



AGENDA FOR BOARD OF EDUCATION REGULAR MEETING

Bartlesville Public Schools

Education Service Center - Board of Education Meeting Room, 1100 SW Jennings Ave,
Bartlesville, OK 74003

Monday, June 15, 2026 at 5:30 PM

- I. Call Meeting to Order
- II. Flag Salute
- III. Public Comment

The Board of Education invites public comment at this point in the regular meeting ONLY for items on tonight's agenda. Please sign up on the form provided prior to the meeting. Please Keep Comments to Five Minutes. Board members and administrative staff will not respond to questions from the public at the Board meeting. The Board will not be able to vote on matters brought forward by the public during participation time if such matters are not specific agenda items (Board Policy BDC).

- Bartlesville Education Association Representative
- Bartlesville Education Classified Personnel Organization Representative

- IV. Superintendent's Report
 - IV.A. Superintendent Transition Update
 - IV.B. Bond Election Update
 - IV.C. Financial Update
 - IV.D. Upcoming Board of Education Meetings
- Regular Meeting - Monday, July 20, 2026; 5:30 p.m.
- V. Consent Agenda

All the following items which concern reports and items of a routine nature normally approved at Board meetings will be approved by one vote unless any Board member desires to have a separate vote on any or all items. The Consent Agenda consists of discussion, consideration, and vote.

V.A. Approval of Minutes as set out on Attachment "A"

- May 18, 2026 (Regular Meeting)
- June 8, 2026 (Special Meeting)

V.B. Approval of Purchase Orders and Change Orders to date as set out on Attachment "B"

V.C. Acceptance of Financial Reports for May 2026 as set out on Attachment "C"

V.D. Approval of Personnel - Appointments, Resignations, Changes of Status - as set out on Attachment "D"

V.E. Acceptance of Donations/Interest earnings as set out on Attachment "E"

V.F. Acceptance of Treasurer's Report as set out on Attachments "F"

V.G. Acceptance of Activity Fund Report as set out on Attachment "G"

V.H. Declaration of Items as Surplus as set out on Attachment "H"

V.I. Approval of Lease Purchase Items as set out on Attachment "I"

V.J. Approval of Municipal Finance Services agreement for bond issue advisor services for the 2026-2027 school year as set out on Attachment "J"

V.K. Approval of the Activity Fund Manual for 2026-27 as set out on Attachment "K"

V.L. Approval of Purchasing Agents for the 2026-2027 school year as set out on Attachment "L"

V.M. Approval of the Public Finance Law Group Agreement for legal services regarding bond issues for the 2026-2027 school year as set out on Attachment "M"

V.N. Approval of the BancFirst property insurance/worker's compensation quote as set out on Attachment "N"

V.O. Approval of Dr. Stephanie Curtis and Jason Langham as the authorized representatives for Federal Programs and Special Education funding applications and reimbursement claims for the 2026-2027 school year

V.P. Approval of Dr. Stephanie Curtis, Shelba Aggas, and Taylor Wilson as authorized representatives for Child Nutrition Programs for the 2026-2027 school year

V.Q. Approval for a Service Agreement renewal with K-9 Narcotics Detection, LLC (K9ND) for the use of their drug dog services for the 2026-27 school year as set out on Attachment "Q"

V.R. Approval for an Agreement renewal with ESS South Central, LLC for the 2026-27 school year as set out on Attachment "R"

V.S. Approval for a Service Agreement renewal with the City of Bartlesville for the School Resource Officers for the 2026-27 school year as set out on Attachment "S"

VI. Action Topics

VI.A. Discussion and possible board action for TOPS Roofing Program as set out on Attachment "A"

VII. Public Comment

The Board of Education invites public comment at this point in the regular meeting for items NOT on tonight's agenda. Please sign up on the form provided prior to the meeting. Please Keep Comments to Five Minutes. Board members and administrative staff will not respond to questions from the public at the Board meeting. The Board will not be able to vote on matters brought forward by the public during participation time if such matters are not specific agenda items (Board Policy BDC).

VIII. New Business

Under this item, the Board can consider and vote on any business that could not have been foreseen or known about at the time the agenda was posted.

IX. Adjournment

Posted at the front door of the Education Service Center, 1100 South Jennings Avenue, Bartlesville, Oklahoma, at 5:30 p.m., June 12, 2026, by Laci Harris, Minutes Clerk of the Board.

Laci Harris

Minutes Clerk of the Board

Strategic Plan Update

LaDonna Chancellor



Vision

"Every student graduates college, career, and life ready with a clear plan for the future."

Mission

"Every Bruin, Every Day is empowered to lead, learn, and grow."



Teaching & Learning
Excellence



College, Career, & Life
Readiness



Safe & Supportive Schools

SCHOOL BOND PROPOSALS

VOTE →

AUGUST 25

**NO TAX
INCREASE**



PROPOSITION NO. 1 (BUILDING AND EQUIPMENT)

- Reconfigure **Madison Middle School's** front entrance to improve safety & create a more functional lobby and office space.
- Expand **strength & conditioning** facilities at Bartlesville High School and create a dedicated space at **Central Middle School** to reduce busing between campuses.
- Renovate facilities to support the growth of the **wrestling** program, including a second practice space & a dedicated girls wrestling locker room.
- Construct an **Extracurricular Annex** facility to accommodate the growth of the band program and extracurricular activities such as STEM competitions & student leadership events.
- Maintain through 2028-29 **curriculum & textbooks**, technology refreshes of desktop computers, Chromebooks, and ActivPanels, along with updated facility systems including **HVAC** and **roofs**.



PROPOSITION NO. 2 (TRANSPORTATION)

- Transportation equipment including smaller **passenger vehicles** for student and staff travel and **route buses**.

PREVIOUS BOND ISSUE

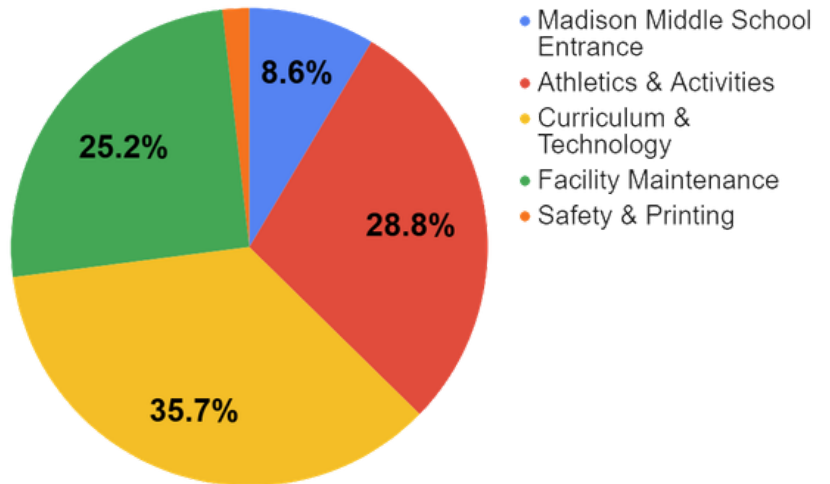
- ✓ **Wayside** and **Ranch Heights** Elementary schools expansions
- ✓ Replaced old electronic whiteboards and dim projectors with bright, **touchscreen panels**.
- ✓ Maintained **1:1 Chromebooks**.
- ✓ Maintained **PreK-12 STEM** devices, equipment, and support for laboratory science.

For more information, go to BPS-OK.ORG





On **August 25**, your ballot will have a bond issue proposal for **\$38,725,000** plus a **\$2,250,000** proposal for transportation. Paying for these bond issues would result in **NO INCREASE IN THE TAX RATE** as older bonds are retired. The sinking fund millage would remain at about 30 mills, which is average within our peer group.



Madison Middle School — Front Entrance

- **Challenge:** Madison's front entrance was designed in the 1960s and no longer meets the needs of a modern school environment. Separate entrances for students and visitors create security challenges. Office space is also too limited to function effectively for today's staffing and operational needs.
- **Solution:** Reconfigure the front entrance to create a single, secure point of entry, a more functional lobby, and expanded office space that meets current safety and staffing standards.

Central Middle School — Weight Room

- **Challenge:** Central Middle School does not have a dedicated strength and conditioning space. Students are bused to the high school throughout the day, which reduces instructional time and creates scheduling inefficiencies.
- **Solution:** Build a dedicated strength and conditioning facility at Central Middle School, eliminating cross-campus busing and giving students more time for instruction.

Bartlesville High School — Strength & Conditioning

- **Challenge:** The existing weight room was built when each sport rotated through as part of practice. Since adding a dedicated strength and conditioning coach in 2017, the class has grown significantly and the current space cannot accommodate the number of athletes who elect to participate.
- **Solution:** Expand the strength and conditioning facility at BHS to meet current enrollment in the program and create a safe, effective training environment for athletes.

Bartlesville High School — Wrestling

- **Challenge:** The BHS wrestling program has grown with the addition and expansion of girls wrestling. The program does not have sufficient practice space and lacks a dedicated locker room for girls.
- **Solution:** Convert an adjacent band room into supplemental wrestling practice space and repurpose the band/orchestra uniform storage room into a girls wrestling locker room.

Bartlesville High School — Extracurricular Annex

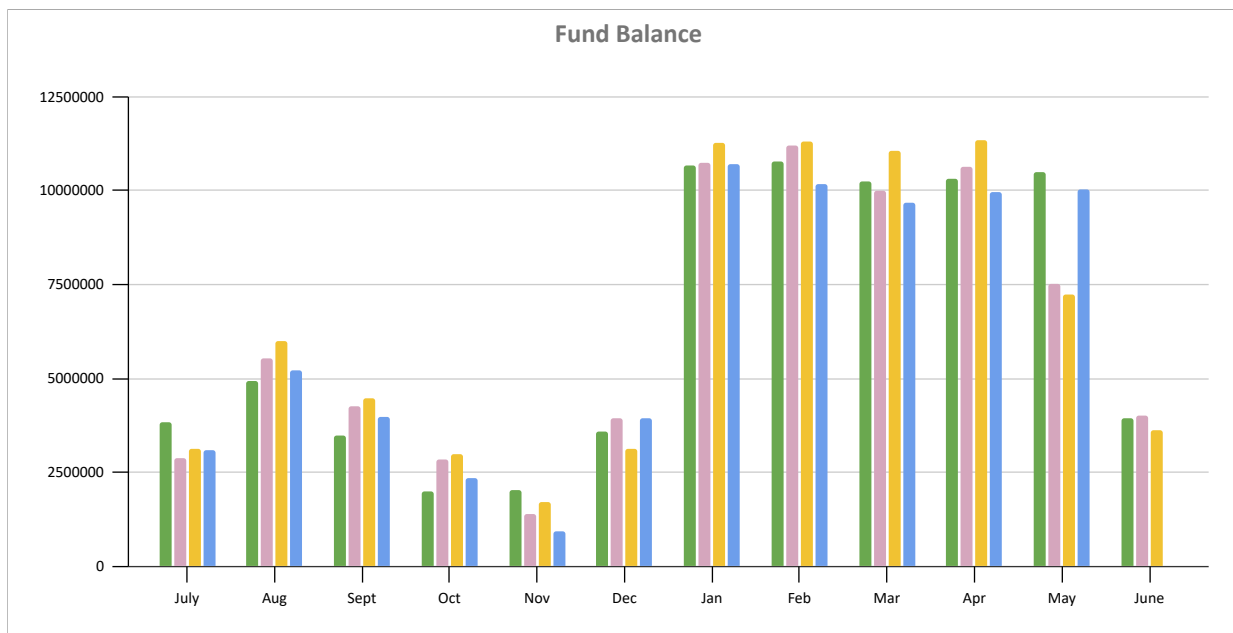
- **Challenge:** Replace band rehearsal space being renovated for the wrestling program.
- **Solution:** Construct a new Extracurricular Annex to provide dedicated band rehearsal and storage space as well as opportunities for extracurricular activities such as STEM and TSA competitions and other student leadership events.

Districtwide — Curriculum, Technology, & Facility Infrastructure

- **Challenge:** Technology hardware, instructional materials, furniture, and aging building systems require ongoing investment to remain functional and effective across all grade levels.
- **Solution:** Replace outdated textbooks and classroom furniture, address building systems in need of repair or replacement, and maintain and update desktop computers, Chromebooks, and ActivPanels districtwide.

Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2023-2026

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 23	3,849,461	4,937,743	3,495,740	2,009,542	2,034,853	3,581,279	10,680,690	10,779,483	10,262,132	10,302,023	10,511,033	3,931,988
FY 24	2,870,004	5,541,192	4,276,609	2,838,027	1,377,252	3,961,327	10,752,812	11,197,027	9,987,169	10,624,299	7,524,869	4,012,343
FY 25	3,114,772	5,993,256	4,486,033	2,993,607	1,728,160	3,137,351	11,284,980	11,297,975	11,049,841	11,326,872	7,252,189	3,608,806
FY 26	3,108,625	5,203,689	3,988,446	2,347,041	921,789	3,952,870	10,721,013	10,175,780	9,692,879	9,959,415	10,042,173	
FY26-FY25	(6,147)	(789,567)	(497,587)	(646,566)	(806,371)	815,519	(563,967)	(1,122,195)	(1,356,962)	(1,367,457)	2,789,984	



Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis

		2025-26	2024-25	2023-24
	May	Year to Date Total	Year to Date Total	Year to Date Total
Beginning balance	\$ 9,959,415	\$ 3,608,806	\$ 4,012,343	\$3,931,988
Local	486,362	15,235,008	13,812,466	13,603,233
County	60,207	1,773,371	1,621,109	1,570,041
State	3,673,992	33,530,803	33,979,231	32,726,264
Federal	319,425	3,273,029	4,245,077	5,948,282
Other sources	20,398	56,215	105,896	105,431
	<u>4,560,384</u>	<u>53,868,426</u>	<u>53,763,779</u>	<u>53,953,251</u>
Total cash available	14,519,799	57,477,232	57,776,122	57,885,239
<u>Requirements:</u>				
Salaries	3,196,259	30,163,758	32,007,952	30,891,659
Benefits	1,089,337	10,360,773	10,965,367	10,534,179
Professional services	51,039	1,272,075	1,237,252	1,067,588
Property services	57,580	2,750,912	3,286,383	3,271,523
Other purchased services	17,498	417,074	371,909	1,200,677
Supplies & materials	48,517	1,944,099	2,112,598	2,883,308
Property		48,783	68,538	68,971
Other uses	17,396	477,585	473,934	442,465
	<u>4,477,626</u>	<u>47,435,059</u>	<u>50,523,933</u>	<u>50,360,370</u>
Ending balance	<u>10,042,173</u>	<u>10,042,173</u>	<u>7,252,189</u>	<u>7,524,869</u>

Bartlesville Public Schools
General Fund Revenue Detail

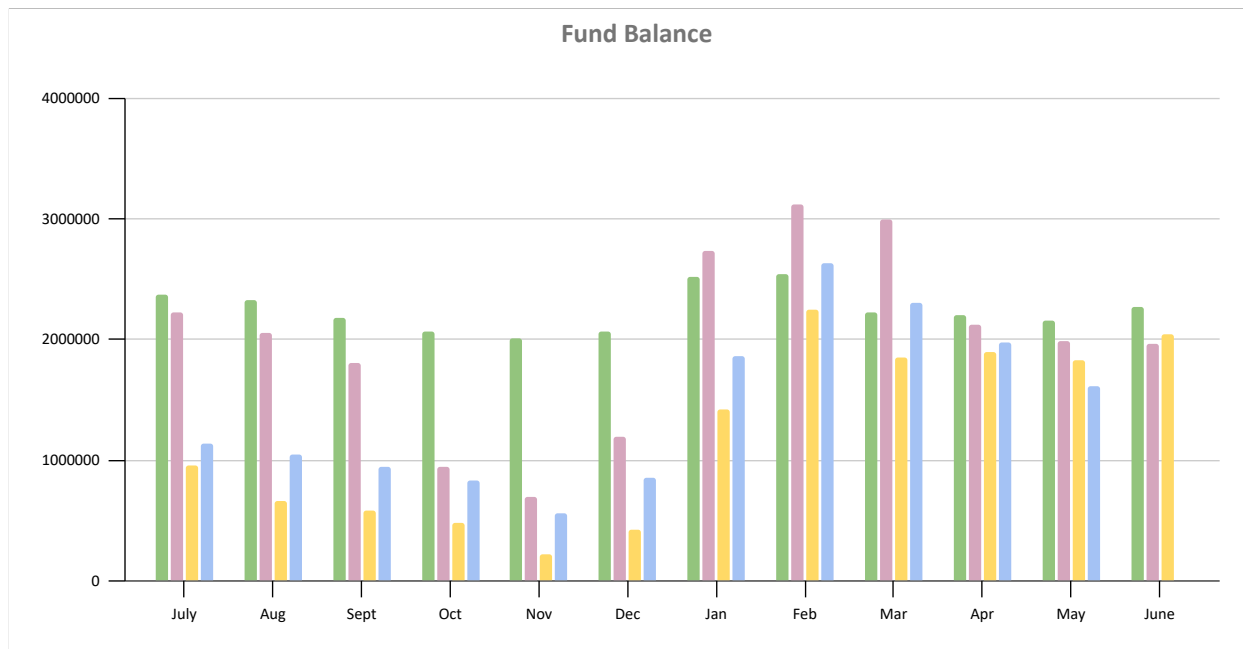
		July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	2025-26 Total
1110	Ad valorem tax - current						3,618,177.02	7,250,280.17	699,639.91	315,420.64	1,262,660.91	265,484.67		13,411,663.32
1121-1122	Ad valorem tax - prior	73,921.84	50,534.24	89,943.86	14,408.67	10,189.72	32,418.87	74,693.17	20,089.65	8,080.48	7,906.49	10,227.34		392,414.33
1130	In lieu of tax	0.08						230.32			548.39			778.79
1140	TIF closeout			228,176.52										228,176.52
1190	Other taxes													-
1213-1214	Testing fees	666.25		701.25	681.25		562.50	705.00		498.75		278.75		4,093.75
1230-1290	Tuition									18,540.50	18,540.50			37,081.00
1310	Interest on investments	52,920.40	31,413.29	33,545.48	28,919.52	49,790.04	30,116.73	44,568.63	44,737.31	48,334.66	87,324.96	93,110.66		544,781.68
1351														-
1352	Interest on unapport. Tax	122.64	47.17	85.93	157.07	95.78	248.65	52.35	2,414.69	5,594.36	391.56	306.82		9,517.02
1353														-
1410	Rent				90.00	600.00		250.00	5,500.00					6,440.00
1440	Sale of equipment				1,500.00									1,500.00
1510	Insurance loss recoveries			16,779.57	1,000.00					4,683.98		104,833.33		127,296.88
1530	Damage recovery			75.00		112.50	100.00	200.00	100.00	1,100.00	100.00			1,787.50
1580	Activity trip reimb	9,466.32	7,391.25	611.24	3,042.10	3,641.33	2,537.44	439.95	598.76	3,888.44	1,758.02	6,147.57		39,522.42
1590	Miscellaneous reimb	976.00	5,648.90		5,226.00	14,384.32	771.62	5,083.25	623.20	9,681.40	1,317.00	5,806.80		49,518.49
1610	Donations	1,000.00	59,750.00	4,370.00		17,975.05		81,125.00	1,000.00	194,527.21	25,951.62			385,698.88
1680	Refunds		71.00					720.00						791.00
1690	Miscellaneous			1,014.78	67.41	146.82	103.41	178.23	24.00	12.00	233.64	166.23		1,946.52
2100	County-wide 4-mill	9,380.65	6,207.03	29,573.29	1,877.91	1,317.19	380,803.88	810,771.66	104,921.84	36,544.96	155,788.84	39,086.07		1,576,273.32
2200	Mortgage tax	11,399.68	14,514.63	22,408.76	16,092.07	17,320.06	40,147.22	13,570.06	13,865.81	11,522.96	15,134.98	21,121.72		197,097.95
2300	Resale Property													-
3110	Gross production tax	3,184.08	2,196.23	2,577.77	2,678.60	2,867.45	937.11	4,525.80	2,149.27	2,407.34	2,331.49	2,083.33		27,938.47
3120	Motor vehicle tax	59,992.81	246,432.22	231,118.54	245,648.60	233,219.25	198,028.53	236,590.37	239,429.97	218,705.99	235,954.80	238,938.76		2,384,059.84
3130	Rural electric tax	4,413.73	5,876.53	6,546.81	5,462.84	4,764.39	4,380.00	4,432.10	5,566.57	5,688.84	5,553.84	3,309.11		55,994.76
3140	State school land earnings	93,133.81	65,952.92	77,440.06	97,211.86	86,855.18	81,770.33	161,738.46	95,420.81	97,611.39	106,643.21	73,976.58		1,037,754.61
3150	Vehicle tax stamps	797.89	436.94	1,230.18	768.86	1,037.96	1,415.98		1,153.29	1,941.38	110.20	2,005.44		10,898.12
3160	Farm implement tax stamps			94.70	60.75	339.47	382.35			617.30	270.85			1,765.42
3210	Foundation aid		2,451,057.99	2,451,754.97	2,451,406.48	2,451,406.48	2,451,406.48	2,081,786.11	2,387,235.44	2,389,289.55	2,389,417.93	2,654,908.82		24,159,670.25
3250	FBA		459,231.25	459,231.24	459,231.25	459,231.24	459,231.25	473,591.65	461,624.63	466,689.09	461,223.08	512,631.04		4,671,915.72
3310	Alternative education							55,444.77		32,607.16		29,350.64		117,402.57
3412	NBCT Stipend								50,000.00					50,000.00
3413													4,000.00	4,000.00
3414					1,749.00									1,749.00
3415	Reading Sufficiency					120,213.94					646.00			120,859.94
3420	State textbooks		35,908.72	35,908.72	35,908.71	35,908.72	35,908.72	37,305.22	36,141.47	36,141.47	36,141.46	40,157.19		365,430.40
3430	Education matching	3,311.38			1,847.66		1,847.66	1,846.09	1,845.41	1,842.28		1,841.89		14,382.37
3436			93,041.47											93,041.47
3437									32,604.60					32,604.60
3440	Drivers education			4,757.50										4,757.50
3470														-
3610				1,082.43										1,082.43
3620									9.63					9.63
3690	Other state					1,927.41						25,555.25		27,482.66
3811	Vocational programs			7,920.00			30,170.00			7,920.00		30,170.00		76,180.00
3812	Vocational programs			55,062.00			55,062.00			55,062.00		55,064.00		220,250.00
3892	Lottery Fund				28,901.28		14,672.05							43,573.33
4140	Title VII	125,903.90												125,903.90
4162	Flood Control				233.72									233.72
4210	Title I - Part A	240,195.39					280,311.38	265,263.53		129,438.52	139,396.31	147,592.60		1,202,197.73
4271	Title II	20,495.34					175,898.38	21,496.26	2,538.76		12,512.04	11,607.83		244,548.61
4281	Title III	290.10					13,180.12	14,367.16	490.36			190.00		28,517.74
4310	IDEA B - Special Education	196,695.03		2,239.80	152,076.79		134,336.92	128,313.57	246,717.94	139,925.86	127,025.27	128,031.47		1,255,362.65
4340	Preschool				7,100.94	7,100.94	7,100.94		8,428.96					29,731.78
4442	Title IV reimb		32,528.85				56,051.59	6,354.28	1,519.45	801.63		4,525.45		101,781.25
4470	Title VI	6,773.70					6,758.98	11,365.61	1,944.95	4,977.95		2,558.37		34,379.56
4550	Johnson-O'Malley		72,071.90											72,071.90
4611	Title II - Adult Education	35,249.42				2,079.95	3,801.05	5,776.72	8,874.00	6,192.73	9,754.19	8,601.94		80,330.00
4617	Rehab services						1,266.94				696.01			1,962.95
4689	Other federal													-
4740														-
4821	Carl Perkins				30,487.22		17,072.56			32,129.60		16,317.05		96,006.43
5150-5160	Activity trip reimb	876.43	2,929.03	1,912.34	12,203.10	9,718.61	1,002.81	3,586.66	2,661.46	595.96	330.84	20,398.31		56,215.55
6140	Estopped Warrants													-
		951,166.87	3,643,241.56	3,766,162.74	3,606,039.66	3,532,243.80	8,137,981.47	11,796,652.15	4,479,872.14	4,289,016.38	5,105,664.43	4,560,385.03	-	53,868,426.23

3,582,106.16 PY FB

57,450,532.39

Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2023-2026

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 23	2,373,307	2,325,652	2,179,139	2,067,799	2,013,071	2,061,346	2,515,458	2,539,550	2,224,587	2,205,420	2,153,904	2,265,535
FY 24	2,224,183	2,052,836	1,807,955	947,532	692,259	1,192,603	2,737,169	3,118,725	2,998,442	2,125,142	1,991,800	1,960,216
FY 25	953,273	661,858	581,905	484,299	223,041	421,413	1,426,056	2,252,268	1,846,065	1,895,367	1,830,499	2,042,084
FY 26	1,133,076	1,046,523	940,322	836,900	559,218	857,332	1,861,642	2,634,710	2,302,419	1,974,146	1,612,533	
FY26-FY25	179,803	384,665	358,417	352,601	336,177	435,919	435,586	382,442	456,354	78,779	(217,966)	



Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis

	May	2025-26 Year to Date Total	Prior Year Year to Date Total
Beginning balance	\$ 1,974,146	\$ 2,042,084	\$ 1,960,216
<u>Revenue:</u>			
Local	70,636	2,239,970	1,934,443
State		877,247	865,050
Other sources		-	3,018
	<u>70,636</u>	<u>3,117,217</u>	<u>2,802,511</u>
Total cash available	2,044,782	5,159,301	4,762,727
<u>Requirements:</u>			
Professional services		110,000	112,350
Property services	338,605	1,664,525	995,793
Other purchased services		819,391	900,771
Supplies & materials	71,565	375,757	362,081
Property	22,079	576,795	560,076
Other uses		300	1,157
	<u>432,249</u>	<u>3,546,768</u>	<u>2,932,228</u>
Ending balance	<u>1,612,533</u>	<u>1,612,533</u>	<u>1,830,499</u>



MINUTES OF THE BOARD OF EDUCATION REGULAR MEETING - Monday, May 18, 2026

The Board of Education of Independent School District No. 30 of Washington County, Bartlesville, Oklahoma met at the Education Service Center - Board of Education Meeting Room, 1100 SW Jennings Ave, Bartlesville, OK 74003 on Monday, May 18, 2026 at 5:30 PM.

Absent: Scott Bilger, **Present:** Randy Herren, Mandy Johnston, Suzy Keirse, Kristen Lindblom, Andrea Nightingale, Kinder Shamhart. Present: 6, Absent: 1.

I. Call Meeting to Order

II. Flag Salute

III. Spotlight

III.A. Technology Student Association

BHS

- Adit Paul
- Carson Lee
- Colin Hall
- Jonathan Lai
- Afton Rutledge
- Andrew Pan
- Isabel Thoreson
- Nick Du
- Eric Wu
- Brendan Benyshek

CMS

- Caydie Crawford
- Melody Gao
- Jillian Lindbloom
- Sara Ramirez
- Lishitha Kollati
- Rida Shaik
- James Ruddick
- Archer Praetorious

Central Principal Matt Hancock introduced the CMS TSA and Vex Robotics students. BHS TSA Advisors Jeremy Williams and Ashlee Hightower recognized the students.

III.B. Spring Sports State Qualifiers and State Champions

Track and Field

- | | |
|---|---|
| • Wesley Turner - Pole Vault | • Alayna Nightingale - 100 Hurdles, High Jump |
| • Michael Taylor - 110 Hurdles, 300 Hurdles | |
| • Michael Murphy - Shot, Discus | • Evelyn Pratt - 4 x 400 Relay |

- Adilynn Kuntz- 4 x 400 Relay
- Sophia Varela- 4 x 400 Relay
- Madilyn Malcom- 4 x 400 Relay
- Aviola Manning- 4 x 400 Relay alt

Slow Pitch Softball

- Lydia Daniels
- Erin Bridendolph
- Paisley Bryant
- Maddie Czaja
- Mattix Magana
- Madie Nachbor
- Josie Childers
- Kenzie Denny
- Diane Nibblett
- Karmandy Marsheck
- Kelsie Yales
- Scout Offutt
- Lola Redington
- Reese Pendley
- Savannah Alden
- Jazmyne Campbell

Lady Bruin Golf

- Vivian Symes

Softball Coach Kyle Minton introduced the softball team, who had a record of 26-14, the highest rank going into the State Tournament at #4 in the state.

Track Coach David Ayres acknowledged the girls and boys track athletes and announced the girls won Class 6A State Academic Champions.

Girls Golf Coach Lane Parham recognized the girls golf team who qualified for the State Tournament which was hosted in Bartlesville at Hillcrest Country Club.

Boys Golf Coach Carl Holmes introduced the boys golf team, who finished third as a team at the State Tournament.

Tennis could not attend.

- Kirstyn Gettings
- Aisley Keirse
- Ava Parham
- Ann Eidson
- Lucy McNall

Bruin Golf

- Jay Wasemiller
- Hutson Coats
- Carter Sauer
- Damien Walker
- Lucas Wyatt

Tennis

- Abigail Shelley
- Sophie Kelly
- Claire Auschwitz
- Ava Kate Craig
- Kayleigh Khan
- Daniela Rodriguez
- Nick Du
- Carson Covington
- Johnny Colmenero
- Karsten Proctor
- Elijah Burchett

III.C. ESC Retirements

- Wade Kester
- Granger Meador
- Chuck McCauley

Andrea Nightingale acknowledged Superintendent McCauley's recent Lifetime Achievement Award and the board thanked them all for their service to Bartlesville Public Schools.

IV. Public Comment

There were no public comments.

V. Superintendent's Report

V.A. Superintendent Transition

LaDonna Chancellor updated the board that the backfilling of administration positions is complete.

V.B. Bond Issue Planning

The bond election is August 25, 2026. The resolution will be presented to the board at the June 15 board meeting. The majority of this bond is to be operation costs for the district. Some discussions for the bond

include Madison Middle School front office reconfigurations, accommodations for middle school weightlifting, wrestling practice space, and band practice space accommodations.

V.C. Financial Update

V.D. Upcoming Board of Education Meetings

- Regular Meeting - Monday, June 15, 2026; 5:30 p.m.

VI. Consent Agenda

All the following items which concern reports and items of a routine nature normally approved at Board meetings will be approved by one vote unless any Board member desires to have a separate vote on any or all items. The Consent Agenda consists of discussion, consideration, and vote.

VI.A. Approval of Minutes as set out on Attachment "A"

- April 20, 2026 (Regular Meeting)

VI.B. Approval of Purchase Orders and Change Orders to date as set out on Attachment "B"

VI.C. Acceptance of Financial Reports for April 2026 as set out on Attachment "C"

VI.D. Approval of Personnel - Appointments, Resignations, Changes of Status - as set out on Attachment "D"

VI.E. Acceptance of Donations/Interest Earnings as set out on Attachment "E"

VI.F. Acceptance of Treasurer's Report as set out on Attachments "F"

VI.G. Acceptance of Activity Fund Report as set out on Attachment "G"

VI.H. Approval of Lease Purchase Items as set out on Attachment "H"

VI.I. Approval of Activity Fund Fundraiser/Expenditure Request as set out on Attachment "I"

VI.J. Approval of Form 307 Supplemental Appropriations for the General and Child Nutrition Funds as set out on Attachment "J"

VI.K. Approval of contract with Junior Achievement of Oklahoma, Inc. for JA BizTown as set out on Attachment "K"

VI.L. Approval of Miscellaneous Pay Rates for 2026-27 as set out on Attachment "L"

VI.M. Approval of OSSBA Comprehensive Employment Service Agreement for 2026-27 as set out on Attachment "M"

MOTION #1: to approve Consent Agenda items A through M. This motion, made by Mandy Johnston and seconded by Kinder Shamhart, Passed.

Kristen Lindblom: Yea, Mandy Johnston: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Kinder Shamhart: Yea, Andrea Nightingale: Yea. Yea: 6, Nay: 0

VII. Public Comment

There were no public comments.

VIII. New Business

There was no new business.

IX. Adjournment

There being no further business, the meeting adjourned at 6:20 p.m.

REGULAR MEETING)
STATE OF OKLAHOMA) SS
COUNTY OF WASHINGTON)

I, the undersigned Minutes Clerk of the Board of Education of Independent School District No. 30 of Washington County, Oklahoma, certify that notice of the time, date, and place of this regular meeting was

given to the County Clerk of Washington prior to December 15 of the last calendar year.

I also certify that at least 24 hours prior to this regular meeting, excluding Saturdays, Sundays, and holidays, notice of the date, time, and place, and agenda of this meeting was posted in prominent public view at the location of this meeting.



MINUTES OF THE BOARD OF EDUCATION SPECIAL MEETING - Monday, June 8, 2026

The Board of Education of Independent School District No. 30 of Washington County, Bartlesville, Oklahoma met at the Education Service Center - Board of Education Meeting Room, 1100 SW Jennings Ave, Bartlesville, OK 74003 on Monday, June 8, 2026 at 12:02 PM.

Absent: Scott Bilger, Andrea Nightingale, **Present:** Randy Herren, Mandy Johnston, Suzy Keirse, Kristen Lindblom, Kinder Shamhart. Present: 5, Absent: 2.

I. Call Meeting to Order

II. Accept the resignation of Andrea Nightingale as a school board member and declare the office for district 6 vacant

Kinder Shamhart thanked Andrea for her service to the board.

MOTION #1: to accept and declare vacant. This motion, made by Mandy Johnston and seconded by Randy Herren, Passed. Kristen Lindblom: Yea, Mandy Johnston: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Kinder Shamhart: Yea. Yea: 5, Nay: 0

III. Discussion and possible board action for the appointment of President, Vice-President/Deputy Clerk, and Clerk of the Board of Education pursuant to OKLA STAT Title 70, Sections 5-119

MOTION #2: to make no changes to President. This motion, made by Kinder Shamhart and seconded by Kristen Lindblom, Passed. Kristen Lindblom: Yea, Mandy Johnston: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Kinder Shamhart: Yea. Yea: 5, Nay: 0

MOTION #3: to nominate Kinder Shamhart to Vice President. This motion, made by Mandy Johnston and seconded by Suzy Keirse, Passed. Kristen Lindblom: Yea, Mandy Johnston: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Kinder Shamhart: Yea. Yea: 5, Nay: 0

MOTION #4: to nominate Mandy Johnson as Clerk. This motion, made by Suzy Keirse and seconded by Randy Herren, Passed. Kristen Lindblom: Yea, Mandy Johnston: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Kinder Shamhart: Yea. Yea: 5, Nay: 0

IV. Recommendation, consideration and vote to approve a Resolution authorizing the calling and holding of an election in Independent School District Number 30 of Washington County, Oklahoma, for the purpose of submitting to the registered qualified electors thereof the question of the issuance of the bonds of said school district, to be issued in one or more series, in the sum of (I) Thirty Eight Million Two Hundred Fifty Thousand Dollars (\$38,250,000) to provide funds for the purpose of acquiring, constructing, equipping, repairing and remodeling school buildings, acquiring school furniture, fixtures and equipment and acquiring and improving school sites; or in the alternative to acquire a portion of such property pursuant to a lease purchase arrangement; and (II) Two Million Two Hundred Fifty Thousand Dollars (\$2,250,000) to provide funds for the purpose of acquiring transportation equipment; or in the alternative to acquire a portion of such property pursuant to a lease purchase arrangement; and levying and collecting an annual tax in such district, in addition to all other taxes, upon all the taxable property in said district for the payment of the interest and principal of said bonds; and containing other provisions related thereto.

Jerica Dawson with Municipal Finance Services, Inc. presented the details as listed in the Resolution

MOTION #5: to approve a Resolution authorizing the calling and holding of an election in Independent School District Number 30 of Washington County, Oklahoma, for the purpose of submitting to the registered qualified electors thereof the question of the issuance of the bonds of said school district, to be issued in one or more series, in the sum of (I) Thirty Eight Million Two Hundred Fifty Thousand Dollars (\$38,250,000) to provide funds for the purpose of acquiring, constructing, equipping, repairing and remodeling school buildings, acquiring school furniture, fixtures and equipment and acquiring and improving school sites; or in the alternative to acquire a portion of such property pursuant to a lease purchase arrangement; and (II) Two Million Two Hundred Fifty Thousand Dollars (\$2,250,000) to provide funds for the purpose of acquiring transportation equipment; or in the alternative to acquire a portion of such property pursuant to a lease purchase arrangement; and levying and collecting an annual tax in such district, in addition to all other taxes, upon all the taxable property in said district for the payment of the interest and principal of said bonds; and containing other provisions related thereto. This motion, made by Randy Herren and seconded by Suzy Keirse, Passed. Kristen Lindblom: Yea, Mandy Johnston: Yea, Suzy Keirse: Yea, Randy Herren: Yea, Kinder Shamhart: Yea. Yea: 5, Nay: 0

V. Adjournment

There being no further business, the meeting adjourned at 12:12 p.m.

SPECIAL MEETING)
STATE OF OKLAHOMA) SS
COUNTY OF WASHINGTON)

2025-2026 Fiscal Year
Encumbrance Orders for Approval
June 15, 2026

The following list of Encumbrance Orders (Purchase Orders), totaling \$29,855.37 is submitted for consideration by the Bartlesville Board of Education for the dates of May 15, 2026 through June 11, 2026 from 2025-2026 Fiscal Year funds for Funds 11-81.

I, Preston Birk, hereby certify the amount of each encumbrance order has been entered against the designated appropriation accounts and all these encumbrance orders are within the authorized available balance of said appropriations for the 2025-2026 Fiscal



Preston Birk

RECOMMENDATION: That the Board of Education adopts a motion to approve Purchase Orders (as listed in the attached reports) in the amount of \$29,855.37.

Submitted to the Board of Education

2025-2026 Fiscal Year			
	FUND	P.O. #'s	AMOUNT
11	General	1558 - 1571	\$ 14,103.92
21	Building		
22	Child Nutrition Fund	55 - 57	\$ 751.45
31	2019 Bond - Projects		
32	2021 Bond - 2023 Projects		
33	2021 Bond - 2024 Projects		
34	2023 Bond - 2025 Projects	185	\$ 15,000.00
39	Bond Interest		
81	Gifts Fund		
	TOTAL		\$ 29,855.37

GRAND TOTAL: **\$ 29,855.37**

Bartlesville Public Schools
Encumbrance Register
11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
1558	05/18/2026	DILLON S DOBBINS	TRAVEL-029/CURR/ESC	500.00
1559	05/19/2026	MULTISERVICE TECH SOLUTIONS, INC	CO-CURR-SPLYS-287/297/CURR/ESC	250.00
1560	05/19/2026	MULTISERVICE TECH SOLUTIONS, INC	CO-CURR-SPLYS-287/297/CURR/ESC	500.00
1561	05/20/2026	RAYEL C LINDSAY	TRAVEL - 030/CENTRAL	550.00
1562	05/20/2026	LESLIE J KRAMER	REGISTRATION-006/CURR/ESC	50.00
1563	05/21/2026	SPEARS WORLD TRAVEL SERVICE, INC	AIRLINE TICKETS-541/CURR/ESC	500.00
1564	05/27/2026	PROJECT LEAD THE WAY, INC.	REGISTRATION 541/FED PROG/505	1,200.00
1565	05/27/2026	PROJECT LEAD THE WAY, INC.	REGISTRATION 541/FED PROG/ESC	1,200.00
1566	05/27/2026	ARVEST BANK CORPORATE VISA	TRAVEL 511/FED PROG/ESC	1,300.00
1567	05/27/2026	CRISIS PREVENTION INSTITUTE INC	PROFESSIONAL DEV BOOKS 541/FED PROG/PTI	2,300.00
1568	06/03/2026	NAT'L BUSINESS FURNITURE	FURN/FIX-000/SUPT/ESC	2,236.57
1569	06/04/2026	MICHAEL E COLE	LANDSCAPING/MADISON/510	767.35
1570	06/08/2026	KEANON SIMON	Spray baseball field	2,400.00
1571	06/10/2026	LADONNA M CHANCELLOR	TRAVEL-006/CURR/ESC	350.00
			Report Total:	\$14,103.92

Bartlesville Public Schools
Encumbrance Register
22-Child Nutrition Programs Fund

PO No	Date	Vendor	Description	Amount
55	05/20/2026	SHANGSHANG CUI	REIMBURSEMENT-385/CND	168.00
56	05/21/2026	SARAH ZIMMERMAN	REIMBURSEMENT-385/CND	188.45
57	06/01/2026	JS & T INC	OTHER CLEANING SERVICES	395.00
Report Total:				<u><u>\$751.45</u></u>

Bartlesville Public Schools
Encumbrance Register
34-2023 BOND - 2025 PROJECTS

PO No	Date	Vendor	Description	Amount
185	05/19/2026	AMAZON CAPITAL SERVICES INC	TECH-RELATED-SUPPLIES-019/TECH/ESC	15,000.00
Report Total:				<u><u>\$15,000.00</u></u>

2026-2027 Fiscal Year
Encumbrance Orders for Approval
June 15, 2026

The following list of Encumbrance Orders (Purchase Orders), totaling \$12,854,506.52 is submitted for consideration by the Bartlesville Board of Education for the dates of July 01, 2026 from 2026-2027 Fiscal Year funds for Funds 11-81.

I, Preston Birk, hereby certify the amount of each encumbrance order has been entered against the designated appropriation accounts and all these encumbrance orders are within the authorized available balance of said appropriations for the 2026-2027 Fiscal Year.



Preston Birk

RECOMMENDATION: That the Board of Education adopts a motion to approve Purchase Orders (as listed in the attached reports) in the amount of \$12,854,506.52.

Submitted to the Board of Education

2026-2027 Fiscal Year			
	FUND	P.O. #'s	AMOUNT
11	General	1 - 317	\$ 5,611,387.67
21	Building	1 - 11	\$ 3,116,194.19
22	Child Nutrition Fund	1 - 27	\$ 2,292,402.99
32	2021 Bond - 2023 Projects		
33	2021 Bond - 2024 Projects		
34	2023 Bond - 2025 Projects	1 - 50	\$ 1,418,773.70
35	2023 Bond - 2026 Projects	1 - 13	\$ 415,747.97
39	Bond Interest		
81	Gifts Fund		
	TOTAL		\$ 12,854,506.52

GRAND TOTAL: \$ 12,854,506.52

Bartlesville Public Schools
Encumbrance Register
11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
1	07/01/2026	SODEXO OPERATIONS, LLC	OTHER-BLDG-SRVCS-000/AP/ESC	1,240,000.00
2	07/01/2026	AEP PUBLIC SERVICE COMPANY OF OK	ELECTRICITY-000/AP/ESC	715,000.00
3	07/01/2026	WASHINGTON CO TREASURER	COUNTY-ASSESSMNT/REVAL-FEE-000/AP/ESC	305,000.00
4	07/01/2026	WEX BANK	DIESEL-GASOLINE-SRVCS-000/Transportation	300,000.00
5	07/01/2026	ZENITH INSURANCE COMPANY	WORKERS-COMP-000/AP/ESC	239,661.00
6	07/01/2026	ROSENSTEIN, FIST AND RINGOLD INC	LEGAL-SRVCS-000/AP/ESC	40,000.00
7	07/01/2026	AT&T	COMMUNICATION-SRVCS-000/AP/ESC	35,000.00
8	07/01/2026	JENKINS AND KEMPER, CPAS, PC	ACCOUNTING-SRVCS-000/AP/ESC	16,000.00
9	07/01/2026	WASHINGTON COUNTY ELECTION BD	BOARD-OF-ED-SRVCS-000/AP/ESC	14,000.00
10	07/01/2026	PAUL STUMPFF AND ASSOC, INC	OTHER-INSUR-SRVCS-000/AP/ESC	12,000.00
11	07/01/2026	OSAGE COUNTY TREASURER	COUNTY-ASSESSMNT/REVAL-FEE-000/AP/ESC	10,000.00
12	07/01/2026	AMAZON CAPITAL SERVICES INC	GENL-SPLYS-000/AP/ESC	3,500.00
13	07/01/2026	ARVEST BANK CORPORATE VISA	TRAVEL-GENL-SPLYS-000/AP/ESC	3,000.00
14	07/01/2026	FIBER PLATFORM, LLC	COMMUNICATION-SRVCS-000/AP/ESC	2,500.00
15	07/01/2026	PAUL STUMPFF AND ASSOC, INC	SURETY-BOND-000/AP/ESC	2,300.00
16	07/01/2026	OK ASSOC SCHOOL BUSINESS	DUES & FEES-000/AP/ESC	1,400.00
17	07/01/2026	STAPLES CONTRACT & COMMERCIAL INC	GENL-SPLYS-000/AP/ESC	1,000.00
18	07/01/2026	ETTINGERS OFFICE SUPPLY	GENL-SPLYS-000/AP/ESC	1,000.00
19	07/01/2026	EXAMINER ENTERPRISE/OK HOLDINGS	ADVERTISING-000/AP/ESC	1,000.00
20	07/01/2026	VITAL RECORDS HOLDINGS LLC VRC COMP	NON-TECH-SRVCS-000/AP/ESC	1,000.00
21	07/01/2026	OSSBA, INC.	REGISTRATION-000/AP/ESC	1,000.00
22	07/01/2026	PRESTON J BIRK	TRAVEL-000/AP/ESC	700.00
23	07/01/2026	DEBORAH CONWAY-CHAMPON	TRAVEL-000/AP/ESC	600.00
24	07/01/2026	HEATHER ALLEN	TRAVEL-000/AP/ESC	600.00
25	07/01/2026	CLAMPITT PAPER CO	COPY-SPLYS-012/PRINT	60,000.00
26	07/01/2026	QUADIENT FINANCE USA, INC DBA	COMM-SRVCS-012/PRINT/ESC	25,000.00
27	07/01/2026	QUADIENT LEASING USA INC	COMM-SRVCS-012/PRINT	15,000.00
28	07/01/2026	AUTOMATED MAIL SERVICE	COMM-SRVCS-012/PRINT	10,000.00
29	07/01/2026	DAHILL OFFICE TECHNOLOGY CORP	OFF-MACH-SRVCS-012/PRINT	5,000.00
30	07/01/2026	TIMBER CREEK PAPRER, INC.	COPY-SPLYS-012/PRINT	2,000.00
31	07/01/2026	SOUTHWEST PLASTIC BINDING COMPANY	COPY-SPLYS-012/PRINT	2,000.00
32	07/01/2026	R. K. BLACK	COPY-SPLYS-012/PRINT	1,000.00
33	07/01/2026	ETTINGERS OFFICE SUPPLY	COPY-SPLYS-012/PRINT	1,000.00
34	07/01/2026	LIBERTY FLAGS INC	COPY-SPLYS-012/PRINT	1,000.00
35	07/01/2026	R. K. BLACK	COPY-SPLYS-012/PRINT	1,000.00
36	07/01/2026	ADVANTAGE GRAPHICS, INC	COPY-SPLYS-012/PRINT	1,000.00
37	07/01/2026	POSTMASTER	COMM-SRVCS-012/PRINT	950.00
38	07/01/2026	AMAZON CAPITAL SERVICES INC	COPY-SPLYS-012/PRINT/ESC	600.00
39	07/01/2026	PRINTER'S PARTS & EQUIPMENT	COPY-SPLYS-012/PRINT	500.00

Encumbrance Register
11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
40	07/01/2026	J.D. YOUNG COMPANY, INC.	COPY-SPLYS-012/PRINT	500.00
41	07/01/2026	PLANK ROAD PUBLISHING, INC	MAGAZINES-008/MUSIC/WILSON	150.45
42	07/01/2026	AMAZON CAPITAL SERVICES INC	GENL SPLYS-COPY-TECH RLDT-FURN-015/WILSON	1,500.00
43	07/01/2026	SCHOOL SPECIALTY, LLC	GENL SPLYS-COPY-FURN-015/WILSON	2,000.00
44	07/01/2026	MULTISERVICE TECH SOLUTIONS, INC	GENL SPLYS-TECH RLDT-FURN-015/WILSON	2,000.00
45	07/01/2026	AMAZON CAPITAL SERVICES INC	GENL SPLYS COPY-015/WILSON	5,000.00
46	07/01/2026	WALKER COMPANIES	DUES & FEES 015/BHS	172.50
47	07/01/2026	MULTISERVICE TECH SOLUTIONS, INC	COPY, GENL, FURN/FIX, TECH SUPPLIES 015 BHS	300.00
48	07/01/2026	CAROL STEPHENS	TRAVEL - 030/BHS	300.00
49	07/01/2026	AMERICAN DOCUMENT SHREDDING	NON-TECH SERVICES 015 BHS	400.00
50	07/01/2026	COLLEGE BOARD	DUES & FEES 015/BHS	400.00
51	07/01/2026	UNIV OF KS CENTER FOR RESEARCH INC	CO-CURRICULAR SUPPLIES 015/BHS	400.00
52	07/01/2026	USI INC.	GENERAL SUPPLIES - 015/BHS	500.00
53	07/01/2026	LIBERTY FLAGS INC	GENERAL SUPPLIES - 015/BHS	500.00
54	07/01/2026	CAROLINA BIOLOGICAL SUPPLY	CO-CURRICULAR SUPPLIES 015/BHS	500.00
55	07/01/2026	FLINN SCIENTIFIC INC	CO-CURRICULAR SUPPLIES 015/BHS	800.00
56	07/01/2026	ETTINGERS OFFICE SUPPLY	GENL, COPY SPLYS & FURN/FIX 015/BHS	1,000.00
57	07/01/2026	MIDWEST BIOSERVICE COMPANY LLC	OTHER EQUIP SPLYS & SERVICES 015 BHS	1,000.00
58	07/01/2026	MULTISERVICE TECH SOLUTIONS, INC	GENL, COCURR SPLYS, FURN/FIX 015/BHS	1,000.00
59	07/01/2026	FIRST THOUGHT, INC.	FURN/FIXTURES/APPLIANCES/GIFTS/REGALIA 015/BHS	1,500.00
60	07/01/2026	STAPLES CONTRACT & COMMERCIAL INC	GENL, COPY, SPLYS, TECH, FURN, FIX 015/BHS	1,500.00
61	07/01/2026	BIO COMPANY INC	CO-CURRICULAR SUPPLIES 015/BHS	2,800.00
62	07/01/2026	NATIONAL SCHOOL PUBLIC RELATIONS	MEMBERSHIP-000/Supt/ESC	225.00
63	07/01/2026	NATIONAL SCHOOL PUBLIC RELATIONS	REGISTRATION-000/Supt/ESC	845.00
64	07/01/2026	SARA M VERMEIRE	TRAVEL-000/TREAS/ESC	1,000.00
65	07/01/2026	ROBERTS DOCUMENT SOLUTIONS	PRINTING/BINDING-000/TREAS/ESC	1,150.00
66	07/01/2026	BANK OF OKLAHOMA, N.A.	OTHER-PROF-SRVCS-000/TREAS/ESC	15,000.00
67	07/01/2026	DAVID W AYRES	OUT OF DISTRICT TRAVEL 412/STEM/BHS	200.00
68	07/01/2026	JEREMY J HANKS	OUT OF DISTRICT TRAVEL 412/STEM/BHS	200.00
69	07/01/2026	ASHLEE R HIGHTOWER	OUT OF DISTRICT TRAVEL 412/STEM/BHS	200.00
70	07/01/2026	JEREMY A WILLIAMS	OUT OF DISTRICT TRAVEL 412/STEM/BHS	200.00
71	07/01/2026	DOUGLAS J BOUDREAUX	OUT OF DISTRICT TRAVEL 412/CTI/BHS	200.00
72	07/01/2026	NATHAN D ENGLAND	OUT OF DISTRICT TRAVEL 412/CONSTRUCTION T&I/BHS	200.00
73	07/01/2026	OKACTE	DUES & FEES - 412 BHS CONSTRUCTION T&I	590.00
74	07/01/2026	OKACTE	DUES & FEES - 412 BHS STEM	1,200.00
75	07/01/2026	AMAZON CAPITAL SERVICES INC	GENERAL SUPPLIES - 015/CENTRAL	118.59
76	07/01/2026	JENNIFER E COBDEN	BLANKET/TRAVEL - 030/CENTRAL	200.00

Bartlesville Public Schools
Encumbrance Register
11-General Fund (For Operation)

PO No	Date	Vendor	Description	Amount
77	07/01/2026	OKACTE	REGISTRATION FEE - 412/CENTRAL	280.00
78	07/01/2026	OKACTE	REGISTRATION - 412/CENTRAL	300.00
79	07/01/2026	OKACTE	REGISTRATION FEE - 412/CENTRAL	300.00
80	07/01/2026	SCHOOL SPECIALTY, LLC	GENERAL SUPPLIES - 015/CENTRAL	379.26
81	07/01/2026	JANNA MATHESON	BLANKET/TRAVEL - 030/CENTRAL	500.00
82	07/01/2026	SARAH DAWN LONG	BLANKET/TRAVEL - 030/CENTRAL	600.00
83	07/01/2026	JULIE N PATTISON	BLANKET/TRAVEL - 030/CENTRAL	700.00
84	07/01/2026	PROJECT LEAD THE WAY, INC.	PARTICIPATION FEE - 412/CENTRAL	950.00
85	07/01/2026	ASHTON R BARNES	BLANKET/TRAVEL - 030/CENTRAL	1,000.00
86	07/01/2026	RAYEL C LINDSAY	BLANKET/TRAVEL - 030/CENTRAL	1,000.00
87	07/01/2026	MATTHEW TAYLOR HILDEBRAND	BLANKET/TRAVEL - 030/CENTRAL	1,100.00
88	07/01/2026	MULTISERVICE TECH SOLUTIONS, INC	BLANKET/GENERAL SUPPLIES - 015/CENTRAL	2,000.00
89	07/01/2026	PEARSON EDUCATION	TEXTBOOKS - 412/CENTRAL	2,364.75
90	07/01/2026	ETTINGERS OFFICE SUPPLY	GENL/SPLYS-015/Jane Phillips/Teachers Blanket	500.00
91	07/01/2026	ETTINGERS OFFICE SUPPLY	GENL/SPLYS-015/Jane Phillips/Office Blanket	500.00
92	07/01/2026	MULTISERVICE TECH SOLUTIONS, INC	GENL/SPLYS-015/Jane Phillips/Teacher Blanket	1,000.00
93	07/01/2026	MULTISERVICE TECH SOLUTIONS, INC	GENL/SPLYS-015/Jane Phillips/Office	1,000.00
94	07/01/2026	AMAZON CAPITAL SERVICES INC	GENL/SPLYS-015/Jane Phillips/Teacher Blanket	1,000.00
95	07/01/2026	SCHOOL MATE	GENL-SUPLYS-015/WAYSIDE	313.50
96	07/01/2026	SCHOOL SPECIALTY, LLC	GENL-SUPLYS-COPY-015/WAYSIDE	433.96
97	07/01/2026	ROCHESTER 100 INC	GENL-SUPLYS-015/WAYSIDE	841.68
98	07/01/2026	MULTISERVICE TECH SOLUTIONS, INC	GENL-SUPLYS-COPY-FURN-015/WAYSIDE	1,000.00
99	07/01/2026	LAKESHORE EQUIPMENT COMPANY DBA	GENL-SUPLYS-015/WAYSIDE	1,127.76
100	07/01/2026	STAPLES CONTRACT & COMMERCIAL INC	GENL-SUPLYS-015/WAYSIDE	2,400.00
101	07/01/2026	AMAZON CAPITAL SERVICES INC	GENL-SUPLYS-015/WAYSIDE	2,400.00
102	07/01/2026	PROJECT LEAD THE WAY, INC.	DUES & FEES - 412 BHS STEM	5,400.00
103	07/01/2026	J.D. YOUNG COMPANY, INC.	OFF-MACH-SRVCS-012/PRINT	90,000.00
104	07/01/2026	ARVEST BANK CORPORATE VISA	REGISTRATION-000/SUPT/ESC	250.00
105	07/01/2026	UNITED SUBURBAN SCHOOLS ASSOCIATION	REGISTRATION-000/SUPT/ESC	250.00
106	07/01/2026	BARTLESVILLE CHAMBER OF COMMERCE	MEMBERSHIP-000/Supt/ESC	371.00
107	07/01/2026	BLUE RIBBON FORMS, INC.	PRINT/BINDING-000/AP/ESC	1,200.00
108	07/01/2026	NATIONAL SCHOOL PUBLIC RELATIONS	REGISTRATION-000/SUPT/ESC	1,245.00
109	07/01/2026	CCOSA, INC	REGISTRATION-000/SUPT/ESC	1,890.00
110	07/01/2026	BARTLESVILLE CHAMBER OF COMMERCE	REGISTRATION-000/Supt/ESC	2,600.00
111	07/01/2026	OSSBA, INC.	OFFICIAL/ADMIN-SRVCS-000/SUPT/ESC	3,000.00
112	07/01/2026	UNITED SUBURBAN SCHOOLS ASSOCIATION	MEMBERSHIP-000/Supt/ESC	3,750.00
113	07/01/2026	CCOSA, INC	REGISTRATION-000/SUPT/ESC	5,000.00

Bartlesville Public Schools**Encumbrance Register
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PO No	Date	Vendor	Description	Amount
114	07/01/2026	OSSBA, INC.	MEMBERSHIP-000/Supt/ESC	5,230.00
115	07/01/2026	ARVEST BANK CORPORATE VISA	TRAVEL - 000/SUPT/ESC	10,000.00
116	07/01/2026	FULCRUM MANAGEMENT SOLUTIONS INC	SUBSCRIPTION-000/SUPT/ESC	27,404.74
117	07/01/2026	NAT'L BUSINESS FURNITURE	FURN/FIX-000/SUPT/ESC	2,236.57
118	07/01/2026	CDW LLC	BLANKET/PRINTER SUPPLIES - 015/CENTRAL	5,000.00
119	07/01/2026	OK CHORAL DIRECTORS ASSOC	681 COCURR-SPLYS-027/VM/MMS	105.00
120	07/01/2026	OK CHORAL DIRECTORS ASSOC	681 COCURR-SPLYS-027/VM/CMS	105.00
121	07/01/2026	ARVEST BANK CORPORATE VISA	TECH-RLTD-SPLYS-019/TECH/ESC	250.00
122	07/01/2026	STAPLES CONTRACT & COMMERCIAL INC	TECH-RLTD-SPLYS-019/TECH/ESC	300.00
123	07/01/2026	OK ASSOC FOR THE GIFTED,	REGISTRATION-035/SS/ESC	300.00
124	07/01/2026	JASON M EATON	TRAVEL-019/TECH/ESC	500.00
125	07/01/2026	CHARLES R VANDEVER	TRAVEL-019/TECH/ESC	500.00
126	07/01/2026	IMPACT COMPUTERS & ELECTRONICS	TECH-RLTD-SPLYS-019/TECH/ESC	500.00
127	07/01/2026	KELSEY E BRIDGES	TRAVEL-029/CURR/ESC	500.00
128	07/01/2026	STACEY R GOODWIN	TRAVEL-029/CURR/ESC	500.00
129	07/01/2026	TAMMIE J KRAUSE	TRAVEL-029/CURR/ESC	500.00
130	07/01/2026	LOLA S IMHOFF	TRAVEL-029/CURR/ESC	500.00
131	07/01/2026	JESSICA L BIRK	TRAVEL-029/CURR/ESC	500.00
132	07/01/2026	ELIOT DANIEL SMITH	TRAVEL-029/CURR/ESC	500.00
133	07/01/2026	ROBIN M WHITE	TRAVEL-029/CURR/ESC	500.00
134	07/01/2026	ETTINGERS OFFICE SUPPLY	GENL-SPLYS-010/CURR/ELL/ESC	500.00
135	07/01/2026	STAPLES CONTRACT & COMMERCIAL INC	GENL-SPLYS-010/CURR/ELL/ESC	500.00
136	07/01/2026	MULTISERVICE TECH SOLUTIONS, INC	GENL-TECH-RLDT-SPLYS-FURN-FIX/010/CURR/ESC	500.00
137	07/01/2026	MULTISERVICE TECH SOLUTIONS, INC	GENL SPLYS-015/KANE	600.00
138	07/01/2026	BRADLEY W SHOEMAKER	TRAVEL-019/TECH/ESC	750.00
139	07/01/2026	CHRISTOPHER A BROWN	TRAVEL-019/TECH/ESC	750.00
140	07/01/2026	KERI D GARDNER	TRAVEL-010/CURR/ESC	800.00
141	07/01/2026	BARBARA J KUCHARSKI	TRAVEL-010/CURR/ESC	800.00
142	07/01/2026	RICHARD J LANGHAM	TRAVEL-010/CURR/ESC	800.00
143	07/01/2026	SCHOOL DATEBOOKS, INC.	GENL SPLYS-015/KANE	880.43
144	07/01/2026	RAS TECHNOLOGY CONSULTANTS, INC.	TECH-RLDT-SPLYS-010/CURR/ESC	950.00
145	07/01/2026	AARON M KUNTZ	TRAVEL-029/CURR/ESC	970.00
146	07/01/2026	AARON KYLEE KESTNER	TRAVEL-029/CURR/ESC	970.00
147	07/01/2026	BRENT M MASSEY	TRAVEL-029/CURR/ESC	970.00
148	07/01/2026	CHERON RENEE SOUTHWICK	TRAVEL-029/CURR/ESC	970.00
149	07/01/2026	MARCI LOUAVA BECKLEY	TRAVEL-029/CURR/ESC	970.00
150	07/01/2026	KEVIN D BROWN	TRAVEL-029/CURR/ESC	970.00
151	07/01/2026	DILLON S DOBBINS	TRAVEL-029/CURR/ESC	970.00
152	07/01/2026	MATT HANCOCK	TRAVEL-029/CURR/ESC	970.00

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PO No	Date	Vendor	Description	Amount
153	07/01/2026	GRETCHEN N WATSON	TRAVEL-029/CURR/ESC	970.00
154	07/01/2026	STAPLES CONTRACT & COMMERCIAL INC	GENL SPLYS-015/KANE	1,000.00
155	07/01/2026	ADMIRAL EXPRESS, LLC	GENL SPLYS-015/KANE	1,000.00
156	07/01/2026	SETH A WEIMER	TRAVEL-019/TECH/ESC	1,000.00
157	07/01/2026	MONOPRICE.COM	TECH-RLTD-SPLYS-019/TECH/ESC	1,000.00
158	07/01/2026	LOWE'S COMPANIES, INC.	TECH-RLTD-SPLYS-019/TECH/ESC	1,000.00
159	07/01/2026	PROJECT LEAD THE WAY, INC.	TECH RLDT SPLYS - 412 STEM/BHS	1,000.00
160	07/01/2026	STACI BANKSTON	TRAVEL-010/CURR/ESC	1,000.00
161	07/01/2026	J.W. PEPPER & SONS, INC.	681 COCURR-SPLYS-027/VM/MMS	1,500.00
162	07/01/2026	J.W. PEPPER & SONS, INC.	681 COCURR-SPLYS-027/VM/CMS	1,500.00
163	07/01/2026	SAIED MUSIC CO	681 COCURR-SPLYS-026/IM/BHS	1,500.00
164	07/01/2026	STAPLES CONTRACT & COMMERCIAL INC	GENL-TECH-RLDT-SPLYS-FURN-FIX/010/CURR/ESC	1,500.00
165	07/01/2026	AMAZON CAPITAL SERVICES INC	GENL SPLYS-015/KANE	2,000.00
166	07/01/2026	TIFFANY D HOLMES	TRAVEL-010/CURR/ESC	2,000.00
167	07/01/2026	COREY L GIMLIN	TRAVEL-019/TECH/ESC	2,499.00
168	07/01/2026	PHILLIP R FIELD	TRAVEL-019/TECH/ESC	2,499.00
169	07/01/2026	ARVEST BANK CORPORATE VISA	TRAVEL-006/CURR/ESC	2,000.00
170	07/01/2026	CCOSA, INC	REGISTRATION-006/CURR/ESC	3,000.00
171	07/01/2026	SCHOOL SPECIALTY, LLC	GENL SPLYS-015/KANE	3,300.00
172	07/01/2026	AMAZON CAPITAL SERVICES INC	GENL-TECH-RLDT-SPLYS-FURN-FIX/010/CURR/ESC	5,000.00
173	07/01/2026	PROJECT LEAD THE WAY, INC.	TECH-RLDT-SPLYS-062/078/TECH/ESC	5,700.00
174	07/01/2026	ACT INC	TECH-RLDT-SPLYS-010/CURR/ESC	9,500.00
175	07/01/2026	FRONTLINE TECHNOLOGIES GROUP LLC	TECH-RLDT-SPLYS-361/CURR/ESC	25,513.49
176	07/01/2026	PRO-ED, INC	TESTING-054/SS/ESC	72.60
177	07/01/2026	AMAZON CAPITAL SERVICES INC	CPR SUPPLIES-054/SS/ESC	500.00
178	07/01/2026	AMERICAN HEART ASSOCIATION, INC.	CPR SUPPLIES-000/SS/ESC	500.00
179	07/01/2026	MEDICAL WASTE SERVICES, LLC	DISPOSAL SERVICES-013/DISTRICT	500.00
180	07/01/2026	THERAPEUTIC PROFESSIONALS, LLC	CPR CARDS-000/SS/ESC	900.00
181	07/01/2026	PEARSON	TESTING-054/SS/ESC	1,084.49
182	07/01/2026	TOBII DYNAVOK LLC	TECH-RLDT-SPLYS-054/FED PRG/ESC	1,910.40
183	07/01/2026	K-9 NARCOTICS DETECTION LLC	SECURITY SERVICES-000/SS/ESC	17,500.00
184	07/01/2026	MARY JO SIMPSON	STUDENT SERVICES-621/SS/ESC	140,000.00
185	07/01/2026	OSSBA, INC.	OFFICAL/ADMIN SERVICES/ESC	1,500.00
186	07/01/2026	DOUGLAS SEAN MCDANIEL, SR	COLLECTIVE BARGAINING SERVICES-000/ESC	15,000.00
187	07/01/2026	COLLEGE BOARD	AP TESTING-552/FED PROG/ESC	20,000.00
188	07/01/2026	FRANKLIN COVEY CLIENT SALES, INC	PRO DEV-552/FED PROG/ESC	92,400.07
189	07/01/2026	WASHINGTON CO SHERIFF'S DEPARTMENT	BLANKET-DUE, FEES 000/HR/ESC	300.00
190	07/01/2026	ETTINGERS OFFICE SUPPLY	GENERAL SUPPLIES-786/FEC PROG/ESC	500.00

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191	07/01/2026	ANGELINA J NIKO	BLANKET-TRAVEL-000/HR/ESC	500.00
192	07/01/2026	JENNIFER TURNER	BLANKET-TRAVEL 000/HR/ESC	500.00
193	07/01/2026	MICHELLE D MALASKE	BLANKET-TRAVEL-000/HR/ESC	500.00
194	07/01/2026	WALKER COMPANIES	BLANKET-GEN SUP,DUES,FEES 000/HR/ESC	500.00
195	07/01/2026	OK ST BUREAU OF INVESTIGATION	BLANKET DUES AND FEES-000/HR/ESC	500.00
196	07/01/2026	STEPHANIE A CURTIS	TRAVEL EXPENSES-786/FED PROG/ESC	800.00
197	07/01/2026	ISD#30/TRANSPORTATION	STUDENT TRAVEL-552/FED PRG/ESC	1,000.00
198	07/01/2026	FIRST THOUGHT, INC.	BLANKET-FURNITURE,FIXTURES/000/HR/ESC	1,000.00
199	07/01/2026	OSSBA, INC.	BLANKET-STAFF REG. TUITION 000/HR/ESC	1,000.00
200	07/01/2026	ARVEST BANK CORPORATE VISA	BLANKET-EMPLOYMENT ADVERTISING/000/ESC	1,500.00
201	07/01/2026	SYLOGISTED, INC	BLANKET-GENERAL SUPPLIES/000/HR/ESC	3,000.00
202	07/01/2026	LEE ENTERPRISE, INC	BLANKET- ADVERTISING/000/HR/ESC	12,000.00
203	07/01/2026	EXAMINER ENTERPRISE/OK HOLDINGS	BLANKET-EMPLOYMENT ADVERTISING 000/HR/ESC	12,000.00
204	07/01/2026	MULTISERVICE TECH SOLUTIONS, INC	BLANKET GENERAL SUPPLIES-511/FED PROG/ESC	500.00
205	07/01/2026	KERRY G ICKLEBERRY	TRAVEL 552/FED PROG/ESC	500.00
206	07/01/2026	RECOGNITION PRODUCTS, INC	BLANKET-REGALIA-511/FED PROG/ESC	600.00
207	07/01/2026	BADGEPASS, INC	BLANKET-SUPPLIES TECH RELATED 000/HR/ESC	700.00
208	07/01/2026	GLADYS A SADOK	TRAVEL-541/FED PROG/ESC	700.00
209	07/01/2026	MONICA Q REYNOLDS	TRAVEL-511/FED PROG/ESC	900.00
210	07/01/2026	JONI D POLLIN	BLANKET -TRAVEL-731/FED PROG/ESC	1,000.00
211	07/01/2026	SARAH E ROWE	BLANKET-TRAVEL-511/FED PROG/ESC	1,000.00
212	07/01/2026	MULTISERVICE TECH SOLUTIONS, INC	BLANKET-GENERAL SUPPLIES-511/FED PROG/ESC	1,200.00
213	07/01/2026	ROSETTA STONE LLC	TECH RELATED-572/FED PROG/ESC	2,250.00
214	07/01/2026	EMPLOYEE SCREENING SRVC OF MO, LLC	BLANKET-MEDICAL SERVICES/000/ESC	6,000.00
215	07/01/2026	EMPLOYEE SCREENING SRVC OF MO, LLC	BLANKET-MEDICAL SERVICES/000/ESC	12,000.00
216	07/01/2026	ARVEST BANK CORPORATE VISA	BLANKET DUES & FEES/000/ESC	20,000.00
217	07/01/2026	ESS SOUTH CENTRAL	BLANKET-000/SUB MANGEMENT SYSTEM/HR/ESC	500,000.00
218	07/01/2026	YOUSCIENCE, LLC	ONLINE PLATFORM - 412/CENTRAL	2,950.00
219	07/01/2026	CURRICULUM ASSOCIATES, LLC	TECH RELATED-572/FED PROG/ESC	6,500.00
220	07/01/2026	FRONTLINE TECHNOLOGIES GROUP LLC	TECH RELATED SERVICES-541/FED PROG/ESC	34,327.24
221	07/01/2026	OK STATE SCHOOL BOARD ASSN INC DBA	BLANKET-UNEMPLOYMENT-000/HR/043	64,000.00
222	07/01/2026	PRINTERTECHS.COM, INC.	COPY-SPLYS-012/PRINT/ESC	800.00
223	07/01/2026	THOMPSON BROS	BLANKET/GEN SUPPLIES-412/AG/FED PROG/ESC	900.00
224	07/01/2026	CINTAS CORP #2	BLANKET/1ST AID SUPPLIES-412/AG/FED PROG/ESC	700.00

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225	07/01/2026	WHEELER METALS, INC.	BLANKET/GEN SUPPLIES-412/AG/FED PROG/ESC	750.00
226	07/01/2026	AMERICAN PLANT PRODUCTS	BLANKET/ GEN SUPPLIES-412/FED PROG/705	750.00
227	07/01/2026	LOWE'S COMPANIES, INC.	BLANKET/GENERAL SUPPLIES-412/AG/FED PROG/ESC	1,000.00
228	07/01/2026	ATWOODS	BLANKET/SUPPLIES-412/FED PROG/ESC/AG	1,500.00
229	07/01/2026	MULTISERVICE TECH SOLUTIONS, INC	BLANKET/GENERAL SUPPLIES-AG 412/FED PROG/705	1,500.00
230	07/01/2026	ARVEST BANK CORPORATE VISA	TECH RELATED SUPPLIES-412/AG/FED PROG/ESC	239.40
231	07/01/2026	OKACTE	REGISTRATION-412/AG/FED PROG/ESC	300.00
232	07/01/2026	ASSOC FOR CAREER & TECHNICAL EDUC	REGISTRATION-412/AG/FED PROG./ESC	560.00
233	07/01/2026	ARVEST BANK CORPORATE VISA	BLANKET/GENERAL SUPPLIES-412 AG/FED PROG/705	750.00
234	07/01/2026	GLOWFORGE INC	BLANKET/EQUIP/SUPPLIES-412/AG/FED PROG/ESC	1,000.00
235	07/01/2026	OKLAHOMA FUTURE FARMERS OF AMER	BLANKET/GENERAL SUPPLIES AG 412/FED PROG/705	1,000.00
236	07/01/2026	TAMMY D DEVINEY	TRAVEL-054/SS/ESC	500.00
237	07/01/2026	JON A GRAY	TRAVEL-054/SS/ESC	500.00
238	07/01/2026	AIMEE N ROBBINS	TRAVEL-054/SS/ESC	500.00
239	07/01/2026	AMANDA R WASHINGTON	TRAVEL-054/SS/ESC	500.00
240	07/01/2026	WILLIAM V MACGILL & CO	SUPPLIES-054/SS/ESC	600.00
241	07/01/2026	TIFFANY R FITZSIMMONS	TRAVEL-054/SS/ESC	600.00
242	07/01/2026	MULTISERVICE TECH SOLUTIONS, INC	SUPPLIES-054/SS/ESC	600.00
243	07/01/2026	COURTNEY R TOWNSEND	TRAVEL-054/SS/ESC	700.00
244	07/01/2026	WESTERN PSYCHOLOGICAL SERVICES	TESTING-054/SS/ESC	731.50
245	07/01/2026	MORGAN B AXSOM	TRAVEL-054/SS/ESC	800.00
246	07/01/2026	ALLISON M COY	TRAVEL-054/SS/ESC	800.00
247	07/01/2026	ETTINGERS OFFICE SUPPLY	SUPPLIES-054/SS/ESC	800.00
248	07/01/2026	CATHERINE LOIS HINE PAULS	TRAVEL-054/SS/ESC	800.00
249	07/01/2026	FOUR STATE MAINT. SUPPLY, INC.	HEALTH/FIRST AID-054/SS/ESC	1,000.00
250	07/01/2026	DAWN L SCHAPER	TRAVEL-054/SS/ESC	1,000.00
251	07/01/2026	KERRY G ICKLEBERRY	TRAVEL-275/SS/ESC	1,400.00
252	07/01/2026	AMAZON CAPITAL SERVICES INC	SUPPLIES-054/SS/ESC	1,500.00
253	07/01/2026	GRIMCO, INC	BLANKET/GEN SUPPLIES 412/FED PROG	2,500.00
254	07/01/2026	PEARSON	TESTING-054/SS/ESC	3,378.76
255	07/01/2026	MHS	TESTING-054/SS/ESC	3,500.00
256	07/01/2026	AMAZON CAPITAL SERVICES INC	BLANKET/GENERAL SUPPLIES 412/ FED PROGRAM/705	4,000.00
257	07/01/2026	STAPLES CONTRACT & COMMERCIAL INC	BLANKET/GEN SUPPLIES-412/FED PROG/ESC	5,500.00
258	07/01/2026	ARVEST BANK CORPORATE VISA	BLANKET/TRAVEL-412 AG/FED PROG/ESC	7,200.00

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259	07/01/2026	OLIVIA FOUST	CONTRACTED SERVICES-041/SS/ESC	20,000.00
260	07/01/2026	COLLEEN M SHORROCK	CONTRACTED SERVICES-041/SS/ESC	46,000.00
261	07/01/2026	PATHS TO INDEPENDENCE INC	TUITION-041/SS/ESC	200,500.00
262	07/01/2026	CITY OF BARTLESVILLE	SECURITY SERVICES-275/SS/ESC	700,000.00
263	07/01/2026	TULSA REGION GROUP	BLANKET/DUES & FEES-412/AG/FED PROG/ESC	300.00
264	07/01/2026	ISD#30/TRANSPORTATION	BLANKET/STUDENT TRAVEL-412/AG/FED PROG/ESC	1,000.00
265	07/01/2026	JULIE A BRANEN	BLANKET/TRAVEL-412 AG/FED PROG/ESC	1,900.00
266	07/01/2026	CAMERON K DALE	TRAVEL -412/AG/FED PROG/ESC	3,000.00
267	07/01/2026	JAMES MARTIN JONES	BLANKET/TRAVEL-412/AG/FED PROG/ESC	3,200.00
268	07/01/2026	OKLAHOMA FUTURE FARMERS OF AMER	BLANKET/DUES/FEES-412/AG/FED PROG/ESC	4,200.00
269	07/01/2026	ARVEST BANK CORPORATE VISA	BLANKET/TRAVEL 541/FED PROG/505	250.00
270	07/01/2026	KERRY G ICKLEBERRY	BLANKET/TRAVEL 552/FED PROG/ESC	500.00
271	07/01/2026	TIFFANY D HOLMES	BLANKET/TRAVEL 541/FEG PROG/ESC	500.00
272	07/01/2026	JONATHAN A MILLER	BLANKET/TRAVEL REIM 541/FED PROG/505	500.00
273	07/01/2026	ARVEST BANK CORPORATE VISA	BLANKET/TRAVEL 541/FED PROG/ESC	800.00
274	07/01/2026	NATHANEAL L VANCE	BLANKET/TRAVEL 541/FED PROG/ESC	800.00
275	07/01/2026	ARVEST BANK CORPORATE VISA	BLANKET/TRAVEL 541/FED PROG/ESC	850.00
276	07/01/2026	ARVEST BANK CORPORATE VISA	BLANKET/TRAVEL EXPENSES 552/FED PROG/ESC	1,100.00
277	07/01/2026	ARVEST BANK CORPORATE VISA	BLANKET/TRAVEL 541/FED PRO/705	1,400.00
278	07/01/2026	MELISSA E SORIA	Blanket PO Required for Secretary Meetings & Mail	150.00
279	07/01/2026	TRAVIS J LASHBROOK	Out of District Travel	200.00
280	07/01/2026	THOMPSON BROS	Misc. Auto & Bus Supplies, ETC	250.00
281	07/01/2026	STATE OF OKLAHOMA	Tags for District	400.00
282	07/01/2026	HIGHWAY MAN SIGNS LLC	Signs & Vinyl Stickers	500.00
283	07/01/2026	NATL ASSOC FOR PUPIL TRANSPORTATION	Membership Fees, Seminars & Conf.	500.00
284	07/01/2026	SAMSARA INC.	Drivers Ed Car Dash Cam	600.00
285	07/01/2026	STACEY R GOODWIN	TRAVEL/511/FED PROG/JP	800.00
286	07/01/2026	LAUREN R MILLIKIN	TRAVEL/511/FED PROG/JP	800.00
287	07/01/2026	CAROLINE V ROJAS	TARVEL/511/FED PROG/JP	800.00
288	07/01/2026	RUTH L BROWN	TRAVEL/511/FED PROG/JP	800.00
289	07/01/2026	OK ASSOC FOR PUPIL TRANSPORTATION	Membership Fees, Seminars & Conf.	1,000.00
290	07/01/2026	DAMON HAMBRICK	Towing Services	1,000.00
291	07/01/2026	COLLEGE BOARD	REGISTRATION-541/FED PROG/ESC	1,075.00
292	07/01/2026	IMPERIAL SUPPLIES HOLDINGS, INC	Misc. Auto & Bus Supplies, ETC	1,500.00
293	07/01/2026	LOWE'S COMPANIES, INC.	Misc. Supplies, ETC.	2,000.00
294	07/01/2026	ACTION COMMUNICATIONS LLC	Misc. Radio Repairs	2,000.00
295	07/01/2026	STAPLES CONTRACT & COMMERCIAL INC	Misc. Office Supplies	2,000.00

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296	07/01/2026	CHALK'S TRUCK PARTS, INC DBA	Misc. Bus Supplies, Parts, Services	2,500.00
297	07/01/2026	THE REINALT-THOMAS CORP. DBA	Auto & Bus Tires, Labor, ETC	2,500.00
298	07/01/2026	SAFETY-KLEEN SYSTEMS INC	Disposal of Used Filters	3,000.00
299	07/01/2026	AMAZON CAPITAL SERVICES INC	Misc. Supplies, Items, Auto Parts	3,000.00
300	07/01/2026	B&C AUTOMOTIVE INC	Misc. Auto & Bus Supplies, ETC	3,500.00
301	07/01/2026	OTA PIKEPASS CUSTOMER SERVICE	PIKEPASS out of District Travel	3,500.00
302	07/01/2026	ARVEST BANK CORPORATE VISA	TRAVEL 511/FED PROG/ESC	3,700.00
303	07/01/2026	OKLAHOMA SCHOOLS INSURANCE GROUP	Deductible on Vehicle Insurance	4,000.00
304	07/01/2026	CROSSROADS CHIROPRACTIC, LLC	Drivers & Coaches Physicals	5,000.00
305	07/01/2026	GB AUTO SERVICE INC DBA	Tires, Labor and other Services	10,000.00
306	07/01/2026	HOOTEN OIL, LLC	Auto & Bus Oil, Antifreeze, ETC.	15,000.00
307	07/01/2026	CROW-BURLINGAME CO.	Auto & Bus Supplies	20,000.00
308	07/01/2026	MIDWEST BUS SALES, INC.	Misc. Bus Supplies, Parts, Services	20,000.00
309	07/01/2026	BRUCKNER TRUCK SALES, INC.	Misc. Bus Supplies, Parts, Services	25,000.00
310	07/01/2026	SOUTHERN TIRE MART, LLC	Tires, Labor and other Services	35,000.00
311	07/01/2026	BUTTERFLY NETWORK, INC.	TECH RELATED -412/FED PROG/ESC	420.00
312	07/01/2026	P&T ENTERPRISES, LLC	Diagnostic Tool for Bus & Parts	1,400.00
313	07/01/2026	MERGE LABS, INC	TECH RELATED-552/FED PROG/WESLEYAN	1,649.00
314	07/01/2026	OKLAHOMA CAREER AND TECH EDUCATION	TECH RELATED SUPPLIES-080/FED PROG/ESC	3,000.00
315	07/01/2026	NAVIGATE360 LLC DBA	COMM-SERVICES-552/FED PROG/ESC	3,376.53
316	07/01/2026	SHAWN M HILLIARY	BLANKET/TRAVEL-412/AG/FED PROG/705	1,400.00
317	07/01/2026	JONATHAN A MILLER	TRAVEL/541/FED PROG/ESC	2,000.00

Report Total: \$5,611,387.67

Bartlesville Public Schools
Encumbrance Register
21-Building Fund

PO No	Date	Vendor	Description	Amount
1	07/01/2026	OK NATURAL GAS COMPANY	NATURAL GAS-SRVCS-000/AP/ESC	115,000.00
2	07/01/2026	CLEARWATER ENTERPRISES. L.L.C.	NATURAL-GAS-SRVCS-000/AP/ESC	120,000.00
3	07/01/2026	CITY OF BARTLESVILLE	WATER/SEWER-SRVCS-000/AP/ESC	440,000.00
4	07/01/2026	AEP PUBLIC SERVICE COMPANY OF OK	ELECTRICITY-000/AP/ESC	300,000.00
5	07/01/2026	SODEXO OPERATIONS, LLC	OTHER-BLDG-SRVCS-000/AP/ESC	700,000.00
6	07/01/2026	CENERGISTIC LLC	OTHER-PROF-SRVCS-000/AP/ESC	120,000.00
7	07/01/2026	FARMERS BANK AND TRUST	LED/000/DISTRICT	212,103.83
8	07/01/2026	SOVEREIGN BANK	OTHER-PROF-SRVCS-000/AP/ESC	238,915.36
9	07/01/2026	OKLAHOMA SCHOOLS INSURANCE GROUP	PROPERTY-INSUR-090/AP/ESC	852,675.00
10	07/01/2026	OK DEPT OF LABOR	INSPECTIONS-MAINT/018/DISTRICT	2,500.00
11	07/01/2026	CERTIFIED LIFE SAFETY, LLC	INSPECTIONS-MAINT/018/DISTRICT	15,000.00
			Report Total:	<u>\$3,116,194.19</u>

Bartlesville Public Schools
Encumbrance Register
22-Child Nutrition Programs Fund

PO No	Date	Vendor	Description	Amount
1	07/01/2026	MICHAEL E MCGREW, CRL	GENERAL SUPPLIES	100.00
2	07/01/2026	SHELBA L AGGAS	IN-DISTRICT TRAVEL	200.00
3	07/01/2026	EXAMINER ENTERPRISE/OK HOLDINGS	ADVERTISING	200.00
4	07/01/2026	ANNIES FROZEN YOGURT, INC	OTHER EQUIPMENT SERVICES	500.00
5	07/01/2026	J.D. YOUNG COMPANY, INC.	OFFICE MACHINE SERVICES	500.00
6	07/01/2026	PACIFIC STEAMEX CLEANING SYSTEM INC	CLEANING, MAINTENANCE AND GROUNDSKEEPING SUPPLIES	600.00
7	07/01/2026	GLENN SECURITY SYSTEMS, INC.	OTHER EQUIPMENT SERVICES	800.00
8	07/01/2026	TAYLOR K WILSON	CHANGE/CASH	1,200.00
9	07/01/2026	TAYLOR K WILSON	IN-DISTRICT TRAVEL	1,400.00
10	07/01/2026	LOWE'S COMPANIES, INC.	APPLIANCES/FURNITURE/FIXTURES	1,800.00
11	07/01/2026	VSC FIRE & SECURITY, INC.	OTHER EQUIPMENT SERVICES	2,200.00
12	07/01/2026	HOBART CORPORATION	OTHER EQUIPMENT SERVICES	2,400.00
13	07/01/2026	JS & T INC	OTHER CLEANING SERVICES	9,000.00
14	07/01/2026	ECOLAB INC	EXTERMINATION SERVICES	14,000.00
15	07/01/2026	DNR SERVICE LLC	OTHER EQUIPMENT SERVICES	18,000.00
16	07/01/2026	C & S AIR INC	OTHER EQUIPMENT SERVICES	18,000.00
17	07/01/2026	ACE MART RESTAURANT SUPPLY CO	KITCHEN PRODUCTS AND SUPPLIES	2,000.00
18	07/01/2026	GLOBAL EQUIPMENT COMPANY	CLEANING, MAINTENANCE AND GROUNDSKEEPING SUPPLIES	600.00
19	07/01/2026	OSWALT RESTAURANT SUPPLY	KITCHEN PRODUCTS AND SUPPLIES	1,000.00
20	07/01/2026	AMAZON CAPITAL SERVICES INC	GENERAL SUPPLIES	1,500.00
21	07/01/2026	OK DEPT OF HUMAN SERVICES	OTHER PURCHASED SERVICES	10,000.00
22	07/01/2026	SODEXO INC & AFFILIATES	FOOD SERVICE MANAGEMENT-766/CND	70,000.00
23	07/01/2026	ISD#30/WAREHOUSE	REIMBURSEMENT	125,000.00
24	07/01/2026	SODEXO INC & AFFILIATES	FOOD SERVICE MANAGEMENT-000/CND	2,000,000.00
25	07/01/2026	GLOBAL PAYMENTS, INC	TECHNOLOGY SERVICES-000/CND	9,783.00
26	07/01/2026	AMAZON CAPITAL SERVICES INC	GENERAL SUPPLIES	21.99
27	07/01/2026	GLOBAL PAYMENTS, INC	TECHNOLOGY SERVICES	1,598.00

Report Total: \$2,292,402.99

Encumbrance Register
34-2023 BOND - 2025 PROJECTS

PO No	Date	Vendor	Description	Amount
1	07/01/2026	SYLOGISTED, INC	SOFTWARE-019/AP/ESC	25,164.88
2	07/01/2026	BTC BROADBAND	COMMUNICATION-SERVICES-019/TECH/ESC	720.00
3	07/01/2026	OKLAHOMA ASSOC FOR TECHNOLOGY IN ED	TECH-RLTD-SPLYS-019/TECH/ESC	750.00
4	07/01/2026	DYSON LIFE SAFETY SECURITY SYS LLC	COMM SVCS/019/BUSBARN/TRANSPORTATION	1,000.00
5	07/01/2026	DIGICERT, INC	TECH-RLTD-SRVCS-019/TECH/ESC	2,499.00
6	07/01/2026	BADGEPASS, INC	TECH-RLTD-SRVCS-019/TECH/ESC	655.00
7	07/01/2026	OKLAHOMA ASSISITIVE TECHNOLOGY	TECH-RLDT-SPLYS-019/TECH/ESC	975.00
8	07/01/2026	HOUGHTON MIFFLIN HARCOURT PUB CO	TECH-RLDT-SPLYS-019/TECH/ESC	3,680.00
9	07/01/2026	NETSUPPORT INC	TECH-RLTD-SRVCS-019/TECH/ESC	4,182.00
10	07/01/2026	RESPONDUS INC	SOFTWARE-019/TECH/ESC	4,545.00
11	07/01/2026	GENESIS TECHNOLOGIES INC	SOFTWARE-019/TECH/ESC	7,500.00
12	07/01/2026	SCHOLASTIC EDUCATION	SOFTWARE-019/TECH/ESC	7,962.00
13	07/01/2026	SIGMA TECHNOLOGY FUND LLC DBA	TECH-RLTD-SRVCS-019/TECH/ESC	8,500.00
14	07/01/2026	WEVIDEO INC.	SOFTWARE-019/TECH/ESC	8,618.40
15	07/01/2026	SOLARWINDS INC	SOFTWARE-019/TECH/ESC	9,994.42
16	07/01/2026	3P LEARNING INC	SOFTWARE-019/TECH/ESC	12,000.00
17	07/01/2026	EDPUZZLE, INC.	SOFTWARE-019/TECH/ESC	12,570.00
18	07/01/2026	CDW LLC	TECH-RLTD-SRVCS-019/TECH/ESC	14,527.80
19	07/01/2026	AMAZON CAPITAL SERVICES INC	TECH-RLTD-SPLYS-019/TECH/ESC	15,000.00
20	07/01/2026	TUBBESING SOLUTIONS LLC	TECH-RLTD-SRVCS-019/TECH/ESC	15,000.00
21	07/01/2026	3P LEARNING INC	SOFTWARE-019/TECH/ESC	15,356.25
22	07/01/2026	HOUGHTON MIFFLIN HARCOURT PUB CO	SOFTWARE-019/TECH/ESC	16,500.00
23	07/01/2026	EDMENTUM INC	SOFTWARE-019/TECH/ESC	21,665.00
24	07/01/2026	CARAHSOFT TECHNOLOGY CORP	SOFTWARE-019/TECH/ESC	24,692.92
25	07/01/2026	FSS SOFTWARE TOPCO LP	SOFTWARE-019/TECH/ESC	25,346.76
26	07/01/2026	APPTEGY, INC.	SOFTWARE-019/TECH/ESC	25,357.50
27	07/01/2026	EVERWAY HOLDCO, LLC	SOFTWARE-019/TECH/ESC	28,250.43
28	07/01/2026	PARENTSQUARE, INC.	SOFTWARE-019/TECH/ESC	28,800.00
29	07/01/2026	BEAZLEY SECURITY, LLC	SOFTWARE-019/TECH/ESC	32,079.00
30	07/01/2026	IXL LEARNING	SOFTWARE-019/TECH/ESC	33,075.00
31	07/01/2026	CDW LLC	TECH-RLTD-SRVCS-019/TECH/ESC	37,908.00
32	07/01/2026	TRI-COUNTY TECHNOLOGY CENTER	SOFTWARE-019/TECH/ESC	42,821.10
33	07/01/2026	INSTRUCTURE, INC	SOFTWARE-019/TECH/ESC	64,216.50
34	07/01/2026	RENAISSANCE LEARNING, INC	SOFTWARE-019/TECH/ESC	74,536.45
35	07/01/2026	CDW LLC	TECH-RLTD-SRVCS-019/TECH/ESC	76,080.00
36	07/01/2026	POWER SCHOOL HOLDING LLC	SOFTWARE-019/TECH/ESC	96,318.73
37	07/01/2026	FRONTLINE TECHNOLOGIES GROUP LLC	TECH RELATED SERVICES-019/ESC	8,996.67
38	07/01/2026	EMPLOYEE EVALUATION SYSTEMS, INC	TECH RELATED SERVICES-019/ESC	15,095.00
39	07/01/2026	FRONTLINE TECHNOLOGIES GROUP LLC	TECH RELATED SERVICES-019/ESC	68,269.32

Bartlesville Public Schools
Encumbrance Register
34-2023 BOND - 2025 PROJECTS

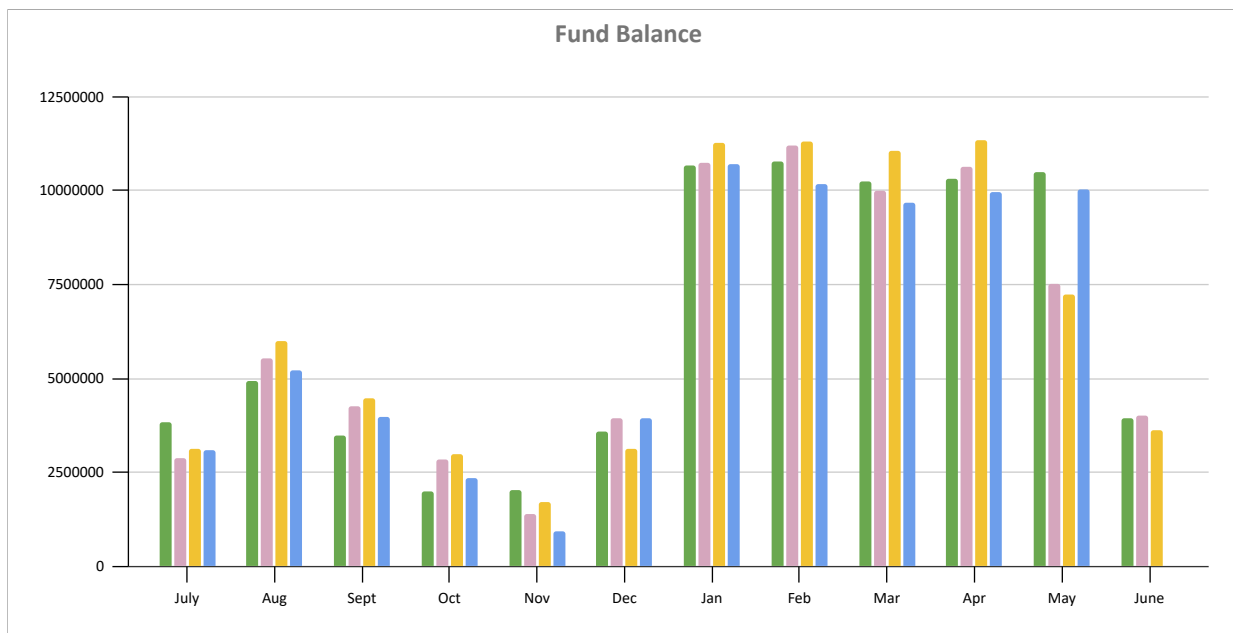
PO No	Date	Vendor	Description	Amount
40	07/01/2026	ESI LEGACY HOLDCO, INC.	ELEVATOR REPAIRS-MAINT/018/PLANT	4,114.00
41	07/01/2026	BARTLESVILLE CYCLE SPORTS, LLC	REPAIRS-MAINT/018/PLANT	4,752.03
42	07/01/2026	RUTH BOTELLO MARTINEZ	PAINTING-MAINT/018/DISTRICT	11,800.00
43	07/01/2026	JOSEPH ESTES	CONCRETE-MAINT/018/DOENGES	13,600.00
44	07/01/2026	JT PAINT AND DESIGN	PAINTING-MAINT/018/DISTRICT	14,794.00
45	07/01/2026	REDBUD COMMERCIAL FLOORING	FLOORING-MAINT/018/KANE	27,331.00
46	07/01/2026	BROWN PLBG LLC	MAINT/018/DISTRICT	29,973.00
47	07/01/2026	SLIGAR MECHANICAL	REPAIR/REPLACE-MAINT/018/DISTRICT	34,551.54
48	07/01/2026	EARNEST HEAT & AIR INC	MAINT/018/DISTRICT	45,987.00
49	07/01/2026	MAINSTAGE THEATRICAL SUPPLY INC	STAGE CURTAIN REPLACE/REPAIT- MAINT/018/MADISON/HS	330,663.00
50	07/01/2026	TYLER TECHNOLOGIES	Student Monitoring Software	10,000.00
Report Total:				\$1,418,773.70

Bartlesville Public Schools
Encumbrance Register
35-2023 BOND 2026 PROJECTS

PO No	Date	Vendor	Description	Amount
1	07/01/2026	WATERFORD INSTITUTE	TEXTBOOKS-028/CURR/ESC	3,740.00
2	07/01/2026	MPS	TEXTBOOKS-028/CURR/ESC	6,875.00
3	07/01/2026	CENGAGE LEARNING	TEXTBOOKS-028/CURR/ESC	8,713.80
4	07/01/2026	TEACHER'S CURRICULUM INSTITUTE	TEXTBOOKS-028/CURR/ESC	3,840.00
5	07/01/2026	JT PAINT AND DESIGN	PAINT- ADDL HS OFFICES- 018/HS	7,250.00
6	07/01/2026	MICHAEL E COLE	MULCH-018/WAYSIDE/HOOVER	16,200.00
7	07/01/2026	CERTIFIED LIFE SAFETY, LLC	SPRINKLER REPAIRS- 018/WILSON	35,750.00
8	07/01/2026	AMERICAN ELEVATOR CO., INC.	ELEVATOR MAINT-018/DISTRICT	42,120.00
9	07/01/2026	SLIGAR MECHANICAL	COOLING TOWERS-MAINT/018/ELEM SITES	49,500.00
10	07/01/2026	SECONDARY RHODES	WILSON ROOF REPLACE-018/WILSON	209,022.17
11	07/01/2026	SECONDARY RHODES	ROOF REPAIRS-MAINT/018/DISTRICT	20,000.00
12	07/01/2026	MUNICIPAL FINANCE SERVICES INC	DUES & FEES-000/AP/ESC	3,500.00
13	07/01/2026	CEV MULTIMEDIA, LTD	TEXTBOOKS-028/CURR/ESC	9,237.00
			Report Total:	<u>\$415,747.97</u>

Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2023-2026

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 23	3,849,461	4,937,743	3,495,740	2,009,542	2,034,853	3,581,279	10,680,690	10,779,483	10,262,132	10,302,023	10,511,033	3,931,988
FY 24	2,870,004	5,541,192	4,276,609	2,838,027	1,377,252	3,961,327	10,752,812	11,197,027	9,987,169	10,624,299	7,524,869	4,012,343
FY 25	3,114,772	5,993,256	4,486,033	2,993,607	1,728,160	3,137,351	11,284,980	11,297,975	11,049,841	11,326,872	7,252,189	3,608,806
FY 26	3,108,625	5,203,689	3,988,446	2,347,041	921,789	3,952,870	10,721,013	10,175,780	9,692,879	9,959,415	10,042,173	
FY26-FY25	(6,147)	(789,567)	(497,587)	(646,566)	(806,371)	815,519	(563,967)	(1,122,195)	(1,356,962)	(1,367,457)	2,789,984	



Bartlesville Public Schools
General Fund Cash Flow/Fund Balance Analysis

		2025-26	2024-25	2023-24
	May	Year to Date Total	Year to Date Total	Year to Date Total
Beginning balance	\$ 9,959,415	\$ 3,608,806	\$ 4,012,343	\$3,931,988
Local	486,362	15,235,008	13,812,466	13,603,233
County	60,207	1,773,371	1,621,109	1,570,041
State	3,673,992	33,530,803	33,979,231	32,726,264
Federal	319,425	3,273,029	4,245,077	5,948,282
Other sources	20,398	56,215	105,896	105,431
	<u>4,560,384</u>	<u>53,868,426</u>	<u>53,763,779</u>	<u>53,953,251</u>
Total cash available	14,519,799	57,477,232	57,776,122	57,885,239
<u>Requirements:</u>				
Salaries	3,196,259	30,163,758	32,007,952	30,891,659
Benefits	1,089,337	10,360,773	10,965,367	10,534,179
Professional services	51,039	1,272,075	1,237,252	1,067,588
Property services	57,580	2,750,912	3,286,383	3,271,523
Other purchased services	17,498	417,074	371,909	1,200,677
Supplies & materials	48,517	1,944,099	2,112,598	2,883,308
Property		48,783	68,538	68,971
Other uses	17,396	477,585	473,934	442,465
	<u>4,477,626</u>	<u>47,435,059</u>	<u>50,523,933</u>	<u>50,360,370</u>
Ending balance	<u>10,042,173</u>	<u>10,042,173</u>	<u>7,252,189</u>	<u>7,524,869</u>

Bartlesville Public Schools
General Fund Revenue Detail

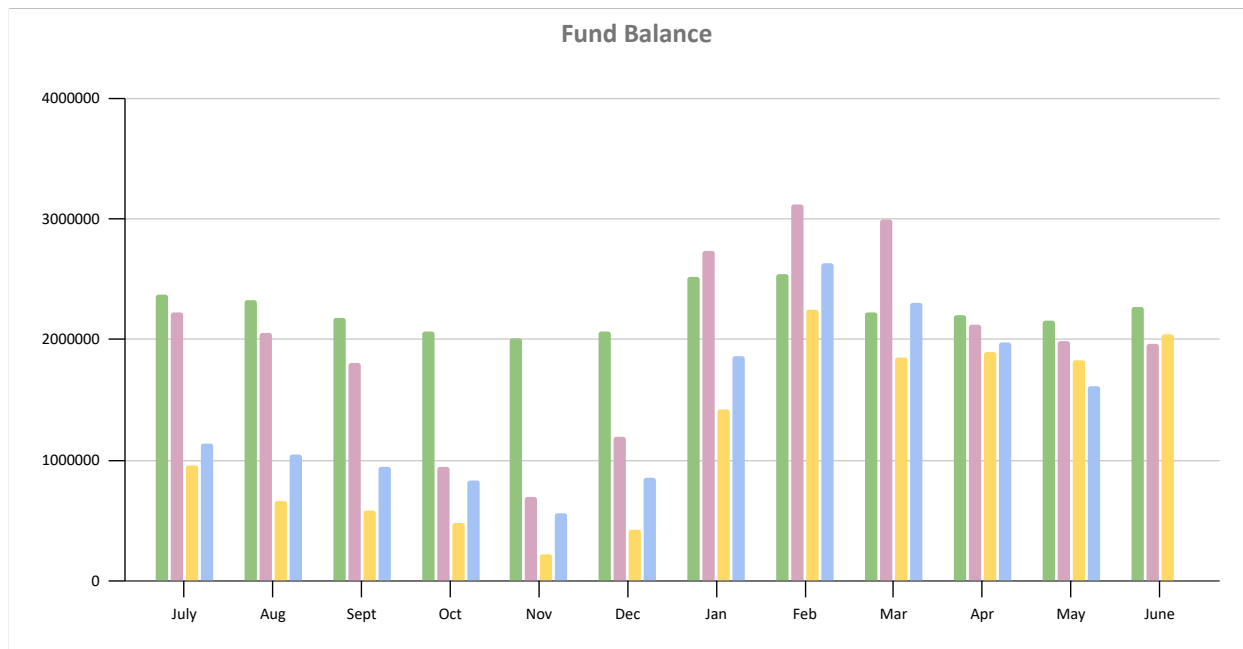
		July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	2025-26 Total
1110	Ad valorem tax - current						3,618,177.02	7,250,280.17	699,639.91	315,420.64	1,262,660.91	265,484.67		13,411,663.32
1121-1122	Ad valorem tax - prior	73,921.84	50,534.24	89,943.86	14,408.67	10,189.72	32,418.87	74,693.17	20,089.65	8,080.48	7,906.49	10,227.34		392,414.33
1130	In lieu of tax	0.08						230.32			548.39			778.79
1140	TIF closeout			228,176.52										228,176.52
1190	Other taxes													-
1213-1214	Testing fees	666.25		701.25	681.25		562.50	705.00		498.75		278.75		4,093.75
1230-1290	Tuition									18,540.50	18,540.50			37,081.00
1310	Interest on investments	52,920.40	31,413.29	33,545.48	28,919.52	49,790.04	30,116.73	44,568.63	44,737.31	48,334.66	87,324.96	93,110.66		544,781.68
1351														-
1352	Interest on unapport. Tax	122.64	47.17	85.93	157.07	95.78	248.65	52.35	2,414.69	5,594.36	391.56	306.82		9,517.02
1353														-
1410	Rent				90.00	600.00		250.00	5,500.00					6,440.00
1440	Sale of equipment				1,500.00									1,500.00
1510	Insurance loss recoveries			16,779.57	1,000.00					4,683.98		104,833.33		127,296.88
1530	Damage recovery			75.00		112.50	100.00	200.00	100.00	1,100.00	100.00			1,787.50
1580	Activity trip reimb	9,466.32	7,391.25	611.24	3,042.10	3,641.33	2,537.44	439.95	598.76	3,888.44	1,758.02	6,147.57		39,522.42
1590	Miscellaneous reimb	976.00	5,648.90		5,226.00	14,384.32	771.62	5,083.25	623.20	9,681.40	1,317.00	5,806.80		49,518.49
1610	Donations	1,000.00	59,750.00	4,370.00		17,975.05		81,125.00	1,000.00	194,527.21	25,951.62			385,698.88
1680	Refunds		71.00					720.00						791.00
1690	Miscellaneous			1,014.78	67.41	146.82	103.41	178.23	24.00	12.00	233.64	166.23		1,946.52
2100	County-wide 4-mill	9,380.65	6,207.03	29,573.29	1,877.91	1,317.19	380,803.88	810,771.66	104,921.84	36,544.96	155,788.84	39,086.07		1,576,273.32
2200	Mortgage tax	11,399.68	14,514.63	22,408.76	16,092.07	17,320.06	40,147.22	13,570.06	13,865.81	11,522.96	15,134.98	21,121.72		197,097.95
2300	Resale Property													-
3110	Gross production tax	3,184.08	2,196.23	2,577.77	2,678.60	2,867.45	937.11	4,525.80	2,149.27	2,407.34	2,331.49	2,083.33		27,938.47
3120	Motor vehicle tax	59,992.81	246,432.22	231,118.54	245,648.60	233,219.25	198,028.53	236,590.37	239,429.97	218,705.99	235,954.80	238,938.76		2,384,059.84
3130	Rural electric tax	4,413.73	5,876.53	6,546.81	5,462.84	4,764.39	4,380.00	4,432.10	5,566.57	5,688.84	5,553.84	3,309.11		55,994.76
3140	State school land earnings	93,133.81	65,952.92	77,440.06	97,211.86	86,855.18	81,770.33	161,738.46	95,420.81	97,611.39	106,643.21	73,976.58		1,037,754.61
3150	Vehicle tax stamps	797.89	436.94	1,230.18	768.86	1,037.96	1,415.98		1,153.29	1,941.38	110.20	2,005.44		10,898.12
3160	Farm implement tax stamps			94.70	60.75	339.47	382.35			617.30	270.85			1,765.42
3210	Foundation aid		2,451,057.99	2,451,754.97	2,451,406.48	2,451,406.48	2,451,406.48	2,081,786.11	2,387,235.44	2,389,289.55	2,389,417.93	2,654,908.82		24,159,670.25
3250	FBA		459,231.25	459,231.24	459,231.25	459,231.24	459,231.25	473,591.65	461,624.63	466,689.09	461,223.08	512,631.04		4,671,915.72
3310	Alternative education							55,444.77		32,607.16		29,350.64		117,402.57
3412	NBCT Stipend								50,000.00					50,000.00
3413													4,000.00	4,000.00
3414					1,749.00									1,749.00
3415	Reading Sufficiency					120,213.94					646.00			120,859.94
3420	State textbooks		35,908.72	35,908.72	35,908.71	35,908.72	35,908.72	37,305.22	36,141.47	36,141.47	36,141.46	40,157.19		365,430.40
3430	Education matching	3,311.38			1,847.66		1,847.66	1,846.09	1,845.41	1,842.28		1,841.89		14,382.37
3436			93,041.47											93,041.47
3437									32,604.60					32,604.60
3440	Drivers education			4,757.50										4,757.50
3470														-
3610				1,082.43										1,082.43
3620									9.63					9.63
3690	Other state					1,927.41						25,555.25		27,482.66
3811	Vocational programs			7,920.00			30,170.00			7,920.00		30,170.00		76,180.00
3812	Vocational programs			55,062.00			55,062.00			55,062.00		55,064.00		220,250.00
3892	Lottery Fund				28,901.28		14,672.05							43,573.33
4140	Title VII	125,903.90												125,903.90
4162	Flood Control				233.72									233.72
4210	Title I - Part A	240,195.39					280,311.38	265,263.53		129,438.52	139,396.31	147,592.60		1,202,197.73
4271	Title II	20,495.34					175,898.38	21,496.26	2,538.76		12,512.04	11,607.83		244,548.61
4281	Title III	290.10					13,180.12	14,367.16	490.36			190.00		28,517.74
4310	IDEA B - Special Education	196,695.03		2,239.80	152,076.79		134,336.92	128,313.57	246,717.94	139,925.86	127,025.27	128,031.47		1,255,362.65
4340	Preschool				7,100.94	7,100.94	7,100.94		8,428.96					29,731.78
4442	Title IV reimb		32,528.85				56,051.59	6,354.28	1,519.45	801.63		4,525.45		101,781.25
4470	Title VI	6,773.70					6,758.98	11,365.61	1,944.95	4,977.95		2,558.37		34,379.56
4550	Johnson-O'Malley		72,071.90											72,071.90
4611	Title II - Adult Education	35,249.42				2,079.95	3,801.05	5,776.72	8,874.00	6,192.73	9,754.19	8,601.94		80,330.00
4617	Rehab services						1,266.94				696.01			1,962.95
4689	Other federal													-
4740														-
4821	Carl Perkins				30,487.22		17,072.56			32,129.60		16,317.05		96,006.43
5150-5160	Activity trip reimb	876.43	2,929.03	1,912.34	12,203.10	9,718.61	1,002.81	3,586.66	2,661.46	595.96	330.84	20,398.31		56,215.55
6140	Estopped Warrants													-
		951,166.87	3,643,241.56	3,766,162.74	3,606,039.66	3,532,243.80	8,137,981.47	11,796,652.15	4,479,872.14	4,289,016.38	5,105,664.43	4,560,385.03	-	53,868,426.23

3,582,106.16 PY FB

57,450,532.39

Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis
Fiscal Years 2023-2026

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
FY 23	2,373,307	2,325,652	2,179,139	2,067,799	2,013,071	2,061,346	2,515,458	2,539,550	2,224,587	2,205,420	2,153,904	2,265,535
FY 24	2,224,183	2,052,836	1,807,955	947,532	692,259	1,192,603	2,737,169	3,118,725	2,998,442	2,125,142	1,991,800	1,960,216
FY 25	953,273	661,858	581,905	484,299	223,041	421,413	1,426,056	2,252,268	1,846,065	1,895,367	1,830,499	2,042,084
FY 26	1,133,076	1,046,523	940,322	836,900	559,218	857,332	1,861,642	2,634,710	2,302,419	1,974,146	1,612,533	
FY26-FY25	179,803	384,665	358,417	352,601	336,177	435,919	435,586	382,442	456,354	78,779	(217,966)	



Bartlesville Public Schools
Building Fund Cash Flow/Fund Balance Analysis

	May	2025-26 Year to Date Total	Prior Year Year to Date Total
Beginning balance	\$ 1,974,146	\$ 2,042,084	\$ 1,960,216
<u>Revenue:</u>			
Local	70,636	2,239,970	1,934,443
State		877,247	865,050
Other sources		-	3,018
	<u>70,636</u>	<u>3,117,217</u>	<u>2,802,511</u>
Total cash available	2,044,782	5,159,301	4,762,727
<u>Requirements:</u>			
Professional services		110,000	112,350
Property services	338,605	1,664,525	995,793
Other purchased services		819,391	900,771
Supplies & materials	71,565	375,757	362,081
Property	22,079	576,795	560,076
Other uses		300	1,157
	<u>432,249</u>	<u>3,546,768</u>	<u>2,932,228</u>
Ending balance	<u>1,612,533</u>	<u>1,612,533</u>	<u>1,830,499</u>

Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 5/31/2026, Classification Bolding: FUNCTION-RS, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
0000 **Appropriated Only	1,336,439.74	0.00	0.00	0.00	1,336,439.74	0.00%
1000 INSTRUCTION	53,308,247.84	38,202,795.32	29,211,468.66	8,991,326.66	15,105,452.52	71.66%
2100 SUPPORT SERVICES - STUDENTS	2,603,052.16	5,072,520.63	3,959,458.70	1,113,061.93	-2,469,468.47	194.87%
2200 SUPPORT SERVICES-INSTRT STAFF	827,176.78	2,617,346.80	2,102,971.45	514,375.35	-1,790,170.02	316.42%
2300 SUPPORT SERVICES-GENERAL ADMN	128,090.57	997,878.70	834,349.77	163,528.93	-869,788.13	779.04%
2400 SUPPORT SERVICES-SCHOOL ADMN	91,841.41	3,153,639.73	2,847,198.30	306,441.43	-3,061,798.32	3,433.79%
2500 CENTRAL SERVICES	273,470.71	2,254,237.76	2,006,884.76	247,353.00	-1,980,767.05	824.31%
2600 OPERATION & MAINT OF PLANT SVC	718,878.76	4,375,168.09	4,254,911.72	120,256.37	-3,656,289.33	608.61%
2700 STUDENT TRANSPORTATION SERVICE	751,960.89	2,422,639.10	1,950,157.27	472,481.83	-1,670,678.21	322.18%
3300 COMMUNITY SERVICES OPERATIONS	0.00	3,173.63	3,173.63	0.00	-3,173.63	100.00%
5300 CLEARING ACCOUNT	0.00	207,943.00	207,943.00	0.00	-207,943.00	100.00%
5500 PRIVATE NONPROFIT SCHOOLS	68,604.65	48,111.54	39,536.78	8,574.76	20,493.11	70.13%
Report Total	\$60,107,763.51	\$59,355,454.30	\$47,418,054.04	\$11,937,400.26	\$752,309.21	98.75 %

Date Range: 7/1/2025 - 5/31/2026

Classification Bolding: FUNCTION-RS

Print Detail: No

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

June 15, 2026 Personnel Report

APPOINTMENTS:						
Name	Site	Position	FTE	Hire Date	Temporary Contract	
Birnbaum, Jacob	High School	Science Teacher	1.000	08/10/2026	Yes	
Branch, Joshua	High School	Music Teacher	1.000	08/10/2026	Yes	
Darsow, Ashley	Wayside	Art Teacher	1.000	08/10/2026	Yes	
Davis, Dana	Wilson	Library Media Specialist	1.000	08/10/2026	Yes	
Ford, Collin	Madison	Music Teacher	1.000	08/10/2026	Yes	
Hilliary, Shawn	Madison	Agriculture Education Teacher	1.000	07/01/2026	Yes	
Jones, Garrett	High School	Assistant Varsity Wrestling Coach	NA	08/10/2026	Yes	
Mayes, Sarah	Madison	Mathematics	1.000	08/10/2026	Yes	
Miller, Cristel	Ranch Heights	Elementary Principal	1.000	07/01/2026	Yes	
Miller, Maegan	Kane	Fifth Grade Teacher	1.000	08/10/2026	Yes	
Mitchell, Hayden	Ranch Heights	Fourth Grade Teacher	1.000	08/10/2026	Yes	
Osburn, Jessica	Wayside	Special Education Teacher	1.000	08/10/2026	Yes	
Revard, Allison	Wayside	Kindergarten Teacher	1.000	08/10/2026	Yes	
CHANGE OF STATUS:						
	CHANGE FROM			CHANGE TO		
Name	Site	Position	FTE	Site	Position	FTE
Bell, Lana	Richard Kane	First Grade Teacher	1.000	Richard Kane	Kindergarten Teacher	1.000
Burk, Noah	Richard Kane	Special Education Teacher Assistant Level 2	0.875	Richard Kane	AIMS Teacher Assistant	0.875
Duncan, Jackson	Wayside	Fourth Grade Teacher	1.000	Jane Phillips	Fifth Grade Teacher	1.000
Felker, Krista	Central	Special Education Teacher Assistant Level 1	0.875	High School	Special Education Teacher Assistant Level 1	0.875
Frye, Lisa	Richard Kane	Kindergarten Teacher	1.000	Richard Kane	First Grade Teacher	1.000
Hammack, Heide	Ranch Heights	AIMS Teacher Assistant	0.750	Ranch Heights	Teacher Assistant	0.875
Lepe Briones, Barbara	Madison	Special Education Teacher Assistant Level 3	0.875	Madison	Teacher Assistant	0.875
Neill, Amber	Wilson	Second Grade Teacher	1.000	Wilson	Art Teacher	1.000
Nienhuser, Kylee	Wilson	Special Education Teacher Assistant Level 3	0.875	Wilson	Special Education Teacher Assistant Level 2	0.875
O'rouke, Lisa	Ranch Heights	Special Education Teacher Assistant Level 3	0.875	Ranch Heights	Teacher Assistant	0.875
Pauls, Benjamin	Central	Accompanist	0.875	Wayside	Music Teacher	1.000
Sanderson, Caitlin	Wayside	First Grade Teacher	1.000	Wilson	First Grade Teacher	1.000
Secora, Michael	Central	Science Teacher	1.000	High School	Science Teacher	1.000
Shea, Shawn	Central	Interpreter - Level V	0.875	High School	Interpreter - Level V	0.875
Stage, Kayli	Hoover	FMLA	1.000	Hoover	Third Grade Teacher	1.000
Thomas, Bailey	High School	Counselors Secretary - Secondary	1.000	High School	Attendance Secretary - Secondary	1.000
Thurman, Andrew	High School	Science Teacher	1.000	Central	Science Teacher	1.000
Young, Jasper	Richard Kane	Kindergarten Teacher	1.000	Richard Kane	Special Education Teacher Assistant Level 2	0.875
RESIGNATION:						
Name	Site	Position	FTE	Date		
Carman, Kymberly	Richard Kane	Special Education Teacher Assistant Level 3	0.875	5/21/2026		
Dowell, Julie	Wilson	Art Teacher	1.000	5/22/2026		
Gordon, Kenzie	Ranch Heights	Special Education Teacher Assistant Level 3	0.875	5/21/2026		
Lowry, Kirby	ESC	Teacher Specialist of Special Services	0.276	5/22/2026		
Moorehouse, Alyssa	Richard Kane	Special Education Teacher Assistant Level 2	0.875	5/21/2026		
Myers, Chanda	Ranch Heights	Elementary Principal	1.000	6/30/2026		
Niday, Kailee	Central	PASS/Back on Track	1.000	5/21/2026		
Nubel, Kennedy	Jane Phillips	Special Education Teacher Assistant Level 3	0.875	5/21/2026		
Pence, Kristen	Wayside	Music Teacher	1.000	8/10/2026		
Steffenson, Adam	High School	Mathematics Teacher	1.000	5/22/2026		
Summers, Kayla	Wayside	Special Education Teacher Assistant Level 2	0.875	5/21/2026		
Wilson, Nicholas	Transportation	Bus Driver	0.750	5/21/2026		
Wolfe, Anna	Wilson	Library Media Specialist	1.000	5/22/2026		
SUMMER SCHOOL:						
Name	Site	Position	FTE	Date		
Abbe, Jesseca	Jane Phillips	Teacher	N/A	5/28/2026		
Addengast, Carrie	High School	Teacher	N/A	6/1/2026		
Almendarez, Lizet	Jane Phillips	Assistant	N/A	5/28/2026		
Avery, Brandi	Jane Phillips	ESY Coordinator	N/A	6/8/2026		
Banales, Terry	Jane Phillips	ESY Assistant	N/A	6/8/2026		
Bingham, Ila	Hoover	Teacher	N/A	5/28/2026		

June 15, 2026 Personnel Report

Blundell, Shayla	Jane Phillips	ESY Assistant	N/A	6/8/2026		
Boudreaux, Cynthia	Hoover	Teacher	N/A	5/28/2026		
Boudreaux, Douglas	Hoover	Teacher	N/A	5/28/2026		
Brown, Ruth	Jane Phillips	Teacher	N/A	5/28/2026		
Callender, Jessica	Hoover	Teacher	N/A	5/28/2026		
Chapman, Kealy	Hoover	Teacher	N/A	5/28/2026		
Childers, Amanda	Jane Phillips	ESY Assistant	N/A	6/8/2026		
Coburn, Austin	Jane Phillips	ESY Assistant	N/A	6/8/2026		
Cox, Sherri	High School	Teacher	N/A	6/1/2026		
Davis, Briley	Hoover	Teacher	N/A	5/28/2026		
Davis, Heather	High School	Teacher	N/A	6/1/2026		
Divers, Leslie	Jane Phillips	ESY Assistant	N/A	6/8/2026		
Freeman, Ashley	Hoover	Teacher	N/A	5/28/2026		
Goforth, Jessica	Hoover	Assistant	N/A	5/28/2026		
Grishchenko, Aleksandr	Hoover	Assistant	N/A	5/28/2026		
Hailey, Amanda	Jane Phillips	ESY Assistant	N/A	6/8/2026		
Hamilton, Kathryn	Hoover	Teacher	N/A	5/28/2026		
Harp, Eric	High School	Teacher	N/A	6/1/2026		
Hemke, Harley	Jane Phillips	ESY Assistant	N/A	6/8/2026		
Hockett, Nicole	Hoover	Teacher	N/A	5/28/2026		
Hollenbeck, Cathy	High School	Teacher	N/A	6/1/2026		
Jackson, Naudia	Jane Phillips	ESY Teacher	N/A	6/8/2026		
James, Terri	Jane Phillips	Teacher	N/A	5/28/2026		
Krause, Callie	Hoover	Assistant	N/A	5/28/2026		
Langham, Sherry	Jane Phillips	Teacher	N/A	5/28/2026		
Larkin, Barbara	Jane Phillips	Teacher	N/A	5/28/2026		
Larkin, Ronald	Jane Phillips	Assistant	N/A	5/28/2026		
Lehmer, Shayna	Hoover	Teacher	N/A	5/28/2026		
Lein, Angela	Jane Phillips	ESY Assistant	N/A	6/8/2026		
Lorenz, Alexis	Jane Phillips	ESY Assistant	N/A	6/8/2026		
McClintock, Sandra	Jane Phillips	ESY Assistant	N/A	6/8/2026		
McKay, Mia	Jane Phillips	ESY Assistant	N/A	6/8/2026		
Morris, Savannah	Hoover	Teacher	N/A	5/28/2026		
Murguia, Gabrielle	Jane Phillips	ESY Assistant	N/A	6/8/2026		
O'Mary, Elisa	Jane Phillips	ESY Assistant	N/A	6/8/2026		
O'Mary, Robert	Jane Phillips	ESY Assistant	N/A	6/8/2026		
Phillips, Hannah	Hoover	Assistant	N/A	5/28/2026		
Pirtle, Aspen	High School	Teacher	N/A	6/1/2026		
Prichard, Keely	Jane Phillips	ESY Assistant	N/A	6/8/2026		
Reed, Shellee	Jane Phillips	Teacher	N/A	5/28/2026		
Reese, Casey	High School	Teacher	N/A	6/1/2026		
Renfroe, Kandolyn	Hoover	Teacher	N/A	5/28/2026		
Repogle, Andrea	High School	Teacher	N/A	6/1/2026		
Roberts, Kaitlyn	High School	Teacher	N/A	6/1/2026		
Rohrs, Pamala	Hoover	Teacher	N/A	5/28/2026		
Rucker, Robin	Hoover	Teacher	N/A	5/28/2026		
Rushing, Mark	Jane Phillips	ESY Assistant	N/A	6/8/2026		
Secora, Michael	High School	Teacher	N/A	6/1/2026		
Smith, Sarah	Jane Phillips	ESY Assistant	N/A	6/8/2026		
Snow, Jennifer	Jane Phillips	ESY Teacher	N/A	6/8/2026		
Solis, Jessica	Jane Phillips	Assistant	N/A	5/28/2026		
Steele, Jessica	High School	Teacher	N/A	6/1/2026		
Stockton, Rachel	Hoover	Teacher	N/A	5/28/2026		
Sullivan, Donna	Hoover	Assistant	N/A	5/28/2026		
Sumner, Stacia	Jane Phillips	Teacher	N/A	5/28/2026		
Toulouse, Barbara	Jane Phillips	Teacher	N/A	5/28/2026		
Tresner, Darla	High School	Teacher	N/A	6/1/2026		
Tucker, Karen	Hoover	Assistant	N/A	5/28/2026		
Turowski, Brett	High School	Teacher	N/A	6/1/2026		
Vance, Nathanael	High School	Teacher	N/A	6/1/2026		
Welchel, Jason	High School	Teacher	N/A	6/1/2026		
Wikel, Deborah	Hoover	Teacher	N/A	5/28/2026		
Willis, Ann	Hoover	Teacher	N/A	5/28/2026		
Willis, Charles	Hoover	Teacher	N/A	5/28/2026		
Wood, Michael	High School	Teacher	N/A	6/1/2026		
Woods, Kateri	Hoover	Assistant	N/A	5/28/2026		

June 15, 2026 Personnel Report

York, Brittney	Jane Phillips	ESY Assistant	N/A	6/8/2026		
Zimmerman, Hannah	Hoover	Assistant	N/A	5/28/2026		

MEMORANDUM

TO: BOARD OF EDUCATION
FROM: PRESTON BIRK
SUBJECT: DONATIONS & INTEREST EARNED
DATE: 6/1/2026

Please accept the following Interest earned on Lease Purchase received during May.

1. BOK – Fund 6

May	<u>\$ 68.98</u>
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Fund 6 Total	\$ 68.98
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2. BOK – Fund 8

May	<u>\$ 6,422.75</u>
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Fund 8 Total	\$ 6,422.75
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Investment Ledger

Options: Funds: 11-59,81, Account Nos: , Investment Nos: , Date Range: 5/1/2026 - 5/31/2026, Exclude Investments Matured in Date Range: True, Exclude Investments Liquidated in Date Range: True

Fund: 11**Account:** AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
	ICS ACCOUNTGATEWAY BANK - ICS TRANSACTION	5/29/2026	6/30/2026		\$2,429,869.08	3.470	\$2,429,869.08
Total ICS ACCOUNT							\$2,429,869.08
Total AI 0112 GATEWAY BANK - ICS							\$2,429,869.08
Total Fund 11							\$2,429,869.08

Fund: 21**Account:** AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
	ICS ACCOUNTGATEWAY BANK - ICS TRANSACTION	5/29/2026	6/30/2026		\$1,045,000.00	3.470	\$1,045,000.00
Total ICS ACCOUNT							\$1,045,000.00
Total AI 0112 GATEWAY BANK - ICS							\$1,045,000.00
Total Fund 21							\$1,045,000.00

Fund: 22**Account:** AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
	ICS ACCOUNTGATEWAY BANK - ICS TRANSACTION	5/29/2026	6/30/2026		\$241,804.15	3.470	\$241,804.15
Total ICS ACCOUNT							\$241,804.15
Total AI 0112 GATEWAY BANK - ICS							\$241,804.15
Total Fund 22							\$241,804.15

Fund: 34**Account:** AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
	ICS ACCOUNTGATEWAY BANK - ICS TRANSACTION	5/29/2026	6/30/2026		\$1,759,000.00	3.470	\$1,759,000.00
Total ICS ACCOUNT							\$1,759,000.00
Total AI 0112 GATEWAY BANK - ICS							\$1,759,000.00
Total Fund 34							\$1,759,000.00

Fund: 35**Account:** AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
	ICS ACCOUNTGATEWAY BANK - ICS TRANSACTION	5/29/2026	6/30/2026		\$3,775,000.00	3.470	\$3,775,000.00
Total ICS ACCOUNT							\$3,775,000.00
Total AI 0112 GATEWAY BANK - ICS							\$3,775,000.00
Total Fund 35							\$3,775,000.00

Fund: 39**Account:** AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
	ICS ACCOUNTGATEWAY BANK - ICS TRANSACTION	5/29/2026	6/30/2026		\$479,890.85	3.470	\$479,890.85
Total ICS ACCOUNT							\$479,890.85
Total AI 0112 GATEWAY BANK - ICS							\$479,890.85
Total Fund 39							\$479,890.85

Fund: 41**Account:** AI 0112 GATEWAY BANK - ICS

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
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MAY 2026

	GENERAL	BUILDING	CHILD	BOND	BOND	BOND	BOND	BOND	BOND INT	SINKING	GIFTS &	TOTALS
	FUND	FUND	NUTRITION	FUND 31	FUND 32	FUND 33	FUND 34	FUND 35	FUND 39	FUND	ENDOW.	
BEGINNING BALANCE	3,809,588.09	493,835.66	362,820.44	-	763.91	12,155.16	543,247.83	371,700.00	4,324.80	705,218.95	28,315.11	6,331,969.95
LOCAL SOURCES OF REVENUE	486,362.17	70,636.18	16,588.84		-	-	-	-	7,890.31	279,116.61	898.26	861,492.37
INTERMEDIATE SOURCES OF REVENUE	60,207.79		-	-	-	-	-	-	-	-	-	60,207.79
STATE SOURCES OF REVENUE	3,673,992.05	-	18,117.53	-	-	-	-	-	-	-	-	3,692,109.58
FEDERAL SOURCES OF REVENUE	319,424.71		403,252.20	-	-	-	-	-	-	-	-	722,676.91
TOTAL NEW RECEIPTS	4,539,986.72	70,636.18	437,958.57	-	-	-	-	-	7,890.31	279,116.61	898.26	5,336,486.65
INTER-FUND TRANSFERS	20,398.31	-	-	-	-	-	-	3,404,862.94	-	647,560.64	-	4,072,821.89
NON-REVENUE RECEIPTS	-	-		-	-	-	-	-	-	-	-	-
TOTAL COMBINED RECEIPTS	4,560,385.03	70,636.18	437,958.57	-	-	-	-	3,404,862.94	7,890.31	926,677.25	898.26	9,409,308.54
WARRANT PURCHASES (-)	(4,190,861.68)	(445,600.45)	(446,416.11)	-	(55.00)	-	(224,826.75)	-	(2,619.03)	(4,746,328.75)	(4,625.00)	(10,061,332.77)
INVESTMENTS MATURED (+)	6,349,705.93	1,495,000.00	241,092.35	-	-	-	2,009,000.00	-	472,564.31	9,419,604.99	296,513.15	20,283,480.73
C.D./AGENCY INVESTMENTS (-)	(2,429,869.08)	(1,045,000.00)	(241,804.15)	-	-	-	(1,759,000.00)	(3,775,000.00)	(479,890.85)	(6,304,200.00)	(297,388.57)	(16,332,152.65)
INTEREST INVESTMENTS (-)	-	-	-	-	-	-	-	-	-	-	-	-
MONEY MARKET INVESTMENT (-)	-	-	-	-	-	-	-	-	-	-	-	-
CORRECTIONS			-	-	-	-	-	-	-	-	-	-
ENDING BANK BALANCE	8,098,948.29	568,871.39	353,651.10	-	708.91	12,155.16	568,421.08	1,562.94	2,269.54	972.44	23,712.95	9,631,273.80
OUTSTANDING WARRANTS (-)	(486,644.05)	(1,338.42)	(844.91)	-	-	-	(24,355.34)	-	-	-	(5,525.00)	(518,707.72)
FUND EQUITY	7,612,304.24	567,532.97	352,806.19	-	708.91	12,155.16	544,065.74	1,562.94	2,269.54	972.44	18,187.95	9,112,566.08
											Total collateral pledged	16,863,707.52
	BEA LEASE	BEA LEASE										
	FUND 6	FUND 8										
BEGINNING BALANCE	21,206.51	2,530,694.38										
REBATES/CONTRIBUTIONS	-											
DIVIDENDS/INTEREST	68.98	6,422.75										
TOTAL NEW RECEIPTS	68.98	6,422.75										
WARRANT PURCHASES (-)	(1,650.00)	(29,286.14)										
ENDING BANK BALANCE	19,625.49	2,507,830.99										
OUTSTANDING WARRANTS (-)	-											
FUND EQUITY	19,625.49	2,507,830.99										

Sara Vermeire 6/1/2026

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2026 - 5/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 General Administrative	\$261,889.34	\$8,911.48	\$0.00	\$15,124.55	\$255,676.27	\$17,613.07	\$238,063.20
802 General Administrative Athletics	\$221,304.83	\$14,082.77	\$0.00	\$16,511.10	\$218,876.50	\$3,253.51	\$215,622.99
803 General Refund Account	\$1,947.80	\$925.32	\$0.00	\$0.00	\$2,873.12	\$0.00	\$2,873.12
804 AP Exams	\$15,969.67	\$0.00	\$0.00	\$0.00	\$15,969.67	\$0.00	\$15,969.67
805 Alternative High School	\$2,133.61	\$559.00	\$0.00	\$450.43	\$2,242.18	\$497.20	\$1,744.98
806 Tuition Clearing Acct	\$9,220.00	\$0.00	\$0.00	\$0.00	\$9,220.00	\$0.00	\$9,220.00
807 Art Club	\$422.08	\$0.00	\$0.00	\$0.00	\$422.08	\$0.00	\$422.08
809 Broadcasting	\$8,727.31	\$500.00	\$0.00	\$0.00	\$9,227.31	\$0.00	\$9,227.31
810 AVIATION	\$284.35	\$0.00	\$0.00	\$0.00	\$284.35	\$0.00	\$284.35
811 Baseball Fund	\$3,289.39	\$0.00	\$0.00	\$200.00	\$3,089.39	\$150.00	\$2,939.39
813 Basketball Fund	\$865.60	\$0.00	\$0.00	\$0.00	\$865.60	\$0.00	\$865.60
821 Choral Club	\$2,755.32	\$0.00	\$0.00	\$0.00	\$2,755.32	\$0.00	\$2,755.32
830 BVILLE WOMEN'S NETWORK LIBRARY	\$99.84	\$0.00	\$0.00	\$0.00	\$99.84	\$0.00	\$99.84
831 S.A.D.F.	\$885.60	\$0.00	\$0.00	\$0.00	\$885.60	\$0.00	\$885.60
832 Community of Caring	\$1,105.27	\$0.00	\$0.00	\$0.00	\$1,105.27	\$0.00	\$1,105.27
833 Drama	\$11,363.47	\$406.00	\$0.00	\$894.62	\$10,874.85	\$1,595.00	\$9,279.85
834 VisionQuest	\$867.13	\$0.00	\$0.00	\$0.00	\$867.13	\$0.00	\$867.13
835 BPS-FOUNDATION GRANTS	\$8,176.14	\$0.00	\$0.00	\$1,147.61	\$7,028.53	\$4,293.75	\$2,734.78
836 AGRICULTURAL EDUCATION	\$2,545.85	\$100.00	\$0.00	\$566.98	\$2,078.87	\$1,636.48	\$442.39
837 ENVIRONMENTAL CLUB	\$282.43	\$0.00	\$0.00	\$0.00	\$282.43	\$0.00	\$282.43
839 BHS SPED	\$2,047.12	\$0.00	\$0.00	\$0.00	\$2,047.12	\$0.00	\$2,047.12
840 Exceptional Education Services	\$15,767.68	\$5,899.26	\$0.00	\$768.94	\$20,898.00	\$11,309.55	\$9,588.45
841 Business Prof of America	\$324.93	\$0.00	\$0.00	\$0.00	\$324.93	\$0.00	\$324.93
843 ATLAS	\$98.26	\$0.00	\$0.00	\$0.00	\$98.26	\$0.00	\$98.26
844 STEAM PROGRAM	\$4,163.31	\$0.00	\$0.00	\$0.00	\$4,163.31	\$1,050.00	\$3,113.31
860 BPA	\$1,174.24	\$0.00	\$0.00	\$0.00	\$1,174.24	\$0.00	\$1,174.24
865 BHS CONSTRUCTION	\$1,359.55	\$2,451.48	\$0.00	\$20.65	\$3,790.38	\$135.64	\$3,654.74
867 Lady Bruins	\$333.75	\$0.00	\$0.00	\$0.00	\$333.75	\$0.00	\$333.75
868 Football	\$67.03	\$0.00	\$0.00	\$0.00	\$67.03	\$0.00	\$67.03
878 Music	\$1,322.14	\$100.00	\$0.00	\$0.00	\$1,422.14	\$0.00	\$1,422.14
880 Musical Production	\$1,814.58	\$0.00	\$0.00	\$1,585.53	\$229.05	\$0.00	\$229.05
881 National Honor Society	\$10,448.16	\$75.00	\$0.00	\$900.00	\$9,623.16	\$0.00	\$9,623.16
882 Newspaper	\$223.98	\$0.00	\$0.00	\$0.00	\$223.98	\$0.00	\$223.98
885 National Junior Honor Society	\$1,926.68	\$0.00	\$0.00	\$0.00	\$1,926.68	\$0.00	\$1,926.68
887 Orchestra	\$2,884.74	\$0.00	\$0.00	\$230.45	\$2,654.29	\$0.00	\$2,654.29
889 BHS BAND	\$61,990.39	\$7,017.25	\$0.00	\$27,194.10	\$41,813.54	\$17,851.25	\$23,962.29
895 Pictures	\$2,485.45	\$0.00	\$0.00	\$0.00	\$2,485.45	\$0.00	\$2,485.45
915 Service Club	\$429.77	\$0.00	\$0.00	\$0.00	\$429.77	\$0.00	\$429.77
917 World Language Club	\$465.16	\$0.00	\$0.00	\$0.00	\$465.16	\$0.00	\$465.16
919 Speech Program	\$638.22	\$963.00	\$0.00	\$530.00	\$1,071.22	\$200.00	\$871.22
922 Staff Development-In-Service	\$1,491.94	\$0.00	\$0.00	\$0.00	\$1,491.94	\$0.00	\$1,491.94
923 BVILLE EDUCATION PROMISE	\$15,308.27	\$0.00	\$0.00	\$565.25	\$14,743.02	\$768.15	\$13,974.87
926 Student Council	\$90,878.72	\$50.00	\$0.00	\$1,846.89	\$89,081.83	\$4,079.54	\$85,002.29
945 LEADER IN ME	\$70.85	\$0.00	\$0.00	\$0.00	\$70.85	\$0.00	\$70.85
955 ROBOTICS	\$6,094.38	\$0.00	\$0.00	\$722.07	\$5,372.31	\$0.00	\$5,372.31
960 Technology Student Assoc (TSA)	\$2,697.76	\$198.00	\$0.00	\$446.00	\$2,449.76	\$0.00	\$2,449.76
962 Science Trek Club	\$4,846.80	\$0.00	\$0.00	\$0.00	\$4,846.80	\$0.00	\$4,846.80
966 Wrestling	\$385.48	\$0.00	\$0.00	\$0.00	\$385.48	\$0.00	\$385.48
970 TECHNOLOGY SUPPORT TEAM	\$110,392.83	\$2,679.00	\$0.00	\$0.00	\$113,071.83	\$13,875.00	\$99,196.83
973 Cross Country	\$1,045.58	\$0.00	\$0.00	\$0.00	\$1,045.58	\$0.00	\$1,045.58
977 Soccer	\$99.21	\$0.00	\$0.00	\$0.00	\$99.21	\$0.00	\$99.21
986 Counselors' Special Fund	\$639.88	\$0.00	\$0.00	\$0.00	\$639.88	\$0.00	\$639.88
990 Yearbook	\$22,615.58	\$5,995.00	\$0.00	\$4,507.21	\$24,103.37	\$718.90	\$23,384.47
993 Academic Team	\$140.00	\$0.00	\$0.00	\$0.00	\$140.00	\$0.00	\$140.00
995 Homeless Student Assistance	\$618.54	\$0.00	\$0.00	\$0.00	\$618.54	\$100.00	\$518.54
996 Bruin Logo	\$46,344.35	\$193.20	\$0.00	\$1,774.70	\$44,762.85	\$0.00	\$44,762.85
Total	\$967,770.34	\$51,105.76	\$0.00	\$75,987.08	\$942,889.02	\$79,127.04	\$863,761.98

HIGH SCHOOL OLD UNIFORM INVENTORY TO SURPLUS**2009 or 2010 OLD OLD INVENTORY****5/22/2026****Contact: Jan Watt 918-440-0587 wattj@bps-ok.org**

OLD OLD INVENTORY	OLD OLD INVENTORY		OLD OLD INVENTORY PANTS BY SIZE	OLD OLD INVENTORY COATS BY SIZE
AL DRESSES BY SIZE	Wing Tip Collar			
Full Length Black Concert	Pleated shirt			
0 - 4 dresses	XS 32-33 - 1 shirt	BLACK BOW TIES	28 - 4 pairs	Y14 - 1 coat
2 - 11 dresses	S 30-31 - 1 shirt	45 OLD OLD TIES TOTAL	31 - 30 pairs	32S - 1 coat
4 - 46 dresses	S 32-33 - 16 shirts		34 - 19 pairs	34S - 2 coats
6 - 43 dresses	S 34-35 - 5 shirts		36 - 5 pairs	34R - 12 coats
8 - 32 dresses	S 36-37 - 2 shirts		40 - 6 pairs	34L - 6 coats
10 - 19 dresses	M 30-31 - 2 shirts		42 - 3 pairs	36S - 1 coat
10L - 2 dresses	M 32-33 - 7 shirts		46 - 5 pairs	36R - 13 coats
12 - 11 dresses	M 34-35 - 13 shirts		52 - 2 pairs	36L - 3 coats
12 - 6 dresses	M 36-37 - 2 shirts		54 - 2 pairs	37 - 2 coats
12L - 1 dress	L 30-31 - 1 shirt			38S - 2 coats
14 - 7 dresses	L 32-33 - 5 shirts			38R - 13 coats
14 - 7 dresses	L 34-35 - 8 shirts			38L - 6 coats
14L - 1 dress	L 36-37 - 5 shirts	CUMMERBUNDS		40S - 1 coat
16 - 7 dresses	L 38-39 - 1 shirt	18 NEW in PACKAGE		40R - 6 coats
18 - 7 dresses	XL 32-33 - 1 shirt	56 OLD OLD		40L - 5 coats
20 - 7 dresses	XL 34-35 - 4 shirts			42S - 1 coat
22 - 5 dresses	XL 36-37 - 3 shirts	74 CUMMERBUNDS TOTAL		42R - 4 coats
24 - 4 dresses	2XL 32-33 - 2 shirts			42L - 5 coats
28 - 1 dress	2XL 34-35 - 2 shirts			44S - 2 coats
	2XL 36-37 - 3 shirts			44R - 2 coats
	3XL 34-35 - 1 shirt			44L - 2 coats
				46S - 1 coat
				46R - 2 coats
				46L - 1 coat
				48L - 1 coat
				50L - 2 coats
		45 BOW TIES TOTAL		
221 DRESSES TOTAL	85 SHIRTS TOTAL	74 Cummerbunds TOTAL	76 PANTS TOTAL	97 COATS TOTAL
	479 UNIFORM PIECES TOTAL			
	119 ACCESSORIES TOTAL			

Asset No.	*Asset Type	*Manufacturer	*Model	Version	Status
81083	Projector	Casio	XJ-M141		
81017	Projector	Casio	XJ-M151		
81014	Projector	Casio	XJ-M141		
81012	Projector	Casio	XJ-M141		
80405	Projector	Casio	XJ-F10X		
77827	Projector	Casio	XJ-F10X		
76917	Projector	Casio	XJ-F10X		
76914	Projector	Casio	XJ-F10X		
75128	Projector	Casio	XJ-F11X		
75092	Projector	Casio	XJ-M151		
20777	Projector	Epson	H621A		
81504	Projector	Casio	xj-v100w		
20297	Projector	Casio	XJ-M141		
01940	Projector	Casio	XJ-M151		
20289	Projector	Casio	XJ-M141		
20279	Projector	Casio	XJ-M141		
20272	Projector	Casio	XJ-M141		
20080	Projector	Casio	XJ-F10X		
20079	Projector	Casio	XJ-M151		
19994	Projector	Casio	XJ-F10X		
19456	Projector	Casio	XJ-M151		
19350	Projector	Casio	XJ-F10X		
19146	Projector	Casio	XJ-F11X		
19145	Projector	Casio	XJ-M151		
02160	Projector	Promethean	Promethean Projector		
01941	Projector	Casio	XJ-M151		

Serial Number	IP Address	Network Name	MAC Address	Location
C914GDBY5B-088925				Madison Middle School
C912EDAY59-238228				Madison Middle School
C912GDBY5B-247852				Madison Middle School
A993EDBY8C-162116				Madison Middle School
A993DCBY7A-095914				Madison Middle School
A993DDBY7B-108966				Madison Middle School
A993DDBY7B-109103				Madison Middle School
A994BBBY68-083635				Madison Middle School
VFLF510417L				Madison Middle School
A991ECAY85-157737				Madison Middle School
C912BCAY48-060775				Madison Middle School
C914gdbY5b-088914				Madison Middle School
C912BCAY48-060708				Madison Middle School
C912BCAY48-058941				Madison Middle School
C912BCAY48-059605				Madison Middle School
B912ABAE432087653				Madison Middle School
B912ABAE432087798				Madison Middle School
B912ABAE432094853				Madison Middle School
B912AAAF312096177				Madison Middle School
B912AAAF312076186				Madison Middle School
B912AAAF312093017				Madison Middle School
A994BCBY75-153137				Madison Middle School

Client (user names, semicolon delimited)	Purchase Date	PO Number	Vendor	Cost	Audit Date
					6/20/2022
					6/19/2018
					6/20/2022
					6/20/2022
					6/20/2022
					6/20/2022
					6/20/2022
					6/20/2022
					6/20/2022
					6/20/2022
					6/20/2022
					6/20/2022
					8/13/2018
					6/20/2022
					6/20/2022
					6/19/2018
					6/20/2022
					6/21/2022
					6/21/2022
					6/20/2022
					6/21/2022
					6/20/2022
					6/21/2022
					6/20/2022
					6/20/2022
					6/20/2022
					6/20/2022
					6/20/2022

[illegible]

Warranty Type	Child Asset? (Y/N)	Related Asset Sync Keys
3 Year	N	
3 Year	N	
3 Year	N	
3 Year	N	
3 Year	N	
	N	
1 Year	N	
	N	
	N	
3 Year	N	
1 Year	N	
3 Year	N	
3 Year	N	
3 Year	N	
3 Year	N	
3 Year	N	
3 Year	N	
	N	
3 Year	N	
	N	
3 Year	N	
	N	
	N	
3 Year	N	
	N	
3 Year	N	

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[illegible]

Discovery Sync ID	Room	BPSIDnum	Model1	Auto Discover IP	Delete? (Y/N)
	115	81083			
	125	81017			
	220	81014			
	201	81012			
	214	80405			
	206	77827			
	222-BOT	76917			
	221-PASS	76914			
	106 Orchestra				
	211	75092			
	127	20777			
	121	81504			
	113	20297			
	209	01940			
	122	20289			
	114	20279			
	109	20272			
	105	20080			
	202	20079			
	112	19994			
	127	19456			
	101	19350			
	207	19146			
	204	19145			
	129				
	217	01941			

NOTE: * = Field required for new records.

[illegible]

15115	PB	Promethean	Black	Out of Service (needed for Discovery)
15113	PB	Promethean	Black	Out of Service (needed for Discovery)
15110	PB	Promethean	Black	Out of Service (needed for Discovery)
111111	PB	Promethean	Black	Out of Service (needed for Discovery)
01937	PB	Promethean	Black	Out of Service (needed for Discovery)
01935	PB	Promethean	Black	Out of Service (needed for Discovery)
01934	PB	Promethean	Black	Out of Service (needed for Discovery)
01931	PB	Promethean	Black	Out of Service (needed for Discovery)
01919	PB	Promethean	Black	Out of Service (needed for Discovery)
01914	PB	Promethean	Black	Out of Service (needed for Discovery)
01911	PB	Promethean	Black	Out of Service (needed for Discovery)
01909	PB	Promethean	Black	Out of Service (needed for Discovery)
01907	PB	Promethean	Black	Out of Service (needed for Discovery)
01905	PB	Promethean	Black	Out of Service (needed for Discovery)
01904	PB	Promethean	Black	Out of Service (needed for Discovery)
01902	PB	Promethean	Black	Out of Service (needed for Discovery)
01901	PB	Promethean	Black	Out of Service (needed for Discovery)
01897	PB	Promethean	Black	Out of Service (needed for Discovery)

Serial Number	IP Address	Network Name	MAC Address	Location
C1508200054				ESC Warehouse
C1508200053				ESC Warehouse
c1001221026				ESC Warehouse
C1508200051				ESC Warehouse
C1509240114				ESC Warehouse
C1508200059				ESC Warehouse
C1508200060				ESC Warehouse
C1509240115				ESC Warehouse
C1509240107				ESC Warehouse
C1508200048				ESC Warehouse
C1508200050				ESC Warehouse
C1409290092				ESC Warehouse
C1302250001				ESC Warehouse
C1209130007				ESC Warehouse
C1209130008				ESC Warehouse
C1209050004				ESC Warehouse
C1209050006				ESC Warehouse
C1209050007				ESC Warehouse
C1311290206				ESC Warehouse
C1311290207				ESC Warehouse
C1311290205				ESC Warehouse
C1312060040				ESC Warehouse
C1312060039				ESC Warehouse
C1311290208				ESC Warehouse
C1312060038				ESC Warehouse
C1301140120				ESC Warehouse
C1201050277				ESC Warehouse
C1201050276				ESC Warehouse
C1201050334				ESC Warehouse
				ESC Warehouse
C1112010349				ESC Warehouse
C1112020301				ESC Warehouse
				ESC Warehouse
C1201120638				ESC Warehouse
C1509240112				ESC Warehouse
C1209250010				ESC Warehouse
C1409290101				ESC Warehouse
C1211010066				ESC Warehouse
C1209250006				ESC Warehouse
C1211010068				ESC Warehouse
C1201120637				ESC Warehouse
C1209210061				ESC Warehouse
C1201110302				ESC Warehouse
C1209250007				ESC Warehouse
C1211010067				ESC Warehouse
C1201110309				ESC Warehouse
C1201120639				ESC Warehouse
c0911040168				ESC Warehouse
				ESC Warehouse
				ESC Warehouse
c0911040169				ESC Warehouse

c0911040195	ESC Warehouse
c0911040194	ESC Warehouse
c0911040165	ESC Warehouse
g130930002	ESC Warehouse
c1001221028	ESC Warehouse
C1504030406	ESC Warehouse
C1502060027	ESC Warehouse
c1001221027	ESC Warehouse
C1508200056	ESC Warehouse
C1508200055	ESC Warehouse
cm908280793	ESC Warehouse
C1508200052	ESC Warehouse
C1509240110	ESC Warehouse
c0908280791	ESC Warehouse
C1508200046	ESC Warehouse
C1508200057	ESC Warehouse
C1509240108	ESC Warehouse
C1509240113	ESC Warehouse

Client (user names, semicolon delimited)	Purchase Date	PO Number	Vendor	Cost	Audit Date
					11/22/2022
					11/22/2022
					11/21/2022
					6/30/2022
					6/30/2022
					6/30/2022
					6/30/2022
					6/29/2022
					6/28/2022
					6/28/2022
					6/28/2022
					6/20/2022
					6/20/2022
					6/20/2022
					6/21/2022
					6/21/2022
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					6/20/2022
					6/30/2022
					6/30/2022
					6/28/2022
					6/28/2022
					6/28/2022
					6/28/2022
					6/30/2022
					11/22/2022
					6/28/2022
					6/30/2022
					6/28/2022
					6/30/2022
					6/28/2022
					6/30/2022
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					6/28/2022
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					6/28/2022
					6/20/2022
					6/20/2022

6/20/2022

6/20/2022

6/20/2022
6/24/20226/28/2022
6/28/20226/28/2022
6/28/20226/28/2022
6/28/2022

6/29/2022

6/30/2022

6/30/2022

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[illegible]

N
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N
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N
N
N

[illegible][illegible]

Discovery Sync ID	Room	BPSIDnum	Model1	Auto Discover IP	Delete? (Y/N)
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80150					
80147					
80145					
80144					
80141					
78548					
78546					
78544					
20425					
20352					
20348					
20347					
20346					
20344					
20342					
20315					
20314					
20313					
20310					
20309					
20308					
20307					
18714					
18209					
18208					
18207					

18197					
18196					

16447					
75039			Dell		
16436					
01892					
16435					
16434					
16433					
16431					
16427					
16424					
16423					
16422					
16418					
16416					
15112					

15117					
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15115
15113
15110

01937
01935
01934
01931
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01914
01911
01909
01907
01905
01904
01902
01901
01897

NOTE: * = Field required for new records.

J518JG2
9CJBDH2
J4X77J2
J5HBMF2
5RF9842
9VYCDH2
684Z7V1
4c4zr72
10rvq32
c7f1r32

pc302030007	
18305	elmo

00D78F318410
FCW2041NA5G
FCW2041NA61
FCW2041NA5K
FCW2041NA50
FCW2041NA56
2CD02D7C4030

jl82mw2
0TE391HM500060V
J6XY1D2
D5XY1D2
61GTLD2
b1hh8l2
D8XY1D2
7zn2xf2
3xlhwf2
D9XY1D2
G3HY1D2
0Q9T91KKC02734Y
3y82mw2
dtz0xf2
BPFTLD2
fzf0xf2
DVS4LD2
blx8l2
53mx8l2
68lh8l2
gjzdft2

USBH003178	hp 4050
USJNF33578	hp 4050
USBB344728	hp 4050
USBB343854	hp 4050
USCF027835	hp 4050
USBD012110	hp 4050

C914GDBY5B-01	casio
10773	sony projector

1. Computers
2. VCR/DVD players
3. Wireless AP
4. Chromebooks
5. Printers
6. Projectors

Bartlesville Public Schools
Encumbrance Register
08-2025 BPS LEASE PURCHASE TECHNOLOGY

PO No	Date	Vendor	Description	Amount
1	07/01/2026	CHARLES DEAN MILLER	TECH-RLTD-SPLYS-019/TECH/ESC	500.00
2	07/01/2026	PAUL W DEATON	TECH-RLTD-SRVCS-019/TECH/ESC	1,000.00
3	07/01/2026	KANSAS CITY AUDIO - VISUAL INC.	TECH-RLTD-SRVCS-019/TECH/ESC	1,000.00
Report Total:				<u><u>\$2,500.00</u></u>

May 28, 2026

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered by and among MUNICIPAL FINANCE SERVICES, INC. (“MFSOK”) and the INDEPENDENT SCHOOL DISTRICT NUMBER 30, WASHINGTON COUNTY, OKLAHOMA (Bartlesville Board of Education), Bartlesville, Oklahoma (the “Client”).

The Client desires to engage MFSOK and agrees as follows:

I. Scope of Services.

Some or all of the following services listed below shall be provided under this Agreement and pertain to the Client’s new and outstanding debt obligations, including general obligation bonds and lease financings (the “Issues”). Some of these services may be non-municipal advisor services. The Client designates MFSOK as the Client’s independent registered municipal advisor (“IRMA”) for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the “IRMA Exemption”).

A. New Issue and Refunding of Existing Client Issues

1. Assist Client with bond planning that includes compliance with Oklahoma Constitutional Debt Cap and Client's mill levy target.
2. Evaluate options or alternatives with respect to the proposed new Issue.
3. Provide financial analysis to the Client to assist in understanding the benefits, costs, and risks of the proposed new Issue.
4. Review recommendations made by other parties to the Client.
5. Assist Client in preparing a plan of finance.
6. Advise Client on structure, terms and timing of the proposed new Issue.
7. Prepare financing schedule.
8. Attend meetings as requested by the Client.
9. Assist the Client in preparation of their notices of sale, instructions to bidders, or official statements, as appropriate.
10. Coordinate as appropriate with Client staff, legal representatives, government agencies, accountants, auditors, engineers, consultants, rating agencies, banks, lenders, placement agents, trustees, paying agents, escrow agents, bond insurers and other credit enhancers, to facilitate the plan of finance.
11. If new Issue is a competitive bond sale, assist Client in collecting and analyzing bids submitted by underwriters and selecting the winning bidder.
12. Coordinate closing of the new Issue with Client and other parties.
13. Review Client's Estimate of Needs to be submitted to County.
14. Evaluate potential refunding opportunities on outstanding Issues.

B. Continuing Disclosure Assistance

1. Assisting the Client annually in compiling the financial information and operating data set forth in their Continuing Disclosure Agreement ("CDA") included in any Official Statement; and
2. If necessary, assisting the Client in preparing their "Failure to File Notice" should documents not be available for filing within the prescribed time frame designated in the CDA; and
3. Upon request, assisting the Client in their submission of the aforementioned information to the Electronic Municipal Marketplace Access system ("EMMA").

MFSOK and the Client acknowledge that the Client will engage Bond Counsel and other legal service providers under separate contracts. MFSOK may rely on opinions and advice from legal representatives of the Client and will not be held responsible for any legal advice, directly or indirectly, rendered by the legal representatives.

Neither MFSOK as Municipal Advisor nor its Municipal Advisor Representatives are licensed to engage in the practice of law and, consequently, will offer no legal advice. None of the fee for services under this Agreement relates to legal services. If such legal services are necessary, it shall be the responsibility of the Client to obtain them.

MFSOK's services are limited to those specifically set forth herein.

II. Compensation and Reimbursements

- A. General Obligation Bonds. MFSOK shall be paid at the time of closing a fee calculated as follows:

½ of 1% of the par amount of each series of bonds issued

Maximum fee: \$45,000.00 for each series of bonds

Minimum fee: \$17,500.00 for each series of bonds

- B. Lease Purchase Transactions. MFSOK shall be paid at the time of closing a fee calculated as follows:

½ of 1% of the par amount of each lease obligation issued

Minimum fee: \$17,500.00 for each series of bonds

- C. Compensation for Continuing Disclosure Assistance. MFSOK will receive a fee annually of \$3,500.00 for the services performed.

- D. Expenses for New Issues and Refunding Issues. MFSOK shall also be paid a fixed amount of \$2,500.00 per transaction to cover expenses incurred as part of the transaction, provided that any filing, publication, recording or printing costs or similar third-party costs required in connection with the Issue shall be paid directly by the Client.

- E. Payment and Contingency for New Issues and Refunding Issues. Payment for all fees and expenses shall be made at closing from proceeds of the Issue or from other available funds of the Client and shall be contingent upon closing of the Issue.

III. Term and Termination

- A. Term of Agreement. Unless otherwise terminated as provided herein, this Agreement shall be in force and effect for Fiscal Year Ending June 30, 2027, and may be renewed for successive fiscal years beginning July 1 and ending June 30 upon mutual consent of both parties.

- B. Termination of Agreement and Services. This Agreement and all services to be rendered hereunder may be terminated at any time by written notice from either party, with or without cause, with at least thirty (30) days' notice. In that event, all finished and unfinished documents prepared for the Client, shall, at the option of Client, become its property and shall be delivered

to it or any party it may designate, provided that MFSOK shall have no liability whatsoever for any subsequent use of such documents.

IV. Successors and Assigns

MFSOK may not assign its obligations under this Agreement without the written consent of Client except to a successor partnership or corporation to which all or substantially all of the assets and operations of MFSOK are transferred. Client may assign its rights and obligations under this Agreement to (but only to) any other public entity that incurs the loan. Client shall not otherwise assign its rights and obligations under this Agreement without written consent of MFSOK. All references to MFSOK and Client in this Agreement shall be deemed to refer to any successor of MFSOK and to any such assignee of Client and shall bind and inure to the benefit of such successor and assignee whether so expressed or not.

V. Municipal Advisor Registration and Acknowledgement

Pursuant to Municipal Securities Rulemaking Board Rule (MSRB) G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal advisory client and/or obligated person clients which include the following:

Municipal Finance Services, Inc. is currently registered as a Municipal Advisor with the U.S. Securities and Exchange Commission (SEC) and the MSRB.

Within the MSRB website at www.msrb.org, the Client may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

VI. Conflict of Interest Statement

As of the date of this agreement, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the Client. During the diligence process, MFSOK has determined that no material conflict of interest has been identified, however, would like to provide the following disclosures:

MFSOK serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of another MFSOK client. For example, MFSOK serves as municipal advisor to other clients and, in such cases, owes a regulatory duty to such other clients just as it does to the Client. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, MFSOK could potentially face a conflict of interest arising from these competing client interests. MFSOK fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with its clients.

The compensation arrangement included in Section II includes a component that is based on the size and completion of a transaction. Consistent with certain regulatory requirements, MFSOK hereby discloses that such contingent and/or transactional compensation presents a conflict of interest regarding MFSOK's ability to provide unbiased advice to enter into such transaction. The contingent fee arrangement creates an incentive for MFSOK to recommend unnecessary financings or financings that are disadvantages to the client, or to advise client to increase the size of the issue. This viewed conflict of interest will not impair MFSOK's ability to render unbiased and competent advice or to fulfill its fiduciary duty. The fee paid to MFSOK increases the cost of borrowing to the Client. The increased cost occurs from compensating MFSOK for municipal advisory services provided.

If MFSOK becomes aware of any other actual or potential conflict of interest not mentioned above during this agreement, MFSOK will promptly provide the Client a supplement written disclosure with sufficient details of the change, if any, which will allow the Client to evaluate the situation.

VII. Legal Events and Disciplinary History

A regulatory disclosure action has been made on MFSOK's Form MA and on Form MA-I for two of MFSOK's municipal advisory personnel relating to a 2017 U.S. Securities and Exchange Commission ("SEC") order. The details of which are available in Item 9; C (2), C (4), C (5) and the corresponding regulatory action DRP section on Form MA and Item 6: C (2), C (4), C (5), C (6) and the corresponding regulatory action DRP section on Form MA-I for both Rick A. Smith and Jon Wolff. In addition, the Oklahoma Department of Securities adopted the above proceedings which are identified in Item 9; D (2), D (4) and the corresponding regulatory action DRP section on Form MA.

The Client may electronically access MFSOK's most recent Form MA and each most recent Form MA-I filed with the Commission at the following website:

www.sec.gov/edgar/searchedgar/companysearch.html.

There has been no change to any legal or disciplinary event that has been disclosed on MFSOK's SEC registration for MA filings since December 18, 2017.

VIII. Fiduciary Duty

MFSOK is registered as a Municipal Advisor with the SEC and MSRB. As such, MFSOK has a Fiduciary duty to the Client and must provide both a Duty of Care and a Duty of Loyalty that entails the following.

Duty of Care:

- A. exercise due care in performing its municipal advisory activities;
- B. possess the degree of knowledge and expertise needed to provide the Client with informed advice;
- C. make a reasonable inquiry as to the facts that are relevant to the Client's determination as to whether to proceed with a course of action or that form the basis for any advice provided to the Client; and
- D. undertake a reasonable investigation to determine that MFSOK is not forming any recommendation on materially inaccurate or incomplete information; MFSOK must have a reasonable basis for:
 - a. any advice provided to or on behalf of the Client;
 - b. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the Client, any other party involved in the municipal securities transaction or municipal financial product, or investors in the Client's securities; and
 - c. any information provided to the Client or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

Duty of Loyalty:

MFSOK must deal honestly and with the utmost good faith with the Client and act in the Client's best interests without regard to the financial or other interests of MFSOK. MFSOK will eliminate or provide full and fair disclosure (included herein) to Client about each material conflict of interest (as applicable). MFSOK will not engage in municipal advisory activities with the Client as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in the Client's best interests. As of the date of receipt of this

attachment, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the Client.

IX. Recommendations

If MFSOK makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by the Client and is within the scope of the engagement, MFSOK will determine, based on the information obtained through reasonable diligence of MFSOK whether a municipal securities transaction or municipal financial product is suitable for the Client. In addition, MFSOK will inform the Client of:

- A. the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;
- B. the basis upon which MFSOK reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the Client; and
- C. whether MFSOK has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve the Client's objectives.

If the Client elects a course of action that is independent of or contrary to the advice provided by MFSOK, MFSOK is not required on that basis to disengage from the Client.

X. Record Retention

Pursuant to SEC and MSRB record retention regulations, Municipal Finance Services, Inc. will maintain in writing, all communication and created documents between Municipal Finance Services, Inc. and the Client for six (6) years.

Notices

Any and all notices pertaining to this Agreement shall be sent by U.S. Postal Service, first class, postage prepaid to:

MFSOK:

Municipal Finance Services, Inc.
Attn: Jon Wolff, President
P.O. Box 747
Edmond, OK 73083-0747

CLIENT:

Independent School District Number 30
Washington County, Oklahoma
Attn: Chief Financial Officer
P.O. Box 1357
Bartlesville, OK 74005-1357

Acceptance

If there are any questions regarding the above, please do not hesitate to contact MFSOK. If the foregoing terms meet with your approval, please indicate your acceptance by executing all original copies of this letter and keeping one copy for your file.

By signing this agreement, the Client acknowledges the provisions set forth in the agreement and understands its respective rights, duties, and responsibilities. Furthermore, the Scope of Services contained herein have been reviewed and are hereby approved.

Client and MFSOK have entered into this Agreement by the duly authorized representatives which was approved on June 15, 2026, at a meeting duly called and held in full compliance with the Oklahoma Open Meeting Act.

MUNICIPAL FINANCE SERVICES, INC.

By: 
Jon Wolff, President

INDEPENDENT SCHOOL DISTRICT NUMBER 30
WASHINGTON COUNTY, OKLAHOMA
(BARTLESVILLE BOARD OF EDUCATION)

By: _____
Title: President, Board of Education

ATTEST:

Clerk, Board of Education

(SEAL)

BARTLESVILLE PUBLIC
SCHOOLS



2026 - 2027

School Activity Funds
Regulations Manual

BARTLESVILLE BOARD
OF
EDUCATION

**BARTLESVILLE PUBLIC SCHOOLS
SCHOOL ACTIVITY FUNDS REGULATIONS MANUAL**

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Bartlesville Independent School District #30

**P.O. Box 1357 – 1100 S. Jennings; Bartlesville, Oklahoma 74005
Telephone (918) 336-8600**

TO ALL SCHOOL ACTIVITY FUND
ADMINISTRATORS, SPONSORS AND CUSTODIANS

Presented herein are the general regulations of the school activity funds as authorized by the Board of Education. These regulations have been developed for use in all operations of the school activity funds.

This manual has been developed to assist you in the performance of your duties. Please refer to it often for guidance in all areas related to the school activity funds.

As this manual is being continuously updated, your comments and suggestions are welcome.

Preston Birk,
Executive Director,
Financial Services

INTRODUCTION

DESCRIPTION AND LIMITATIONS OF THE SCHOOL ACTIVITY FUNDS

Student Body Activities are defined in part, in State Board of Education Bulletin No. 145 as follows: “Direct and personal services for public school pupils, such as interscholastic athletics, entertainment, publications, clubs, band, and orchestra, that are managed or operated by the student body under the guidance and direction of adults and are not part of the regular instructional program.” (Emphasis added)

The Attorney General has ruled that if students are used to collect funds or if parent organizations are using students, the proceeds must be deposited in the School Activity Fund. Parent Clubs of school-sponsored groups should be informed of this ruling. (Emphasis added) Bank account(s) opened by the parent club/organization can carry the name of the particular school but MUST also include the words “parent club”, “parent booster club”, or “parent organization” on the checking account and check face. The District ID number CANNOT be used by parent clubs/organizations.

Any debt incurred by the parent club MUST be incurred in the name of the parent club/organization (which would include paying tax) and NOT in the name of the school.

NOTE: ...Student Achievement and Parent-Teacher Associations and Organizations that are sanctioned by the school district board of education shall be exempt from the provisions as outlined in Section 5-129. (70 O.S. § 5-129.1)

The separation of school projects from PTA projects is also necessary. It is vitally important for each group to support the projects of the other, but joint sponsorship, per se, has caused problems in the past and is not recommended. A sponsorship agreement should be reached between the school and the PTA prior to the initiation of any project.

The “direct and personal services” for public school pupils requires the collection and expenditure of substantial sums of money. It is, therefore, important that sound business practices are followed and that expert supervision of these activities be provided.

It is stated in the Regulations for Administration and Handbook on Budgeting and Business Management, Bulletin No. 145-W of the State Department of Education, that: “A sound system of activity accounting in public schools should offer opportunities for valuable educational training for students; it should also facilitate reporting and comparing data between and among schools... and it should safeguard and protect both the funds and the persons responsible...” Accordingly, accounting concepts developed herein are based on financial systems employed by private enterprise rather than on principles used in governmental accounting.

It is important that these concepts are properly understood and that the person involved be accurately informed in this regard. Unless each person dealing with School Activity Funds – Principals, Group Sponsors, Organization Officers, et al. – understands these principles as well as their individual responsibilities, there is little probability that this or any other system would be of educational benefit to the students. PRINCIPALS AND SPONSORS ARE TO BE HELD ACCOUNTABLE FOR THEIR ACTIONS CONCERNING SCHOOL ACTIVITY FUNDS.

Students should not be sent to pick up checks and/or make purchases.

ACTIVITIES REQUIRING A CHARGE FOR ADMISSION

Admission charges are not to be made for any program held during the time when school is in session. Programs for entertainment, which contributes to the benefit of the students, should be provided for ALL children if conducted during the school day.

PURPOSE:

Oklahoma law states, "...Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the School Activity Fund. ...Disbursements from each of the activity accounts shall be by check, ...and shall not be used for any purpose other than that for which the account was originally created..." (Emphasis added)

This precludes all cash expenditures; prevents cash transfers between accounts; and prohibits expenditures from one account for payment of the obligations of another.

It is, therefore, evident that each account should have a specific purpose. It is important to have a clear understanding of the function and purpose of each account to avoid misapplication of funds. The purpose of most accounts is generally understood by the account titles, written descriptions such as charters, etc., and by customary usage of the account.

Any questions arising in the schools regarding procedures relative to the operation (fundraising, receipts, disbursements, rules interpretations, etc.) of School Activity Funds should be directed to the Activity Fund Custodian.

The Board of Education may establish, by board resolution, a general fund refund sub-account within the school activity fund. The balance in the sub-account shall be determined by need, and it shall be provided by refunds and reimbursements received, including, but not limited to; rental income, reimbursements for lost and damaged textbooks, summer school and adult tuition, and overpayments. The sub-account may be expended only for the refund of revenues previously received and deposited either into the sub-account or directly into the general fund. It is recommended that the refund sub-account in the activity fund is financed by depositing all or part of the applicable collections and that all refunds be made from that account. Any remaining balance of the refund sub-account shall be transferred to the school district general fund on or before June 30 each year.

AUTHORITY:

Oklahoma Statutes (70 O.S. § 5-129A) require the Board of Education of each school district to adopt appropriate rules and regulations governing the receipt and expenditure of school activity funds. The Board must appoint a custodian for the school activity fund who shall make a full and true accounting for all funds that may come into his/her possession or under his/her control.

The Board has appointed the Principal of each site location as the administrator responsible for the operation of the activity funds under his/her control.

RESPONSIBILITIES OF THE PRINCIPAL:

Principals, being responsible for their school's overall program, are accountable for knowing and enforcing all rules governing School Activity Funds. Although administrative styles may vary, the basic duties required of all principals are as follows:

1. To select appropriate sponsors to represent all authorized student groups and to conduct all fund raising activities. Because the principal is the approving officer, he/she may not act as group sponsor.
2. To be certain that every responsibility and authority is properly delegated and thoroughly understood by those upon whom such authority is conferred.
3. To periodically evaluate the performance of each person involved, to determine that all functional duties are being substantially carried out.
4. To inform all faculty members (especially new teachers) concerning the proper use of funds and proper purchasing procedures.
5. To report to the Executive Director of Financial Services all cases of theft or suspected theft of cash and/or merchandise belonging to the School Activity Fund.
6. The Principal may not be a signer on the PTA checking account.

RESPONSIBILITIES OF SPONSORS:

Sponsors for any group, club, or student organization are responsible for the following duties depending on the nature of the organization, whether or not the group elects student officers:

1. Work closely with the group and give supervision and guidance to student officers exerting leadership and counsel where required.
2. Organize and conduct student projects and ascertain that **all** receipts are properly accounted for and deposited with the Budget Secretary. **Sponsors need to make daily deposits during student projects.** Sponsor's must submit all receipts in the InTouch Receipting System and turn in all cash/checks to the Budget Secretary. Insure that records maintained by students and/or sponsors are compared with those of the Budget Secretary periodically.
3. Inspect materials received and authorize payment when delivery is complete and quality of merchandise is determined to be satisfactory. The sponsor's signature on the purchase order & invoice(s) signifies that the claim is approved for payment and that all items have been received and are in working order.

NO SPONSOR OF ANY ACCOUNT SHALL MAKE PURCHASES OR OBLIGATIONS IN EXCESS OF FUNDS ON HAND.

REPORT OF FUNDS:

Records shall be kept of all funds collected, handled or disbursed by any school or activity by the sponsor of the activity and the activity fund custodian.

The Activity Fund Custodian shall provide a report to the Board of Education at the regularly scheduled meeting each month presenting the financial information of each account of the school activity fund, including all receipts, expenditures, transfers and ending balances of each account for the previous month.

The Activity Fund Custodian shall also provide a detailed report to the Board of Education at the end of the fiscal year showing beginning balance, receipts, expenditures, transfers, and ending balances of each account of the school activity fund as of the close of the fiscal year.

AUDIT:

The Board of Education shall contract for an annual audit of all school district funds each fiscal year, which shall include all school activity funds. The original report of such audit shall be delivered to the Executive Director of Financial Services and the Board of Education.

The auditor will give assistance and advice when necessary to insure adequate compliance with Activity Fund Procedure.

DISPOSITION OF SPECIAL AUDIT REPORTS

The scope of School Activity Fund audits includes operational and special internal audits. Reports on such examinations are made to the Executive Director of Elementary and/or Secondary Services.

If such reports are deemed to contain information indicative of misappropriation of funds, unauthorized or illegal fund raising projects, money handling, irregularities, or other violations that require further explanation, the Executive Director of Elementary and/or Secondary Services will issue a written statement requesting the principal or auditee to submit a written reply to the charges set forth within a given time.

If the reply provides acceptable explanations to the charges, the case will be closed at the discretion of the Executive Director of Elementary and/or Secondary Services and Executive Director of Financial Services. If the Executive Director of Elementary and/or Secondary Services and Executive Director of Financial Services believe that the explanation is not

acceptable, the case will be reviewed with the Superintendent. Decisions reached by this review will involve one or more of the following:

1. Reprimand
2. Transfer of responsibilities
3. Restitution
4. Suspension
5. Legal Action

ACCOUNTING SYSTEMS:

A central accounting system for all school activity funds shall be developed and maintained by the Activity Fund Custodian at the Education Service Center. Such accounting system shall provide a complete record of receipts, expenditures, transfers, and fund balances of each account of the school activity fund. School activity funds shall not carry a negative balance.

Bank statements shall be reconciled on a monthly basis by the activity fund custodian under the supervision of the Executive Director of Financial Services. The school activity fund shall be balanced to the bank statement and any discrepancies noted shall be immediately resolved. The site administrator or designee shall also reconcile his/her record monthly with the reports from the activity fund custodian.

The Executive Director of Financial Services shall have oversight responsibility in implementing the prescribed system of accounting at each location throughout the district. Such records of receipts, expenditures, transfers, fund balances and other financial information shall be made available to the administrators, secretaries, sponsors, and to the general public upon written request for such information.

INVESTMENT INCOME:

The school district Treasurer or designee shall invest any available funds in authorized interest-bearing instruments/accounts as authorized and approved by the Board of Education policies and State statutes. The Activity Fund Custodian shall notify the Treasurer or designee of the amount available for investment as necessary. The Executive Director of Financial Services shall approve all investments.

Investment Income shall be credited to the Interest on Investments Account at the Education Service Center. Such investment income shall be used for authorized expenditures for the interest account, as approved by the Board of Education. The Executive Director of Financial Services shall be responsible for the management and expenditure of interest earnings for activity fund accounts.

RECEIPTS:

Sponsors are required to issue receipts through the InTouch Receipting Sytem for ALL funds collected (a list of persons remitting monies shall be maintained by Sponsors for all receipts of \$5 or less). The Sponsor is required to turn in all money collected in the school to the Budget Secretary **daily**. Sponsors are responsible for counting the cash, filling out, and signing a cash sheet before turning it into the Budget Secretary. The Budget Secretary is required to complete an EOP Transfer in InTouch and ensure that all totals match at the time the money is submitted by Sponsor. Secretaries should also complete the Final EOP for Deposit "PRIOR" to making the bank deposit to ensure final balance is correct.

All money receipted by the Secretary & Sponsors must be deposited intact to the school's designated bank account. In no case may expenses be paid from monies received and not yet deposited. The cashing of personal checks is forbidden.

TICKET SALES:

The Ticket Reconciliation worksheet shows the number of tickets sold for an event, along with the amount of money collected. The worksheet must be turned in to the site Budget Secretary with the collected funds for deposit.

DEPOSITS:

Arvest Bank will be used as the school depository for all activity funds. Deposits of funds subject to the requirements of this section shall be made by the end of the next business day, however, if the deposit for a day totals less than One Hundred Dollars (\$100.00), a school district may accumulate monies required to be deposited into the fund on a daily basis until the total accumulated balance of deposits equals or exceeds One Hundred Dollars (\$100.00). Provided, a school district shall deposit accumulated monies into the fund not less than one (1) time per week, regardless of whether the monies total One Hundred Dollars (\$100.00). (70 O.S. § 5-129A as amended by HB 2332, 2004 Legislature).

Additional procedures involving deposits are as follows:

1. All transactions should be entered daily into InTouch Receipting System.
2. EOP should be completed daily if \$100 or more has been collected or at least ONE time per week if less than \$100.
3. All receipts for one day can be deposited on one deposit—it is not necessary to make separate deposits for each receipt. Use Date of Deposit as the EOP Reference Number.
4. Bank Deposit Transmittal Forms should be completed and sent, with proper attachments to the Activity Fund Custodian on the next business day following the deposit. E.g.: proper attachments, Copy of EOP Receipt showing deposit amount, Pink Bank Deposit Slip and Bank Receipt.
5. Checks for start-up money should be made payable to the appropriate sponsor. Example: gate receipts should be listed as “gate receipts” and the dollar amount and the re-deposit should be listed as “Startup re-deposit” and the dollar amount. Both can be deposited on the same receipt.
6. At the end of the month, after the bank statement has been reconciled, the secretary will receive a copy of the monthly reports. If the reports and the secretary’s books do not agree, the Activity Fund Custodian will be notified immediately.

INSUFFICIENT (NSF) CHECKS:

In the event that checks are returned Non-Sufficient Funds (NSF), the activity fund custodian will send the check to the proper school site for collection. Along with the check, the activity fund custodian will ask for the correct coding, in order to debit the proper account. When the money has been collected, the site will again deposit it in the manner described above.

TRANSFERS:

Monies from school activity accounts may be transferred to other approved school activity accounts for payment of goods or services. Transfers shall be made upon approval by the Board of Education, as required by state statutes, upon the request by the account sponsor and approval by the site administrator. (70 O.S. § 5-129A).

PURCHASES/PAYMENTS:

The following procedures should be followed in preparing and issuing purchase orders:

1. All Activity Fund Requisitions should be approved and signed by the site administrator prior to issuing a Purchase Order number. A Purchase Order number is required PRIOR to ordering goods/services.
2. Any Activity Fund Requisition that exceeds \$500.00 needs to be approved by the Executive Director of Financial Services prior to issuing a purchase order number.
3. At least three (3) quotes, written or telephone should be obtained for single purchases exceeding \$5,000. The purchase request, with quotes attached, must be approved by the Superintendent, Executive Director of Financial Services or designee prior to a purchase order number being issued.
4. Invoices over \$25,000 should have a non-kickback affidavit attached to the purchase order. This form will be completed and in the Activity Fund Custodians Office prior to payment being made.
5. The Employee Purchasing and the Budget Designee (Site Administrator or Budget Secretary) lines on the Purchase Order must be signed and dated to verify that goods/services have been received before payment can be issued for an invoice. All Invoices/Receipts must be signed as well.
6. No payment will be made until order is complete.
7. Blanket purchase orders may be issued for recurring purchases of goods or services. Payments on blanket purchase orders will be authorized by the Budget Designee's signature on the Partial Payment form.
8. Checks shall be written after all paperwork is completed and submitted to the Activity Fund Custodian.

PUBLIC PURPOSE EXPENDITURES:

WORKSHOPS/MEETINGS

The Board of Education authorizes the reasonable use of expenditures of activity funds derived from non-taxpayer funds for the provision of food and nonalcoholic beverages to school district employees and Board of Education members when employees or Board members are in attendance at an in-district workshop or board-sponsored meeting within the district, and when such meetings are of such duration to consider sustenance appropriate

"WORKING LUNCH"

Expenditures for meals are authorized only when the duration of workshops or meeting encompasses the normal mealtime, and training or business is conducted in conjunction with the meal in order that the meeting or workshop may be conducted with minimum interruption

OTHER CONDITIONS

Food and nonalcoholic beverages may be provided in conjunction with faculty and staff meetings, workshops and in-service training conducted within the school district when:

- a. funding is provided through an activity fund account designated for faculty and staff, or
- b. revenue for this account is derived from donations, faculty fee assessments, business sponsorships, faculty lounge vending machines (if students do not have access to such vending machines and the required utility costs for vending machine operation has been assessed and paid) and other non-student revenue

General Fund resources, including taxpayer funds, may be used to provide one meal per day in conjunction with meeting, workshops and in-service training sessions conducted within the school district only when the meetings are scheduled and of such duration (minimum of four hours) so as to encompass a normal meal time (breakfast, lunch or supper). **Agenda or schedule of event must be attached to PO & Invoice when adult meals are provided.**

OTHER APPROVED EXPENDITURES

The Board of Education authorizes the reasonable use of expenditures of activity funds derived from non-taxpayer funds for the provision of awards, memorials, service pins, etc. to staff and Board of Education members when approved by the superintendent.

(Board of Education Policy CDC)

ONLINE PURCHASES:

Board Policy – Internet and other Computer Networks Access and Acceptable Use Policy: Online purchases of goods/services must have prior approval from the Superintendent or his designee. Any online purchase requires an approved purchase order. Online purchases are allowed when no other means to acquire supplies/services are possible. Purchases with vendors using third party billing are strictly prohibited.

DISBURSEMENTS:

Disbursements from each fund must be made only for the specific purpose for which the fund was created. All disbursements shall be made by check and cosigned by the Activity Fund Custodians. Attached to each purchase order shall be invoices or signed receipts evidencing that the goods and/or services were received by the school district. Athletic Officials & Security personnel shall sign a receipt of payment form to be filed with the purchase order within two working days of the event. All original purchase orders and supporting documentation shall be filed by the Activity Fund Custodian at the Education Service Center.

As required by state statutes (70 O.S. § 5-129A), disbursements from each activity fund account must be made for the specific purpose for which the fund was established and approved by the Board of Education. **In no instance shall checks be made payable to “cash.”**

Pursuant to state statutes (70 O.S. § 5-129H), funds may be provided to appropriate account sponsors in advance for the purpose of paying student/sponsor travel expenses on authorized overnight school trips. Such advances shall be requested on a form listing the estimated expenses to be incurred, and shall be approved by the site administrator. Said form shall be attached to the purchase request initiated for the funds request. Upon approval of the purchase order as provided herein, a check will be made payable to the account sponsor who shall sign a receipt acknowledging responsibility for the funds. Provided, however, that within 48 hours of completion of the trip, the account sponsor must submit record of any unused funds, along with itemized invoices and/or receipts, to the Activity Fund Custodian to account for the full amount advanced prior to the trip. Account sponsor further understands that he/she will be held personally liable for any shortage of funds.

All requests for travel expense reimbursements shall be paid in compliance with Board of Education policy, DED, and administrative guidelines.

REQUESTS TO ACCEPT GIFTS FOR SCHOOL:

Occasionally, the public donates material to the schools through the Activity Fund, or offers to share the cost of new items to be purchased by the Fund. The same rules apply with respect to obtaining administrative approval as in the case of special equipment purchases.

UNDER NO CIRCUMSTANCES MAY SPONSORS OR TEACHERS ACCEPT GIFTS DIRECTLY FROM OUTSIDE SOURCES.

When any gift is accepted, the following steps must be followed:

1. If the gift consists of items other than cash, the Principal initiates the request and submits it to the Executive Director of Financial Services. Approvals are also required from the Director of Transportation or the Director of Technology.
2. After Board approval, the request is returned to the Executive Director of Financial Services.
3. Approved copies are sent to the Principal.

YEAR END/CLOSE OUT:

Principals/Budget Secretaries will submit all of the following items to the School Activity Fund Office on the date set aside for close out.

1. All PO's must be closed. If your School Activity Fund, at the close of the school year, is indebted to suppliers for material or services which have not been received, you must submit a new request for purchasing dated July 1, showing the name of the supplier, the nature of the item or service, the account(s) which the items will be charged, and the amount unpaid as of June 30.
2. All funds must be deposited.

ADMINISTRATIVE ACCOUNT

WAREHOUSE/TRANSPORTATION**SITE: 040**

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
General Administrative Account (801)	1. Bake/Craft Sale 2. Cornhole Tourn. 3. Donations/Grants 4. Food/Snack Bar Sales 5. Fundraisers 6. Little Caesar's Pizza 7. Refreshment Sales 8. Silent Auction	1. Awards/Staff Recognition 2. Bus Safety Educational Material/Promotional Items 3. Catering Service 4. Cups/Mugs/Tumblers 5. Dish Soap, Scrubbing Pads, etc. 6. Medical Supplies 7. Office Supplies 8. Paper Goods 9. Refreshments for Meetings 10. Registrations 11. Small Office Equipment, Supplies, Etc 12. Snack Bar Items 13. Student Gift/Rewards (Swag Bag) 14. TShirts/Polos/Sweatshirts/Jackets	1. Ongoing

EDUCATION SERVICE CENTER**SITE: 050**

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
General Administrative Account (801)	1. Donations/Grants 2. Interest Earnings 3. Recycling 4. Vending Machines	1. Advertising (Employment, etc) 2. Bank Service Charges 3. Brochures/Printing 4. Cards/Flowers 5. Catering Services 6. Equipment/Materials/Supplies 7. Field Trip/Transportation Costs 8. Gifts/Awards 9. Notary Fees/Expenses 10. Photography Expenses 11. Postage 12. Presenter's Fees 13. Professional/Board Meeting Expenses 14. Refreshments/Banquet Supplies 15. Reimbursements/Refunds 16. Repairs 17. Staff/Volunteer Recognition/Awards 18. Staff Breakfast/Luncheon Expenses 19. Supplies 20. Transportation Expenses 21. Uniforms 22. Wholesale Membership Cards 23. Workshop/Seminar/Meeting Expenses 24. Vending Supplies	1. Ongoing 2. Ongoing

EDUCATION SERVICE CENTER**SITE: 050****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

General Refund Account (803)

1. Damage of School Property
2. Fee Collections
3. Lost Books
4. Rental of Property
5. Sale of Property/Equipment

1. Refunds
2. Transfer to General Fund

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing

Tuition Clearing Account (806)

1. Tuition Payments for Driver's Ed.
2. Tuition Payments for Night School
3. Tuition Payments for Summer School

1. Refunds
2. Transfer to General Fund

1. Continuous
2. Continuous
3. Continuous

Adult. Fees Clearing Account (808)

1. AEL Classes
2. CPR Cards
3. Sub Background Checks

1. Refunds
2. Transfer to General Fund

1. Continuous
2. Continuous
3. Continuous

S.A.D.F. (831)
(Safe And Drug Free)

1. Donations/Grants
2. Lobby Guard Key Fobs

1. Lobby Guard Supplies
2. Materials/Supplies
3. Postage
4. Presenter Fees
5. Refreshments
6. Registration for Conferences
7. Travel Expenses

EDUCATION SERVICE CENTER**SITE: 050****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

BPS Foundation Grants (835)

1. Donations from BPS Foundation

1. Supplies
2. Books
3. Classroom Equipment
4. Classroom Supplies
5. Consumables
6. Curriculum Materials
7. DVDs/Other Media
8. Equipment
9. Furniture
10. Gym Equipment
11. Maintenance Items
12. Materials
13. Playground Equipment
14. Postage
15. Repairs/Services
16. Shipping Costs
17. Software/Hardware
18. Staff/Student Travel Expenses
19. Student Special Needs
20. Student Activity Needs
21. Student Incentives/Rewards
22. Subscriptions
23. Technology
24. Technology Equipment
25. Technology Supplies

1. Ongoing

EDUCATION SERVICE CENTER**SITE: 050****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

Homeless Student Assistance (995)

1. Bake Sale, etc
2. Donations/Grants
3. Restaurant Fundraisers
4. Solicitation of
Community Funds

1. Birth Certificate Fees
2. Clothing, Shoes
3. Concurrent Class - Books & Fees
4. Driver's Education Fees
5. Driver's License/Permit Fees
6. Dry Cleaning Fees for Formal Attire, etc
7. Dues/Fees
8. FFA Jackets
9. Furniture, Appliances, etc
10. Graduation & Senior Class Related Expenses
11. Holiday Gifts for Student not eligible for
Angel Trees due to age limitations
12. Identification Cards
13. Misc items for Bruin Closet, etc
14. Paper Goods
15. Refreshments
16. School Supplies
17. Senior Photo Package
18. Student Activities
19. Supplies
20. Toiletry and Hygiene Items for Locker Room
21. Transportation/Travel Expenses

Bruin Logo (996)

1. Sale of Bruin Logo Contributions
2. Donations/Grants

1. Advertising
2. Awards
3. Books/E-Books
4. Building Improvements
5. Construction
6. Dues and Fees
7. Equipment
8. Furniture
9. Instructional/Professional Development Materials
10. Photography Equipment/Supplies
11. Refreshments/Catering
12. Staff/Student Recognition
13. Supplies
- 14 Technology

EDUCATION SERVICE CENTER=
ACCOUNT NAME

SOURCE OF REVENUE

SITE: 050

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Back to School Rally (997)

1. Donations/Grants

1. Advertising
2. Brochures
3. Food
4. Misc. Give Aways
5. Postage
6. Presenters/Entertainers Fees/Expenses
7. Printing
8. Refunds
9. T-Shirts

1. Ongoing

EDUCATION SERVICE CENTER
ACCOUNT NAME

SOURCE OF REVENUE

SITE: 051

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Community of Caring (832)

1. Donations/Grants

1. Cleaning for Coats for Kids
2. Health Care Expenses
3. Reimbursements/Refunds
4. Shoes for Kids

1. Ongoing

CURRICULUM**SITE: 056****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

General Refund Account (803)

1. Damage of School Property
2. Fee Collections
3. Lost Books
4. Rental of Property
5. Sale of Property/Equipment

1. Refunds
2. Transfer to General Fund

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing

SPECIAL SERVICES**SITE: 057****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

General Refund Account (803)

1. Damage of School Property
2. Fee Collections
3. Lost Books
4. Rental of Property
5. Sale of Property/Equipment

1. Refunds
2. Transfer to General Fund

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing

Exceptional Education Services (840)

1. Assorted Fundraisers
2. Candy Sales
3. Car Wash Sales
4. Dance/Banquet
5. Donations/Grants
6. Ticket Sales
7. T-shirt Sales
8. Uniforms

1. Bowling
2. Dance/Banquet Expenses
3. Equipment
4. Food/Refreshments
5. Lodging
6. Postage
7. Refunds
8. Registration
9. Reimbursements
10. Special Olympic Cost
11. Supplies
12. Transportation Cost
13. Travel Expenses
14. T-shirts
15. Uniforms

1. Fall & Spring
2. Fall
3. Spring (Feb./March)
4. Ongoing

PROFESSIONAL DEVELOPMENT CENTER**SITE: 057/059**

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
General Administrative Account (801) Site: 059	1. Donations/Grants 2. Fundraisers 3. Registrations 4. Tuition and Late Fees	1. Audio Visual Services 2. Books/Periodicals 3. Communication Services 4. Consultant Fees/Expenses 5. Equipment 6. Meals 7. Postage 8. Printing 9. Refreshments 10. Refunds/Reimbursements 11. Rental or Lease Services 12. Repairs/Maintenance Services 13. Staff Registration/Tuition 14. Supplies/Materials 15. Technical Services 16. Travel/Lodging 17. Videos	1. Ongoing
General Refund Account (803)	1. Damage of School Property 2. Fee Collections 3. Lost Books 4. Rental of Property 5. Sale of Property/Equipment	1. Refunds 2. Transfer to General Fund	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing

PROFESSIONAL DEVELOPMENT CENTER**SITE: 057/059**

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
Staff Development In-Service Workshop (922) Site: 057 (Adult Ed) & 059 (TOY)	1. Candy Sales 2. Donations/Grants 3. Donut Sales 4. Juice Sales 5. Recycling 6. Registration Fees 7. Snack Sales 8. Vending Machines 9. Donations for TOY	1. GED Graduation Caps/Gowns/Tassels 2. Graduation Honor Awards 3. Graduation Refreshments 4. Refreshments 5. Refunds 6. Snacks for Resale 7. Speaker Fees 8. Student Recognition Awards 9. Supplies 10. Teacher Recognition/Awards 11. Teacher Registrations 12. Teacher Travel 13. Workshop Materials/Supplies	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Ongoing

OPERATION EAGLE**SITE: 062****ACCOUNT NAME**

General Administrative Account (801)

SOURCE OF REVENUE

1. Ad/Magazine Sales
2. Auctions
3. Bake Sales
4. Box Tops
5. Candy Sales
6. Car Washes
7. Corporate Sponsorships
8. Donations/Grants
9. Food/Drink Sales
10. Fundraiser/Merchandise Sales
11. Garage Sales
12. Sale of Clothing/Art/Crafts
13. Sale of Property/Equipment
14. Stocking Stuffer Sales
15. Student Material/Supplies
16. Vending Machine Sales
17. Video/Books/Poster Sales

APPROVED EXPENDITURES

1. Advertising
2. Awards
3. Banquet
4. Camera Supplies
5. Cards/Flowers
6. CDs/Videos/Books
7. Cleaning of Regalia/Uniforms
8. Clothing/Bags/Uniforms
9. Community Projects
10. Computer Accessories
11. Computer Supplies
12. Contest Fees
13. Dance Clothing/Accessories
14. Decorations
15. Dues/Fees
16. Equipment
17. Fabric
18. Family Benevolence
20. Fundraising Expenses
21. Furniture/Fixtures
22. Graduation Expenses
23. iPad Accessories
24. Lodging
25. Meals/Beverages/Snacks
26. Misc. Give Aways
27. Musical Instruments
28. Postage
29. Printing
30. Registration
31. Reimbursements/Refunds
32. Rental/Royalty Charges

DATES OF FUNDRAISERS

1. Ongoing

cont'd

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
General Administrative Account (801) cont'd		33. Repairs/Maintenance 34. Service Projects 35. Software Applications 36. Software/Hardware 37. Speaker Fees 38. Student Activities 39. Technical Services 40. Transportation 41. Website Fees	

SITES: 056/110-185/505-510/705

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
Bartlesville Education Promise - All Sites	1. Donations	1. Books 2. Classroom Supplies 3. Dues/Fees/Subscriptions 4. Equipment 5. Field Trips 6. Furniture 7. Payroll Reimbursements 8. Presenter Fees 9. Professional Development 10. Refreshments/Kitchen Supplies 11. Registrations 12. Supplies 13. Travel Expenses 14. TShirts/Uniforms 15. Tutoring/Camp Supplies 16. Videos	1. Ongoing

cont'd

ELEMENTARY ACCOUNTS

The following page lists the Fundraisers and Expenditures for all elementary sites General Administrative Account (801) and General Refund Account (803). If the site has any other projects, they will be listed individually by site.

<u>Site Name</u>	<u>Site Number</u>
Richard Kane Elementary	110
Hoover Elementary	120
Jane Phillips Elementary	130
Ranch Heights Elementary	160
Wayside Elementary	175
Wilson Elementary	185

ELEMENTARY

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
General Administrative Account (801)	1. Cookie Dough Fundraiser 2. Donations/Grants 3. Lost Agendas 4. Rebates 5. Recycling 6. Refunds 7. School Directory 8. School Pictures 9. Student Store 10. T-Shirts/Sweatshirts 11. Vending Machines 12. Yearbooks	1. Books/Instructional Materials 2. Building Maintenance 3. Cards/Flowers 4. Charitable Donations 5. Communication Expenses 6. Computer Equipment/Software 7. Equipment 8. Equipment Repairs 9. Family Emergencies 10. Field Trips 11. Furniture 12. Health, First Aid, Hygiene Supplies 13. Maintenance Items 14. Materials 15. Outdoor Signs 16. Parent/Volunteer Recognition 17. Photography Expenses 18. Playground Equipment 19. Postage/Shipping Charges 20. Presenter Fee/Expenses 21. Printing 22. Refreshments 23. Refunds 24. Reimbursements 25. Rental Fees 26. Staff Developments 27. Staff Recognition 28. Student/Staff T-Shirts /Sweatshirts 29. Student Assessment 30. Student Recognition 31. Student Special Needs 32. Subscriptions 33. Supplies 34. Transportation/Travel Expenses 35. Workshop/Meeting/Seminar Expenses 36. Yearbook Cost	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Ongoing 8. Ongoing 9. Ongoing 10. Ongoing 11. Ongoing
General Refund Account (803)	1. Damage of School Property 2. Fee Collections 3. Lost Books 4. Rental of Property 5. Sale of Property/Equipment	1. Refunds 2. Transfer to General Fund	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing
Bville Women's Network - Elem. Libraries	1. Donations	1. Books 2. Dues/Fees/Subscriptions 3. Supplies 4. Videos	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing

HOOVER**SITE: 120**

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
STEAM Program (844)	1. Donations	1. Refreshments/Food 2. Reimburse Payroll Expenses 3. Supplies 4. Transportation 5. Tshirts	1. Ongoing

RANCH HEIGHTS**SITE: 160**

<u>ACCOUNT NAME</u>	<u>SOURCE OF REVENUE</u>	<u>APPROVED EXPENDITURES</u>	<u>DATES OF FUNDRAISERS</u>
ATLAS (843)	1. Donations	1. Books/Instructional Materials 2. Field Trips 3. Furniture 4. Health, First Aid, Hygiene Supplies 5. Materials for Special Projects 6. School & Art Supplies 7. Sensory Materials 8. Student Recognition	1. Ongoing
Service Club (915)	1. Donations/Grants 2. Student Store Sales	1. Field Trip Expenses 2. Refreshments 3. Refunds 4. Reimbursements 5. Staff Development Materials 6. Staff Recognition 7. Student Recognition 8. Supplies/Materials 9. Supplies for Store	1. Ongoing 2. Ongoing

MIDDLE SCHOOL ACCOUNT

CENTRAL**SITE: 505****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

General Administrative Account (801)

1. Anthology Sales
2. Candy/Food Sales
3. Donations/Grants
4. Faculty Shirt Sales
5. Fundraiser Sales
6. Recycling
7. Testing Fees
8. Vending Machines

1. Academic/Attendance Awards
2. Books/Materials
3. Cards/Flowers
4. Community Involvement
5. Donations
6. Drama Expenses
7. Equipment Maintenance
8. Fees/Registration
9. Furniture
10. Honorariums
11. Meeting Expenses
12. Parent/Patron Recognition/Appreciation/
Memorials
13. Portraits (Staff Recognition)
14. Postage
15. Printing
16. Refreshments
17. Refunds/Reimbursements
18. Resale Items
19. Shipping
20. Software/Hardware
21. Speaker Fees/Expenses
22. Staff Appreciation/Recognition/Memorials
23. Staff Travel Expenses
24. Student Activities
25. Student Appreciation/Recognition/
Incentives/Memorials
26. Student Needs
27. Student Travel Expenses
28. Supplies/Materials/Equipment

1. Year Round
2. Year Round
3. Year Round
4. Year Round
5. Year Round

General Refund Account (803)

1. Damage of School Property
2. Fee Collections
3. Lost books
4. Rental of Property
5. Sale of Property/Equipment

1. Refunds
2. Transfer to General Fund

1. As Needed
2. As Needed
3. Year Round
4. Year Round
5. As Needed

CENTRAL
ACCOUNT NAME

SITE: 505

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Art Club (807)	1. Arts/Craft Sales 2. Donations/Grants 3. Fundraiser Sales	1. Arts/Craft Supplies 2. Cleaning Supplies for Art Projects 3. Fundraiser Expenses 4. Refreshments	1. As Needed 2. As Needed 3. Year Round 4. Year Round 5. As Needed
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Broadcasting (809)	1. Advertisements 2. Business Sponsorships 3. Camps 4. Donations/Grants 5. Event Sponsorships 6. Recycling 7. Shirt Sales 8. Spirit Sales 9. Snack Sales 10. Student Activities (Self Promo) 11. Student made item sales (Laser Cut/3D Printed, etc)	1. Apparel, Uniforms, Shirts 2. Broadcasting Equipment, Furniture & Supplies 3. Hardware, Supplies, Tools & Equipment 4. Lodging/Travel - Staff & Students 5. Membership Dues/Subscriptions 6. Office/Classroom Supplies 7. Refreshments/Meals 8. Reward Parties, etc 9. Team Camps/Workshops 10. Technology Equipment (Laptop & Programs, etc) 11. Transportation	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Ongoing 8. Ongoing 9. Ongoing 10. Ongoing
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Business Prof Assoc - BPA (860)	1. Apparel Sales 2. Candy Sales 3. Donations/Grants 4. Dues/Fees 5. Food Sales 6. Restaurant Fundraisers	1. Classroom Supplies 2. Competition Fees & Expenses 3. Dues & Fees 4. Fundraiser Expenses 5. Prizes 6. Reward & Incentive Activities 7. Travel Fees & Expenses	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing
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CENTRAL
ACCOUNT NAME

SOURCE OF REVENUE

SITE: 505

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Music (878)

1. Dues
2. Fees
3. Donations/Grants
4. Trip Expenses

1. Award/Trophies/Medals
2. Chorus Expenses
3. Dues
4. Fees
5. Postage
6. Refunds
7. Reimbursements
8. Trip Expenses

1. As Needed
1. Aug. -Sept., Dec. - Jan.
2. Aug. -Sept., Dec. - Jan.
3. As Needed

National JHS (885)

1. Bake Sales
2. Car Washes
3. Contests
4. Dances
5. Donations/Grants
6. Dues
7. Faculty/Student Events
8. Food/Drink/Candy Sales
9. Movie Night
10. T-Shirts

1. Community Projects
2. Contest Fees
3. Donations
4. Family Benevolence
5. Food Items
6. Parties
7. Postage
8. Recognition
9. Refunds
10. Reimbursements
11. School Gifts
12. Shirts
13. Supplies
14. Travel Expenses
15. Trips

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing
9. Ongoing
10. Ongoing

Orchestra (887)

1. Donations/Grants
2. Fundraiser Sales
3. Orchestra Books/Supplies
4. Solo/Ensemble Contest Fees

1. Items for Fundraising
2. Orchestra Books/Supplies
3. Solo & Ensemble Contest Fees

1. As Needed
-

CENTRAL
ACCOUNT NAME

SOURCE OF REVENUE

SITE: 505

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Pep Club (894)

1. Car Washes
2. Bake Sales
3. Donations/Grants
4. Uniform Parts
5. Clinic Fees

1. Instructional Services
2. Refunds & Reimbursements
3. Spirit Materials
4. Travel Expenses
5. Uniform Parts

1. Aug. - Sept.
2. Aug. - Sept.
3. As Needed
4. Spring & Fall
5. Spring & Fall

Pictures (895)

1. Picture Sales

1. Academic/Attendance Awards
2. Books/Materials
3. Cards/Flowers
4. Community Involvement
5. Donations
6. Equipment Maintenance
7. Fees/Registration
8. Furniture
9. Parent/Patron Recognition/Appreciation
10. Postage
11. Printing
12. Refreshments
13. Refunds/Reimbursements
14. Software/Hardware
15. Staff Appreciation/Recognition
16. Staff/Student Travel Expenses
17. Student Appreciation/Recognition/Incentives
18. Supplies/Materials/Equipment

1. Aug. & Feb.

Service Club (915)

1. Donations/Grants
2. Student Store Sales

1. Refunds
2. Reimbursements
3. Replenish Stock
4. Supplies

1. Ongoing
 2. As Needed
-

CENTRAL
ACCOUNT NAME

SOURCE OF REVENUE

SITE: 505

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Student Council (926)

1. Back To School Parties
2. Bake Sales
3. Car Washes
4. Convention Orders
5. Donations/Grants
6. Fundraising Sales
7. Halloween Parties
8. Spirit Sales
9. Spring Parties
10. Student Store Sales

1. Classroom Materials
2. Dance/Party Expenses
3. Decorations
4. DJ Services
5. Donations
6. Gifts for School
7. Items for Fundraisers
8. Paper Goods
9. Refreshments
10. Refunds
11. Reimbursements
12. Rental of Non-School Facilities
13. Replenish Student Store Stock
14. Security
15. Spirit Sales
16. StuCo Charter Membership
17. Student Awards/Appreciation
18. Student Council Trip Expenses
19. Student Materials
20. Student Newspaper Expenses
21. Turkeys for Heritage Day
22. Youth Canteen Use Expenses

1. September
2. Two-three times a year
3. Aug. - Sept.
4. Nov.
5. As Needed
6. Ongoing
7. Oct.
8. Game Season
9. Apr. - May

Dance Club
(950)

1. Donations
2. Dues/Fees
3. Fundraising
4. Selling T-Shirts

1. Dance Uniforms
 2. Donations
 3. Fees/Registrations
 4. Student Travel Expenses
 5. T-Shirts/Resale Items
-

1. Ongoing

**CENTRAL
ACCOUNT NAME****SOURCE OF REVENUE****SITE: 505****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

Robotics (955)	1. Donations 2. Grants (Cherokee, OERB, REC, etc 3. Registrations, Dues, Fees, etc	1. Equipment, etc 2. Luggage/Travel Fees 3. Refreshments/Meals, etc 4. Registrations, Dues, etc 5. Supplies, etc 6. Transportation, etc	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing
Technology Student Association (960)	1. Awards 2. Donations 3. Dues/Fees 4. Fundraising Sales 5. Reimbursements	1. Conferences/Travel 2. Donations/Reimbursements 3. Dues/Contest Fees 4. Equipment/Supplies 5. Prizes 6. Postage/Shipping/Freight 7. Refreshments 8. Reward/Incentive Activities 9. Scholarships 10. Shirts/Clothing 11. State/Regional/National Competitions	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing
Yearbook (990)	1. Ads 2. Donations/Grants 3. Fundraising Sales 4. Yearbook Sales	1. Camera Equipment/Supplies 2. Film/Development 3. Fundraiser Expenses 4. General Supplies 5. Monthly Newspaper Expenses 6. Printing 7. Publication Expenses 8. Refreshments (i.e. yearbook signing party) 9. Refunds/Reimbursements 10. Yearbook Cost 11. Yearbooks	1. As Needed 2. Ongoing 3. Through Year 4. Ongoing

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

General Administrative Account (801)

1. Box Tops for Education
2. Candy Sales
3. Canteen Party
4. Donations/Grants
5. Faculty vs. Student Events
6. Food/Drink Sales
7. Food Labels
8. Partnerships/Sponsorships
9. Photo Booth
10. Recycle Paper/Cell
11. Sale of Class Rings
12. Sale of Dry Food Goods
13. Sale of Mugs
14. Sale of Student Materials/Supplies
15. School Picture Sales
16. Testing Fees
17. T-Shirt/Sweatshirt Sales

1. Appliances
2. Building Improvements
3. Cards & Flowers
4. Consumable Technology Supplies
5. Contest Fees
6. Digital Photography Lab
7. Donations
8. Dues
9. Food Items
10. Furniture & Equipment
11. Geometry Templates
12. Ground Beautification
13. Instructional Equipment
14. Maintenance Agreements
15. Notary/ Bond Renewal, Etc.
16. Parent/Volunteer Recognition
17. PE Equipment
18. Photo Booth Supplies
19. Postage
20. Printing
21. Professional Development
22. Recognition Awards
23. Refreshments
24. Refunds
25. Security Fees
26. Staff & Student Recognition
27. Student Activities
28. Student Rewards
29. Student/Staff Travel
30. Supplies
31. Technology
32. Tests
33. Travel/Mileage Reimbursements
34. Uniforms

1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
 5. Ongoing
 6. Ongoing
 7. Ongoing
 8. Ongoing
 9. Ongoing
 10. Ongoing
 11. Ongoing
 12. Ongoing
 13. Aug.- Oct, Mar. & Apr.
-

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

General Refund Account (803)

1. Damage of School Property
2. Fee Collections
3. Library Fines
4. Lost books
5. Recycle Printer Cartridges
6. Rental of Property
7. Sale of Property/Equipment

1. Refunds
2. Transfer to General Fund

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing

Broadcasting (809)

1. Advertisements
2. Bake Sales
3. Candy Sales
4. Car Washes
5. Discount Card Sales
6. Donations/Grants
7. Shirt Sales

1. Broadcasting Equipment/
Supplies/Furniture
2. Computer Supplies
3. Registration Fees
4. Shirts/Apparel
5. Technology
6. Transportation
7. Travel Expenses
8. Workshops

1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
 5. Ongoing
 6. Ongoing
 7. Ongoing
-
-

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Cheerleaders (820)

1. Bake Sales
2. Candy Sales
3. Car Washes
4. Dances
5. Donations/Grants
6. Garage Sales
7. Gift Sales
8. Magazine Sales
9. Parties
10. Pom Pons
11. Spirit Sales
12. T-Shirts

1. Camp Fees
2. Camp Scholarships
3. Donations
4. Equipment
5. Food/Snacks
6. Instructor Fees
7. Parties
8. Refunds
9. Reimbursements
10. Spirit Sales
11. Supplies, Materials
12. Travel Expenses
13. Uniforms

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing
9. Ongoing
10. Ongoing
11. Ongoing
12. Ongoing

Choral Club (821)

1. Choir Shirts
2. Contest Fees
3. Donations/Grants
4. Drama Production
5. Uniform Cleaning

1. Cleaning of Uniforms
2. Contest Fees
3. Materials
4. Refunds
5. Rental/Royalty Charges
6. Supplies
7. Travel Expenses

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing

Vision Quest (834)

1. Box Tops for Education
2. Campbell's Soup Labels
3. Collection of Fee/Dues
4. Donations/Grants
5. Food/Drink/Candy Sales
6. Recycle Paper/Cell Phones/Cartridges
7. Student Store

1. Community Projects
2. Donations
3. Dues/Contest Fees
4. Equipment
5. Parties
6. Refreshments
7. Staff & Student Recognition
8. Student Activities
9. Student/Staff Travel

1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
 5. Ongoing
 6. Ongoing
 7. Ongoing
-

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Business Prof Assoc - BPA (860)

1. Apparel Sales
2. Candy Sales
3. Donations/Grants
4. Dues/Fees
5. Restaurant Fundraisers

1. Classroom Supplies
2. Competition Fees & Expenses
3. Dues & Fees
4. Fundraiser Expenses
5. Prizes
6. Reward & Incentive Activities
7. Travel Fees & Expenses

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing

Music (878)

1. Brochure Sales
2. Candy Sales
3. Contest Fees
4. Donations/Grants
5. Parades
6. Student Sales of Items in Brochures

1. Band Materials/Instruments
2. Band Supplies
3. Band T-Shirts
4. Camp Scholarships
5. Clinicians
6. Contest Fees
7. Incentive/Recognition Activity
8. Postage
9. Refunds
10. Repairs
11. Trip Expenses

1. Oct.-Dec.
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing

National Jr. Honor Society (885)

1. Bake Sales
2. Car Washes
3. Contests
4. Dances
5. Donations/Grants
6. Dues
7. Faculty/Student Events
8. Food/Drink/Candy Sales
9. Fundraising Sales
10. Garage Sales
11. Movie Night
12. Ribbon Sales
13. T-shirt Sales

1. Community Projects
2. Contest Fees
3. Donations
4. Family Benevolence
5. Food Items
6. Parties
7. Postage
8. Recognition
9. Refunds
10. Reimbursements
11. School Gifts
12. Shirts
13. Supplies
14. Travel Expenses
15. Trips

1. Ongoing
 2. Ongoing
 3. Ongoing
 4. Ongoing
 5. Ongoing
 6. Ongoing
 7. Ongoing
 8. Ongoing
 9. Ongoing
 10. Ongoing
-

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Student Council (926)

1. Brochure Sales
2. Candy Sales
3. Concessions at Athletic Events
4. Donations/Grants
5. Fall/Spring Parties
6. Food/Drink/Candy Items from
Athletic Events to Concessions
7. Lolligrams/Valentines
8. Parties
9. Recycling of Donated Cell Phones
10. Ribbon Sales
11. Spirit Shirts
12. Spirit Buttons
13. Ticket Sales for Party Events

1. Beautification of School Grounds
2. Class Gift at End School Year
3. Community Projects
4. Decorations for Activities/Dances
5. Donation for Youth Canteen
6. Donations
7. Family Benevolence
8. Food/Drink/Candy Items
9. Leadership Conference
10. Pep Assemblies
11. Refunds
12. Reimbursements
13. School Gifts
14. Spirit Supplies
15. Student/Staff Trips
16. Student Activities/Parties
17. Student Rewards
18. Teacher/Staff Appreciation
19. Welcome Back Gifts

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing
9. Ongoing

Dane Club (950)

1. Donations/Grants
2. Dues/Fees
3. Fundraising Sales
4. Selling T-Shirts

1. Dance Uniforms
2. Donations
3. Fees/Registrations
4. Student Travel Expenses
5. T-Shirts/Resale Items

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing

Leader in Me (945)

1. Seasonal Fundraisers -
Boo'd, Spring, Etc

1. Refreshments, supplies, etc for
snack cart , etc
2. Supplies, etc for bulletin boards etc

1. Ongoing
-

MADISON
ACCOUNT NAME

SITE: 510

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Technology Student Association
(960)

1. Awards
2. Donations
3. Dues
4. Fundraising Sales
5. Reimbursements

1. Conferences/Travel
2. Donations/Reimbursements
3. Dues/Contest Fees
4. Equipment/Supplies
5. Prizes
6. Postage/Shipping/Freight
7. Refreshments
8. Reward/Incentive Activities
9. Scholarships
10. Shirts/Clothing
11. State/Regional/National Competitions

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing

Yearbook (990)

1. Ad Sales
2. Brochure Sales
3. Candy Sales
4. Car Washes
5. Discount Card Sales
6. Donations/Grants
7. Holiday Sales
8. Movie Night
9. Pen/Button Sales
10. Recycle Printer Cartridges
11. Recycle Various Items
12. Sweatshirt Sales
13. Silent Auction
14. Yearbook Sales

1. CDs or Flash Drives
2. Computer Supplies
3. Conferences
4. Digital Cameras
5. Equipment/Supplies
6. Film Developing
7. Film Purchase
8. Materials
9. Pens/Button Materials
10. Printing
11. Refreshments
12. Refunds
13. Reimbursements
14. Student Activities
15. Student/Staff Travel
16. T-Shirts
17. Workshops
- 17 Yearbook Costs/Supplies

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing
9. Ongoing
10. Ongoing

Archery Club (994)

1. Contest Fees
2. Donations/Grants
3. Faculty vs. Student Events
4. Food/Drink Sales
5. Gift Sales
6. Parties/Dances
7. Recycling Paper/Cell
8. T-Shirt Sales

1. Community Expenditures/Projects
2. Contest Fees
3. Decorations
4. Equipment
5. Food/Drink/Candy Items
6. Shirts
7. Student Recognition
8. Student/Staff Travel
9. Supplies
10. Travel Expenses

HIGH SCHOOL ACCOUNTS

SITE: 705

HIGH SCHOOL

ACCOUNT NAME

General Administrative Account (801)

SOURCE OF REVENUE

1. Club Dues
2. Commissions
3. Concession Sales
4. Dinners
5. Donations/Grants
6. Fees
7. Field Trip Charges
8. Fundraisers
9. Parking Permit Sales
10. Picture Sales
11. Poinsettia Sales
12. Recycling Fees
13. School Dances
14. School Directory Sales
15. School Supply Sales
16. Student Badge Replacement
17. Testing Fees
18. Vending Machines

APPROVED EXPENDITURES

1. Academic/Attendance Awards
2. Appliances
3. Assist Student Organizations
4. Blank Badges & Printer Supplies
5. Bronze Bear - Maintenance and Repair
6. Building /Office Improvements/Enhancements
7. Cards/Flowers
8. Catering Services
9. Charitable Donations
10. Classroom Equipment
11. Classroom Supplies/ACT Prep Books
12. Club Supplies
13. Consultant Fees/Expenses
14. Consumable Technology Supplies
15. Covering for Gym Floor
16. Dues/Fees
17. Equipment
18. Gifts for Various Guests
19. Graduation Expenses
20. Meals
21. Mileage
22. Misc. Rental Charges
23. Parties
24. Picture Charges
25. Postage Charges
26. Printing
27. Refreshments for Meetings
28. Refreshments for Students
29. Refunds
30. Registration Fees
31. Reimbursements
32. School Board Recognition
33. Security Fees
34. Speaker Honorariums
35. Staff Awards/Prizes
36. Staff Recognition
37. Staff Travel Reimbursement
38. Stamps/Postage Charges
39. Student Gifts
40. Subscriptions
41. Student Gifts
42. Student Recognition
43. Student Travel
44. Substitute Teacher Recognition
45. Supplies/MaterialSupport Staff Supplies/Equipment/Recognition/Awards
46. Teacher Recognition
47. Teacher Recognition
48. Teacher Supplies
49. Testing Fees
50. Travel
51. T-Shirts
52. Volunteer/Guest Recognition
53. Wholesale Membership Cards

DATES OF FUNDRAISERS

1. Ongoing

HIGH SCHOOL**SITE: 705****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

General Refund Account (803)

1. Book Rebinding/Damage Fees
2. Copy Charges
3. Damage of School Property
4. Fee Collections
5. Library Fines
6. Lost Agendas
7. Lost books
8. Rental of Property
9. Sale of Property/Equipment

1. Refunds
2. Transfer to General Fund

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing

AP Exams (804)

1. Donations/Grants
2. Exam Fees
3. Refunds from State

1. AP Materials for Students
2. AP Monitors
3. AP T-Shirts
4. AP Workshops for Teachers
5. Building Rental Expense
6. Exam Fees
7. Student Exam Fee Refunds
8. Supplies/Materials/Equipment
9. Travel for Workshops

1. Ongoing
2. Ongoing
3. Ongoing

Art Club (807)

1. Art Sales
2. Bake Sales
3. Block Party Booth
4. Buttons
5. Calendars
6. Candy Bar Sales
7. Clothing - Paint/Designs
8. Donations/Grants
9. Dues
10. Face Painting
11. Garage Sales
12. Photography Retouching
13. T-Shirt Design
14. T-Shirt Sales

1. Art Awards
2. Donations
3. Dues/Fees
4. Equipment
5. Field Trips
6. Fundraiser Merchandise
7. Furniture/Fixtures
8. Garage Sales Expenses
9. Refreshments
10. Refunds
11. Reimbursements
12. Service Projects
13. Student Awards
14. Supplies
15. T-Shirts
16. Travel

1. Ongoing
2. October
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Fall
8. October
9. Ongoing
10. Ongoing
11. Ongoing
12. Ongoing

Broadcasting (809)

1. Advertisements
2. Business Sponsorships
3. Camps
4. Donations/Grants
5. Dues/Fees
6. Event Sponsorships
7. Recycling
8. Shirt Sales, Etc
9. Spirit Sales
10. Snack Sales
11. Student Activities (Self Promo)

1. Apparel, Uniforms, Shirts
2. Broadcasting Equip, Furniture & Supplies
3. Donations/Dues & Fees
4. Hardware, Supplies, Tools & Equip
5. Lodging/Travel - Staff & Students
6. Office/Classroom Supplies
7. Refreshments/Meals
8. Refunds/Reimbursements
9. Reward Parties, etc
10. Service Projects/Student Awards
11. Team Camps/Workshops
12. Technology Equip (Laptop & Programs)
13. Transportation

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing
9. Ongoing
10. Ongoing

**HIGH SCHOOL
ACCOUNT NAME****SOURCE OF REVENUE****SITE: 705****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

Avation (810)

1. Concession Sales
2. Dinners
3. Donations/Grants
4. Dues/Fees
5. Fundraisers
6. Merchandise Sales

1. Classroom Equipment
2. College Visits
3. Fees
4. Field Trips
5. Lodging
6. Meals
7. Student Gifts
8. Supplies
9. Sub Reimbursements
10. Transportation
11. TShirts

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing

Choral Club (821)

1. Choir T-Shirt Sales
2. Cost of Uniforms
3. Donations/Grants
4. Fees
5. Uniform Cleaning

1. Choir T-Shirts
2. Entry Fees
3. Instruments
4. Materials/Equipment
5. Music
6. Printing Charges
7. Refreshments
8. Refunds
9. Reimbursements
10. Special Supplies
11. Student Awards
12. Travel Cost
13. Uniform Cleaning Expenses
14. Uniform Fabric

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Spring

Drama (833)

1. Ad Sales
2. Candy Sales
3. Corporate Sponsorships
4. Donations/Grants
5. Dues & Fees
6. Ticket Sales

1. Advertising
2. Consultant Fees/Expenses
3. Costume Rental for Play Production
4. Drama Production Expenses
5. Play Production Costs
6. Field Trips
7. Printing
8. Reimbursements
9. Rentals (Scenic/Light/Sound/Special Effects)
10. Royalties
11. Scene Construction
12. Scripts
13. Student Membership Dues to International
14. Supplies for Cany Sales
15. Supplies/Materials/Equipment
16. T-Shirt Sales
17. Thespian Society & National Forensic
18. Student Travel to Play/Festivals/Competitions

1. Oct. - Nov., Feb. & Apr.
2. Sept. - May
3. Sept. - Apr.
4. Sept. - May
5. Oct. - Nov., Feb. & Apr.

**HIGH SCHOOL
ACCOUNT NAME****SOURCE OF REVENUE****SITE: 705****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**BPA (836)
Agricultural Education

1. Advertising
2. Donations/Grants
3. Dues and Fees
4. Event Sponsorships
5. FFA Fundraisers
6. Merchandise Sales
7. Sales & Concessions

1. Advertisement/Printing
2. Ag Curriculum/Materials/Supplies
3. Ag Equipment, Trailers, and Vehicles
4. Catering Expenses/Refreshments
5. Donations/Grants/Awards
6. FFA Jackets and Uniforms
7. Furniture
8. Guest Speaker Fees
9. Recognition/Awards
10. Registration for Conferences and Stock
11. Repairs/Maintenance
12. Subscriptions/Membership Dues
13. Technology
14. Travel Expenses and Lodging

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing

BPA (837)
Environmental Club

1. Chevron Donation
2. Bake Sale
3. Garage/Rummage Sale
4. T-Shirt Sale

1. Club T-shirts
2. Recycling Services
3. Related Recycling Expenses

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing

Bruin Bundles (838)

1. Enrollment Preorders
2. Graduation Orders
3. Merchandise Sales
4. Web Orders (InTouch)

1. Bags/Wraps
2. Balloons/Weights
3. Candy
4. Cards
5. File Folders
6. Ink Pens/Markers, etc.
7. Locking Cash Box
8. Locking Storage
9. Ribbons
10. Stickers

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing

BHS SpEd (839)

1. Grants/Donations
2. Food Sales, etc

1. Classroom Supplies/Task Boxes
2. Field Trips (incl. Food)
3. Fundraising Supplies, etc
4. Furniture (incl Storage)
5. Homecoming Float Decorations
6. Kitchen Supplies
7. Manipulatives
8. Printer Ink (Color & B&W)
9. Refreshments
10. Shirts
11. Teaching Materials
12. Transportation

1. Ongoing

**HIGH SCHOOL
ACCOUNT NAME****SOURCE OF REVENUE****SITE: 705****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

BPA (841)
Business Professionals
of America

1. Block Party
2. Candy Sales
3. Data Match
4. Donations/Grants
5. Dues
6. Fundraisers for Chapter
7. Kiosk Sales
8. T-Shirts

1. BPA Projects
2. Charitable Donations
3. Dues/Fees
4. Materials/Equipment
5. Printing
6. Refreshments
7. Refunds
8. Registration
9. Reimbursements
10. State Leadership Conference
11. Student Awards
12. Supplies/Materials/Equipment
13. Travel Expenses
14. T-Shirts

1. Oct.
2. Ongoing
3. Spring
4. Ongoing
5. Fall
6. Ongoing
7. Ongoing
8. Ongoing

French Club (845)

1. Valentine Telegrams
2. Donations/Grants
3. Candy Sales
4. Nat'l French Exam Registration
5. Dues/Fees

1. Dues/Fees
2. Field Trips
3. Refreshments/Meals
4. Refunds
5. Reimbursements
6. Special Projects
7. Student Recognition/Awards
8. Supplies/Materials/Equipment
9. T-Shirts
10. Travel/Lodging

1. Feb.
2. Ongoing
3. Ongoing
4. Dec.
5. Ongoing

BHS Construction (865)

1. Custom Built Student Proj
(Cutting Boards, Art, Frames,
Reclaimed Wood, etc)
2. Donations/Grants
3. Dues/Fees
4. Furniture Auction, etc
5. Restaurant Fundraisers
6. T-Shirt Sales
7. Tool Engraving Services

1. Dues/Fees
2. Marketing Materials
3. Refreshments/Meals
4. Refunds/Reimbursements
5. Student Recognition/Awards
6. Supplies/Materials/
Equipment (Wood, Hardware,
etc)
7. T-Shirts
8. Tools (Engraving, etc)
9. Transportation/Travel/
Lodging

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing

**HIGH SCHOOL
ACCOUNT NAME****SOURCE OF REVENUE****SITE: 705****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

Musical Production (880)

1. Cleaning
2. Donations/
Grants
3. Fees
4. Refunds
5. Ticket Sales
6. T-Shirts

1. Advertising for Musical
2. Auditorium Equipment
3. Batteries
4. Choreographer
5. Consultant Fees/Expenses
6. Dues/Fees
7. Instruments
8. Lighting
9. Materials
10. Music Supplies
11. Musical Awards
12. Musical Performance Supplies
13. Orchestra
14. Piano Tuning
15. Printing Charges
16. Refreshments
17. Refunds
18. Rehearsal Equipment
19. Reimbursements
20. Rental/Royalty Charges
21. Scene Construction
22. Supplies/Equipment
23. Technical Assistance
24. T-Shirts
25. Uniform and Costume Cleaning

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Apr. – May
6. Ongoing

National Honor Society (881)

1. Bake Sale
2. Beverage Sales
3. Block Party Booth
4. Car Wash
5. Donations/Grants
6. Dues
7. Fundraisers for
Charitable
8. Student Stole Purchase
9. T-Shirt Sales
10. Valentine Fundraiser

1. Charitable Donations
2. Dues/Fees
3. Graduation Expenses
4. Ice Cream Social
5. Induction Ceremony
6. Refreshments
7. Refunds/Reimbursements
8. Registration
9. School Spirit
10. Stole Purchase
11. Student/Staff
Recognition
12. Supplies
13. T-Shirts
14. Travel Expenses

1. Oct.
2. Ongoing
3. Fall
4. Spring

**HIGH SCHOOL
ACCOUNT NAME****SITE: 705****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

Newspaper (882)

1. Ad Sales
2. Advertising
3. Bake Sale
4. Block Party Nacho Booth
5. Book/Copy Sales
6. Car Washes
7. Distribution Party
8. Donations/Grants
9. Fees
10. Garage Sales
11. Posters Program
12. Restaurant Percentage Nights
13. Silent Auction
14. Spaghetti Dinner
15. Sponsor Dinner
16. Sponsorships
17. Stocking Stuffers
18. Subscriptions
19. Yearbook Ad-Ons

1. Dues/Fees
2. Materials/Equipment
3. On-line Subscriptions
4. Printing
5. Refreshments
6. Refunds
7. Registration Fees
8. Reimbursements
9. Scholarships
10. Speaker Fees
11. Student Awards
12. Summer Camp Expenses
13. Supplies
14. T-shirts
15. Travel Expenses

1. Fall
2. Ongoing
3. Fall
4. October
5. Fall
6. Fall
7. Ongoing
8. Fall
9. Ongoing
10. Fall
11. Ongoing
12. Ongoing
13. Fall
14. Spring
15. Spring
16. Ongoing
17. Ongoing
18. Ongoing
19. Ongoing

Orchestra (887)

1. Fees
2. Donations/Grants
3. Uniform Cleaning
4. Refunds

1. Classroom/Instrument Supplies
2. Entry Fees
3. Instruments
4. Refreshments
5. Refunds
6. Reimbursements
7. Travel Expenses
8. Uniform Cleaning

1. Ongoing
2. Ongoing

BHS Band (889)

1. Ad Sales/Sponsorships
2. Apparel
3. Awards/Scholarships
4. Bake Sales
5. Candy Sales
6. Car Washes
7. Contests/Entry Fees/Reg & Dues
8. Concerts/Performances/Ticket Fees
9. Damage of School Property
10. Donations/Grants
11. Equipment/Property Sales
12. Fees for Lost Books/Equipment
13. Fees for Uniform/Costume Cleaning
14. Flags, Rifles, Sabres
15. Fundraisers
16. Instrument/Equipment Rental
17. Parades/Parties
18. Special Services
19. Spirit Sales
20. Refunds/Reimbursements

1. Advertising
2. Awards/Trophies
3. Clinicians
4. Consultant Fees/Expenses
5. Donations
6. Materials/Equipment/Instruments
7. Family Benevolence
8. Incentive/Recognition Activities
9. Instrument/Equip Repairs & Maintenance
10. Membership Dues (Staff/Students)
11. Music Purchases/Rentals
12. Parties/Decorations
13. Postage
14. Refreshments
15. Refunds
16. Registration Dues/Fees (Contests,Entry Fees)
17. Repairs
18. Royalty Fees
19. Scholarships (Camp Fees, etc)
20. Software Purchases/Subscriptions
21. Spirit Sales
22. Staff/Student Recognition
23. Supplies
24. Technical Assistance
25. Travel Expenses
26. T-Shirts/Apparel - Students/Staff

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing
9. Ongoing
10. Ongoing
11. Ongoing
12. Ongoing
13. Ongoing
14. Ongoing
15. Ongoing
16. Ongoing
17. Ongoing
18. Ongoing
19. Ongoing

**HIGH SCHOOL
ACCOUNT NAME****SOURCE OF REVENUE****SITE: 705****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

World Language Club (917)

1. Bake Sales
2. Block Party Booth
3. Car Washes
4. Dinner
5. Donations/Grants
6. Dues
7. Garage Sales
8. Silent Auction
9. T-Shirt Sales

1. Club Projects
2. Dues/Fees
3. Postage
4. Refreshments
5. Refunds
6. Reimbursements
7. Student Awards
8. Supplies
9. T-Shirts
10. Travel

1. Oct.
2. Ongoing
3. Ongoing
4. Fall

Spanish Honor Society (918)

1. Block Party Booth
2. Donations/Grants
3. Dues
4. National Spanish Exam Fees

1. Club Projects
2. Dues/Fees
3. National Spanish Exams
4. Refreshments
5. Refunds
6. Reimbursements
7. Student Awards
8. Supplies
9. T-Shirts

1. Oct.
2. Ongoing
3. Fall
4. Spring

Speech Program (919)

1. Ad Sales
2. Concession Sales
3. Donations/Grants
4. Dues/Fees
5. Homecoming Booth
6. Play Ticket Sales
7. Restaurant Fundraiser
8. T-Shirt Sales
9. Tournament Fees

1. Concession Supplies
2. Donations
3. Dues/Fees
4. National Tournament Trophies
5. Printing Charges
6. Refreshments/Meals
7. Refunds
8. Reimbursements
9. Rentals
10. Speech Tournament Fees
11. Supplies, Materials/Equipment
12. Travel & Lodging
13. Trophies

1. Spring
2. Ongoing
3. Ongoing
4. Ongoing
5. Oct.
6. Spring
7. Ongoing
8. Continuous

Shogi Club (920)

1. Bake Sales
2. Donations/Grants
3. Food Sales
4. Merchandise Resale

1. Apparel
2. Competition - Shogi
3. Dues/Fees
4. Transportation

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing

**HIGH SCHOOL
ACCOUNT NAME**

Student Council (926)

SOURCE OF REVENUE

1. Block Party Booth
2. Canned Food Drive
3. Car Washes
4. Catalog Sales
5. Class Gift
6. Clothes Drive
7. Concession Stand
8. Crush Week
9. DJ Service
10. Donations/Grants
11. Dues/Fees
12. Fall Conference
13. Food Sales
14. Holiday Grams
15. Homecoming Dance
16. Homecoming T-Shirts
17. Kidnap the Teacher
18. Kids Night Out
19. Kiss a Senior Goodbye
20. Misc. Trip Fees
21. Movie Night
22. Parking Auction
23. Parking Space Raffle
24. Penny Wars
25. Pizza Fundraiser
26. Prom Tickets
27. Refunds
29. School Souvenirs
30. Senior Videos
31. Sonic
32. Spring Conference
33. Spring Dance
34. T-Shirt Sales
35. Twister Tournament
36. Valentine Carnations

SITE: 705

APPROVED EXPENDITURES

1. Appreciation Gifts for Staff/Students
2. Charitable Donations
3. Class Gift
4. Dues/Fees
5. Food Baskets for Needy
6. Gifts for Needy
7. Graduation Expenses
8. Leadership Breakfast/Luncheons
9. Materials/Equipment
10. Music for Prom & Dances
11. Postage
12. Prizes and Gift Cards
13. Prom
14. Prom Expenses
15. Refreshments
16. Refunds
17. Reimbursements
18. Security Guard Fees
19. StuCo Projects
20. Supplies
21. Surplus Product Sales
22. Travel Expenses
23. T-Shirts
24. Various Camps & Training for Members
25. Volunteer Recognition

DATES OF FUNDRAISERS

1. Oct.
2. Ongoing
3. Ongoing
4. Spring
5. Dec. – Mar.
6. Oct.
7. Oct.
8. Jan.
9. Sept.
10. Sept. & Jan.
11. Ongoing
12. Mar. - Apr.
13. Ongoing
14. Ongoing
15. Ongoing
16. Ongoing
17. May
18. Ongoing
19. Ongoing
20. Feb.
21. Sept.– Mar.

Technology Student Association
(960)

1. Awards
2. Donations
3. Dues
4. Fundraising Sales
5. Reimbursements

1. Conferences/Travel
2. Donations/Reimbursements
3. Dues/Contest Fees
4. Equipment/Supplies
5. Prizes
6. Postage/Shipping/Freight
7. Refreshments
8. Reward/Incentive Activities
9. Scholarships
10. Shirts/Clothing
11. State/Regional/National Competitions

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing

**HIGH SCHOOL
ACCOUNT NAME****SOURCE OF REVENUE****SITE: 705****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

Science Trek Club (962)	1. Candy Sales 2. Donations/Grants 3. Dues 4. Field Trip Expenses 5. Hat Day 6. Human-I-Tees 7. Mistletoe Sales	1. Charitable Donations 2. Club Projects 3. Improvements to Haley Environmental Lab 4. Membership Dues to BSA (Insurance) 5. Refunds 6. Reimbursements 7. Science Lab Equipment/Supplies 8. Travel Expenses	1. Ongoing 2. Ongoing 3. Fall 4. Ongoing 5. Fall 6. Ongoing 7. Dec.
Technology Support Team (970)	1. Awards 2. Donations 3. Dues/Contest Fees 4. Equipment Sales 5. Fundraiser Sales 6. Insurance Premiums 7. Reimbursements 8. Repair Fees	1. Apparel 2. Awards and Prizes 3. Conferences and Travel 4. Donations 5. Dues/Contest Fees 6. Equipment, Parts, and Supplies 7. Postage, Shipping, and Freight 8. Refreshments 9. Reimbursements 10. Scholarships 11. Staff Compensation - Additional Duty	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing Est, \$10,000+ 7. Ongoing 8. Ongoing
Counselors' Special Fund (986)	1. Donations/Grants	1. Clothing 2. Dues/Fees 3. Eye Glasses 4. Food Items 5. Graduation Items (Cap & Gown, etc.) 6. Hearing Aides/Other Special Needs Items 7. Meal Reimbursement for Students/Staff 8. Misc. Student Necessities 9. Prescriptions/Over the Counter Medicine for Students 10. Reimbursements 11. Scholarships	1. Ongoing
Yearbook (990)	1. Ad Sales 2. Advertising 3. Book/Candy Sales 4. Cap Sales (Stocking/Beanie) 5. Car Washes 6. Distribution Party 7. Donations/Grants 8. Fees 9. Garage Sales 10. Merchandise Sales 11. Posters Program 12. Restaurant Percentage Nights 13. Sponsorships 14. Stocking Stuffers 15. T-Shirt Sales 16. Yearbook Accessories 17. Yearbook Ad-Ons	1. Cameras/Film 2. Dues/Fees 3. Furniture/Cabinets 4. Hardware/Lights/Bulbs, etc 5. Kitchen Supplies 6. Postage Charges 7. Printing Charges 8. Refreshments 9. Refunds 10. Reimbursements 11. Scholarships 12. Speaker Fees 13. Supplies 14. Supplies/Materials/Equipment 15. Technology (Laptops/Software, etc) 16. Travel Expenses	1. Ongoing 2. Ongoing 3. Ongoing 4. Ongoing 5. Ongoing 6. Ongoing 7. Ongoing 8. Ongoing 9. Ongoing 10. Ongoing 11. Ongoing 12. Ongoing 13. Ongoing 14. Ongoing 15. Ongoing 16. Ongoing

**HIGH SCHOOL
ACCOUNT NAME**

SITE: 705

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

Leadership (992)

1. Donations
2. Candy/Bake Sales
3. Memory Garden Stepping Stone
4. Painted Parking Space
5. T-Shirts
6. Ticket Sales

1. Charitable Donations
2. Field Trip Expenses
3. Laser Tag Fee
4. Refreshments
5. Snacks for Resale
6. Student Awards
7. Supplies
8. T-Shirts

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing

Math Club (993)

1. Competition Fees
2. Corporate Sponsorships
3. Donated Item Sales
4. Donations/Grants
5. Dues
6. Field Trip Charges
7. Food Sales
8. Merchandise Sales
9. Trivia Contests
10. T-Shirt Sales

1. American Math Competition (AMC Online)
2. Awards
3. Dues/Fees
4. Equipment for Team
5. Food
6. Refreshments/Meals
7. Refunds
8. Registration Fees
9. Reimbursements
10. Study Questions
11. Supplies
12. Tournament Fees
13. Transportation Costs
14. Travel/Lodging
15. T-Shirts

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing
9. Ongoing
10. Ongoing

ALTERNATIVE HIGH SCHOOL
ACCOUNT NAME

SITE: 715

SOURCE OF REVENUE

APPROVED EXPENDITURES

DATES OF FUNDRAISERS

General Refund Account (803)

1. Damage of School Property
2. Fee Collections
3. Lost books
4. Rental of Property
5. Sale of Property/Equipment

1. Refunds
2. Transfer to General Fund

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing

Alternative High School (805)

1. Ad Sales
2. Candy Sales
3. Carwash, etc
4. Donations/Grants
5. Fees
6. Field Trip Charges
7. Krispy Kreme Donut Sales
8. Recycled Materials
9. Restaurant Fundraisers
10. Snack Sales
11. T-Shirt Sales

1. Appliances
2. Appreciation Gifts for Staff/Students
3. Charitable Donations
4. Class Gift
5. Consultant Fees/Expenses
6. Consumable Technology Supplies
7. Dues/Fees
8. Equipment
9. Field Trips
10. Film/Processing
11. Graduation Items (Caps/Gowns)
12. Materials
13. Printing Charges/Materials
14. Recycling Containers
15. Refreshments
16. Refunds
17. Reimbursements
18. Snacks for Resale
19. Student Recognition/Awards
20. Student Recognition/Incentives
21. Supplement Instructional Funds
22. Supplies
23. Travel Expenses
24. T-Shirts

1. Ongoing
2. Ongoing
3. Ongoing
4. Ongoing
5. Ongoing
6. Ongoing
7. Ongoing
8. Ongoing

ATHLETICS ACCOUNTS

ATHLETICS**SITE: 705****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

General Administrative Account (802)

1. Advertisements
2. Book Sales
3. Concessions
4. Donations/Grants
5. Event Sponsorships
6. Game Contracts
7. Gate Receipts
8. Program Books
9. Refunds
10. Reimbursements from Cancelled Events
11. Reimbursements from OSSAA
12. Sale of Property or Equipment
13. Season Ticket Sales
14. Spirit Sales
14. Spirit Sales

1. Ambulance Service
2. Books/Videos/Computer Software
3. Cards/Flowers
4. Coaches Out-of-District Travel
5. Dues/Fees
6. Event Advertisement
7. Facility Rental
8. Lodging
9. Meals
10. Officials
11. Other Professional Services
12. Out-of-District Transportation
13. Postage
14. Refreshments
15. Refunds
16. Renovation of Athletic Areas
17. Repair of Athletic Areas
18. Security
19. Supplies/Equipment
20. Uniforms

1. July - June
2. July - June
3. July - June
4. July - June
5. July - June
6. July - June
7. July - June
8. July - June
9. July - June
10. July - June
11. July - June
12. July - June
13. July - June
14. July - June

General Refund Account (803)

1. Damage of School Property
2. Fee Collections
3. Lost books
4. Rental of Property
5. Sale of Property/Equipment

1. Refunds
2. Transfer to General Fund

1. July - June
2. July - June
3. July - June
4. July - June
5. July - June

ATHLETICS**SITE: 705****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

Baseball Fund (811)

1. 100 Inning Baseball Game
2. Alumni Organizations
3. Baseball Cap Sales
4. Baseball Clinic
5. Business Sponsor Poster
6. Concessions
7. Dances
8. Donations/Grants
9. Game vs. Merchants
10. Gate Workers
11. Golf Tournament
12. Hat Sales
13. Homecoming Booth/Dance
14. JUCO Tournament
15. Sonic Car Hops

1. Banquet
2. Dues/Fees
3. Equipment
4. Field Equipment/Maintenance
5. Hospitality for Tournaments
6. Lodging
7. Meals
8. Out of State Tournaments
9. Poster
10. Refunds
11. Senior Night
12. Supplies
13. Supplies/Equipment for Indoor Facility
14. Team Camps
15. Team Hats
16. Transportation Costs
17. Uniforms
18. Website Fee
19. Weekend Trip Expenses

1. July - June
2. July - June
3. July - June
4. July - June
5. July - June
6. July - June
7. July - June
8. July - June
9. July - June
10. July - June
11. July - June
12. July - June
13. July - June
14. July - June
15. July - June

Basketball Fund (813)

1. Advertising in Gym
2. Camps
3. Car Washes
4. Clinics
5. Concessions
6. Donations/Grants
7. Garage Sales
8. Golf Tournament
9. Homecoming Booth
10. Magazine Subscriptions

1. Dues/Fees
2. Equipment
3. Lodging
4. Meals
5. Refunds
6. Scrimmage Fees
7. Supplies
8. Team Camps
9. Team Posters
10. Transportation
11. Uniforms

1. July - June
2. July - June
3. July - June
4. July - June
5. July - June
6. July - June
7. July - June
8. July - June
9. July - June
10. July - June

ATHLETICS**SITE: 705****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

Concessions (824)

1. Advertising at Athletic Venues
2. Donations/Grants
3. Pre-Game Hospitality

1. Equipment
2. Equipment/Athletic Area Improvements
3. Facilities
4. Fundraising Expenses
5. Printing
6. Refreshments/Meals
7. Repair of Athletic Areas

1. July - June
2. July - June
3. July - June

Lady Bruins (867)

1. Advertising in Gym
2. Benefit Game
3. Camps/Clinics
4. Candy Sales
5. Car Washes
6. Concessions
7. Cookie Dough
8. Coupon Package
9. Dances
10. Donations/Grants
11. Free Throw-A-Thon
12. Garage Sales
13. Homecoming Booth
14. Magazine Sales
15. Sonic Car Hops
16. T-Shirts

1. Dues/Fees
2. Equipment
3. Lodging
4. Meals
5. Refunds
6. Supplies
7. Team Camps
8. Team Posters
9. Transportation
10. Uniforms

1. July - June
2. July - May
3. Dec. - June
4. July - May
5. July - June
6. July - May
7. July - May
8. July - May
9. July - May
10. July - May
11. Aug. - Nov.
12. July - May
13. July - May
14. July - May
15. July - May
16. July - May

ATHLETICS**SITE:705****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

Football (868)

1. Camps/Clinics
2. Car Washes
3. Field Advertisement
4. Golf Tournament
5. Lift-A-Thon
6. Tailgate Cookout

1. Equipment
2. Lodging
3. Meals
4. Reimbursements
5. Supplies
6. Team Camps
7. Transportation
8. Uniforms

1. July - June
2. July - June
3. July - June
4. July - June
5. July - June
6. July - June

Wrestling (966)

1. Advertising in Gym
2. Car Washes
3. Donations/Grants
4. First Aid Kit Sales
5. Garage Sales
6. Golf Tournament
7. Hamburger Cook-Outs
8. Lift-A-Thon
9. Raffles
10. Run-A-Thon
11. Spirit Items
12. Wrestle-A-Thon
13. Wrestling Media Guide

1. Camp Expenses
2. Entry Fees
3. Equipment
4. Scales
5. Student Lodging
6. Student Meals
7. Supplies
8. Team Camps
9. Transportation
10. Uniforms
11. Wrestling Tapes

1. July - June
2. Mar. - Sept.
3. July - June
4. July - June
5. July - June
6. July - June
7. July - June
8. July - June
9. July - June
10. Mar. - Nov.
11. July - June
12. Nov. - May
13. July - June

Golf (971)

1. Bake Sales
2. Donations/Grants
3. Advertising Sponsors
4. Golf Tournament
5. Pancake Breakfast
6. Sales of Goods

1. Dues/Fees
2. Equipment
3. Lodging
4. Meals
5. Supplies
6. Team Camps
7. Transportation
8. Uniforms

1. Aug. - May
2. Aug. - May
3. Aug. - May
4. Aug. - May
5. Aug. - May
6. Aug. - May

ATHLETICS**SITE: 705****ACCOUNT NAME****SOURCE OF REVENUE****APPROVED EXPENDITURES****DATES OF FUNDRAISERS**

Cross Country (973)

1. Car Washes
2. Concessions
3. Donations/Grants
4. Homecoming Booth

1. Banquet
2. Dues/Fees
3. Equipment
4. Lodging
5. Meals
6. Spirit Items
7. Supplies
8. Team Camps
9. Transportation
10. Uniforms

1. July - June
2. Sept. - Oct.
3. July - June
4. Sept. - Nov.

Soccer (977)

1. Bruin Soccer Camp
2. Marathon Soccer Game
3. Chili Supper/Player Auction
4. Concessions
5. Donations/Grants
6. Meat Sales
7. Spirit Sales

1. Bags/Warm-ups
2. Banquet Expenses
3. Billboard Ad
4. Dues/Fees
5. Equipment
6. Lodging
7. Meals
8. Refunds
9. Schedule Posters
10. Senior Night/Expenses
11. Supplies
12. Team Camps/Coaches Training
13. Team Posters
14. Transportation
15. Uniforms
16. Website Fee
17. Yard Signs

1. June
2. Feb.
3. July - June
4. Mar. - May
5. July - June
6. July - June
7. July - June

FORMS

**ACTIVITY ACCOUNT
REQUEST FOR FUNDRAISING AND/OR EXPENDITURES**

Site Name: _____ School Year: _____

Account Name/Number _____ Sponsor(s): _____

FUNDRAISERS to be Approved: Or Additional Revenue for Existing Funds:

<u>Fundraiser</u>	<u>Start/End Date</u>	<u>On/Off Campus</u>	<u>Est. Income</u>
1. _____			\$ _____
2. _____			\$ _____
3. _____			\$ _____
4. _____			\$ _____
5. _____			\$ _____
6. _____			\$ _____
7. _____			\$ _____
8. _____			\$ _____
9. _____			\$ _____
10. _____			\$ _____

EXPENDITURES to be Approved:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Principal's Signature

Activity Fund Custodian's Signature

Sponsor's Signature (if applicable)

Date of Request

Board Approval Date

**ACTIVITY FUND
TICKET RECONCILIATION FORM**

SUBACCOUNT NAME AND NUMBER: _____

ACTIVITY NAME AND NUMBER: _____

ACTIVITY DATE: _____

INDIVIDUAL RESPONSIBLE FOR TICKETS: _____

TICKET RECORD

OF FIRST TICKET SOLD _____ # OF NEXT UNSOLD TICKET _____
NUMBER OF TICKETS SOLD _____ @\$ _____ =\$ _____

OF FIRST TICKET SOLD _____ # OF NEXT UNSOLD TICKET _____
NUMBER OF TICKETS SOLD _____ @\$ _____ =\$ _____

OF FIRST TICKET SOLD _____ # OF NEXT UNSOLD TICKET _____
NUMBER OF TICKETS SOLD _____ @\$ _____ =\$ _____

TOTAL VALUE OF TICKET SOLD \$ _____

CASH RECONCILIATION

- | | |
|--|----------|
| 1. Total gate receipts including starting change | \$ _____ |
| 2. Beginning Cash (Change) | \$ _____ |
| 3. Net Gate Receipts (1 minus 2) | \$ _____ |
| 4. Value of Tickets Sold (above) | \$ _____ |
| 5. Ticket Value Unaccounted for (4 minus 3) | \$ _____ |
| 6. Cash Turned into Site Office | \$ _____ |
| 7. Site Receipt # _____ Date of Receipt _____ | |

BARTLESVILLE PUBLIC SCHOOLS
STUDENT CASH ROSTER
For cash received under Five dollars (\$5.00)

Site: _____ Date: _____ Fundraiser: _____

Name of Sponsor, Teacher, Other: _____

[illegible]

Signature of person who reconciled actual cash with roster: _____

Date _____ Account Name _____

Account # _____

Nickels _____ Fives _____

Dimes _____ Tens _____

Quarters _____ Twenties _____

Halves

Fifties

Checks _____

Total Deposit _____

Sponsor's Signature

Financial Secretary

Signature Confirming EOP Transfer

If Applicable – Please provide explanation of why funds have not been deposited by next business day after receipt for amounts over \$100.00 or weekly if amount is less than \$100.00. Per OK Legal Statute (70 O.S. § 5-129A as amended by HB 2332, 2004 Leg.)

[illegible]

V
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VENDOR #

S
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Attention:



Yr-Fund-Prj-Funct-Obj-Prg-Subj-Job-Site		Quan.	Description	Unit Cost	Total Cost
					0.00
1.					0.00
2.					0.00
3.					0.00
4.					0.00
5.					0.00
6.					0.00
7.					0.00
8.					0.00
9.					0.00
			SHIPPING		0.00
			TOTAL COST		\$0.00

Date: _____

Date: _____

Date: _____

Assigned By:_____

**ACTIVITY ACCOUNT
REQUEST FOR
ADVANCE FOR TRAVEL EXPENSES**

SUBACCOUNT NAME AND NUMBER: _____

TRIP BEGINNING DATE: _____

TRIP ENDING DATE: _____

SPONSOR REQUESTING ADVANCE: _____

Number of People going on trip: _____

ESTIMATED EXPENSES

M	Travel Day			
E	\$41.25			\$
A	Non Travel Day			
L	\$55.00			\$
S				
	Parking			\$
	Taxi/Bus			\$
	Registration			\$
	Other			\$
	TOTALS			\$

Sponsors Signature: _____

Date: _____

Site Administrators Signature: _____

Date: _____

**ACTIVITY ACCOUNT
RECEIPT OF
ADVANCE FOR TRAVEL EXPENSES**

SUBACCOUNT NAME AND NUMBER: _____

SPONSOR RECEIVING FUNDS: _____
please print

PURCHASE ORDER NUMBER: _____

CHECK NUMBER: _____

CHECK AMOUNT: _____

I acknowledge that I have received the amount of funds listed above. I also acknowledge that within 48 hours upon returning from the trip, I shall return the remaining money and receipts to make up the full amount that I received to the Activity Fund Custodian. If the remaining money and receipts do not total the amount received, I will be held personally liable for the shortage.

SPONSOR SIGNATURE: _____

DATE: _____

Signature of Activity Fund Custodian: _____

Date: _____

**ACTIVITY ACCOUNT
ACCOUNTABILITY FOR
ADVANCE FOR TRAVEL EXPENSES**

SUBACCOUNT NAME AND NUMBER: _____

SPONSOR RETURNING FUNDS: _____
please print

PURCHASE ORDER NUMBER: _____

AMOUNT OF FUNDS ADVANCED: _____

Actual Expenses (Receipts)

M	Travel Day			
E	\$41.25			\$
A				
L	Non Travel Day			\$
S	\$55.00			
	Parking			\$
	Taxi/Bus			\$
	Registration			\$
	Other			\$
	TOTALS			\$

Amount of Cash Returned: \$ _____

Total Amount Returned: \$ _____
Cash plus Receipts

Amount of Shortage: _____
if any

I acknowledge that I am returning the remaining money and receipts that total the amount that I was advanced. If there is a shortage in the amount advanced and the amount of money/receipts that I am returning, I will be held responsible for the difference.

SPONSOR SIGNATURE: _____

DATE: _____

Signature of Activity Fund Custodian: _____

Date: _____

Invoice Number _____

INDEPENDENT SCHOOL DISTRICT NUMBER 30

P.O. Box 1357 - 1100 S. Jennings - Bartlesville, Oklahoma 74005 - Telephone (918) 336-8600

Oklahoma State Law requires that the "Non-Kickback" affidavit be signed by you before payment can be made. Please sign this statement and have your signature notarized. Your prompt return of this form and an invoice will enable us to send you our payment.

STATEMENT OF NON-KICKBACK

STATE OF _____)
COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says that this invoice or claim is true and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim have been (completed or supplies) in accordance with the plans, specifications, orders, or requests furnished to the affiant. Affiant further states that (s)he as made no payment directly or indirectly to any elected official, officer or employee of Independent School District No. 30, of money or any other thing of value to obtain payment of the invoice of procure the contract or purchase order pursuant to which an invoice is required.

(company)

(signature)

Subscribed and sworn to before me this _____ Day of _____, _____.

Notary Public (Clerk or Judge)

My Commission expires _____.

Commission Number: _____

REQUEST FOR PARTIAL PAYMENT
ON BLANKET PURCHASE ORDER

PO#

Name of Department/Site

Date

Vendor Name

Warrant #

Amount of this Authorization	FY	Fund	PR	Func	Obj	Prog	Subj	Job	Site
\$ -	TOTAL								

Approved By: _____

**BARTLESVILLE PUBLIC SCHOOLS
ACTIVITY FUND TRANSFER**

Site Name _____ Site # _____ Date _____

Explanation for Transfer:

Transfer Coding Information:

PRJ	FUNCT	OBJ	PRG	SUBJ	JOB	SITE	INCREASE \$ +	DECREASE \$ -

Transfer Requested By _____

Date Approved by Board of Education _____

Date Transfer Entered _____

**SPECIAL REQUEST APPROVALS
TO ACCEPT GIFTS FOR THE SCHOOL**

To: _____	School: _____
From: _____	Principal's _____
Date: _____	Signature: _____

We request permission to accept the following gift:

Name of person or organization donating the gift:

Purpose or use of gift:

Please route to the following people for approval:

_____	Executive Director, Financial Services
_____	Director of Transportation and Plant Svcs. (if applicable)
_____	Director of Technology (if applicable)

Approved copies sent to the following:

☐ Principal

Bartlesville Public Schools

Phone Quote

Date: _____

Contractor/Vendor: _____

Name: _____

Phone Number: _____

Address: _____

Description /Amount(s): _____

Received By: _____

APPENDIX



Bartlesville Public Schools

**P.O. Box 1357 – 1100 S. Jennings; Bartlesville, Oklahoma 74005
Telephone (918) 336-8600**

May 21, 2026

To Bartlesville Public Schools Parent Organizations:

The Board of Education shall annually sanction parent organizations and booster clubs, which exist to promote a positive relationship between the district and the community by assisting and supporting the schools in recognizing and promoting student activities. The district shall incur no liability for the acts, errors or omissions of any sanctioned organization.

Organizations desiring to be sanctioned must comply with the attached guidelines and complete the attached forms. Any organization that is not sanctioned will be treated as a student activity account and must comply with all district regulations concerning approval of fundraisers and the collection, depositing, and the auditing of activity funds.

Please complete the enclosed Application for Sanctioning and mail or email to **Sara Vermeire** (vermeiresm@bps-ok.org) at the Education Service Center, PO Box 1357, Bartlesville, OK 74005 prior to **September 15th**.

If you have any questions, please contact Sara Vermeire or me at 336-8600 Ext 3508.

Thank you for all you do to support our children.

Sincerely,

Preston Birk,
Chief Financial Officer,

May 21, 2026

All Parent/Student Organizations and Booster Clubs

We wanted to take this opportunity to remind you of some key issues as you apply for sanctioning for the 2026-27 school year. The parentbooster.org website is a use tool to help with all of the following:

- All sanctioned organizations and booster clubs must obtain their own federal tax ID number prior to applying for sanctioning. It is important to note that simply having a federal tax ID number does not mean that your organization is recognized by the Internal Revenue Service as "tax-exempt". There is a separate application process you must go through to receive that status. If you have not received an IRS Determination Letter signifying your tax-exempt status, donations received by your organization cannot be deducted by the donors for income tax purposes.
- All sanctioned organizations and booster clubs must use their own names and federal ID numbers in all their transactions and correspondences. Sanctioned organizations cannot use the federal ID number assigned to Independent School District No. 30 (Bartlesville Public Schools) or represent themselves as "Bartlesville Public Schools". Sanctioned organizations are considered "related entities" to the district, not actually part of the district. Non-sanctioned organizations and booster clubs who maintain their financial accounts within the district's Activity Fund may use Bartlesville Public Schools' federal ID number.
- Sanctioned organizations and booster clubs may apply for an exemption from Oklahoma sales tax under Title 68 of the Oklahoma Statutes. Organizations should contact the Oklahoma Tax Commission to determine if they qualify and request instructions on how to apply.
- Sanctioned organizations/booster clubs are responsible for filing 1099's with the IRS for any payments made to an individual totaling more than \$600.00 annually. **Please note - as of July 1, 2025 parent organizations are no longer allowed to pay any type of stipend, compensation, etc to any BPS employee. All of these payments must go through BPS Payroll. Parent Organizations will be responsible for ensuring prompt payment to include amounts for taxes, TRS, etc. Please talk to the Financial Secretary at your school. (This does not include Reimbursements).**

BARTLESVILLE PUBLIC SCHOOLS
ADMINISTRATIVE OPERATION GUIDELINES
SANCTIONING OF ORGANIZATIONS AND ASSOCIATIONS

In compliance with the provisions of state law HB 2107 (1996 Leg.), the Bartlesville Public School District has established procedures to provide for sanctioning of organizations and associations exempted or applying to be exempted from statutory controls and Board policies and procedures pertaining to school activity funds.

Organizations have the following options regarding the management of their funds related to the Bartlesville Public School District:

- A. Funds may be deposited and expended through a Board-approved school activity account at their local school site. Organizations that choose to deposit their funds in a Board-approved school activity account must follow the District's policies and procedures for school activity funds.
- B. Funds may be deposited and expended through an organization's local bank account and shall be exempt from regulations of the District's school activity fund upon being granted sanctioned status by the Bartlesville Board of Education under the requirements of this sanctioning policy.

Organizations who have previously obtained IRS designation as a 501 (c)(3) Organizations are still required to apply for sanctioning by the Board of Education.

PROCEDURES FOR SANCTIONING BY THE BOARD OF EDUCATION

- A. Application for sanctioning (copy attached) must be completed by the organization or association prior to **September 15th** each year. All organizations/associations must apply annually to maintain sanctioned status.
- B. The completed application form must be submitted to the Chief Financial Officer for review.
- C. The Superintendent and the Chief Financial Officer will make a recommendation to the Board of Education concerning the organization seeking to be sanctioned.
- D. The Board of Education will review the organization's application and determine whether to approve or decline the sanctioning request. The Board of Education's decision is final and cannot be appealed.
- E. All organizations/associations should hold regular meetings (ex. monthly, quarterly) that are open to the public. Date, time and location of meetings should be posted ahead of time and meeting minutes posted publicly after meetings (on social media or newsletters, etc).
- F. Organizations should follow proper bookkeeping practices. Each and every expense or debit to the account of the organization/association shall be approved by two (2) officers/staff members not residing in the same household. Approval of any expense by check shall include the signatures of such officers/staff members and the specific purpose of the expense in the memo line and corresponding invoices, receipts, or other documentation for the amount spent and what items or services were purchased. Approval of any expense by cash, credit/debit, electronic payment, or other means shall include the signatures of such officers/staff members on an

itemized receipt, invoice, bill of sale, order confirmation, or other documentation indicating the amount spent and what items or services were purchased. Reimbursements without supporting documentation are grounds for declining to sanction the organization/association. Following the first year of sanctioning, each organization or association shall provide, with its applications for sanctioning, a set of its unaudited financial statements.

G. Following the first year of sanctioning, each organization/association shall provide the following with its application for sanctioning, a set of its unaudited financial statements.

- Financial Statement covering July 1 – June 30.
- Bank Statements covering beginning and ending balance (July & June)
- **Proof** of 1099's filed for most recent tax year for payments of \$600 or more.

H. In reviewing the annual application for sanctioning, the Board may require the organization to provide additional financial information in either of the following formats:

1. A compilation of its financial statements prepared by a Certified Public Accountant (CPA) or Public Accountant (PA) who is licensed to practice public accounting in the State of Oklahoma.
2. A review of its financial statements prepared by a Certified Public Accountant (CPA) or Public Accountant (PA) who is licensed to practice public accounting in the State of Oklahoma.
3. An audit of its financial statements prepared by a Certified Public Accountant (CPA) or Public Accountant (PA) who is licensed to practice public accounting in the State of Oklahoma.

It should be noted that the sanctioning by the Board of Education in no way grants the organization or association "tax-exempt" status for its operations, nor does it grant "tax-deductible" status to its donors. The organization or association should consult a tax professional for advice on these matters.

BARTLESVILLE PUBLIC SCHOOLS

APPLICATION FOR SANCTIONING

UNDER OKLAHOMA STAT. TITLE 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant to the Board of Education of Bartlesville, Oklahoma, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization.

Date Submitted: _____

Select One: Initial Application _____ Renewal _____

Name of Sanctioned Organization

Organization's Official Email

Organization's Taxpayer ID #

Please list all Board Members' Name & Phone # below (include President, Treasurer, Staff Member at a minimum).

Describe Organization's Purpose, Goals and Benefits to District Students:

Please list where information for organization (such as dates, times and places for meetings/meeting minutes, etc) can be found (social media sites, websites, school location, etc).

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

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

Applicant also acknowledges that, in order for the school district to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, by September 15 of each year, the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

INSTRUCTIONS FOR COMPLETING APPLICATION:

1. Complete this application, the Insurance Coverage Form, and the attached financial statement.
Please print or type. If necessary, use additional sheets of paper.
2. Attach Bank Statements (July & June) and Copies of 1099's for most recent tax year or proof of filing with list of names.
3. Sign and date this application.
4. Email, Mail or Deliver this application to:
Sara Vermeire
Bartlesville Public Schools
1100 S. Jennings
P.O. Box 1357
Bartlesville, OK 74005-1357

Applicant (Organization Name)

By: _____ Date: _____

BARTLESVILLE PUBLIC SCHOOLS
ORGANIZATION/ASSOCIATION FINANCIAL STATEMENT
UNAUDITED

Name of Organization/Association: _____

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-2026

Beginning Cash Balance, July 1, 2025 _____ \$ _____

Collections:

Merchandise Sales, Etc.	\$ _____
Donations	\$ _____
Dues/Fees	\$ _____
Fundraisers (list all – use add'l pgs if needed)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections _____ \$ _____

Expenditures:

Reimbursements	\$ _____
Supplies/Materials	\$ _____
Advertising	\$ _____
Equipment	\$ _____
Donations/Contributions	\$ _____
Fundraisers (list all – use add'l pgs if needed)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures _____ \$ _____

Ending Cash Balance, _____, 2026 _____ \$ _____

*****Beginning Cash Balance, plus Collections, minus Expenses should equal Ending Cash Balance.**

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2025-2026 school year, to the best of my knowledge and belief. I further certify that, in accordance with policy of the Bartlesville Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and the failure to do so may result in revocation of the Board's sanctioning approval.

Officer/Director _____ Date _____

Title

Received and reviewed by Bartlesville Public Schools:

Preston Birk, _____
Chief Financial Officer Date _____

Sara Vermeire, _____
Business Manager Date _____

BARTLESVILLE PUBLIC SCHOOLS
Organization/Association Insurance Coverage Information

☐

Check here if your Organization/Association currently
doesn't hold any insurance policies

- ❖ If applicable please provide the following information on the various insurance policies taken out by your organization.

Organization/Association Name: _____

Type of Insurance	Insurer	Broker/ Agent	Coverage Limits	Deductibles/ Coinsurance

Completed by: _____ Date: _____

Approval of Finance/Purchasing/Board assignments for the 2026-27 school year	
Purchasing agent	Preston Birk
Assistant Purchasing agent	Stephanie Curtis
Treasurer	Sara Vermeire
Assistant Treasurer	Preston Birk
Minutes Clerk	Laci Harris
Encumbrance Clerk	Debbie Champon
Assistant Encumbrance Clerk	Heather Allen
Activity Fund Custodian	Sara Vermeire
Assistant Activity Fund Custodian	Debbie Champon



t 405.235.3413 • f 405.235.2807
5657 N. CLASSEN BOULEVARD, SUITE 100 • OKLAHOMA CITY, OK 73118

AGREEMENT FOR BOND COUNSEL SERVICES

INDEPENDENT SCHOOL DISTRICT NO. 30 OF WASHINGTON COUNTY, OKLAHOMA GENERAL OBLIGATION BONDS AND/OR LEASE REVENUE OBLIGATIONS

THIS AGREEMENT is entered into as of June 15, 2026, by and between THE PUBLIC FINANCE LAW GROUP PLLC (“PFLG”), and INDEPENDENT SCHOOL DISTRICT NO. 30 OF WASHINGTON COUNTY, OKLAHOMA (the “District”), a political subdivision of the State of Oklahoma, as follows:

RECITALS

WHEREAS, the District desires to engage PFLG as bond counsel in connection with the financing of certain capital projects authorized at previously held election on February 14, 2023 (the “2023 Election”) and a scheduled election on August 25, 2026 (the “2026 Election”), all along with related costs (collectively, the “Projects”); and

WHEREAS, to finance all or a portion of the costs of the Projects, the District intends to issue one or more series of its General Obligation Bonds as may be authorized pursuant to the 2023 Election and/or the 2026 Election (collectively, the “Bonds”); and

WHEREAS, the District further acknowledges that it may in the future consider one or more transactions whereby the District, or a public trust on behalf of the District, issues lease purchase obligations (the “Lease Purchase Obligations”) to construct portions of certain Projects, which obligations will be retired with the proceeds of the Bonds based upon the acquisition of all or distinct portions of the Projects being acquired by the District; and

WHEREAS, the issuance of Bonds and Lease Purchase Obligations shall be referred to collectively as the “Financing Plan”; and

WHEREAS, PFLG possesses the necessary professional capabilities and resources to provide the legal services required by District as described in this Agreement.

AGREEMENTS

1. Scope of Services.

A. *Bond Counsel Services.* PFLG will render the following services as bond counsel to the District:

- (1) Consultation with representatives of the District, including the Superintendent, the legal, financing and accounting staff, financial advisors, and others, with respect to the timing, terms and legal structure of the proposed Financing Plan.
- (2) Furnish full directions of all steps necessary to be taken by the District in compliance with the constitution and statutes of the State of Oklahoma for the proposed issuance of each series of Bonds and/or for the issuance of any Lease Purchase Obligations by the District or a public trust on behalf of the District.
- (3) Provide and furnish forms, outlines of procedure, resolutions or ordinances necessary for the issuance of such Bonds and/or the Lease Purchase Obligations (collectively, the "Financing Documents").
- (4) Review of documentation with respect to any letter of credit or bond insurance policy provided in connection with a Financing, if any.
- (5) Attendance at such meetings or hearings of the District and working group meetings or conference calls as the District may request, and assistance to the District staff in preparation of such explanations or presentations to the governing body of the District as they may request.
- (6) Preparation of final closing papers to be executed by the District required to effect delivery of each series of Bonds and/or Lease Purchase Obligations and coordination of the Bond and/or Lease Purchase Obligation closings, including seeking the approval of each series of Bonds by the Attorney General of the State of Oklahoma.
- (7) In connection with the closing of any series of Bonds, to furnish at least four (4) transcripts of the entire proceedings, one of which shall be filed with the Attorney General of Oklahoma, the Washington County District Attorney, one of which shall be filed with the Clerk of the District, and one of which shall accompany the Bonds.
- (8) Rendering of bond counsel's customary final legal opinion on the validity of the Bonds and/or the Lease Purchase Obligations and, with respect to any tax-exempt obligations, the exemption from gross income for federal income tax purposes and from Oklahoma personal income tax of interest thereon.

PFLG and the District acknowledge that the District shall be represented by the District's attorney (also referred to as "Legal Counsel") for the purpose of rendering day-to-day and ongoing general counsel legal services. PFLG shall circulate documents to and coordinate its services with Legal Counsel to the extent requested by the District or its Legal Counsel.

PFLG and the District further acknowledge that the District shall be represented by Municipal Finance Services, Inc., a municipal advisor pursuant to the terms of SEC Rule 15Ba1-1 (referred to herein as an "Independent Registered Municipal Advisor" or "IRMA"). PFLG is a firm of attorneys who provide legal advice or services of a traditional legal nature to a client, and PFLG and its attorneys do not represent themselves to be a financial advisor or financial expert. Therefore, PFLG is excluded from the definition of Municipal Advisor, and PFLG does not intend

to provide any advice with respect to municipal financial products or the issuance of municipal securities outside of the scope of traditional legal services and advice customarily rendered by bond counsel in public finance transactions. Notwithstanding the foregoing, in the event certain advice may be construed as beyond the scope of traditional legal services, the District specifically acknowledges that PFLG may avail itself of the IRMA exemption under SEC Rule 15Ba1-1 on the basis that (i) the District is represented by an Independent Registered Municipal Advisor not associated with PFLG, (ii) the District hereby advises PFLG that the District is represented by and will rely on the advice of its duly retained Independent Registered Municipal Advisor, and (iii) the District has been advised that PFLG is not a municipal advisor and PFLG owes no federal statutory fiduciary duty to the District.

In rendering opinions and performing legal services under this Agreement, PFLG shall be entitled to rely on the accuracy and completeness of information provided, certifications made by, and opinions provided by counsel to, the District, the Independent Registered Municipal Advisor, property owners and other parties and consultants, without independent investigation or verification.

PFLG's services are limited to those specifically set forth above. PFLG's services do not include representation of the District or any other party to the transaction in any litigation or other legal or administrative proceeding involving the Bonds and/or Lease Purchase Obligations, the Project or any other matter. PFLG's services also do not include any responsibility for compliance with state blue sky, environmental, land use, real estate or similar laws or for title to or perfection of security interests in real or personal property. PFLG will not be responsible for preparing, reviewing, or opining with respect to the District's Official Statement and/or any Continuing Disclosure Undertakings for any Bonds and/or Lease Purchase Obligations, including but not limited to the accuracy, completeness or sufficiency of the Official Statement, Continuing Disclosure Undertaking, or other offering material relating to any Bonds and/or Lease Purchase Obligations. PFLG's services do not include any financial advice or analysis. PFLG will not be responsible for the services performed or acts or omissions of any other participant. Also, PFLG's services will not extend past the date of issuance of the Bonds and/or Lease Purchase Obligations and will not, for example, include services related to rebate compliance or continuing disclosure or otherwise related to the Bonds and/or Lease Purchase Obligations, proceeds of any financing, or the Project after issuance of the Bonds and/or Lease Purchase Obligations.

2. Compensation and Reimbursements.

A. *Compensation for Bond Counsel Services.* For services as bond counsel to the District, PFLG shall be paid a fixed fee at the time of issuance of the Bonds and/or Lease Purchase Obligations as follows:

- (i) General Obligation Bonds. One half of one percent (0.5%) of the par amount of each series of Bonds issued, subject to a minimum fee of \$17,500, and a maximum fee of \$45,000.00, for each series of Bonds issued pursuant to the 2023 Election authorization and/or the 2026 Election authorization.

- (ii) Lease Purchase Obligations. One half of one percent (0.5%) of the par amount of each series of Lease Purchase Obligations issued pursuant to the 2023 Election authorization and/or the 2026 Election authorization.

B. *Expenses.* PFLG shall also be paid a fixed amount of \$2,500.00 to cover expenses and transcript production and distribution in connection with each series of Bonds and/or Lease Purchase Obligations, provided, that any filing, publication, recording or printing costs or similar third party costs required in connection with each series of Bonds and/or Lease Purchase Obligations shall be paid directly by the District, but if paid by PFLG on behalf of the District, shall be reimbursed to PFLG on demand.

C. *Payment.* Fees and expenses shall be payable by the District at the time of issuance of the Bonds and/or Lease Purchase Obligations. Payment of all fees and expenses hereunder shall be made at closing from proceeds of the Bonds and/or Lease Purchase Obligations and shall be entirely contingent upon issuance of the Bonds and/or Lease Purchase Obligations.

D. *Term of Engagement.* This Agreement shall remain in full force and effect through and including June 30, 2027, and shall be on a year-to-year basis automatically renewed for additional one-year periods on July 1 of each year until such time as all of the Bonds authorized in the Election shall be issued or this Agreement shall be otherwise terminated as provided herein.

E. *Termination of Agreement and Legal Services.* This Agreement and all legal services to be rendered under it may be terminated at any time by written notice from either party, with or without cause. In that event, all finished and unfinished documents prepared for adoption or execution by the District, shall, at the option of the District, become its property and shall be delivered to it or to any party it may designate; provided that PFLG shall have no liability whatsoever for any subsequent use of such documents. In the event of termination by the District, PFLG shall be paid for all satisfactory work, unless the termination is made for cause, in which event compensation, if any, shall be adjusted in the light of the particular facts and circumstances involved in the termination. If not sooner terminated as aforesaid, this Agreement and all legal services to be rendered under it shall terminate upon issuance of the Bonds and/or Lease Purchase Obligations; provided that the District shall remain liable for any unpaid compensation or reimbursement due under Section 2 hereof. Upon termination, PFLG shall have no future duty of any kind to or with respect to the Bonds and/or Lease Purchase Obligations or the District.

3. Nature of Engagement; Relationships With Other Parties.

The role of bond counsel, generally, is to prepare or review the procedures for issuance of bonds, notes, or other evidence of indebtedness and to provide an expert legal opinion with respect to the validity thereof and other subjects addressed by the opinion. Consistent with the historical origin and unique role of such counsel, and reliance thereon by the public finance market, PFLG's role as bond counsel under this Agreement is to provide an opinion and related legal services that represent an objective judgment on the matters addressed rather than the partisan position of an advocate.

In performing its services in connection with the Bonds and/or Lease Purchase Obligations, PFLG will act as special counsel to the District with respect to issuance of the Bonds and/or Lease Purchase Obligations; i.e., PFLG will assist the District's Legal Counsel in representing District but only with respect to validity of the Bonds and/or Lease Purchase Obligations and the Financing Documents, and the tax status of interest on the Bonds and/or Lease Purchase Obligations, in a manner not inconsistent with the role of bond counsel described above.

The District acknowledges that PFLG regularly performs legal services for many private and public entities in connection with a wide variety of matters. For example, PFLG has represented, is representing or may in the future represent other public entities, underwriters, trustees, rating agencies, insurers, credit enhancement providers, lenders, contractors, suppliers, financial and other consultants/advisors, accountants, investment providers/brokers, providers/brokers of derivative products and others who may have a role or interest in the Financing Plan or the Project or that may be involved with or adverse to the District in this or some other matter. PFLG agrees not to represent any such entity in connection with the Financing Plan, during the term of this Agreement, without the consent of the District. Given the special, limited role of bond counsel described above, the District acknowledges that no conflict of interest exists or would exist, and waives any conflict of interest that might appear actually or potentially to exist, now or in the future, by virtue of this Agreement or any such other attorney-client relationship that PFLG may have had, have or enter into, and the District specifically consents to any and all such relationships.

4. Limitation of Rights to Parties; Successor and Assigns.

Nothing in this Agreement or in any of the documents contemplated hereby, expressed or implied, is intended or shall be construed to give any person other than the District and PFLG any legal or equitable right or claim under or in respect of this Agreement, and this Agreement shall inure to the sole and exclusive benefit of the District and PFLG.

PFLG may not assign its obligations under this Agreement without written consent of the District except to a successor partnership or corporation to which all or substantially all of the assets and operations of PFLG are transferred. The District may assign its rights and obligations under this Agreement to (but only to) any other public entity that issues the Bonds and/or Lease Purchase Obligations (if not the District). The District shall not otherwise assign its rights and obligations under this Agreement without written consent of PFLG. All references to PFLG and the District in this Agreement shall be deemed to refer to any such successor of PFLG and to any such assignee of the District and shall bind and inure to the benefit of such successor and assignee whether so expressed or not.

5. Counterparts.

This Agreement may be executed in any number of counterparts and each counterpart shall for all purposes be deemed to be an original, and all such counterparts shall together constitute but one and the same Agreement.

6. Notices.

Any and all notice pertaining to this Agreement shall be sent by U.S. Postal Service, first class, postage prepaid to:

PFLG:

The Public Finance Law Group PLLC
5657 N. Classen Boulevard, Suite 100
Oklahoma City, OK 73118
Attention: Allan A. Brooks, III or Nathan D. Ellis

DISTRICT:

Independent School District No. 30 of Washington County, Oklahoma
1100 SW Jennings Ave.
Bartlesville, OK 74003
Attention: Superintendent

[Remainder of Page Left Blank Intentionally]

The District and PFLG have executed this Agreement by their duly authorized representatives as of the date provided above.

THE PUBLIC FINANCE LAW GROUP PLLC

By: 
Nathan D. Ellis, Esq.

**INDEPENDENT SCHOOL DISTRICT NO. 30
OF WASHINGTON COUNTY, OKLAHOMA**

By: _____
Title: President, Board of Education
Date: June 15, 2026

(SEAL)

ATTEST:

By: _____
Clerk, Board of Education

Resolution of Bartlesville Public Schools to Join Oklahoma Schools Insurance Group

Whereas, Oklahoma Schools Insurance Group ("OSIG") is an Oklahoma interlocal formed in accordance with Oklahoma law to enable Oklahoma School Districts to cooperate with each other to procure insurance services, benefits and insure against losses and possible liabilities in the most cost effective manner; and

Whereas, Bartlesville Public Schools is an Oklahoma public school district ("the District"); and

Whereas, OSIG has provided to the District a Plan Document which includes a quotation for certain insurance coverages for the 2026/2027 plan year; and

Whereas, the quotation is acceptable to the District;

Now, therefore be it resolved, that the District hereby joins OSIG as a Member;

Be it further resolved, that so long as the District remains as a Member, the District shall comply with OSIG's bylaws, the Plan Document and OSIG claim reporting procedures; and

Be it further resolved, that by the adoption and signing of this resolution, Bartlesville Public Schools understands and agrees that school district members are responsible for their own loss experience and will not be singly responsible for other members' losses.

Date: _____

Bartlesville Public Schools By:

Attest:

President, Board of Education

Clerk, Board of Education

PROPOSAL OF INSURANCE

PREPARED FOR

Bartlesville Public Schools

PRESENTED BY:

Aaron Reinhardt, AAI



Service Team

Producer

Aaron Reinhardt, AAI

aaron.reinhardt@bancfirst.insurance
(918) 949-6718
(918) 859-4043 Cell

Main contact for insurance program and any other items that are not able to be solved by other channels.

Account Executive

Carrie Vanzant, CIC, CISR, CRM

carrie.vanzant@bancfirst.insurance
(918) 949-6747
(800) 362-5902 Main Line

Coverage questions, billing questions, certificate requests, policy change requests, auto ID cards, turns in first report of claim. Back-up for the producer.

Claims

Don Holman

Don.Holman@bancfirst.insurance
(405) 600-1832

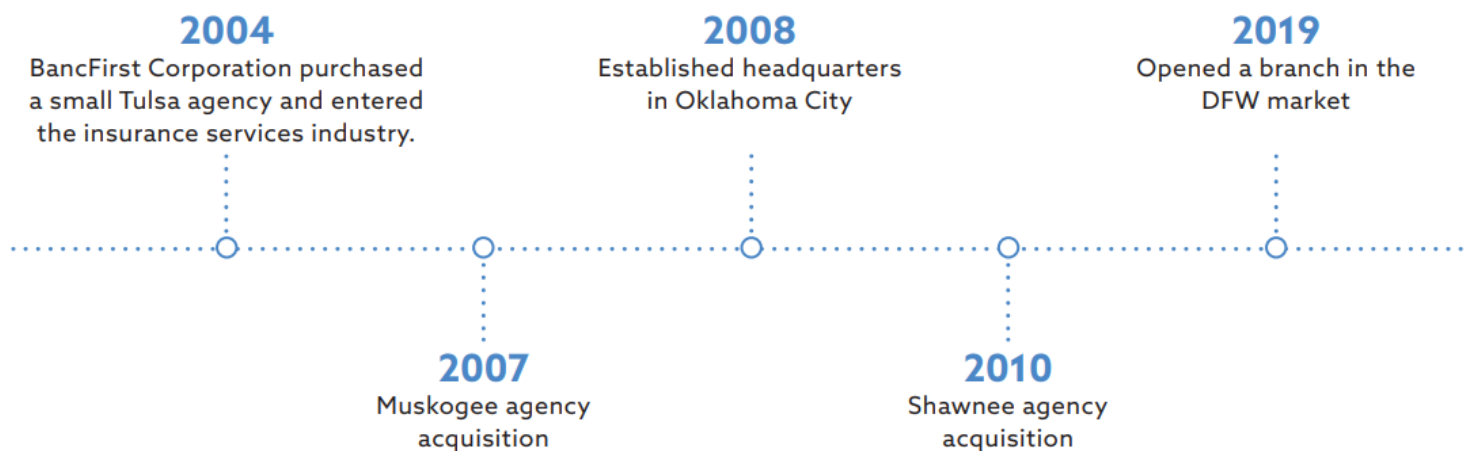
Handles claim follow-up and any issues that arise from a claim. Handles claims for all lines of business.

About BancFirst Insurance Services

BancFirst Insurance Services is built upon a tradition of integrity and industry leadership, and backed with well-trained, specialized consultants and cutting-edge technical resources. The BancFirst Insurance team has the experience, skills, and expertise to help guide you through a rapidly changing risk management landscape. That's not only our responsibility, it's our history.

Over the years, we have learned the most important person in the room is the customer. Every product or service we offer has one purpose – to provide the very best solution to every single customer we serve. With BancFirst Insurance as your risk consultant partner, we will invest our time, energy, resources, and industry knowledge to help your company's bottom line.

Our History



Agency Highlights

Named a top

100

agency in the country
according to *Insurance Journal*

Recognized as Big "I" Best
Practices Agency for

9 YEARS

100+

employees



What BancFirst Insurance Services, Inc. offers:

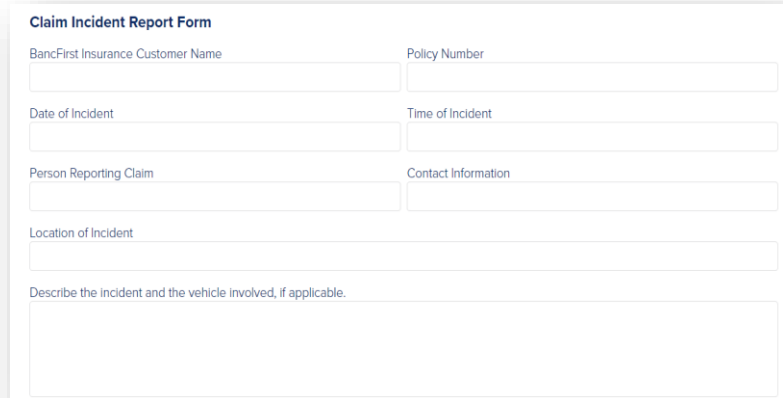
Position in the marketplace	• Independent and entrepreneurial • A preferred agent with top carriers • Established and financially viable
Diverse & experienced P&C team	• Average years of P&C team member experience is 15 years.
Consultative risk management approach	• Identify your exposures to loss • Examine and recommend alternative techniques to control your loss • Implement and monitor techniques we recommend • Seek continuous improvement for your loss control programs
Strong claims support	• Focus on communication and claims management to keep costs down • Expertise to negotiate your best outcome • Claims support
Strong loss control support	• Focuses carrier in the proper direction to minimize client costs • Acts as client advocate with insurer • Tailored safety programs
Consultative analysis	• Claims analysis • Loss trending • Verification of workers' compensation experience modifier

Claims Management

Part of any solid loss control program includes claims management strategies. BancFirst Insurance Services, Inc. is committed to providing you with proactive claims management services focused on minimizing overall claims expenses. This includes:

Managing Claims

- Initial procedure set-up meetings
- Claim review meetings
- Advocacy assistance
- 24-hour online emergency claim reporting



Claim Incident Report Form

BancFirst Insurance Customer Name _____ Policy Number _____

Date of Incident _____ Time of Incident _____

Person Reporting Claim _____ Contact Information _____

Location of Incident _____

Describe the incident and the vehicle involved, if applicable.

Claims Cost Containment & Fraud Strategies

From conducting an accident investigation to educational information on how to detect fraud, our claims cost containment resources will help you to minimize losses and protect your bottom line. This includes proper reporting, accident investigation, implementing a return to work program, educating employees and more.

ModMaster® Realize your company's full potential for cost savings with a complete mod analysis. We can help you better understand your mod rating and determine just how much you could be saving on your work comp premiums. Using your loss history information, we can work together to create a targeted loss control program to decrease your total costs.



Executive Summary

That stability and positive outlook in the property market we saw in 2025 has continued into 2026 and we saw stable to slightly negative rates in the OSIG program. The OSIG program trended our property values up by just over 3.5%, which is more of an inflationary protection increase.

OSIG has increased all the liability coverage up to \$2M of coverage in response to the increase in the Governmental tort limits. This caused liability premiums to increase. We are still seeing a rise in litigated claims across Oklahoma Public Schools and is something that has an impact on pricing.

We are pleased to see a renewal with a very small overall increase on the heels of over a \$40,000 decrease last year. The increase fell under our exposure increases, which is great news.

Our experience modifier took a big jump which we expected but it is a direct multiplier in the calculation of workers compensation premium. We have two other options for consideration which are shown on the workers' compensation premium summary page.

Proposal Highlights

- There are no changes in terms or coverages on the property or liability lines

Exposure & Claims Summary

	Current Exposure	Renewal Exposure	Percent Change
Property	\$393,347,500	\$405,147,925	3.00%
Auto	77 Units	80 units	3.90%
Staff Count	805	811	0.75%

OSIG Claims Policy Claims: 18/19 – 25/26

# OF CLAIMS	PREMIUMS PAID TO OSIG	INCURRED CLAIMS	LOSS RATIO
110	\$4,233,753	\$1,278,402	30%

Peer Property Comparison

	Bartlesville	Tulsa Area District	South OKC Area District	Tulsa Area District
Property Values	\$405,147,925	\$846,091,987	\$642,218,950	\$534,540,668
Rate (in cents)	16.75	25.75	42.36	20.93
PROPERTY PREMIUM	\$678,413	\$2,178,610	\$2,720,591	\$1,118,939

OSIG Premium Summary

COVERAGE	2025 - 2026 Premium	2026 - 2027 RENEWAL
Property	\$678,648	\$678,413
Annualized Mid-Year Endorsements	\$19,595	N/A
<i>All Other Peril Deductible</i>	<i>\$400,000</i>	<i>\$400,000</i>
<i>Wind & Hail Deductible</i>	<i>\$400,000</i>	<i>\$400,000</i>
Crime	Included	Included
Boiler & Machinery	\$3,251	\$2,799
General Liability	\$35,548	\$49,077
SBLL	\$35,551	\$49,077
Cyber Liability	Included	Included
Commercial Auto	\$55,151	\$73,309
Excess Liability	\$11,242	N/A
TOTAL ANNUAL	\$838,986	\$852,675
Percentage Increase		1.63%
Total Cost Increase/Decrease		\$13,689

* Underlying liability limits all increased to \$2M for the 2026 policy period

* \$1M excess policy can be purchased for an additional \$7,447

Workers Compensation Premium Summary

	Current Exposure	Renewal Exposure	Percent Change
Workers Comp	\$37,321,558	\$38,482,374	3.11%
Experience Modifier	0.95	1.19	25.2%

CLASS CODES	2025 - 2026 PAYROLLS	2026 - 2027 PAYROLLS
8868: Teachers Professional	\$35,800,000	\$37,000,000
7380: Drivers	\$1,433,710	\$1,382,374
9101: School All Other	\$87,848	\$100,000

POLICY YEAR	NUMBER OF CLAIMS	TOTAL CLAIMS COSTS
2025-2026	32	\$62,397
2024-2025	31	\$162,369
2023-2024	30	\$171,471
2022-2023	27	\$82,512

Workers Compensation Premium Options

Coverage	Zenith EXPIRING	Zenith (Renewal)	CompSource	Stonetrust
ELL - Each Accident	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
ELL - Policy Limit	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
ELL - Each Employee	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
TOTAL WC PREMIUM	\$207,943	\$239,661	\$222,169	\$248,811

Information Summary

First Named Insured: Bartlesville Public Schools ISD #30

- The First Named Insured will be the insured that is:
 - Responsible for payment of premium
 - Authorized to make changes in the policy with approval of insurance company
 - Authorized to cancel the policy
 - Designated to receive notice of cancellation

Other Named Insured's: None

Mailing Address: PO Box 1357
Bartlesville, OK 74005

Location Schedule

Location	Address	City, State
1	1100 S. Jennings	Bartlesville, OK
2	1500 S. Rogers Ave	Bartlesville, OK
3	1700 Hillcrest Drive	Bartlesville, OK
4	1820 Crestview Dr	Bartlesville, OK
5	198 N. Dewey Ave	Bartlesville, OK
6	245 E. Spruce Ave	Bartlesville, OK
7	3000 Wayside Dr	Bartlesville, OK
8	408 E. 9th St	Bartlesville, OK
9	4620 E. Frank Phillip	Bartlesville, OK
10	5100 David Lane	Bartlesville, OK
11	512 S. Madison Blvd	Bartlesville, OK
12	5900 SE Baylor Dr	Bartlesville, OK
13	801 E. 13th St	Bartlesville, OK
14	805 E. 13 th St.	Bartlesville, OK
15	1900 SE Shawnee Ave	Bartlesville, OK

Commercial Property

Carrier: OSIG
Policy Term: 7/1/2026 - 7/1/2027

The Commercial Property policy covers your buildings, contents, or specified other property against perils defined by the form, subject to the terms of the policy.

Terms and Conditions

Limits of Coverage:	\$349,406,882 Buildings Limit
	\$55,741,043 Blanket Contents Limit
Auto Values	\$4,726,863
Margin Clause	125% Of Stated Values
Earthquake	\$10,000,000
Flood	\$25,000,000
Loss Cost Adjustment:	Replacement Cost (15 year ACV Provision & Cosmetic Damage Exclusion)
Co-Insurance Provision:	Agreed Amount
All Other Peril Deductible:	\$400,000
Wind & Hail Deductible:	\$400,000
EQ & Flood Deductible:	\$50,000

Additional Coverages

Equipment Breakdown (\$1,000 Ded)	\$200,000,000
Ordinance or Law	Policy Limits
EDP Limit	\$1,500,000
Extra Expense	\$500,000
Equipment Floater	\$190,000
Valuable Papers & Records	Included in Limits
Outdoors Signs	Included in Limits
Property in Transit	Included in Limits
Employee Dishonesty (\$1,000 Ded)	\$10,000
Depositors Forgery (\$1,000 Ded)	\$10,000
Money & Securities (\$1,000 Ded)	\$10,000

***Flood is not included for 198 N. Dewey, 801 & 805 E. 13th, or 1700 Hillcrest**

General Liability

Carrier: OSIG
Policy Term: 7/1/2026 - 7/1/2027

This type of policy protects your business from claims arising from your legal liability for injury or damages to other people or their property.

General Coverage Information

Coverage	Limits
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal/Advertising Injury Limit	\$2,000,000
Each Occurrence	\$2,000,000
Employee Benefits	\$2,000,000

Coverages Highlights:

- Sexual Abuse & Molestation – Occurrence (Incl. in GL)
- Defense Costs Paid in Addition to the Limits Shown
- Employees as Additional Insured's
- Premises & Operations
- Corporal Punishment *Not* Excluded
- Miscellaneous Professional to include school nurses, counselors and allied health programs
- Employee Benefits Liability – Claims Made Form (Unlimited Prior Acts)

School Board Legal Liability

Carrier: OSIG
Policy Term: 7/1/2026 - 7/1/2027

The School Board Legal Liability (SBLL) Program covers former, present and future school board members, administrators, employees and volunteers for any actual or alleged breach of duty, negligent act or error, misstatement, misleading statement or omission.

General Coverage Information

Coverage	Limits
General Aggregate Limit	\$2,000,000
Each Occurrence	\$2,000,000
Special Education Claims Expense Sub-Limit	Silent
Employment Practice Liability	\$2,000,000
IEP Administrative hearings	\$25,000
Redistricting Activities	Not Excluded
Deductible	\$10,000

Coverages Highlights:

- Claims Made Form - Full Prior Acts
- Insureds include District, Board Members, Employees, Student Teachers, and Volunteers

Reporting of Claims

The insured shall report in writing any potential claim when the insured first becomes aware of such claim. This includes, but may not be limited to, notices from the Human Rights Commission or from the Equal Employment Opportunities Commission. Please read the claim reporting provisions of your policy. Failure to report as soon as practical may result in voiding of coverage under the terms of this contract.

Cyber Liability

Carrier: OSIG
Policy Term: 7/1/2026 - 7/1/2027

This type of policy protects your business from claims arising from a data breach or network breach.

General Coverage Information	
THIRD PARTY COVERAGE	
Data, Security & Privacy Liability	\$2,000,000
Penalties & Regulatory Defense	\$2,000,000
Website Media Liability & Payment Card Liability	\$2,000,000
Breach Response Cost	\$500,000
FIRST PARTY COVERAGE	
Cyber Extortion	\$750,000
Data Recovery Loss	\$750,000
Business Interruption Loss	\$750,000
System Failure Business Interruption Loss	\$500,000
Dependent Business Interruption – Security Breach	\$750,000
Dependent Business Interruption – System Failure	\$100,000
E-CRIME	
Fraudulent Instruction	\$75,000
Transfer Fund	\$75,000
Fraud	\$75,000

- Claims made form – 7/1/2018 Retro Date
- \$2,000,000 Aggregate Limit
- **\$10,000 Deductible**
- \$100,000 coverage for Reputational Harm
- \$100,000 coverage for Hardware Loss
- \$25,000 coverage for Cryptojacking

Business Auto

Carrier: OSIG
Policy Term: 7/1/2026 - 7/1/2027

This policy can provide a combination of Liability and Physical Damage protection for vehicles owned, maintained, or used by you. Additional coverage, such as medical payments and uninsured motorists, can be purchased to customize the policy to fit your particular needs

Coverage/Limits

Coverage	Symbols	Limit
Limit of Liability	1	\$2,000,000
Uninsured Motorist (UM)	2	OK Minimum Limits
Underinsured Motorist (UIM)	2	OK Minimum Limits
Auto Property Damage Deductible		\$1,000
Comprehensive	7	\$1,000
Collision	7	\$1,000

Hired and Non Owned Auto Coverage

Coverage	Included	States
Hired / Borrowed Auto Liability	Y	OK
Non-Owned Auto Liability	Y	OK

* No charge for auto additions/deletions during the policy term. Those changes must still reported to us.

* Coverage included for garage liability and garage keepers legal liability

Liability Coverage Auto Symbols

Symbol	Description
1	Any Auto - This is the broadest symbol designation and covers any vehicle.
2	Owned Autos Only – This symbol covers any auto owned by an insured including any auto that is acquired after the policy begins. The symbol also applies to any trailer while being towed by an owned vehicle.
3	Owned Private Passenger Autos Only – This symbol covers only private passenger type autos owned by the insured including any acquired after the policy begins.
4	Owned Autos Other Than Private Passenger Autos Only – This symbol covers all autos other than private passenger type autos (vans, trucks, motorized equipment) owned by the insured including such vehicles that may be acquired after the policy begins. The symbol also applies to any trailer while towed by owned vehicle.
5	Owned Autos subject to No-Fault – Any auto owned by an insured that is garaged or licensed in a state where no-fault benefit laws exist. This symbol also applied to any auto acquired after the policy begins.
6	Owned Autos Subject to Compulsory Uninsured Motorist Law – Any auto owned by an insured that is garaged or licensed in a state where drivers are required to carry uninsured motorist coverage. This symbol applied to autos acquired after the policy begins.
7	Specifically Described Autos – Only those autos that are specifically listed on the policy are covered. The symbol also applied to any trailer while it is towed by a listed vehicle.
8	Hired Autos Only – This symbol covers only those autos that an insured leases, hires, rents or borrows. However, it does NOT include autos leased, hired, rented or borrowed from an employee, partner or member of an insured's household.
9	Non-Owned Autos Only – This symbol covers only those autos an insured does not own, lease, hire, rent or borrow that are used the insured's business. This includes autos owned by employees, partners or member of an insured's household but only while those non-owned autos are used in the insured's business or personal affairs.

*** Full Vehicle Schedule on file and available (80 total units)**

Deadly Weapon Event Coverage

Carrier: OSIG

Policy Term: 7/1/2026 - 7/1/2027

This form provides coverage for any event involving an assailant where a weapon has been used or brandished on any of your locations.

Policy has a \$2,500,000 Annual Aggregate

Insuring Agreement	Coverage	Limit	Deductible
Legal Liability	Claims arising out of your legal obligation to pay for certain damages and claims expenses	\$500,000	\$10,000 per event
Physical Damage	Demo, clearance & memorialization expenses	\$250,000	\$10,000 per event
Crisis Management	Coverage for public relations specialists, consultants, additional security and investigators	\$500,000	\$10,000 per event
Extra Expense	Loss of income due to a deadly weapon event	\$500,000	\$10,000 per event
Counseling Expense	Counseling Expenses	\$250,000	\$10,000 per event
Medical Expenses	Per Medical Expense	\$25,000	\$10,000 per event
Funeral Expenses	Per Person Funeral Expense	\$15,000	\$10,000 per event
Death Benefit	Per person accidental death coverage	\$50,000	\$10,000 per event

Claim Made Form: Retro 8/1/2022

Workers Compensation

Carrier: Zenith Insurance Company
A.M. Best Rating: A Excellent
Policy Term: 7/1/2026 - 7/1/2027

- State law requires that every employer provide Work Comp insurance for their employees. This insurance provides coverage for accidents or disease arising from employment as prescribed by state laws.
- Statutory and Employers Liability – Covers your statutory liability under the work comp laws of the state(s) your employees are hired in, live in, and your legal liability as an employer, for the selected limit of liability per accident, plus defense costs.

Coverage/Limits	
Employers Liability – Bodily Injury by Accident (Each Accident)	\$1,000,000
Employers Liability – Bodily Injury by Disease (Policy Limit)	\$1,000,000
Employers Liability – Bodily Injury by Disease (Each Employee)	\$1,000,000

Classifications				
State	Class Code	Description	2025 Expiring Payroll	Estimated 2026 Payroll
OK	7380	Drivers	\$1,433,710	\$1,382,374
OK	8868	School Professional & Clerical	\$35,800,000	\$37,000,000
OK	9101	School All Other	\$87,848	\$100,000

Value Added Services

BancFirst Insurance Services provides many services to our clients directly. These include full claims reviews, OSHA compliance assistance, HR manual development and safety plan consulting. Access to these services is as needed and can be discussed and implemented at any time. Finally, we will coordinate directly with your carrier on your behalf for specific training, risk control and loss management activities needed on an ongoing basis.

Below is a sampling of programs we have helped similar customers put together in the past:

- Review & Update Abuse and Molestation Policies and Procedures
- OSHA Readiness Plan
- Fire Evacuation and Emergency Response Plan Review
- Pollution Response Plan
- Driver Training Program
- Vehicle Safety Standards and Procedures

Another direct resource for all our clients is unlimited access to BancFirst Insurance Connect. This website has a huge variety of resources from fleet manuals to ACA compliance information. The data is updated daily and is designed to help CFOs, HR directors, safety managers and risk management personnel informed of all the latest and greatest information. A demo will be done for the appropriate SSI team members within 30 days of implementation.

Additionally, BFINS partners with several prestigious third party companies to provide deeply discounted services to our customers. These include:

- True Digital Security – True Digital is a cyber-consulting firm committed to helping their clients be well protected from cyber threats. For BFINS clients they offer a much discounted initial assessment of how well protected a business currently is and where they can improve.
- HR Service Connect – HR Service connect provides BFINS clients with access to expertise on many human resources issues. They can review HR manuals of all types including hiring procedures, performance development plans, application procedures etc.

Our Solutions

BancFirst Insurance creates solutions tailored to fit your business and individual needs allowing you to protect what matters most.

Commercial Insurance

We have the expertise and experience needed to identify risks to your business and help provide solutions to mitigate those risks. Our diverse team of experienced professionals will identify and reduce risk through consultation, education and management.

- Builders Risk
- Business Auto
- Business Owners Policy
- Commercial Property
- Directors & Officers
- Employment Practices Liability
- Surety Bonds
- Aviation
- Cyber Insurance
- Agricultural
- Liquor Liability
- General Liability
- Nonprofit Organizations
- Professional Liability
- Umbrella
- Workers Compensation
- Environmental & Pollution
- Garage & Dealers Open Lot
- Inland Marine
- Business Interruption
- Boiler & Machinery

Employee Benefits

Our employee benefits consultants' partner with employers to design, implement and manage comprehensive benefit programs that attract and retain talent, enhance employee well-being and align with our client's strategic goals.

- HR Services
- Medical
- Dental
- Vision
- Life and Accidental Death and Dismemberment
- Section 125 Cafeteria Plans (HAS, FSA, DCAP)
- Short and Long-Term Disability
- Worksite Benefits

Personal Lines

We provide a customized solution based on an individual's insurance needs, whether for your home, auto, boat, RV or more. Together we are able to give you peace of mind and the ability to safeguard the most important things to you and your family.

- Auto
- Motorcycle
- Recreational Vehicle
- Watercraft
- Homeowners
- Renters
- Condo
- Rental Property
- Flood
- Umbrella

Confirmation to Bind

Confirmation to Bind Agreement

We, Bartlesville Public Schools, acknowledge that we have reviewed the enclosed proposal and confirm to BancFirst Insurance Services to bind the coverage offered in this proposal. Any changes are noted below.

Authorized Signature: _____

Date: _____

Name & Title: _____

Initial one of the options below:

_____ As proposed

_____ Bind with the following changes:

Disclosures

Please read the disclosures, proposal and policies carefully before signing the Electronic Documents and the Authorization to Bind.

Coverage and Limits: This proposal document has been created exclusively for Bartlesville Public Schools and contains a summary of your proposed insurance coverage and policies. This document is not an insurance policy. Should there be any discrepancy between the policies' terms and this document's provisions, the policies' terms shall take precedence.

It is your responsibility to review the entire proposal and policies for its named entities, actual terms, limits, and conditions. Please read your policy for specific details of coverages. New exposures and changes need to be reported by you, so that proper coverage may be offered.

The abbreviated outlines of coverages used throughout this proposal are not intended to express any legal opinion as to the nature of coverage and is based upon exposures to loss that currently exist and were made known to BancFirst Insurance Services (BFINS).

The insurance company reserves the right to inspect your operations during the policy term. The quoted premiums are annual estimates and may change due to your year-end audits or mid-term policy changes.

Compensation: BancFirst Insurance Services is primarily compensated on commissions based on a percentage of the premium from insurance companies for placement of insurance and service of our clients. Depending on the volume and profitability of business placed with certain insurance carriers, BFINS may be qualified and/or eligible for additional compensation, bonuses or awards

Scope of Services: BancFirst Insurance Services works with a number of competing insurers. We will answer any questions you may have regarding the quotes, insurers or policies that we obtain. Please note that you are ultimately responsible for deciding the insurance product and coverage amount you need and will purchase.

Privacy and Communications: BancFirst Insurance Services has several means of communication to ensure meaningful and effective communication. Traditional means of communication, such as phone calls, emails, or fax transmissions, can be used to exchange non-confidential correspondence. Communications that are confidential in nature and include sensitive information, may be sent via encrypted email where the recipient must authenticate to access the message.

We employ reasonable security measures to maintain data security and keep communications secure in accordance with our obligations under applicable state and federal laws and professional standards.

Additional Information: For more information, specific details or answers to any questions about our services, fees or compensation, please contact us at 800.362.5902 or <https://www.bancfirst.insurance>. Thank you for choosing us to assist you with your insurance needs. We value your trust and appreciate your business. Please let us know if there is anything we can do to serve you better.

ADDENDUM TO EXTEND AGREEMENT

This is an Addendum to an Agreement between **ESS South Central, LLC**, a Delaware limited liability company (the "Company") and the **Bartlesville Public Schools** (hereinafter referred to as "LEA" for Local Education Agency).

Whereas, the LEA and the Company entered into an Agreement whereby Company is to provide substitute staffing to fill positions at the request of the LEA for a period ending June 30, 2026;

Whereas, LEA and Company are desirous of extending the term of the Agreement through June 30, 2027 with the provisions set forth below;

Now, Therefore, be it agreed between the parties, as follows:

1. The Term of the Agreement, as reflected in Paragraph 7, is hereby extended from July 1, 2026 through June 30, 2027;
2. Effective July 1, 2026, Addendum "A" to the Agreement, Pricing, is amended as per the attached revised Addendum "A";
3. This Agreement will automatically renew for additional one (1) year periods unless either party provides written notice of termination at least ninety days prior to the end of the fiscal school year.
4. Except as specifically and explicitly set forth herein, all other terms of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth below.

Bartlesville Public Schools

By Stephanie A. Cundis
Signature

Stephanie A. Cundis
Name and Title Executive Director

Date 4/22/26

ESS South Central, LLC

By Steve Gritzuk
Steve Gritzuk, Chief Operating Officer

**EXHIBIT A
Pricing Plan**

<u>Position</u>	<u>Pay Rate</u>	<u>Company Bill Rate</u>
Daily Substitute - Certified Sub working in a Certified Position - Full Day	\$100.00	\$135.50
Daily Substitute - Certified Sub working in a Certified Position - Half Day	\$50.00	\$67.75
Daily Substitute - Non-Certified Sub working in a Certified Position - Full Day	\$80.00	\$108.40
Daily Substitute - Non-Certified Sub working in a Certified Position - Half Day	\$40.00	\$54.20
Daily Substitute - Support Position - Step M - Hourly	\$12.15	\$16.46
Daily Substitute - Support Position - Step N - Hourly	\$12.45	\$16.87
Daily Substitute - Support Position - Step O - Hourly	\$12.77	\$17.30
Daily Substitute - Support Position - Step P - Hourly	\$13.10	\$17.75
Daily Substitute - Support Position - Step Q - Hourly	\$13.45	\$18.22
Daily Substitute - Support Position - Step R - Hourly	\$14.42	\$19.54
Daily Substitute - Support Position - Step S - Hourly	\$15.98	\$21.65
Daily Substitute - Support Position - Step T - Hourly	\$17.00	\$23.04
Daily Substitute - Support Position - Step U - Hourly	\$18.09	\$24.51
Daily Substitute - Support Position - Step V - Hourly	\$20.42	\$27.67
Long-Term Substitute* - Certified Sub in a Certified Position	\$237.57	\$321.91
Long-Term Substitute* - Non-Certified Sub in a Certified Position	\$150.00	\$203.25

* Long Term is considered as 10 consecutive days or more in the same assignment. The Long-Term rate is retroactively paid back to Day #1 of the assignment.

**SERVICE AGREEMENT
2026-2027
BARTLESVILLE INDEPENDENT SCHOOLS DISTRICT #30 and CITY OF BARTLESVILLE**

This AGREEMENT, by and between the Bartlesville Independent Schools District #30 (hereinafter "BPS") and the CITY OF BARTLESVILLE, OKLAHOMA, a municipal corporation, (hereinafter "City")

WHEREAS, BPS is a school district agreeing to share the cost of policing services specifically addressing law enforcement and community oriented policing services on BPS property, and

WHEREAS, BPS is desirous of contracting with the City to provide policing services in the interest of public and school safety through promotion of positive influences and mentorship of the youth in an educational environment.

WHEREAS, BPS and the City are desirous of having ten (10) uniformed police officers (hereinafter referred to as School Resource Officers, or SRO's) assigned to the described policing duties on BPS school property during those days/times when school is in session and/or any other days/times agreed upon through BPS and City.

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein, the parties agree as follow:

Section I SERVICE AND RESPONSIBILITIES

A. The City shall:

1. Provide ten (10) uniformed officers to work as their primary assignment/duties in SRO capacity on BPS property during date/times that school is in session (not including non-school and/or summer school days) unless the SRO is absent due to illness, or other leave time deemed unavailable without prior notice.
2. Provide other routine policing services to BPS as needed in the absence of, or during dates/times an SRO is unavailable, or as required for policing assistance to the SRO's.
 - a. SRO's will make every effort to schedule vacation/holiday time off in conjunction with those dates/times that school is not in session. However, if such time off is granted by the City to an SRO every effort will be made to give advanced notification to BPS.
 - b. During dates/times of illness and/or other unavailable leave time the City, through the Bartlesville Police Department Patrol Division will assume any routine policing services in the absence of the SRO. During such dates/times a uniformed police officer will not be specifically assigned to the SRO position unless otherwise deemed necessary by the police department administration.
3. The City shall equip the ten (10) SRO's appropriately as deemed necessary by the City for policing duties to include police vehicle, weapons, uniforms, police badge, and other required police credentials, etc.

SERVICE AGREEMENT

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BARTLESVILLE INDEPENDENT SCHOOLS DISTRICT #30 and CITY OF BARTLESVILLE

4. The City reserves the right to recall SROs in cases of emergency, natural disaster, or other manpower shortage and make available for assignment elsewhere as deemed appropriate and at the discretion of the Bartlesville Police Department administration.

a. The City will resume SRO duties as described herein once the emergency, natural disaster, or other manpower shortage has been resolved and/or ended.

5. The City reserves the right to end this contractual agreement with BPS at any time with at least 90 days advanced notice.

B. BPS shall:

1. BPS will provide office space/equipment as deemed necessary for Ten (10) SROs and at the discretion of BPS.

2. BPS shall give at least 90 days advanced notice of intent to end this contractual agreement with the City.

Section II SRO TRAINING REQUIREMENT

To ensure consistency with nationally recognized best practices for school-based law enforcement, all School Resource Officers (SROs) assigned to the District shall successfully complete the National Association of School Resource Officers (NASRO) Basic School Resource Officer Course within one (1) year of their assignment or hire date as an SRO.

Section III SCHOOL RESOURCE AUTHORITY

The parties agree that School Resource Officers shall be considered "school officials" for the purposes of conducting searches and seizures on school property.

- Such searches shall be based on reasonable suspicion and carried out in accordance with New Jersey v. T.L.O., 469 U.S. 325 (1985) and applicable case law.

- The SRO role shall not diminish the authority of school administrators to enforce district policies and student discipline.

Section IV INCORPORATION OF CASE LAW

The case law summarized in Attachment A (Case Law Reference Sheet) is expressly incorporated into this Agreement. These authorities affirm that SROs may conduct searches as "school officials" under the reasonable suspicion standard.

Section V TERMS OF AGREEMENT

This Agreement shall be in effect as of July 1, 2026 and shall remain in effect until June 30, 2027.

This Agreement shall automatically renew upon the same terms and conditions set out herein unless either party notifies the other in writing on or before ninety days prior to the expiration date that it intends to terminate this agreement, or that amendment of the same if desired.

Section VI FEES

In payment for providing ten (10) School Resource Officers (SROs) by the City pursuant to Section I of this agreement, BPS agrees:

- A. The City will take the average sum of the ten (10) SROs salaries, and BPS will pay 75% of the nine (9) SROs salaries annually for providing ten (10) School Resource Officers. One (1) SRO will be provided annually at no cost to BPS. Additionally, the City will provide one (1) SRO for summer school at no cost to BPS.
 - 1. BPS will pay the City monthly or 1/12 of the annual sum each month for SRO services provided unless either party desires to end the contractual agreement as set forth herein.
 - 2. Monthly payments will begin using the City fiscal year every July through the following June.

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Entered into this ____ day of _____ 2026

Bartlesville Independent Schools District #30

Secretary

Date

Authorized Signature

Date

Attest, City of Bartlesville

City Clerk Signature

Date

Mayor Signature

Date

Attachment A – Case Law Reference Sheet

Searches and Seizures by School Resource Officers

The following legal authorities establish that School Resource Officers may act as “school officials” for purposes of searches and seizures conducted under the reasonable suspicion standard:

- New Jersey v. T.L.O., 469 U.S. 325 (1985) – Reasonable suspicion standard for school searches.
- R.M. v. State, 20 N.E.3d 873 (Ind. Ct. App. 2014) – Backpack search.
- People in Int. of T.S., 63 V.I. 114 (V.I. Super. 2015) – Backpack search.
- Salyer v. Hollidaysburg Area Sch. Dist., 2018 WL 3579838 (W.D. Pa. 2018) – Pat-down search.
- D.L. v. State, 877 N.E.2d 500 (2007) – Pat-down search.
- T.S. v. State, 863 N.E.2d 362 (2007) – Pants search.
- Myers v. State, 839 N.E.2d 1154 (2005) – Vehicle search.
- In re William V., 4 Cal. Rptr. 3d 695 (Cal. Ct. App. 2003) – Clothing search.
- In re K.J., 18 Cal. App. 5th 1123 (2018) – Pat-down search.
- In re Adrian O., 2019 WL 1292401 (Cal. Ct. App. 2019) – Cell phone search.
- J.M. v. Parlier Unified Sch. Dist., 2021 WL 5234770 (E.D. Cal. 2021) – Chain of command for searches.
- In re K.S., 183 Cal. App. 4th 72 (2010) – Pants search.
- In re J.W., 2016 WL 3853700 (Cal. Ct. App. 2016) – Backpack search.
- In re F.I., 2020 WL 2059932 (Cal. Ct. App. 2020) – Pat-down search.
- In re J.D., 225 Cal. App. 4th 709 (2014) – Backpack search.
- In re Jose O., 2014 WL 5500009 (Cal. Ct. App. 2014) – Pat-down search.
- In re A.T., 2012 WL 555697 (Cal. Ct. App. 2012) – Pat-down search.
- In re E.H., 2011 WL 3211537 (Cal. Ct. App. 2011) – Wallet search.
- In re J.V., 2022 WL 17335984 (Cal. Ct. App. 2022) – Backpack search.
- People v. Cruz, 2016 WL 537121 (Cal. Ct. App. 2016) – Backpack search.
- In re Henry J., 2015 WL 4575932 (Cal. Ct. App. 2015) – Pat-down search.
- People v. Williams, 339 Ill. App. 3d 956 (2003) – Vehicle search.

- State v. Schloegel, 769 N.W.2d 130 (2009) – Vehicle search.
- Russell v. State, 74 S.W.3d 887 (Tex. App. 2002) – Pat-down search.
- In the Matter of D.D., 554 S.E.2d 346 (2001) – Purse search.
- State v. Best, 959 A.2d 243 (N.J. 2008), aff'd 987 A.2d 605 (2010) – Pants search.
- People v. Satterly, 2013 IL App (3d) 120193-U (2013) – Pat-down search.
- In re Randy G., 26 Cal.4th 556 (2001) – Pat-down search.
- New York v. Jameel Butler, 725 N.Y.S.2d 534 (2001) – Pat-down search.
- State v. N.G.B., 806 So. 2d 567 (Fla. Ct. App. 2002) – Pants search.
- Shade v. City of Farmington, 309 F.3d 1054 (8th Cir. 2002) – Pat-down search.
- State v. Whorley, 720 So. 2d 282 (Fla. Ct. App. 1998) – Pat-down search.
- Sims v. Bracken Cnty. Sch. Dist., 2010 WL 4103167 (E.D. Ky. 2010) – Pat-down and vehicle search.
- K.G. v. Bd. of Educ. of Woodford Cnty., 2022 WL 19692050 (E.D. Ky. 2022) – Cell phone search.
- People v. Dilworth, 661 N.E.2d 310 (Ill. 1996) – Flashlight search.
- In re Josue T., 989 P.2d 431 (N.M. Ct. App. 1999) – Pants search.
- In re Angelia D.B., 564 N.W.2d 682 (Wis. 1997) – Coat/person search.
- I.R.C. v. State, 968 So. 2d 583 (Fla. Ct. App. 2007) – Book bag search.
- State v. Gage R., 243 P.3d 453 (N.M. Ct. App. 2010) – Backpack search.
- Cason v. Cook, 810 F.2d 188 (8th Cir. 1987) – Person and bag search.
- State v. Vang, 960 N.W.2d 434 (Wis. Ct. App. 2021) – Vehicle search.
- T.S.H. v. Green, 996 F.3d 915 (8th Cir. 2021) – Cell phone search.
- In re Ana E., 2002 WL 264325 (N.Y. Fam. Ct. 2002) – Book bag search.
- J.A.R. v. State, 689 So. 2d 1242 (Fla. Ct. App. 1997) – Pat-down search.
- M.D. v. State, 65 So. 3d 563 (Fla. Ct. App. 2011) – Pockets search.
- K.P. v. State, 129 So. 3d 1121 (Fla. Ct. App. 2013) – Book bag search.
- State v. J.H., 898 So. 2d 240 (Fla. Ct. App. 2005) – Pocket search.
- R.C. v. State, 852 So. 2d 311 (Fla. Ct. App. 2003) – Pants search.

THE OKLAHOMA PURCHASING SYSTEM

INTERLOCAL COOPERATION AGREEMENT

This Interlocal Cooperation Agreement (also referred to as “Agreement”) is entered into by and between Independent School District No. 15 of Atoka County a/k/a Atoka Public Schools (“APS”) and the member public agencies (“Members”) listed below, pursuant to § 139 of the Oklahoma Public Competitive Bidding Act (“PCBA”), Okla. Stat. tit. 61 § 101, *et seq.*, and the Interlocal Cooperation Act (“the Act”), Okla. Stat. tit. 74, §§ 1001, *et seq.*

MEMBER:

NAME OF AGENCY: Bartlesville Public School

BOARD APPROVAL DATE: _____

AGENCY CONTACT: _____

CONTACT TITLE: _____

CONTACT SIGNATURE: _____

APS and Member hereby represent that:

- Both entities are “public agencies,” as that term is defined in the Interlocal Cooperation Act; and
- APS is a public school district, acting under the authority granted to it pursuant to § 139 of the PCBA; and
- Member is a public agency within the State of Oklahoma as defined by 74 O.S. § 1003(A), acting under the authority granted to it pursuant to § 139 of the PCBA; OR
- Member is a public agency outside the State of Oklahoma as defined by 74 O.S. § 1003(A)(5);

NOW THEREFORE, APS and Member hereby agree as follows:

I. DEFINITIONS

For the purposes of this Agreement:

1. The term “public agency” shall mean any political subdivision of the State of Oklahoma or agency of the state government, or public trust, their respective boards, and public trusts of which they are beneficiaries, or a public agency outside the state of Oklahoma;

2. The term “member” shall mean a public agency which has become a party to this Agreement;
3. The term “group” shall mean The Oklahoma Purchasing System;
4. The term “participating agency” shall mean a member or the group;
5. The term “construction-related materials and services” shall mean any materials or services that would or could be required to be subject to public bidding under the PCBA.

II. STATEMENT OF SERVICES OFFERED

APS, as the lead agency for The Oklahoma Purchasing System (TOPS), with BTOK Marketing, LLC as the buyer’s agent, has established and will administer a cooperative purchasing program for construction-related materials and services, and other cooperative contract offerings. Authority for such services is granted by Okla. Stat. tit. 61, § 139.

III. PURPOSE

The purpose of TOPS is to reduce the costs associated with construction-related materials and services, and other cooperative contract offerings at market price, budget control, and to increase construction quality.

IV. TERM

This Agreement covers the period July 1 to June 30 of each calendar year and is good for life unless either party terminates the agreement.

V. RIGHTS

APS, in cooperation with TOPS and BTOK Marketing, LLC, is granted the right to issue a cooperative bid/proposal for construction-related materials and services, and other cooperative contract offerings reflective of the needs supplied by the Members initiating their construction, and other cooperative contract offerings bid/proposal through TOPS. APS, as the lead agency, is further granted the right to secure product award(s) for specific construction-related materials and services, and other cooperative contract offerings for a period of one year in cooperation with TOPS.

VI. DUTIES/RESPONSIBILITIES

APS, as the lead agency is responsible for the following:

- Offer appropriate and necessary support to encourage positive vendor/contractor relationships.
- Distribute this Agreement to potential and current members for adoption or update by their Board of Education.
- Present all Agreements to the APS Board of Education for approval.

TOPS, and BTOK Marketing, LLC, as the buyer's agent, is responsible for the following:

- Provide for the organizational and administrative structure of the program.
- Provide staff time necessary for efficient operation of the program.
- Receive quantity requests from members and prepare appropriate tally of quantities.
- Initiate and implement activities related to the bidding and vendor/contractor selection process in accordance with Oklahoma law, particularly the PCBA.
- Provide members with procedures for ordering, delivery, and billing.

Members are responsible for the following:

- Approving the Interlocal Cooperation Agreement with APS.
- Commit to participate in the program by an authorized signature in the appropriate space within this Agreement.
- Designate a contact person.
- Commit to purchase construction-related materials and services that become part of the official materials and services list when it is in the best interest of the Cooperative Member.
- Prepare purchase orders issued to the appropriate vendor/contractor from the official award list provided by TOPS.
- Accept shipments of products ordered from vendor/contractors in accordance with standard purchasing procedures.
- Pay vendor/contractors in a timely manner for all goods and services received.
- Providing notice of intent to terminate this agreement, in writing, to David Lassiter, Director of TOPS, at least thirty (30) days in advance of the intent to terminate. Advance notice of termination is waived in the event a participating public agency is dissolved or consolidated or a participating school district is consolidated, annexed, designated as fiscally distressed, or managed by the State Department of Education.
- Providing local purchasing estimates to TOPS by the specified deadline for all items to be purchased under contract. The public agency agrees to establish estimates with the intent to purchase said quantities.
- Refraining from initiating bids/proposals for purchasing contracts that conflict with those being solicited by TOPS and for which the Member has enrolled for participation until such time as those solicitations by TOPS are closed.
- Seeking resolution of all problems regarding purchasing, delivery, receiving, and billing, with the appropriate vendor/contractor.

- Understanding and agreeing that participating in this Agreement does not relieve the Members from obligations to comply with all applicable procurement laws.

VII. DISSOLUTION AND DISPOSITION OF PROPERTY

The title to all property, real and personal, acquired by TOPS shall be vested in TOPS. In the event of termination of TOPS, such property shall belong to the then-members of TOPS in pro-rata shares. Upon partial or complete termination of this Agreement, the majority vote of APS's Board of Education, as the lead agency, shall be binding in all respects as to the disposition of the property and dissolution of TOPS. The APS Board of Education shall serve as trustees for the disposition of property or funds, payment of obligations, dissolution, and winding up of affairs of TOPS.

VIII. FINANCING

The cooperative undertaking in this Agreement shall be financed by requiring vendors/contractors to pay a commission based upon the total value of services and materials provided by such participating vendor/contractor. **No costs shall be incurred by Cooperative Members.**

IX. ACCEPTANCE

APS and the Members who have approved this Agreement enter into this Agreement for cooperative purchasing of construction-related materials and services, and other cooperative contract offerings from any or all awarded contracts in which it chooses to actively participate.

Member Contact Information:

Address: _____
 City: _____
 State: _____ Zip: _____
 Phone: _____ Fax: _____

Primary Contact Name: _____
 Primary Contact Title: _____
 Primary Contact Email: _____
 Primary Contact Phone: _____

Approved by APS Board of Education:

 David Lassiter, Director of TOPS

 Date