



**Tonkawa Board of Education  
Regular Meeting  
Board Room of Central Office, 500 E. North Ave, Tonkawa, OK 74653  
Monday, April 13, 2026 at 5:30 PM**

1. Call to order: Brian Bowling, President
2. Roll call of members and recording of present and absent
3. Swearing in of newly elected board member, Brian Bowling, Seat 1.
4. Reorganization of the board
5. Discussion and vote to approve or not approve General Fund 11 purchase order encumbrance numbers 712 through 789 in the amount of \$256,087.99 with change order # 712-789.
6. Discussion and vote to approve or not approve Building Fund 21 purchase order encumbrance number 12 in the amount of \$50.00 with change order # 12.
7. Discussion and vote to approve or not approve Child Nutrition Fund 22 purchase order encumbrance number 13 in the amount of \$188.82 with change order # 13.
8. Presentation of Activity Fund activity and balances for the month and vote to approve or not approve financial report and transfers.
9. Treasurer's Report.
10. Discussion and vote to approve or not approve resignations to date.
11. Proposed executive session to discuss the hiring of a High School Biology teacher, Mid-High History teacher, Mid-High Computer teacher, Mid-High English teacher, Mid-High Math teacher, Mid-High Science teacher and a paraprofessional at Tonkawa Public Schools for the 2026-27 school year. 25 O.S. § 307 (B)(1)
12. Board to appoint minutes' secretary and vote to convene or not convene in executive session.
13. Acknowledgment board returned to open session.
14. Executive session compliance announcement.
15. Discussion and vote to approve or not approve the Superintendent's recommendation for hiring a High School Biology teacher for the 2026-27 school year.
16. Discussion and vote to approve or not approve the Superintendent's recommendation for hiring a Mid-High History teacher for the 2026-27 school year.
17. Discussion and vote to approve or not approve the Superintendent's recommendation for hiring a Mid-High Computer teacher for the 2026-27 school year.
18. Discussion and vote to approve or not approve the Superintendent's recommendation for hiring a Mid-High English teacher for the 2026-27 school year.
19. Discussion and vote to approve or not approve the Superintendent's recommendation for hiring a Mid-High Math teacher for the 2026-27 school year.

20. Discussion and vote to approve or not approve the Superintendent's recommendation for hiring a Mid-High Science teacher for the 2026-27 school year.
21. Discussion and vote to approve or not approve the Superintendent's recommendation for hiring a paraprofessional for the 2026-27 school year.
22. Principal's reports
23. Reading of the minutes of the March 9, 2026 regular meeting and vote to approve or not approve
24. Discussion and vote to approve or not approve the proposed 2026-2027 Tonkawa Public Schools Calendar
25. Discussion and vote to approve or not approve submitting Ward's Air Conditioning invoice for heaters in the Softball/Wrestling Facility in the amount of \$52,105.00 to BancFirst for payment using bond funds.
26. Discussion and vote to approve or not approve surplussing Tonkawa Elementary School's old cafeteria equipment.
27. Discussion and vote to approve or not approve Tonkawa Board of Education Student Self-Administration of Asthma, Anaphylaxis, and Cystic Fibrosis Medication and Stocking of Epinephrine and Inhalers.
28. Discussion and vote to approve or not approve Tonkawa Board of Education Anti-Discrimination, Harassment and Antisemitism Policy.
29. Discussion and vote to approve or not approve Tonkawa Board of Education Elementary School Chase Morris Act Sudden Cardiac Emergency Response Plan.
30. Discussion and vote to approve or disapprove Resolution for Schools and Libraries Universal Services (E-Rate) for 2026-27. This resolution authorizes the filing of the Form 471 application(s) for funding year 2026-27 and the payment of the applicant's share upon approval of funding and receipt of services.
31. Discussion and vote to approve or not approve a contract between Tonkawa Public Schools and S&B CPAs and Associates, PLLC to complete the 2026-27 Estimate of Needs and the 2025-26 school year audit.
32. Discussion and vote to approve or not approve the contracted services agreement between Tonkawa Public Schools and Evaluation Works, LLC for the 2026-27 school year.
33. Discussion and vote to approve or not approve personnel to serve on the Professional Development Committee for 2026-27 school year.
34. Discussion and vote to approve or not approve updates to the District Student Capacity Data for the current quarter.
35. Board to consider and take action on a resolution determining the maturities of, and setting a date, time, and place for the sale of the \$820,000 General Obligation Building Bonds of the school district.
36. Discussion and vote to approve or not approve a contract between Tonkawa Public Schools and SylogistEd, Inc for the 2026-27 school year.
37. Discussion and vote to accept or reject the recommendation on renewal of employment for the 2026-27 school year for the certified staff members (see attached list).
38. Discussion and vote to accept or reject the recommendation on renewal of employment for the 2026-27 school year for the adjunct certified staff members (see attached list).
39. Discussion and vote to accept or reject the recommendation on renewal of employment for the 2026-27 school year for the support staff members (see attached list).

- 40. Superintendent's report
- 41. New Business
- 42. Motion to Adjourn

Next meeting: Regular Meeting 5:30 P.M. May 11, 2026

Name of person posting this Notice:

Jona Cantrell

Type or Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Posted this \_\_\_\_ day of \_\_\_\_\_, 2026, at \_\_\_\_ o'clock \_\_\_\_ .m. at the main entrance of Tonkawa Public Schools, Superintendents office, 500 East North Avenue, Tonkawa Oklahoma.

## **Oath of Office**

“I, Brian Bowling, hereby declare under oath that I will faithfully perform the duties of Seat #1 of the Tonkawa School district to the best of my ability and that I will faithfully discharge all of the duties pertaining to said office and obey the Constitution and law of the United States and the State of Oklahoma.” (70-5-116)

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 712 - 1000, Fund(s): GENERAL FUND (OPERATIONS)

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	712	03/02/2026	72986	AMAZON CAPITAL SERVICES	TEACHER CHAIR/OCHOA	88.18
11	713	03/04/2026	71423	TRAFERA	(150)LENOVO 14" CHROMEBOOKS/TITLE V/RURAL SCHOOLS	70,309.50
11	714	03/09/2026	72037	KELLE OIL COMPANY	(4)TIRES/BUS 9	1,729.08
11	715	03/04/2026	72986	AMAZON CAPITAL SERVICES	HP PRINTER/STEM	299.00
11	716	03/04/2026	70729	PROSPERITY BANK	TEF GRANT/MAGNETIC LETTERS/K GILBERT	343.85
11	717	03/05/2026	72986	AMAZON CAPITAL SERVICES	(10)CHROMEBOOK BATTERIES	234.56
11	718	03/05/2026	79543	P&K EQUIPMENT/CORPORATE OFFICE	HOSE FITTINGS/BLADE/CLAMP	93.00
11	719	03/06/2026	71942	PRESENCELEARNING INC	SPEECH THERAPY	17,398.76
11	720	03/10/2026	72088	K&K DIESEL LLC	REPAIR WHITE BUS	4,059.98
11	721	03/09/2026	70155	JAMES A CHAVEZ JR	REPAIR BRAKES BUS 7	3,698.94
11	722	03/11/2026	70070	MERRIFIELD OFFICE SUPPLY	50 CASES OF COPY PAPER	2,099.50
11	723	03/11/2026	75632	OXFORD TIRE SHOP LLC	TIRES FOR MOWER/MOUNT BUS 9	381.00
11	724	03/09/2026	86594	KAITLYN HOPE VINCENT	REIMBURSE CCOSA DUES	150.00
11	725	03/09/2026	88503	HEATHER SHEPHERD	REIMBURSE CCOSA DUES	210.00
11	726	03/11/2026	70377	JOSTENS, INC.	DIPLOMA COVERS	155.25
11	727	03/11/2026	70800	MUSICIAN'S FRIEND	GUITARS/GUITAR RACK/BOOKS	775.89
11	728	03/13/2026	50108	OWEN AUTO SUPPLY	(39)FILTERS	615.64
11	729	03/19/2026	50108	OWEN AUTO SUPPLY	(30)SHOP TOWELS	119.70
11	730	03/17/2026	71962	UNITED STATES TREASURY	REPLACED CELLULAR BATTERY/FALCO	130.00
11	731	03/23/2026	70598	OUTBACK LABORATORIES	AG SUPPLIES	450.00
11	732	03/24/2026	70014	UNITED SYSTEMS LLC	(14)AVIGILON CAMERA LICENSES	3,794.84
11	733	03/24/2026	70271	RIDDELL ALL AMERICAN SPORTS	(16)HELMET RECONDITIONING	1,100.45
11	734	03/24/2026	71737	GOPHER	TEF GRANT/(36)6' JUMP ROPES/F PIERCE	202.39
11	735	03/12/2026	7	LOWE'S COMPANIES, INC.	ELBOW FITTING/CONDUIT/FOOTBALL FIELD	288.07
11	736	03/13/2026	70729	PROSPERITY BANK	ANCHOR EYES/SURFACTANT/POND DYE	160.84
11	737	03/13/2026	7	LOWE'S COMPANIES, INC.	PAINT ROLLERS & BRUSHES/TIE DOWNS/GLOVES	112.57
11	738	03/16/2026	79543	P&K EQUIPMENT/CORPORATE OFFICE	PLUG FOR ZTRAC 950M	7.74
11	739	03/16/2026	70492	STARR LUMBER & SUPPLY CO., INC.	BOX COVER/SCREWS	32.80
11	740	03/17/2026	79543	P&K EQUIPMENT/CORPORATE OFFICE	SEAL/FILTER KIT/HY GARD/ZTRAC 950M	72.31
11	741	03/17/2026	50108	OWEN AUTO SUPPLY	NUT SOCKET 34MM	23.99
11	742	03/18/2026	7	LOWE'S COMPANIES, INC.	DEWALT CORDLESS DRILL/FITTINGS/OUTLETS	180.83
11	743	03/02/2026	72039	HELENA AGRI-ENTERPRISES LLC	(5)PIN-DEE 3.3	185.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 712 - 1000, Fund(s): GENERAL FUND (OPERATIONS)

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	744	03/25/2026	72986	AMAZON CAPITAL SERVICES	MOBILE WHITEBOARD/LED OUTPUT	287.79
11	745	03/25/2026	72986	AMAZON CAPITAL SERVICES	CHROMEBOOK KEYBOARD REPLACEMENT	67.98
11	746	03/25/2026	71709	DUSTIN C HOLMAN	KEYS FOR NEW JANITOR	150.00
11	747	03/29/2026	72986	AMAZON CAPITAL SERVICES	TABLECLOTHES FOR CAFETERIA	135.12
11	748	03/26/2026	70729	PROSPERITY BANK	HOTEL/MEALS/PARKING/CCOSA/ADM/COUNS/SPED DIR	5,000.00
11	749	03/27/2026	50108	OWEN AUTO SUPPLY	NBH REDUCER/SUPER GLUE	7.69
11	750	03/11/2026	7	LOWE'S COMPANIES, INC.	SOLVENT/COUPLINGS/AL CABLE/CONDUIT FITTINGS	302.14
11	751	03/12/2026	70001	BRANDT'S	TRIMMER LINE/FLOW NOZZLE/FABRIC HOSE	139.97
11	752	03/16/2026	79543	P&K EQUIPMENT/CORPORATE OFFICE	CLEANING SOLVENT/FILTER KIT/LUBRICANT SPRAY	60.17
11	753	03/16/2026	7	LOWE'S COMPANIES, INC.	AL CABLE/ELECTRICAL RECEPTACLES/ELEC BOX COVERS	181.05
11	754	03/30/2026	70298	JD MCCARTY CENTER	PHYSICAL, OCCUPATION, THERAPY TRAVEL	1,087.50
11	755	03/30/2026	50108	OWEN AUTO SUPPLY	PAINT MARKERS	14.48
11	756	03/30/2026	80336	STEFANIE D ANDERSON	REIMBURSE CERT EXAMINATIONS FEES	145.00
11	757	03/31/2026	50108	OWEN AUTO SUPPLY	DEERSKIN GLOVES	23.99
11	758	04/01/2026	70620	OKASBO	PAYROLL BOOTCAMP CONF/L DURKEE	125.00
11	759	04/01/2026	72220	EVALUATION WORKS LLC	COGNITIVE/ACADEMIC TESTING	3,180.00
11	760	03/31/2026	71930	CORETECH IT SOLUTIONS LLC	IT SERVICES	3,780.00
11	761	04/02/2026	50108	OWEN AUTO SUPPLY	WASHERS/LOCKNUTS/SCREWS	21.94
11	762	04/02/2026	72986	AMAZON CAPITAL SERVICES	CHROMEBOOK BATTERY	44.54
11	763	04/02/2026	72986	AMAZON CAPITAL SERVICES	12V 9 AH 34W SLA BATTERIES	77.00
11	764	04/02/2026	71488	MONICA GREIN	REIMBURSE CCOSA DUES	150.00
11	765	04/02/2026	86651	DEBBIE ANDERSON	REIMBURSE CCOSA DUES	210.00
11	766	04/02/2026	70709	BROOKS INDUSTRIES	ICE MACHINE FOR TEACHERS LOUNGE/MH HS	4,910.00
11	767	03/26/2026	70729	PROSPERITY BANK	PLYWOOD/BITS	75.47
11	768	04/03/2026	50108	OWEN AUTO SUPPLY	CUTTING WHEEL/CUT OFF WHEEL	10.28
11	769	04/02/2026	60017	CCOSA	CONFERENCE FEES	1,926.00
11	770	04/06/2026	76842	BSN SPORTS	LONG JUMP MAT	1,500.00
11	771	04/06/2026	70224	GRIMSLEY'S	CUSTODIAL SUPPLIES	2,615.80
11	772	04/06/2026	50108	OWEN AUTO SUPPLY	CONTACT TIP	10.99
11	773	04/06/2026	71061	S&K STEEL	GRAVEL SCREEN EXPANDED METAL	138.64
11	774	04/06/2026	72986	AMAZON CAPITAL SERVICES	CONCRETE VIBRATION MOTOR 308 LBS FORCE	73.99
11	775	04/07/2026	72094	LEROY'S READY MIX, INC	CONCRETE FOR DISCUS	561.19
11	776	03/30/2026	71704	FLEETPRIDE, INC	REPAIRS ON BUS 2	3,708.02

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 712 - 1000, Fund(s): GENERAL FUND (OPERATIONS)

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	777	04/07/2026	70492	STARR LUMBER & SUPPLY CO., INC.	TIE WIRE/REBAR	72.22
11	778	04/07/2026	70729	PROSPERITY BANK	FLOWERS FOR OSSBA	47.28
11	779	04/02/2026	70729	PROSPERITY BANK	HOTEL/MEALS/NAAE REGIONA II CONF/6/22-25/AG	500.00
11	780	04/02/2026	56007	OAETA	NAAE REGION II CONFER FEES/6/22-25/AG	250.00
11	781	04/07/2026	70729	PROSPERITY BANK	TSA SUPPLIES/STEM	250.00
11	782	04/08/2026	60008	DIEMER CONSTRUCTION	SAND FOR DISCUS RING	500.00
11	783	04/08/2026	50015	U S POSTMASTER	60 ROLLS OF STAMPS	4,680.00
11	784	04/08/2026	70492	STARR LUMBER & SUPPLY CO., INC.	PLASTIC REBAR CHAIRS	2.28
11	785	04/08/2026	72986	AMAZON CAPITAL SERVICES	GORILLA DUCT TAPE	29.96
11	786	03/18/2026	70383	CED	LOAD CENTER HOM/RECT BOX/VERT FLT COVER	94.89
11	787	04/08/2026	71543	DALE GOODWIN	REIMBURSE GAS & PARKING RECEIPTS/AUG-MARCH/AG	1,799.04
11	788	04/08/2026	50014	CITY OF TONKAWA	SECURITY RESOURCE OFFICER	93,000.00
11	789	04/08/2026	71942	PRESENCELEARNING INC	SPEECH THERAPY	14,636.92
<b>Non-Payroll Total:</b>						<b>\$256,087.99</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$256,087.99</b>

**TONKAWA SCHOOLS**

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 12 - 1000, Fund(s): BUILDING FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
21	12	03/23/2026	50087	QUALITY WATER SERVICES	TRANSPORTATION FEES	50.00
<b>Non-Payroll Total:</b>						<b>\$50.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$50.00</b>

**TONKAWA SCHOOLS**

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 13 - 1000, Fund(s): CHILD NUTRITION PROGRAMS FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
22	13	03/31/2026	72986	AMAZON CAPITAL SERVICES	(3)HP134A BLACK TONER/CN PRINTER	188.82
<b>Non-Payroll Total:</b>						<b>\$188.82</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$188.82</b>

## TONKAWA SCHOOLS

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 3/1/2026 - 3/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 MID-HIGH/HIGH SCHOOL	\$29,160.93	\$20,324.03	\$0.00	\$21,906.54	\$27,578.42	\$13,093.23	\$14,485.19
802 ANNUAL	\$2,785.67	\$0.00	\$0.00	\$0.00	\$2,785.67	\$0.00	\$2,785.67
803 BAND	\$617.78	\$1,350.00	\$0.00	\$0.00	\$1,967.78	\$0.00	\$1,967.78
804 TSA	\$1,713.20	\$572.00	\$3,000.00	\$0.00	\$5,285.20	\$1,142.00	\$4,143.20
806 JOURNALISM	\$188.35	\$0.00	\$0.00	\$0.00	\$188.35	\$0.00	\$188.35
813 PIANO FUND	\$2,701.00	\$0.00	\$0.00	\$0.00	\$2,701.00	\$0.00	\$2,701.00
815 ELEMENTARY LIBRARY	\$3,280.84	\$15.00	\$0.00	\$0.00	\$3,295.84	\$300.00	\$2,995.84
816 ELEMENTARY	\$10,866.46	\$583.00	(\$3,000.00)	\$246.73	\$8,202.73	\$485.91	\$7,716.82
817 FFA	\$11,281.51	\$5,881.40	\$0.00	\$293.20	\$16,869.71	\$1,377.57	\$15,492.14
818 ART	\$3,051.32	\$0.00	\$0.00	\$0.00	\$3,051.32	\$0.00	\$3,051.32
819 HS CHEERLEADERS	\$1,898.34	\$0.00	\$0.00	\$0.00	\$1,898.34	\$0.00	\$1,898.34
820 NATIVE AMERICAN CLUB	\$619.37	\$0.00	\$0.00	\$0.00	\$619.37	\$0.00	\$619.37
822 HS STUDENT COUNCIL	\$5,981.59	\$0.00	\$0.00	\$0.00	\$5,981.59	\$1,297.44	\$4,684.15
823 LIBRARY	\$1,316.56	\$0.00	\$0.00	\$0.00	\$1,316.56	\$0.00	\$1,316.56
824 VOCAL	\$22.13	\$0.00	\$0.00	\$0.00	\$22.13	\$0.00	\$22.13
825 MISCELLANEOUS	\$12,355.46	\$24.05	\$0.00	\$9,000.00	\$3,379.51	\$254.28	\$3,125.23
826 TECHNOLOGY	\$58.64	\$0.00	\$0.00	\$0.00	\$58.64	\$0.00	\$58.64
827 MS CHEERLEADERS	\$721.65	\$0.00	\$0.00	\$0.00	\$721.65	\$0.00	\$721.65
828 MS STUDENT COUNCIL	\$2,278.50	\$0.00	\$0.00	\$0.00	\$2,278.50	\$0.00	\$2,278.50
832 THE CREW	\$1,211.89	\$0.00	\$0.00	\$0.00	\$1,211.89	\$0.00	\$1,211.89
834 DESTINATION EDUCATION	\$4,500.01	\$0.00	\$0.00	\$0.00	\$4,500.01	\$0.00	\$4,500.01
835 STYLES	\$2,782.91	\$0.00	\$0.00	\$0.00	\$2,782.91	\$0.00	\$2,782.91
836 ART AND HUMANITIES CLUB	\$584.42	\$0.00	\$0.00	\$0.00	\$584.42	\$0.00	\$584.42
837 GAME CHANGE "HER"	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00
839 CLASS OF 2029	\$90.00	\$0.00	\$0.00	\$0.00	\$90.00	\$0.00	\$90.00
840 CLASS OF 2028	\$90.00	\$110.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
843 CLASS OF 2026	\$2,138.22	\$0.00	\$0.00	\$0.00	\$2,138.22	\$0.00	\$2,138.22
844 CLASS OF 2027	\$8,750.70	\$585.00	\$0.00	\$0.00	\$9,335.70	\$2,127.88	\$7,207.82
845 HELPING HANDS FROM HEAVEN	\$10,725.62	\$0.00	\$0.00	\$0.00	\$10,725.62	\$0.00	\$10,725.62
846 MH FOOD PANTRY	\$2,573.30	\$0.00	\$0.00	\$0.00	\$2,573.30	\$0.00	\$2,573.30
848 FFA SHOOTING SPORTS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
849 BOB SMITH SCHOLARSHIP	\$1,745.00	\$0.00	\$0.00	\$0.00	\$1,745.00	\$0.00	\$1,745.00
<b>Total</b>	<b>\$127,166.37</b>	<b>\$29,444.48</b>	<b>\$0.00</b>	<b>\$31,446.47</b>	<b>\$125,164.38</b>	<b>\$20,078.31</b>	<b>\$105,086.07</b>

# TONKAWA SCHOOLS

## Balance Sheet

Options: Fiscal Years: 2024,2025,2026, Funds: 60, As Of Date: 3/31/2026

**Assets**

**Cash**

60	2024	SCHOOL ACTIVITY FUND	\$118,577.15
60	2025	SCHOOL ACTIVITY FUND	\$113,160.98
60	2026	SCHOOL ACTIVITY FUND	\$125,164.38
			Fund 60 Total
			\$356,902.51
			Cash Total
			\$356,902.51

**Investments**

Investments Total

**Revenue Receivable**

60	2024	SCHOOL ACTIVITY FUND	(\$296,772.81)
60	2025	SCHOOL ACTIVITY FUND	(\$391,124.99)
60	2026	SCHOOL ACTIVITY FUND	(\$298,118.65)
			Fund 60 Total
			(\$986,016.45)
			Revenue Receivable Total
			(\$986,016.45)
			Assets Total
			(\$629,113.94)

**Liabilities, Reserves and Fund Balance**

**Fund Balance**

60	2024	SCHOOL ACTIVITY FUND	(\$178,195.66)
60	2025	SCHOOL ACTIVITY FUND	(\$277,964.01)
60	2026	SCHOOL ACTIVITY FUND	(\$172,954.27)
			Fund 60 Total
			(\$629,113.94)
			Fund Balance Total
			(\$629,113.94)
			Liabilities, Reserves and Fund Balance Total
			(\$629,113.94)

**TONKAWA SCHOOLS**

**Cash Balances**

**Options:** Fiscal Years: 2024,2025,2026, Funds: 11,21,22,31,38,41,86,81, As Of Date: 3/31/2026, Account Types: AC

**Cash By Account and Fund**

AC 0001	ACTIVITY FUND ACCOUNT		
2024	11	GENERAL FUND (OPERATIONS)	\$0.00
2024	22	CHILD NUTRITION PROGRAMS FUND	\$0.00
2025	11	GENERAL FUND (OPERATIONS)	\$0.00
2025	21	BUILDING FUND	\$0.00
2025	41	SINKING FUND	\$0.00
			\$0.00
		Total AC 0001	\$0.00
AC 0101	BANK ACCOUNT		
2024	11	GENERAL FUND (OPERATIONS)	\$0.00
2024	21	BUILDING FUND	\$0.00
2024	22	CHILD NUTRITION PROGRAMS FUND	\$0.00
2024	31	2019 Building Bond Fund(s)	\$0.00
2024	38	2022 CAFETERIA BUILDING BOND	\$0.00
2024	41	SINKING FUND	\$0.00
2025	11	GENERAL FUND (OPERATIONS)	\$1,929,206.60
2025	21	BUILDING FUND	\$533,527.16
2025	22	CHILD NUTRITION PROGRAMS FUND	\$202,063.59
2025	38	2022 CAFETERIA BUILDING BOND 38	\$78,003.11
2025	41	SINKING FUND	\$865,217.06
2025	81	GIFT FUND	\$99,000.00
2026	11	GENERAL FUND (OPERATIONS)	(\$72,876.06)
2026	21	BUILDING FUND	\$110,192.80
2026	22	CHILD NUTRITION PROGRAMS FUND	\$1,775.27
2026	38	2022 CAFETERIA BUILDING BOND 38	\$69,354.86
2026	41	SINKING FUND	(\$66,791.48)
2026	81	GIFT FUND	(\$104,556.00)
			\$3,644,116.91
		Total AC 0101	\$3,644,116.91
AC 0103	LUNCH FND		
2026	22	CHILD NUTRITION PROGRAMS FUND	\$0.00
			\$0.00
		Total AC 0103	\$0.00
			\$3,644,116.91

**Cash By Fund**

2024	11	GENERAL FUND (OPERATIONS)	\$0.00
2024	21	BUILDING FUND	\$0.00
2024	22	CHILD NUTRITION PROGRAMS FUND	\$0.00
2024	31	2019 Building Bond Fund(s)	\$0.00
2024	38	2022 CAFETERIA BUILDING BOND	\$0.00
2024	41	SINKING FUND	\$0.00
2025	11	GENERAL FUND (OPERATIONS)	\$1,929,206.60
2025	21	BUILDING FUND	\$533,527.16
2025	22	CHILD NUTRITION PROGRAMS FUND	\$202,063.59
2025	38	2022 CAFETERIA BUILDING BOND 38	\$78,003.11
2025	41	SINKING FUND	\$865,217.06
2025	81	GIFT FUND	\$99,000.00
2026	11	GENERAL FUND (OPERATIONS)	(\$72,876.06)
2026	21	BUILDING FUND	\$110,192.80
2026	22	CHILD NUTRITION PROGRAMS FUND	\$1,775.27
2026	38	2022 CAFETERIA BUILDING BOND 38	\$69,354.86
2026	41	SINKING FUND	(\$66,791.48)

# TONKAWA SCHOOLS

## Cash Balances

Options: Fiscal Years: 2024,2025,2026, Funds: 11,21,22,31,38,41,86,81, As Of Date: 3/31/2026, Account Types: AC

2026 81 GIFT FUND

(\$104,556.00)

\$3,644,116.91

**TONKAWA SCHOOLS**

**Outstanding Payments**

**Options:** Fiscal Years: 2025,2026, Funds: 11,21,22,31,38,41,86,81, As Of Date: 3/31/2026

Year	Fund	No	Date	Reg Date	Vendor No	Vendor	Amount
2026	11	101	8/6/2025	8/31/2025	50001	FIRST NAT'L BANK OF OKLAHOMA	\$15.00
2026	11	757	11/11/2025	11/30/2025	71927	BLAKE SKIDGEL	\$27.04
2026	11	1085	12/19/2025	12/31/2025	50007	AMERIPRISE FINANCIAL	\$50.00
2026	11	1139	1/13/2026	1/31/2026	71634	MUNI SERVICES LLC	\$750.00
2026	11	1512	3/10/2026	3/31/2026	72080	ALEX PUBLIC SCHOOLS	\$120.00
2026	11	1542	3/23/2026	3/31/2026	72986	AMAZON CAPITAL SERVICES	\$357.86
2026	11	1546	3/23/2026	3/31/2026	71936	RESPONSIVE LEARNING LP	\$90.00
2026	11	1547	3/23/2026	3/31/2026	78889	SUMMIT UTILITIES OKLAHOMA INC	\$5148.22
2026	11	1549	3/23/2026	3/31/2026	72078	WORLD GLOBES & MAPS LLC	\$341.95
2026	11	1552	3/23/2026	3/31/2026	72986	AMAZON CAPITAL SERVICES	\$941.16
2026	11	1553	3/23/2026	3/31/2026	73346	IXL LEARNING, INC	\$1406.25
2026	11	1554	3/23/2026	3/31/2026	71950	PITSCO EDUCATION LLC	\$705.89
2026	11	1673	3/25/2026	3/31/2026	50007	AMERIPRISE FINANCIAL	\$50.00
2026	11	1674	3/25/2026	3/31/2026	55556	APOE	\$580.37
2026	11	1681	3/25/2026	3/31/2026	51000	LINCOLN FINANCIAL	\$325.16
2026	11	1682	3/25/2026	3/31/2026	79984	MEDICAL AIR SERVICES ASSOCIATI	\$389.00
2026	11	1683	3/25/2026	3/31/2026	50009	O.E.A.	\$537.65
2026	11	1690	3/25/2026	3/31/2026	71846	TECHNOLOGY STUDENT ASSOCIATI	\$102.00
2026	11	1691	3/30/2026	3/31/2026	70224	GRIMSLEY'S	\$21.09
2026	11	1692	3/30/2026	3/31/2026	74668	CROSS OIL COMPANY	\$696.46
2026	11	1693	3/30/2026	3/31/2026	72239	T-MOBILE	\$58.80
<b>Total: 2026 11</b>							<b>\$12,713.90</b>
<b>Total Outstanding:</b>							<b>\$12,713.90</b>

## TONKAWA SCHOOLS

## Receipt Register

Options: Fund: Governmental Funds, Show Detail: No, Date Range: 3/1/2026 - 3/31/2026, Account: All, Status: All

Receipt No	Date	Received From	Amount	Status
235	3/3/2026	KAY COUNTY / FEBURAY	\$32,391.14	Posted
236	3/4/2026	C/N ADULT	\$61.66	Posted
237	3/4/2026	BSN CREDIT	\$36.00	Posted
238	3/2/2026	C/N ADULT	\$5.00	Posted
239	3/5/2026	NOBLE COUNTY/ FEBURARY	\$12,188.38	Posted
240	3/5/2026	RESTITUTION / KAY COUNTY	\$20.00	Posted
241	3/6/2026	OSDE / CN BREAKFAST PROG (NSLP)	\$12,477.84	Posted
242	3/6/2026	OSDE / CN LUNCH PROG (NSLP)	\$33,858.15	Posted
243	3/9/2026	OK TAX COMM SCA/TAX & LIC	\$37,088.95	Posted
244	3/10/2026	C/N ADULT	\$182.87	Posted
245	3/12/2026	OSDE / CERTIFIED HEALTH ALLOWANCE	\$42,250.32	Posted
246	3/12/2026	OSDE / SUPORT HEALTH ALLOWANCE	\$15,780.24	Posted
247	3/12/2026	OSDE CERTIFIED IN LIEU OF FBA	\$75.28	Posted
248	3/12/2026	OSDE FINANCIAL SUPPORT OF SCHOOL	\$324,533.75	Posted
249	3/12/2026	OSDE PURCHASE OF TEXTBOOKS	\$4,725.04	Posted
250	3/12/2026	OSDE SUPPORT IN LIEU	\$1,638.92	Posted
251	3/12/2026	DOEP / IMPACTED AID	\$138,011.00	Posted
252	3/12/2026	DOEP IMPACTED AID	\$12,432.00	Posted
253	3/19/2026	ODCAREER TECH ED 3RD QUARTER	\$7,605.00	Posted
254	3/23/2026	C/N MH ADULT	\$26.11	Posted
255	3/23/2026	LAND COMMISSION /SCHL/LAND FEBRUARY	\$12,521.21	Posted
256	3/24/2026	SDOE/ IDEA-B MONITORING ASSISTANCE	\$459.48	Posted
257	3/31/2026	EGID/ REFUND HOEMANN/ GRAY	\$789.09	Posted
258	3/31/2026	INTEREST MARCH	\$7,359.55	Posted

## Year and Fund Totals:

2026	11	\$632,213.06
2026	21	\$2,684.05
2026	22	\$46,611.63
2026	41	\$15,008.24

Total Receipts Posted = \$696,516.98

Total Receipts Not Posted = \$0.00

Regular Meeting  
Monday, March 9, 2026 5:30 PM Central

Board Room of Central Office  
500 E. North Ave  
Tonkawa, OK 74653

Mr Brian Bowling: Present  
Mrs. Melanie Caughlin-Bellinghausen: Present  
Mr. Jerry Hook: Present  
Mr Tyler Langston: Absent  
Mr Casey McAninch: Absent  
Present: 3, Absent: 2.

1. Call to order: Brian Bowling, President
2. Roll call of members and recording of present and absent
3. Reading of the minutes of the February 9, 2026 regular meeting and vote to approve or not approve  
Motion to approve the minutes of February 9, 2026. This motion, made by Mr. Jerry Hook and seconded by Mrs. Melanie Caughlin-Bellinghausen, Carried.  
Mr Tyler Langston: Absent, Mr Casey McAninch: Absent, Mr Brian Bowling: Yea, Mrs. Melanie Caughlin-Bellinghausen: Yea, Mr. Jerry Hook: Yea  
Yea: 3, Nay: 0, Absent: 2
4. Discussion and vote to approve or not approve General Fund purchase order encumbrance numbers 630 through 711 in the amount of \$109,852.44 with change order #630-711.  
Motion to approve encumbrances. This motion, made by Mr Brian Bowling and seconded by Mrs. Melanie Caughlin-Bellinghausen, Carried.  
Mr Tyler Langston: Absent, Mr Casey McAninch: Absent, Mr Brian Bowling: Yea, Mrs. Melanie Caughlin-Bellinghausen: Yea, Mr. Jerry Hook: Yea  
Yea: 3, Nay: 0, Absent: 2
5. Discussion and vote to approve or not approve Building Fund 21 purchase order encumbrance numbers 10 & 11 in the amount of \$14,186.12 with change order #10 & 11.  
Motion to approve Building Bond Fund encumbrances. This motion, made by Mr. Jerry Hook and seconded by Mrs. Melanie Caughlin-Bellinghausen, Carried.  
Mr Tyler Langston: Absent, Mr Casey McAninch: Absent, Mr Brian Bowling: Yea, Mrs. Melanie Caughlin-Bellinghausen: Yea, Mr. Jerry Hook: Yea  
Yea: 3, Nay: 0, Absent: 2
6. Presentation of Activity Fund activity and balances for the month and vote to approve or not approve financial report and transfers.  
  
Motion to approve. This motion, made by Mr Brian Bowling and seconded by Mrs. Melanie Caughlin-Bellinghausen, Carried.  
Mr Tyler Langston: Absent, Mr Casey McAninch: Absent, Mr Brian Bowling: Yea, Mrs. Melanie Caughlin-Bellinghausen: Yea, Mr. Jerry Hook: Yea  
Yea: 3, Nay: 0, Absent: 2

7. Discussion and vote to approve or not approve transferring \$3,000.00 from TES Activity Fund Account 816 to TSA Activity Fund Account 804.  
Motion to approve the transfer. This motion, made by Mr Brian Bowling and seconded by Mrs. Melanie Caughlin-Bellinghausen, Carried.  
Mr Tyler Langston: Absent, Mr Casey McAninch: Absent, Mr Brian Bowling: Yea, Mrs. Melanie Caughlin-Bellinghausen: Yea, Mr. Jerry Hook: Yea  
Yea: 3, Nay: 0, Absent: 2
8. Treasurer's Report  
The board was presented with the treasurer's report. No action was taken by the board.
9. Discussion and vote to approve or not approve resignations to date.  
Motion to approve the resignation of Deborah Shawn Staton. This motion, made by Mr Brian Bowling and seconded by Mr. Jerry Hook, Carried.  
Mr Tyler Langston: Absent, Mr Casey McAninch: Absent, Mr Brian Bowling: Yea, Mrs. Melanie Caughlin-Bellinghausen: Yea, Mr. Jerry Hook: Yea  
Yea: 3, Nay: 0, Absent: 2
10. Proposed executive session to discuss the hiring of a custodian and computer tech for the 2025-26 school year and an elementary principal for the 2026-27 school year. 25 O.S. Section 307 (B)(1).
11. Board to appoint minutes' secretary and vote to convene or not to convene in executive session.  
Motion to convene into executive session. This motion, made by Mr. Jerry Hook and seconded by Mr Brian Bowling, Carried.  
Mr Tyler Langston: Absent, Mr Casey McAninch: Absent, Mr Brian Bowling: Yea, Mrs. Melanie Caughlin-Bellinghausen: Yea, Mr. Jerry Hook: Yea  
Yea: 3, Nay: 0, Absent: 2  
The board appointed Melanie Bellinghausen as executive session minutes' secretary.
12. Acknowledge board's return to open session.
13. Executive session compliance announcement.  
The board entered into executive session at 6:08 p.m. on March 9, 2026 to discuss the hiring of a custodian and computer tech for the 2025-26 school year and an elementary school principal for the 2026-27 school year, as authorized by 25 O.S. Section 307(B)(1). Those present in the executive session were Jerry Hook, Brian Bowling, Melanie Bellinghausen, and Lori Simpson. Returned to open session at 6:34 p.m. No action was taken by the board of education.
14. Discussion and vote to approve or not approve the Superintendent's recommendation for hiring of a custodian for the 2025-26 school year.  
Motion to approve hiring Bradley States as custodian. This motion, made by Mr. Jerry Hook and seconded by Mrs. Melanie Caughlin-Bellinghausen, Carried.  
Mr Tyler Langston: Absent, Mr Casey McAninch: Absent, Mr Brian Bowling: Yea, Mrs. Melanie Caughlin-Bellinghausen: Yea, Mr. Jerry Hook: Yea  
Yea: 3, Nay: 0, Absent: 2
15. Discussion and vote to approve or not approve the Superintendent's recommendation for hiring of a computer tech for the 2025-26 school year.  
Motion to approve hiring Mason Childers as computer tech. This motion, made by Mrs. Melanie Caughlin-Bellinghausen and seconded by Mr Brian Bowling, Carried.

- Mr Tyler Langston: Absent, Mr Casey McAninch: Absent, Mr Brian Bowling: Yea, Mrs. Melanie Caughlin-Bellinghausen: Yea, Mr. Jerry Hook: Yea  
Yea: 3, Nay: 0, Absent: 2
16. Discussion and vote to approve or not approve the Superintendent's recommendation for hiring of an elementary principal at Tonkawa Elementary School for the 2026-27 school year.  
Motion to approve hiring Debbie Anderson as elementary principal for 2026-27 school year. This motion, made by Mr. Jerry Hook and seconded by Mrs. Melanie Caughlin-Bellinghausen, Carried.  
Mr Tyler Langston: Absent, Mr Casey McAninch: Absent, Mr Brian Bowling: Yea, Mrs. Melanie Caughlin-Bellinghausen: Yea, Mr. Jerry Hook: Yea  
Yea: 3, Nay: 0, Absent: 2
17. Discussion and vote to approve or not approve allowing out of state travel to Segwick County Zoo in Wichita, Kansas for 2nd grade students and staff at Tonkawa Elementary in April.  
Motion to approve. This motion, made by Mr Brian Bowling and seconded by Mr. Jerry Hook, Carried.  
Mr Tyler Langston: Absent, Mr Casey McAninch: Absent, Mr Brian Bowling: Yea, Mrs. Melanie Caughlin-Bellinghausen: Yea, Mr. Jerry Hook: Yea  
Yea: 3, Nay: 0, Absent: 2
18. Discussion and vote to approve or not approve allowing out of state travel to Cowley County Community College in Arkansas City, Kansas for a robotics competition in April.  
Motion to approve. This motion, made by Mr. Jerry Hook and seconded by Mrs. Melanie Caughlin-Bellinghausen, Carried.  
Mr Tyler Langston: Absent, Mr Casey McAninch: Absent, Mr Brian Bowling: Yea, Mrs. Melanie Caughlin-Bellinghausen: Yea, Mr. Jerry Hook: Yea  
Yea: 3, Nay: 0, Absent: 2
19. Discussion and vote to approve or not approve a resolution regarding a lease purchase contract for the purpose of financing a digital scoreboard for the football field/track.  
Motion to approve. This motion, made by Mrs. Melanie Caughlin-Bellinghausen and seconded by Mr Brian Bowling, Carried.  
Mr Tyler Langston: Absent, Mr Casey McAninch: Absent, Mr Brian Bowling: Yea, Mrs. Melanie Caughlin-Bellinghausen: Yea, Mr. Jerry Hook: Yea  
Yea: 3, Nay: 0, Absent: 2
20. Discussion and vote to approve or not approve contract between Tonkawa Public Schools and S&B CPAs and Associates, PLLC to complete the 2026-27 Estimate of Needs and the 2025-26 school year audit.  
Motion to table. This motion, made by Mr Brian Bowling and seconded by Mrs. Melanie Caughlin-Bellinghausen, Tabled.  
Mr Tyler Langston: Absent, Mr Casey McAninch: Absent, Mr Brian Bowling: Yea, Mrs. Melanie Caughlin-Bellinghausen: Yea, Mr. Jerry Hook: Yea  
Yea: 3, Nay: 0, Absent: 2
21. Discussion and vote to approve or not approve surplussing E-Sports equipment.  
Motion to approve. This motion, made by Mr. Jerry Hook and seconded by Mrs. Melanie Caughlin-Bellinghausen, Carried.

Mr Tyler Langston: Absent, Mr Casey McAninch: Absent, Mr Brian Bowling: Yea,  
Mrs. Melanie Caughlin-Bellinghausen: Yea, Mr. Jerry Hook: Yea  
Yea: 3, Nay: 0, Absent: 2

22. Superintendent's report

Lori Simpson presented her superintendent's report to the board. No action was taken by the board.

23. Principal's reports

Joey Reinart presented his principal report to the board. No action was taken by the board.

24. New Business

There was no new business.

25. Motion to Adjourn

Motion to adjourn at 6:59 p.m. This motion, made by Mrs. Melanie Caughlin-Bellinghausen and seconded by Mr. Jerry Hook, Carried.

Mr Tyler Langston: Absent, Mr Casey McAninch: Absent, Mr Brian Bowling: Yea,  
Mrs. Melanie Caughlin-Bellinghausen: Yea, Mr. Jerry Hook: Yea  
Yea: 3, Nay: 0, Absent: 2

**Tonkawa Board of Education Policy**  
**Student Self-Administration of Asthma, Anaphylaxis, and Cystic Fibrosis Medication and Stocking of Epinephrine and Inhalers**

**I. Purpose**

The purpose of this policy is to provide clear guidance to school personnel, the students, and the parent(s) or guardian(s) regarding the self-administration of prescribed medication for asthma, anaphylaxis, and cystic fibrosis. This policy also outlines procedures for the stocking and administration of epinephrine and inhalers by trained school staff in the event of an emergency. It is intended to support student health, safety, and compliance with state law, specifically the Emerson Kate Cole Act (as amended by House Bill 2047, effective August 29, 2025), codified in statute Title 70 O.S. § 1-116.3, as amended.

**II. Definitions A.**

**Inhaler:**

A device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

**B. Medication**

For purposes of this policy, a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, an anaphylaxis medication used to treat anaphylaxis including but not limited to Epinephrine prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.

**C. Respiratory distress**

The perceived or actual presence of coughing, wheezing or shortness of breath.

**D. Self-administration**

A student's use of medication pursuant to prescription or written direction from a physician.

**III. Policy Statement**

It is the policy of the [District Name] to allow students with asthma, anaphylaxis, or cystic fibrosis to self-administer prescribed medication in accordance with Title 70 O.S. § 1116.3. The [District Name] supports responsible self-care by students who have been properly instructed in medication administration and whose parent(s) or guardian(s) and physician(s) have submitted the required documentation. In addition, the district shall maintain and administer stock medication for emergency use by trained personnel, as mandated by the *Emerson Kate Cole Act*. The provisions herein are intended to safeguard student health in the event of an unexpected medical crisis such as anaphylaxis or respiratory distress.

#### **IV. Student Self-Administration Requirements**

A student may self-administer medication under the following conditions:

**A. Parental Authorization**

Written permission must be submitted by the parent(s) or guardian(s) authorizing self-administration.

**B. Physician Statement**

A written statement from the treating physician must confirm:

1. The diagnosis (asthma, anaphylaxis, or cystic fibrosis);
2. the student's ability to self-administer; and
3. that the student has received proper instruction.

**C. Emergency Supply**

An emergency supply of the student's medication must be provided to the school.

**D. Liability Notification**

The parent(s) or guardian(s) shall be notified in writing that the school district assumes no liability from injuries resulting from self-administration.

**E. Waiver Acknowledgement**

The parent(s) or guardian(s) must sign a waiver acknowledging no liability on the part of the school district.

**F. Annual Renewal**

All documentation must be updated annually each school year.

**G. Student Possession**

Authorized students may carry their prescribed medication at all times and use their prescribed medication as necessary while on school grounds or attending school activities.

#### **V. Stock of Epinephrine and Inhalers**

The [District Name] elects to stock epinephrine and/or inhalers: A.

Epinephrine.

**1. Parent Notification**

The parent(s) or guardian(s) shall be notified in writing that a trained school nurse or staff member may administer epinephrine if they believe, in good faith, that a student is experiencing anaphylaxis.

**2. Waiver Requirement**

A signed waiver of liability from the parent(s) or guardian(s) must be on file prior to any administration.

**3. Staff Designation**

There shall be a designated employee responsible for acquiring and maintaining epinephrine at each school site.

**4. Post-Administration Notification**

The parent(s) or guardian(s) shall be notified following administration of an epinephrine to their student.

**B. Inhalers**

**1. Parent Notification**

The parent(s) or guardian(s) shall be notified in writing that a trained school nurse or staff member may administer an inhaler if they believe, in good faith, that a student is experiencing respiratory distress.

**2. Staff Designation**

There shall be a designated employee responsible for acquiring and maintaining the inhalers and any required spacers or chambers.

**3. Post-Administration Notification**

The parent(s) or guardian(s) shall be notified following administration of an inhaler to their student.

**VI. Field Trip and Off-Campus Activity Protocol**

For off-campus activities or field trips, the supervising staff shall ensure students authorized to self-administer medication have access to their prescribed medications. Staff shall also ensure that emergency response protocols are in place and that trained personnel are available to respond appropriately to symptoms of anaphylaxis or respiratory distress.

**VII. Documentation and Recordkeeping Procedures.**

All documentation related to self-administration permissions, physician statements, and liability waivers shall be securely maintained in the student's health record and accessible to authorized personnel.

**VIII. Storage and Maintenance**

Each school site shall maintain at least two epinephrine and two inhalers with spacers or holding chambers in a secure and accessible location. Designated staff shall be responsible for regularly monitoring expiration dates and ensuring timely replacement of expired stock medication.

**IX. Staff Training Protocol**

In accordance with the *Emerson Kate Cole Act*, the [District Name] shall ensure all teachers and school employees who are directly responsible for students complete annual training on food allergies, recognizing anaphylaxis, and administering epinephrine. This training must be completed before the school year begins or upon hiring, shall be documented in personnel files, and may be delivered online or in person by a school nurse or a recognized training program.

**X. Emergency Protocol**

If a student is believed to be experiencing an anaphylactic reaction or respiratory distress, a school employee shall immediately contact 911, and if properly trained and authorized, administer the appropriate medication. The responding staff member shall inform emergency personnel of the symptoms observed and any medication administered. The parent(s) or guardian(s) shall be notified as soon as possible following the incident.

**XI. Implementation and Review**

This policy shall be reviewed and updated annually. The [District Name] shall adopt and implement, at a minimum, the provisions of the model policy created by the Oklahoma State Board of Education, in consultation with the State Board of Health, as required by the Emerson Kate Cole Act.

**XII. Liability Protection**

The [District Name], its employees, and agents shall not be held liable for any injury resulting from the self-administration or emergency administration of medication in accordance with this policy. This protection extends to situations in which medication is administered, not administered, or self-administered, provided the action or inaction is based on the good-faith judgment of authorized personnel. Additionally, any licensed physician who prescribes stock medication to the district shall be immune from liability for any injury resulting from the use of such medication.

**XIII. Legal Authority**

This [District Name] board of education policy is aligned with the *Emerson Kate Cole Act* (as amended by House Bill 2047, effective August 29, 2025), codified at Title 70 O.S. § 1116.3, as amended, and the model policy and rules developed by the Oklahoma State Department of Education in consultation with the State Board of Health.

Approved by the Tonkawa Board of Education on [Insert Date].

Board President: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Legal Reference: Title 70 O.S. § 1-116.3

**Appendices (Optional)**

Districts may include supporting forms or templates, such as:

- Parent/Guardian Authorization Form
- Physician Self-Carry Approval Form

## PHYSICIAN AUTHORIZATION FOR EPINEPHRINE INJECTION

**Part 1:** Must be completed by a Physician/qualified medical provider. Use one form per medication.

Student: \_\_\_\_\_ Birth date: \_\_\_\_\_ Date \_\_\_\_\_

Allergies: \_\_\_\_\_ Diagnosis: \_\_\_\_\_ ICD-9 Dx code: \_\_\_\_\_

If a food allergy is listed, will a dietary substitution be necessary? No  Yes

**EPINEPHRINE Instructions:** The student has had a prior severe allergic reaction and must have the following at school:

Epinephrine 0.15mg  OR Epinephrine 0.3mg  Repeat injection in \_\_\_\_\_ minutes or  Do not repeat  
**Check all that apply:**

The student has been properly trained on the use and administration of epinephrine and will carry epinephrine and self-administer unless unable. OR  Trained school staff should administer epinephrine

**EPINEPHRINE should be administered under the following conditions:**

- Immediately post exposure to the allergen OR
- Administer only if the following reactions occur: (check all that apply):
  - Shortness of Breath/Wheezing  Hives/Rash  Anxiety  Generalized Swelling/Edema
  - Other \_\_\_\_\_

Medication side effects: \_\_\_\_\_

### PHYSICIAN AUTHORIZATION

The parent knows of this request and has agreed to provide the supplies needed for the above medication. Emergency Services (911) will be called if the student uses or is administered epinephrine so that the proper following treatment can be completed. Should the child manifest any of the above symptoms that may be caused by the medication, I understand that the parent will be contacted and the school health directives relating to emergency care will be followed.

\_\_\_\_\_  
Physician's Name (Print) Physician's Signature Date

\_\_\_\_\_  
License Number Telephone Fax Number

**Part 2:** Must be signed by parent/guardian prior to administration.

### Parent/Guardian Permission

**I understand that:**

- Medication orders are valid for this school year only and need to be renewed at the beginning of each school year.   
Medication must be in original container and labeled to match physician's order for school use including field trips.
- I have the responsibility for supplying medication as needed.  Medication orders become part of my child's permanent school health record.
- I give permission to the school nurse to share information with appropriate school staff relevant to the prescribed medication administration as he/she determines appropriate for my child's health and safety.
- I give permission to the school nurse to contact the above health care provider for information relevant to the prescribed medication administration as he/she determines appropriate for my child's health and safety.
- I may retrieve the medication from the school at any time; however the medication will be destroyed if it is not picked up within one week following termination of the order or one day beyond the last day of the school year.

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

I hereby give my permission for my child to self-administer epinephrine during school hours if needed for an allergic reaction. A licensed physician has prescribed this medication and my child has been instructed on its use. I also understand that in the event that my child must self-administer epinephrine emergency services (911) will be called for follow-up treatment. If for any reason my child is unable to inject himself/herself with epinephrine or unable to make the decision himself/herself as to whether epinephrine is needed. I give permission to an adult school staff member who has been trained in emergency epinephrine injection to assist my child in the decision and/or administration of epinephrine.

**I understand the School District and Treasure Coast Classical Academy under take no responsibility for the administration of the medication. I hereby release the School District and its agent and employees as well as Treasure Coast Classical Academy from any and all liability that may result from my child taking the medication.**

Parent/Guardian Name (Print)

Signature

Date

Health Assistant (Print)

Signature

Date

School Nurse (Print)

Signature

Date

**PHYSICIAN AUTHORIZATION**

The parent/guardian of the child named above is authorized to request that the school district provide the child with epinephrine for use in the event of an allergic reaction. The parent/guardian understands that the school district is not responsible for the child's use of epinephrine and that the child must be trained in the use of epinephrine. The parent/guardian understands that the school district is not responsible for the child's use of epinephrine and that the child must be trained in the use of epinephrine.

**Parent/Guardian Permission**

I understand the school district's policy regarding the use of epinephrine. I understand that the school district is not responsible for the child's use of epinephrine and that the child must be trained in the use of epinephrine. I give permission for my child to self-administer epinephrine during school hours if needed for an allergic reaction. I understand that in the event that my child must self-administer epinephrine emergency services (911) will be called for follow-up treatment. If for any reason my child is unable to inject himself/herself with epinephrine or unable to make the decision himself/herself as to whether epinephrine is needed. I give permission to an adult school staff member who has been trained in emergency epinephrine injection to assist my child in the decision and/or administration of epinephrine.

**Tonkawa Public Schools Board of Education Policy**  
**Anti-Discrimination, Harassment and Antisemitism Policy**

**I. Purpose**

The purpose of this policy is to ensure an inclusive, respectful, and equitable environment for all students, staff, and faculty. Discrimination, harassment, or retaliation based on protected characteristics is strictly prohibited. This policy consolidates protections under federal and state law, including legislation addressing antisemitism.

**II. Definitions**

**A. Discrimination:**

Unfavorable or unequal treatment of an individual or group because of a protected characteristic.

**B. Harassment:**

Unwelcome conduct, whether verbal, written, online, or physical, that is severe, pervasive, or persistent enough to create a hostile environment or that results in adverse academic, employment, or programmatic decisions.

**C. Antisemitism:**

Hostile acts, statements, rhetoric, or behaviors directed at people because they are, or are perceived to be, Jewish. Examples include, but are not limited to:

1. Stereotyping Jewish people (e.g., conspiracies about control of institutions or money).
2. Denial, minimization, or distortion of the Holocaust or other antisemitic historical events; praising or justifying such denial.
3. Use of slurs, epithets, symbols, or images (e.g., swastikas, offensive memes, defamatory caricatures) targeted at Jewish students or staff.
4. Targeting Jewish students, staff, or buildings with graffiti, vandalism, or threats.
5. Repeated or severe questioning of a Jewish person's loyalty or patriotism because of their Jewish identity.
6. Harassment that uses antisemitic tropes, dehumanizing language, or calls for exclusion/violence.

**D. Protected class:**

A group or individual protected by local, state, or federal nondiscrimination laws.

**III. Policy Statement**

It is the policy of (District Name) that all students, employees, volunteers, and visitors have the right to learn and work in an environment free from discrimination, harassment, and hostile conduct. The district prohibits discrimination or harassment on the basis of race, color, national origin, sex, disability, religion, age, sexual orientation, gender identity, and any other protected class under state or federal law including antisemitism.

**IV. Reporting Procedures**

**(District may utilize procedures below or insert its procedures here)**

**A. Who may report**

Any student, staff member, parent/guardian, or other community member who believes they

have experienced or witnessed discrimination, harassment, or antisemitism.

**B. How to report**

Reports can be made orally or in writing to:

1. the building principal or supervisor;
2. the district Civil Rights/Compliance Officer: (Name, Title, Phone, Email); or
3. via the district's online reporting system: (insert link or form name).

**C. Anonymous reports**

The district shall accept anonymous reports but note that anonymous reports may limit the district's ability to investigate fully.

**D. Timing**

Reports shall be made as soon as possible after the incident. There is no bar to reporting late; however, prompt reporting assists with effective investigation and remediation.

**V. Investigation Process**

**(District may utilize procedures below or insert its procedures here)**

**A. Initial response**

Upon receipt of a report, the district shall take immediate steps to protect the complainant's safety and preserve evidence. Interim measures (e.g., schedule changes, no-contact directives) may be put in place pending investigation.

**B. Investigation**

The district shall conduct a prompt, thorough, and impartial investigation. The investigator shall interview all relevant parties, gather evidence, and document findings. Investigations shall be completed within a reasonable timeframe; the district shall notify parties of extensions and estimated completion dates.

**C. Standard of proof**

The district applies a preponderance of the evidence standard.

**D. Outcome & remedies**

If a violation is found, the district shall implement remedies reasonably calculated to end the misconduct, prevent its recurrence, and address its effects (e.g., counseling, discipline, academic support, facility security, restitution). Both the complainant and respondent shall be informed of the outcome to the extent permitted by law.

**VI. Discipline and Corrective Actions**

**(District may utilize procedures below or insert its procedures here)**

Disciplinary actions shall be administered in accordance with district policy and applicable law and may include warning, restitution, suspension, expulsion, termination, or referral to law enforcement when appropriate. Staff discipline shall follow personnel policies and collective bargaining agreements where applicable.

**VII. Retaliation Prohibited**

**(District may utilize procedures below or insert its procedures here)**

Retaliation against any individual for making a good-faith report, participating in an investigation, or opposing discriminatory practices is strictly prohibited and shall be subject to disciplinary action.

**VIII. Prevention, Education, and Training.**

**(District may utilize procedures below or insert its procedures here)**

- A. The district shall provide annual training for staff and orientation for new employees and volunteers on:
  - 1. identifying and reporting discrimination and harassment, including antisemitism;
  - 2. cultural competency and bias awareness; and
  - 3. how to support impacted students.
- B. The district shall provide age-appropriate education for students that promotes mutual respect, counters stereotypes, and addresses bullying and hate incidents.
- C. The district shall maintain educational materials and resources for families and the community.

**IX. Legal Authority**

This policy is adopted pursuant to, and without limitation:

- A. [Title VI of the Civil Rights Act of 1964](#)  
Prohibits discrimination based on race, color, or national origin.
- B. [Title IX of the Education Amendments of 1972](#)  
Prohibits sex-based discrimination.
- C. [Section 504 of the Rehabilitation Act of 1973](#) and the [Americans with Disabilities Act \(ADA\)](#)  
Prohibit discrimination based on disability.
- D. [Oklahoma Anti-Discrimination Act \(Title 25 O.S. §1301 et seq.\)](#)  
Prohibits discrimination in education and employment.
- E. [Title 70 O.S. § 24-162](#)  
Requires Oklahoma educational institutions to treat antisemitism as a form of discrimination under Title VI.
- F. [Title 25 O.S. § 1911](#)  
Adopts the International Holocaust Remembrance Alliance (IHRA) definition of antisemitism.

Approved by the [District Name] Board of Education on [Insert Date]

Board President: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Legal Reference: [Title VI of the Civil Rights Act of 1964](#) and [Title 70 O.S. § 24-162](#)

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**SUDDEN CARDIAC EMERGENCY RESPONSE PLAN  
Tonkawa High School and Mid-High**

**Purpose**

- 1) This document provides direction and detailed guidance for responding to a sudden cardiac arrest (SCA) through a Cardiac Emergency Response Plan (CERP). This plan outlines Cardiac Emergency Response Teams (CERTs), AED maintenance and locations, and related staff training/certification. This document does not replace any district policies or local, state, or national regulations.
- 2) In the United States, it is estimated that annually 356,000 adults experience out-of-hospital cardiac arrest as well as 23,000 pediatric cardiac arrests (Mozaffarian, D, 2015; Okubo, M et al, 2020). Although approximately 90% of those people will not survive the event, the likelihood of survival increases with prompt intervention. According to the American Heart Association (AHA), early intervention that includes CPR and restoration of normal heart rhythm with the use of an AED increases the chance of survival.

**Developing a Cardiac Emergency Response Team (CERT)**

- 1) Designate one person as the Cardiac Emergency Response Team Coordinator who oversees CPR-AED program activities, training, education, and evaluation.
- 2) All individuals on CERT should have current CPR/AED training from a nationally recognized organization.
- 3) Designate one person to call 9-1-1 and direct EMS to the location of the sudden cardiac arrest (SCA).

**Best Practice Considerations:**

- a) Consider having the Cardiac Emergency Response Team comprise of at least 5 people or 10% of staff.
  - a. In recognition of periodic absences and overall staff turnover, a robust team of individuals trained to be part of the CERT is essential to ensure uninterrupted response activities.
- b) CERT members should be able to step away from their tasks to assist when CERP is activated or have coverage for their classrooms.
- c) A list of these individuals and their CPR certifications should be maintained on-site in a readily accessible area.
- d) Consider medical coverage continuing to be provided at the athletic event if continued after the event.

**Automated External Defibrillators (AEDs) – Placement, Installation and Maintenance**

- 1) Minimum recommended number of AEDs for Tonkawa Elementary School include inside the building and outside the building:

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- a) *Inside the building* – The number of AEDs shall be sufficient to enable a person to retrieve an AED and deliver it to any location within the building, ideally within 3 minutes of being notified of a possible cardiac emergency. AED should be clearly marked in a backpack or hard case.

**SUDDEN CARDIAC EMERGENCY RESPONSE PLAN (CON'T)**

- b) *Outside the building* (e.g., on school grounds, venues, or athletic fields) – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the building including any venue, athletic field, or school grounds, ideally within 3 minutes of being notified of a possible cardiac emergency. AED should be clearly marked in a backpack or hard case.
- 2) Regularly check and maintain each AED in accordance with the AED’s operating manual and maintain a log of the maintenance activity including summer months when school is not in session.
  - 3) CERT coordinator should be responsible for verifying equipment readiness and for maintaining maintenance activity.
  - 4) Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel, antiseptic wipes, a CPR barrier mask, and consider an extra set of AED pads.
  - 5) AEDs should not be locked in an office or stored in a location that is not easily and quickly accessible at all times.
  - 6) AEDs shall be accessible for responding to a cardiac emergency, during day and night sports activities, after-school, or work activities, in accordance with this CERP.
  - 7) Each AED should have one set of AED pads connected to the device and one spare set.
  - 8) Signage: All AEDs should have clear AED signage to be easily identified. These should be visible from the normal path of travel. A projecting (three-dimensional) universal AED sign shall be installed above cabinet or bracket/wall rack clearly marking the location of AED(s).
  - 9) Recommend removing warning "for professional use only" on AED cabinets as AEDs provide instructions for use.
  - 10) Locations of the AEDs are to be listed in the “Protocol for Cardiac Emergency Response Team” and Building Location Information, AED locations, and School Maps (add maps to plan at the end).

Best Practice Considerations:

- a) Back-up AEDs – One or more AEDs shall be held in reserve for use as a replacement for any AED which may be out-of-service for maintenance or other issues. The back-up AED(s) should also be available for use when traveling to offsite locations. If unable to have a back-up AED, have a plan on what AED you will use if an AED is out of service.

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- b) AEDs to be installed using a cabinet or bracket/wall rack approved for such purpose and be surface mount or wall recessed.
  - i. Regardless of which mount is chosen, AEDs shall be placed so that the AED's readiness indicator faces outward.

**SUDDEN CARDIAC EMERGENCY RESPONSE PLAN (CON'T)**

- ii. During installation, it is important to make sure that screws, bolts and wall anchors will not penetrate electrical wires or pipes inside wall.
- iii. Installation Height: Placed at an unobstructed height of forty-eight (48) inches from the floor (it may be lower) to provide optimum accessibility in compliance with American Disabilities Act (ADA). ADA Accessibility Guidelines (ADAAG) specify that objects such as automated external defibrillator wall cabinets shall not protrude more than 4 inches from the wall into walks, corridors, passageways, or aisles.
- c) Keep copies of event documentation with AED and first responder kits.
- d) CERT coordinator should register their AED with the manufacturer and supplier to receive notifications of potential recalls or alerts.
- e) Best practice is for all schools, regardless of grade levels served, to have both pediatric and adult pads available. Apply pads based on manufacture recommendations. Make sure pads do not touch.
- f) If only adult pads are available: adult AEDs may be used on children. If the pads are too large for standard positioning without touching, Pads can be placed with one pad on the center of the chest between the nipples and the other pad on the back of the child between their shoulder blades.
- g) If pediatric pads are available: the small pads or child key/switch will deliver a shock with a lower energy dose than the larger pads will. If a child is very small, you may need to put one pad on the child's chest and the other on the child's back.
- h) Consider having an AED readily available on the sidelines of sporting events and practices.
- i) Consider posting AHA Simplified Adult BLS diagram from the AHA near AED cabinet (see appendix).

**Communication of CERP**

- 1) The Cardiac Emergency Response Plan (CERP) should be posted broadly in places such as (but not limited to):
  - a) In each classroom, cafeteria, restroom, health room, break room and in all offices.
  - b) Adjacent to each AED.

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- c) In the gym and in all other indoor locations where athletic activities take place.
- d) At other strategic locations on the school campus, including outdoor physical education and athletic venues and facilities.
- e) Attached to all portable AEDs.

2) The Cardiac Emergency Response Plan should be distributed to:

**SUDDEN CARDIAC EMERGENCY RESPONSE PLAN (CON'T)**

- a) All staff and administrators at the start of each school year, with updates distributed as made. In workplace and recreation centers, the CERP should be made available annually and when updates are made.
- b) All staff should be educated on the Cardiac Emergency Response Plan in their school yearly.
- c) New staff members should receive CERP in their orientation materials.

Best Practice Considerations:

- a) A copy of the Cardiac Emergency Response Protocol should be provided to any organization using the school. The organization using the facility should then adapt the CERP to the needs of their group/organization.
- b) Consider having a plan in place for after-hour events or off-site field trips.
- c) Consider a modified Cardiac Emergency Response Protocol which takes into consideration the nature and extent of the use and shall meet the spirit and intent of this Protocol to ensure that preparations are made to enable a quick and effective response to a cardiac emergency on-site after standard business hours.
- d) A facility user or renter should have their own plan, especially those using facility after school hours. A template letter is available for schools to provide to facility users and renters:  
<https://parentheartwatch.egnyte.com/dl/Ead1QYTXCc>

Training in Cardiopulmonary Resuscitation (CPR) and AED Use

1) Staff training

- a) A sufficient number of staff (in addition to the school nurse or safety coordinator) should be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED. (It is recommended that at a minimum, at least 10% of staff, 50% of coaches, and 50% of physical education staff in schools should have

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current CPR/AED certification.) Training shall be renewed at least every two years. Absolute minimum number is 3 to ensure CPR is initiated, AED is retrieved, and 911 is notified.

- b) The school should designate the person responsible for coordinating staff training and the medical contact for AEDs, if available.
- c) Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice, and testing.
  - i) Consult local regulations to ensure your plan meets any additional local requirements.
- d) All staff, regardless of if they are a CERT member, should receive annual training on SCA and understand how to recognize a cardiac arrest, how to initiate the response team, and where the AEDs in the building are located.

## **SUDDEN CARDIAC EMERGENCY RESPONSE PLAN (CON'T)**

### **2) Cardiac Emergency Response Drills:**

- a) Cardiac Emergency Response Drills are an essential component of this Plan. The site should perform at least 2 successful Cardiac Emergency Response Drills each year with the participation of staff, safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. One drill may include a tabletop exercise with all the staff and CERP members present.
- b) Include as many other people as possible (staff, faculty, coaches, students, parents, etc.) who can receive additional CPR/AED education and awareness of the plan.

#### Best Practice Considerations:

- a) Consider utilizing a checklist outlining response steps to ensure all actions are being completed. An observer can time the event and check off steps as they occur.
- b) Save time after the drill to debrief with staff about how the response can be improved, if the CERP needs to be edited, and that the team feels confident in a real response.

### **Local Emergency Medical Services (EMS) Integration with the School Plan**

- 1) Provide a copy of this Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local Emergency Medical Services (EMS).
- 2) The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the local EMS Agency, campus safety officials, on-site first responders, administrators, athletic trainers, school nurses, and other members of the school and/or community medical team.

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- 3) Work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response system of the number and location of on-site AEDs.

Best Practice Considerations:

- a) When possible, invite local EMS and first responders to the Cardiac Emergency Response Drills. They can give meaningful feedback and provide information about realistic situations.
- b) Speak with your local EMS team to see if training supplies are available for education and to use for the CERP drill.

Conduct Practice Drills

- 1) Please refer to the CERP Drill section on the [American Heart Association page](#) for more information.

Annual Review and Evaluation of the Plan

- 1) Conduct an annual internal review of the Cardiac Emergency Response Plan (CERP) for schools. The annual review should focus on ways to improve the response process, to include:

**SUDDEN CARDIAC EMERGENCY RESPONSE PLAN (CON'T)**

- a) A *post-event review* following an event. This includes review of existing documentation for any identified cardiac emergency that occurred at the location or at any sanctioned function. There should be a designated person responsible for establishing the documentation process.
- 2) Post-event documentation and action shall include the following:
- a) A contact list of individuals to be notified in case of a cardiac emergency.
  - b) Determine the procedures for the release of information regarding the cardiac emergency.
  - c) Date, time, and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
  - d) The identification of the person(s) who responded to the emergency.
  - e) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
  - f) An evaluation of whether the CERP was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements to the Plan and in its implementation if the plan was not optimally suited for the specific incident. The post-event review may

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include discussions with medical personnel (ideally through the school’s medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

- g) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.
- h) A review of the documentation for all Cardiac Emergency Response Drills performed during the year. Consider pre-established Drill report forms to be completed by all responders.
- i) A determination, at least annually, as to whether additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in facilities, equipment, processes, technology, administration, or personnel.

Best Practice Considerations:

- a) Consider before/after school events.

**Activation of Cardiac Emergency Response Team During an Identified Cardiac Emergency**

1. Activate the Cardiac Emergency Response Team immediately when a cardiac emergency is suspected.

**SUDDEN CARDIAC EMERGENCY RESPONSE PLAN (CON’T)**

2. The Protocol for responding to a cardiac emergency should be posted and readily accessible to anyone.

Best Practice Considerations:

- a) All Cardiac Emergency Response Team members should be able to step away from their tasks without risking harm to other students.
- b) All members should be alerted uniformly via overhead page, radio, text, or phone.

Sudden cardiac arrest events can vary greatly. All staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. One should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

- 1) Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
  - a. The person is not moving, unresponsive, or unconscious.

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- b. The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
  - c. The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
  - d. If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- 2) Facilitate immediate access to professional medical help:
- a. Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort to the victim.
  - b. Immediately contact the members of the Cardiac Emergency Response Team (CERT) using your school's designated communication system (i.e. walkie talkies, overhead page).
  - c. Give the exact location of the emergency. ("Mr. /Ms. \_\_\_ Classroom, Room # \_\_\_, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
  - d. If you are a CERT member, proceed immediately to the scene of the cardiac emergency.

**SUDDEN CARDIAC EMERGENCY RESPONSE PLAN (CON'T)**

- e. The closest team member should retrieve the automated external defibrillator (AED) en route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- 3) Start CPR
- a. Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
    - i. Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3<sup>rd</sup> the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided. ii. If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- 4) Use the nearest AED:

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- a. When the AED is brought to the patient’s side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED’s audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school’s AED and if you will need to press the shock button or if it will deliver automatically.
    - i. *Note:* The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
  - b. Minimize interruptions of compressions when placing AED pads to patient’s bare chest.
  - c. Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- 5) Transition care to EMS.
- a. Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
  - b. Team focus should now be on assisting EMS safely out of the building/parking lot.
  - c. Provide EMS a copy of the patient’s emergency information sheet.
- 6) Action to be taken by Office / Administrative Staff:
- a. Confirm the exact location and the condition of the patient.
  - b. Activate the Cardiac Emergency Response Team and give the exact location.
  - c. Confirm that the Cardiac Emergency Response Team has responded.
  - d. Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.

**SUDDEN CARDIAC EMERGENCY RESPONSE PLAN (CON’T)**

- e. Assign a staff member to direct EMS to the scene.
- f. Perform “Crowd Control” – directing others away from the scene.
- g. Notify other staff: school nurse, athletic trainer, athletic director, safety director, safety manager, and or sports facilities manager, etc.
- h. Consider medical coverage to continue to be provided at the athletic event if continued after the event.
- i. Consider having the students stay in place (i.e. delaying class changes or hallway traffic, dismissal, recess, or other changes) to facilitate CPR and EMS functions.
- j. Designate people to cover the duties of the CPR responders.

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- k. Copy the patient’s emergency information for EMS.
- l. Notify the patient’s emergency contact (parent/guardian, spouse, etc.).
- m. Notify faculty and students, staff, employees, and sports attendees when to return to the normal schedule.
- n. Contact school district administration, human resources and/or sports facility management.

7) Debrief

- a. Discuss the outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
- b. An evaluation of whether the CERP was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements to the Plan and in its implementation if the plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (ideally through the school’s medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
- c. An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.

**IMPORTANT: This is a resource document intended for use in formulating a plan for adoption by a school/school district. Medical and legal counsel for the school/school district should review this Plan before implementation. It is the responsibility of the school/school district to ensure that the Cardiac Emergency Response Plan as adopted is consistent with local, state, and federal law.**

**LEGAL REFERENCE: 70 O.S. § 24-156**

TPS Professional Development Committee  
2026-27

Monica Grein  
Debbie Anderson  
Stony Fath  
Frances Wecker  
Kelle Klufa  
Marcy Mulligan  
Nancy Pendleton  
Kaitlyn Vincent  
Kayla Hohmann  
Reagann Martin  
Joey Reinart

[<< Previous Quarter](#)

School Year: 2025-2026

Quarter: 4

This is the current reporting period

Total Capacity - the **total** student capacity for the grade level

Inter-District Capacity - the number of INTER-district transfer students that the site has capacity to accept for the grade level

Intra-District Capacity - the number of INTRA-district transfer students that the site has capacity to accept for the grade level

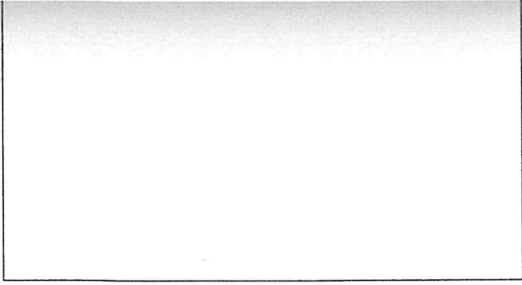
Grade	Total Capacity	Inter-District Capacity	Intra-District Capacity
PK3	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/> X
PK	<input type="text" value="65"/>	<input type="text" value="17"/>	<input type="text" value="0"/> X
KG	<input type="text" value="65"/>	<input type="text" value="12"/>	<input type="text" value="0"/> X
01	<input type="text" value="65"/>	<input type="text" value="0"/>	<input type="text" value="0"/> X
02	<input type="text" value="65"/>	<input type="text" value="9"/>	<input type="text" value="0"/> X
03	<input type="text" value="65"/>	<input type="text" value="9"/>	<input type="text" value="0"/> X
04	<input type="text" value="65"/>	<input type="text" value="15"/>	<input type="text" value="0"/> X
05	<input type="text" value="65"/>	<input type="text" value="8"/>	<input type="text" value="0"/> X
06	<input type="text" value="Total"/>	<input type="text" value="Available"/>	<input type="text" value="Available"/>

Save

Close

PK	Total	Available	Available
KG	Total	Available	Available
01	Total	Available	Available
02	Total	Available	Available
03	Total	Available	Available
04	Total	Available	Available
05	Total	Available	Available
06	70	6	0 X
07	70	6	0 X
08	70	2	0 X
09	Total	Available	Available
10	Total	Available	Available
11	Total	Available	Available
12	Total	Available	Available

Save Close



Grade	Total Capacity	Inter-District Capacity	Intra-District Capacity
PK3	Total	Available	Available
PK	Total	Available	Available
KG	Total	Available	Available
01	Total	Available	Available
02	Total	Available	Available
03	Total	Available	Available
04	Total	Available	Available
05	Total	Available	Available
06	Total	Available	Available
07	Total	Available	Available
08	Total	Available	Available
09	70	10	0 X
10	70	26	0 X
11	70	8	0 X
12	70	20	0 X

Save Close

## To Hire for 2026-2027

### Certified Teachers

#### Tonkawa Elementary

Jeri Anderson  
Cathy Ballard  
Shelby Bruno  
Kristie Coffman  
Katelyn Fisher  
Beverly Frost  
Kristy Gilbert  
Stephanie Hampton  
Robin Hobson  
Kayla Hohmann  
Christine Jernigan  
Heather Johns  
Nicole Jones  
Carolee Kirtley  
Julie Levings  
Jenna Looper  
Ashley Neal  
Kim Ochoa  
Nancy Pendleton  
Fawne Pierce  
Barbara Ray  
Cinthia Rodriguez  
Heather Schreen  
Heather Shepherd (Dean of Students)  
Lori Shepherd  
Kaitlyn Vincent

## **Tonkawa Mid-High/High School**

Stefanie Anderson

Misty Bess

Brian Campos

Tawnya Crowder

Ali Dice

Stony Fath

Dale Goodwin

Monica Grein

Jacquelyn Heinrich

Cassie Jordan

Kelle Klufa

Reagann Martin

Marcy Mulligan

Trenton Neal

Jennifer Paul

Chase Pfluger

Chris Reeder

Angela Reyes

Isabella Reyes

Simeon Shepherd

Robert Shoate

Frances Wecker

Aubree Wilkerson

## To Hire for 2026-2027

### Temporary Teachers

#### Tonkawa Elementary

Lena Miller

#### Tonkawa Mid-High/High School

Joshua Been

Alyson Fath

Mark Harmon

Kari Widener

#### Temporary/Adjunct

Tori Green

Kimberly Pollak

Blake Skidgel

Joshua Nichols

## To Hire for 2026-2027

### Support Staff

Darrell Barns  
Ashley Branson  
Jona Cantrell  
Deborah Childers  
Britney Cressler  
Michael Day  
Ladonna Durkee  
Daniel Emery  
Ramona Esch  
Joyce Evans  
David Fruits  
Emma Garcia  
Kylie Garrett  
Cindy Gray  
Terri Hock  
Emily Hutson  
Autumn Jarrell  
Adele Labambard  
Beverly Medina  
David Nagel  
Gena Osborn  
Grizelda Perez  
Melissa Qualls  
Caleb Reese  
Ariana Rodriguez  
Maria Rodriguez  
Bradley States  
Kelsie Stokesberry  
Kristy Street-O'dell  
Katherine Valentin  
Shannon Webster