POSTED AGENDA
Regular Meeting of
Independent School District No. 71
Kay County, Oklahoma
Ponca City Board Of Education
Board Room
Administration Center
613 East Grand Avenue
Ponca City, Oklahoma
Monday, September 14, 2026
5:00 PM

1. **CALL TO ORDER**
    1. **Call Meeting to Order** ***(President)***
    2. **Flag Salute**
    3. **Roll Call** ***(Minutes Clerk of the Board)***
2. **PUBLIC COMMENT**
    1. **Comments From the Public**

The Ponca City Board of Education recognizes the value of public comment on educational issues and the importance of involving members of the public in board meetings. The board has established guidelines to govern public participation in board meetings and ensure orderly conduct. After checking in with the board clerk, individuals or groups wishing to speak during the public comment period must provide the following information, in writing, in order to speak before the board:

- Name and address of the individual
- The agenda action item(s) the individual wishes to address
- The organization the individual represents or is affiliated with, if applicable

Anyone who would like to speak to the board during the public comment period of the meeting must check in with the board clerk at least 15 minutes prior to the start of the board meeting. There will be a form available they will need to fill out and return to the board clerk before they can be heard by the board.

Participants must be recognized by the president or other presiding officer and must preface their comments with an announcement of their name and group affiliation, if applicable. Comments of the speaker must relate to an item on the meeting agenda. Generally, participants shall be limited to comments of a maximum of three (3) minutes duration unless altered by the presiding officer, with the approval of the board. All public comments during any one regular meeting shall be limited to no more than fifteen (15) minutes. No participant may speak more than once during a

single meeting. All statements shall be directed to the presiding officer; no participant may address or question board members individually.

For more information regarding Speaking Privileges of the Public, please refer to Board Policy 1.3-6.0 Speaking Privileges of the Public, which is available at the board meeting, or in the board policy manual located on the district website, www.pcps.us, under Board of Education.

3. **PRESENTATIONS AND RECOGNITIONS**
    1. **Recognition of 2026-27 Site Teachers of the Year and District Teacher of the Year** ***(Adam Leaming)***
4. **REPORTS WITH POTENTIAL BOARD DISCUSSION**
    1. **Alternative Education Report** ***(Karla Streeter)***
5. **DISTRICT UPDATES AND POLICY REVIEW WITH POTENTIAL BOARD DISCUSSION**
    1. **District Updates**
        A. **Bond Planning** ***(Larin Davis)***
    2. **Proposed Policy Changes to Section 5 - Business Management and Section 7 - Students As Listed Below:** ***(Erika Johnson)***
6. **CONSIDER AND TAKE ACTION TO ADOPT AND REVISE THE BOARD POLICY CHANGES AS PRESENTED**
7. **CONSENT AGENDA**

Motion required for the approval of the Consent Agenda as printed or as amended. Board members may, however, call for a separate vote on any or all items listed on the Consent Agenda.

1. **Approval of the Regular Minutes from the August 10, 2026, Board of Education Meeting**
2. **Approval of Surplus Resolution**
3. **Approval of the FY26 Budget Amendments**
4. **Approval of the FY27 Budget Amendments**
5. **Approval of the FY27 Budget Analysis Reports**
6. **Approval of the FY27 Bond Fund Updates**
7. **Approval of FY27 Change Order Listing as of 9/09/26 for Funds 11, 21, 22, 34, 35, and 81**
8. **Approval of FY27 General Fund 11 Encumbrances #566-#797 in the amount of $380,528.06**
9. **Approval of FY27 Building Fund 21 Encumbrances #82-#105 in the amount of $373,084.24**
10. **Approval of FY27 Child Nutrition Fund 22 Encumbrances #66-#69 in the amount of $11,298**
11. **Approval of FY27 Fund 34 Encumbrances #4-#5 in the amount of $5,014**
12. **Approval of FY27 Gifts and Endowment Fund 81 Encumbrances #40-#65 in the amount of $83,819.52**
13. **Approval of Booster Club Reports**
14. **Approval of Activity Fund Reports**
15. **Approval of Out-of-State Travel**
16. **Approval of Treasurer's Reports**

17. **Ratification and Approval of Payrolls**
18. **Approval of a quote from American Telephone, effective September 15, 2026, for three cameras and installation at the Vo-Ag property, two cameras at Union Elementary, and cable installation at the High School for the cameras at the Title VI classroom. The total cost is $4,135, funded by Bond 34.**
19. **Approval of the ratification of an agreement with Cengage Learning, effective July 17, 2022, through June 30, 2028, for 50 Pre-Algebra Oklahoma Edition student books, 360 online licenses, and five teacher resource packages for East Middle School. The original agreement totaled $29,089.50 and was paid from Instructional/Title I funds in 2022. This ratification carries no additional cost to the District.**
20. **Approval of the ratification of the original 99-year lease agreement with the City of Ponca City, effective November 1, 2016, through June 30, 2115, for City-owned land used by the Ponca City Public Schools Concert Hall, at a cost of $1.00 per year from the Building Fund.**
21. **Approval of the ratification of the original 99-year lease agreement with the City of Ponca City, effective January 1, 2024, through June 30, 2123, for City-owned land used by the Ponca City Public Schools Tennis Facility, at a cost of $1.00 per year from the Building Fund.**
22. **Approval of an agreement with the City of Ponca City RecPlex, effective August 1, 2026, through May 31, 2027, for the use of pool and aquatic facilities for swimming instruction, special education aquatic programs, and swimming for an athletic sport. The cost is $1,500 per month for 10 months, for a total of $15,000, funded by the Building Fund.**
23. **Approval of a Memorandum of Understanding between Class 101 Norman and the Ponca City Public Schools Native American Program, in partnership with the Oklahoma State Department of Education, effective September 1, 2026, through May 31, 2027, to provide structured college and career planning services to students enrolled in the Ponca City High School Native American Program. The program aims to help college-bound students identify best-fit colleges, prepare competitive applications, and maximize scholarship and financial aid opportunities. The total cost is $41,000, funded by the Native Youth Community Project Grant.**
24. **Approval of an agreement with Susan Clothier, effective August 2026 through May 2027, for consultation services for the Ponca City High School's marching band. Ms. Clothier will provide guidance, recommendations, mentorship, and consultation to support the marching band program. The total cost is $1,250, funded by the General Fund.**
25. **Approval of an agreement with Edmentum, effective September 7, 2026, through June 30, 2027, for 620 licenses for Study Island Math for West Middle School. The agreement also includes unlimited access to live professional development. The total cost is $8,487.60, funded by Title I.**
26. **Approval of a logo agreement with Faith and Threads, effective for the 2026-27 fiscal year. The agreement authorizes Faith and Threads to use the District logo on apparel and customized merchandise. A royalty fee of $100 was assessed.**

27. **Approval of an agreement with Freezing Point, LLC, effective for the 2026-27 fiscal year, to provide two-bowl frozen beverage machines for use by Child Nutrition at West Middle School (2), East Middle School (1), and the High School (2) for the sale of Frazil frozen beverages. The machines will be provided at no additional charge, with a minimum annual purchase commitment of 30 cases of product per machine. Point-of-sale revenue from student and staff purchases will fully offset product costs.**
28. **Approval of a quote from Hudl, effective October 1, 2026, through September 30, 2027, to provide video review and performance analysis tools for the District. Hudl will also provide the capability to livestream multiple extracurricular events simultaneously. The total cost is $25,000 and will be shared among the athletics programs utilizing Hudl, with additional support from TeamRadio.**
29. **Approval of an agreement with InstaRaise by JMS, effective October 5, 2026, through October 21, 2026, for an online product fundraiser benefiting the Ponca City High School, East Middle School, and West Middle School choirs. Proceeds from the fundraiser will be deposited into the applicable school activity funds.**
30. **Approval of an agreement with the Kaw Nation of Oklahoma, effective for the 2026-27 school year, under which the Kaw Nation will assign two Education Specialists to serve the Ponca City Public Schools' students and staff. There is no cost to the District.**
31. **Approval of a logo agreement with MPact Fund Raising, effective for the 2026-27 fiscal year, authorizing the use of the Ponca City Wildcat logo on blankets to be given as gifts to the Ponca City Instrumental Music seniors. There is no royalty fee assessed.**
32. **Approval of a Memorandum of Understanding between the Otoe-Missouria Tribe and Ponca City Public Schools Child Nutrition to provide Summer Electronic Benefits Transfer (EBT) benefits to eligible children throughout Kay County during summer 2027. The program provides $40 per month ($120 total) in nutritional food package items. Students participating in the free or reduced-price meal program are eligible regardless of tribal membership. There is no cost to the District.**
33. **Approval of the ratification of an agreement with PDQ.com for district-wide IT software used to deploy software and manage application inventory on laptops and desktops. The two-year agreement totaled $5,610 and was funded through Bond 34 and paid in full in FY 2025-26; therefore, there is no additional cost to the District in FY 2026-27.**
34. **Approval of a quote from Perry Weather, effective September 15, 2026, through September 14, 2027, for a weather safety system that includes a Core software platform, onsite weather monitoring station, and an outdoor warning system. The system will provide real-time weather monitoring and alerting capabilities, including outdoor warning sirens, lightning detection, and location-specific weather information. The initial annual subscription cost is $3,500, reflecting discounted pricing, with a one-time $500 shipping cost, for a total first-year cost of $4,000, funded by the Building Fund.**

35. **Approval of a quote from Project STEM, effective August 19, 2026, through June 30, 2027, for a computer science program to be used at West Middle School. The quote includes access to all student course materials, professional development access for participating teachers, web-based access to course materials, a web-based dashboard, and an in-depth view of student progress and performance. The total cost is $250, funded by Title I.**
36. **Approval of an agreement with Red Earth Environmental, effective for the 2026-27 fiscal year, to provide regulated medical waste pickup and disposal for the District. The total cost is up to $300, funded by the Building Fund.**
37. **Approval of a quote from Renaissance Learning, Inc., effective October 1, 2026, through June 30, 2027, for 130 student subscriptions to Freckle Math for Liberty Elementary. The total cost is $2,108.60, funded by Title I.**
38. **Approval of a quote from Solution Tree for professional development for the secondary Guided Coalitions. The two-day training will provide coaching for teachers and administrators involved in the Guided Coalitions from West Middle School, East Middle School, and Ponca City High School and will be held on September 21, 2026, and January 18, 2027. The total cost is $14,200, funded by the District Gap Grant.**
39. **Approval of an agreement with the State of Oklahoma Department of Rehabilitation Services, effective October 1, 2026, through September 30, 2027, for the Work Adjustment Training Program. The program prepares high school-age youth with the most significant disabilities for competitive, integrated employment in the community. There is no cost to the District.**
40. **Approval of an agreement with the State of Oklahoma Department of Rehabilitation Services, effective October 1, 2026, through September 30, 2027, for the Transition School to Work: Work Study Program. The program prepares high school-age youth with significant disabilities for independent, competitive employment in the community. There is no cost to the District.**
41. **Approval of a proposal from United Turf and Track, effective September 15, 2026, to overseed, top dress, and fertilize the baseball field at the high school. The total cost is $7,230, funded by the Building Fund.**
42. **Approval of a collaborative agreement with the University of Oklahoma Outreach/College of Continuing Education's National Center for Disability Education and Training (NCDET), effective July 1, 2026, through June 30, 2027, to coordinate pre-employment transition services that help participating students prepare for postsecondary education and competitive, integrated employment. There is no cost to the District.**
43. **Approval of a quote from Village Travel to provide three charter buses and drivers to transport Instrumental and Vocal Music students, staff, and chaperones to Branson, Missouri, April 22–25, 2027, for student performances. The total cost is $19,050, funded by the Activity Fund.**
44. **Approval of Service Order No. 2 under the Master Service Agreement with Winterrowd Talley Architects, effective September 1, 2026, through October 31, 2026 to complete a feasibility study of the high school for 2027 bond planning purposes. The total cost is up to $50,000, funded by the Building Fund.**

8. **ACTION ITEMS (MOTION REQUIRED)**
    1. **Consider and Take Action on Acknowledging Constitution Day**
    2. **Consider and Take Action on the Estimate of Needs for FY27**
    3. **Consider and Take Action to Approve the Employment of the Following Adjunct Teachers for the 2026-27 School Year Pursuant to 70 O.S. § 6-122.3**
        - **Cassandra Benitez - English and Music (East Middle School) Certified**
        - **Mike Seals - US History/OK History/Gov/Economics (East Middle School) Certified**
    4. **Consider and Take Action to Approve a Quote from McIntosh to Provide HVAC Repair Services for the District**
    5. **Consider and Take Action to Employ, to Accept the Resignation of, to Reassign, and to Enter into an Extra-Duty Contract with Those Individuals as Listed on the Attached Detailed Reports**
9. **NEW BUSINESS**
10. **ADJOURNMENT (Motion required)**

The agenda was posted on the inside of the front east window of the Administration Building located at 613 E. Grand Avenue and on the district website located at www.pcps.us on September 10, 2026, at 2:00 p.m.

5.2-1.0 *Purchasing*
5.2-3.0 *Disbursement of Funds from General Fund*
5.2-5.0 *Reimbursement for Co-Curricular Activity Expenses*
5.2-7.0 *Procurement*
5.3-1.0 *Cash Receipts and Change Funds*
5.3-2.0 *Activity Funds*
5.3-4.0 *District Investment Policy*
5.4-1.0 *School Raffles*
7.5-4.0 *Student Transfers*

Policy 5.2-1.0 - Revisions update the District's purchasing policy to reflect current purchasing practices and clarify requirements related to purchasing authority, emergency purchases, competitive procurement, E-Rate purchases, and sole-source purchases. The policy continues to require compliance with applicable state law and Board policy.

Policy 5.2-3.0 - Revisions modernize the policy to reflect current methods of disbursing District funds, including warrants, checks, ACH transactions, bank account debit systems, wire transfers, and other payment methods authorized by law. The policy also updates language regarding purchasing and payment procedures, recurring purchases, and required signatures.

Policies 5.2-5.0, 5.3-1.0, 5.3-2.0, 5.3-4.0, and 5.4-1.0 have been updated to modernize language, align Board policy with current District financial practices and applicable requirements, and more clearly distinguish Board policy from administrative procedures. Detailed operational procedures have been removed from the policy language, where appropriate, and will be maintained in the District's Finance Procedures Guide.

Policy 5.2-7.0 updates district procurement guidelines by raising competitive solicitation thresholds, requiring formal board approval only at $50,000 and above, and allowing "Do Not Exceed" caps for open-ended service contracts. It also clarifies standard bidding exemptions (such as sole-source, emergency, and instructional items), updates federal fund procedures, and formalizes ethics rules around gifts and allowable district sponsorships.

Policy 7.5-4.0 updates provisions governing transfers of military-dependent students in accordance with current Oklahoma law. The revisions clarify that qualifying military-dependent students are eligible for admission regardless of district capacity and further align the District's transfer procedures with Oklahoma State Department of Education requirements.

5.2 - 1.0 PURCHASING

The purchasing function provides supplies, equipment and materials authorized by designated purchasing officers. It is the responsibility of the central office administrators to aid and advise administrators in the proper selection of materials and to ensure compliance with all aspects of law in the purchasing process.

The purchase of materials will be made utilizing properly executed purchase orders, supported by purchase requisitions, bearing the signatures of appropriate approving officers. This procedure will apply throughout this school district except when petty cash funds are used to purchase materials.

Purchasing officers will be designated by the Superintendent of Schools.

The Superintendent shall have authority, without prior action of the Board of Education, to make emergency purchases totaling not more than ~~$10,000~~ $50,000 during any emergency period. The following definitions apply for the purpose of this policy:

A. A purchase is an "emergency purchase," if (1) it is reasonably necessary for the protection of students, employees or property of the School District; (2) the purchase must be made before a special meeting of the Board of Education can be held; and (3) the need for the purchase could not have been reasonably anticipated in time to permit a special board meeting to be scheduled prior to the purchase.

B. An "emergency period" is the time period between the date of the first emergency purchase under this policy and the date of the next special or regular meeting of the Board of Education.

In selecting service providers for all eligible goods and/or services for which Universal Service Fund ("E-Rate") support will be requested, the district shall:

A. Make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund support will be requested and comply with applicable state and local procurement processes included in District policies and procedures.

B. Wait at least four weeks before posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the service providers selected.

C. Consider all bids submitted and select the most cost-effective service offering, with price the primary factor considered.

D. Control the competitive bidding process rather than (1) surrendering control to a service provider participating in the bidding process or (2) including service provider contact information on the FCC Form 470.

A contract may be awarded for a supply or service without competition when the superintendent, or a designee, determines in writing that there is only one source for the required supply or service, and it is in the best interest of the school district to have the supply or service. The writing justifying the sole source must specify why it is necessary and justified.

State law and Board policy will be followed in the purchasing process.

APPROVED: July 23, 1990; October 21, 1993; September 14, 1998; September 19, 2005
REVISED: August 10, 2009; October 8, 2018, September 14, 2026

5.2 - 3.0 DISBURSEMENT OF FUNDS FROM GENERAL FUND

~~Except for disbursements authorized for petty cash, a~~All disbursements shall be made by warrant, check, Automated Clearing House (ACH), bank account debit system, wire transfer, or other automated payment method authorized by law. No checks ~~will~~ shall be issued for cash, ~~advance or~~ to bearer, and no blank checks are to be issued.

The Administrator for the Division of Finance and the business office staff shall be responsible for preparing all documents to be presented to the Board for approval. ~~All disbursements shall be made only on purchase orders approved by the Board of Education.~~ Purchases and disbursements shall be processed in accordance with the encumbrance, purchase order, Board approval, and payment procedures required by law. The Board may approve blanket purchase orders as allowed by law for re~~o~~curring purchases of goods or services. ~~62 O.S. §310.8.~~

Warrants and checks shall bear the signatures or approved facsimile signatures ~~of the Board President, Clerk, and Treasurer~~ required by law.

Reference: 70 O.S. § 5-115; 5-155; 62 O.S.§ 310.8
ADOPTED: October 21, 1993
REVISED: September 14, 1998; September 14, 2026

5.2 – 5.0 REIMBURSEMENT FOR CO-CURRICULAR ACTIVITY EXPENSES

Statement of Policy

Expenses for necessary meal and lodging expenses incurred by School District students and sponsors involved in authorized school-sponsored cocurricular activities should be reimbursed by the School District.

Definitions

Terms used in this policy are defined as follows:

1. "Student" means any student of the school district who is participating in an authorized school-sponsored cocurricular activity.

2. "Sponsor" means an employee of the school district or another person who has been authorized by the Superintendent or the Board of Education to serve as a sponsor for an authorized school-sponsored cocurricular activity.

3. "Expenses" means any actual indebtedness incurred and paid by an individual student or sponsor for meals and hotel or motel accommodations associated with an authorized school-sponsored cocurricular activity with the intention of being reimbursed by the school district.

4. "Receipt" means an invoice document issued by a vendor which has been paid as an expense by a student or sponsor. A receipt must contain the following information:
   a. date indebtedness incurred;
   b. date indebtedness paid;
   c. amount paid;
   d. amount of indebtedness;
   e. who paid the indebtedness;
   f. method of payment;
   g. the purpose of the indebtedness including an itemized description of the goods or services purchased; and
   h. the name, address and telephone number of the vendor.

   A credit card slip alone is not a receipt.

5. "Supporting documentation" means a memorandum containing a request for reimbursement and explanation of the reason for the expense. All receipts for which reimbursement is sought and a claim must be attached to the memorandum.

6. "Claim" is a document prepared by a sponsor who seeks reimbursement which contains the following information:
   a. a description of the authorized school-sponsored cocurricular activity;
   b. meals;
   c. motel and hotel expenses; and
   d. encumbrance to be charged for expense.

7. "Credit card slip" is the customer's copy of the credit card charge form. A credit card slip alone is not a receipt. To qualify as a receipt a credit card slip must be attached to a supporting invoice issued by the vendor which contains all the information required of a receipt.

8. "Vendor" means the individual or entity that provided the goods or services to the sponsor or student for which reimbursement is sought and a receipt for payment has been issued.

9. "Meals" means actual food expenses incurred while participating in the authorized school-sponsored co-curricular activity.

10. "Authorized school-sponsored co-curricular activity" means participation in an event approved in advance by the Board of Education for a particular group of school district students and their sponsor.

Procedure for Reimbursement

To obtain reimbursement for expenses the sponsor must:

1. Prepare and maintain complete and accurate supporting documentation with attached receipts and claims for the sponsor(s) and students. Requests for reimbursement with insufficient or incomplete documentation will be denied.

2. Submit supporting documentation with attachments to the designated district employee/official.

3. The district will issue payment for reimbursement as soon as accurate, complete documentation, along with attachments, approved by site administrator has been submitted to district Business Office.

Other Issues

1. A request for reimbursement must be made within thirty (30) days after the vendor's invoice is issued.

2. Reimbursements will be issued only for the actual amount of expenses paid by the sponsor(s) and the students. No additional charges will be reimbursed. The district will not issue payment for funds a student or sponsor anticipates incurring in the future.
3. Reimbursement for necessary meal and lodging expenses incurred by school district students and sponsors involved in authorized school-sponsored co-curricular activities may be made from the appropriate activity fund sub-account or from the general fund, as determined appropriate by the Board of Education.

4. Any interpretation of this policy shall be made solely by the Board of Education and shall be binding in all respects.

5. Violation of any of the provisions of this policy by a School District employee/sponsor may result in dismissal or nonrenewal. Violation of the provisions of this policy by a student may result in disciplinary action.

APPROVED: September 19, 2005
REVISED: October 14, 2019

PROPOSED

5.2 – 5.0 REIMBURSEMENT FOR CO-CURRICULAR ACTIVITY EXPENSES

Statement of Policy

The Board of Education recognizes that students and sponsors participating in authorized school-sponsored co-curricular activities may incur necessary meal and lodging expenses. The District may pay or reimburse such expenses in accordance with Oklahoma law, this policy, and established District purchasing and accounting procedures.

Whenever practicable, the District will pay authorized expenses directly through its established purchasing and payment procedures rather than requiring a student or sponsor to personally incur the expense.

Reimbursement Procedures

When reimbursement of a student or sponsor is necessary:

1. The expense must be associated with an authorized school-sponsored co-curricular activity and constitute a necessary and reasonable meal or lodging expense.
2. A request for reimbursement must be submitted to the District Business Office and approved by the appropriate administrator or designee.
3. The request must include sufficient documentation to establish the date and purpose of the expense; the amount paid; the individual or entity paid; the individual requesting reimbursement; and proof of payment, including an itemized or other documentation acceptable to the District Business Office.
4. Reimbursement will be limited to actual, documented expenses and will be processed through the District's established accounting and payment procedures.

Source of Funds

Reimbursements authorized under this policy may be paid from the District's General Fund or from an appropriate School Activity Fund subaccount, when permitted by law and consistent with the lawful purpose of the fund.

Administration

The Superintendent or designee is authorized to establish administrative procedures necessary to implement this policy, including reasonable documentation, approval, purchasing, and accounting requirements consistent with Oklahoma law.

Nothing in this policy requires the District to reimburse an expense that was not properly authorized or that does not comply with applicable law or District Procedures.

LEGAL REFERENCE:	70 O.S. § 5-117(A)(24)
APPROVED:	September 19, 2005
REVISED:	October 14, 2019, September 14, 2026

5.2 – 7.0 PROCUREMENT

General Fund Monies

To ensure fair and open competition in the purchase of needed equipment and supplies, the district shall seek quotes or proposals in the following manner:

Quotes/Requests for Proposals:

- ~~Less than $2,000 Shall be secured verbally. Purchase order may be approved by the Superintendent or Superintendent's designee.~~
- ~~$2,000 to $10,000 Shall be obtained in written form from the supplier. Purchase order~~
- ~~may be approved by Superintendent or Superintendent's designee.~~
- ~~$10,000 and over Shall be secured by sealed quotes or by formal request for proposal~~
- ~~in accordance with specific procedures established by the Superintendent. Purchase order or contract must be submitted to the Board of Education for approval before the award is made.~~
- *Under $5,000:* Informal oral or written quotes encouraged.
- $5,000 to $24,999: Written quote required.
- *$25,000 to $49,999:* Requires written quotes from at least three qualified vendors, unless fewer quotes are received after documented good-faith solicitation efforts or the purchase qualifies as a sole-source procurement.
- *$50,000 and above:* Requires formal sealed bids or RFQs submitted to and approved by the board.

Prior to the issuance of any purchase order or formal commitment of funds, the district's Encumbrance Clerk must verify that sufficient funds are available in the appropriate account and formally encumber those funds in accordance with 70 O.S. § 5-135.

A summary of quotes and/or proposals will be attached to purchase orders.

Service and Open-Ended Contracts

For services billed on an hourly, per-unit, or time-and-materials basis, quotes and contracts must establish a mandatory "Do Not Exceed" (DNE) threshold. Work must immediately pause once the DNE cap is reached and may not resume until additional funding and a supplemental purchase order are approved.

Bids

~~No contract involving an expenditure of more than $100,000 (or any construction management trade contract or subcontract exceeding $50,000) for the purpose of constructing a building or making any improvements or repairs to school buildings (a "Public Construction Contract") shall be made except upon sealed bids in accordance with the Public Competitive Bidding Act of 1974, OKLA. STAT. tit. 61, § 101 et seq. (the "Act"). No such contract shall be split into two or more contracts involving sums below this threshold for the purpose of avoiding the requirements of the Act. The Act does not prohibit the district from erecting a building or making improvements on a force account basis. The term "force account" means the purchase of necessary materials and the use of the district's regularly employed staff to provide necessary labor.~~

~~Public Construction Contracts over $10,000 but under $100,000 may be awarded on the basis of written quotes to the lowest responsible qualified contractor. Public Construction Contracts for less than $10,000 (or less than $25,000 for minor maintenance and repair) may be negotiated with a qualified contractor.~~

Public Construction Contracts between $50,000 and $100,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids. Public Construction Contracts under $50,000 but over $10,000 may be awarded on the basis of written quotes. Contracts for less than $10,000 (or less than $25,000 for minor maintenance and repair) may be negotiated directly with a qualified contractor.

New buses shall be purchased from the list maintained by the State Board of Education by sealed bid at a price not greater than the price filed with the State Board of Education in accordance with the provisions of OKLA. STAT. tit. 70, § 9-109.

Standard Exemptions from Bidding

Certain non-construction categories are exempt from competitive bidding requirements:

- Instructional Materials: Textbooks, digital curriculum, and specialized educational software.
- Vehicles & School Buses: Typically acquired via state contract pricing or specialized state programs.
- Cafeteria & Food Services: Governed by federal USDA / Child Nutrition Program procurement guidelines.
- Sole Source Goods/Services: Items are available exclusively from a single vendor. A written justification from either the vendor or requester must outline why the item is only sourced from this vendor.

- Declared Emergencies: Unforeseen conditions threatening student safety or critical facility operations, as authorized by the superintendent.
- Declared Emergencies (Public Construction): Bypassing the Public Competitive Bidding Act for a public construction emergency requires a two-thirds (2/3) majority vote of the Board of Education to officially declare the emergency and enter it into the minutes, pursuant to 61 O.S. § 130.

Federal Funds

~~All purchases with federal funds will be made in accordance with the specific requirements associated with those funds (i.e., child nutrition, Title I, grants, etc.). These expenditures must be made in accordance with the Uniform Guidance, when applicable.~~

All purchases with federal funds will be made in accordance with the specific requirements associated with those funds and the Federal Uniform Guidance (2 CFR § 200).

Micro-Purchases: Federal purchases up to the current micro-purchase threshold (typically $10,000) may be awarded without soliciting competitive price or rate quotations if the price is considered reasonable.

Debarment and Suspension: For any purchase made with federal funds exceeding $25,000, the district must verify through SAM.gov that the vendor is not suspended, debarred, or otherwise excluded from receiving federal funds.

Buy American: Purchases made for the Child Nutrition Program must adhere to the USDA's "Buy American" provision, prioritizing domestically grown and processed foods to the maximum extent practicable.

Ethics and Conflict of Interest:

District officers, employees, and agents involved in the selection, award, or administration of contracts shall not solicit or accept, for personal benefit, gratuities, favors, kickbacks, or other items of monetary value from contractors, prospective contractors, subcontractors, or parties to subagreements. This prohibition does not preclude the District from soliciting or accepting lawful donations, sponsorships, or contributions for the benefit of the District or its programs, provided such contributions are not a condition of, consideration for, or otherwise connected to the award or administration of a contract.

Reference: 61 OKLA. STAT. §103, 70 OKLA. STAT. §9-109
ADOPTED: October 11, 2021
REVISED: October 10, 2022, October 16, 2024, September 14, 2026

5.3 - 1.0 CASH RECEIPTS AND CHANGE FUNDS

All cash received by the district will be properly receipted by an authorized person. Those monies receipted will be deposited on a daily basis in the general fund unless they specifically relate to an activity fund account, in which case they shall be deposited in the appropriate sub-account.

No cash will be left in a building overnight without being placed in a safe. Under no circumstances will an employee leave money in his or her office or classroom overnight. If an activity is held outside of office hours that will result in the collection of money, the sponsor of the activity must make arrangements with the principal or Superintendent to comply with this requirement.

Cash collected for lost equipment, breakage, or repair of equipment purchased with district funds will be deposited to the general fund.

Following are the change funds authorized and their purpose:

Elementary Sites: (excluding Woodlands)	$30.00 for Child Nutrition Program $50.00 for Child Nutrition Program
Child Nutrition Office:	$30.00 for Child Nutrition Change
Summer Feeding:	$100.00 for Summer Feeding Program Change
East Middle School:	$300.00 for Child Nutrition Program $75.00 for Business Office Change $50.00 for Library Change
West Middle School:	$300.00 for Child Nutrition Program $75.00 for Business Office Change $50.00 for Library Change
Senior High:	$500.00 for Child Nutrition Program $75.00 for Business Office Change $50.00 for Library Change
Athletics:	$4,000.00 for gate change
Administration Business Office /Activity	$50.00 for Activity Fund Office change

ADOPTED: October 21, 1993
REVISED: September 14, 1998; September 19, 2005; July 1, 2012; June 13, 2022

PROPOSED

5.3 - 1.0 CASH RECEIPTS AND CHANGE FUNDS

All funds received or collected by the District shall be properly receipted, safeguarded, accounted for, and deposited in accordance with Oklahoma law, State Department of Education requirements, and District procedures.

Funds shall be deposited into the appropriate District or activity fund account within the time required by law. District employees shall not retain District funds for personal safekeeping or leave unsecured funds in classrooms, offices, vehicles, or other unauthorized locations.

The District may maintain change funds when necessary for District operations, including athletic or activity admissions and Child Nutrition operations. Change funds shall be used solely for making change and shall not be used as petty cash or for making purchases.

The Superintendent or designee shall establish administrative procedures and internal controls governing the collection, custody, reconciliation, deposit, and security of District funds, including the amounts and locations of authorized change funds.

The District shall not maintain petty cash accounts unless specifically authorized by the Board of Education in accordance with Oklahoma law.

ADOPTED: October 21, 1993
REVISED: September 14, 1998; September 19, 2005; July 1, 2012; June 13, 2022; September 14, 2026

5.3 - 2.0 ACTIVITY FUNDS

The purpose of the school activity fund is to promote the general welfare, education and morale of all students and to finance extracurricular activities of the student body organizations.

The Board of Education is required to exercise complete control over all school activity funds. The Board of Education, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund sub-accounts, all fundraising activities by sub-account and all purposes for which the monies collected in each sub-account can be expended. Ponca City Public Schools will not be responsible for claims resulting from agreements made with clubs or organizations involving district personnel and the payment of money for services when such clubs and organizations operate outside of the Board of Education's authority.

An audit must be made of all activity funds annually by a certified public accountant selected by the Board of Education.

The Superintendent of Schools shall prescribe written procedures governing activity funds.

The school activity fund clerk shall provide the Board of Education with a monthly financial report reflecting the status of each sub-account. The school activity fund custodians will be appointed by the Board of Education and a surety bond will be provided in an amount determined by the Board of Education, but not less than $1,000.00. The following designated administrators are responsible for school activity funds within their school site or department and are hereby designated activity fund custodians of the Board of Education for the applicable sub-accounts.

School Activity Fund Custodian	Type of Sub-account
Elementary Principal	all site sub-accounts
Secondary Principal	all site sub-accounts except instrumental music and athletic sub-accounts
Instrumental Music Supervisor	instrumental music sub-account
Athletic Director	all athletic sub-accounts
Chief Financial Officer	all administrative sub-accounts
Director of Child Nutrition	Campus Mart and Campus Shoppe sub-accounts
Director of Operation	s maintenance sub-account

In the absence of any of the above-designated custodians, the Administrator for the Division of Finance may sign documents on his or her behalf. The Clerk of the Board of Education or the District Financial Secretary may sign in the absence of the Administrator for the Division of Finance.

Fund Raising Activities

All school activity fund raising activities must be pre-approved by the Board of Education, and the proceeds from these fund raising activities must be deposited intact in the appropriate school activity fund sub-account.

Requests for fund raising activities must be submitted on the appropriate school district form prior to fund raising starting. Fund raising activities must be conducted for a pre-determined, identified need. Activities which are excluded from the annual application process include collections from students and parents for field trips and optional or special classroom supplies, project costs or fees, membership dues, donations, transfers from one sub-account to another, athletic ticket sales, and athletic concession sales.

Projects for the raising of school activity money shall, in general, contribute to the educational experience of pupils and shall add to, not conflict with, the instructional program. Results of fund raisers shall be reported on forms prescribed by the Superintendent. Money raised from the student body as a whole shall be expended so as to benefit the student body as a whole, and not for the benefit of a special group. Student activity money shall, insofar as possible, be expended in such a way as to benefit those pupils who have contributed to the accumulation of such money.

Receipts and Deposits

All school activity fund monies shall be properly receipted and deposited intact by the end of the next business day. Deposits retained overnight shall be kept in a locked school safe or deposited in the school district's designated bank's night depository.

Expenditures

All expenditures from activity funds must be made by check. Cash expenditures for any purpose, including petty cash expenditures, are prohibited. Checks shall be signed by the school activity fund clerk and countersigned by the appropriate school activity fund custodian.

Expenditures may never exceed the balance in the school activity fund sub-account. All expenditures shall be supported by: (1) proper, approved purchase request; (2) purchase order; (3) receipt of goods or services verification; and (4) an original invoice or statement of services rendered. Supporting documentation for petty cash sub-accounts shall, however, be maintained with the general fund purchase orders used to reimburse the petty cash sub-accounts.

Transfers between sub-accounts are accounted for by journal entries as prescribed by the State Department of Education. Transfers between sub-accounts shall be approved by the Board of Education prior to the transfer being made.

Post-dated checks will not be accepted and checks may not be cashed for anyone. Board of Education employees or others may not make purchases through the school activity fund in order to take personal advantage of student body purchasing privileges.

Reference: Okla. Stat. tit. 70, § 5-129

APPROVED: January 3, 1972

REVISED: July 17, 1989; June 8, 1992; June 14, 1993
READOPTED: October 21, 1993
REVISED: September 14, 1998; September 19, 2005; July 1, 2012; October 14, 2019

PROPOSED

5.3 - 2.0 ACTIVITY FUNDS

The Board of Education shall exercise control over all school activity funds and revenues in accordance with Oklahoma law, State Board of Education rules, the Oklahoma Cost Accounting System (OCAS), applicable federal requirements, and generally accepted accounting principles applicable to governmental entities.

Establishment and Purpose
The Board shall approve the School Activity Fund and its subaccounts at the beginning of each fiscal year and as needed during the fiscal year. The Board shall approve the purposes for which funds within each subaccount may be raised and expended.

Activity funds shall be used only for lawful purposes consistent with the purpose of the applicable subaccount and for the benefit of students or District programs and activities.

Fundraising
Fundraising activities conducted on behalf of the District or through a school activity fund shall be conducted in accordance with Oklahoma law and District procedures.

The Board delegates to the Superintendent or designee authority to approve individual fundraising activities consistent with Board-approved subaccounts and purposes. Such fundraising activities shall be presented to the Board for approval at its next regular meeting when required by law or State Board rule.

Student participation in fundraising or charitable solicitation shall be voluntary, serve an appropriate education, school, or charitable purpose, and be conducted in accordance with applicable law and administrative procedures.

Administration and Internal Controls
The Board shall appoint the School Activity Fund Custodian or custodians and provide bonding as required by Oklahoma law.

The Superintendent or designee shall establish written administrative procedures and appropriate internal controls governing the receipt, custody, deposit, expenditure, transfer, reconciliation, reporting, and safeguarding of activity funds.

All activity fund transactions shall be properly documented, accounted for, and reported in accordance with Oklahoma law, State Board of Education rules, OCAS requirements, applicable federal requirements, and District procedures.

Activity funds shall not be used for personal purposes or in a manner that provides an improper private benefit.

Board Oversight and Audit
The Board shall receive periodic financial reports regarding the School Activity Fund and shall exercise oversight of its accounts and financial activity.

School activity funds shall be included in the District's annual independent audit and shall be subject to all applicable state and federal audit, record-retention, and financial accountability requirements.

REFERENCES:	70 O.S. § 5-129, 70 O.S. § 5-129.1, as applicable, 70 O.S. § 5-129.2, as applicable, OAC 210:25-5-13, Oklahoma Cost Accounting System (OCAS), current edition
ADOPTED:	October 21, 1993
REVISED:	September 14, 1998; September 14, 2026

5.3 - 4.0 DISTRICT INVESTMENT POLICY

This investment policy is adopted in accordance with the provisions of applicable law by the Board of Education of the Ponca City School District (the "District"). This policy sets forth the investment policy for the management of the public funds of the District as required by state law.

It is designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and reasonable investment returns.

Statutory Authority

Except as otherwise provided by law, the District Treasurer, when authorized by the Board of Education by a written investment policy or resolution, shall invest monies in the custody of the Treasurer in:

1. Direct obligations of the United States Government, its agencies or instrumentalities in which the full faith and credit of the United States Government is pledged; provided the District Treasurer, after completion of an investment education program in compliance with applicable law, may invest funds in the investment account in other obligations of the United States Government, its agencies or instrumentalities;

2. Obligations to the payment of which the full faith and credit of the state of Oklahoma is pledged;

3. Certificates of deposits of banks with investment secured by acceptable collateral as in the deposit of other public monies;

4. Savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation or to the extent that such accounts or certificates are secured by acceptable collateral as in the deposit of other public monies;

5. Repurchase agreements that have underlying collateral consisting of those items specified in paragraphs 1 and 2 above including obligations of the United States, its agencies, and instrumentalities, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes;

6. County, municipal, or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue anticipation notes, money judgments against such county, municipality, or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipality or school district is a beneficiary thereof. All collateral pledged to secure public funds shall be valued at no more than market value;

7. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and instrumentalities, and investments in those items and those restrictions specified in paragraphs 1 through 6 above;

8. Warrants, General Obligation Bonds, or Judgments of Ponca City Public Schools;

9. Qualified Pooled Investment Programs through an inter-local cooperative agreement formed pursuant to applicable law and to which the Board of Education has voted to be a member, the investments of which consist of those items specified in paragraphs 1 through 8 above, as well as obligations of the United States agencies and instrumentalities;

10. Any other investment that is authorized by state or federal law.

Organization

The organization of the investment functions of the district shall consist of the Treasurer and Assistant Treasurer. Both positions must have a surety bond for the executing of investment duties.

The school district Treasurer is authorized by the Board of Education to withdraw funds from the Investment Accounts as necessary to meet emergency requirements which cannot be covered by funds from the Operating Account, and to deposit cash received during this period in either the "Operating" or the "Investment Accounts" as deemed desirable after analysis of the cash requirements at the time such cash is received.

Investment Philosophy

This policy shall be based upon a "prudent investor" standard. The Board of Education recognizes that those charged with the investment of public funds act as fiduciaries for the public, and therefore, the Treasurer is directed to exercise the judgment and care that persons of ordinary prudence, discretion, and intelligence exercise in the management of their own affairs as to the permanent non-speculative disposition of their funds, with due consideration of probable income earnings and probable safety of capital. In investing the District's funds, the Treasurer shall place primary emphasis on safety and liquidity of principal and earnings thereon.

1. **Liquidity** - Idle cash will be invested to the fullest extent practicable in interest-bearing investments or accounts. However, the portfolio should remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

2. **Diversification** - The investment portfolio will be diversified to avoid incurring undue concentration in securities of one type, so that no one class of investments can have a disproportionate impact on the portfolio. This restriction does not apply to U.S. Treasury securities.

3. **Safety of Principal** - The primary investment objective is the preservation of principal and liquidity; income is a secondary objective.

4. **Yield** - The portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is a secondary objective to the preservation of principal and liquidity.

5. **Maturity** - All investments may have maturities to eighteen months, provided sufficient liquidity is available to meet major outlays, except the general fund investments may not exceed twelve months.

6. **Quality of the Instrument and Capability of Investment Management** - The Chief Financial Officer is responsible to see the Treasurer and Assistant Treasurer are qualified and capable of managing the investment portfolio. The Treasurer and Assistant Treasurer will be required to complete an investment education program approved by the State Board of Education for treasurers and maintain any certification of the investment education program.

Safekeeping and Custody

The Treasurer will maintain a list of financial institutions and approved pooled investment programs authorized to provide investment services. In addition, a list will also be maintained of financial institutions with collateral pledged in Ponca City Public Schools' name.

1. Securities purchased from any bank of dealer including appropriate collateral by state law for a particular investment shall be placed under an independent third-party custodial safekeeping agreement. The Trust Department of a financial institution is independent from the financial institution.

2. All securities shall be in the form of book entry, and physical delivery of securities should be avoided.

3. Due to the potential for error and improprieties arising from telephone transactions, all telephone transactions should be supported by written communications. Written communication may be via facsimile if on letterhead and the safekeeping institution has a list of authorized signatures.

4. Written transactions and confirmations of transactions via modems shall be kept in the Treasurer's office.

Reporting and Review of Investments

The Treasurer or Assistant Treasurer shall prepare an investment report. This report should be provided to the Superintendent, Chief Financial Officer, and the Board for review of the investment performance on a regular basis that is no less frequent than monthly. The report will include the following:

1. A listing of individual securities held at the end of the reporting period;

2. Purchase and maturity dates of said securities;
3. Name of applicable fund for said securities;

4. Yield rate for said securities;

5. Collateral held by custodial third party for applicable financial institution.

The Board of Education shall review the Treasurer's investment performance on a regular basis that is no less frequent than monthly.

Depositing of Interest

Unless otherwise directed by the Board through policy or by a special directive, by the Oklahoma Constitution or by the federal government, income earned from the investment of these funds, except those generated by the Gift & Endowment Fund, Bond Funds and Activity Fund, shall be deposited into the General Fund. Each year, the Treasurer shall review the interest earnings for each fund earned during the previous and/or current fiscal year.

Interest earned from the investments of: (1) Gift & Endowment Fund shall be deposited in the Gift & Endowment Fund; (2) Bond Funds shall be deposited in the appropriate Bond Fund as stated in the Treasurer's Resolution to Invest Funds; and (3) the Activity Fund shall be deposited in the Activity Fund.

APPROVED: July 8, 1991; October 21, 1993; September 14, 1998
REVISED: April 17, 2000; September 19, 2005

5.3 – 4.0 DISTRICT INVESTMENT POLICY

Purpose and Authority

The Board of Education adopts this policy to provide for the prudent investment and management of District funds in accordance with Oklahoma law. The District Treasurer, when authorized by the Board, shall invest available District funds only in investments permitted by Oklahoma law and this policy.

The primary objectives of the District's investment program, in order of priority, are: **(1) Legality** - compliance with applicable laws and regulations; **(2) Safety** - preservation of principal; **(3) Liquidity** - availability of funds to meet anticipated District obligations; and **(4) Yield** - a reasonable rate of return consistent with safety and liquidity.

Authorized Investments

District funds may be invested only in investments authorized by 70 O.S. § 5-115, as amended, and other applicable Oklahoma law.

Such investments may include authorized obligations of the United States and State of Oklahoma; properly insured or collateralized deposits and certificates of deposit; authorized repurchase agreements; qualifying governmental debt obligations; qualifying money market mutual funds; District warrants, bonds, or judgments; Board-approved qualified pooled investment programs; and investment programs administered by the Oklahoma State Treasurer.

The District shall use competitive bids to the extent practicable when purchasing United States Government obligations or obligations of its agencies or instrumentalities as required by law.

Investment Standards

A. **Liquidity.** The investment portfolio shall maintain sufficient liquidity to meet reasonably anticipated operating and financial obligations of the District.

B. **Diversification.** Investments shall be reasonably diversified when appropriate to reduce unnecessary concentration and investment risk, consistent with the objectives of safety and liquidity.

C. **Safety of Principal.** Preservation of principal is the primary investment objective. District funds shall not be invested for speculative purposes.

D. **Yield.** The District shall seek a reasonable market rate of return after giving primary consideration to legality, safety, liquidity, cash-flow requirements, and investment risk.

E. **Maturity.** Investment maturities shall be consistent with anticipated cash-flow requirements and structured to provide sufficient funds to meet District obligations when due.

F. **Quality of Investments.** Investments shall be limited to instruments authorized by Oklahoma law and shall satisfy all applicable requirements concerning insurance, collateralization, credit quality, custody, and security.

G. **Investment Management.** The Treasurer and other persons responsible for the investment of District funds shall possess the qualifications, training, bonding, and other requirements established by Oklahoma law and the Board of Education. The Superintendent shall be responsible for seeing that the treasurer and any assistant treasurer are qualified and capable of managing the investment portfolio and satisfactorily complete any investment education programs required by state law or by the Board.

Collateralization and Safekeeping

District deposits and investments shall be insured, collateralized, pledged, held, and safeguarded as required by Oklahoma law. The Treasurer shall ensure that appropriate records and internal controls are maintained for all investment transactions and that District assets are appropriately protected.

Investment Earnings

Income earned from District investments shall be credited to the appropriate District fund in accordance with the Oklahoma Constitution, Oklahoma law, applicable federal requirements, restrictions applicable to the source of funds, and applicable governmental accounting requirements.

Reporting and Board Oversight

The Treasurer or designee shall provide the Board of Education an investment report at least monthly. The Board shall review the investment performance of the Treasurer no less frequently than monthly as required by Oklahoma law.

Investment records shall be maintained in accordance with applicable law, accounting standards, audit requirements, and District record-retention requirements.

Administrative Procedures

The Superintendent, Chief Financial Officer, Treasurer, or their designees may establish administrative procedures and internal controls necessary to implement this policy, provided such procedures are consistent with Oklahoma law and Board policy.

Nothing in this policy shall authorize an investment or financial transaction prohibited by federal or state law.

REFERENCES:	70 O.S. § 5-115; 62 O.S. §§ 646.2-646.8, as applicable; 62 O.S. §471; Oklahoma Constitution, Article X, § 19; Oklahoma Cost Accounting System (OCAS), current edition.
APPROVED:	July 8, 1991; October 21, 1993; September 14, 1998
REVISED:	April 17, 2000; September 19, 2005; September 14, 2026

APPROVED: July 8, 1991; October 21, 1993; September 14, 1998
REVISED: April 17, 2000; September 19, 2005; September 14, 2026

5.4 – 1.0 SCHOOL RAFFLES

Oklahoma law permits schools and their affiliated student groups and parent-teacher groups to raise money by conducting raffles in exchange for voluntary contributions. However, the *sale* of raffle tickets is against the law and subjects such persons or groups selling the tickets to criminal liability. The district provides schools, student groups and parent-teacher groups with the option of conducting raffles. However, in order to comply with state law as well as prevent exploitation of students, parents, and the community, the district requires that all such raffles be conducted within the limitations and guidelines provided below.

Groups Allowed to Conduct Raffles on School Property

Only a school in the district or a student or parent-teacher group affiliated with a school in the district may conduct a raffle or raffle-related activities on school property. The group conducting such a raffle is the "sponsoring organization" for purposes of this Policy.

Prior Approval of Raffles Required

Raffles and raffle-related activities are not permitted on school property unless prior approval has been given, in writing, by the school principal. In order to receive approval, the student group must prepare a *Request for Raffle* form and submit it to the school principal. The principal will not issue an approval unless the form is complete and unless the organization is in compliance with the School Raffles policy and policy concerning student fund raising activities. In addition, before providing the approval, the principal must obtain the approval of the Board. The principal may deny a request for a raffle at his or her discretion, taking the purpose of the fundraising into account as well as the number of raffles or other fund-raising activities already approved for the calendar year. This decision may be appealed to the superintendent.

If the raffle is being sponsored by the school generally (not by a student or teacher-parent group), approval for such a raffle must be granted by the board upon the request of the school's principal or the superintendent.

General Requirements

Raffle tickets may be issued only in exchange for a voluntary contribution. Specifically, there may be no set price for a raffle ticket, and the issuance of a raffle ticket may not be contingent on a financial contribution to the sponsoring organization. However, the sponsoring organization may determine a suggested voluntary contribution amount and may print this amount on the ticket as the suggested voluntary contribution.

The sponsoring organization may not hire or contract with any person or business to conduct the raffle, to sell raffle tickets, or to solicit contributions in connection with a raffle on its behalf.

No staff member or student shall be coerced or forced to participate in any raffle-related activity. All tickets remain the responsibility of the sponsoring organization with accountability to the school's principal.

The fair market value of any one prize may not exceed $5000.00.

Information Printed on Tickets

The following information must be printed on the raffle ticket:

1. The name of the organization sponsoring the raffle;

2. Date, time and place of drawing;

3. The District's name; and

4. Consecutive numbering.

Records of Raffle Activity

The sponsoring organization must report in writing to the school's principal the following information within five days of the raffle drawing:

1. Name of raffle winner(s) and respective prize(s), including the fair market value of the prize;

2. Total raffle tickets sold;

3. Total gross receipts;

4. Details of expenses related to the activity;

5. Net proceeds (gross proceeds minus expenses); and

6. Details of the expected use of the profits from the activity.

7. If the fair market value of the prize is $600.00 or more, then the school must also obtain and keep for its records the social security number of the prize winner and his/her address.

If the raffle is being sponsored by the school generally (not by a student or teacher-parent group), this information should be submitted to the superintendent.

Federal Taxation Issues

The fair market value of the prizes must be disclosed to the respective winners. If the fair market value of the prize is $600.00 or more, then the sponsoring organization must issue an IRS Form 1099 to the IRS and the recipient. Copies of the Form 1099's must be sent to the district's business office.

ADOPTED: September 19, 2005

PROPOSED

5.4 – 1.0 SCHOOL RAFFLES

The Board of Education permits District schools, affiliated student groups, and qualified parent-teacher organizations to conduct raffles when authorized by and conducted in accordance with Oklahoma law, Board policy, and District procedures.

Approval

Raffles conducted by or on behalf of the District shall serve a legitimate educational, student activity, school, or charitable purpose and shall receive prior approval in accordance with the District's fundraising and activity fund procedures.

The Superintendent or designee shall establish procedures for approval and administration of raffles.

Raffle Tickets and Contributions

Raffle tickets shall be issued in conjunction with voluntary contributions in accordance with 21 O.S. § 1051.

The sponsoring organization may establish and advertise a contribution amount associated with a raffle ticket or number of raffle tickets, consistent with applicable Oklahoma law.

Raffle tickets shall be appropriately accounted for, and the sponsoring organization shall maintain sufficient records to document raffle proceeds, expenses, prizes, and distributions.

Conduct of Raffles

Raffles shall be conducted by the qualified sponsoring organization in accordance with Oklahoma law.

No person or entity shall be hired or contracted to conduct a raffle, sell raffle tickets, or solicit contributions on behalf of the sponsoring organization except as otherwise permitted by law.

Nothing in this policy prohibits the lawful use of third-party technology or electronic services for purposes such as payment processing, ticket fulfillment, electronic raffle administration, or random-number generation when the sponsoring organization retains control of the raffle and such use is permitted by law.

Participation by students and District employees in conducting, promoting, selling tickets, or soliciting contributions for a raffle shall be voluntary.

Financial Accountability

All raffle proceeds shall be properly receipted, deposited, accounted for, and used only for the approved purpose of the raffle in accordance with applicable Oklahoma law, District activity fund requirements, and District procedures.

The Superintendent or designee shall establish appropriate administrative procedures and internal controls governing raffle approval, ticket accountability, collection and deposit of proceeds, drawings, prizes, recordkeeping, financial reporting, and applicable state and federal tax requirements.

Compliance

No raffle shall be conducted in a manner prohibited by Oklahoma or federal law. The District reserves the right to deny, suspend, or terminate any raffle that does not comply with applicable law, Board policy, or District procedures.

ADOPTED: September 19, 2005
REVISED: September 14, 2026

7.5 – 4.0 STUDENT TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy.

A. Inter-District Transfer Application Requests

1. Applications for transfer shall be processed in the order in which they are received and must be completed by the parent of a student on a properly completed application form specified by the State Board of Education, which can be downloaded here: https://sde.ok.gov/student-transfers. The term "parent" means the parent of a student or person having custody of the student as provided for in OKLA. STAT. tit. 70, § 1-113(A)(1). Upon receipt of the application, the district shall stamp the application with the time and date on which it was received to ensure that the district can review applications in the order in which they are received. The application shall also be filed with the superintendent of the district if the receiving school district is within this state or with the State Board of Education for transfers to school districts in another state.

2. Subject to the special considerations applicable to a student on an Individualized Education Program ("IEP") pursuant to the Individuals with Disabilities Education Act (20 U.S.C. §§ 1400 et seq.) ("IDEA") as set forth below, a transfer shall be automatically approved if a student's resident district does not offer the grade level the student is entitled to pursue.

3. A transferring student from another school district that offers the grade the student is entitled to pursue may seek a transfer to the same grade offered by the district. The transferring student will be allowed to attend a district school site that has not exceeded its capacity of the transferring student's grade level. If there are more than one district school sites available for the transferring student, the district retains the sole discretion to determine the school site the transferring student will attend.

4. Any child in the custody of the Oklahoma Department of Human Services in foster care who is living in the home of a student who transfers, may attend the district of the transferred student as long as the district has capacity and the child does not meet a basis for denial as set forth in this policy. Except for a student in the custody of the Oklahoma Department of Human Services in foster care, a student shall not transfer more than two (2) times per school year to one or more school districts in which the student does not reside, provided that the student may always reenroll at any time in his or her school district of residence.

5. A student who is deaf or hearing-impaired and who wishes to transfer to a school district with a specialized deaf education program may submit a transfer application at any time and may transfer to the receiving school district at any time during the school year.

6. In the event the district exceeds its capacity at all school sites for the grade level sought by the transferring student, transfer requests shall be awarded to those students whose properly completed transfer request applications were received by the district in the order in which they were received.

7. Students approved for transfer into the district in accordance with this policy shall be granted one-year transfers. Transfer students shall automatically continue to attend the district in subsequent school years unless the district denies the continued transfer in accordance with Section D of this policy. At the end of each school year, the district shall review the records of transfer students for compliance with Section D of this policy. Written notice of the district's intention to deny the continued transfer shall be given to the parent or legal guardian of the student no later than July 15.

8. A transfer shall be automatically approved if a student's parent or legal guardian is employed by the district as a teacher as per 70 O.S. § 8-113, regardless of district capacity, and so long as the student does not meet one or more of the bases for a transfer denial as set forth in this policy.

9. Any brother or sister of a student who transferred in the previous school year may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below.

B. Special Considerations as to Transferring Student on an IEP

Prior to approving an application for a transfer student who is a child with a disability, as defined in 34 C.F.R. § 300.8, the district shall establish (a) the availability of the appropriate program, staff, and services for the transferring student, and (b) conduct a joint conference with the IEP team at the transferring student's current school. The purpose of conducting these activities is to determine whether, at the time the transferring student's application is received, the district can provide the transferring student with a free appropriate public education in the least restrictive environment, as required by the IDEA. In the event the district exceeds its capacity at all school sites for the grade level of a transferring child with a disability, the district shall reserve a place for the transferring student in the order in which the transferring student submitted his or her properly completed application, In the event an opening occurs, a decision on the transfer will be made after consideration of the factors above.

Transfers made for the purpose of providing a free appropriate public education (FAPE) to special education students pursuant to OKLA. STAT. tit. 70, § 18-110(E) and OKLA. STAT. tit. 70, § 13-101 are not considered Open Transfers subject to this policy.

If a request to transfer a student with disabilities to a school district other than the school district of residence of the student pursuant to the Education Open Transfer Act is denied, the following provisions shall apply:

1. The parent or legal guardian of a student with disabilities or an adult student with disabilities who is age eighteen (18) or older but under the age of twenty-two (22) may appeal the denial within ten (10) days of notification of the denial to the receiving school district board of education. The receiving school district board of education shall consider the appeal at its next regularly scheduled board meeting; and

2. If the receiving school district board of education denies the appeal, the parent or legal guardian of the student with disabilities or an adult student with disabilities who is age eighteen (18) or older but under the age of twenty-two (22) may appeal the denial within ten (10) days of notification of the appeal denial to the State Board of Education. The parent or legal guardian of the student with disabilities or the adult student with disabilities shall submit to the State Board of Education and the superintendent of the receiving school district a notice of appeal on a form prescribed by the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting, where the parent or legal guardian of the student with disabilities or the adult student with disabilities and a representative from the receiving school district may address the Board. The State Board of Education shall promulgate rules to establish the appeals process authorized by this subsection which shall align with rules promulgated pursuant to 70, § 8-101.2.

The district's Board of Education shall annually submit to the State Department of Education the number of transfer requests for students with disabilities approved and denied and whether each denial was based on availability of programs, staff, or services.

A student shall not be precluded from enrollment prior to residency as provided in this subsection for any of the following:

(1) having an individualized education program or an individualized family service plan under the Individuals with Disabilities Education Act, 29 U.S.C., Section 1400 et seq.,

(2) receiving or qualifying for special education courses or services, or

(3) receiving or qualifying for accommodations or services under the Rehabilitation Act of 1973, 29 U.S.C., Section 504.

If the enrolling student transfers with an individualized education program (IEP), individualized family service plan (IFSP) or Section 504 plan, the district shall take the steps necessary to ensure compliance with applicable federal and state law, including the transfer of records, review of prior evaluations, completion of any required reevaluations, and implementation of comparable services prior to the student's first day of attendance.

C. Children of Active-Duty U.S. Military Members

Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active duty status and students who are the dependent children of a member of the military reserve on active duty orders shall be

eligible for admission to the school district of their choice if the student's ~~he or she is a student whose~~ parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to a valid military order. Students shall be eligible if at least one parent of the student has a Department of Defense-issued identification card.

A qualifying military-dependent student shall be admitted to the district regardless of district capacity and shall not be denied admission based upon the capacity limitations established pursuant to this policy.

Students who currently reside outside of ~~a~~ the district ~~they select~~ and qualify for admission under this section shall be treated by the ~~receiving~~ district as residing within the ~~receiving~~ district for purposes of enrollment. A parent or legal guardian transferring into the state pursuant to military orders shall provide proof of residency with the State of Oklahoma within ten (10) days of the published arrival date.

If the enrolling student is on an IEP, an individualized family service plan, or a Section 504 plan, the district shall take the necessary steps including, but not limited to, the transfer of records and any prior evaluations, the performance of reevaluations, if necessary, and meetings to ensure that comparable services are in placed prior to the student's first day of school in the state.

D. Denial/Revocation of a Transfer Request

1. A transferring student's application may be denied/revoked if the transferring student is or has been subject to discipline for any of the acts and reasons outlined in OKLA. STAT. tit. 70, § 24-101.3(A)-(C) & (E). A transferring student's application shall be denied/revoked for any of the acts and reasons outlined in OKLA. STAT. tit. 70, § 24-101.3(F)(1) until such time as the district determines that the transferring student no longer poses a threat to self, other students, or district faculty or employees.

2. A transferring student's application may be denied/revoked if the transferring student has ten or more absences in one semester that are not excused due to illness or for the reasons provided for in OKLA. STAT. tit. 70, § 10-105(B).

3. A transfer application submitted on behalf of a student who is eligible under the Individuals with Disabilities Education Act (IDEA) shall be denied/revoked if, as of the time the application is received, the district determines that it cannot provide the transferring student with a free appropriate public education (FAPE) in the least restrictive environment as required by the IDEA.

4. A transferring student's application will not be considered if incomplete and will be denied/revoked if the parent makes a fraudulent, intentional, or material misrepresentation on the application.

5. The denial/revocation of a transfer request from a student seeking a transfer shall

be provided in writing to the parent, as defined in OKLA. STAT. tit. 70, § 1-113(A)(1). Proof of the date of mailing or transmission of the denial by electronic means shall constitute proof of communication of the denial to the parent.

6. The district shall not accept, deny, or revoke any transfer application based on the student's race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, genetic information, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, athletic ability, or any other classification protected by applicable federal or state law. Failure to approve a transfer pursuant to this policy shall not be deemed a discriminatory action.

E. Transfer Application Notifications

1. The district shall prominently post on its website the dates on which it will begin accepting transfer applications for the current and upcoming school year.

2. The district shall approve or deny the transfer application and notify the parent or legal guardian of the student within thirty (30) days of receiving an application.

3. If the district accepts a transfer application, the parent or legal guardian of the student must provide written notification to the district that the student will be enrolling within ten (10) days of receiving notice that the transfer application was approved. Failure of the parent or legal guardian to notify the district may result in cancellation of the approved transfer for that school year. If the parent or legal guardian fails to notify the district that the student will be enrolling, and the district chooses to cancel the transfer, the district shall provide written notice of the cancellation to the parent or legal guardian of the student immediately upon cancellation.

4. If the district receives notice that a student will be transferring, the district shall notify the student's resident school district within ten (10) days of receiving notice of the acceptance of the transfer.

F. Determination of Grade Level Capacity

The Superintendent of Schools, or the Superintendent's designee, shall determine the criteria to be used in determining grade capacities for each school site, including the capacity for any full-time virtual education program offered by the district. The district's grade-level capacity determinations shall be maintained as Exhibit A to this policy. Each school site's grade level capacity and the capacity of any full-time virtual education program offered by the district shall be (a) approved by the board of education prior to the first day of January, April, July, and October of each school year, and (b) published in a prominent place on the District's website and reported to the State Department of Education.

G. Appeal of Denial of Transfer

A parent may appeal the denial of a transfer application so long as the appeal is made

within ten (10) calendar days of the notification of the written denial. If a timely appeal is made, the appeal shall be considered by the district's board of education at its next regularly scheduled meeting. The appeal shall be considered by the board of education only upon the written submissions of the district and the parent. Such written submissions shall state, at the minimum, the following in a statement not exceeding two pages in length:

a. The date of the parent's transfer application;

b. The reasons for the denial by the district of the transfer application;

c. The factual basis of the district or parent as to why the transfer application was/was not properly denied; and

d. The criteria set forth in this policy as to propriety of the denial of the transfer application.

The Board of Education may meet in executive session, as permitted by the Oklahoma Open Meeting Act, to review the appeal to protect the privacy interests of the student. Any vote to affirm or reverse the denial shall be taken in open session.

If the Board of Education denies the parent's appeal for an inter-district transfer application, the parent or legal guardian may appeal that decision to the Oklahoma State Board of Education within ten (10) calendar days of notification of the denial. The parent shall submit to the State Board of Education and the Superintendent of the district a notice of appeal on a form prescribed by the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting, where the parent and a representative from the district may address the Board.

H. District Reporting to the Oklahoma State Department of Education

1. Prior to the first day of January, April, July and October of each school year, the district shall report to the State Department of Education the capacity of the grade level of each district school site.

2. Prior to the first day of January, April, July, and October of each school year, the superintendent of schools of the district shall report to the State Department of Education a statement showing the names of the students granted transfers to the district, the resident school district of the transferred students, and the transfer student's grade level.

3. At the frequency required by the Oklahoma State Department of Education, the district shall also submit to it (a) the number of student transfers approved and denied, and (b) whether each denial was based on capacity, the acts and reasons outlined in OKLA. STAT. 70, § 24-101.3, or a history of absences in the last full school semester that were not excused due to illness or for the reasons provided

for in OKLA. STAT. 70, § 10-105(B).

I. Intra-District Transfers

Beginning July 1, 2024, a student *may* transfer between school sites within the district at any time during the year unless the student's grade level has reached capacity at the receiving site. The district's capacity determinations are attached hereto as Exhibit A.

Students who receive approval for an intra-district site transfer in accordance with this policy shall be granted one-year transfers. Transfer students shall automatically continue to attend their chosen school site in subsequent school years unless the district denies the continued transfer (i.e., revokes the transfer) in accordance with Section D of this policy. At the end of each school year, the district shall review the records of intra-district transfer students for compliance with Section D of this policy.

Excepting a student in Department of Human Services foster care, a student shall not transfer more than two times per school year, but a student may always re-enroll at any time at the student's site of residence.
For grade levels with limited capacity, the district shall give preference and reserve capacity to the following students submitting an intra-district transfer request. Following the acceptance of these students, the district will approve transfer requests in the order they were received.

1. Students who reside in the school site boundary.
2. Students who attended the school site the prior year.
3. Siblings of students who are already enrolled at the school site.
4. Children of school district employees who wish to attend a different school site within the school district.
5. Students who change residence within a school district and who wish to attend the same school site.

The district will approve an intra-district transfer request for the following students at any time during the school year:

1. Any child in the custody of the Department of Human Services and living in foster care who resides in the home of another student who transfers intra-district may attend the school site to which the student transferred.

A student's intra-district transfer request may be denied or revoked for any reason outlined in Section D of this policy (Denial/Revocation of a Transfer Request).

Notwithstanding any other provision of this policy, transfer requests submitted on behalf of dependent children of active-duty members of the United States Armed Forces or reserve component members serving on active-duty orders shall be processed in accordance with applicable Oklahoma law governing military student transfers and shall not be denied solely because the receiving school site's grade level has reached capacity.

The denial by the district of an intra-district transfer request shall be final and not appealable.

Reference: OKLA. STAT. tit. 70, §§ 8-101.1, 8-101.2, 8-103, 8-103.1, 8-103.2, 8-103.1v2 B
OKLA. STAT. tit. 70, § 18-110(E)
OKLA. STAT. tit. 70, § 8-113
OKLA. STAT. tit. 70, § 13-103(B)
OKLA. STAT. tit. 70, § 13-101
O.A.C. 210: 10-1-18
OKLA. STAT. tit. 70, § 1-114
OKLA. STAT. tit. 70, § 8-114

ADOPTED: September 19, 2005
REVISED: August 21, 2006; December 10, 2012; September 9, 2013; October 13, 2014; September 14, 2015; October 14, 2019; October 11, 2021; December 13, 2021; October 8, 2022; March 6, 2023, September 11, 2023, June 26, 2024, September 8, 2025, July 13, 2026, September 14, 2026

Ponca City Public Schools
Regular Board of Education Meeting
Administration Center, Board Room, 613 East Grand Ave., Ponca City, Oklahoma 74601
Monday, August 10, 2026 at 5:00 PM

NOTICE OF MEETING
Prior to December 15 of the last calendar year, the date, time and place of the regular meetings were filed in the Office of the County Clerk of Kay County, Oklahoma. At least twenty-four (24) hours prior to this meeting, excluding Saturdays, Sundays, and holidays, notice of the date, time, place and agenda of this meeting was posted in prominent public view at the Ponca City Administration Building, 613 East Grand Avenue and on the school district's website located at www.pcps.us (posted on August 6, 2026 at 3:00 p.m.)

1. **CALL TO ORDER**

Attendance Taken at 5:00 PM.

Jeff MacKinnon:	Present
Anna Roland:	Absent
Judy Throop:	Present
Joe Vaden:	Present
Nancy Zimmerschied:	Absent

1.1. **Call Meeting to Order** ***(President)***

1.2. **Flag Salute**

1.3. **Roll Call** **(*Minutes Clerk of the Board*)**

2. **PUBLIC COMMENT**

2.1. **Comments From the Public**
The Ponca City Public School Board of Education recognizes the value to school governance of public comment on educational issues and the importance of involving members of the public in board meetings. The board has established guidelines to govern public participation in board meetings necessary to conduct its meetings and to maintain order. After checking in with the board clerk, individuals or groups wishing to speak during the public comment period must provide the following information, in writing, in order to speak before the board:

- Name and address of the individual
- The agenda action item(s) the individual wishes to address
- The organization the individual represents or is affiliated with, if applicable

Anyone who would like to speak to the board during the public comment period of the meeting must check in with the board clerk at least 15 minutes prior to the start of the board meeting. There will be a form available they will need to fill out and return to the board clerk before they can be heard by the board.

Participants must be recognized by the president or other presiding officer and must preface their comments with an announcement of their name and group affiliation, if applicable.

Comments by the speaker must relate to an item on the meeting agenda. Generally, participants shall be limited to comments of a maximum of three (3) minute duration unless altered by the presiding officer, with the approval of the board. All public comments during any regular meeting shall be limited to no more than fifteen (15) minutes. No participant may speak more than once during a single meeting. All statements shall be directed to the presiding officer; no participant may address or question board members individually.

For more information regarding Speaking Privileges of the Public, please refer to Board Policy 1.3-6.0 Speaking Privileges of the Public, which is available at the board meeting, or in the board policy manual located on the district website, www.pcps.us, under Board of Education.

3. **REPORTS WITH POTENTIAL BOARD DISCUSSION**

3.1. **College Remediation Report** ***(Sean Taglialatela)***

3.2. **Dropout Report** ***(Teri Vogele)***

4. **SUPERINTENDENT'S REPORT WITH POTENTIAL BOARD DISCUSSION AND ACTION**

4.1. **Registration Update**

4.2. **Staffing/District Updates**

4.3. **School Calendar**

4.4. **State Question 844**

4.5. **Review and Discussion of Policy 6.4-4.0** ***Payday Schedules For All Employees***

5. **Consider and Take Action to Approve the Proposed Board Policy Revision of Policy 6.4-4.0** ***Payday Schedules For All Employees*** **as Presented**

Motion to Approve the Proposed Board Policy Revision of Policy 6.4-4.0 Payday Schedules For All Employees as Presented. This motion, made by Joe Vaden and seconded by Jeff MacKinnon, passed.

Jeff MacKinnon:	Yea
Anna Roland:	Absent
Judy Throop:	Yea
Joe Vaden:	Yea
Nancy Zimmerschied:	Absent

Yea: 3, Nay: 0, Absent: 2

6. **CONSENT AGENDA**

Motion Required: Motion required for the approval of the Consent Agenda as printed (or as amended). The Consent Agenda includes routine governance matters, financial reports, activity reports, payroll, and routine contracts and agreements. Any Board member may request that an item be removed from the Consent Agenda for separate discussion and consideration.

Motion to approve the Consent Agenda items 6.1 thru 6.23 and 26-50 as printed (or as amended). The Consent Agenda includes routine governance matters, financial reports, activity reports, payroll, and routine contracts and agreements. Any Board member may request that an item be removed from the Consent Agenda for separate discussion and consideration. This motion, made by Joe Vaden and seconded by Jeff MacKinnon, passed.

Jeff MacKinnon:	Yea
Anna Roland:	Absent
Judy Throop:	Yea
Joe Vaden:	Yea
Nancy Zimmerschied:	Absent

Yea: 3, Nay: 0, Absent: 2

Motion to Approve items 6.24 and 6.25. This motion, made by Jeff MacKinnon and seconded by Joe Vaden, passed.

Jeff MacKinnon:	Yea
Anna Roland:	Absent
Judy Throop:	Yea
Joe Vaden:	Abstain (With Conflict)
Nancy Zimmerschied:	Absent

Yea: 2, Nay: 0, Absent: 2, Abstain (With Conflict): 1

6.1. **Approval of Minutes from July 13, 2026, Regular Board of Education Meeting**

6.2. **Approval of Surplus Resolution**

6.3. **Approval of FY26 Budget Analysis Reports**

6.4. **Approval of FY26 Budget Amendments**

6.5. **Approval of FY26 Bond Fund Updates**

6.6. **Approval of FY26 Change Order Listing as of July 30, 2026, for Funds 11, 21, 22, 33, and 81**

6.7. **Approval of FY27 Budget Analysis Reports**

6.8. **Approval of FY27 Budget Amendments**

6.9. **Approval of FY27 Bond Fund Updates**

6.10. **Approval of FY27 Change Order Listing as of August 5, 2026, for Funds 11, 21, and 81**

6.11. **Approval of FY27 General Fund 11 Encumbrances #428-#565 in the amount of $681,578.32**

6.12. **Approval of FY27 Building Fund 21 Encumbrances #51-#81 in the amount of $462,980.64**

6.13. **Approval of FY27 Building Fund 22 Encumbrances #62-#65 in the amount of $62,200**

6.14. **Approval of FY27 Building Fund 33 Encumbrance #2 in the amount of $36,322.57**

6.15. **Approval of FY27 Gifts and Endowment Fund 81 Encumbrances #34-#39 in the amount of $85,792.47**

6.16. **Approval of FY27 Booster Club Reports**

6.17. **Approval of FY27 Activity Fund Reports**

6.18. **Approval of FY27 Donors Choose Fundraisers**

6.19. **Approval of the Treasurer's Reports**

6.20. **Approval of an Accounting Correction Transferring Interest Earnings from Bond Fund 35 to the Sinking Fund**

6.21. **Approval of Out-of-State Travel Requests**

6.22. **Ratification & Approval of Payrolls**

6.23. **Approval of an agreement with Adam's Plumbing, effective for the 2026-27 fiscal year, to perform various plumbing repairs across the district as needed. The cost is up to $25,000, funded by the Building Fund.**

6.24. **Approval of an agreement with American Roofing, effective for the 2026-27 fiscal year, to perform roof repairs and/or damage across the district as needed. The total cost of the agreement is up to $30,000, funded by the Building Fund.**

6.25. **Approval of a proposal from American Roofing, effective for the 2026-27 fiscal year, to clean general roof debris, including obstructions from gutters, downspouts, and drain screens. The total cost of the proposal is $7,200, funded by the Building Fund.**

6.26. **Approval of a logo agreement with Andreas Customs, effective for the 2026-27 fiscal year. The agreement authorizes Andreas Customs to use the Wildcat logo on shirts, sliders, hats, and other apparel. A royalty fee of $100 was assessed.**

6.27. **Approval of an agreement with Belknap Piano Services, effective for the 2026-27 fiscal year, to provide tuning and maintenance for the Steinway piano in the Concert Hall and two Yamaha grand pianos located in the orchestra room and choir room. Tuning services are $170 per piano, with additional regulation, voicing, and repair work billed at $75 per hour as needed. The total cost is up to $2,000, funded through the General Fund.**

6.28. **Approval of an agreement with CompTIA, effective for the 2026-27 fiscal year, for IT CertMaster Learn Tech+ and Tech+ for Ponca City High School's Computer Repair and Troubleshooting course. This CareerTech-approved program provides online curriculum and certification exams that prepare students to identify computer components, troubleshoot hardware issues, and develop foundational computer repair skills. The total cost is $7,500, funded by the Carl Perkins Grant.**

6.29. **Approval of a logo agreement with Dirt Road Designs, LLC, effective for the 2026-27 fiscal year. Dirt Road Designs, LLC, is authorized to use the logo on shirts, hats, hooded sweatshirts, and other clothing items. A $100 royalty fee was assessed.**

6.30. **Approval of an agreement with Dr. Edward Echalk, D.C., effective July 1, 2026, through June 30, 2027, to provide onsite school bus driver physicals at $40 each, DOT exams at $50 each, Urine Drug Testing at $50 each, a mobile fee at $75, and Tech Time 1–4 hours at $75. Total cost is up to $500, funded by the General Fund/Transportation.**

6.31. **Approval of a quote from eDynamic Learning, effective October 24, 2026, through October 23, 2029, for a Virtual Business Site All Access License for Ponca City High School. The license provides unlimited access to immersive business, marketing, and personal finance simulations that integrate with existing curriculum and help students develop career readiness, teamwork, collaboration, communication, and workplace skills. This agreement represents the first year of a three-year contract. The cost is $9,100, funded through the Carl Perkins Grant.**

6.32. **Approval of a proposal from FieldTurf, effective for the 2026-27 fiscal year, for maintenance at the Indoor/Outdoor Sports Facility at $2,400 per field. The program includes three advance care visits, pre- and post-field inspections, minor seam and inlay repairs, field magnet sweep, and light infill for high-traffic areas. The total cost is $4,800, funded by the Building Fund.**

6.33. **Approval of a ratification of an agreement with FMX, effective July 1, 2025, through June 30, 2027. FMX is a computerized maintenance management system that replaced the Track-It system. The total amount for the two-year agreement was $21,956.22, paid from Bond 35 funds in FY26. There is no additional cost to the district for FY27.**

6.34. **Approval of a Memorandum of Understanding with Grand Mental Health, effective for the 2026-27 school year, establishing a collaborative partnership between Ponca City Public Schools and Grand Mental Health to provide opioid prevention education, substance use prevention services, early intervention, and substance abuse counseling for district students. The partnership is intended to promote student wellness, reduce substance misuse, improve access to behavioral health services, and replace or reduce out-of-school suspensions when appropriate. There is no cost to the district. Any eligible program costs are funded through the Opioid Abatement Grant.**

6.35. **Approval of a quote from Heartland, effective for the 2026-27 fiscal year, for software used by Child Nutrition for point-of-sale, inventory, accounting, applications, nutrient analysis, production reports, and state reporting. The total amount is $17,503.50, funded by Child Nutrition.**

6.36. **Approval of an agreement with Kaw Nation's Child Care Department, effective August 19, 2026, through August 19, 2027, in which the Kaw Nation will pay for services rendered by the Ponca City Public Schools' CatCare Program to children who qualify under the Kaw Nation Child Care Department guidelines. There is no cost to the district.**

6.37. **Approval of an Individualized Education Program (IEP) service agreement with Kildare Public Schools, effective for the 2026-27 school year, for Ponca City Public Schools to provide services for one student attending a self-contained special education classroom. Kildare Public Schools agrees to pay for the services outlined in the contract. A total of $18,058.06 will be reimbursed to Ponca City Public Schools.**

6.38. **Approval of a quote from Legacy Signs, effective August 10, 2026, for installation of a decorative window wrap at Woodlands Elementary. The wrap commemorates the school's designation as a Blue Ribbon School while enhancing campus security by limiting visibility through the front entrance, west-facing windows, and teacher parking lot windows. The total cost is $4,300.25, funded by the Building Fund.**

6.39. **Approval of an estimate from Nate's Tree Service, effective August 10, 2026, for the removal, hauling, and disposal of existing mulch and other substrate materials at Union Elementary, and the installation of new playground mulch. The total cost is $33,669.60, funded by the Building Fund.**

6.40. **Approval of an agreement between Otoe Missouria Head Start and Ponca City Public Schools, effective August 10, 2026, through June 30, 2027, which describes the responsibilities of each system and provides guidance for collaboration and cooperation between the two for preschool-aged children with disabilities. There is no cost to the district.**

6.41. **Approval of the ratification of a Memorandum of Understanding between Pioneer Technology Center (PTC) and Ponca City Public Schools (PCPS), effective for the 2026-27 school year, to use PCPS as a temporary alternate location in the event of an emergency. There is no cost to the district.**

6.42. **Approval of a Memorandum of Understanding, effective for the 2026-27 fiscal year, between the Ponca City Development Authority (PCDA) and Ponca City Public Schools (PCPS), in which PCDA will fund 40% of the total salary package for the Internship Coordinator position for the 2026-27 school year. PCPS will provide appropriate office and desk facilities and a locking cabinet, computer, and telephone for use by the Internship Coordinator.**

6.43. **Approval of a quote from Renaissance Learning Inc., effective July 1, 2026, through June 30, 2027, for the Master Class Professional Learning Package, Onboarding STAR DnA, and the System Management Workshop for all school sites. These services will support implementation of the STAR DnA platform and provide staff with the tools to develop standards-aligned assessments and use student performance data to inform instruction and district decision-making. The total cost is $40,640.34, funded by 515/School Improvement.**

6.44. **Approval of a logo agreement with The Salty Sunflower, effective for the 2026-27 fiscal year. The Salty Sunflower is an in-home business and will use the logo on embroidered hats, jackets, and golf towels. A royalty fee of $100 was assessed.**

6.45. **Approval of a contract with SEA Level Social, effective July 1, 2026, through June 30, 2027, to provide social media management, logo design, and implementation for the Child Nutrition Program. The total cost is $7,920, funded by the Child Nutrition Fund.**

6.46. **Approval of an agreement with Team Radio Marketing Group, effective for the 2026-27 fiscal year, to provide radio and video broadcast coverage of Ponca City High School athletic events. The agreement includes radio broadcasts, live video streaming of designated athletic venues, and rights to distribute event coverage through PoncaCityNow.com. Team Radio Marketing Group will pay the district an annual rights fee of $6,500.**

6.47. **Approval of a logo agreement with Trout Elementary PTA, effective for the 2026-27 fiscal year. The agreement authorizes the PTA to use the district logo on T-shirts and hoodies sold as a fundraiser. No royalty fee will be assessed.**

6.48. **Approval of an agreement with Walsworth, effective for the 2026-27 fiscal year, for East Middle School yearbooks. The agreement is for 125 books at a cost of $24.50 per book, for a total cost of $3,062.50, funded by the Activity Fund.**

6.49. **Approval of a Master Service Agreement with Winterrowd Talley, effective August 10, 2026, through August 10, 2038, for future bond planning. There is no cost to the district.**

6.50. **Approval of Service Order No. 1 under the Master Service Agreement with Winterrowd Talley, effective August 10, 2026, through October 14, 2026, for future bond planning and projects. The total cost is estimated to be $50,000, funded by the Building Fund.**

7. **ACTION ITEMS (MOTION REQUIRED)**

7.1. **Consider and Take Action on School Site Statutory Deregulation Applications of Library Media Services for Garfield, Liberty, Roosevelt, EM Trout, Union, and Woodlands Elementary Schools for the 2026-27 School Year**

Motion to Approve School Site Statutory Deregulation Applications of Library Media Services for Garfield, Liberty, Roosevelt, EM Trout, Union, and Woodlands Elementary Schools for the 2026-27 School Year items 7.1.A thru 7.1.E. This motion, made by Joe Vaden and seconded by Judy Throop, passed.

Jeff MacKinnon:	Yea
Anna Roland:	Absent
Judy Throop:	Yea
Joe Vaden:	Yea
Nancy Zimmerschied:	Absent

Yea: 3, Nay: 0, Absent: 2

7.1.A. **Deregulation of Library Media Services for Garfield Elementary School**

7.1.B. **Deregulation for Library Media Services for Liberty Elementary School**

7.1.C. **Deregulation of Library Media Services for Roosevelt Elementary School**

7.1.D. **Deregulation of Library Media Services for Trout and Union Elementary Schools**

7.1.E. **Deregulation of Library Media Services for Woodlands Elementary School**

7.2. **Consider and Take Action to Approve the Employment of the Following Adjunct Teachers for the 2026-27 School Year Pursuant to 70 O.S. § 6-122.3**

- **Arlene Arias - Biological Sciences (PoHi)**
- **Drake Barbee - Physical Education/Health/Safety (East)**
- **Mikaela Cordova - Art (East)**
- **Jaden Hawkins - Physical Science (PoHi)** ***Certified***
- **Shelbi Youngblood Curfman - Elementary (Garfield)**
- **Kacie Grass - English (West)**
- **Candace Raida - English (PoHi)**
- **Kellie Rains - Art (West)**

Motion to Approve the Employment of the Following Adjunct Teachers for the 2026-27 School Year Pursuant to 70 O.S. § 6-122.3 Arlene Arias - Biological Sciences (PoHi) Drake Barbee - Physical Education/Health/Safety (East) Mikaela Cordova - Art (East) Jaden Hawkins - Physical Science (PoHi) Certified Shelbi Youngblood Curfman - Elementary (Garfield) Kacie Grass - English (West) Candace Raida - English (PoHi) Kellie Rains - Art (West). This motion, made by Joe Vaden and seconded by Jeff MacKinnon, passed.

Jeff MacKinnon:	Yea
Anna Roland:	Absent
Judy Throop:	Yea
Joe Vaden:	Yea
Nancy Zimmerschied:	Absent

Yea: 3, Nay: 0, Absent: 2

7.3. **Consider and Take Action to Approve an Agreement with the City of Ponca City for Two Resource Officers for the 2026-27 School Year**

Motion to Approve an Agreement with the City of Ponca City for Two Resource Officers for the 2026-27 School Year. This motion, made by Joe Vaden and seconded by Jeff MacKinnon, passed.

Jeff MacKinnon:	Yea
Anna Roland:	Absent
Judy Throop:	Yea
Joe Vaden:	Yea

Nancy Zimmerschied:	Absent

Yea: 3, Nay: 0, Absent: 2

7.4. **Consider and Take Action to Approve an Annual Contract with Oklahoma Career Tech for the 2026-27 School Year**

Motion to Approve an Annual Contract with Oklahoma Career Tech for the 2026-27 School Year. This motion, made by Joe Vaden and seconded by Jeff MacKinnon, passed.

Jeff MacKinnon:	Yea
Anna Roland:	Absent
Judy Throop:	Yea
Joe Vaden:	Yea
Nancy Zimmerschied:	Absent

Yea: 3, Nay: 0, Absent: 2

7.5. **Motion and Vote to Convene in Executive Session for the Following Purposes: to Discuss Negotiations [Authority for Executive Session: 25 O.S. Section 307 (B) (2)]**

Motion and Vote to Convene in Executive Session for the Following Purposes: to Discuss Negotiations [Authority for Executive Session: 25 O.S. Section 307 (B) (2)]. This motion, made by Joe Vaden and seconded by Jeff MacKinnon, passed. Executive session began at 5:43 pm.

Jeff MacKinnon:	Yea
Anna Roland:	Absent
Judy Throop:	Yea
Joe Vaden:	Yea
Nancy Zimmerschied:	Absent

Yea: 3, Nay: 0, Absent: 2

7.6. **Recital by the Board President that minutes of the Executive Session were kept and will remain confidential as required by law.**

7.7. **Return to Open Session at 6:05 pm**

7.8. **Consider and Take Action to Employ, to Accept the Resignation of, to Reassign, and to Enter into an Extra-Duty Contract with Those Individuals as Listed on the Attached Detailed Report**

Motion to Approve to Employ, to Accept the Resignation of, to Reassign, and to Enter into an Extra-Duty Contract with Those Individuals as Listed on the Attached Detailed Report. This motion, made by Jeff MacKinnon and seconded by Joe Vaden, passed.

Jeff MacKinnon:	Yea
Anna Roland:	Absent
Judy Throop:	Yea
Joe Vaden:	Yea

Nancy Zimmerschied:	Absent

Yea: 3, Nay: 0, Absent: 2

7.9. **Consider and Take Action on the Negotiated Agreement with the Ponca City Public Schools' Association of Classroom Teachers (ACT) for the 2026-2027 School Year Pending Ratification by ACT**

Motion to approve the Negotiated Agreement with the Ponca City Public Schools' Association of Classroom Teachers (ACT) for the 2026-2027 School Year Pending Ratification by ACT. This motion, made by Joe Vaden and seconded by Jeff MacKinnon, passed.

Jeff MacKinnon:	Yea
Anna Roland:	Absent
Judy Throop:	Yea
Joe Vaden:	Yea
Nancy Zimmerschied:	Absent

Yea: 3, Nay: 0, Absent: 2

8. **NEW BUSINESS**

9. **ADJOURNMENT at 6:07 pm**

_____

Erika Johnson
Minutes Clerk of the Board

APPROVED DATE:

_____

President, Board of Education

Ponca City Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 566 - 797, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	566	08/07/2026	11852	PROSPERITY BANK 46514	Ath/Dip Belts x 3	237.05
11	567	08/07/2026	11852	PROSPERITY BANK 46514	EAST/FACS/SUPPLIES FOR CLASSROOM FY27	500.00
11	568	08/07/2026	35162	MORRIS PRINTING GROUP, INC	GARFIELD/INST/AGENDAS	330.00
11	569	08/07/2026	20932	OSSBA, INC	BOE/BOARD MEMBER TRAINING	500.00
11	570	08/07/2026	83722	PAULA R MACPHERSON COCHRAN	TRAVEL/IN DIST MILEAGE FY27	300.00
11	571	08/07/2026	45209	LEGACY SIGNS, LLC	MAINT/UNIFORMS FOR STAFF	3,368.54
11	572	08/07/2026	68799	BRADY INDUSTRIES OF KANSAS LLC,	MAINT/CUSTODIAL SUPPLIES	10,534.80
11	573	08/07/2026	68819	OKLAHOMA SCHOLASTIC ESPORTS	HS/ESports/Yearly Membership OKSE 26-27	150.00
11	574	08/10/2026	11852	PROSPERITY BANK 46514	EAST/OFFICE SUPPLIES/PENS,TAPE,ETC.	1,500.00
11	575	08/10/2026	10132	MERRIFIELD OFFICE AND SCHOOL SUPPLY	LIBERTY/INST/CLASSROOM DIVIDER	2,280.00
11	576	08/10/2026	87007	CHRISA J MARKLE	HR/ADJUNCT REIMBURSEMENT	27.00
11	577	08/10/2026	88691	JACK SERVIS	HR/ADJUNCT REIMBURSEMENT	27.00
11	578	08/10/2026	86930	EMILY ELIZABETH TAMEZ	HR/ADJUNCT REIMBURSEMENT	27.00
11	579	08/10/2026	68229	PROSPERITY BANK-STAPLES	NYCP/OFFICE SUPPLIES	2,000.00
11	580	08/10/2026	11871	PROSPERITY BANK-AMAZON	NYCP/OFFICESUPPLIES	1,200.00
11	581	08/10/2026	20863	A+ PRINTING LLC	TITLE IV/MTSS MATRIX POSTERS	6,392.21
11	582	08/10/2026	11852	PROSPERITY BANK 46514	HS/INSTRU MUSIC/ CONCERT HALL SUPPLIES	5,000.00
11	583	08/11/2026	68485	PROSPERITY BANK-VENTRIS LEARNING	LIBERTY/TITLE 1/WORD ORIGINS MANUALS	295.63
11	584	08/11/2026	10257	BSN SPORTS,LLC	Ath/Game Basketballs & Scorebooks	3,258.18
11	585	08/11/2026	87441	HOLLY LADNER	SPED/TRAVEL/MEALS	26.50
11	586	08/11/2026	36673	HERTZBERG-NEW METHOD, INC	WOOD/LIBRARY/PERMA BOUND	367.06
11	587	08/11/2026	68208	SCHOOL SPECIALTY, LLC	WOOD/INST/TEACHING SUPPLIES	3,250.00
11	588	08/11/2026	86916	ALISA NAUGLE	TRAVEL/IN DIST MILEAGE FY27	100.00
11	589	08/11/2026	87713	CONNOR PRATT	TRAVEL/IN DIST MILEAGE FY27	425.00
11	590	08/11/2026	88135	LESLIE NEUFELD	TRAVEL/IN DIST MILEAGE FY27	150.00
11	591	08/11/2026	11760	EDMENTUM,INC	UNION/TITLE 1/STUDY ISLAND	3,100.00
11	592	08/11/2026	67318	3P LEARNING, INC	UNION/TITLE 1/MATH SEEDS READING EGGS	3,135.00
11	593	08/11/2026	68335	YOUSCIENCE. LLC	CARL PERKINS/421/YOUSCIENCE/EMS	8,400.00
11	594	08/11/2026	84271	VINA J GOWDY	CARL PERKINS/421/TRAVEL/ACTE/EMS	380.00
11	595	08/11/2026	11852	PROSPERITY BANK 46514	CARL PERKINS/421/AIRFARE/ACTE/EMS	651.80
11	596	08/12/2026	11852	PROSPERITY BANK 46514	Ath/Water Supply System	1,592.54
11	597	08/12/2026	69004	SMARTPASS, INC	EAST/515/SMARTPASS/HALL PASS ANNUAL SUBSCRIPTION	1,902.10
11	598	08/12/2026	10074	BRACE BOOKS & MORE, INC.	EAST/LIBRARY/LIBRARY BOOKS	500.00
11	599	08/12/2026	88200	JASON SALAZAR	TRAVEL/IN DIST MILEAGE FY27	400.00

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 566 - 797, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor		Description	Amount
11	600	08/12/2026	11852	PROSPERITY BANK	46514	UNION/INST/LOCKS FOR CHROMECARTS	100.00
11	601	08/12/2026	11852	PROSPERITY BANK	46514	UNION/INST/CHAIRS FOR OFFICE	110.00
11	602	08/12/2026	11852	PROSPERITY BANK	46514	OPER/RTM SCHOOL SAFETY CONGRESS/AIR/SEPT	242.00
11	603	08/12/2026	88725	TANNER LONGORIA		TRAVEL/IN DIST MILEAGE FY27	350.00
11	604	08/12/2026	86369	DAN GEHRING		TRAVEL/IN DIST MILEAGE FY27	350.00
11	605	08/12/2026	85958	PAUL J HASSELBRING		TRAVEL/IN DIST MILEAGE FY27	700.00
11	606	08/12/2026	87398	ROBERT FEATHERS		TRAVEL/IN DIST MILEAGE FY27	100.00
11	607	08/12/2026	67571	REDLANDS OFFICE SOLUTIONS, LLC		UNION/INST/OFFICE SUPPLIES	1,000.00
11	608	08/12/2026	11852	PROSPERITY BANK	46514	UNION/INST/OFFICE SUPPLIES	500.00
11	609	08/12/2026	87432	SARA BELL		NYCP/STILLWATER/MILEAGE/8-13	62.32
11	610	08/12/2026	67827	PROSPERITY BANK-WALMART		NYCP/COLLEGEANDCAREERCENTER/SNACKS/COFFEEBAR	1,000.00
11	611	08/12/2026	67571	REDLANDS OFFICE SOLUTIONS, LLC		LINCOLN/INSTRU/OFFICESUPPLIES	240.14
11	612	08/14/2026	37390	OKLA SOCIETY TO PREVENT BLINDNESS		NURSE/REGISTRATION/TRAINING	50.00
11	613	08/14/2026	88824	SHEA ALLISON		NURSES/TRAVEL/MEALS	155.04
11	614	08/14/2026	67827	PROSPERITY BANK-WALMART		LINCOLN/INSTRU/OFFICESUPPLIES	150.00
11	615	08/14/2026	11852	PROSPERITY BANK	46514	LINCOLN/INSTRU/PLANBOOKS	50.00
11	616	08/14/2026	11852	PROSPERITY BANK	46514	SUPT/REGIST/SRN EVENT IN LAGUNA BEACH	3,500.00
11	617	08/14/2026	11852	PROSPERITY BANK	46514	WEST/INST/OFFICE SUPPLIES	500.00
11	618	08/14/2026	99070	TRANSPORTATION DEPARTMENT		CURR/ELEMENTARY/TEACHER CLARITY PD	277.50
11	619	08/14/2026	11871	PROSPERITY BANK-AMAZON		DISTRICT/515/TEACHER CLARITY BOOKS	196.80
11	620	08/17/2026	20100	H & T GLASS CO, INC		NYCP/COLLEGEANDCAREER/GLASSTOP	350.00
11	621	08/17/2026	11852	PROSPERITY BANK	46514	EAST/INST/ID CARDS FOR ID MACHINE	120.00
11	622	08/17/2026	11852	PROSPERITY BANK	46514	EAST/INST/ART SUPPLIES FOR CLASSES	500.00
11	623	08/17/2026	11852	PROSPERITY BANK	46514	EAST/INST/$50 PER TEACHER FOR CLASSROOM NEEDS	1,000.00
11	624	08/17/2026	11852	PROSPERITY BANK	46514	EAST/SCIENCE LAB/MATERIALS &CONSUMABLES	475.00
11	625	08/17/2026	11871	PROSPERITY BANK-AMAZON		NYCP/FILINGCABINET	150.00
11	626	08/17/2026	67571	REDLANDS OFFICE SOLUTIONS, LLC		TROUT/INST/LAMINATING FILM	280.00
11	627	08/17/2026	40763	BANC FIRST		BOND RENTAL PYMT FOR FY 27	3,000.00
11	628	08/18/2026	88551	HOLLY PEART		TRAVEL/IN DIST MILEAGE FY27	125.00
11	629	08/18/2026	88693	DYLAN LEE LABON		TRAVEL/IN DIST MILEAGE FY27	600.00
11	630	08/18/2026	11852	PROSPERITY BANK	46514	UNION/INST/CLASSROOM SUPPLIES	500.00
11	631	08/19/2026	11852	PROSPERITY BANK	46514	Ath/Player Data Vests x 10	200.00
11	632	08/19/2026	68596	EDWARD ECHALK		TRANS/DRIVER PHYSICALS	1,104.00

Encumbrance Register

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	633	08/19/2026	11852	PROSPERITY BANK 46514	Lincoln/Gifted/WalMart/Tubs	150.00
11	634	08/19/2026	68208	SCHOOL SPECIALTY, LLC	LINCOLN/INST/TEACHERSUPPLIES	375.00
11	635	08/19/2026	11852	PROSPERITY BANK 46514	LINCOLN/INST/USB ADAPTERS	250.00
11	636	08/19/2026	11852	PROSPERITY BANK 46514	HS/Vo-Ag/Leadership Curriculum	900.00
11	637	08/19/2026	11852	PROSPERITY BANK 46514	HS/Tech/Replacement Chrombook Chargers FY27	2,000.00
11	638	08/20/2026	11852	PROSPERITY BANK 46514	MAINT/STEP BARS FOR PICK UP	407.00
11	639	08/20/2026	68229	PROSPERITY BANK-STAPLES	TITLEVI/OFFICESUPPLIES/STANDINGPO	1,500.00
11	640	08/20/2026	11852	PROSPERITY BANK 46514	WEST/INST/CLASSROOM SUPPLIES	2,000.00
11	641	08/20/2026	11852	PROSPERITY BANK 46514	TITLE I/HOMELESS/SUPPLIES/DISTRICT	5,000.00
11	642	08/20/2026	11852	PROSPERITY BANK 46514	Ath/Mower, Weed Eater, & Supplies	600.00
11	643	08/20/2026	68208	SCHOOL SPECIALTY, LLC	SPED/STUDENTS/EQUIPMENT/SWING	1,500.00
11	644	08/20/2026	36673	HERTZBERG-NEW METHOD, INC	ROOS/LIBRARY/RED BUD BOOKS	225.00
11	645	08/21/2026	99070	TRANSPORTATION DEPARTMENT	WCA/INSTR/TRANSP/ALT ED FALL CONF ON 9/4/26	255.00
11	647	08/21/2026	12331	PONCA CITY SCHOOLS/COPY CENTER	WOOD/TITLE1/COPY PAPER - FY 2026/2027	500.00
11	648	08/21/2026	12331	PONCA CITY SCHOOLS/COPY CENTER	GARFIELD/INSTR/10 BOXES OF PAPER	400.00
11	649	08/21/2026	86931	MICA ESTRADA	HR/ADJUNCT REIMBURSEMENT	27.00
11	650	08/21/2026	87970	KIM SCHOLEY	HR/ADJUNCT REIMBURSEMENT	27.00
11	651	08/21/2026	88774	ANTHONY WHETSTONE	HR/ADJUNCT REIMBURSEMENT	54.00
11	652	08/21/2026	11852	PROSPERITY BANK 46514	TECH/SOFTW/RENEWAL FOR SSL CERT/POWERSCHOOL	120.73
11	653	08/21/2026	31487	OKLA SECONDARY SCHOOL ACT ASSN	HS/Vocal Music/OSSAA Large Group Contest Fees	300.00
11	654	08/21/2026	11852	PROSPERITY BANK 46514	HS/Vocal Music/Classroom & Office Supplies	400.00
11	655	08/21/2026	40288	J.W. PEPPER & SON, INC	HS/Vocal Music/Sheet Music for Classroom Use	950.00
11	656	08/21/2026	11852	PROSPERITY BANK 46514	HS/GT/AP/PAP Science Supply Kits	343.00
11	657	08/21/2026	11852	PROSPERITY BANK 46514	HS/GT/AP/PAP Science Kits	560.96
11	658	08/21/2026	11852	PROSPERITY BANK 46514	HS/GT/Supplies for AP/PAP Science Labs	370.00
11	659	08/21/2026	11852	PROSPERITY BANK 46514	HS/GT/AP/PAP Plants, dry ice, cups for labs	200.00
11	660	08/21/2026	11852	PROSPERITY BANK 46514	HS/GT/Station Kits/Pill Bugs	771.40
11	661	08/21/2026	11852	PROSPERITY BANK 46514	HS/FACS/Buller/Affiliaton Dues	569.00
11	662	08/21/2026	99070	TRANSPORTATION DEPARTMENT	HS/FACS/Buller/SUV to Enid 9/17/2026	200.00
11	663	08/21/2026	40464	OKLAHOMA FCCLA	HS/FACS/Buller/Lead Conf Enid, OK 9/16/2026	105.00

Encumbrance Register

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	664	08/21/2026	40727	OK FCCLA	HS/FACS/Buller/Institutional Chapter Membership	40.00
11	665	08/24/2026	69082	KELLE REPAIR & TIRE CENTER, LLC	MAINT/TIRES FOR MAINT VEHICLE	502.46
11	666	08/24/2026	12294	KAY COUNTY PUBLIC BUILDING AUTHORIT	BOE/AUDIT/KAY COUNTY	10,000.00
11	667	08/24/2026	86736	KATHRYN HAUGE	TRAVEL/IN DIST MILEAGE FY27	500.00
11	668	08/24/2026	88371	KATHRYN NICHOLS	TRAVEL/IN DIST MILEAGE FY27	400.00
11	669	08/24/2026	10230	STUDIES WEEKLY, INC	ROOS/INST/PERIODICALS	565.00
11	670	08/24/2026	10119	HADDOCK CORPORATION	NYCP/PROMETHEAN/COLLEGECAREERCENTER	2,200.00
11	671	08/24/2026	11871	PROSPERITY BANK-AMAZON	NYCP/STEMNIGHT/TECH	1,000.00
11	672	08/24/2026	99070	TRANSPORTATION DEPARTMENT	NYCP/TRANSP/FAM/STEVENPAULJUDD	612.00
11	673	08/24/2026	68505	FIRST AMERICANS MUSEUM FOUNDATION	NYCP/FAM/STEVENPAULJUDD/LUNCH	350.00
11	674	08/24/2026	11852	PROSPERITY BANK 46514	NYCP/FOOD/AISESMTG	100.00
11	676	08/24/2026	88702	LARIN DAVIS	OPER/TRAVEL REIMB/LARIN DAVIS/#2	1,000.00
11	677	08/24/2026	68885	ACT EDUCATION CORP.	HS/515/ACT TEST	20,520.00
11	678	08/24/2026	10106	FLASHLIGHT LEARNING, INC.	TITLE III/SOFTWARE/DISTRICT ELL	1,562.55
11	679	08/24/2026	10839	SOLUTION TREE INC	DISTRICT/515/ONSITE PD/SECONDARY	14,200.00
11	680	08/25/2026	11852	PROSPERITY BANK 46514	EAST/BITE/CLASSROOM SUPPLIES	3,000.00
11	681	08/25/2026	66468	BUSINESS PROF OF AMERICA	EAST/BITE/MEMBER/ADVISOR REGIST	816.00
11	682	08/25/2026	11852	PROSPERITY BANK 46514	HS/BITE/GRAHAM/PHOTOGRAPHY CLASS SUPPLIES	1,500.00
11	683	08/25/2026	11852	PROSPERITY BANK 46514	HS/MKTED/SCHOOL BUSINESS CURRIC	200.00
11	684	08/25/2026	68885	ACT EDUCATION CORP.	TEXTBOOKS/PRE ACT 9 TESTS/HS	7,525.00
11	685	08/25/2026	11852	PROSPERITY BANK 46514	NYCP/AISESMTG/LUNCH	100.00
11	686	08/25/2026	99070	TRANSPORTATION DEPARTMENT	HS/VM/TRANSP FOR FY27	1,852.00
11	687	08/25/2026	11871	PROSPERITY BANK-AMAZON	OPIOID/SUPPLIES/CURRICULUM	600.00
11	688	08/26/2026	11852	PROSPERITY BANK 46514	LINCOLN/INSTR/VELCRO	100.00
11	689	08/26/2026	68208	SCHOOL SPECIALTY, LLC	Lincoln/INST/TEACHERSUPPLIES	60.00
11	690	08/26/2026	68208	SCHOOL SPECIALTY, LLC	LINCOLN/INST/TEACHERSUPPLIES	150.00
11	691	08/26/2026	11138	PONCA CITY SCHOOLS/COPY CENTER	GARFIELD/TITLE I/COPIES FOR P INVOLV	1,000.00
11	692	08/26/2026	40727	OK FCCLA	WEST/FACS/FCCLA DUES	40.00
11	693	08/26/2026	11852	PROSPERITY BANK 46514	WEST/FACS/SUPPLIES	4,500.00
11	694	08/26/2026	11852	PROSPERITY BANK 46514	HS/BITE/MONKS/INK/PROJECT SUPPLIES	2,000.00
11	695	08/26/2026	66468	BUSINESS PROF OF AMERICA	HS/MONKS/BITE/AFFILIATION DUES	420.00
11	696	08/26/2026	20863	A+ PRINTING LLC	NYCP/BROCHURE/A+PRINTING	250.00

Encumbrance Register

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	697	08/26/2026	11871	PROSPERITY BANK-AMAZON	WEST/TITLE 1/CLASSROOM SUPPLIES	5,000.00
11	698	08/26/2026	69156	CURRICULUM K12 PARTNERS INC	WEST/TITLE 1/PROJECT STEM	250.00
11	699	08/26/2026	87263	TRACY ZIMMERSCHIED	SPED/TRAVEL/SPED FINANCE WORKSHOP	136.80
11	700	08/27/2026	87733	LISA WELCH	SPED/TRAVEL/MEALS	350.00
11	701	08/27/2026	69049	OKLAHOMA STATE UNIVERSITY	NURSES/TRAINING	45.00
11	702	08/27/2026	86118	MIKE MARAZAS	MAINT/MILEAGE TO HARD ROCK HOTEL IN TULSA	325.28
11	703	08/27/2026	11852	PROSPERITY BANK 46514	MAINT/REGISTRATION 2026 OKVMA CONFERENCE	150.00
11	704	08/27/2026	11852	PROSPERITY BANK 46514	UNION/INST/SAFETY/RADIOS	520.00
11	705	08/31/2026	20863	A+ PRINTING LLC	EAST/INST/OFFICE FORMS	800.00
11	706	08/31/2026	67548	NATIONAL BUS SALES	TRANS/BUS REPAIRS	10,000.00
11	707	08/31/2026	11852	PROSPERITY BANK 46514	EAST/FCCLA AFFILIATION FOR FY26-27	524.00
11	708	08/31/2026	11852	PROSPERITY BANK 46514	WOOD/INST/COUNSELOR LESSON SUPPLIES	400.00
11	709	09/01/2026	68797	SCHOOLSTATUS PARENT, INC	LIBERTY/TITLE 1/PARENT TEACHER COMMUNICATION	1,545.00
11	710	09/01/2026	37076	RENAISSANCE LEARNING	LIBERTY/TITLE 1/FRECKLE MATH	2,008.50
11	711	09/01/2026	11703	TIME, LLC	LIBERTY/TITLE 1/TIME FOR KIDS	825.00
11	712	09/01/2026	10228	SCHOLASTIC INC	LIBERTY/TITLE 1/PERIODICALS	865.00
11	713	09/01/2026	11852	PROSPERITY BANK 46514	TRANS/TRAINING FOR SPECIAL NEEDS CONFERENCE	1,800.00
11	714	09/01/2026	69165	ACTION TRUCK PARTS & HEAVY EQUIP	TRANS/BUS SUPPLIES	5,000.00
11	715	09/01/2026	39871	CENGAGE LEARNING	HS/LIBRARY/CENGAGE HOSTING FEE	50.00
11	716	09/01/2026	10074	BRACE BOOKS & MORE, INC.	HS/LIBRARY/BOOKS MATERIALS	2,000.00
11	717	09/01/2026	36673	HERTZBERG-NEW METHOD, INC	HS/LIBRARY/BOOKS MATERIALS	5,828.00
11	718	09/01/2026	69082	KELLE REPAIR & TIRE CENTER, LLC	MAINT/TIRES FOR MAINT VAN	781.00
11	719	09/01/2026	20918	ENDEX INC. OF TULSA	MAINT/CELLULAR DIALER FOR F/A	1,091.25
11	720	09/01/2026	11852	PROSPERITY BANK 46514	WOOD/INST/OFFICE SUPPLIES	500.00
11	721	09/01/2026	69162	SPJ CREATIVE LLC	NYCP/STEVENPAULJUDD/ARTPROJECT/FAM	400.00
11	722	09/01/2026	10119	HADDOCK CORPORATION	TITLEVI/HADDOCK/PROMETHEANBOARD/LINCOLN	2,300.00
11	723	09/01/2026	10228	SCHOLASTIC INC	UNION/TITLE1/SCHOLASTIC CLASS MAGAZINES	2,397.01
11	724	09/01/2026	32007	FOLLETT SOFTWARE, LLC	UNION/INST/SCANNER FOR LIBRARY	165.00
11	725	09/01/2026	11871	PROSPERITY BANK-AMAZON	WEST/TITLE 1/ROLLING WHITEBOARD ELA	100.00
11	726	09/01/2026	10839	SOLUTION TREE INC	HS/Sr High Gap/Professional Development Services	28,400.00
11	727	09/02/2026	69166	WORLDCARE INTERNATIONAL INC	SPED/STUDENTS/EQUIPMENT/CHANGING TABLE	1,984.00

Encumbrance Register

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11	728	09/02/2026	99070	TRANSPORTATION DEPARTMENT	EAST/515/TRANSPORTATION/9-3 TEACHER TRAINING	222.00
11	729	09/02/2026	11852	PROSPERITY BANK 46514	GARFIELD/INST/STUDENT SUPPLIES	500.00
11	730	09/02/2026	20863	A+ PRINTING LLC	NYCP/BUSINESSCARDS/A+ PRINTING	50.00
11	731	09/02/2026	69160	AMERICAN INDIAN SCIENCE AND ENGIN	NYCP/AISES/PROFESSIONALMEMBERSHIPS	260.00
11	732	09/03/2026	10257	BSN SPORTS,LLC	Ath/Girls Basketball Water Bottles & Carrier	352.36
11	733	09/03/2026	68442	PROSPERITY BANK-PEARSON	SPED/TESTING ASSESMENTS	10,000.00
11	734	09/03/2026	11138	PONCA CITY SCHOOLS/COPY CENTER	SPED/FY27/COPYING	300.00
11	735	09/03/2026	68657	PROSPERITY BANK-WPS PUBLISHING	SPED/TESTING ASSESMENTS	600.00
11	736	09/03/2026	11871	PROSPERITY BANK-AMAZON	LINCOLN/INST/TEACHERSUPPLIES	147.83
11	737	09/03/2026	10330	TECHNOLOGY STUDENT ASSOCIATION	WEST/TECH ED/BLUE CAP MEMBERSHIP	810.00
11	738	09/04/2026	11852	PROSPERITY BANK 46514	NYCP/AISESCONF/REGISTRATION	2,400.00
11	739	09/04/2026	11914	PROSPERITY BANK-HYATT REGENCY	NYCP/AISESCONF/HOTEL	7,500.00
11	740	09/04/2026	11948	PROSPERITY BANK-UNITED AIRLINES	NYCP/AISESCONF/AIRFARE	6,000.00
11	741	09/04/2026	99070	TRANSPORTATION DEPARTMENT	NYCP/AISESCONF/TRANSPORTATION/SUV	237.50
11	742	09/04/2026	87432	SARA BELL	NYCP/AISESCONF/SARABELL	564.00
11	743	09/04/2026	87027	JENNIFER MALLOY	NYCP/AISESCONF/JENNIFERMALLOY/PERDIEM	480.00
11	744	09/04/2026	87929	ALICIA SMITH	NYCP/AISESCONF/ALICIASMITH/PERDIEM	480.00
11	745	09/04/2026	88845	SHAELEIGH MCGEE	NYCP/AISESCONF/SHAELEIGHMCGEE/PERDIEM	480.00
11	746	09/04/2026	88571	KAITLYN PRESSNALL	SPED/TRAVEL/FALL MTSS DATA RETREAT	155.92
11	747	09/04/2026	11875	PROSPERITY BANK-HOLIDAY INN	SPED/HOTEL/FALL MTSS DATA RETREAT	230.00
11	748	09/04/2026	68806	PROSPERITY BANK-RIVERSIDE ASSMT	SPED/TESTING ASSESMENTS	5,521.10
11	749	09/04/2026	11852	PROSPERITY BANK 46514	WEST/TECH ED/ACTE CAREER TECH VISION 2026	750.00
11	750	09/04/2026	11852	PROSPERITY BANK 46514	WEST/TECH ED/FLIGHT ACTE CAREER TECH	700.00
11	751	09/04/2026	11852	PROSPERITY BANK 46514	WEST/TECH ED/HOTEL ACTE CAREER TECH	1,000.00
11	752	09/04/2026	87811	KUMARI RAPETI	WEST/TECH ED/TRAVEL	575.00
11	753	09/04/2026	99070	TRANSPORTATION DEPARTMENT	HS/ESPORTS/SUV	282.50
11	754	09/04/2026	11852	PROSPERITY BANK 46514	HS/INSTR/OASSP/REG	259.00
11	755	09/04/2026	86428	SEAN D TAGLIALATELA	HS/INSTR/TRAVEL/REIMB	295.04
11	756	09/04/2026	11852	PROSPERITY BANK 46514	HS/BMITE/ALBEE/CLASSROOM SUPPLIES	816.84

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 566 - 797, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	757	09/04/2026	11852	PROSPERITY BANK 46514	HS/INTR/THEATER SUPPLIES	35.98
11	758	09/04/2026	11852	PROSPERITY BANK 46514	NYCP/AISESCONF/STUDENTMEALS	1,800.00
11	759	09/08/2026	68442	PROSPERITY BANK-PEARSON	SPED/GIFTED TESTING	9,572.16
11	760	09/08/2026	68229	PROSPERITY BANK-STAPLES	GT/SHIPPING/TESTS	100.00
11	761	09/08/2026	32443	DIST EDUCATION CLUBS OF AMERICA INC	HS/MKT412/DECA/CIRRICULUM	235.00
11	762	09/08/2026	11852	PROSPERITY BANK 46514	HS/BITE/AMONKS/TECHSUPPLIES	500.00
11	763	09/08/2026	11805	OKLAHOMA ASBO	HR/ASBO OK CONFERENCE	150.00
11	764	09/08/2026	88769	CIARA MILLER	HR/MILEAGE/MEALS ASBO CONFERENCE	300.00
11	765	09/08/2026	80653	BARBARA CUSICK	DISTRICT/515/TRAVEL/TLC CONFERENCE	315.00
11	766	09/08/2026	83995	TERI A VOGELE	DISTRICT/515/TRAVEL/TLC CONFERENCE	225.00
11	767	09/08/2026	81137	VALERIE FISHER	DISTRICT/515/TRAVEL/TLC CONFERENCE	225.00
11	768	09/08/2026	86887	SHELLY SULLIVAN	DISTRICT/515/TRAVEL/TLC CONFERENCE	225.00
11	769	09/08/2026	81911	SANDY L HASENFRATZ	DISTRICT/515/TRAVEL/TLC CONFERENCE	225.00
11	770	09/08/2026	81711	BROOKE D WILLIAMS	DISTRICT/515/TRAVEL/TLC CONFERENCE	225.00
11	771	09/08/2026	83103	AMY E PARKS	DISTRICT/515/TRAVEL/TLC CONFERENCE	225.00
11	772	09/08/2026	84850	CYNTHIA S JOHNDROW	DISTRICT/515/TRAVEL/TLC CONFERENCE	225.00
11	773	09/08/2026	84065	DARCEY L AUSTIN	DISTRICT/515/TRAVEL/TLC CONFERENCE	225.00
11	774	09/08/2026	84347	THERESA B SACKET	DISTRICT/515/TRAVEL/TLC CONFERENCE	225.00
11	775	09/08/2026	87914	STEPHEN LAMAR	DISTRICT/515/TRAVEL/TLC CONFERENCE	225.00
11	776	09/08/2026	81580	BETSY L EASLEY	DISTRICT/515/TRAVEL/TLC CONFERENCE	225.00
11	777	09/09/2026	68657	PROSPERITY BANK-WPS PUBLISHING	SPED/SLP PROTOCOLS	900.00
11	778	09/09/2026	68835	PROSPERITY BANK-HAWTHORNE EDUCA	SPED/SLP PROTOCOLS	350.00
11	779	09/09/2026	20932	OSSBA, INC	BUS OF/TREAS-ENC CLERK/MINT CLRK/REGIS	750.00
11	780	09/09/2026	11871	PROSPERITY BANK-AMAZON	TROUT/TITLE I/STEM AND CENTER SUPPLIES	2,500.00
11	781	09/09/2026	10228	SCHOLASTIC INC	TROUT/INST/CLASSROOM MAGAZINES	298.84
11	782	09/09/2026	10228	SCHOLASTIC INC	TROUT/TITLE I/SCHOLASTIC NEWS MAGAZINES	765.80
11	783	09/09/2026	66563	OKLAHOMA FFA ASSOCIATION	HS/VOAG/MEMBERSHIP/CONVENTION	2,000.00

Ponca City Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 566 - 797, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor		Description	Amount
11	784	09/09/2026	68867	PLANBOOKEDU LLC		WOOD/INST/PLANBOOK	450.00
11	785	09/09/2026	69164	TRIUMPH COLLEGE PLANNING LLC		NYCP/CLASS101/COLLEGEANDCAREERPLANNING	41,000.00
11	786	09/09/2026	11852	PROSPERITY BANK	46514	WEST/TECH ED/CLASSROOM SUPPLIES	1,000.00
11	787	09/09/2026	11760	EDMENTUM,INC		WEST/TITLE 1/STUDY ISLAND 26-27	8,487.60
11	788	09/09/2026	11852	PROSPERITY BANK	46514	WEST/INST/LOBBY PRINTER	140.00
11	789	09/09/2026	11852	PROSPERITY BANK	46514	WEST/INST/OFFICE SUPPLIES	500.00
11	790	09/09/2026	10257	BSN SPORTS,LLC		Ath/Boys Wrestling Singlets	3,116.40
11	791	09/09/2026	11852	PROSPERITY BANK	46514	TECH/Plaud 1 year Plan for Adam L.	239.99
11	792	09/09/2026	10724	CAROLINA BIOLOGICAL SUPPLY CO		TITLE V/SCIENCE/PLANT LIGHT/HS	389.88
11	793	09/09/2026	11871	PROSPERITY BANK-AMAZON		TITLE V/SCIENCE/SCALES/HS	291.40
11	794	09/09/2026	12130	FLINN SCIENTIFIC, INC		TITLE V/SCIENCE/SUPPLIES/EMS	2,967.75
11	795	09/09/2026	11168	BIO-RAD LABORATORIES, INC		TITLE V/SCIENCE/PIPET TIPS/HS	302.56
11	796	09/09/2026	11871	PROSPERITY BANK-AMAZON		TITLE V/MATH/SUPPLIES/HS	909.08
11	797	09/09/2026	69172	PROSPERITY BANK-QUILL		TITLE V/MATH/COMPASS/HS	105.38

Non-Payroll Total:	**$380,528.06**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$380,528.06**

Ponca City Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 82 - 105, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	82	08/05/2026	20340	MURRAY WOMBLE, INC	OPER/SERVICE AND REPAIR DISTRICT WIDE	2,500.00
21	83	08/05/2026	31719	KYLER CONSTRUCTION GROUP	OPER/ADA RAMP TO INCLUDE TRUNCATED DOMES AT HS	5,291.00
21	84	08/07/2026	30544	CITY OF PONCA CITY	OPER/POOL RENTAL	15,000.00
21	85	08/10/2026	67373	WINTERROWD TALLEY ARCHITEXTS INC	OPER/ENGINEERING SERVICES SY 27 #2	40,000.00
21	86	08/12/2026	20918	ENDEX INC. OF TULSA	LIBERTY/FIRE PANEL DIALER WITH INSTALL	1,200.00
21	87	08/17/2026	69150	TALON COMMERCIAL SREVICES	OPER/REPAIR OUTSIDE WALLS AT GF	2,570.00
21	88	08/17/2026	69151	MCINTOSH SERVICE LLC	OPER/HVAC REPAIRS AND PARTS	20,000.00
21	89	08/20/2026	10067	JOHN W GASPARINI, INC	OPER/BOTTLER FILLER AT TR & WATER FOUNTAIN AT EMS	2,195.33
21	90	08/20/2026	68208	SCHOOL SPECIALTY, LLC	OPER/HALF OF SPED SENSORY ROOM SWING @ UN	1,500.00
21	91	08/20/2026	11852	PROSPERITY BANK 46514	OPER/EMERGENCY PO FOR LARGE FANS	4,000.00
21	92	08/21/2026	12231	JOHN ADAMS PLUMBING, LLC	OPER/PLUMBING & GAS REPAIR & PARTS FOR DISTRICT #3	25,000.00
21	93	08/24/2026	40763	BANC FIRST	BOND RENTAL PYMT FY 27 #2	1,500.00
21	94	08/24/2026	69151	MCINTOSH SERVICE LLC	OPER/HVAC REPAIRS FOR DISTRICT	30,000.00
21	95	08/24/2026	20549	STOLHAND-WELLS PLUMB,HEAT,AIR	OPER/HVAC REPAIRS FOR DISTRICT	30,000.00
21	96	08/25/2026	68899	TOUCAN PRODUCTIONS, INC	OPER/PO HI SERVICE CALL FOR AUDITORIUM LIGHTS	943.50
21	97	08/26/2026	20363	TRANE U.S. INC	OPER/HVAC REPAIRS AND MAINTENANCE #2	20,000.00
21	98	08/31/2026	20153	TEMPLE ENTERPRISES OF PONCA CITY	OPER/REFRIGERANT FOR AIR CONDITIONERS IN DISTRICT	20,823.60
21	99	08/31/2026	69012	KENTUCKIANA CURB COMPANY INC	OPER/HVAC PARTS AND REPAIR FOR ROBSON	10,000.00
21	100	09/01/2026	67389	PROSPERITY BANK-LOWE'S	OPER/TOOL REPLACEMENT FOR MAINTENANCE	4,000.00
21	101	09/01/2026	67389	PROSPERITY BANK-LOWE'S	OPER/DEHUMIDIFIERS FOR DISTRICT	1,000.00
21	102	09/03/2026	69167	MICHAEL B SPIVA	OPER/REPAIR PEELING PAINT IN AUDITORIUM AT HS	6,560.81
21	103	09/04/2026	69171	PERRY WEATHER, INC	OPER/WEATHER SAFETY SYSTEM DISTRICT	4,000.00
21	104	09/08/2026	67373	WINTERROWD TALLEY ARCHITEXTS INC	OPER/SERVICE ORDER #2 @ HS	50,000.00
21	105	09/09/2026	69151	MCINTOSH SERVICE LLC	OPER/HVAC AND PLUMBING REPAIR FOR DISTRICT	75,000.00

Non-Payroll Total:	**$373,084.24**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$373,084.24**

Ponca City Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 66 - 69, Fund(s): CHILD NUTRITION FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	66	08/07/2026	10800	NATIONAL FOOD GROUP, INC	CN/FOOD/purchase food items for school sites	9,730.00
22	67	08/10/2026	20549	STOLHAND-WELLS PLUMB,HEAT,AIR	plumbing connections for high school equipment	1,500.00
22	68	08/21/2026	69159	MARISSA HAFEN	LUNCH REFUND/HS	48.90
22	69	08/25/2026	69161	DARRELL GILMORE	LUNCH REFUND/LIBERTY	19.10

Non-Payroll Total:	**$11,298.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$11,298.00**

Ponca City Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 4 - 5, Fund(s): BOND FUND 34

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
34	4	08/24/2026	10119	HADDOCK CORPORATION	Replacement components for Promethean boards	879.00
34	5	09/04/2026	30520	AMERICAN TELEPHONE, INC	Cameras for VoAg	4,135.00

Non-Payroll Total:	**$5,014.00**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$5,014.00**

Ponca City Public Schools

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 40 - 65, Fund(s): GIFT FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
81	40	08/07/2026	11852	PROSPERITY BANK 46514	TOY/FLOWERS	50.00
81	41	08/10/2026	35485	DAVIS FURNITURE & APPLIANCE	GF/Fund81/washer and dryer	1,034.99
81	42	08/12/2026	25923	GALAXIE BUSINESS EQUIP. INC.	HS/STEM/Furniture for Common Space & Work Area	14,435.80
81	43	08/17/2026	11852	PROSPERITY BANK 46514	BOE/TOY PLAQUES/PRINTING	100.00
81	44	08/18/2026	11852	PROSPERITY BANK 46514	HR/NEW TEACHER SWAG	2,091.12
81	45	08/18/2026	69158	KAW NATION INDUSTRIES	STEM/CC1 ROBOT W/WORKSTATION	27,500.00
81	46	08/18/2026	20863	A+ PRINTING LLC	HS/STEM/STEM Literacy Journals	2,685.86
81	47	08/21/2026	10074	BRACE BOOKS & MORE, INC.	HS/STEM/Books for STEM Literacy Initiative	174.26
81	48	08/21/2026	40530	CAMPUS MART CATERING	OTG/ALL STAFF BREAKFAST	4,500.00
81	49	08/26/2026	11852	PROSPERITY BANK 46514	STEM/GLOW FORGE PREMIUM	50.00
81	50	08/31/2026	87968	JADEN HAWKINS	STEM/AOPA SYMPOSIUM/TRAVEL	511.80
81	51	08/31/2026	11852	PROSPERITY BANK 46514	STEM/AOPA SYMP REGIST/SMITH -HAWKINS	1,100.00
81	52	08/31/2026	11852	PROSPERITY BANK 46514	STEM/AOPA/HOTEL/HYATT REGENCY	1,127.00
81	53	08/31/2026	11852	PROSPERITY BANK 46514	STEM/AOPA/PHOENIX/AIR	1,200.00
81	54	08/31/2026	87929	ALICIA SMITH	STEM/AOPA TRAVEL/PHOENIX/NOV	455.00
81	55	08/31/2026	11852	PROSPERITY BANK 46514	GOT BOOKS/BOOKS FOR STUDENTS	9,445.17
81	56	08/31/2026	67827	PROSPERITY BANK-WALMART	GARFIELD/FOOD PANTRY	3,061.64
81	57	09/03/2026	11852	PROSPERITY BANK 46514	HS/FOOD PANTRY	1,500.00
81	58	09/03/2026	11852	PROSPERITY BANK 46514	UNION/FOOD PANTRY	2,819.48
81	59	09/03/2026	11852	PROSPERITY BANK 46514	GARF/BREWER/STUDENT SUPPLIES	4,500.00
81	60	09/04/2026	68601	PROJECT LEAD THE WAY, INC	HS/PLTW/DUES	3,200.00
81	61	09/04/2026	67827	PROSPERITY BANK-WALMART	TROUT/STOCK THE PANTRY	600.00
81	62	09/08/2026	32880	NORTHERN OKLAHOMA COLLEGE	HS/STEVE&TERRY HUSTON MEMORIAL/E.KLEINMANN	1,000.00
81	63	09/08/2026	99070	TRANSPORTATION DEPARTMENT	HS/STEM/TRANSP	409.50
81	64	09/08/2026	35597	THE UNIVERSITY OF OKLAHOMA	HS/STEM/REGIST/OU ENG	100.00
81	65	09/09/2026	87929	ALICIA SMITH	HS/STEM/MILEAGE	167.90

Non-Payroll Total:	**$83,819.52**
Payroll Total:	**$0.00**
Balance Forward:	**$0.00**
Report Total:	**$83,819.52**

PONCA CITY SCHOOLS

PERSONNEL REPORT

September 14, 2026

NAME	ASSIGNMENT	EFFECTIVE DATE	PROJ. #	SALARY
	EMPLOYMENTS			
CERTIFIED PERSONNEL				
Benitez, Cassandra	English @ East	9/8/2026	000	Salary Schedule
Carlson, Kimberly	Contract Sub	8/18/2026	000	Salary Schedule
Leshe, Braedon	Contract Sub	8/28/2026	000	Salary Schedule
Slane, Caitlyn	Contract Sub	2026-2027	000	Salary Schedule
Smith, Cady	Math @ East	2026-2027	000	Salary Schedule
SUPPORT PERSONNEL				
Bollong, Ketina	CNP 6 hour @ East	8/14/2026	CNP	Salary Schedule
Bradford, Alexandra	Title I TA @ Liberty	8/28/2026	000	Salary Schedule
Combs, Tucker	Custodian @ PoHi	8/24/2026	000	Salary Schedule
Cornell, Maria	Title VI TA @ East	8/25/2026	000	Salary Schedule
Fast, Leslie	SpEd Para @ Lincoln	8/18/2026	028	Salary Schedule
Gentry, Maya	SpEd Para @ Union	8/31/2026	028	Salary Schedule
Gilmore, Sarana	CNP Sub	2026-2027	CNP	Salary Schedule
Golay, JoAnne	Title I TA @ West	9/1/2026	000	Salary Schedule
Goll, Haydyn	Class size TA @ Union	8/27/2026	000	Salary Schedule
Hampton, Katie	CNP 7.5 hours @ West	9/1/2026	CNP	Salary Schedule
Haney, Jacob	Sub bus driver	2026-2027	000	Salary Schedule
Hernandez, Matthew	Title I TA @ Lincoln	8/31/2026	000	Salary Schedule
HInes, Mikayla	Title I TA @ Trout	8/14/2026	000	Salary Schedule
Hooper, Michael	Bus Tech @ Transportation	8/19/2026	000	Salary Schedule
Johnson, Lauren	Class size TA @ Roosevelt	8/14/2026	000	Salary Schedule
McClure, Gracelyn	Class size TA @ Union	9/2/2026	000	Salary Schedule
Page, Kyle	Sub bus driver	2026-2027	000	Salary Schedule
Phillips, David	Crossing Guard 5th and Highland	8/24/2026	000	Salary Schedule
Reams, Addison	Class size TA @ Garfield	8/28/2026	000	Salary Schedule
Rejino, Kelsey	CNP Sub	2026-2027	CNP	Salary Schedule
Rowe, Cassie	SpEd Para @ Liberty	0910/2026	028	Salary Schedule
Stow, Candice	Title I TA @ Union	9/2/2026	000	Salary Schedule
Trotter, Tana	SpEd Para @ Roosevelt	8/14/2026	000	Salary Schedule
Williams, Evelyn	CNP @ PoHi	9/8/2026	CNP	Salary Schedule
	SEPARATIONS			
CERTIFIED PERSONNEL				
Rhodd, Lance	Social Studies @ East	8/24/2026		
SUPPORT PERSONNEL				
Arnold, Allie	Class size TA @ Woodlands	5/22/2026		
Bagg, Lisa	Title I TA @ East	5/22/0206		
Briggs, Teresa	Financial Secretary @ PoHi	8/25/2026		
Burris, Riley	Title I TA @ Trout	5/22/2026		
Chavez, Tammy	CNP @ West	8/28/2026		
Gregg, Chloe	SpEd Para @ Liberty	9/11/2026		
Robertson, Brandi	Wildcat Safety @ PoHi	5/22/2026		
Swinford, Nicole	SpEd Para @ Roosevelt	5/22/2026		
Tohee, Rosa	SpEd Para @ Roosevelt	5/22/2026		
	CHANGE OF STATUS			
CERTIFIED PERSONNEL				
Arias, Arlene	from teacher to Contract Sub	2026-2027	000	Salary Schedule
Barbee, Drake	from teacher to Contract Sub	2026-2027	000	Salary Schedule
Deitas, Letticia	from SpEd @ PoHi to contract sub	8/13/2026	000	Salary Schedule
Jurina, Amanda	from adjunct @ Roosevelt to 2nd grade @ Roosevelt	8/13/2026	000	Salary Schedule
Keller, Steve	from 60% SpEd @ Union to 80% @ Union	8/25/2026	028	Salary Schedule
Seals, Michael	from English @ East to Social Studies @ East	9/8/2026	000	Salary Schedule
Shelton, Lorrene	from teacher to Contract Sub	9/13/2026	000	Salary Schedule
Sikes, Brooke	from teacher to Contract Sub	2026-2027	000	Salary Schedule
Travis, Sarah	from teacher to Contract Sub	2026-2027	000	Salary Schedule

PONCA CITY SCHOOLS PERSONNEL REPORT

September 14, 2026

SUPPORT PERSONNEL

Tebow, Tanya	from class size TA to SpEd para @ Roosevelt	8/14/2026	028	Salary Schedule
Taylor, Andrea	from 10 mo secretary to 12 mo secretary @ PoHi	9/3/2026	000	Salary Schedule
Russell, Hannah	from 12 mo secretary to finance secretary @ PoHi	8/28/2026	000	Salary Schedule
McGuire, Kellie	from 12 mo CNP custodian to 10 mo CNP custodian	8/19/2026	000	Salary Schedule
McClung, Jessica	from 4.25 bus aid to 5.25 bus aid	8/14/2026	000	Salary Schedule
Jones, Marcus	from Custodian @ PoHi to Custodian @ West	8/24/2026	000	Salary Schedule
Hazelbaker, Jim	from Custodian @ Garfield to Lead Custodian @ Garfield	7/1/2026	000	Salary Schedule
Guinn, Connie	from 7 hr CNP @ West to 6.5 hr CNP @ Lincoln	2026-2027	CNP	Salary Schedule
Grass, Kacie	from adjunct to contract sub	2026-2027	000	Salary Schedule
Fincher, Corey	from adjunct to contract sub	2026-2027	000	Salary Schedule
Elston, Mario	from custodian @ PoHi to 6.25 Bus Driver	8/19/2026	000	Salary Schedule
Denoya, Jeremy	from adjunct to class size TA @ PoHi	8/14/2026	000	Salary Schedule
Almack, Pam	from part time Title I to full time Title I TA @ Roosevelt	8/14/2026	000	Salary Schedule
Allen, Candace	from contract sub to EL TA	8/14/2026	000	Salary Schedule

NAME	**ASSIGNMENT** **EXTRA DUTY**	**EFFECTIVE** **DATE**	**PROJ. #**	**SALARY**
CERTIFIED PERSONNEL				**NON-CONTRACT DUTY**
Allison, Caleb	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
Anderson, RaeShauna	MTSS Committee	2026-2027	511	$27.60/hr up to 10 hrs
Bartelt, Delwin	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
Bartley, Keri	MTSS Committee	2026-2027	511	$27.60/hr up to 10 hrs
Biester, Jordan	Literacy Committee	2026-2027	511	$27.60/hr up to 30 hrs
Brown, Meghan	Liberty Tech Coach	2026-2027	795	Salary Schedule
Butler, Amanda	Title I Tutoring	2026-2027	511	$27.60/hr up to 90 hrs
Campbell, Ashley	Athletics	2026-2027	801	$14.40 per hour
Campbell, Ashley	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
Cawley, Aaron	Literacy Committee	2026-2027	511	$27.60/hr up to 30 hrs
Clark, Aimee	Title I Tutoring	2026-2027	511	$27.60/hr up to 90 hrs
Coleman, Jonathan	Woodlands Tech Coach	2026-2027	795	Salary Schedule
Crowder, Haley	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
Estrada, Mica	Athletics	2026-2027	801	$14.40 per hour
Fezer, Shanna	Union Tech Coach	2026-2027	795	Salary Schedule
Fincher, Amy	Literacy Committee	2026-2027	511	$27.60/hr up to 30 hrs
Fincher, Amy	Title I Tutoring	2026-2027	511	$27.60/hr up to 90 hrs
Fisher, Kerri	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
Fredricks, Bethany	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
Greenhagen, Emily	St. Mary's Tutor	2026-2027	511	$27.60 per hour
Grider, Anne	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
Hurd, Mackenzie	Athletics	2026-2027	801	$14.40 per hour
Kahle, Mendoza, Angela	Garfield Tech Coach	2026-2027	795	Salary Schedule
Kirchenbauer, Brenda	Athletics	2026-2027	801	$14.40 per hour
Klein, Jill	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
Kreich, Shelby	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
Labon, Dylan	Band Tech	2026-2027	815	$27.60/hr up to 60 hrs
Lamar, Stephen	East Tech Coach	2026-2027	795	Salary Schedule
Landes, Wendy	Athletics	2026-2027	801	$14.40 per hour
Laughlin, Sherri	Athletics	2026-2027	801	$14.40 per hour
Leaming, Fallon	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
Lyons, Makenzie	Athletics	2026-2027	801	$14.40 per hour
McClelland, Alicia	PoHi Tech Coach	2026-2027	795	Salary Schedule
McCormick, Rhonda	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
McCrary, Anthony	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
McHenry, Tracy	Athletics	2026-2027	801	$14.40 per hour
Olechnowicz, Kelli	First Lutheran Tutor	2026-2027	511	$27.60 per hour
Parent, Angela	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
Parks, Amy	Trout Tech Coach	2026-2027	795	Salary Schedule
Rand, Ian	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
Richard, Connor	Jr High Boys basketball coach	2026-2027	000	Salary Schedule
Richard, Connor	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs

	PONCA CITY SCHOOLS PERSONNEL REPORT				
	September 14, 2026				
	PAGE 3				
	Seals, Michael	Saturday School	2026-2027	108	$27.60/hr up to 60 hrs
	Servis, Cole	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
	Singleton, Kelly	West Tech Coach	2026-2027	795	Salary Schedule
	Smith, Kristin	Stepper Tryout Judging & Choreography	2026-2027	801	$450
	Smith, Molly	Literacy Committee	2026-2027	511	$27.60/hr up to 30 hrs
	Smith, Molly	MTSS Committee	2026-2027	511	$27.60/hr up to 10 hrs
	South, Sheila	Unified Champion Advisor	2026-2027	028	Salary Schedule
	Soutter, Tracie	Athletics	2026-2027	801	$14.40 per hour
	Stewart, Elizabeth	Summer Launch Institute Stipend	2026-2027	307	$1,500
	Stewart, Greg	Virtual Interviews and set up	Aug 2026	000	$27.60/hr up to 16 hrs
	Stilley, Matt	Varsity Softball Assistant Coach	2026-2027	000	Salary Schedule
	Stuart, Sam	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
	Sullivan, Shelly	Lincoln Tech Coach	2026-2027	795	Salary Schedule
	Taylor, Derek	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
	Welch, Lisa	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
	Williams, Brooke	Literacy Committee	2026-2027	511	$27.60/hr up to 30 hrs
	Williams, Brooke	MTSS Committee	2026-2027	511	$27.60/hr up to 10 hrs
	Williams, Brooke	Roosevelt Tech Coach	2026-2027	795	Salary Schedule
	Witters, Jazmin	Co Teaching Training	2026-2027	028	$27.60/hr up to 10 hrs
	Wyckoff, Jessica	Special Olympics Head Coach	2026-2027	028	$27.60/hr up to 20 hrs
	CERTIFIED PERSONNEL				**CONTRACT DUTY**
	Bohnert, Kwanza	Master's Degree Stipend	2026-2027	000	$1,500.00
	Lamar, Stephen	Master's Degree Stipend	2026-2027	000	$1,500.00
	SUPPORT PERSONNEL				**NON-CONTRACT DUTY**
	Adams, Chris	Athletics	2026-2027	801	$14.40 per hour
	Allyn, LeeAnn	Athletics	2026-2027	801	$14.40 per hour
	Brown, Chandler	Public Info Coord (Temp)/Asst Hi Stepper Coach	2026-2027	000	Salary Schedule
	Chapman, Luis	School prep for Student Advocate	Aug 2026	000	Reg rate
	Denton, Chyrl	Notary at September Board Meeting	9/14/2026	025	Reg rate up to 4 hrs
	Gazaway, Anthony	Athletics	2026-2027	801	$14.40 per hour
	Hernandez, Matthew	Cat Care Sub	2026-2027	165	Reg rate up to 100 hrs
	Hinterreiter, Jennie	Athletics	2026-2027	801	$14.40 per hour
	Hollis, Kirk	Athletics	2026-2027	801	$14.40 per hour
	Kreger, Sara	Athletics	2026-2027	801	$14.40 per hour
	Kreisel, Bridget	Athletics	2026-2027	801	$14.40 per hour
	McClelland, Karen	Athletics	2026-2027	801	$14.40 per hour
	McClelland, Karen	Enrollment	Aug 2026	000	Reg rate up to 12 hrs
	Miller, Antral	Athletics	2026-2027	801	$14.40 per hour
	Morales, Selena	Cat Care Sub	2026-2027	165	Reg rate up to 100 hrs
	Murray, Irish	Cat Care Sub	2026-2027	165	Reg rate up to 100 hrs
	Owens, Alicia	Athletics	2026-2027	801	$14.40 per hour
	Owens, Chris	Athletics	2026-2027	801	$14.40 per hour
	Randall, Deborah	Athletics	2026-2027	801	$14.40 per hour
	Randall, Eddie	Athletics	2026-2027	801	$14.40 per hour
	Rice, Denee	Athletics	2026-2027	801	$14.40 per hour
	Roland, Gwen	Cat Care Sub	2026-2027	165	Reg rate up to 100 hrs
	Russell, Hannah	Athletics	2026-2027	801	$14.40 per hour
	Scantlin, Tawna	Athletics	2026-2027	801	$14.40 per hour
	Shields, Kaitlyn	Athletics	2026-2027	801	$14.40 per hour
	Swinford, Kathy	Cat Care Sub	2026-2027	165	Reg rate up to 100 hrs
	Thompson, Jessica	Athletics	2026-2027	801	$14.40 per hour
	Tohee, C'Anna	Mindset Safety Management Training	Aug 10-11	028	Reg Rate up to 12 hours
	Welch, Adilyn	Stepper Tryout Judging	2026-2027	801	$100
	Zimmershied, Tracy	Athletics	2026-2027	801	$14.40 per hour
	SUPPORT PERSONNEL				**CONTRACT DUTY**

PONCA CITY SCHOOLS PERSONNEL REPORT

September 14, 2026

SUBSTITUTES

ADDITIONS FOR THE 2026-2027 SCHOOL YEAR

(Teacher Substitute: $80/day, Teacher Asst. Substitute: $70/day)

***See Attachment A**

GARFIELD EXTRA DUTY

***See Attachment B**

LIBERTY EXTRA DUTY

***See Attachment C**

LINCOLN EXTRA DUTY

***See Attachment D**

ROOSEVELT EXTRA DUTY

***See Attachment E**

TROUT EXTRA DUTY

***See Attachment F**

UNION EXTRA DUTY

***See Attachment G**

WOODLANDS EXTRA DUTY

***See Attachment H**

WEST EXTRA DUTY

***See Attachment I**

EAST EXTRA DUTY

***See Attachment J**

Ponca City Public Schools
Personnel Report
September 14, 2026
Attachment A

FOR BOARD APPROVAL
SUBSTITUTE TEACHERS
SEPTEMBER 2026

1. Alexander, Teri*$(CONT)
2. Anderson, Gwendolyn
3. Anson, Dawn
4. Bennett, Amber*$(CONT)
5. Boies, Sheridan
6. Branscum, Brenda*$(CONT)
7. Carter, Beverly$#
8. Cusick, Gregory
9. Davis, Judy
10. Dickison, Erin*$(CONT)
11. Driggers, Lyndsey*$(CONT)
12. Golay, Joanne
13. Gonzales, Charles$
14. Good, Michael
15. Grassman, Sierra
16. Grassman, Steven
17. Hall, Robyn&$(CONT)
18. Hamlin, Kimberlyn
19. Hampton, Jonnie#
20. Hardesty, Vicki
21. Hicks, Donetta
22. Higgins, Kaitlyn
23. Hinton, Craig$
24. Holder, Chad
25. Hunter, Greg&$(CONT)
26. Hurley, Patricia
27. Jones, Ashleigh
28. Keeler, Holli
29. Keller, Penny$*#
30. Leshe, Bradon&$(CONT)
31. Lister, Paula
32. McGinnis, Lisa
33. Miller, Crystal
34. Morgan, Makenna
35. Mosgrove, Linda$*
36. Parker, David*$#(CONT)
37. Pizzuto, Lisa
38. Schiltz, Dolores*$#(CONT)
39. Stephenson, Rebecca*$#(CONT)
40. Taylor, Karen *$#
41. Thames, Graycen
42. Trammell, Connie
43. Washington, Danny
44. Whaylen, Jenny$
45. Williams, Sylvia LeiLani$
46. Wimberley, Barbara$

= Receiving OTRS Payment
$ = Bachelors or above
* = Certified
& = Contract Bachelor's Degree
(CONT) = Contract Sub

Ponca City Public Schools
Personnel Report
September 14, 2026
Attachment B

Site Extra Duty **2500** **Site:** Garfield

*****You only need to enter hourly rate and hours if a support employee is doing the duty**

Last Name	First Name	Extra Duty	Hourly	Hours	Amount
Austin	Darcey	Breakfast/Facebook			700
Colberg	Sandi	Gym in Morning			600
Smith	Brandy	Morning greeter			600
Lutz	Miranda	Website			600

Shuttle Bus Duty (for applicable sites) $700 before school and $700 after school

Last Name	First Name	BEFORE (and/or) AFTER SCHOOL	Hourly	Hours	Amount
Hertzog	Lindsay	before			700
Austin	Darcey	after			700

IMPORTANT INFORMATION

Support employees must be compensated regular rate of pay to ensure labor requirements are met

Support employees are required to submit a blue timesheet for extra duty

TIMESHEETS MUST BE SUBMITTED MONTHLY

Support employees cannot collect extra duty within contracted hours

Ponca City Public Schools
Personnel Report
September 14, 2026
Attachment C

Site Extra Duty **2500** **Site:** Liberty

*****You only need to enter hourly rate and hours if a support employee is doing the duty**

Last Name	First Name	Extra Duty	Hourly	Hours	Amount
Barker	Angela	AM Cafeteria	$13.05	59	$770
Guenther	Kaila	Webmaster			$600
Brown	Megan	Duty			$600
Harrington	Josh	AM Crosswalk	$14.90		

Shuttle Bus Duty (for applicable sites) $700 before school and $700 after school

Last Name	First Name	BEFORE (and/or) AFTER SCHOOL	Hourly	Hours	Amount
Snelding	Debbie	Before school			$600
Harrington	Josh	After school shuttle bus	$14.90		$700

IMPORTANT INFORMATION

Support employees must be compensated regular rate of pay to ensure labor requirements are met

Support employees are required to submit a blue timesheet for extra duty

TIMESHEETS MUST BE SUBMITTED MONTHLY

Support employees cannot collect extra duty within contracted hours

Ponca City Public Schools
Personnel Report
September 14, 2026
Attachment D

Site Extra Duty **2500** **Site:** Lincoln

*****You only need to enter hourly rate and hours if a support employee is doing the duty**

Last Name	First Name	Extra Duty	Hourly	Hours	Amount
Hollingsworth	Amy	Webmaster			$600.00
Jones	Jenni	5th Grade Patrol			$250.00
Rader	Kiera	5th Grade Patrol			$250.00
Hollingsworth	Amy	5th Grade Leadership			$250.00
Gibson	Tanya	5th Grade Leadership			$250.00
					$1,600.00

Shuttle Bus Duty (for applicable sites) $700 before school and $700 after school

Last Name	First Name	BEFORE (and/or) AFTER SCHOOL	Hourly	Hours	Amount
Sullivan	Shelly	Before School			$700.00
Escobedo	Relena	After School	$13.65	66	$990.00
					$1,690.00

IMPORTANT INFORMATION

Support employees must be compensated regular rate of pay to ensure labor requirements are met

Support employees are required to submit a blue timesheet for extra duty

TIMESHEETS MUST BE SUBMITTED MONTHLY

Support employees cannot collect extra duty within contracted hours

Ponca City Public Schools
Personnel Report
September 14, 2026
Attachment E

Site Extra Duty **2500** **Site:** Roosevelt

*****You only need to enter hourly rate and hours if a support employee is doing the duty**

Last Name	First Name	Extra Duty	Hourly	Hours	Amount
Cawley	Aaron	5th grade leadership			498.85
Dingus	Alaina	5th grade leadership			500
Smith	Molly	yearbook			600
Smith	Molly	web communications			400
Lawson	Riley	Early Bus on Poplar	12.85	39	501.15

Shuttle Bus Duty (for applicable sites) $700 before school and $700 after school

Last Name	First Name	BEFORE (and/or) AFTER SCHOOL	Hourly	Hours	Amount
Trotter	Tana	bus shuttle before	13.15	50	700
Tohee	C'Anna	bus shuttle after	13.5	52	700

IMPORTANT INFORMATION

Support employees must be compensated regular rate of pay to ensure labor requirements are met

Support employees are required to submit a blue timesheet for extra duty

TIMESHEETS MUST BE SUBMITTED MONTHLY

Support employees cannot collect extra duty within contracted hours

Ponca City Public Schools
Personnel Report
September 14, 2026
Attachment F

Site Extra Duty **2500** **Site:** Trout

*****You only need to enter hourly rate and hours if a support employee is doing the duty**

Last Name	First Name	Extra Duty	Hourly	Hours	Amount
Butler ***	Katie	Web Master			600
Naugle ***	Alisa	Yearbook			600
Minson ***	Heather	Leadership			250
Pratt ***	Monica	Leadership			100
Butler ***	Katie	Leadership			100
Green	Callie	5th grade patrol	14.5	11	150
Smith	Amanda	5th grade leadership	15.32	40	600

Shuttle Bus Duty (for applicable sites) $700 before school and $700 after school

Last Name	First Name	BEFORE (and/or) AFTER SCHOOL	Hourly	Hours	Amount
Wickham	Michelle	After School	14.7	48	700
Long	Crystal	BEFORE (and/or) AFTER SCHOOL	17.15	41	700

IMPORTANT INFORMATION

Support employees must be compensated regular rate of pay to ensure labor requirements are met

Support employees are required to submit a blue timesheet for extra duty

TIMESHEETS MUST BE SUBMITTED MONTHLY

Support employees cannot collect extra duty within contracted hours

***All certified employees want their stipend at the end of the school year. Thank You!

Ponca City Public Schools
Personnel Report
September 14, 2026
Attachment G

Site Extra Duty **2500** **Site:** UNION

*****You only need to enter hourly rate and hours if a support employee is doing the duty**

Last Name	First Name	Extra Duty	Hourly	Hours	Amount
Hopkins	Angela	Union Leaders Teacher			700
Davis	Jessica	Union Leaders Teacher			700
Fezer	Shanna	Tech/Communications/Social Media			700
Thatcher	Ashley	Sign/Communication			200
Lambert	Janie	School Incentives			200
Martin	Kaylee	Morning/After School Duties			400

Shuttle Bus Duty (for applicable sites) $700 before school and $700 after school

Last Name	First Name	BEFORE (and/or) AFTER SCHOOL	Hourly	Hours	Amount
Lambert	Janie				700
Womack	Ayla				700

IMPORTANT INFORMATION

Support employees must be compensated regular rate of pay to ensure labor requirements are met

Support employees are required to submit a blue timesheet for extra duty

TIMESHEETS MUST BE SUBMITTED MONTHLY

Support employees cannot collect extra duty within contracted hours

Ponca City Public Schools
Personnel Report
September 14, 2026
Attachment H

Site Extra Duty **2500** **Site:** Woodlands

***You only need to enter hourly rate and hours if a support employee is doing the duty**

Last Name	First Name	Extra Duty	Hourly	Hours	Amount
Bales	Kelly	Juanito Crossing Guard			$600
Bales	Kelly	(Includes Webmaster, Yearbook, FB			$800
Atkins	Jessie	PM Daycare Student Supervision			$350
Coleman	Johnathan	5th Grade Patrol Supervision			$125
Sharp	Ashlee	5th Grade Patrol Supervision			$125
Ryan	Kaitlyn	PM Daycare Student Supervision			$250
Bales	Kelly	Book Fair Coordinator			$200

Shuttle Bus Duty (for applicable sites) $700 before school and $700 after school

Last Name	First Name	BEFORE (and/or) AFTER SCHOOL	Hourly	Hours	Amount
Peterson	Jenae	Before School			$700
McNicholas	Amiee	After School - 2nd Semester			$350
Atkins	Jessie	After School - 1st Semester			$350

IMPORTANT INFORMATION

Support employees must be compensated regular rate of pay to ensure labor requirements are met

Support employees are required to submit a blue timesheet for extra duty

TIMESHEETS MUST BE SUBMITTED MONTHLY

Support employees cannot collect extra duty within contracted hours

Ponca City Public Schools
Personnel Report
September 14, 2026
Attachment I

Site Extra Duty **4500** **Site:** West Middle School 26-27 SY

*****You only need to enter hourly rate and hours if a support employee is doing the duty**

Last Name	First Name	Extra Duty	Hourly	Hours	Amount
Laughlin	Sherri	Leopard Team Lead			420
Stanton	Ruth	Food Pantry Advisor			600
Pinney	Stacy	Student Council Advisor			200
Rains	Kellie	Student Council Advisor			200
Hensley	Jennifer	Student Council Advisor			200
Singleton	Kelly	Yearbook Advisor			600
Belt	Jeremiah	Tiger Team Lead			420
Belt	Jeremiah	After School Detention Monitor			600
LaRue	Hallie	Jaguar Team Lead			420
Nichols	Cheryl	Bobcat Team Lead			420
Regnierd	Cathy (Shelly)	Before School Bus Duty			420
					Total 4500

Shuttle Bus Duty (for applicable sites) $700 before school and $700 after school

Last Name	First Name	BEFORE (and/or) AFTER SCHOOL	Hourly	Hours	Amount
Albee	Calvia	BEFORE and AFTER SCHOOL			1400

IMPORTANT INFORMATION

Support employees must be compensated regular rate of pay to ensure labor requirements are met

Support employees are required to submit a blue timesheet for extra duty
TIMESHEETS MUST BE SUBMITTED MONTHLY
Support employees cannot collect extra duty within contracted hours

Department Chairs are paid $200 + $100 for every person they supervise in the dept. **PLC Dept Chair**

Subject	Stipend Amount		Last name of all employees in the dept.
Math	300 each	Total 600	C. Nichols/Laughlin (Co-Chairs) Slizewski, Markle, M. Smith, Chaney
ELA	200 each	Total 400	Sikes/Lyons (Co-Chairs) Regnier/Labombard
Literature	200 each	Total 400	LaRue/Stewart (Co-Chairs) Grass, Fenton
Science	200 each	Total 400	Hurd/Hughes (Co-Chairs) B. Smith, Keith
Social Studies	200 each	Total 400	Agee/Belt (Co-Chairs) Eakins/McBride
SPED	600	Total 600	Danks (Chair) Jacobs, Hamlin, Klufa, Hensley

Ponca City Public Schools
Personnel Report
September 14, 2026
Attachment I

Ponca City Public Schools
Personnel Report
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Attachment J

Site Extra Duty **4500** **Site: EMS**

*****You only need to enter hourly rate and hours if a support employee is doing the duty**

Last Name	First Name	Extra Duty	Hourly	Hours	Amount
Hallemeier	Joshua	Isibindi Team Lead			$400
Layton	Lorrie	Amistad Team Lead			$400
Gowdy	Vina	Reveur Team Lead			$400
Naile	Andrea	Altruismo Team Lead			$400
Walker	Angie	Web Master at East			$500
Schatz	Susie	Student Council at East			$1,000
Kimbrell	Mark	Sound System at East			$500
Walker	Angie	Yearbook at East			$500

Shuttle Bus Duty (for applicable sites) $700 before school and $700 after school

Last Name	First Name	BEFORE (and/or) AFTER SCHOOL	Hourly	Hours	Amount
Schatz	Susie	Before and After			$1,400

IMPORTANT INFORMATION

Support employees must be compensated regular rate of pay to ensure labor requirements are met

Support employees are required to submit a blue timesheet for extra duty

TIMESHEETS MUST BE SUBMITTED MONTHLY

Support employees cannot collect extra duty within contracted hours

Ponca City Public Schools
Personnel Report
September 14, 2026
Attachment J

EAST MIDDLE SCHOOL PLC CHAIRS					
LAST	**FIRST**	**PLC SUBJECT AREA**	**# of members in PLC including Chariperson**	**STIPEND**	
Lamar	Stephen	English Language Arts/Reading	3	400	
Partin	Jeri	Math	3	400	
Naile	Andrea	Social Studies	2	300	
Weese	Ferran	Science	3	400	
Schatz	Susie	Special Education	2	300	
PLC Chairs are paid $200 plus $100 for each member (excluding themselves)					