



Wellston Board of Education Regular Meeting  
Thursday, March 2, 2023 6:30 PM Central  
Administration Building, 708 Birch Avenue, Wellston, Oklahoma 74881

Mallory Ebers: Present  
Crystal Hull: Present  
Tucker McConnell: Present  
Justin Rackley: Present  
Brock Terrell: Absent  
Present: 4, Absent: 1.

**1. ROUTINE ITEMS**

1.1. Call to Order

Called to order at 6:30 p.m.

1.2. Roll Call

All members present.

Others present include Mike Franz- superintendent; Greg Grimmert- MS/HS Principal; Susan Wray- ES Principal; Beth Withrow- Minutes' Clerk; and Dawn Yates- Treasurer.

Guests present include Dorothy Swanda, Anna Marie Perdue, Betty Waterson, and Tyler Barnes.

1.3. Establishment of a Quorum

Quorum established.

1.4. Possible consideration and vote to approve Agenda

Motion to approve agenda. This motion, made by Justin Rackley and seconded by Mallory Ebers, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Yea  
Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1

**2. PUBLIC COMMENT** All meetings of the Board of Education shall be open to the public and any regular meeting shall include an opportunity for the public to address the

Board. Public Comments are limited to three (3) minutes and must be related to an agenda item or topic. Any individual wishing to address the board of education must communicate to the superintendent by letter per policy BED-R and BED-E. Where several people wish to address the same subject, a spokesperson must be selected. The Board President may interrupt and terminate any comments that are not in accordance with any of these criteria or in keeping with Board Policy BED-R. Board members may not respond to speakers' comments. See attachment.  
None.

### 3. **REPORTS FROM SCHOOL PERSONNEL AND OTHERS**

#### 3.1. Superintendent's Report

Enrollment numbers, budget update, spring accreditation visit, and school calendar requirements are met.

March preview: P/T conferences are 7th and 9th; spring break 10th -17th.

#### 3.2. High School/Middle School Principal's Report

Enrollment numbers, baseball and softball has started, golf tournaments start after spring break, FFA has a candidate for state office, BPA has a candidate for state office, livestock shows will continue through spring break.

#### 3.3. Elementary Principal's Report

Enrollment numbers, peaceful family program will complete next Monday, after spring break our gifted/talented robotics program will start.

#### 3.4. Booster Club Report

Waiting on OG&E for electric.

#### 3.5. Athletic Report

Opening day at the baseball field had a special ceremony to retire Coach Fredman's #17 and Coach Fredman threw out the first pitch, softball season has started, and the first golf tournament will be after spring break.

4. **CONSENT AGENDA:** All of the following items, which concern reports and items of routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration and vote of items 4.1. - 4.8.

Motion to approve Consent Agenda in mass, items 4.1 - 4.8. This motion, made by Justin Rackley and seconded by Crystal Hull, Carried.

Mallory Ebers:	Yea
Crystal Hull:	Yea
Tucker McConnell:	Yea
Justin Rackley:	Yea
Brock Terrell:	Absent

Yea: 4, Nay: 0, Absent: 1

4.1. Approve minutes of the February 2, 2023 regular board meeting

4.2. Accept Treasurer's Report including: Financial statements, fund balances, expenditures, revenue, warrants, bank summary, bond reports, and investments for the month ending

4.3. General Fund Payments  
PO #'s 307-333 \$32,298.57

4.4. Child Nutrition Payments are included with General Fund Payments

4.5. Building Fund Payments  
PO # 6 \$461.75

4.6. Bond 31 Payments  
PO # 8 \$732.00

4.7. Approve Blanket Purchase Orders  
PO #4 \$30,000 increase

4.8. Discussion and possible action declaring district inventory as surplus

## 5. BUSINESS (ACTION) ITEMS

5.1. Discussion and possible action on the 2023-24 Joint Agreement Contract - Academic Course Offerings and Sophomore Student Enrollment with GCTC.

Motion to approve the 2022-2023 Joint Agreement Contract - Academic Course Offerings and Sophomore Student Enrollment with GCTC. This motion, made by Justin Rackley and seconded by Mallory Ebers, Carried.

Mallory Ebers:	Yea
Crystal Hull:	Yea
Tucker McConnell:	Yea
Justin Rackley:	Yea
Brock Terrell:	Absent

Yea: 4, Nay: 0, Absent: 1

5.2. Discussion and possible action on transcript contract with Parchment and OSDE. The Oklahoma State Department of Education (OSDE) has launched a service that gives educators and students free access to electronic academic records. OSDE has partnered with Parchment, a digital credential service, to deliver the Oklahoma e-Transcript Initiative, through which e-transcripts can be requested, verified and shared through a single online platform.

Motion to approve transcript contract with Parchment and OSDE. This motion, made by Mallory Ebers and seconded by Justin Rackley, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Yea  
Brock Terrell: Absent  
Yea: 4, Nay: 0, Absent: 1

- 5.3. Discussion and possible action on approving American Fidelity as the section 125 plan provider for the 2023-2024 school year.

Motion to approve American Fidelity as the section 125 plan provider for the 2023-2024 school year. This motion, made by Justin Rackley and seconded by Mallory Ebers, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Yea  
Brock Terrell: Absent  
Yea: 4, Nay: 0, Absent: 1

- 5.4. Discussion and possible action on approving school policies per OSSBA recommendation.

Motion to approve school policies per OSSBA recommendation in mass, 5.4.1 - 5.4.3. This motion, made by Justin Rackley and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Yea  
Brock Terrell: Absent  
Yea: 4, Nay: 0, Absent: 1

5.4.1. Policy FL (Student Records)

5.4.2. Policy FL-R (FERPA Compliance)

5.4.3. Policy DDCA (Acceptance of Letters of Resignation)

- 5.5. Acknowledge the resignations of Anna Marie Perdue and Cailin McClung. Tucker McConnell acknowledged the resignation of Anna Marie Perdue and Cailin McClung.

5.6. Discussion and possible action approving a bond advisory committee for future bond projects.

Motion to approve a bond advisory committee for future bond projects as presented by superintendent. This motion, made by Tucker McConnell and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Yea  
Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1

6. **NEW BUSINESS**

7. **PERSONNEL** Discuss and vote to go into executive session to:

(a) Discuss employment and appointment of personnel pursuant to 25 O.S. §307 (B) (1)

Motion to go into executive session at 7:11 p.m. This motion, made by Justin Rackley and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Yea  
Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1

7.1. Acknowledge the board's return to open session.

Tucker McConnell acknowledged the board's return to open session at 8:21 p.m.

7.2. Executive Session Minutes Compliance Announcement.

Executive Session Minutes Compliance Announcement provided by Tucker McConnell.

7.3. Discussion and possible action on the regular teaching contracts of certified personnel in mass or separately as listed on Exhibit A.

Motion to approve the regular teaching contracts of certified personnel in mass as listed on Exhibit A. This motion, made by Justin Rackley and seconded by Mallory Ebers, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Yea  
Brock Terrell: Absent

Yea: 4, Nay: 0, Absent: 1

8. **Information to and from the Board**

The next regular scheduled board meeting is Thursday April 6, 2023 at 6:30 p.m.

9. **Adjournment**

Motion to adjourn at 8:23 p.m. This motion, made by Justin Rackley and seconded by Mallory Ebers, Carried.

Mallory Ebers:	Yea
Crystal Hull:	Yea
Tucker McConnell:	Yea
Justin Rackley:	Yea
Brock Terrell:	Absent

Yea: 4, Nay: 0, Absent: 1

# March Elementary Board Report

1. March 2 Enrollment: 265
2. Peaceful Family Completion March 6, 2023
3. Beginning of Elementary Gifted and Talented March 20, 2023 (Nicole Reeves)
  - a. First and Third Monday: 2nd and 3rd grade
  - b. Second and Fourth Monday: 4th and 5th grade
  - c. Curriculum: Junior Botball <https://www.kipr.org/botball>, Bee-Bot Programming, and Code.org



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Mallory Ebers: Present  
Crystal Hull: Present  
Tucker McConnell: Present  
Justin Rackley: Absent  
Brock Terrell: Present  
Present: 4, Absent: 1.

## 1. ROUTINE ITEMS

### 1.1. Call to Order

Called to order at 6:31 p.m.

### 1.2. Roll Call

Tucker McConnell, Mallory Ebers, Brock Terrell, and Crystal Hull are present. Justin Rackley is absent.

Others present included Mike Franz- Superintendent, Beth Withrow- Minutes' Clerk, Dawn Yates- Treasurer, Greg Grimmett- MS/HS Principals, and Susan Wray- ES Principal.

Guests present included Dana Boyer, Dillon Endecott, and Marvin Bennett.

### 1.3. Establishment of a Quorum

Quorum established.

### 1.4. Possible consideration and vote to approve Agenda

Motion to approve agenda. This motion, made by Mallory Ebers and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Absent  
Brock Terrell: Yea  
Yea: 4, Nay: 0, Absent: 1

**2. PUBLIC COMMENT** All meetings of the Board of Education shall be open to the public and any regular meeting shall include an opportunity for the public to address the Board. Public Comments are limited to three (3) minutes and must be related to an agenda item or topic. Any individual wishing to address the board of education must communicate to the superintendent by letter per policy BED-R and BED-E. Where several people wish to address the same subject, a spokesperson must be selected. The Board President may interrupt and terminate any comments that are not in accordance with any of these criteria or in keeping with Board Policy BED-R.

Board members may not respond to speakers' comments. See attachment.  
None.

### 3. REPORTS FROM SCHOOL PERSONNEL AND OTHERS

#### 3.1. Superintendent's Report

Enrollment numbers, General Fund Budget update, and January News. Alternative Ed site visit, Iowa Tribe collaboration meeting, school calendar update after snow days, CCOSA legislative conference. The spring Accreditation visit will be on February 23rd.

#### 3.2. High School/Middle School Principal's Report

Enrollment numbers, teacher evaluations, drug tests are happening this month, livestock shows are starting for the spring.

#### 3.3. Elementary Principal's Report

Enrollment numbers, Reading Sufficiency Act Numbers, Valentines Parties will be Friday February 10th. First semester awards were presented at an assembly in January.

#### 3.4. Booster Club Report

Electrical update- Jackson Electric and OG&E did meet, they went through the layout. OG&E has a work order in and stated it will be 7-10 weeks for the work to be completed.

#### 3.5. Athletic Report

Basketball Districts are in Coyle on February 10th-11th, golf practice is happening and tournaments are scheduled with Luther and Stroud. The Pawnee and Chandler varsity basketball games will not be rescheduled. Friday Feb 3 will be Senior Night. Monday night, junior high basketball games are all at home and Varsity for a day will be in the middle of the games. Pink Out re-scheduling is in the works for Tuesday night in Riverfield. Replacement netting for the indoor facility starts on Tuesday.

**4. CONSENT AGENDA:** All of the following items, which concern reports and items of routine nature normally approved at board meetings, will be approved by one vote unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration and vote of items 4.1. - 4.8.

Motion to approve Consent Agenda in mass, items 4.1. - 4.8. This motion, made by Brock Terrell and seconded by Mallory Ebers, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Absent  
Brock Terrell: Yea

Yea: 4, Nay: 0, Absent: 1

4.1. Approve minutes of the January 5, 2023 regular board meeting

4.2. Accept Treasurer's Report including: Financial statements, fund balances, expenditures, revenue, warrants, bank summary, bond reports, and investments for the month ending

4.3. General Fund Payments

PO #'s 280-303, 306

4.4. Child Nutrition Payments are included with General Fund Payments

4.5. Building Fund Payments  
PO #4

4.6. Bond 31 Payments

4.7. Approve Blanket Purchase Orders

4.8. Discussion and possible action declaring district inventory as surplus

## 5. BUSINESS (ACTION) ITEMS

5.1. Discussion and possible action regarding short and long term plans for the District. Total survey responses were 112. Responses were reviewed. Discussion on priority of gym facility at elementary site; the possible options and benefits.

5.2. Discussion and possible action on approving school policies per OSSBA recommendation.

Motion to approve school policies per OSSBA recommendation in mass, 5.2.1. - 5.2.7. This motion, made by Brock Terrell and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Tucker McConnell: Yea

Justin Rackley: Absent

Brock Terrell: Yea

Yea: 4, Nay: 0, Absent: 1

5.2.1. Policy EKBA (Reading Sufficiency Testing)

5.2.2. Policy FFAF (Vision Screening)

5.2.3. Policy BJ (Powers and Duties of Superintendent) - update

5.2.4. Policy CKCA (Emergency School Closings)

5.2.5. Policy EFA (School Library Media Center) - update

5.2.6. Policy EFA-R1 (School Library Media Regulation)

5.2.7. Policy EJM (Mental Health Crisis Protocol)

5.3. Discussion and possible action on approving purchase/replacement of HVAC units at the ES.

PO #31-5

Motion to approve the purchase of replacement HVAC units at the elementary site from Air Technologies for the amount of \$47,468. This motion, made by Tucker McConnell and seconded by Mallory Ebers, Carried.

Mallory Ebers: Yea

Crystal Hull: Yea

Tucker McConnell: Yea

Justin Rackley: Absent  
Brock Terrell: Yea  
Yea: 4, Nay: 0, Absent: 1

5.4. Discussion and possible action on approving Activity Fund Fundraisers for the 2022-2023 school year.

Motion to approve Activity Fund Fundraisers for the 2022-2023 school year. This motion, made by Brock Terrell and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Absent  
Brock Terrell: Yea  
Yea: 4, Nay: 0, Absent: 1

5.5. Discussion and possible action on purchasing new cafeteria equipment.

PO #11-304, 11-305

Motion to approve the purchase of one serving table and two hot food cabinets for the cafeteria. This motion, made by Tucker McConnell and seconded by Mallory Ebers, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Absent  
Brock Terrell: Yea  
Yea: 4, Nay: 0, Absent: 1

## 6. NEW BUSINESS

7. **PERSONNEL** Discuss and vote to go into executive session to:

- (a) Discuss employment and appointment of personnel pursuant to 25 O.S. §307 (B) (1).
- (b) Discuss the building principal's evaluations and contracts pursuant to 25 O.S. §307 (B) (1).

Motion to go into executive session at 8:02 p.m. This motion, made by Mallory Ebers and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Absent  
Brock Terrell: Yea  
Yea: 4, Nay: 0, Absent: 1

7.1. Acknowledge the board's return to open session.

Tucker McConnell acknowledged the board's return to open session at 8:45 p.m.

7.2. Executive Session Minutes Compliance Announcement.

Executive Session Minutes Compliance Announcement provided by Tucker McConnell.

7.3. Discussion and possible action to re-employ Greg Grimmett as high school/middle school principal for the 2023-2024 school year.

Motion to re-employ Greg Grimmett as high school/middle school principal for the 2023-2024 school year per superintendent recommendation. This motion, made by Brock Terrell and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Absent  
Brock Terrell: Yea  
Yea: 4, Nay: 0, Absent: 1

7.4. Discussion and possible action to re-employ Susan Wray as elementary school principal for the 2023-2024 school year.

Motion to re-employ Susan Wray as elementary school principal for the 2023-2024 school year per superintendent recommendation. This motion, made by Brock Terrell and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Absent  
Brock Terrell: Yea  
Yea: 4, Nay: 0, Absent: 1

**8. Information to and from the Board**

Next regular scheduled board meeting is Thursday March 2, 2023 at 6:30 p.m.

**9. Adjournment**

Motion to adjourn at 8:47p.m. This motion, made by Mallory Ebers and seconded by Crystal Hull, Carried.

Mallory Ebers: Yea  
Crystal Hull: Yea  
Tucker McConnell: Yea  
Justin Rackley: Absent  
Brock Terrell: Yea  
Yea: 4, Nay: 0, Absent: 1

# Wellston Public Schools

## Receipt Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 2/1/2023 - 2/28/2023, Account: All, Status: All

Receipt No	Date		Received From					Amount	Status
	Year	Fund	Acct Type	Acct No	Project	Program	Unit	Amount	
158	2/3/2023		U-Pic Insurance Services					\$65.72	Posted
	2023	11	AR	1590	000	000	050	\$65.72	
						2023	11 Total	\$65.72	
159	2/3/2023		B. Roat					\$550.00	Posted
	2023	21	AR	1420	000	000	050	\$550.00	
						2023	21 Total	\$550.00	
160	2/3/2023		Lincoln County Clerk					\$203,900.94	Posted
	2023	11	AR	2100	000	000	050	\$19,554.76	
	2023	11	AR	3620	000	000	050	\$40.05	
	2023	11	AR	1110	000	000	050	\$130,183.11	
	2023	11	AR	1120	000	000	050	\$397.17	
	2023	11	AR	1350	000	000	050	\$2,149.36	
	2023	11	AR	2200	000	000	050	\$1,357.21	
	2023	11	AR	3150	000	000	050	\$51.94	
						2023	11 Total	\$153,733.60	
	2023	21	AR	1110	000	000	050	\$18,607.90	
	2023	21	AR	1120	000	000	050	\$56.77	
	2023	21	AR	3620	000	000	050	\$4.38	
						2023	21 Total	\$18,669.05	
	2023	41	AR	1110	000	000	050	\$31,373.77	
	2023	41	AR	1120	000	000	050	\$117.14	
	2023	41	AR	3620	000	000	050	\$7.38	
						2023	41 Total	\$31,498.29	
161	2/6/2023		G. Grimmett					\$550.00	Posted
	2023	21	AR	1420	000	000	050	\$550.00	
						2023	21 Total	\$550.00	
162	2/8/2023		U-Pic Insurance Services					\$65.72	Posted
	2023	11	AR	1590	000	000	050	\$65.72	
						2023	11 Total	\$65.72	
163	2/10/2023		OK State Department of Education					\$3,774.62	Posted
	2023	11	AR	4720	764	700	050	\$3,774.62	
						2023	11 Total	\$3,774.62	
164	2/10/2023		OK State Department of Education					\$14,232.37	Posted
	2023	11	AR	4710	763	700	050	\$14,232.37	
						2023	11 Total	\$14,232.37	
165	2/10/2023		OK Tax Commission					\$34,587.96	Posted
	2023	11	AR	3130	000	000	050	\$9,602.03	
	2023	11	AR	3110	000	000	050	\$4,621.71	
	2023	11	AR	3120	000	000	050	\$20,364.22	
						2023	11 Total	\$34,587.96	
166	2/15/2023		OK Dept. of Career and Tech. Ed.					\$11,080.01	Posted
	2023	11	AR	3892	469	000	050	\$11,080.01	
						2023	11 Total	\$11,080.01	
167	2/16/2023		Arvest CC Cash Back					\$78.12	Posted
	2023	11	AR	1590	000	000	050	\$78.12	
						2023	11 Total	\$78.12	
168	2/16/2023		OK State Department of Education					\$677.58	Posted

# Wellston Public Schools

## Receipt Register

**Options:** Fund: Governmental Funds, Show Detail: Yes, Date Range: 2/1/2023 - 2/28/2023, Account: All, Status: All

Receipt No	Date		Received From				Amount	Status		
	Year	Fund	Acct Type	Acct No	Project	Program	Unit		Amount	
	2023	11	AR	3250	331	000	050	\$677.58		
							2023 11 Total	\$677.58		
169	2/16/2023		OK State Department of Education						\$1,297.48	Posted
	2023	11	AR	3250	332	000	050	\$1,297.48		
							2023 11 Total	\$1,297.48		
170	2/16/2023		OK State Department of Education						\$2,669.80	Posted
	2023	11	AR	3435	318	000	050	\$2,669.80		
							2023 11 Total	\$2,669.80		
171	2/16/2023		OK State Department of Education						\$3,084.30	Posted
	2023	11	AR	3420	333	000	050	\$3,084.30		
							2023 11 Total	\$3,084.30		
172	2/16/2023		OK State Department of Education						\$12,774.20	Posted
	2023	11	AR	3250	335	000	050	\$12,774.20		
							2023 11 Total	\$12,774.20		
173	2/16/2023		OK State Department of Education						\$20,475.19	Posted
	2023	11	AR	3250	334	000	050	\$20,475.19		
							2023 11 Total	\$20,475.19		
174	2/16/2023		OK State Department of Education						\$165,279.13	Posted
	2023	11	AR	3210	000	000	050	\$165,279.13		
							2023 11 Total	\$165,279.13		
175	2/17/2023		Wellston Schools Activity Fund						\$22,527.51	Posted
	2023	11	AR	5160	000	700	050	\$22,527.51		
							2023 11 Total	\$22,527.51		
176	2/22/2023		OK State Department of Education						\$1,906.55	Posted
	2023	11	AR	4760	768	700	050	\$1,906.55		
							2023 11 Total	\$1,906.55		
177	2/22/2023		OK Land Commission						\$9,327.92	Posted
	2023	11	AR	3140	000	000	050	\$9,327.92		
							2023 11 Total	\$9,327.92		
178	2/23/2023		OK State Department of Education						\$1,000.00	Posted
	2023	11	AR	3690	352	000	050	\$1,000.00		
							2023 11 Total	\$1,000.00		
179	2/28/2023		First Bank and Trust MM Interest Earned						\$11.50	Posted
	2023	11	AR	1310	000	000	050	\$11.50		
							2023 11 Total	\$11.50		
180	2/28/2023		First Bank and Trust Interest Earned						\$503.79	Posted
	2023	11	AR	1310	000	000	050	\$503.79		
							2023 11 Total	\$503.79		

**Year and Fund Totals:**

2023	11	\$459,153.07
2023	21	\$19,769.05
2023	41	\$31,498.29

**Total Receipts Posted =** \$510,420.41  
**Total Receipts Not Posted =** \$0.00

## Wellston Public Schools

## Outstanding Payments

Options: Funds: 11-41, As Of Date: 2/28/2023

Year	Fund	No	Date	Reg Date	Vendor No	Vendor	Amount	
2022	11	37	8/1/2021	8/30/2021	12367	AMERICAN FIDELITY HSA	\$300.00	
2022	11	207	9/13/2021	9/30/2021	375	HOBART	\$398.73	
2022	11	522	11/8/2021	11/30/2021	13463	SAXON UNIFORM NETWORK, INC.	\$250.00	
2022	11	625	11/16/2021	11/30/2021	12450	ROBYN RENEE SMITH	\$1000.00	
2022	11	1327	4/1/2022	4/30/2022	13516	RAUSCH STURM LLP	\$250.14	
<b>Total: 2022</b>							<b>11</b>	<b>\$2,198.87</b>
2023	11	275	9/20/2022	9/30/2022	12936	TRENT M HUGHES	\$30.00	
2023	11	517	11/1/2022	11/30/2022	13050	KAYLA M BALDWIN	\$55.41	
2023	11	794	12/12/2022	12/31/2022	355	AT&T	\$1803.88	
2023	11	1062	2/1/2023	2/28/2023	205	AFLAC	\$346.11	
2023	11	1073	2/1/2023	2/28/2023	348	PRE PAID LEGAL SERVICE	\$268.00	
2023	11	1104	2/3/2023	2/28/2023	12936	TRENT M HUGHES	\$40.00	
2023	11	1122	2/24/2023	2/28/2023	13295	FESLER PEST CONTROL LLC	\$120.00	
<b>Total: 2023</b>							<b>11</b>	<b>\$2,663.40</b>
2023	31	1007	2/23/2023	2/28/2023	13379	CIMARRON SPORTS	\$12896.00	
<b>Total: 2023</b>							<b>31</b>	<b>\$12,896.00</b>
<b>Total Outstanding:</b>								<b>\$17,758.27</b>

## Wellston Public Schools

## Balance Sheet

Options: As Of Date: 2/28/2023

Assets				
Cash				
11	2013	GEN FUND-FOR OP		\$0.00
11	2014	GEN FUND-FOR OP		\$0.00
11	2015	GEN FUND-FOR OP		\$0.00
11	2016	GEN FUND-FOR OP		\$0.00
11	2017	GENERAL		\$0.00
11	2018	GENERAL		\$0.00
11	2019	GENERAL		\$0.00
11	2020	GENERAL		\$0.00
11	2021	GENERAL		\$456,884.41
11	2022	GENERAL		\$169,445.24
11	2023	GENERAL		\$314,817.31
			Fund 11 Total	\$941,146.96
12	2013	CO-OP FUND-FOR CO-OP		\$0.00
12	2014	CO-OP FUND-FOR CO-OP		\$0.00
12	2015	CO-OP FUND-FOR CO-OP		\$0.00
12	2016	CO-OP FUND-FOR CO-OP		\$0.00
12	2017	CO-OP		\$0.00
12	2018	CO-OP		\$0.00
12	2019	CO-OP		\$0.00
			Fund 12 Total	\$0.00
21	2013	Building		\$0.00
21	2014	Building		\$0.00
21	2015	Building		\$0.00
21	2016	Building		\$0.00
21	2017	BUILDING		\$0.00
21	2018	BUILDING		\$0.00
21	2019	BUILDING		\$0.00
21	2020	BUILDING		\$0.00
21	2021	BUILDING		\$197,171.30
21	2022	BUILDING		(\$46,864.61)
21	2023	BUILDING		(\$23,557.26)
			Fund 21 Total	\$126,749.43
22	2013	CHILD NUTRITION		\$0.00
22	2014	CHILD NUTRITION		\$0.00
22	2015	CHILD NUTRITION		\$0.00
22	2016	CHILD NUTRITION		\$0.00
22	2017	CHILD NUTRITION		\$0.00
22	2018	CHILD NUTRITION		\$0.00
22	2019	CHILD NUTRITION		\$0.00
22	2020	CHILD NUTRITION		\$0.00
			Fund 22 Total	\$0.00
31	2013	BOND FUND		\$0.00
31	2014	BOND FUND		\$0.00
31	2016	BOND FUND		\$0.00
31	2017	BOND		\$0.00
31	2018	BOND		\$0.00
31	2019	BOND		\$0.00
31	2020	BUILDING BOND		\$0.00
31	2021	BUILDING BOND		\$211,024.96
31	2022	BUILDING BOND		(\$55,493.72)



## Wellston Public Schools

## Balance Sheet

Options: As Of Date: 2/28/2023

11	2019	GENERAL		\$0.00
11	2020	GENERAL		\$0.00
11	2021	GENERAL		(\$5,054,800.05)
11	2022	GENERAL		(\$5,641,983.26)
11	2023	GENERAL		(\$3,338,098.94)
			Fund 11 Total	(\$14,034,882.25)
12	2013	CO-OP FUND-FOR CO-OP		\$0.00
12	2014	CO-OP FUND-FOR CO-OP		\$0.00
12	2015	CO-OP FUND-FOR CO-OP		\$0.00
12	2016	CO-OP FUND-FOR CO-OP		\$0.00
12	2017	CO-OP		\$0.00
12	2018	CO-OP		\$0.00
			Fund 12 Total	\$0.00
21	2013	Building		\$0.00
21	2014	Building		\$0.00
21	2015	Building		\$0.00
21	2016	Building		\$0.00
21	2017	BUILDING		\$0.00
21	2018	BUILDING		\$0.00
21	2019	BUILDING		\$0.00
21	2020	BUILDING		\$0.00
21	2021	BUILDING		(\$283,884.76)
21	2022	BUILDING		(\$314,574.69)
21	2023	BUILDING		(\$99,923.10)
			Fund 21 Total	(\$698,382.55)
22	2013	CHILD NUTRITION		\$0.00
22	2014	CHILD NUTRITION		\$0.00
22	2015	CHILD NUTRITION		\$0.00
22	2016	CHILD NUTRITION		\$0.00
22	2017	CHILD NUTRITION		\$0.00
22	2018	CHILD NUTRITION		\$0.00
22	2019	CHILD NUTRITION		(\$245,039.16)
22	2020	CHILD NUTRITION		\$0.00
			Fund 22 Total	(\$245,039.16)
31	2013	BOND FUND		\$0.00
31	2014	BOND FUND		\$0.00
31	2015	BOND FUND		\$0.00
31	2016	BOND FUND		\$0.00
31	2017	BOND		\$0.00
31	2018	BOND		\$0.00
31	2019	BOND		\$0.00
31	2020	BUILDING BOND		\$0.00
31	2021	BUILDING BOND		(\$565,829.87)
31	2022	BUILDING BOND		(\$211,024.96)
			Fund 31 Total	(\$776,854.83)
32	2013	BOND FUND		\$0.00
32	2016	BOND FUND		\$0.00
32	2017	TRANSPORTATION BOND		\$0.00
32	2020	TRANSPORTATION BOND		\$0.00
32	2021	TRANSPORTATION BOND		(\$160,000.00)
			Fund 32 Total	(\$160,000.00)

## Wellston Public Schools

## Balance Sheet

Options: As Of Date: 2/28/2023

41	2013	Sinking		\$0.00
41	2014	Sinking		\$0.00
41	2015	Sinking		\$0.00
41	2016	Sinking		\$0.00
41	2017	SINKING		\$0.00
41	2018	SINKING		\$0.00
41	2019	SINKING		\$0.00
41	2020	SINKING		\$0.00
41	2021	SINKING		\$0.00
41	2022	SINKING		(\$212,179.85)
41	2023	SINKING		(\$375,394.68)
				(\$153,997.64)
			Fund 41 Total	(\$741,572.17)
60	2017	HS/MS ACTIVITY FUND		(\$234,456.04)
60	2018	HS/MS ACTIVITY FUND		(\$362,614.15)
60	2019	HS/MS ACTIVITY FUND		(\$439,726.29)
60	2020	HS/MS ACTIVITY FUND		(\$233,371.90)
60	2021	HS/MS ACTIVITY FUND		(\$227,256.25)
60	2022	HS/MS ACTIVITY FUND		(\$259,589.32)
60	2023	HS/MS ACTIVITY FUND		(\$265,409.41)
			Fund 60 Total	(\$2,022,423.36)
61	2017	ELEMENTARY ACTIVITY FUND		(\$53,288.83)
61	2018	ELEMENTARY ACTIVITY FUND		(\$51,232.30)
61	2019	ELEMENTARY ACTIVITY FUND		(\$48,910.04)
61	2020	ELEMENTARY ACTIVITY FUND		(\$35,699.63)
61	2021	ELEMENTARY ACTIVITY FUND		(\$38,498.43)
61	2022	ELEMENTARY ACTIVITY FUND		(\$52,057.83)
61	2023	ELEMENTARY ACTIVITY FUND		(\$28,366.54)
			Fund 61 Total	(\$308,053.60)
			Revenue Receivable Total	(\$18,987,207.92)
			Assets Total	(\$14,479,442.71)

## Liabilities, Reserves and Fund Balance

## Outstanding Warrants

11	2016	GEN FUND-FOR OP		\$0.00
11	2017	GENERAL		\$0.00
11	2018	GENERAL		\$0.00
11	2019	GENERAL		\$0.00
11	2020	GENERAL		\$0.00
11	2021	GENERAL		\$0.00
11	2022	GENERAL		\$2,198.87
11	2023	GENERAL		\$2,663.40
			Fund 11 Total	\$4,862.27
12	2017	CO-OP		\$0.00
			Fund 12 Total	\$0.00
21	2017	BUILDING		\$0.00
21	2018	BUILDING		\$0.00
21	2019	BUILDING		\$0.00
21	2020	BUILDING		\$0.00
21	2021	BUILDING		\$0.00
21	2022	BUILDING		\$0.00
21	2023	BUILDING		\$0.00

## Wellston Public Schools

## Balance Sheet

Options: As Of Date: 2/28/2023

			Fund 21 Total	\$0.00
22	2016	CHILD NUTRITION		\$0.00
22	2017	CHILD NUTRITION		\$0.00
22	2018	CHILD NUTRITION		\$0.00
22	2019	CHILD NUTRITION		\$0.00
22	2020	CHILD NUTRITION		\$0.00
			Fund 22 Total	\$0.00
31	2016	BOND FUND		\$0.00
31	2017	BOND		\$0.00
31	2018	BOND		\$0.00
31	2019	BOND		\$0.00
31	2020	BUILDING BOND		\$0.00
31	2021	BUILDING BOND		\$0.00
31	2022	BUILDING BOND		\$0.00
31	2023	BUILDING BOND		\$0.00
				\$12,896.00
			Fund 31 Total	\$12,896.00
32	2017	TRANSPORTATION BOND		\$0.00
32	2021	TRANSPORTATION BOND		\$0.00
			Fund 32 Total	\$0.00
41	2017	SINKING		\$0.00
41	2018	SINKING		\$0.00
41	2019	SINKING		\$0.00
41	2020	SINKING		\$0.00
41	2021	SINKING		\$0.00
41	2022	SINKING		\$0.00
41	2023	SINKING		\$0.00
			Fund 41 Total	\$0.00
			Outstanding Warrants Total	\$17,758.27
<b>Fund Balance</b>				
11	2013	GEN FUND-FOR OP		\$0.00
11	2014	GEN FUND-FOR OP		\$0.00
11	2015	GEN FUND-FOR OP		\$0.00
11	2016	GEN FUND-FOR OP		\$0.00
11	2017	GENERAL		\$0.00
11	2018	GENERAL		\$0.00
11	2019	GENERAL		\$0.00
11	2020	GENERAL		\$0.00
11	2021	GENERAL		(\$4,597,915.64)
11	2022	GENERAL		(\$5,474,736.89)
11	2023	GENERAL		(\$3,025,945.03)
			Fund 11 Total	(\$13,098,597.56)
12	2013	CO-OP FUND-FOR CO-OP		\$0.00
12	2014	CO-OP FUND-FOR CO-OP		\$0.00
12	2015	CO-OP FUND-FOR CO-OP		\$0.00
12	2016	CO-OP FUND-FOR CO-OP		\$0.00
12	2017	CO-OP		\$0.00
12	2018	CO-OP		\$0.00
			Fund 12 Total	\$0.00
21	2013	Building		\$0.00
21	2014	Building		\$0.00
21	2015	Building		\$0.00

## Wellston Public Schools

## Balance Sheet

Options: As Of Date: 2/28/2023

21	2016	Building	\$0.00
21	2017	BUILDING	\$0.00
21	2018	BUILDING	\$0.00
21	2019	BUILDING	\$0.00
21	2020	BUILDING	\$0.00
21	2021	BUILDING	(\$86,713.46)
21	2022	BUILDING	(\$361,439.30)
21	2023	BUILDING	(\$123,480.36)
Fund 21 Total			(\$571,633.12)
22	2013	CHILD NUTRITION	\$0.00
22	2014	CHILD NUTRITION	\$0.00
22	2015	CHILD NUTRITION	\$0.00
22	2016	CHILD NUTRITION	\$0.00
22	2017	CHILD NUTRITION	\$0.00
22	2018	CHILD NUTRITION	\$0.00
22	2019	CHILD NUTRITION	(\$245,039.16)
22	2020	CHILD NUTRITION	\$0.00
Fund 22 Total			(\$245,039.16)
31	2013	BOND FUND	\$0.00
31	2014	BOND FUND	\$0.00
31	2015	BOND FUND	\$0.00
31	2016	BOND FUND	\$0.00
31	2017	BOND	\$0.00
31	2018	BOND	\$0.00
31	2019	BOND	\$0.00
31	2020	BUILDING BOND	\$0.00
31	2021	BUILDING BOND	(\$354,804.91)
31	2022	BUILDING BOND	(\$266,518.68)
31	2023	BUILDING BOND	(\$73,037.00)
Fund 31 Total			(\$694,360.59)
32	2013	BOND FUND	\$0.00
32	2016	BOND FUND	\$0.00
32	2017	TRANSPORTATION BOND	\$0.00
32	2021	TRANSPORTATION BOND	(\$160,000.00)
Fund 32 Total			(\$160,000.00)
41	2013	Sinking	\$0.00
41	2014	Sinking	\$0.00
41	2015	Sinking	\$0.00
41	2016	Sinking	\$0.00
41	2017	SINKING	\$0.00
41	2018	SINKING	\$0.00
41	2019	SINKING	\$0.00
41	2020	SINKING	\$0.00
41	2021	SINKING	(\$20,855.00)
41	2022	SINKING	(\$427,179.85)
41	2023	SINKING	(\$7,901.25)
Fund 41 Total			(\$455,936.10)
60	2017	HS/MS ACTIVITY FUND	\$0.00
60	2018	HS/MS ACTIVITY FUND	\$81,469.38
60	2019	HS/MS ACTIVITY FUND	\$90,633.42
60	2020	HS/MS ACTIVITY FUND	\$73,772.98

## Wellston Public Schools

## Balance Sheet

Options: As Of Date: 2/28/2023

60	2021	HS/MS ACTIVITY FUND		\$77,433.50
60	2022	HS/MS ACTIVITY FUND		\$79,399.36
60	2023	HS/MS ACTIVITY FUND		\$109,982.15
			Fund 60 Total	<u>\$512,690.79</u>
61	2017	ELEMENTARY ACTIVITY FUND		\$25,276.57
61	2018	ELEMENTARY ACTIVITY FUND		\$32,423.23
61	2019	ELEMENTARY ACTIVITY FUND		\$35,126.67
61	2020	ELEMENTARY ACTIVITY FUND		\$17,072.96
61	2021	ELEMENTARY ACTIVITY FUND		\$23,278.00
61	2022	ELEMENTARY ACTIVITY FUND		\$29,827.72
61	2023	ELEMENTARY ACTIVITY FUND		\$52,669.61
			Fund 61 Total	<u>\$215,674.76</u>
			Fund Balance Total	<u>(\$14,497,200.98)</u>
			Liabilities, Reserves and Fund Balance Total	<u><u>(\$14,479,442.71)</u></u>

**Revenue vs Expense 2018-2023**

Month	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023	
	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses
July	56,624.00	157,670.00	57,119.00	84,055.00	65,301.93	199,964.59	144,777.92	239,336.08	50,749.41	73,001.39
August	259,364.00	175,205.00	234,077.00	165,567.00	244,556.28	209,866.72	307,537.94	174,525.72	264,046.01	237,792.96
September	300,108.00	416,854.00	291,462.00	423,556.00	280,868.41	877,489.10	424,000.31	514,116.06	293,770.22	904,767.39
October	306,205.00	396,411.00	596,516.00	535,536.00	273,873.37	392,396.57	296,172.12	395,513.40	293,772.73	142,823.27
November	347,650.00	386,957.00	269,925.00	379,259.00	276,524.56	357,502.14	282,432.71	583,333.66	268,401.34	617,346.48
December	503,599.00	400,350.00	319,702.00	363,430.00	520,362.55	387,319.07	384,191.86	370,988.92	786,725.89	447,619.53
January	796,732.00	361,245.00	1,112,561.68	393,215.17	1,039,362.83	346,747.51	1,033,658.15	408,799.00	1,124,303.32	402,321.48
February	452,902.00	383,445.00	558,701.96	415,885.97	407,749.44	375,031.55	493,638.47	468,307.74	516,977.28	421,003.13
March	288,151.00	387,706.00	297,240.50	372,678.76	312,947.00	349,244.13	290,797.46	376,783.17		
April	609,362.00	373,951.00	605,463.53	349,665.39	430,744.12	373,310.60	663,549.54	620,509.44		
May	415,857.00	429,819.00	1,222,301.88	325,136.15	405,732.07	415,541.18	641,746.02	1,323,932.57		
June	347,581.00	1,303,529.00	362,990.39	1,161,198.85	402,400.23	918,721.19	554,604.91	86,765.69		
Totals	\$4,684,135.00	\$5,173,142.00	\$5,928,060.94	\$4,969,183.29	\$4,660,422.79	\$5,203,134.35	\$5,517,107.41	\$5,562,911.45	\$3,598,746.20	\$3,246,675.63
over/short		<b>(\$489,007.00)</b>		<b>\$958,877.65</b>		<b>(\$542,711.56)</b>		<b>(\$45,804.04)</b>		<b>\$352,070.57</b>

Notes:

General Fund 11 Only

Month	2018-2019		2019-2020		2020-2021		2021-2022		2022-2023	
	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses
July	56,624.00	157,670.00	57,119.00	84,055.00	53,532.62	117,822.18	142,211.93	143,371.66	48,868.96	73,001.39
August	259,364.00	175,205.00	234,077.00	165,567.00	241,884.24	199,132.46	304,784.09	127,406.72	262,552.03	110,570.22
September	300,108.00	416,854.00	291,462.00	423,556.00	278,311.64	436,127.09	421,722.16	443,007.58	289,383.14	902,517.39
October	306,205.00	396,411.00	596,516.00	535,536.00	270,176.93	363,531.50	293,000.00	384,195.90	291,710.71	83,959.52
November	347,650.00	386,957.00	269,925.00	379,259.00	273,503.96	348,624.36	281,283.24	583,333.66	266,728.66	617,346.48
December	503,599.00	400,350.00	319,702.00	363,430.00	515,026.42	376,421.52	375,921.95	369,588.92	776,849.10	444,760.03
January	796,732.00	361,245.00	1,112,561.68	393,215.17	843,635.15	332,497.33	864,094.17	408,799.00	944,085.33	402,321.48
February	452,902.00	383,445.00	558,701.96	415,885.97	361,403.51	375,031.55	443,327.89	468,307.74	465,709.94	407,767.51
March	288,151.00	387,706.00	297,240.50	372,678.76	304,549.41	349,244.13	285,607.00	376,783.17		
April	609,362.00	373,951.00	605,463.53	349,665.39	395,237.55	352,455.60	628,520.08	395,081.94		
May	415,857.00	429,819.00	1,222,301.88	325,136.15	388,396.07	415,541.18	623,567.67	1,320,653.75		
June	347,581.00	1,303,529.00	362,990.39	1,161,198.85	390,849.45	881,721.19	551,594.01	86,765.69		
Totals	4,684,135.00	5,173,142.00	5,928,060.94	4,969,183.29	4,316,506.95	4,548,150.09	5,215,634.19	5,107,294.73	3,345,887.87	3,042,244.02
over/short	(\$489,007.00)		\$958,877.65		(\$231,643.14)		\$108,339.46		\$303,643.85	

# February 2023

<u>General #11</u>		<u>Building #21</u>	
\$ 878,342.26	Balance Forward	\$ 107,320.00	Balance Forward
\$ 407,767.51	Warrants 981 - 1122 & 1223	\$ 339.62	Warrant 1004
\$ 65.72	2/3 U-Pic Insurance Services	\$ 550.00	2/3 B.Roat
\$ 153,733.60	2/3 Lincoln County Clerk	\$ 18,669.05	2/3 Lincoln County Clerk
\$ 65.72	2/8 U-Pic Insurance Services	\$ 550.00	2/6 G.Grimmett
\$ 3,774.62	2/10 OSDE School Breakfast Program	\$ 126,749.43	Balance
\$ 14,232.37	2/10 OSDE School Lunch Program		
\$ 34,587.96	2/10 OK Tax Commission		
\$ 11,080.01	2/15 OK Dept of Career and Tech		
\$ 78.12	2/16 Arvest CC Cash Back	<u>Building Bond #31</u>	
\$ 677.58	2/16 OSDE Certified in Lieu of	\$ 95,390.24	Balance Forward
\$ 1,297.48	2/16 OSDE Support in Lieu of	\$ 12,896.00	Warrant 1007
\$ 2,669.80	2/16 OSDE Redbud		
\$ 3,084.30	2/16 OSDE Purchase of Textbooks	\$ 82,494.24	Balance
\$ 12,774.20	2/16 OSDE Support Health Allowance		
\$ 20,475.19	2/16 OSDE Certified Health Allowance		
\$ 165,279.13	2/16 OSDE Financial Support	<u>Sinking Fund #41</u>	
\$ 22,527.51	2/17 Wellston Schools Activity Fund	\$ 254,137.78	Balance Forward
\$ 1,906.55	2/22 OSDE Fresh Fruit/Veggies	\$ 31,498.29	2/3 Lincoln County Clerk
\$ 9,327.92	2/22 OK Land Commission		
\$ 1,000.00	2/23 OSDE Teacher Mentor		
\$ 11.50	2/28 First Bank & Trust MM Interest	\$ 285,636.07	Balance
\$ 503.79	2/28 First Bank & Trust Interest		
\$ 6,556.87	Voided Check #558		
\$ 936,284.69	Balance		

#900211

\$	6,160.17	Balance Forward
\$	11.50	Interest earned
<hr/>		
\$	6,171.67	Balance

\$	1,335,190.28	Balance Forward
\$	516,977.28	Revenue
\$	421,003.13	Expenses
<hr/>		
\$	1,431,164.43	Balance

\$	1,442,751.78	Bank Balance
\$	17,758.27	Outstanding Warrants
\$	6,171.67	Money Market
\$	0.75	Bank Check for K. Curry
<hr/>		
\$	1,431,164.43	Balance

General

\$	465,709.94	Revenue
\$	407,767.51	Expenses

Wellston Public Schools

Revenue By Month

Options: Fiscal Year: 2023, Funds: 11-41

Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun	Total
AR 1110	\$3,452.57	\$2,760.47	\$0.00	\$0.00	\$0.00	\$30,430.76	\$640,873.86	\$180,164.78	\$0.00	\$0.00	\$0.00	\$0.00	\$857,682.44
AR 1120	\$1,064.64	\$535.42	\$11,549.68	\$3,384.50	\$2,025.50	\$1,127.43	\$4,651.19	\$571.08	\$0.00	\$0.00	\$0.00	\$0.00	\$24,909.44
AR 1310	\$111.78	\$223.05	\$210.77	\$134.56	\$96.95	\$204.86	\$490.65	\$515.29	\$0.00	\$0.00	\$0.00	\$0.00	\$1,987.91
AR 1350	\$0.00	\$0.00	\$79.02	\$279.19	\$74.63	\$72.31	\$940.01	\$2,149.36	\$0.00	\$0.00	\$0.00	\$0.00	\$3,594.52
AR 1352	\$32.21	\$12.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45.12
AR 1420	\$1,650.00	\$550.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$1,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,800.00
AR 1440	\$0.00	\$0.00	\$3,645.00	\$0.00	\$0.00	\$0.00	\$2,475.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,120.00
AR 1460	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$168.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$168.60
AR 1530	\$100.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
AR 1590	\$0.00	\$125.47	\$500.79	\$201.01	\$291.56	\$518.77	\$1,040.60	\$209.56	\$0.00	\$0.00	\$0.00	\$0.00	\$2,887.76
AR 1610	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$316.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$316.66
AR 1690	\$0.00	\$0.00	\$1,088.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,088.31
AR 2100	\$445.32	\$263.78	\$748.00	\$429.70	\$120.83	\$2,118.91	\$136,744.48	\$19,554.76	\$0.00	\$0.00	\$0.00	\$0.00	\$160,425.78
AR 2200	\$2,153.82	\$2,510.06	\$1,772.00	\$1,616.56	\$1,682.82	\$1,048.51	\$1,828.94	\$1,357.21	\$0.00	\$0.00	\$0.00	\$0.00	\$13,969.92
AR 2300	\$7,159.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,159.84
AR 3110	\$6,544.46	\$7,105.61	\$8,130.35	\$7,009.71	\$7,872.09	\$6,221.83	\$5,999.23	\$4,621.71	\$0.00	\$0.00	\$0.00	\$0.00	\$53,504.99
AR 3120	\$4,581.33	\$20,508.02	\$21,821.57	\$20,711.48	\$18,718.10	\$18,557.67	\$19,214.09	\$20,364.22	\$0.00	\$0.00	\$0.00	\$0.00	\$144,476.48
AR 3130	\$7,480.26	\$8,473.82	\$9,960.56	\$10,504.12	\$9,385.97	\$8,107.28	\$7,765.67	\$9,602.03	\$0.00	\$0.00	\$0.00	\$0.00	\$71,279.71
AR 3140	\$7,142.63	\$4,213.82	\$5,741.42	\$6,666.31	\$5,648.14	\$5,286.84	\$10,079.32	\$9,327.92	\$0.00	\$0.00	\$0.00	\$0.00	\$54,106.40
AR 3150	\$55.40	\$51.94	\$69.25	\$51.94	\$51.94	\$40.68	\$69.25	\$51.94	\$0.00	\$0.00	\$0.00	\$0.00	\$442.34
AR 3160	\$0.00	\$3.07	\$3.71	\$0.00	\$9.52	\$13.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29.84
AR 3210	\$0.00	\$160,505.90	\$160,505.89	\$160,505.90	\$160,505.89	\$160,505.90	\$189,145.30	\$165,279.13	\$0.00	\$0.00	\$0.00	\$0.00	\$1,156,953.91
AR 3250	\$0.00	\$33,435.72	\$33,435.71	\$33,435.73	\$31,506.72	\$32,953.49	\$32,953.45	\$35,224.45	\$0.00	\$0.00	\$0.00	\$0.00	\$232,945.27
AR 3415	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,032.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,032.80
AR 3420	\$0.00	\$3,084.29	\$3,084.30	\$3,084.29	\$3,084.29	\$3,084.30	\$3,084.29	\$3,084.30	\$0.00	\$0.00	\$0.00	\$0.00	\$21,590.06
AR 3435	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,669.80	\$0.00	\$0.00	\$0.00	\$0.00	\$2,669.80
AR 3620	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51.81	\$0.00	\$0.00	\$0.00	\$0.00	\$51.81
AR 3690	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
AR 3720	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,333.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,333.68
AR 3811	\$0.00	\$0.00	\$3,660.00	\$0.00	\$0.00	\$8,460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,120.00
AR 3812	\$0.00	\$0.00	\$11,159.00	\$0.00	\$0.00	\$11,159.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,318.00
AR 3892	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,080.01	\$0.00	\$0.00	\$0.00	\$0.00	\$11,080.01
AR 4210	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,589.07	\$12,948.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49,537.15
AR 4271	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,904.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,904.18
AR 4310	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43,985.98	\$13,864.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57,850.19
AR 4340	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,853.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,853.38
AR 4442	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,800.00	\$2,950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,750.00
AR 4689	\$0.00	\$19,682.66	\$0.00	\$0.00	\$0.00	\$325,988.71	\$5,917.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$351,589.03
AR 4705	\$0.00	\$0.00	\$14,657.24	\$0.00	\$0.00	\$120.39	\$9,115.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,892.92
AR 4706	\$0.00	\$0.00	\$628.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$628.00
AR 4710	\$0.00	\$0.00	\$0.00	\$33,526.37	\$0.00	\$33,079.87	\$12,067.38	\$14,232.37	\$0.00	\$0.00	\$0.00	\$0.00	\$92,905.99
AR 4720	\$0.00	\$0.00	\$0.00	\$11,131.36	\$0.00	\$9,554.28	\$3,670.15	\$3,774.62	\$0.00	\$0.00	\$0.00	\$0.00	\$28,130.41
AR 4760	\$0.00	\$0.00	\$0.00	\$0.00	\$4,663.46	\$1,879.89	\$3,981.54	\$1,906.55	\$0.00	\$0.00	\$0.00	\$0.00	\$12,431.44

# Wellston Public Schools

## Revenue By Month

Options: Fiscal Year: 2023, Funds: 11-41

Account	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun	Total
AR 4821	\$8,775.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,775.15
AR 5160	\$0.00	\$0.00	\$0.00	\$0.00	\$16,682.93	\$0.00	\$0.00	\$22,527.51	\$0.00	\$0.00	\$0.00	\$0.00	\$39,210.44
AR 5600	\$0.00	\$0.00	\$0.00	\$0.00	\$4,880.00	\$2,440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,320.00
<b>Total</b>	<b>\$50,749.41</b>	<b>\$264,046.01</b>	<b>\$293,600.57</b>	<b>\$293,772.73</b>	<b>\$268,401.34</b>	<b>\$786,725.89</b>	<b>\$1,124,303.32</b>	<b>\$510,420.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,592,019.68</b>

# Wellston Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 2/1/2023 - 2/28/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 ATHLETICS	\$6,239.41	\$4,040.00	\$0.00	\$2,073.15	\$8,206.26	\$1,945.00	\$6,261.26
802 FFA	\$16,676.75	\$22,936.50	\$0.00	\$8,031.10	\$31,582.15	\$23,188.00	\$8,394.15
804 CLASS OF 2022	\$342.05	\$0.00	\$0.00	\$0.00	\$342.05	\$0.00	\$342.05
805 CLASS OF 2023	\$4,752.00	\$0.00	\$0.00	\$0.00	\$4,752.00	\$0.00	\$4,752.00
806 CLASS OF 2024	\$3,417.82	\$2,862.25	\$0.00	\$1,319.43	\$4,960.64	\$177.84	\$4,782.80
807 WEA	\$3,258.36	\$219.00	\$0.00	\$45.00	\$3,432.36	\$350.00	\$3,082.36
808 H.S. SOFTBALL	\$6,028.56	\$0.00	\$0.00	\$0.00	\$6,028.56	\$500.00	\$5,528.56
809 FCCLA	\$2,935.38	\$54.70	\$0.00	\$176.70	\$2,813.38	\$343.30	\$2,470.08
811 MURAL FUND	\$489.50	\$0.00	\$0.00	\$0.00	\$489.50	\$0.00	\$489.50
812 YEARBOOK	\$8,518.01	\$890.00	\$0.00	\$0.00	\$9,408.01	\$0.00	\$9,408.01
814 H.S. CHEERLEADERS	\$5,053.43	\$2,988.06	\$0.00	\$962.93	\$7,078.56	\$2,325.00	\$4,753.56
815 FOOTBALL	\$458.22	\$0.00	\$0.00	\$0.00	\$458.22	\$0.00	\$458.22
818 BAND	\$3,004.28	\$400.00	\$0.00	\$454.97	\$2,949.31	\$2,714.56	\$234.75
819 PETTY CASH	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
820 COUNSELOR	\$256.88	\$0.00	\$0.00	\$0.00	\$256.88	\$0.00	\$256.88
821 M.S. CHEERLEADERS	\$3,578.42	\$191.00	\$0.00	\$110.50	\$3,658.92	\$150.00	\$3,508.92
823 SPANISH CLUB	\$289.11	\$0.00	\$0.00	\$0.00	\$289.11	\$0.00	\$289.11
824 NATIONAL HONOR SOCIETY	\$685.68	\$0.00	\$0.00	\$0.00	\$685.68	\$0.00	\$685.68
826 CLASS OF 2025	\$147.00	\$0.00	\$0.00	\$0.00	\$147.00	\$0.00	\$147.00
827 SPEECH/DRAMA	\$207.02	\$0.00	\$0.00	\$0.00	\$207.02	\$0.00	\$207.02
828 ART CLASS	\$568.89	\$0.00	\$0.00	\$131.43	\$437.46	\$150.00	\$287.46
832 FELLOWSHIP CHRISTIAN ATHLETES	\$30.34	\$0.00	\$0.00	\$0.00	\$30.34	\$0.00	\$30.34
834 H.S. BASEBALL	\$8,199.47	\$2,005.00	\$0.00	\$1,317.56	\$8,886.91	\$4,084.00	\$4,802.91
835 CHILD NUTRITION	\$22,227.51	\$5,694.98	\$0.00	\$22,527.51	\$5,394.98	\$0.00	\$5,394.98
836 BETTY WATERSON-CNP	\$384.75	\$0.00	\$0.00	\$60.00	\$324.75	\$75.00	\$249.75
837 MISCELLANEOUS	\$2,870.56	\$54.84	\$0.00	\$495.83	\$2,429.57	\$250.00	\$2,179.57
839 AP	\$114.94	\$0.00	\$0.00	\$0.00	\$114.94	\$0.00	\$114.94
843 LIBRARY	\$433.58	\$0.00	\$0.00	\$0.00	\$433.58	\$0.00	\$433.58
844 GENERAL FUND REFUND	\$1,521.00	\$215.00	\$0.00	\$1,600.00	\$136.00	\$0.00	\$136.00
845 GOLF	\$90.00	\$90.00	\$0.00	\$420.00	(\$240.00)	\$0.00	(\$240.00)
846 SCIENCE CLUB	\$77.51	\$0.00	\$0.00	\$0.00	\$77.51	\$0.00	\$77.51
850 M.S. MISC	\$19,751.87	\$0.00	\$0.00	\$0.00	\$19,751.87	\$0.00	\$19,751.87
851 H.S. MISC	\$60.35	\$0.00	\$0.00	\$0.00	\$60.35	\$0.00	\$60.35
852 GIRLS BASKETBALL	\$3,378.43	\$0.00	\$0.00	\$0.00	\$3,378.43	\$200.00	\$3,178.43
853 BOYS BASKETBALL	\$5,086.53	\$0.00	\$0.00	\$287.12	\$4,799.41	\$232.00	\$4,567.41
856 BPA	\$2,327.75	\$145.00	\$0.00	\$0.00	\$2,472.75	\$0.00	\$2,472.75
858 TEACHER OF THE YEAR	\$641.00	\$20.00	\$0.00	\$0.00	\$661.00	\$0.00	\$661.00
859 BILL FORGEY SCHOLARSHIP FUND	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
860 TROY SWAFFORD SCHOLARSHIP	\$875.00	\$0.00	\$0.00	\$0.00	\$875.00	\$0.00	\$875.00
<b>Total</b>	<b>\$135,177.36</b>	<b>\$43,306.33</b>	<b>\$0.00</b>	<b>\$40,013.23</b>	<b>\$138,470.46</b>	<b>\$36,684.70</b>	<b>\$101,785.76</b>

## Unpaid Encumbrances

Options: Year: 2022-2023, Fund: GENERAL, As Of Date: 3/2/2023, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2022	821	US FOODS	CNP FOOD AND SUPPLIES	32,159.79
2	07/01/2022	355	AT&T	MONTHLY BILLING	2,362.97
3	07/01/2022	13302	US CELLULAR	MONTHLY BILLING	499.42
4	07/01/2022	77	OG&E	MONTHLY BILLING	35,170.76
5	07/01/2022	48	ONG	MONTHLY BILLING	10,851.03
6	07/01/2022	12417	PRINCIPAL FINANCIAL GROUP	3600	2,410.58
7	07/01/2022	704	HILAND DAIRY FOODS CO	MONTHLY BILLING	11,369.54
8	07/01/2022	13262	B&C BUSINESS PRODUCTS	MONTHLY BILLING	2,493.47
9	07/01/2022	772	FLEETCOR TECHNOLOGIES	MONTHLY BILLING	5,605.72
10	07/01/2022	12534	R.K. BLACK, INC.	MONTHLY BILLING	3,347.45
11	07/01/2022	342	THE HOME DEPOT PRO INSTITUTIONAL	MONTHLY BILLING	17,071.76
12	07/01/2022	12024	CLEARWATER ENTERPRISES, LLC	MONTHLY BILLING	10,591.34
13	07/01/2022	12945	TOWN OF WELLSTON	WATER/TRASH PICK UP	6,150.28
14	07/01/2022	13295	FESLER PEST CONTROL LLC	EXTERMINATOR	480.00
15	07/01/2022	13145	GREEN'S PROPANE, L.L.C.	PROPANE	13,195.36
16	07/01/2022	223	OTA PIKE PASS	PIKEPASS	1,200.00
17	07/01/2022	13261	BARLOW ED MANAG SERV	FEDERAL PROGRAM ASSISTANCE	2,830.00
18	07/01/2022	13477	EASY ICE, LLC	ICE MACHINE RENTAL	1,672.00
19	07/01/2022	12078	AF PLAN SERVE	MONTHLY BILLING	86.00
21	07/01/2022	12366	ALLIED ELEVATOR SER INC	ELEVATOR PHONE SERVICE	100.00
29	07/01/2022	144	LOWE'S	MAINTENANCE SUPPLIES	588.74
32	07/01/2022	160	OFFICE DEPOT INC	SUPPLIES	1,314.34
33	07/01/2022	12489	EUREKA WATER CO	MONTHLY BILLING	189.00
65	07/01/2022	13555	STAR2STAR COMMUNICATIONS, LLC	PHONE SYSTEM MONTHLY BILLING & SETUP	3,123.80
68	08/03/2022	13268	NAMETAGCOUNTRY	NAME TAGS AND PLATES	64.10
69	08/15/2022	827	CENGAGE LEARNING	Calculus & Forensics Books	166.45
87	09/14/2022	359	FOLLETT EDUCATIONAL SERVICE	Follett Training Class	198.00
132	07/01/2022	12945	TOWN OF WELLSTON	SRO CONTRACT WITH TOWN	8,850.00
135	09/16/2022	12419	BSN LLC	Middle School Girls Uniforms	3,400.00
154	10/03/2022	12682	GORFAM ATHLETICS	basketball equipment-jerseys, balls	194.63
191	10/21/2022	1	MUNICIPAL ACCOUNTING SYSTEMS	W2 & 1095-C FORMS	400.00
241	12/05/2022	376	FOLLETT LIBRARY RESOURCES	New Books	150.00
263	01/05/2023	60	FOLLET SCHOOL SOLUTIONS INC	Barcodes	103.00
284	01/18/2023	13342	J.W. PEPPER & SON, INC	Competition Music	50.00
288	01/26/2023	376	FOLLETT LIBRARY RESOURCES	New Books	1,000.00
290	01/27/2023	285	D & S MARKETING SYSTEMS, INC	AP CALC TEST PREP BOOKS	140.00
304	12/01/2022	821	US FOODS	HOT FOOD SERVING COUNTER	3,806.46
305	12/01/2022	13612	OSWALT RESTAURANT SUPPLY	HOT HOLD FOOD CABINETS	14,464.54
307	02/07/2023	421	OKLA SEC SCHOOL ACT ASSO	District Contest Fees	100.00
308	02/07/2023	421	OKLA SEC SCHOOL ACT ASSO	Solo and Ensemble Contest Fees	70.00
310	02/07/2023	13614	KISS INST FOR PRACTICAL ROBOTICS	Junior Botball (Gifted and Talented)	1,213.87
311	02/15/2023	13566	ARVEST	classroom supplies	300.00
312	02/22/2023	367	NASSP	National Dues	385.00

## Unpaid Encumbrances

Options: Year: 2022-2023, Fund: GENERAL, As Of Date: 3/2/2023, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
313	02/24/2023	13501	EVERETT INDUSTRIES	Miter Saw Carl Perkins	6,500.00
314	01/01/2023	13602	AIR TECHNOLOGIES	HEATER WORK	240.00
315	01/01/2023	468	ALCOHOL & DRUG TESTING INC	DRUG TESTING - DOT & STUDENT	138.10
316	01/01/2023	493	FRED'S TIRE & BATTERY	AG TRUCK TIRES	907.08
317	01/01/2023	12430	CHANDLER TIRE CENTER	AG TRUCK TIRE INSTALL & BALANCE	107.60
318	01/01/2023	157	AUTO-CHLOR SYSTEM	CNP CLEANER	150.00
319	01/01/2023	12138	OREILLY AUTO PARTS	VEHICLE MAINT SUPPLIES	996.00
320	01/01/2023	12720	OSI ENVIRONMENTAL, INC	USED FILTER PICK UP	35.00
321	01/01/2023	13419	NIKKI KECK DBA VISUAL SENSES	VISUAL CONSULTATION & SCREENINGS	360.00
322	07/01/2022	13517	HOLT TRUCK CENTERS	BUS REPAIR WORK/SERVICE	7,390.26
323	01/01/2023	13206	KELLY CURRY	PT SERVICES	195.00
324	01/01/2023	25	OKLA STATE SCHOOL BOARDS ASSOC	BOARD MEMEBER TRAINING	430.00
325	02/01/2023	364	ADVANCE GRAPHICS & PRINTING	SUPPLIES	259.00
326	01/01/2023	12910	SCHOOL SPECIALTY	DISC & ABS FORMS	350.00
327	02/15/2023	12147	SAFEGUARD FIRE LLC	FIRE ALARM ANNUAL COPPER MONITORING	320.00
328	01/01/2023	12376	CAPITAL ONE	CNP/GOLF	165.71
330	02/01/2023	780	OKLA THERAPY CONSULTANTS	OCCUPATIONAL THERAPY	4,807.50
331	02/01/2023	12266	KRISTA MOTLEY, MS, CCC-SLP	SPEECH LANGUAGE PATHOLOGY	5,460.00
332	01/01/2023	13566	ARVEST	IT, SUPPLIES, MAINT, BACKGROUND CHECKS	1,288.45
333	01/01/2023	12023	DOLLAR GENERAL - REGIONS 410526	CNP/MAINT	100.00
<b>Non-Payroll Total:</b>					<b>\$230,119.10</b>
<b>Payroll Total:</b>					<b>\$1,402,737.79</b>
<b>Report Total:</b>					<b>\$1,632,856.89</b>

**Wellston Public Schools**  
**Budget Analysis****Options:** Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Print Detail: False

<b>Classification</b>	<b>Appropriation</b>	<b>Encumbered</b>	<b>Paid</b>	<b>Encumbered Balance</b>	<b>Unencumbered Balance</b>	<b>% Enc Budget</b>
2022-2023						
11 GENERAL	5,157,470.95	4,978,852.31	3,345,995.42	1,632,856.89	178,618.64	96.54%
<b>Total 2022-2023</b>	<b>\$5,157,470.95</b>	<b>\$4,978,852.31</b>	<b>\$3,345,995.42</b>	<b>\$1,632,856.89</b>	<b>\$178,618.64</b>	<b>96.54 %</b>
<b>Report Total</b>	<b>\$5,157,470.95</b>	<b>\$4,978,852.31</b>	<b>\$3,345,995.42</b>	<b>\$1,632,856.89</b>	<b>\$178,618.64</b>	<b>96.54 %</b>

**Date Range:** 7/1/2022 - 6/30/2023

**Classification Bolding:** N/A

**Print Detail:** No

<b>Dimension</b>	<b>Group Order</b>	<b>Total</b>	<b>Bold</b>	<b>Filter</b>
Fiscal Year	1	Yes	No	2023
Fund	2	No	No	11
Project	N/A	N/A	N/A	
Function	N/A	N/A	N/A	
Object	N/A	N/A	N/A	
Program	N/A	N/A	N/A	
Subject	N/A	N/A	N/A	
JobClass	N/A	N/A	N/A	
Unit	N/A	N/A	N/A	

## Unpaid Encumbrances

**Options:** Year: 2022-2023, Fund: BUILDING, As Of Date: 3/2/2023, Include Only Certified: False

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
5	01/09/2023	13602	AIR TECHNOLOGIES	HVAC PROJECT - ES	47,468.00
6	01/01/2023	13600	MR. ROOTER	SEWER LINE WORK	461.75
<b>Non-Payroll Total:</b>					<b>\$47,929.75</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$47,929.75</b>

**Wellston Public Schools**  
**Budget Analysis****Options:** Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Print Detail: False

<b>Classification</b>	<b>Appropriation</b>	<b>Encumbered</b>	<b>Paid</b>	<b>Encumbered Balance</b>	<b>Unencumbered Balance</b>	<b>% Enc Budget</b>
2022-2023						
21 BUILDING	200,000.00	171,410.11	123,480.36	47,929.75	28,589.89	85.71%
<b>Total 2022-2023</b>	<b>\$200,000.00</b>	<b>\$171,410.11</b>	<b>\$123,480.36</b>	<b>\$47,929.75</b>	<b>\$28,589.89</b>	<b>85.71 %</b>
<b>Report Total</b>	<b>\$200,000.00</b>	<b>\$171,410.11</b>	<b>\$123,480.36</b>	<b>\$47,929.75</b>	<b>\$28,589.89</b>	<b>85.71 %</b>

**Date Range:** 7/1/2022 - 6/30/2023

**Classification Bolding:** N/A

**Print Detail:** No

<b>Dimension</b>	<b>Group Order</b>	<b>Total</b>	<b>Bold</b>	<b>Filter</b>
Fiscal Year	1	Yes	No	2023
Fund	2	No	No	21
Project	N/A	N/A	N/A	
Function	N/A	N/A	N/A	
Object	N/A	N/A	N/A	
Program	N/A	N/A	N/A	
Subject	N/A	N/A	N/A	
JobClass	N/A	N/A	N/A	
Unit	N/A	N/A	N/A	

## Unpaid Encumbrances

**Options:** Year: 2022-2023, Fund: BUILDING BOND, As Of Date: 3/2/2023, Include Only Certified: False

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
8	01/01/2023	863	VOSS LIGHTING	NEW LIGHTS FOR HITTING FACILITY	732.00
<b>Non-Payroll Total:</b>					<b>\$732.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$732.00</b>

## Unpaid Encumbrances

Options: Year: 2022-2023, Fund: GENERAL, As Of Date: 3/2/2023, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2022	821	US FOODS	CNP FOOD AND SUPPLIES	32,159.79
2	07/01/2022	355	AT&T	MONTHLY BILLING	2,362.97
3	07/01/2022	13302	US CELLULAR	MONTHLY BILLING	499.42
4	07/01/2022	77	OG&E	MONTHLY BILLING	35,170.76
5	07/01/2022	48	ONG	MONTHLY BILLING	10,851.03
6	07/01/2022	12417	PRINCIPAL FINANCIAL GROUP	3600	2,410.58
7	07/01/2022	704	HILAND DAIRY FOODS CO	MONTHLY BILLING	11,369.54
8	07/01/2022	13262	B&C BUSINESS PRODUCTS	MONTHLY BILLING	2,493.47
9	07/01/2022	772	FLEETCOR TECHNOLOGIES	MONTHLY BILLING	5,605.72
10	07/01/2022	12534	R.K. BLACK, INC.	MONTHLY BILLING	3,347.45
11	07/01/2022	342	THE HOME DEPOT PRO INSTITUTIONAL	MONTHLY BILLING	17,071.76
12	07/01/2022	12024	CLEARWATER ENTERPRISES, LLC	MONTHLY BILLING	10,591.34
13	07/01/2022	12945	TOWN OF WELLSTON	WATER/TRASH PICK UP	6,150.28
14	07/01/2022	13295	FESLER PEST CONTROL LLC	EXTERMINATOR	480.00
15	07/01/2022	13145	GREEN'S PROPANE, L.L.C.	PROPANE	13,195.36
16	07/01/2022	223	OTA PIKE PASS	PIKEPASS	1,200.00
17	07/01/2022	13261	BARLOW ED MANAG SERV	FEDERAL PROGRAM ASSISTANCE	2,830.00
18	07/01/2022	13477	EASY ICE, LLC	ICE MACHINE RENTAL	1,672.00
19	07/01/2022	12078	AF PLAN SERVE	MONTHLY BILLING	86.00
21	07/01/2022	12366	ALLIED ELEVATOR SER INC	ELEVATOR PHONE SERVICE	100.00
29	07/01/2022	144	LOWE'S	MAINTENANCE SUPPLIES	588.74
32	07/01/2022	160	OFFICE DEPOT INC	SUPPLIES	1,314.34
33	07/01/2022	12489	EUREKA WATER CO	MONTHLY BILLING	189.00
65	07/01/2022	13555	STAR2STAR COMMUNICATIONS, LLC	PHONE SYSTEM MONTHLY BILLING & SETUP	3,123.80
68	08/03/2022	13268	NAMETAGCOUNTRY	NAME TAGS AND PLATES	64.10
69	08/15/2022	827	CENGAGE LEARNING	Calculus & Forensics Books	166.45
87	09/14/2022	359	FOLLETT EDUCATIONAL SERVICE	Follett Training Class	198.00
132	07/01/2022	12945	TOWN OF WELLSTON	SRO CONTRACT WITH TOWN	8,850.00
135	09/16/2022	12419	BSN LLC	Middle School Girls Uniforms	3,400.00
154	10/03/2022	12682	GORFAM ATHLETICS	basketball equipment-jerseys, balls	194.63
191	10/21/2022	1	MUNICIPAL ACCOUNTING SYSTEMS	W2 & 1095-C FORMS	400.00
241	12/05/2022	376	FOLLETT LIBRARY RESOURCES	New Books	150.00
263	01/05/2023	60	FOLLET SCHOOL SOLUTIONS INC	Barcodes	103.00
284	01/18/2023	13342	J.W. PEPPER & SON, INC	Competition Music	50.00
288	01/26/2023	376	FOLLETT LIBRARY RESOURCES	New Books	1,000.00
290	01/27/2023	285	D & S MARKETING SYSTEMS, INC	AP CALC TEST PREP BOOKS	140.00
304	12/01/2022	821	US FOODS	HOT FOOD SERVING COUNTER	3,806.46
305	12/01/2022	13612	OSWALT RESTAURANT SUPPLY	HOT HOLD FOOD CABINETS	14,464.54
307	02/07/2023	421	OKLA SEC SCHOOL ACT ASSO	District Contest Fees	100.00
308	02/07/2023	421	OKLA SEC SCHOOL ACT ASSO	Solo and Ensemble Contest Fees	70.00
310	02/07/2023	13614	KISS INST FOR PRACTICAL ROBOTICS	Junior Botball (Gifted and Talented)	1,213.87
311	02/15/2023	13566	ARVEST	classroom supplies	300.00
312	02/22/2023	367	NASSP	National Dues	385.00

## Unpaid Encumbrances

Options: Year: 2022-2023, Fund: GENERAL, As Of Date: 3/2/2023, Include Only Certified: False


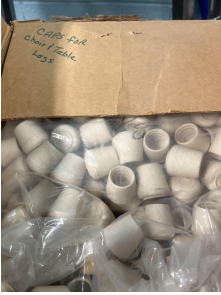



PO No	Date	Vendor No	Vendor	Description	Amount
313	02/24/2023	13501	EVERETT INDUSTRIES	Miter Saw Carl Perkins	6,500.00
314	01/01/2023	13602	AIR TECHNOLOGIES	HEATER WORK	240.00
315	01/01/2023	468	ALCOHOL & DRUG TESTING INC	DRUG TESTING - DOT & STUDENT	138.10
316	01/01/2023	493	FRED'S TIRE & BATTERY	AG TRUCK TIRES	907.08
317	01/01/2023	12430	CHANDLER TIRE CENTER	AG TRUCK TIRE INSTALL & BALANCE	107.60
318	01/01/2023	157	AUTO-CHLOR SYSTEM	CNP CLEANER	150.00
319	01/01/2023	12138	OREILLY AUTO PARTS	VEHICLE MAINT SUPPLIES	996.00
320	01/01/2023	12720	OSI ENVIRONMENTAL, INC	USED FILTER PICK UP	35.00
321	01/01/2023	13419	NIKKI KECK DBA VISUAL SENSES	VISUAL CONSULTATION & SCREENINGS	360.00
322	07/01/2022	13517	HOLT TRUCK CENTERS	BUS REPAIR WORK/SERVICE	7,390.26
323	01/01/2023	13206	KELLY CURRY	PT SERVICES	195.00
324	01/01/2023	25	OKLA STATE SCHOOL BOARDS ASSOC	BOARD MEMEBER TRAINING	430.00
325	02/01/2023	364	ADVANCE GRAPHICS & PRINTING	SUPPLIES	259.00
326	01/01/2023	12910	SCHOOL SPECIALTY	DISC & ABS FORMS	350.00
327	02/15/2023	12147	SAFEGUARD FIRE LLC	FIRE ALARM ANNUAL COPPER MONITORING	320.00
328	01/01/2023	12376	CAPITAL ONE	CNP/GOLF	165.71
330	02/01/2023	780	OKLA THERAPY CONSULTANTS	OCCUPATIONAL THERAPY	4,807.50
331	02/01/2023	12266	KRISTA MOTLEY, MS, CCC-SLP	SPEECH LANGUAGE PATHOLOGY	5,460.00
332	01/01/2023	13566	ARVEST	IT, SUPPLIES, MAINT, BACKGROUND CHECKS	1,288.45
333	01/01/2023	12023	DOLLAR GENERAL - REGIONS 410526	CNP/MAINT	100.00
<b>Non-Payroll Total:</b>					<b>\$230,119.10</b>
<b>Payroll Total:</b>					<b>\$1,402,737.79</b>
<b>Report Total:</b>					<b>\$1,632,856.89</b>

PO#4 IS AN INCREASE ON A PREVIOUS BLANKET PURCHASE ORDER. ORIGINAL AMOUNT WAS \$65,000, THE REQUESTED INCREASE IS AN ADDITIONAL \$30,000





**2023 March Surplus**

<b>Item</b>	<b>Quantity</b>	<b>Date Surplused</b>	<b>Date Removed</b>	<b>Notes / Picture</b>
<b>Storage Rack</b>	<b>1</b>	<b>3/2/23</b>		
<b>Power speaker System</b>	<b>1</b>	<b>3/2/23</b>		
<b>HP Scanner/printer</b>	<b>1</b>	<b>3/2/23</b>		
<b>Smartboards</b>	<b>8</b>	<b>3/2/23</b>		
<b>Cables</b>	<b>2 boxes</b>	<b>3/2/23</b>		
<b>Speakers</b>	<b>2 containers</b>	<b>3/2/23</b>		
<b>Optiplex Desktop</b>	<b>4</b>	<b>3/2/23</b>		
<b>Monitors</b>	<b>3</b>	<b>3/2/23</b>		
<b>Tishiba Phones</b>	<b>3</b>	<b>3/2/23</b>		
<b>Surge Strips</b>	<b>4</b>	<b>3/2/23</b>		
<b>Scanners</b>	<b>2</b>	<b>3/2/23</b>		
<b>Headphones</b>	<b>1 container</b>	<b>3/2/23</b>		

2023 March Surplus

<p><b>Renown Soap Dispenser</b></p>	<p><b>1</b></p>	<p><b>3/2/23</b></p>		
<p><b>Chair/Table Leg Caps</b></p>		<p><b>3/2/23</b></p>	<p><b>Multitude</b></p>	
<p><b>Desk</b></p>	<p><b>2</b></p>	<p><b>3/2/23</b></p>		
<p><b>Projector Cart</b></p>	<p><b>1</b></p>	<p><b>3/2/23</b></p>		
<p><b>On Stage Stands Tripod</b></p>	<p><b>4</b></p>	<p><b>3/2/23</b></p>		

2023 March Surplus

<p><b>Long Table</b></p>	<p><b>1</b></p>	<p><b>3/2/23</b></p>		
<p><b>Student Chair</b></p>	<p><b>1</b></p>	<p><b>3/2/23</b></p>		
<p><b>Roling Chair</b></p>	<p><b>1</b></p>	<p><b>3/2/23</b></p>		
<p><b>Classroom Book Sets</b></p>	<p><b>9 sets</b></p>	<p><b>3/2/23</b></p>		

## 2023 March Surplus



# Gordon Cooper

## TECHNOLOGY CENTER

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February 20, 2023

Mr. Mike Franz,

In an effort to meet the requirements set forth by the OSDE and the ODCTE, I need your assistance in obtaining the approval of your local board of education in order for the academic courses listed on the attached sheets to be counted for academic credit for students from your district that attend Gordon Cooper Technology Center and to allow sophomore students from your district to enroll at Gordon Cooper Technology Center as well. The academic courses in question are the same courses that have been offered through Gordon Cooper Technology Center for the past several years. The accompanying document provides much more detail regarding the academic courses offered at Gordon Cooper Technology Center to your students. All courses have been approved by the Oklahoma State Board of Education for Gordon Cooper Technology Center to offer, all courses are taught current standards, and all courses are taught by a Highly Qualified teacher per the federal NCLB guidelines.

As a reminder, our involvement in providing academic coursework began several years ago when graduation requirements began to increase. Our desire is to simply offer academic courses for students that choose to attend Gordon Cooper Technology Center. As we all know, it has become harder and harder for kids to meet increased graduation requirements. We also understand the need to provide a level of instruction that helps students be prepared for EOI testing requirements as well. I hope our offering these courses provides a sound option for your students in both areas.

For those districts that offer weighted credit for various courses and/or various courses at various grade levels, I would also ask that you consider the same courses that we offer for similar weighted credit. Concerning any of the courses that we offer, if you need additional information please let me know and I will provide whatever you may need.

In addition, I would ask you to approve allowing any of your sophomores to enroll in appropriate CTE courses at Gordon Cooper Technology Center. Right now that would only include Pre-Engineering Academy students and possibly IEP students where appropriate.

Thanks for your help and after your board approves this request simply sign and email a copy to Ronda Brady at [rondab@gctech.edu](mailto:rondab@gctech.edu) of the attached form and the board agenda. Please review the attached information and call me if you have any questions. I will be happy to present to you or your board if you feel it is necessary.

Respectfully submitted,

Julie McCormick, Superintendent



# *Gordon Cooper* TECHNOLOGY CENTER

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## **Joint Agreement – Academic Course Offerings and Sophomore Student Enrollment**

between

Wellston Public Schools

Wellston, OK

and

Gordon Cooper Technology Center

Shawnee, OK

Wellston Public Schools and Gordon Cooper Technology Center hereby agree to enter into a Joint Agreement allowing Gordon Cooper Technology Center to offer certain Academic Courses as approved by the Oklahoma State Board of Education and as listed on the attached sheets and allowing Sophomore level students to enroll in appropriate CTE courses at Gordon Cooper Technology Center.

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Mr. Mike Franz, Superintendent

Wellston Public Schools

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Board President

Wellston Public Schools

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Date of Local Board Approval

(please attach a copy of the appropriate board agenda after approval)

**GORDON COOPER TECHNOLOGY CENTER**  
**COURSE UNITS**  
***HIGH SCHOOL TRANSCRIPTING OPTIONS***

COURSE	YEAR	ELECTIVE UNITS	OPTIONAL ACADEMIC UNITS
Applied Welding Technology	Year 1 Year 2	3 units 4 units	1 unit Geometry <sup>1</sup>
Automotive Service Technology	Year 1 Year 2	3 units 4 units	1 unit Geometry 1 unit Int. Algebra <sup>4</sup>
Aviation Maintenance Technology	Year 1 Year 2	4 units 4 units	Jr. yr. – Algebra II or Trig Sr. yr. – Trig or Capstone
<b>BUSINESS &amp; COMPUTER</b> Business Education Technology Computer Network Technology Digital Media Production (NBC) <sup>5</sup> Digital Careers (NBC) <sup>5</sup>	Year 1 Year 2  Year 1	3 units 3 or 4 units  3 units or 4 units	1 unit Computer Science I <sup>2</sup> OHLAP 1 unit Computer Science II <sup>2</sup> OHLAP  1 unit Computer Science I <sup>2</sup> OHLAP 1 unit Computer Science II <sup>2</sup> OHLAP
Carpentry & Masonry Trades (NBC) <sup>5</sup>	Year 1 Year 2	3 units 4 units	1 unit Geometry <sup>1</sup>
Criminal Justice & Emergency Services	Year 1	4 units	
Collision Repair Technology	Year 1 Year 2	3 units 4 units	Intermediate Algebra <sup>4</sup>
Cosmetology	Year 1 Year 2	4 units 4 units	
Graphic Design (NBC) <sup>5</sup>	Year 1 Year 2	3 units 3 or 4 units	1 unit Computer Science I <sup>2</sup> OHLAP 1 unit Computer Science II <sup>2</sup> OHLAP
Early Care and Education	Year 1 Year 2	4 units 4 units	
Electrical Careers Technology	Year 1 Year 2	3 units 4 units	1 unit Geometry <sup>1</sup>
Health Careers Advanced Health Careers	Year 1 Year 2	3 units 4 units	1 unit Anatomy <sup>3</sup>
Heating, Air Conditioning & Refrigeration Technology	Year 1 Year 2	3 units 4 units	1 unit Geometry <sup>1</sup>
Pre-Engineering Academy (NBC) <sup>5</sup>			* SEE FLOW CHART
Precision Machining I and II	Year 1 Year 2	3 units 3 units	1 unit Geometry (PM I) <sup>1</sup> 1 unit Trigonometry (PM II) <sup>1</sup>
Professional Diesel Technology	Year 1 Year 2	3 units 4 units	1 unit Intermediate Algebra <sup>4</sup>

*According to 70 O.S. § 11-103.6(D)(2)(g), as amended by Senate Bill 1370 (2018), an approved CareerTech (CTE) course may be used to satisfy one unit of mathematics credit for students on the Core Curriculum pathway.*

Units of Credit: Accreditation Standards indicate 1 unit of credit may be awarded for 120 hours of instruction. These courses include 525 hours of instruction each year for a high school student. This is equivalent to 4 + units. Units awarded are determined by local boards.

**Algebra II or Trig will be offered as a separate pull out class to anyone needing additional math credits per request. Personal Financial Literacy will be offered at home high school counselor's request. (course offerings will vary depending on demand)**

1. Geometry and Trigonometry and Algebra 2 courses are taught by certified secondary math instructors, are aligned to the PASS objectives, and meet the NCLB and OHLAP requirements for 2023 -2024. A competency test is also required. APPROVED BY THE STATE BOARD OF EDUCATION 4/19/01.
2. These courses are taught by certified instructors and meet the SDE requirements for Computer Science credit, but not the NCLB requirements for 20. If they are counted NCLB procedures are applicable.
3. Anatomy satisfies a lab science requirement for high school graduation and is taught by a NCLB certified teacher and the course meets NCLB and OHLAP requirements. APPROVED BY THE STATE BOARD OF EDUCATION 2020.
4. These courses are taught by certified math teachers with content ABOVE Algebra I and DO satisfy a math requirement for a standard diploma and the NCLB requirements. Intermediate Algebra can be counted as a math between Algebra I and Algebra II if your local school board approves it as such. Intermediate Algebra does not meet OHLAP requirements.
5. NBC- Nationally Board Certified Instructor

## FLOW CHART OF COURSE PROGRESSIONS – PRE-ENGINEERING ACADEMY

This chart should be used as a reference of possible course progressions, not for absolute placement.  
Each student is scheduled based on his or her needs in math and science.

### **Sophomore Entry**

Algebra 2 or Geometry  
Pre-AP Chemistry  
Intro to Engineering Design\*  
Principles of Engineering\*

### **Junior Year**

Pre-Calculus  
Pre-AP Physics  
Digital Electronics  
Architecture  
Civil Engineering &  
Architecture

### **Senior Year**

Calculus I & II (College Credit)  
AP Physics  
Engineering Design & Development  
Aerospace Engineering

### **Junior Entry (FIRST YEAR)**

Algebra 2 or Geometry  
Pre-AP Chemistry  
  
Intro to Engineering Design\*  
  
Principles of Engineering\*

### **Senior Year**

Pre-Calculus  
Pre-AP Physics  
(2 or the following)\* Digital Electronics,  
\*Aerospace Engineering, Civil  
Engineering & Architecture

### **OR**

### **Junior Entry (FIRST YEAR)**

Pre-Calculus  
Pre-AP Physics  
Intro to Engineering Design\*  
Principles of Engineering\*

### **Senior Year**

Calculus I & II (College Credit)  
AP Physics  
(2 or the following) \*Digital Electronics,  
Civil Engineering & Architecture,  
Engineering Design & Development,  
\*Aerospace Engineering

### **Senior Entry – (this is not a suggested course of study since the student will be unable to experience the capstone class)**

Pre-Calculus  
Pre-AP Physics  
Intro to Engineering Design\*  
Principles of Engineering\*

**\*Intro to Engineering Design/Principles of Engineering can count for OK Promise computer credit**

**\*Digital Electronics can count for OK Promise science credit**

**\*Aerospace Engineering can count for OK Promise math credit**



Date: 02 / 20 / 2023	Date: 02 / 21 / 2023
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**EXHIBIT A**  
**PARCHMENT SEND – K12 – MULTI-CREDENTIAL**  
**SERVICES DESCRIPTION AND FEE SCHEDULE**

Parchment and Member agree that the Parchment Services shall be provided in accordance with the following fees and provisions. Capitalized terms not otherwise defined herein shall have the meaning set forth in the Terms and Conditions.

1. **FEES.** The fees for the Parchment Services shall be paid to Parchment as selected below:

Under Parchment’s contract with the State of Oklahoma (referred to herein as the “State”) resulting from Solicitation No. 2650000370 (the “Contract”), electronic transcripts for current students are subsidized by the OSDE and are processed at no charge to the Member (school) or currently enrolled Credential Owner (student). In the event the annual subscription fee subsidized by the State is terminated or expires, currently enrolled Credential Owners will be billed the Credential request fee for the remainder of the then current Order Term. The Record request fee is \$3.95. Electronic delivery of the Credential is included at no charge with each Credential request.

**MEMBER SUBSCRIPTION:** An annual subscription fee subsidized by the OSDE covers the transmission of unlimited Credentials for current students to Credential Recipients.

Member may select to make the Parchment Services available to Alumni or third-party Credential Requestors by checking the box below:

**LEARNER PAY (Per Transaction):** Credential Owners or that are not currently enrolled with Member (referred to as “Alumni”) or other third-party Credential Requestors will be billed a Credential Request fee of **\$3.95** per Credential-type other than Verifications, and **\$12.00** per enrollment verification or graduation verification Credential-types. Member may also elect that currently enrolled Credential Owners will be billed a Credential Request fee of **\$3.95** per Credential (all types) by selecting the appropriate option below. Electronic delivery of the Credential is included at no charge with each Credential request.

**DISTRICT TRANSFER SERVICES SUBSCRIPTION:** If checked, the Member Subscription above includes the unlimited electronic request of Student Transfer Files to validated requesting institutions.

2. **Credential-Types.** Please check the box for each credential type(s) that the District would like to be configured for district records management ordering and fulfillment during the initial implementation. (Additional supported credential types can be added at a future date if desired).

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> <b>Transcripts</b>                          | <input type="checkbox"/> <b>Academic Certificates</b>                           | <input type="checkbox"/> <b>Birth Certificates</b>        |
| <input type="checkbox"/> <b>Replacement Diplomas</b>                            | <input type="checkbox"/> <b>Immunization Records</b>                            | <input type="checkbox"/> <b>Special Education Records</b> |
| <input checked="" type="checkbox"/> <b>Enrollment Verification Certificates</b> | <input checked="" type="checkbox"/> <b>Graduation Verification Certificates</b> |   |

3. **Payment Terms.** All payments under this Order Form are due from OSDE within forty-five (45) days of the date of the invoice sent by Parchment. Invoices are sent upon the execution of this Agreement, or as otherwise shown in this Order Form. In the event of termination under section 11.2 or 11.3 of this Agreement, Parchment shall issue a pro-rated refund for all subscription fees paid in advance for services not rendered.





4. **Participating Institutions.** Member's subscription covers requests of currently enrolled Credential Owners at the participating institutions in its district. Each participating institution shall complete Parchment's client data sheet prior to implementation and use of the Parchment Services.
5. **SURCHARGE.** Member can add a surcharge to each transcript as a method of cost recovery for some or all of Member's fees, or an auxiliary revenue source. Surcharge amounts are decided by Member and may be adjusted by them using the Parchment Send administrator interface. Parchment shall retain 20% of these surcharges actually collected by Parchment and remit to OSDE on a quarterly basis, no later than 15 days following the end of each calendar quarter provided that the amount due is more than \$500. If below \$500, the balance will be carried to the next quarter and paid when the amount exceeds the minimum.
  6. **PRINT SERVICES.** Parchment is an electronic credential delivery system. However, Credential Owners may elect to print and mail their Credentials at the time of request, subject to additional fees. The current print and mail additional fees are listed below.
    - \$2.75 for U.S. domestic paper delivery (including first class postage)
    - \$5.25 for international paper delivery (including first class postage)
7. **TRAINING AND PROFESSIONAL DEVELOPMENT SERVICES.** If and as selected on the Order Form, Member and Parchment agree that Parchment shall provide certain on-site training services to Member as described, and for the fees, set forth in this section.
  - 7.1 **Webinar Training.** Parchment will provide a customized webinar training for Member for up to thirty (30) participants per session. Parchment will coordinate one 30-minute prep call with Member's contact to schedule the webinar training. OSDE shall pay a one-time fee of **\$750** per 60 minute plus 30 minute Q&A webinar training. All fees are due within forty-five (45) days of receipt of Parchment's invoice by OSDE.
  - 7.2 **Onsite Training (1/2 day).** Parchment will provide a customized on-site training for Member for up to thirty (30) participants per session at the Member's location. Parchment will coordinate two 30-minute prep calls with Member's contact to schedule and prepare for the onsite training. OSDE will pay a one-time fee of **\$1,500** per onsite training. All fees are due within forty-five (45) days of receipt of Parchment's invoice by OSDE.
  - 7.3 **Onsite Training (Full Day).** Parchment will provide one full day of customized on-site professional development training sessions, for up to twelve (12) participants per session, and two (2) sessions, or a maximum of twenty-four (24) participants per day (the "Full Day Onsite Training"). OSDE will pay a one-time fee of **\$2,500** per onsite training (full day). All fees are due within forty-five (45) days of receipt of Parchment's invoice by OSDE.
8. **DESCRIPTION OF PARCHMENT SEND: K12 Multi-Credential and District Records Management.** The Parchment Services ordered and described herein shall enable Credential Owners to order and request delivery of Credentials from the Credential holding institution to Credential Recipients (referred to as "Parchment Send"). Parchment Send also provides a number of additional features and functions, including Credential retrieval and the delivery of Analytics. Subject to Member's compliance with this Agreement, Parchment will use commercially reasonable efforts to electronically deliver and/or to print and manually send Credentials to Credential Recipients. Member hereby designates Parchment as the Member's authorized provider in sending official copies of Credentials, on paper or electronically, to Credential Recipients, and agrees to provide such documents and certificates as Parchment reasonably requests, to confirm such authority to prospective Credential Recipients. The Parchment Services provides Member with several processing options, while providing a secure and intuitive online workflow for current students/alumni to request their credentials to be sent to any recipient worldwide. The Parchment Services provide full tracking, notifications, and reporting to both the Member's administrators and current students/alumni.



The Parchment Services shall be provided with the following features/functionality:

8.1 Fulfillment of receiver-initiated requests through the Document Request interface

8.2 eCommerce features to define surcharges to be collected on behalf of the Member, including:

- Support for different surcharges for current Students or Alumni
- Support for administrative control of transactions subject to a surcharge (i.e. all transactions or transactions after the first 'X' transactions)

8.3 Enhanced Credential upload options

8.4 Full transactional reporting

8.5 Administrative panel to manage the Member's account including:

- Grading Periods
- Approval Settings
- 'To Do List' Queues Settings

8.6 Student Rosters & Registration Codes

- As part of the implementation process, Members upload a Student Roster for the full student body (grades 9-12)
- Parchment auto-generates a unique PIN for each student
- Students (and parents) can use the PIN to register at a Parchment Site

8.7 Common App integration with the Common App online school forms to deliver transcripts electronically to Common App member colleges

8.8 If selected on the Member's Order Form, District Records Management utilizes the Parchment District processing workflow for all orderable documents centrally processed for Alumni and third-party Credential Requestors (third-party ordering).

9. **DESCRIPTION OF PARCHMENT DISTRICT TRANSFER SERVICES.** The Parchment District Transfer Services ordered and described herein allows school districts to subsidize the cost of sending Student Transfer Files to destination schools. A "**Student Transfer File**" is defined as the Credential of a previously enrolled student, which is requested by an academic institution. A validated requesting destination will not incur any fees when placing an order for a Student Transfer File from a K12 Sender with a District Transfer subscription. The Parchment District Transfer Services provide Member with the following functionality:

- Make a Student Transfer File available to requesters on the Member's storefront
- Provide verification service of schools and districts that register to request Student Transfer Files
- Allow verified transfer requesters to order the Student Transfer File at no cost
- Display Student Transfer File orders in licensee's To-Do list
- Enable electronic fulfillment of Student Transfer file requests



### PARCHMENT NEW CLIENT DATA SHEET

Please complete the sections as thoroughly as possible. This form is required to assist us in accurately configuring your account on the Parchment Member Network and ensuring we support your specific implementation process.

#### Primary Contact

Parchment's primary contact at the district / high school responsible for the Parchment Implementation and assisting us in communication and clarification throughout the implementation process.

Name \_\_\_\_\_ Title \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

#### Roster & Transcript Upload

Responsible for working with Parchment's Project Manager to Upload Student Roster(s) and Batch Upload Transcripts to support expediting the fulfillment process.

Name \_\_\_\_\_ Title \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

#### Website Communication: Adding Parchment Link

Responsible for adding the necessary HTML links, communication and Parchment ordering button to your website that will go to your customized Parchment ordering page.

Name \_\_\_\_\_ Title \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

#### Alumni Credentials Processing: District Contact

District Credentials contact responsible for processing Alumni Credentials Requests within Parchment.

Name \_\_\_\_\_ Title \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

District Process Alumni Requests earlier than the class of \_\_\_\_\_  
 High School Process Alumni Requests for current students and alumni after the class of \_\_\_\_\_  
 No Alumni Requests will be processed through Parchment

### CONFIGURATION DETAILS

#### STUDENT INFORMATION SYSTEM

Name \_\_\_\_\_ Version \_\_\_\_\_

#### OPERATING SYSTEM

Name \_\_\_\_\_ Version \_\_\_\_\_

### IMPLEMENTATION DATES

Begin Account Configuration \_\_\_\_\_ Upload Parchment Link \_\_\_\_\_  
District Attend Training \_\_\_\_\_ High School Attend Training \_\_\_\_\_



## HIGH SCHOOL DATA

### High School Information

Name \_\_\_\_\_ CEEB Code \_\_\_\_\_  
 Website \_\_\_\_\_ Enrollment (9-12) \_\_\_\_\_

### Primary Contact

Responsible for initial Parchment communication and ongoing outreach at the high school level.

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

### Primary Sender

Primary contact for approving and processing credential requests.

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

### Backup Sender

Backup contact for approving and processing credential requests when the Primary Sender is unavailable / out of office.

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

*There is not a limit to the number of contacts. Additional Parchment Users may be added by the Primary Sender after initial training. The High School is responsible for adding and deleting Users as necessary.*

## HIGH SCHOOL DATA

### High School Information

Name \_\_\_\_\_ CEEB Code \_\_\_\_\_  
 Website \_\_\_\_\_ Enrollment (9-12) \_\_\_\_\_

### Primary Contact

Responsible for initial Parchment communication and ongoing outreach at the high school level.

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

### Primary Sender

Primary contact for approving and processing credential requests.

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

### Backup Sender

Backup contact for approving and processing credential requests when the Primary Sender is unavailable / out of office.

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

*There is not a limit to the number of contacts. Additional Parchment Users may be added by the Primary Sender after initial training. The High School is responsible for adding and deleting Users as necessary.*

**Additional Copies of this sheet may be included to ensure Parchment receives all High School(s) Contact Information**



## **EXHIBIT B**

### **TERMS & CONDITIONS**

Parchment Inc. and the State of Oklahoma by and through Office of Management and Enterprise Services (“State”) on behalf of the Oklahoma State Department of Education (“OSDE”) hereby agree to be bound by these Terms and Conditions as of the Parchment Send Effective Date, as attached and incorporated into the Order Form for the Parchment Services. The communications between Member set forth on the applicable Order Form, and Parchment Inc. (“**Parchment**”) relating to the Parchment Services may include electronic means. Each of Member and Parchment may be referred to as a “**Party**” and collectively as the “**Parties**”.

#### **1 DEFINITIONS.**

**1.1 “Agreement”** has the meaning set forth on the Order Form.

**1.2 “Authorized User”** means any Member, which means (“State Entity” and “Interlocal Entity”) as defined in the Solicitation, employee or contractor or such other individual as may be authorized by virtue of such individual’s relationship to, or permissions from, Member, to access the Parchment Services pursuant to Member’s rights under this Agreement. Credential Owners will not be considered Authorized Users except as otherwise set forth herein.

**1.3 “Confidential Information”** means any non-public material or information relating to a Party which it discloses or makes available to the other Party under this Agreement and is marked as “Confidential” or “Proprietary,” subject to Section 7 herein.

**1.4 “Credential”** means a licensed transcript, diploma, certificate, or other academic credential of a Credential Owner.

**1.5 “Credential Issuer”** means the institution that issues, certifies, Awards, and/or maintains the Credential of a Credential Owner.

**1.6 “Credential Owner”** means an individual who has registered for the Parchment Services and uses the Parchment Site for the management of his or her Credential. Credential Owners may be provided access to the Parchment Services by their Credential Issuer.

**1.7 “Credential Recipient”** means an institution or an individual that receives (or is awarded) a Credential through the Parchment Services (for example, a college or employer or Credential Owner).

**1.8 “Credential Requestor”** means an authorized third party individual or institution that uses the Parchment Services to request electronic delivery and fulfillment of a Credential.

**1.9 “De-Identified Data”** means data for which the personally identifying information (e.g. name, email address, postal address) has been removed, and may include aggregated data, or statistics.

**1.10 “Documentation”** means Parchment’s standard user manuals and/or related documentation generally made available to members of the Parchment Services purchased.

**1.11 “Parchment Send Effective Date”** has the meaning set forth on the Order Form.

**1.12 “Intellectual Property Rights”** means any and all now known or hereafter existing (a) rights associated with works of authorship, including copyrights, mask work rights, and moral rights; (b) trademark or service mark rights and trade

dress; (c) trade secret rights; (d) patents, patent rights, and industrial property rights; (e) layout design rights, design rights, and other proprietary rights of every kind and nature other than trademarks, service marks, trade dress, and similar rights; and (f) all registrations, applications, renewals, extensions, or reissues of the foregoing, in each case in any jurisdiction throughout the world.

**1.13 “Member Data”** means the data, information and content provided by Member and/or Authorized Users through the Parchment Services, including Credentials, but excluding De-Identified Data and Transactional Data.

**1.14 “Order Form”** means Parchment’s standard Parchment Services order form, executed by both Parties, which incorporates by reference the Services Description and Fees Schedule (attached to the Order Form as [Exhibit A](#)), these Terms and Conditions (attached to the Order Form as [Exhibit B](#)), and the Service Level Agreement (attached to the Order Form as [Exhibit C](#)).

**1.15 “Parchment Send Effective Date”** has the meaning set forth on the Order Form.

**1.16 “Parchment Services”** means Parchment’s digital credential services, as identified in a mutually executed Order Form or amendment to this Agreement, which enable Credential Owners and/or Authorized Users to access certain features and functions of Parchment’s credential exchange and analytics platform as selected on the Order Form and described on [Exhibit A](#) to such Order Form. References to any Parchment Services include the Documentation. The Parchment Services may include Parchment Receive Premium, Receive Connector, and Parchment Analyze, as selected on the Order Form.

**1.17 “Parchment Site”** means any of the websites located at <http://parchment.com> and any other URLs owned or operated by Parchment and designated by Parchment for use by Credential Owners as part of the Parchment Services.

**1.18 “Professional Services”** means any implementation, set-up, integration, training, custom development or other professional services provided to Member by Parchment.

**1.19 “Request”** (whether or not such term is capitalized) means to digitally request the issuance and transmission of one Credential electronically to one Credential Recipient.

**1.20 “Services”** means the Parchment Services combined with the Professional Services.

**1.21 “Terms and Conditions”** means all the provisions, terms and conditions set forth in these Terms and Conditions and incorporated into each Order Form.

**1.22 “Term”** shall have the meaning set forth in [Section 11.1](#).

**1.23 “Transactional Data”** means any non-personally identifiable data or information generated from Authorized Users’ or Credential Owners’ use of the Parchment Services, which may include, without limitation, the number of Credential Owners applying or requesting their Credentials be sent to a particular Credential Recipient, information provided to Parchment during registration, such as login details and test scores, and order history.

## **2 PARCHMENT SERVICES; ORDERS AND USE.**

**2.1 Orders and Provision of Access.** Subject to this Agreement, Parchment grants to Member a non-exclusive, non-transferable right to permit Authorized Users to access the features and functions of the applicable Parchment Services ordered pursuant to an Order Form, subject to any restrictions set forth therein, solely for admissions and enrollment purposes and no other purpose. As soon as reasonably practicable after the Parchment Send Effective Date, Parchment will provide to Member the necessary access protocols to allow Member and its Authorized Users to access the Parchment Services.

**2.2 Multiple Institutions.** Subject to payment of applicable fees and as indicated on the Order Form, Member can make the Parchment Services available to any of its participating institutions, divisions, or locations, if applicable. Each such participating institution may be referred to herein as an **“Institution”** and any reference to Member will include such institutions, divisions, or locations and Member will be responsible for the acts and omissions of its Institutions and any act or omission by an Institution which, if undertaken by Member, would constitute a breach of this Agreement, will be deemed a breach of this Agreement by Member.

### **2.3 Usage Restrictions.**

**2.3.1** Member and its Authorized Users will not: (a) decompile, disassemble, reverse engineer or otherwise attempt to obtain or perceive the source code from which any component of the Parchment Services are compiled or interpreted, and Member acknowledges that nothing in this Agreement will be construed to grant Member any right to obtain or use such code; (b) create any derivative product from any of the Parchment Services; or (c) allow third parties other than Authorized Users to gain access to the Parchment Services, with the understanding that Member will not be in breach of the foregoing restriction by using the Parchment Services to authorize, enable and permit Credential Owners who attend one of its Institution(s) to access the Parchment Services.

**2.3.2** Member will use the Parchment Services only as contemplated by this Agreement and will not, nor will Member authorize any Authorized User, Credential Owner or other third party to, use the Parchment Services to: (a) send any form of duplicative and unsolicited messages; (b) harvest, collect, gather or assemble information or data regarding other users without their consent; (c) transmit through or post on the Parchment Services any unlawful, immoral, libelous, tortuous, infringing, defamatory, threatening, vulgar, or obscene material or material harmful to minors; (d) knowingly transmit material containing software viruses or other harmful or deleterious computer code, files, scripts, agents, or programs; (e) interfere with or disrupt the integrity or performance of the Parchment Services or the data contained therein; or (f) attempt to gain unauthorized access to the Parchment Services, computer systems or networks related to the Parchment Services.

**2.4 Conditions on Use by Authorized Users and Credential Owners.** Parchment may condition Credential Owners’ or Authorized Users’ (if using the Parchment Services on their own behalf and not on behalf of the Member) use of the Parchment Services, including the Parchment Site, on their acceptance of and compliance with the Parchment’s then-current terms of service, including the payment of any applicable fees. Any Credential Owner affiliated with the Member or an Institution may access the Parchment Site, subject to this [Section 2.4](#).

## **3 MEMBER RIGHTS AND OBLIGATIONS.**

**3.1 Authorized User Access to Service; Usernames.** Member may permit Authorized Users to access and use the features and functions of the Parchment Services in accordance with this Agreement. Member will: (a) provide to Parchment information and other assistance as necessary to enable Parchment to establish usernames to be used by Authorized Users; (b) be responsible for maintaining the confidentiality of all Authorized Users’ usernames and passwords; (c) not to allow a third party to use its account, usernames or passwords at any time; and (d) notify Parchment promptly of any actual or suspected security breach. Parchment reserves the right to terminate any username and password that Parchment reasonably determines may be suspect. Parchment will not be responsible for acts and omissions of Authorized Users.

**3.2 Member Obligations.** Member is solely responsible for (a) the accuracy of any Member-provided means of authenticating Credential Owners using the Parchment Services; (b) the options it selects as part of the Parchment Services; (c) completeness, accuracy, and timely delivery of all Credentials to Parchment; (d) compliance with the Member’s regulations related to the transmission, issuance, and Award of Credentials, including the accuracy, completeness, of the Credentials; (e) operation of Member’s computer and communication systems. Additionally, Member will (i) inform Credential Owners and Authorized Users about the use and benefits of the Parchment Services, (ii) schedule appropriate staff training on how to use the Parchment Services (iii) provide any required or requested data (e.g., roster of Credential Owners, bulk uploads, course catalog data) necessary for the full functioning of the Parchment Services; (iv) monitor and promptly respond to any requests for Credentials; and (v) periodically update Credentials for use in the Parchment Services.

**3.3 Requirement to Provide Member Data to Parchment.** Certain Member Data may be required for the proper operation of the Parchment Services. Member will make available in a timely manner at no charge to Parchment all Member Data required by Parchment for the performance of its obligations under this Agreement (if any). Member will be responsible for and assumes the risk, responsibility and expense of: (a) any problems resulting from, the accuracy, quality, integrity, legality, reliability, and appropriateness of all such Member Data; and (b) acquiring, installing and maintaining all connectivity equipment, hardware, software and other equipment as may be necessary for it and its Authorized Users to connect to, access, and use the Parchment Services. Member acknowledges and agrees that it is the legal custodian of the Credentials and that Parchment will send or Award the Credential as provided to Parchment by Member. Accordingly, Parchment is not responsible for any inaccuracies in the Member Data or Credential provided to Parchment.

**3.4 Legal and Regulatory Compliance.** Member agrees to comply with all applicable Oklahoma jurisdictional federal, state, county, and municipal, statutes, laws, ordinances, and regulations in its acts and omissions relating to this Agreement, including without limitation the Family Education Rights and Privacy Act and the Protection of Pupil Rights Act. Member acknowledges that it has selected to accept electronic signature via the Parchment Services as a valid method of consent to disclose Credentials pursuant to FERPA.

#### **4 PARCHMENT RIGHTS AND OBLIGATIONS.**

**4.1 Technical Assistance.** Parchment provides certain limited support services as part of the Parchment Services. Member can designate up to two (2) Authorized Users to receive technical assistance from Parchment ("**Eligible Support Recipients**"). Such designees may be changed at any time by written notice to Parchment. Parchment will also use reasonable efforts to provide support to Credential Owners in accordance with Parchment's then-current support policies. Except as set forth above, Member will be solely responsible for the support of all Authorized User and Credential Owners accessing the Parchment Services. Subject to this Agreement including the payment of the applicable fees, Parchment will provide technical assistance to Member during Parchment's ordinary and customary business hours in accordance with its standard policies and procedures, with the understanding that such policies do not provide for any on-site support. To the extent the Parties agree that Parchment will provide on-site technical assistance, OSDE will be obligated to pay the fee to Parchment set forth in the pricing proposal.

**4.2 Training.** Parchment may, in its sole discretion, offer access to web-based classes and self-directed online training modules on the use of the Parchment Services. Member may request for Parchment to provide training services related to Member's use of the Parchment Services. Until the Member has ordered training services pursuant to a statement of work or separate agreement, Parchment will have no obligation to provide training services to Member other than as indicated above.

**4.3 Communication with Users.** As part of the provision of the Parchment Services under this Agreement, Member agrees that Parchment may communicate with Authorized Users and Credential Owners from time-to-time as may be necessary for the provision of the Parchment Services, in Parchment's reasonable discretion. Upon a Credential Owner registering on the Parchment Site, Parchment may communicate with such Credential Owner to the extent permitted under such relationship.

**4.4 Continuous Development.** The Parties acknowledge and agree that Parchment may continually develop, deliver and provide to Member ongoing innovation to the Parchment Services in the form of new features, functionality, capabilities and services. Accordingly, Parchment reserves the right to modify the Parchment Services from time to time. Some modifications will be provided to Member at no additional charge. In the event that Parchment adds additional functionality to the Parchment Services, Parchment may condition the implementation of such modifications on OSDE's payment of additional fees, and Member will not be entitled to such new functionality unless OSDE pays such fees, provided that Member may continue to use the version of the Parchment Services that Parchment makes generally available (without such features) without paying additional

fees. If any modification materially and adversely affects the functionality of the Parchment Services, Member may provide written notice to Parchment within thirty (30) days of such change and, if Parchment is unable to provide substantially the same functionality to Member in the Parchment Services within thirty (30) days of Parchment receiving such notice, Member may terminate the applicable Order Form. In the event of termination for the reason set forth above, Parchment shall issue a pro-rated refund for all fees paid in advance to OSDE.

**4.5 Parchment Obligations; Legal and Regulatory Compliance.** Parchment will: (a) provide the Services in material accordance with the Order Form, Documentation and Exhibit A; (b) implement and maintain backup, security and business continuity measures, in accordance with industry practices unless provided for in Attachment B Hosting Agreement, in order to maintain the security and integrity of the Parchment Services and Member Data; provided, however, that Parchment will have no obligation to backup Credentials and other data and materials that are within the control of Member or any other Authorized User or Credential Owner; and (c) comply with all applicable federal, state, county, and municipal, statutes, laws, ordinances, and regulations relating to this Agreement, as amended from time to time, including the Family Educational Rights and Privacy Act and the Protection of Pupil Rights Act.

#### **5 PROPRIETARY RIGHTS.**

**5.1 Member Data.** As between Parchment and Member, Member owns all right, title, and interest in and to the underlying Member Data. Subject to the terms of this Section 5, such Member Data shall be deemed to be the Member's Confidential Information and Parchment agrees to hold confidential (in accordance with state laws, federal laws and specifically as provided for under FERPA) all Member Data it receives, and will not read the contents of any such Credentials in the Parchment Services, except as necessary to process the transaction through the Parchment Services or store the data as part of Services or in the ordinary course of its business. Parchment shall restrict access to Member Data to Member's employees and agents as necessary to perform the Services, and to Parchment and its employees with a need to know (and advise such employees of the confidentiality and non-disclosure obligations assumed herein). Parchment will protect the Member Data from unauthorized dissemination and use with the same degree of care that it uses to protect its own Confidential Information and, in any event, will use no less than a reasonable degree of care in protecting Member Data. Parchment shall promptly notify the State and OSDE upon receipt of any requests from unauthorized third parties which in any way might reasonably require access to Member Data or Member's use of the Services. Parchment shall notify the Member at the contact set forth herein set forth on the Order Form by the fastest means available and also in writing. In no event shall Parchment provide such notification more than 24 hours after Parchment receives the request. Except to the extent required by law, Parchment shall not respond to subpoenas, service or process, FOIA requests, and other legal request related to Member without first notifying the Member; provided that Parchment's compliance with the foregoing is subject to applicable law and the parties acknowledge that Parchment will respond to subpoenas, service or process,

FOIA requests and other legal requests as required by applicable law. The parties agree and understand that Parchment does not verify any Member Data or the contents of any Credentials as complete or accurate, nor does it provide verification of status or any other item. The parties further agree and understand that Parchment shall not modify the Member Data or Credentials provided to it for purposes of processing transactions through the Parchment Services, unless otherwise specified and agreed upon by Member and Parchment. The Parchment Services are limited to the description provided herein and in related Documentation. Notwithstanding the above, once Credentials are lawfully transmitted to a third party, the third party's, and those acting on behalf of the third party's, use of those Credentials is not governed by this Agreement.

**5.2 Transactional Data.** Parchment may utilize data capture, syndication, and analysis tools, and other similar tools, to extract, compile, synthesize, and analyze Transactional Data. Transactional Data relies solely on data regarding the transaction of registering or transmitting the Credential through the Parchment Services, and does not include any data from the Credential itself. To the extent that any Transactional Data is generated through the Parchment Services and collected by Parchment, such Transactional Data will be solely owned by Parchment and may be used by Parchment for any lawful purpose, provided that the Transactional Data is used only in de-identified form and in a manner that does not permit the identification of any Credential Owner. Parchment agrees to comply with applicable privacy and other laws and regulations respecting the dissemination and use of such Transactional Data.

**5.3 De-Identified Data.** Parchment may create De-Identified Data from Member Data. Parchment may create De-Identified Data from any data it collects or receives in connection with the Parchment Services. Parchment may use and disclose such De-Identified Data for any lawful purpose, provided that it is used in such a manner that does not permit the identification of any Credential Owner.

**5.4 Intellectual Property Rights in Parchment Services.** Member acknowledges that Parchment and its licensors own all Intellectual Property Rights in and to the Services (including all components thereof) and all developments, inventions, technology or materials provided under this Agreement. Parchment reserves all rights not expressly granted to Member in this Agreement. Member will not engage in any act or omission that would impair Parchment's and/or its licensors' Intellectual Property Rights in the Services, and any other materials, information, processes or subject matter proprietary to Parchment. Member further acknowledges that Parchment retains the right to use the foregoing for any purpose in Parchment's sole discretion.

**5.5 Feedback.** From time to time, Member and its Authorized Users may provide suggestions, enhancement requests, recommendations or other feedback relating to the operation or functionality of the Services ("**Feedback**"). Member will have no obligation to provide Feedback. Member hereby grants Parchment, and Parchment will have, a royalty-free, worldwide, transferable, sub-licensable, irrevocable, perpetual license to use, disclose, reproduce, license or otherwise distribute and exploit any Feedback as it sees fit, entirely without obligation or restriction of any kind on account of intellectual property rights or otherwise.

**5.6 Analytics.** As part of certain Parchment Services, Parchment may provide Member with access to certain analytics and benchmarking data, which may include Transactional Data or De-Identified Data, each as defined above, and derivative works thereof, and other standard and/or customized reports prepared by Parchment for Member (all such reports, analytics, data, content and information, to be referred to as the "**Analytics**"). As between Member and Parchment, Parchment retains all right, title and interest in and to the Analytics, including all Intellectual Property Rights therein, except for any underlying Member Data therein. To the extent Parchment provides Member with access to any Analytics, Parchment grants Member a limited, non-exclusive, non-transferable license, subject to this Agreement, to use and reproduce the Analytics solely for Member's internal business use and for no other purpose. Member acknowledges that the Analytics are the Confidential Information of Parchment (and thus subject to the obligations in Section 7) and contain valuable trade secrets and other intellectual property of Parchment and its licensors. Member agrees that it will not, and will not permit any third party to: (a) reproduce (except as expressly permitted herein), modify, translate, or create any derivative work of all or any portion of the Analytics; (b) sell, rent, lease, distribute, sublicense, disclose, assign, transfer, or otherwise make available to any third party all or any portion of the Analytics; (c) make the Analytics available for access by anyone over a network or use the Analytics on a service bureau or time sharing basis; or (d) use the Analytics in any way to create products or services similar to or competitive with the Parchment Services. The foregoing restrictions in this Section 5.6 will not limit how Member can use the Member Data to the extent it is not included in the Analytics.

## **6 FEES AND PAYMENTS.**

**6.1 Fees Payable.** All fees are listed and payable in United States dollars. Parchment will submit invoices to OSDE for fees in accordance with the relevant payment schedules indicated on the applicable Order Form, and each invoiced amount will be due and payable by OSDE within forty-five (45) days of receipt of the relevant and proper invoice.

**6.2 Disputed Charges.** OSDE must notify Parchment in writing of any dispute or disagreement with invoiced charges within ninety (90) days after the date of invoice. Absent such notice, OSDE will be deemed to have agreed to the charges as invoiced after the expiration of such time period.

**6.3 Late Payments; Interest.** Parchment reserves the right to charge, and OSDE agrees to pay, a late charge equal to one and one-half percent (1½%) per month or the maximum rate permitted by applicable law, whichever is less, on any amount that is not the subject of a good faith dispute that is unpaid on the due date, and on any other outstanding balance.

**7 CONFIDENTIALITY.** During this Agreement, each Party will have access to certain Confidential Information of the other Party. Parchment shall clearly mark any such information as confidential. ("Confidential Information"). Member is a state agency and subject to the Oklahoma Open Records Act and Parchment acknowledges information marked Confidential Information will be disclosed to the extent permitted under Member's Open Records Act and in accordance with this section. Member will not use Parchment's Confidential Information for purposes other than those necessary to directly further the purposes of the Agreement. Each Party agrees: (a) not to disclose the

Confidential Information of the other Party to anyone except its employees, contractors and advisors ("Representatives") on a strict need to know basis, (b) to use the Confidential Information strictly for the performance or receipt of this Agreement and (c) to use the same degree of care that each such party uses to protect its own confidential information, but in no event less than a commercially reasonable efforts to protect the confidentiality of the other Party's Confidential Information. This Section will not apply to Confidential Information that (i) is or becomes publicly available through no fault of the recipient, (ii) is already in the recipient's possession at the time of its disclosure without any duty of confidence, or (iii) is independently developed by the recipient without reference to or use of the disclosing party's Confidential Information and by personnel without access to such Confidential Information. Each Party may disclose Confidential Information, subject to the aforementioned and Section 5.1 Member Data herein, to the extent required: (1) by securities laws, (2) to comply with a court or governmental order, or to comply with applicable law or (3) to establish or preserve a Party's rights under this Agreement. Each Party will be responsible for the acts and omissions of its Representatives related to any breach of this Section.

## **8 WARRANTIES.**

**8.1 Mutual Representations and Warranties.** Each Party represents and warrants to the other Party that the execution and performance of this Agreement does not and will not violate any other contract, obligation, or instrument to which it is a party, or which is binding upon it, including terms relating to covenants not to compete and confidentiality obligations.

**8.2 Parchment Warranties.** Parchment represents and warrants that it will provide the Services in a professional and workmanlike manner substantially consistent with general industry standards.

**8.3 FERPA Warranty.** Parchment will comply with the regulations of FERPA which are applicable to Parchment. NOTWITHSTANDING ANYTHING ELSE SET FORTH HEREIN, PARCHMENT WILL NOT BE RESPONSIBLE FOR VIOLATIONS OF FERPA RELATED TO MEMBER'S PROCESSES NOT RELATED TO THE SERVICES.

**8.4 Member Warranties.** Member hereby represents and warrants that it owns or otherwise has sufficient rights and all necessary consents to grant Parchment access to and use and display of the Member Data in accordance with this Agreement, and that its collection and provision of such Member Data complies with all applicable laws and does not violate any person's right of privacy or publicity.

**8.5 No Other Warranties.** EXCEPT AS EXPRESSLY WARRANTED IN THIS AGREEMENT, PARCHMENT EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES OF ANY KIND OR NATURE, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING ANY IMPLIED WARRANTIES OF NON-INFRINGEMENT, NON-INTERFERENCE, VALUE OR ACCURACY OF DATA, AS WELL AS ANY WARRANTIES OF MERCHANTABILITY, SYSTEM INTEGRATION, FITNESS FOR A PARTICULAR PURPOSE, OR THE ABSENCE OF ANY DEFECTS THEREIN, WHETHER LATENT OR PATENT. NO WARRANTY IS MADE BY PARCHMENT ON THE BASIS OF TRADE USAGE, COURSE OF DEALING OR COURSE OF PERFORMANCE. PARCHMENT DOES NOT WARRANT THAT THE PARCHMENT SERVICES OR ANY OTHER INFORMATION, MATERIALS, TECHNOLOGY OR

SERVICES PROVIDED UNDER THIS AGREEMENT WILL MEET MEMBER'S REQUIREMENTS OR THAT THE OPERATION THEREOF WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT ALL ERRORS WILL BE CORRECTED. MEMBER ACKNOWLEDGES THAT PARCHMENT'S OBLIGATIONS UNDER THIS AGREEMENT ARE FOR THE BENEFIT OF MEMBER ONLY.

**8.6 Delays.** PARCHMENT'S SERVICES MAY BE SUBJECT TO LIMITATIONS, DELAYS, AND OTHER PROBLEMS INHERENT IN THE USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS. PARCHMENT IS NOT RESPONSIBLE FOR ANY DELAYS, DELIVERY FAILURES, OR OTHER DAMAGE RESULTING FROM SUCH PROBLEMS THAT DO NOT ARISE FROM THE NEGLIGENT ACTS OR OMISSIONS OF PARCHMENT, AND SUBJECT TO SECTION 12.1 FORCE MAJEURE HEREIN.

## **9 LIMITATION OF LIABILITY.**

**9.1 LIMITATIONS OF LIABILITY.** IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE NATURE OF THE CLAIM, OR FOR LOST PROFITS, COSTS OF DELAY, ANY FAILURE OF DELIVERY, BUSINESS INTERRUPTION, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THIS LIMITATION UPON DAMAGES AND CLAIMS IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE.

TO THE MAXIMUM EXTENT PERMITTED BY LAW THE CUMULATIVE LIABILITY OF PARCHMENT TO MEMBER FOR ALL CLAIMS ARISING FROM OR RELATING TO THIS AGREEMENT, INCLUDING ANY CAUSE OF ACTION SOUNDING IN CONTRACT, TORT, OR STRICT LIABILITY, WILL NOT EXCEED THE TOTAL AMOUNT OF ALL FEES PAYABLE TO PARCHMENT BY OSDE FOR THE CURRENT TERM. THIS LIMITATION OF LIABILITY IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THIS AGREEMENT HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE.

NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THE CONTRACT, THE FOREGOING PROVISIONS OF THIS SECTION SHALL NOT APPLY TO OR LIMIT DAMAGES, EXPENSES, COSTS, ACTIONS, CLAIMS AND LIABILITIES ARISING FROM OR RELATED TO PROPERTY DAMAGE, BODILY INJURY OR DEATH CAUSED BY PARCHMENT; THE INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 10 OF THIS AGREEMENT, PARCHMENT'S CONFIDENTIALITY OBLIGATIONS SET FORTH IN THIS CONTRACT; THE BAD FAITH, GROSS NEGLIGENCE OR INTENTIONAL MISCONDUCT OF PARCHMENT OR ITS EMPLOYEES AGENTS AND SUBCONTRACTORS; OR OTHER ACTS FOR WHICH APPLICABLE LAW DOES NOT ALLOW EXEMPTION FROM LIABILITY; AND PARCHMENT'S TOTAL LIABILITY AS IT RELATES ONLY TO THE INDEMNIFICATION OBLIGATIONS SET FORTH IN THE ATTACHED HOSTING AGREEMENT AS WELL AS PARCHMENT'S DATA SECURITY AND BREACH NOTIFICATION OBLIGATIONS SET FORTH IN THE

CONTRACT, SHALL NOT EXCEED THE GREATER OF THREE MILLION DOLLARS (\$3,000,000) OR THE AMOUNT OF INSURANCE PROCEEDS PAID UNDER PARCHMENT'S INSURANCE POLICY.

**9.2 Essential Basis.** The disclaimers, exclusions and limitations of liability set forth in this Agreement form an essential basis of the bargain between the Parties, and, absent any of such disclaimers, exclusions or limitations of liability, the provisions of this Agreement, including the economic terms, would be substantially different.

**10 Indemnification Obligations of Parchment.**

Parchment will defend at its expense any suit brought against the State of Oklahoma and/or any Member by a third party alleging: (a) that the Parchment Services misappropriate any Intellectual Property Rights of a third party; (b) Parchment's breach of Section 8.3; or (c) Parchment's gross negligence or willful misconduct in handling the Credentials, and will pay all related costs, damages, and attorneys' fees incurred by, or assessed to, the State, OSDE, and/or any Member, provided the State (i) promptly notifies Parchment in writing of the claim and (ii) to the extent authorized by the Attorney General of the State, allows Parchment to control the defense and any related settlement negotiations. If the Attorney General of the State does not authorize sole control of the defense and settlement negotiations to Parchment, Parchment shall be granted authorization to equally participate in any proceeding related to this section but Parchment shall remain responsible to indemnify the State and/or any Member for all associated costs, damages and fees incurred by or assessed to the State. If any portion of the Parchment Services becomes, or in Parchment's opinion is likely to become, the subject of a claim of infringement, Parchment shall, in the following order: (i) procure for Member the right to continue using the Parchment Services; (ii) replace the Parchment Services with non-infringing services which do not materially reduce the functionality of the Services; (iii) modify the Parchment Services so that it becomes non-infringing; or (iv) terminate the Parchment Services and refund any fees actually paid by Member to Parchment for the remainder of the Term then in effect, and upon such termination, Member will immediately cease all use of the Services. Notwithstanding the foregoing, Parchment will have no obligation under this Section 10 or otherwise with respect to any claim based upon (1) any use of the Services in combination with other products, equipment, services or content not supplied by Parchment and combination results in infringement; (2) any modification of the Services by any person other than Parchment or its authorized agents that results in infringement; or (3) Member Data provided to Parchment. THIS SECTION STATES MEMBER'S SOLE AND EXCLUSIVE REMEDIES FOR INFRINGEMENT CLAIMS AND ACTIONS. Parchment's obligations as set forth above are expressly conditioned upon each of the following: (A) Member promptly notifying Parchment in writing of any threatened or actual claim or suit; (B) and Member cooperating with Parchment to facilitate the settlement or defense of any claim or suit.

**11 TERM AND TERMINATION.**

**11.1 Term.** This Agreement is effective as of the Parchment Send Effective Date identified on page one in Addendum 1. The Term of this Agreement will commence on the Parchment Send Effective Date and will continue for as long as the Initial Order Term indicated on the Order Form, not to exceed twelve (12) months.

**11.2 Termination for Breach.** Either Member or Parchment may terminate this Agreement immediately upon written notice in the event that the other Party materially breaches this Agreement and thereafter: (a) in the case of material breach resulting from non-payment of amounts due hereunder, has failed to pay such amounts within ten (10) days after receiving written notice thereof; or (b) has failed to cure any other material breach (or to commence diligent efforts to cure such breach that are reasonably acceptable to the terminating Party) within thirty (30) days after receiving written notice thereof. For the avoidance of doubt, termination of this Agreement as set forth in this section shall not terminate the Contract between Parchment and the State of Oklahoma and neither shall Member have any right to terminate the Contract between the State of Oklahoma and Parchment.

**11.3 Termination upon Bankruptcy, Insolvency or Lack of Funding.** Either Party may, at its option, terminate this Agreement immediately upon written notice to the other Party, in the event (a) that the other Party becomes insolvent or unable to pay its debts when due; (b) the other Party files a petition in bankruptcy, reorganization or similar proceeding, or, if filed against, such petition is not removed within ninety (90) days after such filing; (c) the other Party discontinues its business; (d) a receiver is appointed or there is an assignment for the benefit of such other Party's creditors; or (e) if the Member or the Member's sponsor is a state or federal agency or institution, the funding for this Agreement is not provided to Member or the Member's sponsor by the legislature of the applicable state or federal government.

**11.4 Suspension of Service.** If OSDE fails to pay undisputed amounts in accordance with this Agreement or, if and as necessary to protect the Member Data and/or Credentials in the event of a threat to the security of the Parchment Service(s), Parchment will have the right, in addition to any of its other rights or remedies, to immediately suspend the provision of the Services (including access to the Parchment Services and/or Parchment Site) to Member and/or its Credential Owners, without liability to Member until such amounts are paid in full or such breach is cured (in Parchment's sole discretion), as applicable. OSDE shall not be responsible for payment of services during times of suspension.

**11.5 Accrued Obligations.** Termination of this Agreement will not release the Parties from any liability which, at the time of termination, has already accrued or which thereafter may accrue with respect to any act or omission before termination, or from any obligation which is expressly stated in this Agreement to survive termination. Notwithstanding the foregoing, the Party terminating this Agreement as permitted by any provision in this Section 11 will incur no additional liability merely by virtue of such termination made in good faith.

**11.6 Effect of Termination.** Upon any expiration or termination of this Agreement, Member will immediately discontinue all use of the Parchment Services and OSDE will pay all amounts due and payable hereunder. Each Party will promptly delete or destroy any Confidential Information of the other Party, including all copies thereof, except that Parchment may retain the Member Data: (a) as required by law; (b) for up to thirty (30) days after the effective date of termination.

**11.7 Survival of Obligations.** The provisions of Sections 2.5, 3.4, 5, 7 through 10, 11.6 through 11.7, and 12, and OSDE's obligations to pay any amounts due and outstanding

hereunder, will survive termination or expiration of this Agreement.

## **12 MISCELLANEOUS.**

**12.1 Force Majeure.** Either Party will be excused from performance of its obligations under this Agreement if such a failure to perform results from compliance with any requirement of applicable law, acts of God, fire, strike, embargo, terrorist attack, war, insurrection or riot or other causes beyond the reasonable control of that Party provided the party experiencing the force majeure event has prudently and promptly acted to take any and all steps within the party's control to ensure continued performance to shorten duration of the event. Any delay resulting from any of such causes will extend performance accordingly or excuse performance, in whole or in part, as may be reasonable under the circumstances. In the event that a party's performance of its obligations is materially hindered as a result of a force majeure event, such party shall promptly notify the other party of its best reasonable assessment of the nature and duration of the force majeure event and steps it is taking, and plans to take, to mitigate the effects of the force majeure event. The party shall use commercially reasonable best efforts to continue performance to the extent possible during such event and resume full performance as soon as reasonably practicable. Subject to the conditions set forth above, such non-performance shall not be deemed a default. However, a Member may terminate a purchase order if Parchment cannot cause delivery of Products or Services in a timely manner to meet the business needs of the Member.

Non-suspended Obligations: Notwithstanding the foregoing or any other provisions in the Agreement, (1) in no event will any of the following be considered a force majeure event: (a) shutdowns, disruptions or malfunctions in Parchment's systems or any of Parchment's telecommunication or internet services other than as a result of general and widespread internet or telecommunications failures that are not limited to Parchment's systems; or (b) the delay or failure of Parchment or subcontractor personnel to perform any obligation of Parchment hereunder unless such delay or failure to perform is itself by reason of a force majeure event; and (2) no force majeure event modifies or excuses Parchment's confidentiality, indemnification or data security and breach notification obligations set forth herein and in Attachment B Hosting Agreement.

**12.2 Notices.** Member (a) consents to receive communications from Parchment in electronic form, whether via email, posting updates on the Parchment Site, or by other reasonable means. All notices required under these Terms and Conditions will be in writing, delivered personally, or by nationally recognized overnight courier (e.g., FedEx) at the Parties' respective addresses set forth on the Order Form (with notices to Parchment sent to the attention of the General Counsel). All notices will be deemed effective upon personal delivery, or when received if sent by overnight courier.

**12.3 Assignment.** Neither Party will assign its rights or delegate its obligations under this Agreement without the other Party's prior written consent, and, absent such consent, any purported assignment or delegation will be null, void and of no effect. However, either Party may, without the written

consent of the other Party, assign this Agreement and its rights and obligations hereunder in connection with the transfer or sale of all or substantially all of its business related to this Agreement, or in the event of a merger, consolidation, change in control or similar transaction. This Agreement will be binding upon and inure to the benefit of Parchment and Member and their successors and permitted assigns. This section is to be read in conjunction with, and subject to, Section A.32 Assignment in the Solicitation.

**12.4 Independent Contractors.** Member and Parchment acknowledge and agree that the relationship arising from this Agreement does not constitute or create any joint venture, partnership, employment relationship or franchise between them, and the Parties are acting as independent contractors in making and performing this Agreement.

**12.5 Amendment.** No amendment to this Agreement will be valid unless such amendment is made in writing and is signed by the authorized representatives of Parchment and the State.

**12.6 Waiver.** No waiver under this Agreement will be valid or binding unless set forth in writing and duly executed by the Party against whom enforcement of such waiver is sought. Any such waiver will constitute a waiver only with respect to the specific matter described therein and will in no way impair the rights of the State or Parchment granting such waiver in any other respect or at any other time. Any delay or forbearance by either the State or Parchment in exercising any right hereunder will not be deemed a waiver of that right.

**12.7 Severability.** If any provision of this Agreement is invalid or unenforceable for any reason in any jurisdiction, such provision will be construed to have been adjusted to the minimum extent necessary to cure such invalidity or unenforceability. The invalidity or unenforceability of one or more of the provisions contained in this Agreement will not have the effect of rendering any such provision invalid or unenforceable in any other case, circumstance or jurisdiction, or of rendering any other provisions of this Agreement invalid or unenforceable whatsoever.

**12.8 No Third Party Beneficiaries.** The Parties acknowledge that the covenants set forth in this Agreement are intended solely for the benefit of the Parties, their successors and permitted assigns. Nothing herein, whether express or implied, will confer upon any person or entity, other than the Parties, their successors and permitted assigns, any legal or equitable right whatsoever to enforce any provision of this Agreement.

**12.9 Counterparts.** This Agreement may be executed in any number of counterparts, each of which when so executed will be deemed to be an original and all of which when taken together will constitute one Agreement.

**12.10 Construction.** Unless otherwise specified herein: (a) the word "including" means "including but not limited to"; and (b) any reference to days will mean calendar days. All headings are for convenience only.

**12.12 Intentionally omitted**

**12.13 Intentionally omitted**



**[End of Terms]**

**EXHIBIT C**  
**SERVICE LEVEL AGREEMENT**

1. Parchment will use commercially reasonable efforts, commensurate with the severity of the error, to correct any malfunction, defect, or non-conformity in the operation of the Parchment Services to substantially perform in accordance with the Documentation. Member will be responsible for conducting adequate research with respect to a defect or related issue prior to contacting Parchment for assistance. Member is obligated to respond promptly to all reasonable Parchment requests for pertinent information, documentation, technical and other assistance to assist Parchment with problem resolution. A reported issue will be logged and tracked by Parchment, and assigned a unique identifier that can be used by Member to refer to the reported issue, and will remain open until the issue is resolved. Reported issues will be assigned a severity level that is mutually agreed upon by Member and Parchment.
2. Parchment will employ commercially reasonable efforts to correct, or address with an action plan, issues reported by Member as follows:
  - a. Severity 1: Within four (4) business hours of receipt of the reported issue or its detection by Parchment. Level 1 is defined as a condition in which all or a critical function within the Parchment Services is unavailable to Member.
  - b. Severity 2: Within two (2) business days of receipt of the reported error. Level 2 is defined as a condition in which the Parchment Services is not fully performing, but is still able to operate at a reduced capacity.
  - c. Severity 3: Within five (5) business days of receipt of the reported error. Severity 3 is defined as a condition where the Member is experiencing a non-critical loss of function.
3. System Enhancements and Functionality Improvements.
  - a. Parchment will respond to requests for enhancements or upgraded workflow functionality within thirty (30) business days. The response will include a valuation of the request and whether it was an item for inclusion within the product roadmap or would be considered a client specific customization. Enhancements and improvements cover a desire to change either the look and feel or workflow of a feature or function within the Parchment Services. Any enhancements, modifications or improvements to the Parchment Services will be considered part of the Parchment Services.
  - b. Parchment may perform maintenance to the Parchment Services during its preexisting maintenance schedule (currently 12 p.m. to 4 p.m. Pacific Time on Saturdays) as necessary for the proper operation of the Parchment Services. During these periods, the Parchment Services may be unavailable to Member. Parchment will notify Member at least two (2) business days in advance of any planned maintenance. Parchment may change planned maintenance windows at its sole discretion and will notify Member of any such changes that affect previously notified plans, provided such maintenance is done during low-volume times. Parchment will also post notifications on both the Parchment Services and Parchment Site notifying interested parties of any planned service outages.
4. Parchment will use reasonable commercial efforts to make the Parchment Services available ninety-nine and one-half percent (99.5%) of the time, measured monthly, exclusive of planned maintenance and any of the following events that will not be considered downtime for the purposes of such measurement:
  - a. Any outage lasting less than five (5) minutes;
  - b. Any outage determined to be a result of Member's breach of the Agreement or other acts or omissions of Member;
  - c. Any outage determined to be a result of a failure of outside services or equipment not within the control of Parchment, including Member's hardware and software; or
  - d. Any outage determined to be beyond the reasonable control of Parchment, its subcontractors and/or business partners, including a force majeure event.
5. Member is responsible for (i) maintenance and management of its computer network(s), servers, software, and any equipment or services related to maintenance and management of the foregoing; and (ii) correctly configuring its systems in accordance with the Documentation. Member will promptly notify Parchment in the event any downtime occurs. Downtime will be deemed to begin when Parchment receives accurate notification thereof from Member, or when Parchment first becomes aware of such downtime, whichever first occurs. The obligations of Parchment set forth in this Exhibit C will be excused to the extent any failures to meet such obligations result in whole or in part from Member's failure(s) to meet the foregoing requirements.
6. Parchment will use reasonable commercial efforts to respond to any email inquiries through the Parchment Site by Credential Owners within two (2) business days.
7. Member's sole and exclusive remedy, and Parchment's sole and exclusive liability, for Parchment's breach of this Exhibit C will be the following credits. If Parchment fails to meet the service level in Section 4 in any month for a specific Parchment Services, Parchment will credit to Member one percent (1%) of the monthly subscription fee paid by Member (i.e., the prorated annual subscription fee) for such Parchment Services for each cumulative hour, or portion thereof, of unavailability of such Parchment Services in that month, up to a maximum of fifty percent (50%) of the prorated monthly subscription fee paid by Member. In the event Member has not elected to pay a subscription fee to Parchment hereunder, as Member's sole and exclusive remedy under this Section 7, Parchment will credit to Member one percent (1%) of the net amount of surcharges (if any) added to each Credential request by Member for such Parchment Services for each cumulative hour, or portion thereof, of unavailability of such Parchment Services in that month, up to a maximum of fifty percent (50%) of the net amount of surcharges added to each Credential request by Member.

# Signature Certificate

Reference number: W7UA9-7BTEH-YF4PL-TGPXS

Signer	Timestamp	Signature
<b>Matthew Pittinsky</b> Email: legal@parchment.com Sent: 13 Feb 2023 14:28:47 UTC Viewed: 20 Feb 2023 17:49:17 UTC Signed: 20 Feb 2023 17:49:53 UTC		
<b>Recipient Verification:</b> ✓Email verified	20 Feb 2023 17:49:17 UTC	IP address: 96.255.22.164 Location: Chantilly, United States
<b>Mike Franz</b> Email: mfranz@wellstonschools.org Sent: 13 Feb 2023 14:28:47 UTC Viewed: 13 Feb 2023 15:42:31 UTC Signed: 21 Feb 2023 16:58:30 UTC		
<b>Recipient Verification:</b> ✓Email verified	13 Feb 2023 15:42:31 UTC	IP address: 156.110.34.26 Location: Chandler, United States

Document completed by all parties on:  
21 Feb 2023 16:58:30 UTC

Page 1 of 1



Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 40,000+ companies worldwide.



**STUDENT RECORDS**

It is the policy of the Wellston Board of Education that the principal of each school will be the legal custodian of all student records for that school.

Students and parents will have access to their school records. The school will notify parents and adult students annually of the following:

1. The type of records kept;
2. The procedure for inspecting and copying these records;
3. The right for interpretation;
4. The right to challenge data thought to be erroneous, the procedures for correcting or expunging erroneous data or inserting a rebuttal statement;
5. The right to lodge a complaint with the U.S. Department of Education if mandates are not adequately implemented.

The educational records or school records include all materials directly related to a student that a school maintains. Records and notes maintained by a teacher, administrator, school physician, or school psychologist for his or her own use, and which are not available to others are exempted from this definition.

The school will require a prior written consent before information other than directory information may be divulged to third parties. An exception to this rule exists for school district employees who have legitimate interests in viewing the records, as well as officials in other schools in which the student seeks to enroll. A school district in which a student is enrolled or is in the process of enrolling in may request the student's education records from any district in which the student was formerly enrolled to ascertain safety issues with incoming students and ensure full disclosure. The records, including the student's disciplinary records, will be forwarded to the requesting district within three (3) business days. Disciplinary records shall include but not be limited to all information that relates to a student assaulting, carrying weapons, possessing illegal drugs, including alcohol, and any incident that poses a potential dangerous threat to students or school personnel.

When schools transfer records to new educational institutions, the schools must notify parents of the transfer, and of their right to review and contest the material. An exemption exists for material under court order. Parents must be notified of such order prior to release.

The district will release individual student records from the current or previous school year to a school district where the student was previously enrolled if the release of such records is for the purposes of evaluating educational programs and school effectiveness.

The district may disclose personally identifiable information to third parties, without prior written consent, in order to conduct studies, audits, and evaluations of the educational programs of the school district. In such case, the district will take reasonable steps to ensure that all authorized representatives of the third party are FERPA compliant with the information provided for the purposes of the study, audit, or evaluation of the educational program.

The district may disclose, without the consent or knowledge of the eligible student or parent, personally identifiable information in the educational records of a student to the Attorney General of the United States or his or her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. The district is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.

**STUDENT RECORDS (Cont.)**

The superintendent is directed to establish procedures to ensure compliance with the Family Educational Rights and Privacy Act and other applicable acts and regulations.

**REFERENCE:** 34 CFR 99.1  
18 USC §§2331 and 2332(g)(5)(B)  
20 USC 1232  
~~P. L. 107-110, No Child Left Behind Act of 2001~~  
51 O.S. §24A.16  
70 O.S. §6-115  
70 O.S. §24.101.4  
70 O.S. §24-114

## COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

### DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

#### **Student**

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

#### **Eligible Student**

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

#### **Parent**

Either natural parent of a student unless his or her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

#### **Education Records**

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:
  - A. It was made as a personal memory aid;
  - B. It is in the sole possession of the individual who made it; or
  - C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;
2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or
3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)****Personal Identifier**

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)**

2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Principal's office	Building Principal
Cumulative School Records (Former Students)	High School Records Room	High School Principal
Health Records	Principal's office	Building Principal
School Transportation Records	Transportation/Sup. Office	Trans. Director/Sup.
Speech Therapy Records	Special Ed. / Therapy Room(s)	Special Ed. Teacher(s)
IEP/Psychological Records	Special Ed. Room(s)	Special Ed. Teacher(s)

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

**FEES FOR COPIES OF RECORDS**

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

## COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

### DIRECTORY INFORMATION

The school district **does not designate any information as "Directory Information"**. ~~proposes to designate the following personally identifiable information contained in a student's education record as "directory information":~~

1. ~~The student's name;~~
2. ~~The student's class designation (i.e., first grade, tenth grade, etc.);~~
3. ~~The student's extracurricular participation;~~
4. ~~The student's achievement awards or honors;~~
5. ~~The student's weight and height if a member of an athletic team;~~
6. ~~The student's photograph.~~

**(NOTE: A district may designate all, some, or none of this information as directory information.)**

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

**The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.**

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:
  - A. Establish the student's eligibility for the aid,
  - B. Determine the amount of financial aid,
  - C. Establish the conditions for the receipt of the financial aid, or
  - D. Enforce the agreement between the provider and the receiver of financial aid;
4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student; or
8. In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; or
4. Time is an important and limiting factor in dealing with the emergency.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE  
FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

**PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS**

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

**First Level Decision**

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

**Second Level Decision**

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

**Third Level Decision**

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level.

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

**Fourth Level Decision**

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

**COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
ACT OF 1974, REGULATION (Cont.)**

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:
  - A. The school district's decision that the record is correct and will not be changed;
  - B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and
  - C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

**ACCEPTANCE OF LETTERS OF RESIGNATION**

Wellston Board of Education empowers the superintendent, as agent of the board, to accept on its behalf letters of resignation from any school district employee. Receipt of a letter of resignation by the superintendent constitutes acceptance of such resignation by the board of education and releases the employee and the district from any and all further contractual obligations beyond the effective date of the resignation. Any resignation received by the superintendent is irrevocable.

Upon receipt of a letter of resignation, the superintendent will give the resigning employee, either in person or by certified mail, the following statement:

I, the Superintendent of Schools, acting as the Chief Executive Officer of the Wellston Board of Education, acknowledge receipt this date of a resignation from employment signed by \_\_\_\_\_, effective the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. My signature constitutes acceptance of this resignation by the Board of Education and releases the resigning employee and the district, upon the effective date of the resignation, from all further contractual obligations. By accepting this resignation from the employee, the employee's offer to be released from his or her contract with the board of education is accepted, and thus the resignation is irrevocable.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

# Wellston Schools - Exhibit A

School Year 2023-24	Recommendations - Certified Regular	
Name	2022-23 Position	2022-23 Site
Annette Hall	ES SPED	105
Becky Bailey	Pre-K	105
Cindy Webb	4th Grade/ Math	105
Clancy Richards	MS/HS Science	505-705
Courtney Coulson	FACS	505-705
Courtney Johnson	1st Grade	105
Dajuanna Threet	MS Computers/MS English	505
Dana Boyer	Reading Specialist	105
Danette Carroll	1st Grade	105
Diane Hall	2nd Grade	105
Elizabeth Finney	HS Science	705
Jackie Wall	5th Grade/ Social Studies	105
Janet Humphrey	Librarian	105
Jessica Fish	Kindergarten	105
Katie Voss	Kindergarten	105
Lisa Kroy	MS/HS SPED	505-705
Marty Coulson	AG Ed	505-705
Marvin Bennett	Math/AP Gov't	505-705
Michelle Garrison	Band/Music	105-705
Michelle Nichols	MS ELA	505
Nicole Reeves	4th grade	105
Rebecca Stephens	HS English	705
Renee Buckley	3rd Grade	105
Susanne Chapman	Math	505-705
Trent Hughes	MS/HS BMIT	505-705
Wanda Hall	5th Grade/ Science	105