Wrestling Tournament. Costs to be covered by Booster Club Funds.
    - Holly Blunk, Aviation Teacher at DCHS, to travel to Phoenix, AZ on November 15–17, 2026 to attend the AOPA Foundation High School Aviation STEM Symposium. Costs to be covered by OK Department of Aerospace and Aeronautics Grant and individual funds.
    - Baseball Coaching Staff, Andrew McGuire, Brady Baugh, Weston Ward, and Garrett Wilkens to travel to Chicago, IL on January 7–10, 2027 to attend the ABCA National Convention. Costs to be covered by Booster Club Funds.
    - Mr. Jeremy Hayes, Deer Creek Intermediate History teacher to take students and parents to Washington, D.C. and Gettysburg, PA from June 1–5, 2027. Trip is optional and to be paid by each attendee.
    - Baseball coaches, Andrew McGuire, Brady Baugh, Weston Ward, and Garrett Wilkens and the DCHS Baseball Varsity Team to travel to Frisco, TX on March 4–6, 2027, to attend the 4th Annual Five Tool High School Baseball Festival. Costs to be covered by Booster Club Funds.
5. Technology Surplus.
6. Policy C-7 (Organizational Chart).
7. Updated District Safety Plan for the 2026-27 school year.
8. 2025-2026 Annual College Remediation and Drop-Out Reports.
9. Section 125 Flexible Benefit Plan Adoption Agreement.
10. Agreement renewal between Deer Creek Public Schools and American Fidelity for 2026-27.
11. Opinion of Counsel regarding Schedule No. 8 to the Master Lease Agreement between Deer Creek Public Schools and Insight Investments, LLC.
12. Agreement between Deer Creek Public Schools and The University of Central Oklahoma for 2027 Graduation Venue Services in the total amount of $28,375.00, to be paid from Activity Funds.
13. Quote from Power Spelling for spelling and vocabulary learning services for the 2026-27 school year in the amount of $1,875.00, to be paid from Activity Funds.
14. Renewal quote from Renaissance for Flocabulary services at Deer Creek Intermediate School for the 2026-27 school year in the amount of $3,695.00, to be paid from Activity Funds.

15. Agreement between Deer Creek Public Schools and Gaillardia Country Club for 2027 prom venue and catering for an estimated amount of $13,000.00, to be paid out of Activity Funds.
16. Quote from OATECA for one additional annual educator license for the 2026-27 school year in the amount of $75.00, to be paid from General Funds.
17. Memorandum of Understanding between Deer Creek Intermediate School and Literati Book Fairs for fall 2026 book fair services.
18. Service agreement between Deer Creek High School and Re'Merk'Able Mobile DJs for Homecoming DJ services in the amount of $450.00, to be paid from Activity Funds.
19. Agreement between Deer Creek Public Schools and The Board of Regents of the University of Oklahoma, Health Campus, on behalf of The College of Allied Health for the Clinical Education Program for the 2026-27 school year.
20. Memorandum of Understanding between Central Creek Middle School and PBC Guru, LLC for BookBreak services for the 2026-27 school year in the amount of $1,650.00, to be paid from General Funds.
21. Quote from Liminex, Inc. for GoGuardian Pear Assessment services at Central Creek Middle School for the 2026-27 school year in the amount of $1,872.00, to be paid from Activity Funds.
22. Quote from Thunder House Party Rentals for inflatables at Rose Union Elementary in the amount of $1,831.50, to be paid from Activity Funds.
23. Quote from World Book for online database services for Central Creek Middle School in the amount of $609.40, to be paid from General Funds.
24. Renewal agreement between Deer Creek Public Schools and Noregon Systems, LLC for technician software for the 2026-27 school year in the amount of $4,899.00, to be paid from General Funds.
25. Agreement between Deer Creek Public Schools and Perry Weather for a weather alert software subscription in the amount of $3,819.00, to be paid from Activity Funds.
26. Quote from How to ABA for license training in the amount of $210.00, to be paid from General Funds.
27. Agreement between Central Creek Middle School and 1st Day School Supplies for the 2027-28 school year.
28. Agreement between Deer Creek Middle School and 1st Day School Supplies for the 2027-28 school year.
29. Agreement between Deer Creek Elementary and 1st Day School Supplies for the 2027-28 school year.
30. Agreement between Knight Ridge Elementary and 1st Day School Supplies for the 2027-28 school year.
31. Agreement between Deer Creek Intermediate and 1st Day School Supplies for the 2027-28 school year.
32. Quote from ASB Classroom for classroom curriculum materials for Broadcasting & Digital Media at Deer Creek High School in the amount of $299.00, to be paid from General Funds.

33. Quote from Kahoot for an annual Kahoot!+ Bronze subscription for Deer Creek High School teacher William Barr in the amount of $36.00, to be paid from Activity Funds.
34. License agreement between Deer Creek High School and Marquis Entertainment Inc. for play rights to *The Drowning Girls*, for an estimated cost of $625.00, to be paid from Activity Funds.
35. Agreement between Deer Creek High School and Isograd Inc. for TOSA Education Packs and Isograd Learning Lab courseware licenses for the 2026-27 school year in the amount of $4,182.00, to be paid from General Funds.
36. Quote from West Music for a one-year MusicPlay Online subscription for Deer Creek Intermediate School in the amount of $360.00, to be paid from Activity Funds.
37. Agreement between Deer Creek Intermediate School and BSN Sports for the Sideline Store Program for 2026-27.
38. Quote from Senor Wooly for e-learning Spanish materials at Deer Creek Middle School in the amount of $199.00, to be paid from Activity Funds.
39. Agreement between Deer Creek Public Schools and Gipper Media, Inc. for Gipper Touch and Gipper Engage Pro for the 2026-27 school year in the amount of $6,747.46, to be paid from Activity Funds.
40. Quote from Fluency and Fitness for educational learning and movement activities to support phonics, literacy, and math skill development for PreK-3rd grade students at Knight Ridge Elementary, in the amount of $139.00, to be paid from Activity Funds.
41. Quote from Party Rock Entertainment for school carnival products, including a Rockwall, two bounce houses, obstacle course, dunk tank, and generator at Knight Ridge Elementary, in the amount of $1,740.00, to be paid from Activity Funds.
42. Service agreement between Knight Ridge Elementary and Scholastic Book Fairs for the 2026-27 spring book fair.
43. Quote from E.W. Scripps Company for Scripps Spelling Bee materials for Deer Creek Middle School for the 2026-27 school year in the amount of $206.50, to be paid from Activity Funds.
44. Quote from E.W. Scripps Company for Scripps Spelling Bee enrollment and services for Knight Ridge Elementary for the 2026-27 school year in the amount of $199.00, to be paid from Activity Funds.
45. Quote from E.W. Scripps Company for Scripps Spelling Bee materials for Deer Creek Intermediate for the 2026-27 school year in the amount of $206.50, to be paid from Activity Funds.
46. Renewal quote from Pearson for NNAT3 Online Licensing for the 2026-27 school year in the amount of $25,080.00, to be paid from Activity Funds.
47. Quote from IXL Learning for Math and English Language Arts (ELA) curriculum subscriptions for first grade at Spring Creek Elementary in the amount of $2,437.50, to be paid from Activity Funds.

F. Business Items
    1. Discussion and possible vote regarding the 2026-27 2nd Quarter District Capacity at each grade level for transfer purposes in accordance with Board Policy H-9 (Student Transfers). - Kelly Hinton

2. Discussion and possible vote regarding a quote from Vivacity for the purchase of 130 Acer Chromebooks for $44,070.00, to be paid out of ACE Technology Funds. - Dr. Scott Haselwood
3. Discussion and possible vote regarding combined quotes from Ross Transportation for the purchase of 3 large buses and 1 small bus, for the total amount of $639,956.00, to be paid from Bond Funds. - Robert Feinberg
4. Discussion and possible vote regarding updating policy G-45 (Grading Systems). - Mark Phillips
5. Discussion and possible vote regarding combining policy D-27 (General Fund Placement of Orders) with policy D-28 (Activity Fund Purchase Order Procedure). - Dr. Cordell Ehrich
6. Discussion and possible vote regarding new policy F-46 (Clubs, Camps, Private Lesson, and Tutoring). - Dr. Cordell Ehrich
7. Board to consider and take action on the employment of Stephen L. Smith Corp. as financial consultants to the School District, for the fiscal year 2026-2027. - Dr. Cordell Ehrich
8. Discussion and possible vote regarding the Estimate of Needs for Fiscal Year 2026-2027, and the Financial Statement of the Fiscal Year 2025-2026, as prepared by S & B CPA & Associates, PLLC. - Dr. Cordell Ehrich
9. Discussion and possible vote regarding a quote from KI for office furniture at Rose Union Elementary for $45,457.64, to be paid out of Bond Funds. - Dr. Cordell Ehrich
10. Discussion and possible vote on the Superintendent's recommendation concerning employment as listed on the Personnel Schedule.

G. Adjournment

Anyone wishing to attend the school board meeting and who is in need of an interpreter for the hearing impaired should notify the Superintendent's Office 24 hours before the meeting and one will be provided.

Posted on the Deer Creek Schools Website (deercreekschools.org) and on the front window of the District Administration Office this 11th of September, 2026 at 4:00 p.m.

Lora Bachhofer
Lora Bachhofer
Board Minutes Clerk

REGULAR MEETING
Deer Creek Board of Education, I-006
Deer Creek Administration Building
20701 N MacArthur Blvd
Edmond, OK 73012

MINUTES

Monday, August 10, 2026 - 6:00 PM

A. Call to Order and Roll Call
Attendance Taken at 6:00 PM.

Christopher Adamson:	Present
James Gibbs:	Present
Stanlen Green:	Present
Mike Kiehn:	Present
Kelli Lay:	Present

B. Superintendent's Report

C. Public to be Heard
In accordance with Board Policy, the Superintendent has established the following procedures for public participation at regular Board meetings. In an effort to conduct school business and complete the scheduled agenda, discussion and comments from the public shall be limited to statements from those individuals who have properly registered to speak during the public speaking portion of the meeting and shall be limited to a total time of 30 minutes. Each person participating in the public speaking portion of the meeting will limit their comments to five minutes or less based on the number of eligible speakers. The Board reserves the right to limit the time for comments regarding any particular issue and/or the number of speakers to be allowed with respect to a particular issue. Speaking/shouting out of turn during the business meeting is strictly prohibited. Should you choose not to follow the audience expectations, you will be asked to leave. Questions or concerns related to employees of the district should be referred to the Superintendent, as they will not be permitted at this time.

D. Consideration of and Vote on the Consent Agenda: All of the following items, which concern reports and items of a routine nature normally approved at board meetings, will be approved by one 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:
Motion to approve Consent Agenda items # 1 - 19. This motion, made by Mike Kiehn and seconded by Kelli Lay, Carried.

Christopher Adamson:	Yea

James Gibbs: Yea
Stanlen Green: Yea
Mike Kiehn: Yea
Kelli Lay: Yea

1. Board of Education Minutes:

    - Regular Meeting - July 13, 2026

2. Schedule of Encumbrances:

    - Approve General Fund POs 180-241, totaling $131,900.77
    - Approve General Fund Payroll POs 50078-50178, totaling $5,974,374.22
    - Approve Building Fund POs 50-66, totaling $66,585.52
    - Approve Child Nutrition POs 13-19, totaling $3,731.87
    - Approve Child Nutrition Payroll PO 50000, totaling $39,384.96
    - Approve Bond 35 POs 13-35, totaling $203,692.44
    - Approve Lease Revenue Bank of Oklahoma POs 39-50, totaling $854,086.17

3. Financial Reports:

    - Treasurer's Reports
    - Student Activity Reports
    - Business Services Reports

4. Request for Statutory Adjunct Certificate Waivers:

    - Tyler Williams - Business Education/Computer Science & Applications
    - Danette Boswell - Business Education/Computer Science & Applications

5. Out of State Travel Request:

    - Athletics Director, William Bays, to travel to Phoenix, AZ on December 11–15, 2026 to attend the National Athletic Directors Conference. Costs to be paid out of Activity Funds and the Oklahoma Interscholastic Athletic Administrators Association.

6. Request for Sanctioning:

    - Deer Creek Orchestra Booster Club
    - Deer Creek Prairie Vale PTO
    - Rose Union PTO
    - Deer Creek Swim Booster Club
    - Deer Creek Soccer Boosters
    - Deer Creek Band Boosters
    - DCHS Speech and Drama Booster Club
    - Grove Valley Elementary School PTO

7. Transportation Surplus.

8. Operations Surplus.

9. Spring Creek Surplus.

10. Child Nutrition Meal Price Increases for the 2026–2027 school year:

- Breakfast meals for all school sites: $2.54
- Adult Breakfast Meal: $3.05
- Elementary lunch meals: $3.60
- Middle School lunch meals: $3.60
- High School lunch meals: $3.95
- Negative Balance Cap Amount: -$36.00

11. Contract agreement between Deer Creek Public Schools and BC Behavioral for ABA services for the 2026-27 school year for the total amount of $220,205.00, to be paid out of General Funds.

12. Quote from Sight Reading Factory for $2,052.00 for a one-year subscription to an online sight-reading program for Orchestra, Band, and Choir for the 2026-27 school year, to be paid out of Activity Funds.

13. Renewal of Memorandum of Understanding with the Oklahoma City-County Board of Health, acting by and through the Oklahoma City-County Health Department (OCCHD) for the 2026-27 school year.

14. Renewal contract between Deer Creek Public Schools and the Oklahoma Department of Career and Technology Education.

15. Agreement between Central Creek Middle School and The Meadows Center for Opportunity, Inc for shredding services for the 2026-27 school year, to be paid out of Activity Funds.

16. Agreement between Knight Ridge Elementary and Literati Book Fairs for Fall 2026 book fair services.

17. Agreement between Deer Creek Public Schools and the Workforce Innovation and Opportunity Act (WIOA) for the 2026-27 school year.

18. Agreement between Knight Ridge Elementary and Renaissance for Flocabulary services for the 2026-27 school year for $140.00, to be paid out of Activity Funds.

19. Agreement between Knight Ridge Elementary and Whiteboard Warm-Ups for the 2026-27 school year for $225.00, to be paid out of Activity Funds.

E. Business Items

1. Discussion and possible vote regarding a quote from Apple for devices and equipment for yearbook and technology classes at Central Creek Middle School for $21,274.65, to be paid out of Bond Funds. - Dr. Scott Haselwood

Motion to approve a quote from Apple for devices and equipment for yearbook and technology classes at Central Creek Middle School for $21,274.65, to be paid out of Bond Funds. This motion, made by Mike Kiehn and seconded by Kelli Lay, Carried.

Christopher Adamson:	Yea
James Gibbs:	Yea
Stanlen Green:	Yea
Mike Kiehn:	Yea
Kelli Lay:	Yea

2. Discussion and possible vote regarding a quote from Gardner Solutions AVL for sound system upgrades at Tyler Tidwell Stadium for the amount of $45,000.00, to be paid out of Bond Funds. - Dr. Scott Haselwood

Motion to approve a quote from Gardner Solutions AVL for sound system upgrades at Tyler Tidwell Stadium for the amount of $45,000.00, to be paid out of Bond Funds. This motion, made by Kelli Lay and seconded by Mike Kiehn, Carried.

Christopher Adamson:	Yea
James Gibbs:	Yea
Stanlen Green:	Yea
Mike Kiehn:	Yea
Kelli Lay:	Yea

3. Discussion and possible vote regarding updated start/end school times for the 2026-27 school year. - Dr. Jason Perez

Motion to approve updated start/end school times for the 2026-27 school year. This motion, made by James Gibbs and seconded by Christopher Adamson, Carried.

Christopher Adamson:	Yea
James Gibbs:	Yea
Stanlen Green:	Yea
Mike Kiehn:	Yea
Kelli Lay:	Yea

4. Discussion and possible vote regarding updated board policy F-30 (Staff Evaluation). - Kristy VanDorn

Motion to approve updated board policy F-30 (Staff Evaluation). This motion, made by Kelli Lay and seconded by Mike Kiehn, Carried.

Christopher Adamson:	Yea
James Gibbs:	Yea
Stanlen Green:	Yea
Mike Kiehn:	Yea
Kelli Lay:	Yea

5. Discussion and possible vote regarding the recommendation for hire of a new assistant principal at Deer Creek High School. - Lenis DeRieux

Motion to approve the recommendation for hire of a new assistant principal at Deer Creek High School. This motion, made by Mike Kiehn and seconded by Kelli Lay, Carried.

Christopher Adamson:	Yea
James Gibbs:	Yea
Stanlen Green:	Yea
Mike Kiehn:	Yea
Kelli Lay:	Yea

6. Discussion and possible vote on the Superintendent's recommendation concerning employment as listed on the Personnel Schedule.

Motion to approve Superintendent's recommendation concerning employment as listed on the Personnel Schedule. This motion, made by Kelli Lay and seconded by James Gibbs, Carried.

Christopher Adamson:	Yea
James Gibbs:	Yea
Stanlen Green:	Yea
Mike Kiehn:	Yea
Kelli Lay:	Yea

7. Discussion and possible action to convene into executive session to (1) consider the appeals of denied student transfer requests for Student A, Student B, and Student C, including a review of confidential educational records and transfer requests whereby disclosure of additional information could potentially violate FERPA, pursuant to 25 O.S. § 307(B)(7); and (2) discuss the ongoing evaluation of the Superintendent pursuant to 25 O.S. § 307(B)(1)

- Vote to convene or not to convene into executive session.
- Acknowledge return to open session.
- Executive session minutes compliance announcement.

The Board convened into Executive Session at 6:11 p.m. Present in Executive Session were Board members Stan Green, Kelli Lay, James Gibbs, Chris Adamson, and Mike Kiehn. Also present was Dr. Jason Perez and Melanie Hau from OSSBA.

The Board met in Executive Session to (1) consider the appeals of denied student transfer requests for Student A, Student B, and Student C, including a review of confidential educational records and transfer requests, the disclosure of which could potentially violate the Family Educational Rights and Privacy Act (FERPA), pursuant to 25 O.S. § 307(B)(7); and (2) discuss the ongoing evaluation and contract of the Superintendent, pursuant to 25 O.S. § 307(B)(1).

No action was taken by the Board during Executive Session.

The Board returned to Open Session at 6:53 p.m.

Motion to convene in executive session at 6:11 p.m. This motion, made by Mike Kiehn and seconded by Kelli Lay, Carried.

Christopher Adamson:	Yea
James Gibbs:	Yea
Stanlen Green:	Yea

Mike Kiehn:	Yea
Kelli Lay:	Yea

8. Discussion and possible vote to accept or overturn the decision of Superintendent to deny transfer request of student A.

Motion to uphold the decision of Superintendent to deny transfer request of student A. This motion, made by Kelli Lay and seconded by Christopher Adamson, Carried.

Christopher Adamson:	Yea
James Gibbs:	Yea
Stanlen Green:	Yea
Mike Kiehn:	Yea
Kelli Lay:	Nay

9. Discussion and possible vote to accept or overturn the decision of Superintendent to deny transfer request of student B.

Motion to uphold the decision of Superintendent to deny transfer request of student B. This motion, made by Kelli Lay and seconded by Mike Kiehn, Failed.

Christopher Adamson:	Nay
James Gibbs:	Nay
Stanlen Green:	Nay
Mike Kiehn:	Yea
Kelli Lay:	Nay

10. Discussion and possible vote to accept or overturn the decision of Superintendent to deny transfer request of student C.

Motion to uphold the decision of Superintendent to deny transfer request of student C. This motion, made by Kelli Lay and seconded by Mike Kiehn, Carried.

Christopher Adamson:	Yea
James Gibbs:	Yea
Stanlen Green:	Nay
Mike Kiehn:	Yea
Kelli Lay:	Nay

F. Adjournment

Motion to adjourn at 6:55 p.m. This motion, made by Mike Kiehn and seconded by Kelli Lay, Carried.

Christopher Adamson:	Yea
James Gibbs:	Yea
Stanlen Green:	Yea
Mike Kiehn:	Yea
Kelli Lay:	Yea

Deer Creek Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 242 - 50000, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	242	08/05/2026	51591	ARVEST BANK	DCMS Classroom supplies.	300.00
11	243	08/05/2026	51591	ARVEST BANK	DCMS Classroom supplies.	250.00
11	244	08/05/2026	51591	ARVEST BANK	DCMS Classroom supplies.	300.00
11	245	08/05/2026	51591	ARVEST BANK	DCMS. Classroom supplies	200.00
11	246	08/05/2026	51591	ARVEST BANK	DCMS. Classroom supplies	300.00
11	247	08/05/2026	51591	ARVEST BANK	DCMS Classroom supplies.	250.00
11	248	08/05/2026	51591	ARVEST BANK	DCMS Classroom supplies.	200.00
11	249	08/05/2026	51591	ARVEST BANK	DCMS. Classroom supplies	250.00
11	250	08/05/2026	51591	ARVEST BANK	DCMS Classroom supplies (PCARD AMAZON)	150.00
11	251	08/05/2026	51591	ARVEST BANK	DCMS Classroom supplies.	350.00
11	252	08/05/2026	51591	ARVEST BANK	NURSING SUPPLIES FOR SCHOOL CLINICS	2,176.70
11	253	08/05/2026	260354	SCHOOL NURSE SUPPLY	NURSING SUPPLIES FOR SCHOOL CLINICS	1,803.77
11	254	08/05/2026	270094	APPLE INC	iPads for SLP's	3,432.00
11	255	08/05/2026	257746	CDW GOVERNMENT, INC	iPad cases for SLP iPads	247.92
11	256	08/05/2026	51591	ARVEST BANK	Silent Computer Mice	64.00
11	257	08/07/2026	51591	ARVEST BANK	CCMS Paper - (P-CARD ODP)	630.00
11	258	08/07/2026	258702	NAPA	General Parts and supplies	2,000.00
11	259	08/07/2026	51261	HOLT TRUCK CENTERS OF OK., LLC	Freon for fleet	1,000.00
11	260	08/10/2026	270583	DEMCO, INC	Library supplies	300.00
11	261	08/10/2026	259964	CENGAGE LEARNING INC	HS SS Curriculum	11,699.90
11	262	08/10/2026	258291	PERFECTION LEARNING CORP	HS AP Psych Textbooks	15,025.92
11	263	08/11/2026	53581	BC Behavioral	ABA Support for DCMS student	220,205.00
11	264	08/11/2026	51591	ARVEST BANK	Classroom/Instructional supplies	213.00
11	265	08/11/2026	51591	ARVEST BANK	Trash can and vinyl changing pad	44.00
11	266	08/12/2026	270952	HOME DEPOT CREDIT SERVICES	HS MATH DEPT, HMEDPT, Eucatile Boards, per Ritchie	200.00
11	267	08/12/2026	260180	PEARSON EDUCATION, INC	Title III, Imm- SIOP Books (Pearson)	1,235.89
11	268	08/13/2026	53039	GEORGIE MELOT	CONTRACT SERVICES DEAF & HEARING IMPAIRED	600.00
11	269	08/13/2026	259964	CENGAGE LEARNING INC	HS Accounting Curriclum	708.75
11	270	08/13/2026	261033	RUSH TRUCK CENTER	replace the huck bolts in the frame rail on bus 6	500.00
11	271	08/13/2026	51591	ARVEST BANK	Amazon - composite partition for white fleet	1,565.00
11	272	08/13/2026	51591	ARVEST BANK	Amazon - supplies for the shop	500.00
11	273	08/13/2026	51591	ARVEST BANK	Arm Protection	140.00
11	274	08/13/2026	51591	ARVEST BANK	IEE Evaluation	1,500.00
11	275	08/13/2026	51591	ARVEST BANK	PPE for DCMS - J.Y.	144.00
11	276	08/17/2026	263475	Scholastic Classroom Magazines	Periodicals for K and 1st	1,563.70
11	277	08/17/2026	53008	STATS MEDIC, LLC	HS MATH, MATH MEDIC, Stat Sub, per L Ritchie	325.00
11	278	08/17/2026	259547	BLICK ART MATERIALS LLC	HS ART DEPT, BLICK, Drawing supplies, per Lang	585.00

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 242 - 50000, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	279	08/17/2026	51284	TYLER TECHNOLOGY	Saas Version 5 Drive Software for new buses	2,000.00
11	280	08/17/2026	53893	FLEET FUELS LLC	Gasoline for the buses and fleet	100,000.00
11	281	08/17/2026	51591	ARVEST BANK	PCard, Amazon, KR Library supplies	250.00
11	282	08/17/2026	51591	ARVEST BANK	HS ART DEPT, ARVST/AMZN, Art Supl, per Bosworth	275.00
11	283	08/18/2026	260116	OKLAHOMA HEARING SOLUTIONS, LLC	PHONAK FM ROGER TOUCHSCREEN MIC	2,450.00
11	284	08/18/2026	51022	Gateway Education Holdings LLC	Title III, Imm- SIOP Books (Savvas)	525.60
11	285	08/18/2026	259553	NCS PEARSON/PEARSON ASSESSMENT	DALS Basic with MHS	18,956.10
11	286	08/18/2026	51300	SNAP-ON INCORPORATED	roll around shop creeper and stool	800.00
11	287	08/18/2026	270583	DEMCO, INC	Media Supplies	235.48
11	288	08/18/2026	258121	PERMA-BOUND BOOKS	RU Media Book Order	2,605.45
11	289	08/19/2026	54154	LESLIE RUNDELL PHD LLC	IEE Evaluation	1,500.00
11	290	08/19/2026	53735	BOB HOWARD CHEVROLET, INC	Key fob programming for fleet vehicles	7,725.48
11	291	08/20/2026	51591	ARVEST BANK	HS ART DEPT, ARVST/AMZN, FOA Supl, per J Billings	375.00
11	292	08/20/2026	51591	ARVEST BANK	DCMS Front office supplies.	150.00
11	293	08/21/2026	51591	ARVEST BANK	AEROSPACE/AVIATION GRANT - STEM SUPPLIES	5,540.00
11	294	08/21/2026	53775	PITSCO EDUCATION, LLC	AEROSPACE/AVIATION GRANT - BOTTLE ROCKETS	1,059.73
11	295	08/24/2026	51591	ARVEST BANK	HS ART DEPT, ARVEST, Paint set, per B Bosworth	125.00
11	296	08/24/2026	51591	ARVEST BANK	Mandt de-escalating Training Seats (P-CARD: MANDT)	750.00
11	297	08/24/2026	260354	SCHOOL NURSE SUPPLY	NURSING SUPPLIES FOR SCHOOL CLINICS	338.23
11	298	08/25/2026	262569	MULTI-HEALTH SYSTEMS, INC.	CEFI Online protocols	1,650.00
11	299	08/25/2026	49568	RIVERSIDE ASSESSMENTS, LLC	YCAT protocols	300.00
11	300	08/25/2026	51604	CARD INTEGRATORS CORPORATION	badge printer - ribbon & cleaning	1,000.00
11	301	08/25/2026	257967	VIDEO REALITY	BULBS - IS PROJECTOR	1,047.50
11	302	08/25/2026	258146	QUIK PRINT	PRINTED CURRICULUM FOR STUDENTS	2,323.30
11	303	08/26/2026	54169	SBC RHC C MWC LP	Program engine wiring harness	450.00
11	304	08/26/2026	54168	OKLAHOMA PUBLIC SCHOOL RESOURCE CTR	OTI Conference Registration	800.00
11	305	08/26/2026	270583	DEMCO, INC	CCMS Media Supplies	1,000.00
11	306	08/26/2026	259553	NCS PEARSON/PEARSON ASSESSMENT	OWLS-II Testing Kit	904.05
11	307	08/27/2026	51591	ARVEST BANK	ADHD Chairs	460.70
11	308	08/27/2026	51591	ARVEST BANK	Motor Team: OT stamps/PT table	765.00
11	309	08/27/2026	51591	ARVEST BANK	ADAPTERS FOR PV	798.40
11	310	08/28/2026	51591	ARVEST BANK	DCMS. Front office supplies.	150.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	311	08/31/2026	259938	WESTERN PSYCHOLOGICAL SERVICES	Testing Protocols	2,286.00
11	312	08/31/2026	51834	HOWARD INDUSTRIES, INC	3 Scanners for Jeannie, Robert, Kevin	1,340.00
11	313	08/31/2026	51591	ARVEST BANK	dolly tires & air comp tools (HARBOR FREIGHT)	200.00
11	314	09/01/2026	51591	ARVEST BANK	SHOP VACS PER L. HOWELL FOR TECH DEPT	375.00
11	315	09/01/2026	270583	DEMCO, INC	DCES/Media General Supplies/ACoultes	248.53
11	316	09/01/2026	258121	PERMA-BOUND BOOKS	DCES/Media Books/ACoultes	658.19
11	317	09/01/2026	258233	FOLLETT CONTENT SOLUTIONS LLC	DCES/Media Books/ACoultes	2,907.44
11	318	09/01/2026	270646	DREW EICHELBERGER	PD: CLASSROOM MGMT THAT WORKS - 5 REGISTRATIONS	675.00
11	319	09/01/2026	270265	CCOSA	PD CONF REGISTRATION: OASSP/OMLEA LEADERSHIP CONF	777.00
11	320	09/01/2026	51591	ARVEST BANK	Cable for programming for school zone lights	25.00
11	321	09/02/2026	51591	ARVEST BANK	CARTS FOR TECHS / STOCKED WITH BOLTS AND GROMMETS	300.00
11	322	09/03/2026	272149	Teacher Synergy LLC	DIGITAL BOOKS & WORKBOOKS 6TH GR. READERS	168.00
11	323	09/03/2026	51591	ARVEST BANK	DCMS Classroom supplies.	150.00
11	324	09/04/2026	51591	ARVEST BANK	AEROSPACE/AVIATION GRANT - AVIATION SUPPLIES	250.00
11	325	09/04/2026	51591	ARVEST BANK	AEROSPACE/AVIATION GRANT - DRONE & SUPPLIES	1,200.00
11	326	09/04/2026	51591	ARVEST BANK	AEROSPACE/AVIATION GRANT - AVIATION GLIDER	120.00
11	327	09/04/2026	51591	ARVEST BANK	AEROSPACE/AVIATION GRANT - AVIATION SUPPLIES	150.00
11	328	09/04/2026	270742	ESTES, INC.	AEROSPACE/AVIATION GRANT - AVIATION SUPPLIES	300.00
11	329	09/04/2026	270461	CUSTOM INK PARENT, LLC	AEROSPACE/AVIATION GRANT - AVIATION UNIFORM SHIRTS	1,200.00
11	330	09/08/2026	51591	ARVEST BANK	OSCA CONF. REGISTRATION FOR COUNSELORS	1,990.00
11	331	09/08/2026	258233	FOLLETT CONTENT SOLUTIONS LLC	Books and audiobooks for DCMS library	1,000.00
11	332	09/08/2026	262648	KATHERYNE B. PAYNE EDUCATION CENTER	L4 KIT	410.40
11	333	09/08/2026	51591	ARVEST BANK	DCMS. Copy paper.	500.00
11	334	09/08/2026	54191	LIFE PRO SAFETY SERVICES LLC	CPR Training	260.00
11	335	09/08/2026	51591	ARVEST BANK	HS ENGL DEPT, ARVST/AMZN, Be the Book, per Beeson	450.00
11	336	09/08/2026	51591	ARVEST BANK	HS ART DEPT, ARVST/AMZN, Sketchbooks, per Billings	50.00
11	337	09/09/2026	270583	DEMCO, INC	26-27 DCIS Media (Library Supplies/Displays)	1,425.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	338	09/09/2026	3012	APOE FOUNDATION	POE FALL FINANCE WORKSHOP REGISTRATION	625.00

Non-Payroll Total:	**$448,310.13**
Payroll Total:	**$48,774.95**
Balance Forward:	**$0.00**
Report Total:	**$497,085.08**

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50179	08/14/2026	108	JEAN M HART	PAYROLL	101,328.85
11	50180	08/14/2026	1290	WENDY A FRAILEY	PAYROLL	92,813.15
11	50181	08/14/2026	1294	HILARY H VIRDEN	PAYROLL	112,291.65
11	50182	08/14/2026	1444	MATTHEW T CHEEK	PAYROLL	86,231.10
11	50183	08/14/2026	1560	JENNIFER L TURNER	PAYROLL	78,432.64
11	50184	08/14/2026	1480	WILLIAM J ARGO	PAYROLL	95,886.03
11	50185	08/14/2026	1121	LISA M BROWN	PAYROLL	98,685.96
11	50186	08/14/2026	1484	LAUREN E THEIMER	PAYROLL	83,999.10
11	50187	08/14/2026	1454	DARLA J PELLEGRINO	PAYROLL	88,932.48
11	50188	08/14/2026	1504	GENA D BEESON	PAYROLL	95,439.18
11	50189	08/14/2026	1190	JAMIE H MOORE	PAYROLL	87,326.09
11	50190	08/14/2026	1131	MICHAEL S DONNELLY	PAYROLL	90,799.90
11	50191	08/14/2026	1171	TIFFANY J BLAKE	PAYROLL	92,487.76
11	50192	08/14/2026	1109	EVELYN ANNETTE CAIN	PAYROLL	83,838.09
11	50193	08/14/2026	1433	RONDA D HIXSON	PAYROLL	32,808.24
11	50194	08/14/2026	1301	PAULA J FARLEY	PAYROLL	93,049.07
11	50195	08/14/2026	1293	LACEY M BLEEM	PAYROLL	84,863.50
11	50196	08/14/2026	1169	TIFFANY L DOOLEY	PAYROLL	88,460.05
11	50197	08/14/2026	1302	BRENT D CORY	PAYROLL	96,776.28
11	50198	08/14/2026	120	TERRI M HUDDLESTON	PAYROLL	35,355.24
11	50199	08/14/2026	1189	RACHEL E SHEPARD	PAYROLL	104,808.78
11	50200	08/14/2026	1208	SARAH M STORY	PAYROLL	80,619.76
11	50201	08/14/2026	1485	REIDA A FRENCH	PAYROLL	96,338.76
11	50202	08/14/2026	1472	AMY M HILL	PAYROLL	94,824.16
11	50203	08/14/2026	1028	JENNIFER E NEWKIRK	PAYROLL	93,565.22
11	50204	08/14/2026	1713	ROSE T BURKS	PAYROLL	45,805.20
11	50205	08/14/2026	1737	SHARILYN A HERNDON	PAYROLL	77,885.36
11	50206	08/14/2026	1698	SARAH N AUSTIN	PAYROLL	80,717.27
11	50207	08/14/2026	1642	TAMARA D LAURICK	PAYROLL	96,346.80
11	50208	08/14/2026	1668	AMANDA K HAYWARD	PAYROLL	50,445.22
11	50209	08/14/2026	1849	MELISSA A JOHNSON	PAYROLL	91,995.73
11	50210	08/14/2026	1846	KAITI L MONROE	PAYROLL	85,243.83
11	50211	08/14/2026	1674	TERI L BANGASSER	PAYROLL	80,916.48
11	50212	08/14/2026	1800	JENNIFER D GRIFFIN	PAYROLL	86,217.57
11	50213	08/14/2026	1854	HEATHER M FLOWERS	PAYROLL	90,181.12
11	50214	08/14/2026	1911	LEIGH MARIE POWELL-HOOD	PAYROLL	76,530.77
11	50215	08/14/2026	188	CAROL L OBRIEN	PAYROLL	62,052.28
11	50216	08/14/2026	1690	SIDNEY J RASHIDZADA	PAYROLL	79,969.71
11	50217	08/14/2026	1848	GABRIELLA N GOBER	PAYROLL	84,999.62
11	50218	08/14/2026	1573	RACHAEL A STRONG	PAYROLL	77,702.01
11	50219	08/14/2026	1687	LISA A CORCORAN	PAYROLL	96,127.55
11	50220	08/14/2026	1868	ERIN B BOATMAN	PAYROLL	29,822.36
11	50221	08/14/2026	179	TERESA L MURROW	PAYROLL	104,988.65
11	50222	08/14/2026	1860	EMMETT Z BROTHERTON	PAYROLL	80,837.55
11	50223	08/14/2026	1768	MAIS B AL SHALABI	PAYROLL	35,117.28

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50224	08/14/2026	1654	BROOKE A WILSON	PAYROLL	86,871.07
11	50225	08/14/2026	1831	GENNY U BARTO	PAYROLL	84,765.61
11	50226	08/14/2026	1795	AMANDA L WITT	PAYROLL	87,258.15
11	50227	08/14/2026	1675	JACQUELINE K BELLER	PAYROLL	87,165.33
11	50228	08/14/2026	1934	DELORES A MARION	PAYROLL	41,149.80
11	50229	08/14/2026	2085	REBECCA C JOHNSON	PAYROLL	89,965.07
11	50230	08/14/2026	2118	EMILY R GALLOWAY	PAYROLL	76,443.64
11	50231	08/14/2026	2067	MAGGIE A MELSSEN	PAYROLL	74,420.17
11	50232	08/14/2026	2031	KIMBERLY M PRATO	PAYROLL	78,988.49
11	50233	08/14/2026	1981	NICOLE M MATHES	PAYROLL	81,039.42
11	50234	08/14/2026	2002	BERNADETTE GRAY	PAYROLL	80,369.44
11	50235	08/14/2026	1915	HOLLY W PREWIT	PAYROLL	89,249.70
11	50236	08/14/2026	209	DAVID J RIDEN	PAYROLL	95,829.45
11	50237	08/14/2026	2080	LESLIE M HENDRIX	PAYROLL	82,360.32
11	50238	08/14/2026	2061	AMY D JOPLIN	PAYROLL	27,586.08
11	50239	08/14/2026	1988	JANA B HAWKES	PAYROLL	89,866.72
11	50240	08/14/2026	2018	KRISTEN D HARSTAD	PAYROLL	80,923.88
11	50241	08/14/2026	1946	TRACIE D MCCALL	PAYROLL	92,534.41
11	50242	08/14/2026	2381	JENNIFER M SAHMAUNT	PAYROLL	88,480.80
11	50243	08/14/2026	2204	CARISSA A CANNEDY	PAYROLL	96,147.74
11	50244	08/14/2026	2206	JENNIFER D VANZANDT	PAYROLL	95,058.43
11	50245	08/14/2026	2211	MELANIE A McINTOSH	PAYROLL	80,289.03
11	50246	08/14/2026	227	JENNIFER C DENNEY	PAYROLL	94,472.65
11	50247	08/14/2026	2317	KENDAL D BUTLER	PAYROLL	97,433.55
11	50248	08/14/2026	2221	CAROLINA Z CORCEGA	PAYROLL	79,713.34
11	50249	08/14/2026	2263	BROOKE N HUTSON	PAYROLL	80,097.54
11	50250	08/14/2026	2404	KAYLEEN A BURTON	PAYROLL	84,323.13
11	50251	08/14/2026	2311	JENNIFER B GIPSON	PAYROLL	85,836.17
11	50252	08/14/2026	2358	PAMELA R LAVENE	PAYROLL	36,934.66
11	50253	08/14/2026	2235	JACOB M KUREY	PAYROLL	89,903.08
11	50254	08/14/2026	2406	JUSTIN K CARROLL	PAYROLL	84,318.43
11	50255	08/14/2026	2389	BRENTON KIDD	PAYROLL	74,668.97
11	50256	08/14/2026	2364	MARCY BOUDREAUX-JOHNSON	PAYROLL	93,136.46
11	50257	08/14/2026	2307	DONALD G BASSETT	PAYROLL	38,002.32
11	50258	08/14/2026	2407	DANIEL E CAVENDER	PAYROLL	90,252.12
11	50259	08/14/2026	2370	DAVID A KING	PAYROLL	33,475.92
11	50260	08/14/2026	2227	STACIE J ALYEA	PAYROLL	106,886.95
11	50261	08/14/2026	2254	CHRISTINA D MORGAN	PAYROLL	91,141.87
11	50262	08/14/2026	2432	ANGELA N OWEN	PAYROLL	91,605.26
11	50263	08/14/2026	2430	KRISTI A MCMULLIN	PAYROLL	88,296.91
11	50264	08/14/2026	2465	KENDA L HOUCHINS	PAYROLL	26,750.64
11	50265	08/14/2026	2444	ANGELA D TOLER	PAYROLL	85,737.08
11	50266	08/14/2026	2424	JENNIFER L LANG	PAYROLL	87,165.20
11	50267	08/14/2026	2512	KATIE E KING	PAYROLL	91,667.49
11	50268	08/14/2026	2565	BETSY A WULF	PAYROLL	80,469.52

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50269	08/14/2026	2446	PATRICK R MORIARTY	PAYROLL	80,044.44
11	50270	08/14/2026	2416	RACHEL E ROSS	PAYROLL	79,216.13
11	50271	08/14/2026	2511	JACOB J CORTESIO	PAYROLL	81,420.79
11	50272	08/14/2026	2440	KELLY K STOTTLEMYRE	PAYROLL	97,021.01
11	50273	08/14/2026	2559	STACEY L ROBERTSON	PAYROLL	36,945.96
11	50274	08/14/2026	2550	CELENA D GOODGER	PAYROLL	75,628.62
11	50275	08/14/2026	2624	HOPE C BROWN	PAYROLL	79,968.66
11	50276	08/14/2026	2617	ALLISON L HOLLAND	PAYROLL	78,073.44
11	50277	08/14/2026	2634	SARA E PAUL	PAYROLL	105,555.94
11	50278	08/14/2026	2622	SYDNEY E HAAS	PAYROLL	73,980.18
11	50279	08/14/2026	2602	PAULETTE R CUNNINGHAM	PAYROLL	80,517.67
11	50280	08/14/2026	2631	GINA MICHELLE WEGRZYN	PAYROLL	95,095.97
11	50281	08/14/2026	2658	LINDSAY D BUTCHER	PAYROLL	36,443.62
11	50282	08/14/2026	2621	KRISTEN M JEFFRIES	PAYROLL	86,097.80
11	50283	08/14/2026	2604	CRYSTAL G WISEMAN	PAYROLL	91,396.92
11	50284	08/14/2026	2574	SREEJA SUGUNAN	PAYROLL	28,712.56
11	50285	08/14/2026	2628	DANETTE L BOSWELL	PAYROLL	87,229.27
11	50286	08/14/2026	2673	AMY M PHILLIPS	PAYROLL	99,296.33
11	50287	08/14/2026	2763	JILL BAILEY	PAYROLL	88,317.44
11	50288	08/14/2026	2685	ELIZABETH J GLASS	PAYROLL	32,871.12
11	50289	08/14/2026	2681	LYNSEY E COLEMAN	PAYROLL	79,372.57
11	50290	08/14/2026	28	STACEY A BLUE	PAYROLL	85,824.39
11	50291	08/14/2026	2697	CHERYL J CARGILL	PAYROLL	94,367.68
11	50292	08/14/2026	2764	LISA MELTON	PAYROLL	44,712.18
11	50293	08/14/2026	2710	MICHAEL S BLEVINS	PAYROLL	38,499.05
11	50294	08/14/2026	2675	SARAH S STEPHENS	PAYROLL	76,586.18
11	50295	08/14/2026	2746	JENNIFER REITER	PAYROLL	76,447.14
11	50296	08/14/2026	2706	HAROLD PATTERSON	PAYROLL	28,428.29
11	50297	08/14/2026	2694	ALISHA L HOWE	PAYROLL	98,508.18
11	50298	08/14/2026	2771	AMBER THOMPSON	PAYROLL	71,771.16
11	50299	08/14/2026	2687	RUSSELL D CALDWELL	PAYROLL	84,732.32
11	50300	08/14/2026	2748	WILLIAM D MOSBEY	PAYROLL	30,090.57
11	50301	08/14/2026	48212	KATHY LAWSON	PAYROLL	40,592.40
11	50302	08/14/2026	48337	NIKKI A FOLEY GILBERT	PAYROLL	80,904.00
11	50303	08/14/2026	482	MICHELLE MCGEE	PAYROLL	100,881.91
11	50304	08/14/2026	342	KELLY L BREWER	PAYROLL	94,690.17
11	50305	08/14/2026	48411	JILL HOLLAND	PAYROLL	70,464.05
11	50306	08/14/2026	48567	CRAIG BAKER	PAYROLL	34,238.08
11	50307	08/14/2026	48594	HEATHER A BARNES	PAYROLL	71,651.56
11	50308	08/14/2026	48595	WILLIAM PAUL L BARR	PAYROLL	77,294.79
11	50309	08/14/2026	48596	JONNA L BEAM	PAYROLL	40,711.63
11	50310	08/14/2026	48599	JOLINDA A BROWN	PAYROLL	84,635.59
11	50311	08/14/2026	48600	RENEE CAGLE	PAYROLL	86,156.00
11	50312	08/14/2026	48601	ELLEN S FISHER	PAYROLL	79,372.02
11	50313	08/14/2026	48643	CHRISTOPHER JONES	PAYROLL	93,185.69

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50314	08/14/2026	48605	VALERIE A DANELS	PAYROLL	87,616.52
11	50315	08/14/2026	48611	DANIEL J ERB	PAYROLL	78,515.91
11	50316	08/14/2026	48613	CARISSA GARRETT	PAYROLL	92,897.25
11	50317	08/14/2026	48686	HUGH A KINSEY	PAYROLL	33,611.28
11	50318	08/14/2026	48687	JANE I BRONNENBERG	PAYROLL	28,027.27
11	50319	08/14/2026	48566	COLIN M ROBERTS	PAYROLL	91,977.82
11	50320	08/14/2026	48657	SANDRA S LOMBARD	PAYROLL	9,946.92
11	50321	08/14/2026	48665	CARRIE M PFLEEGER	PAYROLL	98,805.76
11	50322	08/14/2026	48668	EVAN M REININGER	PAYROLL	81,501.69
11	50323	08/14/2026	48675	MACY A TATE	PAYROLL	76,195.10
11	50324	08/14/2026	48692	GINA M BURRELL	PAYROLL	86,913.51
11	50325	08/14/2026	48887	KELLY R TURNER	PAYROLL	33,046.80
11	50326	08/14/2026	48794	BRANDY PAGE	PAYROLL	45,503.45
11	50327	08/14/2026	48803	PRISCILA KOCH	PAYROLL	71,598.77
11	50328	08/14/2026	48808	KATIE E MCKENNEY	PAYROLL	74,764.48
11	50329	08/14/2026	48810	NIKKI WHITSON	PAYROLL	74,421.26
11	50330	08/14/2026	48880	HEATHER RIDEN	PAYROLL	2,502.88
11	50331	08/14/2026	48855	KIMBERLY M BETTY	PAYROLL	82,209.09
11	50332	08/14/2026	488	DENISE R AUSTIN	PAYROLL	95,533.20
11	50333	08/14/2026	49051	GEORGE KUREY	PAYROLL	2,583.60
11	50334	08/14/2026	49130	ALICIA NEUBERT	PAYROLL	84,136.26
11	50335	08/14/2026	49233	ADRIANA R CHAVES	PAYROLL	89,990.04
11	50336	08/14/2026	49234	RENATA T WILLIAMS	PAYROLL	83,350.77
11	50337	08/14/2026	49013	JOSEPH D SUTTO	PAYROLL	45,596.40
11	50338	08/14/2026	49202	CARRIE WALKER	PAYROLL	85,295.52
11	50339	08/14/2026	49204	RILEY T TURNER	PAYROLL	76,239.05
11	50340	08/14/2026	49227	BRANDON KIEFER	PAYROLL	75,909.64
11	50341	08/14/2026	49209	LAURA GRIESEL	PAYROLL	84,105.55
11	50342	08/14/2026	49211	LISA RITCHIE	PAYROLL	80,571.83
11	50343	08/14/2026	49215	HOLLY BLUNK	PAYROLL	90,120.25
11	50344	08/14/2026	49216	SHERRIE BRYAN	PAYROLL	80,994.40
11	50345	08/14/2026	49217	LINDSAY CULLINS	PAYROLL	78,211.17
11	50346	08/14/2026	49139	KRISTY HALL	PAYROLL	81,494.06
11	50347	08/14/2026	49142	CHLOE POINTER	PAYROLL	77,095.71
11	50348	08/14/2026	49150	DEIDRE GRAU	PAYROLL	97,808.43
11	50349	08/14/2026	49157	DUSTY KANAGA	PAYROLL	93,468.06
11	50350	08/14/2026	49194	RYANN SCHILKE	PAYROLL	83,236.83
11	50351	08/14/2026	49219	KRISTY TAYLOR	PAYROLL	79,622.56
11	50352	08/14/2026	49221	PATRICIA VELARDE-MENDOZA	PAYROLL	88,541.34
11	50353	08/14/2026	49012	MICHAEL A STONE	PAYROLL	93,162.26
11	50354	08/14/2026	49185	CHRISTEN GLOVER	PAYROLL	85,376.58
11	50355	08/14/2026	49186	PATRICIA FANSHIER	PAYROLL	86,408.30
11	50356	08/14/2026	49124	REBECCA KING	PAYROLL	94,910.10
11	50357	08/14/2026	49187	COURTNEY STANGLE	PAYROLL	86,195.54
11	50358	08/14/2026	49283	RAMONA FRANCO	PAYROLL	33,328.44

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50359	08/14/2026	49289	DEBBIE HAMES-JONES	PAYROLL	93,646.36
11	50360	08/14/2026	49328	KYRA PERERA	PAYROLL	29,721.68
11	50361	08/14/2026	49351	KIRSTEN DREESE	PAYROLL	80,942.58
11	50362	08/14/2026	49270	JENNIFER FILSON	PAYROLL	80,051.48
11	50363	08/14/2026	49271	ROBYN TEMPLETON	PAYROLL	94,022.79
11	50364	08/14/2026	49298	ANGELITA DUNAGAN	PAYROLL	25,038.88
11	50365	08/14/2026	49303	CHRISTINE HAYNES	PAYROLL	27,377.28
11	50366	08/14/2026	50375	ANNA M MILLS	PAYROLL	74,975.22
11	50367	08/14/2026	50363	JENNIFER L STAUTER	PAYROLL	68,368.76
11	50368	08/14/2026	50370	KERRI GRAY	PAYROLL	89,437.72
11	50369	08/14/2026	50378	TONI MERIDETH	PAYROLL	84,415.20
11	50370	08/14/2026	50367	ROCHELLE A MORALES	PAYROLL	76,168.25
11	50371	08/14/2026	50351	TRENTON PATTERSON	PAYROLL	84,497.75
11	50372	08/14/2026	49596	ADRIANA M MARTINEZ	PAYROLL	74,308.03
11	50373	08/14/2026	49634	GARRETT WILKENS	PAYROLL	73,080.57
11	50374	08/14/2026	49579	LACYE STEWART	PAYROLL	76,370.44
11	50375	08/14/2026	50361	WHITLEY BERKBUEGLER	PAYROLL	77,334.79
11	50376	08/14/2026	49485	ALICIA BRANDA	PAYROLL	36,034.71
11	50377	08/14/2026	49514	DEVON PENDERGAST	PAYROLL	67,813.08
11	50378	08/14/2026	49503	TIMOTHY A MACPHERSON-LESNICK	PAYROLL	75,597.61
11	50379	08/14/2026	499	STACEY A WILKS	PAYROLL	83,341.06
11	50380	08/14/2026	50646	LAUREN A MILLER	PAYROLL	74,461.07
11	50381	08/14/2026	50379	DESIREE A LILLIE	PAYROLL	84,776.95
11	50382	08/14/2026	50383	RACHEL N DAVIS	PAYROLL	83,022.89
11	50383	08/14/2026	50410	MATTHEW K HIXSON	PAYROLL	97,287.61
11	50384	08/14/2026	50384	ABIGAIL N BROWN	PAYROLL	75,502.20
11	50385	08/14/2026	50385	CARRIE L KHAN	PAYROLL	88,415.05
11	50386	08/14/2026	50626	MILENA GANCHEVA	PAYROLL	39,885.41
11	50387	08/14/2026	50415	LAUREN ICE	PAYROLL	75,905.54
11	50388	08/14/2026	50425	MEGHAN KLEIN	PAYROLL	79,285.05
11	50389	08/14/2026	50426	JENNIFER L MOSELEY	PAYROLL	88,448.64
11	50390	08/14/2026	50473	RICHARD WASSON	PAYROLL	32,085.39
11	50391	08/14/2026	50387	TIFFANY S MCGREW	PAYROLL	92,287.60
11	50392	08/14/2026	50390	MARGARET A MALONEY	PAYROLL	89,228.85
11	50393	08/14/2026	50391	TIFFANY M BIGGS	PAYROLL	91,959.47
11	50394	08/14/2026	50420	SAMANTHA L LANGO	PAYROLL	30,081.00
11	50395	08/14/2026	50435	MELISSA J DELORGE	PAYROLL	68,926.00
11	50396	08/14/2026	50459	TAYLOR E OUSLEY	PAYROLL	76,676.08
11	50397	08/14/2026	50432	SYDNEY A POINTER	PAYROLL	76,408.74
11	50398	08/14/2026	50575	JACKSON N GIROD	PAYROLL	75,047.60
11	50399	08/14/2026	50397	ROXANNE REECE	PAYROLL	68,836.98
11	50400	08/14/2026	50398	HEATHER D HALE	PAYROLL	113,388.99
11	50401	08/14/2026	50485	LOUIS TIROGIANNIS	PAYROLL	41,218.20
11	50402	08/14/2026	50486	HEATHER DANGLE	PAYROLL	82,488.63
11	50403	08/14/2026	50487	JAMES EDGEMAN	PAYROLL	28,019.07

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50404	08/14/2026	50587	LISA R BIGHAM	PAYROLL	76,279.92
11	50405	08/14/2026	50929	KAYLIE B ROWLAND	PAYROLL	72,407.08
11	50406	08/14/2026	50872	BAILEY E PETERSON	PAYROLL	75,354.60
11	50407	08/14/2026	50873	SHANNON E BIRNEY	PAYROLL	90,706.44
11	50408	08/14/2026	50907	LAURYN SELLERS	PAYROLL	75,660.93
11	50409	08/14/2026	50913	KENDRA A DAVIS	PAYROLL	45,242.12
11	50410	08/14/2026	50914	ALISON K EADS	PAYROLL	76,070.22
11	50411	08/14/2026	50908	REBECCA PINKSTON	PAYROLL	92,741.55
11	50412	08/14/2026	50915	WILLIAM MACDONALD	PAYROLL	93,324.41
11	50413	08/14/2026	50930	HANNAH BRUNO	PAYROLL	75,038.28
11	50414	08/14/2026	50932	KENDRA UNDERWOOD	PAYROLL	66,585.19
11	50415	08/14/2026	50653	WILLIAM T CHANDLER	PAYROLL	74,543.68
11	50416	08/14/2026	50946	EMILY SMITH BAILEY	PAYROLL	86,916.47
11	50417	08/14/2026	50948	HOPE HEINEN	PAYROLL	83,337.37
11	50418	08/14/2026	50893	EMMA L SAVAGE	PAYROLL	74,210.63
11	50419	08/14/2026	50904	MACKENZY OSGOOD	PAYROLL	90,056.11
11	50420	08/14/2026	50917	TIARRA DEWBERRY	PAYROLL	37,027.33
11	50421	08/14/2026	50920	RYLEE EPPES	PAYROLL	64,748.60
11	50422	08/14/2026	50986	AMANDA ARGO	PAYROLL	75,942.66
11	50423	08/14/2026	51037	LYNZI TEAGUE	PAYROLL	74,224.62
11	50424	08/14/2026	50993	JERI PHILLIPS	PAYROLL	31,493.21
11	50425	08/14/2026	51031	LANA HASIK	PAYROLL	9,549.00
11	50426	08/14/2026	50995	TERA G SHUART	PAYROLL	85,608.49
11	50427	08/14/2026	51000	STACEY BAGLEY	PAYROLL	71,663.52
11	50428	08/14/2026	51004	MICHAEL BEST	PAYROLL	45,242.52
11	50429	08/14/2026	51141	MERRY EDGEMAN	PAYROLL	31,493.21
11	50430	08/14/2026	51139	SARA WALKER	PAYROLL	64,239.89
11	50431	08/14/2026	50966	ANGELA D CARLOW	PAYROLL	73,523.08
11	50432	08/14/2026	50968	BRIAN JOHNSON	PAYROLL	85,589.46
11	50433	08/14/2026	51080	TONYA VIRES	PAYROLL	44,652.84
11	50434	08/14/2026	50969	AQSA SIDDIQI	PAYROLL	73,947.56
11	50435	08/14/2026	51302	HEATHER TOMLINSON	PAYROLL	71,702.88
11	50436	08/14/2026	51337	WENDY ARNOLD	PAYROLL	68,507.53
11	50437	08/14/2026	51205	STACY BATTLES	PAYROLL	32,123.16
11	50438	08/14/2026	51230	LLOYD MAPLES	PAYROLL	25,525.05
11	50439	08/14/2026	51273	BILLY ELLIOTT	PAYROLL	36,448.23
11	50440	08/14/2026	51456	ABIGAIL K MCALVAIN	PAYROLL	26,863.13
11	50441	08/14/2026	51457	CORA AFONIEN	PAYROLL	78,052.56
11	50442	08/14/2026	51458	CRYSTAL HENSON	PAYROLL	79,460.95
11	50443	08/14/2026	51210	CHERYL NAPIER	PAYROLL	29,639.44
11	50444	08/14/2026	51490	ANNA WILLIAMS	PAYROLL	82,063.82
11	50445	08/14/2026	51499	WESLEY BLACK	PAYROLL	79,726.58
11	50446	08/14/2026	51539	CRYSTAL D BOSSE	PAYROLL	75,896.65
11	50447	08/14/2026	51541	MADISEN RANSFORD	PAYROLL	72,820.41
11	50448	08/14/2026	51542	LOUIS D COTTONE	PAYROLL	73,843.73

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50449	08/14/2026	51543	BRADY S BAUGH	PAYROLL	86,526.78
11	50450	08/14/2026	51530	REBECCA A BENTON	PAYROLL	105,033.68
11	50451	08/14/2026	51532	MARY VERONIQUE MICHAUD-BUCK	PAYROLL	89,039.13
11	50452	08/14/2026	51534	HEATH BEEBY	PAYROLL	72,560.68
11	50453	08/14/2026	51537	KATHARYN M HARRISON	PAYROLL	86,178.72
11	50454	08/14/2026	51552	STEPHANIE A TESTER	PAYROLL	86,424.45
11	50455	08/14/2026	51553	DUSTY N LONDON	PAYROLL	97,671.36
11	50456	08/14/2026	51556	KYLIE HORTON	PAYROLL	28,769.76
11	50457	08/14/2026	51557	REBEKAH MORAN	PAYROLL	41,989.37
11	50458	08/14/2026	51559	CHRISTY GROUNDS	PAYROLL	32,362.49
11	50459	08/14/2026	51576	MORGAN SCHEIBLE	PAYROLL	76,088.05
11	50460	08/14/2026	51567	VIRGINIA AGUILAR	PAYROLL	34,701.52
11	50461	08/14/2026	51568	ADRIENNE SUMEARLL	PAYROLL	75,348.74
11	50462	08/14/2026	51546	ANN M LAND	PAYROLL	85,488.56
11	50463	08/14/2026	51609	MARGARET BENSON	PAYROLL	33,913.32
11	50464	08/14/2026	51524	NOAH CORNELL	PAYROLL	73,451.05
11	50465	08/14/2026	51526	HANNAH MEYER	PAYROLL	74,161.03
11	50466	08/14/2026	51527	PEARL POWELL	PAYROLL	76,076.81
11	50467	08/14/2026	51528	COURTNEY TICE	PAYROLL	84,704.06
11	50468	08/14/2026	51564	JOCELYN E SUMMERS	PAYROLL	28,712.56
11	50469	08/14/2026	51575	JENNIFER D BROWN	PAYROLL	38,012.59
11	50470	08/14/2026	51596	ERICKA VANCLEAVE	PAYROLL	84,677.64
11	50471	08/14/2026	51597	WESTON WARD	PAYROLL	91,262.09
11	50472	08/14/2026	51598	REAGAN BACH	PAYROLL	72,861.74
11	50473	08/14/2026	51529	ASHLEY N ALMOND	PAYROLL	75,044.05
11	50474	08/14/2026	51608	JENNIFER BOUCHARD	PAYROLL	36,979.00
11	50475	08/14/2026	51615	JENNY CHRISTENSEN	PAYROLL	73,934.92
11	50476	08/14/2026	51621	BRIAN REID	PAYROLL	74,446.61
11	50477	08/14/2026	51509	BRAYLEE B NICHOLSON	PAYROLL	73,656.67
11	50478	08/14/2026	51510	KATELYN HUDSON	PAYROLL	79,880.87
11	50479	08/14/2026	51511	JACKY HANKINS	PAYROLL	90,661.12
11	50480	08/14/2026	51513	TORI FURGASON	PAYROLL	69,443.00
11	50481	08/14/2026	51562	TRINETTE L TACKITT	PAYROLL	30,843.48
11	50482	08/14/2026	51578	ASHLEY BAIRD	PAYROLL	79,182.29
11	50483	08/14/2026	51579	AMANDA COULTES	PAYROLL	80,032.67
11	50484	08/14/2026	51589	STEPHANIE PALMER	PAYROLL	74,705.58
11	50485	08/14/2026	51741	SEMAJA GRIFFIN	PAYROLL	72,481.40
11	50486	08/14/2026	51764	JAMIE THOMPSON	PAYROLL	50,125.80
11	50487	08/14/2026	51765	JOHN THOMPSON	PAYROLL	48,555.00
11	50488	08/14/2026	51766	MITZIE SPRADLING	PAYROLL	44,838.36
11	50489	08/14/2026	51788	RILEY CINNAMON	PAYROLL	1,722.40
11	50490	08/14/2026	51793	KAY JOPLING	PAYROLL	34,064.76
11	50491	08/14/2026	51743	JEFFREY JORDAN	PAYROLL	37,457.64
11	50492	08/14/2026	51784	JOE BLANKENSHIP	PAYROLL	47,702.05
11	50493	08/14/2026	51641	ANGEL MOWRY	PAYROLL	30,520.38

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50494	08/14/2026	51716	KENNEDY REED	PAYROLL	27,309.76
11	50495	08/14/2026	51718	MICHAEL THOMAS	PAYROLL	8,109.63
11	50496	08/14/2026	51693	HEATHER LANE	PAYROLL	68,688.32
11	50497	08/14/2026	51821	KORBI LAFERR	PAYROLL	71,741.52
11	50498	08/14/2026	51839	RUNE HARTH	PAYROLL	1,937.70
11	50499	08/14/2026	51841	AMBROSIA M TODD	PAYROLL	31,170.24
11	50500	08/14/2026	51627	YVETTE NICHOLSON	PAYROLL	97,889.71
11	50501	08/14/2026	51662	SVETLANA FLETCHER	PAYROLL	23,290.86
11	50502	08/14/2026	51665	TRINITY SARGENT	PAYROLL	2,368.30
11	50503	08/14/2026	51845	KELLEY KELSO	PAYROLL	72,296.49
11	50504	08/14/2026	51905	JOANA DE LOERA SILVA	PAYROLL	75,708.39
11	50505	08/14/2026	51896	ROBIN RAPP	PAYROLL	71,726.64
11	50506	08/14/2026	52007	PAULINE HARRISON	PAYROLL	80,930.88
11	50507	08/14/2026	52082	ABIGAIL RODRIGUEZ	PAYROLL	86,073.73
11	50508	08/14/2026	52091	MORGAN N MAGEE	PAYROLL	74,279.79
11	50509	08/14/2026	52092	JESSIE K GREGORY	PAYROLL	71,958.83
11	50510	08/14/2026	52093	KATIE K MANNING	PAYROLL	81,451.76
11	50511	08/14/2026	52103	JONATHAN W MOORE	PAYROLL	78,737.40
11	50512	08/14/2026	52105	ANDREA L UNRUH	PAYROLL	80,555.18
11	50513	08/14/2026	52106	ALI D RICHARDSON	PAYROLL	84,004.02
11	50514	08/14/2026	52108	MANDI L CORNELL	PAYROLL	72,317.35
11	50515	08/14/2026	52110	ELISE M HARRISON	PAYROLL	76,223.14
11	50516	08/14/2026	52113	KENDALL MCWILLIAMS	PAYROLL	76,153.12
11	50517	08/14/2026	52114	JENNIFER BRICKMAN	PAYROLL	96,293.94
11	50518	08/14/2026	52117	KAREY BROWN	PAYROLL	76,458.93
11	50519	08/14/2026	52118	DIANE KINZIE	PAYROLL	90,065.11
11	50520	08/14/2026	52119	DUSTIN FAUST	PAYROLL	71,666.16
11	50521	08/14/2026	52120	CODY A HANSEN	PAYROLL	72,305.59
11	50522	08/14/2026	52121	JENNIFER HERMAN	PAYROLL	83,957.22
11	50523	08/14/2026	52124	CLAYTON REYNOLDS	PAYROLL	76,582.85
11	50524	08/14/2026	52126	MISHA K KNIGHT	PAYROLL	97,787.88
11	50525	08/14/2026	52127	REBECCA M TERRELL	PAYROLL	74,473.97
11	50526	08/14/2026	52095	TYLER ABBOTT	PAYROLL	72,197.34
11	50527	08/14/2026	52097	JEREMY HAYES	PAYROLL	90,456.68
11	50528	08/14/2026	52099	JENNIFER L RODRIGUEZ	PAYROLL	88,701.98
11	50529	08/14/2026	52100	SHAMARA DEHERRERA	PAYROLL	78,556.89
11	50530	08/14/2026	52101	JULIA ANDREWS	PAYROLL	68,283.44
11	50531	08/14/2026	51919	AVA TUCKER	PAYROLL	32,755.71
11	50532	08/14/2026	51943	SAMANTHA PATRIGO	PAYROLL	89,714.95
11	50533	08/14/2026	51973	DIANA HOLT	PAYROLL	29,399.80
11	50534	08/14/2026	52069	KENNA L RECTOR	PAYROLL	64,086.25
11	50535	08/14/2026	52128	GRACIE FORD	PAYROLL	64,244.35
11	50536	08/14/2026	52129	JACKIE AUBERG	PAYROLL	78,612.33
11	50537	08/14/2026	52130	PEYTON YORK	PAYROLL	64,260.79
11	50538	08/14/2026	52131	COURTNEY PHILLIPS	PAYROLL	75,385.27

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50539	08/14/2026	52135	KERI WHITE	PAYROLL	83,451.30
11	50540	08/14/2026	52137	SYDNEY WILKENS	PAYROLL	74,662.70
11	50541	08/14/2026	52	TRICIA L COCHLIN	PAYROLL	93,479.88
11	50542	08/14/2026	52222	JADYN ANN SANCHEZ	PAYROLL	83,049.34
11	50543	08/14/2026	52179	GIORGIA D PATTERSON	PAYROLL	75,232.57
11	50544	08/14/2026	52180	JANA EATON	PAYROLL	86,143.39
11	50545	08/14/2026	52236	DAWN A BECK	PAYROLL	31,678.13
11	50546	08/14/2026	52242	JENNA COLLARD	PAYROLL	51,180.54
11	50547	08/14/2026	52175	CHELSEA REKSTAD	PAYROLL	63,694.54
11	50548	08/14/2026	52188	BETHNI A BEASLEY	PAYROLL	91,848.57
11	50549	08/14/2026	52189	TONY C DIX	PAYROLL	96,306.05
11	50550	08/14/2026	52200	ABIGAIL MCKINNEY	PAYROLL	65,168.98
11	50551	08/14/2026	52253	MADISYNN WELLS	PAYROLL	73,903.30
11	50552	08/14/2026	52163	CHRISTINE SWANK	PAYROLL	76,100.87
11	50553	08/14/2026	52164	LACEY C JOHNSON	PAYROLL	77,961.39
11	50554	08/14/2026	52165	DANIELLE BURKE	PAYROLL	72,479.52
11	50555	08/14/2026	52166	BREANNA GORMAN	PAYROLL	73,339.84
11	50556	08/14/2026	52167	SUSAN E JAUCH	PAYROLL	71,648.72
11	50557	08/14/2026	52171	BRANDIE GALVIN	PAYROLL	80,222.08
11	50558	08/14/2026	52259	LEAH GONZALEZ	PAYROLL	75,930.20
11	50559	08/14/2026	52182	JORDANN KLEIN	PAYROLL	81,579.45
11	50560	08/14/2026	52203	SUMMER JOHNSON	PAYROLL	34,285.48
11	50561	08/14/2026	52191	BAYLEE FITZGERALD	PAYROLL	71,771.16
11	50562	08/14/2026	52209	CRYSTAL RAY	PAYROLL	23,826.12
11	50563	08/14/2026	52184	GLORIA HASSELL	PAYROLL	69,443.00
11	50564	08/14/2026	52185	ISAIAH BYRD	PAYROLL	77,444.34
11	50565	08/14/2026	52186	GWENDOLYN BRYLEWSKI	PAYROLL	88,346.76
11	50566	08/14/2026	52187	MATTHEW WILSON	PAYROLL	101,326.08
11	50567	08/14/2026	52141	SHELBY PRUITT	PAYROLL	74,862.76
11	50568	08/14/2026	52257	SAMUEL NITAH	PAYROLL	32,236.86
11	50569	08/14/2026	52258	JANA BILLS	PAYROLL	25,884.06
11	50570	08/14/2026	52223	MARDESIA JOHNSON	PAYROLL	77,434.89
11	50571	08/14/2026	52226	JESSICA L RIKER	PAYROLL	23,826.12
11	50572	08/14/2026	52227	CYNTHIA M ROSS	PAYROLL	40,617.49
11	50573	08/14/2026	52231	MARIA M ROOKS	PAYROLL	27,068.59
11	50574	08/14/2026	52286	ERIK RADTKE	PAYROLL	33,799.27
11	50575	08/14/2026	52434	CLARISSA ROBBINS	PAYROLL	53,829.09
11	50576	08/14/2026	52447	SUSAN ALLEN	PAYROLL	32,969.16
11	50577	08/14/2026	52493	DALTON PALMER	PAYROLL	33,794.11
11	50578	08/14/2026	52448	ANDREW MCGUIRE	PAYROLL	80,741.56
11	50579	08/14/2026	52454	STEVEN E DAVIS	PAYROLL	35,957.81
11	50580	08/14/2026	52475	THOMAS CUTHBERTSON	PAYROLL	35,625.96
11	50581	08/14/2026	52300	DANIEL PAUL ROBERTS	PAYROLL	3,767.75
11	50582	08/14/2026	52301	BRITNI BOLES	PAYROLL	33,763.66
11	50583	08/14/2026	52477	JESSICA STEPHENS	PAYROLL	94,563.43

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50584	08/14/2026	52308	JENNIFER ALVARADO	PAYROLL	24,696.00
11	50585	08/14/2026	52361	TAWNI CHANG	PAYROLL	73,912.27
11	50586	08/14/2026	52410	RYAN HILL	PAYROLL	28,877.47
11	50587	08/14/2026	52324	CHELSEA PEARSON	PAYROLL	63,545.57
11	50588	08/14/2026	52510	RYKLEE KUNTZ	PAYROLL	71,106.17
11	50589	08/14/2026	52511	KELLY MILLS	PAYROLL	92,687.18
11	50590	08/14/2026	52658	TARA ALEXANDER	PAYROLL	72,216.33
11	50591	08/14/2026	52516	CASSIDY O'KEEFE	PAYROLL	71,339.37
11	50592	08/14/2026	52752	KENDALL COOK	PAYROLL	80,322.30
11	50593	08/14/2026	52753	ALLISON KARISCH	PAYROLL	80,555.62
11	50594	08/14/2026	52755	STEPHANIE WOOD	PAYROLL	75,867.43
11	50595	08/14/2026	52756	KIMBERLY BANZ	PAYROLL	84,983.86
11	50596	08/14/2026	52760	CADEN COTTINGHAM	PAYROLL	71,172.10
11	50597	08/14/2026	52761	ERIN GRAEBER	PAYROLL	83,557.27
11	50598	08/14/2026	52509	AMY INGRAM	PAYROLL	62,807.65
11	50599	08/14/2026	52745	MARTHA ROHRBACH	PAYROLL	39,637.92
11	50600	08/14/2026	52742	APRIL DELARA	PAYROLL	26,509.96
11	50601	08/14/2026	52764	STEPHANIE EGGEN MOORE	PAYROLL	82,472.09
11	50602	08/14/2026	52731	REAGAN THORP	PAYROLL	72,178.92
11	50603	08/14/2026	52693	ALLISON VALLETE	PAYROLL	33,740.17
11	50604	08/14/2026	52784	OLIVIA TURNER	PAYROLL	73,438.39
11	50605	08/14/2026	52836	STEPHANIE BARKER	PAYROLL	79,762.81
11	50606	08/14/2026	52837	HOLLY COOK	PAYROLL	75,937.39
11	50607	08/14/2026	52842	CASEY BASGALL	PAYROLL	26,750.64
11	50608	08/14/2026	52782	BRITTANY CLARK	PAYROLL	26,614.22
11	50609	08/14/2026	52873	RANDY BARKER	PAYROLL	94,438.12
11	50610	08/14/2026	52883	TIFFANY LUEDKE	PAYROLL	108,985.30
11	50611	08/14/2026	52816	MIKE EATON	PAYROLL	87,417.48
11	50612	08/14/2026	52828	JAZMIN MCCORMICK	PAYROLL	71,742.72
11	50613	08/14/2026	52866	CONTESSA HUBBARD-BASS	PAYROLL	99,068.60
11	50614	08/14/2026	52867	JACQUELINE HIDDINK	PAYROLL	82,282.80
11	50615	08/14/2026	52870	PAYTON RICHARDS	PAYROLL	89,854.35
11	50616	08/14/2026	52776	JACKSON WILLARD	PAYROLL	76,424.34
11	50617	08/14/2026	52778	DAVE BROWN	PAYROLL	82,383.69
11	50618	08/14/2026	52779	ELIZABETH LLOYD	PAYROLL	90,861.27
11	50619	08/14/2026	52781	GINGER SHEETS	PAYROLL	95,434.08
11	50620	08/14/2026	52794	LINDEN PRIDDY	PAYROLL	76,035.37
11	50621	08/14/2026	52810	DRAKE CARSON JONES	PAYROLL	72,350.23
11	50622	08/14/2026	52811	VALERIE KOEHN	PAYROLL	109,879.33
11	50623	08/14/2026	52878	JAIDEN BACON	PAYROLL	80,549.74
11	50624	08/14/2026	52885	CHELSEA JENKINSON	PAYROLL	71,725.75
11	50625	08/14/2026	52825	KLOWIE SOWARD-LARD	PAYROLL	63,594.01
11	50626	08/14/2026	52826	HALEY TILLISON	PAYROLL	73,185.56
11	50627	08/14/2026	52792	BALEIGH BORELLI	PAYROLL	70,298.69
11	50628	08/14/2026	52793	SAMANTHA R KARLIN	PAYROLL	81,556.78

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50629	08/14/2026	52771	AMANDA WARNER	PAYROLL	80,693.36
11	50630	08/14/2026	52772	ERIK AUBERG	PAYROLL	73,689.24
11	50631	08/14/2026	52839	CHRISTOPHER ALLEN	PAYROLL	71,651.91
11	50632	08/14/2026	52859	TANYA BRAWN	PAYROLL	90,059.64
11	50633	08/14/2026	52861	NICHOLAS HUFF	PAYROLL	76,871.59
11	50634	08/14/2026	52804	TIFFANY VROMAN	PAYROLL	84,961.87
11	50635	08/14/2026	52806	SARA COWDEN	PAYROLL	77,611.68
11	50636	08/14/2026	52833	BREEANNA VANBUSKIRK	PAYROLL	84,065.48
11	50637	08/14/2026	52851	ELIZABETH OLSON	PAYROLL	30,379.64
11	50638	08/14/2026	52892	STEVEN CLARK	PAYROLL	30,415.44
11	50639	08/14/2026	52944	YANJUN ZHANG	PAYROLL	28,500.53
11	50640	08/14/2026	52945	CYNTHIA HOENIG	PAYROLL	34,816.57
11	50641	08/14/2026	52938	XINGHUA SHI	PAYROLL	35,723.56
11	50642	08/14/2026	52911	CARMEN DAVIS	PAYROLL	38,501.31
11	50643	08/14/2026	52956	AMI VIGIL	PAYROLL	30,566.22
11	50644	08/14/2026	52902	MEAGAN L HARSEN	PAYROLL	71,771.16
11	50645	08/14/2026	52941	NATHANIEL RATLIFFE	PAYROLL	26,573.13
11	50646	08/14/2026	53009	SHARRON ROGERS	PAYROLL	32,702.92
11	50647	08/14/2026	53010	PAUL CARROLL	PAYROLL	37,594.80
11	50648	08/14/2026	53012	REBECCA MENZEL	PAYROLL	32,930.15
11	50649	08/14/2026	52921	MEGAN ARMSTRONG	PAYROLL	71,181.51
11	50650	08/14/2026	53072	EMILY LONG	PAYROLL	63,002.48
11	50651	08/14/2026	53073	JENNIFER FRANKS	PAYROLL	31,301.68
11	50652	08/14/2026	52912	STEPHANIE MCGREW	PAYROLL	74,238.52
11	50653	08/14/2026	52909	SAM BLAKE	PAYROLL	31,830.44
11	50654	08/14/2026	53065	ANTRICIA VESTER	PAYROLL	31,519.61
11	50655	08/14/2026	53081	JC RILEY	PAYROLL	4,844.25
11	50656	08/14/2026	53093	FLORINA SIMONJI	PAYROLL	28,188.09
11	50657	08/14/2026	53096	BAILEY PIERCE	PAYROLL	63,002.48
11	50658	08/14/2026	53118	CHARLENE BOCKUS	PAYROLL	30,813.19
11	50659	08/14/2026	53150	KHALIL MATAR	PAYROLL	32,206.37
11	50660	08/14/2026	53151	JAMEE PARKER	PAYROLL	93,672.32
11	50661	08/14/2026	53159	GEORGE NIGHTINGALE	PAYROLL	27,940.35
11	50662	08/14/2026	53162	AMANDA STEELE	PAYROLL	23,466.46
11	50663	08/14/2026	53169	CHARLES KATZENBERGER	PAYROLL	27,602.22
11	50664	08/14/2026	53179	JILL ENGLAND	PAYROLL	34,492.74
11	50665	08/14/2026	53188	BRENNA HENDERSON	PAYROLL	32,993.40
11	50666	08/14/2026	53194	JESSICA ARLEDGE	PAYROLL	31,245.16
11	50667	08/14/2026	53197	TIA CRISP	PAYROLL	62,975.23
11	50668	08/14/2026	53217	CHLOE JOHNSON	PAYROLL	22,092.30
11	50669	08/14/2026	53221	RANDALL ERWIN	PAYROLL	26,533.59
11	50670	08/14/2026	53243	ROBERT SIOUX	PAYROLL	6,997.25
11	50671	08/14/2026	53285	TAMERA VAUGHN	PAYROLL	28,228.70
11	50672	08/14/2026	53295	JULIE HAWK	PAYROLL	37,836.04
11	50673	08/14/2026	53298	DOMAUNIQUE STEPHENS	PAYROLL	3,767.76

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11	50674	08/14/2026	53317	AUSTIN R EMBREY	PAYROLL	81,235.31
11	50675	08/14/2026	53326	BRITNEY KOEPP	PAYROLL	88,739.06
11	50676	08/14/2026	53119	RACHEL C WIENS	PAYROLL	70,562.36
11	50677	08/14/2026	53122	ROBERT MONETTE	PAYROLL	31,832.28
11	50678	08/14/2026	53132	AYLA SAUCIER	PAYROLL	63,002.48
11	50679	08/14/2026	53336	LINDA BASSETT	PAYROLL	28,906.32
11	50680	08/14/2026	53337	SHAYLA DELLANNO	PAYROLL	64,173.07
11	50681	08/14/2026	53339	MICHAEL T JOHNSON	PAYROLL	76,007.44
11	50682	08/14/2026	53341	HOWARD SCARBOROUGH	PAYROLL	78,052.95
11	50683	08/14/2026	53342	GRACIE GUILLEMETTE	PAYROLL	75,019.34
11	50684	08/14/2026	53344	MICHAEL ELIZONDO	PAYROLL	83,299.56
11	50685	08/14/2026	53345	JULIE HARMS	PAYROLL	73,475.83
11	50686	08/14/2026	53347	TYRA GOWDY	PAYROLL	88,101.88
11	50687	08/14/2026	53348	KASANDRA EMBREY	PAYROLL	79,856.34
11	50688	08/14/2026	53349	JANET CORNSILK	PAYROLL	86,418.26
11	50689	08/14/2026	53350	SALLY BECKER	PAYROLL	82,411.07
11	50690	08/14/2026	53351	EMILY GRAVCHIKOV	PAYROLL	74,210.59
11	50691	08/14/2026	53353	DEBBIE HODGES	PAYROLL	94,921.69
11	50692	08/14/2026	53355	TERRA HANKINS	PAYROLL	76,390.00
11	50693	08/14/2026	53356	TINA WADE	PAYROLL	31,149.52
11	50694	08/14/2026	53358	GREG WALKER	PAYROLL	26,753.32
11	50695	08/14/2026	53361	RILEY TALIAFERRO	PAYROLL	30,257.40
11	50696	08/14/2026	53362	MICHELLE TURCOTTE	PAYROLL	26,853.84
11	50697	08/14/2026	53363	TAMMY KATZENBERGER	PAYROLL	31,680.52
11	50698	08/14/2026	53435	VIANNY YANEZ	PAYROLL	34,617.29
11	50699	08/14/2026	53445	SARAH HATLEY	PAYROLL	85,088.01
11	50700	08/14/2026	53446	NATALIA ALVAREZ	PAYROLL	79,838.48
11	50701	08/14/2026	53450	BRIAN BOSWORTH	PAYROLL	72,682.52
11	50702	08/14/2026	53456	LEANNE CALFY	PAYROLL	76,033.03
11	50703	08/14/2026	53457	CHRISTINE SCHAEFER	PAYROLL	82,208.52
11	50704	08/14/2026	53474	BRIANNA FRAIRE	PAYROLL	70,757.60
11	50705	08/14/2026	53480	KRYSTEN ISENHOWER	PAYROLL	82,829.62
11	50706	08/14/2026	53492	SAARAH JOYCE	PAYROLL	65,140.67
11	50707	08/14/2026	53413	JARED VANVICKLE	PAYROLL	78,533.98
11	50708	08/14/2026	53414	ABIGAIL SIMONS	PAYROLL	70,779.33
11	50709	08/14/2026	53415	MAGEN COLLIER	PAYROLL	77,240.59
11	50710	08/14/2026	53418	JULIA MILLER	PAYROLL	70,674.88
11	50711	08/14/2026	53419	MEREDITH HARRISON	PAYROLL	76,037.44
11	50712	08/14/2026	53422	MANDY ZIBELL	PAYROLL	99,734.37
11	50713	08/14/2026	53423	LAUREN MUNCIE	PAYROLL	72,170.14
11	50714	08/14/2026	53424	CYNTHIA M HOENIG	PAYROLL	39,704.87
11	50715	08/14/2026	53425	ABBY HARMS	PAYROLL	74,662.06
11	50716	08/14/2026	53426	RUTH NICEWANDER	PAYROLL	76,276.97
11	50717	08/14/2026	53427	SABRINA STEWART	PAYROLL	8,612.00
11	50718	08/14/2026	53455	JOY FULTS	PAYROLL	42,575.07

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50719	08/14/2026	53476	JADE WOLFE	PAYROLL	44,662.56
11	50720	08/14/2026	53483	MARIA KHOURY	PAYROLL	27,322.13
11	50721	08/14/2026	53502	JOSEPH HOLSTON	PAYROLL	30,461.76
11	50722	08/14/2026	53510	JOHN LANGFORD	PAYROLL	2,583.60
11	50723	08/14/2026	53512	ROSE MATAR	PAYROLL	18,942.29
11	50724	08/14/2026	53514	ANDREA SMITH	PAYROLL	33,133.83
11	50725	08/14/2026	53515	MARY MUENDO	PAYROLL	33,343.67
11	50726	08/14/2026	53372	JEFF LAWSON	PAYROLL	32,412.84
11	50727	08/14/2026	53375	MACY RHOADES	PAYROLL	71,558.34
11	50728	08/14/2026	53377	MAKENZI MILLS	PAYROLL	74,877.76
11	50729	08/14/2026	53378	MELODY HIMES	PAYROLL	84,585.71
11	50730	08/14/2026	53379	NICOLE FLOYD	PAYROLL	85,327.23
11	50731	08/14/2026	53380	LAYNE OSTDIEK	PAYROLL	74,188.90
11	50732	08/14/2026	53381	RACHELLE GRAHAM	PAYROLL	98,703.38
11	50733	08/14/2026	53382	KYLIE LETTON	PAYROLL	79,355.53
11	50734	08/14/2026	53384	JOLANDA LEMONS	PAYROLL	39,756.97
11	50735	08/14/2026	53385	KAITLYN HERNANDEZ	PAYROLL	95,523.54
11	50736	08/14/2026	53386	SARA MCCLAIN	PAYROLL	89,229.66
11	50737	08/14/2026	53387	EVAN SPRAYBERRY	PAYROLL	76,838.53
11	50738	08/14/2026	53388	JOHN KERR	PAYROLL	73,504.15
11	50739	08/14/2026	53390	ALEXA PEREZ	PAYROLL	72,037.49
11	50740	08/14/2026	53391	MONICA BOWEN	PAYROLL	64,780.39
11	50741	08/14/2026	53393	MACY STOCKTON	PAYROLL	70,760.10
11	50742	08/14/2026	53394	DAISY CHAVEZ	PAYROLL	71,951.24
11	50743	08/14/2026	53395	LILLIAN DEROUSSEL	PAYROLL	71,281.50
11	50744	08/14/2026	53400	ANGIE VAN BLACK	PAYROLL	38,076.28
11	50745	08/14/2026	53458	ANNA KERR	PAYROLL	70,664.10
11	50746	08/14/2026	53459	BRANDON BENNETT	PAYROLL	81,177.28
11	50747	08/14/2026	53403	EMMA WAFFORD	PAYROLL	89,564.38
11	50748	08/14/2026	53404	SETH TURNIPSEED	PAYROLL	85,755.66
11	50749	08/14/2026	53405	DEBORAH SUAREZ	PAYROLL	104,854.45
11	50750	08/14/2026	53406	NOAH VOTH	PAYROLL	71,728.76
11	50751	08/14/2026	53409	SHARON KAY WALKER	PAYROLL	30,082.48
11	50752	08/14/2026	53597	MORGAN CHILDERS	PAYROLL	89,904.74
11	50753	08/14/2026	53676	KATELYN HINES	PAYROLL	84,041.51
11	50754	08/14/2026	53689	JENNA BILLINGS	PAYROLL	62,809.18
11	50755	08/14/2026	53773	JO BOLES	PAYROLL	99,600.22
11	50756	08/14/2026	53561	JULIE SIMMS	PAYROLL	31,469.52
11	50757	08/14/2026	53591	MCKENZIE JENNINGS	PAYROLL	67,957.31
11	50758	08/14/2026	53613	CARIE PADGET	PAYROLL	27,977.11
11	50759	08/14/2026	53658	AMY FERGUSON	PAYROLL	31,356.28
11	50760	08/14/2026	53673	JACQUELINE REAVES	PAYROLL	32,701.97
11	50761	08/14/2026	53674	MARIA FLORES	PAYROLL	26,858.70
11	50762	08/14/2026	53687	JEANNETTE HENDERSON	PAYROLL	33,079.27
11	50763	08/14/2026	53696	GREGORY COUSINS	PAYROLL	33,607.80

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50764	08/14/2026	53703	ALLEN FRY	PAYROLL	26,874.36
11	50765	08/14/2026	53731	BRITTANY ROMICK	PAYROLL	41,910.66
11	50766	08/14/2026	53737	DARREN HALL	PAYROLL	71,447.89
11	50767	08/14/2026	53743	RAYMOND CYR	PAYROLL	36,012.60
11	50768	08/14/2026	53761	JULIA WARD	PAYROLL	25,100.72
11	50769	08/14/2026	54022	ANNE DRIEWER	PAYROLL	97,751.09
11	50770	08/14/2026	54032	SLOAN DOUGLAS	PAYROLL	87,521.44
11	50771	08/14/2026	53971	LISA DUTTON	PAYROLL	85,779.82
11	50772	08/14/2026	53984	BRIA SANDERS	PAYROLL	76,198.98
11	50773	08/14/2026	54028	LAUREN CRAVER	PAYROLL	74,770.54
11	50774	08/14/2026	53977	BRITTLEY DEAN	PAYROLL	72,866.83
11	50775	08/14/2026	54044	CELESTE MEYER	PAYROLL	85,945.08
11	50776	08/14/2026	54012	MACY MOORE	PAYROLL	62,811.83
11	50777	08/14/2026	53966	ASHLYN WEBB	PAYROLL	76,023.91
11	50779	08/14/2026	53988	LORI BILLY	PAYROLL	79,537.97
11	50780	08/14/2026	54011	BAYLI VIDOT	PAYROLL	86,240.78
11	50781	08/14/2026	53995	HOPE BRANNON	PAYROLL	82,017.60
11	50782	08/14/2026	54013	LORI STOYANOSKI	PAYROLL	87,780.35
11	50783	08/14/2026	54026	JOHNINE ELLIOTT	PAYROLL	76,794.03
11	50784	08/14/2026	54004	NICOLE ELIAS	PAYROLL	68,215.06
11	50785	08/14/2026	54017	JOSIAH ABSHER	PAYROLL	62,811.83
11	50786	08/14/2026	54005	SHARAYAH MILLER	PAYROLL	96,692.43
11	50787	08/14/2026	53983	MADDIE MILLER	PAYROLL	62,890.20
11	50788	08/14/2026	53991	JENNIFER CRISWELL	PAYROLL	82,112.25
11	50789	08/14/2026	54003	JESSICA ROGERS	PAYROLL	94,561.63
11	50790	08/14/2026	54033	CANDACE GRAHAM	PAYROLL	73,626.04
11	50791	08/14/2026	53998	COURTNEY WEAVER	PAYROLL	82,403.84
11	50792	08/14/2026	54000	ISABELLA KNAPP	PAYROLL	63,404.47
11	50793	08/14/2026	54034	DANIELLE MANN-DIANGI	PAYROLL	24,452.88
11	50794	08/14/2026	54037	JERAMY VROMAN	PAYROLL	30,604.91
11	50795	08/14/2026	54035	KIM BEAMAN	PAYROLL	23,980.66
11	50796	08/14/2026	54015	ZURI HOLDER	PAYROLL	91,676.61
11	50797	08/14/2026	54021	ETHAN BARNES	PAYROLL	71,223.35
11	50798	08/14/2026	54029	KRISTIN NELSON	PAYROLL	85,831.18
11	50799	08/14/2026	54023	MORGAN FOWBLE	PAYROLL	71,074.63
11	50800	08/14/2026	54038	JALISHA BERRY	PAYROLL	27,955.84
11	50801	08/14/2026	53946	KARLEE MARTINEZ	PAYROLL	70,398.23
11	50802	08/14/2026	53993	VICTORIA KARGL	PAYROLL	74,350.36
11	50803	08/14/2026	54008	KATIE ROWE	PAYROLL	79,772.94
11	50804	08/14/2026	54006	ETHAN INGE	PAYROLL	71,087.23
11	50805	08/14/2026	54031	TAYLOR MASON	PAYROLL	75,158.71
11	50806	08/14/2026	54036	LAURA DAVID	PAYROLL	27,722.50
11	50807	08/14/2026	54043	AUDREE WITTROCK	PAYROLL	71,332.34
11	50808	08/14/2026	53803	MELANIE BENSON	PAYROLL	88,587.89
11	50809	08/14/2026	53818	PATRICIA GARCIA	PAYROLL	62,811.83

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50810	08/14/2026	53865	BRIAN NIXON	PAYROLL	24,339.29
11	50811	08/14/2026	53947	JEREMY DULA	PAYROLL	78,530.92
11	50812	08/14/2026	53970	AUSTIN MALY	PAYROLL	74,867.85
11	50813	08/14/2026	54020	KAMPBELL KOPERA	PAYROLL	70,337.76
11	50814	08/14/2026	54014	SYDNEY PARKER	PAYROLL	70,349.80
11	50815	08/14/2026	53949	BLAINE ZENONI	PAYROLL	81,166.24
11	50816	08/14/2026	53948	KASSIE HAMEISTER	PAYROLL	45,997.50
11	50817	08/14/2026	53999	MOLLY DORRIS	PAYROLL	71,528.08
11	50818	08/14/2026	54009	STACI HUNT	PAYROLL	97,109.62
11	50819	08/14/2026	53996	BRITANY LAWRENCE	PAYROLL	81,685.97
11	50820	08/14/2026	54007	ELIZABETH LAWSON	PAYROLL	70,313.55
11	50821	08/14/2026	53964	AMANDA MAPLES	PAYROLL	64,208.43
11	50822	08/14/2026	53968	JORDYN VANBUSKIRK	PAYROLL	70,432.37
11	50823	08/14/2026	54002	TIFFANY WALKER	PAYROLL	86,779.73
11	50824	08/14/2026	54010	COURTNEY BACON	PAYROLL	93,424.91
11	50825	08/14/2026	54030	ALEXA TROTTER	PAYROLL	70,350.72
11	50826	08/14/2026	54025	CALLIE COTTONE	PAYROLL	72,108.09
11	50827	08/14/2026	53972	KOHNER GALLAGHER	PAYROLL	63,539.10
11	50828	08/14/2026	54050	MANDY HUMPHREY	PAYROLL	86,316.48
11	50829	08/14/2026	54049	EMMA VILLEGAS	PAYROLL	63,541.95
11	50830	08/14/2026	54047	APRIL SPAIN	PAYROLL	76,169.70
11	50831	08/14/2026	54057	GLORIA SICAIROS	PAYROLL	91,002.55
11	50832	08/14/2026	54053	JAMES WICKS	PAYROLL	63,239.12
11	50833	08/14/2026	54055	REBECCA WALLINGFORD	PAYROLL	63,831.60
11	50834	08/14/2026	54052	KESHA HAQUE	PAYROLL	81,883.98
11	50835	08/14/2026	54054	TAYLON LAXSON	PAYROLL	64,088.13
11	50836	08/14/2026	54060	AMAURY MCCARVER	PAYROLL	63,936.51
11	50837	08/14/2026	54059	JULIA TUCKER	PAYROLL	76,347.87
11	50838	08/14/2026	54063	BRIAN BLACK-FARLEY	PAYROLL	31,137.56
11	50839	08/14/2026	54068	MILES KAHOE	PAYROLL	71,351.08
11	50840	08/14/2026	54062	LYNDA HENDERSON	PAYROLL	27,314.21
11	50841	08/14/2026	54071	LISA STOVER	PAYROLL	29,175.89
11	50842	08/14/2026	54061	SARAH SALEM	PAYROLL	31,481.82
11	50843	08/14/2026	54070	EMILY DENISON	PAYROLL	34,248.28
11	50844	08/14/2026	54064	CHRISELDA ZAPATA	PAYROLL	37,949.32
11	50845	08/14/2026	54065	JODI ZACKERY	PAYROLL	24,773.10
11	50846	08/14/2026	54067	CHELSEA VAP	PAYROLL	65,810.53
11	50847	08/14/2026	80	SUSAN K GALLAGHER	PAYROLL	98,516.11
11	50848	08/14/2026	969	JOHN L HANNEMAN	PAYROLL	87,359.04
11	50849	08/14/2026	641	KATHERINE MORRIS	PAYROLL	86,776.56
11	50850	08/14/2026	623	JOHN T LANG	PAYROLL	89,803.26
11	50851	08/14/2026	670	KATHERINE E BEASLEY	PAYROLL	38,746.68
11	50852	08/14/2026	845	DOTTIE S SOTER	PAYROLL	104,362.14
11	50853	08/14/2026	718	KIM MCLEMORE	PAYROLL	97,162.52
11	50854	08/14/2026	579	COURTNEY PRICE	PAYROLL	89,906.34

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50855	08/14/2026	753	DAWN M JOHNSON	PAYROLL	32,319.77
11	50856	08/14/2026	635	NATHAN K COPHER	PAYROLL	90,859.15
11	50857	08/14/2026	780	AMY B JOHNSON	PAYROLL	92,011.68
11	50858	08/14/2026	779	CHERYL L HOLMAN	PAYROLL	96,841.56
11	50859	08/14/2026	912	SIDNEY M BARTON	PAYROLL	86,501.12
11	50860	08/14/2026	61	JULIE D HARRIS	PAYROLL	88,109.07
11	50861	08/14/2026	797	CRAIG E WINKLE	PAYROLL	97,012.33
11	50862	08/14/2026	54110	KILEY MOYER	PAYROLL	69,920.20
11	50863	08/14/2026	54111	TYLER WILLIAMS	PAYROLL	72,646.69
11	50864	08/14/2026	54093	MORGAN HALL	PAYROLL	71,537.07
11	50866	08/14/2026	54073	FIONA VARUGHESE	PAYROLL	76,137.38
11	50867	08/14/2026	54087	KAYLA ROMAN	PAYROLL	6,227.25
11	50868	08/14/2026	54086	JAYCIE AVILA	PAYROLL	74,550.86
11	50869	08/14/2026	54082	SUSAN SHAW	PAYROLL	32,847.77
11	50870	08/14/2026	54094	ANDREW BROOKS	PAYROLL	19,578.18
11	50871	08/14/2026	54113	SARA SHABANOV	PAYROLL	21,850.06
11	50872	08/14/2026	54100	LEONARD ANDERSON	PAYROLL	33,645.72
11	50873	08/14/2026	54099	MICHELLE JALBERT	PAYROLL	84,917.63
11	50874	08/14/2026	989	CRISTIN M CLEMENTS	PAYROLL	94,283.29
11	50875	08/14/2026	992	JOAN M BENSON	PAYROLL	115,771.00
11	50876	08/14/2026	979	LORI D TATE	PAYROLL	81,143.36
11	50877	08/14/2026	977	SHERI C MCCORMICK	PAYROLL	83,663.40
11	50878	08/14/2026	983	CASSIE L PIERCE	PAYROLL	85,826.22
11	50879	09/15/2026	51580	MOLLIE PATRICK	PAYROLL	645.90
11	50880	09/15/2026	54095	JORDAN NICHOLS	PAYROLL	606.35
11	50881	09/15/2026	53657	MICHAELA TROJANOWSKI	PAYROLL	358.53
11	50882	09/15/2026	53107	JANET DOUGHTY	PAYROLL	1,396.54
11	50883	09/15/2026	53481	ASHLEY MOTLEY	PAYROLL	942.54
11	50884	09/15/2026	53498	SOPHIE WILLIAMS	PAYROLL	284.03
11	50885	09/15/2026	52491	SANIA HUNTER	PAYROLL	666.15
11	50886	09/15/2026	53615	KENDYL AMES	PAYROLL	92.36
11	50887	09/15/2026	52581	VIVIEN TAYLOR	PAYROLL	355.92
11	50888	09/15/2026	52951	MYA PULLIAM	PAYROLL	396.43
11	50889	09/15/2026	52590	JULIA GROTE	PAYROLL	559.70
11	50890	09/15/2026	49367	EDWINTA M GRAVES	PAYROLL	1,260.31
11	50891	09/15/2026	2605	KALEY S BENKENDORF	PAYROLL	277.71
11	50892	09/15/2026	54144	TOWNELY GEBB	PAYROLL	472.80
11	50893	09/15/2026	54147	GEORGIA SKOG	PAYROLL	837.28
11	50894	09/15/2026	54166	ZAILEY WILLIAMS	PAYROLL	78.95
11	50895	09/15/2026	54173	SOPHIE HOUCHINS	PAYROLL	123.27
11	50896	09/15/2026	53552	HANNAH REYNOLDS	PAYROLL	1,118.06
11	50897	09/15/2026	53571	MADDOX HAMILTON	PAYROLL	769.18
11	50898	09/15/2026	54128	TIFFANY WEBSTER	PAYROLL	25,225.68
11	50899	09/15/2026	54148	NATHEN WOOTEN	PAYROLL	30,444.24
11	50900	09/15/2026	54149	GREG ROGERS	PAYROLL	21,149.40

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50901	09/15/2026	54081	MICHELE MORENO	PAYROLL	37,214.40
11	50902	09/15/2026	53180	BROOKE SIMMS	PAYROLL	2,342.24
11	50903	09/15/2026	53284	ANNE ERWIN	PAYROLL	2,845.93
11	50904	09/15/2026	53428	SHIANNA MACDONALD	PAYROLL	1,957.47
11	50905	09/15/2026	53675	KIRBEY BUCK	PAYROLL	1,978.05
11	50906	09/15/2026	53683	MACY EISENHOWER	PAYROLL	1,649.78
11	50907	09/15/2026	53691	ASHTON DISHMAN	PAYROLL	1,495.64
11	50908	09/15/2026	51516	RYLEIGH K HOUCHINS	PAYROLL	1,950.08
11	50909	09/15/2026	49422	AMANDA M COLE	PAYROLL	1,899.18
11	50910	09/15/2026	53705	LAUREN KASTNER	PAYROLL	916.46
11	50911	09/15/2026	53745	OLIVIA TRIPP	PAYROLL	1,309.84
11	50912	09/15/2026	54115	MARGARETT DOWNIE	PAYROLL	1,256.20
11	50913	09/15/2026	54125	JENESSA CARLSON	PAYROLL	1,090.88
11	50914	09/15/2026	54141	KIMBERLY DAVIS	PAYROLL	967.66
11	50915	09/15/2026	54152	RILEY JACOBSON	PAYROLL	619.32
11	50916	09/15/2026	54096	KELLY MCHOLLAND	PAYROLL	29,917.67
11	50917	09/15/2026	54090	KAITLYN LADNER	PAYROLL	1,724.50
11	50918	09/15/2026	54088	KIARA GUESS	PAYROLL	1,451.71
11	50919	09/15/2026	54127	TYLER AKEN	PAYROLL	52,308.70
11	50920	09/15/2026	52061	RODNEY WOLFARD	PAYROLL	7,944.57
11	50921	09/15/2026	53828	JULIE SCHMIEDESKAMP	PAYROLL	3,767.76
11	50922	09/15/2026	53931	GEORGIA BYERS	PAYROLL	3,767.76
11	50923	09/15/2026	53940	JORDAN WOLFORD	PAYROLL	8,612.00
11	50924	09/15/2026	53975	MADISON SLIMP	PAYROLL	1,883.88
11	50925	09/15/2026	54143	MALCOLM HOWARD	PAYROLL	7,535.50
11	50926	09/15/2026	54160	BETHANY TYLER	PAYROLL	2,960.33
11	50927	09/15/2026	53992	STACIE ANDREWS	PAYROLL	200.99
11	50928	09/15/2026	52197	ANTHONY STOUT	PAYROLL	58.80
11	50929	09/15/2026	54056	ABIGAIL CHAFEY	PAYROLL	82,028.90
11	50930	09/15/2026	54027	RACHEL GRACE	PAYROLL	70,350.71
11	50931	09/15/2026	54058	TONI HOWARD	PAYROLL	93,664.91
11	50932	09/15/2026	54133	DEANNA GAINES	PAYROLL	42,025.08
11	50933	09/15/2026	54150	ABIGAIL SCHULTZ	PAYROLL	25,887.92
11	50934	09/15/2026	54085	SARAH BRADY	PAYROLL	32,556.13
11	50935	09/15/2026	54122	LISA CHESNEY	PAYROLL	44,757.48
11	50936	09/15/2026	54129	JESSICA PRINCE	PAYROLL	23,769.00
11	50937	09/15/2026	54134	JUSTINE BUCK	PAYROLL	24,452.88
11	50938	09/15/2026	54074	KAYLYNN STEIN	PAYROLL	70,124.83
11	50939	09/15/2026	54084	HEATHER HARRIS	PAYROLL	37,603.15
11	50940	09/15/2026	54072	EMILEE BAKER	PAYROLL	74,659.00
11	50941	09/15/2026	54092	KATIE BLANSCET	PAYROLL	62,811.83
11	50942	09/15/2026	54126	AMBRI RANKIN	PAYROLL	26,789.35
11	50943	09/15/2026	53831	TROY ISBELL	PAYROLL	3,123.13
11	50944	09/15/2026	54114	TIARA BENTON-ROBINSON	PAYROLL	24,243.96
11	50945	09/15/2026	54069	ESTHER SLOUP	PAYROLL	32,847.77

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50946	09/15/2026	54024	CHRISTINE CARLLSON	PAYROLL	81,718.57
11	50947	09/15/2026	53529	JULIAN RAMIREZ	PAYROLL	30,118.80
11	50948	09/15/2026	54132	WILLIAM DOBBINS	PAYROLL	36,947.61
11	50949	09/15/2026	54142	AMY COHRS	PAYROLL	33,350.93
11	50950	09/15/2026	54130	CAMERON TAYLOR	PAYROLL	37,612.85
11	50951	09/15/2026	53153	LARRY SHAW	PAYROLL	290.66
11	50952	09/15/2026	53214	BRIAN NYE	PAYROLL	387.54
11	50953	09/15/2026	53218	STEPHANIE LOOPER	PAYROLL	269.13
11	50954	09/15/2026	53226	ZOE MCHANN	PAYROLL	290.66
11	50955	09/15/2026	53227	CHRISTOPHER BRACK	PAYROLL	968.85
11	50956	09/15/2026	53229	KATHY WARN	PAYROLL	387.54
11	50957	09/15/2026	53513	ALYSON SIMON	PAYROLL	387.54
11	50958	09/15/2026	53555	BRUNELDA LEAL	PAYROLL	678.20
11	50959	09/15/2026	53607	DARREN OGEE	PAYROLL	193.77
11	50960	09/15/2026	53685	LONDON BRIDGE	PAYROLL	145.33
11	50961	09/15/2026	51221	SAMANTHA MCDOUGALL	PAYROLL	823.52
11	50962	09/15/2026	52964	ANN MILLER	PAYROLL	48.44
11	50963	09/15/2026	52931	VIRGINIA GIBSON	PAYROLL	145.33
11	50964	09/15/2026	52994	DORINDA S RIEL	PAYROLL	145.33
11	50965	09/15/2026	53020	SUCHITRA DHADIGAM	PAYROLL	242.21
11	50966	09/15/2026	52955	ANGELA SMITH	PAYROLL	532.87
11	50967	09/15/2026	52517	JANETTE HAMEISTER	PAYROLL	269.13
11	50968	09/15/2026	51750	SUZANNE WINTON	PAYROLL	620.75
11	50969	09/15/2026	52726	MARIA HAMEL	PAYROLL	290.66
11	50970	09/15/2026	53052	BANWAN LEE	PAYROLL	145.33
11	50971	09/15/2026	52063	JENNIFER STANLEY	PAYROLL	193.77
11	50972	09/15/2026	51817	JENNETTA KOESTER	PAYROLL	620.75
11	50973	09/15/2026	52305	CANDICE BRONSON	PAYROLL	48.44
11	50974	09/15/2026	51097	ALICIA CAHILL	PAYROLL	96.89
11	50975	09/15/2026	49576	KRISTEN E AVANS	PAYROLL	645.90
11	50976	09/15/2026	51224	KELLY E REED	PAYROLL	430.60
11	50977	09/15/2026	52641	QIAN SUN	PAYROLL	107.65
11	50978	09/15/2026	52847	ASHLEY R MILLER	PAYROLL	107.65
11	50979	09/15/2026	52292	DEBRA BAUGH	PAYROLL	581.31
11	50980	09/15/2026	51994	KATHRYN DOVE	PAYROLL	1,259.51
11	50981	09/15/2026	50489	JAYLENE SCHAUL	PAYROLL	96.89
11	50982	09/15/2026	51055	THOMAS P GREEN	PAYROLL	968.85
11	50983	09/15/2026	49423	AIMEE NAIL	PAYROLL	96.89
11	50984	09/15/2026	48912	KEITH SEIDEMANN	PAYROLL	193.77
11	50985	09/15/2026	48661	DANIEL J MARMEN	PAYROLL	435.98
11	50986	09/15/2026	48802	JOANN M JONES	PAYROLL	193.77
11	50987	09/15/2026	877	TROY FLOYD	PAYROLL	215.30
11	50988	09/15/2026	2390	KAREN A CLARK	PAYROLL	96.89
11	50989	09/15/2026	2369	PATRICIA A JONES	PAYROLL	538.25
11	50990	09/15/2026	190	MARSHALL B OTTINGER	PAYROLL	372.45

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50991	09/15/2026	2464	GREGORY A JOHNSON	PAYROLL	124.15
11	50992	09/15/2026	53726	LAUREN ALLEN	PAYROLL	290.66
11	50993	09/15/2026	53730	NICHOLAS REYNOLDS	PAYROLL	339.10
11	50994	09/15/2026	53777	ANJALI RAMPERSAD	PAYROLL	193.77
11	50995	09/15/2026	53844	CLAUDIA LOPEZ	PAYROLL	48.44
11	50996	09/15/2026	53890	MELISSA HAFTEK	PAYROLL	161.48
11	50997	09/15/2026	53110	DOAA ALKHAZRAJI	PAYROLL	290.66
11	50998	09/15/2026	1909	JOCELYN P HULBERT	PAYROLL	532.87
11	50999	09/15/2026	1749	PATRICIA FREE	PAYROLL	96.89
11	51000	09/15/2026	1152	SHARYL L THOMPSON	PAYROLL	372.45
11	51001	09/15/2026	23	TRACY S BILLS	PAYROLL	62.08
11	51002	09/15/2026	54146	RACHEL HAMILTON	PAYROLL	1,259.51
11	51003	09/15/2026	54145	COREY COBLE	PAYROLL	145.33
11	51004	09/15/2026	54156	CHELSEA DILLING	PAYROLL	290.66
11	51005	09/15/2026	2633	KAREN L DOWLER	PAYROLL	753.55
11	51006	09/15/2026	53473	JOAN HAGY	PAYROLL	107.65

Non-Payroll Total:	**$0.00**
Payroll Total:	**$48,695,306.11**
Balance Forward:	**$0.00**
Report Total:	**$48,695,306.11**

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	67	08/06/2026	53967	BOSCH HOME COMFORT US HOLDING CORP	HVAC and Electrical Supplies	3,000.00
21	68	08/10/2026	271712	Oak Security Group LLC	Cores at concession and athletics	820.00
21	69	08/10/2026	54042	ATTA Elevators Oklahoma, Inc	Elevator Deficiencies and Repairs	10,000.00
21	70	08/13/2026	262131	WINSUPPLY OF OKLAHOMA CITY	Plumbing parts	2,000.00
21	71	08/13/2026	262048	REECE SUPPLY, LLC	plumbing supplies	2,000.00
21	72	08/13/2026	257767	STAR LIGHTING	LED light fixtures, parts and supplies	5,000.00
21	73	08/14/2026	271415	LOCKE SUPPLY	Filters for the district	15,000.00
21	74	08/18/2026	257804	LOWE'S HOME IMPROVEMENT	Building Supplies - general	2,000.00
21	75	08/18/2026	49248	MRC LIFTING	Lifting equipment	1,500.00
21	76	08/19/2026	51591	ARVEST BANK	AMAZON - belimo valve actuator	760.17
21	77	08/19/2026	257890	JOHNSTONE SUPPLY	HVAC and electrical supplies	2,000.00
21	78	08/20/2026	51591	ARVEST BANK	Amazon - office supplies	500.00
21	79	08/20/2026	263150	CENTRAL GLASS	DCHS Window and Door glass with black out film	900.00
21	80	08/21/2026	49546	PARTS TOWN, LLC	Climate master board (3) SPCreek	1,500.00
21	81	08/21/2026	271415	LOCKE SUPPLY	Ridgid Navi-track Transmitter for line location	2,500.00
21	82	08/27/2026	51591	ARVEST BANK	Climate master boards (3)	1,500.00
21	83	08/28/2026	48586	GILLES BROTHERS INC	Mowing parts	100.00
21	84	08/28/2026	271415	LOCKE SUPPLY	HVAC and supplies	5,000.00
21	85	09/01/2026	257804	LOWE'S HOME IMPROVEMENT	misc building supplies	2,000.00
21	86	09/01/2026	51591	ARVEST BANK	Technical books for Maintenance	1,000.00
21	87	09/02/2026	51591	ARVEST BANK	code of fed reg book 29CFR	50.00
21	88	09/03/2026	271415	LOCKE SUPPLY	HVAC supplies	5,000.00
21	89	09/08/2026	262017	AIR PRODUCTS SUPPLY	HVAC supplies	3,000.00

Non-Payroll Total:	**$67,130.17**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$67,130.17**

Deer Creek Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 20 - 50000, Fund(s): CN PROGRAMS FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	20	08/11/2026	52513	OKLAHOMA FIRE PROTECTION, LLC	Hood Vent inspections	2,500.00
22	21	08/13/2026	51591	ARVEST BANK	Kitchen Supplies & Smallware	500.00
22	22	09/08/2026	54164	STEPHANIE ANDERSON	Lunch Refund	64.00
22	23	09/08/2026	54183	JENNIFER PENDLEY	Lunch Refund	89.87
22	24	09/08/2026	54159	STEFANIE ROWINSKI	Lunch Refund	41.47
22	25	09/08/2026	54182	BRAD BOLES	Lunch Refund	200.00
22	26	09/08/2026	52800	BLAKE MARTENS	Lunch Refund	54.00
22	27	09/08/2026	54181	JAY BREWER	Lunch Refund	19.28
22	28	09/08/2026	54187	SANDY MCKENNA	Lunch Refund	73.04
22	29	09/08/2026	54188	MANOHARI THAPA	Lunch Refund	114.14

Non-Payroll Total:	**$3,655.80**
Payroll Total:	**$39,384.96**
Balance Forward:	**$0.00**
Report Total:	**$43,040.76**

Deer Creek Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 36 - 50000, Fund(s): BOND FUND 35

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
35	36	08/10/2026	271415	LOCKE SUPPLY	HVAC and supplies	15,000.00
35	37	08/10/2026	270035	ALERT SERVICES, INC.	Knee Braces for HS Football-Bond Fund C	5,600.00
35	38	08/11/2026	53935	GARDNER SOLUTIONS, INC.	Sound System Upgrades - Tyler Tidwell Stadium	45,000.00
35	39	08/12/2026	53077	DULY INTEGRATED SECURITY, LLC	REPAIR OF PANEL - DCHS	1,600.00
35	40	08/13/2026	270216	BSN SPORTS SUPPLY GROUP, INC.	HS girls basketball uniforms/equipment-Bond Yr. C	15,406.75
35	41	08/17/2026	270105	Arrow Machinery	Washing machine for multi sport	12,762.86
35	42	08/17/2026	257766	TRANE CO.	compressor for MultiStack at PAAC replace/repair	25,000.00
35	43	08/19/2026	270216	BSN SPORTS SUPPLY GROUP, INC.	Swim-Uniforms-BondC	4,000.25
35	44	08/20/2026	49522	MASTERS MECHANICAL LLC	(3) HVAC units for GV kitchen	33,000.00
35	45	08/25/2026	51591	ARVEST BANK	4 LAPTOPS - HR DEPT - TRAVEL COMPUTERS	2,440.40
35	46	08/28/2026	270610	DIGI SECURITY SYSTEMS	TRANSPORTATION POLE CAMERAS & CABLING	11,540.63
35	47	08/28/2026	51591	ARVEST BANK	COMPUTER DOCKING STATIONS (PCARD: AMAZON)	815.00
35	48	08/28/2026	270094	APPLE INC	STAFF DEVICE REFRESH	4,794.00
35	49	09/03/2026	257831	CHICKASAW TELECOM	IT DEPT STACK CABLES	3,297.66

Non-Payroll Total:	**$180,257.55**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$180,257.55**

Deer Creek Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 2 - 50000, Fund(s): CASUALTY/FLOOD INS FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
86	2	08/31/2026	53444	CTPN Operating, LLC	BUS 416 REPAIRS	2,095.50

Non-Payroll Total:	**$2,095.50**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$2,095.50**

Deer Creek Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 51 - 50000, Fund(s): BOK 2022 Lease 98

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
98	51	08/10/2026	51591	ARVEST BANK	CCMS Badge printers, lights, cameras	2,320.50
98	52	08/11/2026	259132	EDMOND MUSIC INC	CCMS FFE - Fine Arts - Metronome	1,199.00
98	53	08/11/2026	53136	WENGER CORPORATION	CCMS FFE - Fine Arts equipment	4,571.58
98	54	08/11/2026	51591	ARVEST BANK	CCMS FFE - trash cans (P-Card ULINE)	1,160.45
98	55	08/11/2026	54075	VIVACITY TECH PBC	CCMS FFE - (2) device charging carts	1,740.00
98	56	08/11/2026	270094	APPLE INC	CCMS FFE - (27) iPads & pencils, (10) Chromebooks	21,274.65
98	57	08/12/2026	52613	OKLA COUNTY PLANNING COMMISSION	CCMS FIRE CODE REVIEW	2,520.00
98	58	08/13/2026	53908	OFFICE INTERIORS, LLC	CCMS FFE - BAND/ORCHESTRA EQUIPMENT	8,004.79
98	59	08/24/2026	51591	ARVEST BANK	CCMS FFE - DRAMA EQUIPMENT (PCARD: AMAZON)	200.00
98	60	08/24/2026	51591	ARVEST BANK	CCMS FFE - DRAMA EQUIPMENT (PCARD: AMAZON)	2,000.00
98	61	08/24/2026	51591	ARVEST BANK	CCMS FFE - DRAMA EQUIPMENT (PCARD: AMAZON)	1,750.00
98	62	08/25/2026	51591	ARVEST BANK	CCMS FFE - DRAMA EQUIPMENT (PCARD: AMAZON)	1,500.00
98	63	09/04/2026	53318	RYDER C BLACKWELL	CCMS FFE - DRIVEWAY GATES	9,627.00
98	64	09/04/2026	53209	THE STACY GROUP, INC.	HIGH SCHOOL PRE-CONSTRUCTION ARCHITECTURE	439,450.22

Non-Payroll Total:	**$497,318.19**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$497,318.19**

CHANGE ORDER LISTINGS

Attached you will find the Change Order Listing for each fund. Please note the following:

- The negative amounts reflect the unused portion of the approved PO that has been closed. Essentially, underspending. When a purchase order is closed, the unused funds are returned back to the originating account to be used again. The purchase orders generated against the unused funds will be reported to the board just the same as every other purchase order.

- The positive amounts reflect the increased amount, due to a change order to the original approved PO, resulting in overspending. If the amount of the change order does not exceed board policy ($500.00 or 15% of the approved amount, whichever is greater) the PO will not be listed on the Agenda for further approval. If the change order exceeds $500 or 15% of the approved amount, whichever is greater, the PO will be itemized on the Agenda for approval as a change order.

The following change orders exceed board policy spending limits (an increase of more than $500 or more than 15% of the approved amount, whichever is greater) and need additional board approval:

- NOTHING TO REPORT

Should you have any questions or concerns with any of the items listed, please contact Melissa Clark, Business Manager, for assistance.

Deer Creek Public Schools

Change Order Listing

Options: Fund(s): GENERAL FUND, Year: 2026-2027, ReferenceDate: PO Date, Date Range: 8/9/2026 - 9/9/2026, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
3	07/01/2026	257742	OSSBA	District Membership	250.00
56	07/01/2026	51591	ARVEST BANK	Title I- Homeless Student Supplies (Amazon)	-2.59
87	07/01/2026	51394	SUMNER ONE, INC	KR Riso Maintenance Contract	-319.74
90	07/01/2026	257746	CDW GOVERNMENT, INC	DCHS Rise Vision Equipment for Library TVs	-58.35
100	07/01/2026	51591	ARVEST BANK	SC Bulk copy paper - ODP	-22.07
101	07/01/2026	51591	ARVEST BANK	SC Office Supplies	-220.24
107	07/01/2026	53239	ADMIRAL EXPRESS, LLC	HS OFFICE, ADMIRAL EXPR, Paper, per A Mackey	-20.89
110	07/01/2026	258493	SCHOOL MATE	PV - student planners, 26-27 school year	-3.75
156	07/01/2026	51284	TYLER TECHNOLOGY	SaaS Tablet service for buses	-55.00
170	07/06/2026	51300	SNAP-ON INCORPORATED	Diagnostic software update Zeus scanner	-45.46
194	07/15/2026	54076	NOREGON SYSTEMS, LLC	software update Taas	-101.00
198	07/17/2026	51591	ARVEST BANK	Special Education Nursing supplies	-10.16
201	07/21/2026	257804	LOWE'S HOME IMPROVEMENT	Tech supplies	-147.64
204	07/21/2026	52349	ICETECH INC	26-27 DCIS Ice Machines Service and Cleaning	-540.00
210	07/22/2026	51591	ARVEST BANK	DCMS Copy Paper.	-53.30
211	07/22/2026	51591	ARVEST BANK	DCMS. Office supplies.	-100.23
213	07/22/2026	51591	ARVEST BANK	Nursing supplies - DCHS	-0.02
216	07/24/2026	271770	O'Reilly Auto Parts	Francis Tuttle bus consumables (filters)	-2.73
218	07/27/2026	53444	CTPN Operating, LLC	Bus 304 repairs	-58.50
221	07/28/2026	51591	ARVEST BANK	School Psych's filing supplies	-4.87
225	07/31/2026	271770	O'Reilly Auto Parts	Batteries for 31-5T big route buses	-7.38
231	08/03/2026	271770	O'Reilly Auto Parts	Batteries for FT56 - Francis Tuttle bus	-2.46
232	08/03/2026	54120	EYECATCHING IMAGES, LLC	Traffic flow signage at school sites	-26.22
237	08/04/2026	51591	ARVEST BANK	Organizing cart	-0.31

Non-Payroll Total:	**($1,552.91)**
Payroll Total:	**$53,274,251.31**
Report Total:	**$53,272,698.40**

Deer Creek Public Schools

Change Order Listing

Options: Fund(s): BUILDING FUND, Year: 2026-2027, ReferenceDate: PO Date, Date Range: 8/9/2026 - 9/9/2026, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
33	07/01/2026	257804	LOWE'S HOME IMPROVEMENT	Building Supplies misc	-49.27
36	07/06/2026	263045	H.I.S. Paint Manufacturing Co., LLC	paint for Summer projects	-97.50
				Non-Payroll Total:	**($146.77)**
				Payroll Total:	**$0.00**
				Report Total:	**($146.77)**

Deer Creek Public Schools

Change Order Listing

Options: Fund(s): CN PROGRAMS FUND, Year: 2026-2027, ReferenceDate: PO Date, Date Range: 8/9/2026 - 9/9/2026, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
4	07/01/2026	262875	INFINITE CAMPUS	SIS Food Service License and Support	-8.68
12	07/08/2026	52513	OKLAHOMA FIRE PROTECTION, LLC	Vent Hood Inspections	-114.00
13	07/13/2026	51591	ARVEST BANK	Stainless Steel Kitchen Carts (U-LINE)	-151.00

Non-Payroll Total:	**($273.68)**
Payroll Total:	**$39,384.96**
Report Total:	**$39,111.28**

Deer Creek Public Schools

Change Order Listing

Options: Fund(s): BOND FUND 35, Year: 2026-2027, ReferenceDate: PO Date, Date Range: 8/9/2026 - 9/9/2026, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
2	07/01/2026	53869	LIGHTNING LOCKERS LLC	lockers for fema gym (replaces 2026-35-135)	-98.05
5	07/01/2026	257831	CHICKASAW TELECOM	Pure Storage	-15,301.89
8	07/06/2026	270216	BSN SPORTS SUPPLY GROUP, INC.	DCMS-Scorer's Table-(FY26-PO-2026-35-143)	-145.15
13	07/13/2026	259132	EDMOND MUSIC INC	IS Orchestra - Bond - Banz (replaces 2026-35-125)	-700.00
29	08/04/2026	272260	ULINE	Chairs for HS/MS Scorers table	17.36
				Non-Payroll Total:	**($16,227.73)**
				Payroll Total:	**$0.00**
				Report Total:	**($16,227.73)**

Deer Creek Public Schools

Change Order Listing

Options: Fund(s): BOK 2022 Lease 98, Year: 2026-2027, ReferenceDate: PO Date, Date Range: 8/9/2026 - 9/9/2026, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2026	270610	DIGI SECURITY SYSTEMS	CCMS ACCESS CONTROL (replaces 2026-98-25)	-802.99
9	07/01/2026	259132	EDMOND MUSIC INC	CCMS BAND INSTRUMENTS (replaces 2026-98-83)	-1.31
10	07/01/2026	50782	KRUEGER INTERNATIONAL, INC.	CCMS FFE - OFFICE FURNITURE (replaces 2026-98-84)	-6.50
22	07/01/2026	263276	DEERE AND COMPANY	CCMS ATHLETICS MTNC EQUIP (replaces 2026-98-118)	-582.12
37	07/08/2026	48875	e3 DIAGNOSTIC, INC	CCMS FFE - SpEd EQUIPMENT	-20.00
38	07/08/2026	51591	ARVEST BANK	CCMS FFE - SpEd EQUIPMENT	-550.60
43	07/27/2026	51591	ARVEST BANK	CCMS FFE - SCIENCE EQUIPMENT	-29.10
47	07/30/2026	51591	ARVEST BANK	CCMS FFE - PAPER DISPENSERS	-10.70
				Non-Payroll Total:	**($2,003.32)**
				Payroll Total:	**$0.00**
				Report Total:	**($2,003.32)**

Safekeeping

Code / Location	Cusip / Trans#	Description / Maturity / FAS 115	Prerefund	Pool / Coupon	Moody / StdPoor	Original Face / Pledged Percent	Pledged Original Face Value	Pledged Par Value	Pledged Book Value	Pledged Market Value
BBO	3132D54Y5	FHLMC Pool #SB8039		SB8039		$6,000,000.00	$6,000,000.00	$1,243,329.18	$1,246,146.57	$1,137,858.31
BANKERS BANK OF OKLAHOM	706538202312120	4/1/2035 AFS		2.000		100.00%				
BBO	31418DX80	FNMA Pool #MA4302		MA4302		$3,900,000.00	$3,900,000.00	$2,039,801.99	$2,051,449.67	$1,803,290.56
BANKERS BANK OF OKLAHOM	706444202312120	4/1/2036 AFS		1.500		100.00%				
BBO	3132D6AN0	FHLMC Pool #SB8113		SB8113		$3,000,000.00	$3,000,000.00	$1,744,319.58	$1,741,845.61	$1,497,805.93
BANKERS BANK OF OKLAHOM	706510202312120	8/1/2036 AFS		1.000		100.00%				
BBO	3132D6AN0	FHLMC Pool #SB8113		SB8113		$2,000,000.00	$2,000,000.00	$1,162,879.72	$1,160,728.04	$998,537.29
BANKERS BANK OF OKLAHOM	706511202312120	8/1/2036 AFS		1.000		100.00%				
BBO	31418DW65	FNMA Pool #MA4268		MA4268		$1,515,588.00	$1,515,588.00	$877,705.17	$890,487.90	$755,213.44
BANKERS BANK OF OKLAHOM	706443202312120	2/1/2041 AFS		2.000		100.00%				
BBO	31418DYH9	FNMA Pool #MA4311		MA4311		$3,500,000.00	$3,500,000.00	$2,169,212.78	$2,187,054.83	$1,868,987.61
BANKERS BANK OF OKLAHOM	706448202312120	4/1/2041 AFS		2.000		100.00%				
BBO	3133KYV48	FHLMC Pool #RB5135		RB5135		$5,000,000.00	$5,000,000.00	$3,319,921.65	$3,349,064.03	$2,835,776.69
BANKERS BANK OF OKLAHOM	706492202312120	11/1/2041 AFS		2.000		100.00%				
7 MBS - Fixed Rate							$24,915,588.00	$12,557,170.07	$12,626,776.65	$10,897,469.83
BBO	127170AV0	CACHE OK EDUCTNL FACS AUTH EDU				$1,000,000.00	$1,000,000.00	$1,000,000.00	$1,084,425.06	$1,032,365.10
BANKERS BANK OF OKLAHOM	706560202312120	9/1/2028 AFS		5.000	A	100.00%				
BBO	799765KM3	SAND SPRINGS OK				$155,000.00	$155,000.00	$155,000.00	$156,924.82	$147,043.26
BANKERS BANK OF OKLAHOM	706359202312120	6/1/2029 AFS		2.000	AA	100.00%				
BBO	775061AH7	ROGER MILLS CNTY OK INDEP SCH			NR	$270,000.00	$270,000.00	$270,000.00	$271,458.09	$234,252.16
BANKERS BANK OF OKLAHOM	706366202312120	4/1/2030 AFS		1.000	NR	100.00%				

** If no data is shown, then there are no pledges for the current period.

Safekeeping

Code / Location	Cusip / Trans#	Description / Maturity / FAS 115	Prerefund	Pool Coupon	Moody StdPoor	Original Face / Pledged Percent	Pledged Original Face Value	Pledged Par Value	Pledged Book Value	Pledged Market Value
BBO	146201EJ3	CARTER CNTY OK PUBLIC FACS AUT				$250,000.00	$250,000.00	$250,000.00	$267,020.18	$237,915.23
	706554202312120	9/1/2032		3.000	BBB+	100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	200381LP4	COMFORT TX INDEP SCH DIST			Aaa	$515,000.00	$515,000.00	$515,000.00	$584,777.58	$525,841.42
	706556202312120	8/1/2033		4.000		100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	200381LQ2	COMFORT TX INDEP SCH DIST			Aaa	$450,000.00	$450,000.00	$450,000.00	$509,800.66	$457,531.02
	706545202312120	8/1/2034		4.000		100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	235649DU1	DALWORTHINGTON GARDENS TX				$265,000.00	$265,000.00	$265,000.00	$289,415.98	$247,162.93
	706539202312120	2/1/2036		3.625	AA	100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	717146WQ3	PHARR-SAN JUAN-ALAMO TX INDEPS			Aaa	$500,000.00	$500,000.00	$500,000.00	$503,292.24	$442,521.75
	706373202312120	2/1/2037		3.000		100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	981865JM1	WORTHINGTON MN INDEP SCH DIST#				$280,000.00	$280,000.00	$280,000.00	$280,000.00	$224,157.98
	706345202312120	2/1/2037		2.250	AAA	100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	743600N53	PROSPER TX INDEP SCH DIST			Aaa	$400,000.00	$400,000.00	$400,000.00	$443,693.00	$396,877.84
	706376202312120	2/15/2038		4.000		100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	038716GU4	ARAPAHOE CNTY CO WTR & WSTWTR				$500,000.00	$500,000.00	$500,000.00	$527,937.30	$493,145.15
	706582202312120	12/1/2039		4.000	AA+	100.00%				
BANKERS BANK OF OKLAHOM		AFS								
11	Muni Tax Exempt - Fixed Rate						$4,585,000.00	$4,585,000.00	$4,918,744.91	$4,438,813.84
BBO	9830686Z5	WYLIE TX INDEP SCH DIST			Aaa	$500,000.00	$500,000.00	$500,000.00	$501,934.88	$408,188.80
	706346202312120	8/15/2034		1.990		100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	972631MF9	WIMBERLEY TX INDEP SCH DIST				$270,000.00	$270,000.00	$270,000.00	$270,990.21	$215,292.73
	706344202312120	8/15/2035		2.095	AAA	100.00%				
BANKERS BANK OF OKLAHOM		AFS								

** If no data is shown, then there are no pledges for the current period.

Safekeeping

Code / Location	Cusip / Trans#	Description / Maturity / FAS 115	Prerefund	Pool / Coupon	Moody / StdPoor	Original Face / Pledged Percent	Pledged Original Face Value	Pledged Par Value	Pledged Book Value	Pledged Market Value
BBO	144609JN5	CARRIZO SPRINGS TX CONSOL INDE			Aaa	$625,000.00	$625,000.00	$625,000.00	$628,684.97	$571,821.38
BANKERS BANK OF OKLAHOM	706552202312120	8/15/2037	8/15/2030 @ 100	2.253		100.00%				
		AFS								
BBO	806640G36	SCHERTZ-CIBOLO-UNIVERSAL CITYT			Aaa	$500,000.00	$500,000.00	$500,000.00	$369,557.94	$273,618.70
BANKERS BANK OF OKLAHOM	706364202312120	2/1/2038		0.000		100.00%				
		AFS								
4 Muni Taxable - Fixed Rate							$1,895,000.00	$1,895,000.00	$1,771,168.00	$1,468,921.61
Total Pledged	22 To: DCPS	DEER CREEK PUBLIC SCHOOLS					$31,395,588.00	$19,037,170.07	$19,316,689.56	$16,805,205.28

$0.00	Munis with Maturity Under 2 Years	$0.00	Other securities with Stated Maturity Under 2 Years
$6,480,000.00	Munis with Maturity Over 2 Years	$12,557,170.07	Other securities with Stated Maturity Over 2 Years

** If no data is shown, then there are no pledges for the current period.

Cusip	Pledge Code	Pledge Name	Safekeeping Location
038716GU4	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
127170AV0	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
144609JN5	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
146201EJ3	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
200381LP4	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
200381LQ2	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
235649DU1	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
3132D54Y5	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
3132D6AN0	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
3132D6AN0	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
3133KYV48	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
31418DW65	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
31418DX80	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
31418DYH9	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
717146WQ3	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
743600N53	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
775061AH7	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
799765KM3	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
806640G36	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
972631MF9	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
981865JM1	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA
983068Z5	DCPSC	DEER CREEK PUBLIC SCHOOLS	BANKERS BANK OF OKLAHOMA

Pledge Amt	SafeKp Amt	ME Pledged Par Value	ME Pledged Book Value
500,000.00	500,000.00	500,000.00	527,937.30
1,000,000.00	1,000,000.00	1,000,000.00	1,084,425.10
625,000.00	625,000.00	625,000.00	628,684.94
250,000.00	250,000.00	250,000.00	267,020.18
515,000.00	515,000.00	515,000.00	584,777.56
450,000.00	450,000.00	450,000.00	509,800.64
265,000.00	265,000.00	265,000.00	289,415.99
6,000,000.00	6,000,000.00	1,243,329.18	1,246,146.56
3,000,000.00	3,000,000.00	1,744,319.58	1,741,845.61
2,000,000.00	2,000,000.00	1,162,879.72	1,160,728.04
5,000,000.00	5,000,000.00	3,319,921.65	3,349,063.92
1,515,588.00	1,515,588.00	877,705.17	890,487.89
3,900,000.00	3,900,000.00	2,039,801.99	2,051,449.66
3,500,000.00	3,500,000.00	2,169,212.78	2,187,054.77
500,000.00	500,000.00	500,000.00	503,292.25
400,000.00	400,000.00	400,000.00	443,693.00
270,000.00	270,000.00	270,000.00	271,458.08
155,000.00	155,000.00	155,000.00	156,924.82
500,000.00	500,000.00	500,000.00	369,557.95
270,000.00	270,000.00	270,000.00	270,990.23
280,000.00	280,000.00	280,000.00	280,000.00
500,000.00	500,000.00	500,000.00	501,934.90
	31,395,588.00		

ME Pledged Market Value	Current Par Value	Current Market value	Current Pric	Current Factor
493,145.15	500,000.00	493,145.15	98.62903	0.0000000000
1,032,365.10	1,000,000.00	1,032,365.10	103.23651	0.0000000000
571,821.38	625,000.00	571,821.38	91.49142	0.0000000000
237,915.23	250,000.00	237,915.23	95.16609	0.0000000000
525,841.42	515,000.00	525,841.42	102.10513	0.0000000000
457,531.02	450,000.00	457,531.02	101.67356	0.0000000000
247,162.93	265,000.00	247,162.93	93.26903	0.0000000000
1,137,858.31	1,243,329.18	1,137,858.31	91.51706	0.2072215300
1,497,805.94	1,744,319.58	1,497,805.93	85.86763	0.5814398600
998,537.29	1,162,879.72	998,537.29	85.86763	0.5814398600
2,835,776.68	3,319,921.65	2,835,776.69	85.41698	0.6639843300
755,213.44	877,705.17	755,213.44	86.04409	0.5791185800
1,803,290.56	2,039,801.99	1,803,290.55	88.40518	0.5230261500
1,868,987.61	2,169,212.78	1,868,987.61	86.15972	0.6197750800
442,521.75	500,000.00	442,521.75	88.50435	0.0000000000
396,877.84	400,000.00	396,877.84	99.21946	0.0000000000
234,252.16	270,000.00	234,252.16	86.76006	0.0000000000
147,043.26	155,000.00	147,043.26	94.86662	0.0000000000
273,618.70	500,000.00	273,618.70	54.72374	0.0000000000
215,292.74	270,000.00	215,292.74	79.73805	0.0000000000
224,157.98	280,000.00	224,157.98	80.05642	0.0000000000
408,188.80	500,000.00	408,188.80	81.63776	0.0000000000
		16,805,205.28		

Description	Trans No
ARAPAHOE CNTY CO WTR & WSTWTR	706582202312120
CACHE OK EDUCTNL FACS AUTH EDU	706560202312120
CARRIZO SPRINGS TX CONSOL INDE	706552202312120
CARTER CNTY OK PUBLIC FACS AUT	706554202312120
COMFORT TX INDEP SCH DIST	706556202312120
COMFORT TX INDEP SCH DIST	706545202312120
DALWORTHINGTON GARDENS TX	706539202312120
FHLMC Pool #SB8039	706538202312120
FHLMC Pool #SB8113	706510202312120
FHLMC Pool #SB8113	706511202312120
FHLMC Pool #RB5135	706492202312120
FNMA Pool #MA4268	706443202312120
FNMA Pool #MA4302	706444202312120
FNMA Pool #MA4311	706448202312120
PHARR-SAN JUAN-ALAMO TX INDEPS	706373202312120
PROSPER TX INDEP SCH DIST	706376202312120
ROGER MILLS CNTY OK INDEP SCH	706366202312120
SAND SPRINGS OK	706359202312120
SCHERTZ-CIBOLO-UNIVERSAL CITYT	706364202312120
WIMBERLEY TX INDEP SCH DIST	706344202312120
WORTHINGTON MN INDEP SCH DIST#	706345202312120
WYLIE TX INDEP SCH DIST	706346202312120

Deer Creek Pledging

Date Last Updated	Tax Id Number	Class Code	Account Number
07/31/2026	731106101	30	10208993
07/31/2026	731106101	30	10211622
07/31/2026	731106101	26	10238814
07/31/2026	731106101	13	10144665
07/31/2026	731106101	13	10195419

Account Name	Previous Balance	Total DDA	Total SAV	Total COD
DEER CREEK PUBLIC SCHOOL	$957,678.75	$982,916.33	$0.00	$0.00
DEER CREEK PUBLIC SCHOOL	$3,395,112.69	$3,405,205.01	$0.00	$0.00
DEER CREEK PUBLIC SCHOOL	$50,000.00	$50,000.00	$0.00	$0.00
DEER CREEK PUBLIC SCHOOL	$1,153,290.01	$1,156,439.73	$0.00	$0.00
DEER CREEK PUBLIC SCHOOL	$1,834,671.09	$1,744,251.73	$0.00	$0.00
5	$7,390,752.54	$7,338,812.80	$0.00	$0.00

Total Deposits
$982,916.33
$3,405,205.01
$50,000.00
$1,156,439.73
$1,744,251.73
$7,338,812.80

Pledging Summary - Deer Creek Schools

Date	Deposit Totals DDA	Deposit Totals CD's	Total Deposits		Total Required for Pledging-110%
7/31/2026	$7,338,813	$0	$7,338,813	$733,881	$8,072,694

FHLB Letter of Credit
LOC Amount
Issued Date
Expiration Date

FHLB Letter of Credit
LOC Amount
Issued Date
Expiration Date

FHLB Letter of Credit
LOC Amount
Issued Date
Expiration Date

Pledging	Face / Mkt value
FDIC Insurance	$ 250,000
FHLB LOC's	$0
Securities Pledged	$16,805,205
Total Pledged	$17,055,205
Over/(Under) Pledged	**$8,982,511**

*** Securities pledged based on current market value

Deer Creek Public School District
Bullet Points to Treasury Reports
August 2026

1. We began August with an overall balance of $95,511,137.20.
    a. We collected $4,237,279.23 in receipts.
    b. Disbursed $7,122,418.85 in expenditures.
    c. Ended the month with a balance of $69,671,935.08.

2. Outstanding checks at the end of August totaled $655,408.36.

3. The ending balance of each fund on August 31, 2026, was as follows:

	Total Monies	Less: Outstanding	Balance
GENERAL FUND	16,373,652.31	(593,032.61)	15,780,619.70
BUILDING FUND	3,174,233.17	(22,761.46)	3,151,471.71
CHILD NUTRITION FUND	3,571,175.81	(4,770.86)	3,566,404.95
BOND FUND 31	-	-	-
BOND FUND 32	-	-	-
BOND FUND 33	-	-	-
BOND FUND 34	-	-	-
BOND FUND 35	12,091,314.92	(34,843.43)	12,056,471.49
BOND FUND 36	32,220,264.50	-	32,220,264.50
BOND FUND 37	-	-	-
BOND FUND 38	-	-	-
BOND FUND 39	-	-	-
SINKING FUND	3,120,871.89	-	3,120,871.89

4. General Fund revenue total: $3,841,413.42.
    a. Significant deposit was Foundation and Salary Aid for $1,862,390.92.

5. Building Fund revenue total: $20,858.07 (Ad-Valorem Taxes).

6. Child Nutrition Fund revenue total: $199,524.75.

7. Bond Funds 31, 32, 33, 34, 36, 37, 38, and 39 did not receive revenue.

8. Bond Fund 35 revenue total: $42,831.37 (Interest).

9. Sinking Fund revenue total: $132,651.62 (Ad-Valorem Taxes).

10. Casualty/Flood Insurance Fund did not receive any revenue.

11. Interest earnings for the month were a total of $266,023.94.
    a. For Fiscal Year 27 YTD we have earned: $540,476.67

If you have any questions or need any additional information, please let me know.

Thank you,

Dr. Cordell Ehrich

Deer Creek Public Schools

Receipt Register

Options: Fund: Governmental Funds, Show Detail: No, Date Range: 8/1/2026 - 8/31/2026, Account: Kirkpatrick Bank Oper/Invest, Status: All

Receipt No	Date	Received From	Amount	Status
29	8/3/2026	Logan County Clerk	$1,911.46	Posted
30	8/5/2026	Francis Tuttle	$1,705.18	Posted
31	8/10/2026	Oklahoma County	$148,787.46	Posted
33	8/17/2026	Logan County Clerk	$4,682.39	Posted
34	8/13/2026	Textbooks	$539,912.50	Posted
35	8/13/2026	Deer Creek FBA Support Insured	$122,933.16	Posted
36	8/13/2026	Deer Creek FBA Certified in Lieu	$7,528.68	Posted
37	8/13/2026	Deer Creek FBA Support in Lieu	$22,944.90	Posted
38	8/13/2026	Deer Creek FBA Certified Insured	$342,838.44	Posted
39	8/13/2026	Deer Creek Foundation & Salary Incentive	$1,862,390.92	Posted
40	8/21/2026	Oklahoma County	$220,252.34	Posted
41	8/21/2026	Travis Tech Refund	$88.40	Posted
42	8/21/2026	Catering - CCMS	$185.06	Posted
43	8/21/2026	Day Care 1	$15,980.00	Posted
44	8/21/2026	Day Care 2	$1,075.00	Posted
45	8/21/2026	Formentera X2	$484.15	Posted
46	8/21/2026	IH Development	$2,000.00	Posted
47	8/21/2026	Textbook surplus	$4,455.00	Posted
48	8/21/2026	Sodexo Commodities Refund	$4,194.63	Posted
49	8/20/2026	Land Commission	$103,769.05	Posted
50	8/28/2026	Supt brkfst Catering	$305.00	Posted
51	8/28/2026	IS Brkfst Catering	$1,117.50	Posted
52	8/28/2026	Finance brkfst Catering	$289.05	Posted
53	8/28/2026	Cengage Refund 2015	$3,050.12	Posted
54	8/28/2026	Insp-2-Teach - Silva	$4,000.00	Posted
55	8/31/2026	OK Tax Com	$360,941.39	Posted
56	8/31/2026	Interest August	$266,023.94	Posted
57	8/31/2026	Child Nutrition August	$193,433.51	Posted

Year and Fund Totals:

2027	11	$3,841,413.42
2027	21	$20,858.07
2027	22	$199,524.75
2027	35	$42,831.37
2027	41	$132,651.62

Total Receipts Posted = $4,237,279.23

Total Receipts Not Posted = $0.00

Deer Creek Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 8/31/2026

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 11 GENERAL FUND						
Series - 1000						
1110-000	$0.00	$179,362.80	$0.00	$179,362.80	N/A	$133,984.31
1110-102	$0.00	$5,072.02	$0.00	$5,072.02	N/A	$0.00
1121-000	$0.00	$20,323.92	$0.00	$20,323.92	N/A	$7,223.32
1121-102	$0.00	$4,319.29	$0.00	$4,319.29	N/A	$2,496.75
1122-000	$0.00	$37,913.07	$0.00	$37,913.07	N/A	$1,644.11
1122-102	$0.00	$657.81	$0.00	$657.81	N/A	$657.81
1310-000	$0.00	$453,456.84	$0.00	$453,456.84	N/A	$223,192.57
1440-000	$0.00	$5,533.28	$0.00	$5,533.28	N/A	$4,455.00
1590-000	$0.00	$9,682.90	$0.00	$9,682.90	N/A	$6,843.70
1590-201	$0.00	$34,825.00	$0.00	$34,825.00	N/A	$17,055.00
1660-000	$0.00	$484.15	$0.00	$484.15	N/A	$484.15
Series - 1000 Total	**$0.00**	**$751,631.08**	**$0.00**	**$751,631.08**	**N/A**	**$398,036.72**
Series - 2000						
2100-000	$0.00	$37,460.45	$0.00	$37,460.45	N/A	$20,317.77
2200-000	$0.00	$107,986.08	$0.00	$107,986.08	N/A	$53,640.79
Series - 2000 Total	**$0.00**	**$145,446.53**	**$0.00**	**$145,446.53**	**N/A**	**$73,958.56**
Series - 3000						
3110-000	$0.00	$14,044.67	$0.00	$14,044.67	N/A	$7,746.14
3120-000	$0.00	$351,966.82	$0.00	$351,966.82	N/A	$351,966.82
3130-000	$0.00	$2,402.68	$0.00	$2,402.68	N/A	$1,228.43
3140-000	$0.00	$248,208.03	$0.00	$248,208.03	N/A	$103,769.05
3150-000	$0.00	$112,803.27	$0.00	$112,803.27	N/A	$2,159.10
3210-000	$0.00	$1,862,390.92	$0.00	$1,862,390.92	N/A	$1,862,390.92
3250-331	$0.00	$7,528.68	$0.00	$7,528.68	N/A	$7,528.68
3250-332	$0.00	$22,944.90	$0.00	$22,944.90	N/A	$22,944.90
3250-334	$0.00	$342,838.44	$0.00	$342,838.44	N/A	$342,838.44
3250-335	$0.00	$122,933.16	$0.00	$122,933.16	N/A	$122,933.16
3413-305	$0.00	$8,000.00	$0.00	$8,000.00	N/A	$4,000.00
3415-304	$0.00	$1,292.00	$0.00	$1,292.00	N/A	$0.00
3420-333	$0.00	$539,912.50	$0.00	$539,912.50	N/A	$539,912.50
Series - 3000 Total	**$0.00**	**$3,637,266.07**	**$0.00**	**$3,637,266.07**	**N/A**	**$3,369,418.14**
Series - 4000						
4140-561	$0.00	$7,464.68	$0.00	$7,464.68	N/A	$0.00
4210-511	$0.00	$54,044.92	$0.00	$54,044.92	N/A	$0.00
4271-541	$0.00	$4,279.14	$0.00	$4,279.14	N/A	$0.00
4281-572	$0.00	$4,012.48	$0.00	$4,012.48	N/A	$0.00
4310-621	$0.00	$369,625.77	$0.00	$369,625.77	N/A	$0.00
4340-641	$0.00	$7,809.83	$0.00	$7,809.83	N/A	$0.00
4442-552	$0.00	$5,611.14	$0.00	$5,611.14	N/A	$0.00
4617-456	$0.00	$813.96	$0.00	$813.96	N/A	$0.00
Series - 4000 Total	**$0.00**	**$453,661.92**	**$0.00**	**$453,661.92**	**N/A**	**$0.00**
Fund - 11 GENERAL FUND Total	**$0.00**	**$4,988,005.60**	**$0.00**	**$4,988,005.60**	**N/A**	**$3,841,413.42**
Fund - 21 BUILDING FUND						
Series - 1000						
1110-000	$0.00	$25,623.27	$0.00	$25,623.27	N/A	$19,140.63
1110-102	$0.00	$724.58	$0.00	$724.58	N/A	$0.00
1121-000	$0.00	$2,903.43	$0.00	$2,903.43	N/A	$1,031.91
1121-102	$0.00	$617.04	$0.00	$617.04	N/A	$356.68
1122-000	$0.00	$5,416.15	$0.00	$5,416.15	N/A	$234.87
1122-102	$0.00	$93.98	$0.00	$93.98	N/A	$93.98
Series - 1000 Total	**$0.00**	**$35,378.45**	**$0.00**	**$35,378.45**	**N/A**	**$20,858.07**
Fund - 21 BUILDING FUND Total	**$0.00**	**$35,378.45**	**$0.00**	**$35,378.45**	**N/A**	**$20,858.07**
Fund - 22 CN PROGRAMS FUND						
Series - 1000						
1590-000	$0.00	$4,194.63	$0.00	$4,194.63	N/A	$4,194.63

Deer Creek Public Schools

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 8/31/2026

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
1710-000	$0.00	$165,197.20	$0.00	$165,197.20	N/A	$161,966.34
1720-000	$0.00	$33,125.09	$0.00	$33,125.09	N/A	$33,125.09
1730-000	$0.00	$238.69	$0.00	$238.69	N/A	$238.69
Series - 1000 Total	**$0.00**	**$202,755.61**	**$0.00**	**$202,755.61**	**N/A**	**$199,524.75**
Fund - 22 CN PROGRAMS FUND Total	**$0.00**	**$202,755.61**	**$0.00**	**$202,755.61**	**N/A**	**$199,524.75**
Fund - 35 BOND FUND 35						
Series - 1000						
1310-006	$0.00	$87,019.83	$0.00	$87,019.83	N/A	$42,831.37
Series - 1000 Total	**$0.00**	**$87,019.83**	**$0.00**	**$87,019.83**	**N/A**	**$42,831.37**
Fund - 35 BOND FUND 35 Total	**$0.00**	**$87,019.83**	**$0.00**	**$87,019.83**	**N/A**	**$42,831.37**
Fund - 41 SINKING FUND						
Series - 1000						
1110-000	$0.00	$162,199.60	$0.00	$162,199.60	N/A	$121,163.37
1110-102	$0.00	$4,739.58	$0.00	$4,739.58	N/A	$0.00
1121-000	$0.00	$19,409.38	$0.00	$19,409.38	N/A	$6,898.29
1121-102	$0.00	$4,126.00	$0.00	$4,126.00	N/A	$2,333.11
1122-000	$0.00	$35,764.88	$0.00	$35,764.88	N/A	$1,601.33
1122-102	$0.00	$655.52	$0.00	$655.52	N/A	$655.52
Series - 1000 Total	**$0.00**	**$226,894.96**	**$0.00**	**$226,894.96**	**N/A**	**$132,651.62**
Fund - 41 SINKING FUND Total	**$0.00**	**$226,894.96**	**$0.00**	**$226,894.96**	**N/A**	**$132,651.62**
Report Total	**$0.00**	**$5,540,054.45**	**$0.00**	**$5,540,054.45**	**N/A**	**$4,237,279.23**

Safekeeping

Code / Location	Cusip / Trans#	Description / Maturity / FAS 115	Prerefund	Pool / Coupon	Moody / StdPoor	Original Face / Pledged Percent	Pledged Original Face Value	Pledged Par Value	Pledged Book Value	Pledged Market Value
BBO	3132D54Y5	FHLMC Pool #SB8039		SB8039		$6,000,000.00	$6,000,000.00	$1,226,212.80	$1,228,929.52	$1,120,545.40
	706538202312120	4/1/2035		2.000		100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	31418DX80	FNMA Pool #MA4302		MA4302		$3,900,000.00	$3,900,000.00	$2,014,274.26	$2,025,546.59	$1,783,498.95
	706444202312120	4/1/2036		1.500		100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	3132D6AN0	FHLMC Pool #SB8113		SB8113		$2,000,000.00	$2,000,000.00	$1,145,816.94	$1,143,738.32	$986,183.36
	706511202312120	8/1/2036		1.000		100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	3132D6AN0	FHLMC Pool #SB8113		SB8113		$3,000,000.00	$3,000,000.00	$1,718,725.41	$1,716,335.45	$1,479,275.04
	706510202312120	8/1/2036		1.000		100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	31418DW65	FNMA Pool #MA4268		MA4268		$1,515,588.00	$1,515,588.00	$869,892.71	$882,388.03	$749,705.65
	706443202312120	2/1/2041		2.000		100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	31418DYH9	FNMA Pool #MA4311		MA4311		$3,500,000.00	$3,500,000.00	$2,147,397.18	$2,164,817.73	$1,853,192.96
	706448202312120	4/1/2041		2.000		100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	3133KYV48	FHLMC Pool #RB5135		RB5135		$5,000,000.00	$5,000,000.00	$3,291,533.25	$3,320,047.92	$2,817,375.50
	706492202312120	11/1/2041		2.000		100.00%				
BANKERS BANK OF OKLAHOM		AFS								
7	MBS - Fixed Rate						$24,915,588.00	$12,413,852.55	$12,481,803.56	$10,789,776.86
BBO	127170AV0	CACHE OK EDUCTNL FACS AUTH EDU				$1,000,000.00	$1,000,000.00	$1,000,000.00	$1,081,085.78	$1,032,827.80
	706560202312120	9/1/2028		5.000	A	100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	799765KM3	SAND SPRINGS OK				$155,000.00	$155,000.00	$155,000.00	$156,869.19	$147,771.14
	706359202312120	6/1/2029		2.000	AA	100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	775061AH7	ROGER MILLS CNTY OK INDEP SCH			NR	$270,000.00	$270,000.00	$270,000.00	$271,425.67	$235,815.35
	706366202312120	4/1/2030		1.000	NR	100.00%				
BANKERS BANK OF OKLAHOM		AFS								

** If no data is shown, then there are no pledges for the current period.

Safekeeping

Code / Location	Cusip / Trans#	Description / Maturity / FAS 115	Prerefund	Pool Coupon	Moody StdPoor	Original Face / Pledged Percent	Pledged Original Face Value	Pledged Par Value	Pledged Book Value	Pledged Market Value
BBO	146201EJ3	CARTER CNTY OK PUBLIC FACS AUT				$250,000.00	$250,000.00	$250,000.00	$266,754.18	$238,999.17
	706554202312120	9/1/2032		3.000	BBB+	100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	200381LP4	COMFORT TX INDEP SCH DIST			Aaa	$515,000.00	$515,000.00	$515,000.00	$583,644.22	$527,641.81
	706556202312120	8/1/2033		4.000		100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	200381LQ2	COMFORT TX INDEP SCH DIST			Aaa	$450,000.00	$450,000.00	$450,000.00	$508,830.31	$458,597.16
	706545202312120	8/1/2034		4.000		100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	235649DU1	DALWORTHINGTON GARDENS TX				$265,000.00	$265,000.00	$265,000.00	$288,976.10	$247,420.62
	706539202312120	2/1/2036		3.625	AA	100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	717146WQ3	PHARR-SAN JUAN-ALAMO TX INDEPS			Aaa	$500,000.00	$500,000.00	$500,000.00	$503,106.01	$442,041.45
	706373202312120	2/1/2037		3.000		100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	981865JM1	WORTHINGTON MN INDEP SCH DIST#				$280,000.00	$280,000.00	$280,000.00	$280,000.00	$224,080.61
	706345202312120	2/1/2037		2.250	AAA	100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	743600N53	PROSPER TX INDEP SCH DIST			Aaa	$400,000.00	$400,000.00	$400,000.00	$442,812.75	$396,596.80
	706376202312120	2/15/2038		4.000		100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	038716GU4	ARAPAHOE CNTY CO WTR & WSTWTR				$500,000.00	$500,000.00	$500,000.00	$527,262.10	$490,220.45
	706582202312120	12/1/2039		4.000	AA+	100.00%				
BANKERS BANK OF OKLAHOM		AFS								
11	Muni Tax Exempt - Fixed Rate						$4,585,000.00	$4,585,000.00	$4,910,766.31	$4,442,012.36
BBO	9830686Z5	WYLIE TX INDEP SCH DIST			Aaa	$500,000.00	$500,000.00	$500,000.00	$501,896.18	$408,699.75
	706346202312120	8/15/2034		1.990		100.00%				
BANKERS BANK OF OKLAHOM		AFS								
BBO	972631MF9	WIMBERLEY TX INDEP SCH DIST				$270,000.00	$270,000.00	$270,000.00	$270,970.43	$215,785.78
	706344202312120	8/15/2035		2.095	AAA	100.00%				
BANKERS BANK OF OKLAHOM		AFS								

** If no data is shown, then there are no pledges for the current period.

Safekeeping

Code / Location	Cusip / Trans#	Description / Maturity / FAS 115	Prerefund	Pool Coupon	Moody StdPoor	Original Face / Pledged Percent	Pledged Original Face Value	Pledged Par Value	Pledged Book Value	Pledged Market Value
BBO	144609JN5	CARRIZO SPRINGS TX CONSOL INDE			Aaa	$625,000.00	$625,000.00	$625,000.00	$628,611.65	$571,034.13
BANKERS BANK OF OKLAHOM	706552202312120	8/15/2037	8/15/2030 @ 100	2.253		100.00%				
BBO	806640G36	SCHERTZ-CIBOLO-UNIVERSAL CITYT			Aaa	$500,000.00	$500,000.00	$500,000.00	$370,368.38	$275,585.70
BANKERS BANK OF OKLAHOM	706364202312120	2/1/2038		0.000		100.00%				
4 Muni Taxable - Fixed Rate							$1,895,000.00	$1,895,000.00	$1,771,846.64	$1,471,105.36
Total Pledged 22 To: DCPS		DEER CREEK PUBLIC SCHOOLS					$31,395,588.00	$18,893,852.55	$19,164,416.51	$16,702,894.58

$0.00	Munis with Maturity Under 2 Years	$0.00	Other securities with Stated Maturity Under 2 Years
$6,480,000.00	Munis with Maturity Over 2 Years	$12,413,852.55	Other securities with Stated Maturity Over 2 Years

** If no data is shown, then there are no pledges for the current period.

Safe Keep	Safe Keep Co	ID Num	Cusip
BBO	BANKERS BANK OF OKLAHOMA	706560202312120	127170AV0
BBO	BANKERS BANK OF OKLAHOMA	706359202312120	799765KM3
BBO	BANKERS BANK OF OKLAHOMA	706366202312120	775061AH7
BBO	BANKERS BANK OF OKLAHOMA	706554202312120	146201EJ3
BBO	BANKERS BANK OF OKLAHOMA	706556202312120	200381LP4
BBO	BANKERS BANK OF OKLAHOMA	706545202312120	200381LQ2
BBO	BANKERS BANK OF OKLAHOMA	706346202312120	9830686Z5
BBO	BANKERS BANK OF OKLAHOMA	706538202312120	3132D54Y5
BBO	BANKERS BANK OF OKLAHOMA	706344202312120	972631MF9
BBO	BANKERS BANK OF OKLAHOMA	706539202312120	235649DU1
BBO	BANKERS BANK OF OKLAHOMA	706444202312120	31418DX80
BBO	BANKERS BANK OF OKLAHOMA	706510202312120	3132D6AN0
BBO	BANKERS BANK OF OKLAHOMA	706511202312120	3132D6AN0
BBO	BANKERS BANK OF OKLAHOMA	706373202312120	717146WQ3
BBO	BANKERS BANK OF OKLAHOMA	706345202312120	981865JM1
BBO	BANKERS BANK OF OKLAHOMA	706552202312120	144609JN5
BBO	BANKERS BANK OF OKLAHOMA	706364202312120	806640G36
BBO	BANKERS BANK OF OKLAHOMA	706376202312120	743600N53
BBO	BANKERS BANK OF OKLAHOMA	706582202312120	038716GU4
BBO	BANKERS BANK OF OKLAHOMA	706443202312120	31418DW65
BBO	BANKERS BANK OF OKLAHOMA	706448202312120	31418DYH9
BBO	BANKERS BANK OF OKLAHOMA	706492202312120	3133KYV48

Description	Intent	Curr Coupon	Maturity Date	StdPoor	Original Face
CACHE OK EDUCTNL FACS AUTH EDU	AFS	5.00	9/1/2028		1,000,000.00
SAND SPRINGS OK	AFS	2.00	6/1/2029		155,000.00
ROGER MILLS CNTY OK INDEP SCH	AFS	1.00	4/1/2030		270,000.00
CARTER CNTY OK PUBLIC FACS AUT	AFS	3.00	9/1/2032		250,000.00
COMFORT TX INDEP SCH DIST	AFS	4.00	8/1/2033		515,000.00
COMFORT TX INDEP SCH DIST	AFS	4.00	8/1/2034		450,000.00
WYLIE TX INDEP SCH DIST	AFS	1.99	8/15/2034		500,000.00
FHLMC Pool #SB8039	AFS	2.00	4/1/2035		6,000,000.00
WIMBERLEY TX INDEP SCH DIST	AFS	2.10	8/15/2035		270,000.00
DALWORTHINGTON GARDENS TX	AFS	3.63	2/1/2036		265,000.00
FNMA Pool #MA4302	AFS	1.50	4/1/2036		3,900,000.00
FHLMC Pool #SB8113	AFS	1.00	8/1/2036		3,000,000.00
FHLMC Pool #SB8113	AFS	1.00	8/1/2036		2,000,000.00
PHARR-SAN JUAN-ALAMO TX INDEPS	AFS	3.00	2/1/2037		500,000.00
WORTHINGTON MN INDEP SCH DIST#	AFS	2.25	2/1/2037		280,000.00
CARRIZO SPRINGS TX CONSOL INDE	AFS	2.25	8/15/2037		625,000.00
SCHERTZ-CIBOLO-UNIVERSAL CITYT	AFS	0.00	2/1/2038		500,000.00
PROSPER TX INDEP SCH DIST	AFS	4.00	2/15/2038		400,000.00
ARAPAHOE CNTY CO WTR & WSTWTR	AFS	4.00	12/1/2039		500,000.00
FNMA Pool #MA4268	AFS	2.00	2/1/2041		1,515,588.00
FNMA Pool #MA4311	AFS	2.00	4/1/2041		3,500,000.00
FHLMC Pool #RB5135	AFS	2.00	11/1/2041		5,000,000.00

BookYield	Pledged Pct	Pledged Amt	Pledged Par	Pledged Book	Pledged Mkt
0.900	100	1,000,000.00	1,000,000.00	1,081,085.78	1,032,827.80
1.550	100	155,000.00	155,000.00	156,869.19	147,771.14
0.850	100	270,000.00	270,000.00	271,425.67	235,815.35
1.600	100	250,000.00	250,000.00	266,754.18	238,999.17
1.200	100	515,000.00	515,000.00	583,644.22	527,641.81
1.250	100	450,000.00	450,000.00	508,830.31	458,597.16
1.890	100	500,000.00	500,000.00	501,896.18	408,699.75
1.907	100	6,000,000.00	1,226,212.80	1,228,929.52	1,120,545.40
2.000	100	270,000.00	270,000.00	270,970.43	215,785.78
1.500	100	265,000.00	265,000.00	288,976.10	247,420.62
1.338	100	3,900,000.00	2,014,274.26	2,025,546.59	1,783,498.95
1.020	100	3,000,000.00	1,718,725.41	1,716,335.45	1,479,275.04
1.030	100	2,000,000.00	1,145,816.94	1,143,738.32	986,183.36
2.550	100	500,000.00	500,000.00	503,106.01	442,041.45
2.250	100	280,000.00	280,000.00	280,000.00	224,080.61
2.100	100	625,000.00	625,000.00	628,611.65	571,034.13
2.646	100	500,000.00	500,000.00	370,368.38	275,585.70
1.220	100	400,000.00	400,000.00	442,812.75	396,596.80
2.250	100	500,000.00	500,000.00	527,262.10	490,220.45
1.727	100	1,515,588.00	869,892.71	882,388.03	749,705.65
1.838	100	3,500,000.00	2,147,397.18	2,164,817.73	1,853,192.96
1.836	100	5,000,000.00	3,291,533.25	3,320,047.92	2,817,375.50
		31,395,588.00	**18,893,852.55**	**19,164,416.51**	**16,702,894.58**

Pledged Company	Pledge Code	CUST_ID
DEER CREEK PUBLIC	DCPSC	KKPB
DEER CREEK PUBLIC	DCPSC	KKPB
DEER CREEK PUBLIC	DCPSC	KKPB
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DEER CREEK PUBLIC	DCPSC	KKPB
DEER CREEK PUBLIC	DCPSC	KKPB

Deer Creek Pledging

Date Last Updated	Tax Id Number	Class Code	Account Number
08/31/2026	731106101	30	10208993
08/31/2026	731106101	13	10195419
08/31/2026	731106101	26	10238814
08/31/2026	731106101	30	10211622
08/31/2026	731106101	13	10144665

Account Name	Previous Balance	Total DDA	Total SAV	Total COD
DEER CREEK PUBLIC SCHOOL	$23,177,117.38	$233,004.04	$0.00	$0.00
DEER CREEK PUBLIC SCHOOL	$1,827,956.73	$1,809,749.90	$0.00	$0.00
DEER CREEK PUBLIC SCHOOL	$50,000.00	$50,000.00	$0.00	$0.00
DEER CREEK PUBLIC SCHOOL	$3,405,205.01	$3,415,327.33	$0.00	$0.00
DEER CREEK PUBLIC SCHOOL	$1,351,032.56	$1,376,590.14	$0.00	$0.00
5	$29,811,311.68	$6,884,671.41	$0.00	$0.00

Total Deposits
$233,004.04
$1,809,749.90
$50,000.00
$3,415,327.33
$1,376,590.14
$6,884,671.41

Pledging Summary - Deer Creek Schools

Date	Deposit Totals DDA	Deposit Totals CD's	Total Deposits		Total Required for Pledging-110%
8/31/2026	$6,884,671	$0	$6,884,671	$688,467	$7,573,139

FHLB Letter of Credit	
LOC Amount	25,000,000.00
Issued Date	8/31/2026
Expiration Date	9/4/2026

FHLB Letter of Credit	
LOC Amount	
Issued Date	
Expiration Date	

FHLB Letter of Credit	
LOC Amount	
Issued Date	
Expiration Date	

Pledging	Face / Mkt value
FDIC Insurance	$ 250,000
FHLB LOC's	$25,000,000
Securities Pledged	$16,702,895
Total Pledged	$41,952,895
Over/(Under) Pledged	**$34,379,756**

*** Securities pledged based on current market value

Balance Sheet for Activity Fund

August 2026

Bank Statements		
Account 4665	$	1,376,590.14
Account 1622	$	3,415,327.33
Total	$	4,791,917.47
Outstanding Checks		
2026	$	3,374.09
2027 - 60 and 61	$	88,139.58
Total Outstanding Checks	$	91,513.67
Balance	$	4,700,403.80

Cash Balance Report

Beginning Balance	$	4,481,361.23
Receipts - 60, 61	$	532,104.06
	$	5,013,465.29
Payments - 60, 61	$	313,061.49
Cash End Balance	$	4,700,403.80

KIRKPATRICK BANK
Member FDIC

PO Box 2850
Edmond, OK 73083

Statement Ending 08/31/2026

DEER CREEK PUBLIC SCHOOL
ACTIVITY FUND
HOLD STATEMENT
EDMOND OK 00000

Managing Your Accounts

Address	15 East 15th St.
Main Number	405-341-8222 or 1-866-262-2657
Online	kirkpatrickbank.com
Telephone Banking	405-341-3330 or 1-866-652-2657

Summary of Accounts

Account Type	Account Number	Ending Balance
INTEREST CHECKING FOR BUSINESS	XXXXXXXX4665	$1,376,590.14

INTEREST CHECKING FOR BUSINESS - XXXXXXXX4665 RCPT # 252

Account Summary

Date	Description	Amount
08/01/2026	**Beginning Balance**	**$1,156,439.73**
	247 Credit(s) This Period	$523,054.82
	190 Debit(s) This Period	$302,904.41
08/31/2026	**Ending Balance**	**$1,376,590.14**

Interest Summary

Description	Amount
Interest Earned From 08/01/2026 Through 08/31/2026	
Annual Percentage Yield Earned	3.14%
Interest Days	31
Interest Earned	$3,281.30
Interest Paid This Period	$3,281.30
Interest Paid Year-to-Date	$51,089.10

*PLEASE EXAMINE STATEMENT AT ONCE. IF NO ERROR IS REPORTED WITHIN 30 DAYS, THE ACCOUNT WILL BE CONSIDERED CORRECT.
*IN CASE OF ERRORS OR QUESTIONS CONCERNING ELECTRONIC TRANSACTIONS, PLEASE TELEPHONE OR WRITE US AT THE ABOVE ADDRESS.

Deposits

Date	Description	Amount
08/03/2026	REGULAR DEPOSIT	$410.00
08/03/2026	REGULAR DEPOSIT	$2,725.00
08/04/2026	REGULAR DEPOSIT	$100.00
08/05/2026	REGULAR DEPOSIT	$10.00
08/05/2026	REGULAR DEPOSIT	$18.00
08/05/2026	REGULAR DEPOSIT	$50.00
08/05/2026	REGULAR DEPOSIT	$65.00
08/05/2026	REGULAR DEPOSIT	$190.00
08/05/2026	REGULAR DEPOSIT	$330.00
08/05/2026	REGULAR DEPOSIT	$400.00
08/05/2026	REGULAR DEPOSIT	$470.00
08/05/2026	REGULAR DEPOSIT	$870.00
08/05/2026	REGULAR DEPOSIT	$1,560.00
08/06/2026	REGULAR DEPOSIT	$50.00
08/06/2026	REGULAR DEPOSIT	$85.00
08/06/2026	REGULAR DEPOSIT	$150.00
08/06/2026	REGULAR DEPOSIT	$318.00
08/06/2026	REGULAR DEPOSIT	$570.00
08/06/2026	REGULAR DEPOSIT	$650.00
08/07/2026	REGULAR DEPOSIT	$18.00
08/07/2026	REGULAR DEPOSIT	$20.00

INTEREST CHECKING FOR BUSINESS - XXXXXXXX4665 (continued)

Deposits (continued)

Date	Description	Amount
08/07/2026	REGULAR DEPOSIT	$25.00
08/07/2026	REGULAR DEPOSIT	$70.00
08/10/2026	REGULAR DEPOSIT	$12.00
08/10/2026	REGULAR DEPOSIT	$580.00
08/11/2026	REGULAR DEPOSIT	$20.00
08/12/2026	REGULAR DEPOSIT	$25.00
08/12/2026	REGULAR DEPOSIT	$25.00
08/12/2026	REGULAR DEPOSIT	$180.00
08/12/2026	REGULAR DEPOSIT	$200.00
08/12/2026	REGULAR DEPOSIT	$3,648.20
08/13/2026	REGULAR DEPOSIT	$60.00
08/13/2026	REGULAR DEPOSIT	$290.00
08/13/2026	REGULAR DEPOSIT	$300.00
08/13/2026	REGULAR DEPOSIT	$300.00
08/13/2026	REGULAR DEPOSIT	$300.00
08/13/2026	REGULAR DEPOSIT	$302.00
08/13/2026	REGULAR DEPOSIT	$330.00
08/13/2026	REGULAR DEPOSIT	$500.00
08/13/2026	REGULAR DEPOSIT	$560.00
08/13/2026	REGULAR DEPOSIT	$880.00
08/14/2026	REGULAR DEPOSIT	$10.00
08/14/2026	REGULAR DEPOSIT	$10.00
08/14/2026	REGULAR DEPOSIT	$85.00
08/14/2026	REGULAR DEPOSIT	$92.00
08/14/2026	REGULAR DEPOSIT	$105.95
08/17/2026	REGULAR DEPOSIT	$20.00
08/17/2026	REGULAR DEPOSIT	$48.00
08/17/2026	REGULAR DEPOSIT	$53.00
08/17/2026	REGULAR DEPOSIT	$96.00
08/17/2026	REGULAR DEPOSIT	$287.00
08/17/2026	REGULAR DEPOSIT	$300.00
08/17/2026	REGULAR DEPOSIT	$300.00
08/17/2026	REGULAR DEPOSIT	$378.00
08/17/2026	REGULAR DEPOSIT	$723.00
08/17/2026	REGULAR DEPOSIT	$900.00
08/17/2026	REGULAR DEPOSIT	$1,420.00
08/18/2026	REGULAR DEPOSIT	$10.00
08/18/2026	REGULAR DEPOSIT	$80.00
08/18/2026	REGULAR DEPOSIT	$100.00
08/18/2026	REGULAR DEPOSIT	$100.00
08/18/2026	REGULAR DEPOSIT	$201.09
08/18/2026	REGULAR DEPOSIT	$704.00
08/18/2026	REGULAR DEPOSIT	$900.00
08/18/2026	REGULAR DEPOSIT	$1,080.00
08/19/2026	REGULAR DEPOSIT	$10.00
08/19/2026	REGULAR DEPOSIT	$15.00
08/19/2026	REGULAR DEPOSIT	$20.00
08/19/2026	REGULAR DEPOSIT	$20.00
08/19/2026	REGULAR DEPOSIT	$40.00
08/19/2026	REGULAR DEPOSIT	$53.00
08/19/2026	REGULAR DEPOSIT	$168.84
08/19/2026	REGULAR DEPOSIT	$231.00
08/19/2026	REGULAR DEPOSIT	$300.00
08/19/2026	REGULAR DEPOSIT	$1,063.11
08/19/2026	REGULAR DEPOSIT	$7,584.00
08/20/2026	REGULAR DEPOSIT	$13.00
08/20/2026	REGULAR DEPOSIT	$20.00
08/20/2026	REGULAR DEPOSIT	$30.00
08/20/2026	REGULAR DEPOSIT	$50.00
08/20/2026	REGULAR DEPOSIT	$50.00
08/20/2026	REGULAR DEPOSIT	$100.00
08/20/2026	REGULAR DEPOSIT	$189.00

INTEREST CHECKING FOR BUSINESS - XXXXXXXX4665 (continued)

Deposits (continued)

Date	Description	Amount
08/20/2026	REGULAR DEPOSIT	$243.00
08/20/2026	REGULAR DEPOSIT	$244.00
08/20/2026	REGULAR DEPOSIT	$300.00
08/20/2026	REGULAR DEPOSIT	$300.00
08/20/2026	REGULAR DEPOSIT	$300.00
08/20/2026	REGULAR DEPOSIT	$300.00
08/20/2026	REMOTE DEPOSIT	$294.00
08/21/2026	REGULAR DEPOSIT	$10.00
08/21/2026	REGULAR DEPOSIT	$12.00
08/21/2026	REGULAR DEPOSIT	$20.00
08/21/2026	REGULAR DEPOSIT	$21.00
08/21/2026	REGULAR DEPOSIT	$122.78
08/21/2026	REGULAR DEPOSIT	$225.00
08/21/2026	REGULAR DEPOSIT	$327.00
08/21/2026	REGULAR DEPOSIT	$916.00
08/21/2026	REGULAR DEPOSIT	$15,000.00
08/24/2026	REGULAR DEPOSIT	$10.00
08/24/2026	REGULAR DEPOSIT	$19.00
08/24/2026	REGULAR DEPOSIT	$24.00
08/24/2026	REGULAR DEPOSIT	$100.00
08/24/2026	REGULAR DEPOSIT	$120.00
08/24/2026	REGULAR DEPOSIT	$140.00
08/24/2026	REGULAR DEPOSIT	$198.00
08/24/2026	REGULAR DEPOSIT	$200.00
08/24/2026	REGULAR DEPOSIT	$300.00
08/24/2026	REGULAR DEPOSIT	$300.00
08/24/2026	REGULAR DEPOSIT	$332.00
08/24/2026	REGULAR DEPOSIT	$441.00
08/24/2026	REGULAR DEPOSIT	$500.00
08/24/2026	REGULAR DEPOSIT	$920.00
08/25/2026	REGULAR DEPOSIT	$7.00
08/25/2026	REGULAR DEPOSIT	$20.00
08/25/2026	REGULAR DEPOSIT	$20.00
08/25/2026	REGULAR DEPOSIT	$50.00
08/25/2026	REGULAR DEPOSIT	$127.00
08/25/2026	REGULAR DEPOSIT	$150.00
08/25/2026	REGULAR DEPOSIT	$184.75
08/25/2026	REGULAR DEPOSIT	$500.00
08/25/2026	REGULAR DEPOSIT	$5,204.00
08/25/2026	REGULAR DEPOSIT	$8,150.00
08/26/2026	REGULAR DEPOSIT	$40.00
08/26/2026	REGULAR DEPOSIT	$60.00
08/26/2026	REGULAR DEPOSIT	$96.00
08/26/2026	REGULAR DEPOSIT	$136.00
08/27/2026	REGULAR DEPOSIT	$80.00
08/27/2026	REGULAR DEPOSIT	$93.00
08/27/2026	REGULAR DEPOSIT	$200.00
08/27/2026	REGULAR DEPOSIT	$300.00
08/27/2026	REGULAR DEPOSIT	$300.00
08/27/2026	REGULAR DEPOSIT	$300.00
08/27/2026	REGULAR DEPOSIT	$343.00
08/27/2026	REGULAR DEPOSIT	$390.00
08/27/2026	REGULAR DEPOSIT	$406.00
08/27/2026	REGULAR DEPOSIT	$2,751.91
08/27/2026	REGULAR DEPOSIT	$7,200.00
08/28/2026	REGULAR DEPOSIT	$10.00
08/28/2026	REGULAR DEPOSIT	$108.00
08/28/2026	REGULAR DEPOSIT	$124.40
08/28/2026	REGULAR DEPOSIT	$140.00
08/31/2026	REGULAR DEPOSIT	$25.00
08/31/2026	REGULAR DEPOSIT	$40.00
08/31/2026	REGULAR DEPOSIT	$110.00

INTEREST CHECKING FOR BUSINESS - XXXXXXXX4665 (continued)

Deposits (continued)

Date	Description	Amount
08/31/2026	REGULAR DEPOSIT	$150.00
08/31/2026	REGULAR DEPOSIT	$200.00
08/31/2026	REGULAR DEPOSIT	$238.00
08/31/2026	REGULAR DEPOSIT	$240.00
08/31/2026	REGULAR DEPOSIT	$300.00
08/31/2026	REGULAR DEPOSIT	$300.00
08/31/2026	REGULAR DEPOSIT	$500.00
08/31/2026	REGULAR DEPOSIT	$2,690.00

Electronic Credits

Date	Description	Amount
08/03/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$30.20
08/03/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$90.85
08/03/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$589.63
08/03/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$1,577.80
08/03/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$4,498.09
08/04/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$1,165.44
08/05/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$7,010.76
08/05/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$26,721.99
08/06/2026	SMARTCAREOS LLC Tuition 3154	$248.26
08/06/2026	SMARTCAREOS LLC Tuition 3151	$293.76
08/06/2026	SMARTCAREOS LLC Tuition 3153	$567.48
08/06/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$622.69
08/06/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$12,622.22
08/07/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$12,685.00
08/07/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$16,302.98
08/10/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$89.03
08/10/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$3,041.90
08/10/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$5,471.21
08/10/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$6,994.05
08/11/2026	STRIPE TRANSFER ST-S9Z9J9Z3U0F7	$783.78
08/11/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$4,708.74
08/12/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$200.72
08/12/2026	STRIPE TRANSFER ST-Y1E3W4J2E5C0	$2,774.79
08/12/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$6,962.33
08/13/2026	SMARTCAREOS LLC Tuition 3149	$84.00
08/13/2026	SMARTCAREOS LLC Tuition 3151	$144.76
08/13/2026	SMARTCAREOS LLC Tuition 3154	$144.76
08/13/2026	SMARTCAREOS LLC Tuition 3150	$218.11
08/13/2026	SMARTCAREOS LLC Tuition 3153	$1,853.22
08/13/2026	SMARTCAREOS LLC Tuition 3154	$2,455.48
08/13/2026	SMARTCAREOS LLC Tuition 3149	$2,658.95
08/13/2026	SMARTCAREOS LLC Tuition 3150	$3,055.60
08/13/2026	SMARTCAREOS LLC Tuition 3151	$3,190.01
08/13/2026	SMARTCAREOS LLC Tuition 3152	$3,404.06
08/13/2026	STRIPE TRANSFER ST-R2J2A5W0A6M4	$3,621.38
08/13/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$9,278.45
08/13/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$12,447.70
08/14/2026	STRIPE TRANSFER ST-L1E2W2N7N1W3	$30.00
08/14/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$120.51
08/14/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$17,032.74
08/17/2026	STRIPE TRANSFER ST-E4I4B3H6D6K1	$260.00
08/17/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$352.36
08/17/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$724.26
08/17/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$3,719.23
08/17/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$12,664.05
08/17/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$13,387.00
08/18/2026	ARVESTCREDITCARD AUTO CB	$988.67
08/18/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$7,786.78
08/19/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$341.97
08/19/2026	STRIPE TRANSFER ST-G5E3U4W0J1O9	$515.19
08/19/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$8,757.46

INTEREST CHECKING FOR BUSINESS - XXXXXXXX4665 (continued)

Electronic Credits (continued)

Date	Description	Amount
08/20/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$47.55
08/20/2026	SMARTCAREOS LLC Tuition 3153	$89.75
08/20/2026	SMARTCAREOS LLC Tuition 3154	$91.68
08/20/2026	STRIPE TRANSFER ST-L6L7C3V6F8A5	$495.00
08/20/2026	SMARTCAREOS LLC Tuition 3153	$5,181.90
08/20/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$5,978.12
08/20/2026	SMARTCAREOS LLC Tuition 3154	$6,247.91
08/20/2026	SMARTCAREOS LLC Tuition 3149	$7,373.87
08/20/2026	SMARTCAREOS LLC Tuition 3152	$9,294.47
08/20/2026	SMARTCAREOS LLC Tuition 3150	$9,570.14
08/20/2026	SMARTCAREOS LLC Tuition 3151	$9,890.51
08/21/2026	STRIPE TRANSFER ST-Z9P7A3M9S1X8	$4.00
08/21/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$67.80
08/21/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$5,420.47
08/24/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$196.65
08/24/2026	STRIPE TRANSFER ST-S0N8E3R3O0G8	$617.29
08/24/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$928.58
08/24/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$8,663.07
08/24/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$9,286.94
08/24/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$14,974.29
08/25/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$5,910.35
08/26/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$236.46
08/26/2026	STRIPE TRANSFER ST-Z2O9Q3I8C8F5	$500.00
08/26/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$8,589.23
08/27/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$49.42
08/27/2026	STRIPE TRANSFER ST-H0Q3V3Q1R7R0	$1,776.46
08/27/2026	SMARTCAREOS LLC Tuition 3153	$5,136.22
08/27/2026	SMARTCAREOS LLC Tuition 3154	$7,147.00
08/27/2026	SMARTCAREOS LLC Tuition 3149	$8,164.36
08/27/2026	SMARTCAREOS LLC Tuition 3151	$8,588.69
08/27/2026	SMARTCAREOS LLC Tuition 3152	$9,085.50
08/27/2026	SMARTCAREOS LLC Tuition 3150	$9,676.25
08/27/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$19,691.03
08/28/2026	STRIPE TRANSFER ST-B6X7T9T9P4L5	$17.00
08/28/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$61.01
08/28/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$5,211.89
08/31/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$104.43
08/31/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$138.20
08/31/2026	STRIPE TRANSFER ST-J2O2F6L9A2D3	$846.00
08/31/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$3,141.57
08/31/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$5,476.78
08/31/2026	HRTLAND PMT SYS TXNS/FEES 650000012666908	$10,366.25

Other Credits

Date	Description	Amount
08/31/2026	INTEREST	$3,281.30

Electronic Debits

Date	Description	Amount
08/10/2026	HRTLAND PMT SYS TXNS/FEES 650000012858455	$259.97

Other Debits

Date	Description	Amount
08/21/2026	RETURN DEPOSITED ITEM	$813.11

Checks Cleared

$9,625

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
0	08/10/2026	$200.00	0	08/11/2026	$300.00	0	08/13/2026	$300.00
0	08/11/2026	$300.00	0	08/11/2026	$500.00	0	08/14/2026	$900.00
0	08/11/2026	$300.00	0	08/13/2026	$300.00	0	08/14/2026	$900.00

60 - PYMT CURG $242,413.25
61 - PYMT CURG $59,418.08

INTEREST CHECKING FOR BUSINESS - XXXXXXXX4665 (continued)

Checks Cleared (continued)

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
0	08/17/2026	$300.00	276000042	08/21/2026	$1,338.50	276000105	08/24/2026	$430.50
0	08/18/2026	$300.00	276000043	08/18/2026	$784.00	276000106	08/25/2026	$5,625.00
0	08/18/2026	$300.00	276000044	08/28/2026	$625.00	276000107	08/26/2026	$42.45
0	08/18/2026	$300.00	276000045	08/18/2026	$5,500.00	276000108	08/25/2026	$567.36
0	08/18/2026	$300.00	276000046	08/21/2026	$21,798.00	276000109	08/28/2026	$135.50
0	08/20/2026	$200.00	276000047	08/25/2026	$4,784.00	276000111*	08/26/2026	$581.20
0	08/20/2026	$225.00	276000048	08/20/2026	$14,184.00	276000112	08/25/2026	$101.17
0	08/20/2026	$300.00	276000049	08/17/2026	$387.00	276000113	08/24/2026	$1,113.60
0	08/20/2026	$300.00	276000051*	08/20/2026	$2,825.80	276000115*	08/26/2026	$170.00
0	08/20/2026	$500.00	276000052	08/20/2026	$121.09	276000117*	08/25/2026	$479.54
0	08/21/2026	$500.00	276000053	08/18/2026	$105.00	276000118	08/25/2026	$1,316.79
0	08/25/2026	$200.00	276000054	08/24/2026	$169.50	276000120*	08/24/2026	$200.00
0	08/25/2026	$300.00	276000056*	08/18/2026	$1,645.00	276000121	08/25/2026	$668.17
0	08/25/2026	$300.00	276000057	08/19/2026	$96.32	276000122	08/25/2026	$24.62
0	08/25/2026	$300.00	276000058	08/20/2026	$6,361.99	276000123	08/24/2026	$486.00
0	08/27/2026	$200.00	276000059	08/17/2026	$236.75	276000124	08/24/2026	$450.00
0	08/27/2026	$300.00	276000060	08/18/2026	$700.00	276000125	08/25/2026	$55.79
0	08/27/2026	$300.00	276000061	08/18/2026	$225.00	276000126	08/24/2026	$52.00
0	08/31/2026	$200.00	276000062	08/20/2026	$1,302.68	276000129*	08/25/2026	$52.00
1917*	08/05/2026	$32,864.62	276000063	08/17/2026	$82.93	276000130	08/31/2026	$27.00
101446*	08/25/2026	$224.27	276000064	08/20/2026	$56.48	276000131	08/25/2026	$27.00
144665*	08/07/2026	$824.00	276000065	08/18/2026	$175.00	276000134*	08/25/2026	$27.00
144665	08/17/2026	$52.00	276000066	08/17/2026	$45.99	276000135	08/25/2026	$27.00
144665	08/19/2026	$720.00	276000067	08/28/2026	$152.83	276000137*	08/25/2026	$27.00
144665	08/24/2026	$27.00	276000068	08/17/2026	$44.75	276000139*	08/28/2026	$52.25
144665	08/24/2026	$27.00	276000069	08/17/2026	$107.40	276000146*	08/31/2026	$170.55
144665	08/31/2026	$120.00	276000070	08/21/2026	$36.75	276000148*	08/28/2026	$289.05
27600003*	08/21/2026	$185.06	276000071	08/20/2026	$270.56	276000151*	08/31/2026	$75.04
27600007*	08/25/2026	$104.00	276000073*	08/18/2026	$11,050.00	276000156*	08/31/2026	$53.70
27600008	08/25/2026	$126.00	276000075*	08/20/2026	$172.38	276000157	08/31/2026	$23.35
27600017*	08/28/2026	$1,117.50	276000077*	08/18/2026	$105.00	276000161*	08/31/2026	$834.06
27600018	08/28/2026	$305.00	276000078	08/17/2026	$12.57	276000168*	08/31/2026	$174.93
27600032*	08/10/2026	$1,646.50	276000079	08/26/2026	$900.00	276100001*	08/13/2026	$200.00
276000004*	08/11/2026	$200.00	276000080	08/24/2026	$445.00	276100002	08/04/2026	$166.45
276000016*	08/04/2026	$5,400.00	276000081	08/17/2026	$750.55	276100003	08/12/2026	$3,180.00
276000018*	08/05/2026	$1,669.16	276000083*	08/17/2026	$1,605.00	276100004	08/07/2026	$2,400.00
276000019	08/07/2026	$14.25	276000084	08/25/2026	$706.00	276100005	08/04/2026	$5,809.00
276000020	08/03/2026	$4,958.67	276000086*	08/21/2026	$36.75	276100006	08/05/2026	$6,911.15
276000021	08/07/2026	$119.70	276000088*	08/24/2026	$19,669.15	276100007	08/14/2026	$4,534.63
276000022	08/06/2026	$900.00	276000089	08/24/2026	$2,525.00	276100008	08/12/2026	$300.96
276000024*	08/10/2026	$652.25	276000090	08/28/2026	$1,700.00	276100009	08/18/2026	$915.00
276000025	08/19/2026	$480.00	276000091	08/26/2026	$2,500.40	276100010	08/19/2026	$160.00
276000027*	08/18/2026	$194.00	276000092	08/25/2026	$18.50	276100012*	08/19/2026	$1,589.00
276000028	08/12/2026	$385.00	276000093	08/26/2026	$1,214.00	276100013	08/12/2026	$1,800.00
276000029	08/26/2026	$890.24	276000094	08/26/2026	$995.00	276100014	08/12/2026	$1,800.00
276000030	08/10/2026	$4,116.00	276000095	08/25/2026	$19,676.25	276100015	08/26/2026	$315.47
276000031	08/10/2026	$400.00	276000096	08/26/2026	$2,000.00	276100016	08/25/2026	$166.45
276000033*	08/03/2026	$220.00	276000097	08/26/2026	$3,978.97	276100017	08/25/2026	$104.45
276000034	08/03/2026	$84.74	276000098	08/28/2026	$307.50	276100018	08/25/2026	$1,157.00
276000036*	08/10/2026	$1,725.15	276000099	08/25/2026	$48.80	276100019	08/25/2026	$2,000.00
276000037	08/03/2026	$313.48	276000100	08/28/2026	$112.50	276100020	08/31/2026	$300.00
276000038	08/14/2026	$24,683.21	276000101	08/24/2026	$180.25	276100021	08/24/2026	$920.00
276000039	08/17/2026	$9.45	276000102	08/25/2026	$186.89	276100022	08/25/2026	$1,280.00
276000040	08/20/2026	$80.00	276000103	08/28/2026	$217.00	276100024*	08/24/2026	$525.00
276000041	08/18/2026	$154.10	276000104	08/24/2026	$3,080.50	276100025	08/24/2026	$100.00

INTEREST CHECKING FOR BUSINESS - XXXXXXXX4665 (continued)

Checks Cleared (continued)

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
276100026	08/26/2026	$107.20	276100033*	08/27/2026	$155.00	276100043*	08/25/2026	$90.00
276100027	08/24/2026	$840.00	276100034	08/27/2026	$155.00	276100044	08/31/2026	$611.32
276100029*	08/25/2026	$1,400.00	276100035	08/26/2026	$170.00	276100046*	08/26/2026	$120.00
276100030	08/26/2026	$12,655.00	276100036	08/25/2026	$210.00	276100048*	08/26/2026	$90.00
276100031	08/26/2026	$170.00	276100040*	08/27/2026	$90.00			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
08/03/2026	$1,160,784.41	08/12/2026	$1,205,616.58	08/21/2026	$1,302,165.42
08/04/2026	$1,150,674.40	08/13/2026	$1,251,195.06	08/24/2026	$1,309,195.74
08/05/2026	$1,146,925.22	08/14/2026	$1,237,663.42	08/25/2026	$1,287,137.79
08/06/2026	$1,162,202.63	08/17/2026	$1,269,660.93	08/26/2026	$1,269,895.55
08/07/2026	$1,187,965.66	08/18/2026	$1,258,859.37	08/27/2026	$1,350,374.39
08/10/2026	$1,195,153.98	08/19/2026	$1,274,933.62	08/28/2026	$1,351,032.56
08/11/2026	$1,199,066.50	08/20/2026	$1,304,727.54	08/31/2026	$1,376,590.14

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	$0.00	$0.00
Total Returned Item Fees	$0.00	$0.00

KIRKPATRICK BANK
Member FDIC

PO Box 2850
Edmond, OK 73083

Statement Ending 08/31/2026

DEER CREEK PUBLIC SCHOOL
ACTIVITY FUND MONEY MARKET
HOLD STATEMENT
EDMOND OK 00000

Managing Your Accounts

Address	15 East 15th St.
Main Number	405-341-8222 or 1-866-262-2657
Online	kirkpatrickbank.com
Telephone Banking	405-341-3330 or 1-866-652-2657

Summary of Accounts

Account Type	Account Number	Ending Balance
MONEY MARKET	XXXXXXXX1622	$3,415,327.33

MONEY MARKET - XXXXXXXX1622

RCPT # 253

Account Summary

Date	Description	Amount
08/01/2026	**Beginning Balance**	**$3,405,205.01**
	1 Credit(s) This Period	$10,122.32
	0 Debit(s) This Period	$0.00
08/31/2026	**Ending Balance**	**$3,415,327.33**

Interest Summary

Description	Amount
Interest Earned From 08/01/2026 Through 08/31/2026	
Annual Percentage Yield Earned	3.56%
Interest Days	31
Interest Earned	$10,122.32
Interest Paid This Period	$10,122.32
Interest Paid Year-to-Date	$48,908.73

*PLEASE EXAMINE STATEMENT AT ONCE. IF NO ERROR IS REPORTED WITHIN 30 DAYS, THE ACCOUNT WILL BE CONSIDERED CORRECT.
*IN CASE OF ERRORS OR QUESTIONS CONCERNING ELECTRONIC TRANSACTIONS, PLEASE TELEPHONE OR WRITE US AT THE ABOVE ADDRESS.

Other Credits

Date	Description	Amount
08/31/2026	INTEREST	$10,122.32

Daily Balances

Date	Amount
08/31/2026	$3,415,327.33

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	$0.00	$0.00
Total Returned Item Fees	$0.00	$0.00

EQUAL HOUSING LENDER Member FDIC

Deer Creek Public Schools

Receipt Register

Options: Fund: SCHOOL ACTIVITY FUND, Show Detail: No, Date Range: 8/1/2026 - 8/31/2026, Account: ACTIVITY FUND-KIRKPATRICK BANK, Status: All

Receipt No	Date	Received From	Amount	Status
68	8/3/2026	RU Donations - Barcuch/Powell	$410.00	Posted
79	8/3/2026	HS Band - Donation - JVanVickle	$100.00	Posted
80	8/4/2026	DCMS Starting cash RY RM	$190.00	Posted
81	8/4/2026	DCMS Novel sales TY RM	$65.00	Posted
82	8/4/2026	DCMS Media fees. TY RM	$10.00	Posted
83	8/4/2026	DCMS School shirt sales. TY RM	$1,560.00	Posted
84	8/4/2026	DCIS 8/3 MTT Novel SZepeda/TEpp	$330.00	Posted
85	8/4/2026	DCIS MTT StartingCash SZepeda/TEpp	$400.00	Posted
86	8/4/2026	DCIS MTT Popcorn SZepeda/TEpp	$870.00	Posted
87	8/4/2026	DCIS 8/3 MTT Shirt SZepeda/TEpp	$470.00	Posted
88	8/4/2026	DCMS Chromebook Damage, T. Wardlaw, T. Young	$50.00	Posted
89	8/4/2026	Badge and Lanyard Replacement for Bailey Bach	$18.00	Posted
90	8/4/2026	MSB Deposit: 001	$1,165.44	Posted
91	8/1/2026	MSB Deposit: 001	$680.48	Posted
92	8/3/2026	MSB Deposit: 002	$4,528.29	Posted
93	8/3/2026	MSB Deposit: 003	$1,577.80	Posted
94	8/5/2026	HS OFFICE, Parking Passes, RB/AM	$318.00	Posted
95	8/5/2026	HS MEDIA, Novel & Shirt Resale, RB/AM	$650.00	Posted
96	8/5/2026	HS STUDENT FEES, Student Fee Obligations, RB/AM	$85.00	Posted
97	8/5/2026	HS ADV ART, Donation, RB/AM	$50.00	Posted
98	8/5/2026	HS FRSH ART, Sketchbooks, RB/AM	$570.00	Posted
99	8/5/2026	ADMIN TECH, Chromebook Damage, RB/AM	$150.00	Posted
100	8/5/2026	MSB Deposit: 001	$33,732.75	Posted
101	8/6/2026	MSB Deposit: 001	$13,244.91	Posted
102	8/6/2026	HS MEDIA, Chromebook Charger, RB/TS	$25.00	Posted
103	8/6/2026	HS FRSH CLASS, Orientation shirt - ERS, RB/TS	$20.00	Posted
104	8/6/2026	HS STUDENT FEES, Student Fees., RB/TS	$70.00	Posted
105	8/6/2026	AC Smart Care remittance, 13794722, BB	$248.26	Posted
106	8/6/2026	AC Smart Care remittance, 13794723, BB	$567.48	Posted
107	8/6/2026	AC Smart Care remittance, 13794724, BB	$293.76	Posted
108	8/6/2026	Badge and Lanyard Replacement for Veronique Buck	$18.00	Posted
109	8/7/2026	DCMS Media fines TY KH	$12.00	Posted
110	8/7/2026	MSB Deposit: 001	$28,987.98	Posted
111	8/10/2026	HS STUDENT FEES, Badge replacements, RB/TS	$20.00	Posted
112	8/11/2026	HS STUDENT FEES, Student fees: AF & ZC, RB/TS	$25.00	Posted
113	8/11/2026	HS MEDIA, Chromebook Charger, RB/TS	$25.00	Posted
114	8/12/2026	26-27, GV, Spirit T-Shirt, ASalazar/KHanson	$880.00	Posted
115	8/12/2026	CCMS VB Concessions 8/11 ES/CF	$302.00	Posted
116	8/12/2026	CCMS VB Concessions SC 8/11 ES/CF	$300.00	Posted
117	8/12/2026	RU Yearbook Sales - Barcuch/Powell	$10.00	Posted
118	8/12/2026	KR Car Tags, BMcGuffee, CGreenhagen	$85.00	Posted
119	8/13/2026	Badge/Lanyard Replacement, Staff Postage Usage	$60.00	Posted
120	8/13/2026	AC Smart Care remittance 13814493, BB	$2,658.95	Posted
121	8/13/2026	AC Smart Care remittance, 13814494, BB	$2,455.48	Posted
122	8/13/2026	AC Smart Care remittance, 13814495, BB	$1,853.22	Posted
123	8/13/2026	AC Smart Care remittance, 13814496, BB	$3,404.06	Posted
124	8/13/2026	AC Smart Care remittance, 13814497, BB	$3,190.01	Posted
125	8/13/2026	AC Smart Care remittance, 13814498, BB	$3,055.60	Posted
126	8/13/2026	AC Smart Care remittance, 13815368, BB	$84.00	Posted

Deer Creek Public Schools

Receipt Register

Options: Fund: SCHOOL ACTIVITY FUND, Show Detail: No, Date Range: 8/1/2026 - 8/31/2026, Account: ACTIVITY FUND-KIRKPATRICK BANK, Status: All

Receipt No	Date	Received From	Amount	Status
127	8/13/2026	AC Smart Care remittance, 13815369, BB	$144.76	Posted
128	8/13/2026	AC Smart Care remittance, 13815370, BB	$144.76	Posted
129	8/13/2026	AC Smart Care remittance, 13815371, BB	$218.11	Posted
130	8/13/2026	Bus Badge for I. Chawal, DCIS, B. McGuffee	$10.00	Posted
131	8/13/2026	HS MEDIA, Destiny Fines, LW & JT, RB/TS	$105.95	Posted
132	8/13/2026	HS STUDENT FEES, Badge replacements, RB/TS	$92.00	Posted
133	8/14/2026	DCIS Employee Purchase SZepeda/TEpp	$48.00	Posted
134	8/14/2026	Bus Badges for C. Weaver, P. Keith, HS	$20.00	Posted
135	8/14/2026	HS STUDENT FEES, Badge replacements, RB/TS	$96.00	Posted
136	8/14/2026	HS OFFICE, Parking Pass - Tieu, RB/TS	$53.00	Posted
137	8/14/2026	DCMS Dance Tickets TY JD	$1,420.00	Posted
138	8/14/2026	DCMS Dance concessions TY JD	$723.00	Posted
139	8/14/2026	DCMS Dance starting cash TY JD	$900.00	Posted
140	8/17/2026	CCMS Dance 8/14 SC ES/CF	$900.00	Posted
141	8/17/2026	CCMS Dance 8/14 Admissions ES/CF	$1,080.00	Posted
142	8/17/2026	CCMS Dance 8/14 Concessions ES/CF	$704.00	Posted
143	8/17/2026	Bus Badge for L. Weaver, HS R. Bockus	$10.00	Posted
144	8/17/2026	HS OFFICE, Kona Ice - Sched. Pickup, RB/TS	$201.09	Posted
145	8/17/2026	ADMIND TECH, Chromebook Damage-JM, RB/TS	$100.00	Posted
146	8/17/2026	HS OFFICE, Parking Pass - J. Hu, RB/TS	$100.00	Posted
147	8/17/2026	HS STUDENT FEES, Badge replacements, RB/TS	$80.00	Posted
148	8/11/2026	MSB Deposit: 001	$4,708.74	Posted
149	8/12/2026	MSB Deposit: 001	$7,163.05	Posted
150	8/13/2026	MSB Deposit: 001	$21,726.15	Posted
151	8/14/2026	MSB Deposit: 001	$17,153.25	Posted
152	8/17/2026	MSB Deposit: 001	$13,388.31	Posted
153	8/17/2026	MSB Deposit: 002	$13,739.36	Posted
154	8/17/2026	MSB Deposit: 003	$3,719.23	Posted
155	8/17/2026	GV, Spirit T-Shirt, ASalazar, KHanson	$20.00	Posted
156	8/18/2026	GV, Spirit T-Shirt, Asalazar/KHanson	$40.00	Posted
157	8/18/2026	Bus Badge for SC Student, Q. Bui, S. Owen	$10.00	Posted
158	8/18/2026	SC 920 Donations/S. Owen/McCall	$1,063.11	Posted
159	8/18/2026	MSB Deposit: 001	$7,786.78	Posted
160	8/18/2026	SC 919 Principal Acct Corp Commissions	$168.84	Posted
161	8/18/2026	HS STUDENT FEES, Student Fee - Osgood, RB/TS	$20.00	Posted
162	8/18/2026	HS OFFICE, Parking Pass - AC, RB/TS	$53.00	Posted
163	8/18/2026	HS STUDENT FEES, Badge replacements, RB/TS	$15.00	Posted
164	8/19/2026	HS Band - Donation - JVanVickle	$50.00	Posted
165	8/18/2026	Arvest Cash Back Rewards, P-Cards, L. Green	$988.67	Posted
166	8/19/2026	CCMS Art Donations ES/CF	$50.00	Posted
167	8/19/2026	DCIS Shirt Purchase SZepeda/TEpp	$30.00	Posted
168	8/19/2026	8/18 CCMS VB Concessions SC ES/CF	$300.00	Posted
169	8/19/2026	8/18 CCMS VB Concessions ES/CF	$244.00	Posted
170	8/19/2026	DCIS Background SZepeda/TEpp	$12.00	Posted
171	8/19/2026	GV, Spirit T-Shirt,Donations, Asalazar/SWood	$20.00	Posted
172	8/19/2026	8/18 DCMS VB vs Choctaw Concessions SC. TY RM	$300.00	Posted
173	8/19/2026	8/18 VB vs Choctaw. TY RM	$243.00	Posted
174	8/19/2026	MSB Deposit: 001	$9,099.43	Posted
175	8/19/2026	HS MEDIA, Book sales, RB/TS	$100.00	Posted

Deer Creek Public Schools

Receipt Register

Options: Fund: SCHOOL ACTIVITY FUND, Show Detail: No, Date Range: 8/1/2026 - 8/31/2026, Account: ACTIVITY FUND-KIRKPATRICK BANK, Status: All

Receipt No	Date	Received From	Amount	Status
176	8/19/2026	HS STUDENT FEES, Badge replacement, RB/TS	$13.00	Posted
177	8/20/2026	Rochford/Holden OKC Community Found	$15,000.00	Posted
178	8/20/2026	Rochford/Holden-Coca Cola Commission	$122.78	Posted
179	8/20/2026	Bus Badge - HS (IWH & AP)	$20.00	Posted
180	8/20/2026	AC Smartcare Remittance, 13834902, LR	$7,373.87	Posted
181	8/20/2026	AC Smartcare Remittance, 13834903, LR	$6,247.91	Posted
182	8/20/2026	AC Smartcare Remittance, 13834904, LR	$5,181.90	Posted
183	8/20/2026	AC Smartcare Remittance, 13834905, LR	$9,294.47	Posted
184	8/20/2026	AC Smartcare Remittance, 13834906, LR	$9,890.51	Posted
185	8/20/2026	AC Smartcare Remittance, 13834907, LR	$9,570.14	Posted
186	8/20/2026	AC Smartcare Remittance, 13835795, LR	$91.68	Posted
187	8/20/2026	AC Smartcare Remittance, 13835796, LR	$89.75	Posted
188	8/20/2026	HS STUDENT FEES, Badge replacement, RB/TS	$21.00	Posted
189	8/20/2026	Bus Badge for GV student, H. Hoang, A.S.	$10.00	Posted
190	8/21/2026	26-27 GV Spirit T-Shirt, ASalazar, KHanson	$120.00	Posted
191	8/20/2026	MSB Deposit: 001	$6,035.67	Posted
192	8/21/2026	MSB Refund - KR Bus Badge (C. Heppler)	($10.00)	Posted
193	8/21/2026	DCMS VB vs. Piedmont SC. TY RM	$300.00	Posted
194	8/21/2026	DCMS VB vs Piedmont Concecssions. TY RM	$332.00	Posted
195	8/21/2026	MSB Deposit: 001	$5,488.27	Posted
196	8/21/2026	HS ADV ART, Donation - O. Thompson, RB/TS	$100.00	Posted
197	8/21/2026	HS STUDENT FEES, Badge replacement, RB/TS	$19.00	Posted
198	8/10/2026	MSB Deposit: 002	$7,083.08	Posted
199	8/10/2026	MSB Deposit: 003	$3,041.90	Posted
200	8/10/2026	MSB Deposit: 004	($259.97)	Posted
201	8/21/2026	Bus Badge for J. Moreno, DCIS, S. Zepada	$10.00	Posted
202	8/21/2026	Damaged I-Pad DCIS, T. Ma Chen, S. Zepada	$24.00	Posted
203	8/24/2026	MSB Deposit: 001	$10,215.52	Posted
204	8/24/2026	MSB Deposit: 002	$15,170.94	Posted
205	8/24/2026	GV, Spirit T-Shirt, ASalazar, KHanson	$20.00	Posted
206	8/24/2026	MSB Deposit: 003	$8,663.07	Posted
207	8/24/2026	HS NHS, NHS Dues, RB/TS	$20.00	Posted
208	8/24/2026	HS MEDIA, Book sales, RB/TS	$127.00	Posted
209	8/24/2026	HS STUDENT FEES, Badge replacement, RB/TS	$7.00	Posted
210	8/24/2026	HS 3D ART, Donation - L. Thompson, RB/TS	$150.00	Posted
211	8/24/2026	HS ADV ART, Donation - B Davis, RB/TS	$50.00	Posted
212	8/24/2026	HS STUCO, Howdy Doughboy, RB/TS	$184.75	Posted
213	8/21/2026	SC Donations Return Deposit Item, Chk #9921812354	($813.11)	Posted
214	8/25/2026	HS STUCO HOWDY DANCE STARTING CASH, 8/20	$225.00	Posted
215	8/25/2026	HS STUCO HOWDAY DANCE ENTRY FEE, M. MCINTOSH	$916.00	Posted
216	8/25/2026	HS STUCO HOWDY DANCE CONCESSIONS, M. MCINTOSH	$327.00	Posted
217	8/25/2026	Rochford/Murrow-Birthday Book Club	$96.00	Posted
218	8/25/2026	MSB Deposit: 001	$5,910.35	Posted
219	8/25/2026	HS SUNSHINE FUND DUES FOR TEACHERS, W. FRAILEY	$60.00	Posted
220	8/25/2026	HS NATIONAL HONOR SOCIETY STUDENT DUES, W. FRAILEY	$40.00	Posted
221	8/25/2026	HS MEDIA CAFE' AND BOOK SALES, W. FRAILEY	$136.00	Posted
222	8/26/2026	DCMS VB vs CCMS SC. TY RM	$300.00	Posted
223	8/26/2026	DCMS VB vs CCMS Concessions. TY RM	$343.00	Posted
224	8/26/2026	MSB Deposit: 001	$8,825.69	Posted

Deer Creek Public Schools

Receipt Register

Options: Fund: SCHOOL ACTIVITY FUND, Show Detail: No, Date Range: 8/1/2026 - 8/31/2026, Account: ACTIVITY FUND-KIRKPATRICK BANK, Status: All

Receipt No	Date	Received From	Amount	Status
225	8/26/2026	HS MEDIA CAFE' SALES, W. FRAILEY	$93.00	Posted
226	8/27/2026	AC Smart Care remittance,13855225, BB	$8,164.36	Posted
227	8/27/2026	AC Smart Care remittance, 13855226, BB	$7,147.00	Posted
228	8/27/2026	AC Smart Care remittance, 13855227, BB	$5,136.22	Posted
229	8/27/2026	AC Smart Care remittance, 13855228, BB	$9,085.50	Posted
230	8/27/2026	AC Smart Care remittance, 13855229, BB	$8,588.69	Posted
231	8/27/2026	AC Smart Care remittance, 13855230, BB	$9,676.25	Posted
232	8/27/2026	GV, Spirit T-Shirt, ASalazar, KHanson	$140.00	Posted
233	8/27/2026	MSB Deposit: 001	$19,740.45	Posted
234	8/27/2026	DCES-Donations-KMcIntyre/LKoehn	$124.40	Posted
235	8/27/2026	Lanyard replacement for Cheyenne Heath, Admin	$10.00	Posted
236	8/28/2026	DCMS Student Replacement Badges. TY RM	$25.00	Posted
237	8/28/2026	CCMS VB v Yukon 8/27 SC ES/LS	$300.00	Posted
238	8/28/2026	CCMS VB V Yukon 8/27 ES/LS	$240.00	Posted
239	8/28/2026	Rochford/Murrow-Birthday Book Club	$108.00	Posted
240	8/10/2026	MSB Deposit: 001	$5,518.21	Posted
241	8/10/2026	MSB Refund - T. Orton	($47.00)	Posted
242	8/28/2026	MSB Deposit: 001	$5,272.90	Posted
243	8/28/2026	HS NATIONAL HONOR SOCIETY STUDENT DUES, W. FRAILEY	$40.00	Posted
244	8/28/2026	HS MEDIA CAFE' AND BOOK SALES, W. FRAILEY	$150.00	Posted
248	8/31/2026	MSB Deposit: 001	$5,614.98	Posted
249	8/31/2026	MSB Deposit: 002	$10,470.68	Posted
250	8/31/2026	MSB Deposit: 003	$3,141.57	Posted
252	8/31/2026	August 2026 Interest for Acct# 4665, L. Green	$3,281.30	Posted
253	8/31/2026	August 2026 Interest for Acct #1622, L. Green	$10,122.32	Posted

Year and Fund Totals:

2027	60	$467,568.06

Total Receipts Posted = $467,568.06

Total Receipts Not Posted = $0.00

Deer Creek Public Schools

Receipt Register

Options: Fund: ATHLETICS ACTIVITY FUND, Show Detail: No, Date Range: 8/1/2026 - 8/31/2026, Account: ACTIVITY FUND-KIRKPATRICK BANK, Status: All

Receipt No	Date	Received From	Amount	Status
7	8/3/2026	AD/EL Donation/Travel	$2,725.00	Posted
8	8/7/2026	MS Cheer Dues TY KH	$580.00	Posted
9	8/11/2026	AD/EL SB vs. Bethany 8/10/26 SC	$200.00	Posted
10	8/11/2026	AD/EL SB vs. Bethany 8/10/26 GATE	$180.00	Posted
11	8/11/2026	AD/EL Donation	$3,648.20	Posted
12	8/12/2026	AD/EL SB vs. Santa Fe 8/11/26 SC	$300.00	Posted
13	8/12/2026	AD/EL SB vs. Santa Fe 8/11/26 GATE	$330.00	Posted
14	8/12/2026	CCMS VB GATE 8/11 ES/EL	$560.00	Posted
15	8/12/2026	CCMS VB STARTING CASH 8/11 ES/EL	$300.00	Posted
16	8/12/2026	AD/EL VB vs. Piedmont 8/11/26 SC	$500.00	Posted
17	8/12/2026	AD/EL VB vs. Piedmont 8/11/26 Gate	$290.00	Posted
18	8/14/2026	MS VB v Mustang N 8/13 SC. TY RM	$300.00	Posted
19	8/14/2026	MS VB v Must N 8/13 GATE. TY RM	$378.00	Posted
20	8/14/2026	MS SB v Mustang Central 8/13 SC. TY RM	$300.00	Posted
21	8/14/2026	MS SB v Mustang Central 8/13 GATE TY RM	$287.00	Posted
22	8/18/2026	MS SB vs Must N. 8/17 SC TY KH	$300.00	Posted
23	8/18/2026	MS SB vs. Nustang N 8/17/26 GATE TY KH	$231.00	Posted
24	8/18/2026	DCMS Adrenaline Fundraising SB. TY RM	$7,584.00	Posted
25	8/19/2026	CCMS VB GATE 8/11 ES/EL	$189.00	Posted
26	8/19/2026	CCMS VB STARTING CASH 8/11 ES/EL	$300.00	Posted
27	8/11/2026	AD/EL Hometown Stripe Dep. Athletic Gate Tickets	$783.78	Posted
28	8/12/2026	AD/EL Hometown Stripe Dep. Athletic Gate Tickets	$2,774.79	Posted
29	8/17/2026	AD/EL Hometown MS Tickets	$260.00	Posted
30	8/19/2026	DCMS MS VB vs. Choctaw SC. TY RM	$300.00	Posted
31	8/19/2026	DCMS VB vs Choctaw GATE. TY RM	$294.00	Posted
32	8/13/2026	AD/EL Hometown MS Tickets	$190.00	Posted
33	8/13/2026	AD/EL HS Hometown Tickets	$3,431.38	Posted
34	8/14/2026	AD/EL Hometown HS Tickets	$30.00	Posted
35	8/19/2026	AD/EL Hometown MS/HS Tickets	$515.19	Posted
36	8/21/2026	AD/EL SB vs. Mustang 8/20/26 SC	$200.00	Posted
37	8/21/2026	AD/EL SB vs. Mustang 8/20/26 GATE	$140.00	Posted
38	8/21/2026	AD/EL XC MS 8/20/26 GATE	$920.00	Posted
39	8/21/2026	AD/EL XC MS 8/20/26 SC	$500.00	Posted
40	8/26/2026	AD/EL Multiple Check Donations	$2,751.91	Posted
41	8/21/2026	AD/EL Donation	$198.00	Posted
42	8/21/2026	DCMS VB vs Piedmont SC. TY RM	$300.00	Posted
43	8/21/2026	DCMS VB vs Piedmont GATE. TY RM	$441.00	Posted
44	8/24/2026	AD/EL XC Festival 8/21/26 SC	$500.00	Posted
45	8/24/2026	AD/EL XC Festival 8/21/26 GATE	$5,204.00	Posted
46	8/24/2026	AD/EL Donation	$8,150.00	Posted
47	8/21/2026	AD/EL Hometown HS Tickets	$4.00	Posted
48	8/20/2026	AD/EL Hometown MS Tickets	$495.00	Posted
49	8/24/2026	AD/EL Hometown HS Tickets	$362.00	Posted
50	8/24/2026	AD/EL Hometown MS Tickets	$255.29	Posted
51	8/25/2026	AD/EL HS Pom Dues	$7,200.00	Posted
52	8/26/2026	AD/EL SB vs. Moore 8/25/26 SC	$200.00	Posted
53	8/26/2026	AD/EL SB vs. Moore 8/25/26 GATE	$80.00	Posted
54	8/26/2026	AD/EL HS VB v. Santa Fe-Gate	$390.00	Posted
55	8/26/2026	8/25 AD/EL HS VB v. Santa Fe-Starting Cash	$300.00	Posted

Deer Creek Public Schools

Receipt Register

Options: Fund: ATHLETICS ACTIVITY FUND, Show Detail: No, Date Range: 8/1/2026 - 8/31/2026, Account: ACTIVITY FUND-KIRKPATRICK BANK, Status: All

Receipt No	Date	Received From	Amount	Status
56	8/26/2026	DCMS VB vs CCMS SC TY RM	$300.00	Posted
57	8/26/2026	DCMS VB vs CCMS GATE TY RM	$406.00	Posted
58	8/26/2026	AD/EL Hometown HS Tickets	$500.00	Posted
59	8/28/2026	AD/EL SB vs. Ponca City 8/28/26 GATE	$110.00	Posted
60	8/28/2026	AD/EL SB vs. Ponca City 8/27/26 SC	$200.00	Posted
61	8/28/2026	CCMS VB v Yukon SC ES/LS	$300.00	Posted
62	8/28/2026	CCMS VB V Yukon 8/27 ES/LS	$238.00	Posted
63	8/27/2026	AD/EL HS Hometown Tickets	$1,429.46	Posted
64	8/27/2026	AD/EL Hometown MS Tickets	$347.00	Posted
65	8/28/2026	AD/EL Donation	$500.00	Posted
66	8/28/2026	AD/EL Entry Fee/Donation	$2,690.00	Posted
67	8/28/2026	AD/EL Hometown MS Tickets	$17.00	Posted
70	8/31/2026	AD/EL Hometown MS Tickets	$435.00	Posted
71	8/31/2026	AD/EL Hometown HS Tickets	$411.00	Posted

Year and Fund Totals:

2027	61	$64,536.00	

Total Receipts Posted = $64,536.00

Total Receipts Not Posted = $0.00

Deer Creek Public Schools

Payment Clearing Register

Options: Fund: SCHOOL ACTIVITY FUND, Show Detail: No, Date Range: 8/1/2026 - 8/31/2026, Account: ACTIVITY FUND-KIRKPATRICK BANK, Status: All

Clearing No	Date	Account No	Account Type	Amount	Status
2	8/31/2026	4665	AC	$242,413.25	Posted

Year and Fund Totals:

2026	60	$32,864.62
2027	60	$209,548.63

Total Payment Clearing Posted = $242,413.25

Total Payment Clearing Not Posted = $0.00

Deer Creek Public Schools

Payment Clearing Register

Options: Fund: ATHLETICS ACTIVITY FUND, Show Detail: No, Date Range: 8/1/2026 - 8/31/2026, Account: ACTIVITY FUND-KIRKPATRICK BANK, Status: All

Clearing No	Date	Account No	Account Type	Amount	Status
1	8/31/2026	4665	AC	$59,418.08	Posted

Year and Fund Totals:

2027	61	$59,418.08

Total Payment Clearing Posted = $59,418.08

Total Payment Clearing Not Posted = $0.00

Deer Creek Public Schools

Payment Register

Options: Year: 2026-2027, Fund Account: SCHOOL ACTIVITY FUND, Date Range: 8/1/2026 - 8/31/2026, Print Payroll Payments: True, Print Details: True

Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2027	60	276000 038	08/07/2026	ARVEST BANK			8/31/2026	8/31/2026	2	$24,683.21
2027	60	276000 039	08/12/2026	Language Line - Language Line Services			8/31/2026	8/31/2026	2	$9.45
2027	60	276000 040	08/12/2026	INKLING DESIGN			8/31/2026	8/31/2026	2	$80.00
2027	60	276000 041	08/12/2026	MELANIE MCINTOSH			8/31/2026	8/31/2026	2	$154.10
2027	60	276000 042	08/12/2026	ID SPECIALISTS, INC			8/31/2026	8/31/2026	2	$1,338.50
2027	60	276000 043	08/12/2026	J & C Lindsey, LLC - Kona Ice Yukon			8/31/2026	8/31/2026	2	$784.00
2027	60	276000 044	08/12/2026	THE UNIVERSITY OF TEXAS AT AUSTIN - The University of Texas at Austin			8/31/2026	8/31/2026	2	$625.00
2027	60	276000 045	08/12/2026	EDUSKILLS LLC			8/31/2026	8/31/2026	2	$5,500.00
2027	60	276000 046	08/12/2026	ESGI - ESGI, LLC			8/31/2026	8/31/2026	2	$21,798.00
2027	60	276000 047	08/12/2026	RocketLit Inc. - ROCKETLIT INC.			8/31/2026	8/31/2026	2	$4,784.00
2027	60	276000 048	08/12/2026	INSTRUCTIONAL EMPOWERMENT, INC.			8/31/2026	8/31/2026	2	$14,184.00
2027	60	276000 049	08/12/2026	APPLE INC			8/31/2026	8/31/2026	2	$387.00
2027	60	276000 050	08/12/2026	SPRINGALL TRAVEL TOUR INC - Springall Travel			8/31/2026			$1,566.46
2027	60	276000 051	08/12/2026	Tack Designs, LLC - Tack Designs			8/31/2026	8/31/2026	2	$2,825.80
2027	60	276000 052	08/12/2026	QUIK PRINT			8/31/2026	8/31/2026	2	$121.09
2027	60	276000 053	08/12/2026	Profile Signs			8/31/2026	8/31/2026	2	$105.00
2027	60	276000 054	08/12/2026	YUKON TROPHY & AWARDS			8/31/2026	8/31/2026	2	$169.50
2027	60	276000 055	08/12/2026	JY'S TOTAL LAWN CARE INC.			8/31/2026			$758.00
2027	60	276000 056	08/12/2026	Liminex, Inc. - LIMINEX, INC.			8/31/2026	8/31/2026	2	$1,645.00
2027	60	276000 057	08/12/2026	THE MEADOWS			8/31/2026	8/31/2026	2	$96.32
2027	60	276000 058	08/12/2026	Jostens Inc - JOSTENS INC			8/31/2026	8/31/2026	2	$6,361.99
2027	60	276000 059	08/12/2026	HOBBY LOBBY STORES, INC.			8/31/2026	8/31/2026	2	$236.75
2027	60	276000 060	08/12/2026	WESTCO LAMINATING SERVICES - Westco Laminator Service			8/31/2026	8/31/2026	2	$700.00
2027	60	276000 061	08/12/2026	RED ROCK FOOD EQUIPMENT, LLC			8/31/2026	8/31/2026	2	$225.00
2027	60	276000 062	08/12/2026	Tack Designs, LLC - Tack Designs			8/31/2026	8/31/2026	2	$1,302.68
2027	60	276000 063	08/12/2026	HOBBY LOBBY STORES, INC.			8/31/2026	8/31/2026	2	$82.93
2027	60	276000 064	08/12/2026	QUIK PRINT			8/31/2026	8/31/2026	2	$56.48
2027	60	276000 065	08/12/2026	WESTCO LAMINATING SERVICES - Westco Laminator Service			8/31/2026	8/31/2026	2	$175.00

Deer Creek Public Schools

Payment Register

Options: Year: 2026-2027, Fund Account: SCHOOL ACTIVITY FUND, Date Range: 8/1/2026 - 8/31/2026, Print Payroll Payments: True, Print Details: True

Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2027	60	276000 066	08/12/2026	HOBBY LOBBY STORES, INC.			8/31/2026	8/31/2026	2	$45.99
2027	60	276000 067	08/12/2026	ALL AMERICAN PIZZA			8/31/2026	8/31/2026	2	$152.83
2027	60	276000 068	08/12/2026	EUREKA / OZARKA WATER CO			8/31/2026	8/31/2026	2	$44.75
2027	60	276000 069	08/12/2026	EUREKA / OZARKA WATER CO			8/31/2026	8/31/2026	2	$107.40
2027	60	276000 070	08/12/2026	X-CEL BADGE			8/31/2026	8/31/2026	2	$36.75
2027	60	276000 071	08/12/2026	HOME DEPOT CREDIT SERVICES			8/31/2026	8/31/2026	2	$270.56
2027	60	276000 072	08/12/2026	ID SOLUTIONS			8/31/2026	8/31/2026	2	$104.00
2027	60	276000 073	08/12/2026	LEXIA VOYAGER SOPRIS, INC - LEXIA LEARNING SYSTEMS, LLC			8/31/2026	8/31/2026	2	$11,050.00
2027	60	276000 074	08/12/2026	ZOOBEAN, INC. - ZOOBEAN, INC			8/31/2026			$8,845.00
2027	60	276000 075	08/12/2026	QUIK PRINT			8/31/2026	8/31/2026	2	$172.38
2027	60	276000 076	08/12/2026	INKLING DESIGN			8/31/2026	8/31/2026	2	$720.00
2027	60	276000 077	08/12/2026	Profile Signs			8/31/2026	8/31/2026	2	$105.00
2027	60	276000 078	08/12/2026	HOBBY LOBBY STORES, INC.			8/31/2026	8/31/2026	2	$12.57
2027	60	276000 079	08/12/2026	INTER-CITY STRINGS			8/31/2026	8/31/2026	2	$900.00
2027	60	276000 080	08/12/2026	AMERICAN CHORAL DIRECTORS ASSOC. - Oklahoma Choral Directors			8/31/2026	8/31/2026	2	$445.00
2027	60	276000 081	08/12/2026	LOWE'S HOME IMPROVEMENT - LOWE'S			8/31/2026	8/31/2026	2	$750.55
2027	60	276000 082	08/12/2026	ID SOLUTIONS			8/31/2026	8/31/2026	2	$126.00
2027	60	276000 083	08/12/2026	EDMOND CHAMBER OF COMMERCE			8/31/2026	8/31/2026	2	$1,605.00
2027	60	276000 084	08/12/2026	ID SOLUTIONS			8/31/2026	8/31/2026	2	$706.00
2027	60	276000 085	08/12/2026	MICHAEL A STONE			8/31/2026	8/31/2026	2	$27.00
2027	60	276000 086	08/12/2026	X-CEL BADGE			8/31/2026	8/31/2026	2	$36.75
2027	60	276000 087	08/12/2026	HEATHER LANE			8/31/2026	8/31/2026	2	$52.00
2027	60	276000 088	08/18/2026	ARVEST BANK			8/31/2026	8/31/2026	2	$19,669.15
2027	60	276000 089	08/18/2026	STUDENT CONDUCTOR, INC.			8/31/2026	8/31/2026	2	$2,525.00
2027	60	276000 090	08/18/2026	CAMP BOND RETREAT - CAMP BOND			8/31/2026	8/31/2026	2	$1,700.00
2027	60	276000 091	08/18/2026	INKLING DESIGN			8/31/2026	8/31/2026	2	$2,500.40
2027	60	276000 092	08/18/2026	Jostens Inc - JOSTENS INC			8/31/2026	8/31/2026	2	$18.50
2027	60	276000 093	08/18/2026	EDGEWOOD PRESS, INC			8/31/2026	8/31/2026	2	$1,214.00

Deer Creek Public Schools

Payment Register

Options: Year: 2026-2027, Fund Account: SCHOOL ACTIVITY FUND, Date Range: 8/1/2026 - 8/31/2026, Print Payroll Payments: True, Print Details: True

Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2027	60	276000 094	08/18/2026	LA SALLE UNIVERSITY			8/31/2026	8/31/2026	2	$995.00
2027	60	276000 095	08/18/2026	LEARNING WITHOUT TEARS			8/31/2026	8/31/2026	2	$19,676.25
2027	60	276000 096	08/18/2026	OSSBA			8/31/2026	8/31/2026	2	$2,000.00
2027	60	276000 097	08/18/2026	INKLING DESIGN			8/31/2026	8/31/2026	2	$3,978.97
2027	60	276000 098	08/18/2026	X-CEL BADGE			8/31/2026	8/31/2026	2	$307.50
2027	60	276000 099	08/18/2026	THE MEADOWS			8/31/2026	8/31/2026	2	$48.80
2027	60	276000 100	08/18/2026	X-CEL BADGE			8/31/2026	8/31/2026	2	$112.50
2027	60	276000 101	08/18/2026	REID PRINTING			8/31/2026	8/31/2026	2	$180.25
2027	60	276000 102	08/18/2026	REALLY GOOD STUFF, LLC - Really Good Stuff LLC			8/31/2026	8/31/2026	2	$186.89
2027	60	276000 103	08/18/2026	ALL AMERICAN PIZZA			8/31/2026	8/31/2026	2	$217.00
2027	60	276000 104	08/18/2026	HAPPY PLAYGROUNDS, LLC			8/31/2026	8/31/2026	2	$3,080.50
2027	60	276000 105	08/18/2026	JFP #2 LLC			8/31/2026	8/31/2026	2	$430.50
2027	60	276000 106	08/18/2026	DELTAMATH SOLUTIONS INC.			8/31/2026	8/31/2026	2	$5,625.00
2027	60	276000 107	08/18/2026	INKLING DESIGN			8/31/2026	8/31/2026	2	$42.45
2027	60	276000 108	08/18/2026	QUIK PRINT			8/31/2026	8/31/2026	2	$567.36
2027	60	276000 109	08/18/2026	X-CEL BADGE			8/31/2026	8/31/2026	2	$135.50
2027	60	276000 110	08/18/2026	DEMCO, INC - Demco Inc.			8/31/2026	8/31/2026	2	$224.27
2027	60	276000 111	08/18/2026	INKLING DESIGN			8/31/2026	8/31/2026	2	$581.20
2027	60	276000 112	08/18/2026	QUIK PRINT			8/31/2026	8/31/2026	2	$101.17
2027	60	276000 113	08/18/2026	Tack Designs, LLC - Tack Designs			8/31/2026	8/31/2026	2	$1,113.60
2027	60	276000 114	08/18/2026	JUSTIN K CARROLL			8/31/2026			$27.00
2027	60	276000 115	08/18/2026	INKLING DESIGN			8/31/2026	8/31/2026	2	$170.00
2027	60	276000 116	08/18/2026	SPM MARKETING LLC - NATIONAL SCHOOL FORMS			8/31/2026			$118.44
2027	60	276000 117	08/18/2026	QUIK PRINT			8/31/2026	8/31/2026	2	$479.54
2027	60	276000 118	08/18/2026	QUIK PRINT			8/31/2026	8/31/2026	2	$1,316.79
2027	60	276000 119	08/18/2026	Reagan Bach			8/31/2026			$27.00
2027	60	276000 120	08/18/2026	JFP #2 LLC			8/31/2026	8/31/2026	2	$200.00
2027	60	276000 121	08/18/2026	PENDERS MUSIC			8/31/2026	8/31/2026	2	$668.17

Deer Creek Public Schools

Payment Register

Options: Year: 2026-2027, Fund Account: SCHOOL ACTIVITY FUND, Date Range: 8/1/2026 - 8/31/2026, Print Payroll Payments: True, Print Details: True

Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2027	60	276000 122	08/18/2026	HOME DEPOT CREDIT SERVICES			8/31/2026	8/31/2026	2	$24.62
2027	60	276000 123	08/18/2026	YUKON TROPHY & AWARDS			8/31/2026	8/31/2026	2	$486.00
2027	60	276000 124	08/18/2026	JARED WILLIAMS			8/31/2026	8/31/2026	2	$450.00
2027	60	276000 125	08/18/2026	QUIK PRINT			8/31/2026	8/31/2026	2	$55.79
2027	60	276000 126	08/18/2026	KELLY STOTTLEMYRE			8/31/2026	8/31/2026	2	$52.00
2027	60	276000 127	08/18/2026	ROBYN VANDERSLICE			8/31/2026			$52.00
2027	60	276000 128	08/18/2026	FIONA OOMMEN			8/31/2026	8/31/2026	2	$27.00
2027	60	276000 129	08/18/2026	KRISTI KRINGLEN			8/31/2026	8/31/2026	2	$52.00
2027	60	276000 130	08/18/2026	AMAURY MCCARVER			8/31/2026	8/31/2026	2	$27.00
2027	60	276000 131	08/18/2026	SYDNEY WILKENS			8/31/2026	8/31/2026	2	$27.00
2027	60	276000 132	08/18/2026	WENDY BRYLEWSKI			8/31/2026			$27.00
2027	60	276000 133	08/18/2026	LOUIS COTTONE			8/31/2026			$27.00
2027	60	276000 134	08/18/2026	ANNA WILLIAMS			8/31/2026	8/31/2026	2	$27.00
2027	60	276000 135	08/18/2026	SARAH HATLEY			8/31/2026	8/31/2026	2	$27.00
2027	60	276000 136	08/18/2026	Courtney Tice			8/31/2026			$27.00
2027	60	276000 137	08/18/2026	NATHAN COPHER			8/31/2026	8/31/2026	2	$27.00
2027	60	276000 138	08/18/2026	Ferreyro Restaurant Group, Inc.			8/31/2026			$531.02
2027	60	276000 139	08/18/2026	X-CEL BADGE			8/31/2026	8/31/2026	2	$52.25
2027	60	276000 140	08/18/2026	Danette Bowell			8/31/2026			$27.00
2027	60	276000 141	08/18/2026	GRACENOTES LLC			8/31/2026			$2,052.00
2027	60	276000 142	08/26/2026	ARVEST BANK			8/31/2026			$6,752.61
2027	60	276000 143	08/26/2026	ROBERT FEINBERG			8/31/2026			$520.00
2027	60	276000 144	08/26/2026	SPARKYS LAWN AND PEST CONTROL			8/31/2026			$23,750.00
2027	60	276000 145	08/26/2026	SMITH DRYDEN LLC			8/31/2026			$1,430.00
2027	60	276000 146	08/26/2026	EUREKA / OZARKA WATER CO			8/31/2026	8/31/2026	2	$170.55
2027	60	276000 147	08/26/2026	DEMCO, INC - Demco Inc.			8/31/2026			$713.77
2027	60	276000 148	08/26/2026	DEER CREEK CHILD NUTRITION			8/31/2026	8/31/2026	2	$289.05
2027	60	276000 149	08/26/2026	THE MEADOWS			8/31/2026			$45.00

Deer Creek Public Schools

Payment Register

Options: Year: 2026-2027, Fund Account: SCHOOL ACTIVITY FUND, Date Range: 8/1/2026 - 8/31/2026, Print Payroll Payments: True, Print Details: True

Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2027	60	276000 150	08/26/2026	SCHOOL MATE			8/31/2026			$462.50
2027	60	276000 151	08/26/2026	EUREKA / OZARKA WATER CO			8/31/2026	8/31/2026	2	$75.04
2027	60	276000 152	08/26/2026	RAINBOW PENNANT, INC.			8/31/2026			$420.00
2027	60	276000 153	08/26/2026	X-CEL BADGE			8/31/2026			$22.50
2027	60	276000 154	08/26/2026	BAMBI F KNOPP			8/31/2026			$400.00
2027	60	276000 155	08/26/2026	AMERICAN LOGO AND SIGN, INC.			8/31/2026			$278.16
2027	60	276000 156	08/26/2026	EUREKA / OZARKA WATER CO			8/31/2026	8/31/2026	2	$53.70
2027	60	276000 157	08/26/2026	EUREKA / OZARKA WATER CO			8/31/2026	8/31/2026	2	$23.35
2027	60	276000 158	08/26/2026	THE MEADOWS			8/31/2026			$45.00
2027	60	276000 159	08/26/2026	ADMIRAL EXPRESS, LLC - ADMIRAL EXPRESS LLC			8/31/2026			$1,639.60
2027	60	276000 160	08/26/2026	INKLING DESIGN			8/31/2026			$688.20
2027	60	276000 161	08/26/2026	COCA-COLA SOUTHWEST BEVERAGES LLC - COCA-COLA SOUTHWEST BEVER			8/31/2026	8/31/2026	2	$834.06
2027	60	276000 162	08/26/2026	QUIK PRINT			8/31/2026			$231.54
2027	60	276000 163	08/26/2026	INKLING DESIGN			8/31/2026			$495.95
2027	60	276000 164	08/26/2026	SHOWTIME CONCESSION SUPPLY, INC			8/31/2026			$394.85
2027	60	276000 165	08/26/2026	4IMPRINT, INC.			8/31/2026			$213.46
2027	60	276000 166	08/26/2026	ULINE			8/31/2026			$455.39
2027	60	276000 167	08/26/2026	QUIK PRINT			8/31/2026			$135.01
2027	60	276000 168	08/26/2026	LAKESHORE LEARNING MATERIALS - LAKESHORE LEARNING MATERIALS, L			8/31/2026	8/31/2026	2	$174.93
2027	60	276000 169	08/26/2026	Tickled Pink in Primary, LLC - FLUENCY AND FITNESS			8/31/2026			$139.00
2027	60	276000 170	08/26/2026	LITERACY RESOURCES, INC - Literacy Resources, LLC			8/31/2026			$267.00
2027	60	276000 171	08/26/2026	LITERACY RESOURCES, INC - Literacy Resources, LLC			8/31/2026			$512.80
2027	60	276000 172	08/26/2026	GOPHER SPORTS			8/31/2026			$1,111.37
2027	60	276000 173	08/26/2026	DEER CREEK CHILD NUTRITION			8/31/2026	8/31/2026	2	$1,117.50
2027	60	276000 174	08/26/2026	Lazel, INC - EXPLOREK12, INC.			8/31/2026			$125.00
2027	60	276000 175	08/26/2026	CTBOOK HOLDINGS LLC - BULK BOOKSTORE			8/31/2026			$1,054.60
2027	60	276000 176	08/26/2026	JORDAN BRUCE			8/31/2026			$145.00
2027	60	276000 177	08/26/2026	SCHOOL LIFE			8/31/2026			$287.08

Deer Creek Public Schools

Payment Register

Options: Year: 2026-2027, Fund Account: SCHOOL ACTIVITY FUND, Date Range: 8/1/2026 - 8/31/2026, Print Payroll Payments: True, Print Details: True

Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2027	60	276000 178	08/26/2026	FITNESS FINDERS			8/31/2026			$492.90
2027	60	276000 179	08/26/2026	X-CEL BADGE			8/31/2026			$21.75
2027	60	276000 180	08/26/2026	MTI ENTERPRISES INC. - MUSIC THEATRE INTERNATIONAL			8/31/2026			$830.00
2027	60	276000 181	08/26/2026	SCHOOL SAFE ID, LLC			8/31/2026			$100.00
2027	60	276000 182	08/26/2026	OKLAHOMA STATE UNIVERSITY - OKLAHOMA STATE UNIVERSITY - OKC			8/31/2026			$1,095.00
2027	60	276000 183	08/26/2026	NATIONAL FORENSIC LEAGUE - NATIONAL SPEECH & DEBATE ASSOCI			8/31/2026			$149.00
2027	60	276000 184	08/26/2026	DEER CREEK CHILD NUTRITION			8/31/2026	8/31/2026	2	$305.00
2027	60	276000 185	08/31/2026	KIRKPATRICK BANK			8/31/2026	8/31/2026	2	$3,825.00

Non-Payroll Total:	**$243,679.39**
Payroll Total:	**$0.00**
Balance Forward:	**$76,159.44**
Total:	**$319,838.83**

Deer Creek Public Schools

Payment Register

Options: Year: 2026-2027, Fund Account: ATHLETICS ACTIVITY FUND, Date Range: 8/1/2026 - 8/31/2026, Print Payroll Payments: True, Print Details: True

Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2027	61	276100 007	08/07/2026	ARVEST BANK			8/31/2026	8/31/2026	1	$4,534.63
2027	61	276100 008	08/10/2026	YOHANCE BROWN			8/31/2026	8/31/2026	1	$300.96
2027	61	276100 009	08/10/2026	CODY DEAN ENTERPRISES - DEAN LAWNS			8/31/2026	8/31/2026	1	$915.00
2027	61	276100 010	08/10/2026	CITIZEN POTAWATOMI NATION			8/31/2026	8/31/2026	1	$160.00
2027	61	276100 011	08/10/2026	Southmoore Softball Booster Club			8/31/2026			$150.00
2027	61	276100 012	08/10/2026	INKLING DESIGN			8/31/2026	8/31/2026	1	$1,589.00
2027	61	276100 013	08/10/2026	HANNAH MORLEY			8/31/2026	8/31/2026	1	$1,800.00
2027	61	276100 014	08/10/2026	KAYLA QUISENBERRY			8/31/2026	8/31/2026	1	$1,800.00
2027	61	276100 015	08/19/2026	ARVEST BANK			8/31/2026	8/31/2026	1	$315.47
2027	61	276100 016	08/19/2026	IMAGENET CONSULTING LLC			8/31/2026	8/31/2026	1	$166.45
2027	61	276100 017	08/19/2026	IMAGENET CONSULTING LLC			8/31/2026	8/31/2026	1	$104.45
2027	61	276100 018	08/19/2026	SLEEPWORLD			8/31/2026	8/31/2026	1	$1,157.00
2027	61	276100 019	08/19/2026	NO LIMITS HEALTH AND FITNESS, LLC - NO LIMITS HEALTH & FITNESS, LLC			8/31/2026	8/31/2026	1	$2,000.00
2027	61	276100 020	08/19/2026	Broken Arrow High School			8/31/2026	8/31/2026	1	$300.00
2027	61	276100 021	08/19/2026	BSN SPORTS SUPPLY GROUP, INC. - BSN SPORTS, LLC			8/31/2026	8/31/2026	1	$920.00
2027	61	276100 022	08/19/2026	MIDWEST SPORTING GOODS			8/31/2026	8/31/2026	1	$1,280.00
2027	61	276100 023	08/19/2026	OKLAHOMA TENNIS COACHES ASSOCIATION - OKLAHOMA TENNIS C			8/31/2026			$40.00
2027	61	276100 024	08/19/2026	BSN SPORTS SUPPLY GROUP, INC. - BSN SPORTS, LLC			8/31/2026	8/31/2026	1	$525.00
2027	61	276100 025	08/19/2026	EDMOND PUBLIC SCHOOLS - Edmond Public Schools Athletic Department			8/31/2026	8/31/2026	1	$100.00
2027	61	276100 026	08/19/2026	Game Changing Image LLC			8/31/2026	8/31/2026	1	$107.20
2027	61	276100 027	08/19/2026	BSN SPORTS SUPPLY GROUP, INC. - BSN SPORTS, LLC			8/31/2026	8/31/2026	1	$840.00
2027	61	276100 028	08/19/2026	Arrow Machinery			8/31/2026			$317.22
2027	61	276100 029	08/19/2026	Michael Todd - ALL AMERICAN STRIPING			8/31/2026	8/31/2026	1	$1,400.00
2027	61	276100 030	08/19/2026	FLOOR-TECH JANITORIAL			8/31/2026	8/31/2026	1	$12,655.00
2027	61	276100 031	08/19/2026	TERRY BOND			8/31/2026	8/31/2026	1	$170.00
2027	61	276100 032	08/19/2026	ANTHONY LEWIS			8/31/2026			$170.00
2027	61	276100 033	08/19/2026	COLIN CHATMAN			8/31/2026	8/31/2026	1	$155.00
2027	61	276100 034	08/19/2026	STEVEN LE			8/31/2026	8/31/2026	1	$155.00

Deer Creek Public Schools

Payment Register

Options: Year: 2026-2027, Fund Account: ATHLETICS ACTIVITY FUND, Date Range: 8/1/2026 - 8/31/2026, Print Payroll Payments: True, Print Details: True

Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2027	61	276100 035	08/19/2026	Max Sinclair			8/31/2026	8/31/2026	1	$170.00
2027	61	276100 036	08/19/2026	KIM BECKER			8/31/2026	8/31/2026	1	$210.00
2027	61	276100 037	08/19/2026	PATRICK LINSE			8/31/2026	8/31/2026	1	$120.00
2027	61	276100 038	08/19/2026	DANIEL IRWIN			8/31/2026			$120.00
2027	61	276100 039	08/19/2026	ADAM RICKS			8/31/2026			$120.00
2027	61	276100 040	08/19/2026	ERNEST OPOKU			8/31/2026	8/31/2026	1	$90.00
2027	61	276100 041	08/19/2026	ADAM RICKS			8/31/2026			$120.00
2027	61	276100 042	08/19/2026	DANIEL IRWIN			8/31/2026			$120.00
2027	61	276100 043	08/19/2026	ETHAN HAN			8/31/2026	8/31/2026	1	$90.00
2027	61	276100 044	08/19/2026	HOME DEPOT CREDIT SERVICES			8/31/2026	8/31/2026	1	$611.32
2027	61	276100 045	08/19/2026	NORMAN HIGH SCHOOL - Norman High School Volleyball			8/31/2026			$300.00
2027	61	276100 046	08/19/2026	PHILLIP WEISS			8/31/2026	8/31/2026	1	$120.00
2027	61	276100 047	08/19/2026	DANIEL IRWIN			8/31/2026			$120.00
2027	61	276100 048	08/19/2026	JAMES SIMPSON			8/31/2026	8/31/2026	1	$90.00
2027	61	276100 049	08/20/2026	JEFF MOORE			8/31/2026			$170.00
2027	61	276100 050	08/28/2026	OKLAHOMA CONTAINER - OKLAHOMA CONTAINER CORP.			8/31/2026			$100.00
2027	61	276100 051	08/28/2026	HELLAS CONSTRUCTION - HELLAS CONSTRUCTION, INC.			8/31/2026			$15,400.00
2027	61	276100 052	08/28/2026	VARSITY BRANDS HOLDING CO., INC. - Varsity Spirit Fashions & Supplies, LL			8/31/2026			$2,674.40
2027	61	276100 053	08/28/2026	HANNAH MORLEY			8/31/2026			$1,800.00
2027	61	276100 054	08/28/2026	KAYLA QUISENBERRY			8/31/2026			$1,800.00
2027	61	276100 055	08/28/2026	KEVIN LEE MCWATTERS - THE ENDURO GROUP, LLC			8/31/2026			$1,509.00
2027	61	276100 056	08/28/2026	PATRICK LINSE			8/31/2026			$90.00
2027	61	276100 057	08/28/2026	TUTTLE HIGH SCHOOL			8/31/2026			$220.00
2027	61	276100 058	08/28/2026	Lamont Martin			8/31/2026			$170.00
2027	61	276100 059	08/28/2026	TERRY BOND			8/31/2026			$170.00
2027	61	276100 060	08/28/2026	QUINTON HILL			8/31/2026			$170.00
2027	61	276100 061	08/28/2026	JASON BINGHAM			8/31/2026			$90.00
2027	61	276100 062	08/28/2026	JEFF MOORE			8/31/2026			$170.00

Deer Creek Public Schools

Payment Register

Options: Year: 2026-2027, Fund Account: ATHLETICS ACTIVITY FUND, Date Range: 8/1/2026 - 8/31/2026, Print Payroll Payments: True, Print Details: True

Year	Fund	No	Date	Vendor	Type	Date Voided	Date Registered	Clearing Date	Clearing No	Amount
2027	61	276100 063	08/28/2026	ANTHONY LEWIS			8/31/2026			$170.00
2027	61	276100 064	08/28/2026	MOORE ATHLETIC DEPARTMENT - MOORE PUBLIC SCHOOLS ATHLETIC			8/31/2026			$60.00
2027	61	276100 065	08/28/2026	CARL V. HAWKINS JR.			8/31/2026			$200.00
2027	61	276100 066	08/28/2026	TOM SNYDER		08/31/2026				$0.00
2027	61	276100 067	08/28/2026	JONATHAN M HUGHES			8/31/2026			$1,700.00
2027	61	276100 068	08/28/2026	Broken Arrow High School - BROKEN ARROW ATHLETICS			8/31/2026			$300.00
2027	61	276100 069	08/28/2026	Katherine Guadalupe			8/31/2026			$90.00
2027	61	276100 070	08/31/2026	KIRKPATRICK BANK			8/31/2026	8/31/2026	1	$5,800.00

Non-Payroll Total:	**$69,382.10**
Payroll Total:	**$0.00**
Balance Forward:	**$18,666.60**
Total:	**$88,048.70**

2026 OUTSTANDING - 60

Deer Creek Public Schools

Outstanding Payments

Options: Fiscal Years: 2026, Funds: 60, As Of Date: 8/31/2026

Year	Fund	No	Date	Reg Date	Vendor No	Vendor	Amount
2026	60	198	8/21/2025	8/31/2025	51710	TIFFANY MCGREW	$27.00
2026	60	627	10/15/2025	10/31/2025	53102	ROBERT HUNTER	$110.00
2026	60	1053	12/4/2025	12/31/2025	258860	SIGNS TO GO	$55.00
2026	60	1386	2/3/2026	2/28/2026	48248	DWAYNE DOOLITTLE	$160.00
2026	60	1466	2/12/2026	2/28/2026	51325	Matthew Mantle	$160.00
2026	60	1479	2/19/2026	2/28/2026	272070	SONIC	$16.30
2026	60	1498	2/19/2026	2/28/2026	49070	SHOWBIZ CINEMAS	$897.12
2026	60	1632	3/12/2026	3/31/2026	53763	LANGSTON UNIVERSITY	$230.00
2026	60	1708	3/31/2026	3/31/2026	49070	SHOWBIZ CINEMAS	$1031.69
2026	60	1723	3/31/2026	3/31/2026	53835	ALBERTO GUERRERO	$100.00
2026	60	1872	4/9/2026	4/30/2026	53250	OLIVIA BREWSTER	$250.00
2026	60	1979	5/1/2026	5/31/2026	271704	NORMAN NORTH HIGH SCHOOL - N	$200.00
2026	60	2026	5/1/2026	5/31/2026	53910	AGUSTIN MATEOS	$100.00
2026	60	2286	5/29/2026	5/31/2026	271095	Jennifer Turner	$36.98
						Total: 2026 60	**$3,374.09**
						Total Outstanding:	**$3,374.09**

2027 OUTSTANDING - 60

Deer Creek Public Schools

Outstanding Payments

Options: Fiscal Years: 2027, Funds: 60, As Of Date: 8/31/2026

Year	Fund	No	Date	Reg Date	Vendor No	Vendor	Amount
2027	60	276000	8/12/2026	8/31/2026	262792	SPRINGALL TRAVEL TOUR INC - Spri	$1566.46
2027	60	276000	8/12/2026	8/31/2026	271240	JY'S TOTAL LAWN CARE INC.	$758.00
2027	60	276000	8/12/2026	8/31/2026	52216	ZOOBEAN, INC. - ZOOBEAN, INC	$8845.00
2027	60	276000	8/18/2026	8/31/2026	54107	JUSTIN K CARROLL	$27.00
2027	60	276000	8/18/2026	8/31/2026	259515	SPM MARKETING LLC - NATIONAL S	$118.44
2027	60	276000	8/18/2026	8/31/2026	54109	Reagan Bach	$27.00
2027	60	276000	8/18/2026	8/31/2026	53536	ROBYN VANDERSLICE	$52.00
2027	60	276000	8/18/2026	8/31/2026	54136	WENDY BRYLEWSKI	$27.00
2027	60	276000	8/18/2026	8/31/2026	54135	LOUIS COTTONE	$27.00
2027	60	276000	8/18/2026	8/31/2026	53543	Courtney Tice	$27.00
2027	60	276000	8/18/2026	8/31/2026	53120	Ferreyro Restaurant Group, Inc.	$531.02
2027	60	276000	8/18/2026	8/31/2026	51365	Danette Bowell	$27.00
2027	60	276000	8/18/2026	8/31/2026	54104	GRACENOTES LLC	$2052.00
2027	60	276000	8/26/2026	8/31/2026	51591	ARVEST BANK	$6752.61
2027	60	276000	8/26/2026	8/31/2026	53863	ROBERT FEINBERG	$520.00
2027	60	276000	8/26/2026	8/31/2026	261204	SPARKYS LAWN AND PEST CONTRO	$23750.00
2027	60	276000	8/26/2026	8/31/2026	260890	SMITH DRYDEN LLC	$1430.00
2027	60	276000	8/26/2026	8/31/2026	270583	DEMCO, INC - Demco Inc.	$713.77
2027	60	276000	8/26/2026	8/31/2026	257969	THE MEADOWS	$45.00
2027	60	276000	8/26/2026	8/31/2026	258493	SCHOOL MATE	$462.50
2027	60	276000	8/26/2026	8/31/2026	271888	RAINBOW PENNANT, INC.	$420.00
2027	60	276000	8/26/2026	8/31/2026	261160	X-CEL BADGE	$22.50
2027	60	276000	8/26/2026	8/31/2026	48650	BAMBI F KNOPP	$400.00
2027	60	276000	8/26/2026	8/31/2026	262150	AMERICAN LOGO AND SIGN, INC.	$278.16
2027	60	276000	8/26/2026	8/31/2026	257969	THE MEADOWS	$45.00
2027	60	276000	8/26/2026	8/31/2026	53239	ADMIRAL EXPRESS, LLC - ADMIRAL	$1639.60
2027	60	276000	8/26/2026	8/31/2026	263220	INKLING DESIGN	$688.20
2027	60	276000	8/26/2026	8/31/2026	258146	QUIK PRINT	$231.54
2027	60	276000	8/26/2026	8/31/2026	263220	INKLING DESIGN	$495.95
2027	60	276000	8/26/2026	8/31/2026	272047	SHOWTIME CONCESSION SUPPLY, I	$394.85
2027	60	276000	8/26/2026	8/31/2026	270001	4IMPRINT, INC.	$213.46
2027	60	276000	8/26/2026	8/31/2026	272260	ULINE	$455.39
2027	60	276000	8/26/2026	8/31/2026	258146	QUIK PRINT	$135.01
2027	60	276000	8/26/2026	8/31/2026	53508	Tickled Pink in Primary, LLC - FLUEN	$139.00
2027	60	276000	8/26/2026	8/31/2026	271412	LITERACY RESOURCES, INC - Literac	$267.00
2027	60	276000	8/26/2026	8/31/2026	271412	LITERACY RESOURCES, INC - Literac	$512.80
2027	60	276000	8/26/2026	8/31/2026	270840	GOPHER SPORTS	$1111.37
2027	60	276000	8/26/2026	8/31/2026	50480	Lazel, INC - EXPLOREK12, INC.	$125.00
2027	60	276000	8/26/2026	8/31/2026	50522	CTBOOK HOLDINGS LLC - BULK BO	$1054.60
2027	60	276000	8/26/2026	8/31/2026	50709	JORDAN BRUCE	$145.00
2027	60	276000	8/26/2026	8/31/2026	48631	SCHOOL LIFE	$287.08
2027	60	276000	8/26/2026	8/31/2026	270773	FITNESS FINDERS	$492.90
2027	60	276000	8/26/2026	8/31/2026	261160	X-CEL BADGE	$21.75
2027	60	276000	8/26/2026	8/31/2026	259836	MTI ENTERPRISES INC. - MUSIC THE	$830.00
2027	60	276000	8/26/2026	8/31/2026	272010	SCHOOL SAFE ID, LLC	$100.00
2027	60	276000	8/26/2026	8/31/2026	272363	OKLAHOMA STATE UNIVERSITY - O	$1095.00
2027	60	276000	8/26/2026	8/31/2026	271672	NATIONAL FORENSIC LEAGUE - NA	$149.00
						Total: 2027 60	**$59,508.96**
						Total Outstanding:	**$59,508.96**

2027 OUTSTANDING - 61

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Deer Creek Public Schools

Outstanding Payments

Options: Fiscal Years: 2027, Funds: 61, As Of Date: 8/31/2026

Year	Fund	No	Date	Reg Date	Vendor No	Vendor	Amount
2027	61	276100	8/10/2026	8/31/2026	54106	Southmoore Softball Booster Club	$150.00
2027	61	276100	8/19/2026	8/31/2026	52907	OKLAHOMA TENNIS COACHES ASS	$40.00
2027	61	276100	8/19/2026	8/31/2026	270105	Arrow Machinery	$317.22
2027	61	276100	8/19/2026	8/31/2026	49582	ANTHONY LEWIS	$170.00
2027	61	276100	8/19/2026	8/31/2026	270479	DANIEL IRWIN	$120.00
2027	61	276100	8/19/2026	8/31/2026	53238	ADAM RICKS	$120.00
2027	61	276100	8/19/2026	8/31/2026	53238	ADAM RICKS	$120.00
2027	61	276100	8/19/2026	8/31/2026	270479	DANIEL IRWIN	$120.00
2027	61	276100	8/19/2026	8/31/2026	271702	NORMAN HIGH SCHOOL - Norman	$300.00
2027	61	276100	8/19/2026	8/31/2026	270479	DANIEL IRWIN	$120.00
2027	61	276100	8/20/2026	8/31/2026	52425	JEFF MOORE	$170.00
2027	61	276100	8/28/2026	8/31/2026	262934	OKLAHOMA CONTAINER - OKLAHO	$100.00
2027	61	276100	8/28/2026	8/31/2026	48718	HELLAS CONSTRUCTION - HELLAS C	$15400.00
2027	61	276100	8/28/2026	8/31/2026	272284	VARSITY BRANDS HOLDING CO., IN	$2674.40
2027	61	276100	8/28/2026	8/31/2026	270888	HANNAH MORLEY	$1800.00
2027	61	276100	8/28/2026	8/31/2026	48557	KAYLA QUISENBERRY	$1800.00
2027	61	276100	8/28/2026	8/31/2026	52269	KEVIN LEE MCWATTERS - THE END	$1509.00
2027	61	276100	8/28/2026	8/31/2026	271801	PATRICK LINSE	$90.00
2027	61	276100	8/28/2026	8/31/2026	48409	TUTTLE HIGH SCHOOL	$220.00
2027	61	276100	8/28/2026	8/31/2026	53579	Lamont Martin	$170.00
2027	61	276100	8/28/2026	8/31/2026	50526	TERRY BOND	$170.00
2027	61	276100	8/28/2026	8/31/2026	52439	QUINTON HILL	$170.00
2027	61	276100	8/28/2026	8/31/2026	54171	JASON BINGHAM	$90.00
2027	61	276100	8/28/2026	8/31/2026	52425	JEFF MOORE	$170.00
2027	61	276100	8/28/2026	8/31/2026	49582	ANTHONY LEWIS	$170.00
2027	61	276100	8/28/2026	8/31/2026	271635	MOORE ATHLETIC DEPARTMENT -	$60.00
2027	61	276100	8/28/2026	8/31/2026	53268	CARL V. HAWKINS JR.	$200.00
2027	61	276100	8/28/2026	8/31/2026	52914	JONATHAN M HUGHES	$1700.00
2027	61	276100	8/28/2026	8/31/2026	270199	Broken Arrow High School - BROKE	$300.00
2027	61	276100	8/28/2026	8/31/2026	50528	Katherine Guadalupe	$90.00
						Total: 2027 61	**$28,630.62**
						Total Outstanding:	**$28,630.62**

Deer Creek Public Schools

Cash Balances

Options: Fiscal Years: 2027, Funds: 60, 61, As Of Date: 8/31/2026, Account Types: All

Cash By Account and Fund

AC 4665	ACTIVITY FUND-KIRKPATRICK BANK			
2027	60	SCHOOL ACTIVITY FUND		$4,367,318.25
2027	61	ATHLETICS ACTIVITY FUND		$333,085.55
			Total AC 4665	$4,700,403.80
				$4,700,403.80

Cash By Fund

2027	60	SCHOOL ACTIVITY FUND	$4,367,318.25
2027	61	ATHLETICS ACTIVITY FUND	$333,085.55
			$4,700,403.80

Deer Creek Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 8/1/2026 - 8/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 DCMS CONCESSIONS	$6,000.00	$2,541.00	$0.00	$3,185.17	$5,355.83	$1,180.00	$4,175.83
802 DCMS PARENT HOSPITALITY	$4,059.13	$5,439.29	$0.00	$1,319.23	$8,179.19	$500.00	$7,679.19
803 DCMS DRAMA CLASS	$15,013.99	$0.00	$0.00	$830.00	$14,183.99	$0.00	$14,183.99
804 DCMS MEDIA	$2,794.54	$4,033.46	$0.00	$0.00	$6,828.00	$3,750.00	$3,078.00
805 DCMS YEARBOOK	$17,183.37	$0.00	$0.00	$6,361.99	$10,821.38	$174.95	$10,646.43
806 DCMS MULTIHANDICAP CLASS	$4,152.86	$0.00	$0.00	$0.00	$4,152.86	$0.00	$4,152.86
810 DCMS COMPETITIVE CHEER	$0.00	$972.16	$0.00	$0.00	$972.16	$0.00	$972.16
811 DCMS DONATIONS	$40,444.59	$3,784.11	$0.00	$5,268.41	$38,960.29	$10,186.47	$28,773.82
813 DCMS ART	$2,250.11	$892.48	$0.00	$0.00	$3,142.59	$512.04	$2,630.55
820 DCMS LEADERSHIP	$5,406.97	$164.15	$0.00	$202.32	$5,368.80	$0.00	$5,368.80
821 DCMS NATIONAL JR HONOR SOCIETY	$2,861.33	$0.00	$0.00	$0.00	$2,861.33	$0.00	$2,861.33
825 DISTRICT BAND	$11,643.62	$8,639.93	$0.00	$0.00	$20,283.55	$9,770.00	$10,513.55
826 DCMS FCA	$689.95	$0.00	$0.00	$0.00	$689.95	$0.00	$689.95
827 HS OFFICE	$93,388.09	$30,079.36	$0.00	$7,938.30	$115,529.15	$18,186.99	$97,342.16
828 HS BUSINESS PROFESSIONALS	$1,108.00	$0.00	$0.00	$0.00	$1,108.00	$165.00	$943.00
829 HS STUDENT FEES	$35,861.71	$21,013.64	$0.00	$2,468.50	$54,406.85	$0.00	$54,406.85
830 HS TESTING	$13,318.03	$2,752.02	$0.00	$0.00	$16,070.05	$0.00	$16,070.05
831 HS JUNIOR CLASS/PROM ACCOUNT	$31,256.95	$0.00	$0.00	$0.00	$31,256.95	$0.00	$31,256.95
833 HS STUDENT COUNCIL	$2,974.26	$3,200.54	$0.00	$2,079.10	$4,095.70	$500.00	$3,595.70
834 HS MUSLIM STUDENT ASSOCIATION	$367.76	$0.00	$0.00	$0.00	$367.76	$0.00	$367.76
835 HS NATIONAL HONOR SOCIETY	$8,990.64	$2,294.42	$0.00	$0.00	$11,285.06	$0.00	$11,285.06
836 HS FRESHMAN ART	$196.28	$3,424.04	$0.00	$0.00	$3,620.32	$0.00	$3,620.32
837 HS MEDIA	$39,494.53	$30,636.64	$0.00	$1,054.60	$69,076.57	$15,055.01	$54,021.56
838 HS YOUTH & GOVERNMENT	$276.10	$0.00	$0.00	$0.00	$276.10	$0.00	$276.10
839 HS ARTS FESTIVAL	$1,640.74	$0.00	$0.00	$0.00	$1,640.74	$0.00	$1,640.74
840 HS ESPORTS	$0.03	$0.00	$0.00	$0.00	$0.03	$0.00	$0.03
841 HS DC AVIATION	$510.61	$311.11	$0.00	$0.00	$821.72	$0.00	$821.72
842 HS 3D ART	$179.29	$1,533.31	$0.00	$0.00	$1,712.60	$0.00	$1,712.60
843 HS FILM STUDIES	$11.20	$283.37	$0.00	$0.00	$294.57	$0.00	$294.57
844 HS CERAMICS	$134.35	$1,238.55	$0.00	$0.00	$1,372.90	$180.00	$1,192.90
845 HEALTH & WELLNESS	$254.51	$0.00	$0.00	$0.00	$254.51	$0.00	$254.51
846 HS ACADEMIC TEAM	$277.26	$0.00	$0.00	$0.00	$277.26	$90.00	$187.26
847 HS SCIENCE LAB DONATIONS	$324.79	$0.00	$0.00	$0.00	$324.79	$0.00	$324.79
848 HS KEY CLUB	$3,219.23	$0.00	$0.00	$0.00	$3,219.23	$0.00	$3,219.23
849 HS DRAMA & THEATER	$3,076.57	$0.00	$0.00	$0.00	$3,076.57	$0.00	$3,076.57
850 HS VOCAL MUSIC	$10,626.11	$3,652.27	$0.00	$590.00	$13,688.38	$355.00	$13,333.38
851 HS ADVANCED ART CLUB	$1,067.66	$1,441.15	$0.00	$0.00	$2,508.81	$0.00	$2,508.81
854 HS FRESHMAN CLASS	$6,415.71	$208.50	$0.00	$0.00	$6,624.21	$0.00	$6,624.21
855 HS SOPHOMORE CLASS	$8,721.45	$0.00	$0.00	$0.00	$8,721.45	$0.00	$8,721.45
856 HS SENIOR CLASS/GRADUATION	$24,951.87	$2,263.34	$0.00	$0.00	$27,215.21	$18,050.00	$9,165.21
857 HS YEARBOOK	$9,107.84	$0.00	$0.00	$0.00	$9,107.84	$0.00	$9,107.84
859 HS FRENCH EXCHANGE	$8,724.48	$29.46	$0.00	$0.00	$8,753.94	$0.00	$8,753.94
860 HS CHEER	$0.00	$11,999.73	$0.00	$0.00	$11,999.73	$0.00	$11,999.73
870 HS SUNSHINE FUND	$270.10	$360.83	$0.00	$0.00	$630.93	$0.00	$630.93
875 HIGH SCHOOL GENERAL ATHLETICS	$0.00	$573.31	$0.00	$0.00	$573.31	$0.00	$573.31
877 HS ASIAN CULTURE CLUB	$241.25	$0.00	$0.00	$0.00	$241.25	$0.00	$241.25
878 HS BLACK STUDENT UNION (BSU)	$309.93	$0.00	$0.00	$0.00	$309.93	$0.00	$309.93
880 DC ACADEMY	$3,756.66	$284.41	$0.00	$292.84	$3,748.23	$175.00	$3,573.23
882 ORCHESTRA	$16,535.34	$13,029.56	$0.00	$2,228.30	$27,336.60	$700.00	$26,636.60
883 HS SPEECH AND DEBATE	$1,409.37	$0.00	$0.00	$149.00	$1,260.37	$0.00	$1,260.37
884 HS DC STOMP	$15.89	$14.63	$0.00	$0.00	$30.52	$0.00	$30.52
900 ADMIN HR	$10,910.94	$0.00	$0.00	$0.00	$10,910.94	$1,260.00	$9,650.94
902 ADMIN BACKGROUD CHECKS	$2,016.67	$1,429.50	$0.00	$0.00	$3,446.17	$2,000.00	$1,446.17
903 ADMINISTRATIVE EXPENSE	$161,906.02	$20,956.61	$0.00	$12,536.46	$170,326.17	$63,356.33	$106,969.84
905 ADMIN STUDENT ASSISTANCE	$5,000.00	$0.00	$0.00	$0.00	$5,000.00	$0.00	$5,000.00
906 ADMIN PUBLIC RELATIONS	$10,792.31	$953.60	$0.00	$637.04	$11,108.87	$3,839.18	$7,269.69
907 ADMIN STADIUM SIGNAGE	$2,903.88	$105.85	$0.00	$0.00	$3,009.73	$0.00	$3,009.73

Deer Creek Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 8/1/2026 - 8/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
909 ADMIN TECHNOLOGY	$8,248.12	$77,038.92	$0.00	$0.00	$85,287.04	$0.00	$85,287.04
910 ADMIN CURRICULUM	$224,547.64	$0.00	$0.00	$99,553.59	$124,994.05	$57,754.44	$67,239.61
911 ANTLER CARE	$2,657,647.00	$113,856.70	$0.00	$31,093.65	$2,740,410.05	$512,555.92	$2,227,854.13
912 ROSE UNION ELEM OFFICE	$38,195.47	$568.45	$0.00	$9,484.69	$29,279.23	$21,971.31	$7,307.92
913 ROSE UNION ELEM MEDIA	$14,593.26	$32.33	$0.00	$0.00	$14,625.59	$0.00	$14,625.59
915 KNIGHT RIDGE ELEM OFFICE	$29,598.66	$148.49	$0.00	$5,346.24	$24,400.91	$9,594.07	$14,806.84
916 KNIGHT RIDGE ELEM MEDIA	$731.51	$0.00	$0.00	$0.00	$731.51	$0.00	$731.51
917 KNIGHT RIDGE ELEM CLUBS	$1,321.01	$0.00	$0.00	$0.00	$1,321.01	$300.00	$1,021.01
919 SPRING CREEK ELEM OFFICE	$5,324.31	$1,268.70	$0.00	$1,125.67	$5,467.34	$4,075.00	$1,392.34
920 SPRING CREEK ELEM DONATIONS	$41,286.70	$2,573.76	$0.00	$2,234.33	$41,626.13	$10,716.00	$30,910.13
921 SPRING CREEK ELEM MEDIA	$10,511.04	$23.62	$0.00	$224.27	$10,310.39	$5,000.00	$5,310.39
922 SPRING CREEK ELEM P.E.	$708.98	$0.00	$0.00	$0.00	$708.98	$0.00	$708.98
923 SPRING CREEK ELEM ART	$1,467.32	$0.00	$0.00	$0.00	$1,467.32	$0.00	$1,467.32
924 SPRING CREEK ELEM MUSIC	$612.58	$0.00	$0.00	$0.00	$612.58	$0.00	$612.58
925 SPRING CREEK STEM	$3,124.31	$0.00	$0.00	$0.00	$3,124.31	$0.00	$3,124.31
927 DEER CREEK ELEMENTARY OFFICE	$65,926.35	$7,694.82	$0.00	$4,128.15	$69,493.02	$3,250.71	$66,242.31
928 DEER CREEK ELEMENTARY MEDIA	$7,490.53	$25.64	$0.00	$0.00	$7,516.17	$1,279.91	$6,236.26
929 DEER CREEK ELEM INSTRUCTIONAL	$45,992.25	$2,078.80	$0.00	$3,199.76	$44,871.29	$9,398.41	$35,472.88
930 DEER CREEK ELEMENTARY ART	$1,371.35	$0.00	$0.00	$0.00	$1,371.35	$0.00	$1,371.35
931 DEER CREEK ELEMENTARY CLUBS	$300.00	$0.00	$0.00	$0.00	$300.00	$0.00	$300.00
936 GROVE VALLEY OFFICE	$17,712.69	$320.91	$0.00	$5,899.39	$12,134.21	$2,607.07	$9,527.14
937 GROVE VALLEY DONATIONS	$16,193.09	$21,234.64	$0.00	$2,287.53	$35,140.20	$7,504.80	$27,635.40
938 GROVE VALLEY ART	$717.10	$0.00	$0.00	$0.00	$717.10	$0.00	$717.10
939 GROVE VALLEY SPECIAL OLYMPICS/SPED	$1,002.86	$0.00	$0.00	$0.00	$1,002.86	$0.00	$1,002.86
940 GROVE VALLEY MUSIC	$1,262.50	$0.00	$0.00	$0.00	$1,262.50	$0.00	$1,262.50
941 GROVE VALLEY MEDIA	$15,977.93	$50.82	$0.00	$0.00	$16,028.75	$1,625.00	$14,403.75
942 GROVE VALLEY STEM	$713.61	$0.00	$0.00	$0.00	$713.61	$0.00	$713.61
943 GROVE VALLEY SPORTS CLUB	$6,259.90	$0.00	$0.00	$0.00	$6,259.90	$0.00	$6,259.90
948 DCIS OFFICE	$29,112.08	$14,224.75	$0.00	$3,650.84	$39,685.99	$12,324.96	$27,361.03
949 DCIS DONATIONS	$66,476.52	$14,711.51	$0.00	$8,724.16	$72,463.87	$24,564.21	$47,899.66
950 DCIS SPECIAL EDUCATION	$19,700.01	$0.00	$0.00	$0.00	$19,700.01	$0.00	$19,700.01
951 DCIS MEDIA CENTER	$24,959.24	$4,032.76	$0.00	$0.00	$28,992.00	$550.00	$28,442.00
952 DCIS ART	$1,550.51	$0.00	$0.00	$0.00	$1,550.51	$422.85	$1,127.66
953 DCIS CLUBS	$1,410.20	$0.00	$0.00	$0.00	$1,410.20	$200.00	$1,210.20
955 DCIS MUSIC	$3,666.89	$0.00	$0.00	$0.00	$3,666.89	$2,750.00	$916.89
957 DCIS INTRAMURALS	$4,044.27	$0.00	$0.00	$0.00	$4,044.27	$0.00	$4,044.27
958 PRAIRIE VALE ELEMENTARY OFFICE	$7,245.61	$0.00	$0.00	$1,260.43	$5,985.18	$3,230.00	$2,755.18
959 PRAIRIE VALE LIBRARY	$7,815.25	$784.17	$0.00	$0.00	$8,599.42	$228.00	$8,371.42
960 PV SPECIAL OLYMPICS	$1,832.71	$0.00	$0.00	$0.00	$1,832.71	$0.00	$1,832.71
961 PV GRADE LEVEL FUNDS	$3,599.67	$0.00	$0.00	$0.00	$3,599.67	$300.00	$3,299.67
962 PV ELEMENTARY DONATIONS	$19,281.15	$15,265.48	$0.00	$5,450.94	$29,095.69	$13,140.23	$15,955.46
963 PV EXTRA CURRICULAR CLUBS/ACT	$3,793.52	$0.00	$0.00	$0.00	$3,793.52	$0.00	$3,793.52
969 TRANSITION CENTER	$44,013.09	$0.00	$0.00	$19.98	$43,993.11	$190.02	$43,803.09
975 CCMS OFFICE	$39,228.96	$5,419.95	$0.00	$10,116.70	$34,532.21	$10,919.02	$23,613.19
976 CCMS MEDIA	$5,018.68	$3,286.51	$0.00	$713.77	$7,591.42	$252.00	$7,339.42
977 CCMS CONCESSIONS	$3,000.00	$2,390.00	$0.00	$2,024.04	$3,365.96	$2,335.58	$1,030.38
978 CCMS PARENT HOSPITALITY	$3,798.28	$0.00	$0.00	$0.00	$3,798.28	$0.00	$3,798.28
Total	**$4,143,429.58**	**$467,568.06**	**$0.00**	**$243,679.39**	**$4,367,318.25**	**$869,025.48**	**$3,498,292.77**

Deer Creek Public Schools

Revenue/Expenditure Summary

Options: Fund: 61, Date Range: 8/1/2026 - 8/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
810 DCMS COMPETITIVE CHEER	$19,336.08	$580.00	$0.00	$0.00	$19,916.08	$11,370.60	$8,545.48
817 DCMS GENERAL ATHLETICS	$91,918.42	$15,447.48	$0.00	$11,648.73	$95,717.17	$23,509.86	$72,207.31
853 HS POM SQUAD	$11,207.99	$7,200.00	$0.00	$7,200.00	$11,207.99	$7,200.00	$4,007.99
860 HS CHEER	$16,885.83	$698.00	$0.00	$2,799.40	$14,784.43	$7,785.00	$6,999.43
861 HS TENNIS	$40,340.00	$0.00	$0.00	$0.00	$40,340.00	$0.00	$40,340.00
862 HS CROSS COUNTRY	$10,000.00	$0.00	$0.00	$0.00	$10,000.00	$0.00	$10,000.00
875 HIGH SCHOOL GENERAL ATHLETICS	$148,243.33	$40,610.52	$0.00	$47,733.97	$141,119.88	$123,940.39	$17,179.49
Total	**$337,931.65**	**$64,536.00**	**$0.00**	**$69,382.10**	**$333,085.55**	**$173,805.85**	**$159,279.70**

September 14, 2026

DEER CREEK PUBLIC SCHOOL ACTIVITY FUNDS 2026-2027
REQUEST APPROVAL FOR BUDGET REVISIONS, TRANSFERS, NEW ACCOUNTS, AND PAYMENTS

BUDGET APPROVALS:
CCMS ART (979) - GAYLA BOZARTH
CCMS YEARBOOK (980) - GAYLA BOZARTH
CCMS NJHS (981) - GAYLA BOZARTH
CCMS DRAMA (982) - GAYLA BOZARTH
CCMS LEADERSHIP (983) - GAYLA BOZARTH
CCMS FCA (984) - GAYLA BOZARTH
CCMS SPECIAL ED (985) - GAYLA BOZARTH

BUDGET REVISIONS:
NONE

NEW/REVISED ACCOUNTS:
CCMS ART - GAYLA BOZARTH
CCMS YEARBOOK - GAYLA BOZARTH
CCMS NJHS - GAYLA BOZARTH
CCMS DRAMA - GAYLA BOZARTH
CCMS LEADERSHIP - GAYLA BOZARTH
CCMS FCA - GAYLA BOZARTH
CCMS SPECIAL ED - GAYLA BOZARTH

CLOSE ACCOUNTS:
NONE

TRANSFERS FROM:	TRANSFERS TO:	EXPLANATION	AMOUNT
810 DCMS COMP CHEER (60)	810 DCMS COMP CHEER (61)	MSB DEPOSITS	$972.16
829 HS STUDENT FEES	856 HS SENIORS/GRADUATION	FEES FOR GRAD	$12,000.00
831 HS JUNIORS/PROM	856 HS SENIORS/GRADUATION	ROLL UP FUNDS	$10,000.00

860 HS CHEER (60)	860 HS CHEER (61)	INCORRECT MSB DEPOSITS	$11,999.73
875 HS GEN ATHLETICS (60)	875 HS GEN ATHLETICS (61)	MSB DEPOSIT	$573.31
911 ANTLER CARE	912 ROSE UNION OFFICE	FALL BREAK AC HOST	$300.00
911 ANTLER CARE	919 SPRING CREEK OFFICE	SUMMER BREAK AC HOST	$1,500.00
911 ANTLER CARE	927 DCES OFFICE	SPRING BREAK AC HOST	$500.00
911 ANTLER CARE	936 GROVE VALLEY OFFICE	THANKS BREAK AC HOST	$300.00
911 ANTLER CARE	958 PV ELEM OFFICE	WINTER BREAK AC HOST	$500.00
975 CCMS OFFICE	837 HS MEDIA	NEW TEACHER SHIRTS	$80.00

PURCHASE ORDERS OVER $50,000.00

NONE

DEER CREEK SCHOOL DISTRICT

ACTIVITY FUND REQUEST FOR NEW ACCOUNT

DATE: 8/19/26

FROM: Gayla Bozarth

NAME REQUESTED FOR ACTIVITY ACCOUNT:
CCMS Art (979)

SITE: CCMS

PURPOSE: New SA Account

FINANCIAL SECRETARY: Emily Smithson

SPONSOR PRINCIPAL

New Account Name: _____

New Account Number: _____ Board of Education Meeting Date: _____

Document E: **ACTIVITY FUND BUDGET**

School Site	Account #	Account Name	DATE: July 1, 2026
CCMS	(979)	Art	Sponsor Name: Jennifer Moseley

Approximate Number of Students in organization: 180

Estimated Revenue (list each source of revenue to be deposited):

1	DONATIONS	1,500.00
2		
3		
4		
5		
6		
7		
8		
9		
10		

Carry-over balance from prior year

Total Revenue expected for FY 2026-2027 **$1,500.00**

Expense budget (list item and estimated expense for each):

1	PAPER	400.00
2	PAINT	400.00
3	CLAY	250.00
4	BRUSHES	100.00
5	PENCILS	150.00
6	ERASERS	50.00
7	GLUE	50.00
8	MARKERS	100.00
9		
10		
11		
12		
13		

Total Expenses expected for FY 2026-2027 **$1,500.00**

Estimated Carry-Over for FY 2027-2028 **$0.00**

(Allowed two fundraisers per school year, which must be submitted in writing with budget.)

Principal Signature Gayle Bogatch **Sponsor Signature** Jennifer Moseley

✓

DEER CREEK SCHOOL DISTRICT

ACTIVITY FUND REQUEST FOR NEW ACCOUNT

DATE: 8/19/26

FROM: Gayla Bozarth

NAME REQUESTED FOR ACTIVITY ACCOUNT:
CCMS yearbook (980)

SITE: CCMS

PURPOSE: new account established

FINANCIAL SECRETARY: Emily Smithson

Jesse Gregory — Gayla Bozarth

SPONSOR — PRINCIPAL

New Account Name: _____

New Account Number: _____ Board of Education Meeting Date: _____

Document E: **ACTIVITY FUND BUDGET**

School Site	Account #	Account Name	DATE July 1, 2026
CCMS	(480)	Yearbook	Sponsor Name: Jessie Gregory

Approximate Number of Students in organization: 14

Estimated Revenue (list each source of revenue to be deposited):

1	8th grade yearbook recognitions	5,000.00
2	Additional yearbook sales	3,000.00
3		
4		
5		
6		
7		
8		
9		
10		

Carry-over balance from prior year

Total Revenue expected for FY 2026-2027 **$8,000.00**

Expense budget (list item and estimated expense for each):

1	Jostens balance/deposit	7,000.00
2	Class supplies (paper, sd cards, etc)	500.00
3		
4		
5		
6		
7		
8		
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11		
12		
13		

Total Expenses expected for FY 2026-2027 **$7,500.00**

Estimated Carry-Over for FY 2027-2028 **$500.00**

(Allowed two fundraisers per school year, which must be submitted in writing with budget.)

Principal Signature _____ **Sponsor Signature** Jessie Gregory

DEER CREEK SCHOOL DISTRICT

ACTIVITY FUND REQUEST FOR NEW ACCOUNT

DATE: 8/19/26

FROM: Gayla Bozarth

NAME REQUESTED FOR ACTIVITY ACCOUNT:
CCMS NJHS

SITE: CCMS (981)

PURPOSE: new account established

FINANCIAL SECRETARY: Emily Smithson

SPONSOR PRINCIPAL

New Account Name: _____

New Account Number: _____ Board of Education Meeting Date: _____

Document E: **ACTIVITY FUND BUDGET**

School Site	Account #	Account Name	DATE July 1, 2026 Sponsor Name
CCMS	(981)	NJ HS	Holli Wade/Heather Lane

Approximate Number of Students in organization: 80

Estimated Revenue (list each source of revenue to be deposited):

1	Dues - $20 per student	1,600.00
2	T-shirt sales - $25 per t-shirt - (Custom Ink)	617.00
3		
4		
5		
6		
7		
8		
9		
10		

Carry-over balance from prior year **$0.00**

Total Revenue expected for FY 2026-2027 **$2,217.00**

Expense budget (list item and estimated expense for each):

1	Registry book	95.99
2	Annual Chapter Fee	385.00
3	Membership Certificates	100.00
4	Membership Pins	80.00
5	New Chapter Starter bundle	426.00
6	Teacher dinner ?	650.00
7	Certificate Seals	25.00
8	Helper/Helper (split)	300.00
9		
10		
11		
12		
13		

Total Expenses expected for FY 2026-2027 **$2,061.99**

Estimated Carry-Over for FY 2027-2028 **$155.01**

(Allowed two fundraisers per school year, which must be submitted in writing with budget.)

Principal Signature Gayla Bogard **Sponsor Signature** Holli Wade

DEER CREEK SCHOOL DISTRICT

ACTIVITY FUND REQUEST FOR NEW ACCOUNT

DATE: 8/19/26

FROM: Gayla Bozarth

NAME REQUESTED FOR ACTIVITY ACCOUNT:
CCMS Drama (982)

SITE: CCMS

PURPOSE: New Site Account

FINANCIAL SECRETARY: Emily Smithson

SPONSOR

PRINCIPAL

New Account Name: _____

New Account Number: _____ Board of Education Meeting Date: _____

Document E: **ACTIVITY FUND BUDGET**

School Site	Account #	Account Name	DATE: July 1, 2026
CCMS	(982)	Drama	Sponsor Name: R. Morales

Approximate Number of Students in organization: 180

Estimated Revenue (list each source of revenue to be deposited):

1	Shirt Sales	300
2	ticket sales	2000
3	fundraiser (TBD)	500
4	donations	200
5		
6		
7		
8		
9		
10		

Carry-over balance from prior year ∅

Total Revenue expected for FY 2026-2027 $3000.00 ~~$0.00~~

Expense budget (list item and estimated expense for each):

1	musical royalties	700
2	makeup / hair supplies	700
3	fundraiser supplies (TBD)	200
4		
5		
6		
7		
8		
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11		
12		
13		

Total Expenses expected for FY 2026-2027 $1600 ~~$0.00~~

Estimated Carry-Over for FY 2027-2028 $1400 $0.00

(Allowed two fundraisers per school year, which must be submitted in writing with budget.)

Principal Signature Kayla Rogers **Sponsor Signature** R. Morales

DEER CREEK SCHOOL DISTRICT

ACTIVITY FUND REQUEST FOR NEW ACCOUNT

DATE: 8/19/26

FROM: Gayla Bozarth

NAME REQUESTED FOR ACTIVITY ACCOUNT: CCMS Leadership (983)

SITE: CCMS

PURPOSE: new account established

FINANCIAL SECRETARY: Emily Smithson

SPONSOR

PRINCIPAL

New Account Name: _____

New Account Number: _____ Board of Education Meeting Date: _____

Document E: **ACTIVITY FUND BUDGET**

School Site	Account #	Account Name	DATE July 1, 2026 Sponsor Name
CCMS	(983)	Leadership	Brenner

Approximate Number of Students in organization: 15

Estimated Revenue (list each source of revenue to be deposited):

1	Unbelievable Fundraising Campaign Activities (grams, dance, dodgeball, etc)	25,000.00
2	Class shirt sales	300.00
3		
4		
5		
6		
7		
8		
9		
10		

Carry-over balance from prior year

Total Revenue expected for FY 2026-2027 **$25,300.00**

Expense budget (list item and estimated expense for each):

1	Fundraiser supplies (decor, concession supplies, etc)	5,000.00
2	Class supplies (paint, paper, etc)	1,000.00
3	Winter Wonderland (student dinner, decor, etc)	500.00
4	UFC Donation	15,000.00
5	Class shirts	300.00
6		
7		
8		
9		
10		
11		
12		
13		

Total Expenses expected for FY 2026-2027 **$21,800.00**

Estimated Carry-Over for FY 2027-2028 **$3,500.00**

(Allowed two fundraisers per school year, which must be submitted in writing with budget.)

Principal Signature Layla Bozarth **Sponsor Signature** M Brenner

DEER CREEK SCHOOL DISTRICT

ACTIVITY FUND REQUEST FOR NEW ACCOUNT

DATE: 9/3

FROM: Gayla Bozarth

NAME REQUESTED FOR ACTIVITY ACCOUNT:
CCMS FCA (984)

SITE: CCMS

PURPOSE: New account established

FINANCIAL SECRETARY: Emily Smithson

Melody Himes
SPONSOR

Gayla Bozarth
PRINCIPAL

New Account Name: _____

New Account Number: _____ Board of Education Meeting Date: _____

Document E: **ACTIVITY FUND BUDGET**

School Site	Account #	Account Name	DATE July 1, 2026 Sponsor Name
CCMS	(984)	FCA	Himes

Approximate Number of Students in organization: 30

Estimated Revenue (list each source of revenue to be deposited):

1	Donations	600.00
2		
3		
4		
5		
6		
7		
8		
9		
10		

Carry-over balance from prior year

Total Revenue expected for FY 2026-2027 **$600.00**

Expense budget (list item and estimated expense for each):

1	Doughnuts	600.00
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

Total Expenses expected for FY 2026-2027 **$600.00**

Estimated Carry-Over for FY 2027-2028 **$0.00**

(Allowed two fundraisers per school year, which must be submitted in writing with budget.)

Principal Signature Gayla Bogard **Sponsor Signature** Melody Himes

DEER CREEK SCHOOL DISTRICT

ACTIVITY FUND REQUEST FOR NEW ACCOUNT

DATE: 8/19/26

FROM: Gayla Bozarth

NAME REQUESTED FOR ACTIVITY ACCOUNT:
CCMS Special Ed (985)

SITE: CCMS

PURPOSE: new account established

FINANCIAL SECRETARY: Emily Smithson

Sam Perlin
SPONSOR

Gayla Bozarth
PRINCIPAL

New Account Name: _____

New Account Number: _____ Board of Education Meeting Date: _____

Document E: **ACTIVITY FUND BUDGET**

School Site	Account #	Account Name	DATE July 1, 2026 Sponsor Name
CCMS	(985)	SPED	Karlin

Approximate Number of Students in organization: 65

Estimated Revenue (list each source of revenue to be deposited):

1	Creek Cafe (coffee cart)	2,000
2		
3		
4		
5		
6		
7		
8		
9		
10		

Carry-over balance from prior year _____

Total Revenue expected for FY 2026-2027 ~~$0.00~~ $2000.00

Expense budget (list item and estimated expense for each):

1	Cafe Supplies	500.00
2	File room supplies	200.00
3	Special Olympics	400.00
4	Team shirts	300.00
5	Field trips	200.00
6		
7		
8		
9		
10		
11		
12		
13		

Total Expenses expected for FY 2026-2027 $1600.00 ~~$0.00~~

Estimated Carry-Over for FY 2027-2028 ~~$0.00~~ $400.00

(Allowed two fundraisers per school year, which must be submitted in writing with budget.)

Principal Signature Lacy Bozarth **Sponsor Signature** Jenn Karlin

DEER CREEK SCHOOL DISTRICT

ACTIVITY FUND

REQUEST FOR TRANSFER OF FUNDS

DATE: 9/8/26

AMOUNT OF REQUEST: $972.16

TRANSFER FROM: (60)
Account # 810 Account Name DCMS COMPETITIVE CHEER

TRANSFER TO: (61)
Account # 810 Account Name DCMS COMPETITIVE CHEER

REASON FOR TRANSFER: MSB DEPOSITS WERE GOING INTO OLD CODES 60 - THEY (MSB DEPOSITS) NEED TO BE IN FUND 61 (ATHLETICS)

SPONSOR SIGNATURE: Cam J

Board Approved: _____

Deer Creek Public Schools

Revenue/Expenditure Detail

Options: Fund: 60, Date Range: 7/1/2026 - 6/30/2027

Transaction	Ref	Prj	Fnc	Obj	Prg	Sbj	Job	Unit	Date	Description	Amount
Project - 810 DCMS COMPETITIVE CHEER											
Program - 800 ATHLETIC PROGRAMS											
505 DEER CREEK MIDDLE SCHOOL											
										Begin Balance	**$0.00**
Receipt	151	810	1840	000	800	0000	000	505	8/14/2026	MSB Deposit: 001	$114.08
Receipt	152	810	1840	000	800	0000	000	505	8/17/2026	MSB Deposit: 001	$52.07
Receipt	191	810	1950	000	800	0000	000	505	8/20/2026	MSB Deposit: 001	$102.95
Receipt	195	810	1950	000	800	0000	000	505	8/21/2026	MSB Deposit: 001	$61.77
Receipt	198	810	1840	000	800	0000	000	505	8/10/2026	MSB Deposit: 002	$52.21
Receipt	203	810	1950	000	800	0000	000	505	8/24/2026	MSB Deposit: 001	$123.54
Receipt	204	810	1840	000	800	0000	000	505	8/24/2026	MSB Deposit: 002	$176.09
Receipt	204	810	1950	000	800	0000	000	505	8/24/2026	MSB Deposit: 002	$82.36
Receipt	233	810	1950	000	800	0000	000	505	8/27/2026	MSB Deposit: 001	$41.18
Receipt	240	810	1840	000	800	0000	000	505	8/10/2026	MSB Deposit: 001	$52.07
Receipt	242	810	1950	000	800	0000	000	505	8/28/2026	MSB Deposit: 001	$20.59
Receipt	249	810	1950	000	800	0000	000	505	8/31/2026	MSB Deposit: 002	$41.18
Receipt	250	810	1840	000	800	0000	000	505	8/31/2026	MSB Deposit: 003	$52.07
										Cash End Balance	**$972.16**
										Unpaid PO Total	**$0.00**
505 DEER CREEK MIDDLE SCHOOL Accrual End Balance											**$972.16**
Program - 800 ATHLETIC PROGRAMS Accrual End Balance											**$972.16**
Project - 810 DCMS COMPETITIVE CHEER Accrual End Balance											**$972.16**
										Total Cash End Balance	**$972.16**
										Total Accrual End Balance	**$972.16**

DEER CREEK PUBLIC SCHOOLS
ACTIVITY FUND
REQUEST FOR TRANSFER OF FUNDS

AMOUNT $ 12,000 DATE of REQUEST 9/4/26

TRANSFER FROM 829 - HS STUDENT FEES
Account Number & Name

TRANSFER TO 856 - HS Senior Class/Graduation
Account Number & Name

State Reason for Transfer: Transfer of Student Fees for class of 2027 to assist in covering the cost of graduation

Sponsor's Signature Wendy Frailey

Board Approved _____

DEER CREEK PUBLIC SCHOOLS
ACTIVITY FUND
REQUEST FOR TRANSFER OF FUNDS

AMOUNT $ 10,000 DATE of REQUEST 9/14/26

TRANSFER FROM 831 - HS Junior Class / Prom
Account Number & Name

TRANSFER TO 856 - HS Senior Class / Graduation
Account Number & Name

State Reason for Transfer: roll up of funds earned by the class of 2027 to help cover cost of graduation

Sponsor's Signature Wendy Frailey

Board Approved _____

DEER CREEK SCHOOL DISTRICT

ACTIVITY FUND
REQUEST FOR TRANSFER OF FUNDS

DATE: 9/8/26

AMOUNT OF REQUEST: $11,999.73

TRANSFER FROM: (60)
Account # 860 Account Name HS CHEER

TRANSFER TO: (61)
Account # 860 Account Name HS CHEER

REASON FOR TRANSFER: MSB DEPOSITS WERE GOING INTO OLD MSB 60 CODES, THEY NEED TO BE IN FUND 61 (ATHLETICS)

SPONSOR SIGNATURE:

Board Approved: _____

Deer Creek Public Schools

Revenue/Expenditure Detail

Options: Fund: 60, Date Range: 7/1/2026 - 6/30/2027

Transaction	Ref	Prj	Fnc	Obj	Prg	Sbj	Job	Unit	Date	Description	Amount
Project - 860 HS CHEER											
Program - 800 ATHLETIC PROGRAMS											
705 HIGH SCHOOL											
										Begin Balance	**$0.00**
Receipt	152	860	1890	000	800	0000	000	705	8/17/2026	MSB Deposit: 001	$301.76
Receipt	153	860	1890	000	800	0000	000	705	8/17/2026	MSB Deposit: 002	$1,155.30
Receipt	154	860	1890	000	800	0000	000	705	8/17/2026	MSB Deposit: 003	$351.52
Receipt	159	860	1890	000	800	0000	000	705	8/18/2026	MSB Deposit: 001	$802.97
Receipt	174	860	1890	000	800	0000	000	705	8/19/2026	MSB Deposit: 001	$903.41
Receipt	191	860	1890	000	800	0000	000	705	8/20/2026	MSB Deposit: 001	$802.96
Receipt	195	860	1890	000	800	0000	000	705	8/21/2026	MSB Deposit: 001	$552.97
Receipt	203	860	1890	000	800	0000	000	705	8/24/2026	MSB Deposit: 001	$752.80
Receipt	204	860	1890	000	800	0000	000	705	8/24/2026	MSB Deposit: 002	$1,204.64
Receipt	206	860	1890	000	800	0000	000	705	8/24/2026	MSB Deposit: 003	$251.60
Receipt	218	860	1890	000	800	0000	000	705	8/25/2026	MSB Deposit: 001	$251.20
Receipt	224	860	1890	000	800	0000	000	705	8/26/2026	MSB Deposit: 001	$702.64
Receipt	233	860	1890	000	800	0000	000	705	8/27/2026	MSB Deposit: 001	$702.64
Receipt	242	860	1890	000	800	0000	000	705	8/28/2026	MSB Deposit: 001	$903.28
Receipt	248	860	1890	000	800	0000	000	705	8/31/2026	MSB Deposit: 001	$702.64
Receipt	249	860	1890	000	800	0000	000	705	8/31/2026	MSB Deposit: 002	$1,255.72
Receipt	250	860	1890	000	800	0000	000	705	8/31/2026	MSB Deposit: 003	$401.68
										Cash End Balance	**$11,999.73**
										Unpaid PO Total	**$0.00**
705 HIGH SCHOOL Accrual End Balance											**$11,999.73**
Program - 800 ATHLETIC PROGRAMS Accrual End Balance											**$11,999.73**
Project - 860 HS CHEER Accrual End Balance											**$11,999.73**
										Total Cash End Balance	**$11,999.73**
										Total Accrual End Balance	**$11,999.73**

DEER CREEK SCHOOL DISTRICT

ACTIVITY FUND
REQUEST FOR TRANSFER OF FUNDS

DATE: 9/8/26

AMOUNT OF REQUEST: $573.31

TRANSFER FROM:
Account # 875 (60) Account Name HS GENERAL ATHLETICS

TRANSFER TO:
Account # 875 (61) Account Name HS GENERAL ATHLETICS

REASON FOR TRANSFER: MSB DEPOSITS WERE GOING INTO OLD 60 CODES, THEY NEED TO BE IN FUND 61 (ATHLETICS)

SPONSOR SIGNATURE:

Board Approved: _____

Deer Creek Public Schools

Revenue/Expenditure Detail

Options: Fund: 60, Date Range: 7/1/2026 - 6/30/2027

Transaction	Ref	Prj	Fnc	Obj	Prg	Sbj	Job	Unit	Date	Description	Amount
Project - 875 HIGH SCHOOL GENERAL ATHLETICS											
Program - 800 ATHLETIC PROGRAMS											
705 HIGH SCHOOL											
										Begin Balance	**$0.00**
Receipt	1	875	1610	300	800	0000	000	705	7/6/2026	AD/EL Donation	$0.00
Receipt	35	875	1610	300	800	0000	000	705	7/16/2026	AD/EL Donation	$0.00
Receipt	203	875	1840	000	800	0000	000	705	8/24/2026	MSB Deposit: 001	$156.32
Receipt	204	875	1840	000	800	0000	000	705	8/24/2026	MSB Deposit: 002	$208.28
Receipt	206	875	1840	000	800	0000	000	705	8/24/2026	MSB Deposit: 003	$52.07
Receipt	224	875	1840	000	800	0000	000	705	8/26/2026	MSB Deposit: 001	$52.28
Receipt	233	875	1840	000	800	0000	000	705	8/27/2026	MSB Deposit: 001	$52.18
Receipt	248	875	1840	000	800	0000	000	705	8/31/2026	MSB Deposit: 001	$52.18
										Cash End Balance	**$573.31**
										Unpaid PO Total	**$0.00**
705 HIGH SCHOOL Accrual End Balance											**$573.31**
Program - 800 ATHLETIC PROGRAMS Accrual End Balance											**$573.31**
Project - 875 HIGH SCHOOL GENERAL ATHLETICS Accrual End Balance											**$573.31**
										Total Cash End Balance	**$573.31**
										Total Accrual End Balance	**$573.31**

DEER CREEK SCHOOL DISTRICT

ACTIVITY FUND

REQUEST FOR TRANSFER OF FUNDS

DATE: 9/8/26

AMOUNT OF REQUEST: $300

TRANSFER FROM:
Account # 911 Account Name ANTLER CARE

TRANSFER TO:
Account # 912 Account Name ROSE UNION OFFICE

REASON FOR TRANSFER: FALL BREAK ANTLER CARE HOST

SPONSOR SIGNATURE:

Board Approved: _____

DEER CREEK SCHOOL DISTRICT

ACTIVITY FUND

REQUEST FOR TRANSFER OF FUNDS

DATE: 9/8/26

AMOUNT OF REQUEST: $1,500

TRANSFER FROM:
Account # 911 Account Name ANTLER CARE

TRANSFER TO:
Account # 919 Account Name SPRING CREEK ELEM OFFICE

REASON FOR TRANSFER: SUMMER BREAK ANTLER CARE HOST

SPONSOR SIGNATURE: [signature]

Board Approved: _____

DEER CREEK SCHOOL DISTRICT

ACTIVITY FUND
REQUEST FOR TRANSFER OF FUNDS

DATE: 9/8/26

AMOUNT OF REQUEST: $500

TRANSFER FROM:
Account # 911 Account Name ANTLER CARE

TRANSFER TO:
Account # 927 Account Name DCES OFFICE

REASON FOR TRANSFER: ANTLER CARE HOST OVER SPRING BREAK

SPONSOR SIGNATURE: [signature]

Board Approved: _____

DEER CREEK SCHOOL DISTRICT

ACTIVITY FUND
REQUEST FOR TRANSFER OF FUNDS

DATE: 9/8/26

AMOUNT OF REQUEST: $ 300

TRANSFER FROM:
Account # 911 Account Name ANTLER CARE

TRANSFER TO:
Account # 936 Account Name GV OFFICE

REASON FOR TRANSFER: THANKSGIVING BREAK ANTLER CARE HOST

SPONSOR SIGNATURE: [signature]

Board Approved: _____

DEER CREEK SCHOOL DISTRICT

ACTIVITY FUND

REQUEST FOR TRANSFER OF FUNDS

DATE: 9/8/26

AMOUNT OF REQUEST: $500

TRANSFER FROM:
Account # 911 Account Name ANTLER CARE

TRANSFER TO:
Account # 958 Account Name PV ELEMENTARY OFFICE

REASON FOR TRANSFER: WINTER BREAK ANTLER CARE HOST

SPONSOR SIGNATURE:

Board Approved: _____

DEER CREEK SCHOOL DISTRICT

ACTIVITY FUND

REQUEST FOR TRANSFER OF FUNDS

DATE: 9/1/24

AMOUNT OF REQUEST: $ 80.00

TRANSFER FROM:

Account # 975 Account Name CCMS office

TRANSFER TO:

Account # 837 Account Name HS Media

REASON FOR TRANSFER: New teacher shirts purchased

SPONSOR SIGNATURE: [signature]

Board Approved: _____

Out-of-State Travel Request Form

Please review the form below. Complete all requested information and ensure that all appropriate supervisors and departments have approved this travel before submitting.

The request will be forwarded for board approval. Further information may be required.

The respondent's email (**jamiemoore@dcsok.org**) was recorded on submission of this form.

Name of requestor and position/role: *

Jamie Moore - teacher/pom sponsor

Event name: *

Dance Team Union National Championship

Event date(s): *

March 3-8, 2027

Event location: *

Orlando, Florida

Purpose of travel: *

Compete in High School Dance National Championship

Cost and funding source(s): *

- [ ] General Fund
- [ ] Activity Fund
- [x] Booster Club
- [x] Families
- [ ] Other (please specify):

Need a district vehicle? If yes, how many & what type: *

no

If you require a district vehicle, has your request already been approved by Robert Feinberg? If not, please reach out to him for approval before completing this form. *

- ( ) Yes
- (•) No district vehicle needed

Who is traveling? (Please specify if it is an individual or a group. If it is an extracurricular group, include details such as the group type and number of participants, including students, sponsors, and parents.): *

Junior Varsity and Varsity Pom Teams -36 students total plus two coaches and a sponsor

If traveling overnight with students, please provide details on lodging (i.e. location, how many to a room). *

Orlando Hyatt - 4 dancers per room - 9 rooms total / 3 coaches and sponsor - 1 room

For extracurricular groups: how many school days will be missed (if any): *

4 missed school days

For employees: how many PD days are you requesting for this travel (if any): *

4 days

Any additional information you'd like to provide:

The only other competition that pom misses school for is state in December, and it's only one day. We will miss a total of five school days for the entire year.

For athletics: have you received approval for this trip through the Athletics Department? *

- (●) Yes
- ( ) No
- ( ) N/A

Have you received approval for this trip from your supervisor? *

- (●) Yes
- ( ) No

This form was created inside of Deer Creek Schools.

Google Forms

Out-of-State Travel Request Form

All out-of-state travel requests must be approved by the Board of Education before any registrations or travel arrangements can be made. Failure to adhere to this policy may result in forfeiture of any disbursed funds and disciplinary action.

Out-of state travel requests must be Board approved at least 90 days prior to the activity. Any exception to this policy require direct permission from the Superintendent.

Please review the form below. Complete all requested information and ensure that all appropriate supervisors and departments have approved this travel before submitting.

The request will be forwarded for board approval. Further information may be required.

The respondent's email (**russellcaldwell@dcsok.org**) was recorded on submission of this form.

Name of requestor and position/role: *

Russell Caldwell/head boys wrestling coach

Event name: *

KC Stampede Wrestling Tournament

Event date(s): *

Dec 17-19, 2026

Event location: *

Hale Arena 1701 American Royal Ct. Kansas City, MO 64102

Purpose of travel: *

Wrestling Tournament

Cost and funding source(s): *

- [ ] General Fund
- [ ] Activity Fund
- [x] Booster Club
- [ ] Families
- [ ] Other (please specify):

Need a district vehicle? If yes, how many & what type: *

1 activity bus

If you require a district vehicle, has your request already been approved by Robert Feinberg? If not, please reach out to him for approval before completing this form. *

- (●) Yes
- ( ) No district vehicle needed

Who is traveling? (Please specify if it is an individual or a group. If it is an extracurricular group, include details such as the group type and number of participants, including students, sponsors, and parents.): *

Boys wrestling team (approx. 14 wrestlers, 4 managers, 4 assistant coaches)

If traveling overnight with students, please provide details on lodging (i.e. location, how many to a room). *

Working on booking the hotels currently (4 to a room as usual)

For extracurricular groups: how many school days will be missed (if any): *

1

For employees: how many PD days are you requesting for this travel (if any): *

1

Any additional information you'd like to provide:

For athletics: have you received approval for this trip through the Athletics Department? *

- (●) Yes
- ( ) No
- ( ) N/A

Have you received approval for this trip from your supervisor? *

- (●) Yes
- ( ) No

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Google Forms

Out-of-State Travel Request Form

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Out-of state travel requests must be Board approved at least 90 days prior to the activity. Any exception to this policy require direct permission from the Superintendent.

Please review the form below. Complete all requested information and ensure that all appropriate supervisors and departments have approved this travel before submitting.

The request will be forwarded for board approval. Further information may be required.

The respondent's email (**hollyblunk@dcsok.org**) was recorded on submission of this form.

Name of requestor and position/role: *

Holly Blunk, DCHS Aviation & French Teacher

Event name: *

AOPA Foundation Aviation Education Symposium

Event date(s): *

Nov. 15-17

Event location: *

Phoenix, AZ

Purpose of travel: *

To attend the 2026 Aviation Education Symposium

Cost and funding source(s): *

- [ ] General Fund
- [ ] Activity Fund
- [ ] Booster Club
- [ ] Families
- [x] Other (please specify):

Need a district vehicle? If yes, how many & what type: *

No

If you require a district vehicle, has your request already been approved by Robert Feinberg? If not, please reach out to him for approval before completing this form. *

- ( ) Yes
- (•) No district vehicle needed

Who is traveling? (Please specify if it is an individual or a group. If it is an extracurricular group, include details such as the group type and number of participants, including students, sponsors, and parents.): *

Holly Blunk, teacher

If traveling overnight with students, please provide details on lodging (i.e. location, how many to a room). *

N/A

For extracurricular groups: how many school days will be missed (if any): *

N/A

For employees: how many PD days are you requesting for this travel (if any): *

3

Any additional information you'd like to provide:

The AOPA Aviation Education Symposium is one of a kind professional development for Aviation teachers and district decision makers considering adding aviation curriculum to their course offerings. There are educational sessions, training, and networking with professionals from all fields of aviation available.

The cost of attending would be covered (up to $1500 for hotel, conference fee and travel) by the OK Dpt. of Aerospace and Aeronautics grant that was awarded to Deer Creek on 8/12/26. Any additional costs such as food or any remaining transportation cost would come from personal funds. The only cost to the district would be for the guest teacher during my absence.

I appreciate the board's consideration of this opportunity!

For athletics: have you received approval for this trip through the Athletics Department? *

- ( ) Yes
- ( ) No
- (•) N/A

Have you received approval for this trip from your supervisor? *

- (•) Yes
- ( ) No

This form was created inside of Deer Creek Schools.

Google Forms

Out-of-State Travel Request Form

All out-of-state travel requests must be approved by the Board of Education before any registrations or travel arrangements can be made. Failure to adhere to this policy may result in forfeiture of any disbursed funds and disciplinary action.

Out-of state travel requests must be Board approved at least 90 days prior to the activity. Any exception to this policy require direct permission from the Superintendent.

Please review the form below. Complete all requested information and ensure that all appropriate supervisors and departments have approved this travel before submitting.

The request will be forwarded for board approval. Further information may be required.

The respondent's email (**andrewmcguire@dcsok.org**) was recorded on submission of this form.

Name of requestor and position/role: *

Andrew McGuire - Head Baseball Coach

Event name: *

ABCA National Convention

Event date(s): *

17/27-1/10/27

Event location: *

Chicago Illinois

Purpose of travel: *

American Baseball Coaches Association Annual Convention and Coaching Clinics

Cost and funding source(s): *

- [ ] General Fund
- [ ] Activity Fund
- [x] Booster Club
- [ ] Families
- [ ] Other (please specify):

Need a district vehicle? If yes, how many & what type: *

No

If you require a district vehicle, has your request already been approved by Robert Feinberg? If not, please reach out to him for approval before completing this form. *

- ( ) Yes
- (•) No district vehicle needed

Who is traveling? (Please specify if it is an individual or a group. If it is an extracurricular group, include details such as the group type and number of participants, including students, sponsors, and parents.): *

Deer Creek Baseball Coaching Staff - Andrew McGuire, Brady Baugh, Weston Ward, Louis Cottone, Drake Jones, Garrett Wilkens, Julian Ramirez, Taylon Laxson

If traveling overnight with students, please provide details on lodging (i.e. location, how many to a room). *

no students

For extracurricular groups: how many school days will be missed (if any): *

2 days

For employees: how many PD days are you requesting for this travel (if any): *

3 days

Any additional information you'd like to provide:

For athletics: have you received approval for this trip through the Athletics Department? *

- (●) Yes
- ( ) No
- ( ) N/A

Have you received approval for this trip from your supervisor? *

- (●) Yes
- ( ) No

This form was created inside of Deer Creek Schools.

Google Forms

OUT-OF-STATE TRAVEL REQUEST

Date: Tuesday, August 25, 2026

Deer Creek Intermediate School requests permission to take **no more than 50 students, parents, and faculty members** to **Washington, D.C., and Gettysburg, Pennsylvania**, from **June 1–5, 2027**.Students and parents will be responsible for the cost of the all-inclusive trip, which will cover **airfare, meals, transportation, lodging, and admission fees**.

Trip Details

The group will visit **Mount Vernon, the Smithsonian Museums, Arlington National Cemetery, Gettysburg, and various other museums, memorials, and historical sites**. The group will spend **one night in Gettysburg and three nights in Fairfax, Virginia**, with the remainder of the trip based in the Washington, D.C., area.

Supervision and Transportation

Mr. Jeremy Hayes (Team Glacier Bay) will lead the trip and will be accompanied by **at least two additional DCIS staff members**. A professional tour guide will accompany the group throughout the trip, including at the hotel. **Hotel security will be provided each evening**, and the group will have a **private tour bus for the duration of the trip**.

Eligibility

DCIS 6th Grade Student Attendees:
Any 6th grade student currently enrolled at Deer Creek Intermediate School who registers for the trip.

Other DCIS Attendees:
Parents, siblings, or other relatives of a currently enrolled DCIS 6th grade student.

Because space is limited to 50 participants, spots will be filled on a **first-come, first-served basis**. This will be DCIS's **fourth consecutive 6th grade trip**, following three successful trips. The trip has continued to grow in popularity and has previously reached capacity within approximately 30 minutes of registration information being distributed.

Please let me know if you have any questions or need any additional information regarding the trip.

Sincerely,

Jeremy Hayes
Teacher – DCIS Team Glacier Bay, Room 321
jeremyhayes@dcsok.org
(405) 659-6640

Out-of-State Travel Request Form

All out-of-state travel requests must be approved by the Board of Education before any registrations or travel arrangements can be made. Failure to adhere to this policy may result in forfeiture of any disbursed funds and disciplinary action.

Out-of state travel requests must be Board approved at least 90 days prior to the activity. Any exception to this policy require direct permission from the Superintendent.

Please review the form below. Complete all requested information and ensure that all appropriate supervisors and departments have approved this travel before submitting.

The request will be forwarded for board approval. Further information may be required.

The respondent's email (**andrewmcguire@dcsok.org**) was recorded on submission of this form.

Name of requestor and position/role: *

Andrew McGuire - Head Baseball Coach

Event name: *

4th annual Five Tool High School Baseball Festival

Event date(s): *

3/4/27-3/6/27

Event location: *

Dallas Metroplex, there are 12 host sites.

Purpose of travel: *

Varsity Baseball has an opportunity to attend a Five Tool event featuring some of the best teams and players in the country. This will be a great opportunity for our team to compete at a high level while allowing each player to showcase his abilities in front of college coaches and professional scouts.

Cost and funding source(s): *

- [ ] General Fund
- [ ] Activity Fund
- [x] Booster Club
- [ ] Families
- [ ] Other (please specify):

Need a district vehicle? If yes, how many & what type: *

Yes, Activity bus and Suburban

If you require a district vehicle, has your request already been approved by Robert Feinberg? If not, please reach out to him for approval before completing this form. *

- (●) Yes
- ( ) No district vehicle needed

Who is traveling? (Please specify if it is an individual or a group. If it is an extracurricular group, include details such as the group type and number of participants, including students, sponsors, and parents.): *

Deer Creek Varsity Baseball Team and Coaches: approximately 25 players, 4 coaches

If traveling overnight with students, please provide details on lodging (i.e. location, how many to a room). *

We will be staying in the Dallas Fort Worth Metro, more specifically the in Frisco Area. We will have no more than 3 players per room and the coaches will have 2 coaches per room.

For extracurricular groups: how many school days will be missed (if any): *

2 school days will be missed Thursday March 4th and Friday March 5th

For employees: how many PD days are you requesting for this travel (if any): *

2

Any additional information you'd like to provide:

For athletics: have you received approval for this trip through the Athletics Department? *

- (●) Yes
- ( ) No
- ( ) N/A

Have you received approval for this trip from your supervisor? *

- (●) Yes
- ( ) No

This form was created inside of Deer Creek Schools.

Google Forms

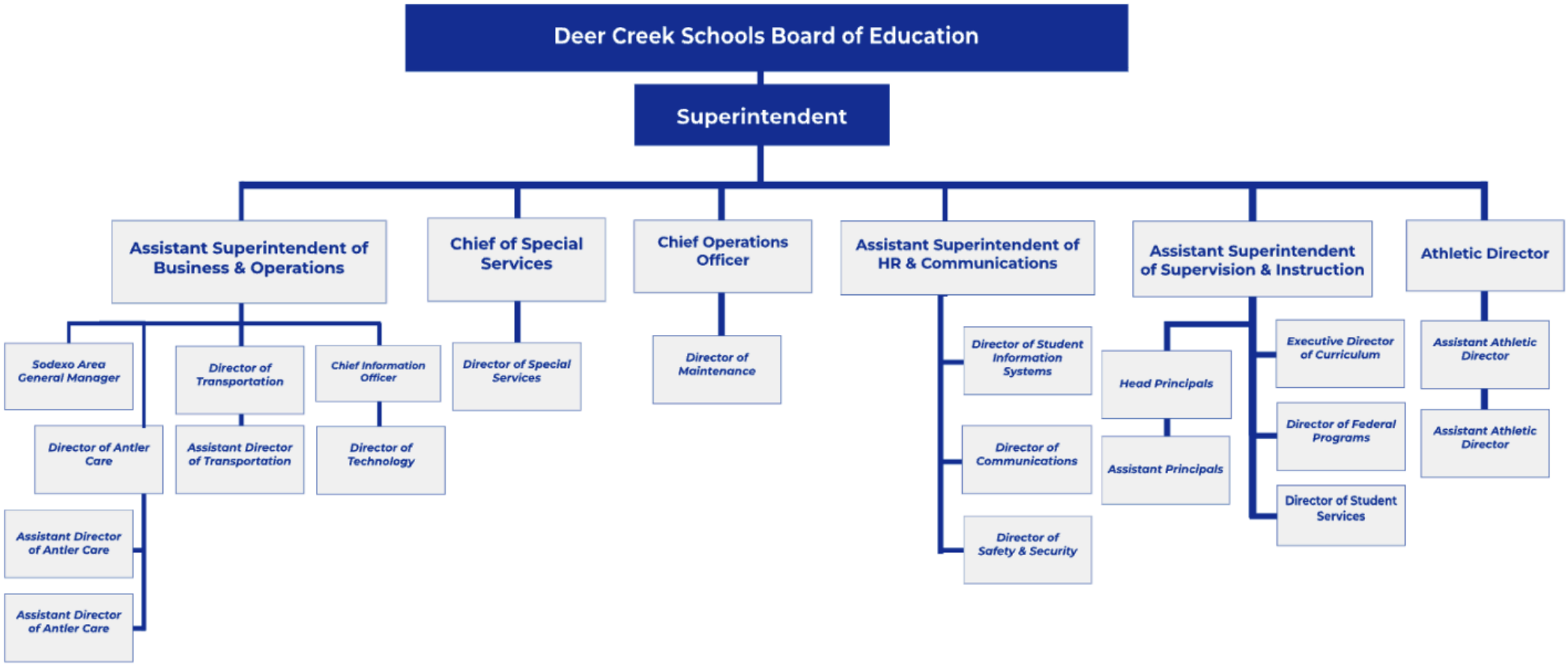
September Technology Surplus

Description	Total
Macbooks	50
PC Desktops	40
TV's	12
3D Printers	2
Charging Carts	4

DEER CREEK SCHOOL DISTRICT

District Leadership Organizational Chart

2026-2027



DEER CREEK PUBLIC SCHOOLS

EMERGENCY OPERATIONS PLAN

Basic Plan and Operational Annexes

FINAL BOARD-APPROVAL EDITION
Version 3.0 | September 2026

CONTROLLED OPERATIONAL DOCUMENT

Restricted tactical information, personal information, credentials, maps, contacts, routes, system architecture, and site-specific assignments are maintained separately under role-based access controls.

Promulgation and Adoption

This Emergency Operations Plan establishes the official district framework for prevention, protection, mitigation, response, continuity, reunification, and recovery. Upon adoption by the Deer Creek Public Schools Board of Education, the Superintendent is authorized to implement the plan, assign responsibilities, coordinate with agencies having jurisdiction, and direct revisions needed to maintain legal and operational readiness.

Board adoption is evidenced by the official meeting agenda, action, and minutes. The master controlled copy is maintained by the Office of Safety and Security. This edition supersedes prior districtwide EOP editions upon adoption; restricted campus and department materials remain controlled companion documents.

Implementation Direction

- Campus and department leaders will assign and train personnel for responsibilities in this plan.
- The Director of Safety and Security will coordinate annual review, partner validation, exercises, and corrective-action tracking.
- Sensitive operational information will be provided only to personnel and responders with a legitimate operational need.
- Unresolved high-risk gaps will be elevated promptly to the Superintendent and, when appropriate, the Board of Education.
- Any employee who identifies an imminent threat may call 911 and initiate immediate protective action without waiting for higher approval.

Document Control and Review

Owner: Deer Creek Public Schools. Custodian: Director of Safety and Security. Review cycle: at least annually and after activation, exercise, major facility or organizational change, material legal change, or identified corrective action. Distribution is role-based. Public copies must omit information whose release would create a security, privacy, investigative, or operational risk.

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Chapter 1

Purpose, Scope, Mission, and Objectives

1.1 Purpose

This Basic Emergency Operations Plan (EOP) establishes the districtwide framework Deer Creek Public Schools will use to prevent, protect against, mitigate, respond to, and recover from emergencies. It provides policy direction, defines decision authority, creates a common operating structure, and connects district actions with the jurisdiction and legal authority of public-safety agencies. Detailed hazard procedures, checklists, forms, and restricted operational information are maintained in the annexes and campus emergency reference materials.

1.2 Scope and Applicability

The EOP applies to students, employees, volunteers, contractors, visitors, Board-owned or controlled property, transportation operations, extracurricular activities, athletics, field trips, summer programs, after-hours events, and district functions conducted at leased or partner locations. It applies to incidents ranging from a single-campus emergency to a districtwide disruption and to incidents occurring during, before, or after the instructional day.

- Each campus and department will implement this plan within its assigned responsibilities.
- Site-specific information - including maps, room assignments, utility controls, access credentials, rosters, and responder routes - will remain in controlled appendices or authorized systems.
- Nothing in this plan limits the lawful authority of fire, law enforcement, emergency medical, public health, emergency management, or other agencies having jurisdiction.

1.3 Mission

The district's emergency-management mission is to protect life, preserve lawful access to education, stabilize incidents, support responder operations, maintain essential functions, reunify students safely, communicate accurate information, and restore a safe learning environment as quickly and equitably as conditions permit.

1.4 Objectives

- Provide prompt, understandable protective-action direction.
- Use NIMS and ICS for command, coordination, resource management, and common terminology.
- Account for students, staff, visitors, and others in district care.
- Address disability, language, medical, transportation, developmental, behavioral-health, and other access and functional needs throughout every mission area.
- Maintain redundant communications and document material decisions.
- Coordinate with families and public-safety partners without compromising safety, privacy, or investigations.
- Use drills, exercises, after-action reviews, and corrective actions to improve readiness.

1.5 Plan Organization

The Basic Plan contains policy and the district concept of operations. Functional and hazard-specific annexes provide operational detail. Campus emergency references translate the district framework into site-specific assignments. When provisions conflict, law and lawful public-safety direction control; otherwise, the more incident-specific approved annex or procedure governs.

Chapter 2

Authorities, References, and Legal Framework

2.1 Governing Authority

The Deer Creek Public Schools Board of Education adopts this EOP as the district's emergency-management framework and delegates implementation to the Superintendent. The Superintendent may activate district emergency structures, suspend or relocate operations, assign personnel, authorize emergency expenditures within law and policy, and take other reasonable action necessary to protect life and continue essential services. Successors act under approved delegation and continuity procedures.

2.2 Planning Doctrine

The plan is organized around current FEMA Comprehensive Preparedness Guide 101 principles, the federal Guide for Developing High-Quality School Emergency Operations Plans, the National Incident Management System, the Incident Command System, Oklahoma's State Emergency Operations Plan, and state school-safety guidance. These sources support community-based, risk-informed, capabilities-oriented planning and continuous improvement; they do not replace binding law, Board policy, contracts, or agency authority.

2.3 Legal and Policy Considerations

- Oklahoma school-safety, emergency-drill, fire, public-health, student-protection, records, open-meetings, purchasing, employment, and transportation requirements.
- Federal civil-rights obligations, including accessible emergency programs and effective communication under the Americans with Disabilities Act and Section 504.
- FERPA and other privacy requirements, including the narrow health-or-safety emergency exception and required disclosure records.
- OSHA and Oklahoma workplace-safety and hazard-communication requirements, as applicable.
- Board policies, administrative regulations, memoranda of understanding, mutual-aid agreements, insurance requirements, and collective or employment obligations.

2.4 Authority During an Incident

The first qualified employee who identifies an emergency will initiate 911 notification and immediate protective action without waiting for higher approval. A principal or designated administrator normally establishes initial campus command. Command will be transferred explicitly when a more qualified district official or public-safety authority assumes responsibility. Law enforcement controls law-enforcement tactics; fire and EMS control fire suppression, rescue, hazardous conditions, and patient care within their authority. District leaders retain responsibility for education, student custody, family coordination, continuity, and recovery unless law provides otherwise.

2.5 Legal Review and Severability

District counsel and agencies having jurisdiction should review the plan before adoption and after material legal or operational change. If a provision is invalid or conflicts with controlling law, the remaining plan remains effective. The Director of Safety and Security will document the issue and coordinate correction.

Chapter 3

District Profile

3.1 Operating Environment

Deer Creek Public Schools operates multiple educational, administrative, transportation, athletic, and support facilities across more than one emergency-response jurisdiction in northern Oklahoma County. Mailing addresses do not always establish governmental jurisdiction. The district therefore maintains a controlled campus jurisdiction matrix verified with 911/CAD, law enforcement, fire, EMS, and emergency-management partners.

3.2 Population and Programs

The district serves students across a broad developmental range and employs certified, support, transportation, food-service, technology, facilities, health, safety, and administrative personnel. Daily populations change because of attendance, visitors, substitute staff, events, construction, community use, and transportation movements. Planning must account for early childhood students, students and adults with disabilities, English learners, persons with temporary mobility limitations, individuals requiring medication or medical support, and persons who may need behavioral or sensory assistance.

3.3 Facilities and Infrastructure

- Instructional buildings with different ages, construction types, access-control systems, shelter features, and utility arrangements.
- Portable buildings, playgrounds, athletic venues, performing-arts spaces, kitchens, laboratories, shops, maintenance areas, and other specialized locations.
- Transportation routes and vehicles that may be away from district property when an incident occurs.
- Technology, communications, security, student-information, financial, food-service, and building-control systems essential to operations.

3.4 Community Context

Severe weather, rapid development, traffic congestion, utility interdependencies, aviation activity, public events, and overlapping jurisdictions influence district risk. Families and employees may live outside the district, and a regional emergency may simultaneously affect staffing, transportation, communications, and family reunification.

3.5 Controlled Site Information

Each site will maintain current emergency contacts, maps, access points, assembly and shelter areas, utility information, AED and emergency-equipment locations, functional-needs arrangements, and accountability procedures. Sensitive details will be distributed only to personnel and responders with an operational need.

Chapter 4

Hazard Identification, Risk Assessment, and Threat Analysis

4.1 All-Hazards Process

The district will use a repeatable threat and hazard identification and risk-assessment process. At least annually, and after significant change, the planning team will identify credible hazards, evaluate likelihood and consequence, assess existing capabilities, and recommend priorities. The process will use incident history, responder input, facility assessments, climate and weather information, public-health data, technology risk, insurance findings, exercises, and community development information.

4.2 Hazard Categories

- Natural: tornado, severe thunderstorm, lightning, extreme heat or cold, winter weather, flood, wildfire smoke, earthquake, and communicable disease.
- Technological or infrastructure: power, water, gas, HVAC, communications, cyber, alarm, access-control, transportation, structural, and hazardous-material failures.
- Human-caused: violence, active threat, bomb threat, suspicious item, abduction or elopement, civil disturbance, arson, criminal activity, misinformation, and intentional cyberattack.
- Operational: medical emergency, foodborne illness, staff shortage, supply interruption, event crowding, transportation accident, and continuity failure.

4.3 Risk Evaluation

Risk decisions will consider life-safety consequences first, followed by effects on student custody, essential functions, property, environment, reputation, finances, and recovery time. The district will identify populations or locations that would experience disproportionate effects and will not treat low frequency as low consequence.

4.4 Capability and Gap Analysis

For priority hazards, the district will evaluate warning, protective action, communications, accountability, incident management, evacuation, sheltering, reunification, continuity, behavioral health, and recovery capabilities. Gaps will be assigned an owner, target date, resource strategy, and validation method. Unresolved high-risk gaps will be reported through the Superintendent to the Board or appropriate committee.

4.5 Threat Assessment

Behavioral threat assessment is a prevention process distinct from emergency tactical response and from student discipline. Multidisciplinary teams will evaluate concerning behavior, context, capacity, stressors, targets, and protective factors; develop management plans; protect potential targets; and monitor cases consistent with law and Annex R.

Chapter 5

Planning Assumptions

5.1 General Assumptions

Emergencies may occur with little or no warning, may evolve faster than normal administrative processes, and may affect multiple campuses or community systems. Initial information will be incomplete or conflicting. Communications, utilities, roads, facilities, staff availability, or technology may be degraded. District personnel may need to act before public-safety responders arrive.

5.2 Response Assumptions

- Life-safety actions take priority over routine operations and property protection.
- Employees will use training, reasonable judgment, and the best information available rather than delay urgent protective action.
- Public-safety resources may be committed elsewhere during a regional emergency.
- Parents and media will seek rapid information, while operational security, privacy, and investigative requirements may limit what can be released.
- Students, staff, visitors, and contractors may be outside their normal locations.
- Some people will require individualized assistance, accessible transportation, medication, mobility support, interpretation, or alternate communication.

5.3 Continuity Assumptions

A campus may be inaccessible for days or longer. The district may need alternate work locations, modified schedules, remote or relocated instruction, manual business processes, emergency procurement, and succession of authority. Technology restoration priorities may differ from instructional preferences and will be based on safety and essential functions.

5.4 Recovery Assumptions

Recovery begins during response. Emotional, academic, operational, financial, legal, and facility effects may continue long after physical danger ends. Recovery decisions must be trauma-informed, culturally responsive, accessible, and coordinated with affected families, employees, insurers, service providers, and authorities.

5.5 Limits

No plan can anticipate every condition. This EOP provides a disciplined framework, not a substitute for judgment. Personnel may adapt procedures when necessary to protect life, comply with lawful direction, or address conditions not contemplated, and should document material deviations when feasible.

Chapter 6

Concept of Operations

6.1 Operating Concept

The district manages emergencies through five connected mission areas: prevention, protection, mitigation, response, and recovery. Activities are scalable and may be managed at classroom, campus, department, district EOC, or unified-command level. The incident determines the structure; the structure does not determine the incident.

6.2 Recognition and Initial Action

- Recognize and report the emergency; call 911 when life safety or criminal activity may be involved.
- Initiate the appropriate protective action - evacuation, shelter, secure/lockout, lockdown, reverse evacuation, or other direction - without unnecessary delay.
- Provide immediate lifesaving aid when trained and safe to do so.
- Establish initial command, identify the incident location and hazards, and begin accountability.
- Notify district leadership and activate communications appropriate to the incident.

6.3 Escalation

The Incident Commander will assess scope, hazards, resource needs, duration, jurisdiction, communications, student custody, and continuity effects. A district EOC may be activated to support multiple campuses, policy decisions, resource coordination, family assistance, continuity, public information, and recovery. EOC activation does not displace on-scene command.

6.4 Protective-Action Decision Making

Protective actions are selected based on the hazard and safest available option. Evacuation moves people away from an internal danger; shelter protects from weather or external hazards; secure/lockout limits outside access while internal activity may continue; lockdown addresses an immediate threat of violence; reverse evacuation brings outdoor populations inside. Staff will not use one action automatically for every threat.

6.5 Transition and Demobilization

Command will establish conditions for transition from response to stabilization and recovery. Demobilization includes accountability, equipment return, documentation, staff relief, family communications, facility status, evidence preservation, cost tracking, and assignment of unresolved actions. An after-action process will follow activations and qualifying exercises.

Chapter 7

Prevention and Protection

7.1 Prevention Strategy

Prevention seeks to avoid an incident or stop it from occurring. The district will combine positive school climate, behavioral threat assessment, student support, reporting pathways, supervision, visitor management, cybersecurity, employee screening, safe work practices, and coordination with public safety. No single technology or program is treated as a complete solution.

7.2 Protective Systems

- Controlled building access and prompt correction of door, lock, alarm, lighting, fencing, and camera deficiencies.
- Visitor, contractor, volunteer, delivery, and after-hours access procedures proportionate to risk.
- Age-appropriate staff and student training on reporting, protective actions, and emergency communications.
- Safeguards for keys, credentials, maps, student data, security information, and emergency systems.
- Event and transportation plans that address crowd, traffic, weather, medical, and reunification needs.

7.3 Reporting and Intervention

The district will provide multiple ways to report threats, safety concerns, hazards, and suspicious activity. Reports will be triaged promptly and routed to the appropriate administrator, safety official, threat-assessment team, technology staff, law enforcement, child-protection authority, or other responder. Retaliation for good-faith reporting is prohibited under applicable policy and law.

7.4 Public-Safety Partnership

Campus administrators and the Director of Safety and Security will maintain relationships with agencies having jurisdiction, support responder familiarization, validate access and communications, and coordinate exercises. Tactical plans and law-enforcement sensitive information remain under the control of the responsible agency.

7.5 Protection of Information

Security plans, emergency contacts, access details, student records, medical information, case files, and cybersecurity information will be limited to personnel with a legitimate need. Public versions of documents will omit information that would create risk or violate law.

Chapter 8

Mitigation

8.1 Mitigation Policy

Mitigation reduces the likelihood or consequences of hazards before an incident and during recovery. The district will integrate safety and resilience into capital planning, maintenance, procurement, technology architecture, insurance, construction, renovation, transportation, and program decisions.

8.2 Structural and Nonstructural Measures

- Maintain roofs, drainage, generators, fire protection, alarms, utility controls, shelter areas, glazing, lighting, signage, and accessible routes.
- Anchor or secure equipment and materials that could fall, spill, block egress, or become projectiles.
- Use code-compliant construction and qualified professional evaluation for storm shelter, structural, fire, electrical, and life-safety decisions.
- Protect critical records and systems through backups, redundancy, segmentation, tested restoration, and alternate communications.

8.3 Administrative Measures

Policies and procedures will reduce exposure through scheduling, staffing, supervision, inspection, preventive maintenance, inventory control, vendor requirements, severe-weather monitoring, and event planning. Risk acceptance decisions involving significant unresolved hazards must be documented and elevated to the appropriate authority.

8.4 Project Prioritization

Mitigation projects will be prioritized using risk reduction, life-safety benefit, legal requirements, feasibility, cost, maintenance burden, equity, interoperability, and available funding. The district will consider grants, partnerships, insurance recommendations, and capital programs without allowing funding uncertainty to delay immediate low-cost corrections.

8.5 Post-Incident Mitigation

Recovery will include a structured review of what failed, nearly failed, or created avoidable burden. Rebuilding should reduce future risk rather than automatically restore prior vulnerabilities.

Chapter 9

Preparedness

9.1 Preparedness Program

Preparedness develops the people, plans, facilities, equipment, agreements, and information needed to execute this EOP. The Director of Safety and Security coordinates the district program with campus leaders, departments, the Superintendent, and community partners.

9.2 Planning and Readiness

- Maintain current EOP documents, campus references, call rosters, delegations, maps, inventories, continuity priorities, and partner contacts.
- Inspect emergency equipment and verify that alarms, communications, access systems, AEDs, medical supplies, and other designated resources are functional.
- Orient new employees and substitutes to immediate actions and reporting expectations.
- Plan for students and adults with access and functional needs through individualized and campuswide arrangements.
- Maintain agreements for relocation, transportation, food, counseling, communications, restoration, and other essential support.

9.3 Training

Training will be role-based. All personnel need protective-action and reporting knowledge; incident leaders need ICS, decision-making, communications, accountability, and documentation skills; specialized personnel need training tied to health, transportation, reunification, facilities, technology, behavioral threat assessment, and recovery responsibilities.

9.4 Drills and Exercises

Schools will conduct and document drills required by Oklahoma law and guidance, including required security and fire drills, and will conduct transportation evacuation instruction as applicable. Exercises will be developmentally appropriate, trauma-informed, accessible, coordinated with responders when feasible, and designed to test capability rather than create surprise or simulation trauma. No exercise will use realistic weapons, unannounced violence, or other methods that create unreasonable risk.

9.5 Readiness Reporting

Campus and department leaders will report completion, deficiencies, and corrective actions. Repeated or high-risk deficiencies will be elevated to district leadership. Preparedness records will be maintained under the district retention schedule.

Chapter 10

Response Operations

10.1 Priorities

- Protect life and prevent additional harm.
- Notify and support 911 responders.
- Control hazards when trained, equipped, and authorized.
- Account for people in district care.
- Provide emergency care and accessible assistance.
- Preserve student custody and conduct safe release or reunification.
- Maintain essential communications and document decisions.

10.2 Immediate Actions

Any employee may call 911 and initiate immediate protective action. Staff will take attendance or otherwise account for their assigned group when doing so does not delay lifesaving action. Missing, injured, trapped, or additional persons will be reported through the established command channel; staff should not leave protected locations solely to search unless directed or necessary to address an immediate life threat.

10.3 Campus Operations

The campus Incident Commander establishes objectives, maintains situational awareness, requests resources, coordinates accountability, and prepares for command transfer. Functional leads may be assigned for operations, planning, logistics, finance/administration, public information, safety, liaison, student care, and reunification. Span of control and assignments will expand only as needed.

10.4 District Support

The district EOC supports policy, cross-campus coordination, resource ordering, transportation, family assistance, public information, continuity, legal and financial matters, and recovery. It maintains a common operating picture and does not issue tactical directions that conflict with on-scene command.

10.5 Medical and Behavioral Support

Trained personnel may provide first aid, CPR, AED use, bleeding control, naloxone, or other authorized interventions consistent with training and policy. EMS controls patient care upon arrival. Psychological first aid, crisis support, and suicide-risk procedures will be coordinated without interfering with rescue, investigation, or family notification.

10.6 Documentation

The district will document incident objectives, significant actions, protective-action changes, accountability status, resource requests, injuries, communications, costs, student release, and command transfer. Records will be protected according to sensitivity and legal requirements.

Chapter 11

Incident Command System and Emergency Operations Center

11.1 ICS Policy

Deer Creek Public Schools uses NIMS and ICS as the scalable structure for incident management. ICS provides common terminology, manageable span of control, unity of command, integrated communications, incident objectives, resource accountability, and an orderly transfer of command.

11.2 Initial Command

The first qualified employee or administrator who assumes responsibility becomes the initial Incident Commander until relieved. The individual will identify the incident, initiate protective actions, request 911 assistance, establish an initial command location when safe, and communicate who is in command. Command is a function, not a job title.

11.3 Command Transfer and Unified Command

Transfer requires a briefing that addresses situation, objectives, hazards, protective actions, accountability, resources, communications, and unresolved needs. Unified Command may be used when multiple agencies or jurisdictions share responsibility. District representatives participate within their lawful authority and do not direct public-safety tactics.

11.4 District EOC

The Superintendent or designee may activate the district EOC virtually or physically. Core functions include executive policy, situation reporting, resource coordination, public information, family assistance, continuity, legal and financial support, and recovery planning. The EOC Manager maintains operational rhythm, assignments, decision logs, and coordination with the county or municipal emergency operations structure.

11.5 Incident Action Planning

For extended incidents, command will establish written or clearly documented objectives, organization, communications, safety considerations, and operational periods. Plans may use ICS forms or district equivalents proportionate to complexity.

11.6 Succession

If a designated leader is unavailable, authority passes through approved succession lists. Acting officials receive the authority necessary for the assigned role, subject to law and Board policy. Succession details are maintained in controlled continuity records and Annex J.

Chapter 12

Roles and Responsibilities

12.1 Board of Education and Superintendent

The Board adopts policy and the EOP, provides governance oversight, and considers resources necessary for implementation. The Superintendent serves as chief executive for district emergency operations, authorizes activation and continuity decisions, designates successors, and coordinates with the Board while protecting operational security.

12.2 Director of Safety and Security

The Director coordinates EOP development, hazard assessment, agency liaison, preparedness, exercises, corrective-action tracking, and district situational awareness; advises incident and executive leaders; and supports after-action and recovery work. The Director does not displace the legal authority of responders or the administrative authority assigned by the Superintendent.

12.3 Campus Administrators

Principals maintain campus readiness, assign emergency roles, ensure staff orientation, initiate or support command, account for students and personnel, coordinate student care and reunification, and report deficiencies. They ensure that substitute and itinerant staff receive practical emergency information.

12.4 Department Responsibilities

- Technology: cyber response, communications support, backups, restoration, and system continuity.
- Facilities: utilities, life-safety systems, damage assessment, vendor coordination, repair, and reoccupation support.
- Transportation: vehicle accountability, rerouting, evacuation, relocation, reunification transport, and driver communications.
- Student Services/Health: medical planning, disability accommodations, behavioral health, family support, and student records.
- Communications: accessible, coordinated internal and external messaging, media operations, rumor control, and records.
- Finance/Human Resources: emergency purchasing, time and cost records, payroll, staffing, benefits, employee support, claims, and documentation.
- Food Services: emergency feeding, water, allergy and dietary needs, sanitation, and continuity.

12.5 Employees, Students, and Partners

Employees follow protective actions, supervise assigned students, report hazards, provide assistance within training, and maintain accountability. Students follow staff direction and report concerns. Contractors and partners comply with

district emergency direction and identify their personnel. Parents and guardians support reunification and communication procedures and keep emergency information current.

Chapter 13

Emergency Communications and Public Information

13.1 Communications Objectives

Emergency communications must be timely, accurate, accessible, coordinated, secure enough for the information involved, and resilient to system failure. Operational communications support command and responders; public information supports protective action, family decision-making, trust, and recovery.

13.2 Redundancy

The district will maintain multiple methods, which may include 911, radio, telephone, mass notification, public address, text, email, websites, social media, runners, and partner systems. Personnel will not assume that one message or platform reached everyone. Critical protective direction should be repeated through more than one method when feasible.

13.3 Message Approval and Speed

Preapproved templates may be issued by authorized personnel without unnecessary delay. Messages will state what happened to the extent confirmed, who is affected, what recipients should do, where updates will appear, and when another update is expected. Unknowns will be acknowledged rather than filled with speculation.

13.4 Joint Information

The district Public Information Officer coordinates with Incident/Unified Command and agency PIOs. The district speaks to school operations, student services, reunification, and continuity; public-safety agencies speak to tactics, criminal investigation, rescue, and other matters within their authority. Conflicting releases will be resolved through joint information coordination.

13.5 Accessibility, Privacy, and Security

Messages will use plain language and, when needed, translation, captioning, visual and audible formats, interpretation, or other effective communication. Personally identifiable student or medical information will not be released except as law permits. Tactical details, unverified casualty information, and information that could increase risk will be withheld.

13.6 Records and Rumor Control

The district will preserve significant messages and approvals. Rumors and false information will be monitored and corrected with verified facts while avoiding amplification of harmful content.

Chapter 14

Evacuation, Reunification, and Accountability

14.1 Evacuation

Evacuation is used when remaining in a building or area presents greater danger than movement. The Incident Commander selects primary or alternate destinations based on hazard location, weather, traffic, accessibility, supervision, and responder direction. Staff take rosters or accountability tools when immediately available but will not delay evacuation to retrieve them.

14.2 Accountability

Accountability begins with the smallest assigned group and rolls upward. Status categories should distinguish accounted for, absent before the incident, missing or unverified, injured, transported, released, and additional persons. Duplicate names, visitors, split classes, students in services, and transportation movements require reconciliation. Accountability information is reported to command, not broadcast publicly.

14.3 Relocation

If the campus cannot support safe operations, students and staff may move to a designated or incident-selected relocation site. Transportation and receiving-site leaders will track departures, vehicle assignments, arrivals, medical needs, and custody. Public release of site locations may be delayed until the site is secure and ready.

14.4 Reunification

Reunification uses separate check-in and release functions, identity verification, custody restrictions, student staging, exception resolution, traffic control, accessibility, medical and behavioral support, documentation, and coordinated communication. Students are released only through authorized procedures unless emergency conditions and law require otherwise.

14.5 Special Circumstances

The district will plan for unaccompanied minors, disputed custody, missing persons, deceased or hospitalized family members, students unable to communicate, service animals, medication, mobility equipment, language access, and families without vehicles or digital access. Law enforcement will address criminal or immediate safety concerns.

14.6 Termination

Reunification ends only after remaining students are transferred to an approved care arrangement and records are reconciled. Unresolved cases are assigned for follow-up and protected as sensitive records.

Chapter 15

Continuity of Operations

15.1 Continuity Purpose

Continuity of Operations (COOP) ensures that essential district functions continue or resume within acceptable timeframes when facilities, staff, technology, suppliers, or normal processes are disrupted. Annex J contains detailed continuity procedures, delegations, alternate locations, and reconstitution requirements.

15.2 Essential Functions

- Life safety, student supervision and custody, emergency communications, and family contact.
- Leadership, payroll, purchasing, human resources, legal compliance, records, and insurance coordination.
- Instructional continuity and student services.
- Transportation, food, health, special education, counseling, facilities, technology, and security support.
- Board governance and required state or federal reporting.

15.3 Continuity Strategies

Departments will identify recovery time objectives, minimum staffing, essential records, system dependencies, alternate procedures, vendors, and succession. Strategies may include relocation, remote work, split operations, manual workarounds, mutual aid, emergency contracts, alternate communications, and prioritized restoration.

15.4 Delegation and Succession

Delegations identify what authority transfers, to whom, under what conditions, and with what limits. Successors must have access to necessary records and credentials without weakening security. Activation and termination of delegations will be documented.

15.5 Instructional Continuity

Instruction may resume through relocation, modified calendars or schedules, temporary facilities, remote methods, shared sites, or other lawful options. Decisions will account for accessibility, special education, meals, transportation, staffing, technology access, attendance, and family burden.

15.6 Reconstitution

Before returning to normal operations, leaders will verify safety, staffing, systems, records, vendors, communications, and employee readiness. Temporary workarounds will be closed deliberately, data reconciled, and unresolved risks assigned.

Chapter 16

Recovery

16.1 Recovery Policy

Recovery begins at incident onset and restores a safe, supportive, and sustainable educational environment. The district will coordinate academic, behavioral-health, employee, family, facility, technology, financial, legal, and community recovery rather than treating recovery as facility repair alone.

16.2 Recovery Organization

The Superintendent may appoint a Recovery Coordinator and task groups. Priorities will be based on life safety, affected populations, continuity needs, legal requirements, available resources, and long-term risk reduction. Recovery governance, decisions, and costs will be documented.

16.3 Human Recovery

The district will provide psychological first aid, referral, employee assistance, counseling coordination, memorial and postvention guidance, family support, and monitoring for delayed effects. Services will be developmentally appropriate, trauma-informed, accessible, culturally responsive, and coordinated with community providers. Emergency behavioral support is not a substitute for 911 or Oklahoma 988 when those systems are indicated.

16.4 Operational and Academic Recovery

Leaders will establish reopening or relocation criteria, instructional adjustments, staffing plans, records restoration, transportation and meal operations, technology priorities, and accommodations. Expectations may be temporarily modified to support affected students and employees while maintaining lawful services.

16.5 Facility and Financial Recovery

Qualified officials determine structural, environmental, fire, utility, security, and health readiness before reoccupation. Finance personnel track emergency costs, procurement, insurance, grants, mutual aid, donated resources, and reimbursement documentation from the beginning of the incident.

16.6 Long-Term Improvement

Recovery plans will identify milestones, responsible owners, unresolved risks, and community communication. After-action findings will inform mitigation, training, policy, and capital decisions. Annexes Q and S govern death response, postvention, crisis intervention, and broader recovery details.

Chapter 17

Behavioral Threat Assessment and Mental Health

17.1 Integrated Approach

Safety and mental health are connected but not interchangeable. A diagnosis alone does not establish dangerousness, and concerning behavior must be evaluated in context. The district will use multidisciplinary, evidence-informed assessment and management focused on behavior, circumstances, targets, stressors, access to means, protective factors, and change over time.

17.2 Reporting and Screening

Reports may come from students, families, employees, law enforcement, digital systems, or community partners. Immediate threats are referred to 911. Other concerns receive prompt screening to determine urgency, team involvement, protective measures, support needs, and whether mandated reporting or other legal duties apply.

17.3 Assessment and Management

The team gathers information from lawful sources, distinguishes fact from rumor, considers multiple hypotheses, documents reasoning, and develops a management plan. Management may include supervision, support, treatment referral, schedule or access changes, target protection, law-enforcement consultation, family engagement, digital or facility safety measures, and monitoring.

17.4 Suicide and Crisis Response

Suicide concern requires trained screening, continuous supervision when indicated, emergency referral, parent/guardian involvement consistent with safety and law, means-safety counseling by qualified personnel, documentation, and re-entry support. Imminent danger requires 911; crisis support may also involve Oklahoma 988 and local behavioral-health resources.

17.5 Privacy and Information Sharing

Information is shared only with personnel or partners who need it for safety, education, treatment, or lawful operations. FERPA's emergency exception is case-specific and limited to actual, impending, or imminent emergencies; disclosures must be recorded when required. Team partners will follow agreements and confidentiality rules.

17.6 Case Closure and Re-entry

Cases close only after documented review of risk management, supports, target safety, responsible ownership, and reactivation criteria. Discipline, special education, re-entry, and safety planning will be coordinated but remain legally distinct processes. Annex R contains detailed procedures.

Chapter 18

Training and Exercises

18.1 Program Purpose

Training and exercises convert written plans into capability. The district will maintain a multiyear program based on risk, legal requirements, role needs, staff turnover, corrective actions, and partner priorities. Completion alone is not the measure of readiness; performance and improvement are.

18.2 Training Standards

Training will be understandable, accessible, role-specific, and documented. Core training includes emergency reporting, protective actions, accountability, communications, reunification awareness, disability assistance, and basic incident roles. Leaders and specialized teams receive additional ICS, EOC, medical, behavioral, continuity, recovery, and technical training.

18.3 Exercise Progression

The district will use seminars and workshops to build understanding, tabletops to test decisions, drills to practice focused actions, functional exercises to test coordination, and full-scale exercises when objectives and resources justify them. Complexity should increase only after foundational capability is demonstrated.

18.4 Safety and Trauma-Informed Practice

Every exercise will have written objectives, safety controls, notification, accessibility, medical contingency, stop authority, and evaluation. Students will not be exposed to deceptive or realistic simulations of violence. Accommodations and alternative participation will be provided when needed.

18.5 Evaluation

Evaluators compare performance with objectives and record strengths, gaps, causes, and recommendations. Hotwashes and after-action reports will protect sensitive information. Improvement items receive an owner, due date, priority, and validation method.

18.6 Partner Participation

Responding agencies, emergency management, public health, community providers, and other partners should participate when their role is being tested. Exercises will respect each agency's authority and avoid representing unapproved tactics as district procedure.

Chapter 19

Plan Development and Maintenance

19.1 Planning Governance

The Superintendent designates the EOP planning authority. The Director of Safety and Security coordinates a collaborative planning team that includes campus administration, instruction, student services, special education, health, transportation, facilities, technology, communications, finance, human resources, legal counsel, and public-safety partners as appropriate.

19.2 Review Cycle

The Basic Plan and annexes will be reviewed at least annually and after an activation, exercise, major facility or technology change, legal change, jurisdiction change, significant staffing change, or identified capability gap. High-risk corrections will not wait for the annual cycle.

19.3 Change Control

Each controlled document will display a version, date, owner, approval status, and review cycle. Material revisions require approval consistent with Board policy; administrative updates such as contacts, titles, and non-policy procedures may be approved under delegated authority. A record of changes and distribution will be maintained.

19.4 Partner Validation

Agencies having jurisdiction will be asked to review provisions affecting command, communications, access, evacuation, shelter, reunification, rescue, investigation, public information, and reoccupation. District plans will not prescribe tactics for outside agencies.

19.5 Distribution and Security

Personnel receive the portions necessary for their duties. Public copies omit restricted information. Controlled appendices, rosters, maps, credentials, student information, medical details, and tactical materials are stored in authorized systems and reviewed for current access.

19.6 Corrective-Action Management

After-action findings, audit items, safety assessments, near misses, and incident lessons will be tracked to closure. Leaders will verify that actions corrected the underlying capability gap rather than merely completing a task.

Chapter 20

Appendices, Resources, and Adoption

20.1 Supporting Documents

This Basic Plan is implemented through functional and hazard-specific annexes, campus emergency references, continuity records, agreements, maps, forms, training materials, and department procedures. Annexes A through N and P through V included in this controlled compilation remain part of the district EOP. Annex O is reserved and is not represented as complete until separately developed and approved.

20.2 Annex Control

Each annex identifies its purpose, scope, owner, responsibilities, activation, operations, recovery, records, and review requirements. Restricted appendices may include contacts, maps, routes, access details, student information, technology architecture, vendors, inventories, or case information and will not be placed in broadly distributed copies.

20.3 Key Authoritative Resources

- FEMA, Comprehensive Preparedness Guide 101: Developing and Maintaining Emergency Operations Plans (2025).
- Federal Guide for Developing High-Quality School Emergency Operations Plans, hosted by the Oklahoma Office of Homeland Security.
- National Incident Management System and Incident Command System doctrine.
- Oklahoma State Emergency Operations Plan (2025) and Oklahoma School Security Institute resources.
- Oklahoma State Department of Education school-safety, student-support, health, and transportation guidance.

- U.S. Department of Justice ADA emergency-planning guidance and U.S. Department of Education FERPA emergency-disclosure guidance.

20.4 Adoption Conditions

Before Board adoption, district counsel and appropriate public-safety, fire, EMS, public-health, emergency-management, technology, facilities, transportation, student-services, special-education, finance, human-resources, and communications representatives should review the provisions affecting their responsibilities. Adoption authorizes implementation but does not create authority beyond law or modify employment rights, contracts, or agency jurisdiction.

20.5 Promulgation

Upon adoption, the Superintendent will direct distribution, training, campus implementation, and maintenance. Department and campus leaders are responsible for communicating assignments and reporting gaps. The EOP remains in effect until superseded or rescinded.

20.6 Approval

Authoritative Planning References

- FEMA CPG 101: Developing and Maintaining Emergency Operations Plans (May 2025): https://www.fema.gov/sites/default/files/documents/fema_npd_developing-and-maintaining-emergency_052125.pdf
- Guide for Developing High-Quality School Emergency Operations Plans: https://oklahoma.gov/content/dam/ok/en/homeland-security/documents/security/Developing-School-Emergency-Operations-Plans.pdf
- Oklahoma State Emergency Operations Plan (October 2025): https://oklahoma.gov/content/dam/ok/en/oem/documents/planning/SEOP%2010.1.2025%20web.pdf
- Oklahoma School Security Institute Drill Reporting Resources: https://oklahoma.gov/homeland-security/school-security/drill-reporting.html
- FEMA National Incident Management System: https://www.fema.gov/emergency-managers/nims
- U.S. Department of Justice: Emergency Planning under the ADA: https://www.ada.gov/topics/emergency-planning/
- U.S. Department of Education: FERPA Health or Safety Emergency Exception: https://studentprivacy.ed.gov/faq/when-it-permissible-utilize-ferpas-health-or-safety-emergency-exception-disclosures
- Oklahoma Office of Homeland Security School Security Resources: https://oklahoma.gov/homeland-security/school-security/programs-and-resources.html

Reference date: August 2026. Final legal review remains required before adoption. Web addresses and agency requirements should be verified during annual maintenance.

DEER CREEK PUBLIC SCHOOLS

ANNEX A

ACTIVE THREAT

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope, Objectives, Assumptions, Principles, and Nonnegotiable Safety Rules

Annex A coordinates immediate protective action and the district functions surrounding law-enforcement response. It does not prescribe police tactics or replace campus-specific restricted procedures, threat-assessment operations, medical protocols, reunification or recovery annexes.

1.1 Scope

- Active shooter or armed attacker; person using a firearm, edged weapon, vehicle, incendiary or other means in an ongoing attack; attempted violent entry; shots fired/weapon assault; or credible immediate threat to life at a district activity.
- Students, employees, volunteers, visitors, contractors, responders, spectators and community users at campuses, offices, buses, fields, events, field trips, leased/host sites and after-hours programs.
- Immediate response, law-enforcement integration, rescue/medical interface, accountability, family assistance/reunification, continuity, investigation support and long-term recovery.

1.2 Objectives

- Call 911 and warn affected people without delay; enable individuals to choose the safest available protective action based on threat location and conditions.
- Provide law enforcement rapid access, accurate building/threat information and a clean transfer into public-safety command without school personnel entering tactical operations.
- Account for students/staff/visitors without exposing locations; coordinate rescue, medical transport, family liaison, family assistance and verified reunification.
- Protect evidence, privacy and dignity; communicate timely verified information; sustain operations and long-term trauma support; correct systemic gaps.

1.3 Assumptions

- The attack may begin without warning, move, involve more than one location or person, be accompanied by fire/explosion/vehicle attack, or include false/malicious messages.
- 911, cellular, radio, PA, mass notification, cameras, access control, power and student systems may be degraded or compromised. Information will be incomplete and conflicting.
- Individuals may be separated from normal groups; some will evacuate off campus or remain secured after the threat appears to end. Families/media/bystanders may self-deploy.
- Responding officers may bypass injured people while addressing the threat. Rescue/medical access and accountability will expand as public safety establishes zones.

1.4 Nonnegotiable safety rules

- Any person may call 911 and act to protect life. Do not delay for administrator confirmation, camera review, chain of command or fear of false alarm.
- Do not move toward the threat, conduct staff searches, confront an armed person as a planned duty, open a secured door to unknown persons, or leave protected occupants to investigate.
- Do not use one action mechanically. Evacuate only away from the known/suspected danger by a reasonably safe path; secure/lock down when movement would increase exposure.
- Physical resistance is never a routine or expected staff/student task; it is discussed only as an age-appropriate last resort when directly confronted and escape/denial is impossible.

IMMEDIATE PRIORITY: Call 911 • Warn • Move away if safe or secure/deny access • Maintain accountability when safe • Follow law-enforcement commands.

2. Authorities, Definitions, Decision Rights, Privacy, Civil Rights, and Safeguards

Use current Oklahoma law, Board policy, public-safety protocols and civil-rights/records requirements. District legal counsel verifies the final annex before adoption.

2.1 Authorities and guidance

- Applicable Oklahoma school safety, emergency management, criminal law, child protection, victim services, records and accessibility requirements; Board policy and valid responder authority.
- NIMS/ICS and FEMA/REMS school EOP guidance; current U.S. Department of Justice, COPS Office, FBI, CISA and locally adopted law-enforcement/fire/EMS active-attack guidance.

- FERPA and applicable privacy law; ADA, Section 504, IDEA, Title VI and effective-communication obligations; Oklahoma Open Records and evidentiary/retention requirements as counsel determines.

2.2 Working definitions

- Active threat: person or event actively attempting to kill or seriously injure people in a populated area or presenting an immediate continuing threat to life. Protective action: immediate individual/group action to reduce exposure.
- Lockdown/secure: district-defined action to deny access and create distance/barriers from a violent threat. Evacuation: movement away from danger to a safer location. Cover can stop or reduce harm; concealment only hides from view.
- Warm/cold/hot zones: public-safety designations reflecting threat conditions and responder operations; district staff do not assign tactical zones. Family Assistance Center: separate coordinated services for affected families; not the same as routine reunification.
- Threat neutralized/in custody is a law-enforcement determination. “All clear” for occupants is a coordinated instruction after public safety verifies conditions; rumors, silence or a familiar voice are not an all-clear.

2.3 Decision rights

- Any person may call 911 and initiate immediate protective action. Principal/campus leadership coordinates only when safe; an administrator inside the threat environment does not delay or centralize individual survival decisions.
- Law enforcement controls threat response, tactical zones, searches, evacuation/release of secured rooms, evidence and suspect information. Fire/EMS controls assigned rescue/medical functions. Unified Command coordinates shared objectives.
- Superintendent/designee controls district closure/continuity and policy decisions; PIO/JIC controls public district messaging; reunification/family-assistance leaders control their functions after site readiness.

2.4 Privacy and civil-rights safeguards

- Do not publish names, locations of secured groups, injuries, custody/medical status, witness accounts, family contacts or suspect/victim identity before authorized process.
- Provide effective communication and individualized supports without delaying emergency action. Do not profile based on race, ethnicity, religion, disability, gender, dress, speech or protected activity.
- Preserve due process and avoid labeling a reported concern as a threat without assessment. Prevention reporting and emergency response use different thresholds and authorities.

3. Prevention Interface, Reporting Concerns, Warning Behaviors, and Pre-Incident Coordination

Prevention is led through the district behavioral threat assessment and management framework, not by amateur profiling or punitive rumor response. Immediate danger always goes to 911.

3.1 Reporting pathways

- Provide multiple accessible reporting methods for students, families, staff and community members, including emergency 911, district/school reporting, law-enforcement and anonymous options as authorized.
- Teach the difference between an emergency, urgent concern and routine concern; encourage timely reporting of communications, behavior, weapons, threats, leakage, fixation, planning, access attempts, grievances and acute changes without creating a checklist that predicts violence.
- Retain original messages/images/URLs/usernames/time and report; do not share widely, reply provocatively, investigate independently or promise secrecy.

3.2 BTAM interface

- Annex R governs multidisciplinary behavioral threat assessment, case management, supports and monitoring. Teams use multiple sources and behavior/context - not stereotypes or diagnosis alone.
- Credible imminent or unfolding danger triggers 911 and Annex A immediately; a threat-assessment meeting never delays emergency action. Law enforcement and emergency mental-health resources are integrated according to authority.
- Case information is role-based, minimum necessary and secured. Supports may include conflict resolution, mental-health care, family engagement, supervision, access restriction and safety planning.

3.3 Security and preparedness

- Maintain layered access, visitor/contractor controls, door/lock function, exterior identification, communications, duress/reporting, keys/credentials, video/access-control availability, lighting, fencing and responder wayfinding without creating single-point dependency.
- Conduct joint walkthroughs with law/fire/EMS; validate addresses, entrances, maps, keys, utilities, access systems, common terminology, rescue/medical and reunification interfaces. Restricted findings are corrected and tracked.
- Balance security with fire egress, accessibility, student dignity and normal operations. Staff do not prop secured doors, share credentials or bypass visitor control.

4. Recognition, 911, Immediate Alerts, Activation Levels, and Concept of Operations

Reports may be sounds, direct observation, an alert, a witness call or a credible message. Act on the observed danger while avoiding speculation about identity or motive.

4.1 Recognition and 911

- Call 911 for observed weapon assault, shots, stabbing, vehicle attack, violent forced entry, explosive/incendiary attack, credible immediate armed threat or other ongoing intentional danger.
- Give site/street address, exact location/direction of threat if known, description only from direct observation, weapons, injuries, direction of movement, last seen time, caller identity/callback, your safe location and access information. Do not leave safety to gather details.
- Keep the line open only when safe; silence the device if needed without disconnecting when dispatcher directs. Update verified movement/description; never post operational information publicly.

4.2 Immediate alert

- Use district-approved plain language that identifies threat/general location when known and directs options-based action without drawing people toward danger. The first alert does not wait for a complete narrative.
- Send through PACE methods. Do not broadcast sensitive secured-room locations, officer positions, camera views or unverified suspect names. Correct location/action errors immediately with timestamp/version.
- A fire alarm during an active threat does not automatically require evacuation unless fire/smoke or safer conditions require it or public safety directs; individuals use actual conditions.

4.3 Activation levels

- Level 1 - Reported/suspected immediate threat: 911 and protective action; rapid verification by law enforcement, not staff investigation.
- Level 2 - Confirmed active threat: full public-safety response, district EOC, protective-action/accountability, rescue/medical and family holding.
- Level 3 - Complex/mass violence: multiple locations/attackers, fire/explosion/vehicle, mass casualties, prolonged search, major community impact or extended closure requiring Unified Command, Family Assistance Center and long-term recovery.

4.4 Operational phases

- Recognize, call 911, warn, and take immediate options-based protective action.
- Law enforcement addresses threat; district supports access/intelligence, accountability and life-safety information without tactical interference.
- Public safety establishes rescue/medical operations; district tracks patients and supports witnesses, families and uninjured occupants.
- Controlled evacuation/release, relocation, family assistance and reunification follow responder authorization and site readiness.
- Investigation, continuity, victim services, recovery, memorials, after-action and corrective action continue long term.

Known condition	Protective emphasis	Do not
Threat outside/attempting entry	Secure/deny access; move away from exterior exposure	Go outside to inspect or open doors
Threat location makes safe exit available	Evacuate away; leave campus path; call 911 when safe	Move toward sounds or designated route if unsafe

Threat unknown/near movement route	Secure/lockdown; create barriers/distance; stay out of view	Open for unverified voice or alarm
Direct unavoidable confrontation	Last-resort survival actions under age-appropriate training	Treat resistance as routine duty
Law enforcement arrives	Hands visible; follow commands; provide concise facts	Run toward officers, hold objects or argue

5. Options-Based Protective Actions: Evacuate, Secure/Lockdown, Cover, and Last Resort

Conditions differ by room, hallway, field, bus and threat location. People closest to the threat may need a different action than people elsewhere.

5.1 Evacuate when a safe path exists

- Move away from the known/suspected danger using the safest available exit/path; leave belongings; keep hands visible when encountering police; do not gather at predictable entrances or stop in vehicle lanes.
- Take students/others with you when feasible, but do not delay a viable escape because a person refuses or to retrieve someone in danger. Direct evacuees to a preplanned safe rally or, if unsafe, continue to a safer location and call 911.
- Do not run toward gunfire, cross a known threat path, use an announced route mechanically, return for property or approach officers unless directed.

5.2 Secure/lockdown and deny access

- Lock/secure door using installed controls; turn off lights/limit visibility; move out of sight and away from doors/windows; silence devices; maintain quiet; use available cover and reasonable barriers without blocking an alternate escape unnecessarily.
- Do not open for knocks, alarms, familiar voices or social-media messages. Follow verified district/public-safety release method. If conditions change and a safe evacuation becomes available, use judgment under training.
- Communicate with 911 when safe using minimal light/sound; report injuries and critical information without exposing location broadly.

5.3 Cover, concealment and movement

- Prefer substantial cover when available; concealment only hides. Create distance and unpredictable separation from danger rather than clustering in exposed areas.
- In common/outdoor spaces, move away from threat to substantial structures/terrain as conditions permit; avoid bottlenecks, glass, open sight lines and vehicles being used as gathering points.
- Do not issue one universal instruction that forces people through a hazard.

5.4 Last resort

- Only when directly confronted with an immediate unavoidable threat and escape/denial is impossible, individuals may use age-appropriate actions to interrupt access or create an opportunity to escape. Training must not assign students/staff a combat role or imply blame for outcomes.
- District training avoids weapon-specific techniques, graphic simulation, surprise attacks and prescriptive physical tactics. Emphasize survival, distance, barriers, movement and immediate compliance with law enforcement after danger changes.

6. Classroom, Common Area, Outdoor, Portable, Arrival/Dismissal, and Transition Operations

Campus-specific plans address places where normal classroom lockdown assumptions fail. Staff act on actual conditions and preserve student custody when possible.

6.1 Classrooms and offices

- Use options-based action; secure/deny access, move out of sight, silence, account quietly and treat unknown entry requests as unverified. Do not place occupants where door/window exposure is greater.
- If evacuating, take immediately available roster/phone only without delay; leave doors as protective action requires; move away and report safe location/count when possible.
- Substitutes and shared-space staff need simple access to room controls and action language without receiving unnecessary sensitive details.

6.2 Hallways, cafeterias, gyms, libraries and assemblies

- Staff direct people away from danger to the nearest viable secure space or safe exit; do not force return to assigned classroom. Break large groups into safer available locations rather than creating congestion.
- Common-area plans identify securable rooms, exits, accessibility, staff roles and alternatives but remain restricted. Kitchens, shops, labs and stages address equipment/fire/chemical hazards without delaying life safety.

6.3 Outdoor, portable and transition periods

- Outdoor groups move away to a verified off-site rally/secure building only if path is safe; do not re-enter toward danger. Portable buildings use location-specific secure/evacuate options and communication.
- Arrival/dismissal staff stop entry into danger, redirect buses/families and move people away. Parents are not admitted to search for students. Student drivers do not leave through affected routes unless directed.
- During class change, individuals use the nearest safe option; accountability is reconstructed from schedule, observations, safe check-ins and system data.

6.4 Fire alarm and other concurrent hazards

- A fire alarm may represent real fire, attack-related fire or manipulation. If smoke/fire makes staying dangerous, evacuate away from both hazards. Otherwise use threat information and law-enforcement direction.
- For explosion, gas, hazardous material or structural damage, avoid the hazard and secondary devices; integrate Annexes C/K while preserving active-threat protections.

7. ICS, Law-Enforcement Command, Unified Command, District EOC, and Operational Periods

During the attack, law enforcement's priority is stopping the threat. School command must not create conflicting tactical instructions or require responders to report to an unsafe school command post.

7.1 Command structure

- Law enforcement establishes incident command/tactical operations. Fire/EMS establishes rescue/medical functions consistent with Unified Command and zone controls. District representative joins Unified Command/EOC when safe and requested.
- A principal inside a secured room remains an occupant first and does not attempt to centrally direct tactical movement. District Safety/Superintendent's designee coordinates district functions from a safe location.
- District EOC supports accountability, maps/access information, transportation, reunification/family assistance, PIO/JIC, continuity, resources, staff/family support, records and long-term recovery.

7.2 Unified objectives

- Stop/isolate threat; prevent additional victims; establish zones/perimeters; rescue/treat/transport; account and clear occupants; protect evidence; manage families/media/traffic; reunify; support victims and restore services.
- School representatives provide occupancy, access, maps, keys, systems, hazards, student/medical/access needs and missing/evacuee information - not tactical direction.

7.3 Operational period and handoff

- Track threat status only from law enforcement; protective-action status; secured/evacuated groups; missing/injured/transported; cleared/restricted areas; family operations; resources; communications; continuity and next briefing.
- Shift relief transfers logs, radios, keys, maps, records, patient/family cases, unresolved persons, public messages and authority limitations. Maintain one common operating picture with source/time.

8. Responder Access, Building Intelligence, Keys, Systems, Tactical Information, and Boundaries

Accurate building information saves time, but its details are restricted. Authorized personnel deliver current information at a safe location or through approved interoperable systems.

8.1 Access and wayfinding

- Provide verified street/site/building/door/field identifiers, master keys/credentials/Knox access, gates, construction changes, elevators/stairs, fire access, utility/hazard areas and accessible routes.
- Keep emergency lanes and designated staging approaches free of buses, families, media and staff vehicles. Do not self-deploy a school guide into an unsafe zone.

- Maintain redundant map/key packages and version control. Never publish real-time responder entrances/staging publicly.

8.2 Building intelligence

- Provide floor/site maps, room numbering, occupancy/schedules, door/lock status, cameras/access control availability, alarms/PA, intercom/radio, roof/basement/tunnels, fire/life safety, utilities, hazardous materials, medical/AED and special-needs information as requested.
- State source and uncertainty. Do not claim rooms are clear, doors locked, cameras live or persons present without verification. Preserve system logs.

8.3 Technology and camera boundaries

- Authorized staff may support public safety with existing camera/access information from a safe location; no employee remains exposed or delays protective action to monitor a screen.
- Do not remotely unlock, lock, announce, disable alarm or change camera/access systems unless law enforcement/district authority directs and consequences are understood. Cybersecurity protects live feeds/maps from public exposure.
- Record who accessed/exported video or system data, time, scope and recipient; preserve originals and chain of custody.

8.4 Tactical boundary

- District staff do not form entry/search teams, clear rooms, direct officers to confront a suspect, handle weapons, move suspicious devices or enter hot/warm zones without responder authorization and appropriate role.
- Off-duty officers or armed personnel follow responding-agency identification/command protocols; uncoordinated armed response creates misidentification risk.

9. Accountability, Missing/Unknown Persons, Staff/Visitors, Evacuees, and Controlled Status

Accountability must not expose protected locations during an active threat. Collect status only when doing so is safe and through approved secure methods.

9.1 Status categories

- Expected; verified secure at known restricted location; evacuated to verified location; absent/not onsite; missing/unresolved; injured; transported; deceased only through official process; detained/interviewed if releasable; released through authorized process; extra/unknown.
- Time-stamp every status and source. A phone ping, social post, camera image or family statement is a lead - not final accountability without verification.
- Do not broadcast names/room locations on open radio or request occupants break silence for routine counts. Life safety precedes immediate roster completion.

9.2 Secure-room and evacuee reporting

- When safe, group lead reports identifier, count, injuries/urgent needs and whether location should remain confidential. Use district/law-enforcement approved channel; avoid repeated messages.
- Evacuees go to safe rally/collection point designated by public safety or call 911/district when safe. They do not post location publicly, return to campus, leave minors unsupervised or self-reunify without authorization.
- Accountability Unit reconciles schedules, attendance, visitor logs, transport/event rosters, verified safe reports, public-safety clearance and reunification/medical records.

9.3 Missing/unknown persons

- Send name/code, age/role, last verified location/time, route, medical/access need, description and source to law enforcement through one controlled channel. Do not send staff to search.
- Protect unknown/extra minors and witnesses; identify through authorized process. Separate missing-person family liaison from rumor/public lists.
- Update immediately when located; document confirming authority and disposition.

Status label	Minimum evidence	Next action
Secured	Verified group lead/authorized system report	Protect location; await police release
Evacuated	Verified rally/agency/staff custody	Supervise and transport as directed

Missing/unresolved	Expected but no verified location	Priority law-enforcement/accountability case
Injured/transported	EMS/public-safety/medical source	Patient log and family liaison
Released	Completed authorized reunification/handoff	Final accountability update
Unknown/extra	Person not reconciled to roster	Protect, identify and document

10. Rescue Task Force Interface, Medical Care, Casualty/Transport Tracking, and Fatality Interface

Public safety establishes zones and the integrated rescue/medical approach. District personnel provide trained lifesaving care only where conditions permit and do not enter tactical zones independently.

10.1 Immediate lifesaving care

- Call 911; use available cover; provide CPR/AED, bleeding control and other trained care when the immediate threat and scene allow. Do not expose additional people or delay evacuation to create a treatment area in danger.
- Use PPE when available without delaying lifesaving action. Move injured persons only when danger, airway/CPR or responder direction requires. Preserve identity and basic treatment times.
- Do not conduct tactical casualty care beyond training or create staff rescue teams.

10.2 Rescue/medical interface

- Law/fire/EMS identifies casualty collection, triage/treatment and transport areas. District medical/support staff enter only when authorized, briefed and safe under command.
- District supports patient identification, emergency plans/medications, accessible communication, family liaison, school accountability and supplies. EMS controls clinical care and destination.
- Use unique patient identifier and reconcile EMS unit, departure, destination, time, district liaison and family-notification status. Do not publish hospital lists.

10.3 Fatality and missing-person interface

- Fatality confirmation, identification, notification and release follow law enforcement/medical examiner authority and Annex Q. District leaders do not confirm death based on rumor, image, scene observation or family report.
- Separate fatality/morgue functions and Family Assistance Center from routine reunification and media. Protect remains, personal effects and evidence.
- Assign trained family liaison/victim services and long-term case management for injured, missing and deceased persons.

11. Disability Access, Medical/Communication Needs, Behavioral Support, and Dignity

Protective action must be individualized and flexible. Emergency plans identify options without publicly labeling or segregating people.

11.1 Accessible protective action

- Plan primary/alternate secure areas and evacuation routes; mobility/support equipment, service animals, medication, communication devices and trained assistants/alternates.
- Do not assume a person can hear an alert, remain silent, move quickly, hide independently, abandon equipment or follow complex directions. Provide plain language, visual/tactile alerts and preferred communication.
- If an assistant is unavailable, use the safest feasible support without delaying others' protective action; report unresolved location/needs securely to 911/law enforcement.

11.2 Medical and behavioral needs

- Maintain essential rescue medication and emergency plans accessible without exposing staff to danger. Life-sustaining devices and backup power/transport are included in relocation planning.
- Use calm, concrete instructions, reduced sensory input, familiar support and nonjudgmental redirection. Do not interpret disability behavior as noncompliance or threat.
- For panic, acute stress, self-harm risk or separation, maintain supervision and connect licensed mental-health/EMS resources without coercive public handling.

11.3 Survivor dignity and trauma-informed care

- Protect students from media, graphic scenes, repeated recounting and public identification. Offer choice/control where possible and explain procedures.
- Avoid blanket group debriefing, forced disclosure or promises that reactions will resolve quickly. Provide evidence-informed support, screening/referral and culturally/linguistically responsive services over time.

12. Transportation, Buses, Athletics, Events, Field Trips, Off-Site and After-Hours Operations

Every district activity needs options-based protective action, 911 location reporting, accountability and family procedures independent of the main campus office.

12.1 Buses and transportation

- If threat is at/near campus, dispatch holds or redirects buses away; drivers do not enter a law-enforcement perimeter. If threat is on/near a bus, driver uses immediate options based on location, mobility and danger, calls dispatch/911 and protects passengers.
- Dispatch provides vehicle ID, exact location/direction, passenger count, description based on direct report, route and camera/GPS data to law enforcement. Do not broadcast suspect details broadly.
- Account and maintain custody after any evacuation/relocation; send relief/medical resources only through safe routes; preserve camera/GPS/radio records.

12.2 Athletics and large events

- Preplan exits, securable spaces, crowd/participant protective action, accessible routes, PA/text backup, responder access, bag/visitor controls, parking/traffic, family separation, medical and off-site rally.
- Event staff do not direct crowds toward a fixed exit if threat location makes it unsafe. Participants/spectators may need different actions. Stop admission and redirect arriving people away.

12.3 Field trips and host sites

- Before departure, obtain host address, 911 access, protective-action/evacuation/rally, communication, accountability, disability/medical supports, transportation alternatives and leadership succession.
- Trip leader acts immediately under host/public-safety conditions; notifies district when safe; maintains group custody and avoids self-directed return into affected routes.

12.4 Community use and after-hours

- Agreements assign 911/protective-action, access control, attendee accountability, district notification, responder key/map access and incident reporting.
- Community users receive actionable training without restricted tactical/security details.

13. Family Notification, Family Assistance, Reunification, Unaccompanied Students, and Victim Services

Families need timely information and a safe action. Family operations must not obstruct tactical, rescue, investigative or hospital functions.

13.1 Initial family communication

- State that the district/public safety is responding; students should not be called/texted repeatedly; do not come to campus, hospitals or responder routes; no reunification site is open unless officially announced; provide next update.
- Do not identify people, secured groups, suspect, casualties, hospital destinations or law-enforcement positions. Acknowledge uncertainty and correct errors openly.
- Use accessible multilingual channels and call-center scripts. Monitor self-deployment and misinformation.

13.2 Family Assistance Center

- For complex/mass violence, establish a secure accessible Family Assistance Center separate from reunification, command, media and the crime scene. Coordinate law enforcement, victim services, mental health, child/family services, medical examiner, hospitals, faith/cultural resources and benefits/compensation support.
- Use case-management identifiers, private interview/notification rooms, credentialing, security, child care, interpretation, food/rest, technology charging and transportation. Do not use volunteers without vetting/role control.

- Provide one family liaison and scheduled updates for missing/injured/deceased cases. Avoid requiring families to repeat traumatic information to multiple agencies.

13.3 Reunification

- Open only after public safety releases movement/site, security/traffic, staffing, records and student destinations are controlled. Use Annex E identity/authorization/custody/final-handoff process.
- Never release from a secured room, rally, bus, hospital or family center solely because a familiar adult arrives. Witness/interview, medical or law-enforcement holds are resolved before release.
- Track unaccompanied/unclaimed students, separated siblings, displaced groups, hospitalized and detained/interviewed persons to final lawful disposition.

13.4 Victim services and benefits

- Assign long-term navigator for medical, counseling, victim compensation, funerals, transportation, lodging, records, workplace/academic accommodations and legal/process information.
- Coordinate donation/volunteer management and prevent scams, exploitation, unauthorized fundraising and release of family contact information.

14. Communications, PIO/JIC, Rumor Control, Media, Technology, Cyber, and System Failure

Messages must protect operations and public trust. Tactical information belongs to law enforcement; school operational information belongs to the district/JIC under Unified Command.

14.1 Internal communications

- First alert: threat/general location if known, options-based action, 911 and prohibited movement. Subsequent messages are timestamped and action-focused. Do not send routine “status check” that causes sound/light in secured rooms.
- Use PACE methods and interoperable public-safety channels as approved. Preserve priority radio traffic; authenticate corrections and all-clear/release.
- Plain language replaces codes. Staff do not share screenshots of maps/cameras/chats or use personal group messages as official command.

14.2 PIO/JIC and media

- JIC coordinates verified incident status, protective actions, family instructions, operational changes, casualty information through responsible authority, reunification/family assistance and next update.
- Media stage away from command, responder access, hospitals, family operations, witnesses and minors. Staff/students do not livestream, post images, identify victims/suspects or provide interviews during response.
- Separate confirmed fact, preliminary information and unknown. Correct errors promptly without amplifying graphic or tactical detail.

14.3 Technology and cyber

- Protect mass-notification, camera/access, student information, website/social accounts and map systems with emergency access controls, logging and alternates. Assume account spoofing or denial-of-service may occur.
- Do not change door/access, camera, alarm or PA systems during response unless authorized. Preserve logs/exports and chain of custody. Authenticate public messages across multiple channels.

14.4 System failure

- Keep secure offline contacts, rosters, maps, keys, forms, messages and radio/runner procedures. If mass notification fails, use PA/radio/911/public-safety and approved local methods without exposing people.
- When systems return, reconcile paper accountability, transport and release once; mark duplicate/void and preserve originals.

15. Crime Scene, Witnesses, Evidence, Continuity, Recovery, Memorials, Training, and Improvement

The incident moves from immediate danger to investigation and long-term recovery, often simultaneously. Recovery is survivor-centered, coordinated and sustained.

15.1 Crime scene and witnesses

- Do not touch weapons, casings, devices, bloodstained items, doors, phones, notes or belongings unless immediate life safety requires. Do not clean or reset systems until released.
- Separate witnesses when directed without discussing accounts; record contact/custody; provide guardians, advocates, interpretation and disability supports consistent with law. School staff do not conduct substantive criminal interviews.
- Preserve video, access, alarm, radio, phone, email/social, visitor, attendance, transportation and maintenance records under legal hold. Document who collected/exported/transferred what and when.

15.2 Continuity and re-entry

- Law enforcement releases areas from tactical/investigative control; Facilities/public safety address structural, fire, utility, environmental, biohazard, accessibility and security conditions. District leadership separately authorizes educational occupancy.
- Activate COOP for alternate facilities/instruction, transport, meals, medication, special services, technology/records, staffing, payroll/procurement and public meetings. Do not rush return to symbolize normalcy.
- Offer phased return, alternative placement, accommodations and choice where feasible; communicate security changes without exposing vulnerabilities.

15.3 Long-term recovery and memorials

- Establish recovery governance for victim/family services, students, employees, responders, academics, facilities, communications, finance, legal, donations and anniversaries. Measure needs over months/years.
- Use trauma-informed, culturally responsive, evidence-informed mental-health support and referral; protect confidentiality and avoid mandatory single-session emotional processing.
- Memorial decisions are deliberate, equitable, safety-conscious and developed with affected families/community after the acute phase. Avoid permanent decisions under immediate pressure or glorification of the attacker.

15.4 Training and exercises

- Train all staff on 911 authority, options-based actions, law-enforcement interaction, accountability, accessibility, medical basics, family/media boundaries and recovery. Students receive developmentally appropriate, non-graphic instruction.
- Exercises never use unannounced simulations, realistic weapons/gunfire, surprise actors, forced physical resistance or traumatic deception. Give notice, opt-out/accommodation, mental-health support and clear start/stop language.
- Tabletop/functional exercises test command, access/maps, communications failure, evacuation/secured groups, multiple patients, buses/events, family self-deployment, reunification, Family Assistance Center and continuity.

15.5 Metrics and corrective action

- Evaluate alert/911 timing, message accuracy, protective-action decision quality, responder access/intelligence, accountability, medical transport, family communication, reunification, accessibility, records, victim services and corrective-action closure.
- Do not rank rooms or individuals by hypothetical survival or blame protective-action choices made under uncertainty. Focus on system barriers and decision support.
- Use protected hotwash/AAR, root cause, owner, due date, resources, evidence and validation exercise. Review annually and after any activation, drill, near miss, facility/technology/partner change.

ANNEX B

TORNADO AND SEVERE WEATHER

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope, Objectives, Assumptions, and Protective-Action Principles

Annex B integrates forecast monitoring, immediate protective action, shelter operations, transportation/event controls, damage response, continuity and recovery. It complements - not replaces - campus shelter maps, engineering documentation, individual plans, transportation procedures and local emergency-management direction.

1.1 Scope

- Tornadoes, severe thunderstorms, destructive straight-line winds, downbursts, large hail, lightning, flash/river/urban flooding, winter storms/ice, extreme heat/cold, dangerous wind chill, poor visibility, weather-related power loss and associated hazards.
- Students, employees, volunteers, visitors, contractors, spectators and community users during school, transportation, athletics, events, before/after care, field trips, summer programs and construction.
- Primary campuses, portable buildings, support/transport facilities, athletic fields, stadiums, buses, remote venues and district-sponsored travel.

1.2 Objectives

- Receive and verify weather information through redundant sources; identify affected locations and time-to-impact; make protective-action decisions early enough to complete safe movement.
- Move every occupant to an evaluated, assigned shelter area away from known hazards; protect head/neck as trained; account continuously and support access/medical needs.
- Prevent unsafe dismissal, outdoor movement, parent convergence and bus dispatch during the immediate threat; communicate clear instructions and alternatives.
- Respond to injuries, fire, gas/electrical, collapse and debris after impact; relocate/reunify safely; restore operations only after competent assessment.

1.3 Planning assumptions

- Warnings may provide little or no lead time; weather may develop between official products; sirens may not be audible indoors and are not the sole notification method.
- Power, cellular, internet, radio, PA, alarms, doors, elevators, lighting and transportation may fail. A shelter area may become unusable or over capacity.
- Arrival/dismissal, meals, passing periods, assemblies, athletics and community events may place people away from assigned shelter or in vulnerable structures.
- Families may self-deploy during a warning. Staff must retain custody, prevent unsafe release/movement and provide frequent verified updates.

1.4 Protective-action principles

- Life safety before schedule or property; act on the best available information; use multiple sources; move early enough to finish before impact.
- A label such as hallway, basement, storm area or safe room does not establish protection. Use areas evaluated and documented for the intended hazard and usable capacity.
- Avoid windows, exterior walls/doors, glass, large-span roofs, gyms/cafeterias/auditoriums, portable/temporary structures and known utility/hazard rooms for tornado shelter unless specifically evaluated/approved.
- Do not dismiss, load buses or move outdoors into an active tornado warning or imminent destructive threat affecting the movement route.

PRIORITY SEQUENCE: Monitor • Decide early • Notify • Move • Shelter • Account • Sustain • Verify before release.

2. Authorities, Definitions, Weather Information, Decision Rights, and Legal Safeguards

Use current Oklahoma requirements, Board policy, locally adopted emergency-management practices and official weather information. Legal counsel and District Safety verify the current authorities before adoption.

2.1 Authorities and guidance

- Applicable Oklahoma school safety, emergency management, transportation, accessibility and records requirements; Board policy; county/city emergency-management direction.
- NIMS/ICS and FEMA/REMS school EOP guidance; National Weather Service watch/warning and impact-based decision-support information; NOAA Weather Radio and official alerting practices.

- FEMA safe-room and shelter guidance, building evaluations by qualified professionals, and locally adopted building/fire codes and occupancy requirements.
- ADA, Section 504, IDEA, Title VI and effective-communication obligations; employee safety requirements as applicable.

2.2 Weather terms

- Watch: conditions are favorable for the hazard in or near the watch area; increase readiness and monitoring. Warning: hazard is occurring, imminent or indicated; take protective action for the warned area.
- Tornado emergency or other enhanced wording: NWS communication indicating an exceptionally dangerous situation; it reinforces - not replaces - immediate warning action.
- Severe thunderstorm warning: damaging wind and/or hail threat; destructive winds can create tornado-like building and debris hazards.
- All clear: local operational decision that the immediate shelter condition has ended based on warning status, official/observed information, storm track, secondary hazards and command verification - not a siren tone or social-media post.

2.3 Decision rights

- Superintendent/designee and District Safety set district posture, closure/remote/continuity decisions and coordination. Principal/campus IC orders campus shelter or other immediate action. Any employee may act to protect life when a credible imminent threat exists and command is unavailable.
- Transportation leadership controls dispatch/route holding under district policy; drivers make immediate safe-position decisions based on conditions and dispatch/emergency direction. Event/field-trip leaders initiate protective action without waiting for campus approval.
- Local emergency management/public safety controls jurisdictional protective directions. NWS issues official weather products. District command applies them to facilities, routes, schedules and occupancy.

2.4 Safeguards

- Do not rely solely on outdoor sirens, one app, television, social media, a single forecast graphic or the visible sky. Do not use unverified public reports as an all-clear.
- Do not call an ordinary room a FEMA safe room unless documentation supports that designation. Record shelter limitations, capacity basis and risk controls.
- Do not post student rosters, medical needs, shelter maps/capacity gaps, staff contacts or security/access information publicly.

3. Preparedness, Seasonal Readiness, Shelter Evaluation, Capacity, Supplies, and Maintenance

Preparedness converts limited warning time into completed protective action. Each campus maintains one controlled shelter plan that matches actual occupancy and operations.

3.1 Shelter evaluation and designation

- Qualified professionals evaluate structural system, roof span, exterior/glazing, doors, attachments, flood/utility/fire hazards, ventilation, access, communication and occupancy. Document whether an area is a code-compliant storm shelter/safe room, best available refuge, or unsuitable.
- Assign primary and alternate areas by classroom, program, common area and operational period. Avoid rooms with exterior glass, unreinforced walls, large spans, overhead equipment, gas/electrical/chemical hazards, flood risk or obstructed egress.
- Identify overflow and surge plan for assemblies, lunch, testing, visitors, aftercare, events and community use. Do not exceed usable capacity or block doors/airflow/emergency access.

3.2 Capacity and movement timing

- Record usable floor area/occupancy basis, seating/positioning, wheelchair/service animal/medical equipment space, staff and supplies. Resolve conflicting posted capacity through qualified review before relying on it.
- Time movement from the farthest classroom, portable, field, cafeteria, gym, library and arrival/dismissal position under realistic conditions. Include communication, door congestion, accessibility, verification and accountability.
- Set decision triggers early enough to complete movement with margin before expected impact. A plan that completes after warning arrival is not operationally adequate.

3.3 Supplies and communications

- Provide protected flashlight, radio/weather receiver, backup power, first aid/AED access, go-kits, rosters/offline forms, head protection as approved, water, sanitation, communication/access supports and tools appropriate to the site.
- Do not place loose/heavy items overhead or block shelter space. Secure furniture/equipment and maintain clear egress. Inspect emergency lighting and backup communications.
- Maintain PACE alerting: mass notification/PA, radios/phones, runners/air horns or other approved backup; ensure audible/visual/effective communication in all occupied areas.

3.4 Seasonal and daily readiness

- Before severe-weather season and significant forecast days, verify shelter access, capacity, signage, keys, routes, alerts, supplies, rosters, trained alternates, bus/event/field-trip decisions and facility issues.
- Monitor construction, locked doors, furniture/storage, testing layouts, special events, staffing, substitute coverage and new student/access needs that change the plan.
- Establish weather-duty coverage for school hours, before/after care, events, nights/weekends and trips. No occupied program relies on an unassigned office.

4. Monitoring, Watches, Warnings, Observed Threats, Activation Levels, and Decision Cycle

Monitoring is active decision support, not passive observation. The weather lead continually translates official information into facility, route and timing consequences.

4.1 Sources and verification

- Primary: NWS warnings and local emergency-management/public-safety information. Redundant sources may include NOAA Weather Radio, official alert feeds, trained weather liaison, radar/decision-support tools, local media and direct field reports.
- Confirm warning polygon/location, hazard, movement, expected timing, confidence/impact, expiration, upstream development and affected campuses/routes/events. Maintain source/time/version log.
- Outdoor sirens are community warning tools and may not be heard indoors. Their silence does not mean safety; a changing/sounding pattern is not a district all-clear unless local authority explicitly establishes it.

4.2 Readiness posture

- Routine: maintain awareness and seasonal readiness. Elevated outlook/watch: brief leadership, verify staffing/shelters/alerts, reassess travel/events/dismissal and increase monitoring.
- Warning/imminent observed threat: activate protective action for affected locations/routes immediately. Do not wait for visual confirmation.
- Post-warning: remain sheltered until command evaluates warning expiration/cancellation, storm track and new cells, observed conditions, damage, lightning, flooding, utilities and official direction.

4.3 Decision cycle

- What hazard and location? Who/what is exposed? How long until impact? How long to notify/move/account? Which shelter/alternate is usable? What secondary hazards may follow?
- Choose objective and trigger; assign owner; issue time-stamped message; confirm receipt/action; monitor changes; document decision and next review.
- When uncertainty is material and lead time is shrinking, choose the safer protective posture rather than waiting for perfect information.

Information	District meaning	Typical action
Outlook/elevated forecast	Potential later impact	Brief, verify, schedule review
Watch	Conditions favorable	Ready shelters/staff; reassess transport/events
Warning polygon affects site/route	Hazard imminent/occurring	Immediate shelter/route action
Credible observed imminent threat	Warning may lag/local hazard	Immediate protective action and 911/EM report
Warning ends/cancels	Product ended, not automatic all-clear	Verify new storms/damage/secondary hazards

5. ICS Organization, Roles, District EOC, Emergency Management, and Operational Periods

Use scalable ICS. Routine monitoring may use a weather duty officer; districtwide impact may require campus ICS, district EOC and coordination with local emergency management/public safety.

5.1 Core roles

- Superintendent/designee: district posture, closure/delayed start/continuity, resources and executive coordination. District Safety: weather lead, common operating picture, emergency-management liaison, EOC, exercises and AAR.
- Principal/campus IC: protective-action order, shelter operations, accountability, site status and family interface. Shelter Area Leads: movement, positioning, count, care and status reports.
- Teachers/program leads: safe movement, roster/accountability, student supervision and reporting. Facilities: building/shelter/utility status from safe locations and qualified damage support.
- Transportation: dispatch/route decisions, driver communications, bus accountability and alternate transport. PIO: accessible verified messages. Health/Special Services: medical, disability and behavioral support.

5.2 District EOC and coordination

- EOC tracks warnings, campuses, shelters, occupancy/accountability, injuries/damage, transport/routes, power/communications, resources, family messages, continuity and next decision.
- Coordinate with emergency management, fire/EMS/law enforcement, utilities, public works, transportation partners and shelter/site owners. Do not compete with emergency channels for routine information.
- Establish common terminology, map/time reference, operational period, objectives, reporting schedule, resource requests and documentation.

5.3 Command handoff and shifts

- Incoming personnel receive hazard outlook, warning status, storm movement, current posture, shelter/accountability, routes/buses/events, damage/injuries, messages, resource gaps and next trigger.
- Transfer radios, keys, rosters, shelter occupants, medications, transportation manifests and unresolved issues explicitly. No weather monitoring gap during relief.

6. Tornado and Destructive-Wind Shelter Activation, Movement, Positioning, and All-Clear

Shelter activation is a time-critical movement operation. Use evaluated assignments and safe alternates; large-span spaces and portable buildings require early relocation.

6.1 Activation and message

- Issue plain-language shelter order with hazard, affected site, immediate action, prohibited actions and reporting method. Use all accessible channels and backup methods.
- Stop class change, meal movement, arrival/dismissal, outdoor activity, bus loading and visitor movement as needed. Assign staff at route junctions only where safe.
- Call 911/emergency management for observed tornado, collapse, injuries, fire, gas/electrical or trapped persons.

6.2 Movement

- Teachers/leaders take immediately available roster/go-kit/medication only without delay; lead assigned route; keep groups moving; use safe alternate for congestion, debris, glass, smoke, flood or locked route.
- Move people from portable buildings, exterior rooms, glass, gyms, cafeterias, auditoriums, multipurpose/large-span rooms, stages, pools and outdoor areas early enough to finish before warning impact.
- Do not open exterior doors to look, send students to retrieve others, cross outdoor areas after conditions become unsafe, or move into a shelter already at capacity. Report obstacles/overflow.

6.3 Position and protective posture

- Use designated location/markings; keep exits, aisles, ventilation and emergency lanes clear. Position away from windows/doors and known overhead/utility hazards.
- Adopt trained protective posture, including head/neck protection, when impact is imminent or command directs. Maintain accessible positioning, medical equipment, service animals and continuous supervision.
- Limit phone use to operational/essential family support to preserve network/battery. Do not livestream or post shelter locations/status.

6.4 All-clear and release from shelter

- Command reviews NWS/local EM status, new/upstream storms, radar/observed conditions, lightning, flooding, wind/hail, damage, fire/gas/electric, route and building status. Warning expiration alone is not sufficient when hazards remain.
- Issue a time-stamped all-clear, remain-sheltered, move-to-alternate or controlled-evacuation message. Shelter leads acknowledge and report count/condition before movement.
- After impact, occupants may need to remain or evacuate by a different route. Do not leave shelter into debris, downed lines, gas odor, fire, glass or unstable structure.

7. Shelter Accountability, Missing/Extra Persons, Visitors, Contractors, and Sustained Care

Every shelter area is an accountability unit. Counts are reconciled upward without broadcasting protected information.

7.1 Shelter intake and count

- Group leader compares expected roster with present; identifies absent/not onsite, missing, extra/unknown, injured/medical, elsewhere with verified location and moved/transported.
- Shelter Area Lead totals groups, prevents double count and sends concise status to Accountability/IC. Record time/source/version. “All present” means verified reconciliation.
- Visitors, contractors, volunteers, food/custodial staff, substitutes, community users and students in services/restrooms/passages are assigned to a shelter and accounted.

7.2 Missing or extra person

- Report person code/name as necessary, last known location/time, likely route, medical/access need and reporting source. Do not send staff/students into exposed areas during the threat.
- If located in another shelter, reconcile both lists and record confirmation. Protect extra/unknown persons, establish identity and do not release outside authorization.
- After impact, trained public-safety search/rescue controls entry into damaged areas. Staff provide plans, last location and accountability information without self-deployment.

7.3 Sustained shelter operations

- Monitor air/temperature, lighting, water/sanitation, medical and behavioral needs, communications, crowding, door/egress, leaks, structural sounds, utilities and secondary hazards.
- Use quiet activities and calm age-appropriate updates. Protect medical/custody information and students from rumor, graphic content and adult disputes.
- Request relocation when shelter becomes unsafe, inaccessible, medically unsustainable, over capacity or isolated. Movement occurs only when route/destination are verified safer.

Shelter status	Meaning	Action
Ready	Access, capacity, supplies and staff verified	Accept assigned groups
At capacity	Usable spaces filled to documented limit	Route additional groups to approved alternate
Compromised	Leak, glass, structural, utility, fire, medical or access concern	Report; move only by verified safer route
Accounted	Expected/present/discrepancies reconciled	Continue supervision and updates
Unresolved	Missing/extra/location discrepancy remains	Priority report; no unsafe search

8. Portable Buildings, Large-Span Spaces, Outdoor Areas, Construction, and Hazardous Locations

Vulnerable occupancies require earlier decisions because moving after warning arrival may be more dangerous than staying. Campus plans must state the trigger and travel time.

8.1 Portable and temporary buildings

- Do not use portable/temporary buildings as tornado shelters unless specifically designed/evaluated for that purpose. Assign indoor primary/alternate shelter with route, escort, key/access and realistic movement time.
- At elevated posture/watch or local trigger, relocate early when lead time, distance, age/access needs, wind/hail/lightning or route exposure makes warning-time movement unreliable.
- If warning/imminent threat occurs before safe movement is possible, follow the campus last-resort plan and emergency-management direction; do not improvise a cross-campus move through dangerous conditions.

8.2 Large-span and high-occupancy spaces

- Gyms, cafeterias, auditoriums, field houses, natatoriums, stages and similar large-span rooms are generally avoided for tornado shelter unless specifically evaluated. Preassign occupants to distributed protected areas within capacity.
- Events/assemblies require an early shelter trigger, trained ushers, accessible route, crowd flow, participant/spectator count, PA backup and overflow plan. Rehearse without panic.

8.3 Outdoor areas and construction

- Move playgrounds, fields, stadiums, parking lots, maintenance yards and construction crews to designated shelter before lightning/high wind/hail/tornado conditions reach the site. Vehicles, dugouts, sheds, tents and overpasses are not designated tornado shelters.
- Construction plans identify cranes, scaffolds, loose materials, excavations, temporary walls, blocked routes, alarm/PA gaps, fuels/utilities and contractor accountability. Suspend and secure work early.
- Do not shelter in rooms with chemical/gas/electrical hazards, boilers, unanchored heavy equipment, roof drainage/flood risk or exterior glass unless evaluated and assigned.

9. Transportation, Buses En Route, Arrival/Dismissal, Field Trips, and Student Movement

Transportation decisions are route-specific. A safe campus shelter may be preferable to releasing buses into a warning; a bus already en route requires dispatcher/driver judgment and public-safety information.

9.1 Pre-dispatch and dismissal

- Transportation monitors origin, route and destination weather. District sets hold/release triggers early enough to avoid buses loading or traveling into warning polygons/imminent destructive conditions.
- During affected tornado warning/imminent threat, hold students in evaluated shelter rather than routine dismissal. Stop parent pickup when outdoor movement/traffic is unsafe and communicate the reason/next update.
- Stage buses away from debris/flood/wind exposure when possible; drivers and attendants join assigned shelter accountability. Do not load until command verifies route/weather.

9.2 Bus en route

- Driver maintains control, communicates location/direction/passenger status, and follows dispatch/public-safety direction. Do not stop under bridges/overpasses or in floodwater, near trees/power lines, or where traffic/debris exposure is greater.
- Dispatch identifies nearest verified substantial shelter or other safer option, route and contact. Movement from bus to building occurs only when the route can be completed safely before impact.
- If no verified shelter can be reached safely, use the current district/NWS/local emergency-management last-resort vehicle procedure; do not rely on generic or improvised advice. Document decision basis and time.

9.3 Passenger accountability and continuity

- Driver/attendant accounts after any stop/movement, reports injured/missing/extra and maintains supervision. Dispatch tracks vehicle, route, passenger roster, decision, shelter/location, contact and final disposition.
- Send relief/medical/law resources only when route is safe. Preserve GPS, radio, camera and dispatch records. Families receive one verified district contact - not direct instructions to drive into the hazard.

9.4 Field trips and travel

- Before departure, identify forecast, watch/warning sources, host shelter/capacity/accessibility, route alternatives, local emergency contacts, medications, roster, communications gaps, cancellation/return triggers and leadership succession.
- Trip leader acts on local warning/credible threat without waiting for home-district approval. Maintain group accountability and notify district when safe.

10. Athletics, Large Events, Community Use, Lightning, Hail, and Outdoor Operations

Event plans must protect participants, spectators, officials, vendors and staff - not only teams. Shelter capacity and movement time determine when activity stops.

10.1 Pre-event planning

- Assign event weather lead and alternate; monitor official information; identify safe shelter for expected attendance, accessible routes, gates, PA/text backup, lightning decision tool, bus/parking impacts and cancellation/evacuation triggers.
- Do not assume vehicles, tents, dugouts, covered bleachers or open-sided structures are safe shelter. Publish family/spectator weather procedures before the event.
- Conduct pre-event briefing with administration, athletics, officials, security, medical, facilities, transportation, concessions and venue owner.

10.2 Lightning

- Suspend outdoor activity using current district/athletic/NWS lightning protocol and the designated weather observer/tool. Move to approved substantial shelter or hard-topped enclosed vehicles when the local plan authorizes.
- Do not wait for rain, visible lightning or thunder at the field if decision tools show unsafe conditions. Keep people away from open fields, isolated trees, metal fences, water, high points and open shelters.
- Resume only after the locally adopted waiting/verification procedure is satisfied; do not restart because skies brighten or one official requests it.

10.3 Hail and destructive wind

- Move indoors before large hail/high wind reaches parking, fields, portable structures or glass-lined spaces. Keep occupants away from windows/skylights and large-span areas as the building plan requires.
- Secure or abandon tents, inflatables, goals, equipment, temporary signs, vendor items and stage structures early; never send people out during warning to protect property.

10.4 Community use and after-hours

- Agreements name weather monitor, decision authority, shelter areas/capacity, accessible routes, alerts, accountability, district notification and post-event reporting.
- Community use cannot exceed verified shelter capacity or block assigned school shelter space without an approved alternate plan.

11. Flooding, Winter Weather, Extreme Heat/Cold, Air Quality, and Other Weather Hazards

Protective action varies by hazard. District posture considers campus conditions, routes, buses, utilities, staffing and the ability to sustain essential services.

11.1 Flooding and flash flooding

- Never enter or drive through floodwater, barricaded roads, washed-out surfaces or moving water. Relocate away from low areas, drainage channels, basements or underpasses when threatened.
- Monitor rainfall, flash-flood warnings, upstream drainage, road/bridge closures, building water intrusion, sewage/chemical/electrical hazards and family travel.
- Do not occupy a tornado shelter with known flood risk when flooding is the dominant threat; campus plans identify alternate refuge and decision authority.

11.2 Winter weather and ice

- Assess road/bridge conditions, forecast timing, temperature, icing, visibility, power/heat, staffing, bus capability, meals, special services and safe release before delayed start/early dismissal/closure.
- Prevent slips, carbon monoxide, generator, frozen pipe, roof/ice fall and space-heater hazards. Do not use unapproved heat sources or generators indoors/near air intakes.
- If students are stranded, activate supervised sheltering, medication/food/water, accessible care, family communication and reunification/transport plan.

11.3 Extreme heat and cold

- Use current district/health/athletic thresholds and acclimatization, hydration, work-rest, shade/warming, clothing, medication/medical-risk and air-temperature/wind-chill considerations. Modify/cancel activity before conditions become unsafe.
- Call 911 for altered mental status, collapse, seizure or severe exposure. Do not rely on a single temperature number when humidity, sun, equipment, exertion or individual risk changes impact.

11.4 Air quality, dust and wildfire smoke

- Monitor official air-quality/fire information and local conditions; reduce exposure through indoor relocation, ventilation/filtration decisions, activity modification and support for sensitive persons.
- Coordinate facilities/public health/fire authorities for smoke infiltration, dust, odor, ash or regional wildfire. Do not open outside-air pathways reflexively without evaluating conditions/system design.

12. Disability Access, Medical Needs, Communication Supports, Behavioral Health, and Dignity

Weather operations must work for every occupant without public labeling or leaving people behind.

12.1 Individualized assistance

- Maintain individualized plans for mobility, sensory, communication, cognitive, developmental, behavioral and medical needs, with primary/alternate assistants, route, shelter position, equipment/medication and failure modes.
- Practice with the person/family and staff; include substitutes, transportation, field trips and after-hours programs. Do not use lifts/carries/evacuation devices without training and authorization.
- Keep service animals, mobility/communication devices, rescue medication and essential equipment with the person when safely possible. Reserve capacity for them.

12.2 Effective communication

- Provide audible, visual, tactile and plain-language alerts as needed; interpreters/auxiliary aids; repeated confirmation; multilingual family messages; and communication boards/low-tech backups.
- Do not assume a person heard/understood the PA or can independently move. Shelter leads verify receipt and completion.

12.3 Medical and behavioral support

- Nurse/medical leads stage supplies in protected areas, identify time-critical medication/technology needs, support oxygen/electric-dependent persons and plan backup power/transport.
- Use calm, concrete instructions, reduced stimulation, familiar supports and age-appropriate updates. Prevent elopement/self-release and protect students from graphic damage/injury and rumor.
- After impact, provide first aid/EMS, psychological first aid, counseling/EAP, family liaison and continuity accommodations.

13. Communications, PIO, Family Instructions, Rumor Control, Technology, and System Failure

Weather messages must cause the correct action quickly. The public message and internal operational message may differ in detail but must not conflict.

13.1 Internal alerts

- State hazard, affected site/route, action now, safe alternate/prohibited movement, accountability method and next update. Use plain language - avoid unexplained codes.
- Require acknowledgement from shelter/transport/event leads. Track message version/time/channel and nonreceipt. Use priority radio traffic during movement/impact.
- Do not transmit student medical/custody details or sensitive shelter vulnerabilities on open channels.

13.2 Family and public information

- For elevated posture: explain monitoring and potential schedule/transport changes. For shelter: state students are sheltered/supervised, campus access/pickup is paused, do not travel into warning, and next verified update.
- Do not publish exact internal shelter locations/capacity gaps. Announce relocation/reunification only after site/route/security readiness. Explain delay without promising a time the hazard may change.
- PIO coordinates with emergency management/public safety and timestamps corrections. Staff do not post unofficial radar interpretations, damage, injuries, names or “all clear.”

13.3 Rumor and self-deployment

- Correct false warning/cancellation, campus impact, dismissal, bus route, casualty or reunification reports through authenticated channels. Avoid repeating sensitive details.
- Security/traffic keeps family vehicles out of shelter movement and responder routes. Use call center/FAQ/text updates to reduce convergence.

13.4 Technology and alerting failure

- PACE: primary PA/mass alert/radio; alternate phones/apps/weather radio; contingency runners/megaphones; emergency direct action. Test all occupied spaces and backup power.
- If internet/cellular fails, use NOAA Weather Radio, emergency-management/public-safety radio/phone, local observation, runners and offline forms. Do not end monitoring because one source fails.
- Reconcile paper accountability/transport/release records when systems return; preserve originals and prevent duplicate entry.

14. Post-Impact Life Safety, Damage Assessment, Search Interface, Relocation, and Reunification

After impact, the environment may be more dangerous than the storm. Remain protected until command evaluates immediate hazards and directs stay, move or controlled evacuation.

14.1 Immediate post-impact actions

- Assess shelter injuries, fire/smoke, gas odor/hiss, electrical arcing/downed lines, flooding, debris, structural shift, broken glass, blocked exits, chemical release and weather recurrence. Call 911 and give exact status/location.
- Do not operate switches, use flame, touch lines/debris, enter unstable areas, move seriously injured persons unless danger requires, or allow self-evacuation through hazards.
- Provide trained lifesaving care where safe; establish patient identifiers, triage support and transport tracking. Keep unaffected occupants supervised.

14.2 Damage and search interface

- Campus staff perform only safe exterior/occupied-area observations from protected locations. Qualified responders/engineers control entry, technical search, collapse zones, utilities and rescue.
- Provide responders with plans, shelter occupancy/counts, missing/last locations, access, utilities, hazardous materials, keys and assistance needs. Never send staff to search damaged areas.
- Preserve photos/video/alarm/access/maintenance/weather records and debris/evidence after life safety; coordinate insurer/law/fire/emergency management before alteration.

14.3 Relocation and transportation

- Choose a route/destination outside damage, flooding, power lines, gas, debris, traffic and continuing weather. Maintain group rosters, vehicle manifests, departure/arrival counts, accessible transport and medical support.
- Do not move because families arrive or the shelter is uncomfortable if the route is not verified safer. Request public-safety/transport support.

14.4 Reunification and family assistance

- Activate Annex E only after site, route, staff, security, records and communication are ready. Students remain under district custody until verified release.
- Use family assistance/death-response interfaces for missing, seriously injured or deceased persons; individual notification and verified transport/hospital information remain private.
- Communicate campus closure, safe family action, verified reunification route/time, ID process, accessibility/language support and next update.

15. Continuity, Re-entry, Recovery, Training, Exercises, Metrics, Improvement, and Maintenance

Recovery verifies safe occupancy and restores education, transportation and support without erasing the lessons of the event.

15.1 Re-entry and continuity gates

- Qualified assessment addresses structural condition, roof/envelope, utilities, fire/life safety, water/sewage, electrical/gas, environmental/air, accessibility, security, egress and continuing weather. Emergency release is not automatically educational occupancy approval.
- Superintendent/designee authorizes return, partial occupancy, relocation, remote/alternate instruction or closure after responsible authorities and Facilities document conditions/limitations.
- Activate COOP for alternate facilities, transportation, meals, medication, special services, technology/records, staffing, payroll/procurement and communication.

15.2 Recovery and support

- Document damage, emergency costs, contracts, labor/equipment, insurance, assistance requests, donations, debris/salvage and restoration. Preserve evidence and legal/records requirements.
- Provide student/family/staff behavioral-health support, employee assistance, academic/attendance accommodations, medical follow-up and community resources. Monitor cumulative stress.
- Communicate recovery milestones, restricted areas, schedules, routes and supports without exposing identities or security vulnerabilities.

15.3 Training and drills

- Train all staff on weather information, decision authority, two routes, assigned shelter/alternate, head/neck posture, accountability, no unsafe dismissal, accessible assistance and post-impact hazards.
- Conduct drills at the frequency required by current Oklahoma law, Board policy and authority direction. Include realistic notification/movement/accountability without simulated debris, darkness or surprise that creates injury/panic.
- Include substitutes, visitors, cafeterias, gyms, portables, buses, athletics, aftercare, field trips and community use. Practice a blocked route, overflow, alert failure, missing person and remain-sheltered decision.

15.4 Metrics and improvement

- Measure warning/decision/alert/movement/accountability times, farthest-route completion, shelter capacity/overflow, accessibility, message receipt, transportation/event action, post-impact status and corrective-action closure.
- Do not make unsafe speed competitions. Evaluate whether decisions occurred early enough and movement remained orderly, supervised and within capacity.
- Hotwash/AAR identifies strengths, root causes, owner, due date, resources, evidence and validation exercise. District Safety/Operations reviews annually and after every activation, drill, near miss or facility/alerting/route change.

ANNEX C

FIRE AND EXPLOSION

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope, Objectives, Assumptions, and Nonnegotiable Life-Safety Rules

Annex C provides an all-hazards operating framework from prevention and alarm through evacuation, fire-department operations, continuity, recovery and improvement. It complements campus maps, fire code plans, protective actions, hazardous-material, medical, reunification and COOP annexes.

1.1 Scope

- Structure, contents, vehicle, wildland/grass, electrical, kitchen, laboratory, shop, mechanical, waste, construction and intentional fires; smoke/odor and alarm activations; explosions, blasts, pressure events and suspected structural failure.
- Students, employees, volunteers, visitors, contractors, responders, spectators and community users at occupied or unoccupied district property and activities.
- Primary buildings, portable buildings, fields, stadiums, transportation and maintenance facilities, kitchens, warehouses, buses, field trips, leased sites, construction zones and after-hours events.

1.2 Objectives

- Warn occupants, call 911, evacuate by safe routes, assist people who need support, close doors when safe and account for every person.
- Keep apparatus lanes, hydrants, fire department connections, alarm panels, keys and building intelligence accessible to responders.
- Prevent staff re-entry, firefighting, utility operation or alarm reset beyond authority; maintain secure perimeters and factual communications.
- Relocate/reunify safely, preserve evidence and records, restore facilities/services only after competent authorization, and correct readiness gaps.

1.3 Assumptions

- Fire and smoke can grow rapidly; normal exits may be blocked; visibility, power, alarms, radios, doors, elevators or sprinklers may fail.
- An alarm may be actual, malicious, accidental or system fault. Occupants cannot safely determine that before evacuation unless the fire department directs otherwise.
- Wind, weather, traffic, construction, hazardous materials, gas/electric service, solar/storage systems, crowds and family self-deployment can expand the incident.
- An explosion may cause fire, glass/projectiles, collapse, utility release, multiple patients, hazardous contamination or secondary devices.

1.4 Nonnegotiable rules

- Alarm and 911 activation take priority. Evacuate from smoke/fire and do not stop to collect belongings, lock doors, search unsafe areas or await confirmation.
- Use stairs and designated accessible plans; do not use elevators during a fire alarm unless specifically designed/authorized and directed by responders.
- Never re-enter, silence/reset the alarm, restore utilities or remove fire protection from service until the responsible fire/code authority authorizes the action.
- Only trained/authorized persons may use an extinguisher on a small incipient fire when they have a clear exit and district policy permits. Evacuation is always the primary action.

LIFE-SAFETY PRIORITY: Alarm • 911 • Evacuate • Account • Report. Do not investigate, fight, reset, re-enter, or improvise.

2. Authorities, Definitions, Fire Prevention, Impairments, and Decision Rights

Use current adopted codes, Oklahoma requirements, Board policy, fire-department direction and district procedures. Facilities and legal counsel verify local application before adoption.

2.1 Authorities and guidance

- Applicable Oklahoma fire, building, school safety, emergency-management, public-health and accessibility requirements; locally adopted fire/building codes and fire marshal orders.
- NIMS/ICS and FEMA/REMS school EOP guidance; U.S. Fire Administration, OSHA emergency-action principles as applicable, and recognized fire/life-safety standards incorporated by the authority having jurisdiction.

- Manufacturer and licensed-service instructions for fire alarms, sprinklers, suppression, extinguishers, hood systems, smoke control, emergency power, elevators, fuel, solar and energy-storage equipment.

2.2 Working definitions

- Authority having jurisdiction (AHJ): organization or official responsible for approving fire/life-safety systems, plans or conditions. Fire department Incident Commander: public-safety official directing suppression, rescue, hazard zones and re-entry.
- Alarm impairment: planned/unplanned reduction or loss of fire detection, notification, sprinkler, suppression, smoke control or related life-safety capability. Fire watch: trained patrol/monitoring approved by the AHJ for a defined impairment - not a substitute created informally.
- Assembly area: preplanned outdoor accountability location. Relocation site: safer location used when assembly cannot be sustained. Re-entry: controlled return only after authorization.
- Incipient-stage fire: earliest small stage that may be controlled by a portable extinguisher without protective clothing/breathing apparatus; staff never remain when smoke, heat, spread, uncertainty or blocked exit exists.

2.3 Prevention and inspection

- Keep exits, corridors, stairs, fire doors, apparatus lanes, hydrants, FDCs, panels, extinguishers, sprinkler valves and electrical/mechanical rooms clear and marked. Do not wedge fire doors or defeat locks/closers.
- Control ignition sources, hot work, cooking, extension cords/power strips, battery charging, flammable/combustible storage, decorations, stage effects, waste, heaters and contractor operations under approved programs.
- Report missing/damaged exit signs, emergency lights, detectors, covers, extinguishers, doors, alarms, sprinklers, hood systems, penetrations or firestopping immediately; document interim controls.

2.4 Impairment and decision rights

- Facilities immediately reports life-safety-system impairment to district leadership and the AHJ/service provider as required; establishes only AHJ-approved interim controls, notification, occupancy limits, fire watch, relocation or closure.
- The fire department controls emergency hazard zones, suppression/rescue and re-entry. Superintendent/designee controls district closure/relocation/continuity after consulting the fire department, facilities, insurer, health/safety and legal authorities.
- No campus employee cancels fire response, resets/silences an alarm, closes a sprinkler valve, restores gas/electric service or ends a fire watch without assigned authority.

3. Recognition, Alarm, 911, Activation Levels, and Concept of Operations

Treat fire, smoke, explosion, burning odor, sparking equipment, alarm or unexplained heat as potentially real until evaluated by the fire department.

3.1 Recognition and notification

- Upon discovering fire or smoke: activate the manual alarm if not already sounding, call 911 from a safe location, announce/assist evacuation according to plan, close doors when safe, and report exact location/conditions.
- For explosion, collapse, gas odor/hiss, electrical arcing, chemical release or suspicious device: move away from the hazard by the safest route, call 911, prevent entry and follow responder direction. Do not use a device/radio near a suspected explosive item or flammable atmosphere when responders advise otherwise.
- Do not delay while seeking a supervisor, investigating source, retrieving records or attempting to verify a sensor. If the automatic alarm sounds, begin the approved evacuation action.

3.2 911 report

- Give district/site name, street address, exact building/room/area, best apparatus entrance, caller/callback, visible fire/smoke/explosion, people trapped/injured, hazardous materials/utilities, alarm/sprinkler status when known and responder guide location.
- Remain available and follow dispatcher instructions. Call back if conditions, patient count, access or hazard changes. Never assume alarm monitoring alone provided the needed information.

3.3 Activation levels

- Level 1 - Alarm/limited condition: evacuation and fire-department response; campus ICS supports accountability and access.
- Level 2 - Confirmed fire/smoke/explosion or extended evacuation: expanded campus command, district coordination, relocation, family communication and continuity.

- Level 3 - Major/complex incident: multiple buildings/patients, collapse, hazardous material, wildfire exposure, intentional act, prolonged closure or community impact requiring Unified Command and district EOC/COOP.

3.4 Operational phases

- Warn and evacuate; call 911; assist; close doors when safe.
- Account and report; establish perimeter, responder access, command and medical support.
- Relocate/reunify; sustain supervision, transportation, communication and essential functions.
- Receive fire-department release; assess damage/systems; authorize limited or full re-entry only through defined gates.
- Recover, document, support people, restore systems and validate corrective actions.

Observed condition	Immediate occupant action	Command support
Alarm sounding	Evacuate by safe route; close doors if safe	911 confirmation, access, accountability
Visible smoke/fire	Alarm; 911; evacuate away/upwind as conditions require	Report exact location; isolate; no re-entry
Explosion/structural damage	Move away from damage/glass/utilities; 911	Collapse/secondary hazard perimeter
Gas odor/hiss or unknown vapor	Do not operate switches; evacuate; 911 from safe area	Keep ignition sources away; utility/fire liaison
Blocked primary route	Use practiced alternate; never enter smoke	Report route/area and missing status

4. ICS Organization, Fire Department Interface, Unified Command, EOC, and Safety

Campus command begins outside the hazard zone and transfers fire/rescue command to the fire department. District representation remains in Unified Command or liaison as appropriate.

4.1 Core organization

- Principal/designee: initial campus IC, evacuation/accountability, student supervision and district notification. District Safety: public-safety liaison, EOC, perimeter, situation status, AAR.
- Fire department IC: suppression, rescue, hazard zones, fire investigation coordination and re-entry authorization. Law enforcement: traffic, perimeter, suspicious/intentional act and security. EMS: triage/treatment/transport.
- Operations may include Evacuation/Accountability, Student Supervision, Medical, Transportation/Reunification, Security/Traffic and Facilities liaison. Planning tracks status/maps/records; Logistics supplies transport, shelters, radios, food/water and accessibility resources.
- PIO releases external messages through Unified Command/JIC; Facilities provides system/building information but does not enter or operate utilities unless directed and qualified.

4.2 Command post and safety

- Locate command post upwind/uphill when relevant, outside collapse/smoke/apparatus zones, visible to agency representatives but separated from students/families/media.
- The Safety Officer monitors smoke/wind, collapse, utilities, traffic, apparatus movement, weather, crowds, secondary devices, responder access and accountability-area suitability.
- Do not place assembly or reunification in apparatus lanes, hydrant/FDC access, likely smoke plume, glass/debris zone, downwind hazardous release or adjacent exposure building.

4.3 Transfer and Unified Command

- Provide concise transfer: known conditions/location, evacuation status, missing/injured/trapped report, alarm/sprinkler/utilities, hazards, keys/plans, accountability location, actions and contact.
- The district does not announce “all clear.” The fire department communicates hazard control/re-entry authorization; district leadership separately decides whether educational operations resume.
- Record command transfer, objectives, safety zones, operational period, decisions, resource requests and next briefing.

5. Immediate Evacuation, Route Selection, Smoke Conditions, Doors, Elevators, and Assistance

Evacuate promptly by the safest available route. Staff use judgment to avoid smoke, heat, fire, debris, collapse and other hazards; posted routes are defaults, not commands to enter danger.

5.1 Classroom and work-area actions

- Stop activity; direct calm evacuation; take roster/go-kit only if immediately accessible and doing so causes no delay; leave personal property.
- Check the immediate occupied area only as exiting and only when safe; never conduct an independent search or enter smoke. Close - not lock - doors when safe and consistent with security plan.
- Lead to the assigned assembly area or safe alternate; maintain group integrity and supervision. Keep access roads, hydrants and building fronts clear.

5.2 Smoke and route selection

- Stay low only as current training/conditions require; avoid smoke-filled routes. Test no door for heat or open it if smoke/heat is evident. Use the nearest safe alternate exit.
- If trapped, close/seal the room as practical, call 911 with exact location, signal at a window only when safe, remain low and do not jump. Staff report the location to accountability/fire command without re-entering.
- Move assembly farther away or upwind when smoke, flame, explosion risk, apparatus, wind shift or fire department direction requires.

5.3 Stairs, elevators and doors

- Use designated stairs. Do not use elevators during fire alarm/fire unless responders specifically direct and the elevator/system is approved for that operation.
- Keep stair doors, rated doors and smoke barriers closed. Do not prop doors to improve flow if it defeats compartmentation; staff position may keep a normal exit moving only without delay or exposure.
- Never obstruct or chain exits. Report locked, blocked, narrowed, unlit or inaccessible routes immediately and use the alternate.

5.4 Evacuation assistance

- Use individualized emergency evacuation plans for mobility, sensory, cognitive, medical, communication and behavioral needs. Assign trained primary/alternate assistants and maintain dignity.
- Evacuation chairs or carries are used only by trained personnel under the approved plan. Areas of refuge/assisted rescue are used only when code-compliant, planned and communicated to 911/fire command.
- Do not leave a person alone. Report exact location, condition, communication needs and assistant identity to command/fire department.

6. Accountability, Missing or Trapped Persons, Visitors, Contractors, and Occupant Status

Positive accountability begins at the assembly area and continues through relocation, transport, reunification and final disposition.

6.1 Group accountability

- Teachers/leaders count and compare expected roster; categorize present, absent/not onsite, missing, known trapped/location, injured, transported, extra/unknown and released only through authorized process.
- Use clear status card/radio/reporting method. “All present” requires comparison - not a headcount guess. Report discrepancies immediately with last known location and relevant assistance needs.
- Students remain supervised and do not return for belongings, friends, pets or vehicles. Do not send students to search, deliver messages through hazard zones or independently contact family pickup.

6.2 Visitors, contractors and staff

- Office/visitor management supplies sign-in list when safely available or through remote system. Supervisors account for employees, contractors, volunteers, custodial/food staff and community users.
- Contractor hot-work/construction supervisors report crew, hazards, compressed gases/fuels, system impairments and missing persons to command.
- Accountability Unit reconciles duplicate/missing names, people who self-evacuated to another area, early departures and persons moved by responders.

6.3 Missing or trapped report

- Send exact name/code, age/role, last known location/time, likely route, mobility/medical/communication need and reporting source to fire command through one designated channel.
- Do not re-enter. Do not repeatedly radio names/medical details on open channels. Update promptly if located and preserve who confirmed the status.
- Only authorized command/family liaison communicates missing/injured/transported status to family; public lists are prohibited.

Status	Definition	Required action
Present	Verified at assigned/alternate assembly	Supervise; report count
Absent / not onsite	Verified not in affected occupancy	Document source/time
Missing	Expected but not located	Immediate last-location report to command
Known trapped	Reliable location and cannot self-evacuate	Exact 911/fire-command report; no staff re-entry
Injured / transported	Care or EMS movement confirmed	Medical/transport log and family liaison
Extra / unknown	Person not on expected roster	Protect, identify and reconcile securely

7. Fire Department Access, Building Intelligence, Alarm/Sprinkler Systems, Utilities, and Hazards

Responders need fast access and accurate building information. Facilities personnel remain at the command post unless the fire department directs a qualified action.

7.1 Access and apparatus support

- Send a visible guide to the correct apparatus entrance; open gates/locks remotely or from a safe route; maintain fire lanes, hydrants, FDCs, aerial access, ambulance egress and turnarounds.
- Provide keys/Knox access, master plans, floor/roof/utility maps, alarm panel location, sprinkler zones/valves, FDC/hydrants, fire pump, smoke control, elevator controls and emergency power information.
- Keep students, family vehicles, buses and media away from apparatus and hose lines. Never drive over hose unless fire command authorizes.

7.2 Alarm and suppression systems

- Report alarm initiating zone/device and sprinkler/water-flow status as displayed, without resetting, silencing or entering the building to investigate. Preserve alarm monitoring/service records and times.
- Do not close sprinkler valves, disable detectors, move extinguisher evidence or restart suppression systems unless directed by the fire department/AHJ and completed by qualified persons.
- After release, licensed service verifies alarm, sprinkler, hood, smoke control, pumps and extinguishers before occupancy as required; interim impairment controls receive AHJ approval.

7.3 Utilities and energy systems

- Identify gas, electric, water, fuel, solar photovoltaic, battery/energy storage, generators, compressed gases and hazardous processes. Staff do not operate shutdowns inside the hazard zone.
- Only qualified utility/facilities personnel act when directed and safe. Treat downed lines, energized equipment, gas/vapor, batteries and damaged solar systems as live hazards.
- Document who isolated/restored each system, authority, time, verification and limitations. Restoration never precedes fire/AHJ and facility safety approval.

7.4 Building intelligence

- Provide occupancy/use, construction/renovation, roof access/load, basements/tunnels/voids, fire walls/doors, unusual contents, animals, elevators, storm shelters, portable classrooms and adjacent exposures.
- Provide secure hazardous-material inventory/SDS, lab/shop/kitchen/maintenance hazards, cylinder locations, fuel and contractor hot-work/impairment permits. Do not speculate.

8. Explosion, Blast, Structural Damage, Secondary Hazards, Suspicious Devices, and Crime Scene

An explosion may be accidental or intentional. Expect unstable structures, fire, sharp debris, utilities, hazardous materials and multiple patients. Life safety precedes evidence; unexploded or suspicious items are not touched.

8.1 Immediate actions

- Move away from damaged buildings, glass, exterior walls, poles, utilities, smoke and leaking systems; call 911. Use the safest route and account at a location outside the potential collapse/debris zone.
- Do not enter, move debris, operate switches, use flame, touch fragments, handle packages or conduct staff searches. Prevent others from entering.
- Provide trained lifesaving care only where scene safety permits. Report persons trapped and hazards; leave technical rescue to responders.

8.2 Secondary hazards and devices

- Be alert for additional explosions, fire spread, damaged gas/electric/water, falling glass, partial collapse, hazardous dust/chemicals and suspicious objects.
- If a suspicious item is observed, do not touch, move, cover, photograph closely, use a radio/phone beside it, or describe publicly. Withdraw by the same safe path when possible and report location/appearance from a safe distance.
- Law enforcement/bomb technicians establish isolation and communications restrictions. District staff do not determine a safe standoff distance or conduct device searches unless specifically trained/assigned by public safety.

8.3 Crime scene and evidence

- Do not disturb fragments, switches, containers, tools, vehicles, digital systems or surveillance. Record observations and people who entered only after immediate care/evacuation.
- Preserve camera, access control, alarm, radio, phone, work-order, contractor, visitor and facility records through legal hold/authorized process. Do not delay rescue or hazard control.
- PIO coordinates all cause/intent statements with Unified Command. Avoid the terms bomb, gas explosion, arson or accident unless verified by the responsible authority.

9. Laboratories, Shops, Kitchens, Mechanical/Electrical, Construction, and Special Hazards

Special-use spaces require pre-incident controls and responder information. Occupants still follow alarm, evacuation and accountability before process shutdown unless an approved emergency procedure can be completed immediately without delay or exposure.

9.1 Laboratories and shops

- Maintain current chemical/gas/fuel inventory, SDS, shutoff locations, incompatible storage, compressed cylinder controls, dust/combustible processes, hot-work permits and emergency equipment.
- On fire/alarm, abandon experiments/processes unless a trained immediate shutdown is explicitly required by the approved procedure and can be done without delay. Never return to shut down equipment.
- Report reactive, water-reactive, oxidizer, flammable, toxic, biological/radiological or pressurized hazards securely to fire command.

9.2 Kitchens and food service

- Maintain hood/duct suppression, fuel/electric shutoffs, extinguisher type/location, grease management and inspection/service records.
- Activate alarm/911 and evacuate for uncontrolled fire/smoke. Only trained staff may use the correct extinguisher on a small incipient cooking fire with a clear exit. Never use water on burning grease or energized equipment.
- Do not reset hood suppression or restore cooking until fire/AHJ and licensed service authorize. Protect food safety records and assess contaminated product.

9.3 Electrical, mechanical and utility rooms

- Keep panels and equipment clear; maintain rated doors and labeling. Treat arc flash, transformer, battery, generator, boiler, refrigerant and fuel incidents as specialized hazards.

- Do not enter a smoky electrical/mechanical room or operate equipment. Provide system drawings, service contacts and known status to responders.

9.4 Construction and hot work

- Contractors maintain daily egress, temporary alarms/extinguishers, fire watch/permit, combustible waste, temporary heat/power, separation from students and system-impairment controls approved by the AHJ.
- Before occupancy/shift, communicate blocked exits, changing access, disabled systems, roof work, hot work, fuels/cylinders and temporary walls to campus/facilities.
- Stop work and evacuate for alarm/fire/explosion. Contractor accountability and hazardous-process report integrate with campus command.

10. Disability Access, Medical Response, Smoke Exposure, Behavioral Support, and Dignity

Emergency actions must be accessible and individualized without delaying evacuation or exposing medical details.

10.1 Accessible evacuation and communication

- Provide visual/audible/tactile notification as required; plain-language instructions; interpreters/auxiliary aids; assistance for mobility, sensory, cognitive, developmental, medical and behavioral needs.
- Maintain accessible primary/alternate routes, exterior assembly surfaces, weather shelter, transportation and reunification. Do not separate mobility, communication, medication or assistive devices when safely portable.
- Practice plans with the individual/family and trained assistants while avoiding public labels or disclosure.

10.2 Medical and smoke exposure

- Call 911 for breathing difficulty, burns, altered consciousness, chest pain, serious trauma or other emergency. Move affected persons to fresh air only by a safe route; do not re-enter or expose rescuers.
- Nurse/medical team establishes care area outside smoke, collapse and apparatus zones and coordinates EMS. Track patient identifier, care, transport unit/destination and family notification.
- Do not provide food/drink, diagnose smoke exposure or permit return to activity without appropriate clinical evaluation.

10.3 Behavioral and trauma support

- Use calm directions, familiar staff, reduced stimulation and simple choices. Maintain supervision and prevent running back toward the building or family self-release.
- Protect people from viewing graphic injury, fire operations, body recovery and repeated media questioning. Provide psychological first aid, counseling/EAP and follow-up.
- Discipline or evaluation of alarm misuse occurs after life safety and through due process; never delay evacuation because prior alarms were false.

11. Transportation, Athletics, Events, Field Trips, Remote Sites, and After-Hours Occupancy

Every occupied district location needs an alarm/911/evacuation/accountability plan that works without the main office or normal campus staff.

11.1 Buses and fleet

- Driver stops in the safest available place, secures the vehicle, evacuates for smoke/fire/fuel/electrical hazard using safe exits, calls dispatch/911, moves passengers well away/upwind and accounts.
- Do not reopen compartments, return for belongings, fight a spreading fire or place students near traffic/fuel. Use the rear/roof exits only as trained and conditions require.
- Dispatch provides exact location/direction of travel, passenger roster, vehicle type/fuel, disability needs, supervisor/relief transport and family/district notifications; preserves camera/GPS/maintenance records.

11.2 Athletics and large events

- Preplan alarm audibility, public-address backup, exit capacity/flow, accessible routes, crowd movement, fire lanes, weather, stage/pyrotechnic restrictions, concessions/cooking, temporary power, tents and responder access.
- Assign event IC, ushers, gate/access, accountability/participant roster, medical, PIO and reunification/transport roles. Do not permit vehicles or spectators to block hydrants, FDCs or apparatus routes.

11.3 Field trips and remote locations

- Review host alarm/evacuation, assembly, accountability, accessibility, contacts, fire department access and alternate shelter before travel. Carry roster/contacts and maintain group leadership.
- If a host alarm occurs, follow the safe host evacuation while retaining district accountability. Do not re-enter because the host appears to resume activity without responsible authorization.

11.4 Community use and after-hours

- Agreements define alarm/911 authority, AED/first aid, evacuation leader, attendance/accountability, key access, district notification, prohibition on alarm reset, and incident reporting.
- Fire/life-safety systems, exits and apparatus access remain operational and unobstructed during all authorized occupancy.

12. Relocation, Family Notification, Reunification, Dismissal, Transportation, and Continuity

The assembly area is temporary. Move farther when smoke, weather, traffic, investigation, duration, privacy or building loss makes continued assembly unsafe.

12.1 Relocation decision

- IC/Unified Command assesses plume/wind, collapse/explosion, apparatus, utilities, crime scene, weather, time, sanitation, accessibility, transportation and family convergence.
- Account before movement when possible; maintain roster/group leader/vehicle manifest, departure, destination, arrival count and custody handoff. Never move through the hazard or into a downwind exposure.
- Choose a relocation/reunification site not sharing the same access route or hazard. Do not publicly announce until site readiness/security/traffic are confirmed.

12.2 Family notification and reunification

- PIO states general incident, student supervision, campus access restriction, what families should do/not do, verified channel and next update. Do not identify affected people or speculate on damage/cause.
- Activate Annex E for controlled release. Families do not pick up from assembly areas, buses, perimeter or hospitals outside the approved process.
- Keep family/reunification traffic away from fire operations, investigation, utilities and media; provide accessible/language support and private exception handling.

12.3 Continuity and closure

- Superintendent/designee decides relocation, alternate instruction, dismissal or closure after fire-department/AHJ, facilities, health/safety and operational assessment.
- Plan for meals, medications, special services, transportation, records/technology, employee assignments, payroll/procurement, public meetings and extended loss of campus.
- Do not announce reopening until life-safety systems, utilities, egress, air/environmental conditions, security, accessibility and occupancy authorization are verified.

13. Communications, PIO, Rumor Control, Media, Technology, and System Failure

Communications move people and resources safely. Use plain language and minimum necessary information; never let message approval delay alarm, 911 or evacuation.

13.1 Internal communications

- Initial message: “Fire alarm/fire/explosion at [exact location]; evacuate by safe route; report to assembly/alternate; keep [apparatus route] clear.” Provide updates on blocked exits, smoke direction and relocation only from command.
- Use assigned channels and priority traffic. Avoid names, detailed hazards, alarm panel/utility/security data and unverified cause on open radio.
- Establish PACE methods: primary radio/PA, alternate phone/mass notification, contingency runners/megaphones and emergency direct contact. Account for messages and versions.

13.2 PIO and media

- PIO/JIC releases verified status, protective action, family instructions, operational changes and next update. Fire/law enforcement leads cause, suppression, investigation and casualty confirmation within authority.

- Stage media away from students, family routes, command, apparatus, hydrants and evidence. Staff/students do not livestream, photograph patients/damage details or comment to media.
- Correct false “all clear,” wrong reunification site, casualty or cause reports with authenticated timestamped updates; do not repeat harmful detail unnecessarily.

13.3 System failure

- If alarm/notification is impaired, use AHJ-approved fire watch/interim notification/occupancy controls - not an improvised workaround. Maintain radios, air horns/megaphones or runners only within the approved plan.
- Keep controlled offline rosters, maps, contacts, accountability forms and family messages. When systems return, reconcile paper records once and preserve originals.

14. Re-entry, Damage Assessment, Fire Watch, Evidence, Insurance, Recovery, and Reconstitution

“Fire out” is not “building safe.” Re-entry requires both emergency release and district operational authorization supported by competent inspections.

14.1 Re-entry gates

- Fire department/AHJ releases hazard zone or defines limited access. Facilities obtains required structural, electrical, gas, fire alarm/sprinkler, elevator, environmental, water, security and accessibility evaluations.
- Life-safety systems and exits are operational, or the AHJ approves documented interim controls/fire watch and occupancy limitations. Utilities are restored by qualified authority and verified under load as appropriate.
- Superintendent/designee authorizes educational occupancy. Communicate areas off-limits, routes, monitoring, symptoms/concerns, schedule and point of contact. Students never conduct cleanup or salvage.

14.2 Controlled retrieval and salvage

- If limited retrieval is authorized, use written scope, escort, PPE, entry/exit log, time limits, accountability, hazard briefing and stop-work triggers. Never interpret limited access as general re-entry.
- Prioritize critical records, medication, technology, evidence and continuity assets only after life safety. Coordinate insurer/fire investigator before moving damaged property.
- Control soot, water, mold, sharp debris, energized equipment, structural hazards and contaminated food/materials through qualified remediation.

14.3 Evidence, insurance and records

- Preserve origin area and fire/explosion evidence after life safety. Do not clean, discard, reset systems or alter surveillance/access/alarm data until released by investigators/insurer.
- Document photographs by authorized personnel, damage, system status, emergency costs, contracts, labor/equipment time, inventory, claims, donations and disposition. Maintain chain of custody and legal hold.
- Separate public, student, employee, medical, investigative, security and insurance records according to policy.

14.4 Recovery and support

- Activate COOP/Recovery annexes for alternate facilities, instruction, transport, food, technology, payroll/procurement, records, staffing and community services.
- Provide family, student and staff psychological support; monitor responders and affected occupants; communicate milestones without exposing identities or investigation.
- Close recovery only after occupancy/services, property/evidence, financial records, support, after-action and corrective actions are reconciled.

15. Training, Drills, Exercises, Metrics, After-Action, Corrective Action, and Maintenance

Training builds automatic safe behavior while exercises test the systems behind evacuation. Drills never use smoke, surprise effects or conditions that create panic or block egress.

15.1 Training

- All occupants: recognize alarm, two safe routes, leave belongings, close doors when safe, assembly/accountability, no elevators/re-entry and how to report hazards.
- Role staff: 911 exact-location report, alarm pull, accessible assistance, alternate routes, accountability, responder guide, command transfer, family/PIO, relocation and recovery.

- Facilities/contractors: impairments, hot work, system/panel/utility information, AHJ reporting, fire watch, hazardous inventory, construction changes and post-event service.

15.2 Drills and exercises

- Conduct drills at the frequency and conditions required by current Oklahoma law, code, Board policy and AHJ direction. Vary blocked routes, time, location and staffing without compromising safety.
- Include substitutes, cafeterias, gyms, libraries, storm shelters, portable buildings, buses, athletics, events, after-hours users and people requiring assistance.
- Tabletop/functional exercises add confirmed fire, explosion/collapse, missing person, alarm/sprinkler impairment, smoke-driven alternate assembly, family self-deployment, technology outage and prolonged closure.

15.3 Metrics and observations

- Measure alarm-to-movement, last-person exit where safely observable, accountability completion, missing report quality, responder access, blocked-route adaptation, accessible assistance, relocation/transport, message accuracy and corrective-action closure.
- Do not create unsafe speed competitions or public rankings. Evaluate decisions, supervision, route safety and system barriers - not only elapsed time.

15.4 After-action and maintenance

- Conduct hotwash/AAR with occupants, fire/law/EMS, facilities, transportation, health, accessibility, PIO and partners. Identify strengths, root causes, corrective action, owner, resources, due date and validation.
- Update maps, rosters, routes, assistance plans, system data, access, contacts and training after every facility/occupancy/construction/system change.
- District Safety and Facilities review the annex annually and after activation, drill, impairment, fire-code finding or change in authority/guidance.

ANNEX D

MEDICAL EMERGENCIES

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope, Objectives, Assumptions, and Clinical Boundaries

Annex D coordinates immediate lifesaving action and the operational work surrounding medical care. It complements individual health plans, athletic emergency action plans, medication protocols, public-health procedures, transportation plans, reunification, and the Basic EOP.

1.1 Scope

- Illness or injury involving a student, employee, volunteer, visitor, contractor, responder, spectator, or other person on district property or at a district activity.
- One-patient emergencies, multiple simultaneous patients, mass-casualty incidents, behavioral-health emergencies with medical risk, suspected poisoning/overdose, and medical effects of another hazard.
- Classrooms, clinics, cafeterias, playgrounds, laboratories, shops, pools, fields, gyms, buses, field trips, remote venues, construction areas, and after-hours events.

1.2 Objectives

- Recognize life threats; call 911 early; provide care within training; deliver AED, emergency medication, bleeding-control and first-aid resources rapidly.
- Protect the scene, patient, bystanders and responders; maintain student/staff accountability and responder access.
- Transfer concise, accurate information to EMS; track transport and family notification without delaying care.
- Provide disability, language, behavioral-health and privacy safeguards; restore operations and correct readiness gaps.

1.3 Planning assumptions

- The nurse, administrator, radio, cellular service, student information system, or parent may not be immediately available.
- A person may deteriorate rapidly, have an unknown condition, carry a personal rescue medication, or be unable to communicate.
- Several emergencies may occur at once; responders may stage away from the patient; public attention may arrive before facts are verified.
- Staff capability varies. The plan must work through simple universal actions, clear delegation, redundant equipment, and offline records.

1.4 Clinical boundary

- District staff do not diagnose, prescribe, exceed licensure/training, improvise medication doses, or delay 911 while searching records.
- Patient-care steps follow current recognized training, written medical authorization, product instructions, emergency action plans, and dispatcher/EMS direction. This annex supplies operational controls, not a substitute clinical protocol.

IMMEDIATE AUTHORITY: Any person who reasonably believes a medical emergency exists may call 911 and begin trained lifesaving actions. Administrative notification follows; it is not a prerequisite.

2. Authorities, Definitions, Safeguards, Privacy, Consent, and Decision Rights

District legal counsel and Health Services verify the current version and local application of all authorities before adoption and during annual review.

2.1 Authorities and guidance

- Oklahoma school health, emergency medication, student records, child protection, EMS, public-health and emergency-management law; State Board/OSDE rules; Board policy; valid clinical orders and individual plans.
- NIMS/ICS and FEMA school EOP principles; current American Heart Association/recognized CPR-AED training; CDC first-aid and infection-control information; manufacturer instructions; Poison Control and local EMS medical direction.
- FERPA and other applicable privacy law; ADA, Section 504, IDEA, Title VI and effective-communication obligations; OSHA standards applicable to employee bloodborne-pathogen and exposure programs.

2.2 Working definitions

- Medical emergency: illness, injury or condition that threatens or may threaten life, limb, organ function, safety, or rapid deterioration and needs immediate professional evaluation.
- First responder: trained district or public-safety person providing initial assistance; not automatically the medical authority. Transfer of care: explicit handoff to EMS/authorized clinician with patient information and acknowledgment.
- Emergency action plan: individualized or venue/activity-specific written plan describing recognition, authorized care, equipment, contacts, access and transfer.
- Multiple-patient incident: more patients than routine campus resources can manage. Mass-casualty incident: patient demand exceeds immediately available response resources and requires incident command/triage systems.

2.3 Safeguards

- Scene safety precedes entry; never create another patient. Use standard precautions and task-appropriate PPE.
- Do not move a patient unless danger, airway/CPR needs, or trained responder direction requires movement. Do not give food, drink, medication, or transportation outside authorization.
- Never send an ill or injured student alone, on a regular bus, through rideshare, or with an unverified adult. Maintain supervision and documented custody.
- Protect dignity: control crowds, screens and images; share minimum necessary information; use a private route/space when safe.

2.4 Consent and decision rights

- Emergency care and 911 activation proceed under applicable emergency authority when delay threatens safety. Parent/guardian contact is prompt but does not delay emergency treatment.
- Licensed clinicians, EMS and online/offline medical direction control clinical care within their authority. IC/Unified Command controls scene priorities, safety and resources; school leaders control district operations and accountability.
- Only trained/authorized staff administer district-held medication or specialized care, except where law, product authorization, or recognized emergency response permits otherwise. Uncertainty triggers 911/clinical consultation, not improvisation.

3. Recognition, Reporting, Activation Levels, and Concept of Operations

A report may begin with symptoms, behavior, an alarm, injury mechanism, device alert, or a concerned observer. Treat the person and scene, not assumptions.

3.1 Recognition and notification

- Immediately report collapse/unresponsiveness, absent or abnormal breathing, chest pain, severe breathing difficulty, anaphylaxis, uncontrolled bleeding, stroke signs, prolonged/repeated seizure, altered mental status, severe trauma, poisoning/overdose, blue/gray skin, signs of shock, or rapid deterioration.
- Use plain language and exact location: building, floor, room/field, entrance, patient count, hazards, and best access. Request 911, nurse/medical responder, AED or specific kit as indicated.
- If unsure whether the condition is an emergency, call 911 and follow dispatcher instructions. Do not rely on text/email or assume someone else called.

3.2 Activation levels

- Level 1 - Routine medical response: one stable patient managed through normal clinic/first-aid process, with escalation triggers identified.
- Level 2 - Emergency response: 911 activated; campus command supports access, equipment, accountability, family contact, privacy and continuity.
- Level 3 - Complex/multiple patient: several patients, hazardous scene, major trauma, death, criminal event, large public impact, or resource shortfall requiring expanded ICS/EOC and Unified Command.

3.3 Operational phases

- Recognize and protect; call 911; send for AED/kit; provide trained care.
- Establish access and command support; identify patient; manage crowd/accountability; notify family and district leadership.
- Transfer care; track transport; preserve records/evidence; continue school functions or protective action.

- Support patient/family/staff; restore space/equipment; document; conduct after-action and corrective action.

Observed condition	Immediate action	Operational support
Unresponsive / not breathing normally	911; CPR and AED per training/dispatcher	Exact location, responder guide, crowd control
Severe breathing or allergic reaction	911; authorized rescue medication/care	Medication/plan, EMS access, family liaison
Uncontrolled life-threatening bleeding	911; trained bleeding control	PPE/kit, scene safety, evidence protection
Possible stroke, poisoning, overdose, major trauma	911; trained care; do not delay	Time last known well/exposure facts, product/container
Uncertain but worsening	911/clinical consultation; continuous monitoring	Prepare access, records, equipment

4. ICS Organization, Roles, Unified Command, EOC, and Medical Authority

The patient-care team remains small and focused. Campus ICS supplies access, safety, information, family coordination, accountability and continuity without crowding the care area.

4.1 Core organization

- Principal/designee serves as campus IC until command is transferred or unified. Designate Safety, Operations/Medical Support, Accountability, Liaison, PIO and Logistics functions as scale requires.
- School nurse/qualified clinician leads district clinical actions within scope and transfers care to EMS. AED/CPR/first-aid responders act within current training.
- 911 caller stays available; responder guide meets EMS at the assigned entrance; door/access lead maintains clear route; recorder captures times/actions without interfering.
- District Safety coordinates responders, command/EOC and after-action. Lead Nurse coordinates clinical policy, supplies, health records and follow-up.

4.2 Command and medical authority

- EMS has patient-care authority after handoff; fire/law enforcement controls assigned public-safety functions. Unified Command aligns medical, crime-scene, hazardous-material, traffic and school objectives.
- District staff do not direct EMS destinations or clinical procedures. Staff provide emergency plans, medication records, allergies, baseline communication/behavior, guardian contacts and observed timeline when authorized and available.
- The IC may modify movement, shelter, evacuation, dismissal, transport, events or instruction to protect access and accountability.

4.3 Operational period and span

- Set incident objectives, patient count/status categories, hazards, access route, accountability, family/PIO plan, continuity decision, resource needs and next briefing.
- Use one supervisor for a manageable number of responders. Separate patient care, bystander supervision, family liaison, records and media functions.
- Each role logs significant actions and transfers radios, keys, records, medications, equipment and unresolved tasks at relief.

5. Universal Initial Actions, Scene Safety, Patient Assessment, 911, and Responder Access

The first minutes determine outcome. Use a simple sequence that works in any location while trained clinical care follows the applicable protocol.

5.1 Universal sequence

- Pause at the scene edge: identify hazards, number of patients, violence, traffic, electricity, fire/smoke, chemicals, water, collapse, weapons, animals and need for PPE. Do not enter an unsafe scene.
- Check responsiveness and breathing within training; call or direct a named person to call 911; send a named person for the AED and appropriate kit.
- Provide CPR, AED, bleeding control, rescue medication or first aid only within current training/authorization. Continuously monitor and report changes.

- Assign someone to clear a path, control students/bystanders, meet responders, open gates/doors/elevators, and lead EMS directly to the patient.
- Record key times: discovery, 911, CPR/AED/medication, EMS arrival, handoff and departure.

5.2 911 report

- Give caller name/callback; exact patient location and access entrance; patient age category, condition and breathing; number of patients; hazards; care underway; AED/medication use; and security/access instructions.
- Remain on the line, use speaker when appropriate, follow dispatcher instructions, and send updates if location, condition, patient count or hazard changes.
- If the call drops, call back. A separate staff member notifies the office/IC and nurse; never place EMS on hold for internal reporting.

5.3 Scene control and responder access

- Stop routine traffic through the area; move bystanders rather than the patient when safe; preserve adequate care space and a direct responder lane.
- Assign visible guides at the correct road entrance and internal turns. Ensure keys/cards, elevator/fire access, field gates, address/door markings and nighttime lighting.
- Keep public-safety staging and ambulance egress clear. Do not permit family, media or crowds to block care or transport.

5.4 Patient information

- Identify, when possible, name/student ID, approximate age, emergency plan, allergies, conditions, medications given, observed symptoms, injury mechanism, time last known well, care/actions and response.
- Do not delay treatment to locate a chart. Provide records securely to authorized responders; retain district documentation and record what was transferred.

6. Sudden Cardiac Arrest, AED, CPR, Choking, and Breathing Emergencies

Use current recognized training and dispatcher instructions. An AED is brought to any collapse or suspected cardiac arrest; staff do not wait to determine a diagnosis.

6.1 Sudden cardiac arrest

- For an unresponsive person who is not breathing normally, activate 911, begin CPR and apply the AED as soon as available. Continue until the person shows signs of life, trained responders take over, the scene becomes unsafe, or the rescuer cannot continue.
- Turn on the AED, expose/dry the chest as trained, attach pads, follow prompts, clear during analysis/shock, and resume CPR promptly. Pediatric pad selection and special circumstances follow current training/device instructions.
- Record device serial/location, pad placement, shocks/prompts, times and responders. Remove the AED from service after use until supplies, battery/readiness, data and cleaning requirements are completed.

6.2 Choking and respiratory arrest

- For suspected choking or respiratory arrest, activate 911 and provide age-appropriate trained care. If the person becomes unresponsive, transition according to CPR training and apply an AED when indicated.
- Do not perform blind finger sweeps or give food/drink. Continue reassessment after apparent recovery because medical evaluation may still be required.

6.3 AED readiness

- Place devices for rapid access during occupied hours and activities; identify alternates when buildings/fields are locked or separated. Never lock an AED behind access unavailable to staff.
- Complete documented readiness checks at the manufacturer/district interval: status indicator, pads, battery, rescue kit, seal/cabinet, signage and environmental condition. Track expiration/recall and post-use replacement.
- Exercise retrieval from classrooms, fields, gyms, buses/transport points and after-hours venues; measure collapse-to-AED arrival and correct delays.

DO NOT DELAY: Do not delay 911, CPR or AED use while searching for a nurse, parent, pulse, medical history, waiver, administrator, or perfect diagnosis.

7. Anaphylaxis, Asthma, Seizure, Diabetes, Stroke, and Other Time-Critical Conditions

Condition-specific actions follow the person's current emergency plan, authorized medication protocol, recognized training, product instructions, and EMS/dispatcher direction.

7.1 Anaphylaxis and severe allergy

- Recognize rapid breathing difficulty, throat/tongue swelling, widespread hives with systemic symptoms, vomiting with other allergic signs, collapse or shock after possible exposure. Activate 911 and administer authorized epinephrine promptly when criteria are met.
- Do not wait for all symptoms or rely on antihistamine as treatment for anaphylaxis. Note trigger, symptom onset, medication/device, dose strength as labeled, site and time; give used device to EMS under local procedure.
- Monitor continuously and prepare for CPR/AED. A person treated with epinephrine requires EMS evaluation under the district protocol.

7.2 Asthma and breathing difficulty

- Seat/position for comfort; reduce triggers; use the individual plan and authorized rescue medication; call 911 for severe distress, inability to speak normally, blue/gray color, altered consciousness, poor response or rapid worsening.
- Do not force lying flat, use another person's medication, or delay EMS after severe signs. Provide spacer or other equipment only as authorized and trained.

7.3 Seizure

- Protect from injury, clear the area, cushion the head when possible, time the seizure, loosen restrictive clothing and observe breathing. Do not restrain, place objects in the mouth, or give food/drink.
- Use the individual seizure action plan and authorized rescue medication. Call 911 under the plan or for first/unknown seizure, prolonged or repeated seizure without recovery, breathing difficulty, injury, water exposure, pregnancy, diabetes, or other serious concern.
- After convulsions, maintain airway and recovery positioning within training, preserve privacy, reassure, and monitor until fully recovered or transferred.

7.4 Diabetes and altered consciousness

- Follow the individual diabetes plan and trained protocol for suspected low/high blood glucose. If unconscious, having a seizure, unable to swallow safely, or deteriorating, call 911 and do not give oral food or fluid.
- Use authorized glucagon or other emergency treatment only as trained. Document signs, readings when obtained, intake/medication, response and time.

7.5 Stroke and neurologic emergency

- Use a recognized stroke screen within training; note exact time last known well; call 911 immediately for sudden facial weakness, arm weakness, speech difficulty, severe unexplained headache, balance/vision change or other acute neurologic deficit.
- Do not drive the person, give food/drink/medication, or wait for symptoms to resolve. Provide onset and baseline information to EMS.

8. Trauma, Bleeding, Head/Spine Injury, Burns, Poisoning, Overdose, and Environmental Illness

Mechanism and scene hazards matter. Preserve life before evidence while avoiding unnecessary movement and contamination.

8.1 Severe bleeding and trauma

- Call 911; use PPE; apply trained direct pressure, wound packing and/or tourniquet for life-threatening extremity bleeding according to training and approved equipment. Record tourniquet placement time and do not loosen/remove it except by authorized clinicians.
- Stabilize objects in place; do not remove impaled objects. Treat for shock, monitor breathing, and avoid unnecessary movement.
- For suspected head, neck, spine, pelvic or major limb injury, keep the person still unless danger or airway needs require movement; follow EMS direction.

8.2 Burns and electrical injury

- Stop the source only when safe; call 911 for serious, extensive, electrical, chemical, inhalation, face/airway, hand/foot/genital, circumferential or other concerning burns.
- For chemicals, use the product safety information and Poison Control/911 direction; remove contaminated clothing and irrigate only as trained and safe. Do not neutralize chemicals or apply ice, grease or unapproved creams.
- Electrical scenes remain unsafe until power is controlled. An apparently minor electrical injury may require emergency evaluation.

8.3 Poisoning and overdose

- Call 911 for unconsciousness, breathing difficulty, seizure, serious symptoms or suspected opioid overdose; contact Poison Control for poisoning guidance when appropriate and follow instructions.
- Use authorized naloxone under district protocol for suspected opioid overdose; support breathing/CPR and apply AED as trained. Because response may be temporary or another cause may exist, EMS evaluation remains necessary.
- Do not induce vomiting, give food/drink, smell or taste a substance, or enter a contaminated area. Preserve container, label, photo or substance information safely for responders.

8.4 Heat, cold and environmental illness

- Move from exposure when safe; call 911 for altered mental status, collapse, seizure, hot skin with neurologic change, severe hypothermia, lightning injury or rapid deterioration. Begin trained cooling/warming and monitoring without delaying EMS.
- For lightning, treat the scene as hazardous, follow venue weather plan and assess multiple patients; cardiac/respiratory arrest receives immediate CPR/AED.
- For suspected carbon monoxide, gas, chemical or unknown airborne exposure, do not enter/re-enter; evacuate/protect as directed, call 911 and account for all persons.

9. Student-Specific Plans, Medications, Disability Access, Behavioral Crisis, and Dignity

Individual plans improve response but do not replace universal emergency action. Supports must accompany the student across campus, transportation, field trips, athletics and reunification as applicable.

9.1 Individual emergency plans

- Health Services maintains current plans for relevant conditions, with recognition signs, baseline, authorized actions/medications, contraindications, communication/access needs, contacts and post-event steps.
- Plans are available to personnel with a legitimate role, including trained substitutes, transportation/activity staff and field-trip leaders, while protecting unnecessary disclosure.
- Review after diagnosis/order change, school/route/activity change, emergency, near miss or annual cycle. Practice individualized access without exposing the student.

9.2 Medication controls

- Receive, store, secure, count, transport, administer, document and dispose of medication under law, policy and current authorization. Preserve rapid access to rescue medication without leaving it unsecured.
- Verify right person, medication, label/order, route, dose, time, expiration and authority under the applicable protocol. Medication errors, adverse reactions or uncertain orders receive immediate clinical/EMS consultation.
- Self-carry/self-administration follows the authorized plan and law. Staff do not borrow, substitute, relabel, split, or improvise medication.

9.3 Disability, communication and access

- Use the person’s preferred communication method, interpreter/auxiliary aid, mobility/positioning, sensory supports, service animal/assistive device and known baseline when available.
- Do not mistake disability-related communication, movement, sensory response or behavior for refusal or intoxication. Include knowledgeable staff/caregiver information without delaying emergency care.
- Plan accessible responder routes, evacuation chairs only with training, lift/transfer boundaries, and transport capable of supporting equipment.

9.4 Behavioral-health emergency with medical risk

- Call 911 for overdose, serious self-harm, altered consciousness, medical instability, weapon/violence risk or imminent danger. Use calm communication, distance, reduced stimulation and trained crisis response.

- Do not crowd, shame, argue, make promises of secrecy, conduct untrained physical restraint, or leave the person alone when immediate risk exists. Medical causes of behavioral change must remain in consideration.
- Coordinate the behavioral threat/suicide response annex, parent/guardian, licensed mental-health support and law enforcement/EMS while protecting dignity and evidence.

10. EMS Interface, Patient Transfer, Transport, Hospital Tracking, and Family Notification

A complete handoff reduces error. District accountability continues after the ambulance leaves.

10.1 EMS arrival and handoff

- The responder guide leads EMS to the patient. The care lead gives a concise report: identity/age, complaint, observed timeline, last known well, relevant plan/history/allergies, medications or AED actions, response and changes.
- Provide authorized copies or access to emergency plan/medication record; identify the district contact and family-notification status. Obtain EMS unit, destination if releasable, departure time and transfer acknowledgment.
- Do not obstruct assessment, photograph care, argue destination, or send unneeded staff into the treatment area.

10.2 Transport and accompaniment

- EMS determines medical transport. District policy designates whether an employee accompanies a minor when a guardian is unavailable and how remaining students/staff are supervised.
- An accompanying employee takes only authorized records/medication/items, maintains district communication, avoids consenting beyond authority, and documents custody/handoff.
- If not transported by EMS, any alternate disposition is authorized, safe, documented, and never uses a routine bus or unverified driver for an unstable person.

10.3 Family notification

- A designated staff member promptly contacts the parent/guardian/emergency contact with verified facts, actions taken, EMS status/destination when authorized, where to go, and district callback. Do not speculate or leave detailed health information in voicemail/text.
- Document attempts, method, time, recipient, information shared and follow-up. If contacts fail, use approved escalation; do not delay care or transport.
- For employees/visitors, follow emergency-contact and HR procedures while respecting patient choice and privacy when the person can decide.

10.4 Hospital tracking

- Maintain one secure patient transport log with patient code/name, EMS unit, departure, destination, district liaison, family notification and final handoff/status source.
- Hospitals control clinical information. District messages distinguish transported, destination confirmed, admitted/treated/released when officially verified, and unknown.

11. Multiple-Patient and Mass-Casualty Operations, Triage Support, Accountability, and Reunification

When demand exceeds routine capacity, shift from individual clinic workflow to ICS/Unified Command. District staff support - not replace - EMS triage and treatment systems.

11.1 Initial actions

- Call 911 with estimated patient count, location, hazard and access. Establish command, scene safety, accountability and an EMS contact. Request additional AEDs, bleeding-control kits, trained staff and space without sending untrained people into danger.
- Do not move through a hazardous or crime scene to count patients. Use safe visual reports and identify ambulatory people only when directed.
- Separate unaffected students/bystanders, establish supervision and prevent self-dispatch, family entry and media access.

11.2 Medical operations support

- EMS establishes triage/treatment/transport. District staff may perform trained lifesaving actions and support patient identification, baseline/plan information, accessible communication, supplies, documentation and family liaison.

- Use unique patient identifiers; do not rely on names alone. Reconcile triage tag/identifier, transport unit, destination, time and district roster. Never change responder triage categories unless authorized.
- Maintain responder routes, ambulance loading, helicopter/landing-zone boundaries only under public-safety direction, and separate fatality/morgue functions from student operations.

11.3 Accountability and reunification

- Account for expected, present/uninjured, injured, transported, missing, extra/unknown, deceased only after official process, and released. Do not publish lists or unverified status.
- Activate Annex E for controlled reunification away from medical/triage/crime scenes. Do not release a student from treatment/assembly outside the verified process.
- Use family assistance/death-response interfaces for missing, seriously injured or deceased persons; individual notification precedes broad release when feasible and authorized.

12. Athletics, Transportation, Field Trips, Events, Remote Sites, and After-Hours Operations

Every activity must have a location-specific medical access plan that works when the main office, nurse or normal entrance is closed.

12.1 Athletic and performance venues

- Maintain venue emergency action plan: address/access, 911 caller, AED/kit, trained responders, gate/elevator keys, EMS route/staging, weather, crowd control, participant medical information and rehearsal schedule.
- Review with coaches, athletic trainer, officials, event management and public safety before the season/event; conduct a pre-event huddle and confirm AED status.
- For away events, identify host resources and retain district accountability/family roles. Return-to-play/activity is a qualified clinical decision under policy.

12.2 Transportation

- Drivers stop in the safest available location, secure the vehicle, call dispatch/911 as indicated, provide trained care, maintain passenger supervision and give exact route/location/direction of travel.
- Dispatch sends EMS coordinates, supervisor/relief vehicle and family/district notifications; preserves camera/GPS/roster records; keeps radio traffic concise.
- Do not continue route with an unstable patient or leave passengers unsupervised. Reconcile every rider before transfer or movement.

12.3 Field trips and remote activities

- Preplan venue address, cellular/radio limitations, nearest emergency access, medical facilities/EMS, weather/hazards, medication custody, trained staff, accessibility, roster/contacts, transportation and alternate leader.
- Carry current authorized emergency information and supplies securely; establish check-in schedule and lost-communications actions. Avoid relying on a single vehicle, phone or trained adult.

12.4 After-hours and community use

- Facility agreements identify who calls 911, AED/kit access, door/gate control, crowd supervision, district notification, incident reporting and equipment restoration.
- AEDs and emergency supplies remain accessible during authorized occupancy. Posted address/door numbers and emergency instructions must match responder routing.

13. Infection Control, Blood/Body Fluids, Sharps, Exposure, Cleaning, and Waste

Use standard precautions for all blood and body fluids and the district exposure-control plan. Life safety comes first, followed by safe containment, exposure evaluation and restoration.

13.1 Precautions and PPE

- Perform hand hygiene; select gloves, eye/face protection, gown or other PPE for the task and splash risk. Barriers do not delay lifesaving action when alternatives/training allow safe care.
- Cover personal cuts; avoid eating/drinking in care areas; never mouth-pipette, recap needles by hand, or pick up sharps directly. Use approved tools and puncture-resistant sharps containers.

13.2 Exposure response

- Immediately wash needlestick/cut and flush eyes, nose, mouth or skin exposure as trained; report without delay; obtain confidential occupational/clinical evaluation within the required timeframe.
- Document source/exposed person information only in authorized records. Do not test, disclose or blame outside legal/clinical authority. HR/Safety manages employee follow-up; Health Services manages student coordination.

13.3 Cleaning and waste

- Restrict the area; trained staff use approved spill kit and EPA-registered product according to label, including contact time, PPE, ventilation and disposal. Never mix chemicals.
- Treat contaminated porous items, uniforms, equipment and regulated waste under policy. Restore AED/medical equipment according to manufacturer instructions.
- Crime-scene or hazardous-material evidence is not cleaned until released by the responsible authority.

14. Communications, PIO, Documentation, Records, Evidence, and System Failure

Communications must support care without exposing the patient or obstructing responders. Operational records are contemporaneous, factual and access-controlled.

14.1 Internal communications

- Use plain language: medical emergency, exact location, access route, equipment requested and hazards. Avoid broadcasting names, diagnoses or detailed history on open radio.
- Acknowledge assignments by name/role. Establish backup phone, runner, alarm/PA and radio channel procedures. Medical responders receive priority traffic.
- Provide scheduled command updates on patient count categories, transport, accountability, access, operational changes and unmet needs.

14.2 Public and family information

- PIO releases only verified, minimum-necessary information: general incident, protective actions, dismissal/reunification changes, official family channel and next update.
- Do not confirm identity, diagnosis, treatment, destination, death or criminal cause without authority and individual notification process. Correct rumors without repeating harmful detail.
- Media stage away from patient care, family routes and students. Staff and students do not photograph, livestream or comment.

14.3 Documentation and evidence

- Record observations - not conclusions - plus times, people notified, actions, medication/AED/first aid, patient response, transfer, family contact, equipment and operational decisions.
- Preserve AED event data, medication/container, relevant camera/access/radio/GPS records, witness information, injury scene and custody chain when legally appropriate. Do not delay care to preserve evidence.
- Separate education, health, employee, workers compensation, safety, EMS and law-enforcement records according to policy; release only through authorized processes.

14.4 System failure

- Keep offline emergency contacts, plans, medication lists, blank forms, campus maps and responder routes secured and current. Use serialized paper patient/transport identifiers during outage.
- When systems return, reconcile every paper record once; mark entered/void/duplicate; verify totals and preserve originals under retention requirements.

15. Continuity, Recovery, Staff Wellness, After-Action, Training, Metrics, and Maintenance

Recovery begins during response. The district restores safe operations while supporting people, preserving required records and learning from the event.

15.1 Continuity and reconstitution

- Decide whether to hold, relocate, dismiss, cancel activity, close an area or continue with controls based on scene release, staffing, access, student supervision, privacy and community impact.
- Restore AED/medication/first-aid inventories, clean/release space, repair access controls, replace PPE, notify relief staff and document any temporary workaround.

- Coordinate academic, attendance, work, disability, transportation and activity accommodations for affected persons without unnecessary disclosure.

15.2 Patient, family and staff support

- Designate one district liaison for transported/seriously affected families; coordinate hospital/family assistance without seeking clinical information beyond operational need.
- Offer psychological first aid, counseling/EAP, peer/chaplain resources as appropriate, relief, food/rest and confidential referral. Monitor responders for acute stress and cumulative exposure.
- Manage serious injury or death through Annex Q and official notification/communications procedures; avoid memorial decisions during the immediate response.

15.3 After-action and corrective action

- Conduct a protected hotwash when appropriate, then a multidisciplinary after-action review covering recognition, 911, access, CPR/AED/medication, equipment, patient handoff, family contact, accountability, privacy, continuity and support.
- Convert findings into specific corrective actions with owner, due date, resources, evidence and validation exercise. Address system causes rather than blaming individuals.
- Report equipment defects, medication errors, injuries/exposures and regulatory events through required channels. Preserve legal/quality privileges only as counsel directs.

15.4 Training and metrics

- Train all staff on 911 authority, exact-location reporting, AED/kit retrieval, scene control, responder guidance, privacy and documentation. Maintain role-appropriate CPR/AED, first aid, bleeding control, medication and exposure-control training.
- Exercise classroom, field, bus, field-trip and after-hours scenarios; include substitute staff, communications outage, locked access, disability support and multiple patients.
- Track time to 911, CPR/AED/medication when applicable, responder access, handoff completeness, equipment readiness, family-notification attempts, documentation completion, exercise participation and corrective-action closure - without ranking patient outcomes simplistically.

15.5 Maintenance

- Lead Nurse and District Safety review annually and after each activation or change in law, guidance, device, medication authority, campus, access, staffing, program or partner procedure.
- Each campus certifies emergency numbers, door/address markings, responder routes, AED/kit readiness, trained alternates, emergency plans, medication access, offline forms and exercise completion.

ANNEX E

STUDENT-PARENT REUNIFICATION

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope, Objectives, Assumptions, and Reunification Principles

Annex E governs controlled release after evacuation, relocation, protective action, transportation incident or other disruption. It integrates with, but is distinct from, family assistance and routine dismissal.

1.1 Scope

- Students at school, buses, field trips, athletics/events, aftercare, CTE/offsite and alternate instruction; employees, visitors and volunteers supporting operations.
- On-campus or offsite reunification, direct lawful release from a safe site, hospital/medical tracking and prolonged care of unclaimed students.

1.2 Objectives

- Maintain positive student, staff, visitor and transport accountability at every movement and release.
- Keep the reunification site outside hazard/crime scene, secure, accessible, supportable and separated by function.
- Verify recipient identity, district authorization, current custody restrictions and final handoff.
- Provide accurate family information without compromising safety, privacy or operations.
- Support medical, disability, language, behavioral-health, transportation and basic needs.
- Reconcile every student, record, resource and unresolved case before closure.

1.3 Assumptions

- Families will self-deploy and arrive before the site opens; cellular/data systems may fail; social media may announce a wrong site.
- Students may arrive in multiple waves, from buses or hospitals, without normal classroom grouping; records may be incomplete.
- Some recipients lack photo ID, have language/disability needs, dispute authorization or present custody complications.
- A major incident may require crime-scene preservation, law-enforcement interview, family assistance or death notification separate from normal release.

1.4 Principles

- Safety before speed; one-way custody workflow; positive accountability; two-step verification; separation of check-in, student holding and release; least-necessary information; dignity and accessibility; no self-release; and documented exception resolution.

2. Authorities, Definitions, Custody Safeguards, Privacy, and Decision Rights

Use current Oklahoma custody, education, child welfare, emergency, records and privacy law; Board policy; valid court orders; and responder authority. Legal counsel validates local rules before adoption.

2.1 Definitions

- Authorized recipient: person currently permitted by district records and law to receive the student, subject to restrictions. Identity verification: reasonable confirmation the person is who they claim. Authorization verification: separate confirmation that person may receive the named student.
- Check-in: recipient verification/request initiation. Release: documented physical transfer of student at release point after final match. Student runner/escort: staff carrying request - not authority - to assembly and escorting student.
- Exception: any identity, authorization, custody, safety, medical, law-enforcement, record or behavioral condition requiring supervisor resolution.
- Family Assistance Center: separate coordinated support for affected families, missing/injured/deceased information and services; not the routine student release line.

2.2 Decision rights

- IC/Unified Command activates and identifies safe relocation/reunification need. Superintendent/designee authorizes district operational decisions. Reunification Group Supervisor opens/closes functional operation under command.
- Law enforcement controls crime scene, investigative holds and public safety; EMS/clinical authorities control patient care/transport; child welfare/courts/law control custody matters within authority.
- PIO releases the public site only after command confirms readiness. Site staff do not announce alternate sites independently.

2.3 Custody and privacy safeguards

- Use current authoritative student record and current legal restrictions; verify date/scope and consult designated legal/custody supervisor for ambiguity.
- A familiar adult or parent assertion does not override a valid restriction. A missing photo ID does not automatically end verification; use the approved higher-level alternative process.
- Do not display student lists, custody flags, diagnoses, hospital, missing status or release destinations publicly. Use numbered requests/codes and private exception area.
- Do not photograph or copy ID unless policy/legal basis and secure retention authorize it. Record verification method and verifier, not unnecessary ID data.

3. Activation, Site Selection, Readiness, Opening, and Public Release

Selecting a site does not mean it is ready. Public disclosure follows an operational readiness confirmation.

3.1 Activation criteria

- Normal dismissal unsafe/impossible; students relocated; campus/crime scene restricted; transportation/emergency incident; responder recommendation; prolonged protective action; facility/utility/health disruption.
- IC records activation time, affected population, student locations, site options, transport, expected family surge, security and resource needs.

3.2 Site criteria

- Outside hazard, plume, flood, police perimeter and likely expansion; safe bus/vehicle/pedestrian access; capacity; weather shelter; lighting; toilets/water; accessibility; power; communications; medical/behavioral space; security; signage; parking; responder access.
- Separate parent check-in/waiting, student assembly, runners, release, exceptions, medical, behavioral health, family assistance, staff/logistics, command and media. Avoid sites sharing the same hazard/traffic choke point.

3.3 Readiness gate

- Written owner permission/agreement; site safety inspection; staff checked in/briefed; zones/barriers/signs set; bus/students received or ETA controlled; authoritative records/offline backup available; security/traffic active; medical/accessibility/language/basic needs ready; communications tested.
- Command, Security, Transportation, Accountability, Check-In, Release, Student Assembly, Medical/Behavioral, Logistics and PIO leads confirm readiness.

3.4 Public release

- PIO issues exact site, opening time, route/entrance, parking, ID guidance, release process, what not to do, accessibility/language support and official channel.
- Never publish before site owner, law enforcement/traffic and Group Supervisor approve. If site changes, authenticate correction across all channels and block old-site convergence.

Site status	Meaning	Public action
Candidate	Under assessment; not staffed or secure	Do not announce
Selected	Command chose site; setup in progress	Restricted internal distribution
Ready	Operational gate confirmed	PIO may announce with opening time
Open	Receiving verified adults and releasing students	Scheduled status/progress updates
Closed/relocated	No further public arrival	Authenticated closure/change and redirection

4. ICS Organization, Roles, Unified Command, EOC, and Operational Periods

A Reunification Group normally operates in Operations under the IC. Large events may use branches, units and district EOC support.

4.1 Functional organization

- Reunification Group Supervisor; Student Assembly, Accountability, Parent Check-In, Release, Transportation, Security/Traffic, Medical, Behavioral Health/Family Support, Documentation, Logistics and PIO liaison.

- Use span of control; designate deputies/alternates and shift relief. One person may fill roles initially but avoid incompatible verification/release and purchasing/receiving controls.

4.2 Command relationships

- Site Group executes controlled reunification. IC/Unified Command controls incident priorities, safety and release restrictions. District EOC supports scarce resources, policy, continuity, transportation, communications and records.
- Site security integrates law enforcement but school staff retain custody/release responsibilities unless law directs otherwise. PIO/JIC owns external products.

4.3 Operational period

- Set objectives, opening/closing times, staffing shifts, student arrival waves, parent capacity, traffic, weather, data status, medical/behavioral support, resources and next briefing.
- Every unit maintains activity log, counts, unresolved issues and handoff. Shift change includes custody of records, radios, keys and students.

5. Initial Accountability, Relocation Decision, Student Movement, and Transportation

Reunification cannot begin until command knows where students are and how custody will remain intact during movement.

5.1 Initial status

- Account by classroom/group/bus/activity: expected, present, absent/not onsite, missing, extra/unknown, injured, transported, deceased only through official process, and released if any lawful early transfer occurred.
- Report missing/extra/injured securely with last location and support need. Never send staff back into hazard.

5.2 Relocation decision

- Assess incident/hazard path, crime scene, route, weather, traffic, bus availability, student medical/access needs, site capacity/readiness, family convergence and responder direction.
- Move only to a verified safe receiving point. Avoid transporting potentially contaminated persons to a clean site until responder clearance.

5.3 Movement control

- Assign bus/vehicle, driver, leader, group roster, origin, departure, route, destination, ETA and receiving acknowledgment. Use serialized manifest and reconcile board/alight counts.
- Teachers/group leaders retain supervision and rosters. Students do not self-transport, call for unauthorized pickup or leave at intermediate stop.
- Receiving Transportation/Accountability signs custody, reports discrepancies and assigns assembly zone. Buses stage separately from parent vehicles and remain available until released.

6. Site Layout, Zones, Access, Traffic, Parking, Buses, Security, and Media Separation

The layout creates safety and information control. One-way flow reduces duplicate requests and unauthorized contact.

6.1 Zones and flow

- Outer traffic/perimeter; parent parking/transit; pedestrian screening/queue; check-in/identity; waiting; runner dispatch; release; exit. Student assembly remains out of parent/media sight and separate from check-in.
- Private exception/custody area; medical and behavioral health; family assistance; staff/logistics; command; bus staging; media area. Maintain responder/emergency access.

6.2 Traffic

- Law enforcement/traffic lead establishes one-way route, bus lane, accessible parking/drop-off, rideshare/public transit, overflow, tow/emergency policy, pedestrian crossings and neighborhood impact.
- Do not queue vehicles on evacuation/responder routes or expose site before opening. Use signs, cones, lighting, high-visibility staff and alternate route.

6.3 Security/access

- Credential staff, check in volunteers/partners, restrict assembly and records, control doors/fences, screen prohibited items under policy, separate aggressive/disruptive persons and establish law-enforcement response.

- Parents do not enter student assembly or bus staging. Media stays in designated area; no student images/interviews without authority.

7. Student Assembly, Supervision, Rosters, Health, Supplies, and Movement Control

Student Assembly is a supervised care environment and custody point.

7.1 Intake and zoning

- Receive each bus/group with manifest, count, leader and exceptions. Assign zone by school/grade/group only as privacy and operations permit. Record arrival and discrepancies.
- Maintain student-to-staff ratio, visible zone identifiers not exposing sensitive information, controlled toilets/water/food and boundaries.

7.2 Supervision and movement

- Students remain with assigned group until a numbered verified request is received. Runner logs request pickup, escorts student and returns unresolved status; no verbal/name-only release.
- Track every movement to medical, behavioral, interview, transport, family assistance or release. Students do not use public posts to arrange alternate pickup.

7.3 Care

- Provide water, food/special diets, weather protection, sanitation, medication, charging/assistive devices, age-appropriate activities, quiet/sensory space and counseling.
- Protect students from media, graphic information, adult disputes and repeated questioning. Maintain confidential medical/custody alerts with authorized staff only.

8. Parent/Guardian Arrival, Check-In, Identity and Authorization Verification

Check-in confirms an adult and creates a release request. It does not transfer custody.

8.1 Queue and communication

- Provide sign/greeter with process, documents helpful, estimated wait, accessibility/language, prohibited entry and behavior expectations. Use separate information line for people seeking another site/hospital.
- Do not discuss a student's presence/status where others can hear. Move disputes and sensitive needs to private exception area.

8.2 Identity verification

- Preferred: current government-issued photo ID when feasible. Alternative process may use multiple independent district-held or authoritative factors, verified call-back/contact, known staff plus supervisor approval, or law-enforcement assistance under policy.
- Do not rely solely on social media, a photo of ID, student recognition, address/birth date known to many, or another adult's assurance. Record method, verifier and supervisor when alternate.

8.3 Authorization and custody

- Search current authoritative student record; confirm exact student, adult, relationship/authorization and active custody/protective restriction. Use offline controlled copy if systems fail and record version/time.
- If record missing/conflicting/restricted, do not issue runner request. Route to exception supervisor/legal/law enforcement. Do not disclose the other party's address or restriction details.

8.4 Release request

- Generate unique request with student identifier, verified recipient, check-in verifier/time, authorization result, restrictions/special instruction and receiving release station. Give adult a matching token/receipt without sensitive data.

9. Release Request, Student Escort, Final Verification, Handoff, and Documentation

Release uses a second controlled match at a separate point.

9.1 Runner/escort

- Runner receives numbered request, logs time, goes to correct zone, confirms student by approved identifiers, and escorts without exposing recipient/custody details.
- If student unavailable, medical, interviewed, missing, distressed or refuses/raises concern, return request to exception supervisor; do not coerce or improvise.

9.2 Final verification

- Release staff match adult/token/request/student; recheck identity as required, ask student age-appropriate recognition without relying solely on it, verify no hold/change and inspect request completion.
- Two staff verify high-risk/alternate-ID/custody exception releases. Law enforcement handles safety threats.

9.3 Handoff record

- Student, recipient, identity method, authorization source/version, date/time, releasing staff, final verifier, destination/contact if required, belongings/medication and exception approval. Obtain signature or document refusal/inability with witness.
- Update authoritative accountability immediately. Mark request completed to prevent duplicate release; retain paper for reconciliation if system offline.

10. Exceptions: Custody, Unverified Identity, Law Enforcement Holds, Medical Transport, and Disputes

Exception processing protects the line and student while qualified staff resolve issues privately.

10.1 Identity/authorization exceptions

- No release until reasonable identity and authorization are established. Supervisor uses documented alternative process; consult district administration/legal/law enforcement/child welfare as appropriate.
- Do not shame people lacking ID or use language/disability/immigration/housing circumstances as a proxy for risk. Provide interpretation and reasonable accommodation.

10.2 Custody and disputes

- Follow current valid district record/court restriction. Do not mediate custody disputes or disclose protected order details. Separate parties, summon law enforcement for threat/disorder and document.
- If competing adults both appear authorized but conflict creates safety/legal concern, pause release and escalate. Student remains supervised away from dispute.

10.3 Holds/interviews

- Law enforcement/child welfare/medical hold is recorded with authority, contact, scope, start/time and release condition. District does not announce the student's presence/location to unauthorized adults.

10.4 Medical transport

- Track patient code/name securely, EMS unit, departure, destination if authorized, accompanying adult/staff, belongings/medication, parent notification and hospital handoff. Site staff say "not available for site release" and route authorized family privately; do not publicly name hospital.

11. Missing, Extra, Unknown, Unaccompanied, Unclaimed, and Separated Students

These categories require distinct records and resolution - not a generic "unaccounted" total.

11.1 Missing/unaccounted

- Immediately report securely to IC/law enforcement with identity, description, last confirmed location/time/person, likely route, medical/mobility/custody and phone/device information as authorized. Preserve logs/video/access/transport records.
- Do not send staff/families to search restricted areas or publish identity without authority. Maintain family liaison through designated process.

11.2 Extra/unknown/separated

- Supervise, identify through safe methods, determine school/group, avoid public naming, and reconcile with other sites/buses/events. For a child not enrolled, coordinate law enforcement/child welfare and guardian verification.

- Separated siblings remain tracked individually; do not combine release without authorization for each.

11.3 Unaccompanied/unclaimed

- No student is left alone or sent home/with another family without authorization. Maintain staffing, shelter, food, medication, sleep/rest, sanitation, security and shift handoff for prolonged care.
- Escalate through district leadership, child welfare/law enforcement and legal process under current law/policy. Document every contact attempt and final lawful disposition.

12. Disability, Access and Functional Needs, Language, Medical, and Behavioral Health Support

Reunification must be usable by students, staff and recipients with disabilities and varied communication/transport needs.

12.1 Accessibility

- Accessible routes, parking/drop-off, toilets, queues, seating, weather shelter, service animals, mobility devices, effective communication, quiet/sensory area and accessible buses.
- Maintain IEP/504/IHP emergency supports, primary/backup assistance, communication devices, medication and equipment; do not separate except immediate necessity.

12.2 Language access

- Pretranslated signs/messages in priority languages; qualified interpreters for check-in, exceptions and support; phone/video backup and plain-language visual flow.
- Do not use students to interpret custody, medical, law-enforcement or release decisions except immediate life-threatening necessity with no alternative.

12.3 Medical and behavioral health

- Medical area with nurse/EMS access, emergency medications, privacy, cold chain/power, documentation and transport tracking.
- Psychological first aid, distress screening, suicide-risk/emergency protocol, grief/crisis support, family/staff referrals and calm child-appropriate activities.
- Behavioral distress does not waive custody controls. Move to private supported process and avoid physical coercion except trained emergency safety response.

13. Family Assistance, Fatality/Serious Injury Interface, Staff Wellness, and Sensitive Information

Family assistance may operate near reunification but requires separate leadership, records, space and information controls.

13.1 Family Assistance Center interface

- Establish when families need missing/injured/deceased information, victim services, law enforcement/medical examiner liaison, chaplain/cultural support, benefits/resources or long-term case management.
- Do not route routine pickup through family assistance or deliver sensitive information in the public release line. Use trained private notification teams and Annex Q/S.

13.2 Fatality/serious injury

- Death notification belongs to authorized officials after identity and next-of-kin verification; never by mass alert, rumor or check-in staff. Do not release names/hospital before authority and family process.
- Preserve dignity, scene/investigation, family privacy and consistent liaison. Other students/families receive only approved operational information.

13.3 Staff wellness

- Rotate high-stress check-in, exceptions, missing-person, medical and family-assistance roles; provide breaks, food, hydration, relief, EAP and post-shift check-in.
- Monitor fatigue, secondary trauma, harassment and unsafe driving. Preserve confidential referrals and do not require staff to disclose personal trauma publicly.

14. Communications, PIO, Rumor Control, Call Center, Technology, and System Failure

The site must function when cellular service, student information, printers, scanners or mass notification fail.

14.1 Public information

- Annex I PIO message: affected population, ready site/opening time, route/parking/transit, ID guidance, release process, no campus self-deployment, accessibility/language, help and next update.
- Publish progress without promising times or reporting student-specific status. Correct wrong site/route immediately and mark superseded products.

14.2 Internal/operational communications

- Separate command, transport, assembly, runner, check-in/release, security, medical and logistics channels as needed. Use student codes; urgent missing/medical/custody through secure path.
- Brief staff before public opening and after any site/process change. Use PACE under Annex G.

14.3 Call center/inquiries

- Approved script and current fact sheet; separate site directions, individual student status, missing/medical/family assistance, media and threats/tips. Verify identity before any individual disclosure. Route emergencies to 911.

14.4 Technology failure

- Use time-stamped offline roster/custody export, serialized paper requests/tokens, manual logs, two-person exception review and controlled reconciliation. Prevent duplicate active request books.
- When systems restore, freeze/cut over deliberately; enter backlog, detect duplicates/missing releases, preserve originals and obtain supervisor reconciliation.

15. Continuity, Demobilization, Site Closeout, Records, Recovery, and Reconstitution

Reunification remains active until every student and exception has a documented disposition and responsibility is transferred.

15.1 Continuity and prolonged operations

- Staff shifts/relief, food/water/toilets, weather/heat/light, security, medical/behavioral, charging/power, accessible lodging/transport, supplies and overnight care.
- Coordinate instruction/attendance, payroll, staff family needs and alternate site under Annex J.

15.2 Closure criteria

- Every student released/transferred/transported/unclaimed under documented lawful disposition; missing-person cases transferred to authority with liaison; records reconciled; property/medications handled; public closure issued.
- IC and Group Supervisor approve closing public entry; Security sweeps zones; Transportation confirms vehicles; Documentation receives unit logs; Finance/Logistics close resources.

15.3 Records and privacy

- Retain activation, site readiness, rosters/manifests, check-in, ID/authorization method, release, custody/exception, missing, medical transport, communications, incidents, resources/costs and AAR under schedule/legal hold.
- Limit access and secure paper; do not leave forms/sign-in sheets visible or discard in ordinary trash. Record corrections without erasing original.

15.4 Recovery

- Return students/staff/services, behavioral health/grief, academic support, compensatory review, family follow-up, claims, facility/site restoration, neighbor/site-owner relationship and public aftercare. Replenish supplies and update records/sites.

16. Training, Exercises, Metrics, After-Action, Corrective Action, and Maintenance

Exercise the whole custody chain, not only the check-in table.

16.1 Training

- All staff: accountability, no informal release, movement, supervision, privacy, official communications. Role staff: ID/authorization/custody, runners, assembly, transport, medical, exceptions, accessibility/language, security and records.
- Site owners/responders/partners understand command, traffic, media, family assistance and closeout. Volunteers are screened/trained/assigned; no unsupervised student access.

16.2 Exercises

- Annual tabletop and periodic functional exercise with live but simulated records: alternate site, bus manifests, parent surge, no ID, custody restriction, missing student, hospital transport, disability/language, aggressive adult, data/cellular failure, weather and site change.
- Clearly label exercise, protect actual student data, use authorized participants, controllers/evaluators and safety plan. Avoid surprise trauma.

16.3 Metrics and improvement

- Time to activate/select/ready/announce/open; student transport/accountability; average/maximum wait; releases/hour; verification/exception errors; duplicate request; unauthorized/near-miss release; missing reconciliation; accessibility/language; traffic; staff fatigue; system failure.
- AAR/CAP owner, due, resources, evidence, validation and closure. Update agreements, sites, routes, rosters, forms, supplies, permissions, training and restricted appendices.

ANNEX F

PROTECTIVE ACTIONS

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope, Objectives, Assumptions, and Protective-Action Principles

Protective actions are immediate measures that reduce exposure until the hazard is controlled, occupants relocate, or another action is selected.

1.1 Scope

- School day, arrival/dismissal, buses, aftercare, athletics/events, playgrounds, field trips, offices, maintenance, construction, leased and alternate sites.
- Threats of violence, fire/smoke, gas/HazMat, tornado/severe weather, dangerous person/animal, environmental/air/water condition, structural/utility event, police activity and unknown hazards.

1.2 Objectives

- Take life-saving action and call 911 without avoidable delay.
- Select the safest action using hazard location, path, time, building, weather, mobility and responder direction.
- Communicate plain-language action, scope, routes/rooms, forbidden actions and next instruction.
- Maintain supervision, accountability, emergency care, disability access, visitor/event control and responder access.
- Reassess continuously, transition deliberately, authorize all clear, reunify/reenter safely and document improvement.

1.3 Assumptions

- Information will be incomplete; conditions and routes can change. The first action may not remain the best action.
- Normal PA, radio, power, doors, HVAC, elevators, roads or staffing may fail. Families may self-deploy.
- People may be between rooms, outdoors, in vehicles, toileting, receiving services, unable to hear/see/understand the warning, or need mobility/medical support.

1.4 Principles

- Run from danger, not merely toward the planned assembly area. Lock only when it reduces access by the threat. Shelter procedures are hazard-specific. Do not open a secure area based on a voice, knock, bell or social post.
- Staff use judgment within training when direct observation makes the announced action more dangerous; report deviation when safe.

2. Authorities, Definitions, Decision Rights, Safeguards, and Terminology

Use current law, Board policy, NIMS/ICS, responder protocols and Oklahoma school-safety guidance. Plain language is mandatory; labels are defined locally and trained consistently with responders.

2.1 Definitions

- Lockdown: immediate threat of violence inside or immediately adjacent; secure/barricade, move out of sight, silence, deny entry and use options-based life-saving action if directly confronted.
- Lockout/Secure Perimeter: threat outside; bring people in, secure exterior, suspend outdoor movement, control entry; inside operations may continue or be modified.
- Shelter: remain/move to hazard-appropriate protected location. Tornado shelter is different from airborne contaminant shelter.
- Evacuation: leave building/area by a route away from hazard to assembly/relocation. Reverse evacuation: move people outdoors rapidly into a safer building, then transition as indicated.
- All clear: authorized termination of the protective condition. Transition: change from one protective action to another; it is not an all clear.

2.2 Authority

- Any employee may call 911 and initiate immediate life-saving action for an observed imminent threat. Principal/acting IC normally selects campus action until command transfers.
- Law enforcement authorizes threat-related all clear; fire/HazMat/utility/public health/AHJ authorizes within technical jurisdiction; IC coordinates district operations. Superintendent/designee authorizes closure/reopening/continuity as appropriate.

2.3 Safeguards

- Do not delay a warning for full administrative approval. Do not investigate, confront, search, fight fire, stop a leak, rescue through a hazard, or reenter beyond training and safe capability.

- Do not use an alarm that sends people toward a threat. Fire alarm generally requires evacuation unless direct evidence/responders indicate evacuation path is more dangerous; call 911 and follow command.
- Do not use elevators during fire or unless responder/approved accessibility plan authorizes for the specific hazard.
- Do not publish tactical, secure-room, missing-person, medical/custody or reunification details through open channels.

3. Recognition, 911, Activation, Size-Up, Decision Process, and Reassessment

Act on observed danger and credible warning. State uncertainty rather than waiting for perfect information.

3.1 Initial actions

- Call 911 with site/address, exact location, observed condition, people/hazards, protective action, access and callback. Notify office/District Safety without approaching danger.
- Initial IC announces action and scope through available systems, establishes command/accountability and requests responders/resources.

3.2 Size-up

- Hazard type/source/location/movement; inside/outside; immediate exposure; fire/explosion; wind/weather; building zones/HVAC; safe/blocked routes; time; occupants and mobility/medical needs; visitors/events; buses; dismissal; responder ETA; communication and likely change.
- Use direct observation and verified sources. Avoid speculation. Reassess after new report, weather/hazard movement, responder arrival, accountability gap, system failure or elapsed decision time.

3.3 Decision logic

- Threat of violence inside/adjacent: lockdown or immediate options-based action. Threat outside: lockout, reverse evacuation or shelter. Internal fire/smoke/gas/HazMat: evacuate away from source. External plume/smoke: shelter in place if building offers protection. Tornado: move to designated severe-weather refuge.
- If movement crosses the hazard, shelter or alternate route. If current room is unsafe, move away rather than comply blindly. If outdoors, use nearest safer option; do not travel toward main building by default.

3.4 Decision record

- Time, source, conditions, options, action/scope, routes/rooms, authority, message, accountability, assistance, responder advice, reassessment time and change/all-clear.

Hazard condition	Likely initial action	Critical qualifier
Violent threat inside/adjacent	Lockdown / escape if safer when directly confronted	Do not move toward threat; law enforcement all clear
Threat/police activity outside	Lockout; reverse evacuate people outside	May escalate to lockdown or shelter
Fire/smoke inside	Evacuate via clear route	Alternate route; never through smoke/fire
Gas/chemical inside	Evacuate/isolate	No switches/radio in explosive area; upwind/crosswind
Airborne hazard outside	Shelter in place	HVAC action only per hazard/plan/responders
Tornado warning	Severe-weather shelter	Interior lowest practical refuge; not large-span/glass
Unsafe exterior condition	Reverse evacuation	Nearest safer building; then lockout/lockdown/shelter

4. Command, Roles, Communications, Accountability, and Responder Coordination

Protective action occurs within ICS. Each staff member has one supervisor and may act immediately for direct life safety.

4.1 Roles

- IC/principal: action/scope, 911, objectives, responders, reassessment, transition/all clear and records. Teachers/staff: implement, supervise, adapt away from direct danger, account and report.

- Office: PA/alerts, visitor/late-arrival control, 911/support, accountability collection and logs. Safety/SRO: responder liaison and security within authority. Facilities: doors, HVAC/utilities/maps only when safe and directed.
- Nurse/health: emergency care plan, medication and EMS from safe position. Special Services: assistance/access. Transportation: buses/routes/relocation. PIO: family/public message. Counselors: psychological first aid/recovery.

4.2 Communications

- Announcement states action, affected area, movement/room instruction, prohibited action and next instruction. Use PA, alarm where appropriate, radios, mass notification, phone, runners and visual/access methods under Annex G/I.
- Critical action and route changes use read-back. Do not use codes unfamiliar to substitutes/responders. Protect sensitive information.

4.3 Responder coordination

- Provide maps/access, action, accountability, missing/injured/extra persons, last locations, hazards, utilities, disability/medical needs and communications. Transfer/form Unified Command explicitly.
- Keep responder routes clear. Do not direct families/media to command/assembly areas.

5. Lockdown - Immediate Threat of Violence

Lockdown reduces access and visibility while occupants use situational judgment. The district trains age-appropriate, trauma-informed, options-based survival without requiring confrontation.

5.1 Immediate actions

- Announce plain-language lockdown and location/scope only if safe to release; call 911; do not broadcast tactical responder/suspect movement.
- If safe: enter nearest securable space, lock, barricade with available means, cover visibility, lights off, silence devices, move out of sight/line of fire, maintain quiet and account.
- Do not open for knocks, bells, voices, fire alarm, texts or social media. Responders may unlock/enter. Follow verified law-enforcement instruction.

5.2 If not in a securable room

- Move away from the threat to a safer exit/location when possible; do not cross known danger to reach assigned room. Outdoors/offsite, leave the threat area and call 911 when safe.
- If directly confronted and escape/concealment is not possible, take age- and ability-appropriate last-resort actions consistent with training; no staff/student is required to seek confrontation.

5.3 Staff actions

- Keep supervision, calm and communication discreet. Provide life-saving care only when it does not expose others; advise 911 of urgent patients/location through safe method.
- Account without creating sound/light or broadcasting sensitive rosters. Report only when channel/process allows. Preserve scene/evidence.

5.4 Release

- Only law enforcement/IC-authorized release. Occupants keep hands visible, follow commands, leave belongings and move to directed safe area. Room release/accountability continues; do not self-reunify.

6. Lockout / Secure Perimeter - External Threat

Lockout limits entry and outdoor exposure. It is not a substitute for lockdown when the threat enters or targets the building.

6.1 Actions

- Bring people and outdoor classes inside through safe entrances; reverse evacuate if needed. Secure exterior doors/gates from inside where possible; stop outdoor movement, deliveries, visitors and public access.
- Maintain interior instruction/operations only if safe; increase monitoring without placing staff at exposed windows/doors. Account for outdoor groups, portables, buses and offsite programs.
- Call/coordinate law enforcement; establish controlled responder entrance and credentialed access.

6.2 Access exceptions

- Do not open for late arrivals/families/deliveries unless IC/law enforcement establishes a safe controlled process. People outside move to an alternate safe location rather than wait at a locked door.
- Prepare to transition to lockdown, shelter, evacuation or dismissal hold.

6.3 Termination

- IC/law enforcement verifies external threat resolution, campus perimeter and safe routes. Issue explicit all clear or transition; inspect exterior operations before resuming.

7. Shelter - Severe Weather, Airborne Hazard, Smoke, and Other Conditions

"Shelter" must name the hazard-specific action. A generic shelter announcement is insufficient.

7.1 Severe weather/tornado

- Move to designated interior, lowest practical refuge away from glass, exterior walls, doors and large-span roofs; use crouch/head-neck protection and shoes when practical.
- Avoid gyms/auditoriums/cafeterias with large roofs unless engineered/designated. Do not use elevators. Account by shelter zone; monitor NWS/local emergency management and building conditions.
- Remain through warning and until IC verifies conditions/routes; post-storm hazards may require evacuation.

7.2 Airborne contaminant/external smoke

- Bring people inside from safe side; close exterior openings, limit entry and move to designated zones as directed. Facilities adjusts HVAC/air intakes only under preplanned procedure and responder/technical direction - automatic shutdown is not correct for every building/hazard.
- Avoid outdoor evacuation through plume; monitor wind, symptoms, indoor conditions, duration and resource/medical needs. Prepare for protected evacuation if ordered.

7.3 Other sheltering

- Extreme temperature, dangerous animal, civil disturbance, poor air quality or utility condition may require indoor stay, relocation within building or modified operations. State exact restrictions and support.
- Maintain water, sanitation, medications, food, power, accessibility and behavioral supports for extended shelter.

8. Evacuation - Building or Area Unsafe

Evacuation moves away from hazard to an accountable, supportable location. The posted route is a starting point, not an order to enter danger.

8.1 Initiation and route

- Use fire alarm for fire when appropriate; use plain announcement for other hazards if alarm meaning would be unsafe/confusing. Call 911.
- Scan route; take alternate exit if smoke, fire, violence, spill, gas, structural damage, flood or crowd blocks primary. Close doors if safe; do not lock emergency responder access. Do not stop for belongings.
- Walk quickly; no elevators unless approved for the specific plan/hazard. Staff sweep only assigned visible areas without delaying exit or entering hazard.

8.2 Assembly and relocation

- Move beyond immediate hazard and responder access; consider wind, fire/explosion, traffic and secondary threat. If primary assembly is unsafe, continue to alternate/relocation site.
- Keep groups together, account, report missing/injured/extra and last location; never send staff back. Maintain supervision and protect from weather/traffic/media/families.

8.3 Extended evacuation

- Activate transport, accessible buses, medication/health, food/water, sanitation, communication, reunification and alternate instruction. Track every movement and receiving-site accountability.

9. Reverse Evacuation - Rapid Movement Indoors

Reverse evacuation protects people outdoors from an approaching or external hazard.

9.1 Actions

- Give direct “move inside now” instruction; use nearest safe entrance/building, not necessarily assigned classroom. Staff sweep only immediate visible outdoor area without delaying or approaching hazard.
- Secure exterior, account outdoor groups/visitors, check playground/fields only through safe observation/report, and communicate missing last location.
- Transition immediately to lockdown, lockout, hazard-specific shelter or indoor relocation.

9.2 Special cases

- Lightning: follow district lightning/athletics policy and move before exposure; avoid trees, fences, metal, dugouts and open-sided shelters that do not protect.
- Dangerous person/animal: choose entrance away from hazard and secure. HazMat/smoke: avoid plume/downwind entrance. Police activity: follow law-enforcement direction.

10. Transitions, Modified Actions, Rescue/Emergency Care, and All Clear

Actions can coexist by zone or change as conditions evolve. Communicate scope precisely.

10.1 Transition

- Message states old action, new action, affected area, route/room, effective time and acknowledgment. Maintain accountability before/after movement.
- Examples: reverse evacuation to lockdown; lockout to lockdown; shelter to protected evacuation; evacuation to relocation/reunification; lockdown release by rooms to relocation.

10.2 Modified/zone actions

- IC may lock down one wing, evacuate another and shelter a third when hazards/routes support it. Use branches/groups, maps and channel discipline. Avoid ambiguous campuswide messages.

10.3 Emergency care/rescue

- Call 911 and give safe access. Provide first aid/AED/authorized medication within training without opening a secure space or entering hazard. Staff do not conduct tactical rescue.
- EMS/law/fire coordinate entry/triage. Track patients, transports, destination and parent contact privately.

10.4 All clear

- Only designated IC/public-safety authority; verify identity and distribute through approved redundant means. State action ended, areas still restricted, next movement, accountability and support.
- If authenticity is uncertain, maintain action and verify out-of-band. Bells, weather expiration, silence or normal appearance are not an all clear.

11. Accountability, Missing/Extra/Injured Persons, Visitors, and Custody

Accountability is continuous and location-specific, not a one-time attendance count.

11.1 Status categories

- Expected, present/accounted, absent/not onsite, extra/unknown, missing/unaccounted, injured/medical, transported, released and deceased only under official process.
- Report group/room/location, time, expected, accounted, missing, extra, injured and assistance need. Use identifiers on open channels.

11.2 Reconciliation

- Office/accountability function compares student information, attendance, late arrivals, early release, visitors, substitutes, service rosters, buses, events and staff. Resolve duplicates and last-known location.
- No search by untrained staff into hazard. Provide responders identity/description/last location, mobility/medical need and likely route securely.

11.3 Visitors/custody

- Visitor/contractor/volunteer logs support counts. Unregistered visitors are included as extra/unknown, supervised and identified when safe.

- Protect custody restrictions and release data. Protective-action movement does not authorize release to a family member. Use Annex E.

12. Disability, Access and Functional Needs, Health, Medication, and Behavioral Support

Plan with individuals; do not improvise assistance assignments during crisis.

12.1 Individual planning

- IEP/504/IHP and emergency plans inform routes, refuge, communication, sensory/cognitive support, mobility, transfer, service animal, medication/equipment, personal assistance and accessible transport.
- Assign primary/backup trained assistants while preserving dignity and self-determination. Do not separate a person from essential device or support unless immediate danger requires it.

12.2 Areas of refuge and evacuation devices

- Use only code/plan-approved areas and responder communication; an area of refuge is not abandonment. Track exact location and contact.
- Evacuation chairs/devices require trained users, maintenance and drills; manual carrying creates risk and is last resort for immediate life threat within capability.

12.3 Health and behavioral support

- Carry accessible emergency supplies/medications only when immediately available and authorized; never delay escape. Maintain cold chain/power/oxygen/suction and emergency action plans as feasible.
- Use calm, direct, age-appropriate instructions, visual supports, quiet zones when safe, psychological first aid, family guidance and post-incident referral. Avoid surprise simulations and stigmatizing behavior.

13. Special Locations: Cafeteria, Gym, Auditorium, Playground, Portables, Labs, Athletics, Events, and Construction

Each program maintains site-specific actions for occupancy, exits, supervision, sound, weather, public access and hazards.

13.1 High-occupancy spaces

- Cafeteria/gym/auditorium: multiple trained staff, zone/row leaders, accessible exits, crowd/visitor accountability, PA backup and alternate routes. Avoid large-span spaces for tornado.
- Events: designate event IC, ushers, responder access, weather monitoring, reunification/family messaging and authority to pause/cancel.

13.2 Outdoors/athletics

- Nearest safe building/exit routes, lightning/tornado thresholds, heat/air quality, spectator control, public-address scripts, team/official/vendor counts and accessible movement.
- Do not direct crowds across traffic, plume, police perimeter or responder route.

13.3 Portables/labs/shops/clinics

- Portables have direct communication, secure/evacuate/shelter alternatives and weather refuge. Labs/shops shut processes only if at operator position and safe; provide SDS/hazard information.
- Clinics/toilets/service rooms have staff procedures for students between classes and privacy. Construction areas require contractor accountability, hazards and alternate egress.

14. Transportation, Field Trips, Offsite Programs, Arrival, Dismissal, and After-Hours Operations

The safest action may differ for people in transit or away from the campus.

14.1 Buses/vehicles

- Driver stops in a safe location, contacts dispatch/911, maintains passenger accountability and follows incident-specific bus procedure. Do not drive into campus threat, plume, flood, fire or police perimeter.
- Dispatch reroutes/holds buses, assigns safe destinations and tracks vehicle/driver/passengers. Drivers do not text or manipulate devices while moving.

14.2 Field trips/offsite

- Trip leader knows local emergency number/address, venue exits/shelter, transportation, medication, contacts and district reporting. Follow host/responders while maintaining district accountability and custody.
- Relocate/reunify only through verified plan; communicate jurisdictional differences.

14.3 Arrival/dismissal/after hours

- Hold buses or arrivals away from danger; bring students inside only through safe route; suspend dismissal when hazard makes release unsafe.
- After-hours leaders have keys/access, rosters, PA/radio/911, weather monitoring and authority. Families/spectators are occupants and included in action/accountability.

15. Reunification, Family/Public Information, Continuity, Reentry, and Recovery

Recovery begins while protective action continues. Do not release reunification details before the site is safe and operationally ready.

15.1 Reunification/communications

- Use Annex E. IC authorizes activation; PIO Annex I issues site/time/route/ID/accessibility instructions and tells families not to go to affected campus.
- Transport/account for students to clean receiving site; separate release, family assistance, media and responder operations. Maintain custody and no self-release.

15.2 Reentry/reopening

- Threat/hazard controlled; law/fire/HazMat/AHJ clearance as applicable; structural, utilities, HVAC, fire/life safety, security, water/sanitation and accessibility ready.
- Accountability complete; staff briefed; health/behavioral support, transportation, meals, instruction, IT and communication ready; restricted areas and rollback clear. Superintendent/designee authorizes routine operation.

15.3 Recovery

- Academic continuity/makeup, special education/compensatory review, grief/counseling/EAP, family support, staff fatigue, facility restoration, claims/costs and long-term monitoring.
- Communicate what changed, supports, reporting path and next update. Preserve privacy and avoid “back to normal” when impacts continue.

16. Documentation, Drills, Exercises, Evaluation, Corrective Action, and Maintenance

Practice must improve capability without creating avoidable trauma or unsafe simulation.

16.1 Records and metrics

- Timeline, source, 911, decision/action/scope, announcements, accountability, assistance, responder coordination, transitions/all clear, medical, resources, communications, reunification, reentry and costs.
- Measure time to warning/action/accountability/911/transition/all clear, missing reconciliation, route/room errors, accessibility performance, family self-deployment, communications reach and injury/near miss.

16.2 Drills and exercises

- Age-appropriate instruction and announced drills under Oklahoma/district requirements; no realistic weapons, simulated gunfire, masked intruders, deception, surprise trauma or unsafe running/crowd movement. Provide opt/accommodation as required and support.
- Practice every action, alternate routes, substitute/visitor/outdoor/transport/after-hours and communications failure. Coordinate observers/responders and stop for real emergency or unsafe condition.

16.3 AAR/CAP/maintenance

- Hotwash promptly; include student/staff/accessibility perspectives appropriately. Evaluate decision, warning, behavior, accountability, routes, supervision, responders, family/public, reentry and recovery.
- CAP owner/due/resources/evidence/validation/closure. Update maps, rooms, assistance, rosters, equipment, messages, training and campus appendices.

ANNEX G

EMERGENCY COMMUNICATIONS

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope, Objectives, Assumptions, and Communications Principles

Annex G addresses the operational and technical means of communication. Annex I governs emergency notification/public-information products; Annex H governs ICS organization and the IAP.

1.1 Scope

- 911, dispatch, radio, PA/intercom, alarm, telephone, cellular, satellite, mass notification, email, collaboration, web/status, data/network, runners and partner systems.
- Campuses, buses/fleet, offsite activities, command posts, EOC, alternate facilities, reunification, family assistance, shelters and continuity operations.

1.2 Objectives

- Deliver immediate life-safety warning and maintain command/911 paths.
- Provide integrated, plain-language, interoperable communications among district, responders and partners.
- Maintain student/staff/resource accountability and close-loop assignments.
- Sustain systems through power, coverage, capacity, network, equipment, vendor, staffing or cyber failure.
- Protect privacy, operational security and evidence while supporting accessible/language communication.
- Restore services in business/incident priority order and document performance, outages, repairs, costs and improvements.

1.3 Assumptions

- Normal and backup channels may share a hidden dependency and fail together. Cellular and internet capacity may collapse while public demand increases.
- Radio coverage changes with buildings, terrain, weather, interference, power and system loading. “Radio issued” does not mean communication is reliable.
- Initial information may be incomplete; operational traffic competes for airtime; users may not know another agency’s terminology.
- Power, charging, spare equipment, configuration, credentials, licensing, vendor support and trained operators are communications capabilities.

1.4 Principles

- Life safety first; common terminology/plain language; unity of command; message brevity and confirmation; channel discipline; PACE; interoperability; least privilege; accessibility; documentation; and no self-dispatch.

2. Authorities, Definitions, Governance, and Operational Safeguards

Use current FCC rules, NIMS/ICS doctrine, Oklahoma emergency-management and public-safety procedures, Board policy, licenses, contracts and cybersecurity requirements.

2.1 Authorities and guidance

- FEMA NIMS/ICS, Communications Unit and interoperability doctrine; FEMA CPG 101; U.S. Department of Education/REMS school communication guidance.
- FCC licensing and radio/telecommunications rules; Oklahoma public-safety communications, emergency-management, school-safety and records authorities; local responder/dispatch procedures.
- CISA/NIST cybersecurity and contingency guidance; FERPA and applicable privacy; IDEA/504/ADA effective communication; Title VI language access.

2.2 Definitions

- PACE: primary, alternate, contingency and emergency methods. Interoperability: ability of authorized personnel to communicate across disciplines/jurisdictions when needed.
- COML: Communications Unit Leader. COMT: Communications Technician. INCM: Incident Communications Center Manager, when used. RADO: Radio Operator.
- Talkgroup/channel: logical or frequency path for radio traffic. Tactical channel: assigned to operational activity. Command channel: command/supervisory coordination.
- Check-back: scheduled status contact. Read-back: receiver repeats critical message. Closed loop: sender receives acknowledgment and confirmation.
- COMSEC: measures protecting communications access, configuration, content and availability.

2.3 Governance

- IC/Unified Command approves communications objectives and plan; Logistics/COML manages operational systems; dispatch retains agency dispatch responsibilities; PIO owns public content; IT owns district infrastructure/cyber response; operators follow approved message authority.
- District executive/EOC establishes policy and scarce-resource priority but does not change tactical channels through parallel direction.

2.4 Safeguards

- Use 911 for emergencies; do not substitute internal radio, text or app.
- Do not transmit student medical/custody, victim/suspect, tactical, credential, key, code, exact secure-site or other sensitive detail on open channels unless immediate life safety requires it; move to secure approved path.
- Do not use personal accounts, unauthorized apps, scanners, amateur radio, encryption or frequencies contrary to law/policy. Amateur resources operate through emergency management and do not carry protected information.
- Do not program, repair, rekey, patch or interconnect systems without authorization and qualified personnel.

3. Activation, Communications Priorities, Size-Up, and Incident Communications Organization

Communications planning starts with the incident, not after traffic becomes congested.

3.1 Priorities

- Priority 1: immediate life safety, 911, protective action, emergency traffic.
- Priority 2: command/Unified Command, responder coordination, safety and accountability.
- Priority 3: resource orders, transportation, facilities, medical/logistics, EOC and continuity.
- Priority 4: authorized staff/family/public information distribution and inquiry support.
- Priority 5: routine/recovery traffic, reports and administrative coordination.

3.2 Communications size-up

- Systems available/degraded; affected sites/areas; coverage/capacity; power/charging; dispatch/911; responder channels; user/equipment count; interference; network/cellular/vendor; credentials; accessible warning; expected growth/duration; and likely failure.
- Test by function and location with actual users. Record time, device, channel, signal/quality, result and workaround.

3.3 Activation

- Initial IC assigns a communications point and limits traffic. For complexity, activate COML under Logistics and an Incident Communications Center if justified.
- Establish operational period, channel/talkgroup assignments, call signs/identifiers, check-back schedule, PACE methods, equipment issue and support.
- Include communications plan in IAP/briefing and notify dispatch/EOC/partners of authorized changes.

Priority traffic	Examples	User action
Emergency	Mayday, immediate threat, responder down, missing accountability	Announce “Emergency traffic,” identify/location/need; all others hold
Urgent	Changing hazard, failed protective action, critical resource	Brief, addressed, acknowledged; supervisor/command notified
Routine operational	Status, assignment, logistics	Use assigned channel and reporting schedule
Administrative	Nonurgent details	Move off tactical channel or defer

4. Communications Unit, Technology, Dispatch, PIO, Campus, Transportation, and Partner Roles

Activate only needed roles; clarify who controls content, system and channel.

4.1 Communications Unit

- COML: requirements, plan/ICS 205/205A, organization, assignments, interoperability, equipment, support, documentation and demobilization.

- COMT: install/configure/test/repair authorized equipment and infrastructure; document changes. INCM: manage communications center, operators and message flow. RADO: receive/transmit/log exactly, prioritize and protect information.
- Incident Communications Center may handle operational messages, resource status and logs; it is not the public call center or media office.

4.2 District roles

- Technology: networks, phones, accounts, platforms, cybersecurity, vendor escalation, backup/restore. Safety: responder interface, ICS needs, radio cache and exercises.
- Principal/campus liaison: PA/radio operation, campus status, accountability and staff instruction. Transportation: dispatch/drivers/routes/relocation and fleet equipment. Facilities: power, rooms, towers/cabling, generators and physical repair access.
- PIO: Annex I content, JIS/JIC, media and public products. Platform operator disseminates only authorized content.

4.3 External roles

- 911/public-safety dispatch assigns agency resources and channels; district does not interfere with dispatch. Emergency management supports interoperability, amateur/satellite resources and mutual aid.
- Agency representatives coordinate capability and restrictions. Patches/gateways are approved by system owners and monitored to prevent feedback, congestion or unauthorized access.

5. PACE Planning, System Dependencies, Coverage, Capacity, and Failure Analysis

A PACE plan is function- and audience-specific. Four devices on the same network are not four independent methods.

5.1 PACE method

- For each function identify Primary, Alternate, Contingency and Emergency method, trigger, owner, user, dependencies, capacity, range, accessibility, security, test and transition instruction.
- Functions include 911, campus warning, IC-dispatch, IC-EOC, campus-district, accountability, transportation, resource orders, family warning, public information, alternate site and IT recovery.

5.2 Dependency mapping

- Commercial power, UPS/generator/fuel, tower/repeater, internet/backhaul, cellular carrier, LAN/Wi-Fi, DNS/cloud/vendor, identity/MFA, device, battery/charger, antenna, license, contact database, administrator and facility access.
- Identify common-mode failure and geographic concentration. Maintain offline configurations, instructions and contacts.

5.3 Coverage and capacity

- Conduct annual and post-change coverage surveys at classrooms, shelters, stairwells, basements, fields, buses/routes, command/EOC, reunification and alternate sites. Record dead zones and approved mitigation.
- Estimate simultaneous users, talk time, mass-alert throughput, hotline trunks, website load, radio channel loading, battery runtime and charging cycle. Define overload indicators and traffic restrictions.

6. Radio Operations, Talkgroup/Channel Management, Plain Language, and Discipline

Radio communications are shared, finite and often public. Discipline improves safety.

6.1 Standard transmission

- Listen first; press, pause, address recipient, identify self/location, state concise message, release. Use plain language and approved call signs.
- Critical messages use read-back: protective action, address/location, student/resource count, route, hazard, channel change, medication/medical instruction from authorized clinician, and resource order.
- Say numbers and letters clearly; avoid names when an identifier suffices. If no acknowledgment, retry once, change position/method, then use PACE and report failure.

6.2 Channel plan

- Separate command, tactical, logistics, transportation, reunification and public-safety interoperability based on need/capacity. Do not create too many channels for available supervisors/operators.

- Channel change instruction states who, old/new channel, effective time and acknowledgment. Maintain a monitored calling/command path.
- Emergency traffic has priority. IC/COML may impose radio silence or restricted traffic and announces when lifted.

6.3 Radio checks and distress

- Radio check reports readable/unreadable and signal/quality using locally approved terms; do not transmit sensitive test content.
- Mayday/emergency traffic includes identity, location, problem, help needed and hazard. Dispatch/command repeats, clears channel, assigns response and maintains contact.
- Lost radio is reported immediately with ID/last location/sensitivity; disable/rekey as authorized and preserve report.

6.4 User safety

- Do not operate where radio may create ignition risk unless equipment is approved; follow HazMat/bomb-squad direction. Use hands-free only when safe/legal. Never text or manipulate devices while driving.
- Protect hearing and avoid broadcasting near students/families unnecessarily.

7. Telephone, Cellular, Satellite, Data, Email, Applications, PA, Alarm, and Mass Notification

Each system has a defined purpose, authority and fallback.

7.1 Voice/telephone

- Maintain published emergency numbers, analog/VoIP dependencies, hunt groups, call forwarding, hotline/call-center capacity, voicemail rules and priority service where available.
- Use callback verification for unusual high-impact instructions. Do not leave sensitive individual details in voicemail without authority.

7.2 Data and applications

- District-managed devices/accounts, MFA, approved storage, status page, collaboration, incident boards, email and messaging. Separate operational, public and restricted channels.
- Do not treat consumer read receipts as accountability. Export/archive significant messages and decisions. Prepare offline rosters/forms.

7.3 PA, alarms and visual warning

- PA/intercom, bells, fire alarm, strobes, digital signs and classroom devices are warning systems with distinct authority. Protective messages use approved plain language and accessible visual/audio reinforcement.
- Do not override fire/life-safety systems or use alarm tones for unapproved meanings. Test audibility/intelligibility in occupied conditions and all program areas.

7.4 Mass notification

- Annex I controls content/approval; Annex G controls platform readiness, audience selection, operator access, delivery, redundancy and technical logs.
- Verify site/segment/language, send-now/schedule, sender, link, count and version. Monitor errors and activate alternate channels without blind duplicate sends.

8. Interoperability with Responders, EOC, Mutual Aid, Dispatch, and Unified Command

Interoperability is planned governance plus technology. Shared frequency alone is insufficient.

8.1 Initial responder interface

- 911 report uses address/site, exact access, incident, hazards, protective action, injuries/missing, callback and safe meeting point. Assign liaison with radio/phone and campus knowledge.
- Do not tie up 911 with updates unless requested or materially changed. Keep responder access clear.

8.2 Unified Command/EOC

- UC/COML coordinates common communications objectives and channel plan. District representative receives agency radio only if trained/authorized and does not transmit on public-safety channels outside assignment.
- EOC has a named primary/backup link to each IC/campus, scheduled status and resource path. Avoid executives calling field users individually.

8.3 Mutual aid and gateways

- Preplan system-owner approval, compatible equipment, cache radios, programming templates, dispatch procedures, credentials, user briefing and return.
- Gateway/patch use has responsible operator, monitored talkgroups, start/end time, technical test, failure plan and documentation. Avoid loops and cross-patching sensitive traffic.
- Amateur radio supports health/welfare or logistics through emergency management; it does not carry protected student/employee or tactical information.

9. Operational Messages, Reports, Accountability, Resource and Transportation Communications

Structured message formats reduce omission and congestion.

9.1 Priority report formats

- Initial report: who/where/what, hazards, people, protective action, 911/resources and callback.
- Status report: location/unit, accountability, conditions/change, objective progress, urgent need and next report.
- Resource request: mission, kind/type/specification, quantity, priority, delivery location/time/contact, duration and authorization.

9.2 Accountability

- Teachers/supervisors report expected, accounted, missing, injured, absent, extra/unknown and location using approved identifiers. Do not transmit custody/medical details on open channel.
- Receiving point acknowledges and resolves duplicates/inconsistent totals. Communications logs time/source; accountability owner maintains authoritative roster.

9.3 Transportation

- Driver/route identifier, location/direction, passenger accountability, condition, hazard, safe stop, destination and support. Keep channels clear for driving safety.
- Route/relocation change uses read-back and dispatch acknowledgment. Do not broadcast student names/custody. Lost contact triggers dispatch escalation, alternate methods and welfare check under plan.

10. Communications for Protective Actions, Medical, Weather, HazMat, Cyber, and Reunification

Hazard annexes control protective doctrine; communications carry authorized actions.

10.1 Active threat

- Use approved plain-language protective warning; keep tactical and law-enforcement traffic off broad school channels. Do not transmit suspect/police locations where an attacker may monitor.
- Silence devices only when consistent with protective guidance and accessibility; maintain discreet command/911 path. All-clear only by authorized command/law enforcement.

10.2 Weather, fire, HazMat and utility

- Weather source/time, affected sites, warning/action, dismissal/transport and next update. Fire/HazMat/gas traffic avoids ignition-risk radio use and technical speculation; follow responder channel restrictions.
- Utility outage activates alternate power/phones/radios and facility status reporting; do not claim restoration until dependent systems are tested.

10.3 Medical

- Call 911; give location/access, patient count, age category, immediate condition and hazards necessary for response. Use private path for identity/medical details. Maintain student supervision and parent-contact process.

10.4 Reunification

- Separate operations, transportation, release, family assistance and public inquiry traffic. Do not announce site until command/PIO authorizes.
- Track site readiness, traffic, student movement, custody exceptions and support through controlled channels; use plain public instructions under Annex E/I.

10.5 Cyber incident

- Move to out-of-band channels, preserve logs and verify leadership instructions. Assume email/chat/contact lists may be compromised. Do not reconnect or share credentials to restore convenience. Coordinate Annex L.

11. Accessibility, Language, Functional Needs, and Community Reach

Operational warnings must reach people who cannot hear, see, speak, read, understand English, use a standard device or access the internet.

11.1 Effective communication

- Pair audio PA/siren with visual/text and staff reinforcement; provide captions/CART/ASL, TTY/relay or text, accessible web/documents and descriptive rather than color-only instructions.
- Maintain devices and procedures for deaf/hard-of-hearing, blind/low-vision, speech, cognitive/developmental, mobility and sensory needs. Test with users and realistic locations.

11.2 Language access

- Pretranslate universal protective phrases; use qualified interpreters/translators and community messengers; identify interpreter request path in command/EOC.
- Radio/operational interpreters receive confidentiality, channel discipline and safety briefing. Do not use students as emergency interpreters except an immediate life-threatening necessity when no alternative exists.

11.3 Access during failure

- Maintain in-person/runners, door-to-door within safe areas, visual boards, printed cards, media/community partner and accessible hotline options. Track who has not acknowledged or cannot access the channel.

12. Cybersecurity, COMSEC, Privacy, Records, and Information Classification

Availability must not be restored by abandoning security, privacy or evidence.

12.1 Access and configuration

- Role-based accounts, MFA, unique credentials, least privilege, approved devices, patching, backups, logging, change control, inventory, administrator succession and offboarding.
- Radio keys/codes/configuration and platform credentials are restricted. Never include them in broad plans, email lists or public records without lawful review.

12.2 Information classification

- Public: approved release. Operational: routine incident coordination. Restricted: student/employee/accountability, system details, secure locations. Law-enforcement/medical/attorney or other controlled: route only under governing authority.
- Use call signs/IDs and secure approved path. Encryption does not eliminate need-to-know or retention obligations.

12.3 Records and evidence

- Preserve communication plans, logs, recordings when maintained, platform/audit logs, messages, approvals, configuration changes, outage tickets, radio issue, lost devices, vendor actions and costs.
- Do not record channels contrary to law/policy or promise confidentiality on recorded/public systems. Apply FERPA, employment/privacy, public records, retention and legal hold.
- Suspected compromise: isolate as directed, preserve evidence, revoke access, notify cyber/IC, use clean channel and document recovery.

13. Equipment, Cache, Power, Facilities, Maintenance, Repair, and Logistics

Communications equipment is a tracked incident resource with configuration and lifecycle requirements.

13.1 Inventory and issue

- Asset ID, model, owner, radio ID/configuration/key version, accessories, condition, battery, location, assignee, issue/return, repair and disposal.
- Check-out includes user/channel/charging/emergency briefing. Inspect and sanitize on return; report damage/loss immediately.

13.2 Power and charging

- Map utility/UPS/generator/battery/fuel dependencies, runtime under load, safe charging, spare rotation, vehicle charging, generator CO/fire/electrical safety and shutdown priority.
- Do not overload circuits or use unapproved extension cords/batteries. Protect batteries from heat, water, impact and incompatible chargers.

13.3 Facilities and maintenance

- Identify communications center, radio cache, antenna/repeater, telecom rooms, EOC/CP and alternate locations; access, HVAC, grounding, surge, fire, water and physical security.
- Preventive maintenance, firmware/configuration control, license/subscription, battery replacement, coverage test and vendor SLA. Technical repair only by authorized personnel.

14. Outage, Overload, Compromise, Degraded Operations, Restoration, and Recovery

Declare degradation early. Users need a clear alternate path, not a vague “systems issue.”

14.1 Outage response

- Identify affected function/site/users, symptoms, start time, dependency, safety impact and workaround. Notify IC/COML/IT/vendor through independent path; issue channel transition with acknowledgment.
- Restrict nonessential traffic, shorten reports, establish scheduled check-backs/runners, deploy cache radios/hotline/alternate site and record unmet coverage.
- Do not repeatedly reboot, reconfigure, resend or patch without change authority; preserve logs/evidence.

14.2 Overload and compromise

- For overload: traffic priority, separate channels, scheduled reports, additional operators, web/status/media offload and queue management.
- For compromise/spoofing: stop affected channel, authenticate command out-of-band, warn users, revoke sessions/keys, preserve logs, coordinate cyber/law enforcement and publish correction through clean channels.

14.3 Restoration priority and validation

- Restore 911/life safety, command/dispatch, accountability, responder interoperability, EOC, transportation/reunification, operational data, mass notification/public support and routine service based on incident need.
- Test end to end from each critical location: call/transmit/receive, audio/intelligibility, routing, identity, permissions, logging, failover, accessible warning and partner connectivity. “Link up” alone is not service validation.

14.4 Demobilization/recovery

- Announce return to primary method and cutoff for temporary channel. Recover equipment/keys, remove patches/accounts, reconcile logs/recordings/tickets/costs, inspect batteries/devices, reset configurations, replenish cache and close vendor orders.
- Maintain recovery communications until routine systems, staff and audiences are stable; feed AAR/CAP and capital planning.

15. Documentation, Metrics, Training, Exercises, After-Action, and Maintenance

Readiness is demonstrated through function-level tests and user performance.

15.1 Metrics

- Time to 911/command contact, protective warning, channel plan, responder interoperability, outage declaration, PACE transition, repair/restoration and user notification.
- Radio coverage/readability, failed calls, dropped/queued mass alerts, hotline abandonment, battery runtime, equipment loss/damage, operator staffing, message acknowledgment and unresolved contact.
- Security/access events, unauthorized transmissions, configuration errors, wrong audience/channel, duplicate orders and records completeness.

15.2 Training and exercises

- All users: equipment basics, plain language, call signs, brevity, read-back, emergency traffic, sensitive information, PACE and lost equipment.

- COML/COMT/RADO/IT/operators: plans, programming/change control, interoperability, caches, power, cyber, logs and restoration within qualification.
- Annual tests at every site/vehicle route and periodic functional/full-scale exercises with platform outage, cellular overload, radio dead zone, after-hours staff, leader absence, accessible warning, multi-agency channels and recovery. Clearly label tests.

15.3 AAR and maintenance

- Evaluate objectives, coverage, interoperability, discipline, accessibility, security, equipment/power, PACE, public support, records and restoration.
- CAP assigns owner, due, resources, evidence, validation and closure. Update inventory, diagrams, permissions, contact lists, coverage maps, vendors, licenses, batteries, templates and training.

ANNEX H

INCIDENT COMMAND SYSTEM AND DISTRICT EOC COORDINATION

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope, Objectives, Assumptions, and NIMS/ICS Principles

Annex H is the district's incident-management doctrine. Hazard annexes provide incident-specific actions; this annex provides the common command, coordination, planning, resource and documentation system.

1.1 Scope

- Routine incidents that escalate beyond normal supervision; emergencies; planned events; single-campus, transportation, offsite, districtwide, multi-agency and prolonged operations.
- Command posts, campus teams, district EOC, alternate sites, reunification, continuity and recovery coordination.

1.2 Objectives

- Establish and announce command, location and communications quickly.
- Set measurable incident objectives based on life safety, stabilization, property/environment and continuity.
- Maintain unity of command, manageable span, accountability and integrated communications.
- Coordinate district, responder, government, nonprofit, vendor and mutual-aid resources without duplicating authority.
- Produce an executable IAP, common operating picture, decision record, cost/resource trail and orderly demobilization.

1.3 Assumptions

- Incidents may grow faster than leadership can arrive; communications, facilities, people and systems may be degraded.
- The most senior person is not always the most qualified IC. Command is based on authority, qualification and incident needs.
- Not every position is activated. One person may fill several roles initially, but no one performs incompatible duties or exceeds safe span.
- Response agencies may use different legal authorities. Unified Command coordinates objectives without merging those authorities.

1.4 ICS principles

- Common terminology; modular organization; management by objectives; incident action planning; manageable span of control; incident facilities; comprehensive resource management; integrated communications; establishment/transfer of command; Unified Command; chain and unity of command; accountability; dispatch/deployment; information and intelligence management.

2. Authorities, Definitions, Command Relationships, and Safeguards

Use current NIMS doctrine, Oklahoma authorities, Board policy, mutual-aid agreements and responder protocols. Legal counsel validates district-specific authority before adoption.

2.1 Authorities and guidance

- FEMA National Incident Management System, ICS doctrine and position guidance; FEMA CPG 101; U.S. Department of Education/REMS school EOP resources.
- Applicable Oklahoma school safety, emergency management, fire, law-enforcement, EMS/public-health, public records, finance/procurement and governance authorities.
- District EOP, Board policy, delegations, memoranda, mutual aid, contracts, collective/employee requirements and hazard-specific plans.

2.2 Definitions

- Incident Commander: person with overall responsibility for incident management within delegated authority. Unified Command: agencies/jurisdictions jointly establish objectives and strategies while retaining authority.
- Command Post: location of primary on-scene command. EOC: off-scene coordination center supporting incidents, continuity and policy.
- Area Command: incident-management organization overseeing multiple incidents or a very complex incident; does not conduct tactical operations. Multiagency Coordination (MAC): coordination of priorities and scarce resources, not on-scene command.
- Operational period: time scheduled to execute a given set of actions in the IAP. IAP: oral or written plan communicating objectives, assignments, organization, communications and safety.

- Agency Representative: person authorized to speak for an assisting/cooperating agency. Technical Specialist: person with specialized knowledge who advises within assigned role.

2.3 Command safeguards

- One person reports to one assigned supervisor. Bypass is allowed for urgent safety communication, but the chain is informed promptly.
- EOC/executive officials set policy, priorities and resources; they do not issue tactical orders around the IC.
- Only the IC/Unified Command releases or changes incident objectives, strategies, protective actions and demobilization within authority.
- A Safety Officer may stop or prevent imminent unsafe acts and immediately informs command.
- No self-deployment. Personnel and resources check in, receive assignment, communicate status and demobilize through the system.

3. Recognition, Activation, Initial Command, Size-Up, and Immediate Priorities

Do not delay 911, protective action or emergency care while building an organization.

3.1 Initial actions

- Discoverer: call 911 and campus office as appropriate; take trained protective action; provide exact location and observed conditions.
- Initial IC announces command and command-post location from a safe place, initiates accountability, assigns urgent tasks, requests responders/resources and starts an activity/decision log.
- Establish responder access and keep routes clear. Do not position command in a hazard zone, likely expansion path, media/family convergence point or evacuation route.

3.2 Size-up

- What happened; exact location; hazards; people at risk; injuries/missing; protective actions; incident growth; weather; utilities; security; access/egress; school day phase; transport; special needs; resources on scene/en route; communications; and likely next problem.
- Use verified observations. Do not enter danger to improve the size-up. State uncertainties.

3.3 Initial priorities

- Life safety: 911, protective action, emergency care, accountability and responder safety.
- Incident stabilization: isolate threat, coordinate technical responders, prevent escalation and preserve critical services.
- Property/environment and continuity: utilities, records, transportation, reunification, instruction, meals, technology and recovery - not at the expense of life safety.

3.4 Activation levels

- Level 1: campus command, limited positions, short operational period.
- Level 2: expanded ICS, district coordination/EOC, multiple functions/agencies, written objectives/IAP components.
- Level 3: Unified Command, full/partial EOC, branches/groups, multi-campus or prolonged operation, formal planning cycle and recovery organization.

First 10 minutes	Minimum product
Command	“[Name/role] has [site] Command at [safe location/channel].”
Situation	Plain-language size-up, hazards, affected people, protective action
Objectives	Life safety, accountability, stabilization and next critical action
Organization	Urgent assignments, supervisors, safety and communications
Requests	911/responders and specific district resources with delivery point
Records	Time-stamped activity/decision/accountability start

4. Transfer of Command, Unified Command, Agency Authority, and Executive Policy

Transfer is deliberate, briefed and announced. Arrival of a senior person or agency does not silently transfer command.

4.1 Transfer of command

- Transfer when jurisdiction/authority changes, a more qualified person arrives, complexity changes, relief is required, or policy directs. The incoming IC assesses and accepts command.
- Brief situation, objectives, organization, hazards/safety, protective actions, accountability, resources, communications, facilities, agency contacts, decisions, requests, documentation and immediate concerns.
- Announce transfer time, new IC/Unified Command, command-post location and channel to staff, dispatch/EOC and partners. Outgoing IC remains available or receives reassignment.

4.2 Unified Command

- Establish when multiple agencies/jurisdictions share responsibility. Members have authority, are able to commit resources and participate in objectives/strategy.
- Develop one set of objectives, common organization, planning process, IAP and public-information approach. Agencies retain legal authority, policy, financial responsibility and chain for agency-specific matters.
- Resolve disagreements through authority, facts, safety and documented escalation; do not issue competing field instructions.

4.3 District and agency roles

- Law enforcement controls law-enforcement tactics/investigation; fire/HazMat controls fire/rescue/hazard operations; EMS medical operations; public health statutory health measures; school district student operations, accountability, education, custody, continuity and district facilities - subject to life-safety authority.
- The district representative in Unified Command must have delegated decision authority or immediate access to it.

4.4 Executive/Board policy

- Superintendent/executive leadership sets district policy, closure/continuity, strategic priorities and resource authority; Board retains governance. These roles do not automatically make the holder the on-scene IC.
- Document policy direction and delegations. Resolve conflicts through Unified Command/EOC/legal channels, not parallel tactical orders.

5. Modular Organization, Span of Control, Facilities, and Position Activation

Build only the organization needed, then expand before overload. Titles describe functions, not rank.

5.1 Span and structure

- Target span is commonly three to seven, with five useful as a planning guide; complexity, safety, geography, communication and experience control actual span.
- Create branches for major functional/geographic areas, divisions for geography, groups for functions, and strike teams/task forces/single resources as appropriate. Appoint deputies qualified to act in the principal role.
- Avoid one person serving as both tactical supervisor and safety evaluator, requester and approver, or purchaser and receiver when risk/internal control requires separation.

5.2 Activation sequence

- IC first retains unassigned functions. Add Safety/PIO/Liaison based on risk and stakeholders; add Operations when tactical span grows; Planning for information/IAP/future; Logistics for support; Finance/Admin for time, procurement, claims and cost.
- Each activated position receives supervisor, authority, objective, assignment, communications, safety, reporting and documentation expectations.

5.3 Incident facilities

- Command Post: command/Unified Command. Staging: checked-in resources awaiting assignment. Base: primary logistics/service location. Camps: temporary support locations. Helibase/helispots only under responder aviation control.
- District locations may include EOC, reunification, family assistance, media/JIC, alternate school or continuity site. Keep functions separated where safety, privacy, traffic and operations require.

6. Incident Objectives, Operational Periods, Planning Cycle, and Incident Action Plan

Management by objectives converts command intent into safe assignments and measurable results.

6.1 Objectives and strategies

- Objectives state desired outcome, time, location/scope and measure; they are achievable with available/expected resources and within authority. Avoid task lists disguised as objectives.
- Strategies describe the general approach; tactics and work assignments belong to Operations and assignment lists.
- Prioritize life safety, stabilization, property/environment and continuity; identify constraints, policy and acceptable risk.

6.2 Operational periods

- Select duration based on hazard change, school schedule, weather, darkness, staffing/fatigue, resource arrival, deadlines and complexity. Short periods during rapid change; longer when stable.
- Set start/end, briefing, reporting cutoff, planning meetings, shift change, resource order and IAP distribution times.

6.3 Planning cycle

- IC/UC objectives meeting; command/general staff meeting; tactics meeting; planning meeting; IAP preparation/approval; operational briefing; execution/evaluation; update and next cycle.
- Planning Section maintains the schedule, collects inputs and displays current status. Missing information is labeled and assigned.

6.4 IAP content

- Incident objectives; organization; assignments; communications; medical plan; safety message; maps/weather/traffic; special instructions; resource status; demobilization and attachments.
- A verbal IAP may be sufficient for short/simple incidents but still includes objectives, assignments, communication and safety. Use written IAP for multiple agencies/sites, shift change, hazardous operations, complex resource use or prolonged activity.

7. Command Staff: Public Information, Safety, Liaison, and Legal/Technical Support

Command Staff advise the IC and operate across the organization within delegated authority.

7.1 Public Information Officer

- Establish communication objectives, verified facts, audiences, message approval, media/JIC, rumor monitoring, accessible/language products and records.
- Coordinate Annex I and partner PIOs. Do not release tactical, protected or unverified information. Only one PIO is assigned per incident organization, with assistants as needed.

7.2 Safety Officer

- Identify hazards, risk controls, PPE/health, responder and school-population safety; review IAP/assignments and investigate accidents/exposures.
- Exercise emergency authority to stop/prevent imminent unsafe acts; notify IC and supervisor; document corrective action. Safety does not replace every supervisor’s responsibility.

7.3 Liaison Officer

- Agency check-in, representatives, capabilities, restrictions, agreements, contact, coordination and unresolved interagency issues.
- Distinguish assisting agencies providing resources from cooperating agencies providing coordination. Maintain agency-representative list.

7.4 Legal, equity and technical support

- Counsel advises authority, governance, privacy, liability, records, procurement and investigations without becoming an approval bottleneck for urgent life safety.
- Accessibility/language, student services, behavioral health, public health, weather, structural, utility, cyber, transportation and other specialists advise command/planning. Advice and limitations are documented; specialists do not self-assign tactics.

8. Operations Section and Campus/Functional Tactical Coordination

Operations implements the IAP and reports progress, hazards and changing conditions. It does not independently change incident objectives.

8.1 Operations responsibilities

- Build tactical organization, assign supervisors/resources, conduct briefings, maintain accountability, coordinate branches/divisions/groups, report status and request/release resources.
- Protective-action, accountability, evacuation/shelter, emergency care, security, fire/HazMat, transportation, reunification, student services, facilities, utilities and continuity groups may be used based on incident.

8.2 Campus command

- Campus principal/designee coordinates school operations and provides student/staff accountability, access, facilities knowledge, custody/release, health plans and family support.
- When public-safety command is established, campus leadership integrates through Unified Command, liaison or an assigned School Operations Group - never parallel command.

8.3 Assignment control

- Each assignment list states supervisor, resources, objective supported, task/location, reporting, communications, safety/PPE, special needs, transport and completion criteria.
- Supervisors conduct check-in/read-back, monitor fatigue and hazards, preserve unity of command and close the loop when complete or blocked.

9. Planning Section: Situation, Resources, Documentation, Demobilization, and Technical Specialists

Planning maintains the common operating picture and anticipates the next operational period.

9.1 Situation Unit

- Collect, validate, analyze and display incident status, protective actions, accountability, injuries, facilities, weather, transportation, service impacts, projected development and information gaps.
- Time-stamp source and confidence. Separate confirmed, working and restricted information. Produce SITREP and maps without exposing sensitive details.

9.2 Resources Unit

- Track all tactical/support resources by identifier, kind/type/qualification, owner, status, location, supervisor, check-in, assignment, availability, limitations and release.
- Status is Available, Assigned or Out of Service; “ordered” and “en route” are tracked separately. Personnel accountability and student accountability remain distinct systems.

9.3 Documentation and demobilization units

- Maintain IAPs, logs, decisions, forms, messages, maps, photos authorized, records and final package. Apply privacy, investigation and legal hold.
- Develop demobilization plan early: release priorities, checkout, inspections, rest/travel, records, equipment return, cost/time, transportation, notification and reassignment.

9.4 Technical specialists

- Assign to Planning or where needed. Record credentials/source, question, assumptions, recommendation, uncertainty and operational decision. Examples: weather, structural, health, cyber, hazardous materials, utilities, accessibility, student services and legal.

10. Logistics Section: Communications, Facilities, Supply, Food, Transport, IT, and Medical Support

Logistics supports the organization; it does not assign tactical missions unless also assigned an Operations role.

10.1 Service Branch

- Communications Unit: interoperable plan, devices, channel assignment, support, cache, charging, repair, backups and COMSEC.
- Medical Unit: incident personnel medical plan, aid, EMS interface and responder rehabilitation; student/patient care remains with appropriate operational/clinical structure.
- Food Unit: safe food/water for assigned personnel, schedules, special needs, sanitation and records.

10.2 Support Branch

- Supply Unit: order, receive, inspect, inventory, issue, recover and return. Facilities Unit: command/EOC/base/staging/shelter support, utilities, sanitation, security and closeout. Ground Support: fleet, drivers, fuel/charging, maintenance, routes and transport records.
- IT support: connectivity, accounts/devices, cybersecurity coordination, printers/forms, data/display and help desk - under approved security and privacy controls.

10.3 Resource ordering

- Requests include incident, requesting unit, objective, kind/type/specification, quantity, priority, delivery location/time/contact, duration, authorization and special support.
- Check availability/alternatives, avoid duplicate orders, assign tracking number, record approval/order/vendor/en route/received/assigned/released and notify requester.

11. Finance/Administration: Time, Procurement, Compensation/Claims, Cost, and Records

Activate early when personnel time, emergency purchases, contracts, damage, injury or reimbursement may be significant.

11.1 Units

- Time Unit records personnel/equipment time, assignment, rate category and supervisor verification. Procurement Unit manages purchase/rental/contracts, emergency authority, terms and closeout.
- Compensation/Claims coordinates injury, property, liability and claims with HR/risk/insurer/legal. Cost Unit tracks commitments, actuals, estimates, projections, funding and cost-effectiveness.

11.2 Controls

- Document request, authority, competition/exception, vendor validation, scope, rate, delivery/acceptance, change, invoice/payment and property. Preserve separation of duties where feasible; record emergency override and retrospective review.
- Use incident project codes and FEMA/state/insurance documentation rules from the start. Do not promise reimbursement or admit liability.

11.3 Records

- Protect student/employee/medical, procurement, insurance, investigative and attorney-client information. Maintain originals, time stamps, signatures/approvals, chain of custody and retention/legal hold.

12. District EOC, Multi-Campus Coordination, Area Command, MAC, and Complex Incidents

The EOC coordinates information, policy and resources across incidents and continuity functions. It normally does not command field resources.

12.1 EOC activation and functions

- Levels may range from monitoring/virtual support to partial/full activation. Superintendent/designee or District Safety activates under policy.
- Maintain district common operating picture; policy/legal/Board coordination; scarce-resource priorities; mutual aid; public information/JIC; continuity; finance; executive decisions; recovery planning.
- Assign EOC manager, operations/coordination, planning/situation, logistics, finance, PIO, safety/security, IT and agency representatives as needed.

12.2 EOC-IC interface

- Name one coordination point and reporting rhythm. IC requests resources and reports objectives/status; EOC fulfills/escalates, coordinates cross-campus impacts and records decisions.

- EOC does not change an IC assignment through individual executives. Policy direction goes to IC/Unified Command through the agreed channel and is documented.

12.3 Multi-campus and complex incidents

- Each site may retain an IC while district EOC coordinates. Use Area Command only when qualified and necessary to set priorities, allocate critical resources and ensure consistency across incidents.
- MAC Group executives/agency leaders resolve scarce-resource/policy priorities; they do not perform incident command.
- Establish district objectives and campus objectives without conflicting terminology. Track allocation rationale, unmet needs and equity/accessibility impacts.

13. Accountability, Resource Ordering, Check-In, Staging, Tracking, and Mutual Aid

Accountability is continuous from dispatch through demobilization.

13.1 Check-in and assignment

- All personnel/resources check in at designated point or remotely before assignment. Capture name/identifier, agency, qualification, contact, equipment, arrival, status, supervisor and limitations.
- Freelancers/self-deployed personnel are not assigned until verified, checked in and approved. Volunteers/donations route through approved management.

13.2 Tracking and safety

- Supervisors know who/what is assigned, location, task, status and next report. Resources report movement and completion. Use personnel accountability appropriate to hazard; student/staff school accountability remains linked but separate.
- Lost communication, overdue check-in, injury/exposure, out-of-service equipment or span overload triggers supervisor/Safety/IC action.

13.3 Mutual aid

- Request through established authority with mission, kind/type, quantity, reporting location, communications, support, duration and reimbursement. Verify credentials/licensure/background/access as applicable.
- On arrival: check in, briefing, assignment, supervision and records. On release: evaluation, equipment/property, time/cost, injury/claim, travel/rest, return notification and agreement closeout.

14. Communications, Briefings, Meetings, Decision Logs, and Information Security

Integrated communications combine technology, plans and disciplined reporting.

14.1 Communications plan

- ICS 205/compatible plan lists function/channel/talkgroup/contact/method, assignment, mode, access, interoperability, restrictions and backup. Use plain language; avoid codes unless required and understood.
- Maintain PACE, charging, spare batteries, radio cache, coverage tests, runners, out-of-band command and cyber-compromise procedures. Do not place sensitive information on open channels.

14.2 Briefings and meetings

- Operational briefing: situation, organization, objectives, assignments, safety, weather, communications, medical, logistics, special instructions, questions/read-back.
- Command/General Staff, tactics, planning and transition meetings have agenda, decision authority, inputs, outputs, deadlines and record. Cancel meetings that do not advance objectives.

14.3 Decision and information security

- Decision log states issue, facts/assumptions, options, authority, decision, rationale, time, owner, communication and reassessment trigger.
- Use least privilege for rosters, maps, cameras, medical/custody, security and investigation data. Mark and route public, operational, restricted and law-enforcement-sensitive products appropriately.

15. Transition to Recovery, Demobilization, Reconstitution, and Improvement

Recovery planning begins during response. Transfer responsibility by function, not by an arbitrary declaration that the incident is over.

15.1 Transition criteria

- Immediate hazard and protective actions stabilized; accountability and urgent family needs addressed; remaining work is recovery-oriented; receiving departments/Recovery organization have authority, staff, records and resources.
- IC/UC identifies open objectives, restrictions, investigations, monitoring, facilities, continuity, behavioral health, costs/claims and public-information needs.

15.2 Handoff

- Brief receiving owner; transfer decisions, IAP/logs, resources/contracts, sites, records, hazards, approvals, public commitments, costs, deadlines and rollback/escalation triggers.
- Announce organizational change and contact point. Do not demobilize command, Safety, PIO, Documentation or Finance before their closeout functions are assigned.

15.3 Demobilization and reconstitution

- Release resources in priority order without creating safety/travel/fatigue gaps. Checkout, equipment/keys, data, time, evaluation, injury/claim and return notification.
- Restore routine district authority, facilities, technology, instruction and services under Annex J/S and hazard-specific reentry gates. Reconcile temporary decisions and records.

15.4 AAR/CAP

- Hotwash promptly; formal AAR evaluates objectives, command transfer, Unified Command, organization/span, planning/IAP, safety, accountability, resources, EOC, communications, documentation, equity/access, transition and outcomes.
- CAP assigns owner, due date, resources, completion evidence, validation and closure authority.

16. Training, Qualification, Exercises, Readiness, and Plan Maintenance

Training supports assigned duties; course completion alone does not establish qualification for every incident role.

16.1 Training framework

- All staff: emergency reporting, protective actions, chain of command, accountability, plain language and no self-deployment.
- Principals/IC candidates and Command/General Staff: ICS role training, district authorities, IAP, EOC/Unified Command, resource and recovery procedures.
- Position qualification considers training, experience, exercises, evaluation, licensure/technical requirements and incident complexity. Maintain alternates and succession.

16.2 Exercise program

- Annual tabletop plus functional/full-scale objectives over a multiyear cycle: initial command, transfer, Unified Command, span expansion, operational briefing, IAP, resource order, EOC support, multi-campus prioritization, reunification, PIO/JIC, demobilization and recovery.
- Use controllers/evaluators, safety plan, inject discipline, participant protection and clear “exercise” labeling. Test nights/weekends, communication outage and leader unavailability.

16.3 Maintenance

- Quarterly contacts/permissions; annual annex, roster, facilities, communications, forms, mutual aid, resource and training review; update after incident/exercise or organizational/legal change.
- Audit position coverage, IAP/log completeness, radio interoperability, EOC readiness, corrective-action age and partner validation.

ANNEX I

EMERGENCY NOTIFICATION AND PUBLIC INFORMATION

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope, Objectives, Assumptions, and Communication Standard

Annex I governs emergency notification and public information across the district. Routine marketing, ordinary school newsletters, and individual health/discipline contacts remain under their normal procedures unless an incident requires coordinated emergency communication.

1.1 Scope

- Life-safety warning, protective-action, operational status, closure/delay, transportation, reunification, continuity, recovery, media, social, website, call-center and direct-contact communication.
- Parents/guardians, students, employees, Board, responders, public officials, partners, vendors, tenants, visitors, neighbors, media and general public.

1.2 Objectives

- Warn affected people quickly with a clear action, location, time and source.
- Separate confirmed facts, working information and unknowns; correct errors visibly.
- Keep families away from unsafe campuses and responder routes while giving them a useful next step.
- Coordinate with Unified Command/JIC without delaying preauthorized life-safety warning.
- Protect privacy, investigations, security, accessibility, language access, records and public confidence.
- Maintain communication through platform, power, network, cellular, staffing or cyber failure.

1.3 Assumptions

- Initial facts will be incomplete and may change. Silence will be filled by witnesses, scanners, texts, social media and news.
- Mass platforms may be slow, overloaded, misconfigured, compromised or unavailable; contact data may be stale.
- Different audiences need different instructions. A single message cannot carry every detail.
- Families may act on a screenshot after circumstances change; each message needs date/time, scope, source and update path.

1.4 Communication standard

- Every emergency message answers: Who is affected? What happened at the appropriate level? Where and when? What protective or operational action now? What should recipients not do? Where is help? When and where is the next verified update?

2. Authorities, Definitions, Principles, and Safeguards

Current law, Board policy, responder authority and incident command govern release. Legal counsel verifies Oklahoma-specific authorities before adoption.

2.1 Authorities and guidance

- NIMS/ICS and Joint Information System/Joint Information Center; FEMA CPG 101 and public-information guidance; U.S. Department of Education/REMS school emergency communication guidance.
- Applicable Oklahoma school safety, emergency warning, public records, Open Meeting, education, privacy and law-enforcement requirements; district policy and platform contracts.
- FERPA; IDEA/Section 504/ADA effective communication; Title VI language access and nondiscrimination; employee/privacy law; copyright and records-retention requirements.

2.2 Definitions

- Emergency warning: immediate message directing protective action. Public information: verified incident or operational information for external audiences.
- JIS: structure coordinating public information across agencies. JIC: physical/virtual location supporting that coordination.
- Holding statement: brief verified acknowledgment used while details are being developed.
- Message owner: official accountable for content and version. Release operator: authorized person who technically sends it. Approver: official with required authority.
- PACE: primary, alternate, contingency and emergency communication methods.

2.3 Principles

- Life safety over polish: issue the shortest actionable warning through available channels, then update.

- Accuracy over speculation; state what is unknown and when it will be checked.
- One operational truth with audience-specific products; avoid copying one audience's sensitive details into another product.
- Plain language, active voice, specific verbs, no jargon/codes, accessible formats and translations.
- Date/time and source every product; archive exactly what recipients received.

2.4 Safeguards

- Do not release student/employee identity, diagnosis, custody, discipline, disability, immigration, victim status, unconfirmed missing/injury/death, tactical location, responder movement, secure site, camera image, floor plan, credential or vulnerability without lawful authority.
- Do not use "all clear," "safe," "no threat," casualty counts, suspect identity, cause or reopening time until the responsible authority verifies it.
- Never copy recipient lists into open email fields, personal accounts or unapproved tools.

3. Activation, Message Classes, Approval, and Release Authority

The first warning and later public information operate on different timelines. Preauthorization prevents avoidable delay.

3.1 Message classes

- Class A - Immediate life-safety: seconds to minutes; evacuate, shelter, lockdown, avoid area, delayed dismissal or other urgent action. Preauthorized officials release without waiting for full review.
- Class B - Urgent operational: minutes; route/site changes, pickup restriction, closure, transportation, staff reporting, service interruption. Operational verification and designated approval.
- Class C - Incident update: verified status, what is known/unknown, partner coordination, next update. PIO/IC/executive workflow.
- Class D - Recovery/administrative: reopening, counseling, academic recovery, claims, community resources, AAR follow-up; full functional/legal review as appropriate.

3.2 Authorized release

- Maintain a named, role-based matrix for each channel and message class, three operators deep where feasible. An operator does not invent content or expand authority.
- Incident Commander verifies operational facts; PIO owns public wording; Superintendent/designee approves strategic districtwide messages; law/fire/EMS/public health verifies information within its authority; legal reviews high-risk issues when time permits.
- Any authorized person may call 911. A campus may issue a preapproved protective warning for its affected population and immediately notify district command.

3.3 Approval under urgency

- Use parallel rather than serial review: operations, privacy/legal, accessibility/translation and technical release can work simultaneously.
- If a required reviewer is unavailable and delay creates risk, the preauthorized official sends the minimum Class A product, records the basis, and obtains review for the next update.
- Approval records identify version, facts verified, restrictions, approver, operator, channel, audience and send time.

Class	Release target	Typical approval
A - Life safety	Immediate	Preauthorized IC/safety/campus/executive; no avoidable delay
B - Urgent operations	Minutes	Operational owner + authorized district/campus official
C - Update	Scheduled operational period	IC verifies; PIO prepares; executive/partner coordination
D - Recovery	Planned	Program owners, PIO, executive and legal/privacy review as needed

4. Communications Organization, JIS/JIC, Roles, and Operational Rhythm

The PIO function scales from one person to a staffed JIC. Staff roles are separated so monitoring, drafting, approval, distribution, inquiry and documentation can continue.

4.1 Roles

- Superintendent/designee: strategic direction, Board/public officials, spokesperson or designation.
- Incident Commander/District Safety: verified operational picture, protective actions, responder/Unified Command coordination and release restrictions.
- PIO: communication objectives, message calendar, drafts, approvals, spokesperson, media/JIS/JIC, rumor, accessibility and records.
- Campus principal: verified campus status, immediate audience needs, family interface and local documentation.
- IT/platform operator: system availability, permissions, authentication, cybersecurity, audience selection, send confirmation and delivery data.
- Language/accessibility lead: translations, ASL/CART, captioning, alt text, screen-reader/plain language, cognitive access and community liaison.
- Call center/office staff: approved scripts, inquiry/tip routing and logs; no off-script speculation.
- Documentation lead: version log, approvals, screenshots/exports, media and inquiry archive.

4.2 JIC workflow

- Establish communication objectives, key facts, information gaps, release constraints, audiences, products, channels, spokesperson, monitoring and next update.
- Coordinate with law, fire, EMS, emergency management, public health, utilities and public officials. Each authority releases within its jurisdiction while resolving contradictions before public dissemination when possible.

4.3 Operational rhythm

- Set briefings, fact cutoff, draft/review time, release window and scheduled update - even when there is no major change.
- Maintain one master fact sheet and decision log. Label working drafts; remove obsolete products from operator queues.

5. Information Verification, Message Development, Approval, and Version Control

A message can be fast and verified if the district separates observation, source, authority and product.

5.1 Verification

- Record who supplied each fact, time, method, whether firsthand, and which authority can confirm it. Cross-check location, protective action, affected population, student/staff status, routes, reunification and operational time.
- Classify: confirmed for release; confirmed but restricted; working/unverified; false; superseded. Never convert “no report” into “none.”
- Casualty, suspect, cause, criminal, fire origin, hazardous material, public-health case and utility-restoration facts belong to the responsible agency unless Unified Command assigns release.

5.2 Message construction

- Lead with action: “Evacuate,” “Shelter,” “Do not come to campus,” “Use this pickup route.” Use short sentences and concrete nouns.
- State scope precisely: site, program, route, grade, event or district. Avoid “the school” when multiple locations exist.
- Include date/time/time zone, official sender, next update and accessible help contact. Separate immediate warning from background.
- For SMS/voice, put action and location first; link only to a trusted, functioning official page. Do not rely solely on a link.

5.3 Version control and correction

- Assign incident/product/version, audience, channels and expiration/supersession. Update all authoritative pages; pin current social post and mark obsolete versions when feasible.
- Corrections say what was wrong, provide the correct fact/action, date/time, and replace the source product. Do not silently edit a safety-critical error without a correction notice.
- Operators conduct a read-back of audience, site, language, schedule/send-now, and message before release.

6. Audiences, Segmentation, Accessibility, Language Access, and Equity

Audience selection is a safety control. Overbroad alerts create congestion and fatigue; narrow alerts can leave people at risk.

6.1 Audience map

- Onsite students/staff/visitors; affected families; employees offsite; transportation; athletics/events; Board; responders; vendors; neighboring sites; public/media.
- Segment by site, grade/program, route, team/activity, employee role, language/access need, geographic area and custody/reunification need - only when data quality and privacy support it.
- Always assess cross-boundary recipients: substitutes, contractors, volunteers, visitors, shared-campus programs, students in transit, aftercare, travelers and people without platform accounts.

6.2 Accessibility

- Use plain language, logical order, high contrast, descriptive links, alt text for informative images, captions/transcripts, screen-reader compatible documents and nonvisual alternatives to maps.
- Provide ASL/CART and effective communication for briefings when needed; avoid audio-only sirens or image-only posts. Describe the action in text and voice.
- Messages for cognitive/developmental access use one action at a time, familiar terms and caregiver/staff reinforcement.

6.3 Language access

- Maintain current priority languages based on enrollment/community data, qualified translators/interpreters and pretranslated action phrases. Machine translation may support speed only under approved quality controls; life-safety meaning must be verified.
- Release translations simultaneously when feasible; if not, issue the universal action immediately and state when translated details follow. Preserve English and translated versions together.

6.4 Equity and reach

- Provide voice, text, web, media, paper, in-person, hotline and community-partner options for people without smartphones, broadband, literacy, transportation or stable contact data.
- Do not use disability, language, housing, immigration or technology access as a reason to delay or reduce protective information. Monitor delivery and inquiries by segment without exposing personal data.

7. Warning Systems, Channels, PACE, Authentication, Cybersecurity, and Failure Modes

Redundancy means independent failure paths, not several channels that depend on the same vendor, network, contact database or administrator account.

7.1 Channel plan

- Mass SMS/voice/email/app; public-address/radio; website/status page; official social media; hotline/call center; local media/EAS partners; direct calls; runners, signs and in-person notification.
- For each audience/function identify PACE methods, owner, access, dependency, capacity, delivery evidence, accessibility, test frequency and failure trigger.

7.2 Platform operation

- Use role-based accounts, MFA, least privilege, named operators, test groups, audience preview, templates, change control, vendor support and audit logs. Prohibit shared passwords and personal-account administration.
- Maintain offline message templates, contact/agency lists and instructions. Keep two-person read-back for districtwide sends when time permits.
- Verify sender name, caller ID, reply path, link domain, scheduled time, time zone, recipient count and language before send.

7.3 Authentication and cyber incident

- Teach recipients which domains, numbers and accounts are official and how corrections will appear. Use signed/verified accounts when available and an out-of-band confirmation path for high-impact leadership messages.
- If compromise is suspected, stop using affected channel, preserve logs, activate cyber response, warn through independent channels, rotate credentials, revoke sessions and publish authenticated corrections.

- Do not send sensitive rosters, credentials, tactical information or student records through convenience platforms.

7.4 Failure response

- If send fails or delivery is low: do not repeatedly resend blindly. Confirm platform status, audience/filter, carrier limits, message length/content, credentials and schedule; activate alternate method and document.
- If cellular is overloaded, use web/status, radio/media, PA, landline, runners and scheduled low-bandwidth updates. If power fails, use backup power/offline lists/radios.

8. Internal Staff, Student, Board, Responder, Vendor, and Partner Notifications

Internal messages may contain role instructions not suitable for public release, but must still follow privacy, need-to-know and investigation controls.

8.1 Staff and students

- Protective action, accountability, reporting channel, assignment, supervisor, location, equipment, confidentiality, media rule and next briefing.
- Students receive age-appropriate, trauma-informed direction through trained staff. Do not make students monitor social media for safety instructions.
- Employees do not post, livestream, photograph, identify people, answer media, or forward internal products unless authorized. Personal safety contact with family is handled under incident rules.

8.2 Board and public officials

- Superintendent/designee provides timely situational summary, district actions, decisions, legal/governance needs, anticipated public message and next briefing.
- Avoid using a Board group message to conduct deliberation contrary to meeting law; counsel advises emergency governance communication.

8.3 Responders and partners

- Provide exact site/access, callback, protective action, accountability, missing/injured information through secure operational channels - not public posts.
- Notify transportation, food, utilities, health, childcare, athletics, neighboring schools, vendors, alternate/reunification sites and community partners only with the instructions needed for their role.
- Maintain contact acknowledgment and unresolved request log. Partners do not independently release district information unless authorized or acting within their own authority.

9. Family, Community, Reunification, Closure, and Operational Messaging

Family messages reduce unsafe self-deployment by pairing restrictions with credible status, an action and a predictable next update.

9.1 Initial family message

- State affected site/general incident, protective action, whether family action is needed, what not to do, official channel and next update. “Students and staff are accounted for” is used only after verified accountability.
- Do not describe “secure” or “safe” when only a protective action is known. Say the action being taken.

9.2 Reunification

- Release the reunification site only after command confirms it is safe, staffed, accessible, supplied and ready; early disclosure can compromise the site.
- Provide route/entrance, opening time, ID/custody process, no self-release, transportation, parking, accessibility/language/medication support, what to bring, and progress updates.
- Never use an unverified social-media post to change site. Coordinate Annex E and keep family assistance/casualty operations distinct from routine pickup.

9.3 Closure and operations

- State affected date/site/program, closure/delay/early dismissal/remote or alternate operation, transportation, meals, special services, athletics/events, employee reporting, childcare/community facility impacts and next decision.
- Avoid “until further notice” without an update schedule. Explain how a later reopening decision will be communicated.

9.4 Individual contact

- Parent/guardian notification about an individual student uses verified identity and custody contact, trained staff, privacy, interpreter and documentation. Do not leave sensitive medical/injury/death detail in voicemail or text unless policy and circumstances authorize it.
- Districtwide notification of an individual medical event occurs only for material operational/public-safety impact and without identification.

10. Media Relations, Briefings, Interviews, Social Media, and Rumor Control

The media can rapidly extend protective information. Treat media operations as a planned function, not an interruption.

10.1 Media operations

- Designate spokesperson and media area away from students, family assistance, operations and restricted views. Credential and log inquiries.
- Holding statement acknowledges the incident, action, coordination and next update. Briefings use verified key messages, anticipated questions, visual/accessibility support and partner coordination.
- For interviews, bridge to action and official source; do not speculate, repeat harmful rumor, say “off the record,” or discuss protected individuals. Correct an error promptly.

10.2 Social media

- Monitor official accounts, mentions, community groups, media and common misspellings while respecting privacy. Archive posts, edits, comments disabled/removed under policy, and significant misinformation.
- Pin/current-date authoritative message; use images only with equivalent text and without tactical, student, victim, license plate, screen, badge or location detail.
- Do not amplify a low-reach rumor unnecessarily. Correct when it changes behavior, safety, trust or operations; direct to the current fact page.

10.3 Inquiry and tip management

- Separate public inquiry, media, family assistance and threat/tip reporting. Publish which number/form serves each purpose.
- Urgent threats, missing persons, medical emergencies and actionable tips route immediately to 911/law enforcement/command - not a public FAQ queue.
- Call takers use approved scripts, capture contact/time/question/action and avoid confirming identity or rumor.

11. Privacy, Investigations, Casualty Information, Records, and Legal Review

Public interest does not eliminate student, employee, victim, medical, investigative, security or due-process protections.

11.1 Privacy review

- Use the minimum necessary, documented legal basis and authorized recipient. Aggregate and generalize when details could identify a person indirectly through grade, role, team, time or small group.
- FERPA health/safety emergency disclosure is case-specific to appropriate parties and documented; it is not automatic public release. Employee records follow applicable employment/privacy rules.
- Separate public-information records from education, medical, personnel, tip, law-enforcement, family assistance and casualty records.

11.2 Investigation and casualty

- Law enforcement controls suspect, criminal evidence, motive and investigative facts; fire controls origin/cause; medical examiner/law enforcement and authorized family process control death notification.
- Never notify family of death through mass alert or media. Do not release names until official notification and release authority are confirmed. Use Annex Q for death response.
- Do not publish unconfirmed casualty numbers; distinguish transported, evaluated, injured and hospitalized only when the responsible authority approves definitions and count.

11.3 Records and legal

- Retain exact message, all language/access versions, approval, source facts, audience/filter, channels, send times, delivery results, corrections, website/social captures, media products, inquiries and costs.

- Apply public-record retention, litigation hold, copyright, platform terms, accessibility, privacy and discovery requirements. Do not delete texts/posts or use disappearing messages for district business.
- Counsel reviews high-risk liability, personnel, student discipline, special education, fatalities, criminal, claims, settlement, records and regulatory messages when operational timing permits.

12. Hazard-Specific Notification Frameworks

Use the appropriate hazard annex and responder direction. These frameworks identify communication priorities, not tactical doctrine.

12.1 Active threat / violence

- Immediate message gives protective action and location scope without suspect location, police movement, camera view, evacuation route or reunification site unless command authorizes. Tell families not to come to campus.
- Updates distinguish protective action, accountability status, family instruction and next update. “All clear” only from law enforcement/IC.

12.2 Severe weather

- Differentiate watch, warning and district protective action. State sites/activities affected, shelter/delayed dismissal/early release, bus and event status, family instruction and update time.
- Do not release students into a known immediate hazard merely because dismissal time arrived.

12.3 Fire, hazardous material, utility and transportation

- State evacuation/shelter/relocation, affected site/route/service and family action; avoid chemical identity, plume, shutoff, vulnerability or restoration estimate until the responsible authority verifies.
- For bus incidents, first coordinate 911, passenger accountability and individual family contact. Avoid mass notification unless operational/public-safety impact warrants it.

12.4 Public health and medical

- Use current public-health authority language; protect identities and avoid stigma. State exposure/health action only for the defined audience.
- Individual medical emergencies are communicated privately; public notice addresses operational impact.

12.5 Cyber and information integrity

- Use out-of-band authenticated channels. Do not instruct recipients to click a questionable link, reveal credentials or trust an unverified account. Explain available services and approved workaround.
- Coordinate breach/privacy notices with legal, cyber, insurer and required authorities; do not speculate about scope before forensic validation.

12.6 Closure, continuity, death and recovery

- Coordinate Annex J for service continuity, Annex E for reunification, Annex Q for death/grief, and Annex S for recovery. Align timing and avoid conflicting family locations or support lines.

13. Recovery, Reopening, Grief, Behavioral Health, and Communication Demobilization

Recovery communication continues until routine channels, services and trust are stable - not merely until the immediate hazard ends.

13.1 Recovery content

- Reopening/alternate operation; facility and service status; transportation/meals; instruction and special services; counseling/EAP; memorial/grief guidance; healthcare/public resources; claims or assistance; investigation boundaries; next milestones.
- Explain what changed, what remains restricted, what recipients should do, where help is, and what would trigger another change. Avoid claiming “back to normal” when impacts continue.

13.2 Reopening message gate

- Executive authorization; facility/operations and hazard annex clearance; staffing, transport, meals, health, instruction, accessibility and IT ready; family/staff support and contact active.
- Coordinate release time with staff notification so employees receive assignments before public questions. Include date/time, sites/programs, schedule, return criteria, supports, monitoring and next update.

13.3 Grief and behavioral health

- Use trauma-informed, culturally responsive language; avoid graphic detail, blame, speculation, forced disclosure or romanticizing death. Provide age-appropriate family guidance and referral.
- Coordinate with affected family and Annex Q while respecting that family preference does not override law, public records, investigation or schoolwide safety needs.

13.4 Demobilization

- Announce return to routine channels and help contacts; archive hotline/FAQ; redirect unresolved inquiries; secure/delete access according to policy; return devices; close media area and contracts.
- Reconcile message versions, translations, delivery data, costs, records and corrective actions.

14. Documentation, Metrics, Training, Exercises, After-Action, and Maintenance

Measure whether people received, understood and acted - not merely whether the platform reported “sent.”

14.1 Metrics

- Time from trigger to first protective message, operational verification, translation/access version, staff/family update and correction.
- Delivery/answer/click where appropriate, website uptime, hotline wait/abandonment, media reach, acknowledgment, wrong-audience sends, duplicate/contradictory products and support demand.
- Comprehension and behavior: correct protective action, campus self-deployment, route compliance, reunification readiness, rumor prevalence and accessibility/language gaps.

14.2 Training and exercises

- All staff: official channels, protective warnings, confidentiality, no unofficial posting, media referral and rumor reporting.
- Operators/PIO: platform, audience filters, read-back, PACE, accessibility/language, JIC, media, records, cyber compromise, corrections and high-pressure drafting.
- Annual end-to-end test across SMS/voice/email/web/social/hotline/PA/radio, after-hours contacts, inaccessible/limited-connectivity users, partner coordination, platform outage and operator succession. Use simulations or clearly labeled tests to prevent public alarm.

14.3 AAR/CAP and maintenance

- Hotwash after significant message cycle; survey appropriate stakeholders and accessibility/language partners. Evaluate authority, verification, speed, clarity, reach, behavior, privacy, system performance, partner alignment, rumor, records and recovery.
- Corrective actions have owner, due date, resources, evidence, validation and closure authority. Update contacts, segments, templates, translations, permissions, contracts, devices, PACE and training.

ANNEX J

CONTINUITY OF OPERATIONS (COOP)

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope, Objectives, Assumptions, and Planning Standard

COOP is the capability to continue essential functions at an acceptable level during disruption and to restore routine operations. It may support, or operate alongside, incident response and recovery.

1.1 Scope

- All hazards: severe weather, fire, active threat, public-health emergency, cyber incident, utility/infrastructure failure, transportation disruption, hazardous material, staffing crisis, supply-chain failure, facility denial, and regional emergency.
- All district functions, locations, governing/executive responsibilities, instruction, student services, business services, and critical external dependencies.

1.2 Objectives

- Protect people and account for students and personnel.
- Maintain lawful leadership, decision authority, communication, and Board governance.
- Continue prioritized functions within defined maximum tolerable downtime and minimum service levels.
- Protect vital records, data, funds, contracts, assets, privacy, cybersecurity, and institutional knowledge.
- Provide equitable access to instruction, meals, transportation, special education, health and behavioral supports.
- Reconstitute through verified safety, staffing, system integrity, records reconciliation, communication, and rollback readiness.

1.3 Assumptions

- Facilities, leaders, employees, systems, communications, roads, utilities, vendors, or records may be unavailable simultaneously.
- The incident and continuity organization may operate for days, weeks, or longer; conditions and priorities will change.
- Remote work is not continuity by itself and may fail because of power, connectivity, childcare, equipment, security, or job duties.
- No single alternate site, vendor, cloud service, person, or communication channel is treated as a complete solution.

1.4 Planning standard

- Every department maintains a current continuity file that identifies essential functions, recovery time objectives, minimum service, dependencies, succession, delegated authorities, staff teams, workarounds, alternate sites, vital records, vendors, restoration priorities, and reconstitution steps.

2. Authorities, Definitions, Principles, and Governance

Use current law, Board policy, Oklahoma education requirements, emergency-management doctrine, contracts, and funding rules. Legal counsel reviews authorities and delegations before adoption.

2.1 Authorities and guidance

- NIMS/ICS and district EOP; FEMA continuity guidance and Continuity Guidance Circular; FEMA CPG 101; U.S. Department of Education/REMS school continuity guidance.
- Applicable Oklahoma statutes, Open Meeting Act/emergency provisions, State Department of Education requirements, records law, finance/procurement, employment, school calendar, instructional and emergency authorities.
- FERPA and other privacy laws; IDEA, Section 504, ADA, Title VI and civil-rights requirements; cybersecurity, insurance, grant, contract and audit requirements.

2.2 Definitions

- Essential function: activity that must continue or resume rapidly to protect life, preserve authority, meet legal obligations, sustain education/services, protect assets, or enable other functions.
- Maximum tolerable downtime (MTD): longest disruption before consequences become unacceptable. Recovery time objective (RTO): target time to restore; it must be shorter than the MTD.
- Minimum service level: measurable reduced output that is acceptable during continuity.
- Order of succession: preidentified sequence assuming a position when the incumbent is unavailable. Delegation: written transfer of specified authority with limits, triggers, duration and termination.

- Devolution: transfer of essential functions and authority to another organization/location when the primary continuity organization cannot operate.
- Reconstitution: deliberate return of functions, people, records, facilities and authority from continuity arrangements to stable routine or new-normal operations.

2.3 Principles

- Life safety and student accountability precede property or convenience.
- Continuity decisions are capability-based and documented; “remote,” “closed,” or “open” does not describe whether essential functions are actually supported.
- Succession does not automatically transfer every statutory, contractual, financial, personnel, or Board authority. Use a valid delegation instrument.
- Maintain least privilege, separation of duties, privacy, accessibility, internal control, and audit trail during emergencies.
- Plan for failure of the primary and alternate method, and exercise manual workarounds.

3. Activation Levels, Decision Process, and Concept of Operations

The Superintendent/designee may activate Annex J. District Safety/COOP Coordinator may initiate immediate continuity coordination when delay threatens life or essential functions, subject to prompt executive confirmation.

3.1 Activation levels

- Monitoring/standby: credible threat or degradation; verify contacts, staffing, backups, vendors, alternate sites, supplies and decision points.
- Partial activation: one or more campuses/departments/functions disrupted; selected continuity teams, workarounds, alternate sites, or remote operations.
- Full activation: broad or prolonged loss requiring district EOC/continuity organization, major relocation, schedule/instruction changes, resource reprioritization and daily operational periods.
- Devolution: district leadership or primary continuity structure cannot direct essential functions; authority and execution transfer under the approved devolution plan.

3.2 Activation assessment

- Incident scope/duration; life safety; facility habitability; staff availability; leadership; communications; IT/data; utilities; transportation; meals; special services; finance/payroll; vendor capacity; legal deadlines; community/regional conditions.
- For each essential function: current capability, MTD/RTO, minimum output, backlog, dependencies, workaround, owner, next decision and consequence of failure.

3.3 Operational phases

- Alert and account; protect life and stabilize incident.
- Activate continuity organization, succession/delegation, operational period and common operating picture.
- Prioritize and sustain essential functions; relocate, work remotely, use workarounds and request resources.
- Adapt: monitor output, risk, equity, cyber, fatigue, cost, backlog and downstream consequences.
- Reconstitute: validate receiving capability, transfer authority/data/resources, reconcile records and close alternate arrangements.

Level	Typical condition	Minimum action
Standby	Threat or degradation; MTD not yet at risk	Situation monitoring, contact checks, readiness actions and trigger time
Partial	Selected function/site cannot meet minimum service	Activate department plan, workaround/alternate team, EOC coordination as needed
Full	Multiple essential functions or prolonged district impact	District priorities, continuity teams/sites, daily objectives, Board/public coordination
Devolution	Primary leadership/organization unavailable	Transfer defined functions/authority; notify; preserve governance and records

4. Continuity Organization, Teams, Orders of Succession, and Delegations

Continuity leadership operates through ICS/EOC coordination while preserving the legal structure of the school district and Board.

4.1 Organization

- Superintendent: continuity executive, priorities, activation/devolution/reconstitution, Board and public officials.
- COOP Coordinator/District Safety: program management, EOC integration, status, operational periods, cross-department dependencies, exercises and improvement.
- Department/campus continuity leads: essential-function execution, staff/accountability, resources, records, alternate operations and reconstitution.
- Continuity teams: advance/relocation, essential-function, IT/data, facilities, logistics, finance, HR, instruction/student services, communications and reconstitution.

4.2 Orders of succession

- At least three deep where feasible; by position rather than person; geographic and availability diversity; current contacts; documented notification and assumption time.
- Review legal/credential requirements, conflicts, span of control, compensation, Board officer rules and whether one person would accumulate incompatible duties.
- Successor documents assumption and later relinquishment; all parties and affected partners are notified.

4.3 Delegations of authority

- Specify authority, delegate position, triggering condition, effective date/time, limitations, financial threshold, reporting, redelegation rule, duration, termination and approving authority.
- Maintain preapproved instruments offline and electronically. Counsel reviews high-risk financial, personnel, student, records, safety, public-information and contracting authorities.
- Delegation does not authorize bypassing law, rights, safety, internal controls, procurement evidence, cybersecurity, or records retention.

CONTROL TEST: Before a successor acts, confirm both position succession and the particular authority required. Record who is acting, the legal/policy basis, effective time, limits, decisions made, and when authority returns or transfers again.

5. Essential Functions, Business-Impact Analysis, and Prioritization

A static priority list is insufficient. Departments analyze time, minimum output, dependencies, workarounds and consequences, then leadership sets incident-specific priorities.

5.1 Baseline essential functions

- Life safety, student accountability, emergency care, protective actions, student release and incident management.
- Executive/Board governance, legal compliance, emergency communication and public information.
- Instruction, special education/504, counseling, health, meals, transportation, attendance and student/family support.
- Payroll, benefits, HR, purchasing, accounts, cash, grants, insurance, contracts, records and required reporting.
- Technology, cybersecurity, identity/access, student information, communications, data backup/recovery and service desk.
- Facilities, utilities, sanitation, security, fire/life safety, maintenance, fleet, fuel and supply chain.

5.2 Business-impact analysis

- Define output/customer, owner and alternate, MTD, RTO, recovery point objective for data, minimum service, peak/seasonal deadlines, backlog tolerance and health/safety/legal/financial/reputation consequences.
- Map dependencies: people, decision authority, facility, utilities, communications, application, identity, data, equipment, paper form, vendor, transportation, supply, funds and upstream/downstream function.
- Identify manual workaround, capacity, training, duration limit, risks, reconciliation method, recovery sequence and validation evidence.

5.3 Prioritization

- Priority changes by incident. Protect life first, then functions closest to MTD or enabling multiple higher-consequence services.
- Record deferrals and consequences. Do not restore an application merely because it is easy while a dependent essential function remains unsupported.
- Set measurable objectives: transactions/day, students served, payroll completed, meals/routes delivered, response time, backlog, uptime, recovery accuracy and unmet need.

Function rating	Definition	Leadership action
P0 - Immediate	Continuous or ≤4 hours; life safety/command/critical communication	Redundant staff/method; monitor continuously
P1 - Same operational day	Failure creates severe service, legal, payroll, health or security consequence	Restore first wave; report each briefing
P2 - 24-72 hours	Reduced service/workaround tolerable briefly	Schedule resources and backlog control
P3 - >72 hours / deferrable	Can pause with documented consequence	Defer, communicate and plan catch-up

6. Personnel Accountability, Human Resources, Staffing, and Wellness

Employee accountability is distinct from student accountability and timekeeping. HR protects confidential information while providing capability status to command.

6.1 Accountability and staffing

- Use primary and backup contact methods; status: safe/unknown, available/unavailable, location, work capability, expected duration and support need. Do not collect unnecessary diagnosis details.
- Activate continuity teams, alternates, substitutes, mutual aid, contractors, reassignment and remote work within qualifications, licensure, labor rules and safety.
- Define minimum staffing and stop/reduce-service triggers. Cross-training never authorizes clinical, technical, financial, driving, electrical, cyber or hazardous duties without qualification.

6.2 Employment continuity

- Continue payroll, benefits, leave, workers' compensation, timekeeping, onboarding/offboarding, background/credential controls, accommodations, labor communication and emergency contacts.
- Document schedules, overtime, remote/alternate assignment, equipment, supervision, expense and return expectations. Maintain employee medical records separately.

6.3 Wellness and fatigue

- Provide behavioral-health/EAP, crisis support, rest, rotation, food, lodging, transportation, childcare/resource referral, and supervisor check-ins.
- Monitor fatigue, cumulative trauma, bereavement, moral distress, workload, unsafe commuting, harassment and inequitable burden.
- No essential function depends indefinitely on one person; establish relief and knowledge transfer.

7. Alternate Facilities, Remote Work, Relocation, and Site Readiness

Alternate operations may be physical, virtual, distributed, mobile, reciprocal, or hybrid. The choice must support the function, people, security and duration.

7.1 Site selection

- Hazard separation; ownership/agreement; capacity; accessibility; utilities/HVAC/water/sanitation; fire/life safety; security; parking/transport; food/health; communications; network; records; equipment; privacy; insurance; and public access.
- Avoid a site exposed to the same floodplain, grid, network, plume, threat, transportation choke point or vendor failure when practical. Keep locations restricted where security requires.

7.2 Relocation

- Advance team verifies site and access before deployment. Movement order states who, when, route, destination, supervisor, equipment/records, accountability and communications.
- Preserve custody of devices, paper records, medications, funds, keys and sensitive materials. Do not remove restricted records without authorization.
- Establish reception, badges/access, workspace, help desk, safety briefing, emergency action, deliveries, mail, meeting/public access and demobilization.

7.3 Remote/distributed work

- Use district-managed identities/devices where required, MFA, approved storage, secure connectivity, privacy screens, records retention, support and incident reporting.
- Define availability, supervision, timekeeping, data handling, printing/shredding, family/student communications, meeting security and equipment return.
- Provide alternatives for staff or families lacking connectivity, accessible technology, quiet workspace, power, transportation or safe home conditions.

8. Communications, Warning, Public Information, and Interoperability

Continuity communications must work when normal email, internet, phones, cellular or mass notification are degraded.

8.1 Communications plan

- Primary, alternate, contingency and emergency methods for executive direction, EOC, campuses, staff, families, Board, responders, vendors and public.
- Maintain offline contact rosters, radios, runners, call trees, satellite/priority service if available, meeting bridges, accessible mass notification and scheduled check-in times.
- Predefine authentication for leadership messages and code words/challenge procedures in the restricted file to reduce spoofing and misinformation.

8.2 Operational rhythm

- Set briefing schedule, reporting cutoff, situation report, essential-function dashboard, decision log, resource process and next-update time.
- Communicate operating status, services available/unavailable, alternate site/schedule, staff assignment, family action, accessibility support, data/security caution and help contacts.

8.3 Public information

- PIO coordinates with incident/JIC and continuity leadership. Messages distinguish emergency response, continuity of services, and reconstitution.
- Do not promise restoration dates, disclose secure alternate sites or vulnerabilities, or state that systems are safe before validation. Provide translations, effective communication and rumor correction.

9. Vital Records, Information Technology, Cybersecurity, and Data Recovery

Vital records are those needed to operate, protect rights/assets, prove authority, or reconstitute. Technology recovery follows business priorities and security validation.

9.1 Vital records

- Identify owner, format, location, sensitivity, legal retention, authoritative copy, RTO/RPO, backup, offline access, alternate custodian, manual form and restoration test.
- Include governance/delegations, student/employee records, payroll/finance, contracts/grants, insurance, legal, emergency plans/maps, credentials/keys, vendor data, health/medication, special services, transportation and facilities records.
- Use secure, geographically/technically separated backups; test retrieval and usability, not merely backup completion.

9.2 IT continuity and disaster recovery

- Business owners set application priorities and dependencies. Technology documents identity, network, DNS, internet, cloud/SaaS, telephony, security, devices, integrations, data, backup, licensing, vendor and manual workarounds.

- Restore in controlled sequence; preserve logs/evidence; validate clean backups, integrity, permissions, integrations, time/date, transactions, privacy, cybersecurity monitoring and user acceptance.
- Do not reconnect a compromised environment solely to meet availability pressure. Activate the cyber annex and use out-of-band communication when indicated.

9.3 Data reconciliation

- Every manual or alternate transaction receives unique control, date/time, author, approval and source documentation. Define who enters backlog, detects duplicate/missing records, resolves conflicts and signs reconciliation.
- Communicate system status and authorized method; prevent parallel unofficial spreadsheets or personal accounts from becoming ungoverned systems of record.

10. Instruction, Special Services, Student Support, Meals, Transportation, and Health

Continuity of education includes access and support, not only content delivery.

10.1 Teaching and learning

- Use alternate campuses, modified calendar/schedule, remote/hybrid, printed/offline materials, tutoring, credit recovery, make-up and prioritized standards under current authority.
- Define attendance, grading, assessment, device/content distribution, teacher contact, records, academic integrity, child privacy, and family help. Monitor participation and learning gaps.

10.2 Special services and equity

- Continue IDEA/504/ADA, English learner, health/nursing, counseling, homeless/foster-care, gifted/CTE, early childhood and other required services to the maximum extent practicable.
- Convene teams and document individualized changes when disruption affects access; review compensatory services. Provide interpreters, accessible platforms/materials, assistive technology, mobility, sensory supports and alternative formats.

10.3 Meals, transport, health and release

- Maintain safe meal production/distribution, special diets, eligibility/privacy, water/sanitation, supply chain and point-of-service/manual reconciliation.
- Maintain route/student/driver accountability, accessible transport, fuel/charging, radios, alternate stops/sites, custody/reunification, inspections and contractor continuity.
- Maintain medication, emergency action plans, nursing coverage, immunization/health reporting, EMS access, behavioral-health referral and safe record access.

11. Finance, Procurement, Vendors, Logistics, Insurance, and Mutual Aid

Emergency speed does not eliminate internal control. Use preapproved authorities, separation of duties where possible, and retrospective review where an emergency exception is lawfully used.

11.1 Finance and procurement

- Continue payroll, accounts, cash/treasury, purchasing, grants, debt, tax/reporting, Board approvals and audit evidence.
- Document requester, essential function, authority, competition/exception, vendor verification, scope, price/rate, funding, delivery, receipt, change order, invoice, payment, asset and closeout.
- Track incident project/code, force account labor/equipment, donations, mutual aid, insurance, FEMA/state eligibility and cost reasonableness from the start.

11.2 Vendor and supply continuity

- Classify critical vendors by MTD; maintain primary/alternate source, contract/SLA, contacts, capacity, lead time, geographic/cyber concentration, substitution, data access, termination/transition and performance evidence.
- Do not rely on a vendor’s continuity claim without testing interfaces, data export, communications, billing, delivery and failure escalation.

11.3 Logistics and mutual aid

- Resource requests state essential function, specification, quantity, delivery, duration, priority, authorization and tracking. Receive, inspect, assign, maintain, inventory, recover and demobilize.

- Mutual-aid/reciprocal arrangements identify authority, reimbursement, supervision, credentialing, liability, records, privacy, return and dispute terms before activation where possible.

12. Devolution of Control and Direction

Devolution is a planned last-resort capability, not an informal workaround. It may transfer selected functions rather than all district operations.

12.1 Triggers

- Loss/inaccessibility of executive leaders, EOC, district offices, communications, systems, or regional capability; inability to establish command within the defined time; or explicit lawful direction.
- Preapproved trigger authority confirms devolution, or automatic criteria apply exactly as documented.

12.2 Receiving organization

- Identify successor organization/location, leadership, authorities, staff, records, credentials, financial access, applications, vendors, communications, facilities, minimum service and reporting.
- Conduct periodic capability tests. Maintain sealed/offline devolution packet and secure access that does not depend solely on the failed environment.

12.3 Transfer and return

- Record trigger, effective time, functions/authorities transferred, limitations, unresolved issues, records/data baseline, funds/resources, notifications and next review.
- Receiving organization reports status and decisions. Return occurs through a documented reverse transfer after primary leadership/capability is verified; reconcile all decisions, transactions, records and assets.

GOVERNANCE SAFEGUARD: Devolution does not dissolve Board governance or statutory duties. The district must identify in advance which authorities can transfer, which require Board or external action, and how emergency meetings, public notice, records, finance and legal counsel will function.

13. Reconstitution, Facility and System Restoration, and Return to Routine Operations

Reconstitution may return to the original facility, a repaired system, a replacement site, or a durable new operating model. It is not complete until records, authority, people and backlogs are reconciled.

13.1 Reconstitution criteria

- Incident hazard controlled; facility and life-safety cleared; utilities, HVAC, water/sanitation, security and accessibility ready.
- Leadership, staffing, communications, IT/cyber, applications/data, vendors, finance/payroll, records, instruction, meals, transport, health and student support meet defined minimum service.
- Receiving organization has capacity for backlog and current operations; stakeholders receive transition instructions; monitoring and rollback are ready.

13.2 Transition plan

- Inventory functions, owners, sites, staff, devices, records, contracts, funds, open decisions, risks, backlog and temporary measures.
- Sequence moves and cutovers; freeze or control transactions; back up data; validate; transfer custody/authority; test service; communicate; maintain parallel fallback only for a defined period.
- Demobilize alternate sites, remote access, temporary contracts, equipment, communications and mutual aid after receiving capability is proven.

13.3 Academic and organizational recovery

- Address instructional time, attendance/credit, assessment, tutoring, compensatory services, enrollment, records, meals/transport, behavioral health, employee fatigue, vacancies, deferred maintenance and vendor failures.
- Set backlog owners, capacity and completion measures. Preserve lessons and permanent resilience improvements rather than automatically restoring fragile prior practice.

14. Documentation, Metrics, After-Action, Training, Exercises, and Maintenance

A continuity program is maintained continuously, not only after an emergency.

14.1 Documentation and metrics

- Activation/deactivation, succession/delegation, decisions, operational objectives, essential-function status, staffing, sites, IT/data, resources/costs, messages, safety, unmet needs, devolution, reconstitution and corrective actions.
- Measure time to alert/account/activate, assume authority, meet minimum service, relocate, restore systems, reconcile data, pay staff/vendors, deliver instruction/meals/transport, clear backlog and reconstitute.
- Assess equity by disability, language, connectivity, transportation, food/health dependence, housing and campus/program - using privacy-protective data.

14.2 After-action and corrective action

- Hotwash during transition and formal AAR after stabilization. Include departments, campuses, Board/legal as appropriate, partners, vendors and affected-user perspectives.
- Corrective actions have owner, due date, funding, completion evidence, validation method, dependency and closure authority; high-risk gaps enter executive risk tracking.

14.3 Training and exercises

- All staff: alerts, accountability, reporting, alternate work, privacy/cyber, records and supervisor communication.
- Leaders: activation, essential-function analysis, succession/delegation, EOC rhythm, resource decisions, devolution and reconstitution.
- Annual tabletop and functional test of alternate communications, site, vital records, manual workarounds, IT recovery/data reconciliation, payroll, remote/offline instruction, meals/transport and accessibility. Periodically test executive unavailability and devolution.

ANNEX K

HAZARDOUS MATERIALS INCIDENTS

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope, Objectives, and Assumptions

Annex K is an all-hazards hazardous-materials annex. It covers onsite releases and community incidents that threaten district occupants or operations, from first recognition through technical response, recovery, and reoccupation.

1.1 Scope

- Chemicals in science, CTE, art, pools, custodial, maintenance, grounds, food service, transportation, healthcare, printing, batteries, fuels, gases, pesticides, refrigeration, construction, and contracted work.
- Offsite transportation, pipeline, utility, agricultural, industrial, fire-smoke, rail/road, aerial application, radiological, biological, suspicious-substance, and unknown-source events.
- District-sponsored travel, events, athletic sites, leased or temporary locations, and school vehicles.

1.2 Objectives

- Recognize warning signs and call 911 without approaching or investigating.
- Keep untrained persons out; deny entry and protect responders with reliable information.
- Select shelter, evacuation, lockout, relocation, or isolation using release location, wind, ventilation, route safety, time, and responder direction.
- Account for all occupants and identify potentially exposed persons without contaminating clean areas.
- Support technical identification, control, decontamination, medical evaluation, environmental cleanup, continuity, and documented reentry.

1.3 Assumptions

- Substance, concentration, plume, duration, toxicity, and safe distance may be unknown at first. Odor is not a reliable measure of safety.
- Moving people can increase exposure; shelter may be safer for an outdoor plume, while evacuation is often safer for an internal release.
- Cell networks, HVAC, access, roads, utilities, and family pickup may be affected. Weather and wind can change.
- The district does not maintain capability for offensive leak control, entry into hazardous atmospheres, technical sampling, or significant spill cleanup.

IMMEDIATE RULE: From a safe location, call 911 for any release, odor, vapor, gas leak, reaction, fire, explosion, suspicious substance, exposure, unknown quantity, uncontrolled source, hazardous atmosphere, or situation beyond a trained employee's incidental-spill procedure.

2. Authorities, Definitions, Safety Principles, and Response Boundaries

Current law, product labels, safety data sheets, responder orders, and authority having jurisdiction control. Legal and safety staff verify incorporated requirements before adoption and during annual review.

2.1 Authorities and guidance

- NIMS/ICS and district EOP/COOP; Oklahoma fire, emergency-management, environmental, public-health, education, occupational-safety, transportation, pesticide, and waste requirements as applicable.
- EPA hazardous-substance, pesticide, chemical-emergency and waste rules; OSHA Hazard Communication, Laboratory, Bloodborne Pathogens, PPE, respiratory-protection, and HAZWOPER requirements as applicable.
- DOT hazardous-materials transportation rules; NFPA/fire/building codes adopted by the authority having jurisdiction; product SDS and manufacturer emergency guidance.

2.2 Definitions

- Hot zone: contaminated or potentially contaminated area established by responders; district staff do not enter.
- Warm zone: controlled transition/decontamination area managed by trained responders. Cold zone: support area free of contamination.
- Incidental spill: limited release that trained staff can safely control at the time without emergency response, respiratory protection, evacuation, or unknown hazards, under a written district procedure.
- Emergency release: actual or potential uncontrolled release requiring evacuation, emergency response, specialized PPE, air monitoring, leak control, rescue, or technical cleanup.
- Shelter-in-place: move indoors, close openings, control HVAC as directed, and remain until responders order otherwise.

2.3 Nonnegotiable boundaries

- Do not touch, smell closely, taste, sample, sweep, vacuum, mop, neutralize, dilute, drain, bag, photograph up close, or move an unknown or emergency-release material.
- Do not enter vapor, smoke, dust, liquid, radiological, oxygen-deficient, explosive, or otherwise uncontrolled area to rescue without responder training and equipment.
- Students never clean hazardous spills or perform emergency shutdowns.
- Only trained and authorized personnel perform an incidental-spill response using the written procedure, correct PPE, SDS, compatible kit, ventilation, disposal route, and stop-work criteria.
- Only responders order technical decontamination, monitoring, sampling, zone changes, or hazard clearance.

3. Activation, Classification, and Concept of Operations

Any employee may activate immediate reporting and protective actions. The Principal initially coordinates campus actions until relieved. The district integrates with Unified Command when responders establish it.

3.1 Response levels

- Level 1 - Controlled incidental spill: known material and quantity, no injury, vapor, reaction, fire, drain/environmental release, evacuation, or specialized response; handled only by trained/authorized staff under written procedure.
- Level 2 - Emergency release: uncontrolled or unknown substance, exposure, significant odor/vapor, gas/fuel, multiple rooms, weather/plume, lab reaction, transportation spill, or responder deployment.
- Level 3 - Critical/complex: fire/explosion, mass exposure, radiological or biological threat, suspicious/intentional act, multiple sites, community plume, prolonged evacuation/shelter, contamination spread, or major continuity/recovery impact.

3.2 Operational phases

- Recognize/report: move away, warn others, call 911, provide exact location and observations.
- Protect/account: isolate, evacuate or shelter, deny entry, account, identify missing and potentially exposed persons.
- Coordinate: Unified Command, zones, responder briefing, SDS/inventory/maps, EMS/decontamination, public information.
- Stabilize/continue: monitoring, relocation/reunification, transportation control, continuity, accessible supports.
- Recover/reoccupy: technical cleanup, waste, environmental reports, system tests, clearance, medical follow-up, AAR/CAP.

Level	Who may mitigate	Minimum documentation
Incidental	Only specifically trained/authorized employee under written procedure	Material/quantity, SDS, PPE, method, waste, inspection, supervisor review
Emergency	Fire/HazMat/qualified emergency responders	911/ICS timeline, zones, protective action, accountability, exposure, responder orders
Cleanup/recovery	Qualified contractor/agency under approved scope	Sampling plan/results, manifests, clearance, costs, reentry approval

4. Command, Roles, Unified Command, and Situation Status

The district manages school consequences; response agencies control technical hazard operations within their authority. No district official directs responder entry, sampling, decontamination, or leak control.

4.1 District roles

- Superintendent/designee: executive decisions, closure/relocation/reopening, resources, Board/legal.
- Principal/Campus IC: 911, protective actions, accountability, safe responder liaison point, campus continuity.
- District Safety: district IC/EOC, Unified Command liaison, incident objectives, safety, resource requests, AAR.
- Facilities: provide SDS, inventories, utility/HVAC/building information; operate systems only when safe, trained, authorized, and ordered.
- Teachers: implement action, bring roster/go-kit if safe, account, keep group together, report missing/injured/exposed.

- Nurse: emergency care from a safe area, EMS coordination, exposure record and medical follow-up - without entering contamination.
- Science/CTE/custodial/maintenance/transportation: identify known materials/processes and records; no emergency cleanup outside training.
- PIO: joint, accessible messaging; HR/Special Services/Transportation/IT/Finance support workforce, access, relocation, records and continuity.

4.2 Responder briefing

- Exact location and safest access; observed color, state, container/placard, label, odor reported from distance, sound, smoke/vapor, reaction, quantity estimate, time, weather/wind, drains and HVAC.
- Actions taken, occupants/accountability, missing/injured/potentially exposed, contamination movement, ignition sources, utilities, locked areas, floor plan and known hazards.
- Do not guess the chemical or announce an unconfirmed identity. Provide original SDS/inventory/manifest records when safely accessible.

5. Recognition, Reporting, Isolation, and Initial Assessment

The discoverer's job is to get away, warn others, report from safety, and avoid spreading contamination. Investigation belongs to trained responders.

5.1 Recognition indicators

- Unusual odor, visible vapor/mist/dust, hissing, leaking/damaged container, bulging battery, heat, smoke, fire, reaction, dead vegetation/animals, oily sheen, abandoned package, placard or alarm.
- Sudden eye/skin irritation, coughing, breathing difficulty, dizziness, nausea, headache, confusion, collapse, burns, or multiple persons with similar symptoms.
- Environmental or community alert, traffic/rail incident, utility notification, pesticide drift, smoke plume, or responder request.

5.2 Reporting

- Move uphill/upwind/crosswind when practicable without crossing the release. Do not use a radio or phone in a potentially explosive area; report from a clearly safe location.
- Tell 911 the site/address, exact location, observations, injuries/exposures, fire/explosion, wind, protective action, access point, callback, and whether identity is known from a label - not inference.
- Notify the campus office and District Safety. The office initiates the alert without sending staff toward the hazard.

5.3 Isolation

- Close a door only if it can be done while leaving and without contact; do not lock a space needed by responders.
- Use people, barriers, doors, and remote access controls from the safe side. Do not retrieve belongings, rosters, SDS, or shutoffs from the hazard area.
- Record names/locations of persons who may have contacted the substance; keep them together in a safe location and prevent self-transport until EMS/HazMat advise.

6. Protective-Action Decisions: Evacuation, Shelter, Lockout, and Isolation

Choose the option that reduces total exposure. When time permits, use fire/HazMat direction. If immediate danger exists, the campus IC acts and updates 911.

6.1 Evacuation

- Generally favored for an internal release, gas leak, fire/explosion risk, or when responders direct. Select a route that does not pass the source, vapor, smoke, drainage path, or downwind area.
- Move crosswind/upwind as directed; relocate far enough for responder zones. Do not use vehicles, elevators, ignition sources, or electronic access in a potentially explosive area.
- Account at the safe assembly/relocation point; report missing persons and last known location without sending anyone back.

6.2 Shelter-in-place

- Generally considered for an external airborne plume when evacuation would cross the hazard. Bring everyone inside from the safe side; close doors/windows and limit entry.

- Facilities changes HVAC only under the preplanned procedure and responder direction; “shut down” is not universally correct for every system or hazard.
- Move to interior or designated rooms when advised, maintain communication/accountability, control doors, and await an all-clear or directed evacuation.

6.3 Lockout/area isolation

- Use lockout to keep an external threat from entering while normal indoor activity may continue or be modified. It is distinct from lockdown.
- Area isolation restricts a room, wing, yard, drain, vehicle, or equipment. Post staff at a safe boundary and transfer control to responders.

6.4 Decision factors

- Release inside/outside; source control; wind and weather; elevation/topography; HVAC and openings; time to move; route/vehicle safety; fire/explosion; population mobility/medical needs; responder estimate; and ability to sustain shelter.

Condition	Typical initial action	Critical caution
Internal vapor/spill/gas	Evacuate/isolate; 911	Do not pass source or operate switches
External airborne plume	Shelter/lockout as advised	Do not evacuate through plume
Unknown powder/package	Isolate; law/fire/HAZMAT	Do not touch, move, open, sweep, or bag
Fuel/chemical transportation incident	Move upwind/crosswind or shelter per 911	Keep vehicles/ignition away
Contamination on people	Safe holding; EMS/HazMat	Do not bring contamination into nurse/clean bus

7. Chemical Spills, Gas, Fuel, Laboratories, and Unknown Substances

Hazard-specific actions never override the response boundary.

7.1 Chemical spill

- For an emergency release: leave, isolate, 911, account, provide SDS/inventory from a safe source. Prevent entry; do not protect property at personal risk.
- An incidental spill may be cleaned only if every written criterion is met. Any uncertainty, symptom, vapor, incompatibility, drain release, or PPE limitation triggers stop, exit, and 911/safety escalation.

7.2 Natural gas, propane, and fuel

- Do not operate switches, alarms, phones, radios, engines, elevators, vehicles, thermostats, valves, or ignition sources in the suspected area. Evacuate without creating sparks; call 911 and provider from safety.
- Do not search for the leak, restart equipment, restore utilities, or reenter until fire/utility clearance and required testing.
- For fuel, avoid low areas and drains; keep ignition and vehicles away; notify environmental authorities as required.

7.3 Laboratory/process emergency

- Use emergency shutoff, hood sash, extinguisher, shower, or eyewash only when trained, immediately available, and it does not delay escape.
- Terminate experiments only if this can be done at the operator’s position without approaching the hazard. Evacuate for runaway reaction, pressure, toxic vapor, fire, explosion, unknown product, or significant exposure.
- Provide experiment, quantities, reagents, incompatibilities, gas cylinders, energy sources, and SDS to responders.

7.4 Unknown or suspicious substance

- Do not handle, shake, smell, open, cover, move, photograph closely, or activate nearby equipment. Isolate and call 911.
- Avoid creating airflow or dust. Identify persons in the immediate area and preserve their locations/contact information.
- For suspicious mail/package, follow law-enforcement instructions; do not carry it to the office or outside.

8. Biological, Radiological, Pesticide, Mercury, Battery, and Special Hazards

Special hazards require the appropriate technical authority. District personnel avoid improvised detection or cleanup.

8.1 Biological threat

- Treat suspicious powder/aerosol or credible biological threat as a law-enforcement, fire/HazMat, EMS, and public-health incident. Avoid disturbing material and preserve evidence.
- Public health directs exposure definitions, medical evaluation, prophylaxis, notification, and health monitoring.

8.2 Radiological source or alert

- Maximize time away, distance, and shielding; do not handle or approach a source or contaminated person beyond life-saving action within responder direction.
- Call 911; provide labels/symbols and location from safety. Radiation instruments and clearance are responder/qualified-expert functions.

8.3 Pesticide/fertilizer and drift

- Move away from spray or dust, bring persons indoors from a safe side or evacuate as directed, and shut/adjust HVAC only under approved direction.
- Preserve product label, applicator, weather, time, location, notice, and exposure information. Coordinate poison center, EMS, fire, agricultural/environmental and public-health authorities.

8.4 Mercury, batteries, refrigerants, pool and compressed gases

- Do not vacuum or sweep mercury. Isolate, prevent tracking, and use a qualified cleanup pathway.
- For smoking, hissing, hot, swollen, damaged, or burning lithium batteries: evacuate, call 911, avoid fumes and re-ignition; do not move unless specifically trained and safe.
- Treat refrigerant, chlorine/pool chemical, anhydrous, cryogenic, cylinder, oxygen-displacement, and pressure releases as emergency atmospheres; evacuate and call 911.

9. Exposure, First Aid, Decontamination, EMS, and Medical Monitoring

Life-saving actions are taken from a safe location within training. Do not move contamination into the nurse office, ambulance access, bus, private vehicle, or family reunification area.

9.1 Immediate care

- Call 911/Poison Control through command as appropriate. Remove from danger only without entering the hazard. Use emergency shower/eyewash immediately for a known splash when safely accessible; follow SDS/EMS instructions.
- Do not induce vomiting, neutralize skin/eyes, apply creams, or give food/drink unless directed by poison-control/medical professionals.
- For breathing emergency, burns, altered mental status, seizure, collapse, severe symptoms, or anaphylaxis, provide trained emergency care and AED/medication as indicated.

9.2 Decontamination

- HazMat/EMS establishes decontamination method and corridor. District staff maintain privacy, warmth, gender/cultural sensitivity, disability access, child supervision, replacement clothing, and accountability outside technical zones.
- Do not conduct dry or wet decontamination without responder direction; water can react with some substances or spread contamination.
- Keep contaminated personal property controlled and labeled by responders; do not return it or place in regular waste.

9.3 Exposure tracking and follow-up

- Record identity, location, time, route, symptoms, PPE, first aid, decontamination, transport, destination, and responder/medical instructions. Separate student health, employee exposure, and public operational records.
- Provide follow-up instructions, occupational evaluation, workers' compensation, family contact, behavioral-health support, and exposure-record retention as applicable.

10. Accountability, Reunification, Transportation, Accessibility, and Continuity

Accountability continues through evacuation, shelter, decontamination, transport, relocation, reunification, and demobilization.

10.1 Accountability

- Use primary and backup roster methods; report accounted, missing, injured, exposed, absent, released, transported, and unknown.
- Do not send search teams into the isolation zone. Give responders missing person's name, description, last location/time, mobility/medical needs, and likely route.

10.2 Reunification and transport

- Relocate/reunify only to an upwind/clean site approved by command. Control incoming families and media so they do not enter responder routes or contaminated areas.
- Do not place potentially contaminated or symptomatic persons on a clean bus or private vehicle until EMS/HazMat releases them. Track vehicle, driver, passengers, route, destination, and cleaning/clearance.
- Use Annex E reunification controls, identity verification, custody restrictions, interpreters, medication and behavioral-health support.

10.3 Accessibility and continuity

- Provide mobility assistance, effective communication, sensory and cognitive supports, service-animal considerations, medication/medical equipment, and accessible decontamination/replacement clothing.
- Activate alternate instruction, meals, special education, payroll, IT, transportation, health services, and alternate-site functions when displacement is prolonged.
- Never ask a student or untrained employee to assist with hazard control because staffing is limited.

11. Responder Support, Information, Evidence, Sampling, and Environmental Coordination

Support responders from the cold zone. Preserve original information and avoid actions that alter evidence or contaminate clean areas.

11.1 Information package

- Current SDS and inventory; product/container label and quantity; process/experiment; storage/incompatibilities; floor plan; drains; HVAC; utility shutoffs; gas cylinders; fire systems; access keys; occupancy/accountability; weather and camera/access records.
- If information is inside the hazard area, tell responders where it is. Do not retrieve it.

11.2 Evidence and chain of custody

- Treat suspicious, intentional, fatal, major exposure, transportation, or regulatory incidents as potential investigations. Restrict access and record entries.
- Do not move containers, collect samples, clean, dispose, download/alter footage, or release photographs without authorization. Preserve original electronic records and legal holds.
- Qualified agencies/contractors define sampling locations, methods, blanks, calibration, laboratory, chain of custody, detection limits, interpretation, and clearance criteria before sampling.

11.3 Environmental notifications

- Unified Command/legal/facilities determine required notifications to fire, utility, Oklahoma DEQ, public health, local emergency planning, agriculture/pesticide, sewer/water, EPA/NRC or other authorities.
- A 911 call does not necessarily satisfy environmental reporting. Document who reported, when, substance/estimate, affected media, reference number, instructions, and follow-up.

12. Communications, Privacy, Public Information, and Rumor Control

The PIO coordinates with Joint Information/Unified Command. Messages are dated, actionable, accessible, and avoid technical claims not confirmed by responders.

12.1 Internal warning

- Use plain protective-action language: evacuate by named safe route, shelter in named rooms, remain indoors, avoid named area, do not use switches, account and report status.

- Do not announce a chemical identity, plume boundary, all-clear, or pickup location until command verifies it.

12.2 Family/community/media

- State the general incident, protective action, operational status, family instruction, what not to do, support contact, and next update. Tell families not to approach campus unless directed.
- Protect student/employee health information and investigation-sensitive details. Do not disclose storage maps, quantities, vulnerabilities, missing-person names, or exposure identities publicly.
- Correct rumors using verified facts and trusted sources; monitor whether messages reach multilingual, disabled, transportation-dependent, and disconnected families.

13. Cleanup, Waste, Restoration, Reentry, and Reoccupation

Control of the source is not the same as cleanup completion or safe occupancy. Reentry and reoccupation are separate decisions.

13.1 Cleanup and waste

- Use qualified, insured, licensed/approved contractors under a written scope identifying hazards, zones, PPE, monitoring, methods, waste characterization, transport/disposal, documentation, stop-work and change control.
- Do not place incident waste, contaminated absorbent, PPE, soil, water, food, equipment, or personal property in ordinary trash or drains unless authorized. Retain manifests and disposal certificates.
- Prevent contractor work from exposing occupants or spreading contamination through HVAC, tools, footwear, wastewater, dust, or shared routes.

13.2 Reentry gate

- Responder/AHJ releases emergency zone; investigation and environmental/public-health requirements addressed.
- Source removed/controlled; affected surfaces, soil, water, drains, HVAC and contents evaluated; cleanup complete.
- Hazard-specific monitoring/sampling meets a preapproved clearance plan; results reviewed by a qualified person and limitations documented.
- Utilities, fire/life safety, ventilation, security, water/sanitation, food, technology, accessibility and emergency communication tested.
- Facilities, Safety, principal, qualified environmental reviewer, authority/AHJ when required, and Superintendent/designee sign approval.

13.3 Reoccupation and monitoring

- Use phased return, restricted areas, symptom/odor reporting, environmental monitoring, help contact, and rollback triggers. Communicate what was tested, by whom, the operational conclusion, and any remaining restrictions without overstating certainty.
- Replace temporary repairs; track long-term medical, environmental, facility, academic, behavioral-health, insurance and community impacts.

14. Finance, Claims, Records, After-Action, Training, and Maintenance

Document costs and decisions from the first operational period while protecting exposure and investigation records.

14.1 Finance and records

- Track responders/contractors, sampling/laboratory, cleanup/waste, relocation/transport, PPE, replacement property, utilities, food, security, overtime, medical/behavioral support, communications, restoration and monitoring.
- Notify insurer/risk/legal promptly; preserve damaged property and evidence as directed; do not admit liability. Use emergency procurement with verified capability, rates, insurance, safety and completion evidence.
- Retain timeline, 911/agency contacts, ICS logs, protective decisions, accountability, exposures, SDS/inventory, photographs authorized, monitoring, chain of custody, waste manifests, invoices, communications, clearance and approvals.

14.2 Training and exercises

- All staff: recognition, move away, 911, no-touch/no-cleanup, protective actions, accountability and privacy.

- Role-specific: Hazard Communication; lab/chemical hygiene; PPE; spill procedures; bloodborne pathogens; respiratory protection; HAZWOPER; waste/transport/pesticide requirements as applicable. Training never authorizes duties beyond the written program.
- Annual tabletop: external plume versus internal spill, wind/HVAC decision, missing person, exposed group, decontamination, accessible reunification, rumor, environmental reporting and reentry. Periodically exercise gas, lab reaction, suspicious powder, transportation spill and contractor cleanup.

14.3 After-action and maintenance

- Hotwash after stabilization; multidisciplinary AAR/CAP with responders and partners when appropriate. Measure reporting, protective decision, accountability, exposure prevention, responder information, communication, continuity, cleanup and reentry.
- Assign owner, due date, resources, completion evidence and validation. Update inventories, SDS, maps, kits, contracts, training, contacts and restricted appendices.

ANNEX L

CYBERSECURITY & TECHNOLOGY INCIDENTS

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope & Objectives

1.1 Purpose

This annex provides a districtwide command and operational framework for cyber events that threaten confidentiality, integrity, availability, safety, instruction, business operations, or public confidence. It supports - not replaces - technical procedures, board policy, vendor playbooks, insurance requirements, and the district EOP Basic Plan.

1.2 Scope

It applies to all district campuses, departments, employees, contractors, volunteers, and district-owned or district-managed information resources, including networks, endpoints, cloud services, student information systems, finance and payroll, transportation, food service, communications, access control, video, building automation, emergency notification, and instructional technology.

1.3 Objectives

- Protect life safety and maintain student supervision before protecting equipment or data.
- Establish one reporting and escalation process for suspected cyber incidents.
- Contain threats while preserving evidence and essential services.
- Meet legal, contractual, insurance, and records obligations.
- Restore critical services from trusted sources in a controlled sequence.
- Communicate accurate, timely, accessible information without compromising the investigation.
- Document decisions, costs, lessons learned, and corrective actions.

1.4 Limitations

LEGAL REVIEW This annex is an operational planning document and not legal advice. District counsel must determine whether an event legally constitutes a breach, what notices are required, what records may be released, and whether privilege or litigation hold protections apply.

2. Authorities, Standards & References

The current version of each authority controls. The district should have legal counsel validate this list during each annual review.

Authority / Reference	Operational relevance
Oklahoma Security Breach Notification Act, 24 O.S. §§ 161-166	Definitions, investigation and notice duties for covered personal information.
Oklahoma Student Data Accessibility, Transparency and Accountability Act of 2013, 70 O.S. § 3-168 et seq.	Student-data governance, transparency, access, and vendor considerations.
Oklahoma Open Records Act, 51 O.S. §§ 24A.1 et seq.; Oklahoma records schedules	Custody, retention, disclosure, and lawful protection of records.
FERPA, 20 U.S.C. § 1232g; 34 C.F.R. Part 99	Education-record privacy, permitted disclosures, and disclosure accounting.
COPPA, 15 U.S.C. §§ 6501-6506; 16 C.F.R. Part 312	Online collection of information from children under 13.
CIPA, 47 U.S.C. § 254(h)	Internet safety and filtering requirements tied to E-rate.
HIPAA, where applicable; IDEA and other confidentiality rules	Specialized records and services; applicability determined by counsel.
CISA, Protecting Our Future: Partnering to Safeguard K-12 Organizations	K-12 cyber risk and incident-response practices.
NIST Cybersecurity Framework 2.0; NIST SP 800-61	Govern, identify, protect, detect, respond, recover, and incident handling.
District EOP, board policy, acceptable-use rules, continuity plans, cyber-insurance policy, and contracts	Local authority, roles, procedures, coverage conditions, and service commitments.

Reference links: Oklahoma State Department of Education Data Privacy and Security; Oklahoma Office of Homeland Security Cybersecurity; CISA K-12 Cybersecurity; U.S. Department of Education Student Privacy Policy Office. Links and contact details should be validated annually.

3. Situation, Threats & Planning Assumptions

3.1 Critical Dependencies

Service / Asset	Potential operational consequence
Identity, directory, MFA, email	Loss of authentication and trusted communications.
Student information / attendance	Inability to account for students, contact families, or document services.
Safety systems / mass notification / access control / video	Potential life-safety and campus-security impacts; immediate manual safeguards required.
Internet, voice, radio interfaces	Loss of instruction, communications, calling, or dispatch support.
Finance, payroll, purchasing	Payment delays, fraud exposure, and emergency-procurement needs.
Transportation and food service	Route, roster, meal, and eligibility disruptions.
Cloud and third-party platforms	District may lack direct control over containment and restoration.

3.2 Threats

- Phishing, business email compromise, credential theft, MFA fatigue, and social engineering.
- Ransomware, destructive malware, extortion, and data exfiltration.
- Unauthorized access, privilege misuse, lost or stolen devices, and accidental disclosure.
- Denial-of-service, internet, telecommunications, cloud, utility, or vendor outages.
- Compromise of building systems, cameras, access control, IoT, or emergency communications.
- Supply-chain compromise, unsupported software, and exploited vulnerabilities.
- Fraudulent payment or payroll change requests.
- Misinformation, impersonation, doxxing, or threats arising from stolen data.

3.3 Planning Assumptions

- An incident may begin outside business hours and may disable district email, phones, files, or identity services.
- Initial facts will be incomplete; classifications and notifications may change as evidence develops.
- Attackers may monitor normal communications and retain persistence after apparent containment.
- A cyber event may become a safety, law-enforcement, continuity, privacy, or reputational incident.
- Manual procedures and independent contact methods will be required.
- Vendors, law enforcement, insurers, and forensic specialists may impose evidence or notice requirements.
- No employee may communicate with a threat actor, promise payment, or authorize ransom payment without executive, legal, insurance, and law-enforcement coordination.

4. Concept of Operations

4.1 Operational Priorities

1. Protect life, student supervision, and physical safety.
2. Stabilize the incident and stop further harm.
3. Maintain or rapidly establish essential district functions.
4. Preserve evidence and meet reporting/notification duties.
5. Restore trusted services in approved priority order.
6. Inform stakeholders and sustain public confidence.
7. Improve controls through after-action and corrective action.

4.2 Phases

Phase	Core actions	Exit condition
Preparedness	Inventory, hardening, backups, training, exercises, contracts, alternate procedures.	Readiness maintained continuously.

Detection & Analysis	Receive report; verify; scope; classify; preserve volatile information.	Incident owner and severity assigned.
Containment	Isolate accounts/devices/segments; block indicators; protect safety systems.	Spread reasonably controlled.
Eradication	Remove persistence; close exploited paths; reset trust; validate vendor actions.	Threat no longer detected at required confidence.
Recovery	Restore clean systems; monitor; reconcile data; communicate service status.	Business owner and Technology approve production use.
Reconstitution	Return to normal operations; retire workarounds; address backlogs.	Normal control environment restored.
Improvement	AAR, CAP, policy/training/control updates.	Corrective actions tracked to closure.

4.3 Activation

Any employee may report an incident. The Director of Technology or designee activates this annex for a suspected Level 2 or higher incident, a prolonged critical outage, or any event with possible safety, regulated-data, or districtwide impact. The Superintendent or designee may activate the district EOC/ICS. Activation must not be delayed while waiting for perfect information.

4.4 Deactivation

The incident lead recommends deactivation after containment, restoration of minimum essential functions, transfer of remaining work to named owners, and approval by the Superintendent/designee. Monitoring, notification, investigation, claims, and corrective actions may continue after deactivation.

5. Organization, Assignment of Responsibilities & ICS

5.1 Command Structure

The district uses the Incident Command System when incident complexity, duration, coordination needs, or safety effects warrant it. Technical incident response remains under a Technology Branch/Group while executive decisions, public information, safety, logistics, finance, and external coordination are integrated through ICS.

ICS / District role	Primary responsibilities
Incident Commander (Superintendent or designee)	Set priorities; approve protective actions and continuity posture; authorize major commitments; approve release of public information.
Director of Technology / Technical Lead	Validate incident; direct technical response; maintain technical objectives; coordinate restoration and vendors.
Director of Safety & Security	Coordinate ICS/EOC, campuses, law enforcement, physical safeguards, and continuity impacts.
Public Information Officer	Develop approved messages; manage media and official channels; monitor misinformation; maintain communications log.
Legal Counsel / Privacy Lead	Direct legal analysis, privilege, preservation, contracts, regulatory and individual notice decisions.
Finance/Administration	Track time/costs; emergency purchases; payroll/finance continuity; insurance documentation.
Human Resources	Employee communications, personnel records impact, workforce actions, and benefits/payroll coordination.
Campus Principals / Department Heads	Account for people; implement manual procedures; report local impacts; deliver approved instructions.
Vendors / Forensic specialists	Perform only authorized work under defined scope; preserve logs/evidence; report actions and findings.

5.2 Unified Command / Agency Coordination

Unified coordination may include local law enforcement, Oklahoma Office of Homeland Security, CISA, FBI, cyber insurer/breach counsel, forensic provider, internet/cloud providers, OSDE, emergency management, and other agencies with jurisdiction or resources. Outside participation does not transfer district authority over school operations.

5.3 Delegation and Succession

Each named role shall maintain at least two trained alternates and independent contact methods. Delegations, decision limits, and after-hours authority shall be documented in the restricted appendix.

6. Readiness, Prevention & Mitigation

6.1 Minimum Readiness Practices

- Maintain an authoritative inventory of hardware, software, cloud services, owners, data classifications, dependencies, and support status.
- Require MFA for privileged, remote, email, financial, and other high-risk access; use phishing-resistant MFA where feasible.
- Apply least privilege; separate administrator and user accounts; review privileged and inactive accounts regularly.
- Maintain risk-based vulnerability and patch management, secure configuration baselines, endpoint protection, filtering, and centralized logging.
- Segment critical, administrative, instructional, guest, IoT, camera, access-control, and building-system networks as feasible.
- Maintain offline or logically isolated, immutable backups; document retention and restoration order; test restores.
- Protect backup credentials and management interfaces separately from production identity systems.
- Require independent verification for payment, payroll, bank, vendor, and gift-card changes.
- Assess vendors before contracting; require security, breach notice, evidence preservation, data return/destruction, and cooperation provisions.
- Provide recurring awareness training and prompt role-based training for Technology, finance, HR, leadership, PIO, and campus administrators.

6.2 Recovery Objectives

Technology and business owners shall maintain a Business Impact Analysis (BIA) identifying minimum service levels, Recovery Time Objectives (RTO), Recovery Point Objectives (RPO), manual procedures, upstream/downstream dependencies, and restoration owners. Values belong in the restricted technical appendix and are reviewed at least annually.

6.3 Change and Exception Management

Security exceptions must identify the business need, affected assets/data, compensating controls, approving authority, expiration date, and review owner. Emergency changes during an incident must be logged and retrospectively reviewed.

7. Detection, Reporting, Triage & Activation

7.1 Employee Immediate Actions

IF YOU SUSPECT AN INCIDENT Stop. Do not investigate on your own, forward suspicious content, delete evidence, contact the sender, or power off a device unless Technology instructs you or immediate safety requires it.

8. Report immediately through the district-approved Technology emergency channel. If normal systems are unavailable, use the published alternate method or contact a supervisor/campus administrator.
9. Provide your name, callback method, location, device or account, time observed, what happened, and any actions already taken.
10. For an actively encrypting or remotely controlled device, disconnect network connectivity if safe and feasible; leave the device powered on and await instructions.
11. For suspected financial fraud, also contact the Finance Office immediately through a known, independently verified channel.
12. For an immediate threat to life or physical safety, call 911 and follow the EOP.

7.2 Technology Intake and Triage

- Open an incident record and assign an incident number, lead, severity, and timestamp.
- Verify the report using trusted methods; capture screenshots, headers, alerts, logs, and system time information.
- Determine affected identities, devices, networks, applications, data, campuses, vendors, and safety functions.
- Check for indicators of persistence, lateral movement, exfiltration, fraud, or destructive activity.
- Engage leadership, Safety & Security, legal/privacy, PIO, insurer, or vendors according to severity and trigger criteria.
- Use out-of-band communications if normal channels may be monitored.

7.3 Activation Triggers

- Confirmed or suspected ransomware, destructive malware, data exfiltration, or privileged-account compromise.
- Possible exposure of protected student, employee, financial, health, authentication, or identity data.
- Material disruption to districtwide operations, a campus safety system, student accounting, communications, payroll, transportation, or food service.
- Threat-actor contact, extortion demand, public posting of district data, or significant media interest.
- Multi-campus, multi-vendor, prolonged, or rapidly expanding event.
- Any incident requiring law enforcement, insurance, legal notice, emergency procurement, or public communication.

8. Incident Classification & Escalation

Level	Description	Examples	Required escalation
1 - Low	Contained event; no sensitive-data or essential-service impact.	Blocked phishing; isolated malware alert; brief local outage.	Technology lead; routine ticket and trend review.
2 - Moderate	Limited confirmed compromise or service disruption; manageable with district resources.	Single account takeover; limited data exposure under investigation; departmental outage.	Director of Technology; affected owner; Safety/Privacy/Legal as indicated.
3 - High	Material operational, privacy, financial, safety, or multi-campus impact; external support likely.	Ransomware on multiple systems; privileged compromise; prolonged critical outage; suspected exfiltration.	Superintendent/cabinet; ICS; legal; insurer; PIO; appropriate agencies/vendors.
4 - Critical	Districtwide or life-safety impact, destructive attack, major breach, or sustained loss of command/communications.	Widespread ransomware; compromise of safety systems; major fraud; public data release with ongoing attack.	Full EOP/ICS activation; executive command; emergency services and state/federal coordination as appropriate.

Severity considers safety, scope, data sensitivity, operational impact, threat capability, duration, legal duties, financial loss, public visibility, and recovery complexity. Severity may be raised or lowered only by the incident lead with the reason recorded.

9. Operational Response Procedures

9.1 Common Response Sequence

13. Protect people and establish alternate safety measures.
14. Open the incident record; assign leadership and severity.
15. Preserve evidence and establish an authoritative timeline.
16. Contain identities, endpoints, networks, applications, and vendor access proportionately.
17. Assess scope, root cause, data affected, persistence, and operational consequences.
18. Notify decision-makers and required partners using verified contact information.
19. Eradicate the threat and rebuild trust (credentials, keys, tokens, configurations).
20. Restore verified clean systems in approved order; monitor for recurrence.
21. Reconcile manual and restored records; retire workarounds deliberately.
22. Complete required notices, AAR, CAP, claims, and records retention.

9.2 Ransomware / Destructive Malware

- Immediately isolate affected systems and segments; protect backup infrastructure and management consoles.
- Preserve ransom notes, affected hosts, logs, alerts, network telemetry, and communications.
- Disable or restrict compromised accounts and remote access; rotate credentials from a known-clean environment.
- Engage insurer-approved breach counsel/forensics before material investigative or negotiation steps when feasible.
- Do not pay or negotiate without Superintendent/board authority as applicable, legal and insurer review, law-enforcement coordination, sanctions review, and documented alternatives. Payment does not guarantee recovery or deletion.
- Restore only from validated, clean backups after eradication and approval.

9.3 Phishing / Credential Compromise / Business Email Compromise

- Capture the original message, headers, links/attachments, and user actions.
- Disable or restrict the account; revoke sessions/tokens; reset credentials; re-enroll MFA; inspect forwarding rules, delegated access, OAuth grants, and recovery methods.
- Search for related messages and activity; block indicators; determine whether data was accessed or sent.
- For payment changes, freeze the transaction, independently contact the financial institution/vendor, preserve communications, and notify law enforcement when indicated.

9.4 Unauthorized Disclosure / Suspected Data Breach

- Stop further access or disclosure without destroying evidence.
- Identify data elements, individuals, jurisdictions, encryption status, acquisition/access evidence, recipient, and likelihood of misuse.
- Legal counsel determines applicable state/federal/contract notice obligations and timing; document the analysis.
- Maintain FERPA disclosure records when required and coordinate protective services such as password resets or identity monitoring when appropriate.

9.5 Network, Telecommunications or Cloud Outage

- Confirm whether the condition is malicious, accidental, utility-related, or vendor-caused.
- Activate manual attendance, student release, safety, finance, transportation, food service, and communication procedures as needed.
- Open provider cases through known contacts; record case numbers and estimates; do not rely solely on the affected channel.
- Prioritize safety communications and minimum viable service before general restoration.

9.6 Safety / Operational Technology Compromise

- Immediately notify Safety & Security and affected campus leaders.
- Move access control, cameras, alarms, mass notification, HVAC, or building automation to approved manual/local procedures.
- Post trained personnel or implement physical controls where technology can no longer provide protection.
- Coordinate with 911, fire/law enforcement, facilities, and vendors when safety may be affected.
- Do not reconnect operational technology until both functional safety and cyber integrity are validated.

9.7 Lost or Stolen Device

- Report immediately with asset tag, user, time/location, and data/access available to the device.
- Use authorized remote lock/wipe only after preservation and law-enforcement considerations are evaluated.
- Revoke sessions, certificates, tokens, VPN access, and stored credentials as appropriate.
- Assess encryption status and whether protected information was reasonably accessible.

9.8 Denial-of-Service / Website Defacement

- Preserve traffic and content evidence; engage hosting, ISP, content delivery, and security providers.
- Use alternate public-information channels and verify account ownership.
- Separate service restoration from root-cause and data-access assessment; defacement may mask a deeper compromise.

10. Communications & Notification

10.1 Communications Principles

- Use one verified source of truth, scheduled situation updates, and an incident number.
- Separate operational, legal/privileged, investigative, public, and technical channels.
- Assume normal email/chat may be unavailable or monitored; maintain tested out-of-band options.
- Communicate what is known, unknown, being done, and what the recipient must do.
- Do not speculate, attribute the attack, disclose exploitable detail, or promise a restoration time without approval.
- Ensure communications are accessible and available in needed languages.

10.2 Notification Decision Process

23. Technology documents facts: data, systems, individuals, encryption, access/acquisition, timeline, recipient/threat actor, and containment.
24. Legal/privacy identifies applicable Oklahoma and federal law, contracts, insurance conditions, and law-enforcement requests.
25. The Superintendent/designee approves district notifications; the PIO releases public messages.
26. All notices, recipient lists, delivery methods, dates, returned mail, call scripts, and approvals are retained.

10.3 Notification Matrix

Recipient	Trigger / purpose	Owner
Superintendent / Cabinet	Level 3-4; major operational, safety, privacy, financial, or public impact.	Incident lead
Safety & Security / campus leaders	Safety system or campus operational effect; manual protective measures.	Incident Command
Legal counsel / privacy lead	Possible protected-data exposure, threat-actor contact, litigation, notice, subpoena, or public records issue.	Incident lead
Cyber insurer / breach counsel / forensics	Policy reporting trigger or potential covered event; use policy-approved channels.	Finance/Risk + Legal
Law enforcement / CISA / OKOHS	Criminal activity, extortion, significant incident, safety threat, or requested technical assistance.	Safety/Legal/IC
OSDE / other regulator or partner	When law, program rule, contract, or counsel requires or recommends.	Legal/Privacy
Employees / families / affected individuals	Action needed, service effect, or legally approved notice.	PIO + Legal
Board of Education	Material event, governance decision, emergency authority, or scheduled briefing.	Superintendent

NO FIXED DEADLINE SUBSTITUTE Do not use a generic "72-hour" or other assumed deadline. Applicable deadlines depend on the facts, data, law, contract, insurance policy, and jurisdiction. Legal counsel shall determine and document them immediately.

11. Continuity of Operations

11.1 Continuity Priorities

Function	Minimum continuity action
Life safety / student accountability	Paper rosters; manual visitor and release logs; radios/runners; physical access posts; emergency contact cache.
Instruction	Offline lesson options; alternate learning platform only if approved and secure; communicate expectations.
Communications	Alternate mass notification, website/status page, phone tree, radio, local media, and printed notices.

Payroll / finance	Controlled manual approvals; dual verification; emergency purchasing; reconciliation log.
Transportation	Printed routes and rider lists; manual dispatch/check-in; verified parent contacts.
Food service	Manual counts, menus, allergy and eligibility safeguards; later reconciliation.
Student services / health / special education	Restricted emergency records, medication/health safeguards, service documentation, later entry.
Facilities / security	Keys, manual locks, patrols, fire watch where directed, local controls, vendor response.

11.2 Manual Records and Reconciliation

Each department shall date, time, identify, protect, and retain manual records created during an outage. Upon restoration, the business owner approves data entry/reconciliation, resolves conflicts and duplicates, documents completion, and securely disposes of temporary copies according to records requirements.

11.3 Return-to-Service Criteria

- Threat contained and exploited path addressed.
- System built or restored from a trusted source and scanned/validated.
- Credentials, keys, tokens, integrations, and privileged access reset as needed.
- Logging, monitoring, backup, and security controls functioning.
- Data integrity and key business transactions validated by the system owner.
- Rollback plan, heightened monitoring period, and responsible approvers documented.

12. Recovery, Digital Forensics & Reconstitution

12.1 Restoration Governance

The Director of Technology maintains a restoration plan based on BIA priorities. Technology validates technical readiness; the business owner validates function and data; the incident lead authorizes production use. Safety-critical services receive joint Technology and Safety & Security approval.

12.2 Evidence Preservation & Chain of Custody

- Preserve original logs, images, alerts, emails, audit trails, configurations, and relevant physical devices.
- Record who collected each item, date/time/time zone, source, method, hash when applicable, transfers, storage, and disposition.
- Minimize changes to compromised systems; document every unavoidable action and reason.
- Coordinate collection with counsel, insurer-approved forensics, and law enforcement; issue legal holds when directed.
- Store evidence in restricted, access-logged locations and never place malware samples in general shared storage.

12.3 Backup Validation

- Confirm backup date, completeness, immutability, retention, and separation from compromised identity.
- Scan and test in an isolated environment; verify application, authentication, integrations, permissions, and data integrity.
- Retain at least one protected recovery point until the incident is closed and counsel/forensics approve release.

12.4 Reconstitution

- Restore services in approved waves and monitor for recurring indicators.
- Reconcile data created during manual operation and communicate changed passwords/procedures securely.
- Retire temporary accounts, firewall rules, vendor access, emergency equipment, and workarounds.
- Address backlogs, staff workload, student-service impacts, and stakeholder support.

12.5 After-Action Review and Corrective Action

Conduct a hotwash as soon as practical and a formal AAR normally within 30 calendar days after stabilization, unless legal/investigative needs require adjustment. The CAP assigns an owner, due date, resources, measurable completion evidence, and status for every accepted improvement. High-risk items are reported to executive leadership until closed.

13. Administration, Finance & Records

13.1 Incident Documentation

- Incident number, reporter, severity, scope, objectives, decisions, approvals, timeline, and current status.
- Systems, accounts, data, campuses, individuals, vendors, and dependencies affected.
- Evidence and chain of custody; containment, eradication, restoration, and validation actions.
- Notifications, situation reports, public statements, requests for assistance, and agency case numbers.
- Staff time, overtime, purchases, contracts, equipment, professional services, lost revenue, and other costs.

13.2 Finance, Procurement & Insurance

Emergency procurement shall follow board policy and applicable law. Finance/Risk shall notify the insurer as required, verify approved providers and consent requirements, preserve invoices and time records, and avoid actions that could impair coverage. No vendor receives unrestricted access without authorization, logging, time limits, and supervision appropriate to risk.

13.3 Records, Privilege & Public Requests

The records custodian and counsel determine retention, legal holds, privilege, confidentiality, and public-release treatment. Operational records must not be deleted merely because systems are restored. FERPA disclosure accounting and applicable breach-notice records shall be maintained as required.

14. Training, Exercises & Maintenance

14.1 Training

- New-hire and annual cybersecurity awareness; recurring phishing/social-engineering reinforcement.
- Role-based response training for Technology, leadership, Safety & Security, PIO, legal/privacy, finance, HR, records, and campus administrators.
- Technical training for identity compromise, ransomware, cloud logs, evidence handling, backups, and safe restoration.
- Continuity training for manual attendance, release, transportation, food service, payroll, communications, and safety-system outages.

14.2 Exercise Program

Frequency	Activity
At least quarterly	Validate emergency contacts, alternate communications, critical vendor paths, and backup alerts.
At least semiannually	Perform and document representative backup restoration and business-owner validation.
At least annually	Conduct a cyber tabletop involving executive, technical, campus, continuity, communications, legal/privacy, and external partners as appropriate.
Periodically / risk-based	Functional exercise of manual procedures, identity recovery, vendor outage, ransomware, or safety-system compromise.
After material change or incident	Targeted test of affected controls and corrected procedures.

14.3 Maintenance

The Director of Technology owns annual review; the Director of Safety & Security coordinates EOP alignment. Review includes laws, board policy, insurance, vendors, contact data, inventories, RTO/RPO, backup tests, exercise findings, and lessons learned. Changes are recorded on the Record of Changes and communicated to controlled-copy holders.

ANNEX M

INFECTIOUS DISEASE AND PUBLIC HEALTH EMERGENCIES

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope, Objectives, and Assumptions

Annex M provides an all-hazards public-health framework from routine prevention through outbreak response, continuity, recovery, and reconstitution. It complements - not replaces - clinical judgment, public-health authority, emergency medical care, employee health processes, or disease-specific directives.

1.1 Scope

- Respiratory, gastrointestinal, rash, neurologic, bloodborne, vector-borne, vaccine-preventable, emerging, and unknown infectious threats.
- Foodborne and waterborne illness, environmental exposure, indoor-air concern, infestation, contamination, mass symptoms, and suspected intentional biological event.
- Students, employees, volunteers, contractors, visitors, transportation, athletics, events, food service, early childhood, special education, and off-site district programs.

1.2 Objectives

- Recognize urgent illness and clusters early; call 911 when clinically indicated.
- Report required conditions promptly and coordinate disease-specific action with public health.
- Maintain layered prevention, accessible care, continuity of instruction and essential services.
- Protect privacy, due process, disability access, civil rights, and affected communities.
- Restore operations using measurable gates, monitor recurrence, and correct system gaps.

1.3 Planning assumptions

- Guidance, testing availability, disease severity, immunity, treatment, and public-health direction can change during an incident.
- Absenteeism and symptoms are signals, not diagnoses; routine screening cannot eliminate risk.
- A single case does not automatically require closure, mass notification, testing, or quarantine.
- Staffing, transportation, food service, special services, supply chains, and home conditions may be affected simultaneously.

CLINICAL BOUNDARY: District staff provide care within licensure, delegation, standing orders, and district policy. They do not diagnose beyond scope, prescribe public-health measures, or improvise disease-specific exclusion periods.

2. Authorities, Definitions, Principles, and Safeguards

Use the current version of each authority. Health Services and legal counsel verify incorporated guidance during the annual review and whenever a public-health incident is activated.

2.1 Authorities and guidance

- Oklahoma communicable-disease reporting law, Oklahoma State Department of Health rules and directives, county health department instructions, and applicable Oklahoma education requirements.
- CDC K-12 infection-prevention guidance; CDC disease-specific guidance; EPA-registered disinfectant labels; FDA and licensed clinical guidance for tests, vaccines, and medications.
- NIMS/ICS; district EOP/COOP; FERPA and applicable employee-record law; IDEA, Section 504, ADA, Title VI, Title VII, and other civil-rights requirements.
- OSHA requirements as applicable, including bloodborne pathogens and respiratory protection when respirator use is required for employees.

2.2 Working definitions

- Outbreak: more illness than expected in a group, place, or period, or a pattern designated by public health.
- Case: a person meeting the current clinical, laboratory, epidemiologic, or public-health definition; “suspected” and “confirmed” must not be conflated.
- Exposure/contact: a circumstance meeting the current disease-specific definition established by public health - not mere presence in the same building.
- Temporary separation: supervised short-term placement of an ill person away from others while care and safe transfer are arranged; it is not clinical isolation.
- Exclusion: time-limited restriction from in-person participation under law, public-health direction, district policy, or individualized health/safety determination.

2.3 Nonnegotiable safeguards

- Use minimum necessary health information and role-based access; never publish a case identity.
- Do not stigmatize by race, ethnicity, nationality, disability, religion, housing, vaccination status, or presumed source.
- Do not send an ill student home alone, on a regular bus, or through rideshare without authorized, safe transfer.
- Do not require testing, vaccination, diagnosis disclosure, or a clinician note except when supported by law, current authority direction, or district policy reviewed for accommodation obligations.
- Do not mix chemicals, use off-label disinfectants, or fog/spray occupied areas unless the product label and approved program expressly permit it.

3. Activation, Classification, and Concept of Operations

Any employee may report a concern. The Superintendent/designee, District Safety, or Health Services may activate this annex. A 911 response does not wait for annex activation.

3.1 Response levels

- Level 1 - Routine/local: isolated illness, expected seasonal activity, or localized environmental concern managed through routine nursing, custodial, HR, and attendance procedures.
- Level 2 - Significant: unusual cluster, confirmed high-consequence disease, sustained absenteeism, multiple linked cases, public-health investigation, or service/staffing impact requiring campus ICS and district coordination.
- Level 3 - Critical: severe or rapidly spreading disease, mass symptoms, multiple campuses, healthcare/public-health surge, regional emergency, suspected intentional release, or continuity failure requiring district EOC/COOP and Unified Command.

3.2 Operational phases

- Recognize and protect: urgent medical care, temporary separation, standard precautions, initial reporting.
- Assess and coordinate: verify facts, protect identity, establish line list, contact public health, determine authorities and objectives.
- Control and continue: layered prevention, targeted exclusion/notification, environmental actions, staffing and instructional continuity.
- Recover and reconstitute: return decisions, cleaning and system readiness, behavioral/academic support, recurrence monitoring.
- Improve: after-action review, corrective action, policy/training updates, records and cost reconciliation.

Trigger	Immediate district action	Decision authority
Medical emergency	911, emergency care, accountability, family notification	EMS/clinical protocols
Suspected reportable disease	Nurse assessment; prompt report through required channel	OSDH/public-health authority
Unusual cluster or absenteeism	Verify pattern, line list, notify Health Services/public health	Health Services / public health
Environmental/foodborne cluster	Stop suspected activity if unsafe; preserve evidence; health notification	IC / health authority
Operational degradation	ICS/COOP; assess staffing and essential services	Superintendent/designee

4. Command, Roles, Coordination, and Situation Status

The district uses NIMS/ICS with health expertise embedded in command. Public health retains its statutory authorities; EMS and clinicians retain medical authority; district leadership retains school operational authority.

4.1 Core roles

- Superintendent/designee: policy, closure/modified operations/reopening, resources, Board/legal coordination.
- Lead Nurse/Health Services: health lead, assessment standards, reporting, public-health liaison, case/exposure workflow, clinic protocols.
- Principal/campus IC: immediate actions, supervision, attendance, facilities, family interface, campus continuity.
- District Safety: ICS/EOC, responder coordination, incident objectives, safety plan, situation reports, AAR.

- HR: employee health process, leave, accommodations, labor issues, confidentiality, staffing continuity.
- Facilities/Custodial: cleaning/disinfection, ventilation/IAQ, water/waste, product safety, environmental documentation.
- Food Service: food safety, employee illness controls, supplier/temperature/meal continuity records.
- Special Services/Transportation/Athletics: accessible continuity, individualized supports, safe transport, activity modifications.
- PIO: verified accessible messages, rumor control, media coordination.
- IT/Data: secure line lists/dashboards, remote learning and system continuity.

4.2 Situation status

- Report counts as suspected/confirmed/ruled out when known; do not present rumor as fact.
- Track onset dates, locations, attendance trends, severity, hospital/EMS impacts, staffing, services, supplies, control measures and public-health direction.
- Use coded identifiers on operational dashboards; retain the crosswalk only with authorized Health Services personnel.
- Set an operational period, objectives, next update, decision points, responsible owners, and documentation standard.

5. Detection, Surveillance, Reporting, and Initial Assessment

Early detection combines nurse observations, attendance trends, employee reports, family reports, food-service or facilities signals, and public-health alerts. Surveillance must be proportionate and privacy-protective.

5.1 Recognition

- Promptly report severe illness, unusual rash with fever, breathing difficulty, persistent vomiting/diarrhea cluster, jaundice, meningitis-like symptoms, unexplained neurologic symptoms, multiple persons ill after a shared meal/event, unusual animal/vector exposure, or unexpected absenteeism.
- Nurses assess within scope, obtain emergency help when needed, record onset/location and relevant epidemiologic facts, and avoid speculative diagnosis.
- Attendance/HR review patterns by site, grade, team, route, activity, work unit, and onset date using thresholds approved by Health Services.

5.2 Required reporting

- Health Services maintains the current OSDH reportable-disease list, reporting methods, after-hours contacts, and deadlines in the restricted appendix.
- Report immediately or within the required period; do not delay a legally required report while waiting for laboratory confirmation, family permission, or an internal meeting.
- Document the date/time, recipient, information shared, instructions received, and follow-up owner. A report to public health does not itself authorize broader disclosure.

5.3 Initial assessment

- What happened; who is ill; severity; onset pattern; common location/activity/food/water/transport; current occupancy; potential ongoing source; vulnerable persons; and immediate control already taken.
- Verify source and reliability; distinguish symptom reports, clinical diagnosis, test result, and public-health classification.
- Preserve relevant menus, temperature logs, seating/route/activity records, product lot information, environmental data, and authorized electronic records without altering them.

EMERGENCY INDICATORS: Call 911 for severe breathing difficulty, blue/gray lips or skin, chest pain, altered mental status, seizure, collapse, anaphylaxis, signs of shock, rapidly worsening condition, or any situation staff judge to be an emergency.

6. Symptomatic Persons, Medical Emergencies, and Temporary Separation

Provide calm, supervised, accessible care. Protect dignity and avoid punitive treatment. Standard precautions apply to all blood and body fluids according to training and policy.

6.1 Immediate actions

- Assess for 911 indicators; use emergency action plans and authorized medication.

- Move the person only when safe to a preidentified, ventilated, observable space separated from routine traffic; maintain required supervision and accessibility.
- Offer a well-fitting mask when appropriate and tolerated; do not force masking when it creates medical, disability, developmental, or safety risk.
- Use hand hygiene and task-appropriate PPE; limit staff and shared objects; clean high-touch and visibly contaminated areas using approved procedures.
- Notify parent/guardian or employee contact; arrange prompt safe transfer. Maintain supervision until transfer.

6.2 Temporary-separation space

- Never lock the person in, block egress, or leave a student unsupervised.
- Maintain visual or direct observation appropriate to age and condition while protecting privacy.
- Stock gloves, masks, eye protection as risk-assessed, hand hygiene, tissues, waste liners, cleanable seating, communication, and emergency supplies.
- Record entry/exit, care, symptoms, PPE, transfer, cleaning, and any exposure event; do not post the person's name publicly.

6.3 Blood/body-fluid event

- Restrict the area; trained staff use standard precautions and approved spill kit.
- Manage sharps in puncture-resistant containers; never recap by hand.
- Wash exposure sites immediately and follow the employee/student post-exposure medical process without delay.
- Preserve confidentiality and required occupational records; notify safety/HR and clinical resources according to plan.

7. Case, Exposure, Contact, Exclusion, and Return Coordination

Public-health instructions and current disease-specific criteria control when statutory authority applies. District operational decisions should be documented, individualized when necessary, and no broader than required.

7.1 Case and exposure management

- Confirm the information source and public-health case status; avoid independent contact tracing beyond district authority and competence.
- Provide public health the minimum necessary rosters, attendance, seating, route, event, or contact information through secure means.
- Public health determines or advises the exposure definition, look-back period, testing/prophylaxis, exclusion, and notification population.
- Offer continuity, meals, disability services, counseling, and language access during exclusion.

7.2 Exclusion and return

- Use current OSDH/health-authority criteria, district policy, and individualized clinical information; do not hard-code disease durations in this annex.
- Return decisions consider fever/vomiting/diarrhea or other symptom improvement, ability to participate, infection-control needs, public-health clearance when required, and reasonable accommodations.
- A negative test or clinician note does not automatically override public-health direction; a clinician note is not demanded unless authorized and necessary.
- Employees follow HR/occupational processes; employee medical records remain separate from education records.

7.3 Notification decision

- Notify only the population defined by public health or a documented school safety need.
- Messages explain the general condition, date/location window when appropriate, actions, symptom monitoring, where to obtain care, and next update - without identity clues.
- For small groups, review whether role, grade, classroom, team, or timing could indirectly identify the person; narrow or generalize as needed.

Decision question	Yes	No / uncertain
Immediate medical danger?	911 and emergency care	Nurse assessment and monitoring
Potential reportable disease or unusual cluster?	Report/consult public health promptly	Routine care; continue surveillance

Ongoing environmental/food source possible?	Stop unsafe use; preserve records/samples; authority contact	Document and monitor
Public-health exposure definition met?	Follow targeted actions/notification	Do not label as exposed
Essential services sustainable?	Continue with controls and triggers	Modify, relocate, close, or activate COOP

8. Disease and Public-Health Incident Operating Frameworks

These are operational groupings, not diagnostic protocols. Current public-health instructions prevail.

8.1 Respiratory illness

- Promote staying home when ill, hygiene, respiratory etiquette, cleaner air, vaccination access, and timely clinical evaluation.
- When activity or severity increases, layer ventilation/filtration, targeted masking, testing access, spacing/cohorting, activity modification, and continuity measures as advised.
- Do not assume every cough is the same disease or impose one return rule across pathogens.

8.2 Gastrointestinal, foodborne, and waterborne illness

- Separate ill persons; stop implicated food/water or activity when unsafe; notify Food Service and public health.
- Preserve menus, ingredients/lot codes, suppliers, receipts, preparation and temperature logs, employee schedules, attendance, water notices, and leftover samples as directed - do not discard or test independently if authorities request preservation.
- Use enhanced cleaning appropriate to the suspected organism and label; exclude food employees under current food code/public-health rules.

8.3 Rash and vaccine-preventable disease

- Temporarily separate a febrile person with concerning rash; avoid exposing pregnant or immunocompromised persons while obtaining clinical/public-health direction.
- Public health directs immunity review, exposure windows, vaccination/prophylaxis, exclusion, and notification.
- Do not publish vaccination status or create stigma around exemptions.

8.4 Meningitis, tuberculosis, bloodborne, vector, and emerging threats

- Use 911 for severe neurologic or respiratory compromise; public health leads contact/exposure and prophylaxis decisions.
- Routine school contact does not automatically constitute TB, meningitis, or bloodborne exposure. Apply the current definition.
- For vector/animal concerns, restrict affected areas, coordinate environmental control, and avoid unapproved pesticide application.
- For an unknown or suspected intentional biological release, protect responders, avoid disturbing material, call 911, establish Unified Command, and preserve evidence.

9. Layered Infection Prevention and Environmental Controls

Select controls based on route, severity, feasibility, public-health guidance, and the needs of people with disabilities. No single layer is relied upon.

9.1 Everyday prevention

- Vaccination information and access consistent with law and policy; staying home when ill; hand hygiene; respiratory etiquette; routine cleaning; safe food/water; pest control; and cleaner air.
- Ensure supplies, signs, instruction, accessible sinks/sanitizer, and age-appropriate teaching without fear-based messaging.

9.2 Cleaning and disinfection

- Clean first when the product/program requires; use an EPA-registered product effective for the target organism and follow the entire label, including dilution, surface compatibility, contact time, PPE, ventilation, storage, and disposal.
- Never mix products. Keep chemicals secured from students. Train staff and maintain Safety Data Sheets.

- Prioritize high-touch and visibly contaminated surfaces; avoid indiscriminate over-disinfection that creates chemical exposure.

9.3 Ventilation and indoor air

- Facilities evaluates outdoor air, filtration, schedules, occupancy, pressure relationships, exhaust, portable air cleaners, and maintenance within system design and safety limits.
- Do not disable fire/smoke controls, prop fire doors, create unsafe temperatures, or place devices where they create trip/electrical hazards.
- Document settings, filter rating/changes, room measurements when used, complaints, corrective actions, and verification.

9.4 PPE and respiratory protection

- Select gloves, gown, eye/face protection, mask, or respirator from a task-specific hazard assessment; PPE does not replace source control or ventilation.
- If respirators are required for employees, implement the applicable written respiratory-protection program, medical evaluation, fit testing, training, inspection, and recordkeeping before use.
- Voluntary respirator use is managed under applicable OSHA and district requirements; students are not assigned occupational PPE duties.

10. Testing, Vaccination, Medication, and Clinic Operations

District-hosted clinical operations occur only through an approved licensed provider or public-health partner under written authority, clinical protocols, consent rules, and emergency planning.

10.1 Clinic authorization

- Define clinical director, licensure, scope, standing orders/prescriptions, consent, eligibility, documentation, privacy, billing, adverse-event response, and transfer of care.
- Provide accessible registration, interpretation, disability accommodations, infection-control flow, security, crowd/traffic management, and backup power/data.

10.2 Testing

- Use authorized tests according to manufacturer and clinical requirements; define collection, labeling, chain of custody, quality control, result reporting, confirmatory process, waste, and what a result does and does not mean.
- Never announce identifiable results; provide clear instructions for urgent care, public-health reporting, exclusion, and return.

10.3 Vaccination and medication/prophylaxis

- Maintain cold chain or controlled storage, lot/expiration tracking, screening, consent, administration records, sharps safety, observation, emergency medications/equipment, and adverse-event reporting.
- Use licensed staff and documented delegation; reconcile doses and waste. Do not coerce participation or deny required educational access without lawful authority.

11. Food, Water, Waste, Transportation, Athletics, Events, and Special Programs

Functional areas apply the same command objectives while maintaining their regulatory and individualized obligations.

11.1 Food, water, and waste

- Food Service enforces employee illness reporting/exclusion, time-temperature control, safe water/ice, approved suppliers, sanitation, allergen and special-diet continuity.
- Facilities follows the exact issuer language for boil, do-not-drink, or do-not-use orders; boiling does not make every contaminant safe.
- Use lined, closed waste containers and regulated medical/sharps disposal when applicable; do not compact or hand-sort contaminated waste.

11.2 Transportation

- Do not place a known ill student on routine transportation for dismissal. Arrange authorized transfer or EMS.
- For exposures or outbreaks, public health defines whether route/seat records and notification are needed; clean/disinfect vehicles with approved products and adequate ventilation.
- Maintain accessible transportation and trained support for students with health plans.

11.3 Athletics, events, and travel

- Assess crowd density, indoor air, shared equipment, food, lodging, transportation, healthcare access, and vulnerable participants.
- Modify, postpone, relocate, or cancel based on public-health direction and operational capability; communicate refund/ticket and reunification impacts.
- For travel, maintain medical contacts, consent/emergency plans, medication, isolation/transfer options, and jurisdictional health guidance.

11.4 Special education, early childhood, and health-dependent students

- Continue IDEA/504 services and individualized health/emergency plans to the maximum extent practicable; convene teams when prolonged disruption changes access.
- Use developmentally appropriate hygiene, diapering, feeding, toileting, suctioning, and other care precautions; never withhold necessary care because PPE or staffing was not planned.
- Prioritize communication devices, interpreters, sensory supports, mobility, medication, nursing, homebound and compensatory-service review.

12. Communications, Privacy, Nondiscrimination, and Misinformation

Communications should be timely, accurate, actionable, accessible, culturally responsive, and coordinated with public health. Silence can fuel rumor, but speed does not justify speculation.

12.1 Message standards

- State what is known, what remains under investigation, current actions, what recipients should do, where to seek care, operational changes, and next update.
- Use plain language, translations, accessible formats, multiple channels, and a monitored contact route. Date/time every message.
- Do not name or indirectly identify a case, promise zero risk, attribute blame, or release unverified case counts.

12.2 Privacy and records

- Education records follow FERPA; employee medical records follow applicable employment/privacy rules and remain separate; disclosures use a documented legal basis and minimum necessary information.
- A FERPA health-or-safety emergency disclosure is case-specific, limited to appropriate parties, and documented; it is not a blanket permission for public release.
- Operational dashboards use aggregates or coded identifiers; restrict exports, screenshots, email attachments, and shared-drive permissions.

12.3 Equity and civil rights

- Monitor whether exclusions, testing access, remote learning, meals, transport, language, technology, or care burdens fall disproportionately on protected or vulnerable groups.
- Provide reasonable modifications and effective communication; involve legal/Special Services when a safety measure conflicts with disability access.
- Correct rumors with facts and trusted messengers; address harassment or scapegoating promptly.

13. Educational Continuity, Staffing, Equity, and Behavioral Health

Continuity actions begin before closure. The district can modify operations by campus, program, grade, activity, or function when that is safer and less disruptive than a districtwide action.

13.1 Essential capabilities

- Health/nursing and emergency care; supervision and accountability; instruction and special services; meals; transportation; facilities/sanitation/ventilation; payroll/HR/procurement; IT/communications; and safe student release.
- Define minimum staffing, alternates, cross-training limits, remote work, mutual aid, and triggers for service reduction. Never assign untrained staff clinical or hazardous duties.

13.2 Continuity options

- Targeted exclusion with make-up work; room/activity modification; cohort or schedule change; temporary relocation; hybrid/remote instruction when authorized; campus closure; district COOP.

- Maintain meals, devices/connectivity, interpreters, special education, counseling, nursing coordination, and services for students experiencing homelessness or foster care.
- Document attendance/grading flexibility and recovery supports; communicate how families obtain help.

13.3 Behavioral health

- Use psychological first aid, predictable routines, grief/crisis supports, employee assistance, referral pathways, and suicide-risk protocols.
- Avoid fear-based imagery and repeated exposure to distressing information. Provide staff rotation and rest during prolonged activation.
- Monitor stigma, bereavement, anxiety, avoidance, learning loss, caregiver strain, and staff moral distress through recovery.

14. Recovery, Reconstitution, Reopening, and Recurrence Monitoring

Reopening is a capability decision, not merely the end of a recommended exclusion period. Recovery may be phased and must include a rollback plan.

14.1 Reopening gate

- Current public-health/authority direction reviewed and disease-specific requirements satisfied.
- Adequate staffing, nursing/health support, supervision, PPE/supplies, cleaning, ventilation, water/sanitation, food, transportation, technology, and emergency communication.
- Special education, accessibility, medication, interpretation, behavioral-health, meal, and continuity needs supported.
- Affected spaces and systems inspected; regulated cleaning, waste, food, water, or environmental clearance documented when required.
- Family/staff message issued with return criteria, ongoing controls, support, symptom/reporting instructions, and next update.

14.2 Recurrence monitoring

- Track symptoms, absenteeism, new cases, severity, staffing, environmental conditions, supplies, and public-health updates for a defined period.
- Set escalation and rollback triggers; report recurrence promptly; do not declare an outbreak over before public-health concurrence when it is leading the investigation.

14.3 Long-term recovery

- Address instructional loss, compensatory services, grief and mental health, employee leave/workload, delayed maintenance, claims, vendor performance, and community trust.
- Transition temporary controls only after evaluating risk; communicate why measures change.

15. Finance, Records, Legal, After-Action, Training, and Maintenance

Preserve a defensible incident record while protecting health information. Track costs from the first operational period.

15.1 Finance and records

- Track overtime, substitutes, clinical partners, tests/vaccines/medications, PPE, cleaning, ventilation, waste, food loss, transport, remote learning, interpretation, counseling, and permanent improvements.
- Use approved emergency procurement, verify vendors/licensure/insurance, document scope/rate/change orders/delivery, and notify risk/insurer as appropriate.
- Retain incident timeline, line list, authority contacts, decisions, messages, environmental logs, clinic records, costs, and corrective actions under the applicable schedule and legal hold.

15.2 After-action and corrective action

- Conduct a hotwash promptly and a multidisciplinary AAR after stabilization. Include public health and partners when appropriate.
- Evaluate speed, accuracy, health outcomes, privacy, equity, accessibility, continuity, staff safety, communications, supplies, ventilation/cleaning, and recurrence.
- Assign each corrective action an owner, due date, resources, completion evidence, and validating authority.

15.3 Training and exercises

- All staff annually: recognition/reporting, 911 indicators, temporary separation, hygiene, privacy, non-stigma, and communications.
- Nurses/health staff: reporting, line lists, case/exposure coordination, PPE, clinic protocols, records, and emergency care.
- Custodial/facilities/food/transport: product labels, ventilation, food/water/waste, employee illness, vehicle cleaning, PPE and exposure response.
- Administrators/PIO/HR/Special Services: ICS, decisions, continuity, privacy, accommodations, messages, reopening, and AAR.
- Annual tabletop plus periodic functional exercise covering a multi-campus outbreak, staffing loss, misinformation, disability access, food/water signal, public-health coordination, and phased reopening.

ANNEX N

UTILITY FAILURE AND INFRASTRUCTURE DISRUPTION

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope, Objectives, and Assumptions

1.1 Purpose

Annex N organizes the district's first actions, protective decisions, continuity, technical restoration, and reoccupation after utility or infrastructure disruption. It treats utilities as interdependent systems: a power loss can disable pumps, phones, access, refrigeration, fire protection, elevators, ventilation and technology; water loss can compromise sanitation, food service, boilers and fire suppression.

EMERGENCY RULE: Call 911 for suspected gas leak, carbon-monoxide alarm or symptoms, fire/smoke, electrical arcing or downed/energized equipment, explosion, major flooding with electrical/structural risk, sewage exposure affecting occupants, hazardous atmosphere, trapped elevator occupants with distress, or any immediate threat. Do not wait for maintenance or provider arrival.

1.2 Scope

- Electric utility, internal distribution, emergency/egress lighting, generators, batteries/UPS, fuel and charging.
- Natural gas/propane, boilers, furnaces, kitchens, laboratories and other combustion/pressure systems.
- Potable water, pressure, quality, boil/do-not-use advisories, wastewater, sewer, plumbing, stormwater and flooding.
- HVAC, ventilation, temperature, humidity, refrigeration/freezers, indoor air and building automation.
- Telephone, cellular, radio, internet, network, data center, access control, intrusion, cameras, mass notification, fire alarm, elevators and clocks.
- Planned outage, provider failure, construction damage, equipment breakdown, cyber incident, severe weather, fire, flood, vandalism, fuel shortage, or multiple cascading failures.

1.3 Objectives

- Detect and report unsafe conditions quickly.
- Verify which life-safety and essential functions actually work - not merely whether utility supply is present.
- Select evacuation, shelter, relocation, partial closure, early dismissal, or continuity based on measurable conditions and reliable duration.
- Protect medically dependent, disabled, very young, temperature-sensitive, food-service, laboratory and transportation populations.
- Use qualified personnel and controlled energy isolation; prevent carbon monoxide, backfeed, shock, gas ignition, contamination and improper re-energization.
- Restore in a defined order, test dependent systems, document clearance, and communicate operational changes.

1.4 Assumptions

Restoration estimates may change. Temporary power or water may not support full occupancy. Backup systems can fail or create new hazards. Cellular networks may overload; toilets, kitchens, elevators, card access and fire systems may degrade at different times. A campus may remain open only if life safety, sanitation, temperature, supervision, communication, accessibility, food/medical needs and dismissal can all be maintained.

2. Authorities, Definitions, Principles, and Safeguards

Authority / guidance	Operational use
Oklahoma DEQ and public water provider directives	Boil and do-not-use orders, water safety and official lifting of orders; district follows the issuing authority.
EPA emergency drinking-water guidance	Emergency water supply planning, safe sources, distribution and communication.
FEMA / U.S. Fire Administration generator and CO safety	Portable generator outdoor placement, ventilation, fire, shock and carbon-monoxide prevention.
OSHA and applicable electrical/energy-control requirements	Qualified work, electrical safety, lockout/tagout, stored energy and employee protection; applicability verified by safety/legal staff.
Fire/building/health codes and authority having jurisdiction	Occupancy, fire alarm/suppression, egress, sanitation, elevators, temporary systems and reoccupation.
NIMS/ICS, district EOP/COOP, FERPA, IDEA/504/ADA, food safety and contracts	Command, continuity, communication, accessibility, records, procurement and local procedures.

2.2 Definitions

Term	Working definition
Utility failure	Loss, degradation, contamination, instability or unsafe operation of a supplied or onsite service.
Critical load	Equipment/function prioritized because failure threatens life safety, health, security, essential operations or irreversible loss.
Life-safety system	Fire detection/notification/suppression, emergency lighting, egress, smoke control, emergency communication and related code-required functions.
Boil order/advisory	Official instruction to use boiled/bottled/approved water for specified uses; exact issuer language controls.
Do-not-use order	Official direction not to use supplied water for identified purposes; boiling may not make it safe.
Island/backfeed	Unsafe electrical condition in which a source energizes conductors assumed de-energized; prevented through approved transfer/isolation.
Reoccupation	Authorized return after utilities and dependent building systems are tested, hazards controlled and operational supports ready.
Temporary repair	Time-limited measure with documented limits, monitoring, inspection and replacement plan; not assumed equivalent to permanent restoration.

2.3 Safeguards

- Only qualified/authorized personnel operate utility shutoffs, electrical panels/switchgear, generators/transfer switches, gas valves, boilers, pumps, elevators, fire systems, water treatment or network controls.
- Never use a portable generator indoors, in a garage, crawlspace, partially enclosed area, or near doors/windows/air intakes. Prevent backfeed with approved equipment; maintain CO detection and manufacturer/fire-code clearance.
- On suspected gas leak, do not operate switches, phones, radios, engines, alarms or devices in the hazard area. Evacuate without creating sparks and call 911/provider from safety.
- Treat downed lines/electrical equipment as energized; avoid water and metal contact; establish distance and wait for utility/fire authority.
- Do not use, flush, boil or distribute water contrary to the exact boil/do-not-use advisory. A provider's supply restoration does not lift an official order.
- Do not bypass fire alarm/suppression, prop doors, defeat access controls, use unsafe extension-cord networks, backfeed panels, run fuel appliances for heat, or occupy spaces without required egress/lighting.
- No re-entry based solely on "power is back." Verify fire/life safety, HVAC/ventilation, water/sewer, food safety, security, technology, elevators/accessibility and any contaminated/pressurized systems.

3. Activation, Impact Classification, and Concept of Operations

Level	Condition	Minimum response
Level 1 - Local / short	Single noncritical system or small area; no life-safety compromise; safe conditions and short verified repair.	Campus/facilities work order; isolate area; monitor; targeted continuity and documentation.
Level 2 - Significant	One essential utility or multiple functions degraded; uncertain duration; sanitation, temperature, communications, security, food, medical or accessibility impact.	Campus ICS; district facilities/safety/IT/food/transport; provider; protective-action and continuity plan; family/staff update.
Level 3 - Critical / cascading	Gas/CO/electrical/fire hazard; broad or prolonged outage; life-safety system failure; contamination; sewage/flood; multiple campuses; cyber/intentional act; regional emergency.	911/Unified Command as needed; district EOC/COOP; evacuation/relocation/closure; executive/legal/health/utility coordination; scalable logistics.

3.2 Operational phases

27. Detect and protect: report, 911 for danger, isolate/evacuate/shelter, account, prevent exposure.
28. Assess: identify failed source and downstream functions, affected people/areas, duration, hazards, critical loads, restoration dependencies and monitoring.
29. Stabilize/continue: temporary services, water/sanitation, power/temperature, communication/security, relocation/dismissal, transportation and staffing.
30. Restore/test: controlled re-energization/pressurization, flushing/decontamination, technical inspection, dependent-system functional tests, authority clearance.
31. Reoccupy/reconstitute: phased return, monitoring, permanent repairs, records/costs/claims, AAR/CAP and closure.

4. Command, Roles, Communications, and Situation Status

Role	Responsibilities
Superintendent / designee	Strategic closure/relocation/continuity/reopening, resources, Board/legal, executive communication.
Principal / campus IC	Accountability, protective actions, school operations, student/staff needs, campus status and family interface.
Facilities Director	Technical assessment, provider/contractor liaison, isolation, generators/fuel, repair, restoration testing and documentation.
District Safety / IC	ICS/Unified Command, emergency services, life-safety evaluation, situation reporting, EOC/resources and AAR.
Technology Director	Phone/radio/network/data/access/camera/notification continuity and cyber interface; orderly restoration.
Food Service / Health / Nursing	Food/water safety, refrigeration, sanitation, medically dependent occupants, medication and public-health coordination.
Transportation / COOP	Early dismissal/relocation, fuel/charging, alternate sites/routes, accessible transport and continuity.
PIO	Accessible staff/family/public updates, outage instructions, rumor/media, reopening communication.
Finance/procurement/risk/legal/records	Emergency purchasing, contracts, insurance, costs, legal holds, code/regulatory and records.
Utility/provider/AHJ/emergency management	Supply status, hazard control, technical clearance, fire/health/building authority and regional priorities.

4.2 Common operating picture

- Incident/site/time/source; affected buildings/areas/occupancy; utility/provider status and estimated restoration with confidence/time of next update.
- Fire alarm/sprinkler/emergency lighting/egress/communications/security/elevator status; water/sewer/HVAC/temperature/food/medical/accessibility condition.
- Protective actions, accountability, displaced groups, alternate sites, transportation, family/staff messaging and unmet resources.
- Shutoffs/temporary systems/generators/fuel/load, contractors, permits/inspections, hazards, monitoring limits and restoration-test status.

5. Initial Assessment and Protective-Action Decision

5.1 Any employee

- Report loss, odor, alarm, unusual sound, arcing, smoke, heat, flooding, sewage, pressure loss, unsafe temperature or failed communication immediately. Call 911 for danger.
- Keep people away; do not investigate mechanical/electrical/gas rooms, flooded energized areas, roofs, confined spaces, trenches, elevators or contaminated areas.
- Do not operate switches or phones in a suspected gas area. Do not taste/smell unknown water or substances. Preserve observations and time.

5.2 Rapid assessment - first 15 minutes

Domain	Verify
Immediate hazard	Fire/smoke/gas/CO/arcing/water-electric interaction/sewage/structural/chemical/trapped persons; 911 and protective action.
Life safety	Alarm panel, detection/notification, sprinkler pressure/pumps, emergency lighting, exits, smoke control, PA/radio/911 ability, door release.
Occupant health	Temperature, ventilation, potable water, toilets/handwashing, food, medication/refrigeration, oxygen/equipment, disability access.
Operations/security	Supervision, daylight, access control/keys, cameras, phones/network, dismissal/transport, kitchen/lab/shop, fuel/charging.
Extent/duration	One room/building/campus/region; provider vs. internal; current estimate and uncertainty; cascading dependencies.
Resources	Generator/load/fuel, bottled water, toilets/handwash, cooling/heating, radios, lighting, alternate site, buses, staff/contractors.

5.3 Decision thresholds

Evacuate immediately for gas/CO, fire/smoke, dangerous electrical condition, sewage or flooding with exposure/electrical risk, hazardous atmosphere, structural concern, or authority direction. Relocate/close when required fire/life safety cannot be maintained; safe toilets/handwashing/potable water are unavailable; temperature/ventilation becomes unsafe; critical medical equipment cannot be sustained; secure supervision/dismissal/communication is not feasible; or duration exceeds safe contingency capacity. Use partial closure only when zones and systems are truly separated and egress/services remain compliant.

6. Electrical Power, Generators, Fuel, and Lighting

- Report provider/internal outage; verify fire alarm/sprinkler pump/emergency lighting/egress, phones/radios, HVAC, refrigeration, security/access, elevators, IT/data, medical devices, kitchens/labs and pumps.
- Use flashlights/approved emergency lighting - not candles, open flame or unapproved temporary wiring. Restrict dark stairs, shops, kitchens, labs, mechanical/electrical rooms and unsafe restrooms.
- Unplug/safely shut sensitive equipment only under procedure. Expect restoration surges and automatic starts. Qualified staff control panels, transfer switches and staged loads.
- Generators follow written load priorities and manufacturer/code requirements; outdoor placement away from openings/intakes, weather/electrical protection, grounding/bonding and approved transfer. Monitor CO, temperature, voltage/frequency, fuel, runtime and alarms.
- Never refuel a hot/running generator unless equipment/procedure specifically permits; control ignition/spills, secure fuel, use trained staff, and maintain fire protection.
- UPS/battery systems have limited runtime and may overheat/off-gas. Prioritize orderly shutdown and fire response. Do not assume a UPS supports HVAC, refrigerators, elevators or all network equipment.

6.2 Critical-load priority

Priority	Examples
1 - Immediate life safety	Fire alarm/suppression pumps/controls, emergency lighting/egress, emergency communication, critical medical equipment, smoke control as designed.
2 - Occupant protection	Heating/cooling/ventilation for safe areas, water/sewer pumps, security/access, elevators needed for safe evacuation only under approved operation.
3 - Essential continuity	Core network/phones, refrigeration for medications/food, kitchens as approved, fueling/transport, administrative/data systems.

4 - Deferrable	General instruction outlets, nonessential lighting, athletics, comfort loads, charging, decorative/external loads.

7. Natural Gas, Fuel Gas, Carbon Monoxide, and Combustion Hazards

SUSPECTED GAS OR CO: Evacuate the affected building/area without operating switches, phones, radios, vehicles, alarms, valves or electrical devices in the hazard zone. Call 911 and the gas provider from safety. Account for occupants, move upwind, and prevent re-entry until fire/utility authority clears. Treat headache, dizziness, nausea, confusion or collapse as medical emergencies.

- Only trained/authorized personnel shut gas, and only when safe and required. Once shut, do not restore; provider/qualified contractor controls leak testing, purge, pilots, combustion and appliance restart.
- CO can arise from generators, boilers, furnaces, vehicles, kitchens or blocked vents. Evacuate on alarm/symptoms; call 911; do not silence/reset and continue occupancy.
- Never use stoves, ovens, grills, charcoal, propane/kerosene heaters or engines to heat occupied buildings unless equipment is specifically listed, installed and approved for that use.
- Loss of gas may affect heat, hot water, kitchens, science/shop systems, dryers and generators. Isolate affected equipment and assess temperature, food service and restoration sequencing.
- After restoration, verify gas detection/CO alarms, pressure/leak tests, ventilation/flues/combustion air, appliance startup, boiler safeties and affected fire systems; document authority clearance.

8. Drinking Water, Boil/Do-Not-Use Orders, Food Service, and Hygiene

8.1 Determine the exact water status

Status	District action
No water / low pressure	Stop drinking, food preparation, ice, handwashing and equipment use unless approved alternatives exist; contact provider/DEQ/health; assess fire suppression, toilets, boilers and contamination.
Boil order/advisory	Follow exact issuer instructions. Use bottled or properly boiled/approved water for drinking, food, beverages, ice, brushing teeth, dishwashing and other specified uses; shut/label fountains/ice machines.
Do-not-drink	Do not consume; other uses only as issuer permits. Boiling may not address chemical contamination.
Do-not-use	Do not use for any specified purpose; prevent taps/equipment use; relocate/close unless safe alternatives and authority approval exist.
Service restored/order lifted	Wait for official lifting; flush/disinfect/sample equipment and plumbing as directed; discard ice/food/filters; verify water quality and dependent systems before normal use.

8.2 Minimum operating capability

- Approved drinking water quantity and accessible distribution; no cross-connection or unapproved bulk container.
- Toilets and handwashing with soap and safe water; age/disability accessibility; menstrual hygiene, diapering and nursing needs; safe waste disposal. Temporary toilets/handwash require placement, servicing, privacy, security and health approval.
- Food service stops when safe water, handwashing, dishwashing, refrigeration, sanitation or fire systems cannot be maintained. Use health-authority-approved menus/processes only.
- Discard contaminated or time/temperature-abused food and ice under food-safety authority. Do not taste to determine safety. Document refrigerator/freezer temperatures, outage duration and disposition.
- Notify families/staff of restrictions using exact authority language; post fixtures and prevent use. Provide safe water to medication, special-diet, preschool, athletics and outdoor groups.

9. Wastewater, Sewer, Plumbing, Flooding, and Sanitation

- Isolate overflowing/restroom/affected areas; stop water use that worsens backup; call facilities and health/environmental authorities as needed. Do not allow occupants through sewage or contaminated water.
- Use PPE/trained cleanup and approved contractors. Treat sewage as biohazard; prevent spread to classrooms, kitchens, ventilation, storm drains and clean equipment. Document impacted porous materials and disposal.
- Flooding near electrical equipment, boilers, elevators, fuel, chemicals or structure requires 911/utility and qualified assessment. Do not enter standing water where electrical/chemical/structural hazards may exist.
- Loss of pumps/lift stations may appear normal until capacity is exceeded. Track usage, alarms, tank levels and restoration. Portable toilets do not resolve handwashing, food service, fire water or accessibility by themselves.
- After repair, test drains/backflow/pumps, clean and disinfect, dry affected materials, assess mold/moisture and indoor air, verify potable-system separation, and obtain health/building clearance when required.

9.2 Closure triggers

Close/relocate affected operations when sanitary toilets or handwashing cannot be maintained; sewage is exposed; contamination affects food/occupied space; fire suppression or water supply is impaired beyond approved fire-watch/occupancy conditions; cleanup cannot be isolated; or restoration duration exceeds supplies and servicing. Do not use improvised containers or disposal methods that create health, privacy or accessibility risks.

10. HVAC, Ventilation, Temperature, Humidity, and Indoor Air

- Record temperature, humidity, CO/CO_2 or other indicators only with suitable calibrated devices and qualified interpretation. Assess occupied zones, outside conditions, duration, crowding, activity, age, disability, medications and medical risk - not one building-average reading.
- For loss of heating/cooling, move vulnerable people first; reduce activity; hydration/warming/cooling; use safe conditioned zones or relocation. Never use fuel-burning devices for improvised heat.
- Loss of ventilation affects classrooms, kitchens, labs, shops, restrooms, nurse/isolation spaces, indoor athletics and chemical storage differently. Stop processes requiring exhaust and isolate odors/contaminants.
- Smoke, chemical release or external plume may require HVAC shutdown/recirculation by authorized staff; restoration requires filter/intake/duct assessment and coordination with fire/environmental authority.
- High humidity, condensation or water intrusion requires drying and moisture management; prolonged dampness can damage materials and indoor air. Do not reoccupy mold/contamination areas based only on odor masking.
- Temporary fans, heaters, cooling units or air cleaners must be listed, electrically safe, stable, supervised, not block egress, and not spread contamination.

10.2 Temperature decision framework

District leadership uses measured conditions, trend, duration, health guidance, building design, ventilation, occupant vulnerabilities, hydration, clothing, safe equipment, transport and alternate-site capacity. Establish trigger points and monitoring intervals in the restricted site plan with medical/facilities review. Any person with confusion, collapse, chest pain, severe breathing difficulty, hot/dry altered state, or severe cold injury receives 911/medical response.

11. Communications, Network, Cyber, Security, Fire Alarm, Elevators, and Building Controls

System failure	Continuity / safety action
Telephone/cellular/internet	Radios, satellite/alternate carrier if available, runners, predesignated check-in, paper contacts; preserve one channel for emergencies; test 911 location/callback.
Mass notification/PA/clocks	Use radios, bullhorns, room sweeps, runners and printed messages; synchronize time; account for inaccessible/auditory/visual communication needs.
Network/data/business systems	Activate IT continuity/manual processes; protect data integrity; prioritize identity, emergency contacts, attendance, payroll, purchasing and learning; coordinate cyber annex if malicious.
Access control/cameras/intrusion	Post trained staff/keys/manual logs, secure critical rooms, protect student release and evidence; ensure egress unlock; do not prop exterior doors.
Fire alarm/sprinkler monitoring	Notify fire department/AHJ; implement only an approved fire watch; restrict/evacuate/close as directed; restore

	monitoring/detection/notification/suppression before reoccupation.
Elevator	Use emergency communication; call 911 for distress/medical danger; trained technicians/fire rescue release occupants. Do not force doors or use elevators during fire/power instability unless approved.
Building automation	Verify field conditions independently; manual overrides only by authorized staff; document positions/alarms/trends and return controls to approved mode after testing.

11.2 Cyber-physical incident

If utility or building-control failure may result from cyber compromise, preserve logs and devices, isolate only under IT/operational direction, activate the Cybersecurity Annex, and maintain manual safety controls. Do not reboot, reimage or reconnect compromised systems solely to restore convenience. Physical safety takes priority while evidence and secure recovery are coordinated.

12. Medically Dependent Occupants, Accessibility, Laboratories, Kitchens, and Special Operations

- Identify students/staff dependent on powered medical devices, refrigeration, lifts/elevators, oxygen, suction, feeding, communication, temperature control or medication schedules. Provide backup power only through approved equipment; relocate before batteries/supplies reach critical limits.
- Maintain accessible routes, toilets, communication, transport and alternate sites. An elevator outage can eliminate program access or safe egress; plan ground-level relocation and personal assistance without unsafe carrying.
- Laboratories/shops cease experiments, flames, gas, fume hoods, kilns, compressors, dust collection, machinery and chemical processes when utilities/ventilation/safety systems are unstable. Qualified staff secure materials.
- Kitchens follow water, gas, ventilation, refrigeration, hood-suppression, fire alarm and sanitation requirements. Equipment restart is sequenced by qualified staff; discard unsafe food.
- Transportation centers protect fueling/charging, gates, radios, maintenance lifts, exhaust ventilation and route continuity. Never charge/fuel or operate combustion equipment under unsafe ventilation/power conditions.
- Athletic/pool systems: loss of circulation/disinfection/lighting/ventilation or chemical control stops use; trained operators secure chemicals and obtain health clearance.

13. Evacuation, Shelter, Relocation, Dismissal, and Continuity

Option	Use when / requirements
Evacuate	Immediate hazard or life-safety failure. Move away/upwind as appropriate; account; accessible assistance; do not route through utility hazards; 911/AHJ.
Shelter in place	Outside environment is more dangerous and interior life-safety/air/water/sanitation can be maintained. Monitor duration and changing systems.
Relocate within campus	Unaffected zone is truly separated and has compliant egress, fire, temperature, water/sanitation, supervision, accessibility and capacity.
Relocate off campus	Outage exceeds safe onsite capability; alternate site is inspected, accessible, supplied, staffed, transported and communicated; use reunification/COOP.
Early dismissal	Safe, authorized student release/transport can occur; avoid sending students to unverified or hazardous home/route conditions; maintain those not picked up.
Close / virtual / modified schedule	Services cannot be safely maintained or region-wide disruption affects staffing/transport. Follow instructional, meal, special-education and employee continuity procedures.

13.2 Continuity priorities

- Life safety and medical support; student accountability and supervision; emergency communication.
- Accessible water, sanitation, temperature and shelter; meals/medications; secure release/transportation.
- Payroll, purchasing, records, data and staffing; alternate sites and remote learning; critical vendors/fuel.
- Document service interruptions, compensatory/special-education needs, employee assignments, family barriers and restoration milestones.

14. Restoration, Testing, Reoccupation, and Return to Service

14.1 Controlled restoration sequence

32. Receive provider/contractor/AHJ status, but keep internal systems isolated until qualified district personnel approve energization/pressurization.
33. Inspect for fire, heat, water, sewage, structural, electrical, gas, pressure, contamination, pest and security damage. Confirm temporary repair limits and monitoring.
34. Restore source and distribution in approved sequence; manage load/inrush/pressure; watch for leaks, arcing, alarms, automatic equipment and unsafe backfeed.
35. Test life-safety systems first: fire detection/notification/monitoring, sprinkler/fire pump, emergency lighting/egress, smoke control, emergency communications and door release.
36. Test water quality/pressure, sewer/plumbing, HVAC/ventilation/temperature, CO detection, elevators/accessibility, security/access/cameras, network/phones/notification, kitchens/refrigeration, medical and special systems.
37. Complete cleaning, flushing, disinfection, food disposal, filter replacement, moisture control, calibration, data integrity checks, permits/inspection and authority clearances.
38. Authorize phased reoccupation with monitoring, help desk, communication and rollback criteria. Replace temporary repairs and close deficiencies through work orders/CAP.

14.2 Reoccupation gate

Hazard source controlled and affected areas released

Required fire/life safety and egress fully functional or AHJ-approved condition

Potable water/sanitation/food service safe under current official order

Temperature/ventilation/indoor air stable

Emergency communication, security and student release workable

Accessibility, elevators and medically dependent needs supported

Technology/data/building controls verified and cyber-safe

Transportation/staffing/alternate operations ready

Facilities, safety, principal and executive authorization recorded

15. Finance, Procurement, Insurance, Records, and Communications

15.1 Finance and procurement

Track utility/provider charges, emergency contractors, generator/fuel, water/toilets/handwash, HVAC/lighting/power rentals, security/fire watch, transportation/alternate sites, food loss, IT equipment/data recovery, cleanup/decontamination, overtime, permits/testing and permanent repair. Use emergency procurement authority with documented scope, rate, insurance, licensing, safety, completion evidence and change orders. Notify insurer/risk promptly; do not admit liability.

15.2 Records

- Incident timeline, assessments, meters/readings, photos authorized, shutoffs, generator/load/fuel, provider/contractor contacts, protective decisions, accountability, communications, resource/costs, repairs, inspections/tests, clearances, reoccupation, AAR/CAP.
- Preserve alarms, BAS/SCADA/network/access/video, maintenance/work orders, utility bills/trends, inspections, food/refrigeration logs, water notices/samples, fire-watch records and legal holds.
- Restrict utility/security/network diagrams and credentials. Apply public-record, FERPA, employee, cyber, procurement, insurance and attorney-client rules. Do not alter/backdate records.

15.3 Communication

PIO messages state affected site/service, protective action, operational status, water/food/sanitation or temperature instructions, transportation/alternate site, next update and official source. Do not promise restoration times, disclose vulnerabilities/shutoffs, repeat provider rumor, or say “all systems normal” before testing. Issue a separate reopening notice only after the reoccupation gate is approved.

16. Demobilization, After-Action, Training, Exercises, and Maintenance

16.1 Demobilization / closure

- All occupants/resources/temporary systems accounted; hazards and open work orders assigned.
- Providers/AHJ/contractors/facilities have documented clearances and monitoring requirements.
- Temporary power/water/toilets/fire watch/security/communications removed in controlled sequence after permanent capability verified.
- Costs/contracts/claims/records/food and material disposition reconciled; family/staff updates complete.
- Superintendent/designee approves routine operations; rollback and reactivation triggers documented.

16.2 Training and exercises

- All staff: report hazards, 911/gas/CO/electrical rules, protective actions, no unauthorized shutoff/generator/repair, communications alternatives.
- Facilities/IT/food/transport: qualified operations, lockout/tagout, generator/load/fuel/CO, water notices, sanitation, HVAC, fire systems, elevators, cyber-physical recovery, restoration tests.
- Administrators: decision thresholds, accountability, medical/accessibility, dismissal/relocation, COOP, family communication, reoccupation gate.
- Annual tabletop: multi-utility cascading outage with medically dependent occupant, failed cell network, water restriction, generator limitation, early dismissal and restoration testing. Every two years include gas/CO, sewage/flood or cyber-building-control scenario.

16.3 Quality measures

- Time to report/911/provider/facilities; hazard isolation; life-safety assessment; protective decision; family/staff update; temporary services; restoration/reoccupation.
- Generator start/load/fuel/CO performance; water/sanitation capacity; temperature/air trend; communications uptime; accessible continuity.
- Unplanned system interactions, unsafe temporary wiring/equipment, food/water loss, alarm/security gaps, repeated failures, vendor response, corrective-action aging.
- Equity/accessibility impacts by campus, age, disability, language, transportation, food/medical dependence and home utility conditions.

ANNEX O

TRANSPORTATION EMERGENCIES AND STUDENT MOVEMENT

Operational Annex

This annex establishes districtwide command, protective action, accountability, family notification, reunification, continuity, and recovery requirements for school transportation incidents and emergency student movement. Sensitive routes, rosters, contacts, vehicle identifiers, radio details, staging sites, and student information remain in controlled companion systems.

1. Purpose, Scope, Objectives, and Assumptions

- Applies to district-owned, contracted, activity, special-needs, and substitute transportation; bus stops; loading zones; field trips; athletics; evacuations; relocations; and reunification movement.
- Protect life, maintain student custody and accountability, activate 911 promptly, integrate with Incident Command, communicate verified information, and restore safe service.
- Incidents may occur outside district jurisdiction, with incomplete rosters, limited communications, hazardous traffic, weather exposure, separated students, or delayed responders.

2. Authority, Command, and Decision Rights

- The driver has immediate authority to stop, secure, evacuate, or relocate the vehicle when necessary to protect life and must contact 911 for emergencies without waiting for administrative approval.
- Public-safety agencies control rescue, traffic, fire, hazardous-material, criminal, and medical functions within their authority. District command retains responsibility for students, district operations, and family communication.
- Transportation leadership coordinates fleet resources and continuity through the district Incident Command System and Emergency Operations Center when activated.

3. Preparedness and Prevention

- Maintain qualified drivers, current inspections, preventive maintenance, first-aid and emergency equipment, passenger rosters or reliable manifests, accessible transportation arrangements, and redundant communications.
- Train drivers and transportation staff in 911 notification, scene safety, evacuation, accountability, student supervision, disability and medical support, severe weather, suspicious activity, and responder interaction.
- Validate school addresses, loading areas, emergency access, alternate routes, safe rally options, fueling and charging controls, and after-hours contact procedures at least annually.

4. Recognition, Notification, and Initial Report

- Call 911 for a collision with possible injury, fire or smoke, hazardous-material release, entrapment, vehicle instability, active threat, missing student, medical emergency, or other immediate danger.
- Report exact location and direction of travel, vehicle and route identification, hazard and injury information, approximate passenger count, access barriers, and a safe callback method.
- Notify dispatch and district leadership after emergency notification when conditions permit. Preserve radio discipline and do not transmit protected student or medical information over open channels.

5. Universal Driver and Staff Actions

- Stop in the safest available location, set the brake, secure the vehicle as conditions permit, assess hazards, call 911, and prevent additional traffic or environmental exposure.
- Keep students aboard when the vehicle provides the safer environment; evacuate only when remaining creates greater danger or responders direct movement.
- Take the roster and essential emergency equipment only when immediately accessible and doing so does not delay evacuation. Account for students at the first safe opportunity.
- Do not move seriously injured persons unless required by immediate danger or directed by emergency medical personnel.

6. Evacuation, Shelter, Lockdown, and Relocation

- Use front, rear, roof, window, or other emergency exits based on the hazard; move students to a safe location away from traffic, fire, smoke, unstable vehicles, downed lines, fuel, and responder access lanes.
- For an external violent threat, drive away when safe or secure the vehicle and move occupants out of view; follow law-enforcement direction. Do not drive toward a known threat or blocked perimeter.
- For severe weather or airborne hazards, coordinate early movement to an evaluated facility when available; a school bus is not a tornado shelter.
- Relocation vehicles check in, receive a specific assignment and destination, maintain manifests, and report arrival and passenger transfer.

7. Accountability and Student Custody

- Reconcile the expected manifest against students physically present, absent, injured, transported, released, missing, or added. Time-stamp each status change and identify its source.
- Report missing or unverified students immediately with last known location; do not conduct an unsafe independent search.
- Release students only through authorized routine dismissal, district reunification procedures, or documented transfer to EMS, law enforcement, child welfare, or another lawful custodian.
- Maintain continuous supervision, including at roadside locations, hospitals, alternate sites, and during vehicle-to-vehicle transfers.

8. Accessible and Medical Transportation

- Preserve individualized evacuation, mobility, communication, sensory, behavioral, medication, service-animal, and medical-equipment supports without delaying lifesaving action.
- Dispatch accessible replacement transportation and trained support personnel when needed. Do not separate a student from essential equipment or support unless immediate danger requires it.
- Provide EMS with known time-critical information through authorized channels and document patient destination and custody transfer.

9. Hazard-Specific Operations

- Collision or rollover: control traffic exposure, stabilize the scene through responders, account for occupants, preserve evidence, and move the vehicle only when directed or required for immediate safety.
- Fire, smoke, fuel, battery, or gas hazard: stop, evacuate upwind and uphill when feasible, call 911, isolate the area, and do not re-enter.
- Flooded road, ice, wildfire, or severe weather: do not enter unsafe conditions; stop or reroute early and maintain communications and student care.
- Suspicious item or hazardous release: do not touch, move, transmit nearby if explosive risk is suspected, or drive through a plume; follow 911 instructions.
- Medical or behavioral crisis: stop safely, request EMS or law enforcement as conditions require, provide trained care, protect dignity, and maintain supervision of other passengers.

10. Communications and Family Information

- Use a primary, alternate, contingency, and emergency communications plan among driver, dispatch, command, schools, responders, receiving sites, and families.
- Only authorized personnel release incident details. Messages state verified facts, protective actions, reunification instructions, and the time of the next update without naming students or speculating.
- Drivers and staff do not post images, passenger information, injuries, routes, or operational details on personal or public channels.

11. Reunification and Family Assistance

- When normal dismissal is unsafe or accountability is disrupted, activate Annex E and transport students to a verified, staffed, secure, accessible reunification location.
- Keep the incident scene, family gathering, media area, and student release operation separate. Coordinate hospital and serious-injury family liaison through command.
- Do not announce a receiving site until it is ready, traffic and security are established, and the Public Information Officer is authorized to release it.

12. Continuity, Recovery, Records, and Improvement

- Transportation leadership identifies alternate vehicles, drivers, routes, fueling or charging, vendors, accessible capacity, and priority services for prolonged disruption.
- Vehicles return to service only after required responder release, inspection, repair, cleaning or decontamination, insurance and evidence requirements, and transportation authorization.
- Preserve dispatch, GPS, video, inspection, maintenance, manifest, communication, medical-transfer, cost, and incident records under district retention and legal direction.

- Conduct a timely hotwash and formal after-action review; assign corrective actions with an owner, due date, resources, and measurable closure evidence. Review and exercise this annex at least annually and after significant activation or change.

ANNEX P

MISSING, ABDUCTED, RUNAWAY, AND ELOPED STUDENT RESPONSE

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope, Objectives, and Assumptions

1.1 Purpose

Annex P provides a single district process from the first report that a student is unaccounted for through safe recovery, support, corrective action, and closure. The priority is the student's safety - not deciding whether the absence is intentional, disciplinary, disability-related, family-related, or criminal.

NO WAITING PERIOD: Call 911 immediately for suspected abduction, attempted abduction, unknown vehicle/person involvement, violence or coercion, a very young or vulnerable child, water/traffic/weather exposure, medical or suicide risk, exploitation/trafficking indicators, or any circumstance suggesting imminent danger. When doubt exists, call.

1.2 Scope

- Student unaccounted for on campus or during arrival, dismissal, passing period, recess, athletics, event, or extended-day program.
- Student missing from a bus stop, route, transfer, vehicle, field trip, competition, work-based learning, or other supervised setting.
- Elopement/wandering related to disability, developmental need, distress, conflict, discipline, fear, abuse, self-harm, or other cause.
- Suspected family or nonfamily abduction, online enticement, grooming, trafficking/exploitation, custody-order violation, or attempted removal.
- Student reported as runaway or missing from home when the information affects district safety, peers, attendance, transportation, devices, or campus operations.
- False report, hoax, or miscommunication only after the student's identity, location, safety, and custody are verified.

1.3 Objectives

- Recognize and report an unexplained absence immediately.
- Account for all students and preserve supervision of those remaining.
- Provide law enforcement accurate last-known information, photograph, clothing, vulnerability, vehicle/person, device, and route data.
- Conduct a rapid, safe, documented staff search without contaminating evidence or obstructing police.
- Notify and support the correct parent/guardian while respecting custody, child-welfare, and investigative constraints.
- Coordinate recovery, medical and behavioral-health screening, reunification, return interview, re-entry, and continuing safety plan.
- Preserve records, costs, decisions, lessons, and corrective actions.

1.4 Planning assumptions

Time and information are both critical. Attendance systems, rosters, and witness recollection may be wrong. The student may be hiding, injured, suicidal, fleeing harm, abducted, enticed online, transported, or outside the expected area. A student can be endangered even when the departure appears voluntary. Search actions must not leave other students unsupervised or send untrained staff into traffic, water, construction, confined spaces, private property, or confrontation.

2. Authorities, Principles, Definitions, and Safeguards

2.1 Authorities and resources

Authority / resource	Operational use
Local law enforcement / 911	Accepts and investigates missing-child reports; directs criminal search, alerts, interviews, evidence, recovery, and NCIC actions.
National Center for Missing & Exploited Children (NCMEC)	After law-enforcement report, provides 24/7 missing-child assistance at 1-800-THE-LOST (1-800-843-5678); families/law enforcement coordinate case use.
Oklahoma Missing Persons Clearinghouse / OSBI	State missing-person resources and coordination; law enforcement determines use.
Oklahoma DPS AMBER Alert program	Law enforcement evaluates criteria and requests activation; the district does not issue or promise an AMBER Alert.

NIMS/ICS and district EOP	Command, Unified Command, accountability, resource tracking, communications, reunification, and transition.
FERPA, IDEA, Section 504, ADA, Title IX, child-welfare and district policy	Information sharing, access, disability supports, nondiscrimination, custody, reporting, records, and parallel processes.

2.2 Working definitions

Term	Working definition
Unaccounted for	A student's location cannot be promptly verified against expected supervision; initiates this annex until resolved.
Missing child	A person under 18 whose whereabouts are unknown to the responsible person/authority; motive does not determine urgency.
Lost / accidental separation	Student unintentionally separated or disoriented, including at an event, facility, or travel site.
Elopement / wandering	Student leaves or attempts to leave a supervised setting or safe area without authorization or sufficient safety awareness.
Runaway / voluntarily missing	Student leaves or remains away without permission; still may face serious danger, exploitation, trafficking, self-harm, or violence.
Family abduction	Taking, keeping, or concealing a child by a family member contrary to lawful authority or safety; law enforcement resolves legal status.
Nonfamily abduction	Unauthorized taking, confinement, luring, or concealment by a nonfamily person.
Online enticement	Use of digital communication to groom, coerce, deceive, or arrange contact/exploitation.
Recovery	The student is physically located and the locating authority verifies identity, safety, and custody; a text or rumor alone is not recovery.
Reunification	Controlled transfer to a verified, legally authorized caregiver or agency after safety and investigative needs are addressed.

2.3 Safeguards

- Never blame, discipline, or publicly label a student while the safety facts remain unknown. A return interview is supportive and separate from discipline or criminal questioning.
- Do not physically block, chase, grab, transport, or confront a student or suspected abductor unless necessary to protect life, within training and policy, and safer than observation/911 coordination.
- Do not announce full medical/disability history over radio or public channels. Share functional safety information - communication method, response to name, attraction/avoidance, mobility, medication emergency, likely destinations - only with those who need it.
- Do not ask students or volunteers to search hazardous, isolated, off-campus, or private areas. Never leave a group unsupervised to join a search.
- Do not access private accounts, demand passwords, impersonate the student, delete posts, use personal tracking, or publicly crowdsource without law-enforcement and legal/PIO coordination.
- A custody document is not interpreted during a confrontation. Maintain safety, retain the student when lawful, summon administration/law enforcement, and consult records/legal staff.

3. Activation, Classification, and Concept of Operations

3.1 Response levels

Level	Condition	Minimum response
Emergency - suspected abduction / imminent danger	Observed taking/attempt, unknown vehicle/person, force/coercion, serious threat, vulnerable child, medical/suicide	911 immediately; protective action; preserve exit/vehicle evidence; law-

	risk, water/traffic/weather exposure, exploitation indicator.	enforcement lead; district command; family liaison; controlled communication.
Urgent - location unknown	Expected student cannot be verified after immediate check; circumstances not yet known.	Simultaneous accountability, 911/law-enforcement notification based on risk, staff search of safe assigned zones, video/transport review, parent contact.
Localized - likely nearby but not verified	Recent reliable sighting in a controlled setting; staff can safely contain perimeter and verify quickly.	Administrator activation, immediate accountability and zone search, escalation clock measured in minutes - not a waiting period; call 911 if not immediately resolved or risk emerges.
External report / continuing case	Student missing from home or elsewhere; law enforcement/family already engaged.	Verify case/authority; protect peers and records; provide relevant information lawfully; support family; plan school safety and recovery.

3.2 Operational phases

39. Detection and emergency action: receive report, 911 as indicated, protect life, stop unauthorized departure when safely possible, notify administrator.
40. Verification and containment: exact identity, last verified sighting, expected location, accountability, exits/perimeter, other student supervision.
41. Search and investigation support: ICS, zones, staff search, video/GPS/access records, witnesses, family/agency liaison, evidence and public information.
42. Recovery: identity/safety verification, medical/behavioral needs, lawful custody, reunification, scene/evidence, communication stand-down.
43. Re-entry and improvement: supportive return interview, individualized prevention/safety plan, academic/support measures, AAR/CAP, record and cost closure.

4. Command, Roles, and Coordination

The principal is initial district Incident Commander until relieved. Law enforcement leads the missing-child/criminal investigation and public search. The district retains responsibility for student accountability, supervision, campus/transport operations, records, family support, education, communications, and district resources. Unified Command coordinates shared decisions without blurring authority.

Role	Core responsibilities
Superintendent / designee	Executive oversight; resources; Board/legal; high-impact closure/reconstitution and messaging.
Principal / Incident Commander	Immediate accountability, safe search, supervision, command, agency/family coordination, campus operations.
District Safety / Missing Student Coordinator	Activation level, ICS, law-enforcement liaison, multi-campus resources, situation status, documentation, AAR.
Teacher / activity leader / coach	Account for assigned students; report exact facts; maintain supervision; preserve roster/communications; search only if assigned.
Front office / attendance / records	Verify identity, schedule, attendance, sign-in/out, custody flags, emergency contacts; pause routine release; log calls.
Transportation lead	Driver/monitor contact, roster, seating, GPS/camera/radio, bus/stop/depot search, alternate transport and reunification.
Facilities / operations search lead	Search zones, personnel check-in/out, keys/access, safe perimeter, maps, hazards, documentation.
Law-enforcement liaison / SRO	Immediate police interface, NCIC/NCMEC/alert coordination, evidence/interviews, public search and recovery direction.
Family liaison	One authorized contact; gather urgent information; share verified status; document requests; prepare reunification/support.

Student support / special education / nurse	Functional needs, communication and sensory plan, medical/behavioral crisis response, recovery and re-entry supports.
PIO	Verified internal/external messages, rumor/social monitoring, media, community assistance only under police direction.
Legal / Title IX / child welfare / HR	Custody/privacy, mandated reporting, exploitation/harassment, employee conduct, subpoenas/holds and parallel processes.

4.2 Command practices

- Create an incident identifier, master log, known/unknown board, map, search assignment log, accountability status, and briefing schedule.
- Use plain language and a dedicated operational channel when possible. Do not broadcast sensitive details on open radio.
- Every searcher checks in/out, receives one zone and hazards, reports “clear” only after completing the defined method, and returns for reassignment - never self-deploys.
- Assign separate leads for remaining-student supervision and search. A search does not create a second missing student.

5. Immediate Actions and Accountability

5.1 Any employee receiving a report

44. Keep the reporter available and obtain the student’s name, exact last verified location/time, who personally saw them, clothing, direction, companion/vehicle, and immediate danger indicators. Do not delay notification to complete questions.
45. Call 911 for abduction or danger; otherwise notify the principal/front office immediately and follow the campus escalation procedure. If administrators cannot be reached, call 911 when location remains unknown or risk exists.
46. Maintain supervision of assigned students. Preserve the roster, messages, objects, and exact words. Do not broadcast speculation or organize an informal search.

5.2 Initial command actions - first five minutes

- Confirm the correct student record and photograph. Check classroom/assigned location, restroom/nurse/counselor/front office, authorized pickup/sign-out, and immediate adult supervisors - simultaneously, not sequentially.
- Record a single last verified sighting, not an assumed location: witness, time source, place, direction, clothing, belongings, mood, companions, vehicle/person, phone/device.
- Account for every other student by name and resolve discrepancies. Stop movement, dismissal, bus departure, or event transitions when needed; keep groups supervised.
- Protect likely exits and preserve observations. Do not lock a student outdoors or block emergency egress. Use cameras/access controls only within authority.
- Notify district safety and law enforcement based on the response level. Establish command and assign accountability, search, agency liaison, family liaison, evidence/video, and operations roles.
- Secure current photo, identifiers, functional/medical risks, emergency contacts, custody alerts, likely destinations, and device/vehicle information for law enforcement.

5.3 Abduction / attempted abduction

IMMEDIATE ACTIONS: Call 911; give student and suspect/vehicle descriptions, direction, weapons/force, exact time, and live location. Initiate protective action, preserve gates/doors/video/witnesses/items, prevent uninvolved movement, and observe from safety. Do not pursue a vehicle, confront, or contaminate the pickup/exit area.

6. Search Planning and Operations

6.1 Search doctrine

A staff search is a rapid safety action in defined district-controlled, accessible, low-hazard areas while law enforcement is notified and mobilizing. Police direct off-campus, criminal, canine, aerial, water, traffic, private-property, and high-risk searches. Search likely hiding/trap areas first and recheck them; a quick visual pass is not enough.

Priority	Examples / method
Immediate confinement and lethal hazards	Vehicles/trunks only by authorized responder, water/drainage, traffic edges, roofs, mechanical/electrical rooms, dumpsters, construction, freezers/appliances, confined spaces. Staff secure/observe; trained responders search hazards.
Last-known and natural routes	Room/seat/stop, nearest exits, stairwells, hallways, fence gaps, paths, parking/loading, playground, athletic areas, bus loop, common destinations.
Child-sized hiding areas	Under/behind furniture, storage, curtains, stages, equipment, restrooms/stalls, locker rooms, closets, boxes, play structures, vegetation - using a systematic method.
Functional-pattern locations	Preferred/avoided sensory areas, water, transportation, animals, playground equipment, quiet/dark spaces, home/relative, favorite person/activity; use individual plan.
Information search	Cameras, badge/door, visitor/sign-out, bus GPS/video, schedules, radio, messages, peers/witnesses; handled by assigned evidence/information staff.

6.2 Zone assignment

- Name each zone and boundaries; assign a team lead, partner when appropriate, radio/contact, start time, hazards, method, and completion time. Mark inaccessible/locked areas for facilities or police.
- Search from last known point outward while another team checks high-consequence hazards and likely destinations. Avoid everyone converging on the obvious area.
- Do not call the student's name if silence may be protective in an abduction/violence situation, or if the student may flee from loud voices. Follow individualized/law-enforcement direction.
- Report clues in place; do not touch. Note exact location/time and protect the area. Photograph only through an authorized evidence process.
- On "student located," continue command until identity, safety, custody, all teams, law enforcement, family, transportation, and communication stand-down are confirmed.

6.3 Searcher safety

Use the buddy system when conditions warrant; high-visibility vests near traffic; keys and flashlights as authorized; weather protection; no climbing, water entry, vehicle pursuit, confined-space entry, trespass, weapon contact, or suspect confrontation. Searchers do not transport the student unless directed and authorized. Any hazard or possible crime scene is isolated and reported.

7. Law Enforcement, Evidence, Digital Information, and Alerts

7.1 Law-enforcement handoff packet

- Current photograph; full name, aliases, date of birth, physical description, clothing/shoes, mobility/communication, medical urgency, medication needs, disability-related functional information, and immediate safety concerns.
- Last verified sighting with source and time basis; timeline; companions; likely destinations; family/custody context; recent conflict, threats, self-harm, exploitation, or online contacts when relevant.
- Vehicle/person description, plate, direction, access point, video stills approved by police, device/phone identifiers held in restricted form, transportation route/GPS, and school maps.
- Actions completed, zones searched/not searched, witnesses separated, evidence preserved, family contact status, and district liaison contacts.

7.2 Evidence preservation

- Export surveillance before overwrite; preserve native file, metadata, camera clock offset, operator, export time, hash if capability exists, and copy transfers. Do not circulate clips broadly.
- Protect student device/locker/desk, notes, packaging, gifts, clothing, access cards, visitor logs, sign-out records, vehicle information, bus GPS/video, email/chat, learning-platform and filtering alerts. Access/search only under policy and legal authority.
- Do not message a suspected abductor or pose as the student. Do not delete, block, edit, "unsend," or repeatedly screenshot accounts. Preserve URLs/usernames/timestamps and notify police.

- Maintain chain of custody for items and a disclosure log for records. Police requests, warrants, subpoenas, emergency disclosures, and legal holds go through authorized district personnel.

7.3 Alerts and public assistance

Law enforcement decides NCIC entry, NCMEC coordination, AMBER Alert, endangered-missing advisories, BOLOs, and public search strategy. The district never promises or independently activates an AMBER Alert. Public messages and photographs require police, family/custody, privacy, and PIO coordination. Provide a single official tip route - normally law enforcement - and instruct the public not to approach, speculate, or organize an unmanaged search.

NCMEC RESOURCE: After the missing child has been reported to law enforcement, the family or law enforcement may contact the National Center for Missing & Exploited Children at 1-800-THE-LOST (1-800-843-5678). There is no waiting period for a law-enforcement missing-child report.

8. Family Notification, Custody, Child Welfare, and Confidentiality

8.1 Family liaison protocol

47. Confirm the correct parent/guardian/emergency contact, custody flags, protective orders, child-welfare placement, and law-enforcement instructions. If a listed adult may be involved, coordinate before contact.
48. State the verified facts, last known time/place, current actions, law-enforcement agency/case contact if authorized, and what information is urgently needed. Do not minimize, speculate, blame, or ask the family to search alone.
49. Ask for current photo, clothing confirmation, phone/device/vehicle, destinations, friends, online contacts, recent events, medical/behavioral risk, access to weapons/means, and any person who may have taken or helped the student.
50. Tell the family where to report new information and where to go. Prevent family entry into the scene/search area when unsafe. Prepare a private liaison location and record every contact/request.

8.2 Custody disputes and unauthorized pickup

- Follow the currently verified district record and court documents; do not adjudicate competing claims. Keep the student in a supervised secure area when lawful and safe, summon administration and law enforcement, and avoid physical confrontation.
- A parent's relationship does not eliminate possible abduction or danger. A custody order is not required before law enforcement accepts a missing-child report or NCIC entry.
- Do not reveal the student's schedule, location, transportation, contact, or caregiver to an unverified person. Flag attempts to obtain records, create accounts, change pickups, or impersonate family.
- If the student is in state/tribal/foster care, notify the authorized child-welfare/placement contact and law enforcement under the established plan. Preserve placement privacy.

8.3 Suspected abuse, trafficking, or exploitation

Make mandatory reports through the required Oklahoma process and notify law enforcement for immediate danger. Do not alert a suspected perpetrator, conduct a forensic interview, arrange a confrontation, or return the student to a person whose authority/safety is unresolved. Coordinate a child-friendly advocacy/medical response through authorities. Treat survival behavior, inconsistent accounts, or repeated running as possible indicators of coercion or unmet safety needs - not proof of delinquency.

9. Transportation, Field Trips, Athletics, and Special Events

Setting	Immediate actions
Bus / route / stop	Driver stops safely and contacts dispatch/911 as directed; account passengers; preserve seating, GPS, camera, radio, route and stop times; check vehicle only when safe; dispatch notifies command; arrange supervised alternate transport.
Arrival / dismissal / transfer	Freeze relevant movement; check handoff, sign-out, bus/car/walk/bike route, cameras, gates, sibling status, pickup change, rideshare/vehicle; protect remaining students and traffic flow.
Field trip / venue	Stop group movement; account by name; notify venue security and local 911; establish last known point and exits; preserve

	tickets/cameras/rooming/transport; maintain adult ratios; contact home district; do not split group unsafely.
Athletics / performance / event	Account team/participants; control locker rooms, buses, gates, parking, concessions, restrooms, crowd exits; coordinate host officials and law enforcement; separate public tip route from team communication.
Overnight / out-of-state	Local jurisdiction leads; secure rooms/transport; verify roommates and authorized departures; preserve travel and device information; caregiver/district liaison; lodging/return plan; insurance/legal coordination.
Work-based / community placement	Site supervisor calls 911 and district; verify timecard, assignment, exits, coworkers, vehicle and cameras; maintain student-worker privacy; district coordinates family and school support.

9.2 Off-site command

The trip/activity leader is initial district lead, but must not abandon the group to search. Assign one adult to law-enforcement liaison and one to group supervision; request host/venue resources; notify district command; keep a written roster and communications log; and plan reunification, lodging, medication, accessibility, and transport continuity. Parent self-deployment is coordinated through the family liaison.

10. Elopement, Disability, Mental Health, Runaway, and Exploitation Concerns

10.1 Individualized elopement response

- Preplan from functional needs, not diagnosis alone: common triggers, precursors, preferred places/items, attraction to water/traffic/vehicles, communication, response to name, calming approach, sensory needs, mobility, medical urgency, and safe recovery techniques.
- Implement IEP/504/BIP and emergency health provisions while treating every actual missing episode as a safety event. A plan does not replace 911 or accountability.
- Use the least restrictive safe prevention measures permitted by law/policy; never block required egress, use unapproved restraint/seclusion, or rely on locked isolation.
- After recovery, convene the appropriate educational team to analyze antecedents, supervision, environment, communication, services, transportation, and prevention. Avoid punishment for disability-related behavior.

10.2 Mental-health and suicide concerns

If the student may be suicidal, homicidal, psychotic, intoxicated, medically unstable, fleeing abuse, or unable to maintain safety, tell 911 immediately and activate the district crisis protocol. Provide access to weapons/means, messages, recent losses, and known plans to law enforcement. On recovery, maintain supervision and arrange emergency clinical assessment as indicated. 988 may supplement support but does not replace 911 for imminent danger.

10.3 Runaway and repeated missing episodes

- Do not reduce response because the student has left before. Repeated episodes can increase exposure to assault, trafficking, exploitation, substance use, weather, and unsafe adults.
- Identify push/pull factors through a private supportive return interview: safety at home/school/placement, bullying, identity-based harm, discipline, family conflict, online relationship, debts/gifts, coercion, threats, survival needs, substance use, and trusted adults.
- Coordinate family, child welfare, housing/runaway services, mental health, Title IX/civil rights, special education, and law enforcement as applicable. Do not promise confidentiality or force disclosure in front of a caregiver who may be involved.
- Create a written prevention plan with student voice: safe person/place, check-in, transportation, device/online safety, attendance, academic support, trigger response, and follow-up dates.

11. Communications, Media, Rumor Control, and Community Assistance

11.1 Internal communication

- Use need-to-know, plain-language messages. Provide implementers the student photo/description and exact action only when authorized; do not broadcast diagnoses, custody history, home address, or allegation.
- Teachers maintain routine and supervision, preserve any direct information, and refer tips to the designated line. They do not interview classmates in groups or announce conclusions.
- Pause automated absence, discipline, transportation, meal, athletic, or account messages that could confuse the family or expose the case.
- When located, issue stand-down only after law enforcement/command confirms identity and safety; do not state “safe” unless verified. Remove public posts in coordination with police while preserving required records.

11.2 Media and public information

All media inquiries go to the PIO. Law enforcement normally leads missing-child case information. District statements address school operations and authorized facts. Never identify a suspected abductor, share unverified custody allegations, publish sensitive disability/medical data, imply the student caused the event, or release a photo without authority. Establish a media location away from students, family, command, and reunification.

11.3 Community search / tips

- Do not request volunteers unless law enforcement approves a managed search. Self-deployment can destroy evidence, create safety hazards, overwhelm roads/phones, and expose students/family.
- If volunteers are used, police/search authority establishes registration, identification, briefing, zones, buddy/accountability, equipment, evidence reporting, media rules, and demobilization. District personnel do not direct off-campus public searches outside authority.
- Publish one tip route and explicitly say: call 911 for a live sighting or danger; do not approach, follow, post live movements, or contact the family/student directly. Preserve original messages and sender details.

12. Recovery, Reunification, Return Interview, and Re-entry

12.1 Located is not yet resolved

51. Confirm identity and exact location through law enforcement or an authorized responsible adult. A text, social post, or friend’s statement is not sufficient.
52. Address immediate medical danger, injury, exposure, sexual assault, intoxication, suicide risk, trafficking/coercion, and urgent medication needs. Preserve clothing/items and avoid bathing/changing when police/medical personnel advise evidence preservation.
53. Determine lawful custody and whether the proposed caregiver/placement is safe. Law enforcement/child welfare resolves disputed or unsafe release. District staff do not transport or reunify without authorization.
54. Notify family, command, search teams, transportation, partner agencies, and PIO in the order directed. Account for and demobilize every searcher; collect maps/radios/keys/logs.
55. Conduct a private, trauma-informed supportive return interview when appropriate and sequenced with police/child-forensic interviews. Explain limits of confidentiality; prioritize safety and needs, not blame.
56. Build a re-entry/prevention plan and schedule follow-up. Close incident command only after continuing investigative, support, custody, educational, communication, and corrective actions have owners.

12.2 Reunification standard

Use Annex E procedures. Verify photo ID and legal authority against current records and agency direction; document transfer date/time, student condition, recipient, witnesses, property, instructions, and unresolved safety concerns. Never reunify at a media/search staging area. Provide a private setting and interpreter/access support. If identity/authority cannot be verified, maintain supervised care and contact law enforcement/child welfare.

12.3 Re-entry plan

- Student and family/placement voice; preferred explanation and privacy boundaries; a single point of contact.
- Medical/behavioral care, safety plan, supervision, arrival/dismissal/transport, device/online safety, no-contact orders, and threat/trafficking concerns.
- Attendance, workload, testing, tutoring, schedule, IEP/504/BIP/Title IX supports, and protection from bullying, blame, unwanted questions, or publicity.
- Staff minimum-necessary briefing, first-day check-in, trusted adult, missed-plan response, review dates, and objective measures of effectiveness.

13. Family, Student, Staff, and Witness Support

Group	Support actions
Recovered student	Choice, privacy, food/clothing/rest, medical and behavioral care, interpreter/advocate, supportive return interview, safety/re-entry plan; avoid repeated retelling.
Family / caregiver	One liaison; practical updates; law-enforcement/NCMEC resource routing; private space; reunification planning; academic and community supports; realistic communication boundaries.
Witnesses / peers	Separate and preserve accounts; calm supervision; caregiver notification; psychological first aid; safety screening; rumor and retaliation protection; follow-up.
Staff / drivers / responders	Relief and coverage; factual briefing; EAP/peer support; fitness for duty; no blame before review; protect from media and repeated interviews.
Other students / school community	Age-appropriate operational information; routines; reporting route; counseling access; no assemblies or speculative discussion; correct harmful rumors.

13.2 Psychological first aid

Promote safety, calm, practical assistance, connection, self-efficacy, and hope. Do not require group debriefing or public disclosure. Any person expressing self-harm, harm to others, inability to maintain safety, severe impairment, or medical danger remains supervised and is routed to 911/district crisis procedures. Complete warm handoffs and follow-up, not referral lists alone.

14. Continuity, Finance, Records, and Legal Coordination

14.1 Continuity

- Maintain instruction, supervision, meals, medication, special education, arrival/dismissal, transportation, athletics/events, and family communication. Modify or suspend movement only as needed for safety/search.
- Provide substitutes and relief for directly affected staff. Track missed services and academic accommodations. Protect siblings and close peers across campuses.
- If the incident continues beyond one operational period, establish shifts, relief, maps/log handoff, secure briefing, media posture, tip management, and family contact rhythm.

14.2 Records and privacy

- Maintain master timeline, accountability, last-known report, search zones, staff check-in/out, evidence/video export, witness list, family/agency contacts, disclosures, media, recovery/reunification, support, expenses, AAR/CAP.
- Use FERPA school-official or health/safety emergency authority as applicable; disclose only to appropriate parties whose knowledge is necessary. Record the articulable and significant threat basis and recipients when required.
- Separate education, counseling, child-welfare, law-enforcement, personnel, Title IX, special-education, and attorney-client records. Store in approved role-based systems; no personal devices/accounts.
- Apply retention schedule, legal holds, subpoenas/warrants, public-records review, and investigation restrictions. Do not destroy, alter, or backdate records.

14.3 Costs and claims

Track overtime, substitutes, transportation/fuel, lodging, search equipment, mutual aid, interpretation/accessibility, counseling, security, technology exports, printing, reunification, meals, insurance, legal, and restoration. Preserve approvals, time records, invoices, contracts, and claim numbers. Do not admit liability or promise reimbursement.

15. Demobilization, Reconstitution, Closure, and After-Action

15.1 Demobilization

- Police/command confirms recovery status and continuing search/evidence needs.
- All searchers, students, staff, vehicles, keys, radios, maps, and zones accounted for; no team remains deployed.

- Family/custody and reunification complete or transferred to the responsible authority.
- Public/internal stand-down approved; posters/posts handled under law-enforcement and records direction.
- Continuing medical, behavioral, child-welfare, legal, educational, transportation, security, and investigative actions assigned.

15.2 Closure criteria

Close district incident operations when the student's identity/location and custody are verified; immediate danger and operational disruption are resolved; search resources are demobilized; family and agencies are informed; evidence and records are secured; re-entry/support actions have owners; communication has transitioned to routine; and reactivation triggers are documented. A continuing police case or family need may remain after district command closes.

15.3 After-action and corrective action

For any 911 response, search beyond an immediate localized check, suspected abduction/exploitation, transportation/field-trip event, injury, significant privacy/media issue, or exercise, conduct a hotwash within 24-72 hours and formal AAR within 30 days when practical. Examine detection, accountability, call timing, last-known accuracy, search coverage, supervision, video/GPS, family/custody, police handoff, recovery/re-entry, disability/equity, and communications. Assign corrective actions, resources, due dates, evidence, and executive closure.

16. Training, Exercises, Quality Assurance, and Maintenance

Audience	Minimum preparation
All employees/substitutes	Immediate report, 911 triggers, supervision, no informal search or social posting, exact last-sighting capture, media/tip routing.
Administrators/response team	ICS, accountability, search zones/safety, law-enforcement handoff, custody, family liaison, evidence, communications, recovery/re-entry.
Teachers/coaches/activity leaders	Roster/accounting, movement control, witness facts, supervision, field-trip/event response, functional elopement information.
Transportation	Driver/dispatch protocol, roster/seating, GPS/video preservation, bus/stop/depot search, communication and reunification.
Student support/special education/nursing	Elopement functional planning, medical/suicide response, disability access, exploitation/abuse, supportive return and re-entry.
PIO/records/legal/IT	FERPA emergency sharing, digital preservation, public alerts under police lead, custody/privacy, legal holds, rumor/social response.
Partners	911/NCIC/NCMEC/alerts, search authority, custody/child welfare, recovery, evidence, information sharing, exercises.

16.2 Exercise schedule

At least annually, conduct a campus accountability/search tabletop or functional drill without using a real student name. Include a contradictory roster, camera-clock issue, custody flag, vulnerable child, parent arrival, law-enforcement handoff, and recovery/re-entry. At least every two years, exercise transportation or field-trip loss and attempted abduction/online enticement. Never simulate an abduction without advance safety controls and responder/public notification.

16.3 Quality measures

- Time from report to administrator, 911, district safety, accountability, last-known verification, photo/description delivery, family contact, and search assignment.
- Unresolved roster discrepancies; unsearched/inaccessible zones; searcher check-in/out; video/GPS preservation; law-enforcement handoff completeness.
- Reunification identity/custody accuracy; warm referrals; re-entry plan timeliness; privacy incidents; corrective-action completion.
- Equity/accessibility review: disability plans, language access, foster/tribal/homeless status, discipline bias, and whether labels delayed the response.

ANNEX Q

DEATH RESPONSE, POSTVENTION, AND RECOVERY

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope, Objectives, and Assumptions

1.1 Purpose

Annex Q gives district leaders and campus teams a humane, disciplined process for the first minutes through long-term recovery after a death. It integrates emergency response, law-enforcement and medical-examiner coordination, family support, communication, grief response, suicide prevention, continuity, documentation, and after-action improvement.

EMERGENCY RULE: For an unresponsive person, suspected death, active violence, hazardous scene, or other immediate danger: call 911, begin care within training and dispatch instructions, and activate the appropriate protective action. Do not wait for district confirmation or a crisis-team meeting.

1.2 Scope

- Death or suspected death on district property, transportation, field trip, athletic activity, performance, graduation, meeting, or other sponsored event.
- Off-campus death of a student or employee, or another person whose death significantly affects district people or operations.
- Death from illness, injury, suicide, homicide, overdose/poisoning, transportation, weather, disaster, workplace incident, or undetermined circumstances.
- Anticipated death and end-of-life situations when the family requests school coordination, without creating a medical or investigative role for the district.
- Multiple fatalities, mass-casualty events, suspected suicide clusters, and deaths involving criminal, child-welfare, Title IX, workplace, or civil-rights processes.

1.3 Objectives

- Preserve life and prevent additional harm.
- Respect the deceased and protect the scene, evidence, and privacy.
- Ensure next-of-kin notification is coordinated by the proper authority before broad communication.
- Give the family one reliable district liaison and avoid repeated, uncoordinated contacts.
- Provide factual, developmentally appropriate communication and rapid psychological first aid.
- Identify people needing urgent suicide-risk or trauma assessment and connect them to care.
- Use consistent, safe practices for memorials and suicide-related communication.
- Maintain education, transportation, staffing, payroll, benefits, records, and essential operations.
- Document decisions, costs, referrals, corrective actions, and recovery milestones.

1.4 Planning assumptions

Facts may be incomplete and the cause or manner may remain pending for weeks or months. Authorities may control the scene and notification timing. Family wishes matter but do not override law, safety, privacy rights of others, investigative restrictions, or consistent memorial policy. Grief responses vary by age, culture, faith, relationship, prior loss, disability, and circumstances; support is offered without forcing disclosure or participation.

2. Authorities, Ethical Standards, and Safeguards

2.1 Guiding authorities and resources

Authority / guidance	Operational use
Oklahoma Office of the Chief Medical Examiner (OCME)	Medicolegal death investigation within statutory jurisdiction; district coordinates through law enforcement/EMS/OCME and does not make cause/manner statements.
Oklahoma law and district policy	Emergency response, mandatory reporting, student/employee records, public records, workplace safety, leave, student services, and local authority; counsel validates citations before adoption.
NIMS / Incident Command System and district EOP	Command, Unified Command, span of control, resource tracking, operational periods, and transition.
U.S. Department of Education REMS guidance	Bereavement, loss, recovery, and school emergency planning.
AFSP / Suicide Prevention Resource Center, After a Suicide: A Toolkit for Schools	Coordinated suicide postvention, communication, memorialization, support, and contagion reduction.

CDC 2024 suicide-cluster guidance	Preparation, assessment, public-health coordination, and response when a cluster is suspected.
FERPA, IDEA, Section 504, ADA, Title VI, Title IX, HIPAA where applicable, and employment law	Privacy, access, nondiscrimination, accommodations, procedural safeguards, and records.

2.2 Ethical and operational safeguards

- Only authorized medical or legal personnel pronounce death and determine identity, cause, and manner. District staff use “reported death,” “death confirmed by [authority],” or “cause/manner pending” as appropriate.
- Do not photograph, livestream, post, or share scene/remains information except for an authorized operational purpose. Never use a personal device when an approved method is available.
- Do not move, cover, clean, handle, identify, or release the deceased or personal effects unless directed by authorized responders, except movement necessary for lifesaving care or immediate hazard control.
- Do not announce a name until next of kin is notified and the district has verified both the death and authority to communicate.
- Use the same memorial decision framework regardless of cause of death. Avoid practices that romanticize, sensationalize, stigmatize, assign blame, or describe a suicide method/location.
- Offer culturally and religiously responsive support without district endorsement or coercion; maintain constitutional neutrality and accessibility.
- Protect surviving students, employees, witnesses, responders, and family members from unnecessary exposure, interviews, public identification, or repeated retelling.

3. Activation, Incident Categories, and Concept of Operations

3.1 Activation levels

Level	Condition	Activation
Level 1 - Local support	Verified off-campus death with limited campus impact; no operational disruption or elevated secondary risk identified.	Principal/campus crisis lead; family liaison; targeted support and communication; district notification.
Level 2 - Coordinated response	Death significantly affects a campus, occurs during a district activity, involves witnesses, media, investigation, or substantial grief response.	District Crisis Response Team; incident action plan; PIO, HR/student services, safety, and partner coordination.
Level 3 - Major / complex	Death on campus; violence; multiple fatalities; suspected suicide cluster; hazardous scene; high media/community impact; cross-jurisdiction incident.	ICS/Unified Command; district EOC as needed; full crisis/postvention capability; executive and legal oversight.

3.2 Operational phases

Phase	Priority
Immediate: 0-2 hours	Life safety, 911, protective actions, scene control, accountability, evidence preservation, command, verified notifications, witness care.
Stabilization: 2-24 hours	Next-of-kin confirmation, crisis-team deployment, staff briefing, student/family communication, support rooms, media control, continuity decisions.
Short-term: 1-10 days	Grief and suicide-risk support, funeral/memorial decisions, attendance and staffing accommodations, family liaison, rumor monitoring, referral follow-up.
Intermediate: 2-12 weeks	Monitor vulnerable people, anniversaries and trigger dates; academic/work adjustments; benefits/records; evaluate memorials and online activity; AAR.
Long-term: 3-24 months	Milestones, court/media developments, cause/manner updates, graduation/yearbook decisions, ongoing referrals, corrective actions, closure.

3.3 Activation triggers

- 911 or responder notification; verified family/authority report; staff observation; credible media report requiring verification; death during travel/activity; large-volume distress or absence; suicide-related online activity; suspected linkage among deaths.
- The Superintendent/designee or District Crisis Response Coordinator sets the activation level. Any employee may take immediate lifesaving/protective action and notify the administrator.
- One activation may operate beside criminal investigation, child-death review, Title IX, workplace safety, insurance, threat assessment, or continuity annexes; leads coordinate without merging protected records or authorities.

4. Command, Coordination, and Responsibilities

4.1 Command structure

The principal is the initial district Incident Commander until relieved. Public agencies retain authority within their jurisdictions. Use Unified Command when decisions affect multiple agencies. The district maintains command for education, family support, communications, staff/student services, continuity, and district resources. The law-enforcement/OCME investigation remains separate from the district's administrative and support functions.

Role	Core responsibilities
Superintendent / executive sponsor	Strategic decisions; Board/legal coordination; resource authority; closure/reconstitution; high-impact messaging.
Incident Commander / Principal	Immediate campus control; accountability; responder liaison; campus action plan; staff/student operations; family liaison support.
District Safety / Crisis Response Coordinator	Activation level; ICS support; district team deployment; partner coordination; situation status; documentation and AAR.
Operations / Facilities / Transportation	Scene perimeter support; access, utilities, sanitation only when released; routes, buses, staging, event/field-trip continuity.
Counseling / Psychology / Social Work Lead	Psychological first aid; triage; suicide-risk pathway; support rooms; referrals; monitoring; staff consultation; aggregate service tracking.
Family Liaison	Single point of contact; verifies preferences and permissions; belongings, school records, memorial/funeral, benefits/support routing; contact log.
PIO / Communications	Verified internal/external messages; media; rumor/social monitoring; accessibility/language; suicide-safe messaging.
Human Resources	Employee death/impact; emergency contacts; leave, benefits, payroll, EAP, staffing, workers' compensation, personnel process.
Student Services / Special Education / 504	Student supports, accommodations, attendance/academic continuity, family and school transitions, nondiscrimination.
Legal / Records / Risk / Insurance	Privacy/public records; subpoenas/litigation holds; policy review; insurance/claims; contracts; preservation and release review.
Agency liaison	One district point for law enforcement, EMS, OCME, public health, behavioral health, funeral service, faith/community partners.

4.2 Team discipline

- Assign a primary and alternate for every essential function. Establish a briefing rhythm and common operating picture.
- Record who confirmed the death, the notification status, what the family authorized, investigative restrictions, support demand, media posture, and next operational period objectives.
- Use a staff check-in/check-out and relief plan. Personnel directly affected should not be required to lead support or notification duties.
- No one person should simultaneously serve as family liaison, PIO, investigator liaison, and clinical lead in a complex activation.

5. Immediate Response and Scene Management

5.1 First actions

57. Call 911. Give location, access point, hazards, patient condition, and callback number. Send a trained person to meet responders when safe.
58. Provide CPR/AED, bleeding control, first aid, naloxone, or other care within training, district policy, and dispatcher direction. Continue until relieved or directed by authorized medical personnel.
59. Initiate lockdown, secure, evacuation, shelter, or other protective action if violence, hazardous materials, traffic, weather, structural danger, or an unknown threat remains.
60. Restrict access and sightlines. Move bystanders to a supervised, private area without crossing the scene. Account for students, staff, visitors, and participants.
61. Notify the principal and district safety/crisis coordinator. Establish command, an incident log, responder staging, and controlled entry/exit.
62. Preserve the scene, video, access logs, rosters, communications, devices, and relevant records. Identify witnesses and keep them separate, supported, and available to authorities.
63. Do not notify family, staff, students, media, or community of a death until confirmation and notification status are coordinated - unless emergency protective information must be issued.

5.2 Dignity and exposure control

- Use screens, closed doors, relocated routes, and supervised holding areas when they do not compromise safety or investigation. Do not improvise handling of remains.
- Stop unauthorized photography and sharing through lawful, nonconfrontational direction; preserve known posts/messages as evidence and report them to the incident lead.
- Provide private space, water, a support person, and practical assistance to witnesses. Do not conduct detailed school interviews before law-enforcement coordination.
- Inventory but do not release personal belongings until authorities permit and the family liaison coordinates a respectful transfer. Clean or restore the area only after written/verbal release by the controlling authority and documentation of that release.

5.3 Multiple casualties / hazardous scenes

Use the Mass Casualty, Active Threat, HazMat, Transportation, or other applicable EOP annex. Establish reunification/accounting, family assistance, and fatality-management coordination under Unified Command. District personnel do not establish a morgue or release victim lists unless specifically assigned under an approved multiagency plan.

6. Death Verification, Investigation, and Evidence

6.1 Verification hierarchy

Information state	Permitted district language / action
Unverified report	“We are checking a serious report.” Do not identify or announce death. Contact family/authority through designated channels.
Responder confirms death; next of kin not yet notified	Restrict to operational need-to-know. Mark notification status. No broad name release.
Death and next-of-kin notification confirmed	Coordinate with family and authority on what may be shared; issue minimum necessary factual communication.
Cause/manner pending	State that information is pending or not available. Do not repeat rumor, preliminary theory, or unofficial family/social statements as official fact.
Cause/manner officially released	District may acknowledge only if necessary and authorized; continue privacy- and suicide-safe messaging.

6.2 Agency coordination

- Law enforcement controls criminal/public-safety functions; EMS provides medical care and transfer; OCME investigates deaths within its jurisdiction and determines cause/manner; funeral homes act after lawful release and family arrangements.

- The district identifies an agency liaison and records agency, name, role, contact, case number, scene release, evidence requests, interview sequencing, and communication restrictions.
- Report deaths to OCME or other authority through 911/responders as required; do not assume a natural or obvious cause removes jurisdiction.
- Respond to subpoenas, warrants, public-record requests, insurance requests, and family requests through legal/records procedures. Preserve legal holds and originals.

6.3 Evidence and records preservation

- Export relevant surveillance before overwrite; preserve native files and metadata; document who collected, copied, transferred, or viewed material.
- Protect access-control records, visitor logs, transportation/athletic rosters, emergency calls, radio traffic, emails/chats, health/emergency records, photos, equipment inspections, training records, and incident logs.
- Do not clean, repair, discard, return, or alter potentially relevant property until released by the authority and risk/legal lead.
- Separate factual observation from opinion. Correct errors with dated addenda; never backdate or overwrite original notes.

7. Notification and Family Liaison

7.1 Next-of-kin notification

In an on-scene or investigated death, law enforcement/OCME normally coordinates official next-of-kin notification. District staff do not independently deliver the initial death notification unless specifically requested by the responsible authority and authorized by the Superintendent/designee. For a verified off-campus death reported by family, the district confirms the reporter's identity, relationship, and what information may be shared.

DO NOT NOTIFY BY MASS MESSAGE: Never let automated attendance, grade, transportation, team, HR, or social-media systems become the family's first notification. Immediately pause automated contacts when a death is verified and notification is coordinated.

7.2 Family liaison protocol

64. Assign one trained primary liaison and alternate. Confirm the correct legal guardian/next of kin and preferred name, pronouns, language, communication method, and contact times.
65. Express condolence; explain the liaison role; ask what the family has authorized the district to share. Do not ask for investigative details or pressure the family to decide immediately.
66. Coordinate belongings, school/employee records, devices, medication, uniforms, artwork, locker/workspace, library/property, benefits, payroll, meal/account balances, and other practical matters through responsible offices.
67. Discuss funeral or service information only if the family wishes the district to share it. Clarify attendance, transportation, supervision, flowers/donations, food, accessibility, and cultural/religious considerations.
68. Explain memorial policy consistently; receive family requests without promising approval. Offer safe alternatives and identify one decision contact.
69. Set the next contact and document preferences, permissions, actions, and boundaries. Avoid multiple departments contacting the family separately.

7.3 Special family circumstances

- Respect custody orders, protective orders, estrangement, blended families, chosen family, tribal/cultural practices, and contested next-of-kin issues; consult counsel/authorities.
- Do not disclose the identities or protected information of witnesses, other victims, accused persons, or students.
- For employee deaths, HR coordinates emergency contacts, benefits, payroll, leave, personal property, workplace communications, and supervisor support.
- For visitor/contractor deaths, coordinate with the person's employer/organization and authorities while maintaining one district liaison.

8. Internal Communication, Media, Privacy, and Rumor Control

8.1 Communication sequence

70. Verify the death, next-of-kin notification, approved name, and what may be shared. Identify pending facts and investigative restrictions.

71. Brief essential leaders and directly affected staff before students when practical. Give a script, support route, supervision plan, and media instructions.
72. Notify affected students in small, familiar groups using trained adults when possible; avoid assemblies and public-address announcements for initial notification.
73. Send family/community communication through official accessible channels. Translate and provide alternate formats. State what is known, what is not, support available, and where to report concerns.
74. Monitor misinformation and harmful content. Correct material operational errors without repeating graphic or sensational details. Update only when facts or actions change.

8.2 Privacy rules

- FERPA rights generally end at death, but records may contain protected information about living students; state law, district policy, ethics, contracts, health, employment, criminal, and family privacy remain relevant. Obtain legal/records review.
- Share counseling or risk information only for a legitimate safety/support purpose and under applicable authority. Aggregate service counts for operations; keep clinical/education records in approved systems.
- Do not publish class schedules, witness identities, emergency contacts, photographs, home addresses, funeral details, or family statements without authority.
- Honor the family's preferences when lawful, but the district may issue minimum operational information needed for safety, support, or correction of harmful misinformation.

8.3 Media and public information

All inquiries go to the PIO. Designate one media location away from students, family, support rooms, and the scene. Coordinate with Unified Command. Do not speculate, assign blame, characterize grief, confirm suicide before authorization, describe method/location, use romanticized language, or permit media access to grieving students. Protect the family from repeated requests and give staff a standard referral line.

9. Crisis Support and Psychological First Aid

9.1 Support model

Support should promote safety, calm, practical assistance, connection, self-efficacy, and hope. It is not mandatory group processing, psychological debriefing, or therapy. Normalize varied reactions without implying everyone is traumatized; offer choice, privacy, routines, and developmentally appropriate information.

Group	Immediate considerations
Direct witnesses / close contacts	Private support and caregiver contact; acute stress/suicide screen by qualified staff; avoid repeated recounting; coordinate interviews; safe transportation.
Close friends / teammates / classmates / coworkers	Relationship map; support room; check-ins; rumor/social monitoring; schedule and workload flexibility; identify contagion or retaliatory risk.
Students with prior loss, suicide attempts/ideation, mental-health needs, disability, or family stress	Proactive confidential outreach; caregiver/provider coordination; accessible supports; individual safety plan or crisis referral when indicated.
Staff and responders	Relief and coverage; peer/EAP support; supervisor check-ins; fitness for duty; secondary trauma and moral injury awareness; no compulsory debriefing.
Siblings / relatives in district	One coordinated plan across campuses; family preferences; attendance/academic supports; privacy and protection from repeated questioning.

9.2 Triage and referral

- Use observable distress, exposure, relationship, history, current functioning, access to support, and direct screening - not popularity or assumptions - to prioritize outreach.
- If a person expresses suicidal or homicidal thoughts, cannot maintain safety, is severely impaired, or has a medical emergency: maintain supervision, remove immediate hazards when safe, contact 911 or the district crisis pathway, and involve caregivers/authorized supports. 988 may supplement crisis support but does not replace 911 for imminent danger.

- A counseling room is supervised, private, accessible, signed discreetly, stocked with referral materials, and separate from media/scene operations. Record attendance/referrals only as permitted and needed.
- Provide warm handoffs: receiving person/provider, appointment or connection, transportation, caregiver communication, safety steps, and follow-up date. A list of phone numbers alone is not a completed referral.

9.3 Classroom guidance

- Use the approved factual script; allow questions and say when information is unknown. Correct myths without graphic detail.
- Permit students to opt into support and briefly leave with supervision; maintain predictable routines and instruction while adjusting workload.
- Do not require writing, art, discussion, prayer, disclosure, attendance at memorials, or public expressions of grief.
- Watch for bullying, blame, scapegoating, imitation, anniversary reactions, and online conflict. Report safety concerns immediately.

10. Suicide-Specific Postvention and Contagion Prevention

POSTVENTION IS PREVENTION: After a confirmed or suspected suicide, the response must support grief while reducing the chance of additional harm. Use the same compassion as any death, plus suicide-specific safeguards. If the cause is unconfirmed, support those affected without speculating.

10.1 Immediate suicide-postvention actions

- Activate a trained postvention lead and coordinate with the family, law enforcement/OCME, community behavioral health, and public health as appropriate.
- Map exposure and vulnerability: close friends/partners, siblings, witnesses, teammates, students in conflict with the deceased, prior attempts/ideation, recent losses, and people named in messages. Do not create or distribute a stigmatizing “high-risk list.”
- Use “died by suicide” only after confirmation/authorization. Do not describe method, location, note contents, graphic details, or simplistic cause. Emphasize that suicide is complex, help is available, and concerning behavior should be reported.
- Monitor tribute pages, rumors, threats, pacts, repeated method discussion, identification with the deceased, increased crisis contacts, and additional attempts or deaths. Coordinate urgent assessment and public-health consultation.
- Provide 988 and local crisis resources with every relevant message; direct imminent danger to 911. Ensure resources are reachable for multilingual, deaf/hard-of-hearing, rural, and disability communities.

10.2 Communication guardrails

Use	Avoid
“We are deeply saddened. The death has been confirmed; the cause is [not being shared / pending / confirmed as suicide with authorization].”	“Committed suicide,” “successful/failed attempt,” sensational headlines, repeated photographs, dramatic narratives.
“Suicide is complex and is not caused by one event. Help is available.”	Attributing the death to breakup, bullying, grades, discipline, identity, one person, or a single diagnosis.
“If you are worried about yourself or someone else, tell an adult, contact [local route], call/text 988, or call 911 for immediate danger.”	Detailed method/location, note contents, romanticized final messages, promises of secrecy, or framing death as achieving recognition.
Focus on coping, help-seeking, protective actions, and stories of recovery.	Large assemblies, empty-desk shrines, permanent named memorials, school-sponsored method/location visits, or messaging that elevates suicide above other deaths.

10.3 Suspected cluster escalation

A possible cluster includes multiple suicides, attempts, or suicidal behaviors close in time or place, or perceived by the community as linked. Notify district leadership and consult local/state public health and suicide-prevention experts. Preserve privacy; establish a multiagency lead; assess data and social connections; coordinate messaging, clinical capacity, means-safety, schools and community organizations; and follow current CDC guidance. Do not publicly label a cluster before expert assessment.

11. Memorials, Funerals, Tributes, and Online Activity

11.1 Consistent memorial framework

Memorial decisions use a written, cause-neutral policy. Consider safety, developmental impact, family wishes, educational mission, equity across deaths, duration, location, maintenance, cost, accessibility, religious neutrality, online persistence, and suicide-contagion concerns. The Superintendent/designee approves exceptions with legal and clinical input.

Practice	Standard
Spontaneous memorial	Designate a safe, supervised, time-limited location away from instruction, exits, traffic, and the death site. Review content; preserve items respectfully; announce removal date and family disposition.
Moment of silence / gathering	Brief, optional, inclusive, and support-focused; avoid speculation, graphic detail, or glorification. Do not use a mandatory all-school assembly as initial response.
Yearbook / graduation / performance	Apply consistent policy; use a brief factual acknowledgment comparable to other deaths; avoid empty-chair or symbolic practices that may intensify contagion; involve family and student-support leads.
Permanent memorial / scholarship / naming	Use Board policy and cause-neutral criteria; consider living memorials that benefit all students, such as prevention, service, or general wellness - not suicide-specific glorification.
Online tribute	District does not host uncontrolled memorial pages. Moderate district channels; remove harmful details, threats, bullying, personal information, or content violating policy; preserve safety evidence.
Funeral / visitation	Family decides invitation. District addresses excused absence, leave, supervision, transportation, accessibility, substitute coverage, and alternate support. Attendance is voluntary.

11.2 Personal effects and spaces

- Coordinate lockers, desks, offices, artwork, uniforms, devices, projects, and records privately with the family. Do not stage removal in front of peers.
- Do not leave an empty desk/office as a long-term shrine. Restore the space with sensitivity and explain routine changes without erasing the person.
- Review condolence cards and items for threats, disclosures, suicide notes/pacts, graphic material, or protected information before transfer; involve authorities when needed.

12. Academic, Workforce, and Operational Continuity

12.1 Campus continuity

- Decide closure, delayed start, relocation, remote learning, schedule changes, or activity cancellation based on safety, scene access, staffing, support capacity, transportation, and investigative needs - not as an automatic response to death.
- Maintain routines where possible. Provide temporary workload, testing, attendance, assignment, participation, and deadline flexibility without indefinite academic disengagement.
- Provide substitutes, co-teaching, additional supervision, transportation reroutes, meal-service adjustments, and quiet/support spaces. Avoid assigning directly bereaved staff to deliver announcements or supervise highly distressed groups.
- Coordinate IEP/504 services, English-language access, nursing/medication needs, alternative programs, athletics, after-school care, and transportation. Document interruptions and make-up services as required.

12.2 Employee continuity

- HR coordinates emergency contacts, leave, benefits, payroll, retirement, insurance, workers' compensation, EAP, union/representation requirements, personal property, and vacancy coverage.

- Supervisors assess workload, exposure, fitness for duty, schedule, and safety. Offer support without requiring disclosure or penalizing ordinary grief.
- For an on-duty death or serious incident, coordinate OSHA/insurance/legal reporting and preserve training, equipment, supervision, and workplace records.
- Manage passwords, keys, badges, purchasing cards, systems access, files, classes, and responsibilities through respectful, documented succession - not informal account access.

12.3 Events and travel

For field trips, athletics, or travel, the trip leader calls local 911, stabilizes and accounts for the group, preserves the scene, notifies district command, and coordinates host/jurisdiction authorities. Do not transport remains or leave minors unsupervised. Establish caregiver reunification, lodging/transport changes, medication and accessibility continuity, and one communication channel. Obtain authority before returning personal belongings or equipment.

13. Special Settings and Circumstances

Situation	Additional actions
Death on bus / transportation	Stop safely; 911; secure vehicle; protect sightlines; account and reunify passengers; preserve camera/GPS/radio/driver records; arrange alternate transport; coordinate traffic and OCME/law enforcement.
Athletic / activity death	Activate venue EAP/AED; crowd and team control; preserve equipment/video/medical and environmental records; coordinate opponents/officials/association; manage event continuation/cancellation.
Field trip / out-of-state	Local authority has jurisdiction; district liaison and travel command; lodging/transport/reunification; permissions and insurance; coordinate home-campus communication and return.
Homicide / active violence	Use active-threat and victim/family assistance plans; protect witnesses and targets; no perpetrator-centered memorial; coordinate prosecution/court milestones and threat management.
Overdose / poisoning	Hazard and exposure control; naloxone/EMS per policy; preserve substance/container and surveillance; avoid stigma; provide evidence-based prevention without method detail.
Communicable disease	Coordinate public health; issue exposure guidance only from qualified authority; protect medical privacy; continue infection-control and attendance measures.
Anticipated death	With family consent, plan communication, classroom support, accommodations, memory work, attendance, and transition; do not announce prognosis or solicit public support without permission.
Visitor / contractor	Identify through authority; coordinate employer/organization and next of kin; protect student witnesses; address site access, contract, insurance, and records.
Multiple fatalities / disaster	Activate district EOC and mass-fatality/family-assistance partners; victim accounting and reunification; coordinated list management; scalable behavioral-health and continuity operations.

14. Recovery, Monitoring, Reconstitution, and Closure

14.1 Recovery plan

Time horizon	Actions
Days 1-3	Daily crisis-team briefing; support coverage; family liaison; safe communication; funeral/memorial plan; vulnerable-person follow-up; continuity decisions.

Days 4-10	Referral verification; staff/student check-ins; workload/attendance adjustments; personal effects; media/social review; cost and documentation reconciliation.
Weeks 2-6	Review functioning, absences, grades/work, repeated crises, online behavior, service demand; adjust supports; AAR and corrective actions; cause/manner updates handled carefully.
Months 2-12	Birthdays, holidays, anniversary, court/discipline, yearbook, graduation, team season, media releases; proactive support and communication plan.
Year 1+	Close or transfer remaining actions; review permanent records and memorials; complete corrective actions; maintain reactivation plan for new developments.

14.2 Monitoring without surveillance

- Use ordinary educational/work indicators and direct caring contact. Do not create stigmatizing labels, secret watch lists, or intrusive monitoring without authority.
- Track aggregate support demand, referrals completed, absences, operational disruption, and repeated safety concerns. Individual records remain in approved systems.
- Reassess after another death/attempt, major rumor, funeral/memorial, cause/manner release, arrest/court event, anniversary, graduation, or renewed online activity.
- Ensure targets of blame, accused persons, witnesses, siblings, and marginalized groups receive safety and nondiscrimination support.

14.3 Reconstitution and closure criteria

The Superintendent/designee may return to routine operations when the scene is released; immediate safety and notification tasks are complete; essential services and staffing are stable; support and referral pathways are functioning; family liaison and pending administrative actions have owners; communication is routine; and new risks can be managed through normal systems. Closure requires a documented handoff of anniversaries, legal/insurance/investigative items, benefits, records, corrective actions, and reactivation triggers. Recovery support may continue after incident command closes.

15. Records, Finance, Insurance, and Legal Coordination

15.1 Documentation set

- Incident log and action plan; 911/responder contacts; accountability and scene release; agency case numbers; verification and notification record; family liaison log; communication approvals; media inquiries; support operations and aggregate referrals; continuity decisions; resource and cost log; evidence custody; legal holds; memorial decisions; recovery plan; AAR/CAP.
- Keep operational, student education, employee personnel, counseling/clinical, law-enforcement, OCME, insurance, and attorney-client records in their proper systems. Link by case ID rather than duplicating protected content.
- Record facts, sources, time, decision, authority, owner, and follow-up. Document what was not known and why a reasonable interim decision was made.

15.2 Finance and claims

Track overtime, substitutes, mutual aid, counseling/clinical contracts, transportation/lodging, facility restoration, security, communication, interpretation, accessibility, memorial removal/storage, equipment, legal services, and lost/damaged property. Notify risk/insurance promptly; preserve contracts, invoices, time records, photographs authorized for claims, and proof of payment. Do not promise reimbursement or admit liability.

15.3 Records release and retention

- Apply the district retention schedule, public-records law, FERPA, employment/health confidentiality, litigation holds, and investigative restrictions. Consult counsel for mixed records and deceased-student files containing living-person information.
- Use secure role-based storage, approved transfer, multifactor authentication where available, access logs, and backup. No personal email, cloud drive, messaging account, or device.

- Do not destroy or alter records after notice of investigation, subpoena, claim, audit, public-record request, or litigation. Record each disclosure, legal basis, recipient, content, and date when required.

16. Training, Exercises, Quality Assurance, and Maintenance

Audience	Minimum preparation
All employees / substitutes / coaches / drivers	Annual: 911 and protective action; CPR/AED/first aid roles; scene dignity; no unauthorized notification/posting; reporting; media referral; support routes.
Administrators / crisis team	Annual: ICS; verification/notification; family liaison; PFA; suicide postvention; memorials; privacy; continuity; documentation; exercises.
Counselors / psychologists / nurses / social workers	PFA, suicide-risk and emergency pathway, referral handoff, grief across development/culture/disability, staff support, aggregate tracking, postvention.
PIO / executive / legal / HR / records	Death and suicide-safe messaging; privacy/public records; employee/benefits; cause/manner language; rumor/media; litigation/insurance; Board communication.
Partners	Activation, authority, notification, OCME, scene release, interview/evidence, information sharing, family assistance, postvention, public health, exercises.

16.2 Exercise program

At least annually, conduct a tabletop that includes an on-campus medical emergency, uncertain death status, delayed next-of-kin notification, scene/evidence control, social-media rumor, a directly affected employee, family memorial request, and support-room surge. At least every two years, include a suicide-postvention or off-site travel scenario. Never use real student identities.

16.3 Measures and audit

- Time to 911, command, district notification, responder access, accountability, next-of-kin status confirmation, approved staff/student message, and support deployment.
- Percentage of actions with owner/deadline; referrals with warm handoff/follow-up; staff relief coverage; accessible translated communications; family contacts through liaison.
- Unauthorized disclosures/posts, conflicting messages, delayed evidence preservation, memorial policy exceptions, unfilled shifts, service gaps, and corrective-action aging.
- Equity and accessibility review: who received information, support, accommodations, supervision, referral, and disciplinary/media protection.

ANNEX R

BEHAVIORAL THREAT ASSESSMENT AND MANAGEMENT

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope, Objectives, and Planning Assumptions

1.1 Purpose

Annex R provides a repeatable process to prevent targeted violence by identifying and managing concerning behavior before harm occurs. The team's task is to determine what is happening, whether a person is moving toward violence, what conditions increase or reduce concern, and what coordinated actions can make the situation safer.

EMERGENCY RULE: If violence is occurring or appears imminent, call 911 and initiate the appropriate protective action under the district Emergency Operations Plan. Do not delay emergency response to convene the BTAM team or complete a form.

1.2 Scope

- Reports involving current or former students, employees, substitutes, contractors, volunteers, visitors, parents/guardians, or other persons whose behavior may affect district safety.
- Behavior on or off district property, in person or online, when a reasonable nexus to district people, operations, programs, transportation, or events exists.
- Threats, weapons interest or access, attack-related planning, stalking, fixation, leakage, grievance escalation, violent ideation, targeted harassment, coercive control, and other behavior that may indicate movement toward harm.
- Self-harm concerns are routed immediately to the district mental-health crisis protocol. When self-harm and harm-to-others concerns overlap, both processes operate in coordination.
- Sexual misconduct, child abuse, discrimination, bullying, workplace violence, criminal conduct, and special-education matters are referred to the responsible process while BTAM addresses safety and management.

1.3 Objectives

- Create multiple trusted and accessible reporting paths.
- Complete timely, behavior-based, multidisciplinary inquiry using corroborated information.
- Protect potential targets and the school community while preserving fairness, dignity, access, and educational continuity.
- Reduce drivers of violence through individualized supports, boundaries, supervision, environmental controls, and accountability.
- Maintain one accountable case manager, written actions, review dates, and documented closure criteria.
- Learn from cases and exercises without publicly exposing protected details.

1.4 Planning assumptions

No demographic, disability, diagnosis, belief, appearance, social identity, academic status, or personality profile predicts targeted violence. Most people who make threats do not act, and some who act never make a direct threat. Assessment therefore examines behavior, context, capability, preparation, stressors, protective factors, and change over time. Facts may be incomplete, contradictory, or rapidly changing; management begins before perfect certainty.

2. Authorities, Standards, and Safeguards

2.1 Guiding authorities

Authority / guidance	Operational use
Oklahoma State Department of Education OK Public Schools Student Threat Assessment & Management System	State-level Level 1 screening and Level 2 investigation framework; district personnel must use current OSDE forms/training when adopted.
Oklahoma Department of Public Safety / Highway Patrol BTAM resources	Training and assistance for school BTAM capability and local coordination.
U.S. Secret Service National Threat Assessment Center	Eight-step multidisciplinary model and research-based principles for preventing targeted school violence.
FERPA, 20 U.S.C. §1232g; 34 C.F.R. Part 99	Education-record access, school-official criteria, redisclosure limits, emergency disclosures, and disclosure logging.
IDEA, Section 504, ADA, Title VI, Title IX, and applicable civil-rights requirements	Nondiscrimination, access, procedural safeguards, services, and separate statutory processes.

District EOP, board policy, student handbook, employee procedures, records schedule, and partner agreements	Local authority, roles, emergency actions, discipline, searches, notification, retention, and mutual support.

2.2 Non-negotiable safeguards

- BTAM is a safety and support process. It does not establish guilt, impose discipline, diagnose mental illness, or replace law-enforcement investigation.
- Use the least intrusive effective measures consistent with safety; document the facts and rationale for significant restrictions.
- Do not rely on a numerical score, single checklist item, protected speech, disability, diagnosis, rumor, or profile as the sole basis for a conclusion.
- Apply policy consistently and review for racial, disability, gender, cultural, language, and socioeconomic bias. Provide interpreters and disability-related access.
- Separate threat-management records from routine counseling notes and criminal files as required. Limit access to legitimate educational or operational need.
- Consult district counsel for novel, contested, high-impact, or legally sensitive decisions. This annex is operational guidance, not legal advice.

3. BTAM Principles, Definitions, and Behavioral Indicators

3.1 Core definitions

Term	Working definition
Behavioral threat assessment and management	A fact-based, multidisciplinary process to identify, assess, and manage behavior that may precede targeted violence.
Targeted violence	Violence directed at an identified or symbolic target following some degree of deliberation or selection.
Concerning behavior	Observable communication or conduct that, in context, warrants inquiry; it is not proof of intent.
Leakage	Communication to a third party of intent, fantasy, plan, or preparation related to harming a target.
Grievance	A real or perceived wrong that may become a driver when paired with fixation, entitlement, desperation, or action-oriented behavior.
Pathway behavior	Steps such as research, planning, preparation, acquisition, rehearsal, surveillance, or approach that can move an idea toward action.
Protective factor	A condition that may reduce concern, such as supportive relationships, future orientation, willingness to accept help, or meaningful barriers to action. Protective factors must be verified and monitored.
Case manager	The person accountable for coordinating actions, documentation, review dates, and closure recommendations.

3.2 Reportable indicators

Report behavior - not labels. Examples that warrant prompt review include:

- Threats or statements about killing, attacking, bombing, shooting, or seriously harming a person or place, whether spoken, written, drawn, posted, coded, joking, or conditional.
- Unusual, escalating, or contextually concerning interest in weapons, tactical gear, attack methods, prior attackers, manifestos, notoriety, or violent extremist content.
- Specific target selection, surveillance, schedules, maps, photographs, testing of security, attempts to obtain access, or rehearsal.
- Acquisition or attempted acquisition of weapons, ammunition, components, chemicals, protective equipment, transportation, credentials, or funds connected to a harmful plan.
- Persistent grievance, humiliation, loss, rejection, conflict, retaliation themes, hopelessness, desperation, or “last resort” language combined with action-oriented behavior.

- Stalking, unwanted pursuit, coercive control, targeted harassment, doxxing, swatting, or repeated boundary violations.
- Abrupt withdrawal, giving away possessions, farewell communications, suicide-homicide themes, or statements suggesting nothing remains to lose.
- Peers or family expressing fear; sudden secrecy; account deletion; attempts to recruit, impress, warn, or test others; or significant escalation from baseline.

CONTEXT MATTERS: Creative work, curiosity, lawful possession, advocacy, political or religious expression, or an isolated inappropriate remark may be benign. The team asks what the behavior means in context, whether it is escalating, and what actions are needed - not whether the person fits a profile.

4. Governance, Team Structure, and Responsibilities

4.1 District structure

Role	Minimum responsibilities
Executive sponsor - Superintendent / designee	Authorize program; ensure staffing, training, partner agreements, legal review, and resources; receive critical-case briefings.
District BTAM Coordinator / Chair	Maintain protocol; convene team; assign urgency and case manager; quality-check decisions; coordinate cross-campus and partner cases.
Campus administrator	Secure immediate safety; preserve operations; provide records and context; implement campus actions; notify district chair.
Counselor / psychologist / social worker	Support interviews and formulation; coordinate crisis assessment and services; identify supports and functional needs; avoid unsupported diagnosis.
Special education / Section 504 representative	Identify services, accommodations, behavior plans, procedural protections, and team coordination needs.
School resource officer / law enforcement liaison	Address immediate public safety and criminal nexus; advise on weapons, evidence, victim protection, and lawful information sharing.
Human resources	Lead employment-policy process and workplace actions for employee-related cases; coordinate administrative leave and labor safeguards.
Title IX / civil rights / student services lead	Coordinate parallel protected-status, harassment, sexual misconduct, bullying, or equity obligations as applicable.
Case manager	Maintain action log, contacts, plan ownership, review schedule, monitoring, transition, closure packet, and reactivation triggers.
Legal counsel - advisory	Advise on privacy, search, due process, disability, employment, subpoenas, records, speech, and high-impact restrictions.

4.2 Team activation and quorum

The chair selects members based on the case. A routine case should include at least an administrator, a student-support/mental-health professional, and a safety/law-enforcement-informed member. The case cannot be delayed for quorum when immediate action is needed. One person may hold more than one district role, but no single person should complete assessment and final review alone except for emergency triage pending team staffing.

4.3 Conflict, recusal, and continuity

- Members disclose personal conflict, close relationship, prior dispute, or involvement in the underlying incident; the chair substitutes a neutral member.
- At least two trained alternates are designated for the chair and each essential discipline.
- The team records attendance, information considered, dissent, assigned actions, and the decision authority.
- A potential target is not required to confront, mediate with, or participate in a meeting with the subject of concern.

5. Reporting, Intake, and Initial Screening

5.1 Reporting channels

The district maintains at least three routes: immediate 911 reporting; direct reporting to any employee or administrator; and an anonymous or confidential tip channel. Reports must be accessible to students, families, employees, people with disabilities, and persons with limited English proficiency. Employees promptly forward reports and do not investigate beyond actions needed to preserve life and basic facts.

5.2 Intake standard

75. Record the reporter's exact words, date/time, method, location, persons involved, target, witnesses, digital locations, and known access to weapons or means.
76. Ask whether the behavior is occurring now, whether the subject is present or expected, and whether anyone is in immediate danger.
77. Preserve original content and metadata when safe. Do not alter, annotate, forward widely, or repeatedly screenshot sensitive material.
78. Notify the campus administrator and District BTAM Coordinator using the district escalation path. If either is implicated or unavailable, use the alternate.
79. Issue a case identifier, record the intake time, and document the first safety decision. A report is never rejected solely because it is anonymous, secondhand, old, off-campus, or framed as a joke.

5.3 Initial routes

Screening result	Route
Active / imminent danger	911, EOP protective action, emergency medical response as needed, target protection, BTAM notification after emergency actions begin.
Harm-to-others concern requiring inquiry	Open BTAM Level 1 / initial assessment; escalate to comprehensive investigation when facts or uncertainty warrant.
Self-harm without identified harm-to-others concern	District mental-health crisis / suicide-response protocol; 988 may supplement but never replaces 911 for imminent danger.
Child abuse or neglect concern	Mandatory report through required Oklahoma process; do not condition the report on team consensus.
Sexual misconduct / protected-status harassment / bullying	Prompt referral to Title IX, civil-rights, bullying, or discipline process; continue BTAM when safety indicators exist.
No identified violence concern but support need	Document screening rationale and warm handoff to appropriate support; define re-referral triggers.
Information insufficient	Take interim precautions, identify missing facts and owner, set rapid follow-up time; uncertainty is not a reason to close.

6. Immediate Safety and Urgency Triage

6.1 First ten minutes

- Call 911 when there is an active attack, weapon, credible approach behavior, specific time-sensitive plan, attempt to access a target, or other imminent danger.
- Initiate lockdown, evacuation, shelter, medical response, or controlled access under the EOP as the incident requires.
- Protect and discreetly notify identified targets; adjust routes, supervision, access, transportation, arrival/dismissal, and event plans.
- Account for the subject of concern when lawful and safe. Do not send untrained staff to search, confront, transport, or seize a weapon.
- Preserve communications and physical evidence; establish an incident log; designate one liaison to law enforcement.
- Address suicide risk through the district crisis protocol. If both suicide and targeted violence are possible, coordinate both responses and do not assume hospitalization alone resolves harm-to-others concerns.

6.2 Urgency screen

Question	If yes / unknown
Is violence underway, attempted, or announced for an immediate time?	Treat as emergency; 911 and EOP actions.
Is there a specific target, method, place, time, or approach behavior?	Protect target; urgent law-enforcement and team coordination.
Is there current access to a weapon or lethal means?	Do not attempt recovery unless trained/authorized; involve law enforcement and responsible adult as appropriate.
Is there evidence of planning, preparation, acquisition, surveillance, rehearsal, or recruitment?	Escalate to comprehensive assessment and interim controls.
Has behavior accelerated, become more desperate, or crossed a boundary?	Shorten review interval; increase supervision and controls.
Is the source unavailable, credibility uncertain, or information incomplete?	Corroborate rapidly while acting on the potential consequence; do not dismiss uncertainty.

NO-CONTACT RULE: Except for trained, planned interviews, personnel should not promise secrecy, challenge the subject, announce accusations, force an apology, arrange mediation, or tell a potential target to "work it out."

7. Information Collection and Evidence Handling

7.1 Collection plan

The case manager creates an information-source plan and assigns owners and deadlines. Collect only information reasonably related to safety, support, and management. Seek multiple perspectives and distinguish fact, direct observation, inference, rumor, and unknown.

Domain	Examples
Incident and communications	Exact language; context; audience; timing; platform; edits/deletions; images; drawings; assignments; witness observations.
Target and grievance	Identified or symbolic target; precipitating events; fixation; entitlement; revenge; humiliation; target vulnerability and safety needs.
Intent and pathway	Ideation; research; planning; preparation; acquisition; rehearsal; surveillance; approach; recruitment; leakage; boundary crossing.
Capability and access	Weapons/means access; skills; transportation; funds; schedules; access credentials; accomplices; adult supervision; barriers.
History and trajectory	Prior threats, violence, stalking, discipline, police contact, response to intervention, escalation or de-escalation, baseline change.
Current functioning	Stressors, losses, relationships, attendance, work/school performance, substance use, sleep, despair, coping, treatment engagement.
Protective and stabilizing factors	Trusted adults, future goals, willingness to accept help, family engagement, structure, monitoring, meaningful activities, access restriction.
System factors	Bullying/victimization, unresolved complaints, policy conflicts, educational needs, disability supports, workplace issues, community events.

7.2 Digital and physical evidence

- Capture the original URL, username, date/time, visible context, and who collected it. Preserve the original file when possible and retain a working copy.

- Do not demand passwords, impersonate an account holder, exceed authorized access, or direct students to enter dangerous spaces. District searches follow policy and legal guidance; criminal evidence is coordinated with law enforcement.
- Maintain a simple custody log for devices or physical items: item, collector, date/time, location, condition, transfer, and storage. Avoid unnecessary handling.
- Notify law enforcement before actions that may jeopardize an active investigation. A school administrative inquiry may proceed when authorized, but roles and sequencing must be explicit.

8. Interviews and Direct Inquiry

8.1 Interview standard

Interviews are planned, respectful, developmentally appropriate, trauma-informed, culturally responsive, and non-accusatory. Use trained interviewers; explain the interviewer's role and limits of confidentiality; provide language and disability access; and coordinate parent/guardian, employee-representation, law-enforcement, and legal considerations as applicable.

8.2 Suggested sequence

80. Interview the reporter and key witnesses separately. Obtain exact words and behavior, context, supporting material, and what caused concern.
81. Interview the potential target about safety, unwanted contact, escalation, known access, and preferred protective measures. Do not disclose more than necessary.
82. Interview caregivers or other responsible adults about access to weapons or means, supervision, stressors, behavior change, supports, and their ability to implement controls.
83. Interview the subject of concern when safe and coordinated. Build rapport, use open questions, test inconsistencies without confrontation, and ask directly about suicide, homicide, target, method, timing, access, planning, communications, and willingness to accept help.
84. Reconcile conflicts, identify missing facts, and conduct focused follow-up interviews. Document questions, material answers, demeanor only when behaviorally described, and limitations.

8.3 Core inquiry prompts

- "Help me understand what happened from your point of view."
- "Who or what are you most upset with, and what would make this feel resolved?"
- "Have you thought about hurting yourself or someone else? Who, how, where, or when?"
- "What steps have you taken - online or in person - to learn, plan, obtain items, practice, watch, or approach?"
- "What weapons or other means can you access at home, in vehicles, with friends, or elsewhere?"
- "Who knows about these thoughts? What have you posted, sent, shown, drafted, deleted, or warned others about?"
- "What has stopped you? Who can help? What are you willing to do today to make things safer?"

CAUTION: A denial does not end the assessment, and an admission does not eliminate the need for corroboration. Avoid coercive promises, interrogation tactics outside trained authority, or conclusions based on eye contact, affect, disability characteristics, culture, or nervousness alone.

9. Analysis, Formulation, and Management Tiers

9.1 Formulation questions

- What behavior created concern, and what reliable evidence supports or contradicts it?
- Is there an identifiable target, grievance, violent idea, or perceived need for action?
- Is the person moving along a pathway through research, planning, preparation, acquisition, rehearsal, surveillance, approach, or boundary crossing?
- What is the person's intent, capability, access, opportunity, time frame, and degree of concealment?
- What stressors, losses, humiliation, desperation, substance use, destabilization, or triggering events may accelerate the situation?
- What protective factors and barriers are present, verified, durable, and actually available?
- How could the situation worsen? What warning behaviors would signal escalation?
- What actions will reduce vulnerability, interrupt the pathway, address the grievance, restrict means, increase connection, and create accountability?

9.2 Management tiers

Tiers describe the current intensity and urgency of management - not a permanent label, probability prediction, or disciplinary finding. The team may move a case up or down as facts change. When members disagree, record the disagreement and use the more protective reasonable course until reviewed.

Tier	Operational description	Minimum response
Emergency / imminent	Violence occurring or time-sensitive intent, capability, access, approach, or preparation creates an immediate danger.	911; EOP protective action; target protection; emergency medical response; law-enforcement lead; continuous coordination.
Tier 3 - Critical	Strong evidence of pathway behavior, specific target/method, significant preparation/access, escalating desperation, or serious boundary crossing; not necessarily immediate.	Comprehensive assessment; immediate interim controls; partner coordination; written management plan; frequent review; executive notification.
Tier 2 - Heightened	Substantive concern with grievance/ideation, concerning communications, emerging planning, repeated escalation, or important unknowns.	Formal multidisciplinary assessment; target safety; individualized plan; assigned case manager; near-term reassessment.
Tier 1 - Emerging	Concerning behavior warrants inquiry but evidence of intent/pathway is limited and stabilizers are credible.	Documented screening; focused supports and boundaries; monitoring; defined review date and escalation triggers.
No identified violence concern	Available facts do not support a harm-to-others concern, though another need may remain.	Document rationale; route to support/discipline/other process; preserve report; state re-referral triggers. Do not promise permanent closure.

9.3 Decision record

The team records: concern statement; sources; known/unknown facts; target and pathway analysis; risk-accelerating and protective conditions; management tier; dissent; interim actions; legal/process referrals; plan owners; review date; and escalation/closure criteria. A score may support organization only if the district adopts a validated protocol and trains users; it never replaces professional, multidisciplinary judgment.

10. Intervention and Threat Management Plans

10.1 Plan design

Every open Tier 1-3 case has a written plan proportionate to the concern. Actions must be specific, assigned, time-bound, feasible, and monitored. Exclusion alone is not a management plan; suspension, leave, hospitalization, arrest, or transfer can increase stress or reduce observation and therefore require continuity planning.

Objective	Possible measures
Protect targets	Safety planning; schedule/route changes; escorts; controlled disclosure; no-contact directives; event/transportation controls; law-enforcement notification; digital-security measures.
Interrupt pathway	Restrict access; increased supervision; remove unauthorized access; pause high-risk privileges; monitor defined behaviors; lawful weapons/means restriction; address accomplices.
Address drivers	Problem-solving; grievance review; restorative options only when safe and voluntary; academic/workplace adjustments; conflict resolution without forced target contact; substance-use or clinical referral.
Increase support and connection	Named trusted adult; counseling; family partnership; mentoring; check-in/check-out; crisis services; community provider; culturally responsive supports; future-oriented activities.
Create accountability	Clear behavior expectations; due-process-compliant discipline or employment action; written boundaries; response to violations; attendance and service expectations.

Monitor change	Behavioral indicators; contact frequency; collateral updates; digital/physical access changes; trigger events; plan compliance; next review and responsible owner.

10.2 Weapons and lethal means

- Ask directly about access in homes, vehicles, relatives' homes, workplaces, friends' homes, online purchases, and unsecured storage.
- For imminent or criminal concerns, involve law enforcement. District personnel do not independently seize weapons unless authorized, trained, and acting under policy in an emergency.
- When appropriate and lawful, obtain a documented caregiver safety commitment for secure off-site storage or restriction, verify implementation to the extent permitted, and define how changes will be reported.
- Do not rely solely on a verbal assurance. Address alternative means, access through others, and the duration of restrictions.

10.3 Noncompliance and escalation

Failure to participate, missed appointments, plan violations, renewed leakage, target contact, access changes, new grievance, sudden calm after agitation, or unexplained disappearance triggers reassessment - not automatic guilt. The case manager documents the event, alerts the chair, takes interim precautions, and updates the plan or tier.

11. Student Rights, Discipline, Disability, and Equity Safeguards

11.1 Separate but coordinated processes

Process	Question answered
BTAM	What behavior and circumstances create concern, and what management reduces danger?
Emergency response	What immediate action protects life and stabilizes the incident?
Discipline	Did conduct violate policy, and what consequence/support follows with due process?
IDEA / Section 504	What disability-related services, accommodations, evaluation, manifestation, placement, and procedural protections apply?
Title IX / civil rights / bullying	What notice, supportive measures, investigation, remedies, and nondiscrimination duties apply?
Law enforcement	Is criminal investigation or public-safety action warranted under legal authority?
Clinical assessment	What diagnosis, treatment, level of care, or suicide/homicide intervention is clinically indicated?

11.2 Required protections

- Provide age-appropriate notice and an opportunity to respond when required; document emergency exceptions and promptly provide follow-up process.
- Consult special education/504 personnel before changes that may affect access, services, placement, behavior supports, or discipline. Convene required teams and complete required evaluations or manifestation review.
- Do not treat disability, diagnosis, medication, gender identity, race, religion, national origin, immigration status, or unpopular expression as a threat indicator. Focus on behavior and context.
- Check whether school actions, bullying, harassment, unmet needs, language barriers, or inaccessible supports are contributing to the situation; address system factors without excusing dangerous conduct.
- A student's return from hospital or treatment is not conditioned on disclosure beyond what law and policy permit. Clinical clearance does not replace BTAM reassessment, and the team does not demand a provider predict future violence.

12. Coordination with Law Enforcement, Mental Health, Child Welfare, and Other Partners

12.1 Coordination principles

- Identify one district and one partner liaison; clarify who leads emergency action, criminal investigation, school administration, clinical response, victim support, and public communication.
- Share only information authorized by consent, school-official criteria, subpoena/order, FERPA health-or-safety emergency, or another applicable legal basis. Document the basis, recipient, purpose, and information shared.
- Outside team members with education-record access must satisfy district FERPA criteria and redisclosure restrictions; use written agreements and confidentiality acknowledgments.
- Do not assume law-enforcement closure, no-charge decision, hospital discharge, or provider opinion resolves the district's safety-management responsibilities.
- Coordinate child-abuse reporting without alerting a suspected perpetrator or compromising safety; follow state reporting law and district procedure.

12.2 Mental-health crisis interface

When a person may be suicidal, homicidal, psychotic, intoxicated, medically unstable, or unable to maintain safety, contact 911 or the designated crisis response based on urgency and district protocol. The 988 Suicide & Crisis Lifeline may provide crisis support when appropriate, but it is not a substitute for 911 or emergency medical response when danger is imminent. The BTAM team communicates relevant behavioral facts and management needs without directing a clinical diagnosis.

12.3 Partner agreement minimums

Memoranda of understanding should address points of contact and alternates; activation thresholds; 24/7 emergency routing; roles; FERPA and redisclosure; record ownership; evidence; interviews; notification; target protection; weapons/access actions; after-hours events; training/exercises; reimbursement if any; public information; dispute resolution; and annual review.

13. Case Management, Monitoring, and Reassessment

13.1 Case rhythm

Tier	Suggested maximum initial review interval	Monitoring expectation
Emergency / imminent	Continuous until transferred/stabilized	Incident command / law-enforcement coordination; document transition to ongoing case management.
Tier 3 - Critical	Daily or more often while unstable	Frequent direct/collateral contact; verify controls; executive and partner coordination.
Tier 2 - Heightened	Within 3 school days, then weekly as indicated	Case-manager check; target safety; plan completion; new facts and triggers.
Tier 1 - Emerging	Within 10 school days, then as planned	Focused check-ins and collateral verification; confirm supports and boundaries.
No identified violence concern	No open case unless another process requires	Document disposition and re-referral triggers; retain according to schedule.

Intervals are ceilings, not entitlements. The chair shortens them for escalation, uncertainty, upcoming trigger dates, anniversaries, court/discipline events, return from absence, access changes, or target concern.

13.2 Reassessment triggers

- New threat, leakage, target contact, weapon/means access, planning, surveillance, rehearsal, approach, or security testing.
- Discipline, termination, breakup, rejection, legal action, public embarrassment, loss, anniversary, or other destabilizing event.
- Withdrawal from supports; escalating substance use; sudden change in mood or functioning; unexplained absence; account deletion; goodbye behavior.

- Plan violation, caregiver/provider disengagement, change in residence/custody, transfer, graduation, employment separation, or jurisdictional change.
- Target reports renewed fear or new information; a partner requests review; previously unknown evidence becomes available.

13.3 Case conference

Each review confirms current facts; checks assigned actions and effectiveness; reassesses target safety, access, pathway, stressors, and protective factors; adjusts tier and plan; records dissent; sets next review; and communicates changes to those who must act. Case notes use observable descriptions and avoid stigmatizing shorthand.

14. Re-entry, Transition, Closure, and Recovery

14.1 Re-entry / return planning

Plan return before the first day whenever possible. Include the student/employee and family or representative as appropriate, while preserving target privacy and safety. Confirm legal/disciplinary status, services, schedule, transportation, access, supervision, check-in person, prohibited contact/items, trigger response, target measures, communication path, and review date. Share only the portions each implementer needs.

14.2 Transition between schools or systems

- Do not close a case merely because of transfer, withdrawal, graduation, resignation, termination, hospitalization, arrest, or relocation.
- Consult counsel and FERPA policy regarding lawful record transfer or disclosure. Document what was shared, to whom, why, and by what authority.
- Conduct a warm handoff when authorized: current concern, effective measures, unresolved actions, target considerations, access issues, trigger dates, and contact points.
- If jurisdiction changes but district people remain at risk, retain an appropriate district management plan and partner coordination.

14.3 Closure criteria

Closure requires team review, not passage of time alone. The file should show that concerning behavior has ceased or materially reduced; no active pathway or unresolved target-safety issue is identified; management objectives are completed or transferred; supports and durable stabilizers are in place; foreseeable trigger events are addressed; the subject and target know how to seek help; and reactivation criteria are documented. The chair approves closure and records any dissent.

14.4 Recovery and after-action

For significant cases, provide victim/target support, staff and student support, rumor management, continuity of learning/work, and privacy-respecting communication. Within 30 days of stabilization, complete an after-action review focused on systems - not blame - and track corrective actions to completion.

15. Employee, Contractor, Visitor, and Former-Affiliate Cases

The same behavior-based principles apply, with Human Resources and district counsel integrated from intake. Employment actions, administrative leave, workplace accommodations, labor rights, trespass/exclusion, credential/access changes, and law-enforcement measures follow applicable authority. A supervisor does not conduct a solo threat assessment of a subordinate with whom the supervisor has a conflict.

Case feature	Additional action
Employee concern	Notify HR; secure access/keys/credentials as authorized; coordinate leave and due process; preserve payroll/benefit and contact rules; plan coworker/target safety.
Contractor / volunteer	Notify contract owner and employer/organization; address badge, worksite, vehicle, schedule, and contract remedies; preserve district management responsibility.
Visitor / parent	Use visitor-management and trespass authority as appropriate; provide alternate education/business communication route; protect staff and student targets.

Former student / former employee	Assess continuing access, relationships, online contact, events, transportation, and symbolic targets; coordinate jurisdiction and lawful information sharing.
Domestic violence / stalking nexus	Protect workplace/school targets; avoid revealing schedules/locations; coordinate protective orders, arrival/dismissal, custody documents, and law enforcement.

16. Communications, Privacy, Records, and Information Sharing

16.1 Internal communication

Use a need-to-know plan. The case manager identifies who needs which instruction, by when, and through what secure channel. Operational implementers may need a photograph, prohibited contact, access restriction, or response action without receiving diagnostic, family, or investigative detail.

16.2 Family and subject notification

Ordinarily involve parents/guardians early for student cases because they are essential to supervision and support. The chair may sequence or temporarily delay notification when immediate safety, suspected abuse, an active law-enforcement investigation, a court order, or another lawful reason requires it. Document the reason and reassess promptly. Employee notification follows HR and legal procedure.

16.3 FERPA decision rule

85. Identify whether the information is from an education record or personal observation and who maintains it.
86. Identify the recipient and legitimate purpose. Use consent when practical unless another lawful basis applies.
87. For outside team members using the school-official exception, confirm direct control, legitimate educational interest, annual-notice criteria, and redisclosure restrictions.
88. For a health-or-safety emergency, make a case-specific determination of an articulable and significant threat and disclose only to appropriate parties whose knowledge is necessary. Record the threat basis and recipients.
89. Apply additional confidentiality rules for special education, health, substance-use, child-welfare, criminal justice, Title IX, and employee records as applicable; consult counsel when uncertain.

16.4 Records

- Create a case index and identifier; intake, source log, assessment, decision record, plan, contact/action log, review notes, disclosures, closure, and after-action records.
- Store BTAM case files in the designated restricted repository with role-based access, multifactor authentication where available, audit logging, backup, and secure transfer.
- Do not place unnecessary case detail in email, shared drives, chat, personal devices, or broadly accessible student-information notes.
- Retain and dispose under the district's approved records schedule and legal holds. Never destroy, alter, or backdate a record after notice of litigation, investigation, audit, or public-record request.
- Public statements are issued only by the authorized public information officer in coordination with leadership, law enforcement, legal counsel, and impacted processes. Neither confirm nor deny protected case details without authority.

17. Training, Exercises, Quality Assurance, and Maintenance

17.1 Training standard

Audience	Initial / recurring content
All employees and substitutes	Annual: recognize and report concerning behavior; emergency rule; no-investigation/no-promise-of-secrecy; anonymous reporting; child-abuse and suicide routing.
Students and families	Age-appropriate annual messaging: what to report, how, emergency vs. tip routes, anti-retaliation, responsible online reporting, help-seeking.
Core BTAM team	Before service and annual refresh: adopted OSDE protocol; interviewing; formulation; management; FERPA; disability/civil rights; bias; digital evidence; suicide interface; target safety; documentation.

Administrators / HR / Title IX / special education	Role-specific coordination, due process, parallel processes, re-entry, transition, restrictions, records, and communications.
Partner members	MOU roles, information sharing and redisclosure, emergency activation, evidence/interview sequencing, exercises, and contact verification.

17.2 Exercise program

At least annually, conduct one discussion-based exercise covering an ambiguous online report, weapons access, a potential target, a student with disability protections, suicide overlap, FERPA sharing, and re-entry. Every two years, include an after-hours/event or cross-jurisdiction scenario. Exercises do not use real student identities.

17.3 Quality metrics

- Time from receipt to emergency screen, chair notification, and initial team review.
- Percentage of open cases with case manager, written plan, target-safety review, owner/deadline, and current review date.
- Action completion and overdue rate; reactivation rate; repeat reports; warm-handoff completion.
- Training coverage and exercise corrective-action completion.
- Equity review by campus and protected-status indicators where lawful and appropriately de-identified; investigate disparities rather than infer causation.
- Case-file audit for source distinction, FERPA basis/logging, disability/process coordination, dissent, closure rationale, and minimum necessary information.

ANNEX S

RECOVERY, CRISIS INTERVENTION & BEHAVIORAL HEALTH

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope & Objectives

1.1 Purpose

Provide a coordinated, trauma-informed and accountable process to restore learning, safety, essential services and community stability while supporting people affected by an emergency and reducing future risk.

1.2 Scope

Applies districtwide following any hazard- or threat-based incident affecting campuses, facilities, transportation, extracurricular activities, information systems, students, employees, families or community confidence. Recovery begins during response and may continue for years.

1.3 Objectives

- Protect health and safety during the transition from response.
- Establish recovery leadership, objectives, priorities, timelines and measurable outcomes.
- Restore equitable access to instruction and required student services.
- Provide tiered crisis intervention, behavioral-health support and referral.
- Reoccupy or replace facilities only after documented safety and operational validation.
- Recover finance, technology, transportation, food, HR, communications and records.
- Support families, employees and community partners with accurate information and services.
- Document costs, decisions, assistance, lessons and corrective actions.
- Build back safer, more resilient and more accessible where feasible.

RECOVERY IS NOT A DATE Reopening a building or resuming classes does not end recovery. Behavioral-health, academic, financial, legal, facility and community impacts may emerge or persist long after visible repairs are complete.

2. Authorities, Standards & Recovery Principles

Current law, board policy, professional standards, funding requirements and incident-specific agency direction control. Legal counsel and licensed professionals shall validate application.

Authority / guidance	Application
FEMA National Disaster Recovery Framework (NDRF), current edition	Coordinated short-, intermediate- and long-term recovery, recovery support functions and resilience.
NIMS / ICS; FEMA CPG 101; HSEEP	Response-to-recovery transition, organization, planning, exercises and improvement.
Oklahoma State Emergency Operations Plan and local emergency-management plans	State/local recovery coordination and assistance pathways.
OSDE Crisis Preparedness and Response / Crisis Response and Recovery Team resources	School crisis support, evidence-informed intervention and Oklahoma education coordination.
70 O.S. § 24-159 and district mental-health crisis protocol, as applicable/current	Protocol and training for students in mental-health crisis; counsel confirms current requirements.
ODMHSAS crisis services and Oklahoma 988 Mental Health Lifeline	Crisis connection and community behavioral-health support; 911 for immediate life danger.
FERPA, IDEA, Section 504, ADA, Title VI; employment, privacy and professional licensing law	Student/employee privacy, accommodations, equal access and scope of practice.
Federal disaster assistance and award requirements, including 2 C.F.R. Part 200 when applicable	Procurement, cost, documentation, duplication and audit requirements.
District EOP, board policies, COOP, insurance, records schedules and contracts	Local implementation and authority.

2.1 Recovery Principles

- Individual and community safety before speed or appearance of normalcy.
- Whole-community participation with clear district accountability.
- Trauma-informed, developmentally appropriate, culturally responsive and accessible support.
- Equitable recovery based on impact and need, not equal distribution regardless of barriers.
- Preserve privacy and professional boundaries while sharing information necessary for safety.

- Use verified evidence and measurable outcomes; adapt as needs change.
- Avoid retraumatization, forced disclosure, stigmatizing labels and premature closure.
- Repair and rebuild to reduce future risk when lawful, feasible and fundable.

3. Situation, Impacts & Planning Assumptions

3.1 Recovery Impact Areas

Area	Potential impacts
People / behavioral health	Injury, death, grief, trauma, anxiety, self-harm risk, fatigue, displacement, family stress and secondary trauma.
Education	Lost instructional time, attendance decline, disrupted assessment, learning loss, special-service interruption and enrollment change.
Facilities / environment	Damage, contamination, utility outage, access restrictions, debris, temporary space and long repair timelines.
Technology / information	System outage, data loss/breach, device loss, communications disruption and manual records backlog.
Workforce	Injury, bereavement, leave, burnout, vacancies, commute/housing/childcare barriers and labor issues.
Operations	Transportation, food service, health, security, athletics, procurement, mail and vendor disruption.
Finance / legal	Emergency cost, lost revenue, insurance, claims, contracts, litigation, grants, audit and public-record requests.
Community / reputation	Rumors, distrust, media intensity, conflict, memorial pressure, political interest and partner fatigue.

3.2 Planning Assumptions

- Recovery objectives will compete for limited people, money, facilities and time.
- The most affected staff may also be expected to lead recovery and require relief.
- Some impacts will be delayed, hidden or uneven across students, campuses and groups.
- A “return to normal” may be impossible or undesirable; a safer new normal may be required.
- Insurance and government assistance may be delayed, partial, denied or reimbursement-based.
- Public interest and misinformation may persist through investigations, anniversaries and litigation.
- Behavioral-health needs may spike at funerals, return to school, court/investigative milestones, media coverage and anniversaries.
- Temporary solutions can create accessibility, security, privacy or academic inequities if not reviewed.

3.3 Recovery Levels

Level	Condition	Organization
1 - Campus	Limited duration/impact; campus can recover with district support.	Principal-led plan with district functional leads.
2 - District	Multiple functions/campuses or prolonged closure; significant behavioral/financial/facility impact.	District Recovery Management Team and formal objectives.
3 - Complex / Community	Mass casualty, major destruction, long displacement, community disaster or state/federal assistance.	Expanded Recovery Organization integrated with local/state/federal and community partners.

4. Concept of Operations & Recovery Phases

4.1 Recovery Phases

Phase	Typical timeframe / focus	Examples

Response-to-recovery transition	Hours to days; stabilize and preserve continuity.	Accountability, family assistance, temporary services, initial damage/needs, cost capture.
Short-term recovery	Days to weeks; minimum viable school operations and support.	Safe alternate instruction, counseling, transport/food/technology, cleanup and claims.
Intermediate recovery	Weeks to months; restore capacity and address backlogs.	Repairs, staffing, academic intervention, ongoing treatment/referral, grants and community engagement.
Long-term recovery	Months to years; permanent restoration and resilience.	Rebuild/relocate, long-term behavioral health, financial closeout, memorial/anniversary, mitigation and policy change.

4.2 Recovery Functional Areas

- Health, social services and behavioral health.
- Education, student services and academic continuity.
- Facilities, environment, infrastructure, technology and security.
- Transportation, food, finance, HR, procurement and administration.
- Family/community assistance, communications and public engagement.
- Insurance, grants, disaster assistance, legal/records and financial closeout.
- Long-term resilience, mitigation, AAR/CAP and institutional learning.

4.3 Recovery Planning Cycle

90. Assess impacts, needs, capabilities, barriers and uncertainty.
91. Set prioritized objectives, outcomes, owners, deadlines and decision points.
92. Develop actions, resources, costs, authorities, dependencies and communications.
93. Execute with safety, privacy, accessibility and documentation controls.
94. Measure status/outcomes; engage affected stakeholders; identify unmet needs.
95. Adapt, close or transition objectives and document decisions.

4.4 Transition Criteria

Response may scale down while recovery expands. Transition occurs when immediate life-safety command objectives are substantially stabilized, remaining response tasks have owners, recovery leadership and reporting are established, documentation/cost capture continue, and authorities agree on outstanding scene/investigation restrictions. ICS may remain active for unresolved response functions.

5. Recovery Governance, Organization & Responsibilities

5.1 Recovery Management Team

The Superintendent designates a Recovery Coordinator and may establish a Recovery Management Team (RMT). The RMT uses functional workgroups and a documented governance structure rather than relying on informal committees. It coordinates with the EOC/ICS until transfer is complete.

Role / workgroup	Responsibilities
Superintendent / Executive Policy Group	Recovery vision, priorities, board/community/government coordination, extraordinary authority and return/rebuild decisions.
Recovery Coordinator	Recovery plan, objectives, workgroups, dependencies, status, issues, partner coordination and closeout.
Director of Safety & Security	Response transition, safety/security, investigations/agency liaison, corrective actions and emergency-management coordination.
Student Services / Behavioral Health Lead	Crisis response, tiered supports, referrals, re-entry, family support, monitoring and privacy/professional practice.
Academic Recovery Lead	Instruction, calendar/schedule, assessment, attendance, tutoring, special programs and learning outcomes.

Facilities / Operations Lead	Damage, environmental/structural clearance, temporary/permanent space, utilities, security and reoccupancy.
Technology / Information Lead	Systems/data/communications restoration, cyber response, devices, manual-record reconciliation and continuity.
Transportation / Food / Health Services	Routes, meals, medication/health, accessible services and operational restoration.
HR / Workforce Lead	Employee accountability, leave/accommodation, staffing, labor, wellness, payroll/benefits and workforce recovery.
Finance / Risk / Legal / Records	Costs, procurement, insurance, grants, claims, agreements, legal holds, privacy and records.
PIO / Community Engagement	Compassionate updates, media, stakeholder engagement, rumor control, milestones and feedback.

5.2 Workgroup Governance

- Each objective has one accountable owner, supporting parties, scope, deliverable, due date, metric, cost/funding, risk and escalation path.
- Decisions affecting safety, privacy, instruction, employment, contracts, funds, memorials or permanent facilities receive required authority review.
- RMT maintains issue/decision/risk/dependency logs and a master recovery schedule.
- Affected students, employees and families are consulted appropriately without shifting institutional decisions or burdens onto them.

5.3 Succession and Sustainability

- Name at least two alternates for critical roles and establish relief/rotation.
- Avoid assigning crisis counselors sole responsibility for operations, media and clinical support simultaneously.
- Use operational periods, breaks, backup staffing and protected time for affected personnel.
- Document transfer of recovery leadership and unfinished objectives.

6. Activation, Transition & Recovery Planning

6.1 Activation Triggers

- Fatality, serious injury, missing person or high behavioral-health impact.
- Campus closure, relocation or major facility/environmental damage.
- Multi-day disruption to instruction, transportation, food, technology, payroll or required services.
- Multi-campus/community disaster or significant family displacement.
- Insurance, legal, grant, government-assistance or major financial recovery need.
- Sustained media/community concern, memorial or anniversary management.

6.2 Initial Recovery Actions

96. Appoint Recovery Coordinator/RMT and establish contact/reporting schedule.
97. Receive formal briefing from IC: impacts, accountability, hazards, agencies, restrictions, decisions, costs and records.
98. Preserve evidence/records and continue time/cost tracking.
99. Complete rapid impact/needs assessment and identify high-risk populations/functions.
100. Set 24-hour, 72-hour, 7-day and 30-day objectives as appropriate.
101. Confirm behavioral-health, family, staff and communication support.
102. Develop reopening/alternate operation criteria; do not announce dates prematurely.

6.3 Recovery Action Plan

Element	Required content
Situation / impacts	Verified facts, uncertainty, affected people/functions/geography and restrictions.
Objectives / outcomes	Specific prioritized result, owner, deadline and measure.

Actions / dependencies	Tasks, sequence, partners, permits/approvals, records and predecessor decisions.
Resources / finance	People, facilities, contracts, costs, funding, insurance/grant and procurement.
Safety / equity / privacy	Hazards, accessibility, language, student/employee confidentiality and disparate barriers.
Communications / engagement	Audience, message, channel, feedback and next update.
Risks / alternatives	Trigger, consequence, mitigation, contingency and escalation.
Closeout / transition	Completion evidence, ongoing owner, records and monitoring.

6.4 Milestones and Metrics

- Safety clearances and reoccupancy/alternate-site readiness.
- Percent students with access to instruction, devices, transport, meals and required services.
- Attendance/engagement and academic recovery trends without stigmatizing individuals.
- Behavioral-health access, referral completion and follow-up using aggregate/de-identified reporting.
- Employee staffing, leave, workload and critical vacancy status.
- Facilities/technology/operations restoration and backlog.
- Costs obligated/paid/claimed/reimbursed and unresolved exposure.
- Stakeholder communication, accessibility and unresolved needs.

7. Impact, Damage & Needs Assessment

7.1 Assessment Types

Assessment	Purpose
Rapid impact / windshield	Immediate scale, unsafe areas, closures, critical needs and resource requests.
Detailed facility/environmental	Structural, fire/life safety, utilities, contamination, accessibility, security and repair scope.
Operational / business impact	Minimum service, backlog, dependencies, RTO/RPO and alternate process.
Human impact / needs	Injury, displacement, bereavement, disability/language, food/housing/transport/digital and behavioral-health barriers.
Academic impact	Lost time, attendance, course/credit, assessment, special services and learning support.
Financial / legal	Costs, property, revenue, insurance, claims, contracts, records and investigation/litigation.

7.2 Assessment Controls

- No entry into damaged/contaminated/unreleased area without authorized safety clearance and appropriate PPE/qualification.
- Use qualified structural, environmental, utility, fire/life-safety, technology and other specialists.
- Photograph/document consistent with scene/investigation, privacy and insurance requirements.
- Distinguish observed condition, professional conclusion, estimate and unknown.
- Track assessment date, assessor, scope, limitations, recommendation and follow-up.

7.3 Needs Assessment

- Use multiple sources: attendance, counselor/campus observations, family/staff surveys, service requests, community partners and demographic/accessibility analysis.
- Collect minimum necessary information; avoid labeling all exposed persons as traumatized or requiring counseling.
- Identify those with direct exposure/loss, prior vulnerability, current symptoms, disrupted supports or access barriers for proactive outreach by qualified staff.
- Reassess at return to school, two/four weeks, major milestones and anniversaries based on incident.

7.4 Recovery Prioritization

Prioritize safety, legal obligations, basic needs, continuity of instruction and required services, high-risk individuals, critical dependencies and actions that unlock multiple objectives. Record rationale for deferred work and provide interim controls.

8. Crisis Intervention & Behavioral Health

8.1 Service Model

Tier	Support
Universal / Tier 1	Accurate information, predictable routines, Psychological First Aid, classroom guidance, coping resources, staff consultation and accessible support.
Targeted / Tier 2	Small-group/short-term support, check-ins, skill building, targeted outreach and referral for students/staff with elevated needs.
Intensive / Tier 3	Individual risk assessment, safety planning, licensed treatment/referral, crisis services and coordinated re-entry for high-risk persons.

8.2 Psychological First Aid

- Promote safety, calm, practical assistance, connection, efficacy and hope.
- Listen without pressing for details; validate varied reactions and respect culture/development.
- Meet immediate needs and connect natural supports/resources.
- Provide clear choices and information; do not promise confidentiality beyond law/policy.
- PFA is not psychotherapy, mandatory debriefing or an investigative interview.

8.3 Crisis / Suicide / Self-Harm Risk

IMMEDIATE DANGER For imminent danger, active attempt, weapon, serious injury or inability to maintain safety, call 911 and follow the district mental-health crisis protocol. Oklahoma's 988 Mental Health Lifeline may be called or texted for crisis support when appropriate; it does not replace 911 for immediate life danger.

- Qualified personnel conduct assessment within scope and district protocol; staff do not use informal checklists as a substitute for clinical judgment.
- Maintain supervision and restrict access to lethal means as permitted/appropriate until transfer to qualified care.
- Notify parents/guardians and emergency services according to law/protocol; document objective facts and actions.
- Develop coordinated re-entry/return-to-learn and follow-up after hospitalization/crisis.
- Avoid public identification, rumor and stigmatizing language.

8.4 Deployment of Crisis Team

- Designate clinical/behavioral-health lead and operations liaison; establish private support locations away from media.
- Brief incident facts, populations, language/access needs, referral pathways, documentation and staff welfare.
- Assign personnel within licensure/credential/scope and manage outside providers through agreements/confidentiality.
- Track aggregate contacts, referrals and unmet needs - not therapy content in the incident log.
- Provide supervision/consultation and rotate staff to reduce secondary trauma.

8.5 Privacy and Documentation

- Clinical, counseling, education and employee medical records are maintained in their authorized systems with applicable access/retention.
- General recovery logs contain operational facts and aggregate service counts, not diagnoses, detailed disclosures or therapy notes.
- Information is shared only as permitted for treatment, safety, legitimate educational/employment need or law.
- External provider data-sharing and releases are documented; emergency exceptions are narrowly applied.

8.6 Follow-Up

- Use scheduled check-ins and warm handoffs; a referral list alone is not follow-up.
- Monitor attendance, behavior, academic/work changes and repeated help-seeking without assuming cause.
- Plan for weekends, breaks, graduations, funerals, legal/investigative events and anniversaries.
- Communicate 988, emergency and local resources regularly without overwhelming families.

9. Family Assistance & Community Support

9.1 Family Assistance Center

For mass casualty, missing-person or prolonged incidents, the district may support a secure Family Assistance Center (FAC) separate from media and routine reunification. Unified Command identifies the lead agency and integration with law enforcement, hospitals, medical examiner, victim services, NTSB or other partners as applicable.

- Credentialed family reception and private verified briefings.
- Family liaison assignments and continuity of contact.
- Behavioral health, victim assistance, disability/language access and spiritual care upon request.
- Transportation, lodging, food, charging, childcare considerations and practical help.
- Missing-person/antemortem information only by authorized personnel.
- Protected notification rooms and media/privacy controls.

9.2 Multi-Agency Resource Center

A Multi-Agency Resource Center (MARC) may be established later for multiple public/nonprofit services. It is not a substitute for the private FAC during sensitive victim notification. Coordinate eligibility, data sharing, accessibility, duplication and referral follow-up.

9.3 Family Outreach

- Use verified contact information and trained staff; do not ask affected families to repeat traumatic details unnecessarily.
- Provide clear school status, attendance/academic flexibility, counseling, meals, transport, replacement records/devices and community resources.
- Offer language/access accommodations and multiple contact methods.
- Track promises, referrals and unresolved needs; protect family preferences and privacy.

9.4 Donations, Volunteers and Unmet Needs

Use Annex T for all volunteers/donations. Do not release family names, addresses, needs or fundraisers without consent and legal approval. Coordinate with case-management/VOAD partners to avoid duplication, fraud and inequitable access.

10. Academic Recovery & Student Services

10.1 Instructional Restoration

- Determine safe instructional model: home campus, alternate campus, temporary facility, hybrid/remote or phased schedule.
- Coordinate calendar, instructional hours, testing/accountability, attendance and waivers with OSDE and legal counsel as applicable.
- Prioritize core access and relationships before excessive make-up workload; avoid punishing students for disaster barriers.
- Provide tutoring, credit recovery, schedule flexibility, device/connectivity and targeted academic support.
- Set measurable learning-recovery plan and review subgroup/access outcomes.

10.2 Student Services

- Continue special education/IDEA, Section 504, English learner, health, medication, counseling, homeless, foster, child nutrition and transportation obligations.
- Reconvene teams and document temporary services/compensatory considerations as required; do not suspend accommodations for convenience.
- Protect IEP, health, custody and education records during relocation/manual processes.
- Coordinate accessible facilities, buses, communications, devices and personal supports.

10.3 Return-to-Learn / Re-Entry

Need	Possible supports
After injury/illness	Reduced workload, rest, medical restrictions, gradual schedule and nurse coordination.
After mental-health crisis/hospitalization	Private re-entry meeting, safety/support plan, check-ins, workload/attendance flexibility and provider coordination with consent.
After bereavement/trauma	Predictable routine, choice in participation, counseling access, deadline/attendance flexibility and trigger planning.
After displacement	Enrollment/records assistance, transport, meals, supplies/devices, housing liaison and alternate contact methods.

10.4 Attendance and Enrollment

- Use supportive outreach before punitive response when absence may be disaster-related.
- Track displaced/transferring students and records securely; coordinate McKinney-Vento or other protections as applicable.
- Reconcile manual attendance and account for students whose status is unknown.

10.5 Athletics and Activities

Resume only when facilities, staffing, transport, medical and emotional conditions are appropriate. Participation in memorials, competitions or public events is not required as proof of recovery. Adjust schedules with governing bodies and communicate equity/access impacts.

11. Employee Recovery & Workforce Continuity

11.1 Employee Support

- Provide Employee Assistance Program, behavioral-health referrals, crisis resources, peer support and spiritual care upon request.
- Communicate leave, benefits, workers' compensation, accommodations, payroll and reporting processes clearly.
- Offer flexible/modified duty, remote work, schedule adjustments or reassignment consistent with law, policy, collective/contract terms and essential functions.
- Do not require employees to provide counseling or recovery leadership beyond role, qualification or capacity.

11.2 Staffing Continuity

- Identify critical positions, alternates, vacancies, unavailable staff and surge/contract needs.
- Use cross-training, mutual aid, substitutes, retirees/volunteers only through authorized HR/credentialing processes.
- Protect supervision ratios, licensing, background checks and student safeguards.
- Monitor overtime, fatigue, error risk, morale and turnover; establish relief rotations.

11.3 Staff Communication and Privacy

- Provide managers consistent talking points, referral pathways and limits on health/incident information.
- Employee medical, accommodation and counseling information remains confidential in authorized HR/medical processes.
- Supervisors document work impact and safety concerns, not amateur diagnoses.

11.4 Critical Incident Staff Care

- Offer voluntary defusing/support and practical assistance; avoid mandatory single-session psychological debriefing.
- Provide protected time for affected staff, funerals and family needs consistent with policy.
- Plan for custodians, transportation, dispatch, nurses, office staff, administrators and responders who may have direct exposure but are overlooked.

12. Facilities, Technology, Transportation & Operations

12.1 Facility Reoccupancy

Gate	Required evidence
Scene / investigation release	Responsible agency permits district access/repair for the relevant area.
Fire / structural / environmental	AHJ and qualified professionals address structure, utilities, air/water/soil, fire systems and hazards.
Life safety / accessibility / security	Exits, alarms, lighting, sanitation, ADA access, access control, supervision and emergency response are functional.
Operational validation	Instruction, health, food, technology, communications, transport and staffing meet approved minimum service.
Approval / communication	Facilities/functional owners recommend; Superintendent/designee authorizes; occupants receive clear conditions.

12.2 Temporary and Alternate Facilities

- Inspect occupancy, fire/life safety, accessibility, security, toilets, health space, food, technology, transportation and weather shelter before use.
- Use written agreements addressing duration, cost, insurance, access, damage, records and restoration.
- Do not let “temporary” conditions persist without periodic review and correction.
- Plan traffic, reunification, drills, maps and responder walkthroughs for the alternate site.

12.3 Technology and Information

- Use Annex L for cyber recovery, digital forensics and trusted restoration.
- Prioritize identity, communications, student information/attendance, safety, payroll/finance, transportation, food and instructional systems.
- Reconcile manual records and restore integrations, security, backups and monitoring before declaring normal operation.
- Replace devices/connectivity equitably and protect data during temporary solutions.

12.4 Transportation / Food / Health

- Validate routes, roads, buses/drivers, accessible transport, stops, schedules and family notification.
- Maintain food safety, allergy/dietary needs, eligibility/privacy, alternate kitchens and meal access.
- Restore nurse/medication, health records, isolation, emergency equipment and referral capability.
- Reconcile services delivered manually and address backlogs.

12.5 Security During Recovery

- Construction, temporary fencing, contractors, media, donations and damaged access controls create new vulnerabilities.
- Reassess perimeter, keys/credentials, cameras, lighting, fire watch, visitor management, evidence areas and responder access.
- Remove temporary measures only after permanent controls are verified.

13. Communications, Engagement & Community Confidence

13.1 Communication Principles

- Compassionate, accurate, timely, accessible and consistent.
- State known, unknown, actions, help available and next update.
- Avoid speculation, blame, graphic detail, casualty identity and investigative compromise.
- Coordinate with Unified Command/Joint Information and distinguish district decisions from agency findings.
- Maintain communication after media attention fades.

13.2 Audiences

Audience	Recovery information

Students	Age-appropriate facts, routines, supports, changes, safety and how to seek help.
Families	School/service status, attendance/academic flexibility, resources, privacy, transport and next update.
Employees	Assignments, safety, HR/benefits, support, scripts, records and media limits.
Board / officials / partners	Objectives, impacts, costs, decisions, risks, milestones and unmet needs.
Community / media	Confirmed impacts, recovery milestones, service changes, assistance and official investigation sources.

13.3 Engagement and Feedback

- Use surveys, listening sessions, advisory groups, office hours and partner meetings with clear scope and confidentiality.
- Include students/families/employees with disabilities, language barriers, transportation/digital barriers and disproportionate impacts.
- Publish what was heard, what will change, what cannot change and why, without exposing individuals.
- Do not hold public engagement before families receive sensitive notifications.

13.4 Rumor and Misinformation

- Monitor public channels, call centers and campus reports for harmful rumors.
- Correct material safety/operational misinformation quickly with verified facts; do not amplify every rumor.
- Address impersonation, fraudulent fundraisers and threats through Safety/Legal/law enforcement.

14. Memorials, Anniversaries & Sensitive Events

14.1 Principles

- Follow board policy; use a consistent and equitable process across causes of death.
- Consult family with sensitivity but retain district responsibility for school safety, educational mission, precedent and student welfare.
- Memorials should do no harm, avoid unsafe gathering sites and not force participation or grief expression.
- Avoid glamorizing, romanticizing or detailing suicide, violence, perpetrator identity or method.
- Prefer time-limited, living/service-oriented and developmentally appropriate options over permanent individual memorials decided during acute grief.

14.2 Decision Process

103. Confirm family notification and accurate facts through authorized channel.
104. Convene small authorized team: leadership, behavioral health, principal, PIO, legal and facilities/safety as needed.
105. Assess safety, suicide/violence contagion, equity/precedent, family wishes, instructional impact, cost/maintenance and accessibility.
106. Approve consistent message/activity; plan support and opt-out.
107. Monitor impact and remove/transition spontaneous memorials respectfully on a communicated timeline.
108. Document decision and future anniversary plan.

14.3 Spontaneous Memorials / Vigils

- Move gatherings away from roads, tracks, damaged sites, fire hazards and operational entrances.
- Manage candles/flame, weather, crowd, traffic, media, supervision and cleanup.
- Preserve letters/items only under approved family/privacy process; do not display harmful or graphic material.
- Provide support and alternatives for those who do not wish to participate.

14.4 Funerals and Anniversaries

- Coordinate attendance/leave, transport, substitute coverage and student permission under policy.
- Prepare staff and supports for birthdays, legal proceedings, incident media, one-month/one-year milestones and graduation.

- Review communications and social media for safe messaging; increase support and risk monitoring as appropriate.

15. Financial Recovery, Insurance & Disaster Assistance

15.1 Immediate Financial Controls

- Create incident/project codes and cost centers; preserve pre-incident condition and response/recovery documentation.
- Track labor, overtime, equipment, materials, contracts, mutual aid, donated resources, temporary facilities, relocation, security, counseling and lost/damaged property.
- Notify insurer according to policy and obtain consent/approved vendors where required.
- Use Annex T emergency procurement and resource records; retain competitive/exception rationale and proof of delivery.

15.2 Damage and Claims

- Maintain photographs, inventories, ownership, age/condition, replacement/repair estimates, invoices, engineering/environmental reports and mitigation.
- Do not discard damaged property before insurer/agency/evidence authorization; document salvage/disposal.
- Coordinate employee/student/third-party claims through Risk/Legal; do not admit liability or promise payment.

15.3 Government / Grant Assistance

- Coordinate with local emergency management/OEM for damage reporting, declarations and available programs.
- Assistance is not guaranteed; comply with applicant briefings, deadlines, eligibility, procurement, environmental/historic, insurance, duplication and closeout requirements.
- Separate eligible emergency work, permanent work and improved/alternate projects as directed.
- Obtain approval before changing scope; undocumented work or costs may be denied.

15.4 Donations and Duplicate Benefits

- Manage donations under Annex T with donor restrictions and equity/privacy controls.
- Track insurance, grants, donations and other assistance by cost to prevent duplicate reimbursement.
- Financial aid to individuals requires a legally authorized mechanism; do not distribute district funds informally.

15.5 Financial Status

Category	Track
Estimated damage / need	Range, basis, confidence and update date.
Obligated / incurred / paid	Contract/purchase/time status and funding source.
Claimed / submitted	Insurance/grant/request amount, date and documentation.
Approved / received	Award/payment, conditions and match.
Denied / at risk	Reason, appeal/correction and owner.
Remaining exposure	Unfunded cost, cash flow, contingency and decision.

16. Reconstitution, Demobilization & Long-Term Resilience

16.1 Reconstitution Criteria

- Safety and regulatory clearances complete.
- Minimum service levels restored and business owners validate function/data.
- Temporary records/backlogs reconciled and controls operating.
- Students/staff/families receive clear transition and support information.
- Ongoing work has named owner, funding, schedule, risks and reporting.
- Temporary measures are removed or accepted through a documented plan.

16.2 Phased Return

Phase	Use

Limited access	Authorized staff/contractors only for assessment, records, setup or repair.
Partial operations	Selected grades/functions/areas with interim controls and monitoring.
Full occupancy / modified service	Building open but repairs, supports or alternate procedures continue.
Normal / new baseline	Permanent controls and services accepted; remaining recovery managed as projects.

16.3 Recovery Demobilization

- Close workgroups only after deliverables, records, costs and ongoing owners are transferred.
- Return leased/borrowed resources; terminate contracts/access; recover keys/badges/devices; restock kits.
- Notify partners and affected groups of changed contacts/reporting.
- Maintain behavioral-health and financial/facility projects beyond incident-command closure.

16.4 Resilience and Mitigation

- Use assessment/AAR findings to reduce future hazard, cyber, security, accessibility, continuity and behavioral-health vulnerabilities.
- Evaluate stronger codes/design, redundancy, alternate power/communications, secure data/backups, diversified vendors and cross-trained staff.
- Integrate capital planning, grants, insurance and maintenance; do not rebuild known vulnerabilities without documented decision.
- Measure whether mitigation is implemented and sustained.

16.5 Recovery Closeout

The Superintendent/designee closes formal recovery when objectives are complete or transferred to routine accountable programs, records/costs are reconciled, ongoing care and claims have owners, temporary measures are resolved, stakeholder communication is complete, and remaining risks are accepted at the proper level. Closeout does not terminate an individual's access to appropriate ongoing services.

17. After-Action, Training & Annex Maintenance

17.1 Hotwash / AAR / CAP

- Conduct immediate hotwash when feasible without burdening acutely affected personnel.
- Formal AAR normally within 30 days after stabilization; long-term recovery may require interim and final AARs.
- Evaluate response-to-recovery transition, people/support, academics, facilities/technology/operations, communications, finance, partnerships and equity/accessibility.
- CAP assigns owner, priority, due date, resources and measurable evidence; executive leadership tracks high-risk actions.
- Separate performance improvement from blame, personnel investigation and clinical review.

17.2 Training

- Recovery governance, impact assessment, action planning, finance/documentation and reconstitution for leaders.
- PFA, crisis protocol, referral, safe messaging, privacy and professional boundaries for crisis/support teams.
- Facility/damage/environmental, continuity, technology, HR, academic and communications role training.
- FAC/MARC, memorial, family liaison and culturally/accessibly responsive support.

17.3 Exercises

Frequency	Activity
At least annually	Recovery tabletop that begins after response: damage, reopening pressure, behavioral health, alternate instruction, cost and messaging.
Risk-based	Functional FAC/MARC, alternate-school setup, return-to-learn, family notification, recovery finance or reoccupancy validation.
After change/incident	Targeted test of corrective action, partner/site, law/policy, system, facility or staffing change.

17.4 Maintenance

Recovery Coordinator and Director of Safety & Security coordinate annual review with Student Services, HR, Finance, Facilities, Technology, Transportation, Food/Health Services, Communications, legal/records, local emergency management, OSDE/ODMHSAS and community partners as appropriate. Rosters, agreements, sites, resources, authorities, forms and corrective actions are updated.

ANNEX T

VOLUNTEER, DONATION & RESOURCE MANAGEMENT

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope & Objectives

1.1 Purpose

Create one accountable system for resource and logistics support during response and recovery, including district assets, personnel, mutual aid, contracted resources, spontaneous volunteers, donated goods/services and financial contributions.

1.2 Scope

Applies to every campus, department, facility, warehouse, transportation center, incident site, reunification site, Family Assistance Center, Volunteer Reception Center (VRC), donation site and Point of Distribution (POD) operated or supported by the district.

1.3 Objectives

- Match resources to incident objectives and verified needs.
- Use a single ordering process with documented authority and priority.
- Prevent freelancing, self-deployment, duplicate orders and uncontrolled donations.
- Type, qualify, credential, check in, assign, supervise and track resources appropriately.
- Protect students, personnel, property, donor intent, public funds and sensitive information.
- Maintain safety, accessibility, sustainment and support for deployed resources.
- Demobilize safely, reconcile assets/costs, reimburse as authorized and restore readiness.

NO SELF-DEPLOYMENT Personnel, volunteers, contractors, equipment and donated goods shall not report directly to a campus or incident scene unless requested, authorized and given a reporting location. Unrequested resources can block responders, create security risks and become an additional support burden.

2. Authorities, Standards & Principles

Current law, board policy, agreements, funding rules and incident declarations control. Legal counsel and Finance shall verify applicability and authorization before obligations are created when time permits.

Authority / guidance	Application
National Incident Management System (NIMS) and FEMA resource-management guidance	Preparedness and six incident tasks: identify requirements; order/acquire; mobilize; track/report; demobilize; reimburse/restock.
FEMA Resource Typing Library Tool and NIMS qualification/credentialing guidance	Common capability descriptions and personnel/resource qualification when applicable.
FEMA NIMS Guideline for Mutual Aid	Agreement, request, deployment, reimbursement and accountability practices.
Oklahoma Emergency Management Act, 63 O.S. §§ 683.1 et seq.; 2025 Oklahoma State EOP	Emergency coordination; OEM lead/support role for statewide volunteer and donations management when activated.
Oklahoma procurement, ethics, public funds, records and audit requirements; district board policies	Purchasing authority, conflicts, documentation, retention and accountability; counsel/CFO validation required.
Federal award and disaster-assistance requirements, including 2 C.F.R. Part 200 when applicable	Allowability, procurement, records, duplication-of-benefits and reimbursement requirements.
Child protection, employment, accessibility, food/health/safety and privacy laws/policies	Volunteer screening/supervision, safe donations/distribution and protection of student/employee information.
District EOP, continuity plans, agreements, insurance and contracts	Local implementation and authority.

2.1 Core Principles

- Life safety and basic human needs take priority.
- Resources support approved incident objectives, not independent projects.
- The requesting unit describes capability, quantity, reporting location/time, support needs and duration - not merely a brand name.
- One authorized ordering channel prevents duplication and establishes accountability.
- All resources check in, receive assignment/supervision and check out.

- Financial commitments remain within delegated authority; emergency does not eliminate documentation.
- Cash to reputable approved channels is generally preferred over unrequested goods because it is flexible and does not create transport/storage/disposal costs.

3. Situation, Resource Categories & Assumptions

3.1 Resource Categories

Category	Examples
Personnel	District staff, public safety, medical, interpreters, counselors, operators, trades, volunteers, contractors.
Facilities	Schools, warehouses, staging, VRC, donation sites, PODs, shelters, FACs, offices and alternate classrooms.
Equipment	Buses, trucks, generators, light towers, radios, barriers, pumps, forklifts, medical and accessibility equipment.
Supplies	Food, water, fuel, PPE, sanitation, office/teaching, bedding, batteries and repair materials.
Services	Debris, security, transport, translation, catering, engineering, environmental, technology, behavioral health and legal.
Information / systems	Inventories, maps, vendor data, tracking platforms, communications and status reports.
Financial / donated support	Emergency purchases, grants, insurance, mutual-aid costs, cash/in-kind donations and donated professional services.

3.2 Planning Assumptions

- Demand will exceed immediately available district resources in a major incident.
- Normal vendors, roads, power, communications, fuel, payment systems and deliveries may fail.
- Multiple departments may request the same scarce resource.
- Offers and physical donations may arrive before the district communicates needs.
- Spontaneous volunteers may be untrained, unaffiliated, unscreened or unable to support themselves.
- Requested resources require food, water, shelter, sanitation, fuel, maintenance, security, supervision and relief.
- Reimbursement is never guaranteed; undocumented or unauthorized costs may be ineligible.
- Recovery may require weeks or months of inventory, donations, volunteer and contractor management.

3.3 Activation Levels

Level	Condition	Organization
1 - Routine	Single campus; district stock/vendor support sufficient.	Department logistics; normal purchasing with incident tracking.
2 - Enhanced	Multiple departments/campuses; scarce assets, mutual aid, contractors or volunteers.	Logistics Section / EOC coordination; centralized ordering and staging.
3 - Complex	Districtwide/prolonged disaster; major donations, VRC/POD, state assistance or federal recovery.	Expanded ICS/EOC/Recovery Organization; OEM/VOAD/community and Finance coordination.

4. Concept of Operations & Resource Lifecycle

4.1 Six Incident Tasks

Task	District action	Control
1. Identify requirements	Define capability, quantity, priority, delivery, duration, support and requester.	Tied to objective and validated need.
2. Order & acquire	Use district stock, reallocation, vendor, mutual aid, government request or approved donation.	One ordering point; authority/funding documented.

3. Mobilize	Give reporting location/time, route, contact, credentials, safety and self-sustainment.	No self-deployment.
4. Track & report	Check in; status/location/assignment; inventory and usage; situation reporting.	Single resource ID/order number.
5. Demobilize	Release in planned order; checkout; inspect; return/transfer/dispose; travel safety.	IC/Logistics approval and records.
6. Reimburse & restock	Validate bills/time/scope; claims/reimbursement; repair/replace and restore stock.	Finance/audit closeout.

4.2 Status Model

Status	Meaning
Requested	Validated requirement entered; not yet ordered.
Ordered / pending	Authorized source contacted; awaiting confirmation.
Mobilizing	Resource accepted mission and is en route/preparing.
Checked in / available	At incident/staging and ready but not assigned.
Assigned	Performing approved task under named supervisor.
Out of service	Temporarily unavailable for maintenance, rest, safety or other reason.
Demobilizing	Released and completing checkout/return.
Returned / closed	Returned/transferred/disposed and financial/inventory status reconciled.

4.3 Ordering Hierarchy

109. Use safe on-hand district inventory assigned to the incident.
110. Reallocate district resources from lower-priority functions with owner/IC approval.
111. Use pre-event contracts/cooperative purchasing or approved vendors.
112. Request mutual aid or government assistance through authorized emergency-management channels.
113. Accept targeted donated goods/services only when they meet a verified requirement and total cost/conditions are acceptable.
114. Use spontaneous volunteers only through the VRC/approved partner and when a safe, supervised assignment exists.

4.4 Scarce Resource Allocation

Incident Command sets priorities using life safety, student basic needs, incident stabilization, continuity of critical services, legal obligations, time sensitivity, substitutes, equity/accessibility, delivery/support burden and future operational periods. Allocation decisions and unmet needs are documented and reassessed.

5. Organization, Responsibilities & Authority

5.1 ICS Placement

The Logistics Section provides services and support, establishes ordering and staging, and manages supplies/facilities/transport/communications as assigned. The Planning Section Resources Unit tracks the status of incident resources and maintains check-in/status information; it is not the default purchasing office. Finance/Administration tracks time, procurement, compensation/claims and costs. A Volunteer and Donations Unit may be created in Logistics or the Recovery Organization.

Role	Responsibilities
Incident Commander / Superintendent	Objectives, priorities, activation level, scarce-resource decisions, extraordinary commitments and demobilization.

Logistics Section Chief / Recovery Coordinator	Ordering point, supply/facilities/ground support/communications, staging, sustainment and demobilization coordination.
Planning Resources Unit	Check-in and status/location/assignment tracking; resource summaries and demobilization planning support.
Finance / Administration / CFO	Authority/funding, purchasing, contracts, time, cost, claims, reimbursement, donations and audit records.
Volunteer Coordinator / VRC Manager	Registration, screening/credentialing, assignment matching, safety, supervision, hours and checkout.
Donations Manager	Needs list, acceptance/refusal, receiving, valuation documentation, inventory, donor restrictions and closeout.
Facilities / Warehouse / Staging Manager	Site safety/security, receiving, inspection, storage, material handling, issue and facility restoration.
Transportation / Ground Support	Drivers/vehicles, routing, fuel, maintenance, deliveries, manifests and accessible transport.
Human Resources / Legal / Risk	Worker status, background/screening, conduct, liability/insurance, waivers, injury/complaint and legal review.
PIO	Clear requests, approved channels, self-deployment deterrence, updates and donor/volunteer messaging.

5.2 Delegated Authority

- Restricted appendix lists who may request, approve, purchase, contract, accept restricted donations, dispose of property and sign mutual-aid documents, with dollar/time limits and succession.
- No employee promises reimbursement, tax treatment, employment, insurance coverage, access to students, public recognition or return of donated property without authority.
- Verbal emergency approvals are logged immediately and documented in writing as soon as practicable.
- Conflicts of interest, gifts to individuals, vendor relationships and related-party transactions are disclosed and handled under law/policy.

5.3 Resource Request Approval

Request type	Minimum approval
Routine district stock within assignment	Unit leader / resource owner under incident plan.
Reallocation affecting critical service	IC/Operations plus resource owner.
Purchase / contract	Authorized purchasing official within delegated limit; Finance review.
Mutual aid / government request	Authorized district official through designated emergency-management channel.
Volunteer assignment near students / sensitive area	VRC plus HR/Safety/campus approval and required screening/supervision.
Restricted/conditional or high-value donation	Donations Manager + Finance/Legal/authorized acceptance official.
Disposal / transfer of surplus donated goods	Authorized official under donor terms, policy, law and reimbursement rules.

6. Preparedness, Inventories & Agreements

6.1 Resource Inventory

- Maintain owner, location, quantity, capability/type, condition, availability, mobilization time, operator requirement, fuel/power, maintenance, replacement value and restrictions.
- Separate “owned” from “available”; do not count resources already committed, broken, inaccessible or lacking operators.
- Review critical inventories at least annually and before forecast hazards/events; cycle expiring supplies.
- Protect detailed inventories and vendor/pricing data from unauthorized release.

6.2 Resource Typing and Qualifications

- Use FEMA NIMS resource types when a national type exists and mutual aid/interoperability benefits; otherwise describe capability in plain language.
- Do not claim a FEMA type unless the resource meets the current definition.
- Identify required licenses, certifications, clearances, fitness, operators, PPE and supervision.
- Verify qualifications at mobilization/check-in; credentials establish capability/identity, not automatic scene access.

6.3 Agreements and Contracts

- Pre-incident agreements address activation, scope, command/supervision, qualifications, credentialing, costs/rates, travel, insurance, injury, property damage, records, reimbursement, demobilization and dispute resolution.
- Maintain vendors for fuel, generators, sanitation, food/water, buses, debris, security, medical, communications, accessible equipment, structural/environmental services and temporary facilities.
- Identify alternates and geographic diversity to reduce common-cause failure.
- Test after-hours contact, delivery lead time and payment/authorization process.

6.4 Sites

- Survey staging, warehouse, VRC, donation and POD locations for capacity, routes, loading, fire/life safety, accessibility, security, lighting, sanitation, communications, weather shelter and material handling.
- Separate volunteers/donors/public traffic from incident operations, students and responder routes.
- Maintain site agreements, keys/access and setup maps in restricted appendices.

7. Identify Requirements, Prioritize & Request

7.1 Required Request Elements

Element	Required information
Mission / objective	What task or outcome the resource supports.
Capability	Kind/type or plain-language performance; qualifications/operators.
Quantity	Number/amount, unit of issue and acceptable substitute.
Priority / needed time	Life safety/critical/routine; latest useful arrival.
Delivery / reporting	Exact site, entrance, route, contact, hours and security/access.
Duration / support	Expected use, shifts, food/water/lodging/fuel/maintenance/PPE.
Funding / authority	Cost estimate/source, approval and reimbursement/contract basis.
Disposition	Returnable, consumable, transfer, donation or disposal expectation.

7.2 Validation

- Confirm the need is not already ordered, on hand, substitutable or available from another district location.
- Clarify unsafe, vague, brand-only or open-ended requests.
- Estimate total delivered/supported cost - not only unit price.
- Ensure receiving site and responsible person are ready before shipment.
- Assign unique request/order number and retain changes/cancellations.

7.3 Priority

Priority	Meaning
Immediate / life safety	Delay threatens life, responder safety or critical protective action.
High / critical operations	Needed to prevent major service failure or escalating damage in current/next operational period.
Routine	Supports sustained operations; can follow normal scheduling within incident.

Future / contingency	Forecast need; source/hold/plan without premature deployment.

7.4 Unmet Needs

Logistics reports unavailable, delayed or partially filled requests promptly with alternatives and operational impact. IC/Operations adjusts objectives, rationing or service levels. Unmet needs remain visible until filled, canceled or formally closed.

8. Order, Acquire & Emergency Procurement

8.1 Single Ordering Point

All incident requests flow through the designated ordering point. Departments may use emergency purchasing only within delegation and must report the commitment/order immediately for central tracking. Duplicate or parallel orders are canceled only after confirmation to avoid loss of all sources.

8.2 Acquisition Methods

- District stock/transfer or controlled substitution.
- Existing contract, cooperative contract or approved purchase order.
- Emergency procurement under applicable law and board policy, with written justification.
- Mutual aid/assistance or government mission assignment/request.
- Lease/rental with rates, damage, insurance, operator, fuel, return and extension terms.
- Accepted donated goods/services under documented need and conditions.

8.3 Emergency Procurement File

- Request/order number and incident/mission.
- Authority, approver, date/time and emergency justification.
- Vendor selection and reason; competition/quote documentation or reason impracticable.
- Scope, quantity, rate/price, ceiling, delivery, term, taxes/fees, insurance and termination.
- Purchase order/contract, delivery/acceptance, invoices, payment and changes.
- Funding/reimbursement eligibility review and conflict/debarment checks when required.

DOCUMENT WHILE ACTING Emergency conditions may shorten normal competition or approval steps, but they do not eliminate authority, reasonableness, conflict, receipt, cost and records requirements. Finance and Legal should establish rapid preapproved procedures before an incident.

8.4 Fraud and Vendor Controls

- Independently verify bank, payment, vendor, address and contact changes using known records.
- Use dual approval for high-risk payments; do not use gift cards, personal accounts or unapproved payment apps.
- Inspect delivery before acceptance; record shortages, substitutions, damage and rejected goods.
- Report price gouging, kickbacks, impersonation, invoice fraud or cyber compromise to Finance/Safety/Legal and law enforcement as appropriate.

9. Mobilization, Check-In, Staging & Assignment

9.1 Mobilization Message

- Order/mission number, incident name and authorized requester.
- Resource/personnel required and acceptance confirmation.
- Reporting location, route, date/time, check-in point and contact.
- Known hazards, PPE, credentials, security/access and communications.
- Expected duration, shift, self-sustainment, lodging/food/fuel and reimbursement terms.
- Do-not-self-deploy and cancellation/recall instructions.

9.2 Check-In

- All resources check in once at the designated location using ICS 211 or district equivalent.
- Record name/identifier, organization, leader/contact, type/capability, personnel/equipment, arrival, method, home base, order number and special needs.

- Verify credentials/qualifications, assignment authority and safety information; check-in does not equal assignment.
- Planning Resources Unit receives status; Logistics/Operations assigns through chain of command.

9.3 Staging

- Staging is for checked-in resources awaiting tactical assignment; it is not uncontrolled parking/storage.
- Staging Manager maintains status, readiness, security, traffic, sanitation, fueling/maintenance and accountability.
- Separate people, vehicles, food, fuel, hazardous materials and donated goods appropriately.
- Do not send resources from staging without documented assignment and destination acceptance.

9.4 Assignment and Support

- Provide supervisor, task, location, work period, safety/communications, reporting and completion standard.
- Do not assign beyond qualification, physical ability, screening or legal scope.
- Track working/rest time, food/water, sanitation, PPE, transportation, lodging, maintenance and behavioral health.
- Report injury, damage, loss, misconduct, changed capability and mission completion immediately.

10. Tracking, Status, Distribution & Accountability

10.1 Resource Tracking

- Use one identifier from request through payment/return.
- Track quantity/capability, owner/source, status, location, assignment, supervisor, time, cost/rate, condition and anticipated release.
- Record partial fills, substitutions, transfers, consumable usage, maintenance and losses.
- Reconcile Planning status, Logistics issue/warehouse records, Operations assignments and Finance costs each operational period.

10.2 Receiving and Inspection

115. Verify shipment/order/donor and receiving authority.
116. Inspect count, unit, condition, expiration, temperature, contamination, certification, safety and damage as applicable.
117. Accept, conditionally accept/quarantine or reject; document discrepancy and notify ordering point.
118. Assign inventory/location; preserve manuals, safety data, receipts and chain of custody where required.
119. Notify requester and arrange controlled issue/delivery.

10.3 Storage

- Use secure, dry, temperature-appropriate, pest-controlled and fire-code-compliant storage.
- Segregate food, medical, chemicals, fuel, batteries, high-value, controlled, damaged/quarantined and donor-restricted items.
- Use first-expiring/first-out where appropriate; inspect temperature/expiration and access.
- Protect student/employee data and valuable equipment; maintain access log for restricted areas.

10.4 Distribution / POD

- Verify approved allocation/request and recipient; record quantity, lot/serial if needed, time, issuer and receipt.
- Design POD traffic for one-way flow, emergency lane, accessibility, pedestrian safety, security and inventory control.
- Publish who is eligible, hours, limits, required information and what is unavailable; collect minimum personal data.
- Monitor burn rate, resupply trigger, equity/accessibility and unmet needs.
- Close only after public notice, final inventory, cleanup, staff checkout and alternate assistance information.

10.5 Loss, Damage and Theft

Immediately report missing, damaged, stolen or misused resources. Protect evidence, notify owner/Finance/Risk/law enforcement as appropriate, determine operational impact, replace if approved and document disposition/claim. Do not conceal losses to simplify closeout.

11. Volunteer Management

11.1 Volunteer Categories

Category	Management

Affiliated	Deployed and supervised by a recognized organization under agreement; still checks in and follows district/ICS direction.
Credentialed / skilled	Qualification/license verified for defined task; district acceptance does not expand professional scope.
Spontaneous / unaffiliated	Directed to VRC/approved partner; used only after registration, screening, safe assignment and supervision.
Remote / virtual	Assignment, data access, deliverables, confidentiality and time tracked; same authorization principles.
Minors	Used only under approved district program, consent, supervision and age-appropriate nonhazardous duties; not spontaneous incident labor.

11.2 Volunteer Reception Center

120. Receive and register away from schools/incident scene.
121. Verify identity/contact and emergency contact; explain status and conduct/privacy rules.
122. Assess skills, affiliation, credentials, language, accessibility, restrictions and availability.
123. Complete required screening/background/child-access review for assignment.
124. Match to a validated request; provide supervisor, badge, briefing, PPE and transport/reporting information.
125. Track assignment, hours, location, injury/incident and reassignment.
126. Checkout, recover badge/equipment, confirm safe departure and provide follow-up.

11.3 Screening and Student Protection

- A volunteer is not automatically authorized to access students, records, medical areas, shelters, buses, reunification or restricted campuses.
- Apply district background, visitor, supervision, confidentiality and mandated-reporting policies based on assignment and duration.
- Use two-adult/line-of-sight or other required supervision; never assign an unscreened spontaneous volunteer alone with students.
- Verify licenses/certifications directly when feasible and document source/date.
- Deny or end assignments for unsafe behavior, impairment, harassment, boundary violations, credential concerns or refusal to follow direction.

11.4 Safety and Welfare

- Brief hazards, task limits, PPE, communications, emergency actions, injury reporting, breaks, weather, sanitation and lifting/vehicle rules.
- Volunteers do not perform electrical, structural, HAZMAT, medical, security, chainsaw/heavy-equipment, debris or other specialized work without verified qualification, authorization and supervision.
- Clarify injury/insurance/workers' compensation status through HR/Legal/Risk; do not promise coverage.
- Provide reasonable accommodation and language access; match task to ability.
- Track fatigue and distress; rotate/release and offer support after traumatic work.

11.5 Volunteer Conduct and Records

- No photography/social media of students, records, victims or restricted operations.
- No soliciting, proselytizing, political activity, independent media contact, weapons, substances or private transportation of students unless specifically authorized by policy.
- Record time as operational documentation; volunteer hours may support certain claims but do not guarantee reimbursement or matching credit.
- Protect volunteer PII and retain forms under district schedule/legal direction.

12. Donations Management

12.1 Donations Strategy

- Publish specific current needs, quantities/specifications, approved sites/hours and a stop date.
- Prefer financial donations through an approved district/foundation/partner channel when suitable.
- Do not open a physical donation site until staffing, storage, inspection, transport, security and disposition are ready.

- Coordinate with OEM/local emergency management, Oklahoma VOAD/COAD and trusted nonprofits during large disasters.
- Immediately update “no longer needed” items to reduce the second disaster of unusable goods.

12.2 Acceptance Criteria

Accept when	Decline / refer when
Matches documented need and quantity.	Unrequested, excessive, obsolete or creates higher handling/disposal cost.
Safe, lawful, clean, usable, intact and within expiration/temperature requirements.	Opened, expired, recalled, contaminated, damaged, used personal items or unverifiable condition.
Storage, distribution and recipient exist.	No secure/appropriate storage, transport, staff or distribution plan.
Conditions/restrictions are lawful, clear and acceptable.	Restriction conflicts with equity, policy, mission, law, grant/insurance or operational control.
Authorized official accepts and documents.	Weapon, ammunition, controlled substance, prescription item, hazardous chemical, live animal, fuel or regulated item not specifically requested/authorized.

12.3 Food, Water and Medical Items

- Coordinate food with Food Services/public health; require intact packaging, labels/allergens, source, temperature and use-by controls.
- Do not distribute home-prepared food or items outside approved food-safety policy.
- Bottled water and shelf-stable food are accepted only to a stated specification and manageable quantity.
- Medication, medical devices, oxygen, sharps and clinical supplies require medical/legal/procurement authorization, traceability and proper storage; otherwise refer donor to approved health partner.

12.4 Financial Donations

- Use only approved accounts and payment channels with segregation of duties, receipts, reconciliation, donor-intent tracking and fraud controls.
- Do not commingle funds with personal, booster, student activity or informal crowdfunding accounts.
- Only authorized officials make tax-deductibility statements or issue acknowledgments; district acceptance does not guarantee donor tax treatment.
- Document restrictions, refunds/chargebacks, fees, interest and disposition of residual funds.
- Avoid directing funds to named individuals without a legally approved assistance mechanism and equity/privacy review.

12.5 Donated Goods / Services Valuation

Record donor-provided description and estimated fair value when required, but do not independently appraise or guarantee value. Finance determines accounting and grant/insurance treatment. Donated professional services require scope, qualification, supervision, insurance, deliverables, ownership/confidentiality and records terms.

12.6 Donor Privacy and Recognition

- Collect only information needed for acknowledgment, restrictions, inventory and audit.
- Obtain consent before publishing donor name, amount or images.
- Recognition must not imply endorsement, purchasing preference, student access or advertising rights unless separately authorized.
- Use consistent appreciation; avoid inequitable operational influence by donors.

13. Mutual Aid, Contractors & Community Partners

13.1 Mutual Aid Requests

- Use authorized district/local emergency-management channel and current agreement.
- Specify mission, resource type/capability/quantity, reporting, duration, support, communications, cost/reimbursement and release authority.
- Receiving district checks in, assigns, supports and tracks mutual-aid resources; provider remains responsible as agreement states.

- Document extensions, reassignment, injury, damage, consumables and demobilization.

13.2 Contractors

- Contractors receive defined scope, deliverables, safety/security, supervision, access, student/privacy, insurance, records, rate/ceiling and termination terms.
- Check in and display authorization; vendor access is limited by time and area.
- District verifies work/receipt before payment and records rejected/nonconforming work.
- Emergency contractor selection and changes remain within procurement authority.

13.3 VOAD / COAD and Community Partners

- Use established nonprofits/faith/community groups for volunteer reception, feeding, donations, cleanup, emotional/spiritual care upon request, unmet needs and case management according to mission.
- Government/district identifies needs and coordinates; voluntary organizations retain their governance and do not become district employees solely by coordination.
- Share minimum necessary information under agreements and privacy law; avoid duplicate benefits/services.
- For statewide disasters, coordinate volunteer/donation messaging with local emergency management and Oklahoma Department of Emergency Management activation.

13.4 Offers of Help

Offer	Response
Resource meets open request	Route to ordering/Donations Manager; verify conditions and receiving plan.
Useful later / not current	Record offer with expiration and contact; do not deploy/store prematurely.
Unneeded physical goods	Politely decline or refer to approved organization; do not accept at campus.
Skilled volunteer/service	Route to VRC/HR/contract process; verify qualification and scope.
Restricted/high-value/controversial	Pause; Finance/Legal/executive review.
Direct aid to family/student	Refer to approved assistance/case-management channel; protect privacy and equity.

14. Facilities, Fuel, Transportation & Supply Continuity

14.1 Critical Logistics Dependencies

Dependency	Continuity control
Fuel	Identify suppliers/alternate methods, priority allocation, safe storage, delivery access, usage/burn-rate and generator/vehicle compatibility.
Power / generators	Load and connection assessment by qualified staff, fuel/runtime, ventilation, grounding, maintenance and security.
Water / sanitation	Potable vs nonpotable controls, toilets/handwashing, waste, accessibility and public-health coordination.
Food / feeding	Counts, dietary/allergen, cold chain, safe preparation/distribution, waste and staff/volunteer feeding.
Communications	Radios, chargers, batteries, interoperability, alternate networks, runners and equipment tracking.
Transportation	Drivers, accessible buses/vehicles, routes, maintenance, fuel, staging, manifests and delivery priority.
Warehousing	Loading/material handling, fire code, temperature, security, pest control, inventory and alternate sites.

14.2 Fuel Safety

- Only approved containers/tanks, trained personnel and compliant storage/dispensing; no improvised indoor fuel storage.
- Separate ignition, public/student areas and food; maintain spill/fire controls and documentation.
- Track receipt, issue, equipment/vehicle, quantity, time, issuer and balance.
- Report spills/theft/contamination immediately; fire/environmental requirements govern.

14.3 Generators and Temporary Power

- Only qualified personnel size, connect and operate; never backfeed or operate combustion equipment indoors/near air intakes.
- Protect cords/cables and grounding; monitor carbon monoxide, load, fuel and runtime.
- Prioritize life safety, communications, refrigeration/medical, water/sanitation and critical operations.

14.4 Supply Forecasting

- Calculate population, consumption rate, lead time, safety stock, storage/handling and resupply trigger.
- Report on-hand, committed, available and projected shortage separately.
- Avoid hoarding at one campus; allocate by verified need and delivery/access constraints.
- Plan waste, pallets/packaging, reverse logistics and reusable-container return.

15. Communications, Information & Data Management

15.1 Public Messaging

- Publish one official volunteer/donation channel with date/time, exact needs, specifications, location/hours and do-not-self-deploy language.
- Do not publicize staging, campus, student, warehouse security or high-value inventory details unnecessarily.
- Update quickly when needs change; state what is not accepted and offer reputable alternatives.
- Coordinate with emergency management/VOAD and avoid competing appeals.
- Use accessible, multilingual and redundant formats.

15.2 Internal Situation Reporting

- Open/filled/unmet requests by priority.
- Resources ordered, mobilizing, available, assigned, out of service and demobilizing.
- Critical inventory, burn rates, forecast shortages and delivery constraints.
- Volunteer counts/assignments/hours/incidents and donation volumes/rejections/distribution.
- Costs/commitments, authority issues, claims and reimbursement risks.
- Decisions/resources needed and next update.

15.3 Systems and Continuity

- Use approved resource/inventory/finance systems with unique IDs and role access.
- Maintain protected paper/offline backup for ordering, check-in, issue and costs.
- Synchronize after restoration; reconcile duplicates and preserve original records.
- Apply Annex L to cyber/fraud incidents; independently verify payment or vendor changes.

15.4 Privacy and Records

- Limit volunteer/donor/recipient/student information to operational need and authorized users.
- Do not publicly post volunteer rosters, donor amounts, recipient lists or student distributions without approval.
- Legal/records directs retention, public requests, litigation holds and disposal.
- Maintain chain of custody for high-value, sensitive, regulated or evidence-related items.

16. Demobilization, Reconciliation & Recovery

16.1 Demobilization Planning

- Begin early; identify release priorities, replacement/relief, checkout location, transport/travel safety, return destination and required records.
- Do not release a resource directly from assignment without supervisor/Logistics coordination except immediate safety.

- Maintain critical capability while reducing excess; notify provider/owner and receiving location.

16.2 Checkout

127. Complete mission/status and final time/hours/usage.
128. Return badges, keys, radios, equipment, vehicles, cards, documents and unused supplies.
129. Inspect/record condition, damage, maintenance, contamination, shortages and loss.
130. Provide injury/claim, invoice/time, reimbursement and contact instructions.
131. Confirm safe travel/transport and destination acceptance.
132. Change status to returned/closed only after inventory and financial records reconcile.

16.3 Donation Closeout

- Stop public appeal and receiving with clear notice.
- Inventory residual goods and restricted funds; identify remaining approved needs.
- Redistribute, transfer, return or dispose only under donor terms, law, policy, grant/insurance and authorized approval.
- Never abandon goods at campuses or transfer to staff/individuals informally.
- Complete donor acknowledgments and privacy-approved recognition.

16.4 Financial and Inventory Reconciliation

- Match request/order, authorization, receiving, issue/usage, return/disposition, invoice/payment and funding source.
- Reconcile mutual aid, volunteer hours, donated goods/services, contracts, purchases, damaged assets and claims.
- Document reason for variances, missing items, price/quantity changes and noncompetitive emergency procurement.
- Avoid duplicate reimbursement from insurance, grants, donors or other assistance; Finance performs eligibility review.
- Restock emergency supplies, repair/replace equipment, close purchase orders/contracts and update readiness.

16.5 After-Action and Corrective Action

Conduct a hotwash promptly and a formal AAR normally within 30 calendar days after stabilization, adjusted for recovery/audit needs. Evaluate ordering, priority, vendor/mutual aid, staging, tracking, volunteer/donation management, POD, safety, communications, costs and demobilization. CAP assigns owner, priority, due date, resources and completion evidence.

17. Training, Exercises & Maintenance

17.1 Training

- NIMS/ICS resource management for command, Planning, Logistics and Finance personnel.
- Ordering/approval, emergency procurement, receiving, inventory, staging, distribution, demobilization and cost documentation.
- VRC registration/screening/assignment/safety and child-protection requirements.
- Donation acceptance, food/medical safety, financial controls, donor restrictions and public messaging.
- Forklift/material handling, fuel/generator, driving, warehouse and specialized safety only for authorized qualified personnel.

17.2 Exercises

Frequency	Activity
Quarterly / semester	Validate critical contacts, inventories, cards/authority, fuel/generator status and site access.
At least annually	Tabletop resource shortage with ordering, scarce allocation, vendor/mutual aid, volunteers/donations and reimbursement.
Risk-based	Functional VRC, staging/warehouse, POD, generator/fuel, communications failure or receiving/inventory exercise.
After incident/change	Validate corrective action, vendor/agreement, site, policy, system or staff change.

17.3 Exercise Controls

Use simulated data/currency/donations, safety plan, evaluators and stop mechanism. Do not solicit real public donations or deploy spontaneous volunteers for an exercise without explicit plan, messaging, disposition and approvals.

17.4 Maintenance

CFO and Director of Safety & Security coordinate annual review with Logistics, Planning, Finance, HR, Facilities, Transportation, Technology, Communications, Food Services, Student Services, legal/records, local emergency management, OEM/VOAD partners and key vendors. Inventories, agreements, authority limits, sites, forms and corrective actions are updated.

ANNEX U

AIRCRAFT ACCIDENT / AVIATION INCIDENT

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope & Objectives

1.1 Purpose

Provide a scalable all-hazards system for immediate protective action, life safety, accountability, responder support, scene preservation, family assistance, continuity, and recovery following an aviation-related emergency affecting the district.

1.2 Scope

Applies to all campuses, facilities, buses and transportation routes, athletic venues, field trips, and district-sponsored activities. Covered events include an aircraft crash or forced landing, aircraft or helicopter impact, debris/wreckage, fuel or cargo release, unsafe drone/UAS activity, and aviation events affecting access or district operations.

1.3 Objectives

- Call 911 and protect life without entering uncontrolled fire, fuel, debris, electrical, structural, ordnance or hazardous-material danger.
- Select evacuation, shelter, relocation or lockdown based on the actual hazard - not the label “aircraft accident.”
- Maintain positive accountability for students, staff, visitors and transported persons.
- Provide clear responder access and unified coordination with fire, EMS, law enforcement, emergency management and aviation authorities.
- Preserve wreckage, ground scars, recordings and other evidence after immediate life-safety actions.
- Support reunification, victim/family assistance, behavioral health, continuity and compassionate public information.
- Restore facilities only after safety, environmental and investigative release requirements are satisfied.

DO NOT APPROACH WRECKAGE Aircraft wreckage can contain fuel, pressure vessels, oxygen, batteries, ballistic parachutes, ejection-seat/ordnance hazards, sharp composites, cargo and energized systems. District personnel remain outside responder-established zones unless immediate life-saving action is reasonably necessary and can be performed without entering an uncontrolled hazard.

2. Authorities, Jurisdiction & References

The current version of each authority controls. District counsel and responding agencies should verify jurisdiction, reporting, privacy, evidence and records requirements.

Authority / guidance	Operational relevance
49 C.F.R. Part 830, including § 830.10	NTSB accident/incident notification and preservation of wreckage, records and evidence; operator duties and limited reasons wreckage may be disturbed.
National Transportation Safety Board authorities and transportation accident response guidance	Federal investigation leadership for civil aviation accidents; local response, scene protection and family-assistance coordination.
Federal Aviation Administration authorities and UAS public-safety guidance	Aviation safety/regulatory support, unsafe UAS reporting through law enforcement, and FAA support to NTSB investigations.
Oklahoma Emergency Management Act, 63 O.S. §§ 683.1 et seq.; local emergency plans	State/local emergency authorities and coordination, as applicable.
Oklahoma Open Records Act and applicable records schedules	Custody, retention, lawful disclosure and protection of records.
FERPA, ADA, Section 504, Title VI and applicable privacy/civil-rights law	Student privacy, health/safety disclosures and accessible services/communications.
NIMS / ICS; FEMA CPG 101; U.S. Department of Education REMS guidance	Command, planning, school emergency operations and exercises.
District EOP, board policy, Annex E Reunification, Annex L Cybersecurity, transportation, medical and continuity procedures	Local responsibilities and linked procedures.

2.1 Jurisdictional Principles

- Local fire, EMS and law enforcement lead immediate rescue, fire suppression, public safety, criminal matters, traffic and HAZMAT functions within their authority.

- The NTSB leads investigation of civil aviation accidents and may investigate incidents; the FAA supports as applicable. Military/government aircraft may involve additional authorities.
- The district retains responsibility for students, staff, school operations, family communications and district property, subject to emergency and investigative controls.
- Unified Command coordinates common objectives without any agency relinquishing legal authority.
- 911 is the first call. External aviation notification is coordinated through Incident Command/law enforcement and the operator/responding agencies; district personnel do not delay emergency response to locate federal contacts.

3. Situation, Hazards & Planning Assumptions

3.1 Incident Categories

- Crash, forced landing or impact on district property.
- Crash adjacent to a campus with smoke, fire, debris, access or public-safety impacts.
- Aircraft impact with building, athletic venue, bus, roadway, power line or utility.
- Airborne aircraft in distress creating an imminent warning or precautionary protective action.
- Wreckage/debris, cargo or human remains discovered on district property.
- Helicopter emergency, rotor wash or emergency landing near a district activity.
- Unsafe, intrusive, threatening, crashed or weaponized drone/UAS.
- Aircraft accident affecting a field trip, off-site event or transportation route.

3.2 Hazards

- Jet fuel/aviation gasoline, fire, vapor, explosion, toxic smoke and contaminated runoff.
- Batteries/thermal runaway, oxygen and other compressed cylinders, hydraulics, igniters, flares, tires and pressure systems.
- Composite fibers/dust, sharp metal, broken glass, propellers/rotors and unstable wreckage.
- Cargo that may be chemical, biological, radioactive, explosive, infectious or otherwise hazardous.
- Military ordnance, ejection seats, countermeasures and other energetic systems.
- Downed power lines, ruptured gas/water, structural collapse, blocked roads and secondary vehicle crashes.
- Mass casualties, traumatic exposure, missing persons, intense media and prolonged scene closure.

3.3 Planning Assumptions

- The incident may occur with no warning and the safest route/assembly area may be unavailable.
- The debris field may extend far beyond the main wreckage and include property not visibly connected to the aircraft.
- Smoke/vapor direction may change; an initial evacuation route can become unsafe.
- Emergency vehicles and investigators may control large parts of a campus for days or longer.
- Students, staff, visitors, aircraft occupants and community members may all be victims.
- Normal communications, power, roads, buses, buildings or reunification sites may be disrupted.
- Information about aircraft occupants, casualties, cause and investigation will be incomplete and controlled by responsible agencies.

4. Concept of Operations

4.1 Operational Priorities

133. Protect life and prevent additional exposure.
134. Call 911, warn occupants and select the safest protective action.
135. Account for students, staff and visitors; report missing/injured persons.
136. Establish command, exclusion zones, responder routes and interagency coordination.
137. Stabilize fire, HAZMAT, medical, structural and utility hazards.
138. Preserve the scene/evidence after life safety.
139. Support reunification, family assistance, continuity and public information.
140. Recover, remediate, restore and improve.

4.2 Phases

Phase	Actions	Transition

Preparedness	Risk review, maps, contacts, exercises, routes, accountability, alternates and partner coordination.	Continuous readiness.
Immediate response	911, warning, protective action, accountability, rescue/medical support, access and command.	Life threats stabilized.
Scene stabilization	Fire/HAZMAT/utility/structure control, perimeters, traffic, evidence and investigation coordination.	Responder/IC approves recovery planning.
Continuity / family support	Relocation, reunification, alternate instruction, FAC, public information and behavioral health.	Essential services sustained.
Recovery / reconstitution	Damage/environmental assessment, investigative release, repair, cleaning, restoration and monitoring.	Safe approved occupancy/operations.
Improvement	Hotwash, AAR, CAP, claims, policy/training updates.	Actions tracked to closure.

4.3 Protective Actions

Action	Use
Evacuate / relocate	Interior fire/smoke, structural impact, nearby fuel/debris, unsafe utilities or responder direction; route away/upwind/uphill as conditions dictate.
Shelter-in-place	Hazard outside, smoke/plume/debris makes movement more dangerous, or responders direct; close openings/HVAC only per plan and trained authority.
Lockdown / deny entry	Security threat, intentional act, armed person or unsafe external movement; follow active-threat annex.
Hold / controlled movement	Limited debris or response activity requires keeping occupants in safe areas while accountability/information develops.
Reunify / dismiss	Campus cannot safely continue and controlled family transfer is required under Annex E.

4.4 Activation and Termination

Any employee may call 911. The principal/designee initiates campus protective action when delay would increase risk. The Superintendent/designee or Incident Commander activates this annex districtwide. Termination requires reconciled accountability, an approved plan for remaining operations, responder/investigative release as applicable, and Superintendent/designee authorization.

5. Command, Organization & Responsibilities

5.1 ICS / Unified Command

The principal may serve as initial district Incident Commander until relieved. Major incidents integrate the district into Unified Command/EOC coordination. District functions may operate as a Schools Branch/Group while public safety manages rescue, fire, HAZMAT, law enforcement and scene security.

Role	Responsibilities
Superintendent / district IC	District objectives, protective/continuity posture, executive/board coordination, resource authority and return to operations.
Principal / campus lead	Immediate warning/protective action, campus accountability, staff direction, relocation and campus status.
Director of Safety & Security	ICS/EOC liaison, law enforcement/fire/EMS/emergency management/aviation coordination, perimeters and documentation.

Facilities Director	Utility isolation when authorized, structural/environmental assessment, facility access, contractors and restoration.
Transportation Director	Bus accountability, route closures/rerouting, relocation, accessible transportation and vehicle incident coordination.
Student Services / Medical / Crisis Team	Medical, disability/access, student services, behavioral health, family assistance and reunification support.
PIO	Joint information, family/staff messages, media staging, rumor monitoring and privacy/investigation safeguards.
Finance / Administration / Records	Emergency procurement, time/costs, insurance, contracts, records, legal holds and reimbursement.
Technology / Communications	Mass notification, radio/data continuity, alternate systems and protection/restoration of affected technology.

5.2 Agency Coordination

- Fire/HAZMAT: rescue, fire, fuel/cargo hazards, isolation, decontamination and re-entry recommendations.
- EMS: triage, treatment, transport, patient tracking and hospital coordination.
- Law enforcement: security, traffic, criminal indicators, missing persons, evidence protection and UAS response.
- Emergency management: EOC, mutual aid, public warning, resource and recovery coordination.
- NTSB/FAA/aircraft operator: aviation investigation, wreckage/record preservation, technical information and aviation family-assistance responsibilities as applicable.
- Medical examiner and authorized victim-identification partners: remains and fatality management.

5.3 Succession and Transfer

Each role maintains at least two trained alternates. Transfers of command include situation, objectives, accountability, hazards, resources, agency contacts, decisions, communications and outstanding needs, and are logged with date/time.

6. Preparedness & Campus Planning

6.1 Campus Planning

- Map buildings, play areas, athletic venues, bus zones, utilities, hazardous materials, emergency gates, fire lanes, hydrants and alternate assembly/reunification areas.
- Identify routes in multiple directions so staff can move away from fire/smoke/debris rather than toward a single fixed assembly point.
- Provide responders current digital/paper maps consistent with applicable Oklahoma school mapping requirements and district controls.
- Assess nearby airports/heliports, common flight operations, power lines, fuel facilities, major roads and potential access constraints without assuming accident probability.
- Plan accessible evacuation, transportation, communication and medical support.

6.2 Emergency Supplies

- Rosters, visitor/staff accountability, emergency contacts, reunification forms and protected offline data.
- Radios, chargers/batteries, megaphones, flashlights, staff identification and alternate communications.
- First aid, AED awareness, bleeding-control, PPE appropriate to staff roles, water and weather supplies.
- Barrier tape/cones for initial avoidance only - district staff do not establish technical HAZMAT zones.
- Cameras/forms for authorized documentation only after life safety and with investigator approval.

6.3 Landing Zones

Do not promise or activate a helicopter landing zone solely because an open field exists. EMS/fire/aviation personnel select and control landing sites based on size, surface, slope, obstacles, wires, lighting, wind, debris, people, vehicles and incident conditions. District staff secure people/loose objects and follow flight-crew or responder direction; never approach a helicopter unless directed.

6.4 Mutual Coordination

- Review annex and campus access with local fire, EMS, law enforcement and emergency management.

- Identify nearby airport/airfield contacts and federal notification pathways in the restricted appendix; validate annually.
- Coordinate Family Assistance Center and alternate-school locations that are outside likely scene/traffic areas.
- Exercise aircraft impact plus debris/fuel and school accountability - not only a generic evacuation.

7. Recognition, Notification & Initial Actions

7.1 Employee Witness / Report

141. Call 911 immediately. Give school/facility name, exact impact/debris location, fire/smoke, visible injuries, aircraft type/color if safely observed, and best responder entrance.
142. Move away from fire, smoke, leaking fuel, wreckage, downed lines, unstable structures and debris. Warn others without entering danger.
143. Notify the principal/district emergency channel and initiate protective action.
144. Do not touch debris, search wreckage, approach survivors through uncontrolled hazards, photograph for social media, or speculate publicly.
145. Record what you personally observed - time, direction, sounds, aircraft condition, impact and changes - without interviewing witnesses beyond urgent safety needs.

7.2 911 Information

- Exact location, campus name/address and responder gate.
- Aircraft/wreckage location relative to buildings, buses, fields, roads and utilities.
- Fire/smoke/fuel/spill, wind direction if known, downed power/gas and structural collapse.
- Approximate casualties/trapped persons without delaying call.
- Protective action underway and safest known access/areas to avoid.
- Callback name/number and who will meet responders.

7.3 Initial Campus Actions

- Issue plain-language protective instruction; avoid sending people toward the crash, smoke or debris.
- Account at current safe locations; report missing/injured and last-known positions.
- Open approved responder route while preventing student/public movement into it.
- Stop vehicle/bus movement into affected roads; preserve emergency lanes.
- Establish district command away from fire, smoke, debris and flight/rotor hazards.
- Preserve video, access, radio and notification records under district control; do not alter systems unnecessarily.

8. Protective-Action Decision Making

8.1 Decision Factors

- Location and direction of fire, smoke, vapor, fuel, cargo and debris.
- Wind, weather, slope/drainage and potential runoff.
- Structural damage, utilities, downed lines, glass and secondary collapse/fire.
- Distance and route to safe assembly versus ability to seal/shelter.
- Responder access and instructions; traffic and possible additional aircraft/debris.
- Student age, mobility, medical needs and available supervision/transportation.
- Intentional/security indicators requiring lockdown rather than open evacuation.

8.2 Location-Based Guidance

Condition	Initial consideration
Impact/fire inside or attached to building	Evacuate affected structure via route away from fire/debris; activate fire alarm/911 as appropriate; relocate beyond responder zone.
Impact outside near building	Shelter may be safer if smoke/debris is outside; evacuate if fire, structural or plume conditions threaten interior.
Crash adjacent/downwind	Close exterior movement; shelter or relocate crosswind/upwind as responders direct; monitor HVAC/air quality.
Debris without fire	Hold/secure area; account; prevent touching; expand avoidance as new debris is found.

Downed aircraft approaching / warning	Move away from projected path if reliable and time permits; use substantial cover/interior for flying debris; avoid mass movement without a safer destination.
Intentional/UAS threat	Deny entry/lockdown or evacuate based on threat location; law-enforcement coordination.

DYNAMIC DECISION Do not use a fixed universal distance. Fire/HAZMAT and law enforcement establish isolation zones based on aircraft, fuel, cargo, wind, fire, ordnance and terrain. Campus actions must be adjusted as conditions and responder direction change.

8.3 Evacuation Control

- Use nearest safe route - not necessarily the normal drill route.
- Keep people upwind/uphill and away from drainage, vapor, smoke and debris when feasible.
- Do not cross fuel, wreckage, ground scars or emergency apparatus paths.
- Take rosters/go kits only if immediately available; life safety takes priority over property.
- Relocate again if wind, fire, debris or responder zones change.

9. Crash, Fire, Fuel & Hazardous Materials

9.1 Exclusion and Ignition Control

- Keep all untrained persons away; prohibit smoking, flames, vehicle starts, switches or other ignition sources in suspected vapor areas.
- Do not enter a spill or walk through runoff; prevent others from tracking contamination.
- Do not operate district equipment to move wreckage, soil, vehicles or debris unless Incident Command/responders authorize for immediate safety.
- Portable extinguisher use is limited to trained persons, incipient-stage conditions, a clear escape route and no uncontrolled aircraft fuel/cargo hazard.

9.2 Aircraft-Specific Hazards

Hazard	Precaution
Fuel / vapor	May travel and ignite; stay upwind/uphill; eliminate ignition only when safely possible; fire/HAZMAT sets zones.
Batteries	Lithium thermal runaway can reignite and release toxic gases; do not handle or immerse unless responders direct.
Oxygen / pressure vessels	Explosion/projectile risk; keep clear and report cylinders.
Propellers / rotors / engines	May move unexpectedly or contain stored energy/hot surfaces; never approach operating aircraft.
Ballistic parachute / ejection seat / military ordnance	Explosive/rocket systems may remain armed; withdraw and immediately notify bomb squad/military authority through command.
Composite materials	Sharp fibers and hazardous dust after fire/impact; avoid contact/inhalation; specialized PPE/cleanup.
Cargo / agricultural chemicals	Treat unknown cargo as hazardous until identified; prevent contact and runoff spread.
Human remains / personal property	Do not touch, cover, identify or move except as directed by authorized officials.

9.3 Decontamination

- Notify fire/HAZMAT of anyone exposed to fuel, smoke, dust, cargo or runoff.
- Keep potentially contaminated persons separate while providing urgent life-saving care.
- Do not send contaminated individuals into buses, clinics or family vehicles unless responders authorize.
- Record names/contact, exposure location/time and responder disposition while protecting privacy.

9.4 Utility and Structural Hazards

- Treat all lines as energized; keep clear of wires, poles, transformers and metal fences in contact.
- Facilities shuts utilities only when trained, accessible and authorized; do not enter damaged structures.
- Fire/AHJ/engineers determine structural access and reoccupancy.

10. Mass Casualty & Medical Operations

10.1 Initial Medical Actions

146. Call 911 and identify mass-casualty potential.
147. Do not enter uncontrolled fire/HAZMAT/electrical/structural danger.
148. Provide care within training in a safe location; move a victim only for immediate danger, responder direction or necessary treatment.
149. Send responders to exact patient locations and keep routes clear.
150. Request AED/bleeding-control resources for district victims while avoiding wreckage hazards.
151. Transfer patient information to EMS; document district care and transport.

10.2 Unified Medical Support

- EMS establishes triage/treatment/transport and casualty collection areas. District staff support only assigned, trained functions.
- Accountability and patient tracking distinguish district students/staff from aircraft occupants/community members without delaying care.
- Hospitals/destinations are coordinated privately; the district does not announce medical destinations or casualty identities publicly.
- Establish responder/staff rehabilitation, hydration, PPE and relief for prolonged operations.

10.3 Fatalities

AUTHORIZED PROCESS Do not pronounce, identify, photograph, move or release information about deceased persons unless legally authorized and directed. Protect privacy and the scene. The medical examiner/law enforcement and family-notification authorities control identification and notification.

10.4 Student Medical Tracking

- Record student, injury/condition category if known, time, EMS unit, destination, accompanying adult and guardian-notification status.
- A student transported by EMS is not recorded as a normal reunification release.
- Coordinate medication, disability and communication needs with EMS without obstructing urgent care.

11. Accountability, Evacuation, Relocation & Reunification

11.1 Accountability

- Teachers/supervisors account at the current safe location and after every movement.
- Track present, absent before incident, missing/unaccounted, injured, EMS transported, relocated, released and protective/law-enforcement transfer.
- Include visitors, contractors, volunteers and staff; reconcile campus, transportation and reunification records.
- Immediately report missing persons and last-known location to Incident Command/law enforcement; do not conduct unauthorized searches in exclusion zones.

11.2 Relocation

- Select site outside smoke, debris, perimeter, flight operations, traffic and media congestion.
- Manifest students/staff on buses and verify on arrival; use alternate routes approved by command.
- Provide accessible transport, medical support, communication devices and student supervision.
- Do not use buses through contaminated areas or for contaminated persons until cleared.

11.3 Reunification

Activate Annex E at a site separate from the crash scene, command post, hospitals and media area. Announce the site only after secured and operational. Use documented identity/authorization, custody exceptions, medical transport tracking and family support. Do not direct families to hospitals based on unverified information.

11.4 Unreleased / Displaced Students

Maintain district supervision, medication, meals, sanitation, accessibility, behavioral-health support and staff relief until authorized release or lawful transfer. Incident Command establishes overnight/extended arrangements if necessary.

12. Scene Security, Evidence & Investigative Coordination

12.1 Preservation Rule

After immediate rescue and hazard control, protect wreckage, recorders, documents, electronic data, ground scars, impact marks, debris, cargo and personal property. Under 49 C.F.R. § 830.10, wreckage may be disturbed for limited reasons including removing injured/trapped persons, protecting wreckage from further damage, or protecting the public from injury. District personnel act through Incident Command and document any necessary movement.

12.2 Initial Scene Support

- Law enforcement/fire establish inner/outer perimeters and access control. District staff keep students/public/media away and identify district property boundaries/access.
- Do not collect souvenirs, consolidate debris, cover/remove markings, mow, wash, sweep, repair, restore power, move vehicles or disturb cameras/logs in affected areas without authorization.
- If debris must move for immediate life safety, note original location, condition, who moved it, time, reason and new location; photograph only if safe/authorized.
- Protect district video, access control, radio, phone, email, sensor, maintenance and witness records from routine deletion.

12.3 Witnesses

- Separate witnesses when practical and record name/contact, location and whether student/staff/public.
- Ask only safety-critical facts; do not conduct detailed investigative interviews, compare stories or coach statements.
- Preserve contemporaneous notes and original media; do not post/share outside approved investigative channels.
- For minors, coordinate interviews with legal counsel, parents/guardians and investigators consistent with law and urgency.

12.4 NTSB / FAA Coordination

- 911 and local command first. Record all federal/aviation agency contacts, representative identity, case/reference and requests.
- The NTSB leads civil aviation accident investigation; FAA and others support as applicable. Law enforcement retains criminal jurisdiction when evidence indicates intentional/criminal conduct.
- Provide district-controlled records through legal/records process; preserve originals and chain of custody.
- Investigators control wreckage release. District facility cleanup/repair does not begin in the scene until authorized.
- Only authorized agencies/operator address aircraft occupant manifests and cause; district communications are limited to school impacts and confirmed joint information.

13. UAS / Drone Incidents

13.1 Categories

- Unsafe flight over crowds, students, buses, athletic events or emergency operations.
- Persistent surveillance/privacy concern or attempted delivery/contraband.
- Threatening payload, weapon indication, collision, crash, battery fire or property damage.
- Interference with helicopters, aircraft, responders or a temporary flight restriction.
- Authorized district/public-safety UAS operation requiring coordination.

13.2 Immediate Actions

152. If there is immediate danger, suspicious payload, weapon, collision, fire or interference with emergency aircraft, call 911 and move people away/under cover as appropriate.
153. Notify Safety & Security; record time, location, direction, altitude estimate, description, behavior, operator/location if safely observed, witnesses and images from a safe place.
154. Do not shoot, jam, seize in flight, chase recklessly, throw objects, use lasers or otherwise interfere with an aircraft.

155. If a drone crashes, treat batteries/payload as hazardous and preserve the scene; do not power on or search device contents.
156. Law enforcement coordinates FAA referral/reporting using current FAA public-safety procedures.

13.3 Protective Actions

- Pause outdoor activity and move under substantial cover for low/erratic/suspicious flight.
- Secure sensitive student areas and prevent crowd approach to operator/wreckage.
- For a suspected explosive/chemical payload, increase distance, avoid radio/electronic actions if responders direct, and follow bomb/HAZMAT procedures.
- Authorized drone operations must have documented approval, qualified operator, airspace compliance, privacy/data controls, safety perimeter and emergency plan.

14. Transportation, Off-Campus & Special Situations

14.1 Aircraft Impact Near Bus / Route

- Driver stops at a safe distance, calls 911/dispatch, avoids smoke/fuel/debris/downed lines and follows transportation emergency procedure.
- Evacuate bus only when remaining presents greater danger; move passengers upwind/uphill and away from roadway/wreckage.
- Account for every passenger; report injuries/missing and request replacement transport/EMS.
- Do not drive through debris, fuel, emergency perimeter or contaminated runoff.

14.2 Field Trip / Off-Site Event

- Host jurisdiction/public safety leads scene response; group leader calls 911 and district emergency contact.
- Maintain group accountability, medical care, safe relocation, parent communication and documented release.
- Do not self-deploy district personnel into controlled airport/accident areas; coordinate liaison and family assistance.

14.3 Helicopter Operations

- Keep students/public well outside responder/flight-crew perimeter; secure loose objects.
- Approach only when specifically directed, from the indicated direction, remaining visible to crew; never approach tail rotor.
- Protect hearing/eyes as directed and maintain vehicle/pedestrian control.
- Do not illuminate aircraft with lasers or bright lights and do not fly drones nearby.

14.4 Military / Agricultural / Special Aircraft

- Immediately report suspected ordnance, ejection-seat, flare, chemical or radioactive/cargo hazards; expand avoidance and await specialists.
- Agricultural aircraft may carry pesticides; prevent contact, shelter/evacuate based on plume, and request HAZMAT/public-health support.
- Do not assume markings identify cargo or hazards; treat unknown systems cautiously.

15. Communications, Media & Family Assistance

15.1 Communications Principles

- Use one verified source of truth and scheduled situation reports.
- Separate school impacts from aviation facts controlled by NTSB/FAA/operator/law enforcement.
- Do not release aircraft occupant names, student/patient identities, casualty numbers, cause, registration or investigative evidence without authorized joint confirmation.
- Use accessible and multilingual messages with redundant channels; assume cellular congestion.
- Tell families what to do and where not to go; protect responder routes and scene privacy.

15.2 Message Sequence

Message	Content
Initial	Aviation-related emergency; protective action; avoid area/campus; do not self-deploy; next update.
Accountability / relocation	Confirmed school operational impact; student supervision; relocation/reunification instructions when ready.

Service status	Closures, transportation changes, alternate instruction and support resources.
Recovery	Facility status, schedule, behavioral-health/family support and official investigation source.

15.3 Media

Media are staged away from scene, students, reunification and Family Assistance Center. The PIO coordinates with Joint Information/Unified Command. Staff do not provide interviews, images or “off the record” details and refer all inquiries to the PIO.

15.4 Family Assistance Center

- For significant injuries, fatalities or missing persons, establish a secure FAC separate from routine reunification and media.
- Coordinate family reception, credentialing, private briefings, victim services, behavioral health, disability/language support, spiritual care upon request and practical assistance.
- NTSB transportation disaster assistance and air carrier responsibilities may integrate with local family assistance depending on event.
- Authorized agencies control victim identification/death notification. Assign trained family liaisons and record promises/follow-up.

SENSITIVE NOTIFICATION District staff shall not independently confirm death, identify aviation victims, publish hospital destinations, or direct families to a scene/hospital based on unverified information.

16. Continuity, Recovery & Reconstitution

16.1 Damage and Environmental Assessment

- After responder authorization, assess structure, fire/life safety, utilities, air/water/soil, asbestos/lead or other building materials, fuel/cargo contamination, transportation and technology.
- Use qualified structural, environmental, utility and industrial-hygiene professionals.
- Unsafe or unreleased areas remain secured; school staff do not perform routine cleanup of aircraft debris or contaminated material.
- Document pre-cleanup condition consistent with investigative authorization and insurance/legal needs.

16.2 Continuity

- Relocate instruction, administration, transportation, food, health, special education, communications and records as needed.
- Establish alternate attendance, parent contact, payroll/procurement and technology procedures.
- Account for displaced equipment/records and protect student privacy.
- Communicate realistic service-restoration milestones and uncertainty.

16.3 Wreckage / Debris and Property

- No removal, disposal, salvage, return of property or contractor access until responsible investigative/scene authority releases it.
- After release, use approved hazardous-material/environmental and debris-management procedures; maintain manifests and disposal records.
- Separate aviation wreckage from district demolition debris as directed.
- Document district property damage and preserve claims/evidence without obstructing investigation.

16.4 Reoccupancy / Return to Operations

- Investigative/scene release obtained for relevant area.
- Fire/AHJ, structural, utility and environmental clearance documented as applicable.
- Life-safety, security, accessibility, sanitation, HVAC, water and technology systems verified.
- Temporary barriers/routes do not create new hazards; emergency access remains.
- Business owners validate minimum functions; Superintendent/designee authorizes return.

16.5 Behavioral Health and Community Recovery

- Provide Psychological First Aid, grief support, referrals, classroom guidance and long-term monitoring for students, employees, families and responders.
- Avoid forced group retelling or sensational memorial practices; use trauma-informed, culturally responsive support.
- Coordinate memorials, anniversaries and media exposure with families, behavioral-health professionals and district leadership.

16.6 Finance, Records and Improvement

- Track emergency purchases, overtime, contractors, relocation, remediation, repair, replacement, insurance, donations and reimbursement.
- Maintain accountability, communications, video preservation, agency correspondence, engineering/environmental reports, costs, AAR and CAP under retention/legal-hold direction.
- Conduct hotwash promptly and formal AAR normally within 30 days after stabilization, adjusted for investigation/legal needs. CAP assigns owner, priority, due date and completion evidence.

17. Training, Exercises & Maintenance

17.1 Training

- All-staff: recognize/report, avoid wreckage, flexible protective action, accountability, media/privacy and reunification.
- Role-based: ICS, campus decision-making, transportation, facilities/utility safety, medical tracking, PIO, family assistance, records/evidence and recovery.
- Specialized duties only for trained/authorized personnel; staff are not trained as aircraft rescue/firefighting or accident investigators through this annex.

17.2 Exercises

Frequency	Activity
Annual readiness	Review contacts/maps/routes/alternates, notification, accountability data, reunification and emergency access.
At least annually / multi-year program	Tabletop aircraft impact with fire/HAZMAT, flexible protective action, missing/injured persons, federal coordination and continuity.
Risk-based	Functional evacuation/relocation, bus-route incident, debris discovery, UAS threat or FAC activation.
After change/incident	Validate corrective action, route/site, construction, utility, communication or partner change.

17.3 Exercise Safety

Use clear simulation notices, safety controller/stop mechanism, accessibility support and age-appropriate participation. Never place imitation wreckage, weapons, smoke or suspicious packages without law-enforcement/fire coordination and community notification sufficient to prevent a real response.

17.4 Maintenance

The Director of Safety & Security coordinates annual review with campuses, Facilities, Transportation, Student Services, Technology, Communications, legal/records, fire, EMS, law enforcement, emergency management and relevant airport/aviation partners. Federal guidance, contacts, maps, construction, routes, family-assistance sites and corrective actions are updated.

ANNEX V

SPECIAL EVENTS & ATHLETIC VENUE SAFETY

Operational Annex

This annex is incorporated into the district Emergency Operations Plan and applies districtwide within its stated scope. Site-specific and sensitive implementation details are maintained in controlled companion materials.

1. Purpose, Scope & Objectives

1.1 Purpose

Establish a scalable, all-hazards system for protecting participants, spectators, employees, officials, vendors, volunteers, and responders at district-sponsored or district-hosted special events.

1.2 Scope

Applies on and off district property to athletic contests and tournaments, graduations, concerts, performances, dances, assemblies, board meetings, festivals, community rentals, fundraisers, camps, and other gatherings requiring enhanced coordination. It supplements the EOP Basic Plan and hazard-specific annexes.

1.3 Objectives

- Assess event risk and match controls/resources to credible hazards.
- Maintain lawful occupancy, clear exits, accessible services, and emergency access.
- Establish command, communications, medical coverage, weather decisions, and responder coordination before opening.
- Prevent prohibited access and unsafe conduct while treating attendees consistently and respectfully.
- Detect and stabilize emergencies; select evacuation, shelter, lockdown, cancellation, or controlled dismissal appropriately.
- Communicate clear, accessible instructions without compromising safety or investigations.
- Document operations, costs, incidents, lessons, and corrective actions.

LIFE SAFETY OVERRIDES THE EVENT Competitive, financial, scheduling, broadcast, or reputational considerations shall never delay a protective action. The official assigned safety authority may pause entry, suspend activity, evacuate, shelter, or cancel when conditions exceed approved limits.

2. Authorities, Standards & References

Current law, fire code, health requirements, permits, governing-body rules, and district policy control. Legal counsel and the authority having jurisdiction (AHJ) should verify applicability before adoption and major events.

Authority / guidance	Application
Riley Boatwright Act, 70 O.S. § 27-104	District coordination with the serving EMS provider for an annually reviewed plan for EMS provision at athletic events/activities held at district facilities.
Oklahoma school security and safety drill requirements, 70 O.S. §§ 5-148 and 5-149	Exercise alignment and required drills; current requirements verified by counsel.
Oklahoma Fire Prevention Code / locally adopted fire and building codes; AHJ permits	Occupancy, exits, temporary structures, fire protection, pyrotechnics, cooking, electrical and life safety.
Oklahoma AED provisions, including 76 O.S. § 5A; district medical policy	AED placement/coordination, emergency care and applicable protections; reviewed by counsel/medical authority.
ADA, Section 504, Title VI, FERPA and other applicable civil-rights/privacy law	Accessible routes/services/communications and protection of student/medical information.
NIMS / ICS; FEMA CPG 101; HSEEP	Command, planning, exercises and improvement.
OSSAA rules and policies, when applicable	Athletic eligibility, event administration, sportsmanship, weather/heat and competition requirements in current manuals.
District EOP, board policies, facility-use agreements, athletic EAPs, medical protocols and contracts	Local authority and procedures.

3. Situation, Event Types & Assumptions

3.1 Covered Events

- Football, soccer, track, baseball, softball, tennis and other outdoor contests.
- Basketball, volleyball, wrestling, swimming and indoor contests/tournaments.
- Graduations, concerts, plays, assemblies, dances/proms and awards events.
- Community rentals, camps, festivals, fundraisers, political/public meetings and large gatherings.

- Off-site district events requiring district supervision or coordination.

3.2 Hazards

- Severe thunderstorm, lightning, tornado, high wind, hail, heat, cold, flooding, ice or poor air quality.
- Sudden cardiac arrest, traumatic injury, heat illness, allergic reaction, crowd medical surge, infectious illness.
- Fire, smoke, carbon monoxide, gas leak, power/lighting failure, structural concern, hazardous materials.
- Fight, riotous behavior, rivalry conflict, intoxication, weapon, active threat, bomb threat, suspicious item, protest or targeted violence.
- Overcapacity, blocked exits, crowd crush, gate surge, field/court rushing, lost child or vulnerable adult.
- Traffic collision, pedestrian strike, bus incident, gridlock or blocked emergency access.
- Vendor, food safety, temporary structure, electrical, drone, cash/theft or cyber/ticketing disruption.

3.3 Planning Assumptions

- Attendance, behavior, weather, intelligence, parking and staffing may change rapidly.
- Visitors may not know exits, shelters, policies, or district notification systems.
- Normal campus staff may be insufficient; mutual aid, contracted staff and Unified Command may be required.
- Cellular service, ticketing, payment, PA, scoreboard, power or radios may fail.
- Spectators may self-evacuate, resist direction, or move toward family/participants during an emergency.
- Accessible evacuation and communication require advance resources, not improvised promises.
- Post-event egress often presents greater traffic, conflict and pedestrian risk than ingress.

4. Concept of Operations & Event Risk Tiers

4.1 Operational Phases

Phase	Core actions
Proposal / screening	Define event; risk tier; owner; permits; conflicts; approval path.
Planning	EAP, partners, staffing, medical/weather/security/traffic/accessibility plans, contingencies.
Setup / readiness	Inspect venue; brief staff; test systems; complete go/no-go before gates open.
Operations	Command, monitoring, access, crowd/medical/weather management, documentation.
Emergency response	Protective action, 911/responders, accountability, public instructions, transition to district EOP.
Dismissal / demobilization	Controlled release, egress, team/official separation, facility sweep, resource checkout.
Recovery / improvement	Care, repairs, claims, communications, AAR/CAP, future-event changes.

4.2 Event Risk Tiers

Tier	Typical profile	Minimum planning
1 - Routine	Normal attendance; familiar venue; low intelligence/weather complexity; routine contest/meeting.	Responsible manager, venue checklist, emergency contacts, medical/weather procedures, staff briefing.
2 - Enhanced	Larger crowd, rivalry, evening/outdoor event, alcohol concern, multiple vendors, traffic impact, dignitary or concurrent event.	Written EAP, risk assessment, Safety review, coordinated staffing/traffic/medical plan, command post/communications.
3 - Major / High Risk	Capacity crowd, graduation/tournament, credible threat/protest, complex weather, road closure, multi-agency or mass-casualty potential.	Formal planning team, Incident Action Plan/EAP, Unified coordination, written objectives, maps, contingencies, PIO, logistics and executive approval.

Risk tier considers attendance/capacity, age and behavior, rivalry, intelligence, weather, venue complexity, time/duration, alcohol exposure, VIPs, protests, vendors/temporary structures, transportation, accessibility, medical demand, simultaneous events and responder availability. The Director of Safety & Security may raise the tier at any time.

4.3 Protective Actions

Action	Use
Hold / pause entry	Temporary condition; keep gates controlled while information is verified.
Suspend activity	Stop competition/performance while maintaining managed occupancy or moving to shelter.
Evacuate	Move away from fire, structural, hazardous-material, threat or other interior/venue hazard.
Shelter	Move to identified safer areas for weather, exterior hazard or other condition.
Lockdown / deny entry	Immediate threat requiring barriers, concealment and law-enforcement response under applicable EOP annex.
Cancel / postpone	Risk cannot be adequately controlled or venue/resources are unavailable.
Controlled dismissal	Stagger or direct egress to prevent congestion, conflict or secondary harm.

5. Command, Organization & Responsibilities

5.1 Command

The Event Commander manages planned event safety within delegated authority. A significant incident transitions to the district EOP/ICS structure; responding agencies exercise their legal authority. Unified Command may be established while district event operations continue through an Event or Venue Branch/Group.

Role	Responsibilities
Event Commander / IC	Objectives, risk posture, opening/suspension/resumption/dismissal decisions, executive coordination.
Director of Safety & Security	Risk assessment, security/law-enforcement coordination, intelligence, emergency plans and documentation.
Athletic Director / Event Manager	Event operations, teams/officials, schedule, governing-body coordination and event staff.
Venue / Facilities Manager	Occupancy, utilities, inspections, keys, exits, lighting, temporary structures and restoration.
Security Supervisor	Deployment, access/restricted areas, crowd monitoring, incident response and law-enforcement liaison.
Gate Supervisor	Gate readiness, screening consistency, credentials, counts, prohibited-item and re-entry procedures.
Traffic / Parking Supervisor	Ingress/egress, emergency lane, buses, accessible parking, pedestrians and post-event flow.
Medical Coordinator	EMS plan, first aid, AED/bleeding-control readiness, patient access/transport and medical documentation.
Weather Safety Officer	Authoritative monitoring, thresholds, notifications, shelter capacity and all-clear recommendation.
PIO / Communications	Approved announcements, accessible messages, media staging, rumor monitoring and joint information.
Logistics / Finance	Staffing, food/water, sanitation, equipment, vendor support, costs, contracts and resource tracking.

5.2 Safety Decision Authority

- The Event Commander or designated safety official may pause/suspend/dismiss for immediate safety.
- Officials/coaches retain authority assigned by sport rules, but district control over facility safety and spectator operations remains.
- The Weather Safety Officer provides monitoring and recommendations; the EAP identifies who makes and communicates each weather decision.
- Fire, law enforcement, EMS and the AHJ may order or direct actions within their authority.
- Resumption requires documented confirmation that the triggering hazard and secondary risks are controlled.

5.3 Succession and Span of Control

Every critical position has trained alternates. Supervisors maintain manageable span of control, check staff in/out, and record transfers of command. Restricted EAPs list after-hours contacts and decision limits.

6. Event Planning & Approval

6.1 Planning Timeline

When	Actions
At proposal / scheduling	Assign owner and risk tier; check calendar conflicts, venue, capacity, neighborhood/traffic and approval requirements.
30-90 days or risk-based	Planning team; permits/agreements; law enforcement/fire/EMS; staffing; medical, security, traffic, weather, accessibility and communications plans.
7-14 days	Update intelligence/weather; finalize rosters/posts/radios/vendors; verify resources and contingencies; distribute controlled EAP.
24-72 hours	Forecast and threat review; confirm agencies, medical coverage, staff, facility, shelters, transport and public notices.
Before gates open	Command briefing, inspections, systems tests and documented go/no-go.
During / after	Operational logs, re-assessment, controlled dismissal, checkout, reports and hotwash.

6.2 Planning Team

- Event owner, principal/athletics, Safety & Security, facilities, transportation, communications/PIO, medical/athletic training, technology, special education/accessibility, food service and finance as applicable.
- Law enforcement, fire, EMS, emergency management, venue owner, road authority, governing body, contractors and nearby partners based on risk.

6.3 Required EAP Components

- Event profile, risk tier, attendance/capacity, schedule, command and objectives.
- Venue map with gates, exits, restricted zones, command post, first aid/AEDs, emergency lane, shelters, evacuation assembly, media and reunification locations.
- Staffing/post assignments, credentials, check-in/out, radio/communications and backup methods.
- Medical/EMS plan compliant with 70 O.S. § 27-104 for athletic events as applicable.
- Weather monitoring, decision thresholds, authority, shelter/evacuation, notification and resumption.
- Access/screening/prohibited-item, cash/ticketing, vendor and lost-person procedures.
- Traffic, parking, bus/team/official/VIP, accessible and pedestrian routes.
- Hazard-specific actions, PA scripts, accountability, continuity and controlled dismissal.

6.4 Go/No-Go Criteria

Venue occupancy, exits, fire/life-safety systems, utilities, lighting and structural condition acceptable.

Weather monitoring active; shelter/evacuation capacity and decision authority confirmed.

Required staffing, security, law enforcement, medical/EMS and communications in position.

Emergency lane, responder access, traffic posts and accessible routes clear.

PA, radios, alarms, scoreboards/visual messaging and backup communication tested.

AEDs, bleeding-control/first-aid equipment and patient routes verified.

Gates, credentials, screening equipment, restricted areas and counts ready.

Vendors, temporary structures, food/electrical/fire permits and inspections complete.

Known threats/intelligence assessed and controls approved.

Event Commander documents opening decision.

7. Venue Readiness, Facilities & Accessibility

7.1 Life-Safety Readiness

- Post and enforce lawful occupancy; maintain real-time or reliable attendance count for higher-risk events.
- Keep exits, aisles, stairs, ramps, gates, fire lanes, hydrants, panels and emergency equipment unobstructed.
- Verify emergency lighting, exit signs, alarms, extinguishers, generators and backup power as applicable.
- Inspect bleachers, railings, fencing, fields/courts, press box, stages, rigging, scoreboards and temporary structures.
- Secure mechanical, roof, locker, storage, cash, technology, utility and chemical areas.
- Establish immediate reporting and closure process for spills, trip hazards, broken seating, exposed wiring or unsafe surfaces.

7.2 Accessibility

- Provide accessible parking/drop-off, ticketing, screening, routes, seating with companion locations, toilets, concessions, shelter and evacuation.
- Do not use an accessible entrance as a locked secondary gate or block it with screening/queues.
- Provide accessible emergency information through audible, visual and other appropriate methods.
- Plan evacuation assistance without separating mobility devices, service animals or necessary supports.
- Train staff on respectful assistance and the location of accessible features.

7.3 Temporary Structures, Vendors and Utilities

- Tents, stages, inflatables, generators, cooking, electrical distribution, propane, pyrotechnics and similar features require advance review, permits/inspection where applicable, anchoring and weather limits.
- Only qualified/authorized personnel operate electrical, gas, pyrotechnic, amusement or specialized systems.
- Generators and cooking remain ventilated and separated from crowds/combustibles; cords and hoses are protected.
- Stop use immediately when manufacturer, permit, weather or safety limits are exceeded.

NO UNAPPROVED EFFECTS Open flame, pyrotechnics, fireworks, smoke/fog effects, aerial devices, drones, temporary rides/inflatables, or structural installations are prohibited unless specifically authorized after all legal, insurance, fire, facilities and safety requirements are satisfied.

8. Staffing, Credentialing, Vendors & Volunteers

8.1 Staffing Plan

- Base posts on risk and function - not solely attendance - including gates, interior/stands, field/court, locker rooms, parking, pedestrian crossings, command, medical, weather, cash, accessibility and relief.
- Define supervisor, location, reporting time, uniform/vest, equipment, radio, break, relief and demobilization for every post.
- Separate team/official entrances and departure when rivalry or crowd behavior warrants.
- Maintain reserve/rapid-response capability for higher-risk events.

8.2 Credentialing

- Use role-based, visually distinct, time/event-limited credentials for restricted areas.
- Verify identity and assignment before issue; record high-privilege credentials and recover them after use.
- Media credentials do not grant locker room, student, command, medical or evidence access.
- Challenge or report missing, altered, shared or out-of-zone credentials without creating unnecessary confrontation.

8.3 Vendors, Contractors and Volunteers

- Contracts define insurance, screening, supervision, safety rules, emergency duties, access, equipment, incident reporting and indemnity as reviewed by counsel.
- Vendors check in/out, remain in assigned locations and secure vehicles, equipment, food, cash and credentials.
- Volunteers receive written role limits and do not perform law-enforcement, medical or technical duties beyond training/authorization.
- All personnel receive a just-in-time safety briefing and know how to summon help.

9. Access Control, Screening & Prohibited Items

9.1 Gate Operations

157. Complete opening inspection and verify emergency egress function.
158. Brief screening standards, prohibited items, accommodations, re-entry, credential and escalation procedures.
159. Establish queues that do not block roads, accessible routes, emergency lanes or exits.
160. Screen consistently and respectfully using district policy and law; never improvise a search beyond authority/training.
161. Track entry/counts as required and notify command before capacity or queue triggers are reached.
162. Stop entry and preserve egress when conditions become unsafe.

9.2 Prohibited and Controlled Items

Current district policy, event notice, law and venue rules govern. Common concerns include weapons, alcohol, tobacco/vaping, illegal drugs, fireworks, glass, large bags, outside food/beverage, laser devices, drones, signs/poles, noisemakers, animals other than permitted service animals, and items capable of concealment or disruption. Approved medical, disability, infant-care and ceremonial exceptions receive respectful secondary review.

9.3 Refusal, Contraband and Amnesty

- A person who refuses lawful screening is denied entry or directed to the refund/administrative process; staff do not physically compel consent.
- Do not handle suspected weapons, drugs, explosives or hazardous items unless trained/authorized; notify law enforcement.
- Use an approved item-return/disposal policy; staff do not accept custody of valuables informally.
- Document denials, seizures by law enforcement, threats and significant disputes.

9.4 Ticketing / Technology Failure

- Maintain offline admission, credential and capacity controls; prevent duplicate or uncontrolled entry.
- Protect payment and student/customer data; report suspected cyber/fraud events under Annex L.
- Communicate delays and preserve emergency egress; do not allow ticket resolution lines to block security operations.

10. Parking, Traffic & Transportation

10.1 Traffic Plan

- Separate spectator, bus/team, official, staff, accessible, rideshare, vendor and emergency routes where feasible.
- Maintain a continuous emergency lane and turning/clearance space for apparatus.
- Coordinate traffic posts, signals, road closures and public-road authority with law enforcement/road agency.
- Use advance signs and lighting; protect pedestrian crossings and prevent vehicles from backing into dense crowds.
- Provide overflow and full-lot triggers; never park on fire lanes, hydrants, soft emergency access or unauthorized private property.

10.2 Ingress / Egress

Phase	Controls
Ingress	Stagger staff/vendors before public; buses/teams separate; gate/parking counts; queue and accessible assistance.
During event	Patrol lots, preserve responder access, manage pickups/rideshare, monitor weather and vehicle conflicts.

Egress	Hold or stagger buses/teams/rival groups; illuminate routes; deploy crossings; reverse flow only with authority; maintain emergency access.
Emergency	Prioritize apparatus and evacuation routes; communicate destination/route; prevent counterflow; support accessible transport.

10.3 Bus and Team Operations

- Designate secure loading/unloading and holding areas with accountable team/driver liaison.
- Keep participants separated from general egress when conflict/intelligence warrants.
- Document departure, destination and any student transfer under district transportation/accountability procedures.

11. Crowd Management & Conduct

11.1 Prevention

- Use clear code-of-conduct, prohibited-item, re-entry, student-section and sportsmanship messaging before and during events.
- Position trained staff at predictable friction points: gates, student/rival sections, concessions, restrooms, field/court access and egress.
- Monitor density, tone, alcohol indicators, harassment, threats, objects thrown, fence/rail pressure and coordinated movement.
- Address minor issues early with calm, respectful direction and supervisor support.

11.2 Intervention Continuum

163. Observe, communicate and request voluntary compliance when safe.
164. Notify supervisor and add staff; separate involved persons and bystanders.
165. Restrict access, relocate or remove under policy with law-enforcement support as appropriate.
166. For violence, weapons, serious threat or arrestable conduct, disengage to safety and summon law enforcement; preserve witnesses/evidence.
167. Document significant actions, injuries, removals, trespass notices and referrals.

11.3 High-Risk Crowd Conditions

Condition	Action
Overcapacity / gate surge	Stop admission; preserve exits; open overflow or controlled turn-away; deploy supervisors/security.
Crowd crush / density	Stop inflow/activity; open relief path/space; clear pressure point; medical standby; PA directions.
Field/court rush	Protect participants/officials; do not create dangerous counterpressure; use preplanned barriers and law enforcement.
Rival-group conflict	Separate sections/routes/timing; targeted removals; controlled team and bus departure.
Protest / demonstration	Protect lawful expression and access; designate liaison/space when appropriate; address conduct, not viewpoint; coordinate counsel/law enforcement.
Intoxicated/impaired person	Deny entry/remove with security; medical evaluation if needed; prevent unsafe driving through law enforcement.

11.4 Lost Child / Vulnerable Person

- Notify Event Command/Security with description and last known location using private channels.
- Establish a protected reporting/reunification point; do not broadcast a child's full name publicly.
- Verify the claiming adult and relationship; involve law enforcement for uncertainty, suspicious circumstances or unresolved cases.
- Document times, search areas, contacts, release and staff involved.

12. Medical, Heat & Participant Safety

12.1 Athletic EMS Plan

Consistent with 70 O.S. § 27-104, the district coordinates annually with the serving EMS provider to develop/review the plan for EMS provision at athletic events or activities at district facilities. The plan identifies event coverage, activation, communications, access, equipment, compensation/agreements as applicable, transport and documentation. It does not assume an ambulance must be present at every event unless the approved plan requires it.

12.2 Medical Readiness

- Identify trained medical/athletic-training staff, first-aid location, EMS staging/response level and 911 activation method.
- Map patient access, ambulance ingress/egress and landing zone if applicable; keep routes clear.
- Verify AED readiness/location/access and communicate placement to appropriate first responders; inspect bleeding-control and first-aid supplies.
- Provide responder access to locked gates/fields/stands and an escort to the patient.
- Document care consistent with role and policy; protect medical privacy.

12.3 Emergency Medical Sequence

168. Call 911 for life-threatening conditions; give exact venue, gate, level/section and patient information.
169. Send a trained person with AED/appropriate kit and another to meet responders.
170. Begin care within training; create working space and crowd/privacy control.
171. Record collapse/injury time, interventions, AED analysis/shocks, responder arrival and transport destination.
172. Notify parent/guardian and district leadership through approved procedure; do not make public medical statements.

12.4 Heat, Cold and Air Quality

- Use current OSSAA/district medical policy and authoritative environmental measurements; identify who measures, records and acts.
- Adjust work/rest, hydration, shade, equipment, warm-up, schedule and cancellation based on approved thresholds.
- Acclimatization and participant medical decisions belong to qualified athletic/medical staff.
- Spectators, band, cheer, workers and officials also require heat/cold protections.
- For poor air quality/smoke, use authoritative index and health guidance; provide indoor/relocation/cancellation decisions.

12.5 Communicable Illness / Mass Medical

- Separate ill persons appropriately, use current public-health guidance, sanitation and medical referral.
- Multiple patients trigger EMS/mass-casualty coordination, triage space, responder access and incident command expansion.
- Do not release names, diagnoses or transport destinations publicly.

13. Weather Monitoring & Protective Actions

13.1 Weather Plan

- Designate a Weather Safety Officer and backup; monitor authoritative National Weather Service information and approved lightning/weather tools.
- Document alert thresholds, decision authority, communication sequence, evacuation/shelter destinations, capacity and movement time.
- Begin monitoring before setup and continue until participants/spectators/staff are safely dispersed.
- Account for setup crews, parking staff, vendors and post-event personnel - not only players and spectators.

13.2 Lightning

- Follow current OSSAA, district and sport-governing policy; do not substitute an improvised distance or phone-app rule.
- At the approved threshold, suspend activity and move people to identified substantial buildings or fully enclosed hard-top vehicles as planned.
- Open-sided shelters, tents, dugouts, trees, fences, bleachers and small sheds are not assumed safe.
- Control gates and traffic so evacuation does not create pedestrian/vehicle conflict.

- Resume only after the full approved waiting period following the last qualifying observation and documented all-clear.

13.3 Tornado / Severe Wind / Hail

- Know watch/warning triggers, shelter capacity and movement time; a venue with inadequate shelter needs earlier cancellation/evacuation decisions.
- Move to approved interior shelter areas when available; avoid large-span roofs, glass and unsecured temporary structures as directed by facility plan.
- If safe shelter cannot accommodate attendance, use pre-event public instructions, early dismissal and traffic controls rather than waiting for a warning.
- Account for teams, officials, staff and high-risk areas; do not resume until weather and facility inspection are acceptable.

13.4 Flooding, Ice and Extreme Conditions

- Do not route crowds/vehicles through flooded roads, lightning-exposed open areas or untreated ice.
- Close unsafe parking, stairs, ramps, bleachers or fields and activate alternate routes/venue/cancellation.
- Coordinate road status and public messaging with public safety and transportation authorities.

14. Emergency Response Procedures

14.1 Common Response

173. Recognize/report; call 911 when indicated with precise venue location.
174. Event Commander identifies protective action and activates EOP/ICS as needed.
175. Staff give plain-language instructions and open/secure routes consistent with hazard.
176. Security establishes perimeter and responder access; medical responds; supervisors account for assigned staff/participants as feasible.
177. PIO coordinates approved updates; Documentation records timeline, decisions, resources and impacts.
178. After stabilization, inspect venue and authorize controlled dismissal, shelter continuation or resumption.

14.2 Fire / Smoke / Gas / Structural Concern

- Activate alarm/911 as appropriate; evacuate away from hazard using nearest safe exits.
- Do not delay evacuation to investigate, collect property or await management approval.
- Keep fire lanes and apparatus access clear; report missing/injured persons and hazard location.
- No re-entry until fire/AHJ and district facilities/command authorize.

14.3 Active Threat / Weapon

- Immediately call 911 and implement the district active-threat annex and trained options appropriate to location.
- Use plain-language warning when authorized/possible; do not direct people toward an unverified threat location.
- Staff prioritize immediate survival and responder access; law enforcement controls tactical response.
- Establish family reunification and joint information away from the scene when directed.

14.4 Bomb Threat / Suspicious Item

- Do not touch, move, transmit near or crowd around a suspicious item.
- Notify law enforcement and Event Command using approved methods; preserve threat details.
- Protective action is based on item/threat location and law-enforcement/fire guidance; do not automatically route crowds past the item.
- Do not use unapproved radios/phones near a suspected device when responders direct otherwise.

14.5 Hazardous Materials / Exterior Hazard

- Determine wind/hazard direction with responders; evacuate, shelter or deny entry accordingly.
- Shut doors/HVAC only if trained and directed by facility plan; prevent movement into plume/spill.
- Decontamination and medical actions are responder-directed; isolate exposed persons without denying urgent care.

14.6 Power / Lighting / PA Failure

- Activate emergency lighting/generator and backup communications; pause activity/admission.
- Assess safe visibility, exits, life-safety systems, score/timing equipment and crowd behavior.
- If minimum safe conditions cannot be maintained, conduct controlled dismissal before backup capability degrades.

14.7 Drone / Aircraft Incident

- Report unsafe or suspicious drone activity; protect participants/crowds and involve law enforcement. Staff do not attempt interception.
- For aircraft crash/aviation hazard, call 911, move away from fire/fuel/debris, preserve access and follow HAZMAT directions.

15. Communications & Public Information

15.1 Communications Plan

- Assign radio channels/talkgroups by function with an emergency channel/procedure and plain-language terminology.
- Test coverage in parking, locker rooms, stands, field/court, concessions, command, shelters and remote gates.
- Maintain backups: runners, PA, megaphone, phones, visual boards/scoreboards and pre-scripted messages.
- Use call signs/positions, concise traffic, acknowledgments and priority for emergency messages.
- Do not transmit sensitive student/medical/security information on open channels.

15.2 Public Instructions

- State the action, route/destination, what to avoid and who must comply; repeat calmly.
- Use audible and visible methods and provide disability/language access.
- Do not use codes unfamiliar to visitors, speculate, attribute blame or announce unverified casualties.
- Coordinate with Unified Command/Joint Information when agencies are involved.

15.3 Media / Social Media

Media report to the designated staging area. Only authorized spokespersons release information. Staff do not post incident images, student/medical information, security positions or unverified reports. PIO monitors and corrects dangerous misinformation while preserving investigative integrity.

16. Controlled Dismissal, Demobilization & Recovery

16.1 Controlled Dismissal

- Coordinate gate opening, traffic posts, lighting, team/official movement, bus departure and rival-group separation before release.
- Stagger sections or parking areas when density/conflict/road conditions warrant.
- Maintain emergency access and medical/security coverage until the venue and lots are substantially clear.
- Use Annex E for controlled student/parent reunification when normal pickup is unsafe or accountability requires it.

16.2 Demobilization

- Supervisors check out staff, contractors, volunteers, radios, keys, credentials, medical/security equipment and controlled documents.
- Complete facility/parking sweeps, lost property, remaining persons, waste, cash and vendor shutdown.
- Preserve incident/evidence areas and restrict damaged/unsafe locations.
- Release partner resources through command; document time, status and follow-up.

16.3 Facility Reopening

- Facilities and the AHJ/responders inspect affected structure, utilities, lighting, bleachers, field/court, fire/life-safety and temporary installations.
- Unsafe areas remain secured. Reopening/resumption requires Event Commander/district authorization and any AHJ approval.
- Communicate schedule, venue, ticket/refund and access changes through official channels.

16.4 Recovery, Finance and Records

- Provide behavioral-health support and Psychological First Aid after critical incidents.
- Track overtime, contracts, emergency purchases, damage, refunds, lost revenue, insurance and reimbursement records.
- Retain EAPs, rosters, counts, activity/radio/security/medical/traffic logs, public messages, reports, evidence references, AAR and CAP under district policy/law.
- Legal counsel/records custodian directs holds, privilege, privacy and public-record response.

16.5 After-Action and Corrective Action

Conduct a hotwash promptly and a formal AAR normally within 30 calendar days after a significant activation, adjusted for investigative/legal needs. CAP items have an owner, priority, due date, resources and measurable evidence; high-risk actions are tracked to closure before the next comparable event when feasible.

17. Training, Exercises & Maintenance

17.1 Training

- Annual role-based training for event managers, safety/security, gates, traffic, medical, weather, facilities, PIO and logistics.
- Just-in-time briefing before each Tier 2/3 event: objectives, posts, radio, prohibited items, emergency actions, accessibility and dismissal.
- Specialized training/certification only for duties requiring it, including medical care, screening equipment, traffic control and technical systems.

17.2 Exercises

Frequency	Activity
Before season / annually	Venue walk-through, PA/radio/weather tests, medical/AED access, shelter/evacuation and traffic review.
At least annually	Tabletop of Tier 3 event with district, law enforcement, fire, EMS, emergency management and venue partners.
Risk-based	Functional evacuation/shelter, mass medical, gate surge, power failure, active threat interface or controlled dismissal.
After change/incident	Targeted validation of corrective action, venue modification, route, technology, policy or partner change.

17.3 Maintenance

The Director of Safety & Security coordinates annual review with Athletics, campus leaders, Facilities, Transportation, medical/athletic training, Communications, Technology, accessibility personnel, legal counsel, EMS, law enforcement, fire, emergency management and venue owners. Current OSSAA policies, EMS plan, permits, capacities, maps, contacts, shelters and resource inventories are verified.

Drop Out Report

24-25 Report

"Dropout" Reason	# of Students
Exited Schooling without meeting the graduation requirements	2
Pursuing GED	5
Withdrew to another school but state was unable to verify new enrollment or there was a gap in enrollment between withdrawal and new enrollment.	29

- 12th Graders who finished with cohort but did not have the credits to graduate.
- Four 11th graders and one 10th grader.
- 21 out of 29 were 7th or 8th graders.

College Remediation Report

Class of 2024 - Overall

	Deer Creek	State
Number of Freshmen	**226**	**16,419**
Developmental Students	**19(8.4%)**	**2400(14.6%)**
Co-Requisite	**25(11.1%)**	**2314(14.1%)**

English & Reading

	Deer Creek	State
Eng. Developmental	0(0.0%)	291(1.8%)
Eng. Co-Requisite	4(1.8%)	1042(6.3%)
Reading Developmental	1(.4%)	841(5.1%)
Reading Co-Requisite	0(0%)	8(0%)

Math & Science

	Deer Creek	State
Math Developmental	**18(8%)**	**1886(11.5%)**
Math Co-Requisite	**23(10.2%)**	**1564(9.5%)**
Science Developmental	**1(.4%)**	**79(.5%)**
Science Co-Requisite	**0(0)**	**35(.2%)**

SAMPLE PLAN DOCUMENT
SECTION 125
FLEXIBLE BENEFIT PLAN

The attached plan document and adoption agreement are being provided for illustrative purposes only. Because of differences in facts, circumstances, and the laws of the various states, interested parties should consult their own attorneys. This document is intended as a guide only, for use by local counsel.

SECTION 125 FLEXIBLE BENEFIT PLAN
ADOPTION AGREEMENT

The undersigned Employer hereby adopts the Section 125 Flexible Benefit Plan for those Employees who shall qualify as Participants hereunder. The Employer hereby selects the following Plan specifications:

A. EMPLOYER INFORMATION

Name of Employer:	Deer Creek Public Schools
Address:	20701 N MacArthur Blvd Edmond, OK 73012
Employer Identification Number:	73-1106101
Nature of Business:	Public School
Name of Plan:	Deer Creek Public Schools Flexible Benefit Plan
Plan Number:	503
Plan Description:	All Employees

B. EFFECTIVE DATE

Original effective date of the Plan:	December 1, 1997
If Amendment to existing plan, effective date of amendment:	September 1, 2026

C. ELIGIBILITY REQUIREMENTS FOR PARTICIPATION

Eligibility requirements for each component plan under this Section 125 document will be applicable and, if different, will be listed in Item F.

Length of Service:	First day of the month following employment
Retiree Wording:	N/A
Minimum Hours:	All employees with 20 hours of service or more each week. An hour of service is each hour for which an employee receives, or is entitled to receive, payment for performance of duties for the Employer.
Age:	Minimum age of 0 years.

D. PLAN YEAR

The current plan year will begin on September 1, 2026 and end on August 31, 2027.

Each subsequent plan year will begin on September 1 and end on August 31.

E. EMPLOYER CONTRIBUTIONS

Non-Elective Contributions:

The Employer may at its sole discretion provide a non-elective contribution to provide benefits for each Participant under the Plan. This amount will be set by the Employer each Plan Year in a uniform and non-discriminatory manner. If this non-elective contribution amount exceeds the cost of benefits elected by the Participant, excess amounts will not be paid to the Participant as taxable cash.

Elective Contributions (Salary Reduction):

The maximum amount available to each Participant for the purchase of elected benefits through salary reduction will be:

$12000.00 per plan year.

Each Participant may authorize the Employer to reduce his or her compensation by the amount needed for the purchase of benefits elected, less the amount of non-elective contributions. An election for salary reduction will be made on the benefit election form.

F. **AVAILABLE BENEFITS:** Each of the following components should be considered a plan that comprises this Plan.

1. **Group Medical Insurance** -- The terms, conditions, and limitations for the Group Medical Insurance will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)

Aflac : Accident | American Fidelity Assurance Company : Accident and Group Hospital Indemnity | PreMed Defender
Eligibility Requirements for Participation, if different than Item C.
| |

2. **Disability Income Insurance** -- The terms, conditions, and limitations for the Disability Income Insurance will be as set forth in the insurance policy or policies described below: (See Section VI of the Plan Document)

American Fidelity Assurance Company : 017 Kind Series
Eligibility Requirements for Participation, if different than Item C.

3. **Cancer Coverage** -- The terms, conditions, and limitations for the Cancer Coverage will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)

Aflac | American Fidelity Assurance Company : C-11 and subsequent plans
Eligibility Requirements for Participation, if different than Item C.
|

4. **Dental/Vision Insurance** -- The terms, conditions, and limitations for the Dental/Vision Insurance will be as set forth in the insurance policy or policies described below: (See Section V of the Plan Document)

N/A
Eligibility Requirements for Participation, if different than Item C.

5. **Group Life Insurance** which will be comprised of Group term life insurance and Individual term life insurance under Section 79 of the Code.

The terms, conditions, and limitations for the Group Life Insurance will be as set forth in the insurance policy or policies described below: (See Section VII of the Plan Document)

American Fidelity Assurance Company : 5 Year Term

Individual life coverage under Section 79 is available as a benefit, and the face amount when combined with the group-term life, if any, may not exceed $50,000.
Eligibility Requirements for Participation, if different than Item C.

6. **Dependent Care Assistance Plan** -- The terms, conditions, and limitations for the Dependent Care Assistance Plan will be as set forth in Section IX of the Plan Document and described below:

Minimum Contribution - $**0.00** per Plan Year

Maximum Contribution - $**7500.00** per Plan Year

Recordkeeper: American Fidelity Assurance Company

Eligibility Requirements for Participation, if different than Item C.

N/A

7. **Medical Expense Reimbursement Plan** (a.k.a. Healthcare Flexible Spending Account) -- The terms, conditions, and limitations for the Medical Expense Reimbursement Plan will be as set forth in Section VIII of the Plan Document and described below:

Minimum Coverage - $**0.00** per Plan Year

Maximum Coverage - $**3400.00** per Plan Year or a Prorated Amount for a Short Plan Year. In no event can the maximum exceed the limit as indicated by the IRS in accordance with the law.

Recordkeeper: American Fidelity Assurance Company

Restrictions: As outlined in Policy G-905/R1.

Grace Period: The Provisions in Section 8.06 of the Plan to permit a Grace Period with respect to the Medical Expense Reimbursement Plan **are** elected.

Carryover: The Provisions in Section 8.07 of the Plan to permit a Carryover with respect to the Medical Expense Reimbursement Plan **are not** elected.

Carryover Maximum: $**0.00** per Plan Year.

HEART Act: The provisions in Section 8.08 of the Plan to permit the Qualified Reservist Distribution of the Heroes Earnings Assistance and Relief Tax Act (HEART) **are not** elected.

Eligibility Requirements for Participation, if different than Item C.

8. **Health Savings Accounts –** The Plan permits contributions to be made to a Health Savings Account on a pretax basis in accordance with Section X of the Plan and the following provisions:

HSA Trustee – **First Fidelity Bank N A**

Maximum Contribution – **indexed annually by the IRS.**

Limitation on Eligible Medical Expenses – For purposes of the Medical

Reimbursement Plan, Eligible Medical Expenses of a Participant that is eligible for and elects to participate in a Health Savings Account shall be limited to expenses for:

Dental and Vision

Eligibility Requirements for Participation, if different than Item C.

a. An Employee must complete a Certification of Health Savings Account Eligibility which confirms that the Participant is an eligible individual who is entitled to establish a Health Savings Account in accordance with Code Section 223(c)(1).
b. Eligibility for the Health Savings Account shall begin on the later of (i) first day of the month coinciding with or next following the Employee's commencement of coverage under the High Deductible Health Plan, or (ii) the first day following the end of a Grace Period available to the Employee with respect to the Medical Reimbursement Accounts that are not limited to vision and dental expenses (unless the participant has a $0.00 balance on the last day of the plan year).
c. An Employee's eligibility for the Health Savings Account shall be determined monthly.

The Plan shall be construed, enforced, administered, and the validity determined in accordance with the applicable provisions of the Employee Retirement Income Security Act of 1974, (as amended) if applicable, the Internal Revenue Code of 1986 (as amended), and the laws of the State of Oklahoma. Should any provision be determined to be void, invalid, or unenforceable by any court of competent jurisdiction, the Plan will continue to operate, and for purposes of the jurisdiction of the court only, will be deemed not to include the provision determined to be void.

This Plan is hereby adopted 08/24/2026**.**

Deer Creek Public Schools -
(Name of Employer)

Signed By: _____
Lenis DeRieux (Aug 24, 2026 14:38:26 CDT)

Title: Assistant Superintendent

APPENDIX A

Related Employers that have adopted this Plan

Name(s):
N/A

SECTION 125 FLEXIBLE BENEFIT PLAN

SECTION I

PURPOSE

The Employer is establishing this Flexible Benefit Plan in order to make a broader range of benefits available to its Employees and their Beneficiaries. This Plan allows Employees to choose among different types of benefits and select the combination best suited to their individual goals, desires, and needs. These choices include an option to receive certain benefits in lieu of taxable compensation.

In establishing this Plan, the Employer desires to attract, reward, and retain highly qualified, competent Employees, and believes this Plan will help achieve that goal.

It is the intent of the Employer to establish this Plan in conformity with Section 125 of the Internal Revenue Code of 1986, as amended, and in compliance with applicable rules and regulations issued by the Internal Revenue Service. This Plan will grant to eligible Employees an opportunity to purchase qualified benefits which, when purchased alone by the Employer, would not be taxable.

SECTION II

DEFINITIONS

The following words and phrases appear in this Plan and will have the meaning indicated below unless a different meaning is plainly required by the context:

2.01 **Administrator** The Employer unless another has been designated in writing by the Employer as Administrator within the meaning of Section 3(16) of ERISA (if applicable).

2.02 **Beneficiary** Any person or persons designated by a participating Employee to receive any benefit payable under the Plan on account of the Employee's death.

2.02a **Carryover** The amount equal to the lesser of (a) any unused amounts from the immediately preceding Plan Year or (b) an amount up to $680, as indexed for inflation, paralleling the indexing applicable to the limit on salary reduction contributions under Code Section 125(i) of the Code, except that in no event may the Carryover be less than five dollars ($5).

2.03 **Code** Internal Revenue Code of 1986, as amended.

2.04 **Dependent** Any of the following:

(a) Tax Dependent: A Dependent includes a Participant's spouse and any other person who is a Participant's dependent within the meaning of Code Section 152, provided that, with respect to any plan that provides benefits that are excluded from an Employee's income under Code Section 105, a Participant's dependent (i) is any person within the meaning of Code Section 152, determined without regard to Subsections (b)(1), (b)(2),

and (d)(1)(B) thereof, and (ii) includes any child of the Participant to whom Code Section 152(e) applies (such child will be treated as a dependent of both divorced parents).

(b) Student on a Medically Necessary Leave of Absence: With respect to any plan that is considered a group health plan under Michelle's Law (and not a HIPAA excepted benefit under Code Sections 9831(b), (c) and 9832(c)) and to the extent the Employer is required by Michelle's Law to provide continuation coverage, a Dependent includes a child who qualifies as a Tax Dependent (defined in Section 2.04(a)) because of his or her full-time student status, is enrolled in a group health plan, and is on a medically necessary leave of absence from school. The child will continue to be a Dependent if the medically necessary leave of absence commences while the child is suffering from a serious illness or injury, is medically necessary, and causes the child to lose student status for purposes of the group health plan's benefits coverage. Written physician certification that the child is suffering from a serious illness or injury and that the leave of absence is medically necessary is required at the Administrator's request. The child will no longer be considered a Dependent as of the earliest date that the child is no longer on a medically necessary leave of absence, the date that is one year after the first day of the medically necessary leave of absence, or the date benefits would otherwise terminate under either the group health plan or this Plan. Terms related to Michelle's Law, and not otherwise defined, will have the meaning provided under the Michelle's Law provisions of Code Section 9813.

(c) Adult Children: With respect to any plan that provides benefits that are excluded from an Employee's income under Code Section 105, a Dependent includes a child of a Participant who as of the end of the calendar year has not attained age 27. A 'child' for purpose of this Section 2.04(c) means an individual who is a son, daughter, stepson, or stepdaughter of the Participant, a legally adopted individual of the Participant, an individual who is lawfully placed with the Participant for legal adoption by the Participant, or an eligible foster child who is placed with the Participant by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction. An adult child described in this Section 2.04(c) is only a Dependent with respect to benefits provided after March 30, 2010 (subject to any other limitations of the Plan).

Dependent for purposes of the Dependent Care Reimbursement Plan is defined in Section 9.04(a).

2.05 **Effective Date** The effective date of this Plan as shown in Item B of the Adoption Agreement.

2.06 **Elective Contribution** The amount the Participant authorizes the Employer to reduce compensation for the purchase of benefits elected.

2.07 **Eligible Employee** Employee meeting the eligibility requirements for participation as shown in Item C of the Adoption Agreement.

2.08 **Employee** Any person employed by the Employer on or after the Effective Date.

2.09 **Employer** The entity shown in Item A of the Adoption Agreement, and any Related Employers authorized to participate in the Plan with the approval of the Employer. Related Employers who participate in this Plan are listed in Appendix A to the Adoption Agreement. For the purposes of Section 11.01 and 11.02, only the Employer as shown in Item A of the Adoption Agreement may amend or terminate the Plan.

2.10 **Employer Contributions** Amounts that have not been actually received by the Participant and are available to the Participant for the purpose of selecting benefits under the Plan. This term includes Non-Elective Contributions and Elective Contributions through salary reduction.

2.11 **Entry Date** The date that an Employee is eligible to participate in the Plan.

2.12 **ERISA** The Employee Retirement Income Security Act of 1974, Public Law 93-406 and all regulations and rulings issued thereunder, as amended (if applicable).

2.13 **Fiduciary** The named fiduciary shall mean the Employer, the Administrator and other parties designated as such, but only with respect to any specific duties of each for the Plan as may be set forth in a written agreement.

2.14 **Health Savings Account** A “health savings account” as defined in Section 223(d) of the Internal Revenue Code of 1986, as amended established by the Participant with the HSA Trustee.

2.15 **HSA Trustee** The Trustee of the Health Savings Account which is designated in Section F.8 of the Adoption Agreement.

2.16 **Highly Compensated** Any Employee who at any time during the Plan Year is a "highly compensated employee" as defined in Section 414(q) of the Code.

2.17 **High Deductible Health Plan** A health plan that meets the statutory requirements for annual deductibles and out-of-pocket expenses set forth in Code section 223(c)(2).

2.18 **HIPAA** The Health Insurance Portability and Accountability Act of 1996, as amended.

2.19 **Insurer** Any insurance company that has issued a policy pursuant to the terms of this Plan.

2.20 **Key Employee** Any Participant who is a "key employee" as defined in Section 416(i) of the Code.

2.21 **Non-Elective Contribution** A contribution amount made available by the Employer for the purchase of benefits elected by the Participant.

2.22 **Participant** An Employee who has qualified for Plan participation as provided in Item C of the Adoption Agreement.

2.23 **Plan** The Plan referred to in Item A of the Adoption Agreement as may be amended from time to time.

2.24 **Plan Year** The Plan Year as specified in Item D of the Adoption Agreement.

2.25 **Policy** An insurance policy issued as a part of this Plan.

2.26 **Preventative Care** Medical expenses which meet the safe harbor definition of "preventative care" set forth in IRS Notice 2004-23, which includes, but is not limited to, the following: (i) periodic health evaluations, such as annual physicals (and the tests and diagnostic procedures ordered in conjunction with such evaluations); (ii) well-baby and/or well-child care; (iii) immunizations for adults and children; (iv) tobacco cessation and obesity weight-loss programs; and (v) screening devices. However, preventative care does not generally include any service or benefit intended to treat an existing illness, injury or condition.

2.27 **Recordkeeper** The person designated by the Employer to perform recordkeeping and other ministerial duties with respect to the Medical Expense Reimbursement Plan and/or the Dependent Care Reimbursement Plan.

2.28 **Related Employer** Any employer that is a member of a related group of organizations with the Employer shown in Item A of the Adoption Agreement, and as specified under Code Section 414(b), (c) or (m).

SECTION III

ELIGIBILITY, ENROLLMENT, AND PARTICIPATION

3.01 ELIGIBILITY: Each Employee of the Employer who has met the eligibility requirements of Item C of the Adoption Agreement will be eligible to participate in the Plan on the Entry Date specified or the Effective Date of the Plan, whichever is later. Dependent eligibility to receive benefits under any of the plans listed in Item F of the Adoption Agreement will be described in the documents governing

those benefit plans. To the extent a Dependent is eligible to receive benefits under a plan listed in Item F, an Eligible Employee may elect coverage under this Plan with respect to such Dependent. Notwithstanding the foregoing, life insurance coverage on the life of a Dependent may not be elected under this Plan.

3.02 ENROLLMENT: An eligible Employee may enroll (or re-enroll) in the Plan by submitting to the Employer, during an enrollment period, an Election Form which specifies his or her benefit elections for the Plan Year and which meets such standards for completeness and accuracy as the Employer may establish. A Participant's Election Form shall be completed prior to the beginning of the Plan Year, and shall not be effective prior to the date such form is submitted to the Employer. Any Election Form submitted by a Participant in accordance with this Section shall remain in effect until the earlier of the following dates: the date the Participant terminates participation in the Plan; or, the effective date of a subsequently filed Election Form.

A Participant's right to elect certain benefit coverage shall be limited hereunder to the extent such rights are limited in the Policy. Furthermore, a Participant will not be entitled to revoke an election after a period of coverage has commenced and to make a new election with respect to the remainder of the period of coverage unless both the revocation and the new election are on account of and consistent with a change in status, or other allowable events, as determined by Section 125 of the Internal Revenue Code and the regulations thereunder.

3.03 TERMINATION OF PARTICIPATION: A Participant shall continue to participate in the Plan until the earlier of the following dates:

a. The date the Participant terminates employment by death, disability, retirement or other separation from service; or
b. The date the Participant ceases to work for the Employer as an eligible Employee; or
c. The date of termination of the Plan; or
d. The first date a Participant fails to pay required contributions while on a leave of absence.

3.04 SEPARATION FROM SERVICE: The existing elections of an Employee who separates from the employment service of the Employer shall be deemed to be automatically terminated and the Employee will not receive benefits for the remaining portion of the Plan Year.

3.05 QUALIFYING LEAVE UNDER FAMILY LEAVE ACT: Notwithstanding any provision to the contrary in this Plan, if a Participant goes on a qualifying unpaid leave under the Family and Medical Leave Act of 1993 (FMLA), to the extent required by the FMLA, the Employer will continue to maintain the Participant's existing coverage under the Plan with respect to benefits under Section V and Section VIII of the Plan on the same terms and conditions as though he were still an active Employee. If the Employee opts to continue his coverage, the Employee may pay his Elective Contribution with after-tax dollars while on leave (or pre-tax dollars to the extent he receives compensation during the leave), or the Employee may be given the option to pre-pay all or a portion of his Elective Contribution for the expected duration of the leave on a pre-tax salary reduction basis out of his pre-leave compensation (including unused sick days or vacation) by making a special election to that effect prior to the date such compensation would normally be made available to him (provided, however, that pre-tax dollars may not be utilized to fund coverage during the next plan year), or via other arrangements agreed upon between the Employee and the Administrator (e.g., the Administrator may fund coverage during the leave and withhold amounts upon the Employee's return). Upon return from such leave, the Employee will be permitted to reenter the Plan on the same basis the Employee was participating in the Plan prior to his leave, or as otherwise required by the FMLA.

SECTION IV

CONTRIBUTIONS

4.01 EMPLOYER CONTRIBUTIONS: The Employer may pay the costs of the benefits elected under the Plan with funds from the sources indicated in Item E of the Adoption Agreement. The Employer Contribution may be made up of Non-Elective Contributions and/or Elective Contributions authorized by each Participant on a salary reduction basis.

4.02 IRREVOCABILITY OF ELECTIONS: A Participant may file a written election form with the Administrator before the end of the current Plan Year revising the rate of his contributions or discontinuing such contributions effective as of the first day of the next following Plan Year. The Participant's Elective Contributions will automatically terminate as of the date his employment terminates. Except as provided in this Section 4.02 and Section 4.03, a Participant's election under the Plan is irrevocable for the duration of the plan year to which it relates. The exceptions to the irrevocability requirement which would permit a mid-year election change in benefits and the salary reduction amount elected are set out in the Treasury regulations promulgated under Code Section 125, which include the following:

(a) Change in Status. A Participant may change or revoke his election under the Plan upon the occurrence of a valid change in status, but only if such change or termination is made on account of, and is consistent with, the change in status in accordance with the Treasury regulations promulgated under Section 125. The Employer, in its sole discretion as Administrator, shall determine whether a requested change is on account of and consistent with a change in status, as follows:

(1) Change in Employee's legal marital status, including marriage, divorce, death of spouse, legal separation, and annulment;
(2) Change in number of Dependents, including birth, adoption, placement for adoption, and death;
(3) Change in employment status, including any employment status change affecting benefit eligibility of the Employee, spouse or Dependent, such as termination or commencement of employment, change in hours, strike or lockout, a commencement or return from an unpaid leave of absence, and a change in work site. If the eligibility for either the cafeteria Plan or any underlying benefit plans of the Employer of the Employee, spouse or Dependent relies on the employment status of that individual, and there is a change in that individual's employment status resulting in gaining or losing eligibility under the Plan, this constitutes a valid change in status. This category only applies if benefit eligibility is lost or gained as a result of the event. If an Employee terminates and is rehired within 30 days, the Employee is required to step back into his previous election. If the Employee terminates and is rehired after 30 days, the Employee may either step back into the previous election or make a new election;
(4) Dependent satisfies, or ceases to satisfy, Dependent eligibility requirements due to attainment of age, gain or loss of student status, marriage or any similar circumstances; and
(5) Residence change of Employee, spouse or Dependent, affecting the Employee's eligibility for coverage.

(b) Special Enrollment Rights. If a Participant or his or her spouse or Dependent is entitled to special enrollment rights under a group health plan (other than an excepted benefit), as required by HIPAA under Code Section 9801(f), then a Participant may revoke a prior election for group health plan coverage and make a new election, provided that the election change corresponds with such HIPAA special enrollment right. As required by HIPAA, a special enrollment right will arise in the following circumstances: (i) a Participant or his or her spouse or Dependent declined to enroll in

group health plan coverage because he or she had coverage, and eligibility for such coverage is subsequently lost because the coverage was provided under COBRA and the COBRA coverage was exhausted, or the coverage was non-COBRA coverage and the coverage terminated due to loss of eligibility for coverage or the employer contributions for the coverage were terminated; (ii) a new Dependent is acquired as a result of marriage, birth, adoption, or placement for adoption; (iii) the Participant's or his or her spouse's or Dependent's coverage under a Medicaid plan or under a children's health insurance program (CHIP) is terminated as a result of loss of eligibility for such coverage and the Participant requests coverage under the group health plan not later than 60 days after the date of termination of such coverage; or (iv) the Participant, his or her spouse or Dependent becomes eligible for a state premium assistance subsidy from a Medicaid plan or through a state children's insurance program with respect to coverage under the group health plan and the Participant requests coverage under the group health plan not later than 60 days after the date the Participant, his or her spouse or Dependent is determined to be eligible for such assistance. An election change under (iii) or (iv) of this provision must be requested within 60 days after the termination of Medicaid or state health plan coverage or the determination of eligibility for a state premium assistance subsidy, as applicable. Special enrollment rights under the health insurance plan will be determined by the terms of the health insurance plan.

(c) Certain Judgments, Decrees or Orders. If a judgment, decree or order resulting from a divorce, legal separation, annulment or change in legal custody (including a qualified medical child support order [QMCSO]) requires accident or health coverage for a Participant's child or for a foster child who is a dependent of the Participant, the Participant may have a mid-year election change to add or drop coverage consistent with the Order.

(d) Entitlement to Medicare or Medicaid. If a Participant, Participant's spouse or Participant's Dependent who is enrolled in an accident or health plan of the Employer becomes entitled to Medicare or Medicaid (other than coverage consisting solely of benefits under Section 1928 of the Social Security Act providing for pediatric vaccines), the Participant may cancel or reduce health coverage under the Employer's Plan. Loss of Medicare or Medicaid entitlement would allow the Participant to add health coverage under the Employer's Plan.

(e) Family Medical Leave Act. If an Employee is taking leave under the rules of the Family Medical Leave Act, the Employee may revoke previous elections and re-elect benefits upon return to work.

(f) COBRA Qualifying Event. If an Employee has a COBRA qualifying event (a reduction in hours of the Employee, or a Dependent ceases eligibility), the Employee may increase his pre-tax contributions for coverage under the Employer's Plan if a COBRA event occurs with respect to the Employee, the Employee's spouse or Dependent. The COBRA rule does not apply to COBRA coverage under another Employer's Plan.

(g) Changes in Eligibility for Adult Children. To the extent the Employer amends a plan listed in Item F of the Adoption Agreement that provides benefits that are excluded from an Employee's income under Code Section 105 to provide that Adult Children (as defined in Section 2.04(c)) are eligible to receive benefits under the plan, an Eligible Employee may make or change an election under this Plan to add coverage for the Adult Child and to make any corresponding change to the Eligible Employee's coverage that is consistent with adding coverage for the Adult Child.

(h) Cancellation due to reduction in hours of service. A Participant may cancel group health plan (as that term is defined in Code Section 9832(a)) coverage, except Health FSA coverage, under the Employer's Plan if both of the following conditions are met:

(i) The Participant has been in an employment status under which the Participant was reasonably expected to average at least 30 hours of service per week and there is a change in that Participant's status so that the Participant will reasonably be expected to average less than 30 hours of service per week after the change, even if that reduction does not result in the Participant ceasing to be eligible under the group health plan; and

(ii) The cancellation of the election of coverage under the Employer's group health plan coverage corresponds to the intended enrollment of the Participant, and any related individuals who cease coverage due to the cancellation, in another plan that provides minimum essential coverage with the new coverage effective no later than the first day of the second month following the month that includes the date the original coverage is cancelled.

(i) Cancellation due to enrollment in a Qualified Health Plan. A participant may cancel group health plan (as that term is defined in Code Section 9832(a)) coverage, except Health FSA coverage, under the Employer's Plan if both of the following conditions are met:

(i) The Participant is eligible for a Special Enrollment Period (as defined in Code Section 9801(f)) to enroll in a Qualified Health Plan (as described in section 1311 of the Patient Protection and Affordable Care Act (PPACA)) through a competitive marketplace established under section 1311(c) of PPACA (Marketplace), pursuant to guidance issued by the Department of Health and Human Services and any other applicable guidance, or the Participant seeks to enroll in a Qualified Health Plan through a Marketplace during the Marketplace's annual open enrollment period; and

(ii) The cancellation of the election of coverage under the Employer's group health plan coverage corresponds to the intended enrollment of the Participant and any related individuals who cease coverage due to the cancellation in a Qualified Health Plan through a Marketplace for new coverage that is effective beginning no later than the day immediately following the last day of the original coverage that is cancelled.

(j) Cancellation due to related individuals' enrollment in a Qualified Health Plan. For elections effective on or after January 1, 2023, a participant may cancel an election of family coverage under a group health plan (as that term is defined in Code Section 9832(a)), except Health FSA coverage, under the Employer's Plan if both of the following conditions are met:

(i) One or more related individuals are eligible for a Special Enrollment Period (as defined in Code Section 9801(f)) to enroll in a Qualified Health Plan (as described in section 1311 of the Patient Protection and Affordable Care Act (PPACA)) through a competitive marketplace established under section 1311(c) of PPACA (Marketplace), pursuant to guidance issued by the Department of Health and Human Services and any other applicable guidance, or one or more already-covered related individuals seeks to enroll in a Qualified Health Plan through a Marketplace during the Marketplace's annual open enrollment period; and

(ii) The cancellation of the election of coverage under the Employer's group health plan coverage corresponds to the intended enrollment of the related individual or related

individuals who cease coverage due to the cancellation in a Qualified Health Plan through a Marketplace for new coverage that is effective beginning no later than the day immediately following the last day of the original coverage that is cancelled. If the employee does not enroll in a Qualified Health Plan through an Exchange as set forth in Notice 2014-55, the employee must elect self-only coverage (or family coverage including one or more already-covered related individuals) under the group health plan.

Notwithstanding anything to the contrary in this Section 4.02, the change in election rules in this Section 4.02 do not apply to the Medical Expense Reimbursement Plan, or may not be modified with respect to the Medical Expense Reimbursement Plan if the Plan is being administered by a Recordkeeper other than the Employer, unless the Employer and the Recordkeeper otherwise agree in writing.

4.03 OTHER EXCEPTIONS TO IRREVOCABILITY OF ELECTIONS. Other exceptions to the irrevocability of election requirement permit mid-year election changes and apply to all qualified benefits except for Medical Expense Reimbursement Plans, as follows:

(a) Change in Cost. If the cost of a benefit package option under the Plan significantly increases during the plan year, Participants may (i) make a corresponding increase in their salary reduction amount, (ii) revoke their elections and make a prospective election under another benefit option offering similar coverage, or (iii) revoke election completely if no similar coverage is available, including in spouse or dependent's plan. If the cost significantly decreases, employees may elect coverage even if they had not previously participated and may drop their previous election for a similar coverage option in order to elect the benefit package option that has decreased in cost during the year. If the increased or decreased cost of a benefit package option under the Plan is insignificant, the participant's salary reduction amount shall be automatically adjusted.

(b) Significant curtailment of coverage.

(i) With no loss of coverage. If the coverage under a benefit package option is significantly curtailed or ceases during the Plan Year, affected Participants may revoke their elections for the curtailed coverage and make a new prospective election for coverage under another benefit package option providing similar coverage.

(ii) With loss of coverage. If there is a significant curtailment of coverage with loss of coverage, affected Participants may revoke election for curtailed coverage and make a new prospective election for coverage under another benefit package option providing similar coverage, or drop coverage if no similar benefit package option is available.

(c) Addition or Significant Improvement of Benefit Package Option. If during the Plan Year a new benefit package option is added or significantly improved, eligible employees, whether currently participating or not, may revoke their existing election and elect the newly added or newly improved option.

(d) Change in Coverage of a Spouse or Dependent Under Another Employer's Plan. If there is a change in coverage of a spouse, former spouse, or Dependent under another employer's plan, a Participant may make a prospective election change that is on account of and corresponds with a change made under the plan of the spouse or Dependent. This rule applies if (1) mandatory changes in coverage are initiated by either the insurer of spouse's plan or by the spouse's employer,

or (2) optional changes are initiated by the spouse's employer or by the spouse through open enrollment.

(e) Loss of coverage under other group health coverage. If during the Plan Year coverage is lost under any group health coverage sponsored by a governmental or educational institution, a Participant may prospectively change his or her election to add group health coverage for the affected Participant or his or her spouse or dependent.

4.04 CASH BENEFIT: Available amounts not used for the purchase of benefits under this Plan may be considered a cash benefit under the Plan payable to the Participant as taxable income to the extent indicated in Item E of the Adoption Agreement.

4.05 PAYMENT FROM EMPLOYER'S GENERAL ASSETS: Payment of benefits under this Plan shall be made by the Employer from Elective Contributions which shall be held as a part of its general assets.

4.06 EMPLOYER MAY HOLD ELECTIVE CONTRIBUTIONS: Pending payment of benefits in accordance with the terms of this Plan, Elective Contributions may be retained by the Employer in a separate account or, if elected by the Employer and as permitted or required by regulations of the Internal Revenue Service, Department of Labor or other governmental agency, such amounts of Elective Contributions may be held in a trust pending payment.

4.07 MAXIMUM EMPLOYER CONTRIBUTIONS: With respect to each Participant, the maximum amount made available to pay benefits for any Plan Year shall not exceed the Employer's Contribution specified in the Adoption Agreement and as provided in this Plan.

SECTION V

GROUP MEDICAL INSURANCE BENEFIT PLAN

5.01 PURPOSE: These benefits provide the group medical insurance benefits to Participants.

5.02 ELIGIBILITY: Eligibility will be as required in Items F(1), F(3), and F(4) of the Adoption Agreement.

5.03 DESCRIPTION OF BENEFITS: The benefits available under this Plan will be as defined in Items F(1), F(3), and F(4) of the Adoption Agreement.

5.04 TERMS, CONDITIONS AND LIMITATIONS: The terms, conditions and limitations of the benefits offered shall be as specifically described in the Policy identified in the Adoption Agreement.

5.05 COBRA: To the extent required by Section 4980B of the Code and Sections 601 through 607 of ERISA, Participants and Dependents shall be entitled to continued participation in this Group Medical Insurance Benefit Plan by contributing monthly (from their personal assets previously subject to taxation) 102% of the amount of the premium for the desired benefit during the period that such individual is entitled to elect continuation coverage, provided, however, in the event the continuation period is extended to 29 months due to disability, the premium to be paid for continuation coverage for the 11 month extension period shall be 150% of the applicable premium.

5.06 SECTION 105 AND 106 PLAN: It is the intention of the Employer that these benefits shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan, as provided in Code Sections 105 and 106, and all provisions of this benefit plan shall be construed in a manner consistent with that intention. It is also the intention of the Employer to comply with the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 as outlined in the policies identified in the Adoption Agreement.

5.07 CONTRIBUTIONS: Contributions for these benefits will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement.

5.08 UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT: Notwithstanding anything to the contrary herein, the Group Medical Insurance Benefit Plan shall comply with the applicable provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (Public Law 103-353).

SECTION VI

DISABILITY INCOME BENEFIT PLAN

6.01 PURPOSE: This benefit provides disability insurance designated to provide income to Participants during periods of absence from employment because of disability.

6.02 ELIGIBILITY: Eligibility will be as required in Item F(2) of the Adoption Agreement.

6.03 DESCRIPTION OF BENEFITS: The benefits available under this Plan will be as defined in Item F(2) of the Adoption Agreement.

6.04 TERMS, CONDITIONS AND LIMITATIONS: The terms, conditions and limitations of the Disability Income Benefits offered shall be as specifically described in the Policy identified in the Adoption Agreement.

6.05 SECTION 104 AND 106 PLAN: It is the intention of the Employer that the premiums paid for these benefits shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan, as provided in Code Sections 104 and 106, and all provisions of this benefit plan shall be construed in a manner consistent with that intention.

6.06 CONTRIBUTIONS: Contributions for this benefit will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement.

SECTION VII

GROUP AND INDIVIDUAL LIFE INSURANCE PLAN

7.01 PURPOSE: This benefit provides group life insurance benefits to Participants and may provide certain individual policies as provided for in Item F(5) of the Adoption Agreement.

7.02 ELIGIBILITY: Eligibility will be as required in Item F(5) of the Adoption Agreement.

7.03 DESCRIPTION OF BENEFITS: The benefits available under this Plan will be as defined in Item F(5) of the Adoption Agreement.

7.04 TERMS, CONDITIONS, AND LIMITATIONS: The terms, conditions, and limitations of the group life insurance are specifically described in the Policy identified in the Adoption Agreement.

7.05 SECTION 79 PLAN: It is the intention of the Employer that the premiums paid for the benefits described in Item F(5) of the Adoption Agreement shall be eligible for exclusion from the gross income of the Participants covered by this benefit plan to the extent provided in Code Section 79, and all provisions of this benefit plan shall be construed in a manner consistent with that intention.

7.06 CONTRIBUTIONS: Contributions for this benefit will be provided by the Employer on behalf of a Participant as provided for in Item E of the Adoption Agreement. Any individual policies purchased by the Employer for the Participant will be owned by the Participant.

SECTION VIII

MEDICAL EXPENSE REIMBURSEMENT PLAN

8.01 PURPOSE: The Medical Expense Reimbursement Plan is designed to provide for reimbursement of Eligible Medical Expenses (as defined in Section 8.04) that are not reimbursed under an insurance plan, through damages, or from any other source. It is the intention of the Employer that amounts allocated for this benefit shall be eligible for exclusion from gross income, as provided in Code Sections 105 and 106, for Participants who elect this benefit and all provisions of this Section VIII shall be construed in a manner consistent with that intention.

8.02 ELIGIBILITY: The eligibility provisions are set forth in Item F(7) of the Adoption Agreement.

8.03 TERMS, CONDITIONS, AND LIMITATIONS:

a. Accounts. The Reimbursement Recordkeeper shall establish a recordkeeping account for each Participant. The Reimbursement Recordkeeper shall maintain a record of each account on an on-going basis, increasing the balances as contributions are credited during the year and decreasing the balances as Eligible Medical Expenses are reimbursed. No interest shall be payable on amounts recorded in any Participant's account.

b. Maximum benefit. The maximum amount of reimbursement for each Participant shall be limited to the amount of the Participant's Elective Contribution allocated to the program during the Plan Year, not to exceed the maximum amount set forth in Item F(7) of the Adoption Agreement.

c. Claim Procedure. In order to be reimbursed for any medical expenses incurred during the Plan Year, the Participant shall complete the form(s) provided for such purpose by the Reimbursement Recordkeeper. The Participant shall submit the completed form to the Reimbursement Recordkeeper with an original bill or other proof of the expense acceptable to the Reimbursement Recordkeeper. No reimbursement shall be made on the basis of an incomplete form or inadequate evidence of expense as determined by the Reimbursement Recordkeeper. Forms for reimbursement of Eligible Medical Expenses must be submitted no later than the last day of the third month following the last day of the Plan Year during which the Eligible Medical Expenses were incurred. Reimbursement payments shall only be made to the Participant, or the Participant's legal representative in the event of incapacity or death of the Participant. Forms for reimbursement shall be reviewed in accordance with the claims procedure set forth in Section XII.

d. Funding. The funding of the Medical Reimbursement Plan shall be through contributions by the Employer from its general assets to the extent of Elective Contributions directed by Participants. Such contributions shall be made by the Employer when benefit payments and account administrative expenses become due and payable under this Medical Expense Reimbursement Plan.

e. Forfeiture. Subject to Section 8.06 and 8.07, any amounts remaining to the credit of the Participant at the end of the Plan Year and not used for Eligible Medical Expenses incurred during the Participant's participation during the Plan Year shall be forfeited and shall remain assets of the Plan. With respect to a Participant who terminates employment with the Employer and who has not elected to continue coverage under this Plan pursuant to COBRA rights referenced under Section 8.03(f) herein, such Participant shall not be entitled to reimbursement for Eligible Medical Expenses incurred after his termination date regardless if such Participant has any amounts of Employer Contributions remaining to his credit. Upon the death of any Participant who has any amounts of Employer Contributions remaining to his credit, a dependent of the Participant may elect to continue to claim reimbursement for Eligible Medical Expenses in the same manner as the Participant could have for the balance of the Plan Year.

f. COBRA. To the extent required by Section 4980B of the Code and Sections 601 through 607 of ERISA ('COBRA"), a Participant and a Participant's Dependents shall be entitled to elect continued participation in this Medical Expense Reimbursement Plan only through the end of the plan year in which the qualifying event occurs, by contributing monthly (from their personal assets previously subject to taxation) to the Employer/Administrator, 102% of the amount of desired reimbursement through the end of the Plan Year in which the qualifying event occurs. Specifically, such individuals will be eligible for COBRA continuation coverage only if they

have a positive Medical Expense Reimbursement Account balance on the date of the qualifying event. Participants who have a deficit balance in their Medical Expense Reimbursement Account on the date of their qualifying event shall not be entitled to elect COBRA coverage. In lieu of COBRA, Participants may continue their coverage through the end of the current Plan Year by paying those premiums out of their last paycheck on a pre-tax basis.

g. Nondiscrimination. Benefits provided under this Medical Expense Reimbursement Plan shall not be provided in a manner that discriminates in favor of Employees or Dependents who are highly compensated individuals, as provided under Section 105(h) of the Code and regulations promulgated thereunder.

h. Uniform Coverage Rule. Notwithstanding that a Participant has not had withheld and credited to his account all of his contributions elected with respect to a particular Plan Year, the entire aggregate annual amount elected with respect to this Medical Expense Reimbursement Plan (increased by any Carryover to the Plan Year), shall be available at all times during such Plan Year to reimburse the participant for Eligible Medical Expenses with respect to this Medical Expense Reimbursement Plan. To the extent contributions with respect to this Medical Expense Reimbursement Plan are insufficient to pay such Eligible Medical Expenses, it shall be the Employer's obligation to provide adequate funds to cover any short fall for such Eligible Medical Expenses for a Participant; provided subsequent contributions with respect to this Medical Expense Reimbursement Plan by the Participant shall be available to reimburse the Employer for funds advanced to cover a previous short fall.

i. Uniformed Services Employment and Reemployment Rights Act. Notwithstanding anything to the contrary herein, this Medical Expense Reimbursement Plan shall comply with the applicable provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 (Public Law 103-353).

j. Proration of Limit. In the event that the Employer has purchased a uniform coverage risk policy from the Recordkeeper, then the Maximum Coverage amount specified in Section F.7 of the Adoption Agreement shall be pro rated with respect to (i) an Employee who becomes a Participant and enters the Plan during the Plan Year, and (ii) short plan years initiated by the Employer. Such Maximum Coverage amount will be pro rated by dividing the annual Maximum Coverage amount by 12, and multiplying the quotient by the number of remaining months in the Plan Year for the new Participant or the number of months in the short Plan Year, as applicable.

k. Continuation Coverage for Certain Dependent Children. In the event that benefits under the Medical Expense Reimbursement Plan does not qualify for the exception from the portability rules of HIPAA, then, effective for Plan Years beginning on or after October 9, 2009, notwithstanding the foregoing provisions, coverage for a Dependent child who is enrolled in the Medical Expense Reimbursement Plan as a student at a post-secondary educational institution will not terminate due to a medically necessary leave of absence before a date that is the earlier of:

- the date that is one year after the first day of the medically necessary leave of absence; or
- the date on which such coverage would otherwise terminate under the terms of the Plan.

For purposes of this paragraph, "medically necessary leave of absence" means a leave of absence of the child from a post-secondary educational institution, or any other change in enrollment of the child at the institution, that: (i) commences while the child is suffering from a

serious illness or injury; (ii) is medically necessary; and (iii) causes the child to lose student status for purposes of coverage under the terms of the Plan. A written certification must be provided by a treating physician of the dependent child to the Plan in order for the continuation coverage requirement to apply. The physician's certification must state that the child is suffering from a serious illness or injury and that the leave of absence (or other change in enrollment) is medically necessary.

8.04 ELIGIBLE MEDICAL EXPENSES:

a. Eligible Medical Expense in General. The phrase 'Eligible Medical Expense' means any expense incurred by a Participant or any of his Dependents (subject to the restrictions in Sections 8.04(b) and (c)) during a Plan Year that (i) qualifies as an expense incurred by the Participant or Dependents for medical care as defined in Code Section 213(d) and meets the requirements outlined in Code Section 125, (ii) is excluded from gross income of the Participant under Code Section 105(b), and (iii) has not been and will not be paid or reimbursed by any other insurance plan, through damages, or from any other source. Notwithstanding the above, capital expenditures are not Eligible Medical Expenses under this Plan.

b. Expenses Incurred After Commencement of Participation. Only medical care expenses incurred by a Participant or the Participant's Dependent(s) on or after the date such Participant commenced participation in the Medical Expense Reimbursement Plan shall constitute an Eligible Medical Expense.

c. Eligible Expenses Incurred by Dependents. For purposes of this Section, Eligible Medical Expenses incurred by Dependents defined in Section 2.04(c) are eligible for reimbursement if incurred after March 30, 2010; Eligible Medical Expenses incurred by Dependents defined in Sections 2.04(a) and (b) are eligible for reimbursement if incurred either before or after March 30, 2010 (subject to the restrictions of Section 8.04(b)).

d. Health Savings Accounts. If the Employer has elected in Item F.8 of the Adoption Agreement to allow Eligible Employees to contribute to Health Savings Accounts under the Plan, then for a Participant who is eligible for and elects to contribute to a Health Savings Accounts, Eligible Medical Expenses shall be limited as set forth in Item F.8 of the Adoption Agreement.

8.05 USE OF DEBIT CARD: In the event that the Employer elects to allow the use of debit cards ("Debit Cards") for reimbursement of Eligible Medical Expenses under the Medical Expense Reimbursement Plan, the provisions described in this Section shall apply.

a. Substantiation. The following procedures shall be applied for purposes of substantiating claimed Eligible Medical Expenses after the use of a Debit Card to pay the claimed Eligible Medical Expense:

(i) If the dollar amount of the transaction at a health care provider equals the dollar amount of the co-payment for that service under the Employer's major medical plan of the specific employee-cardholder, the charge is fully substantiated without the need for submission of a receipt or further review.

(ii) If the merchant, service provider, or other independent third-party (e.g., pharmacy benefit manager), at the time and point of sale, provides information to

verify to the Recordkeeper (including electronically by e-mail, the internet, intranet, or telephone) that the charge is for a medical expense, the charge is fully substantiated without the need for submission of a receipt or further review.

b. Status of Charges. All charges to a Debit Card, other than co-payments and real-time substantiation as described in Subsection (a) above, are treated as conditional pending confirmation of the charge, and additional third-party information, such as merchant or service provider receipts, describing the service or product, the date of the service or sale, and the amount, must be submitted for review and substantiation.

c. Correction Procedures for Improper Payments. In the event that a claim has been reimbursed and is subsequently identified as not qualifying for reimbursement, one or all of the following procedures shall apply:

(i) First, upon the Recordkeeper's identification of the improper payment, the Eligible Employee will be required to pay back to the Plan an amount equal to the improper payment.

(ii) Second, where the Eligible Employee does not pay back to the Plan the amount of the improper payment, the Employer will have the amount of the improper payment withheld from the Eligible Employee's wages or other compensation to the extent consistent with applicable law.

(iii) Third, if the improper payment still remains outstanding, the Plan may utilize a claim substitution or offset approach to resolve improper claims payments.

(iv) If the above correction efforts prove unsuccessful, or are otherwise unavailable, the Eligible Employee will remain indebted to the Employer for the amount of the improper payment. In that event and consistent with its business practices, the Employer may treat the payment as it would any other business indebtedness.

(v) In addition to the above, the Employer and the Plan may take other actions they may deem necessary, in their sole discretion, to ensure that further violations of the terms of the Debit Card do not occur, including, but not limited to, denial of access to the Debit Card until the indebtedness is repaid by the Eligible Employee.

d. Intent to Comply with Rev. Rul. 2003-43. It is the Employer's intent that any use of Debit Cards to pay Eligible Medical Expenses shall comply with the guidelines for use of such cards set forth in Rev. Rul. 2003-43, and this Section 8.05 shall be construed and interpreted in a manner necessary to comply with such guidelines.

8.06 GRACE PERIOD: If the Employer elects in Section F.7 of the Adoption Agreement to permit a Grace Period with respect to the Medical Reimbursement Plan, the provisions of this Section 8.06 shall apply. Notwithstanding anything to the contrary herein and in accordance with Internal Revenue Service Notice 2005-42, a Participant who has unused contributions relating to the Medical Reimbursement Plan from the immediately preceding Plan Year, and who incurs Eligible Medical Expenses for such qualified benefit during the Grace Period, may be paid or reimbursed for those Eligible Medical Expenses from the unused contributions as if the expenses had been incurred in the immediately preceding Plan Year. For purposes of this Section, 'Grace Period' shall mean the period extending to the 15th day of the third calendar month after the end of the immediately preceding Plan Year to which it relates. Eligible

Medical Expenses incurred during the Grace Period shall be reimbursed first from unused contributions allocated to the Medical Reimbursement Plan for the prior Plan Year, and then from unused contributions for the current Plan Year, if participant is enrolled in current Plan Year.

8.07 CARRYOVER: If the Employer elects in Section F.7 of the Adoption Agreement to permit a Carryover with respect to the Medical Reimbursement Plan, the provisions of this Section 8.07 shall apply. Notwithstanding anything to the contrary herein and in accordance with Internal Revenue Service Notice 2013-71, the Carryover for a Participant who has an amount remaining unused as of the end of the run-off period for the Plan Year, may be used to pay or reimburse Eligible Medical Expenses during the following entire Plan Year. The Carryover does not count against or otherwise affect the Maximum benefit set forth in Section 8.03 (b). Eligible Medical Expenses incurred during a Plan Year shall be reimbursed first from unused contributions for the current Plan Year, and then from any Carryover carried over from the preceding Plan Year. Any unused amounts from the prior Plan Year that are used to reimburse a current Plan Year expense (a) reduce the amounts available to pay prior Plan Year expenses during the run-off period, (b) must be counted against any Carryover amount from the prior Plan Year, and (c) cannot exceed the maximum Carryover from the prior Plan Year. If the Employer elects to apply Section 8.06 in Section F.7 of the Adoption Agreement, this Section 8.07 shall not apply.

8.08 QUALIFIED RESERVIST DISTRIBUTIONS: Notwithstanding anything in the Plan to the contrary, an individual who, by reason of being a member of a reserve component (as defined in 37 U.S.C. § 101), is ordered or called to active duty for a period in excess of 179 days or for an indefinite period may elect to receive a distribution of all or a portion of the unused Elective Contributions in his or her Account relating to the Medical Expense Reimbursement Plan if the distribution is made during the period beginning on the date of such order or call and ending on the last date that reimbursements could otherwise be made under the Plan for the Plan Year that includes the date of such order or call. If the distribution is for the entire amount of unused Elective Contributions available in the Medical Expense Reimbursement Plan, then no additional reimbursement requests will be processed for the remainder of the Plan Year.

SECTION IX

DEPENDENT CARE REIMBURSEMENT PLAN

9.01 PURPOSE: The Dependent Care Reimbursement Plan is designed to provide for reimbursement of certain employment-related dependent care expenses of the Participant. It is the intention of the Employer that amounts allocated for this benefit shall be eligible for exclusion from gross income, as provided in Code Section 129, for Participants who elect this benefit, and all provisions of this Section IX shall be construed in a manner consistent with that intention.

9.02 ELIGIBILITY: The eligibility provisions are set forth in Item F(6) of the Adoption Agreement.

9.03 TERMS, CONDITIONS, AND LIMITATIONS:

a. Accounts. The Reimbursement Recordkeeper shall establish a recordkeeping account for each Participant. The Reimbursement Recordkeeper shall maintain a record of each account on an on-going basis, increasing the balances as contributions are credited during the year and decreasing the balances as Eligible Dependent Care Expenses are reimbursed. No interest shall be payable on amounts recorded in any Participant's account.

b. Maximum Benefit. The maximum amount of reimbursement for each Participant shall be limited to the amount of the Participant's allocation to the program during the Plan Year not to exceed the maximum amount set forth in Item F(6) of the adoption agreement.

For purpose of this Section IX, the phrase "earned income" shall mean wages, salaries, tips and other employee compensation, but only if such amounts are includible in gross income for the taxable year. A Participant's spouse who is physically or mentally incapable of self-care as described in Section 9.04(a)(ii) or a spouse who is a full-time student within the meaning of Code Section 21(e)(7) shall be deemed to have earned income for each month in which such spouse is so disabled (or a full-time student). The amount of such deemed earned income shall be $250 per month in the case of one Dependent and $500 per month in the case of two or more Dependents.

c. Claim Procedure. In order to be reimbursed for any dependent care expenses incurred during the Plan Year, the Participant shall complete the form(s) provided for such purpose by the Reimbursement Recordkeeper. The Participant shall submit the completed form to the Reimbursement Recordkeeper with an original bill or other proof of the expense from an independent third party acceptable to the Reimbursement Recordkeeper. No reimbursement shall be made on the basis of an incomplete form or inadequate evidence of the expense as determined by the Reimbursement Recordkeeper. Claims for reimbursement of Eligible Dependent Care Expenses must be submitted no later than the last day of the third month following the last day of the Plan Year during which the Eligible Dependent Care Expenses were incurred. Reimbursement payments shall only be made to the Participant, or the Participant's legal representative in the event of the incapacity or death of the Participant. Forms for reimbursement shall be reviewed in accordance with the claims procedure set forth in Section XII.

d. Funding. The funding of the Dependent Care Reimbursement Plan shall be through contributions by the Employer from its general assets to the extent of Elective Contributions directed by Participants. Such contributions shall be made by the Employer when benefit payments and account administration expenses become due and payable under this Dependent Care Expense Reimbursement Plan.

e. Forfeiture. Any amounts remaining to the credit of the Participant at the end of the Plan Year and not used for Eligible Dependent Care Expenses incurred during the Plan Year shall be forfeited and remain assets of the Plan.

f. Nondiscrimination. Benefits provided under this Dependent Care Reimbursement Plan shall not be provided in a manner that discriminates in favor of Highly Compensated Employees (as defined in Code Section 414(q)) or their dependents, as provided in Code Section 129. In addition, no more than 25 percent of the aggregate Eligible Dependent Care Expenses shall be reimbursed during a Plan Year to five percent owners, as provided in Code Section 129.

9.04 DEFINITIONS:

a. "Dependent" (for purposes of this Section IX) means any individual who is:

(i) a Participant's qualifying child (as defined in Code Section 152 (c)) who has not attained the age of 13; or

(ii) a dependent (qualifying child or qualifying relative, as defined in Code Section 152 (c) and (d), respectively) or the spouse of a Participant who is physically or mentally incapable of self-care, and who has the same principal place of abode as the taxpayer for more than half of the taxable year. For purposes of this Dependent Care Reimbursement Plan, an individual shall be considered physically or mentally incapable of self-care if, as a result of a physical or mental defect, the individual is incapable of caring for his or her hygienic or nutritional needs, or requires full-time attention of another person for his or her own safety or the safety of others.

b. "Dependent Care Center" (for purposes of this Section IX) shall be a facility which:

(i) provides care for more than six individuals (other than individuals who reside at the facility);
(ii) receives a fee, payment, or grant for providing services for any of the individuals (regardless of whether such facility is operated for profit); and
(iii) satisfies all applicable laws and regulations of a state or unit of local government.

c. "Eligible Dependent Care Expenses" (for purposes of this Section IX) shall mean expenses incurred by a Participant which are:

(i) incurred for the care of a Dependent of the Participant or for related household services;
(ii) paid or payable to a Dependent Care Service Provider; and
(iii) incurred to enable the Participant to be gainfully employed for any period for which there are one or more Dependents with respect to the Participant.

"Eligible Dependent Care Expenses" shall not include expenses incurred for services outside the Participant's household for the care of a Dependent unless such Dependent is (i) a qualifying child (as defined in Code Section 152 (c)) under the age of 13, or (ii) a dependent (qualifying child or qualifying relative, as defined in Code Section 152 (c) and (d), respectively)), who is physically or mentally incapable of self-care, and who has the same principal place of abode as the Participant for more than half of the taxable year, or (iii) the spouse of a Participant who is physically or mentally incapable of self-care, and who has the same principal place of abode as the Participant for more than half of the taxable year. Eligible Dependent Care Expenses shall be deemed to be incurred at the time the services to which the expenses relate are rendered.

d. "Dependent Care Service Provider" (for purposes of this Section IX) means:

(i) a Dependent Care Center, or
(ii) a person who provides care or other services described in Section 9.04(b) and who is not a related individual described in Section 129(c) of the Code.

SECTION X

HEALTH SAVINGS ACCOUNTS

10.01 PURPOSE: If elected by the Employer in Section F.8 of the Adoption Agreement, the Plan will permit pre-tax contributions to the Health Savings Account, and the provisions of this Article X shall apply.

10.02 BENEFITS: A Participant can elect benefits under the Health Savings Accounts portion of this Plan by electing to pay his or her Health Savings Account contributions on a pre-tax salary reduction basis. In

addition, the Employer may make contributions to the Health Savings Account for the benefit of the Participant.

10.03 TERMS, CONDITIONS AND LIMITATION:

a. Maximum Benefit. The maximum annual contributions that may be made to a Participant's Health Savings Account under this Plan is set forth in Section F.8 of the Adoption Agreement.

b. Mid-Year Election Changes. Notwithstanding any to the contrary herein, a Participant election with respect to contributions for the Health Savings Account shall be revocable during the duration of the Plan Year to which the election relates. Consequently, a Participant may change his or her election with respect to contributions for the Health Savings Account at any time.

10.04 RESTRICTIONS ON MEDICAL REIMBURSEMENT PLAN: If the Employer has elected in Section F.8 of the Adoption Agreement both Health Savings Accounts under this Plan and the Medical Expense Reimbursement Plan, then the Eligible Medical Expenses that may be reimbursed under the Medical Reimbursement Plan for Participants who are eligible for and elect to participate in Health Savings Accounts shall be limited as set forth in Section F.8 of the Adoption Agreement.

10.05 NO ESTABLISHMENT OF ERISA PLAN: It is the intent of the Employer that the establishment of Health Savings Accounts are completely voluntary on the part of Participants, and that, in accordance with Department of Labor Field Assistance Bulletin 2004-1, the Health Savings Accounts are not "employee welfare benefit plans" for purposes of Title I of ERISA.

SECTION XI

AMENDMENT AND TERMINATION

11.01 AMENDMENT: The Employer shall have the right at any time, and from time to time, to amend, in whole or in part, any or all of the provisions of this Plan, provided that no such amendment shall change the terms and conditions of payment of any benefits to which Participants and covered dependents otherwise have become entitled to under the provisions of the Plan, unless such amendment is made to comply with federal or local laws or regulations. The Employer also shall have the right to make any amendment retroactively which is necessary to bring the Plan into conformity with the Code. In addition, the Employer may amend any provisions or any supplements to the Plan and may merge or combine supplements or add additional supplements to the Plan, or separate existing supplements into an additional number of supplements.

11.02 TERMINATION: The Employer shall have the right at any time to terminate this Plan, provided that such termination shall not eliminate any obligations of the Employer which therefore have arisen under the Plan.

SECTION XII

ADMINISTRATION

12.01 NAMED FIDUCIARIES: The Administrator shall be the fiduciary of the Plan.

12.02 APPOINTMENT OF RECORDKEEPER: The Employer may appoint a Reimbursement Recordkeeper which shall have the power and responsibility of performing recordkeeping and other ministerial duties arising under the Medical Expense Reimbursement Plan and the Dependent Care Reimbursement Plan provisions of this Plan. The Reimbursement Recordkeeper shall serve at the pleasure of, and may be removed by, the Employer without cause. The Recordkeeper shall receive reasonable compensation for its services as shall be agreed upon from time to time between the Administrator and the Recordkeeper.

12.03 POWERS AND RESPONSIBILITIES OF ADMINISTRATOR:

a. General. The Administrator shall be vested with all powers and authority necessary in order to amend and administer the Plan, and is authorized to make such rules and regulations as it may deem necessary to carry out the provisions of the Plan. The Administrator shall determine any questions arising in the administration (including all questions of eligibility and determination of amount, time and manner of payments of benefits), construction, interpretation and application of the Plan, and the decision of the Administrator shall be final and binding on all persons.

b. Recordkeeping. The Administrator shall keep full and complete records of the administration of the Plan. The Administrator shall prepare such reports and such information concerning the Plan and the administration thereof by the Administrator as may be required under the Code or ERISA and the regulations promulgated thereunder.

c. Inspection of Records. The Administrator shall, during normal business hours, make available to each Participant for examination by the Participant at the principal office of the Administrator a copy of the Plan and such records of the Administrator as may pertain to such Participant. No Participant shall have the right to inquire as to or inspect the accounts or records with respect to other Participants.

12.04 COMPENSATION AND EXPENSES OF ADMINISTRATOR: The Administrator shall serve without compensation for services as such. All expenses of the Administrator shall be paid by the Employer. Such expenses shall include any expense incident to the functioning of the Plan, including, but not limited to, attorneys' fees, accounting and clerical charges, actuary fees and other costs of administering the Plan.

12.05 LIABILITY OF ADMINISTRATOR: Except as prohibited by law, the Administrator shall not be liable personally for any loss or damage or depreciation which may result in connection with the exercise of duties or of discretion hereunder or upon any other act or omission hereunder except when due to willful misconduct. In the event the Administrator is not covered by fiduciary liability insurance or similar insurance arrangements, the Employer shall indemnify and hold harmless the Administrator from any and all claims, losses, damages, expenses (including reasonable counsel fees approved by the Administrator) and liability (including any reasonable amounts paid in settlement with the Employer's approval) arising from any act or omission of the Administrator, except when the same is determined to be due to the willful misconduct of the Administrator by a court of competent jurisdiction.

12.06 DELEGATIONS OF RESPONSIBILITY: The Administrator shall have the authority to delegate, from time to time, all or any part of its responsibilities under the Plan to such person or persons as it may deem advisable and in the same manner to revoke any such delegation of responsibilities which shall have the same force and effect for all purposes hereunder as if such action had been taken by the Administrator. The Administrator shall not be liable for any acts or omissions of any such delegate. The delegate shall report periodically to the Administrator concerning the discharge of the delegated responsibilities.

12.07 RIGHT TO RECEIVE AND RELEASE NECESSARY INFORMATION: The Administrator may release or obtain any information necessary for the application, implementation and determination of this Plan or other Plans without consent or notice to any person. This information may be released to or obtained from any insurance company, organization, or person subject to applicable law. Any individual claiming benefits under this Plan shall furnish to the Administrator such information as may be necessary to implement this provision.

12.08 CLAIM FOR BENEFITS: To obtain payment of any benefits under the Plan a Participant must comply with the rules and procedures of the particular benefit program elected pursuant to this Plan under which the Participant claims a benefit.

12.09 GENERAL CLAIMS REVIEW PROCEDURE: This provision shall apply only to the extent that a claim for benefits is not governed by a similar provision of a benefit program available under this Plan or is not governed by Section 12.10.

a. Initial Claim for Benefits. Each Participant may submit a claim for benefits to the Administrator as provided in Section 12.08. A Participant shall have no right to seek review of a denial of benefits, or to bring any action in any court to enforce a claim for benefits prior to his filing a claim for benefits and exhausting his rights to review under this section.

When a claim for benefits has been filed properly, such claim for benefits shall be evaluated and the claimant shall be notified of the approval or the denial within (90) days after the receipt of such claim unless special circumstances require an extension of time for processing the claim. If such an extension of time for processing is required, written notice of the extension shall be furnished to the claimant prior to the termination of the initial ninety (90) day period which shall specify the special circumstances requiring an extension and the date by which a final decision will be reached (which date shall not be later than one hundred and eighty (180) days after the date on which the claim was filed.) A claimant shall be given a written notice in which the claimant shall be advised as to whether the claim is granted or denied, in whole or in part. If a claim is denied, in whole or in part, the claimant shall be given written notice which shall contain (a) the specific reasons for the denial, (b) references to pertinent plan provisions upon which the denial is based, (c) a description of any additional material or information necessary to perfect the claim and an explanation of why such material or information is necessary, and (d) the claimant's rights to seek review of the denial.

b. Review of Claim Denial. If a claim is denied, in whole or in part, the claimant shall have the right to request that the Administrator review the denial, provided that the claimant files a written request for review with the Administrator within sixty (60) days after the date on which the claimant received written notification of the denial. A claimant (or his duly authorized representative) may review pertinent documents and submit issues and comments in writing to the Administrator. Within sixty (60) days after a request is received, the review shall be made and the claimant shall be advised in writing of the decision on review , unless special circumstances require an extension of time for processing the review, in which case the claimant shall be given a written notification within such initial sixty (60) day period specifying the reasons for the extension and when such review shall be completed (provided that such review shall be completed within one hundred and twenty (120) days after the date on which the request for review was filed.) The decision on review shall be forwarded to the claimant in writing and shall include specific reasons for the decision and references to plan provisions upon which the decision is based. A decision on review shall be final and binding on all persons.

c. Exhaustion of Remedies. If a claimant fails to file a request for review in accordance with the procedures herein outlined, such claimant shall have no rights to review and shall have no right to bring action in any court and the denial of the claim shall become final and binding on all persons for all purposes.

12.10 SPECIAL CLAIMS REVIEW PROCEDURE: The provisions of this Section 12.10 shall be applicable to claims under the Medical Expense Reimbursement Plan and the Group Medical Insurance Plan, effective on the first day of the first Plan Year beginning on or after July 1, 2002, but in no event later than January 1, 2003, provided such plans are subject to ERISA.

a. Benefit Denials: The Administrator is responsible for evaluating all claims for reimbursement under the Medical Expense Reimbursement Plan and the Group Medical Insurance Plan.

The Administrator will decide a Participant's claim within a reasonable time not longer than 30 days after it is received. This time period may be extended for an additional 15 days for matters beyond the control of the Administrator, including in cases where a claim is incomplete. The Participant will receive written notice of any extension, including the reasons for the extension and information on the date by which a decision by the Administrator is expected to be made. The Participant will be given 45 days in which to complete an incomplete claim. The Administrator may secure independent medical or other advice and require such other evidence as it deems necessary to decide the claim.

If the Administrator denies the claim, in whole or in part, the Participant will be furnished with a written notice of adverse benefit determination setting forth:

1. the specific reason or reasons for the denial;

2. reference to the specific Plan provision on which the denial is issued;

3. a description of any additional material or information necessary for the Participant to complete his claim and an explanation of why such material or information is necessary, and

4. appropriate information as to the steps to be taken if the Participant wishes to appeal the Administrator's determination, including the participant's right to submit written comments and have them considered, his right to review (on request and at no charge) relevant documents and other information, and his right to file suit under ERISA with respect to any adverse determination after appeal of his claim.

b. Appealing Denied Claims: If the Participant's claim is denied in whole or in part, he may appeal to the Administrator for a review of the denied claim. The appeal must be made in writing within 180 days of the Administrator's initial notice of adverse benefit determination, or else the participant will lose the right to appeal the denial. If the Participant does not appeal on time, he will also lose his right to file suit in court, as he will have failed to exhaust his internal administrative appeal rights, which is generally a prerequisite to bringing suit.

A Participant's written appeal should state the reasons that he feels his claim should not have been denied. It should include any additional facts and/or documents that the Participant feels support his claim. The Participant may also ask additional questions and make written comments, and may review (on request and at no charge) documents and other information

relevant to his appeal. The Administrator will review all written comment the Participant submits with his appeal.

c. Review of Appeal: The Administrator will review and decide the Participant's appeal within a reasonable time not longer than 60 days after it is submitted and will notify the Participant of its decision in writing. The individual who decides the appeal will not be the same individual who decided the initial claim denial and will not be that individual's subordinate. The Administrator may secure independent medical or other advice and require such other evidence as it deems necessary to decide the appeal, except that any medical expert consulted in connection with the appeal will be different from any expert consulted in connection with the initial claim. (The identity of a medical expert consulted in connection with the Participant's appeal will be provided.) If the decision on appeal affirms the initial denial of the Participant's claim, the Participant will be furnished with a notice of adverse benefit determination on review setting forth:

1. The specific reason(s) for the denial,

2. The specific Plan provision(s) on which the decision is based,

3. A statement of the Participant's right to review (on request and at no charge) relevant documents and other information,

4. If the Administrator relied on an "internal rule, guideline, protocol, or other similar criterion" in making the decision, a description of the specific rule, guideline, protocol, or other similar criterion or a statement that such a rule, guideline, protocol, or other similar criterion was relied on and that a copy of such rule, guideline, protocol, or other criterion will be provided free of charge to the Participant upon request," and

5. A statement of the Participant's right to bring suit under ERISA § 502(a).

12.11 PAYMENT TO REPRESENTATIVE: In the event that a guardian, conservator or other legal representative has been duly appointed for a Participant entitled to any payment under the Plan, any such payment due may be made to the legal representative making claim therefor, and such payment so made shall be in complete discharge of the liabilities of the Plan therefor and the obligations of the Administrator and the Employer.

12.12 PROTECTED HEALTH INFORMATION. The provisions of this Section will apply only to those portions of the Plan that are considered a group health plan for purposes of 45 CFR Parts 160 and 164. The Plan may disclose PHI to employees of the Employer, or to other persons, only to the extent such disclosure is required or permitted pursuant to 45 CFR Parts 160 and 164. The Plan has implemented administrative, physical, and technical safeguards to reasonably and appropriately protect, and restrict access to and use of, electronic PHI, in accordance with Subpart C of 45 CFR Part 164. The applicable claims procedures under the Plan shall be used to resolve any issues of non-compliance by such individuals. The Employer will:

- not use or disclose PHI other than as permitted or required by the plan documents and permitted or required by law;
- reasonably and appropriately safeguard electronic PHI created, received, maintained, or transmitted to or by the it on behalf of the Plan, in accordance with Subpart C of 45 CFR Part 164;

- implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic PHI that it creates, receives, maintains, or transmits on behalf of the Plan;
- ensure that any agents including a subcontractors to whom it provides PHI received from the Plan agree to the same restrictions and conditions that apply to the Employer with respect to such information;
- not use or disclose PHI for employment-related actions and decisions or in connection with any other employee benefit plan of the Employer;
- report to the Plan any use or disclosure of the information that is inconsistent with the permitted uses or disclosures provided for of which it becomes aware;
- make available PHI in accordance with 45 CFR Section 164.524;
- make available PHI for amendment and incorporate any amendments to PHI in accordance with 45 CFR Section 164.526;
- make available the information required to provide an accounting of disclosures in accordance with 45 CFR Section 164.528;
- make its internal practices, books, and records relating to the use and disclosure of PHI received from the Plan available to the Secretary of Health and Human Services or his designee upon request for purposes of determining compliance with 45 CFR Section 164.504(f);
- if feasible, return or destroy all PHI received from the Plan that the Employer still maintains in any form and retain no copies of such information when no longer needed for the purposes for which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible; and,
- ensure that the adequate separation required in paragraph (f)(2)(iii) of 45 CFR Section 164.504 is established.

For purposes of this Section, "PHI" is "Protected Health Information" as defined in 45 CFR Section 160.103, which means individually identifiable health information, except as provided in paragraph (2) of the definition of "Protected Health Information" in 45 CFR Section 160.103, that is transmitted by electronic media; maintained in electronic media; or transmitted or maintained in any other form or medium by a covered entity, as defined in 45 CFR Section 164.104.

SECTION XIII

MISCELLANEOUS PROVISIONS

13.01 INABILITY TO LOCATE PAYEE: If the Plan Administrator is unable to make payment to any Participant or other person to whom a payment is due under the Plan because it cannot ascertain the identity or whereabouts of such Participant or other person after reasonable efforts have been made to identify or locate such person, then such payment and all subsequent payments otherwise due to such Participant or other person shall be forfeited following a reasonable time after the date any such payment first became due.

13.02 FORMS AND PROOFS: Each Participant or Participant's Beneficiary eligible to receive any benefit hereunder shall complete such forms and furnish such proofs, receipts, and releases as shall be required by the Administrator.

13.03 NO GUARANTEE OF TAX CONSEQUENCES: Neither the Administrator nor the Employer makes any commitment or guarantee that any amounts paid to or for the benefit of a Participant or a Dependent

under the Plan will be excludable from the Participant's or Dependent's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply to or be available to any Participant or Dependent.

13.04 PLAN NOT CONTRACT OF EMPLOYMENT: The Plan will not be deemed to constitute a contract of employment between the Employer and any Participant nor will the Plan be considered an inducement for the employment of any Participant or employee. Nothing contained in the Plan will be deemed to give any Participant or employee the right to be retained in the service of the Employer nor to interfere with the right of the Employer to discharge any Participant or employee at any time regardless of the effect such discharge may have upon that individual as a Participant in the Plan.

13.05 NON-ASSIGNABILITY: No benefit under the Plan shall be liable for any debt, liability, contract, engagement or tort of any Participant or his Beneficiary, nor be subject to charge, anticipation, sale, assignment, transfer, encumbrance, pledge, attachment, garnishment, execution or other voluntary or involuntary alienation or other legal or equitable process, nor transferability by operation of law.

13.06 SEVERABILITY: If any provision of the Plan will be held by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions hereof will continue to be fully effective.

13.07 CONSTRUCTION:

a. Words used herein in the masculine or feminine gender shall be construed as the feminine or masculine gender, respectively where appropriate.
b. Words used herein in the singular or plural shall be construed as the plural or singular, respectively, where appropriate.

13.08 NONDISCRIMINATION: In accordance with Code Section 125(b)(1), (2), and (3), this Plan is intended not to discriminate in favor of Highly Compensated Participants (as defined in Code Section 125(e)(1)) as to contributions and benefits nor to provide more than 25% of all qualified benefits to Key Employees. If, in the judgment of the Administrator, more than 25% of the total nontaxable benefits are provided to Key Employees, or the Plan discriminates in any other manner (or is at risk of possible discrimination), then, notwithstanding any other provision contained herein to the contrary, and, in accordance with the applicable provisions of the Code, the Administrator shall, after written notification to affected Participants, reduce or adjust such contributions and benefits under the Plan as shall be necessary to insure that, in the judgment of the Administrator, the Plan shall not be discriminatory.

13.09 ERISA. The Plan shall be construed, enforced, and administered and the validity determined in accordance with the applicable provisions of the Employee Retirement Income Security Act of 1974 (as amended), the Internal Revenue Code of 1986 (as amended), and the laws of the State indicated in the Adoption Agreement. Notwithstanding anything to the contrary herein, the provisions of ERISA will not apply to this Plan if the Plan is exempt from coverage under ERISA. Should any provisions be determined to be void, invalid, or unenforceable by any court of competent jurisdiction, the Plan will continue to operate, and for purposes of the jurisdiction of the court only will be deemed not to include the provision determined to be void.

AFPlanServ®
a different opinion

Hello,

AFPlanServ® is pleased to provide a restated Internal Revenue Service (IRS) pre-approved 403(b) Plan Document designed specifically for public school governmental plans. To keep your Plan Document current and compliant, your organization will need to adopt this restated version by **December 31, 2026**.

Why This Update Matters

Using an IRS pre-approved 403(b) Plan Document can help:

- Maintain compliance with current IRS requirements.
- Provide a Plan Document tailored to public school governmental employers.
- Offer additional protection in the event of an IRS review or audit.

This restated document does not yet include SECURE 2.0 amendments, since those Plan Document updates are not required until **December 31, 2029.** Those amendments are scheduled to be made in the next IRS document review cycle expected in 2028. AFPlanServ will continue administering the SECURE 2.0 provisions based on the elections your organization made in 2023. If you have questions about these provisions, please contact us at info@afplanserv.com or by calling 1-866-560-6415.

Next Steps

You should amend and restate your existing 403(b) Plan by adopting the updated pre-approved version. Attached are the following documents for your review:

1. AFPlanServ Non-Standardized Pre-Approved 403(b) Plan Document
2. Adoption Agreement
3. IRS Determination Letter

We recommend you have these documents reviewed by your legal counsel prior to execution. After any required board approval has been obtained, please sign and date the Adoption Agreement and return it using the provided Adobe Sign link.

Important Reminder

To maintain compliance with IRS requirements, the Adoption Agreement must be executed by **December 31, 2026**. Please retain a copy of the signed Adoption Agreement, Plan Document, and IRS Determination Letter with your organization's permanent 403(b) Plan records.

Thank you for your partnership and assistance in completing this update. If you have any questions, please contact us at **info@afplanserv.com** or **1-866-560-6415**. We're happy to help.

Sincerely,
AFPlanServ

Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
1111 Constitution Ave., NW
Washington, DC 20224

Date:
11/29/2024
Employer ID number:
73-0714500
Case number:
202300101
File folder number:
FFN: 31702760001-001
Letter Serial number:
Q706133a
Plan number:
01-001
Plan description:
Non-Standardized Pre-Approved 403(b) Plan
Date of submission:
05/01/2023
Person to contact:
Name: Janell Hayes
ID number: 1000203103
Telephone: 513-975-6319
Hours: 10:00 a.m. to 5:00 p.m. EST. Mon-Fri

AMERICAN FIDELITY ASSURANCE COMPANY
DBA AFPLANSERV
P.O. BOX 269008
OKLAHOMA CITY, OK 73126

Dear Applicant:

Why you're receiving this letter

In our opinion, we found the form of the plan shown above is acceptable for use by eligible employers for the benefit of their employees under Internal Revenue Code (IRC) Section 403(b).

What you need to do

You must provide to each eligible employer who adopts this plan:
. A copy of this letter.
. A copy of the approved plan.
. Copies of later amendments including their dates of adoption.
. The plan provider's contact information including their address and telephone number.

What you should know

Our opinion relates only to the satisfaction of the plan's form with the requirements of IRC Section 403(b) contained in the 2022 Cumulative List of Notice 2022-8, 2022-7 Internal Revenue Bulletin (IRB) 491, and certain other requirements of IRC Section 403(b) as detailed in Section 13 of Revenue Procedure (Rev. Proc.) 2021-37, 2021-38 IRB 385. We didn't consider the effect of other federal or local statutes.

Our opinion on the acceptability of the form of the plan isn't a determination of an eligible employer's plan satisfying the requirements of IRC Section 403(b). An eligible employer that adopts this plan can generally rely on this letter as described and outlined below.

An eligible employer that adopts an IRC Section 403(b) nonstandardized plan may rely on this letter that the form of the plan satisfies the requirements of IRC Section 403(b) if the employer has not amended the plan other than to choose options provided under the plan or to make amendments that are described in Section 9.03 of Rev. Proc. 2021-37 relating to employer amendments that will not affect reliance.

The IRS doesn't issue a determination letter to an eligible employer who adopts this plan, except as noted in Section 25 of Rev. Proc. 2023-37, 2023-51 IRB 1491. For example, an adopting employer of a nonstandardized plan that makes amendments to the plan that are not extensive may obtain reliance that the form of the plan, as amended, satisfies the requirements of IRC Section 403(b) by requesting a determination letter using Form 5307, Application for Determination for Adopters of Modified Nonstandardized Pre-Approved Plans.

Additionally, see Section 8.02(1) - (3) of Rev. Proc. 2021-37 for exceptions with respect to IRC Sections 401(a)(4), 410(b), 414(s), and 415.

For other rules and procedures related to an IRC Section 403(b) pre-approved plan submitted for the second remedial amendment cycle, generally see Rev. Proc. 2021-37.

As stated in the plan, the provisions of this plan override any conflicting provision contained in any investment arrangements under the plan or any other documents that may be incorporated by reference into an adopting eligible employer's plan. This opinion letter doesn't cover any provisions contained in the investment arrangements or any other documents incorporated by reference outside the plan or adoption agreement, such as a collective bargaining agreement.

An eligible employer who adopts this plan may not rely on this letter when the employer:

. Uses the plan to amend or restate a plan which didn't previously meet the requirements of IRC Section 403(b).

. Adopts the plan before the opinion letter is issued.

. Doesn't correctly complete the adoption agreement or other elective provisions in the plan.

. Has any investment arrangement under the plan or any other document that may be incorporated by reference that provides that they govern if there's a conflict between their terms and the terms of the plan.

. Amends the plan other than by choosing options provided under the plan or by making amendments other than those that are described in Section 9.03 of Rev. Proc. 2021- 37 (relating to employer amendments that will not affect reliance).

Our opinion doesn't:

. Consider issues which the Department of Labor administers under Title I of the Employee Retirement Income Security Act (ERISA).

. Constitute a determination that the plan is an IRC Section 414(d) governmental plan.

. Constitute a determination that the adopting employer is a church within the meaning of IRC Section 3121(w)(3)(A) or a qualified church-controlled organization within the meaning of IRC Section 3121(w)(3)(B) (QCCO).

If this plan is not a Retirement Income Account plan described under IRC Section 403(b)(9), the adopting employer must be an eligible employer within the meaning of Treasury Regulations Section 1.403(b)-2(b)(8).

If this plan is a Retirement Income Account plan described under IRC Section 403(b)(9), the plan must either be established or maintained by a church, or a convention or association of churches, including an organization described in IRC Section 414(e)(3)(A). For a Retirement Income Account plan, the adopting employer may be a church, QCCO, non-QCCO, or minister; however, if the plan is not established by a church, or a convention or association of churches, including an organization described in IRC Section 414(e)(3)(A), the plan must be maintained by a church, or a convention or association of churches, including an organization described in IRC Section 414(e)(3)(A).

This is not a determination regarding language in the plan that reflects Section 3 of the Defense of Marriage Act, Pub. L. 104199, 110 Stat. 2419 (DOMA) or U.S. v. Windsor, 570 U.S. 12 (2013), which invalidated Section 3 of DOMA, except to the extent that the definition of spouse is relevant for purposes of required minimum distributions under IRC Section 401(a)(9) and spousal rollover rights under IRC Section 402(c)(9).

This letter doesn't rule on whether this plan meets any requirements that apply due to a plan's coverage of multiple employers that are not in a single controlled group.

A pre-approved plan restatement that generally is effective as of a certain date should not be treated as superseding a

previously adopted interim plan amendment that is effective before or after the restatement's effective date and that has not been incorporated or reflected in the restatement, provided that the pre-approved plan is operated in a manner consistent with the interim plan amendment. A plan is presumed to be operating in compliance with an interim plan amendment in any case in which the operation of the plan cannot be determined.

Who can you contact

If you, the pre-approved plan provider, have questions, you can call the telephone number at the top of the first page of this letter. This number is only for the provider's use. Individual participants or adopting eligible employers with questions about the plan should contact you.

If you prefer, you can write to the address at the top of the first page of this letter. When you write, include a copy of this letter, your telephone number and the hours we can reach you.

Let us know if you change or stop sponsorship of this plan.

Keep this letter for your records.

Sincerely,

Daniel Dragoo
Director, EP Rulings & Agreements

AFPlanServ 403(b)
Nonstandardized Pre-approved
Plan Document

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SECTION 1
DEFINITIONS

As used in this Plan, the following words and phrases shall have the meanings set forth herein unless a different meaning is clearly required by the context:

1.1 Account

"Account" means the account maintained for the benefit of any Participant or Beneficiary under an Investment Arrangement.

1.2 Account Balance

"Account Balance" means the total benefit to which a Participant or Beneficiary is entitled under an Investment Arrangement, taking into account all contributions made to the Investment Arrangement and all earnings or losses (including expenses) that are allocable to the Participant's Account, any rollover contributions or transfers held under the Participant's Account, and any distribution made to the Participant, the Participant's Beneficiary, or any Alternate Payee. The Account Balance includes any part of the Participant's Account that is treated under the Plan as a separate contract to which section 403(c) (or another applicable provision of the Internal Revenue Code) applies.

1.3 Accumulated Benefit

"Accumulated Benefit" means the sum of Participant's or Beneficiary's Account Balance's under all Investment Arrangements under the Plan.

1.4 Administrator

"Administrator" means the person, committee, or organization selected in the Adoption Agreement to administer the Plan. If no Administrator is identified in the Adoption Agreement, then the Employer is the Administrator. Functions of the Administrator, including those described in the Plan, may be performed by Vendors, designated agents of the Administrator, or others (including Employees a substantial portion of whose duties is administration of the Plan) pursuant to the terms of Investment Arrangements, written service agreements or other documents under the Plan. For this purpose, an Employee is treated as having a substantial portion of his or her duties devoted to administration of the Plan if the Employee's duties with respect to administration of the Plan are a regular part of the Employee's duties and the Employee's duties relate to Participants and Beneficiaries generally (and the Employee only performs those duties for himself or herself as a consequence of being a Participant or Beneficiary).

1.5 Annuity Contract

"Annuity Contract" means a non-transferable group or individual contract as defined in section 403(b)(1) and 401(g) of the Internal Revenue Code, established for each Participant by the Employer or by each Participant individually, that is issued by an insurance company qualified to issue annuities in a State and that includes payment in the form of an annuity.

1.6 Beneficiary

"Beneficiary" means the designated person(s) or entity(ies) entitled to receive benefits under the Plan after the death of a Participant, as identified under the terms governing each Investment Arrangement or in other records maintained under the Plan.

1.7 Custodial Account

"Custodial Account" means the group or individual custodial account or accounts, as defined in section 403(b)(7) of the Internal Revenue Code, established for each Participant by the Employer, or by each Participant individually, to hold assets of the Plan.

1.8 Compensation

"Compensation" means all of each Participant's wages, tips, and other compensation as reported on the Form W-2. Except as provided elsewhere in this Plan, Compensation shall include only that compensation which is actually paid to the Participant during the Plan Year.

A. Notwithstanding the above, Compensation shall not include any amount which is contributed by the Participant and which is not includible in the gross income of the Participant under section 125, 132(f)(4), 402(e)(3), 402(h)(1)(B), or 403(b) of the Internal Revenue Code.

B. Except as provided in section 1.401(a)(17)-1(d)(4)(ii) of the Treasury Regulations with respect to eligible Participants in governmental plans, the annual compensation of each Participant taken into account in determining allocations shall not exceed $305,000, as adjusted for cost-of-living increases in accordance with section 401(a)(17)(B) of the Internal Revenue Code for periods after January 1, 2022.

C. Solely for purposes of Section 5, "Compensation" includes "differential wage payments" as that term is defined in Section 3401(h) of the Internal Revenue Code, for a payment made after December 31, 2008. These amounts must be treated as compensation under section 415(c)(3) but are not required to be treated as Compensation for purposes of determining contributions and benefits under a plan.

1.9 Disabled

"Disabled" means unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or to be of long continued and indefinite duration. The permanence and degree of such impairment shall be supported by medical evidence.

For purposes of annuity contracts distributing amounts not attributable to elective deferrals, "Disabled" shall have the same meaning as above unless an alternative definition is provided in the Investment Arrangement.

1.10 Effective Date

"Effective Date" means the date this Plan, including any restatement or amendment of this Plan, is effective, as indicated in the Adoption Agreement, unless a specific Plan provision indicates a later Effective Date. If this is a restatement or amendment of a prior plan document, and the provisions of this Plan are different from the provisions of the Employer's prior plan document and, after the Effective Date of this Plan, the Employer operated in compliance with the provisions of the prior plan, the provisions of such prior plan are incorporated into this Plan for purposes of determining whether the Employer operated the Plan in compliance with its terms, provided operation in compliance with the terms of the prior plan do not violate any qualification requirements under the Code, Regulations, or other IRS guidance.

1.10 Elective Deferral

"Elective Deferral" means the Employer contributions made to the Plan at the election of the Participant in lieu of receiving cash compensation. The term "Elective Deferral" includes Roth Elective Deferrals if permitted under the Plan.

1.11 Eligibility Computation Period

"Eligibility Computation Period" means a computation period during which an Employee completes at least 1,000 Hours of Service. Furthermore:

A. For eligibility purposes, the initial computation period is the 12-consecutive month period beginning on the date the Employee first performs an Hour of Service for the Employer (the employment commencement date). The succeeding computation periods are the 12-consecutive month periods commencing with the first day of the Plan Year, beginning with the first Plan Year which commences prior to the first anniversary of the Employee's employment commencement date regardless of whether the Employee is entitled to be credited with 1,000 Hours of Service during the initial computation period. An Employee who is credited with 1,000 Hours of Service in both the initial computation period and the first Plan Year which

commences prior to the first anniversary of the Employee's employment commencement date will be credited with two Years of Service.

B. For purposes of computing an Employee's nonforfeitable right to the account balance derived from Employer contributions, the Eligibility Computation Period is the 12-consecutive month period beginning on the Employee's employment commencement date with the Employer or any Related Employer. Each subsequent 12-consecutive month period will commence on the anniversary of such date.

1.12 Employee

"Employee" means each individual who is a common law employee of the State performing services for a Public School of the State which has adopted this Plan or any other Related Employer, including an individual who is appointed or elected. This definition is not applicable unless the Employee's compensation for performing services for a Public School is paid by the State. Further, a person occupying an elective or appointive public office is not an Employee performing services for a Public School unless such office is one to which an individual is elected or appointed only if the individual has received training, or is experienced, in the field of education. A public office includes any elective or appointive office of a State.

1.13 Employer

"Employer" means the Public School named in the Adoption Agreement that has adopted the Plan. For purposes of eligibility to participate in and make contributions to the Plan, "Employer" also includes any Related Employer that is an eligible employer within the meaning of section 1.403(b)-2(b)(8)(i) of the Treasury Regulations and that is designated in the Adoption Agreement.

1.14 Employer Contributions

"Employer Contributions" means Non-elective Contributions and Matching Contributions, if any, the Employer elects to contribute to the Plan as designated in the Adoption Agreement and in accordance with Sections 4.3 and 4.4 of the Plan, subject to the age and service requirements, if any, designated in the Adoption Agreement.

1.15 Entry Date

"Entry Date" means the date designated in the Adoption Agreement on which an Employee's election of Elective Deferrals or eligibility to participate in Employer Contributions, if any, is effective, subject to the provisions of Sections 3.1 and 3.2 of the Plan.

1.16 Hour of Service

"Hour of Service" means each hour for which an Employee is paid, or entitled to payment, for the performance of duties for the Employer. These hours will be credited to the Employee for the computation period in which the duties are performed.

1.17 Investment Arrangement

"Investment Arrangement" means an Annuity Contract or Custodial Account that satisfies the requirements of section 1.403(b)-3 of the Treasury Regulations and that is issued or established for funding amounts held under the Plan. A list of Vendors of Investment Arrangements approved for use under the Plan, including sufficient information to identify the approved Investment Arrangements, shall be maintained in an appendix to the Plan. The terms governing each Investment Arrangement under the Plan, excluding those terms that are inconsistent with the Plan or section 403(b) of the Internal Revenue Code, are hereby incorporated by reference in the Plan.

1.18 Matching Contributions

"Matching Contributions" means Employer contributions described in Plan Section 4.4 which are based on a Participant's Elective Deferrals.

1.19 Non-Elective Contributions

"Non-elective Contributions" means the Employer's contributions to the Plan in accordance with Plan Section 4.3A, other than Elective Deferrals, Matching Contributions, and Qualified Non-elective Contributions.

1.20 Participant

"Participant" means an individual for whom contributions are currently being made, or for whom such contributions have previously been made under the Plan and who has not received a distribution of his or her entire Benefit under the Plan. All Employees of the Employer will be eligible to participate in the Plan except for those Employees excluded in the Adoption Agreement.

1.21 Plan

"Plan" means the Plan identified in the Adoption Agreement, consisting of the provisions elected by the Employer in the Adoption Agreement and the terms of this pre-approved document.

1.22 Plan Year

"Plan Year" means the calendar year unless a different period is designated by the Employer in the Adoption Agreement. Unless a Short Plan Year is designated by the Employer in the Adoption Agreement, the Plan Year will be a twelve consecutive month period.

1.23 Public School

"Public School" means a State-sponsored educational organization described in section 170(b)(1)(A)(ii) of the Internal Revenue Code (relating to educational organizations that normally maintain a regular faculty and curriculum and normally has a regularly enrolled body or pupils or students in attendance at the place where educational activities are regularly carried out).

1.24 Qualified Non-elective Contributions

"Qualified Non-elective Contributions" means contributions (other than Non-elective Contributions and Matching Contributions) made by the Employer pursuant to Plan Section 4.3B and which are non-forfeitable when allocated to a Participant's Account and which are distributable only in accordance with the distribution provisions (other than for hardships) applicable to Elective Deferrals.

1.25 Related Employer

"Related Employer" means any entity which is aggregated with the Adopting Employer, determined in a manner consistent with IRS Notice 89-23, 1989-1 C.B. 654.

1.26 Severance from Employment

"Severance from Employment" occurs when the Employee ceases to be employed by the Employer maintaining the Plan or a Related Employer that is eligible to maintain a section 403(b) Plan under section 1.403(b)-2(b)(8) (an "eligible employer"), even if the Employee remains employed with another entity that is a Related Employer where either (a) such Related Employer is not an eligible employer or (b) the Employee is employed in a capacity that is not employment with an eligible employer.

1.27 Short Plan Year

"Short Plan Year" means, if specified in the Adoption Agreement, a Plan Year of less than a twelve month period.

1.28 State

"State" means a State, a political subdivision of a State, or any agency or instrumentality of a State. "State" includes the District of Columbia (pursuant to section 7701(a)(10) of the Internal Revenue Code). An Indian tribal government is treated as a State pursuant to section 7871(a)(6)(B) of the Internal Revenue Code for purposes of section 403(b)(1)(A)(ii) of the Internal Revenue Code.

1.29 Vendor

"Vendor" means the provider of an Annuity Contract, Custodial Account, or a Retirement Income Account.

1.30 Year of Service

"Year of Service" means:

A. For purposes of determining Includible Compensation or Special Catch-Up Contributions, each full year during which an individual is a full-time Employee of the Employer, plus fractional credit for each part of a year during which the individual is either a full-time Employee of the Employer for a part of a year or part-time Employee of the Employer. The Employee must be credited with a full Year of Service for each year during which the Employee is a full-time Employee and a fraction of a year for each part of a work period during which the Employee is a full-time or part-time Employee of the Employer. An Employee's number of Years of Service equals the aggregate of the annual work periods during which the Employee is employed by the Employer. The work period is the Employer's annual work period.

B. For purposes of determining eligibility for Employer Non-elective Contributions, if any, an Eligibility Computation Period during which an Employee completes at least 1,000 Hours of Service. All Years of Service with the Employer are counted toward eligibility.

C. For purposes of determining Years of Service for computing an Employee's nonforfeitable right to the account balance derived from Employer contributions, an Eligibility Computation Period during which an Employee completes at least 1,000 Hours of Service. All of an Employee's Years of Service with the Employer and any Related Employer, including Years of Service with the Employer before the Employee became eligible for or covered by the Plan, are counted for vesting purposes. When the Employer maintains the plan of a predecessor employer, service with the predecessor employer is counted as service with the Employer.

SECTION 2
ADMINISTRATION

2.1 Plan Administration

A. Plan Administration.

The Plan shall be administered, and the provisions of the various documents comprising the Plan shall be coordinated, in accordance with the terms of the Plan and the requirements of section 403(b) of the Internal Revenue Code. These provisions and requirements include but are not limited to:

1) Determining whether an employee is eligible to participate in the Plan;

2) Determining whether contributions comply with the applicable requirements and limitations;

3) Determining whether hardship withdrawals and loans comply with applicable requirements and limitations;

4) Determining that any transfers, rollovers, or purchases of service credit comply with applicable requirements and limitations;

5) Determining that the requirements of the Plan and section 403(b) of the Internal Revenue Code are properly applied, including whether the Employer is a member of a controlled group; and

6) Determining the status of domestic relations orders or qualified domestic relations orders.

Administrative function, including functions to comply with section 403(b) of the Internal Revenue Code and other tax requirements, may be allocated among various persons pursuant to service agreements or other written documents. Any administrative functions not allocated to other persons are reserved to the Administrator. However, in no case shall administrative functions be allocated to Participants (other than permitting Participants to make investment elections for self-directed accounts).

B. Administrative Appendix.

Persons to whom administrative functions have been allocated and the specific functions allocated to such persons shall be identified in an administrative appendix to the Plan. Service agreements and other records or information pertaining to the administration of the Plan may be included or incorporated by reference in the appendix. The appendix will also include a list of all the Vendors of Investment Arrangements approved for use under the Plan, including sufficient information to

identify the approved Investment Arrangements. The appendix may be modified from time to time. A modification of the appendix is not an amendment of the Plan. In the event of any conflict between the terms of the basic Plan document and Adoption Agreement and the terms of the Investment Arrangement (or of any other documents incorporated by reference into the Plan), the terms of the basic Plan document and Adoption Agreement Plan shall govern.

SECTION 3
ELIGIBILITY AND PARTICIPATION

3.1 Eligibility of Employees

Each Employee who is not excluded under the Elective Deferral Eligibility section of the Adoption Agreement may elect to have Elective Deferrals made on his or her behalf hereunder immediately upon becoming employed by the Employer.

3.2 Compensation Reduction Election

An Employee elects to participate by executing an election to reduce his or her Compensation (and have that amount contributed as an Elective Deferral on his or her behalf to one or more Investment Arrangements) and filing it with the Administrator or its designated agent. The Employee's elections with respect to Investment Arrangements and allocations (and reallocations) among Accounts, if not included in the Compensation Reduction Election, shall be included in other records maintained under the Plan. This Compensation reduction election shall be made through an agreement provided by the Administrator or its designated agent under which the Employee agrees to be bound by all the terms and conditions of the Plan. The Administrator may establish an annual minimum deferral amount no higher than $200 as specified in the Adoption Agreement, and may change such minimum to a different amount (but not in excess of $200 or such lower amount as specified in the Adoption Agreement) from time to time. The participation election shall also include designation of the Vendor. Any such election shall remain in effect until a new election is filed with the Plan Sponsor, or the Plan Sponsor's designated Plan service provider.

The Administrator may establish reasonable administrative procedures for making elective deferrals, including a reasonable period for providing an Employee with notice of his or her right to defer and a reasonable election period, provided that §1.403(b)-5(b)(2) of the Treasury Regulations is satisfied. These procedures shall require the provision to employees of the notice of right to defer no later than 30 days after commencement of employment and shall include the designation of an Entry Date on the Adoption Agreement. An Employee's compensation reduction election shall take effect on the designated Entry Date or as soon as administratively feasible after the properly completed Compensation Reduction Election is received by the Administrator, which shall in any case not be later than 30 days after the date of Administrator's receipt.

3.3 Information Provided by the Employee

Each Participant shall provide at the time of initial enrollment, and later if there are any changes, any information necessary or advisable for the administration of the Plan, including any information required under the terms governing the Investment Arrangement.

3.4 Change in Compensation Reduction Election

Subject to the terms governing the applicable Investment Arrangement and at least once each plan year, a Participant may change his or her Compensation Reduction Election, choice of Investment Arrangements, and designated Beneficiary and such change shall take effect as of the date provided on a uniform basis for all Employees.

3.5 Timing of Contributions

Contributions to the Plan under this Article III must be transferred to the Vendor as soon as administratively possible, but no later than 15 business days following the month in which the amounts would have been paid to the Employee.

3.6 Leave of Absence

Unless a Compensation Reduction Election is otherwise revised, if an Employee is absent from work by leave of absence, Elective Deferrals under the Plan shall continue to the extent that Compensation continues.

SECTION 4
CONTRIBUTIONS

4.1 Elective Deferrals

A. Limitations on Elective Deferrals

Except as provided in sections 4.1(B) and 4.1(C) below, the maximum amount of the Elective Deferral under the Plan for any calendar year shall not exceed $20,500, which is the applicable dollar amount established under section 402(g)(1)(B) of the Internal Revenue Code and adjusted for cost-of-living to the extent provided under section 402(g)(4) of the Internal Revenue Code for periods after 2022.

B. Special Section 403(b) Catch-Up Limitation for Employees With 15 Includible Years of Service.

If the employer is a qualified organization (within the meaning of section 1.403(b)-4(c)(3)(ii) of the Treasury Regulations) and if elected in the Adoption Agreement, the applicable dollar amount under section 4.1(A) for any "Qualified Employee" is increased by the least of:

1) $3,000;

2) The excess of:

    a) $15,000, over

    b) The total special section 403(b) catch-up elective deferrals made for the qualified employee by the qualified organization for prior years; or

3) The excess of:

    a) $5,000 multiplied by the number of Years of Service of the Employee with the qualified organization, over

    b) The total Elective Deferrals made for the Employees by the qualified organization for prior years.

4) For purposes of section 4.1(B), a "Qualified Employee" means an Employee who has completed at least 15 Years of Service taking into account only employment with the Employer .

C. Age 50 Catch-Up Contributions.

If elected in the Adoption Agreement, an Employee who is a Participant who will attain age 50 or more by the end of the calendar year is permitted to elect an additional amount of Elective Deferrals, up to the maximum age 50 catch-up Elective Deferrals for the year. The maximum dollar amount of the age 50 catch-up Elective Deferrals for a year is $6,500, and is adjusted for cost-of-living to the extent provided under the Internal Revenue Code for periods after 2022.

D. Coordination.

Amounts in excess of the limitation set forth in section 4.1(A) shall be allocated first to the Special Section 403(b) catch-up under section 4.1(B) and next as an age 50 catch-up contribution under section 4.1(C). However, in no event can the amount of the Elective Deferrals and, if applicable, Roth 403(b) Contributions for a year be more than the Participant's Compensation for the year.

E. Special Rule for a Participant Covered by Another Section 403(b) Plan.

For purposes of this Section 4, if the Participant is or has been a Participant in one or more other plans under section 403(b) of the Internal Revenue Code (and any other plan that permits elective deferrals under section 402(g) of the Internal Revenue Code), then this Plan and all such other plans shall be considered as one plan for purposes of applying the limitation in this section 4. For this purpose, the Administrator shall take into account any other such plan maintained by any Related Employer and shall also take into account any other such plan for which the Administrator receives from the Participant sufficient information concerning his or her participation in such other plan. Notwithstanding the foregoing, another plan maintained by a Related Employer shall be taken into account for purposes of section 4.1(B) only if the other plan is a §403(b) Plan.

F. Correction of Excess Elective Deferrals.

If the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above, or the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above when combined with other amounts deferred by the Participant under another plan of the employer under section 403(b) of the Internal Revenue Code (and any other plan that permits elective deferrals under section 402(g) of the Internal Revenue Code for which the Participant provides information is accepted by the Administrator), then the Elective Deferrals, to the extent in excess of the applicable limitation (adjusted for any income or loss in value, if any, allocable thereto through the end of the applicable calendar year), shall be distributed to the Participant no later than April 15 of the following calendar year. Distribution of a Participant's excess Elective Deferrals shall be made first from a Participant's Roth Elective Deferrals, and second from a Participant's pre-tax Elective Deferrals, unless the Participant

designates a different order of distribution before the distribution is made. Participants who claim Excess Elective Deferrals for the preceding year from this Plan and one or more plans of another employer must submit their request for a distribution of the Excess Elective Deferrals to the Administrator in writing on or before March 1 of the calendar year after the applicable calendar year.

4.2 Roth Contributions

A. General application.

If elected by the Employer in the Adoption Agreement and permitted under the terms of the applicable Investment Arrangement, a Participant may designate all or a portion of the Participant's Elective Deferrals as Roth Elective Deferrals. Any Roth Elective Deferrals under an Investment Arrangement shall be allocated to a separate Account maintained under the Investment Arrangement for a Participant's Roth Elective Deferrals. Unless specifically stated otherwise, Roth Elective Deferrals shall be treated as Elective Deferrals for all purposes under the Plan.

B. Separate Accounting.

1) Contributions and withdrawals of Roth Elective Deferrals shall be credited and debited to the Roth Elective Deferral Account maintained for the Participant under the Investment Arrangement.

2) A record of the amount of Roth Elective Deferrals in each Roth Elective Deferral Account shall be maintained.

3) Gains, losses, and other credits or charges must be separately allocated on a reasonable and consistent basis to each Participant's Roth elective Deferral Account and the Participant's other Accounts.

4) No contributions other than Roth Elective Deferrals and properly attributable earnings shall be credited to a Participant's Roth Elective Deferral Account.

C. Definition of Roth Elective Deferrals. A "Roth Elective Deferral" means an Elective Deferral that is:

1) Designated irrevocably by the Participant at the time of the Compensation Reduction Election as a Roth Elective Deferral that is being made in lieu of all or a portion of the pre-tax Elective Deferrals the Participant is otherwise eligible to make under the Plan; and

2) Treated by the Employer as includible in the Participant's income at the time the Participant would have received that amount in cash if the Participant had not made a Compensation Reduction Election.

4.3 Non-elective Contributions

A. Non-elective Contributions. If elected in the Adoption Agreement, the Employer may make discretionary Non-elective Contributions for each eligible Employee who satisfies the age and service requirements, if any, elected in the Adoption Agreement, in an amount or according to a formula determined by the Employer, or in accordance with a collective bargaining agreement or other written document, which is hereby incorporated by reference into the Plan.

B. Qualified Non-elective Contributions. The Employer may make Qualified Non-elective Contributions under the Plan on behalf of all eligible Employees. If made, Qualified Non-elective Contributions will be allocated to all Participants in the ratio which each such Participant's Compensation for the Plan Year bears to the total Compensation of all such Participants for such Plan Year, or in accordance with a collective bargaining agreement or other written document, which is hereby incorporated by reference into the Plan.

4.4. Matching Contributions

The Employer may elect to make Matching Contributions under the Plan on behalf of qualifying contributing participants as provided in the terms of a collective bargaining agreement or other written document, provided that those terms are incorporated by reference and made a part of the Plan. Matching Contributions will be allocated to eligible Participants who have contributed Elective Deferrals during the Plan Year in the manner elected in the Adoption Agreement. Matching Contributions will be applied each payroll period, except that for discretionary matching contributions, the Employer will determine the methodology at the time the Matching Contribution is determined.

4.5 Non-elective Contribution for Disabled and Former Employees

If elected in the Adoption Agreement, former Employees will share in Non-elective Contributions made by the Employer until the end of the Participant's fifth taxable year following the year in which the Participant has a Severance from Employment. For purposes of this Section 4.5, a Participant is deemed to have monthly Compensation for the period through the end of the taxable year in which he or she ceases to be an Employee and through the end of the next five (5) taxable years. Except as provided in section 1.403(b)-4(d) of the Treasury Regulations, the amount of the monthly Includible Compensation is equal to one-twelfth of the Participant's Compensation during his or her most recent Year of Service. No contribution shall be made after the end of the Participant's fifth taxable year following the year in which the Participant has a Severance from Employment.

If elected in the Adoption Agreement, Participants who are permanently and totally disabled (as defined in Internal Revenue Code Section 22(e)(3)) will share in Non-elective Contributions made by the Employer for the period following the disability elected by the

Employer in the Adoption Agreement. The Compensation of a disabled Participant used to allocate such Non-elective Contributions shall be the Compensation such Participant would have received for the Plan Year if the Participant had been paid at the rate of compensation paid immediately before becoming permanently and totally disabled.

4.6 Vesting

The portion of a Participant's Account attributable to Elective Deferrals, Roth Elective Deferrals, and rollover contributions shall be 100% vested at all times. Employer Matching Contributions and Non-elective Contributions will be subject to the Vesting Schedule elected by the Employer in the Adoption Agreement. Employer Matching Contributions and Non-elective Contributions made on behalf of a Participant, to the extent not vested, will be credited to a separate account and treated as made to a contract to which section 403(c) (or another applicable provision of the Internal Revenue Code) applies.

On or after the date on which the Participant's interest in the separate account becomes non-forfeitable, the contract shall be treated as a section 403(b) Annuity Contract if:

1) No election has been made under section 83(b) with respect to the contract;

2) The Participant's interest in the separate account has been subject to a substantial risk of forfeiture before becoming non-forfeitable;

3) Contributions subject to different vesting schedules have been maintained in separated accounts; and

4) The separate account at all times satisfied the requirements of section 403(b) except for the non-forfeitability requirement in section 403(b)(1)(C).

If only a portion of the Participant's interest in a separate account becomes non-forfeitable in a year, then that portion of the contract will be considered a section 403(b) Annuity Contract and the remaining forfeitable portion will be considered a separate contract to which section 403(c) (or another applicable provision of the Internal Revenue Code) applies. Each contribution (and earning thereon) that is subject to a different vesting schedule must be maintained in a separate account for the Participant.

4.7 Forfeitures

On or before the last day of each Plan Year, any amounts which became forfeitures since the last day of the prior Plan Year may be allocated as additional Non-elective or Matching contributions or used to reduce any Non-elective or Matching Contribution, reinstate previously forfeited account balances of Participants, or to pay eligible Plan expenses, as determined by the Employer; provided, however, that all forfeitures shall be allocated no later than the end of the Plan Year after the Plan Year in which they occurred.

In the event forfeitures are used to reduce a Non-elective Contribution and the forfeitures exceed such contribution, then the remaining forfeitures will be allocated as an additional discretionary contribution. Forfeitures may not be used to reduce Qualified Non-elective Contributions, which are required by the Code to be fully vested when contributed to the Plan. Regardless of the preceding sentences, in the event the allocation of forfeitures provided herein shall cause the Annual Additions (as defined in Section 5.1(B)(1)) to any Participant's Account to exceed the amount allowable by the Code, an adjustment shall be made in accordance with Section 5.1(A)(8).

Before determining that a Participant or beneficiary cannot be found, the Plan fiduciary should take the following steps:

1) Send a notice using certified mail.

2) Check the records of the employer or any related plans of the employer.

3) Send an inquiry to the designated beneficiary of the missing participant.

4) Use free electronic search tools.

If, after completing these steps, the Plan fiduciary determines that the Participant or beneficiary cannot be found, then the Participant’s or beneficiary’s benefit shall be forfeited. Such benefit will be reinstated if a claim is made by the Participant or beneficiary.

SECTION 5
LIMITATIONS ON ANNUAL ADDITIONS

5.1 Limitations on Annual Additions

A. Limitations on Aggregate Annual Additions.

1) General Limitation on Annual Additions. A Participant's Annual Additions under the Plan for a Limitation Year may not exceed the Maximum Annual Addition as set forth in section 5.1(E) below.

2) Aggregation of section 403(b) Plans of the Employer. If Annual Additions are credited to a Participant under any section 403(b) plans of the Employer in addition to this Plan for a Limitation Year, the sum of the Participant's Annual Additions for the Limitation Year under this Plan and such other section 403(b) plans may not exceed the Maximum Annual Addition as set forth in section 5.1(E) below.

3) Aggregation Where Participant is in Control of Any Employer. If a Participant is in control of any Employer for a Limitation Year, the sum of the Participant's Annual Additions for the Limitation Year under this Plan, any other section 403(b) plans of the Employer, any defined contribution plans maintained by controlled employers, and any section 403(b) plans of any other employers may not exceed the Maximum Annual Addition as set forth in section 5.1(E) below. For purposes of this paragraph, a Participant is in control of an employer based upon the rules of Code sections 414(b), 414(c), and 415(h), and a defined contribution plan means a defined contribution plan that is qualified under section 401(a) or 403(a) of the Internal Revenue Code, a section 403(b) plan, or a simplified employee pension within the meaning of section 408(k) of the Internal Revenue Code.

4) Annual Notice to Participants. The Administrator will provide written or electronic notice to Participants that explains the limitation in section 5.1(A)(3) in a manner calculated to be understood by the average Participant and informs Participants of their responsibility to provide information to the Administrator that is necessary to satisfy section 5.1(A)(3). The notice will advise Participants that the applications of the limitations in section 5.1(A)(3) will take into account information supplied by the Participant and that failure to provide necessary and correct information to the Administrator could result in adverse tax consequences to the Participant, including the inability to exclude contributions to the Plan under section 403(b) of the Internal Revenue Code. The notice will be provided annually, beginning no later than the year in which the Employee becomes a Participant or the year following the year in which the Employer adopts this plan, whichever is later.

5) Coordination of Limitation on Annual Additions Where Employer Has another Section 403(b) Nonstandardized Pre-approved Plan. The Annual Additions which may be credited to a Participant under this Plan for any Limitation Year will not exceed the Maximum Annual Addition under section 5.1(E), reduced by the Annual Additions credited to the Participant under any other Section 403(b) Nonstandardized Pre-approved Plans of the Employer in addition to this Plan. Contributions to the Participant's Accounts under this Plan will be reduced to the extent necessary to prevent this limitation from being exceeded.

6) Excess Annual Additions

   a) If, notwithstanding section 5.1(A)(1) through 5.1(A)(5), a Participant's Annual Additions under this Plan, or under the Plan and plans aggregated with this Plan under sections 5.1(A)(2), result in an Excess Annual Addition for a Limitation Year, the Excess Annual Addition will be deemed to consist of the Annual Additions last credited, except Annual Additions to a defined contribution plan qualified under section 401(a) of the Internal Revenue Code will be deemed to have been credited first.

   b) If an Excess Annual Addition is credited to Participant under this Plan and another Section 403(b) Nonstandardized Pre-approved Plan of the Employer on the same date, the Excess Annual Addition attributable to this Plan will be the product of:

      (i) the total Excess Annual Addition credited as of such date, times

      (ii) the ratio of (i) the Annual Additions credited to the Participant for the Limitation Year as of such date under this Plan to (ii) the total Annual additions credited to the Participant for the Limitation Year as of such date under this Plan and all other Section 403(b) Nonstandardized Pre-approved Plans of the Employer.

   c) Any Excess Annual Addition attributable to this Plan will be corrected in the manner described in section 5.1(A)(7).

7) Coordination of Limitation on Annual Additions Where Employer Has Another Section 403(b) Plan that is not a Nonstandardized Pre-approved Plan. If Annual Additions are credited to the Participant for the Limitation Year under another section 403(b) plan of the Employer which is not a Section 403(b) Nonstandardized Pre-approved Plan, the Annual Additions which may be credited to the Participant under this Plan for the Limitation Year will be limited in accordance with section 5.1(A)(5) as though the

other plan were a Section 403(b) Nonstandardized Pre-approved Plan unless the Employer provides other limitations in the Adoption Agreement.

8) Correction of Excess Annual Additions. A Participant's Excess Annual Additions for a taxable year are includible in the Participant's gross income for that taxable year. A Participant's Excess Annual Additions attributable to this Plan will be credited in the year of the excess to a separated account under the Plan for such Excess Annual Additions which will be maintained by the Vendor until the Excess Annual Additions are distributed. This separated account will be treated as a separate contract to which section 403(c) (or another applicable provision of the Internal Revenue Code) applies. Amounts in the separate account may be distributed at any time, notwithstanding any other provisions of the Plan.

B. Definitions.

1) "Annual Additions" means the following amounts credited to a Participant under the Plan, or any other plan aggregated with the Plan under section 5.1(A)(2):

a) Employer contributions, including Elective Deferrals (other than age 50 catch-up contributions described in section 414(v) of the Internal Revenue Code and contributions that have been distributed to the Participant as Excess Elective Deferrals);

b) After-tax Employee contribution;

c) forfeitures allocated to the Participant's Account; and

d) amounts allocated to an individual medical account, as defined in section 415(l)(2) of the Internal Revenue Code, which is part of a pension or annuity plan and amounts derived from contributions paid or accrued which are attributable to post-retirement medical benefits, allocated to the separate account of a key employee, as defined in section 419A(d)(3) of the Internal Revenue Code, under a welfare benefit fund, as defined in section 419(e) of the Internal Revenue Code.

e) allocations under a simplified employee pension.

Amounts described in (a), (b), (c), and (e) are annual additions for purposes of both the dollar limitation under Section 5.1(E)(1) and the percentage of compensation limitation under Section 5.1(E)(2). Amounts described in (d) are annual additions solely for purposes of the dollar limitation under Section 5.1(E)(1).

C. Includible Compensation.

1) "Includible Compensation" means an Employee's compensation received from the Employer that is includible in the Participant's gross income for Federal income tax purposes (computed without regard to section 911 of the Internal Revenue Code, relating to United States citizens or residents living abroad), including differential wage payments under section 3401(h) of the Internal Revenue Code for the most recent period that is a Year of Service. Includible Compensation also includes any Elective Deferral or other amount contributed or deferred by the Employer at the election of the Employee that would be includible in gross income but for the rules of sections 125, 132(f)(4), 402(e)(3), 402(h)(l)(B), 402(k), 457(b) of the Internal Revenue Code. Includible Compensation does not include any compensation received during a period when the Employer was not an eligible employer within the meaning of section 1.403(b)-2(b)(8) of the Treasury Regulations or any difficulty of care payments pursuant to sections 131 and 415(c)(8) of the Internal Revenue Code. The amount of Includible Compensation is determined without regard to any community property laws. Except as provided in section 1.401(a)(17)-1(d)(4)(ii) of the Treasury Regulations with respect to eligible Participants in governmental plans, the amount of Includible Compensation of each Participant taken into account in determining contributions shall not exceed $305,000, as adjusted for cost-of-living increases in accordance with section 401(a)(17)(B) of the Internal Revenue Code for periods after 2022.

2) For purposes of applying the limitations on Annual Additions to Non-elective Employer contributions pursuant to section 415 of the Internal Revenue Code, Includible Compensation for a Participant who is permanently and totally disabled (as defined in section 22(e)(3) of the Internal Revenue Code) is the compensation such Participant would have received for the Limitation Year if the Participant had been paid at the rate of compensation paid immediately before becoming permanently and totally disabled.

3) Post-severance compensation. Payments made within 2 1/2 months after Severance from Employment will be included in Includible Compensation if they are payments that, absent a Severance from Employment, would have been paid to the Employee while the Employee continued in employment with the Employer and are regular compensation for services during the Employee's regular working hours, compensation for services outside the Employee's regular working hours (such as overtime or shift differential), commissions, bonuses, or other similar compensation, and payments for accrued bona fide sick, vacation or other leave, but only if the Employee would have been able to use the leave if employment had continued. Any payments not described above are not considered

compensation if paid after severance from employment, even if they are paid within 2 1/2 months following severance from employment, except for payments to an individual who does not currently perform services for the Employer by reason of qualified military service (within the meaning of Code Section 414(u)(1)) to the extent these payments do not exceed the amounts the individual would have received if the individual had continued to perform services for the Employer rather than entering qualified military service.

4) Former Employees. For purposes of this Section 5, a Participant is deemed to have monthly Includible Compensation for the period through the end of the taxable year in which he or she ceases to be an Employee and through the end of the next five (5) taxable years. Except as provided in section 1.403(b)-4(d) of the Treasury Regulations, the amount of the monthly Includible Compensation is equal to one-twelfth of the Participant's Includible Compensation during his or her most recent Year of Service.

5) Disabled Employees. For purposes of applying the limitations of this Section 5 to Non-elective Employer Contributions pursuant to Code section 415, Includible Compensation for Participants who are permanently and totally disabled (as defined in Internal Revenue Code Section 22(e)(3)) is the compensation such Participant would have received for the Limitation Year if the Participant had been paid at the rate of compensation paid immediately before becoming permanently and totally disabled.

D. Limitation Year.

"Limitation Year" means the Calendar Year. However, if the Participant is in control of an Employer pursuant to Section 5.1(A)(3) above, the Limitation Year shall be the Limitation Year in the defined contribution plan controlled by the Participant.

E. Maximum Annual Addition

The Annual Addition that may be contributed or allocated to a Participant's account under the Plan for any Limitation Year shall not exceed the lesser of:

1) $61,000, as adjusted for increases in the cost-of-living under section 415(d) of the Internal Revenue Code for periods after 2022, or

2) 100 percent of the Participant's Includible Compensation for the limitation Year.

F. Contributions for Medical Benefits after Separation from Service. The Includible Compensation limit referred to in 5.1(E) shall not apply to any contribution for medical benefits after separation from service (within the meaning of section

401(h) or section 419A(f)(2) of the Internal Revenue Code) which is otherwise treated as an Annual Addition.

G. Section 403(b) Nonstandardized Pre-approved Plan.

A Section 403(b) Nonstandardized Pre-approved Plan means a section 403(b) plan the form of which is the subject of a favorable opinion letter from the Internal Revenue Service.

H. Employer.

Solely for purposes of section 5.1(A) through 5.1(H), "Employer" means the employer that has adopted the Plan and any employer required to be aggregated with that employer under section 414(b) and (c) (taking into account section 415(h)), (m), (o), of the Internal Revenue Code and section 1.414(c)-5 of the Treasury Regulations.

I. Excess Annual Addition.

"Excess Annual Addition" means the excess of the Annual Additions created to the Participant for the Limitation Year under the Plan and plans aggregated with the Plan under section 5.1(A)(2) over the Maximum Annual Addition for the limitation Year under section 5.1(E).

SECTION 6
DISTRIBUTION PROVISIONS

6.1 Distribution Limitations for Elective Deferrals

A. General Limitations

Except as permitted in the case of excess Elective Deferrals, pre-1989 Elective Deferral contributions (excluding earnings thereon) to an Annuity Contract that are separately accounted for, amounts rolled over into the Plan, a distribution made in the event of hardship, a qualified reservist distribution as defined in section 72(t)(2)(G) of the Internal Revenue Code, termination of the Plan, a payment pursuant to section 12.1 or 12.2 of the Plan, lifetime income investments which may no longer be held as an investment in the Plan, or as may otherwise be provided by law and in regulations or other rules of general applicability published by the Department of the Treasury or the Internal Revenue Service, distributions of Elective Deferrals from a Participant's Account may not be made earlier than the date on which the Participant has Severance from Employment, dies, becomes disabled, or attains age 59½. Effective for Plan years beginning after December 31, 2019, amounts invested in a lifetime income investment (as defined in subsection 401(a)(38)(B)(ii)) may be distributed within the 90-day period ending on the date that such lifetime income investment may no longer be held as an investment option under the Plan. This distribution must be in the form of an annuity contract purchased for a Participant and distributed by the Plan to a Participant. For purposes of this paragraph, a Participant shall be treated as having a severance from employment during any period the Participant is performing service in the uniformed services described in section 3401(h)(2)(A) of the Internal Revenue Code. A Participant who elects to receive a distribution pursuant to the preceding sentence may not make an Elective Deferral or receive a Non-elective Employee Contribution during the 6-month period beginning on the date of the distribution. The available forms of distribution will be based on the terms governing the applicable Investment Arrangement.

B. Coronavirus-Related Distributions

If elected by the Employer in the Adoption Agreement, and to the extent permitted under the Investment Arrangement, a Participant's Elective Deferrals may be distributed as a coronavirus-related distribution. A coronavirus-related distribution is any distribution made from the Plan on or after January 1, 2020, and before December 31, 2020, to a qualified individual, as defined in section 2202(a)(4)(A)(ii) of the Coronavirus Aid, Relief, and Economic Security Act, Pub L 116-136 (CARES Act) and Section 1B of Notice 2020-50, which does not exceed, in the aggregate, the amount specified in the Adoption Agreement under the Plan and all other retirement plans maintained by the Employer and Related Employers.

C. Federally Declared Disasters

If elected by the Employer in the Adoption Agreement, and to the extent permitted under the Investment Arrangement, a Participant's Elective Deferrals may be distributed in the event of a federally declared disaster, where resulting legislation or guidance authorizes such a distribution to the Participant.

D. Qualified Birth or Adoption Distributions

Effective for distributions made after December 31, 2019, if elected by the Employer in the Adoption Agreement, and to the extent permitted under the Investment Arrangement, a Participant's Elective Deferrals may be distributed on or after the date specified in the Adoption Agreement as a Qualified Birth or Adoption Distribution. A Qualified Birth or Adoption Distribution is any distribution of up to $5,000 (or lesser amount as provided in the Adoption Agreement) from the Plan to a Participant if made during the 1-year period beginning on the date the child of the Participant is born or the legal adoption by the Participant of an eligible adoptee is finalized. A distribution of up to $5,000 for each child can be made with respect to multiple births and adoptions if the distribution is made within the 1-year period following the date on which the children are born, or the adoptions are finalized. An eligible adoptee is defined as any individual who has not attained age 18 or is physically or mentally incapable of self-support. An individual is physically or mentally incapable of self-support if they are unable to engage in any substantial gainful activity.

6.2 Recontributions of Coronavirus-Related Distributions

A. Coronavirus-Related Distributions

If elected by the Employer in the Adoption Agreement, and to the extent permitted under the Investment Arrangement, a Participant's Elective Deferrals may be distributed as a coronavirus-related distribution. A coronavirus-related distribution is any distribution made from the Plan on or after January 1, 2020, and before December 31, 2020, to a qualified individual, as defined in section 2202(a)(4)(A)(ii) of the Coronavirus Aid, Relief, and Economic Security Act, Pub L 116-136 (CARES Act) and Section 1B of Notice 2020-50, which does not exceed, in the aggregate, the amount specified in the Adoption Agreement under the Plan and all other retirement plans maintained by the Employer and Related Employers.

If elected by the Employer in the Adoption Agreement, and to the extent permitted under the Investment Arrangement, a Participant who is a qualified individual under section 2202(a)(4)(A)(ii) of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Pub L 116-136, and Section 1B of Notice 2020-50 and who receives a coronavirus-related distribution that is eligible for tax-free rollover treatment may recontribute all or a portion of the coronavirus-related distribution at any time during the 3-year period beginning the day after the date of a coronavirus-related distribution made under the Plan. The recontribution of a

coronavirus-related distribution that is eligible for tax-free rollover treatment and made within the 3-year period described above will be treated as a rollover contribution to the Plan.

B. Recontributions of Qualified Birth or Adoption Distributions

Effective for distributions after December 31, 2019, if the Employer elected in the Adoption Agreement to permit Qualified Birth or Adoption Distributions, the Plan must accept the recontribution of a Qualified Birth or Adoption Distribution (of an amount not to exceed the original distribution) that a Participant received from the Plan, if the Participant is eligible to make a rollover contribution at the time of the recontribution. A Participant who makes a recontribution to the Plan will be treated as having received the distributions in an eligible rollover distribution and as having transferred the amount to the Plan in a direct trustee-to-trustee transfer within 60 days of the distribution. The Plan will ensure that one or more Investment Arrangements are available to accept the recontribution.

6.3 Minimum Distribution Requirement

With respect to Participants who attain age 70 ½ after December 31, 2019 and for the distribution of the accumulated benefit of a Participant who dies after December 31, 2019, the Plan shall comply with the minimum distribution requirements of section 401(a)(9) of the Internal Revenue Code and the regulations thereunder in accordance with the terms governing each Investment Arrangement, unless and to the extent otherwise permitted by law and in regulations or other rules of general applicability published by the Department of Treasury or the Internal Revenue Service. For purposes of applying the distribution rules of section 401(a)(9) of the Code, each Investment Arrangement is treated as an individual retirement account (IRA) and distributions shall be made in accordance with the provisions of section 1.408-8 of the Treasury Regulations, except as provided in section 1.403(b)-6(e) of the Treasury Regulations.

6.4 Distributions of Amounts Held in a Rollover Account

If a Participant has a separate account attributable to rollover contributions to the Plan, then, to the extent permitted by the terms governing the applicable Investment Arrangement, the Participant may at any time elect to receive a distribution of all or any portion of the amount held in the rollover account.

6.5 Direct Rollovers

A. Direct Rollovers.

Notwithstanding any provision of the Plan to the contrary that would otherwise limit a Distributee's election, a Distributee may elect, at the time and in the manner prescribed by the Administrator, to have any portion of an Eligible Rollover

Distribution that is equal to at least $500 paid directly to an Eligible Retirement Plan specified by the Distributee in a direct rollover, to the extent permitted by the terms governing the applicable Investment Arrangement. If an Eligible Rollover Distribution is less than $500, a Distributee may not make the election described in the preceding sentence to roll over only a portion of the Eligible Rollover Distribution.

B. Definitions.:

1) "Eligible Rollover Distribution" means an Eligible Rollover Distribution is any distribution of all or any portion of the balance to the credit of the Distributee, except that an Eligible Rollover Distribution does not include:

a) any distribution that is one of a series of substantially equal periodic payments (not less frequently than annually) made for the life (or life expectancy) of the Distributee or the joint lives (or joint life expectancies) of the Distributee and the Distributee's designated beneficiary, or for a period of 10 years or more;

b) any distribution to the extent such distribution is required under section 401(a)(9) of the Internal Revenue Code (other than amounts that would have been required but for a statutory waiver of the section 401(a)(9) requirements);

c) any hardship distribution;

d) the portion of any other distribution(s) that is not includible in gross income (determined without regard to the exclusion for net unrealized appreciation with respect to employer securities);

e) any distribution(s) that is reasonably expected to total less than $200 during a year;

f) any corrective distribution of excess amounts under section 402(g) and/or 415(c) of the Internal Revenue Code and income allocable thereto;

g) any loans that are treated as deemed distributions pursuant to section 72(p) of the Internal Revenue Code;

h) dividends paid on employer securities as described in section 404(k) of the Internal Revenue Code;

i) the costs of life insurance coverage (P.S. 58 costs);

j) prohibited allocations that are treated as deemed distributions pursuant to section 409(p) of the Internal Revenue Code.

A portion of a distribution shall not fail to be an Eligible Rollover Distribution merely because the portion consists of after-tax employee contributions which are not includible in gross income. However, such portion may be transferred only to (i) an individual retirement account or annuity described in section 408(a) or 408(b) of the Internal Revenue Code, respectively, or (ii) a qualified plan described in section 401(a) or 403(a) of the Internal Revenue Code or a tax-sheltered annuity described in section 403(b) of the Internal Revenue Code that agrees to separately account for amounts so transferred, including separately accounting for the portion of such distribution which is includible in gross income and the portion of such distribution which is not so includible.

C. Eligible Retirement Plan.

An Eligible Retirement Plan is a qualified plan described in section 401(a), an annuity plan described in section 403(a), an annuity contract described in section 403(b), an individual retirement account or annuity described in section 408(a) or 408(b), or an eligible plan under section 457(b) of the Internal Revenue Code which is maintained by a State and which agrees to separately account for amounts transferred into such plan from this Plan, that accepts the Distributee's Eligible Rollover Distribution, and, effective for rollover distributions occurring after December 18, 2015, a SIMPLE IRA plan defined in 408(p) of the Internal Revenue Code; provided, however, that Eligible Retirement Plan includes a SIMPLE IRA plan only with respect to rollovers not made from Roth IRAs or designated Roth accounts and only for rollovers made after the two-year period beginning on the date the Participant first participated in their employer's SIMPLE IRA plan. The definition of Eligible Retirement Plan shall also apply in the case of distribution to a surviving spouse, or to a spouse or former spouse who is the Alternate Payee under a qualified domestic relations order as defined in section 414(p) of the Internal Revenue Code.

D. Distributee.

A Distributee includes an Employee or former Employee. In addition, the Employee's or former Employee's surviving spouse and the Employee's or former Employees' spouse or former spouse who is the Alternate Payee under a qualified domestic relations order, as defined in section 414(p) of the Internal Revenue Code, are Distributees with regard to the interest of the spouse or former spouse. A Distributee also includes the Participant's non-spouse designated Beneficiary. In the case of a non-spouse Beneficiary, the Direct Rollover may be made only to an individual retirement account or annuity described in section 408(a) or 408(b) of the Internal Revenue Code that is established on behalf of the Beneficiary and that will be treated as an inherited IRA pursuant to the provision of section 402(c)(11)

of the Internal Revenue Code; Also, in this case, the determination of any required minimum distribution under section 401(a)(9) of the Internal Revenue Code that is ineligible of rollover shall be made in accordance with IRS Notice 2007-7, Q&A-17 and 18, 2007 I.R.B. 395.

E. Direct Rollover.

A Direct Rollover is a payment by the Plan to the Eligible Retirement Plan specified by the Distributee.

F. Written Explanation of Right to Direct Rollover.

The payor shall provide, within a reasonable time period before making an Eligible Rollover distribution, a written explanation to the Participant that satisfies the requirements of section 402(f) of the Internal Revenue Code.

G. Roth Elective Deferrals.

1) A Direct Rollover of a distribution from a Roth Elective Deferral Account under the Plan will only be made to another Roth elective Deferral Account under an applicable retirement plan described in section 402A(e)(1) or to a Roth IRA described in section 408A, and only to the extent the rollover is permitted under the rules of section 402(c).

2) The provisions of the Plan that allow a Participant to elect a Direct Rollover, but only if the amount rolled over is at least $500, is applied by treating any amount distributed from the Participant's Roth Elective Deferral Account as a separate distribution from any amount distributed from the Participant's other accounts in the Plan, even if the amounts are distributed at the same time.

3) The Plan will not provide for a Direct Rollover (including an automatic rollover) for distributions from a Participant's Roth Elective Deferral Account if the amounts of the distributions that are Eligible Rollover Distributions are reasonably expected to total less than $200 during a year. In addition, any distribution from a Participant's Roth Elective Deferral Account is not taken into account in determining whether distributions from a Participant's other Accounts are reasonably expected to total less than $200 during a year.

6.6 Distribution Limitations for Matching and Non-elective Employer Contributions

A. Custodial Account.

Except for a payment pursuant to section 12.1 or section 12.2 of the Plan, or as may otherwise be provided by law and in regulations or other rules of general applicability published by the Department of the Treasury or the Internal Revenue Service, Non-elective Employer contributions held in a Custodial Account may not be distributed earlier than the earliest of the date on which the Participant has a Severance from Employment, dies, becomes Disabled, or attains age 59½. The available forms of distribution will be based on the terms governing the applicable Investment Arrangements.

B. Annuity contract.

Except for a payment pursuant to section 12.1 or section 12.2 of the Plan, or as may otherwise be provided by law and in regulations or other rules of general applicability published by the Department of the Treasury or the Internal Revenue Service, Non-elective Employer contributions held in an Annuity Contract may not be distributed earlier than the earliest of the date on which the Participant has a Severance from Employment or upon the prior occurrence of an event as specified in the Adoption Agreement such as after a fixed number of years, attainment of a stated age, or after the Participant becomes Disabled. The available forms of distribution will be based on the terms governing the applicable Investment Arrangement.

6.7 Distributions on Death

On the death of a Participant, the Participant's vested account balance will be paid to the participant's surviving spouse, but if there is no surviving spouse, or if the surviving spouse has consented, then to the Participant's designated beneficiary. A Participant may designate his or her beneficiary on forms provided by and in the manner required by the Administrator.

6.8 Forms of Distribution

Distributions from the Plan from Custodial Accounts shall be as elected by the Employer in the Adoption Agreement. All distributions from an Annuity Contract shall be in a form permitted under the terms of the applicable Annuity Contract as selected by the Participant.

SECTION 7
HARDSHIP DISTRIBUTIONS

7.1 Hardship Distributions of Elective Deferrals

A. To the extent permitted by the terms governing the applicable Investment Arrangement, distribution of Elective Deferrals may be made to a Participant in the event of hardship as described in section 1.401(k)-1(d)(3)(iii)(B) of the Internal Revenue Code. A hardship distribution may only be made on account of an immediate and heavy financial need of the Participant and where the distribution is necessary to satisfy the immediate and heavy financial need.

Notwithstanding any other provisions of this Section 7, hardship distributions may not exceed the aggregate dollar amount of the Participant's Elective Deferrals and Roth Elective Deferrals under the Plan, excluding income thereon, reduced by the amount of distributions from those sources previously made to the Participant under the Plan.

Effective for hardship distributions made on or after January 1, 2020, the Plan will no longer permit or require a six-month suspension of elective deferrals and employer contributions as a condition of obtaining a hardship distribution.

B. Unless elected otherwise in the Adoption Agreement, the following are the only financial needs considered immediate and heavy:

a. Expenses which the Participant, any other recipient listed in Code section 213(a), or the primary beneficiary of the Participant under the Plan, incur (or are necessary to obtain) medical care that would qualify for a deduction under Code section 213(d), determined without regard to the limitations in Code Section 213(a) relating to the applicable percentage of adjusted gross income and the recipients of the medical care;

b. Costs directly related to the purchase of a principal residence for the Participant (excluding mortgage payments);

c. Payment of tuition, related educational fees, and room and board expenses for up to the next 12 months of post-secondary education for the Participant, the Participant's spouse, children, dependents (as defined in Code Section 152 without regard to Code sections 152(b)(1), (b)(2), and (d)(1)(B), or a primary beneficiary of the Participant under the Plan;

d. Payments necessary to prevent the eviction of the Participant from, or a foreclosure on the mortgage of, the Participant's principal residence;

e. Payments for funeral or burial expenses for the Participant deceased parent, spouse, child, dependent (as defined in Code section 152 without regard to

Code section 152(d)(1)(B), or a primary beneficiary of the Participant under the Plan;

f. Expenses for the repair of damage to the Participant's principal residence that would qualify for a casualty deduction under Code section 165 (determined without regard to Code section 165(h)(5) and whether the loss exceeds 10 percent of adjusted gross income); and

g. Expenses and losses (including loss of income) incurred by the Participant on account of a disaster declared by the Federal Emergency Management Agency (FEMA) under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-707, provided that the Participant's principal residence or principal place of employment at the time of the disaster was located in an area designated by FEMA for individual assistance with respect to the disaster.

For purposes of this Section, a primary beneficiary of the participant under the Plan is an individual who is named as a beneficiary under the Plan and has an unconditional right, upon the death of the Participant, to all or a portion of the Participant's account balance under the Plan.

C. A distribution will be considered as necessary to satisfy an immediate and heavy financial need of the Participant only if:

1) The distribution is not in excess of the amount of the immediate and heavy financial need (including amounts necessary to pay any federal, state or local income taxes or penalties reasonably anticipated to result from the distribution);

2) The Participant has obtained all distributions, other than hardship distributions, available under all plans maintained by the Employer. If elected in the Adoption Agreement, the Participant must also obtain all non-taxable loans under all plans maintained by the Employer. Such distributions and, if applicable, tax-exempt loans need not be obtained to demonstrate immediate and heavy financial need if and to the extent such actions would be counter-productive to alleviating the financial need;

3) The Participant has provided the Employer a representation in writing (including by electronic media) that the Employee has insufficient cash or other liquid assets reasonably available to satisfy the need; and

4) The Employer does not have actual knowledge that is contrary to the representation provided in subsection C.3.

SECTION 8
PLAN LOANS

8.1 Loans to Participants

A. To the extent permitted under the terms of the applicable Investment Arrangement, Participants and Beneficiaries may obtain loans under the Plan.

B. No loan to any Participant or Beneficiary can be made to the extent that such loan when added to the outstanding balance of all other loans to the Participant or Beneficiary would exceed the lesser of (a) $50,000 reduced by the excess (if any) of the highest outstanding balance of loans during the one year period ending on the day before the loan is made, over the outstanding balance of loans from the Plan on the date the loan is made, or (b) one-half the present value of the non-forfeitable accrued benefit of the Participant or, if greater, the total accrued benefit up to $10,000. For the purpose of the above limitation, all loans from all plans of the Employer and Related Employers are aggregated.

C. Any loan shall by its terms require that repayment (principal and interest) be amortized in level payments, not less than quarterly, over a period not extending beyond five years from the date of the loan. If such loan is used to acquire a dwelling unit which within a reasonable time (determined at the time the loan is made) will be used as the principal residence of the Participant, the amortization period shall not extend beyond 15 years from the date of the loan.

D. An assignment or pledge of any portion of the Participant's interest in the Plan and a loan, pledge, or assignment with respect to any insurance contract purchased under the Plan, will be treated as a loan under this paragraph.

E. The terms governing the applicable Investment Arrangement shall determine the method of repayment of loans; provided, however, that the Administrator will ensure that repayment safeguards to which a prudent lender would adhere are observed, including but not limited to ensuring that the loan bears a reasonable rate of interest.

8.2 Coronavirus-Related Loans

If elected by the Employer in the Adoption Agreement, and to the extent permitted under the Investment Arrangement, a loan to a Participant or Beneficiary may be treated as a coronavirus-related loan. A coronavirus-related loan is a loan made from the Plan on or after March 27, 2020, and before September 23, 2020, to a qualified individual, as defined in section 2202(a)(4)(A)(ii) of the Coronavirus Aid, Relief, and Economic Security Act, Pub L 116-136 (CARES Act) and Section 1B of Notice 2020-50, which does not exceed the lesser of (a) $100,000 (minus outstanding plan loans of the

individual), or (2) the individual's vested benefit under the Plan and other retirement plans maintained by the Employer and Related Employers.

If a loan is outstanding on or after March 27, 2020, and any repayment on the loan is due from March 27, 2020 to December 31, 2020, that due date may be delayed under the Plan for up to one year. Any payments after the suspension period must be adjusted to reflect the delay and any interest accruing during the delay, and the period of delay must be disregarded in determining the 5-year period and the term of the loan under Code sections 72(p)(2)(B) and (C).

SECTION 9
ROLLOVER CONTRIBUTIONS, TRANSFERS, EXCHANGES

9.1 Rollover Contributions to the Plan

A. Rollover Contributions.

If elected in the Adoption Agreement and to the extent permitted under the terms of the applicable Investment Arrangement, the Plan will accept rollover contributions as provided in this section.

B. Eligible Rollover Contributions.

A Participant who is entitled to receive an Eligible Rollover Distribution from another Eligible Retirement Plan may request to have all or a portion of the Eligible Rollover Distribution paid to the Plan. Such rollover contributions shall be made in the form of cash only. The Administrator may require such documentation from the distributing plan as it deems necessary to effectuate the rollover in accordance with section 402 of the Internal Revenue Code and to confirm that such plan is an Eligible Retirement Plan.

C. Eligible Rollover Distribution.

An Eligible Rollover Distribution means any distribution of all or any portion of a Participant's benefit under another Eligible Retirement Plan, except that an Eligible Rollover Distribution does not include (1) any installment payment for a period of 10 years or more, (2) any distribution made upon hardship, or (3) for any other distribution, the portion, if any, of the distribution that is a required minimum distribution under section 401(a)(9) of the Code.

D. Eligible Retirement Plan.

An Eligible Retirement Plan means a qualified trust described in section 401(a) of the Internal Revenue Code, an annuity plan described in section 403(a) or 403(b) of the Internal Revenue Code, an individual retirement account described in section 408(a) of the Internal Revenue Code, an individual retirement annuity described in section 408(b) of the Internal Revenue Code, or an eligible governmental plan described in section 457(b) of the Internal Revenue Code.

E. Roth Rollovers.

1) The Plan will accept rollovers of Roth Elective Deferrals only if the Employer has elected in the Adoption Agreement to permit Roth Elective Deferrals.

2) If provided by the Employer in the Adoption Agreement, the Plan will accept a rollover contribution to a Roth Elective Deferral account only if it is a direct rollover from another Roth elective deferral account under an applicable retirement plan described in section 402A(e)(1) of the Internal Revenue Code and only to the extent the rollover is permitted under the rules of section 402(c) of the Internal Revenue Code.

F. Information Regarding Participant Basis Required.

A rollover of an Eligible Rollover Distribution that includes after-tax employee contributions or Roth Elective Deferrals will only be accepted if the Administrator obtains information regarding the Participant's tax basis under section 72 of the Internal Revenue Code in the amount rolled over.

G. Separate Accounts.

Separate accounts shall be established and maintained for the Participant for any Eligible Rollover Distribution, and for the after-tax portion of any such Eligible Rollover Distribution, paid to the Plan

9.2 Transfers Between Plans

A. If elected in Adoption Agreement, plan-to-plan transfers for a Participant shall be permitted as provided in this section.

B. Transfers to the Plan.

The Administrator may accept a transfer of assets to the Plan for a Participant or Beneficiary only if;

1) the transferor plan provides for direct transfers of assets;

2) the Participant is an Employee or former Employee of the Employer;

3) the Participant or Beneficiary whose assets are being transferred has an Accumulated Benefit immediately after the transfer at least equal to the Accumulated Benefit with respect to that Participant or Beneficiary immediately before the transfer; and

4) the transferred amounts are subject to statutory restrictions on distributions that are not less stringent than those imposed under the transferor plan.

C. Transfers to Another Plan.

The Administrator may permit the transfer of assets to another plan for a Participant or Beneficiary only if;

1) the Plan provides for direct transfers of assets pursuant to the Adoption Agreement;

2) the Participant is an Employee or former Employee of the Employer;

3) the Participant or Beneficiary whose assets are being transferred has an Accumulated Benefit immediately after the transfer at least equal to the Accumulated Benefit with respect to that Participant or beneficiary immediately before the transfer; and

4) the transferred amounts are subject to statutory restrictions on distributions that are not less stringent than those imposed under the transferor Plan.

D. The Administrator may require such documentation from the other plan as it deems necessary to effectuate the transfer in accordance with the requirements of this section and section 1.403(b)-10(b)(3) of the Treasury regulations and to confirm that any other plan involved in the transfer satisfies section 403(b) of the Code.

9.3 Exchanges

A. If elected in the Adoption Agreement, exchanges shall be permitted as provided in this section.

B. A Participant or Beneficiary is permitted to change the investment of his or her Accumulated Benefit among the Vendors of Investment Arrangements approved for use under the Plan. However, an investment change that includes an investment with a Vendor that is not eligible to receive new contributions (referred to below as an exchange) is not permitted unless the conditions in sections 9.3(C) through (E) are satisfied.

C. The Participant or Beneficiary must have an Accumulated Benefit immediately after the exchange that is at least equal to the Accumulated Benefit of that Participant or Beneficiary immediately before the exchange (taking into account the Accumulated Benefit of that Participant or Beneficiary under both section 403(b) contracts and custodial accounts immediately before the exchange).

D. The exchanged amounts are subject to statutory restrictions on distributions that are not less stringent than those imposed on the transferor plan.

E. The Employer enters into an agreement with the receiving Vendor for the other contract or custodial account under which the Employer and the Vendor will from time to time in the future provide each other with the following information:

1) Information necessary for the resulting contract or custodial account, or any contract or custodial accounts to which contributions have been made by the Employer, to satisfy section 403(b) of the Internal Revenue Code,

including the following: (i) the Employer providing information as to whether the Participant's employment with the Employer is continuing, and notifying the Vendor when the Participant has had a Severance from Employment (for purposes of the distribution restrictions in section 6.1); (ii) the Vendor notifying the Employer of any hardship withdrawal if the withdrawal results in a 6-month suspension of Participant's right to make Elective Deferrals under the Plan; and (iii) the Vendor providing information to the Eligible Employer or other Vendors concerning the Participant's or Beneficiary's section 403(b) contracts or custodial accounts or qualified employer plan benefits (to enable a Vendor to determine the amount of any plan loans and rollover accounts that are available to the Participant under the Plan in order to satisfy the financial need under the hardship withdrawal rules); and

2) Information necessary in order for the resulting contract or custodial account and any other contract or custodial account to which contributions have been made for the Participant by the Employer to satisfy other tax requirements, including the following: (i) the amount of any plan loan that is outstanding to the Participant in order for a Vendor to determine whether an additional plan loan satisfies the loan limitations, so that any such additional loan is not a deemed distribution under section 72(p)(1) of the Internal Revenue Code; and (ii) information concerning the Participant's or Beneficiary's after-tax Employee contributions in order for a Vendor to determine the extent to which a distribution is includible in gross income.

F. If any Vendor ceases to be eligible to receive Elective Deferrals under the Plan, the Employer will enter into an information sharing agreement as described in section 9.3(E) to the extent the Employer's contract with the Vendor does not provide for the exchange information described in section 9.3(E)(1) and 9.3(E)(2).

9.4 Transfers to Purchase Service Credit

A. Purchases of service credit shall be permitted under the Plan as provided in this section.

B. If a Participant is also a Participant in a tax-qualified defined benefit governmental plan (as defined in section 414(d) of the Internal Revenue Code) that provides for the acceptance of plan-to-plan transfers with respect to the Participant, then the Participant may elect to have any portion of the Participant's Accumulated Benefit transferred to the defined benefit governmental plan. A transfer may be made before the Participant has had a Severance from Employment.

C. A transfer may be made only if the transfer is either for the purchase of permissive service credit (as defined in section 415(n)(3)(A) of the Internal Revenue Code) under the receiving defined benefit governmental plan or a repayment to which

section 415 of the Internal Revenue Code does not apply by reason of section 415(k)(3) of the Internal Revenue Code.

SECTION 10
INVESTMENT OF CONTRIBUTIONS

10.1 Investment

A. Manner of Investment.

All Elective Deferrals or other amounts contributed to the Plan, all property and rights purchased with such amounts under the Investment Arrangements, and all income attributable to such amounts, property, or rights shall be held and invested in one or more Annuity Contracts or Custodial Accounts.

B. Exclusive Benefit.

Each Custodial Account shall provide for it to be impossible, prior to the satisfaction of all liabilities with respect to Participants and their Beneficiaries, for any part of the assets and income of the Custodial Account to be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries.

C. Investment of Contributions.

Each Participant or Beneficiary shall direct the investment of his or her Account among the investment options available under the Investment Arrangement in accordance with the terms governing the Investment Arrangement.

D. Information Sharing.

Each Vendor and the Administrator shall exchange such information as may be necessary to satisfy section 403(b) of the Internal Revenue Code or other requirements of applicable law. In the case of a Vendor which is not eligible to receive Elective Deferrals under the Plan (including a Vendor which has ceased to be a Vendor eligible to receive Elective Deferrals under the Plan and a Vendor holding assets under the Plan), the Eligible Employer shall keep the Vendor informed of the name and contact information of the Administrator in order to coordinate information necessary to satisfy section 403(b) of the Code or other requirements of applicable law.

E. Conflicts Between Plan and Terms of Investment Arrangements.

In the event of any conflict between the terms of the Plan (including its associated adoption agreement and any other documents incorporated by reference into the Plan) and the terms of any Investment Arrangements permitted under the Plan, the terms of this Plan shall govern.

SECTION 11
PLAN TERMINATION AND AMENDMENT

11.1 Termination

A. Termination of Contributions.

The Employer has no obligation or liability whatsoever to maintain the Plan for any specific length of time and may discontinue contributions under the Plan at any time without any liability hereunder for any such discontinuance.

B. Termination.

The Employer reserves the authority to terminate this Plan at any time. Upon termination of the Plan, all non-vested amounts under the Plan will be fully vested, and subject to any restrictions contained in terms governing the applicable Investment Arrangement, all Accounts will be distributed, provided that the Employer and any Related Employer on the date of termination do not make contributions to an alternative section 403(b) contract that is not part of the Plan during the period beginning on the date of Plan termination and ending 12 months after the distribution of all assets from the Plan, except as permitted by Treasury Regulations.

C. Distribution of Section 403(b) Custodial Accounts.

Effective for taxable years beginning after December 31, 2008, to the extent the amounts held under the Plan are held in an individual Custodial Account, the Plan Administrator or custodian may distribute such account in kind to a Participant or Beneficiary. Should this occur, the distributed Custodial Account will be maintained by the Custodian on a tax-deferred basis as a section 403(b)(7) custodial account, similar to the treatment of fully-paid individual annuity contracts under Revenue Ruling 2011-7, until such amounts are actually paid to the Participant or Beneficiary. Such an account shall not be considered distributed to the Participant or Beneficiary if the Employer has any material retained rights under the account (but the Employer shall not be treated as retaining material rights simply because the Custodial Account was originally opened under a group contract).

11.2 Amendment by Pre-Approved Plan Sponsor

The Pre-approved Plan Sponsor may amend any part of the Plan on behalf of each Employer that has adopted the Plan. All amendments made by the Section 403(b) Pre-approved Plan Sponsor will be made in accordance with changes in the Internal Revenue Code, regulations, revenue rulings, or other guidance published by the Internal Revenue Service, or other regulatory authorities. All amendments to the Plan must be adopted by the Pre-approved Plan Sponsor prior to becoming a part of the Plan Sponsor's Section

403(b) Nonstandardized Pre-approved Plan. The Pre-approved Plan Sponsor (i) will inform the adopting Eligible Employer of any amendments made to the Plan, and (ii) will notify the Employer of the discontinuance or abandonment of the Plan.

11.3 Amendment by Adopting Employer

An Employer that amends the Plan, including the Adoption Agreement, other than to (a) change the choice of options or procedures in the Adoption Agreement, (b) add overriding language if necessary to satisfy IRC 415 because of the required aggregation of multiple plans, (c) to change information in Appendix I to the Adoption Agreement, or (d) to adopt sample or model amendments published by the Service that specifically provide that their adoption by an adopter of an approved Section 403(b) Nonstandardized Pre-approved Plan will not cause such plan to be treated as individually designed, will no longer participate in this Section 403(b) Nonstandardized Pre-approved Plan, will be considered to have an individually designed 403(b) plan, and will not be entitled to reliance on an Opinion Letter issued with respect to the plan. An Employer which chooses to discontinue participation in the Plan as amended by the Pre-approved Plan Sponsor and does not substitute another approved Section 403(b) Pre-Approved Plan will be considered to have an individually designed Section 403(b) plan, and will not be entitled to reliance on the Opinion Letter issued with respect to this Plan.

SECTION 12
OTHER PLAN PROVISIONS

12.1 Domestic Relations Orders and Qualified Domestic Relations Orders

If a judgment, decree or order (including approval of a property settlement agreement) that relates to the provision of child support, alimony payments, or the marital property rights of a spouse or former spouse, child, or other dependent of a Participant is made pursuant to the domestic relations law of any State ("domestic relations order"), then the amount of the Participant's Accumulated Benefit shall be paid in the manner and to the person or persons so directed in the domestic relations order. Such payment shall be made without regard to whether the Participant is eligible for a distribution of benefits under the Plan. The Administrator shall establish reasonable procedures for determining the status of any such decree or order and for effectuating distribution pursuant to the domestic relations order.

12.2 IRS Levy

The Administrator may pay from a Participant's or Beneficiary's Accumulated Benefit the amount that the Administrator finds is lawfully demanded under a levy issued by the Internal Revenue Service with respect to that Participant or Beneficiary or is sought to be collected by the United States Government under a judgment resulting from an unpaid tax assessment against the Participant or Beneficiary.

12.3 Mistaken Contributions

If any contribution (or any portion of a contribution) is made to the Plan by a good faith mistake of fact and upon receipt in good order of a proper request approved by the Administrator, the amount of the mistaken contribution (adjusted for any income or loss in value, if any, allocable thereto) shall be returned directly to the Participant or, to the extent required or permitted by the Administrator, to the Employer.

12.4 USERRA – Military Service Credit

Notwithstanding any provision of this plan to the contrary, contributions, benefits and service credit with respect to qualified military service will be provided in accordance with section 414(u) of the Internal Revenue Code. In addition, the survivors of any Participant who dies on or after January 1, 2007, while performing qualified military service, are entitled to any additional benefits that would have been provided under the Plan had the Participant resumed employment and then terminated employment on account of death.

ADOPTION AGREEMENT FOR THE AFPLANSERV®
NONSTANDARDIZED PRE-APPROVED 403(b) PLAN DOCUMENT
GENERAL

Employer hereby establishes, amends, or restates a 403(b) plan by adopting the AFPlanServ® Nonstandardized Pre-approved 403(b) Plan Document (the "Plan") as modified by this Adoption Agreement and agrees that the following provisions shall be incorporated as part of the Plan document. Failure to properly complete the Adoption Agreement, and follow the rules as stated in this agreement, may result in the failure of the form of the Plan to meet the Section 403(b) requirements and the loss of favorable tax treatment for the Plan. This Adoption Agreement can only be used in conjunction with the AFPlanServ® 403(b) Nonstandardized Pre-approved Plan Document.

Regulation changes may occasionally require amendments be made to the adopting Employer's Plan documents. AFPlanServ® will provide notice to the Plan Sponsor (Employer) of any changes and will update the plan documentation as needed.

This document is intended for use exclusively for 403(b) plans maintained by Public Schools, as defined in the Plan. This document may not be used for 403(b) plans maintained by 501(c)(3) organizations, churches, or qualified church-controlled organizations.

EMPLOYER INFORMATION

Name of Employer: **DEER CREEK PUBLIC SCHOOLS**

Federal Tax ID: **73-1106101**

Employer's Address: **20701 N MACARTHUR BLVD EDMOND, OK 73003**

Telephone Number: **405-348-6100** Fax Number: **405-348-3049**

Contact Person: **DEE MCDANIEL**

Telephone/Extension: **405-348-6100 ext 1187** Contact Email: **DEEMCDANIEL@DCSOK.ORG**

Type of Organization: **K-12 PUBLIC SCHOOL**

☐ Employer also includes the Related Employers identified below that are Eligible Employers within the meaning of Treasury Regulations Section 1.403(b)-2(b)(8)(i), Public Schools of a State.

PLAN INFORMATION

Name of Plan: DEER CREEK PUBLIC SCHOOLS 403(b) Plan.

Effective Date (*must be on or after July 1, 2020, and cannot be earlier than the inception of the Plan.*) (*Select one Effective Date option below and enter the appropriate date where indicated.*)

☐ This Adoption Agreement establishes a Plan effective as of **January 01, 2009** (*the "Effective Date"*) and is the first 403(b) plan established by the Employer.

☒ This Adoption Agreement amends and restates a previously established 403(b) plan of the Employer. The effective date of this amended Plan is **July 01, 2020** (*the "Effective Date"*).

Entry Dates - The Entry Date for participation shall be (*applies to Elective Deferrals, Roth Deferrals, and Employer Contributions, if applicable, as indicated below*). (*Select one of the Entry Dates below*.)

☒ Any day during the plan year, or

☐ The first day of the (*enter week, payroll period, or month*),
occurring on or after the latest of the date that the Employee becomes a member of an eligible class of employees or properly completes an Elective Deferral election in form and manner satisfactory to the Administrator. An Employee shall participate in Employer Contributions (*if applicable*) effective on the first Entry Date occurring on or after the Employee satisfies the age and service requirements selected in the Employer Contributions section of this Adoption Agreement.

Plan Year means, except as otherwise selected below:

☒ Option 1: Calendar Year (*January 1 through December 31*)

☐ Option 2: The 12-consecutive month period commencing on and each anniversary thereafter. If no option is selected, Option 1 shall be deemed to be selected.

☐ Select this option if there is a Short Plan Year (*for example, if the Plan's initial Effective Date is a date other than the first date of the selected Plan Year*).

Elective Deferral Eligibility - Except as otherwise selected below, all Employees are immediately eligible to make Elective Deferral contributions under the Plan, which will be effective on the Entry Date indicated above or as soon as administratively feasible thereafter.

The plan shall ***not*** include:

☐ Employees who are eligible under another section 403(b) plan of the Employer which permits an amount to be contributed or deferred at the election of the Employee.

☐ Employees who are eligible under a section 457(b) eligible governmental plan of the Employer which permits an amount to be contributed or deferred at the election of the Employee.

☐ Employees who are eligible to make a cash or deferred election (*as defined at section 1.401(k)-1(a)(3) of the Treasury Regulations*) under a section 401(k) plan of the employer.

☐ Employees who are students performing services described in section 3121(b)(10) of the Internal Revenue Code.

☐ Employees who normally work fewer than 20 hours per week. An Employee normally works fewer than 20 hours per week if, for the 12-month period beginning on the date the Employee's employment commenced, the Employer reasonably expects the Employee to work fewer than 1,000 hours of service (as defined in section 1.16 (Hour of Service) of the 403(b) Plan document) in such period, and, for each Plan Year ending after the close of that 12-month period, the Employee has worked fewer than 1,000 hours of service in the preceding 12-month period. Under this provision, an Employee who works 1,000 or more hours of service in the 12-month period beginning on the date the Employee's employment commenced or in a Plan Year ending after the close of that 12-month period shall then be eligible to participate in the Plan. Effective for taxable years beginning after December 31, 2008, once an Employee becomes eligible to have Elective Deferrals made on his or her behalf under the Plan under this standard, the Employee cannot be excluded from eligibility to have Elective Deferrals made on his or her behalf in any later year under this standard. (*The inclusion of all common law employees will prevent an inadvertent violation of the eligibility requirements of Section 403(b)(A)(ii).)*

☐ Employees who are non-resident aliens described in section 410(b)(3)(C) of the Internal Revenue Code.

CONTRIBUTIONS

Limits on Elective Deferrals

The maximum amount of Elective Deferrals (*per calendar year*) shall not exceed the applicable dollar amount established under IRC Section 402(g)(1)(B), and adjusted for cost-of-living to the extent provided for under Section 402(g)(4) for periods after the 2014 tax year.

The **minimum** annual deferral amount will be $ (the amount indicated can be no more than $200).

☐ **Elective Deferrals Special Effective Date:** (*may be left blank if effective date for Elective Deferrals is the same as the Effective Date designated above; may not be earlier than the date on which the Employer first adopts the Elective Deferral component of the Plan, or July 1, 2020, whichever is later*).

Catch-Up Contributions

☒ The Plan will permit Employees who have attained age 50 during the Plan Year to elect an additional amount of Elective Deferrals as age 50 catch-up Elective Deferrals each year, up to the maximum age 50 catch-up Elective Deferrals for the year. ***If not checked, Age 50 Catch-Up Contributions are NOT permitted.***

☐ The Plan will permit the Special Section 403(b) Catch-up Limitation for Employees with 15 Years of Service to increase their Elective Deferral limitation. ***If not checked, 15 Years of Service Catch-Up Contributions are NOT permitted.***

Employer Contributions (*if any*) - see sections 4.3 and 4.4 of the Plan Document for additional details regarding Employer Contributions, and the *Employer Contributions Section* in this Adoption Agreement for any age or service requirements which must be satisfied for a Participant to receive an allocation of Employer Contributions.

☐ Employer Contributions will be made in accordance with applicable employment agreements and collective bargaining agreements, the terms of which are incorporated by reference and made a part of the plan, or as may be determined from year to year by the Employer. Permitted Employer Contribution types, age and service participation requirements, and other requirements and/or restrictions are indicated on the attached Employer Contributions section of the Adoption Agreement.

If not checked, Employer Contributions are NOT permitted.

Roth Employee Contributions

☒ Roth 403(b) Contributions to the Plan are permitted.

☒ Roth 403(b) Contributions Special Effective Date**: April 28, 2026** (*may be left blank if effective date for Roth 403(b) Contributions is the same as the Effective Date designated above; may not be earlier than the date on which the Employer first adopts the Roth 403(b) Contributions component of the Plan, or July 1, 2020, whichever is later*).

If not checked, Roth 403(b) Contributions are NOT permitted under the Plan.

OTHER TRANSACTIONS

Exchanges Within the Plan

☒ The Plan will permit Participants to make Exchanges to those organizations listed on Appendix I.

If not checked, Exchanges within the Plan are NOT permitted.

Transfers Into the Plan

☒ The Plan will accept Transfers from another employer's 403(b) plan.

If not checked, Transfers WILL NOT be accepted.

Transfers From the Plan

☒ The Plan will permit Transfers from the Plan to another employer's 403(b) plan.

If not checked, Transfers will NOT be permitted to another 403(b) plan.

Rollovers Into the Plan

The Plan will accept a direct rollover of an eligible rollover distribution from the following types of retirement plans. Rollovers of after-tax contributions will not be accepted unless otherwise indicated. (Select each option below that applies or leave blank.)

If no option is selected below, then rollover contributions will NOT be allowed.

☒ An annuity contract described in section 403(b) of the Internal Revenue Code,

☒ including after-tax contributions.

☒ An eligible governmental plan under section 457(b) of the Code which is maintained by a State.

☒ An individual retirement account or annuity (IRA) described in section 408(a) or 408(b) of the Internal Revenue Code that is eligible to be rolled over and would otherwise be includible in gross income.

☒ Direct rollovers from other Roth 403(b) or Roth 401(k) plans are accepted into the Plan.
Not applicable if Roth Contributions are not permitted to the Plan.

☒ A qualified plan described in section 401(a) or 403(a) of the Internal Revenue Code,

☒ including after-tax contributions.

Financial Hardship Distributions — for Elective Deferrals.

☒ Hardship distributions are available under the Plan.
If not checked, Hardship Distributions ARE NOT permitted.

Optional Hardship Provisions

☒ All non-taxable loans available under all plans maintained by the Employer must be taken to demonstrate an immediate and heavy financial need before a Participant may receive a hardship distribution.

☒ This provision applies only to hardship distributions obtained before **December 31, 2019** (*enter specific date*).

If not checked, Participants ARE NOT required to obtain all available non-taxable loans prior to receiving a hardship distribution.

☒ Permissible hardship distributions may only be made for the following immediate and heavy financial needs: expenses incurred or necessary for medical care, (as described in Code section 213(d)), of the Participant, the Participant's spouse or dependents, or the Participant's primary beneficiary (as defined in Q&A-5 of IRS Notice 2007-7); the purchase (excluding mortgage payments) of a principal residence for the Participant; payment of tuition and related educational fees for the next 12 months of post-secondary education for the Participant, the Participant's spouse, children or dependents, or the Participant's primary beneficiary; payments necessary to prevent the eviction of the Participant from, or a foreclosure on the mortgage of, the Employee's principal residence; payments for funeral or burial expenses for the Participant deceased parent, spouse, child or dependent, or the Participant's primary beneficiary; and expenses to repair damage to the Participant's principal residence that would qualify for a casualty loss deduction under Code section 165 (determined without regard to whether the loss exceeds 10 percent of adjusted gross income).

☒ This provision applies only to hardship distributions obtained on or before **December 31, 2019** (*enter specific date*).

If not checked, hardship distribution may be made for all of the immediate and heavy financial needs permitted for safe harbor hardship distributions, as provided in Plan Section 7.1.B.

Loans

☒ Loans are available under the Plan subject to availability and any additional conditions that may apply under a Participant's 403(b) Investment Arrangement(s).

If not checked, Loans ARE NOT permitted from the Plan, and the Loans option in the Employer Contributions Section may not be checked. If checked, and Employer also makes Employer contributions as designated in the Employer Contributions Section, loans are permitted from Elective Deferrals and Roth Deferrals ONLY unless the Loans option for Employer Contributions.

☒ **Loans Special Effective Date: July 01, 2020** (*may be left blank if effective date for Loans is the same as the Effective Date designated above; may not be earlier than the date on which the Employer first permits loans from the Plan, or July 1, 2020, whichever is later*).

Federally Declared Disasters

The Plan permits a distribution of a Participant's Elective Deferrals for a federally declared disaster, as authorized by legislation or official guidance.

☒ Yes

☐ No

If not checked, Distributions for Federal Declared Disasters are NOT permitted.

Qualified Birth or Adoption Distributions

The Plan permits Qualified Birth or Adoption Distributions of a Participant's Elective Deferrals.

☒ Yes (*Complete remainder of this section*)

☐ No

A Qualified Birth or Adoption Distribution may be distributed on or after **July 01, 2020** (*insert date no earlier than January 1, 2020*)

A Participant may take a Qualified Birth or Adoption Distribution in an amount equal to $**5,000** (*insert amount no greater than $5,000*) for each child of the Participant.

If not checked, Qualified Birth or Adoption Distributions are NOT permitted. If checked but no amount is specified, distributions of up to $5,000 per child are permitted.

Coronavirus-Related Loans

The Plan permitted coronavirus-related loans of a Participant's vested Account Balance to the extent permitted under the Investment Arrangement:

☒ Yes

☐ No

Coronavirus-Related Distributions

The Plan permitted coronavirus-related distributions of a Participant's Elective Deferrals:

☒ Yes (*Complete remainder of this section*)

☐ No

The Plan permitted coronavirus-related distributions of a Participant's Elective Deferrals in an amount that did not exceed, in the aggregate, **$100,000** (*insert amount no greater than $100,000*) under the Plan and other retirement plans maintained by the Employer and Related Employers, made on or after *January 1, 2020*, and before *December 31, 2020*.

If not checked, Coronavirus-Related Distributions were NOT permitted. If checked but no amount is specified, distributions up to $100,000 were permitted.

Investment Arrangement. For Elective Deferrals and Roth Deferrals only, Participants may select either an Annuity Contract or a Custodial Account offered by an approved Vendor identified in Appendix I. If the Employer also provides Non-Elective or Matching Contributions to the Plan, the Employer may permit the Non-Elective and Matching contributions to be invested in either an Annuity Contract or a Custodial Account or both by making the appropriate selection in the *Employer Contributions* section (if applicable) Adoption Agreement.

PLAN ADMINISTRATION

Plan Administration

The Employer, as Plan Administrator, has named AFPlanServ® to provide certain administrative services for the Plan.

NONSTANDARDIZED PRE-APPROVED PLAN PRACTITIONER

The name, address, telephone number, and e-mail address of the non-standardized pre-approved plan practitioner to whom adopting Employers may direct inquiries regarding the adoption of the Plan, the meaning of Plan provisions, or the effect of the Opinion Letter is:

AFPlanServ®
P.O. Box 269008
Oklahoma City, OK 73126-9008
Phone: 866-560-6415
Fax: 866-578-0962
Email: info@afplanserv.com

EMPLOYER CONTRIBUTIONS

This section of the Adoption Agreement applies to Elective Deferrals and Roth Deferrals only. If Employer wishes to make Non-Elective or Matching Contributions to the Plan, the Employer must also complete the *Employer Contributions* section. If completed, that section is incorporated as part of the Adoption Agreement. Elections in the *Employer Contributions* section apply only to the Non-Elective and/or Matching Contributions. If the *Employer Contributions* section is completed, Employer's signature below also signifies adoption of the provisions contained in that Section.

EMPLOYER RELIANCE ON OPINION LETTER

Except to the extent provided in Rev. Proc. 2021-37, an Employer may rely on a currently valid Opinion Letter issued by the Internal Revenue Service as evidence that the Plan satisfies the requirement of Section 403(b) of the Code, and including, if applicable, the requirements of section 401(a)(4) and 410(b) of the Code if:

a. The Adopting Employer has not amended this Nonstandardized Section 403(b) Pre-approved Plan other than to choose options provided in the Adoption Agreement or to make amendments that are described in section 9.03 of Rev. Proc. 2021-37 (*relating to employer amendments that will not affect reliance*); and

b. Either the only contributions under the Plan are Elective Deferrals, or if the Employer has elected in the Employer Contributions section of the Adoption Agreement to provide for contributions other than Elective Deferrals, all of the Employers in the Employer's controlled group are Eligible Employers within the meaning of Treas. Reg. Section 1.403(b)-2(b)(8).

The Employer may not rely on the Opinion Letter in certain other circumstances, which are specified in the Opinion Letter issued with respect to the plan, or in Rev. Proc. 2021-37.

EMPLOYER ACKNOWLEDGEMENTS AND SIGNATURES

Employer acknowledges that it is an eligible educational organization as defined in Section 170(b)(1)(A)(ii) of the Code or a governmental unit as defined in Section 170(b)(1)(A)(v) of the Code and the Plan is a governmental plan as defined in Section 414(d) of the Code and ERISA §3(32), 29. U.S.C.A. §1002(32).

EMPLOYER

By: Lenis DeRieux (Sep 4, 2026 13:18:27 CDT)

Print Name of Signer: Lenis DeRieux

Title: Assistant Principal

Dated: 09/04/2026

ADOPTION AGREEMENT FOR AFPLANSERV®
403(b) NONSTANDARDIZED PLAN DOCUMENT
EMPLOYER CONTRIBUTIONS

Employer Name: DEER CREEK PUBLIC SCHOOLS State: OK

Employer hereby makes available to its employees a 403(b) Plan that provides for employer contributions in accordance with applicable employment agreements and/or collective bargaining agreements, and agrees that the following provisions shall govern all employer contributions and any earnings attributable to the employer contributions made to the Plan. The following Plan rules are applicable to Employer (Non-elective) contributions only.

Type and Allocation of Employer Contributions

☐ **Employer Non-elective Contributions**

☐ **Contribution Formula**

☐ **Discretionary Non-elective Contributions**. Discretionary contribution, to be determined by the Employer in accordance with Section 4.3 of the Plan. Discretionary Non-elective Contributions will be allocated to each Participant in the ratio that such Participant's Compensation bears to the Compensation of all Participants to whom Non-elective Contributions are allocated.

☐ **Fixed Non-elective Contributions**. Fixed contribution equal to % (*insert a percentage from 0% to 100%*) of the Compensation of each Participant eligible to share in allocations.

☐ **Other** (describe):

Note: the formula described must satisfy the definitely determinable requirement under Reg. §1.401-1(b). If the formula is non-uniform, it will not satisfy this requirement.

☐ **Former Employees**. If elected, Former Employees will share in the Non-elective Contributions made by the Employer for a Plan Year. In any event, no contribution will be made after the end of the Participant's fifth taxable year after the year in which he terminated employment. *See* Plan Section 4.5. ***If this option is not selected, Participants will not share in Employer Non-elective Contributions after the Plan Year in which their employment terminates, and Non-elective Contributions will be allocated based only on Compensation earned prior to the Severance from Employment.***

☐ **Disabled Employees.** If elected, Employees who are permanently and totally disabled (as defined in Code §22(e)(3)) will continue to share in the Non-elective Contributions made by the Employer for a Plan Year for (*See* Plan Section 4.5):

☐ A fixed period of years, or

☐ A period to be determined by the Employer, which shall be determined on a uniform and non-discriminatory basis for all Participants.

☐ **Matching Contributions**

The Employer will make Matching Contributions to the Plan on behalf of *(select one):*

☐ All Participants who make Elective Deferrals.

☐ All employees who make Elective Deferrals except:

☐ Employees who have not attained the age of *(insert an age from 18 to 21)*. ***If not checked, there will be no age requirement.***

☐ Employees who have not completed Year of Service *(may not be more than one (1) Year of Service)*. ***If not checked, there will be no service requirement.***

☐ Other excluded employees, as described below. If Matching Contributions are limited to a small class of employees, then list who is eligible to receive 403(b) Matching Contributions and attach any corresponding agreement that defines who is eligible to receive 403(b) Matching Contributions):

☐ The Matching Contribution computation period shall be (*choose one*):

☐ Payroll period.

☐ Monthly.

☐ Quarterly.

☐ Annually.

NOTE: If Employer's actual contributions to the Plan are made more often than the selected computation period, there may be a "true-up" matching contribution required at the end of the Plan Year.

☐ Matching Contribution Formula as follows (select 1. or 2. below):

☐ **%** *(enter a percentage from 0% to 100%)* of the Participant's Elective Deferrals.

☐ **Discretionary**. The Employer may make matching contributions equal to a discretionary percentage of the Participant's Elective Deferrals or a discretionary dollar amount, which shall be allocated to each Participant as a uniform rate of deferrals, for example 100%, up to a uniform deferral percentage.

☐ **Fixed - uniform rate/amount**. The employer will make matching contributions equal to % (*enter a percentage from 0% to 100%*) of the Participant's Elective Deferrals.

☐ **Catch-up contributions**. Matching contributions will be made on all age 50 and special section 403(b) catch-up contributions under Sections 4.1.B and 4.1.C of the Plan document. ***If not checked, catch-up contributions will not be matched.***

☐ **Matching limit on Elective Deferrals**. In determining the Employer Matching Contributions above, only the following Elective Deferrals will be matched *(Leave blank if not applicable)*:

☐ The percentage or dollar amount specified below (select one or both):

☐ % *(enter a percentage from 0% to 100%)* of a Participant's Compensation.

☐ $ *(enter specified dollar amount up to the maximum Elective Deferrals permitted for the Plan Year under Code Section 402(g)(3), plus any catch-up contributions permitted under Sections 4.1.B and 4.1.C of the Plan document, both as adjusted annually for inflation).*

☐ **Maximum matching contribution**. The matching contribution made on behalf of any Participant for any Plan Year will not exceed *(leave blank if no limit on matching contributions)*:

☐ $ *(enter specified dollar amount up to the maximum amount permitted for the Plan Year under Code Section 402(g)(3), plus any catch-up contributions permitted under Sections 4.1.B and 4.1.C of the Plan document, both as adjusted annually for inflation).*

☐ % *(enter percentage from 0% to 100%)* of a Participant's Compensation.

Eligibility

☐ All employees shall be eligible to receive 403(b) Employer Non-elective Contributions except as listed below (if no exclusions are listed, all employees will be eligible).

☐ Other - If Employer Non-Elective Contributions are limited to a small class of employees, then list who is eligible to receive 403(b) Employer contributions (*attach any corresponding agreement that defines who is eligible to receive 403(b) Employer contributions*).

Age Requirement

☐ An Employee will be eligible to receive Employer Non-elective Contributions after attaining age . *(Insert an age from 18 to 21).* ***If not checked, there will be no age requirement.***

Year of Eligibility Service

☐ Participants are eligible to receive Employer Non-elective Contributions after completing Year of Service (*may not be more than one* (*1*) *Year of Service*). ***If not checked, there will be no service requirement.***

Entry Date. Employer Non-elective Contributions and Matching Contributions will be effective on the first Entry Date occurring on or after the Employee has satisfied any applicable Age and Service conditions indicated above, or as soon as administratively feasible thereafter.

Vesting Schedule. The Vesting schedule selected below will apply only to Employer Matching Contributions and Employer Non-elective Contributions made on behalf of a Participant.

☐ Graded Vesting Schedule

Years of Service	Vested Percentage
1	0%
2	20%
3	40%
4	60%
5	80%
6	100%

☐ Cliff Vesting Schedule

Years of Service	Vested Percentage
1	0%
2	0%
3	100%

☐ Other - Please attach vesting schedule. *Schedule must be at least as liberal as a 15-year cliff vesting schedule or a 5 to 20 year graded vesting schedule in each year, without switching between the schedules.*

If no option is selected, all eligible employees will be 100% vested upon becoming eligible to participate in the Plan. Regardless of the option selected above, all Participants will be 100% vested immediately in the portion of their Accounts attributable to Elective Deferrals, Roth Elective Deferrals, and Rollover Contributions.

Investment Arrangement for Employer Contributions only:

☐ Annuity Contract offered by an approved Vendor identified in Appendix I.

☐ Custodial Account offered by an approved Vendor identified in Appendix I.

Loans

☐ Loans ***will be*** available under the Plan from vested Employer contributions, subject to availability and any additional conditions that may apply under a Participant's 403(b) Individual Agreement(s).

If not checked, Loans ARE NOT permitted from vested Employer contributions. You may select this option ONLY if you have also selected the Loans option in the General Section above.

Distribution Restrictions - (*Employer contributions only*)

☐ **Custodial Account.** Employer contributions held in a Custodial Account may be distributed upon the occurrence of any of the following events (*select those which apply*):

☐ Retirement or severance from employment.

☐ Death.

☐ Disability.

☐ Attainment of age . (*Must not be earlier than age 59½.*)

☐ **Annuity Contract.** Employer contributions held in an Annuity Contract may be distributed upon the occurrence of any of the following events (*select those which apply*):

☐ Retirement or severance from employment.

☐ Death.

☐ Disability.

☐ Completion of (*enter a number from two* (*2*) *to fifteen* (*15*)) Years of Service.

☐ Attainment of age . (*May be earlier than age 59½.*)

Forms of Distribution. Elect one or more of the following options for Custodial Accounts:

☐ Single lump sum.

☐ Partial lump sum.

☐ Installments.

☐ Other form permitted under the terms of the applicable Custodial Agreement as selected by the Participant.

APPENDIX I

EFFECTIVE DATE: July 01, 2020

DEER CREEK PUBLIC SCHOOLS 403(b) Plan

ALLOCATION OF PLAN ADMINISTRATIVE FUNCTIONS

Below are the various administrative functions necessary to operate the plan and the party responsible for carrying out that function, including the discretionary authority to make determinations with respect to that function. See Section 2.1.B. of the Plan.

DESCRIPTION OF ADMINISTRATIVE FUNCTION	PARTY RESPONSIBLE
Determine whether an employee is eligible to participate in the Plan	Administrator
Determine that the requirements of the Plan and section 403(b) of the Internal Revenue Code are properly applied, including whether the Employer is a member of a controlled group	Administrator
Determine the status of domestic relations orders or qualified domestic relations orders.	Administrator
Providing notice of the plan to employees and enrolling eligible employees	Administrator
Determine whether contributions comply with the applicable requirements and limitations	AFPlanServ®
Determine whether hardship withdrawals and loans comply with applicable requirements and limitations	AFPlanServ®
Determine that any transfers, rollovers, or purchases of service credit comply with applicable requirements and limitations	AFPlanServ®

APPROVED/DESELECTED VENDORS

APPROVED VENDOR LIST

Approved Vendor - an investment provider selected by the Plan Sponsor to receive 403(b) contributions from the plan for investment in Annuity Contract(s) or Custodial Agreements.

Name of Vendor	Contact Person	Telephone Number
AMERICAN FIDELITY ASSURANCE	CUSTOMER SERVICE	(800) 662-1113
AMERICO FINANCIAL LIFE & ANNUITY INSURANCE CO	VERONICA WILLIAMS	(816) 512-2982
COREBRIDGE FINANCIAL	CUSTOMER SERVICE	(800) 448-2542
EQUITABLE LIFE INSURANCE COMPANY	403B DESK	(800) 628-6673
GWN MARKETING CUSTODIAL ACCOUNTS	CUSTOMER SUPPORT	(866) 425-7991
HORACE MANN LIFE INSURANCE COMPANY	CUSTOMER SERVICE	(800) 999-1030
LIFE INSURANCE COMPANY OF THE SOUTHWEST dba NATIONAL LIFE GROUP	PLAN OPERATIONS	(800) 732-8939
MODERN WOODMEN OF AMERICA	CUSTOMER SERVICE	(800) 447-9811
SECURITY FINANCIAL RESOURCES		(800) 888-2461
VOYA RELIASTAR LIFE INSURANCE COMPANY	CUSTOMER SERVICE	(877) 884-5050

DESELECTED VENDOR LIST

Deselected Vendor - an investment provider that is no longer eligible to receive 403(b) contributions on behalf of the Plan as elected by the Plan Sponsor.

Name of Vendor	Contact Person	Telephone Number
AMERICAN FUNDS		
ANNUITY SERVICE GROUP		
ATHENE ANNUITY AND LIFE COMPANY	**CUSTOMER CONTACT CENTER**	**(800) 800-9882**
FARM BUREAU FINANCIAL SERVICES		
FIDELITY INVESTMENTS		
FIDUCIARY TRUST INTERNATION OF THE SOUTH		
METROPOLITAN LIFE INSURANCE COMPANY	**CUSTOMER SERVICE**	**(800) 560-5001**
MFS SERVICE CENTER		**(800) 225-2606**
NEW YORK LIFE INSURANCE & ANNUITY CORP	**CUSTOMER SERVICE**	**(800) 598-2019**
PACIFIC LIFE INSURANCE COMPANY	**CUSTOMER SERVICE**	**(800) 722-4448**
SUN LIFE OF CANADA	**ACCOUNT SERVICES**	
TEACHERS RETIREMENT SYSTEM OF OKLAHOMA	**JESSICA MALLOY**	**(405) 522-2857**
THE HARTFORD		**(800) 339-4015**
TWENTIETH CENTURY		
UNION CENTRAL LIFE INSURANCE (AMERITAS LIFE)	**KEVIN LUDWIG**	**(513) 595-2452**
USAA LIFE INSURANCE COMPANY		
ZURICH AMERICAN LIFE INSURANCE COMPANY	**MARGOT WALLIN**	**(508) 460-2425**

Important Notes:

1. As provided under the Plan, any Approved Vendor, named in Appendix I, has agreed to share information necessary for compliance purposes with the Employer, an Administrator and/or with any other 403(b) vendor as may be required to facilitate compliance with the Plan and all applicable laws and regulations.
2. Each Approved Vendor named above is required to maintain records of the Investment Arrangements offered under the Plan to comply with the information sharing requirements of the Plan and applicable information sharing agreements.

[FORM OF OPINION OF COUNSEL (GOVERNMENT ENTITY – NON-APPROPRIATION CLAUSE)]

February ___, 2026

Insight Investments, LLC
(and its assigns)
2030 Main Street, Suite 1400
Irvine, CA 92614

Re: Schedule No. 8 dated July 29, 2026 to the Master Lease Agreement No. 9708, dated April 19, 2023 (the "Lease") by and between Insight Investments, LLC, as Lessor ("Lessor"), and Independent School District No. 9 of Oklahoma County, Oklahoma, as Lessee ("Lessee")

To whom it may concern:

I have acted as counsel to Lessee with respect to the Lease and other matters. In this capacity, I have reviewed the Lease, the proceedings taken by the governing body of Lessee to authorize the execution and delivery of the Lease on behalf of Lessee, and such other documents, instruments and certificates as I have deemed relevant for purposes of this opinion. Based upon such examination, it is my opinion that:

1. Lessee is an independent public school district and a political subdivision of the State of Oklahoma (the "State"), duly organized, existing and operating under the constitution and laws of the State, and has a substantial amount of one or more of the following sovereign powers: (a) the power to tax, (b) the power of eminent domain, and (c) the police power.

2. The Uniform Commercial Code, as adopted in the State (the "UCC"), and no other statute of the State, governs the creation, perfection, priority or enforcement of a security interest created by Lessee.

3. Within the meaning of the UCC, Lessee is an unregistered organization, having its sole place of business or its chief executive office in the State. Lessee's true and correct legal name is "Independent School District No. 9 of Oklahoma County, Oklahoma".

4. Lessee is authorized and has power under State law to own its properties and incur and pay its obligations, to enter into the Lease, to lease the property described in the Lease and to carry out its obligations thereunder and the transactions contemplated thereby including, without limitation, payment of all rental payments set forth in the Lease (subject only to the contingency described in section 5 below).

5. The execution of the Lease and the appropriation of money to pay for the rent payments coming due thereunder are appropriations made for each current budgetary year and therefore do not constitute debt financing in accordance with the prohibitions on debt financing included in the Constitution of the State, as well as under other State statutory or other limitations.

6. The Lease, including the lease of the property subject thereto and Lessee's obligations thereunder, has been duly authorized, approved, executed and delivered by and on behalf of Lessee and is a legal, valid and binding contract of Lessee, enforceable against Lessee in accordance with its terms, except to the extent limited by State and Federal bankruptcy, reorganization or other laws of general application relating to or affecting the enforcement of creditors' rights.

7. The authorization, approval and execution of the Lease and all other proceedings of Lessee relating to the transactions contemplated thereby have been performed in accordance with all open meeting, public bidding and other laws, rules and regulations of the State.

8. The execution of the Lease and the appropriation of moneys to pay the payments coming due under the Lease do not result in the violation of any constitutional, statutory or other limitation relating to the manner, form or amount of indebtedness which may be incurred by Lessee. The appropriation of moneys to make rent payments under the terms of the Lease for the current fiscal year of the Lessee and ability of the Lessee to otherwise perform its obligations under the Lease and transactions contemplated thereby are not the subject of any pending or, to the best of my knowledge, threatened proceedings.

9. The accrual and payment by Lessee, and collection from Lessee, of the charges provided for in the Lease, including rental, interest, late fees, attorneys' fees and other charges, do not and will not violate the constitution or any law of the State.

10. The Equipment leased pursuant to the Lease constitutes personal property and when subjected to use by Lessee will not be or become a fixture under applicable law.

11. The signature of the official(s) which appears on the Lease and attached documents is true and genuine and that the individual holds the office set for the below his/her name.

12. The entering into and performance of the Lease does not violate any judgment, order, law or regulation applicable to Lessee or result in any breach of, or constitute a default under, or result in the creation of any lien, charge, security interest or other encumbrance upon any assets of Lessee or on the Equipment (as defined in the Lease) pursuant to any indenture, mortgage, deed of trust, bank loan or credit agreement or other instrument to which Lessee is a party or by which it or its assets may be bound, except as provided in the Lease.

This opinion is given to and may be relied on as of the date hereof by the named recipient and any assignee of any part or all of the recipient's rights in the Lease.

[Signature Block]

DEER CREEK PUBLIC SCHOOLS/HIGH SCHOOL
2027 GRADUATION at UCO CHAD RICHISON STADIUM
TERM SHEET & DISCUSSION POINTS

PARTIES	• Deer Creek Public Schools/High School ("DC") • University of Central Oklahoma ("UCO")
TERM	• One (1) year (2027), one-time event
EVENT	• Ceremony: Friday, May 14 at 7:00 PM • Rehearsal: Friday, May 14 at 8:30 AM
VENUE SPECIFICS/ OPERATIONS	• Use includes Chad Richison Stadium [southwest ticket booth (and ticketing equipment), west gates (and metal detectors), west seating bowl, west concourse, west restrooms, west concessions, west first aid room, and east seating/amenities as needed… press box, audio/visual, stadium lighting, electricity, water/ice], Hamilton Field House [practice gym, restrooms], Parking Lots, with limited access to Sports Performance Center as needed. • DC responsible for renting stage and chairs; UCO to deliver and provide use of podium(s) as needed. • Parties to discuss, among other topics: o Turf protection from staging, chairs o Possible use of club level (seating for 114, capacity 200) o Possible reserved seating in chairbacks (739 available) o Optional rental of supplemental audio equipment o Optional rental of ground-supported truss system for backdrop to stage, if desired
CONTINGENCY PLANS	• Parties agree to consider the following as back-up dates, if needed: o Saturday, May 15 at either 10 AM or 7 PM o If outdoors is not possible, Saturday, May 15 indoors Hamilton Field House at BOTH 5 & 8 PM (with guest restrictions)
RENT	• $15,000 event day, $2,500 set-up day for $17,500 total
OPERATING EXPENSES	• DC to pay for all direct operating expenses (not anticipated to exceed $18,035) • Parties to mutually agree upon costs included in operating expenses (e.g., security, medical, box office, housekeeping, audio/visual, setup/teardown, etc.)
DISCOUNT	• UCO to apply $9,035 discount due to existing relations/partnership

OTHER FEES	Parties to discuss any additional mandated fees (e.g. local taxes if ticket sales, etc.)
TICKETING	Parties to discuss sellable inventory at venue UCO to include use of its existing Hometown Ticketing platform for online advance sales and digital ticketing DC to determine ticketing plan (if any); UCO to retain 10 percent of any ticketing revenues
SPONSORSHIP	The parties agree that signage rights in the stadium (physical and digital) for UCO's sponsors set forth below shall remain in place: o Paycom: [HR services]; Exclusive o SSM/OSOI: [Medical] category; Exclusive o PepsiCo: [Soft Drink] category; Non-exclusive o Mid-First Bank: [Banking] category; Non-exclusive Notwithstanding the foregoing, DC to have the right to sell all other temporary signage at the stadium, both physical and digital, and to retain all revenue received therefrom; provided, however, that DC will discuss with UCO any such sponsorship signage prior to the event and the parties will work in good faith to address any UCO objections/concerns regarding any such sponsor or signage (up to and including not displaying any such signage in the stadium) o Furthermore, the Parties acknowledge that special consideration will be given to the videoboard and landscape area as required by UCO, including: o No fixed signage o Parties to mutually agree on scope and quantity of digital branding, consistent with a UCO home football game
MERCHANDISE	DC to have the right to market and sell its own apparel and merchandise and retain all revenue received therefrom, provided advance notice to and approval from UCO
PARKING	Parties to discuss parking availability, costs, ADA spaces, etc.
FOOD & BEVERAGE	UCO agrees to provide an outside caterer(s) for premium hospitality spaces; DC to have options and responsible for costs UCO agrees to provide concessions operations in at least two locations on the west side; Beer/wine are NOT available for this event UCO to retain all net food & beverage revenues

Summary of Costs

Facility Usage Fees:

Facility Usage	
Set-up Day Rental Fee	$2,500.00
Rehearsal/Event Day Rental Fee	$15,000.00
Facility Usage Fees Subtotal:	**$17,500.00**

Projected Operating Expenses:

Staffing	
Athletics Dept: Event Mgmt, Set-Up, Clean-Up	$2,000.00
First Aid Room	$300.00
Ticket Window/Gates/Ushers (if ticketed)	$1,800.00
Electrician & Plumber (on site for entire event)	$490.00
OIT – Audio/Visual	
A/V Equipment Usage	$1,500.00
Production Staffing (fully staffed in-house production)	$3,990.00
Security / Medical	
UCO Police (includes 5 officers for 5 hours)	$2,375.00
CSC Security (includes 9 screeners, 1 supervisor for 5 hours)	$1,320.00
AMR (ambulance service for 3 hours)	$675.00
Parking	
UCO Parking ($5/graduate)	$2,625.00
Custodial	
ABM (includes 6 people for 4 hours)	$960.00
Operating Expenses Subtotal:	**$18,035.00**
Total:	**$35,535.00**
UCO-Deer Creek Partnership Discount:	**$(9,035.00)**
QUOTE:	**$26,500.00**

Add Alternate Expenses – if choosing to add East-side seating:

Staffing	
First Aid Room – East side	$300.00
Security / Medical	
UCO Police (adds 1 officer for 5 hours)	$475.00
CSC Security (adds 3 screeners, 1 supervisor for 5 hours)	$780.00
Custodial	

ABM (adds 2 people for 4 hours)	$320.00
Add East Side Expenses Subtotal:	**$1,875.00**
QUOTE with East-side seating added:	**$28,375.00**

Adrienne Turner <adrienneturner@dcsok.org>

[EXTERNAL] Power Spelling Quote - Quote Number: 26-27-Quote494

1 message

Power Spelling <notifications@cognitoforms.com> Fri, Jul 24, 2026 at 1:24 PM
Reply-To: info@powerspelling.com
To: adrienneturner@dcsok.org

Power Spelling

Power Spelling Quote Generator

Order Number: 26-27-Quote494

When you're ready to place an order, please complete our Order Form here on our website.

Receipt

Transaction Details

NUMBER: F82E494T1

DESCRIPTION	PRICE
Plan Type 1	
Price	$1,875.00
Total	**$1,875.00**

Entry Details

CONFIRMATION	I understand this quote is an estimate and not an order form.

SCHOOL YEAR CONFIRMATION	I understand this quote applies to the 2026–2027 school year.
POWER SPELLING MEMBERSHIP TYPES	District

School & District

Plan Type 1

PLAN TYPE	School & District Plus
QUANTITY	625
PRICE	$1,875.00
NAME	Adrienne Turner
EMAIL	adrienneturner@dcsok.org
PHONE	(405) 384-6100
SCHOOL OR DISTRICT NAME	Deer Creek Public Schools
ADDRESS	20701 N. MacArthur, Edmond, Oklahoma 73012

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2. A description of the copyrighted work that you claim has been infringed;
3. A description of where the material that you claim is infringing is located on our Website;
4. Your address, telephone number, and email address;
5. A statement by you that you have a good faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law; and
6. A statement by you, made under penalty of perjury, that the above information in your Notice is accurate and that you are the copyright owner or authorized to act on the copyright owner's behalf.

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You agree to immediately notify us of any unauthorized use of your password or any other breach of security. You agree that Our Website cannot and will not be liable for any loss or damage arising from your failure to comply with password security as discussed herein.

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Limitation of Liability

Power Spelling, Inc, as well as all our Affiliates, shall not be liable for any loss, injury, claim,

liability, or damage of any kind resulting in any way from (a) any errors in or omissions from our Website or Services, (b) any product liability issues to the extent that we are not involved with the manufacturer of the product(s) giving rise to liability, (c) the unavailability or interruption of our Website or Services, (d) your use of our Website our Content, (e) the content contained on our Website or Services, or (f) any delay or failure in performance of our Website and Services beyond our control.

IN NO EVENT WILL POWER SPELLING, INC OR ITS DIRECTORS, EMPLOYEES OR AGENTS BE LIABLE TO YOU OR ANY THIRD PERSON FOR ANY INDIRECT, CONSEQUENTIAL, EXEMPLARY, INCIDENTAL, SPECIAL OR PUNITIVE DAMAGES, INCLUDING FOR ANY LOST PROFITS OR LOST DATA ARISING FROM YOUR USE OF OUR WEBSITE, CONTENT, SERVICES, OR ANY RELATED SOFTWARE, ACCESSED THROUGH OR DOWNLOADED FROM OUR WEBSITE OR SERVICES, EVEN IF POWER SPELLING, INC IS AWARE OR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, POWER SPELLING, INC'S LIABILITY TO YOU FOR ANY CAUSE WHATSOEVER, AND REGARDLESS OF THE FORM OF THE ACTION, WILL AT ALL TIMES BE LIMITED TO THE AMOUNT PAID, IF ANY, BY YOU TO US FOR WEBSITE AND/OR SERVICES ACCESS DURING THE PREVIOUS MONTH OF YOUR MEMBERSHIP PRIOR TO THE EVENT GIVING RISE TO LIABILITY.

Member Conduct

Members may post their own content to our Website through our Services (Member Content). Members and Visitors understand that by using our Website or Service, they may be exposed to content that is offensive, indecent, or objectionable. We have no control over Member Content and do not in any way guarantee the quality, accuracy or integrity of such content. Power Spelling, Inc is not responsible for the monitoring or filtering of any Member content. Should any Member Content be found illegal, Power Spelling, Inc will submit all necessary information to the proper authorities.

If any Member Content is reported to Power Spelling, Inc as being offensive or inappropriate, we may ask the Member to retract or otherwise modify the questionable content within 24 hours of being notified by Power Spelling, Inc. Should the Member fail to meet such a request, Power Spelling, Inc has full authority to either restrict the Member’s ability to post Member Content OR to immediately terminate the membership of the Member, without further notification to the Member.

Without limiting the foregoing, we have sole discretion to remove any Member Content that violates this Agreement or is otherwise objectionable in our sole discretion.

Members are responsible for complying with all applicable federal and state laws for their content, including copyright and trademark laws. Members shall respect copyright and trademark laws.

You warrant that you will not use our Services to infringe the intellectual property rights of others in any way. In accordance with the DMCA and other applicable law, we have adopted a policy of terminating Members who we deem, in our sole discretion, to be infringers of other's intellectual property rights.

As a Member, you agree not to use our Services to do any of the following:

1. upload, post or otherwise transmit any Member Content that:
    1. Violates any local, state, federal, or international laws.
    2. Infringes on any patent, trademark, trade secret, copyright or other proprietary rights of any party.
    3. Harms, threatens, defames, promotes violence or illegal activities, or is otherwise vulgar, obscene, abusive, harassing, tortuous, libelous, invasive of another's privacy, hateful, or racially, ethically or otherwise objectionable.
    4. Links directly or indirectly to any materials to which you do not have a right to link.
    5. Contains any private information of any third party, including, without limitation, addresses, phone numbers, email addresses, Social Security numbers and credit card numbers.
    6. contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment, or to extract information from our Website or Services.

7. Contains any unsolicited or unauthorized advertising, solicitations, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of solicitation.
8. You do not have a right to transmit under any law (i.e. intellectual property laws) or under contractual or fiduciary relationships (i.e. non-disclosure Agreements).
9. In the sole judgment of Power Spelling, Inc, is objectionable or which restricts or inhibits any other person from using or enjoying our Website or Services, or which may expose Power Spelling, Inc, our affiliates, or our Users to any harm or liability of any type.

2. Use our Content to:
    1. Develop a competing website.
    2. Create compilations or derivative works as defined under United States copyright laws.
    3. Re-distribute it in any manner, including, but not limited to, sale, license, lease, rental, subscription, or any other distribution mechanism.
3. Decompile, disassemble or reverse engineer our Website, Services, and any related software.
4. Use our Website or Services in any manner that violates this Agreement or any local, state, federal, or international laws.

Use of Information

We reserve the right, and you authorize us, to the use and assignment of all of your information regarding your use of our Website and Services in any manner consistent with our Privacy Policy.

All remarks, suggestions, ideas, graphics, or other information communicated by you to us (collectively, “Submission”) is considered assigned to us and is as such considered our property. We will not be required to treat any Submission as confidential, and will not be liable for any ideas (including without limitation, product, service or advertising ideas) and will not incur any liability as a result of any similarities that may appear in our future products, services or operations.

Without limitation, we will have exclusive ownership of all present and future existing rights to the Submission of every kind and nature everywhere. We will be entitled to use the Submission for any commercial or other purpose whatsoever, without compensation to you or any other person sending the Submission. You acknowledge that you are responsible for whatever material you submit, and you, not us, have full responsibility for the message, including its legality, reliability, appropriateness, originality, and copyright.

Privacy Policy

Our Privacy Policy is considered part of this Agreement. You must review this Privacy Policy by clicking on this **link**.

Unlawful Activity

We reserve the right to investigate complaints or reported violations of this Agreement and to take any action we deem appropriate, including but not limited to reporting any suspected unlawful activity to law enforcement officials, regulators, or other third parties and disclosing any information necessary or appropriate to such persons or entities relating to your profile, email addresses, usage history, posted materials, IP addresses and traffic information.

Linking to Our Website

You may provide links to our Website, provided (a) that you do not remove or obscure, by framing or otherwise, any portion of our Website, (b) your website does not engage in illegal or pornographic activities, and (c) you discontinue providing links to our Website immediately upon request by us.

Links to Other Websites

Our Website may, from time to time, contain links to third party websites. These links are provided solely as a convenience to you. By linking to these websites, we do not create or have an affiliation with, or sponsor such third party websites. Inclusion of links for any website on our Website does not mean that we endorse, guarantee, warrant, or recommend the services, information, content and/or data of such third party websites. Power Spelling, Inc has no control over the legal documents and privacy practices of third party websites; as such, you access any such third party websites at your own risk.

Payments

You represent and warrant that if you are purchasing something from us that (i) any credit information you supply is true and complete, (ii) charges incurred by you will be honored by your bank or credit card company, (iii) you will pay the charges incurred by you at the posted prices, including any applicable taxes, and (iv) if your initial payment method is dishonored, you will still pay the charges incurred, including any surcharge we may incur due to such dishonored payment.

Refund and Return Policy

To the extent that you purchase any goods directly from us, we may refund you your purchase price within thirty (30) days of you notifying us in writing of your desire for the refund, together with the reason for the request.

Indemnification

You agree to indemnify, defend and hold us and our partners, agents, officers, directors, employees, subcontractors, successors, assigns, third party suppliers of information and documents, attorneys, advertisers, product and service providers, and affiliates harmless from any liability, loss, claim and expense, including reasonable attorney's fees, related to your violation of this Agreement or use of our Website or Services.

Arbitration

Any legal controversy or legal claim arising out of or relating to this Agreement and/or our Service, excluding legal action taken by us to collect or recover damages for, or obtain any injunction relating to, website operations, intellectual property, and our Service, shall be settled solely by binding arbitration in accordance with the commercial arbitration rules of the American Arbitration Association. Any such controversy or claim shall be arbitrated on an individual basis, and shall not be consolidated in any arbitration with any claim or controversy of any other party.

The arbitration shall be conducted in Oklahoma County, OK, and judgment on the arbitration award may be entered into any court having jurisdiction thereof. Either you or us may seek any interim or preliminary relief from a court of competent jurisdiction in Oklahoma County, OK necessary to protect the rights or property of you and us pending the completion of arbitration. Each party shall bear one-half of the arbitration fees and costs.

General Terms

This Agreement shall be treated as though it were executed and performed in Mooresville, NC, and shall be governed by and construed in accordance with the laws of the State of North Carolina without regard to conflict of law principles. In addition, you agree to submit to the personal jurisdiction and venue of such courts. Any cause of action by you with respect to our Website or Service must be instituted within one (1) year after the cause of action arose or be forever waived and barred. Should any part of this Agreement be held invalid or unenforceable, that portion shall be construed consistent with applicable law and the remaining portions shall remain in full force and effect. To the extent that any Content is in conflict or inconsistent with this Agreement, this Agreement shall take precedence. Our failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision nor of the right to enforce such provision. Our rights under this Agreement shall survive any termination of this Agreement.

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Renaissance
2911 Peach Street, Wisconsin Rapids, WI 54494-1905
PO Box 8036, Wisconsin Rapids, WI 54495
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Quote
Q-533425 v5

Deer Creak Public Schools - Intermediate School - 3237399

Primary Contact
Erin Frizzell
Email - erinfrizzell@dcsok.org
21175 N Macarthur Blvd
Edmond, OK 73012-9364

Billing Account
Deer Creak Public Schools - Intermediate School – 3237399
21175 N Macarthur Blvd
Edmond, OK 73012-9364

Quote Summary	
School Count: 1	
Renaissance Products & Services Total	$3,695.00
Estimated Sales Tax	$0.00
Shipping Cost	$0.00
Grand Total	**USD $3,695.00**

This quote includes: Flocabulary and Services.

By signing below, Customer:

- Acknowledges that the Person signing this Quote is authorized to do so on behalf of Customer.
- Agrees Customer's access to and use of the Products and Services referenced in the Quote (and any other quote issued to Customer during the Subscription Period) are subject to compliance with the Renaissance Terms of Service and License located at https://doc.renlearn.com/KMNet/R62416.pdf, incorporated herein by reference.
- Acknowledges and agrees that the applicable Data Protection Addendum and Privacy Notices located at https://docs.renaissance.com/R62068 are incorporated into this Agreement. Additional information about Renaissance's privacy and security is available at https://www.renaissance.com/privacy/.

To accept this offer and place an order, please sign and return this Quote.

Requested Invoice Date: 01-Sep-2026

Renaissance will issue an invoice for this Quote on the Requested Invoice Date indicated above. If Customer requires a purchase order, Customer agrees to provide the purchase order to Renaissance prior to the Requested Invoice Date. Customer agreed to pay the invoice within 30 days after the Requested Invoice Date.

Customer indicates that no Purchase Order is required, and that Billing Account information is correct.

Renaissance Learning, Inc.	Deer Creak Public Schools - Intermediate School
Ted Wolf	By:
Name: Ted Wolf	Name:
Title: Chief Financial Officer	Title:
Date: 31-Jul-2026	Date:

Please e-sign OR print, sign, and return this Quote to your Account Representative Erin Johnson at erin.johnson@renaissance.com. For any changes or additional information, please reach out by email or phone at . Thank you.

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Quote
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All quotes and orders are subject to availability of merchandise. This Quote is valid for 60 days from the date under Renaissance's signature. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ('TPT'). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply. Starting July 1, 2021 New Mexico requires sellers to collect tax on the state and local rate. This varies depending on the city and county.

Students can become their most amazing selves — only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom — transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

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Quote
Q-533425 v5

Quote Details

Deer Creak Public Schools - Intermediate School – 3237399

Products & Services	Quantity	Unit Price	Total
Flocabulary			
Implementation Phase 01-Sep-2026 – 30-Jun-2027			
Flocabulary Plus	1100	$2.95	$3,245.00
Quote Year Implementation Phase Subtotal			**$3,245.00**
Remote Training Services			
Implementation Phase 01-Sep-2026 – 30-Jun-2027			
60-minute Remote Session	1	$450.00	$450.00
Quote Year Implementation Phase Subtotal			**$450.00**
Deer Creak Public Schools - Intermediate School Total			**$3,695.00**

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Renaissance

Terms of Service and License

These Terms of Service state the binding legal terms and conditions between Customer and Vendor (as defined below; hereafter "Vendor") that govern the Products and Services that Customer has contracted to receive pursuant to the Sales Order or Quote provided to Customer by Vendor. Except to the extent Customer and Vendor have negotiated a separate signed Agreement, by signing a Sales Order or Quote, providing a Purchase Order to Vendor, making payment to Vendor in response to a Quote, or using the Products and Services, Customer expressly agrees these Terms of Service and License shall govern the use Products and Services.

1. **Definitions.** As used above and in these Terms of Service, capitalized words have the meaning set forth in Exhibit A or as otherwise expressly defined in these Terms of Service.

2. **License and Access to Products.**
   a. License. Subject to the terms and conditions set forth in these Terms of Service, Vendor grants Customer a limited, revocable, non-exclusive, non-transferable, non-sublicensable license during the Term solely to access and use the Products for educational assessment and practice functions. No other license, express or implied, is granted by these Terms of Service.
   b. Access and Use Limitations.
      i. Access and Use. Customer may access and use the Products during the period beginning on the first day of the Subscription Period and ending upon the earlier of, expiration of the Subscription Period or termination of the Agreement. Access may be restricted during Vendor's maintenance and updating of the Products.
      ii. Quantity. The Quote sets forth a quantity for each identified Product or Service. Customer agrees it will not exceed the quantities stated in the Quote without further written agreement by the parties, or except to the extent Customer pays for the Additional Quantities as described in Section 6(b), below.
      iii. Access and Use Restrictions. Customer shall not access or use the Products for any purpose beyond the limited license granted in these Terms of Service. Without limiting the foregoing, Customer shall not: (A) copy, modify, or create derivative works of the Products, in whole or in part; (B) rent, lease, lend, sell, sublicense, assign, distribute, publish, transfer, or otherwise make available the Products; (C) reverse engineer, disassemble, decompile, decode, adapt, or otherwise attempt to derive or gain access to the source code of the Products, in whole or in part; (D) use the Products or Content in any manner for (1) designing, developing, using, or deploying any software program or service including but not limited to any purpose related to the training, testing, validating or operating of any software or service incorporating a large language model, foundation model, deep machine learning, generative artificial intelligence, or any other algorithm, model, or process of a nature commonly referred to as artificial intelligence (collectively, "AI Tools"), (2) creating a tool to extract data from our content, (3) assimilating, assembling, or otherwise generating archived or cached data sets containing our content or providing such datasets to another person or entity, or (4) any data aggregation, analysis or mining purposes; (E) remove any proprietary notices from the Products; (F) allow anyone other than Customer or its Authorized Users to access or use the Products; (G) use the Products, including uploading any Customer Data, in any manner or for any purpose that infringes, misappropriates, or otherwise violates any Intellectual Property Rights or other right of any Person, or that violates any applicable law; (H) access or use the Products for any purpose not authorized under these Terms of Service; (I) share, transfer or sell Valid Login Information to anyone other than Authorized Users, and shall be responsible for any access to, or use of, the Products resulting from Customer's failure to safeguard Valid Login Information; or (J) allow multiple Persons to access or use the Products in a manner intended to avoid incurring fees. Customer agrees to promptly notify Vendor of any actual or suspected unauthorized access to or use of the Products, after which Vendor may then implement a Service Suspension.
      iv. Authorized Users. Customer may permit its Authorized Users to access and use the Products in the same manner and for the same purposes as Customer, as set forth in these Terms of Service. Customer shall be responsible and liable for all access to and use of the Products by any Authorized User and any other access to the Products permitted or enabled by Customer or an Authorized User.
      v. Suspension. Notwithstanding anything to the contrary in these Terms of Service, Vendor may suspend access and use for any portion or all of the Products by a Customer or Authorized User if Vendor determines in good faith that: (A) Customer or an Authorized User's access to or use of the Products and systems disrupts or poses a risk to the security or integrity of any of Vendor's Products or systems, or any of its customers or vendors; (B) Customer or an Authorized User are accessing or using the Products or systems for fraudulent or illegal activities; (C) any vendor or supplier of Vendor has suspended or terminated Vendor's access to or use of any third-party product or service necessary to the Products; or (D) Customer has not timely paid any Fees (any such suspension described in subclause (A), (B), (C), or (D) a "Service Suspension"). Vendor shall use reasonable efforts to provide written notice of any Service Suspension to Customer and to provide updates regarding resumption of access to the Products following any Service Suspension, which shall be in Vendor's sole discretion. Vendor shall use

reasonable efforts to resume providing access to the Products as soon as reasonably possible after the event giving rise to the Service Suspension is cured. Vendor will have no liability for any damages, liabilities, losses, or any other consequences of a Service Suspension.

vi. Customer Hardware, Other Software and Services. Vendor does not bear any responsibility or liability for any Third-Party Services and does not guarantee that any Third-Party Services will operate correctly or that they are compatible or interoperable with the Products.

vii. Product Updates, Modifications and Discontinuation. We may update the Products, modify content, provide new functionality, or otherwise change the design of any Product that does not materially impair Customer's usage of the Products. The performance of modifications may result in the temporary unavailability of the product. Vendor may discontinue a Freemium Product in its sole discretion and will provide advance written notice to applicable Customers.

viii. AI Features. Certain of Vendor's Products or Services may include AI Features, including AI Features that process Customer Data, prompts or other input ("AI Input") and deliver data analysis, recommendations, summaries, or other output ("AI Output"). The following additional terms apply to the AI Features:

(1) Vendor is authorized to use, analyze, and process AI Input and provide AI Output for purposes of providing the AI Features and associated Products and Services, provided that Vendor may not use Customer Data to train its AI models without Customer's further consent.

(2) Customer acknowledges and agrees that it bears sole responsibility for review and use of AI Outputs, including without limitation determining whether such use is permitted under applicable laws, regulations, and industry standards, or constitutes use for a high stakes purpose.

3. **State Education Agency Contracts**. To the extent Customer is a School or District purchasing or receiving access to Vendor Products pursuant to or in connection with a contract between Vendor and Customer's State Education Agency or Department of Education ("Agency"), the terms of the contract between Vendor and Customer's Agency are incorporated herein, including applicable data sharing requirements.

4. **Product Addendum(s)**. The applicable Product Addendum(s) found in 'Exhibit B - Product Addendum' shall apply to the extent Customer is accessing such Product(s) pursuant to this Agreement.

5. **Professional Learning and Training Services**. If contracted by Customer, Vendor shall provide the Professional Learning and Training Services identified in the Quote and/or any Statement of Work agreed to by the parties in writing. All Services identified in the Quote, or any applicable Statement of Work shall be governed by these Terms of Service, including the Additional Terms and Conditions set forth in Exhibit C.

6. **Payment Obligations.**
   a. Fees. Customer shall pay Vendor all amounts listed in the Quote ("Fees") within 30 days of invoice date. Customer may not withhold or setoff any amounts due under the Agreement. To the extent allowed by applicable law, Vendor may charge interest from the time payment was due until the time paid at the higher rate of (A) 1% per month compounded monthly, or (B) the highest rate allowed by law in Customer's state. Customer agrees that any of Vendor's Affiliates may provide the Products or Services, or issue invoices for amounts owed under any Quote or Sales Order governed by the Agreement. Amounts paid for Products and Services are not refundable, regardless of the extent they are utilized.
   b. Adjustment for Additional Quantity. Should Customer's use of the Services identified in the Quote and/or any Statement of Work exceed the quantity listed in the Quote, purchase order, Statement of Work, or otherwise, Customer shall be responsible for the payment of additional fees which shall be billed at the applicable rates set forth in the Quote and/or Statement of Work for such usage. Customer will be notified in writing of such additional fees and Customer shall pay for such usage pursuant to Section 6(a), herein.
   c. Taxes. Fees are exclusive of any taxes unless otherwise specified on the invoice as tax inclusive. Customer must pay any applicable value added, goods and services, sales, use, privilege, excise gross receipts, or other transaction taxes, duties, or similar amounts that are owed under this agreement and which Vendor is permitted to collect from Customer under applicable law unless Customer provides Vendor with a valid tax exemption certificate authorized by the appropriate taxing authority. Vendor is responsible for all taxes based on Vendor's net income.

7. **Term; Termination; Effect of Termination.**
   a. Term. The term of the Agreement starts on the earlier of (i) the date that the Customer signs the Quote or (ii) the first date of the Subscription Period and continues until the end of the last Subscription Period listed in the Quote (the "Term"), except as set forth in a further written agreement of the parties.

   b. Termination.

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i. Uncured Breach: Either party may terminate the Agreement upon written notice if the other party does not cure a material breach within 30 days of written notice of the breach from the other party describing the breach and stating the intent to terminate.

ii. Non-Payment: Vendor may terminate Customer's access to the Products and the Agreement if Customer fails to pay any amount due within 10 business days of written late notice from Vendor.

c. Effect of Expiration or Termination. Upon expiration or termination of the Agreement:

i. all rights and licenses to use and access the Products granted to Customer under the Agreement immediately terminate, and Customer shall cease all access to, and use of, the Products provided to Customer under the Agreement, except that (A) Customer may continue to access the Products for the limited purpose of retrieving Customer Data, during the period set forth in the Data Protection Addendum, and (B) Customer and Authorized Users may continue to access and use the free version of any Premium Hybrid Products that Customer had purchased, in Vendor's discretion, provided that these Terms of Service shall govern Customer's continuing access and use of the free version of any Premium Hybrid Products;

ii. Customer shall return or destroy, at Vendor's sole discretion, all Confidential Information of Vendor. Customer shall also be responsible for retrieving Customer Data from the Products, as described in the Data Protection Addendum.

iii. each party shall cease the use of the other party's Intellectual Property Rights; and

iv. Customer shall pay Vendor all amounts due under the Agreement upon the earlier of their due dates or 30 days after the effective date of termination.

d. Survival. Notwithstanding anything to the contrary in the Agreement, all accrued payment obligations under the Agreement, any remedies for breach of the Agreement, Sections 7, 8, 9, 10, 11 and 12, and any provisions that are required by law to survive, shall survive expiration or termination of the Agreement. Further, the Data Protection Addendum and the applicable provisions of these Terms of Service shall survive expiration or termination of the Agreement to the extent that the Data Protection Addendum provides Customer limited access to the Products for the purpose of retrieving Customer Data.

8. **Intellectual Property.** Notwithstanding the limited license granted under these Terms of Service,

a. No Transfer of Rights. As between Vendor and Customer, Vendor owns or has a license to all Intellectual Property Rights in or embodied by the Products, including any modifications or adaptations made for the benefit of Customer. Except for the license set forth in Section 2 above, neither Customer nor its Authorized Users will obtain, pursuant to or by virtue of these Terms of Service or their use or access to the Products or the Services, any Intellectual Property Rights in the Products or the Services.

b. Customer License to Vendor. Customer grants to Vendor and its Affiliates a worldwide, perpetual, irrevocable, royalty-free license to use, distribute, disclose, and make and incorporate into the Products any material, content, suggestion, enhancement request, recommendation, correction, or other information provided by Customer or its Authorized Users in connection with the Products or Services.

9. **Confidentiality.** Recipient may use Confidential Information provided to it by or on behalf of the other party (the "Disclosed Information") only as necessary to perform its obligations or exercise its rights pursuant to this Agreement. Recipient may not disclose the Disclosed Information to any other person or entity except its Affiliate, employee, director, shareholder, member, agent or contractor (each a "Recipient Representative") for purposes of performing Recipient's obligations or exercising Recipient's rights under this Agreement, shall require that each of its Recipient Representatives comply with all obligations of Recipient under this Section 9, and will be liable for any breach of this Section 9 by its Recipient Representative. Recipient shall treat the Disclosed Information with the same level of care that it holds its own Confidential Information. In addition to disclosure to Recipient Representatives as set forth above, Recipient may disclose Disclosed Information to the extent compelled by law, provided Recipient gives the other party prompt prior written notice of the compelled disclosure to the extent legally permitted to permit the other party to seek a protective order, and if disclosed to a government agency seek confidentiality protection if available under applicable laws and regulations. Recipient acquires no licenses or other rights to the Disclosed Information except as otherwise set forth in the Agreement. Notwithstanding anything to the contrary above, Customer PII is governed by the Data Protection Addendum and not this Section 9.

10. **Data.**

a. Customer PII and Data Protection Addendum. Vendor shall comply with its privacy and security obligations for Customer PII as set forth in the Data Protection Addendum, available at https://doc.renlearn.com/KMNet/R62068.pdf, incorporated herein.

b. Data Ownership and License. As between Vendor and Customer, Customer owns the Customer Data. Customer grants Vendor a non-exclusive, royalty-free, worldwide license to use the Customer Data throughout the Term to provide the Products and perform the Services under the Agreement, and as further described in the Data Protection Addendum. Customer is responsible for ensuring that it has, and will continue to have, the right to transfer, or provide access to, the Customer Data to Vendor to perform its obligations under this Agreement. As between Vendor and Customer, Vendor owns the Renaissance Data. Renaissance Data is not subject to the use or disclosure restrictions of this Agreement that apply to Customer Data.

c. Prohibited Data. Customer acknowledges and agrees that the Products are intended for academic, educational and assessment purposes. Customer shall not provide to Vendor any non-academic or non-educational related data such as social security numbers, protected health information, driver's license information, passport or visa numbers, credit card or other financial account numbers,

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and Vendor has no obligation to monitor for entry of such data. Customer will not: (i) use Customer Data that is subject to third party intellectual property or proprietary rights, including privacy and publicity rights, unless Customer is the owner of such rights or have permission from their rightful owner to post the material and to grant Vendor all of the license rights granted herein; (ii) use material that is unlawful, defamatory, libelous, threatening, pornographic, obscene, harassing, hateful, racially or ethnically offensive or encourages conduct that would be considered a criminal offense, violate any law or is otherwise inappropriate; or (iii) post advertisements or marketing content or solicitations of business, or any material of a commercial nature.

11. Indemnification.
    a. Vendor Indemnification. Vendor shall defend and indemnify Customer and its directors, officers, shareholders, members, employees, agents and representatives against any third-party Claim (including reasonable attorneys' fees) alleging that Customer's use of the Products or Services infringes Intellectual Property Rights, except that Vendor is not responsible for any third-party Claim arising from: (i) modification of Products or Services by, or directed by, Customer, an Authorized User, or a Person who gained access to the Products or Services through the act or omission of Customer or an Authorized User; (ii) any Third-Party Service; or (iii) Customer's use of the Products or Services in violation of or for purposes not contemplated by the Agreement. If Vendor has reason to believe that any of its Products or Services may infringe a third party's Intellectual Property Rights, Vendor may, at its sole expense and option: (i) negotiate a license for Customer's continued access to and use of the Products or Services; (ii) replace or modify the Products or Services with non-infringing Products; or (iii) terminate Customer's access to the Products or Services. The indemnity provided in this Section shall be Customer's sole and exclusive remedy regarding third-party Claims arising from infringement of Intellectual Property Rights.
    b. Customer Indemnification. To the extent permitted by law, Customer shall defend and indemnify Vendor, its Affiliates, and the directors, officers, shareholders, members employees, agents and representatives of each of the foregoing, against all Claims (including reasonable attorneys' fees) brought against or incurred by Vendor: (i) alleging that the combination of a Third-Party Service or configuration provided by Customer when used with the Products, infringes or misappropriates a third party's Intellectual Property Rights, or arising from (ii) Customer's use of the Products in an unlawful manner or in violation of the Agreement, (iii) Customer's use of a Third-Party Service (iv) any breach of Customer's obligations under the Agreement; or (v) the negligence or intentional misconduct of Customer or its Authorized Users, employees contractors, agents or representatives.
    c. Indemnification Procedure. As a condition of the defense and indemnification obligations under Section 11.a or 11.b (as applicable), each party agrees to: (i) promptly notify the other in writing of any third-party Claim for which a party seeks defense or indemnification under these Terms of Service; (ii) provide the defending or indemnifying party sole control of the defense of the Claim; (iii) cooperate at the defending or indemnifying party's expense with reasonable requests in support of the defense Claim; and (iv) refrain from agreeing to or acknowledging liability for the Claim.

12. Warranties and Liabilities.
    a. WARRANTIES. VENDOR PROVIDES THE PRODUCTS AND SERVICES "AS IS". VENDOR MAKES NO WARRANTY OR OTHER PROMISE THAT THE PRODUCTS AND SERVICES, INCLUDING BUT NOT LIMITED TO ANY AI FEATURE, WILL BE UNINTERRUPTED, SECURE, OR ERROR FREE OR ACHIEVE A PARTICULAR RESULT OR OUTCOME, OR THAT POSSIBLE DEFECTS WILL BE CORRECTED. VENDOR SPECIFICALLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, EXPRESS, IMPLIED, OR STATUTORY, REGARDING THE PRODUCTS OR SERVICES, INCLUDING WITHOUT LIMITATION TO ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, GUARANTEED OUTCOME, RESULT OR SUCCESS, OR NON-INFRINGEMENT OR TITLE, OR ANY WARRANTY OR PROMISE ARISING FROM COURSE OF DEALING, USAGE OR PERFORMANCE.
    b. CONSEQUENTIAL, SPECIAL AND SIMILAR DAMAGES. IN NO EVENT WILL EITHER PARTY OR ITS AFFILIATES HAVE ANY LIABILITY ARISING OUT OF OR RELATED TO THE AGREEMENT FOR ANY LOST PROFITS, REVENUES, GOODWILL, OR INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, COVER, BUSINESS INTERRUPTION OR PUNITIVE DAMAGES, WHETHER AN ACTION IS IN CONTRACT OR TORT AND REGARDLESS OF THE THEORY OF LIABILITY EXCEPT AS TO DAMAGES INDEMNIFIED UNDER SECTION 11, EVEN IF A PARTY OR ITS AFFILIATES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR IF A PARTY'S OR ITS AFFILIATES' REMEDY OTHERWISE FAILS OF ITS ESSENTIAL PURPOSE. THE FOREGOING DISCLAIMER WILL NOT APPLY TO THE EXTENT PROHIBITED BY LAW.
    c. OTHER LIMITS. VENDOR'S LIABILITY UNDER THESE TERMS OF SERVICE: (I) WILL BE LIMITED TO DIRECT DAMAGES, AND DOES NOT INCLUDE ANY INDIRECT, CONSEQUENTIAL, SPECIAL, EXEMPLARY, PUNITIVE OR SIMILAR DAMAGES; AND (II) WILL NOT EXCEED THE LESSER OF (A) THE FEES, OR (B) $100,000 AND (C) WITH RESPECT TO SERVICES OR DELIVERABLES, WILL BE LIMITED TO CORRECTION OF SUCH SERVICES OR DELIVERABLES. IF CORRECTION IS IMPRACTICAL, VENDOR WILL REFUND THE FEES RELATED TO NON-CORRECTABLE SERVICES OR DELIVERABLES ON A PRO RATA BASIS.

13. Miscellaneous.
    a. Compliance with Applicable Laws. Vendor shall comply with the laws governing it as a provider of the Products and Services. Customer shall comply with the laws governing it as an educational organization or entity or its usage of the Products and Services. To the extent a law is enacted during the Term that substantially changes the obligations of Vendor as a provider of the Products and

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Services, Vendor may not be able to perform some or all its obligations under the Agreement and will be entitled to terminate said obligations upon written notice to Customer.

b. Entire Agreement. The Agreement, notwithstanding anything supplementary or to the contrary in any purchase order or other document provided by Customer, constitutes the entire agreement between the parties with respect to its subject matter and supersedes all other agreements or communications, whether written or oral. Any amendments or other changes to the Agreement must be made in writing and signed by both parties.

c. Severability. If a provision of these Terms of Service is held to be invalid or unenforceable, the remaining provisions shall continue to be valid and enforceable as if such provision had not been set forth in these Terms of Service. Both parties agree to substitute a valid provision most closely approximating the intent of the severed provision.

d. Waiver. No waiver by a party of a right or obligation under the Agreement is binding unless it is stated in writing to the other party. Failure of a party to enforce a breach of an obligation of another party under the Agreement does not limit that party's right to enforce a subsequent or different breach of that obligation.

e. Dispute Resolution. Before prosecuting a Claim, the party asserting the Claim must provide the other party written notice of the Claim and not file a Claim until 60 days after that notice is delivered. During those 60 days, the parties each shall make a good faith effort to resolve the dispute. This sub-Section does not apply to or limit either party's right to seek equitable relief, or Vendor's right to suspend or terminate Customer's access to or use of the Products under these Terms of Service.

f. Limitation of Action. To the extent permitted by applicable law, any Claim by Customer must be brought within two years after the cause of action arose or such shorter period of time as required by applicable law.

g. Governing Law. For United States-based Customers, the Agreement and all disputes or Claims arising under them are governed and shall be decided under the laws of the state, commonwealth or territory in which Customer resides based on the address set forth in the Quote, without regard to that state's, commonwealth's or territory's choice of law rules. For Customers based outside of the United States, all disputes or Claims arising under the Agreement shall be governed and decided under the laws of the State of Delaware.

h. Notices. Notices under the Agreement shall be in writing and shall be deemed effective when delivered to the addresses set forth in the Quote (i) in-person, (ii) via the USPS, certified or registered mail, (iii) via reputable courier, addressed to the addresses set forth in the Quote, or (iv) via e-mail, in the case of notice to Vendor at legal@renaissance.com and in the case of notice to Customer, to Vendor's e-mail address of record for Customer, or other administrator.

i. Assignment. The Agreement may be assigned only with the prior written consent of the other party which shall not be unreasonably withheld or delayed, except that Vendor reserves the right to assign the Agreement without restriction, following commercially reasonable notice to Customer prior to such an assignment, to an Affiliate or in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its or an Affiliate's assets. Upon valid transfer, the Agreement inures to the benefit of, and binds, the successors and assigns of the parties. Any assignment in violation of this Section is invalid.

j. Relationship of the Parties. The parties are independent contractors, having no other business affiliation. Neither party may assume or create any obligation or make any representation or warranty on behalf of the other party. There are no third-party beneficiaries to the Agreement.

k. Anti-Corruption. Customer represents that it has not received or been offered any bribe, kickback or payment, or any gift or thing of value from Vendor or its employees or agents that violates any law or policy applicable to Customer. Both parties agree to comply with all anti-corruption laws applicable to it.

l. Duplicates. The Agreement may be signed separately by the parties and the signature pages combined to create an original. Authorized electronic signatures are valid. Digitized copies of an original copy of the Agreement shall be treated as an original for all purposes.

m. Compliance with Export and Sanction Laws and Regulations. The Products and Services may be subject to export laws and regulations of the United States and other jurisdictions. Vendor and Customer each represent that it is not on any U.S. government denied-party list. Customer shall not permit Authorized User access to any Products or Services in violation of any U.S. export or sanction law or regulation.

n. Authorization. The signatory for each party represents and warrants that it is duly authorized to enter into the Agreement.

o. Equitable Rights. Each party acknowledges that a breach or threatened breach of Section 8 (Intellectual Property) or Section 9 (Confidentiality) may cause the non-breaching party irreparable damage, entitling it to seek equitable relief, in addition to any other remedy.

p. Force Majeure. Except for the obligation to make payments, neither party will be liable for any failure or delay in its performance under the Agreement due to any cause beyond its reasonable control, including, without limitation, acts of war or terrorism, acts of God, earthquake, flood, pandemic, embargo, labor shortage, governmental act or failure of the Internet (not resulting from the actions or inactions of Vendor); provided that the delayed party (i) gives the other party prompt notice of such cause, (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance, and (iii) will; not be considered in breach during the duration of the Force Majeure Event. In the event a Force Majeure Event continues for a period of 90 calendar days, either party may elect to terminate the Agreement upon notice to the other party.

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EXHIBIT A

Definitions

"Affiliate" means any entity controlling, controlled by or under common control with that entity. For the purposes of this definition, "control" means the possession, directly or indirectly, of the power to direct the management and policies of an entity through the ownership of voting securities or other equity.

"Agreement" means these Terms of Service together with any Quote or Statement of Work agreed to by the parties to which these Terms of Service are attached or into which these Terms of Service are incorporated by reference, together with any amendments, modifications, or renewals of such Quote or Statement of Work agreed by the parties in writing.

"AI Features" means artificial intelligence, either developed by Renaissance or third parties, that are incorporated into the Products and/or Services. Please review the links for descriptions of the current AI Features available in our Renaissance Intelligence product, and other Vendor products, and check back often for updated AI Features.

"Authorized User" means Customer's faculty, staff, administrators, teachers, and students accounted for in the Quote and, if applicable, the parents or legal guardians of those students, in each case who are authorized by Customer to access and use the Products under the strictly limited rights granted to Customer pursuant to the Agreement.

"Claim" means any lawsuit, administrative proceeding, arbitration, or other legal claim for relief.

"Confidential Information" means all technical and non-technical information, including without limitation patent, copyright, trade secret, and proprietary information, techniques, sketches, drawings, models, inventions, know-how, processes, apparatus, equipment, software programs and software source documents related to the current, future and proposed products and services of each of the parties, and includes without limitation, each party's respective information concerning research, experimental work, development, design details and specifications, engineering, financial information, business forecasts and marketing plans and information. Confidential Information does not include any information that (i) is or becomes generally known to the public without breach of any obligation owed to the disclosing party, (ii) was known to the receiving party prior to its disclosure by the disclosing party without breach of any obligation owed to the disclosing party, (iii) is received from a third party without knowledge of any breach of any obligation owed to the disclosing party, or (iv) was independently developed by the receiving party.

"Content" means all types of information including, without limitation, books, articles, recordings, documentation, photographs, graphics, video, databases or any other compilations rendered available by Vendor or accessible through the Products, as well as all related Intellectual Property Rights. For the avoidance of doubt, Content includes all original expressions in any media, as well as any derivations of such original expressions.

"Customer" means the school, school district, educational institution or other organization that signed the Quote.

"Customer Data" means: (i) data provided by the Customer in connection with the Products, including educational material; and (ii) data generated by Authorized Users' use of the Products that is associated with an individual person. The categories of data collected by Products are described in the Categories of Data Collected by Product available at https://docs.renaissance.com/R62941. For the avoidance of doubt, Customer Data does not include Deidentified Data or system performance, transactional, or other similar statistics or analytics.

"Data Protection Addendum" means the Exhibit D, Data Protection Addendum available at https://docs.renaissance.com/R62068 and incorporated herein, and applicable to PII based on the location of the applicable individual as set forth in the Data Protection Addendum.

"Deidentified Data" means Customer Data that has had any PII removed to such a degree that there is no reasonable basis to believe that the remaining data can be used to identify an individual.

"Deliverables" means any work product or materials to be developed or delivered by Vendor in connection with the Products or Services, as well as all related Intellectual Property Rights.

"Intellectual Property Rights" means patents, patent rights, patent applications, and continuing (continuation, divisional, or continuation-in-part) applications, re-issues, extensions, renewals, and re-examinations of patents; registered and unregistered trademarks and service marks, trademark and service mark rights, trade names, and domain names; registered and unregistered copyrights; trade secrets and inventions, whether patentable or unpatentable; all other intellectual, industrial, or proprietary rights as now existing or that come into existence; and pending applications for and registrations of any of the foregoing; whether arising under the laws of the United States or laws of any other state, country, or jurisdiction in the world.

"Person" means a person, entity or organization.

"Personally Identifiable Information or PII" is defined in the Data Protection Addendum.

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"Premium Hybrid Products" means the paid and free versions of the educational online software products (including, without limitation, all related Intellectual Property Rights, Deliverables and Content) including but not limited to Nearpod, Flocabulary, Freckle, and Lalilo, access to which is being provided to Customer under the Agreement.

"Products" means the Premium Hybrid Products and other educational online software products identified in the Quote (including, without limitation, all related Intellectual Property Rights, Deliverables and Content) distributed by Vendor or one of its Affiliates.

"Quote" means that certain document identified as a sales quote, or Sales Order, provided by Vendor to Customer, setting forth certain Products or Services to be obtained by Customer from Vendor for a specified Subscription Period, as well as such other business terms to which the parties agree to be bound. These Terms of Services are incorporated into each Vendor Quote or Sales Order.

"Recipient" means a party or its Affiliate that receives Confidential Information of the other party.

"Renaissance Data" means the Deidentified Data and the performance, system and operational data created by Vendor.

"Sales Order" means that certain document identified as a sales order or quote summary and shall have the same meaning as Quote.

"Services" means those professional services identified in the Quote and any other professional, technical or support services that Vendor provides to Customer as set forth in a Quote or Statement of Work.

"Service Suspension" means the term as described in Section 2(b)(v).

"Subscription Period" means the time during which Customer's Authorized User are authorized under the Agreement to access the Products. The Subscription Period starts and ends on the dates proscribed in the Quote, unless the Agreement is terminated early by either party; then, the Subscription Period ends on the date of termination.

"Term" means the term as described in Section 7(a).

"Terms of Service" means this Terms of Service and License document and all of the exhibits to it, each of which is incorporated and made part of the Terms of Service.

"Third-Party Services" means hardware, software, network or internet bandwidth, content, data or services not provided by Vendor.

"Valid Login Information" means usernames and passwords or other credentials that Customers or Authorized Users use to access the Products.

"Vendor" means Renaissance Learning, Inc., or the applicable Vendor Affiliate identified on the Quote or Sales Order.

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Exhibit B – Product Addenda

Nearpod Platform ("Platform") Product Addendum

A. Additional Definitions

"Admin User" means a Platform User who has administrator access to the Platform for an Institution.

"Educator User" means a single, named, person of legal age who can enter into a contract in the state or country in which the User resides and in no case, is under the age of 18, and who is an instructor or school administrator who has an end-user account to use the Product and is not a student.

"Institution" is defined as: a licensed school, district, college, university or other education institution or education agency, whether public or private, that adopts or uses the Platform.

"Student Users" means those Platform users who participate in the participant portion of the Product by entering a code provided by the Educator User and accessing the lesson materials or only obtain access to a Student Account (available only in School or District License Editions) if the administrator on that account enables the Product the ability to do so.

B. Accounts and Passwords

1. Educator Accounts. Vendor has two types of accounts: individual Educator Accounts (e.g., Silver, Gold, or Platinum) or Institution accounts (e.g. School or District) as more particularly described below. This Addendum applies only to Institution Accounts. Individual Educator Accounts are governed by the Terms which the Individual agreed to upon creation of their account. All accounts are meant for Educator Users. Students Users do not need accounts to access the Product; however, administrators of Institution accounts will have the option to enable the Student Account feature (as more particularly explained below). Additionally, Vendor offers non-education related accounts for enterprise customers. Vendor reserves the right to change, add, or remove the types of accounts offered and/or how they're named at any time. Children under the age of eighteen are not eligible to purchase access to the Platform or register for an educator account.

2. School or District Accounts. School or District accounts are available to elementary and secondary educational Institutions or school districts to be used exclusively by the purchasing Institution, its employees, and its students. A school or district will be given access for the number of Admin Users and Educator User licenses purchased for its educators and administrators. Each license must be assigned to an individual teacher within the purchasing school or district using their school provided email address. Shared access to a license by more than one individual, including the use of a shared email address such as is not permissible use and a violation of these Terms.

3. Higher Education Accounts. Higher Education Licenses are available to Institutions of higher education to be used exclusively by the purchasing Institutions' employees and its students. A higher education Institution will be given access for the number of Admin User and Educator User licenses purchased for its educators and administrators. Each license must be assigned to an individual teacher within the purchasing school using their Institution-provided email address. Shared access to a license by more than one individual, including the use of a shared email address such as is not permissible use and a violation of these Terms.

4. Enterprise Platform Licenses. Enterprise Licenses are available to companies to be used exclusively by the purchasing company's Student Users. A company will be given access for the number of licenses purchased for its Admin Users and Educator Users. Each license must be assigned to an individual user within the purchasing company using their company-provided email address. Shared access to a license by more than one individual, including the use of a shared email address such as is not permissible use and a violation of these Terms.

5. Student User Accounts. Admin Users of an Institution Account shall have the ability to opt-in to this feature. The default of this feature shall be an opt-out. Should an Admin User opt-out of Student Accounts, then Student Users will be able to continue use of the Product through the participation portion of the platform by entering a "join" code.

6. Data Retention During Subscription Period: All Post Session Reports will be maintained during the Term of the Agreement. Customer will immediately lose access to all Post Session Reports at end of Term. Customer must download Post Session Reports before the end of Term. Vendor will delete Post Session Reports three months after Expiration or Termination of the Agreement.

C. Boardworks Program on the Nearpod Platform. To the extent Customer subscribes solely to the Boardworks Program through the Nearpod Platform, as indicated on the Quote or Sales Order, Customer will receive access to the Boardworks Program only and will not

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receive access to Nearpod Premium Content. Certain functionality and features of the Platform were designed for the Nearpod Content and may not be available for the Boardworks Program.

D. Third Party Links. Additionally, the Product may provide users with access to third-party services through API's or content via links to third-party providers. You acknowledge and agree that Vendor is not responsible and shall have no liability for such third-party sites and services, products or services made available through them, or your use of or interaction with them. Whether the third-party content appears within the Product (such as in an embedded video player, including but not limited to YouTube), or Customer or User leaves the Product to view the third party linked content on another website, the third party is in control of and independently produces, maintains, and monitors the content and third-party sites. Customer should review the policies of these third-party sites regarding the collection and use of Customer information as their policies may differ from Vendors. Vendor does not accept any responsibility or liability for the privacy practices of third parties.

E. YouTube: When Customer or its users watch third-party content made available through the Product or navigate to third party sites, such as YouTube, Customer is subject to the third party's terms of use and privacy policies. Customer expressly agrees to be bound by the YouTube Terms of Service available at: https://www.youtube.com/t/terms.

F. Google: When Customer or its users access Google applications or content through the Product, Customer is subject to the Google Terms of Use available at: https://policies.google.com/terms?hl=en-US and the Google Privacy Policy available at: https://policies.google.com/privacy?hl=en-US. Nearpod does not sell Google user data to third parties and will only use Google user data for the purposes of providing the Services to you. Nearpod does not transfer Google user data to third parties for reasons other than providing or improving the Nearpod services.

G. Authorized Use of Open Communication Tools. Vendor may provide various open communication tools as part of the Product for Educator Users, such as blog comments, blog posts, chat forums, or message boards. By posting information or otherwise using any open communication tools as mentioned, Customer agrees that Customer will not upload, post, share, or otherwise distribute any content that: (i) is illegal, threatening, defamatory, harassing, degrading, intimidating, fraudulent, racist, and pornographic or contains any type of inappropriate or explicit language; (ii) infringes any trademark, copyright, trade secret, or other proprietary right of any party; (iii) attempts any type of unauthorized advertising; or (iv) violates any applicable law or regulation.

Flocabulary Product Addendum

General Terms

a. Only school staff and parents or guardians may purchase access to the Product. Children under the age of eighteen are not eligible to purchase access to the Product or register for an educator account.
b. School staff may invite students to participate in Product directly through individual accounts under certain plans, more fully described at: www.flocabulary.com/plans.
c. Free Trials: Free trials are not available to anyone under the age of 18. Individuals may only register for the Free Trial Offer one time per year, for a thirty-day trial period. Representatives of schools and districts may request one or more free trial periods as needed to evaluate the Product, which will be granted in Vendor's sole discretion. By registering for a free trial, Customer consents to Vendor contacting Customer to follow up on Customer's experience with the Product and potential purchase of a paid license.

Boardworks Platform - Product Addendum

Annual Tech and Maintenance Fee: Existing users of the Boardworks Product on the Boardworks Platform will receive continued access upon payment of the annual maintenance fee, as set forth in the Quote or Sales Order. Customer shall receive access to the Product on the Boardworks Platform for one year, subject to the terms of the Terms of Use and License.

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EXHIBIT C

Additional Terms and Conditions – Professional Learning Services (as applicable)

To the extent Customer has ordered Professional Learning Services as part of the Quote, Customer agrees to the following additional terms for any Professional Learning or Training Services ("Training") made available to it either remotely or on-site:

A. Required Facility and Infrastructure: Customer will provide facilities for use by its remote attendees, as well as any on-site Training, that are conducive to adult learning, including, without limitation, a computer, broadband Internet connection and two-way sound for each of Customer's participants.

B. Scheduling Training: Customer will request dates for onsite Training at least four (4) weeks in advance and at least ten to fourteen (10-14) business days in advance for remote sessions. Customer will receive a planning questionnaire at the time of scheduling, and Customer shall promptly return its response to the questionnaire to allow Renaissance to confirm the requested dates. Renaissance may be unable to schedule Training for certain of its products if Customer has not completed required System Management Workshops prior to the Training.

C. Reserving Training Dates: The Quote or Agreement for the Training must be fully executed between the parties before Vendor will reserve or schedule Customer's requested Training sessions.

D. On-Site Training Pre-Planning Meeting: To the extent Customer has requested on-site Training, Customer must participate in a pre-planning virtual meeting with Vendor at least four weeks in advance of the scheduled on-site Training. The preplanning activity allows Vendor to tailor the Training content to the specific needs of the participants. Vendor will focus the Training on learning outcomes agreed to during the pre-planning meeting. Vendor will also strive to adapt the Training to meet needs raised at the Training.

E. Rescheduling Training: In the event Customer experiences any scheduling issues which necessitate the rescheduling of a Training session, Customer shall notify Vendor immediately. Vendor will work with Customer to reschedule Training sessions which are cancelled with more than forty-eight (48) hours advance notice. In the event Customer fails to request cancellation and does not appear for the scheduling Training, or requests cancellation of a scheduled Training with less than forty-eight (48) hours' advance notice to Vendor, Customer shall pay a Cancellation Fee which is equal to the price of the cancelled Training session(s) to cover the expenses incurred. The Cancellation fee covers the expenses and costs incurred by Vendor for the Training. To the extent a force majeure event has occurred which necessitated the Training with less than forty-eight (48) hours-notice, Customer shall inform Renaissance as soon as possible of the force majeure event.

F. Training Utilization Period: Customer will schedule all Training to occur within the Subscription Period memorialized in the corresponding Quote. To the extent that Customer fails to utilize all Services during the Subscription Period, Customer will incur a Cancellation Fee equal to the price of the remaining Services to cover the costs already incurred by Vendor during the Subscription Period, unless otherwise agreed by Vendor.

G. Vendor Training Providers: Vendor may utilize the services of its contracted Consultants to provide the Training. Vendor remains liable for all actions of its Consultants in providing the Training, and Vendor contracts with Consultants will include terms which require Consultant to comply with the terms of this Agreement.

H. Audio and Video Tools and Copyrights: Vendor will provide the Training using its selected digital tools, including a video call platform which has been selected for delivering remote professional learning. Customer may not record video or audio of the Training without prior written consent from Vendor. The Training materials are protected by copyright law, and Customer is not permitted to copy or share the Vendor Training Materials with any other Schools, Districts, or third party.

I. Participation Limits: The pricing provided for a Training session is based on attendance for remote and on-site Training sessions which include one Renaissance trainer and Customer is capped at thirty (30) participants. To the extent Customer requests more than thirty (30) participants attend a Training, Customer will notify Vendor no less than ten days in advance of the scheduled remote Training, and no less than thirty (30) days in advance of an onsite Training, which will allow Renaissance to secure additional staff. If Customer does not provide notice and additional participants attend a Training, any remaining Training hours on the Customer's contract will be allocated to cover the additional participant. To the extent Customer has no remaining allocated Training hours, Vendor may invoice Customer a prorated additional fee for Training provided to an excess of thirty (30) participants.

J. Alternative Services: In the event Customer would like to utilize Training hours for alternate services, Customer may notify Vendor, and the parties may mutually memorialize an alternate Training plan via a written amendment.

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Renaissance

See Every Student.

EXHIBIT D

Data Protection Addendum

1.0 United States. With respect to Authorized Users in the United States, the following provisions shall apply:

1.1 Definitions

As used in this Data Protection Addendum, Capitalized words have the meaning set forth in Exhibit A of the Terms of Service or as otherwise expressly defined in this Data Protection Addendum. The following terms have the meanings set forth below for purposes of this Data Protection Addendum.

"Data Protection Legislation" means applicable federal, state, local, and municipal laws and regulations in the United States that relate to the privacy, data protection or data security of Customer Personally Identifiable Information, including but not limited to, and to the extent applicable, the Children's Online Privacy Protection Act, 15 U.S.C. § 6501, et seq., and its implementing regulations, 16 C.F.R. Part 312 (together, "COPPA") and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulations, 34 C.F.R. Part 99 (together, "FERPA").

"Personally Identifiable Information" or "PII" means information about an Authorized User that can be used on its own or with other information to identify, contact, or locate a single individual that is provided to Renaissance in connection with providing the Products to the Customer including, but not limited to, the following

- Any information that can be used to identify an individual, such as full name and date of birth;
- Any other information that is linked to an individual such as educational information.

For the avoidance of doubt, PII is a subset of Customer Data.

"Process, Processes, Processing" shall have the same meaning as set out in the applicable Data Protection Legislation or if no such meaning or concept exists, it shall be the means by which Renaissance collects, uses, stores, discloses, or transfers Customer PII.

1.2 Compliance with Laws. Each Party shall comply with all Data Protection Legislation applicable to it in its respective Processing of Customer PII under the Agreement.

1.3 Notices and Consents. Customer shall provide all notices and obtain all such consents required under applicable Data Protection Legislation from the Authorized Users (or such Authorized User's parent or guardian, as applicable) (a) to allow Renaissance to Process the Customer PII and as otherwise described in the Agreement and (b) for Renaissance to Process the Customer PII as described herein and in the Notice of Renaissance's Practices Relating to Children's Online Privacy located here (collectively, the "Notices and Consents"). Customer represents and warrants that it has obtained and will maintain the Notices and Consents for all Authorized Users through the entire term of the Agreement.

1.4 Details of Processing. Renaissance's Notice of Renaissance's Practices Relating to Children's Online Privacy located here sets out certain information regarding Renaissance's Processing of CustomerPII of children under 13. For the purposes of this DPA, the Processing activities described in Renaissance's Notice of Renaissance's Practices Relating to Children's Online Privacy also apply to Customer PII from Authorized Users of all ages. Customer acknowledges and agrees that Renaissance's Notice of Renaissance's Practices Relating to Children's Online Privacy, including the Categories of Data Collected by Products available here is subject to change from time to time to remain current Renaissance will not make material changes to the Notice of Renaissance's Practices Relating to Children's Online Privacy without prior notice to Customer.

1.5 Renaissance Obligations.

a. Renaissance shall implement, maintain, and use reasonable technical and organizational measures that are designed to preserve the confidentiality and availability of all Customer PII Processed by Renaissance via the Products. Renaissance's technical and organizational measures, as set forth in Renaissance's Information Security Overview, are available upon request. Customer has reviewed such measures and agrees that the measures are appropriate taking into account the state of the art, the costs of implementation, nature, scope, context and purposes of processing Customer PII hereunder.

b. Renaissance shall take reasonable steps to ensure the reliability and integrity of any employees who have access to the Customer PII and ensure that employees are under a duty of confidentiality with respect to their Processing of the Customer PII.

c. Renaissance engages certain third-party entities to Process the Customer Data on Renaissance's behalf ("Sub-processors"). Renaissance shall enter into a written contract with each Sub-processor containing terms that offer substantially similar levels of data protection obligations and protection for Customer PII as those set out in this Section. Renaissance shall be liable for all acts and omissions of any Sub- processor to the extent Renaissance would be if they were Renaissance's acts or omissions. Customer consents to Renaissance engaging the Sub-processors for the purposes set forth in the Agreement Customer acknowledges and agrees that the list of Sub-processors available here may be updated from time to time. Renaissance shall make reasonable effort to inform Customer of any changes to the Sub-processors by posting updates on its privacy hub available here.

d. If Renaissance becomes aware of a confirmed breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to the Customer PII (a "Security Incident"), Renaissance shall inform Customer, within a reasonable amount of time, taking into account the timescales required by Data Protection Legislation, with respect to the Security Incident Renaissance will provide reasonable information, cooperation, and updates of material developments to enable Customer to fulfill any data breach reporting obligations it may have under Data Protection Legislation. However, Renaissance's provision of information and cooperation shall be at Customer's cost and expense to the extent any Security Incidents were caused by Customer or its Authorized Users. Renaissance may take such other measures as it deems appropriate to mitigate the effects of the Security Incident.

1.6 Data Subject Inquiries. Customer shall be solely responsible for responding to and fulfilling any inquiries from Authorized Users and other data subjects (collectively, "Data Subjects") regarding their PII in connection with the Processing under this Agreement, including any requests to exercise their rights under applicable Data Protection Legislation, and Customer shall handle all Data Subject's inquiries in accordance with applicable Data Protection Legislation. Customer understands that Renaissance is not required to take any action in response to any requests from Data Subjects except to notify such Data Subjects to contact Customer. Authorized Users may review, obtain a copy of, and amend their own PII by contacting the Customer and following the Customer's procedures for amending PII. To the extent the Customer cannot obtain a copy of, delete, or amend the Customer PII directly within the Product, the Customer may contact Renaissance and Renaissance will provide a copy of, delete, or amend such Data Subject's PII in accordance with Customer's instructions. To the extent Customer is unable to directly service the Data Subject's request via functionality within the Products, and to the extent legally permitted, Customer shall be responsible for reasonable costs arising out of Renaissance's provision of assistance with Customer's Data Subject request Customer shall indemnify, defend, and hold harmless Renaissance and its affiliates, subsidiaries, successors and assigns (and the officers, directors, employees, sublicensees, customers, and agents of Renaissance and its affiliates, subsidiaries, successors, and assigns), from and against any and all losses, demands, liabilities, damages, fines, settlements, expenses, and costs (including without limitation reasonable attorneys' fees and costs), arising from, in connection with, Renaissance complying with Customer's instructions under this Agreement.

1.7 Authorized Disclosure of Customer PII.

a. At the request of Customer, Customer acknowledges and agrees that Renaissance may provide Customer PII, to Third-Party Services or other entities to whom Customer requests Renaissance to provide Customer PII (e.g., State Board of Education). Customer shall make such a request to disclose Customer PII either (i) in writing; or (ii) via the Administrator Account (to the extent the functionality exists within the Product) by enabling the data sharing feature from within the Products (each an "Authorization"). Customer acknowledges and agrees that each Authorization will result in Customer electing, in its sole discretion, to transfer the Customer PII to the recipients that Customer selects ('Third-Party Services Recipients").

b. Customer warrants that an individual assigned to the Administrator Account shall be an individual or individuals elected by Customer to have sufficient authority to authorize the transfer of Customer PII to the Third-Party Services Recipients on behalf of the Customer.

c. Customer acknowledges that Customer Data may contain PII and may be subject to Data Protection Legislation. Customer will hold Renaissance harmless, and not liable in any way for disclosure of PII to the Third-Party Services Recipients under the terms of the Agreement

d. Renaissance makes no warranty (a) that the use of the Customer PII by the Recipient is valid and in compliance with all applicable Data Protection Legislation and Customer's organization's policies or that Customer PII will remain secure upon transfer to the Recipient and disclaims any responsibility for the transfer. Customer acknowledges that the Customer Data will be provided on as "as is", "as available" basis.

1.8 Data Retention. Customer PII will be deleted within a reasonable amount of time after the data is no longer needed for the purpose for which it was collected, except that Renaissance may retain Customer PII as required by applicable State Specific Privacy Addendum, law, regulation, court order, or rules applicable to the safeguarding of evidence pending litigation, or as agreed by Customer.

1.9 Renaissance Data. Customer acknowledges and agrees that Renaissance may create Renaissance Data. In generating Renaissance Data, Renaissance shall (a) take reasonable measures to ensure that such information cannot be associated with an Authorized User or a "consumer" or "household" (as defined in Data Protection Legislation), (b) publicly commit to maintain and use the information in deidentified form, and (c) not attempt to reidentify the information, except as permitted under Data Protection Legislation.

1.10 Education Records. As applicable, to the extent Renaissance has access to "Education Records" and "Personally Identifiable Information" (as those terms are defined in FERPA in connection with its provision of the Products (a) Customer agrees that Renaissance has met the criteria for being a "School Official" with "Legitimate Educational Interests" (as those terms are used in FERPA) in such Education Records and Personally Identifiable Information; and (b) Renaissance agrees that such Education Records and Personally Identifiable Information will be used only for authorized purposes under the Agreement, and it will not redisclose such Education Records or Personally Identifiable Information except with Authorization from Customer and where such redisclosure is otherwise permitted under FERPA.

1.11 Personal Information Collected from Children. To the extent Renaissance collects Personal Information from a child under 13 in connection with its provision of the Products, (a) Renaissance agrees to limit its use of such Personal Information to the purposes authorized by Customer under the Agreement, and (b) Customer consents on behalf of parents or legal guardians to the collection, use, and disclosure of such Personal Information with respect to use of the Products as described in Renaissance's Notice of Renaissance's Practices Relating to Children's Online Privacy located here.

1.12 State Specific Privacy Addenda. If applicable, the parties agree to the State Specific Data Protection Addenda for the applicable state(s).

1.13 Updates to this DPA Notwithstanding anything to the contrary in the Agreement, Renaissance reserves the right to modify this DPA from time to time in its sole discretion and without Customer's prior consent ("Updated DPA"); provided, where required by applicable law, Renaissance shall obtain Customer's consent to the Updated DPA Customer agrees that any Updated DPA will be effective immediately upon Renaissance posting such Updated DPA on the privacy hub, unless Renaissance is required by applicable law to obtain Customer's consent, in which case, such Updated DPA will be effective immediately upon the provision of such consent Renaissance will also endeavor to notify Customer of any material revision to this DPA at least 10 days prior to such revision coming into effect, using Customer's email address as set forth in the Quote.

1.14 European Economic Area ("EEA") and United Kingdom ("UK"). With respect to Authorized Users located in the EEA or the UK, the "EEA/UK" section of the Global DPA shall apply.

1.15 Other Countries. With respect to Authorized Users located outside of the United States, EEA or UK, the "Other Countries" section of the Global DPA shall apply.

Renaissance

See Every Student.

Notice of Renaissance's Practices Relating to Children's Online Privacy

Renaissance Products

Welcome to Renaissance! Renaissance Learning, Inc. and its subsidiaries and affiliates ("Renaissance," "We," "Us," "Our") provides educational software solutions and learning analytics to K-12 schools and districts.

This notice describes how We collect and protect Personal Information of users in the United States who are under the age of 13 and access our products through their schools. When Children use a School's implementation of our products, We may collect certain Personal Information. We act as a processor for such Personal Information on behalf of our customers, the Schools (who act as the controllers of such information). Please note our use and processing of this Personal Information as a processor is governed by our agreements with the Schools. The Schools may have their own privacy policies that govern the Personal Information collected in connection with their use of our products. and the policies of the applicable School govern how they process and share Personal Information relating to the products, including with respect to any rights users may have to such Personal Information. If we receive any requests to exercise such rights with respect to Personal Information for which we act as a processor, we are not able to directly accommodate such requests but will forward such requests to the applicable School (or otherwise follow the procedure we have agreed upon with the applicable School).

If you are located outside the United States, please visit our privacy hub to learn more about our privacy practices.

Definitions

Capitalized words have special meaning in this notice and are defined below.

"Child," "Children" means a user or users of the Products in the United States who are under the age of 13.

"Child Account" means the user account, made available through an Educator, through which a Child has access to and uses the Products.

"Educator," "Educators" means an individual, or individuals, authorized to act on behalf of the School contracting with Renaissance for use of the Products.

"Parent" means a legal guardian of a Child.

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"Personal Information" means information about a Child that can reasonably be used alone or In combination with other reasonably available information. to identify, locate. or contact a specific Child.

"Products" means the educational software products, websites, mobile applications, and any other online interactive features or services that collect Personal Information from Children provided to Schools under a Terms of Service agreement with Renaissance. Our Terms of Service agreement is available on our Renaissance.com website, see “Terms of Use” section.

"School" means a school. district. or other educational institution that has contracted with Renaissance for use of the Products.

How does a Child access and use the Products?

As required by Our Terms of Service agreement, a Child may only use the Products with the prior consent of a Parent or School acting on behalf of the Child's Parent. A Parent's or School's consent is required for the collection, use, or disclosure of Personal Information from Children, and Renaissance will not collect, use or disclose any such Personal Information without such consent. The School may consent to the collection, use or disclosure of Personal Information from Children by agreeing to use or purchase the Products.

If We learn that a Child's Personal Information has been collected through the Products without the appropriate consent of the Child's School or Parent, We will take appropriate steps to delete this information. If you are a Parent or School and discover that your Child or a Child who is your student has a registered account with the Products without a School or Parent's consent, please contact the Child's School to request that We delete that Child's Personal Information from Our systems.

What Personal Information Do We Collect?

Information provided through use of the Products

Renaissance only collects information from a Child that is reasonably necessary for the Child to use the Products for purposes authorized by a School. Schools creating a Child Account will provide the Personal Information described in Our Categories of Data Collected by Product overview. Once a Child Account is created, the data generated from a Child's use of Our Products is further described in Our Categories of Data Collected by Product overview.

Information collected automatically

- **Usage information.** We and/or Our service providers may automatically collect certain "Usage Information" whenever users, including Children, access and use the Products. For example, We may collect information regarding how often a user accesses certain

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features. Usage Information may include the browser and operating system a user is using, all of the areas within Our Products that users visit, and the time of day they used the Products, among other information. We may Use usage information for a variety of purposes, including to select appropriate content to display to users and to enhance or otherwise improve the Products.

- **Device information.** We and/or Our service providers may collect IP addresses or other unique identifiers ("Device Identifiers") for any computer, mobile phone or other device (any, a "Device") used to access the Products, including by Children. A Device Identifier is a number that is automatically assigned to the Device used to access the Products, and Our servers identify each individual's Device by its Device Identifier. Some mobile service providers may also provide Us or Our third-party service providers with information regarding the physical location of the Device used to access the Products, internet service provider (ISP), date and time of a user's visit, browser language, browser type, referring and exit pages and URLs, amount of time spent on particular pages, which parts of the Products they use,which links users click, search terms, operating system, traffic and related statistics, keywords, and/or other general browsing or Usage Information. The Products may also access files, including metadata, stored on a Device if a user chooses to send or provide access to Us.

- **Information collected via cookies and other tracking technologies.** We and/or Our service providers may Use "cookies" (a small file sent to your computer by a Website or device to allow the Website or app to store information which uniquely identifies you) or other similar technology to collect data in order to assist Our users, including Children, and provide them with a more personal experience, to allow for the technical operation of the Products, to enhance the performance and functionality of the Products, and for analytics purposes. Users can disable cookies at their browser or device's settings, but in that case some (or all) of the features and functionality of the Products may not be available. We do not use cookies or any other tracking technologies to direct advertisements to Children.

How do We use Personal Information?

- **To deliver the Products.** We may use Personal Information to create Child Accounts, allow Children to access the Products and participate in features provided by the Products, customize the Products, evaluate usage patterns, and communicate with Children regarding the Products.

- **To improve or demonstrate effectiveness of the Products**. We may use Personal Information to tailor Product content and recommendations displayed to Children, as well as to maintain or improve the Products.

- **To create deidentified data.** We may deidentify Personal Information to use and share for lawful business purposes, including but not limited to, aggregate reporting and

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analytics, general research and the development of new educational technologies, improving educational services, and developing new educational sites, services and products.

- **For compliance, fraud prevention, and safety**. We may use Personal Information as we believe is necessary or appropriate to (a) enforce our terms and conditions; (b) protect our rights. privacy, safety or property, and that of you or others; and (c) protect, investigate, and deter against fraudulent, harmful, unauthorized, unethical, or illegal activity.

- **To comply with law.** We may use Personal Information as we believe necessary or appropriate to comply with applicable laws, lawful requests, and legal processes, such as to respond to subpoenas or requests from governmental authorities.

- **With consent.** We may ask for consent from Schools or Parents to collect, use, or share Personal Information for purposes not identified here.

How can Parents review and manage their Child's Personal Information?

The collection, maintenance and use of any Personal Information in our Products is controlled by the School that contracts with Renaissance for use of the Products. If you are a Parent and have questions regarding your Child's Personal Information in connection with the use of our Products, please contact your Child's School for support, including any questions regarding your rights to review, delete, and refuse to allow further collection of your Child's Personal Information. Because Child Accounts are authorized and provided by your Child's School, you must contact their School to opt-out of sharing such Personal Information. Renaissance cannot delete, change, or divulge any Child's Personal Information from the Products unless authorized by your Child's School.

What Personal Information is visible to others using the Products?

No Child's Personal Information is made available or visible generally to the public through use of the Products. Personal Information that is visible to Educators will vary depending upon the administrative controls set up by the School. The School-designated administrators have the ability to view the Personal Information referenced in Our Categories of Data Collected by Product overview.

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How do We share Personal Information?

- **With Schools and Educators.** We may share Personal Information of a Child with the Child's School and Educators of the Child's School, subject to the Terms of Service agreement between Renaissance and the relevant School. We do not control, and are not responsible for, Educators' handling of the Personal Information of Children. As noted above, if you are a Parent and have questions with respect to Personal Information that We process, please direct these questions to your School.

- **With service providers.** We may share Personal Information with service providers that help Us deliver the Products by offering hosting, information technology, customer support, data security, and consumer and educational research services. We also work with service providers to provide Us with analytics and other information regarding traffic on the Products, including the features used when visiting the Products and to provide Us with information regarding the use of the Products. A list of our service providers is available HERE.

- **For administrative, legal, and academic integrity reasons.** We may disclose Personal Information in response to a subpoena, court order,or when otherwise required by law; in response to bankruptcy proceedings: to defend our rights; in response to a request from law enforcement; to provide information to a claimed owner of intellectual property who claims that content a Child has provided to us infringes on their rights; upon request of or as otherwise authorized by an academic institution connected to an investigation into academic integrity; to protect and/or defend Our Terms of Service agreement or other policies applicable to the Products; or to protect the personal safety, rights, property or security of any organization or individual. We may also use Device Identifiers, including IP addresses, to identify users, and may do so in cooperation with copyright owners, Internet service providers, wireless service providers or law enforcement agencies in our discretion. These disclosures may be carried out without consent or without notice to users, Schools, or Parents.

- **For business transitions and operational purposes.** We may share Personal Information with a parent entity, subsidiary, affiliate, or investor of Renaissance, as applicable, for lawful business and operational purposes. In the event that Renaissance goes through a business transition such as a merger, acquisition by another company, or sale of all or a portion of its assets, bankruptcy, or other corporate change (including, without limitation, during the course of any due diligence process), Personal Information will likely be among the assets shared and/or transferred.

Note regarding third-party content, links to other sites, and Renaissance content found outside of the Products. Certain content provided through the Products may be hosted and served by third parties. In addition, the Products may link to third-party websites or content over which Renaissance has no control and which are governed by the privacy policies and business practices of those third parties. Please note that Renaissance content may be

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included on web pages and websites that are not associated with us and over which we have no control. These third parties may independently collect data. Renaissance is not responsible or liable for the privacy practices or business practices of any third party.

Contact Us

If you have any questions or concerns regarding this Notice, please send a detailed message to Privacy directed to our renaissance.com email address or by mail to Renaissance Learning, Inc., Attn: "Privacy Team", 6625 W 78°' St, Suite 220, Bloomington, MN 55439.

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GAILLARDIA COUNTRY CLUB

PRIVATE EVENT AGREEMENT

CLIENT CONTACT INFORMATION

Name: ~~Abigail Simons~~ Deer Creek Public School

Address: 20701 N. MacArthur Blvd, Edmond, OK 73012

Phone: 405-348-6100 Email: abigailsimons@dcsok.org

EVENT NAME/DESCRIPTION

Deer Creek Prom

EVENT DATE(S)/TIME(S)

4.17.27

7:30pm-10:30pm

ROOM(S)/FACILITY(IES)

Grand Ball Room

GUARANTEED GUEST MINIMUM

200

FINAL GUEST COUNT DATE

4.7.27

FOOD & BEVERAGE MINIMUM* **

$25 per person

*Subject to applicable taxes and fees
**Subject to change based on services selected

ESTIMATED ROOM RENTAL* **

$8000.00

*Subject to applicable taxes and fees
**Subject to change based on services selected

ESTIMATED TOTAL EVENT COST* **

13,000.00

*Subject to applicable taxes and fees
**Subject to change based on services selected

NONREFUNDABLE DEPOSIT AMOUNT

Waived (per Ryan Meredith)

FULL AND TIMELY PAYMENT OF ALL DEPOSITS REQUIRED BY THIS AGREEMENT IS REQUIRED IN ORDER TO GUARANTEE CLIENT'S EVENT RESERVATION.

This Private Event Agreement ("Agreement") is made by and between **Gaillardia Country Club** ("Club") and the above-referenced Client ("Client"), subject to the following terms and conditions:

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GAILLARDIA®
COUNTRY CLUB

1. **Reservation.** Upon Client's execution of this Agreement and payment in full of the Nonrefundable Deposit, Club will reserve the designated room(s) or facility(ies) for Client's Event for the date(s) and time(s) specified above. Changes in room(s) or facility(ies), date(s), or time(s) will be subject to additional fees.

2. **Payment.** At the time of execution of this Agreement, Client will pay to Club the Nonrefundable Deposit, which deposit will be applied to the total cost of the Event. No later than 30 days prior to the Event, Client must pay Club an additional deposit equal to one-half of the total estimated cost for the Event. Client must pay the balance of the total estimated cost of the Event no later than 10 calendar days prior to the Event. Hosted food and beverages not paid for in advance of the Event require a valid credit card on file prior to the start of the Event. Client's failure to pay all deposit amounts when due may result in cancellation of the Event and subject Client to cancellation fees.

   Waived deposit, final payment due no later than (3) days post event.

   All payments must be made in United States dollars via cash, check, money order, ACH, or credit or debit card. Client will be responsible for all fees associated with returned checks, insufficient funds, or declined credit or debit transactions. Convenience fees may be applicable to credit or debit transactions.

   Client will remain liable for all amounts due and owing to Club in connection with the Event. Except as to Force Majeure, as defined in this Agreement, or overpayments, Client will not be entitled to refund of any deposits paid hereunder. Interest will accrue on late deposits and unpaid balances at the lesser of (i) 1.5% per month (18% per annum) or (ii) the highest rate permitted by applicable law. Client will be responsible for all collection costs, including reasonable attorneys' fees, costs, and expenses.

3. **Cancellations.** Except for a cancellation due to Force Majeure, as defined in this Agreement, Client will be liable for the following cancellation fees as liquidated damages, as follows:

If cancellation occurs:	Client must pay:
More than 120 days prior to the Event	40% of Estimated Total Event Cost
120 days to 90 days prior to the Event	50% of Estimated Total Event Cost
89 days to 45 days prior to the Event	75% of Estimated Total Event Cost
Less than 45 days prior to the Event	90% of Estimated Total Event Cost

   Client acknowledges and agrees that Club has no obligation to mitigate any losses caused by cancellation of the Event, and the cancellation fees are reasonable negotiated damages and not a penalty. All deposits paid by Client will be applied toward the cancellation fee. The cancellation fee will be subject to applicable taxes and administrative fees.

4. **Guest Count**. No later than 10 days prior to the Event, Client must confirm the final number of guests attending the Event. If the confirmed guest count exceeds or is substantially below the occupancy guidelines for the room or facility reserved by Client, the space may be adjusted to comfortably accommodate the confirmed number of guests. Client will be responsible for payment of any additional costs associated with room or facility changes due to excess guests.

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5. **Food & Beverage Minimum.** Client must pay the greater of (i) the Food and Beverage Minimum, or (ii) the actual food and beverage charges invoiced by Club, whichever amount is greater, along with all applicable taxes and administrative fees.

6. **Pricing, Administrative Fees, Tips, Taxes.** If the Event is reserved more than 120 days in advance, pricing is not guaranteed and subject to up to a 10%increase. If applicable, pricing will not be quoted as firm until 90 days prior to the Event. All purchases and rentals under this Agreement are subject to a 22% administrative fee as well as applicable taxes. A portion of the administrative fee may be distributed to employees in Club's discretion, but the administrative fee is not a tip or a gratuity. Client is not obligated to pay a tip or gratuity, but Client, in its discretion, voluntarily may add a tip or gratuity to its final invoice or order for Club staff. If Client is exempt from sales taxes, it must notify Club at the time of contracting and provide a valid tax exemption certificate to Club no later than 10 days prior to the Event.

7. **Change Order Fees.** Changes to food and beverage orders, room or facility rentals, or other goods and services requested by Client prior to the Event will be subject to change order fees, in addition to all other costs associated with implementing Client's requested changes.

8. **No Outside Food/Beverages.** Except where otherwise agreed in writing by Club, no food or beverages of any kind can be brought onto or removed from Club's premises in connection with the Event.

9. **Alcohol.** If Client has purchased alcohol service as a part of the Event, Club will serve alcoholic beverages to Client's attendees who are of lawful drinking age. Club does not serve alcoholic beverages to persons under the age of 21, in accordance with federal and state law, and Client assumes the duty to expressly notify Club of any underage attendees at the Event and to conspicuously designate such attendees as underage so that they will not be served alcohol. If Club has reason to believe an attendee has become impaired, Club will notify Client and refuse or discontinue service of alcohol to such attendee. If Client has been notified by Club of an attendee's suspected impairment, or Client otherwise has reason to believe an attendee has become impaired, Client will prevent the attendee from leaving the Event without assistance. Client acknowledges that Club may refuse alcohol service to any attendee or, at its discretion, discontinue service to all attendees, if Club believes that alcohol is being or has been served to attendees in violation of Club policies or any applicable federal or state law. In such event, Client will remain liable for all amounts owed to Club and will have no right to obtain a refund of any monies paid to Club. Club hereby certifies that it is properly licensed by the appropriate authorities to serve alcohol and has liquor liability insurance of not less than $1 million per occurrence.

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10. **Smoking.** Smoking is permitted in outside designated smoking areas only. All internal Club facilities are nonsmoking. Client will be responsible for ensuring that all attendees and contractors comply with Club's nonsmoking rules.

11. **Cannabis.** Client and its attendees and contractors are prohibited from bringing or consuming cannabis in any form on Club premises.

12. **Decorations.** No nails, thumb tacks, pushpins, staples, tape, adhesives, or any fasteners may be used that puncture or damage the surface finish of any walls, ceilings, tables, or chairs. Wax candles are prohibited. Only LED candles may be used. The use of glitter, confetti, straw, rice, birdseed, or hay is prohibited in Club facilities and on Club grounds. All decorations must be removed from Club's premises immediately upon conclusion of the Event. Client will be subject to a cleaning fee for any decorations not removed on the day of the Event.

13. **Conduct.** Client agrees to conduct the Event in an orderly manner and in full compliance with Club's reasonable directions and all applicable laws, ordinances, and regulations. Client is responsible for the supervision of its attendees and contractors and will be responsible for any damage to or destruction of Club's premises, or unauthorized removal of Club property from the premises by Client or its attendees or contractors. Any excessive or unreasonable amount of cleanup as a result of Client's or its attendees' conduct will subject Client to additional charges as reasonably determined by Club.

    Client and its attendees and contractors will refrain from engaging in any inherently dangerous activities, including the use of fireworks or explosives or the performance of dangerous stunts. Club reserves the right to request any person or group behaving unruly and contrary to Club directions to vacate the premises. Should the person or group fail or refuse to timely cooperate with the request to vacate the premises, said person or group will be trespassed and removed by law enforcement. Club, in its sole and reasonable discretion, reserves the right to shut down the Event in the event of any violation of Club's conduct rules and instructions.

    For the safety of Client's attendees and Club's employees, Client will encourage social distancing as appropriate and encourage attendees experiencing symptoms of a communicable illness or disease to wear face coverings or leave the Event. Club will adhere to local, state, and federal mandates and guidelines concerning communicable conditions and social distancing.

14. **Contractors.** Club reserves the right to approve all outside contractors. Approved contractors must provide a certificate of insurance for coverages and amounts specified by Club no later than 30 days prior to the Event (or if the Event is reserved less than 30 days in advance, no later than 5 days prior to the Event). Each contractor's insurance must be primary and noncontributory, waive subrogation, and identify Club and its parent company Concert Golf Partners Holdco LLC as additional insureds.

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15. **Safety and Security.** Client agrees to be solely responsible and liable for the safety and security of its guests, employees, agents, vendors, and contractors and to take all reasonable actions necessary to ensure their safety and security. Client's responsibility specifically includes (i) inspecting the venue for known or hidden dangers and immediately notifying Club management upon the discovery thereof; (ii) employing reasonable security measures to ensure the safe and orderly conduct of all guests, invitees, licensees, employees, agents, vendors, and contractors; and (iii) employing reasonable security measures to prevent non-licensees from attending the Event. Club will not be liable for any damages resulting to Client from a lack of security. Client agrees to hold harmless Club for any actions, injuries, damages, or losses resulting from inadequate security, and Client will not have the remedy of any tort action for negligent security.

    Club is not responsible for damage to or loss of any personal property or articles brought onto Club premises by Client or its attendees or contractors, or for any item left unattended, or for loss or damage that occurs in Club's parking areas; provided, however, that such waiver of responsibility will not apply to any property loss or damage caused by the gross negligence or willful misconduct of Club employees or agents.

16. **Disability Accommodations.** Client agrees to notify Club in advance if it or any of its attendees require any accommodations under Title III of the Americans with Disabilities Act. Client will be responsible for the cost of any auxiliary aids or services required other than those types and quantities typically maintained by Club. Except for bona fide service animals (i.e., animals that are specially trained to perform specific tasks to aid disabled persons), animals, including pets and emotional support animals, are not permitted on Club premises.

17. **Limitation of Liability.** Neither Club nor Client will be liable to the other for indirect, consequential, incidental, or punitive damages arising out of, or relating to, this Agreement. Client acknowledges and agrees that it may not recover an amount for any damages resulting from the breach of this Agreement or for any other action(s) taken by Club that exceeds the amount paid under this Agreement, or any portion that has been paid at the time the breach occurred, whichever is less.

18. **Force Majeure.** Neither Club nor Client will be responsible for cancellation of the Event due to unforeseen catastrophic events, including, but not limited to, interruption of utilities, hurricane, tornado, terrorism, acts of God, fire, flood, pandemics, epidemics, or acts or measures implemented by any regulatory or governmental authority that prevent the Event from occurring. In the event of Force Majeure, Club will endeavor to coordinate a change of date with Client. If Client is unable to reschedule the Event or otherwise cancels, Client's sole remedy will be a return of monies paid less all nonrefundable payments as described in this Agreement.

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19. **Indemnification.** Each party agrees to defend, indemnify, and hold harmless the other party, including its respective parent companies, directors, officers, and employees, from any and all claims, demands, liabilities, lawsuits, settlements, actions, damages, and expenses, whether or not litigation is commenced (including without limitation, reasonable attorneys' fees), arising from or relating to: (i) any grossly negligent act or omission of the indemnifying party; (ii) any material breach of a material representation or warranty made in this Agreement by the indemnifying party; or (iii) any material failure of performance by the indemnifying party of its material duties and responsibilities under this Agreement. This section will survive any termination, cancellation, or expiration of this Agreement.

20. **Dispute Resolution.** This Agreement will be governed by and construed in accordance with the laws of the state in which Club is located, without regard to conflicts of law principles. Club and Client hereby knowingly, voluntarily, and intentionally agree that, in the event of a dispute between them, except for claims that fit within the jurisdictional limits of a small claims action or criminal or civil action for passing worthless checks or using expired, revoked, or fraudulent credit cards, they will not submit their dispute to a judicial forum for resolution but, instead, any applicable dispute, claim, or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation, or validity thereof, including, without limitation, the determination of the scope or applicability of this agreement to arbitrate, will be determined by binding arbitration in the state before a single arbitrator. The arbitration will be administered by AAA or JAMS (or a mutually agreed upon alternative dispute resolution provider) pursuant to its streamlined arbitration rules and procedures. The costs of arbitration will be equally divided. Judgment on the award may be entered in any court having competent jurisdiction. For the avoidance of doubt, this section will not preclude parties from seeking provisional remedies in aid of arbitration from a court of competent jurisdiction. In the event of any suit or action to enforce or interpret any provision of the Agreement (or that is based on this Agreement), the prevailing party will be entitled to recover reasonable attorneys' fees and costs in connection with the suit, action, or arbitration, and any appeals.

21. **Insurance.** Club hereby represents that, at all times relevant to this Agreement, it has and will have in force adequate insurance coverage insuring itself against potential liabilities arising from, or relating to, the transactions contemplated by this Agreement.

22. **EEO Compliance.** Club does not discriminate on the basis of race, gender, gender identity or expression, religion, national origin, ethnicity, sexual orientation, veteran status, age, or disability in the solicitation, selection, hiring, or treatment of subcontractors, vendors, suppliers, or commercial customers.

Docusign Envelope ID: 91B9BDF8-F8D9-8D49-8247-419B57F5F4AF

23. **No Third-Party Beneficiaries.** Nothing in this Agreement is intended or will be construed to confer any rights or benefits upon any person or entity other than the parties hereto.

24. **Photo/Video Consent.** Client hereby irrevocably authorizes Club or its agents to take and publish photographs or videos taken at or in connection with the Event for use in Club's publications for advertising and marketing purposes, including print and digital formats and online postings on social media. Client hereby releases and holds harmless Club from any reasonable expectation of privacy or confidentiality or compensation associated with the photographs and videos taken and published. Client further waives and releases Club and its agents from liability for any claims by Client or any third party relating thereto.

25. **No Assignment.** This Agreement cannot be assigned by Client to any other person or entity without the prior express written consent of Club. Any attempted assignment or delegation without Club's written consent will be null and void and will constitute a breach of this Agreement without cure.

26. **Headings.** The headings in this Agreement are solely for convenience of reference and will be given no effect in the construction or interpretation of this Agreement.

27. **Authorization.** The undersigned Client hereby affirms his, her, or their authority to sign this Agreement as the Client or an authorized representative thereof and to bind Client to the terms and conditions set forth in this Agreement and all related documents.

28. **Entire Agreement.** This Agreement, including the orders and invoices associated herewith, constitutes the entire agreement and understanding between the parties with respect to the subject matter hereof and supersedes all previous written or oral agreements, representations, warranties, statements, correspondence, and understandings between the parties. This Agreement cannot be amended or modified except by a written agreement signed by all parties hereto.

CLIENT	**CLUB**
Signature _____	Signature _____
Printed Name ~~Abigail Simons~~ _____	Printed Name _____
Title Board President _____	Title _____
Date _____	Date _____

Docusign Envelope ID: 91B9BDF8-F8D9-8D49-8247-419B57F5F4AF

GAILLARDIA®
COUNTRY CLUB

Credit Card Authorization

I hereby certify that I am an authorized representative of Member/Client, that I am an authorized signor on the credit card listed below, that I have the authority to authorize charges to the credit card, and that the address below is the billing address for the credit card. By signing below, I irrevocably authorize all charges for deposits as they become due, payments as they become due, and outstanding amounts and/or charges owed to the Club as of the date of the Event or upon cancellation of the Event to be charged to the following credit card:

☐ Master Card ☐ Visa ☐ American Express

Credit Card Number: _____ Expiration Date: _____

Cardholder Name: _____ CVV: _____

Billing Address: _____
_____
_____
_____

Phone: _____

Authorized Signature: _____ Date: _____

ESTIMATE

OATECA, Inc.
PO Box 850762
Yukon, OK 73085

accounting@oateca.com
+1 (405) 740-3901
www.OATECA.com

Bill to
Deer Creek Public Schools
20701 N. MacArthur
Edmond, OK 73012

Estimate details
Estimate no.: 2186
Estimate date: 07/24/2026
Expiration date: 12/31/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Electronic Data Input Package**	Annual Educator License for Electronic Data Input for student assessments and data collection, including access to OATECA Academy, for 2026-2027 school year, ending 06/30/2027.	1	$75.00	$75.00

Total **$75.00**

Expiry date 12/31/2026

Note to customer

Estimates approved in Quickbooks are not processed until a PO is received. To place an order, please send a Purchase Order to Accounting@OATECA.com.

Credit Card Payments - Please add 3.5 % processing fee if paying by credit card.

Accepted date **Accepted by**

OATECA Data Privacy Policy

We at the Oklahoma Assistive Technology and Educational Consulting Associates, Inc. (furthermore referred to as OATECA, Inc.) ensures the protection of student data as follows:

1. At no point are individual student names utilized.
2. At no point are students' dates of birth utilized.
3. We utilize State Testing Identification numbers - not a Student's District Identification number.
4. OATECA, Inc will NEVER sell any digital information to any third-party vendor.

IN CASE OF A DATA BREACH, the following procedure is in place.

1. OATECA, Inc.. will notify each user in the form of an email to the district representative, to inform them of such.
2. Upon notifying each user, data input will halt until the system is safe and secure.
3. OATECA, Inc. will notify each user via email when data input can resume.

OATECA, Inc. utilizes Jotform, Weebly, and Caspio technologies holistically to serve individual school districts. Of these three, Caspio is the immediate data entry technology for student data. Jotform is used to collect sales, support, and training inquiries. Weebly hosts the OATECA, Inc. website.

ABOUT CASPIO

OATECA, Inc. utilizes the Caspio platform for its online data storage. The Caspio infrastructure is secured through a defense-in-depth multi-layered approach. Caspio logically isolates, stores, and secures Customer Data in geographically distributed data centers operated by Amazon Web Services (AWS). OATECA's data is stored in the United States of America.

CASPIO is SOC 2 Type II certified - confirming their policies, procedures and controls meet the rigorous standards for security, availability and confidentiality of customer data.

AWS is the most comprehensive and broadly adopted infrastructure-as-a-service and is trusted by the world's most demanding enterprise companies. AWS maintains extensive certifications and compliance programs, including Cloud Security Alliance (CSA), ISO 9001, SOC 2, PCI DSS Level 1, and ISO 27001/27017/27018.

NETWORK AND SYSTEM LAYERS

CASPIO servers and firewalls are configured to allow only the absolute minimum level of access. All unnecessary users, protocols, and ports are disabled and monitored. Operating systems and third-party software are kept current with the latest upgrades and patches recommended by their vendors. CASPIO databases and backups can only be accessed through trusted and secure authentication.

All data maintained in the Caspio account is owned by OATECA, Inc. Only a few select, qualified, and authorized CASPIO personnel are allowed access to servers when necessary for system management, maintenance, monitoring, and backups. CASPIO follows rigorous hiring practices and every administrative, IT, support, and sales candidate undergoes a background check.

CASPIO support engineers may only access OATECA Inc.'s account when explicitly authorized by OATECA, Inc. to resolve problems or issues reported by you or to address issues for which we are contractually authorized. All account logins are tracked for reference. OATECA, Inc. has few persons authorized to engage in these conversations with CASPIO.

ACCOUNT AUTHENTICATION -

- Each school account is protected by an Account ID and password. OATEA, Inc. encourages the use of strong passwords, users, to protect passwords from others, and to change them often. User passwords are stored encrypted.

- It is advised to only access OATECA DSC from trusted devices and networks.
- OATECA, Inc. does not store sensitive user data in cookies or utilize other high-risk user or session tracking methods.
- Each login session with your OATECA DSC account is secured with SSL encryption.
- Each login attempt, IP address, and user name is logged and monitored by OATECA, Inc.
- An unlimited number of authenticated users is available for an annual fee per named user, per year.
- Data input into OATECA DSC is tracked with user ID and timestamp.
- No data is deleted from OATECA DSC unless requested by the user. Records are kept of each data deletion request.

It is ultimately the end user's responsibility to complete their due diligence in order to protect each user account. There is an assumption of risk with all users with any negligent usage demonstrated outside these mentioned precautions presented by OATECA, Inc. as well as compliance within your current state and district data protection procedures and/or laws.

All data captured within the OATECA Digital Scoring Component (DSC) will be used for research purposes. A written request can be submitted to **support@oateca.com** to exempt a specific student/district from this process.

The situs and venue for any legal action for this breach of data policy will be Canadian County, Oklahoma.



Literati Book Fairs

Thank you for inspiring a school-wide love of reading and hosting a Literati Book Fair!

We look forward to partnering with you to bring your students—and your entire school community—a uniquely wonderful reading experience.

This Memo of Understanding outlines the terms of the partnership between DEER CREEK PUBLIC SCHOOLS ("**School**") and Literati Book Fairs ("**Literati**"). **School** is scheduled to run a Literati Book Fair: 2026-10-05 2026-10-13 .

FAIR PLANNING

Literati will:	**School** will:
• Provide a Literati Event Account Manager to help you plan your fair from beginning to end.	• Provide a Book Fair Coordinator who will be the primary contact between **School** and **Literati**. The Book Fair Coordinator will be responsible for recruiting and leading volunteers to assist with the fairs. • Provide access to an electrical outlet and Ethernet or Wi-Fi.

FAIR DELIVERY AND PICKUP LOCATION

Literati will:	**School** will:
• Deliver your fair up to three days prior to the start date and pick up no later than three days after the end date. *All **Literati** team members have passed a pre-employment background check and drug screen as a condition of employment.* *All **Literati** vehicles, owned or leased, will be properly insured in accordance with all applicable laws and regulations. All legally required documentation will be present on all vehicles.*	• Provide a location on the first floor of the school building or access to an elevator for upper-level delivery. This is necessary to safely deliver your fair. • Ensure fair location provided has access to an electrical outlet.

MARKETING

Literati will:	**School** will:
• Provide creative and fun marketing materials to publicize and promote your fair. • Provide ideas and strategies to build excitement and involvement at your fair to generate a successful and engaging literacy event.	• Agree to promote the book fair through various communication channels (social media, school webpage, newsletters, provided print marketing, etc.).

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PRODUCT

Literati will:	**School** will:
• Partner with School to provide a fair that is appropriate to your enrollment, grade span, reading levels, and interests, with tabletop display selections that best fit your school community. • Provide cases and pre-merchandised displays that will be simple to set up and display in your chosen location.	• Agree that Literati will be the sole provider of books being sold during the scheduled fair date. • Set up the fair upon delivery and repack upon completion. • Return all unsold items. • Provide the Literati cash registers access to a live Ethernet port or secure Wi-Fi network connection. Note: Guest networks may restrict certain payment methods from being processed. • Acknowledge the Literati Book Fair is not tax-exempt. Tax will need to be collected at time of purchase.

FINANCIAL PROCESS AND WRAP-UP

Literati will:	**School** will:
• Provide a Point-of-Sale System (POS), which will allow you to easily track sales and take multiple payment forms, including all major credit cards, cash, checks, and **Literati** gift cards. • Walk you through all financial paperwork and assist **School** with choosing the best rewards.	• Collect sales tax if required by state law. • Verify Literati as an approved vendor in advance of conducting your book fair. • Complete fair closeout within one week of the fair ending. • Ensure payment is received by Literati within 30 days of the fair ending. • Complete a feedback survey providing Literati with a recap of improvement opportunities.

CUSTOMER REWARDS

Literati will:

- Provide **School** with the easiest fair setup, saving you time to dedicate to your students. **Literati** will provide expertly curated stories and artistic displays to spark imaginations, strengthen literacy skills, and inspire a school-wide passion for reading that will last well beyond your Book Fair week.
- Help you determine the best profit and rewards options based on the specific needs of your students. Speak with your Literati Representative for additional details.

Literati *reserves the right to update and modify the rewards program without notice. For the latest information, please talk to your Literati Representative.*

Changes to this Memo of Understanding may be made at the discretion of ***Literati*** *as business conditions deem appropriate.*

As this is your Book Fair, we would like to schedule time to review your fair to better understand the opportunities to serve you.

Please sign below and return to your Literati Representative to ensure your fair is scheduled. We appreciate the opportunity to be your partner on this literacy journey.

X _____ _____
Book Fair Coordinator/School Principal /Board President — Date

X Shayla Upshur 08-11-2026
Literati Representative — Date

DEER CREEK PUBLIC SCHOOLS
School Name

This Memo of Understanding will expire 30 days from date sent.

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/15/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Watkins Insurance Group - Austin 3834 Spicewood Springs Rd, Ste 100 Austin TX 78759	**CONTACT NAME:** Crystal Williams **PHONE (A/C, No, Ext):** 512-637-4274 **FAX (A/C, No):** 512-452-0999 **E-MAIL ADDRESS:** cwilliams@WatkinsInsuranceGroup.com
INSURED LITEINC-01 Literati, Inc. 4509 Freidrich Ln Blg 4 Suite 402 Austin TX 78744	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** The Cincinnati Casualty Company — 28665 **INSURER B :** Underwriters at Lloyd's, London — 15792 **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 555567165 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:			ENP0753486	8/1/2025	8/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			ENP0753486	8/1/2025	8/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	X **UMBRELLA LIAB** ☒ OCCUR **EXCESS LIAB** ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $			ENP0753486	8/1/2025	8/1/2026	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
B	Cyber Liability			ESO0040443677	8/1/2025	8/1/2026	Coverage Limit	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Blanket additional insured endorsement applies on the general liability policy with waiver of subrogation where required by written contract. General liability is primary and non-contributory when required by written contract.

CERTIFICATE HOLDER

For Reference

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Patrick L. Watkins

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ACORD 25 (2016/03) **The ACORD name and logo are registered marks of ACORD**

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Literati, Inc.

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☒ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

NOTE: Payment Address Here >

4509 Freidrich Ln Bldg. 4 Ste 402

6 City, state, and ZIP code

Austin, TX 78744

Requester's name and address (optional)

Literati Inc.
Dept 2147
PO BOX 122147
Dallas, TX 75312-2147

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–		–				

or

Employer identification number

8	1	–	3	8	6	3	1	4	7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** Katherine Snyder **Date** 2026-01-30

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CERTIFICATE *of* SIGNATURE

REF. NUMBER
P2EOM-QPVT3-VQWFM-F2AT9

DOCUMENT COMPLETED BY ALL PARTIES ON
11 AUG 2026 19:44:17
UTC

SIGNER	TIMESTAMP	SIGNATURE
SHAYLA UPSHUR EMAIL SHAYLA.UPSHUR@LITERATI.COM	SENT 11 AUG 2026 19:44:16 SIGNED 11 AUG 2026 19:44:17	 IP ADDRESS 71.226.40.39 LOCATION TUCSON, UNITED STATES

DJ SERVICE AGREEMENT

Re'Merk'Able Mobile DJs

This DJ Service Agreement ("Agreement") is entered into on the date signed below by and between Re'Merk'Able Mobile DJs ("DJ") and the undersigned client ("Client").

1. CLIENT & EVENT INFORMATION

Client Name: Deer Creek Public Schools

Phone: 405-550-2402

Email: dcstuco@dcsok.org

Event Type: homecoming dance

Event Date: Sept 26, 2026

Venue Name & Address: Edmond Conference Center
2833 Conference Dr
Emond, OK 73034

Performance Start Time: 7:30 pm

Performance End Time: 10:30 pm

2. SERVICES PROVIDED

Re'Merk'Able Mobile DJs agrees to provide professional DJ entertainment services, including sound equipment, music playback, and basic microphone services, for the event described above.

3. FEES

The service fee for every event begins at $350 for the first two (2) hours of DJ services. Each additional hour is $100. Additional time requested on the day of the event is subject to the DJ's availability and must be paid in full at the conclusion of the event.

4. PAYMENT

The total service fee is due in full immediately at the conclusion of the event.

Accepted payment methods: check, Venmo, or Cash App. Credit or debit cards are not accepted.

Checks must be payable to Ryan Merkley.

Failure to make payment as agreed may result in collection efforts, and the Client will be responsible for any reasonable costs associated with collecting unpaid balances where permitted by law.

5. MUSIC SELECTION

Re'Merk'Able Mobile DJs will make every reasonable effort to provide clean, family-friendly, and entertaining music appropriate for the audience.

The DJ welcomes requests but does not guarantee that every requested song will be played. The DJ reserves the right to decline requests that contain explicit language, offensive content, or are otherwise deemed inappropriate for the event.

6. EQUIPMENT PROTECTION

The Client accepts responsibility for ensuring that guests treat all DJ equipment with care. If any equipment is damaged due to the actions of the Client, guests, dancers, vendors, or any attendee, the Client and/or the responsible individual agrees to cover the required cost of repair or replacement.

7. VENUE REQUIREMENTS

The Client is responsible for ensuring:

- Adequate electrical power is available.
- The performance area is safe, level, and protected from weather.
- Any required permits or venue approvals have been obtained.
- The DJ has reasonable access for setup and breakdown.

8. SETUP & BREAKDOWN

The DJ will arrive one (1) hour prior to the scheduled start time unless agreed otherwise to allow for setup. The Client agrees to provide reasonable access to the venue before and after the event for loading, setup, and equipment removal.

9. DELAYS

If the event begins late due to circumstances beyond the DJ's control, the scheduled end time will remain the same unless additional time is purchased.

10. CANCELLATION

If either party must cancel this Agreement, notice should be given as soon as reasonably possible.

If the event is canceled because of severe weather, natural disaster, venue closure, government restrictions, or other events beyond either party's control, both parties will make reasonable efforts to reschedule the event.

11. LIMITATION OF LIABILITY

Re'Merk'Able Mobile DJs shall not be responsible for interruptions or failure to perform caused by power outages, equipment supplied by others, venue restrictions, acts of God, severe weather, emergencies, or any circumstance beyond the DJ's reasonable control.

12. CONDUCT

Re'Merk'Able Mobile DJs reserves the right to end services immediately if subjected to harassment, threats, unsafe conditions, violence, illegal activity, or behavior that places the DJ or equipment at risk. In such cases, all fees remain due.

13. ENTIRE AGREEMENT

This document constitutes the entire agreement between the parties. Any changes or additions must be made in writing and signed by both parties.

By signing below, both parties acknowledge that they have read, understand, and agree to the terms of this Agreement.

CLIENT

Printed Name: _____

Signature: _____

Date: _____

RE'MERK'ABLE MOBILE DJS

Representative: _____

Signature: _____

Date: _____

EDUCATIONAL AFFILIATION AGREEMENT

BETWEEN

DEER CREEK SCHOOL DISTRICT
EDMOND, OK 73012

AND

THE BOARD OF REGENTS OF THE
UNIVERSITY OF OKLAHOMA, HEALTH CAMPUS
ON BEHALF OF THE COLLEGE OF ALLIED HEALTH

THIS AGREEMENT is entered into this 1st day of October 2026, by and between DEER CREEK SCHOOL DISTRICT hereinafter referred to as the Facility, and the BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA, HEALTH CAMPUS, a constitutionally created entity of the state of Oklahoma on behalf of the COLLEGE OF ALLIED HEALTH, hereinafter referred to as the College. Facility and College collectively to be known as "Parties" and individually as "Party."

RECITALS

A. WHEREAS, the College has students enrolled in allied health professional programs whose education requires clinical training;

and

B. WHEREAS, the Facility has facilities for the instruction of Allied Health students;

and

C. WHEREAS, the College wishes to send to the Facility students enrolled in the professional degree programs of the College in order to (1) provide clinical education, experience and related instruction in the respective disciplines; (2) improve the overall educational programs of the College by providing learning experiences that will enable the student to progress to advanced levels of clinical performance; (3) increase contacts between academic facilities and clinical facilities for fullest exchange of expertise and use first rank teaching facilities; (4) establish and use first rank teaching facilities; (5) establish and operate a Clinical Education Program of the first rank and (6) establish and maintain a cooperative clinical education setting.

D. NOW THEREFORE, in consideration of the following mutual covenants, the Parties agree as follows:

1. General Information

a. The learning objectives of the Clinical Education Program shall be made clear to all

persons involved by the Clinical Education Coordinator, and shall be consistent with prevailing accreditation essentials/guidelines of the respective fields of study.

b. At least once during a scheduled clinical experience, the College shall contact each Clinical Education Supervisor at Facility about student progress. The Clinical Education Supervisor may contact the College at any time regarding student progress, and must report to the College, at the earliest possible time, the name of any student whose performance is unsatisfactory.

c. The Facility shall not charge the College for any student training activities and shall not charge the student any educational tuition or fee.

d. The Parties represent they are in compliance with all applicable federal (including federal Executive Orders Nos. 13279 and 11141) and state laws and regulations and that these terms must be incorporated into each Order and included in any subcontracts awarded involving any Order. More specifically, the Parties do not discriminate on the basis of race, color, national origin (including actual or perceived shared ancestry or ethnic characteristics), sex, sexual orientation, marital status, genetic information, gender identity/expression (consistent with applicable law), age (40 or older), religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, housing, financial aid, and educational services. In addition, the Parties agree to comply with the applicable provisions of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 701, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212. Supplier acknowledges and agrees that it will take no action, make no decision, and grant no preference or disadvantage, directly or indirectly, based on a person's race, color, national origin, ethnicity, religion, sex, or marital status.

e. As applicable, should the College or the College's students provide the Facility confidential information, as defined by applicable law, in paper or electronic form, including "personally identifiable information" from student education records as defined and protected by the Family Educational Rights and Privacy Act (FERPA), 34 CFR §99.3, Facility certifies that it shall maintain the confidential information, as required by applicable state and Federal law and that it shall not redisclose personally identifiable information except as permitted or required by the Agreement, or directed by FERPA or by other applicable laws. Facility shall develop, implement, maintain and use appropriate security measures to preserve confidential information. Facility shall extend these measures by contract to all subcontractors used by Facility. Failure to abide by legally applicable security measures and disclosure restrictions may result in the interruption, suspension and/or termination of the relationship with Facility for a period of at least five (5) years from the date of the violation. If Facility becomes aware of a security breach relating to this information, Facility shall immediately notify the College and shall fully cooperate with the College. Facility shall, to the maximum extent permitted by law, indemnify College for any breach of confidentiality by it, its employees, agents

and/or subcontractors, and the failure to uphold its responsibilities to protect confidential information.

f. In accordance with federal law, Facility acknowledges and agrees that College may have legal obligations to investigate and remedy potential harassment or discriminatory actions taken against its students or employees while they are engaged in the clinical rotation at Facility. Facility agrees to cooperate with College in any such investigation and agrees to take remedial actions to ensure such harassment or discrimination ceases. If College determines that the remedial action taken or proposed by Facility is not acceptable, College may terminate this Agreement immediately.

g. To the extent allowed by law, neither Party hereto assumes any liability for the acts or omissions of the other Party's employees, Students or agents. Each Party agrees to accept and to be responsible for its own acts and/or omissions and those of its employees, Students and agents in the performance of the obligations hereunder. The College is a constitutionally created entity of the state of Oklahoma and the Oklahoma Governmental Tort Claims Act, 51 Okla. St. 2001 §§ 151 et seq. shall govern the College's liability.

h. In the event of any dispute, claim, question, or disagreement arising out of or relating to this Agreement or the breach thereof, the Parties hereto shall use their best efforts to settle such disputes, claims, questions, or disagreements. To this effect, they shall consult and negotiate with each other, in good faith, and recognize their mutual interests, attempt to reach a just and equitable solution to both Parties.

i. This Agreement may not be assigned, in whole or in part, without the prior written consent of both parties which cannot be unreasonably withheld or delayed. In the event the Facility is acquired during the fiscal term, or is the surviving party in a merger, or sells all or substantially all of its assets, this Agreement shall not automatically be terminated, and the Facility agrees to use its best efforts to ensure that the transferee or surviving company shall assume and be bound by the provisions of this Agreement. The Facility will give the College at least thirty (30) days' written notice before it consummates, verbally agrees to, or files any merger, acquisition, consolidation, or similar transaction in which the Facility shall not be the surviving corporation.

j. It is understood and agreed that:

1. The College is completely responsible for, and in control of, the education of the student for practice;

2. The Facility is completely responsible for the care given to patients;

3. Each Party contributes to meeting the goal of the other through joint participation in the quality of care given; and

4. If Facility requires students to be covered by health insurance, the College must verify that insurance coverage prior to the students' arrival, and the students must carry proof of health insurance during their educational time at Facility.

k. This Agreement is governed by the laws of the State of Oklahoma, without giving force and effect to its choice of law provisions. Each Party is responsible for complying with applicable laws, rules and regulations that pertain to the performance of this Agreement.

2. Responsibilities of the College

a. Upon request the College shall send to the Facility evidence of professional liability and general liability insurance coverage for each student enrolled in the program.

b. The College as a State entity, is self-insured for liability protection by the State of Oklahoma in accordance with the terms of the Oklahoma Governmental Tort Claims Act (OGTCA), 51 Okla. §151 et seq.

c. The College shall supply or shall request the students to supply any additional information reasonably required by the Facility prior to the arrival of the students to the Facility.

d. The College shall provide evidence of each student's participation in a blood-borne pathogens inservice, TB, MMR, and evidence of acceptance/refusal of the Hepatitis B vaccination, and if accepted, completion date.

e. The College shall assign to the Facility only those students who have completed satisfactorily the prerequisite didactic portion of the curriculum related to the Clinical Education Program.

f. The College shall designate a faculty member as Clinical Education Coordinator to coordinate with a designee of the Facility the assignment to be assumed by the student participating in the Clinical Education Program. The primary responsibilities of the Clinical Education Coordinator are to provide liaison between the College and the Facility's Clinical Service and to assist students and the Clinical Service in fulfilling the objectives of the Clinical experience.

g. The College shall see that the objectives for the Clinical Education Program are consistent with the accreditation essentials/guidelines of the respective fields of study.

h. The College shall provide performance objectives for each clinical course for each clinical rotation and/or experience interval provided by the Facility.

i. Upon request, the College shall provide the Facility's Clinical Education Supervisor with copies of curriculum material for the courses which are prerequisite to the clinical education courses.

j. The College shall require students to follow rules and regulations that are mutually agreed on by the Parties to this Agreement, including but not limited to the following:

1. The student is responsible for conforming to the standards and practices established by the College while training in the Facility.

2. The student shall follow the applicable administrative policies, standards and practices of the Facility, including its confidentiality requirements, as provided to the student by the Facility.

3. The student shall provide uniforms, or other professional attire, if required.

4. The student shall provide his/her own transportation and living arrangements if not provided for by the Facility.

5. The student shall report to the Facility on time, shall give notice (preferably in advance) of any absence, and shall follow all established standards and practices of the Facility and the College relative to clinical education, clinical performance and patient care.

6. The student shall obtain prior written review of the Facility and the College before publishing any material relating to the clinical education experience.

3. Responsibilities of the Facility

a. The Facility shall provide a supervised Clinical Education Program as agreed upon by both Parties.

b. Should Facility have a policy requiring that each Student have a criminal background check prior to the Student's assignment at Facility, the results of the check will be submitted by the Student to and satisfactory to the Facility. The Facility will not share the contents or results of the criminal background check with the College or any of its employees.

c. The Facility shall designate a Clinical Education Supervisor to participate as the agent of the Facility in planning the Clinical Education Program at the Facility. The Clinical Education Supervisor must have sufficient experience in providing direct patient care and professional credentials as defined in the current accreditation essentials/guidelines of the respective field of study. The primary responsibilities are to provide overall supervision of students in the Facility, to verify student participation and performance, and to provide students information about the

Facility.

d. The Facility, by written notice, will inform the College of any proposed change of the Clinical Education Supervisor.

e. The Facility shall permit, upon reasonable request, the College faculty to visit the Facility to review services and facilities, evaluate students on site, and inspect student records and other such items pertaining to the Clinical Education Program.

f. Upon request, the Facility will provide (or allow the College to copy) clinical material relevant to the clinical education course.

g. The Facility shall inform the student of the applicable administrative policies, standards and practices of the Facility.

h. The Facility shall permit the student to have use of library materials necessary for completion of clinical assignments.

i. The Facility shall maintain records and reports on each student's performance as required by the College and provide to the College clinical performance reports on a mutually agreeable schedule consistent with the requirements of the Clinical Education Program of the particular department within the College.

j. The Facility may request the College to withdraw from the Facility any student whose performance evaluation is consistently unsatisfactory, whose personal characteristics prevent professional relationships with the Facility, or whose health status is a deterrent to the student's completion of the Clinical Education Program; however, the Facility will first give notice of student's performance and allow the College the opportunity to cure.

k. The Facility will enforce rules and regulations governing students which are mutually agreed upon by the Clinical Service of the Facility and the College.

l. The Facility certifies that it shall maintain, for the duration of this Agreement, insurance, or a program of self-insurance, in an amount that will be adequate to cover its respective obligations and/or risks hereunder, or as otherwise provided by Oklahoma State law the following policies of liability insurance insuring against liability arising from its use, disclosure, and maintenance of the Confidential Information hereunder. Upon request, the Facility will provide the College proof of insurance showing that such insurance is in place. Should any Party have their policy cancelled or terminated, they shall notify the other Party within ten (10) days and pursue reinstatement. Cancellation of an insurance policy or a reduction in insurance limits doesn't eliminate the respective Party's obligation to financially meet the minimum coverage limits required per this agreement. The policies

providing the foregoing coverage shall be written in standard form by insurance companies with a minimum A.M. Best financial strength rating of A-or better. If Insurance policies are underwritten on an "occurrence" basis, Facility shall maintain the coverage in force from the effective date of this Agreement until the Agreement between Facility and College terminates. Any combination of primary and excess or umbrella insurance may be used to satisfy the limits of coverage for Commercial General Liability, Auto Liability, and Employers Liability.

Minimum Insurance Coverages and Requirements:

1. Professional Liability (Errors & Omissions/Medical Negligence) insurance with limits of not less than one million dollars ($1,000,000) per claim/occurrence and three million dollars ($3,000,000) aggregate;

2. General Liability insurance with limits of not less than one million dollars ($1,000,000) per occurrence and two million dollars ($2,000,000) aggregate;

3. Cyber Liability Insurance with limits of not less than one million dollars ($1,000,000) per claim and three million dollars ($3,000,000) aggregate; and

4. Workers' Compensation Insurance, for their respective employees, per statutory requirements and Employers' Liability with limits not less than five hundred thousand dollars ($500,000).

m. Should the occasion arise, student will be furnished emergency care and treatment by the Facility until the student can be transferred to the care of a personal physician. Emergency care, transportation and treatment provided will be the responsibility of the student.

4. Confidentiality:

a. The attached Trainee Confidentiality Agreement must be signed by each student and faculty member (if any) sent to the Facility.

b. Unless otherwise required by law, neither Party shall, without first obtaining the written consent of the other Party, disclose information relating to the methods, policies, procedures, techniques, trade secrets, or other knowledge or processes of or developed by the other Party or its affiliates, or any other Confidential Information to persons other than the following: its legal counsel and accountants subject to professional confidentiality requirements and applicable privileges; state licensing boards, or agencies; federal or state governmental authorities; applicable accreditation agencies; and such third-party reimbursement agencies or parties as

may be required pursuant to the terms and conditions of an applicable agreement for reimbursement.

c. The Facility acknowledges that the College is a state entity covered by the Oklahoma Open Records Act, provisions of which may govern the release of certain information. To the extent the College is required and/or requested to disclose information, the College will provide the Facility reasonable notice to allow sufficient time to take legal or other action to prevent such disclosure.

5. Department Letters of Agreement:

a. Recognizing that the specific nature of the clinical experience required by the Departments of the College may vary, it is agreed by the College and the Facility that, following execution of this Agreement and within the scope of its provisions, the College may develop letter agreements with the clinical counterparts in the Facility to formalize only operational details of the Clinical Education Programs of the College.

b. The authority to execute these letter agreements shall remain with the Dean of the College of Allied Health and the chief administrative officer of the Facility, unless it is specifically delegated to others.

6. Term of Agreement:

a. The period of performance under this Agreement is specified as October 1, 2026, through ~~September 30, 2027~~,(May 20, 2027) unless sooner terminated. Either party hereto shall have the right to terminate this Agreement upon 30 days' written notice to the other. However, said termination shall occur only at the end of any given academic term unless law or circumstance require otherwise. Either party may terminate the Agreement immediately upon written notice in the event of material breach of the Agreement.

b. It is understood and agreed that this Agreement shall not be amended, restated, or modified, or supplemented except by mutual agreement of the Parties in writing and signed by each of the Parties.

7. Severability:

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or forcibility of any other provision.

8. Performance:

Any waiver by either Party of the other Party's failure to perform any provision of this Agreement is not a waiver of a right to subsequently insist on performance or

pursue any remedy for that failure.

9. Relationship:

The relationship between the Parties is that of independent contractor not employer/employee, joint venture, agent or business partners and nothing in this Agreement shall be constructed to make either party the legal representative or agent of the other Party, nor shall either Party have the right or authority to assume, create or incur any liability or any obligation of any kind, either expressed or implied in the name of or on behalf of the other Party.

10. No Exclusions:

By executing this Agreement, the Parties, including permitted subAgreements, certify that the Parties are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded in any State or Federal department or agency. Should any of the Parties become debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded, the Party shall notify the other Party within ten (10) days.

11. Force Majeure:

The performance by either Party hereunder shall be excused to the extent of unforeseen circumstances beyond such Party's reasonable control, including, but not limited to: hurricanes, National Weather Service named weather events, tsunami, floods, ice storms, lightning, landslide or similarly cataclysmic occurrence, or other acts of God; extended power outages; epidemics, pandemics, or related outbreaks if declared by the World Health Organization or federal government; county, state, or national declaration(s) of emergency as issued by an authorized government entity; war, acts of terrorism, or acts of public enemies; sabotage, riots or civil disturbances; or material destruction of facilities. In such event, the Parties agree to use their reasonable efforts to resume performance as soon as reasonably possible under the circumstances giving rise to the Party's failure to perform, provided, however, if performance is not restored within thirty (30) days, either Party may terminate this Agreement.

12. Counterparts:

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall be deemed to constitute one and the same instrument. Delivery of an executed signature page, with signature, electronic or otherwise, of this Agreement by facsimile or other electronic transmission shall be as effective as delivery of an original executed counterpart of this Agreement.

13. Entire Agreement:

This Agreement is binding and inures to the benefit of the Parties, their respective heirs, executors, administrators, successors, and permitted assigns. This Agreement constitutes the complete agreement and supersedes all prior discussions and understandings in respect to the subject of this Agreement, whether written or oral.

IN WITNESS WHEREOF, this Agreement has been executed by the authorized Parties on behalf of the department of the College of Allied Health of the University of Oklahoma, Health Campus and the Facility.

APPROVED FOR
DEER CREEK SCHOOL DISTRICT

20701 N. MacArthur Blvd.

Edmond, OK 73012

*By: _____
Signatory
Title

Date:_____

APPROVED FOR
BOARD OF REGENTS OF
THE UNIVERSITY OF OKLAHOMA,
HEALTH CAMPUS
1106 N. Stonewall Ave., Ste. 300
Oklahoma City, OK 73117

By: _____
Kathleen B. Stanton, MHR
Associate Vice Provost for
Student Success

Date: _____

*This should be signed by the individual who, as chief administrative officer of the Facility can legally bind the institution in this Agreement. Please use the correct title (i.e., administrator, president, vice president, etc.), which may vary with each Facility.

OUTGOING TRAINEE CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement ("Agreement") is effective this ____ day of _____, 20__, by and between the _____ ("Facility") and _____, ("Affiliate"), a __trainee __faculty member at the University of Oklahoma Health Sciences Center ("OUHSC").

Affiliate acknowledges that as a result of the clinical and related educational activities he or she will undertake at or through Facility, Affiliate may have access to confidential information, including patient identities and health information. Affiliate shall hold confidential all identifiable patient and Facility information obtained as a participant in these activities and will not disclose any personal, medical, financial, or related information to third parties, including family members, students, faculty members, or other health care providers without prior written approval of the supervisor or course coordinator. Affiliate is committed to protecting from any disclosure, whether written or oral, any and all confidential information that Affiliate may come into contact with. Affiliate may not view, copy, or remove from the premises patient schedules, procedure schedules, patient medical records, or similar documents, except as permitted under this Agreement and any related affiliation agreements. Affiliate may not use any confidential information in presentations, reports, social media, or publications of any kind without prior written approval of the supervisor or course coordinator.

Affiliate will not bring to Facility the confidential information of OUHSC or store such in or on Facility property without prior written approval of the supervisor or course coordinator.

Affiliate will not use or disclose patient information in a manner that would violate the applicable requirements of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Affiliate acknowledges that any breach of confidentiality or misuse of confidential information may result in termination of Affiliate's participation hereunder and in other actions deemed necessary by Facility. Unauthorized disclosure may cause irreparable injury to the owner of the information.

I have read these terms and I understand and agree to abide by them. I also understand I may have additional obligations or limitations under the related Affiliation Agreement between OUHSC and Facility.

_____
Affiliate Printed Name

_____ _____
Affiliate Signature Date

PBC Guru, LLC

BookBreak - Memorandum of Understanding - Central Creek Middle School

This Agreement is entered by and between Central Creek Middle School, with principal offices at 5000 NW 206th Street, Edmond OK 73012, and PBC Guru, LLC, with a principal office at 8312 Aqueduct Rd. Potomac, MD 20854-6236.

Cost of Services

Service	Service Period	# of Schools	Regular Cost	Founding Partner Discount	Sub Total
BookBreak Middle School Author Talk Program	7/1/25 - 6/30/26	1	3,300	50%	**$1,650**

Description of Services

BookBreak offers three school author talk series. The three series are geared towards: elementary school grades K-5, middle school grades 6-8 and high schools grades 9-12 (launching Fall 2025). All programs include:

- Recordings of live events are available for future lessons.
- A commitment to offering diverse perspectives and that half or more of the featured authors will be women and/or people of color.
- Resources for educators to incorporate before and after each talk, including classroom activities.
- Microsites that are customized to display individual schools' logos and colors.
- Detailed analytics of classroom registrations, live views, and archive views.

A more detailed description of each is provided below.

Elementary School Program (Grades K-5)

BookBreak's Elementary School Program brings 2-3 bestselling children's author talk events to schools each month that

are streamed live online. Each talk is geared to specific grade cohorts (e.g., K-1st, 2nd-3rd, and 4th-5th or K-2nd and 3rd-5th), so each grade will have the opportunity to hear from an age-appropriate author about once per month.

Talks are scheduled from September through May each year to coincide with the academic year. Recordings of the talks are generally available for future instruction and for school librarians/media specialists. Each live talk will be 10-15 minutes in length. Additional 2-to-5-minute videos recorded with authors that are tied to specific curriculum topics are also included.

Middle School Program (Grades 6-8)

BookBreak's Middle School Program offers two kinds of talks geared towards 6th-8th graders:

a. In-Depth Author Talks, which are live 25 to 30 minutes long and connect directly with English Language Arts (ELA) curriculum areas. Many of these talks will also connect with other curricular areas such as social studies, math and science.

b. Reading Inspiration Author Talks which are 7 minute read-alouds where the author shares a little bit about their book and reads an excerpt with the goal of introducing students to new genres and getting them excited to read new books. There will be 20+ of these talks each year which will be pre-recorded and available on-demand.

There will be 12 of each type of talk each year for a total of 24 talks per year.

K-8 Program (Grades K-8)

This is meant for schools that want access to both K-5 and 6-8 author talks such as K-8 schools.

High School Program (Grades 9-12)

BookBreak's High School Program offers 12 talks per year geared towards 9th-12th graders. Each talk is 30 minutes in length. Other features of the High School Program are:

a. Would You Read It? pre-recorded talks, which are 7 minutes long. The author introduces a book and reads an excerpt in order to excite students to read various genres and increase motivation to read. 24 new recordings added each year.

b. Classic Connections fosters class discussions on modern implications of classical literature through essential questions provided by BookBreak. There will be 2 or more videos per classic.

Terms and Other Details

Below are several specific terms and other details for the membership:

a. **Membership Details:** Membership will renew every year for another one-year term on the anniversary of

the program if written confirmation is provided by both parties. The cost of membership per school for the services outlined in this Memorandum will remain the same for a minimum of three consecutive years.

b. **Participant Privacy:** PBC Guru will not share, sell, rent or give away participants' information in any way unless required by a court of law. This does not include trusted third parties (including Central Creek Middle School,) who help us to operate and provide valuable services as long as those parties agree to keep the information private. Note that only teachers and staff will be able to make accounts with the BookBreak platform and personally identifiable information will not be collected from students or parents. Our complete privacy policy applies to all programs and can be found on our website at https://bookbreaks.org/services/privacy.

c. **Benchmarking and Data Aggregation:** PBC Guru will share information relating to the overall participation and engagement of all BookBreak members to support benchmarking and program improvements for all member schools. This may include a listing of the most popular programs, aggregate participation numbers, and other items. This will not include any personally identifiable information.

d. **Sharing Participant Information:** As a trusted third party, Central Creek Middle School, will have access to the names, email addresses, and other information of teachers and school staff who register for events through your instance of the platform.

e. **Event Sharing Limitations:** BookBreak schools may share the recorded videos and live programs that their individual school is subscribed to with any member of their individual school community including teachers, school librarians, staff, students, parents, and guardians. The recorded videos and live programs may not be shared with the public and with school communities that are not participants of BookBreak.

f. **Author Event Conflicts:** Some author speaking agreements for in-person events include a period of time when that author cannot plan to speak in the same metropolitan area during the same time of year. This is done so that two organizations are not hosting competing events with the same author at the same time of year. In certain cases, a BookBreak event may not be able to be shared with schools in the same metropolitan area where an author has a preexisting speaking agreement. This is expected to be a rare occurrence and our goal when coordinating with authors will be to keep this possible conflict to an absolute minimum.

g. **Start Date:** The program start date will be the first day of the Service Period listed in the Cost of Services table above. If access to certain aspects of the program is made available before the official start date as part of an onboarding or other process, all terms and agreements will still apply.

h. **Adjustments to Cost of Services:** Pricing in this Memorandum of Understanding is based on the most recent data available, and cost for services will not be adjusted for the first year of the program due to fluctuations in enrollment and Free and Reduced Meals percentages unless Central Creek Middle School, requests an adjustment prior to the program start date. Due to enrollment and Free and Reduced Meal percentages varying regularly, and to simplify budget planning for school districts, PBC Guru will only plan to update

pricing with the latest school-specific data every three years unless specifically requested by the district or if there is another reason to do so. The cost for services will never be adjusted from a previously agreed amount after the Start Date.

i. **Termination:** This program can be ended at any time by PBC Guru or Central Creek Middle School,. The official “end date” will be the next renewal date of the program.

j. **Payment Responsibility:** The undersigned representative of Central Creek Middle School acknowledges and agrees to the following:

   i. Acting on behalf of Central Creek Middle School, the undersigned representative(s) responsibility is to collect and remit a single payment covering all participating schools in the BookBreak program.

      1. For the avoidance of doubt, 'participating schools' include schools explicitly listed in this document and any future schools that may join under the terms as outlined in this agreement.

   ii. The District representative(s) will provide PBC Guru with the necessary contact information for each participating school.

   iii. Eligibility for the District Discount is explicitly contingent upon the District's acknowledgment of and compliance with the payment responsibility outlined in point i. Failure to adhere to this payment responsibility may result in the revocation of the District Discount and a recalculation of fees at the non-discounted rate.

k. **Additional Terms:** General terms and conditions for all PBC Guru Programs are provided below.

PBC Guru Business and Organization Terms and Conditions

Last Updated: 8th January, 2022

General

PBC Guru LLC will provide the pbc.guru Programs to organizations who register for the service and follow the terms outlined herein. In the event of any inconsistency among these Terms and Conditions and any other terms, the order of control shall be: (i) Business and Organization Terms & Conditions and (ii) any other exhibits, addenda or attachments to the Terms & Conditions including any links contained in these Terms and Conditions, which are incorporated by reference herein. Note that areas of the user terms apply to organizations where applicable but in no way limiting the business specific terms.

Intellectual Property Rights

(i) PBC Guru LLC owns all right, title and interest in and to any data provided to PBC Guru LLC by your employee, member or an end user to PBC Guru LLC in connection with the pbc.guru Programs ("Customer Data"). (ii) PBC Guru LLC owns all right, title and interest in and to the pbc.guru Programs including, without limitation, any intellectual

property rights and any improvements, modifications, enhancements or refinements thereto. Except as set forth in the Agreement, all rights not expressly granted to you are reserved. You agree not to decipher, decompile, disassemble, reconstruct, translate, reverse engineer, or discover any of the pbc.guru Programs, intellectual property or ideas, algorithms, file formats, programming, or interoperability interfaces underlying or such intellectual property.

All company names and logos are trademarks™ or registered® trademarks of their respective holders. Reference to them is for the information and convenience of the public, and does not constitute affiliation, endorsement, recommendation, or favoring by them.

All content posted to the Site must comply with U.S. copyright law. PBC Guru LLC does not pre-screen content posted to the Site, but does maintain the right (but not the obligation) in their sole discretion to refuse or remove any content that is available via the Site and services.

Restrictions

You: (i) will use the pbc.guru Programs solely for your internal business purposes, and (ii) will not, for itself, any affiliate of you or any third party (a) sell, rent, lease, license or sub-license, assign, distribute, or transfer the pbc.guru Programs; (b) modify, change, alter, create derivative works of, decipher, decompile, disassemble, reconstruct, translate, reverse engineer, or discover any source code of the underlying ideas, algorithms, file formats, programming, or interoperability interfaces of the pbc.guru Programs; (c) copy any tangible versions of the pbc.guru Programs; or (d) remove from any of the pbc.guru Programs any language or designation indicating the confidential nature thereof or the proprietary rights of PBC Guru LLC. In addition, you will not export, re-export or permit any third party to export or re-export, directly or indirectly, the pbc.guru Programs where such export or re-export is prohibited by applicable law without appropriate licenses and clearances. All content posted and activity that occurs under your account is your responsibility.

Fees; Pricing and Payment Terms; Taxes

(i) PBC Guru LLC reserves the right to amend the fees payable for the pbc.guru Programs at any time upon thirty (30) days prior notice to you; provided, however, that such amendment to the fees will not be applicable until the beginning of the next Subscription Period. (ii) You will be responsible for any sales, use, value-added or import taxes, customs duties or similar taxes assessed in accordance with applicable law with respect to the provision of the pbc.guru Programs. (iii) Notwithstanding anything herein to the contrary, PBC Guru LLC, in its sole discretion, may suspend or terminate the Agreement and corresponding access and right to use the pbc.guru Programs, at any time, upon notice to you, if you have not paid all amounts due on or before the payment due date, or for any other material breaches of the Business and Organization Terms and Conditions or any other exhibits, addenda or attachments to the Terms & Conditions including any links contained in these Terms and Conditions, which are incorporated by reference herein. You are responsible for amounts that remain outstanding as of the date of such termination. You agree to pay reasonable attorneys' fees and court costs incurred by PBC Guru LLC to collect any unpaid amounts owed by you.

Term; Termination; Survival

The Agreement will remain in full force specified in the Business Agreement. Each party shall have the right to terminate the Agreement upon written notice to the other party for any reason. Any provision of the Agreement which contemplates performance or observance subsequent to any termination or expiration of the Agreement shall survive any termination or expiration of the Agreement and continue in full force and effect.

Representations and Warranties; Disclaimer

(i) PBC Guru LLC warrants that PBC Guru LLC has the authority to enter into this Agreement. (ii) You represent and warrant to PBC Guru LLC that: (a) you have the authority to enter into this Agreement; and (b) you will only use the pbc.guru Programs for lawful purposes and will not violate any law of any country or the intellectual property rights of any third party. (iii) EXCEPT AS SPECIFICALLY PROVIDED IN THIS SECTION, EACH PARTY EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF QUALITY, ACCURACY, BUSINESSABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, YOU EXPRESSLY AGREE THAT THE USE OF pbc.guru PROGRAMS OR SERVICES AND THE INTERNET IS AT YOUR SOLE RISK. pbc.guru PROGRAMS AND SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS.

Confidential Information

Any information that a receiving party knows or has reason to know (either because such information is marked or otherwise identified by the disclosing party orally or in writing as confidential or proprietary, has commercial value, or because it is not generally known in the relevant trade or industry) is “Confidential Information” of the disclosing party and will remain the sole property of the disclosing party. Such Confidential Information includes but is not limited to data, information (including personally identifiable information), ideas, materials, specifications, procedures, schedules, software, technical processes and formulas, source code, product designs, sales, cost and other unpublished financial information, product and business plans, advertising revenues, usage rates, advertising relationships, projections, marketing data and other similar information provided by a party. For avoidance of doubt, Customer Data shall be deemed Confidential Information of PBC Guru LLC. Each party agrees that it will not disclose, use, modify, copy, reproduce or otherwise divulge such Confidential Information to any third party without the prior written approval of the disclosing party except that the receiving party shall have the right to disclose such Confidential Information to the extent required by applicable law or to the directors, officers or employees of the receiving party who have a need to know such Confidential Information in order to perform its obligations under the Agreement and to the extent such directors, officers or employees are subject to obligations of confidentiality and non-disclosure that are substantially similar to the obligations set forth in the Agreement. The prohibitions contained in this Section will not apply to information (i) already lawfully known to the receiving party prior to such disclosure by the disclosing party; (ii) independently developed by the receiving party without access to or use of the disclosing party’s Confidential Information; (iii) disclosed in published materials; (iv) generally known to the public; or (v) lawfully obtained from any

third party. In addition, a party will not be considered to have breached its obligations under the Agreement to the extent Confidential Information is required to be disclosed by any governmental authority, provided that, to the extent legally practicable, the receiving party advises the disclosing party prior to making such disclosure in order that the disclosing party may object to such disclosure, take action to ensure confidential treatment of the Confidential Information, or take such other action as it considers appropriate to protect the Confidential Information.

Dispute Resolution; Governing Law

In the event of a dispute or mistake between a Business or Organization and User, PBC Guru LLC will not be liable in any way for damages to either Business or User.

To the extent any disputes arise under the Agreement or otherwise between the parties, the parties will first attempt in good faith to resolve their dispute informally. This Agreement is governed by Oklahoma County, OK.

Use of Business Names and Logos

PBC Guru LLC reserves the right to use business and organization names and logos on our website and promotional material. This may include but is not limited to postings on pbc.guru, printouts distributed for marketing purposes, listings of client names and/or logos on promotional material, etc. PBC Guru LLC may ask a business or organization's permission to use its name or logo in promotions but this is not a requirement for such use. A business or organization may contact pbc.guru via the contact form to express how they prefer their information to be used and PBC Guru LLC will make an effort to honor such requests but is in no way bound to do so.

Book Selection Requests

PBC Guru LLC reserves the right, in its sole discretion, to reject any book selection request that we do not believe will be successful with a book club group. Reasons for rejection can include but are not limited to books that are overly dense, one-sided or will be difficult for participants to find a copy to read/ access. We are always happy to work with you to find an alternative title if we believe a book won't be successful with your group.

Indemnification

You will defend, indemnify, and hold PBC Guru LLC and its affiliates and their respective directors, officers, employees, agents and representatives harmless from and against any third party suit, proceeding, assertion against any damages, judgments, liability, costs and expenses (including without limitation any reasonable attorneys' fees) incurred arising from your material breach of this Agreement, your unauthorized use or misuse of the pbc.guru Programs or any unauthorized combination of the PBC Guru LLC with any hardware, software, products, data or other materials not specified or provided by PBC Guru LLC.

Limitation of Liability

PBC Guru LLC's aggregate liability for all claims (including claims for indemnification of third party damages) arising out

of the Agreement, whether in contract, tort or otherwise, will not exceed the amount of fees paid by you to PBC Guru LLC under the Agreement during the twelve (12) months preceding the date on which the claim occurred. To the maximum extent permitted by applicable law, in no event will PBC Guru LLC be liable for any loss of business profits, business interruption, loss of data or any special, indirect, exemplary, incidental or consequential damages arising from or in relation to the Agreement or the use of the Services, however caused and regardless of theory of liability.

Notice

Except where explicitly provided otherwise herein, any notice required or permitted hereunder will be delivered to the contact person listed on the business account via electronic mail. Electronic mail will be considered received as long as no server error is received from the sending of an electronic mail. It is the responsibility of the Business to ensure that any changes to the appropriate electronic mail address are provided to PBC Guru LLC.

Assignment

This agreement can only be assigned by mutual agreement, unless one party is selling its business or assets, in which case they can include this Agreement and the obligations on both parties as part of the sale. The obligations in this Agreement continue with the new owners and the remaining party.

No Third Party Beneficiaries

The Agreement is solely for the benefit of the parties and their successors and permitted assigns, and does not confer any rights or remedies on any other person or entity.

Amendment; Waiver

This Agreement may be changed only by written agreement signed by both PBC Guru LLC and you. The failure of either party to exercise or enforce any of its rights under the Agreement will not act as a waiver of subsequent breaches and the waiver of any breach will not act as a waiver of subsequent breaches.

Severability

If any provision of the Agreement is held by a court or other tribunal of competent jurisdiction to be unenforceable, that provision will be enforced to the maximum extent permissible under applicable law and the other provisions of the Agreement will remain in full force and effect.

Force Majeure

If either party is prevented from performing any of its obligations under the Agreement due to any cause beyond the party's reasonable control including, without limitation, an act of God, fire, flood, explosion, terrorism, war, embargo, government regulation, civil or military authority, acts or omissions of carriers, transmitters, providers, or acts of vandals, or hackers, the time for that party's performance will be extended for the period of the delay or failure to

perform due to such occurrence, except that you will not be excused from the payment of any sums of money owed by you to PBC Guru LLC provided prior to the force majeure event.

Independent Contractor

The Agreement will not be construed as creating or constituting a partnership, joint venture, or agency relationship between the parties. Neither party will have the power to bind the other or incur obligations on the other's behalf without the other's prior written consent.

Compliance with Laws

Each party will comply with all applicable laws, regulations, and ordinances relating to their performance hereunder.

Entire Agreement

The Agreement will constitute the entire agreement between PBC Guru LLC and you with respect to the subject matter hereof and all prior oral or written agreements, representations or statements with respect to such subject matter are superseded hereby.

☐ I hereby acknowledge that I have read and understood the above conditions.

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ORDER FORM

Liminex, Inc.
dba GoGuardian and Pear Deck Learning
8605 Santa Monica Blvd #996559
West Hollywood, California 90069-4109
United States

Primary Contact
Kristi McMullin
kristimcmullin@dcsok.org
(405)348-6100

QUOTE #	**Q-557042**
Created Date	8/6/2026
Contract Start Date	7/1/2026
Contract End Date	6/30/2027
Quote Term	Net 45

Ship To
Deer Creek Public Schools -Central Creek Middle School
5000 Nw 206Th Street
Edmond, Oklahoma 73012
United States
(405)348-6100
kristimcmullin@dcsok.org

Quote is valid 90 days from the created date above

Bill To
Deer Creek Public Schools - Central Creek Middle School
5000 Nw 206Th Street
Edmond, Oklahoma 73012
United States

Prepared By:
Natalie Pottier
npottier@goguardian.com

Thank you for your interest in our products! This order form ("**Order Form**") identifies the Liminex products you have selected for subscription ("**Licensed Product(s)**"), the term of your initial subscription(s) to the Licensed Product(s) ("**Initial Term**"), the number of licenses included in your base subscription(s) ("**Licenses**"), as well as the fees associated with your base subscription(s), any Licenses you add to your subscription(s) during the Initial Term, and support and professional services related to the Licensed Product(s).

This Order Form, once executed by authorized representatives of Liminex, Inc. dba GoGuardian ("**GoGuardian**") and Pear Deck Learning ("**Pear Deck Learning**") on behalf of itself and its family of company Affiliates and products including Pear Deck, Inc. ("**Pear Deck**"), Snapwiz, Inc. referred to herein as "**Pear Assessment**", Zorro Holdco LLC referred to herein as "**Pear Deck Tutor**", and Pear Practice ("**Pear Practice**") (together, "**Liminex**", "**we**", "**us**", "**our**"), and the organization listed below ("**School**," "**you**" or "**your**"), and together with the Liminex Product Terms of Service and End User License Agreement available at https://www.goguardian.com/policies/eula and https://www.peardeck.com/policies/product-terms-and-end-user-license-agreement (the "**Terms**" and, together with this Order Form, the "**Agreement**"), forms a binding contract. All capitalized terms not defined in this Order Form have the meaning given to them in the Terms. In the event of any conflict between this Order Form and the Terms, the terms set forth in this Order Form will prevail, but solely with respect to this Order Form. We do not agree to any other terms, including without limitation any terms on your School's purchase order.

QTY	PART #	DESCRIPTION	START DATE	END DATE	UNIT PRICE	EXTENDED
600	GG-ENT11Y-000001	Pear Assessment Enterprise with Video Quiz, Pear Start and AI Capabilities	7/1/2026	6/30/2027	$3.12	$1,872.00
0	ProServ-PA-DSO1Y-040000	Professional Pear Assessment Onboarding: Collaborate with professionals to design and recommend necessary product configurations to meet school/ district needs. While the customer controls the process and ultimately configures implementation, Solution Engineers ensure the implementation will match desired outcomes and set customers up for success.	7/1/2026	6/30/2027		$0.00

TOTAL (USD): $1,872.00

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ORDER FORM

Liminex, Inc.
dba GoGuardian and Pear Deck Learning
8605 Santa Monica Blvd #996559
West Hollywood, California 90069-4109
United States

Additional Notes:
This is a split of Deer Creek Middle School. All of the teachers have already been using the program. We are just splitting the site. The district has already been doing the roster integration. So it would be the same as DCMS and our district.

Add-on Licenses. If during the Initial Term or during any Renewal Term, you would like to expand your base subscription(s) to include additional Licenses, please contact Liminex so that we can send you an additional Order Form for those 'add-on' Licenses ("**Add-Ons**"). If we do not hear from you and you deploy additional Licenses, we will send you an Order Form and invoice your Organization for subscriptions to the Add-Ons you use. Add-Ons, once deployed, will be rolled into your base subscription, and, collectively, are referred to as the "**Subscription**."
AZ/HI/SC/WA Customers: Sales tax will be added to the Fees quoted above.

PAYMENT

Full payment of the Total Base Subscription Fees for Initial Term is required before access to the Subscription is provided for the Initial Term. Your School is responsible for all payment of fees associated with any Add-Ons. Payment for all fees, including any fees for Add-Ons, is due within forty-five (45) days of invoice date. Payment of the applicable Total Base Subscription Fees (including fees for any Add-Ons) for each Renewal Term is also due up front in full in advance of each Renewal Term, Your School is responsible for all taxes and duties unless expressly included in this Order Form.

Authorized Representative:	Deer Creek Schools
Name:	Cordell Ehrich
Signature:	
Title:	Assistant Superintendent
Date:	8-12-26
Accounts Payable Name:	Emily Smithson
Accounts Payable Email:	emilysmithson@dcsok.org

If paying by purchase order, your PO must have:
1. PO Number
2. Bill to information
3. The products being purchased
4. Quote or quote number matching your purchase order
5. Total dollar amount

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FIRST AMENDMENT TO LIMINEX PRODUCTS TERMS

This First Amendment ("**First Amendment**") to the Liminex Products Terms of Service and End User License Agreement (available at https://www.goguardian.com/policies/eula and as amended from time to time in accordance with the terms therein) ("**Liminex Terms**") (together, the First Amendment and Liminex Terms as the "**Agreement**") by and between Liminex, Inc. dba GoGuardian and Pear Deck Learning, and acting on behalf of itself and its Affiliates ("**Liminex**")and Deer Creek Public Schools -Central Creek Middle School ("**School**") is made and entered into as of the date last signed below ("**Effective Date**") and shall remain in effect for as long as School uses any Offerings under the Liminex Terms, unless this First Amendment is terminated earlier by the mutual written agreement of the parties.

RECITALS

1. School and Liminex are parties to the Liminex Terms, which govern School's use of Liminex's Offerings

2. School has purchased, or intends to purchase, licenses for Liminex Offerings, including but not limited to the individual license purchase made as of the Effective Date of this First Amendment.

3. The parties desire to amend the Liminex Terms to govern School's current and all future purchases, subscriptions, and use of Liminex Offerings, regardless of the method of purchase.

4. Capitalized terms used in this First Amendment shall have the same meaning ascribed to such terms in the Liminex Terms, unless otherwise defined in this First Amendment.

5. NOW, THEREFORE, in consideration of the foregoing recitals incorporated herein and other good and valuable consideration, the receipt and sufficiency of which is hereby expressly acknowledged, the parties hereto agree to modify, supplement, and amend the Liminex Terms as follows:

    a. Section 15.1 (Governing Law and Venue) is hereby deleted in its entirety and replaced with:

        "This Agreement and any dispute arising from or relating to this Agreement are governed by the laws of the State of Oklahoma, United States, without regard to its conflict of law principles. You further agree to accept service of process by mail. Any action arising out of or relating to this Agreement shall be brought exclusively in a state or federal court located in Oklahoma County, Oklahoma. Nothing in this Agreement shall be construed as a waiver of any rights, immunities, or limitations afforded to the School under Oklahoma law, including the Oklahoma Governmental Tort Claims Act."

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6. Except as expressly modified by this First Amendment, the Liminex Terms shall remain in full force and effect. In the event of any conflict between the provisions of this First Amendment and the Liminex Terms, the provisions of this First Amendment shall prevail.

[SIGNATURE PAGE FOLLOWS]

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

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Signed and Agreed:

For and on behalf of Deer Creek Public Schools -Central Creek Middle School:

Signature: 

Signatory Name:

Cordell Ehrich

Title:

Assistant Superintendent

Dated:

8-12-2026

For and on behalf of Liminex, Inc. dba GoGuardian and Pear Deck Learning, and acting on behalf of itself and its Affiliates:

Signature: Signed by: Fabian Gauna 7296ABE777AF407...

Signatory Name: Fabian Gauna

Title: Commercial Counsel

Dated: 8/13/2026

Kristi Barcuch <kristibarcuch@dcsok.org>

Kristi: Contract for your event

1 message

Thunder House Party Rentals <thunderhousellc@gmail.com> Mon, Aug 24, 2026 at 11:30 AM
Reply-To: Thunder House <bounce@thunderhouse.net>
To: kristibarcuch@dcsok.org

Hi Kristi,

We're excited about the opportunity to work with Rose Union Elementary for the big **Birthday Bash!** I've put together the quote and worked to build a lineup that gives you a great variety of activities for kids of all ages.

The current setup includes:

- **Ultimate Venom Obstacle Course**
- **Pixelated Gamer Obstacle Course**
- **18' Infernal Cascade Slide**
- **Rainbow Bounce House**
- **5-in-1 Multi Play Bounce House**
- **Mini Basketball**
- **Batter Up Baseball**

We've also included a **discount on the package and will provide the generator at no additional charge.**

I added the 18' Infernal Cascade because I think it will be a great fit for some of the bigger kids as you mentioned. Combined with the obstacle courses, bounce houses, and games, this setup should give you a really good mix for different ages—including older siblings who may attend the event.

Please take a look at the quote when you have a chance. If you have any questions or would like to make any adjustments, feel free to reach out by **call, text, or email**. We're happy to work with you to make sure the setup is a great fit for the Birthday Bash.

We appreciate Rose Union Elementary considering **Thunder House Party Rentals**, and we'd love to be part of the celebration!

Event Contract

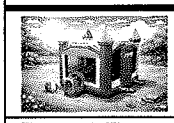
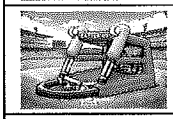
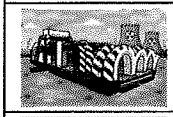
Best regards,
Steven Donohue
Thunder House Party Rentals
Where the Party Strikes!

Thunder House
14229 Fox Lair Ln Edmond, OK, 73025-2887
Phone: (479) 719-3660

Invoice: 74934549
Order Date: 8/24/2026

Event Location & Renter
Rose Union Elementary
Kristi Barcuch
5100 NW 220th St
Edmond, OK 73025
Cell: (405) 531-9486

Start Date: 10/8/2026 5:30pm
End Date: 10/8/2026 7:00pm
Delivery method: Drop-Off

Name	Qty	Total
 5-Part Multi Play Rainbow Inflatable Bounce House with Slide	1	285.00
 Rainbow Modular Bounce House	1	175.00
 Batter Up	1	125.00
 Mini Hoop	1	75.00
 Ultimate Venom 70ft	1	600.00
 40' Venom Obstacle Course	1	0.00
 Venom 7 Element	1	0.00
 Pixelated Gamer	1	400.00
Dry Option	1	0.00
 18 FT Infernal Cascade Single Lane	1	375.00

Rentals subtotal		$2,035.00
DC26	E	$-203.50
Sales Tax	Exempt 0%	$0.00
Total		**$1,831.50**
Deposit Due		$0.00
Amount Paid		$0.00
Balance Due		$1,831.50

RENTAL AGREEMENT AND GENERAL RELEASE

This Rental Agreement, Release of Liability, Assumption of Risk, and Hold Harmless Agreement ("Agreement")is entered into between Thunder House Party Rentals ("Company"), and the undersigned renter ("Customer").:

1. **Identity of parties:** Company refers to Thunder House, its owners, officers, employees, contractors, and agents. Customer refers to the individual(s) listed on the invoice and signing this agreement, including their guest and participants.

2. **Equipment, Rent, Payment, and Term of Rental Agreement:** Customer rent the equipment listed on the invoice ("Rental Equipment") . The rental fee set forth is payable, in full, in advance, and the rental term shall be that listed as "Start Time" on the invoice page of this agreement, but all of Customer's obligations arising under the terms and conditions of this Rental Agreement shall run from the actual delivery of the rental equipment to the actual pickup of the rental equipment by Company. Customer assumes full responsibility while in possession of the equipment.

3. **Operation:** Customer must provide dedicated 110-120 Volt / 20-amp circuits within 50 feet. Service calls due to power issues may incur additional fees. No electrical cords are to be used that are not supplied by Company. If the blower stops or the air pressure is low, remove all users immediately, and then check on the problem. The electrical cord should be plugged into an outlet and be the only thing operating on that electrical circuit. Circuit breakers should also be checked. The customer is subject to an additional charge for all service calls due to electricity.

4. **Weather:** Company does not guarantee weather conditions. Company may cancel, delay, or remove equipment due to unsafe weather including rain, lighting, or wind exceeding safe limits. Rescheuling will be reordered when applicable. If we pick up the equipment early, **In the event of severe weather during a rental, Customer agrees that they will unplug the inflatable, allow it to deflate, and not use the equipment until severe weather ends. Company will treat each weather cancellation as an individual event and will work with customers if a future credit or gift card is required.**

5. **Return Check Policy:** If a check is returned to Company for insufficient funds, Customer agrees to pay the total rental balance as well as an additional $75.00 return fee.

6. **Customer Responsibilities:** Customer shall be responsible for any damage to any of the Rental Equipment not caused by ordinary wear and tear. "Ordinary wear and tear" shall mean only the normal deterioration of the rental equipment caused by ordinary, reasonable, and proper use of the rental equipment. Customer shall be liable to Company for all damage, which is not "ordinary wear and tear" including, but is not limited to, cutting or tearing of vinyl or netting, damage due to overturning, overloading, exceeding rated capacities, breakage, improper use, abuse, lack of cleaning, contamination of or dirtying of rental equipment with non-approval items such as chemicals, food, paint, silly string, mud, clay, or other materials. Customer will also be liable for damage done by weather if the damage could have been prevented by Customer deflating the equipment as covered in article three (3) above.

7. **Warranties:** Company makes no warranties either expressed or implied as to the condition or performance of any equipment and/or property leased by Customer from Company. By signing this contract, Customer agrees that any warranty of merchantability or fitness for a particular purpose is hereby disclaimed. By signing this contract, Customer agrees that no expressed warranty as to the condition or performance of any equipment and/or property leased by Customer is hereby disclaimed. Customer understands that the only warranties about said equipment and/or property is that which is stated in the instruction manual for said equipment and/or property, which Customer has received a copy of.

8. **Possession:** Customer's right to possession of the Rental Equipment begins upon the items being delivered to Customer's premises and terminates on the actual pick up by Company. Retention of possession or any failure to permit the pickup of the equipment at or after the end of the "Rental period" specified constitutes a material breach of this agreement. If the equipment is not returned for any reason, including theft, the Customer is obligated to pay to Company the full replacement value for such equipment listed on the invoice page of this agreement, plus all incidental costs associated with the attempted pick up or recovery of the equipment by Company. Customer shall not cause nor permit these items, or any of them, to be sublet, rented, sold, or removed from the delivery address, or otherwise transfer such items. If rental items are not returned and/or levied upon for any reason whatsoever, Company may take possession of said items without further notice or legal process and use whatever force is necessary to do so. Customer hereby agrees to indemnify, defend, and hold Company harmless from all claims and costs arising from such retaking. If rental items are stolen, or otherwise moved from the delivery address, Customer shall notify Company immediately.

   A. **General Misuse:** Do not allow riders to play or climb on walls, sides, or roof of inflatables. Do not allow water or a water hose near a dry inflatable. If the inflatable should become wet, have an adult wipe down equipment before riders return. Make sure the equipment is not wet when riders return, with the exception of units designed to have wet areas such as slip and slides, water slides, dunk tanks, etc.

   B. **Negligence or Abuse:** The following fees may be assessed for negligence or abuse of inflatable:
      i. Spilled Food, drink, or the uses of foreign substances $50
      ii. Negligence or damage to the equipment(s): Full Repair Cost
      iii. Damage beyond repair: Full Replacement Cost
      iv. Excessive Cleaning: $50

9. **Rules of Operation:** Equipment must be operated over a smooth, compatible surface such as grass or hard top surface. The equipment may NOT be operated on rough surfaces such as rocks, brick, glass, or any jagged objects. Equipment may also not be operated over any exposed irrigation or utility lines or access points for such lines. The equipment cannot be moved by Customer after being placed by Company employees/contractors. Equipment MUST BE properly anchored before use. Equipment will be anchored initially by Company employees/contractors and the anchors MUST NOT be removed during the period of use. Never attempt to relocate, adjust, or service a blower. Never use during high winds, gusty winds, thunderstorms, or lightning. The equipment can turn over in high winds, even if anchored, and this could result in severe injuries to the users. Do not

resume use until adverse weather conditions have ceased. Always follow the manufacturer's guidelines located on the equipment itself.

10. **Overnight Rental:** Unless otherwise agreed, equipment will be picked up on the same day it is dropped off. Customer agrees that any overnight rental will be in a secured location and that the equipment will be deflated, covered, and blowers removed to a secure indoor location when not in use.

11. **Equipment problems:** Should any equipment develop a problem, or not function correctly at any time, or Customer does not understand the operating instructions, the Customer agrees to immediately cease use of the equipment. In particular, if the inflatable equipment begins to deflate, Customer will immediately have the riders exit the equipment and then check for one of the following conditions: 1) The motor has stopped; in which case check the power cord connection at the outlet where the equipment plugs in to make sure that it has not been unplugged; 2) If the motor continues to run, check for blockage of the air intake screen on the side of the blower unit. Also, check both air tubes on the back of the equipment for snugness and tighten the ties if necessary; 3) If either of these steps corrects the problem, fully re-inflate the equipment before permitting anyone to use the equipment; 4) If you cannot correct the problem, call our office.

12. **Pick-up Inspection**: If Customer chooses to deflate the equipment before the arrival of the pick-up attendant, it must be re-inflated before it is packed up. The equipment will be inspected and may receive a preliminary cleaning before removal.

13. **Cancellation/Refund Policy:** Customer will only receive a full refund of the deposit if Customer cancels prior to 7 days from the event. Inclement weather is the only variable that will necessitate a full refund. A cancelation within 7 days will result in a deposit that is non-refundable and a gift card will be issued valid for one year. Canceling an event the day of the event will result in a full balance due, non-refundable. If the equipment malfunctions or is inoperable, it is the sole responsibility of the Customer to notify Company immediately. If Company is not notified and given a chance to correct the problem, NO REFUND will be issued.

14. **Release of Liability:** Customer understands and acknowledges that play on an amusement device entails both known and unknown risks including, but not limited to, physical injury from falling, slipping, crashing or colliding, emotional injury, paralysis, distress, damage or death to any participant. Customer agrees to indemnify and hold Company harmless from any and all claims, actions, suits, proceedings, costs, expenses, fees, damages and liabilities, including, but not limited to, reasonable attorney's fees and costs, arising by reason of injury, damage, or death to persons or property, in connection with or resulting from the use of the leased equipment. This includes, but is not limited to, the manufacture, selection, delivery, possession, use, operation, or return of the equipment. Customer hereby releases and holds harmless Company from injuries or damages incurred as a result of the use of the leased equipment. Company cannot, under any circumstances, be held liable for injuries as a result of inappropriate use, God, nature, or other conditions beyond its control or knowledge. Customer also agrees to indemnify and hold harmless Company from any loss, damage, theft or destruction of the equipment during the term of the lease and any extensions thereof.

15. **Rules and Supervision:** Participants require Adult supervision at ALL times. Follow all posted safety rules and other manufacturer guidelines. The Customer assumes the role of operator while equipment is in their possession and will strictly enforce the instructions outlined in subparagraph C. Accompanying the contract is a set of Manufacturer directions for use.

    A. Customer is responsible for enforcing posted rules, rules listed in this document, and any attached rules/code of conduct provided. Customer is responsible for ensuring that the size and number of persons entering the equipment does not exceed the manufacturer's maximum occupancy.

    B. Unless otherwise specified by the manufacturer, Customer agrees to have at least 1 person of average strength per equipment at all times. This person (Customer/operator) will be responsible for the operation of the rented equipment.

    C. Instructions for safety and operation will be reviewed at time of setup and include but are not limited to:
        i. NO SHOES in inflatables.
        ii. SOCKS REQUIRED when indicated.
        iii. All persons must remove shoes, glasses, jewelry, belts, sharp objects etc.
        iv. NO flips or somersaults etc.
        v. NO roughhousing, horseplay in/or around equipment.
        vi. NO climbing, hanging, standing or pulling on sides, tops, backs of equipment
        vii. NO crawling under bottom or edge of equipment.
        viii. NO taping, fastening or hanging anything to or in the inflatable equipment. Severe injury risk can occur.
        ix. NO FOOD, DRINKS, CANDY, ANIMALS, SHOES, SILLY STRING or SHARP OBJECTS are to be allowed in the rentals at any time.

16. **Release of Liability & Hold Harmless**: Customer agrees to the release, indemnify, and hold harmless Company from all claims,injuries, damages, and losses arising from equipment use. Customer acknowledges and certifies that they have had sufficient opportunity to read this entire Agreement and agrees to be bound by all the terms and conditions on all pages and they understand its content and that they execute it freely, intelligently, and without duress of any kind.

17. **Entire Agreement:** This Agreement constitutes the full Agreement between Company and Customer. Any prior agreements, whether written or oral, promises, negotiations, or representations not expressly set forth herein shall be of no force or effect. Customer acknowledges the receipt of the Rental Equipment that is the subject of the Rental Agreement and General Release and the fact that it is in good working order.

BY SIGNING MY NAME ON THIS CONTRACT, I ACKNOWLEDGE THAT I HAVE COMPLETELY READ AND UNDERSTAND THIS CONTRACT, I WILL AGREE TO BE FULLY INSTRUCTED BY COMPANY PERSONNEL AS A TRAINED OPERATOR FOR THE AFOREMENTIONED EQUIPMENT AND HAVE HAD ALL OF MY QUESTIONS ANSWERED TO MY SATISFACTION. I UNDERSTAND THAT I AM MUTUALLY RESPONSIBLE FOR ADHERING TO THE TERMS IN THIS AGREEMENT.

Lessor will:
1. Provide the necessary staff to facilitate your event and power cords to reach a minimum of 50ft.
2. Deliver, set-up, tear-down, and operate all activities with/without volunteer staff.
3. Carry a liability insurance policy covering our services & equipment.

Lessee will:
1. Provide __4__ 110volt/20amp electric circuits and 10/12 gauge cords for distances over 50ft.
2. Provide any required entrance and parking passes.
3. Provide a minimum of __*1*__ adult volunteer(s) to operate the activities.

I HAVE READ THIS CONTRACT AND AGREE & UNDERSTAND THE CONTENT.

_____ _____

Board President Date

_____

Printed Name

WORLD BOOK
180 N LaSalle Street, Suite 900
Chicago, IL 60601
Phone: (800) 975-3250
Fax: (888) 922-3766
http://www.worldbook.com

Sales Quotation

Quote Details

Presented By:	Giselle Shoemaker	Quote Number	00116112
Title	Customer Success Specialist	Quote Valid Until	9/15/2026
Phone	(312) 729-5892	WB Acct No	O0783
Email	giselle.shoemaker@worldbook.com		

Bill To Name	Deer Creek Public Schools	Ship To Name	Deer Creek Public Schools
Bill To	20701 N Macarthur Blvd Edmond, Oklahoma 73012 United States	Ship To	20701 N Macarthur Blvd Edmond, Oklahoma 73012-9301 United States

SKU	Product	Quantity	Sales Price	Subtotal
O21XS	Online- Discover School	1.00	USD 304.70	USD 304.70
O48X	Online- World Book Student	1.00	USD 304.70	USD 304.70

Subtotal	USD 609.40
Tax	USD 0.00
Grand Total	USD 609.40

Payment Options

Select one of the following accepted payment methods below:

— Credit Card: A 3% convenience fee will be applied; email customerservice@worldbook.com to receive a payment link.
— Bank Transfer: Payment via electronic funds transfer (EFT) or ACH to a designated bank account, as provided by the Provider.
— Check: Send to World Book, Inc. PO Box 737011 Chicago, IL 60673; include PO and/or invoice number on the check.
— Purchase Order: PO number: _____

Signature: _____

Order Instruction

1. Fax a purchase order (if required for authorization) and a signed quote to (888) 922-3766, or
2. Mail both purchase order and signed quote to: World Book, Inc. Attn: Order Processing 180 N LaSalle Street, Suite 900 Chicago, IL 60601, or
3. Upload a purchase order and a signed quote using the links below.

Click here to upload https://worldbook.my.salesforce-sites.com/purchaseorder?id=0Q0UQ000003qWN3
PO

Click here to upload https://worldbook.my.salesforce-sites.com/signedquote?id=0Q0UQ000003qWN3
Signed Quote

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School and library orders billed directly or placed under a purchase order are due net thirty (30) days from the invoice date. Taxes will apply unless a valid Tax Exemption ID is submitted. This order is

Signature

I confirm that I am authorized by the above Institution to make this purchase and that the institution will be responsible for the balance due in accordance with the terms specified.

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Authorized Signature _____
Print Name _____
Date _____

TERMS AND CONDITIONS OF USE

(Last updated: August 6, 2025)

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Online transactions are protected by our secure server software.

1. Introduction.

Definitions.

“Institutional Subscribers” shall be defined as a business ("Business"), government agency ("Agency"), school and related facilities ("School"), college or university ("University") or public library ("Library") that uses the Site.

"Authorized Users" shall be defined as the following: (a) in the case of Schools: its students, its faculty members, administrators, and employed staff; (b) in the case of Universities: its full or part-time students, its faculty members, administrators and employed staff; (c) in the case of Businesses and Government Agencies: employees, agents and representatives; and (d) in the case of a National, State or Public Library, its Library patrons, Library customers, and Library users, employees, agents and representatives. Only these individual persons are permitted to access the Services remotely. Schools, Universities, Businesses and Government Agencies who are members of a National, State or

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You agree not to create any frames at any other Web site(s) pertaining to or using any of the Content for any purpose, unless specifically authorized by World Book in writing to do so.

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c. Attempt to probe, scan or test the vulnerability of a system or network or service to any user, host or network, including without limitation, by means of submitting a virus to the Site, overloading, "flooding," "mailbombing" or "crashing" the Site.

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Mailing Address:	180 N. LaSalle St., Suite 900 Chicago, IL 60601
Phone:	800-975-3250
Fax:	888-922-3766
Email:	slhelp@worldbook.com

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8. Children's Privacy.

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If you are under the age of 16 you must obtain permission from your parents/legal guardian or the school/library before using the Services. If World Book discovers that is has received a minor's or a child's personal information, without proper consent, World Book will delete it from our systems. World Book does not knowingly solicit or collect data online from, or market online to, minors or children under the age of 16.

CHILDREN UNDER THE AGE OF 13.

The Children's Online Privacy Protection Act of 1998 and its rules (collectively, "**COPPA**") require us to inform parents and legal guardians (as used in this section, "**parents**") about our practices for collecting, using, and disclosing personal information from children under the age of 13 ("**children**" or "**child**"). It also requires us to obtain verifiable consent from a child's parent for certain collection, use, and disclosure of the child's personal information.

This Section notifies parents of:

- The types of information we may collect from children.
- How we use the information we collect.
- Our practices for disclosing that information.
- Our practices for notifying and obtaining parents' consent when we collect personal information from children, including how a parent may revoke consent.
- All operators that collect or maintain information from children through this Site.

Only the other provisions of these Terms apply to teens and adults.

Information We Collect from Children

Often children are on the Site as the result of a Business subscription between World Book and the child's School or Library. Children can access many parts of

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the Site and its content and use many of its features without providing us with personal information. However, some content and features require us to collect certain information, including personal information, from them. In addition, we use certain technologies, such as cookies, to automatically collect information from our users (including children) when they visit or use the Site.

We only collect as much information about a child as is reasonably necessary for the child to participate in an activity, and we do not condition his or her participation on the disclosure of more personal information than is reasonably necessary.

Information We Collect Directly. A child must provide us with the following information to create a personal My World Book Account on our Site: name (not required to be a full name), a username, password, and security question and answer that the Authorized User can use to reset a password should it be forgotten.

We enable Authorized Users to communicate with others on or through the Site by posting to public areas of the Site. The nature of these social features allows children to disclose personal information about themselves. We do not monitor or review this content before it is posted, and we do not control the actions of third parties with whom your child shares his or her information. We encourage parents to educate their children about safe internet use and to monitor their children's use of social features.

Automatic Information Collection and Tracking. We use technology to automatically collect information from our users, including children, when they access and navigate through the Site and use certain features. The information we collect through these technologies may include:

- Cookies, including those provided by Google Analytics;
- Web beacons; or
- Internet Protocol (IP) Address and other connection information that identifies a device's location (geolocation information).

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How We Use Your Child's Information

We use the personal information we collect from your child to:

- register him or her with the Site;
- allow him or her to create a personalized My World Book account to save information;
- track his or her performance in games or other activities;
- retain progress on digital assessments.

We use the information we collect automatically through technology (see Automatic Information Collection and Tracking above) and other non-personal information we collect to improve our Site and Services and to deliver a better and more personalized experience by enabling us to: Store information about the child's preferences, progress and performance, and allowing us to customize the content according to individual interests.

Our Practices for Disclosing Children's Information

We do not share, sell, rent, or transfer children's personal information other than as described in this section.

We may disclose aggregated information about many of our users in accordance with the following:

- To third parties we use to support the internal operations of our Site and who are bound by contractual or other obligations to use the information only for such purpose and to keep the information confidential.
- If we are required to do so by law or legal process, such as to comply with any court order or subpoena or to respond to any government or regulatory request.
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of World Book, our customers or others, including to:
    - protect the safety of a child;
    - protect the safety and security of the Site; or
    - enable us to take precautions against liability.

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- To law enforcement agencies or for an investigation related to public safety.

Accessing and Correcting Your Child's Personal Information

At any time, you may review the child's personal information maintained by us, require us to correct or delete the personal information, and/or refuse to permit us from further collecting or using the child's information.

You can review, change, or delete your child's personal information by:

- Sending us an email at wboltech@worldbook.com. To protect your privacy and security, we may require you to take certain steps or provide additional information to verify your identity before we provide any information or make corrections.

Operators That Collect or Maintain Information from Children

The following are all operators that may collect or maintain personal information from children through the Site:

Cybage Software Pvt. Ltd.
Cybage Towers
Survey No 13A/ 1+2+3/1
Wadgaon Sheri
Pune, Maharashtra - 411014
Ph: +91-20-66041700

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11. Indemnification.

You agree to indemnify, defend and hold harmless World Book (including but not limited to any subsidiaries or affiliates and licensors) from and against any claims or demands, damages, liabilities, costs, charges and expenses, including reasonable attorney's fees, that the indemnified parties may incur as result of your use of the Site or the Services and/or your violation of any covenant or obligation contained in these Terms and any Additional Terms.

12. Miscellaneous.

a. These Terms (together with any Additional Terms and any attachments hereto) constitute the entire agreement between World Book and you, and supersedes all previous written and oral agreements or understandings between the parties with respect to the Services and the Site.
b. Subject to the terms of these Terms, any information exchanged between you and World Book while you are using the Site is not confidential and shall in no way create a confidential relationship.
c. Any terms varying from or adding to these Terms in any communication from you are void unless expressly agreed to in writing by World Book.

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d. Nothing contained in these Terms will be construed to prevent World Book from complying with law enforcement requests or requirements relating to your use of the Site or information provided to or gathered by World Book with respect to such use.

13. Governing Law and Arbitration.

The laws of the State of Illinois (excluding any principles of conflicts of laws) govern your use of the Site, the Services and these Terms. You agree that the parties shall settle any claim or dispute relating to these Terms by binding arbitration in ~~Chicago, Illinois~~ **Oklahoma County, Oklahoma** under the Commercial Arbitration Rules of the American Arbitration Association. To the fullest extent permitted by applicable law, no arbitration under these Terms shall be joined to an arbitration involving any other party subject to these Terms, whether through class arbitration proceedings or otherwise. Notwithstanding the dispute resolution requirements set forth above, for any injunctive relief relating to your access to, or use of, the Site including, without limitation, related Services, you agree and hereby submit to the exclusive jurisdiction and venue of the appropriate state or federal courts located in ~~Cook County, Illinois, U.S.A.~~ **Oklahoma County, OK.**

14. Waiver and Severability.

Furthermore, no delay or omission by World Book to exercise any right or any noncompliance on your part with respect to the Terms shall impair any such right or be construed to be a waiver by World Book. If any provision of the Terms is found by a court of competent jurisdiction to be invalid or unenforceable in whole or in part, such provision shall, as to such jurisdiction, be ineffective to the extent of such invalidity or unenforceability without in any manner affecting the validity or enforceability thereof in any other jurisdiction or the remaining provisions hereof in any jurisdiction, provided, however, if such invalid or unenforceable provision may be modified so as to be valid and enforceable as a matter of law, such provision will be deemed to have been modified so as to be valid and enforceable to the maximum extent permitted by law.

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WORLD BOOK

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Service Provider: World Book, Inc.	**Institution:** Deer Creek Schools
Signature: Geoff Broderick	Signature:
Name: Geoff Broderick	Name:
Title: President	Title:
Date: 09/01/2026	Date:

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WorldBook Terms_Deer Creek SD FINAL

Final Audit Report 2026-09-01

Created:	2026-09-01
By:	Ki'ni Dardin (ki'ni.dardin@worldbook.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAASM4UvkdDqYw9gEfIsLdH6w3mPRJZ0fWX

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Document created by Ki'ni Dardin (ki'ni.dardin@worldbook.com)
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Agreement completed.
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NOREGON
VEHICLE DATA EXPERTS

Quote

Noregon Systems, LLC
(855) 889-5776
7823 National Service Rd
Greensboro, NC 27409
United States

Quote #: 144950
Date: 9/14/2026
Customer #: C10043515

Bill To:
ID# C10043515 Michele Angel Deer Creek Public Schools (405) 531-9316 20701 N MacArthur Blvd Edmond, OK 73012 United States

Ship To:
ID# C10043515 Rodney Ahlgrim Deer Creek Public Schools (816) 519-5123 5110 Nw 220th St Edmond, OK 73025-9156 United States

Quote Expires	Sales Rep
10/14/2026	Cristin Carroll

Qty	Item	Description	License Key(s)	Unit Price	Amount
1	40375-TAAS	JPRO with Fault Guidance, NextStep Repair, & Technician as a Service - Annual Renewal	23FMN6F2B 55M1G0RE5	$3,599.00	$3,599.00
1	40174	PSI Powerlink Software Renewal		$1,300.00	$1,300.00
			Subtotal		$4,899.00
			Shipping (Estimate)		$0.00
			Sales Tax Total		$0.00
			Total		**$4,899.00**

Notes
23FMN6F2B, 55M1G0RE5,8JE8038FN

You may pay by ACH, check, or credit card. Credit-card payments incur a 2.8% convenience fee.
Disclaimer: Shipping cost is an estimate, rate may change. Subscription price valid for initial year. All prices are in USD (US Dollar).

Technician Service Agreement

This Technician Service Agreement (the "Agreement") is made and entered on_____,_____(the "Effective Date"), by and between Noregon Systems, LLC ("Noregon") and_____("Client") (collectively referred to as the "Parties" and individually as a "Party"). Pursuant to this Agreement, Noregon will provide Client with certain Diagnostic and Repair Services (the "Services") as described in the payment schedule executed by the Parties of even date herewith, the terms of which are incorporated herein by reference (the "Payment Schedule"), and Client shall have the right to use the Services in accordance with this Agreement.

Client hereby agree as follows:

1. **Term:** The term of this Agreement will begin on the Effective Date, unless otherwise indicated on the Payment Schedule, and will continue through June 30, 2027 (the "Initial Term"), with fees for the Initial Term pro-rated for the partial period. Thereafter, Client shall have the option, but not the obligation, to renew this Agreement for successive one (1) year terms, each commencing July 1 and ending June 30 (each a "Renewal Term"), by providing written notice to Noregon at least thirty (30) days prior to the end of the Initial Term or then-current Renewal Term. There shall be no automatic renewal of this Agreement. "Term" shall mean the Initial Term and any and all Renewal Terms. Notwithstanding the above, Noregon may terminate this Agreement prior to the expiration of the Term for any reason, including breach of this Agreement, default by Client, or breach of the Payment Schedule.

2. **Pricing; Payment:** Client shall pay Noregon in accordance with the pricing and payment terms set forth on the Payment Schedule, the terms of which are incorporated herein by reference.

3. **Defaults:** If Client fails to perform or fulfill any obligation under this Agreement or under any other agreement incorporating this Agreement or involving the Services, Client shall be in default of this Agreement. If Client fails to pay any amounts due in breach of terms of the Payment Schedule or any other agreement or contract governing the relationship between the Parties as it relates to the Services, within forty-five (45) days after the same is due and payable, or if Client fails to observe, keep or perform any other provision of this Agreement, and Client fails to cure such failure within forty-five (45) days after receipt of written notice thereof from Noregon, Noregon shall have the right to exercise any one or more of the following remedies: (a) declare all amounts due hereunder immediately due and payable as to the Services, (b) terminate the provision of the Services to client, and/or (c) pursue any other remedy at law or in equity. Notwithstanding payment or any other action which Noregon may take, Client shall be andremain liable for the full performance of all obligations on the part of Client to be performed under this Agreement. Each of Noregon's remedies are cumulative and may be pursued concurrently or separately.

4. **Use:** Client represents and warrants that it's use of the Services will be in full compliance with all laws, rules, ordinances, statutes and orders applicable to the use of the Services. Client's use of the Services is conditioned on Client's continued licensing of one or more licenses of JPRO from Noregon. In the event Client's JPRO license lapses or Client does not have a valid license to JPRO, Noregon will have no obligation to provide Services under this Agreement.

5. **Unauthorized Modifications and Software Use by Client/End User.** Client understands that if Client and/or End User make unauthorized modifications to a vehicle, and/or make modifications, alterations, or deletions to a vehicle that result in illegal or unauthorized changes to the vehicle, uses pirated or illegally copied software, or otherwise modifies the vehicle safety systems or components, the Services will not be provided for such systems or components. Client acknowledges that the modification, alteration or deletion of safety systems or components will result in the Services for such components or system not being provided under this Agreement.

6. **Vehicle Inspection and Maintenance by Client/End User.** THE SERVICES ARE NOT A SUBSTITUTE FOR CAREFUL INSPECTION AND MAINTENANCE OF VEHICLES BY PROPERLY TRAINED REPAIR TECHNICIANS OR MECHANICS. AS THERE IS A LIMIT TO THE DEGREE OF ACCURACY AND SERVICE THAT A REMOTE TECHNICIAN CAN PROVIDE, DO NOT OVERLY RELY ON THE SERVICES. ALL INFORMATION OR RECOMMENDED ACTIONS COMMUNICATED THROUGH THE SERVICES SHOULD BE INDEPENDENTLY VERIFIED AND AUTHENTICATED BY A CERTIFIED TECHNICIAN OR MECHANIC. THE CLIENT IS ALWAYS RESPONSIBLE FOR INSPECTION, MAINTENANCE AND REPAIR. AS THE USER OF THE SERVICES, CLIENT AND ITS END USERS ARE RESPONSIBLE FOR EXERCISING THEIR OWN CARE, SKILL, ASSESSMENT AND JUDGMENT AS TO THE MECHANICAL CONDITION OF VEHICLES AND THE INTERPRETATION OF ANY INFORMATION, ANALYTICS DATA OR RECOMMENDED ACTIONS COMMUNICATED THROUGH THE SERVICES. CLIENT HEREBY COVENANTS AND AGREES TO INFORM EACH OF ITS END USERS OF THEIR DUTY TO INSPECT THE ACCURACY AND EFFECTIVENESS OF THE SERVICES PROVIDED.

7. **Limited Liability.** NOREGON'S CUMULATIVE LIABILITY TO CLIENT OR ANY OTHER PARTY FOR ANY LOSS OR DAMAGES RESULTING FROM ANY CLAIMS, DEMANDS, OR ACTIONS ARISING OUT OF OR RELATING TO THIS AGREEMENT AND/OR USE OF THE SERVICES SHALL NOT EXCEED THE FEES PAID TO NOREGON FOR THE SERVICES IN THE MONTH PRIOR TO THE INCIDENT GIVING RISE TO SUCH CLAIM. IN NO EVENT SHALL NOREGON BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR EXEMPLARY DAMAGES OR LOST PROFITS, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SOME STATES DO NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY TO CLIENT.

8. **Disclaimer of Warranty.** THE SERVICES, ARE PROVIDED "AS IS," AND NOREGON DISCLAIMS ANY AND ALL WARRANTIES, WHETHER ORAL OR WRITTEN, EXPRESS OR IMPLIED, ARISING FROM COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE IN TRADE, OR OTHERWISE, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, OR OTHERWISE, WITH RESPECT TO THE SERVICES OR THE ACCURACY OR COMPLETENESS OF ANY INFORMATION OR RECOMMENDED ACTIONS COMMUNICATED THROUGH THE SERVICES. CLIENT AND END USERS OF THE SERVICES BEAR THE RISK OF USING THE SERVICES PROVIDED, AND BEAR THE RISK OF RELYING OR NOT RELYING ON ANY ANALYTICS DATA OR RECOMMENDATIONS PROVIDED THROUGH THE SERVICES. NOREGON GIVES NO GUARANTEES OR WARRANTIES TO CLIENTS OR END USERS. NOREGON MAKES NO WARRANTY, REPRESENTATION OR GUARANTEE AS TO THE SERVICES USE OR PERFORMANCE AND DOES NOT WARRANT, REPRESENT OR GUARANTEE THAT THE USE OF THE SERVICES WILL BE FAIL-SAFE, UNINTERRUPTED, OR FREE FROM ERRORS OR DEFECTS.

9. **Indemnification:** Client will indemnify and hold Noregon, and its respective officers, directors, employees, agents, successors and permitted assigns from, any and all losses, claims, actions, suits, proceedings, costs, expenses, damages and liabilities, actions, judgments, settlements, interest, awards, penalties, or fines of whatever kind, including reasonable attorneys' fees and the costs of enforcing any right to indemnification hereunder, connected with, or resulting from Client's use of the Services or from the acts or omissions of any person or persons, including Client, using the Services with Client's express or implied consent. This provision shall survive the expiration of the Term of this Agreement.

10. **Miscellaneous:** (i) If any part of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited. (ii) Neither this Agreement nor Client's rights hereunder are assignable except with Noregon's prior, written consent. The covenants and conditions contained in the Agreement shall apply to and bind the Parties and their legal representatives, successors and permitted assigns. (iii) This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma. (iv) Any notice required or otherwise given pursuant to this Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service to the addresses of the Parties as setforth on the Payment Schedule. (v) This Agreement constitutes the entire agreement between the Parties as to the Services and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. This Agreement may onlybe modified in writing which must be signed by both Parties. (vi) The failure of either Party to enforce any provisions of this Agreement shall not be deemed a waiver or limitation of that Party's rights to subsequently enforce and compel strict compliancewith every provision of this Agreement. (vii) All agreements, covenants, representations and warranties of the Parties made in thisAgreement shall be in full force and effect until the expiration or termination of this Agreement except with respect to those agreements, covenants, representations and warranties which are intended by their terms to survive such expiration or termination,including, but not limited to, agreements regarding indemnification. (viii) Noregon shall be excused from performing its obligations under this Agreement if its performance is delayed or prevented by any event beyond Noregon's reasonable control and without its fault or negligence, including but not limited to: acts of God, acts of the public enemy, pandemic or epidemic, insurrections, riots, embargoes, labor disputes, including strikes, lockouts, job actions or boycotts, fires, explosions or floods. (ix)In the event litigation shall be necessary to enforce the provisions of this Agreement or any related matter, the prevailing party shall be entitled to recover from the adverse party, in addition to any other relief, the prevailing party's reasonable attorneys' feesfor services before trial, at trial, and on any subsequent appeal by the adverse party. (x) Client's use of any Noregon software products in connection with the Services shall be governed by an End-Use License Agreement (EULA).

IN WITNESS WHEREOF, Client has caused this Agreement to be executed the day and year first above written.

Client:_____

By:_____

Name:_____

Title: _____

Perry Weather
3102 Oak Lawn Ave, Ste 202
Dallas, TX 75219
+14695465082
billing@perryweather.com

INVOICE

BILL TO
Deer Creek School District
20701 North Macarthur Boulevard
Edmond, OK 73012

SHIP TO
Deer Creek School District
20701 North Macarthur Boulevard
Edmond, OK 73012

INVOICE # 15937
DATE 07/15/2026
DUE DATE 08/07/2026
TERMS Due on receipt

PRODUCT / SERVICE	QTY	UNIT PRICE	AMOUNT
Software Subscription Web & mobile app access	1	3,315.00	3,315.00T
Pack of 10 Full Platform Users Pack of 10 Additional Users	1	504.00	504.00T

*** OUR MAILING ADDRESS HAS CHANGED! Please remit payment to: Perry Weather, 3102 Oak Lawn Ave, Ste 202, Dallas, TX 75219 *** Thank you for your business! If you would like to pay by credit card, please let us know (billing@perryweather.com) and we will send you a payment link with an additional processing fee included.
If you are a tax-exempt entity, please email your exemption certificate to billing@perryweather.com to remove sales tax from your invoices.

SUBTOTAL	3,819.00
TAX	0.00
TOTAL	3,819.00
BALANCE DUE	**$3,819.00**

Ways to pay

BANK

View and pay

perry weather

PERRY WEATHER TERMS & CONDITIONS

1. **DEFINITIONS.** The following terms, when used in this Agreement, shall have the meanings set forth below unless otherwise specified.
   - 1.1. "Agreement" means these terms and conditions (the "PW Terms"), together with any applicable Ordering Documents, and any amendments, addenda, or supplemental documents expressly incorporated by reference. The Agreement governs the provision and use of Products and Services provided by Perry Weather to Customer.
   - 1.2. "Customer" means the individual(s) or entity entering into this Agreement with Perry Weather, as identified in the applicable Ordering Documents, and includes their successors or assigns to the extent permitted by the terms of this Agreement.
   - 1.3. "Ordering Documents" or "Ordering Document" means any written or electronic document provided by Perry Weather that specifies the details of the Products and Services to be delivered to the Customer. This includes, but is not limited to, Quotes and Order Forms as defined below, along with any amendments, addenda, or supplements thereto.
     - 1.3.1. "Quote" means a document that outlines the specific Products and Services being offered, along with associated fees.
     - 1.3.2. "Order Form" means a document that includes additional details such as start and end dates, billing period, and other administrative or logistical terms.
   - 1.4. "Perry Weather" means Perry Weather, Inc., a corporation organized under the laws of the State of Delaware, and its subsidiaries, affiliates, successors, and assigns.
   - 1.5. "Products and Services" means all products, services, solutions, and deliverables provided by Perry Weather, including but not limited to Software, Hardware (whether Subscription or Purchased), Meteorological Consulting, weather-related data, advisory services, training, and any other items or services offered by Perry Weather to Customer.
     - 1.5.1. "Software" means applications or technology other than Hardware provided by Perry Weather, including web-based and mobile applications, alerting services, firmware, or other software.
     - 1.5.2. "Hardware" means physical products provided by Perry Weather, such as outdoor warning systems, weather stations, or other equipment. Hardware is further categorized into Subscription Hardware and Purchased Hardware as defined below. If an Ordering Document does not explicitly specify whether the Hardware is Subscription or Purchased, and the amount shown is on a recurring basis (for example, "per year"), the Hardware will be deemed Subscription Hardware.
       - 1.5.2.1. "Subscription Hardware" means Hardware that will be owned by Perry Weather, the use of which is provided to Customer on a subscription basis.
       - 1.5.2.2. "Purchased Hardware" means Hardware that is sold to Customer and will be owned by Customer.
     - 1.5.3. "Meteorological Consulting" means weather forecasts, advisory services, or related consulting provided by Perry Weather to the Customer.
2. **AGREEMENT.**
   - 2.1. **SCOPE OF AGREEMENT.** Customer desires to contract with Perry Weather to provide Products and Services to support weather monitoring and operations. Perry Weather will provide the Customer with Products and Services as specified in the applicable Ordering Documents. The Customer agrees to use the provided Products and Services solely in accordance with the terms outlined in this Agreement and any accompanying documentation. Customer acknowledges that Perry Weather Products and Services are a tool to be used to support Customer's use case and not meant to be a standalone solution to prevent detrimental outcomes associated with weather related events or other situations.
   - 2.2. **CONFLICTS AND PRIORITY.** In the event of any conflict between the documents comprising this Agreement, the applicable Order Form shall take precedence inclusive of any addenda, attachments, or additional terms noted on such Order Form, followed by the Quote, and then these PW Terms. Any additional terms or conditions such as purchase order terms or other terms provided by the Customer shall be subordinate to this Agreement, and this Agreement shall govern in the event of any conflict. To the extent a conflict exists, the provisions of the higher-priority document shall control, and the provisions of any lower-priority document shall be deemed subordinate and of no force or effect with respect to the conflicting subject matter.
   - 2.3. **ENTIRE AGREEMENT.** This Agreement constitutes the entire understanding between Perry Weather and the Customer regarding its subject matter, superseding all prior or contemporaneous communications, agreements, or representations, whether written or oral.
3. **PAYMENT.**
   - 3.1. **FEES AND PAYMENT SCHEDULE.** Customer will pay all fees specified in the Ordering Documents and agrees to the payment terms listed in each Ordering Document, as supplemented by these PW Terms. Unless otherwise set forth in an Ordering Document or invoice, payments for invoices are due upon receipt, regardless of whether any associated Hardware has been delivered or installed. Subscription fees are due and payable at the beginning of each subscription period, not in arrears. Payments made by credit card will be subject to an additional processing fee. Check payments should be made to: Perry Weather, 3102 Oak Lawn Ave, Ste 202, Dallas, Texas 75219.

3.1.1. **INVOICING FOR PRORATED PERIODS.** If an Ordering Document contains a Prorated Period as defined in Section 4, then the Prorated Period will be invoiced at the start of such Prorated Period, and another invoice will be due on the Standard Billing Cycle Start Date for the Standard Billing Period (e.g. annual).

3.2. **LATE PAYMENTS.** Late payment fees will be charged as follows: one percent (1%) per month will be charged for any payment that is more than 30 days late.

3.3. **TAXES.** Prices do not include any applicable sales, use, excise, or other taxes, duties, or government assessments. Customer is responsible for all such taxes arising from this Agreement, except for taxes based on Perry Weather's income or gross receipts. Any taxes that Perry Weather is required to collect and remit will be separately stated on Customer's invoice and must be paid in accordance with the payment terms of this Agreement.

3.4. **MARKET RATE ADJUSTMENTS.** To ensure the continued quality and sustainability of Products and Services provided under this Agreement, Perry Weather reserves the right to adjust rates annually. Such adjustments may reflect changes in operating costs due to inflation and other economic factors. During the term of the Agreement, rates are subject to increase annually, limited in non-renewal years to the greater of: the Consumer Price Index for all Urban Consumers (CPI), or five percent (5%).

4. **TERM AND TERMINATION.**

4.1. **INITIAL TERM.** The initial term of each Ordering Document shall begin on the Order Start Date specified in the applicable Ordering Document and shall continue until the Order End Date specified therein (the "Initial Term"). If the Order Start Date is not specified in the Ordering Document, the Initial Term shall commence on the date of execution of such Ordering Document, or in the absence of such date, the date of execution of this Agreement.

4.2. **RENEWAL TERMS.** Each Ordering Document shall not automatically renew.

4.3. **SPECIAL SITUATIONS.** The following terms may apply under certain special circumstances described below:

4.3.1. **PRORATED PERIOD.** In some cases, a customer may wish to begin services immediately but align annual invoicing to their fiscal year. Therefore, if an Ordering Document specifies a Standard Billing Cycle Start Date, the "Prorated Period" is the initial partial term from the Order Start Date to the Standard Billing Cycle Start Date. The remainder of the Initial Term continues from the Standard Billing Cycle Start Date until the Order End Date.

4.3.2. **COTERMINOUS RENEWAL.** In some cases, a customer may order additional Products and Services for a term of less than one year to align with an existing renewal cycle. For example, if a customer's renewal cycle starts January 1, and they purchase additional services on August 15, they may specify an Order End Date of December 31 with the intent to align it with the existing cycle. Therefore, the Renewal Term of such an Ordering Document shall align with that of a prior Ordering Document, as indicated by the Order End Date of the most recent Ordering Document.

4.3.3. **MULTIPLE ORDERING DOCUMENTS.** This Agreement shall remain in effect so long as any Ordering Document governed by these PW Terms remains active. The termination or expiration of an individual Ordering Document shall not affect the validity or enforceability of any other active Ordering Document.

4.4. **TERMINATION FOR CAUSE.** Either party may terminate this Agreement immediately upon written notice if the other party materially breaches any term or condition of this Agreement and fails to cure such breach within 30 days of receiving written notice of the breach.

4.5. **EFFECTS OF TERMINATION.** The termination of this Agreement will not entitle Customer to a refund, in whole or in part, of any amounts paid for Purchased Hardware. Upon and after termination or expiration of this Agreement, all licenses and rights of use granted under this Agreement will immediately terminate.

4.6. **RETURN OF HARDWARE UPON TERMINATION.** Because Subscription Hardware remains the property of Perry Weather, it is important for Perry Weather to receive it back upon expiration or termination of the applicable Ordering Document to ensure it can be properly serviced and repurposed. Upon termination or expiration of the applicable Ordering Document, Customer agrees to: (i) deliver, at Customer's sole cost and expense, the Subscription Hardware to Perry Weather in good condition, ordinary wear and tear resulting from proper use thereof alone excepted, per instructions provided by Perry Weather at such time; or (ii) allow Perry Weather to enter the premises occupied by the Subscription Hardware to remove such Subscription Hardware. If Customer prefers Perry Weather to handle the uninstallation and retrieval, Customer acknowledges that service fees will apply to cover the cost of Perry Weather labor, travel, and associated expenses.

5. **HARDWARE.**

5.1. **SUBSCRIPTION HARDWARE.**

5.1.1. **PERRY WEATHER MAINTENANCE.** Perry Weather will be responsible for maintenance and repair to any Subscription Hardware, including parts and shipping but excluding labor and travel (which will be charged at Perry Weather's customary rates), due to defective components or workmanship, or damage or malfunction caused by wind, hail, or lightning. Most parts are designed to be easily replaceable by Customer, minimizing the need for on-site service. To assist Customer, Perry Weather may provide phone and video support to guide Customer through troubleshooting and performing service work, ensuring issues are resolved quickly and efficiently. If onsite service is required, Perry Weather incurs significant expenses for travel and logistics to provide expert support from our technicians, and therefore labor and travel charges are not included in our standard maintenance coverage.

5.1.2. **CUSTOMER MAINTENANCE.** Except as provided in Section 5.1.1, Customer will be responsible for maintenance and repair to Subscription Hardware (and will pay Perry Weather its normal and customary fees

associated with such repairs if performed by Perry Weather), including, but not limited to, damage caused by vandalism, tampering, unauthorized modification or relocation, misuse or accident, damage caused by improper self-installation, or theft.

5.1.3. **MAINTENANCE PROCEDURE.** Customer will promptly notify Perry Weather within five (5) business days following any event or occurrence that would require maintenance or repair to the Subscription Hardware. Perry Weather will have the right at any time, following seventy-two (72) hours prior written notice to Customer, to enter the premises occupied by the Subscription Hardware and will be given free access thereto and afforded necessary facilities for the purpose of inspection and repair.

5.1.4. **OWNERSHIP.** Title to any Subscription Hardware will at all times remain in Perry Weather, and Customer will have only the right to retain the possession of said Subscription Hardware pursuant to the conditions in this Agreement. All additions and improvements to the Subscription Hardware of any kind will automatically and immediately become the property of Perry Weather and subject to the terms of the Agreement.

5.1.5. **ENCUMBRANCE RESTRICTIONS.** Customer will give Perry Weather immediate notice of any claim, levy, lien, or legal process issued against the Subscription Hardware. Customer will not place, nor allow to be placed, the Subscription Hardware in the possession of any other party, save and except to return the Subscription Hardware to Perry Weather. Customer hereby agrees that it will not, nor will it allow, the Subscription Hardware to be encumbered in any form. Customer will not allow any lien to be placed upon the Subscription Hardware, will not pledge the Subscription Hardware as collateral for any debt, current or future, and will immediately notify Perry Weather of any legal actions, proceedings or the threat thereof, which might result in the encumbrance of the Subscription Hardware.

5.2. **PURCHASED HARDWARE.**

5.2.1. **PURCHASED HARDWARE WARRANTY.** Perry Weather warrants that the Purchased Hardware will conform in all material respects to Perry Weather's published specifications for a period of one (1) year from the date of receipt of Purchased Hardware, with such warranty period extendable if an extended warranty is purchased. This warranty applies only to the original Customer and only covers failures due to defects in materials or workmanship that occur during normal operation. It does not cover basic maintenance (such as solar panel cleaning or clearing clogged rain gauges), damage caused by improper self-installation, failures that are caused by products not supplied by Perry Weather, or failures that result from accident, vandalism, misuse, tampering or abuse, mishandling, unauthorized alteration, modification or relocation, lightning or other weather events, line power surge, or events of Force Majeure. Perry Weather's obligation under this warranty will be limited to exchange or replacement of any Purchased Hardware or parts (excluding labor costs or installation) that prove defective under normal use within one (1) year from date of Customer's receipt of Purchased Hardware, and upon which Perry Weather's examination reveals to Perry Weather's satisfaction to be defective.

5.3. **ALL HARDWARE.** The provisions of this section are applicable to all Hardware provided by Perry Weather to Customer pursuant to the Agreement, including both Subscription Hardware and Purchased Hardware.

5.3.1. **BATTERY WARRANTY.** Perry Weather warrants that the battery included in Hardware will remain operational for a period of one (1) year from the date of receipt of Hardware, provided that the respective Hardware is fully installed and operational within three (3) months of receipt. Batteries that are not installed within this period are excluded from this warranty as they may experience a reduction in life due to delays in installation.

5.3.1.1. **BATTERY WINTERIZATION REQUIREMENT.** During winter months, battery life can quickly diminish on solar-charged Hardware that is installed in certain geographical areas, due to extended cloud cover or insufficient sunlight. Therefore, if Customer installs Hardware with a solar-charged battery in an area requiring winterization, proper winterization of the battery is required, otherwise the battery warranty set forth above in Section 5.3.1 will be void. Customer will be advised during the sales and/or onboarding process if Hardware requires winterization. For Hardware requiring winterization, each year, during the period of December 1 through March 31, Customer must elect one of the following winterization options: (i) Manual Winterization: first physically disconnect the solar panel, then remove the battery and store it indoors on a battery maintainer, supplied by Customer, for the duration of the winterization period; or (ii) Remote System Shutoff: Perry Weather will remotely disable the Hardware for the duration of the winterization period. In either case, Perry Weather will provide guidance and support to assist with the selected option.

5.3.2. **HARDWARE USE, ALTERATIONS, AND LOSS.** Customer will use the Hardware in accordance with the Agreement and will comply with all laws, ordinances, regulations, and reasonable instructions from Perry Weather relating to the installation, operation, and maintenance of the Hardware. Customer agrees not to alter, modify, or perform service or maintenance on any Hardware without prior written permission and instruction from Perry Weather. Failure to follow Perry Weather's instructions regarding self-installation, service, or maintenance will void any applicable warranties. The amount payable under this Agreement will not be reduced by the loss of use of any Hardware. No loss of or damage to the Hardware will impair any obligation of Customer under this Agreement, and all such obligations will continue in full force and effect until otherwise discharged. Customer's sole remedy, and Perry Weather's sole liability, for losses caused by damaged, defective, or malfunctioning Hardware shall be to repair or replace the Hardware subject to the warranties provided herein.

5.3.3. **HARDWARE REPAIR SERVICES WARRANTY.** Any Hardware repair and maintenance services performed by Perry Weather are warrantied for a period of twelve (12) months from the date of service. Customer's sole remedy, and Perry Weather's sole liability, for inadequate or defective repair or maintenance services is limited to reperforming the services as necessary at no additional cost to the Customer. This warranty does not cover issues arising from unauthorized modifications, misuse of Hardware, or other factors unrelated to the service provided.

5.3.4. **HARDWARE RELOCATION.** If Customer desires that Perry Weather physically relocate Hardware after initial installation, additional service fees will apply.

5.3.5. **SUPPORT STRUCTURES.** Customer will be solely responsible for the maintenance, upkeep, and repair of all support structures, such as mounts, poles, and related components used in connection with the Hardware. This responsibility applies whether such support structures are pre-existing or newly installed by the Customer or by Perry Weather.

5.3.6. **HARDWARE ADVISORIES.** Perry Weather is committed to providing high-quality hardware designed for reliable performance, and advisories described in this section are uncommon. However, if Perry Weather recommends to Customer any repairs, maintenance, or other actions to the Hardware that are necessary to ensure proper operation, and the Customer fails to respond or declines to implement such recommendations within a reasonable timeframe, Perry Weather will not be liable for any resulting damages, malfunctions, or failures caused by the Customer's failure to take the appropriate action. For clarity, this clause does not obligate Perry Weather to monitor or notify the Customer of hardware malfunctions or needed repairs.

6. **LICENSE AND INTELLECTUAL PROPERTY.**

6.1. **LICENSE GRANT.** Perry Weather grants Customer a limited, non-exclusive, non-transferable, revocable license to access and use the Products and Services during the term of this Agreement for the purpose of their intended use, solely for Customer's internal business purposes. This license does not transfer any ownership rights to Customer, nor does it confer any rights beyond those expressly stated in this Agreement. All rights not expressly granted to Customer under this Agreement are reserved by Perry Weather.

6.2. **OWNERSHIP OF INTELLECTUAL PROPERTY.** Perry Weather retains all rights, title, and interest in and to the Products and Services (excluding title to Purchased Hardware), including all documentation, trademarks, proprietary technology, weather-related data, and all other intellectual property (collectively, "Perry Weather IP"). This includes, without limitation, all improvements, modifications, derivative works, and updates to Perry Weather IP, whether created by Perry Weather or derived from Customer's feedback or suggestions, which are hereby irrevocably assigned by Customer to Perry Weather. Perry Weather is the sole and exclusive owner of all weather-related data collected, generated, or processed through its Products and Services (including Purchased Hardware), regardless of whether it is collected through Customer's use of such products or through other sources. Customer's ownership of Purchased Hardware is limited solely to title to the physical hardware itself. Perry Weather retains all rights, title, and interest in and to any embedded software, firmware, or other intellectual property incorporated in or associated with the Purchased Hardware. The purchase of the hardware does not transfer any rights in or to such intellectual property, which remains the sole property of Perry Weather. Customer may use the embedded software or firmware solely as authorized under this Agreement and solely for the operation of the Purchased Hardware during the term of this Agreement. Any other use is strictly prohibited.

6.3. **RESTRICTIONS ON USE.** Customer will not, and will not permit any third party to: (a) decompile, disassemble, reverse engineer, or attempt to derive the source code of the Software or Hardware; (b) copy, modify, adapt, translate, create derivative works of, sublicense, distribute, lease, rent, or otherwise make the Software or Hardware available to any third party; (c) use the Software, Hardware, or Perry Weather IP to develop, train, or assist any competitive service, product, or technology; or (d) remove, alter, or obscure any proprietary notices, labels, or marks on the Software, Hardware, or related documentation.

6.4. **TERMINATION OF ACCESS.** Upon termination or expiration of this Agreement, all rights granted to Customer under this Agreement will terminate immediately, and Customer will cease all use of the Products and Services. Each term and provision of this Agreement that should by its sense and context survive any termination or expiration of this Agreement, shall so survive regardless of the cause and even if resulting from the material breach of either party to this Agreement.

7. **DISCLAIMERS.**

7.1. **DISCLAIMER OF WARRANTIES.** EXCEPT AS OTHERWISE EXPRESSLY PROVIDED IN THIS AGREEMENT, THE PRODUCTS AND SERVICES, AND DATA DISPLAYED THEREIN, ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. EXCEPT AS OTHERWISE PROVIDED HEREIN, PERRY WEATHER MAKES NO WARRANTY, EXPRESS OR IMPLIED, TO CUSTOMER, OR TO ANY AUTHORIZED USER OR THIRD PARTY, INCLUDING ANY WARRANTIES OF QUALITY, ACCURACY, PERFORMANCE, COMPATIBILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT.

7.2. **ACKNOWLEDGEMENT OF WEATHER DATA LIMITATIONS.** Perry Weather strives to provide accurate and reliable weather data; however, due to the inherent complexities of meteorology and environmental factors, it is important to acknowledge certain limitations. Weather and environmental data, including temperature, wet bulb globe temperature (WBGT), lightning detection, and other data, are inherently subject to variability and uncertainty due to the nature of meteorology and measurement limitations. Even when data is sourced from on-site sensors provided by Perry Weather, errors, inaccuracies, or delays may occur due to equipment malfunction, environmental interference, software errors, or

factors outside Perry Weather's control. Perry Weather does not and cannot guarantee that any weather-related data, alerts, or recommendations will be error-free, uninterrupted, or precise.

7.3. **ACKNOWLEDGMENT OF SERVICE LIMITATIONS.** Perry Weather provides advisory tools to assist with decision-making and enhance safety. However, these tools are not a substitute for independent judgment, additional safety measures, or common sense. While Perry Weather strives for accurate and timely data, Perry Weather makes no representation that data provided will be precise. Products and Services are provided on an "as is" and "as available" basis, as provided in this Agreement. Any reliance on Perry Weather's offerings is at the sole risk of the Customer. Customers should always consider multiple factors and resources when making critical decisions.

7.4. **LIABILITY WAIVER.** PERRY WEATHER WILL NOT BE HELD LIABLE FOR ANY CONSEQUENCES, INCLUDING INJURY, DEATH, OR PROPERTY DAMAGE, ARISING FROM RELIANCE ON ITS PRODUCTS AND SERVICES, INCLUDING DATA, ALERTING, AND RECOMMENDATIONS. BY USING PERRY WEATHER'S PRODUCTS, CUSTOMER ASSUMES ALL ASSOCIATED RISKS. EXPERIENCE HAS PROVEN THAT THE TIMELINESS, RESOLUTION AND MANNER IN WHICH LIGHTNING DATA IS DISPLAYED DOES NOT SOLELY SUPPORT THE EFFECTIVE OR RELIABLE USE OF THE DATA IN MAKING DECISIONS OF AN IMMEDIATE OR SHORT-TERM NATURE THAT INVOLVE THE SAFETY OF PERSONNEL OR ASSETS. ANY SUCH APPLICATIONS OR SIMILAR USES BY CUSTOMERS ARE DONE AT THE RISK OF THE USER AND ARE NEITHER CONDONED NOR RECOMMENDED BY PERRY WEATHER, VAISALA (PERRY WEATHER'S SUPPLIER OF LIGHTNING DATA), VAISALA'S SUPPLIERS, OR PERRY WEATHER'S OTHER THIRD-PARTY PROVIDERS.

8. **LIMITATION OF LIABILITY.**

8.1. **GENERAL LIMITATION.** TO THE MAXIMUM EXTENT PERMITTED BY LAW, PERRY WEATHER'S TOTAL AGGREGATE LIABILITY FOR ALL CLAIMS, DAMAGES, OR LOSSES ARISING FROM OR RELATED TO THIS AGREEMENT, WHETHER IN CONTRACT, TORT, OR OTHERWISE, INCLUDING DEFENSE AND INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 9, SHALL NOT EXCEED THE TOTAL FEES PAID BY CUSTOMER TO PERRY WEATHER UNDER THIS AGREEMENT DURING THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO SUCH LIABILITY.

8.2. **EXCLUSION OF CERTAIN DAMAGES.** IN NO EVENT SHALL PERRY WEATHER BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS, BUSINESS INTERRUPTION, REPUTATIONAL HARM, LOSS OF DATA, OR THE COSTS OF SUBSTITUTE GOODS OR SERVICES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR IF SUCH DAMAGES WERE REASONABLY FORESEEABLE.

8.3. **CUSTOMER RESPONSIBILITY.** PERRY WEATHER'S LIABILITY DOES NOT EXTEND TO CLAIMS, DAMAGES, OR LOSSES ARISING FROM: (I) THE CUSTOMER'S FAILURE TO FOLLOW RECOMMENDATIONS, PERFORM MAINTENANCE, OR ADDRESS ADVISORIES REGARDING THE PRODUCTS AND SERVICES; (II) UNAUTHORIZED MODIFICATIONS OR IMPROPER INSTALLATION OF HARDWARE BY THE CUSTOMER; AND (III) USE OF PRODUCTS AND SERVICES, INCLUDING DATA, IN A MANNER INCONSISTENT WITH THE DOCUMENTATION OR GUIDELINES PROVIDED BY PERRY WEATHER.

8.4. **SURVIVAL OF LIMITATIONS.** THE LIMITATIONS OF LIABILITY SET FORTH IN THIS AGREEMENT SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS AGREEMENT AND APPLY TO ALL CLAIMS ARISING FROM THIS AGREEMENT, REGARDLESS OF WHEN THEY OCCUR.

9. **INDEMNIFICATION.**

9.1. **PERRY WEATHER OBLIGATIONS.** Perry Weather will defend and indemnify Customer for any amount finally awarded by a court of competent jurisdiction or agreed by Perry Weather in a settlement regarding any third-party claim, suit, or proceeding arising out of or alleging (i) that Customer's use of the Products and Services infringes a United States patent or copyright, or (ii) personal injury or property damage related to Perry Weather's gross negligence or willful misconduct when any Perry Weather employee or contractor is on-site at Customer's premises (the "PW Indemnified Claims"). The foregoing states the entire liability of Perry Weather with respect to infringement of patents or copyrights by any Products and Services provided by Perry Weather. The PW Indemnified Claims do not include, and Perry Weather's indemnification and defense obligations do not apply to, any claim, suit, loss, or proceeding to the extent that it arises out of: (i) Customer's breach of this Agreement, gross negligence, or willful misconduct, (ii) events of Force Majeure, or (iii) data, software, or hardware originating from a party other than Perry Weather.

9.2. **CUSTOMER OBLIGATIONS.** To the extent permitted by law, Customer agrees to indemnify, defend and hold Perry Weather, its affiliates, and their respective officers, directors, employees and agents harmless from and against all third-party claims, losses, liabilities, damages, expenses and costs, including attorney's fees and court costs, arising out of or resulting from personal injury or property damage (i) due to self-installation of Hardware by Customer or that arises from Customer's gross negligence or willful misconduct, (ii) that are attributable to any acts or omissions of Customer while using or otherwise accessing the Products and Services, or (iii) that arises from Customer's breach of its obligations under this Agreement.

9.3. **INDEMNIFICATION PROCEDURE.** The party seeking indemnification will provide the indemnifying party with prompt written notice of any claim and give complete control of the defense and settlement of the indemnifying party, and will cooperate with the indemnifying party, its insurance company, and its legal counsel in its defense of such claim(s); if, however, Perry Weather is indemnifying Customer for a claim that the Products and Services infringe the intellectual

property rights of a third party, Perry Weather will have complete control of the defense and settlement of said claim. This indemnity will not cover any claim in which there is a failure to give the indemnifying party prompt notice to the extent such lack of notice prejudices the defense of the claim. In the defense or settlement of a claim, or if use of the Products and Services is enjoined, Perry Weather may, at its expense and option: (a) procure for Customer the right to continue using the Products and Services; (b) replace or modify the Products and Services so they become non-infringing; or if neither of these is practical, (c) grant Customer a credit for the Purchased Hardware as depreciated and accept return of the Purchased Hardware as applicable. Depreciation will be an equal yearly amount over the lifetime of the Purchased Hardware, as determined by Perry Weather. Perry Weather will not be liable to Customer for any claim that is based upon: (i) use of the Products and Services in modified form or in a manner for which they were not designed; (ii) use of the Products and Services in combination with goods or services not provided by Perry Weather; (iii) use of the Products and Services in practicing any process; or (iv) the furnishing to Customer of any information, service or applications assistance.

10. **DISPUTE RESOLUTION AND GOVERNING LAW.**
    - 10.1. **GOVERNING LAW.** The validity, construction, and interpretation of the terms and conditions herein and all rights and duties of Perry Weather and Customer, and all matters related to the Products and Services covered by this Agreement, will be governed by the substantive laws of the State of Oklahoma without regard to conflict of laws rules that would confer the matter in question to a state other than Oklahoma ("Governing Law").
    - 10.2. **VENUE.** The parties agree that any legal action, proceeding, or arbitration arising under this Agreement shall be brought exclusively in Oklahoma City, OK ("Venue Location").
    - 10.3. **ARBITRATION.** Other than a suit for injunctive relief, any dispute, controversy or claim arising out of or related in any manner to this Agreement which cannot be amicably resolved by the parties will be solely and finally settled by arbitration administered by the American Arbitration Association in accordance with its commercial arbitration rules. Any claim will be brought individually on behalf of the person or entity seeking relief, not on behalf of a class or other persons or entities not participating in the arbitration and will not be consolidated with the claim of any other person. Judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof in Venue Location. The arbitration will take place before a panel of one (1) arbitrator sitting in Venue Location. The arbitrator will make the initial determination of whether a dispute between the parties is subject to this arbitration clause or is otherwise required to be arbitrated. The language of the arbitration will be English. The arbitrator will be bound to adjudicate all disputes in accordance with the Governing Law. The decision of the arbitrator will be in writing with written findings of fact and will be final and binding on the parties. Any claim shall be brought individually on behalf of the person or entity seeking relief, not on behalf of a class or other persons or entities not participating in the arbitration, and shall not be consolidated with the claim of any person who is not asserting a claim arising under or relating to this Agreement. Notwithstanding any language to the contrary in this Agreement, the parties hereby agree that any award issued by the arbitrator (the Underlying Award") may be appealed pursuant to the AAA's Optional Appellate Arbitration Rules ("Appellate Rules"); that the Underlying Award rendered by the arbitrator(s) shall, at a minimum, be a reasoned award; and that the Underlying Award shall not be considered final until after the time for filing the notice of appeal pursuant to the Appellate Rules has expired. Appeals must be initiated within thirty (30) days of receipt of an Underlying Award, as defined by Rule A-3 of the Appellate Rules, by filing a Notice of Appeal with any AAA office. Following the appeal process the decision rendered by the appeal tribunal may be entered in any court having jurisdiction thereof. This section provides the sole recourse for any disputes arising out of, in connection with, or related to this Agreement, except that a party may seek a preliminary injunction or other injunctive relief in any federal or state court of competent jurisdiction in Venue Location if in its reasonable judgment such action is necessary to avoid irreparable harm, and each party hereby submits to the jurisdiction of such courts. This section shall not apply to proceedings before administrative law tribunals (e.g., inter partes review before the Patent Trial and Appeal Board).
    - 10.4. **ATTORNEYS' FEES.** In the event that any party institutes any legal suit, action, or proceeding, including arbitration, against the other party to enforce the covenants contained in this Agreement (or obtain any other remedy in respect of any breach of this Agreement), the prevailing party in the suit, action, or proceeding will be entitled to receive, in addition to all other damages to which it may be entitled, the costs incurred by such party in conducting the suit, action, or proceeding, including reasonable attorneys' fees and expenses and court costs.
11. **SECURITY, DATA, AND PRIVACY.**
    - 11.1. **CONFIDENTIAL INFORMATION.** As used in this Agreement, "Confidential Information" means all trade secrets, data, information about pricing, forms and types of financial, business, scientific, technical, economic, or engineering information, including patterns, plans, compilations, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing if (A) the disclosing party has taken reasonable measures to keep such information confidential; and (B) the information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable through proper means by, another person who can obtain economic value from the disclosure or use of the information. Confidential Information shall not include any information which (A) was publicly known prior to the time of disclosure by the disclosing party, or becomes publicly known after disclosure by the disclosing party through no action or inaction of the receiving party in violation of this Agreement; (B) is already in the possession of the receiving party at the time of disclosure by the disclosing party; (C) is obtained by the receiving party from a third party without a breach of such third party's obligations

of confidentiality; or (D) is independently developed by the receiving party without use of or reference to the disclosing party's Confidential Information.

11.2. **USE AND DISCLOSURE OF CONFIDENTIAL INFORMATION.** The receiving party will only use and disclose the disclosing party's Confidential Information as reasonably necessary to deliver or use the Products and Services, or as otherwise reasonably necessary to comply with this Agreement or applicable law. Any other use or disclosure to a third-party is prohibited unless expressly permitted in writing by the disclosing party. The receiving party agrees to hold the disclosing party's Confidential Information in strict confidence and use reasonable measures to protect it as confidential. The receiving party shall be permitted to disclose Confidential Information to third-parties only to the extent required by law, provided that the receiving party gives the disclosing party prompt written notice of such requirement and upon the request of the disclosing party, the receiving party cooperates in good faith and at the expense of the disclosing party in any reasonable and lawful actions which the disclosing party takes to resist such disclosure or limit the information to be disclosed.

11.3. **OTHER DATA.** As part of its network of weather stations, Perry Weather may share weather data and imagery collected from Hardware with its broader customer base to enhance the overall value of the network. Customer also benefits from access to this aggregated network of data. Customer acknowledges and agrees that all weather data and imagery collected from Hardware is owned exclusively by Perry Weather and does not constitute Confidential Information of Customer. Perry Weather may use, share, and distribute such data and imagery at its sole discretion.

11.4. **SECURITY RESPONSIBILITIES AND ACCESS.** Perry Weather and Customer each agree to take commercially reasonable measures to protect their respective systems and Confidential Information. Perry Weather is responsible for implementing and maintaining adequate safeguards to protect the security, confidentiality, and integrity of the Products and Services, including access controls and monitoring. Customer shall ensure that access credentials, systems, and devices under its control are protected against unauthorized access or use and will promptly notify Perry Weather of any suspected security issues related to its use of the Products and Services. Each party agrees to cooperate in good faith to address any security concerns that may arise.

11.5. **SECURITY INCIDENT NOTIFICATION.** In the event Perry Weather becomes aware of a confirmed security incident that materially impacts the confidentiality, integrity, or availability of Confidential Information, Perry Weather will use commercially reasonable efforts to notify Customer as soon as reasonably practicable. Such notification may include a summary of the incident and any steps Perry Weather is taking to address it. Perry Weather will provide additional information as it becomes available, to the extent reasonably necessary for the Customer to meet its own regulatory or business obligations.

11.6. **USE OF THIRD-PARTY PROCESSORS.** Perry Weather may engage third-party service providers to assist in delivering its Products and Services, including for hosting, data processing, and other operational purposes. Perry Weather will take reasonable steps to ensure that such third-party providers implement security and confidentiality measures appropriate to the nature of their services and the sensitivity of Customer's Confidential Information. Upon request, Perry Weather will provide additional details about its use of third-party processors, subject to reasonable confidentiality restrictions.

11.7. **DATA RETENTION AFTER TERMINATION.** Upon termination or expiration of this Agreement, Perry Weather may retain Customer-related data necessary for operational, archival, or backup purposes. This includes data collected from Hardware, which remains the property of Perry Weather and may continue to be used as part of Perry Weather's network of weather stations. Any retained data will be safeguarded in accordance with the confidentiality and security standards set forth in this Agreement. Retention of Customer-related data will be limited to what is necessary to fulfill Perry Weather's legal, regulatory, or business obligations, or to maintain the integrity of its systems and backups.

11.8. **PRIVACY POLICY.** Perry Weather's collection, use, retention, and protection of data, including any Customer-related data, is governed by Perry Weather's "Privacy Policy", which is incorporated into this Agreement by reference. The Privacy Policy outlines Perry Weather's practices regarding the confidentiality, security, and retention of data. By entering into this Agreement, the Customer acknowledges and agrees to the terms of the Privacy Policy as it may be updated from time to time. The current version of the Privacy Policy is available at https://perryweather.com/privacy/. Any material changes to the Privacy Policy will be communicated in accordance with the terms set forth in the Privacy Policy.

12. **GENERAL PROVISIONS.**

12.1. **ASSIGNMENT.** Except to the extent assigned as a part of the bona fide sale of all or substantially all of its assets or as a part of a merger, division, sale, or other corporate transaction in any case not effected for the purpose of avoiding obligations under this Agreement, neither party will assign this Agreement, or any interest in this Agreement, without the other party's prior written consent, which consent will not be unreasonably withheld. Except in connection with a permitted assignment, Customer will not provide access to Products and Services, or any part of it, to any third parties without Perry Weather's prior written consent, which consent will be in Perry Weather's sole discretion. Subject to the foregoing, this Agreement will bind and inure to the benefit of the parties, their respective successors and permitted assigns.

12.2. **EXTRAORDINARY CIRCUMSTANCES.** Perry Weather will not be held liable for delays, interruptions, nonperformance, or failures in service resulting from factors beyond its control, including but not limited to work stoppages, pandemics, floods, lightning, government regulations, cyber-attacks, brute force attacks, acts of terrorism, Acts of God, internet outages, server failures, third-party data provider disruptions, espionage, sabotage, or any other causes beyond its reasonable control (collectively, "Force Majeure").

12.3. **EQUITABLE REMEDIES.** The parties agree that irreparable damage would occur if any provision of this Agreement were not performed in accordance with the terms hereof and that the parties will be entitled to seek equitable relief, including injunctive relief or specific performance of the terms hereof, in addition to any other remedy to which they are entitled at law or in equity. Perry Weather's pursuit of equitable relief does not preclude the recovery of damages for any breach of this Agreement.

12.4. **NOTICES.** All notices, requests, consents, claims, demands, advisories, waivers, and other communications under this Agreement (each, a "Notice") will be in writing to the parties at the addresses set forth in the Agreement (or to such other address that may be designated by the receiving party from time to time in accordance with this section). All Notices will be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), email, or certified or registered mail with return receipt requested and postage pre-paid. Notices sent to Customer may also be delivered by email to software users of Customer with a permission level designated as "Admin." Email notices sent to Perry Weather shall be delivered to legal@perryweather.com, unless otherwise specified in the Agreement. Except as otherwise provided in this Agreement, a Notice is effective only (a) upon receipt by the receiving party, and in the case of email, upon delivery of such email, and (b) if the party giving the Notice has complied with the requirements of this section.

12.5. **SEVERABILITY.** If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.

12.6. **WAIVER.** No waiver by any party of any of the provisions hereof will be effective unless explicitly set forth in writing and signed by the party so waiving. No waiver by any party will operate or be construed as a waiver in respect of any failure, breach, or default not expressly identified by such written waiver, whether of a similar or different character, and whether occurring before or after that waiver. No failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement will operate or be construed as a waiver thereof; nor will any single or partial exercise of any right, remedy, power, or privilege under this Agreement preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

12.7. **RELATIONSHIP OF THE PARTIES.** Nothing herein will be construed to create a joint venture or partnership between the parties hereto or an employee/employer or agency relationship. Neither party hereto will have any express or implied right or authority to assume or create any obligations on behalf of or in the name of the other party or to bind the other party to any contract, agreement, or undertaking with any third party.

12.8. **SURVIVAL.** Each term and provision of this Agreement that should by its sense and context survive any termination or expiration of this Agreement, will so survive regardless of the cause and even if resulting from the material breach of either party to this Agreement. This includes, but is not limited to, provisions related to indemnity, limitation of liability, warranty disclaimers, ownership of intellectual property, and dispute resolution. Each of the sections contained in this Agreement will be enforceable independently of every other section in this Agreement, and the invalidity or non-enforceability of any section will not invalidate or render unenforceable any other section contained in this Agreement.

12.9. **AMENDMENTS.** Perry Weather is continually evolving its Products and Services to deliver additional value to customers, and from time to time, this may require updates to these PW Terms to reflect those changes or address other business needs. Therefore, Perry Weather may amend this Agreement from time to time by sending Customer written notice thereof. Such amendment will be deemed accepted and become effective 30 days after such notice (the "Proposed Amendment Date") unless Customer first gives Perry Weather written notice of rejection of the amendment. In case of such rejection, this Agreement will continue under its original provisions, and the amendment will become effective at the start of Customer's next renewal term following the Proposed Amendment Date (unless Customer first terminates this Agreement). This Agreement may not be amended in any other way except through a written agreement signed by Perry Weather and Customer.

12.10. **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which when executed will be deemed to be an original but all of which will constitute one and the same Agreement. This Agreement may also be accepted and executed through a signed Ordering Document, which references and incorporates these terms.

12.11. **NO RELIANCE ON REPRESENTATIONS, WARRANTIES, AND STATEMENTS.** Customer acknowledges that it is not relying on any representation, warranty, or statement not expressly set forth in this Agreement or written communications expressly incorporated herein.

QUOTE

Valid until Aug 21, 2026

$210.00

How to ABA
info@howtoaba.com

QUOTE NUMBER QT-XSY1QQYQ-DRAFT
ISSUE DATE
EXPIRATION DATE Aug 21, 2026

QUOTE FOR
Deer Creek Public Schools 20701 N. MacArthur Blvd Edmond, OK 73012

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
BR Pro Yearly - BEST VALUE! $210 per year (bills automatically)	1	$210.00 / year	$210.00

Subtotal	$210.00
Total	$210.00

DISTRICT-WIDE GOVERNING LAW ADDENDUM

Deer Creek Public Schools | State of Oklahoma

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Yes! Commitment Form 2027

School Year 2027/2028

Yes, our school wants to participate in the 1st Day School Supplies Back-to-School Kit Program.
Please complete the form below and your Customer Experience Manager will be in touch!

AccountID18

CustomerSiteID *

School Name *

DEER CREEK MIDDLE S

Coordinator Name *

Coordinator Name *

First Name

Last Name

Title *

Cell Phone *

Email Address *

Home Address *

Address Line 1

Address Line 2

City

State

ZIP Code

By entering your name you are confirming the above information is accurate to the best of your ability and you understand and agree be legally bound to the following terms and conditions:

- **I AGREE** to exclusively promote 1st Day School Supplies at my school and no other school supply program or suppliers. I will use marketing materials provided by 1st Day School Supplies to promote to parents at my school.
- **I AGREE** to collaborate with 1st Day School Supplies throughout the program including completing:
    - The List Approval Process
    - A Marketing Review
    - An Annual Review
- **I AGREE** our school can accept a 40" x 48" pallet through the school door. In the event a pallet does not fit , the school, PTA or PTO is responsible for moving the kits inside of the school.
- **I AGREE** if all of the items inside of the kit do not fit inside of the extra large box, 1st Day School Supplies can send the items BULK to the school. Bulk items will not have the students name on them. For example, a grade might require four rolls of paper towels. The four paper towels along with the other supplies will not fit inside the extra-large box.
- **I AGREE** my school and I will make a good faith effort to exclusively promote the 1st Day School Supplies program at my school and I will not utilize any other school supply program or suppliers. I acknowledge and agree that 1st Day School Supplies is relying upon commitments made in this Agreement and therefore, I agree that my school will pay a $500 cancellation fee to 1st Day School Supplies if I terminate my school's relationship with 1st Day School Supplies (at any time) and commence an alternative business relationship with a competitor of 1st Day School Supplies. Notwithstanding the foregoing, I agree and understand that my school cannot (under any circumstances) terminate or cancel this Agreement after: (i) 1st Day School Supplies has commenced production of the kits during any given school year (commencement of production means 1st Day School Supplies has purchased supplies in anticipation of fulfillment of the order and/or commenced packaging of the kits); or (ii) a purchase order has been issued by your school; or (iii) if your School has received orders and/or kits.
- **I AGREE** that my school will be responsible for all of the freight charges associated with any returns and that no returns will be accepted after October 1st and all security straps need to be on the box.
- **I AGREE** that I will make a good faith effort to sell at least 50 kits. If my school does not sell 50 kits, I understand we are subject to a delivery fee.
- **I AGREE** that kits will be delivered to the school at least 5 days prior to the set distribution date.
- **I AGREE** to receive SMS (text) messages from 1st Day School Supplies related to order updates, account notifications, customer service communications, and, where applicable, promotional messages. Message frequency may vary. Message and data rates may apply. I understand I can opt out at any time by replying STOP or get assistance by replying HELP or contacting customerservice@1stdayschoolsupplies.com or visiting https://1stdayschoolsupplies.com/contact-us. I acknowledge that 1st Day School Supplies does not sell, rent, or share my SMS consent or phone number with third parties or affiliates for marketing purposes, and that any sharing of personal information excludes SMS consent and phone numbers.

Submit Form

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Yes! Commitment Form 2027

School Year 2027/2028

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Please complete the form below and your Customer Experience Manager will be in touch!

School Name *

DEER CREEK ELEMENTARY

Coordinator Name *

Keena
First Name

McIntyre
Last Name

Title *

Finance

Cell Phone *

4053489100

Email Address *

keenamcintyre@dcsok.org

Home Address *

4704 NW 164th Street
Address Line 1

Address Line 2

Address Line 2

Edmond	Oklahoma	73078
City	State	ZIP Code

By entering your name you are confirming the above information is accurate to the best of your ability and you understand and agree be legally bound to the following terms and conditions:

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- **I AGREE** that kits will be delivered to the school at least 5 days prior to the set distribution date.

- An Annual Review

- **I AGREE** our school can accept a 40" x 48" pallet through the school door. In the event a pallet does not fit , the school, PTA or PTO is responsible for moving the kits inside of the school.
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ADDENDUM TO 2027-28 EARLY YES COMMITMENT FORM

Knight Ridge Elementary | Deer Creek School District

School	Knight Ridge Elementary
Program	2027-2028 1st Day School Supplies Back-to-School Kit Program
Delivery Method	Home delivery
Customer Site ID	598080460

This addendum modifies the 2027-28 Early Yes Commitment Form solely for Knight Ridge Elementary. Because Knight Ridge Elementary will use home delivery and historically sells more than the 50-kit minimum, the following acknowledgments in the commitment form do not apply to the school:

Provisions That Do Not Apply

- **Pallet access:** The acknowledgment that the school must be able to accept a 40-inch by 48-inch pallet through the school door, and that the school, PTA or PTO must move the kits inside if the pallet does not fit.
- **Bulk supplies:** The acknowledgment allowing items that do not fit inside an extra-large kit box to be shipped in bulk without the student's name.
- **Return freight charges:** The acknowledgment that the school is responsible for freight charges associated with returns.
- **Minimum kit sales and delivery fee:** The acknowledgment requiring a good-faith effort to sell at least 50 kits and allowing a delivery fee if fewer than 50 kits are sold.

> **Effect of Addendum:** Knight Ridge Elementary will not be charged or held responsible under any of the four provisions listed above. All other terms and conditions of the 2027-28 Early Yes Commitment Form remain unchanged and in full effect. If this addendum conflicts with the commitment form, this addendum controls for Knight Ridge Elementary.

This addendum is issued by 1st Day School Supplies for Deer Creek School District's review and applies only to Knight Ridge Elementary's participation in the 2027-2028 program.

Issued by 1st Day School Supplies

Date: September 9, 2026

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Tuesday, September 1, 2026

Quote for ASB Classroom Subscription(s)

ASB Classroom LLC
2733 E Battlefield #298
Springfield, MO 65804

purchaseorders@scholasticbroadcasting.com
417-815-6565

EIN: 87-3391701

Additional vendor information available here: www.asbclassroom.com/forms

Date of Quote: 09/01/2026

Attention: Deer Creek School District

Subscription Product(s):

Description	Amount
ASB Classroom Number of Subscriptions: 1 Subscription Length: 1 Year	$299.00
Total	**$299.00**

Subscriber Name(s) & Email(s)

james.wicks@dcsok.org

Next Steps: Obtain a purchase order and submit your order here: https://asbclassroom.com/purchaseorders

ASB Classroom

Terms of Use

Quick Summary of Our Terms

Here's a simple overview. Please read the full Terms below for the legal details.

Subscriptions	You can subscribe monthly or annually. Credit card subscriptions auto-renew unless cancelled. You'll receive a reminder email one week before renewal with clear cancellation instructions. Purchase order subscriptions are one-time only and must be renewed manually. A 7-day free trial is included. Annual and monthly credit card plans are refundable within 30 days of sign-up.
Accounts	Each teacher needs their own account and accounts may not be shared. Community access is for teachers only and not included with 'Lite' plans. Students do not need accounts - they use a password provided by their teacher.
Content Use	You're licensing our resources for classroom use - you don't own them. You may not share or post our materials publicly online. Student work created with ASB Classroom content can be shared only in private or protected settings such as a school server. Content may only be used for education and never for commercial purposes.
Community Rules	Be respectful and professional. No harassment, offensive content, or self-promotion is permitted. Violations may result in suspension or removal.
Privacy	We do not collect or store student data. We only collect teacher and administrator emails and billing information for account management. We use standard analytics tools such as Google Analytics and Meta Pixel.
Cancellations & Termination	Accounts may be cancelled for non-payment, misuse, or rule violations. No prorated refunds will be issued if your account is terminated.
Liability	We are not responsible for downtime, internet outages, or firewall issues, though we can provide a whitelist if needed. Our liability is capped at the total amount you paid in the last 12 months.
Disputes	These Terms are governed by Oklahoma law. Any disputes will go through mediation in Oklahoma first.

ASB Classroom Terms of Use

Effective Date: October 2, 2025

Welcome to ASB Classroom LLC ("ASB Classroom," "we," "our," or "us"). These Terms of Use ("Terms") govern your access to and use of ASB Classroom's website, subscription services, educational content, and community. By subscribing, creating an account, or using our platform, you agree to these Terms. If you do not agree, you may not use the Service.

1. Company Information

ASB Classroom LLC
2733 E Battlefield Rd #298
Springfield, Missouri 65804
United States

2. Subscriptions and Payment

Users may purchase either an annual or monthly subscription. Annual and monthly subscriptions purchased via credit card are set to automatically renew unless cancelled. Subscribers will receive an email one week before renewal with a reminder and clear instructions on how to cancel. Cancellation is offered in a manner similar to signup. Subscriptions purchased via purchase order and paid by check or ACH are non-recurring without exception and are not eligible for grandfathered pricing. Renewals through purchase order will be processed within 2 weeks, with the new 12-month term beginning upon processing. Credit card payments are handled by our payment processor (Stripe). For purchase orders, ASB Classroom will invite user(s) to the platform and issue an invoice within 14 business days. Payment is due within 30 days of the invoice. Accounts more than 30 days overdue may be terminated. A 7-day free trial is available. After the trial, the card on file will be billed monthly or annually unless cancelled. Credit card subscriptions are eligible for a refund within 30 days of initial account creation. Refunds for purchase order or check payments are not guaranteed.

3. Accounts and Access

Accounts are for individual teachers and may not be shared. Each teacher's subscription and community profile is linked to their own account. Subscriptions (excluding ASB Classroom Lite) include access to our private community. Users must not share community accounts. Students do not create accounts. Access is provided via a password distributed by the teacher. ASB Classroom does not collect or store student information or personally identifiable student data.

4. License and Permitted Use

Subscriptions grant a limited, non-transferable license to use ASB Classroom's curriculum, videos, assignments, and other resources for educational purposes only. Users may not copy, redistribute, or publicly post ASB Classroom content outside their school. Users may upload or share student work created using ASB Classroom materials only in private or protected settings such as an internal school server or password-protected hosting. Content may not be used for commercial purposes.

5. Community Guidelines

Our community is designed for collaboration between teachers. By participating, you agree to treat all members respectfully, avoid harassment, inappropriate, or offensive content, not self-promote, solicit, or advertise products or services, and contribute only content appropriate for an educational environment. ASB Classroom may remove posts or suspend or terminate accounts that violate these guidelines.

6. Intellectual Property

All curriculum, videos, resources, assignments, and related materials remain the sole property of ASB Classroom LLC. Users receive a license to use content under these Terms but gain no ownership rights.

7. Privacy and Data Collection

ASB Classroom collects teacher, administrator, and billing information (such as emails and payment details) only for account management and billing purposes. ASB Classroom does not collect or store student data. Standard analytics tools, including Google Analytics and Meta Pixel, may be used to monitor website usage.

8. Termination

Subscriptions may be terminated if an invoice is unpaid 30 days past due, a user breaches these Terms, or content is misused or community rules are violated. No prorated refunds will be issued upon termination.

9. Disclaimers and Limitation of Liability

ASB Classroom does not guarantee uninterrupted access and is not responsible for downtime, internet outages, or access blocked by a school's or district's firewall. A whitelist of domains is available upon request. We make no warranties about educational outcomes or results. To the maximum extent permitted by law, ASB Classroom's liability is limited to the total fees paid by the user in the 12 months preceding any claim.

10. Governing Law and Dispute Resolution

These Terms are governed by the laws of the State of Oklahoma, United States. Any disputes must first be addressed through good-faith mediation in Oklahoma before pursuing any further legal action.

11. Changes to Terms

We may update these Terms at any time. Users will be notified of material changes. Continued use of ASB Classroom constitutes acceptance of the updated Terms.

12. Contact

For questions, please contact:
ASB Classroom LLC
2733 E Battlefield Rd #298
Springfield, Missouri 65804
Email: brandon@scholasticbroadcasting.com

Kahoot! Plus Bronze

$3 per month

$36 billed annually

Buy now

BEST FOR

Hosting great get-togethers. Create instant kahoots with AI and unlock extra question types to play with friends or solo!

Player limit: 50

- NEW! Create kahoots for small get-togethers with AI
- Quiz question types
- Flashcards & learn experience
- Classic live game experience
- 1 Kahoot! Kids profile
- **NEW!** Choose from 55+ languages
- Seasonal rewards, skins, icons

Kahoot! at work product resources

- Kahoot! 360 Catalog
- Kahoot! Glossary
- Terms and Conditions
- User Guides
- Kahoot! Master Service Agreement

Return to Trust Center

Effective: March 12, 2025

Kahoot! Terms and Conditions

1. Welcome to Kahoot!

These Terms apply to your use of the Kahoot! Services and our Platform, and we encourage you to read them carefully. Please also refer to the definitions set out at the bottom of this page. The Terms and any attachments related to it, including our Acceptable Use Policy, Editorial Guidelines, Safety Guide for Content on Kahoot!, applicable guidelines and any Service Plan(s), forms a legal Agreement between you and Kahoot! for your use of the Kahoot! Services. If you, or an Organization you are affiliated with, have entered into an Enterprise Agreement with Kahoot!, your use of the Kahoot! Services and Resources will be governed by the Enterprise Agreement and the documents incorporated therein.

These Terms define the terms and conditions under which you are allowed to use the Kahoot! Services and consume Resources. If you do not agree to these Terms, you must immediately discontinue

your use of the Kahoot! Services and Resources.

In addition to these Terms, our Privacy Notice and Cookie Notice describe how we process the personal information we may collect when you use the Kahoot! Services, and how we protect your privacy. Details about our processing of student's personal data, that we collect as a processor or ´school official´on the school or teacher´s behalf, can be found in our Privacy Notice, see in particular section 2.2.

2. Responsible use and conduct

2.1 General

You agree to only use the Kahoot! Services and Resources for the purposes intended and as permitted by the Agreement and in accordance with applicable laws. If you use the Kahoot! Services in breach of the Agreement or applicable laws, we may terminate your account and/or suspend your use of the Kahoot! Services. Your account is personal and for your use only, whether in a private or professional capacity, and your account may not be shared with or used by other people.

You are responsible for maintaining the confidentiality of your account and any non-public authentication credentials

associated with your use of the Kahoot! Services. You must promptly notify our customer support team about any possible misuse of your accounts, authentication credentials or any security incident related to the Kahoot! Services.

You represent and warrant that information you provide when registering for an account is accurate and you shall not misrepresent personal information or otherwise be untruthful about your identity in connection with your use of the Services. Kahoot! reserves all rights to take legal action against anyone who misrepresents personal information or is otherwise untruthful about their identity in connection with their use of the Services. Notwithstanding the foregoing, you acknowledge that Kahoot! cannot guarantee the accuracy of any information submitted by any user or the identity of any user who chooses to use the Services. We are not obliged to verify the identity of any user.

2.2 Administrator assumption of control

If you use an email address provided by an Organization you are affiliated with (e.g. an employer or a school) to order the Kahoot! Service, you represent that you have authority to use that Organization's domain to sign up for a Service Plan in your capacity as a member of that Organization. The Organization, as the

owner of the domain associated with your email address, may assume control over and manage your use of the Kahoot! Services. In such a case, your Organization's designated Administrator may (i) control and administer your account, including modifying and terminating your access and (ii) access and process your data, including the contents of your communications and files. Kahoot! may inform you that your associated Organization has assumed control of the Kahoot! Services covered by your Service Plan, but Kahoot! is under no obligation to provide such notice. If your Organization is administering your use of the Kahoot! Services or managing the tenant associated with your Service Plan, direct your data subject requests and privacy inquiries to your administrator. If your Organization is not administering your use of the Kahoot! Service or managing such tenants, direct your data subject requests and privacy inquiries to Kahoot! by contacting us at privacy@kahoot.com.

2.3 Use of recommender systems (Art. 27 DSA)

Kahoot! uses automated systems (known as 'recommender systems') to suggest or prioritize specific information for individual users, based on data about the user that is held by Kahoot!. These systems are used on different parts of our platform for a range of purposes,

including the recommendation of relevant content for users, and targeted on-platform promotional content.

Different systems use different types of user data to determine what information is relevant for an individual user. These include:

- **The user's age, if provided by the user at account creation**. This helps us to provide users with age-appropriate content and to target certain content at particular age groups.
- **The country in which the user created their account**. This helps us to provide users with content that is relevant to their location and to target certain content at particular countries or regions.
- **The language selected by the user on the platform**. This helps us to provide users with content in their preferred language. Users are able to change their selected language in their account settings or browser.
- **The user's primary reason for using Kahoot!**, based on a number of 'primary usage' categories determined at account creation – for example, whether the user primarily uses Kahoot! for business purposes, social purposes, or educational purposes (and if so, whether the user is a teacher or a student, and which level of education they are at). This

helps us to provide users with content that is relevant to their use of Kahoot!. Users with Teacher, Higher Education or Social (Home) accounts are able to change their 'primary usage' category by changing their account type.

Breach of contract under s.72(1) OSA

If you are a Kahoot! user located in the UK, you have the right to bring a claim for breach of contract if we take down or restrict access to content that you generate, upload or share on Kahoot!, or if we suspend or ban you from Kahoot!, and we do so in breach of these Terms or other documents forming part of our Agreement with you.

3. Licensed rights

The Kahoot! Services and the Resources are the property of Kahoot! and Kahoot!'s content licensors (as applicable). We grant you a limited, non-exclusive, revocable license to make use of the Kahoot! Services and the Resources (the "**License**") in accordance with the Agreement.

In our Free Service Plans, the License permits use for non-commercial purposes only. If you wish to use the Kahoot! Services and Resources for professional or commercial purposes you must have a Paid Service Plan. In any event, you are not allowed to use Kahoot! for advertising,

marketing or sales activities unless expressly authorized by Kahoot! in an agreement or under your Service Plan. You agree to abide by our Acceptable Use Policy and any other user guidelines which at any time apply to your use of the Kahoot! Services and the Resources.

Except for the rights expressly granted to you in the Agreement, Kahoot! grants no right, title, or interest to you in the Kahoot! Service or Resources. For the avoidance of doubt, you may not charge any fees or require any payment as part of your use of the Service or the Resources, except as expressly authorized by Kahoot!.

All trademarks displayed on the Kahoot! Platform are the sole property of Kahoot! or its licensors. The Agreement does not grant you any rights to use any mark for any purpose, whether for commercial or non-commercial use.

Kahoot! reserves the right to upgrade and/or change the Services at any given time. Upgrades may regularly be notified to you either by email your registered email account, in-App or in-Service notifications.

4. Kahoot! Service Plans and Content Subscriptions

4.1 Available Service Plans

The Kahoot! services are available under different Service Plans. Our Websites provide details of the available Service Plans, which can be categorized as one of the following:

i. **Free Service Plans:**Our free Service Plans offer access to a limited set of features in the Kahoot! Services. The free Service Plans can be used for non-commercial purposes only.

ii. **Paid Service Plans**: Our paid Service Plans give access to more features and functionality. The Paid Service Plans are permitted for use in professional and commercial settings, such as training, surveys and events, both for internal and external audiences. The features and functionalities available depend on the plan type. Each plan has limitations on the number of licenses and participants.

The Service Plans vary based on the Kahoot! Service you have chosen to subscribe to, and the content and features of a Service Plan may vary based on when you signed up and whether you have signed up through our Website or via the App. Details about the different Service Plans are available on our website.

You can manage your Service Plans from your Kahoot! user account. If you have purchased a Paid Service Plan through a distribution platform such as Google Play or Apple App Store, you must manage your account through such platforms.

4.2 Content Subscriptions

In addition to your chosen Service Plan, you may purchase certain Content Subscriptions from the Kahoot! Platform, such as the Kahoot!+ AccessPass or subscriptions to Verified Creator channels.

A Content Subscription gives you access to a library of content that is curated at Kahoot!'s sole discretion.
You acknowledge that the content available through each Content Subscription is subject to change at Kahoot!'s sole discretion, including without limitation the removal and addition of content or change of existing content.

You agree to only use the content available through Content Subscriptions in accordance with all terms and conditions applicable to Kahoot! Services and Resources, including without limitation the Acceptable Use Policy. In particular, you are not entitled to change, resell, or share such content in any other way than expressly permitted herein.

Kahoot! does not verify and cannot guarantee the accuracy, relevance, integrity, fitness for a particular purpose, availability, or quality of any content included in Content Subscriptions.

You can manage your Content Subscriptions from your Kahoot! user

account.

5. Payments, cancellations, upgrades

5.1 General

Paid Service Plans and Content Subscriptions can be purchased directly from Kahoot! in the App or on our Website, through third parties or through an Enterprise Agreement with Kahoot!. This section of the Terms only applies where you have signed up for one of our paid Service Plans or Content Subscriptions directly from us through our App or website.

You promise that your registration information, payment details (if you have signed up for a paid Service Plan subscription) and any other information that you submit to us are true, accurate, and complete, and you agree to keep it that way at all times. If you have provided incorrect or inaccurate information, you should return to the log-in screen or correct such information in your account settings. You promise that no other person shall be allowed to use or access your account, or in any other way make use of the rights conferred to you pursuant to the Agreement.

5.2 Payments and Subscription Periods

All Paid Service Plans and Content Subscriptions are payable in advance of each Subscription Period, non-cancelable and, except as expressly stated in an Enterprise Agreement or to the extent permitted by applicable law, non-refundable.

You will be charged prior to being granted access to your Paid Service Plan or Content Subscriptions. At the end of your current Subscription Period, your Paid Service Plan and/or Content Subscriptions will automatically renew and you will be charged for the next Subscription Period in accordance with your registered payment information.

If you don’t pay for your Paid Service Plan on time, Kahoot! reserve the right to suspend your account or remove Paid Service Plan features.

5.3 Right to Withdraw

If you are a Consumer, you may cancel your Service Plan(s) within 14 days of the date of payment noted on your invoice (applicable jurisdictions only).

If you want to use your right to withdrawal, send your cancellation to us within the 14 day period. If the 14 day period ends on a Saturday, Sunday or any public holiday, the period is extended to the next working day.

If your cancellation is made within the 14 day period, the cancellation is timely. The burden of proof for making a timely cancellation rests with you. You should therefore cancel in writing. You can use our support request form to cancel your subscription.

You may test the Services to determine the nature, characteristics, or functions of the Services before using your withdrawal right. We cannot charge you for using your right to withdrawal, and we will refund you all payments made to Kahoot! for the Services, without undue delay.

Exception for Content Subscriptions
However, if you are a Consumer purchasing Content Subscriptions or other content, you will lose your right to withdraw and receive a refund since you gain access to the content immediately. You will be asked through the purchase process to consent to the delivery of the Services starting immediately, and to acknowledge that the right of withdrawal therefore does not apply.

5.4 Cancellations

If you do not wish to renew your Subscription Period for a Paid Service Plan or Content Subscriptions, you are entitled to cancel your Paid Service Plan and/or Content Subscriptions before the end of your current Subscription Period. If you are a consumer in Norway, we will notify

you of your right to cancellation every sixth month during your Subscription Period, either by email to your registered email account, in-App or in-Service notifications. You can cancel by notifying customer service here. Any cancellation will become effective on the first day after the last day of your current Subscription Period. Upon cancellation, your access to features that are exclusive to the Paid Service Plans or Content Subscriptions will cease, and your subscription will be automatically downgraded to a Free Service Plan for the Kahoot! Service you subscribe to (if available).

5.5 Upgrades and downgrades

You may at any time upgrade or downgrade your Paid Service Plan subscription to a different Paid Service Plan. If you downgrade your subscription to a lower tier Service Plan, the downgrade will take effect on the day after the last day of the current Subscription Period. If you upgrade your subscription to a higher tier Service Plan, the upgrade will take effect immediately subject to payment of the applicable upgrade fee.

Upon upgrading, your Paid Service Plan will be subject to the new subscription term. You will be credited for any remaining term under your previous Paid Service Plan.

5.6 Price changes and new Service Plans

Kahoot! may change the price for a Paid Service Plan and/or Content Subscription. If such price change applies to you, it will not be effective until the beginning of your next Subscription Period. Your continued use of the Kahoot! Services constitute your acceptance of the price change. If you do not agree with the price changes, you have the right to reject the change by cancelling your subscription prior to your next Subscription Period renewal.

If you are a Consumer in Norway Kahoot! will notify you of a price change within reasonable time before it becomes effective, either by email to your registered email account, or by in-App or in-Service notifications. If the price change exceeds the annual change of the consumer price index in Norway, you may terminate the Agreement with effect from when the price change starts to run.

We do not provide any refunds if the price for a Paid Service Plan or Content Subscription drops, or if we offer subsequent promotional pricing or change the content or features of a Service Plan.

Kahoot! may decide to change or replace our Service Plans. If the Service Plan you have subscribed for is changed or

replaced, your subscription will automatically be for the Service Plan that corresponds with the pricing of your original plan unless you chose to upgrade your subscription.

5.7 Trials

We may, at our own sole discretion, offer you a Trial. We reserve the right to revoke the Trial and put your account on hold in the event that we determine that you are not eligible. Separate terms and conditions, including restrictions on available features or areas of use, may apply when using a Kahoot! Service under a Trial.

For some Trials, we'll require you to provide your payment details to start the Trial. In such cases, your Trial will automatically be converted to a paid subscription for the selected Service Plan and/or Content Subscription as of the first day after the end of your Trial period. We will use the payment details you provided when you started the Trial to charge you. If you do not want to continue using your selected Service Plan on a paid subscription basis, or a Content Subscription, you must cancel your subscription before the end of the Trial period.

5.8 Pre-paid subscription Codes

If you have received a Code, separate terms and conditions presented to you along with the Code may also apply to your access to the Service and you agree to comply with any such terms and conditions.

Paid subscription Codes purchased from third parties or through other platforms (e.g. Google Play or Apple App Store) are subject to the refund policies of those platforms. Kahoot! cannot be held responsible for these platforms' policies.

5.9 Taxes

Prices listed may not include sales or value added tax and applicable tax may be calculated and added at the time you complete a transaction and, depending on where you made the purchase, such tax may not be visible to you until you receive a receipt for your purchase. In certain jurisdictions, local laws require that prices include all applicable taxes, in which case this will be indicated at the time of purchase.

6. User content

6.1 Kahoot!'s license to User Content

User Content is available to you only, kept with limited visibility and only used by Kahoot! for the purposes of providing the Services and Resources. We will keep all

data which you submit to the Services, including any User Content, secure and only process your data for the purpose of providing the Kahoot! Services to you.

You hereby grant Kahoot! a worldwide, non-exclusive, limited term license to access, use, process, and display User Content as reasonably necessary: (a) to provide, maintain, update and develop the Services, including development of new functionality and services connected to the Services; (b) to prevent or address service, security, support or technical issues; (c) as required by law; and (d) as expressly permitted by you.

Kahoot! will delete all User Content from your account upon termination of the Agreement, except for any Public User Content licensed to Kahoot! as explained herein, or otherwise in accordance with Kahoot!'s Privacy Policy (as applicable).

6.2 Your responsibility for User Content

You promise that with respect to any User Content you post on Kahoot!: (1) you have all rights necessary to upload such User Content to the Kahoot! Service and to grant the above license to Kahoot!, and (2) such User Content, or its use by Kahoot! does not violate the Agreement, applicable law, or the intellectual property (including without limitation copyright),

publicity, personality, or other rights of others.

You are solely responsible for all User Content that you publish on Kahoot!. Kahoot! does not endorse the correctness of the User Content or any opinion contained in any User Content.

6.3 Monitoring of User Content

Unless agreed differently in a separate agreement with us, Kahoot! may review, monitor, edit or remove User Content in our sole discretion, but is under no obligation to do so. In all cases, Kahoot! reserves the right to remove or disable access to any User Content that breaches the Agreement, including breach of our Acceptable Use Policy and Editorial Guidelines. Removal or disabling of access to User Content shall be at our sole discretion.

6.4 Public User Content

If you choose to make User Content Public User Content, you hereby grant to Kahoot! a perpetual (or, for as long as permitted under applicable law), non-exclusive, sub-licensable, transferable, royalty-free, irrevocable, fully paid, universal license to commercialize, use, reproduce, make available to the public (e.g. perform or display), publish, translate, modify, create derivative works from, and distribute your Public User Content through any

medium, whether alone or in combination with other content or materials, in any manner and by any means, method or technology, whether now known or hereafter created. Aside from the rights specifically granted herein, you retain ownership of all rights, including intellectual property rights, in the User Content.

7. Verified creators on Kahoot!'s Marketplace

7.1 Verified Creators

The Kahoot! Marketplace allows a Verified Creator to offer Marketplace Content for sale or subscription to other Kahoot! users.

7.2 Publication of the Marketplace Content

Marketplace Content is created and submitted to Marketplace online by Verified Creators for the fee determined by the Verified Creator in accordance with the Clause below. Publication of any Marketplace Content is subject to Kahoot!'s review and approval in Kahoot!'s sole discretion.

Once submitted, Kahoot! is granted a license to the Marketplace Content to the extent necessary to display, reproduce and otherwise use the Marketplace Content in question in order to make it available to Kahoot! users on the Marketplace.

Marketplace Content purchased by users are available to such users for one (1) year following the date of purchase.

7.3 Marketplace Content Requirements

Verified Creators represent and warrant that all Marketplace Content and Vanity URLs comply complies with this Agreement, including without limitation any applicable Kahoot! guidelines for content, the Kahoot! Acceptable Use Policy and the Editorial Guidelines, and that Verified Creators have the necessary rights to submit the Marketplace Content on the Marketplace.

Verified Creators control the availability of their submitted Marketplace Content and their Marketplace Content may be removed upon request by contacting Kahoot!. If it is removed, access for users who have previously purchased or subscribed to the Marketplace Content may be cancelled. In such cases, refunds may be issued to affected users. Any refunded amounts will be deducted from the Verified Creator's future payouts.

Kahoot! reserves the right to modify or remove, in whole or in part, any Marketplace Content and/or Vanity URLs that may violate applicable law, Kahoot!'s obligations to third parties, or this Agreement, including without limitation the applicable Kahoot! guidelines for user

content. Kahoot! in its sole discretion may choose to grant a credit or refund to an affected subscriber following any such changes to Marketplace Content.

Kahoot! will promote, market and highlight the submitted Marketplace Content or Vanity URLs at its sole discretion.

7.4 Prices and Payout Rates

The price points, payout rates and other commercial terms applicable to Verified Creators and purchasers of Marketplace Content are detailed here.

Verified Creators shall choose the preferred price points for users for their Marketplace Content as part of the submission process for the Marketplace Content in question. Marketplace Content may also be offered for free. The price points available depend on the Verified Creator's Service Plan.

Verified Creators will be entitled to a payout rate depending on their Service Plan for each sale of Marketplace Content, payable at the end of each payout period. The payout rates may be adjusted upon prior written notice from Kahoot!, and the adjusted rates will apply from the beginning of the next payout period.

Verified Creators who submit Marketplace Content in violation of this Agreement will

not be entitled to payout.

7.5 Kahoot! Option to Purchase Marketplace Content

Kahoot! may offer to purchase a license to selected Marketplace Content from Verified Creators for a fixed, one-time payment. In the event that the amount offered by Kahoot! is accepted by the Verified Creator in writing, you hereby grant Kahoot! a perpetual, irrevocable, worldwide and royalty-free license to use the selected Marketplace Content for Kahoot!'s own purposes, including without limitation incorporating the Marketplace Content into other Kahoot! offerings such as the Kahoot!+ AccessPass, and to promote, sell or bundle the Marketplace Content with other Kahoot! offerings.

For the avoidance of doubt, in the event that Kahoot! is granted a license to Marketplace Content pursuant to this Clause, the Verified Creator will still entitled to payout for sales to users of the Marketplace Content in question.

7.6 Payment

Verified Creators shall set up an account with a third party payment provider designated by Kahoot! as part of the onboarding process, and Kahoot! will facilitate payment of all payouts through such third party payment provider.

Verified Creators are solely responsible for ensuring that their user information, including the information pertaining to the payment provider in question, is correct and up to date.

7.7 Changes to Service Plans

In the event that a Verified Creator changes to a Free Service Plan, the Verified Creator will no longer be able to offer Marketplace Content for sale on the Marketplace and any Marketplace Content already submitted will be removed. Users who have purchased Marketplace Content from the Verified Creator, will maintain access to such Marketplace Content until the end of their subscription period.

In the event that a Verified Creator makes any other changes to its Service Plan or other factors that are relevant in determining the right to payout in accordance with these Terms, such changes shall take effect from the beginning of the next payout period.

8. Third Party Applications

The Services are integrated with Third-Party Applications that make available content, products, and/or other services to You. Use of Third-Party Applications is optional. If You choose to enable or use any of these Third-Party Applications, Your use of such Third-Party Applications will

be governed by and subject to the respective terms and conditions and privacy policies of each such Third-Party Application (including, but not limited to, the YouTube Terms of Service located here and GIPHY User Terms of Service located here). You understand and agree that Kahoot! does not endorse any such Third-Party Application, nor shall Kahoot! be liable for any Third-Party Applications under any circumstances, including the failure of any such Third-Party Applications.

9. Account security

As the creator of your Kahoot! account you have access and control over the Kahoot! account and the devices that are used to access the Service. To maintain control over the account and to prevent anyone from accessing the account, you should maintain control over the devices that are used to access the Service and not reveal the password nor any payment details (if any) associated with your account to anyone. You are responsible for updating and maintaining the accuracy of the information you provide to us relating to your account. You are also responsible for preventing unauthorized access and use of your account by any other than you. We can terminate your account or place your account on hold in order to protect you, Kahoot! or our partners from conducting

or attempting to conduct identity theft or other fraudulent activity.

10. Data protection

Where Kahoot! is acting as a data processor under applicable law, the Data Processing Agreement located here shall govern with respect to its processing of personal data in connection with this Agreement.

11. Term and termination

The Agreement will continue to apply for as long as you use a free or paid Kahoot! account. Kahoot! may terminate the Agreement or suspend your access to the Kahoot! Service at any time, including in the event of your actual or suspected unauthorized use of the Kahoot! Service and/or Resources, or non-compliance with the Agreement. If you or Kahoot! terminate the Agreement, or if Kahoot! suspends your access to the Kahoot! Service in accordance with the Agreement, you agree that Kahoot! shall have no liability or responsibility to you and Kahoot! will not refund any amounts that you have already paid, to the fullest extent permitted under applicable law.

Any License granted to you on the Kahoot! Services and Resources not already terminated by the expiry of your Service

Plan shall be terminated as of the termination or expiry of the Agreement.

You hereby acknowledge and agree that the perpetual license granted to Kahoot! by you will continue after expiry or termination of any of the Agreement for any reason.

Sections of the Agreement that, either explicitly or by their nature, must remain in effect even after termination of the Agreement, shall survive termination.

12. Warranty and disclaimer

We can assure you that the Services will perform materially in accordance with the description of the Kahoot! Services and Resources as set out on our Websites. For all Service plans, we will use commercially reasonable efforts to make the Services available 24 hours a day, 7 days a week, excluding planned downtime. We will notify you in advance of any planned downtime which is expected to result in significant downtime. In the event of any breach of Kahoot!'s obligations in this section 11, Kahoot! shall its own expense (i) use reasonable endeavors to rectify such non-compliance, and if rectification is no reasonable possible (ii) replace all the non-conforming parts of the Services and Resources. Kahoot! disclaims any other warranties than those set out in the

Agreement. Further, under no circumstances will Kahoot! be liable for any Third Party Applications, including the failure of any such Third Party Applications.

Kahoot! shall not be responsible for breach of these warranties if caused by:

a. hardware, software or other components which are not part of the Services and Resources;

b. errors or problems caused by or contributed to by hardware, software or other components which are not provided by Kahoot!, including any modifications by you or third parties;

c. errors or problems caused by you not complying with this Agreement;

d. if the you has rejected the implementation of any upgrade, change, hot fix, or similar, which would have prevented the error or problem; and

e. errors or problems caused by third parties not acting on behalf of Kahoot!, including in respect of changes to Services and Resources.

13. Limitation of liability

TO THE MAXIMUM EXTENT PERMITTED BY LAW, IN NO EVENT WILL KAHOOT!, ITS OFFICERS, SHAREHOLDERS, EMPLOYEES, AGENTS, DIRECTORS, SUBSIDIARIES, AFFILIATES, SUCCESSORS, ASSIGNS,

SUPPLIERS, OR LICENSORS BE LIABLE FOR (1) ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY, OR CONSEQUENTIAL DAMAGES; OR (2) ANY LOSS OF USE, DATA, BUSINESS, OR PROFITS (WHETHER DIRECT OR INDIRECT), IN ALL CASES ARISING OUT OF THE USE OR INABILITY TO USE THE KAHOOT! SERVICE, THIRD PARTY APPLICATIONS, OR THIRD PARTY APPLICATION CONTENT, REGARDLESS OF LEGAL THEORY, WITHOUT REGARD TO WHETHER KAHOOT! HAS BEEN MADE AWARE OF THE POSSIBILITY OF THOSE DAMAGES, AND EVEN IF A REMEDY FAILS OF ITS ESSENTIAL PURPOSE. KAHOOT!'S AGGREGATE LIABILITY FOR ALL CLAIMS ARISING UNDER OR IN CONNECTION WITH THIS AGREEMENT SHALL BE LIMITED TO THE AMOUNTS PAID BY YOU TO KAHOOT! UNDER THIS AGREEMENT DURING THE TWELVE MONTHS IMMEDIATELY PRECEDING THE LAST EVENT GIVING RISE TO LIABILITY.

NOTHING IN THE AGREEMENT REMOVES OR LIMITS KAHOOT!'S LIABILITY FOR FRAUD, FRAUDULENT MISREPRESENTATION, DEATH OR PERSONAL INJURY CAUSED BY ITS NEGLIGENCE, AND, IF REQUIRED BY APPLICABLE LAW, GROSS NEGLIGENCE.

14. Apple specific terms

In addition to the sections above, and notwithstanding anything to the contrary in Terms, this section applies with respect to your use of any version of our app compatible with the iOS operating system of Apple. Apple is not a party to this Terms and does not own and is not responsible for the app. Apple is not providing any warranty for the app except, if applicable, to refund the purchase price for it. Apple is not responsible for maintenance or other support services for the app and shall not be responsible for any other claims, losses, liabilities, damages, costs or expenses with respect to the app, including any third-party product liability claims, claims that the app fails to conform to any applicable legal or regulatory requirement, claims arising under consumer protection or similar legislation, and claims with respect to intellectual property infringement. Any inquiries or complaints relating to the use of the app, including those pertaining to intellectual property rights, must be directed to Kahoot!. The license you have been granted in these Terms is limited to a non-transferable license to use the app on an Apple-branded product that runs Apple's iOS operating system and is owned or controlled by you, or as otherwise permitted by the Usage Rules set out in Apple's App Store Terms of Service. In addition, you must comply with the terms of any third-party agreement applicable to you when using the App, such as your wireless data service

agreement. Apple and Apple's subsidiaries are third-party beneficiaries of these Terms and, upon your acceptance of the terms and conditions of these Terms, will have the right (and will be deemed to have accepted the right) to enforce these Terms against you as a third-party beneficiary of these Terms. Notwithstanding these rights of Apple and Apple's subsidiaries, Kahoot!'s right to enter into, rescind or terminate any variation, waiver or settlement under these Terms is not subject to the consent of any third party.

15. Indemnification

To the fullest extent permitted by applicable law, you agree to indemnify and hold harmless Kahoot! and its parent company and affiliates, and their directors, officers, managers, employees, donors, agents, and licensors, from and against any claims and all losses, expenses, damages and costs, including reasonable attorneys' fees, resulting from: (1) your breach of the Agreement; (2) any User Content; (3) any activity in that you or anyone using your account engages on or through the Kahoot! Service; and (4) your violation of any law or the rights of a third party. We reserve the right to take over the exclusive defense of any claim for which we are entitled to indemnification under these Terms. In such event, you

shall provide us with such cooperation as is reasonably requested by us.

16. Miscellaneous

16.1 Entire agreement

Other than as stated in this section or as explicitly agreed upon in writing between you and Kahoot!, the Agreement constitutes all the terms and conditions agreed upon between you and Kahoot! and supersedes any prior agreements in relation to the subject matter of these Agreement, whether written or oral.

16.2 Severability and waiver

Unless as otherwise stated in the Agreement, should any provision of the Agreement be held invalid or unenforceable for any reason or to any extent, such invalidity or unenforceability shall not in any manner affect or render invalid or unenforceable the remaining provisions of the Agreement, and the application of that provision shall be enforced to the extent permitted by law.

Any failure by Kahoot! or any third party beneficiary to enforce the Agreement or any provision thereof shall not waive Kahoot!'s or the applicable third party beneficiary's right to do so.

16.3 Assignment

Kahoot! may assign the Agreement or any part of them, and Kahoot! may delegate any of its obligations under the Agreement. You may not assign the Agreement or any part of them, nor transfer or sub-license your rights under the Agreement, to any third party.

17. Changes to the Terms

We reserve the right to change these Terms from time to time. Changes may for example be made to accommodate new products or services, to adapt to legal requirements, or otherwise to better adapt the Terms to our business. If there is a material change to these Terms, we will notify you either by email to your registered email account, in-App or in-Service notifications or on our official Websites (as appropriate). It is your responsibility to read any such notice carefully. Your continued use of the Services after such changes will constitute acknowledgment and agreement of the modified Terms. If you do not wish to continue using the Service under the new version of the Terms, you may cancel your Service Plan or terminate the Agreement. We reserve the right to change the Acceptable Use Policy at any time without notice.

18. Governing Law / Jurisdiction

The Agreement is governed by the statutes and laws of Norway without regard to the conflict of laws and the United Nations Convention on the International Sales of Goods. Norwegian law will apply to all matters relating to the use of the Services and the purchase of any products or services through the Services.

Furthermore, any action to enforce the Agreement shall be brought in the courts located in Oslo (Oslo tingrett), Norway. you hereby agree to the jurisdiction by such courts, and waive any jurisdictional, venue, or inconvenient forum objections to such courts.

19. Definitions

“Acceptable Use Policy” means the Kahoot! Acceptable Use Policy in force from time to time and accessible here.

“Administrator” means your Organization’s designated administrator of your Kahoot! account, if applicable.

“Agreement” is the collective term that encompasses these Terms, the Acceptable Use Policy, any Service Plan and, if applicable, the Enterprise Agreement or Content Subscription.

“App” means Kahoot!´s software/mobile applications.

“Apple” means Apple Inc.

“Children” means U.S. children under age 13 and children outside the U.S under age 16.

“Code” means a code or other offer provided or sold by or on behalf of Kahoot! for access to a paid Service Plan subscription and/or Content Subscription.

“**Consumer**” means a natural person, who is not subscribing to or using the Services for commercial purposes.

“Content Subscriptions” means the various libraries of premium content available for purchase on a subscription basis in addition to the Service Plan chosen by each user.

“Enterprise Agreement” means a separate agreement entered into by Kahoot! and your associated Organization.

“Kahoot!+ AccessPass” means the Content Subscription that features certain content from the Academy part of the Kahoot! Platform.

“Kahoot!” means Kahoot! AS.

“Kahoot! Brands” means all Kahoot! trademarks, service marks, trade names, logos, domain names, and any other features of the Kahoot! brand.

“License” means the license granted to you pursuant to section 3 of these Terms.

“Marketplace” means Kahoot!’s online marketplace for Kahoot! content.

“Marketplace Content” means selected Kahoot! content for sale to other users, which may be part of a channel, created by Verified Creators and made available to other users for free or purchase on Kahoot! Platform.

“Organization” means an organization to which you are affiliated, such as your employer.

“Platform” means Kahoot!´s Websites and Apps where the Kahoot! Services are available.

“Public User Content” means, as some Kahoot! Services are based on User Content and relies on users contributing content to the Service, the Content whereby the User, on their own choice and by actively toggling the “publish” button, makes certain User Content, such as Kahoot! games/quizzes, available to the general public.

“Resources” means the information, resources, services, products, and tools provided for you in the Kahoot! Services.

“Service Plan” means the various subscription plans for which the Kahoot!

Services are available.

“Services” means the Kahoot! services, including any software, that you subscribe to under these Terms.

“Subscription Period” means the duration of the applicable Service Plan and/or Content Subscription.

“Terms” means these general terms and conditions applicable to your use of the Kahoot! Services.

“Third Party Applications” means websites and services delivered by third parties that are integrated in the Services and Resources in order to make certain features, content, products, and/or services available to you.

“Trial” means trials of paid Service Plan subscriptions or Content Subscriptions for a specified period without payment or at a discounted rate.

“User Content” means the content and data which Users upload to the Service, including without limitation quizzes, pictures, video, text, messages, information, user feedback, and any other content.

“Vanity URL” means a Verified Creator’s URL on Marketplace where the Verified Creator has chosen a word or phrase to replace sections of the URL, for instance

the chosen URL for the Verified Creator's channel.

"Verified Creator" means a Kahoot! user with a Paid Service Plan who has been verified in accordance with Kahoot!'s verification process found here.

"Website(s)" means the Kahoot! websites including Kahoot.com, Kahoot.it, create.kahoot.it, play.kahoot.it.

For Schools

Whiteboard.fi

Clever

For Higher Education

For Students

For Family and Friends

Drops

For Kids and Parents

For Communities

Buy Kahoot! gift card

Redeem Kahoot! gift card

Kahoot!+ AccessPass

Resources

Help Center

Blog

Webinars

Safety center

Guides and resources

Kahoot! Certified

Educator Community

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Legal and Compliance

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Microsoft Partner Education Specialist

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The Drowning Girls
By Beth Graham, Charlie Tomlinson & Daniela Vlaskalic

This License Agreement made and entered into as of the **14th day of September 2026** by and between

Deer Creek Public Schools - High School Speech/Debate whose address is **20701 N. MacArthur, Edmond, OK 73012, USA** (hereinafter referred to as "Producer")

and

Marquis Entertainment Inc. FSO Beth Graham, Charlie Tomlinson & Daniela Vlaskalic, whose address is 10 Adelaide St. East, Suite 402, Toronto, ON M5C 1J3 CANADA (hereinafter collectively referred to as "Author")

WITNESSETH

WHEREAS Beth Graham, Charlie Tomlinson & Daniela Vlaskalic, (hereinafter collectively referred to as "Author") have written a certain play entitled ***The Drowning Girls*** (hereinafter referred to as the "Play"); and

WHEREAS the Author is represented by Marquis Entertainment Inc. (hereinafter referred to as "Agent"); and

WHEREAS the Producer wishes to acquire the right to produce the Play (as defined in Section 1.01 herein);

NOW, THEREFORE, in consideration of the mutual covenants herein contained and other good and valuable considerations, the parties hereto agree as follows:

ARTICLE 1 – INITIAL GRANT OF RIGHTS

Section 1.01. Initial Grant of Rights to Present Play. Author hereby grants to the Producer the non-exclusive right, subject to the terms of this License Agreement, to present the Play as a live performance at Deer Creek High School (Edmond, OK) with a capacity of 60 seats for a non-equity run of one (1.0) week (6 performances total), currently scheduled from April 22, 2027 to April 25, 2027.

Section 1.02. Termination of Rights if No Production. Although nothing herein shall be deemed to obligate the Producer to produce the Play, nevertheless, the Producer's right to produce the Play shall terminate automatically and without notice in the event that the first paid performance of the Play is not presented by Producer by April 22, 2027, unless prior written agreement is reached between the Producer and the Author.

Section 1.03. Reservation of Rights. The Author shall retain the sole and complete title, both legal and equitable, in and to the Play and all rights and uses of every kind except as otherwise specifically herein provided. Any rights reserved shall not be deemed competitive with any of the Producer's rights and may be exercised by the Author at any time except as otherwise specifically provided herein.

ARTICLE II – ROYALTY PAYMENT

Section 2.01. Royalty Payment. The Producer upon signature hereof shall pay the Author the following non-returnable Royalty Payment: Five Hundred Eighty-Five dollars ($585.00) US as payment to produce six (6) performances in a performance venue with a capacity of no more than sixty (60) seats for an average ticket price of no more than ten dollars ($10.00) US.

The Royalty Payment is calculated as follows:
First Performance = One Hundred Ten dollars ($110) US
Each Subsequent Performance = Ninety-Five dollars ($95) US

The right to present additional performances in the same venue with the same seating capacity at the same average ticket price may be requested in writing and is contingent upon both written approval by Author and the Author's receipt of the applicable additional Royalty Payment.

Should any of the aforementioned parameters change – notably the number of performances, the seating capacity or the average ticket prices – Producer will immediately notify Author in writing.

Section 2.02. Failure to Pay Royalties. If the Producer at any times fails to make any Royalty payment when due (time being of the essence of this License Agreement) the Author may send the Producer written notice to correct such failure or breach. The Producer shall either correct such breach within 10 days. If the Producer does not, within said 10-day period, correct such breach, then all of the Producer's rights granted pursuant to this License Agreement shall automatically cease, terminate and revert to the Author upon the expiration of said 10-day period, unless the Author agrees in writing to extend the Producer's time to make such payment.

ARTICLE III – GENERAL PAYMENT PROVISIONS

Section 3.01. Method of Payment. All payments shall be made in US currency to the name of "**Marquis Entertainment Inc**.", and posted to:
10 Adelaide St. East, Suite 402
Toronto, ON M5C 1J3
CANADA

Payments may also be made by credit card (for which an additional 5% admin charge will be applied). Please contact for details.

ARTICLE IV – GENERAL PRODUCTION PROVISIONS

Section 4.01. Approvals.

(i) Producer, recognizing that the Play is the artistic creation of the Author, agrees that it will not make any material addition, omission or alteration in the manuscript of the Play, without the prior written consent of the Author. Any violation of this section will be cause for Author to declare this License Agreement null and void immediately.

(ii) Producer warrants and agrees that any change of any kind whatsoever in the manuscript, title, stage business or performance of the Play made by Producer or any third party and which is acceptable to the Author shall be the property of Author. Producer shall cause to be prepared, executed and delivered to Author, upon Author's written request, not later than the Official Press Opening, such documents as may be necessary to transfer to Author all rights for any materials or changes solicited by any third party. Author shall not be obligated to make payment to any person suggesting or making any such changes unless Author has entered into a bona fide written License Agreement to do so; similarly, Producer shall not be required to make payment unless Producer has entered into a bona fide written License Agreement to do so.

Section 4.02. Author Billing. Author shall receive billing credit as "Written by" or "By" whenever Producer is accorded billing. Author's billing shall be on one or more separate lines beneath the title of the Play. It shall be in a size and type no less than 40% of the type size used for the non-logo title of the Play.

"The Drowning Girls
By Beth Graham, Charlie Tomlinson & Daniela Vlaskalic"

On the Production Credits page of the program, as well as on the Producer's web page for the production of the Play, the following should be noted:

"*The Drowning Girls* premiered at Alberta Theatre Projects on March 6, 2008, as part of the Enbridge playRites Festival of New Canadian Plays.

***The Drowning Girls* is produced by permission of the Playwright and Marquis Literary (Colin Rivers) www.MQlit.ca"**

Section 4.03. Right to Promote. Owner hereby grants to Producer, the right to use the name of the Author and Author's biography, photographs, likeness or recorded voice and the title of and excerpts from the Play for advertising, press and promotional purposes by any means or medium. Producer shall include Author's biography in all programs used by Producer in which any other biography appears.

Section 4.04 Promotion Videos. Promotion Videos must be removed from the internet within 30 days of closing (whether on YouTube, Vimeo or the producing theatre's website). Archival videos may be filmed by the producer as a private record of the production but they can not be distributed or posted online under any circumstance.

Section 4.05. House Seats/Complimentary Tickets. The Author shall be entitled to one pair of complimentary tickets to any performance of the Play upon request. Seat assignments shall be best available and at the Producer's discretion.

Section 4.06. Playbills, reviews, etc… Two copies of the playbills, publicity materials, and reviews etc. shall be forwarded to the Author following the conclusion of the run of the Play in digital format.

Section 4.07 Scripts Producer agrees to purchase the required number of print or digital scripts from Playwrights Canada Press for the creative and production team including Cast, Director, Stage Manager(s), Designers and Producer.

ARTICLE V – MISCELLANEOUS PROVISIONS

Section 5.01. Assignability of Rights. Neither this License Agreement nor the rights granted herein to the Producer shall be licensed or assigned by the Producer to any other party.

Section 5.02. Binding Nature of License Agreement. This License Agreement shall be binding upon and inure to the benefit of the respective parties hereto and their respective successors in interest and permitted assigns.

Section 5.03. Applicable Law. This License Agreement shall be governed by and construed in accordance with the substantive laws of the State of Oklahoma, USA without reference to rules regarding the conflict of laws.

Section 5.04. Changes in Writing. This License Agreement may not be amended unless in writing and executed by the parties hereto. This License Agreement may not be amended orally under any circumstances. Any attempted oral amendment of the License Agreement shall be null and void and of no legal effect.

Section 5.05. Notices. All notices given pursuant to this License Agreement shall be in writing and delivered by digital communication (confirmation required), or by postal mail (confirmation of receipt required), to the party being notified at the following addresses (or such other address as may be designated by written notice).

Marquis Entertainment Inc.
10 Adelaide St. East, Suite 402
Toronto, ON M5C 1J3
CANADA
Attn: Colin Rivers
Managing Agent

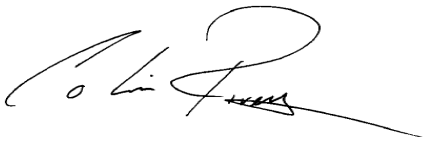
Deer Creek Public Schools
20701 N. MacArthur
Edmond, OK 73012
USA
Attn: Tyler Abbott
High School Speech/Debate Coach

Section 5.06. Inspection of Books and Records. The Author shall have the right to inspect and copy at Author's expense, the books and records kept by the Producer in connection with the presentation of the Play to verify the accuracy of payments due the Author hereunder.

IN WITNESS WHEREOF, each of the parties has signed this License Agreement as of the effective date of this License Agreement.

_____ _____

Stanlen Green — Date
Board President
Deer Creek High School ("Producer")



September 14, 2026

_____ _____

Colin Rivers — Date
Managing Agent
Marquis Entertainment Inc. ("Agent" for "Author")

isograd

QUOTE

ISOGRAD INC.
329 NE Couch St
Portland, OR 97232
USA
+1 (833) 476 4723

Deer Creek High School
James Wicks
6101 NW 206TH St
Edmond, OK 73012
UNITED STATES

Quote number :	00013663
Date :	09/04/2026
Expiration date :	09/30/2026
Your contact :	Brent Offerdahl brent.offerdahl@isograd.com

Description : Quote is for 51 Adobe Bundles (102 Certification exams total). Pricing includes all onboarding, training, and technical support for one year from invoice date. Pricing is good through Sept.30th, 2026.

Product	Description	Unit Price	Qty	Total Price
Tosa® Bundle Certification + Isograd Learning - 2 exams	2 Tosa® Education Packs & 2 Isograd Learning Lab courseware licenses for Tosa Adobe Bundle Certifications	$82.00	51	$4,182.00
		SUBTOTAL		**$4,182.00**
		TOTAL		**$4,182.00**

Standard Terms :
Test credits are valid for 12 months from the date of invoice.
Quote is only valid with a signed Approved Testing Center agreement.
Unused test credits can be extended by placing a renewal order for the same quantity.
Isograd Learning Platform Licenses are valid for 12 months from the date of invoice.

Payment terms : 30 days

Payment method : Check

Approved by _____ Date : ..... / ..... / .....

Signature and seal of the Company :

TOSA® EDUCATION APPROVED TESTING CENTER AGREEMENT

BETWEEN THE UNDERSIGNED:

1. ISOGRAD Inc. with registered office at 329 NE Couch St, Portland, OR, 97232, represented by its CEO, Mathieu Lillo;

Hereinafter the "**Supplier**" or "**ISOGRAD**";

AND

2. _____ with registered office at **_____**

represented by **_____** acting in their capacity as **_____** ,

on its name and on its behalf as well as on the name and on the behalf of the Affiliated Schools listed in Exhibit 6 hereto.

Hereinafter referred to as the "**Partner**".

The Supplier and the Partner are hereinafter collectively referred to as the "**Parties**" and individually as the "**Party**".

WHEREAS:

1. ISOGRAD is a company specialized in the assessment and certification of digital skills (desktop application software, digital literacy, programming languages, etc.). ISOGRAD has developed a software named Tosa (hereinafter the "**Software**") designed to assess knowledge and skills (the "**Tests**") in the area of IT. The characteristics of the Tests are described in Exhibit 1 hereto.

2. The Partner is an education institution.

3. The Partner wishes to become a Tosa Education Approved Testing Center ("Testing Center" or "Approved Testing Center") in order to be able to propose the Tosa Assessments and the Tosa Certification Exams developed by ISOGRAD to its students/employees.

4. In this context, the Supplier and the Partner have entered into discussions in order to memorialize:

   - the terms under which the Partner shall become a Tosa Approved Testing Center for holding the Tests supplied by ISOGRAD;
   - the terms of utilization of the Software and the Tests by the Partner (the "**Agreement**").

Initials

NOW THEREFORE, THE FOLLOWING IS AGREED:

Article 1 – Purpose

This Agreement sets forth the rules governing the approval of the Partner as a Tosa Approved Testing Center. This Agreement sets forth the conditions required in order to administer the Tosa Certification Exams.

The Tests shall be delivered and made available to the Partner in accordance with the terms set forth in Exhibit 1. The Tests shall be undergone online by the users, from the platform available at the following address: https://www.tosa.org/EN/Index accessible on a secure website certified by GeoTrust Extended Validation SSL CA (the "Platform").

Acceptance of this Agreement entails acceptance of the Supplier's standard terms as defined in Exhibit 3 (the "Standard Terms"). Any terms used herein and not defined herein shall have the meaning specified in the Standard Terms.

Article 2 – Conditions for approval

As part of the Tosa Certification, the Partner agrees to comply with the test administration terms, as defined in Exhibit 2. Under this Agreement, Tosa Certification Exams shall be exclusively intended for internal use, for the benefit of the Partner's students or employees.

The Partner acknowledges that the intellectual property rights in and to the Trademarks, the Website, the Platform and the Software are the Supplier's exclusive property and that the Partner does not have any other right in the same, save for the right to use the same for the purposes of and in connection with the performance of this Agreement.

The Partner agrees to be in possession of suitable premises allowing for access by the public in accordance with applicable legislation and in particular, but not limited to, in strict conformance with the legislation applicable to institutions receiving the public.

Article 3 - Initial training of the Test administrators and proctors

The Supplier will provide a mandatory training session for the administrators and test proctors appointed by the Partner, prior to activate the Partner's account in the Software. The content of the initial training session is defined in Exhibit 5.

Article 4 – Effective Date – Term

The Agreement authorizes the Partner to administer Tosa Certification Exams, subject to compliance with the terms defined in Exhibit 2. The Agreement shall come into effect from the date of its execution by the Parties, it being understood that the approval shall not be effective until the access to the Platform has been activated by the Supplier, with such activation to be completed within a reasonable period following the end of the initial training undergone by the administrators appointed by the Partner in accordance with Article 3.

The Agreement is made for a term of one (1) year and may be renewed tacitly for the same term, unless terminated by either Party, by registered mail with a notice period of thirty (30) calendar days from the date of receipt of the said notice by the other Party.

The terminating Party shall, so as to properly inform the other Party, mention the reasons why it intends to terminate the Agreement.

Initials

It is expressly agreed that the termination of the Agreement in accordance with the terms of this Article shall not give rise to the payment of any indemnity whatsoever in favor of either Party.

Regardless of the reason for the termination of the Agreement, including its non-renewal under the terms set forth in this Article or its termination in accordance with the terms below, access to the Platform shall be automatically interrupted, and any Packs and Credits unused as of the effective expiration date shall be cancelled by the Supplier, and the Partner shall not be entitled to seek any reimbursement or indemnity whatsoever.

Article 5 – Termination

This Agreement may be terminated as a matter of law, immediately and without any formality by either Party if the other Party breaches any of its obligations under the Agreement, if the said breach is not cured within thirty (30) days from receipt by the breaching Party of a registered mail return receipt requested referring to such breach, without prejudice to any damages that may be claimed by the terminating Party. The Supplier may terminate this Agreement as a matter of law, immediately and without any formality in case of development by the Partner or on the Partner's behalf of a proprietary product similar to the Software forming the subject matter hereof, by way of a mere notice and without any formal demand.

Article 6 – Obligations and liability of the Parties

6.1 Obligations and liability of the Partner

The Partner is only authorized to complete the operations conforming with (i) this Agreement, (ii) the furnished documentation, (iii) any other restriction indicated in any other document accompanying the Platform or sent in writing to the Partner, and (iv) any applicable laws and regulations. Regardless of prevailing circumstances, the Partner shall not be authorized, and shall not authorize any third party, to (i) use the Platform in breach of the rights and obligations under this Agreement, (ii) *inter alia* correct, translate, modify, or prepare any derivative work from the Platform or the documentation, or (iii) remove from the Platform or the documentation any identification of the copyrights, the Trademarks or any other indication of reserved rights.

6.2 Obligations and liability of the Supplier

The Supplier agrees to make its best efforts to protect the access, perusal and use of the Platform. However, the Supplier does not warrant that the Platform can be used without any error or interruption. In addition, taking into account the nature of the Internet, the Partner acknowledges and agrees that the Supplier may not be held liable for any interruptions, failures or altered access to its services that may result from the Internet itself, the connection methods used or any other external cause. The Supplier's obligation to ensure the Platform's safety and the confidentiality of the stored information is, in any event, a best-efforts obligation, and the Supplier is not in a position to warrant absolute security.

Except for the provisions expressly stipulated above, the Platform and the documentation are supplied on an "as is" basis and "without any warranty", and the Supplier hereby expressly excludes any implied warranty of merchantability or adaptation to a specific purpose, and any other warranty, whether express or implied by statute, any other legal rule or trade practice, and in particular as regards conformance with any standard or documentation whatsoever or as regards the maintenance, quiet enjoyment or non-infringement of third-party rights.

Article 7 – General provisions

7.1 Amendment

The contents of the Agreement may be amended or supplemented by means of a written addendum signed by both Parties.

Initials

7.2 Severability

If any of the provisions of the Agreement is declared void in whole or in part, this shall not affect the validity of the remaining provisions, except as otherwise provided in the Agreement. In this case the Parties shall, if possible, replace the voided provision by a valid provision corresponding to the spirit and purpose of the Agreement.

7.3 Titles of articles

The titles of the articles in the Agreement are given solely for information purposes and shall not be deemed to have any contractual significance or special meaning by themselves.

7.4 Notifications

For the execution of the Agreement and its consequences, the Parties designate the domiciles stated in the header hereinabove. All of the Parties must be separately notified of any change to the domiciles at the head of the Agreement.

7.5 Entire Agreement - Amendments

The Exhibits to the Agreement are inseparable and form an integral part of the same, it being understood that the terms defined in this Agreement have the same meaning when used in the Exhibits and *vice versa*, unless otherwise stipulated.

The contents of the Agreement may be amended or supplemented by means of a written addendum signed by the Parties. Any waiver or failure to act by either Party shall not be construed as a waiver of said Party's respective rights under the Agreement.

7.6 Governing law - Disputes

This Agreement shall be construed and enforced in accordance with, and all questions concerning the construction, validity, interpretation, inducement to enter and/or performance of this Agreement (whether related to breach of contract, tortious conduct or otherwise and whether now existing or hereafter arising) shall be governed by, the internal Laws of the State of Oklahoma, without giving effect to any laws, rules or provisions (including, without limitation, laws, rules or provisions relating to choice or conflicts of law) (whether of the State of Oklahoma or any other jurisdiction) that would cause the application of the laws, rules or provisions of any jurisdiction other than the State of Oklahoma. Each of the parties irrevocably agrees that any legal action arising out of or relating to this Agreement or any of the transactions contemplated by this Agreement (including claims asserted for breach of contract, tort, or otherwise and regardless of whether such claims arise in law or in equity) must be brought by any other party or its successors or assigns in any state or federal court in the State of Oklahoma, and in each case any appellate courts therefrom, and each of the parties hereby irrevocably submits to the exclusive jurisdiction of the aforesaid courts for itself and with respect to its property, generally and unconditionally. Each of the parties agrees not to commence any action, suit, or proceeding arising out of or related to this Agreement or any of the transactions contemplated by this Agreement except in the courts described above in Oklahoma. Each of the parties hereby irrevocably and unconditionally waives, and agrees not to assert, by way of motion or as a defense, counterclaim, or otherwise, in any action or proceeding arising out of or relating to this Agreement or the transactions contemplated hereby, (a) any claim that it is not personally subject to the jurisdiction of the courts in Oklahoma as described herein for any reason, (b) that it or its property is exempt or immune from jurisdiction of any such court or from any legal process commenced in such courts (whether through service of notice, attachment prior to judgment, attachment in aid of execution of judgment, execution of judgment or otherwise), and (c) that (i) the action in any such court is brought in an inconvenient forum, (ii) the venue of such action is improper, or (iii) this Agreement, or the subject matter hereof, may not be enforced in or by such courts. The party who substantially prevails in any legal action shall be entitled to an award of the reasonable costs and attorney fees incurred in the action from the non-prevailing party.

Initials

7.7 Waiver of Jury Trial and Certain Damages.

EACH PARTY ACKNOWLEDGES AND AGREES THAT ANY CONTROVERSY WHICH MAY ARISE UNDER THIS AGREEMENT IS LIKELY TO INVOLVE COMPLICATED AND DIFFICULT ISSUES, AND THEREFORE IT HEREBY IRREVOCABLY AND UNCONDITIONALLY WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LITIGATION DIRECTLY OR INDIRECTLY ARISING OUT OF OR RELATING TO THIS AGREEMENT OR ANY OF THE TRANSACTIONS CONTEMPLATED HEREBY.

7.8 Personal Agreement

It is agreed between the Parties that this Agreement is made after considering the person of the Partner, which may not transfer, assign, sublicense, sell or encumber its rights or dispose of the same in any other manner (in particular by way of a business lease agreement, contribution by way of a merger, universal conveyance of all assets and liabilities or any other transaction involving its share capital or stock-in-trade) or subcontract or transfer its obligations under this Agreement or dispose of the same in any other manner absent the Supplier's prior written consent.

Should the Supplier need, during the performance of the Agreement, to transfer all or part of the Agreement or all or part of the rights and obligations hereunder to any third party (hereinafter the "Assignee"), which shall be bound by and shall benefit from the terms and conditions of this Agreement, the Supplier shall ask the Partner to consider executing an amendment to this Agreement in order to entrust to the Assignee all or part of the services under this Agreement. The Supplier shall communicate the Assignee's identity to the Partner, which reserves the right to refuse to execute an amendment with the proposed third-party assignee in the event that it does not offer sufficient guarantees in order to ensure the proper performance of the Agreement. Should the Partner approve the proposed Assignee, then the Partner, the initial Supplier and the Assignee shall meet in order to execute a three-party amendment for the total or partial transfer of this Agreement. Such three-party amendment shall memorialize the total or partial transfer of the Agreement and the amendments made as a consequence to the initial agreement, i.e. *inter alia* the identification of the Assignee (corporate name), nature of the services henceforth entrusted to the two joint suppliers, in case of a partial assignment or to the sole Assignee in case of total assignment, impact of the breakdown of the services on the financial flows, the application of any penalties and the liabilities incurred, where applicable the bank particulars to which payments are henceforth to be made.

This Agreement may also, subject to the Partner's prior written consent, be transferred to a third-party entity in case of restructuring (transfer, merger, acquisition) affecting the Supplier.

Article 8 – Exhibits

Exhibit 1: Test Specifications
Exhibit 2: Technical requirements and certification exam policy
Exhibit 3: Standard Terms
Exhibit 4: Schedule of Data
Exhibit 5: Contents of the initial training of the administrators and proctors
Exhibit 6 : Affiliated Schools

*Signature:*_____	*Signature:*_____
Date Signed:_____	Date Signed:_____
ISOGRAD Inc.	Organization:_____
Mr. Mathieu Lillo	Signer's Name:_____
CEO	Signer's Title:_____

Exhibit 1: Test specifications

- **Tosa Desktop:**
  - Microsoft Excel
  - Microsoft Word
  - Microsoft PowerPoint
  - Microsoft Outlook
  - Microsoft Access
  - VBA for Microsoft Excel
  - Power BI
  - Tosa Certified User for Microsoft Office
  - Google Sheets
  - Google Docs
  - Google Slides
  - Tosa Certified User for Google Workspace

- **Tosa Digital:**
  - DigComp (digital literacy)
  - CyberCitizen (cybersecurity)
  - WordPress
  - Microsoft 365 Collaborative Tools
  - Salesforce
  - Generative AI

- **Tosa Graphics:**
  - Adobe Photoshop
  - Adobe InDesign
  - Adobe Illustrator
  - Adobe Premiere Pro
  - Tosa Certified User for Adobe Graphic Design
  - Tosa Certified User for Adobe Visual Design
  - Autodesk AutoCAD
  - Autodesk Revit Architecture

- **Tosa Code:**
  - Python
  - SQL
  - JavaScript
  - Web Developer (HTML, CSS, JavaScript)
  - Coding Intelligence

Test Specifications

- Assessment Tests:
  - Adaptive practice test, 30 to 60 minutes, 20 to 25 questions
  - Result: proficiency level on a 5-level scale and detailed skills report
- Certification Exams:
  - Proctored adaptive exam, 60 to 90 minutes, 25 to 40 questions
  - Result: score between 1-1000, proficiency level on a 5-level scale and diploma

The Supplier may modify the Tests at any time, notifying the Partner of any such modification by email.

Initials

Exhibit 2: Technical requirements and certification exam policy

A. Technical prerequisites for undergoing the Tosa Tests

Prior to organizing a Tosa Assessment or Certification Exam, it is necessary to ensure that the workstations that shall be used for the tests are in conformance with the prerequisites defined in the *Technical Manual* delivered upon the execution of the Agreement.

Such prerequisites concern:

- the Internet connection and the available bandwith
- the utilized operating system
- the utilized browser version
- the screen resolution

The Approved Testing Center must also ensure that:

- it is in possession of sufficient bandwidth according to the forecasted number of candidates using a simultaneous connection.
- the network safety parameters allow for access to the Software under good conditions.

B. Conditions for taking the Tosa Assessment

The Tosa Assessment may be taken by the candidate on the premises of the Approved Testing Center or from any other location with Internet access, with or without monitoring.

C. Conditions for taking the Tosa Certification Exam

The Tosa Certification exam must be taken under the terms corresponding to an examination, in accordance with the protocol below.

i. **Internet browser's full screen mode**

The browser's full screen mode must imperatively be activated on the workstations during the taking of the Tosa Certification Exam. This obliges the candidate to remain on the test tab, thus preventing him/her from accessing the relevant software or other Internet resources during the examination.

The certification may start if and only if the full screen mode is activated on the candidate's browser.
The test shall be automatically interrupted in the following cases:

- Exit from the full screen mode,
- Opening of a new tab in the browser,
- Opening of an application other than the browser.

In case of interruption, the Isograd technical team is automatically informed. The time allotted for the completion of the test continues to lapse.
Isograd reserves the right to invalidate the result and the certificate(s) of the concerned candidate(s).

Detailed information concerning activation of the full screen mode is available in the *Proctor's Manual* and in the *Technical Manual* delivered upon execution of this Agreement.

Initials

ii. **Terms applicable to the administration of the Tosa Certification Exam**

The Tosa Certification Exam must comply with the following conditions:

- The examination must take place in a suitable and isolated room.
- The examination must be monitored by an official of the Approved Testing Center.
- The candidate's identity must be checked before the beginning of the test.
- Cellphones, tablets, earphones and documents are prohibited (blank paper and pens are authorized).
- No pause or interruption may occur during the test.
- **The browser's full screen mode must be activated before the beginning of the test.**

Detailed information on the test administration conditions is available in the *Examiner's Manual* and in the *Technical Manual* delivered upon the execution of this Agreement.

Online Remote Proctoring and **Video Conference Proctoring** are also available to Tosa Approved Testing Centers.

Initials

Exhibit 3: Standard Terms

1. DEFINITIONS

- "ISOGRAD" is a company specialized in the assessment and certification of digital competencies (desktop application software, programming languages, etc.). ISOGRAD has developed a series of software applications (hereinafter the "Software") serving to reflect in a rating the applicant's ability to use a software application (e.g. Excel, PowerPoint, Word, etc.) or the applicant's programming capabilities (e.g. PHP, Java, .Net, etc.).

- The "Platform" means the assessment platform accessible under the SaaS mode at: www.isograd.com or at the address towards which calls to the said page are redirected (the "Website") allowing for the use of the Software.

- "Credits" means the assessment or certification credits giving a right to access the Platform and a right to the ancillary services, as described below (including any "Multi-credits", each giving to a specifically identified individual a right to access several times the Platform for assessment or certification purposes).

- "Client" means any legal person ordering, as part of its business activity, Credits with a view to the completion of Tosa assessment and certification tests on the Platform by the candidates presented by the Client.

- "Standard Terms" means these Standard Terms, which may be amended at any time by ISOGRAD. The Client is responsible for perusing and formally accepting the Standard Terms prior to placing any order.

- The Standard Terms set out the terms under which Credits are to be ordered and all terms governing access to the Platform.

  The contractual documents binding on ISOGRAD and the Client are these Standard Terms, and, where applicable, the agreement related to the administration of Tosa certifications (the "Approved Testing Center Agreement"). By accepting these Standard Terms, the Client acknowledges that it is acting in pursuit of its business activity.

2. ORDERING CREDITS

- **How to order credits?**

  Assessment credits may be ordered from ISOGRAD on the Website or directly by telephone at 1-833-473-4723 Any order for certification credits is subject to the execution of an Approved Testing Center Agreement. Kindly contact us by email (sales@isograd.com) or by phone at 1-833-473-4723 in order to be informed of the approval terms and conditions.

  Isograd may delegate the sale of Credits to a third-party company, provided that such third-party company strictly applies sections 2 and 3 of this document.

  Procedure for ordering credits:
  The Client must be identified in a unique manner on the Website by means of its user identification code (login) and password. The set comprised of the "login" and "password" is hereinafter referred to as the "Access Codes".

Initials

The Client agrees to fill in, on the on-line interface (the "Account"), all information required to place an order for Credits.
Any new order for Credits shall be conditional on full payment by the Client of any amounts due in relation to its previous order.
By validating the on-line order, the Client represents that it properly controls and understands the English language, that it has reviewed these Standard Terms, and has fully accepted the same, without any reservation.
The Client agrees to be fully responsible for the use of its Access Codes and therefore for any orders placed by using the same.
The orders transmitted to ISOGRAD imply acceptance of the ISOGRAD offer and are irrevocably binding on the Client and ISOGRAD.

However, in case of distance subscription, the Client may, within seven (7) clear days from acceptance of the offer, withdraw by sending a registered mail return receipt requested to ISOGRAD, 329 NE Couch St, Portland, OR 97232, USA, unless the Client waives its withdrawal right within seven (7) days.

3. FINANCIAL TERMS

- **Prices**

ISOGRAD proposes a pricing scheme in the form of Credits, with two types of Credits:

- Tosa assessment credits. A credit corresponds to an assessment test related to a given subject matter in a given language. The Client or the candidate presented by the Client may freely use its credits in respect of all of the tests available on the Platform.

- Tosa certification credits. A credit corresponds to a certification exam related to a given subject matter and language. The Client or the candidate presented by the Client may freely use its credits in respect of all of the certification exams available on the Platform.

Unless specific prices are agreed on in the Approved Testing Center Agreement, the prices of any assessment credits, certification credits and incidental services are stated in the pricing brochure available upon request. Should the Client order Credits directly from the Website, prices shall be communicated to the Client upon placement of the order.

- **Invoicing and payment**

Orders for credits are accepted against payment of an all-in price, depending on the number of assessment and/or certification credits requested by the Client. Such price does not include any all taxes and duties applicable upon the invoicing date are to be added thereto.
Each invoice, issued on the date of the order, must be settled by the Client upon receipt of the invoice and without any discount. Should the Client order Credits directly from the Website, payments shall be made by bank card or PayPal® upon acceptance of the order.
When ordering, the Client expressly authorizes ISOGRAD to issue to the Client an invoice in electronic form and on a durable medium.
Any amount not paid by its due date shall automatically bear interest, from the due date until paid in full, at the maximum rate permitted by applicable law, without the need for prior notice or demand. In addition to such interest, the Client shall reimburse ISOGRAD reasonable costs of collection, including reasonable attorneys' fees, or, at the Client's election, a flat fee of fifty dollars ($50) per overdue invoice, whichever is greater. Such interest and fees shall be due and payable without any further notice or demand.

Initials

In addition, ISOGRAD reserves the right to suspend, at any time, as a matter of law and without any prior notice, the Account of any Client in the event of any payment default not cured within fifteen (15) calendar days from any formal notice sent by email to the address communicated by the Client upon login.

4. CLIENT'S OBLIGATIONS

- The Client agrees to update and communicate to ISOGRAD its login information.
- In any correspondence with ISOGRAD, the Client shall mention its client references (login and corporate name). ISOGRAD reserves the right not to handle incomplete requests.
- The Client agrees to receive communications from ISOGRAD.

5. INTELLECTUAL PROPEPRTY - SOFTWARE UTILISATION TERMS

- Tosa and ISOGRAD are registered trademarks (the "Trademarks"). The Trademarks and all intellectual property rights attached to the Website, the Platform and the Software shall remain ISOGRAD's exclusive property.
- By ordering Credits on the basis of these Standard Terms and for the term of use of the said credits, the Client may use the Website, the Platform and the Software only in response to its own requirements and in accordance with their intended use.
- No order implies the grant to the Client of any other rights in or to the Trademarks, the Website, the Platform or the Software. In particular, but without limitation, the Client is not allowed to:

  - copy, print, transfer, transmit or display all or part of the tests;
  - market, in any form whatsoever, the assessments or certifications, save in accordance with the terms specifically provided for herein;
  - sell, lease, sublicense or distribute the Software in any manner whatsoever;
  - modify the Software and/or merge all or part of the Software with other IT programs;
  - reproduce the tests with a view to their use, whether on its own behalf or on behalf of third parties;
  - create derivative works based on the tests, the Website, the Platform or the Software;
  - send electronic messages through the Platform or in relation to the tests (i) to individuals who have not expressly agreed to receive the said messages, or (ii) through bulk sending and/or to an abnormally large number of candidates, or (iii) where the subject matter of such messages is not related to the taking of a test.

- The Software and the tests are to be treated by the Client as confidential information. The Client agrees at any time to treat such information as confidential in favor of ISOGRAD, not to use the same unless for the purposes contemplated herein and not to print, circulate or communicate the same in any manner whatsoever to any third party, for a term of ten (10) years from the date of the latest order for Credits or the date of the Approved Test Center Agreement's expiration, howsoever caused, whichever is later.
- It is expressly agreed that the Client shall refrain from correcting by itself any anomaly whatsoever, and that ISOGRAD alone reserves the said right. Should any anomaly occur in relation to the use of the Software, the Client shall report the same forthwith to ISOGRAD.

Initials

6. QUALITY OF SERVICE

- ISOGRAD shall retain entire control as regards the use of any and all technical and human resources. ISOGRAD agrees that the Platform shall operate in accordance with the following characteristics: (i) access to the Platform shall be possible round the clock, seven days a week, subject to any interruptions necessary for the repair or technical maintenance of the equipment or Software; (ii) ISOGRAD shall set up the access controls necessary in order to ensure that any person accessing the Platform duly holds an access code; ISOGRAD shall make its best efforts with a view to securing the Platform; and (iii) ISOGRAD reserves the right to change its equipment or software environment.

- ISOGRAD warrants only that the Software and the tests shall be in conformance with the functional and technical features included in the specifications indicated on the Website.

- Tests may be modified at any time by ISOGRAD in order to improve their functioning. In case of material change affecting the functioning or characteristics of the tests, ISOGRAD shall take the necessary steps, free of charge, during the Platform's entire utilization period, at the Client's request, in order to seek to correct the anomalies reported by the Client. The Client shall submit to ISOGRAD a report documenting and clearly explaining the anomaly.

- ISOGRAD reserves the right to use the most appropriate means in order to correct any anomalies.

- ISOGRAD does not warrant that the Website, the Platform, the Software and the tests shall be free from any anomaly and that their functioning shall not be interrupted. ISOGRAD disclaims any liability in relation to any loss that might be suffered by the Client and/or its candidates because of any malfunction or service interruption on the Website, the Platform or the Software. In addition, should ISOGRAD be held liable, its indemnification obligation shall only cover direct, personal and indubitable losses, excluding in particular, but not limited to, any indirect loss, such as any financial or commercial loss, lost profits, business interruption or loss of data.

- Accordingly, it is recalled to the Client that it is responsible for preparing adequate backup plans and for taking any appropriate steps in order to mitigate the damaging consequences resulting in particular from any possible business interruption or loss of data on the Website, the Platform or the Software.

- ISOGRAD may temporarily interrupt the access to all or part of the service in order to carry out upgrading, repair or maintenance operations. In case of total interruption of the service, ISOGRAD agrees to restore the service within no more than two (2) business days.

7. EFFECTIVE DATE

- Commissioning lead time: From receipt of the payment corresponding to the order placed by the Client, ISOGRAD agrees to make the Client's Platform available within three (3) business days and to activate the rights of use of the same in accordance with the types of Credits ordered by the Client.

- Unless otherwise specified, Credits are valid for a period of twelve (12) months from the commissioning date.

Initials

8. SUSPENSION / TERMINATION

- ISOGRAD may suspend, within fifteen (15) calendar days from sending, by any means, an unsuccessful formal notice, all or part of the access to the Website, the Platform or the Software, without being required to pay any indemnity, if the Client breaches its statutory or contractual obligations (e.g. misrepresentation, use of a false identity, non-payment of any invoice).

- ISOGRAD reserves the right to immediately terminate the order(s) placed by the Client, by any means and without any indemnity, if the cause for such suspension has not disappeared within thirty (30) calendar days from the date of the aforementioned suspension. Such termination entails the loss of the Credits ordered by the Client without any reimbursement or indemnity of any nature whatsoever to the Client.

9. COMPLAINTS

- Complaints may be sent by post by the Client to ISOGRAD, Sales Department, 329 NE Couch St, Portland, OR 97232, USA. ISOGRAD agrees to respond to any complaint or request for reimbursement within thirty (30) business days from receipt of such complaint or request.

10. DATA PROTECTION

In order to perform the services described in the Agreement, the Client shall provide the categories of data described below or as indicated in the Schedule of Data, attached hereto as **Exhibit 4**.

ISOGRAD may receive personally identifiable information in education records from the Client only as an incident of service that ISOGRAD provides to the Client. ISOGRAD shall comply with all applicable State and Federal laws and regulations pertaining to data privacy and security.

The Client is responsible for processing and retains full control of its candidate database in the context of its use of the platform.

ISOGRAD, as a subcontractor with the necessary skills and authorizations, undertakes to use the personal data of the candidate database only for the purposes necessary to perform the service provided by the platform, and this, on behalf of the Client according to the sole processing purposes defined by the Client.

ISOGRAD will consider as strictly confidential all nominative information in the database of candidates transmitted by the Client. The computer supports, documents and personal data transmitted by the Client to ISOGRAD remain the sole property of the Client.

The Client expressly authorizes ISOGRAD to communicate with the administrators and candidates it creates on the platform by email or telephone for the following reasons: technical support, sending reports, sending diplomas, sending invitations to take a test, sending a reminder to take a test, sending credentials, sending administrators technical information about the platform, announcements of new tests and platform developments.

The data shared pursuant to the Agreement, including persistent unique identifiers, shall be used for no purpose other than the services stated in the Agreement. ISOGRAD also acknowledges and agrees that it shall not make any re-disclosure of any data or any portion thereof, including without limitation, meta data, user content or other non-public information and/or personally identifiable information contained in the data, without the express written consent of the Client.

Initials

ISOGRAD shall require all employees and agents who have access to data to comply with all applicable provisions with respect to the data shared under the Agreement. ISOGRAD agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to data pursuant to the Agreement.

ISOGRAD may use aggregate data only for the purposes of development, research, and improvement of educational sites, services, or applications. ISOGRAD shall not copy, reproduce or transmit any data obtained under the Agreement and/or any portion thereof, except as necessary to fulfill the Agreement.

ISOGRAD shall dispose of or delete all data obtained under the Agreement when it is no longer needed for the purpose for which it was obtained, and transfer said data to the Client or the Client's designee according to a schedule and procedure as the Client and ISOGRAD may reasonably agree. Nothing in the Agreement authorizes ISOGRAD to maintain Data obtained under the Agreement beyond the time-period reasonably needed to complete the disposition.

ISOGRAD is prohibited from using or selling data to (a) market or advertise to students or families/guardians; (b) inform, influence, or enable marketing, targeted advertising, or other commercial efforts by ISOGRAD; (c) develop a profile of a student, family member/guardian or group, for any commercial purpose other than providing the service to the Client; or (d) use the data for the development of commercial products or services, other than as necessary to provide the service to the Client. This section does not prohibit ISOGRAD from generating legitimate personalized learning recommendations.

ISOGRAD shall make data in its possession available to the Client within five (5) business days of a request by the Client.

ISOGRAD undertakes to take all necessary precautions to preserve the security of the personal data transmitted, and in particular to prevent them from being distorted, damaged or communicated to unauthorized persons. ISOGRAD will therefore be held liable for non-compliance with this clause.

ISOGRAD agrees to abide by and maintain adequate data security measures, consistent with industry standards and technology best practices, to protect data from unauthorized disclosure or acquisition by an unauthorized person. The general security duties of ISOGRAD shall include, but are not limited to:

- **Passwords and Employee Access**. ISOGRAD shall secure usernames, passwords, and any other means of gaining access to the services or to data by using a form of multi-factor authentication (MFA). ISOGRAD shall only provide access to data to employees or contractors that are performing the services.

  Security Protocols. ISOGRAD and the Client agree to maintain security protocols that meet industry best practices in the transfer or transmission of any data, including ensuring that data may only be viewed or accessed by parties legally allowed to do so. ISOGRAD shall maintain all data obtained or generated pursuant to the Agreement in a secure computer environment and not copy, reproduce, or transmit data obtained pursuant to the Agreement, except as necessary to fulfill the purpose of data requests by the Client.

- **Employee Training**. ISOGRAD shall provide periodic security training to those of its employees who operate or have access to the system. Further, ISOGRAD shall provide the Client with contact information of an employee who the Client may contact if there are any security concerns or questions.

Initials

- **Security Technology**. When the service is accessed using a supported web browser, Secure Socket Layer ("SSL") or equivalent technology shall be employed to protect data from unauthorized access. The service security measures shall include server authentication and data encryption. ISOGRAD shall host data pursuant to the Agreement in an environment using a firewall that is periodically updated according to industry standards.

- **Security Coordinator.** ISOGRAD shall provide the name and contact information of ISOGRAD's Security Coordinator for the data received pursuant to the Agreement. The Data Protection Officer (DPO) of ISOGRAD can be contacted for any questions concerning the protection of data by email: dpo@isograd.com

- **Sub processors Bound**. ISOGRAD may enter into written agreements whereby sub processors, agree to secure and protect data in a manner consistent with the terms herein.

- **Periodic Risk Assessment**. ISOGRAD further agrees to conduct periodic risk assessments and remediate any identified security and privacy vulnerabilities in a timely manner. Upon request, ISOGRAD will provide the Client with the results of the above risk assessments and will promptly modify its security measures as needed based on those results in order to meet its obligations under the Standard Terms.

- **Backups.** ISOGRAD agrees to maintain backup copies, of data in case of ISOGRAD's system failure or any other unforeseen event resulting in loss of data or any portion thereof.

- **Audits.** Upon receipt of a request from the Client, ISOGRAD will allow the Client to audit the security and privacy measures that are in place to ensure protection of the data. ISOGRAD will cooperate fully with the Client and any local, state, or federal agency with oversight authority/jurisdiction in connection with any audit or investigation of ISOGRAD and/or delivery of services to students and/or the Client.

If a security incident affecting the integrity or confidentiality of the Client's personal data, processed by ISOGRAD or one of its subcontractors, is brought to the knowledge of the latter, the Client must be informed, as soon as possible after the discovery of the incident, so that the necessary measures are then applied.

11. BRAND USAGE

ISOGRAD shall have the right to use the Client's brand for execution, implementation, marketing, branding, advertising, publicity and promotion of the business in any form, in particular on its website http://www.isograd.com and social medias. ISOGRAD will use the Client's brand in accordance with the Client's brand guidelines.

All notices required or permitted hereunder shall be in writing and shall be sent by email to sales@isograd.com. Notice shall be deemed to have been served when received.

Initials

12. GOVERNING LAW - DISPUTES

This Agreement shall be construed and enforced in accordance with, and all questions concerning the construction, validity, interpretation, inducement to enter and/or performance of this Agreement (whether related to breach of contract, tortious conduct or otherwise and whether now existing or hereafter arising) shall be governed by, the internal laws of the State of Oklahoma, without giving effect to any laws, rules or provisions (including, without limitation, laws, rules or provisions relating to choice or conflicts of law) (whether of the State of Oklahoma or any other jurisdiction) that would cause the application of the laws, rules or provisions of any jurisdiction other than the State of Oklahoma.

Each of the parties irrevocably agrees that any legal action arising out of or relating to this Agreement or any of the transactions contemplated by this Agreement (including claims asserted for breach of contract, tort, or otherwise and regardless of whether such claims arise in law or in equity) must be brought by any other party or its successors or assigns in any state or federal court in the State of Oklahoma, and in each case any appellate courts therefrom, and each of the parties hereby irrevocably submits to the exclusive jurisdiction of the aforesaid courts for itself and with respect to its property, generally and unconditionally. Each of the parties agrees not to commence any action, suit, or proceeding arising out of or related to this Agreement or any of the transactions contemplated by this Agreement except in the courts described above in Oklahoma.

Initials

Exhibit 4: Schedule of Data

Category of Data	Elements	Check if used
Application Technology Meta Data	IP Addresses of users, Use of cookies etc.	X
Application Technology Meta Data	Other application technology meta data: * browser version and internet bandwidth	X
Application Use Statistics	Meta data on user interaction with application	X
Assessment	Standardized test scores	X
Assessment	Observation data	X
Assessment	Other assessment data * incidents and breaches of test integrity (proctoring conditions)	X
Attendance	Student school (daily) attendance data	
Attendance	Student class attendance data	
Communication	Online communications that are captured (emails, blog entries)	
Conduct	Conduct or behavioral data	
Demographics	Date of Birth	
Demographics	Place of Birth	
Demographics	Gender	X (optional)
Demographics	Ethnicity or race	
Demographics	Specialized education services (IEP or 504)	
Demographics	Living situations (homeless/foster care)	
Demographics	Language information (native, preferred or primary language spoken by student)	X
Demographics	Other indicator information	
Enrollment	Student school enrollment	
Enrollment	Student grade level	
Enrollment	Homeroom	
Enrollment	Guidance counselor	
Enrollment	Specific curriculum programs	
Enrollment	Year of graduation	
Enrollment	Other enrollment information	
Parent/Guardian Contact Information	Address	
Parent/Guardian Contact Information	Email	
Parent/Guardian Contact Information	Phone	
Parent/Guardian Name	First and/or Last	
Schedule	Student scheduled courses	
Schedule	Teacher names	
Special Indicator	English language learner information	
Special Indicator	Low income status - SES Free and Reduced	
Special Indicator	Medical alerts/health data	
Special Indicator	Student disability information	
Student Contact Information	Address	
Student Contact Information	Email	X
Student Contact Information	Phone	
Student Identifiers	Local (School district) ID number	
Student Identifiers	Vendor/App assigned student ID number	X
Student Identifiers	Student app username	
Student Identifiers	Student app passwords encrypted only for SSO	X
Student Name	First and/or Last	X
Student In App Performance	Program / application performance (typing program-student types 60 wpm, reading program-student reads below grade level)	X
Category of Data	**Elements**	**Check if used**

Initials

Student Survey Responses	Student responses to surveys or questionnaires	
Student work	Student generated content; writing, pictures etc.	**X**
Student work	Other student work data * test and exam item responses	**X**
Transcript	Student course grades	
Transcript	Student course data	
Transcript	Student course grades/performance scores	
Transcript	Other transcript data	
Transportation	Other transportation data	

Initials

Exhibit 5: Content of the initial training

Contents of the initial training of the Approved Centers' administrators

The initial training of the Approved Centers' administrators must comply with the following training plan:

1/ General presentation of the TOSA offer

- Characteristics of the tests
- Differences between assessment and certification
- Available test subjects

1/ Administration of the testing platform

- Connection to the platform
- Creation and management of the administrators
- Creation and management of groups of candidates
- Creation and management of emails
- Creation and management of sessions
- Creation of profiles according to the candidates' jobs
- Tuning of the accounts' parameters and test-taking
- Creation of the candidates and registration for the tests
- Importation of the candidates from an Excel file
- Actions on a group of candidates
- Publishing of the reports and viewing of the results
- Exportation of the results to an Excel file
- Access to the assistance and technical support documents

2/ Preparation and monitoring of a TOSA® certification session

- Technical prerequisites related to the testing workstations
- Presentation of the examination protocol
- Setting up of the testing workstations and preliminary tests
- Simulation of undergoing a certification (from a candidate's viewpoint)
- Resolution of problems during a certification session

Initials

Exhibit 6 : Affiliated Schools

SCHOOL NAME	ADDRESS	CONTACT NAME	TITLE

Initials

BID / QUOTATION

Sales Quote Number: SQ190160
Sales Quote Date: 08/18/26
Page: 1 of 1

West Music
1212 5th St * P.O. Box 5521
Coralville, IA 52241
Billing: 800-373-2000
Service 800-397-9378
service@westmusic.com
westmusic.com

Percussion Source
P.O. Box 5521
Coralville, IA 52241
Billing: 800-373-2000
Service: 866-849-4387
service@percussionsource.com
percussionsource.com

Bill To: DEER CREEK PUBLIC SCHOOLS
20701 N MACARTHUR BLVD
EDMOND, OK 73012
United States

Ship To: DEER CREEK INTERMEDIATE SCHOOL
STEPHANIE PALMER
4800 NW 206TH ST
EDMOND, OK 73012
United States

Requested By	DEER CREEK INTERMEDIATE SCHOOL	Customer No.	C018663
Terms	NET 30 DAYS	Customer Phone	+14053486100
P.O. Number	QUOTE ONLY	Customer Fax	4053483049
Salesperson	LARISSA PEREZ	Your Reference	

Item No.	Description	Qty.	Unit	MSRP	Disc %	Your Price	Ext. Price
890062	**MUSICPLAY ONLINE** GAGNE;1 YEAR SUBSCRIPTION	2	Each	$200.00	10.00%	$180.00	$360.00

Quote valid for 30 days unless otherwise noted.

* - All orders must reference quote #

Comments/Memos :

Subtotal:	**$360.00**
Taxable Subtotal:	$.00
Tax Amount:	$.00
Quote Total:	**$360.00**

TERMS AND CONDITIONS

Last updated August 26, 2024

AGREEMENT TO OUR LEGAL TERMS

We are West Music Company, Inc, doing business as West Music ("**Company**," "**we**," "**us**," "**our**"). Our VAT number is 42-0737247.

We operate the website https://www.westmusic.com (the "**Site**"), as well as any other related products and services that refer or link to these legal terms (the "**Legal Terms**") (collectively, the "**Services**").

We sell musical instruments, accessories, and related services.

You can contact us by phone at (+1)3193512000, email at webmaster@westmusic.com, or by mail to PO Box 5521, Coralville, IA 52241, United States.

These Legal Terms constitute a legally binding agreement made between you, whether personally or on behalf of an entity ("**you**"), and West Music Company, Inc, concerning your access to and use of the Services. You agree that by accessing the Services, you have read, understood, and agreed to be bound by all of these Legal Terms. IF YOU DO NOT AGREE WITH ALL OF THESE LEGAL TERMS, THEN YOU ARE EXPRESSLY PROHIBITED FROM USING THE SERVICES AND YOU MUST DISCONTINUE USE IMMEDIATELY.

Supplemental terms and conditions or documents that may be posted on the Services from time to time are hereby expressly incorporated herein by reference. We reserve the right, in our sole discretion, to make changes or modifications to these Legal Terms from time to time. We will alert you about any changes by updating the "Last updated" date of these Legal Terms, and you waive any right to receive specific notice of each such change. It is your responsibility to periodically review these Legal Terms to stay informed of updates. You will be subject to, and will be deemed to have been made aware of and to have accepted, the changes in any revised Legal Terms by your continued use of the Services after the date such revised Legal Terms are posted.

The Services are intended for users who are at least 18 years old. Persons under the age of 18 are not permitted to use or register for the Services.

We recommend that you print a copy of these Legal Terms for your records.

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1. OUR SERVICES

The information provided when using the Services is not intended for distribution to or use by any person or entity in any jurisdiction or country where such distribution or use would be contrary to law or regulation or which would subject us to any registration requirement within such jurisdiction or country. Accordingly, those persons who choose to access the Services from other locations do so on their own initiative and are solely responsible for compliance with local laws, if and to the extent local laws are applicable.

The Services are not tailored to comply with industry-specific regulations (Health Insurance Portability and Accountability Act (HIPAA), Federal Information Security Management Act (FISMA), etc.), so if your interactions would be subjected to such laws, you may not use the Services. You may not use the Services in a way that would violate the Gramm-Leach-Bliley Act (GLBA).

2. INTELLECTUAL PROPERTY RIGHTS

Our intellectual property

We are the owner or the licensee of all intellectual property rights in our Services, including all source code, databases, functionality, software, website designs, audio, video, text, photographs, and graphics in the Services (collectively, the "Content"), as well as the trademarks, service marks, and logos contained therein (the "Marks").

Our Content and Marks are protected by copyright and trademark laws (and various other intellectual property rights and unfair competition laws) and treaties in the United States and around the world.

The Content and Marks are provided in or through the Services "AS IS" for your personal, non-commercial use or internal business purpose only.

Your use of our Services

Subject to your compliance with these Legal Terms, including the "PROHIBITED ACTIVITIES" section below, we grant you a non-exclusive, non-transferable, revocable license to:

- access the Services; and
- download or print a copy of any portion of the Content to which you have properly gained access.

solely for your personal, non-commercial use or internal business purpose.

Except as set out in this section or elsewhere in our Legal Terms, no part of the Services and no Content or Marks may be copied, reproduced, aggregated, republished, uploaded, posted, publicly displayed, encoded, translated, transmitted, distributed, sold, licensed, or otherwise exploited for any commercial purpose whatsoever, without our express prior written permission.

If you wish to make any use of the Services, Content, or Marks other than as set out in this section or elsewhere in our Legal Terms, please address your request to: webmaster@westmusic.com. If we ever grant you the permission to post, reproduce, or publicly display any part of our Services or Content, you must identify us as the owners or licensors of the Services, Content, or Marks and ensure that any copyright or proprietary notice appears or is visible on posting, reproducing, or displaying our Content.

We reserve all rights not expressly granted to you in and to the Services, Content, and Marks.

Any breach of these Intellectual Property Rights will constitute a material breach of our Legal Terms and your right to use our Services will terminate immediately.

Your submissions and contributions

Please review this section and the "PROHIBITED ACTIVITIES" section carefully prior to using our Services to understand the (a) rights you give us and (b) obligations you have when you post or upload any content through the Services.

Submissions: By directly sending us any question, comment, suggestion, idea, feedback, or other information about the Services ("Submissions"), you agree to assign to us all intellectual property rights in such Submission. You agree that we shall own this Submission and be entitled to its unrestricted use and dissemination for any lawful purpose, commercial or otherwise, without acknowledgment or compensation to you.

Contributions: The Services may invite you to chat, contribute to, or participate in blogs, message boards, online forums, and other functionality during which you may create, submit, post, display, transmit, publish, distribute, or broadcast content and materials to us or through the Services, including but not limited to text, writings, video, audio, photographs, music, graphics, comments, reviews, rating suggestions, personal information, or other material ("Contributions"). Any Submission that is publicly posted shall also be treated as a Contribution.

You understand that Contributions may be viewable by other users of the Services.

When you post Contributions, you grant us a license (including use of your name, trademarks, and logos): By posting any Contributions, you grant us an unrestricted, unlimited, irrevocable, perpetual, non-exclusive, transferable, royalty-free, fully-paid, worldwide right, and license to: use, copy, reproduce, distribute, sell, resell, publish, broadcast, retitle, store, publicly perform, publicly display, reformat, translate, excerpt (in whole or in part), and exploit your Contributions (including, without limitation, your image, name, and voice) for any purpose, commercial, advertising, or otherwise, to prepare derivative works of, or incorporate into other works, your Contributions, and to sublicense the licenses granted in this section. Our use and distribution may occur in any media formats and through any media channels.

This license includes our use of your name, company name, and franchise name, as applicable, and any of the trademarks, service marks, trade names, logos, and personal and commercial images you provide.

You are responsible for what you post or upload: By sending us Submissions and/or posting Contributions through any part of the Services or making Contributions accessible through the Services by linking your account through the Services to any of your social networking accounts, you:

- confirm that you have read and agree with our "PROHIBITED ACTIVITIES" and will not post, send, publish, upload, or transmit through the Services any Submission nor post any Contribution that is illegal, harassing, hateful, harmful, defamatory, obscene, bullying, abusive, discriminatory, threatening to any person or group, sexually explicit, false, inaccurate, deceitful, or misleading;
- to the extent permissible by applicable law, waive any and all moral rights to any such Submission and/or Contribution;
- warrant that any such Submission and/or Contributions are original to you or that you have the necessary rights and licenses to submit such Submissions and/or Contributions and that you have full authority to grant us the above-mentioned rights in relation to your Submissions and/or Contributions; and

- warrant and represent that your Submissions and/or Contributions do not constitute confidential information.

You are solely responsible for your Submissions and/or Contributions and you expressly agree to reimburse us for any and all losses that we may suffer because of your breach of (a) this section, (b) any third party's intellectual property rights, or (c) applicable law.

We may remove or edit your Content: Although we have no obligation to monitor any Contributions, we shall have the right to remove or edit any Contributions at any time without notice if in our reasonable opinion we consider such Contributions harmful or in breach of these Legal Terms. If we remove or edit any such Contributions, we may also suspend or disable your account and report you to the authorities.

3. USER REPRESENTATIONS

By using the Services, you represent and warrant that: (1) all registration information you submit will be true, accurate, current, and complete; (2) you will maintain the accuracy of such information and promptly update such registration information as necessary; (3) you have the legal capacity and you agree to comply with these Legal Terms; (4) you are not a minor in the jurisdiction in which you reside; (5) you will not access the Services through automated or non-human means, whether through a bot, script or otherwise; (6) you will not use the Services for any illegal or unauthorized purpose; and (7) your use of the Services will not violate any applicable law or regulation.

If you provide any information that is untrue, inaccurate, not current, or incomplete, we have the right to suspend or terminate your account and refuse any and all current or future use of the Services (or any portion thereof).

4. USER REGISTRATION

You may be required to register to use the Services. You agree to keep your password confidential and will be responsible for all use of your account and password. We reserve the right to remove, reclaim, or change a username you select if we determine, in our sole discretion, that such username is inappropriate, obscene, or otherwise objectionable.

5. PRODUCTS

We make every effort to display as accurately as possible the colors, features, specifications, and details of the products available on the Services. However, we do not guarantee that the colors, features, specifications, and details of the products will be accurate, complete, reliable, current, or free of other errors, and your electronic display may not accurately reflect the actual colors and details of the products. All products are subject to availability, and we cannot guarantee that items will be in stock. We reserve the right to discontinue any products at any time for any reason. Prices for all products are subject to change.

6. PURCHASES AND PAYMENT

We accept the following forms of payment:

- Visa
- Mastercard
- American Express
- Discover
- PayPal
- Apple Pay
- Google Pay
- Venmo

You agree to provide current, complete, and accurate purchase and account information for all purchases made via the Services. You further agree to promptly update account and payment information, including email address, payment method, and payment card expiration date, so that we can complete your transactions and contact you as needed. Sales tax will be added to the price of purchases as deemed required by us. We may change prices at any time. All payments shall be in US dollars.

You agree to pay all charges at the prices then in effect for your purchases and any applicable shipping fees, and you authorize us to charge your chosen payment provider for any such amounts upon placing your order. We reserve the right to correct any errors or mistakes in pricing, even if we have already requested or received payment.

We reserve the right to refuse any order placed through the Services. We may, in our sole discretion, limit or cancel quantities purchased per person, per household, or per order. These restrictions may include orders placed by or under the same customer account, the same payment method, and/or orders that use the same billing or shipping address. We reserve the right to limit or prohibit orders that, in our sole judgment, appear to be placed by dealers, resellers, or distributors.

7. RETURN/REFUNDS POLICY

Please review our Return Policy posted on the Services prior to making any purchases.

8. PROHIBITED ACTIVITIES

You may not access or use the Services for any purpose other than that for which we make the Services available. The Services may not be used in connection with any commercial endeavors except those that are specifically endorsed or approved by us.

As a user of the Services, you agree not to:

- Systematically retrieve data or other content from the Services to create or compile, directly or indirectly, a collection, compilation, database, or directory without written permission from us.
- Trick, defraud, or mislead us and other users, especially in any attempt to learn sensitive account information such as user passwords.

- Circumvent, disable, or otherwise interfere with security-related features of the Services, including features that prevent or restrict the use or copying of any Content or enforce limitations on the use of the Services and/or the Content contained therein.
- Disparage, tarnish, or otherwise harm, in our opinion, us and/or the Services.
- Use any information obtained from the Services in order to harass, abuse, or harm another person.
- Make improper use of our support services or submit false reports of abuse or misconduct.
- Use the Services in a manner inconsistent with any applicable laws or regulations.
- Engage in unauthorized framing of or linking to the Services.
- Upload or transmit (or attempt to upload or to transmit) viruses, Trojan horses, or other material, including excessive use of capital letters and spamming (continuous posting of repetitive text), that interferes with any party's uninterrupted use and enjoyment of the Services or modifies, impairs, disrupts, alters, or interferes with the use, features, functions, operation, or maintenance of the Services.
- Engage in any automated use of the system, such as using scripts to send comments or messages, or using any data mining, robots, or similar data gathering and extraction tools.
- Delete the copyright or other proprietary rights notice from any Content.
- Attempt to impersonate another user or person or use the username of another user.
- Upload or transmit (or attempt to upload or to transmit) any material that acts as a passive or active information collection or transmission mechanism, including without limitation, clear graphics interchange formats ("gifs"), 1×1 pixels, web bugs, cookies, or other similar devices (sometimes referred to as "spyware" or "passive collection mechanisms" or "pcms").
- Interfere with, disrupt, or create an undue burden on the Services or the networks or services connected to the Services.
- Harass, annoy, intimidate, or threaten any of our employees or agents engaged in providing any portion of the Services to you.
- Attempt to bypass any measures of the Services designed to prevent or restrict access to the Services, or any portion of the Services.
- Copy or adapt the Services' software, including but not limited to Flash, PHP, HTML, JavaScript, or other code.
- Except as permitted by applicable law, decipher, decompile, disassemble, or reverse engineer any of the software comprising or in any way making up a part of the Services.
- Except as may be the result of standard search engine or Internet browser usage, use, launch, develop, or distribute any automated system, including without limitation, any spider, robot, cheat utility, scraper, or offline reader that accesses the Services, or use or launch any unauthorized script or other software.
- Use a buying agent or purchasing agent to make purchases on the Services.
- Make any unauthorized use of the Services, including collecting usernames and/or email addresses of users by electronic or other means for the purpose of sending unsolicited email, or creating user accounts by automated means or under false pretenses.
- Use the Services as part of any effort to compete with us or otherwise use the Services and/or the Content for any revenue-generating endeavor or commercial enterprise.
- Use the Services to advertise or offer to sell goods and services.
- Sell or otherwise transfer your profile.

9. USER GENERATED CONTRIBUTIONS

The Services may invite you to chat, contribute to, or participate in blogs, message boards, online forums, and other functionality, and may provide you with the opportunity to create, submit, post, display, transmit, perform, publish, distribute, or broadcast content and materials to us or on the Services, including but not limited to text, writings, video, audio, photographs, graphics, comments, suggestions, or personal information or other material (collectively, "Contributions"). Contributions may be viewable by other users of the Services and through third-party websites. As such, any Contributions you transmit may be treated as non-confidential and non-proprietary. When you create or make available any Contributions, you thereby represent and warrant that:

- The creation, distribution, transmission, public display, or performance, and the accessing, downloading, or copying of your Contributions do not and will not infringe the proprietary rights, including but not limited to the copyright, patent, trademark, trade secret, or moral rights of any third party.
- You are the creator and owner of or have the necessary licenses, rights, consents, releases, and permissions to use and to authorize us, the Services, and other users of the Services to use your Contributions in any manner contemplated by the Services and these Legal Terms.
- You have the written consent, release, and/or permission of each and every identifiable individual person in your Contributions to use the name or likeness of each and every such identifiable individual person to enable inclusion and use of your Contributions in any manner contemplated by the Services and these Legal Terms.
- Your Contributions are not false, inaccurate, or misleading.
- Your Contributions are not unsolicited or unauthorized advertising, promotional materials, pyramid schemes, chain letters, spam, mass mailings, or other forms of solicitation.
- Your Contributions are not obscene, lewd, lascivious, filthy, violent, harassing, libelous, slanderous, or otherwise objectionable (as determined by us).
- Your Contributions do not ridicule, mock, disparage, intimidate, or abuse anyone.
- Your Contributions are not used to harass or threaten (in the legal sense of those terms) any other person and to promote violence against a specific person or class of people.
- Your Contributions do not violate any applicable law, regulation, or rule.
- Your Contributions do not violate the privacy or publicity rights of any third party.
- Your Contributions do not violate any applicable law concerning child pornography, or otherwise intended to protect the health or well-being of minors.
- Your Contributions do not include any offensive comments that are connected to race, national origin, gender, sexual preference, or physical handicap.
- Your Contributions do not otherwise violate, or link to material that violates, any provision of these Legal Terms, or any applicable law or regulation.

Any use of the Services in violation of the foregoing violates these Legal Terms and may result in, among other things, termination or suspension of your rights to use the Services.

10. CONTRIBUTION LICENSE

By posting your Contributions to any part of the Services, you automatically grant, and you represent and warrant that you have the right to grant, to us an unrestricted, unlimited, irrevocable, perpetual, non-

exclusive, transferable, royalty-free, fully-paid, worldwide right, and license to host, use, copy, reproduce, disclose, sell, resell, publish, broadcast, retitle, archive, store, cache, publicly perform, publicly display, reformat, translate, transmit, excerpt (in whole or in part), and distribute such Contributions (including, without limitation, your image and voice) for any purpose, commercial, advertising, or otherwise, and to prepare derivative works of, or incorporate into other works, such Contributions, and grant and authorize sublicenses of the foregoing. The use and distribution may occur in any media formats and through any media channels.

This license will apply to any form, media, or technology now known or hereafter developed, and includes our use of your name, company name, and franchise name, as applicable, and any of the trademarks, service marks, trade names, logos, and personal and commercial images you provide. You waive all moral rights in your Contributions, and you warrant that moral rights have not otherwise been asserted in your Contributions.

We do not assert any ownership over your Contributions. You retain full ownership of all of your Contributions and any intellectual property rights or other proprietary rights associated with your Contributions. We are not liable for any statements or representations in your Contributions provided by you in any area on the Services. You are solely responsible for your Contributions to the Services and you expressly agree to exonerate us from any and all responsibility and to refrain from any legal action against us regarding your Contributions.

We have the right, in our sole and absolute discretion, (1) to edit, redact, or otherwise change any Contributions; (2) to re-categorize any Contributions to place them in more appropriate locations on the Services; and (3) to pre-screen or delete any Contributions at any time and for any reason, without notice. We have no obligation to monitor your Contributions.

11. GUIDELINES FOR REVIEWS

We may provide you areas on the Services to leave reviews or ratings. When posting a review, you must comply with the following criteria: (1) you should have firsthand experience with the person/entity being reviewed; (2) your reviews should not contain offensive profanity, or abusive, racist, offensive, or hateful language; (3) your reviews should not contain discriminatory references based on religion, race, gender, national origin, age, marital status, sexual orientation, or disability; (4) your reviews should not contain references to illegal activity; (5) you should not be affiliated with competitors if posting negative reviews; (6) you should not make any conclusions as to the legality of conduct; (7) you may not post any false or misleading statements; and (8) you may not organize a campaign encouraging others to post reviews, whether positive or negative.

We may accept, reject, or remove reviews in our sole discretion. We have absolutely no obligation to screen reviews or to delete reviews, even if anyone considers reviews objectionable or inaccurate. Reviews are not endorsed by us, and do not necessarily represent our opinions or the views of any of our affiliates or partners. We do not assume liability for any review or for any claims, liabilities, or losses resulting from any review. By posting a review, you hereby grant to us a perpetual, non-exclusive, worldwide, royalty-free, fully paid, assignable, and sublicensable right and license to reproduce, modify, translate, transmit by any means, display, perform, and/or distribute all content relating to review.

12. SERVICES MANAGEMENT

We reserve the right, but not the obligation, to: (1) monitor the Services for violations of these Legal Terms; (2) take appropriate legal action against anyone who, in our sole discretion, violates the law or these Legal Terms, including without limitation, reporting such user to law enforcement authorities; (3) in our sole discretion and without limitation, refuse, restrict access to, limit the availability of, or disable (to the extent technologically feasible) any of your Contributions or any portion thereof; (4) in our sole discretion and without limitation, notice, or liability, to remove from the Services or otherwise disable all files and content that are excessive in size or are in any way burdensome to our systems; and (5) otherwise manage the Services in a manner designed to protect our rights and property and to facilitate the proper functioning of the Services.

13. PRIVACY POLICY

We care about data privacy and security. Please review our Privacy Policy: **https://app.termly.io/policy-viewer/policy.html?policyUUID=80ac5d97-d28b-4597-bd60-9335c35dc85a**. By using the Services, you agree to be bound by our Privacy Policy, which is incorporated into these Legal Terms. Please be advised the Services are hosted in the United States. If you access the Services from any other region of the world with laws or other requirements governing personal data collection, use, or disclosure that differ from applicable laws in the United States, then through your continued use of the Services, you are transferring your data to the United States, and you expressly consent to have your data transferred to and processed in the United States.

14. TERM AND TERMINATION

These Legal Terms shall remain in full force and effect while you use the Services. WITHOUT LIMITING ANY OTHER PROVISION OF THESE LEGAL TERMS, WE RESERVE THE RIGHT TO, IN OUR SOLE DISCRETION AND WITHOUT NOTICE OR LIABILITY, DENY ACCESS TO AND USE OF THE SERVICES (INCLUDING BLOCKING CERTAIN IP ADDRESSES), TO ANY PERSON FOR ANY REASON OR FOR NO REASON, INCLUDING WITHOUT LIMITATION FOR BREACH OF ANY REPRESENTATION, WARRANTY, OR COVENANT CONTAINED IN THESE LEGAL TERMS OR OF ANY APPLICABLE LAW OR REGULATION. WE MAY TERMINATE YOUR USE OR PARTICIPATION IN THE SERVICES OR DELETE YOUR ACCOUNT AND ANY CONTENT OR INFORMATION THAT YOU POSTED AT ANY TIME, WITHOUT WARNING, IN OUR SOLE DISCRETION.

If we terminate or suspend your account for any reason, you are prohibited from registering and creating a new account under your name, a fake or borrowed name, or the name of any third party, even if you may be acting on behalf of the third party. In addition to terminating or suspending your account, we reserve the right to take appropriate legal action, including without limitation pursuing civil, criminal, and injunctive redress.

15. MODIFICATIONS AND INTERRUPTIONS

We reserve the right to change, modify, or remove the contents of the Services at any time or for any reason at our sole discretion without notice. However, we have no obligation to update any information on our Services. We also reserve the right to modify or discontinue all or part of the Services without notice at any time. We will not be liable to you or any third party for any modification, price change, suspension, or discontinuance of the Services.

We cannot guarantee the Services will be available at all times. We may experience hardware, software, or other problems or need to perform maintenance related to the Services, resulting in interruptions, delays, or errors. We reserve the right to change, revise, update, suspend, discontinue, or otherwise modify the Services at any time or for any reason without notice to you. You agree that we have no liability whatsoever for any loss, damage, or inconvenience caused by your inability to access or use the Services during any downtime or discontinuance of the Services. Nothing in these Legal Terms will be construed to obligate us to maintain and support the Services or to supply any corrections, updates, or releases in connection therewith.

16. GOVERNING LAW

These Legal Terms and your use of the Services are governed by and construed in accordance with the laws of the State of ~~Iowa~~ Oklahoma applicable to agreements made and to be entirely performed within the State of ~~Iowa~~ Oklahoma, without regard to its conflict of law principles.

17. DISPUTE RESOLUTION

Binding Arbitration

If the Parties are unable to resolve a Dispute through informal negotiations, the Dispute (except those Disputes expressly excluded below) will be finally and exclusively resolved by binding arbitration. YOU UNDERSTAND THAT WITHOUT THIS PROVISION, YOU WOULD HAVE THE RIGHT TO SUE IN COURT AND HAVE A JURY TRIAL. The arbitration shall be commenced and conducted under the Commercial Arbitration Rules of the American Arbitration Association ("AAA") and, where appropriate, the AAA's Supplementary Procedures for Consumer Related Disputes ("AAA Consumer Rules"), both of which are available at the American Arbitration Association (AAA) website. Your arbitration fees and your share of arbitrator compensation shall be governed by the AAA Consumer Rules and, where appropriate, limited by the AAA Consumer Rules. If such costs are determined by the arbitrator to be excessive, we will pay all arbitration fees and expenses. The arbitration may be conducted in person, through the submission of documents, by phone, or online. The arbitrator will make a decision in writing, but need not provide a statement of reasons unless requested by either Party. The arbitrator must follow applicable law, and any award may be challenged if the arbitrator fails to do so. Except where otherwise required by the applicable AAA rules or applicable law, the arbitration will take place in United States, ~~Iowa~~ Oklahoma County, OK. Except as otherwise provided herein, the Parties may litigate in court to compel arbitration, stay proceedings pending arbitration, or to confirm, modify, vacate, or enter judgment on the award entered by the arbitrator.

If for any reason, a Dispute proceeds in court rather than arbitration, the Dispute shall be commenced or prosecuted in the state and federal courts located in United States, ~~Iowa~~ Oklahoma, and the Parties hereby consent

to, and waive all defenses of lack of personal jurisdiction, and forum non conveniens with respect to venue and jurisdiction in such state and federal courts. Application of the United Nations Convention on Contracts for the International Sale of Goods and the Uniform Computer Information Transaction Act (UCITA) are excluded from these Legal Terms.

If this provision is found to be illegal or unenforceable, then neither Party will elect to arbitrate any Dispute falling within that portion of this provision found to be illegal or unenforceable and such Dispute shall be decided by a court of competent jurisdiction within the courts listed for jurisdiction above, and the Parties agree to submit to the personal jurisdiction of that court.

Restrictions

The Parties agree that any arbitration shall be limited to the Dispute between the Parties individually. To the full extent permitted by law, (a) no arbitration shall be joined with any other proceeding; (b) there is no right or authority for any Dispute to be arbitrated on a class-action basis or to utilize class action procedures; and (c) there is no right or authority for any Dispute to be brought in a purported representative capacity on behalf of the general public or any other persons.

Exceptions to Arbitration

The Parties agree that the following Disputes are not subject to the above provisions concerning binding arbitration: (a) any Disputes seeking to enforce or protect, or concerning the validity of, any of the intellectual property rights of a Party; (b) any Dispute related to, or arising from, allegations of theft, piracy, invasion of privacy, or unauthorized use; and (c) any claim for injunctive relief. If this provision is found to be illegal or unenforceable, then neither Party will elect to arbitrate any Dispute falling within that portion of this provision found to be illegal or unenforceable and such Dispute shall be decided by a court of competent jurisdiction within the courts listed for jurisdiction above, and the Parties agree to submit to the personal jurisdiction of that court.

18. CORRECTIONS

There may be information on the Services that contains typographical errors, inaccuracies, or omissions, including descriptions, pricing, availability, and various other information. We reserve the right to correct any errors, inaccuracies, or omissions and to change or update the information on the Services at any time, without prior notice.

19. DISCLAIMER

THE SERVICES ARE PROVIDED ON AN AS-IS AND AS-AVAILABLE BASIS. YOU AGREE THAT YOUR USE OF THE SERVICES WILL BE AT YOUR SOLE RISK. TO THE FULLEST EXTENT PERMITTED BY LAW, WE DISCLAIM ALL WARRANTIES, EXPRESS OR IMPLIED, IN CONNECTION WITH THE SERVICES AND YOUR USE THEREOF, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. WE MAKE NO WARRANTIES OR REPRESENTATIONS ABOUT THE ACCURACY OR

COMPLETENESS OF THE SERVICES' CONTENT OR THE CONTENT OF ANY WEBSITES OR MOBILE APPLICATIONS LINKED TO THE SERVICES AND WE WILL ASSUME NO LIABILITY OR RESPONSIBILITY FOR ANY (1) ERRORS, MISTAKES, OR INACCURACIES OF CONTENT AND MATERIALS, (2) PERSONAL INJURY OR PROPERTY DAMAGE, OF ANY NATURE WHATSOEVER, RESULTING FROM YOUR ACCESS TO AND USE OF THE SERVICES, (3) ANY UNAUTHORIZED ACCESS TO OR USE OF OUR SECURE SERVERS AND/OR ANY AND ALL PERSONAL INFORMATION AND/OR FINANCIAL INFORMATION STORED THEREIN, (4) ANY INTERRUPTION OR CESSATION OF TRANSMISSION TO OR FROM THE SERVICES, (5) ANY BUGS, VIRUSES, TROJAN HORSES, OR THE LIKE WHICH MAY BE TRANSMITTED TO OR THROUGH THE SERVICES BY ANY THIRD PARTY, AND/OR (6) ANY ERRORS OR OMISSIONS IN ANY CONTENT AND MATERIALS OR FOR ANY LOSS OR DAMAGE OF ANY KIND INCURRED AS A RESULT OF THE USE OF ANY CONTENT POSTED, TRANSMITTED, OR OTHERWISE MADE AVAILABLE VIA THE SERVICES. WE DO NOT WARRANT, ENDORSE, GUARANTEE, OR ASSUME RESPONSIBILITY FOR ANY PRODUCT OR SERVICE ADVERTISED OR OFFERED BY A THIRD PARTY THROUGH THE SERVICES, ANY HYPERLINKED WEBSITE, OR ANY WEBSITE OR MOBILE APPLICATION FEATURED IN ANY BANNER OR OTHER ADVERTISING, AND WE WILL NOT BE A PARTY TO OR IN ANY WAY BE RESPONSIBLE FOR MONITORING ANY TRANSACTION BETWEEN YOU AND ANY THIRD-PARTY PROVIDERS OF PRODUCTS OR SERVICES. AS WITH THE PURCHASE OF A PRODUCT OR SERVICE THROUGH ANY MEDIUM OR IN ANY ENVIRONMENT, YOU SHOULD USE YOUR BEST JUDGMENT AND EXERCISE CAUTION WHERE APPROPRIATE.

20. LIMITATIONS OF LIABILITY

IN NO EVENT WILL WE OR OUR DIRECTORS, EMPLOYEES, OR AGENTS BE LIABLE TO YOU OR ANY THIRD PARTY FOR ANY DIRECT, INDIRECT, CONSEQUENTIAL, EXEMPLARY, INCIDENTAL, SPECIAL, OR PUNITIVE DAMAGES, INCLUDING LOST PROFIT, LOST REVENUE, LOSS OF DATA, OR OTHER DAMAGES ARISING FROM YOUR USE OF THE SERVICES, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

21. INDEMNIFICATION

You agree to defend, indemnify, and hold us harmless, including our subsidiaries, affiliates, and all of our respective officers, agents, partners, and employees, from and against any loss, damage, liability, claim, or demand, including reasonable attorneys' fees and expenses, made by any third party due to or arising out of: (1) your Contributions; (2) use of the Services; (3) breach of these Legal Terms; (4) any breach of your representations and warranties set forth in these Legal Terms; (5) your violation of the rights of a third party, including but not limited to intellectual property rights; or (6) any overt harmful act toward any other user of the Services with whom you connected via the Services. Notwithstanding the foregoing, we reserve the right, at your expense, to assume the exclusive defense and control of any matter for which you are required to indemnify us, and you agree to cooperate, at your expense, with our defense of such claims. We will use reasonable efforts to notify you of any such claim, action, or proceeding which is subject to this indemnification upon becoming aware of it.

22. USER DATA

We will maintain certain data that you transmit to the Services for the purpose of managing the performance of the Services, as well as data relating to your use of the Services. Although we perform regular routine backups of data, you are solely responsible for all data that you transmit or that relates to any activity you have undertaken using the Services. You agree that we shall have no liability to you for any loss or corruption of any such data, and you hereby waive any right of action against us arising from any such loss or corruption of such data.

23. ELECTRONIC COMMUNICATIONS, TRANSACTIONS, AND SIGNATURES

Visiting the Services, sending us emails, and completing online forms constitute electronic communications. You consent to receive electronic communications, and you agree that all agreements, notices, disclosures, and other communications we provide to you electronically, via email and on the Services, satisfy any legal requirement that such communication be in writing. YOU HEREBY AGREE TO THE USE OF ELECTRONIC SIGNATURES, CONTRACTS, ORDERS, AND OTHER RECORDS, AND TO ELECTRONIC DELIVERY OF NOTICES, POLICIES, AND RECORDS OF TRANSACTIONS INITIATED OR COMPLETED BY US OR VIA THE SERVICES. You hereby waive any rights or requirements under any statutes, regulations, rules, ordinances, or other laws in any jurisdiction which require an original signature or delivery or retention of non-electronic records, or to payments or the granting of credits by any means other than electronic means.

24. CALIFORNIA USERS AND RESIDENTS

If any complaint with us is not satisfactorily resolved, you can contact the Complaint Assistance Unit of the Division of Consumer Services of the California Department of Consumer Affairs in writing at 1625 North Market Blvd., Suite N 112, Sacramento, California 95834 or by telephone at (800) 952-5210 or (916) 445-1254.

25. MISCELLANEOUS

These Legal Terms and any policies or operating rules posted by us on the Services or in respect to the Services constitute the entire agreement and understanding between you and us. Our failure to exercise or enforce any right or provision of these Legal Terms shall not operate as a waiver of such right or provision. These Legal Terms operate to the fullest extent permissible by law. We may assign any or all of our rights and obligations to others at any time. We shall not be responsible or liable for any loss, damage, delay, or failure to act caused by any cause beyond our reasonable control. If any provision or part of a provision of these Legal Terms is determined to be unlawful, void, or unenforceable, that provision or part of the provision is deemed severable from these Legal Terms and does not affect the validity and enforceability of any remaining provisions. There is no joint venture, partnership, employment or agency relationship created between you and us as a result of these Legal Terms or use of the Services. You agree that these Legal Terms will not be construed against us by virtue of having drafted them. You hereby waive any and all defenses you may have based on the electronic form of these Legal Terms and the lack of signing by the parties hereto to execute these Legal Terms.

26. APPLE PAY SHIP COMPLETE

Due to complications with our integration with Apple Pay, all orders paid for with Apply Pay will ship complete.

27. CONTACT US

In order to resolve a complaint regarding the Services or to receive further information regarding use of the Services, please contact us at:

West Music Company, Inc
PO Box 5521
Coralville, IA 52241
United States
Phone: (+1)3193512000
webmaster@westmusic.com

BSN Sports Sideline User Agreement

Deer Creek Public School (Intermediate School) is granting permission to BSN SPORTS to use its school names, nicknames, logos, mascots, and other artwork, designs, and trademarks[1] within the Sideline Store program. To approve the User Agreement, please reply back with, “I accept the User Agreement.” If you do not agree to give BSN SPORTS permission to use your school logos, please reply “NO” to this email.

Terms and Conditions of the Sideline Store Program

• You will be paid a rebate credit on Net Sales*. Rebates are earned at (10%) percent in the form of a BSN SPORTS credit.
* Net Sales means revenues to BSN SPORTS from products sold, less credits for returns processed during the same period, less sales, use, or excise taxes collected on the sale, less itemized charges for shipping, handling, and the like, and less all applicable royalties paid by BSN SPORTS for such item under other agreements with the school/third party license management companies.

• You will receive a rebate credit statement twice per year reflecting the amount of credit available on your BSN SPORTS account.
Payment (1) One: Closing date: June 30 – Payment mid-August
Payment (2) Two: Closing date: December 31 – Payment mid-February
However, if an account balance is outside of its terms (past due amounts), rebate credits will first be applied to the outstanding balance. Any remaining credit(s) will be available to the institution.

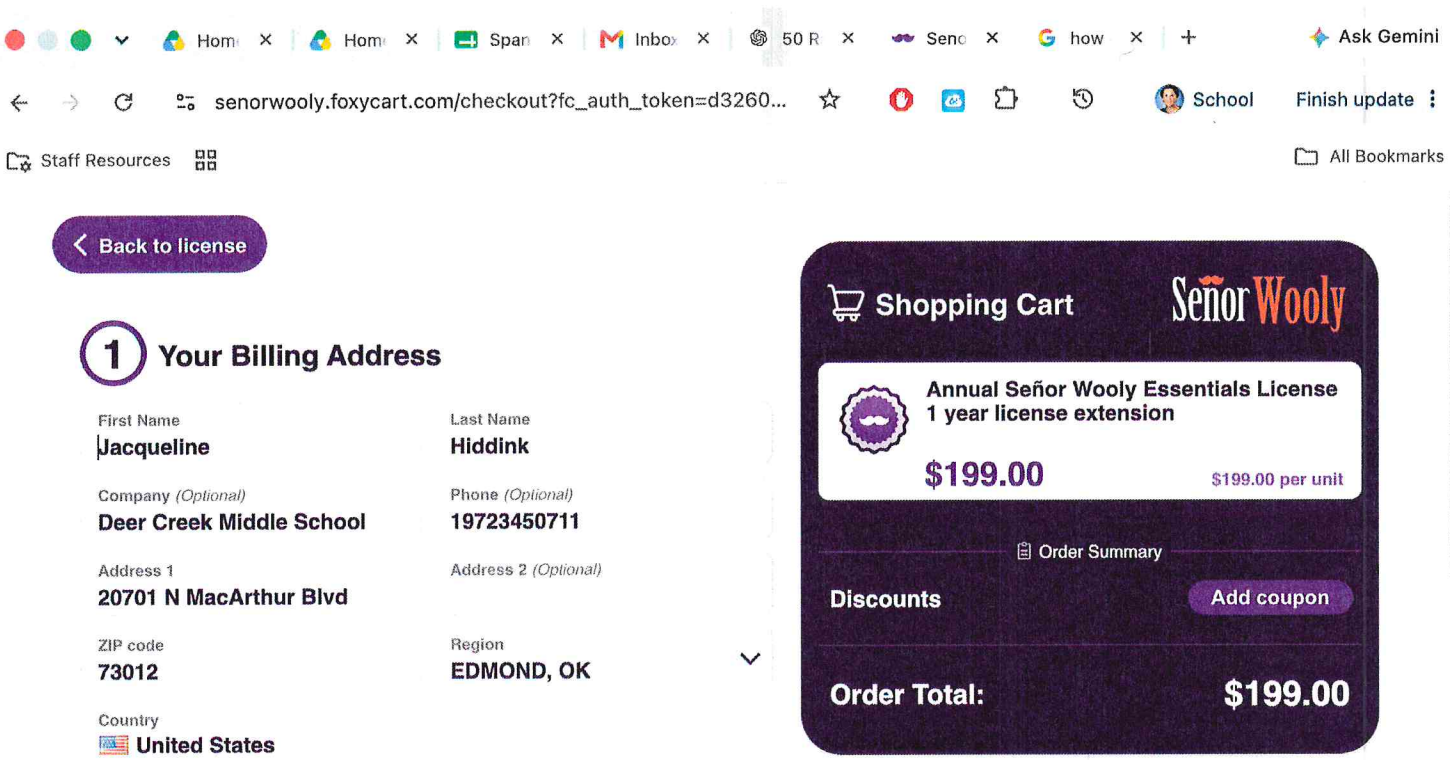
• During the term of this User Agreement, BSN SPORTS will maintain and operate the exclusive and only 24/7/365 online sales platform (“Sideline Store”) selling institution-branded merchandise.
• User Agreement will remain in force until terminated.
• Termination: either party may terminate this User Agreement for convenience by providing 90 days written notice to the other party. If the Institution terminates for convenience, the Institution will not be eligible to receive any credits unpaid at the time of termination.
• You will be assigned a Sales Specialist to partner with you and help manage your store’s. Your Sales Specialist will be your primary point of contact for questions / concerns related to your Sideline Store.
• Sideline Store Activation Call: We will need to set up an Activation Call* within 15 business days of the launch of your store.
*Activation Call will confirm the following items: location of shop button on your website, identify main point of contact for the Sideline Store within your school, set Grand Opening promo launch date, as well as introduce your Sales Specialist at BSN SPORTS and answer any additional questions you might have about the program.
• Grand Opening promotion: To get the most out of your Sideline Store, we have put together a custom Grand Opening promotion for your students, fans, and alumni to enjoy. The length of this promotion is 30 days from mutually agreed upon start date.

Institution’s Monthly Commitments: By accepting this agreement you are agreeing to the following:

• Promoting your institution’s Sideline Store on all social media platforms this institution is affiliated with. At least one posting per month on each platform is required. Monthly email communication to the institution’s email data base, including but not limited to: alumni, current students and their families, faculty and board members. Maintaining an active BSN SPORTS Sideline Store shop button linking your Sideline Store to the institution’s home page on their official website and/or official athletics website.

• Institution will not be eligible to receive credits from BSN SPORTS unless a shop button directly linked to the Sideline store is located on your institution’s home page on their official website and/or official athletics website.

[1] You represent and warrant that you own all rights in and to your school names, nicknames, logos, and other artwork, designs, and trademarks to be used within the Sideline Store program, and that none of them infringe or otherwise violate any third party right. You will indemnify, defend, and hold harmless BSN SPORTS and its related companies from and against any and all claims, liabilities, demands, causes of action, and costs arising out of or in connection with the breach of any such representation and/or warranty.


senorwooly.foxycart.com/checkout?fc_auth_token=d3260...
School
Finish update
Staff Resources
All Bookmarks
Back to license
1 Your Billing Address
First Name
Jacqueline
Last Name
Hiddink
Company (Optional)
Deer Creek Middle School
Phone (Optional)
19723450711
Address 1
20701 N MacArthur Blvd
Address 2 (Optional)
ZIP code
73012
Region
EDMOND, OK
Country
United States
2 Payment Method
Shopping Cart
Señor Wooly
Annual Señor Wooly Essentials License
1 year license extension
$199.00
$199.00 per unit
Order Summary
Discounts
Add coupon
Order Total:
$199.00

Señor Wooly Terms and Conditions

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Operator

This website is operated by Wooly Learning, Inc.. The website address for Wooly Learning, Inc. is https://www.senorwooly.com (https://www.senorwooly.com). The mailing address is Wooly Learning, Inc., P.O. Box 903, Skokie, IL 60076.

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Limitation of Liability

Wooly Learning, Inc. shall not be liable for any special or consequential damages that results from the use of, or the inability to use, the materials on this site or the performance of the products, even if Wooly Learning, Inc.has been advised of the possibility of such damages. Applicable law may not allow the limitation of exclusion of liability or incidental or consequential damages, so the above limitation or exclusion may not apply to you.

Typographical Errors

In the event that a Wooly Learning, Inc. product is mistakenly listed at an incorrect price, Wooly Learning, Inc. reserves the right to refuse or cancel any orders placed for product listed at the incorrect price. Wooly Learning, Inc. reserves the right to refuse or cancel any such orders whether or not the order has been confirmed and your credit card charged. If your credit card has already been charged for the purchase and your order is cancelled, Wooly Learning, Inc. shall issue a credit to your credit card account in the amount of the incorrect price.

Breaches of these terms and conditions

If you breach these terms and conditions in any way, Wooly Learning, Inc. may take such action as Wooly Learning, Inc. deems appropriate to deal with the breach, including suspending your access to the website, prohibiting you from accessing the website, blocking computers using your IP address from accessing the website, contacting your internet service provider to request that they block your access to the website and/or bringing court proceedings against you.

Restricted access

Access to certain areas of this website is restricted. Wooly Learning, Inc. reserves the right to restrict access to areas of this website, or indeed this entire website, at Wooly Learning, Inc.'s discretion.

If Wooly Learning, Inc. provides you with a user ID and password to enable you to access restricted areas of this website or other content or services, you must ensure that the user ID and password are kept confidential.

Wooly Learning, Inc. may disable your user ID and password at Wooly Learning, Inc.'s sole discretion without notice or explanation.

Termination

These terms and conditions are applicable to you upon your accessing the site and/or completing the registration or shopping process. These terms and conditions, or any part of them, may be terminated by Wooly Learning, Inc. without notice at any time, for any

reason. The provisions relating to Copyrights, Trademark, Disclaimer, Limitation of Liability, Indemnification and Miscellaneous, shall survive any termination.

Unenforceable provisions

If any provision of this website disclaimer is, or is found to be, unenforceable under applicable law, that will not affect the enforceability of the other provisions of this website disclaimer.

Notice

Wooly Learning, Inc. may deliver notice to you by means of e-mail, a general notice on the site, or by other reliable method to the address you have provided to Wooly Learning, Inc.. Notices may be sent in the event of specials, sales, backorders, delays, etc. Though we pride ourselves on same day shipping, order processing may take up to 48 hours. Backordered items may take 7-10 days to ship out.

Acceptable Use

Harassment in any manner or form on the site, including via e-mail, chat, or by use of obscene or abusive language, is strictly forbidden. Impersonation of others, including a Wooly Learning, Inc. licensed employee, as well as other members or visitors on the site is prohibited. You may not upload to, distribute, or otherwise publish through the site any content which is libelous, defamatory, obscene, threatening, invasive of privacy or publicity rights, abusive, illegal, or otherwise objectionable which may constitute or encourage a criminal offense, violate the rights of any party or which may otherwise give rise to liability or violate any law. You may not upload commercial content on the site or use the site to solicit others to join or become members of any other commercial online service or other organization.

You must not use this website in any way that causes, or may cause, damage to the website or impairment of the availability or accessibility of the website; or in any way which is unlawful, illegal, fraudulent or harmful, or in connection with any unlawful, illegal, fraudulent or harmful purpose or activity.

You must not use this website to copy, store, host, transmit, send, use, publish or distribute any material which consists of (or is linked to) any spyware, computer virus, Trojan horse, worm, keystroke logger, rootkit or other malicious computer software.

Indemnification

You agree to indemnify, defend, and hold harmless Wooly Learning, Inc., its directors, officers, employees, agents, contractors, licensors, licenses, and suppliers, and successors, and assigns of each (collectively the "Service Providers") from and against all losses, expenses, damages, and costs, including reasonable attorneys' fees, resulting from any violation of these terms and conditions or any activity related to your account (including negligent or wrongful conduct) by you or any other person accessing the website using your Internet account.

Choice of Law and Dispute Resolution

Your use of this website and all disputes between you and Wooly Learning, Inc. directly or indirectly arising out of or relating to the website, representations or statements made by Señor Wooly, or Señor Wooly products (whether purchased via the website or otherwise) shall be governed in all respects by the laws of the state of Illinois, United States of America, without regard to its choice of law provisions, and not by the 1980 U.N. Convention on contracts for the international sale of goods or other law. Any dispute arising out of or relating to the website, representations or statements made by Señor Wooly, or Señor Wooly products (whether purchased via the website or otherwise) shall be subject to binding arbitration to take place in Chicago, Illinois, pursuant to the rules of the American Arbitration Association. To the extent that the foregoing arbitration provision may be held void or unenforceable, the exclusive forum and venue for all such disputes shall be the state and federal courts for Cook County, Illinois. Any cause of action or claim you may have with respect to the website, representations or statements made by Señor Wooly, or Señor Wooly products must be commenced within one (1) year after the claim or cause of action arises. Señor Wooly's failure to insist upon or enforce strict performance of any provision of these terms and conditions shall not be construed as a waiver of any provision or right. Neither the course of conduct between the parties nor trade practice shall act to modify any of these terms and conditions. Señor Wooly may assign its rights and duties under this Agreement to any party at any time without notice to you.

Return and Refund Policy for 1-Year License

We want you to be perfectly satisfied with your purchase. If you are not satisfied for any reason, you must contact us by email to request a return within (7) days of receiving the item to receive authorization to return the item. Items returned without authorization will not be accepted and returned to sender.

1. **Eligibility for a Full Refund:**
    - If you are not entirely satisfied with your purchase, you can request a full refund within 14 days (2 weeks) from the date of purchase.
    - To be eligible for a full refund, you must submit your request within the 14-day window.

2. **Prorated Refunds:**
    - If you request a refund after the initial 14 days but before 25% of your license term has passed, your refund will be prorated based on the remaining time in your license term.
    - For a 1-year license, you have up to 3 months to request a prorated refund.
    - For multi-year licenses, you have up to 25% of the total license term to request a refund. For example, if you have a 4-year license, you may request a prorated refund within the first year.
    - Refunds will be calculated based on the remaining months (or partial months) of the license term. A 5% processing fee, based on the original purchase price, will be applied to all prorated refunds.

3. **No Refunds After 25% of the License Term:**
    - Please note that no refunds will be processed for requests made after 25% of the license term, regardless of the circumstances.

4. **How to Request a Refund:**

- To request a refund, please contact our customer service team at support@senorwooly.com (mailto: support@senorwooly.com). Provide your purchase details, reason for the refund, and any other relevant information.

- Our team will review your request and process it accordingly.

Return and Refund Policy for Physical Products

We want you to be perfectly satisfied with your purchase. If you are not satisfied for any reason, you must contact us by email to request a return within (7) days of receiving the item to receive authorization to return the item. Items returned without authorization will not be accepted and returned to sender.

Refunds for items that are defective or that were not described accurately will include both the incoming and outgoing shipping charges. However, buyers returning items because of buyer's remorse will be refunded the purchase price but neither the incoming or outgoing shipping charges. Returned items must be returned in similar packaging and via the same shipping method by which it was shipped to the customer. Items returned are to be in the same condition as when they were sold and shipped or this guarantee is void.

A copy of the original sales invoice must accompany all returns with the return authorization number printed in plain sight. All returns should be shipped with sufficient postage and insurance for the buyer's protection. If items are not returned as per the above, the item will be returned to sender and no refund will be issued.

In order for any monetary or store credit to be given, the item being returned cannot show any signs of being used.

The eLearning Activities (/curriculum)

The Wooly Philosophy (/wooly-philosophy)

Privacy, Security & Compliance (/product-privacy)

Pricing (/pricing)

Purchase Orders (/purchase-orders)

The Wooly Team (/team)

FAQ (/faq)

Privacy Policy (/privacy)

Terms And Conditions (/terms)

Status (https://status.senorwooly.com/)

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(https://www.

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On Wed, Aug 26, 2026 at 10:45 AM Sr. Wooly Sales Department <sales@senorwooly.com> wrote:

New reply for the ticket #SWSD00180736

[redacted]

Good afternoon Jenny,

Thank you for your interest in Senor Wooly. Please make the proposed changes and submit a copy to Senor Wooly for review.

Have a wonderful day!

Jennifer Wooldridge

Señor Wooly
A division of Wooly Learning, Inc.
3845 Oakton Street
Skokie, IL 60076
jennifer@senorwooly.com

#SWSD00180736
Sr. Wooly Sales Department

From: **Jenny Richards** <jennyrichards@dcsok.org>
Date: Wed, Aug 26, 2026 at 12:35 PM
Subject: Re: Señor Wooly Contact Form: terms and conditions #SWSD00180736
To: Sr. Wooly Sales Department <sales@senorwooly.com>, <jennifer@senorwooly.com>

Please see the highlighted changes below of what we are proposing to change so we can pursue a subscription.

Choice of Law and Dispute Resolution

Your use of this website and all disputes between you and Wooly Learning, Inc. directly or indirectly arising out of or relating to the website, representations or statements made by Señor Wooly, or Señor Wooly products (whether purchased via the website or otherwise) shall be governed in all respects by the laws of the state of Oklahoma, United States of America, without regard to its choice of law provisions, and not by the 1980 U.N. Convention on contracts for the international sale of goods or other law. Any dispute arising out of or relating to the website, representations or statements made by Señor Wooly, or Señor Wooly products (whether purchased via the website or otherwise) shall be subject to binding arbitration to take place in Oklahoma pursuant to the rules of the American Arbitration Association. To the extent that the foregoing arbitration provision may be held void or unenforceable, the exclusive forum and venue for all such disputes shall be the state and federal courts for Oklahoma County, Oklahoma. Any cause of action or claim you may have with respect to the website, representations or statements made by Señor Wooly, or Señor Wooly products must be commenced within one (1) year after the claim or cause of action arises. Señor Wooly's failure to insist upon or enforce strict performance of any provision of these terms and conditions shall not be construed as a waiver of any provision or right. Neither the course of conduct between the parties nor trade practice shall act to modify any of these terms and conditions. Señor Wooly may assign its rights and duties under this Agreement to any party at any time without notice to you.

Jenny Richards
Principal
Deer Creek Middle School
2601 NW 234th Street, Edmond, OK
73025
Deer Creek School District
Phone: 405.531.9382

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On Thu, Aug 27, 2026 at 1:47 PM Sr. Wooly Sales Department <sales@senorwooly.com> wrote:

New reply for the ticket #SWSD00180736

[redacted]

Good afternoon Jenny,

Senor Wooly would agree to the change of our Terms and Conditions: Choice of Law and Dispute Resolution changing to Oklahoma County, Oklahoma.

Please let us know if you have any forms that need to be completed and/or signed.

Have a great afternoon!

Jennifer Wooldridge

Señor Wooly
A division of Wooly Learning, Inc.
3845 Oakton Street
Skokie, IL 60076
jennifer@senorwooly.com

#SWSD00180736
Sr. Wooly Sales Department

GIPPER MEDIA, INC.
240 Kent Ave
Brooklyn, NY 11249

Deer Creek Public Schools
20701 N MacArthur Blvd
Edmond, OK 73012-9301

Re: Engagement of Gipper Media, Inc.

Dear Sir or Madam:

The Company will provide you the following for your 1-year term, at a cost of $4,500.00, payable in full within 30 days of acceptance of this letter by you:

1. The use of and access to Gipper Touch
2. The use of and access to Gipper Engage Pro

This agreement is for a one (1) year term and will not automatically renew. Please note that the amount above reflects a one-year discount. Any following terms will be at $5,000.00. Either party may choose to renew by mutual written agreement prior to the end of the term. This agreement will also cover any upgrades to your service or purchases of new Gipper products and services.

Separately, and in addition to the amount above, you are purchasing the following hardware at a one-time cost of $2,247.46, including shipping and freight. Hardware will be invoiced separately from the subscription and is payable within 30 days of the hardware invoice date:

> One (1) Gipper Touch 75" hardware bundle: ViewSonic IFP75G1 75" UHD 4K touchscreen commercial monitor, Peerless-AV SF660 wall mount, and Elo BackPack 5 Android computer, as detailed in the attached hardware quote

Hardware will be ordered upon your acceptance of this letter. Ownership transfers to you upon delivery and payment of the hardware invoice. Hardware is covered by the manufacturer's warranty, which will be provided with the equipment. Because the hardware is purchased outright, it is yours to keep regardless of whether the subscription is renewed, and the hardware purchase is not refundable once the order is placed.

Total for both: $6,747.46 ($4,500.00 software, invoiced separately from $2,247.46 hardware).

If these terms, including Gipper's Terms of Use and Privacy Policy (which are available on gogipper.com and considered a part of this letter, except that the Terms of Use are governed by the laws of the State of Oklahoma rather than the State of Delaware) are acceptable to you, please indicate so by signing where indicated below and returning this letter to me at the above address or at sales@gogipper.com.

We look forward to continuing our partnership.

Sincerely,

GIPPER MEDIA, INC.
Matthew A. Glick, President

AGREED AND ACCEPTED:
DEER CREEK PUBLIC SCHOOLS

By:

Name:

Date:

GIPPER MEDIA, INC.

Terms of Use

Prepared for	Deer Creek School District
Date	August 6, 2026
Source	gipper.com/terms-of-use

Notice regarding this copy. This document reproduces the Gipper Media, Inc. Terms of Use published at gipper.com/terms-of-use, prepared specifically for Deer Creek School District. One change has been made to the published text: in Section 13 (Miscellaneous), the governing law has been changed from the State of Delaware to the **State of Oklahoma**. That sentence appears in bold in Section 13 below. No other provision has been added, removed, or modified.

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Note for Children. The Services are not for persons under the age of 13. If you are under 13 years of age, then please do not use the Service. By clicking the “I Agree” button or by otherwise using or registering an account for the Service, you represent that you are at least 13 years of age.

The Company's Privacy Policy, at gogipper.com/privacy-policy (the “Privacy Policy”), describes the collection, use and disclosure of data and information (including usage data) by the Company in connection with the Service. The Privacy Policy, as may be updated by the Company from time to time in accordance with its terms, is hereby incorporated into this Agreement, and you hereby agree to the collection, use and disclosure practices set forth therein.

1. User Content

You represent and warrant to Company that (a) you own all photographs, content and other materials which you upload or otherwise make available on or to the Service (“User Content”), or otherwise have all necessary rights to do so, and (b) you are in no way violating or infringing upon the intellectual property rights or other rights of others. Upon our request, you agree to provide evidence of all required permissions from the applicable intellectual property owners. Furthermore, you agree to pay all license fees, royalties or any other amounts which may be owed to any person in connection with any User Content which you upload to the Service.

While you will retain ownership of your User Content, you grant Company a worldwide, perpetual, irrevocable, non-exclusive, transferable, sublicensable, fully-paid and royalty-free license to use, copy, modify, create derivative works of, display, publicly perform, and distribute any User Content for any purpose whatsoever, in any medium or format, on any platform, and via any distribution channel or service.

You acknowledge that the Company cannot prevent users from placing prohibited or inappropriate User Content on the Service. In addition, the Company does not monitor or review all User Content posted on the Service. If at any point Company does choose to monitor the Service, in no event will Company have any liability or responsibility for modifying or removing any User Content or for failing to modify or remove any User Content. Under no circumstances will Company have any liability or responsibility whatsoever for the conduct of any user on the Service or the content, quality, character or accuracy of any User Content or the use of any User Content by any person.

Company reserves the right to reject or remove any User Content, messages or other materials from the Service without notice to the user, for any reason or no reason. This includes the right to suspend a user's ability to access or utilize the Service in Company's sole discretion and without prior notice. Company shall have no liability whatsoever in exercising these rights.

2. Proprietary Rights; Confidentiality

As between you and the Company, the Company owns all worldwide right, title and interest, including all intellectual property and other proprietary rights, in and to the Service, all templates, images, videos and other content available in connection therewith (excluding User Content) and all usage and other data generated or collected in connection with the use thereof (the “Company Materials”). Company grants you a nonexclusive, nontransferable, revocable right to use, copy, modify, create derivative works of, display, publicly perform, and distribute the templates made available by the Service to publish content for your organization via designated social media channels. Under no circumstances may you resell the Company Materials or otherwise use them for commercial purposes. Except for the foregoing license, you agree not to license, distribute, copy, modify, publicly perform or display, transmit, publish, edit, adapt, create derivative works from, or otherwise make any unauthorized use of, the Company Materials. You agree not to reverse-engineer, decompile, disassemble or otherwise attempt to discover the source code, algorithm or programs underlying the Service or the Company Materials. The Company reserves the right to modify the Service or any version(s) thereof at any time in its sole discretion, with or without notice. You agree to keep strictly confidential and not use for any purpose any confidential or proprietary information the Company provides or makes available to you in connection with your use of the Service.

3. Fees

You will be charged on an annual basis for your use of the Service, unless (a) we have agreed to a different subscription length or (b) you are using a free “sandbox” account. You agree and understand that failure to pay the Company in a timely fashion may result in immediate suspension or cancellation of your account and access to the Service, without notice or liability. No refunds will be provided under any circumstances.

4. Feedback

You agree that the Company will have all rights to any feedback or suggestions (which may include suggested features, functionality, methods and techniques) regarding your use of the Service. As such, you assign all rights in such feedback or suggestions to the Company.

5. Third Party Sites

The Service may include advertisements or other links that allow you to access web Services or other online services that are owned and operated by third parties. You acknowledge and agree that the Company is not responsible and shall have no liability for the content of such third party sites and services, products or services made available through them, or your use of or interaction with them.

6. Third-Party Services

The Service may include features or functionality that interoperate with online services operated by third parties (such services, “Third-Party Services”), pursuant to agreements between Company and the operators of such Third-Party Services (such agreements, “Third-Party Agreements” and such operators, “Operators”) or through application programming interfaces or other means of interoperability made generally available by the Operators (“Third-Party APIs”) which Company does not control. Third-Party Agreements and Third-Party APIs (and the policies, terms and rules applicable to Third-Party APIs) may be modified, suspended or terminated at any time. Company shall have no liability with respect to any such modification, suspension or termination. You are responsible for ensuring that your use of the Service in connection with any Third-Party Service complies with all agreements, policies, terms and rules applicable to such Third-Party Service.

7. Prohibited Uses

As a condition of your use of the Service, except as otherwise provided above, you agree not to: (a) use the Service for any unlawful, offensive, harmful, invasive, infringing, defamatory, misleading, abusive, disruptive, or fraudulent purpose or to transmit content which is defamatory, obscene, harassing, pornographic, violent or otherwise objectionable or in violation of this Agreement; (b) use the Service in any manner that, in our sole discretion, could damage, disable, overburden, impair or interfere with any other party's use of it (including by distributing viruses, worms, Trojan horses, corrupted files, hoaxes, time-bombs, cancelbots or other malicious software code); (c) obtain or attempt to obtain any materials or information through any means not intentionally made available through the Service; (d) not to scrape or otherwise use automated means to access or gather information from the Service, and agree not to bypass any robot exclusion measures we may put into place; (e) not to use false or misleading information in connection with your user account, and acknowledge that we reserve the right to disable any user account with a profile which we believe (in our sole discretion) is false or misleading (including a profile that impersonates a third party); (f) violate or misappropriate the legal rights of others, including, but not limited to, privacy rights and intellectual property rights, or expose trade secrets or other confidential information of others; (g) use the Service to sell fraudulent goods or services or to offer or promote money-making schemes; (h) reproduce, duplicate, copy or resell any part of the Service; (i) distribute, publish, send or facilitate the sending of unsolicited mass email or other messages, promotions, advertising or solicitations (such as “spam”), including commercial advertising and informational announcements; (j) circumvent any aspect of the Service, including, but not limited to, permitting or facilitating unauthorized access to the Service or avoiding any usage, storage license restrictions; (k) probe, scan, penetrate, reverse-engineer, monitor or test the vulnerability of any Company system, software or network (unless authorized in writing by us) or breach our security measures, whether directly or indirectly; or (l) use the Service in any other manner not authorized by us or in any manner that we reasonably believe to be damaging to our reputation, business, system or network or may result in retaliation or legal action against us by an offended party.

8. Additional Terms

When you use certain features or materials on the Service, or participate in a particular promotion, event or contest through the Service, such use or participation may be subject to additional terms and conditions posted on the Service. Such additional terms and conditions are hereby incorporated within this Agreement, and you agree to comply with such additional terms and conditions with respect to such use or participation.

9. Termination

You agree that the Company, in its sole discretion and for any or no reason, may terminate this Agreement at any time with appropriate notice, provided that you will be able to continue to use the Service for the duration of your subscription. The Company may also in its sole discretion and at any time discontinue providing the Service, or any part thereof, with or without notice. You agree that the Company shall not be liable to you or any third-party for any such termination. Sections 1, 2 (excluding the license granted therein) and 8 through 13 will survive any termination of this Agreement.

10. Disclaimers; No Warranties

THE SERVICE, THE COMPANY MATERIALS AND ANY MEDIA, INFORMATION OR OTHER MATERIALS MADE AVAILABLE IN CONJUNCTION WITH OR THROUGH THE SERVICE ARE PROVIDED “AS IS” AND WITHOUT WARRANTIES OF ANY KIND EITHER EXPRESS OR IMPLIED. TO THE FULLEST EXTENT PERMISSIBLE PURSUANT TO APPLICABLE LAW, THE COMPANY AND ITS LICENSORS, SERVICE PROVIDERS AND PARTNERS DISCLAIM ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT OF PROPRIETARY RIGHTS. THE COMPANY AND ITS LICENSORS, SERVICE PROVIDERS AND PARTNERS DO NOT WARRANT THAT THE FEATURES AND FUNCTIONALITY OF THE SERVICE OR ANY THIRD-PARTY SERVICES WILL BE UNINTERRUPTED OR ERROR-FREE, THAT DEFECTS WILL BE CORRECTED, OR THAT THE SERVICE OR THE SERVERS THAT MAKE AVAILABLE THE FEATURES AND FUNCTIONALITY THEREOF ARE FREE OF VIRUSES OR OTHER HARMFUL COMPONENTS. CERTAIN STATE LAWS DO NOT ALLOW LIMITATIONS ON IMPLIED WARRANTIES. IF THESE LAWS APPLY TO YOU, SOME OR ALL OF THE FOREGOING DISCLAIMERS, EXCLUSIONS, OR LIMITATIONS MAY NOT APPLY TO YOU, AND YOU MIGHT HAVE ADDITIONAL RIGHTS.

11. Indemnification

Company will defend you from and against third party claims (and will pay any resulting damages, costs or liabilities awarded by a court of final jurisdiction or included as part of a final settlement) arising solely from a claim that the Service infringes any existing United States patent or infringes or misappropriates any copyright or trade secret of a third party. Company's obligation is subject to your compliance with the following procedures: (a) you will promptly notify Company in writing of any such claim; (b) you will tender to Company (and its insurer) sole authority to defend or settle any such claim; and (c) you shall cooperate in the defense of such claim. Company has no obligation to indemnify you in connection with any settlement made without Company's prior written consent. You may participate in such defense or settlement with counsel retained at Company's own expense and choosing. This section shall not apply to infringement or misappropriation claims arising from (1) misuse of the Service, (2) designs or specifications originated or requested by you, (3) modifications to the Service made by anyone other than Company, (4) the combination of the Service or any part thereof with other equipment, software or products not supplied by Company, or (5) your failure to install an update, where same would have avoided such claim. This Section states your sole remedies for intellectual property infringement claims.

12. Limitation of Liability and Damages

UNDER NO CIRCUMSTANCES, INCLUDING, BUT NOT LIMITED TO, NEGLIGENCE, SHALL THE COMPANY OR ITS AFFILIATES, CONTRACTORS, EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, OR THIRD PARTY PARTNERS, LICENSORS OR SERVICE PROVIDERS, BE LIABLE TO YOU FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES THAT ARISE OUT OF OR RELATE TO THE SERVICE, INCLUDING YOUR USE THEREOF, OR ANY OTHER INTERACTIONS WITH THE COMPANY, EVEN IF THE COMPANY OR A COMPANY AUTHORIZED REPRESENTATIVE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. APPLICABLE LAW MAY NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABILITY OR INCIDENTAL OR CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY TO YOU, IN WHICH CASE THE COMPANY'S LIABILITY WILL BE LIMITED TO THE EXTENT PERMITTED BY LAW. IN NO EVENT SHALL THE TOTAL LIABILITY OF COMPANY OR ITS AFFILIATES, CONTRACTORS, EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, OR THIRD PARTY PARTNERS, LICENSORS OR SERVICE PROVIDERS TO YOU FOR ALL DAMAGES, LOSSES, AND CAUSES OF ACTION ARISING OUT OF OR RELATING TO THIS AGREEMENT OR YOUR USE OF THE SERVICE EXCEED THE AMOUNT YOU PAID FOR THE SERVICE DURING THE 3-MONTH PERIOD PRECEDING THE CLAIM.

13. Miscellaneous

The Company may make modifications, deletions and/or additions to this Agreement (“Changes”) at any time. Changes will be effective: (i) thirty (30) days after the Company provides notice of the Changes, whether such notice is provided through the Service user interface, is sent to the e-mail address associated with your account or otherwise; or (ii) when you opt-in or otherwise expressly agree to the Changes or a version of this Agreement incorporating the Changes, whichever comes first. Under this Agreement, you consent to receive communications from the Company electronically. **This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma, without giving effect to any principles of conflicts of law.** You agree not to bring any claims as a plaintiff or class member in any purported class or representative action or proceeding. The failure of any party at any time to require performance of any provision of this Agreement shall in no manner affect such party's right at a later time to enforce the same. A waiver of any breach of any provision of this Agreement shall not be construed as a continuing waiver of other breaches of the same or other provisions of this Agreement. If any provision of this Agreement shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Agreement and shall not affect the validity and enforceability of any remaining provisions. This Agreement, and any rights and licenses granted hereunder, may not be transferred or assigned by you, but may be assigned by the Company without restriction. This is the entire agreement between us relating to the subject matter herein and shall not be modified except in a writing, signed by both parties, or by a change to this Agreement made by the Company as set forth herein.

14. Contact

The services hereunder are offered by Gipper Media, Inc., email: support@gogipper.com; address: 240 Kent Ave, New York, NY 11249.

Fluency & Fitness+ Terms of Use Addendum

District: Deer Creek School District
Effective Date: August 5, 2026

This Addendum modifies the Fluency & Fitness+® Terms of Use solely with respect to subscriptions purchased directly by Deer Creek School District ("District").

Notwithstanding the "Governing Law and Jurisdiction" section of the Fluency & Fitness+® Terms of Use, the parties agree that this Agreement shall be governed by the laws of the State of Oklahoma, without regard to its conflict of law principles, and that any legal action arising out of or relating to this Agreement shall be brought in a court of competent jurisdiction located within the State of Oklahoma.

Except as expressly modified by this Addendum, all other provisions of the Fluency & Fitness+® Terms of Use remain unchanged and in full force and effect.

This Addendum applies only to subscriptions purchased directly by Deer Creek School District and does not modify the Fluency & Fitness+® Terms of Use for any other customer or subscription.

Accepted and Agreed

Fluency & Fitness+®	**Deer Creek School District**
By: Brittany Lynch	**By:** _____
Name: Brittany Lynch	**Name:** _____
Title: President/CEO	**Title:** _____
Date: 8/5/26	**Date:** _____

New members = 7 days for $1 coupon code: **TRIAL1**

JOIN NOW

FLUENCY & FITNESS+

Helping students exercise their brains and bodies!

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MOST POPULAR

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billed every 3 months until canceled

SIGN UP

BEST VALUE save 28%

ANNUALLY

~~$191.88~~ $139

billed every year until canceled

SIGN UP

School purchasing: contact us to submit an order or request pricing for multiple licenses.

MEMBERSHIP FEATURES

Many features & content are *exclusive* to members and not found in older versions of these activities sold in my other stores.

TERMS OF USE

Agreement to Terms

These Terms set forth an agreement between you and Fluency and Fitness®. By using the Services, you agree to be bound by these Terms.

Under these Terms, Fluency and Fitness® offers users the ability to (i) use the Site; (ii) use the Applications; and (iii) provide feedback and/or other material to Fluency and Fitness®. By accessing, browsing, linking, and/or downloading information from the Site, creating an account, and/or using the Applications, you and, as applicable, the entity or organization that You represent ("You" or "Your") are each deemed to have read, understood, and agreed to be bound by each of the terms, conditions, and notices in this Agreement (the "Agreement"). If You have provided Your consent to Your child's registration with the Application, You agree to be bound by this agreement with respect to Your child's use of the Site and Applications.

If you have entered into this Agreement on behalf of an educational institution (an "Institution"), You represent that You have the necessary authority to bind that Institution to this Agreement. If You do not have the necessary authority, or if You do not agree with any of these Terms, then You may not use the Service.

This Agreement constitutes the entire agreement between You and Fluency and Fitness® with respect to any use of the Services, and it supersedes all prior and contemporaneous agreements or arrangements between Fluency and Fitness® and You in relation to the Services.

Subscription Fees

We offer subscriptions to teachers, schools, districts and parents. Each subscription if for 1 user and cannot be shared with other users. The subscription price grants you access to Fluency and Fitness® for one month, quarter, or one year from the date of subscription, depending on which option you selected at the time of purchase. Your account shall be automatically renewed unless terminated by you prior to the end of the then-current subscription period. You agree that the monthly, quarterly, or yearly subscription dues will be charged on the same day (or next business day). Fluency and Fitness® reserves the right to terminate your account at any time; provided, however, that you shall continue to have access to the Services subject to this Agreement, inclusive of our Privacy Policy until the expiration of your then-current subscription period. Fluency and Fitness® will continue to charge your account for the subscription until otherwise cancelled by you. Fluency and Fitness'® right of termination is in addition to any other available legal or equitable remedies for your breach of this Agreement. Refunds will only be given if the customer e-mails us a notice asking for a refund within 48hrs of the payment being processed.

Privacy Policy

Please refer to our Privacy Policy (www.fluencyandfitness.com/privacy-policy) for information on how we collect, use and disclose information from our users. You acknowledge and agree that Your use of the Services is subject to our Privacy Policy.

Changes to Terms

We may modify the Terms at any time, in our sole discretion. If we do so, we'll let You know either by posting the modified Terms on the Site and in the Application, or through other communications as required by law. It's important that You review the Terms whenever we modify them because if You continue to use the Site or Applications after we have posted modified Terms on the Site, You are indicating to us that You agree to be bound by the modified Terms. If You don't agree to be bound by the modified Terms, then You may not use the Site or Applications anymore.

Intellectual Property

You acknowledge that all Services and trademarks, service marks and logos, as well as all text, graphics, images, music, software, audio, video, works of authorship of any kind, and information or other materials that we post or make available through the Services (collectively, "Materials") are owned by or licensed to Fluency and Fitness® and are protected by copyright and other intellectual property rights, and that You have no rights to transfer or reproduce the Services or prepare any derivative works with respect to, or to disclose confidential information pertaining to, the Services or Website.

You agree not to remove, alter or obscure any copyright, trademark, service mark or other proprietary rights notices incorporated in or accompanying the Services. **You are not allowed to record or screen record any of the material and post or share it. Our material is not allowed to be used in courses/classes that you teach on Outschool or any other platform for commeciral use.**

Grant of License

So long as You comply with these Terms, we grant You a limited, non-exclusive, non-transferable, non-sublicenseable license to view and use the Services for non-commercial purposes. All rights not granted herein are reserved by Fluency and Fitness®. Your usage of the Services are subject at all times to these Terms and the licenses Fluency and Fitness® grants to You.

The licenses granted to You are conditioned upon Your proper conduct and compliance with these Terms at all times, as judged by Fluency and Fitness® in its sole discretion and judgment. We reserve the right to suspend or deny, in our sole discretion, Your access to all or any portion of the Site or any Application.

You grant to us a non-exclusive, limited, worldwide license to use documents, information, content and other materials uploaded by you to the Services solely for the purpose of providing the Services to you. You are solely responsible for obtaining all rights and permissions for any information you upload to the Services.

Use of the Services

Fluency and Fitness® requires You to create an account to use some parts of the Site and to use the Applications. Children under the age of 13 must be part of a family or educator account before they are permitted to access the entire content library and additional features within Fluency and Fitness®. As such, users who are under the age of 13 and are accessing Fluency and Fitness® outside of a school setting will need to provide their parents' email address so that Fluency and Fitness® can send the parents information about Fluency and Fitness'® privacy policy and ask for permission to create the child's account.

You are responsible for using the Services in accordance with this Agreement, and for all activity that occurs under Your account, and the account of Your child or the students for whom You authorize registration. For Your account and the account(s) of any children or students for whom you authorize registration, You shall (i) maintain the confidentiality of the user names and passwords; (ii) promptly notify Fluency and Fitness® if You know or suspect a security breach, including any unauthorized use of user names and passwords; (iii) represent and warrant that the information provided to establish Your account(s) is true and accurate, and that You will promptly update that information in the event of any change.

You will not: (i) permit any third party to access the Services using Your account information; (ii) decompile, disassemble, overburden, impair, alter or reverse engineer the Services; (iii) use the Services or any of our confidential information to develop a competing product or service; (iv) impersonate another user of the Services or provide false information to gain access to the Services; (v) view or attempt to view records of another user; (vi) use automated systems, such as robots, spiders, etc., to access the Services or (vii) upload content, including videos, that do not comply with the terms of this Agreement.

You may not use the Services to:

-Upload, post, e-mail or otherwise transmit any material that is unlawful, harmful, threatening, intimidating, abusive, harassing, tortuous, defamatory, derogatory, vulgar, obscene, libelous, invasive of another's privacy, disrespectful, hateful, or racially, ethnically or otherwise objectionable;
-Forge headers or otherwise manipulate identifiers in order to disguise the origin of any Content transmitted through the Website or Services;
-Upload, post, e-mail or otherwise transmit any material that You do not have the right to transmit under any law or under contractual or fiduciary relationships;
-Upload, post, e-mail or otherwise transmit any material that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party;
-Upload, post, e-mail or otherwise transmit any material that contains software viruses or worms or any other computer code, files or programs designed to disable, interrupt, destroy, redirect, monitor another user's usage, limit or otherwise inhibit the functionality of any computer software or hardware or telecommunications equipment;
-Use racially or ethnically offensive language; discuss or incite illegal activity; use explicit/obscene language or solicit/post sexually explicit images;
-Interfere with or disrupt the Services or servers or networks connected to the Services, or disobey any requirements, procedures, policies or regulations of networks connected to the Services; or
-Intentionally or unintentionally violate any applicable local, state, national or international law or regulation.

Although we're not obligated to monitor access to or use of the Services, we have the right to do so for the purpose of operating the Services, to ensure compliance with these Terms, and to comply with applicable law or other legal requirements. We have the right to investigate violations of these Terms or conduct that affects the Services.

Privacy

Fluency and Fitness® and You each represent that it complies with, and will comply with, all applicable privacy laws with respect to the personally identifiable information collected, stored and maintained

through the Services, as well as with all applicable business regulations.

Fluency and Fitness® is committed to protecting the privacy of Your personally identifiable information, and maintains a detailed Privacy Policy, which may be viewed here. We reserve the right to modify its Privacy Policy in accordance with the procedure outlined in that policy.

Privacy Notice for Educators:

Family Educational Rights and Privacy Act ("FERPA")

In the event that Fluency and Fitness® is used in an educational institution that is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA), the educational institution appoints Fluency and Fitness® as a "school official" as that term is used in FERPA, and determines that Fluency and Fitness® has a "legitimate educational interest," for providing the Services. Fluency and Fitness® agrees to be bound by all relevant provisions of FERPA, and agrees that personally identifiable student information as defined in FERPA will remain under the "direct control" of the educational institution, will be used only to provide the Services to the student, and will only be disclosed to third parties as necessary to provide the Services. Student data can only be access by the single user that purchased the subscription.

Children's Online Privacy Protection Act ("COPPA")

In the event that students under the age of 13 are authorized by their educational institution to create an account and submit personal information as defined in COPPA, the educational institution shall be responsible for obtaining verifiable parental consent prior to making the Service available to such such students.
When Fluency and Fitness® is used in the home, authorized by a parent or legal guardian, Fluency and Fitness® shall obtain verifiable parental consent prior to permitting a child under the age of 13 to use Fluency and Fitness®.

Links to Third Party Websites or Resources

The Site and Applications may contain links to third-party websites or resources. We provide these links only as a convenience and are not responsible for the content, products or services on or available from those websites or resources or links displayed on such sites. You acknowledge sole responsibility for and assume all risk arising from, Your use of any third-party websites or resources.

Termination

We may terminate Your access to and use of the Site and Applications at our sole discretion, at any time and without notice to You. Users may request deletion of their accounts, and parents may request deletion of their children's accounts by emailing fluencyandfitness.com/contact. When You delete Your account or Your child's account, that account cannot be recovered.

Upon any termination, deletion or cancellation of Your Account, all provisions of these Terms which by their nature should survive will survive, including, without limitation, ownership provisions, warranty disclaimers, limitations of liability.

Modification of the Services

Fluency and Fitness® may, at any time and in its sole discretion, revise, modify, or otherwise change this Services, in whole or in part, without notice to You.

Availability and Use of Site

The availability of this Services depends on many factors, including some factors that are beyond Fluency and Fitness'® control, such as Your connection to the Internet and the Internet backbone. Fluency and Fitness® shall not be liable to You if You cannot access the Services due to reasons that are beyond Fluency and Fitness'® control. You may not upload to, or distribute or otherwise publish through, this Site any content, information, or other material that (a) violates or infringes the rights of any persons, including without limitation, rights in copyrights, patents, trademarks, service marks, trade secrets, and other proprietary rights; (b) is libelous, threatening, defamatory, obscene, indecent, pornographic, or could give rise to any civil or criminal liability under U.S. or international law; or (c) includes any bugs, viruses, worms, trap doors, Trojan horses or other harmful code or properties.

Notice of Infringement

If You believe that Your intellectual property has been used or copied in a way that constitutes copyright or other intellectual-property infringement and such infringement is occurring on this Site or on sites linked to or from this Site, please provide Fluency and Fitness'® Copyright Agent a notice containing the following elements:

-a physical or electronic signature of the person authorized to act on behalf of the owner of the copyright interest that is alleged to have been infringed;
-a description of the work(s) that You claim have been infringed and an identification of what material in such work(s) is claimed to be infringing;
-a description of where the material that You claim is infringing is located on this Site;
-information sufficient to permit to Fluency and Fitness® to contact You, such as Your address, telephone number, and email address;

-a statement by You that You have a good faith belief that the use of the material identified in the notice is not authorized by the copyright owner, its agent, or applicable law; and
-a statement by You that the information in the notice is accurate and, under penalty of perjury, that —You, as the complaining party, are authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

Inquiries that do not follow this procedure may not receive a response. Upon receiving a claim of infringement, Fluency and Fitness® may, in its discretion, remove or disable the material claimed to be infringed.

Please be advised that if You materially misrepresent that material is infringing Your intellectual property, You may be liable for damages (including costs and attorneys' fees). If You are not sure whether the material infringes on Your intellectual property, You should consider contacting an attorney before contacting Fluency and Fitness®.

Pursuant to Section 512(c) of the Copyright Revision Act, as enacted through the Digital Millennium Copyright Act, Fluency and Fitness® designates the following as its agent for receipt of notifications of claimed copyright or other intellectual-property infringement:

By email: support@fluencyandfitness.com

How to Respond to a Claimed Infringement

If Fluency and Fitness® removes or disables the material claimed to be infringing, Fluency and Fitness®will take reasonable steps to notify the owner of the material of the claim, and the owner will then have the option to send Fluency and Fitness® a counter-notice why the content does not infringe another's intellectual-property rights and requesting reinstatement of the content. The counter-notice must be in writing and include the following information:

-The owner's physical or electronic signature;
Identification of the material that has been removed or to which access has been disabled and the location at which the material appeared before it was removed or access to it was disabled;
-The following statement by the owner: "I declare, under penalty of perjury, that I have a good-faith belief that the material was removed or disabled as a result of mistake or misidentification of the material to be removed or disabled"; and
-The owner's name, address, and telephone number, and the following statement by the owner: "I consent to the jurisdiction of the Federal District Court for the judicial district in which my address listed in this notice is located, or if my address is outside of the United States, for any judicial district

in which Fluency and Fitness® may be found, and I will accept service of process from the person who provided notification of infringement or an agent of such person."

If we receive a counter-notice under these provisions, we may send a copy of the counter-notice to the original complaining party informing that person that we may replace the removed material or cease disabling it in 10 business days. Unless the original complaining party files an action seeking a court order against the individual or entity who placed the content, the removed material may be replaced or access to it restored in 10 to 14 business days after receipt of the counter-notice, at Fluency and Fitness'® discretion.

Links to this Site

You may hyperlink to the home page of fluencyandfitness.com from any Acceptable Site (as defined below); provided, however, that You comply with the following conditions:

-You may not frame the Site or any portion of the Site;
-The hyperlink to the Site is not used in a way that suggest that Fluency and Fitness® endorses You or Your website or is affiliated with or sponsors Your website;
-You obtain Fluency and Fitness'® prior written approval if You intend to use any logos, trademarks, or other copyrighted material for such link;
-The link to the Site is not used or presented in any way that disparages Fluency and Fitness® or tarnishes, blurs or dilutes the quality of Fluency and Fitness'® name or trademark or any associated good will;
-Any link or authorized logo used as a link include appropriate legends or other proprietary notices; and
-You agree that Fluency and Fitness® may terminate Your right to link or hyperlink to the Site at anytime for any reason or for no reason, subject to the terms of this Agreement.

An Acceptable Site means a web site that displays no objectionable content, including, but not limited to, any content, information in any medium or format, such as text, data, graphics, audio or video, that: (i) is libelous or defamatory, pornographic, sexually explicit, unlawful or plagiarized; (ii) a reasonable person would consider harassing, abusive, threatening, harmful, profane, obscene, racially, ethnically or otherwise objectionable or offensive in any way; (iii) constitutes a breach of any person's privacy or publicity rights, a misrepresentation of facts, hate speech or an infringement or any third party's intellectual property or proprietary rights of any kind, including without limitation, copyright, patent, trademark, industrial design, trade secret, confidentiality or moral rights; or (iv) violates or encourages others to violate any applicable law.

Warranty Disclaimer

You expressly agree that Your use of the Site is at Your sole risk. THE SITE AND ALL CONTENT AND SERVICES THEREIN ARE PROVIDED ON AN "AS-IS" AND "AS AVAILABLE" BASIS. THE CONTENT PUBLISHED ON THIS SITE MAY INCLUDE INACCURACIES, MISTAKES OR TYPOGRAPHICAL ERRORS. FLUENCY AND FITNESS MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, IN TERMS OF THE SITE'S CORRECTNESS, ACCURACY, RELIABILITY, OR OTHERWISE WITH RESPECT TO YOUR USE OR THE RESULTS OF THE USE OF ANY CONTENT ON THE SITE. FLUENCY AND FITNESS DOES NOT WARRANT THAT THE CONTENT WILL BE UNINTERRUPTED OR ERROR FREE AND SHALL HAVE NO LIABILITY FOR ANY INTERRUPTIONS, ERRORS, COMPUTER VIRUSES OR OTHER HARMFUL COMPONENTS IN THE USE OF THIS SITE. FLUENCY AND FITNESS DISCLAIMS ANY AND ALL REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NONINFRINGEMENT, TITLE, QUIET ENJOYMENT, DATA ACCURACY AND SYSTEM INTEGRATION. THIS INCLUDES LOSS OF DATA OR PROFIT ARISING OUT OF THE USE OR INABILITY TO USE THE CONTENT OF THE SITE. FLUENCY AND FITNESS DOES NOT WARRANT THAT DEFECTS IN ANY CONTENT OR INFORMATION ACCESSED THROUGH THE SITE WILL BE CORRECTED OR THAT THE SITE OR THE SERVER THAT MAKES CONTENT OR INFORMATION AVAILABLE IS FREE OF VIRUSES OR OTHER HARMFUL COMPONENTS.

Limitation of Liability

IN CONSIDERATION FOR YOUR USE OF AND ACCESS TO THE SITE, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, YOU AGREE THAT IN NO EVENT WILL FLUENCY AND FITNESS, ITS AFFILIATED OR RELATED ENTITIES, ITS CONTENT PROVIDERS, PARENTS, SUBSIDIARIES, MEMBERS, OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, REPRESENTATIVES, SPONSORS OR SERVICE PROVIDERS, OR ANY OTHER PARTY INVOLVED IN CREATING, PRODUCING OR DELIVERING THIS SITE, BE LIABLE TO YOU OR TO ANY THIRD PARTY, FOR ANY DIRECT, INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL, EXEMPLARY OR PUNITIVE DAMAGES, OR DAMAGES FOR LOST PROFITS, LOSS OF REVENUE, LOSS OF USE, OR OTHER DAMAGE, INJURY, CLAIM, LIABILITY, OR OTHER CAUSE OF ANY KIND OR CHARACTER WHATSOEVER ARISING OUT OF, BASED UPON OR RESULTING FROM ANY USE OF THE SITE, INFORMATION PROVIDED ON THE SITE, ANY ACT OR OMISSION PERFORMED BY YOU OR ANY OTHER PERSON IN RELIANCE UPON THE CONTENT OF THE SITE, OR THE INABILITY TO USE THE SITE, WHETHER SUCH DAMAGES ARISE IN CONTRACT, NEGLIGENCE, TORT, UNDER STATUTE, IN EQUITY, AT LAW, OR OTHERWISE, EVEN IF YOU ADVISE FLUENCY AND FITNESS OR ITS REPRESERNTATIVES OR THE SAME ARE OTHERWISE AWARE OF THE POSSIBILITY OF ANY SUCH CLAIM OR DAMAGE. Some jurisdictions do not allow for the limitation or exclusion of liability for incidental or consequential damages. In those jurisdictions, Fluency and Fitness'® liability is limited to the greatest extent permitted by law.

Relationship of Parties

You acknowledge that no joint venture, partnership, employment, or agency relationship exists between You and Fluency and Fitness® as a result of this Agreement or any use of this Site. You agree not to hold

Yourself out as a representative, agent, or employee of Fluency and Fitness® and shall not be liable for any representation, act or omission made by You.

Assignment

You shall not assign this Agreement or any of Your rights and obligations under this Agreement. This Agreement shall inure to the benefit of Fluency and Fitness'® successors, assigns and licensees.

Governing Law and Jurisdiction

The Services are operated and provided in the State of Florida. As such, this Agreement is governed by and subject to the laws of the State of Florida, U.S.A. without regard to the conflicts of laws principles thereof. You consent to the exclusive jurisdiction and venue of the state and federal courts in Sarasota County, Florida, U.S.A. in all disputes arising out of or relating to the use of this Site, and consent to personal jurisdiction and venue in the state and federal courts in Sarasota County, Florida, with respect to all such disputes. You agree that any legal issues arising from or related to Your use of the Services shall be construed in accordance with, and all questions with respect thereto shall be determined by, the laws of the State of Florida applicable to contracts entered into and wholly to be performed within Florida. Fluency and Fitness® makes no representation that the Services are appropriate, lawful or available for use in other jurisdictions or locations. Accordingly, if You choose to use the Services, You agree to do so subject to the internal laws of the State of Florida.

Severability

If any term or provision of this agreement is held to be invalid, illegal or unenforceable for any reason, the remaining portions of this Agreement (and any partially enforceable provision) shall not be affected thereby and shall continue to be valid and enforceable to the maximum possible extent and the invalid, illegal or enforceable term or provision will be amended and limited to give effect to the intent of the parties as determined from the face of this agreement, to the extent necessary to validate such term or provision.

Reservation of Rights

Fluency and Fitness® reserves to itself any and all rights not expressly granted herein.

Other Terms

Fluency and Fitness'® failure to insist on or enforce strict performance of any provision of this Agreement shall not be construed as a waiver of any provision or right. The Privacy Policy is a binding part of this Agreement, and together with this Agreement constitutes the entire agreement between Fluency and

Fitness® and You with respect to Your use of the Services. Any cause of action You may have with respect to Your use of the Services or that is the subject of this Agreement must be commenced within one (1) year after the claim or cause of action arises

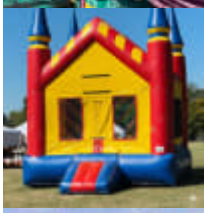
Blythe McGuffee <blythemcguffee@dcsok.org>

Party Rock Entertainment - Quote

1 message

Party Rock Entertainment <Info@partyrockok.com> Thu, Aug 27, 2026 at 7:57 AM
To: blythemcguffee@dcsok.org

Thank you **Blythe** for interest in our

	15 x15 Moonbounce	**$140.00**
	40’ obstacle course	**$425.00**
	Castle Moonbounce	**$140.00**
	Dunk Tank	**$185.00**
	Generator (x2)	**$150.00**
	Rock Wall	**$900.00**

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We look forward to helping you make your party rock. If you have any further questions or would like further assistance please contact us.

Pay Deposit via Credit / Debit Card

Pay Balance via Credit / Debit Card

Invoice No. 1296 Ref: Date: 08/27/2026

Invoice Address
14401 N council rd, Oklahoma City
OK, 73142

Invoice Contact
Name: Blythe Mcguffee
Phone:
Mobile: (405)938-2352
Email: Blythemcguffee@dcsok.org

Venue Address
14401 N council rd, Oklahoma City
OK, 73142

Rental Details
Event Date: 10/01/2026
Start Time: 5:30PM
End Time: 8:30PM

Items Rented
Castle Moonbounce
Dunk Tank
Rock Wall
Generator (x2)
15 x15 Moonbounce
40’ obstacle course

Product Price:	$1,940.00
Returning customer discount	-$200.00
Net Total:	$1,740.00

Thank You,

Party Rock Entertainment

info@partyrockok.com

(405)210-2430

Name	Email	Postcode	
Blythe Mcguffee	Blythemcguffee@dcsok.org	73142	14401 N c

Product Information

ID	Product Name
9	Castle Moonbounce
28	Dunk Tank
43	Rock Wall
83	Generator
103	15 x15 Moonbounce
111	40' obstacle course

Terms & Conditions

Information & Terms: A non-refundable deposit and an authorized signature on your proposal will reserve your activities and date. All contracts must be signed, and deposits

made 24-48hrs. before event, otherwise, it will not be considered an active event and will not be loaded for delivery. The balance is due on or before the date of the event prior to set-up. Payment must be made in full before any set-up can begin. When setting up, all surfaces must be clean and free from debris (i.e. animal feces, trash, furniture, or anything that could cause harm to equipment). Once equipment is set up and properly secured, equipment cannot be relocated without prior approval (this refers to all inflatables and rides). Our staff will be happy to assist in proper placement and relocation if need be. Silly string, wet face paint, and confetti are all prohibited around all inflatables. NO EXCEPTIONS! These things have a tendency of staining and ruining the material. Any prior stains on equipment will be noted at time of set up and brought to customers attention. Equipment will be inspected at the time of pick up for any new or additional stains or damage. Any new stains or damage will be noted and brought to customers attention. Customer will be held liable for repairs, cleaning, or replacement of equipment if damage occurs in their possession. In the event of overnight rentals, customer agrees to secure loose items (cords, blowers, etc.) to prevent theft. We reserve the right to set appropriate rules of conduct and age/weight/time limits in order to best facilitate your event and maintain a safe environment.

Payment Policy: Party Rock Entertainment accepts all major credit/debit cards, cash, money orders and money transfer services such as Cash app, Venmo, or PayPal. We do not accept personal checks. Businesses, churches and schools may pay by check, however, if a check is returned, the customer will be responsible for all fees involved applied by the bank and a returned check fee of $150. If a check is returned, payment must be received within 10 days of the notice and another check will not be accepted.

Cancellation and Rain Policy: This contract, after signing, is a legal and binding contract. To cancel or reschedule, sufficient notice must be given - at least 48 hours prior to start of your event. Cancellation of event with less than 48 hour notice forfeits entire deposit. Cancellation after set-up has begun forfeits any refund. PRE (Party Rock Entertainment) has the right to cancel event if conditions are unsafe (weather related, space accommodations, or anything that could potentially be a hazard). Postponement of event with at least 1-week notice may entitle you to use all or part of your deposit towards a timely rescheduled event at our discretion. Any rescheduled event is subject to availability of activities at the time of notification of postponement. In the occurrence of PRE canceling an event due to any reason, all deposits and rental fees will be refunded or applied to a future event.

Hold Harmless Provision: Customer recognizes and understands that use of PRE equipment may involve inherently dangerous activities. Consequently, customer agrees to indemnify and hold PRE harmless from any and all claims, actions, suits, proceeding costs, expenses, damages and liabilities, including reasonable attorney's fees arising by reason of injury, damage, or death to persons or property, in connection with or resulting from the use of said equipment including, but not limited to the delivery, possession, use, operation, or return of the equipment. Customer hereby releases and holds harmless PRE from injuries or damages incurred as a result of the use of said equipment unless PRE is operating the equipment and is deemed by a court of law to

be negligent in its actions. PRE cannot under any circumstances be held liable for injuries as a result of acts of God, nature, or other conditions beyond its control or knowledge. Customer also agrees to indemnify and hold harmless PRE from any loss, damage, theft, or destruction of the equipment during the term of this contact and any extension thereof.

Merger Clause: This signed Agreement in conjunction and Reservation Form contains the entire agreement between the PRE and the Customer. No amendment, whether from previous or subsequent negotiations between the customer and the PRE, shall be valid or enforceable unless in writing and signed by all parties to this contract. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof.

PRE will:

1. Provide the necessary staff to facilitate your event and power cords to reach a minimum of 50ft.
2. Deliver, set-up, teardown, and operate all activities with/without volunteer staff.
3. Carry a liability insurance policy covering our services & equipment.

Customer will:
1. Provide 110volt/20amp electric circuits.
2. Provide any required entrance and parking passes.
3. Provide volunteer(s) 16 years old or older to operate the activities.

Sign & Complete

Date
Please scroll to the bottom of the form prior to signing. Some mobile devices may clear the signature when scrolling.
Signed *

Scholastic Book Fairs (SBF)

Services Agreement

Deer Creek Public Schools – KNIGHT RIDGE ELEMENTARY

Thank you for hosting a Scholastic Book Fair! We look forward to working with you. Please read the following Services Agreement and guidelines, which have recently changed. Scholastic Book Fairs is now the retailer of books sold at the Fair. State and local sales tax must be collected on all purchases at the Fair (except for purchases made by the school with school funds for school use when the school is registered with Scholastic as tax-exempt).

As always, Scholastic will provide:

- Books and educational products
- A dedicated support and service team
- Online planning resources and tools
- Quick and easy product restocks
- Setup Kit & Kick-Off Kit with promotional materials
- An Online Fair by way of The Scholastic Store
- Convenient payment system that allows you to accept digital payments and major credit cards

The school or organization listed agrees to:

- Use Scholastic Book Fairs as the exclusive provider and retailer of all books, merchandise, and promotional materials during the Book Fair event.
- Store and display all merchandise, cash, checks, credit card machines, and sale slips in a locked and secure location when not in use at the Fair.
- Make products available to all qualified event attendees at the listed price designated by Scholastic.
- Collect sales tax on behalf of Scholastic Book Fairs as required by state and local law.
  - Ensure proper tax-exempt certificate or other documentation as required by state and local law is on file with Scholastic Book Fairs prior to making any tax-exempt purchases.
- Repack all unsold products, supplies, and displays for pickup and/or return.
- Return all payment systems, unsold products, and merchandising materials/displays (unless otherwise marked) to Scholastic Book Fairs promptly at the conclusion of the Fair.
- Process the Financial Forms and payment within two (2) working days after the Fair has ended.
- Review and comply with the following Credit Card Security Procedures:
  - Do not share or distribute the payment system or information you collect (such as credit card numbers), on behalf of Scholastic Book Fairs.
  - Do not write down or copy any information from a customer's credit card (i.e. card numbers, expiration date, or security codes). Payment systems are not to be used for personal use/gain; these devices are only to be used for transactions at Scholastic Book Fairs events.
  - If a credit card has been found, follow these steps:
    - Secure the credit card in a locked area and immediately go to the Lost Credit Card form for further instructions and to submit a report on the incident.
    - If the credit card owner is not located after 3 business days, go to the Lost Credit Card form for directions on destruction of the credit card.
  - The register and any credit card receipts must be locked in a secure location overnight or when not in use.
  - If the register has been left unattended, upon return, inspect the register to ensure there are no visible signs of tampering or unauthorized devices attached, such as a USB or skimmer device. Verify that the security seal on the bottom register case is not damaged or removed from the screw hole.
  - If the seal has been removed, immediately stop using the device and notify the Scholastic customer success team.
  - Do not connect the payment system to any unauthorized networks.
  - All volunteers should use good and reasonable judgment in the event of any issues. Contact the customer success team or your Book Fair consultant for guidance as needed.
  - The Book Fair Host is responsible for informing other volunteers of the credit card security instructional awareness information provided by Scholastic. Acceptance of the Services Agreement acknowledges notice of and agreement to this credit card security instructional awareness information.

Changes to this Services Agreement may be made solely at the discretion of Scholastic Book Fairs as permissible by law and/or as business conditions deem appropriate. We will notify you of any such changes by posting the revised Services Agreement in the Book Fair Host Hub. Under certain circumstances, we may also notify you of changes to this Services Agreement by additional means, including, but not limited to, posting a notice on the Scholastic Book Fairs homepage, sending you an email if we have your email address, or by contacting you through your Book Fair Consultant. At that time, you will have the opportunity to review and accept a new Services Agreement.

Profit

If your Book Fair sales are $3,800 and above, you may opt to take profit in Scholastic Dollars, cash, or a combination of Scholastic Dollars and cash.
See the chart below for all other sales levels. Online Fairs are not eligible for cash profit.

- When you elect to take a combination, Scholastic Dollars are worth double the value in cash.
- The total profit amount cannot exceed 25% of sales at cash value.
- Use the Profit Split page on the Financial Form to automatically calculate and optimize your profit elections.

Scholastic Dollars Profit

Book Fair Sales (excluding tax)	Scholastic Dollars Value		Cash Value
$4,000 and up	50% of Sales	and/or	25% of Sales
$1,700 - $3,999.99	40% of Sales		$0
$0 - $1,699.99	30% of Sales		$0

*Excluding tax & shipping.

***If a school presents an official statement from another school book fair operator evidencing that they earned more money from a fair that they ran with such other operator within one (1) year prior to their Scholastic Book Fair than they earned from such Scholastic Book Fair, Scholastic will pay the school the difference in promotional Scholastic Dollars in an amount equal to one (1) Scholastic Dollar for every $0.50 earned from the other operator. Such promotional Scholastic Dollars must be used within 6 months of receipt by the school. Guarantee applies to amounts earned from other book fairs in cash only, no other forms of payment (books or other products, services, etc.) will be considered.Offer not valid for Virtual, BOGO, Tabletop and Sponsored Fairs.*

Your receipt of the confirmation email that this Agreement has been accepted confirms and secures your Book Fair dates, reserving product for your Fair.

Book Fair Host Information
Tori Furgason
torifurgason@dcok.org
(405) 531-9522

School Information
Deer Creek Public Schools –
Knight Ridge Elementary
14401 N COUNCIL RD
OKLAHOMA
EDMOND, OK 73142
Account #: 62351255

Book Fair Consultant
Shannon Sanders
877-245-0903 ext. 2221
ssanders@scholasticbookfairs.com

Fair Information
Fair Dates: 3/1/27 TO 3/10/27
Fair ID: # 6290429

_____
Deer Creek Public Schools Signature

_____
Date

Halle Barclay
_____
Scholastic Book Fairs Signature

_____
Date

Please review the school(s) you are enrolling for the 2026-2027 school year below. You may click the Back button to update or edit any information.

When you are ready to pay, you may click either Pay by Check or Pay by Credit Card to complete the enrollment process. ***International schools may only complete their payment by selecting the Pay by Credit Card button below.***

Please note: We do not accept purchase orders.

Selected Schools
Deer Creek Middle School | 2601 Nw 234th St | Edmond, OK 73025
Total **$199.00**

Before you can enroll your school(s), you must indicate that you have read and agree to the Terms of Enrollment by checking the checkbox below.

***There is a $7.50 fee if paying by check.**

everything you can bee begins with enrolling!

Enrollment in the Scripps National Spelling Bee program for the 2026-2027 school year is now open.

Enroll your elementary or middle school for $199 until November 30 and receive everything to start your students on a spelling bee journey!

enroll today



User Agreement
(Updated & Effective August 20, 2019)

1. INTRODUCTION AND ACCEPTANCE

The E.W. Scripps Company ("Company", "we", "us and "our") offers you access to its interactive online websites, applications and services. These Terms of Use, together with our Privacy Policy and any additional terms which might apply to certain products or services, govern your use of our websites ("Website"), products, or any of our mobile widgets, services or other applications ("Applications") – together, our "Services". Our Services include www.spellingbee.com, the Word Club Application ("Word Club"), and all other locations on which we place these Terms of Use.

PLEASE READ THESE TERMS OF USE CAREFULLY BEFORE USING OUR SERVICES. BY USING ANY OF OUR SERVICES (OTHER THAN TO READ THESE TERMS OF USE FOR THE FIRST TIME) YOU ARE AGREEING TO COMPLY WITH THESE TERMS OF USE, WHICH MAY CHANGE FROM TIME TO TIME AS SET FORTH IN SECTION TITLED "AMENDMENT; ADDITIONAL TERMS" SECTION BELOW. IF YOU DO NOT AGREE TO BE BOUND BY THESE TERMS OF USE, DO NOT USE OUR SERVICES.

2. USER REGISTRATION

(A) IN ORDER TO ACCESS OR USE SOME FEATURES OF OUR SERVICES (ONLINE ORDERING, ETC.) YOU MAY HAVE TO BECOME A REGISTERED USER. IF YOU ARE UNDER THE AGE OF THIRTEEN (13), THEN YOU ARE NOT PERMITTED TO REGISTER AS A USER OR OTHERWISE

PROVIDE US ANY PERSONAL INFORMATION WITHOUT VERIFIABLE PARENTAL CONSENT.

(B) If you become a registered user, you will provide true, accurate and complete registration information and, if such information changes, you will promptly update the relevant registration information. During registration, you will create a user name and password (an "Account"). You are solely responsible for safeguarding and maintaining the confidentiality of your Account. You are solely responsible for the activity that occurs under your Account, whether you have authorized the activity. You agree to contact us immediately at 513-977-3040 or bee@scripps.com. if you become aware of any breach of security or unauthorized use of your Account.

3. INTELLECTUAL PROPERTY

Our Services and associated content (and any derivative works or enhancements of the same) including, but not limited to, all text, illustrations, files, images, software, scripts, graphics, photos, sounds, music, videos, information, content, materials, products, services, URLs, technology, documentation, and interactive features included with or available through our Services and all intellectual property rights to the same, including, without limitation, all trademarks, service marks, trade names and trade dress that may appear in our Services are owned by us, our licensors, our affiliates, or identified third parties (collectively, the "Service Content"). Except for the limited use rights granted to you in these Terms of Use, you shall not acquire any right, title or interest in our Services or any Service Content. Any rights not expressly granted in these Terms of Use are expressly reserved.

4. ACCESS AND USE

(A) We may offer certain portions of our Services at no charge (e.g., Websites) and others (e.g., Applications) for a one-time fee, on a subscription basis or under any other lawful pricing structure. In all instances, our Services are not being sold to you; rather, you are being granted a limited license to use our Services. In addition, the license to use any of our paid Services does not necessarily transfer across operating systems and/or different equipment (e.g., mobile devices, computers, etc.). For example, unless we specifically tell you otherwise, the use of any of our Applications is limited to the relevant device and/or operating system you are using at the time you are granted the license to use the Application.

(B) Third-Party Terms:

(i) IN CERTAIN INSTANCES, YOUR USE OF AN APPLICATION (E.G. WORD CLUB), OUR WEBSITE, OR OTHER SERVICES MAY BE SUBJECT TO YOUR AGREEMENT TO CERTAIN THIRD-PARTY PRIVACY OR OTHER TERMS. IN SUCH INSTANCES, WE WILL PROVIDE YOU NOTICE OF THIS IN THE PRIVACY POLICY OR OTHER APPLICABLE TERMS POSTED IN THE SERVICE. BY USING THE APPLICABLE SERVICE, YOU AGREE TO ALL SUCH THIRD-PARTY TERMS.

(ii) Without limiting the foregoing, you acknowledge and agree that the availability of our Applications and related Services are dependent on the third-party from whom you received the Application license, e.g., the Apple iTunes, Google Play, or other App stores (“App Store"). You acknowledge that these Terms of Use are between you and Company and not with the App Store. Company, not the App Store, is solely responsible for its Services, including the Application, the content thereof,

maintenance, support services, and warranty therefor, and addressing any claims relating thereto (e.g., product liability, legal compliance or intellectual property infringement). In order to use our Applications, you must have access to a wireless network, and you agree to pay all fees associated with such access. You also agree to pay all fees (if any) charged by the App Store in connection with the Services, including the applicable Application. You agree to comply with, and your license to use the Application is conditioned upon your compliance with, all applicable third-party terms of agreement (e.g., the App Store's terms and policies) when using our Services, including the Application. You acknowledge that the App Store (and its subsidiaries) are third-party beneficiaries of the Terms of Use and will have the right to enforce them.

(C) Our Services are provided for your personal, non-commercial use only. You acknowledge that Company reserves the right to discontinue the Services, in whole or in part, at any time. When using our Services, you agree to comply with all applicable federal, state, and local laws including, without limitation, trademark and copyright law. Except as expressly permitted in these Terms of Use or as we may otherwise permit, you may not use, reproduce, duplicate, distribute, create derivative works based upon, publicly display, publicly perform, publish, transmit, or otherwise exploit Service Content for any purpose whatsoever without obtaining prior written consent from us or, in the case third-party content, its applicable owner. In certain instances, we may suggest, ask or otherwise permit you to download, install and/or print Service Content (e.g., a spelling bee list). In such a case, you may do so only in the manner authorized and for your non-commercial use only. You acknowledge that you do not acquire any ownership rights by downloading, installing or printing Service Content.

(D) Furthermore, except as expressly permitted in these Terms of Use, you may not:

(i) remove, alter, cover, or distort any copyright, trademark, or other proprietary rights notice we include in or through our Services or Service Content;

(ii) circumvent, disable or otherwise interfere with our security-related features including, without limitation, any features that prevent or restrict the use of or copying of any software or other Service Content;

(iii) use an automatic device (such as a robot or spider) or manual process to copy or “scrape” the Website or Service Content for any purpose without our express written permission. Notwithstanding the foregoing, Company grants the operators of public search engines permission to use spiders to copy materials from the site for the sole purpose of and solely to the extent necessary for creating publicly available searchable indices of the materials, but not caches or archives of such materials. Company reserves the right to revoke these exceptions either generally or in specific cases;

(iv) collect or harvest any personally identifiable information or non-personally identifiable information from our Services including, without limitation, user names, passwords, email addresses;

(v) solicit other users to join or become members of any commercial online service or other organization without our prior written approval;

(vi) attempt to or interfere with the proper working of our Services or impair, overburden, or disable the same;

(vii) decompile, reverse engineer, or disassemble any portion of our software or other Service Content, or our Services;

(viii) use network-monitoring software to determine architecture of or extract usage data from our Services;

(ix) encourage conduct that violates any local, state or federal law, either civil or criminal, or impersonate another user, person, or entity (e.g., using another person's Account (as defined below);

(x) violate U.S. export laws, including, without limitation, violations of the Export Administration Act and the Export Administration Regulations administered by the Department of Commerce; or

(xi) engage in any conduct that restricts or inhibits any other user from using or enjoying our Services.

(E) You agree to fully cooperate with us to investigate any suspected or actual activity that is in breach of these Terms of Use.

(F) You understand and agree that your use of the Services and/or Service Content while operating a motor vehicle (or during any other activity that requires your attention) may be distracting, dangerous, or prohibited by law. You are solely responsible for your exercising good judgment, acting in a safe and responsible manner, and obeying all laws and regulations at all times. You understand that failing to pay full attention in the operation of a vehicle or in other activities may cause an

accident, damage, injury, death, or other serious consequences. You assume sole responsibility for your use of the Services and Service Content.

5. USER CONTENT

(A) We may now or in the future permit users to post, upload, transmit through, or otherwise make available through our Services (collectively, "submit") messages, text, illustrations, data, files, images, graphics, photos, comments, sounds, music, videos, information, content, and/or other materials ("User Content"). Subject to the rights and license you grant herein, you retain all right, title and interest in your User Content. We do not guarantee any confidentiality with respect to User Content even if it is not published through our Services. It is solely your responsibility to monitor and protect any intellectual property rights that you may have in your User Content, and we do not accept any responsibility for the same.

(B) You shall not submit any User Content protected by copyright, trademark, patent, trade secret, moral right, or other intellectual property or proprietary right without the express permission of the owner of the respective right. You are solely liable for any damage resulting from your failure to obtain such permission or from any other harm resulting from User Content that you submit.

(C) You represent, warrant, and covenant that you will not submit any User Content that:

(i) violates or infringes in any way upon the rights of others, including, but not limited to, any copyright, trademark, patent, trade secret, moral right, or other intellectual property or proprietary right of any person or entity;

(ii) impersonates another or is unlawful, threatening, abusive, libelous, defamatory, invasive of privacy or publicity rights, vulgar, obscene, profane, pornographic, or otherwise objectionable, or otherwise violates any applicable law;

(iii) encourages conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any law;

(iv) is an advertisement for goods or services or a solicitation of funds;

(v) includes personal information such as messages which identify phone numbers, social security numbers, account numbers, addresses, or employer references;

(vi) contains a formula, instruction, or advice that could cause harm or injury; or

(vii) is a chain letter of any kind.
Moreover, any conduct by a user that in our sole discretion restricts or inhibits any other user from using or enjoying our Services will not be permitted.

(D) By submitting User Content to us, simultaneously with such posting you automatically grant, or represent or warrant that the owner has expressly granted, to us (and, to the extent necessary to provide services to us, our licensors and licensees) a worldwide, royalty-free, perpetual, irrevocable, non-exclusive, fully sublicensable, and transferable right and license to use, reproduce, distribute, create derivative works based upon (including, without limitation, translations), publicly display, publicly perform, transmit, and publish the User Content (in whole or in part) as we, in our sole discretion, deem appropriate

including, without limitation: (1) in connection with our business; and (2) in connection with the businesses of our affiliates, licensees, assignees, successors, parents, subsidiaries, and their related companies. We may exercise this grant in any format, media or technology now known or later developed for the full term of any copyright that may exist in such User Content. Furthermore, you also grant other users permission to access your User Content and to use, reproduce, distribute, create derivative works based upon, publicly display, publicly perform, transmit, and publish your User Content for personal, non-commercial use as permitted by the functionality of our Services and these Terms of Use. Notwithstanding the foregoing, you waive any and all claims you (or any copyright holder) may now or later have in any jurisdiction to so-called "moral rights" or rights of "droit moral" with respect to the User Content.

(E) By submitting User Content, you also grant us (and, to the extent necessary to provide services to us, our licensors and licensees) a worldwide, perpetual, irrevocable, fully sublicensable, and transferable right, but not the obligation, to use any and all names, identities, titles, likenesses, distinctive appearances, physical likenesses, images, portraits, pictures, photographs (whether still or moving), screen personas, voices, vocal styles, statements, gestures, mannerisms, personalities, performance characteristics, biographical data, signatures, and any other indicia or imitations of identity or likeness listed, provided, referenced, or otherwise contained in the User (all attributes, collectively, per person, a "Persona"), including, without limitation, your name and geographical location (e.g., "Fred P. – Wyoming, OH"), for purposes of advertising and trade, in any format, medium, or technology now known or later developed without further notice, approval, or compensation, unless prohibited by law. Our uses of your Persona will be

consistent with the terms of our Privacy Policy, where it is applicable.

(F) Notwithstanding the generality of the foregoing, we reserve the right to display advertisements in connection with your User Content and to use your User Content for advertising, marketing, promotional, and other commercial purposes. You acknowledge and agree that your User Content may be included on the websites and advertising networks of our distribution partners, marketing partners, accounts, and third-party service providers (including their downstream users).

(G) We have the right, but not the obligation, to monitor User Content. We have the right in our sole discretion and for any reason whatsoever to edit, refuse to post, remove, or disable access to any User Content.

6. UNSOLICITED IDEAS

While Company constantly strives to improve its products, services, technology and promotional techniques, we must take steps to ensure our own ability to innovate. As such, it is Company's policy not to accept, review, or consider any unsolicited ideas, products, works, materials, proposals, artwork, content or the like ("Submissions") from anyone other than our employees, agents, and our existing suppliers and contractors. If you nevertheless provide us a Submission, then regardless of what your Submission says, you unconditionally agree that: (A) your Submissions along with related intellectual property rights will immediately upon submission become the sole and exclusive property of Company, without compensation to you or any other person or party; (B) Company can use, reproduce, disclose, publish and distribute the Submissions for any purpose whatsoever, without restriction and in any way; (C)

there is no obligation for Company to review the Submissions; and (D) there is no obligation to keep any Submissions confidential.

7. SERVICE CONTENT & THIRD-PARTY LINKS

(A) We provide our Services including, without limitation, Service Content for educational, entertainment and/or promotional purposes only. You may not rely on any information and opinions expressed through any of our Services for any other purpose. In all instances, it is your responsibility to evaluate the accuracy, timeliness, completeness, or usefulness of any Service Content. Under no circumstances will we be liable for any loss or damage caused by your reliance on any Service Content.

(B) The products displayed on our Website and/or Applications may not be available everywhere. Product availability is subject to change without notice and may vary from Website to Application. All prices are quoted in U.S. Dollars. Company reserves the right to modify or discontinue, at any time, some or all of the products.

(C) Service Content may include content posted by a third-party or will represent the opinions and judgments of a third-party. We do not endorse, warrant and are not responsible for the accuracy, timeliness, completeness, or reliability of any opinion, advice, or statement offered through our Services by anyone other than our authorized employees or spokespersons while acting in their official capacities.

(D) Our Services may link or contain links to other websites maintained by third parties. We do not operate or control, in any respect, or necessarily endorse the content found on these

third-party websites. You assume sole responsibility for your use of third-party links. We are not responsible for any content posted on third-party websites or liable to you for any loss or damage of any sort incurred as a result of your dealings with any third-party or their website.

8. INDEMNIFICATION

You agree to indemnify and hold harmless Company and its officers, directors, employees, parents, partners, successors, agents, licensors, licensees, distribution partners, affiliates, subsidiaries, and their related companies (collectively, the "Company Parties") from and against any and all claims, liabilities, losses, damages, obligations, costs and expenses (including reasonable attorneys' fees and costs) arising out of, related to, or that may arise in connection with: (i) your use of our Services; (ii) User Content provided by you or through use of your Account; (iii) any actual or alleged violation or breach by you of these Terms of Use; (iv) any actual or alleged breach of any representation, warranty, or covenant that you have made to us; or (v) your acts or omissions. You agree to cooperate fully with us in the defense of any claim that is the subject of your obligations hereunder.

9. DISCLAIMER OF WARRANTIES

(A) YOU EXPRESSLY AGREE THAT USE OF OUR SERVICES IS AT YOUR SOLE RISK. OUR SERVICES AND SERVICE CONTENT (INCLUDING SOFTWARE) ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED. WITHOUT LIMITING THE FOREGOING, THE COMPANY PARTIES DISCLAIM ANY AND ALL WARRANTIES INCLUDING ANY: (1) WARRANTIES THAT OUR SERVICES

WILL MEET YOUR REQUIREMENTS; (2) WARRANTIES CONCERNING THE AVAILABILITY, ACCURACY, SECURITY, USEFULNESS, TIMELINESS, OR INFORMATIONAL CONTENT OF OUR SERVICES OR SERVICE CONTENT; (3) WARRANTIES OF TITLE, NON-INFRINGEMENT, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE; (4) WARRANTIES FOR SERVICES OR GOODS RECEIVED THROUGH OR ADVERTISED OR ACCESSED THROUGH OUR SERVICES; (5) WARRANTIES CONCERNING THE ACCURACY OR RELIABILITY OF THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF OUR SERVICES; (6) WARRANTIES THAT YOUR USE OF OUR SERVICES WILL BE SECURE OR UNINTERRUPTED; AND (7) WARRANTIES THAT ERRORS IN OUR SERVICES OR SERVICE CONTENT (INCLUDING SOFTWARE) WILL BE CORRECTED. THE FOREGOING DOES NOT AFFECT ANY WARRANTIES THAT CANNOT BE EXCLUDED OR LIMITED UNDER APPLICABLE LAW.

10. LIMITATION ON LIABILITY

(A) UNDER NO CIRCUMSTANCES SHALL ANY OF THE COMPANY PARTIES BE LIABLE FOR INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES (EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES), ARISING OUT OF, RELATING TO, OR IN ANY WAY CONNECTED WITH OUR SERVICES OR THESE TERMS OF USE. YOUR SOLE REMEDY FOR DISSATISFACTION WITH OUR SERVICES INCLUDING, WITHOUT LIMITATION, SERVICE CONTENT IS TO STOP USING OUR SERVICES. SUCH LIMITATION SHALL ALSO APPLY WITH RESPECT TO DAMAGES INCURRED BY REASON OF GOODS RECEIVED THROUGH OR ADVERTISED IN CONNECTION WITH OUR SERVICES

OR ANY LINKS PLACED IN OUR SERVICES, AS WELL AS BY REASON OF ANY INFORMATION OR ADVICE RECEIVED THROUGH OR ADVERTISED IN CONNECTION WITH OUR SERVICES OR ANY LINKS PLACED IN OUR SERVICES. SUCH LIMITATION SHALL ALSO APPLY WITH RESPECT TO DAMAGES INCURRED BY REASON OF ANY CONTENT POSTED BY A THIRD-PARTY OR CONDUCT OF A THIRD-PARTY USING OUR SERVICES.

(B) NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, IN NO EVENT SHALL THE CUMULATIVE LIABILITY ALL OF THE COMPANY PARTIES EXCEED THE LESSER OF THE TOTAL PAYMENTS RECEIVED FROM YOU BY THE E.W. SCRIPPS COMPANY DURING THE PRECEDING TWELVE (12) MONTH PERIOD OR $100. FURTHERMORE, YOU AGREE THAT ANY CAUSE OF ACTION ARISING OUT OF, RELATING TO, OR IN ANY WAY CONNECTED WITH ANY OF OUR SERVICES OR THESE TERMS OF USE MUST COMMENCE WITHIN ONE (1) YEAR AFTER THE CAUSE OF ACTION ACCRUES; OTHERWISE, SUCH CAUSE OF ACTION SHALL BE PERMANENTLY BARRED.

(C) In some jurisdictions limitations of liability are not permitted. In such jurisdictions, some of the foregoing limitations may not apply to you. These limitations shall apply to the fullest extent permitted by law.

11. TERMINATION

(A) We reserve the right in our sole discretion and at any time to terminate or suspend your Account and/or block your use of our Services for any reason including, without limitation if you have failed to comply with the letter and spirit of these Terms of

Use. You agree that Company is not liable to you or any third party for any termination or suspension of your Account or for blocking your use of our Services.

(B) Any suspension or termination shall not affect your obligations to us under these Terms of Use. The provisions of these Terms of Use which by their nature should survive the suspension or termination of your Account or these Terms of Use shall survive including, but not limited to, the intellectual property rights of Company or its licensors, the rights and licenses that you have granted hereunder, indemnities, releases, disclaimers, limitations on liability, provisions related to choice of law, and all of the provisions in the Section titled "MISCELLANEOUS".

12. COPYRIGHT POLICY

(A) We respect the intellectual property rights of others and expect users to do the same. In appropriate circumstances and at our sole discretion, we may terminate and/or disable the Account of users suspected to be infringing the copyrights (or other intellectual property rights) of others. Additionally, in appropriate circumstances and in our sole discretion, we may remove or disable access to material on any of our websites or hosted on our systems that may be infringing or the subject of infringing activity.

(B) In accordance with the Digital Millennium Copyright Act of 1998, Title 17 of the United States Code, Section 512 ("DMCA"), we will respond promptly to claims of copyright infringement that are reported to the agent that we have designated to receive notifications of claims infringement (its "Designated Agent"). Our Designated Agent is:

David M. Giles

The E.W. Scripps Company
312 Walnut Street
Suite 2800
Cincinnati, OH 45202
Email: Dave.giles@scripps.com

(C) If you are a copyright owner (or authorized to act on behalf of the copyright owner) and believe that your work's copyright has been infringed, please report your notice of infringement to us by providing our Designated Agent with a written notification of claimed infringement that includes substantially the following:

(i) A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

(ii) Identification of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site.

(iii) Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit us to locate the material.

(iv) Information reasonably sufficient to permit us to contact you, such as an address, telephone number, and, if available, an electronic mail address at which you may be contacted.

(v) A statement that you have a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law.

(vi) A statement that the information in the notification is accurate, and under penalty of perjury, that you are authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

We will investigate notices of copyright infringement and take appropriate actions under the DMCA. Inquiries that do not follow this procedure may not receive a response.

13. CHOICE OF LAW; JURISDICTION AND VENUE

These Terms of Use shall be construed in accordance with the laws of the State of Ohio without regard to its conflict of laws rules. Any permitted court legal proceedings against Company (i.e., those not subject to Mandatory Arbitration, as provided below) that may arise out of, relate to, or be in any way connected with our Website, Applications or other Services, or these Terms of Use, shall be brought exclusively in the state and federal courts applicable to Hamilton County, Ohio and you waive any jurisdictional, venue, or inconvenient forum objections to such courts.

14. DISPUTE RESOLUTION & MANDATORY ARBITRATION

(A) We each agree to first contact each other with any disputes and provide a written description of the problem, all relevant documents/information and the proposed resolution. You agree to contact us with disputes by contacting us at The E.W. Scripps Company, Attn: David M. Giles, Vice President and Deputy General Counsel, 312 Walnut Street, Suite 2800, Cincinnati, OH 45202. We will contact you based on the contact information you have provided us.

(B) If after 30 days the parties are unable to resolve any dispute raised under the previous provision, the dispute may only be submitted to arbitration consistent with this Section. The parties understand that they would have had a right or opportunity to litigate disputes through a court and to have a judge or jury decide their case, but they choose to have any disputes resolved through arbitration.

(C) We each agree that any claim or dispute between us, and any claim by either of us against any agent, employee, successor, or assign of the other, including, to the full extent permitted by applicable law, third parties who are not signatories to this agreement, whether related to this agreement or otherwise, including past, present, and future claims and disputes, and including any dispute as to the validity or applicability of this arbitration clause, shall be resolved by binding arbitration administered by the JAMS under its rules and procedures in effect when the claim is filed. The rules and procedures and other information, including information on fees, may be obtained from JAMS' website (www.jamsadr.com) or by calling JAMS at 949-224-1810.

(D) We are entering into this arbitration agreement in connection with a transaction involving interstate commerce. Accordingly, this arbitration agreement and any proceedings thereunder shall be governed by the Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1-16. Any award by the arbitrator(s) may be entered as a judgment in any court having jurisdiction.

(E) Exception to Arbitrate. Either of us may bring qualifying claims in small claims court. Further, as set forth below, we each agree that any arbitration will be solely between you and

Company, not as part of a classwide claim (i.e., not brought on behalf of or together with another individual's claim). If for any reason any court or arbitrator holds that this restriction is unconscionable or unenforceable, then our agreement to arbitrate doesn't apply and the classwide dispute must be brought in court.

15. NO CLASS ACTIONS

TO THE EXTENT ALLOWED BY LAW, WE EACH WAIVE ANY RIGHT TO PURSUE DISPUTES ON A CLASSWIDE BASIS; THAT IS, TO EITHER JOIN A CLAIM WITH THE CLAIM OF ANY OTHER PERSON OR ENTITY, OR ASSERT A CLAIM IN A REPRESENTATIVE CAPACITY ON BEHALF OF ANYONE ELSE IN ANY LAWSUIT, ARBITRATION OR OTHER PROCEEDING.

16. NO TRIAL BY JURY

TO THE EXTENT ALLOWED BY LAW, WE EACH WAIVE ANY RIGHT TO TRIAL BY JURY IN ANY LAWSUIT, ARBITRATION OR OTHER PROCEEDING.

17. AMENDMENT; ADDITIONAL TERMS

(A) We reserve the right in our sole discretion and at any time and for any reason, to modify or discontinue any aspect or feature of our Services or to modify these Terms of Use. In addition, we reserve the right to provide you with operating rules or additional terms that may govern your use of our Services generally, unique of our Services, or both (“Additional Terms”). To the extent any Additional Terms conflict with these Terms of Use, the Additional Terms will control.

(B) Modifications to these Terms of Use or Additional Terms will be effective immediately upon notice, either by posting on

the Website, notification by email or through any of our Applications. It is your responsibility to review the Terms of Use from time to time for any changes or Additional Terms. Your access and use of our Services following any modification of these Terms of Use or the provision of Additional Terms will signify your assent to and acceptance of the same. If you object to any subsequent revision to the Terms of Use or to any Additional Terms, immediately discontinue use of our Services and, if applicable, terminate your Account.

18. MISCELLANEOUS

(A) No waiver by either party of any breach or default hereunder shall be deemed to be a waiver of any preceding or subsequent breach or default. The section headings used herein are for convenience only and shall not be given any legal import.

(B) Except where specifically stated otherwise, if any part of these Terms of Use is unlawful or unenforceable for any reason, we both agree that only that part of the Terms of Use shall be stricken and that the remaining terms in the Terms of Use shall not be affected. So, for example, if a provision in these terms is found to be unenforceable, we agree an arbitrator (or, if permitted, a court) shall only strike that provision and that the remaining terms of these Terms of Use shall remain in force.

(C) Where we have provided you with a translation of the English language version of these Terms of Use, our Privacy Policy or Additional Terms, you agree that the translation is provided for your convenience only and that the English version governs your relationship with us. The English language version

takes precedence if there is any contradiction between the English and translated versions.

(D) These Terms of Use (including the Privacy Policy and any Additional Terms incorporated by reference) constitute the entire agreement of the parties with respect to the subject matter hereof, and supersede all previous written or oral agreements between us with respect to such subject matter.

(E) You may not assign these Terms of Use or assign any rights or delegate any obligations hereunder, in whole or in part, without our prior written consent. Any such purported assignment or delegation by you without the appropriate prior written consent will be null and void and of no force and effect. We may assign these Terms of Use or any rights hereunder without your consent and without notice.



01/
find your school

02/
select your school

03/
learn about your Regional Partner

04/
enroll your school

05/
pay for your school

pay for your school(s)

Please review the school(s) you are enrolling for the 2026-2027 school year below. You may click the **Back** button to update or edit any information.

When you are ready to pay, you may click either **Pay by Check** or **Pay by Credit Card** to complete the enrollment process. *International schools may only complete their payment by selecting the **Pay by Credit Card** button below.*

***Please note:** We do not accept purchase orders.*

Selected Schools

Deer Creek Intermediate School | 21175 N Macarthur Blvd | Edmond, OK 73012

Total $199.00

Before you can enroll your school(s), you must indicate that you have read and agree to the **Terms of Enrollment** by checking the checkbox below.

*There is a $7.50 fee if paying by check.

View & Accept Terms ☑

If you have a promo code, please enter it in the box below and click **Apply Code.**

Enter promo code | Apply Code

Logout

Privacy Policy

Back | Pay by Check | Pay by Credit Card

NCS Pearson, Inc.
P.O. Box 599700
San Antonio, TX 78259
Tel: 800-627-7271
Tax ID No: 41-0850527

Quote Name	NNAT3-Renewal-SY 26/27-Deer Creek School District 6-OK-3911390
Quote Number	00407036
Created Date	8/17/2026
Expiration Date	10/16/2026
Est Contract Start Date	8/1/2026
Contract End Date	7/31/2027

Prices will be honored for 60 days from price quote date. This price quote does not guarantee stock availability and shipping amount is estimated, standard shipping charges apply

Prepared By:

Email	hannah.stoltenberg@pearson.com

Attention:

Primary Contact	Mark Phillips
Primary Contact Email	markphillips@dcsok.org

Customer Information

Primary Contact	Mark Phillips
Account Name	Deer Creek School District 6
ERP Account Number	3911390
Shipping Address	Deer Creek Public Schools 3500 Northwest 192nd Street EDMOND Oklahoma 73012-9094 United States
Billing Address	Deer Creek School District 6 20701 N MAC ARTHUR BLVD EDMOND Oklahoma OKLAHOMA 73012-9301 United States

Product and Price Offer

Source Item Number USSA	Product	Quantity	Sales Price	Subtotal	Discount%	Discount	Total Price
0150018304	NNAT3 ONLINE LICENSE - PLATFORM	1,900.00	USD 13.20	USD 25,080.00	0.00	USD 0.00	USD 25,080.00

Subtotal	USD 25,080.00
Total Discount	USD 0.00
Grand Total	USD 25,080.00

Terms and Conditions

By placing your order, you hereby agree to the Terms and Conditions which govern your purchase:
https://www.pearsonassessments.com/footer/terms-of-sale---use.html
For questions, please visit our support site at
https://www.pearsonassessments.com/contact-us.html

This Quote will be considered accepted if received before the Expiration Date noted above.
To accept this quote, please submit a signed and dated copy of this Quote, attention to the above named sales representative, via one of the methods below:
Email your sales representative (email address above)

Remittance Address:
NCS Pearson, Inc.
P.O. Box 599700
San Antonio, TX 78259

Authorized by: _____
Printed Name: _____
Title: _____
Date: _____
Is a PO required prior to billing? _____ **If yes, please provide PO with signed quote.**

QUOTE

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

QUOTE # 1751323-1
DATE: SEPTEMBER 4, 2026

TO:
Shellie Owen
Deer Creek Public Schools - Spring Creek Elementary
15400 N Rockwell Ave
Edmond, OK 73013

COMMENTS OR SPECIAL INSTRUCTIONS

SALESPERSON	TERMS	SUBSCRIPTION DURATION	ACCOUNT #	QUOTE VALID UNTIL
Annie Mills		September 7, 2026 - June 30, 2027	A16-1663205	October 4, 2026

SUBSCRIPTIONS	QUANTITY	LIST UNIT PRICE	NET PRICE
IXL Personalized Learning Premium (Math and ELA) Grade 1	125	$19.50	$2,437.50
		Total Price	$2,437.50

TOTALS	
Total Subscriptions List Price	$2,437.50
Grand Total	$2,437.50

Ordering instructions

We accept payment by purchase order, check, or credit card. To submit a purchase order for this quote, click here or go to https://www.ixl.com/po-upload and enter quote # 1751323-1. Paying over $5,000 via credit card will result in a 3% fee. For international accounts, we can accept wire transfers for an additional fee.

SALES CONTRACT

CONTRACT #1751323-1
September 4, 2026

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

CUSTOMER

Shellie Owen
Deer Creek Public Schools - Spring Creek Elementary
15400 N Rockwell Ave
Edmond, OK 73013

SUBSCRIPTION INFO

Salesperson	Quote #	Subscription duration	Account #
Annie Mills	**1751323-1**	**September 7, 2026 - June 30, 2027**	**A16-1663205**

PAYMENT PLAN

Amount	Invoice date
$2,437.50	**September 21, 2026**
TOTAL	**$2,437.50**

Price valid until October 4, 2026

ACCEPTANCE OF SALES CONTRACT

This is a binding agreement of payment between IXL Learning and the Purchaser. Your signature indicates that you have received, reviewed, and accepted the attached Terms and Conditions of Sale and that you agree to pay the full license price listed above within 60 days of the invoice date. Without a signature, your order may not be processed.

Acknowledged and agreed to:

Board President _____ **DATE** _____

TERMS AND CONDITIONS OF SALE

THIS IS A LEGAL DOCUMENT ("SALES CONTRACT") BETWEEN THE PURCHASER SHOWN ABOVE ("YOU") AND IXL LEARNING ("SELLER"). PLEASE READ THIS AGREEMENT CAREFULLY. YOU AGREE TO BE BOUND BY ALL OF THE TERMS AND CONDITIONS OF THE AGREEMENT, AS WELL AS BY THE WEBSITE TERMS OF SERVICE, WHICH ARE INCORPORATED BY REFERENCE. NO VARIATION OF THESE TERMS AND CONDITIONS ARE BINDING ON SELLER UNLESS AGREED TO IN WRITING SIGNED BY AN AUTHORIZED REPRESENTATIVE OF IXL LEARNING.

1. **PRICING:** The quoted purchase price of the license is valid through the "Price valid until" date on page 1. This price is not binding on IXL unless you have accepted it by sending us an executed Sales Contract by that date.
2. **PAYMENT:** If IXL decides to accept your Sales Contract, we will issue you an invoice. Complete payment of the amount of the stated purchase price is due within sixty (60) days of the invoice date. If payment is not received by the Seller within 60 days, the invoice is considered past due. IXL licenses with past due payments will be put on hold and are subject to termination. Termination does not relieve the Purchaser of the obligation to pay fees due to the Seller.

   The full invoice amount must be paid either by check or by credit card. We accept Visa, MasterCard, American Express, and Discover.

   All checks should be mailed to:
   IXL Learning
   777 Mariners Island Blvd., Suite 600
   San Mateo, CA 94404

   Credit card payments may be made by phone at (855) 255-8800.

   Any late payment will incur interest at the rate of the lesser of 1% a month or the maximum permissible by law.
3. **CANCELLATION AND REFUND:** No cancellation will be accepted, and no refund issued, if it is more than thirty (30) days beyond the date of purchase for the license referenced in this Sales Contract. For cancellations and refunds of the license tendered under this Sales Contract to be accepted, the Seller must receive written notification of the cancellation within 30 days of purchase. Cancellations requested outside of the 30-day period will not be refunded, and the Purchaser will be responsible for completing the purchase as stated in the Sales Contract.
4. **LICENSES:** IXL grants you the right to provide access, through unique log-in IDs, to no more individuals than the quantity indicated on the first page. The terms and conditions of use for each of these individuals are governed by our website's Terms of Service. You agree to be responsible for their accounts, to monitor their use of their accounts, and to indemnify, defend, and hold us harmless for any claims arising out of or related to their use of IXL Learning's website and services. To the extent that these individuals are minors, you consent to our collection of their personal information as described in our Privacy Policy.

   Classroom and Site licenses will be activated immediately upon receipt of your payment unless another date is specified or agreed to by IXL. Activation confirmation will be sent to the e-mail address provided by the school or individual completing the purchase.

   If an individual who has an IXL account through a Classroom or Site license purchased by you is no longer affiliated with you, you may request that we deactivate the individual's account, or no longer associate it with your license, so that that license can be reassigned to another individual associated with your institution.

   If you are a teacher, you represent and warrant that you have permission and authorization from your school and/or district to use the Services as part of your curriculum, and for purposes of Children's Online Privacy Protection Act ("COPPA") compliance, you represent and warrant that you are entering into these Terms on behalf of your school and/or district.
5. **PRIVACY:** If you are a school, district, or teacher, you acknowledge and agree that you are responsible for complying with COPPA, meaning that you must obtain advance written consent from all parents or guardians whose children under 13 will be accessing the website and services and you represent and warrant that you have obtained that consent. When obtaining consent, you must provide parents and guardians with our Privacy Policy. You are to keep all consents on file and provide them to us if we request them.
6. **DISCLAIMER OF WARRANTIES. YOU EXPRESSLY UNDERSTAND AND AGREE THAT:**
   a. YOUR USE OF THE SERVICE IS AT YOUR SOLE RISK. THE SERVICE IS PROVIDED "AS IS," "AS AVAILABLE," AND WITH ALL FAULTS. IXL EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT.
   b. IXL MAKES NO WARRANTY THAT (i) THE SERVICE WILL MEET YOUR REQUIREMENTS, (ii) THE SERVICE WILL BE UNINTERRUPTED, TIMELY,

SECURE, OR ERROR-FREE, (iii) THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF THE SERVICE WILL BE ACCURATE OR RELIABLE, (iv) THE QUALITY OF ANY PRODUCTS, SERVICES, INFORMATION, OR OTHER MATERIAL PURCHASED OR OBTAINED BY YOU THROUGH THE SERVICE WILL MEET YOUR EXPECTATIONS, AND (V) ANY ERRORS IN THE SERVICE WILL BE CORRECTED.

c. ANY MATERIAL DOWNLOADED OR OTHERWISE OBTAINED THROUGH THE USE OF THE SERVICE IS DONE AT YOUR OWN DISCRETION AND RISK AND THAT YOU WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER SYSTEM OR LOSS OF DATA THAT RESULTS FROM THE DOWNLOAD OF ANY SUCH MATERIAL.

d. NO ADVICE OR INFORMATION, WHETHER ORAL OR WRITTEN, OBTAINED BY YOU FROM IXL OR THROUGH OR FROM THE SERVICE SHALL CREATE ANY WARRANTY NOT EXPRESSLY STATED IN THE TOS.

Some states do not allow certain limitations on warranties, so certain of the above limitations may not apply to you.

7. **LIMITATION OF LIABILITY:** YOU EXPRESSLY UNDERSTAND AND AGREE THAT IXL SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, DATA, OR OTHER INTANGIBLE LOSSES RESULTING FROM THE USE OR INABILITY TO USE THIS SERVICE. IN ALL INSTANCES, DAMAGES SHALL BE CAPPED AT ONE MONTH'S FEES.
8. **SEVERABILITY:** If any provision of this agreement is deemed invalid, illegal, or unenforceable, then that provision shall be deemed severable from these terms and shall not affect the validity and enforceability of any remaining provisions of this Sales Contract, which shall remain in full force and effect.
9. **ARBITRATION:** You agree that any dispute or claim you may have against IXL arising out of or related to this Sales Contract or the use of Services must be submitted to arbitration, before a single arbitrator appointed by JAMS/Endispute and conducted according to their rules in San Francisco, CA, USA, and that the determination of any such arbitrator shall be binding. The courts located in San Francisco, CA, USA, have exclusive jurisdiction over any judicial proceedings related to this agreement, and you waive any claim that such a court is an improper venue, inconvenient, or lacks jurisdiction over you.
10. **GOVERNING LAW:** The Sales Contract and the relationship between you and IXL are governed by the laws of the State of California without regard to conflict of law provisions.
11. **ENTIRE AGREEMENT:** This Sales Contract, which incorporates the Terms of Service by reference, is the final expression of the agreement between Purchaser and Seller and supersedes all prior representations, understandings, and agreements between the Purchaser and Seller relating to its subject matter. This Sales Contract cannot be modified, amended, or changed except in writing and signed by IXL.

Please contact IXL Learning with any questions regarding this sales contract:
Toll-free **(855) 255-8800** | Direct **(650) 372-4300** | E-mail **orders@ixl.com**
Completed sales contracts should be emailed to your sales consultant.

ADDENDUM TO IXL LEARNING TERMS AND CONDITIONS OF SALE FOR DEER CREEK SCHOOL DISTRICT

IN CONSIDERATION of the mutual promises by IXL Learning, Inc. ("IXL") and Deer Creek School District ("you") in this Addendum, IXL and you agree to the following changes to IXL's Terms and Conditions of Sale ("TCOS"), as follows:

1. **Section 10 (GOVERNING LAW)** is hereby amended to replace "State of California" with "Oklahoma County, OK".

2. All remaining terms of the TCOS remain in full force and effect. Capitalized terms used but not defined in this Addendum shall have the same meaning as ascribed to them in the TCOS.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to be executed by their authorized representatives, effective as of the date first set forth below.

IXL LEARNING, INC.

By _____
Its: Chief Executive Officer
Date: 6/11/2026

DEER CREEK SCHOOL DISTRICT

By _____
Its: Board President
Date: 6/8/26

BOE APPROVED

JUN 0 8 2026

LORA BACHHOFER

26-27 DEER CREEK Q2 CAPACITY COUNTS

SCHOOL SITE	GRADE LEVEL	CURRENT CAPACITY	CURRENT ENROLLMENT	AVAILABLE TRANSFERS	AMOUNT OVER CAPACITY	Sections
Deer Creek Elementary	Pre-Kindergarten	40	40	0	0	2
	Kindergarten	100	90	10	-10	5
	1st Grade	120	109	11	-11	6
	2nd Grade	100	111	0	11	5
	3rd Grade	100	105	0	5	5
	4th Grade	80	94	0	14	4
Prairie Vale Elementary	Pre-Kindergarten	40	40	0	0	2
	Kindergarten	100	93	7	-7	5
	1st Grade	120	117	3	-3	6
	2nd Grade	100	106	0	6	5
	3rd Grade	120	122	0	2	6
	4th Grade	120	133	0	13	6
Rose Union Elementary	Pre-Kindergarten	120	120	0	0	6
	Kindergarten	60	62	0	0	3
	1st Grade	80	71	9	-9	4
	2nd Grade	60	53	7	-7	3
	3rd Grade	60	51	9	-9	3
	4th Grade	60	70	0	10	3
Grove Valley Elementary	Pre-Kindergarten	40	40	0	0	2
	Kindergarten	120	110	10	-10	6
	1st Grade	140	128	12	-12	7
	2nd Grade	120	124	0	4	6
	3rd Grade	120	122	0	2	6
	4th Grade	120	128	0	8	6
Spring Creek Elementary	Pre-Kindergarten	40	40	0	0	2
	Kindergarten	100	85	15	-15	5
	1st Grade	100	96	4	-4	5
	2nd Grade	100	100	0	0	5
	3rd Grade	80	97	0	17	4
	4th Grade	100	109	0	9	5
Knight Ridge Elementary	Pre-Kindergarten	40	40	0	0	2
	Kindergarten	80	72	8	-8	4
	1st Grade	80	79	1	-1	4
	2nd Grade	80	89	0	9	4
	3rd Grade	80	71	9	-9	4
	4th Grade	80	88	0	8	4
Deer Creek Intermediate	5th Grade	520	624	0	104	26
	6th Grade	500	670	0	170	25
Central Creek Middle School	7th Grade	300	301	0	1	12.5
	8th Grade	288	290	0	2	12
Deer Creek Middle School	7th Grade	360	345	15	-15	15
	8th Grade	360	350	10	-10	15
Deer Creek High School	9th Grade	624	638	0	14	26
	10th Grade	624	626	0	2	26
	11th Grade	624	610	14	-14	26
	12th Grade	528	537	0	9	22

Vivacity Tech PBC
641 Fairview Ave
Saint Paul, MN 55104
(877) 731-2069
vivacitytech.com

Quote

64338384012

Quote expires: September 15, 2026

Account Name
Deer Creek

Project Name
130 Acer units- Deer Creek

Payment Terms
Net 45

Prepared For
Lance Howell
lancehowell@dcsok.org
+14059383480

Sales Representative
Gillian Kubitschek
gkubitschek@vivacitytech.com

Contract
No Contract Selected

Products & Services

Item & Description	Quantity	Price	Total
Acer Chromebook 311 CBOA311-1H Chromebook Intel N4500/4 GB/64 GB NT (NX.J2GAA.001-S) Acer Chromebook 311 CBOA311-1H CBOA311-1H-C90F 11.6" Chromebook - HD - Intel Celeron N4500 - 4 GB - 64 GB Flash Memory - English (US) Keyboard - Black - Intel Chip - 1366 x 768 - ChromeOS - Intel UHD Graphics - ComfyView (Matte), Twisted nematic (TN) - Front Camera/Webcam - IEEE 802.11ac Wireless LAN Standard	130	$339.00	$44,070.00
Google Chrome OS Education License (CROSSWDISEDUNEW) Chrome OS Education License	130	$0.00	$0.00

Item & Description	Quantity	Price	Total
Vivacity Tech 4-Year Vivacity Tech Vsuite Pro (Non-Touch) (VT-4YR-EMPLUS-NT) 4-Year Vivacity Tech Vsuite Pro (Non-Touch): Includes choice of Vivacity case or Charging Solution Blue Light Blocking Screen Protector installed by Vivacity Tech Covers both manufacturer defects and accidental damage Enhanced Priority repair for all covered devices No deductibles, claim limits, or shipping charges Battery and power adapter coverage Theft and loss coverage Self-Maintainer option available Dream Asset Management Subscription Repair Academy Subscription By purchasing a Vivacity Branded Warranty, you agree to the terms and conditions of the warranty. Full T&C's are available on the Dream portal or upon request.	130	$0.00	$0.00
Screen Protector Installation Service (SVC-SPI) Vivacity Tech Screen Protector Installation Service	130	$0.00	$0.00
Vivacity Tech Blue Light Blocking Tempered Glass Screen Protector for 11.6" Clamshell (VT3M11BL) Vivacity Tech Blue Light Blocking Tempered Glass Screen Protector for 11.6" Clamshell	130	$0.00	$0.00
Chromebook/Case Assembly Service (SVC-CCA) Vivacity Tech Chromebook/Case Assembly Service	130	$0.00	$0.00
V-Suite Warranty Shell Add-on V-Suite Warranty Shell Add-on	130	$0.00	$0.00
Ibenzer case for ACER unit	130	$0.00	$0.00
Vivacity Tech Advanced Zero Touch Enrollment (SVC-ZTE-ADV) Vivacity Tech Advanced Zero Touch Enrollment	130	$0.00	$0.00
Asset Tagging Service - VT Provided (SVC-VT-ATAG) Vivacity Tech Asset Tagging Service - VT Provided	130	$0.00	$0.00
VT Quick Deploy Packaging Service (FEE-GRNSH) Vivacity Tech Quick Deploy Packaging Service	130	$0.00	$0.00
Liftgate Service at Delivery (FEE-LFGT) Vivacity Tech Liftgate Service at Delivery	1	$0.00	$0.00

Item & Description	Quantity	Price	Total
Shipping & Handling Vivacity Tech Shipping & Handling	1	$0.00	$0.00

Subtotal	$44,070.00
Total	**$44,070.00**

Terms

Credit Card Payments are subject to a 3% Convenience fee.
Vivacity Tech reserves the right to assign any order to our vendor Assignment of Funds programs. The programs are a beneficial way for Vivacity to accommodate education or government end user orders. Please note that under these programs, the remittance address may change and additional paperwork may be required. Should this order be allocated to one of these programs, the Vivacity procurement team will follow up with further communication. We thank you in advance for your assistance in facilitating Vivacity's participation in these beneficial partnership programs. Pricing provided on Quotes expires on the expiration date stated on each Quote or while supplies last. If pricing is no longer accurate at the time of purchase your dedicated Account Manager will work with you to create an updated Quote.

Vivacity Tech PBC is the first and only Public Benefit Corporation to provide technology hardware to schools.
We are excited about this opportunity to work with you and your school district!

2500 South Meridian • Oklahoma City, OK 73108-1744
Office: 405-681-6691 • Toll Free: 800-965-7677 • Fax: 405-681-6693

DISTRIBUTORS OF **BLUE BIRD** SCHOOL BUSES

Corporate Office
Ryan Ross, General Manager

Oklahoma Bus Sales
Ryan Ross, Sales Representative

Customer: Deer Creek Public Schools
ADDRESS: 5110 NW 220th
CITY/STATE/ZIP: Edmond, Oklahoma 73025

CONTACT: Mr. Robert Feinberg, Director
TELEPHONE: 405-348-6100
BID DUE DATE: Immediate

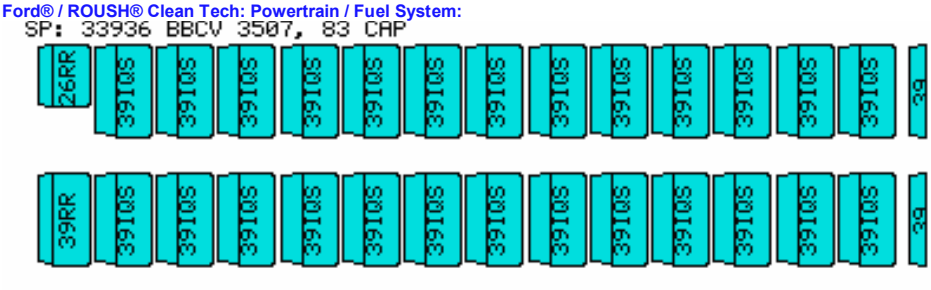
GENERAL DESCRIPTION:

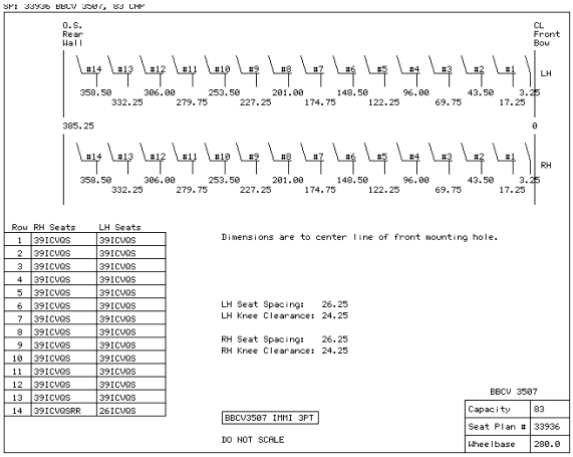
2028 Model Year, Conventional (Type C) MFSAB, BBCV3507

83 Passenger Capacity w/ STD School Bus Bench 3PT Seating – Gasoline Powered

AIR CONDITIONER:		**133,500 Total BTU: FRT & Rear Bulkhead Mounted Evaporators, Driver's dash A/C, Skirt mounted Condensers** *Note: Air Conditioning is Installed and Warrantied by the OEM*
ALTERNATOR:		**280 amp, Leece-Neville, 12 volt**
AXLES, SPRINGS & SHOCK ABSORBERS:		
	Front axle:	12,000# rating, oil lubed bearings
	Front springs:	10,000# capacity, "Softek" Parabolic tapered leaf
	Rear axle:	23,000# capacity, 5.29:1 ratio, oil lubed bearings
	Rear (Air):	**23,500# capacity, Hendrickson Air Ride**
	Shocks absorbers:	Direct acting, front and rear
BACKUP ALARM:		112DB Safety alarm - operates while in reverse gear
BATTERIES:		Three (3), 12 volt, Group 31, 2100 cca rating, enclosed with sliding tray & locking latch Battery Disconnect Switch Included w/ Red Label
BRAKE SYSTEM:		**Meritor Air Drum Brakes: 5" FRT / 7" Rear w/ Anti-lock (ABS)** Bendix AD-IP Air Dryer, Automatic, Heated Drain Valve installed on Air Wet tank & Automatic Slack Adjusters (Meritor) Dust Shields, Brakes, front and rear
Parking Brake:		Interlocking on Parking Brake
BUMPER:		Front-15" x 3/16" steel & Rear -12" x 3/16" steel
CERTIFICATION:		**Colorado Rack and Load & Kentucky Pole Test Certified** **Altoona Tested and Validated**
CHILD REMINDER:		**Blue Bird, Sleeping Child Check System, Warning Light Activated**
CIRCUIT PROTECTION:		Manual resetting circuit breakers on body and chassis circuits
COWL STEPS & GRIP HANDLES:		Mounted LH & RH at windshield
DOORS:	Entrance:	Double Outward type with **Air Powered Door Control w/ (3) position switch** Entrance door laminated glass tinted 70% light transmittal 3-step step-well with **black vinyl ribbed step treads,** LH and RH Grab Rails
	Exit:	Rear center mounted with upper/lower glass, tinted 30% light transmittal, Lower Glass Screen Retainer to hold door open
	Header Pad (Entrance & Rear Exit Door):	Black self-skinning foam
	Vandal Locks:	Entrance door equipped with key lock Rear door equipped with sliding bolt interlock
EMERGENCY EQUIPMENT:		Per Oklahoma Requirements 5lb Fire Extinguisher, First Aid Kit, Warning Devices, Body Fluid Cleanup Kit, Seat Belt Cutter
EMERGENCY EXITS:		
	Roof Hatches:	(2) Advantage combination escape hatch/vents
	Push-out windows:	Vertical Hinged, two (2) per side – four (4) per body
ENGINE:		**Ford®, 7.3L V8, Gasoline Powered - Emission Control / 2026 Ford Calibration**
	Number of Valves/Cylinders:	Two (2) Valve
	Cylinder Block Material / Cylinder Head Material:	Cast Iron / Aluminum
	Oil Capacity / Type:	8.0 quarts / 5W-30
	Horsepower rating:	**335hp @ 3750rpm**
	Torque rating:	**468 lb-ft @ 3750rpm**
ENGINE COOLING SYSTEM:		De-aeration system with tank & sight glass -34 Degrees Fahrenheit, Yellow, POAT
ENGINE EQUIPMENT:		Engine warning system, low oil pressure/high water temperature **Cruise Control**
	ROUSH® Clean Tech Technology:	Advanced Fuel System Filtration Electronically Controlled Fuel Pump Integrated Control System

ENGINE NOISE REDUCTION:		Firewall Insulation, Driver's Area Front (2) ceiling panels (Driver & 1st Section): acoustic headlining
EXHAUST:		**Primary Ford:** Piping Catalytic Converter, Muffler and mounting hardware Aluminized steel, tailpipe exits through rear bumper
FLOOR COVERING:		Heavy Duty Black Rubber with aluminum trim 5/8" Marine Grade plywood subflooring over steel floor, **affixed with screws**
FUEL TANK:		100 gallon capacity, mounted between frame rails w/ ORVR Floor mounted inspection plate, Locking fuel tank access door
GAUGES:		Speedometer, trip-odometer, tachometer, seven-digit odometer, clock, voltmeter, **ammeter** Oil pressure, coolant temperature, transmission temperature, fuel gauge
GLOVE BOX / CONSOLE:		Glove Box-below windshield, right side w/ latch & Console Mounted armrest
HEADROOM:		Extra height headroom, 77 inches (6'5") at center aisle
HEATERS:	Left front heater & defroster:	90,000/btu
	Step-well heater & defroster:	50,000/btu
	Rear under seat heater:	80,000/btu
	Heater water booster pump:	12 volt, on/off switch
	Dual defroster fans:	Mounted upper center & upper left, 2-speed switch
HOOD & FENDERS:		Fiberglass tilting hood & fenders
HORNS:		Dual electric horns
INSULATION:		Fiberglass/mineral wool, full body insulated
LETTERING:		Name of school district on beltline **GVWR, Capacity & Height - Exterior**
LIGHTS:	Backup lights:	Two (2) clear lens, 4" -rear, **LED** **Reverse, LED Lights – Skirt mounted behind rear wheel well**
	Clearance lights:	Two (2) amber lens, grommet mount –front, / Two (2) red lens, grommet mount -rear, **LED**
	Identification lights:	Three (3) amber lens, grommet mount -front / Three (3) red lens, grommet mount -rear, **LED**
	Directional lights:	Two (2) amber lens -front, fender mounted / Two (2) amber lens, 7" -rear, **LED**
	Directional lights, side:	One (1) amber lens, per side, **LED**
	Dome lights:	Two rows, **LED**, mounted above passenger seats Single **LED** dome light, for driver's area, separate switch
	Headlights:	**LED**
	Pre-Trip:	**Exterior Light Test w/ Switch**
	Step-well light:	Interior, operates with door control
	Stop & Tail lights:	Two (2) red lens, 4" & Two (2) red lens, 7" -rear, **LED**
	Strobe Light:	Rear Roof Mounted, **LED** wired to separate switch
	Warning lights:	**Eight (8) light system, non-sequential, LED with hoods**
MIRRORS:	Exterior rearview:	ROSCO, Open View (ES) Split Mirror System, 7"x10" Flat Mirror & 7"x 10" Convex Mirror Rearview exterior mirrors have black powder coated steel brackets
	Exterior cross-view:	ROSCO, Eye-Max-LP Asymmetric Shaped Mirrors **w/ LED Lights** Bell-Mount brackets for Cross-view Mirrors **All exterior mirrors are electrically heated, Rearview (exterior) are heated & remote controlled**
	Interior rearview:	6"x30" flat mirror, padded edge
MISC. EQUIPMENT:		**(80) additional Finger Cushion Pulls P/Brake / (3) Buses & (200) Magnetic Two-Way Radio Clips / (3) Buses**
MUD FLAPS & FENDERS:		Black rubber mud flaps, front and rear Black rubber fenders at rear wheel-housing opening
PAINT:	Exterior:	National School Bus Yellow with black trim
	Exterior roof:	**White**
	Hood:	Lusterless NSBY Yellow
	Warranty (Paint):	**Two (2) year discoloration & Five (5) year adhesion**
PANELS:	Exterior:	Side, 20-gauge, 19/3/4" Skirts Roof sheets, constructed of 20-gauge galvanized steel (window header to window header) Rain visor embossed in roof sheet
	Interior	Ceiling panels: 22-gauge steel, double-hemmed w/ rivet installation (No screws)
POWER SOCKET:		12 volt, mounted in switch panel, for cell phone, etc.
RADIO:		AM-FM-USB-AUX-BT-PA Radio with (8) interior speakers **w/ Magnetic Clip**
REFLECTIVE TAPE:		3M™ reflective vinyl, yellow Illuminated, First Light System "**SCHOOL BUS**" Signs – FRT and Rear Side & rear marker strips, marker strip surrounds each emergency exit
RUB RAILS:		Four (4) double-ribbed, 16-gauge steel exterior body rub rails, **painted black**
SEATS:	**Passenger:**	**39" High Back School Bus Bench 3PT Seat Belted Seats, IMMI**
	Upholstery:	Grey Fire Block Upholstery
	Driver:	National Hi-back seat, **Air Powered type, Heated Cushions** with RH armrest Charcoal Cloth Upholstery, Orange Shoulder harness & lap belt restraint
STEERING:		**Hydraulic power, tilt & telescoping wheel**, 50 degree wheel cut - **Air Bag Equipped**
STOPARM:		Dual 18" octagon sign, Illuminated First Light System, Air Powered
SUNVISOR:		6.5"X30", Green plexi-glass, padded edge
SWITCHES:		Rocker type switches w/noise suppression switch
Tyler Telematics:		**Ram Mount &** Student Reader Kit On for Tyler Drive: One (1) per bus
TIRES & RIMS:	Front:	Goodyear, Endurance RSA 11R22.5., **Tubeless Radial**, Highway Tread, LRH
	Rear:	Goodyear, Endurance RSA 11R22.5., **Tubeless Radial**, Highway Tread, LRH
	Rims:	22.5 x 8.25, 10-Stud, Hub Piloted, Disc Rims
TOW HOOKS:		Dual hooks, front and rear, chassis frame mounted
TWO-WAY RADIO:		**Motorola, Moto Turbo XPR 5550, UHF 2-way, 40 watt, 2 channel w/ caller ID, DPL, Low profile antenna**
TRANSMISSION:		**Ford®, 6R140 - 6 Speed Automatic,** Calibrated for "Power-shift" (Performance) High efficiency fluid filter and thermostatically controlled cooler circuit Premium Low viscosity transmission fluid
UNDERCOATING:		Underneath body fully undercoated
VIDEO SURVEILLANCE SYSTEM:		**Safety Vision (5) Cam System w/ Moxi Wifi and Total View – to match last buses purchased**
WINDOWS:	**Side, split sash:**	**Tinted to allow 30% light transmittal with Black window frames**
	Rear, fixed panel:	**Tinted to allow 30% light transmittal**
	Entrance Door-& Driver Window:	**Tinted to allow 70% light transmittal with Black window frames**
WINDSHIELD:		Two (2) piece curved, shaded
WINDSHIELD WIPERS:		Electric, intermittent speed, w/washers
WIRING:	Chassis:	Multiplex Chassis wiring w/ LED readout on module
	Body:	Colored and continuously number coded in molding on top of side windows
WHEELBASE/TURNING RADIUS:		280" wheelbase
	Dimensions	Over All Length w/ Bumpers: 496.04 (41'34") *Note: Does not include cross-over mirrors*
WARRANTY:	**Blue Bird Body & Chassis:**	**Five (5) year/100,000 mile Limited Warranty**





This School Bus MUST meets the State of Oklahoma and Federal School Bus requirements, **effective for date of manufacture.**

TOTAL UNIT COST, FOB: School---------- **$166,978.00 per bus**

SW110 – State Contract Pricing

A.1.8: Type C, 72 - 77 Passenger --------- $108,867.00, per base bus configuration

A.8.1.1: Chassis ---------- $8,650.00, additional, per bus
23K Axle & 23,500lb Air Ride Rear Suspensions: over 77 Passenger (21K axle &21K suspension)
EPA, 2026 Ford, Air Drum Brake w/ Air Brake Equipment Included, Goodyear Endurance RSA, LRH Tire Upgrade

A.8.1.2: Body; ---------- $24,656.00, additional
BBCV3507 model
Blue Bird 06/26 28MY Increase, IMMI 3PT seats for 83 Passenger vs. STD Blue Bird, 39" seating
Air Body Options: Entrance Door, Driver's Seat and First Light Dual Air Stop Arms, "illuminated "SCHOOL BUS" Signs
Strobe Light w/ Guard, Lusterless Hood, LED Dome Lights, Heated Driver's Seat, LED Cross Over Mirrors, B/U (Skirt) LED Lights, Finger Pull P/Brake, Magnetic Clip (PA)

A.8.1.3 Dealer Options:---------- $14,885.00, additional
Dealer Installed Options: Two-way Radio, Safety Vision (5) w Total View w/ Moxi Wifi, Reader Kit and RAM Mount (1) Set Per Bus, (80) additional Finger Cushion Pulls P/Brake / (3) Buses & (200) Magnetic Two-Way Radio Clips / (3) Buses

A.8.1.3: Dealer Option: 2026 Steel / Aluminum Tariff: ---- $2,500.00, additional

A8.1.4 Air Conditioner:---------- $8,620.00 additional

A.9.1.1 Alternative Fuels – Engine Type – Gasoline Deducted - $1,200.00 (7.3L)

ESTIMATED DELIVERY TIME: ---------- **180 – 210 Days Upon PO**

Ryan Ross_____
Ross Transportation, Inc.

_____
Bid Accepted by School District Official

08/25/2026_____
Date of Bid:

_____
Date of Acceptance:

2500 South Meridian • Oklahoma City, OK 73108-1744
Office: 405-681-6691 • Toll Free: 800-965-7677 • Fax: 405-681-6693
DISTRIBUTORS OF **BLUE BIRD** SCHOOL BUSES

Corporate Office
Ryan Ross, General Manager

Oklahoma Bus Sales
Ryan Ross, Sales Representative

Customer:	**Deer Creek Public Schools**	**CONTACT:**	**Mr. Robert Feinberg, Director**
ADDRESS:	**5110 NW 220th**	**TELEPHONE:**	**405-348-6100**
CITY/STATE/ZIP:	**Edmond, Oklahoma 73025**	**BID DUE DATE:**	Immediate

General Description:

2027 Model: Micro Bird by Girardin, Type-A School Bus, Series: G5, Capacity: 14 Passenger in 3PT seats

****** Wheelchair Equipped (ADA)******

Chevrolet Gasoline Chassis

Make: **Micro Bird by Girardin**
Model: **G5 Series, 159" Wheelbase (Dual Wheel), (10) Passenger (1) Wheelchair Capacity w/ Flat Floor, (5) Rows, 12,300lb GVWR**

---------- Body Specifications: ----------

Air Conditioning:	Dash OEM Chevrolet + 53K Rear ACC System: **68K Total BTU A/C** w/ Skirt Mounted Condenser and 2nd Compressor
Back-Up Alarm:	112DBA, Safety Horn SAE-operates in reverse gear
Bumper:	Pressed Steel Channel (10" x 3/16") Flanged 2" Top/Bottom
Child Detection:	**Warning Light Activated, 60 second timed, Headlight and Horn Alarm**
Entrance Door:	**Double-out Door, Electric Entrance Standard, Clear Glass (Non-Tinted), 32" Wide x 80" Tall** Head Pads above All Doors Grey (2) Step Step-well with Gray Covered Steps Running Board – Driver's Door
Exit:	Rear Door Center Mounted with Upper/Lower Glass (tint 26% light transmittance) w/ Lower Glass Guard Retainer RR Emergency Door RR Door Latch/Slide Bar/ 3PT w/ Ajar Buzzer **Vandalock:** Interlock Rear Emergency Door
Emergency Exit:	Roof Hatch Spheros Push-out Windows: (1) Per side – (2) Per Body (Black Frame)
Floor Covering:	Gray- Ribbed Isle w/ White Nosing and Smooth under Seats Plywood Flooring: 5/8" Treated Floor Galvanized Steel: 14ga **Flat Floor Design (NO Wheel-wells)**
Gravel Shield:	**Injection plastic, installed on lower FRT sections of each body side, 12"H, flanged 3 ¾" under body**
Head Room:	76" @ Center Isle
Heaters:	FRT Heater & Defroster: Supplied By GM (OEM) Rear Wall Mount: 41,700 BTU Defroster Fan: RH mounted above windshield (2-Speed) Heater Valve Bleeder & Shut Off Valve Cable Under Body (Manual)
Insulation:	1/1/2" thick fiberglass in the headlining, Side, FRT and Rear walls (Includes roof bows)
Lettering:	School District on Both Sides in 5.5" Lettering **"SCHOOL BUS" Illuminated Signs FRT and Rear – Safe Light** "Seating Capacity" GVWR & Height – Exterior Lettering
Lights:	Back-up Lights: (2) White recessed 7", **LED** **Back-up Lights mounted under bus – LED** Clearance Lights/Marker: (2) red Rear & (2) amber FRT, recessed LED type, combination side marker/clearance lamps Directional Lights: FRT supplied by Ford OEM / Rear turn signals: (2) recessed 7" amber LED lamps **Directional Lights (Side): LED Lights Armored Amber** Dome Lights: (4) in Roof Skin STD - **LED**

Identification Lights: (3) Recesses RED LED-Rear Cap / (3) Recessed LED Amber FRT Cap
Step-well Light: Interior- LED
Stop & tail: (2) recessed 7" red stop/tail LED lamps / (2) recessed 4" red stop/tail LED lamps
Exterior Light Entrance Door (ADA) - **LED**
License Plate Light-LED

Warning System: **Non-Sequential Wiring System (8 Way) (2) Red and (2) Amber FRT and Rear of Vehicle (LED) w/ Hoods**
Wiring System: STD G5 w/ Solenoid and fuses

Video Surveillance: **Safety Vision Digital Camera System w/ four (4) lens & Total View included**

Mirrors: Exterior: **Rearview:** **Heated and Remote Controlled, ROSCO "Accustyle"**
Cross-view: **Heated, ROSCO "Mini-Hawkeye"**
Interior: 6x16 Flat Mirror, Padded edged
Rearview (Chevrolet) Mirror w/ Backup Camera

Mud Flaps: FRT & Rear Mud Flaps

Paint:

Exterior:	National School Bus Yellow High-Gloss Acrylic Urethane
Exterior trim:	Black- Includes Black around Warning Lamps 3"
Exterior	Roof: White
Interior:	White w/ Grey Trim

Radio: Infotainment 3 (GM OEM)

Reflective Tape: 2" Yellow Reflective tape: Rear Perimeter & Sides / Rear Emergency Door: Reflective Tape / 1" Yellow, Tape: P/O Windows
Rub Rails: Floor, Seat, Window, Skirt
Safety Equipment: 5lb fire extinguisher, First Aid Kit Oklahoma Spec, Body Fluid Clean-up Kit, (3) Triangle Warning Devices, Seat Belt Cutter & **Evacuation Blanket**

Seating: **DOT approved Gray, 36", Fire Block High-back, 3-point bench seating w/ ICS (Integrated Child Seating)**
Capacity: 14 seated passengers in **3-point Seat Belted Seating w/ ICS (Integrated Child Seating)**
Complete Track Mounted
LH Side: Four (4) 36" 3-PT seats, (2) seated positions per seat
RH Side: Three (3) 36" 3-PT seats, (2) seated positions per seat
Total Capacity in 3-PT seated positions: Fourteen (14)

Barriers: DOT Approved Barriers 36" LH&RH Grey, Fire block, High Back w/ RH Kick Panel and 1.25" LH & RH SS Grab Rails
Driver's Seat: Vinyl Bucket, Supplied by Chevrolet(OEM) w/ Orange Seat Belt
(Please *Review Floor Plan for Seat Size and Placement)*

Static Roof Vent: Non-closing static roof vent
Stop Arm: **First Light LED Stop Arm**
Switches: Rocker – Type, w/ Pilot light integrated into each switch, back lighted (includes Noise Suppression Switch)
Two-Way Radio: **Motorola Radio to meet district specifications / Magnetic Holder**
Tyler Telematics: **Student Reader Kit for Tyler Drive & RAM Mount, (1) per bus**
Undercoating: MIL-C-62218-92 rev A Certified Rust Proofing and Salt resistant, Full Body Undercoating
Windows: Side: tint 26% light transmittance, w/ 2 Push-out windows (1) per side, Black framed
Rear: tint 26% light transmittance
More-view™ unobstructed glass area (between A-Pillar and Entrance Door)
Windshield: Chevrolet(OEM)
Windshield Wipers: Chevrolet (OEM), Interval
Windshield Washer: Chevrolet (OEM)

---------- ADA Equipment: ----------

Wheelchair Lift: **BRAUN Century – 1000lb Lift (34"x54")**
Interlock: Lift Door Interlock on Ignition
Track: (4) x **Floor Track LH & RH sides *Please Review Attached Floor-plan***
Track Seating: Complete Track Seating on LH & RH sides
Wall Track: Wall Mounted L-Track Shoulder Belt LH & RH side
Restraint(s): Q-Straint, L Track Compatible, Retractable, **(Two (2) Sets provided)**
Switch: Pilot Light Dash Lift Door (Green) & Lift Door Switch 2nd Door
Lift Door Equipment: Glass Tinted 26% light transmittance, 2 Leaf (ADA) Door Mounted RH Rear ***(Please Review Floor-plan)***
ADA Door: Non-Locking Handle w/ Handicap Decals & (ADA) Exterior Light **(LED)**
ADA Door Rub-Rails: Floor, Seat, Window Rub-rails On (ADA) Door

Body Construction:
Main Structure: assembled with AVDEL fasteners & structural rivets. Only FRT and Rear structures may be welded.
Body Structure: One Piece roof bows, floor-to-floor, hat section type, 16-gauge galvanized steel w/ (2) 18-ga roll formed structural beams extended full length of bus
Side Impact Barriers: Reinforced side impact barriers, galvanized steel, riveted to sub-floor. 3/16th thick L-shaped reinforcement integrated into seat rail
Exterior Side Panels: 18-ga pre-primed aluminum **Exterior Rear Panels:** One-Piece Fiberglass reinforced composite panel w/ waterproof recessed lights
Roof Panels: One Piece 18-ga aluminum, drip rail incorporated immediately above side windows
FRT and Rear End Structure: steel square tubing, mechanically affixed to sub-floor and roof bows.
Exterior Rear Wheel Trim: Wheel trim on each side of bus over the rear wheels. 1/8" thick high-quality injection plastic
-Specifications subject to change without notice.

---------- Chassis Specifications: ----------

Make: Chevrolet	**Model #: GR 1WT Model 3500**
Alternator:	**Single 220amp (OEM Chevrolet)**
GVWR / Suspension:	**12,300lb GVWR** rating **/ Suspension:** FRT: Independent / Rear: Multi-leaf
Rear GAWR:	**8600lbs**
FRT GAWR:	**4300lbs**
Rear Axle Ratio:	3.73
Body Mounts:	**Chevrolet OEM Body Mount Cushions (Pucks)**
Batteries:	**Dual Isolated Batteries: Aux battery contained in box w/ Sliding Tray**
Brake System:	4 Wheel Disc Type w/ ABS & **Brake Warning Indicator**
Bumper (Front**):**	Chevrolet OEM Painted Black
Chassis Prep:	School Bus Chassis Prep Package- Chevrolet (OEM)
Cruise / Speed Control:	**Chevrolet (OEM) Provided**
Drive Line:	Guard FRT & Rear
Engine:	**6.6L LT8 Gasoline V8**
Engine HP and Torque:	(401Horse Power @ 5200rpm & 464lb.–ft. Torque @ 4000rpm)
Exhaust System:	Single horizontal pipe, aluminized steel
Fuel Tank:	32 gallon
Gauges:	Speedometer, Voltmeter, Oil pressure, Engine temp., Fuel gauge
Headlights:	**(**OEM) Chevrolet, Daytime Running Lamps
Horn:	(OEM) Chevrolet Dual Electric
Steering:	**Tilt Steering,** Driver's Air Bag w/ Power Steering
Tire and Wheels:	FRT and Rear: LT225/75R16-E Tubeless Radials, Highway Tread
Wheels:	**16"x6.5 Steel Rims**
Transmission:	**8 Speed Automatic HD**
Tow Hooks:	Rear
Wheelbase:	159"

Primary Warranty Terms and Conditions:

Chassis:	**Chevrolet Limited Warranty: 3 years / 36,000 mile Bumper To Bumper & 5 years / 100,000 mile Power Train****
Micro Bird Body Warranty:	**5 Year / 100,000 mile Limited Warranty: Body Structure, Seat Frame and Barrier Frames** 1 Year / 12,000 mile Limited Warranty: Body Parts, Accessories and Components, except those having their own separate warranty****
ACC Climate Control Warranty:	**3 year / 75, 000 mile Limited warranty****

***** Please review factory warranty documentation for Terms and Conditions.***

***** Ross Transportation is not responsible for OEM factory changes and conditions in warranty policy.***

***** For Reference Purposes Only***

TOTAL UNIT PRICE (BODY & CHASSIS), FOB: School---------- $139,022.00, per unit

Note: Micro Birds are manufactured in Montreal, Canada. Price is as of 08/25/2026 and is subject to change with any additional imposed tariffs. If a U.S. &/or Canadian tariffs are imposed on school buses or components, Micro Bird will add any and all tariffs to the cost of effected buses. Ross Transportation reserves the right to retract any and all Micro Bird bids or PO's at time of tariff implementation.

SW110
Contract ID# 5033
Supplier ID # 0000072723 / 0000377141
A.3.1 Type A, Up to 20 Passenger: $73,438.00
A.8.1.1: Chassis: 2027MY GM Increase: 6.6L GM LT8, Tilt and Cruise, AM/FM/MP3
A.8.1.2: Body: 2027MY, G5 Increase, 3PT Seat Belted Seats w/ ICS Seating (14) Passenger, 1000lb Lift Upgrade, (1) additional Q-Straint Solid Track Flooring LH and RH Sides, B/U Lights Under Bus
A.8.1.3 Dealer Installed Options: SV Camera System w/ (4) lens w/ TV, Two-way Radio (Chick. Wireless), First Light Stop Arm, Reader Kit & Ram Mount Only, FRT & Rear Illuminated "School Bus" Signs, Magnetic Clip for Two-Way Mic.
A.8.1.4: Air Conditioning: FRT (Dash) and Rear 53K
A.8.1.4: US Tariff Charge: Canada Mfg. (08/25/2026)

SPECIFY EARLIEST DELIVERY DATE: _____ **330 - 360 Days Upon PO**

Ryan Ross_____ _____
Ross Transportation, Inc. Bid Accepted by School District Official

08/25/2026_____ _____
Date of Bid: Date of Acceptance:

GRADING SYSTEM

The Board of Education believes that grades are one measure of a student's progress toward successful completion of his or her education so that after graduation the student is prepared for success in future endeavors. The issuance of grades on a regular basis is one means of communication with parents and students about the student's progress, one means of evaluating that progress and one means of providing a basis for bringing about a change in student performance, if necessary.

Students in grades **5–12** shall receive semester grades of "A", "B", "C", "D", or "F" based on the following scale:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

Students in grades **PreK–4** shall receive progress reports using Standards-Referenced Reporting.

Middle School students who take High School credit courses during Middle School will have the grade earned each semester recorded on their High School transcript. Students who would like to retake a High School credit course in order to improve their grade may do so. Middle School students wishing to retake a High School credit course must notify the High School on or before the final day of the spring semester of their 8th grade year. Beginning with courses taken in the 2026-2027 school year, if a course is retaken both grades will remain on the transcript and count towards GPA/Class Rank, unless the course is retaken by the same instructional method (in person, Online, Concurrent). If it is retaken by the same instructional method both courses will remain on the transcript but only the higher grade will count in the GPA/Class Rank calculations.

All grades, daily work, projects, performances and exams will be the basis for determining grades.

Students must be passing all courses during a semester without an "F" in any class in order to participate in the District's co-curricular and extracurricular activities in accordance with the Board's policy on eligibility, Policy H-27.

Students preparing for Olympic-type or other high level athletic competition for a sport not

offered at Deer Creek and practicing at least ten (10) hours per week may apply to receive an athletic credit for this practice. Similarly, students engaged in high-level competitions in the arts may also apply for related credits. Students would be allowed to miss either 1st hour or 7th hour for the outside practice. The application will require a syllabus to be submitted by the instructor and approved by the school principal. Students will receive a "Pass" or "Fail" grade at the end of each grading period. Proof of attendance of at least ten (10) hours per week will be required for a "Pass" grade. "Pass" or "Fail" grades are not figured into a student's GPA.

Students who take Honors or Advanced Placement classes for high school credit, whether taken in the Middle School or High School, shall have their cumulative grade point average adjusted by awarding an extra .5 quality point for each Honors class taken and an extra 1.0 quality point for each Advanced Placement class taken. Students who take Concurrent classes for college credit shall have their cumulative grade point average adjusted by awarding an extra .5 quality point for each Concurrent class taken while in high school. Class rank will be based on the weighted GPA, and unweighted cumulative GPAs will be provided when requested.

Grade		**Honors and Concurrent**	
	Non-Weighted Points	**Weighted Points**	**AP Weighted Points**
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.0	1
F	0	0	0

<u>High School and Middle School</u>

Deer Creek High School and Deer Creek Middle School will generate each week a list of all students with a "D" or "F" in any class. All students who are achieving below 70% in any core academic course will have the opportunity to obtain extra assistance organized by the schools.

AMENDED: 6/9/08, 8/11/08, 5/14/12, 10/11/21, 1/8/24, 7/13/26
ADOPTED: 12/7/81
DEER CREEK SCHOOL DISTRICT

GENERAL FUND & ACTIVITY FUND
PLACEMENT OF ORDERS

PRESCRIBED PROCEDURE FOR PLACEMENT OF ORDERS

Purchases cannot be made on the District's behalf without prior approval by the appropriate supervisor and a purchase order number assigned to the transaction.

General & ACTIVITY Fund Requisition – Order Form

Step 1. The "requisitioner" must submit the requisition through the online system, and forward the requisition to the appropriate reviewer.

Step 2. An appropriate "reviewer" must approve the requisition and forward it to the "approver" before a purchase order number will be issued.

Step 3. When the requisition is approved, the purchase order with an assigned number is returned electronically to the requisitioner.

Step 4. After receiving the approved purchase order, all orders should be placed by the requisitioner.

Step 5. One copy of the purchase order will be filed (numerically) in the Finance Office.

Step 6. When services are rendered or goods are received, the requisitioner must obtain an invoice, and then will place the appropriate purchase order number, initials, and date on the invoice(s), and forward the invoice(s) to building secretary for record keeping.

Step 7. The building secretary will forward the invoice to the Finance Office for payment.

AMENDED: 11/13/00, 9/8/08, 8/8/11, 4/14/25
ADOPTED: 1976
DEER CREEK SCHOOL DISTRICT

CLUBS, CAMPS, PRIVATE LESSONS, AND TUTORING POLICY

PURPOSE

The purpose of this policy is to provide opportunities for students and staff to engage in meaningful activities, ensure staff receives proper and fiscally responsible compensation for their time, prevent arbitrary or excessive student fees, protect parents and students from coercion or conflicts of interest, and ensure that all employee compensation and District facility usage are approved and documented.

SCOPE

This policy applies to any fee-based activity conducted, sponsored, supervised, advertised, or facilitated by a District employee when the activity uses District facilities, equipment, supplies, name, logo, communication channels, student rosters, team/class access, or the employee's District position. Covered activities include, but are not limited to, clubs, camps, clinics, summer leagues, private lessons, tutoring, small-group instruction, tryout-preparation activities, performance instruction, and comparable activities before school, after school, evenings, weekends, summer, or other non-contract times.

ACTIVITIES NOT COVERED

This policy does not apply to activities that are free to students although the district may require facility calendar approval, supervision plans, and safety compliance. Purely private off-campus services that are not advertised through the district, do not use district facilities/resources, and do not involve a district employee soliciting students through the employee's district role are governed by applicable conflict-of-interest, ethics, tutoring, and employee-conduct rules.

DEFINITIONS

Approved Non-Contracted Hour – an hour of planning, instruction, supervision, setup, or closeout that is preapproved for compensation in the activity application.
Contracted Hour – an hour in which students are scheduled to participate.
Fixed-Cost Rate – the employer payroll cost factor set annually by the district finance department.

PRIOR APPROVAL

No covered activity may be advertised, registration may not be opened, and fees may not be collected until the employee has submitted the required application, fee worksheet, schedule, staffing/supervision plan, promotional materials, and proof of required insurance/background clearances, and the activity has received all required approvals. At minimum, approval must include the site principal or athletic director. Additionally, the Superintendent or designee may require Board approval for any activity or category of activities.

STUDENT FEES

Student fees must be based on documented costs and approved compensation; the costs for an

individual participant are not to exceed for clubs and camps $15 per hour and for private lessons/tutoring $30 per half hour. Exceptions may be made with Superintendent or Designee approval.

EMPLOYEE COMPENSATION

Unless the Superintendent or designee approves a different amount, no District employee may be paid more than $125 in gross wages per approved compensated hour for covered activities. Employees may not receive side payments, tips, gifts in lieu of compensation, booster payments, family-member payments, or other compensation outside the approved District process.

PLANNING AND PREPARATION

Planning, preparation, setup, cleanup, and closeout hours must be identified in the application and approved before the activity begins. Employees may not be paid from activity fees for work performed during contract time or while otherwise being paid by the district for the same time.

VOLUNTARY PARTICIPATION AND NON-COERCION

Participation in a fee-based activity must be voluntary. No employee may require or imply that a student must participate as a condition of class grades, course credit, team membership, tryout results, placement, playing time, performance opportunity, leadership selection, recommendation, or future participation.

TUTORING AND PRIVATE LESSONS

A district employee may not tutor or provide private fee-based lessons to a student currently assigned to the employee for grading, evaluation, placement, or discipline unless a written exception is approved by the site principal or athletic director to address a documented need and conflict safeguards are imposed. Tutoring and private lessons may not occur during the employee's contract time. One-on-one services using district facilities must occur in an approved, visible, observable location, with building-access and supervision safeguards established by the site administrator. The site administrator may require a second district employee to be present in the building.

SUPERVISION, RATIOS, AND ACCOMMODATIONS

Each covered activity must have an approved adult-to-student ratio appropriate to the students' age, activity risk, location, and student needs. Unless a more restrictive ratio is required by the site principal or athletic director, the maximum ratio for PreK through 4th Grade is 30 students per supervisor and for 5th through 12th Grade the maximum ratio is 45 students per supervisor. The site principal or athletic director may require additional adults based on the nature of the activity. Deer Creek High School students may assist with supervision when they are directly supervised by a Deer Creek employee, but they may not independently supervise one-on-one tutoring or private lessons. Higher-risk activities, including athletics, lab-based activities, weightlifting, and water activities such as swimming, must be planned with heightened attention to student safety and may require additional supervisors. Sponsors must identify in the application whether participating students may need IEP/504 accommodations, health plans, behavior supports, language supports, or nursing/medication arrangements. Confidential student information must not be requested on public flyers or promotional materials; review of student needs must occur confidentially through the appropriate school administrator, case manager,

counselor, nurse, or special services staff. The activity may not begin until required accommodations, and safety needs have been addressed. IEP and 504 plans must be followed throughout the duration of the activity.

SCHOLARSHIPS AND ACCESS

Unless waived by the Superintendent or designee, each covered activity must reserve scholarship/waiver access equal to at least 10% of the anticipated seats or provide an approved alternative access plan. Promotional materials must state that financial assistance may be available and identify a confidential contact.

FINANCIAL CONTROLS

All revenues must be collected and deposited through district-approved processes. Employees may not collect fees through personal accounts, personal payment apps, checks payable to the employee, or cash retained by the employee. All expenses, payroll reimbursements, refunds, and transfers must be documented and processed through purchase order, activity fund, and payroll procedures. All required closeout documents are due by the deadline set by the finance department.

INSURANCE, BACKGROUND CHECKS, AND OUTSIDE PROVIDERS

Unless waived by the Superintendent or designee, proof of liability insurance is required. Outside providers, volunteers, and non-employee workers must complete all required background checks and approvals before student contact. No current student may be paid or reimbursed for working in a camp, clinic, or activity involving a sport or activity in which the student currently participates.

ADVERTISING AND USE OF DISTRICT COMMUNICATIONS

All promotional materials distributed through district channels must be approved in advance by the site principal or athletic director. The sponsor must submit the exact flyer, email, newsletter blurb, registration page, website content, and social media text intended for distribution, and administrators should distribute only the approved version. Promotional materials must match the approved activity description and include the fee, what the fee covers, dates, times, location, approved payment method, refund deadline or instructions, voluntary-participation statement, scholarship/assistance statement, and contact information. Materials may not state or imply that participation is required or that participation will improve grades, team membership, placement, tryout results, playing time, performance opportunities, or future selections.

SURPLUS, DEFICIT, AND REFUNDS

Covered activities are not personal fundraisers for employees, but rather a financially responsible compensation for non-contract time that meets or exceeds the hourly rate of pay for the employee during regular contract time. A monetary or material surplus must be handled by refund, approved activity-account deposit, or other district-approved method. Surplus may not be converted into additional employee compensation above the approved hourly cap.

VIOLATIONS

Violations may result in cancellation of the activity, fee refunds, denial of future applications, withholding of payment until documentation is complete, employee discipline, repayment obligations, referral to law enforcement or oversight agencies when appropriate, and any other remedy allowed by statutes and district policy.

ADOPTED: 11/13/00
DEER CREEK SCHOOL DISTRICT

STEPHEN L. SMITH CORP.

Registered Investment Advisor

_____, 2026

Deer Creek Board of Education
Independent School District No. 6
Oklahoma County, Oklahoma

Members:

1. **Scope of Services**. In connection with your proposed issuance of General Obligation Bonds (the "Issue" or the "Bonds") for the purpose of financing improvements and/or additions to the facilities of your School District, we hereby agree to perform the following Financial Advisory services:

A. We shall prepare a Financial Analysis of the School District which shall include a survey of the financial resources of the School District and contain a determination of the borrowing capacity of the School District. This shall encompass an analysis of the existing debt and tax structure of all levels of government involved and compare this analysis to the projected debt and tax structure of all levels of government involved. On the basis of the information thus developed, we shall devise a financing program to fund the proposed improvements which shall be complete as to the proposed maturities, the estimated interest rate and cost on the proposed bonds, the resulting overall amount of projected annual debt service and tax requirements, and the relationship of these items to existing corresponding projected items of the School District and other related levels of government.

B. In instances where publicly available information material is desired, we shall assist the School District in the preparation and furnishing of informational material in the form of news media articles, brochures, and any other such material desired by the School District for the purpose of outlining the various phases of the program in order that the general public will be well versed on all aspects of the project, including the needs of the School District, the proposed program of improvements, and the cost of providing such improvements. If desired, we shall also attend public meetings to explain the financing program to interested individuals.

C. We shall assist in the creation, gathering, organization and presentation of all services and legal documents (in conjunction with legal counsel), including notices and agendas, resolutions, proclamations, and election board canvasses, necessary for the proper calling and holding of the election and sale of the Issue.

D. Upon approval of the Issue by the voters of the School District, we shall undertake the following tasks:

i. We shall advise the Board of Education of current bond market conditions, forthcoming bond issues, and other general information and economic data that might normally be

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expected to influence interest rates or bidding conditions so that the date for the sale of the bonds may be set at a time which, in our opinion, would be favorable to the School District.

ii. We shall advise the Board of Education respecting the Official Notice of Sale that establishes the specifications for bidding; i.e. bond maturity and interest payment arrangement, interest rate limitations, and other pertinent details.

iii. We shall advise the client respecting a Preliminary or Final Official Statement (the "OS") that describes the Issue, including material information as to the security of the Issue, the School District, the community and other pertinent details. You shall provide us with true, accurate and complete information for use in and the preparation of the OS.

iv. We shall advise the client respecting a uniform bid form to prevent deviation by any bidders when such deviation would be costly to the issuing body.

v. If it is advantageous to do so, we shall assemble for presentation to national and state rating agencies, the financial and economic data necessary to attempt to obtain a rating on the bonds.

vi. We shall have a representative of our firm present at the sale of the bonds to aid the Board of Education in the tabulation and comparison of bids. We shall advise the Board of Education as to the bond market conditions at the time of sale and the advisability of accepting or rejecting the bids submitted.

vii. Assuming that a favorable interest rate is received and accepted by the Board of Education, we shall then proceed to take all steps necessary to expedite the preparation of the final Transcript of Proceedings, to receive approval of the Transcript of Proceedings by the Attorney General of the State of Oklahoma, and to achieve delivery of the Bonds to the purchaser.

viii. We shall supervise the printing and delivery of the actual bond certificates to the commercial bank acting as Registrar of the bond issue for the purposes of registration.

ix. We shall supervise and co-ordinate final delivery of the bond certificates to the purchaser and delivery of the bond proceeds to the School District by the most expeditious means available, whether by wire transfer, direct deposit or mail.

2. **Limitations on Scope of Services**. The services provided hereunder are limited solely to those described herein and do not include tax, legal, accounting or engineering services.

3. **Regulatory Duties When Servicing Client**. MSRB Rule G-42 requires that we make a reasonable inquiry as to the facts that are relevant to the client's determination whether to proceed with a course of action or that form the basis for and advice provided to the client. The rule also requires that we undertake a reasonable investigation to determine that we are not basing any recommendation on materially inaccurate or incomplete information. We are also required under the rule to use reasonable diligence to know the essential facts about the client and the authority of each person acting on the client's behalf.

Accordingly, you agree to cooperate, and to cause your agents to cooperate, with us in carrying out these regulatory duties, including providing to us accurate and complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties. In addition, you agree that, to the extent you seek to have us provide advice with regard to any recommendation made by a third party, you will provide to us written directions as well as any information you have received from such third party relating to its recommendation.

4. **Term of this Engagement**. The term of this engagement begins on the Effective Date, which shall be the date you sign this Agreement, and ends, unless earlier terminated as provided below, at the close of business on the settlement date for the Issue. This Agreement may be terminated with or without cause by either party upon the giving of at least thirty (30) days' prior notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. The hold harmless provisions in section 6 continue in force after the termination.

5. **Compensation**.

A. Fees. For the above services, you agree to pay us for an Issue a fee of:

1.00% of all bonds issued, not to exceed $45,000.

In the event the Bonds are sold in more than one series, the above fee schedule shall apply to each separate series of bonds. [cumulative]

If the School District is located in multiple counties, there is a $100.00 charge for each additional county.

B. Expenses. In addition to the above mentioned fee, you agree to reimburse us for the following expenses:

i. All expenses associated with the conduct of the bond election not borne directly by the School District.

ii. All expenses associated with the production, distribution and dissemination of informational materials relating to the bond issue.

iii. All expenses associated with the production, printing and distribution of the OS.

iv. All expenses associated with the printing and delivery of actual bond certificates to the purchaser.

C. Certain expenses will be billed directly to you including the expenses of the County Election Board associated with the printing of ballots and the conduct of the election.

D. The above specified fee and reimbursable expenses shall be billed upon approval of the Issue by the Attorney General of the State of Oklahoma and shall be payable upon delivery of the Bonds to the specified purchaser, and receipt of bond proceeds by the School District. In the event the bond election fails, the School District shall not be obligated to us for our services rendered to that time, but shall be obligated to reimburse us for direct, out of pocket expenses incurred by us on behalf of the School District with respect to the calling, holding and conduct of the bond election. Furthermore, if the election is held and fails, and the Board of Education calls another election within one year from that date, this Agreement shall remain in full force and effect for the fiscal year 2026-2027.

6. **Hold Harmless**. Financial Adviser and any of its associated persons shall not be subject to liability for any act or omission in the course of, or connected with, Financial Adviser's performance of this Agreement in the absence of willful misfeasance, bad faith or gross negligence or reckless disregard by Financial Adviser of its obligations under this Agreement. In the event of a dispute under this Agreement, Financial Adviser shall not be liable for special or consequential damages. No recourse shall be had against the Financial Adviser for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of client arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action, or other proceeding brought or received from the Internal Revenue Service in connection with the Issue or otherwise relating to the tax treatment of any issue, or in connection with any opinion or certificate rendered by counsel or any other party.

7. **Required Disclosures**. MSRB Rule G-42 requires that the Financial Adviser, as a Municipal Advisor under the Federal Securities Laws, provide you with disclosures of material conflicts of interest and of information regarding certain legal events and disciplinary history. Such disclosures are provided in the Disclosure Statement delivered to Client together with this Agreement.

8. **Assignment**. This Agreement shall not be assigned (as the term is defined in the Investment Adviser's Act of 1940) by either party without the consent of the non-assigning party which consent shall not be unreasonably withheld. For purposes of determining Client consent in the event of an assignment, Financial Adviser shall send written notice of the assignment. If Client does not object in writing within thirty (30) days of sending of such notice, Client shall be deemed to have consented to the assignment.

9. **Dispute Resolution**. Any dispute between the parties to this agreement regarding the terms of this agreement, the financing, the performance of a party under this agreement or in any way related to or arising from this agreement or the relationship created by this agreement shall be resolved by arbitration under the rules of the American Arbitration Association ("AAA"). Any dispute concerning the question of whether a dispute is subject to arbitration shall be resolved by arbitration. The arbitration shall be conducted by a single arbitrator selected from the AAA panel of arbitrators and shall be held in Tulsa County, Oklahoma. The decision by the arbitrator may be confirmed by any court in Oklahoma with jurisdiction over the parties. The parties shall bear their own expenses and fees in connection with any arbitration.

10. **Form ADV**. The School District hereby acknowledges receipt of the Financial Advisor's Form ADV, Part 2A & 2B as required under State and Federal laws.

11. **Applicable Law; Severability**. This Agreement shall be construed and given effect in accordance with the laws of OKLAHOMA. If any provision in this Agreement is invalid or unenforceable by appropriate authority under the laws of any jurisdiction applicable to this Agreement, this Agreement shall continue in full force and effect as if such provision were omitted, unless such omission would substantially impair the rights or benefits of either party, and, to that extent, the provision of this Agreement shall be deemed to be severable.

12. **Entire Agreement**. This instrument, including all appendices hereto, contains the entire agreement between the parties relating to the right herein granted and obligations is herein assumed. this Agreement may not be amended, supplemented or modified except by the by means of a written instrument executed by both parties.

13. **No Third Party Beneficiaries**. This agreement is made solely for benefit of the parties and their respective successors and permitted assigns. Nothing in this Agreement, express or implied, is intended to confer on any person, other than the parties and their respective successors and permitted assigned, any rights, remedies, obligations, or liabilities under or by reason of this Agreement.

14. **Authority**. Each of the parties represent and warrant that they have the respective power and authority to enter into this Agreement on behalf of the parties hereto by action of the Board of Education on the _____ day of _____, 2026.

15. **Counterparts**. This Agreement may be executed in multiple counterparts each of which will constitute a complete agreement.

Respectfully submitted,

STEPHEN L. SMITH CORPORATION

By: _____
Andrew B. Davis

ACCEPTED AND AGREED _____ day of _____, 2026.

✓ _____
President, Board of Education

✓ (SEAL)

✓ _____
Clerk, Board of Education

DISCLOSURE STATEMENT
OF
MUNICIPAL ADVISOR

This Disclosure Statement is provided by **Stephen L. Smith Corporation** (referred to herein as "Municipal Advisor" and, at times, "Financial Advisor") to **Deer Creek Public Schools** (the "Client") in connection with the Engagement Letter dated _____ _____, 2026 (the "Agreement") and is dated as of the same date as the Agreement. This Disclosure Statement provides information regarding conflicts of interest and legal or disciplinary events of Municipal Advisor required to be disclosed to Client pursuant to MSRB Rule G-42(b) and (c)(ii).

PART A – Disclosures of Conflicts of Interest

MSRB Rule G-42 requires that Municipal Advisors provide to their clients disclosures relating to any actual or potential material conflicts of interest, including certain categories of potential conflicts of interest identified in Rule G-42, if applicable. If no such material conflicts of interest are known to exist based on the exercise of reasonable diligence by the Municipal Advisor, Municipal Advisors are required to provide a written statement to that effect.

General Mitigations – As general mitigations of Municipal Advisor's conflicts, with respect to compensation-based conflict disclosed below, Municipal Advisor mitigates such conflict through its adherence to its fiduciary duty to Client, which includes a duty of loyalty to Client in performing all municipal advisory activities for Client. This duty of loyalty obligates Municipal Advisor to deal honestly and with the utmost good faith with Client and to act in Client's best interests without regard to Municipal Advisor's financial or other interests. Municipal Advisor's municipal advisory supervisory structure, supervisory processes and practices, provides strong safeguards against individual representatives of Municipal Advisor potentially departing from their regulatory duties due to personal interests. The disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below.

Material Conflicts of Interest: Compensation-Based Conflict

The fees due under this Agreement will be based on the size of the Issue and the payment of such fees shall be contingent upon the delivery of the Issue. While this form of compensation is customary in the municipal securities market, this may present a conflict because it could create an incentive for Municipal Advisor to recommend unnecessary financings or financings that are disadvantageous to Client, or to advise Client to increase the size of the issue. This conflict of interest is mitigated by the general mitigations described above.

PART B – Disclosures of Information Regarding Legal Events and Disciplinary History

MSRB Rule G-42 requires that Municipal Advisors provide to their clients certain disclosures of legal or disciplinary events material to its client's evaluation of the Municipal Advisor or the integrity of the Municipal advisor's management or advisory personnel.

Accordingly, Municipal Advisor sets out below required disclosures and related information in connection with such disclosures.

Material Legal or Disciplinary Event. There are no legal or disciplinary events that are material to Client's evaluation of Municipal Advisor or the integrity of Municipal Advisor's management or advisory personnel disclosed, or that should be disclosed, on any Form MA or Form MA-I filed with the SEC.

PART C – Future Supplemental Disclosures

As required by MSRB Rule G-42, this Disclosure Statement may be supplemented or amended, from time to time as needed, to reflect changed circumstances resulting in new conflicts of interest or changes in the conflicts of interest described above, or to provide updated information with regard to any legal or disciplinary events of Municipal Advisor. Municipal Advisor will provide Client with any such supplement or amendment as it becomes available throughout the term of the Agreement.

Dated: June 5, 2018

Stephen L. Smith Corp.
Firm Brochure - Form ADV Part 2A

This brochure provides information about the qualifications and business practices of Stephen L. Smith Corp.. If you have any questions about the contents of this brochure, please contact us at (918) 296-9980 or by email at: jordan@stephenlsmith.com. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.

Additional information about Stephen L. Smith Corp. is also available on the SEC's website at www.adviserinfo.sec.gov. Stephen L. Smith Corp.'s CRD number is: 116459

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jordan@stephenlsmith.com

Registration does not imply a certain level of skill or training.

Version Date: 03/24/2025

Item 2: Material Changes

There are no material changes in this brochure from the last annual updating amendment of Stephen L. Smith Corp. on 03/05/2024. Material changes relate to Stephen L. Smith Corp. policies, practices or conflicts of interests only.

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Item 4: Advisory Business

A. Description of the Advisory Firm

Stephen L. Smith Corp. is a Corporation organized in the state of Oklahoma. The firm was formed in June of 1989. As of August, 2010, the principal owners are Jordan G. Smith and Andrew B. Davis.

B. Types of Advisory Services

Stephen L. Smith Corp. (hereinafter "SLSC") offers the following services to advisory clients:

Financial Consulting Services

SLSC provides financial consulting services based on a percentage of debt issued. The financial consulting services include designing and structuring the repayment schedules for public debt obligations, managing paperwork, timing and funding. SLSC provides services to the following types of clients; to political subdivisions of the state of Oklahoma; to public trusts whose beneficiaries are political subdivisions of the state of Oklahoma; and to public trusts whose beneficiaries are political subdivisions of the state of Oklahoma with respect to the issuance of debt instruments by such entities.

SLSC provides the following services to assist their clients in achieving cost effective methods of financing that fit with the client's overall goals and resources:

- Financial review and analysis of existing resources, obligations and limitations including the proposed financing
- Assist the Issuer in communicating the various details and information relating to the proposed financing, to the Issuer's respective board, patrons and staff.
- Assist in the creation, gathering and presentation of all documentation and financial information relating to the proposed financing.
- Assist the Issuer in finding prospective funding sources including the dissemination of all appropriate paperwork, Official Statements and bid forms.
- Advise the Issuer of either accepting or rejecting any funding proposals received including information relating to current market conditions, estimated projections.

Services Limited to Specific Types of Investments

SLSC limits its consulting services to government securities and public trust.

C. Client Tailored Services and Client Imposed Restrictions

SLSC offers the same suite of services to all of its clients. Clients may impose restrictions in investing in certain securities or types of securities in accordance with their values or beliefs. However, if the restrictions prevent SLSC from properly servicing the client account, or if the restrictions would require SLSC to deviate from its standard suite of services, SLSC reserves the right to end the relationship.

D. Wrap Fee Programs

A wrap fee program is an investment program where the investor pays one stated fee that includes management fees, transaction costs, fund expenses, and any other administrative fees. SLSC does not participate in any wrap fee programs.

E. Amounts Under Management

SLSC does not manage assets under management as of December 2024.

Item 5: Fees and Compensation

A. Fee Schedule

Financial Consulting Services Fees

Total Debt Issues	Annual Fee
First $100,000	1.75%
Second $100,000	1.50%
Third $100,000	1.25%
Above $300,000	1.00%
Minimum fee of $7,500	

These fees are negotiable depending upon the needs and complexity of the situation. Fees are collected arrears for the services. Because fees are charged in arrears, no refund policy is necessary. Clients may terminate their accounts without penalty within 5 business days of signing the contract with SLSC.

B. Payment of Fees

Payment of Financial Consulting Fees

Consulting fees are paid only upon the clients' receipt of funding. Fees are paid via check, wire transfer or ACH in arrears. Because fees are charged in arrears, no refund is necessary.

C. Clients Are Responsible For Third Party Fees

Clients are responsible for the payment of all third party fees (i.e. registrar and paying agent fees, election cost, printing and dissemination of the Prospectus, legal opinions of the Attorney General and/or Bond Counsel, etc.). Those fees are separate and distinct from the fees and expenses charged by SLSC.

D. Prepayment of Fees

SLSC collects its fees in arrears only upon the clients' receipt of funding. It does not collect fees in advance.

E. Outside Compensation For the Sale of Securities to Clients

Neither SLSC nor its supervised persons accept any outside compensation for the sale of securities or other investment products.

Item 6: Performance-Based Fees and Side-By-Side Management

SLSC does not accept performance-based fees or other fees based on a share of capital gains on or capital appreciation of the assets of a client.

Item 7: Types of Clients

SLSC provides consulting services to the following types of clients:

- State or Municipal Government Entities and Public Trust

Minimum Account Size

There is no account minimum.

Item 8: Methods of Analysis, Investment Strategies, and Risk of Investment Loss

A. Methods of Analysis and Investment Strategies

Methods of Analysis

SLSC and/or its supervised person do not provide investment advice or direction regarding client investments. Our methods of analysis include using state and local public records including records from Treasurers, Assessors, Issuer's audits and budgets. SLSC will use information relating to other municipal projects as well.

Investment Strategies

SLSC uses long term and short term strategies to accomplish client projects.

B. Material Risks Involved

Methods of Analysis

SLSC and/or its supervised person do not provide investment advice or direction regarding client investments. Therefore SLSC does not have any information to provide regarding this item.

Investment Strategies

SLSC and/or its supervised person do not provide investment advice or direction regarding client investments. Therefore SLSC does not have any information to provide regarding this item.

C. Risks of Specific Securities Utilized

SLSC and/or its supervised person do not provide investment advice or direction regarding client investments. Therefore SLSC does not have any information to provide regarding this item.

Item 9: Disciplinary Information

A. Criminal or Civil Actions

There are no criminal or civil actions to report.

B. Administrative Proceedings

There are no administrative proceedings to report.

C. Self-regulatory Organization (SRO) Proceedings

There are no self-regulatory organization proceedings to report.

Item 10: Other Financial Industry Activities and Affiliations

A. Registration as a Broker/Dealer or Broker/Dealer Representative

Neither SLSC nor its representatives are registered as or have pending applications to become a broker/dealer or as representatives of a broker/dealer.

B. Registration as a Futures Commission Merchant, Commodity Pool Operator, or a Commodity Trading Advisor

Neither SLSC nor its representatives are registered as or have pending applications to become a Futures Commission Merchant, Commodity Pool Operator, or a Commodity Trading Advisor.

C. Registration Relationships Material to this Advisory Business and Possible Conflicts of Interests

SLSC is a registered municipal advisor. Standard Capital Finance, LLC ("SCF") is under common ownership with SLSC. SCF provides lease processing services and management of commercial rental properties owned by SCF. Work relating to SCF accounts for less than 5% of time spent during business hours. Under no circumstances are clients charged a fee by both SLSC and SCF for the same transaction.

D. Selection of Other Advisers or Managers and How This Adviser is Compensated for Those Selections

SLSC does not utilize nor select other advisers or third party managers. All client accounts are managed by SLSC management.

Item 11: Code of Ethics, Participation or Interest in Client Transactions and Personal Trading

A. Code of Ethics

SLSC has a written Code of Ethics that covers the following areas: Prohibited Purchases and Sales, Insider Trading, Personal Securities Transactions, Exempted Transactions, Prohibited Activities, Conflicts of Interest, Gifts and Entertainment, Confidentiality, Service on a Board of Directors, Compliance Procedures, Compliance with Laws and Regulations, Procedures and Reporting, Certification of Compliance, Reporting Violations, Compliance Officer Duties, Training and Education, Recordkeeping, Annual Review, and Sanctions. Our Code of Ethics is available free upon request to any client or prospective client.

B. Recommendations Involving Material Financial Interests

SLSC does not recommend that clients buy or sell any security in which a related person to SLSC or SLSC has a material financial interest.

C. Investing Personal Money in the Same Securities as Clients

Neither SLSC nor its representatives are allowed to purchase securities issued by its clients

D. Trading Securities At/Around the Same Time as Clients' Securities

Neither SLSC nor its representatives are allowed to trade securities issued by its clients.

Item 12: Brokerage Practices

A. Factors Used to Select Custodians and/or Broker/Dealers

SLSC does not provide investment supervisory services to clients and consequently does not recommend custodian or broker/dealers to clients.

1. *Research and Other Soft-Dollar Benefits*

SLSC receives no research, product, or services in connection with client securities transactions ("soft dollar benefits").

2. *Brokerage for Client Referrals*

SLSC receives no referrals from a broker-dealer or third party in exchange for using that broker-dealer or third party.

3. *Clients Directing Which Broker/Dealer/Custodian to Use*

SLSC allows clients to direct brokerage. SLSC may be unable to achieve most favorable execution of client transactions if clients choose to direct brokerage.

B. Aggregating (Block) Trading for Multiple Client Accounts

SLSC has no information regarding Aggregate (Block) Trading. SLSC does not conduct trades or provide advice or direction regarding client investments

Item 13: Reviews of Accounts

A. Frequency and Nature of Periodic Reviews and Who Makes Those Reviews

Client accounts are reviewed at least annually by Jordan G. Smith and/or Andrew B. Davis. All accounts at SLSC are assigned to these reviewers.

B. Factors That Will Trigger a Non-Periodic Review of Client Accounts

Reviews may be triggered by material market, economic or political events, or by changes in client's financial situations (such as retirement, termination of employment, physical move, or inheritance).

C. Content and Frequency of Regular Reports Provided to Clients

Each client will receive at least annually from the Registrar/Paying Agent, a written report that details the client's account including assets held and asset value which will come from the Registrar/Paying Agent.

Item 14: Client Referrals and Other Compensation

A. Economic Benefits Provided by Third Parties for Advice Rendered to Clients (Includes Sales Awards or Other Prizes)

SLSC does not receive any economic benefit, directly or indirectly from any third party for advice rendered to SLSC clients.

B. Compensation to Non – Advisory Personnel for Client Referrals

SLSC does not directly or indirectly compensate any person who is not advisory personnel for client referrals.

Item 15: Custody

SLSC does not take custody of client accounts at any time. Therefore SLSC does not have any information to provide regarding this item.

Item 16: Investment Discretion

SLSC does not have discretion over client accounts at any time.

Item 17: Voting Client Securities (Proxy Voting)

SLSC will not ask for, nor accept voting authority for client securities.

Item 18: Financial Information

A. Balance Sheet

SLSC does not require nor solicit prepayment of more than $500 in fees per client, six months or more in advance and therefore does not need to include a balance sheet with this brochure.

B. Financial Conditions Reasonably Likely to Impair Ability to Meet Contractual Commitments to Clients

Neither SLSC nor its management have any financial conditions that are likely to reasonably impair our ability to meet contractual commitments to clients.

C. Bankruptcy Petitions in Previous Ten Years

SLSC has not been the subject of a bankruptcy petition in the last ten years.

Item 19: Requirements For State Registered Advisers

A. Principal Executive Officers and Management Persons; Their Formal Education and Business Background

SLSC currently has only two management persons/executive officers; Jordan G. Smith and Andrew B. Davis. Their education and business background can be found on the Supplemental ADV Part 2B forms.

B. Other Businesses in Which This Advisory Firm or its Personnel are Engaged and Time Spent on Those (If Any)

Jordan G. Smith and Andrew B. Davis's other business activities can be found on the Supplemental ADV Part 2B form.

C. How Performance-based Fees are Calculated and Degree of Risk to Clients

SLSC does not accept performance-based fees or other fees based on a share of capital gains on or capital appreciation of the assets of a client.

D. Material Disciplinary Disclosures for Management Persons of this Firm

No management person at SLSC or SLSC has been involved in an arbitration claim or been found liable in a civil, self-regulatory organization, or administrative proceeding that is material to the client's evaluation of the firm or its management.

E. Material Relationships That Management Persons Have With Issuers of Securities (If Any)

SLSC and/or its supervised persons represent the Issuer of Securities. SLSC and/or its supervised persons do not provide investment advice or direction regarding client investments.

This brochure supplement provides information about Andrew Brian Davis that supplements the Stephen L. Smith Corp. brochure. You should have received a copy of that brochure. Please contact Andrew Brian Davis, Managing Member if you did not receive Stephen L. Smith Corp.'s brochure or if you have any questions about the contents of this supplement.

Additional information about Andrew Brian Davis is also available on the SEC's website at www.adviserinfo.sec.gov.

Stephen L. Smith Corp.

Form ADV Part 2B – Individual Disclosure Brochure

for

Andrew Brian Davis

Personal CRD Number: 4634378

Investment Adviser Representative

Stephen L. Smith Corp.
531 East "A" Street, Suite 301
Jenks, Oklahoma, 74037
(918) 296-9980
andy@stephenlsmith.com

UPDATED: 02/27/2019

Item 2: Educational Background and Business Experience

Name: **Andrew Brian Davis** **Born:** 1980

Education Background and Professional Designations:

Education:

BS Mathematics, Oklahoma Wesleyan University - 2002

Business Background:

2010 - Present	Managing Member Stephen L. Smith Corp.
2008 - 2010	Vice President Stephen L. Smith Corp.
2002 - 2008	Assistant Vice President Stephen L. Smith Corp.

Item 3: Disciplinary Information

There are no legal or disciplinary events that are material to a client's or prospective client's evaluation of this advisory business.

Item 4: Other Business Activities

Andrew Brian Davis is a managing member of Standard Capital Finance, LLC ("SCF"). SCF provides lease processing services and management of commercial rental properties owned by SCF.

Item 5: Additional Compensation

Other than salary, annual bonuses, or regular bonuses, Andrew Brian Davis does not receive any economic benefit from any person, company, or organization, in exchange for providing clients advisory services through Stephen L. Smith Corp.

Item 6: Supervision

As Managing Member of Stephen L. Smith Corp., Andrew Brian Davis works closely with Jordan G. Smith, who supervises all duties and activities of the firm. Jordan Smith's phone number is (918) 296-9980.

Item 7: Requirements For State Registered Advisers

This disclosure is required by Oklahoma securities authorities and is provided for your use in evaluating this investment advisor representative's suitability.

A. Andrew Brian Davis has NOT been involved in any of the events listed below.

1. An award or otherwise being found liable in an arbitration claim alleging damages in excess of $2,500, involving any of the following:
   a) an investment or an investment-related business or activity;
   b) fraud, false statement(s), or omissions;
   c) theft, embezzlement, or other wrongful taking of property;
   d) bribery, forgery, counterfeiting, or extortion; or
   e) dishonest, unfair, or unethical practices.

2. An award or otherwise being found liable in a civil, self-regulatory organization, or administrative proceeding involving any of the following:
   a) an investment or an investment-related business or activity;
   b) fraud, false statement(s), or omissions;
   c) theft, embezzlement, or other wrongful taking of property;
   d) bribery, forgery, counterfeiting, or extortion; or
   e) dishonest, unfair, or unethical practices.

B. Andrew Brian Davis has NOT been the subject of a bankruptcy petition in the past ten years.

This brochure supplement provides information about Jordan G. Smith that supplements the Stephen L. Smith Corp. brochure. You should have received a copy of that brochure. Please contact Jordan G. Smith, Managing Member/CCO if you did not receive Stephen L. Smith Corp.'s brochure or if you have any questions about the contents of this supplement.

Additional information about Jordan G. Smith is also available on the SEC's website at www.adviserinfo.sec.gov.

Stephen L. Smith Corp.

Form ADV Part 2B – Individual Disclosure Brochure

for

Jordan G. Smith

Personal CRD Number: 4634226

Investment Adviser Representative

Stephen L. Smith Corp.
531 East "A" Street, Suite 301
Jenks, Oklahoma, 74037
(918) 296-9980
jordan@stephenlsmith.com

UPDATED: 3/22/2014

Item 2: Educational Background and Business Experience

Name: **Jordan G. Smith** **Born:** 1979

Education Background and Professional Designations:

Education:

BA Business Administration, Harding University - 2002

Business Background:

2010 - Present	Managing Member & CCO Stephen L. Smith Corp.
2008 - 2010	Vice President & CCO Stephen L. Smith Corp.
2003 - 2008	Assistant Vice President Stephen L. Smith Corp.

Item 3: Disciplinary Information

There are no legal or disciplinary events that are material to a client's or prospective client's evaluation of this advisory business.

Item 4: Other Business Activities

Jordan G. Smith is a managing member of Standard Capital Finance, LLC ("SCF"). SCF provides lease processing services and management of commercial rental properties owned by SCF.

Item 5: Additional Compensation

Other than salary, annual bonuses, or regular bonuses, Jordan G. Smith does not receive any economic benefit from any person, company, or organization, in exchange for providing clients advisory services through Stephen L. Smith Corp.

Item 6: Supervision

As the Managing Member and CCO of Stephen L. Smith Corp., Jordan G. Smith supervises all duties and activities of the firm. Jordan G. Smith's phone number is (918) 296-9980.

Item 7: Requirements For State Registered Advisers

This disclosure is required by Oklahoma securities authorities and is provided for your use in evaluating this investment advisor representative's suitability.

A. Jordan G. Smith has **NOT** been involved in any of the events listed below.

1. An award or otherwise being found liable in an arbitration claim alleging damages in excess of $2,500, involving any of the following:
   a) an investment or an investment-related business or activity;
   b) fraud, false statement(s), or omissions;
   c) theft, embezzlement, or other wrongful taking of property;
   d) bribery, forgery, counterfeiting, or extortion; or
   e) dishonest, unfair, or unethical practices.

2. An award or otherwise being found liable in a civil, self-regulatory organization, or administrative proceeding involving any of the following:
   a) an investment or an investment-related business or activity;
   b) fraud, false statement(s), or omissions;
   c) theft, embezzlement, or other wrongful taking of property;
   d) bribery, forgery, counterfeiting, or extortion; or
   e) dishonest, unfair, or unethical practices.

B. Jordan G. Smith has **NOT** been the subject of a bankruptcy petition in the past ten years.

School District
2026-2027 Estimate of Needs
and
Financial Statement of the Fiscal Year 2025-2026

Board of Education of Deer Creek Public Schools
District No. I-6
County of Oklahoma
State of Oklahoma

To the Excise Board of said County and State, Greetings:

Pursuant to the requirements of 68 O. S. 2001 Section 3002, we submit herewith, for your consideration the within statement of the financial condition of the Board of Education of Deer Creek Public Schools, District No. I-6, County of Oklahoma, State of Oklahoma for the fiscal year beginning July 1, 2026, and ending June 30, 2027, together with an itemized statement of the estimated Income and Probable Needs of said School District for the ensuing fiscal year. We have separately prepared, executed and submit Financial Statements for the Fiscal Year so terminated, and Estimate of Requirements for the ensuing Fiscal Year, for such Sinking Fund, if any, as pertains to this District for the Bond, Coupon, and Judgment indebtedness, if any, outstanding and unpaid as of June 30, 2027, and also for the Sinking Fund of any disorganized District whose area or the major portion thereof is now embraced within the boundaries of this District; and this Certificate is as applicable thereto as if fully embodied therein. The same have been prepared in conformity with Statute.

Two copies of this Financial Statement and Estimate of Needs should be filed with the County Clerk not later than September 30 for all School Districts. One complete signed copy must be sent to the State Auditor and Inspector, 2300 N. Lincoln Blvd Room 100, Oklahoma City, OK 73105-4801 and one copy will be retained by the County Clerk. If publication may not be had by date required for filing, affidavit and proof of publication are required to be attached within five days after date of filing.

Prepared by: S&B CPA & Associates, PLLC

Submitted to the Oklahoma County Excise Board

This _____ Day of _____, 2026

School Board Member's Signatures

Chairman:	_____	Clerk:	_____
Member:	_____	Member:	_____
Member:	_____	Member:	_____
Member:	_____	Member:	_____
Member:	_____	Member:	_____
Treasurer	_____		

State of Oklahoma, County of Oklahoma

In addition,

1. We, the undersigned, duly elected, qualified and acting officers of the Board of Education of the aforesaid School District located wholly or in major area in the County and State aforesaid, do hereby certify that, at regular session begun at the time provided by law, we carefully considered the reports submitted by the several officers and employees as required by 68 O. S. 2001 Section 3004, carefully considered the statements and estimate of needs heretofore prepared for the purpose of ascertaining any additional or emergency levy necessary for the ensuing fiscal year and revised, corrected or amended the same to disclose the true fiscal condition as of June 30, 2026, and to provide for the needs of the District for the ensuing fiscal year as now ascertained; and we do hereby certify that the within statement of the financial condition is true and correct, and that the within estimates for all purposes for the ensuing fiscal year are reasonably necessary for the proper conduct of the affairs of said School District, and that the statement of Estimated Income from sources other than ad valorem taxes is not in excess of the lawfully authorized ratio of the actual collections from such sources during the previous fiscal year.

2. We further certify that any cash fund balance reported in our Building Fund is required for immediate or cumulative program of construction unless there be attached within a verified copy of a resolution signed by a majority of the members of this Board to the effect the program of building has been completed or abandoned. If attached, then the Excise Board is directed to apply said Balance to reduce Levies in accordance with 62 O. S. 2001, Section 333.

3. We also certify that a levy of 15.000 Mills over and above the number of mills allocated by the County Excise Board will be reasonably necessary for the proper conduct of the affairs of said school district during the fiscal year 2026-2027.

4. We also certify that, after due and legal notice of an election thereon, an emergency levy of 5.000 Mills, over and above the number of mills provided by Law and allocated by the County Excise Board in addition thereto for school purposes, were made permanent by election.

5. We also certify that, after due and legal notice of an election thereon, a local support levy of 10.000 Mills, in addition to the levies hereinbefore provided, were made permanent by election.

6. We also certify that, after due and legal notice of an election thereon, pursuant to Article 10, Section 10, of the Constitution of Oklahoma, an additional levy of 5.000 Mills, were made permanent by election.

Clerk of Board of Education | President of Board of Education | Treasurer of Board of Education

Subscribed and sworn to before me this _____ day of _____ , 2026.

_____ Notary Public

_____ My Commission Expires

Affidavit of Publication

State of Oklahoma, County of Oklahoma

I, _____, the undersigned duly qualified and acting Clerk of the Board of Education of Deer Creek Public Schools, School District No. I-6, County and State aforesaid, being first duly sworn according to law, hereby depose and say:

1. That I complied with 68 O. S. 2001 Section 3002, (both independent and dependent) by having the within Financial Statement and Estimate of Needs which was prepared at the time and in the manner provided by law, published as required by law, in a legally-qualified newspaper of general circulation in the district, there being no legally-qualified newspaper published in the school district, as evidenced by a copy of such published statement and estimate together with proof of publication thereof attached hereto marked Exhibit No. 1 and made a part hereof (strike inapplicable phrases).

2. That I complied with currently effective statutes, by having the Notice of Emergency Levy Election and the call for such Election on the date hereinbefore certified by the Governing Board, the Itemized Statements and the Itemized Estimate of the amount necessary for the ensuing fiscal year requiring such emergency levy for the current expense purposes as prepared by the Board of Education duly published or posted, as the case may be, in full compliance with law for this class of school district, and as provided by law duly made public in the manner and at the time provided by law, for this class of district and in all respects according to law, in relation to said election on such emergency levy as hereinbefore certified by said Governing Board.

3. That I complied with the statute by having published or posted (if required for this class of district) the notice of local support levy election, and the call for such election on the date hereinbefore certified by the Board of Education. That the Estimate of Needs as prepared by the Board of Education required such local support levy in addition to other tax levies, to fully meet the current expense purposes of the school district for the ensuing year.

4. That in conformity to resolution by said Board of Education, I caused Notice of Building Fund Levy Election under the provisions of Article 10, Section 10, Oklahoma Constitution, and the Call of such Election on the date hereinbefore certified by the Governing Board, together with Itemized Statements and an Estimate of the amount necessary for the ensuing fiscal year requiring such levy for the purpose of erecting, remodeling or repairing school buildings, and for purchasing school furniture, in said District, published or posted to contain such Notice and Call, fixing the number of voting places and particularly describing each and every such place or places, and fixing the day on which such election should be had after the expiration of such notice, duly published or posted as is required by law for this class of district.

_____
Clerk, Board of Education

Subscribed and sworn to before me this _____ day of _____ , 2026.

_____ _____
Notary Public My Commission Expires

_____
Secretary and Clerk of Excise Board
Oklahoma County, Oklahoma

S & B CPAs and Associates, PLLC
302 N Independence, Suite 207
Enid, Oklahoma 73701

Independent Accountant's Compilation Report

To the Board of Education
Deer Creek Public Schools
District No. I-6, Oklahoma County

Management is responsible for the accompanying 2025-2026 prescribed financial statements as of and for the fiscal year ended June 30, 2026, and the 2026-2027 Estimate of Needs (SA&I Form 2661R06) and Publication Sheet (SA&I Form 2662R06) for District No. I-6, Oklahoma County, included in the accompanying prescribed form. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the prescribed financial statements, estimate of needs and publication sheet nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these prescribed financial statements.

The prescribed financial statements, estimate of needs and publication sheet forms are presented in accordance with the requirements prescribed by the Office of the Oklahoma State Auditor and Inspector per 68 OS § 3003.B., as defined by rules promulgated by the Oklahoma State Department of Education per 70 OS § 5-134.1.D., and are not intended to be a complete presentation of the School's assets and liabilities.

This report is intended solely for the information and use of the Oklahoma State Department of Education, the School District, Oklahoma County Excise Board, and for filing with the State Auditor and Inspector and is not intended to be and should not be used by anyone other than these specified parties.

S & B CPAs and Associates, PLLC

S&B CPA & Associates, PLLC
Enid, OK

September 2, 2026

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GENERAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT 'A'

Schedule 1: Current Balance Sheet for June 30, 2026	
	Amount
ASSETS:	
Cash Balances	$23,510,077.51
Investments	$0.00
TOTAL ASSETS	$23,510,077.51
LIABILITIES AND RESERVES:	
Warrants Outstanding	$7,971,716.66
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$2,769,647.33
TOTAL LIABILITIES AND RESERVES	$10,741,363.99
CASH FUND BALANCE JUNE 30, 2026	$12,768,713.52
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	**$23,510,077.51**

Schedule 2: Revenue and Requirements, 2025-2026		
REVENUE:	Estimated Budget	Actual Revenue & Expenditures
Revenues, Non-Revenue Receipts & Cash Balances (Schedule 6)	$77,973,347.73	$83,669,657.60
LESS: REQUIREMENTS:		
Expenditures (Schedule 8)	$77,973,347.73	$70,900,944.08
CASH FUND BALANCE JUNE 30, 2026	**$0.00**	**$12,768,713.52**

Schedule 3: General Fund Cash Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2025-26	2024-25	PRE-2024	Total
Cash Balance Reported to Excise Board 6-30-25	$0.00	$23,315,134.01	$0.00	$23,315,134.01
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE				
Revenues/Non-Rev (Sch 6 Source Codes 1000 to 5999)	$67,656,686.97	$0.00	$0.00	$67,656,686.97
Cash Balances Transferred (Sch 6 Source Code 6110)	$15,926,819.05	-$15,926,819.05	$0.00	$0.00
Prior Year Lapsed Appropr (Sch 6 Source Code 6130)	$84,808.59	-$84,808.59	$0.00	$0.00
Estopped Warrants (Sch 6 Source Code 6140)	$1,342.99	-$1,342.99	$0.00	$0.00
Interfund Transfers (Sch 6 Source Code 6200)	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUES, NON-REVENUE RECEIPTS & CASH BALAN	$83,669,657.60	-$16,012,970.63	$0.00	$67,656,686.97
Warrants Paid of Year in Caption	$60,159,580.09	$7,302,163.38	$0.00	$67,461,743.47
TOTAL DISBURSEMENTS	$60,159,580.09	$7,302,163.38	$0.00	$67,461,743.47
CASH & INVESTMENTS BALANCE JUNE 30, 2026	$23,510,077.51	$0.00	$0.00	$23,510,077.51
Reserve for Warrants Outstanding (Schedule 4)	$7,971,716.66	$0.00	$0.00	$7,971,716.66
Reserve for Encumbrances (Schedule 8)	$2,769,647.33	$0.00	$0.00	$2,769,647.33
TOTAL LIABILITIES AND RESERVE	$10,741,363.99	$0.00	$0.00	$10,741,363.99
DEFICIT:	$0.00	$0.00	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	**$12,768,713.52**	**$0.00**	**$0.00**	**$12,768,713.52**

Schedule 4: General Fund Warrant Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2025-26	2024-25	PRE-2024	Total
Warrants Outstanding 6-30 of Year in Caption	$0.00	$7,277,458.87	$0.00	$7,277,458.87
Warrants Registered During Year	$68,131,296.75	$26,047.50	$0.00	$68,157,344.25
TOTAL	$68,131,296.75	$7,303,506.37	$0.00	$75,434,803.12
Warrants Paid During Year	$60,159,580.09	$7,302,163.38	$0.00	$67,461,743.47
Warrants Coverted to Bonds or Judgments	$0.00	$0.00	$0.00	$0.00
Warrants Estopped by Statute/Canceled	$0.00	$1,342.99	$0.00	$1,342.99
TOTAL WARRANTS RETIRED	$60,159,580.09	$7,303,506.37	$0.00	$67,463,086.46
BALANCE WARRANTS OUTSTANDING JUNE 30, 2026	$7,971,716.66	$0.00	$0.00	$7,971,716.66

Schedule 5: 2025 Ad Valorem Tax Account			
ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026	35	Mills	Amount
2025 Net Valuation Certified to County Excise Board			$785,677,086.00
Total Proceeds of Levy as Certified			$28,891,576.75
Additions:			$0.00
Deductions:			$0.00
Gross Balance Tax			$28,891,576.75
Less Reserve for Delinquent Tax			$2,626,506.98
Reserve for Protests Pending			$0.00
Balance Available Tax			$26,265,069.77
Deduct 2025 Tax Apportioned			$28,247,483.72
Net Balance 2025 Tax in Process of Collection			**$0.00**
Excess Collections			**$1,982,413.95**

EXHIBIT 'A'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances

SOURCE	2025-26 Account	
	AMOUNT ESTIMATED	ACTUALLY COLLECTED
1000 DISTRICT SOURCES OF REVENUE:		
1100 TAXES LEVIED/ASSESSED		
1110 Ad Valorem Tax Levy (Current Year)	$26,265,069.77	$28,247,483.72
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	$334,643.85
1130 Revenue In Lieu Of Taxes	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	$0.00
1190 Other Taxes	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$26,265,069.77	$28,582,127.57
1200 Tuition & Fees	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$807,486.86	$176,980.12
1400 Rental, Disposals and Commissions	$0.00	$44,822.49
1500 Reimbursements	$0.00	$332,370.19
1600 Other Local Sources of Revenue	$0.00	$7,148.10
1700 Child Nutrition Programs	$0.00	$0.00
1800 Athletics	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$27,072,556.63	$29,143,448.47
2000 INTERMEDIATE SOURCES OF REVENUE:		
2100 County 4 Mill Ad Valorem Tax	$2,589,784.71	$3,238,026.41
2200 County Apportionment (Mortgage Tax)	$417,522.19	$577,865.42
2300 Resale of Property Fund Distribution	$109,987.21	$154,936.75
2900 Other Intermediate Sources of Revenue	$0.00	$36,232.47
TOTAL INTERMEDIATE SOURCES OF REVENUE	$3,117,294.11	$4,007,061.05
3000 STATE SOURCES OF REVENUE:		
3100 STATE DEDICATED SOURCES OF REVENUE		
3110 Gross Production Tax	$64,208.08	$63,714.90
3120 Motor Vehicle Collections	$2,714,346.05	$3,487,345.67
3130 Rural Electric Cooperative Tax	$13,189.10	$14,697.44
3140 State School Land Earnings	$1,281,671.78	$1,540,748.06
3150 Vehicle Tax Stamps	$279,405.24	$22,208.33
3160 Farm Implement Tax Stamps	$0.00	$10.50
3170 Trailers and Mobile Homes	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	$2,569.77
TOTAL STATE DEDICATED SOURCES OF REVENUE	$4,352,820.24	$5,131,294.67
3200 STATE AID - NONCATEGORICAL		
3210 Foundation and Salary Incentive Aid	$19,117,458.40	$19,354,999.99
3220 Mid-Term Adjustment For Attendance	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	$0.00
3240 Disaster Assistance	$0.00	$0.00
3250 Flexible Benefit Allowance	$5,400,993.72	$5,498,991.58
TOTAL STATE AID - NONCATEGORICAL	$24,518,452.12	$24,853,991.57
3300 State Aid - Competitive Grants - Categorical	$0.00	$68,723.93
3400 State - Categorical	$624,728.71	$1,186,216.19
3500 Special Programs	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	$110,751.09
3700 Child Nutrition Program	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$0.00	$15,200.00
TOTAL STATE SOURCES OF REVENUE	$29,496,001.07	$31,366,177.45
4000 FEDERAL SOURCES OF REVENUE:		
4100 Grants-In-Aid Direct From The Federal Government	$0.00	$105,755.99
4200 Disadvantaged Students	$900,031.21	$695,148.01
4300 Individuals With Disabilities	$1,424,810.85	$1,496,907.81
4400 No Child Left Behind	$35,834.82	$24,452.26
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	$11,816.39
4700 Child Nutrition Programs	$0.00	$0.00
4800 Federal Vocational Education	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$2,360,676.88	$2,334,080.46
5000 NON-REVENUE RECEIPTS:	$0.00	$805,919.54
TOTAL NON-REVENUE RECEIPTS	$0.00	$805,919.54
6000 BALANCE SHEET ACCOUNTS:		
6100 CASH ACCOUNTS		
6110 Cash Forward	$15,926,819.05	$15,926,819.05
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	$84,808.59
6140 Estopped Warrants by Statute	$0.00	$1,342.99
TOTAL CASH ACCOUNTS	$15,926,819.05	$16,012,970.63
6200 Interfund Transfers	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$15,926,819.05	$16,012,970.63
GRAND TOTAL	**$77,973,347.73**	**$83,669,657.60**

EXHIBIT 'A'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances (Continued)

SOURCE	2025-26 Account OVER/UNDER	BASIS AND LIMIT OF ENSUING ESTIMATE	ESTIMATED BY GOVERNING BOARD	APPROVED BY EXCISE BOARD
1000 DISTRICT SOURCES OF REVENUE:				
1100 TAXES LEVIED/ASSESSED				
1110 Ad Valorem Tax Levy (Current Year)	$1,982,413.95	99.28%	$28,044,871.64	$28,044,871.64
1120 Ad Valorem Tax Levy (Prior Years)	$334,643.85	0.00%	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$0.00	0.00%	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	0.00%	$0.00	$0.00
1190 Other Taxes	$0.00	0.00%	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$2,317,057.80		$28,044,871.64	$28,044,871.64
1200 Tuition & Fees	$0.00	0.00%	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	-$630,506.74	480.28%	$850,000.00	$850,000.00
1400 Rental, Disposals and Commissions	$44,822.49	0.00%	$0.00	$0.00
1500 Reimbursements	$332,370.19	0.00%	$0.00	$0.00
1600 Other Local Sources of Revenue	$7,148.10	0.00%	$0.00	$0.00
1700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
1800 Athletics	$0.00	0.00%	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$2,070,891.84		$28,894,871.64	$28,894,871.64
2000 INTERMEDIATE SOURCES OF REVENUE:				
2100 County 4 Mill Ad Valorem Tax	$648,241.70	90.00%	$2,914,223.77	$2,914,223.77
2200 County Apportionment (Mortgage Tax)	$160,343.23	90.00%	$520,078.88	$520,078.88
2300 Resale of Property Fund Distribution	$44,949.54	0.00%	$0.00	$0.00
2900 Other Intermediate Sources of Revenue	$36,232.47	0.00%	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$889,766.94		$3,434,302.65	$3,434,302.65
3000 STATE SOURCES OF REVENUE:				
3100 STATE DEDICATED SOURCES OF REVENUE:				
3110 Gross Production Tax	-$493.18	90.00%	$57,343.41	$57,343.41
3120 Motor Vehicle Collections	$772,999.63	90.00%	$3,138,611.10	$3,138,611.10
3130 Rural Electric Cooperative Tax	$1,508.35	90.00%	$13,227.70	$13,227.70
3140 State School Land Earnings	$259,076.29	90.00%	$1,386,673.25	$1,386,673.25
3150 Vehicle Tax Stamps	-$257,196.91	0.00%	$0.00	$0.00
3160 Farm Implement Tax Stamps	$10.50	0.00%	$0.00	$0.00
3170 Trailers and Mobile Homes	$0.00	0.00%	$0.00	$0.00
3190 Other Dedicated Revenue	$2,569.77	0.00%	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$778,474.43		$4,595,855.46	$4,595,855.46
3200 STATE AID - NONCATEGORICAL				
3210 Foundation and Salary Incentive Aid	$237,541.59	106.91%	$20,693,232.48	$20,693,232.48
3220 Mid-Term Adjustment For Attendance	$0.00	0.00%	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	0.00%	$0.00	$0.00
3240 Disaster Assistance	$0.00	0.00%	$0.00	$0.00
3250 Flexible Benefit Allowance	$97,997.86	100.27%	$5,513,835.36	$5,513,835.36
TOTAL STATE AID - NONCATEGORICAL	$335,539.45		$26,207,067.84	$26,207,067.84
3300 State Aid - Competitive Grants - Categorical	$68,723.93	0.00%	$0.00	$0.00
3400 State - Categorical	$561,487.48	53.31%	$632,333.94	$632,333.94
3500 Special Programs	$0.00	0.00%	$0.00	$0.00
3600 Other State Sources of Revenue	$110,751.09	0.00%	$0.00	$0.00
3700 Child Nutrition Program	$0.00	0.00%	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$15,200.00	0.00%	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$1,870,176.38		$31,435,257.24	$31,435,257.24
4000 FEDERAL SOURCES OF REVENUE:				
4100 Grants-In-Aid Direct From The Federal Government	$105,755.99	115.02%	$121,645.00	$121,645.00
4200 Disadvantaged Students	-$204,883.20	136.88%	$951,486.75	$951,486.75
4300 Individuals With Disabilities	$72,096.96	94.07%	$1,408,098.71	$1,408,098.71
4400 No Child Left Behind	-$11,382.56	187.22%	$45,779.98	$45,779.98
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	0.00%	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$11,816.39	0.00%	$0.00	$0.00
4700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
4800 Federal Vocational Education	$0.00	0.00%	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	-$26,596.42		$2,527,010.44	$2,527,010.44
5000 NON-REVENUE RECEIPTS:	$805,919.54	0.00%	$0.00	$0.00
TOTAL NON-REVENUE RECEIPTS	$805,919.54		$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS:				
6100 CASH ACCOUNTS				
6110 Cash Forward	$0.00	80.17%	$12,768,713.52	$12,768,713.52
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$84,808.59	0.00%	$0.00	$0.00
6140 Estopped Warrants by Statute	$1,342.99	0.00%	$0.00	$0.00
TOTAL CASH ACCOUNTS	$86,151.58		$12,768,713.52	$12,768,713.52
6200 Interfund Transfers	$0.00	0.00%	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$86,151.58		$12,768,713.52	$12,768,713.52
GRAND TOTAL	**$5,696,309.87**		**$79,060,155.49**	**$79,060,155.49**

EXHIBIT 'A'

Schedule 7: Report of Prior Year Warrants Issued From Reserves			
FISCAL YEAR ENDING JUNE 30, 2025			
	RESERVES 06-30-2025	WARRANTS ISSUED SINCE	BALANCE LAPSED
TOTAL PRIOR YEAR RESERVES	**$110,856.09**	**$26,047.50**	**$84,808.59**

Schedule 8: Report of Current Year Expenditures			
APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, 2026		
	APPROPRIATIONS		
	ORIGINAL	SUPPLEMENTAL ADJUSTMENTS	FINAL APPROPRIATIONS
1000 INSTRUCTION	$40,432,793.90	$0.00	$40,432,793.90
2000 SUPPORT SERVICES:			
2100 Support Services - Students	$4,568,545.76	$0.00	$4,568,545.76
2200 Support Services - Instructional Staff	$3,563,554.42	$0.00	$3,563,554.42
2300 Support Services - General Administration	$11,779,983.88	$0.00	$11,779,983.88
2400 Support Services - School Administration	$4,874,528.01	$0.00	$4,874,528.01
2500 Support Services - Business	$2,575,272.58	$0.00	$2,575,272.58
2600 Operations And Maintenance of Plant Services	$5,373,908.59	$0.00	$5,373,908.59
2700 Student Transportation Services	$3,606,486.91	$0.00	$3,606,486.91
TOTAL SUPPORT SERVICES	$36,342,280.15	$0.00	$36,342,280.15
3000 OPERATION OF NON-INSTRUCTION SERVICES:			
3100 Child Nutrition Programs Operations	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00
3300 Community Services Operations	$822,359.55	$0.00	$822,359.55
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$822,359.55	$0.00	$822,359.55
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:			
4200 Land Acquisition Services	$0.00	$0.00	$0.00
4300 Land Improvement Services	$331,153.68	$0.00	$331,153.68
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00
4700 Building Improvement Services	$21,851.77	$0.00	$21,851.77
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$353,005.45	$0.00	$353,005.45
5000 OTHER OUTLAYS:			
5100 Debt Service	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$7,185.85	$0.00	$7,185.85
5500 Private Nonprofit Schools	$1,806.21	$0.00	$1,806.21
5600 Correcting Entry	$13,916.62	$0.00	$13,916.62
5800 Charter School Reimbursement	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$22,908.68	$0.00	$22,908.68
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00
TOTAL GENERAL FUND 2025-26 FISCAL YEAR	**$77,973,347.73**	**$0.00**	**$77,973,347.73**

EXHIBIT 'A'

Schedule 8: Report of Current Year Expenditures (Continued)				
FISCAL YEAR ENDING JUNE 30, 2026				2025-2026
APPROPRIATED ACCOUNTS	WARRANTS ISSUED	RESERVES	LAPSED BALANCE KNOWN TO BE UNENCUMBERED	EXPENDITURES FOR CURRENT EXPENSE PURPOSES
1000 INSTRUCTION:	$41,976,955.23	$47,935.97	-$1,592,097.30	$42,024,891.20
2000 SUPPORT SERVICES:				
2100 Support Services - Students	$4,736,358.19	$3,624.47	-$171,436.90	$4,739,982.66
2200 Support Services - Instructional Staff	$2,725,590.39	$744,632.00	$93,332.03	$3,470,222.39
2300 Support Services - General Administration	$1,928,871.08	$72,717.52	$9,778,395.28	$2,001,588.60
2400 Support Services - School Administration	$5,031,322.39	$6,018.78	-$162,813.16	$5,037,341.17
2500 Support Services - Business	$2,542,845.58	$177,937.43	-$145,510.43	$2,720,783.01
2600 Operations And Maintenance of Plant Services	$4,171,968.59	$1,219,613.07	-$17,673.07	$5,391,581.66
2700 Student Transportation Services	$3,731,533.28	$160,775.59	-$285,821.96	$3,892,308.87
TOTAL SUPPORT SERVICES	$24,868,489.50	$2,385,318.86	$9,088,471.79	$27,253,808.36
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3100 Child Nutrition Programs Operations	$0.00	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00	$0.00
3300 Community Services Operations	$1,272,032.17	$5,142.20	-$454,814.82	$1,277,174.37
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$1,272,032.17	$5,142.20	-$454,814.82	$1,277,174.37
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:				
4200 Land Acquisition Services	$0.00	$0.00	$0.00	$0.00
4300 Land Improvement Services	$4,903.23	$326,250.30	$0.15	$331,153.53
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$21,851.77	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$4,903.23	$326,250.30	$21,851.92	$331,153.53
5000 OTHER OUTLAYS:				
5100 Debt Service	$0.00	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$0.00	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$7,185.85	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$1,806.21	$0.00
5600 Correcting Entry	$8,916.62	$5,000.00	$0.00	$13,916.62
5800 Charter School Reimbursement	$0.00	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$8,916.62	$5,000.00	$8,992.06	$13,916.62
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00	$0.00
TOTAL GENERAL FUND 2025-26 FISCAL YEAR	**$68,131,296.75**	**$2,769,647.33**	**$7,072,403.65**	**$70,900,944.08**

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2026-27	Estimate of Needs by Governing Board	Approved by County Excise Board
PURPOSE:		
Current Expense	$79,060,155.49	$79,060,155.49
Pro rata share of County Assessor's Budget as determined by County Excise Board	$0.00	$0.00
GRAND TOTAL - Home School	**$79,060,155.49**	**$79,060,155.49**

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BUILDING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT 'C'

Schedule 1: Current Balance Sheet for June 30, 2026	
	Amount
ASSETS:	
Cash Balances	$5,181,206.67
Investments	$0.00
TOTAL ASSETS	$5,181,206.67
LIABILITIES AND RESERVES:	
Warrants Outstanding	$3,800.00
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$3,250.00
TOTAL LIABILITIES AND RESERVES	$7,050.00
CASH FUND BALANCE JUNE 30, 2026	$5,174,156.67
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	**$5,181,206.67**

Schedule 2: Revenue and Requirements, 2025-2026		
REVENUE:	Estimated Budget	Actual Revenue & Expenditures
Revenues, Non-Revenue Receipts & Cash Balances (Schedule 6)	$7,880,121.38	$9,608,563.25
LESS: REQUIREMENTS:		
Expenditures (Schedule 8)	$7,880,121.38	$4,434,406.58
CASH FUND BALANCE JUNE 30, 2026	**$0.00**	**$5,174,156.67**

Schedule 3: Building Fund Cash Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2025-26	2024-25	PRE-2024	Total
Cash Balance Reported to Excise Board 6-30-25	$0.00	$3,902,962.99	$0.00	$3,902,962.99
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE				
Revenues/Non-Rev (Sch 6 Source Codes 1000 to 5999)	$5,976,794.01	$0.00	$0.00	$5,976,794.01
Cash Balances Transferred (Sch 6 Source Code 6110)	$3,577,969.90	-$3,577,969.90	$0.00	$0.00
Prior Year Lapsed Appropr (Sch 6 Source Code 6130)	$0.00	-$53,799.34	$0.00	-$53,799.34
Estopped Warrants (Sch 6 Source Code 6140)	$53,799.34	$0.00	$0.00	$53,799.34
Interfund Transfers (Sch 6 Source Code 6200)	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUES, NON-REVENUE RECEIPTS & CASH BALAN	$9,608,563.25	-$3,631,769.24	$0.00	$5,976,794.01
Warrants Paid of Year in Caption	$4,427,356.58	$271,193.75	$0.00	$4,698,550.33
TOTAL DISBURSEMENTS	$4,427,356.58	$271,193.75	$0.00	$4,698,550.33
CASH & INVESTMENTS BALANCE JUNE 30, 2026	$5,181,206.67	$0.00	$0.00	$5,181,206.67
Reserve for Warrants Outstanding (Schedule 4)	$3,800.00	$0.00	$0.00	$3,800.00
Reserve for Encumbrances (Schedule 8)	$3,250.00	$0.00	$0.00	$3,250.00
TOTAL LIABILITIES AND RESERVE	$7,050.00	$0.00	$0.00	$7,050.00
DEFICIT:	$0.00	$0.00	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	**$5,174,156.67**	**$0.00**	**$0.00**	**$5,174,156.67**

Schedule 4: Building Fund Warrant Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2025-26	2024-25	PRE-2024	Total
Warrants Outstanding 6-30 of Year in Caption	$0.00	$174,549.87	$0.00	$174,549.87
Warrants Registered During Year	$4,431,156.58	$96,643.88	$0.00	$4,527,800.46
TOTAL	$4,431,156.58	$271,193.75	$0.00	$4,702,350.33
Warrants Paid During Year	$4,427,356.58	$271,193.75	$0.00	$4,698,550.33
Warrants Coverted to Bonds or Judgments	$0.00	$0.00	$0.00	$0.00
Warrants Estopped by Statute/Canceled	$0.00	$0.00	$0.00	$0.00
TOTAL WARRANTS RETIRED	$4,427,356.58	$271,193.75	$0.00	$4,698,550.33
BALANCE WARRANTS OUTSTANDING JUNE 30, 2026	$3,800.00	$0.00	$0.00	$3,800.00

Schedule 5: 2025 Ad Valorem Tax Account			
ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026	5.000	Mills	Amount
2025 Net Valuation Certified to County Excise Board			$785,677,086.00
Total Proceeds of Levy as Certified			$4,127,366.63
Additions:			$0.00
Deductions:			$0.00
Gross Balance Tax			$4,127,366.63
Less Reserve for Delinquent Tax			$375,215.15
Reserve for Protests Pending			$0.00
Balance Available Tax			$3,752,151.48
Deduct 2025 Tax Apportioned			$4,046,553.29
Net Balance 2025 Tax in Process of Collection			**$0.00**
Excess Collections			**$294,401.81**

BUILDING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT 'C'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances

SOURCE	2025-26 Account	
	AMOUNT ESTIMATED	ACTUALLY COLLECTED
1000 DISTRICT SOURCES OF REVENUE:		
1100 TAXES LEVIED/ASSESSED		
1110 Ad Valorem Tax Levy (Current Year)	$3,752,151.48	$4,046,553.29
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	$53,825.83
1130 Revenue In Lieu Of Taxes	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	$0.00
1190 Other Taxes	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$3,752,151.48	$4,100,379.12
1200 Tuition & Fees	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$0.00	$1,479,618.98
1400 Rental, Disposals and Commissions	$0.00	$0.00
1500 Reimbursements	$0.00	$0.00
1600 Other Local Sources of Revenue	$0.00	$0.00
1700 Child Nutrition Programs	$0.00	$0.00
1800 Athletics	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$3,752,151.48	$5,579,998.10
2000 INTERMEDIATE SOURCES OF REVENUE		
2100 County 4 Mill Ad Valorem Tax	$0.00	$0.00
2200 County Apportionment (Mortgage Tax)	$0.00	$0.00
2300 Resale of Property Fund Distribution	$0.00	$0.00
2900 Other Intermediate Sources of Revenue	$0.00	$5,176.07
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00	$5,176.07
3000 STATE SOURCES OF REVENUE:		
3100 STATE DEDICATED SOURCES OF REVENUE		
3110 Gross Production Tax	$0.00	$0.00
3120 Motor Vehicle Collections	$0.00	$0.00
3130 Rural Electric Cooperative Tax	$0.00	$0.00
3140 State School Land Earnings	$0.00	$0.00
3150 Vehicle Tax Stamps	$0.00	$0.00
3160 Farm Implement Tax Stamps	$0.00	$0.00
3170 Trailers and Mobile Homes	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$0.00	$0.00
3200 STATE AID - NONCATEGORICAL		
3210 Foundation and Salary Incentive Aid	$0.00	$0.00
3220 Mid-Term Adjustment For Attendance	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	$0.00
3240 Disaster Assistance	$0.00	$0.00
3250 Flexible Benefit Allowance	$0.00	$0.00
TOTAL STATE AID - NONCATEGORICAL	$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	$0.00
3400 State - Categorical	$550,000.00	$391,619.84
3500 Special Programs	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	$0.00
3700 Child Nutrition Program	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$550,000.00	$391,619.84
4000 FEDERAL SOURCES OF REVENUE:		
4100 Grants-In-Aid Direct From The Federal Government	$0.00	$0.00
4200 Disadvantaged Students	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	$0.00
4400 No Child Left Behind	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	$0.00
4700 Child Nutrition Programs	$0.00	$0.00
4800 Federal Vocational Education	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$0.00	$0.00
5000 NON-REVENUE RECEIPTS:	$0.00	$0.00
TOTAL NON-REVENUE RECEIPTS	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Forward	$3,577,969.90	$3,577,969.90
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	$0.00
6140 Estopped Warrants by Statute	$0.00	$53,799.34
TOTAL CASH ACCOUNTS	$3,577,969.90	$3,631,769.24
6200 Interfund Transfers	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$3,577,969.90	$3,631,769.24
GRAND TOTAL	**$7,880,121.38**	**$9,608,563.25**

EXHIBIT 'C'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances (Continued)

SOURCE	2025-26 Account OVER/UNDER	BASIS AND LIMIT OF ENSUING	ESTIMATED BY GOVERNING BOARD	APPROVED BY EXCISE BOARD
1000 DISTRICT SOURCES OF REVENUE:				
1100 TAXES LEVIED/ASSESSED				
1110 Ad Valorem Tax Levy (Current Year)	$294,401.81	99.01%	$4,006,408.83	$4,006,408.83
1120 Ad Valorem Tax Levy (Prior Years)	$53,825.83	0.00%	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$0.00	0.00%	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	0.00%	$0.00	$0.00
1190 Other Taxes	$0.00	0.00%	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$348,227.64		$4,006,408.83	$4,006,408.83
1200 Tuition & Fees	$0.00	0.00%	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$1,479,618.98	0.00%	$0.00	$0.00
1400 Rental, Disposals and Commissions	$0.00	0.00%	$0.00	$0.00
1500 Reimbursements	$0.00	0.00%	$0.00	$0.00
1600 Other Local Sources of Revenue	$0.00	0.00%	$0.00	$0.00
1700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
1800 Athletics	$0.00	0.00%	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$1,827,846.62		$4,006,408.83	$4,006,408.83
2000 INTERMEDIATE SOURCES OF REVENUE				
2100 County 4 Mill Ad Valorem Tax	$0.00	0.00%	$0.00	$0.00
2200 County Apportionment (Mortgage Tax)	$0.00	0.00%	$0.00	$0.00
2300 Resale of Property Fund Distribution	$0.00	0.00%	$0.00	$0.00
2900 Other Intermediate Sources of Revenue	$5,176.07	0.00%	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$5,176.07		$0.00	$0.00
3000 STATE SOURCES OF REVENUE:				
3100 STATE DEDICATED SOURCES OF REVENUE:				
3110 Gross Production Tax	$0.00	0.00%	$0.00	$0.00
3120 Motor Vehicle Collections	$0.00	0.00%	$0.00	$0.00
3130 Rural Electric Cooperative Tax	$0.00	0.00%	$0.00	$0.00
3140 State School Land Earnings	$0.00	0.00%	$0.00	$0.00
3150 Vehicle Tax Stamps	$0.00	0.00%	$0.00	$0.00
3160 Farm Implement Tax Stamps	$0.00	0.00%	$0.00	$0.00
3170 Trailers and Mobile Homes	$0.00	0.00%	$0.00	$0.00
3190 Other Dedicated Revenue	$0.00	0.00%	$0.00	$0.00
TOTAL STATE DEDICATED SOURCES OF REVENUE	$0.00		$0.00	$0.00
3200 STATE AID - NONCATEGORICAL				
3210 Foundation and Salary Incentive Aid	$0.00	0.00%	$0.00	$0.00
3220 Mid-Term Adjustment For Attendance	$0.00	0.00%	$0.00	$0.00
3230 Teacher Consultant Stipend	$0.00	0.00%	$0.00	$0.00
3240 Disaster Assistance	$0.00	0.00%	$0.00	$0.00
3250 Flexible Benefit Allowance	$0.00	0.00%	$0.00	$0.00
TOTAL STATE AID - NONCATEGORICAL	$0.00		$0.00	$0.00
3300 State Aid - Competitive Grants - Categorical	$0.00	0.00%	$0.00	$0.00
3400 State - Categorical	-$158,380.16	90.00%	$352,457.86	$352,457.86
3500 Special Programs	$0.00	0.00%	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	0.00%	$0.00	$0.00
3700 Child Nutrition Program	$0.00	0.00%	$0.00	$0.00
3800 State Vocational Programs - Multi-Source	$0.00	0.00%	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	-$158,380.16		$352,457.86	$352,457.86
4000 FEDERAL SOURCES OF REVENUE:				
4100 Grants-In-Aid Direct From The Federal Government	$0.00	0.00%	$0.00	$0.00
4200 Disadvantaged Students	$0.00	0.00%	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	0.00%	$0.00	$0.00
4400 No Child Left Behind	$0.00	0.00%	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	0.00%	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	0.00%	$0.00	$0.00
4700 Child Nutrition Programs	$0.00	0.00%	$0.00	$0.00
4800 Federal Vocational Education	$0.00	0.00%	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$0.00		$0.00	$0.00
5000 NON-REVENUE RECEIPTS:	$0.00	0.00%	$0.00	$0.00
TOTAL NON-REVENUE RECEIPTS	$0.00		$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS				
6100 CASH ACCOUNTS				
6110 Cash Forward	$0.00	144.61%	$5,174,156.67	$5,174,156.67
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	0.00%	$0.00	$0.00
6140 Estopped Warrants by Statute	$53,799.34	0.00%	$0.00	$0.00
TOTAL CASH ACCOUNTS	$53,799.34		$5,174,156.67	$5,174,156.67
6200 Interfund Transfers	$0.00	0.00%	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$53,799.34		$5,174,156.67	$5,174,156.67
GRAND TOTAL	**$1,728,441.87**		**$9,533,023.36**	**$9,533,023.36**

EXHIBIT 'C'

Schedule 7: Report of Prior Year Warrants Issued From Reserves

FISCAL YEAR ENDING JUNE 30, 2025			
	RESERVES 06-30-2025	WARRANTS ISSUED SINCE	BALANCE LAPSED
TOTAL PRIOR YEAR RESERVES	**$150,443.22**	**$96,643.88**	**$53,799.34**

Schedule 8: Report of Current Year Expenditures

APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, 2026 APPROPRIATIONS		
	ORIGINAL	SUPPLEMENTAL ADJUSTMENTS	FINAL APPROPRIATIONS
1000 INSTRUCTION:	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:			
2100 Support Services - Students	$0.00	$0.00	$0.00
2200 Support Services - Instructional Staff	$0.00	$0.00	$0.00
2300 Support Services - General Administration	$1,768,656.43	$0.00	$1,768,656.43
2400 Support Services - School Administration	$0.00	$0.00	$0.00
2500 Support Services - Business	$0.00	$0.00	$0.00
2600 Operations And Maintenance of Plant Services	$6,108,564.95	$0.00	$6,108,564.95
2700 Student Transportation Services	$2,900.00	$0.00	$2,900.00
TOTAL SUPPORT SERVICES	$7,880,121.38	$0.00	$7,880,121.38
3000 OPERATION OF NON-INSTRUCTION SERVICES:			
3100 Child Nutrition Programs Operations	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:			
4200 Land Acquisition Services	$0.00	$0.00	$0.00
4300 Land Improvement Services	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:			
5100 Debt Service	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$0.00
5800 Charter School Reimbursement	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$0.00	$0.00	$0.00
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00
TOTAL BUILDING FUND 2025-26 FISCAL YEAR	**$7,880,121.38**	**$0.00**	**$7,880,121.38**

EXHIBIT 'C'

Schedule 8: Report of Current Year Expenditures (Continued)				
FISCAL YEAR ENDING JUNE 30, 2026				2025-2026
APPROPRIATED ACCOUNTS	WARRANTS ISSUED	RESERVES	LAPSED BALANCE KNOWN TO BE UNENCUMBERED	EXPENDITURES FOR CURRENT EXPENSE PURPOSES
1000 INSTRUCTION:	$0.00	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:				
2100 Support Services - Students	$0.00	$0.00	$0.00	$0.00
2200 Support Services - Instructional Staff	$0.00	$0.00	$0.00	$0.00
2300 Support Services - General Administration	$0.00	$0.00	$1,768,656.43	$0.00
2400 Support Services - School Administration	$0.00	$0.00	$0.00	$0.00
2500 Support Services - Business	$0.00	$0.00	$0.00	$0.00
2600 Operations And Maintenance of Plant Services	$4,431,156.58	$3,250.00	$1,674,158.37	$4,434,406.58
2700 Student Transportation Services	$0.00	$0.00	$2,900.00	$0.00
TOTAL SUPPORT SERVICES	$4,431,156.58	$3,250.00	$3,445,714.80	$4,434,406.58
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3100 Child Nutrition Programs Operations	$0.00	$0.00	$0.00	$0.00
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTIONAL SERVICES	$0.00	$0.00	$0.00	$0.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:				
4200 Land Acquisition Services	$0.00	$0.00	$0.00	$0.00
4300 Land Improvement Services	$0.00	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:				
5100 Debt Service	$0.00	$0.00	$0.00	$0.00
5200 Fund Transfer/Reimbursement (Child Nutrition Fund)	$0.00	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$0.00	$0.00
5800 Charter School Reimbursement	$0.00	$0.00	$0.00	$0.00
5900 Arbitrage	$0.00	$0.00	$0.00	$0.00
TOTAL OTHER OUTLAYS	$0.00	$0.00	$0.00	$0.00
7000 OTHER USES / UNBUDGETED ITEMS:	$0.00	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00	$0.00
TOTAL BUILDING FUND 2025-26 FISCAL YEAR	**$4,431,156.58**	**$3,250.00**	**$3,445,714.80**	**$4,434,406.58**

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2026-27	Estimate of Needs by Governing Board	Approved by County Excise Board
PURPOSE:		
Current Expense	$9,533,023.36	$9,533,023.36
Pro rata share of County Assessor's Budget as determined by County Excise Board	$0.00	$0.00
GRAND TOTAL - Home School	**$9,533,023.36**	**$9,533,023.36**

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CHILD NUTRITION FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT 'D'

Schedule 1: Current Balance Sheet for June 30, 2026	
	Amount
ASSETS:	
Cash Balances	$2,404,190.24
Investments	$0.00
TOTAL ASSETS	$2,404,190.24
LIABILITIES AND RESERVES:	
Warrants Outstanding	$13,944.32
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$3,268.57
TOTAL LIABILITIES AND RESERVES	$17,212.89
CASH FUND BALANCE JUNE 30, 2026	$2,386,977.35
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	**$2,404,190.24**

Schedule 2: Revenue and Requirements, 2025-2026		
REVENUE:	Estimated Budget	Actual Revenue & Expenditures
Revenues, Non-Revenue Receipts & Cash Balances (Schedule 6)	$5,438,713.82	$5,568,472.38
LESS: REQUIREMENTS:		
Expenditures (Schedule 8)	$5,438,713.82	$3,181,495.03
CASH FUND BALANCE JUNE 30, 2026	**$0.00**	**$2,386,977.35**

Schedule 3: Child Nutrition Fund Cash Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2025-26	2024-25	PRE-2024	Total
Cash Balance Reported to Excise Board 6-30-25	$0.00	$2,752,757.37	$0.00	$2,752,757.37
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCE				
Revenues/Non-Rev (Sch 6 Source Codes 1000 to 5999)	$2,936,604.72	$0.00	$0.00	$2,936,604.72
Cash Balances Transferred (Sch 6 Source Code 6110)	$2,629,890.54	-$2,629,890.54	$0.00	$0.00
Prior Year Lapsed Appropr (Sch 6 Source Code 6130)	$1,855.13	-$1,855.13	$0.00	$0.00
Estopped Warrants (Sch 6 Source Code 6140)	$121.99	-$121.99	$0.00	$0.00
Interfund Transfers (Sch 6 Source Code 6200)	$0.00	$0.00	$0.00	$0.00
TOTAL REVENUES, NON-REVENUE RECEIPTS & CASH BALAN	$5,568,472.38	-$2,631,867.66	$0.00	$2,936,604.72
Warrants Paid of Year in Caption	$3,164,282.14	$120,889.71	$0.00	$3,285,171.85
TOTAL DISBURSEMENTS	$3,164,282.14	$120,889.71	$0.00	$3,285,171.85
CASH & INVESTMENTS BALANCE JUNE 30, 2026	$2,404,190.24	$0.00	$0.00	$2,404,190.24
Reserve for Warrants Outstanding (Schedule 4)	$13,944.32	$0.00	$0.00	$13,944.32
Reserve for Encumbrances (Schedule 8)	$3,268.57	$0.00	$0.00	$3,268.57
TOTAL LIABILITIES AND RESERVE	$17,212.89	$0.00	$0.00	$17,212.89
DEFICIT:	$0.00	$0.00	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	**$2,386,977.35**	**$0.00**	**$0.00**	**$2,386,977.35**

Schedule 4: Child Nutrition Fund Warrant Accounts of Current and all Prior Years				
CURRENT AND ALL PRIOR YEARS	2025-26	2024-25	PRE-2024	Total
Warrants Outstanding 6-30 of Year in Caption	$0.00	$3,950.65	$0.00	$3,950.65
Warrants Registered During Year	$3,178,226.46	$117,061.05	$0.00	$3,295,287.51
TOTAL	$3,178,226.46	$121,011.70	$0.00	$3,299,238.16
Warrants Paid During Year	$3,164,282.14	$120,889.71	$0.00	$3,285,171.85
Warrants Coverted to Bonds or Judgments	$0.00	$0.00	$0.00	$0.00
Warrants Estopped by Statute/Canceled	$0.00	$121.99	$0.00	$121.99
TOTAL WARRANTS RETIRED	$3,164,282.14	$121,011.70	$0.00	$3,285,293.84
BALANCE WARRANTS OUTSTANDING JUNE 30, 2026	$13,944.32	$0.00	$0.00	$13,944.32

EXHIBIT 'D'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances

SOURCE	2025-26 Account	
	AMOUNT ESTIMATED	ACTUALLY COLLECTED
1000 DISTRICT SOURCES OF REVENUE:		
1100 TAXES LEVIED/ASSESSED		
1110 Ad Valorem Tax Levy (Current Year)	$0.00	$0.00
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	$0.00
1190 Other Taxes	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$0.00	$0.00
1200 Tuition & Fees	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$0.00	$0.00
1400 Rental, Disposals and Commissions	$0.00	$0.00
1500 Reimbursements	$0.00	$0.00
1600 Other Local Sources of Revenue	$0.00	$0.00
1700 CHILD NUTRITION PROGRAM		
1710 Students' Lunches	$1,218,313.84	$1,214,948.29
1720 Students' Breakfsts	$565,015.95	$621,635.27
1730 Adult Lunches/Breakfasts	$63,491.06	$3,643.72
1740 Extra Food/A La Carte/Extra Milk	$0.00	$0.00
1750 Special Milk Program	$0.00	$0.00
1760 Contract Lunches, Breakfasts, Milk and Supplements	$0.00	$0.00
1790 Other District Revenue (Child Nutrition Programs)	$0.00	$0.00
TOTAL CHILD NUTRITION PROGRAM	$1,846,820.84	$1,840,227.28
1800 Athletics	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	$1,846,820.84	$1,840,227.28
2000 INTERMEDIATE SOURCES OF REVENUE:	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00	$0.00
3000 STATE SOURCES OF REVENUE:		
3100 Total Dedicated Revenue	$0.00	$0.00
3200 Total State Aid - General Operations - Non-Categorical	$0.00	$2,276.28
3300 State Aid - Competitive Grants - Categorical	$0.00	$0.00
3400 State - Categorical	$0.00	$0.00
3500 Special Programs	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	$0.00
3700 CHILD NUTRITION PROGRAM		
3710 State Reimbursement	$0.00	$0.00
3720 State Matching	$24,997.27	$24,585.56
TOTAL CHILD NUTRITION PROGRAM	$24,997.27	$24,585.56
3800 State Vocational Programs - Multi-Source	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$24,997.27	$26,861.84
4000 FEDERAL SOURCES OF REVENUE:		
4100 Grants-In-Aid Direct From The Federal Government	$0.00	$0.00
4200 Disadvantaged Students	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	$0.00
4400 No Child Left Behind	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	$0.00
4700 CHILD NUTRITION PROGRAMS		
4710 Lunches	$832,112.88	$952,194.34
4720 Breakfasts	$104,892.28	$117,225.54
4730 Special Milk	$0.00	$0.00
4740 Summer Food Service Program	$0.00	$0.00
4750 Child and Adult Food Program	$0.00	$0.00
TOTAL CHILD NUTRITION PROGRAMS	$937,005.16	$1,069,419.88
4800 Federal Vocational Education	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$937,005.16	$1,069,419.88
5000 NON-REVENUE RECEIPTS:	$0.00	$95.72
TOTAL NON-REVENUE RECEIPTS	$0.00	$95.72
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Forward	$2,629,890.54	$2,629,890.54
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$0.00	$1,855.13
6140 Estopped Warrants by Statute	$0.00	$121.99
TOTAL CASH ACCOUNTS	$2,629,890.54	$2,631,867.66
6200 Interfund Transfers	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$2,629,890.54	$2,631,867.66
GRAND TOTAL	**$5,438,713.82**	**$5,568,472.38**

EXHIBIT 'D'

Schedule 6: Revenue, Non-Revenue Receipts & Cash Balances (Continued)

SOURCE	2025-26 Account OVER/UNDER	BASIS AND LIMIT OF ENSUING	ESTIMATED BY GOVERNING BOARD	APPROVED BY EXCISE BOARD
1000 DISTRICT SOURCES OF REVENUE:				
1100 TAXES LEVIED/ASSESSED				
1110 Ad Valorem Tax Levy (Current Year)	$0.00	0.00%	$0.00	$0.00
1120 Ad Valorem Tax Levy (Prior Years)	$0.00	0.00%	$0.00	$0.00
1130 Revenue In Lieu Of Taxes	$0.00	0.00%	$0.00	$0.00
1140 Revenue From Local Governmental Units Other Than Leas	$0.00	0.00%	$0.00	$0.00
1190 Other Taxes	$0.00	0.00%	$0.00	$0.00
TOTAL TAXES LEVIED/ASSESSED	$0.00		$0.00	$0.00
1200 Tuition & Fees	$0.00	0.00%	$0.00	$0.00
1300 Earnings on Investments and Bond Sales	$0.00	0.00%	$0.00	$0.00
1400 Rental, Disposals and Commissions	$0.00	0.00%	$0.00	$0.00
1500 Reimbursements	$0.00	0.00%	$0.00	$0.00
1600 Other Local Sources of Revenue	$0.00	0.00%	$0.00	$0.00
1700 CHILD NUTRITION PROGRAM				
1710 Students' Lunches	-$3,365.55	95.00%	$1,154,200.88	$1,154,200.88
1720 Students' Breakfsts	$56,619.32	95.00%	$590,553.51	$590,553.51
1730 Adult Lunches/Breakfasts	-$59,847.34	95.00%	$3,461.53	$3,461.53
1740 Extra Food/A La Carte/Extra Milk	$0.00	0.00%	$0.00	$0.00
1750 Special Milk Program	$0.00	0.00%	$0.00	$0.00
1760 Contract Lunches, Breakfasts, Milk and Supplements	$0.00	0.00%	$0.00	$0.00
1790 Other District Revenue (Child Nutrition Programs)	$0.00	0.00%	$0.00	$0.00
TOTAL CHILD NUTRITION PROGRAM	-$6,593.56		$1,748,215.92	$1,748,215.92
1800 Athletics	$0.00	0.00%	$0.00	$0.00
TOTAL DISTRICT SOURCES OF REVENUE	-$6,593.56		$1,748,215.92	$1,748,215.92
2000 INTERMEDIATE SOURCES OF REVENUE:	$0.00	0.00%	$0.00	$0.00
TOTAL INTERMEDIATE SOURCES OF REVENUE	$0.00		$0.00	$0.00
3000 STATE SOURCES OF REVENUE:				
3100 Total Dedicated Revenue	$0.00	0.00%	$0.00	$0.00
3200 Total State Aid - General Operations - Non-Categorical	$2,276.28	95.00%	$2,162.47	$2,162.47
3300 State Aid - Competitive Grants - Categorical	$0.00	0.00%	$0.00	$0.00
3400 State - Categorical	$0.00	0.00%	$0.00	$0.00
3500 Special Programs	$0.00	0.00%	$0.00	$0.00
3600 Other State Sources of Revenue	$0.00	0.00%	$0.00	$0.00
3700 CHILD NUTRITION PROGRAM				
3710 State Reimbursement	$0.00	0.00%	$0.00	$0.00
3720 State Matching	-$411.71	95.00%	$23,356.28	$23,356.28
TOTAL CHILD NUTRITION PROGRAM	-$411.71		$23,356.28	$23,356.28
3800 State Vocational Programs - Multi-Source	$0.00	0.00%	$0.00	$0.00
TOTAL STATE SOURCES OF REVENUE	$1,864.57		$25,518.75	$25,518.75
4000 FEDERAL SOURCES OF REVENUE:				
4100 Grants-In-Aid Direct From The Federal Government	$0.00	0.00%	$0.00	$0.00
4200 Disadvantaged Students	$0.00	0.00%	$0.00	$0.00
4300 Individuals With Disabilities	$0.00	0.00%	$0.00	$0.00
4400 No Child Left Behind	$0.00	0.00%	$0.00	$0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	$0.00	0.00%	$0.00	$0.00
4600 Other Federal Sources Passed Through State Dept Of Education	$0.00	0.00%	$0.00	$0.00
4700 CHILD NUTRITION PROGRAMS				
4710 Lunches	$120,081.46	95.00%	$904,584.62	$904,584.62
4720 Breakfasts	$12,333.26	95.00%	$111,364.26	$111,364.26
4730 Special Milk	$0.00	0.00%	$0.00	$0.00
4740 Summer Food Service Program	$0.00	0.00%	$0.00	$0.00
4750 Child and Adult Food Program	$0.00	0.00%	$0.00	$0.00
TOTAL CHILD NUTRITION PROGRAMS	$132,414.72		$1,015,948.89	$1,015,948.89
4800 Federal Vocational Education	$0.00	0.00%	$0.00	$0.00
TOTAL FEDERAL SOURCES OF REVENUE	$132,414.72		$1,015,948.89	$1,015,948.89
5000 NON-REVENUE RECEIPTS:	$95.72	0.00%	$0.00	$0.00
TOTAL NON-REVENUE RECEIPTS	$95.72		$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS				
6100 CASH ACCOUNTS				
6110 Cash Forward	$0.00	90.76%	$2,386,977.35	$2,386,977.35
6130 Prior-Year Lapsed Appropriations (Schedule 6)	$1,855.13	0.00%	$0.00	$0.00
6140 Estopped Warrants by Statute	$121.99	0.00%	$0.00	$0.00
TOTAL CASH ACCOUNTS	$1,977.12		$2,386,977.35	$2,386,977.35
6200 Interfund Transfers	$0.00	0.00%	$0.00	$0.00
TOTAL BALANCE SHEET ACCOUNTS	$1,977.12		$2,386,977.35	$2,386,977.35
GRAND TOTAL	**$129,758.56**		**$5,176,660.90**	**$5,176,660.90**

EXHIBIT 'D'

Schedule 7: Report of Prior Year Warrants Issued From Reserves			
FISCAL YEAR ENDING JUNE 30, 2025			
	RESERVES 06-30-2025	WARRANTS ISSUED SINCE	BALANCE LAPSED
TOTAL PRIOR YEAR RESERVES	**$118,916.18**	**$117,061.05**	**$1,855.13**

Schedule 8: Report of Current Year Expenditures			
APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, 2026		
	APPROPRIATIONS		
	ORIGINAL	SUPPLEMENTAL ADJUSTMENTS	FINAL APPROPRIATIONS
1000 INSTRUCTION:	$0.00	$0.00	$0.00
TOTAL INSTRUCTION	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:	$0.00	$0.00	$0.00
TOTAL SUPPORT SERVICES	$0.00	$0.00	$0.00
3000 OPERATION OF NON-INSTRUCTION SERVICES:			
3100 CHILD NUTRITION PROGRAMS OPERATIONS			
3110 Supervision of Child Nutrition Programs Operations	$496,261.11	$0.00	$496,261.11
3120 Food Preparation & Dispensing Services	$39,449.00	$0.00	$39,449.00
3130 Food and Supplies Delivery Services	$0.00	$0.00	$0.00
3140 Other Direct/Related Child Nutrition Programs Services	$1,949,725.78	$0.00	$1,949,725.78
3150 Food Procurement Services	$2,166,399.76	$0.00	$2,166,399.76
3160 Non-Reimbursable Services	$0.00	$0.00	$0.00
3180 Nutrition Education & Staff Development	$0.00	$0.00	$0.00
3190 Other Child Nutrition Programs Operations	$786,782.45	$0.00	$786,782.45
TOTAL CHILD NUTRITION PROGRAMS OPERATIONS	$5,438,618.10	$0.00	$5,438,618.10
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTION SERVICES	$5,438,618.10	$0.00	$5,438,618.10
4000 FACILITIES ACQUISITION & CONSTRUCTION SERV:			
4100 Supv. of Facilities Acquisition and Construction	$0.00	$0.00	$0.00
4200 Site Acquisition Services	$0.00	$0.00	$0.00
4300 Site Improvement Services	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00
4900 Other Facilities Acquisition and Const. Services	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:			
5100 Debt Service	$0.00	$0.00	$0.00
5200 Reimbursement(Child Nutrition Fund)	$0.00	$0.00	$0.00
5300 Clearing Account	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00
5600 Correcting Entry	$95.72	$0.00	$95.72
TOTAL OTHER OUTLAYS	$95.72	$0.00	$95.72
7000 OTHER USES:	$0.00	$0.00	$0.00
TOTAL OTHER USES	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00
TOTAL REPAYMENTS	$0.00	$0.00	$0.00
TOTAL CHILD NUTRITION FUND 2025-26 FISCAL YEAR	**$5,438,713.82**	**$0.00**	**$5,438,713.82**

EXHIBIT 'D'

Schedule 8: Report of Current Year Expenditures (Continued)				
FISCAL YEAR ENDING JUNE 30, 2026				2025-2026
APPROPRIATED ACCOUNTS	WARRANTS ISSUED	RESERVES	LAPSED BALANCE KNOWN TO BE UNENCUMBERED	EXPENDITURES FOR CURRENT EXPENSE PURPOSES
1000 INSTRUCTION:	$0.00	$0.00	$0.00	$0.00
TOTAL INSTRUCTION	$0.00	$0.00	$0.00	$0.00
2000 SUPPORT SERVICES:	$0.00	$0.00	$0.00	$0.00
TOTAL SUPPORT SERVICES	$0.00	$0.00	$0.00	$0.00
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3100 CHILD NUTRITION PROGRAMS OPERATIONS				
3110 Supervision of Child Nutrition Programs Operations	$60,397.43	$0.00	$435,863.68	$60,397.43
3120 Food Preparation & Dispensing Services	$39,449.00	$0.00	$0.00	$39,449.00
3130 Food and Supplies Delivery Services	$0.00	$0.00	$0.00	$0.00
3140 Other Direct/Related Child Nutrition Programs Services	$658,978.84	$3,268.57	$1,287,478.37	$662,247.41
3150 Food Procurement Services	$2,407,790.20	$0.00	-$241,390.44	$2,407,790.20
3160 Non-Reimbursable Services	$0.00	$0.00	$0.00	$0.00
3180 Nutrition Education & Staff Development	$0.00	$0.00	$0.00	$0.00
3190 Other Child Nutrition Programs Operations	$11,515.27	$0.00	$775,267.18	$11,515.27
TOTAL CHILD NUTRITION PROGRAMS OPERATIONS	$3,178,130.74	$3,268.57	$2,257,218.79	$3,181,399.31
3200 Other Enterprise Service Operations	$0.00	$0.00	$0.00	$0.00
3300 Community Services Operations	$0.00	$0.00	$0.00	$0.00
TOTAL OPERATION OF NON-INSTRUCTION SERVICES	$3,178,130.74	$3,268.57	$2,257,218.79	$3,181,399.31
4000 FACILITIES ACQUISITION & CONSTRUCTION SERV:				
4100 Supv. of Facilities Acquisition and Construction	$0.00	$0.00	$0.00	$0.00
4200 Site Acquisition Services	$0.00	$0.00	$0.00	$0.00
4300 Site Improvement Services	$0.00	$0.00	$0.00	$0.00
4400 Architecture and Engineering Services	$0.00	$0.00	$0.00	$0.00
4500 Educational Specifications Development Services	$0.00	$0.00	$0.00	$0.00
4600 Building Acquisition and Construction Services	$0.00	$0.00	$0.00	$0.00
4700 Building Improvement Services	$0.00	$0.00	$0.00	$0.00
4900 Other Facilities Acquisition and Const. Services	$0.00	$0.00	$0.00	$0.00
TOTAL FACILITIES ACQUISITION & CONST. SERVICES	$0.00	$0.00	$0.00	$0.00
5000 OTHER OUTLAYS:				
5100 Debt Service	$0.00	$0.00	$0.00	$0.00
5200 Reimbursement(Child Nutrition Fund)	$95.72	$0.00	-$95.72	$95.72
5300 Clearing Account	$0.00	$0.00	$0.00	$0.00
5400 Indirect Cost Entitlement	$0.00	$0.00	$0.00	$0.00
5500 Private Nonprofit Schools	$0.00	$0.00	$0.00	$0.00
5600 Correcting Entry	$0.00	$0.00	$95.72	$0.00
TOTAL OTHER OUTLAYS	$95.72	$0.00	$0.00	$95.72
7000 OTHER USES:	$0.00	$0.00	$0.00	$0.00
TOTAL OTHER USES	$0.00	$0.00	$0.00	$0.00
8000 REPAYMENTS:	$0.00	$0.00	$0.00	$0.00
TOTAL REPAYMENTS	$0.00	$0.00	$0.00	$0.00
TOTAL CHILD NUTRITION FUND 2025-26 FISCAL YEA	**$3,178,226.46**	**$3,268.57**	**$2,257,218.79**	**$3,181,495.03**

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2026-27	Estimate of Needs by Governing Board	Approved by County Excise Board
PURPOSE:		
Current Expense	$5,176,660.90	$5,176,660.90
Pro rata share of County Assessor's Budget as determined by County Excise Board	$0.00	$0.00
GRAND TOTAL - Home School	**$5,176,660.90**	**$5,176,660.90**

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SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT "E"

Schedule 1: Detail of Bond and Coupon Indebtedness as of June 30, 2026 - Not Affecting Homesteads (New)						
PURPOSE OF BOND ISSUE:						2024 Building Bonds
Date Of Issue						3/1/2024
Date Of Sale By Delivery						12:00:00 AM
HOW AND WHEN BONDS MATURE:						
Uniform Maturities:						
Date Maturity Begins						3/1/2026
Amount Of Each Uniform Maturity						$ 1,590,000.00
Final Maturity Otherwise:						
Date of Final Maturity						3/1/2027
Amount of Final Maturity						$ 1,595,000.00
AMOUNT OF ORIGINAL ISSUE						$ 3,185,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year						$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:						
Bond Issues Accruing By Tax Levy						$ 3,185,000.00
Years To Run						2
Normal Annual Accrual						$ 0.00
Tax Years Run						2
Accrual Liability To Date						$ 3,185,000.00
Deductions From Total Accruals:						
Bonds Paid Prior To 6-30-2025						$ 0.00
Bonds Paid During 2025-2026						$ 1,590,000.00
Matured Bonds Unpaid						$ 0.00
Balance Of Accrual Liability						$ 1,595,000.00
TOTAL BONDS OUTSTANDING 6-30-2026:						
Matured						$ 0.00
Unmatured						$ 1,595,000.00
Coupon Computation:	Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount	
Bonds and Coupons	3/1/2027	$ 1,595,000.00	4.000%	8 Mo.	$ 42,533.33	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Requirement for Interest Earnings After Last Tax-Levy Year:						
Terminal Interest To Accrue						$ 0.00
Years To Run						0
Accrue Each Year						$ 0.00
Tax Years Run						0
Total Accrual To Date						$ 0.00
Current Interest Earned Through 2026-2027						$ 42,533.33
Total Interest To Levy For 2026-2027						$ 42,533.33
INTEREST COUPON ACCOUNT:						
Interest Earned But Unpaid 6-30-2025:						
Matured						$ 0.00
Unmatured						$ 169,866.67
Interest Earnings 2025-2026						$ 106,200.00
Coupons Paid Through 2025-2026						$ 245,570.00
Interest Earned But Unpaid 6-30-2026:						
Matured						$ 0.00
Unmatured						$ 30,496.67

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT "E"

Schedule 1: Detail of Bond and Coupon Indebtedness as of June 30, 2026 - Not Affecting Homesteads (New)						
PURPOSE OF BOND ISSUE:						2024 General Obligation
Date Of Issue						9/1/2024
Date Of Sale By Delivery						12:00:00 AM
HOW AND WHEN BONDS MATURE:						
Uniform Maturities:						
Date Maturity Begins						9/1/2026
Amount Of Each Uniform Maturity						$ 22,390,000.00
Final Maturity Otherwise:						
Date of Final Maturity						9/1/2026
Amount of Final Maturity						$ 22,390,000.00
AMOUNT OF ORIGINAL ISSUE						$ 22,390,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year						$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:						
Bond Issues Accruing By Tax Levy						$ 22,390,000.00
Years To Run						1
Normal Annual Accrual						$ 0.00
Tax Years Run						1
Accrual Liability To Date						$ 22,390,000.00
Deductions From Total Accruals:						
Bonds Paid Prior To 6-30-2025						$ 0.00
Bonds Paid During 2025-2026						$ 0.00
Matured Bonds Unpaid						$ 0.00
Balance Of Accrual Liability						$ 22,390,000.00
TOTAL BONDS OUTSTANDING 6-30-2026:						
Matured						$ 0.00
Unmatured						$ 22,390,000.00
Coupon Computation:	Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount	
Bonds and Coupons	9/1/2026	$ 22,390,000.00	4.750%	0 Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Requirement for Interest Earnings After Last Tax-Levy Year:						
Terminal Interest To Accrue						$ 177,254.17
Years To Run						1
Accrue Each Year						$ 177,254.17
Tax Years Run						1
Total Accrual To Date						$ 177,254.17
Current Interest Earned Through 2026-2027						$ 0.00
Total Interest To Levy For 2026-2027						$ 0.00
INTEREST COUPON ACCOUNT:						
Interest Earned But Unpaid 6-30-2025:						
Matured						$ 0.00
Unmatured						$ 0.00
Interest Earnings 2025-2026						$ 1,949,795.83
Coupons Paid Through 2025-2026						$ 1,595,287.50
Interest Earned But Unpaid 6-30-2026:						
Matured						$ 0.00
Unmatured						$ 354,508.33

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT "E"

Schedule 1: Detail of Bond and Coupon Indebtedness as of June 30, 2026 - Not Affecting Homesteads (New)						
PURPOSE OF BOND ISSUE:						2023 General Obligation
Date Of Issue						9/1/2023
Date Of Sale By Delivery						
HOW AND WHEN BONDS MATURE:						
Uniform Maturities:						
Date Maturity Begins						9/1/2025
Amount Of Each Uniform Maturity						$ 18,465,000.00
Final Maturity Otherwise:						
Date of Final Maturity						9/1/2025
Amount of Final Maturity						$ 18,465,000.00
AMOUNT OF ORIGINAL ISSUE						$ 18,465,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year						$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:						
Bond Issues Accruing By Tax Levy						$ 18,465,000.00
Years To Run						1
Normal Annual Accrual						$ 0.00
Tax Years Run						1
Accrual Liability To Date						$ 18,465,000.00
Deductions From Total Accruals:						
Bonds Paid Prior To 6-30-2025						$ 0.00
Bonds Paid During 2025-2026						$ 18,465,000.00
Matured Bonds Unpaid						$ 0.00
Balance Of Accrual Liability						$ 0.00
TOTAL BONDS OUTSTANDING 6-30-2026:						
Matured						$ 0.00
Unmatured						$ 0.00
Coupon Computation:	Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Requirement for Interest Earnings After Last Tax-Levy Year:						
Terminal Interest To Accrue						$ 0.00
Years To Run						0
Accrue Each Year						$ 0.00
Tax Years Run						0
Total Accrual To Date						$ 0.00
Current Interest Earned Through 2026-2027						$ 0.00
Total Interest To Levy For 2026-2027						$ 0.00
INTEREST COUPON ACCOUNT:						
Interest Earned But Unpaid 6-30-2025:						
Matured						$ 0.00
Unmatured						$ 307,750.00
Interest Earnings 2025-2026						$ 153,875.00
Coupons Paid Through 2025-2026						$ 461,625.00
Interest Earned But Unpaid 6-30-2026:						
Matured						$ 0.00
Unmatured						$ 0.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT "E"

Schedule 1: Detail of Bond and Coupon Indebtedness as of June 30, 2026 - Not Affecting Homesteads (New)						
PURPOSE OF BOND ISSUE:						2025 General Obligation
Date Of Issue						9/1/2025
Date Of Sale By Delivery						
HOW AND WHEN BONDS MATURE:						
Uniform Maturities:						
Date Maturity Begins						9/1/2027
Amount Of Each Uniform Maturity						$ 25,865,000.00
Final Maturity Otherwise:						
Date of Final Maturity						9/1/2027
Amount of Final Maturity						$ 25,865,000.00
AMOUNT OF ORIGINAL ISSUE						$ 25,865,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year						$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:						
Bond Issues Accruing By Tax Levy						$ 25,865,000.00
Years To Run						1
Normal Annual Accrual						$ 25,865,000.00
Tax Years Run						0
Accrual Liability To Date						$ 0.00
Deductions From Total Accruals:						
Bonds Paid Prior To 6-30-2025						$ 0.00
Bonds Paid During 2025-2026						$ 0.00
Matured Bonds Unpaid						$ 0.00
Balance Of Accrual Liability						$ 0.00
TOTAL BONDS OUTSTANDING 6-30-2026:						
Matured						$ 0.00
Unmatured						$ 25,865,000.00
Coupon Computation:	Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons	9/1/2027	$ 25,865,000.00	4.200%	22 Mo.	$ 1,991,605.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Requirement for Interest Earnings After Last Tax-Levy Year:						
Terminal Interest To Accrue						$ 181,055.00
Years To Run						1
Accrue Each Year						$ 181,055.00
Tax Years Run						0
Total Accrual To Date						$ 0.00
Current Interest Earned Through 2026-2027						$ 1,991,605.00
Total Interest To Levy For 2026-2027						$ 2,172,660.00
INTEREST COUPON ACCOUNT:						
Interest Earned But Unpaid 6-30-2025:						
Matured						$ 0.00
Unmatured						$ 0.00
Interest Earnings 2025-2026						$ 0.00
Coupons Paid Through 2025-2026						$ 0.00
Interest Earned But Unpaid 6-30-2026:						
Matured						$ 0.00
Unmatured						$ 0.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT "E"

Schedule 1: Detail of Bond and Coupon Indebtedness as of June 30, 2026 - Not Affecting Homesteads (New)	
PURPOSE OF BOND ISSUE:	2026 General Obligation
Date Of Issue	6/1/2026
Date Of Sale By Delivery	
HOW AND WHEN BONDS MATURE:	
Uniform Maturities:	
Date Maturity Begins	6/1/2028
Amount Of Each Uniform Maturity	$ 600,000.00
Final Maturity Otherwise:	
Date of Final Maturity	6/1/2028
Amount of Final Maturity	$ 600,000.00
AMOUNT OF ORIGINAL ISSUE	$ 600,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year	$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:	
Bond Issues Accruing By Tax Levy	$ 600,000.00
Years To Run	1
Normal Annual Accrual	$ 600,000.00
Tax Years Run	0
Accrual Liability To Date	$ 0.00
Deductions From Total Accruals:	
Bonds Paid Prior To 6-30-2025	$ 0.00
Bonds Paid During 2025-2026	$ 0.00
Matured Bonds Unpaid	$ 0.00
Balance Of Accrual Liability	$ 0.00
TOTAL BONDS OUTSTANDING 6-30-2026:	
Matured	$ 0.00
Unmatured	$ 600,000.00

Coupon Computation:	Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount
Bonds and Coupons				Mo.	$ 0.00
Bonds and Coupons	6/1/2028	$ 600,000.00	4.200%	13 Mo.	$ 27,300.00
Bonds and Coupons				Mo.	$ 0.00
Bonds and Coupons				Mo.	$ 0.00
Bonds and Coupons				Mo.	$ 0.00
Bonds and Coupons				Mo.	$ 0.00
Bonds and Coupons				Mo.	$ 0.00
Bonds and Coupons				Mo.	$ 0.00
Bonds and Coupons				Mo.	$ 0.00
Bonds and Coupons				Mo.	$ 0.00

Requirement for Interest Earnings After Last Tax-Levy Year:	
Terminal Interest To Accrue	$ 0.00
Years To Run	0
Accrue Each Year	$ 0.00
Tax Years Run	0
Total Accrual To Date	$ 0.00
Current Interest Earned Through 2026-2027	$ 27,300.00
Total Interest To Levy For 2026-2027	$ 27,300.00
INTEREST COUPON ACCOUNT:	
Interest Earned But Unpaid 6-30-2025:	
Matured	$ 0.00
Unmatured	$ 0.00
Interest Earnings 2025-2026	$ 0.00
Coupons Paid Through 2025-2026	$ 0.00
Interest Earned But Unpaid 6-30-2026:	
Matured	$ 0.00
Unmatured	$ 0.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT "E"

Schedule 1: Detail of Bond and Coupon Indebtedness as of June 30, 2026 - Not Affecting Homesteads (New)						
PURPOSE OF BOND ISSUE:						2026 General Obligation
Date Of Issue						6/1/2026
Date Of Sale By Delivery						
HOW AND WHEN BONDS MATURE:						
Uniform Maturities:						
Date Maturity Begins						6/1/2028
Amount Of Each Uniform Maturity						$ 32,170,000.00
Final Maturity Otherwise:						
Date of Final Maturity						6/1/2028
Amount of Final Maturity						$ 32,170,000.00
AMOUNT OF ORIGINAL ISSUE						$ 32,170,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year						$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:						
Bond Issues Accruing By Tax Levy						$ 32,170,000.00
Years To Run						0
Normal Annual Accrual						$ 0.00
Tax Years Run						0
Accrual Liability To Date						$ 0.00
Deductions From Total Accruals:						
Bonds Paid Prior To 6-30-2025						$ 0.00
Bonds Paid During 2025-2026						$ 0.00
Matured Bonds Unpaid						$ 0.00
Balance Of Accrual Liability						$ 0.00
TOTAL BONDS OUTSTANDING 6-30-2026:						
Matured						$ 0.00
Unmatured						$ 32,170,000.00
Coupon Computation:	Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons	6/1/2028	$ 32,170,000.00	4.200%	13 Mo.	$ 1,463,735.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Bonds and Coupons				Mo.	$ 0.00	
Requirement for Interest Earnings After Last Tax-Levy Year:						
Terminal Interest To Accrue						$ 0.00
Years To Run						0
Accrue Each Year						$ 0.00
Tax Years Run						0
Total Accrual To Date						$ 0.00
Current Interest Earned Through 2026-2027						$ 1,463,735.00
Total Interest To Levy For 2026-2027						$ 1,463,735.00
INTEREST COUPON ACCOUNT:						
Interest Earned But Unpaid 6-30-2025:						
Matured						$ 0.00
Unmatured						$ 0.00
Interest Earnings 2025-2026						$ 0.00
Coupons Paid Through 2025-2026						$ 0.00
Interest Earned But Unpaid 6-30-2026:						
Matured						$ 0.00
Unmatured						$ 0.00

EXHIBIT "E"

Schedule 1: Detail of Bond and Coupon Indebtedness as of June 30, 2026 - Not Affecting Homesteads (New)	
PURPOSE OF BOND ISSUE:	Total All Bonds
HOW AND WHEN BONDS MATURE:	
Uniform Maturities:	
Amount Of Each Uniform Maturity	$ 101,080,000.00
Final Maturity Otherwise:	
Amount of Final Maturity	$ 101,085,000.00
AMOUNT OF ORIGINAL ISSUE	$ 102,675,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year	$ 0.00
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:	
Bond Issues Accruing By Tax Levy	$ 102,675,000.00
Normal Annual Accrual	$ 26,465,000.00
Accrual Liability To Date	$ 44,040,000.00
Deductions From Total Accruals:	
Bonds Paid Prior To 6-30-2025	$ 0.00
Bonds Paid During 2025-2026	$ 20,055,000.00
Matured Bonds Unpaid	$ 0.00
Balance Of Accrual Liability	$ 23,985,000.00
TOTAL BONDS OUTSTANDING 6-30-2026:	
Matured	$ 0.00
Unmatured	$ 82,620,000.00
Requirement for Interest Earnings After Last Tax-Levy Year:	
Terminal Interest To Accrue	$ 358,309.17
Accrue Each Year	$ 358,309.17
Total Accrual To Date	$ 177,254.17
Current Interest Earned Through 2026-2027	$ 3,525,173.33
Total Interest To Levy For 2026-2027	$ 3,706,228.33
INTEREST COUPON ACCOUNT:	
Interest Earned But Unpaid 6-30-2025:	
Matured	$ 0.00
Unmatured	$ 477,616.67
Interest Earnings 2025-2026	$ 2,209,870.83
Coupons Paid Through 2025-2026	$ 2,302,482.50
Interest Earned But Unpaid 6-30-2026:	
Matured	$ 0.00
Unmatured	$ 385,005.00

EXHIBIT "E"

Schedule 2: Detail of Judgment Indebtedness as of June 30, 2026 - Not Affecting Homesteads (New)					
Judgments For Indebtedness Originally Incurred After January 8, 1937. (New)					
IN FAVOR OF					TOTAL ALL JUDGMENTS
BY WHOM OWNED					
PURPOSE OF JUDGMENT					
Case Number					
NAME OF COURT					
Date of Judgment					
Principal Amount of Judgment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest Rate Assigned by Court	0.00%	0.00%	0.00%	0.00%	
Tax Levies Made	0	0	0	0	
Principal Amount Provided for to June 30, 2025	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Principal Amount Provided for in 2025-2026	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
PRINCIPAL AMOUNT NOT PROVIDED FOR	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
AMOUNT TO PROVIDE BY TAX LEVY FISCAL YEAR 2026-2027					
Principal 1/3	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
FOR ALL JUDGMENTS REPORTED					
LEVIED FOR BUT UNPAID JUDGMENT OBLIGATIONS					
OUTSTANDING JUNE 30, 2025					
Principal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
JUDGMENT OBLIGATIONS SINCE LEVIED FOR:					
Principal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
JUDGMENT OBLIGATIONS SINCE PAID:					
Principal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
LEVIED BUT UNPAID JUDGMENT OBLIGATIONS OUTSTANDING JUNE 30, 2026					
Principal	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Total	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Schedule 3: Prepaid Judgments as of June 30, 2026					
Prepaid Judgments On Indebtedness Originating After January 8, 1937					
NAME OF JUDGMENT					TOTAL ALL PREPAID JUDGMENTS
CASE NUMBER					
NAME OF COURT					
Principal Amount of Judgment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Tax Levies Made	0	0	0	0	
Unreimbursed Balance At June 30, 2025	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Reimbursement By 2025-2026 Tax Levy	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Annual Accrual On Prepaid Judgments	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Stricken By Court Order	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Asset Balance	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT "E"

Schedule 4: Sinking Fund Cash Statement		
Revenue Receipts and Disbursements (Fund 41)	SINKING FUND	
	Detail	Extension
Cash on Hand June 30, 2025		$ 21,986,609.56
Investments Since Liquidated	$ 0.00	
COLLECTED AND APPORTIONED:		
Contributions From Other Districts	$ 0.00	
2024 and Prior Ad Valorem Tax	$ 320,830.29	
2025 Ad Valorem Tax	$ 25,698,047.98	
Miscellaneous Receipts	$ 200,434.10	
TOTAL RECEIPTS		$ 26,219,312.37
TOTAL RECEIPTS AND BALANCE		$ 48,205,921.93
DISBURSEMENTS:		
Coupons Paid	$ 2,302,482.50	
Interest Paid on Past-Due Coupons	$ 0.00	
Bonds Paid	$ 20,055,000.00	
Interest Paid on Past-Due Bonds	$ 0.00	
Commission Paid to Fiscal Agency	$ 400.00	
Judgments Paid	$ 0.00	
Interest Paid on Such Judgments	$ 0.00	
Investments Purchased	$ 0.00	
Judgments Paid Under 62 O.S. 1981, Sect 435	$ 0.00	
TOTAL DISBURSEMENTS		$ 22,357,882.50
CASH BALANCE ON HAND JUNE 30, 2026		$25,848,039.43

Schedule 5: Sinking Fund Balance Sheet		
	SINKING FUND	
	Detail	Extension
Cash Balance on Hand June 30, 2026		$ 25,848,039.43
Legal Investments Properly Maturing	$ 0.00	
Judgments Paid to Recover by Tax Levy	$ 0.00	
TOTAL LIQUID ASSETS		$ 25,848,039.43
DEDUCT MATURED INDEBTEDNESS:		
a. Past-Due Coupons	$ 0.00	
b. Interest Accrued Thereon	$ 0.00	
c. Past-Due Bonds	$ 0.00	
d. Interest Thereon After Last Coupon	$ 0.00	
e. Fiscal Agent Commission On Above	$ 0.00	
f. Judgements and Interest Levied for But Unpaid	$ 0.00	
TOTAL Items a. Through f. (To Extension Column)		$ 0.00
BALANCE OF ASSETS SUBJECT TO ACCRUALS		$ 25,848,039.43
DEDUCT ACCRUAL RESERVES IF ASSETS SUFFICIENT:		
g. Earned Unmatured Interest	$ 385,005.00	
h. Accrual on Final Coupons	$ 177,254.17	
i. Accrued on Unmatured Bonds	$ 23,985,000.00	
TOTAL Items g. Through i. (To Extension Column)		$ 24,547,259.17
EXCESS OF ASSETS OVER ACCRUAL RESERVES		$ 1,300,780.26

Schedule 6: Estimate of Sinking Fund Needs		
	SINKING FUND	
	Computed By Governing Board	Provided By Excise Board
Interest Earnings on Bonds	$ 3,706,228.33	$ 3,706,228.33
Accrual on Unmatured Bonds	$ 26,465,000.00	$ 26,465,000.00
Annual Accrual on "Prepaid" Judgments	$ 0.00	$ 0.00
Annual Accrual on Unpaid Judgments	$ 0.00	$ 0.00
Interest on Unpaid Judgments	$ 0.00	$ 0.00
Participating Contributions (Annexations):	$ 0.00	$ 0.00
For Credit to School Dist. No.	$ 0.00	$ 0.00
For Credit to School Dist. No.	$ 0.00	$ 0.00
For Credit to School Dist. No.	$ 0.00	$ 0.00
For Credit to School Dist. No.	$ 0.00	$ 0.00
Annual Accrual From Exhibit KK	$ 0.00	$ 0.00
TOTAL SINKING FUND PROVISION	$ 30,171,228.33	$ 30,171,228.33

EXHIBIT "E"

Schedule 7: Ad Valorem Tax Account - Sinking Funds					
ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026			33.36 Mills		Amount
Gross Value	$ 0.00	Net Value	$ 785,677,086.00		
Total Proceeds of Levy as Certified				$	26,208,698.71
Additions:				$	0.00
Deductions:				$	0.00
Gross Balance Tax				$	26,208,698.71
Less Reserve for Delinquent Tax				$	1,248,033.24
Reserve for Protests Pending				$	0.00
Balance Available Tax				$	24,960,665.47
Deduct 2025 Tax Apportioned				$	25,698,047.98
Net Balance 2025 Tax in Process of Collection				**$**	**0.00**
Excess Collections				**$**	**737,382.51**

Schedule 8: Sinking Fund Contributions From Other Districts Due To Boundary Changes			
SCHOOL DISTRICT CONTRIBUTIONS		SINKING FUND	
		Actually Received	Provided For in Budget of Contributing School District
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
From School District No.		$ 0.00	$ 0.00
TOTALS		$ 0.00	$ 0.00

EXHIBIT "E"

Schedule 10: Miscellaneous Revenue	2025-26 ACCOUNT
Source	Amount
1000 DISTRICT SOURCES OF REVENUE:	
1200 Tuition & Fees	$ 0.00
1300 EARNINGS ON INVESTMENTS AND BOND SALES	
1310 Interest Earnings	$ 72,422.00
1320 Dividends on Insurance Policies	$ 0.00
1330 Premium on Bonds Sold	$ 0.00
1340 Accrued Interest on Bond Sales	$ 0.00
1350 Interest on Taxes	$ 0.00
1360 Earnings From Oklahoma Commission on School Funds Management	$ 0.00
1370 Proceeds From Sale of Original Bonds	$ 0.00
1390 Other Earnings on Investments	$ 0.00
TOTAL EARNINGS ON INVESTMENTS AND BOND SALES	$ 72,422.00
1400 RENTAL, DISPOSALS AND COMMISSIONS	
1410 Rental of School Facilities	$ 0.00
1420 Rental of Property Other Than School Facilities	$ 0.00
1430 Sales of Building and/or Real Estate	$ 0.00
1440 Sales of Equipment, Services and Materials	$ 0.00
1450 Bookstore Revenue	$ 0.00
1460 Commissions	$ 0.00
1470 Shop Revenue	$ 0.00
1490 Other Rental, Disposals and Commissions	$ 0.00
TOTAL RENTAL, DISPOSALS AND COMMISSIONS	$ 0.00
1500 Reimbursements	$ 0.00
1600 Other Local Sources of Revenue	$ 0.00
1700 Child Nutrition Programs	$ 0.00
1800 Athletics	$ 0.00
TOTAL DISTRICT SOURCES OF REVENUE	$ 72,422.00
2000 INTERMEDIATE SOURCES OF REVENUE:	
2100 County 4 Mill Ad Valorem Tax	$ 0.00
2200 County Apportionment (Mortgage Tax)	$ 0.00
2300 Resale of Property Fund Distribution	$ 0.00
2900 Other Intermediate Sources of Revenue	$ 33,857.57
TOTAL INTERMEDIATE SOURCES OF REVENUE	$ 33,857.57
3000 STATE SOURCES OF REVENUE:	
3100 Total Dedicated Revenue	$ 0.00
3200 Total State Aid - General Operations - Non-Categorical	$ 0.00
3300 State Aid - Competitive Grants - Categorical	$ 0.00
3400 State - Categorical	$ 0.00
3500 Special Programs	$ 0.00
3600 Other State Sources of Revenue	$ 0.00
3700 Child Nutrition Program	$ 0.00
3800 State Vocational Programs - Multi-Source	$ 0.00
TOTAL STATE SOURCES OF REVENUE	$ 0.00
4000 FEDERAL SOURCES OF REVENUE:	$ 0.00
TOTAL FEDERAL SOURCES OF REVENUE	$ 0.00
5000 NON-REVENUE RECEIPTS:	94,154.53
TOTAL NON-REVENUE RECEIPTS	94,154.53
GRAND TOTAL	**$ 200,434.10**

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TOTAL CAPITAL PROJECT FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2026	TOTAL OF ALL FUNDS
ASSETS:	Amount
Cash Balances	$44,715,334.39
Investments	$0.00
TOTAL ASSETS	$44,715,334.39
LIABILITIES AND RESERVES:	
Warrants Outstanding	$20,063.00
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$20,063.00
CASH FUND BALANCE JUNE 30, 2026	$44,695,271.39
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	$44,715,334.39

Schedule 3: Capital Projects Fund Total Of All Funds Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2025-26	2025 & Prior Years
Cash Balance Reported to Excise Board 6-30-25	$0.00	$10,186,653.94
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$444,363.36	
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$58,635,000.81	
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$10,161,512.08	
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$10,161,512.08	
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$10,161,512.08	
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$69,240,876.25	$25,141.86
Warrants Paid of Year in Caption	$24,525,541.86	$25,141.86
TOTAL DISBURSEMENTS	$24,525,541.86	$25,141.86
CASH & INVESTMENTS BALANCE JUNE 30, 2026	$44,715,334.39	$0.00
Reserve for Warrants Outstanding	$20,063.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$20,063.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$44,695,271.39	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2025		
	RESERVES 6/30/25	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2026		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$396,634.28	$0.00	$396,634.28
2000 Support Services	$3,253,950.69	$0.00	$3,253,950.69
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$20,895,019.89	$0.00	$20,895,019.89
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2025-26 FISCAL YEAR	$24,545,604.86	$0.00	$24,545,604.86

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CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2026	Name of Item	Fund 35
ASSETS:		Amount
Cash Balances		$12,402,388.39
Investments		$0.00
TOTAL ASSETS		$12,402,388.39
LIABILITIES AND RESERVES:		
Warrants Outstanding		$20,063.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$0.00
TOTAL LIABILITIES AND RESERVES		$20,063.00
CASH FUND BALANCE JUNE 30, 2026		$12,382,325.39
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$12,402,388.39

Schedule 3: Capital Projects Fund 35 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2025-26	2025 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$10,186,653.94
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$444,363.36	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$26,315,000.81	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$10,161,512.08	-$10,161,512.08
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$10,161,512.08	-$10,161,512.08
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$10,161,512.08	-$10,161,512.08
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$36,920,876.25	$25,141.86
Warrants Paid of Year in Caption	$24,518,487.86	$25,141.86
TOTAL DISBURSEMENTS	$24,518,487.86	$25,141.86
CASH & INVESTMENTS BALANCE JUNE 30, 2026	$12,402,388.39	$0.00
Reserve for Warrants Outstanding	$20,063.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$20,063.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$12,382,325.39	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2025		
	RESERVES 6/30/25	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2026		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$396,634.28	$0.00	$396,634.28
2000 Support Services	$3,246,896.69	$0.00	$3,246,896.69
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$20,895,019.89	$0.00	$20,895,019.89
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2025-26 FISCAL YEAR	$24,538,550.86	$0.00	$24,538,550.86

CAPITAL PROJECT FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT "G"

Schedule 1: Current Balance Sheet - June 30, 2026	Name of Item	Fund 36
ASSETS:		Amount
Cash Balances		$32,312,946.00
Investments		$0.00
TOTAL ASSETS		$32,312,946.00
LIABILITIES AND RESERVES:		
Warrants Outstanding		$0.00
Reserve for Interest on Warrants		$0.00
Reserves From Schedule 8		$0.00
TOTAL LIABILITIES AND RESERVES		$0.00
CASH FUND BALANCE JUNE 30, 2026		$32,312,946.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE		$32,312,946.00

Schedule 3: Capital Projects Fund 36 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2025-26	2025 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$32,320,000.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	$0.00
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$32,320,000.00	$0.00
Warrants Paid of Year in Caption	$7,054.00	$0.00
TOTAL DISBURSEMENTS	$7,054.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2026	$32,312,946.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$32,312,946.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2025		
	RESERVES 6/30/25	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2026		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$7,054.00	$0.00	$7,054.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2025-26 FISCAL YEAR	$7,054.00	$0.00	$7,054.00

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TOTAL ENTERPRISE FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT "H"

Schedule 1: Current Balance Sheet - June 30, 2026	TOTAL OF ALL FUNDS
ASSETS:	Amount
Cash Balances	$161,067.08
Investments	$0.00
TOTAL ASSETS	$161,067.08
LIABILITIES AND RESERVES:	
Warrants Outstanding	$40,644.60
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$40,644.60
CASH FUND BALANCE JUNE 30, 2026	$120,422.48
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	$161,067.08

Schedule 3: Enterprise Fund Total Of All Funds Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2025-26	2025 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$50,201.11	
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$122,069.20	
6130 Prior Year Lapsed Appropriations	$3,085.81	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$125,155.01	
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$125,155.01	
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$175,356.12	$9,579.28
Warrants Paid of Year in Caption	$14,289.04	$9,579.28
TOTAL DISBURSEMENTS	$14,289.04	$9,579.28
CASH & INVESTMENTS BALANCE JUNE 30, 2026	$161,067.08	$0.00
Reserve for Warrants Outstanding	$40,644.60	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$40,644.60	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$120,422.48	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2025		
	RESERVES 6/30/25	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$3,085.81	$0.00	$3,085.81

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2026		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$54,933.64	$0.00	$54,933.64
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquistion & Construciton Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2025-26 FISCAL YEAR	$54,933.64	$0.00	$54,933.64

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EXHIBIT "H"

Schedule 1: Current Balance Sheet - June 30, 2026	
ASSETS:	Amount
Cash Balances	$161,067.08
Investments	$0.00
TOTAL ASSETS	$161,067.08
LIABILITIES AND RESERVES:	
Warrants Outstanding	$40,644.60
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$40,644.60
CASH FUND BALANCE JUNE 30, 2026	$120,422.48
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	$161,067.08

Schedule 3: Enterprise Fund Casualty/Flood Insurance Recovery Fund Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2025-26	2025 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$50,201.11	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$122,069.20	$9,579.28
6130 Prior Year Lapsed Appropriations	$3,085.81	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$125,155.01	$9,579.28
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$125,155.01	$9,579.28
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$175,356.12	$9,579.28
Warrants Paid of Year in Caption	$14,289.04	$9,579.28
TOTAL DISBURSEMENTS	$14,289.04	$9,579.28
CASH & INVESTMENTS BALANCE JUNE 30, 2026	$161,067.08	$0.00
Reserve for Warrants Outstanding	$40,644.60	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$40,644.60	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$120,422.48	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2025		
	RESERVES 6/30/25	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$3,085.81	$0.00	$3,085.81

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2026		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$54,933.64	$0.00	$54,933.64
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquisition & Construction Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2025-26 FISCAL YEAR	$54,933.64	$0.00	$54,933.64

ENTERPRISE FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT "H"

Schedule 1: Current Balance Sheet - June 30, 2026	Fund 1
ASSETS:	Amount
Cash Balances	$0.00
Investments	$0.00
TOTAL ASSETS	$0.00
LIABILITIES AND RESERVES:	
Warrants Outstanding	$0.00
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$0.00
CASH FUND BALANCE JUNE 30, 2026	$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	$0.00

Schedule 3: Enterprise Fund 1 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2025-26	2025 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	$0.00
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2026	$0.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$0.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2025		
	RESERVES 6/30/25	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2026		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquisition & Construction Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2025-26 FISCAL YEAR	$0.00	$0.00	$0.00

ENTERPRISE FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT "H"

Schedule 1: Current Balance Sheet - June 30, 2026	Fund 2
ASSETS:	Amount
Cash Balances	$0.00
Investments	$0.00
TOTAL ASSETS	$0.00
LIABILITIES AND RESERVES:	
Warrants Outstanding	$0.00
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$0.00
CASH FUND BALANCE JUNE 30, 2026	$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	$0.00

Schedule 3: Enterprise Fund 2 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2025-26	2025 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	$0.00
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2026	$0.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$0.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2025		
	RESERVES 6/30/25	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2026		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquisition & Construction Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2025-26 FISCAL YEAR	$0.00	$0.00	$0.00

ENTERPRISE FUNDS BY ACCOUNTS COVERING THE PERIOD JULY 1, 2025 TO JUNE 30, 2026
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT "H"

Schedule 1: Current Balance Sheet - June 30, 2026	Fund 3
ASSETS:	Amount
Cash Balances	$0.00
Investments	$0.00
TOTAL ASSETS	$0.00
LIABILITIES AND RESERVES:	
Warrants Outstanding	$0.00
Reserve for Interest on Warrants	$0.00
Reserves From Schedule 8	$0.00
TOTAL LIABILITIES AND RESERVES	$0.00
CASH FUND BALANCE JUNE 30, 2026	$0.00
TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE	$0.00

Schedule 3: Enterprise Fund 3 Cash Accounts of Current and all Prior Years		
CURRENT AND ALL PRIOR YEARS	2025-26	2025 & Prior Years
Cash Balance Reported to Excise Board 6-30 of Year in Caption	$0.00	$0.00
REVENUES, NON-REVENUE RECEIPTS & CASH BALANCES		
1000 DISTRICT SOURCES OF REVENUE (Source 1000 to 1999)	$0.00	$0.00
2000 INTERMEDIATE SOURCES OF REVENUE (Source 2000 to 2999)	$0.00	$0.00
3000 STATE SOURCES OF REVENUE (Source 3000 to 3999)	$0.00	$0.00
4000 FEDERAL SOURCES OF REVENUE (Source 4000 to 4999)	$0.00	$0.00
5000 NON-REVENUE RECEIPTS (Source 5000 to 5999)	$0.00	$0.00
6000 BALANCE SHEET ACCOUNTS		
6100 CASH ACCOUNTS		
6110 Cash Balances Transferred	$0.00	$0.00
6130 Prior Year Lapsed Appropriations	$0.00	
6140 Estopped Warrants	$0.00	
TOTAL CASH ACCOUNTS	$0.00	$0.00
6200 Interfund Transfers	$0.00	
TOTAL BALANCE SHEET ACCOUNTS	$0.00	$0.00
TOTAL REVENUES, NON-REV RECEIPTS & CASH BALANCES	$0.00	$0.00
Warrants Paid of Year in Caption	$0.00	$0.00
TOTAL DISBURSEMENTS	$0.00	$0.00
CASH & INVESTMENTS BALANCE JUNE 30, 2026	$0.00	$0.00
Reserve for Warrants Outstanding	$0.00	$0.00
Reserve for Interest on Warrants	$0.00	$0.00
Reserves From Schedule 8	$0.00	$0.00
TOTAL LIABILITIES AND RESERVE	$0.00	$0.00
DEFICIT	$0.00	$0.00
CASH FUND BAL FORWARD TO SUCCEEDING YEAR	$0.00	$0.00

Schedule 7: Report of Prior Year Warrants Issued From Reserves	FISCAL YEAR ENDING JUNE 30, 2025		
	RESERVES 6/30/25	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS
TOTAL PRIOR YEAR RESERVES	$0.00	$0.00	$0.00

Schedule 8: Report of Current Year Expenditures	FISCAL YEAR ENDING JUNE 30, 2026		
	WARRANTS ISSUED	RESERVES	TOTAL EXPENDITURES
1000 Instruction	$0.00	$0.00	$0.00
2000 Support Services	$0.00	$0.00	$0.00
3000 Operation Of Non-Instruction Services	$0.00	$0.00	$0.00
4000 Facilities Acquisition & Construction Services	$0.00	$0.00	$0.00
5000 Other Outlays	$0.00	$0.00	$0.00
7000 Other Uses	$0.00	$0.00	$0.00
8000 Repayments	$0.00	$0.00	$0.00
TOTAL EXPENDITURES 2025-26 FISCAL YEAR	$0.00	$0.00	$0.00

CERTIFICATE OF EXCISE BOARD

State of Oklahoma, County of Oklahoma

We, do further certify that we have examined the statement of estimated needs for the current fiscal year ending June 30, 2026, as certified by the Board of Education of Deer Creek Public Schools, District Number I-6 of said County and State, and its financial statement for the preceding year, and in so doing we have diligently performed the duties imposed upon this Excise Board by 68 O. S. 2001 Section 3007, by (1) ascertaining that the financial statements, as to the statistics therein contained, reflect the true fiscal condition at the close of the fiscal year, or caused the same to be corrected so to show; (2) struck from the estimate of needs so submitted any items not authorized by law and reduced to the sum authorized by law any items restricted by statute as to the amount lawfully expendable therefor; (3) supplemented such estimate, after appropriate action, by an estimate of needs prepared by this Excise Board to make provision for mandatory functions based upon statistics authoritatively submitted; (4) computed the total means available to each fund in the manner provided, applying the Governing Board's estimate of revenue to be derived from surplus tax of the immediately preceding year and from sources other than ad valorem tax, or reduced such estimate to not less than the lawfully authorized ratio of the several sums realized from such sources during the preceding fiscal year or to such lesser sum as may reasonably be anticipated under altered law or circumstance and using for such determination the basic collections of the preceding year and the ratios on which distribution or apportionment must be made during the ensuing or current year.

To the several and specific purposes of the estimated needs as certified, we have and do hereby appropriate the surplus balances of cash on hand of the prior year, estimates of income from sources other than ad valorem taxation within the limitation fixed by law, and the proceeds of ad valorem tax levy within the number of mills authorized, either by apportionment by the Legislature, allocation by the excise board or by legal election, all of which appropriations are made in so far as the available surpluses, revenues, and levies will permit, except in that we have also provided that, after deducting items consisting of cash and the revenue from all sources other than the 2026 tax and the proceeds of the 2026 tax levy are in excess of the residue of such appropriations, by a sum included for delinquent tax, computed at 10.0% of such residue. And provided further, if said School District has been ascertained to be a well defined State Aid District, the local budget, as approved and appropriated for, has been applied wholly to its operating accounts.

We further certify that the amount required to be raised from tax, excluding Homesteads, for General Revenue Fund purposes as approved, requires a total ad valorem tax levy of 35.000 Mills. Said levy is within the statutory limit, and if in excess, is within the constitutional limit and has been authorized by a vote of the people of said district, as shown by certificate of the School Board to-wit:

To this District, with valuations shown below, the Excise Board allocated 5.000 Mills, plus 15.000 Mills authorized by the Constitution, plus an emergency levy of 5.000 Mills; plus local support levy of 10.000 Mills; for a total levy for the General Fund of 35.000 Mills.

We further certify that the amount required to be raised for building fund purposes as approved requires a tax levy of 5.000 Mills, and said levy has been certified as authorized by a vote of the people at an election held for that purpose. We further certify that Assessed Values used in computing Mill-vote levies have been applied as certified by the County Assessor.

We further certify that we have examined the within statements of account and estimated needs or requirements of the Governing Board of Deer Creek Public Schools, School District No. I-6 of said County and State, in relation to the Sinking Fund or Funds thereof, and after finding the same correct or having caused the same to be corrected pursuant to 68 O. S. 2001 Section 3009, have approved the requirements therefor to fulfill the conditions of Section 26 and 28 of Article 10, Oklahoma Constitution, and have made and certified a tax levy therefor to the extent of the excess of said total requirements over the total of items 2, 3, 6, and 12 of Exhibit Y and any other legal deduction, including a reserve of 10.0% for delinquent taxes.

CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT "Y"					
County Excise Board's Appropriation of Income and Revenue	General Fund	Building Fund	Co-op Fund	Child Nutrition Fund	New Sinking Fund (Exc. Homesteads)
Appropriation Approved and Provision Made	$ 79,060,155.49	$ 9,533,023.36	$ 0.00	$ 5,176,660.90	$ 30,171,228.33
Appropriation of Revenues:					
Excess of Assets Over Liabilities	$ 12,768,713.52	$ 5,174,156.67	$ 0.00	$ 2,386,977.35	$ 1,300,780.26
Unclaimed Protest Tax Refunds	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Miscellaneous Estimated Revenues	$ 38,246,570.33	$ 352,457.86	$ 0.00	$ 2,789,683.55	None
Est. Value of Surplus Tax in Process	$ 0.00	$ 0.00	$ 0.00	$ 0.00	None
Sinking Fund Contributions	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Surplus Building Fund Cash	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Total Other Than 2026 Tax	$ 51,015,283.85	$ 5,526,614.53	$ 0.00	$ 5,176,660.90	$ 1,300,780.26
Balance Required	$ 28,044,871.64	$ 4,006,408.83	$ 0.00	$ 0.00	$ 28,870,448.08
Add Allowance for Delinquency	$ 2,804,487.16	$ 400,640.88	$ 0.00	$ 0.00	$ 1,443,522.40
Total Required for 2026 Tax	$ 30,849,358.80	$ 4,407,049.71	$ 0.00	$ 0.00	$ 30,313,970.48
Rate of Levy Required and Certified	---------	---------	---------	---------	36.14 Mills

We further certify that the net assessed valuation of the Property, subject to ad valorem taxes, after the amount of all Homestead Exemptions have been deducted in the said School District as finally equalized and certified by the Board of Equalization for the current year 2026-2027 is as follows:

VALUATION AND LEVIES EXCLUDING HOMESTEADS					
County		Real	Personal	Public Service	Total
This County	Oklahoma	$ 725,289,025	$ 21,575,543	$ 11,700,799	$ 758,565,367
Joint County	Canadian	$ 279,427	$ 73,877	$ 8,897	$ 362,201
Joint County	Logan	$ 76,766,230	$ 484,462	$ 2,667,172	$ 79,917,864
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Joint County		$ 0	$ 0	$ 0	$ 0
Total Valuations, All Counties		$ 802,334,682	$ 22,133,882	$ 14,376,868	$ 838,845,432

The assessed valuations herein certified have been used in computing the rates of mill levies and the proceeds thereof appropriated as aforesaid; and that having ascertained as aforesaid, the aggregate amount to be raised by ad valorem taxation, be raised by ad valorem taxation, we thereupon made the above levies therefor as provided by law as follows:

CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2026-2027

EXHIBIT "Y" Continued:		Primary County And All Joint Counties					
Levies Required and Certified:		Valuation And Levies Excluding Homesteads				Total Required For 2026 Tax	
County		General Fund	Building Fund	Total Valuation		General	Building
This County	Oklahoma	36.89 Mills	5.27 Mills	$	758,565,367	$ 27,983,476	$ 3,997,639
Joint Co.	Canadian	35.38 Mills	5.05 Mills	$	362,201	$ 12,815	$ 1,829
Joint Co.	Logan	35.70 Mills	5.10 Mills	$	79,917,864	$ 2,853,068	$ 407,581
Joint Co.		0.00 Mills	0.00 Mills	$	0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$	0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$	0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$	0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$	0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$	0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$	0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$	0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$	0	$ 0	$ 0
Joint Co.		0.00 Mills	0.00 Mills	$	0	$ 0	$ 0
Totals				$	838,845,432	$ 30,849,359	$ 4,407,050

Sinking Fund: 36.14 Mills

We do hereby order the above levies to be certified forthwith by the Secretary of this Board to the County Assessor of said County, in order that the County Assessor may immediately extend said levies upon the Tax Rolls for the year 2026 without regard to any protest that may be filed against any levies, as required by 68 O. S. 2001, Section 2869.

Signed at _____, Oklahoma, this _____ day of _____, _____

_____ Excise Board Member

_____ Excise Board Chairman

_____ Excise Board Member

_____ Excise Board Secretary

Joint School District Levy Certification for Deer Creek Public Schools I-6

Career Tech District Number _____ : General Fund _____

Building Fund _____

State of Oklahoma)
) ss
County of Oklahoma)

I, _____, Oklahoma County Clerk, do hereby certify that the above levies are true and correct for the taxable year 2026.

Witness my hand and seal, on _____, _____ .

_____
Oklahoma County Clerk

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EXHIBIT "Z"

Schedule 1: SUMMARY RECAPITULATION OF SCHOOL COSTS FOR THE FISCAL YEAR ENDING JUNE 30, 2026, AND APPORTIONMENT THEREOF

CLASSIFICATION	ACCUMULATION OF EXPENDITURES AND UNLIQUIDATED COMMITMENTS TO DETERMINE PER CAPITA COSTS					
Expenditures and Reserves	GENERAL REVENUE FUND	CHILD NUTRITION FUND	BUILDING FUND	SINKING FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECT FUNDS
Current Exp. - Educational	$ 64,385,943.62	$ 3,178,130.74	$ 4,431,156.58	$ 0.00	$ 0.00	$ 0.00
Current Exp. - Transportation	$ 3,731,533.28	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Current Res. - Educational	$ 2,277,621.44	$ 3,268.57	$ 3,250.00	$ 0.00	$ 0.00	$ 0.00
Current Res. - Transportation	$ 160,775.59	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Exp. - Educational	$ 4,903.23	$ 0.00	$ 0.00	$ 22,357,482.50	$ 0.00	$ 0.00
Capital Exp. - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Res. - Educational	$ 326,250.30	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Res. - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest Paid and Reserved	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
TOTALS	$ 70,887,027.46	$ 3,181,399.31	$ 4,434,406.58	$ 22,357,482.50	$ 0.00	$ 0.00

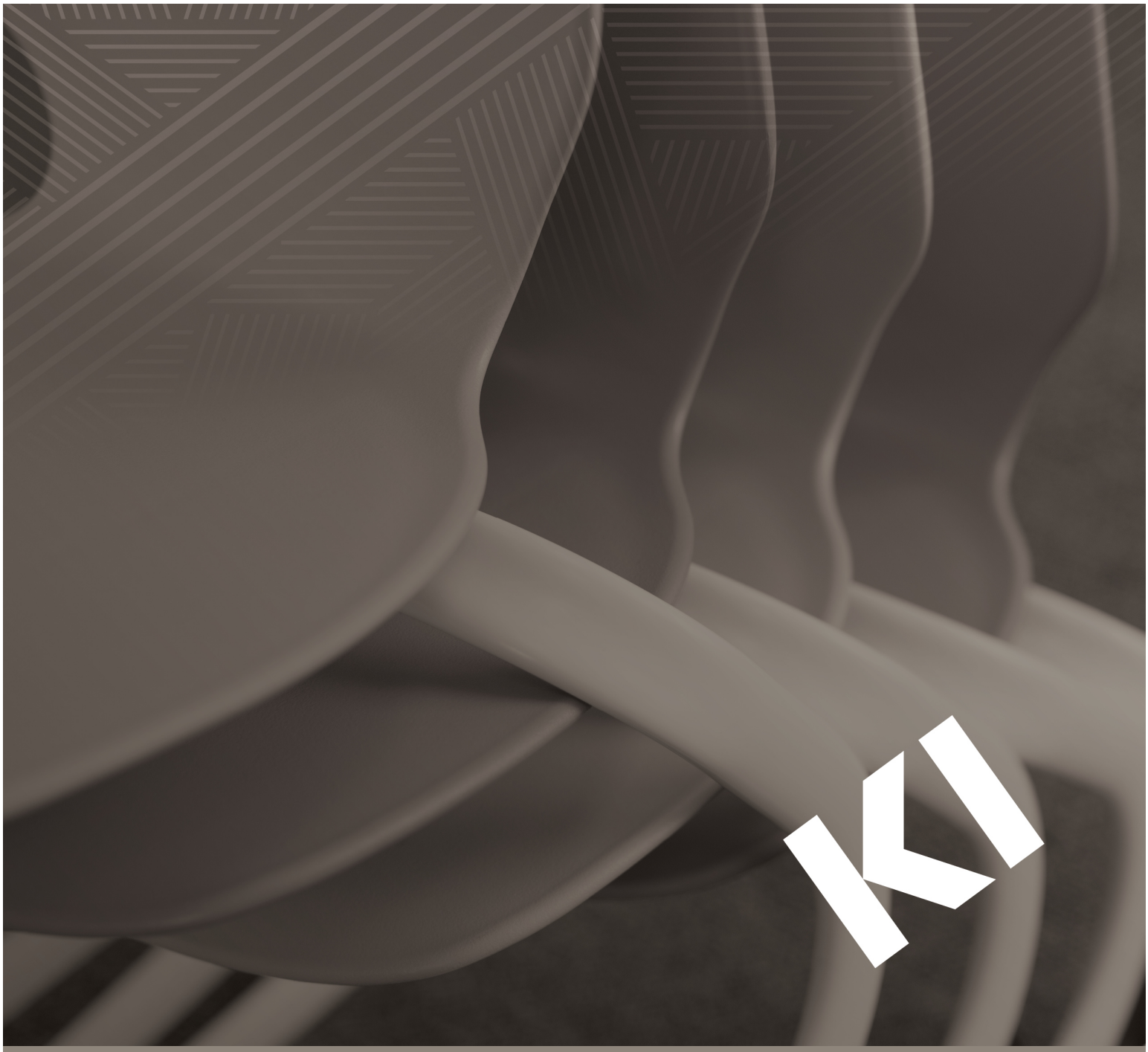
Enumeration	8,145.33	**Average Daily Attendance**	7,715.24	**Average Daily Haul**	6,085.25

Expenditures and Reserves	ENTERPRISE FUNDS	ACTIVITY FUNDS	EXPENDABLE TRUST FUNDS	NON-EXPENDABLE TURST FUNDS	INTERNAL SERVICE FUNDS
Current Expenditures - Educational	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Current Expenditures - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Current Reserves - Educational	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Current Reserves - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Expenditures - Educational	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Expenditures - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Reserves - Educational	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Capital Reserves - Transportation	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Interest Paid and Reserved	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
TOTALS	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

Per Capita Cost for:	**Education**	$ 12,568.37		**Transportation**	$ 639.63

Expenditures and Reserves	TOTAL OF ALL APPLICABLE COSTS 2025-2026	OPERATION COSTS ONLY	TRANSPORTATION COSTS ONLY
Current Expenditures - Educational	$ 71,995,230.94	$ 71,995,230.94	$ 0.00
Current Expenditures - Transportation	$ 3,731,533.28	$ 0.00	$ 3,731,533.28
Current Reserves - Educational	$ 2,284,140.01	$ 2,284,140.01	$ 0.00
Current Reserves - Transportation	$ 160,775.59	$ 0.00	$ 160,775.59
Capital Expenditures - Educational	$ 22,362,385.73	$ 22,362,385.73	$ 0.00
Capital Expenditures - Transportation	$ 0.00	$ 0.00	$ 0.00
Capital Reserves - Educational	$ 326,250.30	$ 326,250.30	$ 0.00
Capital Reserves - Transportation	$ 0.00	$ 0.00	$ 0.00
Interest Paid and Reserved	$ 0.00	$ 0.00	$ 0.00
TOTALS	$ 100,860,315.85	$ 96,968,006.98	$ 3,892,308.87

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QUOTATION: 26JF-806689/C

Deer Creek School District: Rose Union: Offices UPDATED 8-24-2026

Created: 8/5/2026 | Revised: 8/27/2026 | Valid Through: 9/20/2026

Deer Creek School District: Rose Union: Offices UPDATED 8-24-2026

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options

Quote Number: 26JF-806689/C

CREATED 8/5/2026 | REVISED 8/27/2026 **| Valid Through 9/20/2026**

PRODUCT TOTALS	$39,587.64
See Quote Detail Summary	$5,870.00
GRAND TOTAL	**$45,457.64**

Contract Information:
OT0036575 University of Oklahoma #R-22000-22

Requested Delivery Date: To be Determined

Sales Team:

Paige Sheller
Dealer Rep
paige.sheller@ki.com

Jaclyn Fradette
Inside Sales
jaclyn.fradette@ki.com
(877) 639-2257

Sold To
Deer Creek School District
20701 N MACARTHUR BLVD
Edmond, OK 73012
P. (405) 348-6100 F. (405) 348-3049
Customer # 10027

End User
Deer Creek School District
20701 N MACARTHUR BLVD
Edmond, OK 73012
P. (405) 348-6100 F. (405) 348-3049

Ship To
To be Determined

Installation
KI Services - Oklahoma
Vendor # 30000

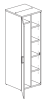
Announcement:
KI will honor the stated prices detailed in this quote for 30 days of issue date. The corresponding purchase order must be received before the expiration date reflected in this quote. In the event laws, regulations, tariffs, or other mandates directly or indirectly increase KI's costs related to materials or operations, **KI reserves the right to include an applicable price adjustment and/or surcharge to open quotes or orders with ship dates more than 60 days out from receipt of purchase order.** If KI elects to the right to revise an order, KI will give the customer the option to accept the price adjustment and/or surcharge or cancel the order.

Client Notes:
- Space must be free and clear of other trades, product, tools/equipment, etc.
- Installation needs to be in one continuous phase, remobilization costs will require an upcharge.
- A phased order will require an upcharge.
- Pricing assumes elevator access, product must also fit into elevator.
- Stair carry's will require an upcharge.
- Pricing assumes cut station (when applicable) to be within installation space. A cut station outside, downstairs, etc. will require an upcharge.
- After hours delivery, unloading and/or installation will require an upcharge.
- Pricing does not include hoisting, rigging, craning, lifts, etc.
- Does not include any electrical hardwiring.

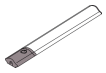
CREATED 8/5/2026
VALID THROUGH 9/20/2026
Prepared By Jaclyn Fradette
Quote Filename Deer Creek School District: Rose Union: Offices UPDATED 8-24-2026 - 26JF-806689/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Description: ASSISTANT PRINCIPAL OFFICE: OPTION 1							
1.1	**AH3R3629P-74P S26449624**	*Modified-Athens Base	1		$239.00	**$239.00**	
		Base/Column Finish	Starlight Silver Metallic	/SX			
		Parts - Kits & Knockdown models	Base Only, AH3 3"Column, 22" Base, Powdercoat, 29"H	*Modified			
		Price Description: Delivered/Open Market					
		Lead Time: 7 - 9 Weeks; Ships from BONDUEL, WI					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
1.2	**AKBRGB2448**	Orenda Bridge, Rectangle 24"x48", 29"H, Full Modesty Panel, 1" TFL Smooth Edge	1		$304.00	**$304.00**	
		Top Laminate	Florence Walnut	/LFC			
		Base Laminate	Florence Walnut	/LBFC			
		Price Description: Delivered/Open Market					
		Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
1.3	**AKCLFL2472**	Orenda Credenza Lateral File Left 24"x72", 29"H 1" TFL Smooth Edge	1		$1,005.00	**$1,005.00**	
		Pull Option	Straight pull - Painted Silver	/ZS			
		Lock Option	Locking-no lock core (ordered separately with kits) - 1 lock	/WL			
		Top Laminate	Florence Walnut	/LFC			
		Base Laminate	Florence Walnut	/LBFC			
		Filing Bar Information	Letter sized filing requires field installed bars specified separately	INFO			
		Price Description: Delivered/Open Market					
		Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
1.4	**AKDSCS24363624**	Orenda Corner Module 24x36x36x24, 29"H 1" TFL Smooth Edge	1		$424.00	**$424.00**	
		Top Laminate	Florence Walnut	/LFC			
		Base Laminate	Florence Walnut	/LBFC			
		Price Description: Delivered/Open Market					
		Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
1.5	**AKDSRB2454**	Orenda Desk Shell Rectangle 24x54, 29"H Flush Back Panel, 1 Full End Panel, Full Modesty Panel, 1" TFL Smooth Edge	1		$426.00	**$426.00**	
		Top Laminate	Florence Walnut	/LFC			
		Base Laminate	Florence Walnut	/LBFC			
		Price Description: Delivered/Open Market					
		Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
1.6	**AKLAR4229 S25434479**	*Modified-Orenda Top 36"	1		$124.00	**$124.00**	
		Top Laminate	Florence Walnut	/LFC			
		Parts - Kits & Knockdown models	ROUND SURFACE - 36"D X 36"W X 1" THICK - REF. AKLAR4229 - AK1NNNNMQAAN1424229 (BUT ROUND TOP ONLY 36"D X 36"W, NO INSERTS, NO B	*Modified			
		Additional Option Selection	SPE=SPE166402	*Modified			
		Product Description	SPE=SAK1NN-R36	*Modified			
			Additional 2 weeks of lead-time is required	Note: Lead-time Change			
		Price Description: Delivered/Open Market					
		Lead Time: 6 - 8 Weeks; Ships from SAINT PIE, QC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					

CREATED 8/5/2026
VALID THROUGH 9/20/2026
Prepared By Jaclyn Fradette
Quote Filename Deer Creek School District: Rose Union: Offices UPDATED 8-24-2026 - 26JF-806689/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
1.7	**AKPFAO36**	Orenda Side to Side Filing Bars 2 Bars; 36" W	2		$37.50	**$75.00**	
							
		Price Description: Delivered/Open Market **Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
1.8	**AKPKYS3**	Orenda Key Alike Lock Set 3 Locks	1		$20.00	**$20.00**	
	No Image Available						
		Price Description: Delivered/Open Market **Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
1.9	**AKPTKE72**	Orenda Tackboard 19"H x 70"W	1		$261.75	**$261.75**	
		Tackboard Fabric — Fabric Grade E — E E Fabric — Pallas GRIDLOCK — GRIDLOCK GRIDLOCK — CRYSTAL — /28.085.062					
		Price Description: Delivered/Open Market **Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
1.10	**AKSFTBL242472**	Orenda Storage Tower with Wardrobe/Shelves Laminate Door Left Hinge 24"Wx24"D, 72"H,1" TFL Smooth Edge	1		$1,018.50	**$1,018.50**	
		Pull Option — Straight pull - Painted Silver — /ZS Lock Option — Locking-no lock core (ordered separately with kits) - 1 lock — /WL Laminate — Florence Walnut — /LFC					
		Price Description: Delivered/Open Market **Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
1.11	**AKSUPU151928**	Orenda Under Desk Full Height Pedestal File, Box/Box/File, 1" TFL Smooth Edge	1		$650.00	**$650.00**	
		Pull Option — Straight pull - Painted Silver — /ZS Lock Option — Locking-no lock core (ordered separately with kits) - 1 lock — /WL Laminate — Florence Walnut — /LFC					
		Price Description: Delivered/Open Market **Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
1.12	**AKSWO7222**	Orenda Overhead Wall Mount Open Shelf with Divider 72"Wide, 22"H 1" TFL Smooth Edge	1		$633.50	**$633.50**	
		Laminate — Florence Walnut — /LFC					
		Price Description: Delivered/Open Market **Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
1.13	**DNW200**	Doni Tapered Wood Leg Armless Chair,Uph Seat,Solid Color	4		$501.70	**$2,006.80**	
		Poly Seat & Back Color — Black — /PBL Wood Finish — Florence Walnut on Beech — /BFC Glide Option — Plastic glides — /GPL Seat Upholstery — Fabric Grade H — H H Fabric — Pallas METAPHOR — METAPHOR METAPHOR — PARCHMENT — /27.346.011					
		Price Description: Delivered/Open Market **Lead Time: 3 - 5 Weeks; Ships from GREEN BAY, WI** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					

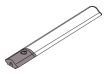
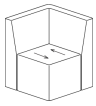
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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
1.14	**LEDTK.44.SGL.GN** 	Single Shelf/Cabinet LED Task Light,44"W, for 54" and Larger Overhead/Shelf	1		$144.50	**$144.50**	
		Price Description: Delivered/Open Market **Lead Time: 4 - 6 Weeks; Ships from MANITOWOC, WI** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
1.15	**OH84QB** 	Oath Task Arm Chair	1		$428.40	**$428.40**	
		Base Finish	Black plastic base		/P		
		Caster Type	Carpet casters		/CC		
		Oath Mesh	Black		/OMBL		
		Upholstery Grade/Color	Fabric Grade D		D		
		D Fabric	KI Ingrade SKYLINE		SKYLINE		
		SKYLINE	BLACK		/1KBN		
		Price Description: Delivered/Open Market **Lead Time: 4 - 6 Weeks; Ships from GREEN BAY, WI** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
1.16	**RKT441829DRT/36T** TOP SELLER 	Ruckus,Tote Storage,Short,3-Column unit,w/Doors,w/Laminate Top,44"Wx18"Dx29"H,includes (12)3"totes & (3)6"totes	1		$1,242.50	**$1,242.50**	
		Pull Option	Beveled pull Satin Chrome		/S5		
		Storage Base	4 black casters		/4CW		
		Laminate	Laminate Grade 1		LAMG1		
		Laminate Finish	Grade 1 additional laminates - 2 week additional lead time		LAMGRD1ADD		
		Grade 1 additional laminates - 2 week additional lead time	GREY NEBULA 4622-60		/462260		
		Edge Color	Warm Grey edge		/EWG		
		Paint Color	Warm Grey		/WG		
		Door Color	Warm Grey		/FWG		
		Lock Option	No lock core - 2 locks		/NLC		
		Lock Color	Satin Chrome		/SCL		
		Price Description: Delivered/Open Market **Lead Time: 5 - 7 Weeks; Ships from PEMBROKE, ONT** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
1.17	**2.KP20522.SC103** No Image Available	P Series Satin Chrome Double Bit Lock #103	2		$0.00	**$0.00**	
		Price Description: Delivered/Open Market **Lead Time: 4 - 6 Weeks; Ships from PEMBROKE, ONT** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
Description: ASSISTANT PRINCIPAL OFFICE: OPTION 1					**Workgroup Product Subtotal**	**$9,002.95**	
Description: COUNSELOR OFFICE: OPTION 1							
2.1	**AH5R4829P-74P S26453111**	*Modified-Athens Base	1		$510.50	**$510.50**	
		Base/Column Finish	Starlight Silver Metallic		/SX		
		Parts - Kits & Knockdown models	Base Only		*Modified		
		Price Description: Delivered/Open Market **Lead Time: 7 - 9 Weeks; Ships from BONDUEL, WI** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					

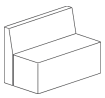
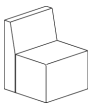
CREATED 8/5/2026
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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
2.2	**AKDRSUN3684**	Orenda Single Pedestal Desk, Rectangle 36x84, 29"H 1" TFL Smooth Edge, Box/Box/File Left	1		$950.50	**$950.50**	
		Pull Option	Straight pull - Painted Silver	/ZS			
		Lock Option	Locking-no lock core (ordered separately with kits) - 1 lock	/WL			
		Top Laminate	Florence Walnut	/LFC			
		Base Laminate	Florence Walnut	/LBFC			
		Price Description: Delivered/Open Market					
		Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
2.3	**AKDSRB2472**	Orenda Desk Shell Rectangle 24x72, 29"H Flush Back Panel, 1 Full End Panel, Full Modesty Panel, 1" TFL Smooth Edge	2		$471.00	**$942.00**	
		Top Laminate	Florence Walnut	/LFC			
		Base Laminate	Florence Walnut	/LBFC			
		Price Description: Delivered/Open Market					
		Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
2.4	**AKLAR4829 S26452062**	*Modified-Orenda Top ;48" Dia	1		$194.00	**$194.00**	
		Top Laminate	Florence Walnut	/LFC			
		Parts - Worksurface/Top Only	ROUND MEETING TABLE TOP ONLY- 48 X 48- 1"THICK WITHOUT INSERTS OR BASE- REF. AKLAR4829/AK1NNNN - MQAAN1484829	*Modified			
		Product Description	SPE=SPE170505	*Modified			
		Product Description	SPE= SAK1NNN-R48	*Modified			
			Additional 2 weeks of lead-time is required	Note: Lead-time Change			
		Price Description: Delivered/Open Market					
		Lead Time: 6 - 8 Weeks; Ships from SAINT PIE, QC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
2.5	**AKPKYS4**	Orenda Key Alike Lock Set 4 Locks	1		$26.50	**$26.50**	
	No Image Available						
		Price Description: Delivered/Open Market					
		Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
2.6	**AKPTKE72**	Orenda Tackboard 19"H x 70"W	2		$261.75	**$523.50**	
		Tackboard Fabric	Fabric Grade E	E			
		E Fabric	Pallas GRIDLOCK	GRIDLOCK			
		GRIDLOCK	CRYSTAL	/28.085.062			
		Price Description: Delivered/Open Market					
		Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
2.7	**AKSUPF151928**	Orenda Under Desk Full Height Pedestal File, File/File, 1" TFL Smooth Edge	2		$537.50	**$1,075.00**	
		Pull Option	Straight pull - Painted Silver	/ZS			
		Lock Option	Locking-no lock core (ordered separately with kits) - 1 lock	/WL			
		Laminate	Florence Walnut	/LFC			
		Price Description: Delivered/Open Market					
		Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					

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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
2.8	**AKSWC7222**	Orenda Overhead Wall Mount With 4 Laminate Doors 72"W, 22"H 1" TFL Smooth Edge	2		$841.00	**$1,682.00**	
		Lock Option	Locking-no lock core (ordered separately with kits) - 2 locks	/WL			
		Laminate	Florence Walnut	/LFC			
		Price Description: Delivered/Open Market **Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
2.9	**CTABLE-73P**	C-Table, 27" Fixed Height,18" worksurface, 73P edge	6		$321.50	**$1,929.00**	
		Edge Color	Warm Grey edge	/EWG			
		Laminate	Laminate Grade 1	LAMG1			
		Laminate Finish	Grade 1 additional laminates - 2 week additional lead time	LAMGRD1ADD			
		Grade 1 additional laminates - 2 week additional lead time	GREY NEBULA 4622-60	/462260			
		Base Finish	Nordic	/ND			
		Price Description: Delivered/Open Market **Lead Time: 5 - 7 Weeks; Ships from BONDUEL, WI** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
2.10	**DNW200**	Doni Tapered Wood Leg Armless Chair,Uph Seat,Solid Color	4		$501.70	**$2,006.80**	
		Poly Seat & Back Color	Black	/PBL			
		Wood Finish	Florence Walnut on Beech	/BFC			
		Glide Option	Plastic glides	/GPL			
		Seat Upholstery	Fabric Grade H	H			
		H Fabric	Pallas METAPHOR	METAPHOR			
		METAPHOR	PARCHMENT	/27.346.011			
		Price Description: Delivered/Open Market **Lead Time: 3 - 5 Weeks; Ships from GREEN BAY, WI** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
2.11	**LEDTK.44.SGL.GN**	Single Shelf/Cabinet LED Task Light,44"W, for 54" and Larger Overhead/Shelf	2		$144.50	**$289.00**	
		**Price Description: Delivered/Open Market** **Lead Time: 4 - 6 Weeks; Ships from MANITOWOC, WI** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
2.12	**MPCRN/LF/CGL/NC**	MyPlace Corner w/Back,Left-Face Uph Dir,Concealed Glides,Non-Contrast	1		$1,012.13	**$1,012.13**	
	TOP SELLER	Non-Contrasting Fabric	Fabric Grade F	F			
		Fabric	PALLAS APHRODITE	APHRODITE			
		PALLAS APHRODITE	THAMES	/27.258.134			
		Power Option	No power	/NP			
		Moisture Barrier	No Moisture Barrier	/NMB			
		Price Description: Delivered/Open Market **Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
2.13	**MPGANGKIT**	MyPlace Ganger Kit	3		$60.00	**$180.00**	
	TOP SELLER						
	No Image Available	**Price Description: Delivered/Open Market** **Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					

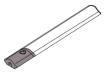
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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
2.14	**MPRB/CGL/NC**	MyPlace Rectangle w/Back,Concealed Glides,Non-Contrast	1		$1,060.88	**$1,060.88**	
	TOP SELLER	Non-Contrasting Fabric	Fabric Grade F		F		
		Fabric	PALLAS APHRODITE		APHRODITE		
		PALLAS APHRODITE	THAMES		/27.258.134		
		Moisture Barrier	No Moisture Barrier		/NMB		
		Power Option	No power		/NP		
		Price Description: Delivered/Open Market					
		Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
2.15	**MPSQRL/CGL/NC**	MyPlace Lounge Chair, Concealed Glides, Non-contrast	2		$817.25	**$1,634.50**	
	TOP SELLER	Non-Contrasting Fabric	Fabric Grade F		F		
		Fabric	PALLAS APHRODITE		APHRODITE		
		PALLAS APHRODITE	THAMES		/27.258.134		
		Power Option	No power		/NP		
		Moisture Barrier	No Moisture Barrier		/NMB		
		Price Description: Delivered/Open Market					
		Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
2.16	**OH84QB**	Oath Task Arm Chair	1		$428.40	**$428.40**	
		Base Finish	Black plastic base		/P		
		Caster Type	Carpet casters		/CC		
		Oath Mesh	Black		/OMBL		
		Upholstery Grade/Color	Fabric Grade D		D		
		D Fabric	KI Ingrade SKYLINE		SKYLINE		
		SKYLINE	BLACK		/1KBN		
		Price Description: Delivered/Open Market					
		Lead Time: 4 - 6 Weeks; Ships from GREEN BAY, WI					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
2.17	**RKT441829DRT/36T**	Ruckus,Tote Storage,Short,3-Column unit,w/Doors,w/Laminate Top,44"Wx18"Dx29"H,includes (12)3"totes & (3)6"totes	1		$1,242.50	**$1,242.50**	
	TOP SELLER	Pull Option	Beveled pull Satin Chrome		/S5		
		Storage Base	4 black casters		/4CW		
		Laminate	Laminate Grade 1		LAMG1		
		Laminate Finish	Grade 1 additional laminates - 2 week additional lead time		LAMGRD1ADD		
		Grade 1 additional laminates - 2 week additional lead time	GREY NEBULA 4622-60		/462260		
		Edge Color	Warm Grey edge		/EWG		
		Paint Color	Warm Grey		/WG		
		Door Color	Warm Grey		/FWG		
		Lock Option	No lock core - 2 locks		/NLC		
		Lock Color	Satin Chrome		/SCL		
		Price Description: Delivered/Open Market					
		Lead Time: 5 - 7 Weeks; Ships from PEMBROKE, ONT					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
2.18	**2.KP20522.SC104**	P Series Satin Chrome Double Bit Lock #104	2		$0.00	**$0.00**	
	No Image Available						
		Price Description: Delivered/Open Market					
		Lead Time: 4 - 6 Weeks; Ships from PEMBROKE, ONT					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
Description: COUNSELOR OFFICE: OPTION 1					**Workgroup Product Subtotal**	**$15,687.21**	

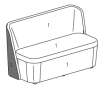
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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Description: PRINCIPAL OFFICE:OPTION 1							
3.1	**AH5R4829P-74P S26453111**	*Modified-Athens Base	1		$510.50	**$510.50**	
		Base/Column Finish	Starlight Silver Metallic		/SX		
		Parts - Kits & Knockdown models	Base Only		*Modified		
		Price Description: Delivered/Open Market					
		Lead Time: 7 - 9 Weeks; Ships from BONDUEL, WI					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
3.2	**AKBRGB2448**	Orenda Bridge, Rectangle 24"x48", 29"H, Full Modesty Panel, 1" TFL Smooth Edge	1		$304.00	**$304.00**	
		Top Laminate	Florence Walnut		/LFC		
		Base Laminate	Florence Walnut		/LBFC		
		Price Description: Delivered/Open Market					
		Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
3.3	**AKCLFR2472**	Orenda Credenza Lateral File Right 24"x72", 29"H 1" TFL Smooth Edge	1		$1,005.00	**$1,005.00**	
		Pull Option	Straight pull - Painted Silver		/ZS		
		Lock Option	Locking-no lock core (ordered separately with kits) - 1 lock		/WL		
		Top Laminate	Florence Walnut		/LFC		
		Base Laminate	Florence Walnut		/LBFC		
		Filing Bar Information	Letter sized filing requires field installed bars specified separately		INFO		
		Price Description: Delivered/Open Market					
		Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
3.4	**AKDSCS24363624**	Orenda Corner Module 24x36x36x24, 29"H 1" TFL Smooth Edge	1		$424.00	**$424.00**	
		Top Laminate	Florence Walnut		/LFC		
		Base Laminate	Florence Walnut		/LBFC		
		Price Description: Delivered/Open Market					
		Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
3.5	**AKDSRB2454**	Orenda Desk Shell Rectangle 24x54, 29"H Flush Back Panel, 1 Full End Panel, Full Modesty Panel, 1" TFL Smooth Edge	1		$426.00	**$426.00**	
		Top Laminate	Florence Walnut		/LFC		
		Base Laminate	Florence Walnut		/LBFC		
		Price Description: Delivered/Open Market					
		Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
3.6	**AKLAR4829 S26452062**	*Modified-Orenda Top ;48" Dia	1		$194.00	**$194.00**	
		Top Laminate	Florence Walnut		/LFC		
		Parts - Worksurface/Top Only	ROUND MEETING TABLE TOP ONLY- 48 X 48- 1"THICK WITHOUT INSERTS OR BASE- REF. AKLAR4829/AK1NNNN - MQAAN1484829		*Modified		
		Product Description	SPE=SPE170505		*Modified		
		Product Description	SPE= SAK1NNN-R48		*Modified		
			Additional 2 weeks of lead-time is required		Note: Lead-time Change		
		Price Description: Delivered/Open Market					
		Lead Time: 6 - 8 Weeks; Ships from SAINT PIE, QC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					

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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
3.7	**AKPFAO36**	Orenda Side to Side Filing Bars 2 Bars; 36" W	2		$37.50	**$75.00**	
							
		Price Description: Delivered/Open Market **Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
3.8	**AKPKYS2**	Orenda Key Alike Lock Set 2 Locks	1		$13.00	**$13.00**	
	No Image Available						
		Price Description: Delivered/Open Market **Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
3.9	**AKPTKE72**	Orenda Tackboard 19"H x 70"W	1		$261.75	**$261.75**	
		Tackboard Fabric / Fabric Grade E / E E Fabric / Pallas GRIDLOCK / GRIDLOCK GRIDLOCK / CRYSTAL / /28.085.062					
		Price Description: Delivered/Open Market **Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
3.10	**AKSUPU151928**	Orenda Under Desk Full Height Pedestal File, Box/Box/File, 1" TFL Smooth Edge	1		$650.00	**$650.00**	
		Pull Option / Straight pull - Painted Silver / /ZS Lock Option / Locking-no lock core (ordered separately with kits) - 1 lock / /WL Laminate / Florence Walnut / /LFC					
		Price Description: Delivered/Open Market **Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
3.11	**AKSWO7222**	Orenda Overhead Wall Mount Open Shelf with Divider 72"Wide, 22"H 1" TFL Smooth Edge	1		$633.50	**$633.50**	
		Laminate / Florence Walnut / /LFC					
		Price Description: Delivered/Open Market **Lead Time: 5 - 7 Weeks; Ships from SAINT PIE, QC** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
3.12	**DNW200**	Doni Tapered Wood Leg Armless Chair,Uph Seat,Solid Color	6		$501.70	**$3,010.20**	
		Poly Seat & Back Color / Black / /PBL Wood Finish / Florence Walnut on Beech / /BFC Glide Option / Plastic glides / /GPL Seat Upholstery / Fabric Grade H / H H Fabric / Pallas METAPHOR / METAPHOR METAPHOR / PARCHMENT / /27.346.011					
		Price Description: Delivered/Open Market **Lead Time: 3 - 5 Weeks; Ships from GREEN BAY, WI** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
3.13	**LEDTK.44.SGL.GN**	Single Shelf/Cabinet LED Task Light,44"W, for 54" and Larger Overhead/Shelf	1		$144.50	**$144.50**	
							
		Price Description: Delivered/Open Market **Lead Time: 4 - 6 Weeks; Ships from MANITOWOC, WI** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					

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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
3.14	**OH84QB**	Oath Task Arm Chair	1		$428.40	**$428.40**	
		Base Finish	Black plastic base	/P			
		Caster Type	Carpet casters	/CC			
		Oath Mesh	Black	/OMBL			
		Upholstery Grade/Color	Fabric Grade D	D			
		D Fabric	KI Ingrade SKYLINE	SKYLINE			
		SKYLINE	BLACK	/1KBN			
		Price Description: Delivered/Open Market					
		Lead Time: 4 - 6 Weeks; Ships from GREEN BAY, WI					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
3.15	**RKT301829DRT/36T**	Ruckus,Tote Storage,Short,2-Column unit,w/Doors,w/Laminate Top,30"Wx18"Dx29"H,includes (8)3" totes & (2)6"totes	2		$1,008.00	**$2,016.00**	
	TOP SELLER	Pull Option	Beveled pull Satin Chrome	/S5			
		Storage Base	4 black casters	/4CW			
		Laminate	Laminate Grade 1	LAMG1			
		Laminate Finish	Grade 1 additional laminates - 2 week additional lead time	LAMGRD1ADD			
		Grade 1 additional laminates - 2 week additional lead time	GREY NEBULA 4622-60	/462260			
		Edge Color	Warm Grey edge	/EWG			
		Paint Color	Warm Grey	/WG			
		Door Color	Warm Grey	/FWG			
		Lock Option	No lock core - 2 locks	/NLC			
		Lock Color	Satin Chrome	/SCL			
		Price Description: Delivered/Open Market					
		Lead Time: 5 - 7 Weeks; Ships from PEMBROKE, ONT					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
3.16	**SN12CC**	Sonrisa Lounge Chair with Arm, Contrast Outside Back	1		$1,662.25	**$1,662.25**	
	TOP PICK	Base option	Casters	/CST			
		Fabric Contrast #1/Base, Seat, Inside Back	Fabric Grade F	F			
		Fabric	PALLAS APHRODITE	APHRODITE			
		PALLAS APHRODITE	THAMES	/27.258.134F1			
		Fabric Contrast #2/Outside Back	Fabric Grade N	N			
		N Fabric	Pallas BALLAD	BALLAD			
		BALLAD	AZURE	/27.322.064F2			
		Thread Color	Coordinating Color (closest matching thread color will be selected by the factory-reference the sample thread color card)	/TXX			
		Price Description: Delivered/Open Market					
		Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					
3.17	**SN21CC**	Sonrisa Loveseat, Armless, Contrast Outside Back	1		$2,131.38	**$2,131.38**	
	TOP PICK	Base option	Casters	/CST			
		Fabric Contrast #1/Base, Seat, Inside Back	Fabric Grade F	F			
		Fabric	PALLAS APHRODITE	APHRODITE			
		PALLAS APHRODITE	THAMES	/27.258.134F1			
		Fabric Contrast #2/Outside Back	Fabric Grade N	N			
		N Fabric	Pallas BALLAD	BALLAD			
		BALLAD	AZURE	/27.322.064F2			
		Thread Color	Coordinating Color (closest matching thread color will be selected by the factory-reference the sample thread color card)	/TXX			
		Price Description: Delivered/Open Market					
		Lead Time: 7 - 9 Weeks; Ships from HIGH POINT, NC					
		Please Note: Leadtime calculated on 8/27/2026 and is subject to change.					

QUOTATION

CREATED	**8/5/2026**
VALID THROUGH	**9/20/2026**
Prepared By	Jaclyn Fradette
Quote Filename	Deer Creek School District: Rose Union: Offices UPDATED 8-24-2026 - 26JF-806689/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
3.18	**2.KP20522.SC101**	P Series Satin Chrome Double Bit Lock #101	4		$0.00	**$0.00**	
	No Image Available						
		Price Description: Delivered/Open Market **Lead Time: 4 - 6 Weeks; Ships from PEMBROKE, ONT** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
Description: PRINCIPAL OFFICE:OPTION 1					**Workgroup Product Subtotal**	**$13,889.48**	
Description: HALLWAY							
4.1	**RKT301829DRT/36T**	Ruckus,Tote Storage,Short,2-Column unit,w/Doors,w/Laminate Top,30"Wx18"Dx29"H,includes (8)3" totes & (2)6"totes	1		$1,008.00	**$1,008.00**	
	TOP SELLER	Pull Option — Beveled pull Satin Chrome — /S5					
		Storage Base — 4 black casters — /4CW					
		Laminate — Laminate Grade 1 — LAMG1					
		Laminate Finish — Grade 1 additional laminates - 2 week additional lead time — LAMGRD1ADD					
		Grade 1 additional laminates - 2 week additional lead time — GREY NEBULA 4622-60 — /462260					
		Edge Color — Warm Grey edge — /EWG					
		Paint Color — Warm Grey — /WG					
		Door Color — Warm Grey — /FWG					
		Lock Option — No lock core - 2 locks — /NLC					
		Lock Color — Satin Chrome — /SCL					
		Price Description: Delivered/Open Market **Lead Time: 5 - 7 Weeks; Ships from PEMBROKE, ONT** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
4.2	**2.KP20522.SC102**	P Series Satin Chrome Double Bit Lock #102	2		$0.00	**$0.00**	
	No Image Available						
		Price Description: Delivered/Open Market **Lead Time: 4 - 6 Weeks; Ships from PEMBROKE, ONT** **Please Note: Leadtime calculated on 8/27/2026 and is subject to change.**					
Description: HALLWAY					**Workgroup Product Subtotal**	**$1,008.00**	

Quote Summary

Product SubTotal:	**$39,587.64**
This project is exempt from surcharges because of one or more applied contracts.	**$0.00**
Installation:	**$5,870.00**
Estimated Sales Tax:	**See Notes**
Quote Total:	**$45,457.64**

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.
- This project contains non-standard items which are not returnable and not cancelable. The warranty on non-standard product that alters function is 1 year. The warranty on non-standard product that does not alter function, but only finish (i.e., paint or plastic color, laminate, grommet removal) matches that of the standard product. Modification to U.L. Listed products eliminates the listing. Product will not have U.L Listing labels unless specifically spelled out on this quote.

PROJECT LEAD TIME SUMMARY:

- Manufacturing lead time begins once the order is complete and acknowledged. Delivery dates are determined per order based on the longest lead time per shipping location and are confirmed on the order acknowledgement.

Shipping Location	MFG Lead Time Range
GREEN BAY, WI	4 - 6 Weeks
MANITOWOC, WI	4 - 6 Weeks
PEMBROKE, ONT	5 - 7 Weeks
SAINT PIE, QC	6 - 8 Weeks
BONDUEL, WI	7 - 9 Weeks
HIGH POINT, NC	7 - 9 Weeks

- Lead times are subject to change based on quantities, manufacturing capacity and surface material selections. Laminate and/or fabrics outside the standard KI ingrade program may have extended lead time.
- For more information or questions regarding delivery consolidation, contact KI Customer Service.

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Jaclyn Fradette
Market Code: 2=2=K-12

Opportunity #: 806689

Quote Filename: Deer Creek School District: Rose Union: Offices UPDATED 8-24-2026 - 26JF-806689

Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
   KI
   1330 Bellevue Street
   Green Bay, WI 54302

2. The following items must be included on all purchase orders:
   - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
   - Ship To Information: complete legal name, address, contact name, contact phone number
   - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
   - Issue Date: date the purchase order was issued
   - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
   - Purchase Order Total: total of all items and services included on the purchase order
   - Authorization: signature of authorized purchasing agent or buying entity
   - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
     - Quantity of each item
     - Complete model number, including all finish and option information (by line item)
     - Net purchase price (by line item)
     - Extended net purchase price (all line items)
     - Any additional applicable charges (ex: installation and/or delivery charges)
     - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.

4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.

	Last Name	First Name	Original Site/Dept	New Site/Dept	Effective Date	Reason for Leaving
PERSONNEL SCHEDULE	**BOARD MEETING**	**9-14-2026**				
Employment Recommendation	Buck	Justine	N/A	DCIS	8/10/2026	NA
Employment Recommendation	Cohrs	Amy	N/A	DCMS	8/10/2026	NA
Employment Recommendation	Wooten	Nathan	N/A	Transportation	8/17/2026	NA
Employment Recommendation	Schultz	Abigail	N/A	DCHS	08/19/2026	NA
Employment Recommendation	Greeson	K'Leigh	N/A	DCES	08/26/2026	NA
Employment Recommendation	Rogers	Gregory	N/A	Transportation	08/17/2026	NA
Employment Recommendation	Haire	William	N/A	Maintenance	09/14/2026	NA
Employment Recommendation	Huffman	Colton	N/A	Transportation	09/08/2026	NA
Employment Recommendation	Guerra	Ashley	N/A	CCMS	09/08/2026	NA
Employment Recommendation	Finch	Stephanie	N/A	KRES	9/14/0206	NA
Rescinded/Declined	Tirogiannis	Heather	N/A	N/A	8/7/2026	NA
Rescinded/Declined	Parson	Madisyn	DCES	N/A	8/11/2026	00 - No Reason Given
Rescinded/Declined	Williams	Demascus	Transportation	N/A	8/10/2026	00 - No Reason Given
Rescinded/Declined	Beaman	Kim	DCHS	N/A	8/11/0202	07-Personal
Resignation	Matar	Rose	Transportation	N/A	08/26/2026	04-Other Employment (Non- School)
Retirement	Maples	Lloyd	Transportation	N/A	8/12/2026	01- Retiring
Deceased	Strong	Rachael	DCMS	NA	08/18/2026	08-Deceased
2025-2026 Guest Teacher	**Last Name**	**First Name**	**Original Site/Dept**	**New Site/Dept**	**Effective Date**	**Reason for Leaving**
Temporary Guest Teacher	Aka	Sarah	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Alkhazrji	Doaa	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Avans	Kristen	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Baugh	Debra	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Belsha	Lindsay	N/A	N/A	9/3/2026	N/A
Temporary Guest Teacher	Bills	Tracy	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Brack	Christopher	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Bridge	London	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Bronson	Candice	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Cahill	Alicia	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Clark	Karen	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Coble	Corey	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Conley	Katheryn	N/A	N/A	9/2/2026	N/A
Temporary Guest Teacher	Connely	Steven	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Dhadigam	Suchitra	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Dilling	Chelsea	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Dove	Kathy	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Dowler	Karen	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Elbadwy	Efat	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Ehrich	Kelsey	N/A	N/A	9/3/2026	N/A
Temporary Guest Teacher	Findley	Deborah	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Floyd	Troy	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Frasier	Michelle	N/A	N/A	9/3/2026	N/A
Temporary Guest Teacher	Free	Patricia	N/A	N/A	8/13/2026	N/A

	Last Name	First Name	Original Site/Dept	New Site/Dept	Effective Date	Reason for Leaving
PERSONNEL SCHEDULE	**BOARD MEETING**	**9-14-2026**				
Temporary Guest Teacher	Fulford	Lauren	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Gall	Jana	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Gerstenlauer-Beiler	Monika	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Gibson	Ginger	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Glascock	Barbara	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Golla	Jenny	N/A	N/A	9/3/2026	N/A
Temporary Guest Teacher	Green	Tom	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Haftek	Melissa	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Hagy	Joan	N/A	N/A	8/17/2026	N/A
Temporary Guest Teacher	Hameister	Janette	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Hamel	Maria	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Hamilton	Rachel	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Herndon	Brian	N/A	N/A	9/3/2026	N/A
Temporary Guest Teacher	Hill	Lisa	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Hulbert	Jocelyn	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Hussein	Noor	N/A	N/A	8/20/2026	N/A
Temporary Guest Teacher	Joern	Camila	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Jones	Joann	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Jones	Kandi	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Jones	Patricia	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Keener	Mary	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Koester	Jennetta	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Leal	Abby	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Lee	Banwan	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Lindsay	Sandra	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Liem	Katie	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Linn	Kyle	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Looper	Stephanie	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Lopez	Claudia	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Mack	Ashley	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Madkins	Heather	N/A	N/A	9/2/2026	N/A
Temporary Guest Teacher	Mahmood	Zeina	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Marmen	Daniel	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Maska	Jordan	N/A	N/A	8/25/2026	NA
Temporary Guest Teacher	McDougall	Samantha	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	McHann	Zoe	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Mehnert	Barbara	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Miller	Ann	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Miller	Ashley	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Miller	Randi	N/A	N/A	9/4/2026	N/A
Temporary Guest Teacher	Muzaffar	Huma	N/A	N/A	8/25/2026	N/A
Temporary Guest Teacher	Nail	Aimee	N/A	N/A	8/13/2026	N/A

	Last Name	First Name	Original Site/Dept	New Site/Dept	Effective Date	Reason for Leaving
PERSONNEL SCHEDULE	**BOARD MEETING**	**9-14-2026**				
Temporary Guest Teacher	Newman	Chris	N/A	N/A	9/8/2026	N/A
Temporary Guest Teacher	Nye	Brian	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Ogee	Darren	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Ottinger	Marshall	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Pridemore	Karla	N/A	N/A	9/4/2026	N/A
Temporary Guest Teacher	Rampersad	Anjali	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Ray	Melissa	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Reed	Kelly	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Reynolds	Nicholas	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Rhodes	Kasey	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Richardson	Shawn	N/A	N/A	9/8/2026	N/A
Temporary Guest Teacher	Ricker	Sharon	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Riel	Dorinda	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Roberts	Leah	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Saldivar	Sarah	N/A	N/A	9/8/2026	N/A
Temporary Guest Teacher	Schaul	Jaylene	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Seidemann	Keith	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Shaw	Larry	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Simon	Alyson	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Smith	Angela	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Spawlding	Katherine	N/A	N/A	9/8/2026	N/A
Temporary Guest Teacher	Stanley	Jennifer	N/A	N/A	8/27/2026	N/A
Temporary Guest Teacher	Stockard	Loree	N/A	N/A	8/27/2026	N/A
Temporary Guest Teacher	Sun	Rayleigh	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Thompson	Sharyl	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Tignor	Dusti	N/A	N/A	9/4/2026	N/A
Temporary Guest Teacher	Tobyne	Kristi	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Vera	Lindsay	N/A	N/A	8/27/2026	N/A
Temporary Guest Teacher	Walter	Dawn	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Walker	Lilia	N/A	N/A	8/31/2026	N/A
Temporary Guest Teacher	Ward	Michael	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Warn	Kathy	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Wheeler	Valerie	N/A	N/A	8/27/2026	N/A
Temporary Guest Teacher	Winton	Zanne	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Wolfard	Rodney	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Wright	Andrea	N/A	N/A	8/13/2026	N/A
Temporary Guest Teacher	Zhao	Sia	N/A	N/A	8/13/2026	N/A
2025-2026 Temporary Employees	**Last Name**	**First Name**	**Original Site/Dept**	**New Site/Dept**	**Effective Date**	**Reason for Leaving**
Resignation	Morgan	Abbie	Antler Care	N/A	8/10/2026	18-School
Resignation	Cole	Amanda	Antler Care	N/A	8/31/2026	04-Other Employment (Non- School)
Resignation	Kendyl	Ames	Antler Care	N/A	8/12/2026	04-Other Employment (Non- School)
Resignation	Davis	Kimberly	Antler Care	N/A	9/1/2026	04-Other Employment (Non- School)

	Last Name	First Name	Original Site/Dept	New Site/Dept	Effective Date	Reason for Leaving
PERSONNEL SCHEDULE	**BOARD MEETING**	**9-14-2026**				
Resignation	Mefferd	Karis	Antler Care	N/A	9/11/2026	04-Other Employment (Non- School)
Resignation	Risinger	Kadence	Antler Care	N/A	9/18/2026	04-Other Employment (Non- School)
Resignation	Eisenhower	Macy	Antler Care	N/A	10/9/2026	03-Out of State
Temporary Employee	Johnson	Greg	N/A	Transportation	8/10/2026	NA
Temporary Employee	Green	Thomas	N/A	Transportation	8/10/2026	NA
Temporary Employee	Lavalais	Sabrina	N/A	Transportation	8/10/2026	NA
Temporary Employee	Buck	Kirbey	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Cole	Amanda	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Carleson	Janessa	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Davis	Kimberly	N/A	Antler Care	8/18/2026	NA
Temporary Employee	Downie	Margarett	N/A	Antler Care	8/5/2026	NA
Temporary Employee	Eisenhower	Macy	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Erwin	Anne	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Guess	Kiara	N/A	Antler Care	8/5/2026	NA
Temporary Employee	Houchins	Ryleigh	N/A	Antler Care	8/5/2026	NA
Temporary Employee	Jacobson	Riley	N/A	Antler Care	8/17/2026	NA
Temporary Employee	Kastner	Lauren	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Macdonald	Shianna	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Oritz	Anabel	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Simms	Brooke	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Skog	Georgia	N/A	Antler Care	8/18/2026	NA
Temporary Employee	Dishman	Ashton	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Tripp	Olivia	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Mefferd	Karis	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Ladner	Kaitlyn	N/A	Antler Care	8/5/2026	NA
Temporary Employee	Glenn	Brooklyn	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Tripp	Kara	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Morales	Katherine	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Mills	Abigail	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Farmer	Gracie	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Reynolds	Hannah	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Grote	Julia	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Taylor	Vivien	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Hamilton	Maddox	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Oakes	Peyton	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Gebb	Townley	N/A	Antler Care	8/10/2026	NA
Temporary Employee	Graves	Edwinta	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Risinger	Kadence	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Morgan	Abbie	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Pulliam	Mya	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Wheeler	Kaydence	N/A	Antler Care	8/7/2026	NA
Temporary Employee	WIlliams	Zailey	N/A	Antler Care	8/24/2026	NA

	Last Name	First Name	Original Site/Dept	New Site/Dept	Effective Date	Reason for Leaving
PERSONNEL SCHEDULE	**BOARD MEETING**	**9-14-2026**				
Temporary Employee	Motley	Ashley	N/A	Antler Care	8/1/2025	NA
Temporary Employee	Braley	Olivia	N/A	Antler Care	8/28/2025	NA
Temporary Employee	Hunter	Sania	N/A	Antler Care	8/7/2026	NA
Temporary Employee	WIlliams	Sophie	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Blair	Ainsley	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Hill	Lilly	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Houchins	Sophie	N/A	Antler Care	8/19/2026	NA
Temporary Employee	Benkendorf	Kaley	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Renodin	Elayne	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Anderson	Peyton	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Priddy	Kylin	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Nicols	Jordan	N/A	Antler Care	8/10/2026	NA
Temporary Employee	Grounds	Collins	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Trojanowski	Michaela (Mishie)	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Reynolds	Darla	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Adams	Debbie	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Freeman	Carey	N/A	Antler Care	8/10/2026	NA
Temporary Employee	Scott	Sydney	N/A	Antler Care	8/7/2026	NA
Temporary Employee	Oakes	Taylor	N/A	Antler Care	8/7/2026	NA
Temporary Employee	WIlliams	Zailey	N/A	Antler Care	8/24/2026	NA
Temporary Employee	Rogers	Alexys	Antler Care	N/A	8/31/2026	NA
Temporary Employee	Mancilla	Belen	Antler Care	N/A	9/8/2026	NA
Temporary Employee	Polhemus	Elizabeth	Antler Care	N/A	9/8/2026	NA

STIPEND	AMOUNT	FIRST NAME	LAST NAME	EMPLOYMENT STATUS	MID YR REPLACEMENT NAME	FUND	Review Year	Change Year
HS BASEBALL 9TH/VARSITY ASSISTANT COACH	$4,500.00	Louis	Cottone	DC Certified Employee		District	2026-2027	2026-2027
HS BASEBALL JV/VARSITY ASSISTANT COACH	$4,500.00	Brady	Baugh	DC Certified Employee		District	2026-2027	2026-2027
HS BASEBALL VARSITY ASSISTANT COACH	$4,500.00	Weston	Ward	DC Certified Employee		District	2026-2027	2026-2027
HS BASEBALL VARSITY ASSISTANT COACH	$4,500.00	Garrett	Wilkens	DC Certified Employee		District	2026-2027	2026-2027
HS BASEBALL VARSITY HEAD COACH	$9,000.00	Andrew	McGuire	DC Certified Employee		District	2026-2027	2026-2027
HS BASKETBALL 9TH BOYS HEAD COACH	$4,200.00	Daniel	Erb	DC Certified Employee		District	2026-2027	2026-2027
HS BASKETBALL 9TH GIRLS HEAD COACH	$4,200.00	Bree	Vanbuskirk	DC Certified Employee		District	2026-2027	2026-2027
HS BASKETBALL VARSITY BOYS ASSISTANT COACH	$5,000.00	***Tyler***	***Williams***	DC Certified Employee		District	2026-2027	2026-2027
HS BASKETBALL VARSITY BOYS ASSISTANT COACH	$5,000.00	Jacob	Cortesio	DC Certified Employee		District	2026-2027	2026-2027
HS BASKETBALL VARSITY BOYS ASSISTANT COACH	$5,000.00	***Jalyn***	***Todd***	Lay Coach		District	2026-2027	2026-2027
HS BASKETBALL VARSITY BOYS HEAD COACH	$11,500.00	Mike	Donnelly	DC Certified Employee		District	2026-2027	2026-2027
HS BASKETBALL VARSITY GIRLS ASSISTANT COACH	$5,000.00	Dominique	Stephens Sr.	Lay Coach		District	2026-2027	2026-2027
HS BASKETBALL VARSITY GIRLS ASSISTANT COACH	$5,000.00	Tiarra	Dewberry	DC Certified Employee		District	2026-2027	2026-2027
HS BASKETBALL VARSITY GIRLS ASSISTANT COACH	$5,000.00					District	2026-2027	2026-2027
HS BASKETBALL VARSITY GIRLS HEAD COACH	$11,500.00	Hope	Heinen	DC Certified Employee		District	2026-2027	2026-2027
HS CROSS COUNTRY ASSISTANT COACH	$2,700.00	Heather	Riden	Lay Coach		District	2026-2027	2026-2027
HS CROSS COUNTRY ASSISTANT COACH	$2,700.00	Brandon	Kiefer	DC Certified Employee		District	2026-2027	2026-2027
HS CROSS COUNTRY VARSITY HEAD BOYS AND GIRLS COACH	$7,500.00	David	Riden	DC Certified Employee		District	2026-2027	2026-2027
HS FOOTBALL 9TH GRADE HEAD COACH	$7,500.00	Scott	MacDonald	DC Certified Employee		District	2026-2027	2026-2027
HS FOOTBALL VARSITY ASSISTANT COACH	$7,000.00	Colin	Roberts	DC Certified Employee		District	2026-2027	2026-2027
HS FOOTBALL VARSITY ASSISTANT COACH	$7,000.00	Noah	Cornell	DC Certified Employee		District	2026-2027	2026-2027
HS FOOTBALL VARSITY ASSISTANT COACH	$7,000.00	***Louis***	**Cottone**	DC Certified Employee		District	2026-2027	2026-2027
HS FOOTBALL VARSITY ASSISTANT COACH	$7,000.00	Kent	Hixon	DC Certified Employee		District	2026-2027	2026-2027
HS FOOTBALL VARSITY ASSISTANT COACH	$7,000.00	Austin	Maly	DC Certified Employee		District	2026-2027	2026-2027
HS FOOTBALL VARSITY ASSISTANT COACH	$7,000.00	***Evan***	**Sprayberry**	DC Certified Employee		District	2026-2027	2026-2027
HS FOOTBALL VARSITY ASSISTANT COACH	$7,000.00	Rod	Wolfard	Lay Coach		District	2026-2027	2026-2027
HS FOOTBALL VARSITY ASSISTANT/9TH ASSISTANT COACH	$6,000.00	Drake	Jones	DC Certified Employee		District	2026-2027	2026-2027
HS FOOTBALL VARSITY ASSISTANT/9TH ASSISTANT COACH	$6,000.00	Nic	Huff	DC Certified Employee		District	2026-2027	2026-2027
HS FOOTBALL VARSITY DEFENSIVE COORDINATOR	$8,000.00	Howard	Scarborough	DC Certified Employee		District	2026-2027	2026-2027
HS FOOTBALL VARSITY HEAD COACH	$16,000.00	Wade	Standley	DC Certified Employee		District	2026-2027	2026-2027
HS FOOTBALL VARSITY OFFENSIVE COORDINATOR	$8,000.00	Austin	Embrey	DC Certified Employee		District	2026-2027	2026-2027
HS GOLF VARSITY BOYS HEAD COACH	$6,000.00	Scott	MacDonald	DC Certified Employee		District	2026-2027	2026-2027
HS GOLF VARSITY BOYS ASSISTANT COACH	$2,750.00					District	2026-2027	2026-2027
HS GOLF VARSITY GIRLS HEAD COACH	$6,000.00	Kent	Hixon	DC Certified Employee		District	2026-2027	2026-2027
HS GOLF VARSITY GIRLS ASSISTANT COACH	$2,750.00	Evan	Sprayberry	DC Certified Employee		District	2026-2027	2026-2027
HS SLOW PITCH SOFTBALL VARSITY ASSISTANT COACH	$2,250.00	Jackson	Girod	DC Certified Employee		District	2026-2027	2026-2027
HS SLOW PITCH SOFTBALL VARSITY ASSISTANT COACH	$2,250.00	Nathan	Copher	DC Certified Employee		District	2026-2027	2026-2027
HS SLOW PITCH SOFTBALL VARSITY HEAD COACH	$4,500.00	Trent	Patterson	DC Certified Employee		District	2026-2027	2026-2027
HS SOCCER VARSITY BOYS ASSISTANT COACH	$4,000.00	John	Langford	Lay Coach		District	2026-2027	2026-2027
HS SOCCER VARSITY BOYS ASSISTANT COACH	$4,000.00	Conner	Owen	DC Support Employee		District	2026-2027	2026-2027
HS SOCCER VARSITY BOYS HEAD COACH	$7,000.00	Jake	Kurey	DC Certified Employee		District	2026-2027	2026-2027
HS SOCCER VARSITY GIRLS ASSISTANT COACH	$4,000.00	Hayley	Tillison	DC Certified Employee		District	2026-2027	2026-2027
HS SOCCER VARSITY GIRLS ASSISTANT COACH	$4,000.00	George	Kurey	Lay Coach		District	2026-2027	2026-2027
HS SOCCER VARSITY GIRLS HEAD COACH	$7,000.00	Danny	Roberts	Lay Coach		District	2026-2027	2026-2027
HS SOFTBALL JUNIOR VARSITY/ASSISTANT COACH	$4,500.00	Nathan	Copher			District	2026-2027	2026-2027
HS SOFTBALL JUNIOR VARSITY/ASSISTANT COACH	$4,500.00	Jackson	Girod	DC Certified Employee		District	2026-2027	2026-2027
HS SOFTBALL VARSITY ASSISTANT COACH	$3,000.00			DC Certified Employee		District	2026-2027	2026-2027
HS SOFTBALL VARSITY HEAD COACH	$9,000.00	Trent	Patterson	DC Certified Employee		District	2026-2027	2026-2027
HS STRENGTH AND CONDITIONING	$7,000.00	Colin	Roberts	DC Certified Employee		District	2026-2027	2026-2027
HS SWIMMING ASSISTANT COACH	$3,500.00	***Melissa***	***Andrade***	Lay Coach		District	2026-2027	2026-2027
HS SWIMMING ASSISTANT COACH	$3,500.00	**Chelsea**	**Perez**	**Lay Coach**		District	2026-2027	2026-2027
HS SWIMMING HEAD BOYS AND GIRLS COACH	$7,000.00	JC	Riley	**Lay Coach**		District	2026-2027	2026-2027
HS TENNIS VARSITY ASSISTANT COACH	$2,250.00					District	2026-2027	2026-2027
HS TENNIS VARSITY ASSISTANT COACH	$2,250.00	Brandon	Kiefer	DC Certified Employee		District	2026-2027	2026-2027
HS TENNIS VARSITY GIRLS HEAD COACH	$4,750.00	Jennifer	Turner	DC Certified Employee		District	2026-2027	2026-2027
HS TENNIS VARSITY BOYS HEAD COACH	$4,750.00					District	2026-2027	2026-2027
HS TRACK VARSITY ASSISTANT COACH	$2,700.00					District	2026-2027	2026-2027

STIPEND	AMOUNT	FIRST NAME	LAST NAME	EMPLOYMENT STATUS	MID YR REPLACEMENT NAME	FUND	Review Year	Change Year
HS TRACK VARSITY ASSISTANT COACH	$2,700.00					District	2026-2027	2026-2027
HS TRACK VARSITY ASSISTANT COACH	$2,700.00	Michael	Thomas	Lay Coach		District	2026-2027	2026-2027
HS TRACK VARSITY ASSISTANT COACH	$2,700.00	Nathaniel (TJ)	Ratliff	DC Certified Employee		District	2026-2027	2026-2027
HS TRACK VARSITY ASSISTANT COACH	$2,700.00	Noah	Cornell	DC Certified Employee		District	2026-2027	2026-2027
HS TRACK VARSITY HEAD BOYS AND GIRLS COACH	$7,500.00	David	Riden	DC Certified Employee		District	2026-2027	2026-2027
HS VOLLEYBALL VARSITY ASSISTANT COACH	$3,500.00	Georgia	Byers	Lay Coach		District	2026-2027	2026-2027
HS VOLLEYBALL VARSITY ASSISTANT COACH	$3,500.00	Madison	Slimp	Lay Coach		District	2026-2027	2026-2027
HS VOLLEYBALL VARSITY HEAD COACH	$7,000.00	Lynsey	Coleman	DC Certified Employee		District	2026-2027	2026-2027
HS WRESTLING VARSITY ASSISTANT COACH	$4,500.00					District	2026-2027	2026-2027
HS WRESTLING VARSITY ASSISTANT COACH	$4,500.00	Ethan	Chavez	Lay Coach		District	2026-2027	2026-2027
HS WRESTLING VARSITY ASSISTANT COACH	$4,500.00	Keegan	Sullivan	Lay Coach		District	2026-2027	2026-2027
HS WRESTLING BOYS HEAD COACH	$10,500.00	Russell	Caldwell	DC Certified Employee		District	2026-2027	2026-2027
HS/MS WRESTLING GIRLS HEAD COACH	$10,500.00	Dusty	London	DC Certified Employee		District	2026-2027	2026-2027
HS/MS WRESTLING GIRLS ASSISTANT COACH	$4,500.00	Isaiah	Byrd	DC Certified Employee		District	2026-2027	2026-2027
DCMS BASEBALL 7TH8TH GRADE ASSISTANT COACH	$2,300.00	***John***	***Hanneman***	DC Certified Employee		District	2026-2027	2026-2027
DCMS BASEBALL 7TH/8TH GRADE HEAD COACH	$3,300.00	***Justin***	***Carroll***	DC Certified Employee		District	2026-2027	2026-2027
DCMS BASKETBALL 7TH GRADE BOYS ASSISTANT COACH	$1,700.00					District	2022-2023	2022-2023
DCMS BASKETBALL 8TH GRADE BOYS ASSISTANT COACH	$1,700.00					District	2022-2023	2022-2023
DCMS BASKETBALL 7TH GRADE BOYS HEAD COACH	$3,200.00	John	Hanneman	DC Certified Employee		District	2022-2023	2022-2023
DCMS BASKETBALL 8TH GRADE BOYS HEAD COACH	$3,200.00	Noah	Voth	DC Certified Employee		District	2022-2023	2022-2023
DCMS BASKETBALL 7TH GRADE GIRLS ASSISTANT COACH	$1,700.00					District	2022-2023	2022-2023
DCMS BASKETBALL 8TH GRADE GIRLS ASSISTANT COACH	$1,700.00					District	2022-2023	2022-2023
DCMS BASKETBALL 7TH GRADE GIRLS HEAD COACH	$3,200.00	Whitley	Burkbuegler	DC Certified Employee		District	2022-2023	2022-2023
DCMS BASKETBALL 8TH GRADE GIRLS HEAD COACH	$3,200.00	Whitley	Burkbuegler	DC Certified Employee		District	2022-2023	2022-2023
DCMS CROSS COUNTRY 7TH/8TH ASSISTANT COACH	$2,100.00	Kennedy	Reed	DC Support Employee		District	2022-2023	2022-2023
DCMS CROSS COUNTRY 7TH/8TH ASSISTANT COACH	$2,100.00	Kelly	Mills	DC Certified Employee		District	2022-2023	2022-2023
DCMS CROSS COUNTRY 7TH/8TH HEAD COACH	$2,600.00	Noah	Voth	DC Certified Employee		District	2022-2023	2022-2023
DCMS/CCMS FOOTBALL 7TH GRADE ASSISTANT/HEAD COACH	$3,600.00	Isiah	Byrd	DC Certified Employee		District	2026-2027	2026-2027
DCMS/CCMS FOOTBALL 7TH GRADE ASSISTANT COACH	$2,600.00	Taylon	Laxon	DC Certified Employee		District	2026-2027	2026-2027
DCMS/CCMS FOOTBALL 7TH GRADE ASSISTANT COACH	$2,600.00	Will	Chandler	DC Certified Employee		District	2026-2027	2026-2027
DCMS/CCMS FOOTBALL 7TH GRADE ASSISTANT COACH	$2,600.00	Darren	Hall	DC Certified Employee		District	2026-2027	2026-2027
DCMS/CCMS FOOTBALL 7TH GRADE ASSISTANT COACH	$2,600.00	John	Koehler	Lay Coach		District	2026-2027	2026-2027
DCMS/CCMS FOOTBALL 7TH GRADE HEAD COACH	$3,600.00	Wes	Black	DC Certified Employee		District	2026-2027	2026-2027
DCMS/CCMS FOOTBALL 8TH GRADE ASSISTANT/HEAD COACH	$3,600.00	Justin	Carroll	DC Certified Employee		District	2026-2027	2026-2027
DCMS/CCMS FOOTBALL 8TH GRADE ASSISTANT COACH	$2,600.00	Bill	Argo	DC Certified Employee		District	2026-2027	2026-2027
DCMS/CCMS FOOTBALL 8TH GRADE ASSISTANT COACH	$2,600.00	Brian	Black-Farley	DC Certified Employee		District	2026-2027	2026-2027
DCMS/CCMS FOOTBALL 8TH GRADE ASSISTANT COACH	$2,600.00	Julian	Ramirez	DC Certified Employee		District	2026-2027	2026-2027
DCMS/CCMS FOOTBALL 8TH GRADE ASSISTANT COACH	$2,600.00	Ethan	Barnes	DC Certified Employee		District	2026-2027	2026-2027
DCMS/CCMS FOOTBALL 8TH GRADE HEAD COACH	$3,600.00	Jack	Hankins	DC Certified Employee		District	2026-2027	2026-2027
DCMS/CCMS SOFTBALL 7TH/8TH ASSISTANT COACH	$2,300.00	Whitley	Berkbuegler	DC Certified Employee		District	2026-2027	2026-2027
DCMS/CCMS SOFTBALL 7TH/8TH ASSISTANT COACH	$2,300.00	Kate	King	DC Certified Employee		District	2026-2027	2026-2027
DCMS/CCMS SOFTBALL 7TH/8TH HEAD COACH	$3,300.00	John	Hanneman	DC Certified Employee		District	2026-2027	2026-2027
DCMS TRACK GIRLS 7TH/8TH GRADE ASSISTANT COACH	$2,000.00					District	2026-2027	2026-2027
DCMS TRACK BOYS 7TH/8TH GRADE ASSISTANT COACH	$2,000.00	Bill	Argo	DC Certified Employee		District	2026-2027	2026-2027
DCMS TRACK BOYS 7TH/8TH HEAD COACH	$2,500.00	Noah	Voth	DC Certified Employee		District	2026-2027	2026-2027
DCMS TRACK GIRLS 7TH/8TH HEAD COACH	$2,500.00	Kelly	Mills	DC Certified Employee		District	2026-2027	2026-2027
DCMS/CCMS 7TH-9TH WRESTLING BOYS ASSISTANT COACH	$2,500.00	John	Koehler	Lay Coach		District	2026-2027	2026-2027
DCMS/CCMS 7TH-9TH WRESTLING BOYS ASSISTANT COACH	$2,500.00	Bill	Argo	DC Certified Employee		District	2026-2027	2026-2027
DCMS/CCMS 7TH-9TH WRESTLING BOYS HEAD COACH	$3,600.00	Darren	Hall	DC Certified Employee		District	2026-2027	2026-2027
DCMS FIELD MAINTENANCE (FB, SB, BA, SO - HEAD COACH ONLY)	$500.00	John	Hanneman	DC Certified Employee		District	2026-2027	2026-2027
DCMS FIELD MAINTENANCE (FB, SB, BA, SO - HEAD COACH ONLY)	$500.00	Justin	Carroll	DC Certified Employee		District	2026-2027	2026-2027
DCMS FIELD MAINTENANCE (FB, SB, BA, SO - HEAD COACH ONLY)	$500.00	Wes	Black	DC Certified Employee		District	2026-2027	2026-2027
DCMS FIELD MAINTENANCE (FB, SB, BA, SO - HEAD COACH ONLY)	$500.00					District	2026-2027	2026-2027
DCMS FIELD MAINTENANCE (FB, SB, BA, SO - HEAD COACH ONLY)	$500.00					District	2026-2027	2026-2027
DCMS MULTI SPORT STIPEND (3 SPORTS)	$2,000.00	John	Hanneman	DC Certified Employee		District	2026-2027	2026-2027
DCMS MULTI SPORT STIPEND (3 SPORTS)	$2,000.00	Noah	Voth	DC Certified Employee		District	2026-2027	2026-2027
DCMS MULTI SPORT STIPEND (3 SPORTS)	$2,000.00	Bill	Argo	DC Certified Employee		District	2026-2027	2026-2027

STIPEND	AMOUNT	FIRST NAME	LAST NAME	EMPLOYMENT STATUS	MID YR REPLACEMENT NAME	FUND	Review Year	Change Year
DCMS MULTI SPORT STIPEND (3 SPORTS)	$2,000.00	Whitley	Berkbuegler	DC Certified Employee		District	2026-2027	2026-2027
DCMS MULTI SPORT STIPEND (3 SPORTS)	$2,000.00					District	2026-2027	2026-2027
DCMS SITE ATHLETIC COORDINATOR	$4,000.00	Whitley	Berkbuegler	DC Certified Employee		District	2026-2027	2026-2027
DCMS VOLLEYBALL 7TH/8TH GRADE HEAD COACH	$2,500.00	Lauren	Hoskins	Lay Coach		District	2026-2027	2026-2027
DCMS VOLLEYBALL 7TH/8TH GRADE ASSISTANT COACH	$2,000.00	Rebecca	McIver	DC Certified Employee		District	2026-2027	2026-2027
DCMS GOLF 7TH/8TH GRADE HEAD COACH	$2,000.00	Wesley	Black	DC Certified Employee		District	2026-2027	2026-2027
DCMS GOLF 7TH/8TH GRADE ASSISTANT COACH	$1,500.00					District	2026-2027	2026-2027
DCMS SOCCER 7TH/8TH GRADE GIRLS HEAD COACH	$2,500.00					District	2026-2027	2026-2027
DCMS SOCCER 7TH/8TH GRADE GIRLS ASSISTANT COACH	$2,000.00					District	2026-2027	2026-2027
DCMS SOCCER 7TH/8TH GRADE BOYS HEAD COACH	$2,500.00					District	2026-2027	2026-2027
DCMS SOCCER 7TH/8TH GRADE BOYS ASSISTANT COACH	$2,000.00					District	2026-2027	2026-2027
DCMS TENNIS 7TH/8TH GRADE HEAD COACH	$2,200.00					District	2026-2027	2026-2027
DCMS TENNIS 7TH/8TH GRADE ASSISTANT COACH	$1,700.00					District	2026-2027	2026-2027
HS ACADEMIC COACH	$3,000.00	Mike	Eaton	DC Certified Employee		District	2026-2027	2026-2027
HS ANTLER VISION COORDINATOR	$2,250.00	***Troy***	***Isbell***	DC Support Employee		District	2026-2027	2026-2027
HS BUSINESS/TECH DEPARTMENT HEAD	$200/per teacher	Jennifer	Turner	DC Certified Employee		District	2026-2027	2026-2027
HS EDTECHS	$1,000.00	~~***Wendy***~~	~~***Frailey***~~	DC Certified Employee	***Anna Williams***	District	2026-2027	2026-2027
HS CHOIR ACCOMPANIST	$5,250.00					District	2026-2027	2026-2027
HS DRAMA AND PRODUCTION DIRECTOR	$7,000.00	Riley	Turner	DC Certified Employee		District	2026-2027	2026-2027
HS SPEECH & DEBATE	$5,000.00	Tyler	Abbott	DC Certified Employee		District	2026-2027	2026-2027
HS E-SPORTS COACH	$2,750.00	Heath	Beeby	DC Certified Employee		District	2026-2027	2026-2027
HS E-SPORT JV COACH	$2,750.00	***Bethany***	***Tyler***	Lay Coach		District	2026-2027	2026-2027
HS ENGLISH DEPARTMENT HEAD	$200/per teacher	Gena	Beeson	DC Certified Employee		District	2026-2027	2026-2027
HS FINE ARTS DEPARTMENT HEAD	$200/per teacher	Tiffany	McGrew	DC Certified Employee		District	2026-2027	2026-2027
HS FOREIGN LANGUAGE DEPARTMENT HEAD	$200/per teacher	Holly	Blunk	DC Certified Employee		District	2026-2027	2026-2027
HS FRESHMAN CHEER SPONSOR	$3,000.00			DC Certified Employee		District	2026-2027	2026-2027
HS FRESHMAN CLASS AND LINK CREW SPONSOR	$2,050.00	Sydney	Monkres	DC Certified Employee		District	2026-2027	2026-2027
HS HISTORY DEPARTMENT HEAD	$200/per teacher	Paula	Farley	DC Certified Employee		District	2026-2027	2026-2027
HS HONOR SOCIETY SPONSOR	$2,500.00	Split: Wendy Layne	Frailey Osdeik	DC Certified Employee		District	2026-2027	2026-2027
HS JOURNALISM	$4,250.00	Olivia	Turner	DC Certified Employee		District	2026-2027	2026-2027
HS JUNIOR CLASS SPONSOR	$2,250.00	Abigail	Simons	DC Certified Employee		District	2026-2027	2026-2027
HS JUNIOR VARSITY CHEER SPONSOR	$4,700.00	Kenna	Rector	DC Certified Employee		District	2026-2027	2026-2027
HS JUNIOR VARSITY POM SPONSOR	$4,700.00	Sydney	Wilkens	DC Certified Employee		District	2026-2027	2026-2027
HS MATH DEPARTMENT HEAD	$200/per teacher	Lisa	Ritchie	DC Certified Employee		District	2026-2027	2026-2027
HS MUSICAL DIRECTOR	$2,000.00	Tiffany	McGrew	DC Certified Employee		District	2022-2023	2022-2023
HS NEW TEACHER COORDINATOR	$1,000.00	Gena	Beeson	DC Certified Employee		District	2026-2027	2026-2027
HS P.E. DEPARTMENT HEAD	$200/per teacher	Jennifer	Turner	DC Certified Employee		District	2026-2027	2026-2027
HS SCIENCE DEPARTMENT HEAD	$200/per teacher	Brandi	Galvin	DC Certified Employee		District	2026-2027	2026-2027
HS SENIOR CLASS AND GRADUATION ADVISOR	$2,450.00	Split: Wendy Gena	Frailey Beeson	DC Certified Employee		District	2026-2027	2026-2027
HS SITE TECH SPECIALIST	$1,750.00	Wendy	Frailey	DC Certified Employee		District	2026-2027	2026-2027
HS SOPHOMORE CLASS SPONSOR	$2,050.00	Carolina	Corcega	DC Certified Employee		District	2026-2027	2026-2027
HS SPECIAL EDUCATION DEPARTMENT HEAD	$200/per teacher	Rebecca	Johnson	DC Certified Employee		District	2026-2027	2026-2027
HS STUDENT COUNCIL CO-SPONSOR	$2,750.00	Melanie	McIntosh	DC Certified Employee		District	2026-2027	2026-2027
HS STUDENT COUNCIL CO-SPONSOR	$2,750.00	Lindsay	Cullins	DC Certified Employee		District	2026-2027	2026-2027
HS VARSITY CHEER SPONSOR	$8,000.00	JoLinda	Brown	DC Certified Employee		District	2026-2027	2026-2027
HS VARSITY POM SPONSOR	$8,000.00	Jamie	Moore	DC Certified Employee		District	2026-2027	2026-2027
HS VOCAL MUSIC DIRECTOR	$8,500.00	Tiffany McGrew	~~**Courtney Tice**~~	DC Certified Employee		District	2026-2027	2026-2027
HS WEBSITE	$800.00	Charlene	Bockus	DC Certified Employee		District	2026-2027	2026-2027
HS STOMP	$2,500.00	***Rebecca***	***Menzel***	DC Certified Employee		District	2026-2027	2026-2027
HS/MS/IS ASSISTANT BAND #1	$8,750.00	John	Kerr	DC Certified Employee		District	2026-2027	2026-2027
HS/MS/IS ASSISTANT BAND #2	$8,750.00	Giorgia	Patterson	DC Certified Employee		District	2026-2027	2026-2027
~~HS/MS/IS ASSISTANT BAND #3~~	$8,750.00	Do Not Fill				District	2026-2027	2026-2027
HS/MS/IS ASSISTANT BAND PERCUSSION	$8,750.00	Abigail	McKinney	DC Certified Employee		District	2026-2027	2026-2027
HS/MS/IS DISTRICT BAND DIRECTOR	$16,250.00	Jared	VanVickle	DC Certified Employee		District	2026-2027	2026-2027

STIPEND	AMOUNT	FIRST NAME	LAST NAME	EMPLOYMENT STATUS	MID YR REPLACEMENT NAME	FUND	Review Year	Change Year
HS/MS/IS DISTRICT ORCHESTRA	$8,750.00	Kim	Banz	DC Certified Employee		District	2026-2027	2026-2027
DCMS 7TH GRADE ELA DEPARTMENT HEAD	$125.00/per teacher	Courtney	Stangle	DC Certified Employee		District	2022-2023	2022-2023
DCMS 8TH GRADE ELA DEPARTMENT HEAD	$125.00/per teacher	Sidney	Barton	DC Certified Employee		District	2022-2023	2022-2023
DCMS ACADEMIC COACH	$875.00	Jennifer	Denney	DC Certified Employee		District	2022-2024	2022-2024
DCMS 7TH/8TH GRADE ASSISTANT CHEER SPONSOR	$1,800.00			Lay Coach		District	2026-2027	2026-2027
DCMS EDTECHS	$500.00	Amy	Phillips	DC Certified Employee		District	2022-2023	2022-2023
DCMS DRAMA	$2,000.00	Rochelle	Morales	DC Certified Employee		District	2022-2023	2022-2023
DCMS ELECTIVE DEPARTMENT HEAD	$125.00/per teacher	Jennifer	Denney	DC Certified Employee		District	2022-2023	2022-2023
DCMS GEOGRAPHY DEPARTMENT HEAD	$125.00/per teacher	Nikki	Foley-Gilbert	DC Certified Employee		District	2022-2023	2022-2023
DCMS 7TH/8TH HEAD CHEER SPONSOR	$2,900.00	Gina	Burrell	DC Certified Employee		District	2026-2027	2026-2027
DCMS HISTORY DEPARTMENT HEAD	$125.00/per teacher	Carrie	Walker	DC Certified Employee		District	2022-2023	2022-2023
DCMS 7TH MATH DEPARTMENT HEAD	$125.00/per teacher	Caden	Cottingham	DC Certified Employee		District	2022-2023	2022-2023
DCMS 8TH MATH DEPARTMENT HEAD	$125.00/per teacher	Jill	Bailey	DC Certified Employee		District	2022-2023	2022-2023
DCMS NEW TEACHER COORDINATOR	$750.00	Tiffany	Biggs	DC Certified Employee		District	2022-2023	2022-2023
DCMS NJHS SPONSOR	$1,400.00	Sidney Barton	Rachel Shepard	DC Certified Employee		District	2022-2023	2022-2023
DCMS 7TH SCIENCE DEPARTMENT HEAD	$125.00/per teacher	Evan	Reininger	DC Certified Employee		District	2022-2023	2022-2023
DCMS 8TH SCIENCE DEPARTMENT HEAD	$125.00/per teacher	Dave	Brown	DC Certified Employee		District	2022-2023	2022-2023
DCMS SITE TECH SPECIALIST	$1,000.00	Jennifer	Denney	DC Certified Employee		District	2022-2023	2022-2023
DCMS SPECIAL EDUCATION DEPARTMENT HEAD	$125.00/per teacher	Rachel	Shepard	DC Certified Employee		District	2022-2023	2022-2023
DCMS STUDENT ACTIVITIES	$1,500.00	Evan	Reininger	DC Certified Employee		District	2022-2023	2022-2023
~~DCMS MUSICAL ASSISTANT~~	$750.00	Do Not Fill		----------		District	2022-2023	2022-2023
DCMS WEBSITE	$550.00	Evan	Reininger	DC Certified Employee		District	2022-2023	2022-2023
DCMS YEARBOOK SPONSOR	$1,200.00	Lacey	Johnson	DC Certified Employee		District	2022-2023	2022-2023
MS ORCHESTRA	$6,500.00	***Amaury***	***McCarver***	DC Certified Employee		District	2026-2027	2026-2027
MS VOCAL MUSIC DIRECTOR	$6,500.00	~~***Tiffany McGrew***~~	Courtney Tice	DC Certified Employee		District	2026-2027	2026-2027
CCMS BASEBALL 7TH8TH GRADE ASSISTANT COACH	$2,300.00	***Darren***	***Hall***	DC Certified Employee		District	2026-2027	2026-2027
CCMS BASEBALL 7TH/8TH GRADE HEAD COACH	$3,300.00	Jack	Hankins	DC Certified Employee		District	2026-2027	2026-2027
CCMS BASKETBALL 7TH GRADE BOYS ASSISTANT COACH	$1,700.00					District	2026-2027	2026-2027
CCMS BASKETBALL 8TH GRADE BOYS ASSISTANT COACH	$1,700.00					District	2026-2027	2026-2027
CCMS BASKETBALL 7TH GRADE BOYS HEAD COACH	$3,200.00	Will	Chandler	DC Certified Employee		District	2026-2027	2026-2027
CCMS BASKETBALL 8TH GRADE GRADE BOYS HEAD COACH	$3,200.00	Jack	Hankins	Lay Coach		District	2026-2027	2026-2027
CCMS BASKETBALL 7TH GRADE GIRLS ASSISTANT COACH	$1,700.00	Abby	Chafey			District	2026-2027	2026-2027
CCMS BASKETBALL 8TH GRADE GIRLS ASSISTANT COACH	$1,700.00	Kate	King	DC Certified Employee		District	2026-2027	2026-2027
CCMS BASKETBALL 7TH GRADE GIRLS HEAD COACH	$3,200.00	Ashley	Amond	DC Certified Employee		District	2026-2027	2026-2027
CCMS BASKETBALL 8TH GRADE GIRLS HEAD COACH	$3,200.00	Ashley	Almond	DC Certified Employee		District	2026-2027	2026-2027
CCMS CROSS COUNTRY 7TH/8TH ASSISTANT COACH	$2,100.00	Abby	Chafey			District	2026-2027	2026-2027
CCMS CROSS COUNTRY 7TH/8TH ASSISTANT COACH	$2,100.00	Madisen	Ransford	DC Certified Employee		District	2026-2027	2026-2027
CCMS CROSS COUNTRY 7TH/8TH HEAD COACH	$2,600.00	Bailey	Bach	DC Certified Employee		District	2026-2027	2026-2027
CCMS TRACK GIRLS 7TH/8TH GRADE ASSISTANT COACH	$2,000.00	***Heather***	***Lane***	DC Certified Employee		District	2026-2027	2026-2027
CCMS TRACK BOYS 7TH/8TH GRADE ASSISTANT COACH	$2,000.00					District	2026-2027	2026-2027
CCMS TRACK BOYS 7TH/8TH HEAD COACH	$2,500.00	Bailey	Bach	DC Certified Employee		District	2026-2027	2026-2027
CCMS TRACK GIRLS 7TH/8TH HEAD COACH	$2,500.00	***Kate***	***King***	DC Certified Employee		District	2026-2027	2026-2027
CCMS/CCMS 7TH-9TH WRESTLING BOYS ASSISTANT COACH	$2,500.00					District	2026-2027	2026-2027
CCMS/CCMS 7TH-9TH WRESTLING BOYS ASSISTANT COACH	$2,500.00					District	2026-2027	2026-2027
CCMS/CCMS 7TH-9TH WRESTLING BOYS HEAD COACH	$3,600.00					District	2026-2027	2026-2027
CCMS FIELD MAINTENANCE (FB, SB, BA, SO - HEAD COACH ONLY)	$500.00	Jack	Hankins	DC Certified Employee		District	2026-2027	2026-2027
CCMS FIELD MAINTENANCE (FB, SB, BA, SO - HEAD COACH ONLY)	$500.00					District	2026-2027	2026-2027
CCMS FIELD MAINTENANCE (FB, SB, BA, SO - HEAD COACH ONLY)	$500.00					District	2026-2027	2026-2027
CCMS FIELD MAINTENANCE (FB, SB, BA, SO - HEAD COACH ONLY)	$500.00					District	2026-2027	2026-2027
CCMS MULTI SPORT STIPEND (3 SPORTS)	$2,000.00	Jack	Hankins	DC Certified Employee		District	2026-2027	2026-2027
CCMS MULTI SPORT STIPEND (3 SPORTS)	$2,000.00	***Kate***	***King***	DC Certified Employee		District	2026-2027	2026-2027
CCMS MULTI SPORT STIPEND (3 SPORTS)	$2,000.00	Darren	Hall			District	2026-2027	2026-2027
CCMS MULTI SPORT STIPEND (3 SPORTS)	$2,000.00	***Will***	***Chandler***	DC Certified Employee		District	2026-2027	2026-2027
CCMS MULTI SPORT STIPEND (3 SPORTS)	$2,000.00					District	2026-2027	2026-2027
CCMS SITE ATHLETIC COORDINATOR	$4,000.00	Ashley	Almond			District	2026-2027	2026-2027
CCMS VOLLEYBALL 7TH/8TH GRADE HEAD COACH	$2,500.00	Amanda	Warner	DC Certified Employee		District	2026-2027	2026-2027
CCMS VOLLEYBALL 7TH/8TH GRADE ASSISTANT COACH	$2,000.00	Kristi	McMullin	DC Certified Employee		District	2026-2027	2026-2027

STIPEND	AMOUNT	FIRST NAME	LAST NAME	EMPLOYMENT STATUS	MID YR REPLACEMENT NAME	FUND	Review Year	Change Year
CCMS GOLF 7TH/8TH GRADE HEAD COACH	$2,000.00	Will	Chandler	DC Certified Employee		District	2026-2027	2026-2027
CCMS GOLF 7TH/8TH GRADE ASSISTANT COACH	$1,500.00					District	2026-2027	2026-2027
CCMS SOCCER 7TH/8TH GRADE GIRLS HEAD COACH	$2,500.00					District	2026-2027	2026-2027
CCMS SOCCER 7TH/8TH GRADE GIRLS ASSISTANT COACH	$2,000.00					District	2026-2027	2026-2027
CCMS SOCCER 7TH/8TH GRADE BOYS HEAD COACH	$2,500.00					District	2026-2027	2026-2027
CCMS SOCCER 7TH/8TH GRADE BOYS ASSISTANT COACH	$2,000.00					District	2026-2027	2026-2027
CCMS TENNIS 7TH/8TH GRADE HEAD COACH	$2,200.00					District	2026-2027	2026-2027
CCMS TENNIS 7TH/8TH GRADE ASSISTANT COACH	$1,700.00					District	2026-2027	2026-2027
CCMS ELA DEPARTMENT HEAD	$125.00/per teacher	Carrisa Garrett	Rachel Davis	DC Certified Employee		District	2026-2027	2026-2027
CCMS ACADEMIC COACH	$875.00					District	2026-2027	2026-2027
CCMS 7TH/8TH GRADE ASSISTANT CHEER SPONSOR	$1,800.00	Melody	Himes	DC Certified Employee		District	2026-2027	2026-2027
CCMS EDTECHS	$500.00	Carrisa	Garrett	DC Certified Employee		District	2026-2027	2026-2027
CCMS DRAMA	$2,000.00	Rochelle	Morales	DC Certified Employee		District	2026-2027	2026-2027
CCMS ELECTIVE DEPARTMENT HEAD	$125.00/per teacher	Danette	Boswell	DC Certified Employee		District	2026-2027	2026-2027
CCMS HISTORY DEPARTMENT HEAD	$125.00/per teacher	Mindi Brenner	Abby Chafey	DC Certified Employee		District	2026-2027	2026-2027
CCMS 7TH/8TH HEAD CHEER SPONSOR	$2,900.00	Madisen	Ransford	DC Certified Employee		District	2026-2027	2026-2027
CCMS MATH DEPARTMENT HEAD	$125.00/per teacher	Kristi McMullen	Margaret Maloney	DC Certified Employee		District	2026-2027	2026-2027
CCMS NEW TEACHER COORDINATOR	$750.00	Rachel Davis	Ranetta Williams	DC Certified Employee		District	2026-2027	2026-2027
CCMS NJHS SPONSOR	$1,400.00	Holli Wade	Heather Lane	DC Certified Employee		District	2026-2027	2026-2027
CCMS SCIENCE DEPARTMENT HEAD	$125.00/per teacher	Holli Wade	Kristi Hall	DC Certified Employee		District	2026-2027	2026-2027
CCMS SITE TECH SPECIALIST	$1,000.00	Jennnifer	Newkirk	DC Certified Employee		District	2026-2027	2026-2027
CCMS SPECIAL EDUCATION DEPARTMENT HEAD	$125.00/per teacher	Samantha	Karlin	DC Certified Employee		District	2026-2027	2026-2027
CCMS STUDENT ACTIVITIES	$1,500.00	Mindi	Brenner	DC Certified Employee		District	2026-2027	2026-2027
~~CCMS MUSICAL ASSISTANT~~	$750.00	----------	----------	----		District	2026-2027	2026-2027
CCMS WEBSITE	$550.00	Danette	Boswell	DC Certified Employee		District	2026-2027	2026-2027
CCMS YEARBOOK SPONSOR	$1,200.00	Jessie	Wheeler (Gregory)	DC Certified Employee		District	2026-2027	2026-2027
DCIS ACADEMIC TEAM	$1,000	Brenton	Kidd	DC Certified Employee		District	2025-2026	2025-2026
DCIS EDTECHS	$500	Becky	King	DC Certified Employee		District	2025-2026	2025-2026
DCIS IC TECHSPERT	$500	Amy	Hill	DC Certified Employee		District	2025-2026	2025-2026
DCIS SITE TECH SPECIALIST	$1,000	Lauren	Ice	DC Certified Employee		District	2025-2026	2025-2026
DCIS TESTING COORDINATOR (OSTP)	$900	Sloan	Douglas	DC Certified Employee		District	2025-2026	2025-2026
DCIS TESTING COORDINATOR	$900	Jordyn	VanBuskirk	DC Certified Employee		District	2025-2026	2025-2026
DCIS WEBSITE	$500	Lauren	Ice	DC Certified Employee		District	2025-2026	2025-2026
DCIS YEARBOOK	$900	Brenton	Kidd	DC Certified Employee		District	2025-2026	2025-2026
DCIS 5TH & 6TH CHOIR	$1,500	Maddie Miller	Stephanie Palmer	DC Certified Employee		District	2026-2027	2026-2027
DCIS DEPARTMENT CHAIR 5th Grade Math	$125/teacher in dept.	Jennifer	Herman	DC Certified Employee		District	2025-2026	2025-2026
DCIS DEPARTMENT CHAIR 6th Grade Math	$125/teacher in dept.	Brooke	Wilson	DC Certified Employee		District	2025-2026	2025-2026
DCIS DEPARTMENT CHAIR 5th Grade Literature	$125/teacher in dept.	Rachel	Ross	DC Certified Employee		District	2025-2026	2025-2026
DCIS DEPARTMENT CHAIR 6th Grade Literature	$125/teacher in dept.	Julie	Harris	DC Certified Employee		District	2025-2026	2025-2026
DCIS DEPARTMENT CHAIR 5th Grade Composition	$125/teacher in dept.	Gracie	Ford	DC Certified Employee		District	2025-2026	2025-2026
DCIS DEPARTMENT CHAIR 6th Grade Composition	$125/teacher in dept.	Patti	Fanshier	DC Certified Employee		District	2025-2026	2025-2026
DCIS DEPARTMENT CHAIR 5th Grade Science	$125/teacher in dept.	Lacey	Bleem	DC Certified Employee		District	2025-2026	2025-2026
DCIS DEPARTMENT CHAIR 6th Grade Science	$125/teacher in dept.	Janet	Cornsilk	DC Certified Employee		District	2025-2026	2025-2026
DCIS DEPARTMENT CHAIR 5th Grade Social Studies	$125/teacher in dept.	Brenton	Kidd	DC Certified Employee		District	2025-2026	2025-2026
DCIS DEPARTMENT CHAIR 6th Grade Geography	$125/teacher in dept.	Amy	Hill	DC Certified Employee		District	2025-2026	2025-2026
DCIS DEPARTMENT CHAIR 5th Grade Electives	$125/teacher in dept.	Desiree	Lillie	DC Certified Employee		District	2025-2026	2025-2026
DCIS DEPARTMENT CHAIR 6th Grade Electives	$125/teacher in dept.	Rebecca	Powell (PInkston)	DC Certified Employee		District	2025-2026	2025-2026
DCIS DEPARTMENT CHAIR Special Education	$125/teacher in dept.	Heather	Hale	DC Certified Employee		District	2025-2026	2025-2026
DCIS NEW TEACHER COORDINATOR	$750.00	Alison	Eads	DC Certified Employee		District	2025-2026	2025-2026
DCES EDTECHS	$500.00	DeAnni	Tate	DC Certified Employee		District	2022-2023	2022-2023
DCES ELEMENTARY WEBSITE	$500.00	Amanda	Coultles	DC Certified Employee		District	2022-2023	2022-2023
DCES IC TECHSPERT	$500.00	Paulette	Cunningham	DC Certified Employee		District	2022-2023	2022-2023
DCES SITE TECH SPECIALIST	$500.00	Amanda	Coultles	DC Certified Employee		District	2022-2023	2022-2023
DCES TESTING COORDINATOR	$600.00	Kendall	Cook	DC Certified Employee		District	2022-2023	2022-2023
DCES YEARBOOK	$700.00	Leigh	Hood	DC Certified Employee		District	2022-2023	2022-2023
PV EDTECHS	$500.00	Taylor	Ousley	DC Certified Employee		District	2022-2023	2022-2023
PV ELEMENTARY WEBSITE	$500.00	Sydney	Vanpool	DC Certified Employee		District	2022-2023	2022-2023

STIPEND	AMOUNT	FIRST NAME	LAST NAME	EMPLOYMENT STATUS	MID YR REPLACEMENT NAME	FUND	Review Year	Change Year
PV IC TECHSPERT	$500.00	Stacey	Blue	DC Certified Employee		District	2025-2026	2025-2026
PV SITE TECH SPECIALIST	$500.00	Sydney	Vanpool	DC Certified Employee		District	2022-2023	2022-2023
PV TESTING COORDINATOR	$600.00	Katelyn	Hudson	DC Certified Employee		District	2022-2023	2022-2023
PV YEARBOOK	$700.00	Taylor	Ousley	DC Certified Employee		District	2022-2023	2022-2023
RU EDTECHS	$500.00	Kayleen	Burton	DC Certified Employee		District	2022-2023	2022-2023
RU ELEMENTARY WEBSITE	$500.00	Kayleen	Burton	DC Certified Employee		District	2022-2023	2022-2023
RU IC TECHSPERT	$500.00	Sidney	Rashidzada	DC Certified Employee		District	2025-2026	2025-2026
RU SITE TECH SPECIALIST	$500.00	Kristen	Harstad	DC Certified Employee		District	2022-2023	2022-2023
RU TESTING COORDINATOR	$600.00	Jill	Holland	DC Certified Employee		District	2022-2023	2022-2023
RU YEARBOOK	$700.00	Stacey	Wilks	DC Certified Employee		District	2022-2023	2022-2023
GV EDTECHS	$500.00	Ryann	Schilke	DC Certified Employee		District	2022-2023	2022-2023
GV ELEMENTARY WEBSITE	$500.00	Kendall	McWilliams	DC Certified Employee		District	2022-2023	2022-2023
GV TECHSPERT	$500.00	Nikki	Mathes	DC Certified Employee		District	2025-2026	2025-2026
GV SITE TECH SPECIALIST	$500.00	Christine	Swank	DC Certified Employee		District	2022-2023	2022-2023
GV TESTING COORDINATOR	$600.00	Stephanie	Wood	DC Certified Employee		District	2022-2023	2022-2023
GV YEARBOOK	$700.00	Peyton	York	DC Certified Employee		District	2022-2023	2022-2023
SC EDTECHS	$500.00	Nikki	Whitson	DC Certified Employee		District	2022-2023	2022-2023
SC ELEMENTARY WEBSITE	$500.00	Annette	Cain	DC Certified Employee		District	2022-2023	2022-2023
SC TECHSPERT	$500.00	Annette	Cain	DC Certified Employee		District	2025-2026	2025-2026
SC SITE TECH SPECIALIST	$500.00	Nikki	Whitson	DC Certified Employee		District	2022-2023	2022-2023
SC TESTING COORDINATOR	$600.00	Christine	Schaefer	DC Certified Employee		District	2022-2023	2022-2023
SC YEARBOOK	$700.00	Christen	Glover	DC Certified Employee		District	2022-2023	2022-2023
KR EDTECHS	$500.00	Emma	Savage	DC Certified Employee		District	2025-2026	2025-2026
KR ELEMENTARY WEBSITE	$500.00	Sara	Walker	DC Certified Employee		District	2025-2026	2025-2026
KR IC TECHSPERT	$500.00	Kristen	Isenhower	DC Certified Employee		District	2025-2026	2025-2026
KR SITE TECH SPECIALIST	$500.00	Clayton	Reynolds	DC Certified Employee		District	2025-2026	2025-2026
KR TESTING COORDINATOR	$600.00	Jackson	Willard	DC Certified Employee		District	2025-2026	2025-2026
KR YEARBOOK	$700.00	Shamara	DeHerrera	DC Certified Employee		District	2025-2026	2025-2026
DISTRICT ASSISTANT LEAD NURSE	$500.00	Kirsten	Dreese	DC Certified Employee		District	2025-2026	2025-2026
DISTRICT HEAD NURSE	$2,000.00	Adrienne	Sumearll	DC Certified Employee		District	2025-2026	2025-2026
DISTRICT HEALTH & WELLNESS LPC MONITORING	$500.00	----------	----------	---		District	2025-2026	2025-2026
MENTORS FOR 1ST YEAR ENTRY LEVEL TEACHERS	$200.00	Reagan	Thorp	DC Certified Employee		District	2025-2026	2025-2026
MENTORS FOR 1ST YEAR ENTRY LEVEL TEACHERS	$200.00	Carrie	Pfleeger	DC Certified Employee		District	2025-2026	2025-2026
MENTORS FOR 1ST YEAR ENTRY LEVEL TEACHERS	$200.00	Rachel	Davis	DC Certified Employee		District	2025-2026	2025-2026
ANTLER DAY CARE DIRECTOR STIPEND	$5,000.00	***Lataysha***	***Richards***	DC Certified Employee		District	2025-2026	2025-2026
HS SITE EL COORDINATOR	Determined by OCT 1 Count	Brian	Reid	DC Certified Employee		Fed Funds	Annually	Annually
MS SITE EL COORDINATOR	Determined by OCT 1 Count	***Courtney***	***Stangle***	DC Certified Employee		Fed Funds	Annually	Annually
CCMS SITE EL COORDINATOR	Determined by OCT 1 Count	***Gloria***	***Sicairos***	DC Certified Employee				
IS SITE EL COORDINATOR	Determined by OCT 1 Count	***Amy***	***Hill***	DC Certified Employee		Fed Funds	Annually	Annually
ES SITE EL COORDINATOR	Determined by OCT 1 Count	***Kerri***	***Gray***	DC Certified Employee		Fed Funds	Annually	Annually
PV SITE EL COORDINATOR	Determined by OCT 1 Count	Katelyn	Hudson	DC Certified Employee		Fed Funds	Annually	Annually
RU SITE EL COORDINATOR	Determined by OCT 1 Count	***Keri***	***White***	DC Certified Employee		Fed Funds	Annually	Annually
GV SITE EL COORDINATOR	Determined by OCT 1 Count	***Cheryl***	***Holman***	DC Certified Employee		Fed Funds	Annually	Annually
SC SITE EL COORDINATOR	Determined by OCT 1 Count	Christine	Schaefer	DC Certified Employee		Fed Funds	Annually	Annually
KR SITE EL COORDINATOR	Determined by OCT 1 Count	***Kim***	***Prato***	DC Certified Employee		Fed Funds	Annually	Annually
TEACHING DURING PLAN TIME	$3750.00/per semester	***Breeanna***	***Vanbuskirk***	DC Certified Employee		District	Annually	Annually
CELL PHONE STIPENDS	$600.00	Gregory	Alexander	Adm		District	Annually	Annually
CELL PHONE STIPENDS	$600.00	Evan	Brown	Adm		District	Annually	Annually
CELL PHONE STIPENDS	$600.00	Robert	Feinberg	Adm		District	Annually	Annually
CELL PHONE STIPENDS	$600.00	Larry	Martin	Adm		District	Annually	Annually
CELL PHONE STIPENDS	$900.00	Jeff	Johnson	Adm		District	Annually	Annually
CELL PHONE STIPENDS	$900.00	Kelly	Hinton	Adm		District	Annually	Annually
CELL PHONE STIPENDS	$225.00	Adrienne	Summearll	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - ONE SITE	$600.00	Mathew	Wilson	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - ONE SITE	$600.00	Tiffany	Luedke	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - ONE SITE	$600.00	Jamee	Parker	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - ONE SITE	$600.00	Melanie	Benson	DC Certified Employee		District	Annually	Annually

STIPEND	AMOUNT	FIRST NAME	LAST NAME	EMPLOYMENT STATUS	MID YR REPLACEMENT NAME	FUND	Review Year	Change Year
TRAVEL STIPEND - ONE SITE	$600.00	Mary	Michaud-Buck	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - ONE SITE	$600.00	Rochelle	Morales	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - ONE SITE	$600.00	~~Kim~~	~~Banz~~	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - ONE SITE	$600.00	Amaury	McCarver	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - ONE SITE	$600.00	~~Jared~~	~~VanVickle~~	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - ONE SITE	$600.00	~~John~~	~~Kerr~~	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - ONE SITE	$600.00	~~Giorgia~~	~~Patterson~~	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - ONE SITE	$600.00	~~Tiffany~~	~~McGrew~~	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - ONE SITE	$600.00	~~Courtney~~	~~Tice~~	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - TWO SITES	$1,200.00	Laura	Crawford	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - TWO SITES	$1,200.00	Courtney	Warrington	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - TWO SITES	$1,200.00	Colin	Raley	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - TWO SITES	$1,200.00	Robyn	Templeton	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - TWO SITES	$1,200.00	Celeste	Meyer	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - TWO SITES	$1,200.00	Samantha	Patrigo	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - TWO SITES	$1,200.00	Abigail	Rodriguez	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - TWO SITES	$1,200.00	McKenzie	Jennings	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND - TWO SITES	$1,200.00	***Kim***	***Banz***	DC Certified Employee				
TRAVEL STIPEND - TWO SITES	$1,200.00	***Jared***	***VanVickle***	DC Certified Employee				
TRAVEL STIPEND - TWO SITES	$1,200.00	***Abbi***	***McKinney***	DC Certified Employee				
TRAVEL STIPEND - TWO SITES	$1,200.00	***Giorgia***	***Patterson***	DC Certified Employee				
TRAVEL STIPEND - TWO SITES	$1,200.00	***John***	***Kerr***	DC Certified Employee				
TRAVEL STIPEND	$1,500.00	Mark	Phillips	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND	$1,500.00	Kristy	VanDorn	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND	$1,500.00	Maggie	Leftwich	DC Certified Employee		District	Annually	Annually
TRAVEL STIPEND	$1,500.00	Tracey	Blankenship	DC Certified Employee		District	Annually	Annually
NURSE TRAVEL STIPEND	$250.00	Layce	Stewart	DC Certified Employee		District	Annually	Annually
NURSE TRAVEL STIPEND	$250.00	Kirsten	Dreese	DC Certified Employee		District	Annually	Annually
NURSE TRAVEL STIPEND	$250.00	Adrienne	Sumearll	DC Certified Employee		District	Annually	Annually
TRANSPORTATION DRIVER TRAINER	$5,000.00	***Lisa***	***Buchholz***	DC Certified Employee		District	Annually	Annually
TRANSPORTATION DRIVER TRAINER	$5,000.00	***Steve***	***Taylor***	DC Certified Employee		District	Annually	Annually

Additional Recommendations (Paid out of Department or Site Actitvity Fund)	STIPEND	FIRST NAME	LAST NAME	EMPLOYMENT STATUS		FUND		
HS Baseball	$4,500.00	Drake	Jones	DC Certified Employee				
HS Football	$7,000.00	Michael	Thomas	Lay Coach				
HS Football	$7,000.00	Nathaniel (TJ)	Ratliffe	DC Certified Employee				
~~HS Football~~	~~$7,000.00~~	~~Louis~~	~~Gottone~~	DC Certified Employee				
HS Football	$7,000.00	***Malcolm***	***Howard***	Lay Coach				
HS Football	$1,000.00	***Drake***	***Jones***	DC Certified Employee				
HS Football	$1,000.00	***Nic***	***Huff***	DC Certified Employee				
Strength & Conditioning Stipend	$8,000.00	Jordan	Wolfard	Lay Coach				
~~**HS Volleyball**~~	~~**$3,500.00**~~	~~**Madison**~~	~~**Slimp**~~	Lay Coach	***Julie Schmiedeskamp***			
HS Football	~~$7,000.00~~	~~Evan~~	~~Strayberry~~	DC Certified Employee				
HS Football	$7,000.00	***Kohner***	***Gallagher***	DC Certified Employee				
HS Baseball	$4,500.00	Julian	Ramirez	DC Certified Employee				
HS Slowpitch Softball (Additional Stipend)	$750	Nathan	Copher	DC Certified Employee				
HS Slowpitch Softball (Additional Stipend)	$750.00	Jackson	Girod	DC Certified Employee				
MS Competitive Cheer	TBD	***Mindi***	***Brenner***	DC Certified Employee				
MS Competitive Cheer	TBD	***Camaryn***	***Blumears***	Lay Coach				

25-26		
SCES	Mentor to 2nd Year Teachers	$200/ annually
DCHS	Lunch Duties	$500 /Semester
DCHS	New to DC Mentors	

Activity	Amount	Paid	
MS/HS Football Gate Worker	$25.00	Hourly	
Gate Worker	$20.00 or Volunteer	Hourly	
SRO'S Extra Duty	$35.00	Hourly	
Before/After School Tutor	$40.00	Hourly	
Cert. CDL Staff - Own Team - 50 miles or Less	$50.00	Flat Rate	
Cert. CDL Staff - Own Team - More than 50 miles	$100.00	Flat Rate	
Cert. & Exempt CDL Staff - Driving for Others	$20.00	Hourly	
Cert. CDL Staff - Driving During Work Hours	$0.00	NA	
Certified Off Contract Work	$25.00	Hourly	
Support Off Contract Work	$15.00	Hourly	
HS Lunch Duty	$500	Semester	
Certified SPED Teacher- IEP	$150.00	Flat Rate	
Summer Student Interns	$12.00	Hourly	
Translator/Interpreter	$75.00	Hourly	
Summer Half Day Professional Development	$75.00	Daily	
Summer Full Day Professional Development	$150.00	Daily	
Homebound Teacher	$30.00	Hourly	
Athletic Game Facilitators	$20.00	Hourly	
ESY Certified Staff	$40.00	Hourly	

	NEW FTE REQUESTS				
FISCAL YEAR	Title	Site/Department	Number Requested	NOTES	
	NOT FOR BOARD APPROVAL PER SUPT - HR TRACKING PURPOSES ONLY				
2026-2027	Orchestra	District	1		
2026-2027	Secretary	CCMS	3		
2026-2027	Counselor	CCMS	1		
2026-2027	Principal	CCMS	1		
2026-2027	Assistant Principal	CCMS	1		
2026-2027	Nurse (RN)	CCMS	1		
2026-2027	Student Support Teacher	CCMS	1		
2026-2027	ISI Paraprofessional	CCMS	1		
2026-2027	Media Specialist	CCMS	1		
2026-2027	Art Teacher	CCMS	1		
2026-2027	Science Teacher	CCMS	1		
2026-2027	History Teacher	CCMS	1		
2026-2027	Gateway Teacher	CCMS	1	NOT PAID FOR BY DEER CREEK	
2026-2027	RBT	CCMS	1		
2026-2027	Mod Cog Teacher	CCMS	1		
2026-2027	Mod Cog Paraprofessional	CCMS	1		
2026-2027	Part Time Testing Coordinator	CCMS	0.5		
2026-2027	Mod Behavior Paraprofessional	DCHS	1	This was originally slated for DCMS but has been moved to DCHS	
2026-2027	ELA Teacher	DCMS	2		
2026-2027	Core HS Teachers	DCHS	2		
2026-2027	Student Information Systems Non-Certified Coordinator	Administraton	1		
2026-2027	Mechanic	Transportation	1		
2026-2027	Physical Therapist	District	1		
2026-2027	4th Grade Teacher	DCKR	1		
2026-2027	Teacher	DCIS	1	hold based on OLRs	
2026-2027	M/M Teacher	DCHS	1		
2026-2027	M/M Teacher	DCPV	1	25-26 FTE	
2026-2027	S/P Teacher	DCHS	1		
2026-2027	S/P Paraprofessional	DCHS	1		
2026-2027	Stipend for Assistant Treasurer	Administraton	1	$3,000	
2026-2027	Assistant Director to Director	Administraton	3	Stephanie Andraszek, Colin Raley, Sarah Dunn	
2026-2027	Communications Intern Stipend	Administraton	1	$5,000	
2026-2027	M/M Paraprofessional	DCHS	2	TB chose this in lieu of another school psych	
2026-2027	Orchestra Assistant 2 hours of the Day	DCIS	0.25	Paid on the Teaching Salary Schedule	
2026-2027	Part Time Athletic Content Coordinator	Administraton	0.5		
2026-2027	Master Plumber	Operations	1		
2026-2027	Master HVAC	Operations	1		
2026-2027	Special Education Paraprofessional	DCHS	1		
2026-2027	1st Grade Teacher	DCRU	1		
2026-2027	Special Education Paraprofessional	DCHS	1		