



STILLWATER BOARD OF EDUCATION
Tuesday, November 12, 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. Acting Superintendent's Report
 - B. Board Communication
 - C. Public Comments - Patrons who wish to address the Board of Education shall be required to submit form BED-E prior to the start of the meeting
4. CONSENT AGENDA (Action)

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

 - A. October 8, 2024 Special Meeting Minutes
 - B. October 8, 2024 Regular Meeting Minutes
 - C. October 21, 2024, Special Meeting Minutes
 - D. October 29, 2024 Special Meeting Minutes
 - E. Transfer and Summary of Activity Account Funds
 - F. Change Orders, Encumbrances and Accounts Payable (approval of encumbrance numbers as listed):

2024-2025 Change Orders:

General Fund: 20250138, 20250155, 20250201, 20250329, 20250336, 20250435, 20250602, 20250644, 20250804, 20250826-20250827, 20250869, 20250878

Bond Fund: 20250276

2024-2025 General Fund Encumbrances # 20250926-20250927, 20250929-20250945, 20250949-20250951, 20250953, 20250958-20250974, 20250981-20250984, 20250989-20250990, 20250992-20250996, 20250998, 20251001-20251018, 20251020, 20251022-20251029, 20251031-20251034, 20251039-20251041, 20251043-20251047, 20251049-20251050, 20251052-20251053, 20251055-20251058, 20251062-20251066
totaling \$413,447.87

2024-2025 Building Fund Encumbrances # 20251021
totaling \$36,220.33

2024-2025 Child Nutrition Fund Encumbrances # 20250946, 20251035, 20251048
totaling \$4,230.99

2024-2025 Bond 31 Fund (2017) Encumbrances # 20250987, 20251060

totaling \$2,546.12

2024-2025 Bond 32 Fund (2023) # 20250276, 20250928, 20250947-20250948, 20250952, 20250954-20250957, 20250975-20250980, 20250985-20250986, 20250988, 20250991, 20250997, 20250999-20251000, 20251019, 20251030, 20251036-20251038, 20251042, 20251051, 20251054, 20251059, 20251061
totaling \$2,296,562.62

- G. Sanctioning Accounts for FY24-25
 - H. Annual Activity Fund Planning and Approval Packages for FY 2024-2025
 - I. Consider and Vote to Approve the Following Contracts for FY 24-25:
 - 1. CarePortal, Online Resource Agreement, Ed Services
 - 2. The Saville Center, Child Advocacy, Ed Services
 - J. Out-of-State Travel Requests:
 - 3. Stillwater HS Varsity Baseball traveling to Dallas Texas on March 14, 2025 to March 18, 2025 to play at the Texas Rangers Baseball Academy Field.
 - 4. SHS Robotics Team traveling to Birmingham, Alabama on November 15, 2024 to November 18, 2024 to compete in a Signature Event to qualify for Worlds.
 - K. Consider and Vote to Approve Lippert Bros., Inc. Potential Change Orders for SPS OES North Building Renovations and SPS OES South Building Renovations Project-
 - L. Consider and Vote to Approve Willowbrook, Inc. use of CM Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project
 - M. Consider and Vote to Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project
 - N. Review and Approve Change Order #1 to Deduct Unused Contingency and Allowances from Amendment No. 1.
 - O. Review and approve Change Order #1 to add owner contingency to Amendment No. 2.
 - P. Consider and Vote to Approve the Agreement with ONG for the Bond 2023 HS Phase 1 Project
 - Q. Consider and Vote to Approve Change Order #1 for SPS HS Roof Replacements Project
 - R. Consider and Vote to Approve Service Order No. 24 for SPS Sangre Ridge Elementary and Middle School Roof Replacement and Mechanical Equipment Improvements and High School PAC and Field House Mechanical Equipment Improvements Structural Analysis
 - S. Consider and Vote to Approve the SPS Non-Exclusive Trademark License Agreement: (Communciations)
 - 5. Humble Hustle Clothing Co.
5. **OPERATIONS**
- A. Consider and Vote to Award Bids for the Stillwater Public Schools Bond 2023 High School Phase II PA Wing project to the Following Bidders:
Consider and Vote to Award Bids for the Stillwater Public Schools Bond 2023 High School Phase II PA Wing project to the Following Bidders:

B. Description	C. Actual Bid	D. Bidder
E. <u>Masonry</u>	F. <u>\$ 366,466</u>	G. <u>Sun Valley Masonry, Inc.</u>
H. <u>Rough Carpentry</u>	I. <u>\$ 42,000</u>	J. <u>Red Mountain Company</u>
K. <u>Millwork</u>	L. <u>\$ 169,761</u>	M. <u>Wood Systems Inc.</u>
N. <u>Waterproofing & Sealants</u>	O. <u>\$ 46,209</u>	P. <u>Oklahoma Roofing & Sheet Metal LLC</u>
Q. <u>Roofing</u>	R. <u>\$ 383,630</u>	S. <u>Commercial Roofing Solutions, Inc</u>
T. <u>Doors, Frames, & Hardware</u>	U. <u>\$ 169,000</u>	V. <u>Unified Door & Hardware Group, LLC</u>
W. <u>Glass & Glazing</u>	X. <u>\$ 542,500</u>	Y. <u>Lee Glass & Window, LLC</u>
Z. <u>Drywall & Ceilings</u>	AA. <u>\$1,146,687</u>	BB. <u>Modern Coating LLC</u>
CC. <u>Painting & Wallcovering</u>	DD. <u>\$ 167,416</u>	EE. <u>Cherokee Painting</u>
FF. <u>Flooring</u>	GG. <u>\$ 147,900</u>	HH. <u>Bryan's Flooring, LLC</u>
II. <u>Plumbing / HVAC</u>	JJ. <u>\$ 849,584</u>	KK. <u>Dense Mechanical</u>

- LL. Consider and Vote to Accept Amendment 3 for the Guaranteed Maximum Price (GMP) Proposed by Willbrook Inc. for the Construction of the HS Phase 2 PA Wing.
- MM. Consider and Vote to Assign Bids to Willowbrook Inc. for the Construction of Early Packages for the SPS Bond 2023 High School Phase I Project
- NN. Receive Bond 2023 Update

6. BUSINESS/FINANCE
 - A. Consider and Vote to Approve the Proposed 2024-2025 SPS Budget
 - B. Consider and Vote to Approve the Treasurer's Report which includes the Bond Expenditures and Revenue Report.
 - C. Consider and Approve a Resolution to Modify the School Budgeting System to the School Budget Act for the FY 25-26 School Year
 - D. Consider and Vote to Approve or Not Approve Proposed Percentage Budget Cuts for the FY 25-26 School Year
7. EDUCATIONAL SERVICES
8. OTHER REPORTS / RECOMMENDATIONS
 - A. SPS Policy Second Reading and Approval:
 6. EIED-Graduation Requirements (Ed Services)
9. 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 November 8, 2024 at 4:30p.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



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

Minutes of Special Meeting

Tuesday, October 8, 2024 5:00 PM Central

Attendance Taken at 5:00 PM.

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

1. Board of Education Call to Order and Roll Call

President Baker called the meeting to order at 5:00 p.m. Roll call was taken by Board Clerk, Tawni Hooten. The record reflects all members of the board are present and a quorum of the board is established.

2. Proposed Executive Session to Discuss the Following:

A. Appointments, Resignations, and Employment Recommendations listed on attached Exhibit A. 25 O.S. Section 307(B)(1)

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

3. Vote to Convene in Executive Session

I move to convene into Executive Session at 5:02 p.m. This motion, made by Rachel Dillin and seconded by Gay Washington, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

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

President acknowledged the return of the board to open session at 6:24 p.m.

5. Statement of Executive Session Minutes

The following statement was provided by ROBERTA DOUGLAS. The Executive Session convened at 5:02 p.m. During the Executive Session the following people were present: Dr. Marshall Baker, Tim Riley, Rachel Dillin, Roberta Douglas, Dr. Gay Washington (5:02 p.m.-5:58 p.m., 6:00 p.m.-6:24 p.m.), Uwe Gordon, Dr. Trent Swanson (5:02 p.m.-6:20 pm), Dr. Janet Vincent (5:02 p.m.-6:20 p.m.), Kristie Newby (5:02 p.m.-6:20 p.m.), and Bo Gamble (5:02 p.m.-6:20 p.m.). In the Executive Session the Board discussed the appointments, resignations, and employment recommendations listed on Exhibit A of the agenda as authorized by OKLA. STAT. tit. 25 Section 307(B)(1), and the evaluation of the superintendent as authorized by OKLA. STAT. tit. 25 Section 307(B)(1) and (7). Nothing else was discussed in the 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 Resignations and Employment Recommendations Listed on Exhibit A of the Agenda. This motion, made by Marshall Baker and seconded by Tim Riley, **Carried**. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

7. Vote to adjourn (Action)

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

STILLWATER BOARD OF EDUCATION


Dr. Marshall Baker, President

STILLWATER BOARD OF EDUCATION

 (SEAL)
Tawni Hooten, Board & Minutes Clerk

These minutes were officially approved by the Stillwater Board of Education on November 12, 2024



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

Minutes of the General Meeting

Tuesday, October 8, 2024 6:30 PM Central

Attendance Taken at 6:30 PM.

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

1. CALL TO ORDER AND ROLL CALL

President Baker called the meeting to order at 6:30 p.m. Roll call was taken by Ms. Hooten, Board/Minutes Clerk. Attendance confirms there is a quorum of the board. Baker requested a brief ten-minute recess for the board to take a bio break. Baker acknowledged the board back to open session at 6:38 p.m.

2. PLEDGE OF ALLEGIANCE

Dr. Baker asked everyone to stand while he led the Pledge of Allegiance to the American Flag.

3. COMMUNICATIONS/PUBLIC INTEREST

A. Recognitions

- 1. SHS Pom Achievements**
- 2. Kansas Houle & The Saville Center**
- 3. 2024 Pink Out Week Updates**

Pom Achievements- SHS Pom Coach Rachel Wilson will present to the board some of the numerous honors the group has achieved recently.

Kansas Houle & The Saville Center- SMS 6th grader Kansas Houle is a passionate advocate for the wellbeing of children. With professional acumen far beyond her years, she's taken her mission to raise awareness of child abuse to the national level. Kansas will share about her exceptional work with the Saville Center for Child Advocacy.

2024 Pink Out Week-The Pink Out theme this year is Give Cancer the Boot!. Led by Pink Out Heads, Srs Addison Harmon & Emalee Gilliland, along with the support of advisors Jody Webber and Kami Pope, Pink Out activities this year have included everything from district wide hat days to a new Car Tagging event to Powder Puff Football. Though not a final total, the group will announce to the board their current funds raised this year.

B. Superintendent's Report

Happy Principal's Month to the best team of site principals anywhere. Being a principal is very challenging and incredibly hard work, but it is also very rewarding. Our team is so strong and experienced. They are not perfect, but there are none better. Please thank them for their hard work.

Congratulations to the Lady Pioneer Softball team and the coaching staff. They won a very challenging game last week against Enid to earn home field advantage for the district tournament. They will be playing the first game tomorrow at noon against Booker T. Washington. I hope to see everyone there.

One month away from election day. Please do your civic duty and vote. As Americans, we have this incredible right to vote. Sadly, Oklahoma had the lowest voter turnout in the last election. Let's change that. Go Vote!

Welcome to the **Stillwater Leadership** members who are here tonight.

C. Superintendent's Data Update

Mr. Gordon provided his Superintendent's Data Report.

D. Board Communication

Each member of the board provided an update of positive and exciting things happening around the district.

Gay Washington: Great Communication from the District with Superintendent Update
Douglas- Dignity Index, Voter Registration, Participation in the Pink Out Week activities
Dillin- Cross Country teams run, Region III School Board Meeting at Meridian Technology
Riley- Congrats on the Band
Baker- Positive progression through all grades in SPS

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

The following individuals completed the **BED-E** form prior to the start of the meeting and therefor were approved to speak on the following:

1. Barbara Laxton "Space for STEM activities, specifically the robotics program, at the high school"
2. William Lin "Advocating for a robotics space at the new High School to enrich students' STEM experience and build upon the reputable program we have. Speaking

as team captain of the state champion team and providing student insight to the benefits of robotics and the need for space to enhance these benefits"

3. John Chaffin "Mayer & McHugh research"

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:

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

A. September 10, 2024, Special Meeting Minutes

B. September 10, 2024, Regular Meeting Minutes

C. Stillwater Board of Education Noticer of Regular Meeting Schedule for Calendar Year 2025 (Sup)

D. Out Of State Travel Requests:

- 1. Stillwater High School Varsity Pom Squad, traveling to Orlando, FL to compete in the National Dance Team Championship from January 28-February 3, 2025.**
- 2. Stillwater Middle School Exchange Program, traveling to Kameoka, Japan on October 17-26, 2024.**

E. Discussion and possible board action to approve 2025 School Election Resolution (Supt)

F. Summary of Activity Account Funds (Finance)

G. Annual Activity Fund Planning and Approval Packages (Finance)

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

2024-2025 General Fund Encumbrances # 202501557; 20250167; 20250761-20250777; 20250779-20250783; 20250794-20250800; 20250803-20250804; 20250809; 20250813; 20250816; 20250819-20250822; 20250824-20250832; 20250834-20250844; 20250846-20250859; 20250861-20250866; 20250868-20250869; 20250872-20250878; 20250880-20250884; 20250886-20250887; 20250893-20250896; 20250898-20250909; 20250911-20250914; 20250918-20250919; 20250921; 20250923; 20250925

Totaling: \$1,161,299.89

2024-2025 Building Fund Encumbrances # 20250801; 20250805; 20250845; 20250867

Totaling:\$11,811.80

2024-2025 Child Nutrition Fund Encumbrances # 20250785; 20250812;20250871; 20250917

Totaling:\$4,202.72

2024-2025 Bond 31 Fund Encumbrances # 2025888-20250892 Totaling:\$329,438.47

2024-2025 Bond 32 Fund Encumbrances # 20250604; 20250684; 20250778; 20250784; 20250786-
20250793; 20250802; 20250811; 20250814-20250815; 20250817-20250818; 20250823;
20250833;20250860; 20250870; 20250879; 20250885; 20250910; 20250815-20250916; 20250920;
20250922

Totaling: \$1,397,497.42

2024-2025 Sinking Fund 41 Fund Encumbrances # 20250897; 20250924 Totaling: \$735,595.00

I. Change Orders (approval of encumbrance numbers as attached): (Finance)

General Fund: 20250155, 20250167

Bond Fund: 20250604, 20250684

J. Consider and Vote to Approve Applications for Sanctioning for FY25 (Finance)

K. Consider and Approve the following contracts for FY 24-25:

1. Grafton Integrated Health Network (Training Agreement) (Ed Ser)
2. Southwestern College (Student Teaching Affiliation) (Ed Ser)
3. WorkKeys (HR)

L. Consider and Vote to Approve Professional Service Agreement with Universal Surveying and Mapping (USM) for the SPS High School Phase I Minor Subdivision/Lot Split (OP)

M. Consider and Vote of Approval of the SPS Non-Exclusive Trademark License Agreement: (Communications)

1. Sharpe's Department Store, Stillwater, OK
2. Playfully Designed, LLC., Stillwater, OK

N. Appointment of 2024-2025 Local Advisory Committee for Gifted Education (Ed Ser)

O. Out Of State Travel Requests:

1. Stillwater 8th Grade Band, traveling to North Richland Hills, TX on April 25-26, 2025.

P. Consider and Vote to Approve Lippert Bro., Potential Change Orders for SPS OES North Building Renovations and SPS OES South Building Renovation Project

Q. Consider and Vote to Approve Willowbrook Inc. Use of CM Contingency and Allowances for the SPS Bond 2023 High School Phase 1 Construction Project

R. Consider and Vote to Approve Willowbrook Inc. Use of Owner Contingency and Allowances for the SPS Bond 2023 High School Phase 1 Construction Project

S. Consider and Vote to Approve Change Order #4 for Stillwater Public School Junior High School and Richmond Elementary HVAC and Roof Replacements Project

5. BUSINESS/FINANCE - Kristie Newby

A. Consider and Vote to Approve the Request for Approval of State and/or Federal Funds for the General Fund-Form 307

I move to Approve the Request for Approval of State and/or Federal Funds for the General Fund-Form 307. This motion, made by Gay Washington and seconded by Tim Riley, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

B. Consider and Vote to Approve the Cash Fund Estimate of Needs and Request for Appropriation for the Building Fund- Form 308

I move to Approve the Cash Fund Estimate of Needs and Request for Appropriation for the Building Fund- Form 308 as presented. This motion, made by Rachel Dillin and seconded by Roberta Douglas, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

C. Consider and Vote to Approve Treasurer's Report to include the Bond Expenditures and Revenues Report

I move to Approve the Treasurer and Bond Expenditures Reports as presented. This motion, made by Tim Riley and seconded by Rachel Dillin, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

D. Consider and Vote to Approve Fund Transfer Request between the Building Fund and the General Fund

I move to approve the Fund Transfer Request between the Building Fund and the General Fund as presented. This motion, made by Rachel Dillin and seconded by Gay Washington,

Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

E. Consider and Vote to Approve the Proposed 2024-2025 SPS Budget

I move to postpone approval of the proposed 2024-2025 SPS Budget to the November meeting. This motion, made by Marshall Baker and seconded by Rachel Dillin, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

F. Consider and Vote to Approve the Resolution Authorizing the Chief Financial Officer/Treasurer to issue, transfer, and purchase non-payable warrants and/or investments as necessary during the 2024-2025 fiscal year to pay the district's current obligations, including payroll, on a timely basis, and to purchase said warrants as investments from other district funds and investments.

I move to Approve the Resolution Authorizing the Chief Financial Officer/Treasurer to issue, transfer, and purchase non-payable warrants and/or investments as necessary during the 2024-2025 fiscal year to pay the district's current obligations, including payroll, on a timely basis, and to purchase said warrants as investments from other district funds and investments. This motion, made by Gay Washington and seconded by Roberta Douglas, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

6. EDUCATIONAL SERVICES

A. Receive Presentation of the Strong Readers Act

Diane Fix provided a presentation on the Strong Readers Act.

B. Receive Summer School Return On Investments (ROI) Data

Natalie Fluty, Emily Harris, and Ashley Moore presented information on the Summer School Return On Investments (ROI) Data.

7. OPERATIONS

A. Receive Bond 2023 Update

Assistant Superintendent Bo Gamble introduced Brian Thomas with 505 Architects to provide a Bond update.

8. OTHER REPORTS / RECOMMENDATIONS

A. SPS Policy First Reading:

1. EIED - Graduation Requirements (Ed Services)

B. Waive SPS First Reading Policies and Approval of Policies Required by the Oklahoma State Department of Education

1. **DBCA - Standards of Performance and Conduct for Teachers**
2. **DNA - Teacher Evaluation**
3. **DOAC - Support Personnel -Suspension, Demotion, Termination**
4. **DO - Suspension, Dismissal, and Nonreemployment of Teachers**
5. **CKAH - Use of Automatic External Defibrillator**
6. **CKAH-P - Sudden Cardiac Emergency Response Plan**
7. **EMI - Observation of Minute of Silence**
8. **EMIC - Voluntary Prayer**

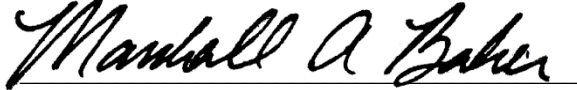
I move to approve and waive the first reading of all policies listed in 8B of the agenda. This motion, made by Tim Riley and seconded by Rachel Dillin, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

9. ADJOURNMENT

I move to adjourn at 8:34 p.m. This motion, made by Roberta Douglas and seconded by Tim Riley, Carried. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

A. Vote to Adjourn (Action)

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 November 12, 2024.



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

Minutes of Special Meeting

Monday, October 21, 2024 8:00 AM Central

Attendance Taken at 8:00 AM.

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

1. Board of Education Call to Order and Roll Call

President Baker called the meeting to order at 8:00 a.m. Roll call was taken by Board Clerk, Tawni Hooten. The record reflects four (4) of the five (5) members of the board are present and a quorum of the board is established.

2. Proposed Executive Session to Discuss the Following:

A. Proposed Executive Session to Discuss the Appointment of an Acting Superintendent 25 O.S. Section 307(B)(1)

3. Vote to Convene in Executive Session (Action)

I Move to convene into Executive Session at 8:01 a.m. This motion, made by Rachel Dillin and seconded by Roberta Douglas, **Carried.**

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes,

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

President Baker acknowledged the return of the board to open session at 8:47 a.m.

5. Statement of Executive Session Minutes

The following statement was provided by ROBERTA DOUGLAS. The Executive Session convened at 8:01 a.m. During the Executive Session the following people were present: Dr. Marshall Baker, Tim Riley, Rachel Dillin, Roberta Douglas, Dr. Trent Swanson (8:28 a.m.-8:43 am). In the Executive Session the Board discussed the appointment of an employee as Acting

Superintendent as authorized by OKLA. STAT. tit. 25 Section 307(B)(1). Nothing else was discussed in the 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 or Not Approve a Temporary and/or Extra-Duty Contract for Acting Superintendent of Stillwater Public Schools 25 O.S. Section 307(B)(1). (Action)

I Move to appoint Dr. Janet Vinson as Acting Superintendent and Approval of the Extra-Duty Contract for Acting Superintendent Duties as presented This motion, made by Roberta Douglas and seconded by Rachel Dillin, **Carried.**

Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes

7. Consider and Vote to Waive First Reading and Approval of Policy:

1. DHAC (Staff Members and Electronic or Digital Communications)

I move to Waive First Reading and Approve Policy DHAC as presented. This motion, made by Rachel Dillin and seconded by Tim Riley, **Carried.**

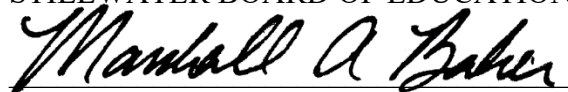
Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes,

8. Vote to adjourn (Action)

I move to adjourn at 8:59 a.m. This motion, made by Roberta Douglas and seconded by Tim Riley, **Carried.**

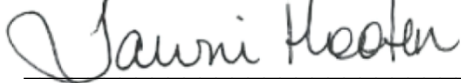
Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes

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 November 12, 2024.



Meridian Technology Center, Stillwater
Campus
1312 S Sangre Rd
Stillwater, OK 74074

Minutes of Special Meeting

Tuesday, October 29, 2024 4:30 PM Central

Attendance Taken at 4:31 PM.

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

1. Board of Education Call to Order.

President Baker called the Special board meeting to order at 4:31 p.m.

2. Roll Call.

Roll call was taken by Board Clerk, Tawni Hooten. The record reflects all members of the board are present except for Mr. Tim Riley. President Baker asked that the record reflect Mr. Riley appeared at the Board of Education for the meeting, but is on his way to Meridian Technology Center now, so his attendance will be officially recorded upon arrival. There is a quorum of the board to proceed.

President Baker requested a 20-minute recess at 4:33 p.m. The board was back from the recess at 4:50 p.m. The record reflects Mr. Riley is present. All members of the board are present.

3. Discussion regarding Budget and possible use of the School Budget Act in the future.

Board Discussion

4. Discussion and strategic planning regarding budget for 2024-2025 and 2025-2026 school years.

The board took a 10-minute recess from 5:40 p.m. to 5:50 p.m.

The board discussed the strategic planning regarding the budget for 2024-2025 and 2025-2026.

5. Discussion and strategic planning regarding school staffing needs for the 2025-2026 school year.

The board discussed strategic planning for school staffing needs for the 2025- 2026 school year.

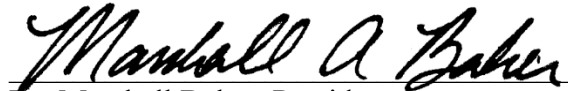
6. Discussion and strategic planning regarding the possible creation of a budget exploration committee.

The board discussed strategic planning regarding the possible creation of a budget exploration committee.

7. Vote to adjourn (Action)

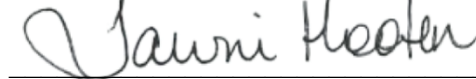
I move to adjourn this special meeting at 7:07 pm. This motion, made by Roberta Douglas and seconded by Rachel Dillin, Carried. Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes

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 November 12, 2024.

Stillwater Public Schools
Independent District No. 16, Payne County



Mr. Uwe Gordon
Superintendent

Dr. Janet Vinson
Acting Superintendent

Mrs. Kristie Newby, MBA, CFE
Chief Financial Officer

**Transfer & Summary of
Activity Account Funds**

November 2024 Board Meeting

As of 10/31/24

Stillwater School District 16

Period GL Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 11/1/2024

Print accounts with zero balance

SCHOOL ACTIVITY FUND - 60	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Activity</u>	<u>Ending Balance</u>
ASSET					
60.000.9012.000.000.0000.000.000.2 CASH - ACTIVITY ACC	\$2,124,400.64	\$1,149,366.10	(\$844,373.77)	\$304,992.33	\$2,429,392.97
ASSET TOTAL	\$2,124,400.64	\$1,149,366.10	(\$844,373.77)	\$304,992.33	\$2,429,392.97
LIABILITY					
60.000.0000.000.996.0000.000.000.3 DW-INTOUCH ON ACCOU	\$0.00	\$673,442.55	(\$673,442.55)	\$0.00	\$0.00
LIABILITY TOTAL	\$0.00	\$673,442.55	(\$673,442.55)	\$0.00	\$0.00
FUND BALANCE					
60.800.9902.000.000.0000.000.050.4 050 800 CLEARING SW	(\$80,646.78)	\$0.00	\$0.00	\$0.00	(\$80,646.78)
60.801.9902.000.000.0000.000.053.4 801 CURR STUDENT SU	(\$150,749.70)	\$0.00	\$0.00	\$0.00	(\$150,749.70)
60.801.9902.000.000.0000.000.105.4 FUND BAL HP STUDENT	(\$14,648.21)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$24,648.21)
60.801.9902.000.000.0000.000.115.4 FB SR STUDENT SUPPL	(\$3,464.22)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$13,464.22)
60.801.9902.000.000.0000.000.120.4 FB SK STUDENT SUPPL	(\$9,295.90)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$19,295.90)
60.801.9902.000.000.0000.000.125.4 FB WW STUDENT SUPPL	(\$5,378.01)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$15,378.01)
60.801.9902.000.000.0000.000.130.4 FB WR STUDENT SUPPL	(\$4,452.96)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$14,452.96)
60.801.9902.000.000.0000.000.135.4 FB RI STUDENT SUPPL	(\$947.94)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$10,947.94)
60.802.9902.000.000.0000.000.115.4 FB SR COURTESY/APPR	(\$584.59)	\$5,000.00	(\$5,000.00)	\$0.00	(\$584.59)
60.802.9902.000.000.0000.000.505.4 505-802-COURTESY FB	(\$160.43)	\$0.00	\$0.00	\$0.00	(\$160.43)
60.802.9902.000.000.0000.000.610.4 610-802-COURTESY/AP	(\$1,522.34)	\$0.00	\$0.00	\$0.00	(\$1,522.34)
60.802.9902.000.000.0000.000.705.4 802 COURTESY FUND	(\$977.50)	\$5,000.00	(\$5,000.00)	\$0.00	(\$977.50)
60.803.9902.000.000.0000.000.105.4 FB HP LIBRARY	(\$4,800.04)	\$0.00	\$0.00	\$0.00	(\$4,800.04)
60.803.9902.000.000.0000.000.115.4 FB SR LIBRARY	(\$4,674.13)	\$0.00	\$0.00	\$0.00	(\$4,674.13)
60.803.9902.000.000.0000.000.120.4 FB SK LIBRARY	(\$796.31)	\$0.00	\$0.00	\$0.00	(\$796.31)
60.803.9902.000.000.0000.000.125.4 FB WW LIBRARY	(\$6,485.65)	\$0.00	\$0.00	\$0.00	(\$6,485.65)
60.803.9902.000.000.0000.000.130.4 FB WR LIBRARY	(\$4,538.17)	\$0.00	\$0.00	\$0.00	(\$4,538.17)
60.803.9902.000.000.0000.000.135.4 FB RI LIBRARY	(\$1,202.20)	\$0.00	\$0.00	\$0.00	(\$1,202.20)
60.803.9902.000.000.0000.000.505.4 505-803-LIBRARY FB	(\$304.39)	\$0.00	\$0.00	\$0.00	(\$304.39)
60.803.9902.000.000.0000.000.610.4 610-803-LIBRARY FB	(\$873.32)	\$0.00	\$0.00	\$0.00	(\$873.32)
60.803.9902.000.000.0000.000.705.4 803 LIBRARY FUND	(\$248.07)	\$0.00	\$0.00	\$0.00	(\$248.07)
60.804.9902.000.000.0000.000.505.4 505-804-GUIDANCE FB	(\$14.79)	\$0.00	\$0.00	\$0.00	(\$14.79)
60.805.9902.000.000.0000.000.115.4 FB SR SITE GENERAL	(\$10,787.31)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$15,787.31)

Stillwater School District 16

Period GL Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 11/1/2024

Print accounts with zero balance

SCHOOL ACTIVITY FUND - 60	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Activity</u>	<u>Ending Balance</u>
FUND BALANCE					
60.805.9902.000.000.0000.000.135.4 FB RI SITE GENERAL	(\$11,832.85)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$16,832.85)
60.805.9902.000.000.0000.000.610.4 610-805-GENERAL ACT	(\$5,472.82)	\$0.00	\$0.00	\$0.00	(\$5,472.82)
60.805.9902.000.000.0000.000.700.4 700-805-SITE ACTIVI	(\$269.09)	\$0.00	\$0.00	\$0.00	(\$269.09)
60.805.9902.000.000.0000.000.705.4 805 GENERAL ACTIVIT	(\$1,230.18)	\$0.00	\$0.00	\$0.00	(\$1,230.18)
60.806.9902.000.000.0000.000.105.4 FB HP FACILITY RENT	(\$4,736.97)	\$0.00	\$0.00	\$0.00	(\$4,736.97)
60.806.9902.000.000.0000.000.120.4 FB SK FACILITY RENT	(\$465.39)	\$0.00	\$0.00	\$0.00	(\$465.39)
60.806.9902.000.000.0000.000.125.4 FB WW FACILITY RENT	(\$52.22)	\$0.00	\$0.00	\$0.00	(\$52.22)
60.806.9902.000.000.0000.000.130.4 FB WR FACILITY RENT	(\$13,288.55)	\$0.00	\$0.00	\$0.00	(\$13,288.55)
60.806.9902.000.000.0000.000.135.4 FB RI FACILITY RENT	(\$1,240.59)	\$0.00	\$0.00	\$0.00	(\$1,240.59)
60.806.9902.000.000.0000.000.505.4 505-806-SITE RENTAL	(\$2,802.91)	\$0.00	\$0.00	\$0.00	(\$2,802.91)
60.806.9902.000.000.0000.000.610.4 610-806-SITE RENTAL	(\$6,787.66)	\$0.00	\$0.00	\$0.00	(\$6,787.66)
60.807.9902.000.000.0000.000.050.4 050 807 SPECIAL EVE	(\$10,439.59)	\$0.00	\$0.00	\$0.00	(\$10,439.59)
60.807.9902.000.000.0000.000.105.4 FB HP SPECIAL EVENT	(\$10,039.21)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$15,039.21)
60.807.9902.000.000.0000.000.120.4 FB SK SPECIAL EVENT	(\$5,612.41)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$10,612.41)
60.807.9902.000.000.0000.000.125.4 FB WW SPECIAL EVENT	(\$15,041.99)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$20,041.99)
60.807.9902.000.000.0000.000.130.4 FB WR SPECIAL EVENT	(\$8,511.48)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$13,511.48)
60.807.9902.000.000.0000.000.505.4 505-807-SPECIAL EVE	(\$1,886.70)	\$5,000.00	(\$5,000.00)	\$0.00	(\$1,886.70)
60.807.9902.000.000.0000.000.610.4 610-807-SPECIAL EVE	\$0.00	\$5,000.00	(\$5,000.00)	\$0.00	\$0.00
60.807.9902.000.000.0000.000.715.4 715 807 TRANS SPECI	(\$16,361.89)	\$0.00	\$0.00	\$0.00	(\$16,361.89)
60.809.9902.000.000.0000.000.053.4 809 CURR TEXTBOOKS	(\$3,747.81)	\$0.00	\$0.00	\$0.00	(\$3,747.81)
60.811.9902.000.000.0000.000.130.4 FB WR CULTURAL NIGH	(\$59.45)	\$0.00	\$0.00	\$0.00	(\$59.45)
60.812.9902.000.000.0000.000.705.4 812 PARKING FINES	(\$11,443.65)	\$0.00	\$0.00	\$0.00	(\$11,443.65)
60.813.9902.000.000.0000.000.610.4 610-813-LOCKER FB	(\$36.94)	\$0.00	\$0.00	\$0.00	(\$36.94)
60.814.9902.000.000.0000.000.054.4 054 814 CLEARING SW	(\$11,347.83)	\$0.00	\$0.00	\$0.00	(\$11,347.83)
60.816.9902.000.000.0000.000.705.4 816 PIONEER PANTRY	(\$41,352.39)	\$0.00	\$0.00	\$0.00	(\$41,352.39)
60.817.9902.000.000.0000.000.705.4 817 PAC FUND	(\$57,712.16)	\$0.00	\$0.00	\$0.00	(\$57,712.16)
60.818.9902.000.000.0000.000.050.4 818.WORK KEYS FUND	(\$192.00)	\$0.00	\$0.00	\$0.00	(\$192.00)
60.820.9902.000.000.0000.000.105.4 FB HP THANKS A LATT	(\$694.88)	\$0.00	\$0.00	\$0.00	(\$694.88)
60.823.9902.000.000.0000.000.120.4 FB SK SAFETY/HEALTH	(\$1,070.69)	\$0.00	\$0.00	\$0.00	(\$1,070.69)
60.824.9902.000.000.0000.000.505.4 SMS EXCHANGE FUND B	(\$38,162.10)	\$0.00	\$0.00	\$0.00	(\$38,162.10)

Stillwater School District 16

Period GL Report

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Print accounts with zero balance

SCHOOL ACTIVITY FUND - 60

	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Activity</u>	<u>Ending Balance</u>
FUND BALANCE					
60.828.9902.000.000.0000.000.053.4 828 SPED FUND BALAN	(\$22,367.18)	\$0.00	\$0.00	\$0.00	(\$22,367.18)
60.829.9902.000.000.0000.000.050.4 050 829 TECH FUND	(\$3,951.39)	\$0.00	\$0.00	\$0.00	(\$3,951.39)
60.830.9902.000.000.0000.000.053.4 830 CURR PROF DEV	(\$6,512.32)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$16,512.32)
60.831.9902.000.000.0000.000.053.4 831 CURR BOOK BUS	(\$920.77)	\$0.00	\$0.00	\$0.00	(\$920.77)
60.832.9902.000.000.0000.000.700.4 FUND BAL LA GRADY L	(\$5,350.00)	\$0.00	\$0.00	\$0.00	(\$5,350.00)
60.833.9902.000.000.0000.000.053.4 833 CURR AFTER SCHL	(\$39,493.95)	\$0.00	\$0.00	\$0.00	(\$39,493.95)
60.834.9902.000.000.0000.000.053.4 834 CURR AFTER SCHL	(\$368,137.47)	\$115,000.00	\$0.00	\$115,000.00	(\$253,137.47)
60.835.9902.000.000.0000.000.053.4 835 CURR TEACHER OF	(\$720.99)	\$0.00	\$0.00	\$0.00	(\$720.99)
60.836.9902.000.000.0000.000.050.4 050 836 SUPPORT EE	(\$300.14)	\$0.00	\$0.00	\$0.00	(\$300.14)
60.838.9902.000.000.0000.000.050.4 050 838 SUPT FUND	(\$4,024.98)	\$0.00	\$0.00	\$0.00	(\$4,024.98)
60.839.9902.000.000.0000.000.053.4 ED SERVICES SPEF FU	(\$5,588.18)	\$0.00	\$0.00	\$0.00	(\$5,588.18)
60.839.9902.000.000.0000.000.105.4 FB HP SPEF	(\$1,752.00)	\$0.00	\$0.00	\$0.00	(\$1,752.00)
60.839.9902.000.000.0000.000.120.4 FB SK SPEF	(\$2,113.75)	\$0.00	\$0.00	\$0.00	(\$2,113.75)
60.839.9902.000.000.0000.000.125.4 FB WW SPEF	(\$80.92)	\$0.00	\$0.00	\$0.00	(\$80.92)
60.839.9902.000.000.0000.000.130.4 FB WR SPEF	(\$112.00)	\$0.00	\$0.00	\$0.00	(\$112.00)
60.839.9902.000.000.0000.000.135.4 FB RI SPEF	(\$172.38)	\$0.00	\$0.00	\$0.00	(\$172.38)
60.839.9902.000.000.0000.000.505.4 505-839-SPEF FB	(\$5,112.06)	\$0.00	\$0.00	\$0.00	(\$5,112.06)
60.839.9902.000.000.0000.000.610.4 610-839-SPEF FB	(\$4,280.37)	\$0.00	\$0.00	\$0.00	(\$4,280.37)
60.839.9902.000.000.0000.000.700.4 839 SPEF FUND BALAN	(\$1,496.21)	\$0.00	\$0.00	\$0.00	(\$1,496.21)
60.839.9902.000.000.0000.000.705.4 839 SPEF GRANT FUND	(\$1,011.24)	\$0.00	\$0.00	\$0.00	(\$1,011.24)
60.840.9902.000.000.0000.000.053.4 840 FUND BALANCE	(\$283.92)	\$0.00	\$0.00	\$0.00	(\$283.92)
60.841.9902.000.000.0000.000.702.4 702 841 VIRTUAL ACA	(\$203.53)	\$0.00	\$0.00	\$0.00	(\$203.53)
60.842.9902.000.000.0000.000.050.4 050 842 PUBLIC RELA	(\$1,104.42)	\$0.00	\$0.00	\$0.00	(\$1,104.42)
60.843.9902.000.000.0000.000.052.4 843 FACILITIES FUND	(\$4,146.37)	\$0.00	\$0.00	\$0.00	(\$4,146.37)
60.845.9902.000.000.0000.000.053.4 845 FUND BALANCE	(\$13,038.52)	\$0.00	\$0.00	\$0.00	(\$13,038.52)
60.850.9902.000.000.0000.000.700.4 850 GRANT FUND BALA	(\$15,352.57)	\$0.00	\$0.00	\$0.00	(\$15,352.57)
60.851.9902.000.000.0000.000.120.4 851 TEACHER GRANTS	(\$2,618.06)	\$0.00	\$0.00	\$0.00	(\$2,618.06)
60.854.9902.000.000.0000.000.050.4 854 FUND BALANCE	(\$17.52)	\$0.00	\$0.00	\$0.00	(\$17.52)
60.856.9902.000.000.0000.000.125.4 FB WW DONATIONS	(\$2,100.30)	\$0.00	\$0.00	\$0.00	(\$2,100.30)
60.857.9902.000.000.0000.000.125.4 FB WW PTA DONATIONS	(\$5,212.58)	\$0.00	\$0.00	\$0.00	(\$5,212.58)

Stillwater School District 16

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Print accounts with zero balance

SCHOOL ACTIVITY FUND - 60	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Activity</u>	<u>Ending Balance</u>
FUND BALANCE					
60.858.9902.000.000.0000.000.700.4 858 FRIENDS OF LINC	(\$1,371.64)	\$0.00	\$0.00	\$0.00	(\$1,371.64)
60.859.9902.000.000.0000.000.053.4 859 CURR HOMELESS	(\$3,272.27)	\$0.00	\$0.00	\$0.00	(\$3,272.27)
60.860.9902.000.000.0000.000.705.4 860.CLASS OF 63	(\$1,853.00)	\$0.00	\$0.00	\$0.00	(\$1,853.00)
60.865.9902.000.000.0000.000.050.4 865 CHROMEBOOK FUND	(\$71,209.65)	\$0.00	\$0.00	\$0.00	(\$71,209.65)
60.874.9902.000.000.0000.000.705.4 874 ADVANCED ART FU	(\$1,467.29)	\$0.00	\$0.00	\$0.00	(\$1,467.29)
60.876.9902.000.000.0000.000.105.4 FB HP ART	(\$10.02)	\$0.00	\$0.00	\$0.00	(\$10.02)
60.876.9902.000.000.0000.000.120.4 FB SK ART	(\$146.63)	\$0.00	\$0.00	\$0.00	(\$146.63)
60.876.9902.000.000.0000.000.610.4 610-876-ART FB	(\$791.14)	\$0.00	\$0.00	\$0.00	(\$791.14)
60.876.9902.000.000.0000.000.705.4 FB HS ART	(\$449.93)	\$0.00	\$0.00	\$0.00	(\$449.93)
60.877.9902.000.000.0000.000.610.4 610-877-LANGUAGE AR	(\$755.40)	\$0.00	\$0.00	\$0.00	(\$755.40)
60.878.9902.000.000.0000.000.705.4 878 POTTERY FUND	(\$1,950.41)	\$0.00	\$0.00	\$0.00	(\$1,950.41)
60.880.9902.000.000.0000.000.610.4 610-880-SCIENCE FB	(\$792.20)	\$0.00	\$0.00	\$0.00	(\$792.20)
60.883.9902.000.000.0000.000.610.4 610-883-SPEECH FB	(\$7,123.55)	\$0.00	\$0.00	\$0.00	(\$7,123.55)
60.884.9902.000.000.0000.000.610.4 610-884-SOCIAL STUD	(\$366.74)	\$0.00	\$0.00	\$0.00	(\$366.74)
60.885.9902.000.000.0000.000.705.4 885 INSTRUCTIONAL F	(\$11,691.63)	\$0.00	\$0.00	\$0.00	(\$11,691.63)
60.895.9902.000.000.0000.000.120.4 FB SK INSTRUCTIONAL	(\$7.68)	\$0.00	\$0.00	\$0.00	(\$7.68)
60.901.9902.000.000.0000.000.705.4 901 ACADEMIC TEAM F	(\$46.54)	\$0.00	\$0.00	\$0.00	(\$46.54)
60.903.9902.000.000.0000.000.705.4 903 AFRICAN AM STUD	(\$477.59)	\$0.00	\$0.00	\$0.00	(\$477.59)
60.904.9902.000.000.0000.000.505.4 505-904-ART CLUB FB	(\$1,692.53)	\$0.00	\$0.00	\$0.00	(\$1,692.53)
60.904.9902.000.000.0000.000.610.4 610-904-ART CLUB FB	(\$26.18)	\$0.00	\$0.00	\$0.00	(\$26.18)
60.904.9902.000.000.0000.000.705.4 904 ART CLUB FUND	(\$958.70)	\$0.00	\$0.00	\$0.00	(\$958.70)
60.905.9902.000.000.0000.000.705.4 905 BAND FUND	(\$101,685.31)	\$0.00	\$0.00	\$0.00	(\$101,685.31)
60.906.9902.000.000.0000.000.705.4 906 BEST BUDDIES FU	(\$2,248.57)	\$0.00	\$0.00	\$0.00	(\$2,248.57)
60.907.9902.000.000.0000.000.610.4 610-907-BETA CLUB F	(\$1,404.08)	\$0.00	\$0.00	\$0.00	(\$1,404.08)
60.907.9902.000.000.0000.000.705.4 907 BETA CLUB FUND	(\$4,941.29)	\$0.00	\$0.00	\$0.00	(\$4,941.29)
60.909.9902.000.000.0000.000.610.4 610-909-BPA FB	(\$209.40)	\$0.00	\$0.00	\$0.00	(\$209.40)
60.909.9902.000.000.0000.000.705.4 909.BPA FUND BALANC	(\$50.00)	\$0.00	\$0.00	\$0.00	(\$50.00)
60.912.9902.000.000.0000.000.705.4 912 DISC GOLF FUND	(\$626.34)	\$0.00	\$0.00	\$0.00	(\$626.34)
60.915.9902.000.000.0000.000.610.4 610-915-FCCLA FB	(\$517.13)	\$0.00	\$0.00	\$0.00	(\$517.13)
60.915.9902.000.000.0000.000.705.4 915 FCCLA FUND	(\$1,274.05)	\$0.00	\$0.00	\$0.00	(\$1,274.05)

Stillwater School District 16

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Print accounts with zero balance

SCHOOL ACTIVITY FUND - 60

	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Activity</u>	<u>Ending Balance</u>
FUND BALANCE					
60.916.9902.000.000.0000.000.705.4 916 FFA FUND	(\$28,803.75)	\$0.00	\$0.00	\$0.00	(\$28,803.75)
60.917.9902.000.000.0000.000.705.4 917 FRENCH CLUB FUN	(\$165.36)	\$0.00	\$0.00	\$0.00	(\$165.36)
60.918.9902.000.000.0000.000.120.4 FB SK GARDEN CLUB	(\$273.46)	\$0.00	\$0.00	\$0.00	(\$273.46)
60.924.9902.000.000.0000.000.705.4 924 KEY CLUB FUND	(\$59.62)	\$0.00	\$0.00	\$0.00	(\$59.62)
60.925.9902.000.000.0000.000.705.4 925 MOCK TRIAL FUND	(\$572.21)	\$0.00	\$0.00	\$0.00	(\$572.21)
60.926.9902.000.000.0000.000.705.4 926 MU ALPHA THETA	(\$1,125.48)	\$0.00	\$0.00	\$0.00	(\$1,125.48)
60.927.9902.000.000.0000.000.705.4 927 NATIONAL HONOR	(\$9,004.02)	\$0.00	\$0.00	\$0.00	(\$9,004.02)
60.930.9902.000.000.0000.000.705.4 930 ORCHESTRA FUND	(\$39,208.59)	\$0.00	\$0.00	\$0.00	(\$39,208.59)
60.931.9902.000.000.0000.000.705.4 931 ORCHESTRA BOOST	(\$1,882.35)	\$0.00	\$0.00	\$0.00	(\$1,882.35)
60.932.9902.000.000.0000.000.505.4 505-932-ROBOTICS FB	(\$2,133.31)	\$0.00	\$0.00	\$0.00	(\$2,133.31)
60.932.9902.000.000.0000.000.610.4 610-932-ROBOTICS FB	(\$2,891.22)	\$0.00	\$0.00	\$0.00	(\$2,891.22)
60.933.9902.000.000.0000.000.705.4 933 PINK OUT FUND	(\$136.50)	\$0.00	\$0.00	\$0.00	(\$136.50)
60.934.9902.000.000.0000.000.610.4 610-934-PIONEER PEE	(\$665.69)	\$0.00	\$0.00	\$0.00	(\$665.69)
60.936.9902.000.000.0000.000.610.4 610-936-PLTW FB	(\$2,450.13)	\$0.00	\$0.00	\$0.00	(\$2,450.13)
60.937.9902.000.000.0000.000.105.4 FB HP RUNNING CLUB	(\$296.50)	\$0.00	\$0.00	\$0.00	(\$296.50)
60.937.9902.000.000.0000.000.130.4 FB WR RUNNING CLUB	(\$147.37)	\$0.00	\$0.00	\$0.00	(\$147.37)
60.938.9902.000.000.0000.000.105.4 FB HP SCIENCE CLUB	(\$3,748.79)	\$0.00	\$0.00	\$0.00	(\$3,748.79)
60.938.9902.000.000.0000.000.705.4 938 SCIENCE CLUB FU	(\$232.00)	\$0.00	\$0.00	\$0.00	(\$232.00)
60.939.9902.000.000.0000.000.610.4 610-939-FACS FB	(\$254.80)	\$0.00	\$0.00	\$0.00	(\$254.80)
60.940.9902.000.000.0000.000.705.4 940 SIGN LANGUAGE C	(\$179.54)	\$0.00	\$0.00	\$0.00	(\$179.54)
60.941.9902.000.000.0000.000.505.4 505-941-SMS SINGERS	(\$11,794.89)	\$0.00	\$0.00	\$0.00	(\$11,794.89)
60.942.9902.000.000.0000.000.705.4 942 SPANISH CLUB FU	(\$859.60)	\$0.00	\$0.00	\$0.00	(\$859.60)
60.944.9902.000.000.0000.000.705.4 944 SPED TRANSITION	(\$7,579.39)	\$0.00	\$0.00	\$0.00	(\$7,579.39)
60.945.9902.000.000.0000.000.705.4 945 MAKES A CHANGE	(\$5,829.76)	\$0.00	\$0.00	\$0.00	(\$5,829.76)
60.946.9902.000.000.0000.000.505.4 505-946-STUDENT COU	(\$3,612.20)	\$0.00	\$0.00	\$0.00	(\$3,612.20)
60.946.9902.000.000.0000.000.610.4 610-946-STUDENT COU	(\$2,339.44)	\$0.00	\$0.00	\$0.00	(\$2,339.44)
60.946.9902.000.000.0000.000.705.4 946 STUDENT COUNCIL	(\$12,901.01)	\$0.00	\$0.00	\$0.00	(\$12,901.01)
60.947.9902.000.000.0000.000.505.4 505-947-TECH STUDEN	(\$540.35)	\$0.00	\$0.00	\$0.00	(\$540.35)
60.947.9902.000.000.0000.000.610.4 610-947-TECH STUDEN	(\$157.63)	\$0.00	\$0.00	\$0.00	(\$157.63)

Stillwater School District 16

Period GL Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 11/1/2024

Print accounts with zero balance

SCHOOL ACTIVITY FUND - 60	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Activity</u>	<u>Ending Balance</u>
FUND BALANCE					
60.947.9902.000.000.0000.000.705.4 947 TECH STUDENT AS	(\$52.00)	\$0.00	\$0.00	\$0.00	(\$52.00)
60.948.9902.000.000.0000.000.705.4 948 THEATRE PERFORM	(\$71,109.47)	\$0.00	\$0.00	\$0.00	(\$71,109.47)
60.949.9902.000.000.0000.000.505.4 505-949-VOCAL MUSIC	(\$10,185.55)	\$0.00	\$0.00	\$0.00	(\$10,185.55)
60.949.9902.000.000.0000.000.705.4 949 VOCAL MUSIC FUN	(\$24,596.83)	\$0.00	\$0.00	\$0.00	(\$24,596.83)
60.951.9902.000.000.0000.000.505.4 505-951-YEARBOOK FB	(\$6,809.47)	\$0.00	\$0.00	\$0.00	(\$6,809.47)
60.951.9902.000.000.0000.000.610.4 610-951-YEARBOOK FB	(\$5,650.05)	\$0.00	\$0.00	\$0.00	(\$5,650.05)
60.951.9902.000.000.0000.000.705.4 951 YEARBOOK FUND	(\$23,140.00)	\$0.00	\$0.00	\$0.00	(\$23,140.00)
60.952.9902.000.000.0000.000.705.4 952 YOUNG DEMOCRATS	(\$270.22)	\$0.00	\$0.00	\$0.00	(\$270.22)
60.953.9902.000.000.0000.000.705.4 953 YOUTH AND GOVT	(\$534.49)	\$0.00	\$0.00	\$0.00	(\$534.49)
60.956.9902.000.000.0000.000.505.4 505-956-ARTISANS TE	(\$526.04)	\$0.00	\$0.00	\$0.00	(\$526.04)
60.958.9902.000.000.0000.000.505.4 505-958-TITANS TEAM	(\$423.86)	\$0.00	\$0.00	\$0.00	(\$423.86)
60.959.9902.000.000.0000.000.505.4 505-959-SYNERGY TEA	(\$1,409.43)	\$0.00	\$0.00	\$0.00	(\$1,409.43)
60.960.9902.000.000.0000.000.705.4 960 SOPHMORE CLASS	(\$2,123.09)	\$0.00	\$0.00	\$0.00	(\$2,123.09)
60.961.9902.000.000.0000.000.705.4 961 JUNIOR CLASS FU	(\$8,012.01)	\$0.00	\$0.00	\$0.00	(\$8,012.01)
60.962.9902.000.000.0000.000.705.4 962 SENIOR CLASS FU	(\$4,648.13)	\$0.00	\$0.00	\$0.00	(\$4,648.13)
60.964.9902.000.000.0000.000.705.4 964 ESPORTS FUND	(\$773.84)	\$0.00	\$0.00	\$0.00	(\$773.84)
60.965.9902.000.000.0000.000.705.4 965 GSA FUND	(\$726.57)	\$0.00	\$0.00	\$0.00	(\$726.57)
60.970.9902.000.000.0000.000.610.4 610-970-ALL SPORTS	(\$40,156.22)	\$0.00	(\$150.00)	(\$150.00)	(\$40,306.22)
60.970.9902.000.000.0000.000.705.4 970 ALL SPORTS FUND	(\$156,932.36)	\$0.00	\$0.00	\$0.00	(\$156,932.36)
60.971.9902.000.000.0000.000.705.4 971 STADIUM CONCESS	(\$45,485.74)	\$0.00	\$0.00	\$0.00	(\$45,485.74)
60.972.9902.000.000.0000.000.705.4 972 STATE PLAYOFFS	(\$19,723.85)	\$0.00	\$0.00	\$0.00	(\$19,723.85)
60.973.9902.000.000.0000.000.705.4 973 BASEBALL FUND	(\$0.26)	\$0.00	\$0.00	\$0.00	(\$0.26)
60.974.9902.000.000.0000.000.705.4 974 BOYS BASKETBALL	(\$1,129.00)	\$0.00	\$0.00	\$0.00	(\$1,129.00)
60.975.9902.000.000.0000.000.705.4 975 GIRLS BASKETBAL	(\$123.55)	\$0.00	\$0.00	\$0.00	(\$123.55)
60.976.9902.000.000.0000.000.610.4 610-976-CHEERLEADER	(\$4,616.72)	\$0.00	\$0.00	\$0.00	(\$4,616.72)
60.976.9902.000.000.0000.000.705.4 976 CHEERLEADERS FU	(\$297.02)	\$0.00	\$0.00	\$0.00	(\$297.02)
60.977.9902.000.000.0000.000.705.4 977 CROSS COUNTRY F	(\$7,629.99)	\$0.00	\$0.00	\$0.00	(\$7,629.99)
60.978.9902.000.000.0000.000.705.4 978 FOOTBALL FUND	(\$5,612.23)	\$0.00	\$0.00	\$0.00	(\$5,612.23)
60.979.9902.000.000.0000.000.705.4 979 BOYS GOLF	(\$225.91)	\$0.00	\$0.00	\$0.00	(\$225.91)
60.980.9902.000.000.0000.000.705.4 980 GIRLS GOLF	(\$3,032.27)	\$0.00	\$0.00	\$0.00	(\$3,032.27)

Stillwater School District 16

Period GL Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 11/1/2024

Print accounts with zero balance

SCHOOL ACTIVITY FUND - 60

	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Activity</u>	<u>Ending Balance</u>
FUND BALANCE					
60.981.9902.000.000.0000.000.610.4 610-981-POM FB	(\$3,341.46)	\$0.00	\$0.00	\$0.00	(\$3,341.46)
60.982.9902.000.000.0000.000.705.4 982 BOYS SOCCER FUN	(\$7.70)	\$0.00	\$0.00	\$0.00	(\$7.70)
60.983.9902.000.000.0000.000.705.4 983 GIRLS SOCCER FU	(\$433.13)	\$0.00	\$0.00	\$0.00	(\$433.13)
60.984.9902.000.000.0000.000.705.4 984 SWIMMING FUND	(\$1,579.60)	\$0.00	\$0.00	\$0.00	(\$1,579.60)
60.985.9902.000.000.0000.000.705.4 985 BOYS TENNIS FUN	(\$1,875.78)	\$0.00	\$0.00	\$0.00	(\$1,875.78)
60.986.9902.000.000.0000.000.705.4 986 GIRLS TENNIS FU	(\$2,085.00)	\$0.00	\$0.00	\$0.00	(\$2,085.00)
60.987.9902.000.000.0000.000.705.4 987 BOYS TRACK FUND	(\$2,673.00)	\$0.00	\$0.00	\$0.00	(\$2,673.00)
60.988.9902.000.000.0000.000.705.4 988 GIRLS TRACK FUN	(\$2,768.00)	\$0.00	\$0.00	\$0.00	(\$2,768.00)
60.989.9902.000.000.0000.000.705.4 989 VOLLEYBALL FUND	(\$516.50)	\$0.00	\$0.00	\$0.00	(\$516.50)
60.990.9902.000.000.0000.000.705.4 990 WRESTLING FUND	(\$119.10)	\$0.00	\$0.00	\$0.00	(\$119.10)
60.991.9902.000.000.0000.000.705.4 991 SOFTBALL FUND	(\$163.30)	\$0.00	\$0.00	\$0.00	(\$163.30)
60.995.9902.000.000.0000.000.705.4 995 PIONEER PLAY DA	(\$165,728.00)	\$0.00	\$0.00	\$0.00	(\$165,728.00)
60.996.9902.000.000.0000.000.705.4 996 ALLRED GOLF SCH	(\$21,500.00)	\$0.00	\$0.00	\$0.00	(\$21,500.00)
60.997.9902.000.000.0000.000.705.4 997 WELCH WRESTLING	(\$2,645.00)	\$0.00	\$0.00	\$0.00	(\$2,645.00)
60.998.9902.000.000.0000.000.705.4 998 ESTES SCHOLARSH	(\$5,895.60)	\$0.00	\$0.00	\$0.00	(\$5,895.60)
60.999.9902.000.000.0000.000.705.4 999 FOSTER MEMORIAL	(\$830.00)	\$0.00	\$0.00	\$0.00	(\$830.00)
FUND BALANCE TOTAL	(\$2,124,400.64)	\$135,000.00	(\$120,150.00)	\$14,850.00	(\$2,109,550.64)
REVENUES AND TRANSFERS IN					
SUMMARIZED REVENUES AND TRANSFERS IN	\$0.00	\$412,277.15	(\$1,405,054.55)	(\$992,777.40)	(\$992,777.40)
REVENUES AND TRANSFERS IN TOTAL	\$0.00	\$412,277.15	(\$1,405,054.55)	(\$992,777.40)	(\$992,777.40)
EXPENDITURES AND TRANSFERS OUT					
SUMMARIZED EXPENDITURES AND TRANSFERS OUT	\$0.00	\$674,650.88	(\$1,715.81)	\$672,935.07	\$672,935.07
EXPENDITURES AND TRANSFERS OUT TOTAL	\$0.00	\$674,650.88	(\$1,715.81)	\$672,935.07	\$672,935.07
SCHOOL ACTIVITY FUND Totals:	\$0.00	\$3,044,736.68	(\$3,044,736.68)	\$0.00	\$0.00
Grand Total:	\$0.00	\$3,044,736.68	(\$3,044,736.68)	\$0.00	\$0.00

End of Report

Stillwater Public Schools
Independent District No. 16, Payne County



Mr. Uwe Gordon
Superintendent

Dr. Janet Vinson
Acting Superintendent

Mrs. Kristie Newby, MBA, CFE
Chief Financial Officer

**Change Orders, Encumbrances
and Accounts Payable**

November 2024 Board Meeting

As of 10/31/24

Stillwater School District 16

PO Board Report Fund Totals

Fiscal Year: 2024-2025

From Date: 10/9/2024 12:00:00 AM To Date: 11/12/2024 12:00:00 AM Threshold 1

Fund	Description	Amount
11	GENERAL FUND	413,447.87
21	BUILDING FUND	36,220.33
22	CHILD NUTRITION PROGRAMS FUND	4,230.99
31	BOND FUND (2017)	2,546.12
32	BOND FUND (2023)	2,296,562.62
	Total Amount	2,753,007.93
	End of Report	

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 10/9/2024 12:00:00 AM To Date: 11/12/2024 12:00:00 AM Threshold: 1

PO Number	Vendor	Description	For	Amount
20250138	OSSBA	CHANGE ORDER 11/12/2024- INCREASE FUNDS BY \$17,000.00	11-GENERAL	24,000.00
20250155	COLLINS, MIRANDA	CHANGE ORDER INCREASE FUNDS BY \$129.24 -11/12/2024 IN-DISTRICT MILEAGE	11-GENERAL	329.34
20250201	NATE'S TREE SERVICE, LLC	CHANGE ORDER - INCREASE FUNDS BY \$15,000.00 AT 11/12/2024 BOARD MEETING	11-GENERAL	58,934.50
20250276	AMERICAN ROOFING & CONSTRUCTION, LLC	CHANGE ORDER - INCREASE FUNDS BY \$24,832.00 AT 11/12/2024 BOARD MEETING JUNIOR HIGH ROOFING	32-BOND	2,238,610.18
20250329	TURNING POINT RANCH ASSOCIATION	CHANGE ORDER - INCREASE FUNDS BY \$13,000.00 AT 11/12/2024 BOARD MEETING THERAPEUTIC HORSEBACK RIDING	11-GENERAL	14,800.00
20250336	CRISIS PREVENTION INSTITUTE, INC	CHANGE ORDER - INCREASE FUNDS BY \$969.80 AT 11/12/2024 BOARD MEETING STAFF TRAINING	11-GENERAL	2,424.50
20250435	FLINN SCIENTIFIC, INC.	CHANGE ORDER - INCREASE FUNDS BY \$9.49 AT 11/12/2024 BOARD MEETING SCIENCE SUPPLIES	11-GENERAL	14.95
20250602	BOVENSCHEN, TRICIA A	CHANGE ORDER - INCREASE FUNDS BY \$100.00 AT 11/12/2024 BOARD MEETING IN DISTRICT MILEAGE	11-GENERAL	250.00
20250603	PERKINS, MEGAN E	CHANGE ORDER - INCREASE FUNDS BY \$100.00 AT 11/12/2024 BOARD MEETING IN-DISTRICT MILEAGE	11-GENERAL	250.00
20250644	PALEN MUSIC CENTER, LLC	CHANGE ORDER - INCREASE FUNDS BY \$890.00 AT 11/12/2024 BOARD MEETING INSTRUMENT REPAIRS/SUPPLIES	11-GENERAL	1,890.00
20250804	GREAT EXPECTATIONS	CHANGE ORDER - INCREASE FUNDS BY \$10,500.00 AT 11/12/2024 BOARD MEETING COACHING DAYS	11-GENERAL	21,000.00
20250826	BOVENSCHEN, TRICIA A	CHANGE ORDER - INCREASE FUNDS BY \$250.00 AT 11/12/2024 BOARD MEETING IN DISTRICT MILEAGE	11-GENERAL	400.00
20250827	PERKINS, MEGAN E	CHANGE ORDER - INCREASE FUNDS BY \$250.00 AT 11/12/2024 BOARD MEETING IN-DISTRICT MILEAGE	11-GENERAL	400.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 10/9/2024 12:00:00 AM To Date: 11/12/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250869	OKLAHOMA BPA	CHANGE ORDER - INCREASE FUNDS BY \$160.00 AT 11/12/2024 BOARD MEETING Student BPA Membership	11-GENERAL	560.00
20250878	FCCLA, INC.	CHANGE ORDER - INCREASE FUNDS BY \$141.00 AT 11/12/2024 BOARD MEETING FCCLS membership Affiliations	11-GENERAL	616.00
20250926	GARBANZO	Garbanzo subscrip.	11-GENERAL	298.00
20250927	INTERWORKS, INC.	District Technology	11-GENERAL	37,340.41
20250928	NATE'S TREE SERVICE, LLC	HP COURTYARD MULCH	32-BOND	4,650.00
20250929	WALMART LOCAL	GRIEF KITS	11-GENERAL	298.00
20250930	Amazon Capital Services	GRIEF KITS	11-GENERAL	1,000.00
20250931	Amazon Capital Services	Red Ribbon Week Supplies	11-GENERAL	409.08
20250932	SHAKE, RATTLE & ROLL AUDIO-VISUAL	AV System for 2025 Graduation	11-GENERAL	7,797.00
20250933	OK STATE DEPARTMENT OF CAREER TECH	Parade Banner	11-GENERAL	75.00
20250934	Pitsco Education, LLC	AVIATION ~ WELSH SJHS	11-GENERAL	6,362.50
20250935	NTL ASSOC EDUC OF HOMELESS CHILDREN	Virtual National Homeless Conf	11-GENERAL	2,400.00
20250936	WALMART LOCAL	PCYS	11-GENERAL	433.45
20250937	OKLAHOMA BPA	Student BPA Membership	11-GENERAL	300.00
20250938	WILSON LANGUAGE TRAINING	Foundations	11-GENERAL	135.00
20250939	WOODBURN PRESS	COUNSELOR CORPS	11-GENERAL	3,640.55
20250940	WALMART LOCAL	STORAGE RACKS	11-GENERAL	20,000.00
20250941	WALMART LOCAL	HOMELESS SUPPLIES	11-GENERAL	20,000.00
20250942	WILSON LANGUAGE TRAINING	Fun Hub Subscription	11-GENERAL	1,365.00
20250943	KATHLEEN NELSON-SIMLEY	ALL STAR CORE TRAINING-PCYS	11-GENERAL	1,500.00
20250944	Amazon Capital Services	Red Ribbon Week Supplies	11-GENERAL	383.50

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 10/9/2024 12:00:00 AM To Date: 11/12/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250945	WALMART LOCAL	CPR SUPPLIES	11-GENERAL	115.00
20250946	B & C BUSINESS PRODUCTS	Furniture quote for chairs	22-CHILD NUTRITION	649.99
20250947	CDW GOVERNMENT	TECH SUPPLIES	32-BOND	702.15
20250948	BACKBLAZE INC	Client Backup SW/Tech	32-BOND	1,400.00
20250949	DEARINGER PRINTING	ENVELOPES FRONT OFFICE	11-GENERAL	215.00
20250950	SANTELLI, CARLE N	MILEAGE REIMBURSEMENT	11-GENERAL	700.00
20250951	COLLINS, MIRANDA	MILEAGE REIMBURSEMENT	11-GENERAL	700.00
20250952	AUTOMATION INTEGRATED, LLC	WR GEOTHERMAL SYSTEM	32-BOND	3,500.50
20250953	Amazon Capital Services	Library Spending	11-GENERAL	818.80
20250954	OVERHEAD DOOR COMPANY OF STILLWATER LLC	S-OES OVERHEAD DOOR INSTALL	32-BOND	763.00
20250955	ULINE	FIRE RISER ROOM	32-BOND	238.94
20250956	HOMETOWN BRAND CENTER	ICE MACHINE	32-BOND	2,239.00
20250957	ULINE	HS TRASH CANS FOR PARKING LOT	32-BOND	2,591.13
20250958	FOLLETT CONTENT SOLUTIONS LLC	Library Books	11-GENERAL	3,391.80
20250959	PAYNE COUNTY ELECTION BD.	Pre/Post Election Expenses-BPO	11-GENERAL	24,000.00
20250960	NATIONAL FCCLA	FCCLA Membership	11-GENERAL	900.00
20250961	PAYNE COUNTY YOUTH SERVICES	COUNSELING SERVICES ~ KIRA	11-GENERAL	2,000.00
20250962	PAYNE COUNTY YOUTH SERVICES	COUNSELING SERVICES ~ KIRA	11-GENERAL	3,000.00
20250963	PAYNE COUNTY YOUTH SERVICES	COUNSELING SERVICES ~ KIRA	11-GENERAL	2,000.00
20250964	PAYNE COUNTY YOUTH SERVICES	COUNSELING SERVICES ~ KIRA	11-GENERAL	4,000.00
20250965	VEX ROBOTICS, INC.	Supplies for robot fields	11-GENERAL	386.55
20250966	BUREAU OF EDUC. & RESEARCH, INC.	REGISTRATION	11-GENERAL	295.00
20250967	OKLAHOMA SPEECH LANGUAGE HEARING ASSC.	OSHA Conference	11-GENERAL	1,200.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 10/9/2024 12:00:00 AM To Date: 11/12/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250968	STILLWATER YMCA	FACILITY RENTAL	11-GENERAL	37,185.00
20250969	POWERHOUSE TRUCKBEDS & TRAILERS	BUS REPAIR	11-GENERAL	40.00
20250970	LOWE'S HOME IMPROVEMENT CENTER	Multi-purpose DIY A-frame sign	11-GENERAL	132.86
20250971	WALMART LOCAL	Food labs Oct 16-31	11-GENERAL	200.00
20250972	WALMART LOCAL	Food labs for Dec 1-15	11-GENERAL	250.00
20250973	WALMART LOCAL	FCS Food labs- Dec	11-GENERAL	200.00
20250974	WALMART LOCAL	FCS Food labs- Nov	11-GENERAL	200.00
20250975	KONE, INC	TEST, MAINTENANCE, REPAIRS	32-BOND	2,000.00
20250976	DARR EQUIPMENT, LP	WH RACKING	32-BOND	2,426.10
20250977	MEDLEY MATERIAL HANDLING	WH EQUIP PREV MAINTENANCE	32-BOND	2,000.00
20250978	STOLHAND WELLS PLUMBING HEATING AIR	SK REPAIR WATER LEAK	32-BOND	935.20
20250979	STOLHAND WELLS PLUMBING HEATING AIR	JH WATER LEAK	32-BOND	710.75
20250980	AUTOMATION INTEGRATED, LLC	PAC HVAC UPGRADE	32-BOND	8,237.00
20250981	AED EVERYWHERE, INC	AED wall signs-sites	11-GENERAL	750.00
20250982	Amazon Capital Services	Student Support Table Supplies	11-GENERAL	139.83
20250983	ANGELA BRAND	MEDICAL SERVICES	11-GENERAL	44,944.18
20250984	SCHOLASTIC INC	BookFlix	11-GENERAL	1,525.00
20250985	B & C BUSINESS PRODUCTS	TECH HARDWARE	32-BOND	4,224.50
20250986	B & C BUSINESS PRODUCTS	TECH HARDWARE	32-BOND	10.97
20250987	GOSE & ASSOCIATES	OES RETAINING WALL/REF20240790	31	1,680.00
20250988	POWERHOUSE TRUCKBEDS & TRAILERS	REPAIR WORK ON CARHAULER	32-BOND	96.00
20250989	HILTON -HOME2 SUITES OKLAHOMA CITY SOUTH	LODGING SBIF LEVEL III	11-GENERAL	290.00
20250990	WALMART LOCAL	FCS Vacuum	11-GENERAL	84.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 10/9/2024 To Date: 11/12/2024 Threshold 1
 12:00:00 AM 12:00:00 AM

PO Number	Vendor	Description	For	Amount
20250991	UNIVERSAL SURVEYING & MAPPING, LLC	HS Phase I Minor Subdivision I	32-BOND	4,293.00
20250992	COLLINS, MIRANDA	MILEAGE APRIL-JUNE 2025	11-GENERAL	700.00
20250993	COLLINS, MIRANDA	MILEAGE JAN-MAR 2025	11-GENERAL	700.00
20250994	SANTELLI, CARLE N	MILEAGE APR-JUNE 2025	11-GENERAL	700.00
20250995	SANTELLI, CARLE N	MILEAGE FOR JAN-MAR 2025	11-GENERAL	700.00
20250996	FLYING COLORS AIRPARTS INC	AVIATION SUPPLIES	11-GENERAL	3,610.75
20250997	Amazon Capital Services	CPR TRAIN THE TRAINERS SUPPLIES FOR TRAINING	32-BOND	75.23
20250998	PENDER'S MUSIC CO.	Music for All State Choir	11-GENERAL	112.38
20250999	Amazon Capital Services	SETH FACILITIES SUPPLIES	32-BOND	40.00
20251000	SCHOOL FIX CATALOG	JB CAFETERIA STOOL TOPS	32-BOND	670.58
20251001	BOUND TO STAY BOUND BOOKS, INC.	LIBRARY BOOKS GENERAL FUND	11-GENERAL	436.01
20251002	HERTZBERG-NEW METHOD INC	LIBRARY BOOKS GENERAL FUND	11-GENERAL	1,311.32
20251003	FOLLETT CONTENT SOLUTIONS LLC	LIBRARY BOOKS GENERAL FUND	11-GENERAL	991.97
20251004	CAROLINA BIOLOGICAL SUPPLY	DETECTIVE SUPPLIES	11-GENERAL	2,443.36
20251005	Amazon Capital Services	Library Books - Requested	11-GENERAL	24.20
20251006	GARRETT BOOK COMPANY	Library non-fiction books	11-GENERAL	1,999.47
20251007	Amazon Capital Services		11-GENERAL	68.89
20251008	Amazon Capital Services	Library Books - Requested	11-GENERAL	589.90
20251009	ZAMBORSKY, KEVIN M	IN DISTRICT TRAVEL	11-GENERAL	250.00
20251010	RAINES, APRILL	IN DISTRICT MILEAGE	11-GENERAL	250.00
20251011	JACKSON, SCOTT G	IN DISTRICT MILEAGE	11-GENERAL	250.00
20251012	MITCHELL, JUDITH	IN DISTRICT MILEAGE	11-GENERAL	250.00
20251013	GENEVRO, KATHRYN	IN DISTRICT MILEAGE	11-GENERAL	250.00
20251014	ROBINSON, KENNETH G	IN DISTRICT MILEAGE	11-GENERAL	250.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 10/9/2024 12:00:00 AM To Date: 11/12/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20251015	SIDNEY W. SHAW	Legal Services for SPS	11-GENERAL	1,000.00
20251016	MICHAEL BUSENIUS	Security Services	11-GENERAL	450.00
20251017	CALEB JOHN CASSIDY	Security Services	11-GENERAL	450.00
20251018	Amazon Capital Services	BOOKS LIBRARY GENERAL FUND	11-GENERAL	44.98
20251019	Amazon Capital Services	Tech Supplies	32-BOND	241.99
20251020	BETHANY PUBLIC SCHOOLS	SLP Conference Pd by Fed. Fund	11-GENERAL	750.00
20251021	SERVPRO OF STILLWATER/GUTHRIE	REF PO#20250870 ELEV REPAIR	21	36,220.33
20251022	HAC INCORPORATED	Food Labs Sept. 1-30, 2024	11-GENERAL	400.00
20251023	WALMART LOCAL	FCS SUPPLIES	11-GENERAL	500.00
20251024	WALMART LOCAL	FCS SUPPLIES	11-GENERAL	500.00
20251025	WALMART LOCAL	FCS SUPPLIES	11-GENERAL	500.00
20251026	WALMART LOCAL	FCS SUPPLIES	11-GENERAL	500.00
20251027	WALMART LOCAL	FCS SUPPLIES	11-GENERAL	500.00
20251028	GOODWILL INDUSTRIES OF CENTRAL OK	FCS SUPPLIES	11-GENERAL	200.00
20251029	GOODWILL INDUSTRIES OF CENTRAL OK	FCS SUPPLIES	11-GENERAL	200.00
20251030	RALPH EDWARD OWEN	MS & SR INFRARED MOIST SCAN	32-BOND	7,955.55
20251031	CCOSA	OASSP/OMLEA Conf.	11-GENERAL	498.00
20251032	BUSINESS PROFESSIONALS OF AMERICA	Student/Chapter dues FY 24/25	11-GENERAL	144.00
20251033	MASCOT JUNCTION INC.	Hallway Sign	11-GENERAL	74.00
20251034	MORRIS, SCOTT D	REIMBURSE CDL	11-GENERAL	56.50
20251035	Erin Lear	Refund request	22-CHILD NUTRITION	19.40
20251036	POLYCAM INC	Polycam Pro Oct 19, 2024 – Oct	32-BOND	99.99
20251037	NATIONAL SEATING & MOBILITY, INC	GottaGo Size 2-Toilet Seat	32-BOND	1,396.00
20251038	Amazon Capital Services	TECH SUPPLIES	32-BOND	118.77

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 10/9/2024 12:00:00 AM To Date: 11/12/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20251039	Amazon Capital Services	LIBRARY BOOKS	11-GENERAL	702.32
20251040	B&H FOTO & ELECTRONICS CORP	BMITE Photo Supplies	11-GENERAL	2,028.07
20251041	DEMCO, INC.	Bookmarks, Book jackets	11-GENERAL	495.00
20251042	Amazon Capital Services	TECH SUPPLIES	32-BOND	119.98
20251043	DEARINGER PRINTING	LETTERHEAD	11-GENERAL	304.00
20251044	HAC INCORPORATED	Food Labs Sept. 1-30, 2024	11-GENERAL	200.00
20251045	HAC INCORPORATED	Food Labs Sept. 1-30, 2024	11-GENERAL	600.00
20251046	HAC INCORPORATED	Food Labs Sept. 1-30, 2024	11-GENERAL	800.00
20251047	B & C BUSINESS PRODUCTS	FCS File Cabinet	11-GENERAL	595.79
20251048	NATIONAL FOOD GROUP, INC	FOOD	22-CHILD NUTRITION	3,561.60
20251049	Amazon Capital Services	Library Spending	11-GENERAL	387.47
20251050	Newby, Kristie Karen	MILEAGE FOR CFO MEETING	11-GENERAL	85.00
20251051	SCHOOL FIX CATALOG	FACILITIES SUPPLIES	32-BOND	1,044.67
20251052	IMAGINE LEARNING LLC	AP CHEMISTRY COURSE	11-GENERAL	1,300.00
20251053	MARENEM INC.	LIBRARY EXPENSES	11-GENERAL	1,193.50
20251054	Amazon Capital Services	iiQ10151 Book Study	32-BOND	145.97
20251055	Stafford, Douglas Craig	MILEAGE	11-GENERAL	250.00
20251056	ELGHADI, ADAM K	MILEAGE	11-GENERAL	150.00
20251057	HAYES, JOHNNA J	MILEAGE REIMBURSEMENT	11-GENERAL	150.00
20251058	PERKINS, MEGAN E	IN-DISTRICT MILEAGE	11-GENERAL	250.00
20251059	Amazon Capital Services	REPAIR SUPPLIES	32-BOND	25.47
20251060	L & M OFFICE FURNITURE LLC	File cabinet for ADM building	31	866.12
20251061	ACCURATE HEAT-AIR & PLUMBING, LLC	HS EMERGENCY WATER LINE REPAIR	32-BOND	5,000.00
20251062	Amazon Capital Services	Class supplies STEM/Aviation	11-GENERAL	741.19

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 10/9/2024 12:00:00 AM To Date: 11/12/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20251063	WALMART LOCAL	FCS SUPPLIES	11-GENERAL	400.00
20251064	WALMART LOCAL	CPR SUPPLIES	11-GENERAL	135.00
20251065	PENDER'S MUSIC CO.	Vocal Music	11	595.00
20251066	GRIMSLEYS INC.	PERSONNEL CLEANING PRODUCTS	11	20,160.00
			Total POs: 156	Total Amount 2,753,007.93

End of Report

Stillwater Public Schools
Independent District No. 16, Payne County



Mr. Uwe Gordon
Superintendent

Dr. Janet Vinson
Acting Superintendent

Mrs. Kristie Newby, MBA, CFE
Chief Financial Officer

Sanctioning Accounts for SY24-25

November 2024 Board Meeting

2024

APPLICATION FOR SANCTIONING
Due Annually on September 1

This is a request for sanctioning by the applicant to the Stillwater Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. All fields are required.

Date Submitted: 9/23/2024 Select One: Initial Application [] Renewal [x]

Name of Sanctioned Organization: SHS Volleyball Booster Club

Official Mailing Address for the organization: PO Box 562, Stillwater, OK 74076

Organization's Taxpayer I.D. Number: 27-0477199

Organization President Name: Jessica Jeffrey Phone: 405-208-9174 Email: stillh2ovolleyball@gmail.com

Organization Treasurer Name: Jake Fahlenkamp Phone: 918-407-5166 Email: stwvolleyball.treasurer@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: Provide support and fundraising for use by SHS and SJHS Volleyball teams. Structure is to provide financial support as needed.

Organizations's Website and/or Social Media Accounts: www.stillwaterschools.com/volleyball www.facebook.com/stillwatervolleyball, www.instagram.com/stillwatervolleyball/

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

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

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

Applicant also acknowledges, that if requested by the board of education the organization will be required to submit financial and supporting documentation for an agreed upon procedure review to be performed by the school district's external auditor. This information must be submitted by the deadline established at the time of the request.

APPLICATION FOR SANCTIONING (Cont.)

Instructions for Completing Application:

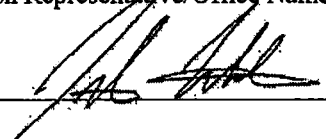
1. Read policies CFBB and CFBB-P and complete this application: the cash flow statement for the prior school year, the cash flow statement estimate for the future school year and the independent audit review certification. If necessary, use additional sheets of paper.
2. Attach twelve (12) months of bank statements and a reconciliation to the unaudited cash flow statement (bank statement credits and debits should match the cash flow summary collections and expenditures respectively, and be reconciled to the ending balance).
3. Sign and date this application and have the school faculty sponsor review and sign (required).
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Email or deliver the application and attachments to:

Chief Financial Officer
 314 S. Lewis
 Stillwater, OK 74074

6. Signing this form certifies that you agree to attend mandatory district training

Jake Fahlenkamp, Treasurer

Organization Representative/Office Name and Position (printed)



 Signature

September 23, 2024

_____ Date

School Faculty Sponsor / Athletic Coach Name (printed)

_____ Signature

_____ Date

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
UNAUDITED CASH FLOW STATEMENT FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 – JUNE 30)

Name of Organization/Association: Stillwater Volleyball Bopster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 23-24

Beginning Cash Balance, July 1, <u>2023</u>		\$ 20,160.81
Collections:		
Fundraiser, Merchandise Sales, Etc.	\$ 7,879.34	
Donations	\$ 0	
Parent/Student Contributions	\$ 6,250.00	
Other (list):		
Morning Workouts and Camps	\$ 3,550	
Meals	\$ 5,791.26	
Rebates and Concessions	\$ 3,802.58	
Total Collections		\$ 27,373.18
Expenditures:		
Fundraising Expenses	\$ 0	
Other (list):		
Team Camp Wichita	\$ 5656.15	
Concessions	\$ 2048.55	
Tournaments Accommodations and Meals	\$ 2690.20	
Travel Meals	\$ 4294.32	
Admin and Equipment	\$ 1376.41	
Team Shirts and Team Experiences	\$ 2629.52	
Sr. Banquet and Awards and Pink Out	\$ 3476.61	
Camp Expenses	\$ 4604.80	
Total Expenditures		\$ 21,120.41
Ending Cash Balance, June 30, <u>2024</u>		\$ 18,135.47

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2023-2024 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer:  Date: 9/23/2024

Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: _____ Date: _____

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
UNAUDITED CASH FLOW STATEMENT FOR UPCOMING SCHOOL YEAR (JULY 1 – JUNE 30)

Name of Organization/Association: Stillwater Volleyball Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 24-25

Beginning Cash Balance, July 1, 2024 \$ 18,135.47

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>9,000</u>
Donations	\$ _____
Parent/Student Contributions	\$ <u>4,000</u>
Other (list):	
Travel Meals and Banquet Meals	\$ <u>6,050</u>
Concessions	\$ <u>4,000</u>
Pictures and Signs	\$ <u>2,200</u>

Total Collections \$ 25,250

Expenditures:

Fundraising Expenses	\$ _____
Other (list):	
Concessions	\$ <u>2,000</u>
Camps	\$ <u>7,700</u>
Tournaments	\$ <u>5,000</u>
Travel Meals	\$ <u>5,000</u>
Pictures and Signs	\$ <u>3,000</u>
Team Shirts and Team Experiences	\$ <u>6,000</u>
Sr. Banquet, Sr. Night, and Pink Out	\$ <u>6,175</u>
Admin and Equipment	\$ <u>4,000</u>

Total Expenditures \$ 38,875

Ending Cash Balance, June 30, 2025 \$ 4,510.47

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer:  Date: 9/23/2024

Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: _____ Date: _____

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
INDEPENDENT REVIEW CERTIFICATION

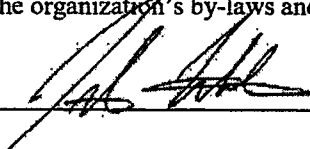
This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with board policies CFBB and CFBB-P and should consider recommended internal controls for sanctioned organizations.

At a minimum, an audit consists of reviewing 12 months of bank statements for the organization and confirming that they reconcile to the Unaudited Cash Flow Statement submitted as part of the annual application for sanctioning.

Signing this independent review certification also indicates that all expenditures followed the requirements in board policy CFBB with particular attention to the requirement that,

- All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2023-2024 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative:  Date: 9/23/2024

Representative: _____ Date: _____

Representative: _____ Date: _____

Representative: _____ Date: _____

Representative: _____ Date: _____

**APPLICATION FOR SANCTIONING
Due Annually on September 1**

This is a request for sanctioning by the applicant to the Stillwater Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. All fields are required.

Date Submitted: 9/6/2024 Select One: Initial Application Renewal

Name of Sanctioned Organization: Stillwater HS Swim Booster Club

Official Mailing Address for the organization: 314 S Lewis St. Stillwater, OK 74074

Organization's Taxpayer I.D. Number: 14-1917360

Organization President
Name: Jeanette Mendez
Phone: 405-714-3561
Email: jeanettemendez@yahoo.com

Organization Treasurer
Name: Greta Sisneros
Phone: 303-562-8042
Email: gertjos@hotmail.com

Organization's Purpose, Goals, and the Benefit to District Students: To provide financial support for Stillwater High School Swim Teams

Organizations's Website and/or Social Media Accounts: <https://www.facebook.com/SwimmingSHS/>

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

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

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

Applicant also acknowledges, that if requested by the board of education the organization will be required to submit financial and supporting documentation for an agreed upon procedure review to be performed by the school district's external auditor. This information must be submitted by the deadline established at the time of the request.

APPLICATION FOR SANCTIONING (Cont.)

Instructions for Completing Application:

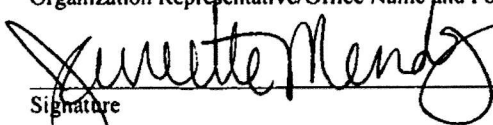
1. Read policies CFBB and CFBB-P and complete this application: the cash flow statement for the prior school year, the cash flow statement estimate for the future school year and the independent audit review certification. If necessary, use additional sheets of paper.
2. Attach twelve (12) months of bank statements and a reconciliation to the unaudited cash flow statement (bank statement credits and debits should match the cash flow summary collections and expenditures respectively, and be reconciled to the ending balance).
3. Sign and date this application and have the school faculty sponsor review and sign (required).
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Email or deliver the application and attachments to:

Chief Financial Officer
314 S. Lewis
Stillwater, OK 74074

6. Signing this form certifies that you agree to attend mandatory district training

Jeanette Mendez

Organization Representative/Office Name and Position (printed)

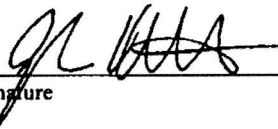

Signature

9/6/2024

Date

Angela Knott

School Faculty Sponsor / Athletic Coach Name (printed)


Signature

9/6/2024

Date

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
UNAUDITED CASH FLOW STATEMENT FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 – JUNE 30)

Name of Organization/Association: Stillwater HS Swim Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023-2024

Beginning Cash Balance, July 1, 2023 \$ 6,306.74

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>9,963.77</u>
Donations	\$ <u>3025.00</u>
Parent/Student Contributions	\$ <u>4,270.00</u>
Other (list):	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \$ 17,258.77

Expenditures:

Fundraising Expenses	\$ <u>2,566.45</u>
Other (list):	\$ _____
Gear	\$ <u>1,104.87</u>
Meals/Snacks	\$ <u>4,319.39</u>
Banquets	\$ <u>5,512.01</u>
Advertising	\$ <u>1,763.75</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 15,266.47

Ending Cash Balance, June 30, 2024 \$ 8,299.04

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2023-2024 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: Greta Sisneros/Treasurer *Greta Sisneros* Date: 9/6/2024

Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: _____ Date: _____

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
UNAUDITED CASH FLOW STATEMENT FOR UPCOMING SCHOOL YEAR (JULY 1 – JUNE 30)

Name of Organization/Association: Stillwater HS Swim Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, 2024 \$ 8,299.04

Collections:

Fundraiser, Merchandise Sales, Etc. \$ 9,000

Donations \$ 3,000

Parent/Student Contributions \$ 4,000

Other (list): \$ _____

_____ \$ _____

_____ \$ _____

Total Collections \$ 16,000

Expenditures:

Fundraising Expenses \$ 2,500

Other (list): \$ _____

Gear \$ 1,500

Meals/Snacks \$ 5,000

Banquets \$ 6,000

Advertising \$ 2,000

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Expenditures \$ 16,000

Ending Cash Balance, June 30, 2025 \$ 8,299.04

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

Representative/Officer: *Greta Jisner*

Date: 9/6/2024

Title: _____

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
INDEPENDENT REVIEW CERTIFICATION

This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with board policies CFBB and CFBB-P and should consider recommended internal controls for sanctioned organizations.

At a minimum, an audit consists of reviewing 12 months of bank statements for the organization and confirming that they reconcile to the Unaudited Cash Flow Statement submitted as part of the annual application for sanctioning.

Signing this independent review certification also indicates that all expenditures followed the requirements in board policy CFBB with particular attention to the requirement that,

- All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2023-2027 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: Morgan Scott Date: 9-16-24

Representative: Darnell Johnson Date: 9-16-24

Representative: _____ Date: _____

Representative: _____ Date: _____

Representative: _____ Date: _____

STILLWATER BOARD OF EDUCATION CFBB-E

APPLICATION FOR SANCTIONING Due Annually on September 1

This is a request for sanctioning by the applicant to the Stillwater Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. All fields are required.

Date Submitted: 10/16/24 Select One: Initial Application _____ Renewal X_____

Name of Sanctioned Organization: Stillwater Middle School Parent Teacher Organization (PTO)

Official Mailing Address for the organization: 2200 S Sangre Road Stillwater, OK 74074-2143

Organization's Taxpayer I.D. Number: 92-0633318

Organization President Organization Treasurer

Name: Taurean DuHart (President)

Name: Kelly Harris-Allen (VP)

Phone: 580-402-0230

Phone: 615.430.7387

Email: taureanduhart@gmail.com

Email: kellyharrisallen@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students:

To support the students, faculty, staff and families of the Stillwater Middle School.

Organizations's Website and/or Social Media Accounts:

<https://www.facebook.com/groups/421895357926743/about>

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

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

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

Applicant also acknowledges, that if requested by the board of education the organization will be required to submit financial and supporting documentation for an agreed upon procedure review to be performed by the school district's external auditor. This information must be submitted by the deadline established at the time of the request.

Adoption Date: February 8, 2000 Revision Date(s):

2/14/06, 6/15/10, 08/14/12,

10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22

STILLWATER BOARD OF EDUCATION CFBB-E

APPLICATION FOR SANCTIONING (Cont.)

Instructions for Completing Application:

1. Read policies CFBB and CFBB-P and complete this application: the cash flow statement for the prior school year, the cash flow statement estimate for the future school year and the independent audit review certification. If necessary, use additional sheets of paper.
2. Attach twelve (12) months of bank statements and a reconciliation to the unaudited cash flow statement (bank statement credits and debits should match the cash flow summary collections and expenditures respectively, and be reconciled to the ending balance).
3. Sign and date this application and have the school faculty sponsor review and sign (required).
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Email or deliver the application and attachments to:

Chief Financial Officer
314 S. Lewis
Stillwater, OK 74074
6. Signing this form certifies that you agree to attend mandatory district training

Organization Representative/Office Name and Position (printed)

Taurean DuHart / President

Kelly Harris-Allen / Vice President

Taurean DuHart 10/10/24

Kelly Harris-Allen 10.10.24

Signature Date

Signature Date

Ryan Blake

School Faculty Sponsor / Ryan Blake / Principal

Signature Date

10-10-24

STILLWATER BOARD OF EDUCATION CFBB-E

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION

UNAUDITED CASH FLOW STATEMENT FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 – JUNE 30)

Name of Organization/Association: SMS PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023-2024

Beginning Cash Balance, July 3, 2023 \$8,701.70

Collections:

- Fundraiser, Merchandise Sales, Etc. \$ 19,475.9
- Donations \$
- Parent/Student Contributions \$
- Other (list): 5.00 Simmons Bank Cash Back Rewards \$60.00

Expenditures:

- Fundraising Expenses \$ 5432.73
- School Supplies \$1670.00
- SRO Officer/School Dance Security \$200.00
- Insurance Renewal \$270.00
- Federal Tax Exempt Filing Fee \$275.00
- Teacher Appreciation \$3556.89
- In School Clubs Supplies \$248.66
- Recess Equipment \$1,250.00
- Bank Fees \$85.17

Total Expenditures \$ 12,988.45

Ending Cash Balance, June 30, 2024: \$14,883.26

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2023-2024 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: Kelly Harris-Allen Title: Vice President

Received and reviewed by Chief Financial Officer:

Name/Title: Date

Adoption Date: February 8, 2000 Revision Date(s): 2/14/06, 6/15/10,

10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22

STILLWATER BOARD OF EDUCATION CFBB-E

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
UNAUDITED CASH FLOW STATEMENT FOR UPCOMING SCHOOL YEAR (JULY 1 – JUNE 30)

Name of Organization/Association: Stillwater Middle School PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, 2024 \$13,115.63 We have also attached our budget for this school year.

Collections:

Fundraiser, Merchandise Sales, Etc. \$ 15,000.00

Donations \$ 4,000

Parent/Student Contributions \$

Other (list):

\$
\$
\$

Total Collections \$ 19,000.00

Expenditures:

Fundraising Expenses \$ 500

Other (list):

\$ 2,000.00 Teacher Grants

\$ 500.00 Recess Supplies

\$ 2,000.00 In School Club Supplies

\$ 1,000.00 Behavior Rewards

\$ 2,000.00 Teacher Lounge & Snacks

\$ 2,500.00 12 Days of Christmas

\$ 2,500.00 Teacher Appreciation

\$ 2,000.00 General Fund

Total Expenditures \$ 15,000.00

Ending Cash Balance, June 30, 2024 \$ 13,115.63

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2023-2024 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: Date:

Kelly Harris Allen 10.10.24

Title: *Vice President*

Received and reviewed by Chief Financial Officer:

Name/Title: Date:

Adoption Date: February 8, 2000 Revision Date(s): 2/14/06, 6/15/10

10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22

STILLWATER BOARD OF EDUCATION CFBB-E

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
INDEPENDENT REVIEW CERTIFICATION

This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with board policies CFBB and CFBB-P and should consider recommended internal controls for sanctioned organizations.

At a minimum, an audit consists of reviewing 12 months of bank statements for the organization and confirming that they reconcile to the Unaudited Cash Flow Statement submitted as part of the annual application for sanctioning.

Signing this independent review certification also indicates that all expenditures followed the requirements in board policy CFBB with particular attention to the requirement that,

- All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2023-2024 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: Date:

Representative: Date:

Representative: Date:

Representative: Date:

Representative: Date:

* Please See attached email Requesting help to complete. There was no reply so we are submitting without completion.

Adoption Date: February 8, 2000 Revision Date(s): 2/14/06, 6/15/10,

10/10/17, 7/17/18, 4/14/20, 8/10/21, 8/9/22

2024

STILLWATER BOARD OF EDUCATION

CFBB-E

**APPLICATION FOR SANCTIONING
Due Annually on September 1**

This is a request for sanctioning by the applicant to the Stillwater Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. All fields are required.

Date Submitted: _____

Select One: Initial Application _____ Renewal
Stillwater Pioneer Band Boosters

Name of Sanctioned Organization: _____

Official Mailing Address for the organization: _____

1224 N Husband, Stillwater, OK 74075

Organization's Taxpayer I.D. Number: 27-1199428

Organization President

Name: Kerry McNickle
Phone: 405.880.2897
Email: kerry.mcnickle@yahoo.com

Organization Treasurer

Name: Candace Thrasher
Phone: 405.326.8777
Email: cmthrasher1@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: _____
To aid in providing funds for expenses not usually met by the BOE by organizing and administering fundraisers and fundraising activities. To assist financially and logistically to optimize the experience of the students and staff in the Stillwater Pioneer Band programs. To aid the band directors in the pursuit of their vision for the future of the Stillwater Pioneer Band program.

Organizations's Website and/or Social Media Accounts: _____
Facebook: @stwbands Twitter: @stillwaterbands Instagram: @stwbands

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

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

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

Applicant also acknowledges, that if requested by the board of education the organization will be required to submit financial and supporting documentation for an agreed upon procedure review to be performed by the school district's external auditor. This information must be submitted by the deadline established at the time of the request.

APPLICATION FOR SANCTIONING (Cont.)

Instructions for Completing Application:

1. Read policies CFBB and CFBB-P and complete this application: the cash flow statement for the prior school year, the cash flow statement estimate for the future school year and the independent audit review certification. If necessary, use additional sheets of paper.
2. Attach twelve (12) months of bank statements and a reconciliation to the unaudited cash flow statement (bank statement credits and debits should match the cash flow summary collections and expenditures respectively, and be reconciled to the ending balance).
3. Sign and date this application and have the school faculty sponsor review and sign (required).
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Email or deliver the application and attachments to:

Chief Financial Officer
314 S. Lewis
Stillwater, OK 74074
6. Signing this form certifies that you agree to attend mandatory district training

Candace Thrasher/Treasurer

Organization Representative/Office Name and Position (printed)



Signature

9.1.2024

Date

Kevin Zamborsky/Director of Bands

School Faculty Sponsor / Athletic Coach Name (printed)



Signature

9/3/24

Date

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
UNAUDITED CASH FLOW STATEMENT FOR PRIOR SCHOOL YEAR (ACTUALS JULY 1 - JUNE 30)

Name of Organization/Association: Stillwater Pioneer Band Boosters

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023-2024

Beginning Cash Balance, July 1, 2023 \$ 41088.62

Collections:		
Fundraiser, Merchandise Sales, Etc.	\$ 29920.03	
Donations	\$ 46180.39	
Parent/Student Contributions	\$ 116370.03	
Other (list):		
Events	\$ 154412.22	
Operational	\$ 28044.84	
Equipment	\$ 459.12	
Total Collections		\$ 375386.63

Expenditures:		
Fundraising Expenses	\$ 2816.43	
Other (list):		
Events	\$ 294583.55	
Operational	\$ 16852.01	
Instructional	\$ 15549.02	
Scholarships	\$ 1500.00	
Equipment/Supplies	\$ 23672.08	
Travel	\$ 10996.39	
Total Expenditures		\$ 365969.48

Ending Cash Balance, June 30, 2024 \$ 50505.77

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2023-2024 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: Candace Thrasher Date: 08-31-2024

Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: Date:

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
UNAUDITED CASH FLOW STATEMENT **FOR UPCOMING SCHOOL YEAR (JULY 1 – JUNE 30)**

Name of Organization/Association: Stillwater Pioneer Band Boosters

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, 2024

\$ 50505.77

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ 23735.00
Donations	\$ 24500.00
Parent/Student Contributions	\$ 58050.00
Other (list):	
<u>Events</u>	\$ 8000.00
<u>Operational</u>	\$ 180.00
	\$

Total Collections

\$ 114465.00

Expenditures:

Fundraising Expenses	\$ 3600.00
Other (list):	
<u>Events</u>	\$ 77400.00
<u>Operational</u>	\$ 840.00
<u>Instructional</u>	\$ 21625.00
<u>Scholarships</u>	\$ 2000.00
<u>Travel</u>	\$ 9000.00
	\$
	\$
	\$

Total Expenditures

\$ 114465.00

Ending Cash Balance, June 30, 2025

\$ 50505.77

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the 2024-2025 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: Candace Thrasher

Date: 08-31-2024

Title: Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
INDEPENDENT REVIEW CERTIFICATION

This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with board policies CFBB and CFBB-P and should consider recommended internal controls for sanctioned organizations.

At a minimum, an audit consists of reviewing 12 months of bank statements for the organization and confirming that they reconcile to the Unaudited Cash Flow Statement submitted as part of the annual application for sanctioning.

Signing this independent review certification also indicates that all expenditures followed the requirements in board policy CFBB with particular attention to the requirement that,

- All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2023-2024 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: Sandy Crocker

Date: 9/11/24

Representative: Courtney Swap

Date: 1 SEPT 2024

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____

Stillwater Public Schools
Independent District No. 16, Payne County



Mr. Uwe Gordon
Superintendent

Dr. Janet Vinson
Acting Superintendent

Mrs. Kristie Newby, MBA, CFE
Chief Financial Officer

**Annual Activity Fund Planning
and Approval Packages for SY24-25**

November 2024 Board Meeting

WN

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: Shelli Myers
 Name of Activity Fund: Donations Account No: 856

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	SM
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	SM
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	SM

*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: 2024-25 SITE: Westwood

ACCOUNT NAME: 856 Donations

PURPOSE

Overall school support.

SOURCE(S) OF INCOME

All listed BOE approved revenue for the 24-25 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 24-25 school year.

SPONSOR NAME

Shelli Myers

SIGNATURE

Shelli Myers

PRINCIPAL/DIRECTOR

Darren Nelson

SIGNATURE

Darren Nelson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/24/24

ACCOUNT NUMBER: 125-856 DONATIONS

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Shelli Myers
 Name of Activity Fund: Donations Account No: 856

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,101.98</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Parent Donations</u>	\$ <u>0.00</u>	
<u>Community Donations</u>	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,601.98</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Classroom Needs</u>	\$ <u>-2,000.00</u>	
<u>Office Supplies</u>	\$ <u>-100.00</u>	
<u>Transportation</u>	\$ <u>-100.00</u>	
<u>Student Supply, Field Trips, Clothes</u>	\$ <u>-100.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-2,300.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>301.98</u>	\$ _____

WN

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: Shelli Myers
Name 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:

PACKET CONTENTS:

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

*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: 2024-25 SITE: Westwood

ACCOUNT NAME: 806 Facility Rental

PURPOSE

Use of facility

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 24-25 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 24-25 school year.

SPONSOR NAME

Shelli Myers

SIGNATURE

Shelli Myers

PRINCIPAL/DIRECTOR

Darren Nelson

SIGNATURE

Darren Nelson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/24/24

ACCOUNT NUMBER: 125-806 FAC-RENTAL

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Shelli Myers
 Name of Activity Fund: Facility Rental Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>117.55</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Westwood Neighborhood Assoc</u>	\$ <u>150.00</u>	
<u>Other organizations</u>	\$ <u>100.00</u>	
<u>Church Rental</u>	\$ <u>5,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>5,250.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>5367.55</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>School Supplies, Student needs/ Snacks</u>	\$ <u>-1,000.00</u>	
<u>Transportation, Field Trips, School Safety</u>	\$ <u>-400.00</u>	
<u>Furniture, Site Equip, Facility Enhancement</u>	\$ <u>-1,000.00</u>	
<u>Software / Site Lic. Edu. Materials</u>	\$ <u>-1,000.00</u>	
<u>Staff Hospitality / Training Snacks</u>	\$ <u>-1,000.00</u>	
<u>Background checks, Office Supplies</u>	\$ <u>-150.00</u>	
Total Expenditures:	\$ <u>-4,550.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>817.55</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: 2024-25 Sponsor Name: Annie Anderson

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	KA
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	KA
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	KA
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	KA

*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.

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-25 SITE: Westwood

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

Annie Anderson

SIGNATURE

[Handwritten Signature]

PRINCIPAL/DIRECTOR

Darren Nelson

SIGNATURE

[Handwritten Signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten Signature] DATE: 11/1/24

ACCOUNT NUMBER: 125-803 LIBRARY

BOARD OF EDUCATION APPROVAL DATE:

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Annie Anderson

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>6312.17</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Book Fair</u>	\$ <u>20,000.00</u>	
<u>Lost Books Replacement Dues</u>	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>20,100.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>26,412.17</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Themed Decor</u>	\$ <u>-400.00</u>	
<u>Book Vending Machine</u>	\$ <u>-7,000.00</u>	
<u>Book Fair</u>	\$ <u>-12,000.00</u>	
<u>Books, Magazines</u>	\$ <u>-4,000.00</u>	
<u>Audio Books</u>	\$ <u>-2,000.00</u>	
_____	\$ <u>-1,000.00</u>	
Total Expenditures:	\$ <u>-26,400.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>12.17</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Annie Anderson

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>6312.17</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Book Fair</u>	\$ <u>20,000.00</u>	
<u>Lost Books Replacement Dues</u>	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>20,100.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>26,412.17</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Themed Decor</u>	\$ <u>-400.00</u>	
<u>Book Vending Machine</u>	\$ <u>-7,000.00</u>	
<u>Book Fair</u>	\$ <u>-12,000.00</u>	
<u>Books, Magazines</u>	\$ <u>-4,000.00</u>	
<u>Audio Books</u>	\$ <u>-2,000.00</u>	
_____	\$ <u>-1,000.00</u>	
Total Expenditures:	\$ <u>-26,400.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>12.17</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-25 Sponsor Name: Annie Anderson

Name of Activity Fund: Library Account No: 803

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START Feb 26, '23 END March 6, '23

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 4,000 - EST. EXP. 500 = EST. PROFIT 3500

KA Anderson SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: Feb 26, '23 END DATE: March 6, '23

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 #: NA TO

KA Anderson SPONSOR SIGNATURE

Financial Secretary 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: 2024-25 Sponsor Name: Annie Anderson

Name of Activity Fund: Library Account No: 803

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

Fall Book Fair

PURPOSE OF RAISING FUNDS:

To purchase library books

FUNDRAISER DATES: START 9/23/24 END 9/28/24

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,000.00 - EST. EXP. -\$ 1,800.00 = EST. PROFIT \$ 200.00

SPONSOR SIGNATURE [Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Signature]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: 9/23/24 END DATE: 9/27/24

FUNDRAISER PROFIT

ACT. INC. 5901.89 - ACT. EXP. 2500 = ACT. PROFIT 3401.89 (Reconciles to Deposits) (Reconciles to fundraiser related POs) (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: NA TO

SPONSOR SIGNATURE [Signature]

FINANCIAL SECRETARY SIGNATURE [Signature]

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-25 Sponsor Name: Annie Anderson

Name of Activity Fund: Library Account No: 803

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

Fall Book Fair

PURPOSE OF RAISING FUNDS:

To purchase library books

FUNDRAISER DATES: START Feb 3, 2025 END Feb 7, 2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 2,000.00 - EST. EXP. -\$ 1,800.00 = EST. PROFIT \$ 200.00

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. (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

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: Shelli Myers

Name of Activity Fund: PTA Donations Account No: 857

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	Sm
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	Sm
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	Sm

*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: 2024-25

SITE: Westwood

ACCOUNT NAME: 857 PTO Donations

PURPOSE

Overall school support.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 24-25 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2024-25 school year.

SPONSOR NAME

Shelli Myers

SIGNATURE

Shelli Myers

PRINCIPAL/DIRECTOR

Darren C. Nelson

SIGNATURE

Darren C. Nelson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature]

DATE: 10/24/24

ACCOUNT NUMBER: 125-857

PTO DONATIONS

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Shelli Myers

Name of Activity Fund: PTO Donations Account No: 857

1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 NEXT YEAR EST. ACTUALS*
\$ 5288.30 \$ _____

2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:
PTO Donations \$ 500

Total Revenues: \$ _____ \$ _____

3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) \$ 5788.30 \$ _____

4. EXPENDITURES AND ESTIMATED AMOUNTS:
Gardening Club Sponsor \$ 1500
Gardening Club Supplies \$ 1000

Total Expenditures: \$ 2500 \$ _____

5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) \$ 3288.30 \$ _____

WN

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: Shelli Myers

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:

PACKET CONTENTS:

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

*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: 2024-25 SITE: Westwood

ACCOUNT NAME: 807 Special Events

PURPOSE

Commissions/Funds from special school activities.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2024-25 school year.

PLANNED EXPENSES

All listed BOE approved revenue sources for the 2024-25 school year.

SPONSOR NAME

Shelli Myers

SIGNATURE

Shelli Myers

PRINCIPAL/DIRECTOR

Darren Nelson

SIGNATURE

Darren C Nelson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Kaulul Bennis DATE: 10/24/24

ACCOUNT NUMBER: 125-807 SPECIAL EVENTS

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Shelli Myers
 Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>11,465.44</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Picture Day Commission</u>	\$ <u>2,000.00</u>	
<u>Coke Commission</u>	\$ <u>150.00</u>	
<u>Student Club Registration Fees</u>	\$ <u>10,000.00</u>	
<u>PALS</u>	\$ <u>5000</u>	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>17,150.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>23,615.44</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Staff Stipends + Supplies for Student ^{clubs}</u>	\$ <u>-10,000.00</u>	
<u>Transportation, Field Trips, School safety</u>	\$ <u>-400.00</u>	
<u>Furniture, Site Equipment, Facility Enhancement</u>	\$ <u>-1000.00</u>	
<u>Software, Site license, Ed. Materials</u>	\$ <u>-1000.00</u>	
<u>Background checks, Office Supplies</u>	\$ <u>150.00</u>	
<u>Staff Hospitality, Trig. Refreshments</u>	\$ <u>1000.00</u>	
Total Expenditures:	\$ <u>-11,250.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>17,365.44</u>	\$ _____

WW

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: Shelli Myers
Name of Activity Fund: Student Supplies 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:

PACKET CONTENTS:

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

*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: 2024-25 SITE: WESTWOOD

ACCOUNT NAME: 801 Student Supply

PURPOSE

Student Supplies

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

Shelli Myers

SIGNATURE

Shelli Myers

PRINCIPAL/DIRECTOR

Darren Nelson

SIGNATURE

Darren E Nelson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/24/24

ACCOUNT NUMBER: 125.-801 SUPPLIES

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Shelli Myers

Name of Activity Fund: 801 Student Supplies Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>3214.86</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Student Supply Fees</u>	\$ <u>12000</u>	
<u>Donations</u>	\$ <u>500</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>12500</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>15714.86</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Student Supplies</u>	\$ <u>10000</u>	
<u>Curriculum</u>	\$ <u>2500</u>	
<u>Field Trip/Transportation</u>	\$ <u>1000</u>	
<u>Awards</u>	\$ <u>500</u>	
<u>Snacks</u>	\$ <u>500</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>14500</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1214.86</u>	\$ _____

WR

STILLWATER BOARD OF EDUCATION

CFB-E1

RECEIVED OCT 28 2024

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: Oralee Santos

Name of Activity Fund: Cultural Nights Account No: 811

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	OS
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	OS
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
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 OCT 28 2024

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-25

SITE: Will Rogers

ACCOUNT NAME: 811 Cultural Nights

PURPOSE

To use for any cultural event - meals, decorations, etc

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

Onalee Santos

SIGNATURE

Onalee Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/28/24

ACCOUNT NUMBER: 130-811 CULTURAL NIGHTS

BOARD OF EDUCATION APPROVAL DATE: _____

RECEIVED OCT 28 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Onalee Santos

Name of Activity Fund: Cultural Nights Account No: 811

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>59.45</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Donations</u>	\$ <u>300.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>300.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>359.45</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Meals</u>	\$ <u>-200.00</u>	
<u>Decorations</u>	\$ <u>-100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-300.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>59.45</u>	\$ _____

WR2

STILLWATER BOARD OF EDUCATION

CFB-E1

RECEIVED OCT 28 2024

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: Onalee Santos

Name 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:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	OS
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	OS
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
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 OCT 28 2024

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-25 SITE: Will Rogers

ACCOUNT NAME: 806 Facility Rentals

PURPOSE

Staff appreciation, conferences for teachers, office supplies

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

Onalee Santos

SIGNATURE

Onalee Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/28/24

ACCOUNT NUMBER: 130 - 806 FACILITY RENTALS

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

RECEIVED OCT 28 2024

Reporting School Year: 2024-25 Sponsor Name: Onalee Santos

Name of Activity Fund: Facility Rentals Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>13,288.55</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Picture Commissions</u>	\$ <u>1500.00</u>	
<u>Donations</u>	\$ <u>100.00</u>	
<u>Soda Commissions</u>	\$ <u>200.00</u>	
<u>Building Rental Commissions</u>	\$ <u>7000.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>8,800.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>22,088.55</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Teacher Materials</u>	\$ <u>-4,000.00</u>	
<u>Supplies/General Items</u>	\$ <u>-2,000.00</u>	
<u>Student/Teacher Incentives</u>	\$ <u>-2,000.00</u>	
<u>Professional Development</u>	\$ <u>-2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-10,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>12,088.55</u>	\$ _____

WR2

STILLWATER BOARD OF EDUCATION

CFB-E1

RECEIVED OCT 28 2024

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: Onalee Santos

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	OS
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	OS
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	NIA
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 OCT 28 2024

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-25 SITE: Will Rogers

ACCOUNT NAME: 803 Library

PURPOSE

Reading materials for students

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

Dnatec Santos

SIGNATURE

Dnatec Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/28/24

ACCOUNT NUMBER: 130-803 LIBRARY

BOARD OF EDUCATION APPROVAL DATE:

RECEIVED OCT 28 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Onalee Santos

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,538.17</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Donations</u>	\$ <u>100.00</u>	
<u>Dues from students</u>	\$ <u>50.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>150.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,688.17</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Supplies</u>	\$ <u>-50.00</u>	
<u>Books</u>	\$ <u>-50.00</u>	
<u>Reimbursements</u>	\$ <u>-50.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-150.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>4,538.17</u>	\$ _____

WR

STILLWATER BOARD OF EDUCATION

CFB-E1

RECEIVED OCT 28 2024

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: Onalee Santos

Name of Activity Fund: Running Club Account No: 937

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	OS
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	OS
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	NIA
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 OCT 28 2024

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-25 SITE: Will Rogers

ACCOUNT NAME: 937 Running Club

PURPOSE

For students to participate after school with an instructor about health and exercise.

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

Onalee Santos

SIGNATURE

Onalee Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/28/24

ACCOUNT NUMBER: 130-937 RUNNING CLUB

BOARD OF EDUCATION APPROVAL DATE: _____

RECEIVED OCT 28 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Onalee Santos

Name of Activity Fund: Running Club Account No: 937

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 147.37	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Registration fee	\$ 450.00	
Donations	\$ 100.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 550.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 697.37	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Supplies	\$ -100.00	
Shirts	\$ -200.00	
General Items	\$ -100.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -400.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 297.37	\$ _____

WR

STILLWATER BOARD OF EDUCATION

CFB-E1

RECEIVED OCT 28 2024

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: Onalee Santos

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:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	OS
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	OS
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	NIA
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 OCT 28 2024

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-25 SITE: Will Rogers School

ACCOUNT NAME: 807 Special Events

PURPOSE

Staff appreciation snacks, gifts and school decorations

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

Onalee Santos

SIGNATURE

Onalee Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/24/28

ACCOUNT NUMBER: 130-807 SPECIAL EVENTS

BOARD OF EDUCATION APPROVAL DATE: _____

RECEIVED OCT 28 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Onalee Santos

Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>8,511.48</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Grants</u>	\$ <u>500.00</u>	
<u>Donations</u>	\$ <u>1,000.00</u>	
<u>Soda Commissions</u>	\$ <u>50.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1550.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>10,061.48</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Meals / Refreshments</u>	\$ <u>-2,000.00</u>	
<u>Teacher Awards</u>	\$ <u>-1,000.00</u>	
<u>Classroom / Office Supplies</u>	\$ <u>-1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-4,000</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>6,061.48</u>	\$ _____

WR

STILLWATER BOARD OF EDUCATION

CFB-E1

RECEIVED OCT 28 2024

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: Onalee Santos

Name of Activity Fund: Student Supplies 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:

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	(OS)
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	(OS)
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	N/A
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 OCT 28 2024

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Will Rogers

ACCOUNT NAME: 801 Student Supply

PURPOSE

To support and enhance the experience of students.

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

Onalee Santos

SIGNATURE

Onalee Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 10/28/24

ACCOUNT NUMBER: 130-801 STUDENT SUPPLY

BOARD OF EDUCATION APPROVAL DATE: _____

RECEIVED OCT 28 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Onalee Santos

Name of Activity Fund: Student Supply Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,452.96</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Allocation from district</u>	\$ <u>10,000.00</u>	
<u>Donations</u>	\$ <u>3,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>13,000</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>17,452.96</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Classroom Supplies</u>	\$ <u>-6000.00</u>	
<u>Field Trip Expenses</u>	\$ <u>-2000.00</u>	
<u>Student Incentives</u>	\$ <u>-2000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-10,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>7,452.96</u>	\$ _____



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Janet Vinson, Assistant Superintendent
APPROVED BY: Uwe Gordon, Superintendent
DATE: November 12, 2024

AGENDA ITEM: 4I

Educational Services Contracts for FY 24-25:

- 1) CarePortal (Online Resource Platform/Coordination Service)
- 2) The Saville Center for Child Advocacy (Agreement with Children's Advocacy Center)

BOARD ACTION REQUESTED:

Motion to Approve Contracts for 2024-2025.

BACKGROUND INFORMATION:

1) CarePortal Online Resource Agreement

In an effort to enhance support for student well-being and academic success, Stillwater Public Schools has established a partnership with Care Portal, a community-driven resource organization dedicated to connecting families in need with local resources. This collaboration enables the district to better address the essential needs of students, including access to food, clothing, and other crucial supports. Care Portal acts as a bridge, linking schools with local businesses, organizations, and volunteers who are able to provide assistance. By leveraging these community resources, Stillwater Public Schools aims to foster a more supportive environment, ensuring that all students have the foundation necessary to succeed in school and beyond. This initiative represents a significant step forward in aligning district goals with broader community support networks for the benefit of students and families. This is a new contract.

2) The Saville Center for Child Advocacy MOU

To formalize a collaborative partnership aimed at enhancing the support and services available to children in our district who are involved in abuse investigations. By establishing this MOU, we seek to ensure that our students have access to vital resources that promote their well-being and recovery. This collaboration underscores our commitment to prioritizing the safety and health of our students while facilitating a coordinated response to abuse cases. This is a new contract.

Children thrive in families, and families thrive in community. The CarePortal platform mobilizes a network of caring people to help connect vulnerable families back to their local community.

Guiding Principles for Partnership



Circles of Care | CarePortal is guided by a model we call the Circles of Care. The child is always at the center of our efforts. We believe what is best for every child is a loving family wrapped around by a local church. For this reason, we focus on building the capacity of local churches so they may provide effective care for children and families in crisis. We also establish on-ramps for businesses, individuals, and people who care (included in the outer Community circle). The local church connects directly with the child or family in need.

Collaboration is critical | No single organization can do this work alone. It takes a fierce commitment to collaboration to make a long-term impact.

CarePortal serves any child in crisis | Jesus cast the widest net of love, tearing down cultural biases and promoting radical, personal generosity and concern for those in need. With that example, CarePortal brings together diverse constituents - government agencies, churches, businesses, schools, and other ministries - to support children and families in crisis regardless of race, religion, gender, age, sexual orientation, socio-economic status, nationality, political leanings, etc. If we find any of our partners are discriminating against the children and families they should unconditionally serve, they will be removed from the network.

We are ecumenically minded | CarePortal promotes unity in and among the Church and seeks to build a network across denominational, ethnic, and socio-economic lines. While we are open to the support of other faith-based organizations, CarePortal exists to help Bible-believing Christian churches care for vulnerable children and families in their own communities. CarePortal was developed as a ministry tool to help accomplish the mission of meeting needs, making personal connections, and establishing meaningful relationships within and beyond the community of Christ-following believers.

Child-Centered Requesting Partners using CarePortal must:

- Serve children and/or families in crisis
- Highly value community engagement using one or more of the Tiers described below (The Grid)
- Desire to collaborate with local ministry partners that oversee and manage CarePortal user networks (Implementing Partners)

The Grid

Tier 1 - Physical Requests represent physical items or services that local churches could provide to a family. These requests would not require a background check by a child-serving agency but may require the family needing assistance to sign a release of information.

Tier 2 - Relational Requests represent more relational needs of a family, provided by a church responder that first needs to complete an approval process by a child-serving agency.

Tier 3 - Familial Requests address the familial needs of a child or family and require responders to complete further training and licensing.

	Prevention	Foster Care	Adoption	Transition
TIER 1 Physical				
TIER 2 Relational				
TIER 3 Family				

Value of Partnership

Requesting agency workers identify needs of local children and families, then go to CarePortal.org or the CarePortal app to submit a request for help. Each request is thoroughly vetted and approved before it is immediately sent to local churches.

One of the following purpose statements must be assigned to each request.

- Help Make a Foster Care Placement
- Help Make a Kinship Placement
- Help Make an Adoptive Placement
- Help Preserve a Foster Care Placement
- Help Preserve a Kinship Placement
- Help Preserve an Adoptive Placement
- Help Prevent a Child from Entering Foster Care
- Help Reunify a Bio Family
- Help Strengthen a Bio Family
- Stabilize Housing Insecurity
- Help Improve a Child's School Attendance
- Help Remove an Educational Barrier for a Child
- Help Improve a Child's Safety/Wellbeing
- Help Support a Youth Aging Out
- Help Improve a Child's Well-Being
- Help Reintegrate a Survivor of Human Trafficking
- Support an Expecting Mom and Her Unborn Baby
- Prayer Request

With CarePortal, your agency will be able to select one of the following Requesting Options to efficiently identify and approve requests in the way that best fits with your operational protocols:

- **Option 1: Worker > Supervisor AND Agency Rep**
 - Worker submits a request (online or via mobile app)
 - “Supervisor email address” required to be completed in Request Form
 - Review email sent to supervisor email AND Agency Rep
 - Supervisor OR Agency Rep can click the link to edit, approve, or decline request
 - Request sent to churches and confirmation email sent to Worker, Supervisor, and Agency Rep
 - Responses sent to Worker

- **Option 2: Worker > Agency Rep**
 - Worker submits a request (online or via mobile app)
 - Review email sent to the Agency Rep for that agency and county
 - Agency Rep clicks the link to edit, approve, or decline request
 - Request is sent to churches and confirmation email sent to Worker and Agency Rep
 - Responses sent to Worker

- **Option 3: Agency Rep**
 - Request information collected from worker by Agency Rep
 - Agency Rep submits a request with login access
 - Request is sent to churches and confirmation email is sent to Agency Rep
 - Responses sent to Agency Rep

Targets for Success (in each county)

- 75-85% of Agency requests met by churches and community partners
- Stronger connection to the community for families, churches, and agency workers
- Economic Impact of requests significantly exceeds annual agency investment

Requesting Agencies Commit To:

- “Protect the Trust”, which is established by where requests come from and how they are vetted.
 - All Agency Workers selected to access and submit requests into CarePortal must be **Authorized** in the following ways:
 - **Qualified**, through education and/or experience, to discern needs and serve children and families in crisis with first-hand knowledge of the stated needs (never entering a request on another’s behalf);
 - **Approved** by the leadership of the Requesting Agency to include verification of all qualifications for the safe and trustworthy connection to children and families;

- **Trained** in all required Requesting Agency Training and ready to accept accountability to ensure that each request is promptly closed once it has been met as defined by the training received from the Requesting Agency and local network leaders
- All requests entered by Agency Workers and/ Reps must be **Appropriate**, as defined by:
 - **Specific** to the wellbeing or case plan goals for the children and families involved, and will not contain a petition for ongoing financial support;
 - **Accurate** by including a description without confidential information, and individually-added needs with realistically assigned values;
 - **Conflict-free**, meaning the need is not related to a need of the Agency Worker entering the request, a member of their family, and they have no personal financial interest in the request
- Designate appropriate staff (Agency Admin + Representative) to oversee use and training of workers, and collaborate with local CarePortal network leaders
- Provide any publicly available data that may assist in educating and recruiting churches
- Establish a policy for communication by workers to clients regarding confidentiality before releasing family information to the church member willing to help (if applicable)
- Make appropriate requests through CarePortal at the frequency agreed upon in each county
- Monitor and engage responses in a timely manner
- Collaborate with local Implementing Partner by attending Active Community gatherings and training events as needed/requested
- Follow the payment schedule agreed to with the local Area Director
- Specific to Tiers 2 & 3:
 - Implement background checks and other processes/training necessary to clear volunteers to help once they've responded
 - Participate in training church volunteers similar to training other agency volunteers

CarePortal Commits To:

As a platform, CarePortal is used by various implementing partners that provide local support to agencies, churches, and community partners. Through this partnership, CarePortal provides:

- **Access**
 - CarePortal website, mobile app, and other technology in support of the platform
 - Unlimited user access to submit an agreed upon number of requests

- Connection of agency partners to churches and their members, on a volunteer basis, to serve children and families in need of assistance
- **Training**
 - Support to the Requesting Agency by providing live platform training to staff
 - Online resources and in-person experiential training opportunities
 - Convening of local Active Community gathering for agency staff participation
- **Support**
 - Systematic reporting and metrics to track impact and cost avoidance
 - Opportunities for Requesting Agency leadership to collaborate and communicate with local and state CarePortal leadership
 - Technical support team

Financial Agreement

This document describes the agreement between CarePortal and its Requesting Agency Partners for the non-exclusive use of the CarePortal platform. Formal evaluation will take place each year by Agency Leadership, the CarePortal Area Director and Implementing Partner leadership to jointly assess progress. If any party feels this is no longer an effective approach, the agreement can end with 30 days written notice by either CarePortal or the Requesting Agency. Any fees paid by the Agency Partner beyond the end date will be refunded to the Agency.

Cost | Cost varies based on Agency type because of expected use, support requirements, and value.



TERMS OF SERVICE BY SECTION

Access and Use Agreement

- A. CarePortal - Access to and Use of SaaS Platform - Not a Direct Service Provider
- B. Care Stakeholder Trust Commitments
- C. Your Accounts
- D. Donations
- E. Partner Affiliation
- F. Modifications and Termination
- G. Content You Post
- H. Content Posted by Others
- I. Your Confidential Information
- J. Your Use of the Sites
- K. Social Networks
- L. SaaS Services/Sites "As Is"
- M. Liability for our SaaS Services/Sites
- N. CarePortal Non-Discrimination Commitment
- O. Choice of Law & Dispute Resolution
- P. Modifications/Changes/Supplements
- Q. Feedback Surveys and Data Use

ACCESS AND USE AGREEMENT

Welcome to CarePortal, a proprietary Software as a Service ("SaaS") technology platform owned and operated by The Global Orphan Project, Inc. ("GO Project") and CarePortal, LLC, respectively. In these Terms of Service ("Terms"), GO Project and CarePortal are together referred to as "CarePortal" or "We."

Please read these Terms carefully. This is a binding agreement on you, personally, and on any organization, agency, or entity that you represent (collectively "You" / "Your") in accessing and using CarePortal. CarePortal has multiple websites and integrated platforms that link to these Terms and that form, as a whole, the CarePortal SaaS platform. In these Terms, the word "Sites" refers to each of the CarePortal related websites and the services offered on those Sites. These Terms govern your use of the Sites, and you agree to the Terms and to our [Privacy Policy](#) simply by using or logging into the Sites.

We are granting You access to and use of CarePortal, including the CarePortal related Sites, pursuant to these Terms.



A. CarePortal - Access to and Use of SaaS Platform - Not a Direct Service Provider

There are multiple categories of CarePortal users, as follows:

1. **Requesting Agencies:** These are social services agencies or organizations, whether public or private, providing social services to children and families in crisis, or to vulnerable populations. They are uncovering and vetting needs of vulnerable children and adults. In a CarePortal approved Requesting Agency, there are various types of CarePortal users, including agency administrators, agency representatives, and agency workers, who are involved in entering needs into CarePortal and monitoring those needs through closure within CarePortal.
2. **Local Churches:** These are local churches that enroll in CarePortal to say “yes” that they are willing to see and help meet needs entered by Requesting Agencies into CarePortal. There are various types of CarePortal users within enrolled local churches, including pastors, priests, point people, administrators, family advocates, church responders, and Care Communities.
3. **Community Responders:** These are individuals, businesses, organizations, and other groups who are saying “yes” to see and help fund and otherwise meet needs entered by Requesting Agencies into CarePortal. This category of users includes Community Champions and individual Community Responders.
4. **Content Partners:** These are individual and/or organizational partners who create training and other content that is distributed through the CarePortal platform.
5. **Implementing Partners:** These are individuals and/or organizations, often other nonprofit organizations, who are granted permission to locally implement CarePortal in their communities.

The above categories of users, and any others that may be added, are collectively referred to as “Care Stakeholders.” You are a Care Stakeholder in one or more user categories.

CarePortal is a SaaS technology platform that connects willing Care Stakeholders, so that approved Requesting Agencies can enter vetted needs of children and families in crisis, Local Churches and Community Responders can see and have the opportunity, but not the obligation, to say “yes” to help meet the needs entered, and the Care Stakeholders are digitally connected to meet such needs for the benefit of children and families. As a SaaS technology platform, CarePortal automates and facilitates care connections and the distribution of content through the platform, as well as providing various reporting and analytics services. Through these Terms, You are being granted access to and use of CarePortal.



You acknowledge and understand that **CarePortal is not a direct service provider** to the children and families whose needs are entered into CarePortal, and You are not expecting or contracting for such direct services from CarePortal through these Terms.

B. Care Stakeholder Trust Commitments

All Care Stakeholders, including You, who access and use CarePortal, whether on an individual basis or on behalf of an agency or organization, commit to do so with a good faith desire to serve children and families in crisis, and never to exploit, abuse, or otherwise harm children and families, or other Care Stakeholders, in any way. **Each and every Care Stakeholder using CarePortal to make care connections takes responsibility for his/her/its own actions and/or inactions**, and commits to never intentionally or negligently hurt children and families or other Care Stakeholders. It is upon this core trust that these Terms are established, and that access and use of CarePortal is authorized.

C. Your Accounts

You may be required to create an account and specify a password in order to use certain services or features on the Sites. To create an account, You must be at least 18 years old and You must provide truthful and accurate information about Yourself. You agree that You have not and will not impersonate anyone else when You create Your account. If Your information changes at any time, please update Your account to reflect those changes. In some cases, an account may be assigned to You by an administrator, such as Your employer, organization, church, or agency. If You are using or logging into an account assigned to You by an administrator, additional terms may apply to Your use of the Sites. Moreover, Your administrator may be able to access or disable Your account without our involvement. You may not share Your account with anyone else. Please keep Your password confidential, and try not to use it on other websites. If You believe that Your account has been compromised at any time, please notify Your system administrator.

D. Donations

CarePortal is a platform owned and operated by The Global Orphan Project, Inc., a faith-based 501(c)(3) organization and all donations are tax deductible to the fullest extent allowed by law. You may view a copy of our annual financial statements and federal tax returns through links on our [Financial Accountability page](#).

We cannot offer refunds on donations. Donations made to fund requests on the platform may be subject to processing and service fees. Donations made to the CarePortal platform are unrestricted and can be used in any way that we see fit, including supporting the technology and implementation of the CarePortal platform as it expands to help meet critical needs.



If you have a CarePortal Fund, donations reflected in your CarePortal Fund are not restricted and can be used at our discretion. If there is no activity in your CarePortal Fund for a period of 180 calendar days, CarePortal will utilize funding reflected in your CarePortal Fund for the purpose of serving the critical needs of vulnerable children and families, and reserves the right to deactivate your CarePortal Fund.

If you have a CarePortal Card, donations reflected on your CarePortal Card are not restricted and can be used at our discretion. If there is no activity on your CarePortal Card for a period of 180 calendar days, CarePortal will utilize funding reflected on your CarePortal Card for the purpose of serving the critical needs of vulnerable children and families, and reserves the right to deactivate your CarePortal Card.

E. Partner Affiliation

Please note that if You enroll in CarePortal and opt-in to share Your information with the partner site You came through, You acknowledge and agree that Your participation creates no expectation of privacy. You acknowledge that any Content (as defined in Section F, below) that You communicate may be seen and used by others.

F. Modifications and Termination

Because we are a SaaS technology platform and the development and improvement of technology is continuous, We reserve the right to modify our Sites at any time, with or without notice to You, and commit to not do so in any manner violative of law. While we strive for excellence and consistency, we must have flexibility in the ongoing technology development and operation of the platform.

G. Content You Post

We may provide opportunities for You to post text, photographs, videos, training resources, or other content (collectively, "Content") on the Sites. You agree to post Content in good faith that is intended to build others up, and never to post Content that hurts others or in any way violates the legal or confidentiality rights of others. You can only post Content if You own all the rights to that Content, or if another rights holder has given You permission to post the Content at issue. You do not transfer ownership of your Content simply by posting it. However, by posting Content, You grant CarePortal, our agents, licensees, and assigns an irrevocable, perpetual (non-exclusive) right and permission to reproduce, encode, store, copy, transmit, publish, post, broadcast, display, publicly perform, adapt, modify, create derivative works of, exhibit, and otherwise use Your Content. Please note that this license continues even if You stop using our Sites. If You send any information, ideas, suggestions, or other communications to CarePortal, those communications will not be confidential. Unless CarePortal tells You otherwise, we reserve the right to reproduce, use, disclose, and distribute such communications without any obligation to You. If you choose to make any of



your personal information or other content publicly available on or through the sites, you do so at your own risk.

H. Content Posted by Others

We are not responsible for and do not endorse Content posted by any other person. Accordingly, we may not be held liable, directly or indirectly, for any loss or damage caused to You in connection with any Content posted by another.

I. Your Confidential Information

If You, as a Care Stakeholder, including a Requesting Agency, have a legal, contractual, or organizational duty to protect Confidential Information, such as the identities of children and families, information covered by HIPAA, or other protected Confidential Information, You agree not to enter any such protected Confidential Information into CarePortal. CarePortal assumes no responsibility to police Your confidentiality obligations.

J. Your Use of the Sites

You agree that You will not use the Sites in a way that violates any laws, infringes on anyone's rights, is offensive, or interferes with the Sites or any features on the Sites (including any technological measures we employ to enforce these Terms). If We (in our sole discretion) determine that You have acted inappropriately, We reserve the right to take down Content, terminate Your account, prohibit You from using the Sites, and take any other appropriate actions, legal or otherwise.

Using our Sites does not give You ownership of any intellectual property rights in/to CarePortal or the Sites or to the Content that You access. You may not use Content from our Sites for Your use external to the Sites unless You obtain permission from us or the Content's owner, or unless You are otherwise permitted by law.

When You use the Sites or send communications to us through the Sites, You are communicating with us electronically. You consent to receive electronically any communications related to Your use of the Sites. We may communicate with You by email or by posting notices on the Sites. You agree that all agreements, notices, disclosures, and other communications that are provided to You electronically satisfy any legal requirement that such communications be in writing. All notices from us intended for receipt by You shall be deemed delivered and effective when sent to the email address You provide to us. Please note that by submitting Content, creating a user account, or otherwise providing us with Your email address, postal address, or phone number, You are agreeing that We or our agents may contact You at that address or number in a manner consistent with our [Privacy Policy](#).



The Sites may contain links to third-party websites. That does not mean that We control or endorse those websites or any goods or services sold on those websites. Similarly, the Sites may contain ads from third-parties. We do not control or endorse any products being advertised.

K. Social Networks

The Services that We provide through the Sites may include features that operate in conjunction with certain third-party social networking websites that You visit, such as Facebook, Instagram, YouTube, Vimeo, and Twitter (“Social Network Features”). While Your use of the Social Network Features is governed by these Terms, Your access and use of third-party social networking sites and the services provided through the Services is governed by the terms of service and other agreements posted on these sites. You are responsible for ensuring that Your use of those sites complies with any applicable terms of service or other agreements.

L. SaaS Services/Sites “As Is”

We provide our CarePortal services/sites pursuant to the core trust commitment. Other than as expressly set out in these terms of service, neither The Global Orphan Project nor CarePortal, nor their agents, implementing partners, content partners, or service providers (collectively, the “services entities”), nor their officers, directors, employees, or volunteers, make any specific legal / common law warranties about the sites. We cannot warrant that we will, at all times, satisfy your needs or expectations. We provide the sites “as is.”

M. Liability for our SaaS Services/Sites

CarePortal is a SaaS connecting platform, and not a direct service provider. Neither The Global Orphan nor CarePortal, nor the service entities (defined, above), nor their officers, directors, employees or volunteers, shall be liable (a) for any negligent or intentional action or inaction by you or any care stakeholder towards children or families, or towards another care stakeholder, (b) to you for any direct, indirect, special, incidental, consequential, or exemplary damages arising from your use of the sites or any third party’s use of the sites.

N. CarePortal Non-Discrimination Commitment

Local Churches and Community Responders that elect to say “yes” to meet a need that a Requesting Agency enters into CarePortal shall do so without illegal discrimination in any way. Furthermore, CarePortal and all Care Stakeholders utilizing the CarePortal platform agree to comply with all local, state, and federal Equal Employment Opportunity and Non-Discrimination laws, to the extent applicable.



O. Choice of Law & Dispute Resolution

Missouri law shall govern any conflict related to these Terms. Any claim or dispute related to these Terms shall be resolved according to the dispute resolution process set forth in this Section:

1. If You or We have a claim or dispute arising out of or related to these Terms, the complaining party shall contact the appropriate contact person for the other party to meet and attempt to resolve any claim or dispute arising out of or related to these Terms through good faith negotiations.
2. If the parties are unable to resolve such a claim or dispute, You further agree to submit any alleged claim or dispute to mediation conducted according to such rules of procedure as the parties agree. The venue for such mediation or conciliation process shall be Kansas City, Missouri, or such other location agreed upon by the parties.
3. If the parties are unable to resolve a dispute in the manner set forth above, the dispute shall be submitted to binding arbitration in accordance with the rules and procedures established by the American Arbitration Association. The venue for such arbitration shall be Kansas City, Missouri, or such other location agreed upon by the parties. Subject to the foregoing provisions of this Section, You and We intend that arbitration shall be the sole remedy available as to matters arbitrable in these Terms. All arbitration awards shall be final and binding on the parties, and the parties agree to abide by all awards rendered in such arbitration proceedings. Arbitration awards shall be enforceable by appropriate proceedings at the request of any party. Unless otherwise provided by the arbitrators, each party shall pay one-half of the reasonable fees and expenses of the arbitrator. All other fees and expenses of each party, including without limitation, the fees and expenses of its counsel, witnesses and others acting for it, shall be paid as determined by the arbitrators.

P. Modifications/Changes/Supplements

By continuing to use or log in to a CarePortal Site, You indicate Your agreement to the Terms. Your access to and use of CarePortal may be subject to a separate/additional manually or digitally-executed agreement, including agreements to pay SaaS platform fees, and Essential Reading that is applicable to You. Such additional terms supplement, and do not supplant, these Terms and become part of your agreement if You use the CarePortal platform or log into the Sites. To the extent that terms in any separate/additional agreement conflict with these Terms, the Terms herein govern and are controlling.



Q. Feedback Surveys and Data Use

By using CarePortal's SAAS platform, you acknowledge and agree to the following terms related to feedback surveys and data use:

1. **Periodic Feedback Surveys:** CarePortal strives to enhance our platform and cater to the evolving needs of users. To achieve this, receiving feedback and insights of users is pivotal. As a user of our platform, you acknowledge and accept that CarePortal will periodically send you feedback surveys. These surveys are delivered as transactional emails, meaning they are inherent to the services we provide and not promotional in nature. Consequently, users will not have the option to opt-out of receiving such survey emails. Participation in these surveys remains optional and at your discretion.
2. **Data Handling and Sharing:** In connection with these feedback surveys, CarePortal will collect and store data you provide. To maintain your privacy and security, we will de-identify any data shared. "De-identified" refers to data stripped of any information that could potentially be used, directly or in conjunction with other data, to determine an individual's identity. Examples of such identifying information include, but are not limited to, names, social security numbers, dates of birth, and mother's maiden names. Upon de-identification, we may share this data with our trusted partners for research purposes. By agreeing to these terms, you consent to such sharing, always ensuring the safeguarding of your personal and identifying details.

These terms were last updated on May 13, 2024

Summary:

This document outlines the newly established partnership between Stillwater Public Schools and Care Portal, a resource group designed to connect the needs of students and families with community resources. Through this partnership, the district will collaborate with Care Portal to support students by providing essential services, such as food, clothing, and other resources aimed at improving student well-being and success.

Authorized Signatures:

The undersigned individuals, representing Stillwater Public Schools Board of Education and district administration, have reviewed and approve this policy for implementation.

School Board President:

Signature: _____
Printed Name: _____
Date: _____

Superintendent:

Signature: _____
Printed Name: _____
Date: _____

Care Portal Representative:

Signature: *Kristin Langrehr*
Printed Name: Kristin Langrehr
Title: Western Oklahoma Director for 111Project
Date: October 8, 2024

Witnessed by:

Signature: _____
Printed Name: _____
Title: _____
Date: _____

MEMORANDUM OF UNDERSTANDING: Mental Health Agency
School Year 2024-2025

THIS MEMORANDUM OF UNDERSTANDING (Agreement) is entered into on the Jul 9, 2024 by and between Independent School District No. 16 of Payne County, Oklahoma, hereinafter referred to as 'School District,' and The Saville Center for Child Advocacy, hereinafter referred to as "Provider."

PREAMBLE

WHEREAS, Provider is engaged in the business of providing individual, family, and/or group mental health counseling for student populations; and

WHEREAS, Provider wishes to have access to the District's facilities in order to provide mental health and/or counseling services for students in the District, who would otherwise seek such services, subject to the terms and conditions contained herein; and

WHEREAS, the District recognizes that offering mental health and/or counseling services on-site provides significant benefits to the students without substantial disruption to the educational process.

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

1. MAINTENANCE OF LICENSURE Provider shall maintain licensure as a licensed mental health professional (LMHP) or under supervision for licensure in the State of Oklahoma. If at any point Provider has allowed their license to lapse, expire, or otherwise become invalid, or if any other actions or omissions of Provider render them unfit or unable to perform the Services, this Agreement shall immediately terminate.
 - a. With prior approval from a school site, Case Management Level II and/or additional designated staff may provide services to support students with school-related goals, not to replace LMHP services, during pre-approved times. Without prior approval, care coordination may be terminated by district administration.
 - b. Behavioral Support Specialists must be trained by Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) as well as have prior approval from the school site to provide services during school hours. An interview with the school principal(s) and Special Services Director(s) must be completed prior to being placed in a school. Behavioral Support Specialists are only in schools with embedded teams and are intended to be at the school site M-F during the entirety of the school day.
2. BACKGROUND CHECKS Provider will maintain updated contact information of staff who provide services in school sites. Background checks, including a nationwide criminal check, multi-state sex offender check, OSBI criminal record check, and current drug

screen, staff name/contact information, and a signed statement indicating that said staff has read and will abide by the expectations set forth in the SPS Mental Health Provider Handbook must be provided prior to visiting a school site for the first time. Further, Provider agrees that it will not hire any individual to perform Services on District property pursuant to this Agreement, whether as an officer, agent, employee, or contractor, who has been convicted of a felony within the past 10 years or at any time has been convicted of, or pled guilty or no contest to, a charge involving illegal substances or a sexual offense. Provider hereby certifies that none of its employees working on District property are currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippe Violent Offender Registration Act.

3. RECORDS Provider will maintain all records, logs and documentation, including progress notes, prepared by the Provider concerning students in compliance with the Family Educational Rights and Privacy Act and any other applicable state and federal laws regarding confidentiality of this information. Further, Provider shall not have access to any pupil records maintained by the District without express written consent in accordance with Board policies and Administrative Regulations. All requests for pupil records must be submitted to the Assistant Superintendent of Educational Services in writing. After each meeting with a student at school, the District's Mental Health Provider Log will be completed. This applies to both embedded and visiting services.

RELATIONSHIP

- a. Independent Provider. Provider shall perform under this Agreement as an independent Provider, and not as an agent, employee, representative or partner of the District. Neither party shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as otherwise provided herein.
- b. Provider acknowledges that because Provider is not an employee of the District, the District will not pay for any employment-related expenses for Provider or provide Provider with any benefits of employment, such as health or disability insurance, retirement or welfare benefits, and the like.
- c. Non-assignment of Rights or Obligations. Provider shall not assign his/her rights or obligations under this Agreement or any other Agreement entered into between Provider or the District.
- d. Compliance with Board Policies and Administrative Regulations. Provider shall comply with all applicable Board policies and Administrative Regulations, including, but not limited to those, governing his/her presence on school grounds and interactions with staff, students, and community members. Provider shall receive a copy of the Mental Health Provider Handbook and agree in writing to adhere to all District policies and procedures.
- e. Currently enrolled SPS students are the only clients to be seen by the provider at any time on school property.
- f. Non-Exclusive Relationship. The District may enter into an Agreement with another individual/entity to provide similar (or the same) services to the students in the District, as those provided by Provider. The District has no obligation to

notify Provider, in writing or otherwise, upon entering into such an Agreement with another individual/entity.

- g. Schedule and Site Expectations.
 - i. The District shall establish the schedule when Provider is permitted to offer the Services at the facility(ies) within the District, in order to avoid interfering with the operations of the District.
 - ii. Provider will not be issued any type of key or badge by the District to allow access to a locked area of the school facility, but will be given access to the area of the facility where services are to take place by District personnel.
 - iii. Prior to visiting a school for the first time, Provider will contact the SPS counselor for an introduction. Additional agency staff are expected to make contact with the school counselor prior to seeing any student at a school site for the first time.
 - iv. Provider may see a student only at the time specified by the principal and/or school counselor. Schedules for the students receiving services will be set accordingly to have the least impact on the student's instructional day. Provider shall provide the District with their schedule within those approved times.
 - v. Before providing services to a particular student on school property, Provider must provide proof that they have sought and obtained written permission from the student's parent/guardian (ROI). Students may not be seen at school without a current ROI on file. Provider is required to upload the ROI within 24 hours of seeing the student for the first time.
 - vi. Provider shall insure that the District has a current list of all students being served by the Provider. When a new student is going to be seen at school, the agency therapist will communicate with the SPS counselor to arrange details including but not limited to frequency of visits and level of need.
 - vii. Agency staff will sign in and out upon each visit to a school site and are required to wear a badge at all times.
 - viii. When requested, Provider will attend monthly Multidisciplinary Team (MDT) meetings to discuss student progress, address concerns, and consider additional services as needed.
 - ix. Provider must have parent permission to provide services during the school day. If the student has counseling as a related service on his/her IEP or the school cannot provide a confidential location for counseling, the Provider may take students off of school property to provide services pursuant to this Agreement. In such a case, Provider must obtain the written permission of the parent(s)/guardian(s) to take the student off of District property to provide counseling services and all counseling services for the student must be held off of District property.
 - x. All Providers must have in their possession, at all times, a current photo ID which identifies them as a staff member of Provider.

- xi. If, at any time, a Provider demonstrates actions which are inappropriate and create a disruption within the school, the principal may request them to leave and discontinue allowing them to see the student during the school day.
 - xii. The District may provide periodic written notice to students and families about the Services offered by Provider and the method to be used to access the Services. If provider intends to share information with the public regarding the Services offered at the District's facility(ies), Provider must submit such information to the District and obtain written approval from the District before publishing/issuing it. Such information must include explicit language stating that the Services are NOT SCHOOL SPONSORED SERVICES.
4. ASSUMPTION OF RISK Provider assumes all risk of property loss or damage and of personal injury or death, other than that caused solely by the gross negligence of the District, or its employees, which may be sustained by Provider or as a result of or arising in connection with performing Services.
 5. INSURANCE Provider agrees that prior to entering into this Agreement, Provider has obtained a Commercial General Liability ("CGL") insurance policy, Professional Liability insurance policy (PL) insuring Provider in an amount not less than \$125,000.00 for personal injury to or death of any individual, and \$1,000,000.00 in the aggregate for personal injury or death. Provider shall maintain any necessary liability insurance. Provider must add the District as an additional insured party on each policy and maintain the required insurance policies at all times while this Agreement is in effect. Provider agrees that it will furnish the District with verification of the insurance policies required by this Agreement. If any of the required insurance policies are canceled during this school year, Provider must immediately notify the District and cease providing Services.
 6. INDEMNIFICATION Provider agrees to and shall defend, indemnify and hold the District, its officers, administrators, board members, employees, agents, assigns, insurers and attorneys harmless from and against any and all liability, loss or expense, including reasonable attorneys' fees, or claims for injury or damages that are caused by or result from the negligent or intentional acts or omissions of Provider, its officers, agents, employees, or contractors.
 7. TRANSLATION COSTS Provider shall be responsible for costs associated with provision of any required translation services for Limited English Proficient parents or legal guardians of students receiving Services pursuant to this Agreement.
 8. WAIVERS No waiver of any right or remedy with respect to any occurrence or event shall be deemed a waiver of such right or remedy with respect to such occurrence or event in the future. No waiver of any of Provider's obligations under this Agreement shall be effective unless in writing and signed by the District. No failure on the part of either party to exercise, and no delay in the exercising of, any right or remedy shall operate as a waiver thereof; nor shall any single or partial exercise of any right or remedy hereunder preclude any other or future exercise thereof or the exercise of any other right or remedy granted hereby, by any related document or by law.

9. AMENDMENTS This Agreement may not be and shall not be deemed or construed to have been altered, modified, clarified, amended, rescinded, canceled or waived in whole or in part, except by written instrument signed by the parties hereto.
10. SEVERABILITY It is agreed that if any provision, or part of a provision, of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, then the parties shall use their best efforts to replace the invalid or unenforceable provision with a provision that, to the extent permitted by applicable law, achieves the purposes intended under the original provision. The balance of this Agreement shall remain valid, unchanged and in full force and effect.
11. MISCELLANEOUS This Agreement embodies the entire agreement and understanding between District and Provider relating to the subject matter of this Agreement, and supersedes all previous communications, representations, understandings, and agreements, whether oral or written.
12. CHOICE OF LAW AND VENUE This Agreement is to be governed by and construed in accordance with the laws, excluding the conflicts laws, of the State of Oklahoma. Any action to enforce this Agreement shall be brought in the State District Court for Payne County, Oklahoma or the United States District Court for the Western District of Oklahoma. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns. This Agreement may not be assigned by either party without the prior written consent of the other party. In the event of any suits or action or other proceedings to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees and other costs and expenses incurred therein. The confidentiality provisions of this Agreement shall survive the termination of this Agreement.
13. THIRD PARTY BENEFICIARIES This Agreement is not a third-party beneficiary contract. No person or entity other than the Parties signing this Agreement shall have any rights under this Agreement.
14. TERMINATION This Agreement is effective as of July 1, 2024, and shall continue in effect through June 30, 2025, unless terminated earlier as provided herein. Either party may terminate this Agreement upon fourteen (14) days' written notice with or without cause, with or without a hearing.

Stalugh Wheatley Therapist - Saville
 Provider (Signature Name and Credentials)

INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA President,
 Board of Education

Name of District signing official (credentials/Title)



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: November 12, 2024

AGENDA ITEM: 4K

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 two (5) 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.



October 31, 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 October 31, 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.

Shelby Lippert
Project Manager



Stillwater Public Schools - OES North & South Building Renovations

PCOs

10/31/2024

PCO #	Title	Amount	Date Sent	Status	SPS Board 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
#023	RFI #029 - North Building - HVAC Unit over Hard Lid Restroom Ceilings	\$ 37,698.00	8/1/2024	Approved	August	8/5/2024	\$ (37,698.00)	\$ 1,784.00
#024	RFI #040 - Door 801 Access Control	\$ (6,175.00)	8/1/2024	Approved	August	8/5/2024	\$ 6,175.00	\$ 7,959.00
#025	RFI #022 - End of Wall Condition at Storefront Glass	\$ 800.00	8/1/2024	Approved	August	8/5/2024	\$ (800.00)	\$ 7,159.00
#026	Reduce Construction Manager Contingency from 10% to 5%	\$ (69,893.00)	8/1/2024	Approved	August	8/5/2024	\$ 69,893.00	\$ 77,052.00
#027	RFI #036 - South Building - Added Data to Offices and Warehouse	\$ 4,760.00	8/1/2024	Approved	August	8/5/2024	\$ (4,760.00)	\$ 72,292.00
#028	RFI #037 - South Building - MDF	\$ 2,125.00	8/1/2024	Approved	August	8/5/2024	\$ (2,125.00)	\$ 70,167.00
#029	RFI #038 - Fiber Between North and South Buildings	\$ 3,125.00	8/1/2024	Approved	August	8/5/2024	\$ (3,125.00)	\$ 67,042.00
#030	Scout Systems - Add Bonds	\$ 1,779.00	8/1/2024	Approved	August	8/5/2024	\$ (1,779.00)	\$ 65,263.00
#032	RFI #051 - NB - Ceiling at Vestibule 100	\$ 232.50	8/17/2024	Approved	August	8/21/2024	\$ (232.50)	\$ 65,030.50
#033	RFI #045 - SB - Potential Water Pressure Issue	\$ 943.97	8/17/2024	Approved	August	8/21/2024	\$ (943.97)	\$ 64,086.53
#034	RFI #60 - NB - Conference Room 109 Existing Furr Out	\$ 400.00	8/19/2024	Approved	August	8/23/2024	\$ (400.00)	\$ 63,686.53
#035	RFI #59 - SB - Existing Framing at Window "A"	\$ 2,195.00	8/19/2024	Approved	August	8/23/2024	\$ (2,195.00)	\$ 61,491.53
#031.1	RFI #048 - Storefront Leaks Rev. 1	\$ 9,947.59	8/29/2024	Approved	August	9/3/2024	\$ (9,947.59)	\$ 51,543.94
#036	RFI #19 - NB - Header at Opening at Grid Line 4	\$ 1,160.00	8/29/2024	Approved	August	9/3/2024	\$ (1,160.00)	\$ 50,383.94
#037	RFI #23 - NB - Transformer Location vs HVAC Units	\$ 2,245.00	8/29/2024	Approved	August	9/3/2024	\$ (2,245.00)	\$ 48,138.94

Stillwater Public Schools - OES North & South Building Renovations

PCOs

10/31/2024

PCO #	Title	Amount	Date Sent	Status	SPS Board Submitted	Date Approved	Owner Contingency Use	Owner Contingency Remaining
#039	NB - Demo & Infill Existing Interior Storefront	\$ 4,359.91	9/23/2024	Approved	September	9/24/2024	\$ (4,359.91)	\$ 43,779.03
#040	NB - Paint Sever Room Ceiling	\$ 600.00	9/23/2024	Approved	September	9/24/2024	\$ (600.00)	\$ 43,179.03
#042	NB - Shelter Shroud Change	\$ 400.00	10/3/2024	Approved	October	10/7/2024	\$ (400.00)	\$ 42,779.03
#043	RFI #065 - NB - Chiller Clearance Requirements	\$ 1,150.00	10/9/2024	Approved	October	10/10/2024	\$ (1,150.00)	\$ 41,629.03
#044	RFI #068 - NB - Existing Hot Water Heater	\$ 1,530.96	10/25/2024	Approved	October	10/30/2024	\$ (1,530.96)	\$ 40,098.07
#045	RFI #066 - NB - AC #6 Return Air	\$ 4,698.76	10/17/2024	Approved	October	10/17/2024	\$ (4,698.76)	\$ 35,399.31
#049	Reduce CM Contingency #2	\$ (34,946.00)	10/31/2024	Approved	October	10/31/2024	\$ 34,946.00	\$ 70,345.31
#046	Chiller-Boiler Pump & Air Separator	\$ 18,362.98	10/25/2024	Pending				
#047	Retaining Wall Repair-Replacement	\$ 35,091.52	10/25/2024	Pending				
#048	Cord Reels			Pricing				



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 #042: NB - Shelter Shroud Change

Table with 4 columns: Field Name, Value, Field Name, Value. Includes fields like 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, and TOTAL AMOUNT.

POTENTIAL CHANGE ORDER TITLE: NB - Shelter Shroud Change

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

Original shroud value was \$600. New plates cost \$1000 total.

ATTACHMENTS:

Table with 4 columns: #, Budget Code, Description, Amount. Row 1: 1, 05-05005.S STEEL - BASE - MAT / FIVE STAR.Commitment, Furnish steel and epoxy anchors, \$400.00. Grand Total: \$400.00

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 10/04/2024, SIGNATURE, DATE

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: 2024.10.07 08:47:01-0500', SIGNATURE, DATE

Shelby ST Lippert, 2024.10.03 15:38:06-05'00', SIGNATURE, DATE



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 #043: RFI #065: NB - Chiller Clearance Requirements

Table with 4 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 #065: NB - Chiller Clearance Requirements

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

ATTACHMENTS:

Table with 4 columns: #, Budget Code, Description, Amount. Includes a Grand Total row.

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 10/09/2024

Digitally signed by Rob Lamecker
Rob Lamecker
Signature and date

Handwritten signature and date 2024.10.09 11:48:55-05'00'



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 #044: RFI #068 - NB - Existing Hot Water Heater

Table with 4 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 #068 - NB - Existing Hot Water Heater

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

Includes reusing the existing hot water heater circuit for power.

ATTACHMENTS:

Table with 4 columns: #, Budget Code, Description, Amount. Includes a Grand Total row.

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 10/30/24
SIGNATURE DATE

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: 2024.10.30 17:42:54-05'00'
SIGNATURE DATE

Shelby ST Lippert
2024.10.25 10:00:48-05'00'
SIGNATURE DATE



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 #045: RFI #066 - NB - AC #6 Return Air

Table with contract details including TO: Stillwater Public Schools, FROM: Lippert Bros., Inc., PCO NUMBER/REVISION: 045 / 0, CONTRACT: 1 - OES North & South Building Renovations, REQUEST RECEIVED FROM, CREATED BY: Shelby Lippert, STATUS: Pending - In Review, CREATED DATE: 10/17/2024, REFERENCE, PRIME CONTRACT CHANGE ORDER, FIELD CHANGE: No, LOCATION, ACCOUNTING METHOD: Amount Based, SCHEDULE IMPACT, PAID IN FULL: No, EXECUTED: No, SIGNED CHANGE ORDER RECEIVED DATE, TOTAL AMOUNT: \$4,698.76

POTENTIAL CHANGE ORDER TITLE: RFI #066 - NB - AC #6 Return Air

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

ATTACHMENTS:

Table with 4 columns: #, Budget Code, Description, Amount. Row 1: 1, 24-24000.S MECHANICAL / STOLHAND.Commitment, Furnish and install added ductwork per RFI, \$4,698.76. Grand Total: \$4,698.76

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 of Brian Thomas, DATE: 10/17/2024

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: 2024.10.17 15:56:57-0500

Shelby Lippert, 2024.10.17 13:57:12-05'00'



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 #049: Reduce CM Contingency #2

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:	049 / 0	CONTRACT:	1 - OES North & South Building Renovations
REQUEST RECEIVED FROM:		CREATED BY:	Shelby Lippert (Lippert Bros., Inc.)
STATUS:	Pending - In Review	CREATED DATE:	10/31/2024
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:	\$0.00

POTENTIAL CHANGE ORDER TITLE: Reduce CM Contingency #2

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

ATTACHMENTS:

#	Budget Code	Description	Amount
1	O Other	Reduce the CM contingency from 5% to 2.5%	\$(34,946.00)
2	O Other	Add to Owner contingency	\$34,946.00
Grand Total:			\$0.00

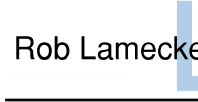
Brian Thomas (505 Architects LLC)
1631 South Delaware Avenue
Tulsa, Oklahoma 74104

Stillwater Public Schools
314 South Lewis Street
Stillwater, Oklahoma 74074

Lippert Bros., Inc.
PO Box 17450
Oklahoma City, Oklahoma 73136-1450


SIGNATURE

10/31/24
DATE


Rob Lamecker
SIGNATURE

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: 2024.11.01 09:41:05-05'00'
DATE

Shelby Lippert
2024.10.31 08:18:15-05'00'
SIGNATURE DATE



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: November 12, 2024

AGENDA ITEM: 4L

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

BOARD ACTION REQUESTED:

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

BACKGROUND INFORMATION:

The attached report lists the requested use of CM contingency and allowances by Willowbrook, Inc. for the SPS Bond 2023 HS Phase I Construction Project.

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



CM Contingency Modification

0309b. - Stillwater New High School

Title: CMOD 2 - PR 04 6" Meter Vault

CM Contingency Modification : # 2

Date: 11/04/2024 Date Required:

Description of Work: This CM Contingency modification is to cover costs associated with all labor and material required to complete the utility revisions outlined in PR 04.

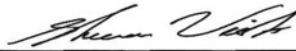
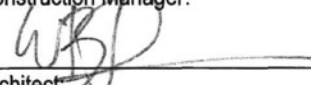
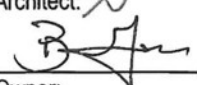
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : CMOD 2 - PR 04 6" Meter Vault	0.00	LS	0.00	- 92,450.0	0.0	0.00	- 92,450.00	
2 : D Owen Construction	0.00	LS	0.00	92,450.0	0.0	0.00	92,450.00	

Total Change Amount: 0.00

Notes:

Approved By:

 11/05/2024
 Construction Manager: _____ Date: _____
 11/05/2024
 Architect: _____ Date: _____
 11/5/24
 Owner: _____ Date: _____



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: November 12, 2024

AGENDA ITEM: 4M

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 the SPS Bond 2023 HS Phase I Construction Project.

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



Owner Contingency Modification

0309b. - Stillwater New High School

Title: PR 05 PA Wing Revisions

Owner Contingency Modification : # 9

Date: 10/24/2024 **Date Required:**

Description of Work: "The below work is included in PCO 09:

1. Provide all material and labor to complete the revisions outlined in PR 05 to accept the new PA Wing addition."

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 : Owner Contingency	0.00	LS	0.00	-1,182,963.1	0.0	0.00	-1,182,963.09	-
2 : General Conditions	0.00	LS	0.00	6,150.0	0.0	0.00	6,150.00	
3 : Adept Patriot Services	0.00	LS	0.00	5,600.0	0.0	0.00	5,600.00	
4 : Advanced Commercial Painting	0.00	LS	0.00	20,900.0	0.0	0.00	20,900.00	
5 : Air Technologies	0.00	LS	0.00	65,653.0	0.0	0.00	65,653.00	
6 : Artform	0.00	LS	0.00	- 59,003.0	0.0	0.00	- 59,003.00	
7 : Bennett Steel	0.00	LS	0.00	146,950.0	0.0	0.00	146,950.00	
8 : Carroll's Commercial Floors	0.00	LS	0.00	10,094.0	0.0	0.00	10,094.00	
9 : Concrete Enterprises	0.00	LS	0.00	199,223.0	0.0	0.00	199,223.00	
10 : Colburn Electric	0.00	LS	0.00	125,615.0	0.0	0.00	125,615.01	
11 : Coreslab Structures	0.00	LS	0.00	- 47,604.7	0.0	0.00	- 47,604.70	
12 : D Owen Construction	0.00	LS	0.00	80,540.0	0.0	0.00	80,540.00	



Owner Contingency Modification

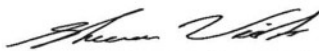


0309b. - Stillwater New High School

13 : DeHart Airconditioning	0.00	LS	0.00	69,000.0	0.0	0.00	69,000.00
14 : DH Pace	0.00	LS	0.00	16,750.0	0.0	0.00	16,750.00
15 : Grooms Irrigation	0.00	LS	0.00	52,010.1	0.0	0.00	52,010.06
16 : Kanske Fire Systems	0.00	LS	0.00	31,212.0	0.0	0.00	31,212.00
17 : Lee Glass	0.00	LS	0.00	- 46,750.0	0.0	0.00	- 46,750.00
18 : MK Excavation	0.00	LS	0.00	269,446.6	0.0	0.00	269,446.60
19 : Piper Weatherford	0.00	LS	0.00	9,300.0	0.0	0.00	9,300.00
20 : Sun Valley Masonry	0.00	LS	0.00	- 45,810.0	0.0	0.00	- 45,810.00
21 : Turning Point	0.00	LS	0.00	61,000.0	0.0	0.00	61,000.00
22 : VSC Fire & Security	0.00	LS	0.00	9,979.6	0.0	0.00	9,979.58
23 : Wiljo Interiors	0.00	LS	0.00	183,780.0	0.0	0.00	183,780.00
24 : Wood Systems	0.00	LS	0.00	18,927.5	0.0	0.00	18,927.54

Total Change Amount: 0.00

Notes:

Approved By:

	10/30/2024
Construction Manager:	Date:
	11/05/2024
Architect:	Date:
	11/5/24



Owner Contingency Modification

0309b. - Stillwater New High School

Owner:

Date:

PR 05 South Building Revisions		
General Conditions		\$ 6,150.00
Low Voltage	Adept	\$ 5,600.00
Painting	Advanced Painting	\$ 20,900.00
Plumbing	Airtech	\$ 65,653.00
Metal Panels	Artform	\$ (59,003.00)
Structural Steel	Bennett Steel	\$ 146,950.00
Flooring	Carroll's Flooring	\$ 10,094.00
Concrete	CEI	\$ 199,223.00
Electric	Colburn Electric	\$ 125,615.01
Precast	Coreslab	\$ (47,604.70)
Utilities	D Owen Construction	\$ 80,540.00
HVAC	DeHart	\$ 69,000.00
Overhead Doors	DH Pace	\$ 16,750.00
Landscaping	Grooms Irrigation	\$ 52,010.06
Fire Suppression	Kanske Fire	\$ 31,212.00
Glazing	Lee Glass	\$ (46,750.00)
Earthwork	MK Excavation	\$ 269,446.60
Masonry	Sun Valley Masonry	\$ (45,810.00)
Doors and Hardware	Piper Weatherford	\$ 9,300.00
Paving	Turning Point	\$ 61,000.00
Fire Alarm	VSC	\$ 9,979.58
Millwork	Wood Systems	\$ 18,927.54
Framing and Drywall	Wiljo	\$ 183,780.00
		\$ 1,182,963.09



Owner Contingency Modification

0309b. - Stillwater New High School

Title: PR 06 PA Wing Foundations

Owner Contingency Modification : # 10

Date: 10/29/2024 **Date Required:**

Description of Work: "The below work is included in PCO 10:

1. Provide and install all piers, foundations, and slab on grade for the PA Wing as outlined in PR 06 construction documents."

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 : PR 06 PA Wing Foundations	0.00	LS	0.00	- 843,224.0	0.0	0.00	-	843,224.00
2 : Concrete Enterprises	0.00	LS	0.00	843,224.0	0.0	0.00	843,224.00	

Total Change Amount: 0.00

Notes:

Approved By:

 10/30/2024
 Construction Manager: Date:

 11/04/2024
 Architect: Date:

 11/5/24
 Owner: Date:

9/13/24

BIDDERS:

Ph:

Fax:

CHANGE ORDER REQUEST #002

RE: PR #6

WE INCLUDE ALL LABOR, MATERIALS, AND EQUIPMENT, TO COMPLETE THE FOLLOWING PER:

DRAWINGS NUMBERED:

SPECIFICATION SECTIONS: NONE

ADDENDA: NONE

1. Provide Layout For Our Work Only, (Bldg Corners and Bench Mark by Others)
2. Structural Excavation and Spoil Removal for Foundations
3. Drill and Place Piers
4. Earth Form and Place Continuous Grade Beams Including Perimeter Insulation
5. Place and Grout Anchor Bolts, (Bolts by Others)
6. Edge Form and Place 4" Slab on Grade on 15 mil Vapor Barrier on 4" Gravel Sub Base, Including Curing and Saw Cutting of Control Joints
7. Furnish and Place Reinforcement Steel Related to This Work Scope Only
8. Daily Cleanup, (Dumpster by Others)
9. Concrete Pumping For our Work
10. Dewater Rain Water For our Work Only
11. Sales Tax

Total \$843,224.00

RE-MOBILIZATION ON PIERS ADD \$20,000.00

NO EXTERIOR CONCRETE INCLUDED UNLESS SPECIFICALLY NOTED ABOVE

ADD/ DEDUCTS FOR PIERS AND CASING SEE ORIGINAL BID

NO SHRINKAGE ADD MIXTURE IN SOG OR SOD (NONE CALLED OUT



Concrete
Enterprises,
Inc.

200 N.E. 46th St • Oklahoma, OK 73105 • 405/605-4141 • Fax 405/605-4242 • www.concrete-enterprises.com

**Proposal Subject to Change After 30 Days
3-5 Weeks Notification Required Prior to Mobilization
All Inclusions and Exclusions Listed To Be An Attachment To The Contract**

WE EXCLUDE THE FOLLOWING ITEMS (UNLESS LISTED ABOVE):

1. Testing, Permits, Bonds, Inspections
2. CEI Will not Provide Professional Liability or Pollution Insurance
3. Any Exterior Concrete, Unless Noted Otherwise; Above; in Inclusions
4. Mockups (Unless Specifically Called out to be Included)
5. Dirt work (Building, Walks, & Misc. Pads + or - 10th by others)
6. Over Excavation, Re-compaction of Existing Soils Below Any Foundations (If Required Per the Geo-tech Report)
7. Temporary Shoring of Dirt Work
8. Liquidated Damages Will Not be Accepted as Part of our Contract
9. Termite Protection, Erosion Control, Top Soil Replacement or Backfill at curbs
10. Rock Excavation, Ground Water De-watering
11. Demolition of any Kind, Concrete Coring, Saw Cutting (Unless Noted Above)
12. Review of Soils Report
13. Colored, Stamped or Stained Concrete
14. Location, Relocation, or Repair of Utilities
15. Contacting Okie For Locates
16. Lay-out of any Kind for Other Trades
17. Engineering
18. Rails, Cables, ETC., at Elevated Work
19. Sand or Water Blasting Panels
20. Panel Erection, Panel Braces or Furnishing Stiff Backs for Panel Erection
21. Ice or Coolants for Hot Weather Concrete
22. Asphalt or Concrete Paving, Sidewalks, Curb and Gutter, Stoops, Dumpster Pads, Lime Stabilization, or Site Concrete
23. Fence Post Concrete
24. Concrete Splash Blocks
25. Providing Embed Plates, Angles, Weldable Rebar or any Welding, Anchor Bolts, J – Bolts, Mason Anchors, Dovetail Anchors, Stair Nosings, Misc. Steel Items
26. Joint Sealant, Caulking, Sealers, or Hardeners (Unless Noted)
27. **NO WINTER PROTECTION INCLUDED (Blanketing, Heat, etc..)**
28. Below Grade Damp/ Bentonite Waterproofing
29. Mechanical Pads, Electrical Pads, Housekeeping Pads, Condenser Pads, Chiller Pads, Transformer Pads, Equipment Pads, or Utility Lay-Out, Concrete, or Sleeves
30. Locker Bases
31. Light Pole Bases or Pipe Bollards
32. Provide or Install Trench Drains, Guard Rails, Posts, and Handrails
33. Temporary Facilities, Water, Elec., Toilets, ETC. by General Contractor
34. Overtime, or After Hours Work
35. Not Responsible for Cracking of Slabs on Metal Decks
36. Not Responsible for Cracking, Curling, or Heaving of Slabs Due to Sub-Grade Conditions Furnished by Others
37. Will not be Responsible For Surface Cracks or Damage to Slabs if Directed to Pour in Wind or Rain

Concrete Enterprises, Inc.

Paul Brunner



Owner Contingency Modification

0309b. - Stillwater New High School

Title: PR 08 PA Wing RTU's

Owner Contingency Modification : # 11

Date: 10/29/2024 Date Required:

Description of Work: "The below work is included in PCO 11:

1. Provide all Roof Top Units for the PA Wing as outlined in PR 08 construction documents. This includes all associated storage and shipping costs."

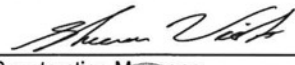
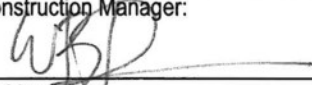
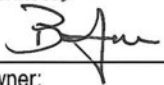
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : PR 08 PA Wing RTU's	0.00	LS	0.00	- 351,723.0	0.0	0.00	-	
							351,723.00	
2 : DeHart Air Conditioning	0.00	LS	0.00	351,723.0	0.0	0.00	351,723.00	

Total Change Amount: 0.00

Notes:

Approved By:

	10/30/2024
Construction Manager:	Date:
	11/04/2024
Architect:	Date:
	11/5/24
Owner:	Date:

Request for Change Order

Project: 88709 Stillwater Schools	Request for Change Order Number: 0005
	Title: Change Order Phase 2
	Request for Change Order Date: Sep 5, 2024
To: CMS Willowbrook	Architect's Project No:
	Contract Date:

We propose to make the following changes in this contract :

PCO:0005

Name: Change Order Phase 2	Source:	Type:
-----------------------------------	----------------	--------------

Description: Change order for adding equipment on phase 2 and deduction of bacnet cards. Also included RTUs 69 and 70 on phase 1

Scope of work:

Amount: 351,723.00

Cost Items:

Number	Name	Description	Amount
01	Equipment		356,438.00
02	Freight and Storage		20,000.00
03	Bond		3,000.00
04	Deduct for Bacnet Cards		-27,715.00

Markups for above items are listed below:

Number	Name	Description	Amount
--------	------	-------------	--------

Cost Items inclusive of markups:

Number	Name	Description	Amount
01	Equipment		356,438.00
02	Freight and Storage		20,000.00
03	Bond		3,000.00
04	Deduct for Bacnet Cards		-27,715.00

The total Cost to perform the work as described above is a CHANGE of 351,723.00.

Please indicate your acceptance and approval of this additional work in the space provided below

CONTRACTOR

ADDRESS

BY *(Signature)*

(Typed name)

DATE _____





Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 12 - Unused Signage Allowance Reallocation

Owner Contingency Modification : # 12

Date: 11/01/2024 **Date Required:**

Description of Work: "The work below is included in PC 012:

1. Reallocate unused allowance funds in the amount of \$4,130.29 in to Owner Contingency."

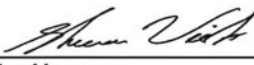
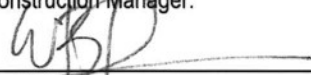
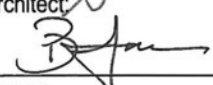
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : Owner Contingency	0.00	LS	0.00	4,130.3	0.0	0.00	4,130.29	
2 : OMOD 12 - Unused Signage Allowance Reallocation	0.00	LS	0.00	- 4,130.3	0.0	0.00	- 4,130.29	

Total Change Amount: 0.00

Notes:

Approved By:

 11/04/2024
 Construction Manager: _____ Date: _____
 11/04/2024
 Architect: _____ Date: _____
 11/5/24
 Owner: _____ Date: _____



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 14 - PR 05 Plumbing Scope Removal

Owner Contingency Modification : # 14

Date: 11/05/2024 Date Required:

Description of Work: The work below is included in PCO 15:

1. Remove cost associated with plumbing scope from PR 05 and reallocate back to Owner Contingency. Plumbing scope will be added in at a later date once pricing is finalized.

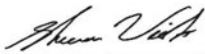
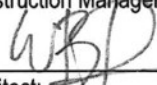

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : Airtech	0.00	LS	0.00	- 65,653.0	0.0	0.00	- 65,653.00	
2 : OMOD 14 - PR 05 Plumbing Scope Removal	0.00	LS	0.00	65,653.0	0.0	0.00	65,653.00	

Total Change Amount: 0.00

Notes:

Approved By:

	11/05/2024
Construction Manager:	Date:
	11/05/2024
Architect:	Date:
	11/15/24
Owner:	Date:



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: November 12, 2024

AGENDA ITEM: 4N

Consider and Vote to Approve Change Order # 1 to deduct unused contingency and allowances from Amendment No. 1.

BOARD ACTION REQUESTED:

Vote to Approve Change Order # 1 to deduct unused contingency and allowances from Amendment No. 1 in the amount of \$259,051.00.

BACKGROUND INFORMATION:

This change order is a credit from the Amendment 1 - Early Phase Package for unused contingency and allowance dollars. These funds will be credited to the overall construction budget.

The original GMP was \$1,884,192.00

- The GMP will be decreased by this change order in the amount of \$259,051.00
- The new GMP sum including this change order will be \$1,625,141.00



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Change Order

PROJECT: <i>(Name and address)</i> Stillwater Public Schools New High School Early Package 410 West Franklin Lane Stillwater, Oklahoma 74075	CONTRACT INFORMATION: Contract For: Construction Management Date: April 11, 2023	CHANGE ORDER INFORMATION: Change Order Number: 1 Date: November 12, 2024
OWNER: <i>(Name and address)</i> Independent School District No. 16 of Payne County, Oklahoma 314 South Lewis Street Stillwater, Oklahoma 74074	ARCHITECT: <i>(Name and address)</i> 505 Architects LLC 1631 South Delaware Avenue Tulsa, Oklahoma 74104	CONTRACTOR: <i>(Name and address)</i> Willowbrook, Inc. 620 NE 36 th Street Oklahoma City, Oklahoma 73105

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

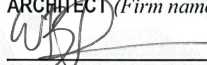
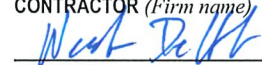
Returning of allowances and owner contingency from Amendment No 1 Early Package.

The original Guaranteed Maximum Price was	\$ 1,884,192.00
The net change by previously authorized Change Orders	\$ 0.00
The Guaranteed Maximum Price prior to this Change Order was	\$ 1,884,192.00
The Guaranteed Maximum Price will be decreased by this Change Order in the amount of	\$ 259,051.00
The new Guaranteed Maximum Price including this Change Order will be	\$ 1,625,141.00

The Contract Time will be unchanged by Zero (0) days.
 The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

505 Architects LLC ARCHITECT <i>(Firm name)</i>  SIGNATURE WILLIAM BRIAN THOMAS, OWNER PRINCIPAL PRINTED NAME AND TITLE 11.04.2024 DATE	Willowbrook, Inc. CONTRACTOR <i>(Firm name)</i>  SIGNATURE Weston Deltor, President PRINTED NAME AND TITLE 11/4/24 DATE	Independent School District No. 16 of Payne County, Oklahoma OWNER <i>(Firm name)</i> SIGNATURE PRINTED NAME AND TITLE DATE
---	---	--



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: November 12, 2024

AGENDA ITEM: 40

Consider and Vote to Approve Change Order #1 to add Owner Contingency to Amendment No.2.

BOARD ACTION REQUESTED:

Vote to Approve Change Order #1 to add Owner Contingency to Amendment No.2 in the amount of \$3,048,706.00.

BACKGROUND INFORMATION:

Funds are being transferred to Amendment 2 to allow for site work related to the foundation and the early procurement of HVAC rooftop units for the PA wing. These steps will allow for the PA Wing construction to run concurrently with the HS Phase I construction.

The original GMP was \$60,990,716.31

- The GMP will be increased by this change order in the amount of \$3,048,706.00
- The new GMP sum including this change order will be \$64,039,422.31



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Change Order

PROJECT: *(Name and address)*
 Stillwater Public Schools
 New High School Main Package
 410 West Franklin Lane
 Stillwater, Oklahoma 74075

CONTRACT INFORMATION:
 Contract For: Construction Management
 Date: April 11, 2023

CHANGE ORDER INFORMATION:
 Change Order Number: 1
 Date: November 12, 2024

OWNER: *(Name and address)*
 Independent School District No. 16 of
 Payne County, Oklahoma
 314 South Lewis Street
 Stillwater, Oklahoma 74074

ARCHITECT: *(Name and address)*
 505 Architects LLC
 1631 South Delaware Avenue
 Tulsa, Oklahoma 74104

CONTRACTOR: *(Name and address)*
 Willowbrook, Inc.
 620 NE 36th Street
 Oklahoma City, Oklahoma 73105

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

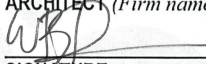
Adding Owner Contingency Amendment No 2 Main Package.

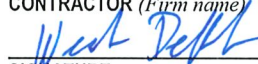
The original Guaranteed Maximum Price was	\$ 60,990,716.31
The net change by previously authorized Change Orders	\$ 0.00
The Guaranteed Maximum Price prior to this Change Order was	\$ 60,990,716.31
The Guaranteed Maximum Price will be increased by this Change Order in the amount of	\$ 3,048,706.00
The new Guaranteed Maximum Price including this Change Order will be	\$ 64,039,422.31

The Contract Time will be unchanged by Zero (0) days.
 The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

505 Architects LLC
 ARCHITECT *(Firm name)*

 SIGNATURE
 WILLIAM BRIAN THOMAS, OWNER | PRINCIPAL
 PRINTED NAME AND TITLE
 11.04.2024
 DATE

Willowbrook, Inc.
 CONTRACTOR *(Firm name)*

 SIGNATURE
 Weston DeHart
 PRINTED NAME AND TITLE
 11/4/24
 DATE

Independent School District No. 16 of
 Payne County, Oklahoma
 OWNER *(Firm name)*
 SIGNATURE
 PRINTED NAME AND TITLE
 DATE



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: November 12, 2024

AGENDA ITEM: 4P

Consider and Vote to Approve the agreement with Oklahoma Natural Gas (ONG) for the Bond 2023 HS Phase I project.

BOARD ACTION REQUESTED:

Vote to Approve the agreement with Oklahoma Natural Gas (ONG) for the Bond 2023 HS Phase I project.

BACKGROUND INFORMATION:

This agreement with ONG will allow for Oklahoma Natural Gas to abandon the existing pipe around the new development allow for the installation of a new line along W. Franklin that can meet the demands of the requested load, and serve the new Stillwater High School.

The total cost of the project is \$124,269. The copay amount for the district totals \$41,255.

**AGREEMENT FOR GAS INSTALLATION
BY OKLAHOMA NATURAL GAS COMPANY**

This Agreement for Gas Installation by Oklahoma Natural Gas Company (the "Agreement") is made effective as of October 23rd, 2024 (the "Effective Date"), by and between Oklahoma Natural Gas Company, a division of ONE Gas, Inc., an Oklahoma corporation ("ONG"), and the following named "Applicant:"

Applicant's Name:	Stillwater Public Schools
Applicant's Address:	314 S Lewis St. Stillwater, OK 74074
Service Site/Extension Area:	410 West Franklin Lane Stillwater, OK 74075
Facilities Requested:	The installation of approximately 2,580 feet of main pipe and abandonment of 975 feet of main pipe

WHEREAS, Applicant desires that ONG provide natural gas utility service to the Service Site or Extension Area (as described above); and

WHEREAS, the provision of gas service to the Service Site or Extension Area will require the installation of the "Facilities Requested" (as described above) within public utility rights of way and/or private rights of way, along with service pre stubs at each delivery site within the Service Site or Extension Area as further described on the Design Plans attached hereto as Exhibit A and incorporated herein by reference (gas service lines, main lines, meter loops and service stubs described above are collectively referred to as the "Facilities");

NOW, THEREFORE, in order to induce ONG to extend natural gas utility service to the Service Site or Extension Area, it is agreed as follows.

- 1. Commencement Date.** After receipt of (i) this Agreement executed by Applicant and (ii) any Applicant Co-Payment, then installation, relocation, or replacement of the Facilities shall be commenced and completed as soon as is practicable. Any applicable Co-Payment shall be as set forth in Addendum 2 attached hereto and incorporated herein.
- 2. Delays in Construction; Termination.** ONG shall not be responsible for delays in construction or installation of any Facilities caused by ONG's inability to obtain access or rights of way, inclement weather, strikes, government actions or any other cause beyond ONG's reasonable control.

If for any reason beyond ONG's control (including without limitation the delays mentioned in the first paragraph of this Section 2), ONG has not commenced construction of the gas service facilities within 60 days after ONG's execution hereof, ONG may at its sole option: (1) cancel this Agreement by giving Applicant 15 days' notice; or (2) re-determine the cost of the facility installation and adjust the amount of the Co-Payment to be made by Applicant in accordance with such cost; or (3) install the Facilities pursuant to the terms and conditions set forth herein. In the event ONG cancels this Agreement pursuant to this paragraph, ONG shall immediately refund to Applicant all funds paid to ONG pursuant to this Agreement.

3. Ownership of Gas Lines and Equipment. All Facilities constructed and/or installed by ONG and or its contractor(s) pursuant to this Agreement shall be the sole property of ONG, and Applicant shall have no lien or other property interest therein.

4. Additional Terms and Conditions. This Agreement shall contain the terms and conditions set forth in the following attachments, which are incorporated herein by reference:

- Exhibit A: ONG Design Map
- Exhibit B: Customer Site Plans and Plat, as required by ONG
- Addendum 1: Construction
- Addendum 2: Applicant Costs

5. Miscellaneous. The parties further agree as follows:

5.1 No Waiver by Failure to Act. Any failure or any delay on the part of ONG in exercising any right under this Agreement shall not operate as a waiver of that right; nor shall any single or partial exercise of any right hereunder preclude any other or further exercise of that right or the exercise of any other right by ONG. Payment of any sum by ONG to Applicant with or without knowledge of a breach shall not be deemed a waiver of that breach or any other breach.

5.2 Assignment. Applicant shall not assign this Agreement, or any part hereof, without the written consent of ONG, or subcontract any part of the work except in accordance with the terms of this Agreement. This Agreement shall be binding upon the respective successors, legal representatives and assigns of the parties.

5.3 Entire Agreement. This Agreement, together with the Addenda and Exhibits attached hereto, constitutes the entire agreement between the parties and supersedes all previous agreements, promises, and representations, whether written or oral, between the parties with respect to the subject matter of the Agreement. No modification, amendment, supplement to or waiver of this Agreement or any of its provisions shall be binding upon the parties unless made in writing and duly signed by authorized

representatives of both parties. ONG EXPRESSLY DISCLAIMS ANY REPRESENTATIONS, AGREEMENTS OR WARRANTIES NOT EXPRESSLY SET FORTH HEREIN.

5.4 Severability. If any paragraph or provision of this Agreement is illegal, invalid or unenforceable under present or future laws effective during the term of this Agreement, then, to the extent permitted by law, such provision shall be replaced by similar terms deemed legal, valid and enforceable. If any illegal, invalid or unenforceable paragraph or provision of this Agreement cannot be so cured, that paragraph or provision shall be severed from the remaining portion of this Agreement, which shall otherwise remain legal, valid and enforceable.

5.5 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma, excluding any conflicts of law rule or principle that would otherwise refer construction or interpretation of this Agreement to the substantive law of another jurisdiction.

5.6 Attorneys' Fees. In the event either ONG or Applicant institutes an action or other proceeding to enforce any rights arising under this Agreement, the prevailing party shall be paid all reasonable costs and attorneys' fees by the other party, such fees to be set by court and not by jury.

5.7 Headings; Interpretation. The headings used herein are for convenience and reference only and are not intended to define, limit or describe the scope or intent of any provision of this Agreement. When used in this Agreement, the term "including" shall mean without limitation by reason of enumeration.

5.8 Counterparts. This Agreement may be executed in counterparts, each of which for all purposes shall be deemed an original, and all of which shall constitute collectively one agreement. Delivery of an executed counterpart to this Agreement by telecopy, e-mail or other electronic means (e.g., "pdf" or "rtf") shall be effective as an original.

5.9 Authority to Execute Agreement. Each party warrants that it has the full right and authority to enter into this Agreement. All necessary approvals and authority to enter into this Agreement have been obtained and the person executing this Agreement on behalf of each party has the express authority to do so and in so doing, to bind such party hereto.



Legend

- Hazard Point**
 - Verified
 - <all other values>
- Threat Point**
 - Verified
 - <all other values>
- Hazard Area**
 - Verified
 - <all other values>
- Designer Drip**
- Designer Test Point**
- Designer Anode**
- Designer Rectifier**
- Designer Bond Junction**
- Designer Ground Bed**
- Designer Cable**
 - Bond Wire
 - Rectifier Cable
- Designer Rural Tap**
- Designer Gas Pipe Casing**
- Casing
- Insertion
- Designer Meter Setting**
- Designer Non-Controllable Fitting**
 - Coupling
 - El
 - End Cap
 - Expansion Joint
 - Flange
 - Reducer
 - Reinforcing Sleeves
 - Screw
 - Te
 - Transition
 - Purge Point
 - Threaded O-ring
 - Unknown
- Designer Gas Valve**
- Designer Location Notes**
- Designer Controllable Fitting**
 - Short Stop
 - Three-Way Tee
- Designer Regulator Station**
- Designer Town Border Station**
- Designer Utility Easement**
- Designer Abandon Service Line**
 - to be Removed (Contains Gas)
 - to be Abandoned (Contains Gas)
 - Removed (No Longer Contains Gas)
 - Abandoned (No Longer Contains G
- Designer Service Line**
 - Proposed
 - Approved
 - Under Construction
 - Operating
 - New Design - Status Pending
 - Status Not Available
- Designer Abandon Mains**
 - to be Removed (Contains Gas)
 - to be Abandoned (Contains Gas)
 - Removed (No Longer Contains Gas)
 - Abandoned (No Longer Contains G
- Designer Mains**
 - Proposed
 - Approved
 - Under Construction
 - Operating
 - New Design - Status Pending
 - Status Not Available
- Main Line**
 - Transmission
 - HPD
 - Production
- Casing**
- Line Name**
 - Gas Pipe Casing
 - Gas Pipe Insert
 - HPD
- Distribution Main by Material**
 - Bare Steel
 - Casted Steel
 - PE
 - ABS
 - Cast Iron
 - Copper
 - PVC
 - Wrought Iron
- Abandoned Gas Main**
- Encroachments**
 - 1 DAY
 - 1 WEEK
 - 14 DAYS; 2 WEEKS
 - 3 MONTHS; 90 DAYS
 - 1 YEAR; 12 MONTHS
 - 2 YEARS
 - 3 YEARS; 36 MONTHS
 - 5 YEARS
- OGS Facilities**
- Street Centerlines**
- Parcel Boundary**
- Operating Area > 1,750,000**
- State**
- Draft Service Line**
 - Proposed
 - Proposed
 - In Service (Contains Gas)

416.7 0 208.33 416.7
 WGS_1984_Web_Mercator_Auxiliary_Sphere
 THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This document and information herein is a visual representation and approximation of ONE Gas facilities and is subject to revision at any time without notice. It is an informational tool and is not guaranteed, warranted, or represented to be to scale, complete, accurate, or depicting depth. ONE Gas disclaims any and all liability for same. Call 811 by dialing 811 prior to and excavation.

Notes

1:2,500

IN WITNESS WHEREOF, the parties have caused this Agreement to be effective as of the date first written above, notwithstanding any later dates of execution appearing below.

**OKLAHOMA NATURAL GAS COMPANY,
a division of ONE Gas, Inc.**

By: DocuSigned by:
Mark Funck

71B39E14C77544F...

Mark Funck Director - Project Management

Printed name Title

Date Signed: 10/24/2024

APPLICANT

By: _____
Authorized Signatory

Printed name Title

Date Signed: _____

ADDENDUM 1

CONSTRUCTION

1. **Coordination of Construction Activities - Applicant.** Applicant shall perform or cause to be performed the following, and shall provide evidence of completion to ONG as requested by ONG:

1.1 **Property Rights/Access.** Applicant shall provide a suitable right of way or easement for placement of the natural gas pipeline, facilities, appurtenances and access deemed necessary by ONG for installation and maintenance of the main extension. The right of way or easement shall be free from known environmental conditions and of sufficient width and rights of ingress and egress for the natural gas facilities. Said right of way shall be granted on forms provided by ONG, and shall be fully executed and delivered to ONG prior to ONG commencing construction. Applicant understands that construction will not begin until all grants of right of way are delivered, and Applicant agrees to pay all costs associated with any delay in such delivery, including the cost of acquiring right of way, within thirty days of being billed for such costs by ONG. Applicant agrees to provide ONG with a written legal description and drawing prepared by a licensed surveyor, or plat, that describes said right-of-way. At the discretion of ONG, applicant may be responsible for staking said right of way at the required intervals immediately preceding pipeline construction. In addition, in the case of a new development, Applicant agrees to cause to be stated in the covenants and restrictions, or file a plat containing the following language under the section heading "Gas Service":

1.1.1 The supplier of gas service through its agents and employees, shall at all times have the right of access to all utility easements shown on the plat or as otherwise provided for in this deed of dedication for the purpose of installing, removing, repairing, or replacing any portion of the facilities installed by the supplier of gas service.

1.1.2 The owner of any lot shall be responsible for the protection of the underground gas facilities located within the lot and shall prevent the alteration of grade or any other construction activity which would interfere with gas service. The supplier of gas service shall be responsible for the ordinary maintenance of its facilities, but the owner shall pay for damage or relocation of facilities caused or necessitated by acts of the owner, or the owner's agents or contractors.

1.1.3 The covenants set forth in this subsection shall be enforceable by the supplier of the gas service and the owner of the lot agrees to be bound by these covenants.

1.2 Notice. Execution of this Agreement by Applicant and payment of Co-Payment shall serve as notice that Applicant desires to have ONG commence installation of the gas distribution facilities described in the Facilities Requested. Notwithstanding the foregoing, Applicant must notify ONG when it believes it has achieved Site Readiness (defined below). ONG will confirm Site Readiness within 15 calendar days from such notice by Applicant.

1.3 Site Readiness: **ONG cannot construct facilities until "Site Readiness" is achieved.** A construction site for a new facility (i.e. new building) is ready when: Site development permit with limits of construction inclusive of gas installation per the ONG Design Map (Exhibit A) is obtained from appropriate agency; grading and staking are complete; water and wastewater systems, and all dry utilities have been installed; and area for gas installation per the ONG Design Map is clear and accessible. A construction site for an existing facility that requires relocation, replacement, or a new service is ready when: staking is complete; area for the gas installation per the ONG Design Map is clear and accessible; owner has notified tenants of work; and traffic control has been coordinated, if applicable. If applicable for commercial sites, the external plumbing kick out must be installed and desired riser location marked.

1.4 Customer Site Plans. Applicant has provided to ONG a site plan of the subject Service Site reflecting the location of any structures thereon, along with the location at which the service line is to be connected to the internal piping of such structures (the "Customer Site Plans"), a copy of which is attached hereto as Exhibit B and incorporated hereby reference. Applicant acknowledges that ONG designed the Facilities based on the Customer Site Plans provided by Applicant, and Applicant is responsible for additional costs associated with construction changes during installation.

1.5 Grading and Staking. Prior to commencement of installation of the Facilities Requested, Applicant shall grade to subgrade \pm .50 feet (6 inches) all streets, alleys, roadways or easements in which the services shall be installed.

In the event that the Applicant must grade after the installation of gas infrastructure, ONG must be notified to ensure minimum cover is maintained. If grading activities after gas installation cause the installation to not meet standards, Applicant is fully responsible for all costs associated with lowering and/or relocation required.

1.6 Water/Wastewater Systems. All water, wastewater and sewer construction shall be completed and tested prior to commencement of work on the Requested Facilities by ONG.

1.7 Other Installations. Applicant shall complete the installation of any underground electrical, telephone, cable television or other wiring or conduit systems within the area to be used for the Facilities Requested prior to Facilities Requested have been installed and tested.

1.8 Coordination of Trenching. All required pre-blasting of utility trenches, including natural gas trenches, shall be coordinated by Applicant prior to the

commencement of installation of any underground utility systems. Should blasting be required within 200 feet of any natural gas facilities which are active and gas carrying or under installation, Applicant shall provide ONG a detailed blasting plan which requires ONG engineering approval prior to the commencement of blasting.

1.9 Soil Density. Applicant shall be responsible for all testing of soil densities and required compactions.

1.10 Path Staking. At the discretion of ONG, applicant may be responsible for accurate staking prior to installation of Facilities Requested. **In the event that the Facilities must be relocated after installation, due to no fault of ONG, the Applicant shall be responsible for all costs incurred by ONG for the relocation of facilities. Relocation will be performed under a new agreement.**

1.11 Additional Depth. Cover in excess of twenty-four inches (24") to thirty-six inches (36") may be required. Applicant is responsible for costs associated with extra depth, if necessary, to achieve proper cover.

1.12 Casing for Main Crossings. When required by ONG, Applicant agrees to install suitably sized and placed PVC casings under proposed streets and sidewalks for the installation of gas mains and service lines. Schedule 40 PVC casings shall be installed at the locations in the development designated by ONG. The sizes of the casings will be dependent on the size of the proposed gas main: 12-inch PVC for a 6-inch gas main; 8-inch PVC for a 4-inch gas main; 4-inch PVC for a 2-inch gas main;

1.13 Casing for Service Crossings. When required by ONG, Applicant will install 2-inch PVC for residential development service lines. PVC casings shall be 3 to 4-feet below finish grade of the road (Depending on city or county being installed in) and shall extend 3-feet beyond the R-O-W line. Casing sizes for service lines on commercial developments or other residential projects will be coordinated with the ONG representative.

2. Move In/Move Out. In the event ONG is required to remove its equipment and crews from the work site after commencement of work and prior to completion thereof due to an act or omission of Applicant, Applicant shall reimburse ONG for the associated costs of same. This fee shall be paid by Applicant for each additional move in/move out required of ONG.

3. Initiation of Gas Service. ONG may refuse to initiate gas service to the Service Site until Applicant has reimbursed ONG for any additional expenses as set forth in Sections 1.5, 1.11 and 2 above.

4. Riser/Meter Location Requirements. If required by ONG, Customer will include a diagram of the riser/meter location requirements are attached hereto and incorporated in Exhibit B.

ADDENDUM 2

Applicant Co-Payment

1. **Applicant Co-Payment.** Applicant shall be responsible for co-payment prior to installation of the Facilities Requested:
 - 1.1. Extension Policy. The extension necessary to furnish service to the Service Site or Extension Area described herein is greater than allowed as a free extension, as described in the Oklahoma Natural Gas Company Rate Schedule 1081, authorized by the Oklahoma Corporation Commission (the "Rate Schedule") and Oklahoma Administrative Code 165:45-3-4. Accordingly, the Applicant shall be responsible for the co-payment described in Section 1.3 below (the "Co-Payment").
 - 1.2. Calculation of Co-payment. Applicant Co-Payment is calculated in accordance with the Rate Schedule and Oklahoma Administrative Code 165:45-3-4.
 - 1.3. Co-Payment.

Description	
Estimated Cost of Line Extension	\$124,269.00
Applicant Co-Payment	\$41,255.00
Total due to ONG	\$41,255.00

Upon execution, please return signed agreement and payment to:

Oklahoma Natural Gas
4901 N Santa Fe Ave.
Oklahoma City, OK 73118
Attn: Derek Dotson

For ONG Accounting use only:

Project Name: ONG East 051 – SPS High School Main Line Abandonment and Extension

Project /Banner Number: 021.051.2960.010045



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: November 12, 2024

AGENDA ITEM: 4Q

Consider and Vote to Approve Change Order Number 01 for Stillwater Public Schools High School Roof Replacements Project.

BOARD ACTION REQUESTED:

Vote to Approve Change Order Number 01 for Stillwater Public Schools High School Roof Replacements Project in the amount of \$15,570.00.

BACKGROUND INFORMATION:

This proposal includes the replacement of insulation due to moisture content that was identified in a 3rd party moisture scan. Areas were priced with the agreed unit price per the contract:

The original contract sum was \$930,900.00

- The contract sum will be increased by this change order in the amount of \$15,570.00
- The new contract sum including this change order will be \$946,470.00

The contract time will be unchanged.



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
SPS High School Roof Replacements
1224 N. Husband Street
Stillwater, Oklahoma 74075

CONTRACT INFORMATION:
Contract For: General Construction

CHANGE ORDER INFORMATION:
Change Order Number: 01

Date: 7/09/2024

Date: 10/30/2024

OWNER: *(Name and address)*
Independent School District No. 16 of
Payne County Oklahoma
314 South Lewis Street
Stillwater, Oklahoma 74074

ARCHITECT: *(Name and address)*
505 Architects LLC

1631 South Delaware Avenue
Tulsa, Oklahoma 74104

CONTRACTOR: *(Name and address)*
Next Level Roofing, LLC

6515 E 153rd Street South
Bixby, Oklahoma 74008

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Replace insulation due to moisture content that was identified in a 3rd Party moisture scan. Areas were priced with the agreed unit price per the contract.

Home Stadium - \$210.00
Visitor Stadium - \$210.00
Weigth Room - \$1,800.00
Wrestling Room - \$450.00
Field House - \$12,900.00

Total - \$15,570.00
Attachments: PCO #1 for \$15,570.00.

The original Contract Sum was	\$	930,900.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	930,900.00
The Contract Sum will be increased by this Change Order in the amount of	\$	15,570.00
The new Contract Sum including this Change Order will be	\$	946,470.00

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be 8/24/2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

505 Architects LLC

Next Level Roofing, LLC

Independent School District No. 16 of
Payne County Oklahoma

ARCHITECT *(Firm name)*

CONTRACTOR *(Firm name)*

OWNER *(Firm name)*

SIGNATURE

SIGNATURE

SIGNATURE

Brian Thomas, AIA, LEED AP;
Principal

Skylar Bates, Owner

Dr. Marshall Baker , SPS Board President

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

10.30.2024

10/30/24

DATE

DATE

DATE



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

Change Order Proposal

Regarding Moisture Scan

Good Morning, Attached is change order 1 for the demo work based on 3rd party moisture scan. These are the areas that were cut out, brought up to existing height before new roofing began!

Home Stadium- Approx 35 SF= \$210.00
Visitor Stadium- Approx 35 SF= \$210.00
Weight Room- Approx 300 SF= \$1,800.00
Wrestling Room- Approx 75 SF= \$450.00
Gymnasium- Approx 2150 SF= \$12,900.00

Total change order price of **\$15,570.00**

Approved by: Print _____

Signature: _____

Date: _____



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: November 12, 2024

AGENDA ITEM: 4R

Consider and Vote to Approve Service Order No. 24 for SPS Sangre Ridge Elementary and Middle School Roof Replacement and Mechanical Equipment Improvements and High School PAC and Field House Mechanical Equipment Improvements Structural Analysis.

BOARD ACTION REQUESTED:

Vote to Approve Service Order No. 24 for SPS Sangre Ridge Elementary and Middle School Roof Replacement and Mechanical Equipment Improvements and High School PAC and Field House Mechanical Equipment Improvements Structural Analysis.

BACKGROUND INFORMATION:

The Architect will provide continued pre-planning professional services to assist with the evaluation of existing roof framing to support heavier replacement mechanical units at Sangre Ridge, Middle School, High School Fieldhouse, and High School PAC facilities.

 **AIA[®] Document B221[™] – 2018****Service Order** for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 24 made as of the twelfth day of November 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)

Sangre Ridge Elementary and Middle School Roof Replacement and Mechanical Equipment Improvements and High School PAC and Field House Mechanical Equipment Improvements Structural Analysis

The Project consists of the evaluation of existing roof framing to support heavier replacement mechanical units at Sangre Ridge, Middle School, High School Field House, and High School PAC facilities.

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

April 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:

(Paragraphs deleted)

Phase 703 HVAC Structural Analysis Fixed \$9,750 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.)

Section 2.1.2.1 and 2.1.2.2 are included within Basic Services compensation.

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

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

§ 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 \$3,000.00.

§ 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:

Init.

(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
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 Stillwater Public Schools
Humble Hustle Clothing Co. ("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:

Humble Hustle
1905 N. Boomer
Skw OK 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.
- 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.)

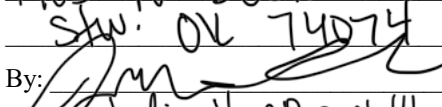
- 15) **QUALITY CONTROL:** LICENSEE shall only use the Licensor’s Marks in connection with products meeting the standards, specifications, and qualities established by, or reasonably acceptable to, LICENSOR. LICENSOR shall have the right at reasonable times, to inspect LICENSEE’s goods employing Licensor’s 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: _____ Title: <u>President, Board of Education</u>	Humble Hustle 1905 N Boomer Stw. OK 74074 By:  Printed: <u>Julia VanBrent/Humble Hustle</u> 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: November 12, 2024

AGENDA ITEM: 5A

Consider and Vote to Award Bids for the Stillwater Public Schools Bond 2023 High School Phase II PA Wing project to the Following Bidders:

<u>Description</u>	<u>Actual Bid</u>	<u>Bidder</u>
Masonry	\$ 366,466.00	Sun Valley Masonry, Inc.
Rough Carpentry	\$ 42,000.00	Red Mountain Company
Millwork	\$ 169,761.00	Wood Systems Inc.
Waterproofing & Sealants	\$46,209.00	Oklahoma Roofing & Sheet Metal LLC
Roofing	\$383,630.00	Commercial Roof Solutions, Inc.
Doors, Frames, & Hardware	\$169,000.00	Unified Door & Hardware Group, LLC
Glass & Glazing	\$542,500.00	Lee Glass & Window, LLC
Drywall & Ceilings	\$1,146,687.00	Modern Coatings LLC
Painting & Wallcovering	\$167,416.00	Cherokee Painting
Flooring	\$147,900.00	Bryan's Flooring, LLC
Plumbing / HVAC	\$849,854.00	Dense Mechanical

BOARD ACTION REQUESTED:

Motion to Accept and Award Bids for the Stillwater Public Schools Bond 2023 High School Phase II PA Wing project as presented

BACKGROUND INFORMATION:

Bids for Stillwater Public Schools Bond 2023 High School Phase II PA Wing Project were opened on October 29, 2024 at 2:00 p.m. The construction manager (Willowbrook Inc.) has examined all low bids, verified accuracy, and the bidders' ability to perform. They are now requesting approval of the lowest and best bids as listed above.

Stillwater Public Schools
High School Phase 2 PA Wing

Bid Recommendation (Base Bid)

Sealed Bids were opened and read aloud in accordance with the advertisement for bids on October 29, 2024 for the following bid packages:

BIDDER NAME	Base Bid	Alt 2: Remove Alum. Storefront at Practice Room	TOTAL
1 MASONRY			
Sun Valley Masonry, Inc.	\$366,466.00		\$366,466.00
JII Lonestar Industries LLC	\$447,700.00		\$447,700.00
Swift Corp.	\$480,000.00		\$480,000.00
CIA Masonry, LLC	\$560,000.00		\$560,000.00
Recommendation: Award the Base Bid to the low responsible bidder, Sun Valley Masonry, Inc., for a total amount of \$366,466.00.			
2 ROUGH CARPENTRY			
Red Mountain Company	\$42,000.00	\$2,000.00	\$42,000.00
Willowbrook, Inc.	\$48,700.00	\$1,200.00	\$48,700.00
Recommendation: Award the Base Bid to the low responsible bidder, Red Mountain Company, for a total amount of \$42,000.00.			
3 MILLWORK			
Wood Systems Inc	\$169,761.00		\$169,761.00
Recommendation: Award the Base Bid to the low responsible bidder, Wood Systems, Inc., for a total amount of \$169,761.00.			
4 WATERPROOFING & SEALANTS			
Oklahoma Roofing & Sheet Metal LLC	\$46,209.00		\$46,209.00
GDA Contractors	\$86,903.00		\$86,903.00
Alpha Insulation & Waterproofing, Inc.	\$95,700.00		\$95,700.00
Recommendation: Award the Base Bid to the low responsible bidder, Oklahoma Roofing & Sheet Metal LLC, for a total amount of \$46,209.00.			
5 ROOFING			
Commercial Roof Solutions, Inc.	\$383,630.00		\$383,630.00
Sooner Recon, LLC	\$497,000.00		\$497,000.00
Oklahoma Roofing & Sheet Metal, LLC	\$501,137.00		\$501,137.00
Capstone Roofing, LLC	\$513,400.00		\$513,400.00
Alva Roofing Company	\$551,550.00		\$551,550.00
Recommendation: Award the Base Bid to the low responsible bidder, Commercial Roof Solutions, Inc., for a total amount of \$383,630.00.			

Stillwater Public Schools
High School Phase 2 PA Wing

BIDDER NAME	Base Bid	Alt 2: Remove Alum. Storefront at Practice Room	TOTAL
6 METAL PANELS			
No Bids Received			
Recommendation: No bids were received for this package. Recommend carrying an allowance and rebidding.			
7 DOORS, FRAMES, & HARDWARE			
Unified Door & Hardware Group, LLC	\$169,000.00		\$169,000.00
Piper Weatherford Company	\$339,010.00		\$339,010.00
Recommendation: Award the Base Bid to the low responsible bidder, Unified Door & Hardware Group LLC, for a total amount of \$169,000.00.			
8 GLASS & GLAZING			
Lee Glass & Window, LLC	\$542,500.00	-\$63,600.00	\$542,500.00
Tietsort, LLC	\$635,195.00	-\$53,405.00	\$635,195.00
SafeZone, LLC	\$856,209.00	-\$33,685.00	\$856,209.00
Recommendation: Award the Base Bid to the low responsible bidder, Lee Glass & Window LLC, for a total amount of \$542,500.00.			
9 DRYWALL & CEILINGS			
Ortega Construction, LLC dba O-Construction	\$780,000.00		\$780,000.00
GE Construction LLC	\$994,444.00		\$994,444.00
Modern Coatings LLC	\$1,146,687.00		\$1,146,687.00
WilJo Interiors, Inc	\$1,432,060.00		\$1,432,060.00
The Drywall Crew LLC	\$1,900,500.00		\$1,900,500.00
Recommendation: The low and second apparent low bidders did not provide a complete scope of work, therefore considered non-responsive. We recommend awarding the Base Bid + Unit Prices to the third low responsible bidder, Modern Coatings LLC, for a total amount of \$1,146,687.00.			
10 PAINTING & WALLCOVERING			
Cherokee Painting	\$167,416.00		\$167,416.00
Advanced Commercial Painting LLC	\$173,500.00		\$173,500.00
ALPR Construction, LLC	\$175,000.00		\$175,000.00
Ortega Construction, LLC dba O-Construction	\$255,000.00		\$255,000.00
Recommendation: Award the Base Bid to the low responsible bidder, Cherokee Painting, for a total amount of \$167,416.00.			

Stillwater Public Schools
High School Phase 2 PA Wing

BIDDER NAME	Base Bid	Alt 2: Remove Alum. Storefront at Practice Room	TOTAL
11 FLOORING			
Bryan's Flooring, LLC	\$147,900.00		\$147,900.00
Andeco Flooring & Blinds, LLC	\$154,000.00		\$154,000.00
<p>Recommendation: Award the Base Bid to the low responsible bidder, Bryan's Flooring, LLC, for a total amount of \$147,900.00.</p>			
12 POLISHED CONCRETE			
Epoxy Coating Specialists, LLC	\$22,050.00		\$22,050.00
BNR Concrete Polishing	\$28,637.00		\$28,637.00
Advanced Commercial Painting, LLC	\$33,560.00		\$33,560.00
Arrowhead Polishing & Epoxy Construction	\$52,350.00		\$52,350.00
Bryans Flooring, LLC	\$74,738.00		\$74,738.00
<p>Recommendation: Reject all bids for this bid package. Establish an allowance of \$40,000.00 for this scope of work.</p>			
13 PLUMBING			
Dense Enterprises, LLC dba Dense Mechanical	\$404,252.00		\$404,252.00
Elite Piping Contractors, Inc.	\$569,994.00		\$569,994.00
Dense Mechanical (combo 13 & 14)	\$849,854.00		\$849,854.00
Platinum Mechanical LLC (combo 13 & 14)	\$1,422,677.00		\$1,422,677.00
<p>Recommendation: The combination bid submitted for Plumbing and HVAC is lower than the individual responsive bids. Therefore, we recommend to award the Combination Base Bid to the low responsible bidder, Dense Mechanical, for a total amount of \$849,854.00.</p>			
14 HVAC			
Air Conditioning Service, Inc	\$369,000.00		\$369,000.00
Gobers Heat & Air, LLC	\$453,339.00		\$453,339.00
Dense Enterprises, LLC dba Dense Mechanical	\$465,865.00		\$465,865.00
DeHart Air Conditioning & Electronics, Inc	\$533,700.00		\$533,700.00
Dense Mechanical (combo 13 & 14)	\$849,854.00		\$849,854.00
Platinum Mechanical LLC (combo 13 & 14)	\$1,422,677.00		\$1,422,677.00
<p>Recommendation: The low bidder Air Conditioning Service, Inc., has admitted an error in the preparation of their bid, and respectfully request that their bid be set aside in favor of the second low bid. Award included as a combination bid in Bid Package #13 recommendation.</p>			

Stillwater Public Schools
High School Phase 2 PA Wing

	Unit Price No 1: Acoustical Tectum Wall Panels/SF		Unit Price No 2: Barrel Sound Diffusers/2'x4' panel
	Add	Deduct	
9 DRYWALL & CEILINGS			
Ortega Construction, LLC dba O-Construction	\$0.00	\$8.05	\$80.00
GE Construction LLC	\$0.00	\$169.00	\$300.00
Modern Coatings LLC	\$13.50	\$11.00	\$215.00
WilJo Interiors, Inc	\$17.50	\$0.00	\$311.25
The Drywall Crew LLC	\$0.00	\$6.00	\$0.00

Stillwater Public Schools
High School Phase 2 PA Wing

Bid Recommendation (Base Bid)

Sealed Bids were opened and read aloud in accordance with the advertisement for bids on October 24, 2024 for the following bid packages:

Bidder	Base Bid	
46 MARQUEE		
J&B Graphics, Inc.	\$49,164.43	
A-Max Signs Co.	\$68,323.14	
A-Max Signs Co. - Vol Alt	\$77,486.26	
Takeform	\$99,025.00	
Recommendation: Award the Base Bid to the low responsible bidder, J&B Graphics, Inc., for a total amount of \$49,164.43.		



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: November 12, 2024

AGENDA ITEM: 5B

Consider and Vote to Accept Amendment 3 for the Guaranteed Maximum Price (GMP) proposed by Willowbrook Inc. for the construction of the SPS Bond 2023 High School Phase II PA Wing Project.

BOARD ACTION REQUESTED:

Motion to Accept Amendment 3 for the Guaranteed Maximum Price (GMP) proposed by Willowbrook Inc. for the construction of the SPS Bond 2023 High School Phase II PA Wing Project.

BACKGROUND INFORMATION:

Amendment 3 for the Guaranteed Maximum Price (GMP) includes the construction costs for the SPS Bond 2023 High School Phase II PA Wing Project. The GMP consists of pricing for trade categories, including allowances: the Construction Manager's contingency; the Construction Manager's fee; and other items that comprise the GMP.

AIA[®] Document A133[®] – 2019 Exhibit A

Guaranteed Maximum Price Amendment

This Amendment dated the 12th day of November in the year 2024 is incorporated into the accompanying AIA Document A133[™]-2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the 11th day of April in the year 2023 (the "Agreement")

for the following **PROJECT**:

Amendment No. 3 (Base Bid)

SPS Bond 2023 High School
Phase 2 PA Wing

THE OWNER:

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

THE CONSTRUCTION MANAGER:

Willowbrook, Inc.
Successor by name change to CMSWillowbrook, Inc.
620 NE 36th St
Oklahoma City, Oklahoma. 73105

TABLE OF ARTICLES

- A.1 **GUARANTEED MAXIMUM PRICE**
- A.2 **DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**
- A.3 **INFORMATION UPON WHICH AMENDMENT IS BASED**
- A.4 **CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS**

ARTICLE A.1 GUARANTEED MAXIMUM PRICE

§ A.1.1 Guaranteed Maximum Price

Pursuant to Section 3.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of the Agreement.

§ A.1.1.1 The Contract Sum is guaranteed by the Construction Manager not to exceed Nine Million, One Hundred Ninety-three Thousand, Nine Hundred Twenty-five dollars and Twenty-four cents (\$9,193,925.24), subject to additions and deductions by Change Order as provided in the Contract Documents.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

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

AIA Document A201[™]-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init.

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User Notes:

(1751464046)

§ A.1.1.2 **Itemized Statement of the Guaranteed Maximum Price.** Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, including allowances; the Construction Manager's contingency; alternates; the Construction Manager's Fee; and other items that comprise the Guaranteed Maximum Price as defined in Section 3.2.1 of the Agreement.

See Exhibit A, Attachment No. 1 – Detail of Clarifications, Assumptions, Allowances

§ A.1.1.3 The Construction Manager's Fee is set forth in Section 6.1.2 of the Agreement.

§ A.1.1.4 The method of adjustment of the Construction Manager's Fee for changes in the Work is set forth in Section 6.1.3 of the Agreement.

§ A.1.1.5 **Alternates**

§ A.1.1.5.1 Alternates, if any, included in the Guaranteed Maximum Price:

Item	Price
N/A	

§ A.1.1.5.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Exhibit A. Upon acceptance, the Owner shall issue a Modification to the Agreement.

Item	Price	Conditions for Acceptance
Alternate No. 2: Remove Aluminum Storefront at Practice Room	(\$51,600.00)	Expires 12/13/24

§ A.1.1.6 Unit prices, if any:

Item	Units and Limitations	Price per Unit (\$0.00)
Unit Price No 1: Acoustical Tectum Wall Panel	SF	
- Add	SF	\$13.50
- Deduct	SF	\$11.00
Unit Price No 2: Barrel Sound Diffuser	Per 2'x4' panel	\$215.00

ARTICLE A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ A.2.1 The date of commencement of the Work shall be:

- The date of execution of this Amendment.
- Established as follows:
(Insert a date or a means to determine the date of commencement of the Work.)

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

§ A.2.2 Unless otherwise provided, the Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work. The Contract Time shall be measured from the date of commencement of the Work.

§ A.2.3 **Substantial Completion**

§ A.2.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Construction Manager shall achieve Substantial Completion of the entire Work:

- Not later than () calendar days from the date of commencement of the Work.

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[X] By the following date: May 12, 2026

§ A.2.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Construction Manager shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
-----------------	-----------------------------

§ A.2.3.3 If the Construction Manager fails to achieve Substantial Completion as provided in this Section A.2.3, liquidated damages, if any, shall be assessed as set forth in Section 6.1.6 of the Agreement.

ARTICLE A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

§ A.3.1 The Guaranteed Maximum Price and Contract Time set forth in this Amendment are based on the Contract Documents and the following:

§ A.3.1.1 The following Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
Specification Book	Project Manual	October 4, 2024	All
Addendum	No. 1	October 22, 2024	All

§ A.3.1.2 The following Specifications:

See Attachment No. 2 – Index of Documents and Drawings

§ A.3.1.3 The following Drawings:

See Attachment No. 2 – Index of Documents and Drawings

§ A.3.1.4 The Sustainability Plan, if any:

Title	Date	Pages
-------	------	-------

Other identifying information:

§ A.3.1.5 Allowances, if any, included in the Guaranteed Maximum Price:

Item	Price
Metal Panels	\$605,186.81
Polished Concrete	\$40,000.00
Appliances	\$4,000.00
Telecommunications/Low Voltage	\$76,000.00
Security	\$50,000.00
Acoustic Treatment	\$20,000.00
Sod, Hydromulch & Erosion Control	\$8,000.00
Temporary Utilities	\$60,000.00
Permits	\$35,000.00
Material Testing & Inspections	\$60,000.00
Additional Pier Depths or Casings	\$40,000.00

§ A.3.1.6 Assumptions and clarifications, if any, upon which the Guaranteed Maximum Price is based:

See Attachment No. 5 – Clarifications and Assumptions

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§ A.3.1.7 The Guaranteed Maximum Price is based upon the following other documents and information:

See Attachment No. 3 – Recommendation of Bids
See Attachment No. 4 – Bid Qualifications

ARTICLE A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS

§ A.4.1 The Construction Manager shall retain the consultants, contractors, design professionals, and suppliers, identified below:

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

OWNER *(Signature)*

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



CONSTRUCTION MANAGER *(Signature)*

Weston DeHart, President
Willowbrook, Inc.
(Printed name and title)

Init.

/

Exhibit A
Attachment No. 1
Detail of Clarifications, Assumptions, Allowances

BID PACKAGE	DESCRIPTION	BASE BID	Alternate 1: Not Applicable	Alternate 2: Remove Aluminum Storefront at Pract.	TOTAL (Base Bid)	CONTRACTOR	NOTES
1	General Conditions	\$ 1,135,328.00			\$ 1,135,328.00		
2	Masonry	\$ 366,466.00			\$ 366,466.00	Sun Valley Masonry, Inc.	
3	Rough Carpentry	\$ 42,000.00		\$ 2,000.00	\$ 44,000.00	Red Mountain Company	#3
4	Millwork	\$ 169,761.00			\$ 169,761.00	Wood Systems, Inc.	
5	Waterproofing & Sealants	\$ 46,209.00			\$ 46,209.00	Oklahoma Roofing & Sheet Metal LLC	
6	Roofing	\$ 383,630.00			\$ 383,630.00	Commercial Roof Solutions, Inc.	#1
7	Metal Panels	\$ 605,186.81			\$ 605,186.81	Allowance	#3
8	Doors, Frames & Hardware	\$ 169,000.00		\$ 10,000.00	\$ 179,000.00	Unified Door & Hardware Group LLC	
9	Glass & Glazing	\$ 542,500.00		\$ (63,600.00)	\$ 478,900.00	Lee Glass & Window, LLC	
10	Drywall & Ceilings	\$ 1,146,687.00			\$ 1,146,687.00	Modern Coatings LLC	
11	Painting & Wallcovering	\$ 167,416.00			\$ 167,416.00	Cherokee Painting	
12	Flooring	\$ 147,900.00			\$ 147,900.00	Bryant's Flooring LLC	
	Polished Concrete	\$ 40,000.00			\$ 40,000.00	Allowance	#1
	Specialties	\$ -			\$ -		
	Visual Display Surfaces	\$ 10,216.00			\$ 10,216.00	YI Specialties	
	Plastic Toilet Compartments	\$ 11,730.00			\$ 11,730.00	YI Specialties	
	Wall Protection	\$ 3,240.00			\$ 3,240.00	YI Specialties	
	Toilet Accessories	\$ 7,025.00			\$ 7,025.00	Oklahoma Specialty Supply, LLC	
	Fire Protection Cabinets	\$ 2,488.00			\$ 2,488.00	Felix Thomson	
	Appliances	\$ 4,000.00			\$ 4,000.00	Allowance	#1
13	Digital Marquee Signage	\$ 49,164.43			\$ 49,164.43	J&B Graphics	
14	Plumbing & HVAC Combined	\$ 849,854.00			\$ 849,854.00	Dense Mechanical	
	HVAC	\$ -			\$ -		
	Telecommunications/Low Voltage	\$ 76,000.00			\$ 76,000.00	Allowance	#1
	Allowance-Security	\$ 50,000.00			\$ 50,000.00	Allowance	#1
	Allowance-Acoustic Treatment	\$ 20,000.00			\$ 20,000.00	Allowance	#1
	Allowance - Sod, Hydromulch & Erosion Control	\$ 8,000.00			\$ 8,000.00	Allowance	#1
	Allowance - Temporary Utilities	\$ 60,000.00			\$ 60,000.00	Allowance	#1
	Allowance - Permits	\$ 35,000.00			\$ 35,000.00	Allowance	#1
	Allowance - Material Testing & Inspections	\$ 60,000.00			\$ 60,000.00	Allowance	#1
	Allowance - Additional Pier Depths or Casing	\$ 40,000.00			\$ 40,000.00	Allowance	#1
						Bid Recommendations	#2
	Subtotal	\$ 6,248,801.24			\$ 6,248,801.24		
	Owner Contingency	\$ 2,312,056.00			\$ 2,312,056.00		
	CM Contingency	\$ 187,454.00			\$ 187,454.00		
	Bonds	\$ 51,486.00			\$ 51,486.00		
	Builders Risk Insurance	\$ 23,904.00			\$ 23,904.00		
	General Liability Insurance	\$ 35,856.00			\$ 35,856.00		
	Subtotal	\$ 8,859,567.24			\$ 8,859,567.24		
	CM Fee	\$ 310,085.00			\$ 310,085.00		
	Precon Fee	\$ 24,273.00			\$ 24,273.00		
	TOTAL ESTIMATED CONSTRUCTION COST	\$ 9,193,925.24	\$ -	\$ -	\$ 9,193,925.24		#4

Note #1: Final costs that are under/over this allowance will increase/decrease the Owner's contingency amount. Any remaining portion of the CM's contingency will be returned to the Owner by a deduct change order at the end of the project.

Note #2: The bids have been solicited on the basis of award within 45 days.

Note #3: Bid qualifications

Note #4: This GMP excludes A/E fee, civil engineering fee, CM pre-construction fee, FF&E, sales tax, 3rd party commissioning of mechanical or electrical systems, items provided by Owner, any requirements by the Authority Having Jurisdiction that are not specifically depicted or indicated on the Contract Documents, temporary & permanent utility cost during construction to start-up and occupying the building.

Stillwater Public Schools
 Bond 2023 High School Phase 1
 Exhibit "A"
 SUMMARY OF FUNDS AS ISSUED TO WILLOWBROOK
 (Includes all approved change orders)

	<u>DATE</u>	<u>AMOUNT</u>	<u>EXTENDED AMOUNT</u>
Pre-Construction Fee	3/12/2024	\$ -	\$ -
<u>Amendment No. 1 - SHS Early Package (Base Bid)</u>	3/12/2024		
GENERAL CONDITIONS		\$ 141,916.00	
Bid Package 1 - Demolition - MK Excavation, LLC		\$ 686,000.00	
Bid Package 2 - Site Utilities - D Owen Construction, LLC		\$ 274,500.00	
Bid Package 3 - Early Electrical Switchgear - Colburn Electric, LLC		\$ 349,800.00	
Allowance - Materials Testing and Inspections		\$ 11,000.00	
Allowance - Permits		\$ 1,300.00	
Allowance - Unforseen Conditions		\$ 150,000.00	
Allowance - Fencing		\$ 50,000.00	
Owner Contingency		\$ 83,226.00	
CM Contingency		\$ 49,935.00	
Bonds		\$ 10,551.00	
Builders Risk Insurance		\$ 4,899.00	
General Liability Insurance		\$ 7,348.00	
CM Fee		\$ 63,717.00	
		\$ 1,884,192.00	\$ 1,884,192.00
Pre-Construction Fee	6/20/2024	\$ 110,920.00	\$ 1,995,112.00
<u>Amendment No. 2 - SHS Main Package (Base Bid + Alt 1, 2, 3, 4)</u>	6/20/2024		
GENERAL CONDITIONS		\$ 1,702,992.00	
Bid Package 4 - Earthwork - MK Excavation, LLC		\$ 1,048,250.00	
Bid Package 5 - Site Utilities - D. Owen Construction, LLC		\$ 1,373,000.00	
Bid Package 6 - Paving & Walks - Turning Point Industries, Inc.		\$ 4,368,300.00	
Bid Package 7 - Concrete - Concrete Enterprises, Inc.		\$ 3,708,500.00	
Bid Package 8 - Precast Concrete - Coreslab Structures (Okla) Inc.		\$ 2,588,211.00	
Bid Package 9 - Masonry - Sun Valley Masonry, Inc.		\$ 841,380.00	
Bid Package 10 - Structural Steel (Mat'l & Erect) - Bennett Steel, Inc.		\$ 3,782,800.00	
Bid Package 11 - Rough Carpentry - Red Mountain Company		\$ 173,200.00	
Bid Package 12 - Millwork - Wood Systems, Inc.		\$ 1,147,232.25	
Bid Package 13 - Waterproofing & Sealants - GDA Contractors		\$ 259,472.00	
Bid Package 14 - Roofing - JR & Co., Inc.		\$ 1,776,000.00	
Bid Package 15 - Metal Panels - Artform LLC		\$ 1,855,657.00	
Bid Package 16 - Doors, Frames, Hardware - Piper Weatherford of Oklahoma LLC		\$ 439,800.00	
Bid Package 17 - Overhead Doors & Grilles - DH Pace Company, Inc.		\$ 120,617.00	
Bid Package 18 - Glass & Glazing - Lee Glass & Window, LLC		\$ 2,390,800.00	
Bid Package 19 - Drywall & Ceilings - Wiljo Interiors, Inc.		\$ 3,742,695.00	
Bid Package 20 - Painting & Wallcoverings - Advanced Commercial Painting, LLC		\$ 650,000.00	
Bid Package 21 - Flooring - Carroll's Commercial Floors, Inc.		\$ 1,185,764.00	
Bid Package 22 - Polished Concrete - KCI Concrete Color Systems, LLC		\$ 301,985.00	
Bid Package 23 - Athletic Flooring - Vector Concepts, Inc.		\$ 111,564.23	
Bid Package 24 - Specialties - Various		\$ 508,647.00	
Bid Package 25 - Signage - Allowance		\$ 327,752.00	
Bid Package 26 - Window Treatments - Russell Interiors, Inc.		\$ 54,980.00	
Bid Package 27 - Food Service Equipment - Amundsen Commercial Kitchens, Inc.		\$ 1,357,000.00	
Bid Package 28 - Gymnasium Equipment - School & Office Products of Arkansas, Inc.		\$ 98,583.25	
Bid Package 29 - Telescoping Bleachers - Performance Surfaces, LLC		\$ 63,536.00	
Bid Package 30 - Greenhouses - American Plant Products & Services, Inc.		\$ 148,737.00	
Bid Package 31 - Elevators - Otis Elevator Company		\$ 156,224.00	
Bid Package 32 - Fire Suppression - Kanske Fire Systems, LLC		\$ 539,815.00	
Bid Package 33 - Plumbing - Air Technologies		\$ 2,089,536.00	
Bid Package 34 - HVAC - DeHart Air Conditioning & Electronics, Inc.		\$ 4,321,850.00	
Bid Package 35 - Electrical - Colburn Electric, LLC		\$ 5,789,700.00	
Bid Package 36 - Telecommunications/Low Voltage - Adept Patriot Services, LLC		\$ 311,828.00	
Bid Package 37 - Security - Allowance		\$ 150,000.00	
Bid Package 38 - Fire Alarm - VSC Fire & Security, Inc.		\$ 99,641.00	
Bid Package 39 - Metal Railings - Allowance		\$ 450,000.00	
Bid Package 40 - Fencing & Gates - Superior Fence Construction, Inc.		\$ 49,000.00	
Bid Package 41 - Landscaping & Irrigation - Grooms Irrigation		\$ 1,646,134.00	
Bid Package 42 - Spray Fireproofing - True Fireproofing Company		\$ 12,500.00	
Bid Package 43 - Translucent Polycarbonate Panels - Duo-Gard Industries, Inc.		\$ 421,866.54	
Bid Package 44 - Lab Equipment - Allowance		\$ 100,000.00	
Bid Package 45 - Media Equipment - VOX Audio Visual		\$ 123,602.04	

Allowance - Intercom/Clock	\$	405,000.00	
Allowance - Sod, Hydromulch & Erosion Control	\$	50,000.00	
Allowance - Temporary Utilities	\$	120,000.00	
Allowance - Permits	\$	33,700.00	
Allowance - Material Testing & Inspections	\$	314,000.00	
Allowance - Additional Pier Depths	\$	100,000.00	
Allowance - Pier Casings	\$	450,000.00	
Allowance - Seclusion Roof Padding	\$	10,000.00	
Allowance - Precast Stain and EPS Void Fill	\$	8,000.00	
Owner Contingency	\$	2,693,994.00	
CM Contingency	\$	1,616,396.00	
Bonds	\$	341,548.00	
Builders Risk Insurance	\$	158,575.00	
General Liability Insurance	\$	237,864.00	
CM Fee	\$	2,062,488.00	
	\$	<u>60,990,716.31</u>	\$ 62,985,828.31

Change Order #1 to Amendment No. 1 SHS Early Package

11/12/2024

Allowance - Unforeseen Conditions	\$	(125,825.00)	
Allowance - Privacy Fencing	\$	(50,000.00)	
Owner Contingency	\$	(83,226.00)	
	\$	<u>(259,051.00)</u>	\$ 62,726,777.31

Change Order #1 to Amendment No. 2 SHS Main Package

11/12/2024

Owner Contingency	\$	2,824,000.00	
CM Contingency	\$	84,720.00	
Bonds	\$	17,073.00	
Builders Risk Insurance	\$	7,927.00	
General Liability Insurance	\$	11,890.00	
CM Fee	\$	103,096.00	
	\$	<u>3,048,706.00</u>	\$ 65,775,483.31

Pre-Construction Fee	11/12/2024	\$	-	\$	65,775,483.31
<u>Amendment No. 3 - SHS Phase 2 PA Wing (Base Bid)</u>	11/12/2024				
GENERAL CONDITIONS		\$	1,135,328.00		
Bid Package 1 - Masonry - Sun Valley Masonry, Inc.		\$	366,466.00		
Bid Package 2 - Rough Carpentry - Red Mountain Company		\$	42,000.00		
Bid Package 3 - Millwork - Wood Systems, Inc.		\$	169,761.00		
Bid Package 4 - Waterproofing & Sealants - Oklahoma Roofing & Sheet Metal LLC		\$	46,209.00		
Bid Package 5 - Roofing - Commercial Roof Solutions, Inc.		\$	383,630.00		
Bid Package 6 - Metal Panels - Allowance		\$	605,186.81		
Bid Package 7 - Doors, Frames, & Hardware - Unified Door & Hardware Group LLC		\$	169,000.00		
Bid Package 8 - Glass & Glazing - Lee Glass & Window, LLC		\$	542,500.00		
Bid Package 9 - Drywall & Ceilings - Modern Coatings LLC		\$	1,146,687.00		
Bid Package 10 - Painting & Wallcoverings - Cherokee Painting		\$	167,416.00		
Bid Package 11 - Flooring - Bryan's Flooring LLC		\$	147,900.00		
Bid Package 12 - Polished Concrete - Allowance		\$	40,000.00		
Specialties		\$	-		
Visual Display Surfaces - YI Specialties		\$	10,216.00		
Plastic Toilet Compartments - YI Specialties		\$	11,730.00		
Wall Protection - YI Specialties		\$	3,240.00		
Toilet Accessories - Oklahoma Specialty Supply, LLC		\$	7,025.00		
Fire Protection Cabinets - Felix Thomson		\$	2,488.00		
Appliances - Allowance		\$	4,000.00		
Digital Marquee Signage - J&B Graphics		\$	49,164.43		
Bid Package 13 - Plumbing - Dense Mechanical		\$	849,854.00		
Bid Package 14 - HVAC		\$	-		
Telecommunications/Low Voltage - Allowance		\$	76,000.00		
Allowance - Security		\$	50,000.00		
Allowance - Acoustic Treatment		\$	20,000.00		
Allowance - Sod, Hydromulch & Erosion Control		\$	8,000.00		
Allowance - Temporary Utilities		\$	60,000.00		
Allowance - Permits		\$	35,000.00		
Allowance - Material Testing & Inspections		\$	60,000.00		
Allowance - Additional Pier Depths or Casing		\$	40,000.00		
Owner Contingency		\$	2,312,056.00		
CM Contingency		\$	187,464.00		
Bonds		\$	51,486.00		
Builders Risk Insurance		\$	23,904.00		
General Liability Insurance		\$	35,856.00		
CM Fee		\$	310,085.00		
Precon Fee		\$	24,273.00		
		\$	9,193,925.24	\$	74,969,408.55

INDEX OF DOCUMENTS AND DRAWINGS

SPECIFICATIONS, dated October 4, 2024, consisting of:

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Construction Manager TOC consisting of: Division 0 – Contract and Bidding Documents

Architectural TOC consisting of: Division 1, 3 – 14, 28, 31, 32

MEP TOC consisting of: Division 21 – 23, 26 – 28

PLANS, dated October 4, 2024, consisting of:

VOLUME 5

GENERAL

G001	GENERAL INFORMATION AND SHEET INDEX
G002	CODE ANALYSIS
G003	FLOOR PLANS LIFE SAFETY - OVERALL
G004	GENERAL NOTES AND ACCESSIBILITY REQUIREMENTS

ARCHITECTURAL

A116	1 FLOOR PLAN REFERENCE PLAN - AREA 6
A136	1 FLOOR PLAN DIMENSION PLAN - AREA 6
A156	1 FLOOR REFLECTED CEILING PLAN - AREA 6
A172	ROOF PLAN - AREA 6
A216	EXTERIOR ELEVATIONS - AREA 6
A222	BUILDING SECTIONS - AREA 6
A301	WALL SECTIONS AREA 6
A401	ENLARGED TOILET PLANS
A501	WALL SECTION / EXTERIOR DETAILS
A502	EXTERIOR DETAILS
A560	PERFORATED METAL WALL PANEL SUNSCREEN TYPES
A631	DOOR SCHEDULE
A632	FRAME TYPES (CURTAIN WALL / WINDOWS) - EXTERIOR
A633	FRAME TYPES - (STOREFRONT) INTERIOR
A651	PARTITION TYPES
A901	ISOMETRIC VIEW SOUTHWEST
A902	ISOMETRIC VIEW NORTHEAST

INTERIOR DESIGN

ID551	INTERIOR ELEVATIONS- HALLWAY AND MUSIC INSTRUMENT REPAIR
ID552	INTERIOR ELEVATIONS- HALLWAY
ID553	INTERIOR ELEVATIONS- COMMUNITY SPACE
ID554	INTERIOR ELEVATIONS- COMMUNITY HALL
ID555	INTERIOR ELEVATIONS- TOILETS
ID556	INTERIOR ELEVATIONS- TOILETS AND ENSEMBLE
ID557	INTERIOR ELEVATIONS- CHORAL
ID558	INTERIOR ELEVATIONS- ORCHESTRA
ID559	INTERIOR ELEVATIONS- SMALL BAND
ID560	INTERIOR ELEVATIONS- SMALL BAND
ID561	INTERIOR ELEVATIONS- LARGE BAND
ID562	INTERIOR ELEVATIONS- LARGE BAND
ID563	INTERIOR ELEVATIONS- DRAMA
ID564	INTERIOR ELEVATIONS- DRAMA AND PRACTICE

ID601 ROOM FINISH AND EQUIPMENT SCHEDULES
ID603 MATERIAL FINISH LEGEND
ID710 MILLWORK SECTIONS

STRUCTURAL

S001 GENERAL NOTES
S002 GENERAL NOTES
S011 SPECIAL INSPECTIONS
S021 3-D VIEWS
S101 FOUNDATION PLAN
S102 ROOF FRAMING PLAN
S201 BRACE FRAME ELEVATIONS
S501 FOUNDATION DETAILS
S502 FOUNDATION DETAILS
S521 FRAMING DETAILS
S522 FRAMING DETAILS

MECHANICAL

M001 MECHANICAL NOTES, SYMBOLS AND ABBREVIATIONS
M110 MECHANICAL FLOOR PLANS - OVERALL
M116 1 MECHANICAL PLAN - AREA 6
M176 MECHANICAL ROOF PLAN - AREA 6
M401 MECHANICAL DETAILS
M501 MECHANICAL SCHEDULES

ELECTRICAL

E001 ELECTRICAL SYMBOLS AND GENERAL NOTES
E002 INTERIOR LIGHTING FIXTURE SCHEDULE
E004 ELECTRICAL DETAILS
E116 1 POWER PLAN - AREA 6
E171 POWER ROOF PLAN - AREA 6
E216 1 LIGHTING PLAN - AREA 6
E316 1 LOW VOLTAGE PLAN - AREA 6
E416 1 FIRE ALARM PLAN - AREA 6
E417 FIRE ALARM ROOF PLAN - AREA 6
E607 ELECTRICAL ONE-LINE DIAGRAM
E608 PANELBOARD SCHEDULES

PLUMBING

P001 PLUMBING NOTES, SYMBOLS AND ABBREVIATIONS
P110 PLUMBING FLOOR PLANS - OVERALL
P116 1 PLUMBING PLAN - AREA 6
P176 ROOF PLUMBING PLAN - AREA 6
P201 PLUMBING ENLARGED PLANS
P301 PLUMBING RISER DIAGRAMS
P401 PLUMBING DETAILS
P501 PLUMBING SCHEDULES

FIRE PROTECTION

F001 FIRE PROTECTION NOTES, SYMBOLS AND ABBREVIATIONS
F110 FIRE PROTECTION FLOOR PLANS - OVERALL
F116 1 FIRE PROTECTION PLAN - AREA 6

ADDENDA

Addendum No 1, dated October 22, 2024

Sheets: G001, A156, A216, A222, A301, A401, A501, A631, A632, A633, A651, ID555, ID556, ID557, ID561, ID562, ID563, ID564, ID601, ID603, E002, E171, E216, E316, E607, E608

END OF SECTION

Stillwater Public Schools
High School Phase 2 PA Wing

Bid Recommendation (Base Bid)

Sealed Bids were opened and read aloud in accordance with the advertisement for bids on October 29, 2024 for the following bid packages:

BIDDER NAME	Base Bid	Alt 2: Remove Alum. Storefront at Practice Room	TOTAL
1 MASONRY			
Sun Valley Masonry, Inc.	\$366,466.00		\$366,466.00
JII Lonestar Industries LLC	\$447,700.00		\$447,700.00
Swift Corp.	\$480,000.00		\$480,000.00
CIA Masonry, LLC	\$560,000.00		\$560,000.00
Recommendation: Award the Base Bid to the low responsible bidder, Sun Valley Masonry, Inc., for a total amount of \$366,466.00.			
2 ROUGH CARPENTRY			
Red Mountain Company	\$42,000.00	\$2,000.00	\$42,000.00
Willowbrook, Inc.	\$48,700.00	\$1,200.00	\$48,700.00
Recommendation: Award the Base Bid to the low responsible bidder, Red Mountain Company, for a total amount of \$42,000.00.			
3 MILLWORK			
Wood Systems Inc	\$169,761.00		\$169,761.00
Recommendation: Award the Base Bid to the low responsible bidder, Wood Systems, Inc., for a total amount of \$169,761.00.			
4 WATERPROOFING & SEALANTS			
Oklahoma Roofing & Sheet Metal LLC	\$46,209.00		\$46,209.00
GDA Contractors	\$86,903.00		\$86,903.00
Alpha Insulation & Waterproofing, Inc.	\$95,700.00		\$95,700.00
Recommendation: Award the Base Bid to the low responsible bidder, Oklahoma Roofing & Sheet Metal LLC, for a total amount of \$46,209.00.			
5 ROOFING			
Commercial Roof Solutions, Inc.	\$383,630.00		\$383,630.00
Sooner Recon, LLC	\$497,000.00		\$497,000.00
Oklahoma Roofing & Sheet Metal, LLC	\$501,137.00		\$501,137.00
Capstone Roofing, LLC	\$513,400.00		\$513,400.00
Alva Roofing Company	\$551,550.00		\$551,550.00
Recommendation: Award the Base Bid to the low responsible bidder, Commercial Roof Solutions, Inc., for a total amount of \$383,630.00.			

Stillwater Public Schools
High School Phase 2 PA Wing

BIDDER NAME	Base Bid	Alt 2: Remove Alum. Storefront at Practice Room	TOTAL
6 METAL PANELS			
No Bids Received			
Recommendation: No bids were received for this package. Recommend carrying an allowance and rebidding.			
7 DOORS, FRAMES, & HARDWARE			
Unified Door & Hardware Group, LLC	\$169,000.00		\$169,000.00
Piper Weatherford Company	\$339,010.00		\$339,010.00
Recommendation: Award the Base Bid to the low responsible bidder, Unified Door & Hardware Group LLC, for a total amount of \$169,000.00.			
8 GLASS & GLAZING			
Lee Glass & Window, LLC	\$542,500.00	-\$63,600.00	\$542,500.00
Tietsort, LLC	\$635,195.00	-\$53,405.00	\$635,195.00
SafeZone, LLC	\$856,209.00	-\$33,685.00	\$856,209.00
Recommendation: Award the Base Bid to the low responsible bidder, Lee Glass & Window LLC, for a total amount of \$542,500.00.			
9 DRYWALL & CEILINGS			
Ortega Construction, LLC dba O-Construction	\$780,000.00		\$780,000.00
GE Construction LLC	\$994,444.00		\$994,444.00
Modern Coatings LLC	\$1,146,687.00		\$1,146,687.00
WilJo Interiors, Inc	\$1,432,060.00		\$1,432,060.00
The Drywall Crew LLC	\$1,900,500.00		\$1,900,500.00
Recommendation: The low and second apparent low bidders did not provide a complete scope of work, therefore considered non-responsive. We recommend awarding the Base Bid + Unit Prices to the third low responsible bidder, Modern Coatings LLC, for a total amount of \$1,146,687.00.			
10 PAINTING & WALLCOVERING			
Cherokee Painting	\$167,416.00		\$167,416.00
Advanced Commercial Painting LLC	\$173,500.00		\$173,500.00
ALPR Construction, LLC	\$175,000.00		\$175,000.00
Ortega Construction, LLC dba O-Construction	\$255,000.00		\$255,000.00
Recommendation: Award the Base Bid to the low responsible bidder, Cherokee Painting, for a total amount of \$167,416.00.			

Stillwater Public Schools
High School Phase 2 PA Wing

BIDDER NAME	Base Bid	Alt 2: Remove Alum. Storefront at Practice Room	TOTAL
11 FLOORING			
Bryan's Flooring, LLC	\$147,900.00		\$147,900.00
Andeco Flooring & Blinds, LLC	\$154,000.00		\$154,000.00
Recommendation: Award the Base Bid to the low responsible bidder, Bryan's Flooring, LLC, for a total amount of \$147,900.00.			
12 POLISHED CONCRETE			
Epoxy Coating Specialists, LLC	\$22,050.00		\$22,050.00
BNR Concrete Polishing	\$28,637.00		\$28,637.00
Advanced Commercial Painting, LLC	\$33,560.00		\$33,560.00
Arrowhead Polishing & Epoxy Construction	\$52,350.00		\$52,350.00
Bryans Flooring, LLC	\$74,738.00		\$74,738.00
Recommendation: Reject all bids for this bid package. Establish an allowance of \$40,000.00 for this scope of work.			
13 PLUMBING			
Dense Enterprises, LLC dba Dense Mechanical	\$404,252.00		\$404,252.00
Elite Piping Contractors, Inc.	\$569,994.00		\$569,994.00
Dense Mechanical (combo 13 & 14)	\$849,854.00		\$849,854.00
Platinum Mechanical LLC (combo 13 & 14)	\$1,422,677.00		\$1,422,677.00
Recommendation: The combination bid submitted for Plumbing and HVAC is lower than the individual responsive bids. Therefore, we recommend to award the Combination Base Bid to the low responsible bidder, Dense Mechanical, for a total amount of \$849,854.00.			
14 HVAC			
Air Conditiong Service, Inc	\$369,000.00		\$369,000.00
Gobers Heat & Air, LLC	\$453,339.00		\$453,339.00
Dense Enterprises, LLC dba Dense Mechanical	\$465,865.00		\$465,865.00
DeHart Air Conditioning & Electronics, Inc	\$533,700.00		\$533,700.00
Dense Mechanical (combo 13 & 14)	\$849,854.00		\$849,854.00
Platinum Mechanical LLC (combo 13 & 14)	\$1,422,677.00		\$1,422,677.00
Recommendation: The low bidder Air Conditioning Service, Inc., has admitted an error in the preparation of their bid, and respectfully request that their bid be set aside in favor of the second low bid. Award included as a combination bid in Bid Package #13 recommendation.			

From: Shell Kincheloe <sk@acservico.com>
Sent: Wednesday, October 30, 2024 1:26 PM
To: Angelo Bradford <angelo.bradford@willowbrook.build>
Subject: Re: Stillwater PS PA Wing- Bid Results- HVAC

Angelo. This is in reference to previous conversation regarding the controls on Stillwater HS that bid on the 29th. Please pull my bid because I was unable to get a price from Automated Integration on bid day. They assured me there would not be in issue with them providing the controls and the NEBB air balance.

However, I understand that Automated Integration is required. Thank you for your help and understanding.

Sincerely,

Shell Kincheloe

Stillwater Public Schools
High School Phase 2 PA Wing

	Unit Price No 1: Acoustical Tectum Wall Panels/SF		Unit Price No 2: Barrel Sound Diffusers/2'x4' panel
	Add	Deduct	
9 DRYWALL & CEILINGS			
Ortega Construction, LLC dba O-Construction	\$0.00	\$8.05	\$80.00
GE Construction LLC	\$0.00	\$169.00	\$300.00
Modern Coatings LLC	\$13.50	\$11.00	\$215.00
WiJo Interiors, Inc	\$17.50	\$0.00	\$311.25
The Drywall Crew LLC	\$0.00	\$6.00	\$0.00

Stillwater Public Schools
High School Phase 2 PA Wing

Bid Recommendation (Base Bid)

Sealed Bids were opened and read aloud in accordance with the advertisement for bids on October 24, 2024 for the following bid packages:

Bidder	Base Bid	
46 MARQUEE		
J&B Graphics, Inc.	\$49,164.43	
A-Max Signs Co.	\$68,323.14	
A-Max Signs Co. - Vol Alt	\$77,486.26	
Takeform	\$99,025.00	

Recommendation: Award the Base Bid to the low responsible bidder, J&B Graphics, Inc., for a total amount of \$49,164.43.

Attachment No. 4 – Bid Qualifications

Bid Package 3 Millwork – Wood Systems, Inc.

Bid Package 7 Doors, Frames, Hardware – Unified Door & Hardware Group LLC



WOOD ESTD 1988
SYSTEMS

Millwork/Casework Proposal

Date 10/29/24

To: General Contractor

Ship To: Blank

Bartlesville, OK

Attention	: n/a	Project Id	: 24-0373
Project Desc.	: SPS HS PH2 PA Wing	Ship Via	:
Terms	: n/a	P.O. Number	: n/a
Delivery Date	: n/a	Salesperson	: Scott Drevicky

In-wall Blocking to be provided and installed by others. Project will not be warranted if blocking is not installed per shop drawings and AWS Edition 2 Section 10.6.1

Item No	Description	Qty	UOM	Width	Depth	Height	Selling Price
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Base Bid

Furnish and Install Casework/Millwork per 505 Project#24010

BID Package 3: Millwork

Includes Specifications: Div 0, Div 1, Sec 055000 as App, Sec 064113 Com, Cont-
Sec 079200 as App, 123661.16 Comp.
Includes 1 Addenda, Dated 10.23.2024
Wood Casework - Frameless, Flush Overlay

A116 Floor Plan Area 6

1300 Hallway 2/ID552

Sect 4/ID710 & 4/ID553
Grain to run Horizontally per 4/ID553 Note
WV-1 Wood Veneer Panel (Signage by others, Steel Tube by others)

1 1300 Hallway 2/ID552

1340 Community Hall Trim 1,4/ID554

4/ID553
Maple Solids above (Wall Graphics by Others)
1.5" x 2" Maple S4S
1/2" x 1/2" Maple S4S

1/ID554
Maple Solids above (Wall Graphics by Others)
1.5" x 2" Maple S4S
1/2" x 1/2" MapleS4S

2 1340 Community Hall Trim 1,4/ID554

1302 Community Space Casework 4/ID553

WV-1 Casework / QTZ-2 Countertop / HDW-2

3 1302 Community Space Casework 4/ID553

Item No	Description	Qty	UOM	Width	Depth	Height	Selling Price
1302	Community Space Display 1/ID553						
	1/ID553 (All Painted GYP by others)						
	WV-1 Finish Panels Outside Face, Jamb & Head						
	SS-2 Countertop						
	2/ID553 (All Painted GYP by others)						
	WV-1 Finish Panels Outside Face, Jamb & Head						
	SS-2 Countertop						
	Display Base bump out and Trim						
4	1302 Community Space Display 1/ID553						
1340	Community Hall 2/ID554						
	Planed 2x6 Maple Display Frames						
5	1340 Community Hall 2/ID554						
1321	Drama Classroom 1/ID563, 2/ID564						
	ROD-3 HD Curtain Rod Track & Wheels/Hangers (Curtains by Others)						
6	1321 Drama Classroom 1/ID563, 2/ID564						
1315	LG Band Room 1/ID561						
7	1315 LG Band Room 1/ID561						
1317B	Music Storage/Instrument Repair 4/ID551						
	WV-1 Casework / SS-2 Countertop w/ 4" Splash / HDW-1						
8	1317B Music Storage/Instrument Repair 4/ID551						
1315B	Laundry 14/ID555						
	WV-1 Casework / SS-2 Countertop w/ 4" Splash						
	ROD-4 Closet Rods						
9	1315B Laundry 14/ID555						
1316	Percussion Storage HD Peg Board						
	HD 4x8 Peg Board with 1x1 Furring						
10	1316 Percussion Storage HD Peg Board						
Fabric Curtains							
11	Fabric Curtains						
Window Sills							
	W2 & W3 Sills						
12	Window Sills						
Quartz							
13	Quartz						
Payment & Performance Bonds							
Payment & Performance Bond							
14	Payment & Performance Bonds						
15	Base Bid						

TOTAL \$ 169,761.00

Please Note: Prices valid for 30 days.

FADCO will not be held liable for any material cost increases that occur in the future due to potential impending tariffs that may be imposed on some imported materials. Any and all costs of tariffs that are imposed will be the sole responsibility of the end user. Of course, the end user will always have the option of choosing a material that does not qualify for tariffs, however new brand and finish selections may come with higher cost as well, and end user will be responsible for all costs associated with that increase as well.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Acceptance of Millwork/casework Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted: General Contractor By: _____ Date: _____

Accepted: Wood Systems, Inc By: _____ Date: _____



Unified Door & Hardware Group LLC.
 1505 Mercury Circle
 Suite 100
 McKinney, Texas 75071
 (214) 385-4605 Office/214+679+6782 Cell

10/29/2024

Proposal: TX24-165

Willowbrook Construction Services
 620 NE 36th St.
 Oklahoma City, OK 73105

Project Name:
Stillwater High School Phase 2 PA Wing
 410 W. Franklin Lane
 Stillwater, OK 74075

Attn: Hilary Peter

Thank you for providing the Unified Door and Hardware Group with this opportunity to present to you our proposal for the Stillwater High School Phase 2 PA Wing project.

We propose the furnishing and delivery of doors, frames, and finish hardware as outlined below. The values presented here are based on our material scope, our qualifications, and our exclusions as expressly outlined within the body of this proposal. Should you feel that we have omitted or included items in our scope incorrectly please contact us as soon as possible.

Material Furnished and Delivered

Material Price (Less Tax)	\$164,070.00
BOND	4,930.00
Material Total w/Bond	\$169,000.00

This proposal is based upon the following bid documents.

Bid Documents	Dated	Document Completion %
Architectural Plans & Drawings	10/04/2024	100%
Specification Sections: 081113 087100	10/04/2024 10/04/2024	
Door Schedule Sheet Number(s):	A631 10/04/2024	100%
Includes Addendum	1 - 10/23/2024	

Please continue reading the remainder of our proposal for standard and project specific qualifications, exclusions, lead times, deliveries, and other valuable information.

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SPECIFICATION SECTION: 081113 HOLLOW METAL DOORS AND FRAMES

Hollow Metal Frames:		
Hollow Metal Frame Construction – <input checked="" type="checkbox"/> Welded / <input type="checkbox"/> Knock Down		
Single 3-Sided	12	Each
Pair 3-Sided	7	Each
STC Single 3-side	1	Each
STC Pair 3-sided	<u>12</u>	Each
Total Hollow Metal Frame Count		32 Each
Hollow Metal Doors:		
Single Openings (1 ea STC)	13	Each
Pair Openings (2-leafs per opening) (12 pr STC)	<u>19</u>	Pair
Total Hollow Metal Door Leaf Count		51 Each

Hollow Metal Qualifications:

1. All frames to be 14 ga., continuous weld.
2. All NON-STC doors to be Energy Efficient 777 Trio-E series, 16 ga.
3. All STC 54 doors to be 757 series, 16. Ga.
4. STC doors were tested in a 3070 single configuration. 6070 pair configurations tested up to STC51 with cam-lift hinges, and up to STC49 with butt hinges.

Hollow Metal Exclusions:

1. Glass for vision kits
2. This proposal does not include frame insulation, grouting, bituminous coating, Tnemec coating, or asphalt emulsion of any kind.
3. Field measuring of existing frames and/or field surveys of walls unless otherwise noted.

SPECIFICATION SECTION: 087100 FINISH HARDWARE

Architectural Hardware:	
• Quantity of Sets Assigned to Hollow Metal & Architectural Wood Doors	32 Sets
• Quantity of Sets Assigned to Storefront Aluminum Framed Openings	0 Sets
<input type="checkbox"/> All Hardware Included <input type="checkbox"/> Cylinders only <input checked="" type="checkbox"/> All Hardware by Others	

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Finish Hardware Qualifications:

1. If specified, interchangeable construction cores are to be returned to UDHG at the end of the project. Additional charges will be assessed for construction cores that are not returned.
2. Unless noted otherwise any hardware samples requested and provided are to be turned over and incorporated into the project's bill of materials.
3. This bid includes EPDM Rubber Perimeter Seals, adjustable retainers, gravity Glide Cam-Lift Hinges, L-Frame Door Bottoms Thresholds and Acoustic Astragals at Meeting Stiles of Pairs (as required). All accessories will ship with the doors

Finish Hardware Exclusions:

1. All items considered to be part of the security and access control package as defined by the security and access control specification(s) including but not limited to power supplies, low voltage wiring, conduits, wire pulls and all terminations.
2. Setting Up of Key Cabinet & Key Management Software (if Specified).

STANDARD QUALIFICATIONS

1. LEED Requirements, if applicable and specified in the appropriate specification sections, are included according to the specified manufactures' capabilities. Therefore, compliance with the specified LEED requirements may be limited by the products specified.
2. The warranty of material shall be limited to the warranty extended to Unified Door & Hardware Group by its suppliers. All warranties are the maximum allowed by each manufacturer. No other warranties expressed or implied shall supersede those as set forth by the manufacturers.
3. Door / Frame sizes and elevations may vary from those specified or shown in the bid documents to maintain the specified fire and warranty requirements.
4. We cannot guarantee all the specified door, frame, and hardware manufactures listed within the bid documents have products that are compatible with one another. We therefore reserve the right to provide alternate material, or items, by a specified manufacturer to obtain the intended function.
5. All undercuts to be confirmed by the client during the submittal process.
6. Where manufacturer's product numbers have been specified incorrectly, we have done our best to interpret the architect's intent and cost the indented item. If we have made an error in our interpretation, we will not be held liable for any additional costs associated with providing the correct item.
7. All ratings (Fire / STC / Blast / Temp Rise / etc.) unless otherwise noted, have been determined and priced as listed on the architect's door schedule.
8. Submittals will not commence until we have received a formal "Notice to Proceed."
9. Should one of the specified manufacturers or vendors, as a normal course of business, require a deposit before processing your order. The UDH Group will invoice for said deposit and will not release any material requiring deposits without the deposit invoice being satisfied.

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STANDARD EXCLUSIONS

1. Glass and glazing unless specifically stated otherwise herein.
2. Aluminum storefront doors, frames, and hardware.
3. Herculite/glass doors, frames, and hardware.
4. Demountable Partitions and all associated hardware.
5. Attic Stock unless specifically stated otherwise herein.
6. Signage.
7. Permits / Inspections / Certifications.
8. Protection of installed materials.
9. Coordination with existing conditions.
10. Third party master keying.
11. Hoisting
12. Code interpretation.

PROJECT EXECUTION AND LOGISTICS

The value(s) represented in this proposal are predicated on material being shipped by 10/1/2025 It is our understanding that this date is in accordance with the project’s construction schedule at the time of this writing. If the project is delayed necessitating shipments after said date, the delayed materials may be subject to a manufacturer’s cost increases and may need to be quoted based on market conditions. If required, any adjustments to our contract will be addressed via a change order.

MATERIAL LEAD TIMES:

The anticipated manufacturing lead times for the material listed in this proposal have been outlined below. The times provided should be considered an estimated time and represent industry standard lead times at the time of this writing. All lead times are subject to change.

Shop drawings	06 to 08 weeks
Hollow metal doors & frames:	04 to 08 weeks
Finish hardware:	12 to 14 weeks
Keyed cylinders:	10 to 12 weeks
Specialty products:	16 to 16 weeks

Please allow one additional week for order entry after we are in receipt of approved submittals with no unanswered questions. And one additional week should also be added for transportation of materials once manufactured.

Unified is not responsible for manufacturing and other delays beyond our control.

PROJECT DELIVERY PROFILE:

The following denotes the number of deliveries included in the base proposal price.

Product	Size/Type of Truck	Qty of Truck Loads	Floors Per Truck Load	Approximate Full Truck Load Quantities
HM Welded Frames	42' Box	1	1	ALL
HM Doors	42' Box	1	1	ALL
Finish Hardware	20' Box	1	All	Full Shipment

1. This proposal's value is predicated on delivering the above quantities with the truck size and type listed. If the truck size(s) listed above are not compatible with any project site restrictions, please notify us and we will adjust this proposal accordingly.
2. This proposal is based on full truck load shipments to the project site. Partial, expedited, off-site, or additional deliveries will incur additional costs.
3. All deliveries are tailgate delivery, no liftgate service is provided.
4. All deliveries will be made during normal working hours (M-F 7:30AM – 3:30PM). No after hour or weekend deliveries provided in base scope.
5. No flagman or traffic control provided for deliveries. This is to be provided by others, if necessary.

ALTERNATES

None requested.

TERMS OF OFFER

1. **Unless stated otherwise herein, this proposal is good for a period of 30 days from the date of this proposal.**
2. For clients in good standing, payment terms are Net 30 days from delivery.
3. This offer supposes payment terms without retainage or hold back on material billings. All material invoices are to be paid in full.
4. This is a lump-sum proposal; the products in this proposal may not be purchased separately.
5. This proposal reflects current published and custom configured pricing based on the ship dates outlined in the Project Execution section of this offer. This offer does not include any future unannounced manufacturer's surcharges, tariffs, etc... If any material within our scope of work becomes subject to this type of price increase, we will submit a contract change order(s) as applicable at the time said cost increase is imposed.
6. All "alternate" values presented in this proposal are based on client acceptance prior to our "notice to proceed". Once UDHG has proceeded with work all "alternate" values are null and void and will be updated as needed to reflect current costs.

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Unified Door & Hardware Group LLC.
Proposal: TX24-165

7. Stored Material has not been calculated as part of the value of this proposal. If UDHG is required to store material, project progress payments must be made for any materials stored in a secure off-site location (including a UDHG warehouse). Progress payments must include additional compensation for storage expenses such as insurance, handling, etc. UDHG will provide additional documentation as required.
8. Once a project schedule has been agreed upon, it is the responsibility of the purchaser to provide all schedule updates as soon as possible.
9. This is a material only proposal, if accepted, UDHG will anticipate receipt of a Purchase Order agreement for the value of this proposal, plus any applicable taxes.
10. As a material supply only vendor, UDHG will not accept liquidated or consequential damages.
11. **Engineering and mobilization will be invoiced upon completion of project submittal package.**

Thank you for the opportunity to submit this proposal. We will do everything we can to ensure a successful project. If you have any questions, please reach out to me directly.

Sincerely,

Ken Sweet

Senior Sales Consultant



1505 Mercury Circle Suite 100 McKinney, TX 75071

D: (214) 385-4605 C: (214) 679-6782

✉ ksweet@udhgroup.com

🌐 www.udhgroup.com



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Clarification and Assumptions

We have listed below the assumptions and clarifications that we have considered so that we both fully understand what is and what is not included in the Guaranteed Maximum Price (GMP). Where actual events on the project differ from the assumptions and clarifications listed below, the GMP will require adjustments for the resulting additional costs and expenses. These assumptions and clarifications are specifically used to establish the basis of the GMP and as such are intended to clarify and take precedence over details or items shown on Contract Documents, in the event there is a discrepancy between or among any of them.

General Assumptions

1. This GMP is based on the 100% Final Bid Documents for the Stillwater Public Schools, New High School Phase 2 PA Wing, as prepared by 505 Architects, dated October 4, 2024, and the following Assumptions and Clarifications.
2. The bids have been solicited on the basis of award within 45 days.
3. The GMP is based on an assumed construction start in November 2024.
4. All off-site permits are not included and shall be paid by the Owner or via allowance if included in GMP.
5. Any requirements by Stillwater Public Schools, City of Stillwater, the State Fire Marshal or any other Authority Having Jurisdiction that are not specifically depicted or indicated in the Contract Documents have not been included in the GMP.
6. This GMP assumes that Owner furnished items will be on-site in accordance with the Construction Manager's schedule.
7. The costs of construction testing and inspection services are included in this GMP proposal as an allowance.
8. It is assumed that the Contract Documents are in compliance with all required codes, including, local, state and federal requirements, so no monies are included for changes to the Contract Documents necessary to comply with the aforementioned codes and requirements.
9. The schedule format to be used is MS Project or P6.
10. This GMP is based on CM utilizing the Construction Managers cloud-based management software for project administration including the processing of submittals, RFIs, meetings, photographic documentation, emails, etc.
11. This GMP is based on all awarded low bidders entering and executing a contract with CM upon GMP approval. If subcontractor does not enter contract, CM will either re-bid or move to next low bidder which may result in increase to GMP.
12. This GMP is based on Design team will provide necessary CAD files to CM for various shop drawings and submittals at no additional costs.
13. A Construction Manager's construction contingency is included in the GMP. This contingency is intended to cover the scope of work, including but not limited to events such as listed below. The Construction Manager shall get owner approval for contingency use.
 - a. Mitigation of weather impact, such as abnormal inclement weather.
 - b. Losses, expenses or damages not covered by insurance, including any deductible amount.
 - c. Subcontractor failures not covered by a subcontractor performance and payment bond.

- d. Increases in quantity or quality, which should have been reasonably inferable from the Contract Documents but not specifically shown therein.
 - e. Items not properly coordinated or left out of the Bid Package scope of work.
 - f. Underestimating
 - g. Schedule acceleration and overtime including unexcused schedule delays due to subcontractor work, performance, or schedule.
 - h. Any unused construction contingency will be returned to the Owner by a deduct change order at the end of the project.
14. An Owner contingency is included in the GMP. The use of this contingency is at the discretion of the Owner to pay for items not included in the scope of the GMP such as:
- a. Inclusion of items specifically excluded from this estimate.
 - b. Designer errors and omissions and any act or neglect of the Owner that affects the schedule or GMP.
 - c. Acts of separate contractors employed by the Owner that affect the schedule or GMP.
 - d. Any additional costs for Owner requested subcontractors.
 - e. Other causes beyond the Construction Manager's control.
16. The order of precedence of the documents in the event that there is a conflict between documents is:
- a. Future change orders.
 - b. These Assumptions and Clarifications dated November 12, 2024.
 - c. Agreement between Owner and Construction Manager.
 - d. Addenda as issued by the Architect.
 - e. Contract drawings and specifications, as prepared by the Architect.
17. General Conditions and Requirements amount is a lump sum and shall be billed on an equivalent monthly basis throughout project duration, beginning in July 2024.
18. The following items are **NOT INCLUDED** in the GMP: A/E fees, CM PreConstruction Fee, Civil Engineering Fee, Furniture, Fixtures and Equipment, Sales Tax, Items provided by Owner, and requirements by the Authority Having Jurisdiction that are not specifically depicted or indicated on the Contract Documents, permanent utility cost during construction start-up, test and occupy the building.
19. Preconstruction services are part of the GMP.
20. The Owner will provide temporary and permanent utility cost during construction, start-up phase, and move-in.
21. The GMP includes allowances for costs not fully determined at time of GMP issue. These costs are indicated on the cost report.



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: November 12, 2024

AGENDA ITEM: 5C

Consider and Vote to Assign Bids to Willowbrook Inc. for the Stillwater Public Schools Bond 2023 High School Phase II PA Wing project.

BOARD ACTION REQUESTED:

Motion to Assign Bids to Willowbrook Inc. for the Stillwater Public Schools Bond 2023 High School Phase II PA Wing project.

BACKGROUND INFORMATION:

Bids for Stillwater Public Schools Bond 2023 High School Phase II PA Wing project were opened on October 29, 2024 at 2:00 p.m. With approval bids will be assigned to Willowbrook, Inc. for the securing of the low bid contractors to complete the Stillwater Public Schools Bond 2023 High School Phase II PA Wing project

Stillwater Public Schools
Independent District No. 16, Payne County



Mr. Uwe Gordon
Superintendent

Dr. Janet Vinson
Acting Superintendent

Mrs. Kristie Newby, MBA, CFE
Chief Financial Officer

Budget

November 2024 Board Meeting

STILLWATER PUBLIC SCHOOLS
DISTRICT BUDGET AND FINANCING PLAN
FOR APPROPRIATED FUNDS
FISCAL YEAR 2024-2025

ADOPTED BY:

STILLWATER PUBLIC SCHOOLS

Marshall Baker, President

Tim Riley, Vice-President

Rachel Dillin, Member

Roberta Douglas, Member

Dr. Gay Washington, Member

Presented for Approval on 11/12/2024

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- IV. SINKING FUND (Debt Service 41)

Stillwater Springs Public Schools Summary of Estimated Revenues

As of 11/12/24

	ACTUAL FY 2023-2024	INITIAL EON BUDGET FY 2024-2025	EON and FORM 307 BUDGET FY 2024-2025
GENERAL FUND (11)			
LOCAL SOURCES OF REVENUES:			
1110 Property Taxes Current Year	\$ 19,684,813.55	\$ 18,371,856.00	\$ 18,371,856.00
1120 Property Taxes Prior Year	\$ 446,154.25	\$ -	\$ -
1130 Revenue In Lieu of Taxes (& 1190)	\$ 36,764.63	\$ -	\$ -
1300 Interest Earnings	\$ 1,132,955.94	\$ 250,000.00	\$ 500,000.00
1400 Total Rentals, Disposals and Commissions	\$ -	\$ -	\$ -
1500 Total Reimbursements	\$ 521,440.76	\$ -	\$ 1,589,712.00
1600 District Services	\$ 1,857.69	\$ -	\$ -
TOTAL LOCAL SOURCES OF REVENUE	\$ 21,823,986.82	\$ 18,621,856.00	\$ 20,461,568.00
INTERMEDIATE SOURCES OF REVENUES:			
2100 County 4 Mill Ad Valorem Tax	\$ 2,548,083.45	\$ 2,548,083.45	\$ 2,548,083.45
2200 County Apportionment (Mortgage Tax)	\$ 239,332.33	\$ 239,332.33	\$ 239,332.33
2300 Resale of Property	\$ 492,208.88	\$ -	\$ -
TOTAL INTERMEDIATE SOURCES OF REVENUE	\$ 3,279,624.66	\$ 2,787,415.78	\$ 2,787,415.78
STATE SOURCES OF REVENUES:			
3110 Gross Production Tax	\$ 209,354.26	\$ 209,354.26	\$ 209,354.26
3120 Motor Vehicle Collections	\$ 2,574,267.61	\$ 2,574,267.61	\$ 2,574,267.61
3130 Rural Electric Cooperative Tax	\$ 202,375.65	\$ 202,375.65	\$ 202,375.65
3140 State School Land Earnings (State Apportionment)	\$ 1,018,605.80	\$ 1,018,605.80	\$ 1,018,605.80
3150 Vehicle Tax Stamp	\$ 4,430.51	\$ 4,430.51	\$ 4,430.51
3160 Farm Implement	\$ 2,951.23	\$ 2,951.23	\$ 2,951.23
3190 Other Dedicated Revenue	\$ -	\$ -	\$ -
3210 Foundation And Salary Incentive Aid	\$ 18,832,934.07	\$ 18,135,196.85	\$ 18,135,196.85
3250 State Flexible Benefit Allowance	\$ 5,070,402.40	\$ 5,207,414.49	\$ 5,207,414.49
3310 Alt Ed, Statewide Prog. (388)	\$ 188,302.95	\$ 185,000.00	\$ 185,000.00
3412 National Board Bonus	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
3415 Reading Sufficiency Act (367)	\$ 90,534.40	\$ 80,000.00	\$ 80,000.00
3420 State Textbook (333)	\$ 391,321.70	\$ 382,809.65	\$ 382,809.65
3440 Drivers Education	\$ 3,135.00	\$ -	\$ -
3470 Advanced Placement	\$ 23,487.28	\$ -	\$ -
3620 State Land Reimburse	\$ -	\$ -	\$ -
3690 Other State Sources (000, 190 361, 362, 376)	\$ 390,416.38	\$ 92,000.00	\$ 92,000.00
3811 ODCTE Salary Supplement (411)	\$ 57,520.00	\$ 63,460.00	\$ 63,460.00
3812 ODCTE Program Assistance (412, 421)	\$ 163,500.00	\$ 179,750.00	\$ 179,750.00
3879 High Schools That Work	\$ -	\$ -	\$ -
3892 OK Education Lottery Fund (469)	\$ 19,074.46	\$ -	\$ -
TOTAL STATE SOURCES OF REVENUE	\$ 29,322,613.70	\$ 28,417,616.05	\$ 28,417,616.05
FEDERAL SOURCES OF REVENUES:			
4140 Title 7, Indian Ed. (561)	\$ 118,635.79	\$ 120,000.00	\$ 120,000.00
4210 Title 1A (511, 515 & 518)	\$ 593,359.90	\$ 1,199,348.61	\$ 1,199,348.61
4271 Title 2 (541)	\$ 126,815.34	\$ 219,627.64	\$ 219,627.64
4281 Title 3 ELL (571, 572)	\$ 17,149.12	\$ 37,895.70	\$ 37,895.70
4310 IDEA Basic (615, 618, 621, 625)	\$ 1,084,086.00	\$ 1,448,019.21	\$ 1,448,019.21
4340 IDEA Preschool (641)	\$ 33,195.88	\$ 34,560.23	\$ 34,560.23
4442 Title 4 Part A (551, 552)	\$ 38,783.43	\$ 81,757.50	\$ 81,757.50
4470 Title V RLLS (587)	\$ 46,651.03	\$ 103,639.20	\$ 103,639.20
4480 McKinney Vinto Homeless Title IX (596)	\$ 31,985.11	\$ 57,500.00	\$ 57,500.00
4550 Johnson-O'Malley Program	\$ -	\$ -	\$ -
4580 Medicaid Reimbursement (698)	\$ -	\$ -	\$ -
4689 Misc Sources of Fed Rev (722, 723, 793, 795, 796, 797)	\$ 2,948,044.19	\$ 17,498.00	\$ 3,019,128.53
4821 Carl Perkins, Vocational and Applied Tech	\$ 16,674.00	\$ -	\$ -
TOTAL FEDERAL SOURCES OF REVENUE	\$ 5,055,379.79	\$ 3,319,846.09	\$ 6,321,476.62
5000 Non Revenue Receipts	\$ 12,707.55	\$ -	\$ -
TOTAL REVENUES	\$ 59,494,312.52	\$ 53,146,733.92	\$ 57,988,076.45
6000 Prior Year Fund Balance Forward	\$ 4,592,995.36	\$ 2,549,805.63	\$ 2,549,805.63
6140 Estopped Warrants	\$ 7,279.74	\$ -	\$ -
TOTAL ALL SOURCES OF REVENUE	\$ 64,094,587.62	\$ 55,696,539.55	\$ 60,537,882.08

Stillwater Public Schools
Summary of Estimated Expenditures

As of 11/12/24

		As of 11/12/24	
		ACTUAL	EON BUDGET
GENERAL FUND (11)		FY 2023-2024	FY 2024-2025
1000	Instruction	\$ 35,406,137.44	\$ 35,500,000.00
SUPPORT SERVICES:			
2110	Attendance and Social Work Services	\$ 376,040.41	\$ 376,000.00
2120	Guidance Services	1,986,255.18	1,986,000.00
2130	Health Services	963,330.47	963,000.00
2140	Psychological Services	745,774.04	746,000.00
2150	Speech Pathology and Audiology Services	870,794.18	871,000.00
2170	Physical Therapy	159,760.85	160,000.00
2180	Visually Impaired Services	377.54	500.00
2190	Other Student Services	1,103,837.75	1,104,000.00
2100	Total Student Support Services	\$ 6,206,170.42	\$ 6,206,500.00
2210	Improvement of Instructional Services	\$ 1,072,738.05	\$ 1,073,000.00
2220	Educational Media Services	986,013.39	986,000.00
2230	Instruction Technology	191,406.18	191,000.00
2240	Student Assessment	9,350.00	9,400.00
2200	Total Support Services-Instructional Staff	\$ 2,259,507.62	\$ 2,259,400.00
2310	Board of Education Services	\$ 503,189.33	\$ 503,500.00
2320	Office of Superintendent Services	985,606.92	986,000.00
2330	Special Area Administration Services	-	-
2340	Other Administration Services	103,002.21	103,000.00
2300	Total Support Services-General Administration	\$ 1,591,798.46	\$ 1,592,500.00
2410	Office of the Principal Services	\$ 3,243,695.79	\$ 3,244,000.00
2490	Other School Administration Services	319,788.63	320,000.00
2400	Total Support Services-School Administration	\$ 3,563,484.42	\$ 3,564,000.00
2510	Fiscal Services	\$ 1,437,376.78	\$ 1,438,000.00
2520	Internal Services	311,072.18	311,000.00
2530	Printing, Publishing and Duplicating Services	13,702.95	13,700.00
2540	Evaluation Services	51,068.06	51,000.00
2560	Information Services	42,229.94	42,300.00
2570	Personnel Services	612,650.87	612,600.00
2580	Admin Tech Services	596,744.27	596,800.00
2500	Total Support Services-Business	\$ 3,064,845.05	\$ 3,065,400.00
2620	Operation of Building Services	\$ 4,947,687.67	\$ 3,207,700.00
2630	Care and Upkeep of Grounds Services	70,843.74	70,000.00
2640	Care and Upkeep of Equipment Services	75,453.21	75,000.00
2650	Vehicle Operations & Maint Service	70,306.30	70,000.00
2660	Security Services	344,283.68	344,000.00
2670	Safety	69,508.17	69,500.00
2600	Total Operation and Maintenance of Plant Services	\$ 5,578,082.77	\$ 3,836,200.00
2720	Vehicle Operation and Maintenance	\$ 1,423,250.54	\$ 1,424,000.00
2730	Monitoring Services	145,451.24	145,500.00
2740	Vehicle Servicing and Maintenance	517,132.71	517,000.00
2700	Total Student Transportation Services	\$ 2,085,834.49	\$ 2,086,500.00
TOTAL SUPPORT SERVICES		\$ 24,349,723.23	\$ 22,610,500.00
3120	Food PR & Dispensing Svc	\$ 106.45	\$ -
3300	Community Services	304,567.20	228,500.00
4400	Architectural Services	8,250.09	-
4720	Building Improvement Services	1,457,283.92	947,000.00
5000	Fund Transfers, Correcting Entries	34,391.22	35,000.00
	Total Other Uses of Funds	\$ 1,804,598.88	\$ 1,210,500.00
TOTAL EXPENDITURES		\$ 61,560,459.55	\$ 59,321,000.00

Stillwater Public Schools Summary of Estimated Revenues

As of 11/12/24

BUILDING FUND (21)

LOCAL SOURCES OF REVENUES:

	ACTUAL FY 2023-2024	EON BUDGET FY 2024-2025
1110 Ad Valorem Tax Levy (Current)	\$ 2,812,896.00	\$ 2,625,279.48
1120 Ad Valorem Tax Levy (Prior Years)	57,485.30	-
1130 Revenue In Lieu of Taxes (& 1190)	-	-
1300 Total Earnings on Investments	-	-
1400 Rentals and Sales	-	-
1500 Insurance Loss Recovery and Reimbursements	202,793.35	(456,013.39)
3000 State Revenue	389,469.58	353,372.43
TOTAL LOCAL SOURCES OF REVENUE	\$ 3,462,644.23	\$ 2,522,638.52

5000 Non Revenue Receipts	\$ -	\$ -
6000 Prior Year Fund Balance Forward	\$ 1,853,286.86	\$ 2,934,295.98

TOTAL ALL SOURCES OF REVENUE

\$ 5,315,931.09	\$ 5,456,934.50
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Stillwater Public Schools Summary of Estimated Expenditures

As of 11/12/24

BUILDING FUND (21)

	ACTUAL FY 2023-2024	EON BUDGET FY 2024-2025
1000 Instruction	\$ 2,214.91	\$ 2,220.00
SUPPORT SERVICES:		
2100 Other Support Services-Student	\$ 28,401.45	\$ 28,400.00
2400 Support Services-Office Of Principal and School Administration	18,658.61	\$ 18,000.00
2500 Support Services-Business, Technology, Information and Tax	6,999.47	\$ 7,500.00
2600 Operation Of Building and Grounds Services	2,066,811.85	3,810,000.00
Total Operation and Maintenance of Plant Services	\$ 2,120,871.38	\$ 3,863,900.00

OTHER USES OF FUNDS:

4200 Site Improvement Services	\$ -	\$ -
4300 Land Improvement Services	-	-
4400 Architecture and Engineering Services	-	-
4600 Building Acquisition and Construction Services	-	-
4700 Building Improvement Services	-	-
5100 Debt Service	258,549.16	266,750.00
5600 Correcting Entries	-	-
Total Other Uses of Funds	\$ 258,549.16	\$ 266,750.00

TOTAL FISCAL YEAR BUDGET

\$ 2,381,635.45	\$ 4,128,430.00
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Stillwater Public Schools Summary of Estimated Revenues

	ACTUAL		EON BUDGET	
	FY 2023-2024		FY 2024-2025	
CHILD NUTRITION FUND (22)				
LOCAL SOURCES OF REVENUES:				
1710 Student Lunches	\$	514,150.67	\$	686,754.46
1720 A La Carte Food		42,211.52		40,100.94
1730-40 Adult Meals		7,881.47		4,839.10
1760 Contract meals				
1790-99 Other Revenue		28,447.87		27,025.48
TOTAL LOCAL SOURCES OF REVENUE	<u>I S</u>	592,691.53	<u>I S</u>	758,719.98
STATE SOURCES OF REVENUES:				
3250 State Flexible Benefit Allowance	\$	348,179.33	\$	283,724.72
3720 State Matching		174,092.49		28,308.42
TOTAL STATE SOURCES OF REVENUE	<u>I S</u>	522,271.82	<u>I S</u>	312,033.14
FEDERAL SOURCES OF REVENUES:				
4705 Emergency Oper Costs Reimb-SBP/NSLP	\$	147,760.03	\$	
4710 National School Lunch Program		1,484,436.52		1,410,214.69
4720 School Breakfast Program		603,410.11		573,239.60
4740 Summer Feeding Program		113,312.17		107,646.56
4780 National School Lunch Eq Grant		11,900.80		
TOTAL FEDERAL SOURCES OF REVENUE	<u>I S</u>	2,360,819.63	<u>I S</u>	2,091,100.85
TOTAL REVENUES	<u>I S</u>	3,475,182.98	<u>I S</u>	3,161,853.97
5000 Non Revenue Receipts	\$	206.41	\$	
6000 Prior Year Fund Balance Forward	\$	1,997,557.11	\$	1,697,637.43
TOTAL ALL SOURCES OF REVENUE	<u>I S</u>	5,473,046.50	<u>I S</u>	4,859,491.40

Stillwater Public Schools Summary of Estimated Expenditures

	ACTUAL		EON BUDGET	
	FY 2023-2024		FY 2024-2025	
CHILD NUTRITION FUND (22)				
CHILD NUTRITION PROGRAM SERVICES:				
3110 Food a la carte	\$	92,616.51	\$	93,000.00
3120 Food Preparation and Dispensing		1,696,018.74		1,700,000.00
3130 Food and Supplies Delivery Services		118,700.01		125,000.00
3140 Other Direct Services		465,997.48		533,490.00
3150 Food Procurement Services		1,318,249.12		1,320,000.00
3155 Food Adult		8,084.98		9,000.00
3160 Non Reimbursed Services		2,860.06		3,000.00
3180 Nutrition Education		5,395.00		5,500.00
3190 Other Child Nutrition Program Operations		68,642.74		70,000.00
5000 Fund Transfers and Correcting Entry		386.41		500.00
7400 Workers Compensation				
8900 Other Transfers				
Total Child Nutrition Services	<u>I S</u>	3,776,951.05	<u>I S</u>	3,859,490.00
TOTAL FISCAL YEAR BUDGET	<u>I S</u>	3,776,951.05	<u>I S</u>	3,859,490.00

Stillwater Public Schools Summary of Estimated Revenues

	ACTUAL		EON BUDGET	
	FY 2023-2024		FY 2024-2025	
BOND FUNDS (31-39)				
LOCAL SOURCES OF REVENUES:				
5111 Premium on Bonds Sold	\$	117,581.00	\$	
5112 Proceeds from Sale of Original Bonds		13,000,000.00		14,100,000.00
1310 Interest		760,072.44		760,000.00
TOTAL LOCAL SOURCES OF REVENUE	\$	13,877,653.44	\$	14,860,000.00
TOTAL REVENUES	\$	13,877,653.44	\$	14,860,000.00
6100 Prior Year Fund Balance Forward	\$	19,098,078.92		\$24,285,497.61
TOTAL ALL SOURCES OF REVENUE	\$	32,975,732.36	\$	39,145,497.61

Stillwater Public Schools Summary of Estimated Expenditures

	ACTUAL		EON BUDGET	
	FY 2023-2024		FY 2024-2025	
BOND FUNDS(31-39)				
1000 Instruction	\$	196,857.09	\$	200,000.00
SUPPORT SERVICES:				
2100 Other Support Services-Student	\$	36,359.64		100,000.00
2220 LibraryMedia Services		9,688.85		100,000.00
2230 Instruction Related Technology		655,475.44		1,000,000.00
2300 Board of Education Services		3,500.00		5,000.00
2340 Other General and Administrative Services		99,050.11		100,000.00
2620 Operation of Building Services		1,699,189.55		2,455,000.00
2630 Care and Upkeep of Grounds Services		485,453.08		1,000,000.00
2640 Care and Upkeep of Equipment Services		44,844.58		100,000.00
2660 Security Services		44,375.03		100,000.00
2670 Safety		110,697.24		200,000.00
2720 Bus Operation Services		20,108.95		100,000.00
Total Support Services	\$	3,208,142.41	\$	3,260,000.00
OTHER USES OF FUNDS				
4300 Land Improvement Services		51,292.20		
4400 Architectural and Engineering Services				
4620 All Other New Construction		3,231,856.75		20,000,000.00
4700 Facilities Improvement Services		2,001,486.01		10,000,000.00
5600 Correcting Entry				
Total Other Uses of Funds	\$	5,784,634.96	\$	30,000,000.00
TOTAL FISCAL YEAR BUDGET	\$	38,660,367.32	\$	74,160,000.00

Stillwater Public Schools Summary of Estimated Revenues

	ACTUAL	EON BUDGET
	FY 2023-2024	FY 2024-2025
DEBT SERVICE FUND (41)		
LOCAL SOURCES OF REVENUES:		
1110 Ad Valorem Tax Levy (Current)	\$ 14,151,799.71	\$ 14,850,384.17
1120 Ad Valorem Tax Levy (Prior Years)	300,491.19	
1130 Revenue In Lieu of Taxes		
1190 Other Taxes		
1300 Total Earnings on Investments		
TOTAL LOCAL SOURCES OF REVENUE	<u>\$ 14,452,290.90</u>	<u>\$ 14,850,384.17</u>
3000 State Receipts	\$ 2,114.28	\$ 2,200.00
5111 Premium on Bonds Sold		141,000.00
6100 Prior Year Fund Balance Forward	5,620,441.27	7,908,563.26
TOTAL ALL SOURCES OF REVENUE	<u>\$ 20,174,846.45</u>	<u>\$ 22,899,147.43</u>

Stillwater Public Schools Summary of Estimated Expenditures

	ACTUAL	EON BUDGET
	FY 2023-2024	FY 2024-2025
DEBT SERVICE FUND (41)		
USES OF FUNDS:		
5100 Debt Service	\$ 12,166,283.19	\$ 14,770,890.00
Total Uses of Funds	<u>\$ 12,166,283.19</u>	<u>\$ 14,110,890.00</u>
5600 Correcting Entries	\$	\$
TOTAL FISCAL YEAR BUDGET	<u>\$ 12,166,283.19</u>	<u>\$ 14,110,890.00</u>

Stillwater Public Schools
Independent District No. 16, Payne County



Mr. Uwe Gordon
Superintendent

Dr. Janet Vinson
Acting Superintendent

Mrs. Kristie Newby, MBA, CFE
Chief Financial Officer

Treasurer's Report
November 2024 Board Meeting
As of 10/31/24

Stillwater Springs Public Schools
Revenue Summary

As of 11/12/24

	ACTUAL AS OF 10/31/2024	EON and FORM 307 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
GENERAL FUND (11)				
LOCAL SOURCES OF REVENUES:				
1110	Property Taxes Current Year	\$ 98,063.29	\$ 18,371,856.00	0.53%
1120	Property Taxes Prior Year	\$ 275,049.73	\$ -	N/A
1130	Revenue In Lieu of Taxes (& 1190)	\$ 10,139.45	\$ -	N/A
1300	Interest Earnings	\$ 254,068.68	\$ 500,000.00	50.81%
1400	Total Rentals, Disposals and Commissions	\$ 1,200.00	\$ -	N/A
1500	Total Reimbursements	\$ 1,764,596.31	\$ 1,589,712.00	N/A
1600	District Services	\$ 840.00	\$ -	N/A
	TOTAL LOCAL SOURCES OF REVENUE	\$ 2,403,957.46	\$ 20,461,568.00	11.75%
INTERMEDIATE SOURCES OF REVENUES:				
2100	County 4 Mill Ad Valorem Tax	\$ 52,489.15	\$ 2,548,083.45	2.06%
2200	County Apportionment (Mortgage Tax)	\$ 86,599.60	\$ 239,332.33	36.18%
2300	Resale of Property	\$ -	\$ -	N/A
	TOTAL INTERMEDIATE SOURCES OF REVENUE	\$ 139,088.75	\$ 2,787,415.78	4.99%
STATE SOURCES OF REVENUES:				
3110	Gross Production Tax	\$ 58,221.35	\$ 209,354.26	27.81%
3120	Motor Vehicle Collections	\$ 714,236.47	\$ 2,574,267.61	27.75%
3130	Rural Electric Cooperative Tax	\$ 76,430.64	\$ 202,375.65	37.77%
3140	State School Land Earnings (State Apportionment)	\$ 318,081.28	\$ 1,018,605.80	31.23%
3150	Vehicle Tax Stamp	\$ 8,788.08	\$ 4,430.51	198.35%
3160	Farm Implement	\$ 1,310.02	\$ 2,951.23	44.39%
3190	Other Dedicated Revenue	\$ -	\$ -	N/A
3210	Foundation And Salary Incentive Aid	\$ 4,896,503.15	\$ 18,135,196.85	27.00%
3250	State Flexible Benefit Allowance	\$ 1,454,288.82	\$ 5,207,414.49	27.93%
3310	Alt Ed, Statewide Prog. (388)	\$ -	\$ 185,000.00	0.00%
3412	National Board Bonus	\$ -	\$ 80,000.00	0.00%
3415	Reading Sufficiency Act (367)	\$ -	\$ 80,000.00	0.00%
3420	State Textbook (333)	\$ 382,809.65	\$ 382,809.65	100.00%
3440	Drivers Education	\$ -	\$ -	N/A
3470	Advanced Placement	\$ -	\$ -	N/A
3620	State Land Reimburse	\$ -	\$ -	N/A
3690	Other State Sources (190, 361, 362, 376)	\$ 277,579.62	\$ 92,000.00	301.72%
3811	ODCTE Salary Supplement (411)	\$ 5,940.00	\$ 63,460.00	9.36%
3812	ODCTE Program Assistance (412, 421)	\$ 44,937.00	\$ 179,750.00	25.00%
3879	High Schools That Work	\$ -	\$ -	N/A
3892	OK Education Lottery Fund (469)	\$ -	\$ -	N/A
	TOTAL STATE SOURCES OF REVENUE	\$ 8,239,126.08	\$ 28,417,616.05	28.99%
FEDERAL SOURCES OF REVENUES:				
4140	Title 7, Indian Ed. (561)	\$ 52,171.84	\$ 120,000.00	43.48%
4210	Title 1A (511, 515 & 518)	\$ 695,559.65	\$ 1,199,348.61	57.99%
4271	Title 2 (541)	\$ 69,907.78	\$ 219,627.64	31.83%
4281	Title 3 ELL (571, 572)	\$ 3,514.28	\$ 37,895.70	9.27%
4310	IDEA Basic (615, 618, 621)	\$ 443,896.45	\$ 1,448,019.21	30.66%
4340	IDEA Preschool (641)	\$ 5,020.19	\$ 34,560.23	14.53%
4442	Title 4 Part A (551, 552)	\$ 42,086.90	\$ 81,757.50	51.48%
4470	Title V RLIS (587)	\$ 9,897.57	\$ 103,639.20	9.55%
4480	McKinney Vinto Homeless Title IX (596)	\$ 21,477.84	\$ 57,500.00	37.35%
4550	Johnson-O'Malley Program	\$ -	\$ -	N/A
4580	Medicaid Reimbursement (698)	\$ 22,843.34	\$ -	N/A
4689	Misc Sources of Fed Rev (722, 723, 793, 795, 796, 797)	\$ 2,012,263.69	\$ 3,019,128.53	66.65%
4821	Carl Perkins, Vocational and Applied Tech	\$ -	\$ -	N/A
	TOTAL FEDERAL SOURCES OF REVENUE	\$ 3,378,639.53	\$ 6,321,476.62	53.45%
5000	Non Revenue Receipts	\$ -	\$ -	N/A
	TOTAL REVENUES	\$ 14,160,811.82	\$ 57,988,076.45	24.42%
6000	Prior Year Fund Balance Forward	\$ 2,549,805.63	\$ 2,549,805.63	100.00%
6140	Estopped Warrants	\$ -	\$ -	
	TOTAL ALL SOURCES OF REVENUE	\$ 16,710,617.45	\$ 60,537,882.08	27.60%

Stillwater Public Schools Expenditures Summary

As of 11/12/24

GENERAL FUND (11)	ACTUAL AS OF 10/31/2024	EON and FORM 307 BUDGET FY 2024-2025	PERCENTAGE SPENT
0000 Non-Categorical	\$ 4,657.82	\$ -	N/A
1000 Instruction	\$ 7,347,709.89	\$ 35,500,000.00	20.70%
SUPPORT SERVICES:			
2100 Tech Repair	\$ 9,052.36	\$ -	N/A
2110 Attendance and Social Work Services	85,114.12	376,000.00	22.64%
2120 Guidance Services	518,105.50	1,986,000.00	26.09%
2130 Health Services	247,498.80	963,000.00	25.70%
2140 Psychological Services	179,590.70	746,000.00	24.07%
2150 Speech Pathology and Audiology Services	146,404.02	871,000.00	16.81%
2170 Physical Therapy	41,479.85	160,000.00	25.92%
2180 Visually Impaired Services	769.16	500.00	153.83%
2190 Other Student Services	288,893.80	1,104,000.00	26.17%
2100 Total Student Support Services	\$ 1,516,908.31	\$ 6,206,500.00	24.44%
2210 Improvement of Instructional Services	\$ 332,837.87	\$ 1,073,000.00	31.02%
2220 Educational Media Services	196,289.82	986,000.00	19.91%
2230 Instruction Technology	66,614.23	191,000.00	34.88%
2240 Student Assessment	-	9,400.00	0.00%
2200 Total Support Services-Instructional Staff	\$ 595,741.92	\$ 2,259,400.00	26.37%
2310 Board of Education Services	\$ 516,188.56	\$ 503,500.00	102.52%
2320 Office of Superintendent Services	336,047.78	986,000.00	34.08%
2330 Special Area Administration Services	-	-	N/A
2340 Other Administration Services	32,370.73	103,000.00	31.43%
2300 Total Support Services-General Administration	\$ 884,607.07	\$ 1,592,500.00	55.55%
2410 Office of the Principal Services	\$ 1,078,190.73	\$ 3,244,000.00	33.24%
2490 Other School Administration Services	106,916.77	320,000.00	33.41%
2400 Total Support Services-School Administration	\$ 1,185,107.50	\$ 3,564,000.00	33.25%
2510 Fiscal Services	\$ 248,768.79	\$ 1,438,000.00	17.30%
2520 Internal Services	75,447.88	311,000.00	24.26%
2530 Printing, Publishing and Duplicating Services	-	13,700.00	0.00%
2540 Evaluation Services	21,504.00	51,000.00	42.16%
2560 Information Services	81,324.07	42,300.00	192.26%
2570 Personnel Services	252,364.65	612,600.00	41.20%
2580 Admin Tech Services	272,241.20	596,800.00	45.62%
2500 Total Support Services-Business	\$ 951,650.59	\$ 3,065,400.00	31.04%
2620 Operation of Building Services	\$ 2,614,238.24	\$ 3,207,700.00	81.50%
2630 Care and Upkeep of Grounds Services	68,213.92	70,000.00	97.45%
2640 Care and Upkeep of Equipment Services	27,059.72	75,000.00	36.08%
2650 Vehicle Operations & Maint Service	6,076.00	70,000.00	8.68%
2660 Security Services	69,400.00	344,000.00	20.17%
2670 Safety	10,228.17	69,500.00	14.72%
2600 Total Operation and Maintenance of Plant Services	\$ 2,795,216.05	\$ 3,836,200.00	72.86%
2720 Vehicle Operation and Maintenance	\$ 448,036.82	\$ 1,424,000.00	31.46%
2730 Monitoring Services	48,844.13	145,500.00	33.57%
2740 Vehicle Servicing and Maintenance	129,911.16	517,000.00	25.13%
2700 Total Student Transportation Services	\$ 626,792.11	\$ 2,086,500.00	30.04%
TOTAL SUPPORT SERVICES	\$ 8,556,023.55	\$ 22,610,500.00	37.84%
3120 Food PR & Dispensing Svc	\$ -	\$ -	N/A
3300 Community Services	87,019.20	228,500.00	38.08%
4400 Architectural Services	-	-	N/A
4720 Building Improvement Services	576,383.05	947,000.00	60.86%
5500 Tech Supplies	9,228.51	-	N/A
5000 Fund Transfers, Correcting Entries	-	35,000.00	0.00%
Total Other Uses of Funds	\$ 672,630.76	\$ 1,210,500.00	55.57%
TOTAL EXPENDITURES	\$ 16,581,022.02	\$ 59,321,000.00	27.95%

Stillwater Public Schools Revenue Summary

As of 11/12/24

BUILDING FUND (21)	ACTUAL AS OF	EON and FORM	PERCENTAGE
	10/31/2024	307 BUDGET FY 2024-2025	RECEIVED
LOCAL SOURCES OF REVENUES:			
1110 Ad Valorem Tax Levy (Current)	\$ 14,043.09	\$ 2,625,279.48	0.53%
1120 Ad Valorem Tax Levy (Prior Years)	39,146.99	-	N/A
1130 Revenue In Lieu of Taxes (& 1190)	-	-	N/A
1300 Total Earnings on Investments	-	-	N/A
1400 Rentals and Sales	-	-	N/A
1500 Insurance Loss Recovery and Reimbursements	(256,372.80)	(456,013.39)	56.22%
3000 State Revenue	59,731.45	353,372.43	16.90%
TOTAL LOCAL SOURCES OF REVENUE	\$ (143,451.27)	\$ 2,522,638.52	-5.69%
5000 Non Revenue Receipts	\$ -	\$ -	\$ -
6000 Prior Year Fund Balance Forward	\$ 2,934,295.98	\$ 2,934,295.98	100.00%
TOTAL ALL SOURCES OF REVENUE	\$ 2,790,844.71	\$ 5,456,934.50	51.14%

Stillwater Public Schools Expenditures Summary

As of 11/12/24

BUILDING FUND (21)	ACTUAL AS OF	EON and FORM	PERCENTAGE
	10/31/2024	307 BUDGET FY 2024-2025	SPENT
1000 Instruction	\$ -	\$ 2,220.00	0.00%
SUPPORT SERVICES:			
2100 Other Support Services-Student	\$ 4,180.16	\$ 28,400.00	14.72%
2400 Support Services-Office Of Principal and School Administration	6,376.49	18,000.00	35.42%
2500 Support Services-Business, Technology, Information and Tax	1,161.82	7,500.00	15.49%
2600 Operation and Maintenance of Plant Services	745,241.50	3,810,000.00	19.56%
Total Operation and Maintenance of Plant Services	\$ 756,959.97	\$ 3,863,900.00	\$ 0.85
OTHER USES OF FUNDS:			
4200 Site Improvement Services	\$ -	\$ -	N/A
4300 Land Improvement Services	-	-	N/A
4400 Architecture and Engineering Services	-	-	N/A
4600 Building Acquisition and Construction Services	-	-	N/A
4700 Building Improvement Services	-	-	N/A
5100 Debt Service	-	266,750.00	0.00%
5600 Correcting Entries	-	-	N/A
Total Other Uses of Funds	\$ -	\$ 266,750.00	0.00%
TOTAL FISCAL YEAR BUDGET	\$ 756,959.97	\$ 4,128,430.00	18.34%

Stillwater Public Schools Revenue Summary

As of 11/12/24

CHILD NUTRITION FUND (22)	ACTUAL AS OF	EON and FORM	PERCENTAGE
	10/31/2024	307 BUDGET FY 2024-2025	
LOCAL SOURCES OF REVENUES:			
1710 Student Lunches	\$ 205,438.53	\$ 686,754.46	29.91%
1720 A La Carte Food	11,992.68	40,100.94	29.91%
1730-40 Adult Meals	1,453.39	4,839.10	30.03%
1760 Contract meals	-	-	N/A
1790-99 Other Revenue	62.37	27,025.48	0.23%
TOTAL LOCAL SOURCES OF REVENUE	\$ 218,946.97	\$ 758,719.98	28.86%
STATE SOURCES OF REVENUES:			
3250 State Flexible Benefit Allowance	\$ 50,931.28	\$ 283,724.72	17.95%
3720 State Matching		28,308.42	0.00%
TOTAL STATE SOURCES OF REVENUE	\$ 50,931.28	\$ 312,033.14	16.32%
FEDERAL SOURCES OF REVENUES:			
4705 Emergency Oper Costs Reimb-SBP/NSLP		\$ -	
4710 National School Lunch Program	332,510.22	1,410,214.69	23.58%
4720 School Breakfast Program	142,299.39	573,239.60	24.82%
4740 Summer Feeding Program	211,768.34	107,646.56	196.73%
4780 National School Lunch Eq Grant	23,967.61	-	
TOTAL FEDERAL SOURCES OF REVENUE	\$ 710,545.56	\$ 2,091,100.85	33.98%
TOTAL REVENUES	\$ 980,423.81	\$ 3,161,853.97	31.01%
5000 Non Revenue Receipts		\$ -	
6000 Prior Year Fund Balance Forward	\$ 1,697,637.43	\$ 1,697,637.43	100.00%
TOTAL ALL SOURCES OF REVENUE	\$ 2,678,061.24	\$ 4,859,491.40	55.11%

Stillwater Public Schools Expenditures Summary

As of 11/12/24

CHILD NUTRITION FUND (22)	ACTUAL AS OF	EON and FORM	PERCENTAGE
	10/31/2024	307 BUDGET FY 2024-2025	
CHILD NUTRITION PROGRAM SERVICES:			
3110 Food a la carte	\$ 31,755.48	\$ 93,000.00	34.15%
3120 Food Preparation and Dispensing	503,025.02	1,700,000.00	29.59%
3130 Food and Supplies Delivery Services	32,503.88	125,000.00	26.00%
3140 Other Direct Services	91,776.24	533,490.00	17.20%
3150 Food Procurement Services	346,669.46	1,320,000.00	26.26%
3155 Food Adult	6,054.46	9,000.00	67.27%
3160 Non Reimbursed Services	2,587.77	3,000.00	86.26%
3180 Nutrition Education	698.00	5,500.00	12.69%
3190 Other Child Nutrition Program Operations	121,114.17	70,000.00	173.02%
5000 Fund Transfers and Correcting Entry	-	500.00	0.00%
7400 Workers Compensation	-	-	N/A
8900 Other Transfers	-	-	N/A
Total Child Nutrition Services	\$ 1,136,184.48	\$ 3,859,490.00	29.44%
TOTAL FISCAL YEAR BUDGET	\$ 1,136,184.48	\$ 3,859,490.00	29.44%

**Stillwater Public Schools
Revenue Summary**

As of 11/12/24

	ACTUAL AS OF 10/31/2024	EON and FORM 307 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
DEBT SERVICE FUND (41)				
LOCAL SOURCES OF REVENUES:				
1110 Ad Valorem Tax Levy (Current)	\$ 70,651.76	\$ 14,850,384.17		0.48%
1120 Ad Valorem Tax Levy (Prior Years)	197,872.96	-		N/A
1130 Revenue In Lieu of Taxes	-	-		N/A
1190 Other Taxes	-	-		N/A
1300 Total Earnings on Investments	-	-		N/A
TOTAL LOCAL SOURCES OF REVENUE	\$ 268,524.72	\$ 14,850,384.17		1.81%
3000 State Receipts	\$ 695.58	\$ 2,200.00		31.62%
5111 Premium on Bonds Sold	-	141,000.00		0.00%
6100 Prior Year Fund Balance Forward	7,908,563.26	7,908,563.26		100.00%
TOTAL ALL SOURCES OF REVENUE	\$ 8,177,783.56	\$ 22,902,147.43		35.71%

**Stillwater Public Schools
Expenditures Summary**

As of 11/12/24

	ACTUAL AS OF 10/31/2024	EON and FORM 307 BUDGET		PERCENTAGE SPENT
		FY 2024-2025		
DEBT SERVICE FUND (41)				
USES OF FUNDS:				
5100 Debt Service	\$ 3,350.00	\$ 14,770,890.00		0.02%
Total Uses of Funds	\$ 3,350.00	\$ 14,770,890.00		0.02%
5600 Correcting Entries	\$ -	\$ -		0.00%
TOTAL FISCAL YEAR BUDGET	\$ 3,350.00	\$ 14,770,890.00		0.02%

Stillwater Public Schools Revenue Summary

As of 11/12/24

BOND FUNDS (31-39)	ACTUAL AS OF 10/31/2024	EON and FORM 307 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
LOCAL SOURCES OF REVENUES:				
5112 Proceeds from Sale of Original Bonds	\$ -	\$ 14,100,000.00		0.00%
1310 Interest	271,396.65	760,000.00		35.71%
TOTAL LOCAL SOURCES OF REVENUE	\$ 271,396.65	\$ 14,860,000.00		35.71%
TOTAL REVENUES	\$ 271,396.65	\$ 14,860,000.00		35.71%
Prior Year Fund Balance Forward	\$ 24,285,497.61	\$ 24,285,497.61		100.00%
TOTAL ALL SOURCES OF REVENUE	\$ 24,556,894.26	\$ 39,145,497.61		62.73%

Stillwater Public Schools Expenditures Summary

As of 11/12/24

BOND FUNDS (31-39)	ACTUAL AS OF 10/31/2024	EON and FORM 307 BUDGET		PERCENTAGE SPENT
		FY 2024-2025		
1000 Instruction	\$ 6,957.02	\$ 200,000.00		3.48%
SUPPORT SERVICES:				
2100 Other Support Services-Student	\$ 332,549.56	\$ 100,000.00		332.55%
2220 Library Media Services	-	100,000.00		0.00%
2230 Instruction Related Technology	-	1,000,000.00		0.00%
2300 Board of Education Services	-	5,000.00		0.00%
2340 Other General and Administrative Services	-	100,000.00		0.00%
2530 Printing Equipment	15,680.72	-		N/A
2580 Tech Supplies	432,257.01	-		N/A
2620 Operation of Building Services	1,178,334.81	2,455,000.00		48.00%
2630 Care and Upkeep of Grounds Services	608.48	1,000,000.00		0.06%
2640 Care and Upkeep of Equipment Services	17,606.57	100,000.00		17.61%
2660 Security Services	-	100,000.00		0.00%
2670 Safety	26,146.80	200,000.00		13.07%
2720 Bus Operation Services	-	100,000.00		0.00%
3300 Athletics Supplies and Uniforms	-	-		N/A
Total Support Services	\$ 2,003,183.95	\$ 5,260,000.00		38.08%
OTHER USES OF FUNDS				
4200 Land Acquisition Services	\$ -	\$ -		N/A
4300 Land Improvement Services	522,015.68	-		N/A
4400 Architectural and Engineering Services	-	20,000,000.00		0.00%
4600 Facilities Acquisition and Construction Services	861,924.37	10,000,000.00		8.62%
4700 Facilities Improvement Services	2,312,055.64	-		N/A
5600 Correcting Entry	-	-		N/A
Total Other Uses of Funds	\$ 3,695,995.69	\$ 30,000,000.00		12.32%
TOTAL FISCAL YEAR BUDGET	\$ 5,706,136.66	\$ 35,460,000.00		16.09%

Stillwater Public Schools
Independent District No. 16, Payne County



Mr. Uwe Gordon
Superintendent

Dr. Janet Vinson
Acting Superintendent

Mrs. Kristie Newby, MBA, CFE
Chief Financial Officer

School Budget Act

November 2024 Board Meeting



November 12, 2024

Honorable Stillwater Public Schools Board of Education Members,

I am requesting approval of a resolution to modify the school budgeting system to operate within the provisions of the School District Budget Act for FY 25-26.

As you recall, the purpose of the School District Budget Act is to provide an alternate budget procedure for school districts which will:

1. Establish standard and sound fiscal procedures for the adoption and administration of budgets,
2. Make available to the public and investors sufficient information as to the financial conditions, requirements and expectations of the school district and
3. Conform with the implementation of generally accepted standards of financial management as promulgated by the Governmental Accounting Standards Board (GASB). (70§5-150).

We have internal controls built within the financial system that prohibit encumbering beyond appropriations.

Respectfully,

Kristie Newby

Mrs. Kristie Newby, MBA, CFE
Chief Financial Officer
Stillwater Public Schools

STILLWATER PUBLIC SCHOOLS



STILLWATER PUBLIC SCHOOLS

BOARD OF EDUCATION

**RESOLUTION
SCHOOL DISTRICT BUDGET ACT**

“The Board of Education, Stillwater Public Schools Independent School District #16, Payne County, hereby resolves to implement budgeting procedures in compliance with the provisions of the School District Budget Act (Section 5-150 et seq. of Title 70) for FY 25-26.”

President
Board of Education
November 12, 2024

Clerk
Board of Education
November 12, 2024

STILLWATER PUBLIC SCHOOLS

General Groups	Estimated Total for Group	% of Total Budget for Employee Group
Administration	\$ 496,988.57	16% reduction in Administrative Costs
Certified Teachers	\$ 1,371,701.36	4% reduction in Certified Teacher Costs
Guidance/Counseling Services	\$ 295,000.00	12% reduction in Guidance / Counseling Services
Instructional Support	\$1,685,369.03	31% reduction in Instructional Support Costs
Operational Support Services	\$407,114.49	15% reduction in Operational Costs
Student Support Services	\$1,354,246.76	29% reduction in Student Support Services Costs
Non- salary GF budgets	\$215,000.00	15% reduction in all general fund budgets
	5,825,420.21	

GRADUATION REQUIREMENTS

The Stillwater Public Schools Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. A minimum of 26 units of credit must be earned in the subject areas listed below to be eligible for graduation. Students entering the eighth grade in the 2025- 2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, shall complete a minimum of the following 23 curriculum units or sets of competencies at the secondary level:

4 units of English to include Grammar, Composition, Literature, or any English course;

4 units of mathematics, two of which shall be Algebra I and either Algebra II or Geometry. The other two units may include Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Statistics, Math of Finance, Computer Science, college courses approved for dual credit, an approved full-time postsecondary career and technology program, or locally approved math-based application course, or any mathematics course with content and/or rigor above Algebra I;

3 units of laboratory science approved for college admission requirements including one unit of life science meeting the standards for Biology I, one unit of physical science meeting the standards for Physical Science, Chemistry or Physics; and one unit from the domains of physical science, life science, or earth and space science, or approved full-time postsecondary career and technology program or locally approved science-based application course, or any course with content and/or rigor above Biology I or Physical Science;

3 units of history and citizenship skills including one unit of American History, ½ unit of Oklahoma History, ½ unit of United States Government, and one unit from the subjects of History, Government, Geography, Economics, Civics or non-Western culture;

6 pathway units which align with the student's Individual Career and Academic Plan (ICAP) which may include, but are not limited to, any additional math, science, English, history, world or non-English language, computer technology, Junior Reserve Officers' Training Corp, internship or apprenticeship programs, career and technology education courses, concurrently enrolled courses, advanced placement courses, International Baccalaureate courses approved for college admission requirements, music, art, drama, speech, dance, media arts, or other approved courses; and

3 units of elective courses.

All students, beginning with the 2024-2025 school year, a student whose parent or legal guardian approves modification of the student's existing graduation track, subject to school approval, may complete a minimum of 23 curriculum units or sets of competencies at the secondary level as listed above. All other students graduating prior to 2030, in order to graduate, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the core curriculum option.

GRADUATION REQUIREMENTS (Cont.)**College Preparatory/Work-Ready Curriculum for High School Graduation**

- 4 Units of English to include Grammar, Composition, Literature or any English course approved for college admission requirements
- 3 Units of Mathematics limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content or rigor above Algebra I and approved for college admission requirements
- 3 Units or Sets of Competencies in Science
- 1 unit of life science, meeting the standards for Biology 1 (Biology, AP Biology)
 - 1 unit of physical science, meeting the standards for Physical Science, Physics, or Chemistry (Physical Science, Physics, Chemistry)
 - 1 unit from the domains of Physical Science, Life Science, or Earth and Space Science such that content and rigor is above Biology 1 or Physical Science (e.g., LS: Zoology, Forensics, Genetics; PS: Chemistry, Physics, AP Chemistry, AP Physics; ESS: Meteorology, Geology, Astronomy, Oceanography, Environmental Science)
- 3 Units of History and Citizenship Skills including one (1) unit of American History, one-half (1/2) unit of Oklahoma History, one-half (1/2) unit of United States Government and one (1) unit from the subjects of History, Government, Geography, Economics, Civics or non-Western culture and approved for college admission requirements
- 2 Units of the same World or non-English language, or 2 Units of Computer Technology approved for college admission requirements, whether taught at the high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets and graphics
- 1 Unit additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and
- 1 Unit of Fine Arts such as music, art or drama, or 1 Unit of Speech
- ½ Unit of Personal Financial Literacy
- Additional units of core or elective subjects to reach 26 units of credit.

Core Curriculum for High School Graduation

- 4 Units or Sets of Competencies in Language Arts:
- 1 unit of Grammar and Composition, and
 - 3 units which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content or rigor equal to or above grammar and composition.

GRADUATION REQUIREMENTS (Cont.)

3 Units of Sets of Competencies in Mathematics:

1 unit of Algebra I or Algebra I taught in a contextual methodology, and
 2 units which may include, but are not limited to the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Precalculus, Calculus, Statistics or Probability, Computer Science I, Computer Science II, Mathematics of Finance, Intermediate Algebra.

3 Units or Sets of Competencies in Science:

1 unit of Biology I or Biology I taught in a contextual methodology, and
 2 units in the area of life, physical or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses such as Horticulture, Plant and Soil Science, Natural Resources and Environmental Science and Animal Science.

3 Units or Sets of Competencies in Social Studies:

1 unit of United States History
 ½ to 1 unit of United States Government
 ½ unit of Oklahoma History, and
 ½ to 1 unit which many include, but are not limited to the following courses: World History, Geography, Economics, Anthropology or other social studies courses with content or rigor equal to or above United States History, United States Government and Oklahoma History.

1 unit in The Arts which may include Visual Arts and General Music

1 unit in Computer Technology including Computer Programming, Hardware and Business Computer Applications.

½ Unit of Personal Financial Literacy

Additional units of core or elective subjects to reach 26 units of credit.

Credit may be earned for the above-reference classes when the courses are taken in the 7th or 8th grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.

Students will not be allowed to earn credit more than once for completion of the same unit or set of competencies.

All students in grades 9 through 12 are required to enroll in a minimum of six (6) periods, or the equivalent in block scheduling, of rigorous academic or career and technology courses each day.

Students who transfer into this district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma.

GRADUATION REQUIREMENTS (Cont.)

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and which provide for the teaching and learning of the appropriate skills and knowledge in the Oklahoma Academic Standards may, upon approval of the State Board of Education and the Stillwater Public Schools Board of Education, be counted for academic credit and toward meeting state graduation requirements.

All students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent of the student objects in writing.

In order to graduate with a standard diploma, students entering the 9th grade prior to or during the 2016-2017 school year, must complete 26 units of credit and have participated in any of the following:

- a. The Oklahoma State Testing Program
- b. If a student has not had the opportunity to participate in the Oklahoma State Testing Program, a state testing program from another state other than Oklahoma or a nationally recognized assessment, such as ACT or SAT, will be accepted.

Beginning with ninth graders in the 2021-2022 school year students are required to pass the United State naturalization test, in order to graduate from a public high school accredited by the State Board of Education. The United States naturalization test will be provided at least once per school year, beginning as early as eighth grade. Students must score a 60% to pass the test and may retake the exam upon request and as often as desired until earning a passing score. Students with disabilities whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP) will be exempt.

Beginning with the 2024-2025 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall complete and submit a Free Application for Federal Student Aid (FAFSA). A student shall be exempt from this requirement if:

- the student's parent or legal guardian submits a signed form authorizing the student to opt out of the requirement;
- the student, age eighteen (18) or older, submits a signed form authorizing him or her to opt out of the requirement or
- a school counselor authorizes a student to opt out of the requirement.

Students shall be allowed to earn released time elective credit in accordance with state law and the Oklahoma Accreditation Standards.

REFERENCE: 70 O.S. § 11-103.2c
70 O.S. § 11-103.6
70 O.S. § 1210.199
70 O.S. § 1210.508
70 O.S. § 1210.523