

Bixby Board of Education Regular Meeting
Thursday, July 13, 2023 Bixby Board of Education Regular Meeting
Bixby Public Schools Administrative Center, 109 N. Armstrong, Bixby, Oklahoma
109 N Armstrong St
Bixby, OK 74008

Attendance Taken at 6:00 PM.

Justin Cheatham: Absent
Matt Dotson: Present
Tristy Fryer: Present
Julie Prox: Present
Amanda Stephens: Present
Present: 4, Absent: 1.

1. **Call Meeting to Order/Roll Call**
2. **Reports to The Board - Skipped to Item #7.1. Returned to Item 2.1.**
 - 2.1. Superintendent's Report - Rob Miller
 - 2.2. Facilities and Operations Report - Gabe Hayes
3. **Comments from the Public - None**
 - 3.1. Speakers must identify themselves.
 - 3.2. Each Speaker is given a maximum of three (3) minutes. To ensure fairness for all speakers, this timeline will be strictly enforced. The Board clerk will notify the speaker when they have 30 seconds left. Speakers are expected to end their remarks immediately when the time limit is reached.
 - 3.3. In order to avoid repetitious information, a single spokesperson will be selected by groups desiring to address the board.
 - 3.4. Total time allocated to this item is thirty (30) minutes.
 - 3.5. Speakers may offer objective comments of school operations and programs that concern them. The Board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed.
 - 3.6. Speakers may not use profanity at a School Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.
 - 3.7. The president reserves the right to interrupt this section and move to the next item.
 - 3.8. In accordance with provisions of the Oklahoma Open Meeting Act, discussion or action by the Board on an item presented under the "Comments from the Public"

agenda topic is not permitted. Board members and administrative staff will not respond to questions from the public. The Board appreciates and will seriously consider all comments made during this time. Proper questions from members of the public may be referred to the Superintendent for later report to the Board.

4. General Consent Agenda - Discussion and possible board action to approve consent agenda items #1-25. (These items may be approved by one Board motion, unless any board member desires to have a separate vote on any or all of these items.)

Approval of general consent agenda items #1-25 as presented. Passed with a motion by Tristy Fryer and a second by Matt Dotson.

Justin
Cheatham: Absent

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie Prox: Yea

Amanda
Stephens: Yea

Yea: 4, Nay: 0, Absent: 1

4.1. Minutes of June 8, 2023 Regularly Scheduled Board Meeting

4.2. Minutes of June 26, 2023 Special Board Meeting

4.3. Activity Fund Summary of Accounts and Transfer Requests

4.4. Encumbrances and Change Orders for FY 2023 and FY 2024 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, and Bond Funds 31-39 per attached encumbrance registers

4.5. Approval of Bixby Public Schools Handbooks as presented for the 2023-2024 fiscal year

- 4.6. Approval of an agreement with Wiris for a software subscription to MathType at a cost of \$2,291.81.
- 4.7. Approval of Great Expectations Proposal for the 2023-2024 fiscal year at a cost of \$22,500.00
- 4.8. Approval of an agreement with Daybreak Family Services for the 2023-2024 fiscal year
- 4.9. Approval of an agreement with the University of Tulsa for Nursing Student Clinical Rotations in schools for the 2023-24 fiscal year.
- 4.10. Approval of an agreement with the University of Tulsa for Kinesiology Student Clinical Rotations in schools for the 2023-24 fiscal year.
- 4.11. Approval of the MOU from Luther College for clinical field experience program for the 2023-2024 fiscal year
- 4.12. Approval of MOU with Maryville University for student clinical education experiences for the 2023-2024 fiscal year
- 4.13. Approval of the renewal of Peachjar for the 2023-2024 fiscal year
- 4.14. Approval of the lowest responsible bidder for Child Nutrition Prime Vendor with Edmond Public Schools Prime Vendor Agreement with US Foods for the 2023-2024 fiscal year
- 4.15. Approval of the lowest responsible bidder for Child Nutrition Milk and Dairy products with Hiland Dairy Foods for the 2023-2024 fiscal year
- 4.16. Approval of the lowest responsible bidder for Child Nutrition Pizza products with CiCi's Pizza for the 2023-2024 fiscal year
- 4.17. Approval of the lowest responsible bidder for Child Nutrition Produce with Buddy's Produce for the 2023-2024 fiscal year
- 4.18. Approval of the lowest responsible bidder for Child Nutrition Pest Control Services with BugBros Pest Control at a cost of \$750.00 per month for the 2023-2024 fiscal year
- 4.19. Approval of the BHS Football Teams request to participate in the 7 on 7 camp in Springdale, Arkansas on July 13, 2023
- 4.20. Approval of the BHS Girl's Soccer Team request to compete in the Southern Coast Cup High School Soccer Tournament in Foley, Alabama on 3/21/24 to 3/23/24

4.21. Approval of the Boys Soccer Team request to compete in the Southern Coast Cup High School Soccer Tournament in Foley, Alabama on 3/20/24 to 3/24/24

4.22. FMLA - Support - Administration - 7/3/2023-7/11/2023

4.23. FMLA - Support - Maintenance - 7/11/2023-7/20/2023

4.24. Employment, Resignation, Retirement - Certified Personnel - per attached

4.25. Employment, Resignation, Retirement - Support Personnel - per attached

5. **Finance** - No items this month

6. **Teaching and Learning**

6.1. Discussion and possible board action to approve the ARP ESSER III Plan for the 2023-2024 fiscal year.

Approval of the ARP ESSER III Plan for the 2023-2024 fiscal year. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Justin
Cheatha Absent
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amanda
Stephen
s: Yea

Yea: 4, Nay: 0, Absent: 1

6.2. Discussion and possible board action to approve an agreement with ProCare Therapy for the 2023-2024 fiscal year.

Approval of an agreement with ProCare Therapy for the 2023-2024 fiscal year. Passed with a motion by Tristy Fryer and a second by Matt Dotson.

Justin
Cheatha Absent
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen Yea
s:

Yea: 4, Nay: 0, Absent: 1

6.3. Discussion and possible board action to approve an agreement with Oklahoma University for Pre-Employment Transition Services Coordination for the 2023-2024 fiscal year.

Approval of an agreement with Oklahoma University for Pre-Employment Transition Services Coordination for the 2023-2024 fiscal year. Passed with a motion by Tristy Fryer and a second by Amanda Stephens.

Justin
Cheatha Absent
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen
s: Yea

Yea: 4, Nay: 0, Absent: 1

- 6.4. Discussion and possible board action to approve a Memorandum of Understanding with University of Arkansas at Fort Smith for Student Teacher Education Program for the 2023-2024 fiscal year.

Approval of a Memorandum of Understanding with University of Arkansas at Fort Smith for Student Teacher Education Program for the 2023-2024 fiscal year. Passed with a motion by Tristy Fryer and a second by Matt Dotson.

Justin
Cheatha
m: Absent

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen Yea
s:

Yea: 4, Nay: 0, Absent: 1

7. Operations

- 7.1. Discussion and possible board action to approve a contract with Stava Building LLC for construction management services associated with the construction of the East Intermediate gymnasium.

Approval of a contract with Stava Building LLC for construction management services associated with the construction of the East Intermediate gymnasium.
Passed with a motion by Tristy Fryer and a second by Julie Prox.

Justin
Cheatha Absent
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen Yea
s:

Yea: 4, Nay: 0, Absent: 1

7.2. Discussion and possible board action regarding the Tulsa Technology Center Student Transportation Contract for the 2023-2024 fiscal year.

Approval of the Tulsa Technology Center Student Transportation Contract for the 2023-2024 fiscal year. Passed with a motion by Tristy Fryer and a second by Julie Prox.

Justin
Cheatha Absent
m:

Matt
Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda
Stephen Yea
s:

Yea: 4, Nay: 0, Absent: 1

7.3. Discussion and possible board action to approve a service agreement with Team Professional Services for the 2023-2024 fiscal year

Approval of a service agreement with Team Professional Services for the 2023-2024 fiscal year Passed with a motion by Tristy Fryer and a second by Amanda Stephens.

Justin
Cheatha Absent
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen Yea
s:

Yea: 4, Nay: 0, Absent: 1

7.4. Discussion and possible board action to approve an agreement with Superior Termite - Pest Control for school campuses at a cost of \$1,495 a month for the 2023-2024 fiscal year.

Approval of an agreement with Superior Termite - Pest Control for school campuses at a cost of \$1,495 a month for the 2023-2024 fiscal year. Passed with a motion by Tristy Fryer and a second by Amanda Stephens.

Justin
Cheatha Absent
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen Yea
s:

Yea: 4, Nay: 0, Absent: 1

7.5. Discussion and possible board action to approve declaring items as surplus to be disposed of in accordance with the State Laws of Oklahoma.

Approval of declaring items as surplus to be disposed of in accordance with the State Laws of Oklahoma Passed with a motion by Tristy Fryer and a second by Julie Prox.

Justin
Cheatha Absent
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen Yea
s:

Yea: 4, Nay: 0, Absent: 1

8. **Human Resources**

8.1. Discussion and possible board action to approve Rob Miller and Lydia Wilson as the authorized representatives of Bixby Public Schools and as such empowered to execute agreements on behalf of the District with the Oklahoma State Department of Education, the U.S. Department of Education, and agencies that may be prerequisites to the operation of State and Federal Programs for the 2023-2024 fiscal year.

Approval of Rob Miller and Lydia Wilson as the authorized representatives of Bixby Public Schools and as such empowered to execute agreements on behalf of the District with the Oklahoma State Department of Education, the U.S. Department of Education, and agencies that may be prerequisites to the operation of State and Federal Programs for the 2023-2024 fiscal year. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Justin
Cheatha Absent
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen Yea
s:

Yea: 4, Nay: 0, Absent: 1

8.2. Discussion and possible board action to approve Rob Miller, Lydia Wilson and Jamie Milligan as Title IX Coordinators for Bixby Public Schools for the 2023-2024 fiscal year.

Approval of Rob Miller, Lydia Wilson and Jamie Milligan as Title IX Coordinators for Bixby Public Schools for the 2023-2024 fiscal year. Passed with a motion by Tristy Fryer and a second by Matt Dotson.

Justin
Cheatha Absent
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen Yea
s:

Yea: 4, Nay: 0, Absent: 1

8.3. Discussion and possible board action to approve any resignations submitted after the agenda was posted.

9. **Miscellaneous**

9.1. Discussion and possible board action on a contract with Neek Films for a TV series for the 2023-2024 school year.

Approval of a contract with Neek Films for a TV series for the 2023-2024 school year. Passed with a motion by Tristy Fryer and a second by Amanda Stephens.

Justin
Cheatha Absent
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen
s: Yea

Yea: 4, Nay: 0, Absent: 1

9.2. Discussion and possible board action regarding a sponsorship contract with Mabrey Bank for the 2023-2025 athletic seasons.

Approval of a sponsorship contract with Mabrey Bank for the 2023-2026 athletic seasons. Passed with a motion by Tristy Fryer and a second by Julie Prox.

Justin
Cheatha
m: Absent

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen Yea
s:

Yea: 4, Nay: 0, Absent: 1

9.3. Discussion and possible board action related to a contract with Metro Radio Group, LLC (KREF) for live-stream broadcasting services for the 2023-2024 school year.

Approval of a contract with Metro Radio Group, LLC (KREF) for live-stream broadcasting services for the 2023-2024 school year. Passed with a motion by Tristy Fryer and a second by Matt Dotson.

Justin
Cheatha Absent
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen Yea
s:

Yea: 4, Nay: 0, Absent: 1

10. **New Business - None**

11. **Vote to adjourn**

At 7:05 p.m. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Justin
Cheatham: Absent

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie Prox: Yea

Amanda
Stephens: Yea

Yea: 4, Nay: 0, Absent: 1

President

Vice President

Clerk

Member

Member

Bixby Board of Education Regular Meeting
Thursday, June 8, 2023
Bixby Public Schools Administrative Center
109 N Armstrong St
Bixby, OK 74008

Attendance Taken at 6:00 PM.

Justin Cheatham: Present
Matt Dotson: Present
Tristy Fryer: Present
Julie Prox: Present
Amanda Stephens: Present
Present: 5.

1. Call Meeting to Order/Roll Call

Skip to Item 5.1 per Board President

2. Reports to The Board

2.1. Superintendent's Report - Rob Miller

3. Comments from the Public

3.1. Speakers must identify themselves.

3.2. Each Speaker is given a maximum of three (3) minutes. To ensure fairness for all speakers, this timeline will be strictly enforced. The Board clerk will notify the speaker when they have 30 seconds left. Speakers are expected to end their remarks immediately when the time limit is reached.

3.3. In order to avoid repetitious information, a single spokesperson will be selected by groups desiring to address the board.

3.4. Total time allocated to this item is thirty (30) minutes.

3.5. Speakers may offer objective comments of school operations and programs that concern them. The Board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed.

3.6. Speakers may not use profanity at a School Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.

3.7. The president reserves the right to interrupt this section and move to the next item.

3.8. In accordance with provisions of the Oklahoma Open Meeting Act, discussion or action by the Board on an item presented under the "Comments from the Public" agenda topic is not permitted. Board members and administrative staff will not respond to questions from the public. The Board appreciates and will seriously consider all comments made during this time. Proper questions from members of the public may be referred to the Superintendent for later report to the Board.

4. General Consent Agenda - Discussion and possible board action to approve consent agenda items #1-50. (These items may be approved by one Board motion, unless any board member desires to have a separate vote on any or all of these items.)

Approval of consent agenda items #1-51 as presented with the exception of Jordan Alexander on the Certified Personnel Employment list should be deleted. Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

4.1. Minutes of May 11, 2023 Regularly Scheduled Board Meeting

4.2. Activity Fund Summary of Accounts and Transfer Requests

4.3. Encumbrances and Change Orders for FY 2023 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, and Bond Funds 31-39 per attached encumbrance registers

4.4. Renewal of appointment of Sherry McIntyre as School District Treasurer and Minutes Clerk for the 2023-2024 fiscal year

4.5. Renewal of appointment of Melinda Weig as Assistant District Treasurer and Activity Fund Custodian for the 2023-2024 fiscal year

4.6. Renewal of appointment of Maricela Hanseth as Encumbrance Clerk and Deputy Clerk of the Board for the 2023-2024 fiscal year

4.7. Renewal of Michelle Atkinson as Deputy Encumbrance Clerk and Deputy Minutes Clerk for the 2023-2024 fiscal year.

4.8. Renewal of appointment of Debbie Hauser as Deputy Activity Fund Custodian for the 2023-2024 fiscal year.

4.9. Renewal of school picture contracts with Lifetouch, Jostens and Ruth Kelly Studio for the 2023-2024 fiscal year

- 4.10. Renewal of yearbook contracts with Jostens for the 2023-2024 fiscal year
- 4.11. Approval of an E-rate Contract with CRW Consulting E-rate Services, LLC for the 2023-2024 fiscal year
- 4.12. Approval of a Memorandum of Understanding with Tulsa University for Classroom Student Teachers for the 2023-2024 fiscal year
- 4.13. Approval of a MOU with Oklahoma State University Institute of Technology for students to participate in college courses for the 2023-2024 fiscal year
- 4.14. Approval of a Memorandum of Understanding with Oklahoma State University for Field Clinical Experiences for OES students for the 2023-2024 fiscal year
- 4.15. Approval of the MOU for the University of Oklahoma Field Experience, Practicum, Internship for the 2023-2024 fiscal year
- 4.16. Approval of the agreement with Northeastern State University for Teacher Education Program for the 2023-2024 fiscal year
- 4.17. Approval of the University of Central Oklahoma Teacher Education Program for the 2023-2024 fiscal year
- 4.18. Approval of the agreement with Grand Canyon University for the Student Teaching Affiliation program for the 2023-2024 fiscal year
- 4.19. Approval of a contract with Tulsa Tech Career Academy Program and Tulsa Tech Aerospace Academy Program for the 2023-2024 fiscal year
- 4.20. Approval of the MOU with Glenpool Public Schools for the Foundations of Manufacturing Program for the 2023-2024 fiscal year
- 4.21. Approval of the MOU with Glenpool Public Schools for the shared JROTC program for the 2023-2024 fiscal year
- 4.22. Approval of the agreement with PrepPlus LLC for ACT preparation classes for the 2023-2024 fiscal year
- 4.23. Approval of the agreement with Christina Evans, LLC/Mobilized Vision for the 2023-2024 fiscal year
- 4.24. Approval of the MOU with Palmer Addiction Recovery Services for substance abuse education and counseling services for the 2023-2024 fiscal year
- 4.25. Approval of the MOU with The Bridges Foundation for SPED student participation for the 2023-2024 fiscal year
- 4.26. Approval of the contract with A New Leaf, Inc. for job training and vocationally related daily living skills for the 2023-2024 fiscal year

- 4.27. Approval of a MOU with The Tristesse Grief Center, Inc. a/k/a The Grief Center for grief support for students for the 2023-2024 fiscal year
- 4.28. Approval of the MOU with Sandy Hook Promise for training on the Say Something Anonymous reporting system for the 2023-2024 fiscal year
- 4.29. Approval of the MOU with JA Finance Park for 9th grade students enrolled in Personal Financial Literacy for the 2023-2024 fiscal year
- 4.30. Approval of a quote from Turnitin for the plagiarism software for the 2023-2024 fiscal year
- 4.31. Approval of renewing membership in United Suburban Schools Association at a cost of \$1,650.00 for the 2023-2024 fiscal year
- 4.32. Approval of the proposal from Houghton Mifflin Harcourt for the Amira Suite License at a cost of \$36,760.00 to be paid from RSA Funds
- 4.33. Approval of an agreement with Educators Handbook.com license at a cost of \$10,970.00 for the 2023-2024 fiscal year
- 4.34. Approval of a subscription order form with Common Goal Systems Inc. for the TeacherEase program at a cost of \$24,010.70 for the 2023-2024 fiscal year
- 4.35. Approval of an agreement with Edpuzzle at a cost of \$16,875.56 to be paid from 1:1 Activity Funds for the 2023-2024 fiscal year
- 4.36. Approval of renewal of the Instructure service, Canvas Cloud and Eligibility Dashboard Maintenance at a cost of \$40,705.00 to be paid from 1:1 Activity Funds for the 2023-2024 fiscal year
- 4.37. Approval of an agreement with GoGuardian for subscription services at a cost of \$34,958.00 for the 2023-2024 fiscal year
- 4.38. Approval of the contract with OKTLE for the teacher evaluation system for the 2023-2024 fiscal year
- 4.39. Approval of the agreement with the Tulsa City-County Health Department for the School Health Program for the 2023-2024 fiscal year
- 4.40. Approval of the MOU with YMCA of Greater Tulsa and the Bixby Daily Family YMCA for the GO Club for the 2023-2024 fiscal year
- 4.41. Approval of an agreement with Pension Solutions for Administrative Services for the Bixby Public Schools 457(b) Plan for the 2023-2024 fiscal year
- 4.42. Approval of the agreement with Pension Solutions for administrative services for the Bixby Public Schools 403(b) Plan for the 2023-2024 fiscal year

- 4.43. Approval of renewing the contract with Community Care HMO, Inc. for EAP services for employees for the 2023-2024 fiscal year
- 4.44. Approval of the agreement with Facilitron, Inc. for the web platform for facilities and management of work orders for the 2023-2024 fiscal year
- 4.45. Approval of an agreement with AmericanChecked Inc. for background screening solutions for the 2023-2024 fiscal year
- 4.46. Approval of the agreement with Ver Hoef Information Sources, LLC for background checks for the 2023-2024 fiscal year
- 4.47. Approval of an Addendum to Extend Agreement with ESS South Central, LLC for substitute staffing for the 2023-2024 fiscal year
- 4.48. Approval of an agreement with Imperial Vending for the 2023-2024 fiscal year
- 4.49. FMLA - Support - Technology - 5/30/23 - 6/29/23
- 4.50. Employment, Resignation, Retirement - Certified Personnel - per attached
- 4.51. Employment, Resignation, Retirement - Support Personnel - per attached

5. Finance

Skip here from Item #2.1

5.1. Discussion and possible board action to adopt a resolution relating to the Bixby Industrial Authority Lease Revenue Note, Series 2023 (Bixby Public School Project) (The "Note") in the aggregate principal amount of not to exceed \$6,400,000; approving and authorizing execution of a ground lease agreement, development agreement and tax regulatory agreement each by and between the Authority and Independent School District No. 4, Tulsa County, Oklahoma (Bixby Public Schools); authorizing and directing the execution of such other documents relating to the transaction; and containing other provisions related thereto.

Approval of adopting a resolution relating to the Bixby Industrial Authority Lease Revenue Note, Series 2023 (Bixby Public School Project) (The "Note") in the aggregate principal amount of not to exceed \$6,400,000; approving and authorizing execution of a ground lease agreement, development agreement and tax regulatory agreement each by and between the Authority and Independent School District No. 4, Tulsa County, Oklahoma (Bixby Public Schools); authorizing and directing the execution of such other documents relating to the transaction; and containing other provisions related thereto. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Justin Cheatham: Yea
Matt Dotson: Yea

Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

Skip to Item #5.4

5.2. Discussion and possible board action regarding General Liability, Education Leaders Liability, Property and Casualty Insurance agreements for the 2023-2024 fiscal year.

Approval of Option 3 at a cost of \$882,920 per year with an increase in deductibles to \$75,000 and \$200,000 plus an additional \$27,000 for the new West classroom buildings. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

Skip to Item #8.1 – 8.2

5.3. Discussion and possible board action regarding the Workers' Compensation Insurance for the 2023-2024 fiscal year.

Approval of Oklahoma School Assurance Group as the Workers' Compensation Insurance providers at a cost of \$136,000.00 for the 2023-2024 fiscal year. Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

5.4. Discussion and possible board action regarding a service agreement with Municipal Finance Services Inc. for the Bixby Public School Administration Building project.

Approval of a service agreement with Municipal Finance Services Inc. for the Bixby Public School Administration Building project. Passed with a motion by Amanda Stephens and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

Skip to Item #5.2

6. Teaching and Learning

6.1. Review of the ARP ESSER III - Safe Return Plan. Discussion item only. No action required by the Board of Education.

6.2. Discussion and possible board action regarding a service contract with Seidlitz Education for training services at a cost of \$5,175.00 on August 9, 2023.

Approval of a service contract with Seidlitz Education for training services on August 9, 2023 at a cost of \$5,175.00. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

6.3. Discussion and possible board action for approval of the quote from IXL Learning for site license at a cost of \$74,203.00 for the 2023-2024 fiscal year.

Approval of the quote from IXL Learning for site license at a cost of \$74,203.00 for the 2023-2024 fiscal year. Passed with a motion by Matt Dotson and a second by Amanda Stephens.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

6.4. Discussion and possible board action regarding a contract with PowerSchool for License and Subscription Fees at a cost of \$126,379.94 for the 2023-2024 fiscal year.

Approval of a contract with PowerSchool for License and Subscription Fees at a cost of \$126,379.94 for the 2023-2024 fiscal year. Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

7. Operations

7.1. Discussion and possible board action regarding a modification of the Guaranteed Maximum Price (GMP) for the High School Academic Building.

Approval of a modification of the Guaranteed Maximum Price (GMP) for the High School Academic Building at a cost of \$7,227,458. Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

7.2. Discussion and possible board action regarding an agreement with Dewberry Architects Inc. for the 9th Grade Center Gymnasium project.

Approval of an agreement with Dewberry Architects Inc. for the 9th Grade Center Gymnasium project. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

7.3. Discussion and possible board action regarding an agreement with GH2 Architects Inc. for the Bixby Public School Administration Building project.

Approval of an agreement with GH2 Architects Inc. for the Bixby Public School Administration Building project. Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

7.4. Discussion and possible board action regarding an agreement with Miller-Tippens Construction for the Bixby Public Schools Administration Building project.

Approval of an agreement with Miller-Tippens Construction for the Bixby Public Schools Administration Building project. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

7.5. Discussion and possible board action to approve the lowest responsible bidder for providing job order contracting services with Bixby Public Schools.

Approval of Magnum Construction as the lowest responsible bidder for providing job order contracting services with Bixby Public Schools. Passed with a motion by Justin Cheatham and a second by Amanda Stephens.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

7.6. Discussion and possible board action to approve the lowest responsible bidder for interior painting for East Intermediate to Fischer Painting at a cost of \$96,230.00.

Approval of Fischer Painting as the lowest responsible bidder for interior painting for East Intermediate to Fischer Painting at a cost of \$96,230.00. Passed with a motion by Justin Cheatham and a second by Matt Dotson.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

7.7. Discussion and possible board action regarding an agreement with Zendesk at a cost of \$21,330.00 for the 2023-2024 fiscal year.

Approval of an agreement with Zendesk at a cost of \$21,330.00 for the 2023-2024 fiscal year. Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

7.8. Discussion and possible board action regarding renewal of a contract with Statewide Commercial Cleaning Company for cleaning services at a cost of \$1,114,407.00 for the 2023-2024 fiscal year.

Approval of a contract with Statewide Commercial Cleaning Company for cleaning services at a cost of \$1,114,407.00 for the 2023-2024 fiscal year. Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

7.9. Discussion and possible board action regarding a cleaning service agreement with We Clean 4U Whipple cleaning Service LLC at a cost of \$189,000.00 per year for the 2023-2024 fiscal year.

Approval of a cleaning service agreement with We Clean 4U Whipple Cleaning Service LLC at a cost of \$189,000.00 for the 2023-2024 fiscal year. Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

7.10. Discussion and possible board action regarding renewal of a contract with KONE Care for elevator maintenance at a cost of \$1,909.00 per month for the 2023-2024 fiscal year.

Approval of a contract with KONE Care for elevator maintenance at a cost of \$1,909.00 per month for the 2023-2024 fiscal year. Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

7.11. Discussion and possible board action regarding a contract renewal for waste collection services with American Waste Control, Inc. with a 3% price increase for the 2023-2024 fiscal year.

Approval of a contract renewal for waste collection services with American Waste Control, Inc. with a 3% price increase for the 2023-2024 fiscal year. Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea

Amanda Stephens: Yea
Yea: 5, Nay: 0

7.12. Discussion and possible board action regarding a contract with TruGreen Commercial for lawn treatments at a cost of \$19,249.27 for the 2023-2024 fiscal year.

Approval of a contract with TruGreen Commercial for lawn treatments at a cost of \$19,249.27 for the 2023-2024 fiscal year. Passed with a motion by Justin Cheatham and a second by Matt Dotson.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

7.13. Discussion and possible board action to approve a contract with Jarvis Inc. for security services at a cost of \$25.84 per hour/\$38.76 per hour on recognized holidays for the 2023-2024 fiscal year.

Approval of a contract with Jarvis Inc. for security services at a cost of \$25.84 per hour/\$38.76 per hour on recognized holidays for the 2023-2024 fiscal year. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

7.14. Discussion and possible board action regarding a contract with Tunnel Rat for Mole & Gopher Extermination services at a cost of \$1,592.00 per month for the 2023-2024 fiscal year.

Approval of a contract with Tunnel Rat for Mole & Gopher Extermination services at a cost of \$1,592.00 per month for the 2023-2024 fiscal year. Passed with a motion by Justin Cheatham and a second by Matt Dotson.

Justin Cheatham: Yea
Matt Dotson: Yea

Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

7.15. Discussion and possible board action regarding Activity Fundraisers for the 2022-2023 fiscal year.

Approval of the Activity Fundraisers for the 2023-2024 fiscal year. Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

7.16. Discussion and possible board action regarding declaring items as surplus to be disposed of in accordance with the State Laws of Oklahoma.

Approval of declaring items as surplus to be disposed of in accordance with the State Laws of Oklahoma as presented. Passed with a motion by Justin Cheatham and a second by Matt Dotson.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

8. Human Resources

8.1. Discussion and possible board action to hire Curtis Whiteley as the Principal of the Bixby Ninth Grade Center for the 2023-2024 school year.

Approval of hiring Curtis Whiteley as the Principal of the Bixby Ninth Grade Center for the 2023-2024 school year. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Justin Cheatham: Yea

Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

8.2. Discussion and possible board action to assign Rachel Chinsethagid as Interim Principal of Bixby North Elementary School for the 2023-2024 school year.

Approval of assigning Rachel Chinsethagid as Interim Principal of Bixby North Elementary School for the 2023-2024 school year. Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

Skip to Item #7.1

8.3. Discussion and possible board action regarding the assignment of Tim Holt as an adjunct teacher in the area of Government to teach Government classes for the 2023-24 fiscal year.

Approval of the assignment of Tim Holt as an adjunct teacher in the area of Government to teach Government classes for the 2023-24 fiscal year. Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

8.4. Discussion and possible board action regarding an agreement with Red Rover for Time and Attendance services at a cost of \$15,861.00 for the 2023-24 fiscal year.

Approval of an agreement with Red Rover for Time and Attendance services at a cost of \$15,861.00 for the 2023-24 fiscal year. Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

8.5. Discussion and possible board action to approve any resignations submitted after the agenda was posted.

Approval of accepting the resignation of Linda Hayes, West Elementary 3rd grade teacher. Passed with a motion by Justin Cheatham and a second by Amanda Stephens.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

9. New Business

10. Vote to adjourn

At 7:59 p.m. approval to adjourn. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

President

Vice President

Clerk

Member

Member

**2022-2023
CERTIFIED PERSONNEL
EMPLOYMENT**

TEMPORARY CONTRACT

Toni Peterson	Immigrant Summer Teacher	District	06/05/2023
Erica Hawkins	Immigrant Summer Teacher	District	06/05/2023
Lana Carr	Immigrant Summer Teacher	District	06/02/2023
Tracie Popp	Summer Tutor	District	05/23/2023
Jenaan Suleiman	Summer Tutor	District	05/23/2023
Rachel Morie	Summer Tutor	District	05/23/2023
Amy Hall	Summer Tutor	District	05/23/2023
Kacey Cadion	Summer Tutor	District	05/23/2023
Kathy Gilliam	Summer Tutor	District	06/12/2023
Stephanie Beasley	School Psychologist Summer Testing	District	06/01/2023
Cara Penick	Extended School Year Speech Path	District	06/12/2023
Amanda Walehwa	Extended School Year Teacher	District	06/12/2023
Kim Kirk	Extended School Year Teacher	District	06/12/2023
Amy Najita	Extended School Year Teacher	District	06/12/2023
John Higgins	Extended School Year Teacher	District	06/12/2023
Terri Mullins	Extended School Year Teacher	District	06/12/2023
Cathy Peters	Extended School Year Teacher	District	06/12/2023
Rachel Chinsethagid	Summer Interim Principal	North Elem.	06/01/2023

ADJUNCT COACHING

EMPLOYMENT 2023-2024

Jordan Alexander	Teacher	Middle School	08/14/2023
Tamie Anderson	Teacher	High School	08/14/2023
Chloe Bundy	Teacher	North Intermediate	08/14/2023
Mary Burling	Speech Path	District	08/14/2023
Megan Caywood	Teacher	North Elementary	08/14/2023
Rachel Chesnut	Teacher	West Elementary	08/14/2023
Kristie Coggins	Teacher	Middle School	08/14/2023
Kari Cruzan	Teacher	Central Intermediate	08/14/2023
Katlynn Davis	Teacher	Middle School	08/14/2023
Rachael Davis	Teacher	West Elementary	08/14/2023
Tammy Ellis	Teacher	East Elementary	08/14/2023

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EMPLOYMENT 2023-2024 cont'd

Cassidy Floyd	Teacher	High School	08/14/2023
Maya Garman	Teacher	East Elementary	08/14/2023
Liz Hackler	Teacher	West Intermediate	08/14/2023
Jennifer Haught	Teacher	West Intermediate	08/14/2023
Chandler Hunt	Teacher	9th Grade Center	08/14/2023
Gabrielle Johnson	Teacher	High School	08/14/2023
Stacie Lindsey	Teacher	North Elementary	08/14/2023
William McCullough	Teacher	East Intermediate	08/14/2023
Melissa McEachern-Wilkins	Teacher	West Intermediate	08/14/2023
Mariah Miles	Teacher	9th Grade Center	08/14/2023
Tonya Morgan	Dir. Curriculum/Resources	District	07/01/2023
Correy Moyer	Speech Path	District	08/14/2023
Jocelyn Pleskach	504 Facilitator	District	07/01/2023
Lauren Raley	Teacher	East Intermediate	08/14/2023
Brittany Robison	Teacher	9th Grade Center	08/14/2023
Kristina Rosson	Teacher	Central Intermediate	08/14/2023
Katie Salyers	Teacher	West Elementary	08/14/2023
Amye Smith	Teacher	East Intermediate	08/14/2023
Jaclyn Snow	Teacher	East Elementary	08/14/2023
Sherri Stone	Teacher	North Elementary	08/14/2023
Amy Story	Teacher	Middle School	08/14/2023
Emily Tackel	Teacher	9th Grade Center	08/14/2023
Katie Watkins	Teacher	Central Elementary	08/14/2023
Kaitlyn Westfall	Teacher	West Intermediate	08/14/2023
Samuel Whiteley	Principal	9th Grade Center	07/17/2023
Kary Wideman	Teacher	Middle School	08/14/2023
Sabrina Wilber	Teacher	East Intermediate	08/14/2023
Olivia Wilt	Teacher	East Intermediate	08/14/2023
Kaitlyn Youngberg	Teacher	Central Intermediate	08/14/2023

REHIRE 2023-2024

Kevin Adler	Teacher	Middle School	08/14/2023
Kari Barton	Teacher	Middle School	08/14/2023
Shelby Dunavent	Teacher	Middle School	08/14/2023
Madison Eckert	Teacher	9th Grade Center	08/14/2023
Spenser Gill	Teacher	9th Grade Center	08/14/2023
Mandi Kachelmeyer	Teacher	Central Elementary	08/14/2023
Mason Naifeh	Teacher	9th Grade Center	08/14/2023

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REHIRE 2023-2024 cont'd

Allen Simmons	Teacher	9th Grade Center	08/14/2023
Stacie Vernier	Teacher	9th Grade Center	08/14/2023

RESIGNATION AGREEMENTS

Wendye Coupe	Teacher	West Elementary	05/21/2023
Brandon Cross	Assistant Principal	East Intermediate	06/30/2023
Meggie Hunter	School Psychologist	District	05/24/2023
Merrill Newell	Teacher	West Intermediate	05/21/2023
Melissa Paschall	Teacher	East Elementary	05/21/2023
Susan Price	Teacher	Central Intermediate	05/21/2023
Whitney Walker	Teacher	Central Intermediate	05/21/2023

**2022-2023
SUPPORT PERSONNEL
EMPLOYMENT**

VOLUNTEER COACHING

TEMPORARY CONTRACT

Vangie Arellano	Immigrant Summer Para	District	06/05/2023
Michelle Atkinson	Indian Ed	District	07/01/2023
Jennifer James	Extended School Year Para	District	06/12/2023
Courtney Dupuis	Summer Spartan Charge	District	05/30/2023
Brandon Houskeeper	Summer Spartan Charge	District	05/30/2023
Nancy Jackson	Summer Spartan Charge	District	05/30/2023
Andrew Cervini	Summer Spartan Charge	District	05/30/2023
Josephine Pyle	Summer Spartan Charge	District	05/30/2023
Lynaya White	Summer Academy Bus Driver	District	06/05/2023
Daniel Hand	Summer Academy Bus Driver	District	06/05/2023

ADJUNCT EMPLOYMENT

EMPLOYMENT 2022-2023

Stephanie Baldrige	Admin Asst. Special Ed	District	05/31/2023
Brian Stallings	Maintenance	Maintenance	05/30/2023
Denzil Stamper	Electrical Apprentice	Maintenance	05/22/2023

EMPLOYMENT 2023-2024

Jamie Cain	Paraprofessional	West Elementary	08/15/2023
Teresa Eddinton	Office Staff	Middle School	08/15/2023
Haley Forrest	Paraprofessional	Central Elementary	08/15/2023
Wendy Juarez	Office Staff	North Elementary	08/15/2023
Emily Melnik	Paraprofessional	Central Elementary	08/15/2023
Brittany Panzer	Office Staff	North Elementary	08/15/2023
Alicia Shannon	Office Staff	East Intermediate	08/15/2023
Monica Thornton	Behavior Tech	9th Grade Center	08/15/2023
Jason Turner	Paraprofessional	North Elementary	08/15/2023
Annia Houskeeper	2hr Aide	West Elementary	08/15/2023

REHIRE 2023-2024

Harold Hansen	Custodian	Maintenance	07/01/2023
Courtney Dupuis	Ed Tech Assistant	High School	08/15/2023
Shelley Lombardo	Secretary	East Elementary	07/24/2023
Megan Schauer	Office Aide	East Elementary	08/15/2023
Jerry Virden	Maintenance	Maintenance	07/01/2023

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RESIGNATION AGREEMENTS

Mindy Beesley
Ruth Burcham

Powerschool Coord. Technology
Custodian Maintenance

06/30/2023
05/07/2023

RESIGNATION AGREEMENTS cont'd

Allyson Martin
Jennifer Scire
Amber Seratte
Kelli Votruba

Paraprofessional Middle School
Paraprofessional High School
Paraprofessional North Elementary
Paraprofessional North Elementary

05/19/2023
05/19/2023
05/19/2023
05/19/2023

TERMINATIONS

[Faint, mostly illegible text, likely a list of termination notices or details.]

Submitted to the Board of Education: June 8th, 2023

Bixby Board of Education Special Meeting
Monday, June 26, 2023
Administrative Building
109 N Armstrong St
Bixby, OK 74008

Attendance Taken at 6:00 PM.

Justin Cheatham: Present
Matt Dotson: Present
Tristy Fryer: Present
Julie Prox: Absent
Amanda Stephens: Present
Present: 4, Absent: 1.

1. As required by Sec. 311, Title 25 of the Oklahoma Statutes, notice is hereby given the Board of Education of Independent School District No.4, Tulsa County, Oklahoma, will hold a Special Meeting on Monday, June 26, 2023 at 6:00 pm at the BPS Administrative Center, 109 N. Armstrong, Bixby, OK.

2. Call meeting to Order/Roll Call

3. Discussion and possible board action regarding a modification of the Guaranteed Maximum Price (GMP) for the High School Academic Building.

Approval of a modification of the Guaranteed Maximum Price (GMP) for the High School Academic Building Amendment #9 for the Maintenance Building at a cost of \$505,454.00. Passed with a motion by Justin Cheatham and a second by Amanda Stephens.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Absent
Amanda Stephens: Yea
Yea: 4, Nay: 0, Absent: 1

4. Discussion and possible board action regarding the assignment of Sherri Stone as an adjunct teacher in Early Childhood Education to teach Pre K classes at North Elementary for the 2023-24 fiscal year.

Approval of the assignment of Sherri Stone as an adjunct teacher in Early Childhood Education to teach Pre K classes at North Elementary for the 2023-24 fiscal year. Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Absent
Amanda Stephens: Yea
Yea: 4, Nay: 0, Absent: 1

5. Discussion and possible board action regarding the assignment of Mariah Miles as an adjunct teacher in English Education to teach English I classes at the 9th Grade Center for the 2023-24 fiscal year.

Approval of the assignment of Mariah Miles as an adjunct teacher in English Education to teach English I classes at the 9th Grade Center for the 2023-24 fiscal year. Passed with a motion by Justin Cheatham and a second by Matt Dotson.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Absent
Amanda Stephens: Yea
Yea: 4, Nay: 0, Absent: 1

6. Discussion and possible board action to approve the 2022-2023 encumbrances.

Approval of the 2022-2023 Encumbrances as presented Passed with a motion by Justin Cheatham and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Absent
Amanda Stephens: Yea
Yea: 4, Nay: 0, Absent: 1

7. Report on End-of-Year Revenue and Expenditures. Discussion only. No action required by the Board of Education.

Mike Anthony presented the end of the year financial report.

8. Vote to Adjourn

At 6:17 p.m. approval to adjourn. Passed with a motion by Amanda Stephens and a second by Matt Dotson.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Absent
Amanda Stephens: Yea
Yea: 4, Nay: 0, Absent: 1

President

Vice President

Clerk

Member

Member

Bixby Public Schools

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2022	53787	BANK OF AMERICA VISA	DISTRICT PURCHASES	200,819.16
11	2	07/01/2022	3826	ROTARY CLUB OF BIXBY	MEMBERSHIP DUES 000	840.00
11	3	07/01/2022	1718	TULSA WORLD	CLASSIFIED ADS 000	1,056.63
11	4	07/01/2022	6335	MHC KENWORTH - TULSA	TRUCK RENTAL/PARTS 051	27,833.28
11	5	07/01/2022	101	B ETHRIDGE, INC.	UNLEADED/DIESEL FUELS 051	318,617.32
11	6	07/01/2022	1076	MUNICIPAL ACCOUNTING SYSTEMS, INC.	SOFTWARE FEES / FORMS 000	21,400.00
11	7	07/01/2022	54570	VERNON FLORENCE CONSULTING CO	CONSULTING 000	1.00
11	8	07/01/2022	4241	T & W TIRE	TIRES FOR TRANSPORTATION 051	29,602.72
11	9	07/01/2022	176	BIXBY TELEPHONE COMPANY	PHONE SVCS/CABLE LOCATING 000	101,874.45
11	10	07/01/2022	181	BLUE RIBBON FORMS, INC.	PRINTING-CKS/FORMS/ENV/LTR 000	4,496.70
11	12	07/01/2022	2387	STAPLES CREDIT PLAN	SUPPLIES 000/050/051	149.99
11	13	07/01/2022	58099	PROJECT LEAD THE WAY	PLTW GATEWAY PARTICIPATION 004	3,150.00
11	14	07/01/2022	385	CUMMINS SOUTHERN PLAINS, LLC	PARTS FOR TRANSPORTATION 051	31,061.82
11	15	07/01/2022	2025	WELDON PARTS, INC.	PARTS TRANSP 051	7,878.90
11	16	07/01/2022	59586	PERRY WEATHER LLC	WEATHER SENTRY SUBSCRIPTION 036	4,094.50
11	17	07/01/2022	58958	JARVIS INC	NIGHT SECURITY SERVICES 000	53,285.16
11	18	07/01/2022	7529	GAS AND SUPPLY	AG SUPPLIES 412 / MAINT 050	1,629.77
11	19	07/01/2022	3776	WHEELER METALS, INC	VOAG SUPPLIES 412	1,853.60
11	20	07/01/2022	1223	OKLAHOMA TURNPIKE AUTHORITY	PIKEPASS - SCHOOL VEHICLES 051	4,261.44
11	21	07/01/2022	1233	O'REILLY AUTOMOTIVE STORES, INC.	PARTS - TR/M 050/051	5,439.17
11	22	07/01/2022	1245	PAPERWORK COMPANY	PRINT 000/036/030	8,211.37
11	23	07/01/2022	59236	CURRICULUM ASSOCIATES, LLC	ELLEVATION PLATFORM 572	13,920.00
11	25	07/01/2022	1417	ROSENSTEIN, FIST & RINGOLD	LEGAL SERVICES 000	35,847.24
11	26	07/01/2022	70041	INTERNAL REVENUE SERVICE CENTER	3RD PARTY DISABILITY TAX 000	2,152.47
11	27	07/01/2022	1418	ROSS TRANSPORTATION	BUS PARTS FOR TRANSP 051	33,551.63
11	28	07/01/2022	1449	SAM'S CLUB DIRECT	SUPPLIES 000, 051	1.00
11	29	07/01/2022	1678	TIRE BARN, INC.	TIRE REPAIRS - 051	17,546.07
11	30	07/01/2022	54924	QUADIANT LEASING USA INC	LEASE PAYMENT - 000	15,099.64
11	31	07/01/2022	319	CITY OF BIXBY	SRO FOR BHS CAMPUS 000	190,834.90
11	32	07/01/2022	55864	ALLIED TRANSPORTATION, LLC	TOWING SERVICE - 051	6,219.70
11	33	07/01/2022	2713	OKLAHOMA HEALTH CARE AUTHORITY	STATE SHARE MEDICAID PAYMENTS 698	36,187.25
11	34	07/01/2022	58446	TEAM PROFESSIONAL SERVICES	DRUG TESTING FOR DISTRICT 000	5,865.00
11	38	07/01/2022	774	VER HOEF INFORMATION SOURCES, LLC	BACKGROUND CHECKS 000	14,372.00
11	39	07/01/2022	57740	ESS SOUTH CENTRAL, LLC	SUBSTITUTE TEACHERS 000	900,583.20
11	40	07/01/2022	54923	NORTHEASTERN STATE UNIVERSITY	JOB FAIR 000	390.00

Bixby Public Schools
Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	41	07/01/2022	7057	PREFERRED BUSINESS SYSTEMS LLC	EQUIP LEASE/COPIES /REPAIRS 000	174,494.66
11	42	07/01/2022	7057	PREFERRED BUSINESS SYSTEMS LLC	COPIER SUPP000/010/011/012	1,037.28
11	43	07/01/2022	58654	SOFTCHOICE CORPORATION	LICENSE FEE 030	40,538.65
11	45	07/01/2022	58321	GOGUARDIAN	GOGUARDIAN LICENSE 000	34,958.00
11	46	07/01/2022	2272	LOWE'S	PARTS/SUPPLIES - 030/050/000/051/006/412	2,648.80
11	47	07/01/2022	51933	AMERICANCHECKED, INC.	BEST VOLUNTEERS BCKGRD 000	9,459.00
11	48	07/01/2022	55232	TULSA COUNTY ASSESSOR	VISUAL INSPECTION REIMB 000	138,607.89
11	50	07/01/2022	99999	BIXBY PUBLIC SCHOOLS	COPY/TRANSPORTATION/POSTA GE (ALL SCHOOLS)	29,491.43
11	51	07/01/2022	3770	UMB BANK	AGENT FEES FOR BLDG BONDS 000	1,500.00
11	53	07/01/2022	55958	BPA NATIONAL CENTER	ANNUAL AFFILIATION FEES 412- 316	1,200.00
11	54	07/01/2022	3318	MARK ALLEN CHEVROLET	REPAIR SCHOOL VEHICLES 051	6,605.33
11	55	07/01/2022	3839	AMAZON.COM, LLC	SUPPLIES FOR DISTRICT 000/030/050/051	6,970.71
11	56	07/01/2022	4366	JOSTENS	BHS GRAD MT'LS 000	11,326.11
11	57	07/01/2022	4345	A.S.A.P. BATTERY SERVICE	BATTERIES FOR TRANSP 051 & MAINT 050	7,608.85
11	58	07/01/2022	5609	BIXBY METRO CHAMBER OF COMMERCE	MEMBERSHIP DUES, ETC 000	3,500.00
11	59	07/01/2022	3497	EDUCATIONAL TESTING SERVICE	TESTING FOR PARAPRO 000	2,200.00
11	60	07/01/2022	1729	UNITED ENGINES, INC.	BUS REPAIRS 051	475.00
11	61	07/01/2022	1200	OKLAHOMA TAX COMMISSION	TAGS FOR VEHICLES 051	975.00
11	62	07/01/2022	1139	FINIS BRUCE RAGSDALE	ASBESTOS INSPECTIONS 050	650.00
11	63	07/01/2022	59463	MALTSBERGER INDUSTRIAL	PROPANE 050	150.00
11	64	07/01/2022	4505	CINTAS CORPORATION	UNIFORMS/MATS/TOWEL 050/051	17,255.22
11	65	07/01/2022	4130	OKLAHOMA CORPORATION COMMISSION	FUEL STORAGE TANK REGIS 051	50.00
11	66	07/01/2022	5641	WAGONER COUNTY TREASURER	DISTRICT REVALUATION 000	986.38
11	67	07/01/2022	54083	FOLLETT SCHOOL SOLUTIONS LLC	DESTINY RENEWAL 030	12,092.58
11	68	07/01/2022	56227	CDW-G 2	Fortinet Support / LITTLE SIS Renewal 030	7,950.00
11	69	07/01/2022	2042	CRW CONSULTING LLC	ERATE CONSULTING & APP 030	3,500.00
11	70	07/01/2022	3223	POWERSCHOOL GROUP LLC	POWERSCHL SERVER - SPANISH 030 TALENT ED 000	125,818.27
11	71	07/01/2022	283	CCOSA - PROFESSIONAL DEVELOPMENT PR	CONFERENCE REG 000	11,419.00
11	72	07/01/2022	2290	OSSBA	MEMBERSHIP DUES 000 / EMPLOYMENT SVS	7,005.00
11	73	07/01/2022	1171	OKASBO	MEMBERSHIP DUES 000	425.00
11	74	07/01/2022	2748	OSAG	WORKERS COMP INS 000	123,000.00
11	75	07/01/2022	52905	VERIZON WIRELESS	WIRELESS DATA 000	2,877.71
11	77	07/01/2022	7042	THE ARROW GROUP	ADMINISTRATORS BONDS 000	4,925.00

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11	78	07/01/2022	70505	LAWSON PRODUCTS, INC	DISTRICT SUPPLIES 051/050	3,976.73
11	79	07/01/2022	2290	OSSBA	OSSBA CONFERENCE REGIS 000	8,285.00
11	80	07/01/2022	2989	OSIG	PROP/CASUALTY/VEHICLE INS 000	786,464.00
11	81	07/01/2022	58176	SCHOOLSAFEID LLC	SOFTWARE/SUPP 000	5,489.00
11	83	07/01/2022	633	GREAT EXPECTATIONS NSU	TRAINING DAYS 541	22,500.00
11	84	07/01/2022	56025	AMERICAN RED CROSS	CPR CLASSES 022/027	1,279.00
11	85	07/01/2022	7830	ADVANTAGE GRAPHICS INC.	CUTTING MACH REPAIR- COPY 000	423.00
11	86	07/01/2022	56136	TULSA EMERGENCY MEDICAL CENTER INC	PHYSICALS - 050/051/285/000	1,085.00
11	88	07/01/2022	2481	TULSA AUTO SPRING COMPANY	SPRING REPAIR 051	12,838.38
11	89	07/01/2022	52270	PEARSON	LICENSE RENEWAL 698	1,250.00
11	91	07/01/2022	5609	BIXBY METRO CHAMBER OF COMMERCE	BUY BIXBY CAMPAIGN 000	400.00
11	92	07/01/2022	56507	W&B SERVICE CO	AIR CONDITIONER REPAIR - 051	2,386.22
11	95	07/01/2022	4112	PETROLEUM MARKETERS EQUIPMENT CO.	REPAIR FUELD TANKS - 051	9,097.22
11	96	07/01/2022	2993	EMPLOYEE EVALUATION SYSTEMS, INC.	INFORMATION STORAGE SYSTEM -000	12,787.50
11	97	07/01/2022	913	LIBERTY FLAGS	FLAGS FOR THE DISTRICT - 050	997.17
11	98	07/01/2022	55863	COSTCO WHOLESALE CORP	DISTRICT PURCHASES/FEES - 050/000/367	3,117.01
11	99	07/01/2022	7527	TULSA CLEANING SYSTEMS	PARTS/SVS - BUS WASHER 051	1,014.46
11	100	07/01/2022	56349	JENKINS & KEMPER	AUDIT WORK FOR ADMIN - 000	13,800.00
11	101	07/01/2022	1445	SAIED MUSIC	MUSIC FOR THE HS CHOIR 005	405.66
11	102	07/01/2022	59581	HOLT TRUCK CENTERS	REPAIRS 051	439.00
11	103	07/01/2022	1856	WALMART COMMUNITY	SUPPLIES 000/050/051	98.50
11	105	07/01/2022	1856	WALMART COMMUNITY	CLOTHING, SHOES AND OTHER MISC ITEMS-511	4,475.69
11	106	07/01/2022	56227	CDW-G 2	LIGHTSPEED MOBILE MANAGER MANAGEMENT SYSTEM 030	3,078.00
11	107	07/01/2022	55850	OSI ENVIRONMENTAL	USED OIL AND FILTER PICK UP 051	905.00
11	108	07/01/2022	633	GREAT EXPECTATIONS NSU	COACHING DAYS 541	22,500.00
11	109	07/01/2022	57112	APPTEGY	APP DEVELOPMENT 000	40,600.00
11	111	07/01/2022	59330	IMAGINE LEARNING LLC	VIRTUAL SCHOOL PROGRAM - 000	50,225.00
11	112	07/01/2022	3224	OKLAHOMA NOTARY "DISCOUNT" ASSOC.	NOTARY BONDS - 000	86.00
11	113	07/01/2022	52249	OKLAHOMA ASSOC FOR PUPIL TRANSPORT.	REGISTRATION FEE 051	1,500.00
11	114	07/01/2022	56227	CDW-G 2	TECH NEEDS FOR THE DISTRICT 030/000	416.96
11	116	07/01/2022	55149	HOOTEN OIL COMPANY, INC.	OIL FOR TRANSPORTATION 051	13,089.08
11	117	07/01/2022	8035	IXL LEARNING INC	IXL RENEWAL 000	36,737.00
11	119	07/01/2022	55410	PUBLIC CONSULTING GROUP - EDUCATION	MEDICAID REIMBURSEMENT MEDICAID BILLING 698	14,000.00

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11	120	07/01/2022	57382	COMMUNITYCAREHMO, INC.	EMPLOYEE ASSISTANCE PROGRAM 000	5,803.20
11	121	07/01/2022	53954	CONTRACT PAPER GROUP INC	COPY PAPER FOR THE DISTRICT 000	74,980.00
11	122	07/01/2022	52270	PEARSON	BILLING FOR Q INTERACTIVE 698	4,830.04
11	124	07/01/2022	6317	MOBILIZED VISION LLC	VISION SERVICES FOR SPED STUDENTS 621	15,000.00
11	125	07/01/2022	57210	PROPIO LS, LLC	PHONE INTERPRETER 000	1,462.80
11	126	07/01/2022	53773	JW PEPPER	MUSIC FOR HS CHOIR 005	1,430.61
11	128	07/01/2022	2290	OSSBA	EMPLOYMENT SERVICES (WAS OPSUCA) 000	9,350.00
11	130	07/01/2022	1707	COUNTY ELECTION BOARD SECRETARY	ELECTION SERVICES 000	21,352.65
11	131	07/01/2022	58106	THE HOME DEPOT PRO	MISC SUPPLIES 050	163,270.75
11	132	07/01/2022	59771	WILLIAM S ROWLAND	PIANO TUNING SERVICE 000	160.00
11	133	07/01/2022	58445	A4LE	MEMBERSHIP 000	357.00
11	134	07/01/2022	58492	DIMENSIONS FAMILY PRACTICE	ANNUAL EMPLOYEE PHYSICALS 000	4,585.00
11	135	07/01/2022	52846	MICHAEL K MARSHALL	SUBSCRIPTIONS 541	200.00
11	137	07/01/2022	56239	SPARTAN SIGNS	SIGNS FOR TRANSPORTATION 051	296.25
11	138	07/01/2022	55163	MSE, INC.	TWO WAY RADIO EQUIPMENT 050	4,790.00
11	141	07/01/2022	58751	TYLER TECHNOLOGIES, INC	TRANSPORTATION SOFTWARE 051	16,453.00
11	142	07/01/2022	58766	VECTOR SOLUTIONS	EDUCATION SOFTWARE 051	636.50
11	143	07/01/2022	7773	MABEE CENTER	BHS GRADUATION 000	25,185.00
11	144	07/01/2022	5776	TSHA, INC.	INTERPRETING SERVICE FOR DEAF PARENTS/TEACHERS 000	3,400.00
11	146	07/01/2022	1856	WALMART COMMUNITY	SUPPLIES FOR JOM 563/564	389.31
11	147	07/01/2022	1856	WALMART COMMUNITY	Supplies 099	979.29
11	149	07/01/2022	58603	CROWN LIFT TRUCKS	TRANSPORTATION REPAIRS 051/050	870.00
11	150	07/01/2022	59051	FASTSPRING	LICENSE 030	395.00
11	151	07/01/2022	55855	VIZAVANCE	VISION SCREENING 027	800.00
11	153	07/01/2022	3839	AMAZON.COM, LLC	School Supplies for the year 099	627.54
11	154	07/01/2022	51624	ALPHA AWARDS	NAME TAGS FOR 000/030/050/051	122.00
11	155	07/01/2022	59142	ROBINSON GLASS OF TULSA INC	GLASS REPLACEMENT FOR TRANSPORTATION 051	360.00
11	156	07/01/2022	59739	DAVISON FUELS & OIL LLC	FUEL FOR THE DISTRICT 051	4,059.69
11	157	07/01/2022	5140	UNITED SUBURBAN SCHOOLS ASSOC.	CONFERENCE FEES 000	2,650.00
11	159	07/01/2022	57038	LIGHTHOUSE ELECTRIC LLC	SWIM RENEWAL 030	3,954.97
11	160	07/01/2022	8275	NATIONAL BUS SALES	PARTS FOR BUS REPAIRS 051	10,580.13
11	161	07/01/2022	1856	WALMART COMMUNITY	SUPPLIES AND MATERIALS 561	1,716.07
11	162	08/23/2022	5592	ADMIRAL EXPRESS LLC	JOM MISC SUPPLIES 563/564	20,273.61
11	163	08/24/2022	52916	SCHOLASTIC MAGAZINES	Scholastic Magazine 003	4,836.45

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11	164	08/24/2022	56482	ID WHOLESALER	1 YR Renewal Cloudbadging ID Card Software 030	199.00
11	165	08/24/2022	7831	A BEST BRAKE & CLUTCH, LLC	BRAKE REPAIRS FOR THE DISTRICT 051	7,240.00
11	166	12/02/2022	59284	ZENDESK INC	ZENDESK SUITE SUBSCRIPTION 030	3,735.38
11	169	01/26/2023	59923	GLOBE PROMOTIONS LLC	GLOVES FOR MAINTENANCE 050	180.00
11	170	03/20/2023	55130	SUPERIOR TERMITE & PEST CONTROL	BED BUG TREATMENT ONLY 050	2,420.00
11	172	03/21/2023	59258	ZEPTIVE INC	ANNUAL SOFTWARE & LICENSING	100.00
11	500	07/01/2022	5592	ADMIRAL EXPRESS LLC	SUPPLIES - 000/030/051	2,629.72
11	501	07/01/2022	5592	ADMIRAL EXPRESS LLC	COPY CENTER SUPPLIES 000	5,474.28
11	502	07/01/2022	5592	ADMIRAL EXPRESS LLC	INDIAN ED SUPPLIES - 561	4,723.81
11	503	07/01/2022	5592	ADMIRAL EXPRESS LLC	SPED SUPPLIES - 006	123.93
11	504	07/01/2022	5592	ADMIRAL EXPRESS LLC	NE MISC SUPPLIES 003	1,944.97
11	505	07/01/2022	5592	ADMIRAL EXPRESS LLC	EE MISC SUPPLIES - 010	5,927.19
11	506	07/01/2022	5592	ADMIRAL EXPRESS LLC	CE MISC SUPPLIES - 001	7,168.71
11	507	07/01/2022	5592	ADMIRAL EXPRESS LLC	BMS MISC SUPPLIES - 004	3,501.75
11	508	07/01/2022	5592	ADMIRAL EXPRESS LLC	CI MISC SUPPLIES - 002	2,988.21
11	509	07/01/2022	5592	ADMIRAL EXPRESS LLC	9TH MISC SUPPLIES 011	5,050.31
11	510	07/01/2022	5592	ADMIRAL EXPRESS LLC	BHS OFFICE SUPPLIES 005	4,113.72
11	511	07/01/2022	5592	ADMIRAL EXPRESS LLC	NI - MISC SUPPLIES 009	3,774.64
11	512	07/01/2022	5592	ADMIRAL EXPRESS LLC	EI MISC SUPPLIES 012	4,958.19
11	513	07/01/2022	5592	ADMIRAL EXPRESS LLC	WE - MISC SUPPLIES 007	12,370.38
11	514	07/01/2022	5592	ADMIRAL EXPRESS LLC	WI - MISC SUPPLIES 008	9,231.30
11	530	07/01/2022	2771	MIKE ANTHONY	REIMB TRAVEL/PURCHASES - 000	494.12
11	531	07/01/2022	57086	ROBERT J MILLER	REIMB TRAVEL/PHYSICAL/CCOS 000	277.00
11	533	07/01/2022	60224	CURTIS WHITELEY	REIMBURSE TRAVEL 000	120.00
11	534	07/01/2022	58961	DEBBIE LEWIS	REIMBURSE TRAVEL 000	80.69
11	536	07/01/2022	59573	MICKEY REPLOGLE	REIMBURSE TRAVEL - 005	328.80
11	538	07/01/2022	53638	JAMIE MILLIGAN	REIMBURSE TRAVEL 000, 552	518.20
11	539	07/01/2022	56673	STEVEN SCOTT	REIMBURSE TRAVEL 030	166.88
11	542	07/01/2022	59625	RHONDA TAYLOR	REIMBURSE TRAVEL 000	272.50
11	543	07/01/2022	58960	KIM SCHEIN	REIMB TRAVEL 613, 000, 022	638.73
11	551	07/01/2022	57783	JEN MASTERSON	REIMBURSE TRAVEL 613, 000, 022	503.34
11	553	07/01/2022	57106	MEGAN DELAY	reimbursement 412-314	546.00
11	554	07/01/2022	53589	DANA STUFF	Reimbursement 412-314	284.18
11	569	07/01/2022	59387	MINDY BEASLEY	REIMBURSE TRAVEL 541	588.77
11	570	02/21/2023	59977	MAICI TURNER	TRAVEL REIMB 198	192.00
11	571	02/21/2023	57227	NALINI HARIKUMAR	REIMB TRAVEL 198	192.00
11	572	02/21/2023	59978	ASHLEY BARKER	REIMB TRAVEL 198	192.00
11	573	02/21/2023	59979	CARA PENICK	REIMB TRAVEL 198	192.00
11	574	02/21/2023	57228	JOANIE HUGHES	PER DIEM 198	271.70

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11	700	07/01/2022	54063	AARON JOSEPH MORTON	CREATIVE CONSULTANT & MARCHING SHOW DESIGNER 013	19,999.98
11	701	07/01/2022	58690	LONG NGUYEN	BOYS SOCCER COACH 000	5,000.00
11	702	07/01/2022	59238	DEREK SEROWSKI	MS VOLLEYBALL COACH 000	5,725.00
11	703	07/01/2022	56523	SARAH KLING	MS VOLLEYBALL COACH 000	2,000.00
11	704	07/01/2022	59614	KARI RIANE ANDERSON	ASST HS VOLLEYBALL COACH 000	2,700.00
11	705	07/01/2022	59666	ERIN FLANNERY RODEN	MS VOLLEYBALL COACH TO BE PAID10/25/2022 000	2,000.00
11	706	07/01/2022	58689	MICHAEL DANIEL	GIRLS ASST SOCCER COACH TO BE PAID 5/25/2023 000	2,800.00
11	707	08/01/2022	57120	KENNY GIDDENS	ASST VARSITY WRESTLING TO BE PAID 5/25/2023 000	3,500.00
11	708	08/01/2022	2829	SHANNON L. HOFFMANN	ASSISTANT GIRLS BASKETBALL COACH 3/15/23 000	5,300.00
11	709	08/01/2022	54758	BRITTANY SCRAPPER	HEAD GIRLS SOCCER COACH 5/25/2023 000	5,000.00
11	710	08/01/2022	57247	TREVOR LEU	ASSISTANT BASEBALL COACH 5/25/23 000	3,400.00
11	712	08/01/2022	52982	SHANE DERRICK ROLLER	ASSISTANT WRESTLING COACH 5/25/23 000	3,500.00
11	713	08/01/2022	59411	JOE VINCENT	Varsity Assistant Tennis Coach 5/25/23 000	2,200.00
11	714	08/01/2022	59743	PHILIP ANTHONY SHERRY	ASST BOYS BASKETBALL COACH 000	3,800.00
11	715	08/01/2022	59110	PADEN BAILEY	JR HIGH ASSISTANT WRESTLING COACH 2/25/22 000	2,200.00
11	716	08/01/2022	56018	WALTER HUBBARD	ASST GIRLS SOCCER COACH 5/25/23 000	2,500.00
11	717	08/01/2022	59744	BRANDON KYLE COGAN	JV ASST BASEBALL COACH 5/25/22 000	2,800.00
11	718	08/01/2022	55762	POVI BLANKENSHIP	ASST CROSS COUNTRY TRACK COACH 5/25/23 000	2,100.00
11	719	12/01/2022	59107	JEANNA HOLCOMB	ASSISTANT MS SCHOOL TENNIS COACH 12/1-5/19 000	1,400.00
11	1000	07/01/2022	59543	IGNITE2UNITE, LLC	CONFERENCE REGISTRATION 541	3,500.00
11	1001	07/01/2022	53742	JESSICA JERNEGAN	PER DIEM FOR NSPRA CONF 541	468.63
11	1002	07/01/2022	59292	COMMON GOAL SYSTEMS INC	TEACHEREASE, REPORT CARD AND GRADE EXPORT 000	23,090.36
11	1003	07/01/2022	54923	NORTHEASTERN STATE UNIVERSITY	REGISTRATION AP SUMMER INSTITUTE 541	50.00
11	1004	07/01/2022	59331	EDUCATORSHANDBOOK.COM	DISTRICT LICENSE 098	9,970.00
11	1005	07/01/2022	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	INTO READING BOOKS SETS 000	552,004.69
11	1006	07/01/2022	59034	CONSCIOUS DISCIPLINE	PROFESSIONAL DEVELOPMENT 552	14,139.75
11	1007	07/01/2022	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	AMIRA LICENSES 367	33,525.00
11	1008	07/01/2022	57546	JULIE JANKOWSKI	APSI-OU REIMBURSEMENT 541	50.00

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11	1009	07/01/2022	7139	PEARSON CLINICAL ASSESSMENT	OLSAT AND SBIT II TEST SUPPLIES 020	9,658.32
11	1010	07/01/2022	55299	HOUGHTON MIFFLIN HARCOURT PUB CO	AMIRA LICENSES 367	24,000.00
11	1011	07/01/2022	54987	OKLA ASSOC OF CAREER & TECH	REGISTRATION FEES FOR OKACTE 421	460.00
11	1012	07/01/2022	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	BIG IDEAS MATH BOOKS GR 4 & 5 333	840.00
11	1013	07/01/2022	58210	JOURNEYED.COM INC	License 412-316	2,500.00
11	1014	07/01/2022	59576	MIKE SHAW	Conference Registration Fee 412-312	337.38
11	1015	07/01/2022	59576	MIKE SHAW	Hotel for Conference 412-312	395.83
11	1017	07/01/2022	3839	AMAZON.COM, LLC	STORAGE BOXES FOR STUDENT RECORDS, 006	142.94
11	1018	07/01/2022	58848	REHABMART.COM	CHANGING TABLE FOR SPED STUDENTS 198	1,026.66
11	1019	07/01/2022	59131	SURFACE SOLUTIONS OF OKLAHOMA	REMOVE CARPET/GLUE, GRIND AND SEAL CONCRETE 621	1,808.00
11	1020	07/01/2022	54393	CAREER TECH	Conference 412-312 AND 412-314	285.00
11	1021	07/01/2022	1667	THOMPSON SCHOOL BOOK DEPOSITORY	ENVISION MATH ORDER - CE 333	2,354.71
11	1023	07/01/2022	59570	LINDSEY E GINESI	REIMBURSE IDENTOGO 000	57.25
11	1024	07/01/2022	59569	CASEY D STRUTTMAN	REIMBURSE IDENTOGO 000	57.25
11	1025	07/01/2022	59568	SUSAN K PRICE	REIMBURSE IDENTOGO 000	57.25
11	1026	07/01/2022	59567	JAVIER E ARELLANO	REIMBURSE IDENTOGO 000	57.25
11	1027	07/01/2022	59566	HOLLEY M MCQUADE	REIMBURSE IDENTOGO 000	57.25
11	1028	07/01/2022	1418	ROSS TRANSPORTATION	SCHOOL BUS, WHEELCHAIR EQUIPPED 628	87,835.00
11	1030	07/01/2022	51624	ALPHA AWARDS	name tags 001	330.00
11	1031	07/01/2022	1856	WALMART COMMUNITY	yearly po 001	100.00
11	1032	07/01/2022	3839	AMAZON.COM, LLC	Yearly PO 001	1,501.58
11	1033	07/01/2022	1449	SAM'S CLUB DIRECT	Yearly PO 001	100.00
11	1034	07/01/2022	54406	MARENEM INC	classroom set secret stories 001	681.20
11	1035	07/01/2022	55952	SCHOOL FIX	cork strips 001	1,986.86
11	1036	07/01/2022	633	GREAT EXPECTATIONS NSU	training days 001	1,500.00
11	1039	07/01/2022	56227	CDW-G 2	COLOR PRINTER AND TONER 051	170.69
11	1042	07/06/2022	1667	THOMPSON SCHOOL BOOK DEPOSITORY	Pearson Book Order for MS - Social Studies 333	4,154.75
11	1043	07/06/2022	59030	CONCORD THEATRICALS CORP	License 005	2,849.31
11	1044	07/06/2022	3676	APPLE STORE	MacBook for Asst. Principal 008	1,248.00
11	1045	07/06/2022	4845	SOLUTION TREE	SOLUTION TREE - FY 23 541	6,500.00
11	1046	07/06/2022	1856	WALMART COMMUNITY	Supplies 005	1,239.23
11	1047	07/06/2022	58702	HEGERTY PHONEMIC AWARENESS	PRE-K, K & PRIMARY CURRICULUM 094	1,153.44
11	1048	07/06/2022	1667	THOMPSON SCHOOL BOOK DEPOSITORY	TWIG ORDER 333	22,253.80
11	1049	07/06/2022	3839	AMAZON.COM, LLC	misc items for school 009	1,004.82

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11	1050	07/06/2022	5913	CENGAGE LEARNING	CENGAGE LEARNING ORDER FOR MS 333	1,320.00
11	1051	07/06/2022	1245	PAPERWORK COMPANY	Carline banners 001	944.00
11	1052	07/06/2022	1856	WALMART COMMUNITY	Items Needed 002	81.15
11	1053	07/06/2022	3839	AMAZON.COM, LLC	Items as needed 002	2,395.19
11	1054	07/06/2022	1856	WALMART COMMUNITY	Miscellaneous Supplies 007	53.78
11	1055	07/06/2022	3839	AMAZON.COM, LLC	Miscellaneous Supplies 007	355.52
11	1056	07/06/2022	57163	WESTCO LAMINATING SERVICES	Miscellaneous Supplies 007	1,176.00
11	1057	07/06/2022	52916	SCHOLASTIC MAGAZINES	Miscellaneous Supplies 007	284.69
11	1060	07/06/2022	3839	AMAZON.COM, LLC	misc items 012	221.24
11	1062	07/11/2022	57575	OATECA	OATECA SYSTEM AND ELECTRONIC DATA PACKAGE 621	12,800.00
11	1063	07/11/2022	59577	THE MANDT SYSTEM INC	RELATION CONCEPTUAL TRAINING CERTIFICATION 621	8,996.00
11	1065	07/11/2022	3224	OKLAHOMA NOTARY "DISCOUNT" ASSOC.	Notary for Nicole Williams 009	84.00
11	1066	07/11/2022	51624	ALPHA AWARDS	name tags 009	310.50
11	1067	07/11/2022	3839	AMAZON.COM, LLC	Supplies 010	829.69
11	1068	07/11/2022	56227	CDW-G 2	Lap Top 004	836.39
11	1069	07/11/2022	3839	AMAZON.COM, LLC	MISC PURCHASES 011	3,080.61
11	1070	07/11/2022	3224	OKLAHOMA NOTARY "DISCOUNT" ASSOC.	Sally Lee Shinn Notary 007	71.00
11	1072	07/13/2022	59596	BULK BOOKSTORE	Strengths Finder 2.0 Book 107	1,999.00
11	1075	07/13/2022	3676	APPLE STORE	IPAD FOR MAINTENANCE 050	1,178.00
11	1078	07/13/2022	3224	OKLAHOMA NOTARY "DISCOUNT" ASSOC.	Notary 011	86.00
11	1079	07/18/2022	58957	SHRED-IT	SHREDDING SERVICE 022	321.72
11	1080	07/20/2022	58099	PROJECT LEAD THE WAY	BIOMEDICAL SCIENCE SUPPLIES 091	8,366.00
11	1083	07/28/2022	51624	ALPHA AWARDS	Name Tags 002	375.00
11	1084	07/28/2022	51624	ALPHA AWARDS	Name Badges 004	45.00
11	1085	07/28/2022	3839	AMAZON.COM, LLC	Small Table and chairs 004	474.73
11	1086	07/28/2022	57811	TFD SUPPLIES	Earbuds 004	110.00
11	1087	07/28/2022	58876	GROWING LEADERS, INC	Habitudes 004	4,498.00
11	1088	07/28/2022	59141	FASTSIGNS - BROKEN ARROW	Signs 010	202.60
11	1089	07/28/2022	2017	LAKESHORE LEARNING MATERIALS	CLASSROOM USE 001	6.82
11	1092	07/28/2022	2766	MARDEL'S	bulletin board decor for school 009	153.55
11	1093	07/28/2022	1856	WALMART COMMUNITY	Misc 009	165.00
11	1094	07/28/2022	55185	LEXIA LEARNING SYSTEMS, INC.	LEXIA CORE5 READING SUBSCRIPTION RENEWAL 621	3,000.00
11	1095	07/28/2022	3839	AMAZON.COM, LLC	EL CLASSROOM GAMES ORDER FOR MS, 9GC & HS 572	785.56
11	1096	07/28/2022	58686	SCHOOL SPECIALTY	5TH GR FOSS ORDER FOR WI 333	3,303.37
11	1097	07/28/2022	53382	ATKINSON SUPPLY	Waste Baskets 004	592.30
11	1099	07/28/2022	57750	INSTRUCTIONAL COACHING GROUP, LLC	TLC CONFERENCE, OCT 2-4, 2022 SAN ANTONIO, TX 541	6,286.00

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11	1101	07/29/2022	83415	SPENSER GILL	REIMBURSE FINGER PRINTING 000	57.25
11	1102	07/29/2022	59601	SHELBY T DUNAVENT	REIMBURSE FINGER PRINTING 000	57.25
11	1103	07/29/2022	59602	STACIE K VERNIER	REIMBURSE FINGER PRINTING 000	57.25
11	1104	07/29/2022	59603	ALLEN F SIMMONS	REIMBURSE FINGER PRINTING 000	57.25
11	1105	07/29/2022	59604	BRITTANY N CROWL	REIMBURSE FINGER PRINTING 000	57.25
11	1106	07/29/2022	2017	LAKESHORE LEARNING MATERIALS	TEACHING CUBES 000,367 BRIDGE THE GAP	4,119.30
11	1107	07/29/2022	57271	LEARNING WITHOUT TEARS	WOOD PEICES 000 BRIDGE THE GAP	5,151.60
11	1108	07/29/2022	53286	TEACHERS PAY TEACHERS	PREK LITERACY CURRICULUM BUNDLE 367	680.00
11	1109	07/29/2022	53491	TEACHER SYNERGY, LLC	PREK LITERACY BUNDLE 367	80.00
11	1111	08/01/2022	70080	STUDIES WEEKLY, INC	Studies Weekly for SS 5th Gr 009	1,344.75
11	1112	08/03/2022	83435	STACIE VERNIER	PER DIEM WIDA CONFERENCE - STACIE VERNIER 571	229.00
11	1113	08/03/2022	57264	ESGI, LLC	ESGi 12-MONTH LICENSE FOR 35 STUDENTS 621	235.00
11	1114	08/03/2022	3839	AMAZON.COM, LLC	SUPPLIES FOR SPED STUDENTS 621	145.05
11	1116	08/03/2022	51624	ALPHA AWARDS	NAME TAGS 007	65.00
11	1117	08/03/2022	5592	ADMIRAL EXPRESS LLC	Classroom supplies 412-316	1,142.58
11	1118	08/03/2022	5643	CENGAGE LEARNING	Curriculum 412-316	9,717.30
11	1119	08/03/2022	6788	H&H PRINTER SERVICES	Toner 412-316	1,632.00
11	1120	08/03/2022	3839	AMAZON.COM, LLC	MILLIARD CRASH PAD AND PEANUT BALL SEATING 628	225.38
11	1121	08/03/2022	60099	FOUR LOCV LLC	NATIVE AMERICAN CULTURE CLASS 561	200.00
11	1122	08/04/2022	59088	FREDERICK, SOMMERS & WESTERN	signage for meet the teacher 012 SIGN	155.00
11	1123	08/04/2022	1232	O'CONNOR COMPANY INC.	MAINTENANCE SUPPLIES 795	25,000.00
11	1124	08/04/2022	54889	OKLAHOMA TULSA PARTS (TRANE)	MAINTENANCE SUPPLIES 050/795	20,000.00
11	1125	08/10/2022	2058	LIBERTY FLAGS, INC.	Oklahoma State Flag 004	19.48
11	1126	08/10/2022	58099	PROJECT LEAD THE WAY	BIOMED COURSE - SKYLAR GOODSSELL 571	2,400.00
11	1127	08/10/2022	59634	TONI PETERSON	PER DIEM WIDA CONFERENCE 571	584.51
11	1128	08/10/2022	55895	FISLERDATA, LLC	My Conference Time 011	359.00
11	1130	08/11/2022	58686	SCHOOL SPECIALTY	Educational Needs 003	4,716.79
11	1131	08/11/2022	59567	JAVIER E ARELLANO	REIMBURSE IDENTOGO 000	57.25
11	1132	08/11/2022	59632	ADINA J MEILNER	REIMBURSE IDENTOGO 000	57.25
11	1133	08/11/2022	59631	JAMES B BERRYMAN	REIMBURSE IDENTOGO 000	114.50
11	1134	08/11/2022	59630	LISA C KELLY	REIMBURSE IDENTOGO 000	57.25
11	1136	08/12/2022	1856	WALMART COMMUNITY	Supplies-Open PO 412-314	7,102.47

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11	1137	08/12/2022	444	DOC'S FOOD STORES, INC	Food for FCCLA Kitchen 412-314	393.97
11	1140	08/15/2022	6131	OPERATION AWARE OF OKLAHOMA, INC.	Operation Aware 008	1,500.00
11	1141	08/15/2022	57098	MOBYMAX, LLC	DISTRICT WIDE SPECIAL EDUCATION LICENSE 621	6,545.00
11	1142	08/15/2022	56765	CARRIER ENTERPRISE, LLC	SUPPLIES - 795	6,500.00
11	1143	08/15/2022	52916	SCHOLASTIC MAGAZINES	Scholastic News, Science Spin, Super Science 008	3,567.04
11	1144	08/15/2022	58686	SCHOOL SPECIALTY	2 - TFH USA COZY CAVERN - BIGGER UV DEN 621	278.18
11	1145	08/15/2022	52568	FUN AND FUNCTION	BUCKET OF FIDGETS AND LIGHT FILTERS 621	262.94
11	1146	08/15/2022	3839	AMAZON.COM, LLC	SENSORY ITEMS, BEAN BAG CHAIRS, AND CHAIRS 621	563.68
11	1147	08/15/2022	55958	BPA NATIONAL CENTER	Annual Affiliation fees for BPA 412-316	480.00
11	1148	08/16/2022	52916	SCHOLASTIC MAGAZINES	scholastic magazines 009	3,140.67
11	1149	08/16/2022	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	RIGBY READERS FOR ELEMENTARY SITES 367	37,953.67
11	1150	08/17/2022	2017	LAKESHORE LEARNING MATERIALS	Classroom use 001	1,020.00
11	1152	08/17/2022	1856	WALMART COMMUNITY	Counseling Supplies 004	70.19
11	1153	08/17/2022	2058	LIBERTY FLAGS, INC.	Classroom Flags 004	101.55
11	1154	08/17/2022	4352	ROWLAND VERNON	Reimbursement 004	1,673.99
11	1155	08/17/2022	58588	SCHOLASTIC EDUCATION	TrueFlix 024	1,070.00
11	1158	08/17/2022	2272	LOWE'S	STORAGE SHELVING AND TOTES FOR OT SUPPLIES	358.46
11	1159	08/17/2022	5463	LEARNING A-Z	SOFTWARE SUBSCRIPTION FOR 16 SPED CLASSROOMS	5,130.00
11	1160	08/18/2022	56227	CDW-G 2	Lap tops 001	1,542.94
11	1161	08/18/2022	3839	AMAZON.COM, LLC	items for music 009	253.73
11	1162	08/18/2022	59031	ALPHA MECHANICAL SERVICES LLC	5 TON PACKAGE UNIT - CE 795	2,000.00
11	1164	08/19/2022	58605	CING S MANSAN	INTERPRETATION SERVICES 000	50.00
11	1168	08/19/2022	6187	CHERYL WILKINSON	PER DIEM TLC CONFERENCE 541/000	1,250.78
11	1169	08/19/2022	56962	MEGAN HILL	PER DIEM TLC CONFERENCE 541	514.56
11	1170	08/19/2022	83218	RUDI JAMES	PER DIEM TLC CONFERENCE 541	299.00
11	1171	08/19/2022	57669	TRISH WALLER	PER DIEM TLC CONFERENCE 541	243.00
11	1172	08/19/2022	59275	KATHY GILLIAM	PER DIEM TLC CONFERENCE 541	276.31
11	1173	08/19/2022	82213	KARI L SMITH	PER DIEM TLC CONFERENCE 541	243.00
11	1175	08/19/2022	6208	APPLE EDUCATIONAL SALES	2 - 13 INCH MACBOOK AIR: APPLE M2 CHIP 621	2,516.00
11	1176	08/19/2022	3839	AMAZON.COM, LLC	CLASSROOM SUPPLIES FOR PAES LAB	224.74
11	1177	08/19/2022	3839	AMAZON.COM, LLC	STEP 2 WAGON AND CHILDPROOF DOOR LEVER LOCKS 198	115.97
11	1178	08/22/2022	3839	AMAZON.COM, LLC	Chrome Carts, Misc. items 008	2,827.90
11	1179	08/22/2022	51624	ALPHA AWARDS	Open Staff Name Badges 012	32.50

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11	1180	08/22/2022	59645	SARAH ENGLAND	PER DIEM TLC CONFERENCE 541	243.00
11	1181	08/22/2022	56434	JOSTENS	564 for JOM seniors towards cap and gown 564	3,080.00
11	1182	08/23/2022	3839	AMAZON.COM, LLC	Tables 004	1,014.27
11	1183	08/24/2022	59658	LIAN KIM	INTERPRETATION SERVICES 000	266.50
11	1184	08/24/2022	70099	OKLAHOMA FFA ASSOC.	Fees 412-311	1,407.00
11	1186	08/24/2022	59661	MECHANICAL SALES MIDWEST	MAINTENANCE SUPPLIES 795	1,000.00
11	1187	08/25/2022	56227	CDW-G 2	DELL LATITUDE 3420 14" LAPTOP COREi5 RAM-256 198	6,934.41
11	1188	08/26/2022	3839	AMAZON.COM, LLC	NUOVA PREMIUM LAMINATING POUCHES 621	16.02
11	1189	08/26/2022	3839	AMAZON.COM, LLC	UBBI STEEL DIAPER PAIL, RUBBERMAID TRASH CAN 621	103.98
11	1190	08/26/2022	3839	AMAZON.COM, LLC	CHEW NECKLACE & ARK GRABBER FOR SPED STUDENTS 198	71.92
11	1192	08/26/2022	1856	WALMART COMMUNITY	DISTILLED WATER, BATTERIES, CLASSROOM SUPPLIES 198	32.48
11	1193	08/26/2022	3839	AMAZON.COM, LLC	LEVEL 5 CUT RESISTANT ARM PROTECTION SLEEVE 621	27.99
11	1194	08/29/2022	3228	DICK BLICK ART MATERIALS	Art Supplies 008	739.82
11	1195	08/29/2022	58844	RIVERSIDE INSIGHTS	SCORE ACCESS KEY 198	360.00
11	1197	08/30/2022	57983	UNIVERSITY OF OK HEALTH SCIENCES	AUTISM SPECTRUM DISORDER TRAINING FOR TEACHERS 613	2,700.00
11	1198	08/30/2022	3420	SCHOOL HEALTH CORPORATION	DISTRICT NURSE SUPPLIES 027	1,131.64
11	1199	08/31/2022	3839	AMAZON.COM, LLC	PLASTIC STORAGE BOXES, TIMER, SCISSORS, VELCRO 621	100.62
11	1200	08/31/2022	3839	AMAZON.COM, LLC	STORAGE SHOE BOXES, SCISSORS, VELCRO, TIMERS 621	100.62
11	1201	08/31/2022	2017	LAKESHORE LEARNING MATERIALS	EI CLASSROOM MANIPULATIVES SET 000	1,816.24
11	1202	08/31/2022	3839	AMAZON.COM, LLC	2 - UBBI STEEL ODOR LOCKING DIAPER PAIL, WHITE 621	139.98
11	1203	09/01/2022	3839	AMAZON.COM, LLC	VERBATIM 8GB THUMB DRIVE, MANILA FILE FOLDERS 006	58.29
11	1204	09/01/2022	3839	AMAZON.COM, LLC	X3 CLEAR VINYL DISPOSABLE GLOVES 621	198.58
11	1205	09/01/2022	57100	LESSONPIX CUSTOM LEARNING MATERIALS	CUSTOM LEARNING MATERIALS - GROUP USER LICENSE 621	356.40
11	1206	09/01/2022	59676	REAL OKIE OUTDOOR LIVING, LLC	WEST INTERMEDIATE AMPHITHEATER STAGE 090	49,850.00
11	1207	09/01/2022	6274	PEARSON ASSESSMENT	WIAT-4 RESPONSE BOOKLET, VINELAND 3 GLOBAL 198	1,223.00
11	1208	09/01/2022	53602	WPS	PARENT AND TEACHER ONLINE FORMS 198	837.00
11	1209	09/02/2022	58708	ADAPTIVEMALL.COM, LLC	ADAPTIVE SEATING 198	1,799.90
11	1210	09/06/2022	1844	FOLLETT LIBRARY RESOURCES	Misc. Items 023	4,660.00
11	1211	09/06/2022	54170	FOLLETT SCHOOL SOLUTIONS, INC	Misc. books/items for Library 007	7,953.10

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11	1212	09/06/2022	59221	FOLLETT CONTENT SOLUTIONS	Books for Library 024	3,451.18
11	1213	09/06/2022	5463	LEARNING A-Z	READING A-Z CURRICULUM 572	654.63
11	1214	09/06/2022	54012	BILINGUAL DICTIONARIES INC	WORD TO WORD DICTIONARIES 572	238.58
11	1215	09/07/2022	56731	BROOKS DUPLICATOR COMPANY	Laminator 005	3,170.00
11	1216	09/07/2022	52310	CAPSTONE	Library books 016	2,020.15
11	1217	09/07/2022	1276	HERTZBERG-NEW METHOD, INC.	Fiction and Non-fiction books 016	3,144.07
11	1218	09/07/2022	3839	AMAZON.COM, LLC	Supplies 004	5,387.27
11	1219	09/08/2022	59032	CONTINUED.COM, LLC	12 MONTH CONTINUING EDUCATION FOR OT'S 198	445.00
11	1221	09/08/2022	1856	WALMART COMMUNITY	OPEN PO for Walmart Purchases 012	357.83
11	1222	09/08/2022	3839	AMAZON.COM, LLC	Science Department Supplies 004	276.63
11	1223	09/08/2022	160	BIO CORPORATION	Science Department Supplies 004	1,021.00
11	1224	09/08/2022	2854	TOLEDO PHYSICAL ED. SUPPLY CO, INC.	PE Equipment 004	1,020.89
11	1225	09/08/2022	3839	AMAZON.COM, LLC	English Department Books 004	1,419.85
11	1226	09/08/2022	59596	BULK BOOKSTORE	English Department Books 004	668.60
11	1228	09/08/2022	1794	WENGER CORP.	Choir - chair accessory book rack 004	1,151.68
11	1229	09/08/2022	633	GREAT EXPECTATIONS NSU	One Coaching Day 003	1,500.00
11	1230	09/08/2022	59336	RICK HOLMES - RELATE THEN EDUCATE	RELATE THEN EDUCATE - CLASSROOM MANAGEMENT 541	3,125.00
11	1231	09/08/2022	3839	AMAZON.COM, LLC	Pegboard Sheets 004	439.80
11	1232	09/09/2022	58844	RIVERSIDE INSIGHTS	BDI-3 DEVELOPMENTAL KIT FOR STUDENTS 198	1,166.00
11	1233	09/09/2022	283	CCOSA - PROFESSIONAL DEVELOPMENT PR	CCOSA TRAINING: CREATING UPLIFTING CLASSROOMS 541	11,250.00
11	1234	09/09/2022	70080	STUDIES WEEKLY, INC	Studies Weekly Online order 001	1,000.80
11	1235	09/09/2022	3839	AMAZON.COM, LLC	TITLE III EL BOOK ORDER 572	515.96
11	1236	09/09/2022	3676	APPLE STORE	13 INCH MACBOOK AIR, APPLE M2 CHIP 621	1,258.00
11	1237	09/09/2022	59395	DIDAX EDUCATIONAL RESOURCES INC	MATH MANIPULATIVES 511	436.52
11	1238	09/09/2022	633	GREAT EXPECTATIONS NSU	GE Coaching Days 002	1,500.00
11	1239	09/09/2022	2017	LAKESHORE LEARNING MATERIALS	MATH MANIPULATIVES CI 511	15.53
11	1240	09/09/2022	3839	AMAZON.COM, LLC	FLASHCARDS FOR CI 511	48.39
11	1243	09/12/2022	57983	UNIVERSITY OF OK HEALTH SCIENCES	REDUCING CHALLENGING BEHAVIOR - ASD 613	175.00
11	1244	09/12/2022	3420	SCHOOL HEALTH CORPORATION	NURSING SUPPLIES 027	650.12
11	1245	09/12/2022	3839	AMAZON.COM, LLC	hall passes & plastic framing 012	89.66
11	1246	09/12/2022	1245	PAPERWORK COMPANY	Vinyl Table Topers 004	824.43
11	1247	09/12/2022	52015	NATIONAL DECA	Memberships 412-312	292.00
11	1248	09/13/2022	59112	OKSTE	REGISTRATION FOR OKSTE CONFERENCE 541	1,750.00

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11	1249	09/13/2022	59701	ABDO-SPOTLIGHT-MAGIC WAGON	Fiction and Nonfiction books 016	1,354.85
11	1250	09/13/2022	3839	AMAZON.COM, LLC	STEAM Supplies 004	328.23
11	1251	09/14/2022	5463	LEARNING A-Z	LEARNING A-Z 1-YR RENEWAL - MOLLY MCVAY 511	128.00
11	1252	09/14/2022	59330	IMAGINE LEARNING LLC	IMAGINE LEARNING LICENSES 572	1,662.64
11	1253	09/14/2022	83476	LANA CARR	PER DIEM WIDA CONFERENCE 571	229.00
11	1254	09/14/2022	3839	AMAZON.COM, LLC	name tags for counselor 012	16.98
11	1255	09/14/2022	52310	CAPSTONE	PebbleGo- Bronze Subscription 014	1,299.00
11	1257	09/15/2022	56525	AMERICAN RED CROSS STORE	ADULT MANIKINS WITH CPR MONITORS 628	3,054.25
11	1258	09/15/2022	2384	GALE / CENGAGE LEARNING	Databases and Hosting Fee for BHS Media Center 018	5,870.01
11	1259	09/15/2022	3839	AMAZON.COM, LLC	3D PRINTER CARTS 421	197.78
11	1260	09/15/2022	56227	CDW-G 2	MAKERBOT 3D PRINTERS 421	8,893.28
11	1262	09/15/2022	1607	SUPER DUPER SCHOOL COMPANY	ARIZONA-4 COMPLETE KIT, RECORD FORMS, TESTING 198	616.00
11	1263	09/15/2022	53619	KUTA SOFTWARE LLC	Site License Renewal 005	832.00
11	1264	09/16/2022	55566	CEV MULTIMEDIA, LTD	Student Licenses for ICEB curriculum 412-311	100.00
11	1265	09/16/2022	3891	BLICK ART MATERIALS LLC	Art classroom supplies 005	2,229.19
11	1267	09/16/2022	283	CCOSA - PROFESSIONAL DEVELOPMENT PR	CCOSA CONFERENCE:CHILDREN EXPOSED TO TRAUMA 552	1,000.00
11	1268	09/16/2022	59487	LYDIA WILSON	PER DIEM CCOSA TRAUMA CONFERENCE 552	76.00
11	1269	09/16/2022	59742	ALLISON MORRIS	PER DIEM 552	238.50
11	1270	09/19/2022	51878	CCOSA	REGISTRAION FOR ODSS BEST PRACTICES CONFERENCE 613	358.00
11	1271	09/19/2022	57575	OATECA	SCIENCE CURRICULUM ELEMENTARY & SECONDARY 621	13,500.00
11	1272	09/19/2022	1844	FOLLETT LIBRARY RESOURCES	Fiction and Non-Fiction Books 018	7,039.07
11	1273	09/19/2022	56243	PERMA-BOUND	Redbud Read Aloud 014	314.62
11	1274	09/19/2022	816	JOHNSTONE SUPPLY OF TULSA	CONDENSER/COMPRESSOR FOR ADMIN 795	1,419.46
11	1275	09/20/2022	58686	SCHOOL SPECIALTY	FOSS SCIENCE KITS FOR NI, EI 333	8,782.46
11	1276	09/20/2022	58099	PROJECT LEAD THE WAY	PLTW Initial Order for the Fall of 2022 091	57,375.00
11	1277	09/20/2022	59221	FOLLETT CONTENT SOLUTIONS	MISC 026	4,316.82
11	1278	09/20/2022	58588	SCHOLASTIC EDUCATION	DYNAMATH SUBSCRIPTIONS FOR CI 511	384.45
11	1279	09/20/2022	6208	APPLE EDUCATIONAL SALES	IPADS FOR IMMIGRANT STUDENTS 571	8,859.00
11	1280	09/21/2022	3839	AMAZON.COM, LLC	LIQUID MOTION BUBBLER FOR KIDS, SENSORY PLAY 621	15.99

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11	1281	09/21/2022	3839	AMAZON.COM, LLC	THE SEA OF MONSTERS BY PERCY JACKSON BOOKS 621	95.88
11	1282	09/21/2022	59734	ATTF	APPRENTICESHIP TRAINING FEE 051	663.75
11	1284	09/22/2022	5336	STARFALL EDUCATION FOUNDATION	MORE-S SCHOOL MEMBERSHIP FOR SPED STUDENTS 621	355.00
11	1285	09/22/2022	54399	MUSIC K8	Music items 001	82.25
11	1286	09/22/2022	2877	SADDLEBACK EDUCATION, INC.	ANNE FRANK DIGITAL READING GUIDE 572	30.25
11	1287	09/22/2022	3839	AMAZON.COM, LLC	CLASSROOM HEADPHONES FOR EL STUDENTS 572	609.69
11	1288	09/23/2022	3839	AMAZON.COM, LLC	SENSORY TENT CALMING HIDEOUT INDOOR 621	119.99
11	1289	09/23/2022	3839	AMAZON.COM, LLC	VIBRATING BUMBLE BALL FOR SENSORY 621	19.99
11	1290	09/23/2022	3839	AMAZON.COM, LLC	EDX EDUCATION COUNTING BEARS FOR SPED STUDENTS 621	16.94
11	1291	09/23/2022	53602	WPS	ABAS-3 SPANISH PARENT FORM, PACK OF 25 198	113.30
11	1292	09/23/2022	624	GOPHER SPORTS	BTG Scooter Boards, Vinyl Cones, Misc. Items 008	795.43
11	1293	09/26/2022	3839	AMAZON.COM, LLC	MICROBAN 24HR SANITIZING SPRAY 621	21.38
11	1294	09/26/2022	58686	SCHOOL SPECIALTY	FOSS MATERIALS FOR CI 333	8,782.46
11	1295	09/26/2022	1667	THOMPSON SCHOOL BOOK DEPOSITORY	ENVISION MATH ORDER 333	1,345.55
11	1296	09/26/2022	1667	THOMPSON SCHOOL BOOK DEPOSITORY	ENVISION MATH NE 333	210.24
11	1297	09/26/2022	1667	THOMPSON SCHOOL BOOK DEPOSITORY	ENVISION MATH FOR WE 333	1,892.17
11	1298	09/26/2022	1667	THOMPSON SCHOOL BOOK DEPOSITORY	ENVISION MATH FOR CE 333	1,345.55
11	1299	09/26/2022	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	INTO READING ORDER 333	8,957.03
11	1300	09/27/2022	59829	KARA MINTON	REIMBURSE CONFERENCE FEE 002	240.00
11	1301	09/27/2022	1844	FOLLETT LIBRARY RESOURCES	New Books 015	1,058.10
11	1302	09/27/2022	59720	CATAPULT LEARNING WEST LLC	PROFESSIONAL DEVELOPMENT SERVICES 367	11,985.00
11	1303	09/28/2022	57851	SENIOR WOOLY LLC	One Year PRO License 005	285.00
11	1305	09/29/2022	3839	AMAZON.COM, LLC	SOLAR SYSTEM INTERACTIVE FOR PRESCHOOL 643	47.96
11	1306	09/29/2022	1880	MACGILL & COMPANY	supplies for CPR, vision screening charts - EI 027	627.80
11	1307	09/29/2022	3839	AMAZON.COM, LLC	NEENAH PAPER EXACT INDEX CARDSTOCK (2 PACKS) 621	34.46
11	1309	10/03/2022	59065	GENERATION GENIUS	GENERATION GENIUS SUBSCRIPTION FY 22-23 511	175.00
11	1312	10/04/2022	3839	AMAZON.COM, LLC	Books 017	614.63
11	1313	10/04/2022	59221	FOLLETT CONTENT SOLUTIONS	Books 017	3,604.67

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11	1314	10/06/2022	1880	MACGILL & COMPANY	NURSE SUPPLIES 027	380.78
11	1315	10/06/2022	59737	NIANG TAWI MANG	INTERPRETATION SERVICES 000	137.50
11	1316	10/06/2022	3224	OKLAHOMA NOTARY "DISCOUNT" ASSOC.	Notary Commission for Shelley Lombardo 010	86.00
11	1317	10/06/2022	3839	AMAZON.COM, LLC	2 - OKP CASES FOR IPAD AIR 2 621	112.99
11	1318	10/06/2022	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	ADDITIONAL AMIRA LICENSES FOR RSA 367	1,275.00
11	1320	10/07/2022	4425	WARREN CAT	LIGHTS TOWER FOR 9TH GRADE CENTER 036	2,469.49
11	1321	10/07/2022	52568	FUN AND FUNCTION	BCB ADDITIVE SOLUTION FOR BUBBLE TUBES 621	333.67
11	1323	10/07/2022	3839	AMAZON.COM, LLC	47 BIN FLOOR MOUNT PARTS RACK FOR PAES LAB 621	172.98
11	1324	10/10/2022	3420	SCHOOL HEALTH CORPORATION	NITRILE GLOVES 027	148.00
11	1325	10/11/2022	54012	BILINGUAL DICTIONARIES INC	WORD TO WORD DICTIONARIES 572	52.50
11	1326	10/11/2022	3839	AMAZON.COM, LLC	SHELVING UNIT FOR PAES LAB 628	169.99
11	1327	10/12/2022	59751	BLAKE DEAN	REIMBURSE WORKSHOP 099	244.95
11	1328	10/12/2022	57983	UNIVERSITY OF OK HEALTH SCIENCES	PD TRAINING FROM OKLAHOMA AUTISM CENTER 615	1,800.00
11	1329	10/12/2022	52470	NEW BEGINNINGS CHURCH	SPED COMMUNITY RESOURCE NIGHT 11/10/22 621	150.00
11	1330	10/13/2022	1880	MACGILL & COMPANY	evacuation/emergency supplies for WI 027	69.99
11	1333	10/17/2022	3839	AMAZON.COM, LLC	COOGAM MAGNETIC LETTERS AND BOARD FOR STUDENTS 621	24.98
11	1334	10/17/2022	59755	DIM EN CING	INTERPRETATION SERVICES 000	41.50
11	1335	10/17/2022	55185	LEXIA LEARNING SYSTEMS, INC.	LEXIA CORE5 READING STUDENT SUBSCRIPTIONS 621	666.67
11	1336	10/17/2022	59761	CODEMONKEY STUDIOS	COURSE ONLINE CURRICULUM FOR STUDENTS 621	449.00
11	1337	10/17/2022	53602	WPS	TESTING, RECORD FORMS 621	768.90
11	1338	10/17/2022	2272	LOWE'S	Buckets for fitness club - garden supplies 001	2,530.00
11	1339	10/17/2022	59762	LIFE PRO SAFETY SERVICES LLC	CPR TRAINING FOR SCHOOL NURSES & HEALTH AIDES 621	2,025.00
11	1340	10/17/2022	57038	LIGHTHOUSE ELECTRIC LLC	VALCOM DIGITAL SIGN-HS 000	1,617.38
11	1342	10/18/2022	6131	OPERATION AWARE OF OKLAHOMA, INC.	4th grade program 002 , 7th grade classes 004	7,250.00
11	1343	10/25/2022	2017	LAKESHORE LEARNING MATERIALS	Book Bin Storage Center 170	692.55
11	1344	10/25/2022	292	CERAMIC COTTAGE, INC.	Ceramic for Veteran's Day 010	301.35
11	1345	10/25/2022	3420	SCHOOL HEALTH CORPORATION	CPR TRAININE SUPPLIES 027	451.04
11	1346	10/25/2022	59778	PERFORMANCE SURFACES, LLC	FLOORING FOR WEIGHT ROOM 011 BRIDGE THE GAP	5,000.00
11	1347	10/26/2022	55150	SHL US INC	Subscription 412-316	1,155.00
11	1348	10/26/2022	58734	BEARCOM	Walkie 001	1,870.60
11	1349	10/27/2022	3839	AMAZON.COM, LLC	watercolor paint 009	393.83

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11	1350	10/26/2022	59784	MOJUHSI LLC	NATIVE AMERICAN CULTURE 563	300.00
11	1352	10/28/2022	57534	LAURA BREWER	PER DIEM - INNOVATIVE SCHOOL SUMMIT 541	243.00
11	1353	10/28/2022	59879	HEATHER THATCHER	PER DIEM INNOVATIVE SCHOOL SUMMIT 541	276.31
11	1354	10/28/2022	59787	BLANE BURGE	PER DIEM INNOVATIVE SCHOOL SUMMIT 541	288.49
11	1355	10/28/2022	59786	MICHAEL BERRIER	PER DIEM INNOVATIVE SCHOOL SUMMIT 541	243.00
11	1358	10/28/2022	59625	RHONDA TAYLOR	PER DIEM INNOVATIVE SCHOOL SUMMIT 541	336.13
11	1359	10/28/2022	51878	CCOSA	Registration 005	747.00
11	1361	10/31/2022	55823	MCDANIEL ACORD, PLLC	LEGAL SERVICES 000	2,715.96
11	1362	10/31/2022	3110	OTC BRANDS, INC	Music Supplies 003	49.43
11	1364	11/01/2022	57983	UNIVERSITY OF OK HEALTH SCIENCES	REDUCING CHALLENGING BEHAVIOR AUTISM TRAINING 613	350.00
11	1365	11/01/2022	3839	AMAZON.COM, LLC	SPED STORAGE 628	699.98
11	1367	11/01/2022	58734	BEARCOM	SHORT ANTENNA 170	24.50
11	1368	11/01/2022	59108	N2Y, LLC	N2Y NEWS SUBSCRIPTION AND LEARNING SYSTEM 621	1,974.45
11	1370	11/02/2022	83408	LAUREN LAWSON	PER DIEM RESTORATIVE PRACTICES CONF 541	128.00
11	1371	11/02/2022	59528	DELANA MCMANUS	PER DIEM RESTORATIVE PRACTICES CONF 541	128.00
11	1372	11/02/2022	59946	TRICIA GRUNWALD	PER DIEM RESTORATIVE PRACTICES 541	128.00
11	1373	11/02/2022	56763	ANDREW ORRISON	PER DIEM ANDREW ORRISON 541	128.00
11	1374	11/02/2022	59408	MICHAEL R STICK	PER DIEM RESTORATIVE PRACTICES CONF 541	128.00
11	1375	11/02/2022	83414	JACQUILINE WALTERS	PER DIEM RESTORATIVE PRACTICES CONF 541	128.00
11	1376	11/02/2022	59945	ASHLEY CHAMBERS	PER DIEM RESTORATIVE PRACTICES 541	128.00
11	1377	11/02/2022	57397	ALLISON GRESHAM	PER DIEM - RESTORATIVE PRACTICES 541	128.00
11	1378	11/02/2022	3839	AMAZON.COM, LLC	PD BOOK ORDER FOR NI 541	983.99
11	1380	11/03/2022	57163	WESTCO LAMINATING SERVICES	lamination rolls 001	1,913.96
11	1381	11/03/2022	59785	ACCUTRAIN EVNTS LLC	REGISTRATION FOR INNOVATIVE SCHOOLS SUMMIT 541	2,850.00
11	1382	11/03/2022	5336	STARFALL EDUCATION FOUNDATION	Educational 003	355.00
11	1383	11/04/2022	56704	HALO BRANDED SOLUTIONS	REGISTRATION HALO PROJECT - ALLISON MORRIS 541	70.00
11	1384	11/04/2022	59742	ALLISON MORRIS	PER DIEM CONFERENCES 541	491.29
11	1385	11/04/2022	59802	TEACHERS CLG READING & WRITING	REGISTRATION READING WRITING PROJECT 541, 511	8,500.00
11	1386	11/07/2022	58848	REHABMART.COM	Treatment Tables 698	2,441.00

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11	1387	11/07/2022	633	GREAT EXPECTATIONS NSU	BUS DRIVERS TRAINING FEB 17, 2023 541	1,500.00
11	1388	11/07/2022	57634	CONNECTED KIDS INC	TRAINING WITH DR BARBARA SORRELS 541	4,500.00
11	1389	11/07/2022	59804	HATCHING RESULTS, LLC	REGISTRATION FOR NSCLC - ALLISON MORRIS 541	675.00
11	1390	11/07/2022	56227	CDW-G 2	Dell laptop for SLP @ WE 198	692.37
11	1392	11/07/2022	1856	WALMART COMMUNITY	PURCHASES ITEMS FOR ALLISON MORRIS 712	1,428.90
11	1393	11/09/2022	59409	HEATHER L WITHEM	Reimbursement 412-314-8100	98.38
11	1394	11/09/2022	56227	CDW-G 2	Projector Cage 001	349.41
11	1396	11/09/2022	59889	BRIDGET PALMER	REIMBURSE IDENTOGO 000	58.25
11	1397	11/09/2022	3071	GRAYBAR ELECTRIC	SUPPLIES FOR TV installs 030	39.80
11	1398	11/10/2022	1880	MACGILL & COMPANY	NURSE SUPPLIES 027	287.76
11	1399	11/10/2022	3420	SCHOOL HEALTH CORPORATION	NURSE SUPPLIES 027	188.82
11	1402	11/10/2022	57221	INTRADATA, INC	ReadNQuiz 009	1,166.50
11	1403	11/10/2022	3839	AMAZON.COM, LLC	Books 017	178.40
11	1404	11/10/2022	3839	AMAZON.COM, LLC	Music Fund items 001	27.99
11	1406	11/10/2022	58844	RIVERSIDE INSIGHTS	WJIV Complete Kit Form B 698	3,468.30
11	1407	11/10/2022	57291	HEARTLAND AED, INC	AED wall mount cabinet 027	133.20
11	1408	11/10/2022	59822	ELIZABETH SUNDSTROM	REIMBURSE IDENTOGO 000	58.25
11	1409	11/17/2022	57412	OSU CAREER SERVICES	SPRING CAREER FAIR 000	195.00
11	1410	11/17/2022	283	CCOSA - PROFESSIONAL DEVELOPMENT PR	REGISTRATION FOR OASSP/OMLEA CONFERENCE 541	1,245.00
11	1411	11/17/2022	59170	MADISON ECKERT	PER DIEM OASSP/OMLEA CONFERENCE 541	76.00
11	1412	11/17/2022	59432	TIFFANY DESAULNIERS	PER DIEM OASSP/OMLEA CONFERENCE 541	76.00
11	1413	11/17/2022	57470	BJ MCBRIDE	PER DIEM OASSP/OMLEA CONFERENCE 541	76.00
11	1414	11/17/2022	55248	LINDA RICKS	PER DIEM OASSP/OMLEA CONFERENCE 541	76.00
11	1415	11/17/2022	830	JUNIOR LIBRARY GUILD	Young Adult Fiction & Non-Fiction Books 018	1,853.20
11	1416	11/17/2022	3839	AMAZON.COM, LLC	Trampoline and Storage for HS & WI 628	215.97
11	1417	11/17/2022	59812	KORI NEELY	Group Counseling/ Collaboration 621	12,075.00
11	1418	11/17/2022	597	GARRETT BOOK COMPANY	Books for the HS Library 018	2,157.56
11	1420	11/18/2022	59899	JONATHAN AVEN	REIMBURSE INENTOGO 000	58.25
11	1421	11/18/2022	3839	AMAZON.COM, LLC	Chairs for DD3 at NE 643	205.03
11	1426	11/28/2022	4724	BLICK ART MATERIALS	art supplies for the beef project	905.39
11	1427	11/28/2022	3839	AMAZON.COM, LLC	Wagon for NE, Sensory necklaces for EI 621	122.98
11	1428	11/28/2022	3839	AMAZON.COM, LLC	Child step stool WE 198	37.99
11	1429	11/29/2022	3670	SUPER DUPER PUBLICATIONS	Speech/Lang Assessment for WE/WI and EE 198	1,626.00
11	1430	11/29/2022	6274	PEARSON ASSESSMENT	Pearson Assments 198	702.45

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11	1431	11/29/2022	58126	KOMPAN INC	Wheelchair Swing 628	6,584.00
11	1432	11/29/2022	59834	WILLIAM FERGUSON	Cert Examination for Oklahoma Educators 616	118.00
11	1433	11/30/2022	57257	EMILY LONG	PER DIEM READING & WRITING CONFERENCE 511	428.92
11	1434	11/30/2022	56861	TOBI CAMPBELL	PER DIEM READING & WRITING CONFERENCE 541	394.92
11	1435	11/30/2022	59836	ALEJANDRA GARCIA	PER DIEM READING & WRITING CONFERENCE 541	428.92
11	1437	11/30/2022	59837	VANESSA SWINDELL	PER DIEM READING & WRITING CONFERENCE 541	483.48
11	1438	11/30/2022	55104	KARI SMITH	PER DIEM 541	312.32
11	1440	11/30/2022	59400	ANGELA TIMMONS	PER DIEM READING & WRITING CONFERENCE 541	552.39
11	1441	11/30/2022	56593	ASHLEY BAYOUTH	PER DIEM READING & WRITING CONFERENCE 541	428.92
11	1442	11/30/2022	59623	RUDI JAMES	PER DIEM READING & WRITING CONF 541	659.84
11	1443	11/30/2022	8035	IXL LEARNING INC	INSTRUCTIONAL MATERIALS 541	595.00
11	1444	11/30/2022	59839	KIM CORNELISON	PER DIEM FOR COACHING OF WRITING INSTITUTE 007	482.62
11	1445	11/30/2022	58719	TRAFERA LLC	CHROMEBOOKS FOR INDIAN ED STUDENTS 563	1,675.00
11	1446	11/30/2022	59841	LINDSAY STAIR	REIMBURSE FOR IDENTIGO 000	57.25
11	1447	11/30/2022	59842	SALLY RAYMOND	REIMBURSE FOR IDENTIGO 000	58.25
11	1448	11/30/2022	59539	JACOB D DARR	REIMBURSE FOR IDENTIGO 000	58.25
11	1449	11/30/2022	59843	JENNIFER KEATHLEY	REIMBURSE FOR IDENTIGO 000	58.25
11	1450	11/30/2022	59844	PINESE HOLT	REIMBURSE FOR IDENTIGO 000	58.25
11	1451	11/30/2022	59845	JANIE REED	REIMBURSE FOR IDENTIGO 000	58.25
11	1453	12/01/2022	8035	IXL LEARNING INC	science and ss subscription 0009	1,260.00
11	1454	12/01/2022	59846	KAITLYN HUGHES	REIMBURSE FOR IDENTIGO 000	58.25
11	1455	12/01/2022	59847	JENNIFER HERNANDEZ	REIMBURSE FOR IDENTIGO 000	58.25
11	1456	12/01/2022	59848	PA RICHARDSON	REIMBURSE FOR IDENTIGO 000	58.25
11	1457	12/01/2022	59849	JULIE ADAMS	REIMBURSE FOR IDENTIGO 000	58.25
11	1458	12/02/2022	56227	CDW-G 2	Headsets 008	330.00
11	1461	12/05/2022	3420	SCHOOL HEALTH CORPORATION	NURSE SUPPLIES 027	580.80
11	1463	12/06/2022	830	JUNIOR LIBRARY GUILD	Books 017	389.00
11	1465	12/07/2022	59867	SHERRI MCMILLAN	PER DIEM ESEA CONFERENCE 511	260.00
11	1466	12/07/2022	5928	LESLIE HAYNES	PER DIEM ESEA CONFERENCE 511	260.00
11	1467	12/07/2022	57135	DENVER BOREN	PER DIEM ESEA CONFERENCE 511	476.85
11	1468	12/07/2022	1856	WALMART COMMUNITY	Misc 010	55.37
11	1469	12/07/2022	3224	OKLAHOMA NOTARY "DISCOUNT" ASSOC.	notary for ashley alaniz 012	84.00
11	1472	12/09/2022	58702	HEGERTY PHONEMIC AWARENESS	Subscription fee 001	1,513.00

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11	1473	12/09/2022	190	BOUND TO STAY BOUND BOOKS, INC	library books for East Elementary 025	1,685.80
11	1474	12/09/2022	59221	FOLLETT CONTENT SOLUTIONS	library books for East Elementary 025	5,452.62
11	1475	12/09/2022	190	BOUND TO STAY BOUND BOOKS, INC	library books for East Intermediate 025	1,239.03
11	1476	12/09/2022	59221	FOLLETT CONTENT SOLUTIONS	library books for East Intermediate 025	2,874.79
11	1479	12/14/2022	1880	MACGILL & COMPANY	BASIC BLEEDING CONTROL KIT 027	1,854.65
11	1480	12/14/2022	2017	LAKESHORE LEARNING MATERIALS	Supplies for NE / BEEF Grant Request 628	273.11
11	1481	12/14/2022	59875	NEXT STEP INNOVATION	Aruba Wireless Review 030	3,500.00
11	1483	12/15/2022	57264	ESGI, LLC	LICENSES 511	1,919.12
11	1486	12/15/2022	70080	STUDIES WEEKLY, INC	WEEKLY STUDIES 511	3,487.39
11	1487	12/15/2022	8035	IXL LEARNING INC	ELA LICENSES 511	578.00
11	1488	12/15/2022	3839	AMAZON.COM, LLC	KINDERGARDEN CLASS SUPPLIES 511	121.52
11	1489	12/15/2022	3610	REALLY GOOD STUFF, INC.	CLASS SUPPLIES 511	125.50
11	1490	12/15/2022	2017	LAKESHORE LEARNING MATERIALS	PUZZLES 511	180.43
11	1491	12/15/2022	57634	CONNECTED KIDS INC	CONSULTATIONS 511	3,250.00
11	1492	12/16/2022	59882	VOYA	REPAYMENT OF 457B CONTRIBUTION 000	18,315.00
11	1493	12/16/2022	54666	THE SPYGLASS GROUP, LLC	TELEPHONE SERVICE AUDIT 000	370.32
11	1495	01/03/2023	52004	SWEETWATER	BTG 008	2,027.99
11	1496	01/03/2023	5643	CENGAGE LEARNING	THE OUTSIDERS 572	122.10
11	1497	01/03/2023	59890	AQUA PRODUCTS KC	GEMINI POOL SCRUBBER PARTS 066	630.46
11	1498	01/04/2023	830	JUNIOR LIBRARY GUILD	JLG Books 017	1,952.72
11	1499	01/05/2023	830	JUNIOR LIBRARY GUILD	book order 023	915.98
11	1500	01/05/2023	59893	CONNECT AND RESTORE, LLC	Counseling/consultation services 621/541	20,125.00
11	1501	01/05/2023	59141	FASTSIGNS - BROKEN ARROW	Car Loop Instruction Sign 009	68.00
11	1502	01/06/2023	3839	AMAZON.COM, LLC	Gloves for Terri Mullins 621	302.09
11	1503	01/06/2023	2272	LOWE'S	Items needed for BHS project-Michelle Bowdle 621	50.28
11	1504	01/06/2023	58823	NICOLE BROWN	Nicole Brown PD in Texas 009	150.00
11	1505	01/06/2023	59897	COUNCIL FOR EXCEPTIONAL CHILDREN	CEC Conference Registration 628	4,248.60
11	1506	01/06/2023	3228	DICK BLICK ART MATERIALS	Art Supplies for the Beef Grant 099	1,500.00
11	1507	01/09/2023	56227	CDW-G 2	Rack for Server Room 030	104.23
11	1508	01/10/2023	58702	HEGGERTY PHONEMIC AWARENESS	1 year subscription to myHeggerty 007	2,403.00
11	1509	01/10/2023	2384	GALE / CENGAGE LEARNING	Gale Database 017	1,701.84
11	1510	01/10/2023	59319	GO POWER SCHOOLS LLC	ANNUAL MAINTENANCE FEE 000	1,000.00
11	1511	01/10/2023	58928	EDUCATIONAL PRODUCTS, INC	SCHOOL SUPPLIES PRE-K-6 JOM 563	16,508.87

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11	1512	01/10/2023	58527	TERRY MULLINS	CEC Per diem 239	307.00
11	1513	01/10/2023	3294	MELISSA LYTLE	CEC Per diem 628	368.47
11	1514	01/10/2023	56609	CATHY PETERS	CEC per diem 239	288.00
11	1515	01/10/2023	57363	AMANDA WALEHWA	CEC per diem 628	288.00
11	1516	01/10/2023	59900	MICHELLE BOWDLE	CEC per diem 628	288.00
11	1517	01/10/2023	56856	KIM KIRK	CEC per diem 628	307.00
11	1518	01/11/2023	3074	MHS	School Psych Online Assessments - 698	540.00
11	1519	01/11/2023	3676	APPLE STORE	MacBook Air: laptops 005	3,774.00
11	1520	01/12/2023	59967	BRAVED	BENEFITS-BASED SYSTEM 000	43,000.00
11	1521	01/12/2023	53089	BRAIN POP LLC	BrainPop Online Activation for all CE Teachers 014	2,155.00
11	1522	01/13/2023	57264	ESGI, LLC	Materials 001	468.00
11	1523	01/17/2023	59911	THE CENTER FOR CONNECTION	certificate registration fee 001	998.00
11	1524	01/17/2023	59909	YOGA 4 CLASSROOMS, LLC	Liscenses 001	431.40
11	1525	01/17/2023	3420	SCHOOL HEALTH CORPORATION	NURSE SUPPLIES FOR DISTRICT 027	423.82
11	1526	01/17/2023	57291	HEARTLAND AED, INC	AED'S FOR ATHLETICS 000	6,342.00
11	1528	01/18/2023	55856	FIELDHOUSE GEAR, INC	CUSTODIAL STAFF WORK SHIRTS 050	900.00
11	1529	01/18/2023	55952	SCHOOL FIX	WHITEBOARD AND BULLETIN BOARD 050	1,358.67
11	1530	01/18/2023	55810	UNITED RENTALS	SPACE HEATERS FOR CE KITCHENS 050	1,104.00
11	1533	01/18/2023	4724	BLICK ART MATERIALS	OK Arts Grant 099	281.37
11	1536	01/18/2023	3223	POWERSCHOOL GROUP LLC	REGISTRATIONS FOR KSPSUG CONFERENCE 541	100.00
11	1537	01/19/2023	58710	BOOM LEARNING	SUBSCRIPTION RENEWAL - BOOM LEARNING 429	130.00
11	1538	01/19/2023	59921	ESPECIAL NEEDS, LLC	Swing 008	2,378.06
11	1543	01/23/2023	59932	ALLISON DUNCAN	PER DIEM READING & WRITING CONFERENCE 541	394.92
11	1544	01/23/2023	59933	HEATHER HANKINS	PER DIEM READING & WRITING CONFERENCE 541	428.92
11	1547	01/24/2023	2877	SADDLEBACK EDUCATION, INC.	EL BOOK ORDER FOR STACIE VERNIER 572	547.40
11	1548	01/24/2023	58100	VEX ROBOTICS, INC	MS ROBOTICS GRANT 092	7,177.57
11	1549	01/24/2023	52004	SWEETWATER	Subwoofer Pair Speakers 005	5,140.85
11	1550	01/25/2023	5463	LEARNING A-Z	Renewal Raz-kids 010	2,424.40
11	1551	01/26/2023	54923	NORTHEASTERN STATE UNIVERSITY	REGISTRATIONS FOR JUNE 2023 541	1,000.00
11	1552	01/27/2023	54358	STEPHANIE BEASLEY	NASP Per Diem 628	375.25
11	1553	01/27/2023	56594	ALEX VANBUSKIRK	NASP Per Diem 628	296.25
11	1554	01/27/2023	7832	MARGARET HUNTER	NASP Per Diem 628	431.99
11	1555	01/27/2023	58526	HEATHER GUYNES	NASP Per Diem 628	441.92
11	1556	01/27/2023	59031	ALPHA MECHANICAL SERVICES LLC	5 ton hvac system for NE 795	5,100.00
11	1557	02/03/2023	56311	E3 GORDON STOWE	onsite service, audiometer calibration 027	897.75

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11	1558	02/03/2023	3228	DICK BLICK ART MATERIALS	Art Supplies for Blake Dean Alt project 011	2,325.14
11	1560	02/03/2023	8035	IXL LEARNING INC	BTG Funds Upgrade IXL site license 2-3 grade 003	894.00
11	1561	02/06/2023	58844	RIVERSIDE INSIGHTS	Test protocol forms/online scoring BDI at NE 614	324.56
11	1562	02/06/2023	55856	FIELDHOUSE GEAR, INC	Senior shirts/JOM 563	756.00
11	1563	02/06/2023	4258	PERIPOLE-BERGERAULT, INC.	Recorders 010	599.40
11	1565	02/07/2023	59947	HELLO LITERACY INC	Materials 001	1,283.70
11	1566	02/07/2023	55104	KARI SMITH	Reimbursement for Edmond Conf. 2-7/8 005	241.29
11	1567	02/07/2023	59645	SARAH ENGLAND	Reimbursement for Edmond Conf. 2-7/8 005	76.00
11	1571	02/07/2023	2628	CAROLINA BIOLOGICAL SUPPLY COMPANY	Bridge the Gap- Shark Dissection 009	1,023.30
11	1572	02/08/2023	59950	READ TO THEM INC	Bridge the Gap- One school, one book 009	3,239.00
11	1573	02/08/2023	59517	MICHAEL NELSON	PER DIEM OSAASP/EMLEA CONFERENCE 541	76.00
11	1574	02/08/2023	830	JUNIOR LIBRARY GUILD	Books 017	192.00
11	1575	02/08/2023	5336	STARFALL EDUCATION FOUNDATION	StarFall for PreK and K Students 014	355.00
11	1577	02/08/2023	59952	UMB BANK	AMAZON CHARGES 000	106,000.00
11	1578	02/08/2023	59808	PROCURE DISTRIBUTING	Gym Sound System 004	10,450.00
11	1580	02/08/2023	51825	SCHOOL OUTFITTERS	Collaborative Seating 004	1,483.64
11	1583	02/08/2023	59221	FOLLETT CONTENT SOLUTIONS	Books 017	3,092.51
11	1584	02/08/2023	5592	ADMIRAL EXPRESS LLC	Entrance Mat for back door 099	75.35
11	1585	02/08/2023	597	GARRETT BOOK COMPANY	Books 017	2,720.18
11	1588	02/08/2023	830	JUNIOR LIBRARY GUILD	Books 017	120.00
11	1589	02/10/2023	17	ACADEMIC THERAPY PUBLICATIONS	SECRET SPIES DRAGON EGGS BOOK ORDER 511	495.00
11	1590	02/09/2023	59221	FOLLETT CONTENT SOLUTIONS	Books 016	1,141.55
11	1591	02/10/2023	59954	TAMMI ELLIS	PER DIEM TESOL CONFERENCE 571	355.99
11	1592	02/10/2023	53597	TERRI SLOAN	PER DIEM TESOL CONFERENCE 571	370.00
11	1593	02/10/2023	59955	HEATHER TOBIN	PER DIEM TESOL CONFERENCE 571	405.91
11	1594	02/10/2023	59602	STACIE K VERNIER	PER DIEM TESOL CONFERENCE 571	370.00
11	1595	02/10/2023	57114	SARAH NELSON	PER DIEM TESOL CONFERENCE 571	411.89
11	1596	02/10/2023	54849	LEANNE PYLES	PER DIEM TESOL CONFERENCE 571	418.92
11	1597	02/10/2023	58819	SHELLY MUSSER	PER DIEM TESOL CONFERENCE 571	477.38
11	1598	02/10/2023	59956	KIMBERLY MCCOY	PER DIEM TESOL CONFERENCE 571	370.00

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11	1599	02/10/2023	59957	BRITTANY HANLEY	PER DIEM TESOL CONFERENCE 571	403.39
11	1600	02/10/2023	59570	LINDSEY E GINESI	PER DIEM TESOL CONFERENCE 571	375.00
11	1601	02/10/2023	59958	WHITNEY WINN	PER DIEM TESOL CONFERENCE 571	370.00
11	1602	02/10/2023	59634	TONI PETERSON	PER DIEM TESOL CONFERENCE 571	370.00
11	1603	02/10/2023	57669	TRISH WALLER	PER DIEM TESOL CONFERENCE 571	454.00
11	1604	02/10/2023	59645	SARAH ENGLAND	PER DIEM TESOL CONFERENCE 571	370.00
11	1605	02/10/2023	55104	KARI SMITH	PER DIEM TESOL CONFERENCE 571	370.00
11	1606	02/10/2023	56962	MEGAN HILL	PER DIEM TESOL CONFERENCE 571	384.25
11	1608	02/10/2023	59275	KATHY GILLIAM	PER DIEM TESOL CONFERENCE 571	375.00
11	1610	02/10/2023	3676	APPLE STORE	Magic Mouse (3) 005	237.00
11	1611	02/13/2023	1880	MACGILL & COMPANY	NURSE SUPPLIES 027	391.95
11	1613	02/13/2023	4266	TOYS FOR SPECIAL CHILDREN, INC.	Totally Tactile Communicator 621	359.95
11	1617	02/15/2023	59964	ABBEY ENGLS	REIMBURSE IDENTIGO 000	58.25
11	1619	02/15/2023	1794	WENGER CORP.	Student Chairs 004	2,800.00
11	1621	02/16/2023	57747	OUHSC-CHILD STUDY CENTER	ASD Foundation Training 613	300.00
11	1623	02/21/2023	2663	WEST MUSIC COMPANY	Music General fund purchase 001	344.25
11	1624	02/21/2023	57291	HEARTLAND AED, INC	DEFIBRILLIATION FOR ATHLETICS 027	218.00
11	1626	02/21/2023	3617	TALK RADIO LLC	SUPPLIES-SERVICE FOR THE DISTRICT 050	24,000.00
11	1627	02/22/2023	58099	PROJECT LEAD THE WAY	INNOVATION GRANT 093	1,200.00
11	1628	02/22/2023	59973	CHEROKEE NATION	Conference fees for JOM conference 565	2,725.00
11	1629	02/23/2023	59221	FOLLETT CONTENT SOLUTIONS	Books for Library Collection- O'brien 026	2,474.60
11	1630	02/24/2023	6274	PEARSON ASSESSMENT	Beery VMI Full Form 198	305.49
11	1631	02/24/2023	3670	SUPER DUPER PUBLICATIONS	Speech Pathology Test Protocols 198	516.00
11	1632	02/27/2023	3420	SCHOOL HEALTH CORPORATION	NURSE SUPPLIES 027	107.04
11	1633	02/27/2023	57106	MEGAN DELAY	Reimbursement 412-314	113.39
11	1634	02/27/2023	59980	ISOGRAD INC	Testing Platform for Heard and Withem 412-316	5,800.00
11	1636	03/01/2023	59989	INVICTA PCS LLC	25 Samsung Chromebooks 007	3,175.00
11	1637	03/02/2023	58126	KOMPAN INC	Swings 010	19,021.62
11	1638	03/06/2023	59989	INVICTA PCS LLC	Chromebooks 001	4,912.00
11	1639	03/06/2023	3581	DEMCO, INC.	Shelf markers for NonFiction 014	441.61
11	1641	03/07/2023	555	FLINN SCIENTIFIC, INC.	Class Items for Biology BRIDGE THE GAP 011	3,070.98

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11	1642	03/08/2023	102	B SEW INN, LLC	PURCHASE OF SEWING, SURGER MACHINES FOR FACS 421	4,726.00
11	1643	03/08/2023	57764	GOODHEART-WILCOX PUBLISHER	Bundle (Text + Workbook) FOR YEARBOOK CLASS 005	344.00
11	1644	03/09/2023	3420	SCHOOL HEALTH CORPORATION	NURSE SUPPLIES 027	487.45
11	1645	03/09/2023	58099	PROJECT LEAD THE WAY	STEAM 093	1,156.25
11	1646	03/10/2023	60010	KISH RUSSELL LLC	REGISTRATION FOR ESSA CONFERENCE	2,900.00
11	1647	03/20/2023	60009	ACTION SEATING & MOBILITY	Support chair for student EE- 198	3,104.00
11	1648	03/21/2023	56227	CDW-G 2	Lenovo Thinkpad -Carl Perkins / Agriculture 421	2,799.03
11	1649	03/21/2023	4606	TULSA ZOO MANAGEMENT, INC	Zoo 2 U Program 003	170.00
11	1651	03/21/2023	60012	CHEROKEE STRIP MUSEUM	Field Trip 3rd Grade 007	1,008.00
11	1653	03/22/2023	2058	LIBERTY FLAGS, INC.	Flags 004	107.26
11	1654	03/22/2023	54399	MUSIC K8	Go Fish- 3rd grade musical 007	97.64
11	1655	03/23/2023	59031	ALPHA MECHANICAL SERVICES LLC	PRESS BOX HEAT PUMP PACKAGE UNIT 795	5,546.77
11	1656	03/23/2023	59031	ALPHA MECHANICAL SERVICES LLC	5TON HVAC MULTI PURPOSE 795	5,685.00
11	1658	03/23/2023	2017	LAKESHORE LEARNING MATERIALS	BEEF Grant Request- WE 628	274.53
11	1659	03/23/2023	56227	CDW-G 2	LENOVO THINKPADS 561	8,397.09
11	1660	03/24/2023	59034	CONSCIOUS DISCIPLINE	2-DAY ON-SITE TRAINING SESSION MAY 24-25,2023 722	8,940.00
11	1661	03/27/2023	56227	CDW-G 2	WALL MOUNT RACK - USB TO C 030	202.08
11	1663	03/28/2023	59909	YOGA 4 CLASSROOMS, LLC	TRAINING FOR TEACHERS -YOGA 4 TEACHERS 722	2,537.60
11	1664	03/31/2023	52916	SCHOLASTIC MAGAZINES	Scholastic Classroom Magazine 010	1,897.68
11	1665	03/31/2023	54987	OKLA ASSOC OF CAREER & TECH	OKACTE TRAINING AUG 1-2, 2023 421	1,160.00
11	1666	03/31/2023	57676	DELL MARKETING LP	Alienware Aurora R15, ESports, Bridge the gap 005	12,850.20
11	1667	03/31/2023	58588	SCHOLASTIC EDUCATION	BOOK ORDER FOR CE 511	2,178.00
11	1669	04/03/2023	2730	AMERICAN WASTE CONTROL	Dumpster for end of year cleanup 009	678.00
11	1670	04/03/2023	60027	RAS TECHNOLOGY CONSULTANTS INC	Custom Reports Subscription 030	500.00
11	1671	04/03/2023	51848	CITY OF TULSA/OXLEY NATURE CENTER	2nd grade Field Trip 007	326.00
11	1673	04/03/2023	60035	READING WRITING PROJECT NETWORK	IN-PERSON INGROWN SUMMER INSTITUTE 541	16,000.00
11	1674	04/04/2023	2732	TREAT'S SOLUTIONS, LLC	HANDSOAP FOR DISTRICT 050	3,973.00
11	1676	04/05/2023	59947	HELLO LITERACY INC	BOOK ORDER FOR CE 511	21,787.60
11	1677	04/05/2023	60039	MIDWEST WRAPS & THE SIGN MAKER LLC	Wall Vinyl Wraps 005	5,765.93
11	1678	04/06/2023	1643	TEACHER'S DISCOVERY	23-24 One Year Subscription - budget money. 005	447.00
11	1679	04/06/2023	60055	OASIS IMAGING LLC	CP MARKETING PRINTER PURCHASE 421	4,321.94

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11	1680	04/06/2023	60052	TULSA ESPORTS LLC	ESports 004	2,750.00
11	1681	04/06/2023	6098	SUPER DUPER PUBLICATIONS	Grammar Gumballs Combo 198	59.90
11	1682	04/06/2023	2017	LAKESHORE LEARNING MATERIALS	Classroom Sets 007	8,778.37
11	1685	04/10/2023	5321	HOT OFF THE PRESS	Security window vinyl 001	1,500.00
11	1687	04/10/2023	60052	TULSA ESPORTS LLC	E-SPORTS EQUIPMENT 005	12,600.00
11	1688	04/11/2023	59894	STANLEY STEEMER INTERNATIONAL INC	CARPET CLEAN - BAND ROOM 050	979.60
11	1689	04/11/2023	58734	BEARCOM	radio replacement-back clip 007	14.56
11	1692	04/11/2023	60065	AED MARKET	Outdoor AED cabinet with alarm 027	700.00
11	1693	04/11/2023	56227	CDW-G 2	LAPTOP FOR AMY RENEAU 030	2,447.96
11	1694	04/13/2023	59031	ALPHA MECHANICAL SERVICES LLC	FURNACE & MINI SPLIT AIR	21,296.00
11	1695	04/13/2023	60068	CENTAR INDUSTRIES, INC	CONTINUOUS TWO EAR URINAL SCREEN BRACKET 050	100.29
11	1696	04/13/2023	3581	DEMCO, INC.	Furniture and Library Supplies 014	2,778.01
11	1698	04/13/2023	60071	WARHORSE WOODWORK	Classroom Supplies	1,750.00
11	1699	04/13/2023	58106	THE HOME DEPOT PRO	Classroom Supplies 004	1,472.00
11	1700	04/13/2023	1856	WALMART COMMUNITY	Classroom Supplies 004	266.76
11	1701	04/13/2023	1772	WAGNON CONSTRUCTION	Classroom Fix 004	1,700.00
11	1704	04/13/2023	4362	SCHOOL MATE	Planners 010	1,230.00
11	1706	04/13/2023	8035	IXL LEARNING INC	ELA for third grade 010	687.50
11	1707	04/13/2023	5336	STARFALL EDUCATION FOUNDATION	Starfall School Membership 010	355.00
11	1708	04/13/2023	57271	LEARNING WITHOUT TEARS	Teacher's Guides 010	257.60
11	1709	04/13/2023	57264	ESGI, LLC	ESGI Kindergarten 010	1,286.49
11	1710	04/13/2023	3420	SCHOOL HEALTH CORPORATION	NURSE SUPPLIES FOR DISTRICT 027	260.70
11	1711	04/13/2023	58686	SCHOOL SPECIALTY	Kindergarten Supplies 010	1,800.00
11	1713	04/14/2023	56075	SOUTHPAW ENTERPRISES	CI Calm Room Purchases 002	4,224.34
11	1714	04/14/2023	2877	SADDLEBACK EDUCATION, INC.	BOOK ORDER FOR STACIE VERNIER 572	301.28
11	1715	04/14/2023	2628	CAROLINA BIOLOGICAL SUPPLY COMPANY	Science Labs - Budget Money 005	1,367.99
11	1716	04/14/2023	55322	FISHER SCIENTIFIC CO LLC	Science Frist Stream Table 005	428.80
11	1718	04/14/2023	58099	PROJECT LEAD THE WAY	Training 004	1,200.00
11	1720	04/14/2023	6131	OPERATION AWARE OF OKLAHOMA, INC.	curriculum for 012	1,650.00
11	1721	04/14/2023	555	FLINN SCIENTIFIC, INC.	Supplies for Science labs 005	1,121.55
11	1722	04/14/2023	5059	DRILLERS F&B LLC	2nd Grade Field Trip - Game Tickets 003	1,491.00
11	1723	04/14/2023	53892	WARDS SCIENCE	Pigs and Cats, dissections 005	989.92
11	1725	04/14/2023	56227	CDW-G 2	chrome book purchase 002	4,740.00
11	1726	04/17/2023	55984	BRANDI CHURCHILL	PER DIEM GET YOUR TEACH ON CONFERENCE 511	673.50
11	1727	04/17/2023	60081	JOCELYN OLSON	PER DIEM GET YOUR TEACH ON CONFERENCE 511	307.00
11	1729	04/17/2023	55845	5 STAR STUDENTS	5 Star 004	2,800.00

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11	1730	04/17/2023	53098	B & H PHOTO	Live Stream Kit 004	2,800.00
11	1731	04/18/2023	58737	TULSA BALLOONS	PreK On-Campus Field Trip Experience 003	285.00
11	1733	04/18/2023	54223	PESI	Payment to acquire CEU for OT 198	199.98
11	1734	04/18/2023	5592	ADMIRAL EXPRESS LLC	Self-inking stamps 198	47.98
11	1736	04/20/2023	58719	TRAFERA LLC	CHROMEBOOKS 361	42,058.60
11	1737	04/20/2023	59395	DIDAX EDUCATIONAL RESOURCES INC	MATH MANIPULATIVES FOR CI	1,265.88
11	1740	04/26/2023	2663	WEST MUSIC COMPANY	Choir Microphones 002	533.63
11	1741	04/26/2023	21368	KGEB - AMERICA	GRADUATION AUDIO 000	2,750.00
11	1743	04/26/2023	57391	NATHAN R JONES	GRADUATION SECURITY 000	160.00
11	1744	04/26/2023	57869	BRADLEY KENDALL	SECURITY FOR GRADUATION 000	160.00
11	1745	04/26/2023	4486	HARRELL KENDRICK	GRADUATION SECURITY 000	160.00
11	1746	04/26/2023	57195	SETH ADCOCK	GRADUATION SECURITY 000	160.00
11	1747	04/28/2023	3676	APPLE STORE	ipads and cases for BEI 012	716.00
11	1748	04/28/2023	2017	LAKESHORE LEARNING MATERIALS	LAKESHORE MATERIALS ORDER FOR CE 511	7,988.24
11	1749	04/28/2023	53298	ETA HAND2MIND	MATERIALS ORDER FOR CE 511	2,519.86
11	1750	04/28/2023	59034	CONSCIOUS DISCIPLINE	CLASSROOM MATERIALS FOR CE 511	3,405.35
11	1752	05/01/2023	60096	ROCKING CHAIR READERS LLC	PHONICS KIT ORDERS FOR CE 511	355.00
11	1753	05/02/2023	60101	SEIDLITZ EDUCATION, LLC	REGISTRATION FOR SEIDLITZ EDUCATION WORKSHOP 571	120.00
11	1754	05/05/2023	58943	DISCOVERY LAB	Kindergarten Field Trip 003	1,983.00
11	1755	05/02/2023	1880	MACGILL & COMPANY	NURSE SUPPLIES 027	158.97
11	1756	05/02/2023	52568	FUN AND FUNCTION	Swings for multiple BPS campuses 628	1,322.05
11	1757	05/02/2023	60097	CENTER FOR THE COLLABORATIVE CLASS	PHONICS MATERIALS FOR CLASSROOMS 571	10,817.00
11	1761	05/04/2023	3002	SCHOOLMART	Calculators for Math department 011	8,430.00
11	1764	05/04/2023	51825	SCHOOL OUTFITTERS	Study Pods for WI 239	912.29
11	1765	05/04/2023	53089	BRAIN POP LLC	Yearly BrainPop Subscription 003	2,155.00
11	1766	05/04/2023	60101	SEIDLITZ EDUCATION, LLC	IF YOU ONLY KNEW BOOK ORDER 571	172.39
11	1768	05/05/2023	58814	CORWIN PRESS	BOOK ORDER FOR EL TEACHERS 571	455.40
11	1770	05/08/2023	54987	OKLA ASSOC OF CAREER & TECH	REGIS FOR OKACTE NEW TEACHER TRAINING 412-314	409.98
11	1772	05/08/2023	56227	CDW-G 2	bridge the gap funds 012	7,900.00
11	1773	05/08/2023	6208	APPLE EDUCATIONAL SALES	APPS FOR IPAD 198	400.00
11	1774	05/09/2023	1844	FOLLETT LIBRARY RESOURCES	Book Collection 015	3,151.00
11	1775	05/10/2023	60111	JENKS SCHOOL DISTRICT 5	JENKS PLANETARIUM 571	140.00
11	1776	05/10/2023	56227	CDW-G 2	CHROMEBOOKS 003	21,350.00
11	1777	05/10/2023	59034	CONSCIOUS DISCIPLINE	FEELINGS BUDDIES KITS 429	16,641.90

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11	1779	05/11/2023	58702	HEGGERTY PHONEMIC AWARENESS	DECODEABLE BOOK SETS ORDER 571	1,975.32
11	1780	05/11/2023	7057	PREFERRED BUSINESS SYSTEMS LLC	staples for copier 007	198.18
11	1782	05/12/2023	56227	CDW-G 2	NE TV Kiosks 003	537.58
11	1783	05/12/2023	56227	CDW-G 2	MS TV Wall 004	378.31
11	1784	05/12/2023	52270	PEARSON	TEST PROTOCOLS 198	2,659.02
11	1785	05/12/2023	53602	WPS	TEST PROTOCOLS	1,834.40
11	1787	05/12/2023	6098	SUPER DUPER PUBLICATIONS	SUPPLIES 198	1,191.95
11	1788	05/12/2023	4845	SOLUTION TREE	Singletons in a PLC at Work 005	107.85
11	1789	05/12/2023	56227	CDW-G 2	LVO 500E Chromebooks 011	2,744.00
11	1790	05/12/2023	58530	SAVVAS LEARNING COMPANY	Laboratory Manual in Physical Geology 005	2,799.60
11	1791	05/12/2023	2339	PEARSON EDUCATION, INC.	Hardcover Essentials of Geology 005	138.66
11	1792	05/12/2023	55075	JOSTENS RENAISSANCE NATL CONFERENCE	4 Site Council + Principal Registration 003	2,240.00
11	1794	05/12/2023	60174	PLEASANT VALLEY SCHOOL FOUNDATION	3rd Grade Field Trip 003	735.00
11	1795	05/12/2023	7057	PREFERRED BUSINESS SYSTEMS LLC	PRINTER 003	4,000.00
11	1796	05/13/2023	57634	CONNECTED KIDS INC	CONSULTATIONS 003	1,500.00
11	1797	05/13/2023	56227	CDW-G 2	LAPTOP PURCHASE FOR NEW HS FACS TEACHER 412-314	1,068.93
11	1798	05/13/2023	58876	GROWING LEADERS, INC	SUBSCRIPTION 722	4,997.00
11	1799	05/13/2023	56292	HOUGHTON MIFFLIN HARCOURT PUB	AMIRA LICENSES FY 24 367	36,760.00
11	1801	06/05/2023	1607	SUPER DUPER SCHOOL COMPANY	WEBBER CORE CURRICULUM COMBO 511	74.91
11	1802	06/06/2023	58957	SHRED-IT	Paper to shredded 621	2,151.64
11	1803	06/06/2023	624	GOPHER SPORTS	playground equipment 002	2,100.00
11	1804	06/07/2023	60189	CURRICULUM AND INST MATERIALS CTR	MATERIALS FOR MS FACS 333	2,497.00
11	1805	06/08/2023	59034	CONSCIOUS DISCIPLINE	FEELING BUDDIES KITS 722	1,248.05
11	1806	06/08/2023	82258	CASEY B MACHADO	PER DIEM OCCF CONFERENCE 722	71.00
11	1807	06/08/2023	55800	BROOKE PUCKETT	PER DIEM OCCF CONFERENCE 722	71.00
11	1808	06/08/2023	83052	MARY DELYN MCBRIDE	PER DIEM OCCF CONFERENCE 722	71.00
11	1809	06/08/2023	60199	COURTNEY SMITH	PER DIEM OCCF CONFERENCE 722	77.00
11	1810	06/12/2023	54889	OKLAHOMA TULSA PARTS (TRANE)	blower motor for the NE gym 795	1,379.29
11	1811	06/12/2023	60097	CENTER FOR THE COLLABORATIVE CLASS	SIPPS CURRICULUM 571	2,700.00
11	1812	06/12/2023	6208	APPLE EDUCATIONAL SALES	IPAD ORDER FOR CE 511	8,859.00
11	1813	06/13/2023	58702	HEGGERTY PHONEMIC AWARENESS	CURRICULUM FOR ELEM & INTERMEDIATE SITES 367	4,122.36
11	1814	06/13/2023	54325	BOOKSOURCE	COMPLETE LEVELED LIBRARY GRADE 6 FOR CI 511	1,332.68

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1816	06/15/2023	59950	READ TO THEM INC	ONE SCHOOL ONE BOOK PROGRAM MATERIALS 511	3,505.00
11	1817	06/15/2023	6208	APPLE EDUCATIONAL SALES	IPADS FPR IMMIGRANT STUDENTS 571	8,859.00
11	1819	06/21/2023	58530	SAVVAS LEARNING COMPANY	mAKING CONTENT COMPREHENSIBLE 571	1,103.60
11	1820	06/27/2023	70011	TEACHERS RETIREMENT SYSTEM	OFFSET FIX 000	17.00
Non-Payroll Total:						\$6,885,091.30
Payroll Total:						\$50,276,169.03
Balance Forward:						\$0.00
Report Total:						\$57,161,260.33

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2022	1168	OG&E	ELECTRIC	1,374,998.78
21	2	07/01/2022	1326	PUBLIC SERVICE COMPANY OF OKLAHOMA	ELECTRIC	361,569.66
21	3	07/01/2022	4382	OKLAHOMA NATURAL GAS COMPANY	GAS	131,997.60
21	4	07/01/2022	2412	CITY OF TULSA	SEWER SVS - NORTH/NI	48,040.92
21	5	07/01/2022	319	CITY OF BIXBY	WATER SVS	208,584.90
21	6	07/01/2022	53576	CITY OF BROKEN ARROW	WATER FOR NE& NEI 050	13,160.41
21	7	07/01/2022	2730	AMERICAN WASTE CONTROL	TRASH SERVICE 050	101,040.26
21	8	07/01/2022	20	ACCURATE FIRE EQUIPMENT CO	FIRE ALARM & SPRINKLER INSPEC	24,089.94
21	9	07/01/2022	3071	GRAYBAR ELECTRIC	MATERIALS FOR DISTRICT WIDE NEEDS	10,451.96
21	12	07/01/2022	52073	VARSITY COURT CARE	SAND, SCREEN, RECOAT GYM FLOOR HS AND MS	11,800.00
21	13	07/01/2022	54889	OKLAHOMA TULSA PARTS (TRANE)	SUPPLIES FOR DISTRICT	41,689.26
21	14	07/01/2022	5188	ULINE	SUPPLIES FOR DISTRICT	4,576.46
21	16	07/01/2022	2272	LOWE'S	SUPPLIES FOR THE DISTRICT	44,419.65
21	17	07/01/2022	1963	SHERWIN-WILLIAMS COMPANY	PAINT FOR THE DISTRICT	1,752.34
21	18	07/01/2022	695	HEATWAVE SUPPLY	DISTRICT SUPPLIES	71,720.85
21	19	07/01/2022	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL SUPPLIES FOR DISTRICT	1,130.46
21	20	07/01/2022	1678	TIRE BARN, INC.	TIRES FOR THE DISTRICT	35.80
21	21	07/01/2022	53787	BANK OF AMERICA VISA	MATERIALS FOR DISTRICT	4,423.85
21	22	07/01/2022	1232	O'CONNOR COMPANY INC.	SUPPLIES NEEDED FOR DISTRICT	13,882.57
21	23	07/01/2022	7133	P & K EQUIPMENT, INC	REPAIR PARTS FOR MOWERS - 050	1,000.00
21	24	07/01/2022	8016	ENVIRONMENTAL LOOP SERVICE, LLC	REPAIRS ON GEOTHERMAL 000	50,957.40
21	25	07/01/2022	1547	SOUTHWEST DRIVES, INC.	PARTS FOR MAINTENANCE	4,677.41
21	26	07/01/2022	70505	LAWSON PRODUCTS, INC	SUPPLIES FOR THE DISTRICT	1,500.25
21	27	07/01/2022	58971	KONE INC	ELEVATOR SERVICE FOR DISTRICT	26,847.45
21	28	07/01/2022	927	LOCK-DOC, INC.	SUPPLIES FOR THE DISTRICT	7,643.56
21	29	07/01/2022	5612	STATE OF OKLAHOMA DEPT OF LABOR	LICENSE FOR DISTRICT	725.00
21	30	07/01/2022	8025	TRACTOR SUPPLY COMPANY	SUPPLIES FOR THE DISTRICT	600.00
21	31	07/01/2022	57038	LIGHTHOUSE ELECTRIC LLC	FIRE ALARM REPLACE/INSPECT ACCESS CONTROL	34,432.32
21	32	07/01/2022	59041	OKLAHOMA ENERGY SOURCE LLC	NATURAL GAS	76,950.97
21	33	07/01/2022	55856	FIELDHOUSE GEAR, INC	MAINTENANCE UNIFORMS	1,139.00
21	35	07/01/2022	55143	MICHAEL EMBRY	BOND FOR MICHAEL W EMBRY	400.00
21	36	07/01/2022	56429	BIXBY OUTDOOR POWER EQUIPMENT	SUPPLIES FOR THE DISTRICT	2,872.62
21	37	07/01/2022	56765	CARRIER ENTERPRISE, LLC	SUPPLIES FOR DISTRICT	3,368.76
21	38	07/01/2022	57489	ENGINEERED EQUIPMENT INC	DISTRICT FILTERS	15,380.84
21	40	07/01/2022	55130	SUPERIOR TERMITE & PEST CONTROL	DISTRICT PEST CONTROL	34,685.00
21	42	07/01/2022	57782	HYDRONIC SYSTEMS INC	MOTOR FOR HS	714.48

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	43	07/01/2022	3839	AMAZON.COM, LLC	TOOLS NEEDED FOR MAINTENANCE	14,386.41
21	44	07/01/2022	3152	OVERHEAD DOOR OF TULSA	OVERHEAD DOOR REPAIR	1.00
21	45	07/01/2022	1420	BRIERLY CORPORATION	PLUMBING REPAIRS FOR THE DISTRICT	1,480.00
21	47	07/01/2022	57038	LIGHTHOUSE ELECTRIC LLC	REPAIRS FOR THE DISTRICT	10,400.00
21	48	07/01/2022	56057	ES2	SOFTWARE FOR HVAC SYSTEM	1,200.00
21	49	07/01/2022	57844	WE CLEAN 4-U WHIPPLE CLEANING SVS	CLEANING SERVICE	180,555.08
21	51	07/01/2022	58954	SLK LAWN AND LANDSCAPE, LLC	MOWING FOR THE DISTRICT	110,364.00
21	52	07/01/2022	5989	HYDROWORX INTERNATIONAL, INC.	POOL SERVICE PLAN	5,900.00
21	53	07/01/2022	961	MAGIC REFRIGERATION	SUPPLIES FOR THE DISTRICT	6,233.74
21	54	07/01/2022	56057	ES2	A/C REPAIRS AND REPROGRAMMING CONTROLLERS	20,000.00
21	57	07/01/2022	3742	OKLAHOMA STATE DEPART. OF HEALTH	SWIMMING POOL/THERAPY POOL LICENSE	150.00
21	58	07/01/2022	2618	TRU GREEN	LAWN CARE	24,429.00
21	59	07/01/2022	58624	WE FIX SPRINKLERS	SPRINKLER REPAIR FOR DISTRICT	664.00
21	60	07/01/2022	2922	EWING IRRIGATION PRODUCTS, INC.	MAINTENANCE SUPPLIES	98.76
21	61	07/01/2022	58646	YORK PLUMBING	SUPPLIES-SERVICES FOR THE DISTRICT	15,032.50
21	62	07/01/2022	57666	MARTIN FISCHER PAINTING	PAINTING SERVICES	8,000.00
21	63	07/01/2022	58651	TULSA SOD AND MULCH INC	PLAYGROUND MULCH	1,175.00
21	64	07/01/2022	58440	CN FINANCING INC	SCOREBOARD FINANCE PAYMENT	161,070.09
21	66	07/01/2022	59152	COOK'S APPLIANCE INC	SUPPLIES FOR MAINTENANCE	815.00
21	67	07/01/2022	55355	SITE ONE LANDSCAPE SUPPLY, LLC	GRASS CHEMICALS FOR DISTRICT	1,011.52
21	68	07/01/2022	58781	STATEWIDE COMMERCIAL CLEANING CO	CLEANING SERVICES DISTRICT	1,099,572.00
21	69	07/01/2022	53094	SPRING CREEK NURSERY	SUPPLIES FOR THE DISTRICT	541.00
21	70	07/01/2022	59031	ALPHA MECHANICAL SERVICES LLC	HVAC SERVICE FOR DISTRICT	14,817.13
21	71	07/01/2022	58777	JENKS FENCE	GATE SERVICE CALLS	250.00
21	72	07/01/2022	59161	SUNSTATE EQUIPMENT CO LLC	EQUIPMENT RENTAL	1,735.00
21	73	07/01/2022	1077	MURRAY WOMBLE, INC.	MAINTENANCE SUPPLIES	6,435.00
21	74	07/01/2022	2245	JAMES KEVIN EAKLE	ICE MACHINE SERVICE	424.00
21	75	07/01/2022	59633	OKLAHOMA GLASS & MIRROR	GLASS FOR THE DISTRICT	100.00
21	76	07/01/2022	59235	WHITE SEPTIC CLEANING	Plumbing for district	2,900.00
21	77	07/01/2022	59254	THE TUNNEL RAT	GOPHER SERVICE HS AND MS	19,449.00
21	78	07/01/2022	59261	LENNOX INDUSTRIES INC	SUPPLIES FOR MAINTENANCE	1,401.74
21	79	07/01/2022	58126	KOMPAN INC	MAINTENANCE SUPPLIES	148.25
21	80	07/01/2022	816	JOHNSTONE SUPPLY OF TULSA	SUPPLIES FOR DISTRICT	16,670.83
21	81	07/01/2022	58763	ANCHOR STONE COMPANY	STONE FOR THE DISTRICT	1.00
21	82	07/01/2022	59324	TEMPERATURE CONTROL SYSTEMS LLC	SUPPLIES FOR THE DISTRICT	94.65
21	83	07/01/2022	59333	B & B ELECTRIC COMPANY	SUPPLIES FOR THE DISTRICT	1,315.08

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	84	07/01/2022	236	BUILDERS SUPPLY, INC.	SUPPLIES FOR MAINTENANCE	3,000.00
21	85	07/06/2022	58743	SUNBELT POOLS, LLC	POOL SUPPLIES	5,000.00
21	86	07/06/2022	53382	ATKINSON SUPPLY	JANITORIAL SUPPLIES	2,000.00
21	88	08/18/2022	58214	SPECTRUM PAINT COMPANY, INC	PAINT FOR THE DISTRICT	7,000.00
21	89	08/31/2022	6435	LOCKE SUPPLY	PLUMBING SUPPLIES FOR THE DISTRICT	2,532.15
21	90	09/06/2022	1730	UNITED REFRIGERATION	SUPPLIES FOR MAINTENANCE	1,500.00
21	91	09/07/2022	56657	CROWL MECHANICAL	MAINTENANCE SUPPLIES	2,500.00
21	92	09/09/2022	59688	HOLDERS TOTAL SECURITY	LOCKSMITH NEEDS FOR DISTRICT	500.00
21	94	09/21/2022	59781	AAAC WILDLIFE REMOVAL	WILDLIFE REMOVAL FOR DISTRICT	1.00
21	95	11/02/2022	58448	WINDOWS XPRESS	WINDOW CLEANING FOR DISTRICT	801.00
21	96	11/02/2022	2509	TULSA WINNELSON COMPANY	PLUMBING SERVICE FOR THE DISTRICT	2,500.00
21	97	11/07/2022	59649	PCC CLEANING & RESTORATION	MOLD CHECK FOR DISTRICT	700.00
21	98	01/04/2023	59894	STANLEY STEEMER INTERNATIONAL INC	CARPET CLEANING FOR THE DISTRICT	276.00
21	99	01/17/2023	59914	DUVALL PLUMBING HEATING & COOLING	PLUMBING REPAIRS FOR DISTRICT	500.00
21	101	02/08/2023	59952	UMB BANK	AMAZON PURCHASES	6,188.27
21	103	04/26/2023	60094	NATIONAL LOCK SUPPLY INC	DOOR CLOSER ARMS	102.06
21	200	07/01/2022	59494	VALBRIDGE PROPERTY ADVISORS	PROPERTY ASSESSMENT	1,600.00
21	201	07/01/2022	59564	AMG FLOORHAUS	TILE FOR CE	802.54
21	202	07/01/2022	59850	CLINTON KILGORE	REIMBURSE TULSA TECH A/C SYSTEMS CLASS	400.00
21	203	07/01/2022	1245	PAPERWORK COMPANY	DECALS FOR MAINTENANCE	801.50
21	204	07/01/2022	3776	WHEELER METALS, INC	SPED SWING BRACKETS	1,000.00
21	205	07/15/2022	58954	SLK LAWN AND LANDSCAPE, LLC	TREE REMOVAL & TRIMMING NI	1,850.00
21	206	07/15/2022	1982	TULSA ABSTRACT & TITLE COMPANY	SERVICE FOR SALE OF CENTRAL OFFICE	1,050.00
21	207	07/15/2022	55300	KUBOTA CONSTRUCTION EQUIPMENT	REPAIR KUBOTA TRACTOR	7,373.45
21	209	07/19/2022	3953	CLAUDE NEON FEDERAL SIGNS, INC.	FIX EXISTING DIRECITONAL SIGN	1,944.00
21	210	08/05/2022	176	BIXBY TELEPHONE COMPANY	INTERCOM REROUTING	960.00
21	212	08/19/2022	58106	THE HOME DEPOT PRO	MACHINE REPAIR	3,793.80
21	213	08/31/2022	58106	THE HOME DEPOT PRO	SUPPLIES	313.63
21	214	09/22/2022	59716	DEEP SOUTH EQUIPMENT	ANNUAL INPSECTION AND REPAIRS TO BPS	1,507.42
21	215	10/03/2022	5188	ULINE	WATER FOUNTAIN MATS - CI	1,595.70
21	216	10/07/2022	59661	MECHANICAL SALES MIDWEST	BLOWER MOTOR HS SCIENCE WING	426.00
21	217	10/18/2022	59769	CJC ARCHITECT	ARCHITECTURE FOR THE MAINTENANCE BUILDING	4,000.00
21	218	10/18/2022	55952	SCHOOL FIX	MISC SUPPLIES	1,485.96
21	219	10/25/2022	59778	PERFORMANCE SURFACES, LLC	WEIGHT ROOM FLOORING	100.00

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21	220	10/26/2022	59782	FERGUSON ENTERPRISES, LLC	exhaust fan for Hots HVAC	810.64
21	221	10/27/2022	59279	HARNESS ROOFING INC	WATER TEST FOR HS	1,800.00
21	222	11/02/2022	176	BIXBY TELEPHONE COMPANY	NON TALKBACK VALCOM SPEAKERS INSTALL - CE	720.00
21	223	12/20/2022	59885	ADINA MEILNER	REIMBURSE POOL SUPPLIES	276.98
21	224	01/06/2023	55866	W.W. GRAINGER INC.	DISTRICT SUPPLIES	1,648.79
21	225	02/02/2023	7013	AMSCO SUPPLY	HEAT PUMP CE BREEZEWAY	2,444.33
21	226	03/06/2023	59994	RECO CONSTRUCTION	PRECONSTRUCTION SERVICES - ORGANIZE BID PACKAGES	4,500.00
21	227	03/07/2023	59998	SHIFFLER EQUIPMENT SALES INC	hinge pin set - hots	41.20
21	228	03/09/2023	60011	MOREHEAD CONSTRUCTION, LLC	METAL MAINTENANCE BUILDING	461,719.00
21	229	04/04/2023	53137	GLOBAL INDUSTRIAL	FIRE EXTINGUISHER CABINET LABELS	20.39
21	230	04/14/2023	4748	ROBINSON GLASS	GLASS FOR DISTRICT	2,448.00
21	231	05/11/2023	60122	INTEGRITY FIRE LLC	REPAIRS	1,000.00
21	233	06/05/2023	57570	1000BULBS.COM	LED LAMPS FOR STOCK	384.96
Non-Payroll Total:						\$5,006,000.28
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$5,006,000.28

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	1	07/01/2022	717	HILAND DAIRY COMPANY	MILK PRODUCTS FOR CAFETERIA	281,510.14
22	2	07/01/2022	216	BROOKS GREASE SERVICE, INC.	GREASE REMOVAL FOR CAFETERIAS	11,785.60
22	3	07/01/2022	389	CURTIS RESTAURANT SUPPLY	TOOLS & EQUIPMENT	14,240.60
22	4	07/01/2022	2245	JAMES KEVIN EAKLE	REPAIR EQUIPMENT	15,511.80
22	5	07/01/2022	724	HOBART CORPORATION	PARTS/REPAIRS FOR CAFETERIAS	30,598.96
22	6	07/01/2022	20	ACCURATE FIRE EQUIPMENT CO	FIRE EQUIPMENT INSPECTIONS	1,669.62
22	7	07/01/2022	1995	OKLAHOMA DEPT. OF HUMAN SERVICES	ASSESSMENT FEE COMMODITIES	4,769.58
22	8	07/01/2022	5592	ADMIRAL EXPRESS LLC	CAFETERIA OFFICE SPPLIES	4,009.72
22	9	07/01/2022	56637	HEARTLAND SCHOOL SOLUTIONS	SOFTWARE MAINT.	10,924.00
22	10	07/01/2022	58486	PEPSI	DRINKS FOR THE CAFETERIA	13,926.12
22	11	07/01/2022	59191	ANGEL AMORA	REIMBURSE PERMIT/MILEAGE	287.89
22	13	07/01/2022	55118	BARE METAL STANDARD OKLAHOMA	CAFETERIA CLEANING	6,163.00
22	14	07/01/2022	59719	FLOWERS BAKING CO OF DENTON, LLC	FOOD FOR CAFETERIAS	23,329.18
22	15	07/01/2022	57667	NUTRI-LINK TECHNOLOGIES, INC	CLOUD SERVICE	1,325.00
22	16	07/01/2022	57842	BUDDY'S PRODUCE INC	SUPPLIES FOR THE DISTRICT	165,895.25
22	17	07/01/2022	51751	U.S. FOOD SERVICE, INC	SUPPLIES FOR THE DISTRICT	1,078,515.93
22	18	07/01/2022	51653	TYSON PREPARED FOODS, INC	SUPPLIES FOR THE DISTRICT	57,825.32
22	19	07/01/2022	114	BARLOW EDUCATION MANAGEMENT SVS.	CHILD NUTRITION CONSULTANT	3,300.00
22	20	07/01/2022	59660	BUGBROS MULTIFAMILY, LLC	PEST CONTROL FOR CAFETERIAS	7,500.00
22	21	07/01/2022	55668	MAZZIOS LLC	FOOD	77,353.69
22	22	07/01/2022	7042	THE ARROW GROUP	285 - BONDS FOR CHILD NUTRITION DEPT	1,500.00
22	23	07/01/2022	51650	FRECKLES FROZEN CUSTARD	FROZEN YOGURT FOR THE CAFETERIAS	3,496.50
22	26	07/01/2022	99999	BIXBY PUBLIC SCHOOLS	REIMBURSE GF	1,300,000.00
22	27	07/01/2022	53578	SCHOOL NUTRITION ASSOC OF OKLAHOMA	SNA MEMBERSHIP RENEWAL	764.50
22	28	07/01/2022	56827	BERNARD FOOD INDUSTRIES, INC.	285 - FOOD FOR CAFETERIAS	13,240.16
22	29	07/01/2022	53787	BANK OF AMERICA VISA	PURCHASES/TRAVEL FOR CHILD NUTRITION	2,096.59
22	31	07/01/2022	2657	TULSA COMMUNITY COLLEGE	FOOD SERVICE MANAGER CERTIFICATION COURSE	168.00
22	33	07/01/2022	57742	EMS LINQ INC	WEB SUBSCRIPTION AND TRAINING	2,340.00
22	36	07/01/2022	57829	THE BRENMAR COMPANY	SUPPLIES FOR THE DISTRICT	5,752.50
22	37	07/01/2022	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL MATERIALS FOR CAFETERIAS	126.27
22	38	07/01/2022	53697	NATIONAL FOOD GROUP	FOOD FOR KITCHENS	6,835.28
22	40	07/01/2022	52424	BEN E KEITH - OKLAHOMA	FOOD FOR CAFETERIA	15,459.35
22	41	07/01/2022	2396	HAGAR RESTAURANT SERVICE, INC.	REPAIR/SUPPLIES	1,542.18
22	42	07/01/2022	58041	STANDARD DISTRIBUTING COMPANY	ALLIGATOR ICE	119.22
22	43	07/01/2022	58521	GENERAL PARTS	OVEN REPAIR	391.95

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22	46	07/01/2022	3742	OKLAHOMA STATE DEPART. OF HEALTH	KITCHEN LICENSE RENEWALS	1,125.00
22	47	07/01/2022	57740	ESS SOUTH CENTRAL, LLC	CHILD NUTRITION SUBS	631.15
22	48	07/01/2022	58969	E-CONTROL SYSTEMS, INC	MONITORING SOFTWARE	2,400.00
22	52	07/01/2022	51624	ALPHA AWARDS	Name Tags for employees	130.50
22	53	07/01/2022	3839	AMAZON.COM, LLC	MISC CHILD NUTRITION SUPPLIES	357.50
22	55	07/01/2022	58968	SEA LEVEL SOCIAL, LLC	SOCIAL MEDIA MANAGEMENT SERVICE	6,630.00
22	60	09/16/2022	1715	TULSA TECHNOLOGY CENTER	ServSafe Class for Managers	730.00
22	61	10/07/2022	59164	ASIAN FOOD SOLUTIONS / COMIDA VIDA	Commodity Food For Students	5,320.90
22	63	11/01/2022	2272	LOWE'S	CAFETERIA REPAIR SUPPLIES	906.30
22	64	11/01/2022	58106	THE HOME DEPOT PRO	TRASHBAGS AND SUPPLIES	2,518.40
22	65	01/19/2023	6435	LOCKE SUPPLY	CHILD NUTRITION SUPPLIES	461.09
22	66	02/08/2023	59952	UMB BANK	AMAZON PURCHASES	455.12
22	67	03/23/2023	60016	RANSOM'S BBQ LLC	BBQ Sauce for Students MIO	302.40
22	100	07/01/2022	53578	SCHOOL NUTRITION ASSOC OF OKLAHOMA	CONFERENCE	465.00
22	101	07/01/2022	54035	OSWALT RESTAURANT SUPPLY	SUPPLIES FOR THE KITCHENENS	55,970.80
22	102	08/05/2022	56227	CDW-G 2	PRINTERS FOR KITCHENS	550.16
22	105	12/13/2022	1547	SOUTHWEST DRIVES, INC.	MAINTENANCE PARTS FOR CAFETERIAS	60.44
22	106	01/11/2023	4002	TRANE U.S., INC.	CAFETERIA REPAIRS	485.30
22	108	01/17/2023	59914	DUVALL PLUMBING HEATING & COOLING	CE KITCHEN REPAIR	295.00
22	109	01/20/2023	59924	DESCON	Food Description Labels for the serving line	607.00
22	110	03/10/2023	59031	ALPHA MECHANICAL SERVICES LLC	Bixby West cafeteria coil replacement	4,290.00
22	111	03/10/2023	53578	SCHOOL NUTRITION ASSOC OF OKLAHOMA	Registration for Leadership	630.00
22	113	05/11/2023	60116	CENTRAL RESTAURANT PRODUCTS	CAFETERIA SUPPLIES	14,383.48
22	200	07/01/2022	60124	ELIA MUNOZ	REIMBURSE PERMIT/MILEAGE	441.73
22	207	07/01/2022	55878	BARBARA EVANS	REIMB MILEAGE/PERMIT	268.01
22	208	07/01/2022	59489	MELODY HILLIARD	REIMBURSE PERMIT/MILEAGE	79.87
22	210	07/01/2022	58869	DEBBIE OWENS	REIMB MILEAGE/PERMIT	319.32
22	211	07/01/2022	57155	PAM MCLAUGHLIN	REIMB MILEAGE/PERMIT	76.00
22	213	07/01/2022	2313	MARINA CHAIREZ	REIMBURSE PERMIT/MILEAGE	20.00
22	215	07/01/2022	58868	YESENIA LOZANO	REIMB MILEAGE/PERMIT	336.97
22	216	07/01/2022	57154	CHRISAN HEFFERNAN	REIMB MILEAGE/PERMIT	161.95
22	217	07/01/2022	58962	THERESIA MORGAN	REIMB MILEAGE/PERMIT	32.60
22	218	07/01/2022	57222	GAYLE FORD	REIMBURSE PERMIT	853.04
22	219	07/01/2022	56558	HELEN HURST	REIMB MILEAGE/PERMIT	2,081.12
22	220	07/01/2022	4043	SELINA GARMAN	REIMB MILEAGE/PERMIT	360.94
22	224	07/01/2022	54417	GEORGIA CORNETT	REIMB MILEAGE/PERMIT	566.67
22	226	07/01/2022	58963	BOBBIE PACULA	REIMBURSE PERMIT/MILEAGE	76.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	228	07/01/2022	58000	AUDREY HIATT	REIMBURSE MILEAGE	615.39
22	229	07/01/2022	58502	JENNY REED	MILEAGE REIMBURSEMENT	332.40
22	230	07/01/2022	59083	RYAN SPALDING	REIMBURSE MILEAGE/PERMIT	207.72
22	231	07/01/2022	59801	GRACE MILLER	REIMBURSE MILEAGE / PERMIT	17.75
22	232	07/01/2022	60173	JESSICA WEST	REIMB MILEAGE/PERMIT	76.00
22	233	07/01/2022	59012	ELIZABETH D HALE	Food Handler's Permit Reimbursement	69.94
22	234	07/01/2022	59069	CHRISTI GRAY	Food Handler's Permit Reimbursement	909.04
22	235	07/01/2022	57684	MARGARET CARLSON	REIMBURSE PERMIT/MILEAGE	20.00
22	237	08/02/2022	59361	MARSHA JONES	Mileage reimbursement	45.00
22	238	08/02/2022	59635	SANDRA MARQUEZ	mileage reimbursement	101.00
22	240	10/01/2022	59856	SANDRA JACKSON	Mileage Reimbursement	20.88
22	241	12/16/2022	59903	MARTHA SHROPSHIRE	Food handler's card reimbursement	20.00
22	300	08/03/2022	59606	STEVE WOOTEN	LUNCH ACCOUNT REFUND	44.75
22	301	08/03/2022	59607	THERESA PRYOR	LUNCH ACCOUNT REFUND	15.35
22	302	08/03/2022	56823	KAREN CABLE	LUNCH ACCOUNT REFUND	32.00
22	303	08/15/2022	58132	SUSAN CRUZ	LUNCH ACCOUNT REFUND	80.00
22	304	08/18/2022	59641	LAUREN GANN	LUNCH ACCOUNT REFUND	20.50
22	305	08/19/2022	59642	KIM SMITH	LUNCH ACCOUNT REFUND	33.90
22	306	08/19/2022	59520	RACHEL CAVIN	LUNCH ACCOUNT REFUND	40.00
22	307	08/19/2022	59643	STEPHANIE SOLIZ	LUNCH ACCOUNT REFUND	32.50
22	308	08/19/2022	59644	CINTHIA FORTMAN	LUNCH ACCOUNT REFUND	9.00
22	309	08/19/2022	59297	BRITNI JECH	LUNCH ACCOUNT REFUND	8.50
22	310	08/23/2022	59653	ROSA SALAZAR	LUNCH ACCOUNT REFUND	12.50
22	311	08/23/2022	59654	BETH WILKINSON	LUNCH ACCOUNT REFUND	24.70
22	312	08/23/2022	59655	KAYLA VEGA	LUNCH ACCOUNT REFUND	20.00
22	313	08/23/2022	59656	RENEE LAURENCE	LUNCH ACCOUNT REFUND	27.05
22	314	08/23/2022	59657	XUAN BUAN	LUNCH ACCOUNT REFUND	48.35
22	315	08/24/2022	59659	BRETT MYERS	LUNCH ACCOUNT REFUND	173.80
22	316	08/30/2022	59670	SHANNON NEWMAN	LUNCH ACCOUNT REFUND	82.40
22	317	08/31/2022	59673	LORI LITTLE	LUNCH ACCOUNT REFUND	15.70
22	318	08/31/2022	59674	MELONEY SWYERS	LUNCH ACCOUNT REFUND	30.75
22	319	09/09/2022	59696	BYRON FLANAGAN	LUNCH ACCOUNT REFUND	20.00
22	320	09/09/2022	59695	JAMIE VANN	LUNCH ACCOUNT REFUND	100.00
22	321	09/09/2022	59694	MIKE DELLERMAN	LUNCH ACCOUNT REFUND	19.00
22	322	09/27/2022	59723	MISTY CALLIS	LUNCH ACCOUNT REFUND	52.35
22	323	10/04/2022	59733	ANDREA DUKE	LUNCH ACCOUNT REFUND	73.00
22	324	10/06/2022	59740	NINA PRICE	LUNCH ACCOUNT REFUND	16.90
22	325	10/10/2022	59746	KELLY SANDERS	LUNCH ACCOUNT REFUND	35.00
22	326	10/18/2022	59042	TARA GOODRICH	LUNCH ACCOUNT REFUND	8.00
22	327	10/18/2022	59767	NICOLE BERENATO	LUNCH ACCOUNT REFUND	50.00
22	328	10/26/2022	59128	AMY CHILDRESS	LUNCH ACCOUNT REFUND	18.25
22	329	11/04/2022	59803	CHRISTINE OSORIO	LUNCH ACCOUNT REFUND	21.95
22	330	11/10/2022	58105	KELLY RUTTER	LUNCH ACCOUNT REFUND	56.65

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	331	11/28/2022	59828	CASSIE HOLLEY	LUNCH ACCOUNT REFUND	19.53
22	332	12/07/2022	59869	MISTY BURNETT	LUNCH ACCOUNT REFUND	37.65
22	333	12/08/2022	59870	LEE CODY	LUNCH ACCOUNT REFUND	44.40
22	334	01/03/2023	59888	TREVER WOOD	LUNCH ACCOUNT REFUND	66.95
22	335	01/05/2023	58249	KRISTI CRISS	LUNCH ACCOUNT REFUND	60.40
22	336	01/18/2023	59462	LISA ROBATEU	LUNCH ACCOUNT REFUND	23.00
22	337	01/27/2023	59934	PRESTON JURINAK	LUNCH ACCOUNT REFUND	17.25
22	338	01/27/2023	59935	PATRICK LEWIS	LUNCH ACCOUNT REFUND	50.00
22	339	02/03/2023	59941	MAGGI WEIDNER	LUNCH ACCOUNT REFUND	13.00
22	340	02/07/2023	59948	TONIA MCNEILL	LUNCH ACCOUNT REFUND	20.00
22	341	02/13/2023	59960	ARNELL ROGERS	LUNCH ACCOUNT REFUND	16.65
22	342	03/02/2023	59990	LAURISSA MCGOWAN	LUNCH ACCOUNT REFUND	84.45
22	343	03/22/2023	60015	BC LEE	LUNCH ACCOUNT REFUND	34.60
22	344	03/24/2023	60021	JENNIFER BECK	LUNCH ACCOUNT REFUND	82.50
22	345	03/30/2023	57937	KAYLEE MITCHELL	LUNCH ACCOUNT REFUND	22.65
22	346	04/03/2023	60033	ALYSSA KIDD	CHILD NUTRITION REFUND	12.95
22	347	04/06/2023	59514	CYNTHIA CASTELLON	LUNCH ACCOUNT REFUND	48.80
22	348	04/18/2023	60084	MELISSA MCCOY	LUNCH ACCOUNT REFUND	33.30
22	349	04/20/2023	60086	VIERGINIE MONDESIER	LUNCH ACCOUNT REFUND	13.00
22	350	04/25/2023	54055	LAURA ROUSH	LUNCH REFUND	17.10
22	351	04/26/2023	59207	LINDA SWIFT	LUNCH ACCOUNT REFUND	36.15
22	352	05/03/2023	60105	GENESIS WAGNER	LUNCH ACCOUNT REFUND	19.35
22	353	05/08/2023	60108	ERIN DUNBAR	LUNCH ACCOUNT REFUND	35.00
22	354	05/08/2023	58233	STACEY WEATHERLY	LUNCH ACCOUNT REFUND	10.80
22	355	05/11/2023	60119	ASHLEY GIBSON	LUNCH ACCOUNT REFUND	25.55
22	356	05/11/2023	60120	KEITH CHANCEY	LUNCH ACCOUNT REFUND	148.65
22	357	05/22/2023	60021	JENNIFER BECK	LUNCH REFUND	52.50
22	358	05/22/2023	60129	DANA GREER	LUNCH REFUND	15.10
22	359	05/22/2023	58297	JUSTIN STEVENS	LUNCH REFUND	72.55
22	360	05/22/2023	60130	SONJA MADDOX	LUNCH REFUND	57.90
22	361	05/22/2023	60131	JEREMY ROGERS	LUNCH REFUND	67.75
22	362	05/22/2023	57674	CHRISTIE HAY	LUNCH ACCOUNT REFUND	14.90
22	363	05/22/2023	56504	STEPHANIE LONG	LUNCH ACCOUNT REFUND	15.90
22	364	05/22/2023	58276	HOLLY MOORE	LUNCH ACCOUNT REFUND	24.40
22	365	05/23/2023	60132	JOANNA CHAIREZ	LUNCH ACCOUNT REFUND	5.00
22	366	05/23/2023	60133	MARTHA GINGERICH	LUNCH ACCOUNT REFUND	40.95
22	367	05/23/2023	60134	OLGA D FERNANDEZ	LUNCH ACCOUNT REFUND	45.40
22	368	05/23/2023	60135	CUONG VO	LUNCH ACCOUNT REFUND	7.25
22	369	05/23/2023	60136	JENNIFER FIELDS	LUNCH ACCOUNT REFUND	5.15
22	370	05/23/2023	60137	SANDY BELTRAN	LUNCH ACCOUNT REFUND	29.75
22	371	05/23/2023	60138	ELISHA LONG	LUNCH ACCOUNT REFUND	17.15
22	372	05/23/2023	60139	STEPHANIE BURCH	LUNCH ACCOUNT REFUND	16.90
22	373	05/23/2023	56194	KASIE TURK	LUNCH ACCOUNT REFUND	33.50
22	374	05/23/2023	60140	SHELLEY LANE	LUNCH ACCOUNT REFUND	34.50
22	375	05/23/2023	60141	BOBBY MCNAMAR	LUNCH ACCOUNT REFUND	16.90

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	376	05/23/2023	60142	MONICA LAKE	LUNCH ACCOUNT REFUND	7.80
22	379	05/25/2023	60149	JOHN ROBINS	LUNCH ACCOUNT REFUND	40.00
22	380	05/25/2023	60150	CHARLES KOLB	LUNCH ACCOUNT REFUND	13.90
22	381	05/25/2023	60151	PAIGE MAPLES	LUNCH ACCOUNT REFUND	12.80
22	382	05/25/2023	58264	SUSAN GUEST	LUNCH ACCOUNT REFUND	64.40
22	383	05/25/2023	60152	BARRY SMITH	LUNCH ACCOUNT REFUND	68.65
22	384	05/25/2023	60153	JOHN PAPPAS	LUNCH ACCOUNT REFUND	32.70
22	385	05/25/2023	60154	ERIC ANDREW	LUNCH ACCOUNT REFUND	41.12
22	386	05/25/2023	60155	TASHA BROWN	LUNCH ACCOUNT REFUND	25.00
22	387	05/25/2023	60156	MELINDA WILLIAMS	LUNCH ACCOUNT REFUND	12.40
22	388	05/25/2023	60157	JENNIFER CREEGER	LUNCH ACCOUNT REFUND	34.25
22	389	05/25/2023	60158	HEIDI LAIL	LUNCH ACCOUNT REFUND	28.55
22	390	05/25/2023	60159	FRED PEPEK	LUNCH ACCOUNT REFUND	78.85
22	392	05/25/2023	60161	TRISTA HUNTLEY	LUNCH ACCOUNT REFUND	11.30
22	393	05/25/2023	60162	BRYAN GOINS	LUNCH ACCOUNT REFUND	24.65
22	394	05/25/2023	60163	JOHN HIGGINS	LUNCH ACCOUNT REFUND	46.35
22	395	05/25/2023	60164	BRANDY CRUZ	LUNCH ACCOUNT REFUND	51.15
22	396	05/25/2023	58276	HOLLY MOORE	LUNCH ACCOUNT REFUND	11.10
22	397	05/25/2023	60165	KIMBERLY RENFROW	LUNCH ACCOUNT REFUND	35.70
22	398	05/25/2023	58615	PAUL COOPER	LUNCH ACCOUNT REFUND	4.05
22	399	05/25/2023	60166	SHARLA SMITH	LUNCH ACCOUNT REFUND	33.30
22	400	05/25/2023	58358	CINDY MAGUIRE	LUNCH ACCOUNT REFUND	90.00
22	401	05/25/2023	57935	ARLENE MAYES	LUNCH ACCOUNT REFUND	23.95
22	402	05/25/2023	56523	SARAH KLING	LUNCH ACCOUNT REFUND	15.40
22	403	05/25/2023	57609	RACHEL TALLEY	5/25/2023	9.96
22	404	05/25/2023	58752	TINA ROBINS	LUNCH ACCOUNT REFUND	90.25
22	405	05/25/2023	60167	TRACIE ZAHN	LUNCH ACCOUNT REFUND	8.15
22	406	05/25/2023	60168	STACY HOPPER	LUNCH ACCOUNT REFUND	51.40
22	407	05/25/2023	58257	KATIE FRANKE	LUNCH ACCOUNT REFUND	44.45
22	408	05/25/2023	60169	MAYA CAMACHO	LUNCH ACCOUNT REFUND	34.85
22	409	05/25/2023	60170	BRYNDA HATCHER	LUNCH ACCOUNT REFUND	100.00
22	410	05/25/2023	60171	MICHAEL CROWL	LUNCH ACCOUNT REFUND	51.05
22	411	05/25/2023	60172	DARREN HASZ	LUNCH ACCOUNT REFUND	84.43
22	412	06/04/2023	60175	RICHARD INCREMONA	LUNCH ACCOUNT REFUND	53.20
22	413	06/04/2023	60176	KIM ROACH	LUNCH ACCOUNT REFUND	35.65
22	414	06/04/2023	60177	ELIZABETH WUTCKE	LUNCH ACCOUNT REFUND	16.80
22	415	06/04/2023	60178	BRIAN BOWLES	LUNCH ACCOUNT REFUND	55.40
22	416	06/04/2023	60179	SHANNON BROWN	LUNCH ACCOUNT REFUND	32.95
22	417	06/04/2023	60129	DANA GREER	LUNCH ACCOUNT REFUND	30.90
22	418	06/04/2023	55057	JON LITTLE	LUNCH ACCOUNT REFUND	15.70
22	419	06/04/2023	58269	JULIE LAWSON	LUNCH ACCOUNT REFUND	13.25
22	420	06/04/2023	57370	TONIA JORDAN	LUNCH ACCOUNT REFUND	13.65
22	421	06/04/2023	60180	MIGUEL MARTINEZ	LUNCH ACCOUNT REFUND	23.45
22	422	06/04/2023	56800	JAMES TRENARY	LUNCH ACCOUNT REFUND	15.07
22	423	06/04/2023	58131	KALLEN ARMSTRONG	LUNCH ACCOUNT REFUND	10.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	424	06/04/2023	60181	JESSE BECHTOLD	LUNCH ACCOUNT REFUND	26.60
22	425	06/04/2023	60182	LISA FOREMAN	LUNCH ACCOUNT REFUND	35.85
22	426	06/04/2023	58868	YESENIA LOZANO	LUNCH ACCOUNT REFUND	6.00
22	427	06/04/2023	60183	CHRIS DORRIS	LUNCH ACCOUNT REFUND	23.35
22	428	06/04/2023	60184	JOHNATHAN ROACH	LUNCH ACCOUNT REFUND	2.40
22	429	06/04/2023	60185	WENDI GREEN	LUNCH ACCOUNT REFUND	47.20
22	430	06/04/2023	60186	ANNA HOLLAND	LUNCH ACCOUNT REFUND	3.35
22	431	06/04/2023	60187	MICHAEL EMEKA-UGWONALI	LUNCH ACCOUNT REFUND	13.30
22	432	06/04/2023	60188	CHRISTA HARLAND	LUNCH ACCOUNT REFUND	19.15
22	433	06/08/2023	59245	KERRY MOSE	LUNCH ACCOUNT REFUND	40.00
22	434	06/08/2023	58268	GINNA KNIGHT	LUNCH ACCOUNT REFUND	28.35
22	435	06/12/2023	59245	KERRY MOSE	LUNCH ACCOUNT REFUND	40.00
22	436	06/12/2023	60205	LINDA SHEARER	LUNCH ACCOUNT REFUND	48.05
22	437	06/13/2023	59097	LEAH ASHBAUGH	LUNCH ACCOUNT REFUND	80.75
22	438	06/13/2023	60206	BRENT HENDERSON	LUNCH ACCOUNT REFUND	20.35
22	439	06/13/2023	60207	LISA COURVILLE	LUNCH ACCOUNT REFUND	18.00
22	440	06/13/2023	60208	JEFF YATES	LUNCH ACCOUNT REFUND	22.60
22	441	06/13/2023	60209	KAREN EDEN	LUNCH ACCOUNT REFUND	20.85
22	442	06/13/2023	60210	ALISSA BRADLEY	LUNCH ACCOUNT REFUND	40.70
22	443	06/13/2023	60211	RHONDA RAMSEY	LUNCH ACCOUNT REFUND	24.85
22	444	06/13/2023	60021	JENNIFER BECK	LUNCH ACCOUNT REFUND	30.00
22	445	06/13/2023	60212	MELISSA EAVES	LUNCH ACCOUNT REFUND	41.85
22	446	06/13/2023	60213	MARK MULLIN	LUNCH ACCOUNT REFUND	52.00
22	447	06/13/2023	60214	JAIME JAY	LUNCH ACCOUNT REFUND	50.55
22	448	06/13/2023	59366	ANGELA SHARP	LUNCH ACCOUNT REFUND	22.00
22	449	06/13/2023	60215	AMANDA BUECHLER	LUNCH ACCOUNT REFUND	16.35
22	450	06/13/2023	60205	LINDA SHEARER	LUNCH ACCOUNT REFUND	45.00
22	451	06/13/2023	60216	HEATHER ESTEVES	LUNCH ACCOUNT REFUND	30.00
22	452	06/13/2023	60217	MIKE WOLFINBARGER	LUNCH ACCOUNT REFUND	60.70
22	453	06/13/2023	60218	JACQUELYN JACKSON	LUNCH ACCOUNT REFUND	12.90
22	454	06/13/2023	60219	JOY NEWKIRK	LUNCH ACCOUNT REFUND	12.30
22	455	06/13/2023	60220	TIM TOMLINSON	LUNCH ACCOUNT REFUND	15.40
22	456	06/29/2023	60248	TAMMY GAINES	LUNCH ACCOUNT REFUND	29.20
22	457	06/29/2023	60249	DEBORAH DECK	LUNCH ACCOUNT REFUND	4.00

Non-Payroll Total:	\$3,277,460.64
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$3,277,460.64

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
31	1	07/01/2022	58086	SCOTT RICE	FURNITURE CI, NE, CE	13,427.00
31	2	07/01/2022	57023	L & M OFFICE FURNITURE	FURNITURE FOR CI, NE, CE	7,705.37
31	3	07/01/2022	695	HEATWAVE SUPPLY	SPEED PUMPS FOR HS	7,002.60
31	4	07/01/2022	57038	LIGHTHOUSE ELECTRIC LLC	CE ACCESS CONTROL	4,157.71
31	5	07/01/2022	57570	1000BULBS.COM	BULBS FOR THE DISTRICT	24,091.41
31	6	07/01/2022	1772	WAGNON CONSTRUCTION	WRESTLING ROOM DEMO AND REPAIR	71,400.00
31	7	07/01/2022	59131	SURFACE SOLUTIONS OF OKLAHOMA	HS REMODEL	6,601.00
31	8	07/01/2022	55896	A-MAX	FLAG POLE AND MOVE FROM HS TO BASEBALL	10,075.00
31	9	07/11/2022	59279	HARNES ROOFING INC	HS STUDENT RESTROOM ROOF REPAIR	1,587.00
31	10	07/11/2022	57038	LIGHTHOUSE ELECTRIC LLC	EAST RECONFIGURE FIRE ALARM	1,099.96
31	11	08/04/2022	59279	HARNES ROOFING INC	MS ROOF TEMPORARY FIX	9,788.00
31	12	08/04/2022	57291	HEARTLAND AED, INC	ZOLL AEDS FOR DISTRICT	30,183.00
31	13	08/18/2022	58713	MERRIFIELD OFFICE & SCHOOL SUPPLY	AMTAB MOBILE BENCH TABLE - WE	5,139.93
31	14	08/22/2022	59649	PCC CLEANING & RESTORATION	NI RESTORATION	7,830.63
31	15	08/22/2022	57038	LIGHTHOUSE ELECTRIC LLC	NI CLASSROOM EXT AC DOOR	729.14
31	16	08/23/2022	5208	MIDWEST TEAM SPORTS	HEADSET PACKAGE	7,670.00
31	17	09/13/2022	59649	PCC CLEANING & RESTORATION	RACCOON CLEANING OF VISITOR LOCKER ROOM	8,443.96
31	18	09/13/2022	58176	SCHOOLS SAFEID LLC	KIOSK KIT	3,570.95
31	19	09/13/2022	5188	ULINE	ECONOMY FOLDING CHAIRS- BLACK - NI	5,293.82
31	20	09/13/2022	20	ACCURATE FIRE EQUIPMENT CO	FIRE SPRINKLER SERVICE-INSTALL FOR PRESS BOX	4,309.80
31	21	09/24/2022	57023	L & M OFFICE FURNITURE	TEACHERS DESK AND WOBBLE CHAIRS - NE	1,075.83
31	23	09/24/2022	58125	KI FURNITURE	STUDENT CHAIRS AND TABLES NE, WE, WI	11,247.00
31	24	09/24/2022	58086	SCOTT RICE	TEACHER FURNITURE NE	6,025.24
31	25	10/06/2022	695	HEATWAVE SUPPLY	FLANGED PRESSURE VALVE, B&G SET, PRESS FLANGE	3,407.66
31	26	10/10/2022	1077	MURRAY WOMBLE, INC.	REPAIR/REPLACE HANDICAP DOOR - NE	5,698.50
31	28	02/15/2023	55896	A-MAX	Remove existing sign, pole & recycle	1,595.00
31	29	03/02/2023	2272	LOWE'S	SINK FOR BRASSFIELD ART ROOM	475.00
31	30	03/21/2023	6435	LOCKE SUPPLY	PRESS JAWS	2,058.58
31	31	03/22/2023	59279	HARNES ROOFING INC	MS ROOF REPAIR	1,601.13
31	32	04/28/2023	3071	GRAYBAR ELECTRIC	ELECTRICAL MATERIALS MS FACS CLASSROOM	3,182.33
31	33	04/28/2023	695	HEATWAVE SUPPLY	new faucets and sinks for the MS FACS	1,998.01

Bixby Public Schools

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Fund Codes: 31

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
					Non-Payroll Total:	\$268,470.56
					Payroll Total:	\$0.00
					Balance Forward:	\$0.00
					Report Total:	\$268,470.56

Bixby Public Schools
Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Fund Codes: 32

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
						<hr/>
Non-Payroll Total:						\$0.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						<hr/> <hr/>

Bixby Public Schools

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Fund Codes: 33

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	2	05/12/2023	1418	ROSS TRANSPORTATION	4 BUSES	39,984.69
Non-Payroll Total:						\$39,984.69
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$39,984.69

Bixby Public Schools Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Fund Codes: 34

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
34	1	07/01/2022	385	CUMMINS SOUTHERN PLAINS, LLC	ENGINE FOR BUS	32,390.60
34	3	05/12/2023	1418	ROSS TRANSPORTATION	4 BUSES	886.66
Non-Payroll Total:						\$33,277.26
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$33,277.26

Bixby Public Schools
Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Fund Codes: 35

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
35	1	07/01/2022	59565	TENNIS COURT SYSTEMS AND SUPPLY LLC	TENNIS COURT RENOVATION/REPAIRS	97,850.00
35	2	07/01/2022	59558	SHOP4TELE INC	PHONES FOR DISTRICT	2,090.00
35	3	07/01/2022	57038	LIGHTHOUSE ELECTRIC LLC	TRACK FACILITY	54,005.40
35	4	07/01/2022	59171	KENDRICK EXCAVATING LLC	TRACTOR WORK FOR FIBER LINE EXCAVATION AT TRACK	21,500.00
35	6	07/01/2022	58126	KOMPAN INC	SWINGS FOR NI	36,879.76
35	7	07/01/2022	59563	BLUUM OF TEXAS, LLC	NEWLINE TVS	61,945.00
35	8	07/01/2022	57038	LIGHTHOUSE ELECTRIC LLC	TRACK FACILITY CAMERAS AND ACCESS	15,117.82
35	9	07/06/2022	56302	MELHART MUSIC CENTER	REMOVAL RELOCATION OF EXISTING BAND TOWER	18,200.00
35	10	07/06/2022	57038	LIGHTHOUSE ELECTRIC LLC	CI ACCESS	2,691.75
35	11	07/06/2022	57038	LIGHTHOUSE ELECTRIC LLC	BRASSFIELD INSTALLATION AND TESTING	4,333.94
35	12	07/06/2022	57038	LIGHTHOUSE ELECTRIC LLC	NE ACCESS ADD	4,608.90
35	13	07/06/2022	57038	LIGHTHOUSE ELECTRIC LLC	NE VALCOM IP SPEAKERS	86,720.00
35	15	07/11/2022	2017	LAKESHORE LEARNING MATERIALS	PRE K SET CONCEPTS CLASS - EE	6,796.09
35	17	07/11/2022	57748	KKT ARCHITECTS, INC.	HS TRACK BLDG & SOCCER TURF	108,100.00
35	18	07/11/2022	59608	NABHOLZ CONSTRUCTION SERVICE	NEW TRACK BUILDING	3,322,509.00
35	19	07/11/2022	55155	UMB BANK, N.A.	LEASE PAYMENT	9,425,592.67
35	20	07/14/2022	56227	CDW-G 2	Logitech Docking Station #986-000031	339.15
35	21	08/01/2022	56751	RESILITE SPORTS PROD, INC	WRESTLING FLOOR AND WALL	49,869.29
35	23	08/01/2022	59594	AIMRIGHT TESTING & ENGINEERING	TRACK BUILDING 3RD PARTY TESTING	17,044.50
35	24	08/19/2022	53787	BANK OF AMERICA VISA	SUPPLIES FOR DISTRICT	3,733.52
35	25	08/19/2022	56057	ES2	NE HUMIDITY REMEDIATION PROJECT	56,046.00
35	26	08/22/2022	57038	LIGHTHOUSE ELECTRIC LLC	HS COMMONS DR ACCESS CONTROL	2,646.35
35	27	08/23/2022	57676	DELL MARKETING LP	ESPORTS SYSTEM	3,565.87
35	28	09/07/2022	1077	MURRAY WOMBLE, INC.	Hussey Seating single phase motor - MAIN BLEACHERS	4,375.00
35	29	10/10/2022	59752	TGS SPORTS LLC	TRACK AND FIELD UPGRADES	27,515.00
35	30	10/10/2022	59279	HARNESS ROOFING INC	HS ROOF REPAIR - COMMONS,HS OFFICE	5,734.00
35	31	10/18/2022	59769	CJC ARCHITECT	ARCHITECT FOR OSU TECH BARN	3,145.93
35	32	10/25/2022	59778	PERFORMANCE SURFACES, LLC	FLOORING FOR WEIGHT ROOM	55,819.00
35	33	10/24/2022	4748	ROBINSON GLASS	GLASS REPAIRS	5,695.00
35	34	10/27/2022	59279	HARNESS ROOFING INC	WHITEY FORD GYM ROOF REPAIR	1,751.00
35	35	11/03/2022	57038	LIGHTHOUSE ELECTRIC LLC	TENNIS AUDIO SYSTEM	7,338.00
35	36	11/03/2022	57038	LIGHTHOUSE ELECTRIC LLC	POOL AUDIO SYSTEM	9,899.00
35	38	11/14/2022	59279	HARNESS ROOFING INC	WATERPROOFING IN COURTYARD MS	3,455.00
35	39	11/18/2022	5208	MIDWEST TEAM SPORTS	SPEEDO SWIM JACKET WITH LOGO	3,720.00
35	40	11/18/2022	57038	LIGHTHOUSE ELECTRIC LLC	HS VALCOM IP SPEAKERS	167,631.00

Bixby Public Schools
Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Fund Codes: 35

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
35	41	11/30/2022	58719	TRAFERA LLC	CHROMEBOOKS 1:1	16,750.00
35	42	12/02/2022	53787	BANK OF AMERICA VISA	32 GAL METAL TRASH CANS - HS	4,716.34
35	43	12/07/2022	55615	DAKTRONICS	PARTS AND REPAIR TECHNICIAN FOR SCOREBOARDS	910.00
35	44	12/07/2022	57676	DELL MARKETING LP	HARD DRIVES	501.87
35	45	12/09/2022	3839	AMAZON.COM, LLC	HS DRAMA DEPARTMENT SUPPLIES	539.21
35	46	12/09/2022	57038	LIGHTHOUSE ELECTRIC LLC	WHITEY FORD WRESTLING FIRE	1,107.03
35	47	12/09/2022	59171	KENDRICK EXCAVATING LLC	DITCH AND CULVERT CLEAN OUT ON 161ST	13,500.00
35	48	12/13/2022	57666	MARTIN FISCHER PAINTING	PAINT TRANSPORTATION BUILDING	3,720.00
35	49	01/03/2023	59279	HARNES ROOFING INC	WATER TEST/ ROOF REPAIRS MS	1,968.00
35	50	01/03/2023	59279	HARNES ROOFING INC	MS EXPANSION JOINT	5,512.00
35	51	01/03/2023	1449	SAM'S CLUB DIRECT	FOLDING CHAIRS AND TABLES FOR TRANSPORTATION	1,599.00
35	52	01/03/2023	2272	LOWE'S	WASHER/DRYER - TRACK	2,088.10
35	53	01/04/2023	2272	LOWE'S	TOOLS FOR DRAMA DEPARTMENT	380.94
35	54	01/09/2023	3152	OVERHEAD DOOR OF TULSA	Electric Door Opener Replacement	3,223.00
35	55	01/09/2023	59564	AMG FLOORHAUS	CARPET FOR HS	3,084.57
35	56	01/11/2023	6208	APPLE EDUCATIONAL SALES	IPADS FOR MAINTENANCE	7,559.00
35	57	01/13/2023	56227	CDW-G 2	LAPTOP FOR KARI SMITH 7212532	1,089.82
35	58	01/18/2023	59649	PCC CLEANING & RESTORATION	CE KITCHEN RESTORATION	44,360.66
35	59	01/18/2023	59563	BLUUM OF TEXAS, LLC	TV FOR TRACK	2,348.00
35	60	01/18/2023	57038	LIGHTHOUSE ELECTRIC LLC	ACTI SERVER 9TH AND NE	44,766.26
35	61	01/19/2023	57038	LIGHTHOUSE ELECTRIC LLC	DEMO CAMERAS FOR NEW HS	1,183.14
35	62	01/26/2023	58610	BLIND AMBITIONS	BLINDS FOR NI, CI AND MS	1,722.64
35	63	01/26/2023	58646	YORK PLUMBING	FIRE HYDRANT REPAIR - TENNIS COURT	16,640.00
35	65	02/01/2023	59031	ALPHA MECHANICAL SERVICES LLC	5 TON PACKAGE HVAC CI LOCKER ROOM	5,123.01
35	66	02/01/2023	59031	ALPHA MECHANICAL SERVICES LLC	Five 4 ton gas package HVAC system for CE upgrade	25,123.48
35	67	02/03/2023	57038	LIGHTHOUSE ELECTRIC LLC	HS TRACK DATA & MDF	6,209.00
35	68	02/13/2023	59962	DISPLAYS2GO	HS FINE ARTS MONEY	5,005.04
35	69	02/14/2023	3228	DICK BLICK ART MATERIALS	HS FINE ARTS MONEY	176.80
35	70	02/14/2023	59952	UMB BANK	HS FINE ARTS MONEY	1,183.67
35	71	02/15/2023	5208	MIDWEST TEAM SPORTS	PADDING FOR BAND TOWER AT TRACK	5,888.00
35	72	02/23/2023	59972	SHAWNEE LIGHTING LLC	BASEBALL AND SOFTBALL LIGHT REPAIR	13,836.80
35	73	02/28/2023	56227	CDW-G 2	Lenovo ThinkBook 15 FOR HS CHOIR	947.25
35	74	02/28/2023	1794	WENGER CORP.	Music Stand Move and Store Cart BAND / HS CHOIR	6,394.08

Bixby Public Schools
Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Fund Codes: 35

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
35	75	03/01/2023	59171	KENDRICK EXCAVATING LLC	ROADWAY IMPROVEMENT 9TH GRADE CENTER	44,850.00
35	76	03/01/2023	58086	SCOTT RICE	FURNITURE FOR TRACK	3,594.94
35	77	03/06/2023	56227	CDW-G 2	COMPUTER SUPPLIES	2,594.06
35	78	03/06/2023	2272	LOWE'S	TOOLS FOR FINE ARTS	425.00
35	79	03/10/2023	1449	SAM'S CLUB DIRECT	CHAIRS	2,498.00
35	80	03/10/2023	59031	ALPHA MECHANICAL SERVICES LLC	Mini Split Air Conditioner Heat Pump old whitey	5,711.00
35	81	03/10/2023	57038	LIGHTHOUSE ELECTRIC LLC	EMERGENCY FIBER REPLACEMENT HS	5,385.97
35	82	03/23/2023	59031	ALPHA MECHANICAL SERVICES LLC	Central Elementary HVAC upgrade phase two	25,384.00
35	83	03/23/2023	59952	UMB BANK	Garment Racks and Wig Stands	309.57
35	84	03/23/2023	59279	HARNES ROOFING INC	MS ROOF REPAIR	17,680.00
35	86	03/27/2023	56227	CDW-G 2	LENOVO THINKPAD XL	2,799.03
35	87	03/27/2023	56227	CDW-G 2	ARUBA LICENSES - NE/NI	2,534.64
35	88	03/28/2023	59952	UMB BANK	FINE ARTS PURCHASES	638.98
35	89	03/29/2023	4748	ROBINSON GLASS	GLASS REPLACEMENT - CE	6,325.00
35	90	03/29/2023	56227	CDW-G 2	HP Color Laser Jet Pro MFP M283fdw - BAND	987.46
35	91	03/29/2023	60056	LITHKO CONTRACTING LLC	JROTC PAD	39,144.37
35	92	03/31/2023	60030	MISSCO INTERIOR CONCEPTS, LLC	Synergy Sink and Adjacent Countertop 9th	3,718.00
35	93	04/02/2023	59171	KENDRICK EXCAVATING LLC	EXCAVATION WORK - WEST	12,850.00
35	94	04/03/2023	56227	CDW-G 2	LAPTOP FOR LYDIA	1,079.84
35	95	04/03/2023	59952	UMB BANK	BAND SUPPLIES	976.31
35	97	04/04/2023	55307	RCS FLOORING SERVICES, INC.	DEMO EE 2ND FLOOR FLOORING	9,596.70
35	98	04/06/2023	60057	PENSKE TRUCK LEASING CO LP	BOX TRUCK	61,000.00
35	99	04/06/2023	1772	WAGNON CONSTRUCTION	GIRLS WRESTLING ROOM DOORS	5,800.00
35	100	04/06/2023	59279	HARNES ROOFING INC	HS RESTROOM ROOF REPAIR	7,899.00
35	101	04/06/2023	59279	HARNES ROOFING INC	WHITE FORD GYM STAIRWAY LEAKS	4,357.00
35	104	04/19/2023	695	HEATWAVE SUPPLY	BOTTLE FILLER - CE	1,104.00
35	105	04/19/2023	695	HEATWAVE SUPPLY	Replacement hot water tanks for HOTS	9,764.23
35	106	04/19/2023	57038	LIGHTHOUSE ELECTRIC LLC	MAINT BLDG ACCESS CONTROL	15,401.00
35	107	04/19/2023	57038	LIGHTHOUSE ELECTRIC LLC	MAINT BLDG VIDEO SURVEILL	26,444.00
35	108	04/19/2023	57038	LIGHTHOUSE ELECTRIC LLC	MAINT BLDG INSTRUSION DETEC	11,559.00
35	109	04/19/2023	1449	SAM'S CLUB DIRECT	STORAGE RACK	1,099.90
35	110	04/26/2023	5208	MIDWEST TEAM SPORTS	PADDING FOR TRACK BUILDING	1,525.00
35	111	04/26/2023	58719	TRAFERA LLC	CHROMEBOOK	300,841.40
35	112	05/01/2023	4238	UMB BANK N.A.	2018 LEASE ADMIN FEE	3,000.00
35	113	05/02/2023	57928	SB CUSTOM PAINTING, LLC	PRACTICE GYM, SOCCER, MULTI PURPOSE	38,800.00
35	114	05/10/2023	1794	WENGER CORP.	BAND SUPPLIES	16,495.63
35	115	05/10/2023	59279	HARNES ROOFING INC	STUCCO REPAIR CE AND CI	78,537.00
35	116	05/11/2023	695	HEATWAVE SUPPLY	WATER HEATER - WHITEY FORD	4,576.32

Bixby Public Schools
Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Fund Codes: 35

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
35	117	05/11/2023	927	LOCK-DOC, INC.	PADLOCKS FOR OGE	480.00
35	118	05/11/2023	5592	ADMIRAL EXPRESS LLC	100 CHAIRS FOR TRACK LOCKER ROOM & 2 CHAIR CADDIE	15,327.24
35	119	05/12/2023	56227	CDW-G 2	LAPTOP FOR NEW DIRECTOR	1,068.93
35	120	05/12/2023	53787	BANK OF AMERICA VISA	TVS BEST BUY - HS	27,499.51
35	121	05/12/2023	56227	CDW-G 2	hdmi adapter / ethernet poe adapter	27,000.00
35	122	06/05/2023	60197	RADIUS PERIMETER SECURITY	REPAIR BARRIER GATE HOTS	1,771.43
35	123	06/07/2023	6208	APPLE EDUCATIONAL SALES	IPADS HS	22,147.50
35	124	06/14/2023	58086	SCOTT RICE	FURNITURE EE	2,892.86
35	125	06/14/2023	58086	SCOTT RICE	FURNITURE NE	2,901.86
35	126	06/14/2023	58086	SCOTT RICE	CE FURNITURE	5,347.94
35	127	06/14/2023	58086	SCOTT RICE	CI FURNITURE	8,540.16
35	128	06/15/2023	58743	SUNBELT POOLS, LLC	HS POOL PUMP VFD CONTROLLER	7,321.00
Non-Payroll Total:						\$14,847,004.43
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$14,847,004.43

Bixby Public Schools

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Fund Codes: 36

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
36	1	10/18/2022	1418	ROSS TRANSPORTATION	4-ROUTE BUS	448,160.65
36	3	04/13/2023	58211	JIM NORTON CHEVROLET	CHEVY SUBURBANS	105,948.00
36	4	05/11/2023	60118	AMERICAN BUS SALES, LLC	4 BUSES	392,620.00
Non-Payroll Total:						\$946,728.65
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$946,728.65

Bixby Public Schools
Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Fund Codes: 37

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
						<hr/>
Non-Payroll Total:						\$0.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						_____

Bixby Public Schools Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Fund Codes: 38

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
38	3	05/05/2023	57666	MARTIN FISCHER PAINTING	PAINTING EI	96,230.00
38	4	05/05/2023	57038	LIGHTHOUSE ELECTRIC LLC	9TH GRADE SOUTH CAMERA SYSTEM	24,976.96
38	5	05/05/2023	59429	OKLAHOMA ATTORNEY GENERAL	BOND TRANSCRIPT EXAMINATION FEES	4,700.00
38	6	06/26/2023	1580	STEPHEN L. SMITH CORP.	CONSULTANT FEE	69,037.02
Non-Payroll Total:						\$194,943.98
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$194,943.98

Bixby Public Schools

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Fund Codes: 39

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
Non-Payroll Total:						<u>\$0.00</u>
Payroll Total:						<u>\$0.00</u>
Balance Forward:						<u>\$0.00</u>
Report Total:						<u><u>\$0.00</u></u>

Bixby Public Schools
Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, Fund Codes: 41

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
41	1	03/31/2023	55155	UMB BANK, N.A.	INTEREST PAYMENT	525,000.00
41	2	05/02/2023	55155	UMB BANK, N.A.	BOND PAYMENT	19,251,000.00
Non-Payroll Total:						\$19,776,000.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$19,776,000.00

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	1	07/01/2023	717	HILAND DAIRY COMPANY	MILK PRODUCTS FOR CAFETERIA	281,510.14
22	2	07/01/2023	216	BROOKS GREASE SERVICE, INC.	GREASE REMOVAL FOR CAFETERIAS	8,839.20
22	3	07/01/2023	389	CURTIS RESTAURANT SUPPLY	TOOLS & EQUIPMENT	14,240.60
22	4	07/01/2023	2245	JAMES KEVIN EAKLE	REPAIR EQUIPMENT	14,511.80
22	5	07/01/2023	724	HOBART CORPORATION	PARTS/REPAIRS FOR CAFETERIAS	29,598.96
22	6	07/01/2023	20	ACCURATE FIRE EQUIPMENT CO	FIRE EQUIPMENT INSPECTIONS	1,669.62
22	7	07/01/2023	1995	OKLAHOMA DEPT. OF HUMAN SERVICES	ASSESSMENT FEE COMMODITIES	4,769.58
22	8	07/01/2023	5592	ADMIRAL EXPRESS LLC	CAFETERIA OFFICE SPPLIES	4,009.72
22	9	07/01/2023	56637	HEARTLAND SCHOOL SOLUTIONS	SOFTWARE MAINT.	9,324.00
22	10	07/01/2023	58486	PEPSI	DRINKS FOR THE CAFETERIA	13,926.12
22	11	07/01/2023	1715	TULSA TECHNOLOGY CENTER	ServSafe Class for Managers	430.00
22	13	07/01/2023	55118	BARE METAL STANDARD OKLAHOMA	CAFETERIA CLEANING	6,163.00
22	14	07/01/2023	59164	ASIAN FOOD SOLUTIONS / COMIDA VIDA	Commodity Food For Students	5,320.90
22	15	07/01/2023	57667	NUTRI-LINK TECHNOLOGIES, INC	CLOUD SERVICE	1,325.00
22	16	07/01/2023	57842	BUDDY'S PRODUCE INC	SUPPLIES FOR THE DISTRICT	165,895.25
22	17	07/01/2023	51751	U.S. FOOD SERVICE, INC	SUPPLIES FOR THE DISTRICT	1,068,515.93
22	18	07/01/2023	51653	TYSON PREPARED FOODS, INC	SUPPLIES FOR THE DISTRICT	57,825.32
22	19	07/01/2023	114	BARLOW EDUCATION MANAGEMENT SVS.	CHILD NUTRITION CONSULTANT	3,300.00
22	20	07/01/2023	59660	BUGBROS MULTIFAMILY, LLC	PEST CONTROL FOR CAFETERIAS	7,500.00
22	27	07/01/2023	53578	SCHOOL NUTRITION ASSOC OF OKLAHOMA	SNA MEMBERSHIP RENEWAL	764.50
22	28	07/01/2023	56827	BERNARD FOOD INDUSTRIES, INC.	285 - FOOD FOR CAFETERIAS	13,240.16
22	29	07/01/2023	53787	BANK OF AMERICA VISA	PURCHASES/TRAVEL FOR CHILD NUTRITION	428.59
22	30	07/01/2023	58106	THE HOME DEPOT PRO	TRASHBAGS AND SUPPLIES	2,518.40
22	31	07/01/2023	2657	TULSA COMMUNITY COLLEGE	FOOD SERVICE MANAGER CERTIFICATION COURSE	168.00
22	32	07/01/2023	444	DOC'S FOOD STORES, INC	SUPPLIES	31.11
22	33	07/01/2023	57742	EMS LINQ INC	WEB SUBSCRIPTION AND TRAINING	2,340.00
22	34	07/01/2023	6435	LOCKE SUPPLY	CHILD NUTRITION SUPPLIES	461.09
22	35	07/01/2023	59952	UMB BANK	AMAZON PURCHASES	431.14
22	36	07/01/2023	57829	THE BRENMAR COMPANY	SUPPLIES FOR THE DISTRICT	5,752.50
22	37	07/01/2023	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL MATERIALS FOR CAFETERIAS	126.27
22	38	07/01/2023	53697	NATIONAL FOOD GROUP	FOOD FOR KITCHENS	6,835.28
22	39	07/01/2023	60016	RANSOM'S BBQ LLC	BBQ Sauce for Students MIO	302.40
22	40	07/01/2023	52424	BEN E KEITH - OKLAHOMA	FOOD FOR CAFETERIA	15,459.35
22	41	07/01/2023	2396	HAGAR RESTAURANT SERVICE, INC.	REPAIR/SUPPLIES	1,542.18
22	42	07/01/2023	58041	STANDARD DISTRIBUTING COMPANY	ALLIGATOR ICE	119.22
22	43	07/01/2023	58521	GENERAL PARTS	OVEN REPAIR	391.95

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	44	07/01/2023	58968	SEA LEVEL SOCIAL, LLC	SOCIAL MEDIA MANAGEMENT SERVICE	6,630.00
22	46	07/01/2023	3742	OKLAHOMA STATE DEPART. OF HEALTH	KITCHEN LICENSE RENEWALS	1,125.00
22	47	07/01/2023	57740	ESS SOUTH CENTRAL, LLC	CHILD NUTRITION SUBS	631.15
22	48	07/01/2023	58969	E-CONTROL SYSTEMS, INC	MONITORING SOFTWARE	2,400.00
22	49	07/01/2023	51624	ALPHA AWARDS	Name Tags for employees	130.50
22	50	07/01/2023	3839	AMAZON.COM, LLC	MISC CHILD NUTRITION SUPPLIES	357.50

Non-Payroll Total:	\$1,760,861.43
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$1,760,861.43

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2023	1168	OG&E	ELECTRIC	1,073,995.32
21	2	07/01/2023	1326	PUBLIC SERVICE COMPANY OF OKLAHOMA	ELECTRIC	323,511.36
21	3	07/01/2023	4382	OKLAHOMA NATURAL GAS COMPANY	GAS	102,195.55
21	4	07/01/2023	2412	CITY OF TULSA	SEWER SVS - NORTH/NI	33,908.87
21	5	07/01/2023	319	CITY OF BIXBY	WATER SVS	161,761.75
21	6	07/01/2023	53576	CITY OF BROKEN ARROW	WATER FOR NE& NEI 050	10,535.82
21	7	07/01/2023	2730	AMERICAN WASTE CONTROL	TRASH SERVICE 050	87,052.86
21	8	07/01/2023	20	ACCURATE FIRE EQUIPMENT CO	FIRE ALARM & SPRINKLER INSPEC	24,089.94
21	9	07/01/2023	3071	GRAYBAR ELECTRIC	MATERIALS FOR DISTRICT WIDE NEEDS	7,947.90
21	12	07/01/2023	52073	VARSITY COURT CARE	SAND, SCREEN, RECOAT GYM FLOOR HS AND MS	11,800.00
21	13	07/01/2023	54889	OKLAHOMA TULSA PARTS (TRANE)	SUPPLIES FOR DISTRICT	25,828.46
21	14	07/01/2023	5188	ULINE	SUPPLIES FOR DISTRICT	2,204.64
21	16	07/01/2023	2272	LOWE'S	SUPPLIES FOR THE DISTRICT	43,419.65
21	17	07/01/2023	1963	SHERWIN-WILLIAMS COMPANY	PAINT FOR THE DISTRICT	875.93
21	18	07/01/2023	695	HEATWAVE SUPPLY	DISTRICT SUPPLIES	70,559.76
21	19	07/01/2023	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL SUPPLIES FOR DISTRICT	1,130.46
21	20	07/01/2023	1678	TIRE BARN, INC.	TIRES FOR THE DISTRICT	35.80
21	21	07/01/2023	53787	BANK OF AMERICA VISA	MATERIALS FOR DISTRICT	3,875.40
21	22	07/01/2023	1232	O'CONNOR COMPANY INC.	SUPPLIES NEEDED FOR DISTRICT	13,882.57
21	23	07/01/2023	7133	P & K EQUIPMENT, INC	REPAIR PARTS FOR MOWERS - 050	593.34
21	24	07/01/2023	8016	ENVIRONMENTAL LOOP SERVICE, LLC	REPAIRS ON GEOTHERMAL 000	35,058.40
21	25	07/01/2023	1547	SOUTHWEST DRIVES, INC.	PARTS FOR MAINTENANCE	678.77
21	26	07/01/2023	70505	LAWSON PRODUCTS, INC	SUPPLIES FOR THE DISTRICT	1,244.71
21	27	07/01/2023	58971	KONE INC	ELEVATOR SERVICE FOR DISTRICT	24,347.45
21	28	07/01/2023	927	LOCK-DOC, INC.	SUPPLIES FOR THE DISTRICT	6,930.87
21	29	07/01/2023	5612	STATE OF OKLAHOMA DEPT OF LABOR	LICENSE FOR DISTRICT	25.00
21	30	07/01/2023	8025	TRACTOR SUPPLY COMPANY	SUPPLIES FOR THE DISTRICT	553.87
21	31	07/01/2023	57038	LIGHTHOUSE ELECTRIC LLC	FIRE ALARM REPLACE/INSPECT ACCESS CONTROL	30,319.00
21	32	07/01/2023	59041	OKLAHOMA ENERGY SOURCE LLC	NATURAL GAS	58,514.44
21	33	07/01/2023	55856	FIELDHOUSE GEAR, INC	MAINTENANCE UNIFORMS	1,139.00
21	35	07/01/2023	55143	MICHAEL EMBRY	BOND FOR MICHAEL W EMBRY	300.00
21	36	07/01/2023	56429	BIXBY OUTDOOR POWER EQUIPMENT	SUPPLIES FOR THE DISTRICT	2,872.62
21	37	07/01/2023	56765	CARRIER ENTERPRISE, LLC	SUPPLIES FOR DISTRICT	2,117.15
21	38	07/01/2023	57489	ENGINEERED EQUIPMENT INC	DISTRICT FILTERS	12,914.28
21	40	07/01/2023	55130	SUPERIOR TERMITE & PEST CONTROL	DISTRICT PEST CONTROL	27,629.00

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21	43	07/01/2023	3839	AMAZON.COM, LLC	TOOLS NEEDED FOR MAINTENANCE	14,386.41
21	44	07/01/2023	3152	OVERHEAD DOOR OF TULSA	OVERHEAD DOOR REPAIR	150.00
21	45	07/01/2023	1420	BRIERLY CORPORATION	PLUMBING REPAIRS FOR THE DISTRICT	209.00
21	47	07/01/2023	57038	LIGHTHOUSE ELECTRIC LLC	REPAIRS FOR THE DISTRICT	8,115.54
21	49	07/01/2023	57844	WE CLEAN 4-U WHIPPLE CLEANING SVS	CLEANING SERVICE	174,000.08
21	51	07/01/2023	58954	SLK LAWN AND LANDSCAPE, LLC	MOWING FOR THE DISTRICT	109,322.32
21	52	07/01/2023	5989	HYDROWORX INTERNATIONAL, INC.	POOL SERVICE PLAN	5,900.00
21	53	07/01/2023	961	MAGIC REFRIGERATION	SUPPLIES FOR THE DISTRICT	1,279.54
21	54	07/01/2023	56057	ES2	A/C REPAIRS AND REPROGRAMMING CONTROLLERS	10,140.00
21	56	07/01/2023	3742	OKLAHOMA STATE DEPART. OF HEALTH	SWIMMING POOL/THERAPY POOL LICENSE	150.00
21	57	07/01/2023	2618	TRU GREEN	LAWN CARE	18,074.50
21	61	07/01/2023	58646	YORK PLUMBING	SUPPLIES-SERVICES FOR THE DISTRICT	8,403.00
21	62	07/01/2023	57666	MARTIN FISCHER PAINTING	PAINTING SERVICES	7,650.00
21	63	07/01/2023	58651	TULSA SOD AND MULCH INC	PLAYGROUND MULCH	379.00
21	64	07/01/2023	58440	CN FINANCING INC	SCOREBOARD FINANCE PAYMENT	161,070.09
21	65	07/01/2023	56433	HARDSCAPE MATERIALS	SUPPLIES FOR THE DISTRICT	763.61
21	66	07/01/2023	59152	COOK'S APPLIANCE INC	SUPPLIES FOR MAINTENANCE	315.00
21	67	07/01/2023	55355	SITE ONE LANDSCAPE SUPPLY, LLC	GRASS CHEMICALS FOR DISTRICT	1,011.52
21	68	07/01/2023	58781	STATEWIDE COMMERCIAL CLEANING CO	CLEANING SERVICES DISTRICT	1,046,976.00
21	69	07/01/2023	53094	SPRING CREEK NURSERY	SUPPLIES FOR THE DISTRICT	540.00
21	70	07/01/2023	59031	ALPHA MECHANICAL SERVICES LLC	HVAC SERVICE FOR DISTRICT	7,550.00
21	72	07/01/2023	59161	SUNSTATE EQUIPMENT CO LLC	EQUIPMENT RENTAL	735.00
21	73	07/01/2023	1077	MURRAY WOMBLE, INC.	MAINTENANCE SUPPLIES	5,370.00
21	74	07/01/2023	59952	UMB BANK	AMAZON PURCHASES	5,188.27
21	76	07/01/2023	59235	WHITE SEPTIC CLEANING	Plumbing for district	1,900.00
21	77	07/01/2023	59254	THE TUNNEL RAT	GOPHER SERVICE HS AND MS	19,449.00
21	78	07/01/2023	59261	LENNOX INDUSTRIES INC	SUPPLIES FOR MAINTENANCE	252.57
21	79	07/01/2023	58126	KOMPAN INC	MAINTENANCE SUPPLIES	86.25
21	80	07/01/2023	816	JOHNSTONE SUPPLY OF TULSA	SUPPLIES FOR DISTRICT	16,670.83
21	81	07/01/2023	236	BUILDERS SUPPLY, INC.	SUPPLIES FOR MAINTENANCE	1,620.38
21	82	07/01/2023	58743	SUNBELT POOLS, LLC	POOL SUPPLIES	3,897.64
21	83	07/01/2023	53382	ATKINSON SUPPLY	JANITORIAL SUPPLIES	1,336.85
21	84	07/01/2023	58214	SPECTRUM PAINT COMPANY, INC	PAINT FOR THE DISTRICT	6,579.64
21	85	07/01/2023	6435	LOCKE SUPPLY	PLUMBING SUPPLIES FOR THE DISTRICT	2,164.93
21	87	07/01/2023	58448	WINDOWS XPRESS	WINDOW CLEANING FOR DISTRICT	800.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	88	07/01/2023	2509	TULSA WINNELSON COMPANY	PLUMBING SERVICE FOR THE DISTRICT	1,106.44
21	89	07/01/2023	59649	PCC CLEANING & RESTORATION	MOLD CHECK FOR DISTRICT	650.00
21	90	07/01/2023	59894	STANLEY STEEMER INTERNATIONAL INC	CARPET CLEANING FOR THE DISTRICT	275.00
Non-Payroll Total:						\$3,848,318.35
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$3,848,318.35

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2023	53787	BANK OF AMERICA VISA	DISTRICT PURCHASES	200,000.00
11	2	07/01/2023	59952	UMB BANK	AMAZON CHARGES 000	109,095.55
11	3	07/01/2023	1718	TULSA WORLD	CLASSIFIED ADS 000	706.08
11	4	07/01/2023	6335	MHC KENWORTH - TULSA	TRUCK RENTAL/PARTS 051	26,833.28
11	5	07/01/2023	101	B ETHRIDGE, INC.	UNLEADED/DIESEL FUELS 051	318,617.32
11	6	07/01/2023	1076	MUNICIPAL ACCOUNTING SYSTEMS, INC.	SOFTWARE FEES / FORMS 000	21,157.80
11	8	07/01/2023	4241	T & W TIRE	TIRES FOR TRANSPORTATION 051	29,502.72
11	9	07/01/2023	176	BIXBY TELEPHONE COMPANY	PHONE SVCS/CABLE LOCATING 000	87,912.43
11	10	07/01/2023	181	BLUE RIBBON FORMS, INC.	PRINTING-CKS/FORMS/ENV/LTR 000	4,496.70
11	11	07/01/2023	3826	ROTARY CLUB OF BIXBY	MEMBERSHIP DUES 000	630.00
11	12	07/01/2023	2387	STAPLES CREDIT PLAN	SUPPLIES 000/050/051	149.99
11	13	07/01/2023	58099	PROJECT LEAD THE WAY	PLTW GATEWAY PARTICIPATION 004	3,150.00
11	14	07/01/2023	385	CUMMINS SOUTHERN PLAINS, LLC	PARTS FOR TRANSPORTATION 051	30,961.82
11	15	07/01/2023	2025	WELDON PARTS, INC.	PARTS TRANSP 051	7,878.90
11	16	07/01/2023	59586	PERRY WEATHER LLC	WEATHER SENTRY SUBSCRIPTION 036	4,094.50
11	17	07/01/2023	58958	JARVIS INC	NIGHT SECURITY SERVICES 000	48,860.38
11	18	07/01/2023	7529	GAS AND SUPPLY	AG SUPPLIES 412 / MAINT 050	1,629.77
11	19	07/01/2023	3776	WHEELER METALS, INC	VOAG SUPPLIES 412	1,853.60
11	20	07/01/2023	1223	OKLAHOMA TURNPIKE AUTHORITY	PIKEPASS - SCHOOL VEHICLES 051	2,863.39
11	21	07/01/2023	1233	O'REILLY AUTOMOTIVE STORES, INC.	PARTS - TR/M 050/051	4,439.17
11	22	07/01/2023	1245	PAPERWORK COMPANY	PRINT 000/036/030	6,300.28
11	23	07/01/2023	59236	CURRICULUM ASSOCIATES, LLC	ELLEVATION PLATFORM 572	15,128.00
11	25	07/01/2023	1417	ROSENSTEIN, FIST & RINGOLD	LEGAL SERVICES 000	10,992.07
11	26	07/01/2023	70041	INTERNAL REVENUE SERVICE CENTER	3RD PARTY DISABILITY TAX 000	2,152.47
11	27	07/01/2023	1418	ROSS TRANSPORTATION	BUS PARTS FOR TRANSP 051	33,551.63
11	28	07/01/2023	1449	SAM'S CLUB DIRECT	SUPPLIES 000, 051	2,136.80
11	29	07/01/2023	1678	TIRE BARN, INC.	TIRE REPAIRS - 051	17,446.07
11	30	07/01/2023	54924	QUADIENT LEASING USA INC	LEASE PAYMENT - 000	11,599.64
11	31	07/01/2023	319	CITY OF BIXBY	SRO FOR BHS CAMPUS 000	190,834.90
11	32	07/01/2023	59356	ALLIED TOWING OF TULSA	TOWING SERVICE - 051	3,478.45
11	33	07/01/2023	2713	OKLAHOMA HEALTH CARE AUTHORITY	STATE SHARE MEDICAID PAYMENTS 698	21,403.34
11	34	07/01/2023	58446	TEAM PROFESSIONAL SERVICES	DRUG TESTING FOR DISTRICT 000	4,865.00
11	35	07/01/2023	59319	GO POWER SCHOOLS LLC	ANNUAL MAINTENANCE FEE 000	1,000.00
11	36	07/01/2023	1152	OMECORP, LLC	POSTAGE MACHINE/SUPP 000	59.00
11	38	07/01/2023	774	VER HOEF INFORMATION SOURCES, LLC	BACKGROUND CHECKS 000	12,372.00
11	39	07/01/2023	57740	ESS SOUTH CENTRAL, LLC	SUBSTITUTE TEACHERS 000	890,583.20

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11	40	07/01/2023	54923	NORTHEASTERN STATE UNIVERSITY	JOB FAIR 000	390.00
11	41	07/01/2023	7057	PREFERRED BUSINESS SYSTEMS LLC	EQUIP LEASE/COPIES /REPAIRS 000	153,551.61
11	42	07/01/2023	7057	PREFERRED BUSINESS SYSTEMS LLC	COPIER SUPP000/010/011/012	1,037.28
11	43	07/01/2023	58654	SOFTCHOICE CORPORATION	LICENSE FEE 030	40,538.65
11	44	07/01/2023	60099	FOUR LOCV LLC	NATIVE AMERICAN CULTURE CLASS 561	200.00
11	45	07/01/2023	58321	GOGUARDIAN	GOGUARDIAN LICENSE 000	104,874.00
11	46	07/01/2023	2272	LOWE'S	PARTS/SUPPLIES - 030/050/000/051/006/412	2,648.80
11	47	07/01/2023	51933	AMERICANCHECKED, INC.	BEST VOLUNTEERS BCKGRD 000	6,808.00
11	48	07/01/2023	55232	TULSA COUNTY ASSESSOR	VISUAL INSPECTION REIMB 000	138,607.89
11	49	07/01/2023	52803	OKLAHOMA SECRETARY OF STATE	NOTARY BOND FEE - 000	20.00
11	50	07/01/2023	99999	BIXBY PUBLIC SCHOOLS	COPY/TRANSPORTATION/POSTA GE (ALL SCHOOLS)	697.52
11	52	07/01/2023	3617	TALK RADIO LLC	SUPPLIES-SERVICE FOR THE DISTRICT 050	24,000.00
11	53	07/01/2023	55958	BPA NATIONAL CENTER	ANNUAL AFFILIATION FEES 412- 316	1,200.00
11	54	07/01/2023	3318	MARK ALLEN CHEVROLET	REPAIR SCHOOL VEHICLES 051	6,605.33
11	55	07/01/2023	3839	AMAZON.COM, LLC	SUPPLIES FOR DISTRICT 000/030/050/051	6,970.71
11	56	07/01/2023	4366	JOSTENS	BHS GRAD MT'LS 000	7,769.29
11	57	07/01/2023	4345	A.S.A.P. BATTERY SERVICE	BATTERIES FOR TRANSP 051 & MAINT 050	7,608.85
11	58	07/01/2023	5609	BIXBY METRO CHAMBER OF COMMERCE	MEMBERSHIP DUES, ETC 000	3,176.00
11	59	07/01/2023	3497	EDUCATIONAL TESTING SERVICE	TESTING FOR PARAPRO 000	1,650.00
11	60	07/01/2023	1729	UNITED ENGINES, INC.	BUS REPAIRS 051	175.00
11	61	07/01/2023	60083	SERVICE OKLAHOMA	TAGS FOR VEHICLES 051	225.00
11	62	07/01/2023	1139	FINIS BRUCE RAGSDALE	ASBESTOS INSPECTIONS 050	650.00
11	63	07/01/2023	59463	MALTSBERGER INDUSTRIAL	PROPANE 050	125.00
11	64	07/01/2023	4505	CINTAS CORPORATION	UNIFORMS/MATS/TOWEL 050/051	17,255.22
11	65	07/01/2023	4130	OKLAHOMA CORPORATION COMMISSION	FUEL STORAGE TANK REGIS 051	50.00
11	66	07/01/2023	5641	WAGONER COUNTY TREASURER	DISTRICT REVALUATION 000	986.38
11	67	07/01/2023	54083	FOLLETT SCHOOL SOLUTIONS LLC	DESTINY RENEWAL 030	12,092.58
11	68	07/01/2023	56227	CDW-G 2	Fortinet Support / LITTLE SIS Renewal 030	7,950.00
11	69	07/01/2023	2042	CRW CONSULTING LLC	ERATE CONSULTING & APP 030	3,500.00
11	70	07/01/2023	3223	POWERSCHOOL GROUP LLC	POWERSCHL SERVER - SPANISH 030 TALENT ED 000	126,978.34
11	71	07/01/2023	283	CCOSA - PROFESSIONAL DEVELOPMENT PR	CONFERENCE REG 000	8,591.00
11	72	07/01/2023	2290	OSSBA	MEMBERSHIP DUES 000 / EMPLOYMENT SVS	7,005.00
11	73	07/01/2023	1171	OKASBO	MEMBERSHIP DUES 000	425.00

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11	74	07/01/2023	2748	OSAG	WORKERS COMP INS 000	136,000.00
11	75	07/01/2023	52905	VERIZON WIRELESS	WIRELESS DATA 000	2,521.42
11	76	07/01/2023	59812	KORI NEELY	Group Counseling/ Collaboration 621	12,075.00
11	77	07/01/2023	7042	THE ARROW GROUP	ADMINISTRATORS BONDS 000	4,925.00
11	78	07/01/2023	70505	LAWSON PRODUCTS, INC	DISTRICT SUPPLIES 051/050	2,037.79
11	79	07/01/2023	2290	OSSBA	OSSBA CONFERENCE REGIS 000	4,795.00
11	80	07/01/2023	2989	OSIG	PROP/CASUALTY/VEHICLE INS 000	776,895.00
11	81	07/01/2023	58176	SCHOOLS SAFEID LLC	SOFTWARE/SUPP 000	5,489.00
11	82	07/01/2023	60148	TORQUE BY RYDER	TRANSPORTATION SUPPLIES 051	5,000.00
11	83	07/01/2023	633	GREAT EXPECTATIONS NSU	TRAINING DAYS 541	12,000.00
11	84	07/01/2023	56025	AMERICAN RED CROSS	CPR CLASSES 022/027	1,179.00
11	85	07/01/2023	7830	ADVANTAGE GRAPHICS INC.	CUTTING MACH REPAIR- COPY 000	423.00
11	86	07/01/2023	56136	TULSA EMERGENCY MEDICAL CENTER INC	PHYSICALS - 050/051/285/000	264.00
11	87	07/01/2023	55856	FIELDHOUSE GEAR, INC	Senior shirts/JOM 563	756.00
11	88	07/01/2023	2481	TULSA AUTO SPRING COMPANY	SPRING REPAIR 051	12,838.38
11	89	07/01/2023	52270	PEARSON	LICENSE RENEWAL 698	1,250.00
11	90	07/01/2023	52385	WIRELESS TECHNOLOGIES, INC	RADIO EQUIPMENT - 050/051/036	650.00
11	91	07/01/2023	5609	BIXBY METRO CHAMBER OF COMMERCE	BUY BIXBY CAMPAIGN 000	400.00
11	92	07/01/2023	56507	W&B SERVICE CO	AIR CONDITIONER REPAIR - 051	2,386.22
11	93	07/01/2023	59577	THE MANDT SYSTEM INC	RELATION CONCEPTUAL TRAINING CERTIFICATION 621	8,996.00
11	94	07/01/2023	59893	CONNECT AND RESTORE, LLC	Counseling/consultation services 621/541	20,125.00
11	95	07/01/2023	4112	PETROLEUM MARKETERS EQUIPMENT CO.	REPAIR FUELD TANKS - 051	6,861.91
11	96	07/01/2023	2993	EMPLOYEE EVALUATION SYSTEMS, INC.	INFORMATION STORAGE SYSTEM -000	12,787.50
11	97	07/01/2023	913	LIBERTY FLAGS	FLAGS FOR THE DISTRICT - 050	997.17
11	98	07/01/2023	55863	COSTCO WHOLESALE CORP	DISTRICT PURCHASES/FEES - 050/000/367	3,117.01
11	99	07/01/2023	7527	TULSA CLEANING SYSTEMS	PARTS/SVS - BUS WASHER 051	1,014.46
11	100	07/01/2023	56349	JENKINS & KEMPER	AUDIT WORK FOR ADMIN - 000	13,800.00
11	101	07/01/2023	1445	SAIED MUSIC	MUSIC FOR THE HS CHOIR 005	405.66
11	102	07/01/2023	59581	HOLT TRUCK CENTERS	REPAIRS 051	439.00
11	103	07/01/2023	1856	WALMART COMMUNITY	SUPPLIES 000/050/051	98.50
11	104	07/01/2023	60027	RAS TECHNOLOGY CONSULTANTS INC	Custom Reports Subscription 030	500.00
11	105	07/01/2023	1856	WALMART COMMUNITY	CLOTHING, SHOES AND OTHER MISC ITEMS-511	1,332.85
11	106	07/01/2023	56227	CDW-G 2	LIGHTSPEED MOBILE MANAGER MANAGEMENT SYSTEM 030	3,078.00

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11	107	07/01/2023	55850	OSI ENVIRONMENTAL	USED OIL AND FILTER PICK UP 051	150.00
11	108	07/01/2023	633	GREAT EXPECTATIONS NSU	COACHING DAYS 541	22,500.00
11	109	07/01/2023	57112	APPTEGY	APP DEVELOPMENT 000	40,600.00
11	111	07/01/2023	59330	IMAGINE LEARNING LLC	VIRTUAL SCHOOL PROGRAM - 000	50,225.00
11	112	07/01/2023	3224	OKLAHOMA NOTARY "DISCOUNT" ASSOC.	NOTARY BONDS - 000	86.00
11	113	07/01/2023	52249	OKLAHOMA ASSOC FOR PUPIL TRANSPORT.	REGISTRATION FEE 051	1,400.00
11	114	07/01/2023	56227	CDW-G 2	TECH NEEDS FOR THE DISTRICT 030/000	416.96
11	115	07/01/2023	59331	EDUCATORSHANDBOOK.COM	DISTRICT LICENSE 098	10,970.00
11	116	07/01/2023	55149	HOOTEN OIL COMPANY, INC.	OIL FOR TRANSPORTATION 051	13,089.08
11	117	07/01/2023	8035	IXL LEARNING INC	IXL RENEWAL 000	74,203.00
11	119	07/01/2023	55410	PUBLIC CONSULTING GROUP - EDUCATION	MEDICAID REIMBURSEMENT MEDICAID BILLING 698	10,171.50
11	120	07/01/2023	57382	COMMUNITYCAREHMO, INC.	EMPLOYEE ASSISTANCE PROGRAM 000	5,803.20
11	121	07/01/2023	53954	CONTRACT PAPER GROUP INC	COPY PAPER FOR THE DISTRICT 000	74,980.00
11	122	07/01/2023	52270	PEARSON	BILLING FOR Q INTERACTIVE 698	3,848.51
11	123	07/01/2023	58928	EDUCATIONAL PRODUCTS, INC	SCHOOL SUPPLIES PRE-K-6 JOM 563	16,508.87
11	124	07/01/2023	6317	MOBILIZED VISION LLC	VISION SERVICES FOR SPED STUDENTS 621	10,280.00
11	126	07/01/2023	53773	JW PEPPER	MUSIC FOR HS CHOIR 005	1,430.61
11	128	07/01/2023	2290	OSSBA	EMPLOYMENT SERVICES (WAS OPSUCA) 000	6,350.00
11	129	07/01/2023	55299	HOUGHTON MIFFLIN HARCOURT PUB CO	AMIRA LICENSES 367	36,760.00
11	130	07/01/2023	1707	COUNTY ELECTION BOARD SECRETARY	ELECTION SERVICES 000	21,352.65
11	131	07/01/2023	58106	THE HOME DEPOT PRO	MISC SUPPLIES 050	162,270.75
11	132	07/01/2023	59771	WILLIAM S ROWLAND	PIANO TUNING SERVICE 000	160.00
11	133	07/01/2023	58445	A4LE	MEMBERSHIP 000	137.00
11	134	07/01/2023	58492	DIMENSIONS FAMILY PRACTICE	ANNUAL EMPLOYEE PHYSICALS 000	4,585.00
11	135	07/01/2023	52846	MICHAEL K MARSHALL	SUBSCRIPTIONS 541	200.00
11	136	07/01/2023	58631	CHALKS TRUCK PARTS	SUPPLIES FOR TRANSPORTATION 051	1,559.73
11	137	07/01/2023	56239	SPARTAN SIGNS	SIGNS FOR TRANSPORTATION 051	296.25
11	138	07/01/2023	55163	MSE, INC.	TWO WAY RADIO EQUIPMENT 050	4,790.00
11	140	07/01/2023	55479	INSTRUCTURE	CANVAS ELIGIBILITY DASHBOARD 000	79,475.00
11	141	07/01/2023	58751	TYLER TECHNOLOGIES, INC	TRANSPORTATION SOFTWARE 051	16,453.00

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	142	07/01/2023	58766	VECTOR SOLUTIONS	EDUCATION SOFTWARE 051	636.50
11	143	07/01/2023	7773	MABEE CENTER	BHS GRADUATION 000	25,185.00
11	144	07/01/2023	5776	TSHA, INC.	INTERPRETING SERVICE FOR DEAF PARENTS/TEACHERS 000	1,092.50
11	146	07/01/2023	1856	WALMART COMMUNITY	SUPPLIES FOR JOM 563/564	389.31
11	147	07/01/2023	1856	WALMART COMMUNITY	Supplies 099	979.29
11	149	07/01/2023	58603	CROWN LIFT TRUCKS	TRANSPORTATION REPAIRS 051/050	870.00
11	150	07/01/2023	59051	FASTSPRING	LICENSE 030	395.00
11	151	07/01/2023	55855	VIZAVANCE	VISION SCREENING 027	800.00
11	152	07/01/2023	1856	WALMART COMMUNITY	OPEN PO for Walmart Purchases 012	357.83
11	154	07/01/2023	51624	ALPHA AWARDS	NAME TAGS FOR 000/030/050/051	99.50
11	155	07/01/2023	59142	ROBINSON GLASS OF TULSA INC	GLASS REPLACEMENT FOR TRANSPORTATION 051	360.00
11	156	07/01/2023	59739	DAVISON FUELS & OIL LLC	FUEL FOR THE DISTRICT 051	3,351.14
11	157	07/01/2023	5140	UNITED SUBURBAN SCHOOLS ASSOC.	CONFERENCE FEES 000	1,650.00
11	158	07/01/2023	59318	PENSION SOLUTIONS, INC	457-403 PLANS INSTALLATION COST 000	16,338.03
11	159	07/01/2023	57038	LIGHTHOUSE ELECTRIC LLC	SWIM RENEWAL 030	3,954.97
11	160	07/01/2023	8275	NATIONAL BUS SALES	PARTS FOR BUS REPAIRS 051	10,080.13
11	161	07/01/2023	1856	WALMART COMMUNITY	SUPPLIES AND MATERIALS 561	1,716.07
11	163	07/01/2023	52916	SCHOLASTIC MAGAZINES	Scholastic Magazine 003	4,836.45
11	164	07/01/2023	56482	ID WHOLESALER	1 YR Renewal Cloudbadging ID Card Software 030	199.00
11	165	07/01/2023	7831	A BEST BRAKE & CLUTCH, LLC	BRAKE REPAIRS FOR THE DISTRICT 051	5,239.00
11	166	07/01/2023	59284	ZENDESK INC	ZENDESK SUITE SUBSCRIPTION 030	21,457.23
11	168	07/01/2023	60243	HERMES PRODUCTIONS LLC	TRANSPORTATION SUPPLIES 051	1,500.00
11	169	07/01/2023	59923	GLOBE PROMOTIONS LLC	GLOVES FOR MAINTENANCE 050	180.00
11	170	07/01/2023	55130	SUPERIOR TERMITE & PEST CONTROL	BED BUG TREATMENT ONLY 050	2,420.00
11	171	07/01/2023	5463	LEARNING A-Z	ANNUAL SUBSCRIPTION EL 572	4,611.60
11	172	07/01/2023	59258	ZEPTIVE INC	ANNUAL SOFTWARE & LICENSING	100.00
11	173	07/01/2023	59292	COMMON GOAL SYSTEMS INC	TEACHEREASE, REPORT CARD AND GRADE EXPORT 000	24,010.70
11	174	07/01/2023	60222	MIDWEST MOTOR SUPPLY CO IN	TRANSPORTATION SUPPLIES 051	3,000.00
11	177	07/01/2023	60254	RED ROVER	EMPLOYEE PORTAL 000	19,361.00
11	500	07/01/2023	5592	ADMIRAL EXPRESS LLC	SUPPLIES - 000/030/051	4,278.00
11	501	07/01/2023	5592	ADMIRAL EXPRESS LLC	COPY CENTER SUPPLIES 000	5,534.43
11	502	07/01/2023	5592	ADMIRAL EXPRESS LLC	INDIAN ED SUPPLIES - 561	4,723.81
11	503	07/01/2023	5592	ADMIRAL EXPRESS LLC	SPED SUPPLIES - 006	248.28
11	504	07/01/2023	5592	ADMIRAL EXPRESS LLC	NE MISC SUPPLIES 003	1,944.97
11	505	07/01/2023	5592	ADMIRAL EXPRESS LLC	EE MISC SUPPLIES - 010	1,616.87

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	506	07/01/2023	5592	ADMIRAL EXPRESS LLC	CE MISC SUPPLIES - 001	3,899.98
11	507	07/01/2023	5592	ADMIRAL EXPRESS LLC	BMS MISC SUPPLIES - 004	1,995.06
11	508	07/01/2023	5592	ADMIRAL EXPRESS LLC	CI MISC SUPPLIES - 002	2,238.21
11	509	07/01/2023	5592	ADMIRAL EXPRESS LLC	9TH MISC SUPPLIES 011	1,504.45
11	510	07/01/2023	5592	ADMIRAL EXPRESS LLC	BHS OFFICE SUPPLIES 005	4,113.72
11	511	07/01/2023	5592	ADMIRAL EXPRESS LLC	NI - MISC SUPPLIES 009	3,992.59
11	512	07/01/2023	5592	ADMIRAL EXPRESS LLC	EI MISC SUPPLIES 012	2,182.90
11	513	07/01/2023	5592	ADMIRAL EXPRESS LLC	WE - MISC SUPPLIES 007	9,195.38
11	514	07/01/2023	5592	ADMIRAL EXPRESS LLC	WI - MISC SUPPLIES 008	5,127.03
11	515	07/01/2023	5592	ADMIRAL EXPRESS LLC	JOM MISC SUPPLIES 563/564	10,000.00
11	530	07/01/2023	2771	MIKE ANTHONY	REIMB TRAVEL/PURCHASES - 000	494.12
11	531	07/01/2023	57086	ROBERT J MILLER	REIMB TRAVEL/PHYSICAL/CCOS 000	277.00
11	532	07/01/2023	58961	DEBBIE LEWIS	REIMBURSE TRAVEL 000	80.69
11	533	07/01/2023	59573	MICKEY REPLOGLE	REIMBURSE TRAVEL - 005	328.80
11	535	07/01/2023	53638	JAMIE MILLIGAN	REIMBURSE TRAVEL 000, 552	518.20
11	536	07/01/2023	56673	STEVEN SCOTT	REIMBURSE TRAVEL 030	166.88
11	538	07/01/2023	1985	SHERRIL MCMILLAN	REIMB TRAVEL 000	500.00
11	539	07/01/2023	53741	DANIEL DIETZ	REIMBURSE TRAVEL 561	500.00
11	540	07/01/2023	56104	CODY COONCE	REIMBURES TRAVEL 000	500.00
11	541	07/01/2023	59625	RHONDA TAYLOR	REIMBURSE TRAVEL 000	272.50
11	542	07/01/2023	58960	KIM SCHEIN	REIMB TRAVEL 613, 000, 022	638.73
11	543	07/01/2023	59595	RACHEL CHINSETHAGID	REIMBURSEMENT 003	500.00
11	544	07/01/2023	57783	JEN MASTERSON	REIMBURSE TRAVEL 613, 000, 022	503.34
11	545	07/01/2023	57106	MEGAN DELAY	reimbursement 412-314	546.00
11	546	07/01/2023	53589	DANA STUFF	Reimbursement 412-314	284.18
11	547	07/01/2023	59405	NATALI D DAVIDSON	REIMBURSE TRAVEL 000	500.00
11	549	07/01/2023	59487	LYDIA WILSON	REIMB TRAVEL/PURCHASES - 000	500.00
11	550	07/01/2023	6187	CHERYL WILKINSON	REIMB TRAVEL/PURCHASES - 000	500.00
11	551	07/01/2023	60253	KURTIS WHITELEY	REIMB TRAVEL/PURCHASES - 000	500.00
11	700	07/01/2023	82241	VICTORIA L FRISSELLA	HEAD DANCE COACH 000	7,500.00
11	701	07/01/2023	60244	GRACIE KREIS	MS ASST DANCE COACH 000	1,500.00
11	702	07/01/2023	60245	LAUREN GRACE SUMLER	MS HEAD DANCE COACH 000	2,500.00
11	1001	07/01/2023	60101	SEIDLITZ EDUCATION, LLC	PROFESSIONAL DEVELOPMENT 000	5,175.00

Non-Payroll Total:	\$4,792,140.05
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$4,792,140.05

Certified Staff Handbook



THE SPARTAN WAY:
LEARN WELL. LIVE WITH HONOR

2023-24

Equal Opportunity Statement/Notice of Nondiscrimination

Bixby Public Schools, as an equal opportunity educational provider and employer, prohibits discrimination on the basis of race, color, religion, sex, gender, (including pregnancy), national origin, disability, military status and/or age in educational programs or activities that it operates or in employment decisions. The district provides equal access to the Boy Scouts and other designated youth groups. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, not to discriminate in such a manner. (Not all prohibited bases apply to all programs.)

Additionally, BPS is committed to establishing and sustaining a school community that shares the collective responsibility to address, eliminate, and prevent actions, decisions, and outcomes that result from and/or perpetuate racism. BPS will maintain a zero-tolerance policy relative to racism or discrimination of any kind.

Related BOE Policies:

[2100: Sexual Harassment of Students](#)

[4100: Sexual Harassment](#)

[4102: Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination](#)

If you suspect discrimination please contact one of our Title IX Team Coordinators:

Employment Issues	Lydia Wilson	Associate Superintendent	lwilson@bixbyps.org	918-366-2240
Student Issues	Jamie Milligan	Assistant Superintendent	jmilligan@bixbyps.org	918-366-2298
Additional Issues	Rob Miller	Superintendent	rmiller@bixbyps.org	918-366-2200

General questions about the District should be directed to 918-366-2200.

Bixby Public Schools
109 N Armstrong
Bixby, OK 74008



OUR MOTTO:
encapsulates the beliefs or ideals which guide our district.

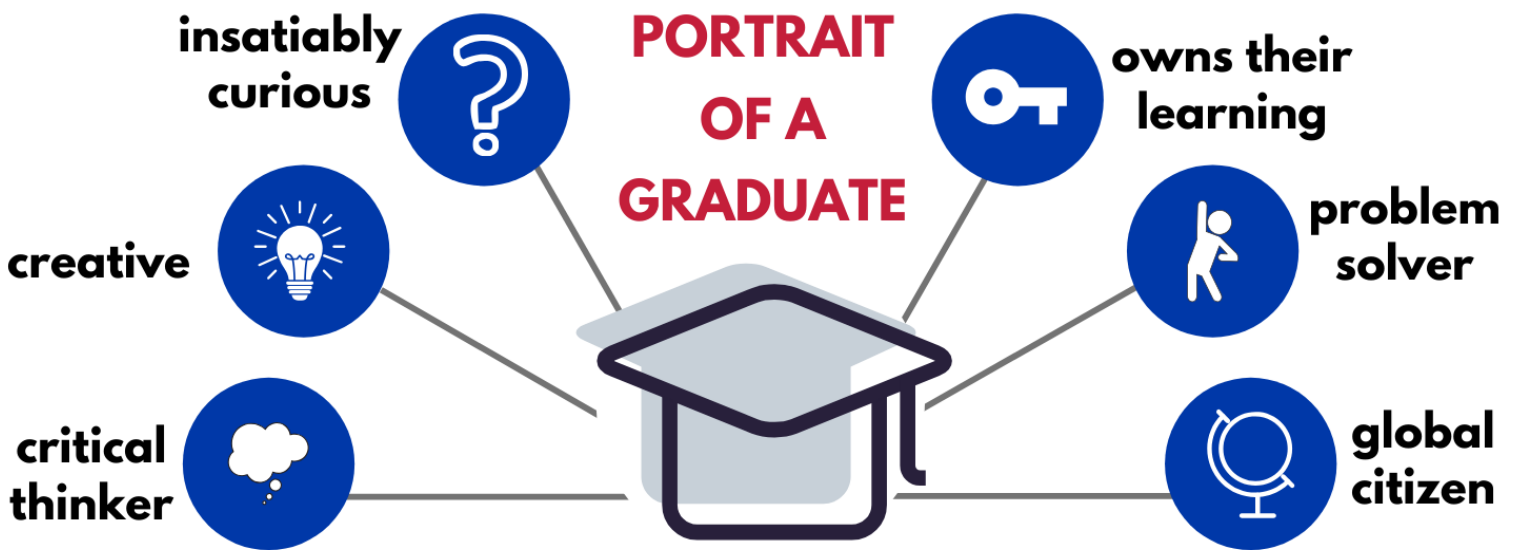
**The Spartan Way:
Learn Well.
Live with Honor.**

OUR VISION:
captures the future we hope to create for our students.

**Bixby Schools:
A place where all learners believe in their power to LEARN, EXCEL, & OWN their future.**

OUR MISSION:
explains our fundamental purpose as a school district.

“Ignite the Potential of Every Student.”



These six learner attributes serve as the foundation for teaching & learning.

Safe & Welcoming Schools

- Equitable resources
- Social & emotional health
- Collaboration with families

Vibrant Teaching & Learning

- Innovative, forward-thinking environment
- Emphasis on creativity, problem-solving, student agency, & global awareness

Exemplary Teachers & Staff

- Top candidate recruitment from diverse backgrounds
- Educator support
- Professional development

Family & Community Engagement

- Family support
- Community partnerships
- Improved communications



Culture of Innovation

- Reduced focus on test-based accountability
- Focus on student engagement, relevant curriculum, real-world application

2020-2025 Strategic Focus

Ensuring that each student is able to thrive and pursue individual excellence is an exciting challenge for our school staff and community. Our community is on the precipice of the future, as expanding opportunities, new technologies, and innovations in teaching and learning push us to think differently about how to best prepare our children for success beyond graduation.

Our District Strategic Planning Team embraced the challenge to build on Bixby's long tradition of excellence by identifying critical opportunities for focus over the next five years. This strategic plan provides direction for achieving consistent, sustained excellence throughout our schools, while also promoting innovation and organizational agility to ensure we continue to meet the rapidly-changing needs of our students and community into the future.

IT BEGINS WITH OUR VALUES

Bixby Schools will provide opportunities for students to explore and develop the skills, capacities, and dispositions that support life-long learning, high achievement, and global citizenship. Our high expectations for all students are embedded in the district-wide focus areas, goals, and strategies of this plan.

Our value statements drive our aspirational culture because they act as reminders of the how, why, and what -- and our shared vision.

- A strong public education system benefits the entire community, teaches positive citizenship, and is a shared responsibility of all.
- Everyone is entitled to a safe, caring, and respectful learning environment.
- Education addresses the development of the whole child - academic, social-emotional, personal health and well-being, and prepares each student for life's transitions.
- Today's instruction must embrace a child's natural curiosity and creativity while developing critical thinking and problem solving skills for successful global citizenship. High expectations promote higher achievement in academics, athletics, and the arts.
- Education should be tailored to meet the needs of every child.
- Every student should take ownership of his or her education.
- Education should guide the student's development of positive and ethical behavior which is reflected in their actions and attitudes.
- Our schools should be adaptive, innovative, and forward-thinking to ensure our graduates possess the skills necessary for success in a diverse and changing world.



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Introduction

If you are joining our faculty for the first time, welcome! You have joined a group of very caring people who are always willing to help. This handbook will be a great source of information for you to utilize during your school year. All organizations have policies and procedures with which they must comply, but remember these policies are made for the betterment of all.

School Calendar

Teacher Contract Times

Teachers shall be present in their work areas or assigned duties during contract time. Teachers are expected to attend necessary meetings, participate in Professional Learning Communities, and participate in training or conduct conferences, some of which may occur outside of those hours.

- Elementary & Intermediate: 7:30 AM - 3:10 PM
- Secondary: 8:30 AM - 4:10 PM

<u>*Contact Lists</u>	<u>School Day Schedules</u>
<u>Administration</u>	Phone answered 7:30am; Open 8am - 4:30p
<u>Central Elementary</u>	<u>Central Elementary</u>
<u>East Elementary</u>	<u>East Elementary</u>
<u>North Elementary</u>	<u>North Elementary</u>
<u>West Elementary</u>	<u>West Elementary</u>
<u>Central Intermediate</u>	<u>Central Intermediate</u>
<u>East Intermediate</u>	<u>East Intermediate</u>
<u>North Intermediate</u>	<u>North Intermediate</u>
<u>West Intermediate</u>	<u>West Intermediate</u>
<u>Middle School</u>	<u>Middle School</u>
<u>9th Grade Center</u>	<u>9th Grade Center</u>
<u>High School/Brassfield Learning Center</u>	<u>High School</u>

Minimum Expectations as a Teacher New To BPS

- BPS is a District that is actively engaged in Professional Learning Communities.
- BPS has the expectation that professional teaching staff enthusiastically and positively participate in assigned committees and meetings.
- BPS professional staff are expected to master and implement various technology devices and software utilized by BPS.
- BPS is a Great Expectations Model District where all certified and support staff are expected to implement Great Expectations practices and expectations with enthusiasm and fidelity.
- BPS is a District that expects teachers to utilize differentiated instruction to meet the instructional and learning needs of all students.
- BPS is a District that utilizes Amira, IXL, and the ACT as its standardized assessment platforms at designated grade levels according to District guidelines.

Bixby Public Schools Expectations Agreement 2023-24

Administrators will cover all of the following topics during Back to School Professional Development.

_____ Teacher Handbook (including Standard Performance and Conduct for Teachers, Professional Conduct for staff and Policies, such as Sexual Harassment)

_____ Alcohol & Drug Awareness

_____ Bullying Policy

_____ Bloodborne Pathogens

_____ Human Trafficking

_____ Child Abuse

_____ Dyslexia

_____ EL (English Learners)

_____ FERPA

_____ Hazardous Communications

_____ Homeless Students Procedures

_____ Family and Community Engagement

_____ Racial and Ethnic Education

_____ Title IX

_____ Mental Health Needs of Students

_____ TLE Evaluation Process

_____ 3108A: Use of Social Media and Process for School Sponsored Activities

_____ Conducted: Students' Orientation of Procedures and Expectations by using information from the student handbook and building procedures booklet. Items include, but are not limited to: Drill Procedures, site Procedures/Expectations, and Student Code of Conduct, etc.

_____ Oklahoma Academic Standards (OAS)

_____ Review of Distance Learning Guide

_____ CIPA Compliance Training

All certified staff must complete the Verification and Internet Use Form [here](#) by **August 18, 2023.**

Professional Responsibilities

Building Access

Staff will utilize security cards to enter the building, and retain keys to their classrooms. Each teacher will be given a security badge/code that will deactivate the site security system at designated entrances. Additionally, staff will be given ID badges that must be worn at all times, including the times a teacher is in the building “after hours” for our security company. Teachers without IDs during “off hours” may be asked to leave the premises. Teachers do not activate the alarm when leaving the building after use.

Teacher Evaluation

[BOE Policy 4154: Teacher Evaluation](#)

The Bixby Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator. All certified staff members shall be evaluated using the Tulsa model TLE Observation and Evaluation System. The evaluation instrument is a confidential document and shall be protected accordingly.

Certified Staff Dress Code

[BOE Policy 4146: Personal Dress & Grooming - Teacher](#)

Board of Education policy directs the superintendent to provide and communicate to all certified staff in the district specific guidance pertaining to the expectations of the district for the dress and personal grooming of certified staff in the district. In general, it is the responsibility of all certified staff to dress and present oneself for work in a professional manner, a manner that adheres to the expectations of our community, and a manner that symbolizes the educational profession. The manner of dress and personal grooming of our certified staff shall set a positive example for our students.

Religious and Health Accommodations Dress Code

Where a bona fide religious belief or health need of a student conflicts with the dress code, reasonable accommodation shall be provided. Any parent or legal guardian of a student desiring accommodation on the basis of a religious or health requirement shall notify the school principal in writing of the requested accommodation and factual basis for the request. Approved coverings worn as part of a student’s bona fide religious practices or beliefs shall not be prohibited under this policy.

Provisions of the dress code are applicable to the school day and to school-related activities. Exception or modification of the dress code may be authorized by the building principal for a specific school-related activity on a single-event basis.

Note: Refer to the Student Handbook for a complete list of rules and policies concerning student conduct.

Classroom Phone

Each classroom is outfitted with a phone, which includes an intercom system. Students may only use the classroom phone with the teacher’s permission.

Classroom Inventory

[BOE Policy 6132: Equipment Accountability](#)

It is the policy of the Bixby Board of Education that each teacher shall be charged with the responsibility of accounting for equipment used by the teacher.

Communication

Communication is one of the most important tools we have when working with students, parents, educators, and administrators. Teachers in Bixby Public Schools have several avenues of communication available for their use, and are expected to communicate in a timely fashion.

Faculty Lunch

Faculty members are provided a duty-free lunch (25 minutes at secondary and 30 minutes at elementary/intermediate levels) and may eat in the lounge, workroom or cafeteria. The cafeteria does not allow teacher/staff credit or charging meals. Teachers are expected to return promptly from lunch and have their rooms open before students return from lunch. There will be no students allowed in any teacher's room in order to eat lunch and/or hold activity meetings unless approved by site administration.

Drug-Free Workplace and Drug Testing

[BOE Policy 4109: Testing Employees & Applicants for Employment](#)

The Board of Education, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, does hereby adopt the linked Policy on Testing Employees and Applicants for Employment (Other than Bus Drivers) With Regard to the Use of Alcohol and Illegal Chemical Substances. Any Bixby Public Schools employee is subject to possible drug testing. Should you suspect anyone is under the influence of any substance or alcohol, please contact an administrator immediately.

Duties/Supervision

[BOE Policy 4148: Assignment of Teachers](#)

In order for each site to run smoothly and to assure the safety of our students, teachers are required to perform some supervision duty based on a site duty schedule. Teachers are never to leave their assigned students or duty position unsupervised. If for some reason you are unable to meet your duty obligation, please inform the office as soon as possible regarding your replacement/sub for your responsibilities. Teachers will be asked to perform morning and afternoon duties of supervision. A schedule of duties, days and locations will be provided before school begins.

Elementary and Intermediate

Teachers are required to escort their students to all special classes and to the cafeteria as well as pick up their students from the playground at the designated location. Be prompt when taking/picking up your children from designated locations/activities. At the end of the day, teachers will escort their students to the appropriate locations for dismissal. It is the joint responsibility of all members of the faculty to supervise and correct student behavior.

Secondary

Due to supervision concerns do not release your class early, take advantage of instructional time and teach from bell to bell. All faculty members should be in the hallway near your classroom before/after school and between classes to ensure safety, proper conduct, and discourage tardies.

Teachers should ensure any students leaving the classroom during instructional time are doing so based on the defined school procedures.

Email

Each teacher has an email account with Google gmail, available via the web. Teachers will be asked to sign a technology agreement. You should check your messages at the beginning and ending of each day. Memos from the office will be sent by email, and most families have email addresses. You are expected to use email as a way of communicating with parents concerning their child or activities in your classroom. If you wish to communicate with other faculty or staff, all email addresses in the BPS district use the first initial and last name of the individual @bixbyps.org. Teachers shall **respond to email contacts within 24 hours**.

Entry Year Teachers/Student Intern Teachers

Any teacher hired by BPS that has not completed his/her first full year of teaching may be placed in the entry year teacher program. This program includes evaluations of a first year teacher by a site administrator, assigned site mentor teacher, and participation in the mentor teacher program meetings. Mentor teachers will be assigned by the building principal.

Higher education students in their final semester of study are required to participate in internships designed to give them classroom experience. Any request from a college or university received by the building principal to assign an intern a mentor teacher will be filled on a voluntary basis.

End of Year Teacher Check-Out

Each year staff will be required to follow specific procedures to finalize the school year. Certified staff will follow the steps outlined on the check-out form, which will be made available ***at least two weeks prior to the last day of school** ~~by the end of April~~. Special education staff must check out through the district Special Education administration in order to complete site check out. Failure to follow check out procedures or complete the process by the designated day may result in a delay of salary payment.

Equipment Accountability (Inventories)

[BOE Policy 6132: Equipment Accountability](#)

Employees and students are responsible for the proper care of school facilities, equipment, and property in their use or under their control. School property is not to be loaned, shared, or removed from the school without proper administrative permission. Teachers shall be responsible and accountable for supplies, equipment, apparatus, and other school property within their areas of instruction or supervision. All teachers are required to keep current and accurate textbook inventories and classroom inventories. Inventories **MUST** reflect added or deleted items each year to remain current. Failure to follow procedures and account for textbooks or inventory items may require employees to reimburse BPS for the costs to replace them.

It is the policy of the Bixby Board of Education that each teacher shall be charged with the responsibility of accounting for equipment used by the teacher.

Textbooks/Instructional Materials: Distribution and Care Of

[BOE Policy 6135: Textbooks - Distribution & Care Of](#)

The Bixby Board of Education believes that all employees and students are responsible for the proper care of school facilities, equipment, materials, and property in their use or under their control. Cooperation is expected from the professional staff regarding the care and distribution of

school-owned items, such as textbooks. The superintendent may delegate authority to building principals for the care, custody, and distribution of textbooks, as well as other instructional material and equipment.

Faculty Meetings

[BOE Policy 4150: Faculty Meetings](#)

Faculty meetings will be held periodically before and/or after school. It is the duty of the teachers to attend all meetings called by the superintendent, principal, supervisor, or department chairperson. No excuse, other than absence from school, or an active coaching role is acceptable for absence from meetings. If for some reason you cannot attend, please notify the principal so a time can be scheduled to distribute the information that was missed. This includes but is not limited to: Faculty, Site Council, PLC, GE, and Committee Meetings.

Flags

[BOE Policy 3128: Flags](#)

Inside United States and Oklahoma state flags will be permanently displayed in all classrooms. No other flags shall be displayed without administrative approval.

Fundraising Activities

[BOE Policy 6109: Fundraising Activities](#)

No teacher, sponsor, class or organization will undertake money-making projects of any kind or for any reason without first having been approved by the Board of Education. Teachers desiring to engage in any type of fundraising activities should submit a typed fundraising form to their administrator and the designated coordinator of activities, programs, and/or fundraisers. This request will be made only once per year in order to reduce any overlap of fundraising plans or unintended competition between organizations. The coordinator will manage the logistics and work with the administrators so that together they will approve, deny, or modify any fundraiser or sales to go to the BOE for final approval.

Grants/Bixby Education Endowment Foundation

The Bixby Educational Endowment Foundation (BEEF) encourages all teachers to submit grant proposals for items that they wish to have for their classroom and students. These grants must be submitted in September each year and are awarded on a competitive basis. For more information on this process please see the BEEF link at www.bixbyps.org. Please consult with school administration prior to submitting a grant application for agencies outside of BEEF.

Internet, Technology Systems, & Other Computer Networks Acceptable Use & Internet Safety Policy

The Bixby School District is pleased to make available to students and employees access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. **Review the BOE policy below before signing the required form.**

[BOE Policy 3108: Internet, Technology Systems, and Other Computer Networks Acceptable Use and Internet Sahttps://5il.co/6qh9fety Policy](https://5il.co/6qh9fety)

Wireless Telecommunication Devices

BOE Policy 2156: Wireless Telecommunication Devices

The district requires that all individuals devote their full attention to education while at school or during educational activities. Accordingly, the district expects both employees and students to limit their use of personal wireless devices at school. Wireless devices include, but are not limited to, cell phones, Smartphones, laptops, recorders, etc.

Notification to Office/Leaving the classroom

Teachers are expected to check their mailboxes each morning when they arrive at school. Any time during the school day when teachers leave their classrooms (such as taking the students to a science lab or to work with another classroom of students), they are required to contact the office for safety reasons. Further, if a teacher wishes to leave campus during the day (for lunch or on occasion on planning time), the teacher MUST contact the office prior to leaving.

Open House/Site Events/Family Nights

An evening may be hosted by the school for families in which emphasis may be placed on the arts, projects, or other student accomplishments. The students may share their classroom/school with their families that evening.

Parent Orientation

At the beginning of each school year parent orientation will be held in the evening. It is a teacher-directed evening in each classroom that provides information (such as curriculum, events/activities, classroom management, assessment/evaluation, etc.) to families. Attendance at this event is required unless you have a previously scheduled extra duty commitment that cannot be rescheduled.

Parent Conferences

Parent conferences are held from 4:30 – 7:30 PM during two evenings in the Fall and two evenings in the Spring. Refer to the school calendar for dates. Participation in parent conferences is expected for all certified staff.

Parking

All staff members are asked to park in areas designated by their site principal. Site principals will communicate appropriate staff parking areas and expectations to their staff during the initial staff meetings of the year. Site principals may require teachers' vehicles to have a valid parking permit displayed correctly at all times. Owners of vehicles parked on campus without a valid, correctly-displayed parking permit could be issued a parking violation ticket.

Participation in Professional Learning Communities (PLC)

Bixby Public Schools is a learning organization. We are educators focused on learning. Simply put, learning, both qualitatively and quantitatively, is our business. The purpose of the PLC structure is to purposely place groups of people in a collaborative environment with specific charges to move the actions and results of the district toward the vision of the highest level of learning possible for every student, every faculty member, every day. To that end, all certified staff members must attend regularly scheduled professional learning committee meetings. The improvement of teaching and learning in our district is the responsibility of all staff. *If a teacher must miss a PLC meeting, the teacher is responsible for getting the PLC absence form from the principal for approval.*

Professional Development

[BOE Policy 4153: Professional Development](#)

Bixby Schools provides required PD days each year. Teachers are required to request to attend any additional professional development and to keep track of all professional development.

Prohibition Of Race And Sex Discrimination In Curriculum

General Information:

- Bixby Public Schools does NOT teach Critical Race Theory. Rather, teaching and learning is consistent with Oklahoma Academic Standards.
- House Bill 1775 prohibits public schools and universities from teaching that "one race or sex is inherently superior to another, "and that "an individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive."

Important Links:

- [Video from Governor Stitt: HB 1775](#)
- [Oklahoma State Department of Education](#)
- [Oklahoma Academic Standards](#)

Please see [here](#) for BOE Policy 3139 and Complaint Process Form.

Purchase Orders & Accepting Money

All staff members seeking to make a purchase or collect funds should follow these guidelines:

1. Request a Purchase Order:
 - a. Fill out the required form and submit it to your site administrator.
 - b. Once a PO number has been assigned the purchase order will be forwarded back to you.
 - c. ONLY THEN are you ready to order or enter into a contract with any business or entity.
2. Once it is time to pay for goods or services:
 - a. The business can invoice us (preferred method).
 - b. A check can be cut on the date the services are rendered with advanced notice (by way of an invoice being submitted noting this is the requirement).
3. *All Receipts/Delivery Tickets for goods purchased must be itemized.
4. *Any payment to an individual will require a completed W-9 Request for Taxpayer Information before payment can be processed.

Accepting Money: Any money that you collect from students must be **receipted and deposited DAILY. No funds can be held overnight.**

Responsibility for Lost Keys

Employees are required to acknowledge the receipt of essential keys in writing. The employee must reimburse BPS for the cost of rekeying any doors resulting from their loss of key(s). School keys are not to be duplicated by any outside source.

Scheduling School Events

All school sponsored events and activities of any nature must be scheduled through the principal and should include the use of Facilitron to secure any school facility needed. The sponsor of each activity must personally ensure that any meeting or event is on the school calendar at least one week prior to the day of the meeting. In no event should a meeting be scheduled less than one day before the meeting time. A sponsor must be in attendance at all meetings.

School Closure or Weather Dismissal

On days when school is canceled OR a form of remote learning is implemented ([Brick to Click](#) or [Distance Learning](#)) due to weather or other emergencies, the office of the superintendent will notify the following local TV and radio stations: KRMG (740 AM), KRAV (96.5 FM), KAY107 (106.9 FM), KJRH (2),s KTOV (6), and KTUL (8).

Our district will electronically push information to employees via text and/or email (district accounts only) about changes to the daily school schedule due to weather or other emergencies. A custom pre-recorded phone message push may also be used. District employees are encouraged to verify the district has their most current electronic contact information. District employees are also encouraged to notify site administration of any electronic contact informational changes as quickly as possible. All days missed that impact our required hours of instruction for weather related or emergency closings will be made up at the end of the school year.

School Mailboxes

[BOE Policy 6143: Mail & Delivery Service](#)

Each faculty member has a mailbox in a designated location (usually in the workroom or office). These mailboxes are restricted to materials and communications that further school business and the educational purpose of the district. **Please check your mailbox twice daily.**

Telephone Calls / Usage

When calls come in for a teacher, office staff will take the number and/or message or send the phone call to the teacher's voice mailbox, so that he or she may call back at his or her convenience. Exceptions will be made in emergencies or urgent situations. All staff should restrict the use of their personal cell phones to before/after school, lunch and planning time. Teacher's home telephone numbers will not be given to anyone unless authorized by that teacher. Telephones are located in the teachers' lounge and in each classroom. These may be used for professional calls. Personal calls should be kept to a minimum. Any long distance calls that are of a personal nature need to be either collect calls, or charged to your home phone, credit card, or a third party.

Smoking & Use Of Tobacco Products

[BOE Policy 6128: Tobacco Use Prohibited.](#)

Bixby Public Schools has a 24/7 rule on tobacco possession. Signs are posted on campus to remind students, employees, and patrons that no tobacco products are allowed on school property at any time. No student is to be in possession of tobacco on the property of Bixby Public Schools 24 hours a day, 7 days a week. Students are not to smoke or use tobacco products, simulated tobacco products of any kind, or vapor products of any kind including electronic cigarettes in the school building, on campus, or inside the area of the parking lot. None of these or other similar products are to be in the student's possession on campus. This includes school activities at home and away. The product will be confiscated and the student will be disciplined.

Spartan Logo Usage Policy

Bixby Public Schools certainly encourages the support and promotion of our district through spirit wear and display of our Spartan Head logo. The Bixby Schools' Spartan logo is a registered trademark for BPS, and will require that individuals or groups use the official trademark (not an imitation or an approximate design). Use of the trademark requires permission from the district and information is available online at www.bixbyps.org/page/official-logo-and-use-policy.

Voice Mail

[BOE Policy 6144: Telephones](#)

Each teacher has a voice mail system. This system should be set up as soon as possible after the beginning of the year. You should set your phone up so that your voicemail will pick up during your instructional time. Classes must not be disrupted for routine telephone calls. A blinking light on the telephone will indicate when you have messages waiting for you. It is expected that staff will **return phone messages within 24 hours.**

Whistleblowing (HB 1952)

HB 1952 prohibits school districts from taking disciplinary action against a teacher for disclosing public information to correct what the teacher reasonably believes evidences a violation of the Oklahoma Constitution, federal or state law. Reporting a known violation of the above; or taking action without giving prior notice to the teacher's supervisor or anyone else in the teacher's chain of command.

Work Order Procedures

Maintenance

Please notify the site principals or site maintenance liaison rep for any requests or concerns regarding the maintenance and/or conditions of the building that need attention or repair.

Technology

Teachers are to utilize the web-based Technology Work Order system for any technology needs, including repair to a teacher computer. It is critical that teachers submit their own requests in their own names – even if they must use another computer, such as a lab or media center computer. Teachers should always “cc” a site administrator when submitting work orders.

Site Custodial Services

For jobs that can be completed by the site custodian, email your site administrator and let them know what you need and they will inform the custodian.

Standards of Performance & Conduct for Teachers

Teachers are charged with the education of youth of this State. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire of the respect and confidence of their colleagues, students, and the community, teachers are to be guided in their conduct by their commitment to their students and their profession.

[BOE Policy 4105: Standards of Performance & Conduct for Teachers](#)

Ethics and Responsibilities for Teachers

All school employees are expected to maintain certain standards of conduct and assume responsibility for providing professional leadership in the school and community.

[BOE Policy 4104: Ethics & Responsibilities for Teachers](#)

Use Of And Testing For Drugs And Controlled Substances By Employees (Drug-Free Workplace)

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (P.L. 101-226).

It is the policy of this Board of Education to require drug and alcohol testing of applicants and employees (other than bus drivers) in compliance with the regulations implementing this policy.

BOE Policy 2116A: Medical Marijuana, Hemp, Cannabidiol (CBD)

BOE Policy 4108: Use of & Testing for Drugs & Controlled Substances by Employees

BOE Policy 4109: Policy on Testing Employees And Applicants for Employment (Other Than Bus Drivers) With Regard To The Use Of Alcohol And Illegal Chemical Substances

This policy is subject to and supplemented by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act (the "Act"). To the extent that any provision of this policy is in conflict with the Act, then the Act shall control. To the extent that this policy is silent as to any matter covered by the Act, then the Act shall control. This policy shall be interpreted by the Board of Education of the school district and its employees consistent with the Act.

Instructional Responsibilities

Assemblies

Assemblies are a valuable learning and sharing experience. Students should always practice common courtesy and show respect to others during assemblies. The following rules will apply at all assemblies:

- Students will go to the assembly in a quiet and orderly manner.
- Teachers will walk their class to the assembly and sit in the assigned area during the assembly.
- If group behavior becomes detrimental to the program, the assembly will be stopped and students returned to class.
- A list of students involved in the assembly will always be given to the principal at least one day before the assembly.

(See also Discipline and Supervision section of the handbook)

Celebrations/Parties

It is appropriate to reward efforts and celebrate accomplishments. Class celebrations must be appropriate, supportive of instruction & learning, and respectful of all students. Administration must be informed prior to parties. Treats should be commercially prepared, and teachers must be conscientious of potential student allergies.

District Benchmark Testing Protocols

Benchmark Exams will be given in order to monitor student learning and to change/adjust teaching for student learning.

- See [here](#) for benchmark dates
- Results will be communicated to parents

- Benchmark exams will be administered online per testing procedures
- Special Education students will not have accommodations for benchmarks
- Special Education IEPs need to reflect that there are no accommodations for benchmark testing
- Benchmarks should be given to all students in Kindergarten through Eighth Grade for reading and math; students in High School may be given the benchmarks as needed. Benchmarks should be given to students who are absent the day of benchmark testing.
- Benchmark materials should not be sent home.

Educational Trips & Excursions

[BOE Policy 3109: Educational Trips & Excursions](#)

Local educational trips will be made only with the prior approval of the building principal. The request form to fill out is located on our [BPS Transportation on the Staff Hub](#). You will be notified via email if your trip was approved or more information is needed. Prior consent of the student's parent or guardian is required for any excursion or trip.

The procedure for an educational trip is:

1. Fill out a Request for Study or Activity Trip. Submit a request for transportation on-line. The electronic request will automatically route to the appropriate people for approval. Please submit requests at least 2 weeks prior to the planned trip.
2. All activity trips must fit within the required time frame. Trips outside of this time frame must be discussed with the administration and/or transportation department. **NO trips on early release days!**
3. No student will be permitted to go on an activity trip without a signed permission slip from a parent or guardian. No phone permissions will be accepted.

Grading

[BOE Policy 3118: Grading](#)

Assignment of Extra Credit

Extra credit may not be given in exchange for items that are brought into the classroom, such as Kleenex, paper, pens, etc. Extra Credit may not be assigned to replace a grade. The only acceptable use of Extra Credit is for work done above and beyond an assignment, project, or test.

New Students Enrolling at the End of the Semester

Teachers will assign a grade to all students who have been enrolled in their class for sixteen or more days. Students who meet this criterion will be given grades based on work done in their class. For students who are enrolled fifteen or fewer days, grades will be recorded based on work from the previous school they attended.

Recording Student Grades

All work on students' official records will be done by the teacher and never by the students. No teacher will ask or permit a student to record grades, fill in grade sheets or copy grades. Students' recorded grades shall be kept confidential at all times. Grades should not be called out in class for the purpose of recording. Papers should be collected and grades recorded by the teacher. Discuss students' recorded grades only with the student, parents, counselors or administrative staff.

Reduction of Grades for Punishment

Students' grades cannot be adjusted because of disciplinary reasons.

Report Cards & Progress Reports

The Bixby Board of Education believes that students and parents should be informed periodically of the student's progress in school work. Therefore, report cards shall be sent to parents or guardians at the end of each semester grading period. Progress reports shall be distributed and/or made available electronically during the ninth week of the grading period, and additional reports, telephone calls, or personal visits may be scheduled if in the best interest of the student.

- Report cards or a report of progress will be issued to students one week following the end of each grading period.
- Students are expected to share the reports with their parents or guardians.
- Teachers shall document a parent contact regarding a student's area of concern or failing grade at each progress report or report card period. Teachers are encouraged to contact the parents or guardians at any time that a student is not performing up to his/her potential.
- The semester grade is recorded on each student's permanent school record.
- The school staff and teachers will work with any student receiving a failing grade or a designated area of concern and will assist the student in determining and solving problems with the particular subject area.
- Parents or guardians are encouraged to discuss their child's progress with teachers and administrative staff by appointment or during regularly scheduled parent/teacher conferences.

Schedule for Report Cards and Progress Reports for 2023-24

End of 9 Weeks Oct 22	Progress reports will be distributed at Parent Teacher Conferences on 11/08/23 or 11/15/23. Any progress reports not picked up at conferences will be sent home on 11/17/23.
End of Semester 1 Dec 20	Report Cards Distributed: 1/12/24
End of 9 Weeks March 8	Progress reports will be distributed at Parent Teachers Conferences on 3/13/24 or 3/27/24. Any progress reports not picked up at conferences will be sent home on 3/29/24.
End of Semester 2 May 23	Report Cards Available On-line: 6/1/24

Homework

[BOE Policy 3123: Homework](#)

Homework may be used as a part of the educational process. It will be related to the school's aim and philosophy, but its primary objective shall be to aid in the development of the student by providing practice.

Instructional Television/Video Materials

[BOE Policy 3107: Instructional Television/Video Materials](#)

Quality video material for instructional purposes is available from a variety of sources. While the selection of video material for classroom presentation is primarily the responsibility of the teacher and the site principal, the Board recognizes that some video material may not be appropriate for some students. Accordingly, the following policy requirements and required form shall apply to the classroom use of video material.

Lesson Plans

[BOE Policy 3104: Lesson Plans](#)

Teachers are expected to plan for each class period in order to make them effective. Teachers are required to prepare and keep daily lesson plans on their desks at school. Daily lesson plans are to be prepared on a weekly basis. As long as the teachers are well prepared and students are making progress, the form and extent of the lesson plans will be left to their discretion. Principals may require that lesson plans be submitted for review. Teachers must post their lesson plans on their district website by Monday at 8:00 a.m. for the current week. Regular classroom teachers with special education students are requested to communicate their lesson plans with the special education teachers so they can determine how to best help the students assigned to them. Teachers' lesson plans or newsletters with general content will be posted on their websites.

Preparation/Planning Period

[BOE Policy 4151: Planning Periods](#)

A preparation period is provided daily for teachers. The preparation period shall be used for the following duties: personal instructional preparation; planning, selecting, and preparing materials for instruction; conferring with parents, staff, and administrators; keeping school records; supervising aides if assigned; participating in meetings as needed; grading student papers and recording student grades; and study of current literature to keep abreast of developments within the subject matter taught by the teacher. Teachers are to use their planning period in the building of major assignments, and for the purposes indicated. Teachers shall leave the school premises only to carry out functions relating to the above duties when permission to do so has been obtained from the building principal.

Printing & Copying

[BOE Policy 3121: Instructional Resources Copyrighting Material](#)

Copyright of Materials

Teachers are expected to adhere to copyright laws when reproducing materials, knowing that many items are reproducible for educational purposes only.

BPS Copy Center

The Bixby Public Schools Copy Center is located at 118 N. Armstrong. Each teacher should follow established site procedures for use of the Copy Center.

There are many ways we can copy that are too numerous to list so if you have any questions about what the Copy Center can do, call us at x2268 or email mjohnson@bixbyps.org.

Student Handbooks

Teachers will be responsible for the review, distribution and implementation of the items in the student handbook with their students.

Substitute Plans

Teachers must develop (and submit to the office) substitute folders with emergency plans to cover 3 days of absences. These plans should be in addition to the regular classroom lesson plans, and should be accompanied by any necessary classroom information. Additional information may include any current policies and procedures, class rosters, attendance practices and materials, and emergency/safety drill information.

Supplies

If budget allows, teachers are given a set amount of money at the end of every school year to be used to order classroom supplies for the coming year. A supply requisition should be filled out and turned in to the building principal. Supplies will be delivered to the teacher when school resumes in the fall.

Tutoring Students

BPS teachers are welcome to tutor students after hours as a support to student learning. If teachers choose to charge for those services, however, they must go through the proper channels to establish their services as part of our Community Education program. Otherwise, they may choose to serve free of service OR in a different capacity or location than the school.

Student Files

The academic records and achievement scores of all students are kept in the counselor's office. You are encouraged to use these files to find information about students in your class. These files are considered confidential.

Visitors, Volunteers & Guest Speakers

[BOE Policy 3103: School Day Volunteer](#)

[BOE Policy 3114: Visitation for Special Education Classes and Related Services Programs](#)

[BOE Policy 5107: School Visitors](#)

[BOE Policy 5108: Classroom Visitation](#)

Visitors:

All visitors and or volunteers must sign in and out, using the Lobby Guard in the main office and receive a visitor's pass. All visitors / volunteers will wear an ID badge. If you see visitors / volunteers in the halls without proper identification, please ask them to go to the Attendance office to sign in and receive a visitor's pass. If you are unable to escort a visitor to the office, please notify building administration and ask the visitor to wait with you for the administrator's arrival.

Staff members are not expected to have personal visitors during the school day. Additionally, siblings typically do not visit students in their classrooms. Visitation to classrooms shall not occur without prior notice to the classroom teacher, and may occur according to three categories:

1. A parent/guardian may visit a classroom as a volunteer, according to our volunteer regulations and with principal approval.

2. A parent/guardian may visit a classroom to observe his/her child in class for a brief period of time, and will be escorted to, from, and while in the classroom by the principal or designee.
3. Other visitations are restricted and may require prior authorizations.

Volunteers:

Bixby Schools has in place a program whereby school volunteers can be requested to help in your classroom. The primary purpose of the school BEST (Bixby Educational Support Team) volunteer shall be to free the teachers from tasks that can be accomplished by others in order for teachers to spend more time teaching. A BEST volunteer coordinator is assigned to every building.

Volunteers may NOT:

- grade papers
- be left alone with a classroom or student except in an emergency situation
- discipline students
- administer medication or give medical treatment to students

Guest Speakers: Because care must always be exercised in the selection of speakers, resources or guest speakers will not be scheduled without approval. Forms for guest speakers can be picked up in the principal's office. All speakers must be approved by the site principal or principal's designee.

Website Standards

Website Standards for Non-administrative, certified personnel as listed: Purpose and goal of a classroom web site is both communication and instruction. Therefore, items 1 – 4 listing web site information and content are considered minimum requirements for a regular classroom teacher website. Items 1 – 3 are listed as minimum requirements for nurses, special education teachers, speech pathologists, ELL instructors, Title I teachers, counselors, and media specialists.

1. Welcome/Home Information —this page should include a welcome and short overview of your class. Visuals (clip art, pictures, etc.) are nice here (but not required).
2. Classroom expectations—this information should list classroom supplies and classroom expectations regarding behavior, work, etc. Teachers may reference the student handbook.
3. Contact Information —Along with the email form, include the school's phone number, your plan time, and a time frame in which a parent can expect a response. (i.e. Your child's success is important and requires everyone--student, parent, and teacher--to map a road to success. Should you have questions or concerns, please feel free to contact me via email below, during my plan from 1:30 - 2:30 at 366-2200, or call and leave a message at the front office any time during the day. Phone and email messages are checked daily, and I will do my best to respond within 24 hours.)
4. Curriculum Related Information
 - a. Class/curriculum information: In elementary, this may be a newsletter covering math, spelling, reading objectives, etc. In secondary, this may be a page providing an overview of class content & objectives (Geometry, Algebra I, etc.) Also include a link to OK Academic Standards or the district's essential elements.
 - b. Assignments—The purpose of this page (or pages) is to inform students and parents of upcoming curriculum (lesson plans) and as a resource for assigned work. In elementary, this may be a homework page that lists weekly homework assignments or

- a page listing topics of study for the week. Students who have been absent should be able to find a web page listing assigned work, due dates, etc.
- c. Include a statement on how often a parent can include updates to the page and note that lesson plans are subject to change.
 - d. Optional Information/Pages:
 - i. Album —Photos illustrating classroom activities. Permission should be obtained from parent before student pictures are published
 - ii. About the Teacher—short bio/resume of you and your teaching experience.
 - iii. Document Manager—Sections or pages where assignments, classroom resources (i.e. PowerPoints), teacher-created worksheets, etc. can be uploaded for students to download at a later date. Copyright laws must be followed.
 - iv. Links/Resources—Section or page providing students links to web resources over curriculum content.

Student Attendance

BOE Policy 2105: Student Attendance

The Bixby Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the Board has adopted a policy requiring students to be in attendance a minimum of 95% in grades pre-kindergarten through twelve, each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the building principal, or building principal's designees, on an individual, case by case basis. The superintendent is directed to establish an attendance regulation, subject to Board approval, which supports this policy.

Withdrawal of Students from School

BOE Policy 2109: Withdrawal from School

The Bixby Board of Education realizes that a student may need to withdraw from school because of residence relocation or other valid reason. In such a case, the student must notify the principal who will assist the student with out-processing. Students wishing to withdraw from school must obtain and complete the necessary form(s) from site administration. This form(s) will be sent to the classroom teacher, the media specialist, and the cafeteria. Teachers are to check that all textbooks are turned in. The media specialist will determine that all library books are turned in. The cafeteria will make sure the student's lunch account is free of charges. All form(s) must be completed and returned to site administration in order to be granted an official withdrawal from Bixby Public Schools. Students who accumulate 10 consecutive days of unverified absences will be automatically withdrawn from school.

Employee Leave & Salary Information

Family *and Medical Leave

BOE Policy 4131: Family and Medical Leave, BOE Policy 4128: Parental Leave

It is the policy of the District to comply fully with the requirements of the Family and Medical Leave Act of 1993 (FMLA). This Act, as supplemented by the National Defense Authorization Act

of 2008 (NDAA) requires that a covered employer provide up to 12 workweeks of unpaid leave to eligible employees or up to 26 workweeks of leave for service member family leave. “Eligible employees” are those employees who: (1) have been employed for at least one year by the School District; (2) worked at least 1,250 hours during the previous 12 month period; and (3) have requested leave for a reason covered by the FMLA or NDAA.

Additionally, employees may request up to two (2) days of parental leave for the arrival of a child into the family.

***Maternity Leave**

In accordance with SB 1121, school employees may have six (6) weeks of paid maternity leave from the date of the birth of a new baby.

- Applies to full-time public school employees who have been employed by the school district for at least one year and have worked at least 1,250 hours during the preceding twelve-month period.
- Does not apply to paternity leave.
- Must be used immediately after birth.
- Is used in addition to and not in place of sick leave.

Personal Business Leave: Certified Personnel

BOE Policy 4123: Personal Business Leave - Certified Personnel

A teacher may be absent for reasons of personal leave without loss of pay. Personal leave as the name implies, shall pertain to conducting pressing personal business of a personal nature relating to personal, legal, business, household, or family needs which cannot be met other than during school hours. Leave for such personal matters will not exceed three (3) days per school year, and shall be without deduction. Unused personal days may be rolled over to the next fiscal and school year to accumulate up to five (5) personal days in a year.

Salary Schedule

BOE Policy 4115: Salary Schedule

It is the policy of the Bixby Board of Education that all personnel shall be paid not later than the last working day of each month. All full-time employees will be paid on a twelve-month basis.

Sick Leave: Certified Personnel

BOE Policy 4122: Sick Leave - Certified Personnel

The Bixby Board of Education shall provide sick leave benefits to all certificated personnel in order to promote a sense of security and permit an ease of mind that is essential to the satisfactory performance of professional services. The Board sets forth the provisions for administering this policy.

Teacher Absences

BOE 4105: Standards of Performance and Conduct for Teachers

Teachers shall not be absent from their classrooms without prior notice to the principal. When you will be absent for any reason, you should notify the principal and/or principal’s secretary and enter the absence in Frontline system as soon as possible, but no later than midnight the day before the

absence. If you know in advance that you will be out, please tell the secretary **AND** building principal (or designated administrator) as soon as possible. While teachers earn 10 paid sick days per year, teachers are expected to make every effort to be at school. Teachers are granted 3 personal days, and 2 emergency days each year. Substitutes are procured through ESS. Teachers are expected to keep an emergency substitute lesson plan folder with pertinent information for subs.

Teachers who find that they will be late or absent because of unforeseen emergencies must notify the principal as soon as possible so that a substitute teacher may be obtained. Teachers are to leave a plan in the office to guide the substitute, as well as a sub folder/file in the classroom for long absences. If for some reason a teacher will arrive after the expected start or leave before the completion of the usual work day, please inform the principal or main office as soon as possible. If a teacher is going to be off-campus at any point in the day OR if the teacher takes the class anywhere outside of the normally scheduled locations, he/she is expected to notify an administrator or the front office.

Employee & Student Safety

Hygiene and Sanitation

[BOE Policy 4145: Hygiene & Sanitation](#)

The Bixby Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents post exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as the employee's ability to receive the

Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

Fire Marshal Regulations

- Draperies, curtains, and decorations shall be flame resistant with documentation.

- Student prepared artwork and teaching materials may be attached directly to the wall as long as they do not exceed 20% of the wall area.
- No burning candles are permitted.
- All classroom doors must be free of obstructions.

Mold Prevention, Assessment, and Remediation Program:

The purpose of the Mold Prevention, Assessment and Remediation Program is twofold:

- Protect students, employees, and visitors from exposure to mold;
- Address concerns about mold in a manner that is positive, prompt, and consistent with providing a good indoor air quality program

In order to properly implement established guidelines, it is critical that faculty members notify the site principal when they believe there is any type of concern, sign or belief that mold is within the building. The site principal will contact the Director of Maintenance immediately once notification occurs and the Assessment and Remediation Program (if necessary) will begin.

Sexual Harassment

[BOE Policy 4100: Sexual Harassment](#)

The policy of this school district forbids discrimination against any employee, applicant for employment, vendor, representative, or patron on the basis of sex. The Bixby Board of Education will not tolerate sexual harassment by board members or employees. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

Safety and Emergency Procedures

Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes, and procedures for both fire and tornado emergencies (BOE 6123). Rules for evacuation should be posted next to the door. They should indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. These posted rules will be discussed with each class using the room during the first days of the school year (BOE 6125). Teachers will take steps to fully instruct students on safety procedures, and will consult the Emergency Procedure Guide for details/assistance. Teachers will use Red or Green cards during emergency drills to indicate if students are all safe and accounted for. If teachers cannot account for all students, they are to hold/post the red card. Classroom doors are to be shut and unlocked during fire drills; locked for all other drills.

Safety Drills:

[BOE Policy 6125: Safety Drills](#)

Each school site will conduct the required safety drills each school year. Each site principal shall be responsible for ensuring that ten (10) drills are appropriately conducted each year. The superintendent or designee shall monitor and ensure that all ten (10) drills are appropriately conducted at each site each year. It shall be the duty of the principal, under the direction of the superintendent, to conform to the written plans and procedures adopted by the school district. All students and teachers shall participate in the safety drills.

Safety Procedure Postings

Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes, and procedures for fire, tornado, and lockdown emergencies. Rules for evacuation should be posted

next to the door. They should indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. These posted rules will be discussed with each class using the room during the first 15 days of the school year/semester if the class is new to the teacher.

Staff Safety

[BOE Policy 4143: Staff Safety](#)

All employees of this school district will be covered by Workers' Compensation Insurance for any accident while on official duty on or off school property. Employees will report any accident, however slight, in which they are involved to the employee's immediate supervisor as soon as possible. The report will include a brief description of the accident, the persons involved, and injuries sustained. The supervisor will forward the report to the building principal or to the superintendent's office as soon as possible. The superintendent or the building principal will submit an Employee's Report of Industrial Injury to the State Compensation Office. Employees who have filed for Workers' Compensation may be required by the superintendent or designee to submit to medical tests or examinations as determined by a licensed physician appointed or hired by the Board.

Weapons-Free Schools

[BOE Policy 2151: Weapons-Free Schools](#)

In order to provide a safe environment for the students and staff the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person are prohibited.

Student Discipline and Supervision

Expectations of Teachers

Teachers shall be responsible for the discipline of their respective classrooms. Students shall not be excluded from classes without good cause. The aid and counsel of the site principal(s) shall be sought on questions of discipline and special misconduct cases shall be referred to the principal(s).

The goal of all discipline is to teach and increase the likelihood that students will make positive appropriate decisions. Disciplinary actions may include private conversations with students, coaching a student through the choices that were made or could be made, working with students to create solutions to their problems, creating alternatives for children to cope with frustrations that can cause outbursts, and natural or logical consequences for the choices made. Teachers may contact a student's family, restrict that student's privileges (such as recess or lunch "detention"), or require the student to make some kind of amends for his/her misbehavior. When necessary, aid and counsel of an administrator shall be sought on questions of discipline and special misconduct cases shall be referred to an administrator. In considering corrective actions, the administration will consider the following: conference with student, conference with parent, in-school placement or restriction to the office, detention, referral to counselor, behavioral contract, changing a seating or class assignment, requiring financial restitution for damaged property, requiring student to clean or straighten items or facilities damaged, restriction of privileges, service "project" to others, involvement of local authorities, referral of student to appropriate social agency, and even suspension if deemed appropriate. However, students shall not be excluded from classes without good cause.

Students are to be supervised at all times during their school day. Teachers are responsible for student supervision in the classroom and when the classroom activities extend into other locations, such as assemblies, computer labs, playground, educational excursions, activity trips, or hallways. Teachers are responsible for discipline and supervision in all areas of the school, and especially regarding enforcement of student dress code, weapons-free schools, suspicion of students under the influence, or in possession of drugs. If a teacher suspects or observes a student out of dress code, or Students and/or their belongings may be searched in accordance with school policy by an administrator or administrative designee (BOE 2153). If a staff member suspects anyone on campus to be in violation of the weapons or substance policies, they are to contact the office/administration immediately.

[BOE Policy 2147: Reporting Students Under The Influence Of or Possessing Alcoholic Beverages or Controlled Dangerous Substances](#)

[BOE Policy 2153: Search of Students](#)

Student Dress Code

[BOE Policy 2144: Student Conduct - Dress Code](#)

It is the responsibility of the entire staff to monitor the dress code. Take a few minutes at the beginning of the class to survey your students for violations of the dress code policy. If students are out of dress code, please send them to the appropriate ~~Assistant Principal~~ ***administrator**.

~~The Board of Education has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning.~~

~~**Please refer to the student handbook regarding specific dress code policies and procedures for students:**~~

~~Generally, students should regard neatness and cleanliness in grooming and clothing as important.~~

- ~~• Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Appearances that interrupt classes or draw undue attention will not be allowed.~~
- ~~• Revealing or sexually provocative clothing or clothing of extreme style may not be worn.~~

***Attire for students must be reasonable, modest, and in such a style as it will not cause distraction from the educational process or create an unsafe, threatening environment. Students shall follow board policy 2144 for all dress code issues.**

When attending school, students should wear clean and appropriate clothing. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Appearances that interrupt classes or draw undue attention will not be allowed.

~~If the principal believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals, the principal, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity.~~

~~If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student make appropriate corrections before returning to class. If the student declines to make the corrections to clothing, the principal shall notify the student's parents or legal guardians and request these persons make the necessary correction. If both the student and parent or legal guardian refuses, the principal shall take appropriate disciplinary action.~~

~~Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities or suspended from school until the violation is corrected.~~

Bullying Policy Information

“Bullying” means a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. The designated individual(s) to investigate bullying reports at each school site will be the Principal and Assistant Principal(s) or any other person assigned by the site Principal.

Student Bullying Reporting

[BOE Policy 2146: Student Bullying & Report Form](#)

Statement of Legislative Mandate and Purpose: This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 Okla. Stat. § 24-100.2 et seq. (“Act”). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district’s policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Health Services for Students & Employees

Accident Reports

A reportable injury is an injury to any student (including those in competitive sports) and all school personnel which is referred to a doctor or results in an absence of one-half day or more.

- If the accident occurs at school, or on the way to or from school, or during a school-sponsored activity, it must be reported.
- All students and employees should report to the office when an accident has occurred. The school nurse will be contacted immediately.
- Accident Report forms must be completed and returned to the principal. These can be picked up in the office.

Administration of Medicine to Students

[BOE Policy 2116: Administration of Medicine to Students, BOE Policy 2116A: Medical Marijuana, Hemp & Cannabidiol \(CBD\)](#)

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to students. Only designated employees

who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

Prescription medication must have:

Student Name
Dosage and Directions for administration
Name and Strength of medication
Name of physician or dentist
Date and name of pharmacy

Non-prescription meds must have:

Student Name
Contain directions
Must be in original container/package

Food Allergies

Any student who has a specific food allergy should report such allergy to the school nurse or principal immediately so that appropriate steps can be taken to ensure that student's safety.

Hygiene & Sanitation (Bloodborne Pathogens)

[BOE Policy 4145: Hygiene and Sanitation \(Bloodborne Pathogens\)](#)

The Bixby Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid. The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling and disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids. The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service. School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccination following exposure. Information such as the employee's ability to receive the Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

Head Lice

[BOE Policy 2110: Health - Students](#)

If you suspect that a student has head lice please notify the nurse or the building administrator immediately so that proper examinations and precautions can take place.

Illness at School

If a student is ill at school any staff member may send that student to the office to see the school nurse. The school nurse or designee will determine if reasonable steps can be taken to ease the student's medical condition while remaining at school or if it will be necessary for the student to return home. The school

nurse or designee will contact the parent or guardian if the student is to receive medication or needs to return home.

Immunizations & Meningococcal Disease And Vaccines

Immunization requirements are established by the State of Oklahoma and are state law. *No student will be allowed to enroll in school without documentation of the required vaccines.* Each time an immunization is given, a copy of your child's updated immunization record must be brought to the school. Please make sure the child's name, birth date and grade are written on the immunization record. Exemptions from the immunization requirements are authorized for medical, religious, and personal reasons. If you have any further questions, please call one of the school nurses listed above.

Required Immunizations

School Nurse *or Health Staff

Students that need to see the nurse **or health clerk** should be sent directly to their office. Students are discouraged from going to the nurse during the five minute passing times, rather report to their next class and receive a pass to the nurse's office (in cases of emergencies this is unavoidable).

School health services, as provided by a certified school nurse or health clerk, supplement the efforts of parents and health care providers to maintain and promote the health of students. School health services do not replace the parent's responsibility for obtaining health care or the provider's responsibility for administering care.

School nurses provide assistance in evaluating present or potential health problems, provide the essential liaison between the health and educational needs of pupils with chronic illness or handicaps, provide the direction for care of students who become ill or injured at school, assist school administrators to meet school health policies of the school district, and function as a school team member to assist each pupil to optimal achievable health.

Health care in the school, as provided by the school nurse, includes identification of health problems, preventive health measures, health maintenance care and necessary therapeutic intervention.

Special Education & Specialized Student Services

Bixby Public Schools provides special classes and/or trained specialists for many students. Students who are eligible for these various programs may be served through a consultative and collaborative model or through pullout programs, whatever creates the least restrictive environment for the student. Specialized teachers are serving large numbers of students in many different classrooms. It is important that teachers make sure that students arrive promptly for their scheduled classes. Some of these special programs include Title I, Speech and Language, Learning Disabilities, Intellectual Disabilities, Emotional Disabilities, Gifted and Talented, RSA, English Learners classes, and Indian Education tutoring. Students are expected to arrive promptly as scheduled for these services, which requires that teachers closely attend to the schedules.

Students who are eligible for these various programs may be served through a consultative and collaborative model or through pullout programs.

Extended School Year

BOE Policy 3113: Extended School Year

Extended school year ("ESY") services are special education and related services provided to a child with a disability (ages 3 through 21) beyond the District's normal school year in accordance with the child's IEP that are necessary for the child to receive a free appropriate public education in accordance with state standards and the Individuals with Disabilities Education Act, as amended ("IDEA"). It is the District's intent to make ESY services available at no cost to each child with a disability who is determined to need the services in accordance with this policy.

The IEP team for each child with a disability will determine his or her need for ESY services, regardless of the child's categorical disability. The IEP team will consider each child's ESY need at the child's annual review meeting, and any IEP team member may also raise the issue at any other time. The IEP team will determine ESY need in a timely manner to ensure that each child consistently receives a free appropriate public education.

Gifted and Talented Education

BOE Policy 3112: Gifted Education

Students will be considered for placement in the program in accordance with scores on standardized achievement and intelligence tests, records, and recommendation of teachers/parents. Identified students will be offered appropriate programming. When students participate in this programming, they will not be penalized for missed assignments in the regular classroom. They will be given support to understand concepts missed during GT programming. Any questions that a teacher may have about Gifted & Talented Services may be addressed with the GT teacher or an administrator..

Least Restrictive Environment/Inclusion

BOE Policy 3115: Least Restrictive Environment-Inclusion

Individuals with Disabilities Education Act (IDEA) stipulates that children with disabilities must be provided a free appropriate public education in the least restrictive environment (LRE), meaning that "to the maximum extent appropriate, children with disabilities are educated with nondisabled children." The amount of time to be spent in the regular education classroom will be determined by the IEP team for each individual student. Bixby Public Schools supports responsible placement of students in the least restrictive environment.

Para Professionals

Paraprofessionals may be assigned to your classroom. The purpose of a paraprofessional is to assist specific student's accommodations, but please feel free to make use of their skills to assist all students learning if their duties do not require constant attention. Paraprofessionals, while in your room, are under your direct supervision although you are not responsible for evaluating (However, you may be asked for your insights on an evaluation). Please strive to create a collaborative culture that benefits all students, and specifically address any praise or concerns with your Para and their supervisor.

Supervision of Classroom Paraprofessionals

Classroom paraprofessionals will be under the supervision of the building principal and under the direct supervision of their cooperating teacher. Specific guidelines regarding job duties, expectations, and all other pertinent information should be given to all paraprofessionals at the beginning of each school year. Paraprofessionals shall be evaluated annually unless circumstances warrant further evaluations.

Referral to Special Services

If any staff member feels that a student would benefit from specialized services they should immediately notify the site counselor. From there the counselor will begin our district's process of "response to intervention." BPS's terminology for this process is called a Student Intervention Team (SIT).

SIT (Student Intervention Team) *and Bixby Multi-Tiered System of Support

Student Intervention Team (SIT) is a part of a comprehensive multi-tiered support system that focuses on prevention and early intervention for approach to the early identification and support of students with learning and behavior needs. The BTSS process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers and specialists. Progress is closely monitored. to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. The school counselor is the primary contact in the building for the SIT referral process. At-risk students are identified by teachers, parents, achievement scores, and performance. The counselor will conduct Team meetings will be held to assess and evaluate at-risk students' needs and the steps needed to improve their academic progress, which may include but are not limited to classroom interventions, support services available at the site, and specified assessment.

~~The counselor will be the primary contact in the building for the SIT team referral process. At-risk students are identified by teachers, parents, achievement scores, and continued report card failure. The counselor will conduct team meetings to assess and evaluate at-risk students' needs and the steps needed to improve their academic progress which may include but are not limited to:~~

- ~~● Holding a SIT team meeting between teachers and the school psychologist to determine if a student needs modifications and/or to be assessed for special services~~
- ~~● Coordinate a behavior intervention screening and assessment plan to include the team of teachers, counselor, and school nurse~~
- ~~● Coordinate a referral to the alternative education center (available for 6th grade students)~~
- ~~● Refer students that may qualify for Native American tutoring or any tutoring program that may be available within the school or to an outside agency.~~

SIT or IEP Meetings

Every teacher will serve students that have exceptional needs. In order to serve those students most effectively you will be expected to participate in all SIT and IEP meetings regarding your students. Every teacher should make every effort to attend all meetings relative to their students.

Speech

A therapist conducts classes for students with speech and/or language disorders. The students must qualify according to state guidelines in order to receive those services. Referrals for these

services may be initiated by the parent of the student, the teacher, principal, or other professionals who work with the student.

Title I: Math & Reading

Title I is a federally funded program designed to provide additional help to students whose reading or math skills are below grade level. This program is designed to not only strengthen reading and math skills, but to increase self-confidence and motivation. Enrollment is dependent upon meeting qualification guidelines.

Title III: English Language Learners (EL)

The purpose of Title III is to ensure that limited English proficient students meet the same challenging state academic content and student academic achievement standards as all other students. The Bixby School District provides support for those students who have learned English as a Second Language. The purpose of this support is to enhance the education of each student while appreciating their cultural differences. Staff assigned to each building complete assessments and determine the level of support for each student. Please direct any questions to the student's school

Title VII: Indian Education

The federal program for Indian Education, Title VII, is available throughout the Bixby School District. The purpose is to assist students of Native American descent with academic needs, specifically academic tutoring. Students are served by completing a 506 form indicating their affiliation with a tribe. No tribe issued card is required. The focus at the high school is to provide tutoring services for eligible students.

FERPA

Notification of Rights under FERPA for Elementary & Secondary Schools

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Bixby Public School District, with certain exceptions, affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff, school resource officer, and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Family Educational Rights & Privacy Act (FERPA) : Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Bixby Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bixby Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bixby Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Student information beyond that listed below (address, phone, date of birth, attendance, student ID number), will be released upon request to other education agencies, such as technology schools and colleges and universities. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Bixby Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within one week of the first day of attendance. Bixby Public Schools has designated the following information as directory information:

1. Student's name
2. Names of the student's parents
3. Grade level
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Photograph
7. Degrees, honors, and awards received

Bixby Public Schools will publish a list of the items of directory information it proposes to designate as directory information in each student handbook, annually provided to each parent/student. After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of School's Office) if any or all of the items they refuse to permit the district to designate as director information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or eligible student. Information identified as directory information will also be identified in school board policy on the school website.

Parental Rights

Unless the school has court documents that revoke a parent's rights, parents have the right to their child's records, school performance information, and parent conferences rights. Custody is NOT a determining factor in access to records or information.

Retention

BOE Policy 3126: Student Promotion & Retention

Teachers shall report to building administration any student whose progress warrants consideration for retention. Teachers **must** inform parents of students' progress throughout the school year, and follow the school policy for retention considerations. Teachers will refer students to the site committee for retention consideration in the spring of each school year. Occasionally, parents may wish to retain their child. If so, they must communicate with the teacher and teachers will follow the policy adopted by the district.

Occasionally, it may be necessary for a student to repeat a grade. Typically, students who are retained should be retained only once during their educational experience in grades Pre-K through 8th grade.

The purpose of this policy is to establish the criteria and procedures involved in considering student retention and the appeal process. Students with disabilities will be advanced or retained in accordance with their Individual Education Program team's decision.

Students will be considered for retention based upon teacher or parent request. The RSA requirements require consideration of retention for 3rd grade students. Communication through conferences and written reports of progress should have clarified the teacher's and /or parents' concerns before any consideration of retention begins. When either party feels a student may find more success if they repeat the current grade, they will request a meeting of the building retention committee. The child's age, maturity, achievement level, and attitude will be discussed thoroughly along with sample work. This committee will make a decision regarding retention and convey that decision and rationale to the parents in writing. The parents have the right to appeal any decision to retain or promote their child to the building principal within five days of receiving the written decision. A second appeal can be made to the superintendent or designee within five days of receiving the principal's appeal decision in writing. The parent may request a review of the superintendent's decision by letter to the Board of Education within five days of the parent's receipt of the superintendent's decision. The Board of Education decision shall be final and non-appealable.

Counseling Services

Child Abuse

[BOE Policy 2124: Procedures For Documenting And Reporting Child Abuse, Neglect And Exploitation: Reporting And Investigation](#)

[BOE Policy 2125: Child Abuse Report Form](#)

Every teacher, support person, or other employee of this school district shall report immediately any suspected physical, mental, or sexual abuse or neglect of any school student under the age of 18 to Department of Human Services.

Procedures for Documenting & Reporting Child Abuse, Neglect & Exploitation: Reporting & Investigation

In accordance with Oklahoma law, a teacher/any person is required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511.

Confidentiality Release Form

Before the school can release ANY information to anyone other than a parent or guardian, the school must obtain a signed Release of Confidential Information form. The form can authorize the school personnel to offer information to an outside source, such as counselors, physicians, other caregivers, etc. who are specified on the form.

Counseling Support Services

Building counselors are here to provide support and services to students. They will see classes regularly for guidance lessons, and take referrals from teachers to serve students in small groups or individual sessions. Counselors are to be consulted whenever a teacher has a student who is struggling (academically, socially, or emotionally). Counselors will assist students and teachers in working together to succeed in school. Counseling services include specialized groups (such as divorce groups, grief groups, social skill groups, anger management groups, as examples) and special individualized times with students, too. Counselors will also manage SIT referrals for students who struggle in class.

Individual and Small Group Counseling

The school counselor is available to meet with individual students and small groups. Group counseling must have parent permission due to confidential issues that might be discussed in the presence of other students. Students needing counseling may be identified by teachers, parents, or the students themselves. Topics/issues may include but are not limited to self-esteem, handling emotions, bullying, adjusting to a new school, organizational and time management skills, and parental divorce.

Elementary & Intermediate Specifics

Attendance Reports

Morning attendance in elementary/intermediate schools should be reported no later than 8:10 am. Tracking attendance accurately is critical. Students who enter after these recording times are considered tardy for that portion of the day, and should check-in at the main office before coming to class. If students consistently miss instructional time at the beginning or end of the day, discipline may be assigned. Students are expected to be in attendance at school 95% of the time, according to Bixby BOE Policy.

Exceptions to this requirement will be considered by the building principal on an individual, case by case basis.)

Teachers should relay concerns regarding student attendance to the appropriate building administrator.

Assignment Requests & Making Up Assignments

- Students will need to be absent at least two (2) consecutive days before assignments can be requested. Please call the office prior to 9:00 a.m. Assignments may be picked up the same day after 2:00 p.m. in the office for all requests made prior to 9:00 a.m. Assignment requests made after 9:00 a.m. can be picked up the following day after 2:00 p.m.
- The student may promptly make up work without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see what work needs to be made up. When students are absent, they will have the same number of days to make up the work as the number of days absent. Make up work not turned in on time will be recorded as a zero. All make up work must be in by the end of the grading period. Only in extreme cases, such as a prolonged illness, hospitalization, etc. will more than one week be allowed for work to be made up unless permission is granted by the administration. Assignments or projects that have been assigned in advance are due on the previously designated date unless arrangements with the teacher are made in advance.

Computer Resources

Teachers will provide students the opportunity to regularly use the internet, keyboarding, and technology-based instruction. Teachers will guide students towards appropriate resources, and will monitor specifically to ensure students are gaining instructional benefit in the computer lab. If a CRC lab is utilized, teachers always accompany their students to the CRC lab to provide instruction.

Grading Policies

[BOE 3118: Grading](#)

All work on students' official records will be done by the teacher and never by the students. No teacher will ask or permit a student to record grades, fill in grade sheets or copy grades. Students' recorded grades shall be kept confidential at all times. Grades should not be called out in class for the purpose of recording. Papers should be collected and grades recorded by the teacher. Discuss students' recorded grades only with the student, parents, counselors, or administrative staff. Be sure the person has a "need to know." Grades should not be discussed "over lunch".

In accordance with the policy of the Board of Education the following grading system will be used for all subjects, including those taught in a special education setting:

Pre-Kindergarten through Third Grade

A checklist evaluating progress in identified skills will be provided to parents. Assessment will be by the semester and based upon mastery of skills/standards as identified in the state standards for Pre-Kindergarten through Third Grade.

The evaluation key is listed below:

- “4” Exceeds Expectations or Learning Target
- “3” On Track or Meets Learning Target
- “2” Progressing (toward learning target)
- “1” Area of concern
- Shaded box: Not evaluated this grading period

First through Fourth Grade for Art, Music, Physical Education (Grades 1-4)

A general evaluation of student progress will be provided based upon the state standards for these subjects.

The evaluation key is listed below:

- “4” Exceeds Expectation or Learning Target
- “3” On Track or Meets Learning Target
- “2” Progressing (toward learning target)
- “1” Area of concern

Fourth, Fifth, and Sixth Grades (Core Academic Subjects)

- A – 90 to 100% (exceeding expected requirements in excellent manner)
- B – 80 to 89 % (complete work with high degree of accuracy)
- C – 70 to 79 % (complete work of average quality)
- D – 60 to 69 % (work of below average quality)
- F – 59% and below (failing work)

Grades awarded to students will be based on these percentages or a student checklist for all grading periods. Nine weeks report **of progress and the eighteen weeks semester grades reports will be given to all students**. Student percentages will be cumulative for the semester grading period. A grade mark of 'I' is incomplete and will be changed when the course is completed within the time limit set by the teacher. A reduction of grade marks will not be used as a form of discipline under any circumstances.

Dates for progress reports and semester grades will be designated at the beginning of each school year. In addition to progress reports and semester grade cards, teachers are expected to update their grades **weekly *regularly in PowerTeacher, Canvas, or Teacher Ease with a minimum of 2 grades per week**. There will be no pluses or minuses recorded. A grade mark of “I” is incomplete and will be changed when the work is completed within the time limit set by administration. Progress reports and grade cards will be given to all students according to the dates determined.

Interventions & Flex Groups

Each school will have intervention time. During this time students will have a focused lesson on objectives they need whether it is enrichment, on grade level, or below grade level. Students are grouped by their targeted skills, not by teachers.

End of Day Dismissal

To alleviate crowding in the halls, students may be dismissed in shifts. Procedures will be developed and implemented for safe dismissal of students. Teachers are responsible for the adherence to the dismissal procedures.

Newsletters

Teachers are expected to maintain their web sites (where they can post their newsletters) and send a newsletter at least twice monthly to their class parents outlining curriculum, upcoming activities, or special projects.

Media Center

The media center uses flexible scheduling to provide an opportunity for each student to spend time in the media center weekly. Teachers may schedule the library for whole class activities or checkout by working with the Media Director. Teachers are responsible for all equipment and materials they check out from the library. Use of the Media Center and practices related to the media center will be determined and supervised by the Media Specialist. Services and practices include management of lost books, overdue books, Computer Resource Centers, Chromebook Carts, and mobile Computer Labs.

Student Assignment to Classrooms

Students are carefully placed in each classroom each year to maximize the educational experience for each of them. It is critical that teachers follow the process that is outlined every Spring, and maintain strict confidentiality regarding the students' placements. Once placed by the teacher team, we make every effort to keep a child in his recommended classroom. Class changes are made in extreme situations if it is determined to be the best solution to an issue. It is expected that school staff and families work together to make each placement successful for each child.

Secondary Specifics

Activity Absences

BOE Policy 2136: Extracurricular Activities.

It is the desire of the Board of Education for all students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist students toward development of strong work habits, responsibility, and self-discipline. Since the educational merit of the co-curricular and extracurricular programs is recognized, the goal of the Board is to facilitate a balanced education for each student.

Attendance

Attendance must be taken at the beginning of each period (every day) in order to account for the whereabouts of our students. Teachers will mark attendance on the computer, but it is not necessary to hit the submit button until after the first five minutes of class. This allows you to correct any entries for students who were tardy.

It is essential that you take attendance every period that you have a class so that we are aware that students are in a safe environment. In addition, when attendance records are taken accurately throughout the day, it reflects well on your professionalism.

Non Attendance Procedure

If a student fails to attend your class 95% of the time, in a semester grading period, they will receive a NG designation on their semester report card regardless of the grade they earn. Excused reasons for absence, along with documentation/proof, will be considered by the school attendance clerk and school administration. Please refer students to the attendance clerk if they have any questions as to whether or not their absence was excused.

For students in all grades, an Attendance Reminder Letter will be sent from the site principal for excessive absences without a valid excuse, along with the Notice of Non-Attending Student form.

- If the parent/guardian does not comply with compulsory attendance laws, additional absences will be recorded on the bottom of the Notice of Non-Attending Student form and the form, a copy of the notice sent to parents, and attendance records are forwarded to the Executive Director of Student Services for, who must sign the bottom of the form. Current discipline records should also be forwarded.
- Excessive student absences, without a valid excuse, could result in the Executive Director of Student Services' reporting the absences to the district attorney's office, and the court information is shared with the site principal.

Communication via Intercom

Occasionally it is necessary to use the intercom for announcements. Every effort will be made to do this only at the beginning or ending of the hour. At the beginning of a period (to be determined by site administration) each day, we will observe a moment of silence, recite the Pledge of Allegiance and make any necessary announcements. Please send any announcements you have to be made to the office before the start of the second hour (this time is subject to change based upon activities during the school day). It is important that ALL CLASSES ARE QUIET AND LISTEN

TO THE DAILY ANNOUNCEMENTS. Many times critical information regarding organizations, scholarships and important events is announced at this time.

Concurrent Enrollment

[BOE Policy 3116: Concurrent Enrollment for High School Students](#)

The Bixby Board of Education believes that students should be encouraged to prepare themselves for study beyond high school when possible. Therefore, all junior and senior students of exceptional ability and who qualify should have an opportunity to gain college and high school credit while completing their high school education.

Further, Oklahoma statutes require that each high school student be made aware of the opportunity to participate in concurrent enrollment.

Weekly grade checks on all concurrently enrolled students will start the third week of each semester and will take effect the fourth week for eligibility purposes. Concurrently enrolled students will need to bring the verification forms to the High School Assistant Principal's Office each Thursday by 2:40 p.m. to verify eligibility. Forms are available in the High School Assistant Principal's Office.

Grading Policies

[BOE Policy 3118: Grading](#)

In accordance with the policy of the Board of Education the following grading system will be used for all subjects, including those taught in a special education setting:

Grades shall be determined by daily assignments, homework, special assignments, labs, class participation, and comprehensive assessments. Assignments shall be listed in PowerTeacher and/or Canvas within two school days of the assignment being assigned. The PowerTeacher entry should reflect the following general information: the date the assignment is due, the total points possible, and any pertinent or unique information students or parents may find helpful. Teachers keep grades current in order to provide feedback to students regarding their learning, progress on standards and projects, and status in the class.

All work and tests affecting the student's grade shall be returned to the student within ten (10) school days for review, evaluation, and any remediation deemed necessary by the instructor. However, completed research papers and large scale projects shall be returned within (15) school days. All grades shall be listed in PowerTeacher and/or Canvas and returned to students before final exams at the conclusion of the semester grading period. Final exams are excluded from this time frame.

All students that are awarded letter grades will receive them within the following framework:

- 100% - 90% = A
- 89% - 80% = B
- 79% - 70% = C
- 69% - 60% = D
- 59% - 0% = F

Grades awarded to students will be based on these percentages or a student checklist for all grading periods. Nine weeks report of progress and the eighteen weeks semester grades reports will be given to all students. Student percentages will be cumulative for the semester grading

period. A reduction of grade marks will not be used as a form of discipline under any circumstances.

Recognition of High School Students for Academic Achievement

It is the philosophy of Bixby High School to encourage students to enroll in those courses that challenge even the most academically able student. Students who enroll in these challenging courses are to be compensated by awarding grades that are weighted more than the grades awarded in less academically demanding courses. The basic purpose of the “weighted grade” is to provide an incentive for students to enroll in a program of advanced studies.

All courses taken in grades 9-12 will be included on the student transcript and will be considered when calculating the grade point average (GPA). Two (2) GPAs will be listed on the transcripts and college applications based on a 4.0 unweighted scale and the “weighted” GPA.

For purposes of determining class rank, the following weight systems will be used.

Standard Class	Concurrent Core Course/Pre-AP/AP	AP Course + Passed Exam*
A=4	A=5	A=6
B=3	B=4	B=5
C=2	C=3	C=4
D=1	D=1	D=2
F=0	F=0	F=0

In order for AP students to earn the bonus grade points (6, 5, 4, or 2) they must pass their chosen exams(s) with a 3, 4, or 5. Students who take an AP Exam without completing the Advanced Placement course will not be afforded any additional weight or his/her transcript.

The following designations exist to recognize outstanding achievement at Bixby High School:

- **Valedictorians:** Students who rank in the upper 1% of the class
- **Salutatorians:** Remaining students who rank in the upper 2% of the class
- **Bixby Distinguished Graduate:** Remaining students who rank in the upper 10% of the class

Eligibility Statement Extracurricular Activities

Participation in extracurricular activities at Bixby High School is a privilege, not a right. Therefore, it is assumed that students’ behavior during those times that they are representing Bixby High School in extracurricular activities (out of class field trips, performances, games, contests etc.) is to be above reproach.

Grades for weekly eligibility will be pulled from Power School at 8:00 a.m. every Friday morning or the last day of the school week. Grades MUST be updated frequently in order to insure the accuracy and fairness of the student's grade.

It should be understood by all students participating in extracurricular activities that their eligibility to participate is governed by this policy statement, all regular student discipline codes, as well as the rules and regulations of the OSSAA. It is therefore possible for two students found guilty of the same inappropriate behavior to have different punishments. That is, the extracurricular student may receive the same punishment as the regular student, in addition to being declared ineligible to participate in extracurricular activities.

Participation in extracurricular activities shall be subject to the following minimum restrictions:

- A student on a semester schedule must have earned a minimum of 5 credits counted toward graduation in which he/she was enrolled during the previous 18-week grading period.
- If a student does not meet the minimum scholastic standard, he/she will not be eligible during the first six weeks of the next 18-week grading period.
- A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding grading period should be obtained from the records in the school last attended.
- During a semester, the student must be passing in all subjects he/she is enrolled in.
- A student must attend three classes the day of an activity in order to participate.
- A student who has not attended classes 95% of the time for the semester becomes ineligible.
- A student, whose conduct or character at school is under discipline or whose conduct or character outside the school is such as to reflect discredit upon the school, shall be ineligible until reinstated by the principal.
- Weekly grade checks on all concurrently enrolled students will start the third week of each semester and will take effect the fourth week for eligibility purposes. Concurrently enrolled students will need to bring the verification forms to the High School Assistant Principal's Office each Thursday by 2:40 p.m. to verify eligibility. Forms are available in the High School Assistant Principal's Office.

In general, the following guidelines will be followed:

- A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct will forfeit the right to participate in at least one contest.
- Repeated offenses of this type will result in the forfeiture of at least two contests and may cause the student to lose his/her eligibility for the remainder of the school year.
- Other issues not specifically addressed in this statement will be addressed by the building principal.

HIV/AIDS Education

HIV/AIDS education will be presented to students in Middle School and High School. In accordance with state law, a parent preview session will be presented. Parents/guardians may contact the school nurse or principal for the date of this presentation. Parent/guardian may request their student be exempt from this class by contacting the school nurse.

Assignment Requests & Making Up Assignments

All work missed during a period of absence may be made up without penalty, with the exception of absence due to truancy. For each day of absence, a student shall have one (1) school day to make up the work missed, unless granted additional time by the teacher. During the period of make-up time allowed, the work missed shall not be calculated in the students' grade until the work is turned in or the makeup time has expired. For example, if absent on Monday, make up work is due to the teacher by the beginning of the class period on Wednesday. It is the responsibility of the student on the day of return to make arrangements to see that the work is made up.

Students need to be absent at least two (2) consecutive days before assignments can be requested. When it is necessary, parents may request assignments when a student has multiple absences, due to illness or other circumstances. Please call the Attendance Office **PRIOR TO 10:00 a.m.** Assignments may be picked up the same day after 3:00 p.m. in the Attendance Office for all requests made prior to 10:00 a.m. Assignment requests made after 10:00 a.m. may be picked up the following day after 3:00 p.m.

All students involved in a student activity should get their work prior to the activity absence occurring.

Any examination or assignment announced during the student's presence in class or which is regularly scheduled (e.g. semester test, research paper, etc.), which is missed by the student due to any type of absence, shall be made up on the day the student returns to class. If a test is first administered on the day the student returns to class, he shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and if it is not regularly scheduled, either of which would prevent him from being aware of the scheduled test, then the test shall be administered to him one day following his return to class. If a student is absent for part of a class period but present for the majority of the class period, work assigned the same day is due without extended time.

Any exceptions to the policy concerning administering the tests shall be limited to those exceptions made by the building principal. In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year.

In the case of a student suspension refer to [BOE Policy 2161: Suspension of Students](#)

Media Center

Please make use of our Media Center and all of its amenities to help enhance student learning when applicable. Policies and Procedures for the Media Center will be provided to you before the start of the year including how to schedule class time. Our Media Specialist will be implementing a school wide curriculum that will address various student age topics, but not covered in our standard core class curriculum. These topics will include proper use of the facility, internet research, internet safety, proper etiquette online, etc.

Secondary Counseling Program

A variety of guidance and counseling programs are offered at Bixby High School. Counselors provide classroom guidance lessons, group and individual counseling, and needed parental support

in order for the school to develop a positive learning environment for all students. The counseling program is designed to help the student transition into a secondary school level by focusing on academics as well as responsibility, productivity, respect, and citizenship skills. Counseling program goals are:

- To help each student develop a positive self-concept and an appreciation of others
- To assist each student in strengthening interpersonal skills
- To provide a supportive environment for learning to manage personal concerns and for making positive decisions and choices
- To help each student improve individual study skills
- To provide information and assist in orientation of students new to Bixby High School
- To provide opportunities for career exploration
- To coordinate the referral for special education services and identify at-risk students through our SIT (Student Intervention Team) process
- To provide parents with information to better assist their children in educational and personal achievement
- To provide consultation regarding referred children with teachers, administrators, community agencies, and other professional resource people
- To provide assessment services for students

Consultation

The counselor will work as a resource consultant for parents, teachers, administrators, and community members to provide the following services:

- Provide information, materials, bibliotherapy, and referral assistance to outside agencies
- Refer students to the district wide counselor for individual counseling
- Consult and coordinate with Special Services and be available for outside agencies that enter the school in need of a contact person (examples: Department of Human Services, Associated Centers for Therapy, Office of Juvenile Affairs, etc.)

Secondary Student Discipline

Referring Students to the Office

Minor offenses, such as talking, disruptive behavior, and failure to follow directions should be dealt with in the following manner:

- 1st offense – talk with the student(s);
- 2nd offense – assign appropriate classroom discipline, contact parent(s)/guardian, and document the discipline and parental contact;
- 3rd offense – refer to the appropriate Assistant Principal with documentation of prior discipline and parental contact.

Before/After School Detention

Before and after school detention is an additional disciplinary tool provided to teachers for dealing with student discipline or tardies. Days, times, and duration may vary by site. Before a student can serve detention a parent/guardian must be contacted. A Google document will be used to keep track of assigned detentions, whether the student served, and the parent/guardian that was contacted.

In House Placement (IHP)

In House Placement is an additional disciplinary tool used to provide an alternative setting to an out of school suspension. All IHP referrals will originate from administration. Requests for work from the office will help keep the student up to date with assignments/class progress and needs to

be filled as soon as possible. You will be notified by the administration or attendance office of student's placement in I.H.P. prior, when possible, to the student being placed.

Student Discipline in School Co-Curricular and Extra-Curricular Programs and Activities

Disciplinary action against a student which affects a student's participation in a student co-curricular/extra-curricular activities program shall be the responsibility of the activity sponsor/coach and school administration.

Authorization is given for an IARC to be established in each school to serve as a review panel for disciplinary action affecting a student's participation in co-curricular and extra-curricular activities programs. A student who is suspended and/or removed from a co-curricular or extracurricular program activity may appeal the decision of suspension and/or removal to the school's IARC. Such an appeal must be submitted in writing to the school's principal within five school days of notice of the disciplinary action. The appeal request by the student/parent must stipulate the reason(s) for the appeal. Pending the outcome of an appeal, the principal, at his discretion, may reinstate the student to the activity program or continue the suspension and/or removal from the activity program. The decision of the IARC is final as the right of appeal to the Board of Education is not extended to cases of suspension and/or removal from co-curricular or extra-curricular activities programs.

In cases of an appeal, The IARC shall meet and hear the respective positions of the student/parent and the coach/sponsor and shall make a decision, after hearing the appeal, to affirm, modify, or rescind the student's suspension and/or removal. The final decision of the IARC shall be reduced to writing by the site or district administrator hearing the appeal as a member of the IARC and provided to the student/parent, coach/sponsor, and the superintendent (or his designee).

Student Participation in School Co-Curricular and Extracurricular Programs & Activities & Disciplinary/Attendance Internal Activity Review Committee **[BOE Policy 2136: Extracurricular Activities](#)**

The Bixby Schools provide an extensive program of educational opportunities for all students. This includes a strong academic program which is enhanced by an activity program designed to give all students an opportunity to participate, to compete, to develop leadership and citizenship skills, and to experience success in worthwhile projects. However, it is the desire of the Board of Education for all students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist students toward development of strong work habits, responsibility, and self-discipline. Since the educational merit of the co-curricular and extracurricular programs is recognized, the goal of the Board is to facilitate a balanced education for each student.

Student Tardy Policy

Bixby Secondary Schools believe that punctuality is important, thus responsibility for punctuality rests with the student. Teachers will use appropriate classroom management skills to curb student tardiness according to the student handbook, including before or after school detention. Teachers will be required to contact the parent prior to these discipline measures. The school believes that punctuality to assigned duties is among the most important things a student can learn and should

be learned as early as possible. Good time management skills will serve students regardless of their direction following graduation. Student tardiness to any class is not permitted.

Procedure:

- 1st and 2nd Tardy: Verbal Warning
- 3rd and 4th Tardy: Teacher-assigned consequences with parent contact
- 5th Tardy: Teacher-assigned consequences with parent contact &/or Referral to Administration

Students Out of Class

Students need to be in class learning and receiving instruction. If a student is called out, a hall pass should be written each time that student leaves your class. Please keep a “Pass Log” visible in your classroom and have students leaving your class sign out every time they leave. If you send a student to the office with a disciplinary referral, please call the office and inform the office of the situation.

Support Staff Handbook



2023-24

Equal Opportunity Statement/Notice of Nondiscrimination

Bixby Public Schools, as an equal opportunity educational provider and employer, prohibits discrimination on the basis of race, color, religion, sex, gender, (including pregnancy), national origin, disability, military status and/or age in educational programs or activities that it operates or in employment decisions. The district provides equal access to the Boy Scouts and other designated youth groups. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, not to discriminate in such a manner. (Not all prohibited bases apply to all programs.)

Additionally, BPS is committed to establishing and sustaining a school community that shares the collective responsibility to address, eliminate, and prevent actions, decisions, and outcomes that result from and/or perpetuate racism. BPS will maintain a zero-tolerance policy relative to racism or discrimination of any kind.

Related BOE Policies:

[2100: Sexual Harassment of Students](#)

[4100: Sexual Harassment](#)

[4102: Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination](#)

If you suspect discrimination please contact one of our Title IX Team Coordinators:

Employment Issues	Lydia Wilson	Associate Superintendent	lwilson@bixbyps.org	918-366-2240
Student Issues	Jamie Milligan	Assistant Superintendent	jmilligan@bixbyps.org	918-366-2298
Additional Issues	Rob Miller	Superintendent	rmiller@bixbyps.org	918-366-2200

General questions about the District should be directed to 918-366-2200.

Bixby Public Schools
109 N Armstrong
Bixby, OK 74008

2020-2025 Strategic Focus

Ensuring that each student is able to thrive and pursue individual excellence is an exciting challenge for our school staff and community. Our community is on the precipice of the future, as expanding opportunities, new technologies, and innovations in teaching and learning push us to think differently about how to best prepare our children for success beyond graduation.

Our District Strategic Planning Team embraced the challenge to build on Bixby's long tradition of excellence by identifying critical opportunities for focus over the next five years. This strategic plan provides direction for achieving consistent, sustained excellence throughout our schools, while also promoting innovation and organizational agility to ensure we continue to meet the rapidly-changing needs of our students and community into the future.

IT BEGINS WITH OUR VALUES

Bixby Schools will provide opportunities for students to explore and develop the skills, capacities, and dispositions that support life-long learning, high achievement, and global citizenship. Our high expectations for all students are embedded in the district-wide focus areas, goals, and strategies of this plan.

Our value statements drive our aspirational culture because they act as reminders of the how, why, and what -- and our shared vision.

- A strong public education system benefits the entire community, teaches positive citizenship, and is a shared responsibility of all.
- Everyone is entitled to a safe, caring, and respectful learning environment.
- Education addresses the development of the whole child - academic, social-emotional, personal health and well-being, and prepares each student for life's transitions.
- Today's instruction must embrace a child's natural curiosity and creativity while developing critical thinking and problem solving skills for successful global citizenship. High expectations promote higher achievement in academics, athletics, and the arts.
- Education should be tailored to meet the needs of every child.
- Every student should take ownership of his or her education.
- Education should guide the student's development of positive and ethical behavior which is reflected in their actions and attitudes.
- Our schools should be adaptive, innovative, and forward-thinking to ensure our graduates possess the skills necessary for success in a diverse and changing world.





OUR MOTTO:
encapsulates the beliefs or ideals which guide our district.

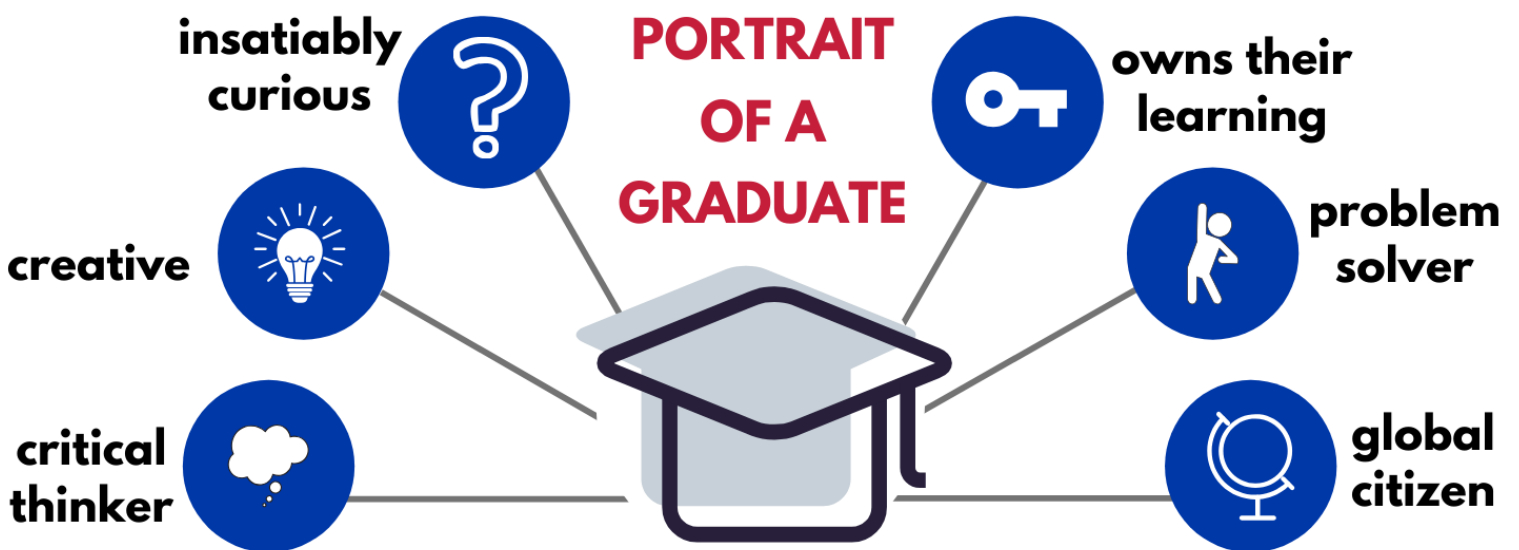
**The Spartan Way:
Learn Well.
Live with Honor.**

OUR VISION:
captures the future we hope to create for our students.

**Bixby Schools:
A place where all learners believe in their power to LEARN, EXCEL, & OWN their future.**

OUR MISSION:
explains our fundamental purpose as a school district.

“Ignite the Potential of Every Student.”



These six learner attributes serve as the foundation for teaching & learning.

<p>Safe & Welcoming Schools</p>	<ul style="list-style-type: none"> Equitable resources Social & emotional health Collaboration with families 	<p>Vibrant Teaching & Learning</p>	<ul style="list-style-type: none"> Innovative, forward-thinking environment Emphasis on creativity, problem-solving, student agency, & global awareness 	<p>Exemplary Teachers & Staff</p>	<ul style="list-style-type: none"> Top candidate recruitment from diverse backgrounds Educator support Professional development
<p>Family & Community Engagement</p>	<ul style="list-style-type: none"> Family support Community partnerships Improved communications 		<p>Culture of Innovation</p>	<ul style="list-style-type: none"> Reduced focus on test-based accountability Focus on student engagement, relevant curriculum, real-world application 	

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SCHOOL CALENDAR

ABSENCE – SNOW AND/OR ICE DAYS

All employees of the Bixby Public Schools are expected to be present during bad weather unless advised differently by the Administrative Supervisor. Personal interpretation of hazardous driving conditions is not sufficient justification for receiving compensation for absence on such days. The safety of school district employees is of great concern to the administration. If hazardous driving conditions necessitate one being absent or tardy, they are to call their immediate supervisor.

ABSENTEEISM

Regular job attendance is expected of every employee. Individual job descriptions contain specific acceptable minimum attendance rates for the position. An employee who is unable to report for work shall notify his/her supervisor as soon as possible prior to his/her shift so the supervisor may arrange for a temporary replacement and plan the work schedule accordingly. The employee should call in each day he/she is going to be absent. An unauthorized absence for a portion of a workday shall be without pay and could result in suspension or termination of employment.

ACCIDENTS

For your protection, the Bixby Public Schools insists that all injuries be reported immediately to the supervisor of the department. If the accident causes an injury that requires medical attention, and the supervisor so directs, report to an emergency medical facility for medical care. (Refer to section on Workers' Compensation). An accident report should be completed as soon as possible and submitted to the Personnel Office.

APPEARANCE

The image you portray as a Bixby Public Schools employee through the day-to-day contact with the public, and with work colleagues, has a direct bearing on how they judge the effectiveness of our school system. It is important that a positive image is portrayed. Cleanliness and personal grooming are important and expected. ***Some example of unacceptable clothing could include, but is not limited to:**

Unacceptable Clothing

1. Muscle shirts
2. No bare shoulders
3. See-through tops
4. Halter tops
5. Tops that do not touch the lower garment at all times thus exposing the bare midriff skin.
6. Tops with excessively low necklines.
7. Clothing with writing or pictures, which are suggestive or symbolic of drugs, alcohol, sex, or anything illegal or immoral.
8. Biking shorts, boxer shorts
9. Shorts or trousers of knee length to three (3) inches above the knee may be worn with the permission of the director of transportation/director of maintenance and/or associate superintendent.
10. ~~Jewelry that requires piercing about the face and head should be limited to the ears.~~

~~other piercing on the face and/or head or not covered by clothing is prohibited.~~ *Any jewelry, piercings, or accessories must be in compliance with any safety requirement of the job duties. Any jewelry clothing or accessory that is extreme and/or constitutes a distraction or disruption in the workplace or in the school district facilities is prohibited.

11. The following tattoos shall be covered by support staff while on school property or at a school event or during contracted work hours: a tattoo that includes the use of profanity or vulgarity and a tattoo at or above the collarbone on the front or back of the body. Cosmetic tattoos, such as eyebrows, are permitted. Any tattoo that creates a distraction or disruption in the workplace or in the school district facilities is prohibited.

APPLICATION FOR LEAVE

An employee requesting leave must complete an “Application for Family or Medical Leave.” The application must state the reason for the leave, the duration of the leave (if known). And the starting and ending dates of the leave. An application is available from the office of the Superintendent, Human Resource Department.

The application for leave must be submitted at least 30 days before family or medical leave because of an expected birth or placement of a child, or because a planned medical treatment is to begin. If, for reasons beyond the employee’s reasonable control, the leave is to begin in less than 30 days, an employee must give notice to his or her immediate supervisor and to the office of the Superintendent as soon as is practicable, ordinarily within one or two school days of when the employee learns of the need for leave.

In the absence of an application for leave from an eligible employee the School District may, in its discretion, place an eligible employee on FMLA leave if the employee is absent for any of the reasons set forth above in the “reasons for leave” provisions.

ASBESTOS SURVEY

In response to the Asbestos Hazard Emergency Act, P.L. 99-5519, and EPA regulations, we have completed a survey of our buildings for asbestos containing materials. As a result of our building survey concerning asbestos, we are pleased to announce that areas that contain asbestos pose no health problems.

The management plan and the results of the reinspection will be available for viewing during the office hours in the office of the Facility Director. Please call for an appointment.

AVAILABILITY OF LEAVE

In determining the availability of leave, the School District will consider the employee’s accrued leave entitlement (whether paid or unpaid) by virtue of existing employment policies or collective bargaining agreements. The intent of the School District is to insure that each individual covered by FMLA or NDAA shall have the leave benefits available as a result of the Act’s requirements. It is not the intent of the School District or this policy to provide leave benefits that exceed those authorized by rule, policy or existing law as supplemented by FMLA or NDAA. Thus, an eligible employee must use any accrued paid vacation leave, personal leave and sick leave for any part of the 12 week or other period. It is the policy of the School District that all paid leave be used first

before unpaid leave.

In the event the application of School District policies or collectively bargained agreements, pursuant to Okla. Stat. tit. 70§509.1 *et seq* results in less leave than is required by FMLA or NDAA, an eligible individual will be entitled to such additional unpaid leave as is necessary to result in the minimum leave specified in both laws for covered individuals.

Where the employee's spouse is also employed by the School District, the total number of workweeks of FMLA leave to which both spouses are entitled is limited to 12 workweeks during a year if such leave is for the birth of a child or to care for a child or for placement for adoption or foster care of a child.

BUS DRIVERS

Bus drivers will be given an additional section that will include requirements and regulations for and to bus driving only.

CHANGE OF ADDRESS, MARITAL STATUS, ETC.

All employees are required to maintain current and correct records of personal information with the Personnel Office. All personnel records and payroll transactions will reflect the name shown on the employee's verified form of identification. Immediately report any change in home address or telephone number. In addition, any change in marital status, number of dependents, or local person to contact in the event of an emergency must be reported to Human Resources Dept. Upon separation from the school system, employees are requested to leave a forwarding address so that appropriate records and forms, i.e., Internal Revenue Service W-2 Forms, may be mailed to them.

CHILD NUTRITION EMPLOYEES

Child nutrition employees will be provided an additional section that will include requirements and regulations specifically for their assigned duties.

COMPENSATORY TIME FOR OVERTIME POLICY

The Fair Labor Standards Act (FLSA) extends flexibility to school districts in adopting arrangements that provide compensatory time off in lieu of monetary overtime compensation. Accordingly, Bixby School District will provide, within reasonable limits, compensatory time off. The calculation used to determine the amount of compensatory time available to a non-exempt employee is equal to the time worked beyond their contracted workweek up to 40 hours and one and one-half hours of compensatory time for each hour of overtime (time beyond 40 hours) worked. Compensatory time received by an eligible employee extinguishes the employee's entitlement to monetary overtime compensation. Compensatory time off is subject to all of the conditions provided in this policy and the District's other policies concerning FLSA. The District's administration shall, at all times, retain the authority to make the decision to permit an employee to accumulate and use compensatory time or to pay the employee for overtime worked; however, the standard of time and one-half for overtime hours worked shall apply in either instance. The District's policy and applicable procedures concerning compensatory time are more fully detailed below.

I. Prior Approval of Overtime Required

Overtime will not be allowed to any non-exempt support employee unless prior

approval has been given, in writing, by the employee's supervisor or his/her designee. Non-exempt support employees working in excess of forty (40) hours per workweek without prior written approval may be subject to appropriate disciplinary action, up to and including the possibility of dismissal.

II. Calculation of Compensatory Time

If a non-exempt support employee is properly assigned to work more than forty (40) hours in a workweek, the District may provide compensatory time ("comp time") off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked. It shall be the responsibility of the employee and the employee's supervisor to maintain accurate records of all comp time accrued. All overtime recorded to be accrued as comp time must be initialed by the employee and the immediate supervisor or his/her designee by the end of the week following the week in which the overtime is worked.

III. Scheduling Use of Compensatory Time

Any non-exempt employee who has accrued comp time and who requests the use of the comp time shall be permitted to use the comp time within a reasonable period, after making the request, as long as the use of the comp time does not unduly disrupt the operations of the District. Supervisors are encouraged to limit the accumulation of comp time to eight (8) hours per pay period, but special circumstances may justify a greater accumulation. All requests to use comp time must be in writing. If the request is denied, then the employee and supervisor are to arrange an alternate date for the comp time to be used. If no agreement can be reached, then a meeting will be conducted with the superintendent of schools or superintendent's designee to schedule a date for the comp time to be taken. The School District, at its sole option, may require an employee to use accrued comp time at certain times.

IV. Maximum Accrual of Time

Employees may accrue up to 240 hours of comp time (because comp time is accumulated at time and one-half, this is 160 hours of actual overtime work). Employees who work in a public safety activity, emergency response activity or seasonal activity may accumulate up to 480 hours of comp time (320 actual overtime hours).

V. When Hours are Not Considered Work Hours

Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as "hours worked" if the time can effectively be used for the employee's own purpose.

VI. Volunteer Work

Non-exempt employees are not allowed to do "volunteer" work for the District. Although the District appreciates the occasional willingness of non-exempt personnel to volunteer their time, FLSA regulations create an unacceptable risk of overtime liability when non-exempt personnel volunteer to perform services for the school district or volunteer to work longer hours without compensation. An exception to the volunteer prohibition is an employee of the School District, who is a parent, grandparent, or guardian who volunteers in connection with school activities involving

the individual's child or grandchild and the activity is one for which parents or others customarily volunteer. In addition, the volunteer's activities or services must be unrelated to the employee's compensated duties with the school.

VII. Payment for Comp Time Upon End of Employment

Any non-exempt support employee whose employment with the District terminates and who has accrued but not used comp time shall be paid at his/her regular hourly or salary rate in effect at the time the employee receives the payment. The District reserves the right, at any time, to substitute a cash payment, in whole or in part, for comp time.

VIII. Notice of Policy to Non-exempt Employees

A copy of this policy will be provided to all of the district's non-exempt employees along with a compensatory time agreement which employees will sign and which the employee's supervisor will sign. The agreement, unless withdrawn by the district, will remain in effect while the employee works for the District. This compensatory time off policy shall be considered as a condition of employment for all non-exempt support employees of the District.

COMPENSATORY TIME OFF AGREEMENT

In accordance with the Fair Labor Standards Act, the Bixby School District has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours per week. I further understand that the compensatory time may be limited, preserved, used or cashed out consistent with the provisions of that policy and applicable law and regulations of the U. S. Department of Labor.

In acknowledging receipt of this handbook, I voluntarily and knowingly agree to this provision of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with the policy. I further understand that in the event any portion of the policy is interpreted to conflict with the FLSA or its regulations, that the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.

DEFINITIONS OF EMPLOYMENT STATUS

Support Personnel (full-time and part-time) shall be employed, initially, in the Bixby School District on a temporary status. The temporary status shall last for a period of ninety (90) work days. Upon completion of the temporary status period the employee shall either advance to a designated employment classification status or his/her employment with the Bixby School District shall be terminated. During temporary status, the employee may terminate his/her services for any reason without prejudice and the employer may dismiss the employee. Support employees have no property right to employment during the first year of employment and may be released without cause during the first year of employment.

- **STATUS I:** Employment for eight (8) hours per day, forty (40) hours per week, twelve (12) months per year.
- **STATUS II:** Employment for a minimum of six (6) hours per day, thirty (30) hours per week minimum, ten (10) months per year.
- **STATUS III:** Employment for a minimum of three (3) hours per day, fifteen (15) hours per week minimum, ten (10) months per year.

- **STATUS IV:** Partial year employment for a specific short-term contract.
- **STATUS V:** Occasional part-time employment normally for less than forty (40) hours per week and/or irregular hours, not continuous during the day. (An employee working forty (40) hours per some weeks but on an irregular basis, not continuous through the day, would be classified as an occasional part-time employee.) Benefits for Status 5 employees are limited to hourly pay.

EFFECT OF LEAVE ON BENEFITS

During a period of family or service member leave, an employee will be retained on the School District's medical insurance plan under the same conditions that applied before leave began. In order to continue medical insurance coverage the employee must continue to make any contributions that he or she made to the plan before leave. Failure of the employee to pay his or her share of the medical insurance premium by deadlines established for the coverage may result in a loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the School District for payment of health insurance premiums during the family or medical leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or to circumstances beyond the employee's control.

The employee may not accrue any seniority or employment benefits that would have accrued if not for the taking of qualifying leave. However, the employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

EMPLOYEE LEAVE BENEFITS

ACTIVE DUTY LEAVE

The District must grant up to 12 workweeks of leave during a 12-month period because employees' circumstances qualify for leave due to a spouse, child, or parent who is a service member of the Armed Forces Reserve components or National Guard or retired service member of the Armed Forces or Reserves and is on active duty or called to active duty status in support of a contingency operation. As part of the active duty leave, employees only can take up to 7 calendar days of leave for a short-notice deployment exigency beginning on the date service members are notified of an impending call or order to active duty; they also only can take up to 5 days of leave for each rest and recuperation exigency.

Qualifying Exigencies for Purposes of Active Duty Leave Are Defined As:

- Short-notice deployment: employees can take leave to address issues that arise from service members' call or order to active duty seven calendar days or less prior to the date of deployment;
- Military events and related activities: employees can take leave to attend official ceremonies, programs, or events sponsored by the military that are related to service members' active duty or call to active duty or attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to service members' active duty or call to active duty;
- Childcare and school activities: employees can take leave to arrange alternative

childcare, provide childcare on an urgent, immediate need (but not every day) basis, enroll in or transfer a child to a new school or day care facility, or attend meetings with school or day care staff (such as parent-teacher conferences) due to service members' active duty or call to active duty.

- Financial and legal arrangements: employees can take leave to make or update financial or legal arrangements to address service members' absence while on active duty or call to active duty, such as executing powers of attorney, transferring bank account signature authority, or obtaining military identification cards and to act as the service members' representative before governmental agencies to obtain, arrange, or appeal military service benefits while service members are on active duty or called to active duty and for 90 days following termination of active duty status;
- Counseling: employees can take leave to attend counseling that is provided by someone other than a healthcare provider for service members or their children for needs arising from service members' active duty or call to active duty;
- Rest and recuperation: employees can take leave to spend time with service members on short-term, temporary rest and recuperation leave during a period of deployment;
- Post-deployment activities: employees can take leave to attend arrival ceremonies, reintegration briefings and events and other official ceremony or program sponsored by the military that occurs within 90 days following termination of service members' active duty status or to address issues arising from service members' death while on active duty, including meeting and recovering the body and making funeral arrangements; and
- Additional activities: employees can take leave to address any other events that arise from service members' active duty or call to active duty when the District and employee agree that such leave qualifies as an exigency and agree upon the timing and duration of the leave.

AUTHORIZED LEAVE WITHOUT PAY FOR SUPPORT EMPLOYEES

All employee absences, except those covered by sick leave, require prior approval through requests to the employee's administrative supervisor on a form provided by Human Resources via site administrators or directors. Absence for any reason for which paid leave is not authorized shall be classified as leave without pay (full day deduction).

Employee leave without pay is discouraged and is restricted to short term absences due to emergency situations needing immediate attention. Request for leave from regularly assigned duties for the purpose of personal or family business, family illness, funerals, or other emergency matters may be considered.

In order to request leave without pay, the employee must complete the request form and submit to his/her supervisor for approval in advance of the date(s) when leave is desired. In sudden emergencies when the need to be absent cannot be foreseen, the form must be completed upon the employee's return to work.

If the amount of time missed is small enough for the employee to make up the time within the current forty-hour week, the employee, with the approval of the supervisor, may choose that option. Time made up cannot be recorded in less than quarter-hour increments.

FAMILY *or MEDICAL LEAVE

It is the policy of the District to comply fully with the requirements of the Family and Medical Leave Act of 1993 (FMLA). This Act, as supplemented by the National Defense Authorization Act of 2008

(NDAA) requires that a covered employer provide up to 12 workweeks of unpaid leave to eligible employees or up to 26 workweeks of leave for service member family leave. "Eligible employees" are those employees who:

(1) have been employed for at least one year by the School District; (2) worked at least 1250 hours during the previous 12 month period; and (3) have requested leave for a reason covered by the FMLA or NDAA. All eligible employees who meet FMLA or NDAA requirements may be granted leave as provided in this policy and required by law for the following reasons:

1. for the birth of a child and to care for such child, or placement for adoption or foster care of a child
2. to care for a spouse, child or parent with a serious health condition
3. for a serious health condition of the employee that makes the employee unable to perform his or her job functions
4. because employees' circumstances qualify for active duty leave due to a spouse, child, or parent being called up for or on active duty in the Armed Forces during a war or national emergency declared by the President or Congress
5. for military caregiver leave to care for a service member who is a spouse, child, parent, or next of kin and becomes seriously ill or injured while serving on active duty in the Armed Forces.

The term "serious health condition" means one which requires either in-patient care, or continuing treatment by a health care provider. This term is intended to cover conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis or for more than just a few days. A "serious health condition" does not cover short-term conditions for which treatment and recovery are very brief. Such conditions would normally be covered by the School District's sick leave policies.

The term "year" as used in this Policy shall mean a rolling 12-month period measured backward from the date an employee uses any leave.

Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave, personal leave, and vacation time. Such sick leave, personal leave, and vacation time will be deducted from the 12 workweeks of eligibility. If both spouses are employees of this district, their total leave in any 12-month period will be limited to 12 weeks if the leave is taken (1) for the birth or adoption of a child or (2) to care for a sick parent. The right to take leave for the birth or placement of a son or daughter expires 12 months after the birth or placement with the employee.

If the superintendent or designee deems it necessary or desirable, an employee may be required to provide certification from a physician of the necessity of any leave requested. The superintendent may require certification as to the date the medical condition began, the anticipated duration and prognosis, and medical facts about the medical condition and treatment.

If the superintendent or designee deems it necessary or desirable, the superintendent may require a second opinion by a physician selected and paid for by the district. If the original opinion and the second opinion conflict, the district may require a third opinion at the district's expense. The conclusion of the third opinion will be final and binding upon the employee and the district.

If family leave is granted for a continuing health condition, subsequent recertification may be required at the discretion of the superintendent.

Intermittent leave may be taken in lieu of continuous leave for the birth or adoption of a child only with the concurrence of the district. The employee must provide 30 days of advance notice or as many days of advance notice as are practical. Leave taken for serious health conditions of the employee or an eligible member of the employee's family may be taken intermittently without district concurrence. However, the employee may be transferred to another position that can better accommodate the employee's recurring absences. Such transfer will not reduce the employee's pay and benefits.

Upon completion of family leave, the employee will be entitled to return to the former position of employment, if available, with equivalent benefits and pay without loss of seniority or tenure. The employee will be deemed to be at work for the purposes of tenure accrual and retirement vesting and participation. The district will maintain the employee's medical insurance coverage.

FUNERAL LEAVE

All support employees will be granted up to three (3) days funeral leave in the event of the death of a wife, husband, child, mother, father, sister, brother, grandparents, or corresponding in-laws. Leave may be extended to five (5) days when travel becomes a factor. Such leave must be approved by the principal or supervisor and the Superintendent. Funeral leave days, if taken, must be used on consecutive days, excluding weekends, and may not be cumulative.

JURY DUTY AND COURT APPEARANCE

Support employees of Bixby Public Schools shall receive pay for short-term jury duty; appearance in legal proceedings affecting his/her employment, the school, the system; or other legal proceedings as required by law, except those in which the employee is the defendant or plaintiff. The employee must submit a copy of the subpoena with the request to be absent from work.

LEAVE SHARING BANK

The Bixby Board of Education has established a leave sharing program for the purpose of permitting district employees to voluntarily transfer some of their sick leave to the leave sharing bank for the purpose of benefiting other employees who may be stricken with a catastrophic illness or accident and who may need additional sick leave due to such illness or accident. Participation in the leave sharing bank must comply with 70 O.S. §6-104.6. The following shall also apply:

Creation and Administration of the Leave Sharing Bank

1. Participation by district employees in the leave sharing bank will be voluntary. Participating employees will be assessed one day of sick leave immediately upon the creation of the leave sharing bank. Employees who do not wish to participate in the leave sharing bank must notify the superintendent in writing. Absent such written notification to the superintendent, all employees shall be conclusively presumed to be participating in the leave sharing bank. Employees requesting exemption from participation in the leave sharing bank will not be entitled to receive benefits from the leave sharing program.
2. Subsequent to the formation of the leave sharing bank, all new employees will be assessed one day of sick leave at the time of their employment. New employees may file a written notification of nonparticipation in the leave sharing bank as outlined above.

3. The minimum number of sick leave days in the leave sharing bank at any time shall be 180. When the number of days in the bank falls below 180, each participating employee will be assessed one additional day from his or her sick leave. However, employees shall not be assessed more than one day of his or her sick leave during any given school year.
4. The maximum number of sick leave days in the bank at any given time shall be 580.
5. Each employee may donate up to five additional days to the leave sharing bank in May of each year; provided, however, that if the number of sick leave days already assigned to the leave sharing bank will not permit each employee to donate the maximum number desired by the employees, then such donations shall be taken in alphabetical order, with the even numbered years starting with the letter "A" and odd numbered years starting with the letter "M". Persons experiencing a catastrophic illness or injury and qualifying to receive a transfer of sick leave days from the leave sharing bank will not be required to replace these sick leave days except as a regular participating member.

Qualifications and Procedures to Receive Days from the Leave Sharing Bank

1. An employee may qualify to receive additional sick leave days from the leave sharing bank only if the employee experiences catastrophic illness or accident which results in the employee's disability to engage in his or her occupation at Bixby Public Schools by reason of any medically determinable physical or mental impairment which, in the opinion of the primary attending physician, is expected to result in death or which is expected to result in the disability to the employee and qualifies under the additional criteria set forth in this policy.
2. If an employee experiences a catastrophic illness or accident, a written request for sick leave time from the leave sharing bank shall be presented to the Leave Sharing Bank Screening Committee. The written request may be presented by the employee or by any other person who is acting with the permission of the employee.
3. The Leave Sharing Bank Screening Committee ("committee") shall be composed of at least seven members: three administrators and four employees from sites.
 - a. The committee shall conduct as many meetings as it determines to be necessary to review a written request and determine whether the request should be accepted or denied. The date and time of the first meeting will be determined by the superintendent or designee, and the dates and times of any subsequent meetings will be determined by the committee.
 - b. After reviewing a request for a transfer of sick leave days from the leave sharing bank, the committee shall determine by a vote of its members whether the request is to be accepted or denied. If a majority of the members of the committee vote in favor of accepting the request for the transfer of sick leave days from the leave sharing bank, the committee shall communicate the recommendation to the superintendent who will present the recommendation to the Board of Education for approval or rejection.
 - c. In the event the majority of the committee members do not vote to accept the request, it shall be deemed to be denied, and the requesting employee will be notified in writing.

- d. In order to qualify to receive benefits under the leave sharing program, the employee must experience a catastrophic illness or injury, and such an illness or injury to other members of the employee's family does not qualify the employee to benefits.
- e. Additional sick leave days from the leave sharing bank shall not be transferred until the employee has exhausted his or her sick leave benefits with the Bixby Public Schools system.
- f. The maximum number of sick leave days which may be transferred to an employee as a result of a catastrophic illness or accident from the leave sharing bank is 60 days for each such separate catastrophic illness or accident. The employee may submit a request to the Committee for additional days to total no more than 120 days. If regular sick leave benefits have been exhausted and a member of the employee's immediate family (spouse, child, parent) experiences a catastrophic illness or injury the employee will be entitled to use up to fifteen (15) days from the Sick Leave Bank, subject to the approval of the Sick Leave Bank Committee.
- g. The Board of Education may, at its option, require the requesting employee to undergo a medical examination and evaluation by a physician chosen by the Board, and such examination and evaluation will be at the expense of the school district.

REFERENCE: Board Minutes dated August 5, 1987

Board Minutes dated September 17, 1991

Board Minutes dated July 18, 2019

Negotiated Agreement

Adopted: November 13, 2000; Revised: September 13, 2004; Revised: July 18, 2019

MEDICAL LEAVE OF ABSENCE

~~Any employee who is or will be absent from work due to personal illness for a period of ten (10) consecutive workdays or longer shall file a written request for a temporary disability leave of absence (medical leave), even though the employee may have accumulated sick leave days to cover the absence. The request must be accompanied by a medical doctor's diagnoses and certification. Temporary disability leave of absence (medical leave) will begin on the eleventh working day of the absence and continue as long as the employee has sick leave to cover the absences. Employees granted a temporary disability leave of absence or district medical leave of absence with sick leave are assured return to duty in the same assignment, if available, upon recovering. At the exhaustion of all sick leave, support personnel may receive an extended medical leave of absence without pay if approved by the Board of Education. The extended medical leave of absence may be for a period of sixty (60) work days which are retroactive to the first original day of illness. A written request must be filed with the Superintendent or his/her designee prior to the exhaustion of all sick leave. The request must be accompanied by a medical doctor's diagnoses and certification. Such leave may be renewed for one additional ninety (90) calendar day period, or until the end of the current school year, or a portion thereof at the request of the employee and the approval of the employee's immediate supervisor. Employees granted an extended medical leave of absence are assured of a position upon recovery within the total 150 day count, but not necessarily the one previously occupied or the same status if it was necessary to fill the position during the employee's absence. Employees who do not return to work at the end of any medical leave will be considered to have voluntarily terminated their employment with Bixby Public Schools. Employees placed on medical leave must pay the premiums for health insurance and any other benefits directly to the school district to keep these benefits in force until return to work.~~

~~*Note: The term 'immediate family' has been defined as those close family members such as a spouse or children residing within the same household as the employee. Sick leave may also be taken for the life-threatening illness of non-dependent children, mother, father, sister, brother, grandparents, mother-in-law, and/or father-in-law.~~

*MATERNITY LEAVE

In accordance with SB 1121, school employees may have six (6) weeks of paid maternity leave from the date of the birth of a new baby.

- Applies to full-time public school employees who have been employed by the school district for at least one year and have worked at least 1,250 hours during the preceding twelve-month period.
- Does not apply to paternity leave.
- Must be used immediately after birth.
- Is used in addition to and not in place of sick leave.

PERSONAL LEAVE

The Bixby Board of Education shall provide non-cumulative personal leave during the school year for support personnel as follows:

- Three (3) days for each Status I employee,
- Two (2) days for each Status II and Status III employee,
- One (1) day for Status III employee who is employed for less than six (6) hours but at least three (3) hours per day (includes bus drivers),
- No (0) days for Status IV or V employees or any employee employed for less than three (3) hours per day.

The following guidelines apply to personal leave:

1. The leave must be requested at least two (2) school days in advance, except in emergency situations. The immediate supervisor of the support employee may waive the advance notice in case of an emergency.
2. The supervisor may deny the use of leave if it causes a significant hardship in accomplishing the work of the department/school. Appeal of the supervisor's decision may be made to the Superintendent or his/her designee.
3. The leave cannot be requested/used during the first eight (8) days and/or the last five (5) days of the school year, nor a day prior to and/or after a holiday or vacation.
4. Personal leave shall be available after two (2) months of continuous employment, prorated for the first year of employment.
5. Personal leave may not be requested or used in less than one-half day increments.

Further, personal leave is **not** available to be used for the following activities or situations:

1. Seeking other employment
2. Performing any service for compensation
3. Participating in political activities

4. Inclement weather

*The staff member who is allotted three (3) personal leave days per school year may roll two (2) unused personal leave days to the next school year. The total maximum of accumulated personal leave days for any school year is five (5) personal leave days. Those staff members who are allotted less than three (3) days of personal leave per school year may roll one (1) day of unused personal leave to the next school year. Any of the personal leave days which are unused and not rolled to the next year at the end of the contract year shall be added to the employee's cumulative sick leave, up to a maximum of 90 days for Status I employees and 60 days for Status II and Status III employees.

SICK LEAVE

It is the policy of the Bixby Board of Education to provide sick leave benefits to all support employees in order to promote a sense of security and permit the ease of mind essential to the satisfactory performance of services. In compliance with Oklahoma Statutes, Title 70, Section 6-104, the following guidelines are set forth:

1. For the purposes of this policy, support employee is defined as a full-time employee of the school district as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee who is employed a minimum of 172 days, a minimum of six (6) hours per day, and who provides those services which are not performed by certified teachers, principals, superintendents or administrators and which are necessary for the efficient and satisfactory functioning of a school district.
2. The superintendent of schools, or designee, shall be responsible for administering this plan.
3. Subject to the total amount of sick leave days each support employee has available, a support employee may be absent from duty due to a personal accidental injury, illness, or pregnancy, or accidental injury, illness, or death in the immediate family without loss of salary. Benefits shall include paid sick leave of one day per month of employment for Status I and II employees. The one-day sick leave per month equals the number of hours the employee normally works per day. Status III employees who are employed for less than 6 hours per day shall be restricted to sick days as follows:
 - 5-hour employees – 5 days per year
 - 4-hour employees – 4 days per year
 - 3-hour employees – 3 days per year

Employees working fewer than 3 hours per day are not entitled to sick leave benefits.

4. When deemed necessary, an employee may borrow against unaccrued sick leave for the current school year, if approved by his/her supervisor and the Associate Superintendent for Human Resources. If the employee should terminate employment prior to earning the amount of sick leave taken, the unearned portion will be deducted from his or her final salary payment.
5. Subject to the limitations of paragraph 6 below, unused sick leave shall be cumulative from

year to year as long as the employee remains continuously employed in this school district provided the maximum sick leave credit shall be reduced by one day for every day the employee is absent for reasons covered by this policy.

6. Unused sick leave shall be cumulative to a total of 90 days for Status I employees and 60 days for Status II and Status III employees.
7. The sick leave granted to support employees under this policy shall be vested at the time of accrual, that is, upon the completion of the first month's employment, the employee shall have accrued one sick leave day.
8. Accumulated sick leave may be transferred to another school district where a support employee is employed the next succeeding school year in accordance with that district's policies.
9. Support personnel who are employed for the first time in this district and who were employed at another school district during the year immediately preceding their employment with this district may transfer a maximum of 60 unused sick leave days.

MISUSE OF SICK LEAVE BENEFITS

Any employee who attempts to take unfair advantage of sick leave benefits shall be subject to dismissal or other disciplinary action as provided by contract and/or state law. Any employee may be required to submit appropriate evidence concerning the cause of absence in order to qualify for sick leave benefits. Appropriate evidence may include the following:

- A. Physician's statement endorsed by the employee
- B. Employee statement endorsed by the principal or immediate supervisor
- C. Copies of claim submitted for insurance benefits
- D. Other information as may be indicated by the circumstances

Appropriate evidence will be submitted when requested by the principal, immediate supervisor, or the superintendent in the following situations:

- A. Sick leave claim on days of unusual or inclement weather
- B. Sick leave claim during the last four weeks of employment
- C. Sick leave claim on days immediately preceding or immediately following holidays or non-work days other than weekends
- D. Reasonable cause exists to believe that sick leave benefits are being abused

Sick leave benefits may not be paid in addition to workers' compensation benefits.

Support staff members, upon termination of employment by resignation and/or retirement, shall receive an unused sick leave benefit according to the following qualifications:

- E. Support staff members with 0-10 complete years of employment with Bixby Public Schools who qualify for retirement and/or retire through the Oklahoma Teachers Retirement System are eligible, shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 90 days for Status I employees and 60 days for Status II and Status III employees at the rate of twenty-five dollars (\$25.00) per day. Status III, IV and V employees do not qualify for this benefit. Only support staff members who qualify for and/or take retirement

through the Oklahoma Teachers Retirement System are eligible for this benefit.

- F. Support staff members with 11-19 complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 90 days for Status I employees and 60 days for Status II and Status III employees at the rate of forty dollars (\$40.00) per day. Status IV and V employees do not qualify for this benefit.
- G. Support staff members with 20-24 complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 90 days for Status I employees and 60 days for Status II and Status III employees at the rate of forty-five dollars (\$45.00) per day. Status IV and V employees do not qualify for this benefit.
- H. Support staff members with 25 or more complete years of employment with Bixby Public Schools shall receive a lump sum payment equal to his/her accumulated and unused sick leave up to 90 days for Status I employees and 60 days for Status II and Status III employees at the rate of fifty dollars (\$50.00) per day. Status IV and V employees do not qualify for this benefit.

Payment will be applicable for only those days accumulated in this district and will not include any days transferred from another district. See [BOE Policy 4133](#).

EMPLOYMENT DATE

The original day of employment for a new employee shall be the first day actually worked. This date will be used to establish eligibility for benefits and seniority rights.

If an employee terminates employment with Bixby Public Schools for a period of two (2) months or more, a new employment date will be established. The latest employment date will be used for determining vacation eligibility.

In determining the length of service for longevity awards, all periods of employment with Bixby Public Schools will be considered, whether or not continuous. Employees desiring clarification should contact the Personnel Office.

EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy of the Board of Education of The Bixby Public Schools system that no person shall, on the grounds of race, color, religion, national origin, sex, age, marital or veteran status, or a qualified person with a disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or in recruitment, consideration, selection or employment whether full-time or part-time, or any other activity for which the Board is responsible.

The successful achievement of this non-discrimination policy shall be the function and responsibility of the Board of Education, the administration, and all employees of the District.

FAILURE TO RETURN FROM LEAVE

The failure of an employee to return to work upon the expiration of a family or medical leave of

absence will subject the employee to immediate termination unless an extension is granted. Any termination, as a result of this provision is subject to the same rights as a termination for cause. An employee who requests an extension of family leave or medical leave due to the continuance, recurrence or onset of her or his own serious health condition, or the serious health condition of the employee's spouse, child or parent must submit a request for an extension, in writing, to the employee's immediate supervisor with a copy to the office of the Superintendent. This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.

HEALTH INSURANCE

All support employees who work a minimum of four (4) hours per day for a contracted year may receive \$20.00 payment per month which may be applied toward the State Health Insurance Plan or received as salary (full-time bus drivers are also provided with this benefit). In addition to this benefit allowance, the State of Oklahoma provides each support employee an amount equal to 100% of the cost of individual single premium Healthchoice health insurance. A portion of this amount, as established by state law, may be received as salary in lieu of health insurance benefits.

For information regarding options that are available for continuing insurance at the time of retirement or resignation, please contact the Insurance Coordinator.

HOLIDAYS

Bixby Public Schools provides thirteen (13) paid holidays for Status I employees.

INTERMITTENT LEAVE OR LEAVE ON A REDUCED LEAVE SCHEDULE

An employee may request to use available leave intermittently or on a reduced leave schedule. Where leave is requested in connection with a serious health condition of the employee or immediate family member, the request for leave must be supported with a certification from the health care provider that such leave is medically necessary and stating the expected duration and schedule of such leave. There must be a medical need for the leave and evidence that the medical need can best be accommodated through an intermittent or reduced leave schedule. Any eligible employee seeking leave on an intermittent or reduced leave basis must obtain and complete a request for leave and must submit the medical certification or other information required.

Intermittent or reduced leave may also be taken in connection with the birth or because of the placement for adoption or foster care of a child. However, intermittent leave or leave on a reduced leave schedule for this purpose may only be taken with the approval of the School District.

In any instance, whether because such leave is medically necessary or in connection with the birth or placement of a child, or due to service member leave, the employee must try to schedule the leave so as not to unduly disrupt the School District's operations. In the event the employee takes intermittent leave or reduced leave the School District reserves the right to place the employee in an alternative position which better accommodates intermittent or reduced leave.

When an instructional employee requests intermittent or reduced leave for planned medical treatment for more than 20 percent of the total number of working days in the period during which the leave would be used, the School District may require the employee to elect either to (1) take leave for a “particular duration” or time which is not greater than the duration of the planned treatment, or (2) be transferred to an alternative position. If the instructional employee requesting intermittent leave or leave on a reduced leave schedule does not give proper notice as required the School District may deny the taking of leave until 30 days after notice was provided, or may require the employee to take leave for either a “particular duration” or accept an alternative position.

INTERPRETATION OF FMLA or NDAA ACT

The School District intends to remain faithful to the requirements of FMLA and NDAA. Questions regarding the interpretation, administration, and application of the Act to eligible employees shall be resolved by reliance on the FMLA or NDAA and their interpretive regulations. Where relevant, the School District will also consider its policies, rules, practices and negotiated agreements; however, any conflict between the applicable Act and District policies will be resolved by reference to the relevant Act.

FOOD SERVICE PRIVILEGES

The employees of the Bixby Public Schools System are permitted to eat in the school cafeteria where they work. An adult fee is charged for these meals. The employees are expected to follow the rules of procedure for the cafeteria of the school while eating.

LEAVE BASED ON A SERIOUS HEALTH CONDITION

A Medical Certification Statement must accompany an application for leave based on the serious health condition of the employee or the employee’s spouse, child or parent. This statement must be completed by the applicable health care provider. It must state the date on which the health condition began, the estimated duration of the condition, and the relevant medical facts related to the condition.

If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her position. Likewise, when the employee is prepared to return to work he or she must provide certification by his or her health care provider that the employee is able to resume work with or without limitations of accommodations. The School District reserves the right to require the employee to obtain a second medical opinion at the School District’s expense. If the opinions of the first and second health care provider differ, the School District may require a third opinion from a health care provider mutually agreed on by the School District and the employee.

The School District may require subsequent certifications to support FMLA leave but not more often than every 30 days unless the employee: (1) requests an extension of leave; (2) changed circumstances occur regarding the illness or injury; or (3) the School District receives information that casts doubt on the validity of an existing certification. Certification periods for conditions that are certified as long term and involve no material change in the condition are different than stated in this paragraph. In any instance, re-certification requests will be the same as designated in the FMLA or NDAA.

In the event the employee is applying for leave to care for a spouse, child or parent, the certification must state that fact along with an estimate of the amount of time the employee will be needed for care. Where leave is requested due to the serious illness or injury of a service member, certification may also be required.

LEAVE TAKEN NEAR THE END OF AN ACADEMIC TERM

If an instructional employee begins any type of covered leave more than 5 weeks before the end of a term, and if the leave will last at least 3 weeks and the employee would otherwise return to work during the 3 weeks before the end of the term, the School District may require the employee to continue taking leave until the end of the term.

If an instructional employee takes leave for a reason other than the employee's own serious health condition which commences during the 5 weeks before the end of the term, and if the leave will last more than 2 weeks and the employee would otherwise return to work during the last 2 weeks of the term, the School District may require the employee to continue taking leave until the end of the term.

If an instructional employee takes leave for a reason other than the employee's own serious health condition which begins during the last 3 weeks of the term, and if the leave will last more than 5 working days, the School District may require the employee to take leave until the end of the term.

For the purpose of this Policy, the word "term" means the first semester of each academic year and the second term as the final or second semester of each academic year.

LETTER OF INTENT

The Bixby Public Schools shall give reasonable assurance of employment in writing to any support employee that the school intends to employ for the next school year. This notice will be given no later than ten (10) days after the effective date of the education appropriation bill or June 1st, whichever is later.

LIFE INSURANCE

The Board of Education will provide a \$30,000.00 term life insurance policy for each full-time employee who is working twenty (20) hours or more a week on a regular basis (full-time bus drivers are also provided with this benefit). The life insurance benefit is reduced to 65% of the original policy at age 65 and to 50% of the original policy at age 75.

OVERTIME

When it is necessary to work in excess of the normal forty hour work week, employees, with the exception of exempt employees as defined in the Fair Labor Standards Act, are to be compensated at one and one-half (1-1/2) times the regular pay rate. When possible, overtime work will be rewarded through compensatory time off. It shall be the responsibility of the supervisors of support personnel to obtain prior approval, except in emergencies, for overtime with pay from the Director of Transportation Services, Director of Facilities Services, Director of Food Services, or Superintendent or his/her designee.

PAY

The salary for support personnel in the Bixby Public Schools is within an overall salary schedule. Compensation for each particular position depends upon the duties, responsibilities, and qualifications required for job performance of the position. New employees are normally paid ***based on the job duties and qualifications they bring with them** ~~the minimum rate up to step seven on the payscale, dependent upon their experience within the past 10 years.~~ Staff may be placed on an appropriate level of the payscale based on contributing factors and qualifications for a given position.

Pay is issued on the tenth day of each month for ten (10) month support employees and on the twenty-fifth (25) of the month for most (11) month and (12) month employees who work 200 days or more. The position "Start Date" will determine pay date. When the tenth or twenty-fifth falls on a weekend or a paid holiday, the payday is then scheduled on the preceding workday. Direct Deposit is required of all employees.

The following deductions will be made each pay period the employee is with the Bixby Public Schools:

- FEDERAL WITHHOLDING TAX
- OKLAHOMA WITHHOLDING TAX
- SOCIAL SECURITY/MEDICARE

In addition to these, voluntary deductions may be authorized by the employee for the following:

- TAX SHELTERED ANNUITIES
- TTCU CREDIT UNION
- UNITED WAY/BCOC CONTRIBUTION
- HEALTH/ACCIDENT INSURANCE
- DENTAL INSURANCE
- ADDITIONAL INSURANCE

PERFORMANCE EVALUATION

Support personnel of the Bixby Public School system will be evaluated on work performance at the completion of the temporary status period and during each year of service. This evaluation becomes a part of the employment history of each employee and filed in his/her personnel file. Employees will receive a copy of the evaluation.

PERSONAL INTEGRITY

The employee's responsibility includes ethical conduct in all business dealings. Respect for the law, observation of work regulations, and recognition of the rights of others are representative component parts of high personal ethics. A failure to observe these can be the basis for disciplinary action.

Keys checked out to school employees are to be guarded and never loaned to non-school personnel without permission of the supervisor.

Employees are hired as a result of successful application procedures and references and are expected to perform their assigned duties without assistance from non-school employees. If an employee is unable to perform his/her duties, the supervisor should be contacted.

Support employees should not bring children to the workplace or allow children to remain at the workplace after school hours.

PERSONAL TELEPHONE CALLS

All staff should restrict the use of school phones or their personal cell phones to make personal phone calls. During work time a staff member's cell phone should be restricted to emergency calls. Personal cell phones may be used during an employee's lunchtime. Exceptions to this policy may be made by the employee's immediate supervisor.

PERSONNEL FILES: SUPPORT EMPLOYEES

At the time of initial employment, each support employee shall file with the district prior to the first day of employment a complete employment history and a complete record of education.

For the benefit and use of the school district and of the employee, the district will maintain a complete, up-to-date personnel file in the superintendent's office. Employees are requested to go online and make changes when necessary. The file record shall include the following information:

1. Correct name (as on social security card), address, telephone number, and date of employment;
2. Data on education, including all institutes completed;
3. Additional data requested concerning health and/or medical examinations;
4. The name of a local contact person in the event of an emergency;
5. Record of assignments; and
6. Evaluations of performance.

Every employee shall be allowed to inspect his or her personnel file at any reasonable time in the presence of a staff member of the superintendent's office.

References regarding an employee received prior to employment with the district shall not be made available to the employee for inspection.

PHYSICAL EXAMINATIONS

Physical examinations may be required for support personnel before employment in certain assignments. The cost of the examination will be paid by Bixby Public Schools.

Pre-employment and annual physical for Child Nutrition, Transportation and Maintenance staff may be required from an employer-designated medical facility.

POLICY FOR CLASSIFICATION OF EMPLOYEES

RIGHTS AND RESPONSIBILITIES INVOLVING NON-EXEMPT EMPLOYEES

It is the policy of Bixby School District to ensure compliance with the Fair Labor Standards Act

(FLSA) provisions concerning the payment of overtime at the established rate to eligible employees. Consistent with that obligation this policy discusses the proper classification of employees as exempt or non-exempt employees and also addresses the rights and responsibilities of the District and non-exempt employees in areas related to the authorization necessary for overtime work, and related recordkeeping requirements. The purpose of the policy is to ensure that the District correctly identifies those individuals entitled to overtime and ensures that non-exempt employees required to work overtime as a condition of their employment receive either monetary compensation or compensatory time for approved overtime. The District's construction and interpretation of this policy shall be consistent with FLSA's mandatory provisions.

DISTRICT'S OVERTIME OBLIGATION

The FLSA does not limit the number of hours that an employee may work, either daily or weekly. It requires that overtime compensation be paid or time accrued at a rate of not less than one and one-half times the non-exempt employee's regular rate of pay for each hour worked in a workweek in excess of the maximum hours applicable to the type of employment in which the employee is engaged. For school district employees this means overtime for hours in excess of 40 per week for non-exempt employees.

While overtime must be calculated on a workweek basis, there is no requirement in the FLSA that the overtime compensation be paid weekly. As a general rule, overtime earned in a particular workweek should be paid where possible on the regular payday for the period in which such workweek ends. When the correct amount of overtime compensation cannot be determined until later, the district will pay it as soon after the regular pay period as practicable. Payment shall not be delayed beyond the next payday. In those cases where an employee elects or District enforces compensatory time, the use of accrued time is controlled by the District's Compensatory Time for Overtime Policy.

- I. **Employee Classification for Purposes of FLSA**: It is the District's intent to adhere to the requirements of FLSA with regard to the classification of employees and with respect to the payment of overtime wages to eligible employees.
- II. **Non-Covered Employees**: FLSA provides that certain employees are not covered by the Act. Non-covered employees include volunteers, independent contractors, legal advisors, and certain trainees. Non-covered employees are basically treated the same as exempt employees, for purposes of FLSA.
- III. **Exempt Employees**: In accordance with the FLSA, exempt employees do not receive overtime. Exempt employees include executive, administrative, and/or professional personnel. An exemption is determined for the respective categories based upon application of either the long or short tests described below.

Executive Employees

- A. ***The Long Test for Executive Employees***: An executive employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions:

1. Duties: Primarily management of the agency, department or subdivision.
2. Supervision: Customarily and regularly directs two or more other employees.
3. Authority: Possesses the power to hire or fire employees, or makes suggestions that are given substantial weight in such decisions, including promotions.
4. Discretion: Customarily and regularly exercises discretionary power.
5. Work Responsibility: Does not devote more than 20 percent of his or her hours in a workweek to the performance of activities not closely related to items (1) through (4).
6. Compensation: Is not paid less than \$684 per week exclusive of board, lodging or other facilities (On a yearly basis, 260 days, \$684 per week equals about \$35,568 per year).

B. *The Short Test for Executive Employees:* An executive employee must meet all of the following requirements to be exempt:

1. Compensation: Is not paid less than \$684 per week exclusive of board, lodging or other facilities (On a yearly basis, 260 days, \$684 per week equals about \$35,568 per year).
2. Duties: Primarily management of the agency, department, or subdivision.
3. Supervision: Customarily and regularly directs two or more other employees.

Administrative Employees

A. *The Long Test for Administrative Employees:* An administrative employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions:

1. Duties primarily consists of either:
 - a. non-manual or office work directly related to management policies or general business operations
 - b. performance of administrative functions in an educational establishment in work related to academic instruction and training
2. Discretion: Customarily and regularly exercises discretion and independent judgment.
3. Supervision:
 - a. Regularly and directly assists a person employed in an executive or administrative capacity
 - b. performs under only general supervision work requiring special training, experience or knowledge
 - c. executes special assignments and tasks under only general supervision.
4. Work responsibility: Does not devote more than 20 percent of work time to activities not directly or closely related to performance of administrative work
5. Compensation: Is not paid less than \$684 per week exclusive of board, lodging or other facilities (On a yearly basis, 260 days, \$684 per week equals about \$35,568

per year).

B. *The Short Test for Administrative Employees:* An administrative employee must meet all of the following requirements to be exempt:

1. Compensation: Is not paid less than \$684 per week exclusive of board, lodging or other facilities (On a yearly basis, 260 days, \$684 per week equals about \$35,568 per year).
2. Duties: Primarily performance of office or non-manual work directly related to management policies or general business operations, or the performance of functions in the administration of an educational establishment, or a department or subdivision thereof, in work directly related to the academic instruction or training.
3. Responsibilities: Primary duty includes work requiring the exercise of discretion and independent judgment.

Professional Employees

A. *The Long Test for Professional Employees:* A professional employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions:

1. Duties: Primarily work requiring:
 - a. advanced learning acquired by a prolonged course of specialized intellectual instruction, as distinguished from general academic education, apprenticeships or routine training; or
 - b. original or creative work depending primarily on invention, imagination or talent; or
 - c. teaching, tutoring, instructing or lecturing for a school system or educational institution.
2. Discretion: Work requiring the consistent exercise of discretion and judgment.
3. Work product: Predominantly intellectual and varied in character and which cannot be standardized in relation to a given period of time.
4. Work responsibility: Must devote not more than 20 percent of his or her hours to activities not essential, part of or necessarily incident to the work.
5. Compensation: Is not paid less than \$684 per week exclusive of board, lodging or other facilities (On a yearly basis, 260 days, \$684 per week equals about \$35,568 per year).

B. *The Short Test for Professional Employees:* A professional employee must meet all of the following requirements to be exempt:

1. Compensation: Is not paid less than \$684 per week exclusive of board, lodging or other facilities (On a yearly basis, 260 days, \$684 per week equals about \$35,568 per year).

2. Duties: Primarily consist of work requiring advanced learning or work as a teacher.
3. Discretion: Must include work requiring the consistent exercise of discretion and judgment or consist of work requiring invention, imagination or talent in a recognized field of artistic endeavor.

The District employs a variety of employees. The determination of an employee's proper classification requires evaluation of specific duties and criteria; however, the following provides guidance regarding how employees are generally classified for purposes of overtime compensation.

IV. Non-exempt Employees

Non-exempt employees are entitled to compensation for all hours worked in excess of their contracted workweek and overtime for all hours worked in excess of 40 in a workweek. Overtime compensation is paid at a rate of not less than one and one-half times the non-exempt employee's regular rate of pay for each hour worked in a workweek in excess of 40 hours per week.

V. Examples of Employee Classifications

Non-exempt employees include:

- Bus drivers
- Cafeteria workers
- Dietitians
- Custodial workers
- Day-care workers
- Keypunch operators for school records
- Hall or lunchroom monitors
- Non-RN school nurse
- Secretarial or clerical support
- Security personnel
- Maintenance workers

Exempt executives include:

- Superintendent
- Principals and Assistant Principals
- Directors of Computer Programming
- Assistant Superintendents
- Director of Facilities Services
- Director of Transportation
- Director of Food Services

Exempt professionals include:

- Guidance counselors

- Certified public accountants in budget office
- School Board attorneys
- School psychologists
- School registered nurse
- School librarian
- Teachers
- Non-covered positions include:
 - Appointed members of the board of education
 - Elected member of the board of education
 - Homeroom mothers/fathers and other volunteers

VI. Authorization Required for Overtime

Employees are not permitted to work overtime without the prior written authorization of the employee's supervisor or the superintendent. An employee who works overtime, without authorization, will be subject to discipline up to and including the possibility of termination. If for any reason the employee is unable to obtain approval of overtime prior to working overtime, he/she is required to immediately bring overtime work to the attention of his/her supervisor.

Supervisors are required to strictly enforce the district's prohibition of unauthorized overtime. To this end, a supervisor must not allow an employee to work overtime if the supervisor knows or reasonably suspects that the employee is working in excess of those hours authorized. **A supervisor who fails to take reasonable action to enforce the district's policy will be subject to discipline up to and including possible termination of employment.**

VII. Use of Time Clocks or Other Time Records

Employees will be assigned a method for keeping track of work hours. Each employee is responsible for the complete and accurate reporting of his/her time and must verify that the time reported is truthful to the best of the employee's knowledge and experience.

Employees assigned a time clock must not clock in more than seven (7) minutes prior to the beginning of the employee's work schedule, or more than seven (7) minutes after the end of the schedule. An employee who does not have prior written permission and who is found to have clocked in more than seven (7) minutes before his/her schedule, or clocked out more than seven (7) minutes after his/her schedule, will be in violation of the provisions of this policy. Time accumulated on the time clock before or following the employee's scheduled work hours will not be considered as time worked. An employee who has questions regarding whether the employee should be on the time clock, should immediately contact a supervisor for assistance.

Employees who clock in more than eight (8) minutes late will be docked ¼ hour. Employees who are eight (8) minutes early will be paid overtime only if the early report to work is approved by the employee's supervisor. **Voluntary overtime is strictly**

prohibited.

An employee utilizing an alternate method of time keeping is, likewise, required to ensure that the times listed by the employee are complete and accurate and recorded to the best of the employee's knowledge and experience and is subject to the same requirements and penalties as an employee utilizing a time clock.

An employee who identifies an erroneous entry on his or her time card or record should immediately bring the error or mistaken entry to the attention of his/her supervisor and both should insert and initial the correct entry or information on the time record.

VIII. Notice of Policy to Employees

Each employee will be furnished with a copy of the District's FLSA policy and will be required to sign an acknowledgement confirming that the employee received the policy and that he/she understands the rights and responsibilities that it includes.

Questions concerning any part of the policy should be directed to the employee's supervisor or the superintendent.

If at any time an employee believes that he/she is incorrectly classified for purposes of FLSA or is entitled to additional compensation under federal or state law, he/she should immediately notify the superintendent in writing, setting out the basis for the employee's complaint of misclassification or incorrect compensation.

POLICY REGARDING MULTIPLE EMPLOYMENT ASSIGNMENTS

The School District may have opportunities for its employees to assume more than one type of employment position. The District will closely monitor the assignment of more than one employment position to any employee to ensure that the assignment does not result in the employee working more hours than is advisable or hours which will create overtime or unacceptable overtime liability for the School District.

Accordingly, the District will closely monitor all multiple assignments made to employees to determine whether the positions assigned are exempt from overtime or whether the positions will require the payment of overtime. Employees must strictly adhere to instructions regarding the hours of work authorized.

I. Exemption from Overtime

Exemptions from the overtime provisions of the FLSA are provided under federal regulations. School administrators are exempt as administrative employees and teachers are exempt from overtime under the professional exemption. Other employees may be exempt based on the duties performed and whether they meet the long or short tests approved by FLSA for executive, administrative or professional positions.

Employees who are exempt will not be allowed to devote more than 50% of the hours worked in a workweek to activities which are not an essential part of nor necessarily incident to the work exempted from overtime by the FLSA and regulations promulgated pursuant to it.

II. Multiple Position Employment Prohibition of Exempt Employees

Teachers and administrative employees of the board who are exempt from overtime provisions of the Act under regulations promulgated by the Wage and Hour Division of the United States Department of Labor may not be employed in multiple positions with the board if such employment would jeopardize the exempt status of the employee's teaching or administrative position.

III. Employment Contract Supplements

Pursuant to employment contracts approved by the board, teachers and other *exempt* personnel may earn a salary supplement for performing assigned duties, such as coaching athletic teams, serving as cheerleading sponsors, and other extra responsibilities incidental to their position as teachers or school administrators.

IV. Multiple Position Employment of Non-Exempt Employees

Non-exempt employees of the District and board may be employed in multiple positions only if the time to be worked by the employee in those positions will not normally exceed forty hours during the employee's workweek. Additional position assignments to employees in this category will be subject to the following conditions:

1. Authorized overtime will be paid to non-exempt employees who work more than forty hours in a workweek, whether the work is performed in one or more than one job.
2. Overtime should only be allowed by supervisors under unusual or extraordinary circumstances and must be approved in advance, in writing, before overtime hours are worked.
3. An employee working overtime this is not properly authorized in advance, in writing, by the employee's supervisor, is considered to be in violation of this policy and the violation may result in disciplinary action, up to and including the possibility of dismissal or non-reemployment.

V. Overtime Rates of Pay

Non-exempt employees working more than one position, in which the rate of pay is different for each position, must agree in writing, in advance of performance of the work and as part of the overtime authorization, as to the rate of pay. At the time any overtime hours are approved, the employee's supervisor will determine for which job and rate the overtime hours are to be worked. If overtime hours are properly authorized and worked, they will be paid at the rate established for the work being performed during the overtime hours.

VI. Benefit Entitlements According to Primary Position

Employees who work in more than one position for the District will be entitled to benefits in only the primary position unless otherwise provided by law. The primary position is defined as the position in which the person was initially employed by the District and will generally be the position which is regularly assigned the most hours

of work.

VII. After-School Daycare Employees

Employees who work in an after-school daycare program operated by the District are employees of the District and included within the purview of this policy.

VIII. After-School Program Employees

Employees who work in an after-school program operated by the District are employees of the District and included within the purview of this policy.

POSTING OF JOB VACANCIES

Job vacancies, existing or newly created, will be posted on the school district website. The notice will include the name of the position, qualifications.

Present employees seeking employment for another position must submit a written statement to his/her immediate supervisor.

PRE-EMPLOYMENT REQUIREMENTS

Every employee of Bixby Public Schools is subject to the following policies regarding criminal background and drug testing.

[BOE Policy 4103: Criminal Records Search](#)

[BOE Policy 4109: Testing Employees and applicants for employment \(Other than Bus Drivers\) with regard to the use of alcohol and illegal chemical substances](#)

[BOE Policy 4110: Alcohol and Drug Testing for Bus Drivers](#)

[BOE Policy 2116A Medical Marijuana, Hemp, and Cannabidiol \(CBD\)](#)

These policies are provided to each employee here.

PROMPTNESS

Employees are expected to be at work on time and to be prompt in returning from lunch periods. Excessive tardiness could result in suspension or termination of employment. If the employee is going to be tardy to work because of an unavoidable circumstance, the supervisor should be telephoned as soon as possible and informed of the reason.

RE-EMPLOYMENT

Persons previously employed by the Bixby Public Schools may be considered for re-employment provided their previous record of employment with the district was good, and that their former supervisor recommends them.

The temporary status time of employment is waived for a re-employed employee if he/she was on a designated class status when previously employed with the school district, if the employee returns to the same job classification. If the employee is re-employed in a different job classification, ~~no~~

experience credit ***may or may not** will be allowed and employment will be on a temporary status. If the re-employed employee has been out of the employment of the Bixby Public Schools for more than (6) months and the designated job requires a physical examination, an examination will be required before employment.

Employees who have been terminated, dismissed or suspended may be re-employed only upon the approval of the Superintendent of Schools.

REINSTATEMENT TO FORMER POSITION

An employee who is ready to return from leave must complete a *Notice of Intention to Return from Family or Medical Leave* before he or she can be returned to work. An employee may return to work before the expiration of a family or medical leave of absence. In this event notification must be given to the employee's supervisor at least 5 working days prior to the employee's planned return.

An employee generally is entitled to be restored to an equivalent position and to equivalent conditions of employment. This may not be applicable to employees who are designated as "highly compensated employees". The School District cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an "equivalent position" will be made by the School District. A highly compensated employee is the employee who is salaried, and is "among the highest paid 10 percent" of the employees employed within 75 miles of the employee's worksite. An employee who qualifies as a "highly compensated" employee may be denied restoration to employment if necessary to prevent substantial and grievous economic injury to the operations of the School District.

RESIGNATION

A letter of resignation giving the intended termination date should be sent to ***the employee's site administrator or department director** ~~Director of Transportation Services, Director of Facilities Services, Director of Food Services~~ or Superintendent or his/her designee. Employees resigning from employment with the school system are expected to give two weeks' notice, if possible, of their intention to leave.

RESOLUTION OF COMPLAINTS

Complaints shall consist of matters affecting the employer-employee relationship except those specifically covered by School Board Policy or regulations.

Grievances should be reported to the employee's immediate supervisor within five working days of occurrence or after the employee has become aware of its occurrence. Employees are urged to confer, in an informal manner, with the immediate supervisor in an effort to resolve a grievance. If this is not successful, the following procedure will be used to file a grievance:

1. The grievance will be presented to the appropriate associate superintendent who will render a decision after a hearing is held in the presence of the supervisor. The decision will be presented in writing to the employee within five working days after the hearing.
2. If the decision of the assistant superintendent is not acceptable to the complainant, the

superintendent will appoint a grievance committee consisting of the superintendent, one Board of Education member, and one representative from the support staff group. This committee will meet with the complainant and make a decision, and the decision will be final.

No reprisals of any kind will be taken by the district or the school administration against any employee by reason of participation in the grievance procedure.

This procedure is not available to employees who have been suspended or dismissed from the employment of Bixby Public Schools.

SAFETY

“There is no job so urgent, or task so important, that we cannot take the time to do it safely.”

The personal safety of each employee of this school district is of primary importance. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety in keeping with the highest standards.

We will maintain a safety program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all safety matters, not only between supervisor and employee, but also between each employee and his fellow workers. Only through such a cooperative effort can a safety record in the best interest of all be established and preserved.

The full cooperation of each employee in our organization is hereby requested to make this program successful.

SECURITY

Many jobs performed in the Bixby Public Schools require the employees to assume responsibility for the security of the building, office, or area. It is important that the employee exercise caution and prudent judgment in maintaining security as required by his job performances. If the employee has possession of keys for the performance of his/her job, all such keys will be kept secure by the employee and returned to his/her immediate supervisor upon leaving the employment of the district. Alarm codes/cards should be kept confidential and not shared with other employees or individuals.

SERVICE MEMBER FAMILY LEAVE

Service member family leave entitles an eligible employee, who is the spouse, son, daughter, parent or next of kin of a covered service member to a total of 26 workweeks of leave during a single 12-month period to care for the service member.

A “covered service member” is generally any member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing treatment or therapy for a serious injury or illness incurred while on active duty.

“Serious injury or illness” means an injury or illness incurred by the member in the line of duty

in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

Eligible employees are entitled to a combined total of 26 workweeks of FMLA leave and may not exceed that amount during the 12-month period by combining service member family leave with other forms of FMLA leave. Eligible employees must provide at least 30 days' notice of their intention to take service member family leave whenever the necessity for such leave is foreseeable based on planned medical treatment; otherwise, notice of leave must be reasonable and practicable. As with other leave provided pursuant to this policy, an employee approved for service member family leave is required to substitute accrued paid leave for any part of the 26-week period of service member family leave.

SEXUAL HARASSMENT

The policy of this school district forbids discrimination against any employee or applicant for employment on the basis of sex. The Bixby Board of Education will not tolerate sexual harassment by any of its employees. This policy also applies to non-employee volunteers whose work is subject to the control of school personnel.

General Prohibitions

1. Unwelcome Conduct of a Sexual Nature
 - a. Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double meanings, and jokes.
 - b. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
 - c. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
2. Sexual Harassment: For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:
 - a. submission to the conduct is made either an explicit or implicit condition of employment;
 - b. submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
 - c. the conduct substantially interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.

Specific Prohibitions

1. Administrators and Supervisors
 - a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
 - b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.
2. Non-administrative and Non-supervisory Employees: It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

Report, Investigation, and Sanctions

1. It is the express policy of the Board of Education to encourage victims of sexual harassment to come forward with such claims. This may be done through the Employee Grievance policy or by contacting the District Compliance Coordinator.
 - a. Employees who feel that administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the alleged offending person, the report will be made to the next higher level of administration or supervision, unless it is the superintendent who is the alleged offender. In which case, the complaint shall be referred to the Board president.
 - b. Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.
 - c. Confidentiality will be maintained; however, absolute confidentiality cannot be guaranteed because of due process concerns which arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
 - d. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
 - e. Any employee found to have engaged in sexual harassment shall be subject to

sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

SUPPORT EMPLOYEE RULES FOR CONDUCT

See [BOE Policy 4160](#).

A support employee may be suspended, demoted, terminated or non-reemployed for violation of any of the following Rules for Conduct, as well as other standards of conduct included in school district policies:

1. Falsification of personnel or other records.
2. Unexcused failure to be at work station at starting time.
3. Leaving work station without authorization prior to lunch periods, or end of work day.
4. Abandonment of job (3 or more consecutive or non-consecutive absences in a rolling 6 month period without following the proper reporting procedures).
5. Excessive unexcused absenteeism.
6. Chronic absenteeism for any reason
7. Chronic tardiness.
8. Wasting time or loitering during working hours.
9. Leaving work area during work hours, without permission, for any reason.
10. Possession of weapons on school premises or in school district vehicles or while on duty.
11. Removing school district property or records from school district premises without proper authority.
12. Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
13. Theft or misappropriation of property of employees, students or of the school district.
14. Sabotage.
15. Distracting the attention of others.
16. Refusal to follow instructions of supervisor.
17. Refusal or failure to do work assignment.
18. Unauthorized operation of machines, tools, or equipment.
19. Threatening, intimidating, coercing or interfering with employees or supervisors.
20. Threatening, intimidating, coercing or exploiting students.
21. The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
22. Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
23. Creating or contributing to unsanitary conditions.
24. Practical jokes injurious to other employees, students or school district property.
25. Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances during the contracted work day.
26. Disregard of known safety rules or common safety practices.
27. Unsafe operation of motor driven vehicles or equipment.
28. Operating machines or equipment without using the safety devices provided.
29. Gambling, lottery, or any other game of chance on school district property.
30. Unauthorized distribution of literature, written or printed matter of any description

- on school district property.
31. Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
 32. Poor workmanship.
 33. Immoral conduct or indecency including abusive and/or foul language.
 34. Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
 35. Walking off the job.
 36. Clocking in or out on another employee's time card or time sheet.
 37. Smoking in an unauthorized area.
 38. Refusal of job transfer, if the transfer does not result in a demotion.
 39. Abuse of "breaks" (rest periods) or meal period policies.
 40. Insubordination of any kind.
 41. Dishonesty of any kind, including withholding pertinent information from a supervisor.
 42. Sexual harassment of an employee, a student or a third party such as a patron or vendor.
 43. Misuse or abuse of any school district leave policy or guidelines.
 44. When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or non-reemployed.
 45. Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or non-reemployment for inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position (with or without reasonable accommodation) within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the condition resulting in the extended absence.

SUPPORT PERSONNEL: SUSPENSION, DEMOTION, AND TERMINATION OR NON-REEMPLOYMENT

See [BOE Policy 4159](#).

1. **Definitions:**
 - a. "Support Employee" shall mean an employee of the School District who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the School District.
 - b. "Full-time Support Employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the School District for a minimum of 172 days per year.
 - c. "Suspension without pay" shall mean the temporary denial of a support employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.b.i, below, or as a suspension pending investigation as provided in

paragraph 4.b.ii, below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the support employee shall receive full pay and other benefits for the period of suspension.

- d. "Suspension with pay" may occur in those situations in which the superintendent or his designee, or a supervisor of the support employee perceives a significant hazard in keeping the support employee on the job, in which event the support employee may be asked to immediately leave the School District's premises and the support employee is temporarily relieved of his duties pending a hearing under paragraph 4, below.
- e. "Demotion" shall mean a reduction in pay during the term of the support employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.
- f. "Termination" shall mean the discharge of the support employee from his/her employment with the School District during the term of his/her contract and does not include the cessation of employment upon expiration of the support employee's contract.
- g. "Non-reemployment" shall mean the failure to offer a support employee a new contract for the next successive school year after the contract under which the support employee is presently employed has expired.

2. Policy on Suspension, Demotion, Termination or Non-reemployment of Full-Time Support Employees.

A full time support employee who has been employed by the School District for more than one year shall be suspended, demoted, terminated or non-reemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this Policy, "cause" shall also specifically include lack of funds or lack of work. Any support employee who has been employed by the School District for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

3. Cause for Suspension, Demotion, Termination or Nonreemployment.

- a. A support employee may be suspended, demoted, terminated or non-reemployed during the term of his/her contract for any of the following:
 - i. Violation of any rule, regulation or requirement issued by the Office of the Superintendent or Board of Education of the School District; or
 - ii. Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetence in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.
- b. The rules, regulations and requirements referred to above shall be posted in a prominent place at each work location or otherwise communicated in writing to all

support employees. The rules, regulations and requirements, which may be revised from time to time, shall state that violation of the rules, regulations and requirements may result in suspension, demotion, termination or non-reemployment during the term of his/her contract.

4. Procedures For Suspensions Without Pay, Terminations and Demotions.
 - a. Any full-time support employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action, the full-time support employee shall receive the following hearing rights:
 - i. The superintendent of schools or his designee shall orally advise the support employee of the cause or basis for the proposed disciplinary action;
 - ii. The superintendent of schools or his designee shall explain to the support employee the evidence against the support employee;
 - iii. The superintendent of schools or his designee shall allow the support employee an opportunity to present his side of the matter.
 - b. After the support employee is afforded the above hearing rights, the superintendent of schools or his designee may take any of the following actions:
 - i. Suspension without pay for ten (10) working days or less as a disciplinary measure.
 - ii. Suspension without pay pending investigation as to whether cause exists for the termination of the support employee.
 - iii. Demotion of the support employee.
 - iv. Termination of the support employee.
 - v. Conclude that no disciplinary action is appropriate.
 - c. If a support employee is suspended without pay pending an investigation as to whether termination is appropriate, then, within five (5) working days after the effective date of the suspension without pay, such investigation must be completed and the superintendent or his duly authorized designee shall afford the support employee a second hearing with the same hearing rights as set forth in paragraph 4.a., above. After the second hearing, the support employee shall either be reinstated, with back pay and other benefits, suspended without pay further as a disciplinary measure (not to exceed a total of 10 working days including the initial days of suspension without pay), demoted or terminated.
 - d. The support employee shall have the right to appeal to the Board of Education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

5. Procedures for Nonreemployment.

Prior to being non-reemployed, a full-time support employee who has been employed by the School District for more than one (1) year shall be entitled to the following hearing rights:

- a. The board of education or the superintendent of schools or his designee shall advise the support employee, in writing, of the board's intention to consider and act on the non-reemployment of the support employee for the subsequent fiscal year.
- b. The written notification shall set out the cause(s) for such action.
- c. The support employee shall have the right to contest his non-reemployment before the Board of Education as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

6. Procedures for Appeal to the Board of Education.

- a. After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or non-reemployment, the support employee shall receive notice of his/her right to a hearing before the Board of Education as herein provided.
- b. All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the support employee shall be deemed to have received the notice on the date that the notice was postmarked. The notice shall contain the information provided in the form attached hereto. The postmark shall be used to determine the timeliness of the notice.
- c. A support employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or non-reemployment may notify the Clerk of the Board of Education of the School District within ten (10) working days of the postmark or when received in person, the date signed by the employee on the notice if the support employee desires a hearing before the Board of Education. If the support employee fails to notify the Clerk of the Board of Education of the School District in writing within ten (10) working days of the postmark or date of signature on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a non-reemployment, the board may take final action to non-reemploy the employee without further notice or hearing rights.
- d. Hearing before Board of Education:
 - i. Upon timely notice as set forth above, the support employee shall be entitled to a hearing before the Board of Education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of

Education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled Board of Education meeting. At the request of the support employee or at the discretion of the Board of Education, the Board of Education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.

ii. At the hearing before the Board of Education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the School District, to present witnesses on his/her behalf and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the support employee's suspension without pay as a disciplinary measure, demotion, termination or non-reemployment. The burden of proof shall be upon the school administration. The support employee shall then have the right to present his/her side of the matter. After both the school administration and the support employee have fully presented their respective positions, the Board of Education shall deliberate on the evidence in executive session. The Board of Education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the Board of Education members present at the meeting.

iii. As to suspension as a disciplinary measure, demotion or termination, the Board of Education may affirm, modify or reverse the action taken against the support employee, including increasing or decreasing the severity of the original action. As to non-reemployment, the board may reemploy or non-reemploy the employee for the subsequent fiscal year.

iv. The decision of the Board of Education at the hearing shall be final and non-appealable.

7. Miscellaneous.

This policy shall be effective immediately upon adoption by the Board of Education and shall supersede all previous policies regarding the subject matter contained herein. The Board of Education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or nonrenewal of support employees.

SUSPENSION, DEMOTION OR TERMINATION

Employees of Bixby Public Schools terminated under ordinary satisfactory conditions will be given two weeks written notice in advance of their termination.

Full-time employees who have been employed with the Bixby Public School District for one year or

more may not be suspended, demoted or terminated except for the causes set forth in the Bixby Public School District Policy for Suspension, Demotion, or Termination of Support Employees.

TEACHER RETIREMENT

Membership is available (subject to approval by the Teacher Retirement System) for all support personnel of public educational institutions who work at least fifteen (15) hours per week. Upon initiation of employment for any first-time support employee, the employee will be provided the opportunity to opt in or opt out of the OK Teacher Retirement System (OTRS) within their first 30 days of employment. Failure to opt out within the first 30 days will result in mandatory participation in OTRS in accordance with OK law. The employee's decision is final and irrevocable by OK law. The law also requires that the support employee previously offered OTRS participation opportunity, will be bound by their prior decision about participation in OTRS. For employees who choose to participate in OTRS, retirement contributions are withheld from pay warrants. The Board provides a retirement benefit which will pay one hundred percent (100%) of the retirement contribution to the Teacher Retirement System for employees who are employed on a twelve month (12) contract and fifty percent (50%) of the retirement contribution for employees who have served our district for fifteen (15) or more years. Retirement eligibility and number of years of creditable service will be governed by the regulations established by OTRS and set forth in the annual Rules and Procedures booklet. Years of creditable service may not necessarily correspond with the number of calendar years worked.

TERMS OF EMPLOYMENT

Employment shall be on a yearly contract beginning on July 1 of each calendar year and ending on June 30 of the next calendar year.

TIME CARDS/~~TIME SHEETS~~ *TRACKING SYSTEM

Smooth teamwork in a large organization requires regular attendance. Employees must register their attendance on the ~~time card/sheet~~ tracking system. The employee is responsible to confirm their time entry into the system and shall not enter any other employee's time for them. ~~'s signature is required on the time card/sheet and at no time should an employee clock in or out on another employee's card/sheet.~~ All errors or failures to clock in on the time card/sheet should be reported to the supervisor immediately. No corrections can be made on a time card/sheet tracking record without the supervisor's approval.

TRANSFERS

It is important that each person be in the position for which he/she is best suited, and the one in which his/her skills and abilities are best utilized. When an employee desires to transfer from one job assignment to another within the school system, such a transfer request should be made in writing and approved through the employee's immediate supervisor.

USE OF PERSONALLY OWNED TOOLS OR EQUIPMENT

The use of personally owned tools or equipment is prohibited unless authorized by the Superintendent of Schools. Safekeeping of personally owned tools is the responsibility of the employee. Replacement of personally owned tools that are worn, lost, destroyed or stolen is the

responsibility of the employee.

USE OF TOBACCO OR VAPING PRODUCTS

See [BOE Policy 6128](#).

Use of tobacco is prohibited on all school grounds, school vehicles, or facilities in use by the school. Disregard for the district prohibition of tobacco, simulated tobacco products, vapor products, or any item used as such by an employee may be cause for reprimand, or failing correction of the action, termination from employment. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and includes or any other product packaged for smoking. "Simulated Tobacco Products" are defined as products that imitate or mimic tobacco products, including, but not limited to bidis and vapor smoking with or without nicotine.

WORKERS' COMPENSATION INSURANCE

It is the policy of the Bixby Board of Education that when an employee is absent from work due to a job-related illness and/or injury, compensation will be made to the claimant by the workers' compensation carrier. It is further understood that neither earned vacation nor sick leave time will be used in lieu of workers' compensation benefits except as described below.

The school district will provide additional benefits to the employee, in addition to the workers' compensation benefits, by permitting employees to use a portion of accrued sick leave if the employee requests to do so. When sick leave is used along with worker's compensation benefits, only that amount of sick leave may be used which, when combined with worker's compensation benefits, will provide a combined daily benefit equal to the employee's regular daily rate of pay. Any benefits above the worker's compensation benefits will be taxed at the particular employee's normal tax rate.

In no case will the combined payments to the claimant be in excess of 100 percent of the regular contractual salary for that employee. Sick leave may be used for time lost to job-related injuries that do not qualify for workers' compensation insurance.

WORKERS' COMPENSATION PROCESS

Employees of the Bixby Public School System are provided full or partial continuation of wages in accordance with Oklahoma law if an employee is absent from work because of an injury sustained in the performance of his job. Before payments are approved, the following conditions must be met:

1. The employee must report the accident or injury to his/her supervisor at the time of the occurrence. The supervisor will then be responsible for reporting the accident to the Personnel Office on the proper form.
2. The accident must be job-related.
3. The injury sustained while performing the job must be physical.
4. A physician's statement of injury and a release to return to work with no restrictions that would limit normally expected job performance must be filed with the Personnel Office before return to work is approved.
5. Benefits will not be paid if the injury is proven to be due to use of drugs or alcohol.

WORKING HOURS

The Bixby Public School System operates on a five (5) day workweek. Daily schedules are set for each employee. The workday for most employees will consist of a six (6) to eight (8) hour assignment per day which excludes thirty (30) minutes to one hour period per day for lunch as determined by the administrative supervisor. Employees may not accumulate rest periods or lunch periods. The workweek is defined as Monday through Sunday.

USE OF ALCOHOL, DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES: DRUG-FREE WORKPLACE

Student and employee safety is of paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, in accordance with the policy of the board of education, the following regulations shall apply. Use, possession, dispensing, manufacture, sale or distribution or conspiring to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of a controlled substance, alcoholic beverage, or low point beer (as defined by Oklahoma law, i.e., 3.2 beer) in any of the school district's facilities, on school district property (including vehicles) or at a school sponsored function or event, or during the contracted work day by a school district employee is prohibited. Violations which constitute criminal acts will be referred for prosecution. Any employee who violates this policy will be subject to disciplinary action, which may include employment probation, suspension and/or termination. Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the Superintendent of any criminal drug conviction (including a plea of nolo contendere) for a violation. The employee must make such notification to the superintendent not later than five (5) days after conviction. The Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency within ten (10) days after the Superintendent receives such notification.

Thirty (30) days following receipt of the above notification, the district will take appropriate disciplinary action, which may include termination or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

Each employee will attend a district drug-free awareness program at which employees will be informed about the dangers of drug abuse in the workplace; this policy of maintaining a drug-free workplace; available drug counseling, rehabilitation, and employee assistance program; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

When it is evident that a staff member has consumed alcoholic beverages or illegal drugs off school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

The Board of Education hereby commits itself to a continuing good faith effort to maintain a

drug-free workplace. If a staff member suspects anyone on campus to be in violation of the weapons or substance policies, they are to contact the office/administration immediately.

VACATIONS

Vacations are granted only to Status I employees who are employed in twelve (12) month, forty (40) hour week positions. The Bixby Board of Education provides annual vacation with pay to those employees assigned to twelve-month positions and to all hourly and daily rate employees whose period of service is continuous (90% of the working days) throughout the year.

All employee vacation days are cumulative to 30 days. All vacation time exceeding 30 days shall be paid annually at the employee's current salary schedule on July 1. Upon retirement or severance of employment, all accrued vacation time shall be paid at the employee's current salary.

VACATION YEAR

A full year of service is from July 1 through June 30. Employees shall be eligible for the next higher vacation step on June 30th of the year in which they complete the required number of years of service.

CREDITABLE YEARS OF SERVICE

1. Nine and ten month contract years that have been successfully completed will count as "good" years when computing vacation due to current twelve-month employees.
2. A portion of a year on a twelve-month employee beginning after July 15th will not count as an increment year, but vacation will be granted for that portion of the year on a prorated basis.

APPROVAL OF VACATION DATES

The dates for all vacations must be scheduled in advance at the convenience of the department in which the employee works and with the approval of the immediate supervisor. Vacation time may not be requested or used in less than one-half day increments nor more than ten consecutive working days, unless otherwise approved by the superintendent.

If an authorized holiday falls within the requested vacation period, it will not be chargeable to the employee's vacation allowance.

Vacation time may be applied for only after an employee has been employed in the district for one year and has earned a minimum of ten days of accrued time.

SUBSTITUTES FOR EMPLOYEES ON VACATION

It is the responsibility of the immediate supervisor to arrange vacations at a time when a substitute will not be required.

VACATION ACCRUAL WHILE ON SICK LEAVE

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

ELIGIBILITY

Employees shall be eligible for vacation days according to the following:

Twelve-month Employees:

<u>Years of Service</u>	<u>Days Per Year</u>
1-9	10 days
10 or more	10 days + Spring Break

For those employees who accumulated vacation days prior to this adopted policy, they shall be entitled to their previous accumulated vacation days.

“Support Personnel (full-time and part-time) shall be employed, initially, in the Bixby School District on a temporary status. The temporary status shall last for a period of ninety (90) work days (Pg. 5 Support Personnel Handbook).”

VACATION ACCRUAL

All 12 month employees on a 241 Day/8 Hour Day Contract or a 260 Day/8 Hour Day Contract will accumulate a vacation day approximately every 37 Days. August 6 , September 12, October 15, November 25, January 5, February 6, March 23, April 21, May 28, and June 30.

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT

Elementary & Intermediate Student Handbook



2023-24

Equal Opportunity Statement/Notice of Nondiscrimination

Bixby Public Schools, as an equal opportunity educational provider and employer, prohibits discrimination on the basis of race, color, religion, sex, gender, (including pregnancy), national origin, disability, military status and/or age in educational programs or activities that it operates or in employment decisions. The district provides equal access to the Boy Scouts and other designated youth groups. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, not to discriminate in such a manner. (Not all prohibited bases apply to all programs.)

Additionally, BPS is committed to establishing and sustaining a school community that shares the collective responsibility to address, eliminate, and prevent actions, decisions, and outcomes that result from and/or perpetuate racism. BPS will maintain a zero-tolerance policy relative to racism or discrimination of any kind.

Related BOE Policies:

[2100: Sexual Harassment of Students](#)

[3139 Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process](#)

If you suspect discrimination please contact one of our Title IX Team Coordinators:

Employment Issues	Lydia Wilson	Associate Superintendent	lwilson@bixbyps.org	918-366-2671
Student Issues	Jamie Milligan	Assistant Superintendent	jmilligan@bixbyps.org	918-366-2298
Additional Issues	Rob Miller	Superintendent	rmiller@bixbyps.org	918-366-2200

General questions about the District should be directed to 918-366-2200.

Bixby Public Schools
109 N Armstrong
Bixby, OK 74008

2020-2025 Strategic Focus

Ensuring that each student is able to thrive and pursue individual excellence is an exciting challenge for our school staff and community. Our community is on the precipice of the future, as expanding opportunities, new technologies, and innovations in teaching and learning push us to think differently about how to best prepare our children for success beyond graduation.

Our District Strategic Planning Team embraced the challenge to build on Bixby's long tradition of excellence by identifying critical opportunities for focus over the next five years. This strategic plan provides direction for achieving consistent, sustained excellence throughout our schools, while also promoting innovation and organizational agility to ensure we continue to meet the rapidly-changing needs of our students and community into the future.

IT BEGINS WITH OUR VALUES

Bixby Schools will provide opportunities for students to explore and develop the skills, capacities, and dispositions that support life-long learning, high achievement, and global citizenship. Our high expectations for all students are embedded in the district-wide focus areas, goals, and strategies of this plan.

Our value statements drive our aspirational culture because they act as reminders of the how, why, and what -- and our shared vision.

- A strong public education system benefits the entire community, teaches positive citizenship, and is a shared responsibility of all.
- Everyone is entitled to a safe, caring, and respectful learning environment.
- Education addresses the development of the whole child - academic, social-emotional, personal health and well-being, and prepares each student for life's transitions.
- Today's instruction must embrace a child's natural curiosity and creativity while developing critical thinking and problem solving skills for successful global citizenship. High expectations promote higher achievement in academics, athletics, and the arts.
- Education should be tailored to meet the needs of every child.
- Every student should take ownership of his or her education.
- Education should guide the student's development of positive and ethical behavior which is reflected in their actions and attitudes.
- Our schools should be adaptive, innovative, and forward-thinking to ensure our graduates possess the skills necessary for success in a diverse and changing world.





OUR MOTTO:
encapsulates the beliefs or ideals which guide our district.

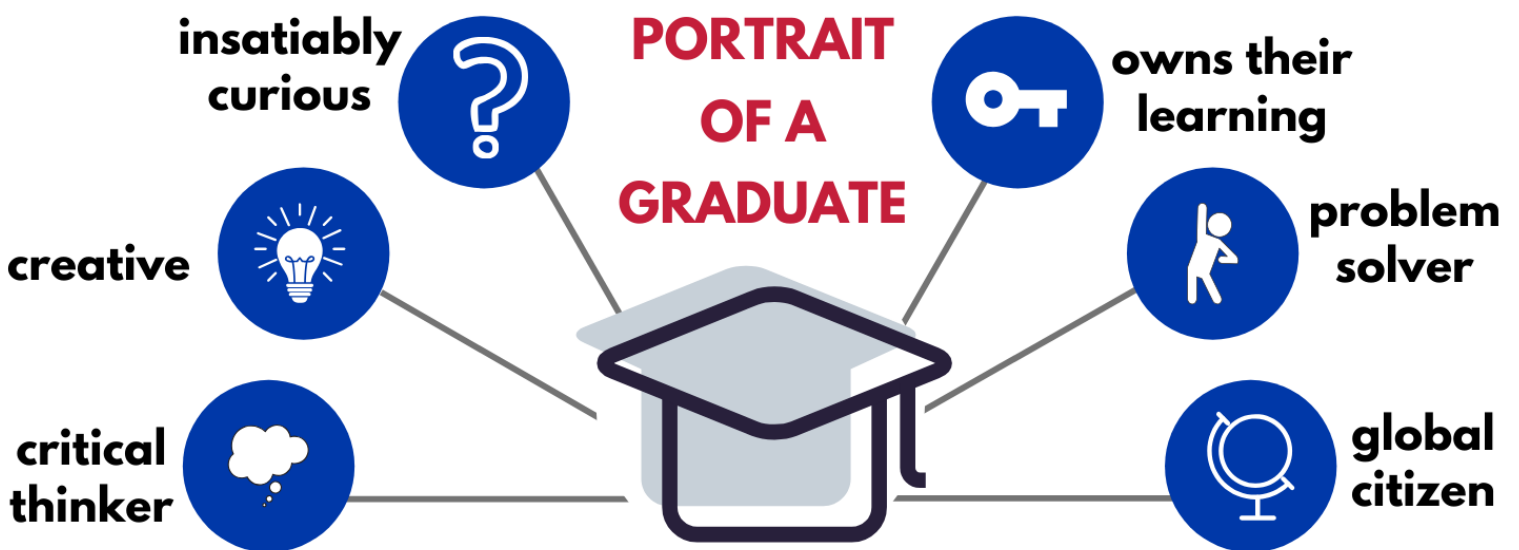
**The Spartan Way:
Learn Well.
Live with Honor.**

OUR VISION:
captures the future we hope to create for our students.

**Bixby Schools:
A place where all learners believe in their power to LEARN, EXCEL, & OWN their future.**

OUR MISSION:
explains our fundamental purpose as a school district.

“Ignite the Potential of Every Student.”



These six learner attributes serve as the foundation for teaching & learning.

<p>Safe & Welcoming Schools</p>	<ul style="list-style-type: none"> Equitable resources Social & emotional health Collaboration with families 	<p>Vibrant Teaching & Learning</p>	<ul style="list-style-type: none"> Innovative, forward-thinking environment Emphasis on creativity, problem-solving, student agency, & global awareness 	<p>Exemplary Teachers & Staff</p>	<ul style="list-style-type: none"> Top candidate recruitment from diverse backgrounds Educator support Professional development
<p>Family & Community Engagement</p>	<ul style="list-style-type: none"> Family support Community partnerships Improved communications 		<p>Culture of Innovation</p>	<ul style="list-style-type: none"> Reduced focus on test-based accountability Focus on student engagement, relevant curriculum, real-world application 	

Preface:

There are numerous school board policies that are linked or cited in this handbook. Currently all school board policy is on the BPS website at bixbyps.info/boardpolicy. Hard copies of BPS Student Handbooks and/or BOE Policy can be obtained from any school site office or by calling 918-366-2200.

Although we anticipate a normal school year, the district reserves the right to make changes to this handbook as needed. Please see [here](#) for BPS COVID Protocol.

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INTRODUCTION

SCHOOL CALENDAR

<u>CONTACT LISTS</u>	<u>DAILY SCHEDULE</u>	<u>ARRIVAL & DISMISSAL</u>
<u>Administration</u>	Hours: 8:00 AM-4:30 PM	-----
<u>Central Elementary</u>	<u>Central Elementary</u>	<u>Central Elementary</u>
<u>East Elementary</u>	<u>East Elementary</u>	<u>East Elementary</u>
<u>North Elementary</u>	<u>North Elementary</u>	<u>North Elementary</u>
<u>West Elementary</u>	<u>West Elementary</u>	<u>West Elementary</u>
<u>Central Intermediate</u>	<u>Central Intermediate</u>	<u>Central Intermediate</u>
<u>East Intermediate</u>	<u>East Intermediate</u>	<u>East Intermediate</u>
<u>North Intermediate</u>	<u>North Intermediate</u>	<u>North Intermediate</u>
<u>West Intermediate</u>	<u>West Intermediate</u>	<u>West Intermediate</u>

A GUIDE FOR STUDENTS, FACULTY & PATRONS

The school is a community. The rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must accept the responsibilities, which include obeying the laws of the community.

All students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Bixby Board of Education, State Department of Education, and State and Federal Laws.

STUDENT RIGHTS & RESPONSIBILITIES

[BOE Policy 2141: Student Rights & Responsibilities](#)

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

DAILY OPERATIONS

ABSENCES/TRUANCY

When a student is going to be absent, the parent should call the attendance office to report the absence and reason by 8:00 a.m. each morning. Upon returning to school, the student and/or parent should check in at the office with a written excuse from the parent if the parent has not already notified the school of the reason for the absence. It is the family/student's responsibility to contact his/her teacher(s) and obtain information regarding work missed.

If a child is absent four (4) or more days or parts of days within a four week period, the parents will be notified. If the child is absent from school five (5) or more days or parts of days in a semester without documentation the attendance office may immediately report the absences to the district attorney in the county where the school is located (OK Statute Title 70, Sec. 10-106).

ASSIGNMENT REQUESTS & MAKING UP ASSIGNMENTS

- Students will need to be absent at least two (2) consecutive days before assignments can be requested. Please call the office prior to 9:00 a.m. Assignments may be picked up the same day after 2:00 p.m. in the office for all requests made prior to 9:00 a.m. Assignment requests made after 9:00 a.m. can be picked up the following day after 2:00 p.m.
- The student may promptly make up work without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see what work needs to be made up. When students are absent, they will have the same number of days to make up the work as the number of days absent. Make up work not turned in on time will be recorded as a zero. All make up work must be in by the end of the grading period. Only in extreme cases, such as a prolonged illness, hospitalization, etc. will more than one week be allowed for work to be made up unless permission is granted by the administration. Assignments or projects that have been assigned in advance are due on the previously designated date unless arrangements with the teacher are made in advance.

ATTENDANCE

In order that the students obtain optimum education it is important that students attend school regularly, with at least 95% attendance record. Failure to maintain a 95% or more attendance record for each semester may be considered sufficient reason for failure. In order to maintain a 95% attendance record, students may NOT miss more than five (5) days of school in a semester. Parents are encouraged to validate absences with documentation. Examples may include doctor notes or funeral pamphlets. See [BOE Policy: 2105 Student Attendance](#).

BOOK BAGS

Students are encouraged to have a backpack or book bag to bring their school items back and forth to school. Book bags should be stored in the appropriate location.

CAFETERIA INFORMATION

- A free or reduced lunch is available to students who qualify. You may pick up a confidential application in the school lunch clerk's office or go to the Child Nutrition section of the BPS website at www.bixbyps.org.
- Due to concerns over seating capacities in several of our cafeterias, the district reserves the right to limit the number and frequency of parent visits during their child's lunch period. To

assist with managing our lunchrooms, parents are expected to contact the school office by 9:30 am if they wish to eat lunch with their child.

- Students are allowed no more than two (2) charges. After two (2) charges, students will be served a sandwich and milk.
- Breakfast and lunch are offered to students. Breakfast is served from 7:40 a.m. to 8:00 a.m. Students have approximately 20 minutes to eat lunch before going to recess. During inclement weather, students will go to their designated area.
- Students are expected to follow posted/taught cafeteria procedures.

CHECKING IN/OUT OF SCHOOL FOR STUDENTS

Students that are late to school must check in with the office before going to class.

- Students may enter the building at 7:30 a.m. for breakfast. Recommended arrival time is 7:30 a.m. for a student not eating breakfast.
- Students who are late to school or leaving prior to dismissal time must be signed out through the office.
- When it is necessary for medical appointments to be made during the school day, the parent/guardian must check out the student through the office. Please try to arrange for students to attend class the maximum amount of time during school hours.
- Students leaving campus for lunch with a parent must observe their regular lunch schedule.
- Students will not be allowed to leave school with anyone other than a parent/guardian without prior written permission from the parent/guardian.

See [BOE Policy 2107: Leaving School Grounds](#).

CLASS PARTIES (Pre-K to 3rd Grade)

Two school parties are scheduled each year: (1) Winter Break party and (2) Valentine's party. All holiday and birthday treats must be **pre-packaged, commercially prepared items. Students should not attend school events if they have been absent due to sickness, or any contagious condition, including fever, diarrhea, vomiting, pink eye, etc.**

Class parties are not permitted at the intermediate schools (grades 4, 5, and 6).

DISMISSAL

Please assume responsibility for your child upon dismissal from school. Arrange for your child to be picked up promptly. If your child walks home, please instruct your child in safety procedures and the route home. Walkers should use designated crosswalks. Please do not request that students be allowed to remain at school as adult supervision is only provided for children in the B&A Daycare program. Please do not tell children to call you at the end of the day for instructions. Children should be told in advance what their pick up arrangements will be and what to do on rainy days. Any change in routine should be routed through the school secretaries.

Dismissal Expectations:

Students have the responsibility...

- To be prepared to leave school when the bell rings
- To walk quietly to the appropriate area
- To only exit the building when told to do so
- To observe safety rules near cars, buses, and crosswalks

ARRIVAL & DISMISSAL PROCEDURES

- [Central Elementary](#)
- [East Elementary](#)
- [North Elementary](#)
- [West Elementary](#)
- [Central Intermediate](#)
- [East Intermediate](#)
- [North Intermediate](#)
- [West Intermediate](#)

DRESS CODE

Students shall follow [BOE Policy 2144: Student Conduct: Dress Code](#) for all dress code issues. Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Appearances that interrupt classes or draw undue attention will not be allowed.

ENROLLMENT

To attend school in Bixby Public Schools, a student must reside with parents or legal guardians within the district boundaries. Proof of residence must be shown at the time of enrollment for all new students to the district. Evidence of residency may include, but is not limited to, proof of provisions of water, electric, or gas to the residence. A birth certificate must be presented for enrollment as well as current immunizations. Students entering the Pre-K program must be 4 years of age on or before September 1. See [BOE Policy 3102: School Day](#), [BOE Policy 2101: Residency](#) and [BOE Policy 2102: Enrollment Requirements](#), [BOE Policy 2108: Open Transfer](#), [BOE Policy 2131: Student Records](#).

EXPECTATIONS

HALLWAY Expectations

The student has the responsibility to...

- walk safely at all times.
- keep hands and feet to self.
- walk on the right side of the hall.
- be quiet in the hall.

PLAYGROUND Expectations

The student has the responsibility to follow posted/taught procedures on the playground.

GIFT AND FLOWER DELIVERY

Students may receive gifts and flowers at school. Gifts, balloons, and flowers will be kept in the office until the end of the day to reduce the interruption to the instructional day. Balloons or glass containers are not permitted on school buses.

GOING TO AND FROM SCHOOL

Community residents have a right to privacy, private property and freedom from abusive behavior. On the way to and from school and at bus stops, students shall not loiter, litter, trespass, assault another, or abuse or create nuisance conditions for residents of the community. While the district

does not assume responsibility for the acts of students to and from school, it may take disciplinary action if the circumstances warrant.

INCLEMENT WEATHER – SCHOOL CANCELLATIONS

On days when school is canceled OR a form of remote learning ([Brick to Click](#) or [Distance Learning](#)) is implemented due to weather or other emergencies, television and radio stations will be notified if school is to be CANCELED. They ARE NOT notified if school is going to be in session. Listen to your evening news, early morning news or radio stations to see if school has been canceled. Resources to use include:

- Television stations- Channels (Fox), (KOTV), (KTUL), (KJRH)
- Websites:
 - <http://www.fox23.com/default.aspx>
 - <http://www.newson6.com/>
 - <http://www.ktul.com/>
 - <http://www.kjrh.com/>
- ~~Radio stations: 740AM, 95.5FM, or 106.9FM~~
- School website: www.bixbyps.org
- Communication to families from District

INSIDE RECESS

Inside recess will be determined by inclement weather or outside temperature below 30° F wind chill and 100° F heat index and other weather conditions that might occur. BPS uses the TV station KOTV for temperature and other weather indicators.

Inside Recess Expectations:

The student has the responsibility

- To follow classroom rules and all directions given by the recess monitors
- To keep all body parts to self, and use classroom supplies and games appropriately
- To use an “inside voice” (talk quietly)
- To remain seated, and to clean-up quickly when recess has ended

LOST AND FOUND

Articles found outside or in the building are placed in the Lost & Found. Please label all articles of clothing and supplies. Parents and children are encouraged to check the lost and found collection for items lost at school. Unclaimed items are periodically given to charity.

PTO - PARENT/TEACHER ORGANIZATION

All parents are encouraged to join and take an active part in the parent/teacher organization of our school. You will be notified in advance of the time and dates of the meetings.

SCHOOL PROPERTY

All school property (including textbooks) belongs to the Bixby Public School District. The property is intended to be used by and for the benefit of all students and staff. Therefore, when a student loses, destroys, or damages school property, he/she is personally liable financially and subject to disciplinary action.

STAY-IN NOTES/NON-PARTICIPATION NOTES

A note signed by the parent/guardian or doctor is required for any student that is unable to participate in P.E. or activities. The request to stay inside more than one day may require a doctor's note.

STUDENT BIRTHDAYS

All holiday and birthday food or drinks must be commercially prepared or pre-packaged. Healthy alternatives to cupcakes, cookies, and donuts as birthday treats are strongly encouraged. Students may not have parties. The student will be recognized for a few minutes at the end of the day. **During class time, birthday invitations may only be delivered at school under the following conditions: all students, all boys, or all girls in order to avoid hurt feelings of students not invited.** Any flowers or balloons sent to a student will remain in the office until dismissal time. Balloons or glass containers are not permitted on school buses. Students may not attend school events if they have been absent due to sickness.

STUDENT ID NUMBER

Elementary and Intermediate students are issued a student ID number which must be used for library and cafeteria transactions.

TARDY / LEAVE EARLY

Punctuality is important, and the responsibility for being on time rests with the student and family. Class disruptions due to tardiness are to be discouraged. Missing the first minutes of class sets the tone for the day. Therefore, excessive tardies may result in disciplinary action. Students will be considered tardy if they arrive to class after the bell rings at 7:50 a.m. Students who are tardy must get a tardy slip in the main office before proceeding to their class. Students who habitually miss instructional time (due to late arrival or early check out) will be considered absent for the length of time they are out of class. These cumulative tardies or early check outs may be considered absences. We do provide transportation to those students who qualify to and from school on all regularly scheduled school days, which should allow for full day attendance. See [**BOE Policy 2106: Tardiness**](#)

TELEPHONE USE

- Students may not use personal cell phones during class time without permission from a staff member.
- Students may – with permission from the classroom teacher – use classroom phones. Use of the office phone is discouraged.
- Students should not call home because of P.E. equipment, books, homework, field trip permission slips, bus passes, or other items left at home.
- Students will not be called out of class for phone calls except in an emergency.
- Students may not use the office phone to call home to make arrangements to go home with other students.
- If students are ill, they will be referred to the nurse and will use the nurse's phone to contact the parent.

PERSONAL WIRELESS TELECOMMUNICATION DEVICES

The district requires that all individuals devote their full attention to education while at school or during educational activities. Accordingly, the district expects both employees and students to limit their use of personal wireless devices at school. Wireless devices include, but are not limited to, cell phones, Smartphones, laptops, etc.

Personal wireless devices shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. reasonably considered private areas. The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator.

Students

It is the district's policy that students who possess a personal wireless device at school must keep that device turned off/silent AND out of sight during class time. No student will be permitted to access his/her personal wireless device during class time except with teacher permission.

Students who violate this policy will have their personal wireless device confiscated until after a parent conference. The student may also lose the privilege of possessing such a device for the remainder of the school year. Students are also subject to other disciplinary action.

Students may not use any personal wireless device:

- For any purpose related to academic dishonesty;
- To record conversations or events during the school day, on school property or at school activities where specifically prohibited;
- To threaten, harass, intimidate, or bully;
- To take, possess, or distribute obscene or pornographic images or photos;
- To engage in lewd communications;
- To violate school policies, handbook provisions, or regulations.

THE SCHOOL IS NOT RESPONSIBLE FOR PERSONAL PROPERTY WHICH IS LOST OR STOLEN.

WARNING: Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion of sexual offender registries. (REFERENCE: 70 O.S. §24-101.1, et seq. 70 O.S. §24-102). See [BOE Policy 2156: Wireless Telecommunication Devices](#)

TRANSPORTATION

Eligibility: Students who reside more than one and one-half (1 ½) miles from their designated campus are eligible for school bus transportation. Bus stops are set by the director of transportation. Other riders: Students who live less than a one and one-half (1 ½) radius may be permitted to ride the bus at the discretion of the district.

TRANSPORTATION CHANGES

When parents/guardians need to make a change in their child's transportation routine for any reason, we ask that the school be notified before 1:00 p.m. and on early release days please notify the school by 12:00 p.m. If you have a medical emergency or a death in the family, you may contact your child's school for an emergency bus pass.

STUDENTS MUST RIDE THEIR DESIGNATED BUS UNLESS APPROVED BY TRANSPORTATION

Contact the Transportation Department at **918-366-2247** for a permanent change in a student's transportation. You must provide the address where the student is to be transported. Please send a written note or call the school to implement a change in your child's regular routine, otherwise the student will be transported in his/her usual way. Because children often confuse information about a change in their routine,

WE WILL NOT RELY ON VERBAL INFORMATION FROM THE STUDENT.

TOYS AND UNNECESSARY ITEMS

Students are not to bring toys, games, electronic devices, or any other items to school or on the buses that are not directly related to the educational function of the school unless administrative approval is given. Laser pointers are specifically prohibited. Students are not to bring animals to school.

VISITORS DURING SCHOOL HOURS

There are times that visitors to the Bixby Public Schools are appropriate and highly encouraged. Visitors come to our schools for classroom and school presentations, as parents volunteering in our classrooms and at our schools, as service providers for specific services provided to specific students. However, not all visitation requests are appropriate and not all visitation requests will be approved. The Bixby Public Schools primary mission is to provide academic instruction to its students. Therefore, Bixby Public Schools has the responsibility of protecting student and teacher instructional time from interruptions, including those that may be caused by visitors to the school. Please refer to Bixby [Board of Education Policy 3114](#) for specific details of visitation requirements.

VOLUNTEER PROGRAM

We love to have volunteers in our building, and welcome them! However, the district does require training that each volunteer must attend before they can be in the classroom regularly. Your help in the media center, on the playground, in technology support areas and with student tutoring is appreciated. Bixby Education Support Team (B.E.S.T) invites parent and community participation and provides volunteer orientation.

WATCH D.O.G.S.

Watch D.O.G.S. is a program to encourage Dads to be involved in our school. Dads or other male figures must be BEST certified and pass a background check before volunteering.

WALKING STUDENTS TO CLASS

In order to maximize our instructional day, please make sure that you follow the guidelines when walking students to class:

- Please drop off students on time. Students may first come to their classrooms at 7:30 a.m.
- All parents must check in through our Safe School system.
- To protect instructional time please check out of the building by the tardy bell at 7:50 a.m.
- If you arrive after the bell you will not be allowed to walk your child to class.

While we certainly welcome families into our school, we cannot allow families to interrupt or delay our timely start to school. We appreciate your cooperation in this matter.

WATER BOTTLES AND ENERGY DRINKS

If water bottles are allowed in your child's classroom, **the bottle must be clear** so that the contents are visible. **Energy Drinks** should not be brought to school for breakfast, lunch or a snack.

WIRELESS/ELECTRONIC DEVICES

Students may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon written consent of both the student's parent or guardian, and principal. Students may have phones for safety reasons and phones must be in the "off position" during class time. Students may obtain a "Wireless Electronics Device Agreement" from the Principal's Office. A new form must be completed upon the transition to a new school site. See [BOE Policy 2156: Wireless Telecommunication Devices](#).

WITHDRAWAL FROM ENROLLMENT

Parents/guardians should notify the child's school at least one day in advance of their intent to withdraw their child. This will provide time for the necessary dismissal forms to be completed.

ACADEMICS

ACADEMIC STUDY TRIPS

Activity or study trips may be planned as an extension of the child's classroom experiences. Parental approval must be given prior to a student's participation in activity trips. If parents accompany their child on an activity trip and if they choose to take the child with them when the activity trip is over instead of the child returning to school, the parent must sign out (put in writing) that the child is being dismissed into his/her care. In order to devote complete attention to the students on the field trip, we ask that parents not bring siblings to the field trip.

CHEATING

Cheating is prohibited in any form. Cheating may result in the student receiving a zero as well as disciplinary action. Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. Cheating does affect a student's admission to honor organizations or positions of trust.

STUDENT INTERVENTION TEAM (SIT)

Student Intervention Team (SIT): The SIT process is established as a means of providing building level intervention support teams for students and teachers. When a student is having critical academic or behavioral problems he/she may be referred to the SIT team. The counselor will be the primary contact in the building for the SIT referral process. Students are identified by teachers, parents, achievement scores, and continued school difficulty. The counselor will conduct team meetings to assess and evaluate students' needs and the steps needed to improve their academic progress, which may include but are not limited to classroom interventions, support services available at the site, and specified assessment(s).

[Click here to view the OTISS Parent Newsletter](#)

GIFTED AND TALENTED PROGRAM

The program for the gifted and talented in Bixby ISD is designed to meet specific needs for qualifying students. The curriculum encompasses the concepts of higher level thinking techniques, leadership skills, and development of creativity.

GRADES AND PARENT PORTAL

Beginning in second grade, parents can access their student's grades and other educational records anytime by logging onto the Bixby Public Schools parent portal at <http://portal.bixbyps.org/public/> or by going to the Bixby Public Schools website and following the appropriate links. To obtain login information please contact the school office.

GRADING

In accordance with [BOE Policy 3118: Grading](#) the following grading system will be used for all subjects, including those taught in a special education setting:

Pre-Kindergarten, Kindergarten, First Grade, Second Grade, and Third Grade

A checklist evaluating progress in identified skills will be provided to parents. Assessment will be by the semester and based upon mastery of skills/standards as identified in the Essential Elements. The evaluation key is listed below:

- “4” Exceeds standards/skills
- “3” Meets standards/skills or is on track to meet standards/skills
- “2” Progressing toward standards/skills
- “1” Area of concern
- Shaded box: Not evaluated at this time

First through Third Grade for Art, Music, and Physical Education

A general evaluation of student progress will be provided based upon the Essential Elements for these subjects.

The evaluation key is listed below:

- “4” Exceeds standards/skills
- “3” Meets standards/skills or is on track to meet standards/skills
- “2” Progressing toward standards/skills
- “1” Area of concern

Fourth, Fifth and Sixth Grades (Core Academic Subjects)

- A – 90 to 100% (exceeding expected requirements in excellent manner)
- B – 80 to 89 % (complete work with high degree of accuracy)
- C – 70 to 79 % (complete work of average quality)
- D – 60 to 69 % (work of below average quality)
- F – 59% and below (failing work)

HOMEWORK

Homework is used as a part of the educational process. It will be related to the school’s aim and philosophy, but its primary objective shall be to aid in the development of the student. See [BOE Policy 3123: Homework](#).

INTERNET & OTHER COMPUTER – ACCEPTABLE USE

Privacy

Network and Internet access is provided as a tool for the education of students. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. **All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.**

Failure to Follow Policy

The student’s use of the computer network and Internet is a privilege, not a right. A student who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment in the school district. A student who violates this policy by his or her own actions or by failing to report any violations by other students that come to the attention of the user. Further, a student violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances. See

[BOE Policy 3108: Internet and Other Computer Networks Acceptable Use and Internet Safety Policy.](#)

MEDIA CENTER

Each student will have the opportunity to check out books from the media center for a one-week period. The books can be rechecked if necessary. Each student is responsible for returning his/her book in good condition. If the book is lost, damaged, or destroyed, it is the student's responsibility to pay for the book.

[See here for Media Center Procedures relative to student checkout.](#)

PLACEMENT EXAMINATIONS

Students entering from non-accredited, private, or home schools may be tested for appropriate grade placement. See [BOE Policy 3122: Proficiency Based Promotion.](#)

PROGRESS REPORTS AND REPORT CARDS

Grades awarded to students will be based on percentages or a student checklist for all grading periods. Six weeks and twelve weeks reports of progress and the eighteen weeks semester grade reports will be given to all students. Student percentages will be cumulative for the semester grading period. A grade mark of 'I' is incomplete and will be changed when the course is completed within the time limit set by the school administration.

End of 9 Weeks Oct 18	Progress Reports Distributed 11/16/23
End of Semester 1 Dec 20	Report Cards Distributed on 1/11/24
End of 9 Weeks Mar 15	Progress Reports Distributed 03/28/24
End of Semester 2 May 23	Report Cards Available On-line on 6/3/24

PROMOTION & PROFICIENCY BASED PLACEMENT

The Bixby Board of Education believes the primary goal of the educational process is to educate. The Board also believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete twelve grade levels of work at the same time. Therefore, for some children, more or less than twelve years will be necessary.

Proficiency based testing may be offered twice each year (once in August and once in May) per [BOE Policy 3122: Proficiency Based Promotion.](#)

RETENTION

Occasionally, it may be necessary for a student to repeat a grade. Typically, students who are retained should be retained only once during their educational experience in grades Pre-K through 6th grade.

The purpose of this policy is to establish the criteria and procedures involved in considering student retention and the appeal process. Students with disabilities will be advanced or retained in accordance with their Individual Education Program team's decision.

Students will be considered for retention based upon teacher or parent request. The RSA requirements require consideration of retention for 3rd grade students. Communication through conferences and written reports of progress should have clarified the teacher's and /or parents' concerns before any consideration of retention begins. When either party feels a student may find more success if they repeat the current grade, they will request a meeting of the building retention committee. The child's age, maturity, achievement level, and attitude will be discussed thoroughly along with sample work. This committee will make a decision regarding retention and convey that decision and rationale to the parents in writing. The parents have the right to appeal any decision to retain or promote their child to the building principal within five days of receiving the written decision. A second appeal can be made to the superintendent or designee within five days of receiving the principal's appeal decision in writing. The parent may request a review of the superintendent's decision by letter to the Board of Education within five days of the parent's receipt of the superintendent's decision. The Board of Education decision shall be final and non-appealable. See [BOE Policy 3126: Student Promotion & Retention](#).

SPECIAL EDUCATION

The Special Education Department of Bixby Public Schools actively seeks to find any student residing in the district who has a disability recognized under the Individuals with Disabilities Education Act. Special education provides an individualized program for students with disabilities. Students 3-21 in age with disabilities are eligible to receive services. Such students may be physically disabled, intellectually disabled, emotionally disturbed, learning disabled, developmentally delayed, traumatic brain injured, other health impaired, visually or hearing impaired, speech-language impaired, autistic, or have multiple disabilities. Referrals may be initiated by the parent of a child, the teacher, principal or other professionals who work with the child.

STUDENT SERVICES (EL, INDIAN EDUCATION, RSA, and TITLE)

Students who are in need of additional academic help may qualify for the following programs at qualifying sites and grade levels. Not all programs are offered at all schools.

- **EL (English Learners):** The purpose of this program is to support or to enhance the education of each student while appreciating their cultural differences. Staff assigned to each building complete assessments and determine the level of support for each student.
- **Indian Education:** This program is taught by a certified teacher and works on supporting students in all subject areas. Students qualify through teacher or parent referral upon verification of Indian heritage through a CDIB card or verification they are on the tribal roles.
- **RSA (Reading Sufficiency Act):** Students qualify for this program based upon their performance on the FAST (FAST Bridge) Reading/ELA Assessment. Those students who are reading below the FAST benchmark are given an Academic Progress Plan that outlines strategies for improvement. Students who require intensive remediation may visit a reading tutor daily.
- **TITLE I:** Title I is a federally funded program designed to provide additional help to students. This program is designed to not only strengthen academic achievement, but to increase self-confidence in learning academic skills. The sites listed below are designated at Title I school-wide sites.

- a. [Bixby Central Elementary Title I Compact](#)
- b. [Bixby Central Intermediate Title I Compact](#)

TEXTBOOKS

Textbooks used by the students are furnished free of charge by the school. Students will be responsible for any textbooks lost, stolen, or damaged. A fine may be assessed for lost, stolen, or damaged textbooks at the replacement cost.

SPARTAN CONNECTION ACADEMY(Virtual)

BPS uses state-of-the art software to provide one-on-one on-line instruction in core and elective courses. This program is designed to help students graduate. All course work is aligned to Oklahoma state standards and combines direct video instruction from highly-qualified teachers with interactive digital content. The interactive course content engages students in the learning process through animations, simulations, video-based presentations, online content, vocabulary, and exploration activities.

Please contact your site counselor for inquiries to enroll in Spartan Connection Academy.

As with any program or educational setting, there are certain guidelines and expectations for online students.

- Online courses are not self-paced. Students enrolled in on-line courses must achieve a weekly completion goal to meet eligibility requirements.
- Parents and students MUST attend an online orientation meeting.
- If at any time a student shows no activity for 5 consecutive school days, the student may be placed on a Virtual Attendance Contract.
- Failure to comply with the attendance contract will result in referral to Truancy Court and/or withdrawal or a return to sit-in class.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM

General Information:

- Bixby Public Schools does NOT teach Critical Race Theory. Rather, teaching and learning is consistent with Oklahoma Academic Standards.
- House Bill 1775 prohibits public schools and universities from teaching that "one race or sex is inherently superior to another, "and that "an individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive."

Important Links:

- [Video from Governor Stitt: HB 1775](#)
- [Oklahoma State Department of Education](#)
- [Oklahoma Academic Standards](#)

Please see [here](#) for BOE Policy 3139 and Complaint Process Form.

DISCIPLINE

BULLYING

BPS forbids bullying behavior in any form. The school will impose discipline, including suspension, for such behavior by students. “Bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. See [BOE Policy 2146: Student Bullying](#).

The designated individual(s) to investigate bullying reports at each school site will be the Principal and Assistant Principal(s) or any other person assigned by the site Principal.

DISCIPLINE OF STUDENTS

Discipline is a “must” if a positive learning environment is to be established. Therefore, in an effort to make our school(s) an institution of learning a high standard of behavior is expected. When students fail to conform to the expected behavior, the school will attempt to correct the behavior. The general rules of the school should be followed, as well as the rules of the individual classroom.

In addition, conduct occurring outside the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school will also result in disciplinary action. These actions may include in school placement options or out of school suspension. See [BOE Policy 2158: Student Discipline](#), [BOE Policy 2162: Disciplinary Removal Of Children With Disabilities](#), [BOE Policy 2163 Student Discipline: Out-of-school Actions](#)

IN-HOUSE PLACEMENT (IHP)

Students found guilty of conduct warranting disciplinary action may be placed in a supervised in-house placement (IHP) program at the discretion of administration, who shall determine the length of such assignment. The supervised IHP program shall be conducted as an on-campus program of strict study supervision for students.

METAL DETECTOR USE/SURVEILLANCE

Persons entering BPS may be subject to a metal detector scan and camera surveillance. See [BOE Policy 2152: Metal Detectors](#).

SEARCH AND SEIZURE

This policy applies to dangerous weapons, controlled dangerous substances (as defined in the Uniform Controlled Dangerous Substance Act), intoxicating beverages, non-intoxicating beverages (as defined by Section 163.2 of Title 37 of the Oklahoma Statutes), or for missing or stolen property if said property is reasonably suspected to have been taken from a student, school employee, or the school during school activities. (70. Section 24-102). The scope of authority to detain and search shall include any student or property in the possession of the student when said student is on any school premises, or while attending any function sponsored or authorized by the school. See [BOE Policy 2153: Search of Students](#).

SUSPENSION

Suspension is used as a form of discipline when the infraction done by the student is considered serious or is a repeated infraction to the school rules. "Suspension" means an exclusion from school privileges. All suspensions or school attendance may be appealed through established channels.

Before a student is suspended out of school, the principal shall consider and apply, if appropriate, alternate in-house placement options that are not to be considered suspensions, such as placement in an alternate school setting, reassignment to another classroom, or in-school detention.

Students suspended for short-term will have the opportunity to make-up work missed by accessing Google Classroom. Students suspended for long-term will receive educational support through Spartan Connection Academy (virtual) during the suspension period.

Except in cases involving possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students and teachers, no out-of-school suspension shall extend beyond the current semester and succeeding semester. See [BOE Policy 2161: Suspension of Students](#).

WEAPONS AND DANGEROUS INSTRUMENTS

It is the policy of Bixby Public Schools that students will not knowingly possess, handle or transmit any object that can reasonably be considered a weapon or be a reasonable facsimile of one on the school grounds or off the school grounds at any school sponsored activity, function or event.

Examples of weapons or dangerous objects include but are not limited to:

- guns and rifles
- toy guns and toy weapons
- BB or pellet guns
- slingshots
- bow & arrows
- martial arts weapons
- clubs
- knives

or any other item that is considered dangerous by the administration. Violations of the above rule may result in recommendation for suspension from school. See [BOE Policy 2151: Student Possession Of Dangerous Weapons & Gun Free Schools Student Suspension](#).

HEALTH & SAFETY

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In response to the Asbestos Hazard Emergency Response Act, P.L. 99-5519, and the EPA regulations, we have completed the three year re-inspection of our buildings that contained asbestos building materials. As a result of our re-inspection, we are pleased to announce that areas that contain asbestos pose no health problems. The management plan and the results of the re-inspection will be available for your viewing during office hours in the office of the Facility Director. Please call for an appointment.

COMMUNICABLE DISEASES

Oklahoma law states that any student who has a contagious disease or head lice may be prohibited from attending school.

HEAD LICE

See [BOE Policy 2110: Health - Students](#).

Rash: Students who develop unidentified rashes at school must be picked up for the remainder of the day. Students with unidentified rashes must have a physician's statement verifying that they are not contagious in order to attend school. In order to attend school after having chicken pox, all blisters must be crusted over. This may take a week or longer.

Diarrhea: Students who have diarrhea at school must be picked up for the remainder of the day. Students must be symptom free without medication for 24 hours prior to returning to school.

Fever: Students who have temperatures of 100 degrees or more must be picked up from school for the remainder of the day. For most childhood illnesses, temperatures are lower in the morning. Students must be fever free without medication for 24 hours prior to returning to school.

Vomiting: Students who vomit at school must be picked up for the remainder of the day. Students must be symptom free without medication for 24 hours prior to returning to school.

Conjunctivitis: (Inflammation or infection of the mucous membrane around the eye.) Students with thick white, yellow, or green discharge from either eye must be picked up for the remainder of the day. In order to return to school, students must have received medication for a minimum of 24 hours, be symptom free, or have a physician's statement verifying that they are not contagious.

Ringworm: Students who have ringworm on the face or scalp must have a physician's statement verifying receipt of treatment and that they are not contagious. Students who have ringworm on any other part of the body must be receiving treatment and have all lesions covered while at school.

Sick Students Returning to School: Students sent home or absent due to illness must be free of fever, diarrhea and vomiting for 24 hours without the use of medication. If placed on an antibiotic for

a contagious illness, the student must be on an antibiotic for 24 hours before returning to school. Parents may bring a note from the doctor to verify the absence.

Should we add protocol for COVID (“shall be managed in accordance with current guidance from CDC and/or local health department”)?

COUNSELING PROGRAMS & GOALS

An elementary counselor is assigned to each of the elementary schools. The counselor works with individual children, provides group guidance, and participates in parent conferences when requested. All students in our school are entitled to unconditional positive regard in addition to having basic rights and needs met within the school environment. Our goals are:

- To provide appropriate placement for all students while identifying special needs which may exist.
- To provide appropriate individual and group counseling and guidance regarding decision making skills, problem solving, and interpersonal skills.
- To provide conflict resolution tools and education regarding positive communication which students may utilize for their benefit.
- To provide motivation tools and study skills to enhance the educational experience for students in our school.
- To provide crisis management and a supportive environment for students, faculty, parents and the community.
- To provide information and orientation for new students entering BPS.
- To provide career information to students.
- To provide a supportive environment as students confront personal concerns and learn to make appropriate choices.
- To provide parents with information to deal with their students in the most advantageous way possible.
- To review academic progress of all students to identify those who qualify for services or remediation.
- To provide assessment services.

The counselors at BPS collaborate in order to provide the most effective counseling services possible to the students in our school. This includes implementing various guidance and counseling programs for classroom guidance, small group guidance and individual counseling. These programs are evaluated for effectiveness according to the ages being served.

Classroom guidance is provided to all Kindergarten to 6th grade students within our schools. Topics include building positive self-esteem, interpersonal skills, communication, conflict resolution that includes dealing with bullying and teasing, effective learning skills and tools, and career information.

Small group counseling is available to all students in our school. Small group topics include anger management, social skills, self-control, and grief. Parent permission is required as a prerequisite in small group counseling. The goal of the small groups is to enable the students to deal with personal concerns and issues in an appropriate way.

Individual counseling is provided for students who request services from the counselors or through referrals from teachers as well as parents. Teachers and administrators may also request individual counseling for students. This service is offered to students in order to support them with personal concerns and issues, to deal with interpersonal concerns, academic needs and other needs which they may have or encounter.

Bixby Public Schools supports at-risk students who attend a residential facility within the school district boundaries through after school on-site tutoring.

The school counselors act as coordinators and liaisons for various services and activities. These may include Red Ribbon Week, meeting the needs of those students and families with unique needs during the holidays, SIT team meetings, parent conferences, and various assessments.

Counselors are responsible for filing and communicating test results to parents. Counselors participate in a variety of additional activities and services in the district, on site, and in the community.

DIABETIC MANAGEMENT PLAN

A personal health care team will develop a written Diabetes Medical Management plan for each student who will seek care for diabetes while at school. (Diabetes Management in School's Act: OK stat tit: 70 and 1210.196).

SAFETY DRILLS

As required by state law and local policy, Bixby Public Schools practices various safety drills for fire, tornado, and security situations. See [BOE Policy 6125: Safety Drills](#).

GROWTH & DEVELOPMENT

A Growth and Development class is part of the school curriculum and is scheduled for 5th grade. The lesson will focus on natural changes that a student's body will undergo. The lessons are given separately for boys and girls. The class is conducted by one of our district nurses and may include the Tulsa County Health Department. A parent/guardian preview session is available online on the BPS website at www.bixbyps.org. A parent/guardian may contact the school principal or nurse for the date of the presentation. If parents/guardians object to their child participating in the class, they must notify the school nurse or principal. See [BOE Policy 3110A: Growth & Development](#).

IMMUNIZATION REQUIREMENTS

Immunization requirements are established by the State of Oklahoma and are state law. No student will be allowed to enroll in school without documentation of the required vaccines. Each time an immunization is given, a copy of the child's updated immunization record including the child's name, birth date and grade must be submitted. Exemptions from the immunization requirements are authorized for medical, religious and personal reasons. If you have questions, please call the nurse for your child's school. For assistance with immunizations, contact the Tulsa County Health Department. See [Required Immunizations](#).

MEDICATION

If it is necessary for a student to bring prescription, non-prescription or over-the-counter medicines to school, the "Parental Authorization to Administer Medication" form must be completed. The form

must be completed and signed each year to be kept along with the medication in the school office. The form is available in the front office, nurse's office or online. Medications, both prescription and non-prescription, must be brought to school in their original containers with the proper labeling and your student's name on the container. If your student takes daily medication, please contact the school nurse. In order for us to contact you, it is important that all telephone numbers be completed on the enrollment information sheet. The district retains the right to reject requests for administration of medication and to discontinue the administration of medication. Full medication administration guidelines can be found in the [BOE Policy 2116: Administration Of Medicine And Sunscreen To Students](#).

Prescription medication must have:

Student Name
Dosage and Directions for administration
Name and Strength of medication
Name of physician or dentist
Date and name of pharmacy

Non-prescription meds must have:

Student Name
Contain directions
Must be in original container/package

MENINGOCOCCAL DISEASE & VACCINES

In accordance with Oklahoma State Law, the Bixby School District must provide information to parents regarding Meningococcal Disease and Vaccines. Meningococcal disease is a rare but very serious disease. In the United States about 2,500 people are infected and about 300 people die every year, in spite of treatment with antibiotics. Of those who live, many have serious health complications. There is a vaccine for meningococcal disease and it is recommended for all children ages 11 through 18. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus housing. For complete information regarding meningococcal disease and vaccines, please contact the school nurse or visit the school website and choose the school nurse web page.

SCHOOL NURSE

School health services, as provided by a certified school nurse, supplement the efforts of parents and health care providers to maintain and promote the health of students. School health services do not replace the parents' responsibility for obtaining health care or the provider's responsibility for administering care.

The school nurse provides assistance in evaluating present or potential health problems, provides the essential liaison between the health and educational needs of pupils with chronic illnesses or disabilities, provides the direction for pupils who become ill or injured at school, assists school administrators to meet the health policies of the school district, and functions as a school team member to assist each pupil toward optimal health.

Health care in the school, as provided by the school nurse, includes identification of health problems, preventive health care measures, health maintenance care, and necessary campus therapeutic intervention. In the absence of the school nurse, treatment for minor injuries is administered by the school staff.

SEXUAL DISCRIMINATION

A copy of all Bixby Public Schools Board of Education policies and procedures is available at the Bixby Public Schools Service Center, 109 North Armstrong, Bixby, or on the internet at www.bixbyps.org. Any grievance may be filed, however, by contacting the Office of the Superintendent of Bixby Public Schools at (918) 366-2200.

SEXUAL HARASSMENT

Bixby Public Schools forbids discrimination against or harassment of any student on the basis of sex. The School District will impose discipline, including suspension, for such behavior by students. Any student who is or has been subjected to sexual harassment or knows of any student who is or has been subjected to sexual harassment shall report all such incidents to the superintendent, principal, assistant principal, school counselor, or any board member. It is preferred that all reports be made in person or in writing by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. The report should state the name of the student involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter. Should you wish to contact a site counselor, please see the contact information above for your school site.

STUDENT INSURANCE

Bixby Public Schools does not provide health or accident insurance coverage for students who regularly attend school or participate in extracurricular activities. See [BOE Policy 2119: Accident Insurance - Students](#).

THREAT ASSESSMENT

Threat assessments will be conducted when safety is a concern. In conducting a threat assessment, school officials may interview relevant students and staff and review any documentation and records needed to assess the threat. School officials may also work with outside professionals, such as local law enforcement as deemed appropriate.

TOBACCO PRODUCTS, ALCOHOL AND DRUGS

The use of alcohol, drugs, tobacco products, simulated tobacco products, and vapor products will not be permitted on any BPS property. See [BOE Policy 2148: Drug-Free Schools](#), [BOE Policy 2149: Drug Testing](#), [BOE Policy 6128: Tobacco Use Prohibited](#).

PROBATION PROGRAM FOR STUDENTS SUSPENDED UNDER THE INFLUENCE

Students in violation of the district's policy on the use or possession or being under the influence of alcohol or illegal substances and/or non-prescription inhalants may be afforded the opportunity to participate in the district's "Probation Program" at the discretion of an administrator. This program may be offered to students when a student is under disciplinary action for violation of the district drug-free school policy regarding alcohol and/or illegal chemical substances. Participation is a voluntary action by the parents and the student. Both parents and students must comply with the terms and provisions of the probation programs.

Participation in the probation program will reduce the original out of school suspension issued to 10 days out of school. Details of the program will be explained by the administrator at the time of the infraction.

EVERY STUDENT SUCCEEDS ACT (ESSA)

PARENT RIGHT TO KNOW

As a parent you may request information regarding the professional qualifications of the student's classroom teachers and paraprofessionals. You may also receive notice if your child is taught for four or more consecutive weeks by a teacher who does not meet state certification or licensure requirements. In addition, you may request your student's performance level on state academic assessments for grades 3-8 and 11.

Parents may access the OSTP Parent Portal by going to: <https://okparentportal.emetric.net/login>.

You will need your student's ID (STN) to access the portal. You may contact the school site to request the student's STN. [BOE 5112: ESSA \(Every Student Succeeds Act\)](#)

FERPA

BIXBY PUBLIC SCHOOLS Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Bixby Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bixby Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bixby Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Student information beyond that listed below (address, phone, date of birth, attendance, student ID number), will be released upon request to other education agencies, such as technology schools and colleges and universities. In addition, two federal laws require local

educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. [These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Bixby Public Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing within one week of the first day of attendance. Bixby Public Schools has designated the following information as directory information:

- Student’s name
- Names of the student’s parents
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received

Bixby Public Schools will publish a list of the items of directory information it proposes to designate as directory information in each student handbook, annually provided to each parent/student. After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of School’s Office) if any or all of the items they refuse to permit the district to designate as director information about that student. This designation will remain in effect until it is modified by the written direction of the student’s parent or eligible student. Information identified as directory information will also be identified in school board policy on the school website.

BIXBY PUBLIC SCHOOLS

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Bixby Public School District, with certain exceptions, affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff, school resource officer, and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

PARENT BILL OF RIGHTS

Refer to Oklahoma Statute: [25 O.S. §2002](#).

STUDENT SURVEYS

Surveys Without the Parent/Guardian's Prior Consent

No student shall be required to submit to a survey, analysis, written examination or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's family
2. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian
3. Sexual behavior or attitudes
4. Illegal, anti-social, self-incriminating or demeaning behavior
5. Mental or psychological problems of the student or the student's family
6. Critical appraisals of other individuals with whom the student has a close family relationship
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/guardians may inspect, upon request, a survey created by a third party before the survey is administered or distributed to students. Review of such surveys shall be at a time mutually convenient to the principal involved and the parent/guardian. Any complaint by a parent/guardian regarding the parent/guardian's inability to inspect any such survey shall be addressed to the Superintendent, or his or her designee, who shall have final authority over the matter. The District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of the administration or distribution of a student survey containing one or more of the items mentioned above.

FORMS

OSTP TESTING

[BOE Policy 3134: Oklahoma School Testing Program - Opt Out](#)

STUDENT ACTIVITIES

BIXBY PUBLIC SCHOOLS

State law requires that public school sites notify parents of the school sanctioned student activity/extracurricular groups at that site. Parents have a right to opt out of participation for their student. However, it is the parent's responsibility to notify the school and remove their child from participation.

This form may serve as written notification of a parent/guardian's desire to opt out of any student activity/extracurricular group for their student.

TO: Principal _____ SITE: _____

NAME OF STUDENT: _____

GRADE: _____

Please accept this as annual notification that I, the parent/guardian of the above named student, have reviewed the list of student activity/extracurricular groups and want this student to not participate in the following groups:

Parent/Guardian Signature

Date

Secondary Student Handbook



2023-24

Equal Opportunity Statement/Notice of Nondiscrimination

Bixby Public Schools, as an equal opportunity educational provider and employer, prohibits discrimination on the basis of race, color, religion, sex, gender, (including pregnancy), national origin, disability, military status and/or age in educational programs or activities that it operates or in employment decisions. The district provides equal access to the Boy Scouts and other designated youth groups. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, not to discriminate in such a manner. (Not all prohibited bases apply to all programs.)

Additionally, BPS is committed to establishing and sustaining a school community that shares the collective responsibility to address, eliminate, and prevent actions, decisions, and outcomes that result from and/or perpetuate racism. BPS will maintain a zero-tolerance policy relative to racism or discrimination of any kind.

Related BOE Policies:

Related BOE Policies:

[2100: Sexual Harassment of Students](#)

[3139 Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process](#)

If you suspect discrimination please contact one of our Title IX Team Coordinators:

Employment Issues	Lydia Wilson	Associate Superintendent	lwilson@bixbyps.org	918-366-2671
Student Issues	Jamie Milligan	Assistant Superintendent	jmilligan@bixbyps.org	918-366-2298
Additional Issues	Rob Miller	Superintendent	rmiller@bixbyps.org	918-366-2200

General questions about the District should be directed to 918-366-2200.

Bixby Public Schools
109 N Armstrong
Bixby, OK 74008

2020-2025 Strategic Focus

Ensuring that each student is able to thrive and pursue individual excellence is an exciting challenge for our school staff and community. Our community is on the precipice of the future, as expanding opportunities, new technologies, and innovations in teaching and learning push us to think differently about how to best prepare our children for success beyond graduation.

Our District Strategic Planning Team embraced the challenge to build on Bixby's long tradition of excellence by identifying critical opportunities for focus over the next five years. This strategic plan provides direction for achieving consistent, sustained excellence throughout our schools, while also promoting innovation and organizational agility to ensure we continue to meet the rapidly-changing needs of our students and community into the future.

IT BEGINS WITH OUR VALUES

Bixby Schools will provide opportunities for students to explore and develop the skills, capacities, and dispositions that support life-long learning, high achievement, and global citizenship. Our high expectations for all students are embedded in the district-wide focus areas, goals, and strategies of this plan.

Our value statements drive our aspirational culture because they act as reminders of the how, why, and what -- and our shared vision.

- A strong public education system benefits the entire community, teaches positive citizenship, and is a shared responsibility of all.
- Everyone is entitled to a safe, caring, and respectful learning environment.
- Education addresses the development of the whole child - academic, social-emotional, personal health and well-being, and prepares each student for life's transitions.
- Today's instruction must embrace a child's natural curiosity and creativity while developing critical thinking and problem solving skills for successful global citizenship. High expectations promote higher achievement in academics, athletics, and the arts.
- Education should be tailored to meet the needs of every child.
- Every student should take ownership of his or her education.
- Education should guide the student's development of positive and ethical behavior which is reflected in their actions and attitudes.
- Our schools should be adaptive, innovative, and forward-thinking to ensure our graduates possess the skills necessary for success in a diverse and changing world.





OUR MOTTO:
encapsulates the beliefs or ideals which guide our district.

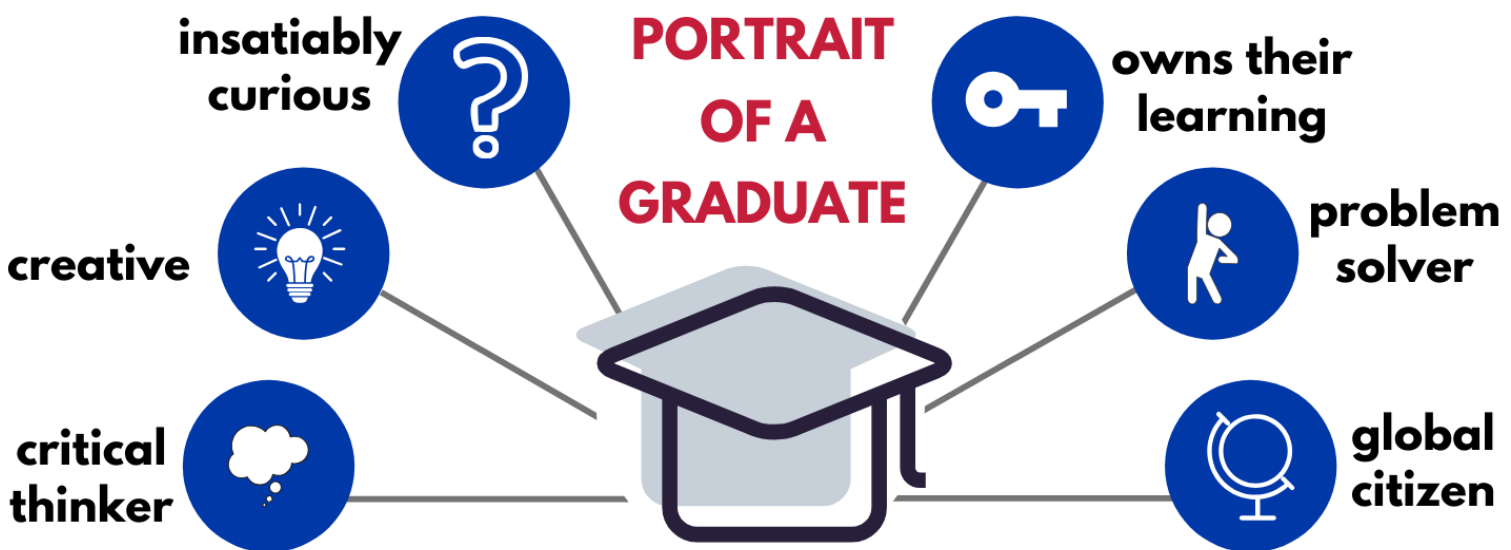
**The Spartan Way:
Learn Well.
Live with Honor.**

OUR VISION:
captures the future we hope to create for our students.

**Bixby Schools:
A place where all learners believe in their power to LEARN, EXCEL, & OWN their future.**

OUR MISSION:
explains our fundamental purpose as a school district.

“Ignite the Potential of Every Student.”



These six learner attributes serve as the foundation for teaching & learning.

<p>Safe & Welcoming Schools</p>	<ul style="list-style-type: none"> Equitable resources Social & emotional health Collaboration with families 	<p>Vibrant Teaching & Learning</p>	<ul style="list-style-type: none"> Innovative, forward-thinking environment Emphasis on creativity, problem-solving, student agency, & global awareness 	<p>Exemplary Teachers & Staff</p>	<ul style="list-style-type: none"> Top candidate recruitment from diverse backgrounds Educator support Professional development
<p>Family & Community Engagement</p>	<ul style="list-style-type: none"> Family support Community partnerships Improved communications 		<p>Culture of Innovation</p>	<ul style="list-style-type: none"> Reduced focus on test-based accountability Focus on student engagement, relevant curriculum, real-world application 	

Preface:

There are numerous school board policies that are linked or cited in this handbook. Currently all school board policy is on the BPS website at bixbyps.info/boardpolicy. Hard copies of BPS Student Handbooks and/or BOE Policy can be obtained from any school site office or by calling 918-366-2200.

Although we anticipate a normal school year, the district reserves the right to make changes to this handbook as needed. Please see [here](#) for BPS COVID Protocol.

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INTRODUCTION

This handbook is developed to address policies and operations at Bixby Middle School and Bixby High School. Invariably there are policies and operations that are only specific to one school or the

other. Specific notations are used, when appropriate, in order to distinguish between each school. The following key should be used when reading this handbook:

= **Middle School Only**
 ** = **High School Only**

This handbook is not all-inclusive and is designed to be in harmony with board policy. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. For a complete and updated copy of Board Policy please visit bixbyps.info/boardpolicy.

SCHOOL CALENDAR

<u>CONTACT LISTS</u>	<u>DAILY SCHEDULE</u>	<u>ARRIVAL & DISMISSAL</u>
<u>Administration</u>	Hours: 8:00 AM-4:00 PM	-----
<u>Middle School</u>	<u>Middle School</u>	<u>Middle School</u>
<u>9th Grade Center</u>	<u>9th Grade Center</u>	<u>9th Grade Center</u>
<u>High School</u>	<u>High School</u>	<u>High School</u>

A GUIDE FOR STUDENTS, FACULTY & PATRONS

The school is a community. The rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must accept the responsibilities, which include obeying the laws of the community.

All students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Bixby Board of Education, State Department of Education, Oklahoma Secondary Schools Activities Association, and State and Federal Laws.

STUDENT RIGHTS & RESPONSIBILITIES

[BOE Policy 2141: Student Rights & Responsibilities](#)

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

ENROLLMENT

To attend Bixby Public Schools, a student must reside with parents or legal guardians within the district boundaries. All students new to Bixby Public Schools must enroll at our district enrollment center located at 109 N. Armstrong. Proof of residence must be shown at the time of enrollment. Evidence of residency may include, but is not limited to, current proof of provisions of water, electric, or gas to the residence. A birth certificate must be presented for enrollment. A student's previous school records are essential in appropriate placement and services. Parents should provide authorization to receive prior records at the time of enrollment. See [BOE Policy 3102: School Day](#), [BOE Policy 2101: Residency](#) and [BOE Policy 2102: Enrollment Requirements](#), [BOE Policy 2108: Open Transfer](#), [BOE Policy 2131: Student Records](#).

****CONCURRENT ENROLLMENT**

Concurrent enrollment allows students to take college courses for both college and high school credit. Only qualified juniors and seniors who are able to meet all graduation requirements may take concurrent courses. College courses taken as concurrent enrollment are listed on the high school transcript **and will be** calculated in the student's high school and college GPAs. **College courses that fulfill a core high school graduation credit requirement will be weighted with one (1) additional point for each grade in the calculation of GPA for class rankings. College courses which fulfill an elective credit will be included in the calculation of the GPA but will not receive any additional weight.**

****TULSA TECHNOLOGY CENTER**

The Tulsa Technology Center provides participating high schools with an extended curriculum. The students enrolled attend three hours a day at the Tulsa Technology Center either morning or afternoon. During the remaining portion of the day, each student is scheduled at Bixby High School. All other subjects and extracurricular activities such as athletics, music, etc., are provided at Bixby High School. See your counselor for details.

WITHDRAWALS

******When it is necessary for a student to withdraw or transfer from Bixby, the following steps must be taken:

1. Report to the registrar immediately upon arrival to school in the morning so that the withdrawal records may be completed as the student goes to each class.
2. The registrar will give you withdrawal records, which you will carry to each of your teachers for a letter grade to date. This sheet must be filled out in full. This sheet does not withdraw you from classes.
3. After the withdrawal records have been completed, return the sheet to the registrar who will give them to the counselor for final approval.
4. Have all school school-issued items (books, Chromebook, activity uniform, etc.)books in hand when you clear with each teacher and be prepared to pay any library fines, etc. which you might owe.

##Students withdrawing from Bixby Middle School must come to the main school office. At that time all textbooks and media center books will need to be turned in as well as any cafeteria or media center charges paid.

DAILY OPERATIONS

INCLEMENT WEATHER – SCHOOL CANCELLATIONS

On days when school is canceled OR a form of remote learning ([Brick to Click](#) or [Distance Learning](#)) is implemented due to weather or other emergencies, television and radio stations will be notified if school is to be CANCELED. They ARE NOT notified if school is going to be in session. Listen to your evening news, early morning news or radio stations to see if school has been canceled. Resources to use include:

- Television stations- Channels (Fox), (KOTV), (KTUL), (KJRH)
- Websites:
 - <http://www.fox23.com/default.aspx>
 - <http://www.newson6.com/>
 - <http://www.ktul.com/>
 - <http://www.kjrh.com/>
- Radio stations: 740AM, 95.5FM, or 106.9FM
- School website: www.bixbyps.org
- Communication to families from District

ATTENDANCE POLICY

The Bixby Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the Board has adopted a policy requiring students to be in attendance a minimum of 95% in grades pre-kindergarten through twelve, each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the building principal on an individual, case by case basis. The superintendent is directed to establish an attendance regulation, subject to Board approval, which supports this policy. (**REFERENCE: 70 O.S. §10-105, §10-106**)

Students not in attendance a minimum of ninety-five percent (95%) of the time during a semester will receive “No Grade” (NG) as their final grade. **The earned grade can be restored upon completion of seat time made up outside the regular school day.**

The “NG” is calculated in the grade point as an “F.”

Students missing more than 5% of school days of a class (**which equates to 6 days**) during a semester will receive an “NG” for their grade in that class. All absence codes will count against students’ attendance requirement with the exception of:

- School activities. (Per State Regulations)
- Out of School Suspensions and IHP placement.
- **Administrative (AD)** Any absence of a nature deemed unavoidable by the school principal. When such a condition exists, the student and/or parents must petition in writing prior to or within two (2) days following the student’s return to school the building principal to request a waiver of penalty.
- **Administrative (AD)** Upon a parent's request to an administrator, a student’s absence from school on a recognized religious holiday.
- **Documented (D)** Any absence verified with a doctor’s note, court order, or funeral memorial card.

- **College Visit (CV)** Students will be allowed up to 3 college visits during their high school career and will need to provide documentation from the college verifying the date of visitation for the absence to be considered non-chargeable. If college visits exceed three visits, the subsequent visits will count against the ninety-five percent (95%) attendance requirement.

Parents should call in to report that their child will be absent for the day.

Absences without valid excuse: If a student has been absent for four (4) or more days or PARTS of days within a four week period, without valid excuse, the parent/guardian of this student is in violation of the Oklahoma Compulsory Education Law.

Non-chargeable Absences

Non-Chargeable absences will not count against the student's attendance requirement. These absences are coded as: AD, D, CC, SA, NC, IHP, OSS , and CV.

Administrative Approval (AD): This code will be given when any absence is deemed unavoidable by an administrator. This code does not charge against the 95% attendance requirement.

Documented (D): This code will be given when the absences are verified with a doctor's note, court order, or funeral memorial card. It is the responsibility of the student and parent to deliver the documents to the attendance office. This code does not charge against the 95% attendance requirement.

Counselor (Counselor): This code will be given when a student has been seen by one of our school counselors or an outside counselor while at school.

Competition (CC): This code will be given when a student represents the school in a school approved activity organization that is sanctioned by the O.S.S.A.A. This is a non-chargeable absence in terms of the 95% attendance requirement.

College Visit (CV) This code will be used when students visit colleges. Students will be allowed up to 3 college visits during their high school career and will need to provide documentation from the college verifying the date of visitation for the absence. This is a non-chargeable absence in terms of the 95% attendance requirement. However, if college visits exceed three visits during a high school career, the subsequent visits will count against the ninety-five percent (95%) attendance requirement.

School Activity (SA): This code will be used when a student is on a field trip. The "SA" code indicates the student is present. This is a non-chargeable absence in terms of the 95% attendance requirement.

Qualifying Event (NC): This code will be given when a student is absent from school for an O.S.S.A.A., N.A.S.S.P., O.B.A. or other school approved sanctioning organization for interscholastic and other competitive events that are also sanctioned as post-season, state qualifying events (e.g., O.B.A. State Championship, State Wrestling Tournament, State Academic Team Championship). This absence does not count towards the ten (10) allowed activity absences, or the 95% attendance requirement.

In-House Placement (IHP): This code will be given when a student attends school in the In-House Placement classroom.

Suspension (OSS): This code will be given when a student has been suspended out of school.

Chargeable Absences

Chargeable absences will count against the student's attendance requirement. These absences are coded as: A **and** VA, ~~and TR.~~

Absence (A): This code will be given for any absence from school that is not related to a school activity.

Verified Absence (VA): This code will be given for a call from a parent verifying knowledge of the student's absence.

~~**Truant (TR):** Definition of Truant: A student is identified as truant when he/she is absent and neither the parents nor school officials know of his/her whereabouts. Issued when:~~

- ~~(a) a student is absent and neither the parents nor school officials have knowledge of his whereabouts;~~
- ~~(b) parents fail to notify the school of a student's absence;~~
- ~~(c) a student leaves a class or campus without permission from a parent or school official;~~
- ~~(d) a student is more than ten (10) minutes late for any period.~~

PROCEDURE FOR TRUANCIES

The practice of using suspension as the primary form of discipline for truancy is not normal practice unless the student has already reported to school and leaves the school grounds, in which case a suspension may be considered. However, in any case of truancy, the parents must be informed as soon as contact can be made, and a conference will be scheduled if possible. The practice of parent conferences, detention, or assignment to the IHP program will be utilized when appropriate. Suspension from school for truancy alone shall not be used until other disciplinary tools have been exhausted.

ATTENDANCE PROCEDURES

The attendance office hours are 8:00 a.m. to 4:00 p.m. The phones will be open at 8:00 a.m. to receive calls from parents regarding absences. Parents are asked to notify the attendance office early in the morning or before 3:00 p.m. on the day of the absence. The school will attempt to contact parents who fail to call.

The school is unable to accept notes. All absences must be cleared by parent contact on the day or days of absence. Parent verification must be by a phone call or in person the day of absence or the following school day. A student's parking privileges may be revoked for truancy.

MAKE-UP WORK FOR ABSENCES

All work missed during a period of absence may be made up, with the exception of absence due to truancy. For each day of absence, a student shall have one (1) school day to make up the work missed, unless granted additional time by the teacher. During the period that make-up time is allowed, the work missed shall not be calculated in the student's grade until the work is turned in or the makeup time has expired. For example, if absent on Monday, make-up work is due to the teacher by the

beginning of the class period on Wednesday. It is the responsibility of the student, on the day of return, to make arrangements to see what work needs to be made up.

Students need to be absent at least two (2) consecutive days before assignments can be requested. When it is necessary, parents may request assignments when a student has multiple absences, due to illness or other circumstances. Please call the Attendance Office **PRIOR TO 10:00 a.m.** Assignments may be picked up the same day after 3:00 p.m. in the Attendance Office for all requests made prior to 10:00 a.m. Assignment requests made after 10:00 a.m. may be picked up the following day after 3:00 p.m.

All students involved in a student activity should get their work prior to the activity absence occurring.

Any examination or assignment, announced during the student's presence in class or which is regularly scheduled (e.g. semester test, research paper, etc.), which is missed by the student due to any type of absence, shall be made up on the day the student returns to class. If a test is first administered on the day the student returns to class, the student is obligated to take the test on that day. Should the student be absent at the time the test is announced, and if it is not regularly scheduled, either of which would prevent the student from being aware of the scheduled test, then the test will be administered one day following the return to class. If a student is absent for part of a class period but present for the majority of the class period, work assigned the same day is due without extended time.

Any exceptions to the policy concerning administering the tests shall be limited to those exceptions made by the building principal. In the event of a chronic or recurring illness, documentation from the student's doctor should be provided to the school nurse to determine if multiple absences are allowable. Documentation of chronic or recurring illness will not extend beyond the end of the current school year.

In the case of a student suspension refer to [BOE Policy 2161: Suspension of Students](#)

TARDY POLICY

[BOE Policy 2106: Attendance](#)

Definition of Tardy:

A student is considered tardy if they are not in the classroom when the tardy bell rings. A student who is more than ten (10) minutes late for any period may receive a truancy code for the day for that class. All work assigned during that period will be due as assigned.

Discipline may include, but is not limited to, before or after school detention, Saturday School, IHP, suspension from school, restriction of extracurricular activities, loss of on campus parking privileges, etc. Teachers/Administrators will be required to contact a parent prior to these discipline measures. Tardies will accumulate on a per period basis each semester. All tardies beyond five per period will be considered excessive and subject to additional discipline.

Procedure for Tardies

1st and 2nd Tardy	Verbal Warning
3rd and 4th Tardy	Teacher assigned consequences with parent contact
5th Tardy	Teacher assigned consequences with parent contact or referral to Administration

ARRIVING LATE AND EARLY DISMISSALS

Students are required to sign-in at the attendance office upon arriving to school after the first hour bell rings. Students will be given truancy or a coded absence upon parent notification. Students leaving school before regular dismissal time must clear and sign-out through the attendance office.

Parent contact with the office will be necessary before a student is cleared to sign out. If all efforts to contact a parent fail, an administrator may clear the sign out.

After the parent calls the school, an early dismissal slip will be sent to the student. The student must bring this slip to the attendance office to sign out. If the student does not sign out before leaving school, an appropriate disciplinary action will be administered. If the student returns the same day, they must check back in with the attendance office.

Students must remain in class for 50% or longer of the class period in order to be counted present. If a student leaves before 50% of the required time, the student will be counted absent. The absence will be coded according to the reason for the early dismissal.

Checking In and Out of School

1. Students are not to arrive at school before 8:25 a.m each morning.
2. When students arrive at school before the bell dismissing to class, they are to report to the Cafeteria/Commons area or Media Center. If a student needs to visit with a teacher prior to classes beginning, they can make prior arrangements or ask permission from the teacher on duty. Students are not permitted to roam the halls prior to the start of school.
3. When students are late to school, they must check in with the office before going to class.
4. When it is necessary for appointments to be made during the school day, the parent/guardian must check the student out through the office with verified personal information.
5. Students will not be allowed to leave school with anyone other than a parent/guardian without prior permission.

GOING TO AND FROM SCHOOL

Community residents have a right to privacy, private property, and freedom from abusive behavior. On the way to and from school, students shall not hang around, litter, go on another person's property, assault anyone, or create issues for residents of the community. While the school does not assume responsibility for their actions to and from school, students may receive disciplinary actions when necessary.

BICYCLE SAFETY/MOTORIZED TRANSPORTATION

Students who ride bicycles to school should park them in the bike rack at the front of the building. The school assumes no responsibility for lost, stolen, or damaged bicycles. Students may not drive or operate motorized transportation (such as go-carts, dune buggies, etc.) on school grounds.

DRESS CODE

Students shall follow [BOE Policy 2144 Student Conduct: Dress Code](#) for all dress code issues.

When attending school, students should wear clean and appropriate clothing. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Appearances that interrupt classes or draw undue attention will not be allowed.

~~1. Examples of specifically prohibited clothing included, but are not limited to, the following items;~~

- ~~● Half-length tops or ½ t-shirts~~
- ~~● Midriff blouses~~
- ~~● Midriff shirts~~
- ~~● Crop tops~~
- ~~● Tube tops~~
- ~~● Tank tops~~
- ~~● Mesh shirts (unless a suitable undershirt is worn)~~
- ~~● Halter tops~~
- ~~● Tops with thin straps~~
- ~~● Muscle shirts~~
- ~~● See through (transparent) clothing~~
- ~~● Bathing/Swimwear~~

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- ~~2. Clothing, jewelry, patches, belt buckles, tattoos and brands advertising drugs, drug paraphernalia, alcohol, or tobacco, or anything illegal, and those items with obscene, lewd, violent, or sexually suggestive slogans and/or graphics, or symbols, mottoes, words or acronyms identifying a student as a member of a gang.~~
 - ~~3. Indoor wearing of hats, caps, and sunglasses. Exceptions will be made for religious or medical reasons. Non-religious headwear should be removed during the daily Pledge of Allegiance.~~
 - ~~4. Underwear (such as boxers) for outerwear~~
 - ~~5. Pajama style pants~~
 - ~~6. Wallet chains or external chains~~

~~Lower Garments: Length of garment must be modest in nature and should prevent exposed skin above the tip of the longest finger on the hand with the wearer fully extended with the shoulders in a relaxed position.~~

~~**Students who violate provisions of the dress code may be sent home to change clothes.** Students who violate provisions of the dress code will be expected to correct the issue or sent home to change clothes. A student who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities or suspended from school until the violation is corrected.~~

LOCKERS

**Students may be assigned a locker during enrollment week. Any student in need of a locker or a change of locker should check at the Attendance Office. The proper care and maintenance of the assigned locker is the responsibility of the student. Lockers must be kept locked when not in use to guarantee that textbooks and materials are not stolen from the locker. Students are responsible for their own lock. In addition, students must provide the attendance office with a key and/or the combination.

##Students can check out a student locker through the front office. . Students are responsible for providing their own combination lock for their locker. Students cannot change lockers after the assignment has been made, unless the change has been approved by the front office. Students may not write on or in lockers. Stickers, contact paper, or posters that cannot be easily removed or leave a sticky substance behind cannot be put on or in lockers. The school is not responsible for items left in the lockers or hallways. Please use sound judgment in leaving items of value in the locker. Under no circumstances will any opened beverages be allowed in lockers.

*#Students shall have no reasonable expectation of privacy toward school administrators or teachers in the contents of a locker, desk, and all other areas of the school facilities. These may be opened and examined by school officials at any time. No reason shall be necessary for such a search.

Label all personal items such as lunch boxes, coats, hats, etc. with the student's name.

LOST AND FOUND

Students who have lost personal or school-owned articles may check for them at the main office. Students finding articles in the school should bring them to the counter in the office. All items not claimed will be donated to a local charity at the end of each semester. **THE SCHOOL IS NOT RESPONSIBLE FOR PERSONAL PROPERTY WHICH IS LOST OR STOLEN.**

MISCELLANEOUS DISTRACTING ITEMS

Students are not permitted to have skateboards, footballs, soccer balls, baseballs, basketballs, or toys on the school grounds, in the buildings, or on the school buses at any time without administrative approval. Laser pointers and animals are specifically prohibited. **THE SCHOOL IS NOT RESPONSIBLE FOR PERSONAL PROPERTY WHICH IS LOST OR STOLEN.**

DELIVERIES TO SCHOOL BUILDING

Items delivered to the school buildings at the request of parents / students (gifts, flowers, balloons, etc.) will be available for students to pick up from the main office at the end of the instructional day. These items will not be delivered or released to students during the instructional day. Items from food delivery services (DoorDash, Grubhub, etc.) will not be accepted by the front office.

PERSONAL WIRELESS TELECOMMUNICATION DEVICES

The district requires that all individuals devote their full attention to education while at school or during educational activities. Accordingly, the district expects both employees and students to limit their use of personal wireless devices at school. Wireless devices include, but are not limited to, cell phones, Smartphones, laptops, smartwatches, airpods, etc.

Personal wireless devices shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. reasonably considered private areas. The use of any audio/visual recording and camera features are strictly prohibited in private areas and classrooms. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator.

It is the district's policy that students who possess a personal wireless device at school must keep that device turned off/silent AND out of sight between classes and during class time. No student

will be permitted to access his/her personal wireless device during class time except with teacher permission. Students may use their personal wireless devices during lunch, before school, after school and at school activities unless prohibited by school officials.

Students who violate this policy may lose the privilege of possessing such a device at school. This loss of privilege could extend to the end of the school year. Students who violate this policy are also subject to additional disciplinary action.

Students may not use any personal wireless device:

- For any purpose related to academic dishonesty;
- To record conversations or events during the school day, on school property or at school activities where specifically prohibited;
- To threaten, harass, intimidate, or bully;
- To take, possess, or distribute obscene or pornographic images or photos;
- To engage in lewd communications;
- To violate school policies, handbook provisions, or regulations.

Students may listen to personal headphones during **non-instructional time** provided that the music is school appropriate and cannot be heard by others in their presence. These devices should be put away during the school day. **THE SCHOOL IS NOT RESPONSIBLE FOR PERSONAL PROPERTY WHICH IS LOST OR STOLEN.**

WARNING: Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion of sexual offender registries. (REFERENCE: 70 O.S. §24-101.1, et seq. 70 O.S. §24-102). See [BOE Policy 2156: Wireless Telecommunication Devices](#)

HALLWAY/HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. The hall pass should be visible for faculty members and administrators.

****LUNCH – CLOSED CAMPUS**

The halls are closed to students during lunch. No food or drinks (including outside) are allowed in the hallways, classrooms, lobbies, or auditorium without administrative approval. During lunchtime, students should be in the cafeteria, commons area, or student center area only. Students are not to be in the parking lot during the school day, including lunch times. Bixby High School has a policy of a closed campus for lunch. Students may not leave campus during the lunch period without their parent physically checking them out in the office and accompanying them to lunch. Students leaving campus at lunch will be disciplined for truancy and may lose driving privileges. Students are reminded that no visitors are allowed in the hallways, classrooms, cafeteria or parking lot during school hours. This means that other students cannot bring lunch in for students during lunch hour.

Parents bringing items to students during lunch or any time of the day must sign-in through the school office.

Items from food delivery services (DoorDash, Grubhub, etc.) will not be accepted by the front office. 9th Grade students must remain on the 9th Grade campus and are not allowed to travel to the high school for lunch.

****BIXBY HIGH SCHOOL CAFETERIA**

- Students may not be permitted in the kitchen area of the cafeteria at any time due to safety regulations.
- Students are required to pre-pay on their lunch accounts. Pre-Payments will be accepted during the school day hours of 8:15 a.m. thru 2:00 p.m.
- Parents are encouraged to please send payments for lunch accounts in the form of a check or money order, or for your convenience we now have www.mySchoolBucks.com where parents can go online and make payments to their student's account. Each student must purchase their own meals separately. No meals are to be shared. It is the responsibility of each student to be sure their account is in good standing. There is no charging on students' lunch accounts.
- The cafeteria offers a variety of selections daily. All food bars come with salad bar and milk.
- Only students wishing to purchase lunch or breakfast should be in line for the cashier.
- No student may purchase a meal on their account for another student.
- In the event a student may not have the appropriate monies on their lunch accounts, they will be offered a cheese sandwich, fruit, and milk.
- Each student who is eligible for free or reduced meals will be given an application. The application is also available on our website. A new application must be filled out for each new school year. Parents are responsible for any charges pending the outcome of this application.
- Refunds will be issued for seniors or exiting students. All or part of a student's lunch account balance can be applied to this student's siblings within the school district only with a parent's permission. Exiting students can expect a refund at the end of each school year. If your student will be within the school district the next school year the money will be transferred to the student's account for the next school year.
- Anything purchased in the cafeteria or on Ala Carte will be deducted from that student's account. The student must have money on his/her account to purchase any Ala Carte items.

##BIXBY MIDDLE SCHOOL CAFETERIA

Visit the [BPS Child Nutrition Website](#) for lunch prices. Please pay for lunches prior to 10:00 a.m. in the cafeteria or online. Students who exceed the 2 charge limit will be given an alternate lunch and milk until their account is cleared.

Expectations

1. You may choose to eat the hot lunch, order from the a la carte menu, or bring your own lunch.
2. Food delivery services (DoorDash, GrubHub, etc.) are not allowed. Parents bringing food to their child will drop off the food in the main office ensuring the food has been labeled with the name of the child.
3. Students are only allowed to accept food deliveries from those persons who are listed on that student's PowerSchool contact list.
4. You will sit at the place designated by the persons on duty.
5. Do not leave your table until permission is granted by the duty person.

6. Please clean up your area of the table and floor before leaving.
7. Please remain in an orderly line around the ala carte area.

A free or reduced lunch is available to students who qualify. You may pick up an application in the school office, however all parents will receive an application at the time of enrollment.

##Outside Expectations

1. Games that require contact or tackling are not permitted.
2. Fighting and wrestling are not permitted.
3. No rock, sand or grass throwing.
4. Only students with passes will be allowed in the hallways during lunch time.
5. If any playground equipment is accidentally knocked outside the playground boundaries, get permission from the playground duty teacher before going after it.
6. Please do not stand in front of exits leading to the playground.

School staff are available to assist students during lunch. .

****STUDENT PARKING AND DRIVING**

STUDENTS MUST ENSURE ALL VEHICLES TO BE DRIVEN OR PARKED ON SCHOOL PROPERTY DO NOT CONTAIN CONTRABAND PRIOR TO DRIVING ONTO OR PARKING ON SCHOOL PROPERTY. Driving and parking on school grounds is a privilege that the Board of Education feels should be provided for the students of Bixby High School. **All VEHICLES ARE SUBJECT TO SEARCH, UPON REASONABLE SUSPICION, AT ANY TIME WHILE ON SCHOOL PROPERTY.** This privilege is one that will be honored as long as the student follows the required guidelines and regulations:

VEHICLE REGISTRATION/ PARKING DECAL - RULES AND REGULATIONS

- All student cars and cycles must be registered and have a valid BHS parking decal displayed. Registration and decals should be purchased during enrollment or in the assistant principal's office throughout the year.
- The cost of vehicle registration and a parking decal is twenty dollars (\$20.00). Students will need to show valid OK vehicle registration, student identification card, driver's license, insurance verification, and complete the registration form (make, model, year, license tag) at the time of fee payment to obtain a decal.
- Temporary permits are free and may be obtained from the assistant principal's office any time during office hours. Temporary permits are for cars that will be driven only for a single day (max 3) or for students who need time before they can register the car and pay the fee. A student ID card and vehicle description (including license tag number) is needed to obtain a temporary permit at no charge.
- It is the student's responsibility to keep his registration card up-to-date. In the event that a vehicle registered is sold or another vehicle is to be used, the used decal is to be turned in with a new registration form and the decal will be replaced at no cost. The school is not responsible for replacing stolen permits.
- Placement of Decals—Decals shall be placed on the Windshield driver's side (where the old inspection stickers used to be). Incorrect placement of decal will result in removal of decal, with replacement cost the same as an original registration fee.

****PARKING/DRIVING - RULES AND REGULATIONS**

- There is to be no borrowing, lending, stealing, copying or selling of vehicle permits between students. Any violation may result in long-term suspension of driving privileges. The student whose name is assigned to a decal number is responsible for any violations committed by that permit unless previously reported lost or stolen to the assistant principal's office.
- All students should have their car(s) registered within the first week of school.
- The speed limit in all parking lots is 10 m.p.h. Offenders may receive a speeding ticket violation or if identified as reckless driving, the driver and all his/her vehicles will be suspended from driving or parking on campus for the remainder of the semester or school year, depending on the nature of the offense. Reckless driving includes, but is not limited to, "squealing tires," "turning donuts," "burning rubber," etc.
- Upon driving onto the school campus at the beginning of the day, students are to find a parking space, park the vehicle, and go inside the building, returning to their cars only at the end of the school day to exit the campus. There will be no loitering or sitting in the vehicles on the parking lot during school hours or during any school sponsored activities for any reason. Cars are not to be moved during the school day without prior permission. This will result in a moving violation ticket.
- Students who leave or enter the campus before the end of the school day must have one of the following or they will receive a moving violation ticket:
 - special permit decal (Tulsa Technology, concurrent enrollment, etc.)
 - early dismissal pass
 - additional proof from Attendance Office (rare circumstance)
- The school is not responsible for vehicles or their contents. Students are encouraged to lock their vehicle doors.
- **VEHICLES ARE SUBJECT TO SEARCH, UPON REASONABLE SUSPICION, AT ANY TIME WHILE ON SCHOOL PROPERTY.**
- All traffic control devices, signs, and directions must be obeyed at all times. Failure to do so will result in a moving or speeding violation ticket.
- Fines for violation tickets are as follows:
- Parking Ticket
 - First ticket—Ten dollars (\$10.00) or five (5) days off-campus suspension of student's vehicle. **NO WARNINGS WILL BE ISSUED.**
 - Second ticket—Fifteen dollars (\$15.00) or ten (10) days off-campus suspension of student's vehicle.
 - Third ticket—Twenty dollars (\$20.00) or forty (40) days off-campus suspension of student's vehicle.
 - Additional violations—vehicle subject to towing.
- Moving Ticket
 - First ticket—Twenty dollars (\$20.00) or twenty (20) days off-campus suspension of student's vehicle.
 - Second ticket—Thirty (30) days off-campus suspension of student's vehicle.
 - Third ticket—Fifty (50) days off-campus suspension of student's vehicle.
- Reckless Driving Ticket
 - Twenty-five (\$25.00) or up to Eighty (80) days off-campus suspension of student's vehicle.
- Off-campus suspensions of the student's vehicle may be given at Administration's discretion. Off campus vehicle suspension may not be chosen by the student. If the vehicle is found on

campus during a suspension, it will be towed immediately. All towing charges incurred are the responsibility of the driver/owner.

- Driving suspension or towing may occur to your vehicle for matters other than ticket violations. Instances may include, but are not limited to, loaning or using another person's parking permit, disregarding safety regulations, leaving campus without proper authorization, false information on the registration card, etc. Parents/guardians will be notified of long-term driving suspension.

Note: All students that drive to school should be aware of the school crossings. Extreme caution should be used when driving past these areas.

##STAY-IN NOTES

A note signed by the parent/guardian or doctor is required for any student that is unable to participate in P.E., Athletic Performance, or outside/sports activities.

VISITORS

All visitors must sign in and out, using the School Safe Kiosk in the Attendance Office and receive a visitor's pass. Student visitors are not permitted during school hours, including lunch. If you would like to visit with your student's teacher during school hours, please make an appointment with that teacher by calling the office or email the teacher directly.

VOLUNTEER PROGRAM AND LAY COACH REQUIREMENTS

Parents, if you would like to become involved in your student's school by volunteering, please see the school principal. All persons wishing to volunteer must participate in a district training in order to become a Bixby Education Support Team (B.E.S.T.) Volunteer.

This requirement also applies to any individual selected by the coaching staff as a Lay Coach. Your help in the media center, in the classroom, on sports areas, in technology support areas, and with student tutoring is appreciated.

##PARENT/TEACHER ORGANIZATION

All parents are encouraged to join and take an active part in the Parent/Teacher Organization of our school. You will be notified in advance of the time and dates of the meetings.

##STUDENT BIRTHDAYS

We understand that student birthdays are very special days; however we cannot interrupt the entire school day for such an occasion. If your student would like to share snacks with their last hour class on their birthday they are welcome to do so, but understand that this will only be allowed during the last few minutes of the day pending prior teacher approval. All holiday and birthday food or drinks must be commercially prepared or pre-packaged. Any flowers or balloons that you receive will be kept in the office until dismissal time. Balloons or any glass containers are not permitted on school buses.

DAMAGE TO SCHOOL PROPERTY

All Bixby School property belongs to the patrons of Bixby School District and is intended to be used by and for the benefit of all students. Therefore, when a student steals, destroys or damages school property, he or she is personally liable financially and subject to discipline by school authorities.

SCHOOL TELEPHONES

Students are not to be excused from class to use the telephone except in extreme emergency and only with written permission of the teacher. Also, an emergency must exist before a student will be called from class for a phone call.

TRANSPORTATION

Students who reside more than one and one-half (1 ½) miles from their designated campus are eligible for school bus transportation. Bus stops are set by the Director of Transportation. Students who live less than a one and one-half (1 ½) radius will not be permitted to ride the bus.

BUS PASSES

Eligible students will be assigned a bus route and bus number for transportation to and from school. Students are not allowed to load or ride any bus not assigned to them by the transportation department. Any changes to assigned transportation require a bus pass. Bus passes will be issued at the discretion of the transportation department. Parents/Guardians may request a bus pass by contacting the transportation department at 918-366-2247.

ACADEMICS

GRADING

In accordance with the policy of the board of education the following grading system will be used for all subjects, including those taught in a special education setting:

Grades shall be determined by daily assignments, homework, special assignments, labs, class participation, and comprehensive assessments. Updated student assignments and grades, with the exception of final semester grades, can be found on Canvas. The information in Canvas should reflect the following general information: the date the assignment is due, the total points possible, and any pertinent or unique information students or parents may find helpful. Assessment of student learning should be meaningful, relevant, and an authentic reflection of a student's progress toward mastery of learning standards. Final semester grades will be posted to PowerTeacher at the end of each semester after the grading process is complete.

All work and tests affecting the student's grade shall be returned to the student within ten (10) school days for review, evaluation, and any remediation deemed necessary by the instructor. However, completed research papers and large scale projects shall be returned within (15) school days. All grades shall be listed in Canvas and returned to students before final exams at the conclusion of the semester grading period. Final exams are excluded from this time frame.

Middle School - High School

100% - 90% = A

89% - 80% = B

79% - 70% = C

69% - 60% = D

59% - 0% = F

Grades awarded to students will be based on these percentages or a student checklist for all grading periods. Six weeks and twelve weeks report of progress and the eighteen weeks semester grades reports will be given to all students. Student percentages will be cumulative for the semester grading period. A reduction of grade marks will not be used as a form of discipline under any circumstances. See [BOE Policy 3118: Grading](#).

POWERSCHOOL PARENT PORTAL

Parents can access their student's final semester grades by logging onto the Bixby Public Schools Parent Portal at <http://bixbyps.powerschool.com> or by going to the Bixby Public Schools website and following the appropriate links. Parents can access daily grades and assignments through Canvas at: <https://bixbyps.instructure.com/login/canvas>.

TEXTBOOKS

Textbooks are not our curriculum, but fundamental tools in the delivery of our curriculum. Textbooks are expensive, and it is the obligation of students and parents to protect and account for each book students are assigned. We will expect parents to pay for severely damaged or lost textbooks.

STUDENT SCHOOL EXPENSES

Textbooks are free. Some expenses may be incurred for classroom aids or personal use. Other expenses the student may incur are paying for lost textbooks, library fines, school pictures, graduation costs, parking permits, and items of a similar nature. School records, including report cards and transcripts, will be held until all financial obligations are met.

HOMEWORK

Homework or out of school assignments are considered an integral part of the course work. Bixby Secondary Schools encourages a reasonable amount of school work to be done at home to reinforce skills learned during the school day. Failure to complete and return assignments may result in a reduction of grade or no credit given. Students may not leave campus to get homework or assignments left at home.

ACADEMIC DISHONESTY/CHEATING

Academic Dishonesty is a form of cheating. Cheating is defined as dishonestly giving or receiving of aid or information on any test or assignment, including but not limited to state assessments and 6 Week Benchmark Tests. For cheating, the student will receive a zero on the assignment and possible further disciplinary actions deemed necessary by the teacher/administrator. Cheating does affect a student's admission to honor organizations or positions of trust. See [BOE Policy 2158: Student Discipline](#).

REPORT CARDS AND PROGRESS REPORTS

The Bixby Board of Education believes that students and parents should be informed periodically of the student's progress in school work. Therefore, report cards shall be made available to parents or guardians at the end of each semester grading period. Progress reports shall be available at the ninth week of the grading period, and additional reports, telephone calls, or personal visits may be scheduled if in the best interest of the student. Report cards or a report of progress will be available to students one week following the end of each grading period. The semester grade is recorded on each student's permanent school record. The school staff and teachers will work with any student receiving a failing grade and will assist the student in determining and solving problems with the particular

subject area. Parents or guardians are encouraged to discuss their child's progress with teachers and administrative staff by appointment or during regularly scheduled parent/teacher conferences.

PLACEMENT EXAMS

Students entering from non-accredited, private, or home schools may be tested for appropriate grade placement.

##STUDENT RETENTION Can we add Policy 3126 to this section?

Occasionally, it may be necessary for a student to repeat a grade. Typically, students who are retained should be retained only once during their educational experience in grades Pre-K through 8th grade. The purpose of this policy is to establish the criteria and procedures involved in considering student retention and the appeal process. Students with IEPs will be advanced or retained in accordance with their Individual Education Program team's decision. [See BOE Policy 3126: Student Promotion and Retention](#)

Retain or retention: means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on a student's permanent cumulative record that the current grade level has not been successfully completed.

Not passing a course: means the student is assigned a failing grade in a course of study and the grade will be recorded on the student's permanent cumulative educational record.

The parents shall be informed, and a conference scheduled if the parents desire, when it becomes apparent that a child may need to remain at a grade level. Students may be considered for retention based on teacher or parent request. Evaluation of such a request will be based on the impact of the following criteria on academic performance:

Students in grades four through eight may be considered for retention by a placement committee utilizing the following factors:

- student attendance
- social, emotional, and physical development
- academic skills and achievement

Students in grades four through eight should pass a majority of the core courses of study to be promoted to the next higher grade level. The major courses of study are math, language arts, science, reading, and social studies.

##STUDENT PROMOTION

Students in special education will be advanced or retained in accordance with their Individualized Educational Program as created by the IEP team.

Promoted or promotion: means to place a student successfully completing the requirements of a particular grade level into the next higher grade level following the end of the school year and to record on the student's permanent cumulative record that the current grade level has been successfully completed.

Grade level placement in elementary and in the middle school will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, landmarks achieved. Standardized and criterion referenced test results can be used as one means of judging progress. The grades earned by the child throughout the year shall reflect the probable assignment for the coming year. Grades will not be used as a means of punishment or reward.

Upon request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in the Learner Outcomes: State Competencies. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion referenced test, thesis, project, product, or performance.

For promotion/acceleration decisions, students who demonstrate proficiency in a set of competencies at the 90% level shall be advanced to the next level of study in the appropriate curriculum area(s).

PROFICIENCY-BASED PROMOTION

Students may be referred for proficiency based promotion by a teacher or parent. Assessments are given twice per year, once before the beginning of the school term and at the end of the school term as identified in 70 O.S.11-103.6 Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration. The school will confer with parents in making such promotion/acceleration decisions. Such additional factors as social/emotional growth and maturity should be considered.

MEDIA CENTER

The Media Center is open from 8:50 am to 3:50 pm, Monday through Thursday and 8:50 am to 2:50 pm on early out Fridays. Students can gain assistance with printing, making copies, reader's advisory, and research. A variety of school supplies are available for sale at the High School Media Center. Computers are available for use at the Middle School and High School Media Centers.

The Media Center subscribes to a variety of state-sponsored and library funded on-line databases. Access information is available in the Media Center and through Student Life in Canvas. The library catalog is also available through Canvas. The Media Center websites are available from the homepage for Bixby High School or Bixby Middle School. They are also available under Explore: For Students from each site's homepage.

Library materials may be checked out for two weeks. Failure to return library books on time will keep the student from borrowing library materials until their library account is cleared. Overdue notices are sent to students once a week through Canvas as a courtesy reminder. However, failure to receive the notice does not negate the fact that library materials are overdue. Lost and/or damaged materials will need to be replaced at replacement cost. If students do not clear their library account access to PowerSchool may be blocked by administration.

There is no food or drink allowed in the Media Center! All school rules regarding computer use, Internet use, cell phones, etc. are also in effect while using the Media Center.

[See here for Media Center Procedures relative to student checkout.](#)

INTERNET AND OTHER COMPUTER PRIVILEGES

Each student and parent/guardian must sign the Internet Agreement form in order to have access to the Internet. Using the Internet is a privilege and each student is personally responsible for his or her

own actions on the Internet. Unacceptable use or behavior will result in disciplinary action, which may include suspension and/or revocation of Internet access service.

ACCEPTABLE USAGE AND PRIVACY POLICY

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. **All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.**

FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates this policy by his or her actions or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances. See [BOE Policy 3108: Internet and Other Computer Networks Acceptable Use and Internet Safety Policy.](#)

ACTIVITY TRIPS

Activity trips may be planned as an extension of the child's classroom experiences. Parental approval must be given prior to a student's participation in such trips.

SPECIAL EDUCATION

The Special Education Department of Bixby Public Schools actively seeks to find any student residing in the district who has a disability recognized under the Individuals with Disabilities Education Act. Special education provides an individualized program for students with disabilities. Students with disabilities receiving services are ages 3-21, who may be physically disabled, and intellectually disabled, emotionally disturbed, learning disabled, developmentally delayed, traumatic brain injured, and other health impaired, visually or hearing impaired, speech-language impaired, autistic, or multiply disabled. To inquire about special education, please contact the special education department at Bixby Schools, 366-2241.

STUDENT INTERVENTION TEAM (SIT)

The SIT process is established as a means of providing building level intervention support teams for students and teachers. The counselor will be the primary contact in the building for the SIT referral process. At-risk students are identified by teachers, parents, achievement scores, and continued school failure. The counselor will conduct team meetings to assess and evaluate at-risk students' needs and the steps needed to improve their academic progress, which may include but are not limited to classroom interventions, support services available at the site, and specified assessment.

##SPEECH

A therapist conducts classes for students with speech and/or language disorders. The students must qualify according to state guidelines in order to receive those services. Referrals for these services may be initiated by the parent of the student, the teacher, principal, or other professionals who work with the student.

TITLE III: ENGLISH LANGUAGE LEARNERS (ELL)

The purpose of Title III is to ensure that limited English proficient students meet the same challenging state academic content and student academic achievement standards as all other students. Staff assigned to each building complete assessments and determine the level of support for each student. Please direct any questions to the student's school counselor.

TITLE VI: INDIAN EDUCATION

The federal program for Indian Education, Title VI, is available throughout the Bixby School District. The purpose is to assist students of Native American descent with academic needs, specifically academic tutoring. Students are served by completing a 506 form indicating their affiliation with a tribe.

****EARLY GRADUATION**

Students who will meet the graduation requirements established by the Bixby Board of Education prior to the end of their senior year may apply to the principal for early graduation. Students must apply by May 1st of their junior year (unless approved by principal) in order to graduate early. Students must have the approval of their parents, counselor, and principal along with a signed contract. Early graduation contracts and information are available in the counseling office. Early graduates will only participate in commencement exercises. Diplomas for early graduates will be available at the traditional time; however, transcripts showing the early graduation date will be available to them in January.

****GRADUATION REQUIREMENTS/ REGULATIONS**

- **Regulation #1:** Students who need more than one (1) unit of required coursework for graduation shall not be permitted to participate in the graduation exercise.
- **Regulation #2:** At least two (2) of the last three (3) units completed for graduation shall be completed in attendance at the accredited high school from which the individual expects to receive his diploma.
- **Regulation #3:** The Bixby Board of Education has the authority to set local requirements for graduation above those of the State Board of Education. The requirements are as follows:
- In order to graduate from the district with a standard diploma **on the College Preparatory/Work Ready Curriculum option**, students shall complete the following core curriculum units at the secondary level:

4 UNITS (8 SEMESTERS) OF ENGLISH

English I, II, III, and IV or Equivalent

3 UNITS (6 SEMESTERS) OF MATHEMATICS

Limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, AP Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college

admissions requirements. (3 units of mathematics must be taken in Grades 9-12, in addition to any of the courses listed above that were taken prior to Grade 9).

3 UNITS (6 SEMESTERS) OF LAB SCIENCE

Must include Life Science meeting the standards of Biology I. One class meeting the standards of Physical Science, Chemistry or Physics. One class from Life Science, Physical Science, or Earth and Space Science with rigor above Biology I. (3 units of science must be taken in Grades 9-12, in addition to any of the courses listed above that were taken prior to Grade 9).

3 UNITS (6 SEMESTERS) OF HISTORY AND CITIZENSHIP SKILLS

To include 1 unit of American History, ½ United States Government, ½ Oklahoma History, and 1 from the subjects of History, Government, Geography, Economics, Civics, or non-western culture and approved for college admission requirements.

10 UNITS OF ELECTIVE CREDITS

Must include 2 Units of the same Foreign Language OR
2 Units of Computer Science

1 Additional Unit from Core Courses

.5 Units from Personal Financial Literacy, or other state-approved agency/measure that demonstrates completed competencies for PFL.

1 UNIT OR SET OF FINE ARTS/SPEECH COMPETENCIES

1 set of competencies is embedded in the required World History courses at BHS, therefore, BHS students will meet this requirement without taking additional coursework

23 Units for Graduation

In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.

Regulation #4: A unit of work earned by a student in any approved summer school in Oklahoma may be accepted, at the option of the Bixby Board of Education, as resident credit.

Regulation #5: Units of work earned by a student in an approved area vocational/technical school in Oklahoma shall be certified by an area vocational/technical school to the high school in which the student is regularly enrolled. These units of work shall be counted toward meeting the local and state regulations for graduation.

Regulation #6: All students in grades 9-12 must be enrolled in six (6) courses of studies each day.

Regulation #7: A student's GPA is a cumulative grade point average from grades 9-12.

Credit may be given for the above referenced classes when the courses are taken in the eighth grade if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained. The grade for courses taken prior to the 9th grade will not be calculated into the high school GPA.

Regulation #8: Suspended students will not be allowed to participate in graduation activities.

These graduation requirements may be found in [BOE Policy 3127: Graduation Requirements](#).

****TRANSCRIPTS**

Requests for transcripts are made in the counseling office with the registrar. Transcripts, with proper releases, may be picked up in person, mailed, or sent electronically. The first three transcripts are free, both those picked up or mailed. Each transcript after the third, whether picked up or mailed, is assessed a fee of one dollar. Transcripts ordered or picked up must have a signed release statement before the school may release the transcript. Once a student turns 18 and graduates, only the student may sign the release for a transcript. The transcript fee will be waived for the local BEEF scholarship applications.

Senior packets/diplomas can only be picked up in person by the graduate unless a signed release is on file with the registrar or the graduate is under the age of 18.

PLANNING/SCHEDULING PROCESS

The pre-enrollment process begins each year in February. Course planning guides for course information will be distributed to each student. Early planning contributes to an understanding of individual needs and a well-balanced educational program that addresses those needs. **Course selection should be a firm decision made by the student after consultation with his/her parents, teachers and counselor.**

Demand for courses and classroom availability will determine class offerings.

During this process students are encouraged to review the requirements set forth by the Bixby Board of Education, the State Department of Education, and other entities such as the NCAA and colleges/universities. Meeting these requirements is the responsibility of the student and parent. The school's staff can and will give advice about courses offered, but ultimately success in high school rests upon the shoulders of each student. High School counselors and teachers are your greatest sources for information when making course selections for the coming year.

SCHEDULE CHANGES

Institutional staffing, scheduling, building use, and budgetary decisions are based on student pre-enrollment. Therefore, schedule changes often cannot be granted. Every attempt will be made to give the student his/her requested classes from pre-enrollment. In some instances this may not be possible. Schedule changes are only made in unusual circumstances.

Schedule change requests may be made during the first three days of school for the following reasons only:

1. Computer error-blank or doubled course, course out of sequence
2. Course taken or credit received previously
3. Prerequisite for class not met
4. Missing required course for graduation

Requests for other reasons can only be made after the 3rd day of the semester and must be received in the counseling office no later than the end of the day on the 5th day of class. All requests require a completed change request form signed by a parent.

Requests due to academic non-performance and teacher preference will not be considered.

****RECOGNITION OF STUDENTS FOR ACADEMIC ACHIEVEMENT**

It is the philosophy of Bixby High School to encourage students to enroll in those courses that challenge even the most academically able student. Students who enroll in these challenging courses are to be compensated with grades that are weighted more than the grades awarded in less academically demanding courses. The basic purpose of the “weighted” grade is to provide an incentive for students to enroll in a program of advanced studies.

All courses taken in grades 9-12 will be included on the student transcript and will be considered when calculating the grade point average (GPA). Two (2) GPAs will be listed on the transcripts and college applications based on a 4.0 unweighted scale and the “weighted” GPA.

For purposes of determining class rank, the following weight systems will be used:

	Weight	Letter Grade				
		A	B	C	D	F
**AP Courses	2.0	6.0	5.0	4.0	1.0	0
Honors & concurrent	1.0	5.0	4.0	3.0	1.0	0
All other classes	0	4.0	3.0	2.0	1.0	0

**AP courses will initially be weighted at 1.0. After the student passes the AP Exam with a 3, 4, or 5 the weight will be adjusted to reflect the 2.0 weight. The student must pass the AP Exam in order to receive the additional weight.

The following designations exist to recognize outstanding achievement at Bixby High School.

The following criterion will be followed:

Valedictorians will be students who rank in the upper 1% of the class.

Salutatorians will be the remaining students who rank in the upper 2% of the class.

Bixby Distinguished Graduates will be the remaining students who rank in the upper 10% of the class.

STUDENT ACTIVITIES: ELIGIBILITY

It is the policy of the Bixby Board of Education that only those students who are fully eligible scholastically will be permitted to represent the school in any capacity. Eligibility will be determined at the end of the third week of a semester and weekly thereafter on Friday at 2:00 a.m. If a student is failing one or more classes at the time eligibility is determined, he/she will be placed on probation for the next week-long eligibility period. If a student is still failing one or more classes at the end of the probationary one-week period, he/she will be ineligible and the student may not participate in any school activity during that week. The ineligibility period will begin Monday and end on Sunday. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility.

A “passing grade” means work of such quality that credit would be entered on record if the semester closed at that time. Grades for eligibility will be the cumulative grade for the semester at the time of the grade check.

All students participating in all school activities are subject to the eligibility rules. A student who is ineligible shall not be allowed to miss school or be approved to participate in any school activity, during the school day or after the school day. In the instance where the school activity is a part of a performance-based class where participation in the activity is required for a grade, an alternate assignment may be used as a substitute for the missed school activity. Any variation from this rule must be approved by the site administration.

The Board declares its intent to rigorously adhere to the eligibility rules of the Oklahoma Secondary School Activities Association.

##Participation in eighth grade extra-curricular activities shall be subject to minimum restrictions as listed on the OSSAA website, www.ossaa.com.

See [BOE Policy 2135: Student Activities - Eligibility](#), [BOE Policy 2136: Extracurricular Activities](#).

****ELIGIBILITY RULES FOR CONCURRENTLY ENROLLED STUDENTS**

Weekly grade checks on all concurrently enrolled students will start the third week of each semester and will take effect the fourth week for eligibility purposes. Concurrently enrolled students will need to bring the verification forms to the High School Assistant Principal's Office each week to verify eligibility. Forms are available in the High School Assistant Principal's Office.

GIFTED AND TALENTED PROGRAM (GTP)

The program for the gifted and/or academically talented in Bixby Schools is designed to meet specific needs for those students. The curriculum encompasses the concepts of higher level thinking techniques, leadership skills, and development of creativity. At the High School level this is largely accomplished with a wide array of Advanced Placement (AP) and Pre-AP classes. Talents are supported through a wide range of student classes and extracurricular activities.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM

General Information:

- Bixby Public Schools does NOT teach Critical Race Theory. Rather, teaching and learning is consistent with Oklahoma Academic Standards.
- House Bill 1775 prohibits public schools and universities from teaching that "one race or sex is inherently superior to another, "and that "an individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive."

Important Links:

- [Video from Governor Stitt: HB 1775](#)
- [Oklahoma State Department of Education](#)
- [Oklahoma Academic Standards](#)

Please see [here](#) for BOE Policy 3139 and Complaint Process Form.

STUDENT DISCIPLINE

STUDENT CONDUCT AND BEHAVIOR

Standards of behavior for all members of society are generally a matter of common sense. When, in the judgment of a school support employee, teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken. For further information regarding conduct and behavior, see [BOE Policy 2143: Student Conduct](#).

STUDENT RELATIONSHIPS

No public display of affection should occur during your time at school. Offending students will have their attention called to the matter, and should it reoccur, necessary disciplinary action will be taken.

OUTSIDE-OF-SCHOOL ACTIONS

In addition, conduct occurring outside of the normal school day or off school property that has a negative effect on the educational process or is damaging to the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. See [BOE Policy 2158: Student Discipline](#)

VIOLENCE

Acts of violence during school or school activities are unacceptable and will normally result in suspension. The Bixby Police Department may be called on any act of violence directed towards Bixby High School students and/or staff.

LANGUAGE

Profane, vulgar and racist language is unacceptable at Bixby Public Schools.

SMOKING AND USE OF TOBACCO PRODUCTS

Bixby Public Schools has a 24/7 rule on tobacco possession. Signs are posted on campus to remind students, employees, and patrons that no tobacco products are allowed on school property at any time. No student is to be in possession of tobacco on the property of Bixby Public Schools 24 hours a day, 7 days a week. Students are not to smoke or use tobacco products, simulated tobacco products of any kind, or vapor products of any kind including electronic cigarettes in the school building, on campus, or inside the area of the parking lot. None of these or other similar products are to be in the student's possession on campus. This includes school activities at home and away. The product will be confiscated and the student will be disciplined. See [BOE Policy 6128: Tobacco Use Prohibited](#).

DRUGS/ALCOHOL

Due to the devastating impact that student use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect, The Board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the Policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

This will include any item considered drug paraphernalia. Violations of Policy 2149 will subject the student to disciplinary action, including out-of-school suspension.

For further information read [BOE Policy 2149: Drug Testing](#).

DRUG FREE SCHOOLS: SCHOOL STUDENT PARKING AND EXTRACURRICULAR STUDENT ACTIVITIES POLICY ON TESTING FOR ILLEGAL OR PERFORMANCE ENHANCING DRUGS

A student may be disciplined, including suspended out of school, if a violation of this policy also results in a violation of the school district's Student Behavior Policy and/or [BOE Policy 2149: Drug Testing](#). See [BOE Policy 2150: Drug-Free Schools \(Student Athletes\)](#).

PROBATION PROGRAM

Probation contracts offered as an alternative for long-term suspensions are not automatic; rather, they are considered on a case-by-case basis and, if considered, are only offered once during a student's high school career.

Students in violation of the district's policy on the use, possession, or being under the influence of alcohol, illegal substances, and/or non-prescription inhalants may be afforded the opportunity to participate in the district's "Probation Program." This program may be offered to students when a student is under disciplinary action for violation of the district drug-free school policy regarding alcohol and/or illegal chemical substances. Participation is a voluntary action by the parents and the student. Both parents-and student must comply with terms and provisions of the probation program.

Participation in the probation program will reduce the original out-of-school suspension issued to 10 days out of school. Details of the program will be explained by the administrator at the time of the infraction.

GANGS AND GANG ACTIVITY

Bixby Public Schools, in an effort to enhance a safe, secure learning environment and to help foster an attitude of respect for the rights of others, has a Zero Tolerance Policy towards gang activity and/or involvement. See [BOE Policy 2138: Gang Activity](#)

STUDENT BULLYING

BPS forbids bullying behavior in any form. The school will impose discipline, including suspension, for such behavior by students. “Bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. See [BOE Policy 2146: Student Bullying](#).

The designated individual(s) to investigate bullying reports at each school site will be the Principal and Assistant Principal(s) or any other person assigned by the site Principal.

WEAPONS AND DANGEROUS OBJECTS

It is the policy of Bixby Public Schools that students will not knowingly possess, handle or transmit any object that can reasonably be considered a weapon or be a reasonable facsimile of one on the school grounds or off the school grounds at any school sponsored activity, function or event. See [BOE Policy 2151: Weapons-Free Schools](#).

STUDENT SEARCH AND SEIZURE

To ensure the safety and welfare of pupils, the school maintains a strict policy of student search and seizure. See [BOE Policy 2153: Search of Students](#).

SUSPENSION

Suspension is used as a form of discipline when the infraction done by the student is considered serious or is a repeated infraction to the school rules. “Suspension” means an exclusion from school privileges. All suspensions or school attendance may be appealed through established channels.

Before a student is suspended out of school, the principal shall consider and apply, if appropriate, alternate in-house placement options that are not to be considered suspensions, such as placement in an alternate school setting, reassignment to another classroom, or in-school detention.

Students suspended for short-term will have the opportunity to make-up work missed by accessing Canvas. Students suspended for long-term will receive educational support through Spartan Connection Academy (virtual) during the suspension period.

Except in cases involving possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students and teachers, no out-of-school suspension shall extend beyond the current semester and succeeding semester. See [BOE Policy 2158: Student Discipline](#), [BOE Policy 2162: Disciplinary Removal Of Children With Disabilities](#), [BOE Policy 2163 Student Discipline: Out-of-school Actions](#), [BOE Policy 2161: Suspension of Students](#).

IN-HOUSE PLACEMENT (IHP)

The purpose of in-house placement is to provide students with an alternative to short term out-of-school suspension. In-house (IHP) shall be imposed by the site administrator. Students not conforming to the behavior required by the IHP signed contract or guidelines will be subject to suspension. Both the student and the parents shall be notified of the placement. Students will not be allowed to practice or participate in extra-curricular activities while placed in IHP.

The classroom teacher shall prepare written lesson assignments for each student given in-house placement and shall furnish any necessary special materials. The lesson assignments shall be such that will require written responses and will be turned in daily to the teacher. The student shall receive full credit for work completed and shall not be recorded absent.

METAL DETECTOR USE/SURVEILLANCE

Persons entering BPS may be subject to a metal detector scan and camera surveillance. See [BOE Policy 2152: Metal Detectors](#).

In order to better protect students, faculty, and employees of Bixby Public School, surveillance cameras have been installed throughout the school and parking areas. Cameras will enable the administration to monitor activities that could potentially be disruptive or harmful.

VIRTUAL ONLINE CLASSES

We are using web-based software to provide one-on-one on-line instruction in core and elective courses. This program is designed to help students graduate. All coursework is aligned to Oklahoma state standards and combines direct video instruction from highly-qualified teachers with interactive digital content. The highly interactive course content engages students in the learning process through animations, simulations, video-based presentations, online content, vocabulary, and exploration activities. Embedded homework and other activities reinforce understanding, while mastery is measured through formative and summative assessments. See [Bixby Virtual School Procedure Manual](#).

HEALTH & SAFETY

SCHOOL NURSE

School health services, as provided by a certified school nurse, supplement the efforts of parents and health care providers to maintain and promote the health of students. School health services do not replace the parent's responsibility for obtaining health care or the provider's responsibility for administering care.

School nurses provide assistance in evaluating present or potential health problems, provide the essential liaison between the health and educational needs of pupils with chronic illness or handicaps, provide the direction for care of pupils who become ill or injured at school, assist school administrators to meet school health policies of the school district, and function as a school team member to assist each pupil to optimal achievable health.

Health care in the school, as provided by the school nurse, includes identification of health problems, preventive health measures, health maintenance care, and necessary therapeutic intervention.

IMMUNIZATIONS & MENINGOCOCCAL DISEASE AND VACCINES

Immunization requirements are established by the State of Oklahoma and are state law. *No student will be allowed to enroll in school without documentation of the required vaccines.* Each time an immunization is given, a copy of your child’s updated immunization record must be brought to the school. Please make sure the child’s name, birth date and grade are written on the immunization record. Exemptions from the immunization requirements are authorized for medical, religious, and personal reasons. If you have any further questions, please call one of the school nurses listed above. See [Required Immunizations](#).

HEAD LICE

See [BOE Policy 2110: Health - Students](#).

STUDENTS RETURNING TO SCHOOL FROM ILLNESS

Students who have been sent home or absent due to illness must be free of fever, diarrhea and vomiting for 24 hours without the use of medication. If placed on an antibiotic for a contagious illness, the student must be on an antibiotic for 24 hours before returning to school. Parents may bring a note from the doctor to verify the absence.

MEDICATION

If it is necessary for a student to bring prescription, non prescription or over-the-counter medicines to school, the “Parental Authorization to Administer Medication” form must be completed. The form must be completed and signed each year to be kept along with the medication in the school office. The form is available in the front office, nurse’s office or on-line. Medications, both prescription and non-prescription, must be brought to school in their original containers with the proper labeling and your student’s name on the container. If your student takes a daily medication, please contact the school nurse. In order for us to contact you, it is important that all telephone numbers be completed on the enrollment information sheet. The district retains the right to reject request for administration of medication and to discontinue the administration of medication. Full medication administration guidelines can be found in the [BOE Policy 2116: Administration of Medicine to Students](#), [BOE Policy 2116A: Medical Marijuana, Hemp & Cannabidiol \(CBD\)](#).

Prescription medication must have:

- Student Name
- Dosage and Directions for administration
- Name and Strength of medication
- Name of physician or dentist
- Date and name of pharmacy

Non-prescription meds must have:

- Student Name
- Contain directions
- Original container/package

HIV/AIDS EDUCATION

HIV/AIDS education will be presented to students in Middle School and High School. In accordance with state law, a parent preview session will be presented. Parents/guardians may contact the school nurse or principal for the date of this presentation. Parent/guardian may request their student be exempt from this class by contacting the school nurse.

SAFETY DRILLS

As required by state law and local policy, Bixby Public Schools practices various safety drills, including emergency drills for fire, tornado, and security situations. See [BOE Policy 6125: Safety Drills](#).

STUDENT INSURANCE

Bixby Public Schools does not provide health or accident insurance coverage for students who regularly attend school or participate in extracurricular activities. See [BOE Policy 2119: Accident Insurance - Students](#).

COUNSELORS

Qualified and experienced counselors are available to visit with students during the entire school day. Counselors assist students with enrollment, testing, as well as college and career plans. In addition to academic assistance, the guidance program includes individual planning with students and responsive services (intervention and referrals). Students may meet with their counselor regarding personal or social concerns.

Students can sign up to see their counselor in the counseling office. If there is an emergency involving the safety of the student or another person please tell the counseling office staff to be seen immediately.

INDIVIDUAL AND SMALL GROUP COUNSELING

The school counselor is available to meet with individual students and small groups. Group counseling must have parent permission due to confidential issues that might be discussed in the presence of other students. Students needing counseling may be identified by teachers, parents, or the students themselves. Topics/issues may include but are not limited to self-esteem, handling emotions, bullying, adjusting to a new school, organizational and time management skills, and parental divorce.

##DEVELOPMENTAL GUIDANCE LESSONS

Subjects of classroom guidance lessons will be determined by the advisory committee and planned at both the 7th & 8th grade level. Classroom guidance activities may include but are not limited to: problem-solving, bullying/harassment, decision-making skills, conflict resolution, career awareness-development skills, friendship skills, diversity and tolerance, drug and alcohol awareness, anti-smoking curriculum, and other character education topics.

##GROWTH AND DEVELOPMENT LESSONS

Growth and Development classes are a part of the school curriculum and are scheduled throughout the year. Parents/guardians may contact the school principal or nurse for the dates of these presentations. If parents/guardians object to their children's participation in any of these classes, they may notify the school nurse or principal.

Seventh grade classes contain information regarding choosing abstinence. Seventh graders will also receive required AIDS (Acquired Immune Deficiency Syndrome) prevention education, in accordance with Oklahoma law. Eighth grade classes contain information regarding prevention of sexually transmitted diseases. In accordance with state law, a parent preview session for AIDS education

materials will be presented. Parents/guardians may contact the school principal for the date of this presentation.

THREAT ASSESSMENT

Threat assessments will be conducted when safety is a concern. In conducting a threat assessment, school officials may interview relevant students and staff and review any documentation and records needed to assess the threat. School officials may also work with outside professionals, such as local law enforcement as deemed appropriate.

SEXUAL HARASSMENT

The policy of this school district forbids discrimination against, or harassment of any students on the basis of sex. See [**BOE Policy 2100: Sexual Harassment of Students**](#).

ASBESTOS NOTICE

Our maintenance continues to survey any and all aspects of asbestos contamination. We are pleased to announce that areas that contain asbestos pose no health problem. The management plan (results of the survey) will be available for your viewing during office hours in the office of the facility director. Please call 366-2200 for an appointment.

****STUDENT ACTIVITIES/EXTRA-CURRICULAR ACTIVITIES**

STUDENT ORGANIZATIONS AND PURPOSE STATEMENTS

The Bixby Public Schools provides an extensive program of educational opportunities for all students. This includes a strong academic program which is enhanced by co-curricular and extracurricular activity programs designed to give all students an opportunity to participate, to compete, to develop leadership and citizenship skills, and to experience success in worthwhile projects.

Involvement in co-curricular and extracurricular activities is a privilege, and students choosing to participate take on extended responsibilities as representatives of their school and community. Students who choose to participate in the co-curricular and extracurricular activities will be held to a high standard of conduct as a condition of participation.

The District particularly expects student participants to meet high standards with regard to morality, honesty, school citizenship, sportsmanship, and leadership. Students who choose to participate in co-curricular and extracurricular activities are responsible for behaving in accordance with this policy, and those whose behavior or conduct does not meet these standards will lose the privilege of participating in co-curricular and extracurricular activities.

The expectations for the behavior of our students who participate in co-curricular and extracurricular activities are very clear, and all violations of this policy will result in consequences to the student participant.

This policy for students participating in co-curricular and extracurricular activities is in effect 24 hours a day, 7 days a week, 12 months a year, both inside and outside of school and/or school-related activities.

All student participants in co-curricular and extracurricular activities and their parents/guardians must sign this policy each year of participation in athletics. In order for the students to participate after that date, the participant and parent must once again sign said form, which in turn will commit the participant to follow all of the dictates of this policy. Policy violations and consequences can carry over from one school year to the next.

For more information, visit “Activities” on the Bixby Public Schools webpage (www.bixbyps.org) or contact Dewayne Patterson, Activities Coordinator, at 918-366-2379.

EXTRA-CURRICULAR POLICIES & PROCEDURES

Participation in extracurricular activities at Bixby High School is a privilege, not a right. Therefore, it is assumed that students’ behavior during those times that they are representing Bixby High School in extracurricular activities (out of class field trips, performances, games, contests, etc.) is to be above reproach.

It should be understood by all students participating in extracurricular activities that their eligibility to participate is governed by this policy statement, all regular student discipline codes, as well as the rules and regulations of the OSSAA. It is therefore possible for two students found guilty of the same inappropriate behavior to have different punishments. That is, the extracurricular student may

receive the same punishment as the regular student, in addition to being declared ineligible to participate in extracurricular activities.

Participation in extracurricular activities shall be subject to the following minimum restrictions: A student on a semester schedule must have earned a minimum of 5 credits counted toward graduation in which he/she was enrolled during the previous 18-week grading period.

If a student does not meet the minimum scholastic standard, he/she will not be eligible during the first six weeks of the next 18-week grading period. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding grading period should be obtained from the records in the school last attended.

During a semester, the student must be passing in all subjects he/she is enrolled in. A student must attend four classes the day of an activity in order to participate, unless the student is enrolled in Virtual High School.

A student, whose conduct or character at school is under discipline or whose conduct or character outside the school is such as to reflect discredit upon the school, shall be ineligible until reinstated by the principal. In general, the following guidelines will be followed: A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct will forfeit the right to participate in at least one contest. Repeated offenses of this type will result in the forfeiture of at least two contests and may cause the student to lose his/her eligibility for the remainder of the school year.

Other issues not specifically addressed in this statement will be addressed by the building principal.

Expectations of Student Participants in Co-Curricular and Extracurricular Activities:

Student participants in co-curricular and extracurricular activities may be suspended from participation in all such activities for misconduct including, but not limited to, the following:

- Violation of any prohibited act set out in the Student Discipline Policy;
- Violation of the District drug, alcohol or smoking policy.
- A failure to practice good citizenship in all environments by respecting the property and rights of others. (By way of example only, poor citizenship includes actions such as stealing, vandalism and other illegal acts.)
- A failure to display proper sportsmanship.
- Using social media and other websites in an inappropriate manner.
- Engaging in hazing, bullying, harassing or discriminatory conduct.
- Student participants in extracurricular activities will not tolerate other students who are also student participants in any co-curricular and extracurricular activity who fail to live up to the standards of this policy and should immediately report all violations or perceived violations to a coach, sponsor, or school administrator.
- Engaging in inappropriate or unacceptable conduct/behavior
- Will abide by and be accountable for the individual rules as outlined by the coach or sponsor, other than those outlined in this policy.

- Any conduct occurring at any time that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, a sports team, an organization, activity, will result in disciplinary action.
- When, considering the totality of all circumstances, a head coach or sponsor or the athletic director or the high school principal or the superintendent or the superintendent's designee determines that it is in the best interests of the School District for any student participant in co-curricular and extracurricular activities to be suspended from the privilege of participation in any such activity, such suspension may occur.

All BHS Extracurricular Policies are available in their entirety on the Bixby Public Schools website, www.bixbyps.org.

STUDENT DISCIPLINE IN SCHOOL CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS AND ACTIVITIES

Disciplinary action against a student which affects a student's participation in a student co-curricular/extra-curricular activities program shall be the responsibility of the activity sponsor/coach and school administration.

Consequences for Violations of [Policy 2136](#) by Student Participants in Student Activities (Refer to policy for full information)

The consequences for violating this policy shall be determined by the head coach or sponsor or athletic director or high school principal or the superintendent or the superintendent's designee. Consequences are carried over from one sport to the next and from one school year to the next until the entire penalty is served. Furthermore, the student must finish the season in good standing. A student participant suspended for violation of this policy may be allowed to practice with the team or organization (as long as s/he is not suspended from school) but is not allowed to dress for contests, competitions or performance during the suspension. Coaches and sponsors may set a stricter standard of behavior as long as it is clearly conveyed, in writing, to the student participant.

STUDENT PARTICIPATION IN SCHOOL CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS

Bixby High School provides an extensive program of educational opportunities for all students. This includes a strong academic program which is enhanced by an activity program designed to give all students an opportunity to participate, to compete, to develop leadership and citizenship skills, and to experience success in worthwhile projects. However, it is the desire of the Board of Education for all students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist students toward development of strong work habits, responsibility, and self-discipline. Since the educational merit of the co-curricular and extracurricular programs is recognized, the goal of the Board is to facilitate a balanced education for each student.

ACTIVITY ABSENCES

It is the desire of the Board of Education for all students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist students toward development of strong work habits, responsibility,

and self-discipline. Since the educational merit of the co-curricular and extracurricular programs is recognized, the goal of the Board is to facilitate a balanced education for each student. [See BOE Policy 2136: Extracurricular Activities.](#)

DANCES

At various times throughout the school year, school sponsored dances are held. Rules regarding dress, guests, and conduct are set by the administration.

School Administrators, BPS Staff, and adults will sponsor dances in the school system. The Drug Free policy will also be enforced at school events. Absolutely no alcoholic beverages, intoxicants, prescription or non-prescription medications or any other unacceptable substance is allowed at a school event. Once a student enters a school sponsored dance and then leaves, he/she cannot return to the event.

All guests, other than Bixby High School juniors and seniors, attending the prom must have approved permission slips. Freshmen students may not attend the Junior/Senior prom. Sophomore students may attend the prom only as a guest of a Bixby junior or senior student. See [BOE Policy 2135: Student Activities - Eligibility](#), [BOE Policy 2136: Extracurricular Activities](#)

DANCE DRESS CODE

[BOE Policy 2144: Dress Code](#)

The following standards regarding school dances will be enforced. The list is not exhaustive and all school dress code policies will be in effect for all dances. Students must be aware that any type of dress that is deemed inappropriate, conspicuous, indecent, profane, crude or unbecoming may be considered a violation of dress code and result in denial of admission to a dance. Students are expected to use modesty in selecting clothing; when in doubt, submit a picture prior to the dance to the dance sponsor or school administrator.

****The following list is specific to the style of clothing allowed at the Homecoming Dance and/or Senior/Junior Prom:**

- Two-piece dresses are acceptable as long as they do not expose the midriff, and backless dresses will be allowed as long as the cut is no lower than the waist and does not extend past the side. Strapless and spaghetti strap dresses will be allowed if the bodice is of modest cut. The skirt or dress must be fingertip length.
- Dances are considered a formal event, so formal wear is required. Formal wear for students may be a dress, gown, suit, tuxedo, or a blazer and slacks. No jeans will be allowed at a formal dance.

EVERY STUDENT SUCCEEDS ACT (ESSA)

PARENT RIGHT TO KNOW

As a parent you may request information regarding the professional qualifications of the student's classroom teachers and paraprofessionals. You may also receive notice if your child is taught for four or more consecutive weeks by a teacher who does not meet state certification or licensure requirements. In addition, you may request your student's performance level on state academic assessments for grades 3-8 and 11.

Parents may access the OSTP Parent Portal by going to: <https://okparentportal.emetric.net/login>.

You will need your student's ID (STN) to access the portal. You may contact the school site to request the student's STN. [BOE 5112: ESSA \(Every Student Succeeds Act\)](#)

PARENT BILL OF RIGHTS

Refer to Oklahoma Statute: [25 O.S. §2002](#).

STUDENT SURVEYS

Surveys Without the Parent/Guardian's Prior Consent

No student shall be required to submit to a survey, analysis, written examination or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's family
2. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian
3. Sexual behavior or attitudes
4. Illegal, anti-social, self-incriminating or demeaning behavior
5. Mental or psychological problems of the student or the student's family
6. Critical appraisals of other individuals with whom the student has a close family relationship
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/guardians may inspect, upon request, a survey created by a third party before the survey is administered or distributed to students. Review of such surveys shall be at a time mutually convenient to the principal involved and the parent/guardian. Any complaint by a parent/guardian regarding the parent/guardian's inability to inspect any such survey shall be addressed to the Superintendent, or his or her designee, who shall have final authority over the matter. The District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of the administration or distribution of a student survey containing one or more of the items mentioned above.

FERPA
BIXBY PUBLIC SCHOOLS
Family Educational Rights and Privacy Act (FERPA)
Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Bixby Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bixby Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bixby Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Student information beyond that listed below (address, phone, date of birth, attendance, student ID number), will be released upon request to other education agencies, such as technology schools and colleges and universities. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Bixby Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within one week of the first day of attendance. Bixby Public Schools has designated the following information as directory information:

- Student's name
- Names of the student's parents
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received

Bixby Public Schools will publish a list of the items of directory information it proposes to designate as directory information in each student handbook, annually provided to each parent/student. After the parents or eligible students have been notified, they will have two weeks to advise the School

District in writing (a letter to the Superintendent of School's Office) if any or all of the items they refuse to permit the district to designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or eligible student. Information identified as directory information will also be identified in school board policy on the school website.

BIXBY PUBLIC SCHOOLS

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Bixby Public School District, with certain exceptions, affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff, school resource officer, and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

PASSIVE PARENTAL CONSENT FORM

~~Our school is taking part in the Youth Risk Behavior Survey sponsored by the Oklahoma State Department of Health. The research survey will ask about the health behaviors of 9th through 12th grade students. The Survey will ask about nutrition, physical activity, injuries, tobacco, alcohol, and other drug use. It also will ask about sexual behaviors that cause AIDS, other sexually transmitted diseases, and pregnancy.~~

~~Students will be asked to fill out a questionnaire that takes up to 45 minutes to complete.~~

~~Doing this paper and pencil survey will cause little or no risk to your child. The only potential risk is that some students might find certain questions to be sensitive. The survey has been designed to protect your child's privacy. Students will not put their names on the survey. Also, no student will ever be mentioned by name in a report of the results. Your child will receive no benefit right away from taking part in the survey. However, the results of this survey will help children in the future as preventive health programs are developed and possible grant funding may be acquired through data. We would like all students to take part in the survey, **but the survey is voluntary**. No action will be taken against the school, you, or your child, if your child does not take part. Students can skip any question that they do not wish to answer. In addition, students may stop participating in the survey at any point without penalty.~~

~~Please read the section below. If you do **not** want your child to take part in the survey, check the box and return the form to the school no later than _____. Please see the other side of this form for more facts about the survey. If your child's teacher or principal cannot answer your questions about the survey, call the Oklahoma State Department of Health at (405) 271-4471. Thank you.~~

~~If you have questions about your rights as a research participant in the survey, please contact the Oklahoma State Department of Health at (405) 271-4200.~~

Thank you

Child's name: _____ Grade: _____

I have read this form and know what the survey is about.

My child may **not** take part in this survey.

Parent's signature: _____ Date: _____

Phone number: _____

Oklahoma State Department of Health _____ OSDH Form 476

Spartan Athletics Student/Parent Handbook



2023-24

Equal Opportunity Statement/Notice of Nondiscrimination

Bixby Public Schools, as an equal opportunity educational provider and employer, prohibits discrimination on the basis of race, color, religion, sex, gender, (including pregnancy), national origin, disability, military status and/or age in educational programs or activities that it operates or in employment decisions. The district provides equal access to the Boy Scouts and other designated youth groups. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, not to discriminate in such a manner. (Not all prohibited bases apply to all programs.)

Additionally, BPS is committed to establishing and sustaining a school community that shares the collective responsibility to address, eliminate, and prevent actions, decisions, and outcomes that result from and/or perpetuate racism. BPS will maintain a zero-tolerance policy relative to racism or discrimination of any kind.

Related BOE Policies:

[2100: Sexual Harassment of Students](#)

If you suspect discrimination please contact one of our Title IX Team Coordinators:

Employment Issues	Lydia Wilson	Associate Superintendent	lwilson@bixbyps.org	918-366-2671
Student Issues	Jamie Milligan	Assistant Superintendent	jmilligan@bixbyps.org	918-366-2298
Additional Issues	Rob Miller	Superintendent	rmiller@bixbyps.org	918-366-2200

General questions about the District should be directed to 918-366-2200.

**Bixby Public Schools
109 N Armstrong
Bixby, OK 74008**

2020-2025 Strategic Focus

Ensuring that each student is able to thrive and pursue individual excellence is an exciting challenge for our school staff and community. Our community is on the precipice of the future, as expanding opportunities, new technologies, and innovations in teaching and learning push us to think differently about how to best prepare our children for success beyond graduation.

Our District Strategic Planning Team embraced the challenge to build on Bixby's long tradition of excellence by identifying critical opportunities for focus over the next five years. This strategic plan provides direction for achieving consistent, sustained excellence throughout our schools, while also promoting innovation and organizational agility to ensure we continue to meet the rapidly-changing needs of our students and community into the future.

IT BEGINS WITH OUR VALUES

Bixby Schools will provide opportunities for students to explore and develop the skills, capacities, and dispositions that support life-long learning, high achievement, and global citizenship. Our high expectations for all students are embedded in the district-wide focus areas, goals, and strategies of this plan.

Our value statements drive our aspirational culture because they act as reminders of the how, why, and what -- and our shared vision.

- A strong public education system benefits the entire community, teaches positive citizenship, and is a shared responsibility of all.
- Everyone is entitled to a safe, caring, and respectful learning environment.
- Education addresses the development of the whole child - academic, social-emotional, personal health and well-being, and prepares each student for life's transitions.
- Today's instruction must embrace a child's natural curiosity and creativity while developing critical thinking and problem solving skills for successful global citizenship. High expectations promote higher achievement in academics, athletics, and the arts.
- Education should be tailored to meet the needs of every child.
- Every student should take ownership of his or her education.
- Education should guide the student's development of positive and ethical behavior which is reflected in their actions and attitudes.
- Our schools should be adaptive, innovative, and forward-thinking to ensure our graduates possess the skills necessary for success in a diverse and changing world.





OUR MOTTO:
encapsulates the beliefs or ideals which guide our district.

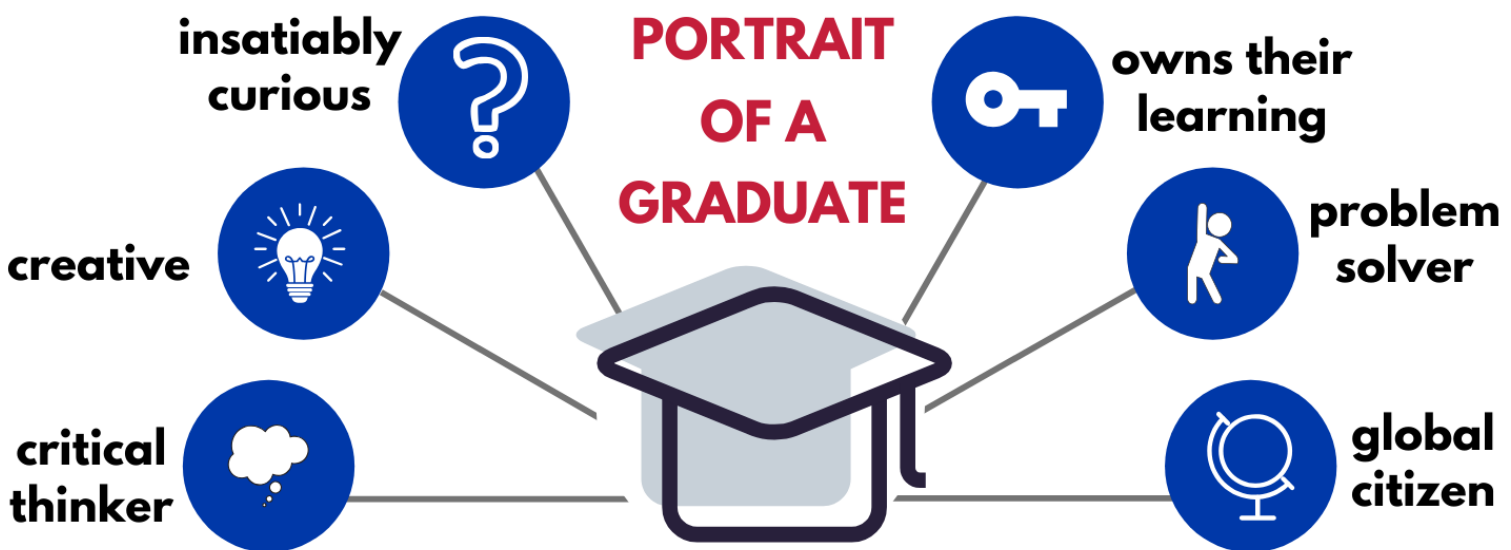
**The Spartan Way:
Learn Well.
Live with Honor.**

OUR VISION:
captures the future we hope to create for our students.

**Bixby Schools:
A place where all learners believe in their power to LEARN, EXCEL, & OWN their future.**

OUR MISSION:
explains our fundamental purpose as a school district.

“Ignite the Potential of Every Student.”



These six learner attributes serve as the foundation for teaching & learning.

<p>Safe & Welcoming Schools</p>	<ul style="list-style-type: none"> Equitable resources Social & emotional health Collaboration with families 	<p>Vibrant Teaching & Learning</p>	<ul style="list-style-type: none"> Innovative, forward-thinking environment Emphasis on creativity, problem-solving, student agency, & global awareness 	<p>Exemplary Teachers & Staff</p>	<ul style="list-style-type: none"> Top candidate recruitment from diverse backgrounds Educator support Professional development
<p>Family & Community Engagement</p>	<ul style="list-style-type: none"> Family support Community partnerships Improved communications 		<p>Culture of Innovation</p>	<ul style="list-style-type: none"> Reduced focus on test-based accountability Focus on student engagement, relevant curriculum, real-world application 	

LINK INFORMATION

There are numerous school board policies that are linked or cited in this handbook. Currently all school board policy is on the BPS website at bixbyps.info/boardpolicy. Hard copies of BPS Student Handbooks and/or BOE Policy can be obtained from any school site office or by calling 918-366-2200.

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BIXBY SPARTAN ATHLETIC PHILOSOPHY

The Bixby High School Athletic Department provides students with opportunities in interscholastic athletics in accordance with the missions of Bixby Public Schools. It is our belief that interscholastic athletics greatly enhance the educational experience of all students involved, provide lifelong learning experiences, and develop leadership qualities in our students, which are all important to a student's education.

Participation in athletics at Bixby Public Schools is a privilege. With this privilege comes the expectation of exemplary moral character displayed through good sportsmanship and respect for one's school, coach, teammates, opponents, officials, facilities, and equipment. We expect athletes and coaches to understand and embrace BPS's athletic philosophy. In return, the athletic department is truly student-centered with the best interests of the student-athletes always at the forefront. Coaches are role models and mentors, and this responsibility should be reflected in all of their actions.

Every sport, coach, and individual student-athlete will be treated fairly by the Athletic Administration at BPS, and new opportunities for our student-athletes will be constantly pursued. Diversity is embraced within the Athletic Department, and no student-athlete or coach will be discriminated against or subject to harassment of any form.

The Spartan Athletic Department will follow all rules and regulations established by the Oklahoma Secondary Schools Activities Association, the Frontier Valley Conference, and the Bixby Public Schools Board of Education and Administration.

STUDENT-ATHLETE PRIORITIES

1. Family
2. Academics
3. Athletics

MISSION STATEMENT

To provide student-athletes with the opportunity to compete at the highest level while fostering and contributing to the development of high athletic standards in the course of personal growth and development through leadership, competition and sportsmanship. Student-athletes will be developed into well rounded, healthy and productive citizens to be the BEST in 6A and beyond. This will be done at all facilities and environments where we compete/practice all day, every day, and for life.

SPORT OFFERINGS 8th Grade - 12th Grade*

FALL

Cheer
Cross Country
Dance
Football
Softball Fast-Pitch
Volleyball

WINTER

Basketball
Cheer
Dance
Swimming
Wrestling

SPRING

Baseball**
Cheer- STUNT
Golf
Soccer**
Softball Slow-Pitch**
Tennis
Track

*7th Grade Exception: 7th Grade students may be allowed to participate if not enough 8th graders try out or come out for a particular team. In such cases, the Head Coach shall petition the Athletic Director for the inclusion of one or more 7th Grade students to be included on the team, if the Head Coach feels it necessary in order to have a sufficient number of players for a complete team. ** Do not currently offer these sports for 8th grade.

ABSENCES

~~If a student has a documented absence, such as a funeral or a doctor's appointment, they may participate that day. In order to be eligible to participate in a contest, a documented absence must be approved by the Principal.~~ If a student is suspended out of school, they cannot attend practice or participate in contests.

ACADEMIC ELIGIBILITY

Athletes are responsible for meeting academic standards. In compliance with the OSSAA and [BOE Policy 2135](#), eligibility will be determined at the end of the fourth week of a semester and weekly thereafter on Friday at 2am. Each subsequent week until the end of the semester, a probation and ineligible list will be issued. The weekly ineligibility period will begin Monday and continue through Sunday.

ACCIDENT INSURANCE

It is the policy of the Bixby Board of Education to select a reputable insurance company through which our patrons may purchase accident insurance for their children. The purchase of such insurance is completely voluntary and is entirely within the discretion of parents. In making this accident insurance available, the school district assumes no obligation or liability as agent or representative of any insurance company or agency.

Parents may go [here](#) for more information regarding accident insurance.

ACTIVITY ABSENCES

It is the desire of the Board of Education for all students to be in attendance in their regularly scheduled classes so that maximum learning can occur. Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can assist students toward development of strong work habits, responsibility, and self-discipline. Since the educational merit of the co-curricular and extracurricular programs is recognized, the goal of the Board is to facilitate a balanced education for each student. [See BOE Policy 2136](#).

ATHLETIC TRAINERS

BPS is fortunate to have two full-time Certified Athletic Trainers on staff. On school days our trainers' hours are from 7am to 8:30 a.m., then 2:30 p.m. until the conclusion of the last practice or home game. During weekends and times when school is not in session, the Trainer is required to be on site only for contests.

The training program exists to help athletes receive the best possible care. At certain times, however, the trainer and training room facilities are extremely busy. Consequently, access to the training room and its services is limited to athletes who require care only. Training services are

granted on a first come, first serve basis on practice days. On game days, students will be treated in an order that will allow bus and/or game commitments to be met.

In the event of an athletic injury, the Certified Athletic Trainer(s) is/are in immediate control. At away contests, if the trainer is not present, the host school medical personnel are in control. If no medical personnel are present, members of the coaching staff are instructed to take charge of the situation and, if warranted, call for emergency care. All sport related injuries must be reported to the athletic trainer and a student may not return to competition without clearance by the trainer, which may also include written permission from a physician.

ATHLETIC TRAINING ROOM

The training room provides student-athletes with the equipment and the facilities to prevent injuries or to provide treatment for them. It should not be considered a lounge or meeting place. Student-athletes should go there only when necessary. Training supplies are expensive and very necessary. Only the Athletic Trainer(s) should handle supplies. We need all student-athletes' cooperation to keep the appearance of the training room neat and orderly.

Student-athletes who have been treated for an injury must be cleared by the Athletic Trainer prior to resuming participation.

AWARDS & HONORS

LETTER: The athletic letter is the highest award conferred by the Department of Athletics and may be worn only by the school's best athletes. See [BOE Policy 2128](#).

CONFERENCE: Other awards and honors which might be awarded by the conference include individual certificates based on academic achievement and season achievements/stats.

OCA ALL-REGION & ALL-STATE: These are two other honors senior athletes may qualify for nomination to the OCA sports specific committee.

CONCUSSION PROTOCOL

Bixby Athletics will follow the [BOE Policy 2166](#).

DISCIPLINARY ACTION RELATED TO STUDENT PARTICIPATION IN SCHOOL CO-CURRICULAR & EXTRACURRICULAR PROGRAMS AND ACTIVITIES

The Bixby Schools provide an extensive program of educational opportunities for all students. This includes a strong academic program which is enhanced by co-curricular and extracurricular activity programs designed to give all students an opportunity to participate, to compete, to develop leadership and citizenship skills, and to experience success in worthwhile projects. See [BOE Policy 2136](#).

Any violation of school policies will be disciplined accordingly and as appropriate by the Athletics Department and school site.

Any infraction will be considered a major infraction. Consequences relative to athletics may include but are not limited to suspension from games or dismissal from the team.

Parents may request a review of athletics related disciplinary actions to the Athletic Director. After review, the Athletics Director's determination will be final.

DRUG-FREE SCHOOLS: TESTING STUDENTS WITH REGARD TO THE USE OF ALCOHOL & ILLEGAL CHEMICAL SUBSTANCES

Student Alcohol and Drug Use Tests - When Required:

Any student whose behavior while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit the School District from disciplining any student in the absence of an alcohol or drug use test of the student. [See BOE Policy 2149.](#)

Persons Authorized to Order Alcohol or Drug Testing:

The following persons have the authority to require alcohol or drug use testing of students under this policy:

- The Superintendent of Schools;
- Any employee designated for such purposes by the Superintendent or the School Board.

DRUG FREE SCHOOLS: SCHOOL STUDENT PARKING & EXTRACURRICULAR STUDENT ACTIVITIES POLICY ON TESTING FOR ILLEGAL OR PERFORMANCE ENHANCING DRUGS

In an effort to protect the health and safety of students parking on school property or participating in extracurricular activities, and to educate and direct these students away from drug and alcohol abuse, the Board of Education adopts the following policy for testing students for the use of illegal drugs, alcohol and performance enhancing drugs. See [BOE Policy 2150.](#)

ELIGIBILITY: NCAA/NAIA/NJCAA

Information for students interested in playing college athletics after high school.

NCAA:

[National Collegiate Athletic Association](#) - Indianapolis, IN

Resources:

- [NCAA Eligibility Center](#)
- [NCAA Guide for the College-Bound Student-Athlete](#)
- [Think you will play professionally? Check out the numbers!](#)
- [Benefits of being a student-athlete](#)
- [Recruiting Calendars](#)

NCAA Divisions:

- [Division I](#)
- [Division II](#)
- [Division III](#)

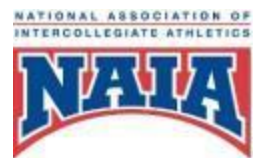


NAIA:

[National Association of Intercollegiate Athletics](#) - Kansas City, MO

Resources:

- [NAIA Eligibility Center](#)
- [Register to Play NAIA \(Video\)](#)



NJCAA:

[National Junior College Athletic Association](#) - Colorado Springs, CO

Resources:

- [NJCAA Eligibility Corner](#)



ELIGIBILITY RULES: OSSAA

You may find the OSSAA eligibility rules at: http://www.ossaa.com/Manual_Rules.aspx

EQUIPMENT

A great amount of money is spent every year to maintain and upgrade facilities and to purchase and maintain equipment. You, your parents, your friends, alumni, and our community all play a role in financing our programs in some way. So please, take pride in the facilities and equipment and treat them with respect!

Also, student-athletes are responsible for all equipment and uniforms issued to them. Any lost or unreturned equipment/uniforms must be replaced at the expense of the student-athlete. Students will not be allowed to participate in another sport until all equipment is returned or all fees are paid for lost equipment. Seniors may have their diplomas held until their equipment is returned or fees paid.

EXPECTATIONS: STUDENT-ATHLETES

As stated previously, participation in athletics at BPS is a privilege and not a right. With this privilege comes high expectations. We expect our student-athletes to pursue excellence in their athletic endeavors. High school sports are extremely competitive, so we have some basic expectations across all sports that will help our teams and individuals excel:

- **Represent BPS with class, dignity, and sportsmanship at all times** - Bixby is bigger than any one individual or team, and any unsportsmanlike behavior reflects negatively on the entire school. Our student-athletes are expected to promote a positive image of the school at all times through their actions and language both in victory and defeat.
- **Daily attendance at practice** - In-season practices are mandatory. Student-athletes should notify their coach if they expect to miss a practice. Missed practice time may have consequences.

- **Participation in off-season and summer workout programs when conflicts do not exist** – The current landscape of high school athletics will not allow our teams to be successful if our student-athletes only work on their sport in-season. Student-athletes must work year around to improve their skills in every sport in which they participate whether that is on their own or through BPS off-season programs. **Participation in off-season or summer programs does not guarantee a student-athlete will make that team when the season tryouts occur. The workouts are meant to improve the skills of those involved to give them a better chance of making the team.**
- **Follow all OSSAA, school, athletic department, and team rules** – The OSSAA, school, and athletic department policies are the same across the board, and each team develops its own set of rules that all student-athletes are expected to follow. Violations of any of these rules and policies will result in consequences that are outlined in the OSSAA rules, the BPS student handbook, the student-athlete handbook, and the team rules, respectively.

Adherence to these expectations does not guarantee playing time. Due to the competitive nature of our athletic programs, there are no requirements for all athletes to receive playing time. All playing time decisions are left to individual coaches.

EXPECTATIONS: OUT OF STATE & OVERNIGHT COMPETITION

Any violation of school policies will be disciplined accordingly and as appropriate by the Athletics Department and school site.

Any infraction will be considered a major infraction. Consequences relative to athletics may include but are not limited to suspension from games or dismissal from the team.

Parents may request a review of athletics related disciplinary actions to the Athletic Director. After review, the Athletics Director's determination will be final.

The expectation for out of state trips is that students will travel with the team to the activity and return home with the team from the activity. Students wishing to extend any trip to return home with family must complete an approval prior to the booking of any travel arrangements by the district. Approval form can be obtained from the BPS Athletics Department Secretary.

Guidelines can be viewed [here](#).

EXPECTATIONS: PARENTS

Parents should demonstrate good sportsmanship by displaying the following behaviors:

- Providing support for coaches and officials to foster a positive, enjoyable experience for all student-athletes.
- Recognizing that student participation in athletics is a privilege.
- Using good sportsmanship as spectators and conducting themselves in a manner that reflects well on both the team and the school.

- Promoting the team by being supportive and helpful of the school program.
- Refraining from coaching their student from the stands or sidelines.
- Expecting consistent student attendance at practices and games.
- Being supportive of BPS athletic programs in public.

Parents should create a positive and supportive environment to promote their student-athletes' well-being by:

- Supporting good conditioning and healthy lifestyle habits.
- Placing the emotional and physical well-being of their child ahead of personal desire to win.
- Expecting their child to play in a safe and healthy environment.
- Supporting their son/daughter in planning how to meet their academic responsibilities, given the demands of training and practice.
- Being a role model for other parents by remaining positive at sporting events.

*Parents displaying poor sportsmanship resulting in removal from the game, may be required to participate in a class reviewing Athletic Department expectations before returning to an event.

[Policy 5107 School Visitor with explanation of banning a spectator.](#)

The Athletic Department highly suggests parents to review the free online National Federation of State High School Associations course titled, *The Role of Parents in Sports*. Please visit www.nfhslearn.com and take the course.

HAZING

Athletic hazing will not be tolerated. It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the Board of Education shall engage or participate in hazing. See [BOE Policy 2145](#).

OKLAHOMA HAZING LAW

§21-1190. Hazing – Prohibition – Presumption as forced activity – Penalty – Definition

- A. No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.
- B. Any hazing activity described in subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.
- C. A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.

- D. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00) and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.
- E. Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), or by both such imprisonment and fine.

INJURIES

Any student-athlete who is injured during a contest, practice, or workout at BPS should immediately see the Head Athletic Trainer(s). It is very important that the Certified Athletic Trainer or a member of the coaching staff is aware of an injury before a student-athlete goes home.

The Certified Athletic Trainer(s) will do his/her best to rehab an injured student-athlete back to health as quickly as possible. However, there are times when the Certified Athletic Trainer(s) may refer an injured student-athlete to a doctor or therapist to aid in diagnosis or treatment.

LOCKER ROOM

Student-athletes are not allowed in the locker room without adult supervision. Only lockers assigned by the coach should be used. All belongings should be locked in the locker. No cell phones are to be used in the locker rooms. **Disciplinary action may occur should a violation of cell phone usage occur.** BPS is not responsible for lost or stolen items that are not properly secured in a locker.

MULTI-SPORT ATHLETES

We strongly encourage our student-athletes to participate in more than one sport. Participation in more than one sport is highly beneficial for the student-athlete and for the school's athletic programs. However, multi-sport athletes must possess excellent time-management skills and be able to meet the demands of all sports in which they choose to participate.

The In-season sport should always come before an out-of-season sport. No athlete should ever miss a practice or game for their in-season sport to participate in another sport at BPS. This policy also includes tryouts. In-season athletes are still allowed to participate in off-season workouts, but coaches cannot make them mandatory for those athletes. However, please understand that missed workouts may cause the student-athlete to fall behind other athletes who are participating in the workouts. Finally, the coaches of an athlete should determine a plan for an in-season athlete to lift weights or participate in a workout for another sport on a game day.

During the summer, there is no sport that takes precedence over another sport. Coaches try to schedule their summer events in collaboration with each other so sports are not overlapping. However, this is not always possible. We try and ensure no camps will overlap, but we cannot control the scheduling of summer games for certain sports. When conflicts arise, the following order should be followed:

1. Summer League Playoff Games.
2. Summer Camp (if it is an actual camp with new instruction, not just a workout).
3. Summer League Games (if more than one sport has a game on the same night, athletes who play both sports should split up the games they attend so neither team is left without enough players to compete).
4. Weightlifting, conditioning, or other workouts.

OBJECTIVES & OUTCOMES OF PARTICIPATION

Athletics enhance a successful curriculum by strengthening opportunities that:

- Foster student leadership development.
- Support future academic or career options.
- Promote involvement in the school and the community.

As a result of their participation in interscholastic athletics, student-athletes will be able to:

- Demonstrate good sportsmanship and ethics of competition.
- Respect the integrity and judgment of officials, coaches, and school personnel.
- Develop desirable personal health habits.
- Demonstrate mastery of basic fundamentals to complex motor skills in the related activity.
- Identify and apply strategies necessary to successfully compete at their level of competition in the related sport.
- Demonstrate the ability to work with others toward common goals and objectives.
- Demonstrate high levels of skill and health related fitness appropriate to their developmental stage.
- Most importantly, enjoy the involvement and participation in interscholastic athletics.

~~OFF CAMPUS ATHLETICS PERIOD PROGRAM~~

~~This is a program that offers wonderful opportunities for students who participate in sports that Bixby Public Schools does not offer. It is also an opportunity that offers a tremendous amount of freedom for students and could be exploited, so the following measures have been put into place. A student cannot enroll in the class without expressed permission of the Athletic Director(s) directly to a counselor or Principal:~~

- ~~● To receive permission, a student must complete the following steps:

 - ~~○ Submit a request in writing to the Athletic Director citing the need for this opportunity and request a meeting that must be attended by a parent/guardian.~~
 - ~~○ The Athletic Director will conduct a meeting of that student, the student's parent/guardian. We will discuss all liability issues as well as the responsibility of the student to meet the program's expectations.~~
 - ~~○ Parent and student will sign a contract acknowledging they understand and agree to all terms.~~~~
- ~~● Once these steps are satisfied, the Athletic Director(s) will make contact with the appropriate counselor for enrollment.~~
- ~~● After enrollment, the student must report their progress bi-weekly on a pre-developed form to be completed by a previously agreed upon supervisor (this will be discussed in the meeting).~~
- ~~● A student may only be allowed to enroll in this class one semester at a time.~~

~~All determinations relative to qualifying off-campus athletics will be made by the Athletics Director and are not eligible for appeal.~~

OKLAHOMA BULLYING LAWS

Bullying/Harassment

Statute [70-24-100.4](#), the School Bullying Prevention Act, requires each district board to adopt a policy for the control and discipline of all children attending a public school. The policy must specifically prohibit threatening behavior, harassment, intimidation and bullying by students at school and via electronic communication. The policy must also establish a procedure for reporting and investigation and reporting of incidents, address prevention and education, and establish procedures for referral to mental health care options. The Act requires the district board policy to allow a school to request the disclosure of any information concerning students that have received mental health care following a school referral, if there is a specific threat to the safety of students and/or personnel. Statute [70-24-100.5](#) requires each Safe School Committee to study and make recommendations to the principal regarding student bullying and harassment at school and the professional development needs of faculty and staff.

Cyber Bullying

[Statute 70-24-100.3](#) includes acts of electronic communications and list of potential acts of "harassment, intimidation and bullying" in the school environment." "Electronic communication" is defined as the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer. A specific electronic communication does not need to originate at a school or with school equipment to be included under this policy if it is specifically directed at students or school personnel and contains harassment, intimidation or bullying. See [BOE Policy 2146](#).

PARKING PERMIT APPLICATION & ALCOHOL & ILLEGAL DRUGS CONTRACT

Required forms can be found [here](#).

PARENT/STUDENT-ATHLETE/COACH RELATIONSHIP

The Parent/Student-Athlete/Coach relationship is one of the most fundamental and essential components of a successful Athletic Program. Communication from all parties is integral to ensure this relationship stays positive and helps the Student-Athlete thrive in their sport. As parents, when your son/daughter becomes involved in our program, you have a right to understand what expectations are placed on him. This begins with clear communication from the coach of your child's team.

Communication Parents Should Expect from Their Child's Coach

- A pre-season parent meeting.
- A copy of the team rules/expectations.
- Expectations the coach has for your child as well as all the players on the team.
- Location and times of all practices and contests.

- Team requirements, such as fees, special equipment, and off-season conditioning.
- Notice of a violation of team rules that results in denying your child's participation.

Communication Coaches Expect from Parents

- Concerns expressed directly to the coach in accordance with the policy outlined below.
- Notification of any schedule conflicts well in advance.
- Any medical or injury issues that need to be monitored with your child.

Guidelines for Addressing Concerns

As your student-athlete becomes involved in the programs at BPS, he/she will experience some of the most rewarding moments of his/her life. The athletic department recognizes that there may also be times when things do not go the way you or your student-athlete planned. At these times, a discussion with the coach is encouraged. In an effort to improve direct communication during these rare occurrences, we ask that you follow these steps:

1. Student-athlete meets with his level coach.
2. Student-athlete meets with the Varsity coach & his level coach.
3. Parent/guardian meets with the level and/or Varsity coach; student-athlete is in attendance.
4. Parent/guardian meets with the AD; level coach & student-athlete are in attendance.

We are teaching our students to be leaders and responsible adults who can advocate for themselves; so, they need to initiate contact with their coach if they feel there is a problem that needs to be addressed. **We politely request that as a parent/guardian, you choose to promote your student-athletes development by allowing your child to work through problems themselves. We ask that you not call the coach or AD initially.** In addition, **no student-athlete or parent/guardian should ever approach a coach right after a game.** Emotions can be high, and little progress can come from discussing perceived problems right after a game.

Appropriate Concerns to Discuss with Coaches

- The treatment of your child mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.

It is very difficult to accept your child not playing as much as you feel they deserve. Our coaches are professionals. They make judgment decisions based on what they believe to be best for the team. Although we have these guidelines, it is important to realize that playing time is the sole decision of the coaching staff. No parent or student-athlete should ever approach a coach and ask why he/she is not playing. Instead, a meeting or conversation should be scheduled to discuss what areas the student-athlete needs to improve upon in order to increase his/her playing time. Also, no other student-athletes will be discussed in any meeting. Only the student-athlete involved in the situation will be discussed.

We truly believe that any conflicts can be resolved by following the steps above. Please take note that every step involves the student-athlete. The only time it would be acceptable to skip steps or not involve your child is if there is an abuse or inappropriate conduct accusation against a coach that necessitates going straight to the Athletic Director.

PARTICIPATION REQUIREMENTS

In order to participate in athletics at Bixby Public Schools, a student must:

- Be enrolled in Bixby Public Schools
- Have an up to date **physical examination** must be on file with the Certified Athletic Trainer(s). Physical examinations are required for students each year. All physicals given for OSSAA participation must be given no earlier than May 1st of the preceding year in which the students are to participate and before the first day of practice in that student's particular sport. The physical will be valid from the date of the physical given until the next required physical. Parent(s) or guardian(s) must sign the **parental consent form** each year before the student participates in any organized athletic practice session including contest participation.
- The following forms must be completed online at <https://bixbyisd.rankonesport.com>:
 - OSSAA Eligibility Form
 - Pre-Participation Signature Forms
 - Concussion and Head Injury Acknowledgement Form
 - Oklahoma Statute: Section 822.1 of Title 70 Acknowledgement Form
 - OSSAA Recruiting Acknowledgement Form
 - OSSAA Sudden Cardiac Arrest Acknowledgement Form
 - Student Parent Handbook Acknowledgement Form
 - **10 Day Activity Absence Form**
 - General and Medical Information Form
 - **Biological Gender Affirmation Form**
 - Emergency Contact Information
 - Release of Medical Information
 - Insurance Release
 - Sway Information and Permission
 - Publicity Release: All participants will complete a publicity release for each athlete. This release will give permission to use the athletes name, likeness, image, voice, and/or appearance as such may be embodied in any media, pictures, photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of Bixby Athletics.

There is no doubt that participation in athletics can enhance the overall educational experience for every student through the development of teamwork, leadership, and sportsmanship. However, participation in athletics is strictly voluntary, and thus, it is a **privilege** and **not a right**. Therefore, all student-athletes are expected to abide by the [Bixby School Board Policy 2136](#).

SCHEDULES/SPORTS WEBSITES/DIRECTIONS

All athletic contest schedules and directions can be found on our athletic website: bixbyps.info/athletics

Important announcements, links, and athletic documents can also be found on the athletic website. Please refer to this site for the most updated sports calendars, tryout dates, staff directory, etc. All parents should familiarize themselves with the site, as it almost always contains the information for which you are looking.

TRANSPORTATION

It is policy of the Bixby Board of Education to allow the use of school buses or other district-owned vehicles for the transportation of students participating in school-sponsored activities under the following conditions: See [BOE Policy 6136](#).

- Bus or district-owned vehicle use for educational field trips and by student organizations is accepted as an extension of classroom activities.
- When district-owned transportation is used, the student organization using the vehicles may be required to reimburse the district for all or part of the cost of the transportation.
- Students participating in such activities must return in the same vehicle in which they departed unless permission is granted from the activity sponsors to return with parents.
- School patrons will not be permitted to ride school buses on any activity trip unless they are assigned as sponsors by a principal for non-athletic events, or the athletic director for athletic program activities.

SUDDEN CARDIAC ARREST INFORMATION

Definition: Sudden Cardiac Arrest (SCA) is a potentially fatal condition in which the heart suddenly and unexpectedly stops beating. When this happens, blood stops flowing to the brain and other vital organs.

SCA in student athletes is rare; the chance of SCA occurring to any individual student athlete is about one in 100,000. However, student athletes' risk of SCA is nearly four times that of non-athletes due to the increased demands on the heart during exercise.

Causes: SCA is caused by several structural and electrical diseases of the heart. These conditions predispose an individual to have an abnormal rhythm that can be fatal if not treated within a few minutes. Most conditions responsible for SCA in children are inherited, which means the tendency to have these conditions is passed from parents to children through the genes. Other possible causes of SCA are a sudden blunt non-penetrating blow to the chest and the use of recreational or performance-enhancing drugs and/or energy drinks.

What causes Sudden Cardiac Arrest?

Conditions present at birth:

Inherited (passed on from parents/relatives) *conditions of the heart muscle:*

- **Hypertrophic Cardiomyopathy** – hypertrophy (thickening) of the left ventricle; the most common cause of sudden cardiac arrest in athletes in the U.S.
- **Arrhythmogenic Right Ventricular Cardiomyopathy** – replacement of part of the right ventricle by fat and scar; the most common cause of sudden cardiac arrest in Italy.
- **Marfan Syndrome** – a disorder of the structure of blood vessels that makes them prone to rupture; often associated with very long arms and unusually flexible joints.

Inherited conditions of the electrical system:

- **Long QT Syndrome** – abnormality in the ion channels (electrical system) of the heart.
- **Catecholaminergic Polymorphic Ventricular Tachycardia and Brugada Syndrome** - other types of electrical abnormalities that are rare but are inherited.

Non-Inherited (not passed on from the family, but still present at birth) **conditions:**

- **Coronary Artery Abnormalities** – abnormality of the blood vessels that supply blood to the heart muscle. The second most common cause of sudden cardiac arrest in athletes in the U.S.
- **Aortic Valve Abnormalities** – failure of the aortic valve (the valve between the heart and the aorta) to develop properly; usually causes a loud heart murmur.
- **Non-compaction Cardiomyopathy** – condition where the heart muscle does not develop normally.
- **Wolff-Parkinson-White Syndrome** – an extra conducting fiber is present in the heart's electrical system and can increase the risk of arrhythmias.

Conditions not present at birth but acquired later in life:

- **Commotio Cordis** – concussion of the heart that can occur from being hit in the chest by a ball, puck, or fist.
- **Myocarditis** – infection/inflammation of the heart, usually caused by a virus.
- **Recreational/Performance-Enhancing drug use**
- **Idiopathic** – sometimes the underlying cause of the SCA is unknown, even after autopsy.

What are the symptoms/warning signs of Sudden Cardiac Arrest?

- Fainting/blackouts (especially during exercise)
- Dizziness
- Unusual fatigue/weakness
- Chest pain
- Shortness of breath
- Nausea/vomiting
- Palpitations (heart is beating unusually fast or skipping beats)
- Family history of sudden cardiac arrest at age <50

Any of these symptoms/warning signs that occur while exercising may necessitate further evaluation from your physician before returning to practice or a game.

What is the treatment for Sudden Cardiac Arrest?

- Time is critical and an immediate response is vital
- CALL 911
- Begin CPR
- Use an Automated External Defibrillator (AED)

What are ways to screen for Sudden Cardiac Arrest?

- The American Heart Association recommends a pre-participation history and physical including 12 important cardiac elements.

Personal History:

- Chest pain/discomfort upon exertion
- Unexplained fainting or near-fainting
- Excessive and unexplained fatigue associated with exercise
- Heart murmur
- High blood pressure

Family History:

- o One or more relatives who died of heart disease (sudden/unexpected or otherwise) before age 50
- o Close relative under age 50 with disability from heart disease
- o Specific knowledge of certain cardiac conditions in family members: hypertrophic or dilated cardiomyopathy in which the heart cavity or wall becomes enlarged, long QT syndrome which affects the heart's electrical rhythm, Marfan syndrome in which the walls of the heart's major arteries are weakened, or clinically important arrhythmias or heart rhythms.

Physical Examination:

- o Heart murmur
 - o Femoral pulses to exclude narrowing of the aorta
 - o Physical appearance of Marfan syndrome
 - o Brachial artery blood pressure (taken in a sitting position)
- The Pre-Participation Physical Evaluation-Medical History form includes all 12 of these important cardiac elements and is mandatory annually.
 - Additional screening using an electrocardiogram and/or an echocardiogram can be scheduled through your family physician.

What can I do to avoid cardiac arrest?

- A healthy diet, including fruits and vegetables, and avoiding foods high in saturated fat and sodium will help. You should also avoid drinks high in sugar, such as soda and energy drinks. There is no better fluid replacement than water to avoid or combat dehydration.
- Energy drinks will increase the heart rate, so you should always avoid drinking anything that promotes an effect of increased energy.
- Daily exercise is also recommended to maintain a healthy heart. There is no better way to avoid a cardiac event than to be knowledgeable in your own family history, and live a healthy lifestyle that promotes good heart health.

GREAT EXPECTATIONS PROPOSAL

2023-2024 SCHOOL YEAR



Site Plan and Focus

The focus areas can and will be adjusted as the year progresses, as needs arise or as practices with fidelity become implemented.

North Elementary-2 Coaching Days

Focus-Maintain Model Status

-Practice #2, 3, 4, 5, 7, 8, 10, 15, and 16

North Intermediate-2 Coaching Days

Focus- Maintain Model Status

-Practice #2, 3, 4, 5, 7, 8, 10, 15 and 16

East Elementary-2 Coaching Days

Focus-Maintain Model Status

-Practice #2, 3, 4, 5, 7, 8, 15, and 16

East Intermediate-2 Coaching Days

Focus-Maintain Model Status

-Practice #2, 3, 4, 5, 7, 8, 15, and 16

Central Elementary-2 Coaching Days

Focus-Maintain Model Status

-Practice #2, 3, 4, 5, 7, 8, 15, and 16

Central Intermediate-2 Coaching Days

Focus-Maintain Model Status

-Practice #1, 2, 3, 4, 5, 7, 8, 10, 15, and 16

West Intermediate-2 Coaching Days

Focus-Maintain Model Status

-Practice #2, 3, 4, 5, 7, 8, 15 and 16

West Elementary-2 Coaching Days

Focus-Maintain Model Status

-Practice #2, 3, 4, 5, 7, 8, 15, and 16

Middle School-6 Coaching Days

Focus-Maintain Model Status

-Visit another Model School

-Practice #1, 2, 3, 4, 5, 8, 10, 12, 13, and 15

Ninth Grade Center-2 Coaching Day

Focus-Maintain Model School Status

-Practice #1, 2, 4, 5, 7, 8, 9, 15 and 16

Alternative Academy-1 Coaching Days

Focus-Achieve Model Status

-Practice #1, 2, 5, 8, 9, 12, 13 and 15

High School-7 Coaching

Focus-Maintain Model Status

-Practice #1, 2, 8, 9, 12, 13, and 15

Coaching Days

District-15

GE-15

Total-30 days for \$22500.00

Option: Mr. Pierce will be available to train principals during the school year if needed.

The coaching days we have proposed are support for this journey to help empower the principals in leading their site and the teachers in successfully implementing the 17 practices. Mr. Pierce is a resource for them to help with issues as they move forward. Capitalizing on the strong leadership while utilizing the GE knowledge of Mr. Pierce will help us to reach the goal for each building.

At or before the end of the first semester, Mr. Pierce will present to DST the progress at each site. This will serve as a mid-year check to see what we have accomplished and what is needed for second semester.

Daybreak Family Services

LETTER OF AGREEMENT

This agreement dated June 26, 2023, is entered into between Daybreak Family Services and Bixby Public Schools. This letter of agreement is for the period of July 1, 2023 through June 30, 2024 and may be renewable annually with consent of both parties. It is agreed by both parties that Daybreak Family Services will provide School Based Counseling and Mental Health Services as listed in this agreement.

The purpose of this agreement is to provide for greater parent/student/teacher access to quality counseling, therapy, and mental health services in the Bixby Public School Community. Daybreak Family Services will be serving the following schools:

Central Elementary/Intermediate
East Elementary/Intermediate
North Elementary/Intermediate
West Elementary/Intermediate
Bixby Middle School/ Bixby Alternative School
Bixby High School/9th grade Center

SERVICES PROVIDED BY DAYBREAK FAMILY SERVICES

Daybreak Family Services will provide the following services and resources to students at the above listed Schools:

- A minimum of one full-time licensed or license eligible therapist to provide individual and group therapy. Daybreak Family Services may start a new school with a therapist three days a week until referrals increase enough to justify full time hours at the school.
- Daybreak Family Services staff will be available during each school day to assist teachers with any crises or stressful events that need intervention (as approved by the site administrator/counselor).
- Daybreak Family Services will bill eligible Medicaid students for all services provided.
- Daybreak Family Services will provide a parenting class once a month when requested.
- Daybreak Family Services will provide pro bono services to students who do not have Medicaid or a financial resource to pay for services. Students who are in this situation will be allowed to participate in groups and each therapist, or therapist intern, will be able to see 2 students per week in individual sessions on a pro bono basis.
- Daybreak Family Services has extensive support staff who will assist the therapist on site providing services. Daybreak Family Services has an Electronic Medical Records system (ThinkHealth) and all staff have

access to supervision through direct access to our Senior Director and Executive Director.

- Daybreak Family Services encourages family involvement in the therapy process and will make every effort to include families in counseling.
- Daybreak Family Services staff will go to students' homes in the evening to meet with family members when necessary.

Bixby School District agrees to provide the following:

- Referral of students needing school-based services to Daybreak Family Services staff.
- Access to a space to provide individual therapy, family therapy and group services in the school.
- Internet access for staff to connect to Daybreak Family Services' remote desktop electronic records.
- Access to on site computers

Service Fees for Program Services

- The primary payor source for services provided by Daybreak Family Services will be Medicaid and will not be any cost to the parents of students
- In the event that any student requires a level of care beyond the services available in the above identified program, and provided, with the consent and approval of the student's parent/guardian, outside of the above identified program, including but not limited to, inpatient, residential, or other outpatient care, Daybreak Family Services may bill the student's parents/guardians or relevant third party payer. Furthermore, Daybreak Family Services shall advise the parent/guardians in advance that any care agreed to by them outside of the program identified above shall be at their own expense and/or billed to their insurance carrier and/or Medicaid, if applicable.
- Daybreak Family Services will not advise parents/guardians to seek reimbursement from Bixby Public Schools for services authorized by the parent and provided by Daybreak Family Services.

Representation for all Services

- Bixby Public Schools and Daybreak Family Services agree to assign specific staff members the primary responsibility for administrative activities related to this agreement, identified herein as:
 - Lydia Wilson Bixby Public Schools
 - Rebekah Taylor Daybreak Family Services

Insurance

- Prior to the commencement of services under this agreement, Daybreak Family Services agrees to maintain general liability insurance coverage in minimum amounts of Twenty-Five Thousand Dollars (\$25,000.00) for property damage, and Four Million Dollars (\$4,000,000.00) for bodily injury arising out of any single occurrence. Daybreak Family Services also agrees to carry Professional Liability insurance in the amount of \$4,000,000. Daybreak Family Services shall give at least ten (10) days notice to Bixby Public Schools before cancellation of any coverage for any reason. Daybreak Family Services agrees to maintain liability coverage in force during the entire term of this agreement.

Hold Harmless

- Daybreak Family Services will not hold Bixby Public Schools responsible for actions of Daybreak Family Services employees or clients, which result in loss or damages whether action is unintended, negligent or intended. Similarly, Bixby Public Schools will not hold Daybreak Family Services responsible for actions of Bixby Public Schools staff or any student, whether or not approved for Daybreak Family Services program or parents of any student or any other person over which Daybreak Family Services has no supervision or control which results in loss or damages whether such action resulting in loss or damages, is unintended, negligent or intended.

In the event of any disagreement as to the administration of the project, the matter will be resolved by the designated Administrators as referenced in this document.

BIXBY PUBLIC SCHOOLS:

BOARD OF EDUCATION

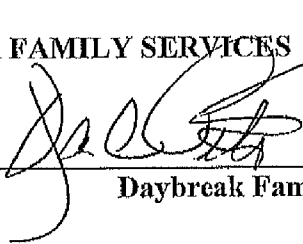
BY: _____
President

Subscribed and sworn before me this the _____ day of _____, 2023.

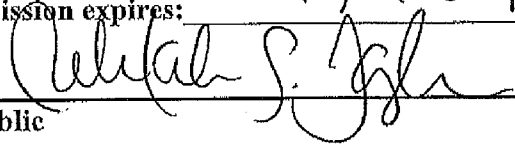
My Commission expires: _____

Notary Public

DAYBREAK FAMILY SERVICES

By: 
Daybreak Family Services

Subscribed and sworn before me this the 13th day of June, 2023.

My Commission expires: August 20th, 2024

Notary Public

REBEKAH TAYLOR
Notary Public - State of Oklahoma
Commission Number 20010196
My Commission Expires Aug 20, 2024

7/25/22 - email

CLINICAL ROTATION AGREEMENT

between

BIXBY PUBLIC SCHOOLS

and

THE UNIVERSITY OF TULSA

THIS AGREEMENT is made and entered into as of **July 1, 2022**, between **The University of Tulsa** (the "School"), and **Bixby Public Schools**, an Oklahoma corporation which owns and operates Bixby Public Schools (the "Facility").

1. Clinical Rotations. The School shall arrange clinical rotation experience ("Clinical Rotations") for nursing students ("Students") at the Facility. The School and the Facility shall mutually determine the scope of the Clinical Rotation programs, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

2. Term. The term of this Agreement shall be for the period of the Clinical Rotations, approximately three (3) years, commencing July 1, 2022, and ending June 30, 2025, unless terminated earlier as provided in this Agreement. Notification by a party of its intent not to renew shall not affect students currently enrolled and participating in Clinical Rotations.

3. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the "Clinical Instructor") to serve as the coordinator for the Clinical Rotations to work directly with Facility personnel and coordinate all the activities of Students.

b. The School shall designate one or more of its instructors or faculty members ("Instructors") to instruct and supervise Students during the Clinical Rotations.

c. The School shall provide a roster of the names of the Clinical Instructors, Instructors and Students (the "Roster"), along with a rotation schedule, to the coordinator at the Facility before the Clinical Rotations begin.

d. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) negative PPD or chest x-ray; (iii) MMR vaccination(s) or positive titer(s); (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician's designee; (v) influenza vaccination or waiver, (vi) tdap immunization, and (vii) a background check.

e. The School shall require that each Student and Instructor before beginning the Clinical Rotations have current CPR certification that meets standards acceptable to the Facility.

f. The School shall instruct Students that they are not permitted to accept orders from physicians or other health care professional in person or by telephone or call a physician or physician's office to obtain an order.

g. The School shall require Students to have transportation to and from the Facility, to arrive and depart promptly, and to park in areas designated by the Facility.

h. The School shall be responsible for all actions, activities and affairs of Students, the Clinical Instructor and all Instructors during the Clinical Rotations to the extent required by law.

i. The School shall be responsible for planning and implementing the educational program, including administration, programming, curriculum content, books and materials, faculty appointments, eligibility and admission criteria, Student selection, matriculation, promotion, graduation, Student performance evaluation, Instructor performance evaluation, references and all academic aspects of the Clinical Rotation programs.

4. Responsibilities of the Facility.

a. The Facility shall designate a Facility employee to serve as its coordinator (the "Facility Coordinator") for the Clinical Rotations and to work directly with the Clinical Instructor and Instructors to plan and coordinate the Clinical Rotations. The Facility may also designate one or more employees to serve as Clinical Instructors.

b. The Facility shall provide the Clinical Instructor with copies of the Facility's policies, rules, regulations and procedures that are applicable to Students' and Instructors' participation in the Clinical Rotations.

c. The Facility shall provide an orientation to the Clinical Instructor that includes a tour of the Facility and addresses any facilities or procedures of a particular Facility department pertinent to the Clinical Rotations.

d. The Facility shall permit Students and Instructors to assist in the provision of nursing or other ancillary health care services to Facility patients, but the Facility may restrict their activities, including any patient care activities, at the Facility.

e. The Facility shall provide parking in designated areas for Students and Instructors.

f. The Facility shall permit the School and its accreditation agencies to visit, tour and inspect the Facility's facilities and records relating to the Clinical Rotations on reasonable notice during the Facility administration's regular business hours, subject to requirements of

patient confidentiality, legal compliance requirements of the Facility, and minimizing disruption or interference with Facility operations, including patient care activities.

g. The Facility shall make its classrooms, conference rooms and library facilities available to the School for the Clinical Rotations, without charge, subject to availability and Facility policies regarding use of its facilities.

h. The Facility shall make available emergency care and treatment to Students and Instructors, as necessary, subject to its usual charges.

5. Conflicts and Removal of Students or Instructors. If a conflict arises between an employee of the Facility, on the one hand, and an Instructor or Student, on the other, the Clinical Instructor and Facility Coordinator shall intervene in an attempt to resolve the matter. The Facility may require that the School immediately remove a Student or Instructor from a Clinical Rotation when the Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, or poses a threat to the health, safety or welfare of a patient, employee or any other person.

6. Representations and Warranties of the School. The School represents and warrants to, and covenants with, the Facility as follows:

a. Each Student is currently enrolled at the School. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Clinical Rotation; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Clinical Rotation.

b. Students are required to wear uniforms with name badges issued by the School, be well-groomed and make a neat appearance while at the Facility.

c. A Student may perform duties and procedures for which he or she has been prepared academically, but not any others.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who is not competent or qualified to participate in the Clinical Rotation.

e. The Instructors are duly licensed to practice nursing in Oklahoma; the license of each Instructor is unrestricted; and each Instructor must keep his or her license current, in good standing and unrestricted during the entire term of this Agreement.

f. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Clinical Rotations and any services required of them under this Agreement.

g. The School has provided the Clinical Instructor, Instructors and Students with training on the Facility's policies and procedures with respect to protected health information

that is necessary and appropriate for them to carry out the activities contemplated by this Agreement as required by applicable provisions of the Health Information Portability and Accountability Act of 1996 and regulations.

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students and Instructors is true and correct in all respects.

j. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties become inaccurate in any way, the School shall immediately notify the Facility.

7. Employees of the School. Other than any Facility employee designated as an Instructor as permitted in this Agreement, the School, and not the Facility, is the employer of the Instructors and Clinical Instructors. The School shall be responsible for (a) the compensation and benefits payable and made available to the Instructors and Clinical Instructors, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law.

8. Insurance Coverage.

a. Institutions That Are Not State-Operated. This provision is applicable to Schools that are not owned and operated by the State of Oklahoma. During the term of this Agreement, the School shall continuously maintain for itself and for Students and Instructors professional liability insurance in the minimum amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate, and with such coverages as may be acceptable to the Facility. Upon request, the School shall provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility immediately if any adverse change in coverage occurs for any reason. The policy shall provide that it may not be cancelled or terminated without giving the Facility at least 30 days advance notice of cancellation or termination. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement.

9. Termination.

a. Termination for Cause. The Facility may immediately terminate this Agreement for cause upon notice to the School upon the occurrence of any of the following events: (i) the failure of the School to maintain insurance coverage as required by this Agreement; or (ii) the School fails to bar a Student from participating in a Clinical Rotation after the Facility has informed the School to remove a Student for reasons permitted under this Agreement.

b. Termination for Material Breach. If either party defaults by the failure to comply in all material respects with the terms of this Agreement, the other party may terminate this Agreement by giving at least 30 days prior written notice to the defaulting party, specifying in

reasonable detail the nature of the default, unless the defaulting party remedies the default within the 30 day period. This provision shall not constitute an election of remedies by either party, and each party shall have and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.

10. Responsibility for Actions. Each party shall be responsible for its own acts and omission and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands, actions, costs expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. If the School is an agency or institution of the State of Oklahoma, the School's liability shall be governed by the Oklahoma Governmental Tort Claims Act.

11. Disclaimer of Intent to Become Partners. The Facility and the School shall not by virtue of this Agreement be deemed to be partners or joint venturers. Neither party shall incur any financial obligation on behalf of the other.

12. Notices. Any and all notices, consents or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

13. Confidentiality. The School shall, and the School must require Clinical Instructors, Instructors and Students to, keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the School or any of the Students, or (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority. The School, Clinical Instructors, Instructors and Students shall not use such information except as required to provide patient care services in the Clinical Rotations.

14. HIPAA Compliance.

a. The School must, and the School shall require the Clinical Instructors, Instructors and Students to, appropriately safeguard the protected health information of patients, in accordance with applicable provisions of the Health Insurance Portability and Accountability Act of 1996, as it may be amended from time to time ("HIPAA") and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

b. With respect to information obtained or received from the Facility, the School shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use or disclosure of the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which the School becomes aware; and (iv) require that any agents, including a subcontractor, to whom the School provides protected health information received from, or created or received by the School on

behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information.

15. FERPA. In the course of this Agreement, the Parties may have access to records of the other Party that are "education records" as defined by and protected under the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, et seq., and the regulations promulgated there under ("FERPA"). Such records are confidential. To the extent that the Parties or its personnel have access to "education records" under this Agreement, they are deemed a "school official," as each of these terms are defined under FERPA. The Parties agree not to use education records for any purpose other than in the performance of this Agreement. Except as required by law, neither Party will disclose or share education records with any third party unless permitted by the terms of this Agreement.

16. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Facility shall remain the sole property of the Facility.

17. Non-Discrimination. Except to the extent permitted by law, the Facility, the School, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. Seq.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis of, race, color, creed, sex, age, religion, national origin, disability or veteran's status; that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C. Section 4212.

18. Facility Policies and Procedures. The School shall, and the School must require Instructors and Students to, comply with the policies, rules, and regulations of the Facility as provided to the School by the Facility.

19. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

20. No Assignment. Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

21. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors and permitted assigns.

22. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

23. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive of any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or the School to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

24. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

25. Entire Agreement. This Agreement constitutes the entire understanding and agreement of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

SCHOOL:

The University of Tulsa



By _____

Robin Ploeger, Dean
Oxley College of Health Sciences
1215 S. Boulder Ave., 5th floor
Tulsa, OK 74119

Email: robin-ploeger@utulsa.edu

By Bill Buron 05/23/2022

Bill Buron, Director
School of Nursing
Oxley College of Health Sciences
1215 S. Boulder Ave., 5th floor
Tulsa, OK 74119

Email: bill-buron@utulsa.edu

FACILITY:

Bixby Public Schools

By *Lydia A. Wilson*
Lydia Wilson
Associate Superintendent

Address:
109 N. Armstrong
Bixby, OK 74008
Email: lwilson@bixbyps.org

enald 7/25/22

CLINICAL ROTATION AGREEMENT

Between

BIXBY PUBLIC SCHOOLS

And

THE UNIVERSITY OF TULSA

THIS AGREEMENT is made and entered into as of July 1, 2022 between **The University of Tulsa** (“the School”), and **BIXBY PUBLIC SCHOOLS**, an Oklahoma corporation (“the Facility”).

1. Clinical Rotations. The School shall arrange clinical rotation experience (“Clinical Rotations”) for athletic training and exercise and sports science students (“Students”) at the Facility. The School and the Facility shall mutually determine the scope of the Clinical Rotation programs, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

2. Term. The term of this Agreement shall be for the period of the Clinical Rotations, approximately three (3) years, commencing July 1, 2022 ending June 30, 2025, unless terminated earlier as provided in this Agreement. Notification by a party of its intent not to renew shall not affect students currently enrolled and participating in Clinical Rotations.

3. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the “Clinical Instructor”) to serve as the coordinator for the Clinical Rotations to work directly with Facility personnel and coordinate all the activities of Students.

b. The School shall designate one or more of its instructors or faculty members (“Instructors”) to instruct and supervise Students during the Clinical Rotations.

c. The School shall provide a roster of the names of the Clinical Instructors, Instructors and Students (the “Roster”), along with a rotation schedule, to the coordinator at the Facility before the Clinical Rotations begin.

d. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver) or proof of immunity; (ii) negative PPD or chest x-ray within the past year; (iii) MMR vaccination(s) or positive titer(s); (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician’s designee; and (v) influenza vaccination or waiver, and (vi) a background check.

e. The School shall require that each Student and Instructor before beginning the Clinical Rotations have current CPR certification that meets standards acceptable to the Facility.

f. The School shall instruct Students that they are not permitted to accept orders from physicians or other health care professional in person or by telephone or call a physician or physician's office to obtain an order.

g. The School shall require Students to have transportation to and from the Facility, to arrive and depart promptly, and to park in areas designated by the Facility.

h. The School shall be responsible for planning and implementing the educational program, including administration, programming, curriculum content, books and materials, faculty appointments, eligibility and admission criteria, Student selection, matriculation, promotion, graduation, Student performance evaluation, Instructor performance evaluation, references and all academic aspects of the Clinical Rotation programs.

4. Responsibilities of the Facility.

a. The Facility shall designate a Facility employee to serve as its coordinator (the "Facility Coordinator") for the Clinical Rotations and to work directly with the Clinical Instructor and Instructors to plan and coordinate the Clinical Rotations. The Facility may also designate one or more employees to serve as Clinical Instructors.

b. The Facility shall provide the Clinical Instructor with copies of the Facility's policies, rules, regulations and procedures that are applicable to Students' and Instructors' participation in the Clinical Rotations.

c. The Facility shall provide an orientation to the Clinical Instructor that includes a tour of the Facility and addresses any facilities or procedures of a particular Facility department pertinent to the Clinical Rotations.

d. The Facility shall permit Students and Instructors to assist in the provision of other ancillary health care services to Facility patients, but the Facility may restrict their activities, including any patient care activities, at the Facility.

e. The Facility shall provide parking in designated areas for Students and Instructors.

f. The Facility shall permit the School and its accreditation agencies to visit, tour and inspect the Facility's facilities and records relating to the Clinical Rotations on reasonable notice during the Facility administration's regular business hours, subject to requirements of patient confidentiality, legal compliance requirements of the Facility, and minimizing disruption or interference with Facility operations, including patient care activities.

g. The Facility shall make its classrooms, conference rooms and library facilities available to the School for the Clinical Rotations, without charge, subject to availability and Facility policies regarding use of its facilities.

h. The Facility shall make available emergency care and treatment to Students and Instructors, as necessary, subject to its usual charges.

5. Conflicts and Removal of Students or Instructors. If a conflict arises between an employee of the Facility, on the one hand, and an Instructor or Student, on the other, the Clinical Instructor and Facility Coordinator shall intervene in an attempt to resolve the matter. The Facility may require that the School immediately remove a Student or Instructor from a Clinical Rotation when the Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, or poses a threat to the health, safety or welfare of a patient, employee or any other person.

6. Representations and Warranties of the School. The School represents and warrants to, and covenants with, the Facility as follows:

a. Each Student is currently enrolled at the School. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Clinical Rotation; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Clinical Rotation.

b. Students are required to wear designated professional attire with name badges issued by the School, be well-groomed and make a neat appearance while at the Facility.

c. A Student may perform duties and procedures for which he or she has been prepared academically, but not any others.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who is not competent or qualified to participate in the Clinical Rotation.

e. The Instructors are duly licensed or credentialed to practice in Oklahoma; the license or credential of each Instructor is unrestricted; and each Instructor must keep his or her license or credential current, in good standing and unrestricted during the entire term of this Agreement.

f. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Clinical Rotations and any services required of them under this Agreement.

g. The School has provided the Clinical Instructor, Instructors and Students with training on the Facility's policies and procedures with respect to protected health information that is necessary and appropriate for them to carry out the activities contemplated by this Agreement

as required by applicable provisions of the Health Information Portability and Accountability Act of 1996 and regulations.

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students and Instructors is true and correct in all respects.

j. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties become inaccurate in any way, the School shall immediately notify the Facility.

7. Employees of the School. Other than any Facility employee designated as an Instructor as permitted in this Agreement, the School, and not the Facility, is the employer of the Instructors and Clinical Instructors. The School shall be responsible for (a) the compensation and benefits payable and made available to the Instructors and Clinical Instructors, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law.

8. Insurance Coverage.

a. Institutions That Are Not State-Operated. This provision is applicable to Schools that are not owned and operated by the State of Oklahoma. During the term of this Agreement, the School shall continuously maintain for itself and for Students and Instructors professional liability insurance in the minimum amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate, and with such coverages as may be acceptable to the Facility. Upon request, the School shall provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility immediately if any adverse change in coverage occurs for any reason. The policy shall provide that it may not be cancelled or terminated without giving the Facility at least 30 days advance notice of cancellation or termination. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement.

9. Termination.

a. Termination for Cause. The Facility may immediately terminate this Agreement for cause upon notice to the School upon the occurrence of any of the following events: (i) the failure of the School to maintain insurance coverage as required by this Agreement; or (ii) the School fails to bar a Student from participating in a Clinical Rotation after the Facility has informed the School to remove a Student for reasons permitted under this Agreement.

b. Termination for Material Breach. If either party defaults by the failure to comply in all material respects with the terms of this Agreement, the other party may terminate this Agreement by giving at least 30 days prior written notice to the defaulting party, specifying in reasonable detail the nature of the default, unless the defaulting party remedies the default within the 30 day period. This provision shall not constitute an election of remedies by either party, and each party shall have

and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.

10. Responsibility for Actions. Each party shall be responsible for its own acts and omission and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands, actions, costs expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. If the School is an agency or institution of the State of Oklahoma, the School's liability shall be governed by the Oklahoma Governmental Tort Claims Act.

11. Disclaimer of Intent to Become Partners. The Facility and the School shall not by virtue of this Agreement be deemed to be partners or joint venturers. Neither party shall incur any financial obligation on behalf of the other.

12. Notices. Any and all notices, consents or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

13. Confidentiality. The School shall, and the School must require Clinical Instructors, Instructors and Students to, keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the School or any of the Students, or (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority. The School, Clinical Instructors, Instructors and Students shall not use such information except as required to provide patient care services in the Clinical Rotations.

14. HIPAA Compliance.

a. The School must, and the School shall require the Clinical Instructors, Instructors and Students to, appropriately safeguard the protected health information of patients, in accordance with applicable provisions of the Health Insurance Portability and Accountability Act of 1996, as it may be amended from time to time ("HIPAA") and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

b. With respect to information obtained or received from the Facility, the School shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use or disclosure of the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which the School becomes aware; and (iv) require that any agents, including a subcontractor, to whom the School provides protected health information received from, or created or received by the School on behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information

15. FERPA. In the course of this Agreement, the Provider Institution may have access to records of the COLLEGE that are “education records” as defined by and protected under the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, et seq., and the regulations promulgated there under (“FERPA”). Such records are confidential. To the extent that the Provider Institution or its personnel have access to “education records” under this Agreement, they are deemed a “school official,” as each of these terms are defined under FERPA. The Provider Institution agrees not to use education records for any purpose other than in the performance of this Agreement. Except as required by law, the Provider Institution will not disclose or share education records with any third party unless permitted by the terms of this Agreement.

16. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Facility shall remain the sole property of the Facility.

17. Non-Discrimination. Except to the extent permitted by law, the Facility, the School, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran’s status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. Seq.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis of, race, color, creed, sex, age, religion, national origin, disability or veteran’s status; that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran’s Assistance Act of 1974, 38 U.S.C. Section 4212.

18. Facility Policies and Procedures. The School shall, and the School must require Instructors and Students to, comply with the policies, rules, and regulations of the Facility as provided to the School by the Facility.

19. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

20. No Assignment. Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

21. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors and permitted assigns.

22. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

23. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive of any other right or remedy. Each and every

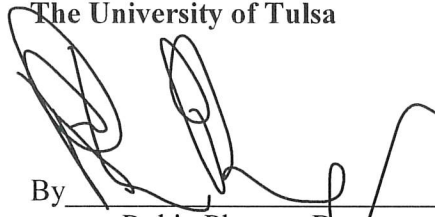
right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or the School to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

24. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

25. Entire Agreement. This Agreement constitutes the entire understanding and agreement of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

SCHOOL:

The University of Tulsa

A handwritten signature in black ink, appearing to read 'Robin Ploeger', written over a horizontal line.

By _____
Robin Ploeger, Dean
Oxley College of Health Sciences
1215 S. Boulder Ave., 5th floor
Tulsa, OK 74119

Email: robin-ploeger@utulsa.edu

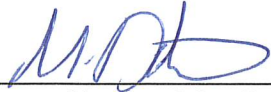
By *Eric Wickel*

By _____
Eric Wickel, Department Chair
Kinesiology and Rehabilitative Sciences
1215 S. Boulder Ave., 5th floor
Tulsa, OK 74119

Email: eric-wickel@utulsa.edu

FACILITY:

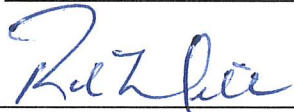
Bixby High School

By: 

Person Signing: Matt Dotson
Title: Board of Education, President

Address: 109 N. Armstrong
Bixby, OK 74008

Email: mdotson@bixbyps.org

By: 

Person Signing: Rob Miller
Title: Superintendent

Address: 109 N. Armstrong
Bixby, OK 74008

Email: rmiller@bixbyps.org

LUTHER COLLEGE

Memorandum of Understanding 2023 – 2024

Bixby PSD (OK)

This memorandum of understanding is made and entered into between Luther College, Education Department, 700 College Drive, Decorah, Iowa 52101 and Bixby PSD (OK), Secondary Curriculum and Instruction, 109 N Armstrong, Bixby, OK 74008.

PROVISIONS:

1. Luther College and Bixby PSD (OK) agree to participate, if placements are available in the district, in a clinical field experience program, which includes, but is not limited to student teaching, student observations, and other field experiences.
2. Luther College will provide supervision, by one or more Luther faculty member(s) or a credentialed specialist in education, for students participating in clinical field experiences that are placed in Bixby PSD (OK).
3. Student teachers and other field experience enrollees of the Luther College Education Department are to comply with all the contracted school district's rules, regulations, and policies. Termination or change in assignment will be the option of Bixby PSD (OK), as well as the option of Luther College, should circumstances warrant such an action.
4. Cooperating teachers must have at least three years of teaching experience in the appropriate subject area and grade level. It may not be their first year in their current assignment/building.
5. Luther College's clinical field experience program requires all students to be screened for any history of criminal behavior. Students are required to follow the guidelines set by Bixby PSD (OK) for this process.

- Bixby PSD (OK) has a system in place by which the student can complete this requirement.
- Bixby PSD (OK) requires Luther College to process a National background check for the student. The student will be required to pay the processing fee and submit the completed report to Bixby PSD (OK). This background check will include:

- National Sex Offender Registry
- National Criminal Database
- Criminal Search – County
- ID Trace Pro

6. Bixby PSD (OK) and Luther College agree to provide equal educational opportunities and equal access to facilities for all qualified persons. To not discriminate in employment, educational programs, and activities on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal or state law. This commitment includes the provision of a campus environment that is free from discrimination and harassment. The college will not tolerate any form of illegal discrimination or harassment and will not condone any actions or words that constitute such.

7. In gratitude, Luther College pays cooperating teachers a stipend for each student placed in a clinical field experience. Payment is to be made at the end of each semester after the Luther College Education Department receives the completed assessments (2 observation feedback reports; 2 evaluations) from the cooperating teacher. Payment for a student teacher who has withdrawn prior to the middle of the placement shall be one-half of the normal reimbursement with payment to be made at the end of the period.

- January Term beginning practicum (EDUC 185 & EDUC 215) - \$75
- January Term developing practicum (Methods) - \$100
- Student teaching
 - 4 weeks - \$100
 - 7-10 weeks - \$175

Luther College will send the stipend payment to the cooperating teacher's home address unless the box below is checked.

Please check here if Bixby PSD (OK) **requires** cooperating teacher's stipend payments to be sent directly to the District instead of the cooperating teacher.

Printed Name: _____ Title: _____
Representative, Bixby PSD (OK)

Signature: _____ Date: _____
Representative, Bixby PSD (OK)

Signature: Elliott D Johnson Date: 4/20/2023
Department Chair, Luther College Education Department

MEMORANDUM OF UNDERSTANDING
for
CLINICAL/FIELDWORK/PRACTICUM EDUCATION

THIS AGREEMENT, made and entered into on this _____ day of _____, 2023, by and between **MARYVILLE UNIVERSITY**, a non-profit corporation, hereafter referred to as “**Maryville**,” and “_____,” hereafter referred to as “**Facility**,”

WITNESSETH:

WHEREAS, Maryville University has a College of Health Professions on its campus and is desirous of obtaining education experiences for students enrolled in the Physical Therapy, Occupational Therapy, Communication Sciences and Disorders Program and/or Speech Language Pathology Program and is desirous of cooperating with the Facility in establishing a Clinical Education, Fieldwork Educational Program, or Clinical Practicum (“Educational Program”) for the benefit of Maryville students as well as for the benefit of the Facility, and,

WHEREAS, the Facility is desirous of establishing an Educational Program and of obtaining the educational and practical benefits to be derived from the carrying out of such a program and desires to cooperate with Maryville in this respect,

NOW, THEREFORE, in consideration of the mutual benefits to be derived by Maryville and the Facility, the parties do hereby agree as follows:

MARYVILLE UNIVERSITY College of Health Professions agrees that it will:

1. Designate as Director of Clinical Education, Academic Fieldwork Coordinator, or Practicum/Externship Supervisor (“School Coordinator”) a fully qualified faculty member who will be charged with the responsibility of coordinating all activities between Maryville and the Facility and shall render all necessary assistance to the Facility with respect to any problems arising in the area of the Educational Program.
2. At the request of the Facility, provide an honorary, non-compensated adjunct faculty appointment as a Clinical Instructor, Center Coordinator of Clinical Education, Fieldwork Educator, Center Coordinator of Fieldwork Education, or Clinical Supervisor, (“Facility Coordinator”) to employees of the Facility engaged in the Educational Program for the Maryville University College of Health Professions. Such appointment shall not create an employment or agency relationship between the employees of the Facility and Maryville.
3. Through its School Coordinator, designate students to participate in the Educational Program at the Facility for the period of time agreed upon by the Facility and Maryville.
4. Provide the Facility Coordinator, if determined by Maryville as having a legitimate educational interest in such information, with previous academic experiences of students for the purpose of planning and implementing the educational experiences for the students in the Educational Program.

5. Provide the Facility Coordinator with an orientation regarding evaluation procedures and forms utilized in rating student performance.
6. Obtain and maintain the following categories of records on all students assigned to the Facility:
 - completed physical examinations
 - immunity to Measles/Rubella, Mumps, Rubella, and Tetanus/Diphtheria/Pertussis (Tdap), Polio, Varicella or Positive Varicella Titer and Hepatitis B (a Hepatitis B declination statement is acceptable in lieu of immunization)
 - TB-Tuberculin PPD test (documented 2-step initially, then annual)
 - annual flu vaccine
 - CPR and First Aid Certification
 - criminal background checks and urine drug screening records
 - verification of health insurance to cover injuries that students may incur while engaged in the Educational Program at the Facility
 - nicotine screening, if required by Facility
 - Signed release of information forms to allow Criminal Record Background Check, Urine Drug Screen, health and other pertinent data to be provided to the Educational Program and to the Facility.
7. Assure that all students have liability insurance in the amount of two million dollars (\$2,000,000) per occurrence and four million dollars (\$4,000,000) annual aggregate. Said coverage is to remain in full force and effect at all times, both present and future, relevant to the Agreement. Maryville shall furnish the Facility with a certification with respect to said insurance, which certificate shall contain a statement of the extent and nature of the liability coverage. Such insurance will not be cancelled or materially altered unless the Facility is notified in writing thirty days prior to such action. A decrease in the limits outlined above, unless approved by the Facility, will require termination of this Agreement.
8. In consultation with the Facility Coordinator withdraw students from the Facility when it is determined that the students' performance or health is detrimental to the Facility's health care responsibilities.

Facility agrees that it will:

1. Make facilities available for the Educational Program that provide for the learning experiences of students, as determined by the School Coordinator in collaboration with the Facility Coordinator.
2. Appoint qualified personnel to supervise assigned students for the Educational Program. The Facility Coordinator or designee will be available for meetings with the Maryville School Coordinator concerning the planning, implementation and evaluation of the student Educational Program as shall be necessary.
3. Ensure that the assigned students will participate in providing, under the direction of the Facility Coordinator but will not be solely responsible for, patient care and other therapy services rendered at the Facility as part of the students' experiences.

4. Conduct a complete orientation for students addressing the policies and procedures of the Facility as well as provide students with the necessary instructional material to be utilized during the Educational Program.
5. Provide access to emergency health services to students during the hours of their clinical assignment. The student assumes responsibility for any expenses incurred.
6. Notify School Coordinator immediately if a student's performance or health is unsatisfactory or detrimental to the Facility's health care responsibilities.
7. Complete evaluations of students' performance at such times as called for by Maryville University.
8. Provide assigned students with the opportunity to discuss their evaluations with the Facility Coordinator.

MARYVILLE UNIVERSITY COLLEGE OF HEALTH PROFESSIONS with FACILITY together agrees:

1. To mutually determine the number of students to be assigned to the Facility as part of the Educational Program.
2. Not to discriminate against any student in its assignments to the Educational Program based on race, color, gender, age, marital status, sexual orientation, religion, national origin, disability, Vietnam or disabled veteran status or any other characteristics protected by law.
3. To evaluate the experience offered, formulate plans and suggest changes for the succeeding year.
4. To determine administrative details of the Educational Program through conferences between the Facility Coordinator and the School Coordinator.
5. Maintain the confidentiality of personally identifiable student information as required by the Family Educational Rights and Privacy Act ("FERPA"). As such, each party agrees that it will not publicly disclose, other than to those individuals with a legitimate educational interest, personally identifiable student information. If either party has a question as to whether disclosure is permissible in a particular instance under FERPA, the party should consult with the other party for guidance.
6. That Maryville and the Facility are independent entities, and neither shall have, nor exercise, any control over the means, manner or method by which the other performs its obligations under this Agreement. Nothing in this Agreement is intended or shall be construed to create an agency relationship, employment relationship or joint venture between the parties. Furthermore, neither party intends for this Agreement to alter in any way their respective rights or their legal obligations to one another, the students assigned to the Facility or to any third party.
7. That the terms of this Agreement shall begin on the date first above specified and shall continue until such time as either party hereto terminates or modifies this Agreement by mutual written consent. Either party may terminate this Agreement for any reason by providing the nonterminating party with written notice at least ninety days prior to the desired termination date, or at any time mutually agreed upon by the parties. Notwithstanding the notice requirement, either party may terminate this

Agreement or remove a student from the Facility at any time if the terminating or removing party determines that the Educational Program is jeopardizing student safety or patient care.

- School will be responsible for instruction and administration of the students' academic education program. School will have the final responsibility for grading students.

IN WITNESS WHEREOF, the Parties hereto and the Director of the Physical Therapy, Occupational Therapy, Communication Sciences and Disorders Program and/or Speech Language Pathology Program at Maryville and the authorized party at the Facility have caused this Agreement to be executed on the day and year first above written.

MARYVILLE UNIVERSITY
650 Maryville University Drive
St. Louis, MO 63141

FACILITY NAME
Site Address
Site City, State Zip Code

Michelle Jenkins, PT, DHS
Dean
Myrtle E and Earl E Walker College of Health
Professions

Signature

Print Name/Title

Date: _____

Signature

Print Name/Title

Date: _____



15373 Innovation Drive, Suite 160
San Diego, CA 92128

Account Name	Bixby PS	Created Date	5/8/2023
Bill To	109 N Armstrong St Bixby, OK 74008	Quote Number	PJ-23050813790
		Current Term	11/30/2022
		Expiration Date	
		Revised Term	11/30/2023
		Expiration Date	

FIFTH AMENDMENT TO AGREEMENT

AMENDMENT TO AGREEMENT

Account Name listed as "the "District" and Peachjar, Inc. hereby agree to modify the Agreement between the parties (the "Agreement") as follows:

1. District and Peachjar mutually agree to extend the term of the Agreement for one year and update the Current Term Expiration Date to the Revised Term Expiration Date as shown above.
2. All other terms and conditions of the Agreement remain the same.

Agreed and acknowledged by the following Authorized Signers:

District	Peachjar, Inc.
Signature:	Signature:
Name: Lydia Wilson	Name:
Date:	Date:
Title: Associate Superintendent	Title:

Bixby Public Schools
Child Nutrition Services
118 North Armstrong
Bixby, Ok 74008

Memo

To: Mike Anthony, Chief Financial Officer

From: Helen Hurst, Child Nutrition Director

Date: July 13, 2023

Subject: Campus Smart/Prime Vendor

US Foods has been awarded the bid to the Campus Smart Bid for the school year 2022-2024—this is Edmond Schools' Prime Vendor Services bid and a clause has been written to allow other school districts to "piggy-back" on Edmond's contract. So, if effect, a school can receive the same pricing structure as Edmond. Some districts that are piggy-backing on this bid include: Stillwater, Ponca City, McAlester, Bristow, Krebs, to name a few. I believe there are several other districts, too. I recommend that our district piggybacks off of the Edmond Public Schools Prime Vendor Agreement with US Foods (RFP #21-30) for prime vendor services for SY2023-2024. This is a group purchasing effort that is being coordinated through the School Nutrition Association of Oklahoma.



EDMOND PUBLIC SCHOOLS

Empowering all students to succeed in a changing society

*Dan Lindsey
Director
Child Nutrition*

May 25, 2023

TO: Dr. Angela Grunewald
FROM: Dan Lindsey
RE: Recommendation to Renew CN Prime Vendor SY2023-24

Because USDA does not permit percentage-based fee structures, the vendor must make annual inflation-related adjustments. With annual adjustments, the vendor does not have to "overcharge" fees early in the contract to hedge against inflation.

US Foods has proposed a fee increase of \$.89/case for SY2023-24. The proposed increase would raise the estimated average case cost by 3%.

I recommend accepting the proposed fee increase and renewing the CN Prime Vendor contract (RFP# 21-30) with US Foods for the 2023-24 school year.

Please contact me if you have any questions.

Dan Lindsey

**US FOODS, Inc.
10211 N. 1-35 SERVICE RD.
OKLAHOMA CITY, OK 73131
(405) 475-4660**

EXTENSION AGREEMENT

THIS EXTENSION AGREEMENT is made and entered into by and between the Edmond Public School District, party of the first part, hereinafter termed "EPS", and US FOODS, Inc., party of the second part, hereinafter termed "Vendor."

WITNESSETH:

WHEREAS, the above named parties have previously executed and entered into a Contract for (RFP# 21-30) CN Prime Vendor with Piggyback Provision, dated: March 23, 2021, with an original term of July 1, 2021 through June 30, 2022; and

WHEREAS, said Contract for CN Prime Vendor with Piggyback Provision provides for annual extensions, and both parties have agreed to an extension; and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, the parties to this Contract have agreed, and hereby agree, as follows:

- 1. The term of this extension agreement shall be for the period July 1, 2023, through June 30, 2024.**
- 2. In consideration for goods and services performed under this Contract for CN Prime Vendor with Piggyback Provision, EPS agrees to pay Vendor the following amount:**

Actual cost (actual cost to the Vendor) of product plus a fixed fee for service per each case as per approved Fixed Fee per Case Schedule as stated in the contract and as amended from time to time.

- 3. Any new school districts or schools joining Campus Smart must be on boarded and approved by US Foods and Campus Smart by May 31st every school year. US Foods reserves the right to either onboard or refuse service to new school districts or schools after May 31, each year.**
- 4. US Foods may only give consideration to stocking new items if no comparable like item is available in inventory, and the product meets the program usage requirements.**
- 5. The terms of the Contract for CN Prime Vendor with Piggyback Provision will remain in full force and effect except as modified above.**

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed, in duplicate originals, the day and year first above written.

Party of the First Part

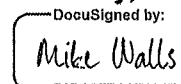
Edmond Public School District
1001 W. Danforth
Edmond, OK 73003

By: 
Angela Grunewald, Supt

Date: 06/06/2023

Party of the Second Part

US Foods, Inc.
10211 N. 1-35 Service Rd.
Oklahoma City, OK 73131

DocuSigned by:
By: 
Mike Walls, Vice President National Sales

Date: 6/12/2023

SECOND AMENDMENT TO PRIME VENDOR AGREEMENT

The Second Amendment to Prime Vendor Agreement ("the Second Amendment") is made and entered into as of July 01, 2023, between Edmond Public Schools (EPS) and US Foods, Inc. (US Foods) with reference to the following:

RECITALS

- A. EPS and US Foods entered into a Prime Vendor Agreement (RFP# 21-30) dated July 01, 2021 (the "Agreement").
- B. By means of this instrument, EPS and US Foods desire to amend the Agreement.

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, EPS and US Foods have agreed, and hereby agree, as follows:

- 1. Revised Fixed Fee per Case Schedule: See attached Fixed Fee per Case Schedule for SY2023-24, effective July 1, 2023.
- 2. Adoption of Agreement: The terms and conditions of the Agreement shall remain unchanged, and the Agreement shall remain in full force and effect, except as modified above.

IN WITNESS WHEREOF, Customer and US Foods have executed the Second Amendment as of the date set forth above.

CUSTOMER: Edmond Public Schools

By: Angela Grunewald Date: 06/06/2023
Name: Angela Grunewald,
Title: Supt

US FOODS: US Foods, Inc.

DocuSigned by:
By: Mike Walls Date: 6/12/2023
Name: Mike Walls
Title: Vice President National Sales

Premier's K-12 Food Product & Distribution Program:

Fee-Per-Case	2023-2024
Average Order Size	Fee Per Case
Less Than \$2,499	\$2.98
2,500 - 2,999	\$2.80
3,000 - 3,999	\$2.72
4,000 - 5,499	\$2.65
5,500 - 6,999	\$2.61
7,000 - 10,999	\$2.48
11,000 - 15,999	\$2.44
16,000+	\$2.34

The Fixed Fee-Per-Case schedule will be reviewed annually and adjusted for key inflationary factors that affect the Average Case Cost for K-12 Participating Members.

Bixby Public Schools
Child Nutrition Services
118 North Armstrong
Bixby, Ok 74008

Memo

To: Mike Anthony, Chief Financial Officer

From: Helen Hurst, Child Nutrition Director

Date: July 13, 2023

Subject: Contract Extension of Current Milk Vendor

As per the terms and conditions of the ***Invitation to Bid on Milk*** as follows:

“Awarded bid will be for the 2022-23 school year, beginning June 30, 2022 through July 31, 2023. Upon mutual agreement between School District and successful supplier, the bid and/or contract may be extended (renewed) for additional one-year periods beyond the awarded period, not to exceed a maximum of three one-year periods beyond the initial period, and provided that there are: (1) no material changes to the terms of the bid or services; (2) no material changes to the pricing, (3) no assignments of the changes in supplier's ownership; and (4) no negative changes in the supplier's performance. The supplier shall not assign the contract without the written approval of the district. If termination of the contract is required, notice will be given in April.”

Given the above terms and conditions, the previous Child Nutrition Director has recommended that the current contract with Hiland Dairy Foods be extended for the 2023-2024. This will be the second year of Hiland's contract extension. Hiland Dairy Foods has provided updated pricing for the 2023-2024 school year (see attached letter).



16124 E. Marshall St. • Tulsa, Oklahoma • 74116 • (918) 437-1344

June 8, 2023
Bixby Public Schools
109 N Armstrong
Bixby, OK 74008

Per your request, Hiland Dairy would like to submit the following prices as a continuation of service for the 2023-2024 school year. Please refer to attached pricing. Attached is the pricing with any adjustments.

These prices are escalating/de-escalating. Please see attached clause for monthly cost Adjustment factors.

We look forward to continue to service you in this upcoming school year.

Please feel free to call if you have any questions.

Sincerely,

Chris Anderson
Branch Manager

A Splash of Freshness!

Milk Escalator / De-Escalator Pricing Clause (DFA Supplied)

The pricing quoted is based on **May's 2023** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers of America.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of \$.10 per CWT (up or down) will move the cost of a half pint \$.00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate, re-sale products (ex. Tropicana, Sport Shake), etc. Supporting documentation will be supplied upon request.

All price changes will become effective on the 1st day of the month following the price announcement.



16124 E. Marshall St. • Tulsa, Oklahoma • 74116 • (918) 437-1344

CERTIFICATE OF NON-COLLUSION/INDEPENDENT PRICE
DETERMINATION

The undersigned certifies that the preparation and submission of the attached bid have been conducted independently, without consultation, communication, or agreement with any other bidder or potential bidder and that there will be no consultation, communication, or agreement on the price, terms, and conditions of this bid by or on behalf of Hiland Dairy Foods Co., LLC with any other bidder or potential bidder prior to the official opening of the bid.

Date: 6-8-23

Hiland Dairy Foods Co., LLC

Rick Beaman

Rick Beaman
General Sales Manager

A Splash of Freshness!

Bixby Public Schools
Child Nutrition Services
118 North Armstrong
Bixby, Ok 74008

Memo

To: Mike Anthony, Chief Financial Officer

From: Helen Hurst, Child Nutrition Director

Date: July 13, 2023

Subject: Contract Award for Dine-in Pizza Vendor

I would like to recommend to Dine-in Pizza Vendor bid to go to CiCi's Pizza. They are compliant with the Child Nutrition guidelines and they are the lowest price. Bixby Child Nutrition looks forward to doing business with CiCi's Pizza.

Bixby Public Schools Child Nutrition Department	Mazzios (NON Compliant Child Nutrition)		Cici'S	
ITEM DESCRIPTION	BIDDER'S BRAND DESCRIPTION	DELIVERED UNIT PRICE PER PIZZA	BIDDER'S BRAND DESCRIPTION	DELIVERED UNIT PRICE PER PIZZA
PIZZA, PEPPERONI, 14", WHITE WHEAT FLOUR Pizza, Pepperoni, 14", must meet National School Lunch requirements, i.e. 2 oz. meat/meat alternate, or equivalent, minimum 1.75 whole grain equivalents per serving, sliced to meet (2) whole grain equivalents, (2) meat/meat alternates, low sodium pizza sauce, 100% real part skim mozzarella cheese reduced fat content, transfat free.	\$7.00	\$7.00	\$6.50	\$6.50
PIZZA, CHEESE, 14", WHITE WHEAT FLOUR Pizza, Cheese, 14", must meet National School Lunch requirements, i.e. 2 oz. meat/meat alternate or equivalent, minimum 1.75 oz. whole grain equivalents per serving, sliced to meet (2) whole grain equivalents, (2) meat/meat alternates, low sodium pizza sauce, 100% real part skim mozzarella cheese reduced fat content, transfat free.	\$7.00	\$7.00	\$6.50	\$6.50
PIZZA, SAUSAGE, 14", WHITE WHEAT FLOUR Pizza, Sausage, 14", must meet National School Lunch requirements, i.e. 2 oz. meat/meat alternate or equivalent, 1.75 oz. whole grain equivalents per serving, sliced to meet (2) whole grain equivalents, (2) meat/meat alternates, low sodium pizza sauce, 100% real part skim mozzarella cheese reduced fat content, transfat free.	\$7.00	\$7.00	\$6.50	\$6.50
SPECIAL TERMS AND CONDITIONS				
1. All quotes must include the cost of a fully cooked and delivered pizza as requested.				
3. Orders will be placed on an as needed basis. (Once every three weeks for K-6th Grade)				
4. The district will consider the following factors when awarding the bid: price, quality, nutritional value, delivery, taste testing, and service.				
5. Product Formulation Statements for Prepared Grains/Breads and Meat/Meat alternate must be				

Bixby Public Schools
Child Nutrition Services
118 North Armstrong
Bixby, Ok 74008

Memo

To: Mike Anthony, Chief Financial Officer

From: Helen Hurst, Child Nutrition Director

Date: July 13, 2023

Subject: Contract Extension of Current Produce Vendor

As per the terms and conditions of the *Invitation to Bid on Produce* as follows:

“Awarded bid will be for the 2022-23 school year, beginning June 30, 2022 through July 31, 2023. Upon mutual agreement between School District and successful supplier, the bid and/or contract may be extended (renewed) for additional one-year periods beyond the awarded period, not to exceed a maximum of three one-year periods beyond the initial period, and provided that there are: (1) no material changes to the terms of the bid or services; (2) no material changes to the pricing, (3) no assignments of the changes in supplier's ownership; and (4) no negative changes in the supplier's performance. The supplier shall not assign the contract without the written approval of the district. If termination of the contract is required, notice will be given in April.”

Given the above terms and conditions, the previous Child Nutrition Director has recommended that the current contract with Buddy's Produce be extended for the 2023-2024. This will be the second year of Buddy's Produce contract extension.



Bixby Public Schools

109 N. Armstrong • Bixby, Oklahoma 74008
(918) 366-2200

To: David Molet, Buddy's Produce

From: Helen Hurst, Child Nutrition Director

Date: May 11, 2023

Re: Contract Extension for Produce

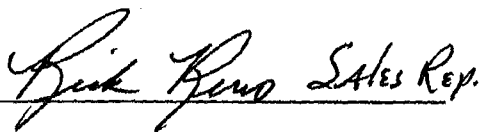
The purpose of the memo is to recap that Bixby Public Schools Child Nutrition Services recent contact with our current produce company, Buddy's Produce. May 8, 2023 it was discussed the possibility of negotiation of a one-year contract extension as per the Terms and Conditions of our current Produce Contract that was issued June 28, 2022. The Terms and Conditions state that:

"The District shall have the option of renewing the contract for two (2) additional on year periods thereafter, if it is mutually agreed upon by both parties."

During the phone conversation, Buddy's Produce was represented by Rick Reno. It is my understanding that Buddy's Produce has agreed to extend the same pricing structure and the same time of service to all 10 kitchen sites for the 2023-2024 school year. Additionally, they have agreed to continue to provide the same level of service and continue to give BPS the best quality and pricing compared to the 2022-2023 school year.

For these reasons, I am recommending to the BPS Board of Education that we extend the produce contract to Buddy's for the 2023-2024 school year.

Please sign on the line below to indicate that you agree to these terms and conditions. By signing below, you are also confirming that you are qualified representative of Buddy's Produce have the authority to agree to these terms and conditions.



Sales Rep.

Buddy's Produce

Attachment A: Non-Collusion Statement FORM

Below you will find the "Non-Collusion Statement" required by Oklahoma Law. You must sign, date and notarize this statement before your proposal can be considered.

STATE OF OKLAHOMA

COUNTY OF OKLAHOMA

Person below of lawful age, being first duly sworn, on oath says, that (she)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any official or employee of Bixby School District No. 1-004; Tulsa County, Oklahoma, as to quantity, quality or price in the prospective contract, or in any other terms of said prospective contract; or in any discussions between bidders and any official or employee of the above named school district concerning exchange of money or other thing of value for special consideration in the letting of a contract.

SIGNATURE: *Rick Reno*

TYPED/PRINTED SIGNATURE: RICK RENO

TITLE: SCHOOL ACCOUNT REPRESENTATIVE

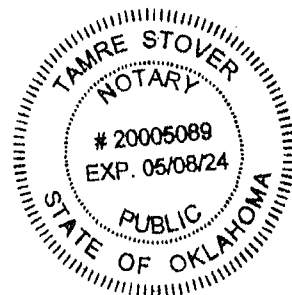
COMPANY: BUDDY'S PRODUCE INC

DATE: MAY 30, 2023

Subscribed and sworn to before me this 30 day of MAY 2023

Tamre Stover

Notary Public (or Clerk or Judge)



Bixby Public Schools
Child Nutrition Services
118 North Armstrong
Bixby, Ok 74008

Memo

To: Mike Anthony, Chief Financial Officer

From: Helen Hurst, Child Nutrition Director

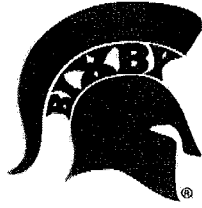
Date: July 13, 2023

Subject: Contract Extension of Current Produce Vendor

As per the terms and conditions of the *Invitation to Bid on Pest Control* as follows:

“Awarded bid will be for the 2022-23 school year, beginning June 30, 2022 through July 31, 2023. Upon mutual agreement between School District and successful supplier, the bid and/or contract may be extended (renewed) for additional one-year periods beyond the awarded period, not to exceed a maximum of three one-year periods beyond the initial period, and provided that there are: (1) no material changes to the terms of the bid or services; (2) no material changes to the pricing, (3) no assignments of the changes in supplier’s ownership; and (4) no negative changes in the supplier’s performance. The supplier shall not assign the contract without the written approval of the district. If termination of the contract is required, notice will be given in April.”

Given the above terms and conditions, the previous Child Nutrition Director has recommended that the current contract with BugBros Pest Control be extended for the 2023-2024. This will be the second year of BugBros contract extension.



To: David Walker

From: Helen Hurst, Child Nutrition Director

Date: June 8, 2023

Re: Contract Extension for Pest Control


The purpose of the memo is to recap that Bixby Public Schools Child Nutrition Services recent contact with our current Pest control company provider, BugBros MultiFamily Pest Control, May 8, 2023 to discuss the possibility of negotiation of a one-year contract extension as per the Terms and Conditions of our current Pest Control Contract that was issued June 28, 2022. The Terms and Conditions state that:

“The District shall have the option of renewing the contract for two (2) additional on year periods thereafter, if it is mutually agreed upon by both parties.”

During the phone conversation, BugBros MultiFamily Pest Control was represented by David Walker. It is my understanding that BugBros MultiFamily Pest Control has agreed to extend the same pricing structure and the same time of service to all 10 kitchen sites for the 2023-2024 school year. Additionally, they have agreed to continue to provide the same level of service and continue to give BPS the best quality and pricing compared to the 2022-2023 school year.

For these reasons, I am recommending to the BPS Board of Education that we extend the Pest Control contract to BugBros MultiFamily Pest Control for the 2023-2024 school year.

Please sign on the line below to indicate that you agree to these terms and conditions. By signing below, you are also confirming that you are qualified representative of BugBros MultiFamily Pest Control have the authority to agree to these terms and conditions.



BugBros MultiFamily Pest Control

Item	Quantity	Description	Unit price	Extension
1.	10	Pest Control Service for 10 school cafeterias/kitchens	\$75.00	\$750.00

Service to include use of low odor, high residual liquid chemical for roaches, ants, silverfish, crickets and bait stations/glue traps for rats and mice. Chemicals used for pesticide and mouse bait must be in compliance with the Tulsa County Health Department codes, state and federal health and EPA codes.

A certificate of insurance must be supplied with the bid.

Service is to be performed during the first 10 days of each month, with exception of August, with no charge for callbacks if problems arise during the balance of the month.

Contract will be valid for 11 months starting in August 2022

Remarks _____

Signature: David Walker
 Typed Name: David Walker
 Company: Bug Bros Multi Family
 Address: 101 E. Washington St. Bixby, OK 74008
 Date: 6/13/23

Attachment A: Non-Collusion Statement FORM

Below you will find the "Non-Collusion Statement" required by Oklahoma Law. You must sign, date and notarize this statement before your proposal can be considered.

STATE OF Oklahoma

COUNTY OF Tulsa

Person below of lawful age, being first duly sworn, on oath says, that (she)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any official or employee of Bixby School District No. 1-004; Tulsa County, Oklahoma, as to quantity, quality or price in the prospective contract, or in any other terms of said prospective contract; or in any discussions between bidders and any official or employee of the above named school district concerning exchange of money or other thing of value for special consideration in the letting of a contract.

SIGNATURE: David Walker

TYPED/PRINTED SIGNATURE: David Walker

TITLE: Owner / Operator

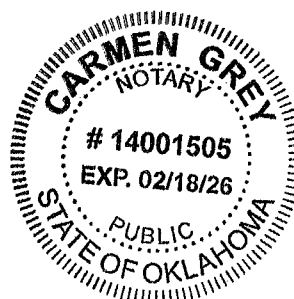
COMPANY: Bug Bros MultiFamily

DATE: 6/13/23

Subscribed and sworn to before me this 13th day of June 2023

[Signature]

Notary Public (or Clerk or Judge)



Attachment B: NON KICKBACK AFFIDAVIT FORM

STATE OF OKLAHOMA)
)
COUNTY OF Tulsa) SS

The undersigned (architect, contractor, supplier, or engineer), of lawful age, being first duly sworn, on oath says that this contract (purchase order) is true and correct. Affiant further states that the (work, services, or materials) will be (completed or supplied) in accordance with the plans, specifications, orders, or requests furnished the affiant. Affiant further states that he or she has made no payment, directly or indirectly, to any elected official, officer, or employee of the SFA or technology center SFA, of money or any other thing of value to obtain or procure the contract or purchase order.

David Walker

(Contractor, Supplier, Engineer, or Architect)

Bug Bros Multifamily

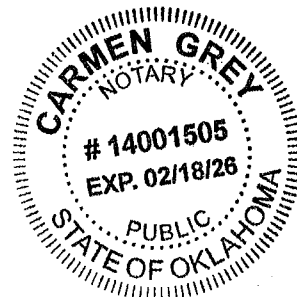
Vendor/Company Name

Attested to before me this 13th day of June, 2023

[Signature]

Notary Public (or Clerk or Judge)

My Commission Expires: 02/18/2026



Bixby Public Schools Cafeterias

High School – 601 South Riverview, Bixby Ok 74008

9th Grade Cafeteria – 301 South Riverview, Bixby, Ok 74008

Middle School – 15400 South Mingo, Bixby, Ok 74008

Central Intermediate – 9401 East 161st St S, Bixby, Ok 74008

Central Elementary – 201 South Riverview, Bixby, Ok 74008

West Elementary/Intermediate – 14901 S Harvard Ave., Bixby, Ok 74008

East Elementary/Intermediate – 11901 East 131st St S, Broken Arrow, Ok 74011

North Elementary – 7701 E 121st St S, Bixby, Ok 74008

North Intermediate – 6941 East 121st St S, Bixby, Ok 74008

**2023-2024
CERTIFIED PERSONNEL
EMPLOYMENT**

VOLUNTEER COACHING

Victoria Frisella	Head Dance	High School	07/01/2023
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ADJUNCT COACHING

EMPLOYMENT 2023-2024

Allisanne Arnote	Teacher	Central Intermediate	08/14/2023
Meridith Bakker	Teacher	Central Elementary	08/14/2023
Katherine Boushelle	Teacher	North Intermediate	08/14/2023
Kaileigh Brady	Teacher	Central Elementary	08/14/2023
Kazia Brister	Teacher	North Intermediate	08/14/2023
Melissa Buchanan	Teacher	High School	08/14/2023
Miranda Caughron	Teacher	North Intermediate	08/14/2023
Tiffany Cockrell	Teacher	North Elementary	08/14/2023
Rachel Cosby	Teacher	Middle School	08/14/2023
Stephen Deem	Teacher	Middle School	08/14/2023
Elizabeth Frisillo	Asst Principal	North Elementary	07/17/2023
Addy Gaines	Teacher	Middle School	08/14/2023
Laura Joice	Teacher	North Elementary	08/14/2023
Kaylee Knott	Teacher	Central Elementary	08/14/2023
Lindsey McCune	Teacher	North Elementary	08/14/2023
Mariah Miles	Teacher	9th Grade Center	08/14/2023
Lauren Purdie	Teacher	West Elementary	08/14/2023
Gayle Seaton	Teacher	East Elementary	08/14/2023
Brandon Sellers	Teacher	High School	07/01/2023
Kaylin Williams	Teacher	West Elementary	08/14/2023

RESIGNATION AGREEMENTS

Cammie Flanagan	Teacher	High School	06/21/2023
Martha Highland	Teacher	Central Elementary	06/30/2023
Kasey King	Teacher	East Intermediate	06/22/2023
Barbara Nueztmann	Teacher	Central Elementary	06/19/2023
Darla Williams	Teacher	Middle School	07/11/2023

Submitted to Board of Education July 13th, 2023

**2023-2024
SUPPORT PERSONNEL
EMPLOYMENT**

VOLUNTEER COACHING

Kyle Evans	Volleyball	Middle School	07/01/2023
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TEMPORARY CONTRACT

Amy Childress	Summer Bus Academy	District	06/05/2023
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ADJUNCT EMPLOYMENT

EMPLOYMENT 2023-2024

Elizabeth Arellano	Child Nutrition Manager	Child Nutrition	08/08/2023
Luann Avens	Custodian	Maintenance	07/11/2023
Saba Choudhary	Child Nutrition Manager	Child Nutrition	08/08/2023
Man Cing	Paraprofessional	West Intermediate	08/15/2023
Kyle Evans	Paraprofessional	9th Grade Center	08/15/2023
Hanna George	Behavior Tech	Middle School	08/15/2023
Jentry Hamilton	Paraprofessional	Central Elementary	08/15/2023
Aimee Kettenhofen	Child Nutrition Assistant	Child Nutrition	08/14/2023
Madison McCorkel	Paraprofessional	Paraprofessional	08/15/2023
Ashley Mustin	Lunch Clerk	Child Nutrition	08/09/2023
Danielle Obaied	Paraprofessional	North Elementary	08/15/2023
Patnayakuni Patnaik	Paraprofessional	North Elementary	08/15/2023
Brooke Peck	Paraprofessional	West Intermediate	08/15/2023
Taylor Pence	Asst Strength & Cond.	High School	08/14/2023
Alicia Porter	Child Nutrition Assistant	Child Nutrition	08/14/2023
Nidia Rivera	Paraprofessional	North Elementary	08/15/2023
Allyson Russell	Paraprofessional	Middle School	08/15/2023
Susan Tracy	Paraprofessional	East Intermediate	08/15/2023
Janet Wickliffe	Paraprofessional	East Elementary	08/15/2023
Amber Wiley	Paraprofessional	West Elementary	08/15/2023
Sandra Williams	Bus Driver	Transportation	08/15/2023
Christine Windsheimer	Paraprofessional	Central Elementary	08/15/2023

Submitted to the Board of Education: July 13th, 2023

RESIGNATION AGREEMENTS

Nicole Smock	Paraprofessional	East Elementary	03/27/2023
Tyler Little	Custodian	Maintenance	06/20/2023
Lori Burgess	Physical Therapy Asst	District	06/30/2023
Caroll Currey	Bus Driver	Transportation	06/16/2023

Justi Gordon	Paraprofessional	East Elementary	07/09/2023
Martha Nunn	Physical Therapist	Central Elementary	06/30/2023
Jessica Wilhite	Paraprofessional	West Elementary	07/05/2023

TERMINATIONS

Submitted to the Board of Education: July 13th, 2023



LEARN WELL.

109 N Armstrong
918-366-2200

LIVE WITH HONOR.

www.bixbyps.org
Facebook: @bixbyps

ARP ESSER III Plan

Part 1: Strategies for Prevention and Mitigation of COVID

The extent to which and how the funds will be used to implement prevention and mitigation strategies that are, to the greatest extent practicable, consistent with the most recent CDC guidance on reopening schools, in order to continuously and safely open and operate schools for in person learning.

COVID-19 and its variants have brought many challenges to Bixby Public Schools; however, we implemented safety measures that allowed us to keep our schools open during the 2020-2021 school year with limited need for distance learning.

In consultation with stakeholders and through input from various stakeholder groups, the following strategies/items have been identified as needs for Bixby Public Schools to continue to effectively serve our students, even in the event of the pandemic lingering into the 2021-2022 school year.

ESSER III Project	Strategy/Item for Prevention & Mitigation
Chromebooks/iPads	Continue to purchase Chromebooks for students who participate in virtual learning, in-class learning, and remote learning days.
Curriculum	Curriculum for student use, including online curriculum to be used during remote learning days, to prevent shared materials and possible spread of the virus.
Virtual Teachers	Virtual teachers to provide learning support for students for whom in-person learning poses a health risk to the student or another family member.
Virtual curriculum	Virtual curriculum for students to participate in virtual learning opportunities for whom in-person learning poses a health risk to the student or another family member.
HVAC unit replacement	HVAC unit replacement to provide better air quality, reduce the risk of virus transmission, and to support student health needs.

Educational Technology (internet connectivity, technology upgrades)	Educational technology purchases including connectivity for students to participate in virtual or remote learning
----------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------

Part 2: Strategies for Addressing Learning Loss

How the LEA will use the funds it reserves under section 2001(e)(1) of the ARP Act to address the academic impact of lost instructional time through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year. At least 20% of the ARP ESSER III budget is required to be spent in this area.

ESSER III Project	Strategy for Addressing Learning Loss
Elementary Counselor and District Mental Health Counselor (Matching salary with the Counselor Corp Grant)	Reduce the Counselor/Student Ratio and coordinate services to more fully support the social/emotional and mental health needs of students at all levels.
Instructional Coaches	The Instructional Coaches provide instructional materials and strategies to support student learning, including low-income students, children with disabilities, English Learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth.

Part 3: Other ARP ESSER III Expenditures

How the LEA will spend its remaining ARP ESSER funds consistent with section 2001(e)(2) of the ARP Act.

Expenditure	Allowable Use
Stipends for Staff	Stipends for staff to maintain the operation of and continuity of services in the LEA and continuing to employ existing staff.

Part 4: Ensuring Most Vulnerable Populations Unique Needs Are Addressed

How the LEA will ensure that the interventions it implements, including but not limited to the interventions implemented under section 2001(e)(1) of the ARP Act to address the academic impact of lost instructional time, will respond to the academic, social, emotional, and mental health needs of all students, and particularly those students disproportionately impacted by the COVID-19 pandemic, including students from low-income families, students of color, English learners, children with disabilities, students experiencing homelessness, children in foster care, and migratory students.

Our Commitment to the Continuity of Excellence

Setting the Table to Support All Students with Extra Measures for MVPs MVPs = Most Vulnerable Populations

MVPs	Academic Needs	Social Needs	Emotional Needs	Mental Health Needs
Students of Low-Socioeconomics	<p>Provide devices, connectivity, and curriculum for virtual and/or remote learning as needed.</p> <p>Instructional Coaches: provide instructional strategies to support student learning.</p> <p>Implement OTISS/SIT process to support student learning.</p>	<p>Assess food security and provide resources as needed.</p> <p>Engage families in the school's programs of academics and activities.</p>	<p>Reduce Counselor/Student Ratio and coordinate services to more fully support the social/emotional and mental health needs of students.</p>	<p>Added Counselor positions and coordinate services for students.</p> <p>Provide school counseling program to meet emergent needs.</p> <p>Refer students to professional support through agencies.</p>
MVPs	Academic Needs	Social Needs	Emotional Needs	Mental Health Needs
Students of Color	<p>Instructional Coaches: provide instructional strategies to support student learning.</p> <p>Implement OTISS/SIT process to support student learning</p>	<p>Engage families in the school's programs of academics and activities.</p> <p>Establish opportunities for the diversity of cultures to be highlighted,</p>	<p>Reduce Counselor/Student Ratio and coordinate services to more fully support the social/emotional and mental health needs of students</p>	<p>Added Counselor positions and coordinate services for students.</p> <p>Provide school counseling program to meet emergent needs.</p>

		celebrated, and respected.		Refer students to professional support through agencies..
English Learners	<p>Provide devices, connectivity, and curriculum for virtual and/or remote learning as needed.</p> <p>Instructional Coaches: provide instructional strategies to support student learning.</p> <p>Implement OTISS/SIT process to support student learning</p> <p>Summer School programs designed for ELs</p>	<p>Engage families in the school's programs of academics and activities.</p> <p>Provide translation services for school's communications and documents through Apps, translators, and online services.</p> <p>Establish opportunities for the diversity of cultures to be highlighted, celebrated, and respected.</p> <p>Provide support/meetings for EL and Immigrant families.</p>	<p>Reduce Counselor/Student Ratio and coordinate services to more fully support the social/emotional and mental health needs of students</p>	<p>Added Counselor positions and coordinate services for students.</p> <p>Provide school counseling program to meet emergent needs.</p> <p>Refer students to professional support through agencies.</p>
MVPs	Academic Needs	Social Needs	Emotional Needs	Mental Health Needs
Students with Disabilities	<p>Provide devices, connectivity, and curriculum for virtual and/or remote learning as needed.</p> <p>Instructional Coaches: provide instructional strategies to support student learning.</p> <p>Implement OTISS/SIT process to support student learning</p> <p>Provide adaptive technology to close the Homework Gap for</p>	<p>Engage families in the school's programs of academics and activities.</p> <p>Intentionally seek ways for SWDs to be awarded for accomplishments.</p> <p>Celebrate successes with equal enthusiasm, such as Special Olympics send-offs and celebrations.</p>	<p>Reduce Counselor/Student Ratio and coordinate services to more fully support the social/emotional and mental health needs of students</p>	<p>Added Counselor positions and coordinate services for students.</p> <p>Provide school counseling program to meet emergent needs.</p> <p>Refer students to professional support through agencies.</p>

	<p>Student with Disabilities.</p> <p>Provide in-person learning for SWDs during Remote Learning days as possible.</p>			
Students Experiencing Homelessness	<p>Provide devices, connectivity, and curriculum for virtual and/or remote learning as needed.</p> <p>Instructional Coaches: provide instructional strategies to support student learning.</p> <p>Implement OTISS/SIT process to support student learning</p> <p>The district will make every effort to receive school records from previous schools.</p>	<p>Engage families in the school's programs of academics and activities.</p> <p>Outline plans to remove barriers for inclusion of homeless students in the school's culture and activities.</p> <p>Engage families and significant adults in the school's programs of academics and activities.</p>	<p>Reduce Counselor/Student Ratio and coordinate services to more fully support the social/emotional and mental health needs of students</p>	<p>Added Counselor positions and coordinate services for students.</p> <p>Provide school counseling program to meet emergent needs.</p> <p>Refer students to professional support through agencies.</p>
Children in Foster Care	<p>Provide devices, connectivity, and curriculum for virtual and/or remote learning as needed.</p> <p>Instructional Coaches: provide instructional strategies to support student learning.</p> <p>Implement OTISS/SIT process to support student learning</p>	<p>Assess food security and provide resources as needed.</p> <p>Engage families in the school's programs of academics and activities.</p>	<p>Reduce Counselor/Student Ratio and coordinate services to more fully support the social/emotional and mental health needs of students.</p>	<p>Added Counselor positions and coordinate services for students.</p> <p>Provide school counseling program to meet emergent needs.</p> <p>Refer students to professional support through agencies.</p>
Migratory Students	N/A	N/A	N/A	N/A

Amended 10/07/2021

Reviewed 07/14/2022, 07/13/2023

Please state your thoughts or suggestions relative to the ESSER III Spending Plan

<https://forms.gle/PF48phHpN9LmwxdU8>

CLIENT SERVICES AGREEMENT

ProCare Therapy, a d/b/a of New Direction Solutions, LLC ("ProCare") and Bixby Public Schools whose principal location is Bixby Client") enter into this non-exclusive Client Services Agreement ("Agreement") for the purpose of referring and placing Consultants ("Consultants") with Client. This Agreement shall govern the overall terms of the relationship, while a separate Client Assignment Confirmation for each placement will outline specifics as to bill rates, personnel, and assignment lengths.

1. Scope of Services.

ProCare will use its commercially reasonable efforts to provide Consultants for assignment with Client. ProCare will be responsible for payment of each Consultant's wages and applicable payroll taxes, deductions, and insurance, including worker's compensation, general liability and professional liability coverage for the benefit of the Consultants. If a Consultant is unable to complete the specified assignment, ProCare will use its commercially reasonable efforts to find a replacement in a timely manner.

2. Independent Contractor.

The parties hereto specify and intend that the relationship of each to the other is that of an independent contractor, that each Consultant shall be an employee of ProCare and that no qualified Consultant shall at any time be an employee of Client, unless the parties shall otherwise agree in writing. ProCare agrees to provide and maintain all payroll services for any qualified Consultant placed with Client, to maintain payroll records and to withhold and remit all payroll taxes and social security payments. ProCare does not ordinarily use subcontractors in providing services. Should the need to use a separate staffing firm or independent contractor arise, ProCare will notify Client in advance of the assignment to receive approval of this arrangement.

3. Telepractice Services.

ProCare, at Client's specific request, may provide telepractice services through VocoVision. Should utilization of VocoVision occur, Client shall, at that time, receive in addition to Addendum A – Client Assignment Confirmation, an Addendum B – Teleservices Provisions, Addendum C – Duties and Responsibilities and Addendum D – VocoVision Equipment Policies which, collectively, outline specific terms and conditions regarding VocoVision's telepractice services.

4. Insurance.

ProCare will maintain at least the following minimum amounts of insurance:

General Liability - \$2,000,000 per occurrence and \$4,000,000 aggregate.

Workers Compensation - in accordance with state regulations.

Employer's Liability - \$1,000,000.

Excess Liability over General Liability and Employer's Liability - \$5,000,000 per occurrence and \$5,000,000 aggregate.

Professional Liability - \$1,000,000 per occurrence and \$3,000,000 aggregate.

Sexual Abuse and Molestation - \$1,000,000 per occurrence and \$3,000,000 aggregate

5. Competency and Licensing.

ProCare will conduct comprehensive pre-employment screening to provide licensed Consultants who meet applicable professional standards. ProCare will endeavor to present only Consultants who are qualified for Client's open position(s) on job requirements established by Client either verbally or in writing. While ProCare will make every effort to pre-screen job candidates based on these requirements, Client acknowledges the candidate assignment decision is ultimately the responsibility of the Client. To this end, ProCare will make available to Client all appropriate Consultant records that ProCare may permissibly disclose and will facilitate an interview between Client and Consultant in order to assist Client in the hiring decision. ProCare will do its due diligence to ascertain the professional and applicable Department of Education licensing and certification requirements for the Consultant discipline placed with Client, however, it is ultimately the responsibility of the Client to approve the Consultant's licensure and certifications as acceptable.

6. On-Site Responsibility.

Client is responsible for providing all support, facilities, training, direction, materials, supplies, and means for the Consultant to complete the assignment. Client acknowledges that ProCare is not providing special education and/or related services, but rather is providing candidate identification and placement services. As such, Client is responsible for the Consultant's adherence to the applicable standard of care and acknowledges that ProCare is

not responsible for the Consultant's on-site performance. Client warrants that its facilities and operations will comply at all times with all federal, state and local safety and health laws, regulations and standards, including OSHA standards, and that Client will be responsible for providing all safety training and equipment, and for each Consultant's compliance with health and safety requirements, including those instituted by Client.

7. Employment of Consultants.

Client agrees that it will not directly or indirectly, personally or through an agent or agency, contract with or employ any Consultant introduced or referred by ProCare for a period of (12) months after the latest date of introduction, referral, placement, or termination or expiration of the contract assignment. If Client or its affiliate enters into such a relationship or refers Consultant to a third party for employment, Client agrees to pay an amount equal to \$22,500 or thirty-five (35) percent (whichever is greater) of the Consultant's first year's annual salary, including any signing bonus, as agreed upon at the time of hiring. Payment is due and payable to ProCare upon start date.

8. Equal Opportunity.

It is the policy of ProCare to provide equal opportunity to all Consultants for employment. ProCare and Client will screen based on merit only. All Consultants will be free from discrimination due to race, religion, color, sex, national origin, age, or disability.

9. Timekeeping and Invoicing.

Client will ensure that Consultants accurately record the start and stop times for all hours worked, in accordance with the Client's policies utilizing the Client designated method which may include the submission of ProCare's timesheet. Timesheets are due weekly by 12:00 PM on the Monday following the end of Client's designated workweek.

ProCare will generate an invoice for Client based on timesheets submitted. Client must review the invoice and notify ProCare of any errors, including billed hours or improper rates, immediately and in writing. Invoicing errors not received within thirty (30) days of the date of invoice shall not be disputed and invoices will be due in full.

10. Payment Terms.

Client will be billed on a weekly basis for work performed during the previous week and pay ProCare based on the service charges specified in the Assignment Confirmation included as an addendum to this Agreement. ProCare pays its Consultant(s) overtime in compliance with federal, state, and/or local laws. ProCare will bill Client at one and on-half times the regular bill rate for all hours ProCare is required to pay the Consultant(s) overtime. It is Client's responsibility to notify ProCare if pre-approval is required for any or all overtime hours prior to any such hours being worked. **Payment is due within fifteen (15) days of receipt of invoice.**

11. Default Charges.

Invoices shall be considered past due if not paid by the agreed-upon due date. Client agrees to pay all necessary collection costs of amounts past due, including reasonable attorney's fees and costs. Additionally, ProCare reserves the right to approve or to discontinue any extension of credit and the terms governing such credit.

12. Limitation of Liability.

NEITHER PARTY SHALL BE LIABLE TO THE OTHER WHATSOEVER FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, EXEMPLARY OR PUNITIVE DAMAGES, INCLUDING ANY DAMAGES ON ACCOUNT OF LOST PROFITS, LOST DATA, LOSS OF USE OF DATA, OR LOST OPPORTUNITY, WHETHER OR NOT PLACED ON NOTICE OF ANY SUCH ALLEGED DAMAGES AND REGARDLESS OF THE FORM OF ACTION IN WHICH SUCH DAMAGES MAY BE SOUGHT. THE FEES AND BILLINGS DUE UNDER THIS AGREEMENT ARE NOT CONSIDERED SPECIAL DAMAGES OR LOST PROFITS AND SHALL NOT BE LIMITED BY THESE PROVISIONS.

13. Administrative Responsibilities.

Client shall be responsible for orienting Consultant to Client's policies and procedures regarding the submission of any requisite paperwork which must be tendered for reimbursement by funding entities such as Medicare, Medicaid, or health insurance. Such paperwork may include, but is not limited to, patient care plans, comprehensive patient histories, individual education plans, or Client specific program plans. During the contracted assignment, should Consultant fail to submit paperwork as required per Client's policies and procedures, Client must notify ProCare in writing within three (3) business days of alleged failure. Failure to notify ProCare before assignment ends shall negate any Client claim to withhold payment due to untimely work and/or paperwork non-compliance by Consultant. Client agrees that all approved time sheets by Client's assigned

representative are not subjected to billing dispute if Client fails to notify ProCare of time sheet and work performed discrepancies.

14. Incident and Error Tracking.

Client will report to ProCare any performance issues, incidents, errors and other events related to the care and services provided by ProCare Consultants. ProCare will document reported incidents in Consultant's personnel file and track all such events for quality assurance purposes. All supporting documentation is required within seventy-two (72) hours of the occurrence.

15. Reporting of Work-Related Injuries.

Client will maintain a safe working environment and provide all appropriate personal protective equipment as deemed appropriate for unit to which ProCare's Consultant has been assigned. Client ensures compliance with all applicable OSHA or state Department of Labor obligations to include general training on the reporting of work-place injuries, incidents, and occupational exposure to bloodborne pathogens occurring at Client facility. Records of such occurrences must be maintained by the Client and accessible to ProCare within guidelines set forth by governing entities. In the event of work-place injury, incident or exposure, each affected Consultant will contact their immediate Client-appointed supervisor and report to the applicable treating department as per Client protocol. Consultant shall also report work-place injury, incident or exposure to ProCare concurrently with Client for the purpose of reporting such event to ProCare's workers compensation carrier. If ProCare's Consultants are not eligible for treatment of work-place injury, incident or exposure by Client or if reporting requirements change during the term of this Agreement, Client is responsible for written notification of such information to both ProCare and ProCare's Consultant.

16. Termination of Contracted Assignment with Cause.

Immediately upon occurrence, Client has the obligation to report each deviation from the accepted standard of practice, policies and procedures as orientated to Consultant, behavior, and or any incident that would be considered adverse to the overall operation of Client. Client may request that ProCare facilitate the immediate removal of Consultant due to any of the issues preceding with written and/or verbal notice. The Client, however, may not immediately terminate a Consultant unless ProCare has been notified prior to final incident or unless a single incident warrants immediate dismissal prior to ProCare's notification. All supporting documentation specifying the reasons and facts of the termination is required within forty-eight (48) hours of termination. If the Client does not report such deviation(s) and subsequently terminates Consultant or if Client does not provide required documentation following a termination within the required timeframe, Client will be assessed as liquidated damages and not as a penalty, an amount equal to one (1) week of billing. The parties agree that ProCare's Consultants are an integral part of its operation and a resource that may have been developed over a number of years. Any delay or absence of a written and verbal notice could result in lost revenue or other consequences not foreseen at this time and therefore the liquidated damages are not unreasonable to the probable loss to be suffered by ProCare in the event of your breach of this provision. Client will be responsible for all professional fees (and expenses if applicable) up to the point of termination. Termination with cause must be documented prior to termination in accordance with the Incident and Error Tracking procedures set forth in paragraph 14 of this agreement. ProCare shall have five (5) business days to refill the position in the event of termination with cause. Should ProCare identify a suitable Consultant, Client agrees to original terms or extended terms of the terminated Consultants assignment.

17. Termination of Contracted Assignment without Cause.

Client may cancel an assignment with thirty (30) days written notice. Client is responsible for all charges and fees prior to cancellation date and through the 30-day period of notice. In the event Client is unable to provide thirty (30) days' notice of termination, Client will be billed for thirty (30) days at the agreed upon regular bill rate and minimum hours. In the event of termination without cause, Client will be responsible for any housing and travel costs actually incurred by ProCare as a result of such cancellation.

18. Guaranteed Minimum Hours.

Client agrees to provide Consultant the guaranteed number of work hours per week specified in the attached Assignment Confirmation Addendum A. Cancellation of prescheduled shift(s) or reduction in work hours by Client will be billed reflecting the guaranteed minimum work hours.

19. Paid Sick Leave.

For those jurisdictions that have passed or will pass legislation requiring Paid Sick Leave, Paid Sick Time will be billed back to Client at the straight-time bill rate for all hours taken by any Consultant assigned to Client. This section is not applicable until the effective date of such legislation has been reached.

20. Unscheduled Facility Closure Policy.

ProCare will incur fixed expenses over the entire course of a Consultant's contract assignment with Client related to the Consultant's housing and per diem costs. The parties agree that in the event of an unforeseen or unexpected interruption in a Consultant's assignment resulting from an unscheduled closure, complete or partial, of Client's facilities due to natural or manmade disasters, such as, and without limiting the generality of the foregoing, fire, storms, flooding, earthquake, labor unrest, riots, and/or acts of terrorism or war (each an "Unscheduled Closure"), Client will transition to virtual services for all Consultants whose services can be performed in such a setting. Client shall be billed for services performed at the regular contracted hourly bill rate for all hours worked by Consultant. Virtual service hours shall be entered and processed according to the normal time submittal and approval process unless otherwise requested by Client and agreed upon by ProCare. ProCare and Client will mutually determine which contracted disciplines qualify for virtual services. For contracted services not eligible for virtual services, Client will be invoiced and shall pay for each such affected Consultant's services at the reduced rate of \$200 per day for each day that the Consultant(s) is unable to work by virtue of such Unscheduled Closure.

21. Multiple Locations.

If client requires Consultant to travel to and perform services at more than one location, Client will compensate ProCare for travel time between facilities at the regular hourly bill rate and for mileage up to the current acceptable IRS reimbursement rate.

22. Issue Resolution.

In the event Client encounters an issue that is not satisfactorily resolved by its ProCare representative, Client should escalate the issue to the appropriate ProCare manager by calling: 800-825-7133. Please ask for your account representative's manager.

23. Indemnification.

Each party will indemnify, defend and hold harmless the other against third party claims arising from breaches of the parties' respective obligations under this Agreement.

24. Confidentiality.

Each party acknowledges that as a result of this Agreement, they will learn confidential information of the other party. Confidential information is defined as that information which is private to each party but is shared by one to the other party as required to accomplish this Agreement and **includes bill rates, fees for permanent placements and terms and conditions of this Agreement.** It is agreed that neither party will disclose any confidential information of the other party to any person or entity. Neither will it permit any person nor entity to use said confidential information.

Disclosures required by law including properly executed Freedom of Information Act requests and information shared to the appropriate individuals within the respective organizations as necessary to execute this Agreement shall be the only exceptions permitted under this Agreement.

Confidential Information of ProCare shall include, but is not limited to, any and all unpublished information owned or controlled by ProCare and/or its Consultants, that relates to the clinical, technical, marketing, business or financial operations of ProCare and which is not generally disclosed to the public including but not limited to Consultant information, technical data, policies, financial data and information to include contract terms and provisions, billing rates, permanent placement fees whether disclosed orally, in writing or by inspection. If the receiving party shall attempt to use or dispose of any of the Confidential Information, or any duplication or modification thereof, in any manner contrary to the terms of the foregoing, the disclosing party shall have the right, in addition to such other remedies which may be available to it, to obtain an injunctive relief enjoining such acts or attempts as a court of competent jurisdiction may grant, it being acknowledged that legal remedies are inadequate.

25. Family Education Rights and Privacy Act.

ProCare shall comply with all laws, rules and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA") and acknowledges that certain information about the Client's students is contained in records maintained by ProCare and the Consultant and that this information can be confidential by reason of FERPA and related Client policies. Both parties agree to protect these records in accordance with FERPA and Client policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities. As it

applies, Consultants assigned to Client will execute a FERPA Statement of Understanding outlining appropriate guidelines.

26. State Retirement System Notice.

Client acknowledges and agrees that if formal notice is required to be given to any Consultant that participation in any such retirement system/pension is either: 1) permitted by Consultant's election; or 2) is required by law, then Client is solely responsible for providing such notice to Consultant s and fulfilling all associated administrative duties. Client shall immediately notify ProCare if any Consultant is required to, or voluntarily elects to participate in any such system. In such event, Client shall advise ProCare of the withholding obligation percentages (both employer and employee share) so that invoices to Client and payment to the Consultant may be adjusted accordingly. The parties agree that Client shall withhold and pay to the retirement/pension both the employee and employer shares. The parties agree that the applicable employee and employer shares paid to the system by the Client shall be deducted from the amount owed to ProCare by the Client hereunder. The parties agree that the applicable employee share paid to the system by the Client shall be deducted from the amount due the Consultant by ProCare. The Client and ProCare expressly acknowledge and agree that if any Consultant is required to, or elects to participate in a retirement system/pension, the Client shall be solely responsible for: 1) creating an account for Consultant with the appropriate retirement system/pension; 2) all present and/or future obligations to make employee and employer cash payments/ contributions to the retirement system/pension as required by law and/or set by the retirement system/pension; and 3) otherwise administering all employer functions pertaining to the Consultant's interest in retirement system/pension.

27. Conflicts of Interest.

The parties acknowledge their respective obligation to report any conflict of interest and/or apparent conflict of interest that may interfere with their ability to perform their obligations hereunder objectively and effectively. To that end, the Parties hereby certify and represent that their officials, employees and agents do not have any significant financial or other pecuniary interest in the other party's business enterprise, and that no inducements of monetary or other value were offered or given to any officer, employee or agent of the other party. Each party agrees to promptly notify the other in the event it becomes aware of any conflict of interest or apparent conflict of interest.

28. Notices.

All notices required to be given in writing will be sent to the names/addresses listed below.

<p>ProCare Therapy Contract Department 5550 Peachtree Parkway Suite 500 Peachtree Corners, GA 30092 ContractNotices@procaretherapy.com</p>

<p>To Client Client: _____ Address: _____</p>

29. Survival.

The parties' obligations under this Agreement which by their nature continue beyond termination, cancellation or expiration of this Agreement, shall survive termination, cancellation or expiration of this Agreement.

30. Governing Law.

This Agreement shall be governed by the laws of the state of Delaware.

31. Modification of Agreement.

This Agreement may not be modified, amended, suspended, or waived, except by the mutual written agreement of the Parties who are authorized to execute the agreement.

32. Entire Agreement.

This Agreement represents the entire agreement between the parties and supersedes any prior understandings or agreements whether written or oral between the parties respecting the subject matter herein. This Agreement may only be amended in a writing specifically referencing this provision and executed by both parties. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns, subject to the limitations contained herein. The unenforceability, invalidity or illegality of any provision of this Agreement shall not render any other provision unenforceable, invalid or illegal and shall be subject to reformation to the extent possible to best express the original intent of the parties.

This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties.

This Agreement and attached Assignment Confirmation contain terms that may only be altered when agreed upon in writing by both parties.

CLIENT ID – CLIENT NAME

BIXBY

New Directions Solutions, LLC dba ProCare Therapy

Kimberly Schein 8/26/23
Client Representative Signature Date

Client Representative Signature Date

Kimberly Schein

Print Name

Print Name

Director of Special Education

Title

Title



**ADDENDUM #1 – NEW DIRECTION SOLUTIONS, LLC D/B/A PROCARE THERAPY
TO PROVIDE ITS BLAZERWORKS SERVICES**

This Addendum applies to the Client Services (the "Agreement") between New Direction Solutions, LLC d/b/a ProCare Therapy and Bixby Public Schools ("Client"), and defines ProCare Therapy's BlazerWorks Services, and Client's agreement to use same. The BlazerWorks service refers to the services provided by ProCare Therapy in its role as the preferred workforce solutions manager. For good and valuable consideration described herein, effective upon execution of this Addendum, ProCare Therapy will have the responsibility for supplying and managing Client's contingent Consultant ("Consultant") workforce. Specifically, as part of ProCare Therapy Services described in the Agreement, ProCare Therapy's BlazerWorks division will administer and manage the process of identifying and acquiring Consultants itself, or through Secondary Staffing Partners ("SSP") as set forth herein.

I. Services

BlazerWorks is a service provided by ProCare Therapy that manages client contingent healthcare staff. In such capacity, the BlazerWorks service will be provided to act as the preferred workforce solutions manager for Client to provide Consultants. During the term of the Agreement, communications regarding the day-to-day activity and professional operations of the services outlined in the Agreement will be conducted between BlazerWorks and Client.

II. Order Fulfillment Process

Job Orders. As needed Client will notify BlazerWorks of its staffing needs for all Consultants when such needs arise, and ProCare Therapy's BlazerWorks division shall have the opportunity to fulfill those staffing needs. BlazerWorks may supply employees/contractors through ProCare Therapy, or employees/contractors through one or more SSPs. In the event ProCare Therapy/BlazerWorks is unable to fill any particular job order, it shall notify Client and shall have no obligation to fill such order.

Identification and Qualification. The BlazerWorks service includes identifying and qualifying: 1) Consultants; and 2) SSPs that are capable of providing Consultants, according to the requirements specified by Client.

Subcontracting. With respect to the provision of any Consultant who is not an employee of ProCare Therapy, ProCare Therapy's BlazerWorks division will execute a subcontractor agreement with the appropriate SSP employing such Consultant for the provision of the Consultant. The subcontractor agreement will conform to the terms of the Client Services Agreement.

Payment. All SSP invoices will be collected as part of the BlazerWorks service and consolidated with ProCare Therapy's invoices. ProCare Therapy will submit single, periodic consolidated invoices to Client for the contingent healthcare staff provided pursuant to this Agreement. ProCare Therapy pays Consultants who are its employees as required by law and shall pay all other SSPs the amount invoiced within 15 days of receipt of payment from Client.

CLIENT ID – CLIENT NAME

By: Kimberly Schein
Printed Name: Kimberly Schein
Title: Director of Special Education
Date: 6-26-23

By: _____
Printed Name: _____
Title: _____
Date: _____

**Pre-Employment Transition Services Coordination
Pre-ETS
COLLABORATIVE AGREEMENT
FY 2024**

SECTION I - PURPOSE

This Collaborative Agreement (“Agreement”), effective as of the latest date of signature of all Parties or the 1st day of July, 2023 whichever is later, is entered into by and between the following Parties, also referred to herein as “Team Members” to promote collaboration in the delivery of Pre-Employment Transition Services (also referred to herein as Pre-ETS) for students with a documented disability transitioning from secondary school to post-secondary education programs and/or competitive employment; for individuals with disabilities who are enrolled in secondary education and are eligible, or potentially eligible, to receive vocational rehabilitation services (VR) provided by Oklahoma Department of Rehabilitation Services (DRS).

- **Bixby Public School** (also referred to herein as “Host School”);
- The Board of Regents of the University of Oklahoma, by and through University Outreach/College of Continuing Education’s **National Center for Disability Education and Training** (also referred to herein as “NCDET” or “University”).

The Rehabilitation Act of 1973 (Rehabilitation Act), as amended by the Workforce Innovation and Opportunity Act (WIOA), and the Individuals with Disabilities Education Act (IDEA), as amended, all require a formal mechanism in place to ensure coordination of transition services that are needed to provide a free appropriate public education to students with a documented disability and to ultimately transition students with a documented disability to competitive integrated employment or post-secondary education.

Pre-ETS activities are available to students with a documented disability. Students, ages 14-21, do not have to have an IEP (individual education program), a 504 plan or be a Vocational Rehabilitation client. Pre-ETS activities are an action step or service to assist students to achieve their transition goals.

The OBJECTIVE of this Agreement seeks to:

- Increase coordination between the Parties to identify and prepare students with a documented disability to move to post-secondary education and/or competitive integrated employment; based on student need, considering strength, preferences, and interests.
- Improve transition planning by DRS and local education agencies (LEAs) for a student with disabilities to facilitate the development and implementation of that individual’s education program.
- Strengthen the relationship between the Oklahoma State Department of Education (OSDE), Oklahoma Office of Workforce Development (OOWD), LEAs, higher education entities, and businesses to facilitate successful outcomes for students with a documented disability.

- Engage, involve and educate families to increase student success in post-school activities.
- Increase the number of students reaching their individual education plan (IEP) and the DRS individual plan for employment (IPE) goals.
- Increase professional learning opportunities and share resources.
- Increase job training and education opportunities for people who have traditionally faced barriers.

TERM

The Parties agree that the effective period of this Agreement shall be the latest date of signature of all Parties, or July 1, 2023, whichever is the latter, through June 30, 2024.

This Agreement may be renewed for two (2) additional twelve-month periods. Any renewals are contingent upon the Department of Rehabilitation Services renewing the Pre-Employment Transition Services Agreement with the University and University's approval of such renewal. Notice of renewal to be provided by an authorized representative of the Host School to the NCDET contact in hardcopy or email.

NCDET contact: Judi Goldston, jgoldston@ou.edu or Dr. Annie Baghdayan, abaghda1@ou.edu

SECTION 2 – DEFINITIONS (for the purpose of this agreement):

2.1 Workforce Innovation and Opportunity Act (WIOA): Reauthorizes the Rehabilitation Act of 1973 as amended, that established VR (29 U.S.C. § 701 et seq.) and creates the Pre-ETS set-aside (29 U.S.C. § 730 (d)).

2.2 Vocational Rehabilitation (VR): a federal program which promotes, assesses, plans, develops and provides services for individuals with disabilities, consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice, so they may prepare for and engage in gainful employment, as required by the Rehabilitation Act.

2.3 Oklahoma Office of Workforce Development (OOWD): carries out the vision of the Governor's Council for Workforce and Economic Development, provides technical assistance and coordinates strategic priorities and plans across education, training and economic agencies. Works to align and connect education and workforce resources, remove workforce barriers and better support Oklahoma employers and jobseeker.

2.4 Individual Education Plan (IEP): a written statement of the educational program required by IDEA for a student with a disability designed to meet the student's individual needs. The IEP has two general purposes: to set appropriate, measurable goals for the student and to describe the specialized instruction and services the school district will provide for the student.

2.5 Individual Plan for Employment (IPE): is required by the Rehabilitation Act, and is the roadmap developed jointly by the student and the Vocational Rehabilitation counselor to help the student with a disability reach a specific competitive, integrated employment goal.

2.6 Individuals with Disabilities Education Act (IDEA): is designed to ensure that all students with a documented disability have available to them a Free and Appropriate

Public Education (FAPE) that provides special education and related services designed to meet their unique needs and to prepare them for further education, employment and independent living; federal act codified at 20 U.S.C. § 1400 et seq.

2.7 Local Education Agency (LEA): a public board of education or other public authority legally constituted within a state for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district or counties recognized in a state as an administrative agency for its public elementary schools or secondary schools; codified at 20 U.S.C. §1401 (19).

2.8 A student with a disability: is an individual who is in an educational program; and meets certain age requirements; and is eligible for and receiving special education or related services under IDEA; or is an individual with a disability for purposes of section 504 of the Rehabilitation Act.

2.9 Potentially Eligible: students with a documented disability, including individuals ages 14-21 who have not applied or been determined eligible for VR services.

2.10 Competitive Integrated Employment: employment for an individual with a disability that is, among other things, compensated at a rate not lower than the minimum wage and is customary for the occupation and where the individual interacts with other persons without disabilities.

2.11 Pre-Employment Transition Services (Pre-ETS): activities provided through a subset of transition services, in partnership with LEAs, to help students, and potentially eligible students, with disabilities develop skills leading to success in employment and independent living after high school. These learning experiences are designed within an outcome-oriented process that promotes movement from school to post-school activities, including postsecondary education, vocational training, competitive integrated employment, financial literacy, and self-advocacy education to improve social and independent living skills. Pre-ETS are defined and authorized in accordance with 29 U.S.C. § 733.

The following are examples of activities that fall into the five required *Pre-ETS* categories:

- **Job Exploration Counseling:** discussion, activities, vocational evaluations, or assessments on in-demand job opportunities intended to foster motivation and informed decision-making.
- **Work-Based Learning** – research and knowledge of work site tours, job shadowing, mentoring, internships, apprenticeships, short-term employment, volunteering, and on-the-job trainings.
- **Counseling on Post-Secondary Opportunities**—discussion and activities regarding college and other -post-secondary opportunities, academic and occupational training needed to succeed in the workplace, and providing resources that may be used to support individual student success in education and training, such as disability support services and financial aid.
- **Workplace Readiness Training** (can be in a simulated or "real" work setting) - teaching social skills and independent living skills necessary to prepare for eventual employment, such as communication and interpersonal skills, financial literacy, transportation options, job-seeking skills, understanding employer expectations, and other "soft" skills necessary for employment; and
- **Self-advocacy**—training on rights and responsibilities; how to request accommodations or services and supports; communicating thoughts, concerns, and

needs; peer-mentoring opportunities; and participating in leadership activities offered in educational or community settings.

SECTION 3 – RESPONSIBILITIES:

The Host School:

The school plays a significant role in the success of providing and coordinating transition services, specifically employment readiness instruction for students with a documented disability. Schools are bound by the specific content in the Individuals with Disabilities Education Act (IDEA) for the provision of secondary transition services and by coordinating services with other agencies who will pay for or provide transition services. *Pre-Employment Transition Services are not meant to reduce the responsibility of schools to provide transition services. The intent is to enhance the resources available to students with a documented disability through collaboration. Host School understands and agrees that they will not be reimbursed by the University for any costs incurred as part of the Pre-ETS program.*

The Host School will:

- Upon receipt of proof from NCDET that all NCDET personnel participant under this Agreement have passed the criminal background record check, allow the NCDET Pre-ETS staff access to DRS potentially eligible students with a documented disability and/or DRS clients (in a group setting or one-on-one) to whom they can provide Pre-ETS instructional activities;
- work with the local DRS counselors to identify, recruit, and refer students for vocational rehabilitation services;
- be responsible for collecting signed parent authorization to allow their student to participate in Pre-ETS activities.
 - If parent signed authorization is unavailable, provide University a copy of the front page and/or Student identification page, transition goal page(s) and signature page(s) of the IEP (individual education program).
 - If parent signed authorization form is unavailable, provide University a copy of the student 504 plan or other documentation to identify the student having a documented disability.
- ensure school staff and/or a classroom teacher is present and assisting to ensure the highest engagement of the students;
- communicate to the NCDET Pre-ETS staff and DRS (if applicable) any concerns brought forth by a student;
- provide information to assist staff providing Pre-ETS activities that will support the learning needs, adaptations, and/or modifications of program participants;
- assist with outreach to identify students with a documented disability and assessment of their potential need for transition services and pre-employment transition services;
- share career assessment and planning information with DRS and Pre-ETS staff;
- work collaboratively to increased number of students obtaining their IEP and IPE goals;

- assist with the development of additional school sites by speaking with potential school leadership; and
- maintain confidentiality regarding program participants.

NCDDET:

The University of Oklahoma Outreach is a lifelong learning organization dedicated to helping individuals, businesses, groups, and communities transform themselves through knowledge. *Established in 1965*, the **National Center for Disability Education and Training** seeks to advance independent living, employment, and career opportunities for people with disabilities through innovative training and direct service.

NCDDET will:

- work in collaboration with DRS counselor, school transition personnel, and other persons supporting DRS potentially eligible students with a documented disability and/or DRS clients to provide Pre-ETS instructional activities in groups and/or individually;
- ensure its staff are trained and experienced in working with students with a documented disability as well as developing business relationships;
- ensure its staff have successfully passed a criminal background check; and will provide the Host School proof prior to providing Pre-ETS activities;
- support the host school staff in planning for the transition of students with a documented disability from school to post-school activities;
- work in collaboration with the teacher and current transition curriculum;
- work to increase employment and/or post-secondary student success;
- work with local school districts to create greater access for students with a documented disability and remove barriers into transition programs and activities;
- assist with outreach to identify students with a documented disability and assessment of their potential need for transition services and pre-employment transition services;
- encourage community work experiences that provide the opportunity for students with a documented disability to participate in skill development in community settings;
- share career assessment and planning information with DRS and school staff;
- work with the local DRS counselors to identify, recruit, and refer students for vocational rehabilitation services;
- communicate to Host School staff and DRS (if applicable) any concerns brought forth by a student;
- assist with the development of additional school sites by speaking with potential school leadership; and
- maintain confidentiality regarding program participants.

Section 4 Special Terms and Assurances

A. Insurance

Each Party is hereby required to carry liability insurance or State of Oklahoma self-insurance adequate to compensate, in accordance with the limits of the Oklahoma Governmental Tort Claims Act, 51 O.S. 1991, sec 151, et seq., as amended, persons for injury to their person or property occasioned by an act of negligence by the party to be bound, its agents or employees. The Parties shall timely renew the policies to be carried pursuant to this section throughout the term of the Agreement and provide evidence of such insurance and renewals upon request.

B. Equal Opportunity/Non-Discrimination

Each Party shall at all times comply with all federal laws relating to nondiscrimination, including, but not limited to, Presidential Executive Order 11246, as amended, and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794.; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.*; and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity, both to those seeking employment and those seeking services, without regard to race, color, religion, sex, national origin, age, or handicap.

Each Party are an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended and Executive orders 11246 and 11375. The Host School represents compliance with the Americans with Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant to this act.

C. Drug-Free Workplace

Each Party represents compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part § 85.600 *et seq.*

D. Modification

The Agreement may only be modified by mutual consent of the Parties in writing.

E. Cancellation

1. With Cause: In the event the Host School fails to meet the terms and conditions of the Agreement, or fails to provide services in accordance with the provisions of the Agreement, the University may, upon written notice of default transmitted via Certified Mail to the Host School, cancel the Agreement effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date the University mailed the notice, whichever occurs first. Such

cancellation shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law.

2. Without Cause: It is further agreed that the Agreement may be canceled by either Party by providing thirty (30) days prior written notice.

F. Access to and Retention of Records

The Host School shall maintain adequate records regarding the Pre-ETS program and student participation. Authorized personnel of the University, U.S. Department of Education or other pertinent federal agencies, authorized personnel of the Oklahoma Department of Rehabilitation Services, and other appropriate state entities shall have the right of access to records of Host School which are pertinent to the performance of the Agreement, in order to audit, examine, make excerpts and/or transcripts. The Host School shall be required to maintain all records for three (3) years after all pending matters are closed.

G. Compliance with State and Federal Laws

Each Party to this Agreement shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Agreement. Compliance shall be the responsibility of each Party, without reliance on or direction by the other.

Each Party hereto agrees to be responsible for its own negligent acts and omissions and those of its employees and agents as provided by the Oklahoma Governmental Tort Claims Act, 51 O.S. 1991, sec 151, et seq., as amended.

If the University notifies the Host School of a possible compliance issue, the Host School must submit an explanation to the University within forty-five (45) days of the notification. If upon receipt of the explanation the University determines the Host School is out of compliance, the Host School will have 30 days to remedy the non-compliance. If after that time the University determines the Host School has not resolved the compliance issue, the University may take any or all, but not limited to, the following options:

1. suspension of the Agreement;
2. withholding of additional Agreements;
3. requiring an immediate audit of all records pertaining to the Agreement;
4. the University, within 21 days of receipt of reports, shall complete review;
5. the University may choose to make an allowance on any compliance issue if appropriate documentation for the non-compliance action can be furnished.

Neither Party shall be liable for any damages resulting from any delay in delivery or failure to give notice of delay that directly or indirectly results from the elements, acts of God, delays in transportation, or delays in delivery by any cause beyond the reasonable control of the Parties.

H. FERPA

Each Party to this Agreement agrees to abide by the limitations on redisclosure of personally identifiable information from education records as set forth in the Family Educational Rights and Privacy Act (34 CFR 99.33(a)(2))

I. Clean Air Act

Each Party agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.* The Host School agrees to report each violation to the University, and understands and agrees that the University will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

J. Employment Relationship

This Agreement does not create an employment relationship. Individuals performing services required by the Agreement are not considered employees of the University. The Host School's employees shall not be considered employees of the University for any purpose, and as such shall not be eligible for benefits accruing to University employees.

The University shall provide access to staff as needed to meet the requirements contained herein.

K. Contract Jurisdiction

The Agreement will be governed in all respects by the laws of the State of Oklahoma. The District Court of Cleveland County, State of Oklahoma will be the exclusive venue in the event any legal action is filed by the Host School or the University to enforce or to interpret provisions of the Agreement.

This Agreement is the product of negotiations between the Parties, each of which has had the opportunity to consult counsel prior to the execution hereof. Therefore, the Parties agree that if this Agreement needs to be interpreted by any court (or other tribunal) having jurisdiction, no conclusions or inferences of the law shall be drawn in favor of or against either Party on the basis of which Party drafted the term or provision at issue.

L. Severability

The terms of this Agreement are severable such that if any term or provision is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.

M. Ownership and Copyrights

All curriculum, instructional materials, software, reports, and videos (hereinafter "Intellectual Property") are being developed exclusively for the University or purchased by the University and shall be the property of the University. Intellectual Property created and copyrighted or trademarked by the other Party outside of the Agreement shall be retained by same. This article shall not be construed to alter or diminish ownership rights provided under state or federal law or regulations.

N. Accessibility

Pursuant to Title 74, Section 85.7d and OAC 580:15-6-22 electronic and information technology procurements, agreements, and contracts shall comply with applicable Oklahoma Information Technology Accessibility Standards issued by the Oklahoma Office of State Finance. EIT Standards may be found at www.ok.gov/DCS/Central_Purchasing

Upon request, the Host School shall provide a description of conformance with the applicable Oklahoma Information Technology Accessibility Standards for the proposed product, system or application development/customization by means of either a Voluntary Product Accessibility Template (VPAT) or other comparable document.

O. Entire Agreement

This Agreement constitutes the entire Agreement and understanding between the Parties and supersedes all prior and/or contemporaneous discussions, representations, or contracts, whether written or oral, of the Parties relating to the work to be performed.

Section 5 Signatures

The Parties hereto agree that they may conduct the transaction by electronic means and hereby state that electronic signature shall have the same force and effect as an original signature.

THE HOST SCHOOL REPRESENTS THAT IT HAS READ AND UNDERSTOOD THE TERMS OF THIS AGREEMENT AND MADE NO CHANGES TO THE TERMS OF THIS AGREEMENT. BY PLACING THE SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, THE HOST SCHOOL AGREES TO BE BOUND BY THIS AGREEMENT.

Host School

Signature

Date

Print Name and Signatory Title

#3 - Memorandum of Understanding

University of Arkansas at Fort Smith and Bixby Public Schools

It is hereby agreed between the Bixby Public Schools and the Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas – Fort Smith that these two institutions will collaborate in a program of teacher education involving laboratory experiences and interning for students of UAFS. This agreement is of a continuing nature, subject to termination by either party upon proper notification. The nature of the agreement is such that notice of termination shall be considered appropriate if it is in writing and effective at the beginning of the semester subsequent to the notice. This agreement shall be reviewed each year, to determine those modifications in general policies and understandings, and the responsibilities of the agencies involved which are necessary for the operation of the next academic year.

GENERAL POLICIES AND UNDERSTANDINGS

1. The underlying purpose and intent of this agreement is concerned primarily with the advancement of the profession of teaching.
2. The University has no pre-determined intent to modify the public school organization concerned, its administration, staff, curriculum, or procedures for operation, as these are determined by the Board of Education.
3. The school accepts the teacher education program of the University and undertakes to cooperate fully in its development and application.
4. The selection of teachers to mentor student interns or other laboratory experiences shall be a joint responsibility of the administrative officers of both institutions.
5. Students assigned to the school for interning or other pre-service laboratory experiences will be expected to conform to all regulations of the University, which apply to student activities on the campus, and to adhere to all standards of professional conduct which the Arkansas State Board of Education has determined for its own staff.
6. Any questions involving conflict of the interests are to be resolved by the administrative officers of the two institutions in harmony with the policies stated above.
7. Assignment of student interns shall be a joint responsibility of the University and the principal or designated person of the participating school or district.

RESPONSIBILITIES OF THE UNIVERSITY

1. To collaborate with the administrative staff of the school in the selection of teachers to mentor student interns.
2. To remove or reassign any student intern whose work is judged by the mentoring teacher to jeopardize the educational advancement of the class.
3. To define in detail the experiences that are to be provided to the intern teachers.
4. To provide professional materials and assistance to mentoring teachers appropriate to the task of fulfilling their responsibilities for guiding the growth and evaluation of student interns.
5. To make available to the school system every assistance possible in its effort of training teachers as intern mentors.
6. To provide the sum of \$150.00 to the intern mentor for a full semester of supervision. If an 8 wk –8 wk split in mentors is used, the sum will be divided equally between the staff members or as the school policy prescribes.
7. To observe the calendar of the host school during the internship experience.
 - *Fall interns: Interns will begin their internship the first week of the host school and are strongly encouraged to attend all prior workshops and early programs at their host schools; therefore, some interns will arrive at schools in early August. The university cannot require these early experiences in the schools but can recommend them strongly.**
 - *Spring interns: Our interns will start the same day as the schools start after the holiday break.**
8. To have UAFS faculty on site or recall the teacher candidate within 24 hours, if there is a problem.

RESPONSIBILITIES OF THE PUBLIC SCHOOLS

1. To collaborate with the Coordinator of Field Placement at UAFS in the selection of mentor teachers (for interns) with the following minimum qualifications: fully certified in the field; three years' experience, at least one semester in the current position; no more than three different preparations (secondary) exclusive of activity courses; and trained in the Danielson criteria and be Proficient or an equivalent rating on their TESS performance review as required by the Arkansas Department of Education.
2. To host the teacher candidate for a duration of at least 8 to 16 weeks.

3. To make available to student interns all classes and extra-class activities under the direction of designated mentoring teachers. At no time are student interns to be expected to participate in or assume responsibility for classes or other school activities not under the direction of the mentoring teacher except by mutual consent of both contracting parties.
4. To make available to student interns all instructional materials and facilities normally provided for those classes.
5. To provide time, place, and facilities for conferences of mentoring teachers, student interns, and University supervisors for planning, evaluating, and otherwise directing the work of student interns.
6. To attempt to utilize the best teachers possible who will provide a high quality educational experience and who will have an interest in participating in a teacher education program.
7. To agree that no student interns are used as substitute teachers.

School Representative: _____ Date: _____

Title: _____

UAFS Representative: R. S. [Signature] Date: 6/28/2023

Title: Provost and Vice Chancellor for Academic Affairs or Designee

 **AIA**® Document A133® – 2019

Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price

AGREEMENT made as of the 26th day of June in the year 2023
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

BIXBY PUBLIC SCHOOLS
109 N. Armstrong
Bixby, OK 74008-4449

and the Construction Manager:
(Name, legal status, address, and other information)

Stava Building LLC, dba Stava Building Corporation
201 South Houston
Tulsa, OK 74127

for the following Project:
(Name, location, and detailed description)

Bixby East Intermediate Gymnasium
11901 E 131st St. South
Bixby, OK 74011

The Architect:
(Name, legal status, address, and other information)

Dewberry Architects Inc.
1350 S. Boulder Avenue, Suite 600
Tulsa, OK 74119-3209

The Owner and Construction Manager agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

TABLE OF ARTICLES

1	INITIAL INFORMATION
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3	CONSTRUCTION MANAGER'S RESPONSIBILITIES
4	OWNER'S RESPONSIBILITIES
5	COMPENSATION AND PAYMENTS FOR PRECONSTRUCTION PHASE SERVICES
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7	COST OF THE WORK FOR CONSTRUCTION PHASE
8	DISCOUNTS, REBATES, AND REFUNDS
9	SUBCONTRACTS AND OTHER AGREEMENTS
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11	PAYMENTS FOR CONSTRUCTION PHASE SERVICES
12	DISPUTE RESOLUTION
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15	SCOPE OF THE AGREEMENT

EXHIBIT A GUARANTEED MAXIMUM PRICE AMENDMENT
EXHIBIT B INSURANCE AND BONDS

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project, as described in Section 4.1.1:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

Program Development to be coordinated with Owner and Architect.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

Approximately 7,500 SF gymnasium addition to East Intermediate. Physical characteristics and scope to be determined via coordination with Owner and Architect.

§ 1.1.3 The Owner's budget for the Guaranteed Maximum Price, as defined in Article 6:

(Provide total and, if known, a line item breakdown.)

Init.

Owner's construction budget is \$2,250,000.00.

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

- .1 Design phase milestone dates, if any:
To be coordinated with Owner and Architect.
- .2 Construction commencement date:
To be coordinated with Owner and Architect
- .3 Substantial Completion date or dates:
To be coordinated with Owner and Architect
- .4 Other milestone dates:
N/A

§ 1.1.5 The Owner's requirements for accelerated or fast-track scheduling, or phased construction, are set forth below:
(Identify any requirements for fast-track scheduling or phased construction.)

N/A

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

N/A

(Paragraphs deleted)

§ 1.1.8 The Owner identifies the following representative in accordance with Section 4.2:
(List name, address, and other contact information.)

Mr. Rob Miller, Superintendent of Schools
Bixby Public Schools
109 N. Armstrong
Bixby, OK 74008-4449

§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review the Construction Manager's submittals to the Owner are as follows:
(List name, address and other contact information.)

N/A

§ 1.1.10 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

- .1 Geotechnical Engineer:
TBD

init.

.2 Civil Engineer:

TBD

.3 Other, if any:

(List any other consultants retained by the Owner, such as a Project or Program Manager.)

N/A

§ 1.1.11 The Architect's representative:

(List name, address, and other contact information.)

D. Bruce Henley, AIA
Principal / Business Unit Manager
Dewberry Architects Inc.
1350 S Boulder Avenue, Suite 600
Tulsa, OK 74119-3209

§ 1.1.12 The Construction Manager identifies the following representative in accordance with Article 3:

(List name, address, and other contact information.)

Curt Hellen
Stava Building LLC, dba Stava Building Corporation
201 South Houston
Tulsa, OK 74127
918-606-2879

§ 1.1.13 The Owner's requirements for the Construction Manager's staffing plan for Preconstruction Services, as required under Section 3.1.9:

(List any Owner-specific requirements to be included in the staffing plan.)

To be coordinated with Owner and Architect, as well as identification of need.

§ 1.1.14 The Owner's requirements for subcontractor procurement for the performance of the Work:

(List any Owner-specific requirements for subcontractor procurement.)

To be coordinated with Owner and Architect

§ 1.1.15 Other Initial Information on which this Agreement is based:

N/A

§ 1.2 The Owner and Construction Manager may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Construction Manager shall appropriately adjust the Project schedule, the Construction Manager's services, and the Construction Manager's compensation. The Owner shall adjust the Owner's budget for the Guaranteed Maximum Price and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

Init.

§ 1.3 Neither the Owner's nor the Construction Manager's representative shall be changed without ten days' prior notice to the other party.

ARTICLE 2 GENERAL PROVISIONS

§ 2.1 The Contract Documents

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. Upon the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal, the Contract Documents will also include the documents described in Section 3.2.3 and identified in the Guaranteed Maximum Price Amendment and revisions prepared by the Architect and furnished by the Owner as described in Section 3.2.8. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. If anything in the other Contract Documents, other than a Modification, is inconsistent with this Agreement, this Agreement shall govern. An enumeration of the Contract Documents, other than a Modification, appears in Article 15.

§ 2.2 Relationship of the Parties

The Construction Manager accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to cooperate with the Architect and exercise the Construction Manager's skill and judgment in furthering the interests of the Owner to furnish efficient construction administration, management services, and supervision; to furnish at all times an adequate supply of workers and materials; and to perform the Work in an expeditious and economical manner consistent with the Owner's interests. The Owner agrees to furnish or approve, in a timely manner, information required by the Construction Manager and to make payments to the Construction Manager in accordance with the requirements of the Contract Documents.

§ 2.3 General Conditions

§ 2.3.1 For the Preconstruction Phase, AIA Document A201™-2017, General Conditions of the Contract for Construction, shall apply as follows: Section 1.5, Ownership and Use of Documents; Section 1.7, Digital Data Use and Transmission; Section 1.8, Building Information Model Use and Reliance; Section 2.2.4, Confidential Information; Section 3.12.10, Professional Services; Section 10.3, Hazardous Materials; Section 13.1, Governing Law. The term "Contractor" as used in A201-2017 shall mean the Construction Manager.

§ 2.3.2 For the Construction Phase, the general conditions of the contract shall be as set forth in A201-2017, which document is incorporated herein by reference. The term "Contractor" as used in A201-2017 shall mean the Construction Manager.

ARTICLE 3 CONSTRUCTION MANAGER'S RESPONSIBILITIES

The Construction Manager's Preconstruction Phase responsibilities are set forth in Sections 3.1 and 3.2, and in the applicable provisions of A201-2017 referenced in Section 2.3.1. The Construction Manager's Construction Phase responsibilities are set forth in Section 3.3. The Owner and Construction Manager may agree, in consultation with the Architect, for the Construction Phase to commence prior to completion of the Preconstruction Phase, in which case, both phases will proceed concurrently. The Construction Manager shall identify a representative authorized to act on behalf of the Construction Manager with respect to the Project.

§ 3.1 Preconstruction Phase

§ 3.1.1 Extent of Responsibility

The Construction Manager shall exercise reasonable care in performing its Preconstruction Services. The Owner and Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of services and information furnished by the Construction Manager. The Construction Manager, however, does not warrant or guarantee estimates and schedules except as may be included as part of the Guaranteed Maximum Price. The Construction Manager is not required to ascertain that the Drawings and Specifications are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Construction Manager shall promptly report to the Architect and Owner any nonconformity discovered by or made known to the Construction Manager as a request for information in such form as the Architect may require.

§ 3.1.2 The Construction Manager shall provide a preliminary evaluation of the Owner's program, schedule and construction budget requirements, each in terms of the other.

Init.

§ 3.1.3 Consultation

§ 3.1.3.1 The Construction Manager shall schedule and conduct meetings with the Architect and Owner to discuss such matters as procedures, progress, coordination, and scheduling of the Work.

§ 3.1.3.2 The Construction Manager shall advise the Owner and Architect on proposed site use and improvements, selection of materials, building systems, and equipment. The Construction Manager shall also provide recommendations to the Owner and Architect, consistent with the Project requirements, on constructability; availability of materials and labor; time requirements for procurement, installation and construction; prefabrication; and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets, life-cycle data, and possible cost reductions. The Construction Manager shall consult with the Architect regarding professional services to be provided by the Construction Manager during the Construction Phase.

§ 3.1.3.3 The Construction Manager shall assist the Owner and Architect in establishing building information modeling and digital data protocols for the Project, using AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 3.1.4 Project Schedule

When Project requirements in Section 4.1.1 have been sufficiently identified, the Construction Manager shall prepare and periodically update a Project schedule for the Architect's review and the Owner's acceptance. The Construction Manager shall obtain the Architect's approval for the portion of the Project schedule relating to the performance of the Architect's services. The Project schedule shall coordinate and integrate the Construction Manager's services, the Architect's services, other Owner consultants' services, and the Owner's responsibilities; and identify items that affect the Project's timely completion. The updated Project schedule shall include the following: submission of the Guaranteed Maximum Price proposal; components of the Work; times of commencement and completion required of each Subcontractor; ordering and delivery of products, including those that must be ordered in advance of construction; and the occupancy requirements of the Owner.

§ 3.1.5 Phased Construction

The Construction Manager, in consultation with the Architect, shall provide recommendations with regard to accelerated or fast-track scheduling, procurement, and sequencing for phased construction. The Construction Manager shall take into consideration cost reductions, cost information, constructability, provisions for temporary facilities, and procurement and construction scheduling issues.

§ 3.1.6 Cost Estimates

§ 3.1.6.1 Based on the preliminary design and other design criteria prepared by the Architect, the Construction Manager shall prepare, for the Architect's review and the Owner's approval, preliminary estimates of the Cost of the Work or the cost of program requirements using area, volume, or similar conceptual estimating techniques. If the Architect or Construction Manager suggests alternative materials and systems, the Construction Manager shall provide cost evaluations of those alternative materials and systems.

§ 3.1.6.2 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall prepare and update, at appropriate intervals agreed to by the Owner, Construction Manager and Architect, an estimate of the Cost of the Work with increasing detail and refinement. The Construction Manager shall include in the estimate those costs to allow for the further development of the design, price escalation, and market conditions, until such time as the Owner and Construction Manager agree on a Guaranteed Maximum Price for the Work. The estimate shall be provided for the Architect's review and the Owner's approval. The Construction Manager shall inform the Owner and Architect in the event that the estimate of the Cost of the Work exceeds the latest approved Project budget, and make recommendations for corrective action.

§ 3.1.6.3 If the Architect is providing cost estimating services as a Supplemental Service, and a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Construction Manager and the Architect shall work together to reconcile the cost estimates.

§ 3.1.7 As the Architect progresses with the preparation of the Schematic Design, Design Development and Construction Documents, the Construction Manager shall consult with the Owner and Architect and make recommendations regarding constructability and schedules, for the Architect's review and the Owner's approval.

Int.

§ 3.1.8 The Construction Manager shall provide recommendations and information to the Owner and Architect regarding equipment, materials, services, and temporary Project facilities.

§ 3.1.9 The Construction Manager shall provide a staffing plan for Preconstruction Phase services for the Owner's review and approval.

§ 3.1.10 If the Owner identified a Sustainable Objective in Article 1, the Construction Manager shall fulfill its Preconstruction Phase responsibilities as required in AIA Document E234™-2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, attached to this Agreement.

§ 3.1.11 Subcontractors and Suppliers

§ 3.1.11.1 If the Owner has provided requirements for subcontractor procurement in section 1.1.14, the Construction Manager shall provide a subcontracting plan, addressing the Owner's requirements, for the Owner's review and approval.

§ 3.1.11.2 The Construction Manager shall develop bidders' interest in the Project.

§ 3.1.11.3 The processes described in Article 9 shall apply if bid packages will be issued during the Preconstruction Phase.

§ 3.1.12 Procurement

The Construction Manager shall prepare, for the Architect's review and the Owner's acceptance, a procurement schedule for items that must be ordered in advance of construction. The Construction Manager shall expedite and coordinate the ordering and delivery of materials that must be ordered in advance of construction. If the Owner agrees to procure any items prior to the establishment of the Guaranteed Maximum Price, the Owner shall procure the items on terms and conditions acceptable to the Construction Manager. Upon the establishment of the Guaranteed Maximum Price, the Owner shall assign all contracts for these items to the Construction Manager and the Construction Manager shall thereafter accept responsibility for them.

§ 3.1.13 Compliance with Laws

The Construction Manager shall comply with applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to its performance under this Contract, and with equal employment opportunity programs, and other programs as may be required by governmental and quasi-governmental authorities.

§ 3.1.14 Other Preconstruction Services

Insert a description of any other Preconstruction Phase services to be provided by the Construction Manager, or reference an exhibit attached to this document

(Describe any other Preconstruction Phase services, such as providing cash flow projections, development of a project information management system, early selection or procurement of subcontractors, etc.)

TBD and coordinated with Owner and Architect

§ 3.2 Guaranteed Maximum Price Proposal

§ 3.2.1 At a time to be mutually agreed upon by the Owner and the Construction Manager, the Construction Manager shall prepare a Guaranteed Maximum Price proposal for the Owner's and Architect's review, and the Owner's acceptance. The Guaranteed Maximum Price in the proposal shall be the sum of the Construction Manager's estimate of the Cost of the Work, the Construction Manager's contingency described in Section 3.2.4, and the Construction Manager's Fee described in Section 6.1.2.

§ 3.2.2 To the extent that the Contract Documents are anticipated to require further development, the Guaranteed Maximum Price includes the costs attributable to such further development consistent with the Contract Documents and reasonably inferable therefrom. Such further development does not include changes in scope, systems, kinds and quality of materials, finishes, or equipment, all of which, if required, shall be incorporated by Change Order.

§ 3.2.3 The Construction Manager shall include with the Guaranteed Maximum Price proposal a written statement of its basis, which shall include the following:

- .1 A list of the Drawings and Specifications, including all Addenda thereto, and the Conditions of the Contract;

Init.

- .2 A list of the clarifications and assumptions made by the Construction Manager in the preparation of the Guaranteed Maximum Price proposal, including assumptions under Section 3.2.2;
- .3 A statement of the proposed Guaranteed Maximum Price, including a statement of the estimated Cost of the Work organized by trade categories or systems, including allowances; the Construction Manager's contingency set forth in Section 3.2.4; and the Construction Manager's Fee;
- .4 The anticipated date of Substantial Completion upon which the proposed Guaranteed Maximum Price is based; and
- .5 A date by which the Owner must accept the Guaranteed Maximum Price.

§ 3.2.4 In preparing the Construction Manager's Guaranteed Maximum Price proposal, the Construction Manager shall include a contingency for the Construction Manager's exclusive use to cover those costs that are included in the Guaranteed Maximum Price but not otherwise allocated to another line item or included in a Change Order.

§ 3.2.5 The Construction Manager shall meet with the Owner and Architect to review the Guaranteed Maximum Price proposal. In the event that the Owner or Architect discover any inconsistencies or inaccuracies in the information presented, they shall promptly notify the Construction Manager, who shall make appropriate adjustments to the Guaranteed Maximum Price proposal, its basis, or both.

§ 3.2.6 If the Owner notifies the Construction Manager that the Owner has accepted the Guaranteed Maximum Price proposal in writing before the date specified in the Guaranteed Maximum Price proposal, the Guaranteed Maximum Price proposal shall be deemed effective without further acceptance from the Construction Manager. Following acceptance of a Guaranteed Maximum Price, the Owner and Construction Manager shall execute the Guaranteed Maximum Price Amendment amending this Agreement, a copy of which the Owner shall provide to the Architect. The Guaranteed Maximum Price Amendment shall set forth the agreed upon Guaranteed Maximum Price with the information and assumptions upon which it is based.

§ 3.2.7 The Construction Manager shall not incur any cost to be reimbursed as part of the Cost of the Work prior to the execution of the Guaranteed Maximum Price Amendment, unless the Owner provides prior written authorization for such costs.

§ 3.2.8 The Owner shall authorize preparation of revisions to the Contract Documents that incorporate the agreed-upon assumptions and clarifications contained in the Guaranteed Maximum Price Amendment. The Owner shall promptly furnish such revised Contract Documents to the Construction Manager. The Construction Manager shall notify the Owner and Architect of any inconsistencies between the agreed-upon assumptions and clarifications contained in the Guaranteed Maximum Price Amendment and the revised Contract Documents.

§ 3.2.9 The Construction Manager shall include in the Guaranteed Maximum Price all sales, consumer, use and similar taxes for the Work provided by the Construction Manager that are legally enacted, whether or not yet effective, at the time the Guaranteed Maximum Price Amendment is executed.

§ 3.3 Construction Phase

§ 3.3.1 General

§ 3.3.1.1 For purposes of Section 8.1.2 of A201-2017, the date of commencement of the Work shall mean the date of commencement of the Construction Phase.

§ 3.3.1.2 The Construction Phase shall commence upon the Owner's execution of the Guaranteed Maximum Price Amendment or, prior to acceptance of the Guaranteed Maximum Price proposal, by written agreement of the parties. The written agreement shall set forth a description of the Work to be performed by the Construction Manager, and any insurance and bond requirements for Work performed prior to execution of the Guaranteed Maximum Price Amendment.

§ 3.3.2 Administration

§ 3.3.2.1 The Construction Manager shall schedule and conduct meetings to discuss such matters as procedures, progress, coordination, scheduling, and status of the Work. The Construction Manager shall prepare and promptly distribute minutes of the meetings to the Owner and Architect.

§ 3.3.2.2 Upon the execution of the Guaranteed Maximum Price Amendment, the Construction Manager shall prepare and submit to the Owner and Architect a construction schedule for the Work and a submittal schedule in accordance with Section 3.10 of A201–2017.

§ 3.3.2.3 Monthly Report

The Construction Manager shall record the progress of the Project. On a monthly basis, or otherwise as agreed to by the Owner, the Construction Manager shall submit written progress reports to the Owner and Architect, showing percentages of completion and other information required by the Owner.

§ 3.3.2.4 Daily Logs

The Construction Manager shall keep, and make available to the Owner and Architect, a daily log containing a record for each day of weather, portions of the Work in progress, number of workers on site, identification of equipment on site, problems that might affect progress of the work, accidents, injuries, and other information required by the Owner.

§ 3.3.2.5 Cost Control

The Construction Manager shall develop a system of cost control for the Work, including regular monitoring of actual costs for activities in progress and estimates for uncompleted tasks and proposed changes. The Construction Manager shall identify variances between actual and estimated costs and report the variances to the Owner and Architect, and shall provide this information in its monthly reports to the Owner and Architect, in accordance with Section 3.3.2.3 above.

ARTICLE 4 OWNER'S RESPONSIBILITIES

§ 4.1 Information and Services Required of the Owner

§ 4.1.1 The Owner shall provide information with reasonable promptness, regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, constraints, and criteria, including schedule, space requirements and relationships, flexibility and expandability, special equipment, systems, sustainability and site requirements.

§ 4.1.2 Prior to the execution of the Guaranteed Maximum Price Amendment, the Construction Manager may request in writing that the Owner provide reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. After execution of the Guaranteed Maximum Price Amendment, the Construction Manager may request such information as set forth in A201-2017 Section 2.2.

§ 4.1.3 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Article 7, (2) the Owner's other costs, and (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Construction Manager and Architect. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 4.1.4 Structural and Environmental Tests, Surveys and Reports. During the Preconstruction Phase, the Owner shall furnish the following information or services with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Construction Manager's performance of the Work with reasonable promptness after receiving the Construction Manager's written request for such information or services. The Construction Manager shall be entitled to rely on the accuracy of information and services furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

§ 4.1.4.1 The Owner shall furnish tests, inspections, and reports, required by law and as otherwise agreed to by the parties, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 4.1.4.2 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

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§ 4.1.4.3 The Owner, when such services are requested, shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 4.1.5 During the Construction Phase, the Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Construction Manager's performance of the Work with reasonable promptness after receiving the Construction Manager's written request for such information or services.

§ 4.1.6 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E234™-2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, attached to this Agreement.

§ 4.2 Owner's Designated Representative

The Owner shall identify a representative authorized to act on behalf of the Owner with respect to the Project. The Owner's representative shall render decisions promptly and furnish information expeditiously, so as to avoid unreasonable delay in the services or Work of the Construction Manager. Except as otherwise provided in Section 4.2.1 of A201-2017, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 4.2.1 **Legal Requirements.** The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 4.3 Architect

The Owner shall retain an Architect to provide services, duties and responsibilities as described in AIA Document B133™-2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition, including any additional services requested by the Construction Manager that are necessary for the Preconstruction and Construction Phase services under this Agreement. The Owner shall provide the Construction Manager with a copy of the scope of services in the executed agreement between the Owner and the Architect, and any further modifications to the Architect's scope of services in the agreement.

ARTICLE 5 COMPENSATION AND PAYMENTS FOR PRECONSTRUCTION PHASE SERVICES

§ 5.1 Compensation

§ 5.1.1 For the Construction Manager's Preconstruction Phase services described in Sections 3.1 and 3.2, the Owner shall compensate the Construction Manager as follows:

(Insert amount of, or basis for, compensation and include a list of reimbursable cost items, as applicable.)

TBD

§ 5.1.2 The hourly billing rates for Preconstruction Phase services of the Construction Manager and the Construction Manager's Consultants and Subcontractors, if any, are set forth below.

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

N/A

Individual or Position

Rate

§ 5.1.2.1 Hourly billing rates for Preconstruction Phase services include all costs to be paid or incurred by the Construction Manager, as required by law or collective bargaining agreements, for taxes, insurance, contributions, assessments and benefits and, for personnel not covered by collective bargaining agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions, and shall remain unchanged unless the parties execute a Modification.

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§ 5.1.3 If the Preconstruction Phase services covered by this Agreement have not been completed within twenty-four (24) months of the date of this Agreement, through no fault of the Construction Manager, the Construction Manager's compensation for Preconstruction Phase services shall be equitably adjusted.

§ 5.2 Payments

§ 5.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed.

§ 5.2.2 Payments are due and payable upon presentation of the Construction Manager's invoice. Amounts unpaid sixty (60) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Construction Manager.
(Insert rate of monthly or annual interest agreed upon.)

6 % per annum

ARTICLE 6 COMPENSATION FOR CONSTRUCTION PHASE SERVICES

§ 6.1 Contract Sum

§ 6.1.1 The Owner shall pay the Construction Manager the Contract Sum in current funds for the Construction Manager's performance of the Contract after execution of the Guaranteed Maximum Price Amendment. The Contract Sum is the Cost of the Work as defined in Article 7 plus the Construction Manager's Fee.

§ 6.1.2 The Construction Manager's Fee:

(State a lump sum, percentage of Cost of the Work or other provision for determining the Construction Manager's Fee.)

6% - Overhead and CM Fee

1.5% - Insurance (General Liability and Builders Risk).

§ 6.1.3 The method of adjustment of the Construction Manager's Fee for changes in the Work:

6% - Overhead and CM Fee

1.5% - Insurance (General Liability and Builders Risk)

§ 6.1.4 Limitations, if any, on a Subcontractor's overhead and profit for increases in the cost of its portion of the Work:

TBD. Will be amended by exhibit.

§ 6.1.5 Rental rates for Construction Manager-owned equipment shall not exceed three percent (3 %) of the standard rental rate paid at the place of the Project.

§ 6.1.6 Liquidated damages, if any:

(Insert terms and conditions for liquidated damages, if any.)

TBD.

§ 6.1.7 Other:

(Insert provisions for bonus, cost savings or other incentives, if any, that might result in a change to the Contract Sum.)

N/A

§ 6.2 Guaranteed Maximum Price

The Construction Manager guarantees that the Contract Sum shall not exceed the Guaranteed Maximum Price set forth in the Guaranteed Maximum Price Amendment, subject to additions and deductions by Change Order as provided in the Contract Documents. Costs which would cause the Guaranteed Maximum Price to be exceeded shall be paid by the Construction Manager without reimbursement by the Owner.

§ 6.3 Changes in the Work

§ 6.3.1 The Owner may, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions. The Owner shall issue such changes in writing. The Construction Manager may be entitled to an equitable adjustment in the Contract Time as a result of changes in the Work.

§ 6.3.1.1 The Architect may order minor changes in the Work as provided in Article 7 of AIA Document A201–2017, General Conditions of the Contract for Construction.

§ 6.3.2 Adjustments to the Guaranteed Maximum Price on account of changes in the Work subsequent to the execution of the Guaranteed Maximum Price Amendment may be determined by any of the methods listed in Article 7 of AIA Document A201–2017, General Conditions of the Contract for Construction.

§ 6.3.3 Adjustments to subcontracts awarded on the basis of a stipulated sum shall be determined in accordance with Article 7 of A201–2017, as they refer to "cost" and "fee," and not by Articles 6 and 7 of this Agreement. Adjustments to subcontracts awarded with the Owner's prior written consent on the basis of cost plus a fee shall be calculated in accordance with the terms of those subcontracts.

§ 6.3.4 In calculating adjustments to the Guaranteed Maximum Price, the terms "cost" and "costs" as used in Article 7 of AIA Document A201–2017 shall mean the Cost of the Work as defined in Article 7 of this Agreement and the term "fee" shall mean the Construction Manager's Fee as defined in Section 6.1.2 of this Agreement.

§ 6.3.5 If no specific provision is made in Section 6.1.3 for adjustment of the Construction Manager's Fee in the case of changes in the Work, or if the extent of such changes is such, in the aggregate, that application of the adjustment provisions of Section 6.1.3 will cause substantial inequity to the Owner or Construction Manager, the Construction Manager's Fee shall be equitably adjusted on the same basis that was used to establish the Fee for the original Work, and the Guaranteed Maximum Price shall be adjusted accordingly.

ARTICLE 7 COST OF THE WORK FOR CONSTRUCTION PHASE

§ 7.1 Costs to Be Reimbursed

§ 7.1.1 The term Cost of the Work shall mean costs necessarily incurred by the Construction Manager in the proper performance of the Work. The Cost of the Work shall include only the items set forth in Sections 7.1 through 7.7.

§ 7.1.2 Where, pursuant to the Contract Documents, any cost is subject to the Owner's prior approval, the Construction Manager shall obtain such approval in writing prior to incurring the cost.

§ 7.1.3 Costs shall be at rates not higher than the standard rates paid at the place of the Project, except with prior approval of the Owner.

§ 7.2 Labor Costs

§ 7.2.1 Wages or salaries of construction workers directly employed by the Construction Manager to perform the construction of the Work at the site or, with the Owner's prior approval, at off-site workshops.

§ 7.2.2 Wages or salaries of the Construction Manager's supervisory and administrative personnel when stationed at the site and performing Work, with the Owner's prior approval.

§ 7.2.2.1 Wages or salaries of the Construction Manager's supervisory and administrative personnel when performing Work and stationed at a location other than the site, but only for that portion of time required for the Work, and limited to the personnel and activities listed below:

(Identify the personnel, type of activity and, if applicable, any agreed upon percentage of time to be devoted to the Work.)

TBD and coordinated with Owner and Architect

§ 7.2.3 Wages and salaries of the Construction Manager's supervisory or administrative personnel engaged at factories, workshops or while traveling, in expediting the production or transportation of materials or equipment required for the Work, but only for that portion of their time required for the Work.

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§ 7.2.4 Costs paid or incurred by the Construction Manager, as required by law or collective bargaining agreements, for taxes, insurance, contributions, assessments and benefits and, for personnel not covered by collective bargaining agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions, provided such costs are based on wages and salaries included in the Cost of the Work under Sections 7.2.1 through 7.2.3.

§ 7.2.5 If agreed rates for labor costs, in lieu of actual costs, are provided in this Agreement, the rates shall remain unchanged throughout the duration of this Agreement, unless the parties execute a Modification.

§ 7.3 Subcontract Costs

Payments made by the Construction Manager to Subcontractors in accordance with the requirements of the subcontracts and this Agreement.

§ 7.4 Costs of Materials and Equipment Incorporated in the Completed Construction

§ 7.4.1 Costs, including transportation and storage at the site, of materials and equipment incorporated, or to be incorporated, in the completed construction.

§ 7.4.2 Costs of materials described in the preceding Section 7.4.1 in excess of those actually installed to allow for reasonable waste and spoilage. Unused excess materials, if any, shall become the Owner's property at the completion of the Work or, at the Owner's option, shall be sold by the Construction Manager. Any amounts realized from such sales shall be credited to the Owner as a deduction from the Cost of the Work.

§ 7.5 Costs of Other Materials and Equipment, Temporary Facilities and Related Items

§ 7.5.1 Costs of transportation, storage, installation, dismantling, maintenance, and removal of materials, supplies, temporary facilities, machinery, equipment and hand tools not customarily owned by construction workers that are provided by the Construction Manager at the site and fully consumed in the performance of the Work. Costs of materials, supplies, temporary facilities, machinery, equipment, and tools, that are not fully consumed, shall be based on the cost or value of the item at the time it is first used on the Project site less the value of the item when it is no longer used at the Project site. Costs for items not fully consumed by the Construction Manager shall mean fair market value.

§ 7.5.2 Rental charges for temporary facilities, machinery, equipment, and hand tools not customarily owned by construction workers that are provided by the Construction Manager at the site, and the costs of transportation, installation, dismantling, minor repairs, and removal of such temporary facilities, machinery, equipment, and hand tools. Rates and quantities of equipment owned by the Construction Manager, or a related party as defined in Section 7.8, shall be subject to the Owner's prior approval. The total rental cost of any such equipment may not exceed the purchase price of any comparable item.

§ 7.5.3 Costs of removal of debris from the site of the Work and its proper and legal disposal.

§ 7.5.4 Costs of the Construction Manager's site office, including general office equipment and supplies.

§ 7.5.5 Costs of materials and equipment suitably stored off the site at a mutually acceptable location, subject to the Owner's prior approval.

§ 7.6 Miscellaneous Costs

§ 7.6.1 Premiums for that portion of insurance and bonds required by the Contract Documents that can be directly attributed to this Contract.

§ 7.6.1.1 Costs for self-insurance, for either full or partial amounts of the coverages required by the Contract Documents, with the Owner's prior approval.

§ 7.6.1.2 Costs for insurance through a captive insurer owned or controlled by the Construction Manager, with the Owner's prior approval.

§ 7.6.2 Sales, use, or similar taxes, imposed by a governmental authority, that are related to the Work and for which the Construction Manager is liable.

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§ 7.6.3 Fees and assessments for the building permit, and for other permits, licenses, and inspections, for which the Construction Manager is required by the Contract Documents to pay.

§ 7.6.4 Fees of laboratories for tests required by the Contract Documents; except those related to defective or nonconforming Work for which reimbursement is excluded under Article 13 of AIA Document A201–2017 or by other provisions of the Contract Documents, and which do not fall within the scope of Section 7.7.3.

§ 7.6.5 Royalties and license fees paid for the use of a particular design, process, or product, required by the Contract Documents.

§ 7.6.5.1 The cost of defending suits or claims for infringement of patent rights arising from requirements of the Contract Documents, payments made in accordance with legal judgments against the Construction Manager resulting from such suits or claims, and payments of settlements made with the Owner's consent, unless the Construction Manager had reason to believe that the required design, process, or product was an infringement of a copyright or a patent, and the Construction Manager failed to promptly furnish such information to the Architect as required by Article 3 of AIA Document A201–2017. The costs of legal defenses, judgments, and settlements shall not be included in the Cost of the Work used to calculate the Construction Manager's Fee or subject to the Guaranteed Maximum Price.

§ 7.6.6 Costs for communications services, electronic equipment, and software, directly related to the Work and located at the site, with the Owner's prior approval.

§ 7.6.7 Costs of document reproductions and delivery charges.

§ 7.6.8 Deposits lost for causes other than the Construction Manager's negligence or failure to fulfill a specific responsibility in the Contract Documents.

§ 7.6.9 Legal, mediation and arbitration costs, including attorneys' fees, other than those arising from disputes between the Owner and Construction Manager, reasonably incurred by the Construction Manager after the execution of this Agreement in the performance of the Work and with the Owner's prior approval, which shall not be unreasonably withheld.

§ 7.6.10 Expenses incurred in accordance with the Construction Manager's standard written personnel policy for relocation and temporary living allowances of the Construction Manager's personnel required for the Work, with the Owner's prior approval.

§ 7.6.11 That portion of the reasonable expenses of the Construction Manager's supervisory or administrative personnel incurred while traveling in discharge of duties connected with the Work.

§ 7.7 Other Costs and Emergencies

§ 7.7.1 Other costs incurred in the performance of the Work, with the Owner's prior approval.

§ 7.7.2 Costs incurred in taking action to prevent threatened damage, injury, or loss, in case of an emergency affecting the safety of persons and property, as provided in Article 10 of AIA Document A201–2017.

§ 7.7.3 Costs of repairing or correcting damaged or nonconforming Work executed by the Construction Manager, Subcontractors, or suppliers, provided that such damaged or nonconforming Work was not caused by the negligence of, or failure to fulfill a specific responsibility by, the Construction Manager, and only to the extent that the cost of repair or correction is not recovered by the Construction Manager from insurance, sureties, Subcontractors, suppliers, or others.

§ 7.7.4 The costs described in Sections 7.1 through 7.7 shall be included in the Cost of the Work, notwithstanding any provision of AIA Document A201–2017 or other Conditions of the Contract which may require the Construction Manager to pay such costs, unless such costs are excluded by the provisions of Section 7.9.

§ 7.8 Related Party Transactions

§ 7.8.1 For purposes of this Section 7.8, the term "related party" shall mean (1) a parent, subsidiary, affiliate, or other entity having common ownership of, or sharing common management with, the Construction Manager; (2) any entity in which any stockholder in, or management employee of, the Construction Manager holds an equity interest in excess of ten percent in the aggregate; (3) any entity which has the right to control the business or affairs of the Construction Manager;

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or (4) any person, or any member of the immediate family of any person, who has the right to control the business or affairs of the Construction Manager.

§ 7.8.2 If any of the costs to be reimbursed arise from a transaction between the Construction Manager and a related party, the Construction Manager shall notify the Owner of the specific nature of the contemplated transaction, including the identity of the related party and the anticipated cost to be incurred, before any such transaction is consummated or cost incurred. If the Owner, after such notification, authorizes the proposed transaction in writing, then the cost incurred shall be included as a cost to be reimbursed, and the Construction Manager shall procure the Work, equipment, goods, or service, from the related party, as a Subcontractor, according to the terms of Article 9. If the Owner fails to authorize the transaction in writing, the Construction Manager shall procure the Work, equipment, goods, or service from some person or entity other than a related party according to the terms of Article 9.

§ 7.9 Costs Not To Be Reimbursed

§ 7.9.1 The Cost of the Work shall not include the items listed below:

- .1 Salaries and other compensation of the Construction Manager's personnel stationed at the Construction Manager's principal office or offices other than the site office, except as specifically provided in Section 7.2, or as may be provided in Article 14;
- .2 Bonuses, profit sharing, incentive compensation, and any other discretionary payments, paid to anyone hired by the Construction Manager or paid to any Subcontractor or vendor, unless the Owner has provided prior approval;
- .3 Expenses of the Construction Manager's principal office and offices other than the site office;
- .4 Overhead and general expenses, except as may be expressly included in Sections 7.1 to 7.7;
- .5 The Construction Manager's capital expenses, including interest on the Construction Manager's capital employed for the Work;
- .6 Except as provided in Section 7.7.3 of this Agreement, costs due to the negligence of, or failure to fulfill a specific responsibility of the Contract by, the Construction Manager, Subcontractors, and suppliers, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable;
- .7 Any cost not specifically and expressly described in Sections 7.1 to 7.7;
- .8 Costs, other than costs included in Change Orders approved by the Owner, that would cause the Guaranteed Maximum Price to be exceeded; and
- .9 Costs for services incurred during the Preconstruction Phase.

ARTICLE 8 DISCOUNTS, REBATES, AND REFUNDS

§ 8.1 Cash discounts obtained on payments made by the Construction Manager shall accrue to the Owner if (1) before making the payment, the Construction Manager included the amount to be paid, less such discount, in an Application for Payment and received payment from the Owner, or (2) the Owner has deposited funds with the Construction Manager with which to make payments; otherwise, cash discounts shall accrue to the Construction Manager. Trade discounts, rebates, refunds, and amounts received from sales of surplus materials and equipment shall accrue to the Owner, and the Construction Manager shall make provisions so that they can be obtained.

§ 8.2 Amounts that accrue to the Owner in accordance with the provisions of Section 8.1 shall be credited to the Owner as a deduction from the Cost of the Work.

ARTICLE 9 SUBCONTRACTS AND OTHER AGREEMENTS

§ 9.1 Those portions of the Work that the Construction Manager does not customarily perform with the Construction Manager's own personnel shall be performed under subcontracts or other appropriate agreements with the Construction Manager. The Owner may designate specific persons from whom, or entities from which, the Construction Manager shall obtain bids. The Construction Manager shall obtain bids from Subcontractors, and from suppliers of materials or equipment fabricated especially for the Work, who are qualified to perform that portion of the Work in accordance with the requirements of the Contract Documents. The Construction Manager shall deliver such bids to the Architect and Owner with an indication as to which bids the Construction Manager intends to accept. The Owner then has the right to review the Construction Manager's list of proposed subcontractors and suppliers in consultation with the Architect and, subject to Section 9.1.1, to object to any subcontractor or supplier. Any advice of the Architect, or approval or objection by the Owner, shall not relieve the Construction Manager of its responsibility to perform the Work in accordance with the Contract Documents. The Construction Manager shall not be required to contract with anyone to whom the Construction Manager has reasonable objection.

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§ 9.1.1 When a specific subcontractor or supplier (1) is recommended to the Owner by the Construction Manager; (2) is qualified to perform that portion of the Work; and (3) has submitted a bid that conforms to the requirements of the Contract Documents without reservations or exceptions, but the Owner requires that another bid be accepted, then the Construction Manager may require that a Change Order be issued to adjust the Guaranteed Maximum Price by the difference between the bid of the person or entity recommended to the Owner by the Construction Manager and the amount of the subcontract or other agreement actually signed with the person or entity designated by the Owner.

§ 9.2 Subcontracts or other agreements shall conform to the applicable payment provisions of this Agreement, and shall not be awarded on the basis of cost plus a fee without the Owner's prior written approval. If a subcontract is awarded on the basis of cost plus a fee, the Construction Manager shall provide in the subcontract for the Owner to receive the same audit rights with regard to the Subcontractor as the Owner receives with regard to the Construction Manager in Article 10.

ARTICLE 10 ACCOUNTING RECORDS

The Construction Manager shall keep full and detailed records and accounts related to the Cost of the Work, and exercise such controls, as may be necessary for proper financial management under this Contract and to substantiate all costs incurred. The accounting and control systems shall be satisfactory to the Owner. The Owner and the Owner's auditors shall, during regular business hours and upon reasonable notice, be afforded access to, and shall be permitted to audit and copy, the Construction Manager's records and accounts, including complete documentation supporting accounting entries, books, job cost reports, correspondence, instructions, drawings, receipts, subcontracts, Subcontractor's proposals, Subcontractor's invoices, purchase orders, vouchers, memoranda, and other data relating to this Contract. The Construction Manager shall preserve these records for a period of three years after final payment, or for such longer period as may be required by law.

ARTICLE 11 PAYMENTS FOR CONSTRUCTION PHASE SERVICES

§ 11.1 Progress Payments

§ 11.1.1 Based upon Applications for Payment submitted to the Architect by the Construction Manager, and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum, to the Construction Manager, as provided below and elsewhere in the Contract Documents.

§ 11.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

If last day of month falls on a weekend, the Application for Payment shall be provided on the following business day.

§ 11.1.3 Provided that an Application for Payment is received by the Architect not later than the 10th day of a month, the Owner shall make payment of the amount certified to the Construction Manager not later than the 5th day of the next month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than forty-five (45) days after the Architect receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

§ 11.1.4 With each Application for Payment, the Construction Manager shall submit payrolls, petty cash accounts, receipted invoices or invoices with check vouchers attached, and any other evidence required by the Owner or Architect to demonstrate that payments already made by the Construction Manager on account of the Cost of the Work equal or exceed progress payments already received by the Construction Manager, plus payrolls for the period covered by the present Application for Payment, less that portion of the progress payments attributable to the Construction Manager's Fee.

§ 11.1.5 Each Application for Payment shall be based on the most recent schedule of values submitted by the Construction Manager in accordance with the Contract Documents. The schedule of values shall allocate the entire Guaranteed Maximum Price among: (1) the various portions of the Work; (2) any contingency for costs that are included in the Guaranteed Maximum Price but not otherwise allocated to another line item or included in a Change Order; and (3) the Construction Manager's Fee.

§ 11.1.5.1 The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. The schedule of values shall be used as a basis for reviewing the Construction Manager's Applications for Payment.

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§ 11.1.5.2 The allocation of the Guaranteed Maximum Price under this Section 11.1.5 shall not constitute a separate guaranteed maximum price for the Cost of the Work of each individual line item in the schedule of values.

§ 11.1.5.3 When the Construction Manager allocates costs from a contingency to another line item in the schedule of values, the Construction Manager shall submit supporting documentation to the Architect.

§ 11.1.6 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment. The percentage of completion shall be the lesser of (1) the percentage of that portion of the Work which has actually been completed, or (2) the percentage obtained by dividing (a) the expense that has actually been incurred by the Construction Manager on account of that portion of the Work and for which the Construction Manager has made payment or intends to make payment prior to the next Application for Payment, by (b) the share of the Guaranteed Maximum Price allocated to that portion of the Work in the schedule of values.

§ 11.1.7 In accordance with AIA Document A201–2017 and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 11.1.7.1 The amount of each progress payment shall first include:

- .1 That portion of the Guaranteed Maximum Price properly allocable to completed Work as determined by multiplying the percentage of completion of each portion of the Work by the share of the Guaranteed Maximum Price allocated to that portion of the Work in the most recent schedule of values;
- .2 That portion of the Guaranteed Maximum Price properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction or, if approved in writing in advance by the Owner, suitably stored off the site at a location agreed upon in writing;
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified; and
- .4 The Construction Manager's Fee, computed upon the Cost of the Work described in the preceding Sections 11.1.7.1.1 and 11.1.7.1.2 at the rate stated in Section 6.1.2 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum fee as the Cost of the Work included in Sections 11.1.7.1.1 and 11.1.7.1.2 bears to a reasonable estimate of the probable Cost of the Work upon its completion.

§ 11.1.7.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;
- .3 Any amount for which the Construction Manager does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Construction Manager intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017;
- .5 The shortfall, if any, indicated by the Construction Manager in the documentation required by Section 11.1.4 to substantiate prior Applications for Payment, or resulting from errors subsequently discovered by the Owner's auditors in such documentation; and
- .6 Retainage withheld pursuant to Section 11.1.8.

§ 11.1.8 Retainage

§ 11.1.8.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

TBD and as per governing law.

§ 11.1.8.1.1 The following items are not subject to retainage:

(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

General Conditions, General Requirements

Int.

§ 11.1.8.2 Reduction or limitation of retainage, if any, shall be as follows:
(If the retainage established in Section 11.1.8.1 is to be modified prior to Substantial Completion of the entire Work, insert provisions for such modification.)

TBD.

§ 11.1.8.3 Except as set forth in this Section 11.1.8.3, upon Substantial Completion of the Work, the Construction Manager may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 11.1.8. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:
(Insert any other conditions for release of retainage, such as upon completion of the Owner's audit and reconciliation, upon Substantial Completion.)

TBD.

§ 11.1.9 If final completion of the Work is materially delayed through no fault of the Construction Manager, the Owner shall pay the Construction Manager any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 11.1.10 Except with the Owner's prior written approval, the Construction Manager shall not make advance payments to suppliers for materials or equipment which have not been delivered and suitably stored at the site.

§ 11.1.11 The Owner and the Construction Manager shall agree upon a mutually acceptable procedure for review and approval of payments to Subcontractors, and the percentage of retainage held on Subcontracts, and the Construction Manager shall execute subcontracts in accordance with those agreements.

§ 11.1.12 In taking action on the Construction Manager's Applications for Payment the Architect shall be entitled to rely on the accuracy and completeness of the information furnished by the Construction Manager, and such action shall not be deemed to be a representation that (1) the Architect has made a detailed examination, audit, or arithmetic verification, of the documentation submitted in accordance with Section 11.1.4 or other supporting data; (2) that the Architect has made exhaustive or continuous on-site inspections; or (3) that the Architect has made examinations to ascertain how or for what purposes the Construction Manager has used amounts previously paid on account of the Contract. Such examinations, audits, and verifications, if required by the Owner, will be performed by the Owner's auditors acting in the sole interest of the Owner.

§ 11.2 Final Payment

§ 11.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Construction Manager when

- .1 the Construction Manager has fully performed the Contract, except for the Construction Manager's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment;
- .2 the Construction Manager has submitted a final accounting for the Cost of the Work and a final Application for Payment; and
- .3 a final Certificate for Payment has been issued by the Architect in accordance with Section 11.2.2.2.

§ 11.2.2 Within 30 days of the Owner's receipt of the Construction Manager's final accounting for the Cost of the Work, the Owner shall conduct an audit of the Cost of the Work or notify the Architect that it will not conduct an audit.

§ 11.2.2.1 If the Owner conducts an audit of the Cost of the Work, the Owner shall, within 10 days after completion of the audit, submit a written report based upon the auditors' findings to the Architect.

§ 11.2.2.2 Within seven days after receipt of the written report described in Section 11.2.2.1, or receipt of notice that the Owner will not conduct an audit, and provided that the other conditions of Section 11.2.1 have been met, the Architect will either issue to the Owner a final Certificate for Payment with a copy to the Construction Manager, or notify the Construction Manager and Owner in writing of the Architect's reasons for withholding a certificate as provided in Article 9 of AIA Document A201–2017. The time periods stated in this Section 11.2.2 supersede those stated in Article 9 of AIA

Init.

Document A201–2017. The Architect is not responsible for verifying the accuracy of the Construction Manager’s final accounting.

§ 11.2.2.3 If the Owner’s auditors’ report concludes that the Cost of the Work, as substantiated by the Construction Manager’s final accounting, is less than claimed by the Construction Manager, the Construction Manager shall be entitled to request mediation of the disputed amount without seeking an initial decision pursuant to Article 15 of AIA Document A201–2017. A request for mediation shall be made by the Construction Manager within 30 days after the Construction Manager’s receipt of a copy of the Architect’s final Certificate for Payment. Failure to request mediation within this 30-day period shall result in the substantiated amount reported by the Owner’s auditors becoming binding on the Construction Manager. Pending a final resolution of the disputed amount, the Owner shall pay the Construction Manager the amount certified in the Architect’s final Certificate for Payment.

§ 11.2.3 The Owner’s final payment to the Construction Manager shall be made no later than 30 days after the issuance of the Architect’s final Certificate for Payment, or as follows:

§ 11.2.4 If, subsequent to final payment, and at the Owner’s request, the Construction Manager incurs costs, described in Sections 7.1 through 7.7, and not excluded by Section 7.9, to correct defective or nonconforming Work, the Owner shall reimburse the Construction Manager for such costs, and the Construction Manager’s Fee applicable thereto, on the same basis as if such costs had been incurred prior to final payment, but not in excess of the Guaranteed Maximum Price. If adjustments to the Contract Sum are provided for in Section 6.1.7, the amount of those adjustments shall be recalculated, taking into account any reimbursements made pursuant to this Section 11.2.4 in determining the net amount to be paid by the Owner to the Construction Manager.

§ 11.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

6 % per annum

ARTICLE 12 DISPUTE RESOLUTION

§ 12.1 Initial Decision Maker

§ 12.1.1 Any Claim between the Owner and Construction Manager shall be resolved in accordance with the provisions set forth in this Article 12 and Article 15 of A201–2017. However, for Claims arising from or relating to the Construction Manager’s Preconstruction Phase services, no decision by the Initial Decision Maker shall be required as a condition precedent to mediation or binding dispute resolution, and Section 12.1.2 of this Agreement shall not apply.

§ 12.1.2 The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017 for Claims arising from or relating to the Construction Manager’s Construction Phase services, unless the parties appoint below another individual, not a party to the Agreement, to serve as the Initial Decision Maker.

(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

TBD and coordinated with Owner and Architect

§ 12.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

Arbitration pursuant to Article 15 of AIA Document A201–2017

Init.

[X] Litigation in a court of competent jurisdiction

[] Other: *(Specify)*

If the Owner and Construction Manager do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 13 TERMINATION OR SUSPENSION

§ 13.1 Termination Prior to Execution of the Guaranteed Maximum Price Amendment

§ 13.1.1 If the Owner and the Construction Manager do not reach an agreement on the Guaranteed Maximum Price, the Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager, and the Construction Manager may terminate this Agreement, upon not less than seven days' written notice to the Owner.

§ 13.1.2 In the event of termination of this Agreement pursuant to Section 13.1.1, the Construction Manager shall be compensated for Preconstruction Phase services and Work performed prior to receipt of a notice of termination, in accordance with the terms of this Agreement. In no event shall the Construction Manager's compensation under this Section exceed the compensation set forth in Section 5.1.

§ 13.1.3 Prior to the execution of the Guaranteed Maximum Price Amendment, the Owner may terminate this Agreement upon not less than seven days' written notice to the Construction Manager for the Owner's convenience and without cause, and the Construction Manager may terminate this Agreement, upon not less than seven days' written notice to the Owner, for the reasons set forth in Article 14 of A201-2017.

§ 13.1.4 In the event of termination of this Agreement pursuant to Section 13.1.3, the Construction Manager shall be equitably compensated for Preconstruction Phase services and Work performed prior to receipt of a notice of termination. In no event shall the Construction Manager's compensation under this Section exceed the compensation set forth in Section 5.1.

§ 13.1.5 If the Owner terminates the Contract pursuant to Section 13.1.3 after the commencement of the Construction Phase but prior to the execution of the Guaranteed Maximum Price Amendment, the Owner shall pay to the Construction Manager an amount calculated as follows, which amount shall be in addition to any compensation paid to the Construction Manager under Section 13.1.4:

- .1 Take the Cost of the Work incurred by the Construction Manager to the date of termination;
- .2 Add the Construction Manager's Fee computed upon the Cost of the Work to the date of termination at the rate stated in Section 6.1 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum Fee as the Cost of the Work at the time of termination bears to a reasonable estimate of the probable Cost of the Work upon its completion; and
- .3 Subtract the aggregate of previous payments made by the Owner for Construction Phase services.

§ 13.1.6 The Owner shall also pay the Construction Manager fair compensation, either by purchase or rental at the election of the Owner, for any equipment owned by the Construction Manager that the Owner elects to retain and that is not otherwise included in the Cost of the Work under Section 13.1.5.1. To the extent that the Owner elects to take legal assignment of subcontracts and purchase orders (including rental agreements), the Construction Manager shall, as a condition of receiving the payments referred to in this Article 13, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Construction Manager, as the Owner may require for the purpose of fully vesting in the Owner the rights and benefits of the Construction Manager under such subcontracts or purchase orders. All Subcontracts, purchase orders and rental agreements entered into by the Construction Manager will contain provisions allowing for assignment to the Owner as described above.

§ 13.1.6.1 If the Owner accepts assignment of subcontracts, purchase orders or rental agreements as described above, the Owner will reimburse or indemnify the Construction Manager for all costs arising under the subcontract, purchase order or rental agreement, if those costs would have been reimbursable as Cost of the Work if the contract had not been terminated. If the Owner chooses not to accept assignment of any subcontract, purchase order or rental agreement that would have constituted a Cost of the Work had this agreement not been terminated, the Construction Manager will

Init.

terminate the subcontract, purchase order or rental agreement and the Owner will pay the Construction Manager the costs necessarily incurred by the Construction Manager because of such termination.

§ 13.2 Termination or Suspension Following Execution of the Guaranteed Maximum Price Amendment

§ 13.2.1 Termination

The Contract may be terminated by the Owner or the Construction Manager as provided in Article 14 of AIA Document A201-2017.

§ 13.2.2 Termination by the Owner for Cause

§ 13.2.2.1 If the Owner terminates the Contract for cause as provided in Article 14 of AIA Document A201-2017, the amount, if any, to be paid to the Construction Manager under Article 14 of AIA Document A201-2017 shall not cause the Guaranteed Maximum Price to be exceeded, nor shall it exceed an amount calculated as follows:

- .1 Take the Cost of the Work incurred by the Construction Manager to the date of termination;
- .2 Add the Construction Manager's Fee, computed upon the Cost of the Work to the date of termination at the rate stated in Section 6.1 or, if the Construction Manager's Fee is stated as a fixed sum in that Section, an amount that bears the same ratio to that fixed-sum Fee as the Cost of the Work at the time of termination bears to a reasonable estimate of the probable Cost of the Work upon its completion;
- .3 Subtract the aggregate of previous payments made by the Owner; and
- .4 Subtract the costs and damages incurred, or to be incurred, by the Owner under Article 14 of AIA Document A201-2017.

§ 13.2.2.2 The Owner shall also pay the Construction Manager fair compensation, either by purchase or rental at the election of the Owner, for any equipment owned by the Construction Manager that the Owner elects to retain and that is not otherwise included in the Cost of the Work under Section 13.2.2.1.1. To the extent that the Owner elects to take legal assignment of subcontracts and purchase orders (including rental agreements), the Construction Manager shall, as a condition of receiving the payments referred to in this Article 13, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Construction Manager, as the Owner may require for the purpose of fully vesting in the Owner the rights and benefits of the Construction Manager under such subcontracts or purchase orders.

§ 13.2.3 Termination by the Owner for Convenience

If the Owner terminates the Contract for convenience in accordance with Article 14 of AIA Document A201-2017, then the Owner shall pay the Construction Manager a termination fee as follows:

(Insert the amount of or method for determining the fee, if any, payable to the Construction Manager following a termination for the Owner's convenience.)

TBD and coordinated with Owner and Architect

§ 13.3 Suspension

The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201-2017; in such case, the Guaranteed Maximum Price and Contract Time shall be increased as provided in Article 14 of AIA Document A201-2017, except that the term "profit" shall be understood to mean the Construction Manager's Fee as described in Sections 6.1 and 6.3.5 of this Agreement.

ARTICLE 14 MISCELLANEOUS PROVISIONS

§ 14.1 Terms in this Agreement shall have the same meaning as those in A201-2017. Where reference is made in this Agreement to a provision of AIA Document A201-2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 14.2 Successors and Assigns

§ 14.2.1 The Owner and Construction Manager, respectively, bind themselves, their partners, successors, assigns and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 14.2.2 of this Agreement, and in Section 13.2.2 of A201-2017, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

Inft.

§ 14.2.2 The Owner may, without consent of the Construction Manager, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Construction Manager shall execute all consents reasonably required to facilitate the assignment.

§ 14.3 Insurance and Bonds

§ 14.3.1 Preconstruction Phase

The Construction Manager shall maintain the following insurance for the duration of the Preconstruction Services performed under this Agreement. If any of the requirements set forth below exceed the types and limits the Construction Manager normally maintains, the Owner shall reimburse the Construction Manager for any additional cost.

§ 14.3.1.1 Commercial General Liability with policy limits of not less than two million (\$ 2,000,000) for each occurrence and (\$) in the aggregate for bodily injury and property damage.

§ 14.3.1.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Construction Manager with policy limits of not less than two million (\$ 2,000,000.00) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 14.3.1.3 The Construction Manager may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided that such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 14.3.1.1 and 14.3.1.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 14.3.1.4 Workers' Compensation at statutory limits and Employers Liability with policy limits not less than one million (\$ 1,000,000.00) each accident, one million (\$ 1,000,000.00) each employee, and one million (\$ 1,000,000.00) policy limit.

§ 14.3.1.5 Professional Liability covering negligent acts, errors and omissions in the performance of professional services, with policy limits of not less than one million (\$ 1,000,000.00) per claim and one million (\$ 1,000,000.00) in the aggregate.

§ 14.3.1.6 Other Insurance

(List below any other insurance coverage to be provided by the Construction Manager and any applicable limits.)

Coverage	Limits
Ref attached certificate of insurance.	

§ 14.3.1.7 Additional Insured Obligations. To the fullest extent permitted by law, the Construction Manager shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Construction Manager's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 14.3.1.8 The Construction Manager shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 14.3.1.

§ 14.3.2 Construction Phase

After execution of the Guaranteed Maximum Price Amendment, the Owner and the Construction Manager shall purchase and maintain insurance as set forth in AIA Document A133™-2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, Exhibit B, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 14.3.2.1 The Construction Manager shall provide bonds as set forth in AIA Document A133™-2019 Exhibit B, and elsewhere in the Contract Documents.

Int.

(Paragraphs deleted)

ARTICLE 15 SCOPE OF THE AGREEMENT

§ 15.1 This Agreement represents the entire and integrated agreement between the Owner and the Construction Manager and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Construction Manager.

§ 15.2 The following documents comprise the Agreement:

- .1 AIA Document A133™-2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price
- .2 AIA Document A133™-2019, Exhibit A, Guaranteed Maximum Price Amendment, if executed
- .3 AIA Document A133™-2019, Exhibit B, Insurance and Bonds
- .4 AIA Document A201™-2017, General Conditions of the Contract for Construction
- .5

(Paragraphs deleted)

This Agreement is entered into as of the day and year first written above.

OWNER (Signature)

Rob Miller, Superintendent of Schools
Justin Cheatham, School Board President
(Printed name and title)

(Paragraphs deleted)



CONSTRUCTION MANAGER (Signature)

Curt Hellen Manager
(Printed name and title)

Init.

Additions and Deletions Report for AIA® Document A133® – 2019

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 12:13:35 ET on 07/13/2023.

PAGE 1

AGREEMENT made as of the 26th day of June in the year 2023

...

BIXBY PUBLIC SCHOOLS
109 N. Armstrong
Bixby, OK 74008-4449

...

Stava Building LLC, dba Stava Building Corporation
201 South Houston
Tulsa, OK 74127

...

Bixby East Intermediate Gymnasium
11901 E 131st St. South
Bixby, OK 74011

...

Dewberry Architects Inc.
1350 S. Boulder Avenue, Suite 600
Tulsa, OK 74119-3209

PAGE 2

Program Development to be coordinated with Owner and Architect.

...

Approximately 7,500 SF gymnasium addition to East Intermediate. Physical characteristics and scope to be determined via coordination with Owner and Architect.

PAGE 3

Owner's construction budget is \$2,250,000.00.

...

To be coordinated with Owner and Architect.

...

To be coordinated with Owner and Architect

...

To be coordinated with Owner and Architect

...

N/A

...

N/A

...

N/A

~~§ 4.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Construction Manager shall complete and incorporate AIA Document E234™ 2019, Sustainable Projects Exhibit, Construction Manager as Constructor Edition, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E234 2019 is incorporated into this agreement, the Owner and Construction Manager shall incorporate the completed E234 2019 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.~~

~~§ 4.1.7 Other Project information:
(Identify special characteristics or needs of the Project not provided elsewhere.)~~

...

Mr. Rob Miller, Superintendent of Schools
Bixby Public Schools
109 N. Armstrong
Bixby, OK 74008-4449

...

N/A

...

TBD
PAGE 4

TBD

...

N/A

...

D. Bruce Henley, AIA
Principal / Business Unit Manager
Dewberry Architects Inc.
1350 S Boulder Avenue, Suite 600
Tulsa, OK 74119-3209

...

Curt Hellen
Stava Building LLC, dba Stava Building Corporation
201 South Houston
Tulsa, OK 74127
918-606-2879

...

To be coordinated with Owner and Architect, as well as identification of need.

...

To be coordinated with Owner and Architect

...

N/A
PAGE 7

TBD and coordinated with Owner and Architect
PAGE 10

TBD

...

N/A
PAGE 11

§ 5.1.3 If the Preconstruction Phase services covered by this Agreement have not been completed within twenty-four (24) months of the date of this Agreement, through no fault of the Construction Manager, the Construction Manager's compensation for Preconstruction Phase services shall be equitably adjusted.

...

§ 5.2.2 Payments are due and payable upon presentation of the Construction Manager's invoice. Amounts unpaid sixty (60) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Construction Manager.

...

6 % per annum

...

6% - Overhead and CM Fee
1.5% - Insurance (General Liability and Builders Risk).

...

6% - Overhead and CM Fee
1.5% - Insurance (General Liability and Builders Risk)

...

TBD. Will be amended by exhibit.

§ 6.1.5 Rental rates for Construction Manager-owned equipment shall not exceed three percent (3 %) of the standard rental rate paid at the place of the Project.

...

TBD.

...

N/A
PAGE 12

TBD and coordinated with Owner and Architect
PAGE 16

If last day of month falls on a weekend, the Application for Payment shall be provided on the following business day.

§ 11.1.3 Provided that an Application for Payment is received by the Architect not later than the 10th day of a month, the Owner shall make payment of the amount certified to the Construction Manager not later than the 5th day of the next month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than forty-five (45) days after the Architect receives the Application for Payment.

PAGE 17

TBD and as per governing law.

...

General Conditions, General Requirements
PAGE 18

TBD.

...

TBD.
PAGE 19

6 % per annum

...

TBD and coordinated with Owner and Architect
PAGE 20

Litigation in a court of competent jurisdiction
PAGE 21

TBD and coordinated with Owner and Architect

PAGE 22

§ 14.3.1.1 Commercial General Liability with policy limits of not less than two million (\$ 2,000,000) for each occurrence and (\$) in the aggregate for bodily injury and property damage.

§ 14.3.1.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Construction Manager with policy limits of not less than two million (\$ 2,000,000.00) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

...

§ 14.3.1.4 Workers' Compensation at statutory limits and Employers Liability with policy limits not less than one million (\$ 1,000,000.00) each accident, one million (\$ 1,000,000.00) each employee, and one million (\$ 1,000,000.00) policy limit.

§ 14.3.1.5 Professional Liability covering negligent acts, errors and omissions in the performance of professional services, with policy limits of not less than one million (\$ 1,000,000.00) per claim and one million (\$ 1,000,000.00) in the aggregate.

...

Ref attached certificate of insurance.

PAGE 23

~~§ 14.4 Notice in electronic format, pursuant to Article 1 of AIA Document A201-2017, may be given in accordance with AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:~~

~~(If other than in accordance with AIA Document E203-2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)~~

~~§ 14.5 Other provisions:~~

...

~~.5 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:~~

~~(Insert the date of the E203-2013 incorporated into this Agreement.)~~

~~.6 Other Exhibits:~~

~~(Check all boxes that apply.)~~

~~[] AIA Document E234™-2019, Sustainable Projects Exhibit, Constructor Edition, dated as indicated below:~~

~~(Insert the date of the E234-2019 incorporated into this Agreement.)~~

This Agreement is entered into as of the day and year first written above.

~~[] Supplementary and other Conditions of the Contract:~~

Document Title Date Pages

OWNER (Signature)

Rob Miller, Superintendent of Schools
Justin Cheatham, School Board President
(Printed name and title)

CONSTRUCTION MANAGER (Signature)

Curt Hellen Manager
(Printed name and title)

7. Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201-2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Construction Manager's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

This Agreement is entered into as of the day and year first written above.

OWNER (Signature)

(Printed name and title)

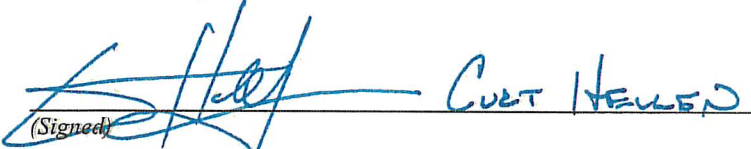
CONSTRUCTION MANAGER (Signature)

(Printed name and title)

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, _____, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 12:13:35 ET on 07/13/2023 under Order No. 2114437481 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A133™ – 2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price, other than those additions and deletions shown in the associated Additions and Deletions Report.


(Signed) _____ CURT HELLEN

MANAGER
(Title) _____

13 JULY 2023
(Dated) _____



Sherry McIntyre <smcintyre@bixbyps.org>

Fwd: additional information for Tulsa Tech Student Transportation Contracts

1 message

Mary McBryar <mmcbryar@bixbyps.org>
To: Sherry McIntyre <smcintyre@bixbyps.org>
Cc: Gabe Hayes <gahayes@bixbyps.org>

Thu, Jun 15, 2023 at 3:31 PM

See the attached email. It provides more details about Tulsa Tech for 2024.

Mary McBryar, #8894
Transportation Director
Office: 918-366-2279
Cell: 256-673-4537
mmcbryar@bixbyps.org
Proud to be a Spartan!

----- Forwarded message -----

From: **Rosier, David** <david.rosier@tulsatech.edu>
Date: Thu, Jun 15, 2023 at 3:04 PM
Subject: additional information for Tulsa Tech Student Transportation Contracts
To: Mary McBryar (mmcbryar@bixbyps.org) <mmcbryar@bixbyps.org>

Mary,

I have attached two documents that have information that would normally be included in the process for signatures.

This contract does reflect about 12% increase going from \$2.60 to \$2.91 per mile.

Tulsa Tech students will begin class on August 14, 2023. The school year is scheduled to end on May 23, 2024, unless make up days are required for inclement weather to total 176 instructional days. Enclosed you will find a copy of Tulsa Tech's School Calendar for the 2023/2024 school year.

Hope this helps,

Dave

David Rosier
Transportation Technician
(918) 828-5135

April 1, 2023

Mary McBryar, Transportation
Bixby Public Schools
109 North Armstrong
Bixby, OK 74008

Re: TTC Student Transportation Contract for 2023/2024 School Year

Dear Ms. McBryar

Looking ahead to the new school year, you will find enclosed two original copies of the 2023/2024 Student Transportation Contract. Please schedule the contract to be signed. Once the originals are fully executed please return an original to Tulsa Tech as soon as possible.

This contract does reflect about 12% increase going from \$2.60 to \$2.91 per mile.

Tulsa Tech students will begin class on August 14, 2023. The school year is scheduled to end on May 23, 2024, unless make up days are required for inclement weather to total 176 instructional days. Enclosed you will find a copy of Tulsa Tech's School Calendar for the 2023/2024 school year.

If you have any questions, please call me at 918.828.5135.

Respectfully,

David Rosier
Transportation Tech
Tulsa Technology Center
david.rosier@tulsatech.edu

Encl:
Contract (two)
School Calendar 2023/2024

July 2023

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2023

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

September 2023

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

October 2023

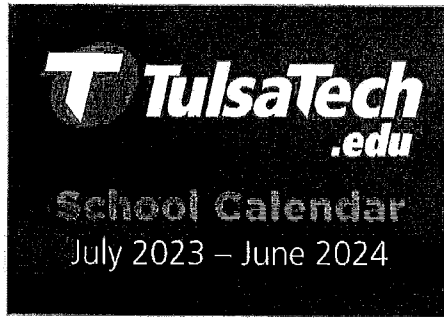
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					




November 2023

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

December 2023

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					



-  Holidays (School Closed)
-  Semester Begin/End
-  Dedicated Professional Development - All Classes Closed

- Jul 4** Independence Day
- Aug 1 - 2** Professional Development (Summer Conference)
- Aug 4** Reunion
- Aug 8** Prep for Tech
- Aug 14** 1st Semester Begins
- Sept 4** Labor Day
- Oct 18** Professional Development
- Oct 19 - 20** Fall Break
- Nov 20 - 24** Thanksgiving Break
- Dec 19** 1st Semester Ends
- Dec 20 - Jan 2** Winter Break
- Jan 3** Instructor Professional Development
- Jan 4** 2nd Semester Begins
- Jan 15** Martin Luther King, Jr. Day
- Feb 16** Professional Development
- Feb 19** Presidents' Day
- Mar 18 - 22** Spring Break
- May 23** 2nd Semester Ends
- May 27** Memorial Day
- May 31** Staff Celebration
- June 19** Juneteenth

If Tulsa Tech closed	Last day of school will be
0 days	May 23
1 day	May 24
2 days	May 28
3 days	May 29

Circumstances requiring school closures may impact academic calendar dates.

Classes operating other than 9 months may follow an alternate schedule. Dates subject to change. All updates will be posted on tulsatech.edu.

January 2024

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

February 2024

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

March 2024

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

April 2024

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

May 2024

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

June 2024

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

MAKE YOUR OWN PATH

STUDENT TRANSPORTATION CONTRACT

between
TULSA TECHNOLOGY CENTER SCHOOL DISTRICT NO. 18
and
BIXBY PUBLIC SCHOOLS NO. 4

This Contract is made and entered into this 14th day of August, 2023, by and between TULSA TECHNOLOGY CENTER SCHOOL DISTRICT NO. 18 (“TTC”) and BIXBY PUBLIC SCHOOLS No. 18, commonly known as Bixby Public Schools (“District”).

Recitals:

(1) TTC desires to enter into this Contract with District whereby District will provide transportation equipment (“buses”) and bus operators (“drivers”) to transport district students who are enrolled in TTC’s programs from District’s campus (“District Students”) to a TTC campus and return to a District campus.

(2) District has available sufficient buses and drivers to provide the transportation.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, the parties agree as follows:

1. **TRANSPORTATION DATES:** The transportation to be furnished by District under this Contract will commence on August 14, 2023, the date for beginning of classes for TTC students for the 2023-2024 School Year (the “School Year”) and will terminate the last day of TTC classes for the School Year, unless terminated for cause earlier by TTC as provided in this Contract.

2. **COMPENSATION:** TTC agrees to compensate the District for provided transportation services at the rate of \$2.91 per mile driven under this Contract, provided the total amount invoiced for transportation services during the School

Year shall not exceed \$211,624.51 (which is an amount equal to the mileage rate computed at 72,723.2 miles driven by the District over 176 school days) regardless of the actual mileage performed under this Contract. The amount paid shall constitute complete compensation for all costs and fees incurred, including any expenses for labor, materials, equipment, maintenance of equipment, and rentals, if applicable. The amount may be modified on the basis of a written request for route change or other modifications submitted by TTC and agreed to by the District. Any modifications or additional services must be authorized in writing by TTC prior to performance.

Mileage incurred under this Contract during the first semester will be invoiced to TTC by District at the end of the first semester of the School Year, and the remaining mileage incurred will be invoiced at the end of the second semester of the School Year. Compensation will be paid only to the extent that District presents documented evidence of mileage incurred during the period for which payment is requested. District's invoices will be paid within 15 days after receipt by TTC.

3. **BUSES:** All buses provided by District for the performance of this Contract will comply with all federal and state laws, rules and regulations applicable to transportation equipment used to transport school children, including, but not limited to, the rules of the Oklahoma State Department of Education ("OSDE").

4. **DRIVERS:** All drivers operating the buses will have current unrestricted licenses to operate transportation equipment used to transport school children and will be in compliance with all federal and state laws, rules and regulations, including, but not limited to the rules and regulations of the Oklahoma Department of Public Safety, OSDE,

including but not limited to, the requirement for satisfactory annual physical examination, and the rules and regulations of the Federal Department of Transportation (“DOT”), including drug/alcohol testing. The District will provide TTC with documentation of such licensure and compliance upon request.

5. **OBJECTIONS TO DRIVERS:** District will not permit any driver to operate a bus used in connection with the performance of this Contract if TTC reasonably objects to that driver. Any request for removal of a driver shall be submitted by TTC to the District’s designated liaison in writing and will specify TTC’s objections. The District will promptly remove any driver reasonably objected to by TTC from providing services under this Contract. If any drivers are removed by the District upon TTC’s request, the District shall replace them with drivers approved by TTC.

If TTC has any concerns about any driver’s performance under this Contract, it will submit those concerns in writing to the District’s designated liaison. Any differences concerning TTC’s concerns will be resolved between TTC’s designated representative and District’s designated representative.

6. **INSURANCE:** At all times during this Contract, District will maintain and have in force at its expense public liability and property damage insurance to cover the negligent acts of District’s employees with limits equal to District’s limits of liability under the Oklahoma Governmental Tort Claims Act. In the event of a claim, District’s insurance will be primary over similar insurance carried by TTC.

7. **RESPONSIBILITY FOR ACTIONS:** Each party shall be responsible for its own acts and omissions and the acts and omissions of its employees, officers, and agents. A party shall not be liable for any claims, demands, actions, costs expenses and liabilities —

including reasonable attorneys' fees which may arise in connection with the failure of the other party or its employees, officers, or agents to perform any of their obligations under this Contract. Both TTC and the District are political subdivisions of the State of Oklahoma, and their liability shall be governed by the Oklahoma Governmental Tort Claims Act.

8. **EMPLOYEES OF THE DISTRICT:** The District, and not TTC, shall be the employer of the District's designated representative and the drivers. The District shall be responsible for (a) the compensation and benefits payable and made available to the District's designated representative and the drivers, (b) withholding any applicable federal and state taxes and other payroll deductions as required by law, and (c) any workers' compensation obligations.

9. **DISCLAIMER OF INTENT TO BECOME PARTNERS:** TTC and the District shall not by virtue of this Contract be deemed to be partners or otherwise engaged in a joint venture. Neither party shall incur any financial obligation on behalf of the other.

10. **DESIGNATED REPRESENTATIVES:** TTC's designated representative under this Contract shall be Glenn Michalski, Assistant Director. The District's designated representative under this Contract shall be Mary McBryar, Transportation Director. In the event either party wishes to alter the representative designated under this Contract, it shall promptly submit to the other party a written designation of a new representative.

11. **NOTICES:** Any notices from one party to the other party concerning the Contract shall be in writing and shall be given by certified mail, return receipt requested, or confirmed telecopy or private courier to the parties as follows:

If to TTC:

Tulsa Technology Center School District No. 18
ATTN: Glenn Michalski, Assistant Director
5647 South 122nd East Avenue
P.O. Box 477200
Tulsa, OK 74147-7200
FAX: (918) 828-5149

If to the District:

Bixby Public School District No. 4
ATTN: Mary McBryar, Transportation Director
109 North Armstrong
P.O. Box 477200
Bixby OK 74008
FAX: (918) 366-2299

12. **TERMINATION FOR CAUSE:** TTC may immediately terminate this Contract for cause upon notice to the District upon the occurrence of any of the following events:
- (i) the failure of the District to maintain insurance coverage as required by this Contract;
 - or (ii) the District fails to remove a driver from performing services under this Contract after TTC has submitted reasonable objections to the driver's performance.
13. **FORCE MAJEURE:** Neither party shall be liable under this Contract nor shall such party be considered in breach of this Contract, for days on which the District is unable to provide transportation services under this Contract through no fault of either party, such as the occurrence of adverse weather conditions, any act of God or a public enemy or terrorist, act of any military, civil or regulatory authority, or a change in any law or regulation. Additionally, neither the District nor TTC shall be liable under this Contract or considered in breach of such contract when it is impossible or impractical to perform transportation services due to the cessation or limitation of in-person classes either at the District or at TTC's campuses. Within a reasonable time period following the occurrence of an event that makes performance under this contract impossible or impractical, the

affected party shall notify the other party of the occurrence by sending either (i) an e-mail message, or (ii) a fax message, to the other party.

14. **GOVERNING LAW:** This Contract shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

15. **SEVERABILITY:** The invalidity or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision.

16. **MISCELLANEOUS:** This instrument represents the entire understanding between the parties concerning the subject matter hereof and may be modified on the mutually executed written agreement of the parties, which refers to this instrument. Neither party may assign this Contract.

IN WITNESS WHEREOF, the parties have executed this Student Transportation Contract as of the date first above written.

TTC:

TULSA TECHNOLOGY CENTER SCHOOL DISTRICT NO. 18

By: _____

President, Board of Education
Tulsa Technology Center

DISTRICT:

BIXBY PUBLIC SCHOOLS DISTRICT NO. 4

By: _____

President, Board of Education
Bixby Public Schools

TEAM PROFESSIONAL SERVICE AGREEMENT

THIS SERVICE AGREEMENT (the "Agreement") is made as of the 13th day of July, 2023 (the "Effective Date"), by and between TEAM Professional Services, Inc., an Oklahoma corporation with offices located at 8165 South Mingo Road, Ste. 100, Tulsa, Oklahoma 74133 ("Provider") and Bixby Public School District, a Public School, in Bixby with offices located at 109 N. Armstrong Bixby, OK 74008 ("School").

WHEREAS, Provider and its Affiliates provide their customers with access to a range of drug testing services, training and compliance offerings, including drug and alcohol screening of students;

WHEREAS, School, which has or will adopt a drug and/or alcohol testing policy, desires to access certain testing services described herein, and Provider desires to provide School access to such offerings, subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Definitions.**

"**Affiliate**" of a Person means any other Person that directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with, such Person.

"**Authorized Users**" means School's employees, consultants, contractors, and agents who are authorized by School to access and use the Services under the rights granted to School pursuant to this Agreement.

"**Documentation**" means any manuals, instructions, or other documents or materials that the Provider provides or makes available to School in any form or medium and which describe the functionality, components, features, or requirements of the Services or Provider IP, including any aspect of the installation, configuration, integration, operation, use, support, or maintenance thereof.

"**Law**" means any statute, law, ordinance, regulation, rule, code, order, constitution, treaty, common law, judgment, decree, or other requirement of any federal, state, local, or foreign government or political subdivision thereof, or any arbitrator, court, or tribunal of competent jurisdiction.

"**Parent**" means the legal or biological parent, guardian, custodian, or other individual legally entitled to make decisions on behalf of any Student under eighteen (18) years of age.

"**Permitted Use**" means any permissible use of the Services by the School or an Authorized User.

"Personal Information" means information that the School, an Authorized User, or a Student provides or for which School provides access to Provider, or information which Provider creates or obtains on behalf of School, in accordance with this Agreement that: (i) directly or indirectly identifies an individual (including, for example, names, signatures, addresses, telephone numbers, email addresses, and other unique identifiers); or (ii) can be used to authenticate an individual (including, without limitation, employee identification numbers, government-issued identification numbers, passwords or PINs, user identification and account access credentials or passwords, financial account numbers, credit report information, student information, biometric, genetic, health, or health insurance data, answers to security questions, and other personal identifiers), in case of both subclauses (i) and (ii), including Sensitive Personal Information as defined herein.

"Testing Policy" means any student drug and/or alcohol testing policy existing or adopted by the School.

"Provider IP" means the Services, the Documentation, and any and all intellectual property provided to School or any Authorized User or Student in connection with the foregoing. For the avoidance of doubt, Provider IP does not include Student Data.

"Provider Systems" means the information technology infrastructure used by or on behalf of Provider in performing the Services, including all computers, software, hardware, databases, electronic systems (including database management systems), and networks, whether operated directly by Provider or through the use of third-party services.

"Sensitive Personal Information" means an individual's (i) government-issued identification number, including Social Security number, driver's license number, or state-issued identification number; (ii) financial account number, credit report information, or credit, debit, or other payment cardholder information, with or without any required security or access code, personal identification number, or password that permits access to the individual's financial account; or (iii) biometric, genetic, health, or health insurance data.

"Services" means drug and/or alcohol testing services and related offerings described in Exhibit A.

"Student" means any individual, regardless of age, enrolled at School's institution who is required or requested to submit to screening for alcohol, illegal drugs or other banned substances in accordance with the terms and conditions contained in the Policy.

"Student Data" means information, data, and other content, in any form or medium, that is collected, downloaded, or otherwise received, directly or indirectly from the School, an Authorized User, or a Student by, through or in connection with Provider's provision of the Services. For the avoidance of doubt, Student Data does not include information reflecting the access or use of the Services by or on behalf of School, an Authorized User, or a Student.

"**School Systems**" means the School's information technology infrastructure, including computers, software, hardware, databases, electronic systems (including database management systems), and networks, whether operated directly by School or through the use of third-party services.

"**Third-Party Materials**" means materials and information, in any form or medium, including any open-source or other software, documents, data, content, specifications, products, equipment, or components of or relating to the Services that are not proprietary to Provider.

"**Third-Party Products**" means any third-party products described in Exhibit A provided with or incorporated into the Services such as Clinic or MRO Services.

2. **Services.**

- 2.1 **Testing; Specimen Collection.** Subject to and conditioned on School's and its Authorized Users' compliance with the terms and conditions of this Agreement, Provider will designate an approved vendor(s) to perform drug and alcohol screening as and when ordered by School by written work order for a Permitted Use. The vendor(s) shall be licensed medical professionals or technicians who have been trained with respect to collection and chain of custody and control procedures. School shall be responsible for selecting the Student(s) to be tested consistent with, and subject to, the criteria set forth in the Policy. Provider shall be responsible for processing sample results and maintaining privacy with respect to test results, which shall be reported to the School and its Authorized Users in accordance with the terms of this Agreement.
- 2.2 **Access and Use to Web-Based Applications.** Subject to and conditioned on School's and its Authorized Users' compliance with the terms and conditions of this Agreement, Provider may grant School a non-exclusive, non-transferable (except in compliance with Section 11.3) right to access and use certain web-based applications in connection with its provisions of the Services during the Term, solely for use by the School and its Authorized Users. Such use is limited to School's internal use. If access to the web-based applications described in this Section 2.2 is granted, Provider shall provide to School the access credentials within a reasonable time following the Effective Date.
- 2.3 **Documentation License.** Provider hereby grants to School a non-exclusive, non-sublicensable, non-transferable (except in compliance with Section 11.3) license to use the Documentation during the Term solely for School's internal business purposes in connection with its use of the Services.
- 2.4 **Service and System Control.** Except as otherwise expressly provided in this Agreement, as between the parties: Provider has and will retain sole control over the operation, provision, maintenance, and management of the Provider IP; and School has and will retain sole control over the operation, maintenance, and management of, and all access to and use of, the School Systems, and sole responsibility for all access to and use of the Provider IP by any Person by or through the School Systems or any other means controlled by School or any Authorized User or Student, including any: (i) information, instructions, or materials provided by any of them to the Services or Provider; (ii) results obtained from any use of the Services or Provider IP;

and (iii) conclusions, decisions, or actions based on such use. *Notwithstanding anything to the contrary in this Agreement, all Services, including all processing of School Data by or on behalf of Provider shall be provided solely from within, and on computers, systems, networks, and other infrastructure located in, the United States.*

- 2.5 **Reservation of Rights.** Provider reserves all rights not expressly granted to School in this Agreement. Except for the limited rights and licenses expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to School or any third party any intellectual property rights or other right, title, or interest in or to the Provider IP or Third-Party Materials.
 - 2.6 **Changes.** Provider reserves the right, in its sole discretion, to make any changes to the Services and Provider IP that it deems necessary or useful to (a) maintain or enhance the quality or delivery of Provider's services to its Schools; or (b) to comply with applicable Law. Without limiting the foregoing, either party may, at any time during the Term, request in writing changes to the Services. The parties shall evaluate and, if agreed, implement all such requested changes in a change order signed by both parties. No requested changes will be effective unless and until memorialized in a written change order signed by both parties.
 - 2.7 **Subcontractors.** Provider may from time to time in its discretion engage third parties to perform Services (each, a "Subcontractor").
 - 2.8 **Suspension or Termination of Services.** Provider may, directly or indirectly, suspend, terminate, or otherwise deny School's, any Authorized User's, Student's, or any other Person's access to or use of all or any part of the Services or Provider IP, without incurring any resulting obligation or liability, if: (a) Provider receives a judicial or other governmental demand or order, subpoena, or law enforcement request that expressly or by reasonable implication requires Provider to do so; (b) any vendor of Provider has suspended or terminated Provider's access to or use of any Third-Party Products required to enable School to access the Services; or (c) Provider believes, in its good faith and reasonable discretion, that School or any Authorized User has failed to comply with any material term of this Agreement, or accessed or used the Services beyond the scope of the rights granted or for a purpose not authorized under this Agreement; or (d) this Agreement expires or is terminated. This Section 2.8 does not limit any of Provider's other rights or remedies, whether at law, in equity, or under this Agreement.
3. **Use Restrictions.** School shall not use the Services for any purposes beyond the scope of the access granted in this Agreement. School shall not at any time, directly or indirectly, and shall not permit any Authorized Users to use the Services or Documentation in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or privacy right of any person, or that violates any applicable Law.
4. **School Responsibilities.**
- 4.1 **General.** School is responsible and liable for all uses of the Services and Documentation resulting from access provided by School, directly or indirectly, whether such access or use is permitted by or in violation of this Agreement. Without limiting the generality of the foregoing, School is responsible for all acts and omissions of Authorized Users, and any act or omission

by an Authorized User that would constitute a breach of this Agreement if taken by School will be deemed a breach of this Agreement by School. School shall use reasonable efforts to make all Authorized Users aware of this Agreement's provisions as applicable to such Authorized User's use of the Services, and shall cause Authorized Users to comply with such provisions.

- 4.2 Third-Party Products. Provider may from time to time make Third-Party Products available to School. For purposes of this Agreement, such Third-Party Products are subject to their own terms and conditions and the applicable flow through provisions referred to in Exhibit A. If School does not agree to abide by the applicable terms for any such Third-Party Products, then School should not install or use such Third-Party Products.
- 4.3 Appropriate Consents. School is responsible for obtaining any and all necessary consents from Students and/or Parents, to the extent required by any and all applicable Law or under the terms and conditions of the Policy.
- 4.4 Indemnification. School shall indemnify and hold harmless Provider, its officers, employees, agents and Subcontractors from any and all claims, liabilities, damages, costs, and expenses, including without limitation, attorney's fees, arising from or related to School's adoption and implementation of the Policy, any disciplinary measures or action taken by the School in response to a positive test result, or School's noncompliance with any of the terms of this Agreement.

5. **Security**.

- 5.1 Information Security. Provider will employ security measures in accordance with Provider's data privacy and security policy as amended from time to time.
- 5.2 School Control and Responsibility. School has and will retain sole responsibility for: (a) all School Data, including its content and use; (b) all information, instructions, and materials provided by or on behalf of School or any Authorized User or Student in connection with the Services; (c) School's information technology infrastructure, including computers, software, databases, electronic systems (including database management systems), and networks, whether operated directly by School or through the use of third-party services ("School Systems"); (d) the security and use of Sensitive Personal Information; and (e) all access to and use of the Services and Provider IP and all conclusions, decisions, and actions based thereon.

6. **Fees and Payment**.

- 6.1 Fees. School shall pay Provider the fees set forth in Exhibit A in accordance with this without offset or deduction.
- 6.2 Taxes. All Fees and other amounts payable by School under this Agreement are exclusive of taxes and similar assessments. Without limiting the foregoing, School is responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by School hereunder, other than any taxes imposed on Provider's income.
- 6.3 Payment. School shall pay all Fees within thirty (30) days after the date of the invoice therefore. School shall make payments electronically or to TEAM Professional Services, PO Box 720534,

Norman, OK 73070 or such other address or account as Provider may specify in writing from time to time. If School fails to make any payment when due, without limiting Provider's other rights and remedies, Provider may charge interest on the past due amount at the rate of 1.5% per month, calculated daily and compounded monthly.

6.4 **Fee Increases.** Provider may increase Fees no more than once annually for any contract year after the first contract year of the Initial Term, by providing written notice to School at least sixty (60) calendar days prior to the commencement of that contract year, and Exhibit A will be deemed amended accordingly.

6.5 **Reimbursable Expenses.** School shall reimburse Provider for out-of-pocket expenses incurred by Provider in connection with performing the Services ("Reimbursable Expenses"), including any costs relating to Third-Party Products or Subcontractor services provided with or incorporated into the Services.

7. **Confidentiality.** From time to time during the Term, either Party may disclose or make available to the other Party sensitive or proprietary information that is marked, designated or otherwise identified as "confidential" (collectively, "Confidential Information"). Confidential Information does not include information that, at the time of disclosure is: (a) in the public domain; (b) known to the receiving Party at the time of disclosure; (c) rightfully obtained by the receiving Party on a non-confidential basis from a third party; or (d) independently developed by the receiving Party. The receiving Party shall not disclose the disclosing Party's Confidential Information to any person or entity, except to the receiving Party's employees who have a need to know the Confidential Information for the receiving Party to exercise its rights or perform its obligations hereunder. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (i) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order shall first have given written notice to the other Party and made a reasonable effort to obtain a protective order; or (ii) to establish a Party's rights under this Agreement, including to make required court filings. On the expiration or termination of the Agreement, the receiving Party shall promptly return to the disclosing Party all copies, whether in written, electronic, or other form or media, of the disclosing Party's Confidential Information, or destroy all such copies and certify in writing to the disclosing Party that such Confidential Information has been destroyed. Each Party's obligations of non-disclosure with regard to Confidential Information are effective as of the Effective Date and will expire five years from the date first disclosed to the receiving Party; provided, however, with respect to any Confidential Information that constitutes Sensitive Personal Information, such obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to protection under applicable Law.

8. **Intellectual Property Rights.**

- 8.1 Provider IP. School acknowledges that, as between School and Provider, Provider owns all right, title, and interest, including all intellectual property rights, in and to the Provider IP and, with respect to Third-Party Products, the applicable third-party providers own all right, title, and interest, including all intellectual property rights, in and to the Third-Party Products.
- 8.2 School Data. Provider acknowledges that, as between Provider and School, School owns all right, title, and interest, including all intellectual property rights, in and to the School Data. School hereby grants to Provider a non-exclusive, royalty-free, worldwide license to reproduce, distribute, and otherwise use and display the School Data and perform all acts with respect to the School Data as may be necessary for Provider to provide the Services to School.

9. **Representations and Warranties.**

- 9.1 Provider Representations, Warranties, and Covenants. Provider represents, warrants, and covenants to School that Provider will perform the Services using personnel of required skill, experience, and qualifications and in a professional and workmanlike manner in accordance with generally recognized industry standards for similar services and will devote adequate resources to meet its obligations under this Agreement.
- 9.2 School Representations, Warranties, and Covenants. School represents, warrants, and covenants to Provider that School owns or otherwise has and will have the necessary rights and consents in and relating to the School Data so that, as received by Provider and Processed in accordance with this Agreement, they do not and will not infringe, misappropriate, or otherwise violate any intellectual property rights, or any privacy or other rights of any third party or violate any applicable Law.
- 9.3 DISCLAIMER OF WARRANTIES. EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH IN THIS AGREEMENT, ALL SERVICES AND PROVIDER IP ARE PROVIDED "AS IS." PROVIDER SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. WITHOUT LIMITING THE FOREGOING, PROVIDER MAKES NO WARRANTY OF ANY KIND THAT THE SERVICES OR PROVIDER IP, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET SCHOOL'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM, OR OTHER SERVICES, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE. ALL THIRD-PARTY MATERIALS ARE PROVIDED "AS IS" AND ANY REPRESENTATION OR WARRANTY OF OR CONCERNING ANY THIRD-PARTY MATERIALS IS STRICTLY BETWEEN SCHOOL AND THE THIRD-PARTY OWNER OR DISTRIBUTOR OF THE THIRD-PARTY MATERIALS.
- 9.4 Audit Rights and Required Records. Each party agrees to maintain complete and accurate records during the Term and for a period of five years or as required by federal or state law after the termination or expiration of this Agreement with respect to matters necessary for accurately determining amounts due hereunder. Either party may, at its own expense, on reasonable prior notice, periodically inspect and audit the other party's records with respect to matters covered by this Agreement.

10. **Term and Termination.**

- 10.1 **Initial Term.** The initial term of this Agreement commences as of the Effective Date and, unless terminated earlier pursuant any of the Agreement's express provisions, will continue in effect until the next fiscal year from such date (the "Initial Term").
- 10.2 **Renewal Term.** This Agreement will automatically renew for up to 1 additional successive annual term[s] unless earlier terminated pursuant to this Agreement's express provisions or either party gives the other party written notice of non-renewal at least 30 days prior to the expiration of the then-current term (each a "Renewal Term" and, collectively, together with the Initial Term, the "Term").
- 10.3 **Termination.** In addition to any other express termination right set forth elsewhere in this Agreement: Provider may terminate this Agreement, effective on written notice to School, if School: (i) fails to pay any amount when due hereunder, and such failure continues more than thirty (30) days after Provider's delivery of written notice thereof; or (ii) breaches any of its obligations under this Agreement. Either party may terminate this Agreement, effective on written notice to the other party, if the other party materially breaches this Agreement, and such breach: (i) is incapable of cure; or (ii) being capable of cure, remains uncured thirty (30) days after the non-breaching party provides the breaching party with written notice of such breach; and either party may terminate this Agreement, effective immediately upon written notice to the other party, if the other party: (i) becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due; (ii) files or has filed against it, a petition for voluntary or involuntary bankruptcy or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency Law; (iii) makes or seeks to make a general assignment for the benefit of its creditors; or (iv) applies for or has appointed a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.
- 10.4 **Effect of Termination or Expiration.** Upon expiration or earlier termination of this Agreement, School shall immediately discontinue use of the Provider IP. No expiration or termination will affect School's obligation to pay all Fees that may have become due before such expiration or termination, or entitle School to any refund.
- 10.5 **Surviving Terms.** The provisions set forth in the following sections, and any other right or obligation of the parties in this Agreement that, by its nature, should survive termination or expiration of this Agreement, will survive any expiration or termination of this Agreement: Section 3, Section 7, Section 9.2, Section 10, Section 12, Section 11.4, this Section 11.5, and Section 12.

11. **Miscellaneous.**

- 11.1 Further assurances. On a party's reasonable request, the other party shall, at the requesting party's sole cost and expense, execute and deliver all such documents and instruments, and take all such further actions, as may be necessary to give full effect to this Agreement.
- 11.2 Relationship of the Parties. The relationship between the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.
- 11.3 Entire Agreement. This Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.
- 11.4 Assignment. School shall not assign or otherwise transfer any of its rights, or delegate or otherwise transfer any of its obligations or performance under this Agreement, in each case whether voluntarily, involuntarily, by operation of law, or otherwise, without Provider's prior written consent, which consent shall not be unreasonably withheld, conditioned, or delayed. No assignment, delegation, or transfer will relieve School of any of its obligations or performance under this Agreement. Any purported assignment, delegation, or transfer in violation of this Section is void. This Agreement is binding upon and inures to the benefit of the parties hereto and their respective successors and permitted assigns.
- 11.5 Force Majeure. In no event shall either Party be liable to the other Party, or be deemed to have breached this Agreement, for any failure or delay in performing its obligations under this Agreement (except for any obligations to make payments), if and to the extent such failure or delay is caused by any circumstances beyond such Party's reasonable control, including but not limited to acts of God, flood, fire, earthquake, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.
- 11.6 No Third-Party Beneficiaries. This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other Person any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.
- 11.7 Amendment and Modification; Waiver. No amendment to or modification of this Agreement is effective unless it is in writing and signed by an authorized representative of each Party. No waiver by any Party of any of the provisions hereof will be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, (i) no failure to exercise, or delay in exercising, any rights, remedy, power, or privilege arising from this Agreement will operate or be construed as a waiver thereof and (ii) no single or partial exercise of any right, remedy, power, or privilege hereunder will preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

- 11.8 Severability. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the parties hereto shall negotiate in good faith to modify this Agreement so as to affect the original intent of the parties as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.
- 11.9 Governing Law; Dispute Resolution. The parties agree to cooperate with each other in an attempt to resolve any dispute, controversy, or claim (a "Dispute") arising out of or in connection with this Agreement. If the parties are not able to resolve the Dispute, they agree to submit the Dispute to mediation to be conducted in accordance with the American Arbitration Association ("AAA") mediation rules for commercial disputes. If the parties are not able to resolve the dispute by means of mediation, the parties hereby agree the Dispute shall be referred to and determined by binding arbitration, as the sole and exclusive remedy of the parties as to the Dispute, conducted in accordance with the AAA arbitration rules for commercial disputes. The arbitrator (the "Arbitrator") shall use the substantive laws of Oklahoma, excluding conflicts laws and choice of law principles, in construing and interpreting this Agreement. The Arbitrator shall be selected by agreement of the parties, or, in the event the parties cannot agree, appointed by the AAA in accordance with its rules for commercial disputes. The arbitration shall be in Tulsa, Oklahoma, and the proceedings shall be conducted and concluded as soon as reasonably practicable, based upon the schedule established by the Arbitrator. The decision of the Arbitrator pursuant hereto shall be final and binding upon parties. The parties hereby agree that this Section shall not preclude, limit or otherwise restrict a party from seeking immediate equitable relief against the other party in connection with this Agreement, including without limitation, a restraining order or an injunction, when the facts, circumstances and/or possible damages warrant such action.
- 11.10 Counterparts. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.



IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

TEAM Professional Services, Inc.

By: _____

Name: Tammy Person

Title: Vice President of Operations

School Name: Bixby Public Schools

By: _____

Name: Rob Miller

Title: Superintendent

Exhibit A - TEAM Professional Services Pricing

DRUG & ALCOHOL TESTING SERVICES	PRICING
NON-DOT LAB-BASED URINE DRUG TEST (LAB, COLLECTION, MRO)	\$15
DOT LAB-BASED URINE DRUG TEST (LAB, COLLECTION, MRO)	\$40
DOT/ NON-DOT BREATH ALCOHOL TEST	\$15
CONFIRMATION FOR NON-NEGATIVE LAB-BASED TEST	\$25
OTHER FEES	PRICING
ADDITIONAL COLLECTOR FEE (applies when an additional collector is requested for less than 15 collections to be performed)	\$150/COLLECTOR**
MILEAGE (applies for locations over 20 miles)	\$1/mile

**The in-clinic rates outlined above are for tests completed in TEAM's Tulsa Clinic location. The on-site rates outlined above are for onsite testing events performed by TEAM Professional Services.*

***This fee may also be assessed if the number of tests represented during scheduling changes so that it significantly impacts the collectors needed during the event.*



SUPERIOR

Termite - Pest Control

SuperiorPestOK.com

918-251-PEST(7378)

Monthly Pest Control Proposal

\$1,495 per month

12 Month Service Plan – Total Annual Service Plan Fee \$17,940.00

Bixby Public Schools

Servicing 11 school buildings, Admin Office, Maintenance Building, 7 Athletic Facilities and Transportation Building

Pest Control Services Included

- Treating for pest control in all hallways, offices and bathrooms inside 11 school buildings. We will treat inside classrooms upon request or as needed
- Treating for pest control in admin office building
- Treating for pest and rodent control in maintenance building
- Treating for pest control in 7 athletic facilities
- Treating for pest and rodent control in transportation facility

Services will include all normal routine pest control. Services exclude all wood destroying insects as well as but not limited to fleas, bed bugs, lice and other out of normal infestations.

Free call backs for all routine pest issues excluding bedbugs, fleas and lice. Roaches are included in the monthly service. Will be no extra charge for roaches.

Bed Bug Treatments when needed can be performed after hours with no overtime fee but however will be an extra service charge for the bed bug service above the normal monthly service fee.

There may need to be an additional initial service to control all infestations before starting our monthly service plan.

Guaranteed Services - No Contracts

918.513.2354 | Randy.SuperiorPestOK@gmail.com | SuperiorPestOK.com

MEMO

Date: 7/12/23

To: Rob Miller

From: Gabe Hayes

Subject: Surplus Furniture

I am requesting to have the following Furniture declared surplus:

Student Desk - Student Chairs -Tables- Teacher Desk -Teacher Chairs					
NI	827	626	37	51	51
NE	466	1330	148	56	56
Total	1293	1956	185	107	107

This furniture is in poor condition and being removed to make room for new furniture purchased as a bond project.

Thank you,

GH



Neek Films

Neek Films LLC | (918) 409-3504 | contact@neekfilms.com

<http://neekfilms.com>

TV SERIES AGREEMENT

THIS TV SERIES PRODUCTION AGREEMENT (the "Agreement") is made and entered into as of Contract Date by and between "Parties" Neek Films LLC (the "Producer"), and Independent School District No. 4 of Tulsa County, Oklahoma, a/k/a Bixby Public Schools ("BPS").

RECITALS

- A. Producer is desirous of producing a TV series with working title "Football Country" (the "TV Series").
- B. The Producer is hereby desirous to access BPS in connection with the TV Series upon the terms and conditions contained in this Agreement.

Now therefore, the parties agree as follows:

Producer hereby engages BPS to allow filming access and permissions on any Bixby Public Schools Campus including classroom and extracurricular activities and necessary events to aid storytelling of the TV Series for the 2023-2024 school year, including summer 2023. The Producer's right of access shall terminate upon completion of the filming of the TV Series and shall not exceed two (2) years from the date of the execution of this Agreement.

All filming related to BPS will be scheduled in advance by Producer, with proper notice to involved parties, and the filming will not unreasonably interfere with regularly scheduled classroom or extracurricular activities. If BPS determines, in its sole discretion, that interference or interruption has occurred, BPS reserves the right to demand that the Producer cease filming and leave BPS's property until suitable arrangements for filming can be made.

Producer will provide BPS with photo/image release forms to be sent to any applicable BPS employees and parents of BPS students.

Producer will provide an additional general release form for BPS to transmit to parents regarding the TV Series.

BPS will provide contact information for:

- Football coaching staff.
- The parent(s)/legal guardian(s) of varsity players.

BPS will provide access and permissions to logo and BPS branding assets, past archival football related footage, photos, and audio. In the production of the TV Series, the Producer will include credits identifying BPS' rights in BPS' logo, branding assets, past archival footage, photos, and audio.

Prior to access to the School premises, the Producer shall provide to BPS a list of its employees who will be working on the TV Series. BPS may, at the Producer's sole cost and expense, obtain a criminal records check for each employee. BPS understands that if the background check for an employee reflects a felony conviction within the past 10 years or any prior conviction of a sex offense subject to the Sex Offenders Registration Act in this state or similar laws of another state, that Producer shall not allow the employee to have access to BPS' premises or to be involved in any aspect of the TV Series which involves students or BPS personnel at any location.

Producer takes on all monetary responsibilities for production of the TV Series. Therefore, Producer has creative control of the TV Series, except with the following limitations:

The Producer agrees that the focus of the TV Series shall be on BPS's football program, but the Producer agrees not to show BPS's students, coaches or patrons partaking in excessively unsportsmanlike behavior directed at the opposing team, the officials, or the patrons attending the game and further agrees not to show BPS's football program, or individual members thereof, engaged in any other unlawful or immoral conduct. Furthermore, Producer shall not utilize any storyline, images, or scenes related to any alleged prior incidents of misconduct or criminal activity within BPS's football program or involving the members thereof. BPS does not waive its right to seek legal or equitable remedies to prevent dissemination of the TV Series if BPS deems the TV Series to be in violation of this Agreement.

BPS shall have the right to require changes to correct any misrepresentations or errors of fact contained in the TV Series and to require the removal of any portion of the TV Series which violates the limitations established in the previous paragraph.

With respect to each episode of the TV Series, the Producer shall deliver to BPS one (1) copy thereof at least thirty (30) days prior to the airing of the episode. BPS shall, within ten (10) days of delivery to it of each episode, either approve or reject the episode. The Producer will make all changes to or edit

the TV Series as may be required by BPS in order to meet the foregoing standard. The Producer shall not be required to make changes to or edit the TV Series for artistic or stylistic reasons.

CONFIDENTIALITY

Further, at all times neither Party shall use or disclose any confidential information relating in any way to the past, present, or future business affairs, conditions, clients, customers, efforts, employees, financial data, operations, practices, products, processes, properties, sales, or services of or relating in any way to the Producer in whatever form to any parties outside of this Agreement.

RELATIONSHIPS OF THE PARTIES

Producer and any related sub-contractors are not employees, partners or members of BPS company or organization. Producer has the sole right to control and direct the means, manner and method by which the services in this Agreement are performed. Producer has the right to hire assistants, subcontractors or employees. Parties are individually and separately responsible for their own business operation and expenses, including securing or paying any licensing fees, insurance, taxes (including FICA), registrations or permits.

INTELLECTUAL PROPERTY

Producer retains the ownership of its copyright in any and all media, merchandise, and materials relating to the "TV Show" pursuant to federal copyright law (Chapter 17, Section 201-02, of the United States Code.) Any and all work produced in connection with, or in the process of fulfilling this Agreement, are expressly and solely owned by Producer. Parties own their respective trademarks and intellectual property used in the normal and separate course of their business and agree not to infringe upon or otherwise use each other's respective intellectual property except for in the course of producing the TV Series. BPS acknowledges that it shall not have any right to or interest in the work product resulting from TV Series hereunder, or any of the documents, reports or other materials created by the Producer hereunder, nor any right to or interest in any copyright therein.

VIDEO RIGHTS

Producer shall have the exclusive worldwide right to manufacture and distribute the TV Series for commercial and/or promotional purposes including any commercial sale or other exploitation of so-called "long form" video programs or authorize others to do so.

Producer agrees that any agreement it enters with a third party for the commercial distribution of the TV Series, or any portion thereof, shall include a provision requiring said third party to enter into a separate agreement with BPS that will address compensation to BPS for its role in the creation of the TV Series and for the use of its intellectual property. BPS hereby expressly denies that any third party has the legal right to commercially

distribute the TV Series unless the provision discussed herein is present in an agreement between the third party and BPS.

INDEMNIFICATION

The Producer will indemnify BPS for any injury, liability, claim, or cause of action arising from or related to this Agreement, including but not limited to any claim related to the intellectual property rights associated with the TV Series and any claim for invasion of privacy, libel, slander, presentation in a false light, or otherwise, in connection with the TV Series or relating to the Producer's activities on BPS' property.

GOVERNING LAW

The laws of Oklahoma govern all matters arising under or relating to this Agreement.

NOTICE

Parties shall provide effective notice ("Notice") to each other via either of the following methods.

Neek Films LLC
[contact@neekfilms . com](mailto:contact@neekfilms.com)
9184093504

Include any individuals contact information that applies:

Name and Title
Phone Number
Email Address

Name and Title
Phone Number
Email Address

SEVERABILITY

If any portion of this Agreement is deemed to be illegal or unenforceable, the remaining provisions of this Agreement remain in full force, if the essential provisions of this Agreement for each party remain legal and enforceable.

AMENDMENTS

The parties may amend this Agreement only by the parties' written agreement with proper Notice.

ASSIGNMENTS

Neither party may assign or subcontract any rights or obligations in this Agreement without proper Notice, unless otherwise provided herein. The Producer shall have the right to assign its rights, but not to delegate its obligations hereunder. The Producer, or its assignee(s), shall not transfer, assign, use or broadcast excerpts or footage taken from the TV Series or obtained during production of the TV Series for any purpose other than the purpose stated in this Agreement, nor shall the Producer, or its assignee(s) transfer, assign, use or broadcast excerpts or footage taken from the TV Series or obtained during production of the TV Series in violation of the limitations set forth in this Agreement.

TITLES

The titles and section headers in this Agreement are provided for convenience only and should not be construed as part of this Agreement.

NAME AND LIKENESS

Producer shall have the right to use BPS's name, slogans, logos, sobriquet, photograph, likeness, voice and or caricature (collectively "Name & Likeness") by any means and in connection with the TV Series and the advertising, publicizing, exhibition, and/or other exploitation thereof in any manner and by any means and in connection with commercial advertising and publicity, so long as such use is not disparaging in nature as determined by BPS.

FORCE MAJEURE

The term "force majeure" means epidemic, act of God, strike, lockout, labor condition, unavailability of materials, transportation, power or other commodity, delay of common carrier, civil disturbance, riot, war or armed conflict whether or not there has been an official declaration of war, the enactment of any law, the issuance of any executive or judicial order or decree, breach of contract by, or disability of, the Producer, BPS, other principal cast member, breach of contract by a financier or completion guarantor, or other similar occurrence beyond the control of the Producer, which causes an interruption of or materially hampers or materially interferes with the production of the TV Series.

INSURANCE

Prior to production, the Producer shall, at its expense, obtain and maintain commercial general liability insurance having limits of at least \$1,000,000.00 for each claim and with an annual aggregate limit of at least \$2,000,000.00. Such policy required herein shall name BPS as an additional insured and shall include a provision requiring the insurance company to give BPS prompt proper notice, of at least thirty (30) days of any revisions, modifications, or cancellation thereof.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first above written.

Neek Films, LLC
contact@neekfilms.com

* Signature required

President of the Board of Education
of Independent School District No. 4 of Tulsa County, Oklahoma.

* Signature required

AGREEMENT

THIS AGREEMENT made this 17th day of July, 2023 by and between MABREY BANK (the "Bank") and BIXBY PUBLIC SCHOOLS ("BPS").

RECITALS:

Bank, as a supporter of BPS, has agreed to provide a financial sponsorship commitment to BPS in consideration of the marketing and recognition to be provided to the Bank in consideration of the terms of this Agreement. BPS has agreed to provide the marketing opportunity and Mabrey Bank Name recognition in connection with its sports facilities, venues and events as described in this Agreement in consideration of the financial commitment provided by the Bank herein.

NOW, THEREFORE, the parties agree as follows:

1. In consideration of the rights, naming recognition, services and products described below, Bank agrees to pay BPS the sum of \$35,000.00 per year for three (3) years commencing on the second Tuesday of August of each year for the years 2023 through 2026 (the "Bank Payment").
2. In consideration of the Bank Payment, BPS, through the Bixby High School Athletic Department, will provide Bank the following advertising and marketing opportunities and recognition for the period of August, 2023 through July 1, 2026 (the Term):
 - a. Display of one static, backlit advertising logo of Bank at the bottom right of the primary Spartan Stadium videoboard Bixby High School football stadium ("Videoboard") in dimensions mutually satisfactory to the parties. (4'x6.5') The Videoboard display will be provided for the 2023 through the 2025 football seasons in addition to the Spring 2026 Sports Seasons.
 - b. The displaying of a 10'x10' digital animated Bank logo at the top left corner of Videoboard during selected athletic events at Spartan Stadium.
 - c. The display of the Bank logo currently on the football field artificial turf at the stadium outside the out-of-bounds lines. The dimensions of the logo will be no less than 9'11" in height and 22'6" in width in substantially the same proportionate size and format represented by the field layout diagram agreed upon in altered renderings previously provided.

- d. MABREY BANK will be a financial institution with a 10'x10' animated logo in addition to a 4'x6.5' Static backlit panel on the Videoboard. Also included in this package is keeping the current artificial turf logo displayed on the football field artificial turf at Bixby High School Spartan Stadium.
- e. MABREY BANK will be recognized as the sponsor of one (1) home football game each season.
- f. MABREY BANK will be recognized and its support acknowledged over the loud speaker at each football, basketball, softball, baseball, soccer game and each track event.
- g. MABREY BANK will be acknowledged and its support recognized during the weekly football coaches' show for so long as the show is produced.
- h. MABREY BANK will provide artwork and/or advertising copy for and will receive, free of charge, one (1) full page advertisement in each football program produced for home games.
- i. At one game each football season, MABREY BANK will be presented a recognition plaque during the halftime ceremony. (Covid-19 restrictions may apply).
- j. Each year MABREY BANK will receive 2 collared polo style shirts with the Bixby High School logo.
- k. Each year MABREY BANK will be provided with 6 Football season tickets in addition to 6 All-Sports Passes. (12 admissions) (Covid-19 State of Oklahoma, Tulsa County, City of Bixby, or Bixby Athletics restrictions on attendance may apply and affect the number of admissions provided).
- l. MABREY BANK will be permitted to place signs in the size and at four of the Sports venues indicated: (alternative placement is an option)
 - i. An 8' x 8' sign at the Bixby baseball stadium;
 - ii. A 4' x 8' sign at the Bixby soccer/track stadium; and
 - iii. A 4' x 8' sign at the Bixby softball stadium.

MABREY BANK will be responsible for painting and otherwise fabricating the sign display on each of the signs.

- m. At each Home Varsity Football Game, the Bank will provide a commercial in the format required to be no longer than 15 seconds and played twice. (3-4 times per game if time allows)
- n. The Mabrey Bank Logo and a link to the Mabrey Bank website will be displayed on the Bixby Spartan Athletics Website, and a commercial during live streaming athletic events.

3. BPS represents and acknowledges that the foregoing Agreement has been properly approved on behalf of BPS and represents the binding agreement of the parties.
4. BPS reserves the right to approve the form and content of all signs and advertising messages, such approval not to be unreasonably withheld, conditioned or delayed.

IN WITNESS WHEREOF, the parties have executed this Agreement the date first above written.

MABREY BANK

By _____

Brad C Stieben, EVP, CRO, DFO, and Cashier

BIXBY PUBLIC SCHOOLS

By _____

President, Board of Education

LIVE STREAMING AGREEMENT

This Live Streaming Broadcasting Agreement is made and entered into this July 1, 2023, by and between Metro Radio Group, LLC dba KREF (hereinafter referred to as "KREF") and Bixby Public Schools (hereinafter referred to as "BPS"):

1. KREF is a locally owned broadcast company located in Norman, Oklahoma. KREF desires to provide broadcasting in internet live streaming formats for the Bixby High School sporting events covering various sports, both male and female, during the term of this Agreement.

2. BPS desires to grant to KREF the exclusive broadcast rights in internet live streaming formats to provide coverage for the Bixby High School sporting events for various sports, both male and female, during the term of this Agreement under the terms and provisions hereinafter provided.

NOW, THEREFORE, the parties stipulate and agree to the following terms and conditions relating to the broadcasting rights granted by BPS.

1. BPS hereby grants exclusive broadcast rights for internet streaming live formats to KREF for all sporting events of Bixby High School. Should a BPS game be broadcast on National Television, KREF shall not have rights to stream that game. Additionally, KREF shall permit BPS to broadcast home games at the local downtown park via their agreement with the Bixby Chamber of Commerce.
2. KREF agrees to broadcast, in internet live streaming format, Bixby High School sporting events for various sports, both male and female, during the term of this Agreement
3. The sporting events to be broadcast by KREF include: all football games (unless broadcast on a National TV format), at least ten basketball games, various other sporting events including: softball, volleyball, wrestling, baseball and soccer. KREF reserves the right, due to viewer demand, and BPS agrees for KREF to broadcast more games at its discretion, which games may be at home or on the road. If acceptable to coaches, KREF will also do coaches shows each semester for each sport.
4. KREF agrees to share forty percent (40%) of the net profit with BPS for the benefit of the BPS athletic programs in the form of a donation within thirty days following the end of the school year. The BPS net profit shall be determined based upon the advertising income derived from the BPS broadcasts less all costs to sell, produce, broadcast, stream, and provide such high school broadcasts. In the event ad revenues do not exceed KREF costs, the shortfall will carry over to the next year.

Should BPS choose not to renew at any time, BPS shall be held harmless and not expected to make payments for any losses sustained by KREF to provide services for BPS.

5. KREF agrees to initially purchase the equipment that is necessary to produce the broadcast by internet live streaming format. Equipment will be used solely for BPS sporting events. Costs to purchase initial equipment, replace and/or upgrade equipment used exclusively to produce and broadcast BPS events shall be charged back to BPS as an expense offset by revenues. Should BPS choose not to renew the contract, BPS shall not be responsible for any equipment costs not previously recovered via ad sales. Since KREF owns the equipment, KREF would be solely responsible for any equipment costs not previously recovered from ad sales should BPS not renew or terminate the contract.
6. KREF agrees to pay for the camera operators and announcers for each broadcast, except for football as those are provided by BPS.
7. KREF will provide and maintain server necessary to provide a live stream broadcast.
8. BPS agrees to provide suitable location for the equipment necessary for the broadcast, the camera operators and necessary support for the live stream broadcast, including the payment for utilities used in connection with the broadcast.
9. The term of this Agreement shall commence on July 1, 2023 and shall terminate on June 30, 2024. This Agreement may be renewed in one-year terms by mutual consent of the parties upon agreement to the terms and conditions set forth or mutually agreed upon. Should any KREF employee, agent, or contractor engage in any behavior that would constitute a moral turpitude problem, the contract may be immediately terminated by BPS.

THIS AGREEMENT is made and entered into on the day and year hereinabove stated.

Metro Radio Group, LLC (KREF)

Bixby Public Schools

By: _____
Bryan Vinyard, CFO

By: _____

