



STILLWATER BOARD OF EDUCATION
Tuesday, July 9, 2024

6:30 PM Regular Meeting
Stillwater Public Schools Administration Building
314 S. Lewis
Stillwater, OK 74074

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. COMMUNICATIONS/PUBLIC INTEREST
 - A. Superintendent's Report
 - B. Board Communication
 - C. Public Comments - *Patrons who wish to address the Board of Education shall be required to submit form BED-E prior to the start of the meeting*
4. CONSENT AGENDA (Action)

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

 - A. June 4, 2024, 5:30 p.m. Special Hearing Meeting Minutes
 - B. June 11, 2024, 6:30 p.m. Regular Meeting Minutes
 - C. June 11, 2024, 5:00 p.m. Special Meeting Minutes
 - D. June 20, 2024, 5:30 p.m. Special Meeting Minutes
 - E. Transfer and Summary of Activity Account Funds (Finance)

F. Change Orders, Encumbrances and Accounts Payable (approval of encumbrance numbers as listed)(Finance):

2024-2025 General Fund Encumbrances #20250003-20250025; 20250030; 20250034; 20250081; 20250081-20250097; 20250111-20250129; 20250137-20250140; 20250142-20250144; 20250146-20250149; 20250152; 20250154; 20250155; 20250163; 20250166-20250180; 20250182; 20250185; 20250189; 20250197; 20250201-20250202; 20250207; 20250214; 20250221-20250223; 20250227-20250228; 20250231; 20250234; 20250237; 20250241-20250257; 20250260-20250275 Totaling \$5,347,300.34

2024-2025 Building Fund Encumbrances #20250258-20250259 Totaling \$79,549.20

2024-2025 Child Nutrition Fund Encumbrances #20250047-20250079; 20250165 Totaling \$2,224,673.24

2024-2025 Bond 31 Fund Encumbrances #20250001 – 20250002; 20250024; 20250082; 20250153-20250158; 20250160-20250161; 20250164; 20250181; 20250215-20250216; 20250218; 20250277 totaling \$1,534,828.82

2024-2025 Bond 32 Fund Encumbrances #20250026-20250033; 20250035-20250046; 20250080; 20250098-20250099; 20250100-20250110; 20250130-20250136; 20250141; 20250145; 20250159; 20250162; 20250183-20250184; 20250186-20250188; 20250190-20250196; 20250198-20250200; 20250203-20250206; 20250208-20250213; 20250217; 20250219-20250220; 20250224-20250226; 20250229-20250230; 20250232-20250233; 20250235-20250236; 20250238-20250240; 20250276 Totaling \$3,374,573.96

2024-2025 Sinking Fund Encumbrances totaling \$-0-
- G. Waive First Reading and Approval of Policy:
 1. **FEA**- Stillwater Public Schools In-District Transfers
- H. Annual Handbook Review in Accordance with Board Policy BPCAB:
 2. Stillwater Board of Education Member Handbook (HR)

3. Stillwater Public Schools Employee Handbook (HR)
4. Stillwater Public Schools Certified and Support Payroll Handbook (Finance)
5. Stillwater Public Schools Parent/Student Handbook (Communications)
6. Stillwater Public Schools Student Athletics Handbook (Athletics)
7. Athletic Coaches handbook (Athletics)
- I. Educational Services 2024-2025 Contracts:
 8. **MPower (Services Agreement)**
 9. **Northwestern Oklahoma State University (Student Teaching Affiliation Agreement)**
 10. **Oklahoma Department of Mental Health and Substance Abuse Services (Treatment Services or Other Integrated Services)**
 11. **Oklahoma State University Concurrent Program (Concurrent Programming Agreement)**
 12. **Oklahoma State University Office of Scholarships and Financial Aid (Federal Work Study Agreement)**
 13. **Oklahoma State University Communication Sciences Department (Speech-Language Services Agreement)**
 14. **Our Daily Bread (Memorandum of Understanding)**
 15. **Stillwater Medical Center Therapeutic Swim Program and Oklahoma State University (Therapeutic Swim Program Agreement)**
 16. **United Community Action Head Start (Early Childhood Services Agreement)**
 17. **United Community Action Plan (Special Services Agreement)**
 18. **Wings of Hope (Student Enrollment Services Agreement)**
- J. Finance 2024-2025 Contracts:
 19. **Clearwater Gas (Natural gas contract for High School Facilities)**
- K. Human Resources 2024-2025 Contracts:
 20. **CuraLinc Healthcare- EAP Appendix A**
- L. Consideration and Vote to Approve Lippert Bros., Inc. Potential Change Orders for SPS OES North Building Renovations and SPS OES South Building Renovations Project.

M. Change Order	N. Description	O. Amount
P. PCO 001	Q. Light Fixture Type I in Restrooms	R. \$ 1,640.00
S. PCO 002	T. South Bldg - Relocate Electrical for Forklift Charger	U. \$ 618.00
V. PCO 004	W. Spray Booth Demo	X. \$ 5,510.00
Y. PCO 005	Z. South Building Warehouse Receiving Office Room 120 Mezzanine	AA. \$11,386.00
BB. PCO 006	CC. Communications Allowance	DD. (\$ 680.00)
EE. PCO 007	FF. Access Control Allowance	GG. \$ 9,700.00
HH. PCO 008	II. Fire Alarm Allowance	JJ. (\$3,930.00)
KK. PCO 009	LL. South Building Exterior Walls	MM. \$2,822.00
NN. PCO 010	OO. Replace Existing Outlets to Black with Stainless Steel Plates	PP. \$2,529.00

QQ. Consider and Vote to Approve Willowbrook, Inc. use of Construction Management (CM) Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project Amendment 1 Early Bid Package.

RR. #	SS. Description	TT. Amount
UU. CMOD 001	VV. Additional Valve to shut risers in building off	WW. \$ 8,410.00
XX. PR 001	YY. Costs for Work Due to Public Improvements	ZZ. \$14,600.00
AAA. PR 002	BBB. Fence Credit, Silt Fence, and Removal of Additional Storm Pipe	CCC. \$ 7,000.00
DDD. PR 003	EEE. Non-Removal of Storm Pipe Credit	FFF. (\$ 925.00)

GGG. Consider and Vote to Award the Contract for Stillwater Public Schools High School Roof Replacements Project to the lowest bidder, Next Level Roofing in the amount of \$930,900.00.

5. BUSINESS/FINANCE

A. Consider and Vote to Approve the Treasurer's Report

B. Receive Bond Expenditures and Revenues Report

6. OPERATIONS
 - A. Receive Bond 2023 Update
7. ADJOURNMENT
 - A. Vote to Adjourn (**Action**)

This agenda was posted on the inside of the front door (visible from outside the building) of the Administration Building (314 S. Lewis), and on the School District's website located www.stillwaterschools.com on July 8, 2024 at 1:00 p.m. Notice of this regular meeting was given to the Payne County Clerk prior to December 15, 2023.

STILLWATER BOARD OF EDUCATION



Tawni Hooten, Minutes Clerk

MINUTES OF SPECIAL MEETING
June 4, 2024
5:30 p.m. Special Meeting

1. 5:30 P.M. BOARD OF EDUCATION CALL TO ORDER AND ROLL CALL

The Board of Education of Independent School District No. 16 of Payne County, Oklahoma, met in special session at the Stillwater Public Schools Administration Building, 314 S. Lewis, on the fourth day of June, 2024. Board President, MARSHALL BAKER, called the meeting to order at 5:35 p.m. A quorum was present.

BOARD MEMBERS PRESENT:

Dr. Marshall Baker	President
Tim Riley	Vice President
Rachel Dillin	Member
Roberta Douglas	Member
Dr. Gay Washington	Member

STAFF AND PARTICIPANTS PRESENT:

Uwe Gordon	Superintendent
Dr. Trent Swanson	Chief Human Resources Officer/Director of HR
Annette Jones	Board Clerk
Tawni Hooten	Minutes Clerk
Samanthia Marshall	Rosenstein, Fist & Ringold
Sheri Fox	SPS Employee
Larin Davis	Assistant Facilities Director
Jacklyn Ahrens	Benefits Specialist

PURPOSE OF THE MEETING:

- Conduct Due Process hearing for Sheri Fox regarding her possible termination

2. DUE PROCESS HEARING FOR SHERI FOX REGARDING HER POSSIBLE TERMINATION

- a) The Board President shall convene the hearing, state the purpose of the hearing, introduce the parties, and administer an oath to all persons who will testify**

President Baker stated the reason for this meeting is to conduct a hearing on whether to terminate or not terminate **Sheri Fox** from her employment with the District. At this hearing, Ms. Fox is entitled to be represented by counsel of her choice.

The order of the hearing is governed by the Agenda. The Agenda provides that both the Superintendent and Ms. Fox are given the opportunity to make an opening statement; the Superintendent will then call his witnesses and present his evidence, with Ms. Fox having the opportunity for cross-examination; Ms. Fox will then present her evidence and call her witnesses which are subject to cross-examination; both sides will be allowed to call rebuttal witnesses; and then both sides will have time to make closing arguments to the Board.

The Board will then convene in Executive Session to discuss and deliberate on the termination or not of Ms. Fox and will return to Open Session to adopt Findings of Fact; that is, what facts the Board finds have been shown from testimony. The Board will then vote on whether to terminate or not terminate Ms. Fox from her employment with the District.

This hearing is to be an informal administrative hearing that will not be governed by strict rules of evidence such as would be used in a court proceeding. Thus, the Board may hear hearsay evidence that it finds to have some merit in establishing facts. The Board President will make any rulings needed regarding testimony. Only witnesses and legal counsel or other representatives, if any, will be addressing the Board, and thus, no statements from anyone in the audience will be heard. Witnesses are also to be sworn to tell the truth during their testimony, which oath will be administered by the minutes clerk.

The Superintendent is present. Ms. Fox is present. Do the Board Members or the parties or their representatives have any questions concerning the procedures for this hearing? There were no questions from the board.

The minutes clerk administered the oath set out below to all persons to be called as witnesses.

b) Opening statement by attorney for the Superintendent

Attorney SAMANTHIA MARSHALL gave an opening statement for the Superintendent and presented an Exhibit booklet to members of the Board.

c) Opening statement by Ms. Fox or her attorney

SHERI FOX gave an opening statement to members of the Board.

d) Presentation of evidence by attorney for the Superintendent, subject to cross-examination by Ms. Fox or her attorney and questions from the Board of Education

Attorney SAMANTHIA MARSHALL called the following witnesses to provide testimony who were also subject to cross-examination by Ms. Fox and questions from the Board of Education: Larin Davis, Dr. Trent Swanson.

e) Presentation of evidence by Ms. Fox or her attorney, subject to cross-examination by the attorney for the Superintendent and questions from the Board of Education

SHERI FOX testified on her behalf to provide testimony, and also subject to cross-examination by the attorney for the Superintendent and the Board of Education. No questions were asked of Ms. Fox by the attorney.

f) Presentation of rebuttal and surrebuttal evidence, as necessary

None.

g) Closing statement by Ms. Fox or her attorney

SHERI FOX provided a closing statement on her behalf.

h) Closing statement by attorney for the Superintendent

Attorney SAMANTHIA MARSHALL provided a closing statement on behalf of the Superintendent.

i) Consideration and vote to go into Executive Session to discuss and deliberate on the termination or not of Ms. Fox, pursuant to OKLA. STAT. tit. 25 § 307(B)(1) and (7)

Motion by DILLIN, second by RILEY, to convene in Executive Session at 7:16 p.m. The motion carried (5 – 0) with the following votes: Baker – yes, Riley – yes, Dillin – yes, Douglas – yes, Washington – yes.

j) Vote to acknowledge return to Open Session

Motion by RILEY, second by DILLIN, to acknowledge the return to Open Session at 7:48 p.m. The motion carried (5 – 0) with the following votes: Baker – yes, Riley – yes, Dillin – yes, Douglas – yes, Washington – yes.

k) Statement of Executive Session minute

The following statement was made by PRESIDENT BAKER. In the Executive Session the following people were present: Dr. Marshall Baker, Tim Riley, Rachel Dillin, Roberta Douglas, and Dr. Gay Washington. While in executive session, the Board discussed and deliberated on the termination or not of Ms. Fox's employment, pursuant to Oklahoma Statutes, Title 25, Section 307(B)(1) and (7). No other matters were discussed and no votes were taken. This will constitute the minutes of the Executive Session.

l) Consideration and vote to adopt Findings of Fact

Based on the testimony presented today, Motion by BAKER, second by WASHINGTON, to adopt the following Findings of Fact. The motion carried (5 – 0) with the following votes: Baker – yes, Riley – yes, Dillin – yes, Douglas – yes, Washington – yes.

FINDINGS OF FACT

1. **Sheri Fox** was employed as a fulltime support employee by the School District beginning January 4, 2021, as a Custodian 1.
2. By letter dated May 17, 2024, the Superintendent, Uwe Gordon, mailed Ms. Fox notice that he was recommending that Ms. Fox be dismissed from employment. The causes, each of which is sufficient by itself, for her termination, were:
 - Refusal to follow instructions of supervisor.
 - Refusal or failure to do assigned work.
 - Threatening, intimidating, coercing, or interfering with employees, supervisors, or students at any time.
 - The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, or student.
 - Created disturbances on the premises.
 - Continued poor or negative attitude while on the job, including having a poor relationship with other staff.
 - Insubordination of any kind.
 - Violation of district rule, regulation, or policy.

The letter also set out Ms. Fox's right to request a hearing within ten (10) working days of the postmark of the envelope in which the Notice Letter was mailed. By handwritten letter dated May 22, 2024, which was received by the District, Ms. Fox requested a hearing, and by phone call on May 28, 2024, and letter dated May 30, 2024, the administration notified Ms. Fox of the date, time, and place of her due process hearing before the Board of Education.

3. On May 14, 2024, a return-to-work meeting was held with Ms. Fox. During the meeting, Ms. Fox did not participate in good faith. Ms. Fox became emotional, angry, and disrespectful.
4. Dr. Swanson advised he would be recommending Ms. Fox's dismissal from employment and asked Ms. Fox to leave the meeting.
5. Ms. Fox's unpaid suspension from employment should be upheld based on Ms. Fox's conduct in the May 14, 2024 return-to-work meeting.
6. The Superintendent's Recommendation for Ms. Fox's dismissal from employment is supported by a preponderance of the evidence.
7. Ms. Fox should be immediately terminated from her employment with the District for the causes set out in the Superintendent's Recommendation.

m) Vote to terminate or not terminate Ms. Fox from her employment with the District

Motion by DOUGLAS, second by RILEY, to terminate Sheri Fox from her employment with the District. The motion carried (5 – 0) with the following votes: Baker – yes, Riley – yes, Dillin – yes, Douglas – yes, Washington – yes.

3. CONSIDERATION AND VOTE TO ACCEPT ANY RESIGNATION SUBMITTED TO THE BOARD OF EDUCATION AFTER THE POSTING OF THE AGENDA

There was no action taken on this item.

4. VOTE TO ADJOURN

Motion by WASHINGTON, second by DILLIN, to adjourn at 7:54 p.m. The motion carried (5 – 0) with the following votes: Baker – yes, Riley – yes, Dillin – yes, Douglas – yes, Washington – yes.

STILLWATER BOARD OF EDUCATION

Marshall A Baker
Dr. Marshall Baker, President

STILLWATER BOARD OF EDUCATION

Tawni Hooten
Tawni Hooten, Minutes Clerk

I, the undersigned Clerk of the Stillwater Board of Education, District I-16, of Payne County, Oklahoma, certify that notice of the time, date, and place of this special meeting was sent (May 30, 2024 at 1:23 p.m.) at least 48 hours prior to the meeting to the County Clerk of Payne County, Oklahoma.

I also certify that at least 24 hours prior to this special meeting, excluding Saturday, Sunday, and holidays, notice of the date, time, place, and agenda of this meeting was posted in prominent public view at the Stillwater Public Schools Administration Building, 314 S. Lewis, and on the school district's website located at www.stillwaterschools.com on June 3, 2024 at 4:00 p.m.

Witness my hand and seal of the Stillwater School District on June 4, 2024.

STILLWATER BOARD OF EDUCATION

Tawni Hooten
Tawni Hooten, Minutes Clerk

(SEAL)

These minutes were officially approved by the Stillwater Board of Education on July 9, 2024.



Minutes of
Regular Business Meeting
Tuesday, June 11, 2024 6:30
PM Central

Stillwater Public Schools Administration
Building
314 S. Lewis
Stillwater, OK 74074

Attendance Taken at 6:30 PM.

Marshall Baker: Present
Rachel Dillin: Absent
Roberta Douglas: Absent
Tim Riley: Present
Gay Washington: Present

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. COMMUNICATIONS/PUBLIC INTEREST

A. Recognitions

1. Jill vanEgmond and Friends

Rob L.- Ride to Thrive Program is a ride to school program.

2. Lincoln Academy Bicycle Program

George H -Tset Grant \$15,000 grant received. On Wednesday mornings they will be leading the program with Scott Peterman. T-shirts are available to the board members from George Horton. I especially wanted to thank Dr. Swanson for the foundation he left at Lincoln.

3. Bond Sales-Thank You

Uwe Gordon - Bond Sales Thank you

\$79,000,000

COUNTY ECONOMIC DEVELOPMENT AUTHORITY

Education Facilities Lease Revenue Bonds

Stillwater Public Schools Project Series 2024

Issuer: Payne County Economic Development Authority

District 1 Mr. Zach Cavett

District 2 Mr. Chris Reding

District 3 Ms. Rhonda Markum

Issuer Counsel: Ellis & Ellis

Hal Ellis
District: ISD No. 16, Payne County, Oklahoma (Stillwater)
Mr. Michael Arnold
Mr. Bo Gamble
District Counsel: Rosenstein Fist & Ringold
Eric Nelson
Financial Advisor: Municipal Finance Services, Inc.
Jerichah Dawson, Municipal Advisor
Jon Wolff, President
Bond Counsel: The Public Finance Law Group, PLLC
Allan Brooks
Nate Ellis
Meredith B. Morgan
Jered T. Davidson
Disclosure Counsel: Kutak Rock LLP
Justin Reppe

Underwriter: BOK Financial Securities, inc.
Mr. Zack Robinson
Mr. Allen Mattson
Mr. Jeff Edwards
Mr. Will Harper
Mr. Travis Mantel

Underwriter Counsel: Kutak Rock LLP
Steve Likes
Trustee/Paying Agent: BOKF, NA
Lease
Ms. Judy Foster
District General Obligation Bonds
Mr. Kyle Elliott

Rating Agency: Moody's Ratings
Ms. Heather Guss
Bond Insurance: Build America Mutual Assurance Company
Mr. Greg Pacifico
Mr. Brian Siper
Mr. Nolan Miller
Cimarron Plaza Property Acquisition:
Simmons Bank
Mr. Kevin Fowler
Ms. Kristin Merrill
Community Escrow & Title
Mr. John Bartley
Ms. Tammy Spears

Ms. Kathleen Bays

A special thank you to Annette Jones for all of her years of service and dedication to Stillwater Public Schools. Tonight is her last board meeting as SPS board clerk.

B. Superintendent's Report

No report given.

C. Superintendent's Data Update

D. Board Communications

A huge thank you to Annette Jones for her service to Stillwater Public Schools.

E. Public Comments

Patrons who wish to address the Board of Education shall be required to submit form BED-E prior to the start of the meeting

- John Chaffin spoke on Drs. Mayer and McHugh "Special Report on Gender and Sexuality."

4. CONSENT AGENDA (Action)

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

A. May 14, 2024, 5:00 p.m. Special Meeting Minutes

B. May 14, 2024, 6:30 p.m. Regular Meeting Minutes

C. May 28, 2024, 12:00 p.m. Special Meeting Minutes

D. Transfer and Summary of Activity Account Funds

E. Activity Account Fundraising Projects

F. Encumbrances and Accounts Payable (approval of encumbrance numbers as listed):

2023-2024 General Fund (11) Encumbrances #'s:

20241230, 20241236, 20241238-20241240, 20241243-20241248, 20241250, 20241255-20241257, 20241259-20241261, 20241266, 20241269-20241270

2023-2024 Bond 31 (2017) Fund Encumbrances #'s:

20241231-20241235, 20241237, 20241241-20241242, 20241249, 20241251-20241254, 20241262-20241265, 20241267-20241268

G. Change Orders (approval of encumbrance numbers as listed):

2023-2024 General Fund (11) Encumbrance Numbers:

20240150, 20240262, 20240783, 20241002, 20241187

2023-2024 Bond 31 Fund (2017) Encumbrances Numbers:

20241001, 20241134

2023-2024 Bond 32 Fund (2023) Encumbrances Numbers:

20240803

2023-2024 Child Nutrition Fund (22) Encumbrance Numbers:

20240977

H. Policy Second Reading and Approval:

1. **DE: Salaries and Expenses**
2. **EFEAA: Artificial Intelligence Systems and Tools Use In the School District**
3. **EMI: Moment of Silence**
4. **FDAAA: Electronic Signatures**
5. **FL: Student Records**

I. Waive First Reading and Approval of Policy:

1. **GK: Use of School Property**

J. Membership Renewal with Oklahoma State School Boards Association (OSSBA) for FY 2024-2025

K. Appointments and Bond Authorization for each for FY 2024-2025

1. **Tawni Hooten -- Board Clerk and Board Minutes Clerk**
2. **Annette Turley -- Deputy Board Clerk and Deputy Board Minutes Clerk**
3. **Michael Arnold -- Board Treasurer**
4. **Shannon Flores -- Encumbrance Clerk**

L. Human Resources FY 2024-2025 Contracts:

1. **Powerschool (HR Software Services Agreement)**
2. **OK Thrive (New Teacher Mentoring Agreement)**
3. **OSSBA (Unemployment Insurance)**
4. **Frontline (Time & Attendance Renewal)**
5. **iObservation (Marzano Teacher and leader Effectiveness Tool)**

M. Educational Services FY2024-2025 Contracts:

1. **Advanced Therapy Solutions (Speech/Occupational Therapy Evaluations Agreement)**
2. **ARH Therapy, Inc. (Occupational therapy Services Agreement)**
3. **Aspire Oklahoma, LLC (Behavioral Consultation Services)**
4. **CCOSA (District Level Services Program Agreement)**
5. **Counseling and Behavioral Specialists of Oklahoma, LLC (Behavioral Therapy Services Agreement)**
6. **CREOKS Health Services (Behavioral Consultation Services)**
7. **Danielle Torres (Psychology Services Agreement)**
8. **Educational Diagnostic Testing Services, LLC (Psychology Services Agreement)**
9. **Evaluation Works, LLC (Psych Services)**
10. **Golden Oaks Village of Stillwater, LLC. (Early Childhood Partnership)**
11. **GRAND Mental Health Center (Counseling Services Agreement)**
12. **Hughton Mifflin Harcourt Math 180/Read 180 (Instructional Program Purchase Agreement)**
13. **Hometeam Behavioral Health, LLC (Applied Behavioral Analysis Services Agreement)**
14. **Infinite Campus (Student Information Services Agreement)**
15. **Instructure (Student Learning Management Systems Agreement)**
16. **Kari Fields (Physical Therapy Services Agreement)**
17. **Kathryn Beaman (Behavioral Consultation Services Agreement)**
18. **Meridian Technology (Gateway to Technology Program Agreement)**
19. **Motormouth Therapy, LLC (Occupational Therapy Services Agreement)**
20. **NWEA (Instructional Program Purchase Agreement)**
21. **Oklahoma Department of Human Services (School Based Services Agreement)**
22. **Oklahoma Department of Rehabilitation Services (Transition School-to-Work Work Study Agreement)**
23. **Oklahoma State University Office of Educator Support (Student Teaching Affiliation Agreement)**
24. **OK Therapy Consultants (Occupational Therapy Services Agreement)**
25. **Payne County Youth Services, Inc. (Counseling Services Agreement)**
26. **Shannan Frohock (Hearing Impaired Students Agreement)**
27. **Stillwater First United Methodist Church (Early Childhood Services Agreement)**
28. **TheraBrand/Angela Brand Physical Therapy, LLC (Physical Therapy Services Agreement)**
29. **Therapy Specialists (Speech/Language Evaluation Services Agreement)**
30. **Turning Point Ranch Foundation (Therapeutic Horseback Riding Program Agreement)**

N. Business Office Contract Renewals FY 2024-2025:

1. **Affinity Marketing (Arvest Bank Affinity Agreement)**
2. **BuyBoard (National Purchasing Cooperative)**
3. **Clearwater Enterprises (Natural Gas Supplier)**

4. Coca-Cola Southwest Beverage (District Beverage Contract)
5. Finalsite (Website Design Contract)
6. Hilltop Securities (Bond Arbitrage Rebate Compliance)
7. Kone Elevator (Elevator Maintenance and Repairs for Westwood)
8. Millennium Financial Group, LLC. (Collection agency for Nutrition)
9. Neopost Leasing, Inc. (Mail Meter Machine)
10. Otis Elevator (Elevator Maintenance and Repairs for Will Rogers)
11. Payne County Bank (OES Lease Purchase)
12. ThyssenKrupp Elevator Corporation (Elevator Maintenance)
13. TIPS (Purchasing Cooperative)
14. CARE Solace
15. Municipal Finance Services, Inc. (Financial Software License & Support)
16. Rosenstein, Fist & Ringold (Legal Services)
17. Vero Fiber Networks, LLC (Telecom & Infrastructure Services)
18. Arbiter Sports
19. Air & Earth, Inc. (Asbestos Abatement)
20. OSIG (Property/Liability Ins)

O. Activity Fund Custodians and Bonds for each, Co-Signers, Banks and Bank Account Numbers for FY 2024-2025

P. Resolution Authorizing the School District Treasurer to Issue Non-Payable Checks and Authorizing the Purchase of the Checks as Investments from other District Funds

Q. Authorized Representatives and Designated Custodians for FY 2024-2025:

1. Designation of Treasurer, Michael Arnold as Purchasing Agent for Stillwater Independent School District and Designated Custodian for General Fund, Building Fund, Child Nutrition Fund, Bond Funds, and Activity Funds
2. Designation of Superintendent Uwe Gordon as Authorized Representative for All Federal Programs
3. Designation of Technology Director Bryan Bloomer as Authorized Representative for Schools and Libraries Universal Services (E-Rate)

R. Certificate and Order to the County Clerk and County Treasurer of Payne County, Oklahoma, Authorizing Michael Arnold as Stillwater Public Schools Treasurer

S. Operations FY 2024-2025 Agreements:

1. City of Stillwater (School Resource Officer)
2. Facilitron Incorporated (Facility Management Software)

T. Consider and vote to approve Service Order No. 18 for Richmond Elementary As-Built Floor Plan.

U. Out-of-State Travel Requests, SHS Softball Traveling to St. Joseph, MO on August 22-25, 2024

Motion to approve Consent Agenda excluding 4N(17). This motion, made by Tim Riley and seconded by Gay Washington, Carried. Marshall Baker: Yes, Tim Riley: Yes, Gay Washington: Yes

I move to approve approve items 4N(17) as presented on the agenda. This motion, made by Gay Washington and seconded by Marshall Baker, Carried. Marshall Baker: Yes, Tim Riley: Abstain (With Conflict), Gay Washington: Yes

5. BUSINESS/FINANCE

A. Consider and Vote to Approve Treasurer's Report

I move to approve the Treasurer's Report as presented on the agenda. This motion, made by Tim Riley and seconded by Gay Washington, Carried. Marshall Baker: Yes, Tim Riley: Yes, Gay Washington: Yes

B. Receive Bond Expenditures and Revenues Report

6. OPERATIONS

A. Receive Bond 2023 Update

7. OTHER REPORTS / RECOMMENDATIONS

A. Superintendent's Goals Presentation

8. ADJOURNMENT

A. Vote to Adjourn (Action)

Motion to adjourn at 7:40 p.m. This motion, made by Tim Riley and seconded by Gay Washington, Carried. Marshall Baker: Yes, Tim Riley: Yes, Gay Washington: Yes

STILLWATER BOARD OF EDUCATION

Marshall A Baker
Dr. Marshall Baker, President

STILLWATER BOARD OF EDUCATION

(SEAL)

Tawni Hooten
Tawni Hooten, Minutes Clerk

These minutes were officially approved by the Stillwater Board of Education on July 9, 2024.



Minutes of
Special Meeting
Tuesday, June 11, 2024 5:00
PM Central

Stillwater Public Schools Administration
Building
314 S. Lewis
Stillwater, OK 74074

Attendance Taken at 5:00 p.m.

Marshall Baker:	Present
Tim Riley:	Present
Rachel Dillin:	Not Present
Roberta Douglas:	Not Present
Gay Washington:	Present

1. Board of Education Call to Order and Roll Call at 5:00 PM

2. Proposed Executive Session to Discuss the Following:

A. Proposed executive session to discuss the employment of those employees listed on attached Exhibit A. 25 O.S. Section 307(B)(1)

B. Evaluation of the Superintendent (a routine evaluation session that the Board may conduct monthly) Pursuant to Executive Session Authority – OKLA. STAT. tit. 25 sect 307(B)(1) and (7)

3. Vote to Convene in Executive Session (Action)

I move to convene into Executive Session at 5:01 p.m. to discuss the employment of those employees listed on Exhibit A of the agenda, and the evaluation of the Superintendent. This motion, made by Tim Riley and seconded by Gay Washington, Carried. Marshall Baker: Yes, Tim Riley: Yes, Gay Washington: Yes

4. President's Acknowledgement of the Return of the Board to Open Session

President Baker acknowledged the return of the board to open session at 6:21 p.m.

5. Statement of Executive Session Minutes

The following statement was provided by TIM RILEY. During the Executive Session the following people were present: Dr. Marshall Baker, Tim Riley, and Dr. Gay Washington, Uwe Gordon, and Dr. Trent Swanson (between 5:01-5:31 p.m.). In the Executive Session the Board discussed the appointments, resignations, and employment recommendations listed on Exhibit A of the agenda as authorized by OKLA. STAT. tit. 25 Section 307(B)(1), and the evaluation of the

superintendent as authorized by OKLA. STAT. tit 25 Section 307(B)(1) and (7). Nothing else was discussed in Executive Session. No votes were taken in the Executive Session. This will constitute the minutes of the Executive Session.

6. Consider and Vote to Approve Appointments, Resignations and Employment Recommendations Listed on Exhibit A of the Agenda. (Action)

I move to approve the employment recommendations as listed on Exhibit A of the Agenda. This motion, made by Tim Riley and seconded by Gay Washington, Carried. Marshall Baker: Yes, Tim Riley: Yes, Gay Washington: Yes

7. Vote to adjourn (Action)

Motion to adjourn at 6:23. This motion, made by Gay Washington and seconded by Tim Riley, Carried. Marshall Baker: Yes, Tim Riley: Yes, Gay Washington: Yes

STILLWATER BOARD OF EDUCATION



Dr. Marshall Baker, President

STILLWATER BOARD OF EDUCATION

(SEAL)



Tawni Hooten, Minutes Clerk

These minutes were officially approved by the Stillwater Board of Education on July 9, 2024.



Minutes of
Special Business Meeting
Thursday, June 20, 2024 5:30
PM Central

Operations and Education Support Building
(OES)
5021 N Perkins Road
Stillwater, OK 74075

Attendance Taken at 5:30 PM.

Marshall Baker: Present
Rachel Dillin: Present
Roberta Douglas: Present
Tim Riley: Present
Gay Washington: Present

1. CALL TO ORDER AND ROLL CALL

2. CONSENT AGENDA (Action)

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

I move to approve the Consent Agenda as presented. This motion, made by Tim Riley and seconded by Rachel Dillin, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

A. Consider and Vote to Approve Service Order No. 19 for SPS High School Building Repurposing Study (Operations)

B. Consider and Vote to Approve Service Order No. 20 for SPS Bond 2023 High School Phase II-Performing Arts (PA Wing) (Operations)

C. Consider and Vote to Approve Operations/Transportation Agreement for Tyler Technologies (Operations)

D. Consider and Vote to approve the Facility Use Fee Schedule (Operations)

E. Consider and Vote to Approve CuraLinc (Employee Assistance Program-EAP), (HR)

3. BUSINESS/FINANCE

A. Change Orders, Encumbrances and Accounts Payable (approval of encumbrance numbers as listed):

2023-2024 General Fund (11) Encumbrance Numbers:

20240366, 20240543

2023-2024 Bond 31 Fund (2017) Encumbrances Numbers:

20241058, 20240258

2023-2024 General Fund (11) Encumbrances #'s:

20241273-20241286,20241291, 20241294, 20241296-20241297

2023-2024 Bond 31 (2017) Fund Encumbrances #'s:

20241271-20241272, 20241292-20241293, 20241295, 20241298

2023-2024 Building Fund (21) Encumbrances #'s:

20241287-20241288

I move to approve the Change Orders, Encumbrances and Accounts Payable as presented. This motion, made by Gay Washington and seconded by Roberta Douglas, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

B. Consider and Vote to Approve Vero Fiber Networks, LLC (Telecom & Infrastructure Services), (Business/Finance)

I move to approve the Vero Fiber Networks, LLC contract. This motion, made by Rachel Dillin and seconded by Roberta Douglas, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Abstain (With Conflict), Gay Washington: Yes

4. OPERATIONS

A. Consider and Vote to Award Bids for the Stillwater Public Schools Bond 2023 High School Phase I Construction Amendment II Bid Package:

I move to award bids for the Stillwater Public Schools Bond 2023 High School Phase I Construction Amendment II Bid Package as presented. This motion, made by Tim Riley and seconded by Roberta Douglas, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

B. Consider and Vote to Accept Amendment 2 for the Guaranteed Maximum Price (GMP) proposed by Willowbrook, Inc. for the SPS Bond 2023 High School Phase I Construction

I move to Accept Amendment 2 for the Guaranteed Maximum Price (GMP) proposed by Willowbrook, Inc. for the SPS Bond 2023 High School Phase I Construction. This motion, made by Roberta Douglas and seconded by Rachel Dillin, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

C. Consider and Vote to Assign Bids to Willowbrook, Inc. for the Stillwater Public Schools Bond 2023 High School Phase I Construction Amendment II Bid Package

I move to Assign Bids to Willowbrook, Inc. for the Stillwater Public Schools Bond 2023 High

School Phase I Construction Amendment II Bid Package. This motion, made by Tim Riley and seconded by Gay Washington, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

5. Educational Services

A. Consider to Vote and Approve FY 24-25 Contract for RK Black Pending Approval by School District Attorney (60 Month Lease Agreement for Copier Hardware, Software, and Service), (Ed Services)

I move to approve the RK Black FY 24-25 (60 Month Lease Agreement) contract pending the approval of our School District Attorney. This motion, made by Gay Washington and seconded by Tim Riley, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

6. Tour of OES/Facilities

Rob Lamecker, Director of Facilities Management and Larin Davis, Assistant Director of Facilities Management facilitated the tour of the property. The board members and guests were given the opportunity to see great progress happening on the property.

7. ADJOURNMENT

A. Vote to Adjourn (Action)

I move to adjourn the June 20th special board meeting at 6:43 p.m. This motion, made by Roberta Douglas and seconded by Rachel Dillin, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

STILLWATER BOARD OF EDUCATION



Dr. Marshall Baker, President

STILLWATER BOARD OF EDUCATION

(SEAL)



Tawni Hooten, Clerk

These minutes were officially approved by the Stillwater Board of Education on July 9, 2024.

Stillwater School District 16

General Ledger - Element Summary Report

Fiscal Year: 2023-2024 From Date: 6/1/2024 To Date: 6/30/2024

Account Mask: ?????????????????????????????????

Account Type: All

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

UNIT / PROJECT	Adjusted Budget	Range To Date	Year To Date	Encumbrance	Budget Balance
050 - DISTRICT WIDE					
800 - CLEARING/SWEEP	\$0.00	(\$4,244.14)	(\$59,068.15)	\$789.92	\$58,278.23
807 - SPECIAL EVENTS	\$0.00	(\$1,834.14)	(\$8,762.12)	\$750.00	\$8,012.12
818 - PARA TESTING FEES	\$0.00	(\$6.00)	(\$192.00)	\$0.00	\$192.00
828 - SPED	\$0.00	\$0.00	\$369.74	\$0.00	(\$369.74)
829 - TECHNOLOGY	\$0.00	\$40.71	(\$3,951.39)	\$320.00	\$3,631.39
836 - SUPPORT EMPLOYEE OF THE YEAR	\$0.00	\$0.00	(\$300.14)	\$0.00	\$300.14
838 - SUPERINTENDENT/BOE	\$0.00	(\$35,632.10)	(\$43,335.88)	\$16,297.00	\$27,038.88
840 - OPEN DOORS (INTERNATIONAL FAMILIES PROGRAM)	\$0.00	\$0.00	(\$40.00)	\$0.00	\$40.00
841 - VIRTUAL ACADEMY ACTIVITY	\$0.00	\$0.00	\$120.00	\$0.00	(\$120.00)
842 - PUBLIC RELATIONS	\$0.00	\$0.00	(\$1,104.42)	\$0.00	\$1,104.42
854 - SPS STAFF WELLNESS	\$0.00	\$0.00	(\$17.52)	\$0.00	\$17.52
865 - CHROMEBOOK REPLACEMENT/REPAIR	\$0.00	\$0.00	(\$71,179.65)	\$0.00	\$71,179.65
050 - DISTRICT WIDE Total:	\$0.00	(\$41,675.67)	(\$187,461.53)	\$18,156.92	\$169,304.61
052 - FACILITIES					
843 - FACILITIES DEPARTMENT	\$0.00	\$0.00	(\$4,075.93)	\$768.67	\$3,307.26
052 - FACILITIES Total:	\$0.00	\$0.00	(\$4,075.93)	\$768.67	\$3,307.26
053 - CURRICULUM					
801 - STUDENT SUPPLIES	\$0.00	\$12,000.00	(\$150,892.26)	\$1,242.56	\$149,649.70
809 - TEXTBOOKS	\$0.00	\$0.00	(\$3,954.58)	\$206.77	\$3,747.81
828 - SPED	\$0.00	\$0.00	(\$22,759.86)	\$1,775.17	\$20,984.69
830 - PROFESSIONAL DEVELOPMENT	\$0.00	\$596.40	(\$7,193.50)	\$2,078.39	\$5,115.11
831 - PIONEER BOOK BUS	\$0.00	\$0.00	(\$1,892.70)	\$950.00	\$942.70
833 - AFTER SCHOOL PROGRAMS	\$0.00	\$206.00	(\$39,927.31)	\$463.03	\$39,464.28
834 - AFTER SCHOOL CHILDCARE	\$0.00	\$2,020.98	(\$368,960.68)	\$811.26	\$368,149.42
835 - TEACHER OF THE YEAR	\$0.00	\$984.35	(\$863.10)	\$142.11	\$720.99
839 - SPEF	\$0.00	\$414.19	(\$6,549.90)	\$959.30	\$5,590.60
840 - OPEN DOORS (INTERNATIONAL FAMILIES PROGRAM)	\$0.00	\$319.64	(\$441.24)	\$197.32	\$243.92
845 - REFUGEE SCHOOL IMPACT (RSI)	\$0.00	\$408.00	(\$15,977.47)	\$7,582.35	\$8,395.12
859 - SUPPORT OF HOMELESS STUDENTS DONATION FUND	\$0.00	\$0.00	(\$8,642.41)	\$5,952.14	\$2,690.27
053 - CURRICULUM Total:	\$0.00	\$16,949.56	(\$628,055.01)	\$22,360.40	\$605,694.61
054 - HUMAN RESOURCES					
814 - HUMAN RESOURCES	\$0.00	(\$12,935.51)	(\$13,347.83)	\$0.00	\$13,347.83
054 - HUMAN RESOURCES Total:	\$0.00	(\$12,935.51)	(\$13,347.83)	\$0.00	\$13,347.83

Stillwater School District 16

General Ledger - Element Summary Report

Fiscal Year: **2023-2024** From Date: 6/1/2024 To Date: 6/30/2024

Account Mask: ?????????????????????????????????

Account Type: All

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

UNIT / PROJECT	Adjusted Budget	Range To Date	Year To Date	Encumbrance	Budget Balance
105 - HIGHLAND PARK ELEM					
801 - STUDENT SUPPLIES	\$0.00	\$23.94	(\$15,920.73)	\$1,272.52	\$14,648.21
803 - LIBRARY	\$0.00	\$0.00	(\$5,400.27)	\$600.23	\$4,800.04
806 - FACILITY RENTAL	\$0.00	\$0.00	(\$4,988.17)	\$0.00	\$4,988.17
807 - SPECIAL EVENTS	\$0.00	(\$840.46)	(\$10,739.34)	\$700.13	\$10,039.21
820 - THANKS A LATTE CART	\$0.00	\$0.00	(\$806.99)	\$112.11	\$694.88
839 - SPEF	\$0.00	\$51.60	(\$1,752.00)	\$0.00	\$1,752.00
876 - ART	\$0.00	\$0.00	(\$10.02)	\$0.00	\$10.02
937 - RUNNING CLUB	\$0.00	\$0.00	(\$296.50)	\$0.00	\$296.50
938 - SCIENCE CLUB	\$0.00	\$0.00	(\$3,748.79)	\$0.00	\$3,748.79
105 - HIGHLAND PARK ELEM Total:	\$0.00	(\$764.92)	(\$43,662.81)	\$2,684.99	\$40,977.82
115 - SANGRE RIDGE ELEM					
801 - STUDENT SUPPLIES	\$0.00	(\$1,152.84)	(\$3,547.50)	\$92.82	\$3,454.68
802 - COURTESY/APPRECIATION FUND	\$0.00	\$0.00	(\$1,497.08)	\$912.49	\$584.59
803 - LIBRARY	\$0.00	\$0.00	(\$4,980.00)	\$305.87	\$4,674.13
805 - SITE GENERAL ACTIVITY ACCOUNT	\$0.00	\$0.00	(\$11,633.24)	\$845.93	\$10,787.31
839 - SPEF	\$0.00	\$2,179.26	(\$8.88)	\$0.00	\$8.88
850 - GRANT	\$0.00	\$0.00	(\$0.66)	\$0.00	\$0.66
115 - SANGRE RIDGE ELEM Total:	\$0.00	\$1,026.42	(\$21,667.36)	\$2,157.11	\$19,510.25
120 - SKYLINE ELEM					
801 - STUDENT SUPPLIES	\$0.00	\$270.00	(\$9,779.01)	\$725.51	\$9,053.50
803 - LIBRARY	\$0.00	\$0.00	(\$796.31)	\$0.00	\$796.31
806 - FACILITY RENTAL	\$0.00	\$0.00	(\$465.39)	\$0.00	\$465.39
807 - SPECIAL EVENTS	\$0.00	\$908.97	(\$6,716.04)	\$1,784.63	\$4,931.41
823 - SAFETY/HEALTH INITIATIVES	\$0.00	\$0.00	(\$1,070.69)	\$0.00	\$1,070.69
839 - SPEF	\$0.00	\$114.15	(\$2,113.75)	\$475.00	\$1,638.75
851 - TEACHER GRANTS	\$0.00	\$0.00	(\$2,618.06)	\$0.00	\$2,618.06
876 - ART	\$0.00	\$0.00	(\$146.63)	\$0.00	\$146.63
895 - 5TH GRADE CLASS	\$0.00	\$0.00	(\$308.26)	\$308.26	\$0.00
918 - GARDEN CLUB	\$0.00	\$0.00	(\$273.46)	\$0.00	\$273.46
120 - SKYLINE ELEM Total:	\$0.00	\$1,293.12	(\$24,287.60)	\$3,293.40	\$20,994.20
125 - WESTWOOD ELEM					
801 - STUDENT SUPPLIES	\$0.00	\$405.00	(\$5,465.68)	\$88.59	\$5,377.09
803 - LIBRARY	\$0.00	\$5,317.70	(\$9,660.12)	\$3,800.00	\$5,860.12
806 - FACILITY RENTAL	\$0.00	\$0.00	(\$52.22)	\$0.00	\$52.22

Stillwater School District 16

General Ledger - Element Summary Report

Fiscal Year: **2023-2024** From Date: 6/1/2024 To Date: 6/30/2024

Account Mask: ?????????????????????????????????

Account Type: All

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

UNIT / PROJECT	Adjusted Budget	Range To Date	Year To Date	Encumbrance	Budget Balance
807 - SPECIAL EVENTS	\$0.00	\$1,712.79	(\$16,851.84)	\$2,033.97	\$14,817.87
839 - SPEF	\$0.00	\$32.10	(\$802.87)	\$789.76	\$13.11
856 - DONATIONS	\$0.00	\$0.00	(\$2,100.30)	\$0.00	\$2,100.30
857 - PTA DONATIONS	\$0.00	\$0.00	(\$5,212.58)	\$0.00	\$5,212.58
125 - WESTWOOD ELEM Total:	\$0.00	\$7,467.59	(\$40,145.61)	\$6,712.32	\$33,433.29
130 - WILL ROGERS ELEM					
801 - STUDENT SUPPLIES	\$0.00	\$50.00	(\$4,452.96)	\$0.00	\$4,452.96
803 - LIBRARY	\$0.00	\$0.00	(\$4,702.11)	\$354.01	\$4,348.10
806 - FACILITY RENTAL	\$0.00	\$264.29	(\$18,526.40)	\$1,709.15	\$16,817.25
807 - SPECIAL EVENTS	\$0.00	\$0.00	(\$8,931.68)	\$420.20	\$8,511.48
811 - CULTURAL NIGHTS	\$0.00	\$0.00	(\$59.45)	\$0.00	\$59.45
839 - SPEF	\$0.00	\$681.39	(\$112.00)	\$0.00	\$112.00
937 - RUNNING CLUB	\$0.00	\$0.00	(\$147.37)	\$0.00	\$147.37
130 - WILL ROGERS ELEM Total:	\$0.00	\$995.68	(\$36,931.97)	\$2,483.36	\$34,448.61
135 - RICHMOND ELEM					
801 - STUDENT SUPPLIES	\$0.00	\$0.00	(\$947.94)	\$0.00	\$947.94
803 - LIBRARY	\$0.00	\$0.00	(\$1,202.20)	\$0.00	\$1,202.20
805 - SITE GENERAL ACTIVITY ACCOUNT	\$0.00	\$0.00	(\$12,351.97)	\$519.12	\$11,832.85
806 - FACILITY RENTAL	\$0.00	\$0.00	(\$1,440.80)	\$111.95	\$1,328.85
839 - SPEF	\$0.00	\$4.39	(\$628.33)	\$128.00	\$500.33
135 - RICHMOND ELEM Total:	\$0.00	\$4.39	(\$16,571.24)	\$759.07	\$15,812.17
505 - MIDDLE SCHOOL					
802 - COURTESY/APPRECIATION FUND	\$0.00	\$94.99	(\$66.12)	\$93.00	(\$26.88)
803 - LIBRARY	\$0.00	\$0.00	(\$304.39)	\$0.00	\$304.39
804 - GUIDANCE	\$0.00	\$0.00	(\$14.79)	\$0.00	\$14.79
806 - FACILITY RENTAL	\$0.00	\$283.33	(\$4,074.99)	\$0.00	\$4,074.99
807 - SPECIAL EVENTS	\$0.00	\$198.44	(\$2,414.23)	\$505.20	\$1,909.03
839 - SPEF	\$0.00	\$16.96	(\$5,182.06)	\$3,934.81	\$1,247.25
904 - ART CLUB	\$0.00	\$0.00	(\$1,692.53)	\$0.00	\$1,692.53
932 - ROBOTICS	\$0.00	\$3,265.93	(\$5,348.11)	\$5,169.04	\$179.07
941 - SMS SINGERS	\$0.00	\$200.00	(\$10,421.89)	\$0.00	\$10,421.89
946 - STUDENT COUNCIL	\$0.00	\$0.00	(\$3,612.20)	\$0.00	\$3,612.20
947 - TECHNOLOGY STUDENT ASSOCIATION	\$0.00	\$0.00	(\$1,740.35)	\$1,200.00	\$540.35
949 - VOCAL MUSIC	\$0.00	\$1,152.37	(\$10,185.55)	\$100.00	\$10,085.55
951 - YEARBOOK	\$0.00	(\$80.00)	(\$6,809.47)	\$0.00	\$6,809.47

Stillwater School District 16

General Ledger - Element Summary Report

Fiscal Year: **2023-2024** From Date: 6/1/2024 To Date: 6/30/2024

Account Mask: ?????????????????????????????

Account Type: All

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

UNIT / PROJECT	Adjusted Budget	Range To Date	Year To Date	Encumbrance	Budget Balance
956 - ARTISANS TEAM	\$0.00	\$0.00	(\$526.04)	\$0.00	\$526.04
958 - TITANS TEAM	\$0.00	\$0.00	(\$423.86)	\$0.00	\$423.86
959 - SYNERGY TEAM	\$0.00	\$0.00	(\$1,409.43)	\$0.00	\$1,409.43
505 - MIDDLE SCHOOL Total:	\$0.00	\$5,132.02	(\$54,226.01)	\$11,002.05	\$43,223.96
610 - JUNIOR HIGH SCHOOL					
802 - COURTESY/APPRECIATION FUND	\$0.00	\$0.00	(\$1,582.32)	\$59.98	\$1,522.34
803 - LIBRARY	\$0.00	\$1,400.20	(\$873.32)	\$0.00	\$873.32
805 - SITE GENERAL ACTIVITY ACCOUNT	\$0.00	\$1,983.90	(\$6,017.92)	\$436.22	\$5,581.70
806 - FACILITY RENTAL	\$0.00	(\$1,761.50)	(\$8,759.90)	\$6,000.00	\$2,759.90
808 - SUMMER SCHOOL	\$0.00	\$0.00	(\$300.66)	\$0.00	\$300.66
813 - LOCKER	\$0.00	\$0.00	(\$36.94)	\$0.00	\$36.94
839 - SPEF	\$0.00	\$1,095.58	(\$4,280.37)	\$4,504.69	(\$224.32)
876 - ART	\$0.00	\$3,074.79	(\$791.14)	\$0.00	\$791.14
877 - LANGUAGE ARTS	\$0.00	\$0.00	(\$755.40)	\$0.00	\$755.40
880 - SCIENCE	\$0.00	\$128.70	(\$792.20)	\$225.00	\$567.20
883 - SPEECH	\$0.00	\$431.40	(\$7,123.55)	\$489.80	\$6,633.75
884 - SOCIAL STUDIES	\$0.00	\$0.00	(\$366.74)	\$0.00	\$366.74
904 - ART CLUB	\$0.00	\$228.00	(\$26.18)	\$0.00	\$26.18
907 - BETA CLUB	\$0.00	\$3,000.00	(\$1,404.08)	\$0.00	\$1,404.08
909 - BUSINESS PROF OF AMERICA	\$0.00	\$0.00	(\$209.40)	\$0.00	\$209.40
915 - FCCLA	\$0.00	\$360.00	(\$517.13)	\$0.00	\$517.13
932 - ROBOTICS	\$0.00	\$2,351.66	(\$6,200.36)	\$3,309.14	\$2,891.22
934 - PIONEER PEER PARTNERS	\$0.00	\$0.00	(\$665.69)	\$0.00	\$665.69
936 - PROJECT LEAD THE WAY	\$0.00	\$0.00	(\$2,450.13)	\$0.00	\$2,450.13
939 - FACS	\$0.00	\$0.00	(\$254.80)	\$0.00	\$254.80
946 - STUDENT COUNCIL	\$0.00	\$0.00	(\$2,339.44)	\$317.64	\$2,021.80
947 - TECHNOLOGY STUDENT ASSOCIATION	\$0.00	\$1,980.00	(\$157.63)	\$0.00	\$157.63
949 - VOCAL MUSIC	\$0.00	\$1,757.95	(\$346.46)	\$756.00	(\$409.54)
951 - YEARBOOK	\$0.00	\$0.00	(\$9,006.00)	\$0.00	\$9,006.00
970 - ALL SPORTS	\$0.00	\$3,876.00	(\$40,156.22)	\$1,000.00	\$39,156.22
976 - CHEERLEADERS	\$0.00	\$3,261.28	(\$4,616.72)	\$0.00	\$4,616.72
981 - POM	\$0.00	\$4,073.00	(\$3,341.46)	\$0.00	\$3,341.46
610 - JUNIOR HIGH SCHOOL Total:	\$0.00	\$27,240.96	(\$103,372.16)	\$17,098.47	\$86,273.69
700 - LINCOLN ACADEMY					
805 - SITE GENERAL ACTIVITY ACCOUNT	\$0.00	\$0.00	(\$546.06)	\$276.97	\$269.09

Stillwater School District 16

General Ledger - Element Summary Report

Fiscal Year: **2023-2024** From Date: 6/1/2024 To Date: 6/30/2024

Account Mask: ?????????????????????????????

Account Type: All

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

UNIT / PROJECT	Adjusted Budget	Range To Date	Year To Date	Encumbrance	Budget Balance
832 - GRADY LAMBERT MEMORIAL LIBRARY	\$0.00	\$0.00	(\$5,350.00)	\$0.00	\$5,350.00
839 - SPEF	\$0.00	\$40.97	(\$1,496.21)	\$0.00	\$1,496.21
850 - GRANT	\$0.00	(\$15,000.00)	(\$15,352.57)	\$0.00	\$15,352.57
858 - FRIENDS OF LINCOLN	\$0.00	\$0.00	(\$1,518.41)	\$146.77	\$1,371.64
700 - LINCOLN ACADEMY Total:	\$0.00	(\$14,959.03)	(\$24,263.25)	\$423.74	\$23,839.51
702 - VIRTUAL ACADEMY					
841 - VIRTUAL ACADEMY ACTIVITY	\$0.00	\$0.00	(\$551.60)	\$228.07	\$323.53
702 - VIRTUAL ACADEMY Total:	\$0.00	\$0.00	(\$551.60)	\$228.07	\$323.53
705 - HIGH SCHOOL					
802 - COURTESY/APPRECIATION FUND	\$0.00	(\$225.00)	(\$977.50)	\$0.00	\$977.50
803 - LIBRARY	\$0.00	\$0.00	(\$264.02)	\$15.95	\$248.07
805 - SITE GENERAL ACTIVITY ACCOUNT	\$0.00	(\$93.13)	(\$1,292.06)	\$61.88	\$1,230.18
812 - PARKING FEES	\$0.00	(\$6,882.87)	(\$11,830.07)	\$390.40	\$11,439.67
815 - AGENDAS	\$0.00	\$38.92	\$0.00	\$0.00	\$0.00
816 - PIONEER PANTRY	\$0.00	(\$118.92)	(\$41,352.39)	\$0.00	\$41,352.39
817 - PAC	\$0.00	(\$1,083.00)	(\$59,835.47)	\$876.21	\$58,959.26
839 - SPEF	\$0.00	\$1,176.28	(\$1,011.24)	\$0.00	\$1,011.24
860 - CLASS OF 1963	\$0.00	\$0.00	(\$1,853.00)	\$0.00	\$1,853.00
874 - ADVANCED ART	\$0.00	\$0.00	(\$1,467.29)	\$0.00	\$1,467.29
876 - ART	\$0.00	\$0.00	(\$449.93)	\$0.00	\$449.93
878 - POTTERY	\$0.00	\$0.00	(\$1,950.41)	\$0.00	\$1,950.41
885 - INSTRUCTIONAL	\$0.00	\$20,611.00	(\$11,691.63)	\$0.00	\$11,691.63
901 - ACADEMIC TEAM	\$0.00	\$0.00	(\$2,267.68)	\$1,221.00	\$1,046.68
903 - AFRICAN AMERICAN STUDENT ASSOC.	\$0.00	\$0.00	(\$477.59)	\$0.00	\$477.59
904 - ART CLUB	\$0.00	\$0.00	(\$958.70)	\$0.00	\$958.70
905 - BAND	\$0.00	\$332.86	(\$105,885.31)	\$5,000.00	\$100,885.31
906 - BEST BUDDIES	\$0.00	\$0.00	(\$2,349.82)	\$101.25	\$2,248.57
907 - BETA CLUB	\$0.00	\$0.00	(\$5,766.29)	\$825.00	\$4,941.29
909 - BUSINESS PROF OF AMERICA	\$0.00	\$0.00	(\$50.00)	\$0.00	\$50.00
912 - DISC GOLF & ULTIMATE CLUB	\$0.00	\$0.00	(\$626.34)	\$0.00	\$626.34
915 - FCCLA	\$0.00	\$0.00	(\$1,608.42)	\$334.37	\$1,274.05
916 - FFA	\$0.00	\$5,694.50	(\$35,723.52)	\$6,919.77	\$28,803.75
917 - FRENCH CLUB	\$0.00	\$0.00	(\$165.36)	\$0.00	\$165.36
924 - KEY CLUB	\$0.00	\$0.00	(\$113.22)	\$53.60	\$59.62
925 - MOCK TRIAL	\$0.00	\$0.00	(\$572.21)	\$0.00	\$572.21

Stillwater School District 16

General Ledger - Element Summary Report

Fiscal Year: 2023-2024 From Date:6/1/2024 To Date:6/30/2024

Account Mask: ?????????????????????????????????

Account Type: All

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

UNIT / PROJECT	Adjusted Budget	Range To Date	Year To Date	Encumbrance	Budget Balance
926 - MU ALPHA THETA	\$0.00	\$0.00	(\$1,125.48)	\$0.00	\$1,125.48
927 - NATIONAL HONOR SOCIETY	\$0.00	\$0.00	(\$9,004.02)	\$0.00	\$9,004.02
930 - ORCHESTRA	\$0.00	(\$3,066.00)	(\$59,208.59)	\$25,000.00	\$34,208.59
931 - ORCHESTRA BOOSTER CLUB	\$0.00	\$0.00	(\$1,882.35)	\$0.00	\$1,882.35
933 - PINK OUT WEEK	\$0.00	\$0.00	(\$136.50)	\$0.00	\$136.50
938 - SCIENCE CLUB	\$0.00	\$0.00	(\$232.00)	\$0.00	\$232.00
940 - SIGN LANGUAGE CLUB	\$0.00	\$0.00	(\$179.54)	\$0.00	\$179.54
942 - SPANISH CLUB	\$0.00	(\$858.02)	(\$859.60)	\$0.00	\$859.60
943 - SPANISH NATIONAL HONOR SOCIETY	\$0.00	\$858.02	\$0.00	\$0.00	\$0.00
944 - SPECIAL EDUCATION TRANSITION	\$0.00	\$0.00	(\$11,590.97)	\$3,687.86	\$7,903.11
945 - STILLWATER MAKES A CHANGE	\$0.00	(\$1,428.96)	(\$6,012.76)	\$183.00	\$5,829.76
946 - STUDENT COUNCIL	\$0.00	\$300.00	(\$14,899.71)	\$5,924.95	\$8,974.76
947 - TECHNOLOGY STUDENT ASSOCIATION	\$0.00	\$0.00	(\$52.00)	\$0.00	\$52.00
948 - THEATER PERFORMANCE	\$0.00	\$1,292.11	(\$76,513.27)	\$5,709.80	\$70,803.47
949 - VOCAL MUSIC	\$0.00	\$1,050.00	(\$24,596.83)	\$0.00	\$24,596.83
951 - YEARBOOK	\$0.00	\$0.00	(\$23,323.75)	\$6,371.25	\$16,952.50
952 - YOUNG DEMOCRATS CLUB	\$0.00	\$0.00	(\$270.22)	\$0.00	\$270.22
953 - YOUTH & GOVERNMENT	\$0.00	\$0.00	(\$534.49)	\$0.00	\$534.49
960 - SOPHOMORE CLASS	\$0.00	\$0.00	(\$2,123.09)	\$0.00	\$2,123.09
961 - JUNIOR CLASS	\$0.00	\$7,000.00	(\$12,344.86)	\$4,332.85	\$8,012.01
962 - SENIOR CLASS	\$0.00	\$2,437.00	(\$5,262.35)	\$614.22	\$4,648.13
964 - ESPORTS CLUB	\$0.00	\$0.00	(\$773.84)	\$0.00	\$773.84
965 - GENDER & SEXUALITY ALLIANCE (GSA)	\$0.00	(\$500.00)	(\$751.53)	\$70.00	\$681.53
970 - ALL SPORTS	\$0.00	\$25,432.96	(\$159,102.36)	\$7,064.28	\$152,038.08
971 - STADIUM CONCESSIONS	\$0.00	\$846.67	(\$45,485.74)	\$0.00	\$45,485.74
972 - STATE PLAYOFFS	\$0.00	\$3,006.99	(\$20,993.51)	\$5,774.01	\$15,219.50
973 - BASEBALL	\$0.00	\$0.00	(\$0.26)	\$0.00	\$0.26
974 - BASKETBALL (BOYS)	\$0.00	\$0.00	(\$1,129.00)	\$0.00	\$1,129.00
975 - BASKETBALL (GIRLS)	\$0.00	\$0.00	(\$123.55)	\$0.00	\$123.55
976 - CHEERLEADERS	\$0.00	\$0.00	(\$297.02)	\$0.00	\$297.02
977 - CROSS COUNTRY	\$0.00	\$0.00	(\$7,629.99)	\$0.00	\$7,629.99
978 - FOOTBALL	\$0.00	\$1,000.00	(\$5,612.23)	\$0.00	\$5,612.23
979 - GOLF (BOYS)	\$0.00	\$0.00	(\$225.91)	\$0.00	\$225.91
980 - GOLF (GIRLS)	\$0.00	\$0.00	(\$3,032.27)	\$2,875.00	\$157.27
982 - SOCCER (BOYS)	\$0.00	\$0.00	(\$7.70)	\$0.00	\$7.70

Stillwater School District 16

General Ledger - Element Summary Report

Fiscal Year: **2023-2024** From Date: 6/1/2024 To Date: 6/30/2024

Account Mask: ?????????????????????????????????

Account Type: All

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

UNIT / PROJECT	Adjusted Budget	Range To Date	Year To Date	Encumbrance	Budget Balance
983 - SOCCER (GIRLS)	\$0.00	\$0.00	(\$433.13)	\$0.00	\$433.13
984 - SWIMMING	\$0.00	\$0.00	(\$1,579.60)	\$0.00	\$1,579.60
985 - TENNIS (BOYS)	\$0.00	\$0.00	(\$1,875.78)	\$0.00	\$1,875.78
986 - TENNIS (GIRLS)	\$0.00	\$0.00	(\$2,085.00)	\$0.00	\$2,085.00
987 - TRACK (BOYS)	\$0.00	\$0.00	(\$2,673.00)	\$0.00	\$2,673.00
988 - TRACK (GIRLS)	\$0.00	\$0.00	(\$2,768.00)	\$0.00	\$2,768.00
989 - VOLLEYBALL	\$0.00	\$0.00	(\$516.50)	\$0.00	\$516.50
990 - WRESTLING	\$0.00	\$0.00	(\$119.10)	\$0.00	\$119.10
991 - SOFTBALL	\$0.00	\$0.00	(\$163.30)	\$0.00	\$163.30
995 - PIONEER PLAY DAY	\$0.00	(\$25,400.00)	(\$165,728.00)	\$7,000.00	\$158,728.00
996 - L. ALLRED GOLF SCHOLARSHIP	\$0.00	\$0.00	(\$21,500.00)	\$0.00	\$21,500.00
997 - W. WELCH WRESTLING SCHOLARSHIP	\$0.00	\$0.00	(\$2,645.00)	\$0.00	\$2,645.00
998 - RAYMOND ESTES SCHOLARSHIP	\$0.00	\$0.00	(\$5,895.60)	\$0.00	\$5,895.60
999 - MATT FOSTER MEMORIAL	\$0.00	\$0.00	(\$830.00)	\$0.00	\$830.00
705 - HIGH SCHOOL Total:	\$0.00	\$31,421.41	(\$994,668.77)	\$90,406.65	\$904,262.12
715 - TRANSPORTATION					
807 - SPECIAL EVENTS	\$0.00	\$1,337.94	(\$16,501.33)	\$386.75	\$16,114.58
715 - TRANSPORTATION Total:	\$0.00	\$1,337.94	(\$16,501.33)	\$386.75	\$16,114.58
Grand Total:	\$0.00	\$22,533.96	(\$2,209,790.01)	\$178,921.97	\$2,030,868.04

End of Report

Stillwater School District 16

PO Board Report Fund Totals

Fiscal Year: 2024-2025

From Date: 7/1/2024 12:00:00 AM To Date: 7/9/2024 12:00:00 AM Threshold 1

Fund	Description	Amount
11	GENERAL FUND	5,347,300.34
21	BUILDING FUND	79,549.20
22	CHILD NUTRITION PROGRAMS FUND	2,224,673.24
31	BOND FUND (2017)	1,534,828.82
32	BOND FUND (2023)	3,374,573.96
	Total Amount	12,560,925.56
	End of Report	

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2023-2024

From Date: 6/21/2024 12:00:00 AM **To Date:** 7/9/2024 12:00:00 AM **Threshold** 1

PO Number	Vendor	Description	For	Amount
20240141	GRAND LAKE MENTAL HEALTH CENTER	CHANGE ORDER JULY 9, 2024 INCREASE FUNDS BY \$600.00	11-GENERAL	2,900.00
20240194	OSU AUDIOLOGY	CHANGE ORDER JULY 9, 2024 INCREASE FUNDS BY \$5066.56	11-GENERAL	25,751.70
20240196	ACCURATE HEAT-AIR & PLUMBING, LLC	CHANGE ORDER JULY 9, 2024 INCREASE FUNDS BY \$15000.00	31-BOND	42,947.68
20240617	ELGHADI, ADAM K	CHANGE ORDER JULY 9, 2024 INCREASE FUNDS BY \$336.00	11-GENERAL	725.25
20240904	BOT - LELAND STANFORD JUNIOR UNI	CHANGE ORDER JULY 9, 2024 INCREASE BY \$75.00	11-GENERAL	225.00
20240923	GRANT, TOMMIE N	CHANGE ORDER JULY 9, 2024 INCREASE FUNDS BY \$119.09	11-GENERAL	219.09
			Total POs:	6
			Total Amount	72,768.72

End of Report

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 7/1/2024 12:00:00 AM To Date: 7/9/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250001	MIDWEST BUS SALES	BUS PURCHASE	31-BOND	422,638.00
20250002	ROSS TRANSPORTATION INC	BUS PURCHASE	31-BOND	257,856.00
20250003	AT&T MOBILITY	District Phone Service	11-GENERAL	504.00
20250004	CITY OF STILLWATER	UTILITIES - ELECTRIC/WATER	11-GENERAL	856,500.00
20250005	CLEARWATER ENTERPRISES, L.L.C.	UTILITIES - GAS	11-GENERAL	80,300.00
20250006	WCA WASTE SYSTEMS, INC	UTILITIES - GARBAGE	11-GENERAL	108,300.00
20250007	EMBASSY SUITES - NORMAN	Lodging for OKASBO	11-GENERAL	1,500.00
20250008	OKLAHOMA ASBO	ANNUAL DUES	11-GENERAL	900.00
20250009	QUEST DIAGNOSTICS	Student Drug Testing FY 25	11-GENERAL	1,550.00
20250010	MUNICIPAL ACCOUNTING SYSTEMS, INC.	Finance Software	11-GENERAL	21,500.00
20250011	STILLWATER NEWS PRESS	ANNUAL SUBSCRIPTION	11-GENERAL	960.00
20250012	DEARINGER PRINTING	SUPT - PUBLIC RELATIONS	11-GENERAL	3,000.00
20250013	B & C BUSINESS PRODUCTS	ADMIN BUILDING OFFICE SUPPLIES	11-GENERAL	15,000.00
20250014	JENKINS & KEMPER, CPA'S P.C.	FY24 AUDIT	11-GENERAL	14,000.00
20250015	PAYNE COUNTY TREASURER	COUNTY EVALUATION/VISUAL INSPECTION	11-GENERAL	367,752.39
20250016	OKLAHOMA NATURAL GAS	UTILITIES - GAS	11-GENERAL	98,600.00
20250017	CLEARWATER ENTERPRISES, L.L.C.	UTILITIES - GAS CONTRACT	11-GENERAL	80,300.00
20250018	BANK OF OKLAHOMA	BOND FEES	11-GENERAL	4,750.00
20250019	WCA WASTE SYSTEMS, INC	UTILITIES - GARBAGE	11-GENERAL	108,300.00
20250020	TYLER TECHNOLOGIES INC	TRAINING/SUPPORT	11-GENERAL	50,000.00
20250021	TYLER TECHNOLOGIES INC	FY25 CONTRACT	11-GENERAL	114,946.00
20250022	GOVERNMENT FINANCE OFFICERS ASSC	TRAINING	11-GENERAL	350.00
20250023	OKLAHOMA SCHOOLS INSURANCE GROUP	FY25 PROPERTY INSURANCE	11-GENERAL	1,589,712.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 7/1/2024 12:00:00 AM To Date: 7/9/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250024	PALEN MUSIC CENTER, LLC	BAND INSTRUMENTS ORDER NOT COMPLETED IN FY24	31-BOND	8,644.00
20250025	OKLAHOMA SECRETARY OF STATE	NOTARY FILING FEES	11-GENERAL	140.00
20250026	CENTAR INDUSTRIES, INC.	HINGES	32-BOND	642.60
20250027	LEE GLASS & WINDOW, LLC	GLASS REPAIR	32-BOND	2,102.70
20250028	GRIMSLEY'S INC.	EQUIPMENT RENTAL	32-BOND	1,000.00
20250029	DON EVANS LEGAL WINDOW TINT	WINDOW FROSTING	32-BOND	699.00
20250030	GATEHOUSE MEDIA OK HOLDINGS INC	BID INVITATIONS	11-GENERAL	1,000.00
20250031	Amazon Capital Services	DOOR FLAGS FOR OES	32-BOND	33.00
20250032	BLUEBEAM INC	TECH SUBSCRIPTION	32-BOND	600.00
20250033	DAN TRACY	AIR QUALITY TESTING	32-BOND	4,000.00
20250034	GRIMSLEY'S INC.	CUSTODIAL SUPPLIES	11-GENERAL	22,000.00
20250035	GRIMSLEY'S INC.	EQUIPMENT REPAIRS	32-BOND	12,000.00
20250036	WCA WASTE SYSTEMS, INC	GARBAGE ROLL OFF RENTALS	32-BOND	22,000.00
20250037	FRONTIER FIRE PROTECTION, LLC	FIRE INSPECTIONS	32-BOND	5,000.00
20250038	EWING ELECTRIC MOTORS	ELECTRIC MOTOR REPAIRS	32-BOND	25,000.00
20250039	ELLIOTT ELECTRIC SUPPLY, INC.	ELECTRICAL SUPPLIES	32-BOND	2,500.00
20250040	BRONCO EQUIPMENT RENTAL & SALES LLC	EQUIPMENT RENTAL	32-BOND	5,000.00
20250041	AUTOMATION INTEGRATED, LLC	HVAC MAINTENANCE	32-BOND	10,000.00
20250042	AIR & EARTH, INC	MAINTENANCE PLAN	32-BOND	3,000.00
20250043	COOPER'S LOCKSMITH	KEYS AND HARDWARE	32-BOND	10,000.00
20250044	AMERICAN ROOFING & CONSTRUCTION, LLC	ROOF REPAIRS	32-BOND	25,000.00
20250045	AUTOMATION INTEGRATED, LLC	WR AAON REPAIRS	32-BOND	17,000.00
20250046	ACCURATE HEAT-AIR & PLUMBING, LLC	HVAC/PLUMBING REPAIRS	32-BOND	95,000.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 7/1/2024 12:00:00 AM To Date: 7/9/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250047	WALMART LOCAL	SUMMER FOOD	22-CHILD NUTRITION	200.00
20250048	US FOODSERVICE	PAPER PRODUCTS	22-CHILD NUTRITION	10,000.00
20250049	HILAND DAIRY FOODS COMPANY, LLC	MILK	22-CHILD NUTRITION	15,000.00
20250050	GOFRESH	PRODUCE	22-CHILD NUTRITION	5,000.00
20250051	GOFRESH	PRODUCE	22-CHILD NUTRITION	80,000.00
20250052	WALMART LOCAL	FOOD	22-CHILD NUTRITION	2,200.00
20250053	US FOODSERVICE	FOOD	22-CHILD NUTRITION	1,251,900.00
20250054	Klement Distribution, Inc.	ICE CREAM/ALA CARTE	22-CHILD NUTRITION	19,000.00
20250055	GREAT PLAINS COCA-COLA COMPANY	BEVERAGES/ALA CARTE	22-CHILD NUTRITION	15,500.00
20250056	EWING ELECTRIC MOTORS	REPAIRS & MAINTENANCE	22-CHILD NUTRITION	15,000.00
20250057	ECOLAB	SANITATION	22-CHILD NUTRITION	15,000.00
20250058	KYLE STEUART BUSSELL	PEST CONTROL	22-CHILD NUTRITION	5,400.00
20250059	B & C BUSINESS PRODUCTS	OFFICE SUPPLIES	22-CHILD NUTRITION	3,500.00
20250060	ACCURATE HEAT-AIR & PLUMBING, LLC	PARTS & MAINTENANCE	22-CHILD NUTRITION	25,000.00
20250061	BETTER DAY FARMS, LLC	PRODUCE	22-CHILD NUTRITION	10,000.00
20250062	AMUNDSEN COMMERCIAL KITCHENS INC	MIDDLE SCHOOL SERVING COUNTERS	22-CHILD NUTRITION	99,405.58
20250063	HILAND DAIRY FOODS COMPANY, LLC	MILK	22-CHILD NUTRITION	223,109.13
20250064	STILLWATER PUBLIC SCHOOLS	CLEANING SUPPLIES/POSTAGE	22-CHILD NUTRITION	8,000.00
20250065	NEAL, KRISTA	MILEAGE	22-CHILD NUTRITION	2,000.00
20250066	ELLIOTT, BRENDA K	MILEAGE	22-CHILD NUTRITION	1,500.00
20250067	FRONTIER FIRE PROTECTION, LLC	FIRE SUPPRESSION SUPPLIES	22-CHILD NUTRITION	5,530.00
20250068	OKLAHOMA DEPT/HUMAN SVCS COMMODITY DISTR	DELIVERY & STORAGE OF COMMODITY	22-CHILD NUTRITION	8,000.00
20250069	FRONTIER FIRE PROTECTION, LLC	FIRE SUPRESION SYSTEM	22-CHILD NUTRITION	1,540.00
20250070	FRONTIER FIRE PROTECTION, LLC	MAINTENANCE CONTRACT	22-CHILD NUTRITION	1,540.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 7/1/2024 12:00:00 AM To Date: 7/9/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250071	CYBERSOFT TECHNOLOGIES, INC	ANNUAL LICENSE	22-CHILD NUTRITION	17,955.00
20250072	OKLAHOMA STATE DEPARTMENT OF HEALTH	LICENSES	22-CHILD NUTRITION	1,125.00
20250073	OKLAHOMA STATE DEPARTMENT OF HEALTH	LICENSING	22-CHILD NUTRITION	125.00
20250074	BROOKS GREASE SERVICE	GREASE TRAP CLEANING	22-CHILD NUTRITION	3,050.00
20250075	GOSSNER FOODS INC	MILK	22-CHILD NUTRITION	30,000.00
20250076	BLAST MASTER LLC	VENT HOOD CLEANING	22-CHILD NUTRITION	6,150.00
20250077	CURTIS RESTAURANT SUPPLY	WAREHOUSE COOLER/FREEZER	22-CHILD NUTRITION	319,980.12
20250078	BERNARD FOOD INDUSTRIES, INC	FOOD	22-CHILD NUTRITION	9,704.64
20250079	THE UNIFORM SHOPPE, INC.	CN UNIFORMS	22-CHILD NUTRITION	2,587.77
20250080	505 ARCHITECTS LLC	SERVICE ORDER 17	32-BOND	9,000.00
20250081	TYLER TECHNOLOGIES INC	TRANSPORTATION PROGRAM	11-GENERAL	56,969.00
20250082	505 ARCHITECTS LLC	SERVICE ORDER 18	31-BOND	8,000.00
20250083	SOLUTION TREE	RTI WORKSHOP	11-GENERAL	13,000.00
20250084	CARE SOLACE INC	ONLINE MENTAL HEALTH	11-GENERAL	22,800.00
20250085	TYPING.COM LLC	SUSCRIPTION	11-BOND	4,680.00
20250086	CCOSA	DUES	11-GENERAL	17,400.00
20250087	CCOSA	DUES	11-GENERAL	2,500.00
20250088	eDYNAMIC HOLDINGS LP	ANNUAL LICENSE	11-GENERAL	8,890.00
20250089	GLOBAL COMPLIANCE NETWORK, INC	ANNUAL LICENSE	11-GENERAL	1,680.00
20250090	DEEP SPACE SPARKLE INC	ANNUAL LICENSE	11-GENERAL	2,262.60
20250091	STARFALL EDUCATION FOUNDATION	ANNUAL LICENSE	11-GENERAL	2,130.00
20250092	ISTATION	ANNUAL LICENSE	11-GENERAL	76,330.00
20250093	IXL LEARNING	ANNUAL LICENSE	11-GENERAL	24,097.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 7/1/2024 12:00:00 AM To Date: 7/9/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250094	ARCHWAY BOOK DEPOSITORY	TEXTBOOKS	11-GENERAL	292,442.72
20250095	ARCHWAY BOOK DEPOSITORY	ELEMENTARY TEXTBOOK ADOPTION	11-GENERAL	365,690.00
20250096	HARRIS, EMILY A	MILEAGE	11-GENERAL	500.00
20250097	FRISBY, KIRA	MILEAGE REIMBURSEMENT	11-GENERAL	500.00
20250098	HOUGHTON MIFFLIN CO	READ 180	32-BOND	22,772.00
20250099	HOUGHTON MIFFLIN CO	MATH 180	32-BOND	11,386.00
20250100	CDW GOVERNMENT	SCANNERS	32-GOND	1,996.40
20250101	RIVERSIDE ASSESSMENTS, LLC	TESTING	32-BOND	13,990.00
20250102	INFINITE CAMPUS, INC	ANNUAL LICENSE	32-BOND	67,752.50
20250103	SECURLY, INC	ANNUAL SUBSCRIPTION	32-BOND	9,889.00
20250104	APPLE, INC.	IPAD	32-BOND	21,650.00
20250105	IMAGINE LEARNING LLC	ANNUAL LICENSE	32-BOND	6,250.00
20250106	IMAGINE LEARNING LLC	ANNUAL LICENSE	32-BOND	58,980.00
20250107	LIMINEX, INC	ANNUAL LICENSE	32-BOND	37,460.00
20250108	INSTRUCTURE, INC.	ANNUAL LICENSE	32-BOND	53,968.80
20250109	KUDER, INC	ANNUAL LICENSE	32-BOND	600.00
20250110	THOMPSON SCHOOL BK. DEPOSITORY	TEXTBOOKS	32-BOND	6,085.21
20250111	EDUSKILLS LLC	EDUSKILLS RENEWAL	11-GENERAL	13,640.00
20250112	TEXAS SCOTTISH RITE HOSPITAL FOR CHILDRE	TAKE FLIGHT BOOKS	11-GENERAL	8,234.01
20250113	BUREAU OF EDUC. & RESEARCH, INC.	CONFERENCE/PRIVATE SCHOOLS	11-GENERAL	279.00
20250114	GREAT EXPECTATIONS	TRAINING	11-GENERAL	13,500.00
20250115	GREAT EXPECTATIONS	TRAINING	11-GENERAL	13,500.00
20250116	QUALITY WATER BY CULLIGAN	Water for HS Nurses Office	11-GENERAL	150.00
20250117	WALMART LOCAL	Nursing Office Supplies	11-GENERAL	1,200.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 7/1/2024 12:00:00 AM To Date: 7/9/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250118	WILLIAM V. MACGILL & CO.	Secondary Nursing Office Supplies	11-GENERAL	1,726.62
20250119	Amazon Capital Services	TONER CARTRIDGE	11-GENERAL	119.99
20250120	PAYNE COUNTY SHERIFF'S OFFICE	FINGERPRINTING WITH SHERIFF DEPT	11-GENERAL	8,000.00
20250121	INVESTIGATIVE CONCEPTS, INC.	BACKGROUND CHECKS	11-GENERAL	20,000.00
20250122	OSBI	NATIONAL BACKGROUND CHECKS	11-GENERAL	29,250.00
20250123	POWERSCHOOL GROUP LLC	ANNUAL LICENSE	11-GENERAL	34,333.94
20250124	FRONTLINE TECHNOLOGIES, INC.	ANNUAL LICENSE	11-GENERAL	41,867.91
20250125	INSTRUCTIONAL EMPOWERMENT INC	IE OBSERVATION	11-GENERAL	19,340.00
20250126	INSTRUCTIONAL EMPOWERMENT INC	MARZANO TRAINING	11-GENERAL	169.00
20250127	INSTRUCTIONAL EMPOWERMENT INC	MARZANO TRAINING	11-GENERAL	1,600.00
20250128	EMBASSY SUITES - NORMAN	HOTEL/CONFERENCE MARZANO	11-GENERAL	520.00
20250129	KAJEET, INC	HOTSPOTS	11-GENERAL	57,384.60
20250130	SOLARWINDS	SERVER CONTRACT	32-BOND	621.89
20250131	PDQ.COM CORPORATION	LICENSES	32-BOND	1,173.88
20250132	KLIPFOLIO INC	ANNUAL CONTRACT	32-BOND	164.32
20250133	GAGGLE.NET, INC	NETWORK SAFETY MGMT	32-BOND	10,400.00
20250134	INTRADO INTERACTIVE SERVICES CORP.	SCHOOL MESSENGER	32-BOND	11,974.61
20250135	UNISOFT INTERNATIONAL, INC	MAINTENANCE AGREEMENT	32-BOND	1,749.00
20250136	INTERWORKS, INC.	SUPPORT AGREEMENT	32-BOND	454.60
20250137	LOVING GUIDANCE, INC	CONFERENCE REGISTRATION	11-GENERAL	11,094.00
20250138	OSSBA	UNEMPLOYMENT	11-GENERAL	7,000.00
20250139	MPOWER, INC.	SHREDDING SERVICE	11-GENERAL	1,500.00
20250140	APPA, ASSC OF HIGHER ED. FAC. OFF.	ANNUAL MEMBERSHIP	11-GENERAL	900.00
20250141	STILLWATER WINNELSON CO.	WATER HEATER	32-BOND	6,208.73

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 7/1/2024 12:00:00 AM To Date: 7/9/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250142	SPORTS UNLIMITED	GYM FLOOR	11-GEMERA;	11,760.00
20250143	SANTELLI, CARLE N	IN DISTRICT MILEAGE	11-GENERAL	500.00
20250144	SANTELLI, CARLE N	IN-DISTRICT MILEAGE	11-GENERAL	500.00
20250145	RONALD L. STITES JR.	CONCRETE REPAIRS	32-BOND	4,682.00
20250146	ORION SECURITY SOLUTIONS	TRAINING	11-GENERAL	1,250.00
20250147	ORION SECURITY SOLUTIONS	TRAINING	11-GENERAL	1,250.00
20250148	OKLAHOMA SCHOOL PLANT MGMT. ASSC.	REGISTRATION	11-GENERAL	200.00
20250149	MERIDIAN TECHNOLOGY CENTER	TRAINING	11-GENERAL	260.00
20250150	LEE GLASS & WINDOW, LLC	DOOR REPLACEMENT	31-GENERAL	2,061.56
20250151	LEE GLASS & WINDOW, LLC	OES DOOR	31-BOND	1,351.22
20250152	HAMPTON, KATHERINE I	IN-DISTRICT MILEAGE	11-GENERAL	250.00
20250153	H & H CONSTRUCTION	CONCRETE WORK	31-BOND	6,650.00
20250154	DARR EQUIPMENT, LP	FORKLIFT CHARGER	11-GENERAL	900.00
20250155	COLLINS, MIRANDA	IN-DISTRICT MILEAGE	11-GENERAL	100.00
20250156	DAN TRACY	AIR QUALITY TESTING	31-BOND	400.00
20250157	BRADEN COOPER	OES CONCRETE WORK	31-BOND	6,850.00
20250158	AUTOMATION INTEGRATED, LLC	LICENSING	31-BOND	2,360.00
20250159	AUTOMATION INTEGRATED, LLC	DIAGNOSTIC TESTING	32-BOND	1,000.00
20250160	ACORN ENGINEERING COMPANY	HAND WASHING SINK	31-BOND	1,668.00
20250161	AUTOMATION INTEGRATED, LLC	DOOR REPAIR	31-BOND	15,500.00
20250162	BRADEN COOPER	RI PARKING LOT REPAIR	32-BOND	8,450.00
20250163	PRECISION DYNAMICS CORPORATION	VISITOR BADGES	11-GENERAL	2,017.60
20250164	KAYLA COPELAND	MEMORIAL BRICKS	31-BOND	4,500.00
20250165	ACCURATE HEAT-AIR & PLUMBING, LLC	CONDENSING UNIT	22-CHILD NUTRITION	10,671.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 7/1/2024 12:00:00 AM To Date: 7/9/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250166	UAG TULSU JLM, LLC	REPAIRS & PARTS	11-GENERAL	4,500.00
20250167	STILLWATER TAG AGENCY	REGISTRATIONS & LICENSES	11-GENERAL	2,000.00
20250168	SIMON'S TOWING & RECOVERY	TOWING SERVICE	11-GENERAL	4,000.00
20250169	SAINTS OCCUPATIONAL HEALTH NETWORK	DRUG TESTING	11-GENERAL	1,000.00
20250170	OTA PIKEPASS CENTER	PIKEPASS	11-GENERAL	1,500.00
20250171	OKLAHOMA SCHOOLS INSURANCE GROUP	DEDUCTIBLE	11-GENERAL	7,000.00
20250172	OAPT	TRAINING	11-GENERAL	500.00
20250173	ATKINS, FRANCIS	MAY CHANGE ORDER INCREASE FUNDS FROM \$200.00 TO \$688.44 @ 5/14/24	11-GENERAL	300.00
20250174	BROWN, NATALIE	IN-DISTRICT MILEAGE	11-GENERAL	600.00
20250175	JUSTUS, KERRI E	IN-DISTRICT MILEAGE	11-GENERAL	400.00
20250176	MCBEE, ELIZABETH A	IN-DISTRICT MILEAGE	11-GENERAL	600.00
20250177	COCA, STEPHANIE L	IN-DISTRICT MILEAGE	11-GENERAL	1,000.00
20250178	ATKINS, FRANCIS	MAY CHANGE ORDER INCREASE FUNDS FROM \$200.00 TO \$688.44 @ 5/14/24	11-GENERAL	1,000.00
20250179	OSU - FIRE SERVICES TRAINING	CPR TRAIN THE TRAINERS	11-GENERAL	500.00
20250180	TRACY A BOLT	BOOK BUS STORAGE	11-GENERAL	1,920.00
20250181	B & C BUSINESS PRODUCTS	BOARD ROOM TABLE REPLACEMENT	31-BOND	9,836.76
20250182	ROSENSTEIN FIST & RINGOLD, INC.	LEGAL	11-GENERAL	120,000.00
20250183	WIRING SOLUTIONS	SECURITY DOOR INSTALATIONS	32-BOND	500.00
20250184	UNITED RENTALS	EQUIPMENT RENTALS	32-BOND	15,000.00
20250185	UNIFIRST CORPORATION	MOP HEAD SERVICE	11-GENERAL	3,000.00
20250186	TECHNICAL SERVICES, INC.	MONTLY MONITORING CONTRACT	32-BOND	38,000.00
20250187	STOLHAND WELLS PLUMBING HEATING AIR	HVAC REPAIRS	32-BOND	20,000.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 7/1/2024 12:00:00 AM To Date: 7/9/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250188	STILLWATER WINNELSON CO.	PLUMBING SUPPLIES	32-BOND	28,000.00
20250189	STILLWATER STEEL & SUPPLY, LLC	PROPANE	11-GENERAL	2,000.00
20250190	STILLWATER STEEL & SUPPLY, LLC	SUPPLIES & MATERIALS	32-BOND	1,500.00
20250191	STILLWATER MILLING COMPANY	GROUNDS & MAINTENANCE SUPPLIES	32-BOND	6,500.00
20250192	STILLWATER BUILDING CENTER	BUILDING SUPPLIES	32-BOND	1,500.00
20250193	SPECTRUM PAINT - STILLWATER	PAINT & MATERIALS	32-BOND	12,000.00
20250194	KELCO PLUMBING	PLUMBING REPAIRS	32-BOND	2,500.00
20250195	RONALD W. THOMAS	CLOCK & INTERCOM REPAIRS	32-BOND	4,500.00
20250196	NATHAN D LENCH	TERMITE SERVICE	32-BOND	5,000.00
20250197	QUADIENT LEASING USA, INC	POSTAGE MACHINE	11-GENERAL	36,000.00
20250198	P & K EQUIPMENT, INC	PARTS	32-BOND	8,000.00
20250199	ORION SECURITY SOLUTIONS	SECURITY DOORS	32-BOND	15,000.00
20250200	NATE'S TREE SERVICE, LLC	SERVICE	32-BOND	50,000.00
20250201	NATE'S TREE SERVICE, LLC	MULCH	11-GENERAL	37,996.00
20250202	MPOWER, INC.	CUSTODIAL & LANDSCAPE	11-GENERAL	12,000.00
20250203	LPM FORKLIFT SALES AND SERVICE	MAINTENANCE	32-BOND	3,500.00
20250204	LOWE'S HOME IMPROVEMENT CENTER	SUPPLIES	32-BOND	20,000.00
20250205	LOCKE SUPPLY	SUPPLIES	32-BOND	20,000.00
20250206	LEE GLASS & WINDOW, LLC	GLASS/WINDOW REPAIRS	32-BOND	3,000.00
20250207	DMD, INC	CUSTODIAL SERVICE	11-GENERAL	7,500.00
20250208	KINNUNEN SALES & RENTALS	GROUNDS & MAINTENANCE SUPPLIES	32-BOND	7,500.00
20250209	HUNZICKER BROTHERS INC	MAINTENANCE SUPPLIES	32-BOND	25,000.00
20250210	KILYNN JARETT NORRIS	ELECTRICIAN	32-BOND	15,000.00
20250211	CAPSTONE ROOFING LLC	ROOF REPAIRS	32-BOND	25,000.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 7/1/2024 12:00:00 AM To Date: 7/9/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250212	KYLE STEUART BUSSELL	PEST CONTROL	32-BOND	8,000.00
20250213	JOHN DEERE FINANCIAL	GROUNDS/MAINTENANCE SUPPLIES	32-BOND	1,750.00
20250214	Stevens, Brett	MILEAGE	11-GENERAL	200.00
20250215	HUNZICKER BROTHERS INC	LIGHTING RETROFIT	31-BOND	260,465.32
20250216	DARR EQUIPMENT, LP	FORKLIFT	31-BOND	41,604.72
20250217	AUTOMATION INTEGRATED, LLC	OES RENOVATION	32-BOND	93,700.00
20250218	AUTOMATION INTEGRATED, LLC	RTU UPGRADES	31-BOND	33,486.00
20250219	DARR EQUIPMENT, LP	EQUIPMENT MAINTENANCE	32-BOND	2,500.00
20250220	BRADEN COOPER	BRUSH HOG SERVICE	32-BOND	1,800.00
20250221	IDENTICARD SYSTEMS	VISITOR BADGES	11-GENERAL	125.00
20250222	ULINE	GROUNDS SUPPLIES	11-GENERAL	426.00
20250223	GRIMSLEY'S INC.	CUSTODIAL SUPPLIES	11-GENERAL	154.96
20250224	LEE GLASS & WINDOW, LLC	STEEL DOOR SWEEPS	32-BOND	94.54
20250225	STILLWATER STEEL & SUPPLY, LLC	FLOOR SCRUBBER PARTS	32-BOND	125.00
20250226	YESCO SIGN SERVICE OK	HS SCOREBOARD REPAIRS	32-BOND	1,200.00
20250227	UNITED STATES POSTAL SERVICE	POSTAGE	11-GENERAL	1,000.00
20250228	TULSA WORLD	BID ADVERTISING	11-GENERAL	1,000.00
20250229	TECHNICAL SERVICES, INC.	FIRE ALARM SERVICE	32-BOND	8,500.00
20250230	THYSSENKRUPP ELEVATOR CORP.	MAINTENANCE CONTRACT	32-BOND	44,000.00
20250231	SPORTS UNLIMITED	GYM FLOOR MAINTENANCE	11-GENERAL	12,000.00
20250232	RAINMAKER SPRINKLER CO.	IRRIGATION SUPPLIES/MAINTENANCE	32-BOND	3,000.00
20250233	OTIS ELEVATOR COMPANY	ELEVATOR MAINTENANCE	32-BOND	10,300.00
20250234	OMECORP, LLC	MAINTENANCE CONTRACT	11-GENERAL	3,500.00
20250235	OKLAHOMA DEPARTMENT OF LABOR	INSPECTIONS	32-BOND	3,500.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 7/1/2024 12:00:00 AM To Date: 7/9/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250236	MOTION INDUSTRIES, INC.	HVAC BELTS	32-BOND	950.00
20250237	MERIDIAN TECHNOLOGY CENTER	TRAINING	11-GENERAL	8,000.00
20250238	KONE, INC	SAFETY TESTS	32-BOND	5,000.00
20250239	JOHNSON CONTROLS FIRE PROTECTION LP	FIRE PANEL REPAIRS	32-BOND	2,500.00
20250240	HAMMOND FIRE SYSTEMS, LLC	INSPECTIONS	32-BOND	24,000.00
20250241	CINTAS FIRST AID & SAFETY	FIRST AID KITS	11-GENERAL	2,500.00
20250242	SOUTHERN TIRE MART	TIRES	11-GENERAL	27,000.00
20250243	ROSS TRANSPORTATION INC	SERVICE & REPAIRS	11-GENERAL	35,000.00
20250244	PHILLIPS 66 FLEET	FUEL/GAS	11-GENERAL	200,000.00
20250245	OAKES TIRE & SERVICE CENTER	TIRE REPAIRS	11-GENERAL	5,000.00
20250246	MIDWEST BUS SALES	SERVICE & REPAIRS	11-GENERAL	10,000.00
20250247	MERIDIAN TECHNOLOGY CENTER	TRAINING	11-GENERAL	5,000.00
20250248	MAIN AUTOMOTIVE SUPPLY	PARTS	11-GENERAL	25,000.00
20250249	HOLT TRUCK CENTERS OF OKLAHOMA, LLC	REPAIRS/MAINT	11-GENERAL	45,000.00
20250250	FRANK'S DIESEL SERVICE, INC.	SERVICE/REPAIRS	11-GENERAL	57,000.00
20250251	DIAMOND ENERGY LLC	BUS SERVICE/REPAIRS	11-GENERAL	4,500.00
20250252	AMC URGENT CARE PLUS LLC	DRUG SCREENING	11-GENERAL	3,000.00
20250253	A PLUS AUTO GLASS LLC	WINDSHIELD REPAIRS	11-GENERAL	3,000.00
20250254	HULA, AUSTIN L	IN-DISTRICT MILEAGE	11-GENERAL	1,300.00
20250255	KIFER, MELISA D	IN-DISTRICT MILEAGE	11-GENERAL	300.00
20250256	BALFANZ, CHARLA D	IN-DISTRICT MILEAGE	11-GENERAL	800.00
20250257	GOSSMAN, TISHA M	IN-DISTRICT MILEAGE	11-GENERAL	1,300.00
20250258	MERRIFIELD OFFICE SUPPLY	GUIDANCE OFFICE FURNITURE	21-BUILDING	365.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 7/1/2024 12:00:00 AM To Date: 7/9/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250259	MERRIFIELD OFFICE SUPPLY	GUIDANCE OFFICE FURNITURE	21-BUILDING	1,084.20
20250260	MITCHELL, JUDITH	IN DISTRICT MILEAGE	11-GENERAL	250.00
20250261	JACKSON, SCOTT G	IN DISTRICT MILEAGE	11-GENERAL	250.00
20250262	RAINES, APRILL	IN DISTRICT MILEAGE	11-GENERAL	250.00
20250263	ZAMBORSKY, KEVIN M	IN DISTRICT TRAVEL	11-GENERAL	250.00
20250264	TREAT, CARL L	OUT OF DISTRICT MILEAGE	11-GENERAL	200.00
20250265	GRANT, TOMMIE N	OUT OF DISTRICT MILEAGE	11-GENERAL	200.00
20250266	HOWELL, WALTER R	OUT OF DISTRICT MILEAGE	11-GENERAL	350.00
20250267	HUTCHERSON, CHAD A	PER DIEM	11-GENERAL	108.00
20250268	HYATT REGENCY - TULSA	CONFERENCE HOTEL	11-GENERAL	264.00
20250269	OKACTE	CONFERENCE REGISTRATION	11-GENERAL	265.00
20250270	FOWLER, KRIS D	PER DIEM	11-GENERAL	98.00
20250271	HARNLY, CARLA M	PER DIEM	11-GENERAL	108.00
20250272	HYATT REGENCY - TULSA	CONFERENCE HOTEL	11-GENERAL	264.00
20250273	OKACTE	CONFERENCE REGISTRATION	11-GENERAL	325.00
20250274	HYATT REGENCY - TULSA	CONFERENCE HOTEL	11-GENERAL	264.00
20250275	OKACTE	CONFERENCE REGISTRATION	11-GENERAL	140.00
20250276	AMERICAN ROOFING & CONSTRUCTION, LLC	JUNIOR HIGH ROOFING	32-BOND	2,213,778.18
20250277	AMERICAN ROOFING & CONSTRUCTION, LLC	RICHMOND ROOF PROJECT	31-BOND	450,957.24
			Total POs:	277
			Total Amount	12,560,925.56

End of Report

STILLWATER PUBLIC SCHOOLS IN-DISTRICT TRANSFERS

The Stillwater Public Schools operates an open enrollment policy for in-district transfers. ~~Parents may request any school for their child's attendance:~~

- ~~1. Parents of Stillwater students desiring to enroll their student in an elementary school, not in their attendance area, will be required to complete an in-district transfer form. Forms are available at each elementary school and the SPS Administration Building.~~
- ~~2. Transfer requests for the next school year must be submitted to any elementary school office by May 1 of the current school year to ensure consideration. Exceptions to this date will be considered by the superintendent or his/her designee.~~
- ~~3. Transfer requests must be completed each year.~~
- ~~4. Parents or guardians will be responsible for providing transportation to and from school for all students attending a school outside their school of residence.~~
- ~~5. Transfers may be rescinded by the principal. Parents may appeal to the superintendent a principal's decision to rescind a transfer.~~
- ~~6. The superintendent or his/her designee shall have the authority to make exceptions for unanticipated issues and extraordinary circumstances regarding transfers.~~
- ~~7. Every effort will be made to notify parents of pending transfer requests in a timely fashion. However, notifications may be delayed until after enrollment verification held in late July or early August.~~
- ~~8. Parents/Guardians awaiting action on a pending transfer should enroll their child/children in their attendance area school.~~
- ~~9. Parents with multiple children seeking placement in a school must submit a separate transfer application for each child.~~
- ~~10. Placement determinations will be considered using the following criteria:
 - ~~A. Space and staffing availability.~~
 - ~~B. First priority for placement will be dependents of Stillwater Public Schools employees.~~
 - ~~C. Discipline record, attendance history and other factors deemed pertinent to consideration for the transfer.~~~~

~~Students who move during the school year will be allowed to complete the school year at the initial school of enrollment but must complete a transfer request to be considered for the following year.~~

Under certain circumstances, Oklahoma law allows students that reside in a school district to transfer from their assigned site to any site within the district, also known as an intra-district transfer. By the first day of January, April, July and October of each year, the board of education shall establish the number of intra-district transfer students the district has the capacity to accept in each grade level for each school site within the district. Once established, the intra-district capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education.

STILLWATER PUBLIC SCHOOLS, IN-DISTRICT TRANSFERS (Cont.)

An intra-district transfer may be requested at any time in the school year, unless the grade level of the receiving school site has reached capacity. If the capacity at a grade level is insufficient to enroll all eligible students, the school district shall select intra-district transfer students based on the following preferences and then in the order in which the intra-district applications were received.

This policy applies to students who reside within the school district and creates an enrollment preference and reserve capacity for:

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

An intra-district transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to other school sites within the school district where the student resides to no more than two (2) times per school year. Exceptions to this limit will exist for students in foster care. A student is legally entitled to re-enroll at any time in their school district's site of residence.

Any sibling of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

The child of a school district employee who resides in the school district but wishes to attend a different school site within the school district where the student resides may be granted an intra-district transfer if the student does not meet a basis for denial as listed below.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
 - a. violation of a school regulation,
 - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
 - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.

STILLWATER PUBLIC SCHOOLS, IN-DISTRICT TRANSFERS (Cont.)

- 3. The transferring student does not have a history of absences. "History of absences" means 10 or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students based on the preferences outlined above and then in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students based on the preferences outlined above and then in the order with which the district received the application.

LEGAL REFERENCE: 70 O.S. Section 8-114.



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Uwe Gordon, Superintendent
APPROVED BY: Uwe Gordon, Superintendent
DATE: July 09, 2024

AGENDA ITEM:

Annual Handbook Review in Accordance with Policy BPCAB:

- 1) [Stillwater Board of Education Member Handbook](#) (Supt)
- 2) [Stillwater Public Schools Employee Handbook](#) (HR)
- 3) [Stillwater Public Schools Certified and Support Payroll Handbooks](#) (Fin)
- 4) [Stillwater Public Schools Parent/Student Handbook](#) (Barry)
- 5) [Stillwater Public Schools Student Athletics Handbook](#) (Athletics-Barry)
- 6) [Athletic Coaches Handbook](#) (Athletics-Barry)

BOARD ACTION REQUESTED:

This is an annual review of the handbooks as requested by board policy BPCAB. No board action is requested.

BACKGROUND INFORMATION:

Stillwater Board of Education Member Handbook

The Stillwater Board of Education created a school board member handbook in 2018 with the purpose to help introduce new board members to their roles and responsibilities. The topics in this handbook include, 1) school board policy information, 2) orientation, 3) responsibilities of a board member, 4) Oklahoma Meetings Act, 5) Oklahoma Records Act, 6) special assignments, 7) budgeting process, 8) study sessions/special meetings, 9) board leadership, 10) annual retreat, 11) district policies, 12) graduation, 13) board wards and school assignments, 14) additional materials, and 15) board member code of ethics. As policy changes occur, they are included in the handbook. At this time, there are no recommended changes.

Stillwater Public Schools Employee Handbook

As a result of an annual review, routine updates to the [employee handbook](#) are provided due to change in staff and adjustments in meal prices. This information is posted on the district website.

Stillwater Public Schools Certified and Support Payroll Handbooks

This is information that answers payroll questions from employees. This information is posted on the district website.

- [Certified Handbook](#)
- [Support Handbook](#)

Stillwater Public Schools Parent/Student Handbook

District and site admins were asked to review the handbook for any changes. Any updates are provided to the SPS Communications Coordinator, who works to make sure required items are included.

The handbook exists online, providing integrated search and language translation. Updates to the academic section for this year are still pending at the time of this meeting. Other minor changes may also be made as we approach the new school year. The handbook can be viewed at stillwaterschools.com/studenthandbook

Stillwater Public Schools Student Athletics Handbook

Student Athlete handbook updates are provided by Athletics. It can be viewed at stillwaterschools.com/athleticshandbooks

Athletic Coaches Handbook

Coaches handbook updates are provided by Athletics. It can be viewed at stillwaterschools.com/athleticshandbooks

SCHOOL YEAR SERVICES AGREEMENT
Between MPower and
Independent School District No. 16 of Payne County, Oklahoma, commonly
known as Stillwater Public Schools (“SPS”)

PURPOSE AND SCOPE

The purpose of this Services Agreement is to clearly identify the roles and responsibilities of each party as they relate to the provision of unpaid work experiences/training to SPS special education students.

TERM

This Agreement commences on July 1, 2024 and shall end on June 30, 2025. After the initial period, the Agreement may be extended on an annual basis, with the term beginning on July 1 and ending on June 30, upon mutual and written ratification of the both parties.

MPOWER’S RESPONSIBILITIES UNDER THIS AGREEMENT

MPower shall:

- Provide unpaid supervised work experiences/training to eligible SPS Special Education students, including:
 - Work experiences on the Production Floor learning to complete contract joins in a sheltered setting, while developing work related skills and behaviors.
 - The opportunity to work in the community on a supervised work crew at various businesses in the Stillwater community, when deemed appropriate and as jobs are available.

SPS’s RESPONSIBILITIES UNDER THIS AGREEMENT

SPS shall:

- Provide a paraprofessional to attend MPower with SPS students.
- Compensate MPower at a rate of \$4.00 per hour, per student.

STUDENT ELIGIBILITY

A student’s eligibility to participate under this Agreement will be determined by SPS personnel, in conjunction with guidelines and criteria for particular jobs as communicated by MPower.

ASSIGNMENT

The rights and obligations of MPower and SPS may not be assigned or transferred to any other person, firm, or corporation without prior written consent.

NOTICES

All notices given hereunder shall be in writing and shall be given or sent by certified mail, first class, U.S. mail to the parties at the addresses herein:

Attn: Melisa Kifer, Director of Special Services
314 South Lewis
Stillwater, Oklahoma 74074

Attn: Amy Spiva, Director of MPower
316 South Stallard
Stillwater, Oklahoma 74074

HOLD HARMLESS

It is understood that neither party hereto is the agent of the other and neither is liable for the wrongful acts, negligence, or employees of the other. Each party shall be responsible for its negligent acts or omissions and those of its officers, employees, agents, or students (if applicable), to the extent allowed by law.

NON-DISCRIMINATION

The Parties shall comply with Title VI and 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 Disability Act of 1990 and the regulations related thereto. The Parties will not discriminate against any individual because of race, religion, creed, color, sex, sexual orientation, genetic information, gender identity or expression, age, disability, protected veteran status, national origin, or other protected category. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. § 2000e).

SAFETY

MPower, by executing this Agreement, hereby declares that no employee working with students under this Agreement is currently registered or required to register under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Registration Act.

CONFIDENTIALITY OF RECORDS

The Parties agree to abide by all legal requirements with respect to the confidentiality and disclosure of personally identifiable information and education records as required by law, including, but not limited to, the Family Educational Rights and Privacy Act of 1974, applicable regulations, and state law protecting privacy rights in education and juvenile records.

RELATIONSHIP OF PARTIES

This Agreement does not create a partnership, agency, joint venture, employment, or third-party beneficiary contract. Neither party to this Agreement is a principal, partner, co-venturer, franchisee, or employee of the other, and neither party to this Agreement will make any representation contrary to any person or take any action which would imply otherwise.

INSURANCE REQUIREMENTS

Each party shall purchase at its own cost and maintain insurance policies, or be self-insured, in support of their obligations.

CHOICE OF LAW AND VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma. Jurisdiction and venue for any dispute concerning this Agreement shall be the District Court of Payne County, State of Oklahoma, or the United States District Court for the Western District of Oklahoma.

TERMINATION OF AGREEMENT

Either party, upon thirty (30) days written notice to the other party, may terminate this Agreement.

STILLWATER PUBLIC SCHOOLS

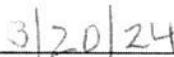
MPOWER

President, Board of Education



Amy Spiva, Executive Director

Date



Date

**Affiliation Agreement
between
Northwestern Oklahoma State University
and
Independent School District No. 16
of Payne County, Oklahoma**

This Agreement is made between Northwestern Oklahoma State University (NWOSU) and Independent School District No. 16 of Payne County, Oklahoma, a/k/a Stillwater Public Schools (“SPS”).

WHEREAS, NWOSU desires to secure field or clinical experience for its students (“Practicum Student(s)”), and SPS is capable of providing this experience and maintains facilities suitable to provide desired experiences for NWOSU students. This would include activities such as a) observation, b) teacher job-shadowing, c) student teaching, d) advanced certification internships/practicum, and e) other activities as approved by both NWOSU and SPS.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, the parties jointly agree as follows:

A. TERM:

This Agreement shall be effective between July 1, 2024, to June 30, 2025. Either party may terminate this Agreement by giving the other advanced written notice of termination of not less than thirty (30) days. This Agreement may also be immediately terminated by mutual agreement of the parties. However, if this Agreement is terminated while Practicum Students are participating at SPS, the parties agree to allow those Practicum Students to complete their fieldwork/observational experience.

B. RESPONSIBILITIES OF NWOSU:

1. NWOSU will instruct Practicum Students that they are responsible for: (i) complying with NWOSU policies, procedures, standards and practices; (ii) complying with SPS’s policies, procedures, standards and practices, including strict confidentiality with respect to SPS students and technical information; (iii) reporting for activities on time; and (iv) maintaining the confidentiality of SPS student records and information. In matters relating to pupil activities, Practicum Students will take direction from authorized SPS personnel.
2. NWOSU agrees that it will not assign or place any person in a position where they have contact with students of SPS if that person has been convicted of a felony within the past ten (10) years, is required to be registered as a sex offender or violent crime offender under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Registration Act, or been convicted of a crime involving moral turpitude. NWOSU agrees that it will cause a criminal record background check, including sex offender registry checks, to be performed on all NWOSU Practicum Students, instructors and other employees who will have access to or contact with SPS students. SPS is not responsible for payment of these background check fees. NWOSU will provide SPS proof that all NWOSU Practicum Students, instructors or other employees participating under this Agreement have

passed the criminal background record check prior to them entering the buildings of SPS. For purposes of this Agreement, a criminal record background check must be a current national criminal history check as defined in Section 150.9 of Title 74 of the Oklahoma Statutes of the name and fingerprints. The completed OSBI report will be valid for up to four (4) years while the candidate is enrolled at NWOSU

The completion of the criminal record background check will not necessarily require SPS to accept a particular Practicum Student. All Practicum Students must be mutually acceptable to both parties, and either party may withdraw a Practicum Student from participation if they believe it is not in the best interest of the Practicum Student or either party to continue.

3. NWOSU shall certify that Practicum Students have the appropriate educational background and skills consistent with the requirements for participation under this Agreement. NWOSU shall withdraw and terminate a Practicum Student's placement with SPS upon SPS's request if SPS determines, in its sole discretion, that: (i) the Practicum Student fails to comply with any SPS or SPS site policies, procedures, standards and practices; (ii) the Practicum Student fails to comply with SPS's proper channels of communication; (iii) SPS becomes dissatisfied with the Practicum Student's performance; or (iv) the Practicum Student will not be able to successfully complete their fieldwork/observational experience.
4. NWOSU shall procure or require its Practicum Students to procure and maintain, at its own or NWOSU Practicum Students' sole cost and expense, general and professional liability insurance covering the acts and/or omissions of Practicum Students, or otherwise require Practicum Students to carry and maintain, at their sole cost and expense professional liability insurance in an amount not less than \$125,000.00 for personal injury or death of any individual, and \$1,000,000.00 in the aggregate for personal injury or death covering all acts and activities undertaken pursuant to this Agreement as a condition of participating as a Practicum Student under this Agreement. Evidence of insurance shall be furnished to SPS prior to any Practicum Student's participation under this Agreement and as otherwise requested by SPS.
5. NWOSU understands and agrees that its personnel, faculty and students are not eligible for coverage under any of SPS's benefit plans or programs of whatever kind or nature, including without limitation, SPS's workers' compensation insurance and unemployment compensation insurance. NWOSU shall provide workers' compensation and unemployment compensation coverage as required by applicable law.
6. Neither NWOSU nor SPS shall compensate Practicum Students during their fieldwork/observational experience under this Agreement. This field experience opportunity is purely for the benefit of Practicum Students.

C. RESPONSIBILITIES OF SPS:

1. SPS will provide qualified personnel for the guidance of Practicum Students who are placed with SPS and provide direct guidance, supervision, and involvement for those Practicum Students and will work with a faculty member assigned by NWOSU in directing and evaluating the field or clinical experience.

2. SPS will provide Occupational Safety and Health Administration (OSHA) training to all Practicum Students. This training must be completed prior to the classroom experience.
3. SPS will provide appropriate and adequate facilities for learning purposes including sufficient space for teaching purposes and conferences with students.
4. SPS will provide instructional materials, library facilities, and other training aids as needed to the faculty/liason and Practicum Student for training purposes. SPS will inform NWOSU of any change in policy, rules, or regulations which will affect Practicum Students or faculty of NWOSU.

D. NON-DISCRIMINATION and EQUAL EMPLOYMENT:

The parties shall at all times comply with all federal laws relating to nondiscrimination, including, but not limited to, 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. § 701 et seq.; the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C. § 4212; 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, religion, color, national origin, sex, pregnancy, gender, gender expression or identity, disability, genetic information, veteran status, sexual orientation, or age in the performance of this Agreement.

E. CONFIDENTIALITY OF RECORDS:

The parties agree to abide by all legal requirements with respect to confidentiality of students' personal information and education records, including, but not limited to the Family Education Rights and Privacy Act of 1974, § 1232g ("FERPA"), and applicable regulations, and state law protecting privacy rights in education and juvenile records: OKLA. STAT. tit 51, § 24A.16 and OKLA. STAT. tit. 10A, §§ 2-6-101 – 2-6-110.

F. DISCLAIMER OF INTENT TO BECOME PARTNERS:

This Agreement does not create a partnership, agency, joint venture, employment, or third-party beneficiary contract. Neither party to this Agreement is a principal, partner, co-venturer, franchisee, or employee of the other, and neither party to this Agreement will make any representation to the contrary to any person or take any action which would imply otherwise.

G. INSURANCE REQUIREMENTS:

Each party shall purchase at its own cost and maintain insurance policies, or be self-insured, in support of their obligations and consistent with their identification as political subdivisions of the State of Oklahoma and specific provisions of Oklahoma's Governmental Tort Claims Act.

H. RESPONSIBILITY FOR ACTIONS:

Each party shall be solely responsible for its own actions 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. The parties are each a political subdivision of the State of Oklahoma, and their liability shall be governed by the Oklahoma Governmental Tort Claims Act.

I. CHOICE OF LAW AND VENUE:

1. This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma.
2. Jurisdiction and venue for any dispute concerning this Agreement shall be the State of Oklahoma, District Court of Payne County.

J. SEVERABILITY:

The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

K. NO ASSIGNMENT:

Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

L. BINDING EFFECT:

This Agreement shall be binding upon, and shall insure to the benefit of, the parties and their respective legal representatives, successors, and assigns.

M. RIGHTS CUMULATIVE; NO WAIVER:

No right or remedy conferred in this Agreement upon or reserved to SPS 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 SPS or NWOSU to insist upon the strict observance or performance of any of the provisions in 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.

N. 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.

O. ENTIRE AGREEMENT:

Both parties acknowledge that they have read this Agreement, understand it, and agree to be bound by its terms, and further agree that it is the complete and exclusive statement of the Agreement between the parties, which supersedes all proposals, oral or written, and other communications between the parties relating to the Agreement.

P. AMENDMENTS:

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if placed in writing and signed by each party or an authorized representative of each party.

Q. SURVIVAL OF PROVISIONS:

The expiration or termination of this Agreement will not affect the rights or obligations of either party with respect to confidentiality or liability.

R. 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 number set forth below the signatures of the parties.

"SPS"

Stillwater Public Schools
Independent School District No. 16 of
Payne Count, Oklahoma

Signature

Dr. Marshall Baker
President
Stillwater Public Schools
Board of Education

Contact Address/Phone/Email:
314 S. Lewis Stillwater, OK 74074
405-707-5026
emcbee@stillwaterschools.com

"NWOSU"

Northwestern Oklahoma State University



Signature

Chair
Division of Education

Contact Address/Phone/Email:
709 Oklahoma Blvd Alva, OK 73717
580-327-8451
jdoswald@nwosu.edu

**Stillwater Public Schools
Contract for Treatment Services or Other Integrated Services – Governmental
FY25**

This contract is made and entered into this **1ST day of July 2024** between the **State of Oklahoma – Oklahoma Department of Mental Health and Substance Abuse Services** (hereinafter referred to as "Department" or "ODMHSAS"), and **Stillwater Public Schools** (hereinafter referred to as "Contractor"), **314 S. Lewis St. Stillwater, OK 74074 and having FEI# 73-6021194 and UEI# GP7KTASKFNS1.**

In consideration of the provisions set forth herein, the parties mutually agree to the following provisions and any addenda attached or referenced hereto and incorporated herein.

I. STATUTORY AUTHORITY AND EFFECTIVE DATES OF CONTRACT

- A.** This contract is authorized pursuant to and in accordance with the provisions of 43A O.S. §1-101 *et seq.* and 450:1-3-14 through 450:1-3-21 of the Oklahoma Administrative Code and is in effect **July 1, 2024, through June 30, 2025.**
- B.** The parties to this contract understand and acknowledge any future contracts or renewals are not automatic nor implied by this contract. The parties further acknowledge and understand this contract is effective only for the term set forth in Paragraph I (A) above. The Department, upon expiration of this contract and in its sole discretion, may offer the Contractor an opportunity to renew this contract for an additional term.

II. STATEMENT OF WORK

- A.** Contractor shall provide the services as indicated and in the manner set forth in the most recent version(s) of the statement(s) of work (SOW) attached or incorporated by reference here. SOWs can be found on the Department's ARC website (http://www.odmhsas.org/picis/Documents/arc_Documents.htm). Said SOW(s) and other addenda shall be binding on the parties of this contract as if fully stated herein.

III. PERFORMANCE REQUIREMENTS

- A.** The Contractor agrees to abide by all federal laws and regulations, all state laws and regulations, the provisions of this contract and addenda attached or referenced hereto, including but not limited to all licensing, permit, or certification requirements; all applicable Department standards and criteria; labor laws and workers' compensation laws. Any act committed by a Contractor, its officers, directors, employees, or other authorized persons, which violates any of the foregoing will constitute a breach of this contract. Further, the Contractor shall insure any consumer served by the Contractor pursuant to this contract shall receive care and treatment in accordance with 43A O.S. §1-101 *et seq.* and Title 450 of the Oklahoma Administrative Code. Failure to provide care and treatment in accordance with 43A O.S. §1-101 *et seq.* and Title 450 of the Oklahoma Administrative Code shall be deemed a breach of this contract. Abuse, neglect, and violation of consumer rights shall not be condoned. The Contractor is expected to take appropriate measures to prevent such instances, including termination or

other appropriate discipline against any employee or agent of Contractor found to have (a) abused or neglected, mentally or physically, or otherwise violated the rights of any consumer or (b) permitted such.

SAMHSA grant funds may not be used to purchase, prescribe, or provide marijuana or treatment using marijuana. See, e.g., 45 C.F.R. 75.300(a) (requiring HHS to ensure that Federal funding is expended in full accordance with U.S. statutory and public policy requirements); 21 U.S.C. 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana).

- B.** Contractor shall abide by all state and federal laws and regulations restricting the disclosure of consumer information, including 43A O.S. §§1-109 and 3-422, 42 U.S.C. §290dd-2, 42 C.F.R. Part 2, 45 C.F.R. Parts 160 and 164 including the HITECH section of the American Recovery and Reinvestment Act (ARRA), and Title 450 of the Oklahoma Administrative Code.
- C.** Contractor shall comply with the Deficit Reduction Act of 2005, which requires all entities that receive or make at least five million dollars (\$5,000,000) in annual Medicaid payments to establish specific compliance policies and to include certain provisions with respect to federal and state laws and whistleblower protections. Please refer to Deficit Reduction Act of 2005; Federal False Claims Act, 31 U.S.C. §§ 3729 – 3733, 3801 *et seq.*; OHCA-2006-30; Oklahoma Medicaid False Claims Act, 63 O.S. §5053 *et seq.* for more information.
- D.** Contractor (and any subrecipients at any tier) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Contractor (and any subrecipients at any tier) must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712. Potential fraud, waste, abuse, or misconduct involving or relating to federal funds should be reported to the Office of the Inspector General by (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 950 Pennsylvania Avenue, N.W. Room 4706, Washington, DC 20530; (2) e-mail to: oig.hotline@usdoj.gov; and/or (3) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax). Additional information is available from the DOJ OIG website at <https://www.usdoj.gov/oig>.

- E.** Contractor agrees to possess and demonstrate compliance with all licenses, certifications, and permits that are required to lawfully perform the duties under this contract, including but not limited to those issued by ODMHSAS Provider Certification. Loss of required certification, permit, or license by the Contractor shall automatically terminate this contract. All persons providing treatment or related treatment services that are lawfully required to perform those services under this contract shall be documented as licensed, certified, and otherwise

trained as outlined in this contract, or under supervision prior to performing treatment services and prevention activities. Persons providing treatment services and prevention activities shall have training in cultural-specific, age-specific, and gender-specific issues and shall be at least twenty-one (21) years of age and non-treatment professionals shall be at least eighteen (18) years of age. Contractor shall make continuing education available to all facility employees engaging in treatment services and prevention activities regarding such services and activities they provide.

- F.** The Contractor shall not reassign this contract, or any part thereof, or engage in any subcontract to provide the services herein without prior written approval of the Department. If approved, the Contractor shall be liable for any act of the subcontractor, including any act that constitutes a breach of this contract. An approved subcontractor shall be subject to the terms of this contract or grantor agency; and, if the source of funding is federal, subcontractor is also subject to subrecipient terms and conditions of that funding. The Contractor or subcontractor shall not obligate the Department to pay any sums to the Contractor, subcontractor, or any other person or entity without the prior written approval of the Department. Any subcontracts shall be terminated if a conflict of interest arises between the subcontractor and the Department.
- G.** In the performance of all services rendered under this contract, the Contractor shall act solely as an independent contractor and nothing herein shall at any time be construed so as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the parties.

Contractor assures that neither the Contractor nor anyone subject to the contractor's direction or control has paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

Contractor also assures that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the Contractor to fulfill any of the services provided for under said contract. No current state employee will engage in the performance of the contract unless approved by the State Purchasing Director.

- H.** The Contractor shall not solicit consumers through gratuitous offerings, incentives, gifts, or other offerings for any service provided by the Contractor; nor shall the Contractor allow any other provider to solicit consumers of the Contractor through gratuitous offerings, incentives, gifts, or other offerings. The Contractor shall not use any coercion, duress, force, or similar action, real or threatened, against any consumer for the purpose of soliciting consumers or for the purpose of hindering or obstructing any investigation conducted by the Department, any other governmental agency, or advocacy group.
- I.** The Contractor shall provide the services as set forth herein without regard to a consumer's ability to pay. No person meeting the Department's eligibility requirements and needing the services authorized herein shall be denied treatment or services for inability to pay, and said person must be notified, in a reasonable manner, of this provision.

- J.** The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time this contract is executed or awarded, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.
- K.** Contractor, Contractor's employees, subcontractor, and subcontractors' employees shall not engage in trafficking in persons, procure commercial sex acts, or use forced labor in the performance of this contract.
- L.** Contractor shall use ODMHSAS funding (except that which is provided as the state match for services to Medicaid consumers) only for services to individuals who meet the eligibility criteria prescribed by the ODMHSAS. Such services are subject to the availability of funds, except that Contractor agrees to provide as a condition of contract award and irrespective of the availability of funding pursuant to this contract, emergency care (to include crisis intervention, if the Contractor is a provider of such services, as well as medical detoxification, medically supervised detoxification, evaluation, and referral services) to all persons presenting and in need of such services. Contractors must seek and receive ODMHSAS approval before refusing services to any person who meets eligibility criteria.
- M.** Contractor or designee shall attend all meetings that ODMHSAS, in ODMHSAS's sole discretion, deems mandatory.
- N.** Contractor shall provide trauma-informed, gender sensitive, age appropriate and culturally competent treatment and prevention services for all consumers.
- O.** All outpatient and residential contractors shall designate a Domestic Violence (DV) Liaison. Contractors with multiple sites are strongly encouraged to identify a DV Liaison for each site. The purpose of the DV Liaison role is to support best practices in serving victims/survivors within behavioral health agencies and to bridge the gap between behavioral health and victim service providers. The DV Liaison shall be responsible for developing a relationship with the closest domestic violence/sexual assault agency and/or Family Justice Center and/or human trafficking agency, collaborate with these agencies to become aware of the services available, ask for case consultation related to a client with domestic violence, sexual assault, stalking, or human trafficking issues if needed, post relevant referral information in the client waiting areas, and develop a partnership with these agencies so that a seamless referral system is in place between agencies. The DV Liaison shall also be available to staff members within their own agency for consultation and resource sharing.

New DV Liaisons shall attend Domestic Violence Liaison Orientation (registration is available on the ODMSHAS training platform) within 90 days of designation. Contact information for new DV Liaisons shall be submitted electronically via this form: <https://forms.office.com/g/ARh7KkSCsS>.

New DV Liaisons shall complete a total of 6 hours of training within the first year of designation (this includes the DV Liaison Orientation). All DV Liaisons shall complete a minimum of 3 hours of continuing education annually on domestic

violence, sexual assault, stalking, or human trafficking. Training options will be reviewed during the DV Liaison Orientation and may include (but are not limited to) live in-person or live virtual trainings, conference workshops, webinars, and eLearnings. The certificate(s) of completion will be verification of meeting this requirement and should be filed in the employee personnel file. Domestic violence liaisons will participate annually in a minimum of 5 regular support calls hosted by the ODMHSAS.

- P. Upon request by Department, Contractor shall provide information of Contractor's percent of administrative overhead, based on generally accepted accounting practices.
- Q. If applicable, each consumer who is eligible to vote according to law has the right to vote in all primary and general elections. Each facility shall make reasonable efforts to enable eligible persons to register to vote, to obtain applications for absentee ballots and comply with other requirements which are prerequisite to voting, and to vote (Title 450, Chapter 15, Consumer Rights, 450:15-3-13 and 450:15-3-27).
- R. All referrals for recovery housing need to be certified by OKARR, Oxford House, or ODMHSAS.

IV. COMPENSATION

A. Definitions

Contract Line: identifies the service or program name.

CS (Contract Source): an identifier used to distinguish an array of services that may be provided within a specific program or contract line.

Maximum Payment: identifies the total amount of funding for the identified contract period by contract line.

SOW: identifies the name of the attached Statement of Work (SOW) by which the specific work requirements for the program are found.

- B. In accordance with the terms of this contract, the Department will pay the Contractor an amount not to exceed **\$300,000.00** unless amended in writing and approved by Contractor and Department, payable to the Contractor as set forth below.

Contract Line	CFDA #	SOW http://www.odmhsas.org/picis/Documents/arc_Documents.htm	Maximum Payment
School-Based Prevention Services (MTSS) - Prevention - SABG -Federal	939590001	Non-Categorical SOW	\$300,000.00

When providing treatment services, Contractor shall ensure the availability of the levels of care indicated in the SOW(s) and addenda throughout the term of the contract.

The Department shall only pay upon receipt of an invoice for services, which shall be submitted to the Department not more than sixty (60) days from the day services were last rendered during the invoice month. Invoices shall be electronically submitted using the eProviderInvoice application in Access Control. The Department agrees to make payment to Contractors within forty-five (45) days of receipt of a proper invoice (Title 62 O.S. § 34.73) in accordance with Title 62 O.S. § 34.71 & 34.72, or proper submission of data through the Oklahoma Health Care Authority (OHCA) Medicaid Management Information System (MMIS).

B.1. Services Identified with a Contract Source will be reported through the Oklahoma Health Care Authority (OHCA) Medicaid Management Information System (MMIS). Customer Data Core (CDC) information must be filled out appropriately and completely at admission, with any level of care change, at discharge, or at a minimum of every six months for ODMHSAS and Medicaid clients, including managed care program participants. This is required in order to obtain payment for ODMHSAS and Medicaid non-managed care fixed rate services. Any client without applicable CDCs will not be included in any value based payment program or enhanced tier payment system. If any of the information is determined missing from the CDC or not properly updated, the Department has the right to credit services provided to that consumer, request recoupment, or suspend payment. CDC information shall be entered into a location and format as prescribed by the Department.

B.1.a. Many FR contract services shall require prior authorization. Prior Authorizations (PA's) will not be issued unless a current CDC has been entered for the respective consumer. PA's will be issued for clients in managed care but do not apply unless the provider is billing an ODMHSAS-only service to ODMHSAS. Contractor shall comply with the ODMHSAS Prior Authorization Manual and other applicable prior authorization instructions available at <http://www.odmhsas.org/arc.htm>.

B.1.b. Contractor is required to comply with the ODMHSAS Services Manual which is hereby incorporated by reference (<http://www.odmhsas.org/arc.htm>). Contractor shall enter contract services for reporting and payment through the Oklahoma Health Care Authority (OHCA) Medicaid Management Information System (MMIS) via Internet web application, Medicaid on the Web, file transfer, or online interactive applications. Contractor shall take all necessary steps for assuring the capacity to interface with MMIS and maintaining staff knowledge of billing and clinical requirements documented in the ODMHSAS Services Manual. Services billed that do not meet all requirements in the ODMHSAS Services Manual may be subject to recoupment. The Contractor is responsible for assuring the capacity to interface with the

Department's system via the internet no later than the effective date of this contract.

B.1.c. If Contractor enters into a billing service agreement, Contractor shall be responsible for the accuracy and integrity of all claims submitted on Contractor's behalf by the billing service.

B.2. Cost Reimbursement Contracts are contracts that require submission of an invoice by the Contractor for services already provided. Invoices are based on the Contractor's submitted budget and appropriate documentation. Documentation for Contractor expenditures is required prior to payment. Invoices paid by the Department may be limited to a cumulative one-twelfth (1/12) of the total contract amount each month.

B.3. One-Twelfth (1/12) Contracts are assigned a yearly value and payment is apportioned throughout the fiscal year in one-twelfth (1/12) increments, or depending on the start date of the program, payment is distributed equally based on the number of months remaining in the state fiscal year. Contractor shall submit an invoice and appropriate documentation of the services provided prior to the Department issuing payment.

C. Funding sources utilized to make payments pursuant to this contract (e.g. state and federal, etc.) shall be at the ODMHSAS discretion and shall not be subject to review or considered a breach of this contract. Contractor agrees that by accepting federal funds from the Department, Contractor is in receipt of pass-through federal funds and may be considered to be a subrecipient of these federal funds. Therefore, Contractor may be subject to all federal rules and regulations applicable to the appropriate expenditure of federal funds. See 2 CFR 200, http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl and its Compliance Supplement and the Certifications and Assurances bound to receipt of federal funds. If Contractor is a subrecipient of federal funding, Contractor is required to maintain current and accurate information in the Central Contractor Registration (CCR); primary registrant database for the U.S. Federal Government and have obtained an UEI (Unique Entity Identifier) number. If Contractor is in receipt of federal funding, Contractor shall be identified as either a subrecipient or vendor in the Federal Funding Identification Form. The auditee of a Single Audit shall comply with provisions of 2 CFR Sections 200.508-512, pertaining to audit requirements for auditees.

D. The Department may perform site reviews at all contracted programs. Review findings will be shared with Contractor in the form of a written report. If the report indicates an overpayment or identifies billed services subject to recoupment, Contractor will have 60 days to repay or credit the Department for the identified services.

E. Contractors are encouraged to develop additional funding streams. Contractors must identify alternative coverage and bill such sources including Medicaid. No payments will be made by the Department until Medicaid or alternative resources

are exhausted or determined unavailable for these services. Failure to bill third parties may result in an overpayment or termination of the provider contract. This contract is not meant to supplant current payment resources.

- F.** The following provisions are applicable to providers of Medicaid services for which the Department is responsible for payment of the state match:
- F.1.** The Department shall pay the Oklahoma Health Care Authority (OHCA) the state match for OHCA-reimbursed services delivered by the Contractor in the Contractor's ODMHSAS service area to Medicaid-eligible adults.
 - F.2.** Such payments shall be made pursuant to appropriate documentation and as prescribed by the Oklahoma Health Care Authority.
 - F.3.** Such payments shall be from state funding made available to support adult or children/adolescent substance abuse services, Community Mental Health Center (CMHC) adult mental health services performed in designated service areas, and Systems of Care (SOC) Family Support Provider services.
 - F.4.** In the event the amount necessary to make the Medicaid Match payments exceeds the match funding set aside for such purpose, the necessary additional funds will be transferred from the state funding provided herein for adult or children/adolescent substance abuse services, Community Mental Health Center (CMHC) adult mental health services performed in designated service areas, and Systems of Care (SOC) Family Support Provider services. Any state match funds remaining at the conclusion of the contract term may, at the discretion of ODMHSAS, be transferred to this contract for any pending adult or children/adolescent substance abuse services, or adult mental health services.
- G.** Unless approved in writing by the Department, the Contractor shall use no portion of Federal Block Grant Funds (Public Health Services Act) for:
- G.1.** Inpatient services (Mental Health Block Grant) or inpatient hospital services (Substance Abuse Prevention and Treatment Block Grant).
 - G.2.** Cash payments to recipients of services.
 - G.3.** The purchase or improvement of land; purchase, construction or permanent improvements (other than minor remodeling) of any building or other facility; or purchase of major medical equipment.
 - G.4.** Satisfaction of any requirement for the expenditure of non-federal funds as a condition for receipt of federal funds.
 - G.5.** Financial assistance (i.e., a subgrant) to any entity other than public or nonprofit private entity.
 - G.6.** Needle exchange programs or the provision of hypodermic needles or syringes to individuals.

- G.7.** Inherently religious activities, such as worship, religious instruction, or proselytization.
- H.** The Contractor shall use no federal funds to pay an employee a salary at a rate in excess of Executive Level II of the Federal Executive Pay.
- I.** For eligible services, Contractors shall seek Title XIX reimbursement from the Oklahoma Health Care Authority for eligible services rendered. The Contractor shall in good faith also seek reimbursement from Title XVIII (Medicare parts A & B) or any other third party source. The Contractor will not invoice the Department for services eligible for reimbursement from any other third party source. The Department will not reimburse for services compensated by any other party or source.
- J.** Department may reduce the payment to the Contractor in the event a shortfall of state or federal funding occurs. The amount decreased from the Contractor's payment shall be at the sole discretion of the Department and shall not be actionable by the Contractor.
- K.** Contractor shall report eligible services for payment according to procedures prescribed by the Department. The Department will provide access to enter and retrieve information via Internet web application, file transfer, or online interactive applications. The Contractor is responsible for assuring the capacity to interface with the Department's system via the Internet no later than the effective date of this contract and maintaining staff knowledge of current data processing procedures documented in the ODMHSAS Services Manual.
- L.** The Department can suspend payment until the services provided can be verified by Department staff, not to exceed 60 days, unless the Contractor has failed to provide the requested documentation. In the event payment has been suspended, Contractor must fully cooperate with Department staff to verify services.

V. GENERAL PROVISIONS

A. Technical Assistance

The Department, upon written request and if available, may provide to the Contractor technical assistance to ensure compliance with this contract.

B. Reports

The Department may prescribe and require reports from the Contractor during the effective dates of this contract. All reports, financial and otherwise, required by the Department, shall be in the format as indicated by the Department and may include, but not be limited to, cost reports, expenditure reports, and balance sheets. The Department may, upon reasonable notice, withhold payments otherwise due under the terms of this contract, if the Contractor fails to submit required reports on a timely basis.

C. Surveys

The Contractor, upon reasonable notice, agrees to participate and cooperate in surveys, studies, or research projects conducted by any governmental agency.

D. Access to Records

The Contractor agrees that books, records, documents, accounting procedures, practices or any other items of the service provider relevant to this contract are subject to inspection, examination and copying by the Department, its designee, and the Office of the Oklahoma State Auditor and Inspector. Further, the Contractor shall fully cooperate with the Department during investigations of complaints involving consumer abuse, neglect, improper treatment, or any violation of consumer rights. Cooperation shall include, but is not limited to, immediate access to consumers, staff members, facilities, consumer records, or any other records or documents regularly kept by the Contractor.

E. Audit and Records Clause

E.1. As used in this clause, records shall include, but are not limited to, any books, documents, accounting procedures and practices, and other data, regardless of type or form. In accepting this contract with ODMHSAS, the Contractor agrees any pertinent state or federal agency will have the right to examine and audit all records relevant to the execution of the resultant contract. The determination of records needed to complete a satisfactory audit will be at the discretion of the Department or the pertinent state or federal agency.

E.2. The Contractor is required to retain all records and supporting documentation relative to this contract for the duration of the contract term and for a period of seven years following completion and/or termination of the contract. If an audit, litigation, or other action involving such records is initiated before the end of the seven-year period, the records are required to be maintained for seven years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

E.3. Contractor agrees the review of all records as they relate to the performance of professional services is to be subject to examination by the Department, the State Auditor and Inspector and the State Purchasing Director.

F. Financial Audit

An annual financial statement audit or other engagement is required under the conditions provided below. The type of audit or engagement is determined separately for state and federal funds. State funds include only those received from the Department. Federal funds include those from all sources (federal agencies, the Department, or other entities). The expenditure of federal funds is based on when the activity for the expenditure occurs, not when the expenditure is made. The Department will notify the Contractor of any federal awards made under this contract. The Department reserves the right to require an independent annual

financial statement audit of the Contractor, the cost of which shall be paid by the Contractor.

- F.1.** State funds. A state or local governmental entity that has received state awards of \$100,000 or more shall obtain a financial statement audit conducted in accordance with generally accepted governmental auditing standards (Yellow Book). For awards of \$100,000 or more, a nongovernmental Contractor shall obtain an audit conducted in accordance with generally accepted auditing standards (basic type). For entities which are required to receive a Single Audit, a Yellow Book or basic audit will not be required; however, the entity must submit a Schedule of State Awards for awards received from ODMHSAS.
- F.2.** Federal funds (expenditures of \$750,000 or more from all sources). The Contractor shall obtain an audit conducted in accordance with the Single Audit Act of 1984, as revised by the Single Audit Act Amendments of 1996, 2 CFR 200 and the current OMB Compliance Supplement and the Uniform Guidance for Federal Awards. An applicable portion of federal funds (such as the percentage of federal fund expenditures to total expenditures) may be used to pay for this audit when the audit covers all funds and operations of the Contractor. In addition to obtaining a Single Audit, the Contractor shall permit the Department to perform a financial audit and /or a compliance engagement or to have a financial audit and /or a compliance engagement performed of the Department's federal award(s) at the discretion of the Department. Such engagement, if conducted, shall be at the Department's expense.
- F.3.** Federal funds (expenditures of less than \$750,000 from all sources). Federal compliance monitoring may be performed at the direction of the Department for funds received from the Department.
- F.4.** Regardless of the above provisions, the Contractor shall submit to the Department a copy of financial audit reports obtained for other reasons. This copy shall include, if present, the additional Yellow Book reports, the additional 2 CFR 200 and the Uniform Guidance for Federal Awards (previously known as OMB Circular A-133) reports, and the Auditor's Management Letter.
- F.5.** Audits under this section shall be performed by independent and properly licensed Certified Public Accountants, and the lead (reviewing) partner of the audit firm is to be rotated off the audit every five (5) years.
- F.6.** Unless otherwise provided, a financial statement audit shall include, in one or more reports, all operations and funds of the Contractor and of any entities or persons related to or affiliated with the Contractor. The audited financial statements of nongovernment entities shall include at least a statement of financial position, a statement of activities, a statement of cash flows, and a statement of functional expenses.
- F.7.** If state funds are received under this contract, the audited financial statement report shall also include a supplementary schedule of state

awards, which identifies each award, the amount awarded and the total amount received or recognized.

- F.8.** The audit(s) shall be for the Contractor's fiscal year(s) during which this contract is in force.
- F.9.** The Contractor shall submit one complete copy of its financial statement audit report(s), as required above, to the Department's Internal Audit Division at the email address: ProviderAudits@odmhsas.org within six (6) months of the close of the Contractor's fiscal year(s). The copy shall include, as applicable, copies of all reports issued pursuant to 2 CFR 200 and the Uniform Guidance for Federal Awards (previously known as OMB Circular A-133) and *Government Auditing Standards*. An Auditor's Management Letter, if issued, shall be submitted.
- F.10.** The books and records of the Contractor and the work papers of the Contractor's auditor shall be made available, if needed, to the Department's cognizant federal agency, the Department, the Department's auditor, the State Auditor and Inspector, and the Comptroller General of the United States. The Contractor grants permission to the Department to contact the Contractor's auditor during the course of the review of required reports.
- F.11.** Compliance with the audit provisions of this contract is not considered achieved until the Department has reviewed and accepted the report(s). Failure by the Contractor to timely submit a required report may, upon reasonable notice, result in withholding by the Department of payments otherwise due under the terms of this contract.
- F.12.** The due date of a report may be extended for good cause at the sole discretion of the Department. For an extension to be considered, a request for such must be submitted in writing to the Department's Internal Audit Division at the email address: ProviderAudits@odmhsas.org on or before the applicable due date.

G. Notices

Except for service of process, any notices to be given hereunder are deemed to be given when deposited with the United States Postal Service, certified or registered mail, return receipt requested, with sufficient postage prepaid, addressed as indicated herein. Either party may at any time designate any other address by giving written notice to the other party.

H. Entire Agreement

This contract represents the full and final intent of the parties herein, and supersedes any and all prior agreements/contracts between the parties unless amended, in writing, and approved by the Department. Further, the terms of this contract may not be modified, increased or otherwise amended expressly or implicitly without the written approval of the Department.

I. Interpretation

The headings contained herein are for reference purposes only and shall not affect the meaning or interpretation of this contract.

J. No Grant of Authority

Nothing herein shall be construed as conferring upon Contractor the authority to assume or incur any liability or any obligation of any kind, expressed or implied, in the name of or on behalf of the Department, and Contractor agrees not to assume or incur any such liability or obligation without the prior expressed written consent of the Department.

K. No Waiver

Waiver by the Department of any breach of any provision of this contract by Contractor shall not operate or be construed as a waiver of any subsequent breach by Contractor.

L. Severability

If any clause or provision of this contract is illegal, invalid or unenforceable under any present or future law, the remainder of this contract will not be affected thereby. It is the intention of the parties that if any provision is held to be illegal, invalid, or unenforceable, there will be added in lieu thereof a provision as similar in terms to such provision as is possible to be legal, valid, and enforceable.

M. Performance Suspension

Performance may be suspended by either party for any act of God, war, riots, fire, explosion, strike, injunction, inability to obtain fuel, power, labor, or transportation, accident, national defense requirements, or any cause beyond the control of such party, which prevents the performance of such party. An alleged breach of this contract by either party shall be grounds for immediate suspension of performance.

N. Non-Discrimination

The Contractor is an Equal Opportunity Employer, a provider of services and/or assistance, and assures 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, Executive Orders 11246 and 11375, and 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.

As applicable, the provisions of Executive Order 11246, as amended by Exec. Order No. 11375, Exec. Order No. 11141, Exec. Order No. 13665 and as supplemented in Department of Labor Regulations (41 CFR Part 60-1.4(a), 60-300.5(a) and 60-741.5(a) et. seq.), are incorporated into this contract and must be included in any subcontracts awarded involving this contract. The parties represent that they are in compliance with all applicable federal and state laws and regulations and all services are provided without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender

expression, genetic information, age (40 or older), disability, political beliefs, or status as a veteran in any of their respective policies, practices, or procedures; they do not maintain nor provide for their employees any segregated facilities, nor will the parties permit their employees to perform their services at any location where segregated facilities are maintained. In addition, the parties agree to comply with the applicable provisions of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §701 and the Vietnam Era Veteran's Readjustment Assistance Act of 1974, 38 U.S.C.

O. Drug-Free Workplace

The Contractor certifies it will or will continue to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 and implemented at 45 CFR Part 76, Subpart F for grantees, as defined at 45 CFR Part 76, Sections 76.605 and 76.610.

P. Influence

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 45 CFR Part 93, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 45 CFR Part 93, Section 93.105 and 93.110, the Contractor certifies that:

No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or any employee of a member of congress in connection with the making of any federal grant, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement.

Q. Debarment and Suspension

As required by Executive Order 12549, Debarment and Suspension, and implemented at 45 CFR Part 76, for prospective participants in primary covered transactions, as defined at 45 CFR Part 76, Sections 76.105 and 76.110:

Q.1. The Contractor certifies that it and its principals:

Q.1.a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

Q.1.b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.

Q.1.c. Are not presently indicted of or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification.

Q.1.d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.

Q.2. Contractor shall notify the Department within ten (10) business days or fifteen (15) calendar days, whichever is shorter, in the event the status of the Contractor or any of its principals meets any of the above listed conditions.

Q.3. Where the Contractor is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this contract.

R. Specialized Services

Contractors shall have policies and procedures for the provision of interpreters for persons who are deaf or hard of hearing or who speak a language other than English.

S. Recognition of Department Support

Contractor shall state it is funded by the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS), as well as prominently display approved ODMHSAS logo(s) and adhere to the ODMHSAS branding guide in all applicable promotional information (including but not limited to promotional or informational brochures, flyers, newsletters, posters, websites, multi-media presentations, media releases, and community education presentations) regarding services funded by the Department.

T. Contract Compliance

T.1. The contract may be terminated by the Department immediately and without prior notice if the Department reasonably determines that the health or safety of the persons served are in imminent jeopardy due to the actions or inactions of Contractor or those under Contractor's control.

T.2. A default in performance by Contractor for which the contract may be terminated shall include but is not limited to: failure or refusal to perform, observe, and comply with any covenant or agreement according to its terms, conditions, and specifications, failure to maintain the care and treatment services in accordance with the Department's rules and regulations, and default in payment of state taxes.

T.3. Termination shall not be the exclusive remedy available to the Department for a default by the Contractor, but shall be in addition to any other rights and remedies provided for by law or equity.

T.4. The Department shall not be liable for any further payment to Contractor

under a contract terminated for the Contractor's defaults after the date of such default as determined by the Department, except for commodities, supplies, equipment, or services delivered and accepted on or before the date of default and for which payment had not been made as of that date. Contractor shall be liable to, and shall indemnify and hold harmless, the Department for all liability, cost, or damage sustained by the Department as a result of Contractor's default. In the event of a tax lien filed against Contractor, the Department cannot make any payments to Contractor until such tax lien is satisfied.

- T.5.** This contract may be terminated without cause by the Department or the Contractor upon thirty (30) days written notice to the other party.
- T.6.** The Department will monitor the Contractor's performance of this contract. At a minimum, this will include ongoing reviews of certain performance indicators. Contractor shall cooperate with the Department in its monitoring activities and shall comply with Department requests that facilitate such monitoring. Department may conduct eligibility, service verification, and Customer Data Core (CDC) reviews on a random basis. Subsequent payments may be decreased according to the applicable Department rate schedule if ineligible individuals are reported and provided services based on ODMHSAS funding or if service delivery cannot be verified in the client's clinical record.
- T.7.** The Contractor shall have written policy and procedures for internal review of services billed on this contract. The review shall be conducted at least quarterly. Corrective action shall be taken on any deficiencies that are found to exist. The results of the reviews and any associated corrective actions shall be made available to the Department.
- T.8.** The Contractor shall develop and maintain written policy and procedures for ethical billing practices.
- T.9.** The Department can suspend payment if the Contractor does not comply with the terms of the contract.

U. Indemnification

Each party will be responsible for its own negligent acts and omissions as governed by the terms of the Oklahoma Governmental Tort Claims Act, 51 O.S. § 151 et seq.

V. Understanding of Terms

The parties hereto have read and fully understand the terms of this contract and agree to be bound by same.

W. Confidentiality

The Contractor agrees, through the following terms, to create a Qualified Service Organization/Business Associate Agreement between ODMHSAS and Contractor and:

- W.1.** Acknowledges that in receiving, transmitting, transporting, storing, processing, or otherwise dealing with any information received from ODMHSAS, or from providing services to ODMHSAS, identifying or otherwise relating to the clients or consumers of ODMHSAS (hereinafter “protected information”), it is fully bound by the provisions of the federal regulations governing the confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R. Part 2 and the HIPAA, 45 C.F.R. 45 Parts 142, 160, 162, and 164, including the HITECH section of the American Recovery and Reinvestment Act (ARRA), and State law at Title 43 A § 1-109 of Oklahoma Statutes, and may not use or disclose the information except as permitted or required by this agreement or by law.

- W.2.** Acknowledges that pursuant to Oklahoma law at 43A O.S. §1-109, all mental health and drug or alcohol treatment information and all communications between physician or psychotherapist and patient are both privileged and confidential; and that such information is available only to persons actively engaged in treatment of the client or consumer or in related administrative work, which includes evaluation.

- W.3.** Agrees to resist any effort to obtain protected information in judicial proceedings except as expressly provided for in the applicable regulations governing the Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R Part 2, or as otherwise required by other applicable law or court order.

- W.4.** Agrees to use appropriate administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of ODMHSAS and to use appropriate safeguards to prevent the unauthorized use or disclosure of the protected information.

- W.5.** Agrees that, when the Contractor uses, discloses, or requests protected health information, that it will limit the use, disclosure, or request to the minimum information necessary.

- W.6.** Agrees that if the Contractor enters into a contract with any agent, including a subcontractor, the agent will agree to comply with 42 C.F.R. Part 2 and HIPAA, including all provisions of this section, and if the Contractor learns of a pattern or practice by the agent that is a material breach of the confidentiality agreement it will take reasonable steps to cure the breach or terminate the contract if feasible.

- W.7.** Agrees to report to ODMHSAS any use or disclosure or any security incident involving protected information not provided for by this agreement within twenty-four (24) hours of when it becomes aware of the breach.
- W.8.** Agrees to provide access to the protected information at the request of ODMHSAS, or to an individual as directed by ODMHSAS, in order to meet the requirement of 45 C.F.R. §164.524 which provides clients with the right to access and copy their own protected information; Contractor will comply with time limits as set forth in law.
- W.9.** Agrees to make any amendments to the protected information as directed or agreed to by ODMHSAS pursuant to 45 C.F.R. §164.526; Contractor will comply with time limits as set forth in law.
- W.10.** Agrees to make available its internal practices, books, and records, including policies and procedures, relating to the use and disclosure of protected information received from ODMHSAS or created or received by the Contractor on behalf of ODMHSAS, to ODMHSAS and to the Secretary of the Department of Health and Human Services for purposes of the Secretary determining ODMHSAS' compliance with HIPAA.
- W.11.** Agrees to provide ODMHSAS, or an individual, information to permit ODMHSAS to respond to a request by an individual for an accounting of disclosures in accordance with 45 C.F.R. §164.528; Contractor will comply with time limits as set forth in law.
- W.12.** If Contractor uses an in-house management information system to batch load data to Department's designated site, Contractor must assure the system can provide HIPAA compliant transactions. Department currently collects certain consumer information electronically in addition to the HIPAA required data transactions. These data will continue to be required. All in-house management information systems must be able to provide all ODMHSAS required consumer data or the data must be entered via the Department approved online system.
- W.13.** Any violation of the terms of this section including the unauthorized use of the MMIS secure website or information on the secure website may result in suspension or termination of Contractor's access to the MMIS secure website and relevant secure websites.
- W.14.** Upon termination or expiration without renewal of this agreement, Contractor shall return or destroy all protected information received from ODMHSAS or created or received by Contractor on behalf of ODMHSAS, or if return/destruction is impossible, Contractor shall extend the protections of this agreement to such protected information and limit further uses and disclosures of the information as provided by state and federal law for as long as Contractor maintains the information.

X. Tobacco

The Contractor will implement and provide a tobacco-free campus in accordance with the standards of the Tobacco-Free Workplace policy of the Oklahoma Department of Mental Health and Substance Abuse Services, ODMHSAS 6.12. Possession and use of any tobacco product, nicotine delivery product or device that is not approved by the U.S. Food and Drug Administration (FDA) for the purpose of nicotine dependence treatment, including, but not limited to cigarettes, cigars, snuff, chewing tobacco, electronic cigarettes, or vaping devices is prohibited on the grounds of and within ODMHSAS-operated and contracted facilities by employees, consumers, volunteers, and visitors. The Contractor must ensure a site-specific enforcement plan of action for violations related to the agency's tobacco free workplace policy.

All events supported by ODMHSAS contracts should be tobacco-free. Contractors should make an effort to communicate the tobacco free campus and event status in signage and other communications associated with the organization or the event. Contractors are also prohibited from accepting financial support from the manufacturers or distributors of tobacco products, their affiliates, or any entity controlling or controlled by such companies.

As part of the ODMHSAS's mission to promote, provide, and support the highest quality of care to its consumers, Contractors/Providers shall offer to consumers who use tobacco, cessation assistance while they receive services in any ODMHSAS operated or contracted facility. The Contractor shall at all times address tobacco use as a treatment issue. Facilities shall develop and implement consumer cessation assistance procedures that minimally include:

- X.1.** Integrating tobacco cessation treatment into the service plan of consumers who use tobacco, 13 years and older. If the consumer chooses not to engage in any tobacco cessation treatment, the Contractor shall minimally document assessment of tobacco cessation in accordance with X.2.
 - X.1.a.** When applicable and appropriate, including the diagnosis of Tobacco Use Disorder (mild, moderate, severe).
- X.2.** Using the "5 A's" model for assessing, and if appropriate, treating tobacco use and dependence for consumers 13 years and older or family members who use tobacco:
 - http://www.healthquality.va.gov/tuc/phs_2008_quickguide.pdf.
 - X.2.a.** Using Peer Recovery Support Services to utilize and teach problem-solving techniques on quitting tobacco.
- X.3.** Reassessing consumers who are not ready to quit tobacco in at least 6 months.
- X.4.** Systematically refer 20% of consumers 13 years and older or their family members who use tobacco by means of fax, Web Portal, or Electronic Health Record (EHR) to the Oklahoma Tobacco Helpline.

X.5. Nicotine Replacement Products:

- X.5.a.** For inpatient, crisis stabilization, and residential programs, in consultation with the consumer, provide Nicotine Replacement Products (NRT) while consumer is part of program and leverage resources from the Oklahoma Tobacco Helpline, if possible. The physician or other qualified healthcare provider will determine the appropriate nicotine replacement product to be provided and the duration of its use.

Contractor shall also offer assistance to employees who are tobacco users while he, she, they, or them is employed by contracted facility. This assistance shall consistently include, but is not limited to, the provision of information on the health impact of continued tobacco use, health promotion materials and/or signage, referrals to tobacco cessation programs such as the Oklahoma Tobacco Helpline, the provision of or access to FDA-approved prescription and/or non-prescription medications for the treatment of nicotine dependence when available, the delivery of evidence-based behavioral interventions for tobacco use cessation by clinicians and other healthcare professionals, and provision of appropriate follow-up to facilitate cessation intervention and prevent relapse.

Y. Contractor Certification

The Contractor, as required by 74 O.S. § 582, is not currently engaged in a boycott of goods or services from Israel. Exemptions include a contract of not more than \$100,000 and a contract with an individual.

Z. Choice of Law and Venue

This contract shall be construed and enforced in accordance with the laws of the State of Oklahoma. Pursuant to 74 O.S. §85.14, where federal granted funds are involved, applicable federal laws, rules and regulations shall govern to the extent necessary to insure benefit of such federal funds to the State. Any action brought to enforce the provisions of this contract shall be brought in the District Court of Oklahoma County, State of Oklahoma.

IN WITNESS WHEREOF, this contract, consisting of twenty-one (21) pages and the attached addenda, attached or referenced hereto, has been executed and delivered effective as of the date first above written.

Electronic signature page will replace this page if applicable.

CONTRACTOR

By: _____
Authorized Representative (Signature)

By: _____
Authorized Representative (Signature)

Printed Name of Authorized Representative

Printed Name of Authorized Representative

Title (Print)

Title (Print)

Please place corporate seal in above space if corporation

STATE OF OKLAHOMA-OKLAHOMA DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES, 2000 N. Classen Blvd., Suite 2-600, Oklahoma City, Oklahoma, 73106, an agency of the State of Oklahoma.

DocuSigned by:
DURAND CROSBY
By: _____
57B5FF3409394AE...
Durand Crosby
Senior Deputy Commissioner

Attest:

CFDA TITLE: Block Grants for Prevention and Treatment of Substance Abuse
CFDA NUMBER: 93.959
AWARD NAME: Substance Abuse Prevention and Treatment Block Grant
GRANT NUMBER/FAIN: B08TI083471
FEDERAL AGENCY: Department of Health and Human Services. SAMHSA
OTHER INFORMATION: SA Block Grant

Identified as: Vendor Subrecipient

Special Terms and Conditions: None beyond requirements listed in the statement of work.

Memorandum of Understanding

Oklahoma State University and Stillwater Public Schools

Academic Year 2024-2025

Purpose: This Memorandum of Understanding is an agreement between Oklahoma State University and Stillwater Public Schools for the purpose of increasing access for concurrent students by offering collegiate courses in the high school setting. This MOU does not replace or restrict previously existing methods of course delivery for concurrent students, such as taking courses on the OSU campus or online. The agreement is valid for Academic Year 2024- 2025.

Course Offering: HIST 1493 American History Since 1865, PSYC 1113 Introductory Psychology, ENGL 2513 Intro to Creative Writing, and SPCH 2713 Introduction to Speech Communication.

Instructors: Instructors will be OSU employees, chosen by the offering department, and supervised by the offering department. Instructors chosen will meet or exceed HLC guidelines. Selection will be pending the instructor's ability to furnish appropriate documentation in accordance with federal and state labor laws contingent upon the results of background screening as required by OSU, while also meeting the background and hiring standards of the partnering school district.

Date and Time: The dates and times of the course will vary depending on mutual agreements between the offering department and school district. All courses offered will meet the requirement of three (3) classroom hours of instruction per week. The start date for the course will be determined by both parties, aligning as closely to the OSU semester as is possible. A slightly delayed start date is allowed if the semester total for instructional hours is met. However, a course may not extend beyond the last week of classes according to the OSU academic calendar.

Site Requirements: The course will be offered to a minimum of fifteen students. If the course does not meet the 15-student threshold, the course may not be offered that semester. Course sections may be added to accommodate high student interest, pending departmental approval. OSU will initiate contact with and manage the addition of any outside school district that joins the course using approved technology at the partnering school, pending mutual agreement between the partnering school and OSU.

Student Requirements: Students must meet the requirements for admission and be formally admitted taking part in the course. Concurrent students are considered students at Oklahoma State University and must abide by the Student Code of Conduct as specified in the student handbook at studentconduct.okstate.edu and the Academic Integrity policy at academicintegrity.okstate.edu. Additionally, students must meet all additional requirements specified in the course syllabus, determined, and provided by the department.

Cost: Oklahoma resident Junior and Senior students are eligible for a tuition waiver, and there are no college or university fees for these courses. Juniors are eligible for up to nine hours and seniors up to eighteen hours. Students who are Oklahoma residents will be able to take the courses for only the price of the book or eBook program used by the course. Nonresident students will be charged the non-resident tuition rate. The undergraduate nonresident tuition rate is \$697.90 per credit hour.

President, Stillwater Public Schools Board of Education

Date



June 6, 2024

Provost and Senior Vice President, Oklahoma State University

Date



Coordinator, OSU Concurrent Programming

Date

6/6/24

To: School Work Study (SWS) Schools (The contact person for your school)

It is time for all the school districts that have a Transition School-to-Work: School Work Study contract to sign a new contract for fiscal year 2025 (July 1, 2024 – June 30, 2025).

You are receiving this email with a new contract and the Vendor Information Form attached. **You will need to complete the “eSign”, which will automatically send them back to us for our signatures.** The forms will be tracked electronically from that point.

Please complete the entire eSign. Then please review the **entire contract** and find the indicated signature block for your eSignature. Follow the instructions.

Optional: If this email has been sent to someone other than the proper signatory, you may click the hyperlink that allows you to have someone else sign, or you may download a copy of the vendor form and contract then sign and email it back in its entirety to klowry@okdrs.gov.

We must receive the completed contract and Vendor Information Form before we can process your contract. Please submit as soon as possible so there are no delays in the processing of your contract.

Remember, the “EIN number” is your Federal ID Number.

Services beginning July 1, 2024 or after may not be provided until the Award of Contract has been issued.

If you have questions about signing the contract, please communicate with Chris Compton and cc: Renee Sansom Briscoe at the Oklahoma Department of Rehabilitation Services. Their email addresses are ccompton@okdrs.gov at (405) 605-9651 and rsansom@okdrs.gov at (405) 212-7789. For SWS contract content and service questions, contact Renee Sansom Briscoe at rsansom@okdrs.gov or (405) 212-7789.

If there are planned personnel changes that affect this contract, please also provide the new information to Chris and Renee at the above email addresses.

Thank you for your help in this matter.



The Workforce Innovation Opportunity Act (WIOA) requires the Department of Rehabilitation Services (DRS) to collect and report Measurable Skills Gains for youth.

To document these Measurable Skills Gains, Vocational Rehabilitation Counselors will need to obtain a consent form signed by a parent or the student (if they are age 18+) to then submit to your school to obtain copies of students' secondary transcripts. You can expect to receive such transcript requests at the end of each semester and should note that the signed consent forms are only good for one year.

The State Department of Education Special Education Services (OSDE-SES) and DRS request that LEAs collaborate with their local VR Counselors to establish procedures to assist VR Counselors with obtaining students' secondary transcripts and/or report cards to meet WIOA compliance.

Here are some examples of effective procedures VR counselors have shared:

1. The VR Counselor obtains a DRS release form signed by the student's parent/guardian or by the student if they are age 18+ (see example) and then provides a copy of the signed release forms to your school district. The LEA then provides the transcripts to the OKDRS/VR counselor.

(NOTE: LEA's are encouraged to establish a set contact person(s) for the VR Counselor to send consent forms, such as the counselor's office, registrar, special education administration support staff, etc.)

2. For those students participating in School Work Study (SWS), the VR Counselor will send copies of the signed release forms and the school can provide the students' transcripts along with the SWS time sheets.

3. The VR Counselor sends out the following letter to students and encloses a self-addressed postage-paid envelope for the student to return the transcript in the mail to DRS:

Dear [Client],

The first (second) semester of the school year is almost over, and I hope it has been a good semester for you! I am required to document in your vocational rehabilitation your educational process each semester. Please provide DRS with a copy of your semester's grades. Please return either a high school transcript for (insert the fall or spring semester and the year) or a report card in the enclosed postage-paid envelope or email it to me at (insert counselor's email address). Please contact me if you have any questions at all. Thank you!

Thank you for your support as we work to improve outcomes for students with disabilities.

A handwritten signature in black ink that reads "Renee Sansom Briscoe".

Renee Sansom Briscoe
Transition Coordinator
405-212-7789
rsansom@okdrs.gov

A handwritten signature in black ink that reads "Lori Chesnut".

Lori Chesnut
Program Specialist
405-521-4802
lori.chesnut@sde.ok.gov

**STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
TRANSITION SCHOOL-TO-WORK: WORK STUDY**

This agreement, consisting of seventeen (17) pages (the “Contract”), is hereby made between the Oklahoma Department of Rehabilitation Services (“DRS”) and

**Stillwater Public Schools
314 S. Lewis St.
Stillwater OK 74076-0879**

(“Contractor” or “School”), and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

RECITALS

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties, and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

WHEREAS, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child’s movement from school to post-school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services at Subchapter 7 of Chapter 10 of Title 612 of the Oklahoma Administrative Code to implement the Transition from School-to- Work Program; and

WHEREAS, in the School-to-Work program, there are many services needed. Some of these services are provided by the school under the individualized education plan (IEP) and some are provided by the Oklahoma Department of Rehabilitation Services under the individualized plan for employment (IPE). Other services may be provided by the parents, Career Tech, and others. A major component of the Transition School-to-Work program is work-readiness training and work experience. The work experience can be provided through Work Adjustment Training or the three types of Work Study Programs.

NOW THEREFORE, the parties agree as follows:

I. Contract Period

The Contract is effective from the latest date of signature of both parties or July 1, 2024, whichever is the latter, through June 30, 2025. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

II. Contract Services

Students eligible to participate in Work Study (School Work Study, Worksite Learning, Employer Work Study) include those:

- with documented disabilities (includes IEP, 504 Plan, or other documents), who have been determined eligible for DRS services or are on a trial work plan, as determined by the DRS counselor;
- with an approved DRS case;
- with an individualized plan for employment (IPE) in place;
- with School Work Study (SWS) as a line of service on the IPE;
- who are at least sixteen (16) years of age; and
- who are attending high school.

All students participating in Work Study shall be DRS clients.

Students participating in Work Study may do so for **no more than 24 cumulative months**, as authorized in the form of Authorization(s) for Purchase(s) provided by the DRS counselors prior to the students starting work. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the student requires more time to make additional progress. In that instance, the DRS counselor may authorize additional time. Summer months spent in Work Study count in the 24 cumulative months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 cumulative months.

Participating students may work **no more than 15 cumulative hours per week during the school year** (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students **must** be given school credit for their participation during the school day, and the School staff and the DRS counselor will provide important guidance and instructional help around the work experience. If the student works after school hours, in the evening or on weekends, the School may also choose to give the student school credit and is encouraged to do so to support earning elective credits. The School will provide staff to work with the DRS counselor in the area of transition. The School will have at least one (1) person designated to serve as the “teacher/transition coordinator”. Paraprofessionals could serve as

transition coordinator or could also be assigned to help with the process and documentation. The School agrees to provide designated staff time for performing the needed duties related to transition. The School agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

Students wishing to continue working through the summer as part of Transition School-To-Work: Work Study may do so if the School's current contract, which expires June 30, is renewed for the following fiscal year that begins July 1st.

During the school year - The maximum number of hours worked per student that is reimbursable by the DRS **cannot** exceed 15 cumulative hours per week during the school year. The DRS will reimburse 100% of the wages paid by the School for a maximum 15 cumulative hours per week

During the summer months - The maximum number of hours worked may exceed 15 cumulative hours and no more than 20 per week for summer work only when pre-approved by the DRS counselor. The DRS will reimburse 100% of the wages paid by the School for a maximum 20 cumulative hours per week. Students may work a maximum 20 cumulative hours per week beginning with the first day of summer break. However, upon the first day back to school, the students must go back to working no more than a maximum 15 cumulative hours per week. All Child Labor Laws apply and must be adhered to.

<https://www.dol.gov/general/topic/youthlabor>

The School is required to continue supervising, monitoring, and reporting on students working in the School or in the community during the summer.

Paid work positions must reflect **real work/jobs** and include tasks that would normally be a function of that position. The students must be learning skills that will transfer to competitive, integrated employment in the community. Classroom instructional time does not count as work. The School must ensure that students have access to a wide variety of work/job types and must also ensure the School has enough work to cover the number of students intended to participate in the program. Examples of work/jobs within the School include, but are not limited to, the following:

- office assistant/mail clerk - deliver mail/messages, stamping, sealing, organizing, cleaning, stocking, inventory, ordering, shredding, answering phones, making ID badges, laminating, taking messages, greeting visitors;
- transportation assistant - cleaning buses inside and out, light vehicle maintenance, checking fluids, tire pressure, assisting with trip tickets, cleaning bus barn;
- teacher's aide - reading to groups/individuals, cleaning, organizing, light grading, bulletin boards, listening to students read, engage students in activities, shredding, making copies;

- custodial -operating electric floor cleaning machines, simple maintenance, taking out trash, cleaning classrooms, sanitizing, dusting lockers and trophy cases, cleaning windows, restocking bathrooms, vacuuming rugs;
- manager of sports team - scorekeeping, ordering, inventory, hauling/moving equipment, washing towels, preparing water jugs and equipment for practices and games;
- information technology assistant - using compressed air to clean computers and keyboards; replacing batteries, mice and keyboards; cleaning monitors; deliveries to students and/or teachers; organizing order tickets;
- clerk in school store or coffee/snack cart - greeting, stocking, inventory, organizing, ordering, taking orders, filling orders, taking money and making change, cleaning, making displays;
- cafeteria assistant - wiping down tables, taking out trash, loading dishes, preparing food and utensils, stocking, serving, organizing;
- library aide - greeting, accepting books, checking books out, shelving books, research, cleaning, organizing, doing displays, answering phones; and
- landscaping/maintenance - mowing, weed eating, edging, pulling weeds, cleaning up flower beds, planting flower beds, selecting flowers/plants, planting in flower beds, trimming trees/shrubs, raking and bagging leaves, picking up trash from parking lot or around school grounds, light repairs on school properties, such as replacing light bulbs, painting, exterminating pests, etc.

The same guidelines should be adhered to when selecting community placements for paid work experiences.

In the final nine (9) months of the student's Work Study (School Work Study, Worksite Learning, Employer Work Study), the student must work for an employer outside of the school or school district, unless otherwise approved by the DRS counselor. Students may not work in their family-owned business unless approved by the DRS counselor. This includes farms and other businesses.

Upon graduation with a standard diploma and high school exit, students receiving services through the Contract must cease work on the last day of school. They may not continue participation in School Work Study and/or Worksite Learning beyond their high school departure .

A. Work Study Program

There are two types of Work Study through DRS:

1. School Work Study (SWS) allows students with disabilities to **work on the School campus**. The students are supervised or closely monitored by School personnel and the School pays the students a wage, with the **DRS making reimbursement to the School** for

that payment. The **School maintains liability** for the students while working on campus.

1. Worksite Learning allows students with disabilities to **work in the community**. The students are supervised or closely monitored by School personnel and the School pays the students a wage, with the **DRS making reimbursement to the School** for that payment. The **School maintains liability** for the students while working off campus.

B. Other Work Opportunities

This is not a Work Study through DRS:

1. Employer Work Study allows students with disabilities employment experience in **part-time jobs in the community**, with the employers paying the wages/salary(ies). In this instance, the students are employees of the community employers, **employers maintain liability**, and **the DRS does not reimburse the employers for the wages/salary(ies)**.

C. Contractor's/School's Obligations

The Contractor's/School's designated teacher/transition coordinator shall:

1. be knowledgeable about the contents and requirements of the Contract;
2. have received written authorizations from the DRS counselors prior to initiating work study services for eligible students or paying for work study services rendered by eligible students (i.e., not starting a student to work before the DRS has approved in writing);
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. provide information regarding the program to School personnel, students, and parents;
5. provide job readiness instruction and assistance to the students in the program prior to starting their jobs (e.g., helping them prepare for interviewing for the potential position) through transition services or five core pre-employment transition services:
 - a. job exploration counseling;
 - b. work-based learning experiences;
 - c. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
 - d. workplace readiness, including social and independent living skills; and
 - e. self-advocacy, including peer mentoring.
6. support students' job placement efforts, including tracking and regular follow up with students on their progress;
7. collaborate with the DRS counselor to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
8. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the SWS services provided by DRS,

including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;

1. document such transition services or pre-employment transition services provided and completed by participating students;
2. provide such documentation to the DRS counselor at the end of each semester;
3. submit (at the same time and by the 15th of the following month or whenever payroll is run by the School for their payment cycle) monthly invoices/pay stubs, time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid to students participating in School Work Study and/or Worksite Learning; and
4. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to the DRS.

If claiming mileage reimbursement for the School's teacher/transition coordinator's travel to and from the job sites of participating Work Study students, the School shall submit monthly itineraries and travel claims that have been signed and verified by the School's designated signer.

D. DRS's Obligations

The DRS counselor shall:

1. provide authorization in the form of an Authorization for Purchase to the School's teacher/transition coordinator prior to the School initiating services for each eligible student participating in School Work Study and/or Worksite Learning;
2. provide a written/emailed approval to the School's teacher/transition coordinator prior to the initiation of a student's participation in Employer Work Study;
3. accept referrals, process applications, and help to organize the IEP and the IPE;
4. provide input on the IEP's employment goals, serve as a member of the IEP team, and make decisions for job placement as a team;
5. arrange work schedules to allow for meetings with School staff, the student in the program, parents, employers, and other people involved in the process;
6. organize and provide necessary services, such as, but not limited to vocational assessment & counseling and guidance;
7. provide the School's teacher/transition coordinator with updated information as it becomes available, upon request;
8. support students' job placement efforts, including tracking and regular follow up with students on their progress;
9. collaborate with the School's teacher/transition coordinator to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
10. monitor students progress at job sites;
11. ensure that the School is submitting monthly timesheets, progress reports, proof of payments to students, and documentation of transition services or pre-employment transition services (as completed) on a regular basis;

1. provide reimbursement to the School for wages paid to students participating in School Work Study and/or Work Site Learning;
2. provide mileage reimbursement at the state rate for the School's teacher/transition coordinator's travel to and from job sites of students participating in School Work Study and/or Worksite Learning; and
3. provide support in assisting students graduating into Employer Work Study.

E. Student Wage

1. The DRS and the School agree that students who are employed by the School as part of a training program are not independent contractors, but employees of the School. **The School agrees to deduct state and federal income tax from wages paid to the student.** The School is responsible for costs incurred for workers' compensation or other expenses not included in the minimum wage reimbursed by the DRS, as part of its contribution toward providing coordinated transition services outlined in the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA).

2. The DRS and the School further agree that **IRS regulations provide that services performed by a student who is employed by the school in which the student is enrolled are not considered "employment" for purposes of FICA (Federal Insurance Contribution Act—Social Security and Medicare) and FUTA (Federal Unemployment Tax Act—employment tax)** payroll deductions. 26 C.F.R. § 31.3121(b)(10)-2(a)(1) and § 31.3306(c)(10)-2(a). The rules provide that the services performed by the student must be incident to and for the purposes of pursuing a course of study at the School. 26 C.F.R. § 31.3121(b)(10)-2. **The DRS and the School agree that students who are employed by the School as part of a training program are not subject to FICA or FUTA, except as otherwise provided below.** The employee/student must be enrolled and regularly attending classes at the school where they are employed to have the status of a student within the meaning of the regulations. This exemption does not apply if the student is working for a private employer through Employer Work Study, rather than for the School as part of an internship program. *The student must be employed by the School in order for the exception to apply.* The Oklahoma Employment Security Act provides that employment as part of a work-training program is exempt from the definition of "employment" and, therefore, not subject to the Act and, therefore, should not be documented as wages paid in quarterly submissions to the Oklahoma Employment Security Commission (OESC). 40 O.S. §1-210 (15)(l). **At the end of the calendar year, students are to be provided a W-2 (Wage and Tax Statement), and not a 1099-Misc form for independent contractors.**

3. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

I. Compensation

A. Contract Amount

The DRS shall reimburse the Contractor as follows:

- school months –the current federal minimum wage. EXEMPT from FICA and FUTA, thus should not be taken out of the student’s check.
- summer months –the current federal minimum wage, plus FICA and FUTA, as summer months are NOT exempt due to the student not being enrolled at least half-time in school.

Payment shall be made upon receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services. By law the **DRS cannot pay** in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided to and accepted by the DRS pursuant to the Contract.

The **DRS will cancel the Contract if procedures are not followed** (e.g., putting students to work before authorized, inappropriate job placements, delayed billing, not submitting proper documentation as outlined in the Contract). If a settlement/ratification agreement must be reached between the Contractor and the DRS, the Contractor will receive only 50% of the funds for which it is seeking reimbursement.

The Oklahoma State Constitution, Article 10, Section 23 states, “Balanced Budget - Procedures. The state shall never create or authorize the creation of any debt or obligation, or fund or pay any deficit, against the state, or any department, institution, or agency thereof, regardless of its form or the source of money from which it is to be paid, except as may be provided in this section and in Sections 24 and 25 of Article X of the Constitution of the State of Oklahoma.”

An express or written contract is a document evidencing, among other things, the mutual consent of the contracting parties. The written document becomes effective when the parties have signified their mutual consent by the act of signing it. The act of signing occurs when it occurs and applies only to events in the future.

To ensure you stay within the law and that you receive full compensation for services provided, please wait for official written documentation from your DRS counselors as to when a service may actually begin for an approved DRS client. The DRS CANNOT backdate in order to pay for services for any youth with disabilities.

According to 70 O.S. § 5-142, school districts must conduct national criminal record background searches and fingerprinting on prospective employees. Therefore, the DRS will reimburse the School up to fifty dollars (\$50.00) per DRS client who:

- * is going to participate in School Work Study and/or Worksite Learning;

- * is at least eighteen (18) years of age; and
- * has not previously had a criminal background check completed by the school district or any other school district in Oklahoma.

This reimbursement will occur upon request and submission of properly completed documentation to the DRS counselor. If the Contractor chooses to request the expedited background check from the Oklahoma State Department of Education, the Contractor will be responsible for any additional fees beyond the fifty dollars (\$50.00).

A. Payment

The State of Oklahoma has forty-five (45) days from receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices/pay stubs, timesheets, progress reports, and claims shall be sent to the DRS counselor who authorized services for each DRS client. **DRS cannot reimburse wages for School Work Study and/or Worksite Learning hours that were not authorized in the form of an Authorization for Purchase provided by the DRS counselor prior to the student starting work.** The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma Statutes. The Contractor is responsible for claiming the interest. Pursuant to 2 C.F.R. § 200.407(n), 2 C.F.R. § 200.441, the DRS shall not use federal funds or non-federal funds used for vocational rehabilitation (VR) match to pay interest assessed for late payments to the Contractor.

B. Lapse Of Invoices/Claims

Properly completed and approved invoices/pay stubs, timesheets, and progress reports documenting the provision of services and/or proper claims for reimbursement of travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

I. Standard Terms

A. Equal Opportunity/Non-Discrimination

The Contractor 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.

A. Lobbying Activities

The Contractor certifies the following:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

B. Debarment And Suspension

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs. Such certification is a material representation of fact upon which reliance is being placed when entering into the Contract. A determination that the Contractor knowingly rendered an erroneous certification, in addition to other available remedies, may result in whole or partial termination of the Contract for the Contractor's default. Additionally, the Contractor shall promptly provide written notice to the Oklahoma state purchasing director if the certification becomes erroneous due to changed circumstances.

C. Drug-Free Workplace

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

D. Modification

The Contract may only be modified by mutual consent of the parties in writing.

E. Cancellation

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS 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. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.

2. Without Cause: It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

F. Access To And Retention Of Records

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts and/or transcripts.

The Contractor is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion or termination of the Contract, unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

G. Subcontracting

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

H. Compliance With State And Federal Laws

The Contractor shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the Contractor, without reliance on or direction by the DRS.

A. Travel

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements, and provide supporting documentation for reimbursement.

B. Client Confidentiality

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

C. Unallowable Costs

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

D. Audit

1. Federal Funds

Organizations that expend \$750,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.

2. State Funds

Corporations both for-profit and non-profit, and governmental entities that receive \$50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report shall include a supplementary schedule of awards listing all state and federal funds by funding source.

1. Auditor Approval and Audit Distribution

The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor's fiscal managers and appropriate oversight bodies shall review the auditor's latest external quality control review report prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

The Contractor shall submit two copies of the annual audit report, management letter (if applicable), corrective action plan to all audit findings, and the auditor's latest external quality control review report to the DRS Contracts Unit at 3535 N.W. 58th Street, Suite 300, Oklahoma City, OK 73112 or Contracts@okdrs.gov within 120 days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request for an extension to the physical address or email address listed above, citing the reason for delay. The DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if the DRS has not received the prior year audit.

E. Clean Air Act

The Contractor agrees 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 Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

F. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

G. Insurance

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section

throughout the term of the Contract, and provide the DRS with evidence of such insurance and renewals upon request.

A. Punitive Actions

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

B. Prior DRS/State Employment

The Contractor hereby certifies that at the start of the contract period neither he/she nor, if applicable, any member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months. Pursuant to 74 O.S. § 85.42(B), the Contractor also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the Contractor to fulfill any of the services provided for under said contract. This term shall not apply when the Contractor is a State of Oklahoma governmental entity.

C. Legal Employment Status Verification System

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007 (25 O.S. §§ 1312 and 1313) and all applicable federal immigration laws and are registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312, and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and is available at www.dhs.gov/E-Verify.

D. Contract Jurisdiction

The Contract will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the DRS or the Contractor to enforce or to interpret provisions of the Contract.

E. Severability

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Contract or its application that can be given effect without the invalid provision or application.

A. TikTok Ban

Pursuant to State of Oklahoma Governor's Executive Order 2022-33, no person or entity who contracts with the State of Oklahoma, including but not limited to any State agency, board, commission, or authority and agents thereof, shall download or use the TikTok application or visit the TikTok website on government networks or other State-owned or State-leased equipment.

B. Certification For Non-Boycott Of Israel Goods Or Services

Pursuant to 74 O.S. § 582, in contracts of more than \$100,000, the Contractor certifies that it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State of Oklahoma, and that it will not boycott Israel during the term of the Contract.

C. Certification For Non-Boycott Of Fossil Fuel Energy Companies

In contracts of \$100,000 or more and where the Contractor has 10 or more employees, the Contractor certifies that it does not currently boycott energy companies in violation of the Energy Discrimination Elimination Act of 2022 (74 O.S. § 12001 et seq.). The Contractor further certifies that it will not boycott energy companies in violation of the Act during the term of the Contract.

D. Force Majeure

A party is not liable for failure to perform the party's obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

If an event of Force Majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies:

- to terminate the Contract in whole or in part; or

- to suspend the Contract, in whole or part, for the duration of the Force Majeure circumstances.

The party experiencing the Force Majeure circumstances shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of Force Majeure on the injured party.

A. Termination For Funding Insufficiency

Notwithstanding anything to the contrary in any Contract document, the DRS may terminate the Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated or received from an intended third-party funding source. In the event of such insufficiency, the Contractor shall be provided at least fifteen (15) calendar days' written notice of termination. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated. The determination by the DRS of insufficient funding shall be accepted by and shall be final and binding on the Contractor.

B. Prohibition On Certain Telecommunications And Video Surveillance

The Contractor shall not obligate or expend funds received as payment under this contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system produced by one of the prohibited companies as provided for at 2 C.F.R. § 200.216.

I. Signatures

Signature:

Email:

STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
WORK PLAN

**Independent School District No. 16 of
Payne County, OK, d/b/a Stillwater
Public Schools**

VENDOR

Contract Number

Porsheana Brown has been appointed contract monitor for the above stated contract and assumes responsibility for the monitoring of all programmatic aspects of the contract, including the periodic and ongoing review of reports or other valid indications of performance. The contract monitor also assumes oversight responsibility for fiscal monitoring of said contract.

The contract monitor has been assigned the following duties:

1. monitoring services provided through the contract;
2. periodically reviewing interim reports or other indications of past contract performance;
3. monitoring contractor compliance to the requirements and specifications of the contract;
4. monitoring pre-authorization of contract services in AWARE;
5. monitoring the Oklahoma Department of Rehabilitation Services (DRS) authorizing authority's approvals for services provided through the contract;
6. monitoring the DRS authorizing authority's receiving, reviewing, approving, and submitting of invoices/claims for payment to DRS Finance – Accounts Payables (State Office);
7. If the contract number begins with 805, the contract monitor shall submit requests for additional funding to the DRS Contracts Section prior to the expenditure of funds.

All information pertinent to this contract (i.e., original contract copies, addendums, revisions, vendor correspondence, evaluations, reports, audits, compliance reviews and staff comments regarding service provision) shall be maintained in the central repository located in the DRS Contracts Section. Documentation shall be made available for review upon request by the Office of Management and Enterprise Services (OMES). Copies of invoices/claims shall be maintained in the DRS Finance Unit. Confidential DRS client information shall be maintained in the DRS client's case service file.

The services to be performed through the contract are necessary for DRS to carry out its policies, rules, and regulations regarding the provision of indicated and appropriate rehabilitation services in a timely manner leading to employment of eligible disabled individuals, per the Code of Federal Regulations (CFR), Section 261.42(a)(4).

**STILLWATER PUBLIC SCHOOLS AND
OKLAHOMA STATE UNIVERSITY
COMMUNICATIONS SCIENCES
AGREEMENT
2024-2025**

THIS AGREEMENT ("Agreement") is entered into by and between Independent School District No. 16 of Payne County, Oklahoma, hereinafter referred to as the "District," AND Oklahoma State University, hereinafter referred to as the "University" AND the Communication Sciences and Disorder Department in the College of Arts and Sciences hereinafter referred to as the "Program."

RECITALS

A. WHEREAS, the University has the capability of providing speech/language services to school aged children, and

B. WHEREAS, the District has the need to provide speech/language services to its students, and

C. WHEREAS, for the purpose of furthering the following objectives of the parties hereto, the District will establish a contractual arrangement with the Program and the University for the Program to provide speech/language services for the District for the 2024-2025 school year.

D. NOW, THEREFORE, in consideration of the mutual benefits the parties agree as follows:

1. General Information:

a. Graduate students from the Program under the supervision of a University licensed, certified clinical supervisor from the Program will provide speech-language services for the academic school year. Services will be provided in accordance with the University calendar with services commencing one (1) week after the start of University classes and ending one week prior to end of University classes in fall and spring semesters. No services shall be provided during the summer or during scheduled university holidays and/or breaks.

b. The District will provide funds for the establishment and on-going operation of the speech-language services as specified in the Responsibilities of the District below.

c. The District will provide classrooms or other suitable space and a paraprofessional as specified for teletherapy in the Responsibilities of the District below.

d. The Program will provide up to three (3) graduate students and one clinical supervisor for the on-going provision of screening, diagnostic, and intervention services provided in the District during the regular schedule of the University.

e. It is agreed by all parties that there shall be no discrimination on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, gender expression, genetic information, age, religion, disability, political affiliation, or status as a veteran in any of its policies, practices, or procedures.

2. Responsibility of the Program:

- a. The Program shall assign to the District only those students who have satisfactorily completed the prerequisite courses as outlined in the curriculum.
- b. The Program shall assign to the District a licensed and certified clinical supervisor.
- c. The Program has designated the Clinic Coordinator of the OSU Speech-Language-Hearing Clinic as coordinator of the Stillwater Public Schools Service Program and as liaison between the District and the Program.

d. The Program shall:

- Conduct assessment of all referrals and re-evaluations (as needed) and attend the resulting eligibility and annual review meetings.
- Provide services to students at Stillwater Christian School and Covenant Community School
- Supervise the graduate students providing the teletherapy for each individual and/or group session.
- Prepare progress reports according to the District's timeline.
- Prepare IEPs and Special Education paperwork according to the District's timeline.
- Provide on-going consultation with the classroom teachers for input into making services educationally relevant.
- If teletherapy is provided, purchase two to three Zoom HIPAA compliant accounts to conduct teletherapy sessions with the District.
- If teletherapy is provided, provide initial and on-going training of the paraprofessional/teaching assistant assigned by the District to the project.

e. The Program shall enforce rules, regulations, policies, and procedures governing staff (graduate students and clinical supervisor), clients and services that are mutually agreed upon between the Program and the District.

f. The Program shall provide speech and language diagnostic and therapy services for a caseload of up to 50 children at a time at the rate of \$1250.00 per child per year plus \$2000.00 per year for related expenses payable in three installments by the District. An increase of the caseload beyond a total of 50 children will require a renegotiation of the Agreement.

g. The Program shall conduct records review of current graduate students.

h. The Program shall provide records of all graduate students' and clinical supervisor's background checks to the District at least five business days prior to the performance of services under this Agreement. The Program is solely responsible for gaining any required consents necessary to provide such information. The graduate students, supervisors, and/or the Program, at the Program's sole

discretion, shall be responsible for any costs related to the required background checks. In no case will the District be liable for any costs related to such background checks.

i. The Program and University shall maintain general and professional liability insurance in amounts sufficient to cover its responsibilities under this Agreement. Insurance shall be in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate. The Program and University agree to provide proof of insurance upon request.

3. Responsibility of the District:

a. The District shall provide \$1250.00 per child to provide speech and language diagnostic and therapy services for a caseload of up to 50 students, plus \$2000.00 for related expenses per year payable to the OSU Department of Communication Sciences and Disorders in three (3) installments. University will invoice the District in October, January and April for the Program services. Checks will be made payable to OSU Department of Communication Sciences and Disorders and sent to 042 Social Sciences and Humanities, Stillwater, OK 74078 Attn: SLP School Contracts. Payment will be made within thirty (30) days of a receipt of invoice from the Department of Communication Sciences and Disorders.

b. The District shall provide \$1250.00 per child per year (prorated) for each additional child over the 50 child caseload payable to the OSU Speech-Language-Hearing Clinic within 30 days of the initiation of therapy services for the additional student(s). The maximum number of additional children that can be served under this provision is 50. An increase of the caseload beyond a total of 50 children will require a renegotiation of the Agreement.

c. The District shall provide classrooms or other suitable space agreed upon by the Program & the District for the provision of up to two (2) therapy sessions, occurring at one time, twice weekly unless otherwise decided due to the safety of those involved.

d. If teletherapy is provided, the District shall provide a paraprofessional responsible for connecting to the internet Zoom platform and transporting children to and from the speech therapy sessions and assisting during the sessions if needed.

e. If teletherapy is provided, the District will provide two (2) computers equipped with a web camera and connected to high speed internet for Zoom therapy sessions. University shall provide the appropriate log-in information and details in order for the District to access the HIPAA compliant Zoom therapy sessions.

f. The District shall provide assessment instruments and office supplies as ordinarily and necessarily used in speech and language diagnostic services to graduate students and clinical supervisor performing services under this Agreement, with the prior approval of authorized District personnel, for the provision of speech and language diagnostic services.

4. Responsibility of the Program to assure supervisor and students comply with the following:

a. Follow the administrative policies, standards and practices of the University handbook and/or student manual.

b. Follow the guidelines and principles of the Code of Ethics of the American Speech-Language-Hearing Association.

c. Pursuant to Health Insurance Portability and Accountability Act ("HIPAA") and Family Educational Rights and Privacy Act ("FERPA") guidelines, maintain the confidential nature of all information which may come to them, individually or collectively, with respect to the client and the client's records.

d. Maintain adequate professional liability insurance covering participation in the Program and performance of services under this Agreement in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate. The scope and coverage of the insurance shall survive the termination of the clinical supervisors and students' participation in the Program and performance of services under this Agreement. Upon the request of the District, the Program shall provide proof of insurance for each participating supervisor and student to the District. e. Complete background checks required under Oklahoma law prior to performing any services. under this Agreement, including, but not limited to, an Oklahoma state fingerprint-based criminal history records search through the Oklahoma State Bureau of Investigation, which shall include a search of the Oklahoma Sex Offenders and Mary Rippy Violent Crime Offenders Registries.

5. Terms of Agreement:

a. The term of this Agreement shall be from **July 1, 2024** to **June 30, 2025**. Either party may terminate the Agreement upon thirty (30) days written notice to the other party. Either party may terminate this Agreement immediately upon written notice in the event of material breach of this Agreement.

b. It is understood and agreed that the parties to this Agreement may revise or modify this Agreement by written amendment when both parties agree to such amendment.

c. The parties agree that each will be responsible for their own gross negligence and intentional acts and omissions, with the University's and the District's liability governed by the Oklahoma Governmental Tort Claims Act.

d. This Agreement and any disputes arising under it shall be governed by the laws of the State of Oklahoma, without regard to its choice of law provisions. The validity, construction, and enforcement of this Agreement shall also be governed by the laws of the State of Oklahoma, without regard to its choice of law provisions. The parties agree that any legal action relating to this Agreement shall be filed in a court of competent jurisdiction in the State of Oklahoma, to which jurisdiction and venue the parties expressly agree.

e. As applicable, 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 parties represent that all services are provided without discrimination on the basis of race, color, religion, national origin, disability, political beliefs, sex, sexual orientation, gender identity, gender expression, genetic information, or veteran's status; they do not maintain nor provide for their employees any segregated facilities, nor will the parties permit their employees to perform their services at any location where segregated facilities are maintained. In addition, the parties agree to comply with the applicable provisions of Section.

f. The parties agree that the graduate students and clinical supervisor are not employees of the District,

and to the extent the graduate students are considered employees of University and/or the Program, University and/or the Program shall be responsible for payment of any and all wages, salaries, benefits, applicable insurance, and payroll taxes related to said graduate students. The District shall have no obligation whatsoever to compensate the graduate students and clinical supervisor for any services provided under this Agreement, provide any insurance for the graduate students and clinical supervisor, including workers' compensation insurance, or to be otherwise financially responsible to, or for, the clinical supervisor and/or graduate students.

g. 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 deposited in the United States first class mails, postpaid, or emailed to the addresses set forth below for the contact of each party, provided if communication is sent by email, delivery is complete upon confirmation of receipt. by the receiving party.

h. This Agreement comprises the entire agreement and understanding between the parties relating to the subject matter of this Agreement and supersedes all previous communications, representations, understandings, and agreements, whether oral or written.

i. This Agreement may be amended only in a writing signed by both parties. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then that provision will be severed from this Agreement and any remaining provisions will continue in full force and effect. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns.

j. This Agreement may not be assigned by either party without the prior written consent of the other party. No waiver by either party hereto of any breach of any provision herein shall constitute waiver of any other provision nor shall such waiver constitute consent that the breach may continue or that any other breach will be waived.

k. No right or remedy conferred in this Agreement upon or reserved to the District 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 District or the Program 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.

l. In no event will this Agreement be construed as establishing a partnership, joint venture or similar relationship between the parties, and nothing contained in this Agreement will be construed to authorize either party to act as agent to the other.

The individuals whose names and titles appear below are authorized to approve and sign this Agreement on behalf of the parties.

DISTRICT
Independent School District No. 16
of Payne County, Oklahoma
314 Lewis Ave.
Stillwater, OK 74074

President, Board of Education

Date

OSU Administrative Contact:
Ramitha Raja, Sr. Sponsored Program Coordinator
OSU College of Arts and Sciences
(405) 744-6035
ramitha@okstate.edu

UNIVERSITY/PROGRAM
Oklahoma State University
203 Whitehurst Hall
Stillwater, OK 74078

Julia Swearingin-Griffin on behalf of

Kenneth W. Sewell
Vice President for Research

Jun 4, 2024

Date

OSU Technical Contact
Kristi Carpenter, Clinic Coordinator
Communication Sciences & Disorders
(405) 744-8939
kristi.carpenter@okstate.edu

Stillwater Public Schools FY25

Final Audit Report

2024-06-04

Created:	2024-06-04
By:	Ramitha Raja (ramitha@okstate.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAApOJw9NSYEIrlSAA_36Pb98Bd7Or0la-d

"Stillwater Public Schools FY25" History

-  Document created by Ramitha Raja (ramitha@okstate.edu)
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-  Document emailed to Julie Swaringim-Griffin (julie.swaringim@okstate.edu) for signature
2024-06-04 - 2:37:12 PM GMT
-  Email viewed by Julie Swaringim-Griffin (julie.swaringim@okstate.edu)
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-  Document e-signed by Julie Swaringim-Griffin (julie.swaringim@okstate.edu)
Signature Date: 2024-06-04 - 4:54:49 PM GMT - Time Source: server- IP address: 139.78.244.144
-  Agreement completed.
2024-06-04 - 4:54:49 PM GMT

**Memorandum of Understanding
Between
Independent School District No. 16 of Payne County,
Oklahoma, commonly known as Stillwater Public Schools
And
Our Daily Bread Food & Resource Center**

The purpose of this memorandum ("the Agreement") is to set forth the mutual understanding of the terms of an agreement between Stillwater Public Schools (the "District") and Our Daily Bread for the maintenance and operation of the Lincoln Academy Marketplace, an on-campus food pantry (collectively referred to as the "Parties").

Terms: This Agreement shall take effect on July 1, 2024, and shall continue until June 30th, 2025, unless terminated earlier as provided herein, and may be renewed annually, pursuant to the written approval and ratification of the Parties. The Parties hereby agree to the following terms:

- Lincoln Academy Marketplace shall be located in a mutually agreed upon space in the building of Lincoln Alternative Academy at 215 E. 12th Ave in Stillwater, OK. No rent or utility fee will be paid by Our Daily Bread for the usage of the space, and both Parties will agree upon a different location if the Marketplace needs to move to a different space.
- Our Daily Bread shall provide all necessary food and other supplies given to guests and shall have primary responsibility to ensure Lincoln Academy Marketplace remains stocked for each week of operation. Quantity and type of food and supplies stocked shall be mutually agreed on by designees of the Parties.
- The District may provide supplemental food or other supplies to add to the shelves at the discretion of the designee from Our Daily Bread. Supplemental food may be provided through food drives, donations, or direct purchases.
- Lincoln Academy Marketplace shall be open and limited to all students of Lincoln Academy.
- Hours of operation shall be set at times jointly agreed to by the District and the Executive Director of Our Daily Bread (or their designees).
- Our Daily Bread shall determine and oversee guest data as mutually agreed upon by both parties and will provide usage reports up to monthly upon request from the District.
- Our Daily Bread shall oversee volunteer training and set the number of volunteers needed per shift; volunteers may be recruited and provided by the District when needed.
- All marketing for Lincoln Academy Marketplace shall include official wordmarks for both Our Daily Bread and the District.
- All decor and signage in the Lincoln Academy Marketplace will be mutually agreed to by the Executive Director of Our Daily Bread or his/her designee and the District.
- Our Daily Bread should have appropriate and reasonable access to Lincoln Academy in order to stock food and supplies at a time agreed upon by Our Daily Bread and the District.
- The Parties shall comply with Title VI and 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 Disability Act of 1990 and the regulations related thereto. The Parties will not discriminate against any individual because of race, religion, creed, color, sex, sexual orientation, genetic information, gender identity or expression, age, disability, protected veteran status, national origin, or other protected category. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. § 2000e).
- The Parties agree that student safety is a top priority. Our Daily Bread shall not allow, authorize or permit any principal, agent, officer, servant, professional, associate or employee of Our Daily

Bread, who has been convicted of a felony in any jurisdiction within the past ten (10) years or at any time has been convicted of, or pled guilty or no contest to a charge involving illegal chemical substances or a sexual offense to be on the premises of the District, to be around or in the presence of District students, or to have access to any record of any kind related to District students. Our Daily Bread hereby certifies that its employees and agents are not currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippe Violent Offender Registration Act.

- Our Daily Bread agrees to abide by all legal requirements with respect to the confidentiality and disclosure of personally identifiable information and education records as required by law, including, but not limited to, the Family Educational Rights and Privacy Act of 1974, applicable regulations and state law protecting privacy rights in education and juvenile records.
- Either party, upon thirty (30) days' written notice to the other party, may terminate this Agreement.
- Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the Parties or to create the relationship of principal and agent between or among any of the Parties.
- This is not a third-party beneficiary contract. No person or entity other than the Parties signing this Agreement shall have any rights under this Agreement.
- Neither this Agreement nor any of the rights or obligations hereunder may be transferred or assigned without prior written consent of the other party.
- Notices under this Agreement shall be given or sent by certified, first class, U.S. mail, return receipt requested, by personal delivery, confirmed email, or by a nationally recognized courier service to the addresses set forth below:

Stillwater Public Schools
314 South Lewis Street
Stillwater, Oklahoma 74074

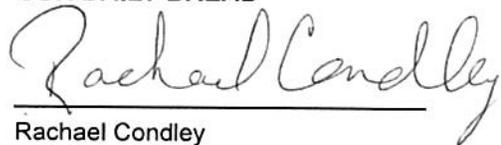
Our Daily Bread
701 E. 12th Avenue
Stillwater, OK 74074

STILLWATER PUBLIC SCHOOLS

President, Board of Education

Date

OUR DAILY BREAD



Rachael Condley
Executive Director

6-28-24

Date

THERAPEUTIC SWIM PROGRAM AGREEMENT

School Year 2024-2025

This Therapeutic Swim Program Agreement (the “Agreement”) dated as of the 1st day of July, 2024, is between **Independent School District No. 16 of Payne County, Oklahoma** (“Stillwater Schools”) with a notice address of 314 S. Lewis, Stillwater, Oklahoma 74074, **Stillwater Medical Center Authority** (“SMC”), with a notice address of 1323 West Sixth Street, Stillwater, OK 74074, and **Oklahoma State University** (“OSU”), an institution of higher education, Stillwater, Oklahoma 74078.

In consideration of the mutual terms, covenants and conditions specified in this Agreement, Stillwater Schools, SMC and OSU agree as follows:

- 1. The Swim Program.** Stillwater Schools, SMC and OSU agree to work together to provide a therapeutic swim program (the “Program”) for students with disabilities designated by Stillwater Schools (“Students”). The Program will take place at SMC’s swimming pool located at 999 W. 12th St., Stillwater, Oklahoma.
- 2. Duties of Stillwater Schools.** Stillwater Schools will identify the Students for participation in the Program, obtain the necessary medical releases and permission forms required by OSU for the Students’ participation in the Program, transport the Students to and from the SMC pool for each swim session and require all Students to wear protective swim undergarments. In the event of a toileting accident in the pool during a swim session, Stillwater Schools agrees to participate in the cost of cleaning the pool. Stillwater Schools further agrees that a certified Stillwater Schools teacher shall be present at the SMC pool with the Students during each swim session and that all soiled protective swim undergarments shall be properly disposed of in accordance with SMC’s rules and regulations.
- 3. OSU’s Duties.** OSU agrees to create and administer the Program in a manner appropriate for each designated Student in accordance with prescribed OSU curriculum and to assign and provide one (1) OSU student for each Student for each swim session. All OSU students shall be supervised by OSU faculty during each swim session. OSU further agrees to ensure that all soiled protective swim undergarments shall be properly disposed of in accordance with SMC’s rules and regulations.
- 4. SMC’s Duties.** SMC agrees to make its swimming pool available to the Students and OSU on the dates and times during each school week agreed upon for the Program and to provide one (1) certified lifeguard on site who shall be on duty during every swim session.

- 5. Confidentiality.** OSU and SMC agree that the individuals performing and/or participating in the services provided to the Students under this Agreement will adhere to all state and federal laws regarding the confidentiality and privacy of the education records and patient healthcare records of students and students with disabilities.
- 6. Background Checks.** OSU and SMC agree to provide Stillwater Schools with the written consent of the individuals performing the services provided to Students under this Agreement for Stillwater Schools to conduct such background checks and criminal history investigations as Stillwater Schools may request from time to time during the term of this agreement.
- 7. Compensation.** Stillwater Schools agrees to pay to SMC the sum of \$1,000.00 for each of the two semesters of the 2024-2025 school year, which sum shall be payable no later than thirty (30) days following the last day of each semester. Stillwater Schools has no obligation to compensate OSU for the services OSU provides under this Agreement. In the event this Agreement is terminated before the end of a semester, Stillwater Schools shall be liable only for a prorated amount of compensation to SMC for one semester based upon the portion of the semester during which the SMC pool was actually used by the Students under this Agreement.
- 8. Term and Termination.** This Agreement is effective as of July 1, 2024 (“Effective Date”), and shall continue in effect through June 30, 2025, unless terminated earlier as provided herein. Any party may terminate this Agreement upon fourteen (14) days’ written notice.
- 9. Independent Contractor Status.** Each party is acting as an independent contractor and no employee or subcontractor of any party shall be deemed to be an employee of the other. No party undertakes by this Agreement or otherwise, to perform any obligation of any other party, whether regulatory or contractual, or to assume any responsibility for any other party’s actions, business or operations. No party shall have the authority to bind, commit or incur any liability on behalf of any other party or to otherwise act in any way as an agent or representative of any other party.
- 10. Force Majeure.** No party shall be responsible for any failure or delay in the performance of any obligations due to any cause beyond its reasonable control, including, but not limited to, any such delay or failure arising from third party labor disputes, third party strikes, other third party labor or industrial disturbances, acts of God, pandemic, floods, lightning, earthquakes, shortages of materials, rationing, utility or communication failures, fire, casualty, war, acts of public enemy, riots, insurrections, embargoes, blockages, actions, restrictions, and new or changed regulations or orders of any governmental authority; provided that the party claiming the force majeure event has given the other parties reasonably prompt notice of the event.

11. Notices. All notices given hereunder shall be in writing and shall be given or sent by (i) certified, first class, U.S. mail to the parties at the addresses herein or at such other addresses of which any party may give notice; (ii) confirmed facsimile; or (iii) nationally recognized courier service to the parties at the addresses herein or at such other addresses of which any party may give notice.

12. Insurance. OSU represents that it has statutorily prescribed liability insurance coverage for the negligent or intentional acts of its officers, employees, and agents while acting within the scope of their employment by OSU.

Subject to provisions of the Oklahoma Governmental Tort Claims Act, including its limits of liability and exclusions therefore, OSU assumes any and all risks of personal injury and property damage attributable to the negligent acts or omission of the OSU, its officers, employees and agents thereof.

OSU agrees to require students to maintain, during the term of this Agreement, professional liability insurance with a single limit of liability of no less than one million dollars (\$1,000,000) per occurrence. A certificate of insurance or other acceptable documentation in evidence of compliance shall be provided to Stillwater Schools

13. Miscellaneous. This Agreement embodies the entire agreement and understanding between Stillwater Schools, OSU and SMC relating to the subject matter of this Agreement, and supersedes all previous communications, representations, understandings, and agreements, whether oral or written. This Agreement is to be governed by and construed in accordance with the laws, excluding the conflict laws, of the State of Oklahoma. This Agreement may be amended only in a writing signed by both parties. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then that provision will be severed from this Agreement and any remaining provisions will continue in full force and effect. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns. This Agreement may not be assigned by any party without the prior written consent of the other parties. No waiver by any party hereto of any breach of any provision herein shall constitute waiver of any other provision nor shall such waiver constitute consent that the breach may continue or that any other breach will be waived. In the event of any suits or actions or other proceedings to enforce the terms of this agreement, the prevailing party shall be entitled to recover its reasonable attorney fees and other costs and expenses incurred therein.

14. Non-Discrimination. The parties to this Agreement represent and warrant that they do not discriminate on the basis of race, color, religion, sex, national origin, age, disability or veteran status in the performance of their services.

INDEPENDENT SCHOOL DISTRICT NO. 16
OF PAYNE COUNTY, OKLAHOMA

By: _____
President, Board of Education

OKLAHOMA STATE UNIVERSITY

By: *Jeanette Mendez*
Printed Name: Dr. Jeanette Mendez
Title: Provost and Senior Vice President

STILLWATER MEDICAL CENTER AUTHORITY

By: *Steven Taylor*
Steven Taylor, Chief Administrative Officer

**EARLY CHILDHOOD SERVICES CONTRACT BETWEEN
United Community Action Program, Inc. Head Start and Stillwater Public Schools
School Year 2024-2025**

This Contract (the "Contract") is made this 1st day of July, 2024, by and between Independent School District Number 16 of Payne County, Oklahoma ("Stillwater Schools" or "District") and United Community Action Program, Inc. Head Start ("UCAP").

Recitals:

Stillwater Schools and UCAP take seriously their mutual responsibilities to the Stillwater community and share a common mission to create a safe, nurturing environment for young children, to strengthen and improve the quality of their lives and to assist their families in developing the skills needed to appropriately parent and prepare them for a successful future. Stillwater Schools and UCAP wish to enter into a written agreement for UCAP to collaborate with Stillwater Schools in conducting a Stillwater Schools four-year-old program for children who reside within the District.

NOW, THEREFORE, in consideration of the mutual promises in this Contract and intending to be legally bound, the parties agree as follows:

1. **Program.** UCAP and Stillwater Schools will conduct the Program for the 2024-2025 school year as provided by this Contract.
2. **Head Start Performance Standards.** All services resulting from this Contract will be provided in compliance with the Federal Head Start Performance Standards and consistent with the requirements for the provision of Early Childhood programs promulgated by the Oklahoma State Department of Education. All students receiving services pursuant to this Contract who meet the eligibility guidelines of the Head Start Program shall be enrolled in the program and have the benefit of all comprehensive services mandated by the Head Start Performance Standards.
3. **Enrollment.** UCAP will be solely responsible for enrollment and for reporting required by the State of Oklahoma or Stillwater Schools for pupil accounting purposes or otherwise. UCAP will use Stillwater Schools' enrollment forms and will provide all necessary documents for enrollment to Stillwater Schools' District Registrar, Special Education office, and other offices responsible for reporting characteristics of students, including (but not limited to) birth certificates and immunization records. As Stillwater Schools' residents, the students and their families will be entitled to all the rights, benefits and privileges accorded all other enrollees in the District.
4. **Maximum Enrollment, Class Size and Classrooms.** The maximum class size will be twenty (20). The parties contemplate that the maximum enrollment in the Program will be forty (40). If one or more additional four-year-old classrooms

become necessary due to greater than anticipated enrollment, UCAP may employ necessary personnel compliant with the requirements of state and federal law, including, but not limited to the “highly qualified” requirements applicable to teachers and paraprofessionals. It is agreed that the Stillwater School District System will reimburse United Community Action Program, Inc. for the 2024-2025, school term based on the cost of \$2,200.00 per child, with the annual total based on enrollment as of October 31, 2024. UCAP, Inc. Head Start agrees to invoice Stillwater Schools two (2) times per year; November and April.

5. **Fees.** No tuition or other fees will be charged for enrollment in the Program. UCAP may conduct a “before and after school” child care program provided that UCAP’s charges for “before and after school” child care for children enrolled in the program is not greater than for children not enrolled in the Program.

6. **Projected Cost Distribution.** Stillwater Schools will be responsible for the following costs associated with the Program: UCAP will be responsible for the following costs associated with the program: site management, two (2) certified teachers, two (2) paraprofessionals, meal service, utilities, facilities and maintenance. Stillwater Schools and UCAP will share the following costs associated with the program: service coordination. Stillwater Schools and UCAP are each responsible for securing, maintaining and paying for appropriate insurance coverage.

UCAP will utilize for each student enrolled in the program the Highscope COR Advantage Assessment. UCAP will submit to Stillwater Schools a written report of the results for all children enrolled in the Program at the end of the 2024-2025 school year.

7. **Personnel.** UCAP will provide the services of two (2) teachers and two (2) paraprofessionals for the program. The teachers will hold a bachelor’s degree and teaching certification from the Oklahoma State Department of Education in Early Childhood Development. Each paraprofessional will have successfully completed a high school diploma or recognized equivalent and two (2) years of college, an associate’s degree or a Child Development Associates Certificate.

8. **Facilities.** UCAP will provide suitable, fully-equipped classroom space to house the program and an adjoining playground. The facilities shall comply with all local, state and federal laws, rules and regulations governing or applicable to the use and occupancy of the facilities for their intended purposes, including, without limitation, zoning, health and safety codes and environmental laws.

9. **License.** At all times during the term of this Contract, UCAP will hold a current day care license from the Oklahoma Department of Human Services and shall maintain minimum standards for renewal.

10. **Inspection.** Stillwater Schools reserves the right to inspect and monitor the program at any reasonable time.
11. **Tests.** The program will include any standards tests required by State law or by Stillwater Schools.
12. **Program Structure.** UCAP will retain supervision of day-to-day program implementation and operation of classroom activities.
13. **Term.** The term of this Contract will commence on July 1, 2024, and end on June 30, 2025. The program will operate for a term coextensive with Stillwater Schools' term of instruction for the 2024-2025 school year.
14. **Hiring Policies.** Stillwater Schools and UCAP agree that student safety is a top priority. In an effort to protect student safety, UCAP agrees that it will not hire any individual, whether as an officer, agent, employee, or contractor, who has been convicted of a felony or who has been convicted of any crime involving moral turpitude. By entering into this Contract, UCAP certifies that it will cause appropriate and lawful background checks to be performed prior to hiring any individual or allowing any individual to work with or around a student. UCAP agrees that it will certify to Stillwater Schools that each person hired to work with students in the program has a "clean" background check before that person begins working with students.
15. **Indemnification.** UCAP agrees to and shall defend, indemnify and hold harmless Stillwater Schools, its officers, administrators, board members, employees, agents, assigns and attorneys from and against any and all liability, loss or expense, including reasonable attorneys' fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of UCAP, its officers, agents, employees or contractors.
16. **Insurance.** UCAP agrees that prior to entering into this Contract UCAP obtained a Commercial General Liability ("CGL") insurance policy that insures UCAP in an amount not less than \$125,000.00 for personal injury to or death of any individual, and \$1,000,000.00 in the aggregate for personal injury or death. UCAP must maintain a CGL insurance policy at all times while this Contract is in effect. UCAP agrees that it will furnish Stillwater Schools with a copy of its current CGL insurance policy and verification. If UCAP's CGL insurance policy is cancelled during this school year, UCAP must immediately notify Stillwater Schools. Stillwater Schools shall be listed as an additional insured on UCAP's CGL insurance policy.

The parties affirm that their employees and any subcontractor acting on a party's behalf in performance of this Contract are covered by Workers Compensation Insurance and shall in no event be entitled to any such coverage from the other party.

UCAP shall provide Stillwater Schools with evidence of its School Leaders Liability insurance (i.e., Educators Legal Liability insurance) and notify Stillwater Schools immediately if such insurance is cancelled during the term of the Contract.

17. **Non-Discrimination.** UCAP agrees that it must comply with applicable federal, state, and local civil rights laws. By entering into this contract, UCAP certifies that it does not discriminate on the basis of race, color, religion, sex, national origin, ethnicity, age, disability or veteran status. UCAP agrees that eligible students with disabilities and students covered under Section 504 of the Rehabilitation Act may participate in the Program. UCAP also agrees that it will provide reasonable accommodations necessary for any qualified child with a disability to receive services in the program. For a student on an IEP pursuant to the Individuals with Disabilities Education Act or a student receiving individualized services under Section 504 of the Rehabilitation Act, the parties understand and agree that all services provided must be consistent with the student's IEP and/or the student's individualized services.

18. **General Provisions.**

- a. Binding Effect; No Assignment. This contract and all of the terms, provisions and conditions hereof shall be binding upon, and inure to the benefit of, the parties hereto, their respective successors and permitted assigns. UCAP may not assign this contract or any of its rights or obligations hereunder without the prior written consent of Stillwater Schools. Any attempted assignment in violation of this Section by UCAP of its rights or obligations under this contract, without the prior written consent of Stillwater Schools, whether by operation of law or otherwise, shall have no force and effect.
- b. Entirely. The provisions contained in this contract set forth the entire understanding and agreement between the parties and supersede all prior agreements with respect to the subject matter hereof.
- c. Modification. This contract may not be modified or amended except by a written agreement signed by both parties.
- d. Governing Law. This contract shall be interpreted and enforced in accordance with the laws of the State of Oklahoma.
- e. Attorney Fees. The prevailing party in any action to construe or enforce this contract will be entitled to payment by the other party of its reasonable attorney fees and cost incurred in the preparation, prosecution and appeal of such action. The recovery of attorney fees and costs shall be in addition to any other relief or judgment obtained.

- f. Time. Time is of the essence of the obligations of the parties to this contract.
- g. Notice. All notices, requests and other communications required or permitted under the terms of this contract shall be in writing and sent by: (i) certified U.S. Mail, return receipt requested; OR (ii) private overnight express courier (for example, Federal Express); OR (iii) confirmed facsimile, to the parties at the following addresses:

If to UCAP:

ATTN: United Community Action Program, Inc.
Kim Rice *email: krice@ucapinc.org*

Mailing Address: 501 Sixth Street
Pawnee, OK 74058

Facsimile No.: _____

If to Stillwater Schools:

ATTN: Stillwater Public Schools
Assistant Superintendent of Educational Services

Mailing Address: 314 South Lewis
Stillwater, OK 74074

Facsimile No.: 405-533-6497

Notices shall be deemed effective upon receipt OR three (3) days after mailing in accordance with the provisions of this section. Either party wishing to change its address for notice purposes, may do so by giving the other party written notice of the new address in the manner set forth above.

- h. Severability. Should any term or provision of this contract be found to be invalid or unenforceable, such finding shall in no way affect the validity or enforceability of the other terms and conditions hereof.
- i. Waiver. Failure of either party to enforce the provisions of this contract or the failure to require the performance by the other party of any provision hereof shall not constitute or be construed as a present or future waiver of such provisions, nor in any way affect the ability of either party to enforce each and every provision at any time thereafter.

- j. Consent to Jurisdiction, Venue and Service. UCAP consents and agrees that all legal proceedings relating to the subject matter of this contract shall be maintained in state or federal courts sitting within PAYNE COUNTY, STATE OF OKLAHOMA. UCAP consents and agrees that jurisdiction and venue for such proceedings shall lie exclusively with such courts. Service of process in any such proceeding may be made by certified mail, return receipt requested, directed to the respective party at the address at which it is to receive notice as provided herein.

IN WITNESS WHEREOF, the parties hereto have executed this contract as of the date first above written.

District:

INDEPENDENT SCHOOL DISTRICT NUMBER 16
OF PAYNE COUNTY, OKLAHOMA

By: _____

President, Board of Education

UCAP:

UNITED COMMUNITY ACTION PROGRAM, INC.
HEAD START

By: _____

Kim K. Rice
Signature

Kim Rice, Director, Head Start
Print Name and Title

SPECIAL SERVICES AGREEMENT
Between United Community Action Head Start & Stillwater Public Schools
School Year 2024-2025

This is a local agreement between Independent School District No. 16 of Payne County, Oklahoma ("Stillwater Schools"), hereinafter referred to as the local education agency (LEA), and United Community Action Head Start Program, hereinafter referred to as the local Head Start Program. The following information states the roles and responsibilities of parties regarding Head Start Program eligible children residing in the Stillwater Public School District ages three through five identified as having disabilities in accordance with procedures established by the Oklahoma State Department of Education, Special Education Services (OSDE/SES) and by the Head Start Program Performance Standards (45 CFR 1304 and 1308). These regulations are promulgated under federal and state laws governing the education of children with disabilities.

This agreement is to describe the responsibilities of each entity, outline areas of cooperation and provide guidance for local cooperation and coordination between and among all aforementioned parties in the implementation of the Individuals with Disabilities Education Act (IDEA) Amendments of 2004 (34 CFR 300), Head Start Program Performance Standards and the Head Start Re-Authorization Act of 1997. Pertinent contact information for all agencies is included as Attachment A.

For the 2024-2025 School Year, Stillwater Public Schools will utilize Developmental Delay eligibility for Head Start age children.

I. LEA RESPONSIBILITIES:

- A. The LEA ensures that IDEA Part B, Section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in the Head Start Program and reside in the Stillwater Public School District are expended in accordance with the requirements of the IDEA. Funds may be used for, but are not limited to, the following: cost of evaluation; materials and supplies; contractual arrangements for services when the Head Start Program has a qualified provider and/or the provision of qualified providers for IDEA Individualized Education Program (IEP) services.
- B. Upon referral from the Head Start Disabilities Services Manager or designee, the LEA shall provide a multidisciplinary group evaluation, when appropriate, for determination of the need for special education and related services under the IDEA. LEA will follow timelines established by OSDE and IDEA.
- C. The LEA shall be responsible for the provision of procedural safeguards including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program who resides in the Stillwater Public School District.

- D. The LEA shall provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program who reside in the Stillwater Public School District.
- E. The LEA shall ensure the provision of appropriate special education and related services to those eligible children with disabilities under the IDEA enrolled in the Head Start Program who reside in the Stillwater Public School District. All IDEA services for which the child is eligible will be documented on the IEP with the responsible person(s)/agency specified for the provision of each service.
- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible preschool children with disabilities served in the LEA and by the Head Start Program who reside in the Stillwater Public School District.

II. LOCAL HEAD START RESPONSIBILITIES:

- A. The Head Start shall provide screening and assessment for all children enrolled in the Head Start as required by Head Start Program Performance Standards 45 CFR 1304 and 1308, participate in Child Find activities under the IDEA with the LEA, and in coordination with the LEA shall provide parents with their rights under these programs.
- B. The Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards.
- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary evaluation, IEP development, and implementation of the portions of the IEP's identified for the Head Start Program, and the IEP review as appropriate.
- D. If a child does not meet the eligibility criteria established by OSDE/SES under the IDEA, but meets one or more of the eligibility criteria in the Head Start Performance Standards 45 CFR 1308 then a Head Start managed IEP shall be developed for the child.
- E. When Head Start initiates and develops a Head Start managed IEP, Head Start must invite in writing the participation of a representative of the LEA. Head Start Program Performance Standards (45 CFR 1308) requirements for parent involvement and notification must also be followed for IEP meetings initiated by the Head Start Program. When the Head Start develops Head Start managed IEP's, family goals and objectives for the child must be addressed.

- F. The Head Start will provide a support system for families and children with disabilities through training, information dissemination and involvement in the program as well as collaboration with the LEA and other community services.
- G. The Head Start Disabilities Services Manager or designee shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.
- H. The Head Start will provide the number of children receiving IEP services under the IDEA to the LEA for the child count report by October 1, annually.
- I. The Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate.

III. COORDINATION OF COST SHARING:

The local Head Start and Local Education Agency agreement will address planning of cost-sharing resources and funding to assure that integrated services are implemented in a manner which maintains State and Federal fiscal support for children with disabilities who are residents of the Stillwater Public School District in these programs. The Head Start and the LEA agree to the following cost-sharing services (see Attachment B for examples):

In the event that evaluations are not completed within 45 school days from the date that parent signs permission for initial evaluation, the LEA will reimburse UCAP, Inc. Head Start for the cost of evaluation and subsequent services at the rate of 50%.

IV. COORDINATION OF REQUIRED PAPERWORK:

To coordinate paperwork required by Head Start and the LEA special education program, the following process will be utilized:

- A. Parental consent must be obtained by the Head Start Program prior to referral to the LEA.
- B. The Head Start or the LEA will obtain parental consent for exchange of information between the two programs through use of the State of Oklahoma Standard Form: Consent for Release of Confidential Information.
- C. The Head Start will release results of vision, hearing, developmental, health, and speech screenings as well as other relevant information as a part of the Head Start referral process developed in conjunction with the LEA.
- D. Within 10 school days of receipt of RED (Review of Existing Data) form from Head Start, LEA will meet with Head Start personnel and parent for a multidisciplinary group meeting.

- E. When Head Start refers a child for a multidisciplinary evaluation to the LEA, the LEA will first obtain parental consent, with assistance of the Head Start personnel as needed.
- F. The LEA special education program, with parental consent, will release copies of IDEA IEP's, multidisciplinary evaluations, multidisciplinary evaluation and eligibility group summary, necessary special education records and documentation of services provided to the Head Start.
- G. All personally identifiable information collected, used, or maintained by the Head Start will be kept in a secure manner, which prevents unauthorized access, in a central location adhering to confidentiality requirements under the Family Educational Rights and Privacy Act (FERPA) and state laws.

V. COORDINATION OF SCREENING:

In the coordination of screening between the Head Start and the LEA special education program, the following process is agreed upon:

- A. The LEA special education program and the Head Start will determine designated program personnel to be responsible for conducting screenings within each program to collaboratively implement requirements of the IDEA and Head Start Performance Standards (45 CFR 1308).
- B. This agreement will include the following time frame for completion of screening or transfer of information. The time frame includes the 45 calendar days timeline for screening of all children enrolled in the Head Start as mandated in the Head Start Performance Standards (45 CFR 1308).

One or more of the following methods has been considered: (Check one or more as appropriate):

- Joint screening: Screening will be conducted simultaneously by Head Start staff and LEA special education staff within the same location.
- Shared staff: Local implementation may incorporate coordination of shared staff (e.g., required vision, hearing, speech/language, health, and developmental screening may be conducted by the Head Start under Head Start Program Performance Standards, and the LEA special education program may complete required screening under the IDEA).
- Shared Information: Screening will be provided for referrals as determined by both entities. Consent for release of information will be obtained at the time of screening.

VI. COORDINATION OF IEP REVIEW:

The Head Start and the LEA will conduct an IEP review at least annually or when a change of program or placement of a child is being considered. The parent, the Head Start staff or the LEA special education program staff at any time, may request a meeting. Procedural safeguards for notification will be followed.

VII. COORDINATION OF INSERVICE TRAINING:

The LEA and the Head Start program will agree to coordinate in-service training when feasible. Considerations for top priority training include:

1. IDEA procedural safeguards training for both entities
2. Overview of Head Start program requirements
3. Overview of LEA Special Education Program and requirements
4. Identified local training needs
5. Individual child needs

VIII. TRANSITION:

The LEA and Head Start Program will agree to coordinate transition of children with disabilities from the Head Start program to the LEA early in the school year of the child's last attending year in Head Start, no later than October. Meetings will be held between the LEA and Head Start program and child's family members in order to facilitate a smooth transition.

IX. RESOLUTION OF DISPUTE:

In the event of disputes between the Head Start and the LEA special education program, the following process will be followed for resolution:

- A. The dispute will first be brought to the attention of the LEA special education director and the Head Start Director and/or the Head Start Disabilities Services Manager to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the Head Start Director and the LEA special education director or the LEA superintendent to facilitate resolution.
- C. If the issue is not resolved, as described in section VIII.B, then the matter will be submitted in writing to OSDE/SES, for assistance in the resolution of any IDEA dispute between the Head Start and the LEA.

D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards 45 CFR 1308 the matter will be submitted in writing to the Administration on Children Families Region VI office or the American Indian/Alaska Native Programs Branch.

INDEPENDENT SCHOOL DISTRICT NUMBER 16
OF PAYNE COUNTY, OKLAHOMA

By: _____
President, Board of Education

UNITED COMMUNITY ACTION PROGRAM, INC.
HEAD START

By: Kim K. Rice
Signature

Kim Rice, Director
Print Name and Title

ATTACHMENT A

CONTACT INFORMATION

Head Start Program Name: UCAP, Inc.

Head Start Director: Kim Rice

Head Start Director's

Email: krice@ucapinc.org

Head Start Disabilities Services Coordinator:

Heather Tennial

Head Start Disabilities Services Coordinator's

Email: htennial@ucapinc.org

Head Start Address: 501 6th, Pawnee, OK

74058

Head Start Program Number: 918-762-2561 ext. 385

Head Start Fax Number: 405-707-9712

Head Start Site Phone Number: 405-385-0188

Head Start Site Fax Number (if different):

LEA Superintendent: Dr. Gay Washington

LEA Address: 314 S. Lewis, Stillwater, OK

74074

LEA Superintendent's Phone Number

405- 533-6300

LEA Superintendent's Fax Number:

405-533-6397

LEA Superintendent's Email Address

g washington@stillwaterschools.com

Oklahoma Head Start Collaboration Office

Paula Brown, Project Director

2915 Classen

Oklahoma City, OK 73106

Phone: (405) 524-4124

Fax: (405) 524-4923

Email: headstart@okacaa.org

ACF Federal Region VI Office

Kenneth Gilbert, Regional Administrator

1301 Young Street, Room 937

Dallas, TX 75202

Phone: (214) 767-9648

Fax: (214) 767-3743

Email: lmccowan@acf.dhhs.gov

American Indian/Alaska Native Programs
Branch

Tom Tragear, Team Leader and Acting
Branch Chief

ACF/ACYF/Head Start Bureau/AI/ANPB

330 "C" Street, S.W., Room 2030 Main

Office

Washington, D.C. 20047

Phone: (202) 205-8437

Fax: (202) 205-8436

AI/ANPB Toll-Free Phone: 877-876-2662

ATTACHMENT B

EXAMPLES OF AREAS OF COST-SHARING

- Classroom assistants
- Transportation
- Adaptive equipment
- Assistive technology

ATTACHMENT C

D-1*
2024-2025

UCAP, Inc. Head Start/Early Head Start
Permission for Referral to LEA/SoonerStart for Evaluation

*This form is completed in conjunction with the Release of Confidential Information
CFSUPP-3 with copies of both being forwarded to the Disabilities Manager*

Center: _____ Teacher: _____

Child's Name: _____ DOB: _____

I, _____, (do) _____ (do not) _____
(Parent/Guardian Name) (mark one)

hereby give _____ Head Start/Early Head
(Name of Read Start/Early Head Start Center)

Start permission to refer my child _____ to the
(Child's Name)

_____ Public Schools/SoonerStart for further evaluation
(Name of LEA or Local SoonerStart Office)

and possible special or early intervention services.

(Parent/Guardian Signature) (Date)

(Teacher Signature) (Date)

Head Start/Early Head Start Use Only

Screening Results

ASQ/(Denver ii infants Only) Indicate Score/Cutoff for each area: Communication:

___/___, Gross Motor: ___/___, Fine Motor: ___/___, Problem Solving: ___/___,

Personal-social: ___/___ Comments: _____ Date _____

ASQSE Indicate Total Score/Cutoff Score _____/_____ Date _____

Hearing _____ / _____ Date _____ Vision _____ / _____ Date _____
(Indicate Child Results/Pass Results for both Hearing and Vision)

Physical _____ Date _____
(Most Recent)

Dental _____ Date _____
(Most Recent)

Other _____ Date _____

Memorandum of Understanding
Between Stillwater Public Schools and Wings of Hope

July 1, 2024

The Memorandum of Understanding ("MOU") recognizes the relationship between Wings of Hope and Stillwater Public Schools ("SPS"). The intended purpose of this understanding is to facilitate student enrollment, identify needs in education, and provide access to resources in order to increase successful transition to Stillwater Public Schools. Together the parties enter this MOU to mutually promote the delivery of services to families and students in the Stillwater School District.

Term: The term of this MOU is for a period on one (1) year from the effective date of this MOU and may be extended upon written mutual agreement. It shall be reviewed at least annually to ensure that it is fulfilling its purpose and to make any necessary revisions. Either organization may terminate this MOU upon thirty (30) days written notice.

Responsibilities of Wings of Hope:

- Wings of Hope shall work to identify potential students who may need enrollment or educational services through Stillwater Public Schools and will facilitate contact between SPS and those families.
- Wings of Hope agrees to work in conjunction with SPS to determine and help coordinate any additional services that may facilitate a successful transition of the student to SPS.

Responsibilities of SPS:

- SPS will assist the families identified by Wings of Hope with enrollment of students, as appropriate, in SPS.
- SPS will work to identify the educational needs of students identified by Wings of Hope and address those needs.
- SPS will participate in identifying and coordinating any additional educational resources that may be beneficial to the students in their transition to SPS.

Confidentiality: The parties agree to abide by all legal requirements with respect to the confidentiality and disclosure of personally identifiable information and education records as required by law, including, but not limited to, the Family Educational Rights and Privacy Act of 1974, applicable regulations and state law protecting privacy rights in education and juvenile records.

No Partnership: Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among the Parties.

Assignment: Neither this MOU nor any of the rights or obligations hereunder may be transferred or assigned without prior written consent of the other party.

Notices: Notices under this MOU shall be given or sent by certified, first class, U.S. mail, return receipt requested, by personal delivery, confirmed email, or by a nationally recognized courier service to the addresses set forth below:

To SPS:

314 South Lewis Street
Stillwater, OK 74074
Triley@stillwaterschools.com

To Wings of Hope:

3800 N. Washington
Stillwater, OK 74075

President, Board of Education



Mary Melfiori MS LPC (She/Her/Hers)
Program Manager, Wings of Hope

Date



Date



5637 N. Classen Blvd. ▪ Oklahoma City, OK 73118
(405) 842-9200 ▪ (405) 842-9213 Fax

Via Email: ugordon@stillwaterschools.com

If no email, Via Fax: 405-533-6311

April 1, 2024

Stillwater Public Schools

Attn: Uwe Gordon

Re: Amendment to Gas Sales Agreement (Contract #20099)

Thank you for choosing Clearwater Enterprises, L.L.C. as your natural gas supplier. We would like to renew our services and offer you an Amendment to extend the term of your Agreement. In lieu of your contract automatically extending per the existing Exhibit A-2, we would like to offer an extension through June 30, 2025. This letter shall serve as the required forty-five (45) day notice that we will not extend the existing Exhibit A-2 past June 30, 2024.

Enclosed is one (1) unexecuted original of the above referenced Amendment which covers July 1, 2024 through June 30, 2025. Should you require duplicate originals to be sent via mail, please let me know and I will send originals to you.

Please return one partially executed original to the undersigned by June 30, 2024. Once fully executed, we will provide you with a copy for your files. If we do not receive a signed Amendment by June 30, 2024, we will operate under the provisions of the attached Amendment as of July 1, 2024.

We appreciate this opportunity to do business with you. If you have any questions, please contact me at (405) 842-9200 x201.

Sincerely,

Regina Fort

Regina Fort

Vice President of Retail Sales

rfort@cwegas.com

AMENDMENT

This Amendment is made and entered into as of July 1, 2024 by and between **Clearwater Enterprises, L.L.C.** ("Seller") and **Stillwater Public Schools** ("Buyer").

WITNESSETH:

WHEREAS, Seller and Buyer made and entered into that certain Gas Sales Agreement dated July 1, 2020 (the "Agreement"), Contract #20099; and

WHEREAS, Seller and Buyer wish to amend the Agreement in the manner specified below;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements herein provided, the Parties hereby agree to amend the Agreement in the following respects only:

- Exhibit A-2 is hereby replaced in its entirety and the attached Exhibit A-3 is substituted therefore. All references in the Agreement to Exhibit A-2 shall be amended to reference Exhibit A-3.
- Schedule 3 is hereby replaced in its entirety and the attached Schedule 4 is substituted therefore. All references in the Agreement to Schedule 3 shall be amended to reference Schedule 4.

This Amendment is effective July 1, 2024. Except as expressly amended hereby, all terms, conditions, and provisions of the Agreement, as amended, shall remain in full force and effect.

As evidence of the Parties' agreement to the terms and conditions set forth above, this Amendment is hereby executed by an authorized representative of each Party on the dates shown below.

Seller
Clearwater Enterprises, L.L.C.

Buyer
Stillwater Public Schools

By: _____
 Name: Maria Olivares
 Title: Vice President - Commodity
 Operations and Contracts
 Date: _____

By: _____
 Name: _____
 Title: _____
 Date: _____



EXHIBIT A-3
TRANSACTION CONFIRMATION

Clearwater Enterprises, L.L.C. ("Seller") and **Stillwater Public Schools** ("Buyer") agree to the purchase and sale of natural gas pursuant to this Transaction Confirmation and the general terms and conditions contained in the Gas Sales Agreement dated July 1, 2020 between Buyer and Seller ("Agreement"):

Term: July 1, 2024 through June 30, 2025 and automatically renewed year to year thereafter unless either Party notifies the other Party in writing at least forty-five (45) days prior to the expiration of the stated term or the then current renewal period that this Transaction Confirmation shall not be renewed, subject to early termination under Sections 11 and 20 of the Agreement.

Facility: As listed on Schedule 4 attached hereto

Quantity: Full Facility Requirements, the monthly quantity of which is estimated on Schedule 4 attached hereto.

Nature of Quantity Obligation: Firm

Price: For all gas delivered by Seller the price Buyer shall pay Seller shall be calculated by adding \$0.30/MMBtu to Seller's cost. Buyer shall have the option to fix a price for a quantity of gas throughout the term of this Transaction Confirmation at a price which is mutually agreeable to the Parties hereto.

Delivery Point/Point(s) of Sale: Oklahoma Natural Gas Company distribution system receipt point for delivery to the Facility listed above.

Local Distribution Company: Oklahoma Natural Gas Company

EVIDENCE OF AGREEMENT: This Transaction Confirmation documents an oral agreement previously reached by representatives of the Parties. Therefore, although Clearwater Enterprises, L.L.C. would prefer that this Transaction Confirmation be signed and returned by facsimile transmission, or that written confirmation of this Transaction Confirmation be provided in some other manner, this Transaction Confirmation will be deemed accepted if Clearwater Enterprises, L.L.C. receives no objections within two (2) business days of Clearwater's execution date shown below.

Seller
Clearwater Enterprises, L.L.C.

Buyer
Stillwater Public Schools

By: _____
Name: Maria Olivares
 Vice President - Commodity
Title: Operations and Contracts
Date: _____

By: _____
Name: _____
Title: _____
Date: _____



SCHEDULE 4 to TRANSACTION CONFIRMATION

Facility Listing and Estimated Monthly Usage

Facility(ies)														
ONG Contract #	Current ONG Regional Receipt Location	Account Name				ONG Account #			Address					
Estimated Monthly Usage (MMBtus)														
1101	OGT-OKC	STILLWATER PS HIGH SCHOOL				211507543			1224 N Husband St; Stillwater, OK 74075-3613					
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		1405	1366	703	213	87	22	22	30	32	128	608	1104	5720
1367	OGT-OKC	STILLWATER PS MIDDLE SCHOOL				210503914			2200 S Sangre Rd; Stillwater, OK 74074-2143					
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		506	478	217	87	45	28	26	42	46	59	179	334	2047
1370	OGT-OKC	STILLWATER PS JUNIOR HIGH				211506325			1900 N Skyline St; Stillwater, OK 74075-3101					
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		398	364	163	69	34	15	14	26	31	48	132	285	1579
3714	OGT-OKC	STILLWATER PS SKYLINE ELEMENTARY				210184276			1414 1/2 E Sunrise Dr; Stillwater, OK 74075-6924					
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		518	465	285	139	52	52	9	72	56	166	348	505	2667
7865	OGT-OKC	STILLWATER PS HIGHLAND PARK ELEMENTARY				213116894			400 S Drury Rd; Stillwater, OK 74074					
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		116	103	56	34	20	4	2	13	16	23	44	81	512
8067	OGT-OKC	STILLWATER PUBLIC SCHOOLS				213156385			5021 N Perkins Rd; Stillwater, OK 74075-1706					
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		460	442	285	133	31	5	2	3	3	52	245	410	2071

Estimated Monthly Usage is for informational purposes and based on historical consumption as represented by Buyer's Local Distribution Company or upon information supplied by Buyer.

First Amendment to Employee Assistance Program (EAP) Services Agreement

As of **June 26, 2024**, the **AGREEMENT** dated July 1, 2024, by and between **Stillwater Public Schools**, a political subdivision of the State of Oklahoma (herein after referred to as Company), located at 314 S. Lewis, Stillwater, OK 74074, and CuraLinc, LLC, otherwise known as CuraLinc Healthcare, an Illinois corporation (herein after referred to as CuraLinc), located at 314 West Superior Street, Suite 601, Chicago, IL 60654, shall be **AMENDED**.

CIEBDs shall enjoy the rights and privileges in the Agreement dated June 14, 2024, whose terms are hereby, referenced, restated, repeated and incorporated by reference in full as a part of this Amendment.

1. **Appendix A** of the Agreement titled “Covered Employee Headcount” is hereby removed in its entirety and replaced with a new Appendix A, included herein as a new **Appendix A**.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment, which amends the Agreement dated June 14, 2024, between Company and CuraLinc.

Stillwater Public Schools

CuraLinc, LLC (d.b.a. CuraLinc Healthcare)

By: _____

By:  _____
Sean Fogarty

Its:

Its: President and Chief Executive Officer

Date

July 1, 2024

Date

**APPENDIX A
COVERED EMPLOYEE HEADCOUNT**

As of the Effective Date, the number of Covered Employees eligible for the Program (the “Employee Count”) is as follows:

United States: 895



505 ARCHITECTS LLC
1631 South Delaware Avenue
Tulsa, Oklahoma 74104
(918) 605-5303

**SPS HIGH SCHOOL ROOF REPLACEMENTS
1224 NORTH HUSBAND STREET
STILLWATER, OKLAHOMA 74075**

1 July 2024

Re: Bid Tabulation Review

Dear Bo:

Bids for the above-mentioned project were received and opening publicly on June 27th, 2024. Of the six (6) bidders that attended the mandatory pre-bid meeting five (5) bids were received, with Lump-Sum Base Bids ranging from \$674,000 to \$1,270,910.

SPS budget for the project is \$1.2 million for the Scope of Work.

The three (3) apparent low bidders with the acceptance of Alternates No. 1, 2, and 3 are:

Next Level Roofing with a total bid of \$930,900.

Coontz Roofing with a total bid of \$1,062,000.

American Roofing and Construction with a total bid of \$1,130,800.

505 Architects reviewed with each of the above apparent low bidders their understanding of the Scope of Work contained with the bid documents and found it to be acceptable.

505 Architects recommends that the Contract be awarded to Next Level Roofing for the total Lump-Sum Base Bid plus Alternates No. 1, 2, and 3 in the amount of \$930,900.

Please do not hesitate to contact our office with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'WBD', with a long horizontal line extending to the right.

Brian Thomas, AIA, RID, LEED AP
Principal

Attached
SPS High School Roof Replacements – Bid Tabulation



Next Level Roofing
6515 E 153rd st S
Bixby, OK 74008
405-274-4235
nextlevelok.com
skyler@nextlevelok.com

Regarding- Unit Pricing for Stillwater Public Schools

To whom it may concern,

I understand that the unit pricing I had submitted in my original bid was not accepted. I have revised my pricing to \$6.00 per SF on both unit pricing line items. The new unit pricing will be reflected in the contract Let me know if you have any questions or concerns.

Thank you,

Skyler Bates

A handwritten signature in black ink, appearing to read "Skyler Bates", with a stylized, flowing script.



AIA® Document A101® – 2017

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the ninth day of July in the year two-thousand and twenty-four.
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

Independent School District No. 16 of Payne County Oklahoma
314 South Lewis Street
Stillwater, Oklahoma 74074

and the Contractor:
(Name, legal status, address and other information)

Next Level Roofing
6515 E 153rd Street South
Bixby, Oklahoma 74008

for the following Project:
(Name, location and detailed description)

SPS High School Roof Replacements
1224 N. Husband Street
Stillwater Oklahoma 74075

The Architect:
(Name, legal status, address and other information)

505 Architects LLC
1631 South Delaware Avenue
Tulsa, Oklahoma 74104

The Owner and Contractor 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.

The parties should complete A101@–2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. 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	THE CONTRACT DOCUMENTS
2	THE WORK OF THIS CONTRACT
3	DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
4	CONTRACT SUM
5	PAYMENTS
6	DISPUTE RESOLUTION
7	TERMINATION OR SUSPENSION
8	MISCELLANEOUS PROVISIONS
9	ENUMERATION OF CONTRACT DOCUMENTS

EXHIBIT A INSURANCE AND BONDS

ARTICLE 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. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

(Paragraphs deleted)

Established as follows:

(Insert a date or a means to determine the date of commencement of the Work.)

July 10, 2024

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

(Paragraph deleted)

By the following date: August 24, 2024.

(Paragraph deleted)

(Table deleted)

(Paragraph deleted)

Init.

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ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor’s performance of the Contract. The Contract Sum shall be Nine Hundred Thirty Thousand Nine Hundred Dollars and Zero Cents (\$ 930,900.00), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price
Alternate No. 1: SPS High School Wrestling Roof Replacement	\$42,500.00
Alternate No. 2: SPS High School Field House Roof Replacement	\$199,000.00
Alternate No. 3: Metal Coping	\$15,000.00

§ 4.4 Unit prices, if any:

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
Roof Deck Patching	One (1) Square Foot	\$6.00
Insulation Replacement	One (1) Square Foot	\$6.00

(Paragraphs deleted)

§ 4.6 Other:

(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

Contractor shall not pass any material cost increases onto the Owner.

ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month.

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the twenty-fifth day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the last day of the following 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 thirty (30) days after the Architect receives the Application for Payment.

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor’s Applications for Payment.

§ 5.1.5 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.

Init.

§ 5.1.6 In accordance with AIA Document A201™–2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 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 Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor 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; and
- .5 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.7 Retainage

§ 5.1.7.1 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:

Five percent (5%)

§ 5.1.7.1.1 The following items are not subject to retainage:

None

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:

None

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:

None

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor'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; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

(Paragraphs deleted)

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.

(Paragraphs deleted)

§ 6.2 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.)

Litigation in a court of competent jurisdiction

(Paragraphs deleted)

If the Owner and Contractor 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, located in Jackson County, Oklahoma. Legal costs shall be award to the prevailing party per Oklahoma Statutes.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:

None

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 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.

§ 8.2 The Owner's representative:

Rob Lamecker; Director of Facilities for SPS
314 South Lewis Street
Stillwater, Oklahoma 74074
rlamecker@stillwaterschools.com

§ 8.3 The Contractor's representative:

Skyler Bates
Next Level Roofing
6515 E 153rd Street South
Bixby, Oklahoma 74008

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

Init.

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User Notes:

(1768058986)

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™–2017 Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201–2017, may be given in accordance with

(Paragraphs deleted)

AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, if completed.

§ 8.7 Other provisions:

Sales Tax Exemption. Oklahoma Statutes exempts sales taxes on the sale of "tangible personal property or services." Owner will provide a tax-exempt certificate for the use of the Contractor and Subcontractors to purchase materials for the Work.

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A101™–2017, Exhibit A, Insurance and Bonds
- .3 AIA Document A201™–2017, General Conditions of the Contract for Construction
- .4.1 Drawings SPS High School Roof Replacements Issue 01 Dated 6.04.2024
 - CS COVER SHEET
 - D151 DEMOLITION ROOF PLAN
 - A151 ROOF PLAN
 - A152 ROOF PLANS-ADD ALTERNATES
- .4.2 Project Manual and Specifications Issue 01 Dated 06.04.2024
 - DIVISION 0 – BIDDING REQUIREMENTS AND CONTRACT FORMS
 - 00 0001 PROJECT DIRECTORY
 - 00 0003 SPECIFICATION INDEX
 - 00 0010 TABLE OF CONTENTS
 - 00 0100 INVITATION TO BID
 - 00 0104 BID SECURITY
 - 00 0105 NON-COLLUSION AFFIDAVIT
 - 00 0106 OFFENDERS REGISTRATION ACT AFFIDAVIT
 - 00 0108 CERTIFICATION OF PRE-BID SITE INSPECTION
 - 00 0400 BID FORM
 - 00 0500 AGREEMENT
 - AIA A101 Standard Form of Agreement Between Owner and Contractor
 - 00 0700 GENERAL CONDITIONS
 - AIA A201 General Conditions of the Contract for Construction
 - 00 0702 SUPPLEMENTARY CONDITIONS
 - 00 0703 PERFORMANCE BOND AND PAYMENT BOND
 - DIVISION 1 – GENERAL REQUIREMENTS
 - 01 1000 SUMMARY
 - 01 2200 UNIT PRICES
 - 01 2300 ALTERNATES
 - 01 2500 SUBSTITUTION PROCEDURES
 - Substitution Request Form
 - 01 2600 CONTRACT MODIFICATION PROCEDURES
 - 01 2900 PAYMENT PROCEDURES
 - 01 3100 PROJECT MANAGEMENT AND COORDINATION

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- Bid RFI Form
- 01 3200 CONSTRUCTION PROGRESS DOCUMENTATION
- 01 3233 PHOTOGRAPHIC DOCUMENTATION
- 01 3300 SUBMITTAL PROCEDURES
 - Digital File Release Form
- 01 4000 QUALITY REQUIREMENTS
- 01 4200 REFERENCES
- 01 5000 TEMPORARY FACILITIES AND CONTROL
- 01 6000 PRODUCT REQUIREMENTS
- 01 7300 EXECUTION
- 01 7419 CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL
- 01 7700 CLOSEOUT PROCEDURES
- 01 7823 OPERATION AND MAINTENANCE DATA
- 01 7839 PROJECT RECORD DOCUMENTS

DIVISION 2 – EXISTING CONDITIONS

- 02 4119 SELECTIVE DEMOLITION

DIVISION 6 – WOOD, PLASTICS AND COMPOSITES

- 06 1000 ROUGH CARPENTRY

DIVISION 7 – THERMAL AND MOISTURE PROTECTION

- 07 5423 THERMOPLASTIC POLYOLEFIN (TPO) ROOFING
- 07 6200 SHEET METAL FLASHING AND TRIM
- 07 9200 JOINT SEALANTS

(Table deleted)

.6 Addenda, if any:

Number	Date	Pages
Addendum 01	17 June 2024	31

(Paragraphs deleted)

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.7 Other documents, if any, listed below:

- .1 "Document 00 0702 Supplementary Conditions" dated 06.04.2024

(Paragraphs deleted)

- .2 "Division 0 Bidding Requirements and Contractor Forms" Documents contained within the Project Manual dated 06.04.2024

(Table deleted)

(Paragraphs deleted).3 Exhibit B - Contractor’s received bid documents relating to bidding requirements.

This Agreement entered into as of the day and year first written above.

OWNER *(Signature)*

Dr. Marshall Baker School Board President
(Printed name and title)



CONTRACTOR *(Signature)*

Skyler Bates Owner
(Printed name and title)

Init.

User Notes:

SECTION 00 0400 – BID FORM

BID TO: Independent School District No. 16 of Payne County, Oklahoma
314 South Lewis Street
Stillwater, Oklahoma 74074

BID FROM: (Insert Name, Address, and Phone Number of Bidder)

Next level Roofing 6515 E 153rd St S. Bixby OK 74006
405-274-4235 Kyle Bates

1. The undersigned BIDDER agrees, if this Bid is accepted, to enter into an agreement with the OWNER, in the form included in the Bidding Documents, to perform and furnish the Work as specified or indicated in the Bidding Documents for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - a. This Bid will remain subject to acceptance for 30 days after the day of Bid opening;
 - b. The OWNER has the right to reject this Bid;
 - c. BIDDER accepts the provisions of the Instructions and Supplementary Instructions to Bidders regarding disposition of Bid Security;
 - d. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within 15 days after the date of OWNER'S Notice of Award;
 - e. BIDDER has examined copies of all the Bidding Documents;
 - f. BIDDER has visited the site and become familiar with the general, local and site conditions;
 - g. BIDDER is familiar with federal, state, and local laws and regulations;
 - h. BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports and drawings identified in the Bidding Documents and additional examinations, investigations, explorations, tests, studies and data with the Bidding Documents;
 - i. This Bid is genuine and not made in the interest of or on behalf of an undisclosed person, firm or corporation and is not submitted in the conformity with an agreement or rules of a group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid; BIDDER has not solicited or induced a person, firm, or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself an advantage over another BIDDER or over OWNER;
 - h. BIDDER has received the following Addenda, receipt of which is hereby acknowledged:

Date	Number
June 17, 2024	1
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. BIDDER will complete the Work in accordance with the Contract Documents for the following:

LUMP-SUM BASE BID PRICE: Roof Replacements for Performing Arts Center, Weight Rom, Visitor Stadium, and Home Stadium roof replacements.

LUMP-SUM BASE BID PRICE six hundred seventy four thousand four hundred (\$ 674,400⁰⁰)
(use words) (figures)

ALTERNATES: (Alternates will remain subject to acceptance for 30 days after execution of Construction Agreement).

Add Alternate No. 1: SPS HIGH SCHOOL WRESTLING ROOF REPLACEMENT

Provide add alternate for a new single ply roof system over the existing roof system. Existing coping will be reused.

LUMP-SUM BID PRICE forty two thousand five hundred (\$ 42,500)
(use words) (figures)

Add Alternate No. 2: SPS HIGH SCHOOL FIELD HOUSE ROOF REPLACEMENT

Provide add alternate for a new single ply roof system over the existing roof system. Existing coping will be reused. Additional crickets will be needed to slope water off the existing roof.

LUMP-SUM BID PRICE one hundred ninety nine thousand (\$ 199,000)
(use words) (figures)

Add Alternate No. 3: METAL COPING

Provide add alternate for new prefinished metal coping at the Weight Room, Visitor Stadium, and Home Stadium roofs.

LUMP-SUM BID PRICE fifteen thousand dollars (\$ 15,000⁰⁰)
(use words) (figures)

UNIT PRICE: (Unit price will remain subject to acceptance for length of the Construction Agreement).

Unit Price No. 1: ROOF DECK PATCHING

Provide a square foot unit of price to install 16 gauge galvanized steel flat sheet over deteriorated existing steel roof deck.

UNIT PRICE PER SF thirty dollars per SF (\$ 30.00)
(use words) (figures)

Unit Price No. 2: INSULATION REPLACEMENT

Provide a square foot unit price to remove and install new Polyisocyanurate Board Insulation as specified in Specification Section 07 5423 Thermoplastic Polyolefin (TPO) Roofing with an minimum R-value of 20 at areas where existing insulation contains moisture based on the thermal imaging scan results.

UNIT PRICE PER SF thirty dollars per SF (\$ 30.00)
(use words) (figures)

(use words)

(figures)

4. BIDDER agrees that the Work, including alternates, will be substantially complete in accordance with the General Conditions, within 45 calendar days for SPS High School Roof Replacements following the Commencement Date issued in the Notice to Proceed. The Owner will issue the Notice to Proceed no later than July 10th, 2024.
5. The following documents are attached to and made a condition of this Bid:
 - a. Bid Security (Section 00 0104) in the form of Bid Bond or certified check.
 - b. Non-Collusion Affidavit (Section 00 0105).
 - c. Offenders Registration Act Affidavit (Section 00 0106).
 - d. Certification of Pre-Bid Inspection (Section 00 0108).
6. This bid is submitted as a legal offer and any bid when accepted by the OWNER constitutes a firm contract.

SUBMITTED on April 27th 2024

By Next Level Roofing (SEAL)
(Firm Name)

Skylar Bates owner
(Printed Name and Title of Person Authorized to Sign)

[Signature]
(Authorized Signature)

Business Address: 6515 E 153rd St S.
Bixby, OK 74008

Telephone Number: 405 274 4235

END OF SECTION 00 0400



Bid Bond

CONTRACTOR:
(Name, legal status and address)
Next Level Roofing

6515 E 153rd St S
Bixby, OK 74008

OWNER:
(Name, legal status and address)
Stillwater Public Schools

PO Box 521
Denison, TX 75020

BOND AMOUNT: 5% of Bid Amount Five Percent of Bid Amount

PROJECT:
(Name, location or address, and Project number, if any)

SURETY:
(Name, legal status and principal place of business)
The Ohio Casualty Insurance Company
175 Berkeley Street
Boston, MA 02116

MAILING ADDRESS FOR NOTICES:
Liberty Mutual Surety Claims
P.O. Box 34526
Seattle, WA 98124

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

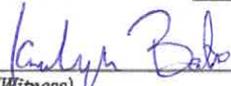
Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 25 day of June, 2024.

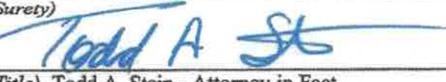

(Witness)

Next Level Roofing
(Contractor, as Principal) *(Seal)*


(Title)


(Witness) Natalie Szabo

The Ohio Casualty Insurance Company
(Surety)


(Title) Todd A. Stein - Attorney in Fact



BID-0024439

Init.

Liberty Mutual Surety vouches that the original text of this document conforms exactly to the text in AIA Document A310-2010 Edition Bid Bond.

Texas Department of Insurance



Sircon Co. No. 1874

License No. 62750

Certificate of Authority

THIS IS TO CERTIFY THAT

THE OHIO CASUALTY INSURANCE COMPANY
(a Foreign Stock Fire and Casualty company)

KEENE, NEW HAMPSHIRE

has complied with the laws of the State of Texas applicable thereto and is hereby authorized to transact the business of

Fire; Allied Coverages; Hail-growing crops only; Inland Marine; Ocean Marine; Aircraft--Liability & Physical Damage; Accident; Health; Workers' Compensation & Employers' Liability; Employers' Liability; Automobile--Liability & Physical Damage; Liability other than Automobile; Fidelity & Surety; Glass; Burglary & Theft; Forgery; Boiler & Machinery; Livestock and Reinsurance on all lines authorized to be written on a direct basis

insurance within the state of Texas. This Certificate of Authority shall be in full force and effect until it is revoked, canceled or suspended according to law.

IN TESTIMONY WHEREOF, witness my hand and seal of office at Austin, Texas, this

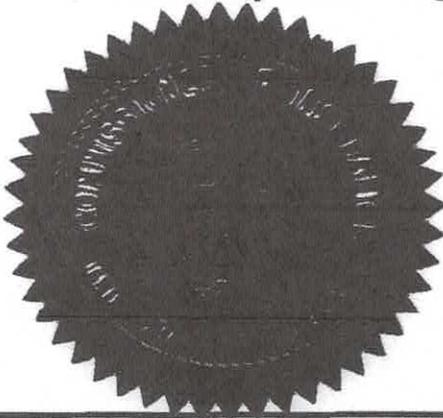
25th day of February A.D. 2013

ELEANOR KITZMAN
COMMISSIONER OF INSURANCE

BY

A handwritten signature in black ink, appearing to read "Godwin Ohaochese", written over a horizontal line.

Godwin Ohaochese, Director
Company Licensing & Registration
Commissioner's Order No. 12-0052



SECTION 00 0105 – NON-COLLUSION AFFIDAVIT

A notarized sworn statement shall be attached to any competitive bid submitted to the State of Oklahoma for goods or services, which shall be in substantially the following form:

Stillwater Public Schools of the City of Stillwater, Oklahoma

Skylar Bates, of lawful age, being first duly sworn, on oath says:

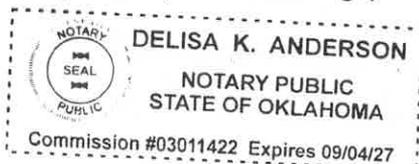
1. (s)he is the duly authorized agent of West Level Roofing, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;
2. (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

[Signature]

Subscribed and sworn to before me this 27th day of June, 2024.

[Signature]

Notary Public (or Clerk or Judge)



END OF SECTION 00 0150

DOCUMENT 00 0108 – CERTIFICATION OF PRE-BID SITE INSPECTION

I, Skylar Bates, representing

Next Level Roofing, certify that on the 13th day of June, 2024, I inspected the Project site located in Stillwater, Oklahoma. I am thoroughly familiar and aware of all conditions at the site and problems that may be encountered during performance of the referenced Project:

**SPS HIGH SCHOOL ROOF REPLACEMENTS
1224 NORTH HUSBAND STREET
STILLWATER, OKLAHOMA 74075**

BY: Skylar Bates 
Name

TITLE: Owner

All bidders must inspect the Project work site prior to submitting a bid. Therefore, a mandatory pre-bid conference is scheduled as specified in the Notice to Bidders.

END OF DOCUMENT 00 0108



3/25/2024
0040012274
Next Level Roofing, LLC
6515 E 153rd St S
Bixby, OK 74008

To Whom It May Concern:

Please be advised that Next Level Roofing, LLC is a licensed Elevate applicator in good standing with Holcim.

Next Level Roofing, LLC is authorized with Holcim for:

Licensed Thermoplastic Roofing	Effective 11/2/2018
Licensed Metal Roofing	Effective 11/2/2018
Licensed Metal Roof Coating	Effective 11/2/2018
Licensed Metal Roofing Roll Form	Effective 11/2/2018
Licensed SkyPavers	Effective 11/2/2018
Licensed Daylighting	Effective 11/2/2018
Licensed EPDM Roofing	Effective 11/2/2018
Licensed Asphalt Roofing	Effective 6/18/2019

Holcim is proud to include Next Level Roofing, LLC in our family of approved Elevate applicators.

Sincerely,

Michael Huber
Director, Warranty Services



Roofing Registration Search

The information provided on the Construction Industries Board (CIB) web pages or its other web pages, is provided for convenience of interested persons. The information is believed to be reliable, however, delays in posting of information and the possibility of human or mechanical error may occur. The CIB does not guarantee the accuracy of its webpages but you may contact the CIB offices at 405-521-6550 to confirm an individual's licensing/registration information. (See Disclaimer for further details).

Name	Registration #	Type	Status	Commercial	Company	DBA	City
SKYLER AARON BATES SKYLER AARON BATES NEXT LEVEL ROOFING Renewal Date: Nov 29, 2024 PO BOX 1272, NEWCASTLE OK 73065 405-274-4235	80002107	Roofing Contractor Registration	In Good Standing	Valid	NEXT LEVEL ROOFING		NEWCAST
DEVON KYLE SIMPSON	80002836	Roofing Contractor Registration	Suspended	None	NEXT LEVEL ROOFING AND STORM RESTORATION, LLC		MOORE
PAUL L WHITE	80004012	Roofing Contractor Registration	Suspended	None	NEXT LEVEL ROOFING & CONSTRUCTION CORP		BROKEN A

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Next Level Roofing LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 6515 E 153rd St S	Requester's name and address (optional)
6 City, state, and ZIP code Bixby, OK 74008	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number													
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or													
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8	8												

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 01-01-24
------------------	----------------------------	-----------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends or interest)
- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



June 30, 2024

GENERAL

FUND

REVENUES



June 30, 2024

Fund 11 (General Fund)

Fiscal Year 2024 (July 1, 2023 - June 30, 2024)

	Source of Income	Current Collected	Expected Revenue	YTD Collected	Difference
Local Sources	1110 - Ad Valorem C/Y	\$ 156,467.37	\$ 18,938,872.00	\$ 19,684,813.55	\$ 745,941.55
	1120 - Ad Valorem P/Y	\$ 89,251.04	\$ 350,000.00	\$ 446,154.25	\$ 96,154.25
	1130 - Revenue in Lieu of Taxes	\$ 3,288.22		\$ 26,813.20	\$ 26,813.20
	1140 - TIFF	\$ -		\$ 9,951.43	\$ 9,951.43
	1230 - Summer School Tuition	\$ -	\$ 12,000.00	\$ -	\$ (12,000.00)
	1310 - Interest Earnings	\$ 85,358.51	\$ 280,000.00	\$ 1,097,027.61	\$ 817,027.61
	1350 - Interest on Taxes	\$ -		\$ 39,505.43	\$ 39,505.43
	1410 - Rental of School Facilities	\$ -		\$ -	\$ -
	1440 - Sales of Equipment, Services, and Materials	\$ -		\$ -	\$ -
	1510 - Insurance Loss Recoveries	\$ -		\$ 1,367.73	\$ 1,367.73
	1530 - Damage to School Property	\$ -		\$ 50.00	\$ 50.00
	1590 - Miscellaneous Reimbursement	\$ 127,760.60	\$ 200,000.00	\$ 450,497.35	\$ 250,497.35
	1660 - Mineral Royalties	\$ -	\$ 3,000.00	\$ -	\$ (3,000.00)
	1690 - All Other Miscellaneous Revenue	\$ -	\$ 5,000.00	\$ 1,857.69	\$ (3,142.31)
	Total Local Sources		\$ 462,125.74	\$ 19,788,872.00	\$ 21,758,038.24

IS	2100 - County Four Mill	\$ 22,054.12	\$ 1,848,708.00	\$ 2,548,083.45	\$ 699,375.45
	2200 - County Apportionment (Mortgage Tax)	\$ 36,718.49	\$ 369,553.00	\$ 239,332.33	\$ (130,220.67)
	2900 - Other Intermediate Sources	\$ -	\$ -	\$ 492,208.88	\$ 492,208.88
Total Intermediate Sources		\$ 58,772.61	\$ 2,218,261.00	\$ 3,279,624.66	\$ 1,061,363.66

Fiscal Year 2024 (July 1, 2023 - June 30, 2024)

		Current Collected	Expected Revenue	YTD Collected	Difference
State Sources	3110 - Gross Production Tax	\$ 17,603.53	\$ 326,859.00	\$ 209,354.26	\$ (117,504.74)
	3120 - Motor Vehicle Collections	\$ 249,866.88	\$ 2,547,564.00	\$ 2,574,267.61	\$ 26,703.61
	3130 - Rural Electrification Administration Tax	\$ 14,893.45	\$ 192,395.00	\$ 202,375.65	\$ 9,980.65
	3140 - State School Land Earnings	\$ 149,832.42	\$ 900,835.00	\$ 1,018,605.80	\$ 117,770.80
	3150 - Vehicle Tax Stamp	\$ -	\$ 6,217.00	\$ 4,430.51	\$ (1,786.49)
	3160 - Farm Implement Tax	\$ -	\$ 3,317.00	\$ 2,951.23	\$ (365.77)
	3210 - Foundation and Salary Incentive Aid	\$ 1,818,303.80	\$ 18,832,934.07	\$ 18,832,934.07	\$ -
	3250 - Education Flexible Benefit Allowance	\$ 455,381.05	\$ 5,070,402.00	\$ 5,070,402.40	\$ 0.40
	3310 - Alternative and High Challenge Education	\$ -	\$ 177,096.00	\$ 188,302.95	\$ 11,206.95
	3412 - National Board Certified Bonus	\$ -	\$ 84,000.00	\$ 80,000.00	\$ (4,000.00)
	3415 - Reading Sufficiency Act	\$ -	\$ 93,984.00	\$ 90,534.40	\$ (3,449.60)
	3420 - State Textbook	\$ -	\$ 390,673.00	\$ 391,321.70	\$ 648.70
	3440 - Driver Education	\$ -	\$ 3,630.00	\$ 3,135.00	\$ (495.00)
	3620 - State Land Reimbursement	\$ -	\$ -	\$ -	\$ -
	361 3690 - A.C.E.	\$ -	\$ 72,782.00	\$ 65,416.38	\$ (7,365.62)
	190 3690 - MTSS Grant	\$ 25,000.00	\$ 325,000.00	\$ 325,000.00	\$ -
	201 3690 - DPHHS Refugee	\$ -	\$ 84,833.00	\$ 84,833.59	\$ 0.59
	3811 - Career Tech (Salary Assistance)	\$ -	\$ 63,460.00	\$ 57,520.00	\$ (5,940.00)
	3812 - Career Tech (Program Assistance)	\$ -	\$ 198,000.00	\$ 163,500.00	\$ (34,500.00)
	376 Safety/SRO Funding	\$ -	\$ 92,000.00	\$ -	\$ (92,000.00)
3892 - OK Education Lottery fund	\$ -	\$ -	\$ 19,074.46	\$ 19,074.46	
Total State Sources		\$ 2,730,881.13	\$ 29,465,981.07	\$ 29,383,960.01	\$ (82,021.06)

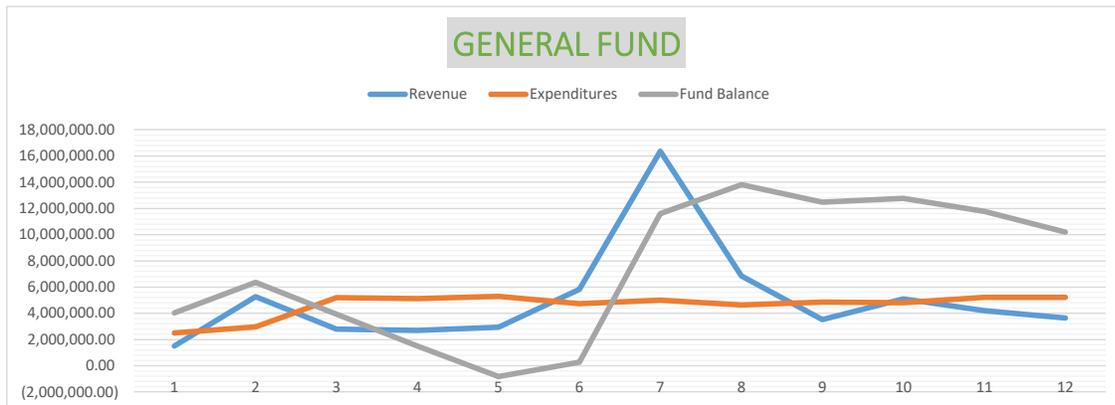
Fiscal Year 2024 (July 1, 2023 - June 30, 2024)

	Current Collected	Expected Revenue	YTD Collected	Difference
561 4140 - Federal - Title VII, Part A, Indian Education	\$ -	\$ 95,000.00	\$ 118,635.79	\$ 23,635.79
511 4210 - Federal - Title I	\$ 86,457.44	\$ 1,289,119.00	\$ 501,391.82	\$ (787,727.18)
515 4210 - Federal - Title School Support	\$ 24,618.12		\$ 91,968.08	\$ 91,968.08
518 4210 - Federal - Title IA	\$ -		\$ -	\$ -
541 4271 - Federal - Title II	\$ -	\$ 229,905.00	\$ 126,815.34	\$ (103,089.66)
572 4281 - Federal - Title III Part A	\$ 6,601.74	\$ 36,689.00	\$ 8,636.26	\$ (28,052.74)
613 4310 - Federal - IDEA SPED Prof Dev	\$ -	\$ 154,218.00	\$ 2,858.00	\$ (151,360.00)
615 4310 - Federal - IDEA (Prof Dev)	\$ 249.00		\$ 6,495.00	\$ 6,495.00
618 4310 - Federal - IDEA 18-22 Yr Old Dev	\$ 34.91		\$ 5,029.43	\$ 5,029.43
621 4310 - Federal - IDEA	\$ 217,920.08	\$ 1,491,319.00	\$ 1,058,682.50	\$ (432,636.50)
625 4310 - Federal - IDEA Private School	\$ -		\$ 6,947.25	\$ 6,947.25
628 4310 - Federal - IDEA ARP FlowThru	\$ -		\$ 1,269.03	\$ 1,269.03
629 4310 - Federal - IDEA ARP Private School	\$ -	\$ 6,001.00	\$ 2,804.88	\$ (3,196.12)
641 4340 - Federal - IDEA PreK	\$ -	\$ 33,167.00	\$ 33,166.96	\$ (0.04)
642 4340 - Federal - IDEA PreK Private School	\$ -	\$ 58.00	\$ 28.92	\$ (29.08)
552 4442 - Federal - Title IV A	\$ 4,922.95	\$ 109,375.00	\$ 38,783.43	\$ (70,591.57)
587 4470 - Federal - Title VI Part B	\$ 36,814.36	\$ 110,071.00	\$ 46,651.03	\$ (63,419.97)
596 4480 - Federal - Title IX Homeless	\$ -	\$ 78,694.00	\$ 31,985.11	\$ (46,708.89)
721 4689 - Federal - CARES	\$ -		\$ -	\$ -
722 4689 - Federal - Counselor Corp	\$ -	\$ 140,445.00	\$ 38,791.65	\$ (101,653.35)
723 4689 - Federal - COVID	\$ -		\$ -	\$ -
725 4689 - Federal - Student Teacher	\$ -		\$ 13,992.00	\$ 13,992.00
787 4689 - Federal - Project Get Fit	\$ -		\$ 9,083.80	\$ 9,083.80
misc	\$ -	\$ 37,139.00	\$ -	\$ (37,139.00)
793 4689 - Federal - ESSER II	\$ -		\$ 749.12	\$ 749.12
795 4689 - Federal - ARP Relief	\$ -	\$ 3,070,058.00	\$ -	\$ (3,070,058.00)
796 4689 - Federal - ARP Homeless	\$ 1,349.43	\$ 85,508.00	\$ 13,684.27	\$ (71,823.73)
797 4689 - Federal - ESSR III Homeless	\$ 821.85		\$ 9,604.88	\$ 9,604.88
799 DUE FROM PRIOR YEAR	\$ -	\$ 2,631,177.00	\$ 2,862,138.47	\$ 230,961.47
Total Federal Sources	\$ 379,789.88	\$ 9,597,943.00	\$ 5,030,193.02	\$ (4,567,749.98)
Total Revenue FUND 11 - General Fund	\$ 3,631,569.36	\$ 61,071,057.07	\$ 59,451,815.93	\$ (1,619,241.14)

Surplus Transferred Prior Year (Carryover/Fund Balance)	\$ 4,592,995.36
Total Collections and Surplus	\$ 64,044,811.29

Non-revenue Receipts				
5120 - Return of Change	\$ -		\$ -	
5130 - Petty Cash	\$ -		\$ -	
5160 - Activity Fund Reimbursement	\$ -		\$ 9,775.12	
5600 - Correcting Entries	\$ -		\$ 1,268.21	
Subtotal			\$ 64,044,811.29	
Warrants Paid	\$ 4,583,819.87	\$ 626,135.93	\$ 5,209,955.80	

Adjusted Cash Balance in Fund 11 (General Fund) \$ 10,187,805.80





June 30, 2024

**GENERAL FUND
EXPENDITURES**

STILLWATER PUBLIC SCHOOLS

General Fund Expenditures

Jun-24

Proj #	Project Name	BUDGET	RANGE TO DATE	YTD	ENCUMBRANCES	END BUDGET
LOCAL						
000	Lapsed Appropriations & Adjustments	-	-	4,427.67	-	(4,427.67)
001	HIGH SCHOOL	5,257.00	-	3,737.33	-	1,519.67
002	JUNIOR HIGH	9,328.00	1,099.78	5,999.23	350.00	2,978.77
003	MIDDLE SCHOOL	3,153.00	2,271.11	6,590.98	-	(3,437.98)
004	HIGHLAND PARK	15,266.00	1,838.00	18,224.91	-	(2,958.91)
005	RICHMOND	7,121.00	240.00	10,180.99	-	(3,059.99)
006	SANGRE RIDGE	11,006.00	-	7,536.72	-	3,469.28
007	SKYLINE	11,841.00	-	10,934.54	-	906.46
008	WESTWOOD	5,825.00	-	11,445.98	-	(5,620.98)
009	WILL ROGERS	11,538.00	320.00	15,713.20	-	(4,175.20)
010	LINCOLN	2,015.00	-	894.67	-	1,120.33
011	curriculum & instruction	150,000.00	28,460.56	140,005.16	179.00	9,815.84
012	nurses supplies	5,500.00	-	5,977.99	-	(477.99)
013	instructional supplies	150,000.00	-	58,484.00	-	91,516.00
014	custodial supplies	200,000.00	7,186.94	56,826.73	13,496.81	129,676.46
015	Golden Oaks	500.00	-	-	-	500.00
016	OAC Equipment Grant	-	1,158.00	10,951.06	-	(10,951.06)
019	Library	40,734.00	2,477.43	45,381.82	656.29	(5,304.11)
020	Class Funding -> Virtual Academy	1,323.00	-	30.72	-	1,292.28
021	Summer School	5,300.00	44,801.12	44,801.12	-	(39,501.12)
022	Extended School Year	1,615.00	13,204.19	13,204.19	-	(11,589.19)
023	PR & Communications	15,000.00	104.95	6,076.43	929.52	7,994.05
024	band	20,000.00	-	21,217.92	-	(1,217.92)
025	orchestra	12,000.00	-	12,000.00	-	-
026	legal services	115,000.00	10,673.85	54,928.78	5,761.19	54,310.03
027	audit services	25,000.00	1,000.00	14,650.00	-	10,350.00
028	postage and freight	15,000.00	3,714.75	20,213.97	20,061.30	(25,275.27)
029	BOE/Admin Travel & Training	35,000.00	16,698.41	47,617.54	16,128.20	(28,745.74)
032	finance data processing	135,000.00	8,223.03	113,973.33	6,055.00	14,971.67
033	Misc. Admin Exp (non-instructional)	100,000.00	9,218.81	75,621.78	25,396.64	(1,018.42)
034	SPED Student Testing	30,000.00	269.25	16,912.93	14.80	13,072.27
036	In-District / Out of District Travel	30,000.00	5,508.36	25,210.88	3,422.40	1,366.72
037	YMCA Pool Rental	36,000.00	-	-	-	36,000.00
040	Tier II Special Needs	100,000.00	3,550.00	83,723.37	12,029.62	4,247.01
042	HR - recruiting & hiring	125,000.00	13,395.35	157,364.65	10,309.32	(42,673.97)
043	Non-certified PD	10,000.00	-	-	-	10,000.00
044	E-Sports	4,500.00	-	-	-	4,500.00
045	fleet fuel	275,000.00	17,371.98	254,896.24	21,741.48	(1,637.72)
046	school resource officers	75,000.00	-	-	-	75,000.00
047	vehicle maintenance	235,000.00	5,613.06	269,130.19	83,639.41	(117,769.60)
048	transportation misc.	10,000.00	1,974.51	51,641.91	58,540.90	(100,182.81)
049	utilities - electricity	492,000.00	197,750.92	1,087,798.24	265,474.07	(861,272.31)
051	utilities - gas	20,000.00	5,372.44	123,910.04	101,398.17	(205,308.21)
052	telephone and internet	40,000.00	41.23	66,456.83	79,035.85	(105,492.68)
053	utilities - water/trash	122,850.00	66,151.76	316,128.48	36,894.05	(230,172.53)
054	building maintenance	7,500.00	3,799.53	198,941.94	40,388.50	(231,830.44)
055	Grounds Maintenance	-	-	56,654.53	3,534.47	(60,189.00)
056	vocal music	3,800.00	-	2,873.86	-	926.14
057	drama productions	5,000.00	-	3,885.85	-	1,114.15
058	athletics	115,000.00	-	166,290.39	9,509.50	(60,799.89)
059	Piano Tuning	1,000.00	-	1,566.55	-	(566.55)
060	professional development	75,000.00	4,138.80	56,869.81	4,603.50	13,526.69
061	liability bonds	3,500.00	-	3,943.00	-	(443.00)
062	unemployment	15,000.00	-	4,410.00	-	10,590.00
063	workers compensation	365,000.00	-	357,892.00	-	7,108.00
064	property/liability ins	1,200,000.00	-	1,190,809.00	-	9,191.00
065	Graduation	30,000.00	29,279.55	29,279.55	-	720.45
066	performing arts center	3,000.00	-	-	-	3,000.00
067	county re-evaluation	100,000.00	-	427,864.46	-	(327,864.46)
072	security	25,000.00	-	23,397.35	-	1,602.65
084	Virtual Academy Facility	15,000.00	-	-	-	15,000.00
086	HS Parking Lot Lighting	-	-	12,287.10	-	(12,287.10)
092	technology	5,000.00	320.14	8,250.67	2,110.08	(5,360.75)
093	medicaid matching	-	-	-	-	-
TOTAL LOCAL:		4,683,472.00	507,227.81	5,836,038.58	821,660.07	(1,974,226.65)

STILLWATER PUBLIC SCHOOLS

General Fund Expenditures

Jun-24

Proj #	Project Name	BUDGET	RANGE TO DATE	YTD	ENCUMBRANCES	END BUDGET
PAYROLL						
103	PALS		5,015.39	169,641.58	93.72	(169,735.30)
111	Local Child Nutrition		-	-	-	-
151	Admin Certified (Sup, Dep Sup)	42,000,000.00	56,281.85	550,873.95	-	41,449,126.05
152	Admin - Non-Cert		110,250.62	1,222,096.27	-	(1,222,096.27)
153	Board Clerk & Uncumbrance		-	-	-	-
154	Principals & Asst. Principals		197,476.02	2,268,683.63	42,441.88	(2,311,125.51)
155	teaching svcs		2,078,612.68	20,078,470.54	3,906,724.23	(23,985,194.77)
156	Site Sec, Office Asst, Noon Monitors		103,015.64	1,284,369.19	75,988.91	(1,360,358.10)
157	Non-SPED TAs		65,089.95	758,555.62	64,245.92	(822,801.54)
158	SPED TAs		152,994.45	1,834,656.21	148,847.16	(1,983,503.37)
159	Computer Technicians		33,311.42	387,594.29	-	(387,594.29)
160	School Paid PALS		-	2,238.22	-	(2,238.22)
161	Substitute Teachers		13,130.63	508,714.79	-	(508,714.79)
162	Driver's Ed		-	155.19	-	(155.19)
163	Health (Nurse, Nurse Asst, OT, PT)		37,926.39	535,343.97	46,954.71	(582,298.68)
164	Transportation		80,036.99	1,069,055.77	45,731.15	(1,114,786.92)
165	Maintenance & Grounds		23,600.66	262,052.20	-	(262,052.20)
166	Custodial		65,694.26	780,259.87	731.61	(780,991.48)
167	Athletic Coaching Stipends		24,235.08	453,332.67	43,063.96	(496,396.63)
168	Certified Counselors		361,535.65	1,666,829.15	160,912.36	(1,827,741.51)
169	Audio Visual		-	828.91	-	(828.91)
170	Certified Specialists		127,373.60	1,316,777.37	246,929.87	(1,563,707.24)
171	Warehouse & Printing Salaries		14,164.76	181,710.13	-	(181,710.13)
172	Academic/Club Stipends		14,836.79	147,171.55	26,981.15	(174,152.70)
173	Night Alternative Ed Salaries		418.57	20,866.63	-	(20,866.63)
174	homebound services		-	23,800.61	-	(23,800.61)
179	Classroom Cover		572.87	35,915.36	-	(35,915.36)
180	Staff Bonus (Classified Retention)		3,981.73	40,290.01	-	(40,290.01)
181	Directors & Coordinators		168,219.50	1,897,096.31	-	(1,897,096.31)
182	NBCT - District Paid		-	11,386.09	-	(11,386.09)
189	PAC Salaries		616.62	9,427.08	1,233.24	(10,660.32)
190	MTSS		(14,891.44)	(215,054.27)	8,912.62	206,141.65
191	Virtual Academy Facility		4,257.96	104,625.70	8,515.32	(113,141.02)
198	Student Body Activities		11,472.64	32,692.42	-	(32,692.42)
199	Sick Leave Payback / Retirees		8,220.90	8,220.90	-	(8,220.90)
201	Refugee Grant		10,480.79	(706.86)	10,409.15	(9,702.29)
TOTAL PAYROLL:		42,000,000.00	3,757,932.97	37,447,971.05	4,838,716.96	(286,688.01)

STATE

301	Non-Court Judgement Settlements		-	-	-	-
302	Physical Education Scholarship	8,500.00	-	11,000.00	-	(2,500.00)
312	National Certified Bonus	68,927.00	-	79,596.66	-	(10,669.66)
317	Drivers Education	5,000.00	-	-	-	5,000.00
331	Health Insurance In-lieu of -cert	57,000.00	5,777.36	60,591.76	10,954.64	(14,546.40)
332	Health Insurance In-lieu of-support	245,000.00	18,570.93	202,908.81	14,690.43	27,400.76
333	State Adopted Textbooks	524,781.00	-	31,407.26	-	493,373.74
334	Health Insurance Certified (obj 213)	2,775,000.00	305,628.22	2,958,990.90	532,764.48	(716,755.38)
335	Health Insurance Support (obj 223)	1,115,000.00	124,849.96	1,345,011.98	92,300.33	(322,312.31)
339	Tobacco Settlement Endow Trust (TSET)	-	-	-	-	-
361	ACE Technology	23,990.00	328.30	19,594.98	351.82	4,043.20
366	Advanced Placement Materials	24,560.00	-	23,487.28	-	1,072.72
367	Reading Sufficiency Act (RSA)	90,000.00	66,365.63	113,801.45	20,124.38	(43,925.83)
372	SCORE	-	-	-	-	-
376	School Security/Safety	92,000.00	477.65	27,301.85	25.50	64,672.65
388	Alternative Ed Grant	157,629.00	4,926.78	79,061.67	9,915.71	68,651.62
411	Career Tech Salary	1,101,965.00	99,941.02	1,202,275.65	86,002.65	(186,313.30)
412	Career Tech Support	198,000.00	6,769.69	158,641.14	25,005.52	14,353.34
415	BMITE	40,000.00	15,507.68	24,130.41	-	15,869.59
424	Innovation Grant - Career Tech	17,000.00	-	16,752.15	-	247.85
469	Oklahoma Lottery Fund	29,313.00	-	29,403.75	-	(90.75)
TOTAL STATE:		6,573,665.00	649,143.22	6,383,957.70	792,135.46	(602,428.16)

STILLWATER PUBLIC SCHOOLS

General Fund Expenditures

Jun-24

Proj #	Project Name	BUDGET	RANGE TO DATE	YTD	ENCUMBRANCES	END BUDGET
FEDERAL						
511	title 1 A Basic	1,256,565.00	98,660.55	1,012,872.14	200,320.20	43,372.66
515	Title I - School Support		5,906.81	104,933.85	6,484.20	(111,418.05)
518	title 1 D neglected	17,261.00	992.34	992.34	-	16,268.66
541	title 2a	196,093.00	6,974.08	191,032.52	6,190.60	(1,130.12)
552	Title IV Part A	50,608.00	5,652.91	61,058.17	5,667.70	(16,117.87)
561	Indian Eduction	140,347.00	14,689.42	144,178.76	5,084.01	(8,915.77)
571	title 3 immigration	-	-	8,512.86	-	(8,512.86)
572	Title III Limited English	43,312.00	8,526.46	17,162.72	2,342.87	23,806.41
587	Title V Rural/Low Income	172,135.00	2,398.70	54,032.15	2,516.45	115,586.40
596	McKinney Vento	68,966.00	4,169.42	49,088.88	4,374.07	15,503.05
613	IDEA discretionary	-	-	2,858.00	750.00	(3,608.00)
615	Title 6 Part B	7,424.00	367.19	6,862.19	-	561.81
618	Transition	-	-	6,535.00	-	(6,535.00)
621	IDEA flowthrough	1,193,345.00	121,401.34	1,175,067.58	139,819.31	(121,541.89)
625	idea private school	-	-	11,963.51	13,722.08	(25,685.59)
628	ARP FLOWTHROUGH	204,913.00	-	1,269.03	-	203,643.97
629	ARP PRIVATE SCHOOL	-	-	2,804.88	-	(2,804.88)
641	idea preschool	32,155.00	-	33,166.96	-	(1,011.96)
642	FlowThru PreSchool	-	-	28.92	-	(28.92)
643	APR PreSchool	-	-	-	-	-
721	GEER-CARES	5,759.00	-	-	-	5,759.00
722	COUNSELOR CORPS GRANT	140,283.00	5,946.66	69,834.01	12,769.86	57,679.13
723	CDC Grant COVID Prevention	-	-	-	-	-
725	EMPLOYMENT OF STUDENT TEACHER	-	-	14,366.44	-	(14,366.44)
770	Misc. Federal Programs	-	-	-	-	-
788	Federal CARES funds (COVID)	-	-	-	-	-
793	ESSER II (COVID)	-	-	749.12	-	(749.12)
795	ESSER III (COVID)	3,070,824.00	19,300.33	2,267,785.85	123,988.34	679,049.81
796	ESSER III - Homeless	71,998.00	-	16,032.96	-	55,965.04
797	ESSER III - Homeless II	81,563.00	-	10,316.12	3,360.96	67,885.92
	TOTAL FEDERAL:	6,753,551.00	294,986.21	5,263,504.96	527,390.65	962,655.39
	LOCAL:	4,683,472.00	507,227.81	5,836,038.58	821,660.07	(1,974,226.65)
	PAYROLL:	42,000,000.00	3,757,932.97	37,447,971.05	4,838,716.96	(286,688.01)
	STATE/INTERM:	6,573,665.00	649,143.22	6,383,957.70	792,135.46	(602,428.16)
	FEDERAL:	6,753,551.00	294,986.21	5,263,504.96	527,390.65	962,655.39
		60,010,688.00	5,209,290.21	54,931,472.29	6,979,903.14	(1,900,687.43)



June 30, 2024

SUMMARY

OTHER FUNDS

Fiscal Year 2024 (July 1, 2023 - June 30, 2024)

Fund 21 (Building Fund)		Current Collected		YTD Collected	Difference	
Fund 21	1110 - Ad Valorem C/Y	\$ 124,562.56		\$ 2,812,896.00	\$ 2,812,896.00	
	1120 - Ad Valorem P/Y	\$ 13,975.89		\$ 57,485.30	\$ 57,485.30	
	1510 - Insurance Loss/Recovery	\$ -		\$ 7,795.91	\$ 7,795.91	
	1590 - Reimbursement Misc	\$ 175,000.00		\$ 194,947.44	\$ 194,947.44	
	1690 - Misc Revenue	\$ -		\$ -	\$ -	
	3160 - Farm Implement Tax	\$ -		\$ 426.97	\$ 426.97	
	3250 - Flex Benefit	\$ 57,423.06		\$ 303,372.43	\$ 303,372.43	
	3435 - State - Redbud	\$ 44,153.03		\$ 85,670.18	\$ 85,670.18	
	6110 - Fund Balance Forward	\$ -		\$ -	\$ -	
Total Revenue and Surplus FUND 21 - Building Fund		\$ 415,114.54	\$ -	\$ 3,462,594.23	\$ 3,462,594.23	
	5600 - Correcting Entry	\$ -		\$ -		
	Subtotal	\$ 415,114.54	\$ -	\$ 3,462,594.23		
	Warrants Paid	\$ 126,054.49	\$ 41,016.83	\$ 167,999.32		
Adjusted Cash Balance in Fund 21 (Building Fund)						\$ 3,462,594.23

Fiscal Year 2024 (July 1, 2023 - June 30, 2024)

Fund 22 (Child Nutrition Fund)		Current Collected		YTD Collected	Difference	
Fund 22	1510 - Reimb - Insurance Loss Recov	\$ -		\$ -	\$ -	
	1710 - Student Lunches, Breakfasts, Special Milk	\$ -		\$ 722,899.43	\$ 722,899.43	
	1720 - A la Carte	\$ -		\$ 42,211.52	\$ 42,211.52	
	1730 - Adult Lunches/Breakfasts	\$ -		\$ 5,093.79	\$ 5,093.79	
	1790 - Other District Revenue	\$ -		\$ 28,447.87	\$ 28,447.87	
	3250 - State Aid (Including FBA)	\$ 26,593.51		\$ 283,724.72	\$ 283,724.72	
	3720 - State Matching	\$ -		\$ 29,798.34	\$ 29,798.34	
	4710 - Federal Reimbursement - Lunches	\$ 106,470.77		\$ 1,484,436.52	\$ 1,484,436.52	
	4720 - Federal Reimbursement - Breakfasts	\$ 44,139.95		\$ 603,410.11	\$ 603,410.11	
	4740 - Summer Food	\$ -		\$ 113,312.17	\$ 113,312.17	
	4705 - Emergency Operation Cost Reimb	\$ -		\$ 147,760.03	\$ 147,760.03	
	4706 - Federal P-EBT Local Admin Funds	\$ -		\$ -	\$ -	
	6110 - Fund Balance Forward	\$ -		\$ -	\$ -	
Total Revenue and Surplus FUND 22 - Child Nutrition Fund		\$ 177,204.23	\$ -	\$ 3,461,094.50	\$ 3,461,094.50	
	5000 - Non-revenue Receipts	\$ -		\$ 206.41		
	Subtotal	\$ 177,204.23	\$ -	\$ 3,461,300.91		
	Warrants Paid	\$ 116,406.25	\$ 53,890.96	\$ 259,994.00		
Adjusted Cash Balance in Fund 22 (Child Nutrition)						\$ 3,461,300.91

Fiscal Year 2024 (July 1, 2023 - June 30, 2024)

Fund 41 (Sinking Fund)		Current Collected		YTD Collected	Difference	
Fund 41	1110 - Ad Valorem C/Y	\$ 112,414.30		\$ 14,151,799.71	\$ 14,151,799.71	
	1120 - Ad Valorem P/Y	\$ 57,151.85		\$ 300,491.19	\$ 300,491.19	
		\$ -		\$ 2,114.28	\$ 2,114.28	
	3160 - Farm Implement Tax	\$ -		\$ -	\$ -	
	5111 - Premium on Bonds Sold	\$ -		\$ -	\$ -	
	6110 Fund Balance Forward	\$ -		\$ -	\$ -	
Total Revenue and Surplus FUND 41 (Sinking Fund)		\$ 169,566.15	\$ -	\$ 14,454,405.18	\$ 14,454,405.18	
	5000 - Non-revenue Receipts (Excluding Return of Ass	\$ -		\$ -		
	Subtotal	\$ 169,566.15	\$ -	\$ 14,454,405.18		
	Warrants Paid	\$ 11,646,439.41		\$ 11,646,439.41		
Adjusted Cash Balance in Fund 41 (Sinking Fund)						\$ 2,807,965.77

2017 Bond Budget Worksheet

Authorized February 14th, 2017

6/30/2024

Fiscal Year	2023-24		BOND TO DATE	
	bond sale 6/1/2023			2017 BOND BUDGET
Sale	\$ 13,365,000		\$ 71,365,000	\$ 74,000,000
Transportation			\$ 2,635,000	
Bond Premium	\$ 541,094			
Issuance	\$ (222,278)			\$ (923,415)
Available Proceeds	\$ 13,683,816			\$ 73,076,585
Investments	\$ 25,992			\$ 495,892
TOTAL AVAILABLE PROCEEDS	\$ 13,709,808			\$ 73,572,478
Bond Line Items (non-construction)				
Budget	Budget	FY24 TO DATE	Exp Bond to Date	
Maint-Reno	\$ 1,750,000	\$ 2,968,741	\$ 9,575,204	\$ 8,356,463
Textbooks	\$ 553,064	\$ 62,863	\$ 2,010,383	\$ 2,500,585
Technology	\$ 868,905	\$ 391,376	\$ 4,239,591	\$ 4,717,120
Security	\$ 486,801	\$ 82,828	\$ 596,028	\$ 1,000,000
Transportation	\$ 620,000	\$ 20,109	\$ 1,815,836	\$ 2,415,727
Band / Music	\$ 19,496	\$ 10,791	\$ 245,982	\$ 254,687
OES	\$ -	\$ 5,000		
2023 LRFP & Bond Services (33)			\$ 84,346	\$ 84,346
Total non-construction budget	\$ 4,298,266	\$ 3,541,708	\$ 18,567,370	\$ 19,328,928
Bond Construction Line Items				
Budget				
Westwood lease purchase pmts	\$ 13,102,560	\$ 13,102,560	\$ 25,363,864	\$ 25,363,864
sangre ridge construction	\$ -		\$ 4,694,489	\$ 4,694,489
80 other	\$ -		\$ 122,482	\$ 122,482
architect	\$ -		\$ 341,676	\$ 341,676
total project	\$ -		\$ 5,158,648	\$ 5,158,648
middle school construction	\$ -		\$ 7,709,816	\$ 7,709,816
81 other	\$ -		\$ 225,191	\$ 225,191
architect	\$ -		\$ 577,767	\$ 577,767
total project	\$ -		\$ 8,512,775	\$ 8,512,775
junior high construction	\$ -		\$ 8,523,216	\$ 8,523,216
82 other	\$ -		\$ 355,044	\$ 355,044
architect	\$ -		\$ 709,675	\$ 709,675
total project	\$ -		\$ 9,587,934	\$ 9,587,934
skyline construction	\$ -		\$ 2,483,504	\$ 2,483,504
85 SPS Contingency	\$ -		\$ 69,256	\$ 69,256
other	\$ -		\$ 111,700	\$ 111,700
architect	\$ -		\$ 87,250	\$ 87,250
total project	\$ -		\$ 2,751,710	\$ 2,751,710
Total Construction Budget	\$ 13,102,560	\$ 13,102,560	\$ 51,374,931	\$ 51,374,931
Total Bond Budget & Encumbrances				
Budget				
Non-Construction	\$ 4,298,266	\$ 3,541,708	\$ 18,572,370	\$ 19,328,928
Construction	\$ 13,102,560	\$ 13,102,560	\$ 51,374,931	\$ 51,374,931
Total budget	\$ 17,400,826	\$ 16,644,268	\$ 69,947,301	\$ 70,703,859

2023 Bond Budget Worksheet

Vote February 2023

6/30/2024

		2023-24	
		BUDGET	ACTUAL
		bond sale 6/1/2023	
Sale		\$ 12,000,000	\$ 12,000,000
Bond Premium		\$ 485,496	
Accrued Interest on Sale		\$ 23,333	
Less Exhibit A Cost of Issuance		\$ (148,849)	
Less Original Issue Discount		\$ (199,800)	
Less Underwriter's Discount		(71,400)	
Available Proceeds		\$ 12,088,780	
Investments		\$ -	
TOTAL AVAILABLE PROCEEDS		\$ 12,088,780	
DEPOSITED TO BOND FUND 32			\$ 11,851,151
Excess Net Premium to Sinking Fund:			\$ 214,296
Accrued Interest to Sinking Fund:			\$ 23,333
Bond Line Items (non-construction)			
Budget			
O&M		\$ 950,000	\$ 166,319
Deferred Maintenance (Roof and HVAC)		\$ 3,948,944	\$ 139,948
Athletics (Uniforms & Equipment Replacement)			
Academics & 1:1 Technology			\$ 630,397
Technology			
Safety & Security			
Transportation			
Band / Music (Instruments & Uniforms)			
Balance to total			
Total non-construction budget		\$ 4,898,944	\$ 936,663
Bond Construction Line Items			
Budget			
Bond Administration		\$ -	
New HS Funded w/LP	Bank Pmt - Construction	\$ -	
PROJECT 068	Bank Pmt - Land Purchase	\$ -	
	L/P Interest	\$ -	
	COI	\$ -	
	Construction - Direct	\$ -	
	A/E	\$ 5,400,000	\$ 3,408,851
	FF&E	\$ -	
	total project	\$ 5,400,000	\$ 3,408,851
Athletic Complex Phase 1	New construction	\$ -	
PROJECT 069	New A/E	\$ -	\$ -
	New FF&E	\$ -	
	Existing HS Ath Bldg Reno	\$ -	
	Existing HS City Gym Reno	\$ -	
	Pool	\$ -	
	total project	\$ -	\$ -
Total Construction Budget		\$ 5,400,000	\$ 3,408,851
Total Bond Budget & Encumbrances			
Budget 2023			
Non-Construction		\$ 4,898,944	\$ 936,663
Construction		\$ 5,400,000	\$ 3,408,851
Total budget		\$ 10,298,944	\$ 4,345,514
Proceeds Available		\$ 11,851,151	
Proceeds Available - Cumulative		\$ 7,505,636	
unbudgeted	Annual	\$ 1,552,207	\$ 7,505,636
Unbudgeted	Cumulative	\$ 1,552,207	\$ 7,505,636

SPS BOND 2023 PROJECTS REPORT

07.09.2024



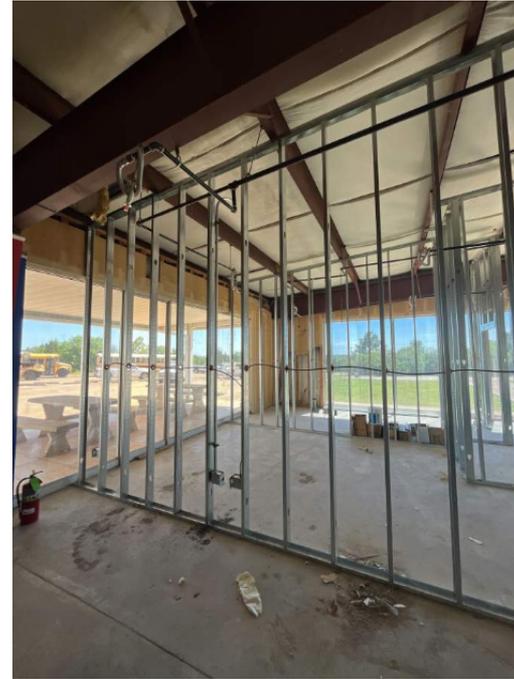
SPS OES IMPROVEMENTS

Construction is underway to allow SPS Technology Department to vacate their Cimmaron Plaza location and relocate to OES.

- Owner, Architect, and Constructor (OAC) meetings are scheduled for every three weeks to review construction progress.
- Submittals continue to come in for review to 505 Architects.
- Phase 1 South Building: progress includes; metal stud framing, MEP rough-in; Demolition clean-up with Substantial Completion schedule for the end of August.
- Phase 2 North Building: progress includes; demolition has begun with Substantial Completion scheduled for the end of September
- Chiller and Boiler Replacement: Submittals are being reviewed by 505 Architects with Substantial Completion scheduled for the end of October pending receipt of equipment.

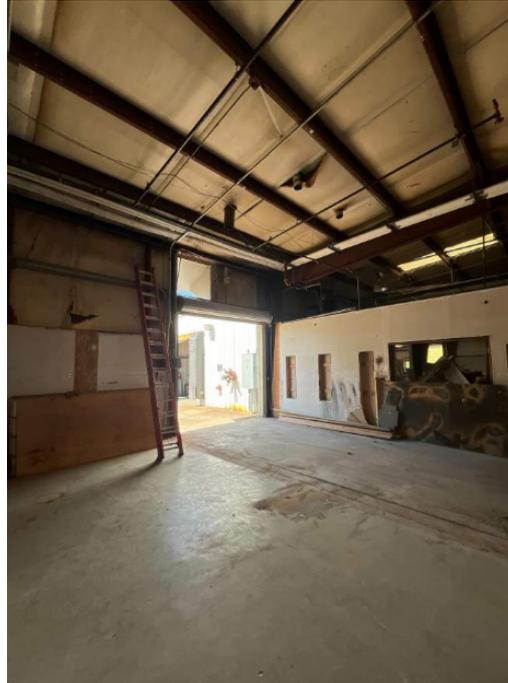
SPS OES IMPROVEMENTS

OES South Building



SPS OES IMPROVEMENTS

OES South Building



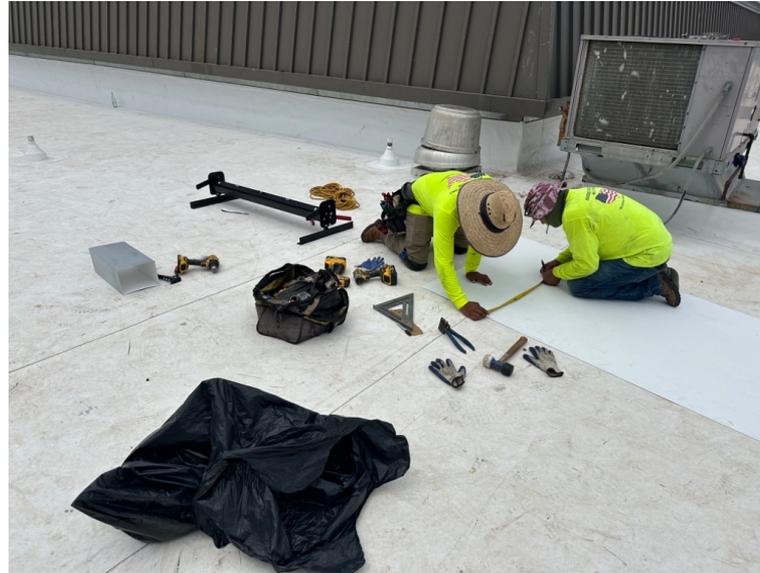
DEFERRED MAINTENANCE PROJECTS

SPS Richmond HVAC and Roof Improvements/SPS JRHS HVAC and Roof Improvements Projects are in the Construction Phase.

- Richmond Elementary roof replacement scope of Work is complete; grading and drainage improvements have begun; HVAC unit installation will begin later July with units that have been received to date.
- JRHS roof replacement scope of Work has begun and is schedule to be completed in August.
- Half of the HVAC units have been delivered with anticipation of receiving the remaining mechanical units by the end of July for both Projects. Units are being storage and installation will begin upon receipt of all the mechanical units.

DEFERRED MAINTENANCE PROJECTS

Richmond Elementary Roof Replacment Photographs



DEFERRED MAINTENANCE PROJECTS

Richmond Elementary Roof Replacment Photographs



DEFERRED MAINTENANCE PROJECTS

HS Roof Replacement Project is in the Bidding Phase.

- Bid Package Scope of Work included Base Bid for roof replacements at Performing Arts Center, Stadium, and Weight Room Buildings plus Add Alternates for the roof replacements at the Wrestling Building and Field House Roofs and Add Alternate for new Metal Parapet Coping.
- SPS continues to get good complete bid coverage with five (5) Contractors submitting Bids that were opening in a public bid opening on June 27th.
- Project Bid within 505 Architects estimate and under SPS Budget allowing for the proposed acceptance of all the above Add Alternates.
- On the Agenda is for Board consideration and approval to award the Base Bid plus all the Add Alternates to Next Level Roofing for construction.

HS PHASE 1

HS Phase 1 Construction Phase

- Cimarron Plaza Demolition, Public Infrastructure Improvements construction work continues.
- Electrical Switchgear (material only) Submittals were approved, and equipment is being ordered.
- Demolition occurs over 3 phases. Both Phase 1 and Phase 2 continues, with Phase 3 beginning in November after SPS IT has relocated to OES.
- 505 Architects received ICC 500 Third Party Report on 6/26 was approved by the City of Stillwater.
- City of Stillwater is continuing to review the TIA (Traffic Analysis) Report and we are awaiting comments. 505 Architects has submitted a response to the remaining Civil Engineering review comments. It is anticipated to have the building permit by end of July, but the City will allow earthwork and foundation work to begin via a conditional building permit if needed.
- Willowbrook has authorized Subcontractors to begin Submittals and they continue to work on building out the Construction Schedule in more detail.

HS PHASE 1

Cimarron Plaza Demolition Photographs



HS PHASE 1

Cimarron Plaza Demolition Photographs



HS PHASE 1

Cimarron Plaza Demolition Photographs



HS PHASE 1

Cimarron Plaza Demolition Photographs



HS PHASE 2 PA WING

HS Phase 2 PA Wing Schematic Design Phase has begun.

- 505 Architects will lead the kickoff meeting with Performing Arts KUG on July 9th.
- 505 Architects will be issuing the HS Phase 2 PA Wing Construction Documentation in multiple packages to assist with enhancing schedule and procurement opportunities; one package will be a Proposal Request / Change Order to the HS Phase 1 Contract Documents for modification and adjustments for simpler integration of the HS Phase 2 PA Wing; second package would contain Civil and Landscaping and potentially pier foundation scope of Work, third package will be for HS Phase 2 PA Wing building and include the structural, architectural, and MEP scope of Work.
- The desire is for the HS Phase 2 PA Wing bidding to be complete and the BOE Award Construction Bids by December BOE meeting.



STILLWATER PUBLIC SCHOOLS

