



STILLWATER BOARD OF EDUCATION
Tuesday, August 13, 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. Recognitions by Mr. Gordon
 - B. Superintendent's Report
 - C. Superintendent's Data Update
 - D. Board Communication
 - 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*
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. July 9, 2024 Special Meeting Minutes
 - B. July 9, 2024 Regular Meeting Minutes
 - C. July 26, 2024 Special Meeting Minutes
 - D. Transfer and Summary of Activity Account Funds - (Finance)
 - E. Consider and Vote to Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase 1 Construction Project
 - F. Change Orders, Encumbrances and Accounts Payable (approval of encumbrance numbers as listed)(Finance):

2024-2025 General Fund Encumbrances #20250465-20250469; 20250471;
20250478-20250482; 20250486-20250491; 20250493-20250494; 20250498-
20250511; 20250513-
20250520; 20250522-20250536; 20250540-20250543; 20250545-20250546;

20250549-
20250553; 20250556-20250566; 20250568; 20250570-20250575 Totaling
\$199,682.76

2024-2025 Building Fund Encumbrances #20250476-20250477; 20250496-
20250497;
20250521; 20250554-20250555; 20250569 Totaling \$3,099.85

2024-2025 Child Nutrition Fund Encumbrances #20250483-20250484; 20250521
Totaling
\$2,376.92

2024-2025 Bond 31 Fund Encumbrances #20250470; 20250495 Totaling
\$938,517.67

2024-2025 Bond 32 Fund Encumbrances #20250206 (change order); 20250472-
20250475; 20250485; 20250492; 20250512; 20250537-20250539; 20250544;
20250547-20250548;
20250567 Totaling \$128,923.47

2024-2025 Sinking Fund Encumbrances totaling \$-0-

- G. Activity Fund Packets for FY 24-25 (Finance)
- H. Educational Services Contracts FY 24-25 (Finance)
 - 1) Agra Public Schools (Alternative Education Cooperative Agreement)
 - 2) Carney Public Schools (Alternative Education Cooperative Agreement)
 - 3) Coyle Public Schools (Alternative Education Cooperative Agreement)
 - 4) Glencoe Public Schools (Alternative Education Cooperative Program)
 - 5) Mulhall-Orlando Public Schools (Alternative Education Cooperative Agreement)
 - 6) Oklahoma Department of Career Technology Education (Secondary and Technology Education Program Agreement)
 - 7) Oklahoma Department of Human Services (Refugee School Impact Funding Agreement)
 - 8) Oklahoma Department of Human Services (School-Based Services Agreement)
 - 9) Ripley Public Schools (Alternative Education Cooperative Agreement)
 - 10) Stillwater Noon Lions Club (Vision Screening Services)
 - 11) Viterbo University (Student Intern Affiliation Agreement)
 - 12) Western Governors University (Student Teaching Affiliation Agreement)
- I. School Nutrition Service Meal Prices for SY 2024-2025 (Finance)
- J. SPS Non-Exclusive Trademark License Agreement (Communications/Superintendent)
 - 1. B4-Designs LLC
 - 2. Heaven Hickman AKA That One Girl Designs
 - 3. Justin Reedy Photography
- K. Consider and Vote to Approve Professional Service Agreement with Gose & Associates (Operations)
- L. Consider and Vote to Approve Memorandum of Understanding with Bortec, LLC (Operations)
- M. Waive First Reading and Approval:
 - 4. **CN-EI** -Transportation Guidelines
 - 5. **EIEC** -Release Time Courses (New)
 - 6. **FDA** -Enrollment Requirements (SPS Policy-Revisions)
 - 7. **FDC-RI** -Attendance Policy (Regulation) (SPS Policy-Revisions)
 - 8. **FE** -Student Transfers
- N. Consider and Vote to approve District Apps (Superintendent)
- O. Consider and Vote to Approve Service Order No.21 for Stillwater Public Schools OES Phase II - Transportation Relocation (Operations)
- P. Consider and Vote to Approve Lippert Bros., Inc. Potential Change Orders for SPS OES North Building Renovations and SPS OES South Building Renovations Project. (Operations)
- Q. Consider Approval of Vehicle and IT Surplus Equipment (Operations)

- R. Adoption of 1080-Hour School Calendar for SY 24-25-(Ed Services)
- S. Adoption of the 2024-2025 Professional Development Plan- (Ed Services)
- T. Consider, Vote and Approve the 2025-2026 School Calendar (Ed Services)
- U. Out-of-State Travel Requests:
 - 9. FFA, traveling to the National FFA Convention in Indianapolis, Indiana October 22-26, 2024.
 - 10. SHS Girls Wrestling, traveling to participate in a girls invitational tournament in Arlington, TX November 20-22, 2024
 - 11. SHS Wrestling, traveling to a prestigious invitational tournament in Stow, OH December 5-8, 2024
- V. Contracts for FY 24-25 (Finance)
 - 12. Coca-Cola
 - 13. YMCA Pool Contract
- W. Board of Education Member Training Credit Report (Sup)
- X. Consider and Vote to Approve Willowbrook, Inc. use of CM Contingency and Allowances for the SPS Bond 2023 HS Phase 1 Construction Project Amendment 1 Early Bid Package (Operations)
- 5. BUSINESS/FINANCE
 - A. Consider and Vote to Approve Treasurer's Report
 - B. Receive Bond Expenditures and Revenues Report
- 6. OPERATIONS
 - A. 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 August 12, 2024, at 4:30 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, Clerk

AUGUST DATA PRESENTATION



WE ARE PIONEERS!

SOFTWARE PROGRAMS UPDATED OVER THE PAST TWO YEARS

6

Finance, HR, Facilities, Technology, Transportation, Board

NUMBER OF NEW HIRES & TRANSFERS PROCESSED BY HR

200+

NUMBER OF SESSIONS AT EDCAMP 24

121

NUMBER OF PARTICIPANTS IN LEARN-A-PALOOZA 2024

241

NUMBER OF PARTICIPANTS IN OTHER SUMMER PD

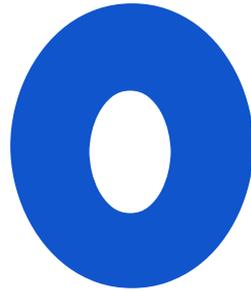
ELEM. MATH - 101

ELEM. LETRS - 42 (91%)

TOTAL NUMBER OF TECH TICKETS RESOLVED IN 23-24

8550

NUMBER OF ROUTES WITHOUT A BUS DRIVER ASSIGNED (8/13)



24-25 OSSAA CLASSIFICATION

STILLWATER - 1735.13 (22)

BROKEN ARROW - 5964.28 (1)

HARDESTY - 5.91 (481)

SPS HISTORY LESSON OF THE MONTH

135

FIRST DAYS OF SCHOOL FOR SPS



**Minutes of
Special Business Meeting**
Tuesday, July 9, 2024
5:00 PM Central

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

Attendance Taken at 5:00 PM.

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

1. CALL TO ORDER AND ROLL CALL

President Baker called the meeting to order at 5:00 p.m. Roll call and attendance was taken by Tawni Hooten, Board & Minutes Clerk.

2. Proposed Executive Session to Discuss the Following:

A. Appointments, Resignations, and Employment Recommendations listed on attached Exhibit A of the Agenda as Authorized by OKLA. STAT. tit. 25 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

I move to convene in Executive Session at 5:05 p.m. This motion, made by Rachel Dillin and seconded by Roberta Douglas, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes

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

President Baker acknowledged the return of the Board to Open Session at 6:25 p.m.

5. Statement of Executive Session Minutes

The following statement was provided by ROBERTA DOUGLAS. The Executive Session convened at 5:05 p.m. During the Executive Session the following people were present: Dr. Marshall Baker, Rachel Dillin, Roberta Douglas, Dr. Gay Washington, Uwe Gordon, Dr. Trent Swanson (5:05 pm -5:12 pm), and Mike Arnold (from 5:18 pm - 5:45 pm). 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.

I move to approve the Appointments, Resignations and Employment Recommendations listed on Exhibit A as presented. This motion, made by Gay Washington and seconded by Rachel Dillin, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes

7. ADJOURNMENT

A. Vote to Adjourn (Action)

I move to adjourn at 6:28 p.m. This motion, made by Roberta Douglas and seconded by Rachel Dillin, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes

STILLWATER BOARD OF EDUCATION



Dr. Marshall Baker, President

STILLWATER BOARD OF EDUCATION



Tawni Hooten, Board & Minutes Clerk

(SEAL)

These minutes were officially approved by the Stillwater Board of Education on **August 13, 2024.**



**Minutes of
Regular Business
Meeting**

Tuesday, July 9, 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: Present
Roberta Douglas: Present
Tim Riley: Absent
Gay Washington: Present

1. CALL TO ORDER AND ROLL CALL

President Baker called the meeting to order at 6:30 p.m. Roll call and attendance was taken by Tawni Hooten, Board & Minutes Clerk.

2. PLEDGE OF ALLEGIANCE

President Baker asked everyone in attendance to stand for the Pledge of Allegiance.

3. COMMUNICATIONS/PUBLIC INTEREST

A. Superintendent's Report

Superintendent Gordon reported that successes don't stop in the summer for SPS faculty and staff. Congratulations to:

- Mary Beth Talley, Sangre Ridge Pre-K Teacher and 2024 Finalist for SPS Teacher of the Year, for being nominated for the Anne Robert's People's Choice Award for Child Advocacy. Vote early, vote often!
- Head Pioneer Baseball Coach Marty Lees, for being named head Manager/Coach of the USA Baseball Developmental program.
- Larin Davis, the SPS Asst. Director of Facilities, for being named the 2025 Payne County United Way Campaign Chair.
- Krista Neal, SPS Food Service Director, was elected to serve a three-year term as a School Nutrition Practitioner on the School Nutrition Association's (SNA) Certificate and Credentialing Governing Council. Your term commences on August 1, 2024.
- And I would like to thank Dr. Jason Banister, the Manager of 6th Avenue Honda and Barry Sanders SuperCenter, for his nomination of me at the Teacher Appreciation Foundation Awards Academy for the TAF Dignitary Award of Supreme Excellence.

He has worked closely with our schools and specifically recognized the school culture throughout the district. I am truly honored.

Lastly, thank you to the board for your confidence, ideas, hard conversations, awareness and direction for the past two years. As I begin my 41st year in education and 3rd year as superintendent, I am often reminded of how lucky I am to get to work with such wonderful people. Thank you.

B. Board Communication

Each board member reported on things happening within the district.

President Baker went back to item 3A for Mr. Gordon to provide his July data update within his Superintendent's report. This report was given after the board communication piece.

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

Public Comment was presented by the following individuals who filed form BED-E before the meeting began:

- Aaron Means spoke on the topic "To talk about a June 1, 2024 SPS Facebook post".
 - Stacy Laxton spoke on the topic "Planned repurposing study for the PAC. Potential for floor space in the new high school for STEM groups such as robotics.
- This concluded the public comment section.

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:

1. Stillwater Board of Education Member Handbook (HR)
2. Stillwater Public Schools Employee Handbook (HR)
3. Stillwater Public Schools Certified and Support Payroll Handbook (Finance)
4. Stillwater Public Schools Parent/Student Handbook (Communications)
5. Stillwater Public Schools Student Athletics Handbook (Athletics)
6. Athletic Coaches handbook (Athletics)

I. Educational Services 2024-2025 Contracts:

1. Mpower (Services Agreement)

2. Northwestern Oklahoma State University (Student Teaching Affiliation Agreement)
3. Oklahoma Department of Mental Health and Substance Abuse Services (Treatment Services or Other Integrated Services)
4. Oklahoma State University Concurrent Program (Concurrent Programming Agreement)
5. Oklahoma State University Office of Scholarships and Financial Aid (Federal Work Study Agreement)
6. Oklahoma State University Communication Sciences Department (Speech-Language Services Agreement)
7. Our Daily Bread (Memorandum of Understanding)
8. Stillwater Medical Center Therapeutic Swim Program and Oklahoma State University (Therapeutic Swim Program Agreement)
9. United Community Action Head Start (Early Childhood Services Agreement)
10. United Community Action Plan (Special Services Agreement)
11. Wings of Hope (Student Enrollment Services Agreement)

J. Finance 2024-2025 Contracts:

1. Clearwater Gas (Natural gas contract for High School Facilities)

K. Human Resources 2024-2025 Contracts:

1. CuraLinc Healthcare- EAP Apendix 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.

<u>Change Order</u>	<u>Description</u>	<u>Amount</u>
<u>PCO 001</u>	<u>Light Fixture Type I in Restrooms</u>	<u>\$ 1,640.00</u>
<u>PCO 002</u>	<u>South Bldg - Relocate Electrical for Forklift Charger</u>	<u>\$ 618.00</u>
<u>PCO 004</u>	<u>Spray Booth Demo</u>	<u>\$ 5,510.00</u>
<u>PCO 005</u>	<u>South Building Warehouse Receiving Office Room 120 Mezzanine</u>	<u>\$11,386.00</u>
<u>PCO 006</u>	<u>Communications Allowance</u>	<u>(\$ 680.00)</u>
<u>PCO 007</u>	<u>Access Control Allowance</u>	<u>\$ 9,700.00</u>
<u>PCO 008</u>	<u>Fire Alarm Allowance</u>	<u>(\$3,930.00)</u>
<u>PCO 009</u>	<u>South Building Exterior Walls</u>	<u>\$2,822.00</u>
<u>PCO 010</u>	<u>Replace Existing Outlets to Black with Stainless Steel Plates</u>	<u>\$2,529.00</u>

M. 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.

<u>#</u>	<u>Description</u>	<u>Amount</u>
<u>CMOD 001</u>	<u>Additional Valve to shut risers in building off</u>	<u>\$ 8,410.00</u>
<u>PR 001</u>	<u>Costs for Work Due to Public Improvements</u>	<u>\$14,600.00</u>
<u>PR 002</u>	<u>Fence Credit, Silt Fence, and Removal of Additional Storm Pipe</u>	<u>\$ 7,000.00</u>
<u>PR 003</u>	<u>Non-Removal of Storm Pipe Credit</u>	<u>(\$ 925.00)</u>

N. 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.

Dr. Gay Washington asked to pull item 4H (4)-Parent/Student Handbook) from the consent agenda. The item was discussed separately and postponed definitely until new legislation has been reviewed that might impact this handbook.

I move to approve the Consent Agenda as presented, excluding item 4H (4). This motion, made by Roberta Douglas and seconded by Rachel Dillin, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes

5. BUSINESS/FINANCE

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

I move to approve the June 2024 Treasurer's Report as presented. This motion, made by Rachel Dillin and seconded by Roberta Douglas, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes

B. Receive Bond Expenditures and Revenues Report

6. OPERATIONS

A. Receive Bond 2023 Update

7. ADJOURNMENT

A. Vote to Adjourn (Action)

I move to adjourn the July board meeting at 7:18 p.m. This motion, made by Gay Washington and seconded by Roberta Douglas, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes

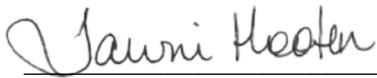
STILLWATER BOARD OF EDUCATION



Dr. Marshall Baker, President

STILLWATER BOARD OF EDUCATION

(SEAL)



Tawni Hooten, Board & Minutes Clerk

These minutes were officially approved by the Stillwater Board of Education on **August 13, 2024**.



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Michael Arnold, Chief Financial Officer
APPROVED BY: Uwe Gordon, Superintendent
DATE: August 13, 2024

AGENDA ITEM:

Transfer and Summary of Activity Account Funds

BOARD ACTION REQUESTED:

Motion to Approve Transfer and Summary of Activity Account Funds as Reconciled

BACKGROUND INFORMATION:

The activity fund transfer report reflects requested transfers of funds between sub-accounts as indicated.

Also attached are New and Revised Annual Activity Fund Planning and Approval Packages (Policy CFB-E1). The reports requesting revisions were approved at a previous board meeting. Any changes in how funds are raised or expended needs board approval.

The attached summary of individual site activity fund accounts reveals the name of the itemized accounts, receipts, disbursements, adjustments, and balances of the accounts year-to-date. All accounts are reconciled with bank statements at the closing of each month..

Stillwater School District 16

General Ledger - Element Summary Report

Fiscal Year: 2024-2025 From Date:7/1/2024 To Date:7/31/2024

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	(\$4,140.06)	(\$84,786.84)	\$30,274.94	\$54,511.90
807 - SPECIAL EVENTS	\$0.00	(\$2,910.10)	(\$13,349.69)	\$510.10	\$12,839.59
818 - PARA TESTING FEES	\$0.00	\$0.00	(\$192.00)	\$500.00	(\$308.00)
829 - TECHNOLOGY	\$0.00	\$0.00	(\$3,951.39)	\$1,886.58	\$2,064.81
836 - SUPPORT EMPLOYEE OF THE YEAR	\$0.00	\$0.00	(\$300.14)	\$0.00	\$300.14
838 - SUPERINTENDENT/BOE	\$0.00	(\$3,300.00)	(\$7,324.98)	\$16,123.58	(\$8,798.60)
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	(\$25.00)	(\$71,234.65)	\$0.00	\$71,234.65
050 - DISTRICT WIDE Total:	\$0.00	(\$10,375.16)	(\$182,261.63)	\$49,295.20	\$132,966.43
052 - FACILITIES					
843 - FACILITIES DEPARTMENT	\$0.00	(\$695.60)	(\$4,841.97)	\$2,647.00	\$2,194.97
052 - FACILITIES Total:	\$0.00	(\$695.60)	(\$4,841.97)	\$2,647.00	\$2,194.97
053 - CURRICULUM					
801 - STUDENT SUPPLIES	\$0.00	\$0.00	(\$150,749.70)	\$1,239.00	\$149,510.70
809 - TEXTBOOKS	\$0.00	\$0.00	(\$3,747.81)	\$0.00	\$3,747.81
828 - SPED	\$0.00	\$0.00	(\$22,367.18)	\$2,723.41	\$19,643.77
830 - PROFESSIONAL DEVELOPMENT	\$0.00	\$0.00	(\$6,512.32)	\$1,380.00	\$5,132.32
831 - PIONEER BOOK BUS	\$0.00	\$0.00	(\$920.77)	\$0.00	\$920.77
833 - AFTER SCHOOL PROGRAMS	\$0.00	\$0.00	(\$39,493.95)	\$6,000.00	\$33,493.95
834 - AFTER SCHOOL CHILDCARE	\$0.00	\$59,950.00	(\$308,187.47)	\$228,600.00	\$79,587.47
835 - TEACHER OF THE YEAR	\$0.00	\$0.00	(\$720.99)	\$0.00	\$720.99
839 - SPEF	\$0.00	\$0.00	(\$5,588.18)	\$0.00	\$5,588.18
840 - OPEN DOORS (INTERNATIONAL FAMILIES PROGRAM)	\$0.00	\$0.00	(\$283.92)	\$0.00	\$283.92
845 - REFUGEE SCHOOL IMPACT (RSI)	\$0.00	\$0.00	(\$13,038.52)	\$4,870.67	\$8,167.85
859 - SUPPORT OF HOMELESS STUDENTS DONATION FUND	\$0.00	\$0.00	(\$3,272.27)	\$0.00	\$3,272.27
053 - CURRICULUM Total:	\$0.00	\$59,950.00	(\$554,883.08)	\$244,813.08	\$310,070.00
054 - HUMAN RESOURCES					
814 - HUMAN RESOURCES	\$0.00	(\$2,075.00)	(\$13,422.83)	\$271.23	\$13,151.60
054 - HUMAN RESOURCES Total:	\$0.00	(\$2,075.00)	(\$13,422.83)	\$271.23	\$13,151.60
105 - HIGHLAND PARK ELEM					
801 - STUDENT SUPPLIES	\$0.00	(\$9,800.00)	(\$24,448.21)	\$1,670.16	\$22,778.05
803 - LIBRARY	\$0.00	\$0.00	(\$4,800.04)	\$0.00	\$4,800.04

Stillwater School District 16

General Ledger - Element Summary Report

Fiscal Year: 2024-2025 From Date:7/1/2024 To Date:7/31/2024

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
806 - FACILITY RENTAL	\$0.00	\$0.00	(\$4,736.97)	\$0.00	\$4,736.97
807 - SPECIAL EVENTS	\$0.00	\$0.00	(\$10,039.21)	\$1,600.00	\$8,439.21
820 - THANKS A LATTE CART	\$0.00	\$0.00	(\$694.88)	\$0.00	\$694.88
839 - SPEF	\$0.00	\$0.00	(\$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	(\$9,800.00)	(\$50,526.62)	\$3,270.16	\$47,256.46
115 - SANGRE RIDGE ELEM					
801 - STUDENT SUPPLIES	\$0.00	(\$10,000.00)	(\$13,464.22)	\$2,955.56	\$10,508.66
802 - COURTESY/APPRECIATION FUND	\$0.00	\$0.00	(\$584.59)	\$0.00	\$584.59
803 - LIBRARY	\$0.00	\$0.00	(\$4,674.13)	\$0.00	\$4,674.13
805 - SITE GENERAL ACTIVITY ACCOUNT	\$0.00	\$400.00	(\$10,387.31)	\$2,225.00	\$8,162.31
115 - SANGRE RIDGE ELEM Total:	\$0.00	(\$9,600.00)	(\$29,110.25)	\$5,180.56	\$23,929.69
120 - SKYLINE ELEM					
801 - STUDENT SUPPLIES	\$0.00	(\$9,740.00)	(\$19,035.90)	\$3,033.10	\$16,002.80
803 - LIBRARY	\$0.00	\$50.00	(\$746.31)	\$0.00	\$746.31
806 - FACILITY RENTAL	\$0.00	\$0.00	(\$465.39)	\$0.00	\$465.39
807 - SPECIAL EVENTS	\$0.00	\$0.00	(\$5,612.41)	\$700.00	\$4,912.41
823 - SAFETY/HEALTH INITIATIVES	\$0.00	\$0.00	(\$1,070.69)	\$0.00	\$1,070.69
839 - SPEF	\$0.00	\$0.00	(\$2,113.75)	\$425.12	\$1,688.63
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	(\$7.68)	\$0.00	\$7.68
918 - GARDEN CLUB	\$0.00	\$0.00	(\$273.46)	\$0.00	\$273.46
120 - SKYLINE ELEM Total:	\$0.00	(\$9,690.00)	(\$32,090.28)	\$4,158.22	\$27,932.06
125 - WESTWOOD ELEM					
801 - STUDENT SUPPLIES	\$0.00	(\$9,800.00)	(\$15,178.01)	\$4,169.99	\$11,008.02
803 - LIBRARY	\$0.00	\$0.00	(\$6,485.65)	\$0.00	\$6,485.65
806 - FACILITY RENTAL	\$0.00	\$0.00	(\$52.22)	\$0.00	\$52.22
807 - SPECIAL EVENTS	\$0.00	\$0.00	(\$15,041.99)	\$218.11	\$14,823.88
839 - SPEF	\$0.00	\$0.00	(\$80.92)	\$0.00	\$80.92
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	(\$9,800.00)	(\$44,151.67)	\$4,388.10	\$39,763.57

Stillwater School District 16

General Ledger - Element Summary Report

Fiscal Year: 2024-2025 From Date:7/1/2024 To Date:7/31/2024

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
130 - WILL ROGERS ELEM					
801 - STUDENT SUPPLIES	\$0.00	(\$10,000.00)	(\$14,452.96)	\$8,769.63	\$5,683.33
803 - LIBRARY	\$0.00	\$0.00	(\$4,538.17)	\$0.00	\$4,538.17
806 - FACILITY RENTAL	\$0.00	\$0.00	(\$13,288.55)	\$2,814.19	\$10,474.36
807 - SPECIAL EVENTS	\$0.00	\$200.00	(\$8,311.48)	\$3,040.00	\$5,271.48
811 - CULTURAL NIGHTS	\$0.00	\$0.00	(\$59.45)	\$0.00	\$59.45
839 - SPEF	\$0.00	\$0.00	(\$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	(\$9,800.00)	(\$40,909.98)	\$14,623.82	\$26,286.16
135 - RICHMOND ELEM					
801 - STUDENT SUPPLIES	\$0.00	(\$9,800.00)	(\$10,747.94)	\$3,296.50	\$7,451.44
803 - LIBRARY	\$0.00	\$0.00	(\$1,202.20)	\$0.00	\$1,202.20
805 - SITE GENERAL ACTIVITY ACCOUNT	\$0.00	\$0.00	(\$11,832.85)	\$869.40	\$10,963.45
806 - FACILITY RENTAL	\$0.00	\$0.00	(\$1,240.59)	\$0.00	\$1,240.59
839 - SPEF	\$0.00	\$0.00	(\$172.38)	\$138.00	\$34.38
135 - RICHMOND ELEM Total:	\$0.00	(\$9,800.00)	(\$25,195.96)	\$4,303.90	\$20,892.06
505 - MIDDLE SCHOOL					
802 - COURTESY/APPRECIATION FUND	\$0.00	\$0.00	(\$160.43)	\$250.00	(\$89.57)
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	\$0.00	(\$2,802.91)	\$0.00	\$2,802.91
807 - SPECIAL EVENTS	\$0.00	\$0.00	(\$1,886.70)	\$150.00	\$1,736.70
824 - SMS JAPAN EXCHANGE	\$0.00	(\$700.00)	(\$38,862.10)	\$0.00	\$38,862.10
839 - SPEF	\$0.00	\$0.00	(\$5,112.06)	\$0.00	\$5,112.06
904 - ART CLUB	\$0.00	\$0.00	(\$1,692.53)	\$0.00	\$1,692.53
932 - ROBOTICS	\$0.00	\$0.00	(\$2,133.31)	\$0.00	\$2,133.31
941 - SMS SINGERS	\$0.00	\$0.00	(\$11,794.89)	\$0.00	\$11,794.89
946 - STUDENT COUNCIL	\$0.00	\$0.00	(\$3,612.20)	\$50.00	\$3,562.20
947 - TECHNOLOGY STUDENT ASSOCIATION	\$0.00	\$0.00	(\$540.35)	\$0.00	\$540.35
949 - VOCAL MUSIC	\$0.00	\$0.00	(\$10,185.55)	\$0.00	\$10,185.55
951 - YEARBOOK	\$0.00	\$0.00	(\$6,809.47)	\$0.00	\$6,809.47
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	(\$700.00)	(\$88,271.01)	\$450.00	\$87,821.01

Stillwater School District 16

General Ledger - Element Summary Report

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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
610 - JUNIOR HIGH SCHOOL					
802 - COURTESY/APPRECIATION FUND	\$0.00	\$1,000.00	(\$522.34)	\$0.00	\$522.34
803 - LIBRARY	\$0.00	\$0.00	(\$873.32)	\$0.00	\$873.32
805 - SITE GENERAL ACTIVITY ACCOUNT	\$0.00	(\$5.00)	(\$5,477.82)	\$0.00	\$5,477.82
806 - FACILITY RENTAL	\$0.00	(\$500.00)	(\$7,287.66)	\$6,000.00	\$1,287.66
813 - LOCKER	\$0.00	\$0.00	(\$36.94)	\$0.00	\$36.94
839 - SPEF	\$0.00	\$0.00	(\$4,280.37)	\$4,000.00	\$280.37
876 - ART	\$0.00	\$0.00	(\$791.14)	\$0.00	\$791.14
877 - LANGUAGE ARTS	\$0.00	\$0.00	(\$755.40)	\$0.00	\$755.40
880 - SCIENCE	\$0.00	\$0.00	(\$792.20)	\$0.00	\$792.20
883 - SPEECH	\$0.00	\$0.00	(\$7,123.55)	\$0.00	\$7,123.55
884 - SOCIAL STUDIES	\$0.00	\$0.00	(\$366.74)	\$0.00	\$366.74
904 - ART CLUB	\$0.00	\$0.00	(\$26.18)	\$0.00	\$26.18
907 - BETA CLUB	\$0.00	\$0.00	(\$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	\$0.00	(\$517.13)	\$0.00	\$517.13
932 - ROBOTICS	\$0.00	\$0.00	(\$2,891.22)	\$575.00	\$2,316.22
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)	\$0.00	\$2,339.44
947 - TECHNOLOGY STUDENT ASSOCIATION	\$0.00	\$0.00	(\$157.63)	\$0.00	\$157.63
951 - YEARBOOK	\$0.00	\$0.00	(\$5,650.05)	\$0.00	\$5,650.05
970 - ALL SPORTS	\$0.00	\$1,000.00	(\$39,156.22)	\$0.00	\$39,156.22
976 - CHEERLEADERS	\$0.00	\$0.00	(\$4,616.72)	\$0.00	\$4,616.72
981 - POM	\$0.00	\$0.00	(\$3,341.46)	\$550.00	\$2,791.46
610 - JUNIOR HIGH SCHOOL Total:					\$80,862.63
700 - LINCOLN ACADEMY					
805 - SITE GENERAL ACTIVITY ACCOUNT	\$0.00	\$100.00	(\$169.09)	\$0.00	\$169.09
832 - GRADY LAMBERT MEMORIAL LIBRARY	\$0.00	\$0.00	(\$5,350.00)	\$1,411.52	\$3,938.48
839 - SPEF	\$0.00	\$0.00	(\$1,496.21)	\$0.00	\$1,496.21
850 - GRANT	\$0.00	\$0.00	(\$15,352.57)	\$14,977.96	\$374.61
858 - FRIENDS OF LINCOLN	\$0.00	\$0.00	(\$1,371.64)	\$442.00	\$929.64
700 - LINCOLN ACADEMY Total:					\$6,908.03
702 - VIRTUAL ACADEMY					

Stillwater School District 16

General Ledger - Element Summary Report

Fiscal Year: 2024-2025 From Date:7/1/2024 To Date:7/31/2024

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
841 - VIRTUAL ACADEMY ACTIVITY	\$0.00	\$0.00	(\$203.53)	\$0.00	\$203.53
702 - VIRTUAL ACADEMY Total:	\$0.00	\$0.00	(\$203.53)	\$0.00	\$203.53
705 - HIGH SCHOOL					
802 - COURTESY/APPRECIATION FUND	\$0.00	(\$550.00)	(\$1,527.50)	\$0.00	\$1,527.50
803 - LIBRARY	\$0.00	\$0.00	(\$248.07)	\$0.00	\$248.07
805 - SITE GENERAL ACTIVITY ACCOUNT	\$0.00	(\$1.00)	(\$1,231.18)	\$25.99	\$1,205.19
812 - PARKING FEES	\$0.00	\$2,000.00	(\$9,443.65)	\$2,518.60	\$6,925.05
816 - PIONEER PANTRY	\$0.00	\$0.00	(\$41,352.39)	\$1,223.00	\$40,129.39
817 - PAC	\$0.00	\$0.00	(\$57,712.16)	\$1,560.00	\$56,152.16
839 - SPEF	\$0.00	\$0.00	(\$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	\$0.00	(\$11,691.63)	\$180.00	\$11,511.63
901 - ACADEMIC TEAM	\$0.00	(\$150.00)	(\$196.54)	\$0.00	\$196.54
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	\$0.00	(\$101,685.31)	\$18,884.68	\$82,800.63
906 - BEST BUDDIES	\$0.00	\$0.00	(\$2,248.57)	\$0.00	\$2,248.57
907 - BETA CLUB	\$0.00	\$0.00	(\$4,941.29)	\$0.00	\$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	(\$1,274.05)	\$0.00	\$1,274.05
916 - FFA	\$0.00	\$0.00	(\$28,803.75)	\$6,042.33	\$22,761.42
917 - FRENCH CLUB	\$0.00	\$0.00	(\$165.36)	\$0.00	\$165.36
924 - KEY CLUB	\$0.00	\$0.00	(\$59.62)	\$0.00	\$59.62
925 - MOCK TRIAL	\$0.00	\$0.00	(\$572.21)	\$0.00	\$572.21
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)	\$385.00	\$8,619.02
930 - ORCHESTRA	\$0.00	(\$3,000.00)	(\$42,208.59)	\$4,586.00	\$37,622.59
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

Stillwater School District 16

General Ledger - Element Summary Report

Fiscal Year: 2024-2025 From Date:7/1/2024 To Date:7/31/2024

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UNIT / PROJECT	Adjusted Budget	Range To Date	Year To Date	Encumbrance	Budget Balance
942 - SPANISH CLUB	\$0.00	\$0.00	(\$859.60)	\$0.00	\$859.60
944 - SPECIAL EDUCATION TRANSITION	\$0.00	\$0.00	(\$7,579.39)	\$0.00	\$7,579.39
945 - STILLWATER MAKES A CHANGE	\$0.00	\$0.00	(\$5,829.76)	\$0.00	\$5,829.76
946 - STUDENT COUNCIL	\$0.00	\$0.00	(\$12,901.01)	\$2,876.25	\$10,024.76
947 - TECHNOLOGY STUDENT ASSOCIATION	\$0.00	\$0.00	(\$52.00)	\$0.00	\$52.00
948 - THEATER PERFORMANCE	\$0.00	\$0.00	(\$71,109.47)	\$0.00	\$71,109.47
949 - VOCAL MUSIC	\$0.00	\$0.00	(\$24,596.83)	\$852.38	\$23,744.45
951 - YEARBOOK	\$0.00	\$0.00	(\$23,140.00)	\$8,830.94	\$14,309.06
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	\$0.00	(\$8,012.01)	\$0.00	\$8,012.01
962 - SENIOR CLASS	\$0.00	\$0.00	(\$4,648.13)	\$0.00	\$4,648.13
964 - ESPORTS CLUB	\$0.00	\$0.00	(\$773.84)	\$0.00	\$773.84
965 - GENDER & SEXUALITY ALLIANCE (GSA)	\$0.00	\$0.00	(\$726.57)	\$0.00	\$726.57
970 - ALL SPORTS	\$0.00	\$5,000.00	(\$151,932.36)	\$62,574.32	\$89,358.04
971 - STADIUM CONCESSIONS	\$0.00	\$2,500.00	(\$42,985.74)	\$11,150.00	\$31,835.74
972 - STATE PLAYOFFS	\$0.00	\$0.00	(\$19,723.85)	\$3,765.00	\$15,958.85
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	\$0.00	(\$5,612.23)	\$1,613.50	\$3,998.73
979 - GOLF (BOYS)	\$0.00	\$0.00	(\$225.91)	\$0.00	\$225.91
980 - GOLF (GIRLS)	\$0.00	\$0.00	(\$3,032.27)	\$0.00	\$3,032.27
982 - SOCCER (BOYS)	\$0.00	\$0.00	(\$7.70)	\$0.00	\$7.70
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

Stillwater School District 16

General Ledger - Element Summary Report

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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
991 - SOFTBALL	\$0.00	\$0.00	(\$163.30)	\$0.00	\$163.30
995 - PIONEER PLAY DAY	\$0.00	(\$5,230.00)	(\$170,958.00)	\$7,000.00	\$163,958.00
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	\$569.00	(\$936,664.56)	\$134,067.99	\$802,596.57
715 - TRANSPORTATION					
807 - SPECIAL EVENTS	\$0.00	(\$2,520.00)	(\$18,881.89)	\$1,500.00	\$17,381.89
715 - TRANSPORTATION Total:	\$0.00	(\$2,520.00)	(\$18,881.89)	\$1,500.00	\$17,381.89
Grand Total:	\$0.00	(\$12,741.76)	(\$2,137,142.40)	\$496,925.74	\$1,640,216.66

End of Report



July 31, 2024

ACTIVITY FUND

TRANSFER REQUESTS

NO REQUESTS FOR JULY 2024



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: August 13, 2024

AGENDA ITEM:

Consider and Vote to Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project

BOARD ACTION REQUESTED:

Vote to Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project

BACKGROUND INFORMATION:

The attached report lists the requested use of owner contingency and allowances by Willowbrook, Inc. for HVAC contract revisions and Alternate #1 Classroom Addition Scope Removal on the SPS Bond 2023 HS Phase I Construction Project.

The requests made in this agenda item do not impact the GMP.



OwnerContingency Modification

0309b. - Stillwater New High School

Title: HVAC Contract Revisions

OwnerContingency Modification : # 1

Date: 07/31/2024 **Date Required:**

Description of Work: "The below work is included per PCO #1:

1. Provide Trane manufactured units with BACnet card as specified within the Contract Documents, in lieu of Lennox units.
2. Remove the Controls System Scope of Work from contract.
3. Remove the Test and Balance Scope of Work.
4. Funds will be deducted from HVAC contractor and credited to Owner Contingency"

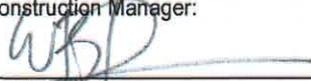
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : HVAC Contract Revisions	0.00	LS	0.00	- 68,282.0	0.0	0.00	- 68,282.00	
2 : Owner Contingency	0.00	LS	0.00	68,282.0	0.0	0.00	68,282.00	

Total Change Amount: 0.00

Notes:

Approved By:

	8/05/2024
Construction Manager:	Date:
	08/05/2024
Architect:	Date:
	8/5/24
Owner:	Date:



OwnerContingency Modification

0309b. - Stillwater New High School

Title: Alternate #1 Classroom Addition Scope Removal

OwnerContingency Modification : # 2

Date: 07/31/2024 **Date Required:**

Description of Work: "The below work is included per PCO #2:

- 1.Remove Alternate #1: Two Classroom Additions from all contractor's scope of work.
2. Cost change will result in a credit to Owner contingency"

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : Concrete Enterprises	0.00	LS	0.00	- 25,500.0	0.0	0.00	- 25,500.00	
2 : Sun Valley Masonry	0.00	LS	0.00	- 41,380.0	0.0	0.00	- 41,380.00	
3 : Bennett Steel	0.00	LS	0.00	- 52,000.0	0.0	0.00	- 52,000.00	
4 : Red Mountain Company	0.00	LS	0.00	- 1,200.0	0.0	0.00	- 1,200.00	
5 : Wood Systems	0.00	LS	0.00	- 2,236.3	0.0	0.00	- 2,236.25	
6 : Lee Glass	0.00	LS	0.00	34,200.0	0.0	0.00	34,200.00	
7 : Wiljo Interiors	0.00	LS	0.00	- 37,940.0	0.0	0.00	- 37,940.00	
8 : Advanced Commercial Painting	0.00	LS	0.00	- 4,500.0	0.0	0.00	- 4,500.00	
9 : Carroll's Commercial Floors	0.00	LS	0.00	- 15,416.0	0.0	0.00	- 15,416.00	
10 : Y.I. Specialties	0.00	LS	0.00	- 1,994.0	0.0	0.00	- 1,994.00	
11 : Russell Interiors	0.00	LS	0.00	- 990.0	0.0	0.00	- 990.00	

Owner Contingency Modification

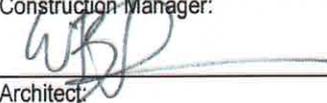
0309b. - Stillwater New High School

12 : Kanske Fire Systems	0.00	LS	0.00	- 2,400.0	0.0	0.00	- 2,400.00
13 : DeHart Air Conditioning	0.00	LS	0.00	- 72,050.0	0.0	0.00	- 72,050.00
14 : Colburn Electric	0.00	LS	0.00	- 17,500.0	0.0	0.00	- 17,500.00
15 : Adept Patriot Services	0.00	LS	0.00	- 2,900.0	0.0	0.00	- 2,900.00
16 : VSC Fire & Security	0.00	LS	0.00	- 625.0	0.0	0.00	- 625.00
17 : Owner Contingency	0.00	LS	0.00	244,431.3	0.0	0.00	244,431.25

Total Change Amount: 0.00

Notes:

Approved By:

	8/05/2024
Construction Manager:	Date:
	08/05/2024
Architect:	Date:
	8-5-24
Owner:	Date:



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Michael Arnold, Chief Financial Officer
APPROVED BY: Uwe Gordon, Superintendent
DATE: August 13, 2024

AGENDA ITEM: 4F
Encumbrances, Accounts Payable, & Change Orders

BOARD ACTION REQUESTED:
Consider and Vote to approve Encumbrance Clerk's report as of July 31, 2024

BACKGROUND INFORMATION:
This monthly report is highlighting activity thru July 31, 2024.



FY 25

Encumbrances & Accounts Payable

JULY 31, 2024

2024-2025 General Fund Encumbrances #20250465-20250469; 20250471; 20250478-20250482; 20250486-20250491; 20250493-20250494; 20250498-20250511; 20250513-20250520; 20250522-20250536; 20250540-20250543; 20250545-20250546; 20250549-20250553; 20250556-20250566; 20250568; 20250570-20250575 Totaling \$199,682.76

2024-2025 Building Fund Encumbrances #20250476-20250477; 20250496-20250497; 20250521; 20250554-20250555; 20250569 Totaling \$3,099.85

2024-2025 Child Nutrition Fund Encumbrances #20250483-20250484; 20250521 Totaling \$2,376.92

2024-2025 Bond 31 Fund Encumbrances #20250470; 20250495 Totaling \$938,517.67

2024-2025 Bond 32 Fund Encumbrances #20250206 (change order); 20250472-20250475; 20250485; 20250492; 20250512; 20250537-20250539; 20250544; 20250547-20250548; 20250567 Totaling \$128,923.47

2024-2025 Sinking Fund Encumbrances totaling \$-0-

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2023-2024

From Date: 7/27/2024 12:00:00 AM To Date: 8/13/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20240543	GPIF BROWN PALACE MEZZ BORROWER LLC	CHANGE ORDER AUGUST 13, 2024 - INCREASE FUNDS BY \$9331.59 HOTEL ROOM FOLIOS	11-GENERAL	16,581.59
			Total POs: 1	Total Amount 16,581.59

End of Report

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 7/27/2024 12:00:00 AM To Date: 8/13/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250206	LEE GLASS & WINDOW, LLC	CHANGE ORDER AUGUST 13, 2024-INCREASE FUNDS BY \$20,000.00	32-BOND	23,000.00
20250465	UNITED SUBURBAN SCHOOLS ASSOC.	CONFERENCE REGISTRATION	11-GENERAL	300.00
20250466	OSSBA	CONFERENCE REGISTRATION	11-GENERAL	2,925.00
20250467	OSSBA	REGISTRATION	11-GENERAL	25.00
20250468	OSSBA	OSSBA REGISTRATION RENEWAL	11-GENERAL	5,200.00
20250469	OSSBA	POLICY SERVICES	11-GENERAL	1,200.00
20250470	NEXT LEVEL ROOFING	HS ROOF	31-BOND	930,900.00
20250471	TYLER TECHNOLOGIES INC	TRANSPORTATION PROGRAM RENEWAL	11-GENERAL	10,000.00
20250472	B & C BUSINESS PRODUCTS	BADGE PRINTER	32-BOND	7,060.00
20250473	Amazon Capital Services	TECH SUPPLIES	32-BOND	170.92
20250474	GARRETT GILL	SMART BOARDS	32-BOND	11,790.00
20250475	FS.COM, INC	TECH SUPPLIES	32-BOND	226.50
20250476	FS.COM, INC	TECH SUPPLIES	21-BUILDING	348.20
20250477	MONOPRICE, INC.	TECH SUPPLIES	21-BUILDING	153.30
20250478	Amazon Capital Services	SPED SUPPLIES	11-GENERAL	714.10
20250479	Amazon Capital Services	SPED SUPPLIES	11-GENERAL	721.43
20250480	RIVERSIDE ASSESSMENTS, LLC	SPED TESTING	11-GENERAL	2,895.46
20250481	WALMART LOCAL	HOMELESS SUPPLIES	11-GENERAL	3,000.00
20250482	DOCHUB LLC	SITE LICENSE	11-GENERAL	2,400.00
20250483	CHICK-FIL-A	STAFF MEETING	22-CHILD NUTRITION	567.00
20250484	ULINE	PALLETS	22-CHILD NUTRITION	1,809.92
20250485	BRADEN COOPER	RAMP EXTENSIONS	32-BOND	1,500.00
20250486	CEV MULTIMEDIA	STUDENT LICENSE	11-GENERAL	3,075.00
20250487	CEV MULTIMEDIA	STUDENT LICENSES	11-GENERAL	3,073.87

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 7/27/2024 12:00:00 AM To Date: 8/13/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250488	Amazon Capital Services	KEYBOARD	11-GENRAL	48.85
20250489	HARNLY, CARLA M	CONFERENCE TRAVEL	11-GENERAL	158.30
20250490	FOWLER, KRIS D	CONF TRAVEL	11-GENERAL	200.00
20250491	HUTCHERSON, CHAD A	CONF TRAVEL	11-GENERAL	140.82
20250492	ULINE	FACILITIES SUPPLIES	32-BOND	2,311.00
20250493	Amazon Capital Services	PALLET WRAP	11-GENERAL	284.00
20250494	GRIMSLEY'S INC.	MOLD CONTROL	11-GENERAL	1,763.76
20250495	HUNZICKER BROTHERS INC	LIGHTING	31-BOND	688.10
20250496	B & C BUSINESS PRODUCTS	DESK & CHAIR	21-BUILDING	99.00
20250497	B&H FOTO & ELECTRONICS CORP	PRINTER	21-BUILDING	367.16
20250498	Amazon Capital Services	COLORED PAPER	11-GENERAL	224.44
20250499	DEER CREEK HIGH SCHOOL	ENTRY FEES	11-GENERAL	200.00
20250500	WALMART LOCAL	FCS SUPPLIES	11-GENERAL	300.00
20250501	PALEN MUSIC CENTER, LLC	INSTRUMENTS	11-GENERAL	2,000.00
20250502	UNION BAND PARENTS CLUB, INC.	ENTRY FEES	11-GENERAL	200.00
20250503	MUSTANG HS BAND BOOSTER CLUB	ENTRY FEES	11-GENERAL	200.00
20250504	NORTHSIDE LAUNDRY & CLEANERS	DRY CLEANING	11-GENERAL	812.80
20250505	NORTHSIDE LAUNDRY & CLEANERS	DRY CLEANING	11-GENERAL	515.50
20250506	OKACTE	OKACTE REGISTRATIONS-MS	11-GENERAL	825.00
20250507	PROJECT LEAD THE WAY, INC.	TRAINING REGISTRATION	11-GENERAL	1,200.00
20250508	COOPER'S LOCKSMITH	LOCK REPAIRS	11-GENERAL	2,400.00
20250509	B & C BUSINESS PRODUCTS	TONER	11-GENERAL	171.52
20250510	Amazon Capital Services	LEAF BLOWER	11-GENERAL	127.09
20250511	OKLAHOMA CHORAL DIRECTORS ASSOCIATION	REGISTRATION	11-GENERAL	90.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 7/27/2024 12:00:00 AM To Date: 8/13/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250512	BUILDERS SUPPLY INC	LOCKSMITH PARTS AND SUPPLIES	32-BOND FUND	2,265.00
20250513	HARRELL'S LLC	TURF CHEMICALS	11-GENERAL	435.00
20250514	PLANBOOK	SUBSCRIPTION	11-GENERAL	462.00
20250515	OSSBA	TITLE IX TRAINING	11-GENERAL	500.00
20250516	INSTRUCTIONAL EMPOWERMENT INC	REGISTRATION	11-GENERAL	400.00
20250517	OSU AUDIOLOGY	CONTRACTED SERVICES	11-GENERAL	2,000.00
20250518	OSU AUDIOLOGY	CONTRACTED SERVICES	11-GENERAL	68,000.00
20250519	SHEPPARD, PAULA D	PER DIEM	11-GENERAL	318.85
20250520	DEARINGER PRINTING	SIGNAGE FOR NEW PRINCIPAL	11-GENERAL	259.90
20250521	DEARINGER PRINTING	HALL SIGNS	21-BUILDING FUND	280.00
20250522	BADGEPASS	BADGE PRINTING EQUIPMENT	11-GENERAL	2,882.50
20250523	DUPREE SPORTING GOODS	JERSEY	11-GENERAL	2,916.00
20250524	DUPREE SPORTING GOODS	JERSEY	11-GENERAL	1,080.00
20250525	ALERT SERVICES, INC	ATHLETIC TRAINER SUPPLIES	11-GENERAL	4,346.40
20250526	KIFER, MELISA D	MILEAGE	11-GENERAL	400.00
20250527	HULA, AUSTIN L	MILEAGE	11-GENERAL	400.00
20250528	NATIONAL SEATING & MOBILITY, INC	SPED SUPPLIES	11-GENERAL	7,650.40
20250529	ARK PRODUCTS, LLC	SPED SUPPLIES	11-GENERAL	108.41
20250530	WALMART LOCAL	SCHOOL SUPPLIES	11-GENERAL	200.00
20250531	OK CAREER TECH	CAREER TECH POSTERS	11-GENERAL	50.00
20250532	CARRIER DITCHING & EXCAVATING	TRANSPORTATION-WASH BAY PIT CLEANOUT	11-GENERAL	1,000.00
20250533	ALLEN, SAMANTHA J	CDL REIMBURSEMENT	11-GENERAL	96.50
20250534	KLIEWER, BAILEY J	CDL REIMBURSEMENT	11-GENERAL	96.50
20250535	RIVERA, TANNER A	CDL-REIMBURSEMENT	11-GENERAL	96.50

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 7/27/2024 12:00:00 AM To Date: 8/13/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250536	NIPPER, CARL T	CDL REIMBURSEMENT	11-GENERAL	96.50
20250537	AUTOMATION INTEGRATED, LLC	REPAIRS	32-BOND	19,800.00
20250538	AUTOMATION INTEGRATED, LLC	OES REMODEL	32-BOND	18,120.00
20250539	STILLWATER WINNELSON CO.	HOT WATER HEATER REPAIRS	32-BOND	10,338.79
20250540	BRETT MCKEE DEVELOPMENT INC	PORTABLE STORAGE REMOVAL	11-GENERAL	6,704.57
20250541	OK STATE DEPARTMENT OF CAREER TECH	MTSS FLYER	11-GENERAL	740.00
20250542	WALMART LOCAL	HOMELESS STUDENT SUPPLIES	11-GENERAL	5,000.00
20250543	WALMART LOCAL	HOMELESS STUDENT SUPPLIES 2ND SEMESTER	11-GENERAL	5,000.00
20250544	INTERWORKS, INC.	TECH SUPPLIES	32-BOND	4,071.41
20250545	HOANG, CONNER	IN DISTRICT MILEAGE	11-GENERAL	250.00
20250546	RAU, DALTON	IN DISTRICT MILEAGE	11-GENERAL	250.00
20250547	FOLLETT SCHOOL SOLUTIONS, INC.	SCANNER	32-BOND	713.23
20250548	INCIDENT IQ, LLC	TECH TICKET SYSTEM	32-BOND	17,781.62
20250549	PROJECT LEAD THE WAY, INC.	REGISTRATION	11-GENERAL	2,200.00
20250550	OKACTE	REGISTRATION	11-GENERAL	275.00
20250551	HAYES, JOHNNA J	MILEAGE REIMBURSEMENT	11-GENERAL	150.00
20250552	Stafford, Douglas Craig	MILEAGE	11-GENERAL	250.00
20250553	B & C BUSINESS PRODUCTS	LABELS/TONER	11-GENERAL	907.97
20250554	CDW GOVERNMENT	PRINTER	21-BUILDING	396.66
20250555	B & C BUSINESS PRODUCTS	STANDING DESK	21-BUILDING	735.00
20250556	STAGEDROP, LLC	STAGE KIT	11-GENERAL	5,402.04
20250557	CDW GOVERNMENT	ADOBE LICENSE	11-GENERAL	2,500.00
20250558	Amazon Capital Services	SCHOOL SUPPLIES FOR STOCK IN WAREHOUSE	11-GENERAL	4,442.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 7/27/2024 12:00:00 AM To Date: 8/13/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250559	OKLAHOMA HEALTH CARE AUTHORITY	MEDICAID REIMBURSEMENT FEES	11-GENERAL	5,187.32
20250560	OKLAHOMA HEALTH CARE AUTHORITY	MEDICAID REIMBURSEMENT FEES	11-GENERAL	20,000.00
20250561	Amazon Capital Services	CLASSROOM SUPPLIES	11-GENERAL	119.88
20250562	ELGHADI, ADAM K	MILEAGE	11-GENERAL	150.00
20250563	3P LEARNING INC	LICENSE/SUBSCRIPTION	11-GENERAL	300.00
20250564	RHONDA RINGER-RILEY	PIANO TUNING	11-GENERAL	580.00
20250565	RHONDA RINGER-RILEY	PIANO TUNING	11-GENERAL	580.00
20250566	LOWE'S HOME IMPROVEMENT CENTER	PAC REPAIRS	11-GENERAL	911.15
20250567	XCEL OFFICE SOLUTIONS, LLC	COPIER LEASE	32-BOND	10,000.00
20250568	OK CAREER TECH	SIGNS	11-GENERAL	90.00
20250569	B & C BUSINESS PRODUCTS	OFFICE FURNITURE	21-BUILDING	720.53
20250570	MALOY VINYL SERVICES	BUS SEAT REPAIRS	11-GENERAL	1,470.00
20250571	KANE LODGING LLC	CONFERENCE LODGING	11-GENERAL	490.00
20250572	COUNCIL OF ADM OF SPECIAL EDUCATION	SPED TOOLS	11-GENERAL	350.00
20250573	DEPPERSCHMIDT, JALENE D	IN DISTRICT MILEAGE	11-GENERAL	150.00
20250574	SELVEY, AMBER N	IN DISTRICT MILEAGE	11-GENERAL	150.00
20250575	WALMART LOCAL	NURSE SUPPLIES	11-GENERAL	600.00

Total POs: 112 Total Amount 1,272,600.67

End of Report

Stillwater School District 16

PO Board Report Fund Totals

Fiscal Year: 2024-2025

From Date: 7/27/2024 12:00:00 AM To Date: 8/13/2024 12:00:00 AM Threshold 1

Fund	Description	Amount
11	GENERAL FUND	199,682.76
21	BUILDING FUND	3,099.85
22	CHILD NUTRITION PROGRAMS FUND	2,376.92
31	BOND FUND (2017)	938,517.67
32	BOND FUND (2023)	128,923.47
	Total Amount	1,272,600.67
	End of Report	



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Michael Arnold, Chief Financial Officer
APPROVED BY: Uwe Gordon, Superintendent
DATE: August 13, 2024

AGENDA ITEM:

Annual Activity Fund Planning and Approval Packages for FY 2024-25

BOARD ACTION REQUESTED:

Motion to Approve Annual Activity Fund Planning and Approval Packages for FY 2024-25

BACKGROUND INFORMATION:

Our auditor has stated that the Board of Education, at the beginning of each fiscal year, should approve all Activity Fund Sub-accounts and the purposes for which monies collected can be expended. They have further recommended that this be done in the following manner:

“Written documents should be prepared for each of the District’s Activity Funds on an annual basis.... These documents should outline the appropriate collections and acceptable expenditures for every Activity Fund Subaccount....”

The attached Annual Activity Fund Planning and Approval Package (Policy CFB-E1) provides the purpose of the account, the source(s) of income, and planned expenses. In addition, the package includes a Fund Subaccount Budget for 2022-2023, a Report on the Prior Year Fund Subaccount Budget, and Fundraiser Request for 2022-2023. New account requests are marked as NEW. These are in addition to those approved at previous Board of Education meetings.



July 31, 2024

**HS ACTIVITY FUND
PACKETS**

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne
 Name of Activity Fund: Courtesy Fund Account No: 802

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>auc</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>auc</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 802 Courtesy Fund

PURPOSE

Funded by SHS employees to help provide flowers, refreshments, decorations, and other items for employee celebrations and bereavement.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Misty Horne

SIGNATURE

Misty Horne

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Courtesy Fund Account No: 802

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 752.50	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations from SHS employees	\$ 200.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 200.00	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 952.50	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Flowers or plants	\$ -200.00	
Donations "in honor of"	\$ -200.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -400.00	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 552.50	\$

HS-802

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Charity Long

Name of Activity Fund: Courtesy/ Appreciation Fund Account No: 602

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 600.00	\$ 733.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations From Teachers	\$ 400.00	
	\$	
	\$ 0.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 400.00	\$ 20.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,000.00	\$ 753.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Flowers or Plants	\$ -200.00	
Donation In Honor Of	\$ -200.00	
	\$ 0.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -400.00	\$ 0
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 600.00	\$ 753.-

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Brenda Ferguson

Name of Activity Fund: Library Account No: 803

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>auc</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>auc</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	<i>auc</i>
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School
ACCOUNT NAME: 803 Library

PURPOSE

To purchase library books.

SOURCE(S) OF INCOME

Library Type Income: Advertising Sales, Awards/Prizes, Book Fair Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, BOE approved Fundraisers, Grants/Scholarships, Lost/Damaged Book Fee, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registrations, Reimbursements/Refund/Rebates, Rental Fees, Student Payments, and Ticket Sales.

PLANNED EXPENSES

Library Type Expenses: Awards, Advertising, Books, Cash-Box/Start-up Cash, Competition Expenses, Custodial Expenses, Equipment/Furniture, Fees/Dues, Fundraising Expenses, Meeting Supplies and Refreshments, Newspapers, Registrations, Reimbursements/Refunds, Rental Fees, Subscriptions, Supplies/Materials and Technology Expenses.

SPONSOR NAME

Brenda Ferguson

SIGNATURE

Brenda Ferguson (handwritten signature)

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV (handwritten signature)

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Brenda Ferguson

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>101.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Scholastic Book Fair	\$ <u>2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,101.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Book Fair Expenses	\$ <u>-1,500.00</u>	
Book repair supplies	\$ <u>-250.00</u>	
Library Books	\$ <u>-150.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,900.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>201.00</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Brenda Ferguson

Name of Activity Fund: Library Account No: 803

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Book Fair with dates to be determined. (i.e. Fall or Spring Fair)

PURPOSE OF RAISING FUNDS:

To purchase library books

FUNDRAISER DATES: START 09/01/2024 END 05/01/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,000.00 - EST. EXP. -\$ 1,500.00 = EST. PROFIT \$ 500.00

Brenda Ferguson
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter B. Howell Jr
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Brenda Ferrguson

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>73.00</u>	\$ <u>73.00</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Scholastic Book Fair - Spring	\$ <u>2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2,000.00</u>	\$ <u>79.00</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,073.00</u>	\$ <u>152.00</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Book Fair Expenses	\$ <u>-1,800.00</u>	
Book repair supplies	\$ <u>-250.00</u>	
Library Books	\$ <u>-150.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-2,200.00</u>	\$ <u>51.00</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>127.00</u>	\$ <u>101.00</u>

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Site General Account No: 805

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>amc</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>amc</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>amc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 805 Site General

PURPOSE

To provide support for general activities within SHS and to support other budgets that may not fiscally support all needs of SHS.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Misty Horne

SIGNATURE

Misty Horne

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell, IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Site General Account No: 805

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>962.75</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Replacement lanyards & IDs	\$ <u>500.00</u>	
Transcript fees	\$ <u>20.00</u>	
Survey Participation	\$ <u>1,500.00</u>	
Field trip payments	\$ <u>200.00</u>	
Donations	\$ <u>200.00</u>	
Soda Commissions	\$ <u>250.00</u>	
Total Revenues:	\$ <u>2,670.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>3,632.75</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Lanyards	\$ <u>-200.00</u>	
ID supplies	\$ <u>-300.00</u>	
Field trip transportation	\$ <u>-300.00</u>	
Classroom Supplies	\$ <u>-500.00</u>	
Staff refreshments	\$ <u>-200.00</u>	
Spirit Shirts	\$ <u>-400.00</u>	
Total Expenditures:	\$ <u>-1,900.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,732.75</u>	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Charity Long

Name of Activity Fund: Site General Activity Account Account No: 805

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,600.00</u>	\$ <u>3175.-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Transcript Fees	\$ <u>50.00</u>	
Spirit Wear sold at CVS etc.	\$ <u>70.00</u>	
Survey Participation	\$ <u>1,500.00</u>	
Field Trip Payments	\$ <u>200.00</u>	
Payments for Replacement Id's	\$ <u>500.00</u>	
	\$ _____	
Total Revenues:	\$ <u>2,320.00</u>	\$ <u>8024.-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,920.00</u>	\$ <u>11,199.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Bus Transportation for Field Trips	\$ <u>-500.00</u>	
Miscellaneous Supplies	\$ <u>-1,400.00</u>	
T-Shirts	\$ <u>-200.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-2,100.00</u>	\$ <u>8573.-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,820.00</u>	\$ <u>963.-</u>

transfers = 1663.-

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Parking Fees Account No: 812

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

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APPROVAL OF ACCOUNT FORM	PAGE 2	<i>auc</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>auc</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 812 Parking Fees

PURPOSE

To provide parking decals for students parking in SHS parking as well as fine those not following SHS parking procedures. This account assists with other costs within SHS that may not be supported by other funds.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Misty Horne

SIGNATURE

Misty Horne

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Parking Fees Account No: 812

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>3,565.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Parking Permits	\$ <u>8,000.00</u>	
Fines	\$ <u>400.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>8,400.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>11,965.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Car decals	\$ <u>-700.00</u>	
Supplies	\$ <u>-200.00</u>	
Staff and student appreciation refreshments & awards	\$ <u>-3,000.00</u>	
Safety and Security items	\$ <u>-6,000.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-9,900.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,065.00</u>	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Charity Long

Name of Activity Fund: Parking Fees Account No: 812

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,500.00</u>	\$ <u>3021.-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Decals	\$ <u>8,000.00</u>	
Fines	\$ <u>400.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>8,400.00</u>	\$ <u>15,527.-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>9,900.00</u>	\$ <u>18,548.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Student Decals	\$ <u>-500.00</u>	
Staff Decals	\$ <u>-200.00</u>	
Supplies	\$ <u>-2,000.00</u>	
Appreciation Items (meals, gifts, awards)	\$ <u>-3,000.00</u>	
Safety, Security Items	\$ <u>-1,000.00</u>	
	\$ _____	
Total Expenditures:	\$ <u>-6,700.00</u>	\$ <u>14,983.-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>3,200.00</u>	\$ <u>3,565.-</u>

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Robin Johnson

Name of Activity Fund: Pioneer Pantry Account No: 816

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

The pantry is restocked four times a year after deliveries of needed items are made to school sites in the District. Requests for donations are continuous to ensure that this account is fully funded for this year and for years into the future. This will allow the pantry to operate during periods of economic uncertainty, when this population needs the most assistance.

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>YRJ</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 816 Pioneer Pantry

PURPOSE

The Pioneer Pantry exists as a service to all SPS students, providing necessary hygiene items, along with clothing, school supplies and occasional food supplies for students in need at all eleven school sites. The Pantry is 100% funded by donations from the community, including church groups, civic clubs and individuals who regularly donate to the Pantry.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Robin Johnson / Co-Sponsor Natalie Brown per email 7/30/24

SIGNATURE

[Handwritten signature of Robin Johnson]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature of Walter R. Howell, IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Robin Johnson

Name of Activity Fund: Pioneer Pantry Account No: 816

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>41,233.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations _____	\$ <u>5,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>5,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>46,233.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Hygiene Items _____	\$ <u>-3,000.00</u>	
Clothing _____	\$ <u>-3,000.00</u>	
Other student and family supplies as needed _____	\$ <u>-3,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-9,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>37,233.00</u>	\$ _____

HS-816

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Robin Johnson

Name of Activity Fund: Pioneer Pantry Account No: 816

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 32,000.00	\$ <u>32,447</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
Donations	\$ 5,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 5,000.00	\$ <u>16,276</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 37,000.00	\$ <u>48,723</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
✓ Hygeine items	\$ -3,000.00	
Clothing	\$ -3,000.00	
Misc.	\$ -3,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -9,000.00	\$ <u>7490</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 28,000.00	\$ <u>41,233</u>

as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Steve ShanksName of Activity Fund: Performing Art Center (PAC) Account No: 817

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

Upgrades to lighting were accomplished in FY 2024. More improvements are planned for FY 2025 as we determine what is covered by Government Funds and what must be paid with Activity Funds.

PACKET CONTENTS:

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ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

*This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 **SITE:** School Site

ACCOUNT NAME: 817 Performing Art Center (PAC)

PURPOSE

The SHS PAC activity account earns money by charging for facility rentals. The money is used for a variety of things, all of which positively impact students, the performing art departments, our school district, and our community. Things that are vital to Tech Theater include sound and lighting equipment, student celebrations, new equipment/technology/tools and student scholarships/activities.

SOURCE(S) OF INCOME

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

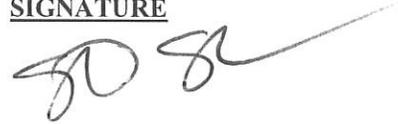
PLANNED EXPENSES

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

SPONSOR NAME

Steve Shanks

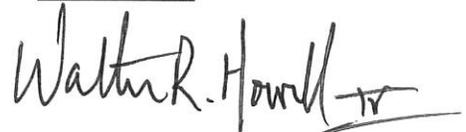
SIGNATURE



PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ **DATE:** _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Steve Shanks

Name of Activity Fund: Performing Art Center (PAC) Account No: 817

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>54,696.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Facility Rentals	\$ <u>5,000.00</u>	
Donations from Freshman Follies	\$ <u>40,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>45,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>99,696.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
New Equipment	\$ <u>-30,000.00</u>	
Repairs and Equipment Replacement	\$ <u>-20,000.00</u>	
Student Celebrations	\$ <u>-1,000.00</u>	
Security	\$ <u>-2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-53,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>46,696.00</u>	\$ _____

HS-817

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Garrett Reding

Name of Activity Fund: Performing Arts Center (PAC) Account No: 817

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 45,017.00	\$ 48,423.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Facility Rentals	\$ 5,000.00	
Donations from Freshmen Follies	\$ 45,000.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 50,000.00	\$ 34,384.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 95,017.00	\$ 82,807.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
New Equipment	\$ -8,000.00	
Equipment Replacement	\$ -2,000.00	
Student Celebrations	\$ -1,000.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -11,000.00	\$ 28,111.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 84,017.00	\$ 54,696.

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

* subject to change based on closing & paying open invoices.

as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: SPEF Grant Account No: 839

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: School Site

ACCOUNT NAME: 839 SPEF Grant

PURPOSE

To purchase school supplies for classrooms based on grant awarded by Stillwater Public Education Foundation (SPEF).

SOURCE(S) OF INCOME

Grants awarded by SPEF.

PLANNED EXPENSES

Items specified in the grant award and fall within the parameters set forth by the BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Misty Horne

SIGNATURE

Misty W Horne

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,011.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
SPEF grant awarded	\$ <u>1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,011.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ <u>-872.00</u>	
Instructional Supplies	\$ <u>-1,000.00</u>	
Unused portion of grants returned to SPEF	\$ <u>-139.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-2,011.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ _____

HS-839

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Audra Casson on behalf of SPEF

Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 365.00	\$ 537.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
SPEF Grants (estimating one large grant)	\$ 5,000.00	
SPEF Grants (estimating one small grant)	\$ 2,500.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 7,500.00	\$ 10,485.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 7,865.00	\$ 11,022.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Large Grant specific expenditures	\$ -5,000.00	
Small Grant specific expenditures	\$ -2,800.00	
Return of unused portion from prior year	\$ -65.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -7,865.00	\$ 10,011.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 0.00	\$ 1,011.-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Class of 1963 Account No: 860

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

Funds collected this year will roll over to FY 2024-2025 in anticipation of a large purchase.

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>MLC</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 860 Class of 1963

PURPOSE

To receive donations from prior graduates to be used for needs at Stillwater High School.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Misty Horne

SIGNATURE

Misty D Horne

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell Jr

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Class of 1963 Account No: 860

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,853.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>2,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,353.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
To be determined based on need	\$ <u>-4,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-4,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>353.00</u>	\$ _____

HS-860

STILLWATER BOARD OF EDUCATION		CFB-E1
ACTIVITY FUND SUBACCOUNT BUDGET		
Reporting School Year: <u>2022-23</u>		Sponsor Name: <u>Walter Howell</u>
Name of Activity Fund: <u>Class of 1963</u>		Account No: <u>860</u>
	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0</u>	\$ <u>0</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Donations</u>	\$ <u>2500⁰⁰</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2500⁰⁰</u>	\$ <u>1853.-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2500⁰⁰</u>	\$ <u>1853.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>N/A</u>	\$ <u>0</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>0</u>	\$ <u>0</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2500⁰⁰</u>	\$ <u>1853.-</u>
Adoption Date: February 21, 2012	Revision Date(s): 9/10/19	Page 3 of 4

as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Shannon Peters

Name of Activity Fund: Advanced Art Account No: 874

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 874 Advanced Art

PURPOSE

Collect art fees to be used to buy art supplies to use in class.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Shannon Peters

SIGNATURE



PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Shannon Peters

Name of Activity Fund: Advanced Art Account No: 874

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,437.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Art Fees	\$ <u>3,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>3,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,437.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ <u>-4,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-4,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>437.00</u>	\$ _____

HS-874

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Shannon Peters

Name of Activity Fund: Advanced Art Account No: 874

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 1,031.65	\$ 903.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Art Fees	\$ 3,000.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 3,000.00	\$ 3825.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 4,031.65	\$ 4728.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ -4,000.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -4,000.00	\$ 3291.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 31.65	\$ 1437.-

as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Katie Sajewski

Name of Activity Fund: Art Account No: 876

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 876 Art

PURPOSE

Collect art fees to be used to buy art supplies to use in class.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Katie Sajewski

SIGNATURE

[Handwritten signature of Katie Sajewski]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature of Walter R. Howell, IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Katie Sajewski

Name of Activity Fund: Art Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>427.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Art Fees	\$ <u>300.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>300.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>727.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ <u>-500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>227.00</u>	\$ _____

HS-876

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Katie Sajewski

Name of Activity Fund: Art Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 10.00	\$ 79. —
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues	\$ 220.00	
Donations	\$ 100.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 320.00	\$ 794. —
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 330.00	\$ 873. —
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ -300.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -300.00	\$ 446. —
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 30.00	\$ 427. —

as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Joey Parker

Name of Activity Fund: Pottery Account No: 878

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 **SITE:** High School

ACCOUNT NAME: 878 Pottery

PURPOSE

Collect art fees to be used to buy art supplies to use in class.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

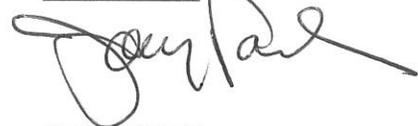
PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Joey Parker

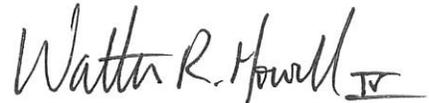
SIGNATURE



PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ **DATE:** _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Joey Parker
 Name of Activity Fund: Pottery Account No: 878

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,951.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Art Fees	\$ <u>2,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,451.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ <u>-3,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-3,500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>951.00</u>	\$ _____

HS-878

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 23-24 Sponsor Name: Joey Parker

Name of Activity Fund: Sculpture/Pottery/AP Art Design Account No: 878

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 883.00	\$ 1573.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Art Fees	\$ 2,500.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 2,500.00	\$ 4750.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 3,383.00	\$ 6323.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies/Art	\$ -2,500.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -2,500.00	\$ 4372.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 883.00	\$ 1951.-

as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Instructional Account No: 885

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A - As all monies collected for testing will be paid when the invoice arrives in late May.

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>amc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 885 Instructional

PURPOSE

Student testing to include the PSAT and AP tests.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Misty Horne

SIGNATURE

Misty D Horne

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Misty Horne

Name of Activity Fund: Instructional Account No: 885

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 611.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
AP Exam Fees	\$ 16,000.00	
PSAT Exam Fees	\$ 1,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 17,000.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 17,611.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
AP Exam Test	\$ -16,000.00	
PSAT Test	\$ -1,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -17,000.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 611.00	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Charity Long

Name of Activity Fund: Instructional Account No: 885

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 0.00	\$ 611. —
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
AP Exam Fees	\$ 16,000.00	
PSAT Exam Fees	\$ 1,000.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 17,000.00	\$ 25,899. —
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 17,000.00	\$ 33,567. —
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
AP Exam Test	\$ -16,000.00	
PSAT Test	\$ -1,000.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -17,000.00	\$ 14,678. —
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 0.00	\$ 18,889. —

Transfer \$7057. —

* amts do not include increased invoice expected for FY 24 EXAMS.

as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Matt Nance

Name of Activity Fund: Academic Team Account No: 901

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

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ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	<i>anc</i>
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>anc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Matt Nance

Name of Activity Fund: Academic Team Account No: 901

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>828.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Snack Sale Fundraiser	\$ <u>700.00</u>	
Tournament Hosting Fees	\$ <u>300.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,828.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Tournament Registrations (excluding Nationals)	\$ <u>-300.00</u>	
Nationals Registrations	\$ <u>-700.00</u>	
Fundraiser Expenses	\$ <u>-300.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,300.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>528.00</u>	\$ _____

HS-901

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Matt Nance

Name of Activity Fund: SHS Academic Team Account No: 901

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 642.61	\$ 889. - ^{- auc}
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Snack Sale Fundraiser	\$ 700.00	
Hosting a tournament	\$ 300.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 1,000.00	\$ 2268. -
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,642.61	\$ 3157. -
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Tournament Registrations (excluding Nationals)	\$ -300.00	
Nationals Registrations	\$ -700.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -1,000.00	\$ 2329. -
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 642.61 ^{auc}	\$ 828. -

as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Kat Stepp, Coach Davis

Name of Activity Fund: Afro Am Club Account No: 903

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>all</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School
 ACCOUNT NAME: 903 Afro Am Club

PURPOSE

To help students of all races celebrate, embrace, and expand their knowledge of African American history and culture.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Kat Stepp, Coach Davis

SIGNATURE

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kat Stepp, Coach Davis

Name of Activity Fund: Afro Am Club Account No: 903

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>478.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events _____	\$ <u>1,000.00</u>	
Donations _____	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,100.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,578.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meeting Supplies _____	\$ <u>-200.00</u>	
Trip Expenses _____	\$ <u>-200.00</u>	
Fundraising Expenses _____	\$ <u>-550.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-950.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>628.00</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Kat Stepp & Coach Davis

Name of Activity Fund: Afro Am Club Account No: 903

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Soul Food Day - Catered soul food dishes to share the food and culture with the community.

PURPOSE OF RAISING FUNDS:

To cover the cost of supplies for student outreach projects at other schools.

FUNDRAISER DATES: START 02/01/2024 END 02/29/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 400.00 - EST. EXP. -\$ 200.00 = EST. PROFIT \$ 200.00

K. Stepp SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Walter R. Howell IV PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Kat Stepp & Coach Davis

Name of Activity Fund: Afro Am Club Account No: 903

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Hat Day

PURPOSE OF RAISING FUNDS:

To cover the cost of supplies for student outreach projects at other schools.

FUNDRAISER DATES: START 02/01/2024 END 02/29/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 200.00 - EST. EXP. -\$ 150.00 = EST. PROFIT \$ 50.00

K. Stepp
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Hardt
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Kat Stepp & Coach Davis

Name of Activity Fund: Afro Am Club Account No: 903

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Hat Day

PURPOSE OF RAISING FUNDS:

To cover the cost of supplies for student outreach projects at other schools.

FUNDRAISER DATES: START 02/01/2024 END 02/29/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 200.00 - EST. EXP. -\$ 150.00 = EST. PROFIT \$ 50.00

K. Stepp SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Walter K. Howell PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

HS - 903

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Kat Stepp, Coach Davis

Name of Activity Fund: Afro Am Club Account No: 903

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 599.58	\$ 600.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ 200.00	
Donations	\$ 100.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 300.00	\$ 0
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 899.58	\$ 600.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meeting Supplies	\$ -200.00	
Trip Expenses	\$ -200.00	
Fundraising Expenses	\$ -150.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -550.00	\$ 122.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 349.58	\$ 478.-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Joey Parker

Name of Activity Fund: Art Club Account No: 904

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 904 Art Club

PURPOSE

Collect art fees to be used to buy art supplies to use during club events and meetings.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Joey Parker

SIGNATURE

[Handwritten signature of Joey Parker]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature of Walter R. Howell, IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Joey Parker

Name of Activity Fund: Art Club Account No: 904

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>959.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Club fees	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>100.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,059.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ <u>-250.00</u>	
Student meeting expenses	\$ <u>-100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-350.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>709.00</u>	\$ _____

HS-904

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: JParker

Name of Activity Fund: Art Club Account No: 904

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 957.00	\$ 958.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
Dues from students	\$ 100.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 100.00	\$ 100.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,057.00	\$ 1058.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies for donated work	\$ -250.00	
Student Meetings	\$ -100.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -350.00	\$ 99.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 707.00	\$ 959.-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Kevin Zamborsky

Name of Activity Fund: Band Account No: 905

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A - Almost all of funds raised during 2023-2024 were expensed in the same year. The large carryover from prior year donations will be used in future years as the band continues to travel to out of state and international events.

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>amc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 905 Band

PURPOSE

Students raise money for individual accounts to be used for various expenses throughout their time in band to include entry fees, instrument supplies and repairs, apparel, refreshments, travel, and more.

SOURCE(S) OF INCOME

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

PLANNED EXPENSES

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

SPONSOR NAME

Kevin Zamborsky

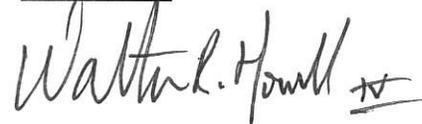
SIGNATURE



PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kevin Zamborsky

Name of Activity Fund: Band Account No: 905

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>95,375.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ <u>50,000.00</u>	
Donations	\$ <u>13,500.00</u>	
Dues from students	\$ <u>18,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>81,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>176,875.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Achievement Awards	\$ <u>-1,500.00</u>	
Apparel and Uniforms	\$ <u>-33,000.00</u>	
Competition and Registration Expenses	\$ <u>-7,500.00</u>	
Field Trip Expenses	\$ <u>-80,000.00</u>	
Supplies	\$ <u>-16,000.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-138,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>38,875.00</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Kevin Zamborsky

Name of Activity Fund: Band Account No: 905

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Students will sell items from an online catalog.

PURPOSE OF RAISING FUNDS:

Funds raised will go towards individual student accounts to be used for personal band-related expenses (i.e. entry fees, uniform needs, travel, etc.)

FUNDRAISER DATES: START 09/01/2024 END 10/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 15,000.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 35,000.00

SPONSOR SIGNATURE [Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Signature: Walter R. Howell IV]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Kevin Zamborsky

Name of Activity Fund: Band Account No: 905

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Students and parents will work the concession stands at OSU athletic events.

PURPOSE OF RAISING FUNDS:

Funds raised will go towards individual student accounts to be used for personal band-related expenses (i.e. entry fees, uniform needs, travel, etc.)

FUNDRAISER DATES: START 08/01/2024 END 05/21/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 35,000.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 35,000.00

SPONSOR SIGNATURE
Principal Authorization (with signature)

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Kevin Zamborsky

Name of Activity Fund: Band Account No: 905

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 94,485.85	\$ 94,004.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ 55,500.00	
Donations	\$ 13,500.00	
Dues from students	\$ 18,000.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 87,000.00	\$ 87,061.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 181,485.85	\$ 181,065.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Achievement Awards	\$ -1,500.00	
Apparel and Uniforms	\$ -33,000.00	
Competition Expenses	\$ -7,000.00	
Field Trip Expenses	\$ -80,000.00	
Supplies	\$ -16,000.00	
Registration	\$ -500.00	
Total Expenditures:	\$ -138,000.00	\$ 85,690.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 43,485.85	\$ 95,375.

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Karie Linsenmeyer

Name of Activity Fund: Best Buddies Account No: 906

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 **SITE:** High School

ACCOUNT NAME: 906 Best Buddies

PURPOSE

To intentionally provide meaningful social inclusion by bringing together students with and without intellectual disabilities to create accepting school environments, utilizing three interconnected components: Special Olympics Unified Sports, inclusive sports leadership, and whole school engagement.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Karie Linsenmeyer

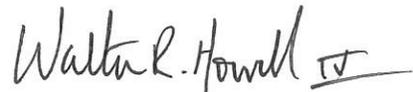
SIGNATURE



PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ **DATE:** _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Karie Linsenmeyer

Name of Activity Fund: Best Buddies Account No: 906

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,502.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Special Olympics Unified Schools Donations	\$ <u>800.00</u>	
Student Dues	\$ <u>150.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>950.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>3,452.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Club Field Trips	\$ <u>-500.00</u>	
Theme Parties (Supplies & Snacks)	\$ <u>-400.00</u>	
Club Shirts	\$ <u>-150.00</u>	
Hosting Unified Sporting Events	\$ <u>-150.00</u>	
Student event supplies and refreshments	\$ <u>-120.00</u>	
Inclusion Campaigns (supplies)	\$ <u>-120.00</u>	
Total Expenditures:	\$ <u>-1,440.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,012.00</u>	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Karie Linsenmeyer

Name of Activity Fund: Best Buddies Account No: 906

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 0.00	\$ 3094.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Special Olympics Unified Schools Donations	\$ 1.50	
Dues from Students	\$ 150.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 10,650.00	\$ 950.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 10,650.00	\$ 4044.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Club Field Trips	\$ -500.00	
Theme Parties (Supplies & Snacks)	\$ -400.00	
Club Shirts	\$ -150.00	
Hosting Unified Sporting Events	\$ -150.00	
Pizza Parties	\$ -120.00	
Inclusion Campaigns (supplies)	\$ 120.00	
Total Expenditures:	\$ -1,200.00	\$ 1542.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 9,450.00	\$ 2502.-

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Krissi Morton & Drue Brown

Name of Activity Fund: Beta Club Account No: 907

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	Km
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	Km
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	Km

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 907 Beta Club

PURPOSE

To promote the ideals of honesty, service, morality, ethical conduct and leadership among elementary and secondary school students; to reward meritorious academic achievement; and to encourage and assist students in continuing their education after high school. Funds from dues and donations will be used to purchase graduation cords, senior gifts and other expenses deemed necessary to our purpose.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Krissi Morton & Drue Brown

SIGNATURE

[Handwritten signature of Krissi Morton]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature of Walter R. Howell, IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Krissi Morton & Drue Brown

Name of Activity Fund: Beta Club Account No: 907

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,941.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Membership Dues	\$ <u>1,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>6,441.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Graduation Cords	\$ <u>-400.00</u>	
Beta Buddies	\$ <u>-400.00</u>	
Senior Gifts (officers)	\$ <u>-100.00</u>	
Exec Team Thank You Gifts	\$ <u>-100.00</u>	
SMAC Fundraising Item	\$ <u>-200.00</u>	
Meeting refreshments and supplies	\$ <u>-1,600.00</u>	
Total Expenditures:	\$ <u>-2,800.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>3,641.00</u>	\$ _____

HS-907

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Krissi Morton/Drue Brown

Name of Activity Fund: Beta Club Account No: 907

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 4,316.70	\$ 4317.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Membership Dues	\$ 1,500.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 1,500.00	\$ 2395.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 5,816.70	\$ 6712.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Graduation Cords	\$ -400.00	
Beta Buddies	\$ -400.00	
Senior Gifts (officers)	\$ -100.00	
Exec Team Thank You Gifts	\$ -100.00	
SMAC Fundraising	\$ -200.00	
	\$	
Total Expenditures:	\$ -1,200.00	\$ 1771.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 4,616.70	\$ 4941.-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Jennifer Nealis & Diana Swinford

Name of Activity Fund: Business Prof of America (BPA) Account No: 909

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>allc</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>allc</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) <i>Events to be determined later in year</i>	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>allc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 909 Business Prof of America (BPA)

PURPOSE

To develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth and service.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Jennifer Nealis & Diana Swinford

SIGNATURE

Diana Swinford
Jennifer Nealis
SIGNATURE

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Jennifer Nealis & Diana Swinford

Name of Activity Fund: Business Prof of America (BPA) Account No: 909

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>50.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>200.00</u>	
Dues from students	\$ <u>120.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>320.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>370.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Competition Expenses	\$ <u>-200.00</u>	
Refreshments for student meetings	\$ <u>-120.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-320.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>50.00</u>	\$ _____

HS-909

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jennifer Nealis & Diana Bowen

Name of Activity Fund: Business Prof of America (BPA) Account No: 909

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 0.00	\$ ϕ
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 200.00	
Dues from students	\$ 120.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 320.00	\$ 50.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 320.00	\$ 50.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Competition Expenses	\$ -200.00	
Refreshments for student meetings	\$ -120.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -320.00	\$ ϕ
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 0.00	\$ 50.-

RECEIVED JAN 08 2024

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

Most transactions happen at JH level.

as of 5/12/24

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No : 915

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds \$1000 and 30% of projected revenue:

The SHS FCCLA account is a Career Tech Student Organization that supports our students activities and achievements. If we have a balance over \$1000 the money will be "In waiting" to pay for trip costs, trips earned by the students accomplishments and trips to develop their leadership skills as well as official FCCLA items required (official dress, official equipment, etc)

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	JW
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	JW
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	JW
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 3	JW

* This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 915 FCCLA

PURPOSE

This activity account is for the Career Tech Student Organization and FCCLA (Family, Career and Community Leaders of America). It will be funded by student dues and student fundraisers to cover the costs of trips/travel, lunch meetings, donations to POW and SMAC Bake Sale, Contest Entries/Supplies, Group Leadership Conferences, and miscellaneous equipment and supplies needed by the group.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Jody D Webber

SIGNATURE



PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No: 915

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1274.05</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
MPact Food Sales	\$ <u>1000</u>	
Restaurant Nights	\$ <u>500</u>	
FCCLA Bake Sale	\$ <u>1000</u>	
Intro to Fash & Fash Prod Tshirt Sales	\$ <u>1000</u>	
Crock STAR Fundraiser	\$ <u>500</u>	
	\$ _____	
Total Revenues:	\$ <u>4000</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>5274.05</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Lunch Mtgs, SMAC Bake Sale Donation	\$ <u>800,200</u>	
Contest Entries and Supplies	\$ <u>300</u>	
Travel Costs, POW Bake Sale Donations	\$ <u>1500, 200</u>	
Group Leadership Conference Costs	\$ <u>1000</u>	
SMAC & POW Silent Auction Baskets	\$ <u>200</u>	
Misc Supplies & Equipment	\$ <u>300</u>	
	\$ _____	
Total Expenditures:	\$ <u>4500</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>774.05</u>	\$ _____

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No: 915

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Mpact Tumbler and Food Sales: Students selling items to family and friends

PURPOSE OF RAISING FUNDS:

Chapter Expenses

FUNDRAISER DATES: START 10/1/24 END 10/22/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 1000 - EST. EXP. 0 = EST. PROFIT 1000

Sponsor Signature: Jody D Webber

Athletic Director Authorization: N/A

Principal Authorization: Walter R. Howell

Board of Education Approval Date

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

Sponsor Signature

Financial Secretary Signature

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No: 915

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

FCCLA Restaurant Nights: School and Community Patrons will be encouraged to eat at various participating restaurants with a percentaafe of sales to be donated to SHS FCCLA

PURPOSE OF RAISING FUNDS:

Chapter Expenses

FUNDRAISER DATES: START 10/1/25 END 5/1/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 500 - EST. EXP. 0 = EST. PROFIT 500

SPONSOR SIGNATURE [Signature]

ATHLETIC DIRECTOR AUTHORIZATION N/A (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Signature]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No: 915

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

FCCLA Bake Sale: Bake Sale at the High School. Cookies made and bagged by FCCLA Members in the FCS Department. Cookie Bags sold by FCCLA Members to SHS Students during National FCCLA Week.

PURPOSE OF RAISING FUNDS:

Chapter Expenses

FUNDRAISER DATES: START 2/10/25 END 2/14/25

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 1000 - EST. EXP. 0 = EST. PROFIT 1000

Sponsor Signature: Jody D Webber

Athletic Director Authorization: N/A

Principal Authorization: Walter R. Howell

Board of Education Approval Date

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No: 915

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

FCCLA Intro to Fashion & Fashion Production Fangear Sales: The Intro to Fashion and Fashion Production classes will design, market, and sale SPS fangear and attire, working with Duprees to experience the career aspects and impacts of clothing retail with a financial goal in mind!

PURPOSE OF RAISING FUNDS:

Chapter Expenses

FUNDRAISER DATES: START 10/14/25 END 3/26/25

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 1000 - EST. EXP. 0 = EST. PROFIT 1000

Sponsor Signature: [Handwritten Signature]

ATHLETIC DIRECTOR AUTHORIZATION: N/A (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION: [Handwritten Signature: Walter R. Howell]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 24-25

Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA

Account No: 915

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Crock STAR Fundraiser: FCCLA Students will market and promote their Crock STAR Fundraiser where patrons can order crock pot meal kits to be shipped to their homes a fundraiser for FCCLA

PURPOSE OF RAISING FUNDS:

Chapter Expenses

FUNDRAISER DATES: START 10/14/25

END 10/29/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 500 - EST. EXP. 0 = EST. PROFIT 500

Sponsor Signature: Jody D Webber

ATHLETIC DIRECTOR AUTHORIZATION: N/A (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

HS-915

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jody D Webber

Name of Activity Fund: SHS FCCLA Account No: 915

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 1,192.95	\$ 1593.00
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
MPact Food Sales	\$ 1,000.00	
Restaurant Nights	\$ 500.00	
FCCLA Bake Sale	\$ 750.00	
Intro to Fash & Fash Prod T-shirt Sales	\$ 1,000.00	
Crock STAR Fundraiser	\$ 500.00	
	\$	
Total Revenues:	\$ 3,750.00	\$ 2191.00
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 4,942.95	\$ 3784.00
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Lunch Mtgs (\$800) + SMAC Bake Sale Donation (\$100)	\$ -900.00	
Contest Entries and Supplies	\$ -200.00	
Travel Costs (\$1,400) + POW Bake Sale Donation (\$100)	\$ -1,500.00	
Group Leadership Conference	\$ -750.00	
SMAC & POW Silent Auction Baskets	\$ -200.00	
Misc Supplies & Equipment	\$ -200.00	
	\$	
Total Expenditures:	\$ -3,750.00	\$ 2510.00
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 1,192.95	\$ 1274.00

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

as of 5/30/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Branscum, Nipper & Kliever

Name of Activity Fund: FFA Account No: 916

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

We are carrying over roughly the same amount that with which we began the 2023-2024 school year. We carry over a large amount to help pay for the expenses for our National FFA Convention Trip, which come near the start of the school year and before we are able to bring in revenue from our fall fundraisers.

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	RS <i>all</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	RS <i>all</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	RS <i>all</i>
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	RS <i>all</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025

SITE: High School

ACCOUNT NAME: 916

FFA

PURPOSE

To help mold the leadership skills of our 260+ 8th-12th Grade FFA members while also connecting them to agriculture.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Branscum, Nipper & Kliewer

SIGNATURE

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____

DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Branscum, Nipper & Kliewer

Name of Activity Fund: FFA Account No: 916

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>19,142.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fall Meat Sale - Fundraiser	\$ <u>115,000.00</u>	
Spring Meat and Honey Sale - Fundraiser	\$ <u>60,000.00</u>	
Spring Plant Sale - Fundraiser	\$ <u>16,600.00</u>	
AG Mechanics Shop Projects - Fundraiser	\$ <u>9,000.00</u>	
Donations	\$ <u>1,000.00</u>	
	\$ _____	
Total Revenues:	\$ <u>201,600.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>220,742.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraiser Expenses	\$ <u>-158,000.00</u>	
National and State FFA Convention costs	\$ <u>-23,000.00</u>	
Chapter FFA Banquet costs	\$ <u>-7,000.00</u>	
Leadership Conferences, WLC, & Alumni Camp	\$ <u>-8,000.00</u>	
Donation to OK FFA Foundation	\$ <u>-600.00</u>	
Local Meeting expenses (supplies & refreshments)	\$ <u>-5,000.00</u>	
Total Expenditures:	\$ <u>-201,600.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>19,142.00</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Branscum, Nipper & Kliewer

Name of Activity Fund: FFA Account No: 916

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Spring Plant Sale - We sell roughly 10,000 ornamental plants grown in our FFA Greenhouse by members in high school classes. We sell planting varieties, container gardens, and hanging pots.

PURPOSE OF RAISING FUNDS:

All of these funds go towards our leadership conference, alumni camp attendance, and our State FFA Convention Trip.

FUNDRAISER DATES: START 04/01/2025 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 16,600.00 - EST. EXP. -\$ 5,000.00 = EST. PROFIT \$ 11,600.00

SPONSOR SIGNATURE

PRINCIPAL AUTHORIZATION

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Branscum, Nipper & Kliever

Name of Activity Fund: FFA Account No: 916

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Fall Meat Sale - Sell blue and Gold as well as DJ Meat Products to consumers. FFA members sell and collect the money up front When the order is delivered to the Ag Building, it will be delivered by members to their customers.

PURPOSE OF RAISING FUNDS:

All of these funds go towards replenishing the cost of the National FFA Convention.

FUNDRAISER DATES: START 09/01/2024 END 10/30/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 115,000.00 - EST. EXP. -\$ 100,000.00 = EST. PROFIT \$ 15,000.00

SPONSOR SIGNATURE

PRINCIPAL AUTHORIZATION

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Branscum, Nipper & Kliewer

Name of Activity Fund: FFA Account No: 916

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Spring Meat and Honey Sale - We sell Blue and Gold meat products as well as Roark Honey Products. Just like our fall sale, members will take the form and make sales, collect money, and deliver the products.

PURPOSE OF RAISING FUNDS:

All of these funds go towards our Spring FFA Banquet.

FUNDRAISER DATES: START 01/20/2025 END 03/01/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 60,000.00 - EST. EXP. -\$ 50,000.00 = EST. PROFIT \$ 10,000.00

SPONSOR SIGNATURE

PRINCIPAL AUTHORIZATION

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Branscum, Nipper & Kliever

Name of Activity Fund: FFA Account No: 916

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

AG Mechanic Sales - Throughout the year, our students create projects in the metal shop that are sold to customers. Using our PlasmaCam system, we also make custom signs for people.

PURPOSE OF RAISING FUNDS:

All of these funds go towards covering WLC Scholarships for students

FUNDRAISER DATES: START 09/01/2024 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 9,000.00 - EST. EXP. -\$ 3,000.00 = EST. PROFIT \$ 6,000.00

SPONSOR SIGNATURE [Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Signature: Walter R. Howell II]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Branscum, Nipper, Kliever

Name of Activity Fund: FFA Account No: 916

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 15,000.00	\$ 19,392.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fall Meat Sale	\$ 15,000.00	
Spring Meat and Honey Sale	\$ 10,000.00	
Spring Plant Sale	\$ 11,600.00	
Ag Mechanics Shop Projects	\$ 6,000.00	
Donations	\$ 1,000.00	
	\$	
Total Revenues:	\$ 43,600.00	\$ 241,993.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 58,600.00	\$ 261,385.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
National FFA Convention	\$ -15,000.00	
State FFA Convention	\$ - 8,000.00	
Chapter FFA Banquet	\$ - 7,000.00	
Leadership Conferences / Alumni Camp	\$ - 8,000.00	
Donation to Oklahoma FFA Foundation	\$ - 600.00	
Local Meetings	\$ - 5,000.00	
Total Expenditures:	\$ -43,600.00	\$ 242,243.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 15,000.00 15,000	\$ 19,142.

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Allie Bergbower

Name of Activity Fund: French Club Account No: 917

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>all</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 **SITE:** High School

ACCOUNT NAME: 917 French Club

PURPOSE

To support French Club meetings and activities.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Allie Bergbower

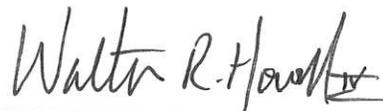
SIGNATURE



PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ **DATE:** _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Allie Bergbower

Name of Activity Fund: French Club Account No: 917

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>165.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>100.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>265.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meeting Supplies and Refreshments	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-200.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>65.00</u>	\$ _____

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STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Rachael Stockenberger

Name of Activity Fund: French Club Account No: 917

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 130.36	\$ 130.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 100.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 100.00	\$ 35.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 230.36	\$ 165.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meeting Supplies and Refreshments	\$ -230.36	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -230.36	\$ 0
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 0.00	\$ 165.-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Luz Hoover

Name of Activity Fund: Key Club Account No: 924

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Luz Hoover

Name of Activity Fund: Key Club Account No: 924

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>60.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Membership Dues	\$ <u>400.00</u>	
Student Club Shirts	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>600.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>660.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Student National and Regional Dues	\$ <u>-340.00</u>	
Registration/travel expenses for training	\$ <u>-100.00</u>	
Club shirts	\$ <u>-150.00</u>	
Key Club Grad Cords/Sash	\$ <u>-50.00</u>	
Service project materials	\$ <u>-100.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-740.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>80.00</u>	\$ _____

HS-924

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Tricia Klopfenstein

Name of Activity Fund: Key Club Account No: 924

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 131.63	\$ 132.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Membership Dues	\$ 400.00	
Student Club shirts	\$ 200.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 600.00	\$ 195.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 731.63	\$ 327.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Student National and Regional Dues	\$ -325.00	
Registration/ travel expenses for training	\$ -100.00	
Club Shirts	\$ -150.00	
Service project materials	\$ -50.00	
Key Club Grad Cords/Sash	\$ -80.00	
	\$	
Total Expenditures:	\$ -705.00	\$ 267.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 26.63	\$ 60.-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

STILLWATER BOARD OF EDUCATION	CFB-E1
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ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Connie Parker

Name of Activity Fund: Mock Trial Account No: 925

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 925 Mock Trial

PURPOSE

To develop essential skills in students interested in the legal process, such as public speaking, critical thinking, and the art of forming a persuasive and cohesive argument.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Connie Parker

SIGNATURE

Handwritten signature of Connie Parker

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Handwritten signature of Walter R. Howell, IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Connie Parker

Name of Activity Fund: Mock Trial Account No: 925

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>572.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Dues _____	\$ <u>60.00</u>	
Donations _____	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>160.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>732.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Annual Membership Dues _____	\$ <u>-60.00</u>	
Competition Expenses _____	\$ <u>-200.00</u>	
Meeting Expenses _____	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-460.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>272.00</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Connie Parker

Name of Activity Fund: Mock Trial Account No: 925

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 0.00	\$ 0
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Dues	\$ 60.00	
Donations	\$ 100.00	
Transfer from JH Mock Trial	\$ 647.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 807.00	\$ 647.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 807.00	\$ 647.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Annual Membership Dues	\$ -60.00	
Competition Expenses	\$ -200.00	
Meeting Expenses	\$ -200.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -460.00	\$ 75.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 347.00	\$ 572.-

Transfer from JH to begin activity at HS.

as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: T. Richardson & T. Klopfenstein

Name of Activity Fund: National Honor Society Account No: 927

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

Our account balance exceeds \$1000 because our expenses the previous few years have not been as high as anticipated. Next year we will offer scholarship and leadership opportunities for our NHS members that will reduce the current balance.

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	TRK JK

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 927 National Honor Society

PURPOSE

Collect dues from students to cover national chapter dues and graduation stoles. Provide support to SHS through sponsoring refreshments for staff meetings and donating items for SHS fundraisers.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

T. Richardson & T. Klopfensteir

SIGNATURE

Lucia Klopfensteir
Tari Richardson

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: T. Richardson & T. Klopfenstein

Name of Activity Fund: National Honor Society Account No: 927

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>9,004.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Dues	\$ <u>1,625.00</u>	
Graduation Stoles	\$ <u>900.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2,525.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>11,529.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
National chapter dues	\$ <u>-385.00</u>	
Graduation stoles	\$ <u>-900.00</u>	
Supplies for silent auction basket	\$ <u>-200.00</u>	
SHS staff refreshments	\$ <u>-700.00</u>	
Supplies for service project	\$ <u>-300.00</u>	
Scholarships & Leadership opportunities	\$ <u>-2,500.00</u>	
Total Expenditures:	\$ <u>-4,985.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>6,544.00</u>	\$ _____

HS-927

STILLWATER BOARD OF EDUCATION

CFB-E1.

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Traci Richardson

Name of Activity Fund: National Honor Society Account No: 927

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 6,970.77	\$ 6991.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student dues	\$ 1,625.00	
Graduation stoles	\$ 900.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 2,525.00	\$ 3215.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 9,495.77	\$ 10,206.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
National chapter dues	\$ -385.00	
Graduation stoles	\$ -900.00	
Supplies for silent auction basket	\$ -200.00	
Lunch for SHS staff	\$ -500.00	
Breakfast for SHS staff	\$ -200.00	
Supplies for service project	\$ -300.00	
Total Expenditures:	\$ -2,485.00	\$ 1202.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 7,010.77	\$ 9004.-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Scott Jackson

Name of Activity Fund: Orchestra Account No: 930

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

Excess fund balance is due to the student funds contributed for large-scale class trips. This was the case during 2023-2024 and will be true in 2024-2025. The overage funds are contributed directly by the traveling students and will be depleted promptly early in the following year to pay for student travel expenses to out of state and international events.

PACKET CONTENTS:

Table with 3 columns: FORM, FOUND ON PAGE, INITIAL IF COMPLETE. Rows include: APPROVAL OF ACCOUNT FORM (PAGE 2, aue), ACTIVITY FUND SUBACCOUNT BUDGET (PAGE 3, aue), ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4) (PAGE 4, aue), REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET* (PAGE 2, aue).

*This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 930 Orchestra

PURPOSE

Students raise money for individual accounts to be used for various expenses throughout their time in the orchestra, including entry fees, instrument supplies and repairs, apparel, meals, travel, and more.

SOURCE(S) OF INCOME

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

PLANNED EXPENSES

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

SPONSOR NAME

Scott Jackson

SIGNATURE

[Handwritten signature of Scott Jackson]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature of Walter R. Howell, IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Scott Jackson

Name of Activity Fund: Orchestra Account No: 930

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>15,898.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>8,000.00</u>	
Student trip payments	\$ <u>120,000.00</u>	
Dues from students	\$ <u>2,000.00</u>	
Fundraising Income	\$ <u>17,500.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>147,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>163,398.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Travel Expenses	\$ <u>-125,000.00</u>	
Competition Expenses	\$ <u>-15,000.00</u>	
Fundraising Expenses	\$ <u>-8,500.00</u>	
Instrument repairs and music	\$ <u>-10,000.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-158,500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>4,898.00</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Scott Jackson

Name of Activity Fund: Orchestra Account No: 930

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Orchestra apparel and other gear via online sales

PURPOSE OF RAISING FUNDS:

To purchase music and reduce the cost of student travel expenses and competition fees.

FUNDRAISER DATES: START 08/21/2024 END 09/06/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,500.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 3,500.00

SPONSOR SIGNATURE [Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Signature]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Scott Jackson

Name of Activity Fund: Orchestra Account No: 930

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Cookie Dough and Holiday Gift Items

PURPOSE OF RAISING FUNDS:

To purchase music and reduce the cost of student travel expenses and competition fees.

FUNDRAISER DATES: START 10/26/2024 END 11/30/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 14,000.00 - EST. EXP. -\$ 8,500.00 = EST. PROFIT \$ 5,500.00

SPONSOR SIGNATURE [Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Signature]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

HS-930

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Scott Jackson

Name of Activity Fund: Orchestra Activity Account No: #930

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 18,000	\$ 17,369.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 8,000.00	
Student payments (toward London trip)	\$ 40,000.00	
Dues from students	\$ 2,000.00	
Merchandise Sales	\$ 5,000.00	
	\$	
	\$	
Total Revenues:	\$ 55,000.00	\$ 78,378.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 55,000.00	\$ 95,747.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Travel Expenses	\$ -30,000.00	
Competition Expenses	\$ -800.00	
Fundraising Expenses	\$ -9,500.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -40,300.00	\$ 79,849.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 14,700.00	\$ 15,898.

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Scott Jackson

Name of Activity Fund: Orchestra Booster Account No: 931

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>all</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>all</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>all</i>

*This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 931 Orchestra Booster

PURPOSE

The Orchestra Booster Club helps provide registration fees for Summer music camps. They also provided other program support in the area of equipment purchase and transportation for our London trip every three years.

SOURCE(S) OF INCOME

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

PLANNED EXPENSES

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

SPONSOR NAME

Scott Jackson

SIGNATURE

Scott Jackson

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Scott Jackson

Name of Activity Fund: Orchestra Booster Account No: 931

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,882.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations _____	\$ <u>1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,882.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Registrations _____	\$ _____	
Orchestra Equipment _____	\$ <u>-500.00</u>	
Travel Expenses _____	\$ <u>-1,800.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-2,300.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>582.00</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Scott Jackson

Name of Activity Fund: Orchestra Booster Club Account No: #931

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 1,882.35	\$ 1882.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Contributions/Donations	\$ 500.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 500.00	\$ 0
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 2,382.35	\$ 1882.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Registrations	\$ -1,000.00	
Equipment	\$ -500.00	
Transportation	\$ -200.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -1,700.00	\$ 0
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 682.35	\$ 1882.-

as of 5/12/24

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

due April 30 each year or upon request of a new account

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of the activity fund balance if it exceeds \$1000 and 30% of projected revenue:

The SHS Pink Out Week will zero out our account every year, donating 100% of our proceeds to the Oklahoma Medical Research Foundation for Cancer Research!

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	JW <i>all</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	JW <i>all</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	JW <i>all</i>
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 3	JW <i>all</i>

* This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 933 Pink Out Week (POW)

PURPOSE

This is a Community Service Fundraiser Account to bring awareness too and raise money for cancer research.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Jody D Webber

SIGNATURE

Jody D Webber

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell, IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>137.-</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Tshirt Sales	\$ <u>5000</u>	
Restaurant Nights, Basket Auction	\$ <u>500,2000</u>	
Powder Puff 7v7 Football Game	\$ <u>500</u>	
Bake Sale, Penny Wars	\$ <u>1500, 500</u>	
Hat Days	\$ <u>1500</u>	
Bucket Pass	\$ <u>1500</u>	
Total Revenues:	\$ <u>13000</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>13,137.-</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
	\$ _____	
Bake Sale Ingredients	\$ <u>500</u>	
Decoration Supplies	\$ <u>500</u>	
	\$ _____	
	\$ _____	
Estimated donation to OMRF	\$ <u>12000</u>	
Total Expenditures:	\$ <u>13000</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>137.-</u>	\$ _____

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

SPS Community wide Tshirt Sales: POW Tshirts will be marketed at Enrollment Verification Days, Schedule Pick Up Days, through social media & website marketing, school announcements and newsletters. Orders will be driven to the Duprees Fundraising Link. Pickup/delivery will be handled by them!

PURPOSE OF RAISING FUNDS:

Community Fundraiser donating 100% of proceeds to Oklahoma Medical Research Foundation

FUNDRAISER DATES: START 7/30/24 END 9/27/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 5000 - EST. EXP. 0 = EST. PROFIT 5000

Jody D Webber
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howard IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No : 933

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Restaurant Nights: Cooperating local restaurants donate a portion of their proceeds on a designated night in support of SHS Pink Out Week

PURPOSE OF RAISING FUNDS:

Community Fundraiser donating 100% of proceeds to Oklahoma Medical Research Foundation

FUNDRAISER DATES: START 8/15/24 END 9/27/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 500 - EST. EXP. 0 = EST. PROFIT 500

Sponsor Signature: Jody D Webber

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter B. Howell IV

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

SHS Club Basket Auction: SHS Clubs/Student Organizations donate a themed basket for the Silent Auction that takes place before and during the Pink Out Football Game.

PURPOSE OF RAISING FUNDS:

Community Fundraiser donating 100% of proceeds to Oklahoma Medical Research Foundation

FUNDRAISER DATES: START 9/27/24 END 9/27/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 2000 - EST. EXP. 0 = EST. PROFIT 2000

Sponsor Signature: Jody D Webber

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell IV

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Powder Puff 7v7 Football Game: Team Entries (Limited to 8 teams), drink sales and a bucket pass through the crowd

PURPOSE OF RAISING FUNDS:

Community Fundraiser donating 100% of proceeds to Oklahoma Medical Research Foundation

FUNDRAISER DATES: START 9/25/24 END 9/25/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 500 - EST. EXP. 0 = EST. PROFIT 500

Sponsor Signature: Jody D Webber

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Horvath

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 24-25

Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week

Account No: 933

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Bake Sale at SHS: Cookies made and bagged in the FCS Department and sold in cooperating Classrooms for \$1 a bag or \$1 for two cookies (Not sold during lunch) during Pink Out Week

PURPOSE OF RAISING FUNDS:

Community Fundraiser donating 100% of proceeds to Oklahoma Medical Research Foundation

FUNDRAISER DATES: START 9/23/24

END 9/27/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 1500 - EST. EXP. 0 = EST. PROFIT 1500

Sponsor Signature: Jody D Webber

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Penny Wars: The week of Pink Out the students donate their change to help their grade raise the most money for an award determined by the Principals

PURPOSE OF RAISING FUNDS:

Community Fundraiser donating 100% of proceeds to Oklahoma Medical Research Foundation

FUNDRAISER DATES: START 9/23/24 END 9/27/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 500 - EST. EXP. 0 = EST. PROFIT 500

Sponsor Signature: Jody D Webber

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

District Hat Day: Students at cooperating Stillwater Public School Sites pay \$1 or a donation to wear a hat to school for that day.

PURPOSE OF RAISING FUNDS:

Community Fundraiser donating 100% of proceeds to Oklahoma Medical Research Foundation

FUNDRAISER DATES: START 9/26/24 END 9/26/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 1500 - EST. EXP. 0 = EST. PROFIT 1500

Jody D Webber SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Walter R. Howell IV PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 24-25 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Pink Out Football Game Halftime Bucket Pass: SHS Students pass buckets through the Home and Visitor crowds to collect change and bills for donation to OMRF

PURPOSE OF RAISING FUNDS:

Community Fundraiser donating 100% of proceeds to Oklahoma Medical Research Foundation

FUNDRAISER DATES: START 9/27/24 END 9/27/24

AMOUNT OF MONEY TO BE RAISED:

EST. INC. 1500 - EST. EXP. 0 = EST. PROFIT 1500

Sponsor Signature: Jody D Webber

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 23-24 Sponsor Name: Jody D Webber

Name of Activity Fund: Pink Out Week Account No: 933

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0</u>	\$ <u>ϕ</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Tshirt Sales	\$ <u>7000</u>	
Restaurant Nights, Basket Auction	\$ <u>500,1500</u>	
Powder Puff Touch Football Game	\$ <u>500</u>	
Bake Sale, Penny Wars	\$ <u>1500, 500</u>	
Hat Days	\$ <u>1500</u>	
Bucket Pass	\$ <u>1500</u>	
Total Revenues:	\$ <u>12500</u>	\$ <u>14,709.-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>14500</u>	\$ <u>14,709.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Tshirt Costs	\$ <u>2500</u>	
Bake Sale Ingredients	\$ <u>200</u>	
Decoration Supplies	\$ <u>300</u>	
_____	\$ _____	
_____	\$ _____	
Estimated donation to OMRF	\$ <u>11500</u>	
Total Expenditures:	\$ <u>14500</u>	\$ <u>14,572.-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0</u>	\$ <u>137.-</u>

* Leave this column blank until actuals are determined at the end of the school year/fiscal year.

as of 5/12/24

STILLWATER BOARD OF EDUCATION	CFB-E1
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ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Joyce DeGroot

Name of Activity Fund: Spanish Club Account No: 942

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>amc</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>amc</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>amc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 **SITE:** High School

ACCOUNT NAME: 942 Spanish Club

PURPOSE

To promote awareness, appreciation, and understanding of the people and diverse cultural productions of the Hispanic/Latino world. To provide an extra opportunity for students to practice vocabulary covered during class.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Joyce DeGroot

SIGNATURE

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ **DATE:** _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Joyce DeGroot

Name of Activity Fund: Spanish Club Account No: 942

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
TBD	\$ <u>0.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>0.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
TBD	\$ <u>0.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>0.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2.00</u>	\$ _____

HS-942

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Levings

Name of Activity Fund: Spanish Club Account No: 942

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 504.58	\$ 505.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues from students	\$ 50.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 50.00	\$ 0
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 554.58	\$ 505.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
	\$	
	\$	
Club Shirts (TBD)	\$ -	
	\$	
	\$	
	\$	
Total Expenditures:	\$ 0.00	\$ 503.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 554.58	\$ 2.-

as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Heather Mitchell & Kelsie Tate

Name of Activity Fund: SPED Transitions Account No: 944

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A - Funds raised during the year were expensed during the year. Fund balance is due to 22-23 carryover.

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>ame</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>ame</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	<i>ame</i>
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>ame</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 **SITE:** High School

ACCOUNT NAME: 944 SPED Transitions

PURPOSE

Our account funds our curriculum. We cook, clean, and complete other job skills with supplies provided by our account. It's important to have these skills practiced to encourage our students to be independent members of our community.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Heather Mitchell & Kelsie Tate

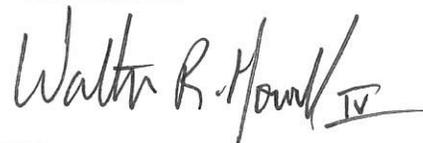
SIGNATURE



PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ **DATE:** _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Heather Mitchell & Kelsie Tate

Name of Activity Fund: SPED Transitions Account No: 944

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,068.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraiser - Pop Cart	\$ <u>7,000.00</u>	
Fundraiser - Hat Days	\$ <u>1,000.00</u>	
Fundraiser - Prepared Lunches	\$ <u>3,000.00</u>	
Fundraiser - Workroom Store	\$ <u>3,000.00</u>	
Fundraiser - Catering Services	\$ <u>3,000.00</u>	
	\$ _____	
Total Revenues:	\$ <u>17,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>21,068.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses	\$ <u>-8,475.00</u>	
Curriculum needs	\$ <u>-3,000.00</u>	
Workroom needs	\$ <u>-3,000.00</u>	
Job needs	\$ <u>-3,000.00</u>	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-17,475.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>3,593.00</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Heather Mitchell & Kelsie Tate

Name of Activity Fund: SPED Transitions Account No: 944

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Hat Day - Hold fundraiser during Autism Awareness and Down Syndrome Awareness days.

PURPOSE OF RAISING FUNDS:

Funds will be utilized to buy supplies, curriculum needs and Pathfinder needs.

FUNDRAISER DATES: START 01/01/2025 END 04/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. -\$ 100.00 = EST. PROFIT \$ 900.00

Sponsor signature

Principal authorization signature: Walter R. Howell IV

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Heather Mitchell & Kelsie Tate

Name of Activity Fund: SPED Transitions Account No: 944

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

CATERING SERVICES - Our young adults will provide catering services to groups and employees on request during events.

PURPOSE OF RAISING FUNDS:

Funds will be utilized to buy supplies, curriculum needs and Pathfinder needs.

FUNDRAISER DATES: START 07/15/2024 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,000.00 - EST. EXP. -\$ 1,625.00 = EST. PROFIT \$ 1,375.00

SPONSOR SIGNATURE [Handwritten Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Handwritten Signature]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Heather Mitchell & Kelsie Tate

Name of Activity Fund: SPED Transitions Account No: 944

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

POP Cart - Pathfinders will purchase, plan, prep and deliver pop cart products to SPS employees and community businesses weekly.

PURPOSE OF RAISING FUNDS:

Funds will be utilized to buy supplies, curriculum needs and Pathfinder needs.

FUNDRAISER DATES: START 07/15/2024 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 7,000.00 - EST. EXP. -\$ 3,500.00 = EST. PROFIT \$ 3,500.00

SPONSOR SIGNATURE [Handwritten Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Handwritten Signature]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Heather Mitchell & Kelsie Tate

Name of Activity Fund: SPED Transitions Account No: 944

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

PREPARED LUNCHES - Pathfinders will plan, prep, purchase and deliver a meal to SHS employees.

PURPOSE OF RAISING FUNDS:

Funds will be utilized to buy supplies, curriculum needs and Pathfinder needs.

FUNDRAISER DATES: START 07/15/2024 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,000.00 - EST. EXP. -\$ 1,625.00 = EST. PROFIT \$ 1,375.00

SPONSOR SIGNATURE [Handwritten Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Handwritten Signature]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Heather Mitchell & Kelsie Tate

Name of Activity Fund: SPED Transitions Account No: 944

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

WORKROOM STORE - Pathfinders will plan, order, make and sell products in the workroom store.

PURPOSE OF RAISING FUNDS:

Funds will be utilized to buy supplies, curriculum needs and Pathfinder needs.

FUNDRAISER DATES: START 07/15/2024 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,000.00 - EST. EXP. -\$ 1,625.00 = EST. PROFIT \$ 1,375.00

SPONSOR SIGNATURE [Handwritten Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Handwritten Signature]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

HS-944

STILLWATER BOARD OF EDUCATION

GFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Heather Mitchell & Kelsie Tate

Name of Activity Fund: SPED Transition Account No: 944

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 3455.67	\$ 3456.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraiser - Pop Cart	\$ 500	
Fundraiser - Popcorn	\$ 600	
Fundraiser - Prepared Lunches	\$ 500	
Fundraiser - Workroom Store	\$ 600	
Fundraiser - Catering Services	\$ 800	
	\$	
Total Revenues:	\$ 3000	\$ 19,870.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 6455.67	\$ 23,326.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Total Fundraising Expenses	\$ -1800.00	
Curriculum needs	\$ -500	
Workroom needs	\$ -300	
Job needs	\$ -300	
	\$	
	\$	
Total Expenditures:	\$ -2900	\$ 19,258.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 3555.67	\$ 4068.

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>all</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>all</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	<i>all</i>
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>all</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 945 Stillwater Makes a Change (SMAC)

PURPOSE

SMAC is a student-led philanthropy activity which raises money for a local non-profit organization, which is chosen each year.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

SPONSOR NAME

Eck, Mitchell and Stepp

SIGNATURE

[Handwritten signature: K. Stepp]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature: Walter R. Howell IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 4,051.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ 118,800.00	
Donations	\$ 50,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 168,800.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 172,851.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses	\$ -23,700.00	
Donations	\$ -145,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -168,700.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 4,151.00	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Eck, Mitchell, Stepp
 Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1573.49</u>	\$ <u>1574.-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ <u>115100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>115100</u>	\$ <u>62,146.-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>116673.49</u>	\$ <u>63,720.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses	\$ <u>-28000</u>	
Donation = remaining balance after expenses paid	\$ <u>-88000.</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-116000</u>	\$ <u>59,669.-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>673.49</u>	\$ <u>4051.-</u>

Fundraisers

Site: HS

Organization: SMAC

Year: 2024-2025

#	Description	Estimated Income	Estimated Expenditures	Estimated Profit
1	Jump 4 SMAC	6,000.00	(1,000.00)	5,000.00
2	Dine-to-Donate Nights	2,000.00	0.00	2,000.00
3	Sports Tournament	500.00	(100.00)	400.00
4	Student vs Teacher Competitions	1,000.00	(200.00)	800.00
5	Dance-a-thon for SHS	2,000.00	(1,000.00)	1,000.00
6	SMAC Gala	50,000.00	(15,000.00)	35,000.00
7	Letter Writing	25,000.00	(200.00)	24,800.00
8	Mr. SHS Mangeant	3,000.00	(1,000.00)	2,000.00
9	Spring Merchandise Sales	3,000.00	(1,500.00)	1,500.00
10	SHS Parking Space Auction	3,500.00	(500.00)	3,000.00
11	Penny Wars	8,000.00	(300.00)	7,700.00
12	Silent Auction	2,000.00	0.00	2,000.00
13	Bake Sale	2,000.00	(300.00)	1,700.00
14	Run-Walk at Boomer Lake	1,000.00	(300.00)	700.00
15	OSU Homecoming Parade Parking at BOE	500.00	0.00	500.00
16	Fall Merchandise Sales	3,000.00	(1,500.00)	1,500.00
17	Fashion Show	3,000.00	(500.00)	2,500.00
18	Trivia Night	300.00	0.00	300.00
19	Toilet on the Lawn	2,000.00	(300.00)	1,700.00
20	Movie Night Football Field	500.00	0.00	500.00
21	Yoga/Gym Nights	500.00	0.00	500.00
Totals		118,800.00	(23,700.00)	95,100.00

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Jump 4 SMAC event in collaboration with elementary PE programs

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 08/01/2024 END 05/01/2025

ACOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 6,000.00 - EST. EXP. -\$ 1,000.00 = EST. PROFIT \$ 5,000.00

K. Stepp
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter B. Howard IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE _____

FINANCIAL SECRETARY SIGNATURE _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Restaurant Dine-to-Donate Nights

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 08/01/2024 END 05/01/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,000.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 2,000.00

K. Stepp
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howler
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE _____

FINANCIAL SECRETARY SIGNATURE _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Sports Tournament (Pickle Ball or Wiffle Ball)

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 01/01/2025 END 05/01/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 500.00 - EST. EXP. -\$ 100.00 = EST. PROFIT \$ 400.00

K. Stepp
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp
 Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Student vs. Teacher Competitions (i.e. kickball, dodgeball, corn hole, etc.)

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 01/01/2025 END 05/01/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. -\$ 200.00 = EST. PROFIT \$ 800.00

K. Stepp
 SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
 (applicable only if athletic fundraiser)

Walter R. Howell
 PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
 (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

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FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Dance-a-thon for SHS students

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 01/01/2025 END 05/01/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,000.00 - EST. EXP. -\$ 1,000.00 = EST. PROFIT \$ 1,000.00

K. Stepp
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION**CFB-E1****FUNDRAISER REQUEST**

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp
 Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

SMAC Gala

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 10/01/2024 END 05/01/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 50,000.00 - EST. EXP. -\$ 15,000.00 = EST. PROFIT \$ 35,000.00

K. Stepp
 SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
 (applicable only if athletic fundraiser)

Walter R. Howell IV
 PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
 (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

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FINANCIAL SECRETARY SIGNATURE

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 4 of 4

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Letter writing donation campaign by students.

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 12/01/2024 END 05/01/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 25,000.00 - EST. EXP. -\$ 200.00 = EST. PROFIT \$ 24,800.00

K. Stepp
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter B. Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE _____

FINANCIAL SECRETARY SIGNATURE _____

STILLWATER BOARD OF EDUCATION**CFB-E1****FUNDRAISER REQUEST**

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and SteppName of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Mr. SHS Mangeant (male pageant)

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 01/01/2025 END 05/01/2025**ACCOUNT OF MONEY TO BE RAISED:**EST. INC. \$ 3,000.00 - EST. EXP. -\$ 1,000.00 = EST. PROFIT \$ 2,000.00K Stepp
SPONSOR SIGNATUREATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)Walter R. Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFITACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION**CFB-E1****FUNDRAISER REQUEST**

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and SteppName of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Spring Merchandise Sales (theme shirt / SMAC logo shirt)

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 01/01/2025 END 05/01/2025**ACCOUNT OF MONEY TO BE RAISED:**EST. INC. \$ 3,000.00 - EST. EXP. -\$ 1,500.00 = EST. PROFIT \$ 1,500.00K. Stepp
SPONSOR SIGNATUREATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)Walter R Howell
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFITACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

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SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

SHS Parking Space Auction

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 01/01/2025 END 05/01/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,500.00 - EST. EXP. -\$ 500.00 = EST. PROFIT \$ 3,000.00

K. Stepp
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE _____

FINANCIAL SECRETARY SIGNATURE _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and SteppName of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Penny Wars (Change for Change). Various school sites challenge to bring the most pennies.

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 01/01/2025 END 05/01/2025**ACCOUNT OF MONEY TO BE RAISED:**EST. INC. \$ 8,000.00 - EST. EXP. -\$ 300.00 = EST. PROFIT \$ 7,700.00K. Stepp
SPONSOR SIGNATUREATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)Walter R. Howell
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE _____

FINANCIAL SECRETARY SIGNATURE _____

STILLWATER BOARD OF EDUCATION**CFB-E1****FUNDRAISER REQUEST**

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and SteppName of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Silent Auction of donated items

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 11/01/2024 END 03/15/2025**ACCOUNT OF MONEY TO BE RAISED:**EST. INC. \$ 2,000.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 2,000.00H. Stepp
SPONSOR SIGNATUREATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)Walter R. Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFITACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE _____

FINANCIAL SECRETARY SIGNATURE _____

STILLWATER BOARD OF EDUCATION**CFB-E1****FUNDRAISER REQUEST**

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and SteppName of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Bake Sale (Cookies in Classrooms).

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 01/01/2025 END 05/01/2025**ACCOUNT OF MONEY TO BE RAISED:**EST. INC. \$ 2,000.00 - EST. EXP. -\$ 300.00 = EST. PROFIT \$ 1,700.00K. Stepp
SPONSOR SIGNATUREATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)Walter K. Horn
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFITACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Run-Walk at Boomer Lake

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 01/01/2025 END 05/01/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. -\$ 300.00 = EST. PROFIT \$ 700.00

K. Stepp
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell Jr
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

OSU Homecoming Parade Parking at BOE

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 10/01/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 500.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 500.00

K. Stepp
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE _____

FINANCIAL SECRETARY SIGNATURE _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Fall Merchandise Sales (theme shirt / SMAC logo shirt)

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 09/01/2024 END 12/30/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,000.00 - EST. EXP. -\$ 1,500.00 = EST. PROFIT \$ 1,500.00

K Stepp
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Spalding II
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE _____

FINANCIAL SECRETARY SIGNATURE _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Fashion Show

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 01/01/2025 END 05/01/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,000.00 - EST. EXP. -\$ 500.00 = EST. PROFIT \$ 2,500.00

K. Stepp
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE _____

FINANCIAL SECRETARY SIGNATURE _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and SteppName of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Trivia Night

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 01/01/2025 END 05/01/2025**ACCOUNT OF MONEY TO BE RAISED:**EST. INC. \$ 300.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 300.00K. Stepp
SPONSOR SIGNATURE_____
ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)Walter R. Howell
PRINCIPAL AUTHORIZATION_____
BOARD OF EDUCATION APPROVAL DATE**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFITACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE_____
FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and SteppName of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**Traveling Toilet Fundraiser - rules attached and found at
<https://bestfundraisingideas.com/idea/traveling-toilet-fundraiser/>**PURPOSE OF RAISING FUNDS:**

Donate profits

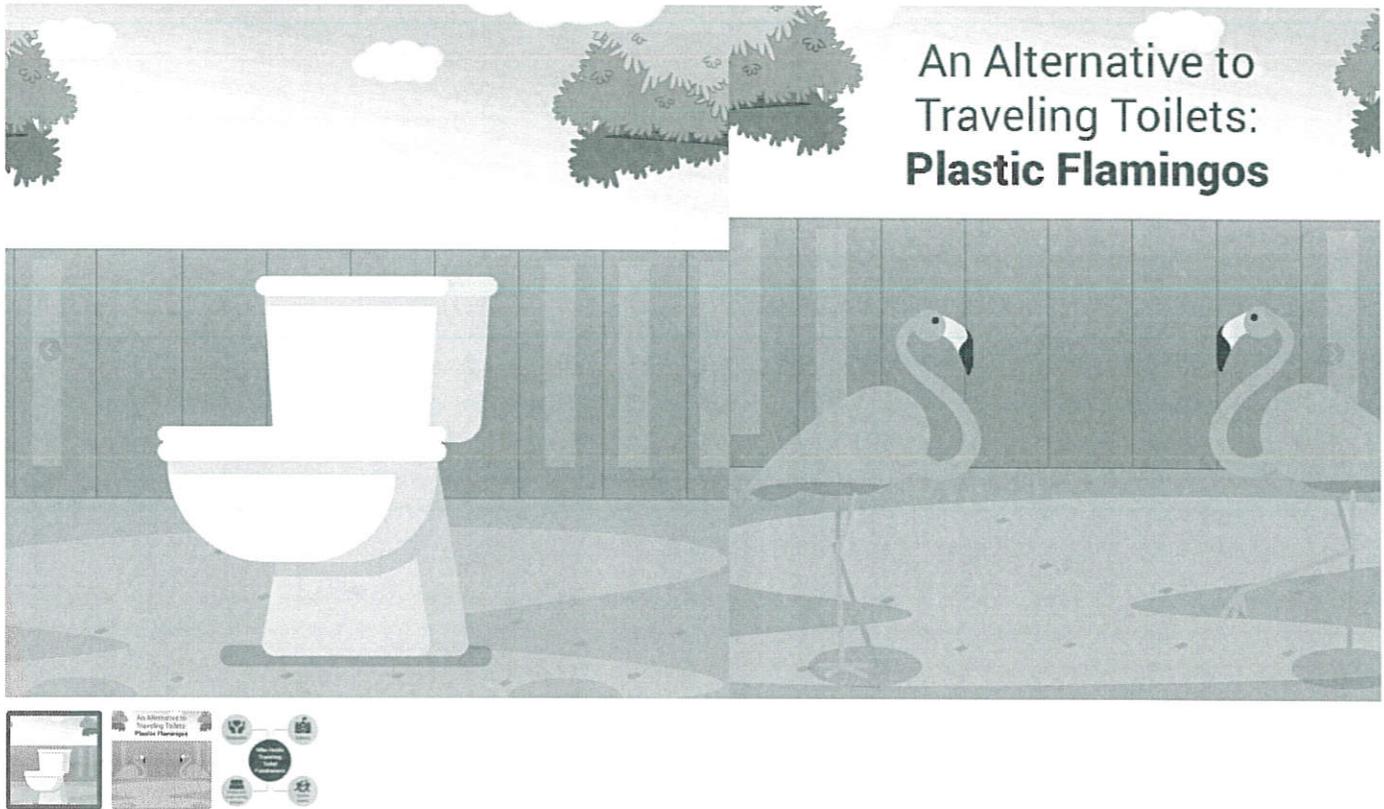
FUNDRAISER DATES: START 01/01/2025 END 05/01/2025**ACCOUNT OF MONEY TO BE RAISED:**EST. INC. \$ 2,000.00 - EST. EXP. -\$ 300.00 = EST. PROFIT \$ 1,700.00
SPONSOR SIGNATURE_____
ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)
PRINCIPAL AUTHORIZATION_____
BOARD OF EDUCATION APPROVAL DATE**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFITACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE_____
FINANCIAL SECRETARY SIGNATURE



CREATIVE AND UNIQUE

Traveling Toilet Fundraiser

Imagine opening your front door in the morning to find that someone has left a brightly decorated toilet in your yard overnight. How would you react? And what would you be willing to do to remove it?

Believe it or not, some organizations have turned this peculiar situation into a successful fundraiser. And yours can too! All you need are a few toilets, volunteers to deliver them, and supporters who are good sports.

Sponsor: Available!

Could your organization provide supplies for a traveling toilet fundraiser? Consider sponsoring this fundraising idea to make new connections!

SPONSOR THIS FUNDRAISING IDEA



How to Run a Traveling Toilet Fundraiser

Your organization can start a traveling toilet fundraiser in four easy steps:

1. Acquire some toilets and spruce them up

The number of toilets you'll need will depend on how many volunteers are willing to help out with the fundraiser, although getting more than one will increase the revenue you bring in. A community dump or junkyard will probably be the easiest place to find free toilets. However, if you find out that a staff member or volunteer at your organization is having a bathroom redone in their home, they may be willing to donate their old toilet to the fundraiser.

Once you've acquired a few toilets, you'll need to sanitize them thoroughly and scrub off any visible dirt. Then, if you have some artistic volunteers, you can make the toilets more visually appealing by painting them bright colors or decorating them with representations of the cause you're fundraising for.

2. Contact a few supporters who would be willing to go first.

Over time, your community will become aware of your fundraiser when they start seeing toilets in their neighbors' yards. But some people might become angry with your organization if you just leave a toilet on their property with no warning or explanation.

To reduce the chances of negative reactions, identify a few loyal supporters who you think would be good sports. Contact them individually to let them know about the fundraiser and ask if they're willing to go first.

These early participants in your traveling toilet fundraiser can also help spread the word about your cause. Once a supporter agrees to go first, ask if they'd be willing to post a photo of the toilet in their yard on social media and tag your organization. Indirect publicity is better than direct marketing for this type of fundraiser in order to maintain an element of surprise.

3. Set up a revenue system

Even your most loyal supporters will likely want the eyesore of a toilet removed from their yards. However, they'll have to make a donation to have volunteers from your organization take it away.

One revenue system that has been used often for this type of fundraiser and can easily be adjusted for your organization's needs looks like this:

- If a supporter donates \$10, they'll get a one-time toilet removal, but there's no guarantee that the toilet won't come back to their yard.
- If a supporter donates \$20, they'll get a one-time toilet removal and the ability to choose whose yard the toilet will be moved to next.
- If a supporter donates \$30, the toilet will be removed from their yard permanently.

Print out this information and attach it to each toilet so supporters are aware of the system. Also, remind them that all contributions will go toward your cause.

4. Start collecting donations

Before you make your first toilet deliveries, make sure you have several volunteers whose vehicles are large enough to fit a toilet easily. Also, double-check that they and whoever is riding with them can safely lift the toilet in and out of the car together.

For this fundraiser, you could collect donations in-person, through an online donation form, or via [text-to-give](#). Include giving instructions and a contact number for your organization on the information sheet attached to each toilet.

Lastly, you'll want to create a tracking document so you know which of your supporters has previously had the toilet and how much they paid to remove it. This way, you can make sure to return the toilets only to supporters who paid for temporary removal and not permanent expulsion from their yards.

An Alternative to Traveling Toilets: Flocks of Plastic Flamingos



Organizations That Hold Traveling Toilet Fundraisers



STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and Stepp

Name of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Movie Night on the SHS Football Field

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 01/01/2025 END 05/01/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 500.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 500.00

Sponsor Signature: H. Stepp

Principal Authorization: Walter R. Howell

Athletic Director Authorization (applicable only if athletic fundraiser)

Board of Education Approval Date

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

Sponsor Signature

Financial Secretary Signature

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Eck, Mitchell and SteppName of Activity Fund: Stillwater Makes a Change (SMAC) Account No: 945**DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):**

Yoga/Gym Nights - Workout facilities donate based on nightly attendance.

PURPOSE OF RAISING FUNDS:

Donate profits

FUNDRAISER DATES: START 01/01/2025 END 05/01/2025**ACCOUNT OF MONEY TO BE RAISED:**EST. INC. \$ 500.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 500.00K. Stepp
SPONSOR SIGNATURE_____
ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)Walter R. Howell IV
PRINCIPAL AUTHORIZATION_____
BOARD OF EDUCATION APPROVAL DATE**FUNDRAISER CLOSEOUT**

START DATE: _____ END DATE: _____

FUNDRAISER PROFITACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE_____
FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: AnnDee Turner

Name of Activity Fund: Student Council Account No: 946

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A - Excess fund balance is due to carryover from 22-23 school year.

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 946 Student Council

PURPOSE

SHS Student Council exists for two reasons - (1) to grow and support SHS school spirit and, (2) to support, grow and master leadership understanding and skills for individual student council members so each member may participate/contribute in their personal leadership journey.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

AnnDee Turner

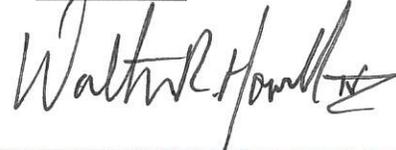
SIGNATURE



PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: AnnDee Turner

Name of Activity Fund: Student Council Account No: 946

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>9,524.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Howdy Week - Fundraiser	\$ <u>5,000.00</u>	
Winter Formal Dance	\$ <u>1,000.00</u>	
Homecoming Dance	\$ <u>1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>7,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>16,524.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Howdy Week Fundraising Expenses	\$ <u>-4,000.00</u>	
Event Registrations	\$ <u>-2,000.00</u>	
Meeting supplies and refreshments	\$ <u>-800.00</u>	
Travel expenses	\$ <u>-1,000.00</u>	
Student Awards and recognition	\$ <u>-700.00</u>	
Other Fundraising Expenses (Dance & Homecoming)	\$ <u>-1,600.00</u>	
Total Expenditures:	\$ <u>-10,100.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>6,424.00</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: AnnDee Turner

Name of Activity Fund: Student Council Account No: 946

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Howdy Week

PURPOSE OF RAISING FUNDS:

Howdy Week Fundraiser - Howdy Week provides an opportunity for all students to participate in a week of settling into a new school year with activities and apparel the beginning of school.

FUNDRAISER DATES: START 08/01/2024 END 08/31/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 5,000.00 - EST. EXP. -\$ 4,000.00 = EST. PROFIT \$ 1,000.00

[Signature] SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

[Signature] PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: AnnDee Turner

Name of Activity Fund: Student Council Account No: 946

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Winter Semi-Formal Dance

PURPOSE OF RAISING FUNDS:

To provide a healthy, safe environment for students to socialize and enjoy being together. Funds raised go to fund the dance and any extra will fund other student activities at SHS.

FUNDRAISER DATES: START 12/01/2024 END 12/30/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. -\$ 800.00 = EST. PROFIT \$ 200.00

AnnDee Turner
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Walter R. Howell IV
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: AnnDee Turner

Name of Activity Fund: Student Council Account No: 946

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Homecoming Dance

PURPOSE OF RAISING FUNDS:

To provide a healthy, safe environment for students to socialize and enjoy being together. Funds raised go to fund the dance and any extra will fund other student activities at SHS.

FUNDRAISER DATES: START 08/01/2024 END 09/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. -\$ 800.00 = EST. PROFIT \$ 200.00

Sponsor Signature: AnnDee Turner

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter K. Howell

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

HS-946

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Vana Phibbs

Name of Activity Fund: SHS Student Council Account No: 946

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 15,000.00	\$ 15,620.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Howdy Week	\$ 1,500.00	
Semi Formal	\$ 1,000.00	
Spirit Sales	\$ 1,000.00	
Apparel Sales	\$ 300.00	
	\$	
	\$	
Total Revenues:	\$ 3,800.00	\$ 8182.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 18,800.00	\$ 23,802.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Howdy Week events	\$ -750.00	
Leadership camps	\$ -500.00	
Leadership conferences	\$ -1,500.00	
Food	\$ -500.00	
Travel	\$ -400.00	
Leadership Recognition	\$ -350.00	
Total Expenditures:	\$ -4,000.00	\$ 14,278.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 14,800.00	\$ 9,524.

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Tanner Rivera & R. Joyce

Name of Activity Fund: TSA Account No: 947

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 947 TSA

PURPOSE

To accelerate student achievement and support teachers by providing engaging opportunities to develop STEM skills and leadership experiences.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Tanner Rivera & R. Joyce

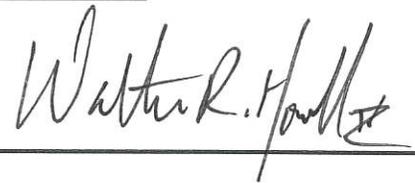
SIGNATURE



PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Tanner Rivera & R. Joyce

Name of Activity Fund: TSA Account No: 947

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>32.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues from students	\$ <u>120.00</u>	
Student fee payments	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>620.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>652.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Registration fees	\$ <u>-500.00</u>	
Membership dues	\$ <u>-120.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-620.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>32.00</u>	\$ _____

HS-947

STILLWATER BOARD OF EDUCATION

CFB-EI

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Tanner Rivera & Rachelle Joyce

Name of Activity Fund: TSA Account No: 947

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 3.00	\$ 3.00
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues from students	\$ 120.00	
Competition Prizes	\$ 100.00	
Donations	\$ 200.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 420.00	\$ 884.00
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 423.00	\$ 887.00
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Travel Expenses	\$ -300.00	
Meeting Expenses	\$ -120.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -420.00	\$ 855.00
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 3.00	\$ 32.00

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Elizabeth Ziegler

Name of Activity Fund: Theatre Account No: 948

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

Every year is dependent on variables beyond our control. Therefore, there has to be a larger balance remaining to cover if ticket sales are low, plus our board budget has been cut in half over the last three years, so almost all of our expenses are moved to this account, which may include bigger projects that we have to save up for.

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: School Site

ACCOUNT NAME: 948 Theatre

PURPOSE

To financially support the Theatre Department and the shows performed each semester.

SOURCE(S) OF INCOME

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

PLANNED EXPENSES

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

SPONSOR NAME

Elizabeth Ziegler

SIGNATURE

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Elizabeth Ziegler

Name of Activity Fund: Theatre Account No: 948

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>71,257.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fall Play and Spring Musical Ticket Sales	\$ <u>15,000.00</u>	
Donations	\$ <u>10,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>25,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>96,257.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Equipment/Supplies/Materials for plays & musicals	\$ <u>-12,000.00</u>	
Competition/Contest Expenses/Transportation	\$ <u>-3,000.00</u>	
Stipends and Production Costs	\$ <u>-8,000.00</u>	
Achievement Awards/Student Banquet	\$ <u>-1,000.00</u>	
Advertising	\$ <u>-2,000.00</u>	
Scholarships-John and Nancy Patton	\$ <u>-2,000.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-28,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>68,257.00</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Elizabeth Ziegler

Name of Activity Fund: Theatre Account No: 948

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Ticket Sales for the Fall Play and Spring Musical

PURPOSE OF RAISING FUNDS:

To cover the cost of the productions, student expenses related to competitions and improvements for the department.

FUNDRAISER DATES: START 08/01/2024 END 05/10/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 15,000.00 - EST. EXP. -\$ 8,000.00 = EST. PROFIT \$ 7,000.00

SPONSOR SIGNATURE (with signature)

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION (with signature)

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

HS-948

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Elizabeth Ziegler

Name of Activity Fund: Theatre Performance Account No: 948

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 45,216.00	\$ 45,389.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Net profit from Ticket Sales	\$ 1,000.00	
Donations	\$ 200.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 1,200.00	\$ 48641.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 46,416.00	\$ 94,030.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Equipment/Supplies/Materials for plays & musicals	\$ -7,500.00	
Competition/Contest Expenses/Transportation	\$ -500.00	
Acheivement Awards/Student Banquet	\$ -1,000.00	
Advertising	\$ -500.00	
Stipends	\$ -2,000.00	
Scholarships-John and Nancy Patton	\$ -2,000.00	
Total Expenditures:	\$ -13,500.00	\$ 22,773.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 32,916.00	\$ 71,257.

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

Excess fund balance is due to 2022-2023 carryover and greater than expected donation from OSU Follies. Because donations fluctuate, a carryover is necessary to cover expenses during harsh economic times. Also, some students that participate in fundraisers this year are building a payment balance for next year's trip.

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 949 Vocal Music

PURPOSE

To support the purchase of student uniforms, music purchases, contest expenses and travel expenses.

SOURCE(S) OF INCOME

Athletic and Performing Arts Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Gate Receipts, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Rental Fees, Student Payments, Summer Camps, and Ticket Sales.

PLANNED EXPENSES

Athletic and Performing Arts Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Equipment, Facility Improvements, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Payroll Reimbursement, Registrations, Reimbursements, Rental Fees, Security, Stipends, Subscriptions, Technology, Transportation, Award Banquets and other Activity related materials.

SPONSOR NAME

Aprill Raines

SIGNATURE

[Handwritten signature of Aprill Raines]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature of Walter R. Howell, IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 24,436.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 5,000.00	
Student trip payments	\$ 10,000.00	
Fundraiser Events	\$ 13,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 28,000.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 52,436.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Uniform Expenses	\$ -3,000.00	
Contest Expenses	\$ -5,000.00	
Travel Expenses	\$ -20,000.00	
Fundraiser Expenses	\$ -2,800.00	
Classroom Supplies and Equipment	\$ -2,000.00	
_____	\$ _____	
Total Expenditures:	\$ -32,800.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 19,636.00	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Fall Cheesecake Sale (Eagle Fundraising)

PURPOSE OF RAISING FUNDS:

To cover the cost of student expenses for contst, conferences and group travel/ to support the vocal music program through additional purchases deemed necessary by the director.

FUNDRAISER DATES: START 07/01/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 3,000.00 - EST. EXP. - \$ 1,600.00 = EST. PROFIT \$ 1,400.-

Sponsor Signature: Aprill Raines

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Hoff II

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Fall Concert Silent Auction

PURPOSE OF RAISING FUNDS:

To cover the cost of student expenses for constt, conferences and group travel/ to support the vocal music program through additional purchases deemed necessary by the director.

FUNDRAISER DATES: START 07/01/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. 0 = EST. PROFIT \$ 1,000.00

Sponsor Signature: Aprill Raines

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: Walter R. Howell IV

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

SHS Choir Apparel Sales (DuPrees) FALL

PURPOSE OF RAISING FUNDS:

To cover the cost of student expenses for constt, conferences and group travel/ to support the vocal music program through additional purchases deemed necessary by the director.

FUNDRAISER DATES: START 07/01/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 500.00 - EST. EXP. = EST. PROFIT \$ 500.00

Sponsor Signature: Aprill Raines

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: Walter R Howell IV

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - ACT. EXP. = ACT. PROFIT (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

SHS Choir Apparel Sales (DuPrees) SPRING

PURPOSE OF RAISING FUNDS:

To cover the cost of student expenses for constt, conferences and group travel/ to support the vocal music program through additional purchases deemed necessary by the director.

FUNDRAISER DATES: START 01/05/2025 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 500.00 - EST. EXP. 0 = EST. PROFIT \$ 500.00

Sponsor Signature: Aprill Raines

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howdy

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Pop Concert Silent auction

PURPOSE OF RAISING FUNDS:

To cover the cost of student expenses for contst, conferences and group travel/ to support the vocal music program through additional purchases deemed necessary by the director.

FUNDRAISER DATES: START 01/05/2025 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. 0 = EST. PROFIT \$ 1,000.00

Sponsor Signature

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization Signature

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Aprill Raines

Name of Activity Fund: Vocal Music Account No: 949

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

SHS Choir Sing-a-thon

PURPOSE OF RAISING FUNDS:

To cover the cost of student expenses for contst, conferences and group travel/ to support the vocal music program through additional purchases deemed necessary by the director.

FUNDRAISER DATES: START 01/05/2025 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 5,000.00 - EST. EXP. \$ = EST. PROFIT \$ 5,000.00

Sponsor Signature: Aprill Raines

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Howell IV

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: April Raines

Name of Activity Fund: Vocal Music Account No: 949

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Fall Catalog Sale (Century Resources or Oklahoma Fundraiser)

PURPOSE OF RAISING FUNDS:

To cover the cost of student expenses for constt, conferences and group travel/ to support the vocal music program through additional purchases deemed necessary by the director.

FUNDRAISER DATES: START 07/01/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,000.00 - EST. EXP. -\$ 1,200.00 = EST. PROFIT \$ 800.00

Sponsor Signature: April Raines

Principal Authorization: Walter H. Howell

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

HS-949

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Dayers/ARaines

Name of Activity Fund: Vocal Music / Performing Arts Account No: 949

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 22,277.05	\$ 22,277.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Income	\$ 12,500.00	
Donations	\$ 5,000.00	
Dues from students	\$ 1,000.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 18,500.00	\$ 19,432.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 40,777.05	\$ 41,709.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Uniform Expenses	\$ -3,000.00	
Contest Expenses	\$ -5,000.00	
Fundraising Expenses	\$ -4,500.00	
Travel	\$ -15,000.00	
	\$	
	\$	
Total Expenditures:	\$ -27,500.00	\$ 17,273.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 13,277.05	\$ 24,436

as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Curtis Davis

Name of Activity Fund: Yearbook Account No: 951

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A - The excess funds are the result of a 2022-2023 carryover and is usually depleted at the beginning of the school to cover start-up yearbook production costs.

PACKET CONTENTS:

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ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>auc</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	<i>auc</i>
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 951 Yearbook

PURPOSE

Enhancing the learning of students through the use of media by producing the yearbook and communicating with local business owners for the sale of advertising.

SOURCE(S) OF INCOME

Yearbook Type Income: Advertising Sales, Awards/Prizes, Concession Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Reimbursements/Refunds/Rebates, School Picture Commissions, Student Payments and Yearbook/Agenda Sales.

PLANNED EXPENSES

Yearbook Type Expenses: Awards, Advertising, Books, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Registrations, Reimbursements, Rental Fees, Scholarship/Awards, Stipends, Award Banquets, Subscriptions, Technology Expenses and other Activity related supplies and materials.

SPONSOR NAME

Curtis Davis - deceased
K. Jan 100 - Yearbook Teacher
FY 24-25

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Curtis Davis / Kristin Jan 100

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Curtis Davis

Name of Activity Fund: Yearbook Account No: 951

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>16,953.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Event: Ad Sales	\$ <u>7,500.00</u>	
Student Yearbook Payments	\$ <u>1,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>9,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>25,953.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Yearbook Production Costs	\$ <u>-8,000.00</u>	
Yearbook Purchases	\$ <u>-5,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-13,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>12,953.00</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Curtis Davis

Name of Activity Fund: Yearbook Account No: 951

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Ad Sales

PURPOSE OF RAISING FUNDS:

Reduce the cost of yearbooks through ad sales to reduce burden on families and increase sales

FUNDRAISER DATES: START 08/15/2024 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 7,500.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 7,500.00

Sponsor Signature: Curtis Davis

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: Walter R. Handley

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

HS-951

STILLWATER BOARD OF EDUCATION

CFB-EI

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Curtis Davis

Name of Activity Fund: Yearbook Account No: 951

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 18,183.62	\$ 19,369.
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events: Ad sales	\$ 12,000.00	
Donations	\$ 0.00	
Student Yearbook Payments	\$ 1,500.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 13,500.00	\$ 16,263.
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 31,683.62	\$ 35,632.
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses	\$ -6,000.00	
Advertising Expense	\$ 0.00	
Yearbook Purchases	\$ 1,500.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -4,500.00	\$ 18,679.
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 27,183.62	\$ 16,953.

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Traci Richardson

Name of Activity Fund: Young Democrats Account No: 952

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	all

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 **SITE:** High School

ACCOUNT NAME: 952 Young Democrats

PURPOSE

To support club activities.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Traci Richardson

SIGNATURE

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ **DATE:** _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Traci Richardson

Name of Activity Fund: Young Democrats Account No: 952

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>270.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student dues	\$ <u>100.00</u>	
Fundraiser Income - Shirt Sales	\$ <u>600.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>700.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>970.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meeting supplies and refreshments	\$ <u>-150.00</u>	
Silent Auction basket	\$ <u>-150.00</u>	
Fundraiser Expenses - Shirt Sales	\$ <u>-450.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-750.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>220.00</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Traci Richardson

Name of Activity Fund: Young Democrats Account No: 952

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

Young Dems t-shirt sales

PURPOSE OF RAISING FUNDS:

To fund club activities.

FUNDRAISER DATES: START 08/01/2024 END 12/15/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 600.00 - EST. EXP. -\$ 450.00 = EST. PROFIT \$ 150.00

[Signature] SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

[Signature] PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

HS - 952

STILEWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Traci Richardson

Name of Activity Fund: Young Democrats Account No: 952

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 221.44	\$ 270.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues from students	\$ 100.00	
Club tshirts	\$ 600.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 700.00	\$ 0
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 921.44	\$ 270.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Snacks and drinks for club meetings	\$ -150.00	
Supplies for silent auction baskets	\$ -150.00	
Club tshirts	\$ -450.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -750.00	\$ 0
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 171.44	\$ 270.-

Inactive in FY24

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Josh Haar

Name of Activity Fund: Youth & Government Account No: 953

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>Auc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 953 Youth & Government

PURPOSE

To afford students the opportunity to experience civic engagement, partake in debates that affect citizens in their state, and propose legislation.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

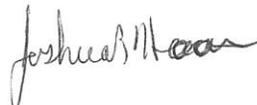
PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Josh Haar

SIGNATURE



PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Josh Haar

Name of Activity Fund: Youth & Government Account No: 953

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>534.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student dues	\$ <u>300.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>300.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>834.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meeting supplies and refreshments	\$ <u>-500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>334.00</u>	\$ _____

HS-953

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Josh Haar

Name of Activity Fund: Youth & Government Account No: 953

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 534.49	\$ 534.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events - TBD (no form completed yet.)	\$ 350.00	
Donations	\$ 150.00	
Dues from students	\$ 1,500.00	
	\$	
	\$	
	\$	
Total Revenues:	\$ 2,000.00	\$ 0
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 2,534.49	\$ 534.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ 100.00	
Food For Meetings	\$ 200.00	
	\$ 0.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ 300.00	\$ 0
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 2,834.49	\$ 534.-

Inactive in FY24

as of 5/12/24

STILLWATER BOARD OF EDUCATION	CFB-E1
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ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Shannon Peters

Name of Activity Fund: Sophomore Class Account No: 960

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

Funds are collected during the first year at high school to fund projects during the student's junior year.

PACKET CONTENTS:

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APPROVAL OF ACCOUNT FORM	PAGE 2	<i>Auc</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>Auc</i>
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>Auc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 960 Sophomore Class

PURPOSE

To support the purchase of supplies based on the decision of the sophomore class. Incoming funds from enrollment and events are raised to move up with them to fund events during their junior year (i.e. Prom).

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Shannon Peters

SIGNATURE

Shannon Peters

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Shannon Peters

Name of Activity Fund: Sophomore Class Account No: 960

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Enrollment fee	\$ <u>2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>2,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,000.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ <u>-500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,500.00</u>	\$ _____

HS-960

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Shannon Peters

Name of Activity Fund: Sophomore Class Account No: 960

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 0.00	\$ 0
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
School ID Cards	\$ 2,000.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 2,000.00	\$ 2,123.00
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 2,000.00	\$ 2,123.00
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ -500.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -500.00	\$ 0
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 1,500.00	\$ 2,123.00

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

Ending balance transfers to 961 - Jr Class at start of next year.

as of 5/12/24

STILLWATER BOARD OF EDUCATION	CFB-E1
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ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: K. Morton & J. Hayes

Name of Activity Fund: Junior Class Account No: 961

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

The ending balance was greater than anticipated due to transfers from other accounts used to fund the start up costs for the Prom and the increased attendance of students at the Prom. As the income was generated so close to the end of the year, the Junior class was not able to decide how to appropriately spend the extra income. The money will follow the students into their senior year.

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	KM

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

<i>Adoption Date: February 21, 2012</i>	<i>Revision Date(s): 9/10/19</i>	<i>Page 1 of 4</i>
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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 961 Junior Class

PURPOSE

To host Prom 2025.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

K. Morton & J. Hayes

SIGNATURE

[Handwritten signature: K. Morton]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature: Walter R. Howell IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: K. Morton & J. Hayes

Name of Activity Fund: Junior Class Account No: 961

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,123.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Enrollment	\$ <u>1,500.00</u>	
Ticket Sales	\$ <u>9,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>11,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>13,123.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Prom Expenses	\$ <u>-8,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-8,500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>4,623.00</u>	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Krissi Morton

Name of Activity Fund: Jr. Class Account No: 961

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 2,894.03	\$ <u>2188.-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Ticket Sales	\$ 9,500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 9,500.00	\$ <u>22,025.-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 12,394.03	\$ <u>24,213.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Prom Decorations	\$ -8,500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -8,500.00	\$ <u>16,243</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 3,894.03	\$ <u>7,969.90</u>

*Includes
Transfer to
812-Parking 7,000*

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: H. Shepard & A. Sisler

Name of Activity Fund: Senior Class Account No: 962

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>ame</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 962 Senior Class

PURPOSE

Fund all senior-specific events and graduation costs (flowers, programs, medals, VIP room, wristbands, incidentals).

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

H. Shepard & A. Sisler

SIGNATURE

Hope Shepard

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

Walter R. Howell IV

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: H. Shepard & A. Sisler

Name of Activity Fund: Senior Class Account No: 962

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 4,531.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Enrollment	\$ 1,500.00	
Junior Class rollover	\$ 16,510.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 18,010.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 22,541.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Donations (POW and SMAC)	\$ -3,140.00	
Senior Circle Mementos/Senior Events	\$ -2,000.00	
Graduation Medals & Programs	\$ -1,983.00	
Graduation Florals	\$ -250.00	
Graduation VIP Room Supplies	\$ -200.00	
May Events (Senior Walk; Faculty Lunch)	\$ -500.00	
Total Expenditures:	\$ -8,073.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 14,468.00	\$ _____

HS-962

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jennifer White (outgoing); Hope

Name of Activity Fund: Senior Class Account No: 962

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 6,194.79	\$ 6183.-
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Senior Enrollment Dues	\$ 1,500.00	
Junior Class Rollover	\$ 2,300.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 3,800.00	\$ 294.-
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 9,994.79	\$ 9488.-
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Donations (POW and SMAC)	\$ -3,140.00	
Senior Circle Mementos/Senior Events	\$ -2,000.00	
Graduation Medals & Programs	\$ -1,983.00	
Graduation Florals	\$ -250.00	
Graduation VIP Room Supplies	\$ -200.00	
May Events (Senior Walk; Faculty Lunch)	\$ -500.00	
Total Expenditures:	\$ -8,073.00	\$ 4957.-
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 1,921.79	\$ 4531.-

net transfers 73011.-

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Kristy Self

Name of Activity Fund: Gender and Sexuality Alliance (GSA) Account No: 965

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>auc</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kristy Self

Name of Activity Fund: Gender and Sexuality Alliance (GSA) Account No: 965

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>534.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations _____	\$ <u>50.00</u>	
Student dues _____	\$ <u>50.00</u>	
Selling apparel _____	\$ <u>75.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>175</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>709</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meeting supplies and refreshments _____	\$ <u>-80.00</u>	
Senior Banquet expenses _____	\$ <u>-150</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-230</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>479</u>	\$ _____

HS-965

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Kristy Self

Name of Activity Fund: Gender and Sexuality Alliance GSA Account No: 965

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 0.00	\$ <u>297.-</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Selling items at community and school events	\$ 75.00	
Donations	\$ 100.00	
Dues from students	\$ 50.00	
Selling apparel	\$ 75.00	
	\$	
	\$	
Total Revenues:	\$ 300.00	\$ <u>85.-</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 300.00	\$ <u>382.-</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
supplies	\$ -30.00	
Food	\$ -50.00	
Senior banquet	\$ -100.00	
	\$	
	\$	
Total Expenditures:	\$ -180.00	\$ <u>155.-</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 120.00	\$ <u>227.-</u>

as of 5/12/24

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Josh Haar

Name of Activity Fund: Debate Club Account No: _____

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

N/A

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	<i>all</i>

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

New for FY 25

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: Debate Club

PURPOSE

To afford students the opportunity to experience civic engagement, partake in debates that affect citizens in their state, and propose legislation.

SOURCE(S) OF INCOME

Academic Type Income: Advertising Sales, AP Testing Fees, Awards/Prizes, Concession Sales, Contest Fees, Contributions /Donations, Fees/Fines/Dues, Field Trip Collections, BOE approved Fundraisers, Grants/Scholarships, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Summer Camps and Ticket Sales.

PLANNED EXPENSES

Academic Type Expenses: Awards, Advertising, Camp Expenses, Cash-Box/Start-up Cash, Charitable Activities, Apparel/Uniforms, Competition Expenses, Donations, Equipment, Fees/Dues, Field Trip Expenses, Fundraising Expenses, Travel Expenses to include meals, Meeting Supplies and Refreshments, Officials/Judges, Registrations, Reimbursements, Rental Fees, Stipends, Award Banquets and other Activity related supplies and materials.

SPONSOR NAME

Josh Haar

SIGNATURE

[Handwritten signature of Josh Haar]

PRINCIPAL/DIRECTOR

Walter R. Howell, IV

SIGNATURE

[Handwritten signature of Walter R. Howell, IV]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Josh Haar

Name of Activity Fund: Debate Club Account No: _____

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Student Fee	\$ 200.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 200.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 200.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ 0.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 200.00	\$ _____



July 31, 2024

**SKYLINE ACTIVITY FUND
PACKETS**

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Student Supply Account No: 801

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

To support and enhance the educational needs of students in all areas.

PACKET CONTENTS:

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REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	

**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

RECEIVED APR 26 2024

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 **SITE:** Skyline

ACCOUNT NAME: 801 Student Supply

PURPOSE

To support and enhance the educational needs of students in all areas.

SOURCE(S) OF INCOME

Student Supply Income: AP Testing Fees, Class Supplies, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, Grants/Scholarships, Lost/Damaged Book Fee, PALS Profit, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Student Payments, Student Supply Fees.

PLANNED EXPENSES

Student Supply Expenses: Achievement Awards, Books, Cash-Box/Start-up Cash, Fees/Dues, Field Trip Expenses, Registrations, Reimbursements/Refunds, Subscriptions, Classroom related Supplies/Materials, Student Snacks, Technology Expenses, and Tutoring.

SPONSOR NAME

Jami M. Smith

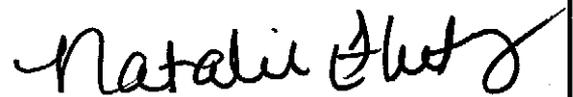
SIGNATURE



PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ **DATE:** _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Student Supply Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>8,500.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Allocation from District	\$ <u>10,000.00</u>	
Field Trip Collections	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>10,200.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>18,700.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ <u>-10,000.00</u>	
Field Trip Expenses	\$ <u>-1,000.00</u>	
Co-curricular subscriptions	\$ <u>-1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-12,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>6,700.00</u>	\$ _____

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith
 Name of Activity Fund: Student Supply Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>6,123.43</u>	\$ <u>6224.95</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Allocation from District	\$ <u>10,000.00</u>	
Field Trip Collections	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>10,200.00</u>	\$ <u>14078.14</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>16,323.43</u>	\$ <u>20303.09</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ <u>-10,000.00</u>	
Field Trip Expenses	\$ <u>-1,000.00</u>	
Co-curricular subscriptions	\$ <u>-1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-12,000.00</u>	\$ <u>11798.33</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>4,323.43</u>	\$ <u>8504.76</u>

RECEIVED APR 26 2024

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Library Account No: 803

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

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RECEIVED APR 26 2024

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 803 Library

PURPOSE

To support and enhance the educational needs of students in all areas.

SOURCE(S) OF INCOME

Library Type Income: Advertising Sales, Awards/Prizes, Book Fair Sales, Contest Fees, Contributions/Donations, Fees/Fines/Dues, BOE approved Fundraisers, Grants/Scholarships, Lost/Damaged Book Fee, Merchandise Sales, Redeposit of Cash-Box/Start-up Cash, Registrations, Reimbursements/Refund/Rebates, Rental Fees, Student Payments, and Ticket Sales.

PLANNED EXPENSES

Library Type Expenses: Awards, Advertising, Books, Cash-Box/Start-up Cash, Competition Expenses, Custodial Expenses, Equipment/Furniture, Fees/Dues, Fundraising Expenses, Meeting Supplies and Refreshments, Newspapers, Registrations, Reimbursements/Refunds, Rental Fees, Subscriptions, Supplies/Materials and Technology Expenses.

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 750.00	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Lost/damaged book fees	\$ 200.00	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
_____	\$	
Total Revenues:	\$ 200.00	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 950.00	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Student award	\$ -200.00	
_____	\$	
Book repair supplies	\$ -250.00	
_____	\$	
Library Books	\$ -150.00	
_____	\$	
_____	\$	
_____	\$	
Total Expenditures:	\$ -600.00	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 350.00	\$

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>694.10</u>	\$ <u>694.10</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Damaged/lost book fees	\$ <u>200.00</u>	
Donations	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>400.00</u>	\$ <u>550.00</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,094.10</u>	\$ <u>1249.10</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Student Awards	\$ <u>-250.00</u>	
Competition/Registration Fees	\$ <u>-100.00</u>	
Books	\$ <u>-500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-850.00</u>	\$ <u>491.79</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>244.10</u>	\$ <u>757.31</u>

RECEIVED APR 26 2024

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Jami M. SmithName of Activity Fund: Facility Rental Account No: 806

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

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RECEIVED APR 26 2024

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 806 Facility Rental

PURPOSE

To enhance/improve student needs in classrooms, improve outdoor play areas and add needed equipment. Supplies for schools sponsored events, such as refreshments/prizes for students, staff, parents, etc attending school events.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Facility Rental Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 465.39	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 0.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 465.39	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ 0.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ 0.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 465.39	\$ _____

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith

Name of Activity Fund: Facility Rental Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 1,155.39	\$ 1155.39
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 250.00	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 250.00	\$ 0
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,405.39	\$ 1155.39
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Refreshments for School Functions	\$ -300.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -300.00	\$ 690.00
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 1,105.39	\$ 465.39

RECEIVED APR 26 2024

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Special Events Account No: 807

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

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RECEIVED APR 26 2024

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 807 Special Events

PURPOSE

Use for anything; recycling fees, school events, staff training, staff celebrations, district celebrations, staff snacks, staff prizes, student snacks, office supplies, staff appreciation, classroom supplies, schoolwide prizes, etc.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,000.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
PALS Distribution	\$ <u>5,000.00</u>	
School Picture Commissions	\$ <u>750.00</u>	
Coca-Cola Commissions	\$ <u>200.00</u>	
Donations	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>6,450.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>10,450.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Staff appreciation	\$ <u>-4,000.00</u>	
Supplies	\$ <u>-1,500.00</u>	
Teacher Awards	\$ <u>-1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-6,500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>3,950.00</u>	\$ _____

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith

Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 3,219.63	\$ <u>3667.80</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
PALS Distribution	\$ 5,000.00	
School Picture Commissions	\$ 500.00	
Coca-Cola Commissions	\$ 200.00	
Fundraising	\$ 500.00	
	\$	
	\$	
Total Revenues:	\$ 6,200.00	\$ <u>6728.91</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 9,419.63	\$ <u>10396.71</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Staff appreciation/celebration	\$ -4,000.00	
Classroom supplies	\$ -1,500.00	
Teacher Awards	\$ -250.00	
	\$	
	\$	
Total Expenditures:	\$ -5,750.00	\$ <u>6350.82</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 3,669.63	\$ <u>4045.89</u>

RECEIVED APR 26 2024

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Jami M. SmithName of Activity Fund: Field Trips Account No: 810

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

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RECEIVED APR 26 2024

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 810 Field Trips

PURPOSE

To help cover any costs associated with field trips; student costs, staff, costs, transportaiton, etc.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Field Trips Account No: 810

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Parent/PTA payment	\$ <u>500.00</u>	
Donations	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>700.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>700.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Transportation	\$ <u>-500.00</u>	
Trip fee	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-700.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ _____

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith

Name of Activity Fund: Field Trips Account No: 810

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ <u>0</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Parent Payment	\$ <u>500.00</u>	
Donations	\$ <u>200.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>700.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>700.00</u>	\$ <u>0</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Field trip expenses	\$ <u>-200.00</u>	
Transportation	\$ <u>-500.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-700.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ <u>0</u>

RECEIVED APR 26 2024

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Safety/Health Initiatives Account No: 823

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

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Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 823 Safety/Health Initiatives

PURPOSE

Recycling supplies, healthroom needs, playground improvements

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Safety/Health Initiatives Account No: 823

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,070.69</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>0.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,070.69</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Healthroom supplies	\$ <u>-300.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-300.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>770.69</u>	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith

Name of Activity Fund: Safety/Health Initiatives Account No: 823

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 1,070.69	\$ 1070.69
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 200.00	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 200.00	\$ 0
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,270.69	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Healthroom supplies	\$ -300.00	
Playground improvements	\$ -300.00	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -600.00	\$ 0
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 670.69	\$ 1070.69

RECEIVED APR 26 2024

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: SPEF Grant Account No: 839

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

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RECEIVED APR 26 2024

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

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ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 839 SPEF Grant

PURPOSE

To purchase goods and services as specified in the approved SPEF Grant application.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 5,694.30	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
SPEF Grant Large	\$ 5,000.00	
SPEF Grant Small	\$ 2,500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 7,500.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 13,194.30	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Specific expenditures-large	\$ -5,000.00	
Specific expenditures-small	\$ -2,500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -7,500.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 5,694.30	\$ _____

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Audra Casson on behalf of SPEF

Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>74.00</u>	\$ <u>74.05</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
SPEF Grants (estimating one large grant)	\$ <u>5,000.00</u>	
SPEF Grants (estimating one small grant)	\$ <u>2,500.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>7,500.00</u>	\$ <u>11683.00</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>7,574.00</u>	\$ <u>11757.05</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Large Grant specific expenditures	\$ <u>-5,000.00</u>	
Small Grant specific expenditures	\$ <u>-2,500.00</u>	
Return of unused portion from prior year	\$ <u>-74.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-7,574.00</u>	\$ <u>6062.75</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ <u>5694.30</u>

RECEIVED APR 26 2024

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith
 Name of Activity Fund: Teacher Grants Account No: 851

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

RECEIVED APR 26 2024

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 1 of 4

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 851 Teacher Grants

PURPOSE

Grant specific purchases by those who have been awarded grants.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Teacher Grants Account No: 851

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 2,618.06	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 0.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 2,618.06	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Grant specific purchase	\$ -2,618.06	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -2,618.06	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 0.00	\$ _____

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith

Name of Activity Fund: Teacher Grants Account No: 851

1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 NEXT YEAR EST. ACTUALS* \$ 0.00 \$ 0

2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:

Teacher awarded grant \$ 500.00
Total Revenues: \$ 500.00

\$ 3000.00

3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) \$ 500.00

4. EXPENDITURES AND ESTIMATED AMOUNTS:

Grant specific purchases \$ -500.00
Total Expenditures: \$ -500.00

\$ 381.94

5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) \$ 0.00

\$ 2618.06

RECEIVED APR 26 2024

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: After School Programs Account No: 876

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

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RECEIVED APR 26 2024

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 1 of 4

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 876 After School Programs

PURPOSE

To cover any expenses associated with after schools clubs or programs

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: After School Programs Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 146.63	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Club dues	\$ 1,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 1,000.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,146.63	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Club snacks	\$ -200.00	
Club supplies	\$ -500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -700.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 446.63	\$ _____

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith

Name of Activity Fund: After School Programs Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 146.63	\$ <u>146.63</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Club fees/dues paid	\$ 500.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 500.00	\$ <u>0</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 646.63	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Student/club supplies	\$ -350.00	
Student snacks	\$ -150.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -500.00	\$ <u>0</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 146.63	\$ <u>146.63</u>

RECEIVED APR 26 2024

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: 5th Grade Class Account No: 895

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

We are asking that the remaining \$7.68 be transferred to ACCT# 801 Student Supplies and ACCT# 895 be closed out.

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RECEIVED APR 26 2024

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 1 of 4

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 895 5th Grade Class

PURPOSE

To support, fund, and enhance the experiece of the 5th grade class for the active school year.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: 5th Grade Class Account No: 895

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 7.68	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 0.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 7.68	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ 0.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 7.68	\$ _____

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith

Name of Activity Fund: 5th Grade Class Account No: 895

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 308.26	\$ <u>308.26</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ 500.00	
Donations	\$ 500.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 1,000.00	\$ <u>0</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,308.26	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Fundraising Expenses	\$ -150.00	
Transportation	\$ -500.00	
Supplies	\$ -250.00	
Donations	\$ -100.00	
	\$	
	\$	
Total Expenditures:	\$ -1,000.00	\$ <u>300.58</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 308.26	\$ <u>7.68</u>

RECEIVED APR 26 2024

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith

Name of Activity Fund: Farm and Garden Account No: 918

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

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RECEIVED APR 26 2024

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 1 of 4

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Skyline

ACCOUNT NAME: 918 Farm and Garden

PURPOSE

To maintain and fund needs associated with the Skyline Farm and Garden.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-2025 school year.

24-25

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-2025 school year.

24-25

SPONSOR NAME

Jami M. Smith

SIGNATURE

Jami M. Smith

PRINCIPAL/DIRECTOR

Natalie Fluty

SIGNATURE

Natalie Fluty

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: DATE:

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Jami M. Smith
 Name of Activity Fund: Farm and Garden Account No: 918

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>273.46</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>0.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>273.46</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Repair needs	\$ <u>-100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-100.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>173.46</u>	\$ _____

RECEIVED APR 26 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Jami M. Smith

Name of Activity Fund: Farm and Garden Account No: 918

	NEXT YEAR EST	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>410.11</u> 310.11	\$ <u>410.11</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising	\$ <u>300.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>300.00</u>	\$ <u>0</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>610.11</u>	\$ <u>410.11</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Feed	\$ <u>-75.00</u>	
Maintenance/repair needs	\$ <u>-100.00</u>	
Garden	\$ <u>-100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-275.00</u>	\$ <u>136.65</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>335.11</u> 335.11	\$ <u>273.46</u>
	<u>435.11</u> 335.11	



July 31, 2024

**SPED ACTIVITY
FUND PACKETS**

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

Due April 30 each year or upon request of a new account

Reporting School Year: 2024-2025 Sponsor Name: Julie Thibodeau

Name of Activity Fund: Special Services Activity Account Account No: 828

The Stillwater Board of Education believes that activity fund money generated through student fundraising during any year should be used to benefit the students involved in generating those funds. If applicable, please provide an explanation of a fund balance that exceeds \$1000 and 30% of projected revenue:

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**This is the form found on page 2, but should be the plan submitted the prior year updated with last year's actual revenues, expenditures, and ending cash balance.*

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 07/30/24 SITE: Administration Building

ACCOUNT NAME: 828 Special Services Activity Account

PURPOSE

To provide instructional supplies, therapy equipment and supplies, classroom support materials, technology devices and apps, instructional materials, storage and curriculum materials to Special Education Teachers and Therapists. To support the needs of the Special Education Students.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Julie Thibodeau

SIGNATURE

Julie Thibodeau

PRINCIPAL/DIRECTOR

Austin Huls

SIGNATURE

Austin Huls

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: _____ DATE: _____

ACCOUNT NUMBER: _____

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Julie Thibodeau

Name of Activity Fund: Special Services Activity Account Account No: 828

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,932.36</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
MVP Fundraiser (Fromally BowlFest) by SPEF	\$ <u>20,000.00</u>	
Donations	\$ <u>2,000.00</u>	
Grants	\$ <u>2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>24,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>25,932.36</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Instructional Supplies, Materials supports for Sped.	\$ <u>15,000.00</u>	
Downloadable online materials	\$ <u>9,000.00</u>	
_____	\$ _____	
_____	\$ <u>0.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>24,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>10,932.36</u> <u>1,932.36</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30 and November 30)

Reporting School Year: 2024-2025 Sponsor Name: Julie Thibodeau

Name of Activity Fund: Special Services Activity Account Account No: 828

DESCRIPTION OF FUNDRAISER (INCLUDING ITEMS TO BE SOLD AND HOW):

SPEF does a fundraiser to nominate your MVP that works at Stillwater Public Schools for \$25/nomination. A local Business will usually match the donations and/or add to it.

PURPOSE OF RAISING FUNDS:

This fund was set up to support Special Education Students. The Special Education staff requests items that goes above and beyond what the district can provide.

FUNDRAISER DATES: START 01/05/2025 END 03/01/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 18,000.00 - EST. EXP. \$ 0.00 = EST. PROFIT \$ 18,000.00


SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)


PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - ACT. EXP. _____ = ACT. PROFIT _____
(Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

**Stillwater Public Schools
Lincoln Alternative Academy
Alternative Education Agreement Form**

This contract for alternative education services between AGRA Public Schools School district, hereinafter referred to as DISTRICT, and Stillwater Public Schools. Hereinafter referred to as the Local Education Affiliate (LEA), is enacted to meet the requirements of the State Department of Education to provide alternative education for DISTRICT's "at risk" students defined by 70 O.S. § 1210-568.

As outlined and interpreted by the Alternative Education Section of the State Department of Education, each DISTRICT using the services of an LEA to meet the needs of their "at risk" students shall sign a letter of cooperative agreement to be included as part of the Statewide Alternative Education Implementation Plan to be submitted by the LEA to the State Department of Education no later than September, 1 of the fiscal year. Furthermore, by doing so, the DISTRICT acknowledges that the LEA shall receive the entire sum of the DISTRICT's allocated funds for alternative education.

Stillwater Public School's Lincoln Alternative Academy, hereinafter referred referred to as Lincoln Alternative Academy, attests that its program of offerings and services meet all criteria outlined and listed by the Oklahoma State Department of Education and as such agrees to provide alternative education services for students referred to, and accepted through the *Intake and Screening* process identified as follows:

- Students must meet the stated definitions of "at risk" set forth in law.
- The prospective students and their parents/guardians must agree to the intake interview process as the first step in the process of acceptance.
- Furthermore, all parties (DISTRICT, LEA, prospective students and their parents) must agree to additional outside interventions should such be deemed appropriate, and agree that participation in these services will be considered a condition for enrollment.
- Final enrollment in Lincoln Alternative Academy will be determined by the students' and the DISTRICTS' best interests.
- Lincoln Alternative Academy has the right of refusal of any students if it is felt that the placement is inappropriate for any reason.
- No student shall be enrolled in Lincoln Alternative Academy from the DISTRICT unless the student is accepted through the *Intake and Screening* and interview process.

When it has been determined that the student is to be served through Lincoln Alternative Academy, both the DISTRICT and Stillwater Public Schools Superintendent (or designee) must approve the student's district transfer application form to the LEA; to begin upon the students first day of enrollment and continuing until such time as the student is exited from Lincoln Alternative Academy.

Participation in Lincoln Alternative Academy from the above named DISTRICT is for the school year 2024-2025. This contract shall be for the entire school year 2024-2025 and is not revocable by either party, yet it does not bind either party to ensuing school years.

Agree to by signature and date signed: Jan Kelly 7/3/24

By: _____ Stillwater
Public Schools Representative DISTRICT Representative

By: [Signature] Lincoln Alternative Academy Representative

AUTHORIZATION TO PAY THE FY 24-25 ALLOCATION OF STATEWIDE ALTERNATIVE EDUCATION ACADEMY PROGRAM FUNDS TO THE LOCAL EDUCATIONAL (LEA) FOR THE COOPERATIVE

Please complete the follow information and upload into your Alternative Education Implementation Plan in Single-Sign-On.

Plan is open from August 1 through September 1.

District Name: AGRA PUBLIC SCHOOLS District Number I-134
County Name: LINCOLN County Number 41

District listed above authorizes SDE to pay LEA 100% of Alternative Education Allocation for FY 25 to district listed below.

We authorize the Oklahoma State Department of Education (SDE) to pay our district's FY²⁵ Alternative Education Academy Allocation to the LEA listed below to provide Alternative Education Services for students in our district. We understand that this form does not constitute a contractual agreement for Alternative Education Services with the LEA. We understand that the SDE encourages us to develop a contractual agreement with the LEA that describes the details of the rights and responsibilities of each member of the Alternative Education Cooperative, including the amount above the allocation that each member of the cooperative should pay to the LEA for each student served.

Superintendent's Name: JEFF KELLY

Superintendent's Signature: *Jeff Kelly* Date 2/3/24

Board President's Name: BRIEN GLADDEN

Board President's Signature: *Brien Gladden* Date 7/3/24

THE DISTRICT LISTED BELOW WILL RECEIVE 100% OF OUR ALTERNATIVE EDUCATION ACADEMY ALLOCATION AND WILL SERVE AS THE LEA FOR OUR DISTRICT'S ALTERNATIVE EDUCATION COOPERATIVE PROGRAM.

LEA District Name: STILLWATER LEA District Number 1016

LEA County Name: PAYNE LEA County Number 60



**Stillwater Public Schools
Lincoln Alternative Academy
Alternative Education Agreement Form**

This contract for alternative education services between Carney School district, hereinafter referred to as DISTRICT, and Stillwater Public Schools. Hereinafter referred to as the Local Education Affiliate (LEA), is enacted to meet the requirements of the State Department of Education to provide alternative education for DISTRICT's "at risk" students defined by 70 O.S. § 1210-568.

As outlined and interpreted by the Alternative Education Section of the State Department of Education, each DISTRICT using the services of an LEA to meet the needs of their "at risk" students shall sign a letter of cooperative agreement to be included as part of the Statewide Alternative Education Implementation Plan to be submitted by the LEA to the State Department of Education no later than September, 1 of the fiscal year. Furthermore, by doing so, the DISTRICT acknowledges that the LEA shall receive the entire sum of the DISTRICT's allocated funds for alternative education.

Stillwater Public School's Lincoln Alternative Academy, hereinafter referred referred to as Lincoln Alternative Academy, attests that its program of offerings and services meet all criteria outlined and listed by the Oklahoma State Department of Education and as such agrees to provide alternative education services for students referred to, and accepted through the *Intake and Screening* process identified as follows:

- Students must meet the stated definitions of "at risk" set forth in law.
- The prospective students and their parents/guardians must agree to the intake interview process as the first step in the process of acceptance.
- Furthermore, all parties (DISTRICT, LEA, prospective students and their parents) must agree to additional outside interventions should such be deemed appropriate, and agree that participation in these services will be considered a condition for enrollment.
- Final enrollment in Lincoln Alternative Academy will be determined by the students' and the DISTRICTS' best interests.
- Lincoln Alternative Academy has the right of refusal of any students if it is felt that the placement is inappropriate for any reason.
- No student shall be enrolled in Lincoln Alternative Academy from the DISTRICT unless the student is accepted through the *Intake and Screening* and interview process.

When it has been determined that the student is to be served through Lincoln Alternative Academy, both the DISTRICT and Stillwater Public Schools Superintendent (or designee) must approve the student's district transfer application form to the LEA; to begin upon the students first day of enrollment and continuing until such time as the student is exited from Lincoln Alternative Academy.

Participation in Lincoln Alternative Academy from the above named DISTRICT is for the school year 2024-2025. This contract shall be for the entire school year 2024-2025 and is not revocable by either party, yet it does not bind either party to ensuing school years.

Agree to by signature and date signed:

By: Carney Public Schools Stillwater
Public Schools Representative DISTRICT Representative

By: [Signature] Lincoln Alternative Academy Representative

**AUTHORIZATION TO PAY THE FY 25 ALLOCATION OF
STATEWIDE ALTERNATIVE EDUCATION ACADEMY PROGRAM
FUNDS TO THE LOCAL EDUCATIONAL (LEA) FOR THE
COOPERATIVE**

Please complete the follow information and upload into your Alternative Education Implementation Plan in Single-Sign-On.

Plan is open from August 1 through September 1.

District Name: Carney District Number I 105
County Name: Lincoln County Number 41

District listed above authorizes SDE to pay LEA 100% of Alternative Education Allocation for FY 25 to district listed below.

We authorize the Oklahoma State Department of Education (SDE) to pay our district's FY___ Alternative Education Academy Allocation to the LEA listed below to provide Alternative Education Services for students in our district. We understand that this form does not constitute a contractual agreement for Alternative Education Services with the LEA. We understand that the SDE encourages us to develop a contractual agreement with the LEA that describes the details of the rights and responsibilities of each member of the Alternative Education Cooperative, including the amount above the allocation that each member of the cooperative should pay to the LEA for each student served.

Superintendent's Name: Cyal Walden

Superintendent's Signature: [Signature] Date 7-15-24

Board President's Name: Clinton Mitchell

Board President's Signature: [Signature] Date 7-15-24

THE DISTRICT LISTED BELOW WILL RECEIVE 100% OF OUR ALTERNATIVE EDUCATION ACADEMY ALLOCATION AND WILL SERVE AS THE LEA FOR OUR DISTRICT'S ALTERNATIVE EDUCATION COOPERATIVE PROGRAM.

LEA District Name: Stillwater Public LEA District Number I-016
LEA County Name: Payson LEA County Number 60



**Stillwater Public Schools
Lincoln Alternative Academy
Alternative Education Agreement Form**

This contract for alternative education services between Coyle School district, hereinafter referred to as DISTRICT, and Stillwater Public Schools. Hereinafter referred to as the Local Education Affiliate (LEA), is enacted to meet the requirements of the State Department of Education to provide alternative education for DISTRICT's "at risk" students defined by 70 O.S. § 1210-568.

As outlined and interpreted by the Alternative Education Section of the State Department of Education, each DISTRICT using the services of an LEA to meet the needs of their "at risk" students shall sign a letter of cooperative agreement to be included as part of the Statewide Alternative Education Implementation Plan to be submitted by the LEA to the State Department of Education no later than September, 1 of the fiscal year. Furthermore, by doing so, the DISTRICT acknowledges that the LEA shall receive the entire sum of the DISTRICT's allocated funds for alternative education.

Stillwater Public School's Lincoln Alternative Academy, hereinafter referred to as Lincoln Alternative Academy, attests that its program of offerings and services meet all criteria outlined and listed by the Oklahoma State Department of Education and as such agrees to provide alternative education services for students referred to, and accepted through the *Intake and Screening* process identified as follows:

- Students must meet the stated definitions of "at risk" set forth in law.
- The prospective students and their parents/guardians must agree to the intake interview process as the first step in the process of acceptance.
- Furthermore, all parties (DISTRICT, LEA, prospective students and their parents) must agree to additional outside interventions should such be deemed appropriate, and agree that participation in these services will be considered a condition for enrollment.
- Final enrollment in Lincoln Alternative Academy will be determined by the students' and the DISTRICTS' best interests.
- Lincoln Alternative Academy has the right of refusal of any students if it is felt that the placement is inappropriate for any reason.
- No student shall be enrolled in Lincoln Alternative Academy from the DISTRICT unless the student is accepted through the *Intake and Screening* and interview process.

When it has been determined that the student is to be served through Lincoln Alternative Academy, both the DISTRICT and Stillwater Public Schools Superintendent (or designee) must approve the student's district transfer application form to the LEA; to begin upon the students first day of enrollment and continuing until such time as the student is exited from Lincoln Alternative Academy.

Participation in Lincoln Alternative Academy from the above named DISTRICT is for the school year 2024-2025. This contract shall be for the entire school year 2024-2025 and is not revocable by either party, yet it does not bind either party to ensuing school years.

Agree to by signature and date signed:

By: _____ Stillwater
Public Schools Representative DISTRICT Representative

By: Cory Haxton Lincoln Alternative Academy Representative

AUTHORIZATION TO PAY THE FY 25 ALLOCATION OF STATEWIDE ALTERNATIVE EDUCATION ACADEMY PROGRAM FUNDS TO THE LOCAL EDUCATIONAL (LEA) FOR THE COOPERATIVE

Please complete the follow information and upload into your Alternative Education Implementation Plan in Single-Sign-On.

Plan is open from August 1 through September 1.

District Name: Coyle Public Schools District Number 421014
County Name: Logan County Number 42

District listed above authorizes SDE to pay LEA 100% of Alternative Education Allocation for FY 25 to district listed below.

We authorize the Oklahoma State Department of Education (SDE) to pay our district's FY 25 Alternative Education Academy Allocation to the LEA listed below to provide Alternative Education Services for students in our district. We understand that this form does not constitute a contractual agreement for Alternative Education Services with the LEA. We understand that the SDE encourages us to develop a contractual agreement with the LEA that describes the details of the rights and responsibilities of each member of the Alternative Education Cooperative, including the amount above the allocation that each member of the cooperative should pay to the LEA for each student served.

Superintendent's Name: Colby W. Cagle

Superintendent's Signature: [Signature] Date 7/15/24

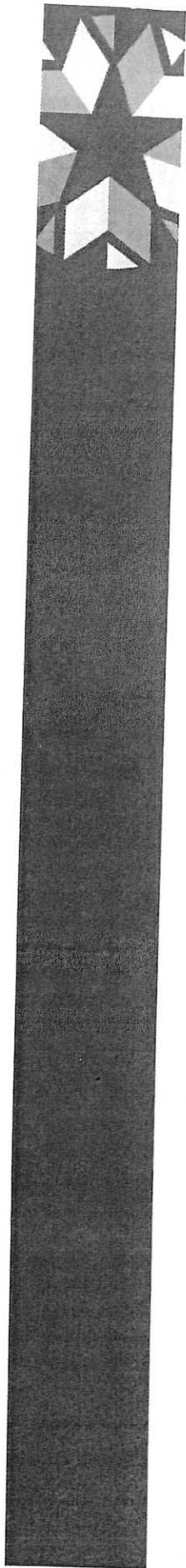
Board President's Name: Chad Maker

Board President's Signature: [Signature] Date 7/15/24

THE DISTRICT LISTED BELOW WILL RECEIVE 100% OF OUR ALTERNATIVE EDUCATION ACADEMY ALLOCATION AND WILL SERVE AS THE LEA FOR OUR DISTRICT'S ALTERNATIVE EDUCATION COOPERATIVE PROGRAM.

LEA District Name: Stillwater Public Schools LEA District Number 1016

LEA County Name: Payne LEA County Number 60





Contract



Purchase Authorization Number

This contract is hereby entered into between the Oklahoma Department of Human Services (DHS) and Stillwater Public Schools (contractor).

314 S Lewis St Billing address Stillwater City OK State 74074 ZIP code

Employer Identification Number (EIN Number), Social Security number (SSN) or vendor number

1.0 Contract Period

Both parties are in agreement that this contract shall be in effect for a period beginning 10/1/2024 and ending 09/30/2024. This contract may be renewed, at the sole option of DHS, under the same terms and conditions for two additional period(s) with a finite ending date of 9/30/2027.

2.0 Scope of Work

The contractor hereby offers and agrees to perform services as described in Attachment A, entitled Scope of Work. When necessary, subsequent attachments shall be titled in succession - such as Attachment B, C, or D.

3.0 Compensation and Billing

In consideration of the performance of said services, DHS agrees to pay the contractor:

Estimated amount of \$100,000.00 based on line item budget (Attachment B) for ARSI

Payment against this contract shall be Firm Fixed at the Quoted Price and DHS shall not pay nor be liable for any other additional costs including, but not limited to, taxes, attorney fees, or liquidated damages.

Payment for all services herein shall be made in arrears after products have been delivered or services are provided, per Section 85.44(B) of Title 74 of the Oklahoma Statutes (74 O.S. § 85.44(B)). DHS shall not make any advance payments or advance deposits. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §§ 34.71 and 34.72.

The contractor shall bill DHS on a Monthly basis for services. Claims for reimbursement of services shall be submitted within 90-calendar days of the provision of services. The contractor shall provide documentation of such expenses to support requests for reimbursement that may include, but are not limited to, copies of invoices, evidence of contractor payment, or other DHS requested documents. Supporting encumbrances may be canceled upon a lapse of six months from the actual provision of services. DHS has 45-calendar days from presentation of a proper invoice to issue payment to the contractor. If DHS finds that an overpayment or underpayment has been made to the contractor, DHS may adjust any subsequent payments to the contractor to correct the account. DHS shall issue a written explanation of the adjustment to the contractor.

4.0 Modification

Any change in the total amount of the contract shall be in writing and approved by both parties. Any change in services provided prior to the execution of a mutually-approved contract modification is not eligible for payment. When a budget is attached, it is agreed by both parties that all budget changes between line items exceeding 20 percent shall be in writing and approved by the contractor and DHS prior to any change in service.

5.0 Termination for Convenience

DHS shall terminate the contract in whole or in part for convenience when it is in DHS's best interest. DHS shall terminate the contract by delivering to the contractor a Notice of Termination for Convenience, specifying the terms and effective date of contract termination. The contract termination date shall be a minimum of 30-calendar days from the date DHS issues the Notice of Termination for Convenience.

Notice of termination shall be in writing and electronic notification shall be sufficient.

When the contract is terminated, DHS is liable only for products and/or services delivered and accepted and for costs and expenses, exclusive of profit, reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the contractor.

6.0 Termination for Cause

The contractor may terminate the contract for default or other just cause with a 30-calendar day written request. DHS may terminate the contract for default or other just cause upon written notification to the contractor.

Notice of termination shall be in writing and electronic notification shall be sufficient.

When the contract is terminated, DHS is liable only for payment for products and/or services delivered and accepted.

7.0 Sub-Contracting

The service to be performed under this contract shall not be assigned or sub-contracted in whole or in part to any other person or entity without advance DHS written consent. The terms of this contract and such additional terms as DHS may require shall be included in any approved sub-contract and approval of any sub-contract shall not relieve the contractor of any responsibility for performance required under this contract.

8.0 Travel Expenses

Travel expenses incurred pursuant to an acquisition by DHS shall be included in the total acquisition price in the supplier's contract. DHS shall not pay any travel expenses in addition to the total price in the contract.

9.0 Unavailability of Funding

DHS cannot guarantee the continued availability of funding for this contract, notwithstanding the consideration stated herein. In the event funds to finance this contract become unavailable either in full or in part due to insufficient funding, DHS may terminate this contract or reduce this contract consideration, upon written notice to the contractor. The notice shall be delivered by certified mail, return receipt requested, or hand-delivered with written proof of delivery. DHS shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction in consideration shall be specified in the notice, provided the funding adjustments stated in this paragraph shall not apply to payments made for services satisfactorily completed, prior to the

effective date of the termination or reduction. In the event of a reduction in contract consideration, the contractor may work with DHS to reduce the Scope of Work proportionately or cancel this contract as of the effective date of the proposed reduction upon advance written notice to DHS. Both parties shall make a good faith effort to reach mutual agreement on reasonable phase-out costs upon notice of termination or reduction of contract.

10.0 Insurance

The contractor shall obtain and retain insurance including workers' compensation, vehicle insurance, medical malpractice, and general liability as applicable or as required by federal or state law prior to commencement of any work on this contract. The contractor shall timely renew the policies to be carried throughout the term of this contract and shall provide DHS with evidence of such insurance and renewals upon request, pursuant to this Section.

11.0 Limitation of Liability

The contractor agrees to indemnify DHS and the State of Oklahoma in respect to all damages, expenses, fines, judgments, and costs including, but not limited to, attorney fees arising from negligence, acts or omissions of the contractor, or its agents, sub-contractors, and assigns in connection with performance of this contract. Without waiving any defense or immunity and subject to the Oklahoma Governmental Tort Claims Act, DHS agrees to bear all expenses, fines, judgments, and costs that may arise from any acts or omission of its officials or employees in connection with this contract.

12.0 Employment Relationship

This contract does not create an employment relationship. Individuals performing services required by this contract are not employees of DHS or the State of Oklahoma. The contractor's employees shall not be considered employees of DHS nor the State of Oklahoma for any purpose and accordingly shall not be eligible for rights or benefits accruing to state employees. DHS retains the right to request replacement of assigned staff paid in full or partially by this contract.

13.0 Confidential Information

The contractor recognizes that DHS has and will have agency and client information that are confidential and need to be protected from disclosure. The contractor agrees that the contractor's employees, or any of its agents shall not at any time or in any manner, either directly or indirectly, use any information for the contractor's benefit or divulge, disclose, or communicate in any manner any confidential information to any third party.

14.0 Grievance Procedure

When this contract involves services to DHS clients, the contractor shall have a system for resolution of said grievances in place. The grievance system used by the contractor shall be subject to prior DHS approval.

15.0 Access to and Retention of Records

As used in this clause, records includes books, documents, accounting procedures and practices, and other data regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any contract with DHS the contractor agrees any pertinent federal or state agency shall have the right to examine and audit all records relevant to execution and performance of the resultant contract.

The contractor is required to retain records relative to the contract for the duration of the contract and, for a period of seven years following completion and/or termination of the contract. When an

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 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.

16.0 Audit

Contractors that receive in excess of \$750,000 per year in federal funds must have a certified independent audit conducted in accordance with Government Auditing Standards and Office of Management and Budget (OMB) Compliance Supplement.

Contractors that receive in excess of \$75,000 per year in state or federal funds must have a certified independent audit of its entire 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 State Awards listing all state revenues and expenditures by contract and a Supplementary Schedule of Revenue and Expenditures by function and funding source. The certified independent audit must cover the period for which the contract was in effect.

A certified public accountant or public accountant who has a valid and current permit to practice accountancy must perform the audit. DHS retains the right to approve the selection of and examine the work papers of said auditor. No approval will be withheld unreasonably.

The contractor must submit two copies of the annual audit along with a response to any audit findings and a copy of any management letter received, within 90 days. Reports are sent to the Internal Audit Administrator, Office of Inspector General, and PO Box 25352, Oklahoma City, Oklahoma 73125.

At the request of DHS or the Oklahoma State Auditor, the contractor shall provide books, records, documents, accounting procedures, practices, or any other item relevant to the contract for examination.

17.0 Compliance with Law

The contractor shall be subject to all applicable federal and state laws, rules, and regulations, and all amendments thereto. The contractor agrees to devote special attention to its responsibilities under Oklahoma statutes; and observance of the compliance with the requirements, therefore, shall be the responsibility of the contractor without reliance on or direction by DHS.

18.0 Contract Jurisdiction

This contract will be governed in all respects by the laws of the State of Oklahoma. In the event any litigation shall occur concerning the terms and conditions of this contract or the rights and duties of the parties, the parties agree that such suit shall be brought in the Courts of the State of Oklahoma. To the extent that any provision of the contract is contrary to the Constitution or laws of the State of Oklahoma or of the United States, that provision shall be null, void, and unenforceable. However, the balance of the contract shall remain in force and effect.

19.0 Severability

When any provision of this contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. When a court of competent jurisdiction finds that any provision of this contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

20.0 Equipment

Any equipment or other tangible materials directly and/or specifically purchased with funds provided through this contract and previously approved for said purchase by DHS shall remain/become the property of the State of Oklahoma and shall be held, maintained, and insured by the contractor for the benefit of DHS. Upon termination or cancellation of this contract, for any reason, DHS may demand the delivery and return of such equipment or materials at the contractor's sole cost and expense. The contractor shall notify DHS prior to the relocation or substantial alteration of such equipment or materials.

21.0 Conflict of Interest

All contractors must disclose any contractual relationship or any other contact with any state personnel, contractor, or sub-contractor involved in the development of the contractor's response to the solicitation resulting in this contract. Any conflict of interest shall, at the sole discretion of DHS, be the grounds for rejection of the contractor's proposal or termination of this contract.

In addition to any requirements of law or through a professional code of ethics or conduct, the contractor is required to disclose any outside activities or interests that conflict, or may conflict, with the best interests of DHS or the State of Oklahoma. Further, the contractor shall not plan, prepare, or engage in any activity that conflicts, or may conflict, with the best interests of DHS or the State of Oklahoma during the period of this contract without DHS prior written approval. Prompt disclosure is required under this paragraph when the activity or interest is related, directly or indirectly, to any person or entity currently under contract with, or seeking to do business with DHS.

22.0 Failure to Enforce

Failure by the State of Oklahoma at any time to enforce the provisions of this contract shall not be construed as a waiver of any such provisions or of the state's right to do so. Such failure to enforce shall not affect the validity of this contract or any part thereof or the State of Oklahoma's right to enforce any provisions at any time in accordance with its terms. Further, the state's selection of one remedy at law or in equity shall not be deemed an election of remedies and the State of Oklahoma shall maintain all rights and remedies provided herein.

23.0 Oklahoma Taxpayer and Citizen Protection Act of 2007

The contractor certifies that it, and all proposed sub-contractors 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.

24.0 Equal Opportunity and Discrimination

The contractor agrees to comply with all federal and state laws prohibiting discrimination and assures services shall be provided without distinction on the basis of race, sex, color, national origin, or disability and no other distinction will be made on the basis of age except as the law allows. The contractor ensures compliance with the Civil Rights Act of 1964; 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, per Public Law 101-336; and all amendments to, and all requirements imposed by the regulations issued, pursuant to these acts.

25.0 Drug-free Workplace

Contractors that:

- receive federal grants;
- have a contract with federal agencies;
- have a sub-contract that includes a drug-free workplace requirement; or
- are subject to federal agency regulations, such as, but not limited to, those of the Department of Health and Human Services, Department of Transportation, Department of Defense, or Nuclear Regulatory Commission; and
- must certify compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

26.0 Environmental Protection

If the payments pursuant to this contract are expected to exceed \$100,000, then the contractor shall comply with Section 306 of the Clean Air Act 42 U.S.C. § 1957(L); Section 508 of the Clean Water Act, per 33 U.S.C. § 1638; Executive Order 11738; and Environmental Protection Agency (EPA) Regulations, per 40 C.F.R. Part 15 that prohibit the use under non-exempt federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities.

27.0 Whistleblower Protection Act

The parties acknowledge and agree the Pilot Program for Enhancement of Contractor Employee Whistleblower Protections, 41 U.S.C. § 4712, may apply to this contract or grant and that no contractor's employee, sub-contractor, or grantee may be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or public body enumerated in said section when that employee reasonably believes evidence exists of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety or a violation of law, rule or regulation related to a federal contract.

28.0 Lobbying

The contractor certifies compliance with the Anti-Lobbying law, per 31 U.S.C. § 1325, and implemented at 45 C.F.R. Part 93, for persons entering into a grant or cooperative contract over \$100,000 as defined at 45 C.F.R. 93 §§ 93.105 and 93.110.

29.0 Debarment, Suspension, and Other Responsibility Matters

By signing this contract, the contractor and any sub-contractor certify to the best of their knowledge and belief that they and their principals or participants:

- are not presently debarred, suspended, proposed for debarment or declared ineligible, or voluntarily excluded by any federal, state, or local department or agency;
- have not within a three-year period preceding this contract been convicted of, pled guilty, 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 contract whether federal, state, or local; or for 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;
- are not presently indicted for, or otherwise criminally indicted, or charged by a governmental entity whether federal, state, or local with commission of any of the offenses enumerated in the paragraph above of this certification; and with any of the offenses enumerated above in this section; or

- have not, within a three-year period preceding this contract, had one or more public contracts, whether federal, state, or local terminated for cause or default.

30.0 False Claims Act

The contractor shall promptly notify DHS of any credible evidence that a principal, employee, agent, contractor, sub-grantee, sub-contractor, or other person submitted a false claim under the False Claims Act or committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

31.0 Resources

When the contractor is another governmental entity, the contractor affirms that it has, or shall have under its control, by the date services are delivered, the personnel services, labor and equipment, machinery, or other facilities to perform the required work pursuant to this contract.

32.0 DHS Logo Requirements

During the term of the contract, and subsequent renewal periods of the contract, the contractor is authorized and shall include the DHS logo on its website and on all printed materials to indicate services are provided in coordination with DHS. A DHS logo may be obtained from the DHS website at: <http://www.okdhs.org/library/news/mk/docs/logos.htm> or by navigating to the DHS website at www.okdhs.org, select *Newsroom* and select *Logos*. Logo size selection and placement on materials or website shall be appropriate as determined by the contractor. Records of the use of the DHS logo shall be maintained by the contractor and available for review at DHS's discretion. The contractor is not authorized to modify the DHS logo or to use it in an inappropriate fashion. DHS bears no costs associated with the contractor's placement or use of the DHS logo. Upon DHS' request or termination or expiration of the contract, the contractor shall remove the DHS logo from its website and cease production of the DHS logo on printed materials. DHS solely reserves the right to determine enforceability of this clause.

33.0 Summation

This contract constitutes the entire contract and understanding between the parties and supersedes all prior and/or contemporaneous discussions, representations, or contracts, whether written or verbal of the parties relating to the work to be performed.

Signature and Agreement

This contract includes by reference, attachments A through B .

Contractor, as shown on page one: Stillwater Public Schools

Contractor representative signature Contractor representative name (print) Date

Authorized DHS representative signature Authorized DHS representative name Date



Sub-Recipient Contractor's Questionnaire



Purpose

The financial and business responsibility of Oklahoma Department of Human Services (DHS) as a Pass Through Entity (PTE) must ensure proper discharge of the Public Trust which accompanies the authority to expend Federal Funds. As such, adequate Business Management and Financial Management systems of Sub-grantees and Financial Assistance Contractors must meet the criteria outlined in OMB Circulars, Code of Federal Regulations and Program Law. The accounting system should be integrated with an adequate system of internal controls to safeguard funds and assets, check accuracy and reliability of accounting data, promote operational efficiency and encourage adherence to prescribed policies.

Failure to complete this questionnaire will result in the inability of the DHS to meet its requirements as a pass-through entity to file required FFATA reports, as well as inhibit the ability of DHS to complete the contract award.

Please seek legal or professional counsel for clarification, DHS staff are unable to answer questions or provide assistance in these matters.

Questionnaire

In the preceding completed fiscal year, did your business or organization (the legal entity to which the DUNS number belongs) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub grants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. Federal contracts, subcontracts, loans, grants, sub grants, and/or cooperative agreements? Yes No

If **yes**, explain:

HIGHLY COMPENSATED OFFICERS: Does the public have access to information about the compensation of the five most highly compensated senior executives of your organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? Yes No

If **yes**, skip to next section, if **no** please list the names and total compensation of the five most highly compensated officers of your organization:

[Empty space for listing names and compensation of highly compensated officers]

General Information

Independent School Dist Co, Payne County OK
Organization name

Stillwater School Dist
"Doing Business As (DBA)" name

314 S Lewis Stillwater Oklahoma 74074
Street or PO Box City State ZIP code

Principle place of performance (Primary site where work will be performed):

Street or PO Box City Oklahoma _____
State ZIP code

73-6021194 071223945 _____ _____
Employer ID# Dun & Brad # DUNS 4-digit extension Parent DUNS #

SCHOOL-BASED FAMILY SERVICES PROGRAM DHS FAMILY SPECIALIST

This contract agreement is entered into by and between, OKLAHOMA HUMAN SERVICES (OKDHS) AND STILLWATER PUBLIC SCHOOLS located at 314 S Lewis St, Stillwater, OK 74074. The term of this Agreement shall be July 1, 2024, to June 30, 2025, unless terminated earlier in accordance with Termination Provisions as outlined below. OKDHS and STILLWATER Public Schools may be referred to collectively herein as "the Parties."

AGREEMENT PURPOSE

The purpose of this agreement is to describe the responsibilities of each party in the development, implementation, and operation of the SCHOOL-BASED FAMILY SERVICES PROGRAM (SBFSP).

BACKGROUND

Oklahoma Human Services is committed to providing a system of supports for families which is designed to identify and address barriers to their overall well-being. A critical part of this support network is our DHS Family Specialists (DHSFS) which provides direct and indirect services to students, families, and school personnel and enhances the school district's ability to meet its academic mission, especially where home, school and community collaboration is the key to achieving student and family success.

PROGRAM PURPOSE

The SCHOOL-BASED FAMILY SERVICES PROGRAM (SBFSP) offers funding to establish or expand a school district's pipeline of services to meet student/family needs. The **DHS Family Specialists (DHSFS)** will coordinate academic, social, and health services through local partnerships among public elementary and secondary schools and community-based organizations, nonprofit organizations, and other public or private entities.

SCOPE OF WORK

Oklahoma Human Services will provide an employee, hereinafter referred to as a **DHS Family Specialists (DHSFS)**, who will provide outreach services at *STILLWATER PUBLIC SCHOOLS* for the 2024/25 school year.

The **DHS Family Specialists (DHSFS)** is a full-time OKDHS employee who serves as a liaison between the school and OKDHS, providing preventative services, assisting with benefits applications, and crisis intervention. The DHSFS is embedded in the school to ensure families can access safety net, work supports, family strengthening, and other services. The DHSFS may help maintain a positive collaboration with school personnel and OKDHS to communicate and support the needs of students and families when obstacles hinder the success of the student and the family. Identified duties of the DHSFS include but are not limited to the following.

DHS Family Specialist (DHSFS) Job Duties:

1. Participate in school events such as enrollment, open houses, or community resource events to assist students and families have current and available information regarding services provided.
2. Identifies students and families that may be eligible for SoonerSelect, SNAP or TANF - this could be grandparents/relatives raising grandchildren AND parents who are low-income families.
3. Provide support in obtaining community resources such as mental health services, transportation needs, housing needs, and food insecurity needs.
4. Identify at-risk children through inner-school referral system, with an emphasis on child safety, child well-being and parental/family protective factors.
5. Assist students and families in securing resources and services for identified transportation, housing, personal care and/or other needs required to ensure child safety and family protective factors are met.
6. When necessary, assist school faculty, staff, and administration in making Child Welfare referrals which could include gathering supporting documentation, providing education and information about the referral process, or making the referral directly when there is a child safety concern.
7. Act as a liaison to OKDHS when able which could include gathering information, setting up interviews, providing and/or facilitating school in-service presentations and training on OKDHS services.
8. Serve as a connection to OKDHS and act as a liaison to assist the school.
9. Provide support and assistance to development of or coordination of resources or school-based programs, projects and partnerships that assist schools with meeting social service needs of students and families.
10. Follow up and ongoing support for families to ensure needs continue to be met, satisfaction with services, and identify any new or existing barriers to services.

PARTIES AND REPRESENTATION

The STILLWATER PUBLIC SCHOOLS School and OKDHS agree to assign specific employees the primary responsibility for administrative activities related to this agreement, identified herein as:

Family Specialist, DHS Family Specialist (DHSFS), Oklahoma Human Services

Heather Cristiano, Program Manager, Oklahoma Human Services

Monica Brumnett, Program Administrator, Oklahoma Human Services

Kira Frisby, Wellness, Trauma & Emergency Response Coordinator, Stillwater Public Schools

Elizabeth McBee, Director of Federal and OSU Programs, Stillwater Public Schools

Supervisor, DHS Family Specialist Supervisor, Oklahoma Human Services

The School District and OKDHS agree to assign specific employees as supervisor liaisons

with the primary responsibility of assisting with the smooth logistical implementation of the services rendered at each school site. These supervisor liaisons will meet monthly to discuss topics including, but not limited to:

1. Roles and responsibilities of the OKDHS staff and school personnel,
2. Referral process,
3. Documentation requirements,
4. Communication between DHSFS and school personnel,
5. Confidentiality issues.

OKDHS Responsibilities:

1. OKDHS will provide an employee, hereinafter referred to as a DHS Family Specialist (DHSFS) to be placed in school(s) designated by the district.
2. OKDHS will provide the same benefits to the DHSFS including but not limited to; workers compensation, state holidays and leave as listed for the DHSFS qualifications and tenure.
3. The DHSFS will retain the same rights and privileges and the same obligations set forth in OKDHS policy. The DHSFS will maintain office hours similar to the school staff members and shall be no less and no more than forty (40) hours per week.
4. OKDHS shall at all times supervise the DHSFS, OKDHS will advise the district of the supervisor's name and contact information. OKDHS shall appraise the DHSFS' performance.
5. The DHSFS will request leave in advance except in the event of an emergency and OKDHS will notify the district.
6. OKDHS will bill the district quarterly for no more than 20% of the DHSFS' salary, benefits, and administrative costs.
7. The DHSFS will adhere to OKDHS' and district confidentiality requirements, and the school district's dress code and standards of conduct.
8. OKDHS will be responsible for maintenance and support for computer, equipment, and cell phones and retains ownership thereof.
9. Provide onboarding, shadowing as well as any OKDHS required trainings.
10. Provide appropriate information and support to assist the DHSFS in assessing and developing a care support plan for a student/family including but not limited to: review and appropriate communication of OKDHS Programs to determine services in place or needed.
11. Provide ongoing monitoring and consultation to contracted school administration on compliance with contract/contracted duties performed by the DHSFS.
12. Provide ongoing communication with the school district's staff both formally and informally, to ensure, to the best of OKDHS ability, that the DHSFS are aligned with the School(s) and District's mission and objectives and are adequately meeting students' needs.
13. In the event that School District deems that Distance Learning is necessary for reasons of

health and safety. OKDHS will continue to honor all responsibilities of this contract specifically assigned to OKDHS.

School District Responsibilities:

1. Provide secure physical office space conducive for confidential nature of school-based services and case management.
2. Advise the DHSFS and his/her supervisor of all rules and regulations applicable to the DHSFS' job duties.
3. The district shall pay OKDHS up to 20% of the DHSFS' salary, benefits, and administrative costs within forty-five (45) days of receiving a proper invoice from OKDHS.
4. Assign a school employee to act as a liaison between the district and OKDHS for periodic review of the program and services provided.
5. Provide broadband connectivity for the DHSFS through its existing network.
6. Supply OKDHS with any program data necessary for administration of the School Based Family Services Program (SBFSP), as allowed by state and federal law.
7. In the event that the district deems that Distance Learning is necessary for reasons of health and safety, it will continue to pay for the DHSFS at the agreed upon rate.

Data:

OKDHS and STILLWATER PUBLIC SCHOOLS may share appropriate and permitted program data in accordance with state and federal laws, ensuring the protection of confidentiality and privacy rights of individuals involved. This collaboration aims to provide necessary support and services to families in need while maintaining the highest standards of data security and compliance.

information, academic records, attendance records, disciplinary records, health information and contact information for parents or guardians.

1. DHSFS' will receive the following access to perform their job duties.
 - a. OKDHS email address
 - b. Access to OKDHS KIDS, IMS, and OnBase
 - c. Access to OKDHS software documentation platform; CCM-SAMS

Termination for Convenience:

DHS shall terminate the contract in whole or in part for convenience when it is in DHS's best interest. DHS shall terminate the contract by delivering to the School District a Notice of Termination for Convenience, specifying the terms and effective date of contract termination. The contract termination date shall be a minimum of 30-calendar days from the date DHS issues the Notice of Termination for Convenience.

Notice of termination shall be in writing and electronic notification shall be sufficient.

When the contract is terminated, DHS is liable only for products and/or services delivered and accepted and for costs and expenses, exclusive of profit, reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the school district

Termination for Cause:

The school district may terminate the contract for default or other just cause with a 30-calendar day written request. DHS may terminate the contract for default or other just cause upon written notification to the school district.

Notice of termination shall be in writing and electronic notification shall be sufficient.

When the contract is terminated, DHS is liable only for payment for products and/or services delivered and accepted.

Modification:

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

Cost:

1. OKDHS agrees to invoice Stillwater Public Schools no more than 50% of the costs associated with the position, which includes salary, benefits, leave, tax withholding, FICA, longevity, work cell phone, travel, and administration costs totaling \$73,732 with the suggested salary being \$39,571 gross annually.

OKLAHOMA DEPARTMENT OF
HUMAN SERVICES

By: _____

Title: _____

STILLWATER PUBLIC SCHOOLS/
OKLAHOMA CITY PUBLIC SCHOOLS

By: _____

Title: _____

SCHOOL-BASED FAMILY SERVICES PROGRAM DHS FAMILY SPECIALIST

This contract agreement is entered into by and between, OKLAHOMA HUMAN SERVICES (OKDHS) AND STILLWATER PUBLIC SCHOOLS located at 314 S Lewis St, Stillwater, OK 74074. The term of this Agreement shall be July 1, 2024, to June 30, 2025, unless terminated earlier in accordance with Termination Provisions as outlined below. OKDHS and STILLWATER Public Schools may be referred to collectively herein as "the Parties."

AGREEMENT PURPOSE

The purpose of this agreement is to describe the responsibilities of each party in the development, implementation, and operation of the SCHOOL-BASED FAMILY SERVICES PROGRAM (SBFSP).

BACKGROUND

Oklahoma Human Services is committed to providing a system of supports for families which is designed to identify and address barriers to their overall well-being. A critical part of this support network is our DHS Family Specialists (DHSFS) which provides direct and indirect services to students, families, and school personnel and enhances the school district's ability to meet its academic mission, especially where home, school and community collaboration is the key to achieving student and family success.

PROGRAM PURPOSE

The SCHOOL-BASED FAMILY SERVICES PROGRAM (SBFSP) offers funding to establish or expand a school district's pipeline of services to meet student/family needs. The **DHS Family Specialists (DHSFS)** will coordinate academic, social, and health services through local partnerships among public elementary and secondary schools and community-based organizations, nonprofit organizations, and other public or private entities.

SCOPE OF WORK

Oklahoma Human Services will provide an employee, hereinafter referred to as a **DHS Family Specialists (DHSFS)**, who will provide outreach services at *STILLWATER PUBLIC SCHOOLS* for the 2024/25 school year.

The **DHS Family Specialists (DHSFS)** is a full-time OKDHS employee who serves as a liaison between the school and OKDHS, providing preventative services, assisting with benefits applications, and crisis intervention. The DHSFS is embedded in the school to ensure families can access safety net, work supports, family strengthening, and other services. The DHSFS may help maintain a positive collaboration with school personnel and OKDHS to communicate and support the needs of students and families when obstacles hinder the success of the student and the family. Identified duties of the DHSFS include but are not limited to the following.

DHS Family Specialist (DHSFS) Job Duties:

1. Participate in school events such as enrollment, open houses, or community resource events to assist students and families have current and available information regarding services provided.
2. Identifies students and families that may be eligible for SoonerSelect, SNAP or TANF - this could be grandparents/relatives raising grandchildren AND parents who are low-income families.
3. Provide support in obtaining community resources such as mental health services, transportation needs, housing needs, and food insecurity needs.
4. Identify at-risk children through inner-school referral system, with an emphasis on child safety, child well-being and parental/family protective factors.
5. Assist students and families in securing resources and services for identified transportation, housing, personal care and/or other needs required to ensure child safety and family protective factors are met.
6. When necessary, assist school faculty, staff, and administration in making Child Welfare referrals which could include gathering supporting documentation, providing education and information about the referral process, or making the referral directly when there is a child safety concern.
7. Act as a liaison to OKDHS when able which could include gathering information, setting up interviews, providing and/or facilitating school in-service presentations and training on OKDHS services.
8. Serve as a connection to OKDHS and act as a liaison to assist the school.
9. Provide support and assistance to development of or coordination of resources or school-based programs, projects and partnerships that assist schools with meeting social service needs of students and families.
10. Follow up and ongoing support for families to ensure needs continue to be met, satisfaction with services, and identify any new or existing barriers to services.

PARTIES AND REPRESENTATION

The STILLWATER PUBLIC SCHOOLS School and OKDHS agree to assign specific employees the primary responsibility for administrative activities related to this agreement, identified herein as:

Rose Ngirasob, DHS Family Specialist (DHSFS), Oklahoma Human Services

Heather Cristiano, Program Manager, Oklahoma Human Services

Monica Brumnett, Program Administrator, Oklahoma Human Services

Kira Frisby, Wellness, Trauma & Emergency Response Coordinator,
Stillwater Public Schools

Elizabeth McBee, Director of Federal and OSU Programs, Stillwater Public
Schools

Supervisor, DHS Family Specialist Supervisor, Oklahoma Human Services

The School District and OKDHS agree to assign specific employees as supervisor liaisons

with the primary responsibility of assisting with the smooth logistical implementation of the services rendered at each school site. These supervisor liaisons will meet monthly to discuss topics including, but not limited to:

1. Roles and responsibilities of the OKDHS staff and school personnel,
2. Referral process,
3. Documentation requirements,
4. Communication between DHSFS and school personnel,
5. Confidentiality issues.

OKDHS Responsibilities:

1. OKDHS will provide an employee, hereinafter referred to as a DHS Family Specialist (DHSFS) to be placed in school(s) designated by the district.
2. OKDHS will provide the same benefits to the DHSFS including but not limited to; workers compensation, state holidays and leave as listed for the DHSFS qualifications and tenure.
3. The DHSFS will retain the same rights and privileges and the same obligations set forth in OKDHS policy. The DHSFS will maintain office hours similar to the school staff members and shall be no less and no more than forty (40) hours per week.
4. OKDHS shall at all times supervise the DHSFS, OKDHS will advise the district of the supervisor's name and contact information. OKDHS shall appraise the DHSFS' performance.
5. The DHSFS will request leave in advance except in the event of an emergency and OKDHS will notify the district.
6. OKDHS will bill the district quarterly for no more than 20% of the DHSFS' salary, benefits, and administrative costs.
7. The DHSFS will adhere to OKDHS' and district confidentiality requirements, and the school district's dress code and standards of conduct.
8. OKDHS will be responsible for maintenance and support for computer, equipment, and cell phones and retains ownership thereof.
9. Provide onboarding, shadowing as well as any OKDHS required trainings.
10. Provide appropriate information and support to assist the DHSFS in assessing and developing a care support plan for a student/family including but not limited to: review and appropriate communication of OKDHS Programs to determine services in place or needed.
11. Provide ongoing monitoring and consultation to contracted school administration on compliance with contract/contracted duties performed by the DHSFS.
12. Provide ongoing communication with the school district's staff both formally and informally, to ensure, to the best of OKDHS ability, that the DHSFS are aligned with the School(s) and District's mission and objectives and are adequately meeting students' needs.
13. In the event that School District deems that Distance Learning is necessary for reasons of

health and safety. OKDHS will continue to honor all responsibilities of this contract specifically assigned to OKDHS.

School District Responsibilities:

1. Provide secure physical office space conducive for confidential nature of school-based services and case management.
2. Advise the DHSFS and his/her supervisor of all rules and regulations applicable to the DHSFS' job duties.
3. The district shall pay OKDHS up to 20% of the DHSFS' salary, benefits, and administrative costs within forty-five (45) days of receiving a proper invoice from OKDHS.
4. Assign a school employee to act as a liaison between the district and OKDHS for periodic review of the program and services provided.
5. Provide broadband connectivity for the DHSFS through its existing network.
6. Supply OKDHS with any program data necessary for administration of the School Based Family Services Program (SBFSP), as allowed by state and federal law.
7. In the event that the district deems that Distance Learning is necessary for reasons of health and safety, it will continue to pay for the DHSFS at the agreed upon rate.

Data:

OKDHS and STILLWATER PUBLIC SCHOOLS may share appropriate and permitted program data in accordance with state and federal laws, ensuring the protection of confidentiality and privacy rights of individuals involved. This collaboration aims to provide necessary support and services to families in need while maintaining the highest standards of data security and compliance.

information, academic records, attendance records, disciplinary records, health information and contact information for parents or guardians.

1. DHSFS' will receive the following access to perform their job duties.
 - a. OKDHS email address
 - b. Access to OKDHS KIDS, IMS, and OnBase
 - c. Access to OKDHS software documentation platform; CCM-SAMS

Termination for Convenience:

DHS shall terminate the contract in whole or in part for convenience when it is in DHS's best interest. DHS shall terminate the contract by delivering to the School District a Notice of Termination for Convenience, specifying the terms and effective date of contract termination. The contract termination date shall be a minimum of 30-calendar days from the date DHS issues the Notice of Termination for Convenience.

Notice of termination shall be in writing and electronic notification shall be sufficient.

When the contract is terminated, DHS is liable only for products and/or services delivered and accepted and for costs and expenses, exclusive of profit, reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the school district

Termination for Cause:

The school district may terminate the contract for default or other just cause with a 30-calendar day written request. DHS may terminate the contract for default or other just cause upon written notification to the school district.

Notice of termination shall be in writing and electronic notification shall be sufficient.

When the contract is terminated, DHS is liable only for payment for products and/or services delivered and accepted.

Modification:

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

Cost:

1. OKDHS agrees to invoice Stillwater Public Schools no more than 50% of the costs associated with the position, which includes salary, benefits, leave, tax withholding, FICA, longevity, work cell phone, travel, and administration costs totaling \$73,732 with the suggested salary being \$39,571 gross annually.

OKLAHOMA DEPARTMENT OF
HUMAN SERVICES

By: _____

Title: _____

STILLWATER PUBLIC SCHOOLS/
OKLAHOMA CITY PUBLIC SCHOOLS

By: _____

Title: _____



AUTHORIZATION TO PAY THE FY²⁵ ALLOCATION OF STATEWIDE ALTERNATIVE EDUCATION ACADEMY PROGRAM FUNDS TO THE LOCAL EDUCATIONAL (LEA) FOR THE COOPERATIVE

Please complete the follow information and upload into your Alternative Education Implementation Plan in Single-Sign-On.

Plan is open from August 1 through September 1.

District Name: Glencoe District Number 101
 County Name: Payne County Number 60

District listed above authorizes SDE to pay LEA 100% of Alternative Education Allocation for FY²⁵ to district listed below.

We authorize the Oklahoma State Department of Education (SDE) to pay our district's FY²⁵ Alternative Education Academy Allocation to the LEA listed below to provide Alternative Education Services for students in our district. We understand that this form does not constitute a contractual agreement for Alternative Education Services with the LEA. We understand that the SDE encourages us to develop a contractual agreement with the LEA that describes the details of the rights and responsibilities of each member of the Alternative Education Cooperative, including the amount above the allocation that each member of the cooperative should pay to the LEA for each student served.

Superintendent's Name: James M Reeves
 Superintendent's Signature: [Signature] Date 8/5/24
 Board President's Name: Dalton Ross
 Board President's Signature: [Signature] Date 8/5/24

THE DISTRICT LISTED BELOW WILL RECEIVE 100% OF OUR ALTERNATIVE EDUCATION ACADEMY ALLOCATION AND WILL SERVE AS THE LEA FOR OUR DISTRICT'S ALTERNATIVE EDUCATION COOPERATIVE PROGRAM.

LEA District Name: Stillwater Public Schools LEA District Number F 016
 LEA County Name: Payne LEA County Number 60



**Stillwater Public Schools
Lincoln Alternative Academy
Alternative Education Agreement Form**

This contract for alternative education services between Glencoe Public School district, hereinafter referred to as DISTRICT, and Stillwater Public Schools. Hereinafter referred to as the Local Education Affiliate (LEA), is enacted to meet the requirements of the State Department of Education to provide alternative education for DISTRICT's "at risk" students defined by 70 O.S. § 1210-568.

As outlined and interpreted by the Alternative Education Section of the State Department of Education, each DISTRICT using the services of an LEA to meet the needs of their "at risk" students shall sign a letter of cooperative agreement to be included as part of the Statewide Alternative Education Implementation Plan to be submitted by the LEA to the State Department of Education no later than September, 1 of the fiscal year. Furthermore, by doing so, the DISTRICT acknowledges that the LEA shall receive the entire sum of the DISTRICT's allocated funds for alternative education.

Stillwater Public School's Lincoln Alternative Academy, hereinafter referred to as Lincoln Alternative Academy, attests that its program of offerings and services meet all criteria outlined and listed by the Oklahoma State Department of Education and as such agrees to provide alternative education services for students referred to, and accepted through the *Intake and Screening* process identified as follows:

- Students must meet the stated definitions of "at risk" set forth in law.
- The prospective students and their parents/guardians must agree to the intake interview process as the first step in the process of acceptance.
- Furthermore, all parties (DISTRICT, LEA, prospective students and their parents) must agree to additional outside interventions should such be deemed appropriate, and agree that participation in these services will be considered a condition for enrollment.
- Final enrollment in Lincoln Alternative Academy will be determined by the students' and the DISTRICTS' best interests.
- Lincoln Alternative Academy has the right of refusal of any students if it is felt that the placement is inappropriate for any reason.
- No student shall be enrolled in Lincoln Alternative Academy from the DISTRICT unless the student is accepted through the *Intake and Screening* and interview process.

When it has been determined that the student is to be served through Lincoln Alternative Academy, both the DISTRICT and Stillwater Public Schools Superintendent (or designee) must approve the student's district transfer application form to the LEA; to begin upon the students first day of enrollment and continuing until such time as the student is exited from Lincoln Alternative Academy.

Participation in Lincoln Alternative Academy from the above named DISTRICT is for the school year 2024-2025. This contract shall be for the entire school year 2024-2025 and is not revocable by either party, yet it does not bind either party to ensuing school years.

Agree to by signature and date signed:

By: Jay P. Lewis 8/5/24 _____ Stillwater
Public Schools Representative DISTRICT Representative

By: Erin Horton _____ Lincoln Alternative Academy Representative

**Stillwater Public Schools
Lincoln Alternative Academy
Alternative Education Agreement Form**

This contract for alternative education services between Mulvane-Ophir School district, hereinafter referred to as DISTRICT, and Stillwater Public Schools. Hereinafter referred to as the Local Education Affiliate (LEA), is enacted to meet the requirements of the State Department of Education to provide alternative education for DISTRICT's "at risk" students defined by 70 O.S. § 1210-568.

As outlined and interpreted by the Alternative Education Section of the State Department of Education, each DISTRICT using the services of an LEA to meet the needs of their "at risk" students shall sign a letter of cooperative agreement to be included as part of the Statewide Alternative Education Implementation Plan to be submitted by the LEA to the State Department of Education no later than September, 1 of the fiscal year. Furthermore, by doing so, the DISTRICT acknowledges that the LEA shall receive the entire sum of the DISTRICT's allocated funds for alternative education.

Stillwater Public School's Lincoln Alternative Academy, hereinafter referred referred to as Lincoln Alternative Academy, attests that its program of offerings and services meet all criteria outlined and listed by the Oklahoma State Department of Education and as such agrees to provide alternative education services for students referred to, and accepted through the *Intake and Screening* process identified as follows:

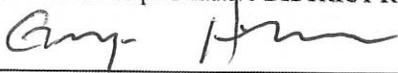
- Students must meet the stated definitions of "at risk" set forth in law.
- The prospective students and their parents/guardians must agree to the intake interview process as the first step in the process of acceptance.
- Furthermore, all parties (DISTRICT, LEA, prospective students and their parents) must agree to additional outside interventions should such be deemed appropriate, and agree that participation in these services will be considered a condition for enrollment.
- Final enrollment in Lincoln Alternative Academy will be determined by the students' and the DISTRICTs' best interests.
- Lincoln Alternative Academy has the right of refusal of any students if it is felt that the placement is inappropriate for any reason.
- No student shall be enrolled in Lincoln Alternative Academy from the DISTRICT unless the student is accepted through the *Intake and Screening* and interview process.

When it has been determined that the student is to be served through Lincoln Alternative Academy, both the DISTRICT and Stillwater Public Schools Superintendent (or designee) must approve the student's district transfer application form to the LEA; to begin upon the students first day of enrollment and continuing until such time as the student is exited from Lincoln Alternative Academy.

Participation in Lincoln Alternative Academy from the above named DISTRICT is for the school year 2024-2025. This contract shall be for the entire school year 2024-2025 and is not revocable by either party, yet it does not bind either party to ensuing school years.

Agree to by signature and date signed:

By: _____ Stillwater
Public Schools Representative DISTRICT Representative

By:  Lincoln Alternative Academy Representative

AUTHORIZATION TO PAY THE FY 2025 ALLOCATION OF STATEWIDE ALTERNATIVE EDUCATION ACADEMY PROGRAM FUNDS TO THE LOCAL EDUCATIONAL (LEA) FOR THE COOPERATIVE

Please complete the follow information and upload into your Alternative Education Implementation Plan in Single-Sign-On.

Plan is open from August 1 through September 1.

District Name: Mulhall-Orlando District Number 1003
County Name: Logan County Number 42

District listed above authorizes SDE to pay LEA 100% of Alternative Education Allocation for FY 2025 to district listed below.

We authorize the Oklahoma State Department of Education (SDE) to pay our district's FY 2025 Alternative Education Academy Allocation to the LEA listed below to provide Alternative Education Services for students in our district. We understand that this form does not constitute a contractual agreement for Alternative Education Services with the LEA. We understand that the SDE encourages us to develop a contractual agreement with the LEA that describes the details of the rights and responsibilities of each member of the Alternative Education Cooperative, including the amount above the allocation that each member of the cooperative should pay to the LEA for each student served.

Superintendent's Name: Rodney Vollmer

Superintendent's Signature: *Rodney Vollmer* Date 7/8/2024

Board President's Name: Travis Perrin

Board President's Signature: *Travis Perrin* Date 7/8/2024

THE DISTRICT LISTED BELOW WILL RECEIVE 100% OF OUR ALTERNATIVE EDUCATION ACADEMY ALLOCATION AND WILL SERVE AS THE LEA FOR OUR DISTRICT'S ALTERNATIVE EDUCATION COOPERATIVE PROGRAM.

LEA District Name: Stillwater LEA District Number 1016

LEA County Name: Payne LEA County Number 60



**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CONTRACT FOR SECONDARY CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2024-2025**

It is understood and agreed that Oklahoma Career and Technology Education funds will be used to assist in the development and maintenance of a Career and Technology Education program that meets the standards, provisions, and requirements contained in the State Plan for Career and Technology Education, the CareerTech state rules and regulations, and policies pertaining to Career and Technology Education, state laws, and federal policies pertaining to Career and Technology Education. The aforementioned district will provide the funds necessary for quality programs and report such expenditures to the Oklahoma Department of Career and Technology Education (ODCTE). All programs supported under this contract have been coordinated with other training agencies and institutions in the area.

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The Salary and Teaching Schedule, **due by September 30, 2024** is one of these reports and is considered a part of this contract in addition to CESI Enrollment and Follow-Up reports. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

The program(s) on the listed attachment shall have an established local advisory committee to assist in their development and/or direction.

The teacher(s) of the program(s) listed herein shall have a valid teaching certificate in the specific subject matter area. Other Career and Technology Education personnel involved in the delivery of the programs listed shall meet the minimum requirements for the duties and responsibilities for which funds are requested.

It is understood that program(s) provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten or twelve calendar months. Ag Education is a twelve (12) month program. All other CTE programs follow the school calendar. Should any program(s) not be operational for the entire period and led by a certified instructor(s) as indicated on this contract, it is understood that funding will be reduced proportionately.

Program assistance funds received from ODCTE shall be spent on CareerTech programs and will be coded to 412. Salary supplement received from ODCTE shall be coded to 411.

Furthermore, the aforementioned school district certifies that all such program(s) listed in this contract are open with respect to equal access to males and females and that disabled students who, under the direction of a planning committee apply for admission, are provided Career and Technology Education as specified in the Individual Education Plan (IEP) as appropriate.

This contract, once signed and completed, should be returned to renae.burke@careertech.ok.gov **no later than September 30, 2024**.

Approved:

 _____ Brent Haken, State Director	 _____ Date	_____ President, Board of Education	_____ Date
		_____ Superintendent of Schools	_____ Date
		 _____ District Name (please print)	

**Stillwater Public Schools
Lincoln Alternative Academy
Alternative Education Agreement Form**

This contract for alternative education services between Ripley Public School district, hereinafter referred to as DISTRICT, and Stillwater Public Schools. Hereinafter referred to as the Local Education Affiliate (LEA), is enacted to meet the requirements of the State Department of Education to provide alternative education for DISTRICT's "at risk" students defined by 70 O.S. § 1210-568.

As outlined and interpreted by the Alternative Education Section of the State Department of Education, each DISTRICT using the services of an LEA to meet the needs of their "at risk" students shall sign a letter of cooperative agreement to be included as part of the Statewide Alternative Education Implementation Plan to be submitted by the LEA to the State Department of Education no later than September, 1 of the fiscal year. Furthermore, by doing so, the DISTRICT acknowledges that the LEA shall receive the entire sum of the DISTRICT's allocated funds for alternative education.

Stillwater Public School's Lincoln Alternative Academy, hereinafter referred to as Lincoln Alternative Academy, attests that its program of offerings and services meet all criteria outlined and listed by the Oklahoma State Department of Education and as such agrees to provide alternative education services for students referred to, and accepted through the *Intake and Screening* process identified as follows:

- Students must meet the stated definitions of "at risk" set forth in law.
- The prospective students and their parents/guardians must agree to the intake interview process as the first step in the process of acceptance.
- Furthermore, all parties (DISTRICT, LEA, prospective students and their parents) must agree to additional outside interventions should such be deemed appropriate, and agree that participation in these services will be considered a condition for enrollment.
- Final enrollment in Lincoln Alternative Academy will be determined by the students' and the DISTRICTS' best interests.
- Lincoln Alternative Academy has the right of refusal of any students if it is felt that the placement is inappropriate for any reason.
- No student shall be enrolled in Lincoln Alternative Academy from the DISTRICT unless the student is accepted through the *Intake and Screening* and interview process.

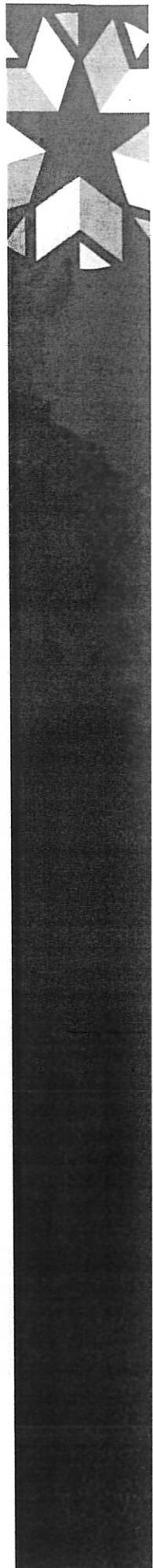
When it has been determined that the student is to be served through Lincoln Alternative Academy, both the DISTRICT and Stillwater Public Schools Superintendent (or designee) must approve the student's district transfer application form to the LEA; to begin upon the students first day of enrollment and continuing until such time as the student is exited from Lincoln Alternative Academy.

Participation in Lincoln Alternative Academy from the above named DISTRICT is for the school year 2024-2025. This contract shall be for the entire school year 2024-2025 and is not revocable by either party, yet it does not bind either party to ensuing school years.

Agree to by signature and date signed:

By: [Signature] [Signature] Stillwater
Public Schools Representative DISTRICT Representative

By: [Signature] Lincoln Alternative Academy Representative



AUTHORIZATION TO PAY THE FY²⁵ ALLOCATION OF STATEWIDE ALTERNATIVE EDUCATION ACADEMY PROGRAM FUNDS TO THE LOCAL EDUCATIONAL (LEA) FOR THE COOPERATIVE

Please complete the follow information and upload into your Alternative Education Implementation Plan in Single-Sign-On.

Plan is open from August 1 through September 1.

District Name: Ripley Public Schools District Number 1003

County Name: Payne County Number 60

District listed above authorizes SDE to pay LEA 100% of Alternative Education Allocation for FY²⁵ to district listed below.

We authorize the Oklahoma State Department of Education (SDE) to pay our district's FY²⁵ Alternative Education Academy Allocation to the LEA listed below to provide Alternative Education Services for students in our district. We understand that this form does not constitute a contractual agreement for Alternative Education Services with the LEA. We understand that the SDE encourages us to develop a contractual agreement with the LEA that describes the details of the rights and responsibilities of each member of the Alternative Education Cooperative, including the amount above the allocation that each member of the cooperative should pay to the LEA for each student served.

Superintendent's Name: Kaleb Hoffman

Superintendent's Signature: [Signature] Date 6-26-2024

Board President's Name: J. Brett Morris

Board President's Signature: [Signature] Date 6-26-2024

THE DISTRICT LISTED BELOW WILL RECEIVE 100% OF OUR ALTERNATIVE EDUCATION ACADMEY ALLOCATION AND WILL SERVE AS THE LEA FOR OUR DISTRICT'S ALTERNATIVE EDUCATION COOPERATIVE PROGRAM.

LEA District Name: Stillwater Public Schools LEA District Number 116

LEA County Name: Payne LEA County Number 60



Memorandum of Understanding
Between Stillwater School District
and
Stillwater Noon Lions Club

June 4, 2024

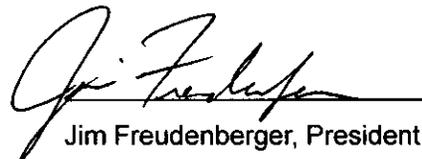
This is a Memorandum of Understanding between Stillwater Public School District and Stillwater Noon Lions Club regarding the following items as they relate to annual School Eye Screenings (SpotVision Eye Screening) for the 2024-2025 school year.

1. Stillwater Noon Lions Club members/volunteers will limit vision screening services to 2nd and 5th grade students.
2. Stillwater Public Schools will provide a list of students to be screened using a form of identification that complies with FERPA regulation that includes parental permission; under no circumstances will additional students be screened by Stillwater Lions Club members/volunteers.
3. If name tags are requested, they will be provided by the Stillwater Noon Lions Club at the beginning of each school year.
4. Students who are wearing glasses at the time of screening will not be asked to remove glasses. If screening is unable to be completed due to glasses, please mark the student as "unable" and/or refer student back to Stillwater Public School vision screener.
5. Screening schedules will be provided prior to screenings by Stillwater Public Schools vision/hearing screeners, with administrator approval. Due to time restrictions schedules cannot be altered or delayed on the day of screenings. Adequate time will be provided for set up before start time.

Please note, a memorandum of understanding is not a contract.

For the District: For Stillwater Noon Lions Club:

_____,
Uwe Gordon, Superintendent

 17/3/24
Jim Freudenberger, President

CLINICAL EDUCATION CONTRACT BETWEEN

Independent School District No. 16 of Payne County, Oklahoma D/B/A
Stillwater Public Schools

AND

VITERBO UNIVERSITY

PART A - Agreement for Extended Laboratory Experience-

This contract is made this 26th of August 2024, between

Viterbo University, located at
(Hereinafter called "School")

900 Viterbo Drive, La Crosse, Wisconsin, and

Independent School District No. 16 of Payne County, Oklahoma D/B/A Stillwater Public Schools
(Hereinafter called "Cooperating Agency")

314 S Lewis St, Stillwater, OK 74074

It is agreed to be of mutual interest and advantage that the students enrolled in the School's Bachelor's and Master's in Community Medical Dietetics Program be given the opportunity and benefit of the facilities of the above-mentioned Cooperating Agency for clinical experience.

PART B - Implementation of Contract

I. School

A. Responsibilities

1. The School will assume responsibility for offering an educational program eligible for accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
 - a. The School will assume responsibility for the teaching program, including theory instructor and evaluation of students (not on site).
 - 1) Provide qualified teaching staff.

- 2) Provide for the evaluation of students' clinical learning experience with input from clinical supervisor.
 - b. Develop course outlines, which identify the clinical objectives to be met in the use of the clinical facilities.

Course outlines shall include:
 - 1) Course descriptions and objectives,
 - 2) Clinical level of students enrolled in the course, and
 - 3) Expectations of the students.
This plan for course outlines is subject to revision when greater alignment with patient care responsibilities is needed.
2. School students are responsible for learning and complying with policies and regulations of both school and agency as they apply to circumstances of clinical education.
3. Prior to use of the Cooperating Agency facilities, School faculty will discuss with the Cooperating Agency personnel the following:
 - a. The availability of desired student-learning experience.
 - b. Agency services, including mode of nursing care delivery, philosophy, and policies and procedures.
 - c. Method of contacting instructor prior to, during, and after student clinical experiences.
4. The School will furnish the Cooperating Agency with a course outline.
5. The School will furnish the Cooperating Agency personnel with a schedule for each student.
6. School students will communicate information regarding the patient status, progress, and the implementation of the plan of care to the responsible Cooperating Agency personnel.

7. School students will meet the health standards set for Cooperating Agency personnel.
8. The School is committed to establishing an environment free from all forms of discrimination and unlawful harassment and complies with the *Viterbo University Non Discrimination Policy*.
9. The School will require complete criminal record checks and self-disclosure forms for students prior to student participation in Cooperating Agency practicum. Self-disclosure forms and criminal record checks will be kept on file by the School of Nursing. Upon request of the Cooperating Agency, School students will provide the self-disclosure forms and background checks for review by the Cooperating Agency to ensure compliance with legal and regulatory standards.
10. The School will carry general and professional liability coverage for activities performed pursuant to this agreement, and will furnish evidence of such coverage by providing a certificate of insurance at the request of the Cooperating Agency.

B. Privileges – The School – College of Nursing and Health Sciences

1. School faculty may adjust student assignments if the learning environment changes in such a way that it is not compatible with the student's learning objectives or the student's safety and health standards.
2. School faculty may resolve any actual or potential concerns in the clinical learning environment to ensure the safety and wellbeing of students, while also ensuring safe patient care. Following resolution of the actual or potential concerns, the School faculty will discuss issue with the resolved by the contact faculty member and the agency personnel or designated Registered Dietician.

II. Cooperating Agency

A. Responsibilities

1. The Cooperating Agency will assume and maintain responsibility for the care of the patients.
2. The Cooperating Agency will be responsible for meeting accreditation and eligibility standards as a clinical teaching facility.
3. The Cooperating Agency will permit students in the nursing program to use patient care areas for the students' clinical learning experience.
4. The Cooperating Agency will allow students to use equipment and supplies which are commonly available and required in the delivery of patient care.
5. The Cooperating Agency will allow students to use patient charts and other informational sources normally available in providing individualized patient care.
6. The Cooperating Agency nursing staff will be available for consultation and supervision during the students' clinical experiences and will maintain regular contact with the Viterbo University course coordinator.
7. The Cooperating Agency will provide orientation to the following:
 - a. The agency as a whole,
 - b. Individual programs, and
 - c. Current policies and procedures.
8. The Cooperating Agency will supply the following references for student use:
 - a. General nursing policies and procedures.
 - b. Standing orders and protocols, if utilized.
 - c. Standardized patient care plans, if utilized.
 - d. Other agency resources.
 - e. Standard clinic references (e.g., medical dictionary, information on diagnostic tests, drugs).
9. The Cooperating Agency will make the following facilities or services available to students:

- a. Agency library.
- b. Agency in-service programs.
- c. Emergency medical services as defined by agency policy for employees.

The student is financially responsible for any and all medical care received.

- 10. The Cooperating Agency shall carry general and professional liability coverage for activities performed pursuant to this agreement, and will furnish evidence of such coverage by providing a certificate of insurance at the request of the School.

B. Privileges - Cooperating Agency

- 1. The Cooperating Agency is responsible for definition and delivery of safe patient care and retains the authority to assess, plan, implement and evaluate same.
- 2. The Cooperating Agency may refuse educational access to its clinical areas to any school personnel who do not meet its employee standards of safety, health, or ethical behavior.
- 3. The Cooperating Agency may resolve any potential or actual concerns in favor of a patient's safety and wellbeing. In doing so, the Cooperating Agency may restrict the involved student to the observer role until the concern can be resolved by the Cooperating Agency staff and the School faculty member.

III. Status of Student

- A. The student possesses the status of a learner.
- B. The student will participate in providing the safest level of patient care consistent with the Cooperating Agency policies and procedures and its philosophy of nursing care.
- C. The students are subject, during clinical assignment, to the same standards as are set for employees at the Cooperating Agency relating to the welfare of patients and families.

D. The students are subject to HIPAA regulations and will follow standards and procedures as required by the Cooperating Agency.

IV. Terms of the Agreement

A. This Agreement will commence on August 25, 2024, and shall be automatically renewed on a year-to-year basis unless terminated by either party upon six (6) months written notice.

B. Modifications to this agreement must be made with mutual consent by the School and Cooperating Agency. Revisions shall be in writing and attached to this agreement.

C. Either agency may terminate this agreement with six months written notice. Termination of this agreement will not affect the students already enrolled in the program, and these students will be allowed to continue the program.

Viterbo University
School

Stillwater Public Schools
Cooperating Agency

VP for Academic Affairs Date
and Institutional Effectiveness

Agency Representative Date

Dean, College of Nursing, Date
Health

Stillwater Public Schools School Board President
Representative's Title



Western Governors University

4001 South 700 East, Suite 700, SLC, UT 84107

CLINICAL EXPERIENCE AGREEMENT

This Clinical Experience Agreement (Agreement) is made between Western Governors University, a Utah nonprofit corporation (University or WGU), and Stillwater Public Schools (District), and is effective as of the date of District's signature below (Effective Date).

WGU is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU). University Teacher Education programs are further accredited by the Council for the Accreditation of Educator Preparation (CAEP) and the Association for Advancing Quality in Educator Preparation (AAQEP). University represents that each teacher/principal Candidate assigned to District for Student Teaching/Practicum is validly enrolled in an approved University educator preparation program and meets District's background requirements.

A. Definitions. For the purposes of this Agreement, capitalized terms* will have the following meanings:

1. Candidate refers to a student enrolled in a University program leading to an education degree.
2. Mentor Teacher refers to a District employee who is the contracted teacher in the classroom to which the Candidate is assigned.
3. Clinical Supervisor refers to a qualified individual who will supervise and complete observations and evaluations.
4. Advanced Programs refers to University programs that are designed for licensed teachers to earn an endorsement or certification.
5. Preclinical Experience refers to the active participation by a Candidate in a wide range of in-classroom experiences to develop the skills and confidence necessary to be an effective teacher and prepare for Student Teaching.
6. Student Teaching refers to the active participation by a teacher Candidate in the duties and functions of classroom teaching under the direct supervision and instruction of a Mentor Teacher and/or Clinical Supervisor.
7. Practicum refers to the University Clinical Experience requirements for licensed teachers in an advanced endorsement program. Practicum length can range from 10 days to 12 months, depending on program and state requirements.
8. Clinical Experience refers collectively to the Preclinical Experience and Student Teaching and/or Practicum.

*References to "District" shall include the school.

B. Mutual Expectations. A placement site is a District where University places Candidates for a Clinical Experience with Mentor Teachers/principals, with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Candidates, and to share accountability for Candidate outcomes. The school administrator and Mentor Teacher will have the opportunity to provide critical feedback to inform program improvement through surveys at the end of each experience.

C. Mutually Beneficial Activities. The parties agree to participate, to the extent feasible, in the activities outlined below:

1. When available, University staff may participate in District employee events and conferences, as appropriate, and District agrees to inform University of such opportunities.
2. Provide District with recruitment and talent acquisition planning and support from University's Career & Professional Development service(s) team, based on District compliance with University's [Employer Recruiting & Guidelines](#).
 - o As possible, District will respond to quarterly survey requests from University's Career & Professional Development team about hiring plans and new hires from University.
3. University and District staff will co-select Mentor Teachers and Clinical Supervisors based on University requirements.

4. District employees who have been admitted to University may apply to receive aid so long as they meet scholarship eligibility requirements (University will retain sole discretion in funding and award decisions).
5. University may invite District staff to participate in a focus group to:
 - provide feedback for improvement and continuous development of observation and evaluation instruments of Candidates, Mentor Teachers, and Clinical Supervisors; criteria for selection of Mentor Teachers and Clinical Supervisors; and curriculum development;
 - review data on Clinical Experiences and Candidate success to potentially modify selection criteria, determine future assignments of Candidates, and make changes in Clinical Experiences;
 - review how the depth, breadth, diversity, coherence, and duration data on Clinical Experiences are linked to student outcomes and Candidate performance.

D. Recordings. District recognizes that University requires its Candidates to video record in the classroom for evaluation purposes and agrees to permit video recording consistent with the conditions set forth in **Exhibit A** (Video Recordings).

E. Mentor Teacher Standards. District, with the input of University, will provide the teacher Candidate with a Student Teaching assignment in a school and classes of District under the direct supervision and instruction of a Mentor Teacher who meets the following minimum requirements:

1. Holds a teaching credential or license: (i) for the subject area and/or grade level being taught; and (ii) in the state where Student Teaching occurs.
2. Has: (i) a minimum of three (3) years of content area teaching experience (five (5) years preferred), with (ii) two (2) or more years teaching in the placement school and/or District, and (iii) strong evaluations.
3. Evidence of positive impact on student learning in the classroom as demonstrated by ratings at or above effective (or equivalent) when a state, district, or school provides such ratings.
4. Successfully and with positive impact mentored student teachers, colleagues, and/or other adults.
5. Competently uses technology for communicating via email and completing online evaluation forms.
6. Will demonstrate and model the professional dispositions and ethics expected of teacher Candidates and University faculty and staff, as follows:
 - All individuals can learn
 - Belonging
 - Empathy
 - Growth Mindset
 - Communication
 - Integrity
 - Professionalism
 - Intellectual courage
7. Complete University's training to understand University policies, processes, procedures, and how to effectively mentor adult learners.
8. *For California Districts Only:* As required by the California Commission on Teacher Credentialing (CTC) Program Sponsor Alert (PSA) 19-05, Mentor Teacher has documented completion of training/professional development equivalent to ten (10) hours that includes: a two (2)-hour orientation to program curriculum, and eight (8) hours training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices.

F. Clinical Supervisor Standards. A University Clinical Supervisor provides guidance, support, on-site assistance, assessment and feedback to a teacher Candidate throughout the Clinical Experience. To act in this role, a Clinical Supervisor must have:

1. A minimum of three (3) years teaching experience in K-12.
2. A master's degree in education or related field.
3. A current teaching license in the content area of supervision.
4. Experience teaching in the content area of supervision.
5. Ability to successfully complete a background clearance, if requested.
6. District and principal approval (if a District employee).

7. Ability to consistently demonstrate and model the professional dispositions and ethics expected of teacher Candidates and University faculty and staff, as follows:
 - o All individuals can learn
 - o Belonging
 - o Empathy
 - o Growth Mindset
 - o Communication
 - o Integrity
 - o Professionalism
 - o Intellectual courage

G. University Responsibilities. University will:

1. Select qualified Candidates who have been prepared with the appropriate educational background, knowledge, skills, and professional disposition to participate in a Clinical Experience.
2. Be responsible for the selection, assignment, training, and compensation of Clinical Supervisors.
3. Require Candidates to have a fully cleared background check acceptable to District prior to participating in Clinical Experience activities.
4. Require Clinical Supervisors to provide a background check at the request of District.
5. Where required by state regulation or District policy, ensure Candidates have a current tuberculosis (TB) risk assessment and/or examination. Upon request, Candidates will be required to provide documentation to District prior to participating in a Clinical Experience.
6. Provide opportunities for feedback regarding improvement of University Candidate preparation.
7. Provide professional development training to Mentor Teachers regarding University processes and procedures.
8. Maintain an online site for support, resources, and training for Mentor Teachers.
9. Facilitate a cohort seminar in which teacher Candidates will participate with a community of peers to receive support during Student Teaching and the final performance assessment.
10. Maintain general responsibility for instruction, academic evaluation, and related academic matters concerning Candidate participation in the Clinical Experience, including evaluation and grading.

H. District Responsibilities. District, or school administrator, will:

1. Nominate one or more qualified Mentor Teacher(s) by providing a completed copy of the Mentor Teacher Nomination Form to University's Field Placement Team.
2. Allow the Clinical Supervisor access to the host school and classroom, including virtual settings, for the specific purpose of observing Candidates.
3. Where applicable and where a Teacher Candidate will serve as a contracted teacher, District agrees to provide a Mentor Teacher during Student Teaching.
4. University utilizes video recordings for both observations and teacher performance assessments. District agrees to allow video recording and/or live streaming for completion of observations and teacher performance assessments for all University programs. (See **Exhibit A** for details regarding video recordings.)
5. Notify University about any changes to District policies (e.g., COVID and other healthcare policies).
6. Provide Candidates with any District policies and procedures to which Candidates are expected to adhere during the Clinical Experience and while on District premises.
7. Through the involvement of the Mentor Teacher and/or school administrator, participate with the Clinical Supervisor and teacher Candidates in two evaluations: one mid-way through Student Teaching, and a final evaluation at the end of Student Teaching. University shall be responsible for the format of evaluations.
 - o See Advanced Programs Practicum section below for evaluation requirements for Educational Leadership, English Language Learning, and Master of Special Education.
8. Provide Candidates opportunities to observe, assist, tutor, instruct, implement effective teaching strategies, and conduct research, as appropriate, during the Clinical Experience.

9. Provide opportunities, when possible and appropriate, for Candidates to use technology to enhance student learning and monitor student progress and growth.
10. Provide opportunities, when possible and appropriate, for Candidates to experience working with diverse student populations, including English language learners and students with exceptional learning needs.
11. Encourage Mentor Teachers to participate in University's training to understand University policies, processes, procedures, and how to effectively mentor adult learners.
12. Encourage administrators and Mentor Teachers to participate in University feedback surveys (offered at the end of the Clinical Experience) to report on Candidate quality and preparation and to provide program feedback to University for continuous improvement.
13. Adhere to any then-applicable state requirements related to training/professional development.
14. *For California Districts Only:* Require Cooperating Teachers to complete and document training/professional development equivalent to ten (10) hours that includes: a two (2)-hour orientation to the program curriculum, and eight (8) hours of training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices (as required by the CTC).

I. Advanced Programs Practicum. The following additional requirements apply to Advanced Programs Practicum:

1. Candidates are licensed teachers who are in most cases completing the Practicum in their own classroom using a qualified individual within their school as a Clinical Supervisor who meets the applicable qualifications and requirements.
2. Each Candidate will:
 - have a relationship with the school and arrange placement by obtaining District approval.
 - secure his/her own Clinical Supervisor, subject to approval of University's Field Experience team to ensure the Clinical Supervisor meets program requirements.
 - provide a valid background clearance, liability insurance, and teaching license.
 - comply with any other applicable District requirements.
3. Evaluations of Candidates are as follows:
 - Educational Leadership - 4 total (2 evaluations during the first Practicum course, and 2 during the second Practicum course)
 - English Language Learning - 3 total (2 observations and 1 final evaluation)

J. Confidentiality & Education Records

1. District acknowledges that the education records of assigned Candidates are protected by the Family Educational Rights and Privacy Act (FERPA), and agrees to comply with FERPA and limit access to those employees or agents with a need to know. Pursuant to FERPA, and for the purposes of this Agreement, University designates District as a "school official" with a legitimate educational interest in such records.
2. University shall instruct Candidates of the necessity of maintaining the confidentiality of all District student records. District shall not grant Candidates or University employees access to individually identifiable student information unless the affected student's parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.

K. Additional Terms

1. Term. This Agreement shall commence on the Effective Date and shall continue for one (1) year from the Effective Date through the end of 2024-2025 school year, or until such time as either party gives the other party thirty (30) days advance written notice of its intent to terminate the Agreement. In the event of termination, any Candidates at District as of the date of such notice shall be permitted to complete their Student Teaching or Practicum.
2. Points of Contact. Each party shall designate a point of contact for communication and coordination of Student Teaching or Practicum. Contact information is set forth following the signature block.

3. Right to Accept or Terminate a Placement. District may refuse to accept for placement, or may terminate the placement, of any Candidate based upon its good faith determination that the Candidate is not meeting performance standards or is otherwise deemed unacceptable to District. In such cases, District shall notify University in writing and state the reasons for such decision.
4. Insurance.
 - o University Insurance. University represents and warrants that it provides and maintains general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate and, upon District’s request, shall provide a certificate of insurance as evidence of coverage. University shall maintain, at its sole expense, workers’ compensation insurance as required by law.
 - o Professional Liability Insurance. Candidates will be responsible for procuring and maintaining, at their own expense, professional liability insurance for the duration of the Clinical Experience with minimum limits of either: (i) \$1,000,000 per occurrence and \$3,000,000 annual aggregate, or (ii) \$2,000,000 per occurrence and \$2,000,000 annual aggregate.
5. Status of Parties. Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the parties. Neither party will have the authority to, and will not, act as agent for or on behalf of the other party or represent or bind the other party in any manner. No Candidate or other third party shall be a beneficiary of, or have any right to enforce the terms of this Agreement.
6. Non-Discrimination. Each party agrees to comply with all applicable non-discrimination laws, and will accept, assign, supervise, and evaluate qualified Candidates regardless of race, sex, sexual orientation, religion, creed, national origin, age, disability, veteran status, or any other basis protected by law.
7. Entire Agreement. This Agreement represents the entire understanding between the parties relating to the subject matter and supersedes all prior oral or written agreements. This Agreement may be modified only in writing, signed by both parties.

The parties have executed this Agreement as of the Effective Date.

UNIVERSITY

DISTRICT

By:  _____
Jennifer L. DeLoe (S:20240729CDT)

By: _____

Title: Director, Field Experience, School of Education

Title: School Board President

Date: _____

Point of Contact:

Field Experience Outreach
 Email: tc_outreach@wgu.edu

Point of Contact:

Director of Federal and OSU Programs
 Email: emcbee@stillwaterschools.com
 Phone: 405-707-5026

For notice purposes:

Attn: General Counsel
 Western Governors University
 4001 South 700 East, Suite 700
 Salt Lake City, UT 84107-2533
 Email: legal@wgu.edu

For notice purposes:

Email:

Exhibit A

Video Recording

1. Teacher Performance Assessment. District acknowledges that Candidates must complete a teacher performance assessment, which includes the submission of video recordings of themselves teaching in the classroom and of real artifacts (such as lesson plans, video, and student work samples). Recordings provide an avenue to evaluate performance and determine competency.
2. Clinical observation / Evaluation. University utilizes a secure, interactive, online, cloud-based platform to accommodate for the changing classroom environment and protect the health and safety of participants. Candidates upload recorded video submissions or participate in livestreams for feedback, scoring, and critiquing of video assignments, and Clinical Supervisors leave time-stamped feedback.
3. Guidelines. The following guidelines are provided to Candidates. District understands that Candidates are not employees or agents of University and that any further precautions regarding the privacy of District students should be agreed directly between the District and Candidates.

Teacher Candidate Guidelines for Video Recordings

- Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording.
- To protect confidentiality, remove your name and use pseudonyms or general references (e.g., "the district") for your state, school, district, and Mentor Teacher. Mask or remove all names on any typed or written material (e.g., commentaries, lesson plans, student work samples) that could identify individuals or educator preparation programs. During video recording, use only the first names of students.
- You must follow appropriate protocol to submit recordings to University.
- You may not display the video publicly (i.e., personal websites, YouTube, Facebook).
- You may not use any part of the recordings for any personal or professional purposes outside of performance evaluation.
- You must destroy all video recordings once the evaluation is complete.

Stillwater Public-OK-Renew custom 2024

Final Audit Report

2024-07-15

Created:	2024-07-12
By:	Brittany Ross (b.ross@wgu.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAYCXsUup393nmgTH9rfTO0kKiTSFkrkc

"Stillwater Public-OK-Renew custom 2024" History

-  Document created by Brittany Ross (b.ross@wgu.edu)
2024-07-12 - 11:43:30 PM GMT
-  Document emailed to Jennifer Doshier (jennifer.doshier@wgu.edu) for signature
2024-07-12 - 11:43:34 PM GMT
-  Email viewed by Jennifer Doshier (jennifer.doshier@wgu.edu)
2024-07-15 - 12:28:47 PM GMT
-  Document e-signed by Jennifer Doshier (jennifer.doshier@wgu.edu)
Signature Date: 2024-07-15 - 12:29:59 PM GMT - Time Source: server
-  Agreement completed.
2024-07-15 - 12:29:59 PM GMT

Meal Prices for School Year 2024-2025

Agenda Item: Consideration and Vote to Approve Student Breakfast and Lunch Meal Prices for SY 2024-2025.

Background Information:

Lunch Prices:

Part of the Healthy, Hunger-Free Kids Act of 2010 (HHFK) includes Paid Lunch Equity (PLE). According to the US Department of Agriculture (USDA), our funding agency, the intent of PLE is “to ensure that sufficient funds are provided to the food service account for paid lunches.” The reimbursement for a free lunch cannot subsidize the cost of a paid lunch. The cost of a full-price lunch is determined by calculating the average meal price across the district and raising meal prices to meet the total reimbursement, with a \$0.10 cap per year. School Food Authorities (districts) SFAs with a positive or zero balance in its non-profit school food service account as of June 30, 2022, can be exempt from the PLE requirements for SY 2024-25.

The proposed meal prices for SY25 are as follows:

No Changes				
	Reduced-Price	Full-Price		Adult
Breakfast	\$0.00	\$0.00		\$2.50
Elementary Lunch: Sangre Ridge; Richmond; Westwood	\$0.40	\$2.60		\$5.00
Secondary Lunch; Including Lincoln	\$0.40	\$2.85		\$5.00
CEP SITES: Highland Park; Skyline; Will Rogers	\$0.00	\$0.00		\$5.00

Recommendation: Approve meal prices as outlined in the table.

**STILLWATER PUBLIC SCHOOLS
NON-EXCLUSIVE
TRADEMARK LICENSE AGREEMENT**

THIS AGREEMENT is entered into, this 7/16/2024, between INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA, a/k/a/ STILLWATER PUBLIC SCHOOLS, an Oklahoma political subdivision ("LICENSOR") and B4-Designs LLC
251 E Hwy 33 Ste B4- Perkins, OK 74059 ("LICENSEE").

TRADEMARKS, LOGOS AND TRADE NAMES - Stillwater Public Schools recognizes the importance of protecting its trademarks, logos and trade names from unauthorized use. Therefore, the board actively defends their trademark status in order to achieve the following objectives:

- Protect the school district's trademarks and logos through licensing and enforcement and
- Protect and promote the school district's positive image.

All of the names, trademarks, logos, and/or symbols of Stillwater Public Schools, as identified on Exhibit "A," including but not limited to the names "Stillwater Public Schools" and "Stillwater Pioneers" are trademarks registered with the Oklahoma Secretary of State or are otherwise entitled to protection under Oklahoma and federal law (collectively "Licensor's Marks"). Any use of Licensor's Marks must have prior written approval from Stillwater Public Schools, be subject to this agreement, and must be produced, manufactured or sold under license from Stillwater Public Schools. The board delegates to the Superintendent authority to enter into contracts for licensing of Licensor's Marks.

LICENSOR is the sole and exclusive owner of Licensor's Marks and has the power and authority to grant to LICENSEE the right, privilege and license to use the Licensor's Marks on or in association with the goods and/or services covered by the agreement (the "Licensed Products").

The parties, each intending to be legally bound hereby, and in consideration of the mutual promises herein contained, agree as follows:

- 1) LICENSE GRANT: LICENSOR hereby grants to LICENSEE a non-exclusive, non-transferable license to use the Licensed Marks on or in association with Licensed Products, as well as on packaging, promotional and advertising material associated therewith. LICENSOR further grants to LICENSEE the non-exclusive, non-transferable right and license to use, manufacture, have manufactured, sell, distribute, and advertise the Licensed Products. All rights not specifically granted and licensed to LICENSEE hereunder are reserved by LICENSOR.
- 2) TERM OF THE AGREEMENT: The initial term of this agreement shall be for one (1) year. Thereafter, this agreement will automatically renew for consecutive one (1) year periods, unless either party notifies the other not less than thirty (30) days prior to the end of the initial or subsequent renewal term of that party's intention not to renew the agreement for an additional year.

NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)

- 3) **FUNDRAISING:** When participating in the manufacture or sale of Licensed Products for purposes of fundraising for Stillwater Public Schools and its schools, departments, or sanctioned organizations, no royalty fee for items sold under that fundraising effort shall be paid to the LICENSOR. All funds generated, over and above the LICENSEE'S agreed upon expenses and costs for that fundraiser will be given directly to the affiliated organization, which represents other good and valuable consideration in exchange for the license granted herein. LICENSOR shall have the right to inspect, at reasonable times, LICENSEE's financial records to confirm that proceeds of the sales are being used solely for the purpose of supporting Stillwater Public Schools and its schools, departments, and sanctioned organizations.
- 4) **USE OF LICENSED MARKS:** No fee shall be assessed to LICENSEES for approved use of signs, sculptures, or other items that bear Licensor's Marks for purposes such as display in yards or other locations.
- 5) **COMPENSATION:** The LICENSEE shall pay the LICENSOR a royalty of **Eight Percent (8%)** (the "Royalty") of the revenue received from all sales by the LICENSEE of Licensed Products. Royalties shall be paid to the LICENSOR thirty (30) days after each quarter end (or within thirty (30) days of March 31, June 30, September 30, and December 31). All royalty payments shall be accompanied by an accounting that sets forth in reasonable detail all sales by the LICENSEE employing Licensee's Marks during the period. LICENSOR shall have the right, at reasonable times, to inspect LICENSEE's records of sales of Licensed Products to determine if correct and accurate royalty payments are being made. Any product that is sold directly to LICENSOR will be exempted from licensing royalty.
- 6) **LICENSED PRODUCTS:** "Licensed Products" shall mean men's, women's, and children's and youth t-shirts, long sleeve, crews and hoodies, headwear, decals, drinkware, notebooks, and writing utensils. The production of any item that endorses or promotes illegal activity or the consumption of drugs or alcohol, including glassware such as pilsner, cocktail, wine, and shot glasses, shall not be allowed and will result in the immediate termination of this agreement. Additional items may be added with a mutually agreed addendum to this agreement.
- 7) **OWNERSHIP AND TITLE:** LICENSEE hereby acknowledges the validity of the LICENSOR's title and ownership of the Licensor's Marks and agrees not to contest or in any way dispute said title and ownership. LICENSEE acknowledges the existence and value of LICENSOR's goodwill in the Licensor's Marks and the goodwill generated by LICENSEE shall insure to the benefit of LICENSOR and shall be the exclusive property of LICENSOR, regardless of duration of this license, or the extent of use of the Licensor's Marks by LICENSEE.
- 8) **NOTICE AND PAYMENT:** Any notice required to be given pursuant to this agreement shall be in writing and delivered personally to the other designated party at the below stated address or mailed by certified or registered mail, return receipt requested, or delivered by a recognized national overnight courier service, except e-mail may be used for day-to-day operations and contacts but not for 'notice' or other communications required under this agreement or by law. Either party may change the address to which notice or payment is to be sent by written notice to the other in accordance with the provisions of this paragraph.

NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)

If to LICENSOR: Stillwater Public Schools
Attn: Superintendent
314 South Lewis Street
Stillwater, Oklahoma 74074

If to LICENSEE: BH-Designs LLC
251 E. Hwy 33 Ste B4
Perkins, OK 74059

- 9) INDEMNIFICATION AND HOLD HARMLESS PROVISION. LICENSEE shall defend, indemnify, and hold harmless LICENSOR, its officers, employees, board members, insurers, attorneys, and agents from and against any losses and expenses (including attorneys' fees, expert witness fees, and other costs and expenses), claims, suits, or other liability, including claims based on product liability, resulting from injury to or death of any person or damage to property arising out of or in any way connected with the use of the license granted by this agreement, provided such injuries to persons or damage to property are due to the acts or omissions of LICENSEE, its officers, employees, or agents, or the products manufactured or sold by LICENSEE.
- 10) JURISDICTION AND DISPUTES: In any action to enforce the terms and conditions of this agreement or to recover damages for its breach, the prevailing party shall be entitled to recover its attorneys' fees expended, expert witness fees, mediation fees and all other costs and expenses associated with the claim or cause of action from the non-prevailing party. Furthermore, this agreement shall be construed, interpreted and enforced in accordance with the laws of the State of Oklahoma, and any claim or cause of action, of any nature, relating to this agreement, shall be brought in any court of competent jurisdiction having Stillwater, Oklahoma, within its judicial circuit or district.
- 11) NON-ASSIGNMENT. This agreement may not be assigned by LICENSEE to any person, firm, corporation, trustee, receiver or any other person capable of receiving an assignment, without the prior written consent of the LICENSOR.
- 12) SEVERABILITY: If any term, clause, or provision hereof is held invalid or unenforceable by a court of competent jurisdiction, such provision shall be modified or deleted in such a manner as to render this agreement, as modified, legal and enforceable to the maximum extent permitted by law.
- 13) NO AGENCY OR ENDORSEMENT: LICENSEE agrees that it will not state or imply that Licensee's Products are endorsed, supported by, or sponsored by LICENSOR. Nothing contained herein shall be deemed to create an agency, joint venture, franchise or partnership relationship between the parties and neither party shall hold itself out as such.
- 14) INTEGRATION: This agreement constitutes the entire understanding of the parties, and revokes and supersedes all prior agreements between the parties, and is intended as a final expression of their agreement. It shall not be modified or amended except in writing signed by the parties hereto and specifically referring to this agreement. This agreement shall take precedence over any other documents which may be in conflict with said agreement.

NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)

- 15) **QUALITY CONTROL:** LICENSEE shall only use the Licensor's Marks in connection with products meeting the standards, specifications, and qualities established by, or reasonably acceptable to, LICENSOR. LICENSOR shall have the right at reasonable times, to inspect LICENSEE's goods employing Licensor's Marks to determine that they are of proper and acceptable quality. Before initial printing of the Licensor's Marks on any product, LICENSEE shall be required to deliver a sample copy or prototype of the Licensed Products to LICENSOR's Superintendent or designee for LICENSOR's prior approval. No use of Licensor's Marks or sale of Licensee's Products shall be made prior to receipt of such approval. Depictions of the Licensor's Marks which are based on registered trademarks or servicemarks of Stillwater Public Schools shall be exhibited with a notification of trademark, where practical.
- 16) **INFRINGEMENT:** LICENSEE agrees to inform LICENSOR of any known use of Licensor's Marks by any third party which is not using the Licensor's Marks under a license with LICENSOR.
- 17) **TERMINATION:** LICENSOR shall have the right to terminate this agreement upon breach of any of its terms by LICENSEE, and such termination shall be effective immediately upon occurrence of the breach. LICENSOR may terminate the agreement immediately upon the occurrence of any of the following, including (i) the insolvency (however expressed or indicated), or bankruptcy of the LICENSEE; (ii) any assignments or receivership of, whether in or out of court, or any proceedings in bankruptcy or for the relief of debtors or readjustment of debts filed by or against LICENSEE; (iii) any use of the Licensor's Marks in a manner which does not meet the standards of the LICENSOR or which are unacceptable to LICENSOR; or (iv) upon failure of the Licensee to keep and perform any covenant herein contained. LICENSOR and LICENSEE shall have the right to terminate this agreement at any time, with or without cause, by providing ninety (90) days' prior written notice to the other party. Upon termination, LICENSEE shall immediately cease all use of the Licensor's Marks and all further sale of Licensed Products.
- 18) **AUTHORITY TO ENTER INTO AGREEMENT:** LICENSOR and LICENSEE represent that the representative signing this agreement on its behalf is duly authorized and has full authority to execute and deliver this agreement.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound hereby, have each caused to be affixed hereto its or his/her hand and seal the day indicated.

LICENSOR	LICENSEE
Stillwater Public Schools 314 S. Lewis St Stillwater, OK 74074 By: _____ Printed: <u>Marshall Baker</u> Title: <u>President, Board of Education</u>	<u>BI-Designs LLC</u> <u>251 E. Hwy 33 Ste B4</u> <u>Perkins, OK 74059</u> By: <u>Steffani Barnhart</u> Printed <u>Steffani Barnhart</u> Title: <u>Owner</u>

**STILLWATER PUBLIC SCHOOLS
NON-EXCLUSIVE
TRADEMARK LICENSE AGREEMENT**

THIS AGREEMENT is entered into, this _____, between INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA, a/k/a/ STILLWATER PUBLIC SCHOOLS, an Oklahoma political subdivision ("LICENSOR") and Heaven Hickman AKA That One Girl Designs ("LICENSEE").

TRADEMARKS, LOGOS AND TRADE NAMES - Stillwater Public Schools recognizes the importance of protecting its trademarks, logos and trade names from unauthorized use. Therefore, the board actively defends their trademark status in order to achieve the following objectives:

- Protect the school district's trademarks and logos through licensing and enforcement and
- Protect and promote the school district's positive image.

All of the names, trademarks, logos, and/or symbols of Stillwater Public Schools, as identified on Exhibit "A," including but not limited to the names "Stillwater Public Schools" and "Stillwater Pioneers" are trademarks registered with the Oklahoma Secretary of State or are otherwise entitled to protection under Oklahoma and federal law (collectively "Licensor's Marks"). Any use of Licensor's Marks must have prior written approval from Stillwater Public Schools, be subject to this agreement, and must be produced, manufactured or sold under license from Stillwater Public Schools. The board delegates to the Superintendent authority to enter into contracts for licensing of Licensor's Marks.

LICENSOR is the sole and exclusive owner of Licensor's Marks and has the power and authority to grant to LICENSEE the right, privilege and license to use the Licensor's Marks on or in association with the goods and/or services covered by the agreement (the "Licensed Products").

The parties, each intending to be legally bound hereby, and in consideration of the mutual promises herein contained, agree as follows:

- 1) LICENSE GRANT: LICENSOR hereby grants to LICENSEE a non-exclusive, non-transferable license to use the Licensed Marks on or in association with Licensed Products, as well as on packaging, promotional and advertising material associated therewith. LICENSOR further grants to LICENSEE the non-exclusive, non-transferable right and license to use, manufacture, have manufactured, sell, distribute, and advertise the Licensed Products. All rights not specifically granted and licensed to LICENSEE hereunder are reserved by LICENSOR.
- 2) TERM OF THE AGREEMENT: The initial term of this agreement shall be for one (1) year. Thereafter, this agreement will automatically renew for consecutive one (1) year periods, unless either party notifies the other not less than thirty (30) days prior to the end of the initial or subsequent renewal term of that party's intention not to renew the agreement for an additional year.

STILLWATER BOARD OF EDUCATION**CH-E****NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)**

- 3) **FUNDRAISING:** When participating in the manufacture or sale of Licensed Products for purposes of fundraising for Stillwater Public Schools and its schools, departments, or sanctioned organizations, no royalty fee for items sold under that fundraising effort shall be paid to the LICENSOR. All funds generated, over and above the LICENSEE'S agreed upon expenses and costs for that fundraiser will be given directly to the affiliated organization, which represents other good and valuable consideration in exchange for the license granted herein. LICENSOR shall have the right to inspect, at reasonable times, LICENSEE'S financial records to confirm that proceeds of the sales are being used solely for the purpose of supporting Stillwater Public Schools and its schools, departments, and sanctioned organizations.
- 4) **USE OF LICENSED MARKS:** No fee shall be assessed to LICENSEES for approved use of signs, sculptures, or other items that bear Licensor's Marks for purposes such as display in yards or other locations.
- 5) **COMPENSATION:** The LICENSEE shall pay the LICENSOR a royalty of **Eight Percent (8%)** (the "Royalty") of the revenue received from all sales by the LICENSEE of Licensed Products. Royalties shall be paid to the LICENSOR thirty (30) days after each quarter end (or within thirty (30) days of March 31, June 30, September 30, and December 31). All royalty payments shall be accompanied by an accounting that sets forth in reasonable detail all sales by the LICENSEE employing Licensee's Marks during the period. LICENSOR shall have the right, at reasonable times, to inspect LICENSEE's records of sales of Licensed Products to determine if correct and accurate royalty payments are being made. Any product that is sold directly to LICENSOR will be exempted from licensing royalty.
- 6) **LICENSED PRODUCTS:** "Licensed Products" shall mean men's, women's, and children's and youth t-shirts, long sleeve, crews and hoodies, headwear, decals, drinkware, notebooks, and writing utensils. The production of any item that endorses or promotes illegal activity or the consumption of drugs or alcohol, including glassware such as pilsner, cocktail, wine, and shot glasses, shall not be allowed and will result in the immediate termination of this agreement. Additional items may be added with a mutually agreed addendum to this agreement.
- 7) **OWNERSHIP AND TITLE:** LICENSEE hereby acknowledges the validity of the LICENSOR's title and ownership of the Licensor's Marks and agrees not to contest or in any way dispute said title and ownership. LICENSEE acknowledges the existence and value of LICENSOR's goodwill in the Licensor's Marks and the goodwill generated by LICENSEE shall insure to the benefit of LICENSOR and shall be the exclusive property of LICENSOR, regardless of duration of this license, or the extent of use of the Licensor's Marks by LICENSEE.
- 8) **NOTICE AND PAYMENT:** Any notice required to be given pursuant to this agreement shall be in writing and delivered personally to the other designated party at the below stated address or mailed by certified or registered mail, return receipt requested, or delivered by a recognized national overnight courier service, except e-mail may be used for day-to-day operations and contacts but not for 'notice' or other communications required under this agreement or by law. Either party may change the address to which notice or payment is to be sent by written notice to the other in accordance with the provisions of this paragraph.

NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)

If to LICENSOR: Stillwater Public Schools
Attn: Superintendent
314 South Lewis Street
Stillwater, Oklahoma 74074

If to LICENSEE: **That One Girl Designs**
12505 S Prairie Rd
Perkins, OK 74059

- 9) INDEMNIFICATION AND HOLD HARMLESS PROVISION. LICENSEE shall defend, indemnify, and hold harmless LICENSOR, its officers, employees, board members, insurers, attorneys, and agents from and against any losses and expenses (including attorneys' fees, expert witness fees, and other costs and expenses), claims, suits, or other liability, including claims based on product liability, resulting from injury to or death of any person or damage to property arising out of or in any way connected with the use of the license granted by this agreement, provided such injuries to persons or damage to property are due to the acts or omissions of LICENSEE, its officers, employees, or agents, or the products manufactured or sold by LICENSEE.
- 10) JURISDICTION AND DISPUTES: In any action to enforce the terms and conditions of this agreement or to recover damages for its breach, the prevailing party shall be entitled to recover its attorneys' fees expended, expert witness fees, mediation fees and all other costs and expenses associated with the claim or cause of action from the non-prevailing party. Furthermore, this agreement shall be construed, interpreted and enforced in accordance with the laws of the State of Oklahoma, and any claim or cause of action, of any nature, relating to this agreement, shall be brought in any court of competent jurisdiction having Stillwater, Oklahoma, within its judicial circuit or district.
- 11) NON-ASSIGNMENT. This agreement may not be assigned by LICENSEE to any person, firm, corporation, trustee, receiver or any other person capable of receiving an assignment, without the prior written consent of the LICENSOR.
- 12) SEVERABILITY: If any term, clause, or provision hereof is held invalid or unenforceable by a court of competent jurisdiction, such provision shall be modified or deleted in such a manner as to render this agreement, as modified, legal and enforceable to the maximum extent permitted by law.
- 13) NO AGENCY OR ENDORSEMENT: LICENSEE agrees that it will not state or imply that Licensee's Products are endorsed, supported by, or sponsored by LICENSOR. Nothing contained herein shall be deemed to create an agency, joint venture, franchise or partnership relationship between the parties and neither party shall hold itself out as such.
- 14) INTEGRATION: This agreement constitutes the entire understanding of the parties, and revokes and supersedes all prior agreements between the parties, and is intended as a final expression of their agreement. It shall not be modified or amended except in writing signed by the parties hereto and specifically referring to this agreement. This agreement shall take precedence over any other documents which may be in conflict with said agreement.

NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)

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- 18) **AUTHORITY TO ENTER INTO AGREEMENT:** LICENSOR and LICENSEE represent that the representative signing this agreement on its behalf is duly authorized and has full authority to execute and deliver this agreement.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound hereby, have each caused to be affixed hereto its or his/her hand and seal the day indicated.

LICENSOR	LICENSEE
Stillwater Public Schools 314 S. Lewis St Stillwater, OK 74074 By: _____ Printed: <u>Marshall Baker</u> Title: <u>President, Board of Education</u>	<u>That One Girl Designs</u> <u>12505 S Prairie Rd</u> <u>Perkins OK 74059</u> By: <u>Heaven Hickman</u> Printed: <u>Heaven Hickman</u> Title: <u>Owner Heaven Hickman</u>

**STILLWATER PUBLIC SCHOOLS
NON-EXCLUSIVE
TRADEMARK LICENSE AGREEMENT**

THIS AGREEMENT is entered into, this Justin Reedy, between INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA, a/k/a/ STILLWATER PUBLIC SCHOOLS, an Oklahoma political subdivision ("LICENSOR") and JUSTIN REEDY PHOTOGRAPHY ("LICENSEE").

TRADEMARKS, LOGOS AND TRADE NAMES - Stillwater Public Schools recognizes the importance of protecting its trademarks, logos and trade names from unauthorized use. Therefore, the board actively defends their trademark status in order to achieve the following objectives:

- Protect the school district's trademarks and logos through licensing and enforcement and
- Protect and promote the school district's positive image.

All of the names, trademarks, logos, and/or symbols of Stillwater Public Schools, as identified on Exhibit "A," including but not limited to the names "Stillwater Public Schools" and "Stillwater Pioneers" are trademarks registered with the Oklahoma Secretary of State or are otherwise entitled to protection under Oklahoma and federal law (collectively "Licensor's Marks"). Any use of Licensor's Marks must have prior written approval from Stillwater Public Schools, be subject to this agreement, and must be produced, manufactured or sold under license from Stillwater Public Schools. The board delegates to the Superintendent authority to enter into contracts for licensing of Licensor's Marks.

LICENSOR is the sole and exclusive owner of Licensor's Marks and has the power and authority to grant to LICENSEE the right, privilege and license to use the Licensor's Marks on or in association with the goods and/or services covered by the agreement (the "Licensed Products").

The parties, each intending to be legally bound hereby, and in consideration of the mutual promises herein contained, agree as follows:

- 1) LICENSE GRANT: LICENSOR hereby grants to LICENSEE a non-exclusive, non-transferable license to use the Licensed Marks on or in association with Licensed Products, as well as on packaging, promotional and advertising material associated therewith. LICENSOR further grants to LICENSEE the non-exclusive, non-transferable right and license to use, manufacture, have manufactured, sell, distribute, and advertise the Licensed Products. All rights not specifically granted and licensed to LICENSEE hereunder are reserved by LICENSOR.
- 2) TERM OF THE AGREEMENT: The initial term of this agreement shall be for one (1) year. Thereafter, this agreement will automatically renew for consecutive one (1) year periods, unless either party notifies the other not less than thirty (30) days prior to the end of the initial or subsequent renewal term of that party's intention not to renew the agreement for an additional year.

NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)

- 3) **FUNDRAISING:** When participating in the manufacture or sale of Licensed Products for purposes of fundraising for Stillwater Public Schools and its schools, departments, or sanctioned organizations, no royalty fee for items sold under that fundraising effort shall be paid to the LICENSOR. All funds generated, over and above the LICENSEE'S agreed upon expenses and costs for that fundraiser will be given directly to the affiliated organization, which represents other good and valuable consideration in exchange for the license granted herein. LICENSOR shall have the right to inspect, at reasonable times, LICENSEE's financial records to confirm that proceeds of the sales are being used solely for the purpose of supporting Stillwater Public Schools and its schools, departments, and sanctioned organizations.
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- 6) **LICENSED PRODUCTS:** "Licensed Products" shall mean men's, women's, and children's and youth t-shirts, long sleeve, crews and hoodies, headwear, decals, drinkware, notebooks, and writing utensils. The production of any item that endorses or promotes illegal activity or the consumption of drugs or alcohol, including glassware such as pilsner, cocktail, wine, and shot glasses, shall not be allowed and will result in the immediate termination of this agreement. Additional items may be added with a mutually agreed addendum to this agreement.
- 7) **OWNERSHIP AND TITLE:** LICENSEE hereby acknowledges the validity of the LICENSOR's title and ownership of the Licensor's Marks and agrees not to contest or in any way dispute said title and ownership. LICENSEE acknowledges the existence and value of LICENSOR's goodwill in the Licensor's Marks and the goodwill generated by LICENSEE shall insure to the benefit of LICENSOR and shall be the exclusive property of LICENSOR, regardless of duration of this license, or the extent of use of the Licensor's Marks by LICENSEE.
- 8) **NOTICE AND PAYMENT:** Any notice required to be given pursuant to this agreement shall be in writing and delivered personally to the other designated party at the below stated address or mailed by certified or registered mail, return receipt requested, or delivered by a recognized national overnight courier service, except e-mail may be used for day-to-day operations and contacts but not for 'notice' or other communications required under this agreement or by law. Either party may change the address to which notice or payment is to be sent by written notice to the other in accordance with the provisions of this paragraph.

NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)

If to LICENSOR: Stillwater Public Schools
Attn: Superintendent
314 South Lewis Street
Stillwater, Oklahoma 74074

If to LICENSEE:

JUSTIN REEDY Photography
6510 S. ELLEN CT.
EAST STILLWATER, OKLA 74074

- 9) INDEMNIFICATION AND HOLD HARMLESS PROVISION. LICENSEE shall defend, indemnify, and hold harmless LICENSOR, its officers, employees, board members, insurers, attorneys, and agents from and against any losses and expenses (including attorneys' fees, expert witness fees, and other costs and expenses), claims, suits, or other liability, including claims based on product liability, resulting from injury to or death of any person or damage to property arising out of or in any way connected with the use of the license granted by this agreement, provided such injuries to persons or damage to property are due to the acts or omissions of LICENSEE, its officers, employees, or agents, or the products manufactured or sold by LICENSEE.
- 10) JURISDICTION AND DISPUTES: In any action to enforce the terms and conditions of this agreement or to recover damages for its breach, the prevailing party shall be entitled to recover its attorneys' fees expended, expert witness fees, mediation fees and all other costs and expenses associated with the claim or cause of action from the non-prevailing party. Furthermore, this agreement shall be construed, interpreted and enforced in accordance with the laws of the State of Oklahoma, and any claim or cause of action, of any nature, relating to this agreement, shall be brought in any court of competent jurisdiction having Stillwater, Oklahoma, within its judicial circuit or district.
- 11) NON-ASSIGNMENT. This agreement may not be assigned by LICENSEE to any person, firm, corporation, trustee, receiver or any other person capable of receiving an assignment, without the prior written consent of the LICENSOR.
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- 13) NO AGENCY OR ENDORSEMENT: LICENSEE agrees that it will not state or imply that Licensee's Products are endorsed, supported by, or sponsored by LICENSOR. Nothing contained herein shall be deemed to create an agency, joint venture, franchise or partnership relationship between the parties and neither party shall hold itself out as such.
- 14) INTEGRATION: This agreement constitutes the entire understanding of the parties, and revokes and supersedes all prior agreements between the parties, and is intended as a final expression of their agreement. It shall not be modified or amended except in writing signed by the parties hereto and specifically referring to this agreement. This agreement shall take precedence over any other documents which may be in conflict with said agreement.

NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)

- 15) **QUALITY CONTROL:** LICENSEE shall only use the Licensor's Marks in connection with products meeting the standards, specifications, and qualities established by, or reasonably acceptable to, LICENSOR. LICENSOR shall have the right at reasonable times, to inspect LICENSEE's goods employing Licensor's Marks to determine that they are of proper and acceptable quality. Before initial printing of the Licensor's Marks on any product, LICENSEE shall be required to deliver a sample copy or prototype of the Licensed Products to LICENSOR's Superintendent or designee for LICENSOR's prior approval. No use of Licensor's Marks or sale of Licensee's Products shall be made prior to receipt of such approval. Depictions of the Licensor's Marks which are based on registered trademarks or servicemarks of Stillwater Public Schools shall be exhibited with a notification of trademark, where practical.

- 16) **INFRINGEMENT:** LICENSEE agrees to inform LICENSOR of any known use of Licensor's Marks by any third party which is not using the Licensor's Marks under a license with LICENSOR.

- 17) **TERMINATION:** LICENSOR shall have the right to terminate this agreement upon breach of any of its terms by LICENSEE, and such termination shall be effective immediately upon occurrence of the breach. LICENSOR may terminate the agreement immediately upon the occurrence of any of the following, including (i) the insolvency (however expressed or indicated), or bankruptcy of the LICENSEE; (ii) any assignments or receivership of, whether in or out of court, or any proceedings in bankruptcy or for the relief of debtors or readjustment of debts filed by or against LICENSEE; (iii) any use of the Licensor's Marks in a manner which does not meet the standards of the LICENSOR or which are unacceptable to LICENSOR; or (iv) upon failure of the Licensee to keep and perform any covenant herein contained. LICENSOR and LICENSEE shall have the right to terminate this agreement at any time, with or without cause, by providing ninety (90) days' prior written notice to the other party. Upon termination, LICENSEE shall immediately cease all use of the Licensor's Marks and all further sale of Licensed Products.

- 18) **AUTHORITY TO ENTER INTO AGREEMENT:** LICENSOR and LICENSEE represent that the representative signing this agreement on its behalf is duly authorized and has full authority to execute and deliver this agreement.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound hereby, have each caused to be affixed hereto its or his/her hand and seal the day indicated.

LICENSOR	LICENSEE
Stillwater Public Schools 314 S. Lewis St Stillwater, OK 74074 By: _____ Printed: <u>Marshall Baker</u> Title: <u>President, Board of Education</u>	<u>JUSTIN REEDY Photography</u> <u>10510 South ELLEN CT</u> <u>STILLWATER, OKLA. 74074</u> By: <u>JUSTIN REEDY 405 742 7423</u> Printed: _____ Title: <u>OWNER</u>



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: August 13, 2024

AGENDA ITEM:

Consider and Vote to Approve Professional Service Agreement with Gose & Associates

BOARD ACTION REQUESTED:

Vote to Approve Professional Service Agreement with Gose & Associates

BACKGROUND INFORMATION:

Gose & Associates will provide design and documentation of grading and drainage improvements to accommodate future bus parking on the east side of the OES property as a part of the phases for the interior renovation of the existing OES Building 2 and the new bus/vehicle parking area for use by the SPS Transportation Department located at 5021 N. Perkins Rd. in Stillwater, Oklahoma.



July 31, 2024

Bo Gamble
Assistant Superintendent Operations
Stillwater Public Schools
314 South Lewis
Stillwater, Oklahoma 74074
via email: bgamble@stillwaterschools.com

**RE: Professional Services Agreement
Stillwater Public Schools – OES Phase 2 (Transportation) / Civil**

Dear Mr. Gamble,

Gose & Associates (“Consultant” or “Gose”) is pleased to submit this professional services agreement for the proposed **OES Phase 2** (“the project”) located at 5021 North Perkins Road, in the City of Stillwater, Payne County, Oklahoma to **505 Architects, LLC** (“Client”).

SCOPE OF SERVICES

Per the request for proposals dated July 24, 2024, the project will consist of the design and documentation of grading and drainage improvements to accommodate future bus parking on the east side of the parcel. The Client will be responsible for any application and development fees associated with the project.

Task 1 - Boundary and Topographic Survey

Gose will have prepared a boundary and topographic survey of the area for use in preparation of the required City applications and plans. All available Title and Abstracts will be provided by the Client.

Task 2 - Geotechnical Evaluation

Gose will work with a subconsultant to prepare a geotechnical evaluation of the existing subgrade at the proposed site. The investigation will consist of three (3), 10-foot bores. Recommendations will be prepared for ~~foundation~~ and pavement designs.

FEE

For tasks labeled LS, a lump sum fee has been established based on specific work elements outlined in this agreement. Hourly (HR) tasks will be administered based on the then-current Hourly Rate Schedule, with the fee shown below estimated to be the maximum subtotal. Gose & Associates is not responsible for any review and/or development fees associated with this project.

Task 1	Bounday and Topographic Survey	\$5,800 LS
Task 2	Geotechnical Evaluation	\$7,800 LS
	<i>Estimated Reimbursable Expenses</i>	\$0
	<i>Estimated Total</i>	\$13,600



HOURLY RATE SCHEDULE

<u>Classification</u>	<u>Hourly Rate</u>
Engineer 7-9	\$180-\$190
Engineer 1-4	\$135-\$155
Designer	\$145-\$155
CAD Tech	\$100-\$140
Administrative	\$50

Effective January 1, 2024

CLOSING

It is our understanding that the Client has the authority to engage Gose & Associates and to authorize Gose & Associates to enter the subject property. The scope and fees listed in this agreement are valid for 60 days.

Should you have any questions please feel free to contact me at 405.743.4907

Sincerely,

Gose & Associates (OK CA #1640)



Stephen C. Gose, P.E.
President

Attachments: Terms and Conditions

AUTHORIZATION & ACCEPTANCE FOR SERVICES

Accepted for: Stillwater Public Schools
Organization Responsible for Payment

Accepted by: _____
Printed Name & Title

Signature Date

ASSOCIATED ENGINEERING CONSULTANTS, LTD dba GOSE & ASSOCIATES
TERMS AND CONDITIONS

1. **CONTRACT** – These Terms and Conditions and the accompanying Proposal constitute the full and complete Agreement between the parties and may be changed, amended, added to, superseded, or waived only if both parties specifically agree in writing to such amendment of the Agreement. In the event of any inconsistency between these Terms and Conditions and any proposal, contract, purchase order, requisition, notice to proceed, or like document, these Terms and Conditions shall govern.
2. **STANDARD OF CARE** – CONSULTANT and its employees, subsidiaries, independent professional associates, subconsultants, and subcontractors will exercise that degree of care and skill ordinarily practiced under similar circumstances by design professionals providing similar services and in the same locality. CLIENT agrees that services provided will be rendered without any warranty, express or implied. CONSULTANT shall exercise usual and customary professional care in its efforts to comply with applicable codes, regulations, laws rules, ordinances, and such other requirements in effect as of the date of execution of this Agreement. In performing Professional Engineering and related services hereunder, it is understood by CLIENT that CONSULTANT is not engaged in rendering any type of legal, insurance or accounting services, opinions, or advice. Further, it is the CLIENT's sole responsibility to obtain the advices of an attorney, insurance counselor, or accountant to protect the CLIENT's legal and financial interests. To that end, the CLIENT agrees that it or its representative will examine all studies, reports, sketches, drawings, specifications, proposals and other documents prepared or provided by the CONSULTANT and will obtain the advice of other consultants that it deems necessary to protect the CLIENT's interests before CLIENT takes action or forebears to take action based upon or relying upon the services provided by the CONSULTANT.
3. **LIABILITY** – To the fullest extent permitted by law, the total aggregate liability of CONSULTANT and CONSULTANT's officers, directors, employees, agents, and consultants to CLIENT and anyone claiming by, through or under CLIENT, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to CONSULTANT's services, the Project or this Agreement, from any cause or causes whatsoever, including but not limited to, negligence, strict liability, breach of contract or breach of warranty shall not exceed the total compensation received by CONSULTANT under this Agreement, and subjected to a total aggregate liability cap of \$250,000.00.
4. **INVOICES** – CONSULTANT will submit periodic invoices for services rendered that are due upon receipt. CLIENT will notify CONSULTANT in writing within 10 days of any disputed item on the invoice and pay all undisputed items within 30 days from invoice date. Overdue payment will accrue interest at a rate of 1.5% per month, which is an Annual Percentage Rate of 18%. CONSULTANT may terminate its services upon 10 days' written notice any time payment is overdue on any account with the CLIENT. If CLIENT relies on payment or proceeds from a third party to pay CONSULTANT and CLIENT does not pay CONSULTANT's invoice within 45 days of receipt, CONSULTANT may communicate directly with third party to secure payment.
5. **REIMBURSABLE EXPENSES** – CONSULTANT will bill direct nonpayroll expenses, including but not limited to material and subcontractor expenses, at cost plus 15%. Direct expenses shall also include all reasonable expenses resulting from required responses to subpoenas or court orders related to work under the Contract.
6. **TERMINATION** – CLIENT or CONSULTANT may terminate this Agreement, in whole or in part, by giving seven (7) days written notice, if the other party substantially fails to fulfill its obligations under the Agreement through no fault of the terminating party. Where the method of payment is "lump sum", or cost reimbursement, the final invoice will include all services and expenses associated with the project up to the effective date of termination. An equitable adjustment shall also be made to provide for termination settlement costs CONSULTANT incurs as a result of commitments that had become firm before termination, and for reasonable profit for services performed.
7. **SUSPENSION OF WORK** – The CLIENT may, at any time, by written notice, suspend further work by CONSULTANT. The CLIENT shall remain liable for, and shall promptly pay CONSULTANT for all services rendered to the date of suspension of services, plus suspension charges, which shall include the cost of assembling documents, personnel and equipment, rescheduling or reassignment, and commitments made to others on CLIENT's behalf. The CLIENT agrees to indemnify and hold CONSULTANT harmless from any claim or liability resulting from such suspension.
8. **DOCUMENTS** – All reports, notes, drawings, specifications, data, calculations, and other documents, including those in electronic form, prepared by CONSULTANT are instruments of CONSULTANT's service that shall remain CONSULTANT's property. The CLIENT agrees not to use CONSULTANT-generated documents for marketing purposes, for projects other than the project for which the documents were prepared by CONSULTANT, or for future modifications to this project, without CONSULTANT's express written permission.

Any reuse or distribution to third parties without such express written permission or project-specific adaptation by CONSULTANT will be at the CLIENT's sole risk and without liability to CONSULTANT or its employees, subsidiaries, independent professional associates, subconsultants, and subcontractors. CLIENT shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless CONSULTANT from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting from such unauthorized reuse or distribution.
9. **RIGHT OF ENTRY** – When entry to property is required for the CONSULTANT to perform its services, the CLIENT agrees to obtain legal right-of-entry on the property.

10. DISPOSAL OF SAMPLES – CONSULTANT will discard samples upon completion of the work covered under this Agreement, unless the CLIENT instructs otherwise in writing.
11. HAZARDOUS MATERIALS – The scope of CONSULTANT’s services for this Agreement does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead, or other hazardous materials, as defined by Federal, State, and local laws or regulations.
12. CONSTRUCTION PHASE SERVICES – If CONSULTANT performs any services during the construction phase of the project, CONSULTANT shall not supervise, direct, or have control over Contractor’s work. CONSULTANT shall not have authority over or responsibility for the construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work of the Contractor. CONSULTANT does not guarantee the performance of the construction contract by the Contractor and does not assume responsibility for the Contractor’s failure to furnish and perform its work in accordance with the Contract Documents.
13. OPINION OF PROBABLE COSTS – When required as part of its work, CONSULTANT will furnish opinions of probable cost, but does not guarantee the accuracy of such estimates. Opinions of probable cost, financial evaluations, feasibility studies, economic analyses of alternate solutions, and utilitarian considerations of operations and maintenance costs prepared by CONSULTANT hereunder will be made on the basis of CONSULTANT’s experience and qualifications and will represent CONSULTANT’s judgment as an experienced and qualified design professional. However, users of the probable cost opinions must recognize that CONSULTANT does not have control over the cost of labor, material, equipment, or services furnished by others or over market conditions or contractors’ methods of determining prices or performing the work.
14. CHANGES OR DELAYS – Unless the accompanying Proposal provides otherwise, the proposed fees constitute CONSULTANT’s estimate to perform the services required to complete the Project. Required services often are not fully definable in the initial planning; accordingly, developments may dictate a change in the scope of services to be performed. Where this occurs, changes in the Agreement shall be negotiated and an equitable adjustment shall be made.
Costs and schedule commitments shall be subject to renegotiation for unreasonable delays caused by the CLIENT’s failure to provide specified facilities, direction, or information, or if CONSULTANT’s failure to perform is due to any act of God, labor trouble, fire, inclement weather, act of governmental authority, failure of transportation, accident, power failure, or interruption or any other cause beyond the reasonable control of CONSULTANT. Temporary work stoppage caused by any of the above may result in additional cost beyond that outlined in the accompanying Proposal.
15. CONFLICTS OF INTEREST – This assignment may involve parties with adverse interests to CLIENT’s with whom CONSULTANT has current or past relationships. It is CONSULTANT policy to make reasonable attempts to identify such relationships prior to acceptance of a professional assignment, but CONSULTANT cannot assure that conflicts or perceived conflicts will not arise, and CONSULTANT does not accept responsibility for such occurrences.
16. GOVERNING LAW – The laws of the State of Oklahoma shall govern the validity and interpretation of this Agreement.
17. INVALID TERMS – In the event any of these Terms and Conditions are found to be illegal or otherwise unenforceable, the unenforceable Contract Provision will be stricken. Striking such a Contract Provision shall have no effect on the enforceability of the remaining Terms and Conditions and those remaining Terms and Conditions shall continue in full force and effect as if the unenforceable Contract Provision were never included in the Agreement.
18. MEDIATION – The CLIENT and CONSULTANT agree to submit all claims and disputes arising out of this Agreement to non-binding mediation prior to the initiation of legal proceedings, in accordance with the Construction Industry Mediation Procedures of the American Arbitration Association, or by such other person or organization as the parties may agree on. This provision shall survive completion or termination of this Agreement; however, neither party shall seek mediation of any claim or dispute arising out of this Agreement beyond the period of time that would bar the initiation of legal proceedings to litigate such claim or dispute under the applicable law.
19. CONSULTANT RELIANCE – CONSULTANT shall be entitled to rely, without liability, on the accuracy and completeness of any and all information provided by CLIENT, CLIENT’s consultants and contractors, and information from public records, without the need for independent verification.
20. CERTIFICATIONS – CONSULTANT shall not be required to sign any documents, no matter by whom requested, that would result in CONSULTANT’s having to certify, guaranty, or warrant the existence of conditions that CONSULTANT cannot ascertain.
21. THIRD PARTIES – Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the CLIENT or CONSULTANT. CONSULTANT’s services hereunder are being performed solely for the benefit of the CLIENT, and no other entity shall have any claim against CONSULTANT because of this Agreement or CONSULTANT’s performance of services hereunder. Neither the CONSULTANT or CLIENT shall assign, sublet, or transfer any rights under or interest in this agreement without the written consent of the other.
22. CONSEQUENTIAL DAMAGES – Neither the CLIENT nor the CONSULTANT shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of, or connected in any way to the Project or this Agreement. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value and shall apply to any cause of action including negligence, strict liability, breach of contract and breach of warranty.



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: August 13, 2024

AGENDA ITEM:

Consider and Vote to Approve Memorandum of Understanding with Bortec, LLC

BOARD ACTION REQUESTED:

Vote to Approve Memorandum of Understanding with Bortec, LLC

BACKGROUND INFORMATION:

Bortec LLC, a subcontractor for Vero Fiber Networks LLC, has been commissioned to install new fiber optic cabling that will link the SPS sites. This project was previously approved by the board of education and is currently under the management of the IT Department. As part of their responsibilities, Bortec LLC needs a laydown yard to store materials throughout the project's duration. They were unable to secure a location for the laydown yard and have requested if we can provide one for a fee. We have agreed on a monthly fee of \$1,200, and Bortec LLC anticipates that the project will last no longer than four months.



Memorandum of Understanding

Bortec LLC.
And
Stillwater Public Schools

This memorandum of understanding made and entered into this 5th day of August, 2024, and executed in duplicate originals between Stillwater Public Schools, Independent School District Number 16, Payne County Oklahoma (SPS), and Bortec LLC, Taylor County, Wylie, Texas, (Bortec) a Limited Liability Corporation.

WHEREAS, SPS, owns property at 5005 N. Perkins Rd. Stillwater, OK (Parcel ID: 20N02E-25-3-SN660-000-0002).

WHEREAS, SPS is contracting with a third-party to install a fiber network around Stillwater.

WHEREAS, Bortec needs a laydown yard to facilitate the installation of the fiber network.

WHEREAS, Bortec and SPS desire to enter into an agreement to provide a laydown yard to Bortec for a limited time.

NOW THEREFORE, SPS and Bortec agree as follows:

1. SPS will provide one acre +/- aggregate for the purposes of a laydown yard for Bortec.
2. Bortec will pay SPS a sum of \$1,200 per month for a maximum of four months or January 15th, 2025 whichever is earlier.
 - a. There will be no penalties for advanced payment.
3. Bortec will ensure the property is returned to SPS in the same condition as originally received by Bortec, normal wear and tear excepted.
4. SPS will provide the property as is and without improvement unless it's mutually beneficial and agreed to in writing by both parties 15 days prior to the needed improvement.
5. This agreement may be terminated by either party upon written notice to the other party thirty (30) days in advance of the termination date.

IN WITNESS WHEREOF, the parties hereto acting under the authority of their respective governing bodies have caused this agreement to be fully executed in duplicate, each copy of which shall constitute an original.

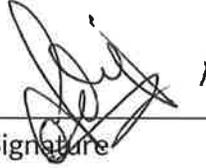
STILLWATER BOARD OF EDUCATION
FOR STILLWATER PUBLIC SCHOOLS

Marshall Baker, President

(SEAL)
ATTEST:

Tawni Hooten, Secretary

Bortec LLC, Wylie, Texas



Signature

Printed Name

STILLWATER BOARD OF EDUCATION		FDA
<i>Adoption Date: February 8, 2000</i>	<i>Revision Date(s): 8/12/08, 8/11/15, 3/12/19</i>	<i>Page 1 of 1</i>

ENROLLMENT REQUIREMENTS

The Stillwater Board of Education, in compliance with state law, shall not allow underage children to enroll in either kindergarten or early childhood programs. Children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 may be enrolled in either a half-day or full-day non-compulsory, early childhood program free of charge. No child shall be enrolled in Kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. **No child shall be enrolled in 1st grade unless the child has reached six years of age on or before the first day of September of the year the child intends to enroll.** Age may be verified by a birth certificate, passport, or previous educational records.

The superintendent, or designee, will be responsible for the receipt of all applications for admission, the management of registration procedures and for certification that all admission requirements and prerequisites have been properly met by the student. Placement in a specific class or grade level will be based on administrative determination.

All children between the ages of 5 and 21 on or before September 1 who reside within this school district are entitled to attend public school regardless of nationality or citizenship provided other age and residence requirements are met. The maximum age to which students may attend school tuition-free is twenty-one except that any person between the ages of 21 and 26 may attend school if it was impossible for the person to have finished the twelfth grade before the age of 21. Such person must show an inability to attend school for **a definite periods, or periods** of time because **it was impossible for him or her to complete the 12th grade before reaching age 21.** ~~of a physical disability or service in the armed services.~~

Termination of attendance before graduation from high school or before reaching the age of eighteen may be permitted by mutual consent of the superintendent and the parent, legal custodian or legal guardian of the student.

A student who has been suspended out-of-school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in this school district until the terms of the suspension have been met or the time of suspension has expired. This district shall not provide education services in the regular school setting to any student who has been removed from any public or private school in Oklahoma or any other state until the district determines that the student no longer poses a threat to self or others. The district may consider providing alternative educational services such as home-based instruction. If the student is on an individualized education program (IEP), education services will be provided according to the IEP.

REFERENCE: 70 O.S. §1-114
70 O.S. §5-132
70 O.S. §18-108, §18-111

CROSS-REFERENCE: Policy FE, Open Transfer, Transfers and Assignments
Policy FEA, Stillwater Public Schools, In-District Transfers
Policy FDAD, Placement of Students who have been in a Nonaccredited School or Homeschool Program

ATTENDANCE POLICY (REGULATION)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the co-curricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

Absences

1. General

All absences, whether excused or unexcused, are counted in computing minimum attendance. When students are absent, the parent or guardian should contact the school attendance office as soon as possible on the day of the absence. The school will attempt to contact parents who fail to call. Should there be no contact from the parent within two (2) school days, the absence will be unexcused. The school administration makes the final determination of whether an absence is excused. For any reference regarding medical absences, please see SPS Policy FFAA and FFAA-E1.

For elementary schools, the State Board of Education regulations require that students be in attendance at least two (2) hours in the morning and two (2) hours in the afternoon to be recorded present for the full day. Therefore, one-half (1/2) day attendance is based upon students being present at least two (2) hours either in the morning or afternoon session of the school day as determined by the school district. Students leaving school before 1:30 p.m. will be counted absent for one-half (1/2) day. In regards to secondary students, daily attendance is tabulated by class period basis.

2. Absences and Course Credit

All work or tests missed during an excused absence may be made up. Students have the same number of days to make up the work or tests as the number of days missed, unless the teacher grants additional time. No penalty shall be assessed against work made up for excused absences. The school administration makes the final determination of whether an absence is excused. It is the responsibility of students to initiate make up work and tests. Students absent at the time the test is announced shall have the same number of days to make up the test(s) as the number of days missed unless additional time is granted by the teacher. Students who are in attendance when the test is announced will be responsible for taking the test when returning, unless the teacher grants additional time.

Any exceptions to this procedure shall be limited to those exceptions made by the classroom teacher and the building principal.

ATTENDANCE POLICY (Cont.)

In order to receive credit for a course in grades nine through twelve or to be promoted to the next grade level in grades kindergarten through eight, a student must be in attendance at school a minimum of 90% of the time each semester. Exceptions to the attendance policy must be requested by the parent or guardian and shall be considered only with appropriate verification. Participation in school-sponsored activities during the regular school day will not be calculated as an absence for the purpose of this policy. Any student who misses ten (10) consecutive days will be placed "off roll" beginning the 11th day. Upon returning to school, the pupil will be returned to "on roll" status. (See Oklahoma State Department of Education, Standards for Accreditation, p. 116.)

Exceptions to the attendance policy must be requested by the parent or guardian and shall be considered only with medical or other related verification. State law requires that a school district excuse a student from attending school for the purpose of observing religious holy days if, before the absence, the parent, guardian, or person having legal custody or control of the student submits a written request for the excused absence. The school is to excuse the student for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.

3. Excused Absences

Excused absences include but are not limited to:

- A. Personal or family illnesses, substantiated by a doctor's statement or a parent's telephone call
- B. In-school appointments, i.e., with a counselor or nurse
- C. Medical or dental appointments with verification from the medical professional indicating the date and time of appointment.
- D. Legal matters, i.e., subpoenaed court appearances, service on a jury
- E. Extenuating circumstances determined by the principal to be an excused absence, i.e., funerals
- F. Observance of holidays required by student's religious affiliation
- G. Family business trips and educational trips prearranged by the parent
- H. Seniors will be allowed two (2) "college" days.
- I. Documented 4-H activities verified by a 4-H educator or service provider
- J. Documented speech therapy, occupational therapy, or any other service related to the child's Individualized Education Plan (IEP).

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

Items I and J are statutorily excused absences which will require notification to the school district prior to the absence and documented from the 4-H educator or service provider after the absence as excused.

Students will be given the opportunity to make up any schoolwork missed while they are participating in activities or programs sponsored by 4-H. Grades cannot be adversely affected for lack of attendance or participation due to the participation in activities or programs sponsored by 4-H so long as the district was

notified prior to the absence and the appropriate documentation was provided by the 4-H educator after the absence which substantiates the student's attendance at the 4-H event or activity.

Students will not be provided an excuse 4-H absence if the 4-H activity or even occurs during the scheduled statewide student assessment window set by the State Board of Education or if the student has been disciplined or suspended by the school district and a condition of the punishment would preclude the student from participating in any school field trips or extracurricular activities.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
 - a. The student has completed instructional activities for no less than ninety percent (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone.
 - b. The student is on pace for on-time completion of the course as required by the school district.
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year.
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by Stillwater Board of Education.
3. They are participating in a released time program held by an independent entity off school premises for no more than three class periods per week or a maximum of 125 class periods per school year provided that:
 - a. The student's parent or legal guardian provides written consent prior to the student's participation in the released time course;
 - b. No school funds other than de minimis administrative costs are expended and no school district personnel, equipment or resources are involved in providing the instruction;
 - c. The independent entity maintains attendance records and makes the records available to the school district and board of education;
 - d. Transportation is provided to and from the place of instruction by the independent entity, the student or the student's parent or legal guardian;
 - e. The independent entity or the student's parent or legal guardian indemnifies the school district and holds it harmless with regard to any liability arising from the conduct that does not occur on school property under the control or supervision of the school district and the independent entity maintains adequate insurance for that purpose;
 - f. The student assumes responsibility for any missed schoolwork; and
 - g. The student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to the assessment requirements of Section 1210.508 of Title 70.
4. School Activity Absences

Stillwater Public Schools' extracurricular activities attendance rules are guided by the Oklahoma Secondary School Activities Association and the Stillwater Board of Education. Therefore, students participating in a school activity on a school day must attend at least half a day in order to participate in the school activity.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes students from the classroom shall be ten (10) for any one class period each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which students must earn the right to compete. For all additional absences, the following criteria must be met:

- A. Students must have an overall G.P.A. of 2.5 or greater with no less than a "C" in any class.
- B. Students will be responsible for all missed make-up work. Failure to turn in make-up work according to building regulations could result in a student not being allowed any further activity absences.
- C. Students who have unexcused absences in the current year will not be considered for exception to this policy.

In keeping with State Department of Education guidelines, school-sponsored activities shall not be counted in the five (5) day limitation.

5. Unexcused Absence

Students who are absent with no legitimate reason will not be allowed to make up work for credit given in any class missed. A zero ("0") may be given in any class where grades are given during the unexcused absence. That grade will be reflected in the 9 weeks average for each occurrence (4 ½ weeks for high school).

Truancy

Leaving class without permission may be considered truancy. Students are truant when absent without the knowledge or approval of either the school or the parent, or if the parent does not compel the student to attend school.

Students who are truant shall not have the opportunity to make-up any of the work missed. If students are truant in one or more classes they will not receive credit for work given for the classes missed and will receive a zero ("0"). This procedure shall also be in effect on semester (term at the high school) and 9 weeks' (4 ½ weeks at the high school) test days.

If students are absent without a valid excuse four (4) or more days or parts of days within a four-week period or 10 days within a semester, they are truant. The attendance officer shall notify the parent, guardian, or custodian of the student and immediately report the absences to the county district attorney for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. In the case of Stillwater Public Schools, the reporting agency is the city attorney.

Once a decision to refer a student to the city attorney has been made, a municipal citation will be issued to the student, parent, or guardian with a date for a court date. On this court date, an intake meeting will take place at the city attorney's office and a resolution form will be developed which will identify the problems and what the family will do to correct the attendance concern.

Tardies

The policy for the time out of class will apply any time a student arrives after the bell has rung or leaves before the class period is complete. Tardies will be recorded each nine weeks (four and a half weeks at the high school). Tardy regulations may vary from school site to school site. Student handbooks should be consulted for details for each school site.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent (10%) or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

PRC 1-23-24

OSSBA POLICY SERVICES		EIEC (New 2024)
<i>Adoption Date:</i>	<i>Revision Date(s):</i>	<i>Page 1 of 2</i>

RELEASED TIME COURSES

The **Stillwater Board of Education** will approve released time courses for elective credit. A released time course is defined by law as a period of time during which a student is excused from school to attend a course in religious or moral instruction taught by an independent entity off school property. Any independent entity that would like to offer a course to be considered for elective credit shall discuss the proposal with the superintendent or superintendent’s designee. The proposal shall include a course syllabus, a calendar of when the course will be offered, the methods of assessment utilized in the course, the qualifications of the course instructor, and a template written consent form that will be provided by the independent entity to parents or legal guardians for student’s enrollment in the released time program. The school superintendent, principal for the school site where the student is enrolled, or their designees shall have reasonable discretion over the scheduling and timing of released time courses.

The superintendent shall then present the item to the board of education to consider at a lawfully convened meeting under an appropriately worded agenda item.

At the board meeting, the board of education will evaluate the course in a neutral and secular manner that does not involve any test for religious content or denominational affiliation. The secular criteria utilized to evaluate the released time course is limited to:

1. The amount of classroom instructional time.
2. The course syllabus which reflects requirements and materials utilized in the course.
3. Methods of assessment that will be utilized in the course.
4. The qualifications of the course instructor.

If a course is approved for elective credit, students may be excused from school to attend the released time course for no more than three class periods per week or a maximum of 125 class periods per school year. In order for the student to be eligible to participate in the released time program and receive an excused absence, the following must occur:

1. The student’s parent or legal guardian must provide written consent prior to the student’s participation in the released time course.
2. No school funds may be expended, and no school district personnel, equipment or resources may be involved in providing the instruction.
3. The independent entity must maintain attendance records for students and make them available to the school district and board of education.
4. Transportation provided to and from the place of instruction is the sole responsibility of the independent entity, the student, or the student’s parent or legal guardian.

OSSBA POLICY SERVICES		EIEC (New 2024)
<i>Adoption Date:</i>	<i>Revision Date(s):</i>	<i>Page 2 of 2</i>

5. The independent entity or the student’s parent or legal guardian indemnifies the school district and holds it harmless with regard to any conduct that does not occur on school property under the control or supervision of the school district and the independent entity maintains adequate insurance for that purpose.

RELEASED TIME COURSES (CON’T)

6. The student assumes responsibility for any missed schoolwork as a result of the excused absence.
7. The student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to state assessments.

Students who participate in released time courses are considered in attendance in the school district and the time is calculated as a part of the school day. Upon successful completion of the course elective credit will be provided to students when the work completed is substantiated by a transcript from the independent entity providing the course.

The school district, board of education and school employees shall not be liable for any claim arising or occurring as a result of a student’s participation in a released time program when the student is not under the control or supervision of the school district.

Legal Reference: 70 O.S. Section 11-101.3



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Uwe Gordon, Superintendent
APPROVED BY: Uwe Gordon, Superintendent
DATE: August 13, 2024

AGENDA ITEM: 4M

Waive First Reading and Approval:

1. CN-E1 Transportation Guidelines
2. EIEC Release Time Courses (new)
3. FDA Enrollment Requirements
4. FDC-R1 Attendance Policy
5. FE Student Transfers

BOARD ACTION REQUESTED:

Approval of the policies as requested.

BACKGROUND INFORMATION:

The district is in an ongoing process of updating policies and procedures in accordance with Oklahoma law and/or current practices. These policies were reviewed by the Policy Committee in July. The administration is requesting to waive the first reading. Details regarding these policies are listed below.

CN-E1 Transportation Guidelines

This current policy is being updated with language to address assignment of ridership, bus discipline and associated procedures and expectations, and bus rules. The updates are being made to provide additional clarity and information in these areas.

(Source: Bo Gamble)

EIEC Release Time Courses

This is a new policy that addresses new legislation allowing release time for students to participate in “independent study” outside of SPS. The policy allows for the Superintendent or designee to review requests for independent study based on merit of the course and site principals and/or superintendent may designate the time(s) and day(s) for which release time will be allowed.

(Source: Dr. Janet Vinson)

FDA Enrollment Requirements

This is an update to existing policy, designating the age for students entering first grade, and extending the opportunity to attend school until the age of 26 to students for whom “it was impossible for him or her to complete the 12th grade before reaching age 21.

(Source: Dr. Janet Vinson)

FDC-R1 Attendance Policy

This is an update to existing policy, allowing excused absences for students participating in 4-H activities and for students that are on an Individualized Education Plan that identifies health challenges for which types of therapy are required during the school day.

(Source: Dr. Janet Vinson)

FE Student Transfers

HB 3386 provided for two changes to student transfers. Policy FE is being updated with language to align with the new law that created a new appeal process for all school districts regarding the denial of a special education student transfer application. The newly amended law provides parents or legal guardians of a student with disabilities or an adult student with disabilities who is 18 or older but under the age of 22 to appeal the denial of a transfer within 10 days of notification of the denial to the board of education.

(Source: Bo Gamble)

STUDENT TRANSFERS

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister 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.

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

By the first day of January, April, July and October, the superintendent or designee shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

STUDENT TRANSFERS (Cont.)Criteria for Approval or Denial of Transfers

The district shall 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 parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide a written notice of the cancellation to the parent of the student immediately upon cancellation.

The fact that the district has adopted a transfer policy does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the educational experience of currently enrolled students or place additional financial or space burdens upon the district.

In addition to the general criteria listed above, a transfer application will NOT be approved if:

A. This district does not:

1. Provide the courses/educational program(s) in which the applicant desires to enroll or in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations.
2. Have adequate facilities or services to provide the courses/educational program(s) in which the applicant desires to enroll or in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations.
3. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the district deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the district during the school year. Thus, the district may deny a transfer if approval would result in:
 - A. Placing a financial or education burden on district facilities or staff in the courses/educational programs the student would attend; or
 - B. Exceeding class size limitations set by state law or district policy in such courses; or,
 - C. Exceeding a percentage of such class size limitations as set by the superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.
4. Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.

B. The student:

1. Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the State of Oklahoma or any court within or without the State of Oklahoma, show the student at any time:

A. Has violated school regulations;

Has committed an act commonly regarded as being immoral;

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STUDENT TRANSFERS (Cont.)

- C. Has been adjudicated as a delinquent for either a violent or nonviolent offense under relevant Oklahoma law;
- D. Has been convicted as an adult for either a violent or nonviolent offense under relevant Oklahoma law;
- E. Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;
- F. Has possessed on school property, in school transportation, or at a school event any alcoholic beverage, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or,
- G. Has possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law, or a prescription or non-prescription mood-altering substance.

C. The applicant:

1. Fails to complete and submit the Application Form, provide the district with sufficient educational records, or inform the district in detail of the grades/courses/programs in which the student desires to enroll or participate if the application is accepted so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied to the district in time for district personnel to make a reasonable review of such records in applying the approval/denial criteria set by this policy. This is particularly important for students with disabilities because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the district has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student's IEP or Section 504 Accommodation Plan, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP or Section 504 conference with the resident district prior to any final approval or rejection of the transfer application. All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to this district whatever confidential records this district deems is necessary to review in applying the approval/denial criteria of this policy. The superintendent or superintendent's designee has authority to amend the Application Form by regulation to include additional information needed to review an application request.
2. Fails to timely submit a completed application; or,
3. Provides incorrect information on the application request.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept;
3. A copy of 210: 10-1-18.1 from the Administrative Code; and

The date upon which the appeal will be due.

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STUDENT TRANSFERS (Cont.)

Delegation of Approval Authority to Superintendent, or Designee

The board of education delegates to the superintendent, or designee authority to approve or deny a transfer application pursuant to the criteria listed in this policy.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting.

The appeal to the board should be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district, and
4. The name, address and telephone number of the legal representative, if applicable.

During the appeal, the board will review the action of the administration to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer student the district has capacity to accept;
3. A copy of the State Board of Education’s prescribed form for an appeal; and
4. A copy of 210:10-1-18.1 which identifies the Accreditation Standard for appealing the denial of a student transfer.

If the policy was not followed, the board of education shall vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

Students with Disabilities

If a transfer application is received for a ~~child~~ **student** with disabilities to a school district other than the district of residence of the child pursuant to the Education Open Transfer Act the following provisions shall apply:

Adoption Date: August 12, 2008

*Revision Date(s): 10/08/13, 8/11/15, 7/18/17,
12/14/21, 7/12/22, 8/13/24*

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1. The school district shall establish availability of the appropriate program, staff, and services prior to approval of the transfer;
2. Prior to the approval of the transfer of a ~~child~~ **student** on an individualized education program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district; and
3. Upon approval of the transfer, the receiving district shall claim the ~~child~~ **student** in the ~~average~~ daily membership for state and for federal funding purposes and shall assume all responsibility for education of the ~~child~~ **student**. For ~~state funding~~ purposes, the State Department of Education shall include the appropriate grade level weight and all category weights to which the pupil is assigned pursuant to the provisions of Section 18-201.1 of this title when calculating State Aid pursuant to the provisions of Section 18-200.1 of this title, regardless of whether the receiving district provides education to the student using traditional in-class means or via online instruction. When applicable, the receiving district may apply to the Oklahoma Special Education Assistance Fund for assistance in meeting any extraordinary costs incurred.

Once a student transfer application is received, the superintendent or their designee shall review the application. The review process shall include:

1. A joint IEP conference between the previous district and the receiving district to review the services the student has received at their previous district;
2. A determination as to whether the district has the availability of the appropriate program, staff and services to provide appropriate services to the student who has applied for a transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation of the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for transfers of students with disabilities;
3. A copy of the State Board of Education rule governing appeals (after adoption); and
4. The date upon which the appeal will be due.

The parent or legal guardian of a student with disabilities or an adult student with disabilities who is age 18 or older but under the age of 22 may appeal the denial within 10 days of notification of the denial to the board of education. The board shall consider the appeal at its next regularly scheduled board meeting. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within 10 days after the parent of the student received notice.

STUDENT TRANSFERS (Cont.)

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

~~**Appeal process choice 1:** During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.~~

Appeal process choice 2: During the appeal, the board of education will meet with the administration and parent or legal guardian of the student in executive session. While in executive session the administration will explain why the transfer was denied, and the members of the board will be able to ask questions of the administration. The board will then hear from the parent or legal guardian as to why the transfer should have been approved. The members of the board will be able to ask questions of the parent or legal guardian. The administration and the parent or legal guardian will be excused from the executive session while the board deliberates on the appeal. The board will return to open session and will vote to approve the denial or overturn the denial of the transfer.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

- An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
- A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
- A copy of the State Board of Education’s prescribed form for an appeal; and
- A copy of the rule adopted by the State Board of Education which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education denies the appeal, the parent or legal guardian of the student with disabilities or the adult student with disabilities who is age eighteen (18) or older but under the age of twenty-two (22) may appeal the denial within ten (10) days of notification of the appeal denial to the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting.

The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not

STUDENT TRANSFERS (Cont.)

submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

Notwithstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this district and other school districts. Such transfers will not be deemed to be parent-or student-initiated transfer applications governed by this policy.

Athletic and other Competition

A transfer student granted an open transfer may not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association (“OSSAA”) for a period of one year from the first day of attendance at this district, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted an open transfer will be eligible to participate in school- related interscholastic competition shall be determined by OSSAA.

Children of District Employees

Children or wards of individuals employed as teachers or staff by the school district shall be allowed to transfer into the school district without regard to capacity.

First-Come First Serve Basis

Transfers will be approved on a student-by-student basis in the order in which they are received. Transfer or enrollment status of other family members is not a consideration for prioritization. The district will approve or deny the application and notify the parent of the student of the determination in writing within (30) days of receiving application.

Transportation

Parents will be required to provide transportation to and from school. Relocation of Family During Term of Transfer

A student whose family relocates from their resident school district may continue attendance at Stillwater Public Schools through the end of school year, provided the student meets the expectations of the Student Transfer policy. The student must apply for a transfer for subsequent school years.

Approval of a Transfer Requires Agreement for Cancellation of Transfer

Approval by this district of any transfer is contingent upon the applicant agreeing to cancellation of this transfer by the district during the school year if the student does not comply with the rules and regulations of this district for student behavior, or if the family of the transferred student fails to remain current in financial obligations owed to the district, including, but not limited to, payment for lunches or lost or destroyed district property. The board of education hereby delegates to the superintendent, or designee authority to cancel any transfer previously granted by the board of education upon a determination that cancellation is appropriate.

STUDENT TRANSFERS (Cont.)

Students Seeking a Transfer from a Non-Accredited School or a Home School

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade, programs, or courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the district after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per district policy. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer.

Acceptance of Assignment Required; Subsequent Change Needs Administrative Approval

Excluding grade promotion, a transfer student must accept the school site, courses, and programs to which the student is assigned by the administration. A transfer student will not be allowed at the time of, or after, enrollment to change the grades, courses, programs, or school site in which the student stated he or she desired to enroll on the transfer application without specific written permission from the superintendent, or designee. It will be the responsibility of the transfer student or parent to inform the school official from whom approval for a new assignment is requested that the student is a transfer student, and failure to do so will result in cancellation of the transfer unless excused by the superintendent or designee.

- REFERENCE:** 70 O.S. §1-114
70 O.S. §1-113
70 O.S. §5-117.1
70 O.S. §8-101, et seq. 70 O.S. §8-103.2
70 O.S. §8-113
70 O.S. §13-103
70 O.S. §24-101, et seq.

Family Education Rights and Privacy Act Atty. Gen. Op. No. 87-134, April 1, 1988

**CROSS-REFERENCE: Policy FDA, Enrollment Requirements
Policy FEG, Student Transfers For Children Of Active Duty Military Members**

LEGAL NOTE: Senate Bill 783 repealed 70 O.S. § 8-104 effective March 31, 2021. Oklahoma law no longer allows emergency transfer of students. Oklahoma law regarding transfers will change again on January 1, 2022.

THIS POLICY REQUIRED BY LAW.

STILLWATER PUBLIC SCHOOLS TRANSPORTATION GUIDELINES

The primary goal of the Transportation Department is to provide safe and efficient transportation to all eligible students. To help us accomplish this goal, please read through this document and encourage your children to follow the bus rules.

Anyone not assigned to the bus may not enter a school vehicle unless the driver of the vehicle asks them to do so or in case of a vehicle emergency needing police, fire or ambulance support. Any individual who violates this regulation will be subject to any applicable school board policy without further warnings.

Bus Stops

Bus stops are placed at centralized locations that can be safely accessed by a significant number of students. Wherever possible, bus stops are placed within a half mile of student residences.

Students are to ~~use the stop closest to their home~~ **ride to and from only their assigned bus stop. Students are responsible for loading and unloading at their assigned bus stop.** Bus stops are created based on a student's residence. Stops will not be moved or created to accommodate alternate drop off locations.

Students may be allowed to ride to or from an alternate existing stop with the approval of the transportation department.

If you have concerns about your child's safety while waiting at the bus stop, you are encouraged to accompany your child to the bus stop or arrange for a neighborhood buddy to walk with your child.

Students should dress appropriately for the weather, be at the bus stop at least five minutes before the regular arrival time of the bus and wait at least ten minutes before returning home. Buses that arrive at stops within five minutes of the scheduled time will not be sent back to a stop and students will need to find another means of getting to school.

Bus Discipline

A student's behavior on the bus directly impacts the safety of all other students on the bus, as well as the safety of other drivers. To safely transport students, the bus driver must be able to concentrate on driving the bus without distractions. Therefore, unacceptable behavior will not be tolerated and could result in the loss of bus transportation privileges. **Since the bus ride is an extension of the school day, any behavior violating school policy will be reported to the student's school for possible additional consequences.**

~~Parents/Guardians should also be aware that the inside of a bus is a confined space where children are sitting close together, often with several age groups mixed together. This creates an atmosphere where even minor misbehavior can be an unsafe distraction to the driver. Also, since so many children are together at the same time, peer pressure can cause a child to exhibit behaviors that are not typical for that child. As a result, children may not exhibit the same behaviors on the bus as they do in the classroom, at home, or in a less stressful environment. Parents/Guardians are requested to instruct their children to exhibit appropriate bus behavior.~~

Drivers are trained to recognize and deal appropriately with misbehavior. They do not arbitrarily choose a student to "pick on". Many times, the best way to keep a child out of trouble is to separate him/her from other children who cause trouble or cause the child to act out. For this reason, the bus driver's first level of preventive action is an assigned seat. Parents/Guardians, or students, may request an assigned seat to keep the student out of trouble. SAFETY IS OUR FIRST PRIORITY!

STILLWATER PUBLIC SCHOOLS TRANSPORTATION GUIDELINES (Cont.)

The driver's attention is divided between the traffic outside the bus and the children inside the bus. A driver can only monitor students through a mirror while maneuvering a large vehicle through traffic. Misbehavior, which distracts the driver, could result in a catastrophe while the same behavior in the classroom may result in only a slight disruption of the learning process. Parents/Guardians should keep these factors in mind when instructing their children in bus behavior or in dealing with bus misbehavior. **THIS IS A TEAM EFFORT...**and we appreciate the support we receive from parents/guardians.

Drivers may assign seats based on numerous factors. An assigned seat may or may not be a punishment. This is a part of the behavior management process and is put in place to help foster a safe environment.

For ~~minor~~ **most** disruptive misbehavior, the procedures below will be followed.

Driver's action

1. Verbal ~~warning~~ **statement to the student of expectations and consequences.**
2. Assigned seat. The duration of the seat assignment to be determined by the driver. Bus drivers have the authority to assign seats to any student for any length of time for any reason.
3. A "~~Bus Rider Conduct Report~~" **student behavior report** will be submitted to **the** transportation department office for bus discipline **as outlined below.**

Transportation Office ~~Department~~ **Department** action

First ~~Bus Rider Conduct~~ **Student Behavior** Report: Transportation staff will ~~attempt to~~ notify the parent/guardian of inappropriate actions, so they can be corrected before the student loses riding privileges.

Second ~~Bus Rider Conduct~~ **Student Behavior** Report: Transportation staff will attempt to notify the parent/guardian that inappropriate behavior is continuing and the student will be denied transportation if the behavior is not corrected immediately. **Student will be denied bus transportation for three (3) days.**

Third ~~Bus Rider Conduct~~ **Student Behavior** Report: Student will be denied bus transportation for **three five (5) days.**

Fourth ~~Bus Rider Conduct~~ **Student Behavior** Report: Student will be denied bus transportation for **five ten (10) days.**

Fifth ~~Bus Rider Conduct~~ **Student Behavior** Report: Student will be denied bus transportation for the remainder of the year. This will also include class trips and extra-curricular activities.

The discipline steps listed above are normally followed to correct **and manage** inappropriate behavior. However, ~~steps may be skipped if the behavior merits a more severe disciplinary action to insure the safety of other passengers~~ **if the behavior merits a more severe disciplinary action to insure the safety of other passengers, students may be removed immediately for a longer period of time. Additionally, students' bus riding privileges may be suspended while an incident is being investigated.**

STILLWATER PUBLIC SCHOOLS TRANSPORTATION GUIDELINES (Cont.)

Some acts that may result in immediate suspension include but are not limited to:

1. Any act that jeopardizes the safety of the students, the school staff, or the public at large (throwing things on the bus, putting body parts or objects out of the window, failure to cooperate and follow instructions from the staff)
2. Willful disobedience of a directive from a school official, including transportation department staff
3. Any illegal act
4. Vandalism
5. Bullying
6. Harassment
7. Physical or Verbal assault
8. Possession/sale/use of alcohol/tobacco/drugs/vapes
9. Possession of any weapon

Students whose behavior jeopardizes the safe operation of the school bus, or challenges the authority of the driver or school personnel, will lose their bus transportation privileges without receiving previous warnings. Immediate loss of bus transportation privileges will also result from vandalism, fighting, abusive language or gestures, failure to cooperate with the driver or other school personnel, possession or use of drugs, weapons, throwing/spitting objects or any action that jeopardizes the safety of passengers, school personnel, or the public.

When bus transportation privileges are forfeited, there will be no flexibility regarding the consecutive days involved. **Bus suspension may include class trips and extra-curricular activities. When a student is suspended from the bus** Parents/Guardians will be responsible for their child's transportation while transportation privileges are suspended.

Bus Rules for Students

All students must follow these rules for the safety of everyone on board. Students not observing these rules will be subject to loss of bus riding privileges.

1. The bus driver **and/or other transportation department staff** has **have** the authority to enforce all bus rules and may add additional restrictions to insure the safety of all passengers or for disciplinary reasons. The driver **or staff** may also assign seats for any reason. Any student refusing to obey the driver's **or staff's** instructions may be removed from the bus and lose ~~his/her~~ **their** transportation privileges.
2. Be at the bus stop and ready to board at least 5 minutes before the scheduled stop time. Wait for the bus to come to a complete stop before trying to board and, if you must cross a road, wait for the driver to signal that it is safe to cross. Always cross the road at least 10 feet in front of the bus, **never behind the bus.**
3. After boarding, **students are to find their seat without delay. Students are to remain in your seat, facing the front of the bus, properly seated until the bus reaches your designated** arrives at their assigned stop (seat to seat, back to back, feet in front of them on the floor). **Students should face the front of the bus at all times (no sitting backwards, on their knees, their backpack, or other personal items.)**
4. Students must use their designated stop or have prior approval from the transportation office to use a different stop. **If there are no students present at a stop for 3 consecutive days, the bus may not return to the stop until a parent or guardian has contacted the transportation office to start transportation again.**

STILLWATER PUBLIC SCHOOLS TRANSPORTATION GUIDELINES (Cont.)

5. When requested by the driver, students must immediately and correctly identify themselves. If they have a school issued ID, the driver may request to see the ID, and the student is required to show the ID to the school bus staff.
6. Keep the aisles clear. All personal items carried on the bus must be able to fit in the student's lap. Musical instruments, school projects, and anything else that cannot be safely carried in the student's lap should not be brought on the bus. Flowers, balloons, and other party favors are not permitted on the bus.
7. Students will share seats as needed/directed. Up to three (3) students may be placed in any standard bus seat. The rearmost seat is usually a partial seat and can hold up to two (2) students. If the vehicle is equipped with seat belts, they are required to be worn correctly and fastened.
8. Items such as body spray, cologne, perfume, or other items that may affect allergies are not to be applied or used while on the bus.
9. At no time should a student put hands, head, other parts of the body, or any object out the window. ~~Students should not talk to individuals outside of the bus.~~ Throwing items out of a moving vehicle is a criminal offense and will result in immediate suspension from the bus. Students are to put windows up when instructed to do so.
10. Food and drinks (other than water) are not to be consumed on the bus. Suckers are not to be sold or consumed on the bus as they present a choking hazard.
11. ~~Wireless Telecommunication Devices, including eCell phones, are permitted to be carried under the terms of school policy. Use of these devices on the bus is a privilege that may be revoked by the bus driver at any time. Students are to end calls when asked to do so by the driver, regardless of who they are talking to. If parents need to talk to the driver, they need to call the transportation office and schedule an appointment. Discussing student behavior on the bus while he/she is being transported is not appropriate.~~ Using cell phones to record, harass or intimidate others will not be tolerated.
12. Any damage to bus seats, fixtures or equipment must be paid for by students responsible for the damages. Students may be denied transportation until payment is made.
13. Fighting, abusive language/gestures, failure to cooperate with school personnel, possession or use of vapes, drugs, alcohol, or weapons are ~~major~~ all severe violations that will result in automatic bus suspension.
14. ~~Obey all instructions from the driver or other school staff. If a student does not agree with the instructions, the student needs to discuss the problem with their parent/guardian when they get home. The parent/guardian can contact the transportation office at (405)-533-6347 to resolve any disputes.~~
15. ~~Do not argue with the bus driver.~~ Obey all instructions from the driver or other school staff. If you disagree a student does not agree with the driver's actions instructions, the student needs to discuss the problem with you're their parent/ guardian when you they get home. and have them call The parent/guardian can contact the transportation office at (405)-533-6347 to resolve any disputes.

NOTE: BUS RIDERS ARE SUBJECT TO BEING VIDEO AND AUDIO RECORDED WHILE ON THE SCHOOL BUS.

STILLWATER PUBLIC SCHOOLS TRANSPORTATION GUIDELINES (Cont.)

The Transportation department will apply/adjudicate all rules, regulations, and disciplinary actions. The Transportation Director has the authority to adjust the disciplinary actions as needed.

A parent may request a conference with the Transportation Director or Assistant Director to discuss their student's discipline. Disciplinary actions for students will not be discussed with anyone who is not a parent/guardian or appropriate school staff.

Students observed violating the rules are subject to loss of riding privileges. Suspension from bus transportation does not suspend a student from school. Students still have to go to school unless the school Principal has suspended them as well.

Disciplinary actions assigned to a student may be enforced over school years. For instance, if a student violates the rules on the last day of school, their punishment will continue at the start of the next school year.



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Uwe Gordon, Superintendent

APPROVED BY: Uwe Gordon, Superintendent

DATE: August 13, 2024

AGENDA ITEM:

Designation of the following Board approved platforms/apps for FY 24-25

BOARD ACTION REQUESTED:

Move to approve the designated list of board approved Apps/platforms for FY 24-25

BACKGROUND INFORMATION:

Board Approved - SPS Supported (tech support included)

- Google Suite
- Canvas
- Infinite Campus
- Google Classroom
- School Messenger
- IXL
- GoGuardian
- Edgenuity/Imagine Learning

Board Approved - Not SPS supported (tech support not included)

- HUDL
- Sports You
- Cut Time
- Remind
- Rank One
- Facebook
- Instagram
- X (Twitter)
- GroupMe
- Text Free
- Language Line
- Talking Points



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: August 13, 2024

AGENDA ITEM:

Consider and Vote to Approve Service Order No. 21 for Stillwater Public Schools OES Phase II - Transportation Relocation

BOARD ACTION REQUESTED:

Vote to Approve Service Order No. 21 for Stillwater Public Schools OES Phase II - Transportation Relocation

BACKGROUND INFORMATION:

The Architect will provide continued pre-planning professional services to assist the Owner with Design, Construction Documents, Bidding, and Construction Administration Phases for the interior renovation of the existing OES Building 2 and the new bus/vehicle parking area for use by the SPS Transportation Department located at 5021 N. Perkins Rd. in Stillwater, Oklahoma.



AIA[®] Document B221[™] – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 21 made as of the thirteenth day of August in the year two thousand and twenty-four.

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 Architect:

(Name, legal status, address, and other information)

505 Architects LLC
1631 South Delaware Avenue
Tulsa, Oklahoma 74104

for the following **PROJECT**:

(Name, location, and detailed description)

OES Building Phase 2 Transportation Relocation.

Design, Construction Documents, Bidding and Construction Administration Phases for the interior renovation of the existing OES Building 2 and new bus/vehicle parking area for use by the SPS Transportation Department located at 5021 North Perkins Road in Stillwater, Oklahoma.

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the

(Paragraphs deleted)

thirteenth day of April in the year two thousand and twenty-one form a Service Agreement.

The Owner and Architect 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.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121[™]–2018, Standard Form of Master Agreement Between Owner and Architect

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 SERVICES UNDER THIS SERVICE ORDER
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 COMPENSATION
- 5 INSURANCE
- 6 PARTY REPRESENTATIVES
- 7 ATTACHMENTS AND EXHIBITS

ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

1.1.1 The Project consist of the interior renovation of the existing OES Building 2 and new bus/vehicle parking area for use by the SPS Transportation Department located at 5021 North Perkins Road in Stillwater, Oklahoma as follows:

OES Building 2

Transportation Renovation to include offices, conference room, storage, and breakroom. Mechanical and Fire Protection improvements will be limited to those required to accommodate new space usage.

The existing HVAC, RTU and AHU’s equipment information is unknown. If required, Test and balancing information shall be provided by the Owner to determine the AHU’s capacity and airflows to each zone. Mechanical Engineer will provide procedures for Owner’s use by the test and balancing (TAB) company.

Site improvements on the eastern portion of existing site include a paved entry approach drive, concrete stair and ramp to parking, gravel parking lot with concrete curb, perimeter security fencing, lighting, and bus power. Concurrently under a separate contract the Owners Civil Engineer is preparing construction documentation for a new retaining wall between Buildings 1 and 2, and widening of traffic lane "pinch point" east of Building 1.

The project delivery method is to be publicly bid per District and State requirements.

1.1.2 Owners budget for the cost of the Work is \$2,232,225.00.

1.1.3 Architect’s Consultants for Basic and Additional Services include:

- Civil Engineers: Gose & Associates, Stillwater, OK
- Structural Engineers: 360 Engineering Group, PLLC , Tulsa, OK
- Mechanical and Electrical Engineers: Phillips+Gomez Consulting Engineers, Tulsa, OK

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect’s services, and the Architect’s compensation. The Owner shall adjust the Owner’s budget for the Cost of the Work and the Owner’s anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect’s Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect’s Services document.

§ 2.1.1 Basic Services

The Architect shall provide civil, architectural, structural, mechanical, and electrical engineering services for the portions of the Project relative to the scope of Work.

Scope of services include to review and analyze Owner provided existing design and/or as-built documents and mechanical equipment information, visit the site to document existing DOAS, RTU's and related equipment, visual observations of the existing roof system, visual observe the grading at the southeast corner of the building, and prepare design-build construction documentation narrative suitable for bidding, permitting and construction.

Architectural services include during the Design Phase one (1) site visit to observe the existing conditions related to scope of Work.

Civil engineering services include during the Design Phase one (1) site visit to observe existing site conditions related to the scope of Work.

Structural engineering services include during the Design Phase one (1) site visit to observe existing structural conditions related to the scope of Work.

Mechanical and electrical engineering services include during the Design Phase one (1) site visit to observe and collect existing HVAC and electrical systems information related to the scope of Work. Fire Protection will be delegated design performance Specification.

Construction Site Visits and/or construction meetings include: four (4) architectural, zero (0) structural, and three (3) mechanical/electrical engineer with associated field observation reports.

§ 2.1.2 Additional Services

Additional Services required to complete the scope of services of this project and part of the total fee for this project include the following:

2.1.2.1 Civil Engineering

Civil Engineering includes design and documentation of on-site parking, grading, drainage, and utilities. The scope of services includes preparation of necessary drawings and specifications, responding to bidder requests for information, and construction administration services.

Civil Engineer will prepare a stormwater report and the design and documentation of up to one (1) detention facility located within the site.

Modifications and rerouting of existing city on-site utilities and off-site utility extensions, easement and right-of-way acquisition or vacation, and platting or zoning requirements or changes are excluded.

Construction Administration services will include: two (2) civil engineer site visits with associated field observation reports in addition to those visits and reports made by the Architect.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

- .1 Commencement of construction date:

January 2025

- .2 Substantial Completion date:

July 2025

ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

Compensation shall be a fixed fee plus reimbursable expenses billed as follows:

Phase 200 Design Phase	Fixed	\$37,980 plus reimbursable expenses per Section 4.3
Phase 400 Construction Documents Phase	Fixed	\$63,300 plus reimbursable expenses per Section 4.3
Phase 500 Bidding and Permitting Services (Paragraphs deleted)	Fixed	\$6,330 plus reimbursable expenses per Section 4.3
Phase 600 Construction Phase	Fixed	\$18,990 plus reimbursable expenses per Section 4.3

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:
(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect’s Services document, list the exhibit below.)

Compensation for the following Additional Services shall be a fixed fee compensation and will be billed monthly based on percentage of completion plus reimbursable expenses as follows:

Phase 701 Civil Engineering	Fixed	\$59,000 plus reimbursable expenses per Section 4.3
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The Architect shall endeavor to provide a fixed fee for Additional Services when a scope of services can be clearly defined. In all instances, the Architect shall notify the Owner in writing of the need for Additional Services. If a scope of Work cannot be clearly defined, upon written approval from the Owner the Architect shall perform the Work on an hourly basis until such a time as the scope of Work can be defined and a fixed fee can be established.

Hourly billing rates at the time of this Agreement are set forth as follows:

505 Architects LLC

Principal	\$200	Architect	\$185
Project Manager	\$195	Architectural Intern	\$140
Interior Designer	\$175	Administrative	\$90

Gose & Associates

Engineer 7-9	\$180 - \$190	CAD Tech	\$100-\$140
Engineer 1-4	\$135 - \$155	Administrative	\$50
Designer	\$145 - \$155		

360 Engineering Group, PLLC (Structural Engineering)

Principals	\$205	Project Lead II	\$175
Associate Principals	\$195	Project Lead I	\$165
Associates	\$190	Structural Engineer Intern II	\$155
Structural Engineer II	\$175	Structural Engineer Intern I	\$145
Structural Engineer I	\$165	Structural Designer	\$145
Structural Drafter	\$120	Administrative	\$110

Phillips+Gomez Consulting Engineers (Mechanical, Electrical and Plumbing Engineering)

Senior Principal/Engineer	\$225	Engineer/Designer II	\$150
Principal/Engineer	\$200	Engineer/Designer I	\$135
Director/Engineer	\$185	CAD Technician II	\$110
Engineer/Designer IV	\$175	CAD Technician I	\$100
Engineer/Designer III	\$165	Clerical	\$80

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

Reimbursable Expenses are estimated to not exceed \$5,000.00.

§ 4.4 When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:
(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

(Table deleted)

(Paragraphs deleted)

ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:

Assistant Superintendent of Operations
Bo Gamble
Stillwater Public Schools
314 South Lewis Street
Stillwater, Oklahoma 74074

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:

Brian Thomas, AIA, RID, LEED AP
Principal
505 Architects LLC
1631 South Delaware Avenue
Tulsa, Oklahoma 741014

ARTICLE 7 ATTACHMENTS AND EXHIBITS

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;

(Paragraphs deleted)

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

OWNER *(Signature)*

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



ARCHITECT *(Signature)*

Brian Thomas, AIA, RID, LEED AP Principal
(Printed name, title, and license number, if required)



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: August 13, 2024

AGENDA ITEM:

Consider and Vote to Approve Lippert Bros., Inc. Potential Change Orders for SPS OES North Building Renovations and SPS OES South Building Renovations Project.

BOARD ACTION REQUESTED:

Vote to Approve Lippert Bros., Inc. Potential Change Orders for SPS OES North Building Renovations and SPS OES South Building Renovations Project.

BACKGROUND INFORMATION:

The attached report lists the requested use of owner contingency and allowances for the thirteen (13) PCO's reviewed for approval on the SPS OES North Building Renovations and SPS OES South Building Renovations Project to be funded out of the current Owner's Contingency.

The requests made in this agenda item do not impact the GMP.



July 29, 2024

Bo Gamble, Assistant Superintendent
Stillwater Public Schools
314 S. Lewis
Stillwater, OK 74074

RE: Stillwater Public Schools - OES North & South Building Renovations

Dear Mr. Gamble,

Please see the attached Potential Change Order (PCO) Log dated July 29, 2024. Included is the coversheet for each PCO. These have been reviewed and approved by SPS and Architect representatives. They will be funded through Contingency.

If you have any questions, please let me know.

Respectfully,

Lippert Bros., Inc.

Jason Mews
Project Manager



Stillwater Public Schools - OES North & South Building Renovations
 PCOs / Change Orders
 7/29/2024

PCO #	Title	Amount	Date Sent	Status	BOD Submitted	Date Approved	Owner Contingency Use	Owner Contingency Remaining
CONTRACT	BASE CONTRACT			APPROVED				\$ 114,951.00
#001	RFI #001 - Light Fixture Type I in Restrooms	\$ 1,640.00	6/7/2024	Approved	June	6/17/2024	\$ (1,640.00)	\$ 113,311.00
#002	RFI #008 - South Building - Relocate Electrical for Forklift Charger	\$ 618.00	6/7/2024	Approved	June	6/17/2024	\$ (618.00)	\$ 112,693.00
#004	RFI #005 - Spray Booth Demo	\$ 5,510.00	6/13/2024	Approved	June	6/17/2024	\$ (5,510.00)	\$ 107,183.00
#005	RFI #006 - South Building Warehouse Receiving Office Room 120 Mezzanine	\$ 11,386.00	6/13/2024	Approved	June	6/17/2024	\$ (11,386.00)	\$ 95,797.00
#006	Communications Allowance	\$ (680.00)	6/20/2024	Approved	June	6/26/2024	\$ 680.00	\$ 96,477.00
#007	Access Control Allowance	\$ 9,700.00	6/20/2024	Approved	June	6/26/2024	\$ (9,700.00)	\$ 86,777.00
#008	Fire Alarm Allowance	\$ (3,930.00)	6/20/2024	Approved	June	6/26/2024	\$ 3,930.00	\$ 90,707.00
#009	RFI #003 - South Building Exterior Walls	\$ 2,822.00	6/20/2024	Approved	June	6/26/2024	\$ (2,822.00)	\$ 87,885.00
#010	Replace Existing Outlets to Black with Stainless Steel Plates	\$ 2,529.00	6/20/2024	Approved	June	6/26/2024	\$ (2,529.00)	\$ 85,356.00
#011	Wood Doors - Change from MDO Primed to Maple Veneer	\$ 2,800.00	7/3/2024	Approved	July	7/3/2024	\$ (2,800.00)	\$ 82,556.00
#012	Condensing Boilers - Change from Laars to Lochinvar	\$ 2,606.00	7/3/2024	Approved	July	7/3/2024	\$ (2,606.00)	\$ 79,950.00
#013	RFI #031 - North Building - Conduits in Foundation	\$ 11,663.00	7/12/2024	Approved	July	7/15/2024	\$ (11,663.00)	\$ 68,287.00
#014	South Building - Additional Demo and Framing at Room 120	\$ 8,674.00	7/12/2024	Approved	July	7/15/2024	\$ (8,674.00)	\$ 59,613.00
#015	South Building - Insulation at Exterior Walls	\$ 3,999.00	7/12/2024	Approved	July	7/15/2024	\$ (3,999.00)	\$ 55,614.00
#003	RFI #004 - North Building - Gypsum Wall at South of Server Room	\$ 354.00	6/13/2024	Approved	July	6/17/2024	\$ (354.00)	\$ 55,260.00
#016	RFI #012 - North Building - IT Room - Demo & Framing	\$ 2,769.00	7/23/2024	Approved	July	7/24/2024	\$ (2,769.00)	\$ 52,491.00
#017	RFI #034 & RFI #036 - South Building - Power & Lights & Data Rough-In	\$ 4,535.00	7/23/2024	Approved	July	7/24/2024	\$ (4,535.00)	\$ 47,956.00
#018	RFI #044 - North Building - Hallways - Lighting Controls	\$ 1,940.00	7/23/2024	Approved	July	7/24/2024	\$ (1,940.00)	\$ 46,016.00
#019	RFI #026 - South Building - Existing Plumbing Main	\$ 4,108.00	7/26/2024	Approved	July	7/29/2024	\$ (4,108.00)	\$ 41,908.00
#020	Credit for Not Painting Wood Doors	\$ (800.00)	7/26/2024	Approved	July	7/29/2024	\$ 800.00	\$ 42,708.00
#021	RFI #050 - South Building - Gas Line at Room 108 CN Office	\$ 301.00	7/26/2024	Approved	July	7/29/2024	\$ (301.00)	\$ 42,407.00
#022	RFI #018 - North Building HVAC Piping Support and Insulation	\$ 2,925.00	7/26/2024	Approved	July	7/29/2024	\$ (2,925.00)	\$ 39,482.00



PCO #011

Lippert Bros., Inc.
PO Box 17450
Oklahoma City, Oklahoma 73136
Phone: (405) 478-3580

Project: 1747 - Stillwater Public Schools - OES North & South Building
Renovations
5021 / 5005 North Perkins Road
Stillwater, Oklahoma 74075

Prime Contract Potential Change Order #011: Wood Doors - Change from MDO Primed to Maple Veneer

Table with contract details including TO: Stillwater Public Schools, FROM: Lippert Bros., Inc., PCO NUMBER/REVISION: 011 / 0, CONTRACT: 1 - OES North & South Building Renovations, REQUEST RECEIVED FROM, STATUS: Pending - In Review, CREATED BY: Jason Mews, CREATED DATE: 7/3/2024, REFERENCE, PRIME CONTRACT CHANGE ORDER: None, FIELD CHANGE: No, LOCATION, ACCOUNTING METHOD: Amount Based, SCHEDULE IMPACT, PAID IN FULL: No, EXECUTED: No, SIGNED CHANGE ORDER RECEIVED DATE, TOTAL AMOUNT: \$2,800.00

POTENTIAL CHANGE ORDER TITLE: Wood Doors - Change from MDO Primed to Maple Veneer

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

Wood Doors - Change from MDO Primed to Maple Veneer

ATTACHMENTS:

Table with 4 columns: #, Budget Code, Description, Amount. Row 1: 1, 08-08000.M DOORS & HARDWARE / PIPER.Materials, Wood Doors - Change from MDO Primed to Maple Veneer, \$2,800.00. Grand Total: \$2,800.00

Brian Thomas (505 Architects LLC)
1631 South Delaware Avenue
Tulsa, Oklahoma 74104

Stillwater Public Schools
314 South Lewis Street
Stillwater, Oklahoma 74074

Lippert Bros., Inc.
PO Box 17450
Oklahoma City, Oklahoma 73136-1450

Handwritten signature WBD, DATE 07.03.2024, SIGNATURE, DATE

Rob Lamecker, Digitally signed by Rob Lamecker, DN: cn=Rob Lamecker, ou=Stillwater Public Schools, ou=Facilities Management, cn=Rob Lamecker, Reason: I am approving this document, Date: 2024.07.03 15:40:23-0500

Handwritten signature, DATE 07/03/24, SIGNATURE, DATE



PCO #013

Lippert Bros., Inc.
PO Box 17450
Oklahoma City, Oklahoma 73136
Phone: (405) 478-3580

Project: 1747 - Stillwater Public Schools - OES North & South Building
Renovations
5021 / 5005 North Perkins Road
Stillwater, Oklahoma 74075

Prime Contract Potential Change Order #013: RFI #031 - North Building - Conduits in Foundation

Table with contract details including TO: Stillwater Public Schools, FROM: Lippert Bros., Inc., PCO NUMBER/REVISION: 013 / 0, CONTRACT: 1 - OES North & South Building Renovations, REQUEST RECEIVED FROM, STATUS: Pending - In Review, REFERENCE, FIELD CHANGE: No, LOCATION, SCHEDULE IMPACT, EXECUTED: No, ACCOUNTING METHOD: Amount Based, PAID IN FULL: No, SIGNED CHANGE ORDER RECEIVED DATE, TOTAL AMOUNT: \$11,663.00

POTENTIAL CHANGE ORDER TITLE: RFI #031 - North Building - Conduits in Foundation

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

RFI #031 - North Building - Conduits in Foundation

ATTACHMENTS:

Table with 4 columns: #, Budget Code, Description, Amount. Row 1: 1, 26-26000.S ELECTRICAL / STOLHAND.Commitment, RFI #031 - North Building - Conduits in Foundation, \$11,663.00. Grand Total: \$11,663.00

Brian Thomas (505 Architects LLC)
1631 South Delaware Avenue
Tulsa, Oklahoma 74104

Stillwater Public Schools
314 South Lewis Street
Stillwater, Oklahoma 74074

Lippert Bros., Inc.
PO Box 17450
Oklahoma City, Oklahoma 73136-1450

Handwritten signature and date 07/12/2024

Rob Lamecker, Digitally signed by Rob Lamecker, DN: cn=US, e=rlamecker@stillwaterschools.com, o=Stillwater Public Schools, ou=Facilities Management, cn=Rob Lamecker, Reason: I am approving this document, Date: 2024.07.15 09:23:40-0500'

Handwritten signature and date 7/12/24



PCO #014

Lippert Bros., Inc.
PO Box 17450
Oklahoma City, Oklahoma 73136
Phone: (405) 478-3580

Project: 1747 - Stillwater Public Schools - OES North & South Building
Renovations
5021 / 5005 North Perkins Road
Stillwater, Oklahoma 74075

Prime Contract Potential Change Order #014: South Building - Additional Demo and Framing at Room 120

TO:	Stillwater Public Schools 314 South Lewis Street Stillwater, Oklahoma 74074	FROM:	Lippert Bros., Inc. PO Box 17450 Oklahoma City, Oklahoma 73136-1450
PCO NUMBER/REVISION:	014 / 0	CONTRACT:	1 - OES North & South Building Renovations
REQUEST RECEIVED FROM:		CREATED BY:	Jason Mews (Lippert Bros., Inc.)
STATUS:	Pending - In Review	CREATED DATE:	7/12/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	ACCOUNTING METHOD:	Amount Based
LOCATION:		PAID IN FULL:	No
SCHEDULE IMPACT:		SIGNED CHANGE ORDER RECEIVED DATE:	
EXECUTED:	No	TOTAL AMOUNT:	\$8,674.00

POTENTIAL CHANGE ORDER TITLE: South Building - Additional Demo and Framing at Room 120

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

South Building - Additional Demo and Framing at Room 120

ATTACHMENTS:

#	Budget Code	Description	Amount
1	02-02410.S DEMOLITION / MIDWEST WRECKING.Commitment	South Building - Additional Demo and Framing at Room 120	\$3,820.00
2	09-09211.S DRYWALL & CEILINGS / CORONA.Commitment	South Building - Additional Demo and Framing at Room 120	\$4,854.00
Grand Total:			\$8,674.00

Brian Thomas (505 Architects LLC)
1631 South Delaware Avenue
Tulsa, Oklahoma 74104

Stillwater Public Schools
314 South Lewis Street
Stillwater, Oklahoma 74074

Lippert Bros., Inc.
PO Box 17450
Oklahoma City, Oklahoma 73136-1450


SIGNATURE DATE 07/12/2024

Rob Lamecker

SIGNATURE DATE


SIGNATURE DATE 7/12/24



PCO #003

Lippert Bros., Inc.
PO Box 17450
Oklahoma City, Oklahoma 73136
Phone: (405) 478-3580

Project: 1747 - Stillwater Public Schools - OES North & South Building
Renovations
5021 / 5005 North Perkins Road
Stillwater, Oklahoma 74075

Prime Contract Potential Change Order #003: RFI #004 - North Building - Gypsum Wall at South of Server Room

Table with 2 columns: TO: FROM: PCO NUMBER/REVISION: CONTRACT: REQUEST RECEIVED FROM: CREATED BY: STATUS: CREATED DATE: REFERENCE: PRIME CONTRACT CHANGE ORDER: FIELD CHANGE: LOCATION: ACCOUNTING METHOD: SCHEDULE IMPACT: PAID IN FULL: EXECUTED: SIGNED CHANGE ORDER RECEIVED DATE: TOTAL AMOUNT:

POTENTIAL CHANGE ORDER TITLE: RFI #004 - North Building - Gypsum Wall at South of Server Room

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

RFI #004 - North Building - Gypsum Wall at South of Server Room

ATTACHMENTS:

Table with 4 columns: #, Budget Code, Description, Amount. Row 1: 1, 09-09211.S DRYWALL & CEILINGS / CORONA.Commitment, RFI #004 - North Building - Gypsum Wall at South of Server Room, \$354.00. Grand Total: \$354.00

Brian Thomas (505 Architects LLC)
1631 South Delaware Avenue
Tulsa, Oklahoma 74104

Stillwater Public Schools
314 South Lewis Street
Stillwater, Oklahoma 74074

Lippert Bros., Inc.
PO Box 17450
Oklahoma City, Oklahoma 73136-1450

Signature: WBD, Date: 06.17.2024

Signature: Rob Lamecker, Date: [Digital Signature]

Signature: [Handwritten Signature], Date: 6/13/24



PCO #017

Lippert Bros., Inc.
PO Box 17450
Oklahoma City, Oklahoma 73136
Phone: (405) 478-3580

Project: 1747 - Stillwater Public Schools - OES North & South Building
Renovations
5021 / 5005 North Perkins Road
Stillwater, Oklahoma 74075

Prime Contract Potential Change Order #017: RFI #034 & RFI #036 - South Building - Power & Lights & Data Rough-In

TO:	Stillwater Public Schools 314 South Lewis Street Stillwater, Oklahoma 74074	FROM:	Lippert Bros., Inc. PO Box 17450 Oklahoma City, Oklahoma 73136-1450
PCO NUMBER/REVISION:	017 / 0	CONTRACT:	1 - OES North & South Building Renovations
REQUEST RECEIVED FROM:		CREATED BY:	Jason Mews (Lippert Bros., Inc.)
STATUS:	Pending - In Review	CREATED DATE:	7/23/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	ACCOUNTING METHOD:	Amount Based
LOCATION:		PAID IN FULL:	No
SCHEDULE IMPACT:		SIGNED CHANGE ORDER RECEIVED DATE:	
EXECUTED:	No	TOTAL AMOUNT:	\$4,535.00

POTENTIAL CHANGE ORDER TITLE: RFI #034 & RFI #036 - South Building - Power & Lights & Data Rough-In

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
RFI #034 & RFI #036 - South Building - Power & Lights & Data Rough-In

ATTACHMENTS:

#	Budget Code	Description	Amount
1	26-26000.S ELECTRICAL / STOLHAND.Commitment	RFI #034 & RFI #036 - South Building - Power & Lights & Data Rough-In	\$4,535.00
Grand Total:			\$4,535.00

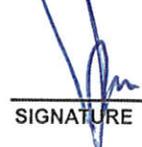
Brian Thomas (505 Architects LLC)
1631 South Delaware Avenue
Tulsa, Oklahoma 74104

Stillwater Public Schools
314 South Lewis Street
Stillwater, Oklahoma 74074

Lippert Bros., Inc.
PO Box 17450
Oklahoma City, Oklahoma 73136-1450


SIGNATURE DATE 7/24/24

Rob Lamecker
Digitally signed by Rob Lamecker
DN: C=US,
E=rlamecker@stillwaterschools.com,
O=Stillwater Public Schools, OU=Facilities
Management, CN=Rob Lamecker
Reason: I am approving this document
Date: 2024.07.24 16:03:16-0500
SIGNATURE DATE


SIGNATURE DATE 7/23/24



PCO #018

Lippert Bros., Inc.
PO Box 17450
Oklahoma City, Oklahoma 73136
Phone: (405) 478-3580

Project: 1747 - Stillwater Public Schools - OES North & South Building
Renovations
5021 / 5005 North Perkins Road
Stillwater, Oklahoma 74075

Prime Contract Potential Change Order #018: RFI #044 - North Building - Hallways - Lighting Controls

TO:	Stillwater Public Schools 314 South Lewis Street Stillwater, Oklahoma 74074	FROM:	Lippert Bros., Inc. PO Box 17450 Oklahoma City, Oklahoma 73136-1450
PCO NUMBER/REVISION:	018 / 0	CONTRACT:	1 - OES North & South Building Renovations
REQUEST RECEIVED FROM:		CREATED BY:	Jason Mews (Lippert Bros., Inc.)
STATUS:	Pending - In Review	CREATED DATE:	7/23/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	ACCOUNTING METHOD:	Amount Based
LOCATION:		PAID IN FULL:	No
SCHEDULE IMPACT:		SIGNED CHANGE ORDER RECEIVED DATE:	
EXECUTED:	No	TOTAL AMOUNT:	\$1,940.00

POTENTIAL CHANGE ORDER TITLE: RFI #044 - North Building - Hallways - Lighting Controls

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
RFI #044 - North Building - Hallways - Lighting Controls

ATTACHMENTS:

#	Budget Code	Description	Amount
1	26-26000.S ELECTRICAL / STOLHAND.Commitment	RFI #044 - North Building - Hallways - Lighting Controls	\$1,940.00
Grand Total:			\$1,940.00

Brian Thomas (505 Architects LLC)
1631 South Delaware Avenue
Tulsa, Oklahoma 74104

Stillwater Public Schools
314 South Lewis Street
Stillwater, Oklahoma 74074

Lippert Bros., Inc.
PO Box 17450
Oklahoma City, Oklahoma 73136-1450


SIGNATURE DATE 7/24/24

Rob Lamecker

SIGNATURE DATE


SIGNATURE DATE 7/23/24



PCO #021

Lippert Bros., Inc.
PO Box 17450
Oklahoma City, Oklahoma 73136
Phone: (405) 478-3580

Project: 1747 - Stillwater Public Schools - OES North & South Building
Renovations
5021 / 5005 North Perkins Road
Stillwater, Oklahoma 74075

Prime Contract Potential Change Order #021: RFI #050 - South Building - Gas Line at Room 108 CN Office

TO:	Stillwater Public Schools 314 South Lewis Street Stillwater, Oklahoma 74074	FROM:	Lippert Bros., Inc. PO Box 17450 Oklahoma City, Oklahoma 73136-1450
PCO NUMBER/REVISION:	021 / 0	CONTRACT:	1 - OES North & South Building Renovations
REQUEST RECEIVED FROM:		CREATED BY:	Jason Mews (Lippert Bros., Inc.)
STATUS:	Pending - In Review	CREATED DATE:	7/26/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	ACCOUNTING METHOD:	Amount Based
LOCATION:		PAID IN FULL:	No
SCHEDULE IMPACT:		SIGNED CHANGE ORDER RECEIVED DATE:	
EXECUTED:	No	TOTAL AMOUNT:	\$301.00

POTENTIAL CHANGE ORDER TITLE: RFI #050 - South Building - Gas Line at Room 108 CN Office

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

RFI #050 - South Building - Gas Line at Room 108 CN Office

ATTACHMENTS:

#	Budget Code	Description	Amount
1	09-09211.S DRYWALL & CEILINGS / CORONA.Commitment	RFI #050 - South Building - Gas Line at Room 108 CN Office	\$301.00
Grand Total:			\$301.00

Brian Thomas (505 Architects LLC)
1631 South Delaware Avenue
Tulsa, Oklahoma 74104


SIGNATURE DATE 7/26/2024

Stillwater Public Schools
314 South Lewis Street
Stillwater, Oklahoma 74074

Rob Lamecker
Digitally signed by Rob Lamecker
DN: cn=Lamecker, email=Erlamecker@stillwaterschools.com,
o=Stillwater Public Schools, ou=Facilities
Management, cn=Rob Lamecker
Reason: I am approving this document
Date: 2024.07.29 13:28:03-0500
SIGNATURE DATE

Lippert Bros., Inc.
PO Box 17450
Oklahoma City, Oklahoma 73136-1450


SIGNATURE DATE 7/26/24



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Rob Lamecker, Director of Facilities/Maintenance
APPROVED BY: Uwe Gordon, Superintendent
DATE: August 13, 2024

AGENDA ITEM:

Consider Approval of Vehicle and IT Surplus Equipment

BOARD ACTION REQUESTED:

Vote to Approve Presented Items as Vehicle and IT Surplus Equipment

BACKGROUND INFORMATION:

Periodically, district-owned property is discovered to be no longer useful or no longer needed. When this point arrives, the property is presented to the Board of Education for consideration to declare and vote to approve presented items as surplus. Attached is a list from the Transportation Department and IT Department of items to be considered as surplus.

Final disposition of surplus items will be in accordance with applicable state laws.

Vehicle ID	VIN		Year	Make	Model
xW101	1GCHC24U07E128609	4-39642	2007	CHEVY	PICKUP
xG401	1GBJC34U67E130473	4-41297	2007	CHEVY	PICKUP
xDD	1HTMMAAMX4H596693	SD29367	2004	INTERNATIONAL	BOX TRUCK

Make	Model	Description	SPS Tag	Serial Number
Extreme Networks	X460-48p	Network Switch	27361	1439N-40244
Extreme Networks	X460-48p	Network Switch	24276	1349G-01964
Extreme Networks	X460-48p	Network Switch	32255	1337N-47313
Extreme Networks	X460-48p	Network Switch	24275	1349G-01959
Extreme Networks	X460-48p	Network Switch	19990	1217G-80589
Extreme Networks	X460-48p	Network Switch	19989	1217G-80590
Extreme Networks	X460-48p	Network Switch	24277	1349G-01963
Extreme Networks	X460-48p	Network Switch	19998	1210G-80359
Extreme Networks	x460-G2-48p-GE4	Network Switch	23431	1519N-44896
Extreme Networks	X460-48p	Network Switch	19987	1210G-80344
Extreme Networks	X460-48p	Network Switch	25661	1431N-41032
Extreme Networks	Various x460 Accessories	Box	n/a	n/a
Extreme Networks	X460-24p	Network Switch	25615	1403N-41553
Extreme Networks	X460-48p	Network Switch	30644	1145G-81170
Extreme Networks	X460-24p	Network Switch	24289	1349G-00453
Extreme Networks	X460-24p	Network Switch	24291	1349G-00446
HP	G5	Chromebook	28697	5CD8198L6P
Apple	A1419	iMac	23348	D25PH10RFY14
Samsung	S27A650D	Monitor	19595	Z40KHCLC500250R
Dell	P2212Hb	Monitor	21047	CN0NDMRP742613545HNM

Azden	305UPR	UHF Reciever	18012	G90820016-06
Azden	35BT	UHF Transmitter	18015	G90820250-05
Azden	35BT	UHF Transmitter	18014	G90820245-05
Azden	WR22-Pro	Wireless Reciever	19398	
Azden	WR22-Pro	Wireless Reciever	18485	
Azden	305UPR	UHF Reciever	18013	G90820015-06
N/A	N/A	Microphone	N/A	N/A
Shure	33-1070D	Microphone	N/A	N/A
Nikon	E990	Camera	N/A	3080765
Canon	PC1263	Camera	N/A	6620307946
Canon	PC1351	Camera	17886	8726213274
Canon	PC1963	Camera	N/A	6420600093393
Canon	PC2275	Camera	28045	45206027203
Canon	PC1263	Camera	17135	6620307942
Canon	PC1263	Camera	17136	6620307943
Canon	PC1263	Camera	17138	6620307945
Canon	PC1263	Camera	17139	6620307946
Canon	CB-2LF	Battery Charger	23473	N/A
Azden	WM-PRO	Wireless Transmitter	N/A	N/A
Azden	WM-PRO	Wireless Transmitter	N/A	N/A
Azden	WM-PRO	Wireless Transmitter	N/A	N/A
Kodak	EASYSHARE C663	Camera	14203	KCKEZ62105190
Nikon	Coolpix A10	Camera	28040	30052417
Nikon	Coolpix A10	Camera	28039	30052452
Seagate	LRD0TU3	External HDD Caddy	23311	16561412191189QHB
T-Mobile	T9	Hotspot	35052	355827105824541
T-Mobile	T9	Hotspot	34454	355827104748915
T-Mobile	T9	Hotspot	35073	355827105824780
T-Mobile	T9	Hotspot	35154	355827105827668
T-Mobile	T9	Hotspot	35064	355827105821778
T-Mobile	T9	Hotspot	34558	355827104745341
T-Mobile	T9	Hotspot	34564	355827104745325
T-Mobile	T9	Hotspot	35116	355827105824012
T-Mobile	T9	Hotspot	34420	355827104750077

T-Mobile	T9	Hotspot	35152	355827105821794
T-Mobile	T9	Hotspot	35156	355827105826686
T-Mobile	T9	Hotspot	34442	355827104749848
T-Mobile	T9	Hotspot	34381	355827104745895
T-Mobile	T9	Hotspot	35215	355827105816331
T-Mobile	T9	Hotspot	34499	355827104741480
T-Mobile	T9	Hotspot	34500	355827104741498
T-Mobile	T9	Hotspot	35174	355827105824046
T-Mobile	T9	Hotspot	35219	355827105824517
T-Mobile	T9	Hotspot	35094	355827105820184
T-Mobile	T9	Hotspot		355827105821786
T-Mobile	T9	Hotspot	35148	355827105826660
T-Mobile	T9	Hotspot	34506	355827104741456
T-Mobile	T9	Hotspot	34228	355827104749475
T-Mobile	T9	Hotspot	34507	355827104741464
T-Mobile	T9	Hotspot	35149	355827105817313
T-Mobile	T9	Hotspot	35017	355827105824533
T-Mobile	T9	Hotspot	33105	355827105824004
T-Mobile	T9	Hotspot	35024	355827105816315
T-Mobile	T9	Hotspot	34282	355827104748949
T-Mobile	T9	Hotspot	35015	355827105821901
T-Mobile	T9	Hotspot	35195	355827105821752
T-Mobile	T9	Hotspot	35183	355827105820168
T-Mobile	T9	Hotspot	35010	355827105817032
T-Mobile	T9	Hotspot	35150	355827105816349
T-Mobile	T9	Hotspot	35162	355827105821935
T-Mobile	T9	Hotspot	35147	355827105821927
T-Mobile	T9	Hotspot	34530	355827104749822
Adesso	CyberTrack H5	Webcam	35740	W2008030674
Adesso	CyberTrack H4	Webcam	N/A	SN:W2008030679
Adesso	CyberTrack H4	Webcam	N/A	SN:W2008030675
Adesso	CyberTrack H4	Webcam	N/A	SN:W2008148048
Adesso	CyberTrack H3	Webcam	N/A	SN:W2008078857
Adesso	CyberTrack H5	Webcam	N/A	SN:W2008078857
Amcrest	AWC205-B	Webcam	N/A	N/A

N/A	N/A	Webcam	N/A	N/A
Adesso	CyberTrack H5	Webcam	31493	W2008030671
Amcrest	AWC205-B	Webcam	N/A	N/A
Adesso	CyberTrack H5	Webcam	35736	W2008030672
Adesso	CyberTrack H5	Webcam	N/A	W2008030677
Adesso	CyberTrack H5	Webcam	35741	W2008030680
Adesso	CyberTrack H5	Webcam	N/A	W2008030678
Amcrest	AWC205-B	Webcam	N/A	N/A
Adesso	CyberTrack H5	Webcam	N/A	SN:W2008030673
JVC	GY-HM100U	Recorder	17843	154V4150
Acer	851T	Chromebook	32626	NXH8YAA0019270A4037600
Acer	851T	Chromebook	31479	NXH8YAA001924280957600
Acer	851T	Chromebook	31378	NXH8YAA001924272417600
Acer	851T	Chromebook	31448	NXH8YAA0019221A2917600
Acer	851T	Chromebook	30852	NXH8YAA0019221A2347600
Acer	851T	Chromebook	30875	NXH8YAA0019221A33F7600
Acer	851T	Chromebook	30892	NXH8YAA0019221A2827600
Acer	851T	Chromebook	30898	NXH8YAA0019221A2FC7600
Acer	851F	Chromebook	31911	NXH96AA001923022667600
Acer	851T	Chromebook	30847	NXH8YAA0019221A56B7600
Acer	851T	Chromebook	31039	NXH8YAA0019221A2EF7600
Acer	851T	Chromebook	30761	NXH8YAA0019221A5AE7600
HP	G5	Chromebook	28714	5CD8198L47
Lenovo	300e	Chromebook	34111	P208KXNY
Lenovo	300e	Chromebook	34971	P20816TV
Lenovo	300e	Chromebook	34863	P20816P3
Lenovo	300e	Chromebook	34896	P208PTCL
Lenovo	300e	Chromebook	33910	P208KXQE
Lenovo	300e	Chromebook	34116	P20816Q8
Lenovo	300e	Chromebook	34034	P208KXQ4
Lenovo	500e	Chromebook	34967	

Lenovo	500e	Chromebook	28459	P2029TWP
Dell	E198FPf	Monitor	15385	CN0CN078728727C622HH
HP	G5	Chromebook	28922	5CD83367D7
HP	G5	Chromebook	29484	5CD8451KTC
HP	G5	Chromebook	28913	5CD83367JR
HP	G5	Chromebook	29499	5CD8451KT8
HP	G5	Chromebook	28657	5CD8198L4C
HP	G5	Chromebook	29411	5CD832432G
HP	G5	Chromebook	29392	5CD83243F5
HP	G5	Chromebook	29060	5CD81943W7
HP	G5	Chromebook	28900	5CD83367C4
HP	G5	Chromebook	29043	5CD83367H4
HP	G5	Chromebook	28692	5CD8198L6C
HP	G5	Chromebook	29395	5CD83243Q4
HP	G5	Chromebook	28666	5CD8198L81
HP	G5	Chromebook	28784	5CD8194542
HP	G5	Chromebook	28791	5CD819456K
HP	G5	Chromebook	28921	5CD83367HS
HP	G5	Chromebook	29046	5CD83367HL
HP	G5	Chromebook	28801	5CD819455D
HP	G5	Chromebook	29404	5CD8350725
HP	G5	Chromebook	29441	5CD83243JV
HP	G5	Chromebook	28633	5CD8106Y95
HP	G5	Chromebook	29434	5CD83243P6
HP	G5	Chromebook	29334	5CD819447F
HP	G5	Chromebook	29440	5CD83243K9
HP	G5	Chromebook	29138	5CD8193G74
Barnes and Noble	Nook Reader	24 Count	NA	NA
HP	G5	Chromebook	28808	5CD8194549
HP	G5	Chromebook	29062	5CD81943VH
HP	G5	Chromebook	29470	5CD8451KSP
HP	G5	Chromebook	29134	5CD8193GHS
HP	G5	Chromebook	28752	5CD8198L7D
HP	G5	Chromebook	28622	5CD8106YCV

Acer	871T	Chromebook	37139	NXHQFAA0011030D207760 0
HP	G5	Chromebook	29476	5CD8451KNN
HP	G5	Chromebook	28614	5CD8106YDS
HP	G5	Chromebook	29399	5CD8350761
HP	G5	Chromebook	28804	5CD819451X
Apple	iPad		28205	GCVVX9DCHLF9
Apple	iPad		28642	DMQWT0L8JF8J
Apple	iPad		29625	DMPYH4THJF8J
Apple	iPad		27451	GCJVDFKFAHLF9
Apple	iPad		28645	DMQWT086JF8J
HP	Chromebox G2	Chromebox	33435	3TB01100LM
Apple	iPad		28643	DMQWT2JTJF8J
Apple	iPad		28644	DMQWT1H3JF8J
Apple	iPad		28204	GCVVX4EBHLF9
Apple	iPad		28203	GCVVWNX3HLF9
Apple	iPad		28201	GCVVXA3XHLF9
Apple	iPad		28202	GCVVWCF6HLF9
Apple	iPad		27021	F9FTP3DAHLF9
Apple	iPad		31260	F9FZ97CZLMPG
Apple	iPad		37734	SDMPFVD0NQ1GC
Apple	iPad		27031	F9FTPC6LHLF9
Apple	iPad		27026	F9FTP2WFHLF9
Apple	iPad		27012	F9HTNHTRHLF9
Apple	iPad		19439	DMQH1HL8DFHW
Apple	iPad		20521	DMQJPB9WF182
Apple	iPad		20518	DMRJND5VF182
Apple	iPad		20520	DMQJPJ04F182
Apple	iPad		20519	DMQJPGMNF182
Apple	iPad		20517	DMRJP85WF182
Apple	iPad		22995	
Apple	iPad		22996	
Apple	iPad		22994	
Apple	iPad		22993	

Mitel	6940		33626	3DQCL1945B1513R
Mitel	6940		34148	3DQCL2004B151ZJ
Dell	3060		29881	hhw5fw2
Mitel	6940 Handset		na	na
Netgear	WNDR3400		na	2BK3117J2E982
Axis	M3057-PLVE		28840	accc8ea8f449
Dell	E198FPb		16869	CN0CN0847426182M7R9M
Dell	E2311Hf		19779	CN0VXV497287224G002S
Atlas	AL2450		45273	SNCU663012221900259
Atlas	AL2450		na	SNCU663012221900012
Dell	Latitude E6520		na	OT5FWH
Dell	P2412Hb		19879	CN0KG49T7426124K0M4U
Casio	XJ-M240		22582	B922AAAF332022652
HP	Scanjet G3010		17146	CN86CA50WD04R1
HP	Scanjet G3010		17148	CN86CA50ZQ04R1
Dell	Optiplex 7020		23332	jktpb42
Dell	Precision T1650		20621	135PSW1
Telxon	89-1196		6823	2050569101299049
Corning	CCH-CS24-AD-P00QE		na	P432881+1
Apple	A1893	iPad	29606	DMPYHOJ2JF8J
Apple	A1893	iPad	29630	DMPHYH15ZJF8J
Apple	A1893	iPad	29663	DMPYH195JF8J
Apple	A1893	iPad	29670	DMPYH0NMJF8J
Apple	A1458	iPad	20485	DMRJM7FBF182
Data Management, Inc.	RDT DISP/01	Timeclock kiosk	32456	1942703
Dell	Optiplex 740	Desktop	16306	6VTD7G1
Hovercam	Solo 5	Document Camera	20250	SL5131100210CBC8
HP	G5	Chromebook	28788	5CD819453R
HP	G5	Chromebook	28761	5CD8198L3Y
HP	G5	Chromebook	29390	5CD83243P5
HP	G5	Chromebook	28758	5CD8198L66
HP	G5	Chromebook	29393	5CD83243LX

HP	G5	Chromebook	29422	5CD83243L9
HP	G5	Chromebook	29117	5CD8193GN5
HP	G5	Chromebook	28723	5CD8198L6Q
HP	G5	Chromebook	29169	5CD8193GD2
HP	G5	Chromebook	28805	5CD819455M
HP	G5	Chromebook	29136	5CD8193GP9
HP	G5	Chromebook	29419	5CD832438H
HP	G5	Chromebook	29409	5CD83243MK
HP	G5	Chromebook	29075	5CD81943V5
HP	G5	Chromebook	28617	5CD8106YDB
HP	G5	Chromebook	28929	5CD83367F2
HP	G5	Chromebook	28700	5CD8198L65
HP	G5	Chromebook	28683	5CD8198L4Q
HP	G5	Chromebook	28732	5CD8198L6N
HP	G5	Chromebook	29066	5CD81943WM
SMART	SB680	SMART Board	16988	SB680-R2-529646
SMART	M600	SMART Board	26120	
SMART	SB685	SMART Board		SB685-M2-A40384
SMART	SBM685	SMART Board	23906	G032HW48O01
SMART	SM680	SMART Board	20850	SM680-R2-45626
SMART	SB680	SMART Board		SB680-M2-C57177
SMART	SB680	SMART Board		SB680-R2-988217
SMART	SB680	SMART Board		SB680-R2-531046
SMART	SB680	SMART Board		SB680-R2-A82494
SMART	SB680	SMART Board		SB680-R2-A82642
SMART	SB685	SMART Board		SB685-M2-A39105
SMART	SB680	SMART Board		SB680-R2-A82506
SMART	SB680	SMART Board	20826	



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Janet Vinson, Assistant Superintendent
APPROVED BY: Uwe Gordon, Superintendent
DATE: August 13, 2024

AGENDA ITEM:

Adopt the 1080-Hour School Calendar SY2024-25

BOARD ACTION REQUESTED:

Motion to approve the adoption of 1080-Hour School Calendar for the 2024-2025 School Year.

BACKGROUND INFORMATION:

Pursuant to 70 O.S. § 1-109 [h][2], effective April 24, 2009, all Oklahoma public schools shall be in session and classroom instruction offered for "not less than one thousand eighty (1,080) hours each school year,..."

Our school calendar for 2024-2025 ensures that this provision is met. Upon approval by the Board, the attached letter will be signed by the Superintendent and Board President and submitted to the State Board of Education by October 11, 2024.



August 14, 2024

Oklahoma State Department of Education
Attention: Accreditation Division
2500 North Lincoln Boulevard, Suite 210
Oklahoma City, Oklahoma 73105-4599

To Whom It May Concern:

Stillwater Public Schools has adopted Board Policy EBA – Length of School Year which outlines the district’s plan for the school calendar. Based on this policy, the district will employ the option of 1,080 hours for the 2024-2025 academic year.

Attached is a copy of the board policy and the local board of education minutes from Tuesday, August 13, 2024. The adoption of this calendar was approved during the regular business meeting.

Please let me know if you have questions.

Sincerely,

Uwe Gordon
Superintendent

Marshall Baker
President, Board of Education

STILLWATER PUBLIC SCHOOLS

314 S. Lewis Ave. ▪ Stillwater, OK 74074 ▪ 405-533-6300 (p) ▪ 405-533-6311 (f) ▪ www.stillwaterschools.com



Stillwater Public Schools
2024 - 2025
School
Calendar

1st Quarter = 41 days
 2nd Quarter = 41 days
 3rd Quarter = 42 days
 4th Quarter = 46 Days

- H** Holiday
No School for Students
- TW** Teacher Work Day
Holiday -Students
- PD** Teacher Professional Day
No School for Students
- PT** Parent Teacher Conferences
*Principals will set dates

STILLWATER PUBLIC SCHOOLS
 314 S. LEWIS ST.
 STILLWATER, OK 74075
 405.533.6300

FALL 2024

July 2024

Su	M	Tu	W	Th	F	Sa
	1	2	3	H	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	PD	PD	PD	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12-14 - Teacher Prof'l Days
 15 - First Day of School

September 2024

Su	M	Tu	W	Th	F	Sa
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 - No School

October 2024

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	PD	TW	H	19
20	21	22	23	24	25	26
27	28	29	30	31		

8 & 10 - P/T Confs. Elem.
 *1 - 15 - P/T Confs. Sec.
 11 - End of 1st Qtr
 14 - Start of 2nd Qtr
 16 - Teacher Prof'l Day
 No School for Students
 17 - Teacher Work Day
 No School for Students
 18 - No School

November 2024

Su	M	Tu	W	Th	F	Sa
					PD	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	H	H	H	H	30

1 - Teacher Prof'l Day
 No School for Students
 25-29 - No School

December 2024

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	H	H	H	H	H	28
29	H	H				

20 - End of 2nd Qtr
 23-31 - No School

SPRING 2025

January 2025

Su	M	Tu	W	Th	F	Sa
				H	H	H
5	PD	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	

Jan 1-3 - No School
 6 - Teacher Prof'l Day
 No School for Students
 7 - Start of 3rd Qtr
 20 - No School

February 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	TW	18	19	20	21	22
23	24	25	26	27	28	

17 - Teacher Work Day
 No School for Students
 *Feb 24 - Mar 7
 P/T Confs. Sec.

March 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H	H	H	H	H	22
23	24	25	26	27	28	29
30	31					

*Feb 24 - Mar 7
 P/T Confs. Sec.
 4 - Intent to Return
 6 & 11 - P/T Confs. Elem.
 7 - End of 3rd Qtr
 10 - Start of 4th Qtr
 17-21 - No School
 25 - New Student Enrollment

April 2025

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	TW	19
20	21	22	23	24	25	26
27	28	29	30			

18 - Teacher Work Day
 No School for Students

May 2025

Su	M	Tu	W	Th	F	Sa
				1	PD	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2 - Teacher Prof'l Day
 21 - End of 4th Qtr
 21 - Last Day for Students

June 2025

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	H	20	21
22	23	24	25	26	27	28
29	30					



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Janet Vinson, Assistant Superintendent
APPROVED BY: Uwe Gordon, Superintendent
DATE: August 13, 2024

AGENDA ITEM:

Adoption of 2024-2025 Professional Development Plan

BOARD ACTION REQUESTED:

Motion to Approve 2024-2025 Professional Development Plan

BACKGROUND INFORMATION:

In accordance with Policy DMB-R1, the Professional Development Committee shall provide to the board of education for approval, a complete proposed annual plan for development for all staff at the August board meeting. The plan shall include:

- a. A list of all requested and planned professional development activities and programs for all staff.
- b. The point system developed to account for all professional development activities and the points awarded to each staff member for the proposed professional development activities/programs.
- c. The specific competencies and instructional strategies in the core curriculum the development program is directed towards.
- d. The cost of the planned activity or program.

The following days have been designated as Professional Development Days on the 2024-2025 calendar: August 12, 13 and 14, October 16, November 1, January 6, February 17, and May 2. The morning half of the days will be spent on district-wide initiatives in small and large groups. The afternoon of the PD days will be spent on site or departmental professional development activities. August 1, 8, and 9 will be designated for new teacher training in order to avoid new teachers missing classroom time.

August 12-13	3 Hours District, 3 Hours Site
August 14	6 Hours Site
October 16	6 Hours District
November 1	6 Hours Site
January 6	6 Hours Site
February 17	6 Hours Site, District/Flex Day
May 2	6 Hours Site

The February 17th Teacher Work Day will be a Flex day.

Requirements will be done throughout the school year at faculty meetings. All GCN requirements will be completed individually using the software by October 1, 2024 and the other requirements will be covered throughout the school year at faculty meetings to be completed by December 1, 2024.

2024-2025

Professional Development Information

The Stillwater Public School mission of professional development is to improve student learning by creating an environment that values, supports, and nurtures continuous professional growth for all staff and administrators.

[PD Log Link](#) - Use this hyperlink to access the PD log.

Requirements for Professional Development

At this time the state and/or the district have established the following staff development requirements for all teachers and administrators.

- 75 points over 5 years are required by state statute.
- A minimum of 15 points must be recorded each year.
- No more than 150 hours required PD over 5 years is allowed by state statute.
- School activities that are considered a part of your job such as PTA meetings, Parent Conferences, faculty meetings, or field trips with students are **not** considered staff development.
- Staff development category points include the categories listed below. One or more of the following are required on a rotating basis. **Indicated in bold, are the SPS policy requirements for the 2024-2025 school year.**
- **ALL STAFF are required to complete GCN Training. SPS Board of Education sets the requirements and staff will be notified each year of modules required by October 1.**

Categories of PD

A=Parental Involvement

B=Diversity Education

C=Curriculum—including Differentiated Instruction (IEP, Gifted)

***D=Blood borne Pathogens**

E=Classroom Management

F=SPED/Autism for New Pre-K-3-/Grade Level Change

***G=Child Abuse**

***H=Confidentiality/FERPA**

***I=General Harassment/Bullying**

J=Technology—including Digital Teaching & Learning Standards

K=Safe and Healthy Schools/Suicide Prevention

L=EL (English Learners)

***M=Drug & Alcohol Awareness**

N=ACES/Trauma

***O=Human Trafficking**

P=Dyslexia

***Q=Hazardous Communications**

R=Science of Reading for PK-5

***S=Homeless Students**

***T=Threat Assessment**

*All Staff: the requirements marked with an asterisk must be completed online using the [GCN website](#) tutorials. GCN can also be accessed by clicking the login on the SPS homepage and then clicking the Global Compliance Network option. The Organization ID is stillwater. If you do not remember your Personal ID or are a new employee, you will need to select the "I was not given a User ID or I forgot my User ID" button.

Professional Development Days 2024-2025

Seven professional development contract days are scheduled for the school year. All of the professional days are noted on the school calendar. These days are contract days and attendance is expected except for the time trade.

August 12-13	3 Hours District, 3 Hours Site
August 14	6 Hours Site
October 16	6 Hours District
November 1	6 Hours Site
January 6	6 Hours Site
February 17	6 Hours Site, District/Flex Day
May 2	6 Hours Site

Flex Requirements and Guidelines

- Teachers will be responsible for maintaining documentation of **all** PD.
- Teachers will use the Personal Professional Development Log to maintain their ongoing documentation of professional learning. This form is located, along with other information and resources, on the PD website under Teacher Resources on the district website. You will need to “Save a Copy” of the form to your Google Drive in order to edit the form to add your information.
- Teachers may access the district website to find PD opportunities (webinars, in-service offerings, etc.).
- Flex PD hours must be **obtained off contract. No extra duty stipend or travel reimbursement** will be provided.
- For the 2024-25 school year, all flex hours must be completed from **March 8, 2024 to March 7, 2025.**

Oklahoma State Department of Education PD Guidance:

Professional Development shall be directed toward development of competencies and instructional strategies in the core curriculum areas for the following goals (70 O.S. § 6-192 through 6-194):

- Increasing the academic performance data scores for the district and each school site
- Closing achievement gaps among student subgroups
- Increasing student achievement as demonstrated on state-mandated tests and the ACT
- Increasing high school graduation rates
- Decreasing college remediation rates

The following are also approved professional development topics:

- Training for evaluators in observation and coaching strategies as identified by the TLE
- Training related to providing remediation and intervention strategies in reading for young readers
- Training implementation of new standards and assessment

Salary Credit for University Courses

Submit an OFFICIAL transcript showing course hours to the Human Resources Department. Graduate level courses completed prior to the beginning contract date may result in a level change. Check the Master Contract for courses that will count.

When You Need Assistance

The Professional Development Handbook and information on Stillwater Public Schools Professional Development may be accessed on the district website. You may also contact those listed below at the SPS Administration Building.

Human Resources: Gale Henry 5029

New Teacher Meetings: Janet Vinson 5046

Professional Development: Janet Vinson 5046

GCN Questions: Kerri Yee 5007



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Janet Vinson, Assistant Superintendent

APPROVED BY: Uwe Gordon, Superintendent

DATE: August 13, 2024

AGENDA ITEM:

Consider and Vote and Approve 2025-2026 School Calendar

BOARD ACTION REQUESTED:

Motion to approve the 2025-2026 School Calendar

BACKGROUND INFORMATION:

The calendar committee is recommending the following 2025-2026 calendar:

The Calendar Committee has members representing all school sites, parents, certified staff, support staff, and our community. The committee considered the following when creating the school calendar:

- Seven professional development days
- Four quarters should be close in the number of days
- Complete the 1st semester before winter break
- Spring break, third full week of March



STILLWATER PUBLIC SCHOOLS

OUT-OF-STATE TRAVEL APPLICATION

Instructions: The sponsor requesting out-of-state travel should complete this application in full one month in advance of the trip. A complete itinerary along with any other pertinent information should accompany this application. The sponsor should also have full knowledge that this application must have administrative and Board of Education approval before travel may commence.

The following criteria will be used in approving out-of-state travel:

1. Funding availability
2. Time and effort required to raise funds
3. Benefit of the program
4. Success at state contests
5. School time to be missed
6. Other reasons for justification of trip, i.e. lack of state competition, etc.

All travel must comply with Policy CN of the Stillwater Public Schools Policies and Procedures manual regarding out-of-state field trips.

Application Date: 7/3/2024	Building: HS	Sponsor Name: Robby Branscum	Organization Requesting Travel: FFA
Date(s) of Travel: 10/22 - 10/26, 2024		Number of Students Traveling: 35	Destination: Indianapolis, IN
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. We will be traveling to the National FFA Convention in Indianapolis. We have a state record 35 potential FFA members who will qualify to compete at this contest. Students are competing in the National Agriscience Fair			
Method of Transportation (vehicles, drivers, bus companies, etc.): We would be taking an activity bus and driver from Stillwater Schools. Due to the competitive nature of our students competing, we ask for a district bus driver so that the FFA Advisors can help guide students through their national competitions			
Lodging (hotels, etc): Please provide name and address of hotels, etc. Drury Inn and Plaza Carmel 9625 N Meridian St Indianapolis, IN 46290			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1.Robby Branscum	2.Bailey Kliewer	3.Tanner Nipper	
4.	5.	6.	
7.	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? We take this trip every year due to the success of our students. We have a program rule where only students who are national qualifiers are allowed to attend. This is the only out of state trip our FFA program takes each year.			

OUT-OF-STATE TRAVEL APPLICATION FUNDING INFORMATION

Instructions: The table below should include total costs in all categories including the cost of fuel, driver that will be reimbursed to the district. Please provide an answer to all questions or information sought below the table. If not applicable, please indicate using N/A.

Sources of Funds

Projected Costs		General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$2,000	2,000				
Ground Transportation / Driver	\$800	800				
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$10,000		10,000			
Food	\$500		500			
Registration	\$3,040		3,040			
Other – Explain	\$					

Are scholarships provided for students needing financial assistance?

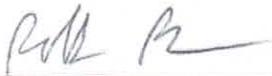
Yes

No

If answer is yes, what is source of funding for scholarship? _____

If answer is no, provide reason. We pay for all students on lodging, registration, and some meals

Sponsor: Before travel may occur, emergency release forms for each student must be on file along with a complete travel roster and itinerary in the Stillwater Public Schools Activities Office. Itineraries should also be provided to each parent before departure.

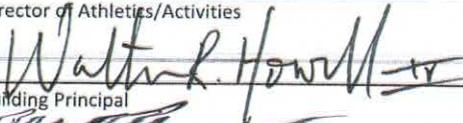


Sponsor Signature

7/3/24

Date

APPROVALS

Director of Athletics/Activities


Building Principal

Date
7/18/2024

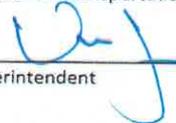
Date



Director of Transportation

7/8/2024

Date



Superintendent

8.8.24

Date

**OUT-OF-STATE TRAVEL APPLICATION
TRIP ITINERARY**

Date:	Itinerary:
10/22/2024	Leave Stillwater and travel to Indianapolis, Indiana. Check in to Hotel
10/23/2024	Complete agricultural tours around Indianapolis to educate students
10/24/2024	Attend the National FFA Convention all day
10/25/2024	Attend the National FFA Convention all day
10/26/2024	Return home to Stillwater, OK



STILLWATER PUBLIC SCHOOLS

OUT-OF-STATE TRAVEL APPLICATION

Instructions: The sponsor requesting out-of-state travel should complete this application in full one month in advance of the trip. A complete itinerary along with any other pertinent information should accompany this application. The sponsor should also have full knowledge that this application must have administrative and Board of Education approval before travel may commence.

The following criteria will be used in approving out-of-state travel:

1. Funding availability
2. Time and effort required to raise funds
3. Benefit of the program
4. Success at state contests
5. School time to be missed
6. Other reasons for justification of trip, i.e. lack of state competition, etc.

All travel must comply with Policy EFD of the Stillwater Public Schools Policies and Procedures manual regarding out-of-state field trips.

Application Date: 8-6-24	Building: SHS	Sponsor Name: E. Kyle	Organization Requesting Travel: SHS Girls Wrestling
Date(s) of Travel: 11/20-22/24	Number of Students Traveling: 12	Destination: Arlington, TX	
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. Participate in a girls invitational tournament.			
Method of Transportation (vehicles, drivers, bus companies, etc.): SPS SUV's			
Lodging (hotels, etc): Please provide name and address of hotels, etc. Holiday Inn Express Arlington 1721 Pleasant Pl Arlington, TX 76015			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Elizabeth Tidwell	2. Thomas Diaz	3. Whitney Baca	
4.	5.	6.	
7.	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? N/A			

OUT-OF-STATE TRAVEL APPLICATION FUNDING INFORMATION

Instructions: The table below should include total costs in all categories including the cost of fuel, driver that will be reimbursed to the district. Please provide an answer to all questions or information sought below the table. If not applicable, please indicate using N/A.

Sources of Funds

Projected Costs		General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$			✓		
Ground Transportation / Driver	\$					✓
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$ 1,000			✓		
Food	\$ 500			✓		
Registration	\$ 200			✓		
Other – Explain	\$					

Are scholarships provided for students needing financial assistance?

Yes

No EK

If answer is yes, what is source of funding for scholarship? _____

If answer is no, provide reason.

Booster club will cover all costs.

Sponsor: Before travel may occur, emergency release forms for each student must be on file along with a complete travel roster and itinerary in the Stillwater Public Schools Activities Office. Itineraries should also be provided to each parent before departure.

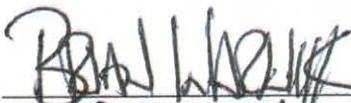


Sponsor Signature

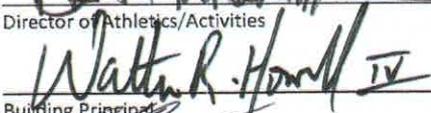
8-6-24

Date

APPROVALS



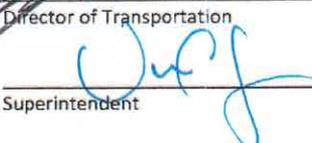
Director of Athletics/Activities



Building Principal



Director of Transportation



Superintendent

Aug 5th '24

Date

8/6/2024

Date

8/7/2024

Date

8.8.24

Date

**OUT-OF-STATE TRAVEL APPLICATION
TRIP ITINERARY**

Date:	Itinerary:
11-20-24	Depart SHS in SPS vehicles for Arlington, TX
11-20-24	Compete at James Martin H.S.
11-22-24	Compete at James Martin H.S.; return to SHS: 11pm



STILLWATER PUBLIC SCHOOLS

OUT-OF-STATE TRAVEL APPLICATION

Instructions: The sponsor requesting out-of-state travel should complete this application in full one month in advance of the trip. A complete itinerary along with any other pertinent information should accompany this application. The sponsor should also have full knowledge that this application must have administrative and Board of Education approval before travel may commence.

The following criteria will be used in approving out-of-state travel:

1. Funding availability
2. Time and effort required to raise funds
3. Benefit of the program
4. Success at state contests
5. School time to be missed
6. Other reasons for justification of trip, i.e. lack of state competition, etc.

All travel must comply with Policy EFD of the Stillwater Public Schools Policies and Procedures manual regarding out-of-state field trips.

Application Date: 8/5/2024	Building: SHS	Sponsor Name: Ethan Kyle	Organization Requesting Travel: SHS Wrestling
Date(s) of Travel: December 5-8, 2024		Number of Students Traveling: 12	Destination: Walsh Ironman Tournament (Stow, Ohio)
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. This trip is for a prestigious invitational wrestling tournament.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Fly to Cleveland, OH then rent vehicles driven by the wrestling coaching staff for transportation locally.			
Lodging (hotels, etc): Please provide name and address of hotels, etc. Fairfield Inn and Suites Akron Stow 4170 Steels Pointe, Stow, OH, 44224			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Ethan Kyle	2. Cody Stites	3. Jodie Wilson	
4.	5.	6.	
7.	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? This will be the 4th consecutive trip our team has taken to this event. We've previously also traveled to Kansas City, MO in December 2021 to participate in the KC Stampede invitational tournament.			

OUT-OF-STATE TRAVEL APPLICATION FUNDING INFORMATION

Instructions: The table below should include total costs in all categories including the cost of fuel, driver that will be reimbursed to the district. Please provide an answer to all questions or information sought below the table. If not applicable, please indicate using N/A.

Sources of Funds

Projected Costs		General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$ 150			✓		
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$ 500			✓		
Air Transportation	\$ 3,500			✓		
Lodging	\$ 3,500			✓		
Food	\$ 1,000			✓		
Registration	\$ 800			✓		
Other – Explain	\$					

Are scholarships provided for students needing financial assistance?

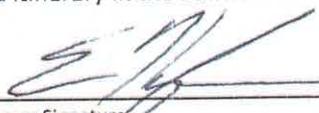
Yes

No

If answer is yes, what is source of funding for scholarship? _____

If answer is no, provide reason. _____

Sponsor: Before travel may occur, emergency release forms for each student must be on file along with a complete travel roster and itinerary in the Stillwater Public Schools Activities Office. Itineraries should also be provided to each parent before departure.

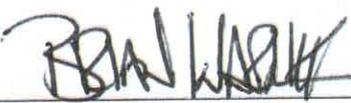


Sponsor Signature

5 August 2024

Date

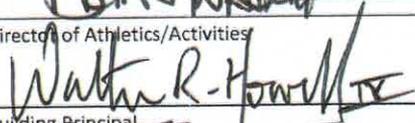
APPROVALS



Director of Athletics/Activities

Aug 5th '24

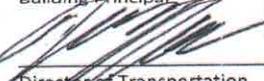
Date



Building Principal

8/5/2024

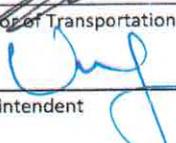
Date



Director of Transportation

8/7/2024

Date



Superintendent

8.8.24

Date

**OUT-OF-STATE TRAVEL APPLICATION
TRIP ITINERARY**

Date:	Itinerary:
12/5/24	6am Depart Stillwater Regional Airport for Cleveland, OH; Stay in Stow, OH
12/6/24	Compete at Walsh Ironman Tournament
12/7/24	Compete at Walsh Ironman Tournament
12/8/24	8am Depart Cleveland for Stillwater, arrive at 2:30pm

BEVERAGE PROVIDER AGREEMENT

This agreement (the “**Agreement**”) is made by and between Coca-Cola Southwest Beverages LLC, a Delaware limited liability company (“**Beverage Provider**”), and the Independent School District No. 16 of Payne County, Oklahoma a/k/a Stillwater Public Schools having its principal place of business at 314 S Lewis Ave Stillwater, OK 74074 (“**District**”).

WITNESSETH:

WHEREAS, Beverage Provider is dedicated to being responsive to local school needs and to improving the communities in which it does business, including by supporting youth development and education, and District has requested a variety of beverages for the use of students, faculty and staff;

WHEREAS, District is vested with the appropriate authority and wishes to grant to Beverage Provider the exclusive beverage availability rights described herein with respect to all schools in the Stillwater Independent School District (“**Schools**”) and with respect to all other facilities owned or operated by the District.

NOW, THEREFORE, in consideration of the promises herein contained, the parties hereto agree as follows:

1. Definitions.

(a) “Agreement Year” means each twelve-month period beginning with the first day of the Term.

(b) “Approved Cups” means disposable cups approved by Beverage Provider from time to time as its standard trademark cups and/or vessels and/or other (disposable and non-disposable) containers approved by Beverage Provider from time to time, all of which shall prominently bear the trademark(s) of Products (as herein defined) on all of the cup surface.

(c) “Beverages” means all non-alcoholic beverages (i.e. anything consumed by drinking), whether or not such beverages (i) contain nutritive, food, or dairy ingredients, OR (ii) are in a frozen form. This definition applies without regard to the beverage's labeling or marketing. Powders, syrups, grounds (such as for coffee), herbs (such as for tea), concentrates, K-Cups® pods and all other beverage bases from which Beverages can be made, and brands and products of water purification and beverage making systems (e.g. Brita®, Soda Stream®, Keurig®) are deemed to be included in this definition. For the avoidance of doubt, “flavor enhancers”, “liquid water enhancers”, and non-alcoholic beverages sold as “shots” or “supplements” are considered Beverages. “Beverage” or “Beverages” shall not include fresh-brewed unbranded coffee and fresh-brewed unbranded tea products, unflavored dairy products, water drawn from the public water supply or unbranded juice squeezed fresh on the Campus.

(d) “Campus” means the entire premises of each and every School and facility owned or operated by District either now or in the future, including without limitation, all elementary, middle, high, post-secondary and alternative schools, athletic facilities, offices, maintenance facilities, and including for each such location, the grounds, parking lots, all buildings which are a part of the location, all cafeterias, faculty and staff lounges, dining facilities, branded and unbranded food service outlets, concession stands, press rooms, sky boxes, stadium suites, vending locations, and players’ benches, sidelines and locker rooms. The defined terms “Schools” and “Stadium” are included within the collective term “Campus.”

(e) “Competitive Products” means any and all Beverages other than Products (as defined herein).

(f) “Concessionaire” means any third party providing services under contract with District on Campus or to Team that directly or indirectly relates to the service of Beverages.

(g) “Products” shall mean Beverage products purchased directly from Beverage Provider or sold through vending machines owned and stocked by Beverage Provider.

(h) “Stadium” shall mean the Stillwater Public Schools Football Stadium, which is located at 1224 N Husband St Stillwater, OK 74075 and all other stadiums within the Campus including, but not limited to, the grounds, parking lots, all buildings which are part of the Stadium, all concession stands, dining facilities, branded and unbranded food service outlets, press rooms, sky boxes, stadium suites, vending and players’ benches, sidelines and locker rooms.

(i) “Team” or “Team(s)” means all interscholastic athletic teams associated with District.

2. Term.

Beverage Provider shall have the rights provided herein for a term of Five (5) years, beginning July 1, 2024 (“Term”), unless mutually extended by written Agreement of the parties or unless sooner terminated as provided herein. After the end of the first full Agreement Year of the Term, District shall have the right to terminate this Agreement, for any reason, by giving Beverage Provider written notice sixty (60) days prior to the anniversary date of this Agreement each year of the Term. Additionally, effective at the end of each full Agreement Year, either party shall have the right to terminate this Agreement, with or without cause, by giving the other party sixty (60) days advance written notice. In the event of such early termination, the provisions of Section 10 below regarding repayment shall apply.

3. Consideration.

In order to advance the educational mission of the District, to benefit the District, its students and educators, to support school wellness efforts and in exchange for the rights granted to Beverage Provider hereunder, Beverage Provider agrees to provide the following funding, programs and other support described below. The parties intend that the use of funding will be focused on some or all of the following:

- Academic enrichment and scholarships
- Improvement of technology at the Schools
- Additional or improved educational materials
- School and Campus improvements
- Student extra-curricular activities
- Educator and Student reward and recognition programs
- Physical fitness and nutrition education programs
- Teaching kids to consume a balanced diet and be physically active

(a) Sponsorship Funding. Beverage Provider agrees to pay District an aggregate of Fifteen Thousand Dollars (\$15,000) for the entire Term (the “**Sponsorship Funding**”). The Sponsorship Funding will be in equal annual installments of Three Thousand (\$3,000). The first installment will be paid within sixty (60) days of the date that this Agreement is fully executed and subsequent payments shall be due on the anniversary date. The Sponsorship Funding shall be deemed earned evenly on a monthly basis over the Agreement Year in which they are paid.

(b) Rebates. Beverage Provider will pay District a rebate of Three Dollars (\$3.00) for each standard physical case (i.e. 24 units) of 20oz Sparkling, 20oz Dasani Water, 20oz Smartwater, 20oz Powerade and 16oz BodyArmor Products purchased and paid for by the District for sale on the Campus during the Term (Rebates). The Rebates shall be paid quarterly in arrears, within Sixty (60) days after the end of each applicable quarter in with the Rebate was earned and will be based on Beverage Provider’s case sales records. Rebates shall not be earned for sales of Products through Beverage Provider’s full service vending machines.

(c) Commissions. Beverage Provider shall pay the District commissions on full-service Beverage vending sales based on the following rates and initial vend prices:

Package	Vend Rate	Commission Rate
20oz Sparkling	\$2.25	15%
20 oz PET - Dasani	\$2.25	10%
20 oz PET - Powerade	\$2.25	15%
12 oz PET - Body Armor	\$2.00	10%
20 oz PET - Smartwater	\$2.50	10%
15.5 oz PET - Topo Chico	\$2.25	10%
18.5 oz PET - Gold Peak	\$2.50	10%
16 oz Can - Monster Brands	\$3.50	10%

Beverage Provider may at any time decrease commissions by more than that percentage in the event of a substantial increase of a material component of Beverage Provider’s cost of goods, manufacture or delivery. Beverage Provider shall notify District thirty (30) days in advance prior to the date any such substantial commission decrease takes effect. The annual commission decrease shall occur automatically.

Commissions are paid based upon cash collected, after deducting legally imposed taxes, deposits, recycling fees, other handling fees, communication charges and credit and debit card fees, if any.

Commissions shall not be payable on any sales from vending machines not filled or serviced by Beverage Provider. Vend prices and packages shall be in effect for the current Agreement Year. There will be a vend rate increase of twenty-five cents (\$.25) in Agreement Year 3 and Agreement Year 5. In addition, Beverage Provider may adjust the vend prices on an annual basis as necessary to reflect changes in its costs, including cost of goods, or to implement cash discounts. Commissions will be paid in arrears, on or about the 20th of each month with an accounting of all sales and monies.

(d) Other Consideration: Beverage Provider shall provide the following to the District:

- (i) Powerade Equipment. Each Agreement Year during the Term, Beverage Provider shall provide District with athletic equipment, including but not limited to, coolers, squeeze bottles and towels. The approximate annual retail value of athletic equipment will not exceed Five Hundred Dollars (\$500.00) in retail value for each Agreement Year, as determined in good faith by Beverage Provider.
- (ii) Complimentary Product. Each Agreement Year during the Term, Bottler shall provide District, upon District’s request, complimentary Product of Beverage Provider’s choosing, with an estimated retail value of up to One Thousand Dollars (\$1,000), as determined in good faith by Beverage Provider. In the event District does not request all complimentary Product by the end of each Agreement Year,

any remaining complimentary Product shall be retained by Beverage Provider with no further obligation to District.

- (iii) Marketing Fund. Each Agreement Year during the Term, Beverage Provider will establish a marketing fund in the maximum amount of Five Hundred Dollars (\$500) to be used to support promotional and marketing activities to promote the sale of Products at the concession locations on Campus (the “Marketing Fund”). Beverage Provider will hold, manage and administer this Marketing Fund. Any amounts remaining unused at the end of any such Agreement Years shall be retained by Beverage Provider with no further obligation to District.

4. Grant of Beverage Availability and Beverage Merchandising Rights.

District hereby grants to Beverage Provider the following exclusive Beverage availability and merchandising rights:

(a) Beverage Availability on Campus. Beverage Provider shall have the exclusive right to make Beverages available for sale and distribution on Campus. District agrees that Products shall be the exclusive Beverages sold, dispensed, served or sampled at all locations and at all functions on the Campus. District agrees that District and all other persons serving Beverages on Campus, including without limitation Concessionaires, food service vendors, teams, and booster clubs, shall purchase all (100%) of their requirements for Products, Approved Cups and carbon dioxide from Beverage Provider. In particular, District shall cause each School administration to do the following:

- (i) Offer a selection of Beverage Provider’s Products to comply with the following standard Beverage guidelines (the “Guidelines”) at the Schools indicated below:

First, the Standards:

Elementary:

- bottled water, including carbonated (no size limit)
- low-fat unflavored milk and non-fat milk (including flavored) and milk alternatives (8 oz or less)
- 100% juice, including diluted with water (with or without carbonation) and no added sweeteners (9 fl oz or less)
- No caffeine, except for trace amounts of naturally occurring.

Middle:

- same as elementary, except serving sizes for milk and 100% juice/diluted juice increase to 12 ounces
- No caffeine, except for trace amounts of naturally occurring.

High:

- plain bottled water, including carbonated (no size limited)
- low-fat unflavored milk and non-fat milk (including flavored) and milk alternatives (12 fl oz or less)
- 100% juice, including diluted with water (with or without carbonation) and no added sweeteners (12 fl oz or less)
- Diet beverages up to 20 fl oz (defined as those that are labeled to contain less than 5 calories per 8 fl oz, or less than or equal to 10 calories per 20 fl oz)
- Mid-calorie beverages that are 40 calories or less per 8 fl oz, capped at 60 calories in a 12 fl oz portion size

- Caffeine Permitted

Products offered at the Schools in compliance with the Guidelines shown above shall be available during the regular and extended school day and at all locations in the Schools, except where not permitted by federal or state regulations. The extended school day includes, but is not limited to, activities such as clubs, athletic practices, yearbook, band and choir practice, student government, drama, and childcare/latchkey programs. District represents and warrants that current federal and state regulations permit the sale of Beverages in Schools at least in accordance with the above Guidelines;

(ii) Obtain Beverage vending services from Beverage Provider, which shall have the exclusive right to provide Beverage vending on Campus;

(iii) Offer juice Products, juice-containing Products and other Products in cafeteria lines of all Schools, if such Products meet state, and federal nutrition and procurement regulations and the above Guidelines;

(iv) Permit Beverage Provider to place a minimum of Six (6) Beverage vending machines and Sixteen (16) Beverage Coolers for Concessions in mutually agreed upon locations as required to meet Beverage availability needs on Campus;

(v) Permit Beverage Provider to place vending machines in all athletic facilities operated by the District, including the Stadium;

(vi) Except as otherwise limited by this Agreement, cause Products to be hawked in stands in Approved Cups and plastic bottles at all sporting events and during all events when any items of any make or description are hawked on the Campus.

(b) Beverage Merchandising Rights. Beverage Provider shall have the exclusive right to merchandise Beverages on Campus including the following specific rights:

(i) Trademarks for Products shall be prominently listed on the menu boards of all food refreshment outlets on Campus;

(ii) District shall ensure that all post-mix Beverages served or pre-mix Beverages served, sold or dispensed at concessions and for Team use (including Beverages sold, served or made available in locker rooms, sidelines and players' benches) shall be served in Approved Cups.

5. Signage for Products.

Beverage Provider shall be entitled to signage locations as selected by Beverage Provider at the Schools and athletic facilities, including but not limited to advertising panels located on the Scoreboard. Such signage shall meet Beverage Provider's reasonable specifications as to design, construction, and general appearance. The location, size and appearance of any sign are subject to District approval, not to be unreasonably withheld. Without the express written consent of Beverage Provider, Beverage Provider's signage on the Campus shall not be altered, obscured in any way or draped at any time or for any reason by any person or entity, including any broadcaster. District shall maintain the Scoreboard, all signs and other promotional materials for Products in good order and repair. All lighted signs and panels promoting Products (including lighted concession advertising) shall be fully illuminated at all events on the Campus for

which any signs are illuminated. Beverage Provider shall have the right of access to its permanent signage at all reasonable times for the purpose of replacement or removal of the same or to modify, change or alter the promotional messages appearing thereon at Beverage Provider's cost and discretion, subject to District approval of content, not to be unreasonably withheld.

6. Competitive Products. During the entire Term and any renewal or extension thereof:

- (a) No Competitive Products may be sold, dispensed or served anywhere on the Campus.
- (b) No permanent or temporary advertising, signage or trademark visibility for Competitive Products will be displayed or permitted anywhere on the Campus, including locker rooms, sidelines and players benches.
- (c) No agreement or relationship will be entered into or maintained by District pursuant to which Competitive Products are associated in any manner with the Campus, Schools, Stadium, Teams and/or events at the Stadium in any advertising, promotional activity or other endeavor which creates or tends to create the impression of a relationship or connection between Competitive Products and Campus, Schools, Stadium, Teams and/or events at the Stadium.

7. Pricing. During Agreement Year one, Beverage Provider agrees to offer District the pricing as set forth in **Exhibit A**. Such prices shall remain in effect until June 30, 2025. Thereafter, such prices will be subject to an annual increase of no more than Five percent (5%) over the previous Agreement Year's price, except in the event of an increase of a component of Beverage Provider's cost of goods, manufacture or delivery or increases in taxes, deposits and other government related fees, in which case Beverage Provider may increase prices to cover such increased costs. Annual price increases shall occur automatically on July 1st.

8. Concessionaires. If, during the Term, District elects to contract with a Concessionaire, District will cause Concessionaire to purchase from Beverage Provider all requirements for Products, Approved Cups, lids and carbon dioxide, as applicable. Such purchases will be made at prices and on terms set forth in Beverage Provider's existing agreement with such Concessionaire, if any. If no agreement exists between Concessionaire and Beverage Provider, such purchases will be made at prices and on terms set forth in this Agreement. District acknowledges that there will be no duplication of allowances, funding or benefits (including pricing) to District or a Concessionaire if such Concessionaire has an existing agreement with Beverage Provider. If such Concessionaire requires Beverage Provider to pay Concessionaire funding or to provide Products pursuant to prices under the separate agreement with Concessionaire, then District agrees that Beverage Provider may deduct such duplicate funding and lost margin on such lower cost Products paid or sold to Concessionaire from any payment made by Beverage Provider to District.

9. Equipment and Service.

(a) During the Term, Beverage Provider will loan to District all Beverage dispensing equipment ("**Equipment**") which is reasonably required in Beverage Provider's discretion to dispense Products at the Campus. District represents and warrants that electrical service on the Campus is proper and adequate for the installation of Equipment, and District agrees to indemnify and hold harmless Beverage Provider from any damages arising out of defective electrical services.

(b) District agrees (i) it will execute documents evidencing Beverage Provider's ownership of the Equipment, (ii) upon request of Beverage Provider, District will execute Beverage Provider's Equipment Placement Agreement ("**BPEPA**"), however, if any of the terms of the BPEPA are in conflict with the terms of this Agreement, this Agreement will control, (iii) the Equipment may not be removed from the

Campus without Beverage Provider's written consent, (iv) District will not encumber the Equipment in any manner or permit any attachment thereto except as authorized by Beverage Provider for the Equipment, and (v) District will be responsible to Beverage Provider for any loss or damage to the Equipment, reasonable wear and tear excepted.

(c) Beverage Provider will provide District with reasonable, free service to its Equipment. All equipment service will be provided during normal business hours. Beverage Provider shall not be obligated to provide service hereunder during periods in which it is prevented from doing so due to strikes, civil disturbances, unavailability of parts or other causes beyond the control of Beverage Provider. Beverage Provider shall not be liable for damages of any kind arising out of delays in rendering service.

10. Repayment of Funding. In the event of termination during the Term for any reason, District agrees to repay Beverage Provider pursuant to the terms of **Exhibit B** and not to claim that any of the amounts in **Exhibit B** constitute a penalty and to pay a pro rata refund of the costs of refurbishing and installing the Equipment. The parties further agree that, in the event of termination of the Agreement prior to the end of the Term, the District will pay any costs of court, attorneys' fees or related expenses incurred by Beverage Provider to enforce the terms of this Agreement.

11. Remedies for Loss of Rights.

(a) In addition to any other legal or equitable remedy, District will have the right to terminate this Agreement upon forty-five (45) days prior written notice to Beverage Provider at any time if:

(i) Beverage Provider fails to make any payment due under this Agreement, and if such default continues uncured for the forty-five day period referenced in this Section 11(a); or

(ii) Beverage Provider breaches any material term or condition of this Agreement, and if such breach continues uncured for the forty-five day period referenced in this Section 11(a).

(b) In addition to any other legal or equitable remedy, Beverage Provider will have the right to terminate this Agreement upon forty-five (45) days prior written notice to District at any time if:

(i) District breaches any material term or condition of this Agreement, and if such breach continues uncured for the forty-five day period referenced in this Section 11(b); or

(ii) District's right to convey the promotional and Beverage availability rights contained in this Agreement expire or are revoked; or

(iii) Any material component of the Campus is closed for a period of one hundred twenty (120) days or more.

(c) Upon termination of this Agreement for any reason, except as set forth in Section 11(a), District shall pay to Beverage Provider the repayment terms set forth in **Exhibit B** and a pro rata refund of the costs of refurbishing and installing the Equipment.

(d) If any material component of the Campus is closed for more than thirty (30) consecutive days, but less than one hundred twenty (120) consecutive days, Beverage Provider may extend the Term for a corresponding period, whether or not such closure is due to a cause beyond the reasonable control of District.

(e) If (i) any of the rights granted to Beverage Provider herein are materially restricted or limited during the Term or (ii) if there is a closing of any material component of the Campus, or (iii) a Team fails to play all of its scheduled home games on the Campus for a period of more than thirty (30) consecutive days during its scheduled season, (iv) the average daily census for students on Campus for in-person classes, which District will report to Beverage Provider no later than thirty (30) days after the end of each semester, declines below 90% of the average on Campus, in-person enrollment from Fall 2019, (v) the standard school year is shortened; or (vi) government or other regulation limits or prohibits the availability of Beverages as outlined in Section 4; (whether or not due to a cause beyond the reasonable control of District including a strike or other work stoppage), then in addition to any other remedies available to Beverage Provider, Beverage Provider may elect, at its option, to adjust the Sponsorship Funding to be paid to District for the then remaining portion of the Term (and District shall pay to Beverage Provider as required by **Exhibit B** and a pro rata refund of the costs of refurbishing and installing the Equipment), or to extend the Term of this Agreement, to reflect the diminution of the value of rights granted hereunder to Beverage Provider. In the event Beverage Provider elects to exercise its right to such adjustment and refund, District may, at its option, within ten (10) days following receipt of notice of any adjustment, notify Beverage Provider of its disagreement with the amount of the adjustment. The parties will then attempt in good faith to resolve the disagreement over such adjustment. If the parties cannot, after good faith negotiations, resolve the matter, Beverage Provider may exercise the right of termination described in Section 11(b) above.

(f) Beverage Provider shall have the right to withhold and not pay further Sponsorship Funding or any other amounts which may become payable to District pursuant to this Agreement if: (i) District has failed to perform its obligations hereunder, (ii) Beverage Provider's rights hereunder have been lost, limited or restricted, or (iii) there exists a bona fide dispute between the parties.

12. Notices. Any notices or other communication hereunder shall be in writing, shall be sent via registered or certified mail, and shall be deemed given when received.

If to Beverage Provider:

Coca-Cola Southwest Beverages LLC
600 N May Ave
Oklahoma City, OK 73107
Attention: Hector Amaya

with a copy to:

Coca-Cola Southwest Beverages LLC
Two Lincoln Centre
5420 Lyndon B. Johnson Freeway, Suite 800
Dallas, TX 75240
Attention: General Counsel

If to District:

Stillwater Public Schools
314 S Lewis Ave
Stillwater, OK 74074
Attention: Superintendent

TERMS AND CONDITIONS

Representations, Warranties and Covenants

(a) Representations, Warranties and Covenants of District. District represents, warrants and covenants to Beverage Provider as follows:

(i) District Authority. District has full power and authority to enter into this Agreement and to grant and convey to Beverage Provider the rights set forth herein.

(ii) District Binding Obligation. All necessary approvals for the execution, delivery and performance of this Agreement by District have been obtained, and this Agreement has been duly executed and delivered by District and constitutes the legal and binding obligation of District enforceable in accordance with its terms.

(iii) No Conflict With Other Agreements. District has not entered into, and during the Term of this Agreement, will not enter into (a) any other agreements (including agreements with any broadcaster or any other Beverage providers of the Campus, Schools, Stadium and/or the Teams) which would prevent it from fully complying with the provisions of this Agreement or (b) any agreement granting Beverage availability and merchandising that are inconsistent with the rights granted to Beverage Provider pursuant to this Agreement, including any agreements with Concessionaires or third party food service operators, vending companies, boosters, parents and student groups, and/or other entities which sell, distribute or advertise Beverages and/or food (including agreements with broadcasters or other Beverage Providers of the Campus, Schools, Stadium and/or the Teams). District further covenants that it will require compliance with the relevant provisions of this Agreement by third party food service operators, vending companies, Concessionaires, boosters, parent and student groups, and/or other entities which sell, distribute or advertise Beverages and/or food on the Campus, or which sponsor events on the Campus.

(b) Representations and Warranties and Covenants of Beverage Provider. Beverage Provider hereby represents, warrants and covenants as follows:

(i) Authority. Beverage Provider has full power and authority to enter into and perform this Agreement.

(ii) Binding Agreement. All necessary approvals for the execution, delivery and performance of this Agreement by Beverage Provider, have been obtained, and this Agreement has been duly executed and delivered by Beverage Provider, and constitutes the legal and binding obligation of Beverage Provider, enforceable in accordance with its terms.

(iii) No Conflict With Other Agreements. Beverage Provider has not entered into and during the Term of this Agreement, will not enter into, any other agreements which would prevent it from fully complying with the provisions of this Agreement.

© General. Each of the parties hereto agree that the representations, warranties and covenants contained herein shall survive the execution and delivery, and if appropriate the termination, of this Agreement.

Assignment. District may not assign this Agreement without the prior written consent of Beverage Provider. Beverage Provider may assign all or part of its rights and obligations under this Agreement to any licensed bottler of The Coca-Cola Company ("Company"), Company or any of Company's subsidiaries.

Claims. In no event will Beverage Provider accept any audits of, or claims of discrepancies or errors in, pricing, rebates, commissions, funding, discounts, or other consideration provided under this Agreement ("Claims") more than one (1) year from the date of invoice or the date of funding or consideration, as applicable. In order to present Claims within forty-five (45) days of the date of invoice, commission report, check or other applicable documentation, District shall provide Beverage Provider a detailed, written request specifying the particular price, commission, funding, product, amount in dispute and reason for dispute, along with a true copy of the original invoice, commission report, check or other applicable documentation. In order to present Claims later than forty-five (45) days from the date of invoice (but not more than one (1) year from the date of invoice), District shall provide to the Beverage Provider a request as specified above, and, in addition, submit true copies of any check remittances, and any other relevant documentation showing proof of Claim. Beverage Provider will review each Claim in good faith and provide responses to each properly-made Claim. Beverage Provider will work directly with the District to resolve any Claims or audit issues, but will not interact with third-party auditors or contractors. Any audits requested by District shall take place during normal business hours and shall be conducted at Beverage Provider's place of business.

Modifications. No modification or waiver of any of the terms and conditions of this Agreement shall be effective unless such modification or waiver is expressed in writing and executed by each of the parties hereto. This Agreement may be amended only in writing signed by each of the parties hereto.

Relationship of Parties. The parties are acting herein as independent contractors and independent employers. Nothing herein contained shall create or be construed as creating a partnership, joint venture or agency relationship between any of the parties and no party shall have the authority to bind the other in any respect.

Retention of Rights. District shall not obtain, by this Agreement, any right, title or interest in the trademarks of The Coca-Cola Company, nor shall this Agreement give District the right to use, refer to, or incorporate in marketing or other materials the name, logos, trademarks or copyrights of The Coca-Cola Company.

Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

Applicable Law. Each of the parties hereto agrees that it will, in its performance of its obligations hereunder, fully comply with all applicable laws, regulations and ordinances of all relevant authorities and shall obtain all licenses, registrations or other approvals required in order to fully perform its obligations hereunder.

Jury Waiver. **EACH PARTY, TO THE EXTENT PERMITTED BY LAW, KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVES ITS RIGHT TO A TRIAL BY JURY IN ANY ACTION OR OTHER LEGAL PROCEEDING ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT AND THE TRANSACTIONS IT CONTEMPLATES. THIS WAIVER APPLIES TO ANY ACTION OR LEGAL PROCEEDING, WHETHER ARISING IN CONTRACT, TORT OR OTHERWISE.**

Captions. The captions used in this Agreement are for convenience only and shall not affect in any way the meaning or interpretation of the provisions set forth herein.

Entire Agreement. This Agreement shall constitute the complete and exclusive written expression of the intentions of the parties hereto and shall supersede all previous communications, representations, Agreements, promises or statements, either oral or written, by and between either party.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed as of the date last below written.

Beverage Provider:

By: Kimberly Adler
Kimberly Adler (Aug 1, 2024 16:09 CDT)

Printed Name: Kimberly Adler

Title: Director Food Service & On-Premise

Date: 08/01/2024

District:

By: _____

Printed Name: _____

Title: _____

Date: _____

EXHIBIT A

Pricing Schedule*

Package	Units Per	Price Y1
20 oz PET - KO CSD	24	\$34.32
20 oz PET - Dasani	24	\$22.80
20 oz PET - Smartwater	24	\$33.60
20 oz PET - Powerade	24	\$30.48
16 oz PET - BodyArmor	12	\$20.16
18.5 oz PET - Gold Peak	12	\$21.82
23 oz CAN - Peace Tea	12	\$13.68
20 oz PET - Vitaminwater	12	\$19.32
14 oz PET - YUP	12	\$19.56
14 oz PET - Core Power	12	\$33.48
16 oz Can - Monster Brands	24	\$42.72

*All prices are exclusive of taxes, deposits, handling fees and recycling fees.

EXHIBIT B

Repayment Terms

In the event of termination during any Agreement Year of the Term, District shall pay the following to Beverage Provider:

Month in which termination occurs during any Agreement Year	Amount due Beverage Provider
first month of any Agreement Year	\$3,000.00
second month	\$2,750.00
third month	\$2,500.00
fourth month	\$2,250.00
fifth month	\$2,000.00
sixth month	\$1,750.00
seventh month	\$1,500.00
eighth month	\$1,250.00
Ninth month	\$1,000.00
Tenth month	\$750.00
eleventh month	\$500.00
twelfth month	\$250.00

These figures assume that the Agreement Year payment has been made for the Agreement Year in question. If no payment has been made, nothing shall be payable to Beverage Provider pursuant to this Exhibit B.

Stillwater Public Schools Coca-Cola Contract for Signature 07-24-24

Final Audit Report

2024-08-01

Created:	2024-07-31
By:	Beatriz Rodriguez (rodriguezbeatriz@cocacolaswb.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5od5sSqUBs_wJHbjBINiAg-WQ399YW2d

"Stillwater Public Schools Coca-Cola Contract for Signature 07-24-24" History

-  Document created by Beatriz Rodriguez (rodriguezbeatriz@cocacolaswb.com)
2024-07-31 - 3:33:42 PM GMT
-  Document emailed to kimberly.adler@cocacolaswb.com for signature
2024-07-31 - 3:33:47 PM GMT
-  Email viewed by kimberly.adler@cocacolaswb.com
2024-08-01 - 9:09:13 PM GMT
-  Signer kimberly.adler@cocacolaswb.com entered name at signing as Kimberly Adler
2024-08-01 - 9:09:48 PM GMT
-  Document e-signed by Kimberly Adler (kimberly.adler@cocacolaswb.com)
Signature Date: 2024-08-01 - 9:09:50 PM GMT - Time Source: server
-  Agreement completed.
2024-08-01 - 9:09:50 PM GMT

2024-2025 SWIMMING PROGRAM CONTRACT

Between Independent School District Number 16, Stillwater Public Schools AND YMCA of Greater Oklahoma City, Stillwater Branch

This agreement entered this _____ day of _____ between INDEPENDENT SCHOOL DISTRICT NUMBER 16, STILLWATER, PAYNE COUNTY, OKLAHOMA (SPS) AND YMCA OF GREATER OKLAHOMA CITY, STILLWATER BRANCH (YMCA)

WITNESSETH:

In consideration of the covenants, agreements, and payments herein forth the parties agree as follows:

1. YMCA shall make its swimming pool available and allow SPS the use thereof on a non-exclusive basis, for the swimming program, from 2:30 – 5:30 p.m. Monday through Friday beginning August 2024 through May 2025, except Christmas vacation, during which time SPS swim team will schedule two practices per day that are compatible with YMCA activities.

School groups authorized to participate under this contract are:

- A. High School swim team
 - B. Other SPS athletic teams
2. Pool Usage – Only recognized groups approved by the YMCA and the High School may use the pool during the school contracted time.
 3. Secure Area – YMCA will provide a secured storage area for SPS. There will be two (2) keys; one for the SPS coach and one for the YMCA director, which will be always secured.
 4. YMCA shall operate and maintain its swimming pool in a safe and responsible manner and in compliance with all state laws, city codes, and policies of the YMCA, where applicable. YMCA, in good faith, will keep water temperatures during SPS practice and swim meets at 84-86 degrees. SPS personnel shall comply with all policies of the YMCA while using the facility. YMCA shall be responsible for concessions and may retain revenues.
 5. SPS shall provide coach supervision by certified personnel during SPS use of the pool. SPS shall provide a coach and transportation to all swim meets in which a team is representing Stillwater High School.
 6. Each party shall maintain in full force and effect for the benefit of the other party, liability insurance covering its activities, arising out of the contract with the limits of

\$1,000,000 for each claim. Each party shall furnish the other a certificate of insurance for its respective liability coverage.

7. In consideration of the foregoing, SPS agrees to pay a total of \$33,960 in the following manner:
 - a. \$16,980 on or about October 1st, 2024, after receipt of appropriate invoice from the YMCA.
 - b. \$16,980 on or about January 1st, 2025, after receipt of appropriate invoice from the YMCA.

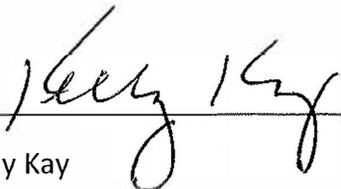
In addition, the school district will pay \$645 for each three-hour home meet. The 2024-25 schedule is anticipated to have four swim meets. Each swim meet will be paid for after the receipt of an appropriate invoice from the YMCA.

8. The relationship of the YMCA to SPS is that of independent contract and neither party shall be responsible for liabilities nor claims against the other.
9. This agreement shall expire June 30, 2025, unless extended in writing by the parties.

INDEPENDENT SCHOOL DISTRICT NUMBER 16
STILLWATER, PAYNE COUNTY, OKLAHOMA (SPS)

Marshall Baker
President, School Board

YMCA OF GREATER OKLAHOMA CITY
STILLWATER BRANCH (YMCA)



Kelly Kay
President, CEO of YMCA of Greater Oklahoma City

Current Rental Rates

Hours Per Week	Rate per lane
8 to 12	\$12.00
12+ to 16	\$10.00
16+ to 20	\$9.50
20+ to 25	\$9.00
25+	\$8.50

Lane Rental

	Lanes	Hours	Rate	Week	Weekly Rate	Monthly Rate	Year (46 weeks)
School Competitive Season							
8 lanes for 12.5 hr/wk	8	12.5	\$ 10.00	21	\$1,000	\$4,000	\$21,000
*2.5 hour practice 5 days per week: 12.5hrs/week(Competitive Season: Oct. - Feb., 21 week)							
School Off Season							
8 lanes for 12.5 hr/wk	8	7.5	\$ 12.00	18	\$720	\$2,880	\$12,960
*1.5 hour practice 5 days per week: 7.5hrs/week (Aug. & Sept. 7 weeks, March - May, 11 weeks)							

Total:	\$33,960	
		Discount Applied
Year 1:	\$16,980	50%
Year 2:	\$25,470	25%
Year 3:	\$33,960	0%

Facility Meet Rental

Meet Schedule	Meet Total
Meet 1: meet for 3 hours	\$645
Meet 2: meet for 3 hours	\$645
Meet 3: meet for 3 hours	\$645
Meet 4: meet for 3 hours	\$645
Total:	\$2,580

RACHEL DILLIN SEAT NUMBER 1	TRAININGS/WORKSHOPS	SCHOOL FINANCE	ORA/OMA	NEW LAWS	ETHICS	LEGAL ISSUES	SCHOOL EMPLOY	CONT EDU	NEW/APPT	CONT EDU	INCUM REQ	INCUM CONT EDU
	REQUIRED POINTS	1	1		1			15	12	15	NA	NA
Appointed 12/12/23	6/4/24- 2024 Legislative Review				1							
Expire 2026												
Term Start Date: 12/12/23												
Term End Date: 12/11/28												
15 Month Date: 3/11/25									1	0	NA	NA

TIM RILEY SEAT NUMBER 2	TRAININGS/WORKSHOPS	SCHOOL FINANCE	ORA/OMA	NEW LAWS	ETHICS	LEGAL ISSUES	SCHOOL EMPLOY	CONT EDU	NEW/APPT	CONT EDU	INCUM REQ	INCUM CONT EDU
	REQUIRED POINTS	1	1		1			15	NA	NA	6	15
Incumbent Elected 2022	5/11/22-The Art of Being President				4						4	
Expire 2027	4/28/23-Executive Session: Keeping it Legal		1								1	
Term Start Date: 4/5/22	4/29/23-Minding the Money: Student Act Funds	1									1	
Term End Date: 4/6/27	8/26/23-OSSBA/CCOSA Education Leadership Conf											
15 Month Date: 7/31/23	**Leveraging the Oklahoma Opportunity Scholarship Tax	1										1
	**School Finance for School Board Members	1										1
	**A Seat at the Table				1							1
									NA	NA	6	3

Roberta Douglas SEAT NUMBER 3	TRAININGS/WORKSHOPS	SCHOOL FINANCE	ORA/OMA	NEW LAWS	ETHICS	LEGAL ISSUES	SCHOOL EMPLOY	CONT EDU	NEW/APPT	CONT EDU	INCUM REQ	INCUM CE CONT EDU
	REQUIRED POINTS	1	1		1			15	NA	NA	6	15
Elected 2023	8/27/22-OSSBA-CCOSA Education Leadership Conf											
Expire 2028	**The State of Children's Mental Health in Oklahoma				1						1	
Term Start Date: 7/12/22	**Understanding and Advocating for Impact Aid Funding	1									1	
Term End Date: 4/4/28	**The Oklahoma Open Meeting Act-Repeat		1								1	
15 Month Date: 7/31/24	**School Board Member Roles/Responsibilities-Repeat				1						1	
	**Legislative Session in Review				1						1	
	8/26/23-OSSBA/CCOSA Education Leadership Conf											
	**Innovative Workforce Development Programs				1						1	
	**HB 1775: Separating Fact from Fiction				1							1
	**The First Amendment in PS Libraries				1							1
	**Community Engagement and Communication				1							1

- **2023 Legislative Session in Review
- **School Board Member Roles and Responsibilities
- **School Finance for School Board Members
- **You Can't Always Get What You Want, But Need
- **General Session I
- ** 6-4-24- 2024 Legislative Review

			1										1
			1										1
1													1
			1										1
			2										2
			1										1
									NA	NA	6	10	

GAY WASHINGTON SEAT NUMBER 4	TRAININGS/WORKSHOPS REQUIRED POINTS	SCHOOL FINANCE	ORA/OMA	NEW LAWS	ETHICS	LEGAL ISSUES	SCHOOL EMPLOY	CONT EDU	NEW/APPT	CONT EDU	INCUM REQ	INCUM CE CONT EDU
		1	1		1			15	12	15	NA	NA
Elected 2024 Expire 2029 Term Start Date: 4/8/24 Term End Date: 4/8/29 15 Month Date: 7/7/25	6-6-24- New School Board Member Boot Camp	1	1		4				6			
					1				1			
									7	0	NA	NA

MARSHALL BAKER SEAT NUMBER 5	TRAININGS/WORKSHOPS REQUIRED POINTS	SCHOOL FINANCE	ORA/OMA	NEW LAWS	ETHICS	LEGAL ISSUES	SCHOOL EMPLOY	CONT EDU	NEW/APPT	CONT EDU	INCUM REQ	INCUM CE CONT EDU
		1	1		1			15	12	15	NA	NA
Elected 2021 Expire 2025 Term Start Date: 4/6/21 Term End Date: 4/1/25 15 Month Date: 7/31/22	6/12/21-New Member Workshop				3				3			
	6/12/21-New Member Workshop	1							1			
	6/12/21-New Member Workshop		2						2			
	6/12/21-New Member Workshop				4				4			
	6/12/21-New Member Workshop	2							2			
	8/27/22-OSSBA/CCOSA Education Leadership											
	** Success w/the Science of Reading: One District's Story				1					1		
	**E-Rate 101	1								1		
	**2022 Legislative Session in Review				1					1		
	**Life Ready Graduates				1					1		
	**What do you do when Library Materials are Challenged				1					1		
	8/26/23-OSSBA/CCOSA Education Leadership Conf											
	**The Effect of Legislation on the FY24 State Aid Formula	1								1		
	**School Finance for School Board Members	1								1		
	**An Amazing Partnership				1					1		
**General Session I 2023				2					2			
									12	10	NA	NA



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: August 13, 2024

AGENDA ITEM:

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

BOARD ACTION REQUESTED:

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

BACKGROUND INFORMATION:

The attached report lists the requested use of CM contingency and allowances by Willowbrook, Inc. for RFI-09: Cap Existing Waterline Branches on the SPS Bond 2023 HS Phase I Construction Project Amendment 1 Early Bid Package.

The requests made in this agenda item do not impact the GMP.



CM Contingency Modification

0309a. - Stillwater P.S. New H.S. Early Packages

Title: RFI 09 - Cap Existing Waterline Branches

CM Contingency Modification : # 3

Date: 07/24/2024 **Date Required:**

Description of Work: Cap two (2) existing water line branches that have faulty valves to allow for demolition to continue as outlined in RFI 09.

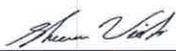
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : RFI 09 - Cap Existing Waterline Branches	0.00	LS	0.00	- 3,980.0	0.0	0.00	- 3,980.00	
2 : D Owen	0.00	LS	0.00	3,980.0	0.0	0.00	3,980.00	

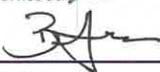
Total Change Amount: 0.00

Notes: This Modification may add scope beyond the original contract documents. If the funds committed by this modification are needed for legitimate construction related items the contingency fund will be replenished in the amount of this modification by the owner.

Approved By:

 8/05/2024
 Construction Manager: _____ Date:

 08/05/2024
 Architect: _____ Date:

 8-5-24
 Owner: _____ Date:



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Michael Arnold, Chief Financial Officer
APPROVED BY: Uwe Gordon, Superintendent
DATE: August 13, 2024

AGENDA ITEM: 5A
Treasurer's Report

BOARD ACTION REQUESTED:
Consider and Vote to approve Treasurer's report as of July 31, 2024

BACKGROUND INFORMATION:
This monthly report provides month-to-date and year-to-date information on the current standings of the district's finances.



July 31, 2024

GENERAL

FUND

REVENUES



July 31, 2024

Fund 11 (General Fund)		Fiscal Year 2025 (July 1, 2024 - June 30, 2025)			
	Source of Income	Current Collected	Expected Revenue	YTD Collected	Difference
Local Sources	1110 - Ad Valorem C/Y	\$ 98,063.29	\$ 18,938,872.00	\$ 98,063.29	\$ (18,840,808.71)
	1120 - Ad Valorem P/Y	\$ 9,570.16	\$ 350,000.00	\$ 9,570.16	\$ (340,429.84)
	1130 - Revenue in Lieu of Taxes	\$ -		\$ -	\$ -
	1140 - TIFF	\$ -		\$ -	\$ -
	1230 - Summer School Tuition	\$ -	\$ 12,000.00	\$ -	\$ (12,000.00)
	1310 - Interest Earnings	\$ 81,477.96	\$ 280,000.00	\$ 81,477.96	\$ (198,522.04)
	1350 - Interest on Taxes	\$ -		\$ -	\$ -
	1410 - Rental of School Facilities	\$ -		\$ -	\$ -
	1440 - Sales of Equipment, Services, and Materials	\$ -		\$ -	\$ -
	1510 - Insurance Loss Revoveries	\$ -		\$ -	\$ -
	1530 - Damage to School Property	\$ -		\$ -	\$ -
	1590 - Miscellaneous Reimbursement	\$ -	\$ 200,000.00	\$ 19,944.95	\$ (180,055.05)
	1660 - Mineral Royalties	\$ -	\$ 3,000.00	\$ -	\$ (3,000.00)
	1690 - All Other Miscellaneous Revenue	\$ -	\$ 5,000.00	\$ -	\$ (5,000.00)
Total Local Sources		\$ 189,111.41	\$ 19,788,872.00	\$ 209,056.36	\$ (19,579,815.64)
IS	2100 - County Four Mill	\$ 9,075.15	\$ 1,848,708.00	\$ 9,075.15	\$ (1,839,632.85)
	2200 - Country Apportionment (Mortgage Tax)	\$ 27,994.80	\$ 369,553.00	\$ 27,994.80	\$ (341,558.20)
	2900 - Other Intermediate Sources	\$ -	\$ -	\$ -	\$ -
Total Intermediate Sources		\$ 37,069.95	\$ 2,218,261.00	\$ 37,069.95	\$ (2,181,191.05)
		Current Collected	Expected Revenue	YTD Collected	Difference
State Sources	3110 - Gross Production Tax	\$ 15,794.11	\$ 326,859.00	\$ 15,794.11	\$ (311,064.89)
	3120 - Motor Vehicle Collections	\$ 858.78	\$ 2,547,564.00	\$ 858.78	\$ (2,546,705.22)
	3130 - Rural Electrification Administration Tax	\$ 15,879.58	\$ 192,395.00	\$ 15,879.58	\$ (176,515.42)
	3140 - State School Land Earnings	\$ 86,768.42	\$ 900,835.00	\$ 86,768.42	\$ (814,066.58)
	3150 - Vehicle Tax Stamp	\$ 8,788.08	\$ 6,217.00	\$ 8,788.08	\$ 2,571.08
	3160 - Farm Implement Tax	\$ 554.40	\$ 3,317.00	\$ 554.40	\$ (2,762.60)
	3210 - Foundation and Salary Incentive Aid	\$ -	\$ 19,041,919.00	\$ -	\$ (19,041,919.00)
	3250 - Education Flexible Benefit Allowance	\$ -	\$ 5,530,134.00	\$ -	\$ (5,530,134.00)
	3310 - Alternative and High Challenge Education	\$ -	\$ 177,096.00	\$ -	\$ (177,096.00)
	3412 - National Board Certified Bonus	\$ -	\$ 84,000.00	\$ -	\$ (84,000.00)
	3415 - Reading Sufficiency Act	\$ -	\$ 93,984.00	\$ -	\$ (93,984.00)
	3420 - State Textbook	\$ -	\$ 390,673.00	\$ -	\$ (390,673.00)
	3440 - Driver Education	\$ -	\$ 3,630.00	\$ -	\$ (3,630.00)
	3620 - State Land Reimbursement	\$ -	\$ -	\$ -	\$ -
	361 3690 - A.C.E.	\$ -	\$ 72,782.00	\$ -	\$ (72,782.00)
	190 3690 - MTSS Grant	\$ -	\$ 24,560.00	\$ -	\$ (24,560.00)
	201 3690 - DPHHS Refugee	\$ -	\$ 30,300.00	\$ -	\$ (30,300.00)
	3811 - Career Tech (Salary Assistance)	\$ -	\$ 63,460.00	\$ -	\$ (63,460.00)
	3812 - Career Tech (Program Assistance)	\$ -	\$ 198,000.00	\$ -	\$ (198,000.00)
376 Safety/SRO Funding	\$ -	\$ 92,000.00	\$ -	\$ (92,000.00)	
3892 - OK Education Lottery fund	\$ -	\$ -	\$ -	\$ -	
Total State Sources		\$ 128,643.37	\$ 29,779,725.00	\$ 128,643.37	\$ (29,651,081.63)

		Fiscal Year 2025 (July 1, 2024 - June 30, 2025)			
		Current Collected	Expected Revenue	YTD Collected	Difference
Federal Sources	561 4140 - Federal - Title VII, Part A, Indian Education	\$ -	\$ 95,000.00	\$ -	\$ (95,000.00)
	511 4210 - Federal - Title I	\$ -	\$ 1,289,119.00	\$ -	\$ (1,289,119.00)
	515 4210 - Federal - Title School Support	\$ -		\$ -	\$ -
	518 4210 - Federal - Title IA	\$ -		\$ -	\$ -
	541 4271 - Federal - Title II	\$ -	\$ 229,905.00	\$ -	\$ (229,905.00)
	572 4281 - Federal - Title III Part A	\$ -	\$ 36,689.00	\$ -	\$ (36,689.00)
	613 4310 - Federal - IDEA SPED Prof Dev	\$ -	\$ 154,218.00	\$ -	\$ (154,218.00)
	615 4310 - Federal - IDEA (Prof Dev)	\$ -		\$ -	\$ -
	618 4310 - Federal - IDEA 18-22 Yr Old Dev	\$ -		\$ -	\$ -
	621 4310 - Federal - IDEA	\$ -	\$ 1,491,319.00	\$ -	\$ (1,491,319.00)
	625 4310 - Federal - IDEA Private School	\$ -		\$ -	\$ -
	628 4310 - Federal - IDEA ARP FlowThru	\$ -		\$ -	\$ -
	629 4310 - Federal - IDEA ARP Private School	\$ -	\$ 6,001.00	\$ -	\$ (6,001.00)
	641 4340 - Federal - IDEA PreK	\$ -	\$ 33,167.00	\$ -	\$ (33,167.00)
	642 4340 - Federal - IDEA PreK Private School	\$ -	\$ 58.00	\$ -	\$ (58.00)
	552 4442 - Federal - Title IV A	\$ -	\$ 109,375.00	\$ -	\$ (109,375.00)
	587 4470 - Federal - Title VI Part B	\$ -	\$ 110,071.00	\$ -	\$ (110,071.00)
	596 4480 - Federal - Title IX Homeless	\$ -	\$ 78,694.00	\$ -	\$ (78,694.00)
	721 4689 - Federal - CARES	\$ -		\$ -	\$ -
	722 4689 - Federal - Counselor Corp	\$ -	\$ 140,445.00	\$ -	\$ (140,445.00)
	723 4689 - Federal - COVID	\$ -		\$ -	\$ -
725 4689 - Federal - Student Teacher	\$ -		\$ -	\$ -	
787 4689 - Federal - Project Get Fit	\$ -		\$ -	\$ -	
misc	\$ -	\$ 37,139.00	\$ -	\$ (37,139.00)	
793 4689 - Federal - ESSER II	\$ -		\$ -	\$ -	
795 4689 - Federal - ARP Relief	\$ -	\$ 3,070,058.00	\$ -	\$ (3,070,058.00)	
796 4689 - Federal - ARP Homeless	\$ -	\$ 85,508.00	\$ -	\$ (85,508.00)	
797 4689 - Federal - ESSR III Homeless	\$ -		\$ -	\$ -	
799 DUE FROM PRIOR YEAR	\$ 238,721.02	\$ 2,631,177.00	\$ 247,781.07	\$ (2,383,395.93)	
Total Federal Sources	\$ 238,721.02	\$ 9,597,943.00	\$ 247,781.07	\$ (9,350,161.93)	
Total Revenue FUND 11 - General Fund		\$ 593,545.75	\$ 61,384,801.00	\$ 622,550.75	\$ (60,762,250.25)
Surplus Transferred Prior Year (Carryover/Fund Balance)				\$ 4,592,995.36	
Total Collections and Surplus				\$ 5,215,546.11	
Non-revenue Receipts	5120 - Return of Change	\$ -		\$ -	
	5130 - Petty Cash	\$ -		\$ -	
	5160 - Activity Fund Reimbursement	\$ -		\$ -	
	5600 - Correcting Entries	\$ -		\$ -	
Subtotal				\$ 5,215,546.11	
Warrants Paid					
Adjusted Cash Balance in Fund 11 (General Fund)				\$ 5,215,546.11	



July 31, 2024

GENERAL

FUND

EXPENDITURES

STILLWATER PUBLIC SCHOOLS

General Fund Expenditures

Jul-24

Proj #	Project Name	BUDGET	RANGE TO DATE	YTD	ENCUMBRANCES	END BUDGET
LOCAL						
000	Lapsed Appropriations & Adjustments	-	-	-	-	-
001	HIGH SCHOOL	5,257.00	-	-	4,262.70	994.30
002	JUNIOR HIGH	9,328.00	-	-	852.20	8,475.80
003	MIDDLE SCHOOL	3,153.00	-	-	2,698.61	454.39
004	HIGHLAND PARK	15,266.00	-	-	-	15,266.00
005	RICHMOND	7,121.00	-	-	462.00	6,659.00
006	SANGRE RIDGE	11,006.00	9,002.43	9,002.43	972.00	1,031.57
007	SKYLINE	11,841.00	-	-	-	11,841.00
008	WESTWOOD	5,825.00	-	-	-	5,825.00
009	WILL ROGERS	11,538.00	-	-	-	11,538.00
010	LINCOLN	2,015.00	-	-	418.65	1,596.35
011	curriculum & instruction	150,000.00	23,700.86	23,700.86	15,042.60	111,256.54
012	nurses supplies	5,500.00	-	-	3,796.61	1,703.39
013	instructional supplies	150,000.00	-	-	-	150,000.00
014	custodial supplies	200,000.00	238.15	238.15	27,261.85	172,500.00
015	Golden Oaks	500.00	-	-	-	500.00
016	OAC Equipment Grant	-	5,854.37	5,854.37	56,662.86	(62,517.23)
019	Library	40,734.00	-	-	-	40,734.00
020	Class Funding -> Virtual Academy	1,323.00	-	-	-	1,323.00
021	Summer School	5,300.00	24,311.66	24,311.66	-	(19,011.66)
022	Extended School Year	1,615.00	6,621.64	6,621.64	-	(5,006.64)
023	PR & Communications	15,000.00	69.50	69.50	2,930.50	12,000.00
024	band	20,000.00	-	-	10,814.84	9,185.16
025	orchestra	12,000.00	-	-	-	12,000.00
026	legal services	115,000.00	-	-	121,200.00	(6,200.00)
027	audit services	25,000.00	-	-	14,000.00	11,000.00
028	postage and freight	15,000.00	136.00	136.00	41,914.00	(27,050.00)
029	BOE/Admin Travel & Training	35,000.00	296.42	296.42	16,510.58	18,193.00
032	finance data processing	135,000.00	130,658.90	130,658.90	50,920.00	(46,578.90)
033	Misc. Admin Exp (non-instructional)	100,000.00	7,438.88	7,438.88	39,245.12	53,316.00
034	SPED Student Testing	30,000.00	11,936.48	11,936.48	7,100.15	10,963.37
036	In-District / Out of District Travel	30,000.00	849.00	849.00	25,837.96	3,313.04
037	YMCA Pool Rental	36,000.00	-	-	-	36,000.00
040	Tier II Special Needs	100,000.00	-	-	122,000.00	(22,000.00)
042	HR - recruiting & hiring	125,000.00	76,201.85	76,201.85	79,254.00	(30,455.85)
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	-	-	200,000.00	75,000.00
046	school resource officers	75,000.00	-	-	-	75,000.00
047	vehicle maintenance	235,000.00	16,396.01	16,396.01	216,716.50	1,887.49
048	transportation misc.	10,000.00	186.50	186.50	11,199.50	(1,386.00)
049	utilities - electricity	492,000.00	-	-	756,000.00	(264,000.00)
051	utilities - gas	20,000.00	-	-	259,200.00	(239,200.00)
052	telephone and internet	40,000.00	-	-	504.00	39,496.00
053	utilities - water/trash	122,850.00	16,258.96	16,258.96	222,963.30	(116,372.26)
054	building maintenance	7,500.00	7,949.64	7,949.64	23,928.67	(24,378.31)
055	Grounds Maintenance	-	-	-	57,496.00	(57,496.00)
056	vocal music	3,800.00	-	-	515.50	3,284.50
057	drama productions	5,000.00	-	-	-	5,000.00
058	athletics	115,000.00	-	-	35,457.60	79,542.40
059	Piano Tuning	1,000.00	-	-	1,160.00	(160.00)
060	professional development	75,000.00	5,088.20	6,120.42	34,878.96	34,000.62
061	liability bonds	3,500.00	-	-	-	3,500.00
062	unemployment	15,000.00	4,230.00	4,230.00	2,770.00	8,000.00
063	workers compensation	365,000.00	354,498.00	354,498.00	-	10,502.00
064	property/liability ins	1,200,000.00	1,589,712.00	1,589,712.00	-	(389,712.00)
065	Graduation	30,000.00	-	-	-	30,000.00
066	performing arts center	3,000.00	-	-	911.15	2,088.85
067	county re-evaluation	100,000.00	-	-	367,752.39	(267,752.39)
072	security	25,000.00	12,591.68	12,591.68	118,079.32	(105,671.00)
084	Virtual Academy Facility	15,000.00	-	-	-	15,000.00
086	HS Parking Lot Lighting	-	-	-	-	-
092	technology	5,000.00	-	-	20,320.00	(15,320.00)
093	medicaid matching	-	-	-	-	-
TOTAL LOCAL:		4,683,472.00	2,304,227.13	2,305,259.35	2,974,010.12	(595,797.47)

STILLWATER PUBLIC SCHOOLS

General Fund Expenditures

Jul-24

Proj #	Project Name	BUDGET	RANGE TO DATE	YTD	ENCUMBRANCES	END BUDGET
PAYROLL						
103	PALS		219.54	219.54	21,909.80	(22,129.34)
111	Local Child Nutrition		-	-	-	-
151	Admin Certified (Sup, Dep Sup)	42,000,000.00	46,925.20	46,925.20	414,166.25	41,538,908.55
152	Admin - Non-Cert		103,626.78	103,626.78	928,890.57	(1,032,517.35)
153	Board Clerk & Uncumbrance		-	-	-	-
154	Principals & Asst. Principals		144,164.95	144,164.95	1,536,817.74	(1,680,982.69)
155	teaching svcs		2,057.28	2,057.28	17,322,034.26	(17,324,091.54)
156	Site Sec, Office Asst, Noon Monitors		21,121.77	21,121.77	1,005,431.31	(1,026,553.08)
157	Non-SPED TAs		-	-	730,500.75	(730,500.75)
158	SPED TAs		-	-	1,486,835.70	(1,486,835.70)
159	Computer Technicians		36,350.29	36,350.29	339,667.17	(376,017.46)
160	School Paid PALS		-	-	-	-
161	Substitute Teachers		172.24	172.24	-	(172.24)
162	Driver's Ed		-	-	-	-
163	Health (Nurse, Nurse Asst, OT, PT)		-	-	437,911.12	(437,911.12)
164	Transportation		21,883.91	21,883.91	617,036.19	(638,920.10)
165	Maintenance & Grounds		23,145.80	23,145.80	215,675.90	(238,821.70)
166	Custodial		67,103.73	67,103.73	629,009.29	(696,113.02)
167	Athletic Coaching Stipends		1,603.03	1,603.03	14,208.33	(15,811.36)
168	Certified Counselors		8,347.12	8,347.12	1,347,267.08	(1,355,614.20)
169	Audio Visual		-	-	-	-
170	Certified Specialists		4,604.86	4,604.86	1,211,440.32	(1,216,045.18)
171	Warehouse & Printing Salaries		14,341.58	14,341.58	158,380.03	(172,721.61)
172	Academic/Club Stipends		-	-	-	-
173	Night Alternative Ed Salaries		-	-	-	-
174	homebound services		608.65	608.65	-	(608.65)
179	Classroom Cover		-	-	-	-
180	Staff Bonus (Classified Retention)		-	-	-	-
181	Directors & Coordinators		161,668.32	161,668.32	1,430,167.67	(1,591,835.99)
182	NBCT - District Paid		-	-	-	-
189	PAC Salaries		-	-	-	-
190	MTSS		22,800.00	22,800.00	81,623.00	(104,423.00)
191	Virtual Academy Facility		-	-	44,524.00	(44,524.00)
198	Student Body Activities		-	-	-	-
199	Sick Leave Payback / Retirees		2,018.44	2,018.44	-	(2,018.44)
201	Refugee Grant		566.03	2,613.75	80,898.55	(83,512.30)
TOTAL PAYROLL:		42,000,000.00	683,329.52	685,377.24	30,054,395.03	11,260,227.73

STATE						
301	Non-Court Judgement Settlements	192,079.00	-	-	-	192,079.00
302	Physical Education Scholarship	8,500.00	-	-	-	8,500.00
312	National Certified Bonus	68,927.00	-	-	-	68,927.00
317	Drivers Education	5,000.00	-	-	-	5,000.00
331	Health Insurance In-lieu of -cert	57,000.00	312.48	312.48	54,094.96	2,592.56
332	Health Insurance In-lieu of-support	245,000.00	3,905.48	3,905.48	180,774.57	60,319.95
333	State Adopted Textbooks	524,781.00	-	-	658,132.72	(133,351.72)
334	Health Insurance Certified (obj 213)	2,775,000.00	24,249.40	24,249.40	3,021,605.69	(270,855.09)
335	Health Insurance Support (obj 223)	1,115,000.00	31,508.93	31,508.93	1,332,117.59	(248,626.52)
339	Tobacco Settlement Endow Trust (TSET)	-	-	-	-	-
361	ACE Technology	23,990.00	-	-	5,000.00	18,990.00
366	Advanced Placement Materials	24,560.00	-	-	-	24,560.00
367	Reading Sufficiency Act (RSA)	90,000.00	-	-	8,234.01	81,765.99
372	SCORE	-	-	-	-	-
376	School Security/Safety	92,000.00	1,392.66	1,392.66	3,906.40	86,700.94
388	Alternative Ed Grant	157,629.00	-	-	49,750.00	107,879.00
411	Career Tech Salary	1,101,965.00	22,694.27	22,694.27	932,739.04	146,531.69
412	Career Tech Support	198,000.00	-	-	23,919.96	174,080.04
415	BMITE	40,000.00	-	-	-	40,000.00
424	Innovation Grant - Career Tech	17,000.00	-	-	-	17,000.00
469	Oklahoma Lottery Fund	29,313.00	-	-	-	29,313.00
TOTAL STATE:		6,765,744.00	84,063.22	84,063.22	6,270,274.94	411,405.84

STILLWATER PUBLIC SCHOOLS

General Fund Expenditures

Jul-24

Proj #	Project Name	BUDGET	RANGE TO DATE	YTD	ENCUMBRANCES	END BUDGET
FEDERAL						
511	title 1 A Basic	1,256,565.00	-	-	777,227.63	479,337.37
515	Title I - School Support		-	-	-	-
518	title 1 D neglected	17,261.00	-	-	-	17,261.00
541	title 2a	196,093.00	279.00	279.00	60,758.50	135,055.50
552	Title IV Part A	50,608.00	18,033.90	18,033.90	36,268.24	(3,694.14)
561	Indian Eduction	140,347.00	4,370.90	4,370.90	85,250.96	50,725.14
571	title 3 immigration	-	-	-	-	-
572	Title III Limited English	43,312.00	-	-	22,406.25	20,905.75
587	Title V Rural/Low Income	172,135.00	-	-	41,260.00	130,875.00
596	McKinney Vento	68,966.00	-	-	61,532.80	7,433.20
613	IDEA discretionary	-	-	-	-	-
615	Title 6 Part B	7,424.00	-	-	2,104.70	5,319.30
618	Transition	-	-	-	-	-
621	IDEA flowthrough	1,193,345.00	9,979.62	9,979.62	1,052,674.11	130,691.27
625	idea private school	-	-	-	24,000.00	(24,000.00)
628	ARP FLOWTHROUGH	204,913.00	-	-	-	204,913.00
629	ARP PRIVATE SCHOOL	-	-	-	-	-
641	idea preschool	32,155.00	-	-	-	32,155.00
642	FlowThru PreSchool	-	-	-	-	-
643	APR PreSchool	-	-	-	-	-
721	GEER-CARES	5,759.00	-	-	-	5,759.00
722	COUNSELOR CORPS GRANT	140,283.00	-	-	52,614.76	87,668.24
723	CDC Grant COVID Prevention	-	-	-	-	-
725	EMPLOYMENT OF STUDENT TEACHER	-	-	-	-	-
770	Misc. Federal Programs	-	-	-	-	-
788	Federal CARES funds (COVID)	-	-	-	-	-
793	ESSER II (COVID)	-	-	-	-	-
795	ESSER III (COVID)	3,070,824.00	93,353.60	93,353.60	133,827.00	2,843,643.40
796	ESSER III - Homeless	71,998.00	-	-	-	71,998.00
797	ESSER III - Homeless II	81,563.00	-	-	3,000.00	78,563.00
TOTAL FEDERAL:		6,753,551.00	126,017.02	126,017.02	2,352,924.95	4,274,609.03
LOCAL:		4,683,472.00	2,304,227.13	2,305,259.35	2,974,010.12	(595,797.47)
PAYROLL:		42,000,000.00	683,329.52	685,377.24	30,054,395.03	11,260,227.73
STATE/INTERM:		6,765,744.00	84,063.22	84,063.22	6,270,274.94	411,405.84
FEDERAL:		6,753,551.00	126,017.02	126,017.02	2,352,924.95	4,274,609.03
		60,202,767.00	3,197,636.89	3,200,716.83	41,651,605.04	15,350,445.13



July 31, 2024

SUMMARY

OTHER FUNDS

Fiscal Year 2025 (July 1, 2024 - June 30, 2025)

Fund 21 (Building Fund)		Current Collected	Expected Revenue	YTD Collected	Difference
Fund 21	1110 - Ad Valorem C/Y	\$ 14,043.09		\$ 14,043.09	\$ 14,043.09
	1120 - Ad Valorem P/Y	\$ 1,243.44		\$ 1,243.44	\$ 1,243.44
	1510 - Insurance Loss/Recovery	\$ -		\$ 16,008.47	\$ 16,008.47
	1590 - Reimbursement Misc	\$ -		\$ -	\$ -
	1690 - Misc Revenue	\$ -		\$ -	\$ -
	3160 - Farm Implement Tax	\$ 79.22		\$ 79.22	\$ 79.22
	3250 - Flex Benefit	\$ -		\$ -	\$ -
	3435 - State - Redbud	\$ -		\$ -	\$ -
	6110 - Fund Balance Forward	\$ -		\$ -	\$ -
Total Revenue and Surplus FUND 21 - Building Fund		\$ 15,365.75	\$ -	\$ 31,374.22	\$ 31,374.22
	5600 - Correcting Entry	\$ -		\$ -	
	Subtotal	\$ 15,365.75	\$ -	\$ 31,374.22	
	Warrants Paid	\$ 126,034.89	\$ 41,663.55	\$ 168,189.02	
Adjusted Cash Balance in Fund 21 (Building Fund)				\$ 31,374.22	

Fiscal Year 2025 (July 1, 2024 - June 30, 2025)

Fund 22 (Child Nutrition Fund)		Current Collected	Expected Revenue	YTD Collected	Difference
Fund 22	1510 - Reimb - Insurance Loss Recov	\$ -		\$ -	\$ -
	1710 - Student Lunches, Breakfasts, Special Milk	\$ -		\$ 10,128.17	\$ 10,128.17
	1720 - A la Carte	\$ -		\$ 591.24	\$ 591.24
	1730 - Adult Lunches/Breakfasts	\$ -		\$ 71.65	\$ 71.65
	1790 - Other District Revenue	\$ -		\$ 62.37	\$ 62.37
	3250 - State Aid (Including FBA)	\$ -		\$ -	\$ -
	3720 - State Matching	\$ -		\$ -	\$ -
	4710 - Federal Reimbursement - Lunches	\$ -		\$ -	\$ -
	4720 - Federal Reimbursement - Breakfasts	\$ -		\$ -	\$ -
	4740 - Summer Food	\$ -		\$ -	\$ -
	4705 - Emergency Operation Cost Reimb	\$ -		\$ -	\$ -
	4706 - Federal P-EBT Local Admin Funds	\$ -		\$ -	\$ -
	6110 - Fund Balance Forward	\$ -		\$ -	\$ -
Total Revenue and Surplus FUND 22 - Child Nutrition Fund		\$ -	\$ -	\$ 10,853.43	\$ 10,853.43
	5000 - Non-revenue Receipts	\$ -		\$ -	
	Subtotal	\$ -	\$ -	\$ 10,853.43	
	Warrants Paid	\$ 36,969.54	\$ 11,921.03	\$ 124,176.33	
Adjusted Cash Balance in Fund 22 (Child Nutrition)				\$ 10,853.43	

Fiscal Year 2025 (July 1, 2024 - June 30, 2025)

Fund 41 (Sinking Fund)		Current Collected	Expected Revenue	YTD Collected	Difference
Fund 41	1110 - Ad Valorem C/Y	\$ 70,651.76		\$ 70,651.76	\$ 70,651.76
	1120 - Ad Valorem P/Y	\$ 6,129.70		\$ 6,129.70	\$ 6,129.70
		\$ 398.57		\$ 398.57	\$ 398.57
	3160 - Farm Implement Tax	\$ -		\$ -	\$ -
	5111 - Premium on Bonds Sold	\$ -		\$ -	\$ -
	6110 Fund Balance Forward	\$ -		\$ -	\$ -
Total Revenue and Surplus FUND 41 (Sinking Fund)		\$ 77,180.03	\$ -	\$ 77,180.03	\$ 77,180.03
	5000 - Non-revenue Receipts (Excluding Return of Ass	\$ -		\$ -	
	Subtotal	\$ 77,180.03	\$ -	\$ 77,180.03	
	Warrants Paid	\$ -		\$ -	
Adjusted Cash Balance in Fund 41 (Sinking Fund)				\$ 77,180.03	



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Michael Arnold, Chief Financial Officer
APPROVED BY: Uwe Gordon, Superintendent
DATE: August 13, 2024

AGENDA ITEM: 5B

Receive Bond Expenditures and Revenues Report

BOARD ACTION REQUESTED:

None. This is an information only item.

BACKGROUND INFORMATION:

The monthly Bond Expenditures and Revenues Report for October 2023 provides an overview of the General Obligation Bond Issue approved on February 14, 2017 and the General Obligation Bond Issue approved on February 14, 2023.

Warrants issued for the \$74,000,000 bond issue (current proceeds of \$74,000,000) equal \$3,568,922 with total funds remaining of \$6,468,554.

Warrants issued for the \$195,000,000 bond issue (current proceeds of \$13,000,000) equal \$173,894 with total funds remaining of \$12,647,576.

2023 Bond Budget Worksheet

Vote February 2023

		6/30/2024		7/31/2024	
		2023-24		2024-25	
		BUDGET	ACTUAL	BUDGET	ACTUAL
		bond sale 6/1/2023		bond sale 6/1/2024	
Sale		\$ 12,000,000	\$ 12,000,000	\$ 13,000,000	\$ 12,567,450
Bond Premium		\$ 485,496		\$ 254,020	
Accrued Interest on Sale		\$ 23,333		\$ 36,111	
Less Exhibit A Cost of Issuance		\$ (148,849)			
Less Original Issue Discount		\$ (199,800)			
Less Underwriter's Discount		(71,400)		(208,800)	
Available Proceeds		\$ 12,088,780		\$ 12,791,200	
Investments		\$ -			
TOTAL AVAILABLE PROCEEDS		\$ 12,088,780		\$ 12,791,200	\$ 12,857,581
DEPOSITED TO BOND FUND 32			\$ 11,851,151		\$ 12,821,470
Excess Net Premium to Sinking Fund:			\$ 214,296		
Accrued Interest to Sinking Fund:			\$ 23,333		\$ 36,111
Bond Line Items (non-construction)					
Budget					
O&M		\$ 950,000	\$ 166,319	\$ 550,000	\$ 37,583
Deferred Maintenance (Roof and HVAC)		\$ 3,948,944	\$ 139,948	\$ 3,948,944	\$ -
Athletics (Uniforms & Equipment Replacement)				\$ 75,000	\$ -
Academics & 1:1 Technology			\$ 630,397	\$ 816,960	\$ 136,311
Technology				\$ 806,387	\$ -
Safety & Security				\$ -	\$ -
Transportation				\$ 472,500	\$ -
Band / Music (Instruments & Uniforms)				\$ 50,000	\$ -
Balance to total					
Total non-construction budget		\$ 4,898,944	\$ 936,663	\$ 6,719,791	\$ 173,894
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	\$ -	\$ -	
	FF&E	\$ -		\$ 4,725,000	
	total project	\$ 5,400,000	\$ -	\$ 4,725,000	\$ -
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	\$ -	\$ 4,725,000	\$ -
Total Bond Budget & Encumbrances					
Budget 2023					
Non-Construction		\$ 4,898,944	\$ 936,663	\$ 6,719,791	\$ 173,894
Construction		\$ 5,400,000	\$ -	\$ 4,725,000	\$ -
Total budget		\$ 10,298,944	\$ 936,663	\$ 11,444,791	\$ 173,894
Proceeds Available		\$ 11,851,151		\$ 12,791,200	\$ 12,821,470
Proceeds Available - Cumulative		\$ 10,914,487		\$ 23,705,687	\$ 23,735,957
unbudgeted	Annual	\$ 1,552,207	\$ 10,914,487	\$ 1,346,409	\$ 12,647,576
Unbudgeted	Cumulative	\$ 1,552,207	\$ 10,914,487	\$ 2,898,615	\$ 23,562,063

2017 Bond Budget Worksheet

Authorized February 14th, 2017

7/31/2024

Fiscal Year	2024-25		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	FY25 TO DATE	Exp Bond to Date	
Maint-Reno	\$ 10,037,475	\$ 2,986,605	\$ 9,593,068	\$ 16,643,938
Textbooks	\$ -	\$ 62,863	\$ 2,010,383	\$ 1,947,520
Technology	\$ -	\$ 391,376	\$ 4,239,591	\$ 3,848,215
Security	\$ -	\$ 82,828	\$ 596,028	\$ 513,199
Transportation	\$ -	\$ 20,109	\$ 1,815,836	\$ 1,795,727
Band / Music	\$ -	\$ 10,791	\$ 245,982	\$ 235,191
OES	\$ -	\$ 14,350		
2023 LRF & Bond Services (33)			\$ 84,346	\$ 84,346
Total non-construction budget	\$ 10,037,475	\$ 3,568,922	\$ 18,585,234	\$ 25,068,138
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	\$ 10,037,475	\$ 3,568,922	\$ 18,599,584	\$ 25,068,138
Construction	\$ 13,102,560	\$ 13,102,560	\$ 51,374,931	\$ 51,374,931
Total budget	\$ 23,140,035	\$ 16,671,482	\$ 69,974,515	\$ 76,443,068
Unbudgeted	Cumulative	\$ 0	\$ 6,468,554	

SPS BOND 2023 PROJECTS REPORT

08.13.2024



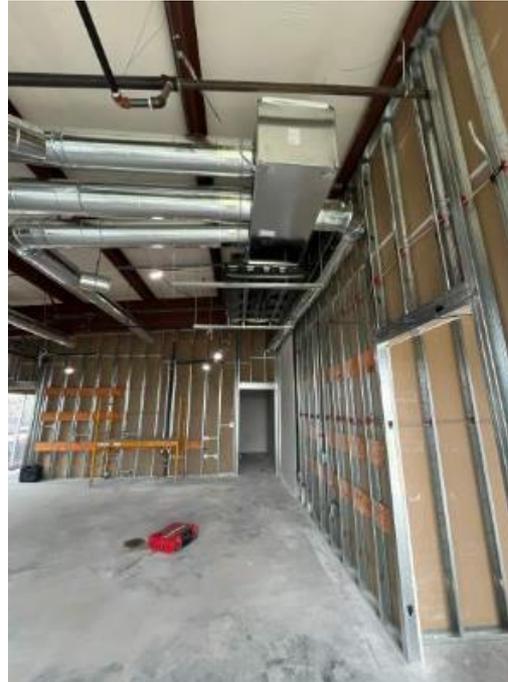
SPS OES IMPROVEMENTS

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.
- Phase 1 South Building: progress includes; dry-wall is being, MEP rough-in complete; clean-up with Substantial Completion schedule for the end of September.
- Phase 2 North Building: progress includes; demolition is complete , CMU walls at district server room is in progress, MEP rough-in has begun with Substantial Completion scheduled for the end of October
- Chiller and Boiler Replacement: Equipment has been ordered with Substantial Completion scheduled for the end of October pending receipt of equipment.

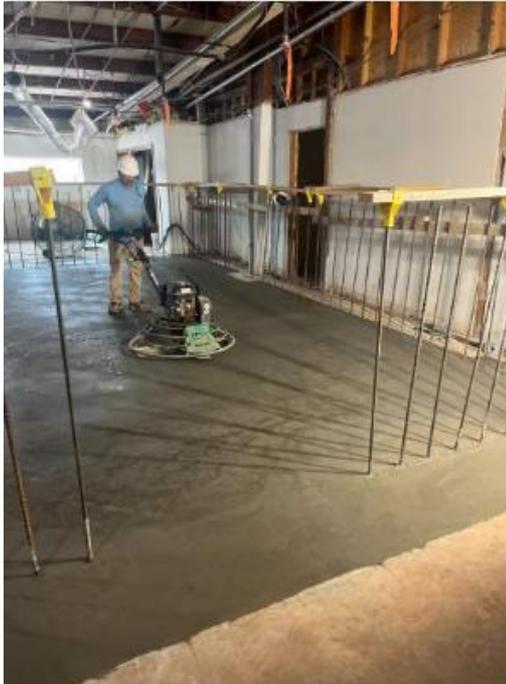
SPS OES IMPROVEMENTS

OES South Building



SPS OES IMPROVEMENTS

OES North 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, grading and drainage are completed and Punch lists prepared; HVAC unit are installed with remaining exhaust fans to be installed up receipt anticipated the end of August.
- JRHS roof replacement scope of Work is nearing completion with HVAC unit has begun and is schedule to be completed in August.

DEFERRED MAINTENANCE PROJECTS

Richmond Elementary Roof | HVAC Replacement Photographs



DEFERRED MAINTENANCE PROJECTS

Junior High School Roof Replacement Photographs



DEFERRED MAINTENANCE PROJECTS

HS Roof Replacement Project is in the Bidding Phase.

- Performing Arts Center reroofing has begun and 60% complete.
- Existing Stadium, Weight Room Building, Wrestling and Field House roofs areas been scanned for moisture levels with new roof overlay work scheduled to being late August.

HS PHASE 1

HS Phase 1 Construction Phase

- Owner, Architect, and Constructor (OAC) meetings are scheduled for every two weeks to review construction progress.
- Cimarron Plaza Demolition occurs over 3 phases. Both Phase 1 and Phase 2 is complete, with Phase 3 beginning in November after SPS IT has relocated to OES.
- Public Infrastructure Improvements construction work is 70% complete.
- Building pad is being constructed and scheduled to be complete mid-August with construction of the piers to start at Area 1 (North Wing) then proceed south thru the remaining 5 Areas.
- City of Stillwater has issued comments to the TIA (Traffic Analysis) Report. SPS and 505 Architects are preparing a response to those comments. It is anticipated to have the building permit by mid-August, but the City will allow foundation work to begin via a conditional building permit.
- 505 Architects has received Submittals from Willowbrook for the structural piers and pre-cast panel system and is currently reviewing.

HS PHASE 1

Cimarron Plaza Demolition Photographs



HS PHASE 1

Cimarron Plaza Demolition Photographs

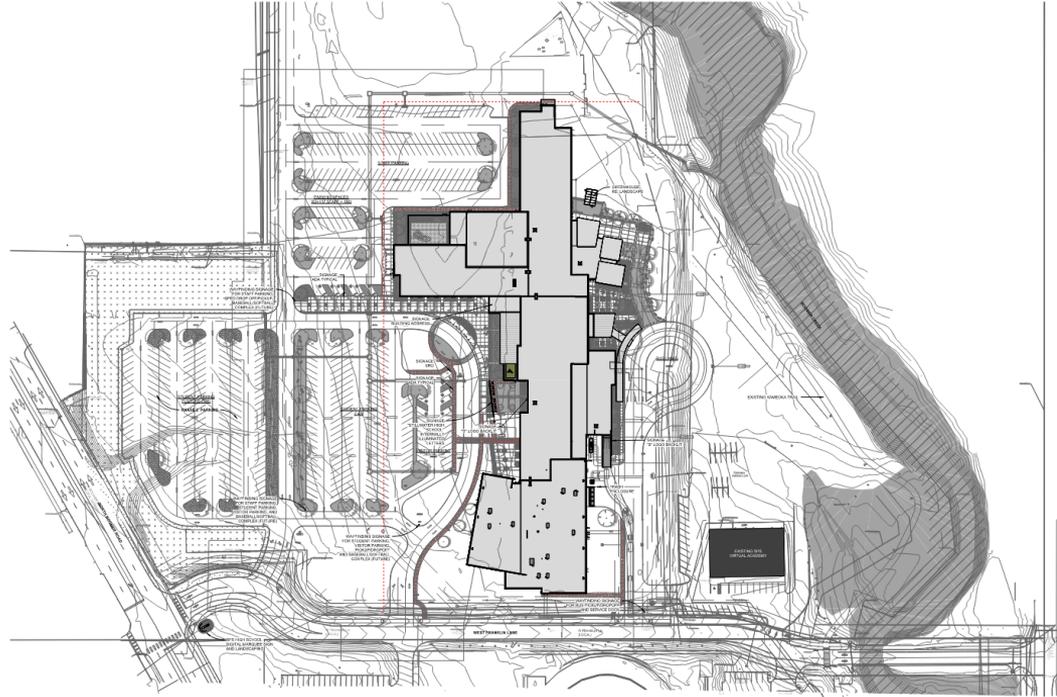


HS PHASE 2 PA WING

HS Phase 2 PA Wing Design Phase is complete.

- During the Design Phase 505 Architects met multiple times with Performing Arts KUG to review and confirm design information and requirements for the new SPS HS Phase 2 PA Wing.
- On August 1 505 Architects reviewed the SPS HS Phase 2 PA Wing Design Phase Package with the Performing Arts KUG. The design was approved with minor comments which have been incorporated by 505 Architects into the design.
- Willowbrook's Design Phase Construction Estimate indicates the Project tracking within Budget.
- 505 Architects has begun the Construction Documents Phase and is scheduled to be complete in October to submit to Willowbrook for bidding and to the City for permit review.
- Construction Bids are anticipated for the November BOE meeting for BOE Award of construction Bids and execution of Amendment to the GMP for the Phase 2 PA Wing scope of Work.
- Construction will be concurrent with the SPS HS Phase 1 and SPS Phase 1 PA Wing is anticipated to be complete in December of 2026.

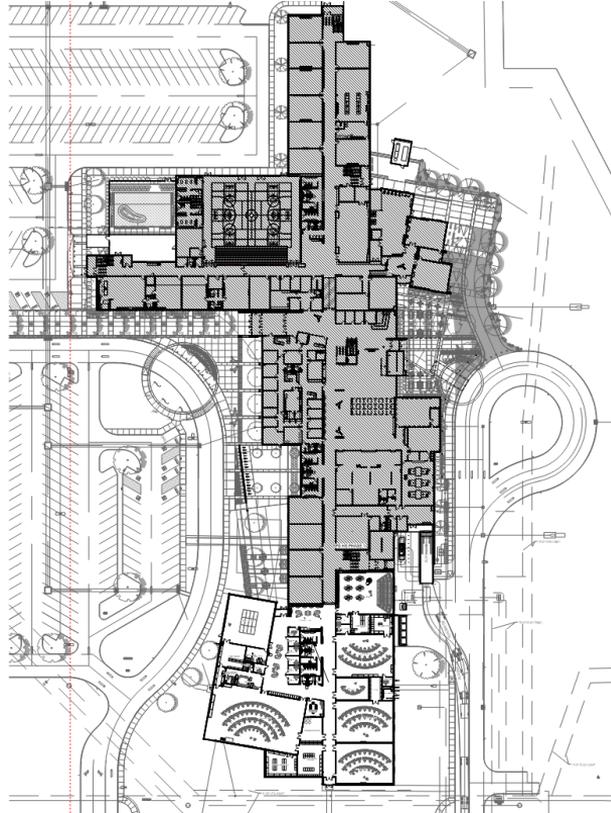
HS PHASE 2 PA WING



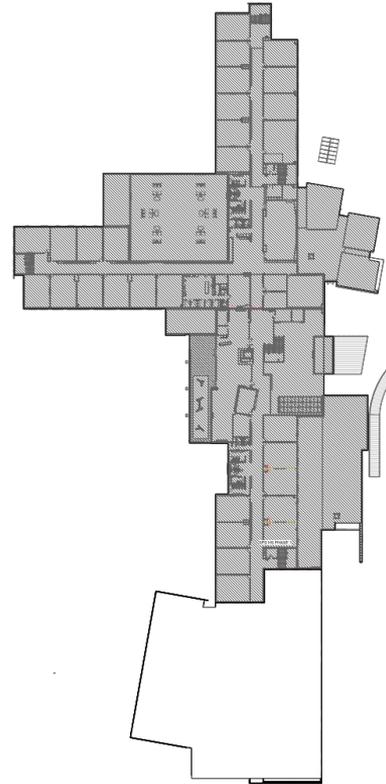
1 CONCEPT ARCHITECTURAL SITE PLAN
P-100'



HS PHASE 2 PA WING



1 1 FLOOR PLAN FFE - OVERALL
1/8" = 1' - 0"



2 2 FLOOR PLAN FFE - OVERALL
1/8" = 1' - 0"



WILSON PARKER SCHOOL



STILLWATER PUBLIC SCHOOLS

